



FOLKESTONE TOWN COUNCIL



Date of Publication: 5 May 2020

AGENDA

Meeting: **Folkestone Town Council**
Date: **12 May 2020**
Time: **6.00 p.m.**

To: **Town Councillors**

YOU ARE HEREBY SUMMONED to attend a virtual Annual Meeting of Folkestone Town Council on the date and at the time shown above to transact the business shown on the agenda below. The meeting will be open to the press and public who are requested to contact the Town Clerk for details of how to access the meeting.

Any member who wishes to have information on any matter arising on the agenda which is not fully covered within this summons is requested to give prior notice to the Town Clerk.

A handwritten signature in blue ink, appearing to read 'J Childs'.

J Childs
Town Clerk



FOLKESTONE TOWN COUNCIL



WELCOME

Town Clerk

The Town Clerk will undertake a quick system check to ensure the technology to allow the meeting to proceed is functioning correctly, a quorum of members is able to participate, and the press and public can hear.

Town Mayor 2019/20

The outgoing Town Mayor will welcome everyone and briefly reflect on the past 12 months.

Prayers

As we come together this evening, we pray for one another and for those who cannot be with us. (Minutes Silence)

1. ELECTION OF TOWN MAYOR 2020/21

Acceptance of Declaration of Office form to be signed in the presence of the Town Clerk

2. ELECTION OF DEPUTY TOWN MAYOR 2020/21

Acceptance of Declaration of Office form to be signed in the presence of the Town Clerk

3. APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence.

4. DECLARATIONS OF INTEREST

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

5. APPOINTMENT OF TOWN MAYOR'S

a. CHAPLAIN 2020/21

b. ESCORT 2020/21

6. MINUTES

To receive the Minutes of an Ordinary Meeting of the Council held on 16th January 2020 and the Minutes of an Extra-Ordinary Meeting held on the 20th February 2020 and to authorise the Town Mayor to sign them as a correct record.



FOLKESTONE TOWN COUNCIL



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

Town Councillors are requested to note dates of the following Civic Events:

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

8. **APPOINTMENTS TO COMMITTEES AND SUB COMMITTEES**

A schedule setting out proposals for the Council's Committees for the municipal year 2020/21 is attached. Committees will appoint their Chairs and Vice Chairs at their first physical meeting, review the terms of reference and make proposals to appoint members to working groups.

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

A schedule setting out proposals for the Council's appointments to outside bodies is attached.

10. **APPOINTMENT OF CHEQUE SIGNATORIES**

To authorise the signatories on cheque payments as follows:

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

During the COVID-19 pandemic payments are being made wherever possible by BACS using the Town Clerks Scheme of Delegation.

11. **POLICY REVIEW**

In line with NALC guidance, Council's policies require re-adoption annually. Policies can be found on our website at

http://www.folkestone-tc.gov.uk/Policies__and__Procedures_29769.aspx

12. **QUALITY COUNCIL SCHEME**

Following Councils application for re-qualification under the National Quality Council Scheme, the Town Clerk is pleased to advise that the Regional Accreditation Panel were unanimous in their decision to award Folkestone Town Council the Quality Gold Award. They had one observation about Councillors use of personal email addresses, information is attached.

13. **PUBLIC QUESTIONS**

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



FOLKESTONE TOWN COUNCIL



14. TREASURY MANAGEMENT REPORT

Report C/20/265 which reviews the Council's treasury management policy for 2020/21 is attached for adoption.

15. TOWN CLERKS REPORT

Report C/20/266 is attached for adoption.

16. ANNUAL REPORT 2019/20

The 2019/20 Annual Report is attached for noting.

17. CORPORATE PLAN

The 2020/25 Corporate Plan is attached for adoption.

18. TRAIN STATION ADOPTION

Council has been approached by Southeastern Railways about adoption of Folkestone Train Stations, the Town Clerk is aware of other town councils doing this and that they work in partnership to enable empty rooms and spaces at stations to be put to use for the benefit of the local community with nominal cost to Council.

19. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 February 2020 and 31 March 2020.

