

Folkestone Town Council



The Town Hall,
1-2 Guildhall Street,
Folkestone,
Kent, CT20 1DY
Telephone: (01303) 257946
www.folkestonetc.kentparishes.gov.uk

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AGENDA

Meeting: **Folkestone Town Council**
Date: **13 June 2019**
Time: **6.30 p.m.**
Place: **Town Council Offices, 1/2 Guildhall Street, Folkestone**

To: **Town Councillors**

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

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

J Childs
Town Clerk

1. **APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
2. **DECLARATIONS OF INTEREST**
To receive any declarations of either personal or prejudicial interest that Members may wish to make.
3. **STATEMENT OF INTERNAL CONTROL**
To review the effectiveness of the system of Internal Control. Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chairman of the meeting and the Town Clerk to sign.



4. **ANNUAL GOVERNANCE STATEMENT 2018/19**
To approve the Annual Governance Statement for 2018/19 (Section 1 of the Annual Return for the year ending 31 March 2019).
The Chairman of the meeting and the Town Clerk to sign.
5. **STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2018/19**
To approve the Statement of Accounts for 2018/19, the Annual Return for 2018/19 (Section 2 of the Annual Return for the year ending 31 March 2019) and the supporting Bank Reconciliation.
The Chairman of the meeting to sign.
6. **ANNUAL REPORT 2018/19**
The 2018/19 Annual Report is attached for noting.
7. **DISUSED SECTION OF FOLKESTONE HARBOUR RAILWAY LINE**
This piece of land has been put up for sale, see attached information.
8. **DATE AND TIME OF NEXT MEETING**
12 September 2019 – Ordinary Full Council Meeting, Town Hall

**FOLKESTONE TOWN COUNCIL
STATEMENT OF INTERNAL CONTROL
FOR THE YEAR ENDING 31st MARCH 2019**

1. SCOPE OF RESPONSIBILITY

Folkestone Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2019 and up to the date of approval of the annual report and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Town Mayor, who is responsible for the smooth running of Full Council meetings and for ensuring that all Council decisions are lawful. A Chairman is appointed by each of its Committees to assume similar responsibilities.

The Council reviews its obligations and objectives and approves budgets for the following year at its December Finance and General Purposes Committee meeting. The January meeting of the Full Council approves the level of precept for the following financial year.

The Full Council meets seven times each year and receives the minutes of each of its Committees for monitoring purposes.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Town Clerk who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Finance and General Purposes Committee. Two signatories of the Council must authorise payments and sign each cheque (where this method of payment is used).

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:

The Council appointed an independent Internal Auditor who reported to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system is reviewed annually.

External Audit:

The Council's External Auditor, PKF Littlejohn LLP, submits an annual Certificate of Audit, which is presented to the Finance and General Purposes Committee.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by:

- the Full Council and its Committees;
- the Town Clerk / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;

- PKF Littlejohn LLP, the Council's external auditor, who makes the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Town Mayor and the Internal Auditor. The external auditor issues an annual audit certificate;
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2018/19 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

Town Mayor

Date:.....

Town Clerk

Date:.....

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk*

Annual Internal Audit Report 2018/19

Folkestone Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

30/04/2019

Name of person who carried out the internal audit

David J Buckett

Signature of person who carried out the internal audit

D. J. Buckett

Date

30/04/2019

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2018/19

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 2019, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			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.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
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.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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 should be published with the Annual Governance Statement.

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

and recorded as minute reference:

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

Chairman

Clerk

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

Authority web address

Section 2 – Accounting Statements 2018/19 for

Folkestone Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	553,671	550,752	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	764,750	786,950	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	391,620	155,917	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	326,233	374,955	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	39,301	39,301	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	793,755	513,836	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	550,752	565,527	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	548,245	582,480	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	3,207,805	3,335,605	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	375,940	354,579	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 2019 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

SIGNATURE OF RESPONSIBLE FINANCIAL OFFICER

Date

DATE

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

SIGNATURE OF AUTHORITY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Folkestone Town Council

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 2019; 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 2018/19

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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.
(*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not 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 2019.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

DD/MM/YY

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

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March 2019" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

Folkestone Town Council

County area (local councils and parish meetings only):

Kent

Financial year ending 31 March 2019

Prepared by (Name and Role):

Phil Cross - Finance Officer

Date:

31/03/2019

	£	£
Balance per bank statements as at 31/3/19:		
Current Account	80,989	
Deposit Account	0	
Receipts Account	270	
Short-Term Investments	500,000	
		581,259
Petty Cash Float		500
Museum Cash Float		100
Pre-paid Credit Card		1,500
Less: any unpresented cheques as at 31/3/19 (enter these as negative numbers)		
104707 FHOS	-24	
104708 HM Courts & Tribunals Service	-90	
104709 Standard Life Assurance Co	-750	
104710 Mayor of Faversham's Charity Fd	-15	
		-879
Add: any un-banked cash as at 31/3/19		
		0
Net balances as at 31/3/19 (Box 8)		582,480

FOLKESTONE TOWN COUNCIL

Statement of Accounts

2018 - 2019

Period 1 April 2018 – 31 March 2019

Folkestone Town Council

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4 and 5	Income and Expenditure Account
6 and 7	Balance Sheet
7	Signatories
8 to 12	Notes to the Accounts

Folkestone Town Council

Council Information (2018/19)

Town Mayor

Cllr A Berry

Councillors

Cllr E Arnold

Cllr D Brook

Cllr J Collier

Cllr P Gane

Cllr C Jeffrey

Cllr M Lawes

Cllr N Jones

Cllr J Meade

Cllr D Monk

Cllr C Sacre

Cllr M Salmon

Cllr R Theobald

Cllr R Wallace

Cllr S Wallace

Cllr P West

Cllr R West

Cllr R Wheeler

Clerk to the Council

Jennifer Childs

Auditors

PKF Littlejohn LLP

Internal Auditor

David Buckett

Folkestone Town Council

Internal Auditor's Report to the Council on the Accounts for the Year ended 31 March 2019

I certify that I have examined the Statement of Accounts and associated accounting notes on pages 4 to 12 of Folkestone Town Council, which have been prepared by the Responsible Financial Officer in accordance with the Accounts and Audit (England) Regulations 2011 and CIPFA Accounting Guidance Notes for Local Councils.

I have carried out an examination in accordance with relevant auditing standards, and my agreed audit programme. I have had due regard to the internal audit obligations and responsibilities as set out in the council's annual return.

The audit included examination, on a test basis, of evidence relevant to the amounts and disclosures in the Statement of Accounts, sufficient to give reasonable assurance that the financial statements are free from material misstatement.

In my opinion, the Statements of Accounts present fairly the financial position of Folkestone Town Council as at 31st March 2019 and its Income and Expenditure for the year then ended in accordance with the requirements of the Accounts and Audit (England) Regulations 2011 and CIPFA Accounting Guidance Notes for Local Councils.

Signature:



**D.J.Buckett CPFA, DMS
1 Champion Court Cottages
Sharsted Hill
Newnham
Sittingbourne
Kent
ME9 OJX**

Date: 30 April 2019

**Income and Expenditure Account
for the Period ended 31 March 2019**

	2018 / 19	Notes	2017 / 18
INCOME	£		£
Precept on District Council	786,950		764,750
Bank and Investment Interest	2,170		354
Allotments	9,736		9,423
Rental Receipts	15,765		16,070
Funding for Museum/Heritage	80,127		344,084
Museum/Heritage Sales	3,229		3,033
Other	44,890		18,656
	-----		-----
	942,867		1,156,370
	-----		-----
 EXPENDITURE			
Employees/Administration	404,097	4 and 6	361,541
Democratic Costs	0	13	12,081
Civic and Ceremonial	49,815		30,144
Premises	99,438	3	89,109
Services	285,778	2 and 5	255,608
Fees	7,677		3,545
Museum/Heritage	81,287		407,261
	-----		-----
	928,092		1,159,289
	-----		-----

GENERAL FUND

	2018 / 19	2017 / 18
	£	£
Balance as at 1 April	130,084	119,908
Add: Total Income	942,867	1,156,370
Deduct: Total Expenditure	928,092	1,159,289
	<u>144,859</u>	<u>116,989</u>
Transfer (to)/from Reserves and Provisions:		
New Services	(18,058)	772
TKL Balancing Pond Maintenance	0	960
Tree Planting	(7,117)	0
Museum/Heritage	13,669	(7,000)
Ward Grants	15,094	(5,781)
Town Grants	(2,700)	4,216
FTC Elections	(10,200)	1,566
Armed Forces' Day	(5,222)	(6,813)
Flowerbeds & Planters	(4)	5,000
Leas Flowerbeds	(2,500)	0
CCTV Maintenance	6,657	18,129
Christmas Lights	(4,731)	2,046
Outstanding Invoices	334	0
	(14,778)	13,095
General Reserve Balance at 31 March	<u>130,081</u>	<u>130,084</u>

The notes on Pages 8 to 12 form part of these accounts.

