

FOLKESTONE TOWN COUNCIL'S PLAN FOR THE NEXT FOUR YEARS 2025 - 2029

Folkestone Town Council's Plan aims to give residents a clear understanding of what the Council does and how it intends to deliver its objectives.

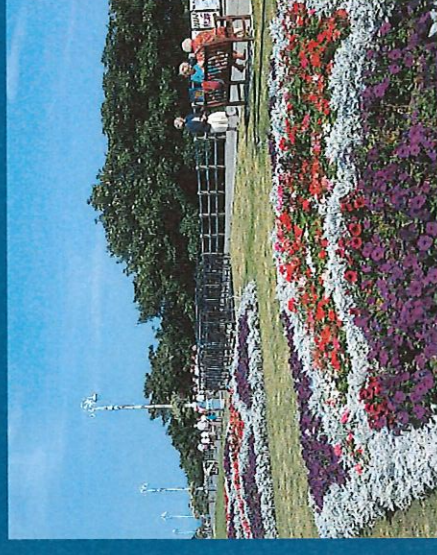




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1. Introduction

Welcome to FTC's Plan 2025-29, which supersedes the Corporate Plan 2020-25. This plan has been developed following a review of the Corporate Plan 2020-25, to provide an overview of Council's plans to improve the quality of life for all residents, businesses and visitors to Folkestone, as well as developing and underpinning its identity.

FTC works for and on behalf of the community it serves and is committed to improving and enhancing the Town of Folkestone having regard to the identified needs and wishes of all sections of the community. The Town Council is funded by the residents through what is known as a precept of the council tax charge and by generating income through services delivered. The 2025/26 precept is £1,082,720 which equates to a charge of £71.09 per band D household per annum (£1.37 per week).



At the most local tier of local government, FTC felt it was important to hear the views of residents to help make Folkestone a better place to live, work and visit. Therefore, during 2024, residents were asked to complete a survey as part of a review of the priorities for FTC to deliver on over the next four years. Areas that scored particularly high with respondents being 'Very Happy' were flower beds, hanging baskets, play areas, Folkestone Museum, community events and the community magazine. Areas that many respondents felt could be improved, in particular, were highways, litter bins, salt bins and the number of allotments, with many respondents being unaware of the Proof of Life service and ReferKent Hub offered at the Town Hall, noticeboards and CCTV.



One clear target arising from the feedback, was the development of a Neighbourhood Plan, with 80% of respondents indicating they felt it would benefit the residents and businesses of Folkestone. In addition to this, 82% of respondents indicated that 'addressing anti-social behaviour and crime' was very important with only 2% indicating it was unimportant.

This plan therefore outlines FTC's mission, vision, purpose, objectives and values over a four-year period, with targets and key performance indicators (KPIs) to help Council assess progress against objectives set. FTC will continue to examine in detail its responsibilities, continually review them and align our objectives to continue to strive to make significant improvements within the local community by working closely or in partnership with other organisations. These organisations are key contributors and represent the diversity of the local community and include voluntary, business and public sectors.

Interesting times may be ahead, with the Government's recent English Devolution White Paper setting out to unleash power from Whitehall back into local communities allowing local councils to make important decisions closer to where residents live and work. Although nothing is confirmed, at some point in the future, this could see Kent and Medway County and District authorities combining into unitary councils which will undoubtedly impact local Town and Parish Councils.



2. Overview of Folkstone Town Council

- 2.1 Folkstone Town Council was established in 2004 following a Referendum of the town's people in May 2003 and the subsequent approval of the Secretary of State, although Folkstone had been a Borough Council up until 1974. Since its creation some 20 years ago the Council has developed into one of the largest town councils in the country.