20. BUDGET MONITORING STATEMENT 2019/20

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

21. WARD GRANTS

For information, the attached shows ward grants approved to date by the Town Clerk since 1 February 2020.

22. WARD GRANT BALANCES 2019/20

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

23. BANK RECONCILIATION

The bank reconciliation statement as at 31 March 2020 is attached for information.

24. CORONAVIRUS COMMUNITY RESILIENCE GRANTS

For information, the attached shows coronavirus community resilience grants approved by the Town Clerk during the COVID-19 Emergency.



FOLKESTONE TOWN COUNCIL



25. 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.

26. ANNUAL GOVERNANCE STATEMENT 2019/20

To approve the Annual Governance Statement for 2019/20 (Section 1 of the Annual Return for the year ending 31 March 2020).

The Chairman of the meeting and the Town Clerk to sign.

27. STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2019/20

To approve the Statement of Accounts for 2019/20, the Annual Return for 2019/20 (Section 2 of the Annual Return for the year ending 31 March 2020) and the supporting Bank Reconciliation.

The Chairman of the meeting to sign.

28. DATE AND TIME OF NEXT MEETINGS

TBC

Folkestone Town Council

MINUTES of the Ordinary Meeting of the Town Council held at the Town Hall, Folkestone on Thursday, 16th January 2020 at 7 p.m.

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

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

In attendance: Jennifer Childs (Town Clerk) and Georgina Wilson (Admin Officer)

1644. APOLOGIES FOR ABSENCE

Councillor Abena Akuffo-Kelly sent her apologies.
Councillors Dan Brook and Ray Field were absent.

1645. DECLARATIONS OF INTEREST

There were no declarations.

1646. MINUTES

The Council was asked to receive the Minutes of the Ordinary Council Meeting held on 14th November 2019.

RESOLVED: That the Minutes of the Ordinary Council Meeting on 14th November 2019 be received, approved and signed as a correct record by the Town Mayor once the amendment has been made to Cllr Wallace's name.

Proposed: Councillor Roger West
Seconded: Councillor David Horton
Voting: F:13, Ag:0, Ab:1

1647. PUBLIC QUESTIONS

No public questions were received.

1648. MAYORS COMMUNICATIONS AND ACCOUNCEMENTS

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

- Christmas Card judging
- Folkestone School for Girls opening parade for their CCF
- Christmas Light Switch on for Folkestone and Cheriton
- Mayors Charity do at East Kent College
- Induction of Deputy Constable at Dover Castle
- Christmas Concerts – Mayors Year 6, MASC, Shara, Brockhill
- Boxing Day Dip
- Visit from Castle Hill Community School

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

1649. 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 31st October and 21st November 2019.

RESOLVED: That the Minutes of the Planning Committee's meetings of 31st October and 21st November 2019 be received and adopted.

Proposed: Councillor Richard Wallace
Seconded: Councillor Jonathan Graham
Voting: F:14, Ag:0, Ab: 0

1650. 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 17th October 2019.

RESOLVED: That the Minutes of the Finance and General Purposes Committee meeting of 17th October 2019 be received and adopted.

Proposed: Councillor Mary Lawes
Seconded: Councillor Dylan Jeffrey
Voting: F:14, Ag:0, Ab: 0

1651. 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 1st October 2019.

RESOLVED: That the Minutes of the Community Services Committee meeting of 1st October 2019 be received and adopted.

Proposed: Councillor Roger West
Seconded: Councillor Belinda Walker
Voting: F:14, Ag:0, Ab: 0

1652. MINUTES OF THE GRANTS COMMITTEE

The Chairman of the Grants Committee moved that the Council receive the Minutes of the Community Services Committee meeting of 15th August 2019.

RESOLVED: That the Minutes of the Grants Committee meeting of 15th August 2019 be received and adopted.

Proposed: Councillor Roger West
Seconded: Councillor David Horton
Voting: F:14, Ag:0, Ab: 0

1653. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

Grants Committee 7th November 2019 Minute 128. TOWN GRANTS

Councillors discussed the Town Sprucer and some expressed their support for the scheme. Cllr M Lawes felt it would have been useful to have a report with the history of why the resolution was made and any other information relevant such as the bank accounts for the Sprucer.