Balance Sheet as at 31 March 2019

Fixed Assets	Notes	2018 / 19		2017 / 18	
		£	£	£	£
Freehold Land and Buildings		700,000		700,000	
Vehicles and Equipment	1(ii)	299,701		201,901	
Community Assets	7	2,335,904	3,335,605	2,305,904	3,207,805
			<u>3,335,605</u>		<u>3,207,805</u>
Current Assets					
Sundry Debtors	1(iv)	0		0	
HM Revenue & Customs - VAT		26,308		25,162	
Prepayments		0		20,521	
Stock Balance (Museum Merchandise)		2,224		1,922	
Current Bank Account		80,110		143,184	
Deposit Bank Account		0		400,308	
Short Term Investments		500,000		0	
Receipts Account		270		2,653	
Petty Cash		500		500	
Museum Shop Float		100		100	
Corporate Credit Card		1,500	611,012	1,500	595,850
Current Liabilities					
Sundry Creditors	1(iv)	3,101		20,156	
Receipts in Advance	9	3,150		5,545	
Accruals	9	39,234	45,485	19,397	45,098
Net Current Assets			<u>565,527</u>		<u>550,752</u>
Long Term Liabilities					
PWLB Outstanding Loan for Office Building	1(v)	354,579	354,579	375,940	375,940
Net Assets			<u>3,546,553</u>		<u>3,382,617</u>

	Notes	2018 / 19 £	2017 / 18 £
Represented by:			
Fixed Asset Restatement Account	7	3,335,605	3,207,805
PWLB Outstanding Loan for Office Building		(354,579)	(375,940)
Capital Receipts Reserve	1(iii)	0	0
Earmarked Reserves and Provisions: -	1(vii)		
New Services		122,778	104,721
Tile Kiln Lane Balancing Pond Maintenance		40	40
Tree Planting		7,391	273
Tourism		4,735	4,735
Museum/Heritage		190,344	204,013
Ward Grants		1,386	16,480
Town Grants		2,700	0
FTC Elections		18,834	8,634
Armed Forces' Day		12,035	6,813
Salt Bins		6,313	6,313
Flowerbeds & Planters		4	0
Leas Flowerbeds		2,549	49
Anti-Litter Campaign		2,000	2,000
CCTV Maintenance		53,470	60,127
Christmas Lights		4,731	0
Outstanding Invoices		6,136	6,470
General Reserve		130,081	130,084
		<u>3,546,553</u>	<u>3,382,617</u>

The statement of accounts represents fairly the financial position of the Council as at 31 March 2019 and reflects its Income and Expenditure for the year.

.....
Town Mayor

.....
Jennifer Childs MLCM, IIMC, CILCA
Responsible Financial Officer

Date:.....

Date:.....

Notes to the Accounts 31 March 2019

1. Statement of Accounting Policies

These accounts cover the Town Council's full year of operations for the period 1st April 2018 – 31st March 2019.

i) Accounting Convention

The accounts have been prepared in accordance with the Accounting Guidance Notes for Local Councils (the Guide) issued by The Chartered Institute of Public Finance and Accountancy (CIPFA) as applicable to a medium sized local Council. Consequently, the latest accounting policies, as set out in the Guide and, so far as they apply to this Council, have been adopted for the Council's Statement of Accounts.

ii) Fixed Assets

Assets in the balance sheet for 2018/19 are valued on the following basis:

Town Hall	purchase price (June 2011)
Statutory Allotments	actual cost
Civic Regalia	professional valuation 2006
Statue and Memorial	insurance valuation 2013
Folkestone Collection	insurance valuation 2013
Other	purchase price where known (or estimated value)

iii) Capital Receipts

Capital receipts arising from the disposal of fixed assets are taken to the Capital Receipts Reserve until such time as they are used to finance new capital expenditure.

iv) Debtors and Creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the guide. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

v) PWLB Loan

In March 2011 the Council borrowed £500,000 from the Public Works Loans Board for the purchase of permanent office accommodation. Repayments of £39,301 (including interest) were made in 2018/19. The current outstanding capital amount is £354,579.

vi) Leases

The Council has no commitments under finance leases. Rentals payable under operating leases or contract hire agreements are charged to revenue on an accruals basis.

vii) Reserves and Provisions

The Council has arranged for appropriate reserves and provisions as shown below: -

General Reserve	£130,081	For unforeseen expenditure and emergencies
New Services	£122,778	Sums set aside for Folkestone Town Council initiatives and services transferred from the District Council
Tile Kiln Lane Balancing Pond Maintenance	£40	For essential maintenance to the balancing pond at Tile Kiln Lane Allotments site
Tree Planting	£7,391	For new and replacement trees
Tourism	£4,735	For the development of a tourism service
Museum/Heritage	£190,344	Lottery funding, internal and external contributions towards the development of a Museum/Heritage Centre
Ward Grants	£1,386	For ward grants awarded by individual Councillors
Town Grants	£2,700	For town grants awarded by the Grants Committee
FTC Elections	£18,834	For fees relating to Town Council elections
Armed Forces' Day	£12,035	For annual Armed Forces' Day events
Salt Bins	£6,313	For additional salt bins in Folkestone
Flowerbeds & Planters	£4	For the establishment and enhancement of flowerbeds in Folkestone
Leas Flowerbeds	£2,549	For the establishment and enhancement of flowerbeds and planters in and around The Leas
Anti-Litter Campaign	£2,000	For an Anti-Litter Educational Campaign
CCTV Maintenance	£53,470	For the maintenance of CCTV cameras and equipment
Christmas Lights	£4,731	For the provision of Christmas lights in Folkestone
Outstanding Invoices	£6,136	Provision for late invoices relating to works and services carried out prior to April 2018

viii) Investment Income

Investment income/bank interest for 2018/19 was £2,170.

2. Agency Work

During the year, the Council undertook no agency work on behalf of other authorities.

During the year, the Council commissioned no agency work to be performed by other authorities.

3. Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a.	Repairing/ Non-Repairing
Silver Screen Cinema	The Town Hall	£12,000	Non-Repairing

Council as tenant

Landlord	Property	Rent p.a.	Repairing/ Non-Repairing
N/A			

4. Publicity

	2018/19 £	2017/18 £
Recruitment Advertising	526	1,069
Publicity	96	5,844
Other	0	0
	<hr/>	<hr/>
	622	6,913
	<hr/>	<hr/>

5. S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the product of £7.86 per head on the electoral roll in any one year for the benefit of the people in its area on activities or projects not specifically authorised by other powers.

