

Folkestone Town Council



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AGENDA

Meeting: **Folkestone Town Council**
Date: **16 January 2020**
Time: **7.00 p.m.**
Place: **Town Council Chamber, 1/2 Guildhall Street, Folkestone**

To: **Town Councillors**

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

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

J Childs
Town Clerk

Prayers

1. **APOLOGIES FOR ABSENCE**

To receive and approve any apologies for absence.

2. **DECLARATIONS OF INTEREST**

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

3. **MINUTES**

To receive the Minutes of the Extra-Ordinary Meeting of the Council held on 14th November 2019 and to authorise the Town Mayor to sign them as a correct record.



4. PUBLIC QUESTIONS

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

5. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

6. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meetings of the 31st October and 21st November 2019.

7. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meeting of 17th October 2019.

8. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

To receive the Minutes of the above Committee's meeting of 1st October 2019.

9. MINUTES OF THE GRANTS COMMITTEE

To receive the Minutes of the above Committee's meeting of 15th August 2019.

10. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

Grants Committee 7th November 2019 Minute 128. TOWN GRANTS

RESOLVED: The Committee were minded to award a grant to the Town Sprucer but were unable to do so due to minute 1231 and its resolution. The Committee has referred this back to full Council to request that this minute is rescinded.

11. SCHEDULE OF MEETINGS FOR THE MUNICIPAL YEAR 2020/21

The schedule of provisional meeting dates for 2020/21 is attached

12. FOLKESTONE TOWN COUNCIL BUDGET AND PRECEPT 2020/21

Report C/20/261 concludes the budget making process for the Town Council's Precept requirements for 2020/21, recommended Precept £873,950.

13. QUALITY COUNCIL SCHEME

The Town Clerk advised in 2014 that the Quality Council Scheme had undergone a complete overhaul and is now a three stage qualification:

- Foundation which demonstrates that council meets the minimum requirements for operating lawfully and according to standard practice;
- Quality which demonstrates that council achieves good practice in governance, community engagement and council improvement;

- Quality Gold which demonstrates that council is at the forefront of best practice and achieves excellence in governance, community leadership and council development.

Council received the Quality Gold standard in 2015 which now requires renewal.

Council must confirm that it continues to meet the requirements of the scheme, prior to the Town Clerk submitting a revised application to NALC confirming that Council continues to meet the criteria outlined for the quality gold award.

14. DATE AND TIME OF NEXT MEETING
Thursday, 19th March 2020 at 7pm

Folkestone Town Council

MINUTES of the Ordinary Meeting of the Town Council held at the Town Hall, Folkestone on Thursday, 14th November 2019 at 7 p.m.

PRESENT: Councillor Jackie Meade – Town Mayor (in the Chair)

Councillors Ann Berry, Paul Bingham, Michelle Keutenius, Jonathan Graham, David Horton, Dylan Jeffrey, Nicola Keen, Mary Lawes, Connor McConville, Tim Prater, Belinda Walker, Richard Walker and Roger West.

In attendance: Phil Cross (Finance Officer) and Georgina Wilson (Admin Officer)

1631. APOLOGIES FOR ABSENCE

Councillor Ray Field, Peter Gane and Abena Akuffo-Kelly sent their apologies. Councillor Dan Brook was absent.

1632. DECLARATIONS OF INTEREST

Cllrs Ann Berry and Dylan Jeffrey declared a personal interest in the Step Short Arch.

1633. MINUTES

The Council was asked to receive the Minutes of the Annual Council Meeting held on 12th September 2019 once an amendment to Cllr Richard Wallace's name had been made.

RESOLVED: That the Minutes of the Annual Assembly held on 12th September 2019 be received, approved and signed as a correct record by the Town Mayor once the amendment had been made.

Proposed: Councillor Roger West
Seconded: Councillor Paul Bingham
Voting: F:13, Ag:0, Ab:1

1634. PUBLIC QUESTIONS

No public questions were received.

1635. MAYORS COMMUNICATIONS AND ACCOUNCEMENTS

Having attended many engagements since the last meeting, the Town Mayor reported on the following:

- Battle of Britain Services
- Lord Lieutenant's Award Ceremony
- Mariners' Cake Off Competition and Fun Day
- Launch of Black History Month
- Dashain Guest Party at Sir Jon Moore Barracks
- Unveiling of David Railton's Plaque
- Gurkha Memorial Annual Service which included the opportunity to meet the Mayor of Mechinagar and the Nepalese Prime Minister
- Trafalgar Day Service

- Photo Shoot for the recreation of the Belgian Refugee painting
- Remembrance Services
- (Cllr Graham attended the 10th Anniversary of Etaples and Folkestone Twinning on behalf of the Mayor)

The Mayor reported on the recent flood within the Museum and thanked all the Town Council Officers and contractors whose quick actions ensured the damage was kept to a minimum.

The Town Mayor gave thanks to all the contractors, staff and Councillors who worked to ensure that all these significant events went ahead.

1636. MINUTES OF THE PLANNING COMMITTEE

The Chairman of the Planning Committee moved that the Council receive the Minutes of the Planning Committee's meetings of 29th August, 19th September and 10th October 2019.

RESOLVED: That the Minutes of the Planning Committee's meetings of 29th August, 19th September and 10th October 2019 be received and adopted.

Proposed: Councillor Richard Wallace
 Seconded: Councillor David Horton
 Voting: F:13, Ag:0, Ab: 1

1637. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

The Chairman of the Finance and General Purposes Committee moved that the Council receive the Minutes of the Finance and General Purposes Committee meeting of 13th June and 5th September 2019.

RESOLVED: That the Minutes of the Finance and General Purposes Committee meeting of 13th June and 5th September 2019 be received and adopted.

Proposed: Councillor Mary Lawes
 Seconded: Councillor Dylan Jeffrey
 Voting: F:13, Ag:0, Ab: 1

1638. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

The Chairman of the Community Services Committee moved that the Council receive the Minutes of the Community Services Committee meeting of 6th August 2019.

RESOLVED: That the Minutes of the Community Services Committee meeting of 6th August 2019 be received and adopted.

Proposed: Councillor Roger West
 Seconded: Councillor Michelle Keutenius
 Voting: F:13, Ag:0, Ab: 1

1639. TWINNING WITH MECHINAGAR MUNICIPALITY OF NEPAL

The Town Mayor reported that a request has been received from Dr Durga Bahadur Subedi, the Ambassador Extraordinary and Plenipotentiary to establish a formal sister city relationship to enhance the existing excellent state of bilateral relations between Nepal and the UK to promote tourism, culture and friendship. Local schools are already in touch, via Skype with schools in Nepal.

There was discussion around putting further information into a report, such as any costs involved and information about the area to be twinned with.

PROPOSED: To defer this item and await a written report with further information and any costs etc.

Proposed: Councillor Mary Lawes

Seconded: Councillor Roger West

Voting: F: 5, Ag: 6, Ab: 3

The Motion was lost.

The Town Mayor clarified that any visits she would make to Nepal would be paid for out of her own pocket, the Town Council would not have a financial burden from visits.

RESOLVED: To accept the request to form a sister city relationship, but to ensure that no more than £100 per annum of public money is spent on furthering this relationship.

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Nicola Keen

Voting: F: 11, Ag: 1, Ab: 2

1640. STEP SHORT ARCH

There were some questions around the report. Cllr Lawes asked whether the yellow box line on the road had been implemented. Cllr Berry responded that this request had been made, however an email has been received from KCC that they will put in a white line in front of the box to prevent cars parking there. A request has also been made to the Traffic Wardens to check this area.

The Finance Officer reported that, after a discussion with Cllr Berry as Step Short representative, the figure in the report of £1,500 per year for maintenance of the arch, mentioned in the report, would not be enough to cover maintenance as well as running costs and recommended that a figure of £3,000 per annum would be needed.

Cllr Prater asked how much cash Step Short would be likely to hold at the time of transfer and whether this would be passed to the Town Council with the Arch.