It was clarified that Full Council only needed to rescind the previous resolution to enable the Grants Committee to look into providing funding; the Grants Committee are responsible for looking at their accounts etc.

RESOLVED: To rescind the previous resolution to allow the Grants Committee to consider giving the Town Sprucer a grant.

Proposed: Councillor Michelle Keutenius

Seconded: Councillor David Horton

Voting: F: 11, Ag: 0, Ab: 3

1654. SCHEDULE OF MEETINGS FOR THE MUNICIPAL YEAR 2020/21

Due to elections for both Kent County Council and the Police and Crime Commissioner in April 2020 a request was made to amend the dates of the Town Assembly for 2020. It was also felt it would be fairer to keep the Town Assembly date in May rather than change it to April, to ensure each Mayor can preside over a Town Assembly within their year of office, a change of date to the Town Assembly in 2021 was agreed.

RESOLVED: To approve and accept the schedule of dates for 2020/21 and amend the Town Assembly dates to 19th May 2020 and 18th May 2021.

Proposed: Councillor Jackie Meade

Seconded: Councillor Peter Gane

Voting: F: 14, Ag: 0, Ab: 0

1655. FOLKESTONE TOWN COUNCIL BUDGET AND PRECEPT 2020/21

Councillor Roger West requested an amendment be made to the budget, around the allotments. A request has been made to replace the gates at the Tile Kiln Lane allotments site.

RESOLVED: That any underspend from allotments code 4505 is placed in a reserve to replace the gates at Tile Kiln Lane.

Proposed: Councillor Roger West

Seconded: Councillor Peter Gane

Voting: F: 14, Ag: 1, Ab: 0

RESOLVED:

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 Appendix attached to report C/20/261
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 of £873,950
4. To authorise the Town Mayor to sign the Precept demand on the District Council.

Proposed: Councillor Mary Lawes
 Seconded: Councillor Nicola Keen
 Voting: F: 14, Ag: 0, Ab: 0

1656. QUALITY COUNCIL SCHEME

The Town Clerk explained that the Folkestone Town Council had been a Quality Council since 2008 with a renewal in 2012 and 2015 when the scheme was rewritten with bands of achievement, Folkestone Town Council were awarded the highest band, Quality Gold. Agreement from Full Council was sought to apply for the Quality Gold Award.

RESOLVED: To go forward with applying to NALC, confirming that Council meets the criteria outlined for the Quality Gold Award.

Proposed: Councillor Peter Gane
 Seconded: Councillor Roger West
 Voting: F: 14, Ag: 0, Ab: 0

1657. DATE AND TIME OF NEXT MEETING

Thursday, 19th March 2020 at 7pm

The meeting ended at 7.30pm.

.....Town Mayor
 19th March 2020

Folkestone Town Council

MINUTES of the Extra-Ordinary Meeting of the Town Council held at the Town Hall, Folkestone on Thursday, 20th February 2020 at 6 p.m.

PRESENT: Councillor Ray Field – Deputy Mayor (in the Chair)

Councillors Abena Akuffo-Kelly, Ann Berry, Paul Bingham, Peter Gane, Michelle Keutenius, Jonathan Graham, David Horton, Dylan Jeffrey, Nicola Keen, Mary Lawes, Jackie Meade, Connor McConville, Tim Prater, Belinda Walker, Richard Wallace and Roger West.

In attendance: Jennifer Childs (Town Clerk)

1658. APOLOGIES FOR ABSENCE

Councillor Dan Brook was absent.

1659. DECLARATIONS OF INTEREST

There were no declarations.

1660. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

Community Services Committee 4th February 2020

Minute 1109. SMALL PARKS

Further to Members considerations and a review of Report C/19/258 it was

RESOLVED: To defer this item and request that it be taken back to Full Council on the basis of establishing a Small Parks Working Group (Councillors Belinda Walker, Paul Bingham, Michelle Keutenius, Peter Gane and Abena Akuffo Kelly) who will undertake site visits of each small park further to which an update report of findings will be presented to Members.