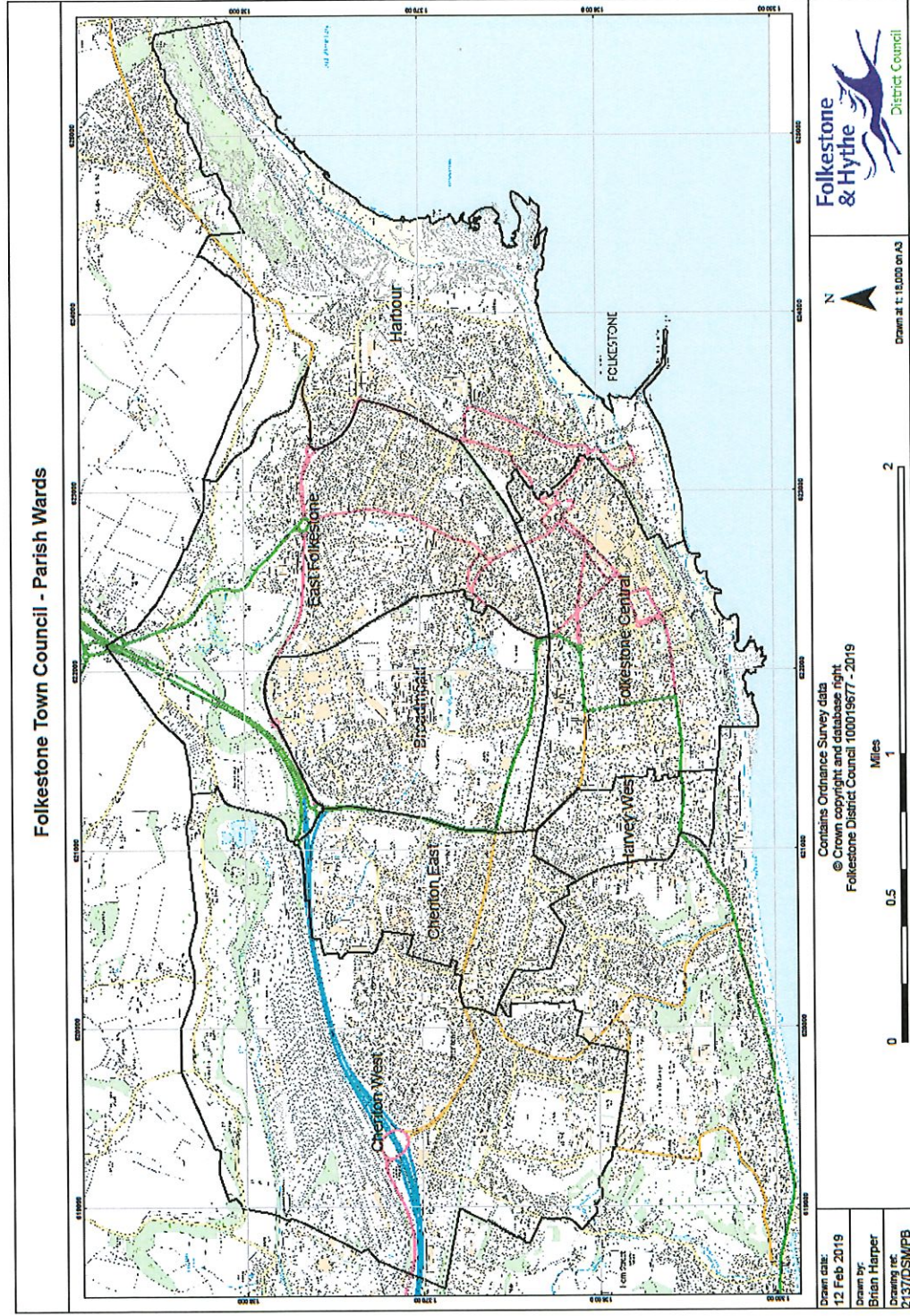
- 2.2 The Council comprises eighteen Town Councillors that are democratically elected every four years to seven wards:

Broadmead Ward	2 Town Councillors
Central Ward	4 Town Councillors
Cheriton East Ward	1 Town Councillor
Cheriton West Ward	3 Town Councillors
East Folkstone Ward	4 Town Councillors
Harbour Ward	3 Town Councillors
Harvey West Ward	1 Town Councillor





2.3 Ward Boundary Map





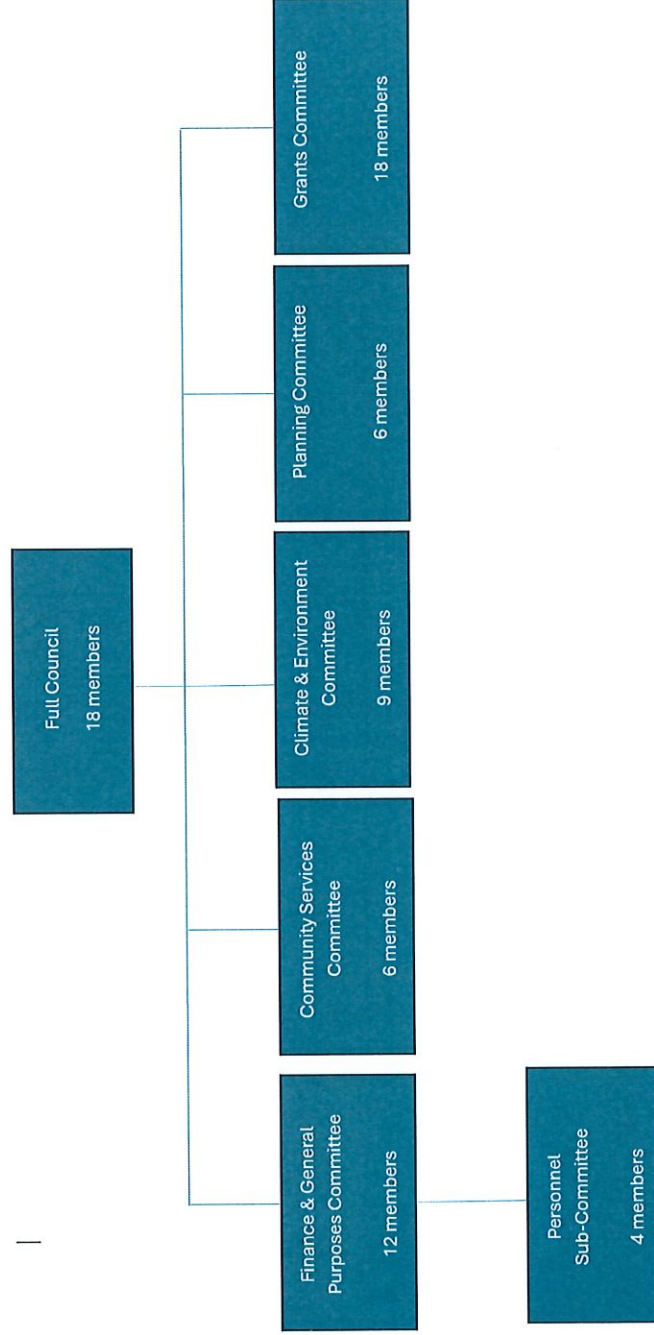
3 Functions and Service Responsibilities of Folkestone Town Council