The Step Short treasurer was present at the meeting and responded that there are many bills that need to be paid from the existing balance, including solicitors' fees for both Step Short and the Town Council, if the transfer goes ahead. Although it is difficult to say how much money will remain, it is the intention of Step Short to transfer it should the Town Council take on the Arch.

PROPOSED: To receive and note the report and to increase the budget to £3000 per annum to cover maintenance of the Arch.

Proposed: Councillor Connor McConville

Seconded: Councillor Ann Berry

Voting: F: 3, Ag: 9, Ab: 2

The motion was lost.

1641. SMALL PARKS

There was discussion around the amount of money the District Council would transfer along with the parks, and whether this would be a dowry payment or if it would only be to cover the repairs that are needed immediately to the parks. It was felt that it was to complete any immediate repairs and not for ongoing maintenance. There was also discussion around how secure it would be once the Town Council had taken on the parks and spent money on them, if the District Council decided they wanted them back or to sell the land for housing. This detail would be in the leases which had yet to be agreed.

Councillor Dylan Jeffrey felt that the Town Council should be asking for a minimum payment from the District Council to take on these parks of around quarter of a million pounds over the 30-year lease period. It was also felt that it would be useful for Councillors to see a copy of the lease agreement before agreeing to take the parks on.

RESOLVED: To defer this item and request that it be taken back to the Community Services Committee to look at the proposal in more detail.

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

Voting: F: 13, Ag: 0, Ab: 1

It was felt that representatives from the Community Services Committee should carry out an inspection of the parks.

1642. FOLKESTONE MONOPOLY PROMOTION DEED

RESOLVED: To give the Town Clerk approval to sign the deed to include the Folkestone Museum in the Folkestone Monopoly game.

Proposed: Councillor

Seconded: Councillor

Voting: F: 13, Ag: 0, Ab: 1

1630. DATE AND TIME OF NEXT MEETING

Thursday, 16th January 2020 at 7pm (Precept Meeting)

The meeting ended at 7.45pm.

.....Town Mayor
16th January 2020

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 17 October 2019 at 7.00 p.m.

PRESENT: Councillors D Brook, P Gane, D Jeffrey, M Lawes and J Meade.

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

1306. APOLOGIES FOR ABSENCE

Apologies were received from Councillors P Bingham, R Field, N Keen, C McConville and T Prater.

1307. DECLARATIONS OF INTEREST

There were no declarations of interest.

1308. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 5 September 2019.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 5 September 2019 be received and signed as a correct record.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

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

The Committee was asked to receive and note the Minutes of the Personnel Sub-Committee meetings held on 1 August 2019.

RESOLVED: That the Minutes of the meetings of the Personnel Sub-Committee held on 1 August 2019 be received and noted.

Proposed: Councillor P Gane

Seconded: Councillor D Jeffrey

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

1309. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 August 2019 to 30 September 2019.

RESOLVED: That the Schedule of Payments for the period 1 August 2019 to 30 September 2019 be approved.

Proposed: Councillor D Jeffrey

Seconded: Councillor J Meade

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

1310. BUDGET MONITORING STATEMENT 2019/20

The budget monitoring statement to 30 September 2019 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30 September 2019 be approved.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

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

1311. APPROVAL OF ACCOUNTS 2018/19

The Committee noted that the external auditor had approved the Folkestone Town Council Accounts and Annual Return for 2018/19 without qualification.

1312. BUDGET 2020/21 – POTENTIAL GROWTH ITEMS

The Committee was asked to give thought to possible growth items and non-recurring revenue expenditure for the next financial year. It was noted that, where possible, growth items should be offset by savings elsewhere.

RESOLVED: That the following growth items be considered at the December meeting, along with those proposed by other Committees:

Security – Town Hall (as per Minute 1287 – 13 June 2019)	£22,900
Parks, Gardens & Recs. – Trees	£5,000
Red Arrows	£15,000

Proposed: Councillor M Lawes

Seconded: Councillor J Meade

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

The Town Clerk agreed to consider further proposals for growth items from Councillors by email, provided they are received in the next few weeks.

1313. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

Grants Committee – 15 August 2019

Councillor David Horton had requested that the Grants Committee consider awarding a town grant of £2,000 for use in the Town Council's tree planting schedule. The Committee had resolved that a request be made to the Finance & General Purposes Committee to release £2,000 from the Town Grants Reserve to cover the shortfall required to deliver the tree planting schedule.

RESOLVED: That the request be refused as the Town Grants Reserve was for the use of outside bodies. The Community Services Committee should consider how the shortfall could be funded.

Proposed: Councillor P Gane

Seconded: Councillor D Brook

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

1314. WARD GRANTS

A list of ward grants approved by the Town Clerk from 1 August to 30 September 2019 was provided for the Committee's information and duly noted.

1315. WARD GRANT BALANCES 2019/20

A list of ward grant balances available to each Councillor at 6 October 2019 was provided for the Committee's information and duly noted.

1316. DATE OF NEXT MEETING

Thursday, 19 December 2019

Chairman.....

Date.....19. 12. 2019.....

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 21st November 2019 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Ann Berry, Jonathan Graham, David Horton, Mary Lawes, Jackie Meade and Richard Wallace (Chair).

OFFICER PRESENT: Georgina Wilson (Admin Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Belinda Walker.

2. DECLARATIONS OF INTEREST

There no declarations of interest.

3. PLANNING COMMITTEE MEETING 31st October 2019

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 31st October 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 31st October 2019 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Jonathan Graham

Seconded: Councillor Jackie Meade

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

Information on the District's guidance to HMOs was sent out to Councillors by the Chair.

4. APPLICATIONS FOR PLANNING CONSENT, APPEALS AND PLANS TO DEVELOPMENT CONTROL COMMITTEE

Application number	Y19/0674/FH
Location	31 Westbourne Gardens
Proposal	Replacement of existing timber-framed windows with double-glazed, white UPVC framed windows
Closing date	21 st November 2019
FHDC Officer	Katy Claw
Comment	No objection

Application number	Y19/0849/FH
Location	24 St Georges Road
Proposal	Retrospective application for the demolition of a single storey extension following the demolition of existing rear conservatory

Closing date 2nd December 2019
FHDC Officer Danielle Wilkins
Comment No objection

Application number Y19/0911/FH
Location Warehouse 16 Kingsmead
Proposal Erection of new extension to existing warehouse
Closing date 26th November 2019
FHDC Officer Adam Tomaszewski
Comment No objection

Application number Y19/1040/FH
Location Flat B 10 Augusta Gardens
Proposal Retrospective planning permission for garden shed to replace derelict timber shed
Closing date 27th November 2019
FHDC Officer Danielle Wilkins
Comment No objection

Application number Y19/1100/FH
Location Flat 1 48 Earls Avenue
Proposal Replacement of all existing windows
Closing date 2nd December 2019
FHDC Officer Danielle Wilkins
Comment The documents do not seem to include pictures of the proposed windows, although the photographs show that the existing windows are poor.