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo - Kelly

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

Councillor Michelle Keutenius updated members on the site visits conducted by the working group, members questioned how the request for Folkestone Town Council to take on the parks came about.

6.22pm Councillor Richard Wallace arrived at this juncture.

6.30pm Councillors Jackie Meade and Connor McConville arrived at this juncture.

After significant deliberations around the financial implications and the lack of maintenance and care by the district council; the report and supplementary information was reviewed and it was agreed unanimously that Folkestone Town Council should take over the small parks but longer leases, emptying of the litter bins and a better dowry was preferable to enable the parks to be brought up to an acceptable standard.

RESOLVED:

To advise Folkestone & Hythe District Council that items for devolution should be raised at the town and district partnership working group in the first instance.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F:15, Ag:0, Ab:2

RESOLVED:

To accept the transfer of the 8 small parks and instruct the Town Clerk to negotiate the terms of the leases and accept the proposed dowry of £100,000

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

Voting: F:14, Ag:2, Ab:1

1661. DATE AND TIME OF NEXT MEETING

Thursday, 19th March 2020 at 7pm

The meeting ended at 6.45pm

.....Town Mayor
19th March 2020

FOLKESTONE TOWN COUNCIL

APPOINTMENTS TO COMMITTEES SUB-COMMITTEES AND PANELS 2020/21

Chairman (Bold)

Vice Chairman (Italics)

Planning Committee		Grants Committee	
1.	Cllr Ray Field (Ind)	1.	Cllr Abena Akuffo-Kelly (Lab)
2.	Cllr Jonathan Graham (Lab)	2.	Cllr David Horton (Lab)
3.	Cllr David Horton (Lab)	3.	Cllr Michelle Keutenius (Lab)
4.	Cllr Mary Lawes (Fdn)	4.	Cllr Connor McConville (Lab)
5.	Cllr Jackie Meade (Lab)	5.	Cllr Tim Prater (Lib Dems)
6.	Cllr Richard Wallace (Con)	6.	Cllr Richard Wallace (Con)
		7.	Cllr Roger West (Con)

Community Services Committee		Finance & General Purposes Committee	
1.	Cllr Abena Akuffo-Kelly (Lab)	1.	Cllr Paul Bingham (Lab)
2.	Cllr Ann Berry (Con)	2.	Cllr Dan Brook (Con)
3.	Cllr Paul Bingham (Lab)	3.	Cllr Ray Field (Ind)
4.	Cllr Peter Gane (Con)	4.	Cllr Peter Gane (Con)
5.	Cllr Jonathan Graham (Lab)	5.	Cllr Dylan Jeffrey (Con)
6.	Cllr Michelle Keutenius (Lab)	6.	Cllr Nicola Keen (Lab)
7.	Cllr Belinda Walker (Lab)	7.	Cllr Mary Lawes (Fdn)
8.	Cllr Roger West (Con)	8.	Cllr Connor McConville (Lab)
		9.	Cllr Jackie Meade (Lab)
		10.	Cllr Tim Prater (Lib Dems)

Grievance Panel		Personnel Sub-Committee	
1.	Cllr Ann Berry (Con)	1.	Cllr Peter Gane (Con)
2.	Cllr Paul Bingham (Lab)	2.	Cllr Dylan Jeffrey (Con)
3.	Cllr Ray Field (Ind)	3.	Cllr Nicola Keen (Lab)
		4.	Cllr Mary Lawes (Fdn)

Citizenship Awards Panel			
1.	Town Mayor		
2.	Deputy Mayor		
3.	Immediate Past Mayor		

APPOINTMENTS TO OUTSIDE BODIES 2020/21

The Town Council was asked to appoint Councillors to the following outside bodies.