	2018/19 £
The theoretical amount available for this purpose was (30,992 x £7.86)	<u>243,597</u>

The following expenditure was incurred under this power during the year:

Ward Grant	Touchbase Care (Kickstart Fund)	£432
Ward Grant	Folkestone Rainbow Centre (Winter Shelter)	£2,000
Ward Grant	Hi Kent (Lip Reading Classes)	£1,000
Ward Grant	Salvation Army (Girl Guiding Resources)	£803
Ward Grant	United Response (Uniforms of Inclusion)	£400
Ward Grant	Folkestone Leas Lift Company (Lift Restoration)	£100
Ward Grant	Go Folkestone (David Railton Centenary Plaque)	£750
Ward Grant	Salvation Army (Help for the Homeless and Vulnerable)	£800
Ward Grant	Red Box Project Folkestone (Period Poverty)	£300
Ward Grant	Living Words (Dementia and Literature)	£300
Ward Grant	Folkestone Fringe (Urban Room)	£938
Ward Grant	Little Acorns Pre-School (Outside Classroom)	£300
Ward Grant	Folkestone Leas Lift Company (Lift Restoration)	£591
TOTAL		£8,714

6. Pensions

For the year of account, the Council's contributions equal 17.4% of employees' pensionable pay. These contributions are likely to change in future years as a result of the Actuary's regular pension reviews and any Government changes.

The employers' pension costs are charged to the Kent Superannuation Fund accounts in respect of qualifying employees and are equal to the contributions paid to the scheme for these employees.

Contributions to the Kent Superannuation Fund are determined by the fund's actuary and are set to meet 100% of the liabilities of that fund, in accordance with relevant Government regulations.

7. Fixed Assets

At 31 March the following assets were held:

	2019 £ Value	2018 £ Value
<u>Freehold Land and Buildings</u>		
The Old Town Hall, Folkestone	700,000	700,000
TOTAL	700,000	700,000
<u>Vehicles and Equipment</u>		
Computer Equipment	19,540	13,950
Office Machinery	1,595	1,520
Office Furniture	48,805	39,740
Furniture (Council Chambers)	28,300	0
Screen/Sound Equipment (Council Chambers)	24,900	0
Street Furniture	26,750	26,750
Speed Watch Equipment	2,251	2,251
CCTV Equipment	78,000	78,000
Christmas Lights	58,870	30,000
Other	10,690	9,690
TOTAL	299,701	201,901
<u>Community Assets</u>		
Allotment Land (2 sites)	2	2
Council Regalia and Artefacts	117,596	117,596
William Harvey Statue	124,833	124,833
War Memorial	59,073	59,073
Gurkha Memorial	30,000	0
Power Columns x 11 (Cheriton High Street)	4,400	4,400
The Folkestone Collection (Museum/Heritage)	2,000,000	2,000,000
TOTAL	2,335,904	2,305,904

The basis of valuation of the above assets is set out in the Accounting Policies (Note 1). The contra-entry is reflected in a Fixed Asset Restatement Account.

8. Fixed Assets - Disposals

During the year there were no disposals of fixed assets.

9. Creditors and accrued expenses**2018/19**

	£
Trade Creditors	3,101
Deferred Income	3,150
Accruals	39,234

10. Charitable Funds

	Balance at 01/04/2018 £	Contribution to fund £	Payments £	Balance at 31/03/2019 £
Mayoress's Charitable Funds	5,407	8,771	10,343	3,835

	Balance at 01/04/2018 £	Contribution to fund £	Payments £	Balance at 31/03/2019 £
Mayor's Christmas Fund	17,188	6,251	5,935	17,504*

*Includes £9,000 to be reserved for use over the next three years

The Town Mayor of Folkestone raises funds for charitable purposes during his/her term of office. The funds are held by the Council in separate accounts and disbursed at the Mayor's discretion.

11. Capital Commitments

The Council was not committed to any capital expenditure at 31 March 2019

12. Contingent Liabilities

The Council is not aware of any other contingent liabilities at the date of these accounts.

13. Democratic Costs

Democratic costs for 2018/19 did not include any expenditure in respect of external training for Councillors.



FOLKESTONE TOWN COUNCIL

ANNUAL REPORT

2018/19

TOWN MAYOR

2018 – 2019

As Town Mayor of Folkestone for the second time, it has proved to be an immense privilege and a fantastic opportunity to support and promote the people of Folkestone in the many and varied ways that our amazing town and its people bring through its cultural activities, design, tourism and art.

The Folkestone Museum has been a fantastic success over the past two years with many thousands of visitors passing through. We were delighted to have school workshops and talks on a variety of subjects. In addition to this we had historic exhibitions of local people such as Walter Tull and also some great work by local artists, one of which was Shane Record who gave a live demonstration of his technique to a mixed audience. I was also delighted to officially accept the Folkestone Collection from Mike Hill OBE, KCC's Cabinet Member for Community and Regulatory Services, which has enhanced the artefact collections within the Museum.

I had great pleasure in presenting the Town Mayor's Community Awards to those who have done something particularly noteworthy in Folkestone over the past year. This year there were six Community Awards presented as follows:

- Mr Vic Seymour for his continued support of the veterans within our community
- S/Lt (SCC) Adam Smith for his hard work and dedication to the continued success of the Folkestone & Hythe Sea Cadets & Royal Marine Detachment
- Mr John Barber for his continued work during 2018/19 in bringing free events to the Town and for the support provided to the Gurkha Memorial Fund
- Mr Craig Ward for his hard work and dedication to the continued success of the 11th Folkestone Scout Group
- Mrs Rosemary Braid for her hard work and dedication towards the John Bowley Almshouses Charity, the Municipal Charity and the Town Mayor's Christmas Fund Committee
- Mr Eamonn Rooney for his hard work and relentless dedication in supporting projects in Folkestone to preserve the heritage of our Town

There are many volunteers who selflessly give their time and talent to help others and make Folkestone a great place to live. They all deserve our thanks.

My Consort, Maurice, and I have had the pleasant duty of attending many events during the year such as Canada Day, Holocaust Memorial Day, Armed Forces Day and many other commemorative services. In addition to this, we presented Freedom of the Town to the Canadian Armed Forces serving in the United Kingdom and enjoyed attending the 1st Battalion The Royal Gurkha Rifles Attestation Day, Finding Eanswythe Exhibition, Purple Friday for Polio, the new Write by The Sea Writing Group and the opening of The Shed, two new shops and Morehall School's new library. In total throughout the year, the Deputy Mayor and I have attended over 250 events.

My nominated charities for the year were RBL Cheriton & Morehall, Kent Army Cadet Force, Folkestone's Winter Shelter and Folkestone's Young Carers. Following various charity events, a total of £3,200 was raised. Along with the Deputy Mayor, Councillor Richard Wallace, we also took part in the 'Big Sleep Out' last September, raising an additional £425 for Folkestone's Winter Shelter.

Special thanks must go to my Charity Committee, officers of Folkestone Town Council and my husband, Maurice, for all their amazing support throughout my year as Town Mayor of Folkestone.



Picture courtesy of Vic Seymour

Councillor Ann Berry

Income and Expenditure Account

For the Period ended 31 March 2019

	2018/19	2017/18
	£	£
INCOME		
Precept on District Council	786,950	764,750
Bank and Investment Interest	2,170	354
Allotments	9,736	9,423
Rental Receipts	15,765	16,070
Property Tax Base Grant	0	0
Funding for Museum/Heritage Scheme	80,127	344,084
Contribution to CCTV Service	3,229	3,033
Other	44,890	18,656
	942,867	1,156,370
EXPENDITURE		
Employees/Administration	404,097	361,541
Democratic Costs	0	12,081
Civic and Ceremonial	49,815	30,144
Premises	99,438	89,109
Services	285,778	255,608
Fees	7,677	3,545
Museum/Heritage	81,287	407,261
	928,092	1,159,289
GENERAL FUND		
Balance as at 1 April	130,084	119,908
Add: Total Income	942,867	1,156,370
Deduct: Total Expenditure	928,092	1,159,289
	144,859	116,989
Transfer (to)/from Reserves and Provisions:		
New Services Reserve	(18,058)	772
TKL Balancing Pond Maintenance	0	960
Tree Planting	(7,117)	0
Museum/Heritage Reserve	13,669	(7,000)
Ward Grants Reserve	15,094	(5,781)
Town Grants Reserve	(2,700)	4,216
FTC Elections Reserve	(10,200)	1,566
Armed Forces' Day Reserve	(5,222)	(6,813)
Flowerbeds & Planters	(4)	5,000
Leas Flowerbeds	(2,500)	0
Provision for CCTV Maintenance	6,657	18,129
Provision for Christmas Lights/Events	(4,731)	2,046
Provision for Outstanding Invoices	334	0
	(14,778)	13,095
General Reserve Balance at 31 March	130,081	130,084