Application number Y19/1159/FH
Location 114 Sandgate Road
Proposal Erection of a first and second floor extension to provide 2 x 1 bedroom and 2 x 2 bedroom residential flats (4 flats total) over existing commercial unit
Closing date 2nd December 2019
FHDC Officer Katy Claw
Comment No objection

Application number Y19/1164/FH
Location Brockman Family Centre Cheriton High Street
Proposal Demolition of existing two storey building and replacement residential development comprising of 23 units
Closing date 21st November 2019

FHDC Officer	Robert Allan
Comment	No objection
Application number	Y19/1168/FH
Location	Church & Dwight UK Ltd Bowles Well Gardens
Proposal	Proposed gas and compressed supply pipes
Closing date	26 th November 2019
FHDC Officer	Isabelle Hills
Comment	No objection
Application number	Y19/1169/FH
Location	Church & Dwight UK Ltd Bowles Well Gardens
Proposal	Proposed air lock and warehouse link
Closing date	21 st November 2019
FHDC Officer	Isabelle Hills
Comment	No objection
Application number	Y19/1185/FH
Location	29 Grace Hill
Proposal	General bill board for advertising of local companies within the Folkestone Town area
Closing date	28 th November 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/1189/FH
Location	20 Bouverie Road West
Proposal	Change of use and conversion from existing first floor hair studio treatment rooms and upper floor single maisonette into 3 self-contained 1 bed flat units
Closing date	22 nd November 2019
FHDC Officer	Robert Allan
Comment	No objection
Application number	Y19/1204/FH
Location	Building adjacent 58 to 60 Shorncliffe Road
Proposal	Lawful development certificate (existing) for works to planning applications Y14/1149/FH and Y10/0077/SH
Closing date	21 st November 2019
FHDC Officer	Danielle Wilkins
Comment	Noted
Application number	Y19/1205/FH

Location	52 Downs Road
Proposal	Erection of single storey rear extension and first floor side extension over garage
Closing date	21 st November 2019
FHDC Officer	Danielle Wilkins
Comment	No objection

Application number	Y19/1213/FH
Location	32 Harcourt Road
Proposal	Demolition of existing conservatory and erection of a flat roofed extension across the rear elevation with the provision at the front of a pitched roof to the projecting garage
Closing date	28 th November 2019
FHDC Officer	Danielle Wilkins
Comment	No objection

Application number	Y19/1222/FH
Location	2 Shelleys Mews Ingles Road
Proposal	Crown reduction of two sycamores subject of tree preservation order no 6 of 2019
Closing date	5 th December 2019
FHDC Officer	Jo Daniels
Comment	No objection

Application number	Y19/1227/FH
Location	3 Lynwood
Proposal	Erection of a two-storey extension to side
Closing date	5 th December 2019
FHDC Officer	Danielle Wilkins
Comment	No objection

Application number	Y19/1231/FH
Location	70 – 72 Sandgate Road
Proposal	Replacement of external rear fire escape stair on a like for like basis
Closing date	2 nd December 2019
FHDC Officer	Danielle Wilkins
Comment	No objection

Application number	Y19/1232/FH
Location	70 – 72 Sandgate Road

Proposal	Replacement of external rear fire escape stair on a like for like basis
Closing date	2 nd December 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/1241/FH
Location	15 Dolphins Road
Proposal	Erection of single storey rear and side extension, hip to gable extension, rear dormer window and associated loft conversion
Closing date	28 th November 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/1267/FH
Location	45 Shorncliffe Road
Proposal	Change of use of ground floor from dental surgery (class D1) to residential (class C3), whole building to return to residential use (resubmission of Y19/0623/FH)
Closing date	5 th December 2019
FHDC Officer	Robert Allan
Comment	No objection
Application number	Y19/1268/FH
Location	77 Shorncliffe Road
Proposal	Single storey rear extension, garage conversion and new driveway
Closing date	2 nd December 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/1271/FH
Location	106 Cheriton Road
Proposal	Certificate of lawful development (existing) for 3 apartments
Closing date	3 rd December 2019
FHDC Officer	Katy Claw
Comment	No objection
Application number	Y19/1272/FH
Location	Pedestrian Precinct Sandgate Road



Proposal	Section 73 application for variation of condition conditions 2 (layout) & 7 (opening hours) for planning permission Y17/1264/SH for the purpose of a Christmas market in wooden huts
Closing date	5 th December 2019
FHDC Officer	Katy Claw
Comment	Object – The Committee deplores the undermining of the Public Space Protection Order restrictions. There can be no legal distinction between a stall selling mulled wine and mince pies, and one piled high with cheap lager. The Police will have to monitor the situation very carefully. The permission on hours should be temporary.
Application number	Y19/1277/FH
Location	5 Jointon Road
Proposal	Proposed single and two storey rear extensions, loft conversion with rear dormer windows
Closing date	6 th December 2019
FHDC Officer	Isabelle Hills
Comment	No objection subject to neighbours' concerns.
Application number	Y19/1278/FH
Location	21 Wear Bay Road
Proposal	Erection of first floor side and rear extension
Closing date	6 th December 2019
FHDC Officer	Danielle Wilkins
Comment	No objection
Application number	Y19/1294/FH
Location	17 New Dover Road Capel le Ferne
Proposal	Certificate of lawful development (proposed) for a single storey extension to side of dwelling
Closing date	9 th December 2019
FHDC Officer	Danielle Wilkins
Comment	Noted
Application number	Y19/1302/FH
Location	Flat 1 5 Grimston Gardens
Proposal	Installation of 5 UPVC sash windows to replace existing timber windows
Closing date	9 th December 2019
FHDC Officer	Katy Claw
Comment	No objection

Application number	Y19/1312/FH
Location	18 Varne Road
Proposal	Demolition of existing conservatory and erection of two storey extension
Closing date	10 th December 2019
FHDC Officer	Danielle Wilkins
Comment	No objection

Application number	Y19/1320/FH
Location	Flat 3 Belvedere Court 12 Trinity Crescent
Proposal	Replacement windows to ground floor flat to side and rear
Closing date	10 th December 2019
FHDC Officer	Isabelle Hills
Comment	No objection

APPEAL

Application number	Y19/0250/FH
Location	96 Sandgate Road
Proposal	Installation of 2 air conditioning units to rear wall of commercial unit (relocated from internal basement) resubmission of Y18/1471/FH
Closing date	18 th December 2019
FHDC Officer	Llywelyn Lloyd
Comment	The Committee feels that the shop air conditioning units are too close to residential units and supports the FHDC decision.

Application number	Y19/0416/FH
Location	261 Dover Road
Proposal	Alterations to existing drive including associated ground works, changes to levels, retaining walls, planters and steps with extension of vehicular crossover
Closing date	
FHDC Officer	Llywelyn Lloyd
Comment	Noted

Application number	Y18/1139/FH
Location	Structure 589 metres west Caesars Camp Boarding Kennels Crete Road West

Proposal	Certificate of lawful development (proposed) to replace existing 1m high fencing (on all sides) to 2m high fencing (on all sides), together with an increase in width of the gated opening from 4m to 7m
Closing date	13 th December 2019
FHDC Officer	Llywelyn Lloyd
Comment	Noted

5. PREMISES LICENCE


Update on WK/201932437, Pedestrian Precinct - Noted

Reference	WK/201933886
Premise	Ground Floor Business Premises 21 Cheriton Place
Type of Application	Grant
Description	Wine & champagne bar with background music and bar snacks
Opening Hours	12.00 – 23.00 Monday – Saturday 12.00 – 22.00 Sunday
Activities	Alcohol on sales 12.00 – 22.30 Monday – Saturday 12.00 – 21.30 Sunday
Closing date	22 nd November 2019
Comment	No objection

6. UPDATE ON PREVIOUS OBJECTIONS
Y19/1075/FH – Noted

7. AGENDA ITEMS FOR NEXT MEETING

8. DATE OF NEXT MEETING
WEDNESDAY 11th December 2019


 **Chairman**
 11th December 2019
 11/2/19

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 31st October 2019 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Ann Berry, Jonathan Graham, Mary Lawes, Jackie Meade, Belinda Walker and Richard Wallace (Chair).

OFFICER PRESENT: Toni Brenchley (Corporate and Civic Services Officer)

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor David Horton.

2. DECLARATIONS OF INTEREST

Councillor Jackie Meade declared an interest in application Y19/0979/FH Radnor Park Crescent, Cllr Mary Lawes declared an interest in application Y19/0965/FH Martello Road.