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

Mayor and Deputy Mayor

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

Paul Bingham, Richard Wallace and Roger West

- iii. Municipal Charities (four Councillors and Mayor)

Ann Berry, Paul Bingham, Dylan Jeffrey, Roger West and (Mayor)

- iv. Folkestone Town Team (two Councillors)

Nicola Keen and Mary Lawes

- v. Folkestone Twinning Association (one Councillor)

Jonathan Graham

- vi. Folkestone CLLD

Ann Berry

KENT ASSOCIATION OF LOCAL COUNCILS

PRESIDENT
John Rivers

Chairman
Cllr Sarah Barker

Chief Executive
Terry Martin



Serving Parish & Town
Councils in Kent

Dover District Council Offices
White Cliffs Business Park
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Tel: 01304 820173
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Website: www.kentalc.gov.uk
VAT Registration No: 509 7509 27

Mrs Jennifer Childs
Town Clerk
Folkestone Town Council
1-2 Guildhall Street
Folkestone, CT20 1DY

4 March 2020

Dear Jennifer

LOCAL COUNCIL AWARD SCHEME – QUALITY GOLD AWARD RE-ACCREDITATION APPLICATION

Thank you for the additional information, which was passed on to the Regional Accreditation Panel.

I am pleased to confirm that the Regional Accreditation Panel were of the unanimous opinion that Folkestone Town Council's application for re-accreditation to the Quality Gold Award met all the criteria and was therefore successful. Can I congratulate you and the Council in successfully re-accrediting to the highest level of accreditation under the Scheme.

The Panel did have one observation, which did not affect the Panel's overall decision, but which the Council might want to consider going forward:

- Councillor e-mail addresses – The Panel noted that the councillor information on the website gives their personal e-mail address. It is considered best practice that councillors should have a council e-mail address rather than use their own personal e-mail address. The Information Commissioners Office has published a Fact sheet for councils on the use of personal e-mail addresses and devices, which is attached.

The Panel hopes that the Council finds this observation helpful.

A Certificate will be sent to you shortly. Once again, congratulations on your success.

Yours sincerely

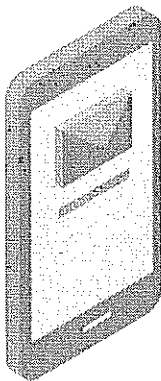
Terry Martin
Chief Executive
On behalf of the Regional Accreditation Panel

Fact sheet for councils: the use of personal email addresses and devices

This factsheet has been produced following a series of workshops and discussions with local councils across the UK and will be of interest to parish council clerks looking for steps they can take to improve their council's data protection compliance.

The majority of parish clerks attending the Society of Local Council Clerks (SLCC) Leadership in Action Conference 2019 ranked the use of personal email addresses and devices for council business as their top data protection concern.

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) don't say which email systems or devices should be used. But if the use of personal email addresses and devices is something your council does, you should be aware of the risks and the council's data protection obligations and responsibilities.



Fact: Councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or is stored on a privately-owned device.

As a data controller, a council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the council is accountable for any council business conducted involving personal data on any device or through any email account.

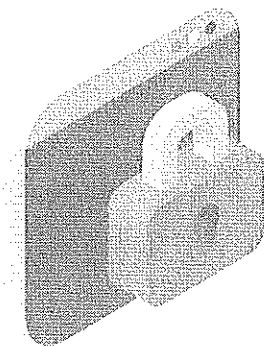
The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected. All members of the council should ensure they know their responsibilities in terms of only using personal data for the purposes which the council obtained it.

If copies of data (such as email attachments) are stored on many different devices, there's an increased risk that it'll become out-of-date or inaccurate over time. There's also an increased risk that it'll be retained for longer than necessary, because it's difficult to keep track of copies.

You may also find it difficult to respond on time to a subject access request if you have to search multiple devices or if you aren't aware of all the devices on which personal data may be stored.

Questions to ask:

- What types of devices are in use?
- Who else uses the personal email account or privately-owned device, and who else has access?
- How can you control the data on the personal email account or privately-owned device (eg accuracy and retention)?
- How much consideration has been given to the data on the device being overlooked?



Fact: Councils must process personal data securely – which may be more difficult to achieve if it's being processed through personal email accounts or is stored on privately-owned devices.

Councils must have 'appropriate technical and organisational measures' in place to prevent the personal data it holds being accidentally or deliberately compromised. This includes physical and organisational security measures and also cybersecurity. If data is shared around multiple devices this introduces more points of failure and vulnerability.