PRECEPT 2018/19								
THE 2018/19 TOWN COUNCIL TAX								
Household Band	A	B	C	D	E	F	G	H
£ per annum	37.04	43.22	49.39	55.57	67.92	80.27	92.61	111.14
£ per week	0.71	0.83	0.95	1.07	1.30	1.54	1.78	2.13

Balance Sheet as at 31 March 2019

Fixed Assets	2018/19		2017/18	
	£	£	£	£
Freehold Land and Buildings	700,000		700,000	
Vehicles and Equipment	299,701		201,901	
Community Assets	2,355,904	3,335,605	2,305,904	3,207,805
		<u>3,335,605</u>		<u>3,207,805</u>
Current Assets				
Sundry Debtors	0		0	
HM Revenue & Customs - VAT	26,308		25,162	
Prepayments	0		20,521	
Stock Balance (Museum Merchandise)	2,224		1,922	
Current Bank Account	80,110		143,184	
Deposit Bank Account	0		400,308	
Short Term Investments	500,000			
Receipts Account	270		2,653	
Petty Cash	500		500	
Museum Shop Float	100		100	
Corporate Credit Card	<u>1,500</u>	611,012	<u>1,500</u>	595,850
Current Liabilities				
Sundry Creditors	3,101		20,156	
Receipts in Advance	3,150		5,545	
Accruals	39,234	45,485	19,397	45,098
Net Current Assets		<u>565,527</u>		<u>550,752</u>
Long Term Liabilities				
PWLB Outstanding Loan for Office Building	354,579	354,579	375,940	375,940
Net Assets		<u>3,546,553</u>		<u>3,382,617</u>
Represented by:				
Fixed Asset Restatement Account		3,333,605		3,207,805
PWLB Outstanding Loan for Office Building		(354,579)		(375,940)
Capital Receipts Reserve		0		0
Earmarked Reserves and Provisions:-				
New Services		122,778		104,721
Tile Kiln Lane Balancing Pond Maintenance		40		40
Tree Planting		7,391		273
Tourism		4,735		4,735
Museum/Heritage		190,344		204,013
Ward Grants		1,386		16,480
Town Grants		2,700		0
FTC Elections		18,834		8,634
Armed Forces' Day		12,035		6,813
Salt Bins		6,313		6,313
Flowerbeds + Planters		4		49
Les Flowerbeds		2,549		
Anti-Litter Campaign		2,000		2,000
CCTV Maintenance		53,470		60,127
Christmas Lights/Events		4,731		0
Outstanding Invoices		6,136		6,470
General Reserve		<u>130,081</u>		<u>130,084</u>
		<u>3,546,553</u>		<u>3,382,617</u>

FUTURE EVENTS AND NOTES FOR YOUR DIARY

June 2019

Sun 2 – William Harvey Sunday, Garden of Remembrance
Thu 6 – D-Day NVA, Garden of Remembrance
Sun 23 – Town Sunday, St Eanswythe's Church
Sun 23 – Blessing of the Fisheries, St Peters Church
Sun 30 – Armed Forces Day, The Leas

July 2019

Mon 1 – Canada Day, Shorncliffe Cemetery

August 2019

Thu 15 - V J Day, Garden of Remembrance

September 2019

Sun 15 - Battle of Britain Wreath Laying, The Leas Memorial

October 2019

Sun 20 - Trafalgar Day

November 2019

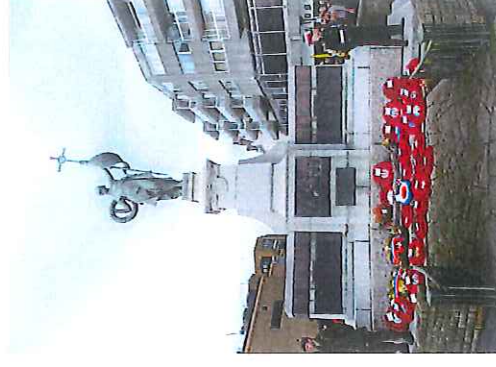
Sun 3 - Dedication of Garden of Remembrance
Sun 10 - Remembrance Sunday, the War Memorial, The Leas
Sat 11 - Machine Gun Corps Memorial

January 2020

Mon 27 - Holocaust Memorial Day, Garden of Remembrance



Garden of Remembrance Crosses



War Memorial

THE TOWN COUNCIL'S MISSION

THE TOWN COUNCIL'S MISSION

The theme for this review and our mission for the future is:

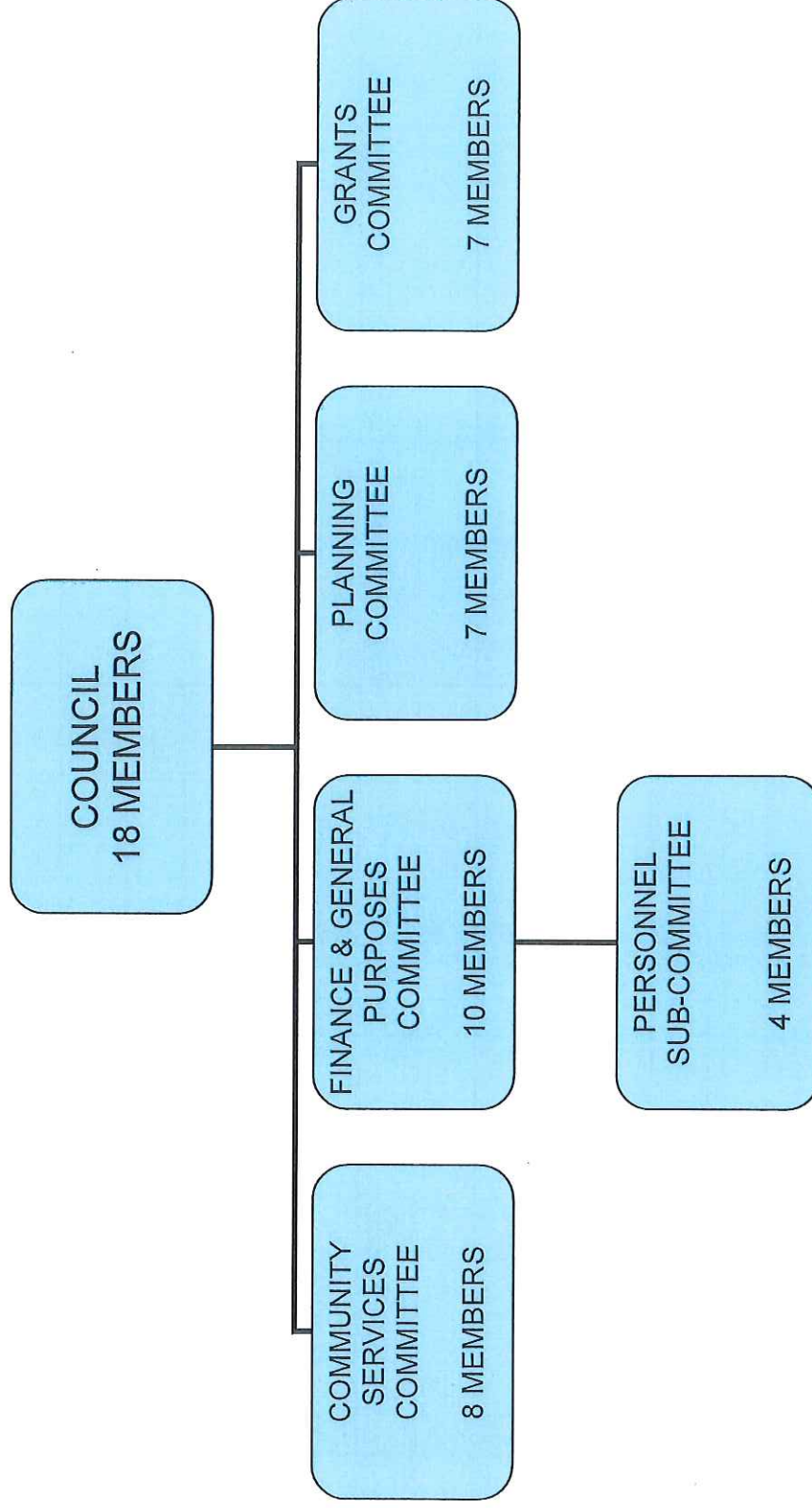
“To revitalise our town of Folkestone, restore civic pride and regenerate a community spirit.”