Financial & Democratic Services	Community Support	Environmental & Grounds
Councillor Support	Visitor Information	Allotments
Committee Administration	Community Events	Litter & Bins
Mayoralty	Christmas Lights/Festivities	Bus Shelters
Civic Events	Town Centre Regeneration	Tree Management
Council Finances and Audits	Youth Facilities	Street Furniture
Human Resources	Heritage Preservation/Museum	Climate Change
Community Grants	Crime and Disorder	Play Parks
Town Twinning/Friendship Links	Community Minibus	Tree Management
Proof of Life	Community Resilience	Street Furniture
Planning (consultee)	Highways Improvements	Climate Change
	ReferKent Hub	Play Parks
	Kent Advice Hub	Flower Beds & Planters



4 Committee Structure

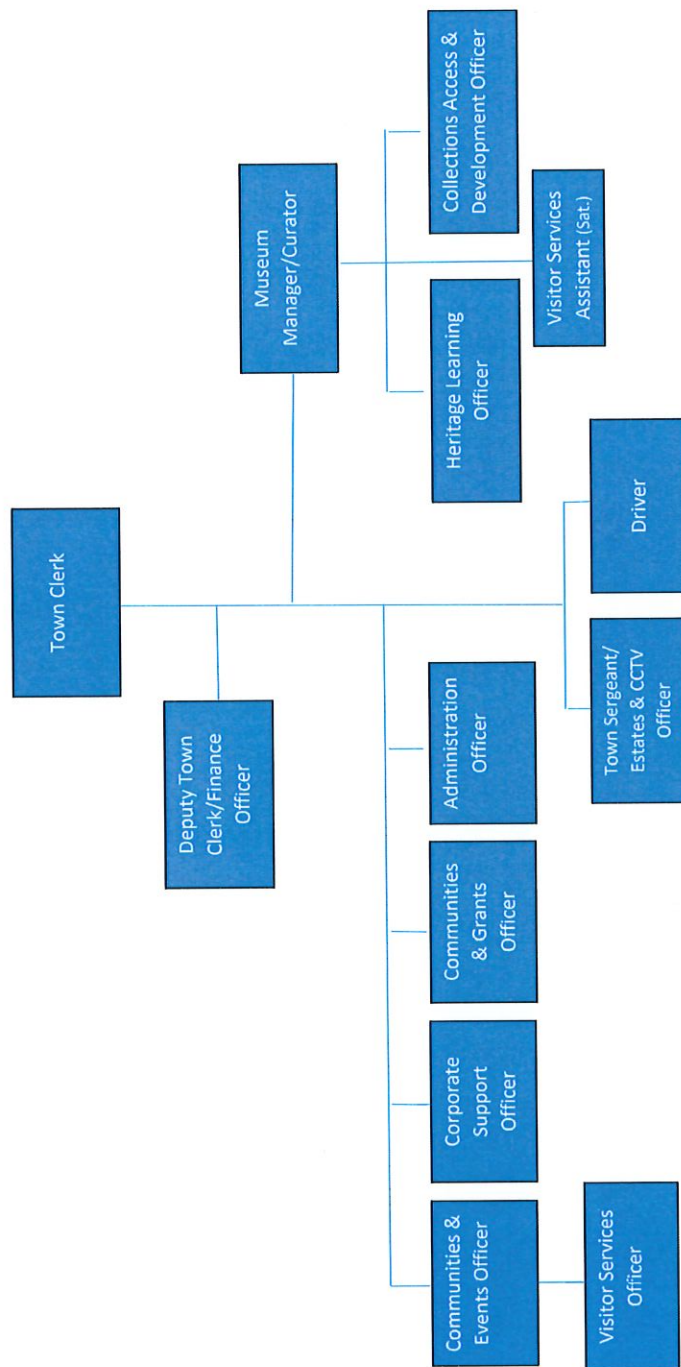
The Town Council is a corporate body that makes decisions via committees that have delegated authority in line with adopted Standing Orders and through delegation of authority to the Town Clerk (please see the Council's website at www.folkestone-tc.gov.uk for further details). The Council itself is chaired by the Town Mayor who typically serves one year of office and is elected from the Council itself. The Council has five main Committees that govern the strategic direction and much of the day-to-day business of the Council, the Finance & General Purposes (supported by the Personnel Sub-committee), Community Services, Climate and Environment, Planning and Grants Committees.