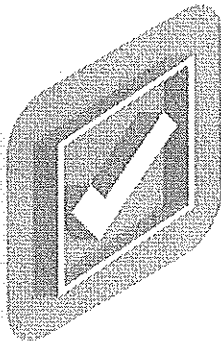
There's no 'one size fits all' solution to information security. The GDPR doesn't define the security measures that you should have in place. It requires you to have a level of security that is 'appropriate' to the risks presented by your processing. What's appropriate for your council will depend on your own circumstances, the information you're processing, and the risks it presents.

As the data controller, the council must ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used

to carry out the processing. If there's a personal data breach, you must be able to demonstrate that you've secured, controlled or deleted all personal data on a particular device.

Questions to ask:

- How secure are the devices (eg is the device password-protected and what is the risk of malware)?
- What if the device is lost or stolen – can you remotely locate it and wipe the data?
- What operating system is the privately-owned device running?
- How is data transferred to other devices, and how secure are these systems and/or devices?
- Is your council using or considering cloud storage?



Fact: Councils must demonstrate that they are GDPR-compliant, and the use of personal email accounts and privately-owned devices may make this more complicated.

The principle of accountability requires you to be able to demonstrate that you are complying with the GDPR, and have appropriate policies and processes in place. If personal devices or email accounts are being used, you should have an effective organisational policy in place to ensure that the associated risks are managed.

You'll also need to take steps to make sure your members are aware of the policy and that it is implemented. This could include training, monitoring and audits.

Questions to ask:

- If you're using personal email addresses and/or devices to process data for council business, do you have an acceptable use policy in place to manage this?
- Have you implemented appropriate security measures as outlined above?
- Have you documented the associated risks and subsequent decisions?
- Does your council need to review/update its current approach?

More information

For more information about the accountability principle with the GDPR, visit ico.org.uk and search '[accountability principle](#)'.

The challenges of using a personal email system or device are set out in more detail in the ICO's [Bring your own device \(BYOD\)](#) guidance – visit ico.org.uk and search 'BYOD'.

This report will be made
public on 5 May 2020

**Folkestone
Town Council**



Report Number **C/20/265**

To: Full Council
Date: 12 May 2020
Status: Public Report

Subject: TREASURY MANAGEMENT STRATEGY

SUMMARY:

This report is in two sections. Section A provides an update on the treasury management activities that have taken place during 2019/20. Section B sets out the proposed strategy for treasury management for 2020/21.

REASONS FOR RECOMMENDATION

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

- a) The Council must have regard to the Financial Codes when carrying out its duties under Part 1 of the Local Government Act 2003.
- b) The Council is required to approve an Investment Strategy for the forthcoming year.
- c) The Financial Standing Orders require that the Council receives an annual report on its treasury management activities.

RECOMMENDATIONS:

- 1. To receive and note Report C/20/265.**
- 2. To adopt the Investment Policy, as set out in Section B of the report, for the financial year 2020/21.**

Aims and Objectives – *Quality Council Status*

Financial Implications – *To maximise investment income at no risk to the Council*

Equal Opportunities – *Equal access to services*

Environmental Issues – N/A

SECTION A

1. REVIEW OF ACTIVITIES FOR 2019/20

- 1.1 The Council's main source of income for 2019/20 was the Precept. In accordance with good practice and the Council's approved policy, surplus monies were placed on deposit with Folkestone and Hythe District Council at an agreed rate of 0.25% below the bank rate.
- 1.2 Interest for the period April 2019 to March 2020 will be paid at the end of the financial year and is estimated to be around £2,500.
- 1.3 The Council had the following amounts invested/on deposit at the dates shown:-

	<u>Investment</u>	<u>Deposit Accounts</u>
At 31 March 2019:	£500,000	£0
At 10 March 2020:	£500,000	£0

SECTION B

1. INVESTMENT POLICY 2020/21

- 1.1 The Committee is asked to approve the attached Investment Policy for 2020/21 which complies with the requirements of the Local Authorities Regulations 2003.
- 1.2 The Policy will allow the Council to invest a proportion of its funds in investments which do not have immediate access, for up to one year's duration, where the rates are advantageous.