We aim to do this by:

- *Improving 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*
- *Working in partnership with Folkestone and 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 and Hythe District Council's Crime and Disorder Reduction Partnership to reduce the level of crime and anti-social behaviour in the town and encouraging the socially excluded back into the fold*
- *Sustaining the principals of “Quality Gold Council” status, following accreditation*

COMMITTEE STRUCTURES

The Council's decision-making process operates through a Committee structure:



In the region of 50 Council/Committee meetings are held every year, together with a wide range of working group meetings.

COMMITTEE MEETINGS 2019/20

	Planning Committee (Thursdays)	Community Services Committee (Tuesdays)	Finance and General Purposes Committee	Grants Committee (6.30pm)	Personnel Sub-Committee (before F&GP)	Full Council
April 2019	18	2	25		25	
May 2019	16			20		Tuesday 14 (Annual Council) Tuesday 21 (Town Assembly)
June 2019	6, 27	4	13			13 (Extra 6.30pm)
July 2019	18					
August 2019	8, 29	6	22	15	22	
September 2019	19					12
October 2019	10, 31	1	17			
November 2019	21	19		7		14
December 2019	12		19 (Budget Meeting)			
January 2020	9, 30					16 (Precept Meeting)
February 2020	19*	4	20		20	
March 2020	12			26		19
April 2020	2, 22*	7	23			Tuesday 14 (Town Assembly)
May 2020	14					Tuesday 12 (Annual Council)

(Please note that all meeting dates are provisional and may be subject to change and/or cancellation)

Community Services Committee

The Committee met 7 times in this financial year. Our Working Groups were approved at the June meeting; Corporate Plan, Christmas, Trees, and Museum Working Groups.

The Officers worked hard to put together the annual events which included Kwik Cricket, Football Cup, and Armed Forces Day and, in addition to this, we provided financial support for football, hockey and cricket training in the community.

We continue to support the tree planting schedule and work with the District Tree Officer to improve the look of Folkestone.

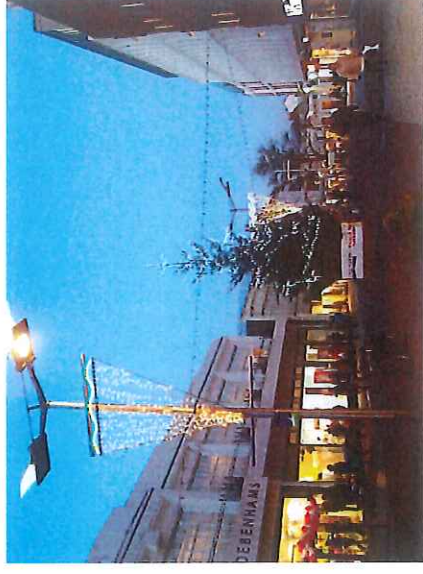
For the fourth year we took on organising the Christmas lights in Cheriton and Folkestone with limited resources. We thank the Officers for their hard work to improve the Town Centre display and special mention to the businesses that contributed to this.

The Folkestone Museum has celebrated its first birthday and continues to go from strength to strength with a wide variety of exhibitions and workshops taking place, attracting a lot of visitors.

Thanks to the Town Council Officers for all their support and hard work throughout the year.

Councillor Roger West
Chairman

Committee Membership 2018/19: Councillors Emily Arnold, Ann Berry, John Collier, Peter Gane, Mary Lawes, Carol Sacre, Sue Wallace, Pat West and Roger West.



Christmas Lights in Folkestone



Armed Forces Day

Finance and General Purposes Committee

The Committee which met six times during the financial year consists of those Councillors whose names are set out below. The Committee's most important function is the drafting of the annual budget for presentation to the Full Council and monitoring performance against said budget.

The Committee wishes to record its thanks to the Town Clerk and Finance Officer for all their hard work and their ability to ensure that Councils finances are well managed and receive excellent and unqualified audit status.

Councillor David Monk
Chairman

Committee Membership 2018/19: Councillors Dan Brook, John Collier, Peter Gane, Neil Jones, Jacqui Meade, David Monk, Martin Salmon, Richard Theobald and Rodica Wheeler.



Museum Exhibit - Frontline Folkestone

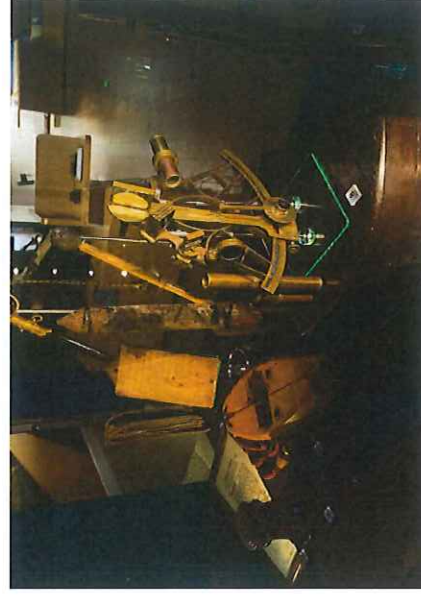
Personnel Sub-Committee

During 2018-2019, the Personnel Sub-committee approved the appointment of a new Collections Officer to maintain the existing staffing structure of the museum. The sub-committee would like to record their appreciation of the contribution made by the volunteers and Friends of Folkestone Museum, without whom the council would be unable to ensure the success of the museum as an amenity for both local residents and visitors to the town.

The Personnel Sub-committee also wish to extend their thanks to all members of staff for their loyalty and commitment in working with councillors to achieve the many and varied objectives detailed in the Corporate Plan. Special mention should be made of the excellent support given to the Town Mayor by all members of staff.

Councillor John Collier
Chairman

Sub-Committee Membership 2018/19: Councillors John Collier, Peter Gane, Neil Jones & Jacqui Meade.



Museum Exhibit - Maritime Folkestone

Planning Committee

The Committee has continued to meet generally at 7pm on Thursday evenings every three weeks – seventeen meetings in the year.

Most of the applications this Committee receives are for relatively small works, alterations to existing building or the erection of a building in an empty place. The Committee generally does not object to such applications unless they adversely affect adjoining property.

On some occasions the Committee objects if a new building would be out of character with neighbouring properties (one wonders what would have been the decision had it been necessary to apply for permission to build Quain Court in Sandgate Road (opposite Holy Trinity Church), a block nowadays looking eligible for listing).

The Committee also deals with Premises Licences where the main consideration is the effect of late hours on neighbouring residents.

Applications for the felling of trees appear from time to time and the Committee is keen to see provision made for their replacement.

In the coming years we hope to see progress on the Seafront Development and the Park Farm Road Hotel, both of which will be of benefit to the town.

Councillor Richard Theobald
Chairman

Committee Members 2018/19: Councillors John Collier, Neil Jones, Jacqui Meade, Carol Sacre, Richard Theobald, Richard Wallace, and Roger West.

Grants Committee

2018-19 has been another successful year for the individuals, organisations and schools that have applied to the Town Council for grants to help fund their projects.

During this financial year, the Council has awarded over £32,000 to support not only recurring events that have proved popular with the residents for many years e.g. Charivari, Old Timer Rally, Skabour festival, to name but a few, but also to support new projects.