3. PLANNING COMMITTEE MEETING 10th October 2019

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 10th October 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 10th October 2019 be received and that the Chairman of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Jonathan Graham

Seconded: Councillor Belinda Walker

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

4. APPLICATIONS FOR PLANNING CONSENT, APPEALS, PLANS TO DEVELOPMENT CONTROL COMMITTEE AND LICENSING

Application number	Y19/0047/NMA
Location	1 Audley Road
Proposal	Non material amendment to the proposed pebbledash façade to be changed to cedar wood cladding for planning application Y19/0634/FH
Closing date	13 th November 2019
FHDC Officer	Isabelle Hills
Comment	No objection

Application number	Y19/0753/FH
Location	36 Black Bull Road
Proposal	Alterations to the existing shopfront including a new fascia, erection of a vent to the rear elevation along with retrospective consent for a rear extension

Closing date	29 th October 2019
FHDC Officer	Isabelle Hills
Comment	No objection

Application number	Y19/0862/FH
Location	45 Manor Road
Proposal	Change of use from dwelling (C3) to HMO (Sui-Generis) for up to 8 persons with the provision of additional hardstanding to the front garden providing x3 additional off-street parking spaces, the installation of replacement windows and removal of existing conservatory

Closing date	13 th November 2019
FHDC Officer	Isabelle Hills
Comment	Object – The rooms are of good size but the ground floor rooms appear to have no bathrooms which is objectionable.

Application number	Y19/0928/FH
Location	36a Earls Avenue
Proposal	The installation of 3 no. wooden sash windows forming bay window, installation of 1 no. wooden front door and frame to replace the existing UPVC door

Closing date	4 th November 2019
FHDC Officer	Danielle Wilkins
Comment	Support – The Town Council supports the installation of wooden sashes in this location.

Application number	Y19/0929/FH
Location	Trinity Gardens Open Space Bouverie Road West
Proposal	Proposed permanent notice board
Closing date	30 th October 2019
FHDC Officer	Piran Cooper
Comment	No objection

Application number	Y19/0938/FH
Location	13 Clifton Crescent
Proposal	Installation of replacement of windows with double glazed timber sashes to north and south elevations only

Closing date	30 th October 2019
FHDC Officer	Katy Claw
Comment	Support – The Town Council supports the installation of wooden sash windows in the location.

Application number	Y19/0939/FH
Location	13 Clifton Crescent
Proposal	Listed building consent for the installation of replacement windows with double glazed timber sashes
Closing date	4 th November 2019
FHDC Officer	Katy Claw
Comment	Support

Application number	Y19/0965/FH
Location	2 Martello Road
Proposal	Change of use from dwellinghouse to a 7 bed HMO (house in multiple occupation)
Closing date	4 th November 2019
FHDC Officer	Adam Tomaszewski
Comment	Object – This is not a street of large homes. It is a family house. The rear rooms on the first floor appears particularly inadequate. The Chair is requested to talk to District Planners about the proliferation of HMOs. All objected and Cllr Lawes would like to speak against it if approval is recommended.

Application number	Y19/0967/FH
Location	Flat 4 10 Trinity Crescent
Proposal	Removal of condition 2 of SH/83/1120, in order that two holiday units (C3) can be combined in to one C3 flat, for the live-in manager of the remaining Meyrick Court Apartments, in order to salvage the otherwise failing business
Closing date	30 th October 2019
FHDC Officer	Louise Daniels
Comment	No objection

Application number	Y19/0979/FH
Location	5 Radnor Park Crescent
Proposal	Change of use from 6 person HMO (house in multiple occupation) (use class C4) to 7 person HMO (sui-generis)
Closing date	1 st November 2019
FHDC Officer	Adam Tomaszewski
Comment	Object – There was a recent development to change this to a 6 person HMO and assurances were made

to a District Officer that there would not be seven persons. The rear rooms on the first and on the second floor are excessively small. All objected and Cllr Meade would like to speak against it if approval is recommended. There appears to be no site notice.

Application number	Y19/1021/FH
Location	32 Rendezvous Street
Proposal	Change of use from shop (use class A1) to drinking establishment (use class A4)
Closing date	18 th November 2019
FHDC Officer	
Comment	No objection

Application number	Y19/1031/FH
Location	Clock Tower House 151 Sandgate Road
Proposal	Listed building consent to change patio doors from frameless glass to now be finished in sapele for planning application Y17/1553/SH
Closing date	4 th November 2019
FHDC Officer	Piran Cooper
Comment	No objection

Application number	Y19/1049/FH
Location	3 The Rangers
Proposal	Proposed single storey rear extension
Closing date	29 th October 2019
FHDC Officer	Isabelle Hills
Comment	No objection

Application number	Y19/1062/FH
Location	Lidl UK GMBH Shellons Street
Proposal	Full planning application for the installation of external plant equipment at the existing Lidl food store
Closing date	12 th November 2019
FHDC Officer	Isabelle Hills
Comment	No objection

Application number	Y19/1068/FH
Location	McDonalds Restaurant West Terrace
Proposal	Variation of condition 5 (hours of opening) of planning application 88/0079/SH date of decision 01/03/1988
Closing date	1 st November 2019

FHDC Officer	Adam Tomaszewski
Comment	No objection
Application number	Y19/1095/FH
Location	5 Marine Terrace
Proposal	Conversion from existing HMO to five self-contained flats
Closing date	4 th November 2019
FHDC Officer	Katy Claw
Comment	No objection
Application number	Y19/1101/FH
Location	14 Holywell Avenue
Proposal	Lawful Development certificate (proposed) for the extension of existing access to public highway
Closing date	4 th November 2019
FHDC Officer	Isabelle Hills
Comment	No objection
Application number	Y19/1107/FH
Location	Army Cadet Hall Church Road
Proposal	Change of use from Sui-Generis to D1 training facility and erection of signage. A temporary application for 10 years
Closing date	14 th November 2019
FHDC Officer	Isabelle Hills
Comment	Support
Application number	Y19/1108/FH
Location	Army Cadet Hall Church Road
Proposal	One x two-piece printed dibond panel to be fitted to new workshop canopy
Closing date	14 th November 2019
FHDC Officer	Isabelle Hills
Comment	No objection
Application number	Y19/1118/FH
Location	The Metropole The Leas
Proposal	Listed building consent for repairs to stonework of balconies damaged by corroding encased steelwork
Closing date	5 th November 2019
FHDC Officer	Katy Claw
Comment	No objection

Application number	Y19/1154/FH
Location	191 Canterbury Road
Proposal	Erection of a part-single part-two storey rear extension and installation of a rear dormer
Closing date	6 th November 2019
FHDC Officer	Isabelle Hills
Comment	The Committee were unable to access the plans on FHDC portal

Application number	Y19/1173/FH
Location	13 Grimston Gardens
Proposal	Conversion from existing dwelling to 3 residential flats with balconies to first and second floor. Removal of existing fire escape
Closing date	19 th November 2019
FHDC Officer	Robert Allan
Comment	No objection provided the removal of the fire escape is in line with Fire Safety Regulations. There was concern.

Application number	Y19/1177/FH
Location	5 Gainsborough Close
Proposal	Erection of single storey rear extension
Closing date	19 th November 2019
FHDC Officer	Danielle Wilkins
Comment	No objection

Application number	Y19/1206/FH
Location	19 Cherry Garden Avenue
Proposal	Felling of 1 holm oak subject of tree preservation order no 2 of 1992
Closing date	19 th November 2019
FHDC Officer	Jo Daniels
Comment	No objection – The Committee feels that there is ample room for a replacement if the tree is dead.

5. PREMISES LICENCE

Reference	WK/201932437
Premise	Folkestone Pedestrian Precinct
Type of Application	Variation

Description	Variation – to add the sale of alcohol to the licence and extend operating schedule hours of other activities, to cater for markets and events
Activities	Plays, Live Music, Recorded Music, Alcohol Sales On & Off the premises – Monday to Sunday: 11.00 – 20.00
Closing date	8 th November 2019
Comment	The Committee is concerned that this clashes directly with a policy of public drinking control in the town centre. It objects unless this is for a temporary period e.g. over Christmas or other specific events. The Chair would like to speak if approval is recommended.

Reference	WK/201933341
Premise	Djangos, 17 Rendezvous Street
Type of Application	Grant
Description	Existing café/bistro adding alcohol on-sales
Opening Hours	Monday – Saturday 08.00 – 23.00, Sunday 08.00 – 17.00
Activities	Live music Monday to Saturday 19.00 – 22.00, recorded music Monday to Saturday 08.30 – 22.30, Sunday 08.30 – 16.30, alcohol on-sales Monday to Saturday 09.00 – 22.30, Sunday 09.00 – 16.30
Closing date	19 th November 2019
Comment	Noted

6. UPDATE ON PREVIOUS OBJECTIONS

Y18/0906/FH - Dance Easy Club – Concerns were raised over parking and the size of the community space, despite concerns the District Planning Officers recommended the application be approved.