5 Staffing Structure

Supporting the Council is an officer structure that is employed to deliver Council services under the directorship of the Town Clerk. The Town Clerk is the statutory Proper Officer, Responsible Financial Officer and Head of the Paid Service and is accountable for ensuring that all Council's decisions are lawful.





6 Folkestone Town Council's Vision, Mission Statement & Values

The Council's Vision

"To work together with all sectors of the community to promote the social, environmental and economic well-being of the people of Folkestone so that it is an even better place to live, work and visit."

The Council's Mission Statement:

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

The Council's Values:

- o To work to the highest standards of integrity, transparency and openness to deliver services to the best of our abilities.
- o To work in partnership with other organisations to improve services and deliver value for money for the Folkestone council taxpayers.
- o To be an advocate and campaigning voice for the people of Folkestone.



7. Town Council's Corporate Priorities and Key Objectives

In endeavouring to promote civic pride, improve the quality of life and help to make Folkestone a vibrant community for its residents, Folkestone Town Council currently delivers a range of different functions and services.

The following pages outline the range of actions which Folkestone Town Council will pursue over the lifespan of this document.

The Town Council aims to deliver its vision by:

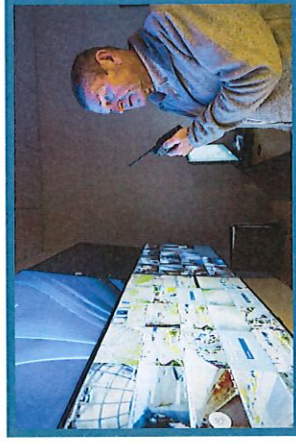
- Creating a better environment for Folkestone.
- Representing residents, businesses and community groups on issues facing the town.
- Preserving and enhancing the history and identity of the town.
- Improving services targeted to all community sectors in the town.
- Contributing to the regeneration of the town.





The Town Council aims to support its mission by:

- Continuing to improve the appearance and quality of the environment in which we live.
- Encouraging a greater participation in the governance of our town by all sectors of society and representing the views of residents.
- Working in partnership with Folkestone & Hythe District Council, Kent County Council and other organisations to improve the public services in the town.
- Working in partnership with the business and leisure communities to improve the experience of our visitors and thereby encourage the growth of tourism.
- Supporting the work of community groups and voluntary organisations with grant aid and co-ordinating their activities to improve the social fabric of our community.
- Working in partnership with Folkestone & Hythe District Council's Community Safety Unit to reduce the level of crime and anti-social behaviour in the town and encouraging the socially excluded back into the fold.





8 Four Year Financial Forecast 2025/26 to 2028/29

The figures from Year 2 onwards are based on assumptions and are subject to adjustment to reflect any amendments to priorities and the annual budget making process. A breakdown of the annual budget is available on the Town Council website.

	Year 1 2025/26 (£)	Year 2 2026/27 (£)	Year 3 2027/28 (£)	Year 4 2028/29 (£)
EXPENDITURE				
GRANTS	54,000	54,540	55,085	55,636
DEMOCRATIC	12,600	12,852	12,981	13,110
PREMISES & HIRE	169,700	174,791	180,035	183,635
PROFESSIONAL FEES	6,100	6,222	6,284	6,347
MUSEUM MAINT & DEV	26,500	27,560	28,387	28,955
COMMUNITY SERVICES	72,550	74,727	76,968	78,508
SALARIES & WELLBEING	592,750	610,533	622,743	641,425
CLIMATE & ENVIRONMENT	29,500	30,385	30,993	31,303
OFFICE & ADMINISTRATION	50,250	51,255	52,793	53,321
CCTV MONITORING & MAINT	57,000	58,140	58,721	59,896
CIVIC EVENTS & MAYORALTY	44,370	45,257	45,710	46,624
CHRISTMAS LIGHTING & FESTIVITIES	46,500	47,430	48,853	49,341
	1,161,820	1,193,691	1,219,553	1,248,101
INCOME				
PRECEPT	1,082,720	1,113,536	1,138,098	1,165,554
PREMISE RENTAL	20,700	20,907	21,325	21,538
INVESTMENT INTEREST	30,000	30,300	30,603	30,909
ALLOTMENTS & OTHER SERVICES	15,200	15,352	15,659	15,816
MUSEUM SERVICES & DONATIONS	13,200	13,596	13,868	14,284
	1,161,820	1,193,691	1,219,553	1,248,101



9 Corporate Priorities

Folkestone Town Council has set the following Priorities for the next four years to continuously improve its efficiency.