Folkestone Town Council

INVESTMENT POLICY

1. Strategy:

“Investment” means any transaction that relies upon the power in section 12 of the Local Government Act 2003 (the “2003 Act”) and is recorded in the Council’s balance sheet under the heading of investments within current assets or long-term investments.

The Council’s strategy is to invest for the best income return having regard to (i) the requirements of the 2003 Act and the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, as amended, and (ii) the absolute requirement to avoid capital loss.

2. Objectives:

The Council’s priorities are, in the following ranking order:

- (i) The security of capital to minimise the risk of losses.
- (ii) The liquidity of investments to meet the cash flow needs of the Council.
- (iii) Maximising income within the framework of the national economic situation.

The Council will aim to achieve the best rate of return on investments commensurate with adequate safeguards of security and liquidity.

2. Policy:

(i) To retain not less than three month’s average working capital requirement to meet projected expenditure in current accounts, deposit accounts or other approved investments with immediate access.

(ii) Any other funds may be placed on deposit of up to one year’s duration, depending on the prevailing interest rates and forecast cash flow requirements. Access to invested funds must be within the time limits required to ensure that adequate funds are always available to meet the Council’s financial commitments.

3. Risk Management:

Unless with an approved local authority, no more than 50% of the funds are to be placed with any one borrower, unless a proposal is made to and accepted by the Finance and General Purposes Committee or Full Council.

For the prudent management of its treasury balances, funds must only be deposited or invested with banks, building societies, local authorities or other public authorities, unless an alternative proposal is made to and accepted by the Finance and General Purposes Committee or Full Council.

This report will be made public on 5 May 2020

**Folkestone
Town Council**



Report Number **C/20/266**

To: Full Council
Date: 12 May 2020
Status: Public Report

Subject: TOWN CLERKS REPORT

SUMMARY:

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

REASONS FOR RECOMMENDATION

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

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

RECOMMENDATIONS:

- 1. To receive and note Report C/20/266**
- 2. To formally note the amendments to the Town Clerk's Scheme of Delegation**

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

1. INTRODUCTION

Following closure of the Town Hall on the 17th March 2020 due to coronavirus pandemic, officers have been providing council services wherever possible from home, in addition they have been helping the community via the Folkestone hub and other initiatives or by becoming NHS responders.

Post has been redirected to the Town Clerk's home and Telephones have been diverted to the Town Clerks mobile enabling 24/7 emergency contact.

Although, the Town Hall is closed it is alarmed and monitored by Metroline Security and external Public Realm CCTV is monitored by Ashford Monitoring Centre. Internal CCTV is also accessible remotely by the Town Clerk 24/7.

Officers are attending site periodically maintaining Governments guidance on social distancing and only travelling when absolutely necessary to do so, this includes but is not limited to the Curator providing environmental checks, the Town Sergeant providing intermittent building checks and continuing to provide police access to download Public Realm CCTV.

2. CANCELLATIONS

Sadly, the following public events have had to be cancelled so far this year:

Normandy Veterans Day	6 June 2020
William Harvey Sunday	7 June 2020
Town Sunday	21 June 2020
Blessing of the Fisheries	21 June 2020
Armed Forces Day (Folkestone)	38 June 2020
Canada Day	1 July 2020
VJ Day	15 August 2020

Please note that a sing along at 9.00pm on Friday 8th May in honour of the VE Day 75th Anniversary is planned. Dame Vera Lynn has asked that the whole country throw open their windows and doors and sing We'll Meet Again at the top of their voices.

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

3. SCHEME OF DELEGATION

Using the Town Clerks scheme of delegation in consultation with Councillors via email the following procedures and actions have been put into place:

Planning

Planning Applications are emailed to all Planning Committee members by the Town Clerk's Executive Assistant and comments are collated and sent back to the District Council under the Town Clerks Scheme of Delegation, if no comments are received within the timeframe set, the District Council are notified that we have received no comment and therefore there are no objections. If conflicting comments from Councillors are received, the Chairman of the Planning Committee is asked to make the final decision on Council's comment. The table at appendix A shows applications that have been processed in this manner and the comments submitted as statutory consultees to the District Council.