This year, financial assistance was given to help provide winter shelter for the homeless, flower baskets on The Leas, WW1 Commemorations and to numerous other new projects that benefit schools and the wellbeing of the town residents. Each application that comes before the Grants Committee is considered on merit using a scoring system which makes the process more transparent and more in line with the Council's aims and objectives. In addition, applicants are requested to give feedback on the process so we can monitor and improve performance.

Although the Committee will consider applications up to a maximum £2,500 via its Town Grant Scheme; for small amounts and for projects that would benefit only a particular ward applicants are advised to apply to their local Councillors via the Ward Grant Scheme. For more information and to download applications forms, please go to the Council's website of contact your local Councillor.

Councillor Rodica Wheeler
Chairman

Committee Members 2018/19: Councillors Ann Berry, Claire Jeffrey, Mary Lawes, Richard Theobald, Richard Wallace, Rodica Wheeler and Pat West.



Local children taking part in the Charivari



Flowerbeds on the Leas

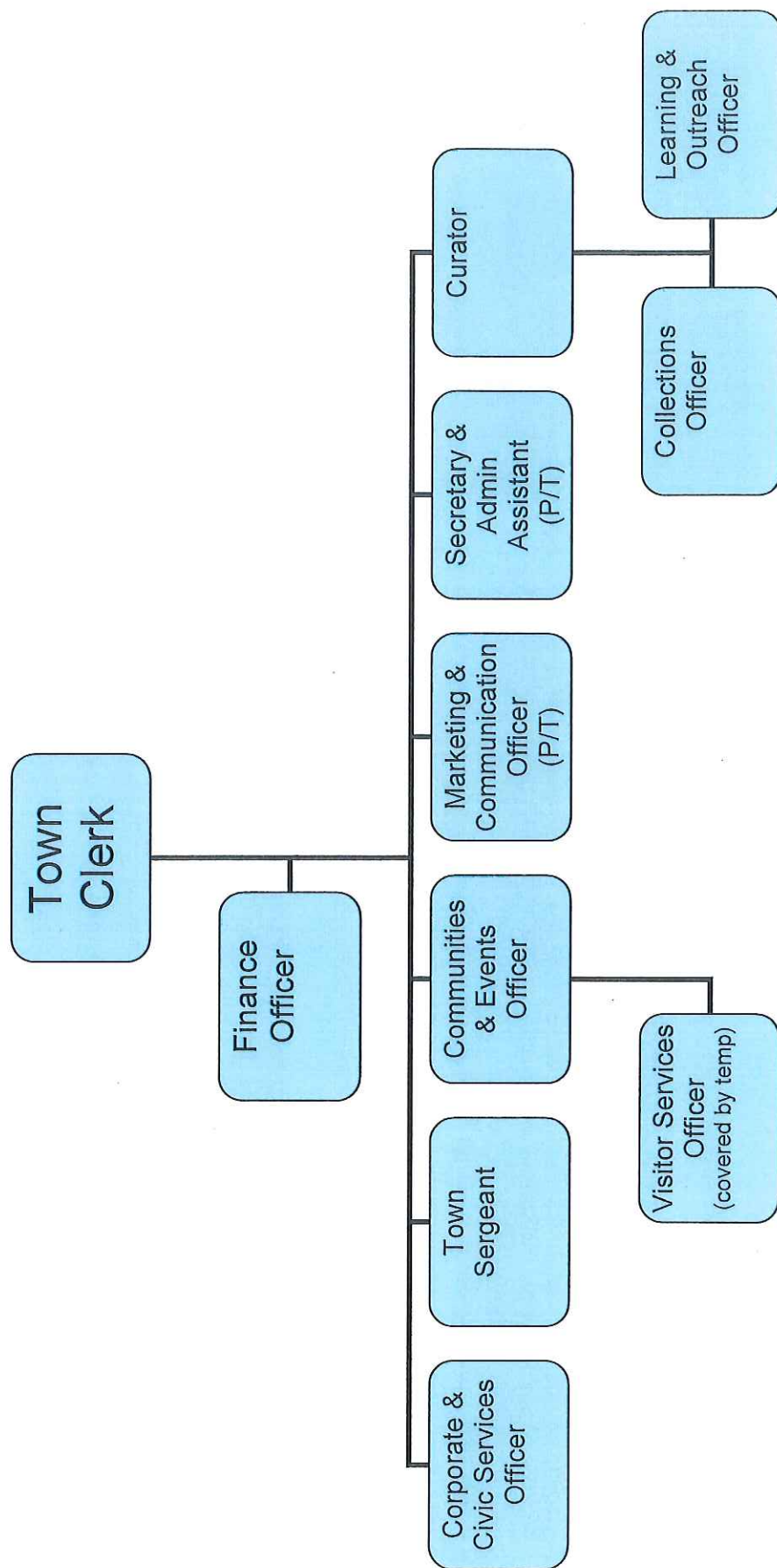
GRANTS AWARDED 2018/19 – Total £67,826

TYPE	ORGANISATION	PURPOSE	AWARD
W	1 st Castle Hill Rainbows	Girlguiding Materials	£320.00
T	Audrey Green Oakes	From Belgians To Brexit	£1,500.00
W	Bayle Music	Orchestral Concert	£200.00
W	Bayle Residents' Association	Hanging Baskets	£286.00
W	Benjamin Taylor	World Scout Jamboree 2019	£200.00
W	Church Street Project	Sunnysands Sandcastle Competition	£250.00
W	Citizens Advice Shepway	Volunteer Programme	£1,000.00
T	Custom Folkestone CIC	Locavore Garden	£1,500.00
T	Disabled Friends and Family Association	Various trips out for disabled people	£350.00
W	East Kent Housing	Upgrade to CCTV	£540.00
W	Folk Arrows Wheelchair Basketball Club	Equipment	£550.00
W	Folkestone & Hythe District Council	Gym Equipment Radnor Park	£2,000.00
T	Folkestone Cricket Club	Cricket Coaching	£1,000.00
T	Folkestone Fencing Club	To attract more girls into the sport	£350.00
T	Folkestone Festivals	Music Festival & Strongman Competition	£2,000.00
W	Folkestone Festivals	One Great Day	£996.00
T	Folkestone Festivals	Cake-Off on The Stade	£500.00
T	Folkestone Flower Power	Hanging Baskets on The Leas	£2,500.00
T	Folkestone Fringe	SALT – Festival of the Sea and Environment	£1,500.00
W	Folkestone Fringe	SALT – Festival of the Sea and Environment	£400.00
T	Folkestone Fringe	Profound Sound Festival	£1,600.00
W	Folkestone Fringe	Urban Room Folkestone	£938.00
W	Folkestone Leas Lift Co CIC	Restoration of the Leas Lift	£691.00
W	Folkestone Pride	Pride	£2,723.00
W	Folkestone Pride	Medical provision for the event	£1,500.00
T	Folkestone Rainbow Centre	Folkestone Churches Winter Shelter	£2,000.00
W	Folkestone Rangers	Girlguiding Programme Supplies	£103.00

W	Folkestone Salvation Army	Equipment re. Captiv8 Youth Club	£849.00
T	Folkestone Skabour Festival	Folkestone Skabour	£2,000.00
W	Folkestone Sports Centre Trust Ltd	Games Equipment	£500.00
W	Folkestone Sports Centre Trust Ltd	'Getting to Know You' Project	£500.00
W	Folkestone Women's Forum	International Women' Day	£500.00
T	Folkestone Youth Project	The Shed Urban Wilderness	£1,000.00
W	Folkestone Youth Project	The Shed Kitchen	£555.00
W	For Young People	Equipment	£900.00
W	For Young People	The Rec Project	£900.00
W	Friends of St Mary's School	Christmas Fayre	£200.00
W	FTC Christmas Lights Reserve	Best Dressed Window Trophy, Power to Cheriton Xmas Trees etc	£5,954.00
W	FTC Flowerbeds Reserve	Flowerbeds	£444.00
W	FTC Tree Reserve	Trees	£2,117.00
W	Go Folkestone Action Group	David Railton Centenary Plaque	£750.00
T	Grand Old Timer Rally	Prizes	£500.00
T	Harbour Church	Folkestone Art Bike	£500.00
W	Harbour Ward Residents Association	Plants and Shrubs	£300.00
T	Hi Kent	Lip Reading Classes	£1,000.00
T	LASTheatre	Lovewright	£500.00
W	Little Acorns Pre-School	Outside Classroom	£300.00
W	Living Words	Dementia & Literature	£300.00
T	Pavement Pounders CIC	Folkestone Under Attack	£500.00

STAFFING STRUCTURE

During the year the Council appointed well qualified staff to match its approved establishment



NEWS IN BRIEF

As we look back on 2018/19

Over the past year more than 60,000 visitors have passed through the doors of the town hall to visit our accredited museum, find out about attractions in and around Folkestone or to engage with Council services.