Y19/0752/FH - Turner Free School – The Planning Committees concerns over overlooking were not upheld; environmental aspects will be considered.

7. PLANNING COMMITTEE POLICY ON ENVIRONMENT AND GREEN ISSUES

There will be interaction with the Planning Committee.

8. AGENDA ITEMS FOR NEXT MEETING

9. DATE OF NEXT MEETING

Thursday 21st November 2019

..... **Chairman**
21st November 2019

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Council offices, The Town Hall, 1 – 2 Guildhall Street, Folkestone on Tuesday 1st October 2019 at 7pm.

Present: Councillors Abena Akuffo-Kelly, Ann Berry, Paul Bingham (Chair), Peter Gane, Jonathan Graham and Belinda Walker.

In attendance: Georgina Wilson - Admin Officer and Councillor Richard Wallace

1072. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Michelle Dorrell and Roger West.

1073. DECLARATIONS OF INTEREST

There were no declarations of interest.

1074. MINUTES

The Committee were asked to receive the Minutes of the meeting of the Community Services Committee held on 6th August 2019 and to authorise the Chairman of the Committee to sign them as a correct record.

RESOLVED: That the minutes of the meeting 6th August 2019 be received and signed as a correct record.

Proposed: Cllr Peter Gane

Seconded: Cllr Ann Berry

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

RESOLVED: To move item 7 - Trees and item 8 – Tree Charter Branch Update forward to enable Cllr Richard Wallace to speak and answer questions.

Proposed: Cllr Belinda Walker

Seconded: Cllr Jonathan Graham

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

1075. TREES 2019/20

RESOLVED: To approve the final version of the Tree Planting Schedule 2019/20 and instruct KCC to commence the works.

Proposed: Cllr Peter Gane

Seconded: Cllr Ann Berry

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

1076. TREE CHARTER BRANCH UPDATE

As the Communities and Events Officer was not present at the meeting, this item will be brought back to a future meeting.

1077. FOLKESTONE MUSEUM REPORT

The Committee felt that it would have been appropriate for a Museum Officer to attend to present this report, there was a lot of information contained within



the report for which the Committee were very grateful. However, the Committee would have appreciated an Officer present to answer questions and talk through some of the information.

RESOLVED: To receive and note report CS/19/254.

Proposed: Cllr Peter Gane

Seconded: Cllr Paul Bingham

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

1078. ALLOTMENTS ANNUAL RENT REVIEW

RESOLVED: To receive and approve report CS/19/255 and keep the allotment rents the same for 2020/21.

Proposed: Cllr Peter Gane

Seconded: Cllr Abena Akuffo-Kelly

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

1079. BUS SHELTERS REPORT

RESOLVED: To receive and approve report CS/19/256 and to support the installation of bus shelters on Shaftesbury Avenue (Stanley Road bus stop) and Shaftesbury Avenue (Kent Road bus stop) but to hold back on the proposed stop in Tontine Street until advice from KCC had been received on this location.

Proposed: Cllr Peter Gane

Seconded: Cllr Ann Berry

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

1080. LITTER BINS

It was agreed that Councillors would forward any suggestions for bin replacement or restoration from their ward on to the Communities and Events Officer who will report back at the next meeting on costs etc.

1081. MY FOLKESTONE

Councillors felt this would become a valuable asset to the town, but wanted to encourage the My Folkestone team to focus on businesses further up the town in Sandgate Road, the Harbour Arm and Creative Folkestone areas receive a lot of promotion, more promotion for other areas of the town would be beneficial.

RESOLVED: To participate in this scheme and pay £199 per month to feature in the discover section of the My Folkestone website.

Proposed: Cllr Peter Gane

Seconded: Cllr Jonathan Graham

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

1082. CINQUE PORTS COASTAL ROWING CHALLENGE

RESOLVED: To defer this item to a future meeting when more information could be presented such as a provisional date, any costs involved etc.



Proposed: Cllr Paul Bingham
Seconded: Cllr Peter Gane
Voting: F:6, Ag:0, Ab:0

1083. TREASURE ACT 1996: 2017 T736 EARLY MEDIEVAL GOLD PENDANT FROM ELHAM

RESOLVED: To defer this item to a future meeting when a Museum Officer could be present (or provide the information) to explain why the Museum want it and the backstory of the Pendant.

Proposed: Cllr Peter Gane
Seconded: Cllr Jonathan Graham
Voting: F:6, Ag:0, Ab:0

1084. BUDGET 2020/21

RESOLVED: To increase the Community Events budget by £10,000 for the provision of more diverse events.

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

1085. DATE OF NEXT MEETING – 19th November 2019



.....Chairman

19 November 2019

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 3, 1862. It is a very important document, as it contains the President's views on the state of the Union and the progress of the war.

FOLKESTONE TOWN COUNCIL

MINUTES of the Grants Committee meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday 15 August 2019 at 6.30 p.m.

PRESENT: Councillors Abena Akuffo- Kelly, Michelle Dorrell, David Horton, Connor McConville, Tim Prater, Richard Wallace and Roger West.

OFFICERS PRESENT: J Childs (Town Clerk), E Timmins (Marketing and Communications Officer).

117. APOLOGIES FOR ABSENCE

No apologies were received.

118. DECLARATIONS OF INTEREST

Councillor Connor McConville declared a personal interest in the application made by Strange Cargo.

119. MINUTES

The Committee was asked to receive and authorise the Minutes of the Grants Committee meeting held on 20 May 2019.

RESOLVED: That the Minutes of the meeting of the Grants Committee held on 20 May 2019 be received and signed as a correct record.

Proposed: Councillor Abena Akuffo- Kelly

Seconded: Councillor Michelle Dorrell

Voting: F:7 Ag:0, Ab:0

120. REVIEW OF THE TERMS OF REFERENCE & POLICY GUIDELINES

The Committee noted report G/19/253 and

RESOLVED: That the Committee stick to 3 meetings per financial year, the meetings are to be arranged for April, September/October and January.

Proposed: Councillor Tim Prater

Seconded: Councillor Connor McConville

Voting: F:7 Ag:0, Ab:0

RESOLVED: That the amount given should be loosely based on points awarded, which would result in a less regimented scoring system and allow for revision based on discretionary factors.

Proposed: Councillor Tim Prater

Seconded: Councillor Abena Akuffo- Kelly

Voting: F:7 Ag:0, Ab:0



121. REQUEST FOR FUNDS

The Community Services Committee has received a tree planting schedule to plant trees around Folkestone. Cllr David Horton would like to request a Town Grant of £2,000 to go towards this cost.

RESOLVED: That a request is made to Finance & General Purposes Committee to release £2,000 from the Grants Reserve to cover the shortfall required to deliver the tree planting schedule.

Proposed: Councillor David Horton
Seconded: Councillor Michelle Dorrell
Voting: F:7 Ag:0, Ab:0

122. TOWN GRANT APPLICANTS

Applicants requesting town grants £1000 and over, answered any questions that the Committee had. Applications were considered later in the meeting.

EXCLUSION OF PRESS AND PUBLIC

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

Proposed: Councillor Roger West
Seconded: Councillor Abena Akuffo- Kelly
Voting: F:7, Ag:0, Ab:0



123. TOWN GRANT ASSESSMENT

Town Grant applications were assessed on merit against five categories by each Councillor. Scores were then accumulated and used as the basis for discussion.