Priority One - Creating a Better Environment for Folkestone

No.	Action	Committee/ Working Group	Lead Officer	Timescale	Budget 2025/26 (If applicable)
1.1	Ensure street furniture is well maintained and where possible painted in town colours to create a common identity.	Community Services	Estates Officer	Ongoing	£2,150
1.2	Work with others to maintain and improve the appearance of the town to create a welcoming environment.	Community Services	Town Clerk	Ongoing	Internal
1.3	Continue to contribute towards improving the street scene by investing in flowers, trees & plants throughout Folkestone.	Climate & Environment	C&E Officer	Ongoing	£40,000
1.4	Retain the Town's Fairtrade status by actively encouraging and promoting Fairtrade initiatives to the community, schools and local community groups.	Climate & Environment	C&E Officer	Ongoing	Internal
1.5	The Council currently has an eco-friendly civic car and will continue to improve upon this with even lower emissions and greener technology if possible.	Finance & General Purposes	Finance Officer / Driver	Ongoing	£5,000



1.6	Consider the environmental impact of all decisions and commit to becoming carbon-neutral by 2030 and ban single use plastics within the Town Hall and encourage a plastic free Folkestone.	Council	Town Clerk	2030	Internal
1.7	Use recycled paper and minimise paper use as a matter of course.	Council	Town Clerk	Ongoing	Internal
1.8	Reduce paper and postage use by sending documents by email and amalgamated mailings.	Council	Town Clerk	Ongoing	£5,400
1.9	To investigate and work towards producing a Climate Action Plan.	Climate & Environment	Town Clerk / C&E Officer	Jan 2026	Internal
1.10	To investigate and work towards producing a Community Resilience Plan.	Community services	Town Clerk / C&G Officer	July 2025	Internal
1.11	Investigate the independent monitoring of the water quality on Folkestone beaches (Sunny Sands and the Mermaid beach).	Climate & Environment	C&E Officer	June 2025	£4,500
1.12	Continue to maintain and improve the 8 x Play Parks under FTC's responsibility.	Climate & Environment	C&G Officer	Ongoing	£25,000
1.13	Maintain FTC owned assets, i.e. bus shelters, salt bins and litter bins.	Community Services	C&E Officer	Ongoing	£1,500
1.14	Provide a cost-effective opportunity for local businesses to advertise on bus shelters.	Finance & General Purposes	Finance Officer	Ongoing	£1,000



Priority Two – Crime and Community Safety

No.	Action	Committee/ Working Group	Lead Officer	Timescale	Budget 2025/26 (If applicable)
2.1	Continue to provide a public realm CCTV system that is monitored and recorded on a 24/7 basis.	Council / CCTV Working Group	Town Clerk / Town Sergeant	Ongoing	£57,000
2.2	Work in partnership with other bodies, i.e. community policing and Safer Streets, to improve the safety and well-being of residents, businesses and visitors.	Community Services	Town Clerk	Ongoing	Internal
2.3	Where appropriate, identify and offer support to community safety initiatives and activities which promote community safety.	Community Services/Grants Committee	Town Clerk	Ongoing	£54,000



Priority Three - Transport and Accessibility

No.	Action	Committee/ Working Group	Lead Officer	Timescale	Budget 2025/26 (If applicable)
3.1	Encourage active travel initiatives providing alternatives to car journeys, i.e. cycling, walking, car sharing and use of public transport.	Community Services	Town Clerk / C&E Officer	Ongoing	Internal
3.2	Encourage the use of Police approved speed watch equipment to help ensure that speed limits are respected and observed.	Community Services / HIP WG	C&G Officer	Ongoing	Internal
3.3	Work in partnership with KCC to develop a Highways Improvement Plan (HIP), encouraging residents to provide suggestions for highways improvements and safety requests.	Council / HIP WG	C&G Officer	Ongoing	Internal



Priority Four - Housing Needs and Planning

No.	Action	Committee/ Working Group	Lead Officer	Timescale	Budget 2025/26 (If applicable)
4.1	Pursue partnership working with those seeking to improve the fabric of the town as a vital part of the regeneration of Folkestone.	Council	Town Clerk	Ongoing	Internal
4.2	Through the Council's statutory consultee status, engage fully in all consultative planning processes relating to developments and licensing applications that impact the town.	Planning	Town Clerk	Ongoing	Internal
4.3	Seek Section 106 and CIL agreements for new developments to encourage planning gain as a method of benefiting the community.	Finance & General Purposes	Town Clerk / Finance Officer	Ongoing	Internal
4.4	Investigate and progress the introduction of a Neighbourhood Plan for Folkestone.	Council	Town Clerk	Dec 2026	Internal