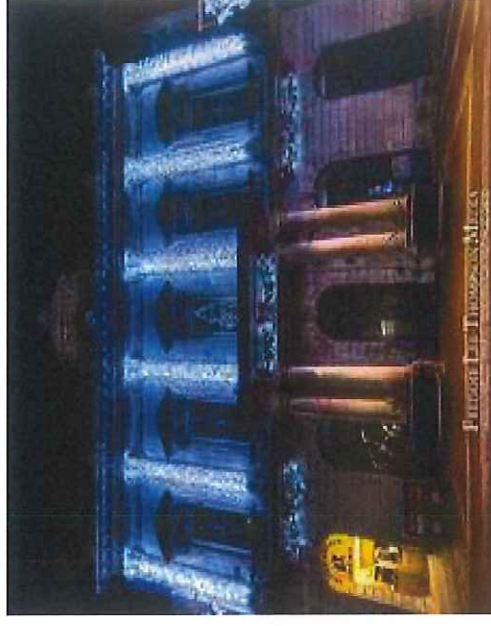
The key performance indicators in Councils corporate plan provide residents with a clearer understanding of how we are performing, and I am delighted to report that the target benchmarks have all been exceeded.

The Town Council's civic, community and heritage events programme gets bigger every year and with Council embracing social media public participation has really grown and feedback has been extremely positive.

Our public realm CCTV system has proved an invaluable asset to the town and is used virtually daily by police forces from Folkestone and further afield both as a deterrent and to provide clear evidence of crimes.

I would like to take this opportunity to thank my small dedicated team of officers for their professionalism and can-do spirit; they are all a real credit to Council, and it would be impossible to deliver the aspirations of the town without their skill, commitment and support.

Jennifer Childs
Town Clerk



Council Committee	Key Performance Indicator	Baseline Figure	Actual 2018/19
Council	D1 – Annual number of public attending Council meetings.	Council: 50 Committees: 50	Council: 13 Committees: 0
Council	D2 – Councillor attendance at meetings delivering local democracy.	Council: 80% Committees: 80%	Council: 75% Committees: 83%
Council	D3 – Councillor absences without apologies	Less than 5/141 Less than 10/258	Council: 5/126 Committees: 5/242
Council	D4 – Councillor apologies	Less than 20/141 Less than 40/258	Council: 27/126 Committees: 42/242
Council	D5 – Number of Code of Conduct complaints.	Less than 5	0
Council	D6 – Number of Mayoral engagements per annum including educational visits.	300	250
Council	D7 – Number of Civic Events held annually.	15	15
Council	D8 – Press Releases and Community Magazine Articles.	14	PR 21 CM 66
Council	D9 – Number of visitors to the Town Hall per annum.	6000	62012
Council	D10 – Number of FOI requests received per annum.	5	1
Council	D11 – Annual unique visits across Council's websites.	15,000	FTC 33,058 FM 14,324 VFH 12,890

Council	D12 – Annual Facebook Likes.	1000	FTC 719 FM 1,806	
Council	D13 – Annual Twitter Followers.	1500	FTC 1,784 FM 452	
Council	D14 – Number of volunteer hours helping to deliver democratic services per annum.	250	300	
Council	D15 - Number of higher tier authority enquiries handled by the Council officers per annum.	30%	FOH 25% OFF 15%	
Finance & General Purposes	F1 – Total revenue income, excluding precept and HEART HLF income.	£40,000 5% of precept	£77,000 9.8% of precept	
Finance & General Purposes	F2 – Percentage of invoices paid within 30 days.	95%	98%	
Finance & General Purposes	F3 – Percentage of increased income from income generating services.	2.5%	21%	
Finance & General Purposes	F4 – Total anticipated end of year general reserve.	£120,000	£130,000	
Personnel-Sub	HR1 – Average percentage of employee sick days per annum.	5%	6.29%	
Grants	G1 - Number of Town Grant Applications approved per annum.	12	25	
Grants	G2 – Percentage of Town Grant applications from new organisations per annum.	10%	24%	
Grants	G3 - Number of Ward Grant Applications approved per annum.	70	102	

Community Services	C1 – Number of Community Events held annually.	2	2
Community Services	C2 – Number of Youth Sports Events held annually.	2	2
Community Services	C3 – Number of volunteer hours per annum helping to deliver visitor services.	250	197
Community Services	M1 - Number of bookings of the Temporary Exhibition Room per annum.	4	5
Community Services	M2 – Number of volunteer hours per annum helping to deliver museum services.	500	1065
Community Services	M3 - Number of school visits per annum (average class size 30).	12	81
Community Services	M4 - Number of paid bookings of the Education Room per annum.	12	30
Community Services	M5 - Number of participants for drop in activities per annum.	1000	2055
Community Services	A1 – Percentage of vacant allotments per annum.	0%	0%
Community Services	A2 – Number of allotment inspections undertaken per annum.	Less than 8	5
Community Services	A3 – Number of allotment maintenance letters sent per annum.	12	12

OFFICER CONTACTS

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<p>Ian Bishop Town Sergeant / Allotments Manager Tel: As above Email: ian.bishop@folkestone-tc.gov.uk</p>	<p>Sarah Gearey Collections Officer Tel: As above Email: sarah.gearey@folkestone-tc.gov.uk</p>
<p>Vicky Deakin Communities & Events Officer Tel: As above Email: vicky.deakin@folkestone-tc.gov.uk</p>	<p>Sally Hough Exhibition Officer Tel: As above Email: sarah.gearey@folkestone-tc.gov.uk</p>

YOUR LOCAL COUNCILLOR 2019-20

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Dan Brook (Conservative) 13 Castle Mews Folkestone CT20 2NU	Ward: Central Telephone: 07481522127 Email: brook.danny@yahoo.co.uk	Abena Akuffo-Kelly (Labour)	Ward: Central Telephone: Email: a.akuffo-kelly@outlook.com
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Michelle Dorrell (Labour)	Ward: East Folkestone Telephone: 07495041999 Email: michellefolkestonelabour@gmail.com	Dylan Jeffrey (Conservative)	Ward: East Folkestone Telephone: 01303 255773 Email: dylanjeffrey30@gmail.com

YOUR LOCAL COUNCILLOR 2019-20

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Mary Lawes (Foundation)	Ward: Harbour Telephone: 07505882169 Email: marylawes@gmx.co.uk
Ray Field (Labour)	Ward: Harbour Telephone: 07737244243 Email: ray.field4labour@mail.com

Jackie Meade (Labour) 27 Radnor Park Crescent Folkestone CT19 5AS	Ward: East Folkestone Telephone: 07475215521 Email: jmeadefolkestone@gmail.com
Nicola Keen (Labour)	Ward: Harbour Telephone: 07540053284 Email: nicolakeen@sky.com
Tim Prater (Liberal Democrat)	Ward: Harvey West Telephone: 01303 210300 Email: tim@prater.org.uk

DISUSED SECTION OF FOLKESTONE HARBOUR RAILWAY LINE

An opportunity to acquire a section of former railway line situated in the town of Folkestone extending to approximately 2.14 acres.



OFFERS INVITED IN EXCESS OF £150,000

LOCATION

The section of railway line runs between Warren Road to the north and the junction with Beach Street to the south. The line is bordered by Tram Road (A260) along the entirety of the western boundary and by residential properties on the eastern boundary mainly accessed off Burrow Road, Dudley Road and Dyke Road.