RESOLVED: That the following town grants be approved enbloc:

Proposed: Councillor Connor McConville

Seconded: Councillor Richard Wallace

Voting: F:7, Ag:0, Ab:0

REF	PROSPECTIVE RECIPIENT	PURPOSE	AWARD
1	Vincent Williams	Folkestone in The War	£ 375.00
2	Disabled Friends and Family	Autistic Children's Project	£ 200.00
3	Fat Lady Opera CIC	Invisible Opera House	£ 1,000.00
4	Strange Cargo	Cheriton Light Festival	£ 2,500.00
5	Folkestone Fringe	Urban Room - Harbour Branch Line	£ 1,000.00
6	Folkestone Fencing Club	Sessions for disabled	£ 250.00
7	Hi Kent	Lip Reading Classes	£ 1,000.00
8	John Dunbar - The Mariner Events	Cake Off & Music Day	£ -
9	*Over 50's Club	Over 50's Day Trips	£ 300.00

*Marketing and Communications Officer to contact applicant to ensure that recipients of the grant live within the Folkestone boundary.

124. TOWN GRANT APPLICATION PROCESS - FEEDBACK

There were no feedback forms.

125. DATE OF NEXT MEETING

Thursday, 7 November, at 6.30pm

Signed.....

7 November 2019

FOLKESTONE TOWN COUNCIL

SCHEDULE OF MEETING DATES 2020/21

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

	Planning Committee (Thursday)	Community Services Committee (Tuesday)	Finance & General Purposes Committee (Thursday)	Grants Committee (Thursday) (6.30pm)	Personnel Sub-Committee (6.00pm)	Full Council
April 2020	2, 22*	7	23	30	23	Tuesday 14 (Town Assembly)
May 2020	21					Tuesday 12 (Annual Council)
June 2020	4, 25	2	18			18 (Extra 6.30pm)
July 2020	16					
August 2020	6, 27	25	20		20	
September 2020	17			24		10
October 2020	8, 29	13	22			
November 2020	19	17				12
December 2020	10		17 (Budget Meeting)			
January 2021	13, 28			21		14 (Precept Meeting)
February 2021	17*	2	18		18	
March 2021	11					18
April 2021	1, 28*	6	22	29	22	Tuesday 20 (Town Assembly)
May 2021	20					Tuesday 11 (Annual Council)

*Wednesday

This report will be made
public on 9 January 2020

Folkestone
Town Council



Report Number **C/20/261**

To: Council
Date: 16 January 2020
Status: Public Report
Responsible Officer: Town Clerk

Subject: BUDGET AND PRECEPT 2020/21

SUMMARY:

This report concludes the budget-making process for 2020/21, making recommendations to enable the Council to set its Precept for 2020/21 and to notify the tax collecting authority in accordance with statutory legislation.

REASONS FOR RECOMMENDATIONS

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

1. The Council must approve its Precept for 2020/21 and notify the principal tax collecting authority in January 2020.
2. The approval of the budget makes provision for spending plans for next year.
3. The Town Council must make adequate provision to cover its liabilities and service growth proposals for 2020/21 and beyond.
4. The Town Council needs to provide for adequate reserves in the event of sudden unforeseen, or unplanned, expenditure demands.

RECOMMENDATIONS:

1. To receive and note Report C/20/261
2. To approve the Town Council's budget for 2020/21 as set out in the attached Appendix.
3. To confirm the Precept for 2020/21 in accordance with the provisions in Sections 39, 41 and 50 of the Local Government Finance Act 1992.
4. To authorise the Town Mayor to sign the Precept demand on the District Council.

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

Financial Implications – *The Town Council must ensure it has sufficient funds to carry out its proposed services.*

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

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

Background Documents: The following unpublished documents have been relied upon in the preparation of this report:

Data from the Folkestone Town Council's Financial System and budget working papers.

1. INTRODUCTION AND BACKGROUND

- 1.1 This report concludes the budget-making process for 2020/21.
- 1.2 At its last meeting on 19 December 2019 the Finance and General Purposes Committee considered Report F/19/260 which set out the Council's budget requirements for 2020/21, including approved growth items.
- 1.3 The Town Council must now determine its precept level and budget requirements for 2020/21, taking into account:-
 - i. Expenditure required in 2020/21 to carry out its functions
 - ii. Appropriate amounts for contingencies
 - iii. The need to provide adequate reserves
 - iv. Any expenditure incurred in 2019/20 not yet paid

2. REVENUE BUDGET 2020/21

- 2.1 The Town Council commenced its budget-making process by reviewing its aims and objectives and considering possible growth items and service enhancements for 2020/21 and beyond.
- 2.2 The appendix sets out the latest budget as amended by the Finance and General Purposes Committee, including the approved growth items.
- 2.3 The draft revenue budget for 2020/21 presently stands at £873,950 compared to the current year of £807,860 – an increase of £66,090 (8.2%).
- 2.4 The Principal Council has indicated that the property tax base will decrease this year from 14,474.27 to 14,445.85.
- 2.5 Should the Council decide to precept the sum of £873,950 at the expected tax base level of 14,445.85, the Town Council's Band D tax would be £60.50p per year, an increase of £4.69p (8.4%). This equates to an increase of £0.09p per week.
- 2.6 The permitted level of spending under S137 is currently £8.32p per elector of Folkestone, equal to £279,918 for 2020/21.

3. RESERVES AND PROVISIONS

- 3.1 The Town Council must maintain adequate reserves and provisions to cover unforeseen expenditure and possible emergencies.
- 3.2 The list of Reserves and Provisions at the time of publication is shown below:-

FOLKESTONE TOWN COUNCIL RESERVES AND PROVISIONS

	Balance at 31.12.19 £
General Reserve	130,082
Earmarked Reserves & Provisions:	
Balancing Pond Maint.	40
New Services Reserve	106,528
Museum/Heritage	189,564
Tourist Information	4,735
Bus Shelters	600
Town Grants	1,096
Salt Bins	6,313
Leas Flower Power	2,549
Anti-Litter Campaign	2,000
CCTV Equip/Maint.	53,470
Christmas Event (Cheriton)	2,318
Prov. for Outstanding Invoices	5,803

4. CONCLUSION

- 4.1 The Town Council must determine its budget and precept requirements to fund expenditure for 2019/20 and beyond. The Council is therefore required to agree and confirm its spending plans for next year. Subject to any further changes in growth or service transfers, the Town Council's proposed precept for 2020/21 is £873,950.

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2020/2021											
		ACTUAL	BASE	ESTIMATED	ADJUSTED		RECURRING	NON-RECURRING			
		EXPENDITURE/	BUDGET	OUTTURN	BASE		REVENUE	GROWTH			
		INCOME			BUDGET		GROWTH	ITEMS			BUDGET
CODE		2018/2019	2019/2020	2019/2020	2020/2021		2020/2021	2020/2021			2020/2021
		£	£	£	£		£	£			£
101	ADMINISTRATION										
4001	SALARIES, PENSIONS & NI	360,871	389,000	372,000	414,500						414,500
4006	AGENCY STAFF	12,300	0	12,000	1,000						1,000
4006	TRAINING (Staff)	1,986	2,500	2,500	2,500						2,500
4009	ADVERTISING FOR STAFF	0	0	0	0						0
4010	EQUIPMENT/FURNITURE NEW	351	2,000	2,000	2,000						2,000
4012	INTERVIEW EXPENSES	0	0	0	0						0
4013	BANK CHARGES	326	500	500	500						500
4021	PRINTING	0	500	500	500						500
4022	STATIONERY	922	1,000	1,000	1,000						1,000
4024	PHOTOCOPYING	1,913	1,800	2,200	1,800						1,800
4026	POSTAGE	1,568	1,800	1,800	1,800						1,800
4026	TELECOMMUNICATION SERVICES	2,942	2,700	4,000	4,000						4,000
4060	ICT SUPPORT	19,486	6,350	15,000	12,500						12,500
4070	MISCELLANEOUS SUBSCRIPTIONS	238	260	320	320						320
4071	CINQUE PORT FEDERATION SUB	310	250	320	320						320
4072	SOCIETY OF LOCAL COUNCIL CLERKS	469	460	510	510						520
4073	KENT ASSOC. OF LOCAL COUNCILS	1,976	2,050	2,010	2,010						2,060
4080	PUBLIC TRANSPORT & CAR PARKS	206	200	250	250						250
4103	SUBSISTENCE ALLOWANCES	143	250	200	200						200
4104	CAR ALLOWANCES (Staff)	1,641	1,500	1,600	1,600						1,600
4106	CAR ALLOWANCES (Volunteers)	0	100	50	50						50
4712	ACCOUNTANCY SUPPORT	551	550	550	550						570
4720	TO ALLOTMENTS ADMINISTRATION (4509)	-4,103	-4,100	-4,100	-4,100						-4,100
	TOTAL ADMIN. EXPENDITURE	404,096	409,470	415,210	443,610						443,710
1190	INVESTMENT INTEREST	-2,170	-100	-2,200	-3,000						-3,000
1199	OTHER INCOME	-128	0	0	0						0
	TOTAL ADMIN. INCOME	-2,298	-100	-2,200	-3,000						-3,000
	NET ADMIN. EXPENDITURE/INCOME	401,798	409,370	413,010	440,610						440,710
102	DEMOCRATIC COSTS										
4007	TRAINING/CONFERENCE EXPS (Clubs)	0	500	1,000	500						500
4081	CAR ALLOWANCES (Clubs)	0	100	100	100						100
4950	FTC REFLECTION FEES	0	0	38,670	0						0
4951	FOLK TO REFLECTIONS	10,200	10,200	10,200	10,200						10,200
	TOTAL DEMOCRATIC COSTS EXP.	10,200	10,800	50,970	10,800						10,800