Priority Five - Learning Skills and Development

No.	Action	Committee/ Working Group	Lead Officer	Timescale	Budget 2025/26 (If applicable)
5.1	Ensure adequate resources are available to deliver Council's aspirations.	Personnel Sub	Town Clerk	Ongoing	Ongoing
5.2	Encourage employees to develop their full potential through training.	Personnel Sub	Town Clerk	Ongoing	£3,600
5.3	Offer Councillors training opportunities to increase their effectiveness and efficiency in serving the people of Folkestone.	Personnel Sub	Town Clerk	Ongoing	£600
5.4	Encourage members of the public to attend Council meetings and ask questions.	Council	Town Clerk	Ongoing	Ongoing



Priority Six - Business, Retail, Town Centre and Community

No.	Action	Committee/ Working Group	Lead Officer	Timescale	Budget 2025/26 (If applicable)
6.1	Continue to produce a cost neutral, quarterly newsletter, the Folkestone Community Magazine, to keep residents, businesses and visitors informed of the activities of the Council.	Community Services	Administration Officer	Ongoing	Internal
6.2	Maintain the Town Hall Clock in good working order.	Community Services	Town Clerk	Ongoing	£500
6.3	The Town Mayor, assisted by the Deputy Town Mayor, to attend and/or host a wide variety of functions held by local groups and represent the town in meetings and civic functions both nationally and internationally when the need arises.	Council	Corporate Support Officer	Ongoing	£8000
6.4	Continue to organise and promote civic and community functions to commemorate and celebrate the key events and people associated with Folkestone.	Council	Corporate Support Officer / C&E Officer	Ongoing	£30,000
6.5	Continue to advertise Council and Committee meetings that are open to the public.	Council	Administration Officer	Ongoing	£1,000
6.6	Continue to maintain, install and remove Christmas lighting and host annual Christmas festivities.	Community Services	C&E Officer	Ongoing	£46,000



6.7	Seek to utilise third party noticeboards and improve use of social media to improve awareness of events and areas of community interest.	Community Services	C&E Officer	Ongoing	Internal
6.8	Scrutinise any proposals in respect of the devolution of services and transfer of assets from F&HDC and KCC, to achieve the best outcome for Folkestone residents.	Council	Town Clerk / Finance Officer	Ongoing	Internal
6.9	Continue to provide Ward and Town Grants for local projects and encourage applications from across all sectors of the community.	Grants	C&G Officer	Ongoing	£54,000
6.10	Support hospitality and shelters that are available to homeless people throughout the coldest period of winter.	Grants	C&G Officer	Ongoing	As above
6.11	Provide a Community Minibus and investigate opportunities for the Community Minibus to be utilised effectively within the community.	Finance & General Purposes	Town Clerk / C&G Officer	Aug 2025	£8,500



Priority Seven - Tourism and Visitors to the Town Hall

No.	Action	Committee/ Working Group	Lead Officer	Timescale	Budget 2025/26 (If applicable)
7.1	Continue to provide an accessible visitor information point and dedicated area where visitors can seek and be provided with information on attractions and accommodation across the Town, accessible on the phone, by email, in the Town Hall, on the website and via social media.	Community Services	C&E Officer / Tourist Info Officers	Ongoing	£2,000
7.2	Work, where possible, with other bodies on the development of local tourist information leaflets, signage in the town and display boards.	Community Services	C&E Officer / Tourist Info Officers	Ongoing	Internal
7.3	Train volunteers to support the visitor information area.	Community Services	C&E Officer / Tourist Info Officers	Ongoing	Internal
7.4	Support the twinning link with Etaples-Sur-Mer and the friendship link with Mechinagar, Nepal.	Community Services	Town Clerk	Ongoing	Internal
7.5	Deliver advice and support to residents by signposting and offering assistance via ReferKent and Kent Advice Hubs within the Town Hall.	Community Services	Tourist Information Officers	Ongoing	Internal



Priority Eight - Healthy Communities / Sports / Open Spaces / Leisure & Culture

No.	Action	Committee/ Working Group	Lead Officer	Timescale	Budget 2025/26 (If applicable)
8.1	Work with others to help to make available to the community as many leisure, sport and cultural opportunities as possible.	Community Services	Town Clerk	Ongoing	Internal
8.2	Promote allotment holdings, seek to provide the best possible facilities in a cost neutral manner consulting regularly with allotment holders.	Climate & Environment	Town Clerk / Allotments Manager	Ongoing	£10,000
8.3	Seek to find new land that is suitable to be turned into allotments to address the demand.	Community Services	Town Clerk / Allotments Manager	Dec 2025	Internal
8.4	Continue to encourage youth involvement by hosting sporting events or alternative activities (i.e. dance/drama).	Community Services	C&E Officer / C&G Officer	Ongoing	£3,000
8.5	Support and engage with community groups who are aiming for improved sporting provision within the town for people of all ages and abilities.	Community Services Grants	C&E Officer / C&G Officer	Ongoing	Internal