DESCRIPTION

At the northern end of the railway line the site runs level with the surrounding roads and residential properties. The former railway line has been cleared of overgrown vegetation however for the most part the railway tracks remain in situ. To the south of the site the railway line rises above the surrounding roads and included within the site is a raised section of red brick railway bridge.

METHOD OF SALE

We are seeking unconditional offers subject to contract only for the freehold interest of the whole site. Offers should be for a fixed amount and unrelated to any other offer. The vendors retain the right not to accept the highest or indeed any offer. Offers should contain information on how the purchase is to be funded and estimated timescales for the purchase of the site. As part of their offer interested parties should also state what their intended use for the property is going to be.

TENDER DATE

All offers to be received by Batcheller Monkhouse by Noon on the 31 July 2019.

PURCHASERS RESPONSIBILITY

The purchaser of the site will be liable for the future repair and upkeep of the raised bridge section of the track.

PLANNING

The site has been identified in the submission version of the Places & Policies Local Plan as being a potential cycle and pedestrian route. No planning applications have been submitted in relation to the site in recent years.

TENURE AND POSSESSION

The land is for sale freehold with vacant possession upon completion.

Batcheller Monkhouse are instructed to sale this site on behalf of Network Rail

SERVICES

No known services are connected.

LOCAL AUTHORITY

Folkestone and Hythe District Council

VIEWING

Strictly by appointment by the sole agents:

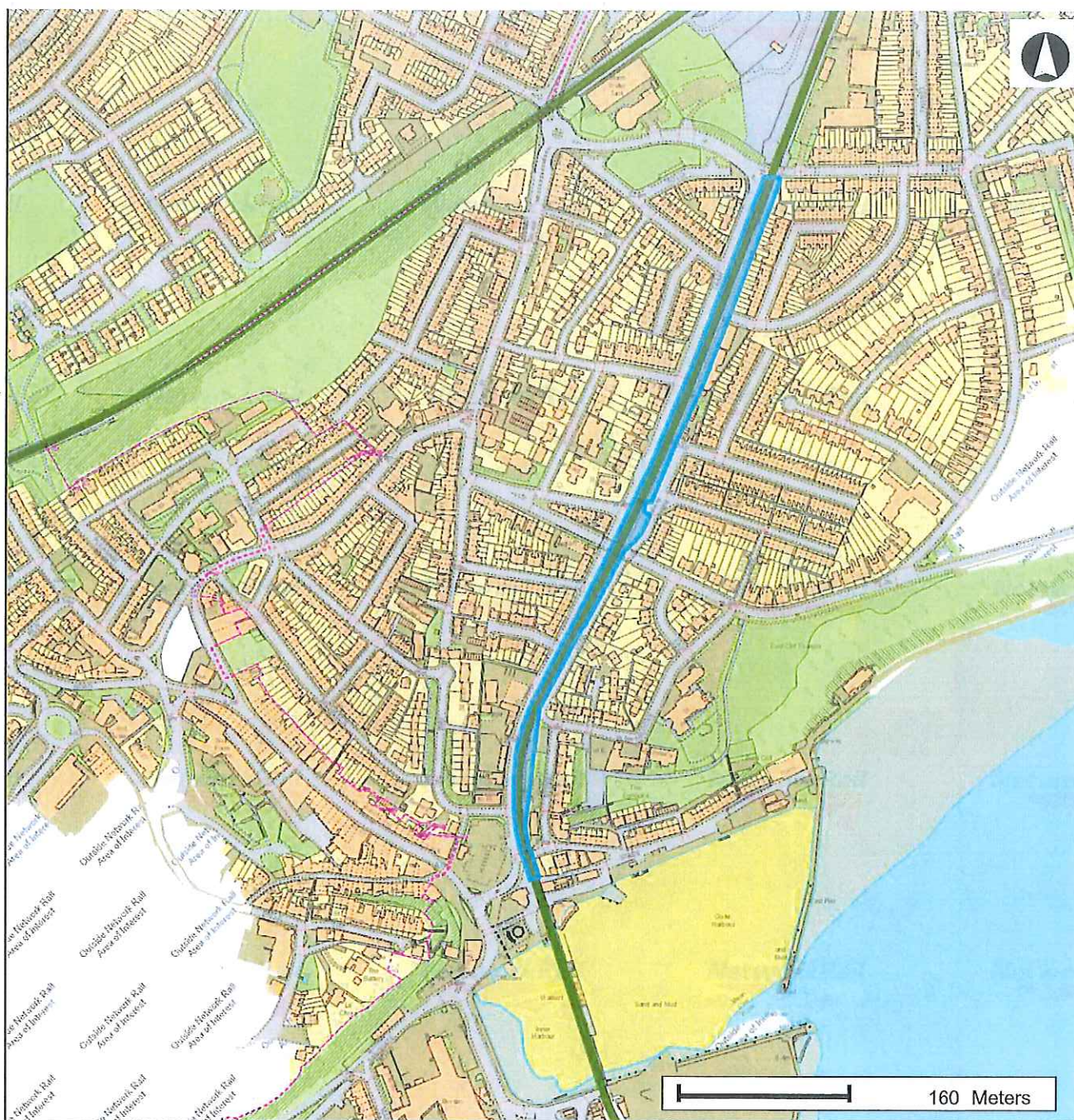
Batcheller Monkhouse, 1 London Road, Tunbridge Wells, TN1 1DH

Telephone: 01892 509280

Email: o.robinson@batchellermonkhouse.com – Contact Oliver Robinson or Scott Smith

IMPORTANT NOTICE Whilst we endeavour to make our sale particulars accurate and reliable, they are intended to give a fair overall description of the property and not intended to form part of any contract. Inevitably some descriptions are subjective and are used in good faith as an opinion and are not a statement of fact. Any information, including areas, measurements and distances, contained herein (whether in the text, plans or photographs) is given for guidance purposes only. We recommend to purchasers that specific enquiries are made about any matter that is of particular importance to them. Please check with our office as to the current position of the sale immediately prior to viewing to avoid any abortive journeys.

The section of former railway line is outlined blue on the plan below.



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Please note that this map is not suitable for legally binding documents. If you require a map for a legally binding document, please contact the land information team: landinformation@networkrail.co.uk



Folkestone Disused Harbour Line

Scale	1 : 5,000
Plot Date	07/08/18 13:56
Printed By	

Output created from GeoRINM Viewer

Our range of expert services

Batcheller Monkhouse

Incorporating a wide range of specialist disciplines, our expertise extends far beyond sales. Contact us to find out how we can help you with:



Estate Agency

Batcheller Monkhouse offer a high quality service with regional coverage specialising in the sale of estates, country houses, cottages, town houses and new homes.



Rural Agency

We are specialists in the sale of equestrian and rural property including the sale of farms, houses and cottages with land, buildings, agricultural land and woodland.



Lettings

Our ARLA qualified staff provide a comprehensive and professional Lettings and Management service, across a wide range of properties in Kent, Sussex and Surrey.



Estate Management

We manage a substantial portfolio of estates across the region. Led by qualified Chartered Surveyor Partners we deliver efficient and effective management for our clients.



Valuations

We are experienced in undertaking valuations including those for lending institutions, matrimonial, inheritance tax and succession planning – we are approved AMC valuers.



Rural Professional

Whether you are a farmer, rural business owner, landowner or tenant, our team provides forward-thinking, pro-active management and strategic advice.



Agriculture

We advise farmers and growers on all aspects of agricultural and environmental management, regulations and farm business.



New Homes

With our expertise and local knowledge we are on hand to provide advice from the very early stages, right through to the launch and sale of your new development.



Planning and Development

We are Chartered Town Planners and experienced in all aspects of the planning and development process, especially relating to rural, agricultural and historic property.



Telecommunications

We lead the market in negotiations, portfolio management, rent reviews, arbitrations and sales. We exclusively act on behalf of landowners.



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