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2020/2021											
		ACTUAL									
	EXPENDITURE/									RECURRING	
	INCOME									GROWTH	NON-RECG
CODE	2018/2019	BUDGET	ESTIMATED	ADJUSTED	INFLATION	2020/2021	2020/2021	2020/2021	BUDGET		
		2019/2020	2019/2020	2020/2021							
103	MAYORALTY										
4011	CLOTHING & UNIFORMS	33	600	600		600			600		
4170	REGALIA - NEW	454	1,000	750		1,000			1,000		
4171	REGALIA - REPAIR & MAINT	190	400	400		400			400		
4180	MAYORS INSTALLATION (Annual Meeting)	822	1,200	1,100		1,100			1,100		
4181	REMEMBRANCE EVENTS	1,544	1,500	2,200		2,300			2,300		
4182	CANADA DAY	2,453	2,550	2,550		2,550			2,550		
4183	WILLIAM HARVEY COMMEMORATION	958	650	650		650			650		
4184	HOLLOCAUST DAY	319	320	320		320			320		
4185	CINQUE PORT WARDEN	0	100	100		100			100		
4249	COVER FOR CIVIC DRIVER	165	1,000	500		500			500		
4250	PETROL	448	500	500		500			500		
4251	MTC/SERVICE/REPAIRS - EXTERNAL	12	150	150		150			150		
4252	CAR INSURANCE	700	700	300		500			500		
4253	CIVIC VEHICLE - GEN. CONTRIBS.	2,927	3,100	2,990		3,000			3,000		
4255	MAYORS EXPENSES MAY-MAR	4,694	5,490	5,490		5,490			5,490		
4256	MAYORS EXPENSES APR-MAY	389	1,100	400		1,100			1,100		
4257	FOLKETAPLES REMEMBRANCE EVENTS	0	0	0		0			0		
4258	MISCELLANEOUS EVENTS (MAYORALTY)	11,991	0	0		0			0		
4259	ARMED FORCES DAY / AIR SHOW	20,838	3,800	70,800		7,800			15,000		
4260	BURMA STAR (NJ DAY)	540	530	520		530			530		
4261	NORMANDY VETERANS	337	320	320		320			320		
	TOTAL MAYORALTY EXPENDITURE	49,814	25,010	90,540		28,910		0	15,000		0
1005	OTHER INCOME (MAYORALTY)	-22,495	0	-26,400		0			0		0
	TOTAL PREMISES INCOME	-22,495	0	-26,400		0		0	0		0
	NET PREMISES EXPENDITURE/INCOME	27,319	25,010	64,140		28,910		0	15,000		0
201	PREMISES										
4501	BUILDING REPM/MAINT	13,380	14,000	14,000		14,000			14,000		
4509	CLEANING	9,771	9,000	9,000		9,000			9,000		
4502	RATES	20,520	21,000	20,990		21,000		500	21,500		
4503	PWL.B CAPITAL REPAYMENTS	21,367	21,100	22,140		22,140			22,140		
4504	PWL.B INTEREST REPAYMENTS	17,940	18,200	17,160		17,160			17,160		
4515	SERVICES, HEATING & LIGHTING	8,430	8,500	9,000		9,000		200	9,200		
4517	SUNDRIES	1,710	4,000	2,500		2,500			2,500		
4520	HIRE OF FACILITIES (inc. Garage)	6,325	4,500	6,700		6,700		200	6,900		
	TOTAL PREMISES EXPENDITURE	99,437	100,300	101,490		101,500		900	102,400		

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2020/2021									
		ACTUAL	BASE	ESTIMATED	ADJUSTED		RECURRING	NON-RECURRING	
	EXPENDITURE/INCOME		BUDGET	OUTTURN	BASE		REVENUE	GROWTH	
CODE		2018/2019	2019/2020	2018/2020	2020/2021		2020/2021	2020/2021	BUDGET
1010	RENTAL INCOME								
	PMLB INCOME	-15,765	-15,620	-15,660	-16,660				-15,660
1020	TOTAL PREMISES INCOME	0	0	0	0				0
		-15,765	-15,620	-15,660	-15,660	0	0	0	-15,660
	NET PREMISES EXPENDITURE/INCOME					900	0	0	86,740
		83,672	84,680	85,830	85,840			0	
301	SERVICES								
4030	NEWSLETTERS	0	500	0	0				0
4031	MISCELLANEOUS INSURANCES (Inc. Heritage)	9,020	9,500	9,800	9,800				9,800
4503	ALLOTMENTS - ADMINISTRATION	4,103	4,100	4,100	4,100				4,100
4504	ALLOTMENTS - PFR MAINTENANCE	3,023	3,000	3,000	3,000				3,000
4505	ALLOTMENTS - TKL MAINTENANCE	2,418	3,000	3,000	3,000				3,000
4840	MAINTENANCE OF BEACON	25	250	250	250				250
4849	COMMUNITY EVENTS	0	0	0	0				0
4850	LOCAL PROJECTS	69	5,500	3,000	4,000				4,000
4851	NOTICE/INFORMATION BOARDS	0	2,000	2,000	1,000				1,000
4875	WARD GRANTS	26,379	18,800	19,800	19,800				19,800
4876	TOWN GRANTS	29,800	35,000	35,000	35,000				35,000
4878	PARKS, GARDENS & RECS - FLOWERBEDS	36,515	32,500	32,500	32,500				32,500
4879	CHRISTMAS LIGHTING	82,336	51,000	51,000	51,000				51,000
4880	CHRISTMAS FESTIVITIES	15,626	12,000	12,000	12,000				12,000
4881	YOUTH FACILITIES	7,315	11,600	11,600	11,600				11,600
4884	PARKS, GARDENS & RECS - TREES	8,938	10,000	19,050	10,000	5,000			15,000
4890	PARK BENCHES	0	200	200	200				200
4891	LITTER BINS, BOLLARDS & RAILINGS	0	4,000	0	3,000				3,000
4895	TOURIST INFORMATION/VISITOR SERVICES	6,698	12,500	7,000	10,000				10,000
4900	MAINTENANCE OF PUBLIC CLOCKS	0	500	500	500				500
4901	MAINTENANCE OF MEMORIALS	7,624	2,500	2,500	2,500				2,500
4903	TELEPHONE BOX	57	150	100	100				100
4904	CCTV MONITORING	25,300	25,500	25,000	25,000	500			25,500
4905	CCTV MAINTENANCE	15,658	9,000	9,000	15,000				15,000
4998	CONTRIBUTION TO AIR SHOW (Vired to 4259-103)	0	4,000	0	0				0
4999	CONTINGENCY	4,873	3,000	3,000	3,000				3,000
	TOTAL SERVICES EXPENDITURE	285,777	261,100	253,400	256,350	500	5,000	0	261,850
1002	ALLOTMENT RENTS PFR	4,985	4,950	4,500	5,000				5,000
1003	ALLOTMENT RENTS TKL	4,751	4,700	4,800	4,800				4,800
1004	OTHER INCOME (SERVICES)	-22,267	0	0	0				0
	TOTAL SERVICES INCOME	-32,003	-9,650	-9,800	-9,800	0	0	0	-9,800
	NET SERVICES EXPENDITURE/INCOME	253,774	251,450	243,600	246,550	500	5,000	0	252,050