Priority Nine – Improve the Corporate Management and Efficiency of the Town Council

No.	Action	Committee/ Working Group	Lead Officer	Timescale	Budget 2025/26 (If applicable)
9.1	Maintain a General Reserve of 20-25% of precept.	Finance & General Purposes	Town Clerk / Finance Officer	Ongoing	N/A
9.2	Maintain computerised systems to record all HR, contacts, issues & accidents.	Council	Town Clerk	Ongoing	£4,000
9.3	Develop Key Performance Indicators (KPIs) and SMART objectives to help improve efficiency.	Council	Town Clerk	April 2025	N/A
9.4	Continue to improve budget forecasts and further develop Capital Reserves.	Finance & General Purposes	Town Clerk / Finance Officer	Ongoing	Internal
9.5	To continue to achieve an unqualified external Audit result.	Finance & General Purposes	Town Clerk / Finance Officer	Ongoing	Internal
9.6	Maintain "Power of General Competence".	Council	Town Clerk	Ongoing	Internal
9.7	Review staffing structure to ensure sufficient resource to deliver corporate priorities.	Personnel Sub	Town Clerk / Finance Officer	Ongoing	Internal
9.8	Maintain Council owned property and Asset Register.	Finance & General Purposes	Finance Officer	Ongoing	Internal
9.9	Encourage BACs or card payments for Council paid services.	Finance & General Purposes	Finance Officer	Ongoing	Internal
9.10	Promote community service awards to local people who make a real difference to the community.	Council	Corporate Support Officer	Ongoing	Internal

FTC's Plan 2025-2029



Priority Ten – Preserve the Town’s Heritage and Regenerate Community Spirit

No.	Action	Committee/ Working Group	Lead Officer	Timescale	Budget 2025/26 (If applicable)
10.1	Audience development for the Folkestone Museum (FM) – increase visitor numbers and hold wellbeing activity sessions throughout the year.	Community Services	Museum Manager/Curator	Ongoing	£3,000
10.2	Increase planned activities, outreach and informal engagement within FM.	Community Services	Museum Manager/Curator	Ongoing	£11,700
10.3	Update and improve the exhibitions and displays within FM in preparation for the 10 th anniversary of the Museum opening.	Community Services	Museum Manager/Curator	Nov 2027	£1,000
10.4	Programme a variety of exhibitions and activities in the temporary exhibition space.	Community Services	Museum Manager/Curator	Ongoing	Internal
10.5	Write a training plan for FM staff and volunteers.	Community Services	Museum Manager/Curator	Ongoing	Internal
10.6	Signpost training opportunities to FM volunteers to improve skills.	Community Services	Museum Manager/Curator	Ongoing	Internal
10.7	Resolve the backlog of missing and un-accessioned objects in FM’s collection.	Community Services	Museum Manager/Curator	Ongoing	Internal
10.8	Continue to find opportunities to share FM collection with others.	Community Services	Museum Manager/Curator	Ongoing	Internal



10.9	Develop the FM collection to tell wider stories of Folkestone and fill acknowledged gaps.	Community Services	Museum Manager/Curator	Ongoing	Internal
10.10	Continue preventative and interventive conservation to preserve FM's collection.	Community Services	Museum Manager/Curator	Ongoing	Internal
10.11	Develop ways to encourage donations for FM each year.	Community Services	Museum Manager/Finance Officer	Ongoing	Internal
10.12	Increase cross over training within FM team to ensure the museum can continue core activities	Community Services	Museum Manager/Curator	Ongoing	Internal
10.13	Continue to maintain Council owned memorials to a high standard.	Council	Corporate Support Officer	Ongoing	£1,800
10.14	Continue to support a location for the Cinema in the Town Hall.	Council	Town Clerk / Finance Officer	Ongoing	Internal
10.15	Maintain the Town Hall adhering to listed building status.	Council	Town Clerk / Finance Officer	Ongoing	£30,000



10 Performance Measures, Service Planning and Monitoring Arrangements

To effectively monitor how Folkestone Town Council is performing in relation to its priority objectives and targets, a series of key performance indicators (KPIs) have been developed.

KPIs are reviewed, monitored, developed and improved upon and the intention is to continue to review the relevance of the KPIs and to further develop them in the coming years.

Councils measure performance to establish:

- How well the Council is performing
- How the precept and other income should be spent
- How the Council is seen by stakeholders and the wider community
- What improvements need to be made

A Quality Performance Report will be submitted to the appropriate Committees annually, so that the Committees can track and monitor performance, making recommendations for improvements accordingly. The KPIs will also be reported on the website.