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2020/2021												
		ACTUAL										
		EXPENDITURE/										
		INCOME	BUDGET	ESTIMATED	ADJUSTED	BASE	RECURRING	NON-RECURRING				
CODE		2018/2019	2019/2020	2019/2020	2020/2021	BUDGET	GROWTH	ITEMS	BUDGET			
							2020/2021	2020/2021	2020/2021			
401	FEES											
4713	CONSULTANTS FEES	3,740	0	11,500	0	0			0			
4714	EXTERNAL AUDIT FEES	2,000	2,000	1,500	2,000	2,000			2,000			
4715	LEGAL & INTERNAL AUDIT FEES	1,293	1,500	1,500	1,500	1,500			1,500			
4717	CARD RECEIPT FEES	643	700	870	940	940			940			
4718	SECURITY - TOWN HALL (£12,800 from Reserve)	0	0	22,000	0	0	10,000		10,000			
	TOTAL FEES	7,676	4,200	37,470	4,440	0	10,000		14,440			
402	MUSEUM/HERITAGE											
5006	M/H TRAINING	0	700	700	700	700			700			
5007	M/H SUBSCRIPTIONS	151	450	200	450	450			450			
5009	M/H ADVERTISING FOR STAFF	526	0	0	0	0			0			
5010	M/H EQUIPMENT/FURNITURE	14,709	400	1,500	400	400			400			
5011	M/H EXHIBIT REPAIRS	300	200	0	200	200			200			
5012	M/H HISTORIC COSTUMES	0	250	0	250	250			250			
5030	M/H MATERIALS	1,227	1,500	1,500	1,500	1,500			1,500			
5031	M/H PUBLICITY & PROMOTION	96	1,000	1,000	1,000	1,000			1,000			
5032	M/H EVALUATION/PRESS COVERAGE	0	500	500	500	500			500			
5033	M/H LEAFLITS/PUBLICATIONS	670	1,000	1,000	1,000	1,000			1,000			
5035	M/H MERCHANDISE	1,327	2,000	1,500	2,000	2,000			2,000			
5040	M/H SERVICES	7,390	1,500	5,000	1,500	1,500			1,500			
5041	M/H EVENTS	1,390	5,000	6,000	5,000	5,000			5,000			
5042	M/H EXHIBITIONS	3,668	4,000	2,000	4,000	4,000			4,000			
5043	M/H EDUCATION RESOURCES	317	500	2,000	500	500			500			
5044	M/H WORKSHOPS	0	4,000	4,000	4,000	4,000			4,000			
5070	M/H VOLUNTEERS EXPENSES	0	0	0	0	0			0			
5090	M/H HOSPITALITY	502	500	500	500	500			500			
5091	M/H PROFESSIONAL FEES	10,380	6,000	10,000	6,000	6,000			6,000			
5092	MUSEUM ASSN. PROJECT	-307	0	0	0	0			0			
5099	CONT. TO MUSEUM/HERITAGE RESERVE	0	0	0	0	0			0			

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2020/2021

	ACTUAL	BASE	ESTIMATED	ADJUSTED	RECURRING	NON-RECURRING
	EXPENDITURE/ INCOME	BUDGET	OUTTURN	BASE BUDGET	REVENUE GROWTH	GROWTH ITEMS
CODE	2018/2019	2019/2020	2019/2020	2020/2021	2020/2021	2020/2021
<i>New Building Work:</i>						
6001	MH SUBSTRUCTURE	0	0	0		0
6002	MH SUPERSTRUCTURE	24,672	0	0		0
6003	MH INTERNAL FINISHES	0	0	0		0
6004	MH SERVICES, HEATING & LIGHTING	0	880	0		0
6005	MH EXTERNAL WORKS	0	0	0		0
6006	MH FACILITATING WORKS	0	0	0		0
6007	MH GENERAL FITTINGS/FURNISHING	5,499	820	0		0
6008	MH MAIN CONTRACTORS' PRELIMS. (15%)	0	0	0		0
<i>Other Capital Work:</i>						
6010	MH FIT OUT & DISPLAYS	7,677	0	0		0
6011	MH FIT OUT PRELIMS. (15%)	0	0	0		0
6012	MH WEBSITE / APP/IT	0	0	0		0
<i>Equipment & Materials:</i>						
6020	MH FOLK COLLN CONSERVATION	0	0	0		0
6021	MH MASTERS COLLN CONSERVATION	0	0	0		0
6022	MH MUSEUM MERCHANDISE (see 5035)	0	0	0		0
6023	MH CATERING EQUIPMENT	0	0	0		0
<i>Professional Fees</i>						
6030	MH MUSEUM EXHIBIT DESIGN FEES	1,082	0	0		0
6031	MH CDM-C	0	0	0		0
6032	MH STRUCTURAL ENGINEER	0	570	0		0
6033	MH M&E ENGINEER	0	0	0		0
6034	MH QUANTITY SURVEYOR	0	0	0		0
6035	MH PROJECT MANAGER	0	0	0		0
6036	MH ARCHITECT/BUILDING SURVEYOR	0	0	0		0
6037	MH PROFESSIONAL FEES (NEW WORKS)	0	0	0		0
6038	MH CONTINGENCY	0	0	0		0
6039	MH INFLATION	0	0	0		0
	TOTAL MUSEUM/HERITAGE EXPENDITURE	81,286	29,500	38,470	29,500	0
						29,500
1030	MH INCOME	-6,214	-500	-100	-500	-500
1031	MH KCC CASH CONTRIBUTION HERITAGE	-4,000	0	0	0	0
1032	MH SDC CASH CONTRIBUTION TOURISM	0	0	0	0	0
1033	MH HLF GRANT	-68,268	-4,000	-37,000	0	0
1034	MH TRANSFERS FROM RESERVES	0	0	0	0	0
1035	MH RETAIL SALES	-3,229	-2,000	-3,000	-3,000	-3,000
1036	MH VISITOR DONATIONS	-1,645	-700	-1,000	-700	-700
	TOTAL MUSEUM/HERITAGE INCOME	-83,366	-7,200	-41,100	-4,200	-4,200
	NET MUSEUM/HERITAGE EXPENDITURE/INCOME	-2,070	22,300	-2,630	25,300	0
						25,300

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2020/2021											
		ACTUAL	BASE	ESTIMATED	ADJUSTED		RECURRING	NON-RECURRING			
		EXPENDITURE/		OUTTURN	BASE		REVENUE	GROWTH			
CODE		INCOME	BUDGET	2019/2020	2020/2021	INFLATION	GROWTH	ITEMS	BUDGET		
		2018/2019	2019/2020	2019/2020	2020/2021		2020/2021	2020/2021	2020/2021		
SUMMARY											
	TOTAL EXPENDITURE	938,286	840,430	987,550	875,110	1,500	30,000	0	906,610		
	TOTAL INCOME	-155,977	-32,570	-95,160	-32,650	0	0	0	-32,650		
	NET TOTAL	782,309	807,860	892,390	842,450	1,500	30,000	0	873,950		
1176	PRECEPT	-786,950	-807,860	-807,860	-842,450				-873,950		
	TRANSFER TO/(FROM) RESERVES	-39,804		-87,370					0		
	NET (SURPLUS) / DEFICIT	-44,385	0	17,160	0				0		
	2019/20 estimated overspend due to HR Consultant £11.5k, Election £11k, AFD £10k								BUDGET INCREASE		
	Total £32.5k offset by savings circa £15k								%		8.2