Council Committee	KPI No.	Key Performance Indicator	Annual Target
Council	C1	Number of members of the public attending Council meetings.	Council: 100 Committees: 50
Council	C2	% Councillor attendance at meetings delivering local democracy.	Council: 80% Committees: 80%
Council	C3	Number of Code of Conduct complaints.	Less than 5
Council	C4	Number of Mayoral engagements.	300
Council	C5	Number of Civic Events held.	15
Council	C6	Number of Press Releases and Community Magazine Articles issued.	PR: 20 CM: 50
Council	C7	Number of visitors to the Town Hall.	20,000
Council	C8	Number of Freedom of Information requests responded to within required period.	100%



Council	C9	Number of consultation exercises carried out.	2
Council	C10	Increase annual hits on Council websites.	FTC tba
Council	C11	Increase annual Facebook followers by 5% each year.	FM 10,000
Council	C12	Number of training sessions attended by staff and councillors.	FTC 2024 = 2,300 FM 2024 = 3,800
Finance & General Purposes	F1	Total revenue income (excluding precept).	30
Finance & General Purposes	F2	Total grant income.	8% of precept
Finance & General Purposes	F3	Percentage of invoices paid within 30 days.	£20,000
Finance & General Purposes	F4	Accounts receivable turnover: Income received within 30 days from customers.	95%
Finance & General Purposes	F5	Maintain General Reserve.	85%
Personnel-Sub	P1	Average percentage of employee sick days.	Minimum 20% of precept
			2%



Grants	G1	Number of Town Grant Applications approved.	30
Grants	G2	Number of Town Grant applications from new organisations.	10%
Grants	G3	Number of Ward Grant Applications approved.	70
Community Services	CS1	Number of Community Events held.	2
Community Services	CS2	Number of Youth Events held.	2
Community Services	CS3	Number of bookings of the Temporary Exhibition Room.	2
Community Services	CS4	Number of volunteer hours per annum helping to deliver Museum services.	500
Community Services	CS5	Number of wellbeing activity sessions.	12
Community Services	CS6	Number of formal education activity sessions.	90
Community Services	CS7	Loan Box bookings.	18



Community Services	CS8	Young people involved in informal engagement activities.	2,000
Community Services	CS9	Engagement of adults in Museum outreach activities.	500
Community Services	CS10	Uplift in donations.	10%
Climate & Environment	CE1	Vacant allotments for longer than 1 month.	0
Climate & Environment	CE2	Number of allotment inspections undertaken.	6
Climate & Environment	CE3	Number of new trees planted by KCC on FTC's behalf.	30



11 Glossary of Terms

Asset Register - A list of the Council's assets, including their condition, location, and value.

CIL Funding - Community Infrastructure Levy (CIL) funding is money that local authorities use to fund infrastructure projects in response to new development. The funds are raised from developers through the planning process.

Community Resilience - The ability of a community to prepare for, respond to, and recover from difficult situations.

Freedom of Information - The right of the public to access information held by public authorities.

General Reserve - Funds held without any specific purpose, serving as a financial safety net for unforeseen expenses, emergencies, or fluctuations in revenue. These reserves help maintain stable finances and ensure the council can continue to deliver essential services during challenging circumstances.

Head of the Paid Service – Statutory role in a local authority.

Kent Advice Hub – Free money advice from Citizens Advice.

Loan Box – A collection of objects, documents, and photographs that can be borrowed from a museum for educational purposes.

Neighbourhood Plan – A way for communities to have a say in the future of the places where they live and work.

Power of General Competence – This gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. It applies to all principal councils (district, county and unitary councils etc) and to eligible parish and town councils.

Precept - A tax that funds the council's annual budget. Each year, as part of the budget making process, the Town Council will submit a request to the District Council for an amount to be included in the Council Tax demand to tax payers.

Proof of Life Service – If you are a British, Irish, Commonwealth or European Union citizen and receive a pension from another country, this is a stamp on your 'Proof of Life' form to confirm residency in the UK.

Proper Officer – The person employed by a local authority to perform a specific function.



ReferKent – A platform that aims to help adults and families who are experiencing or are at risk of financial hardship, by connecting them with relevant services.

Section 106 Agreements – Contributions from local developers to help pay for infrastructure needed to support new development.

Un-accessioned – Objects that a museum has not yet formally accepted into its collection.

Unitary Council - A unitary council combines the functions of a county council and a district council providing local government services for a specific area.

Unqualified External Audit – This is when an independent auditor reviews a council's financial records and concludes that the accounts are presented fairly and accurately, with no significant issues found.



12 How to Comment on this Document and Contact the Council

Folkestone Town Council would very much appreciate your views on the content of this plan as well as any comments, queries or complaints regarding the services provided by the Council.

Folkestone Town Council also welcomes suggestions from all sections of the community regarding further service development or on other issues that are important to the Town that the Council may be able to have an impact on.

If you do wish to comment, or for specific help and advice on matters concerning the Council, please contact the Town Clerk:

Telephone: 01303 257946

Email: townclerk@folkestone-tc.gov.uk

Write to: Folkestone Town Council

Town Hall

1-2 Guildhall Street

Folkestone

Kent

CT20 1DY

Website: www.folkestone-tc.gov.uk

Contains Ordnance Survey data

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