Finance & General Purposes

As it is still essential to continue to pay staff, contractors and suppliers during this unprecedented time, the Town Clerk requested an increase in her financial delegated authority to approve payments. Members agreed via email that the Town Clerk could approve payments up to the daily banking limit. The Finance Officer provides a list of payments requiring payment for the Town Clerk, once they are verified and approved payment is made via BACS and a spreadsheet showing what payments have been made is emailed to the Chairman of Finance and General Purposes Committee on a monthly basis.

Grants

Whilst the Grants Committee cannot meet, Town Grants are being held (to date the applications held are for events in the summer which have already been or are likely to be cancelled), however, in line with pre-approved Scheme of Delegation that Town Clerk is continuing to approve Ward Grants.

Due to urgent need to provide support to the community during the coronavirus outbreak, following email approval by Councillors a Community Resilience Grant Scheme has been set up utilising £10,000 from the 2020/21 Town Grant budget and £10,000 from the New Services Reserve. Grants of up to £500 per application with no limit on the number of applications are approved by the Town Clerk following consultation with the Town Mayor and Chairman of Finance and General Purposes Committee.

Community Services

Allotments

Until, Government guidance dictates otherwise, the Town Clerk has made the decision to keep Council's Allotments open to support tenants health and wellbeing, however, a strict policy has been put into place to ensure tenants are meeting governments instructions around washing hands, social distancing and only going out for one form of exercise.

Christmas

In light of the ongoing coronavirus situation it is not possible to confirm whether any Christmas events will be able to go ahead this year at this stage, but for information, it is envisaged that the cost to test, reinstall and repair will be approximately the same as last year as we didn't extend / enhance the scheme in 2019 and we would not be able to do so this year. If any events are possible it is recommended that the festivities budget is split to clearly show an allocation for Cheriton's event. An allocation of £3k would cover the elements that the Council pays for and compensate for any shortfall of external raised funding relating to the event held in 2019.

Museum

The remaining financial deliverables to be completed for Folkestone Museum during its National Lottery Heritage Fund [NLHF] supported phase can be split down into three aspects, retail & reception, displays & interpretation and learning resources. As councillors are aware the National Lottery Heritage Fund granted a modest extension to enable completion of the remaining deliverables through till the end of May 2020; however, the ability to do this has been hampered by the coronavirus situation.

This has affected the ability of the Museum to function and necessary specialist contractors to be able to provide services to enable completion to the timescale originally envisaged. The NLHF has announced a complete rebalancing of their operations to support existing grantees due to the difficulties caused by C-19. The Town Clerk and Curator are working with NLHF to establish how the deliverables can still be met under NLHF sponsorship should the lockdown continue for an extended period beyond May.

The retail & reception works currently in progress include the provision of a new curved mobile reception & retail desk, including a dropped section for wheelchair users so that it is Equality Act (2010) compliant. The location will change to a small degree, again for EA purposes to allow for easier wheelchair access but also to allow a reconfigured retail display and browsing area to be placed in the desk's current location (this will allow an external window to be used for retail display), the desk moving in front of the meeting room partition. A 'nice to have', should time allow, is a 1m2 column wrapping around the 2nd structural column in the reception area; thus, providing a visitor 'self' orientation point on the front and

feedback and donation point on the rear. The estimated costs for completion of this work is £5,500, borne by NLHF, the work will markedly improve retail revenue.

The work in respect of display & interpretation centres on the Archaeology and Romans display cases; these becoming Pre-History and Roman, the retitling to improve narrative flow. Both cases will retain their existing contents but will be augmented with the objects previously identified from the Museum's own collection and from Folkestone material lent by Canterbury Archaeology Trust (with the long-term aim of transfer to FTC). The text for the display has been re-written and the original graphics files are ready for amendments to be made to allow replacement of the caption and interpretation panels for both cases, the original mount maker has been approached to quote for additional mounts for the new objects. The estimated costs for completion of this work is £4,750, borne by NLHF.

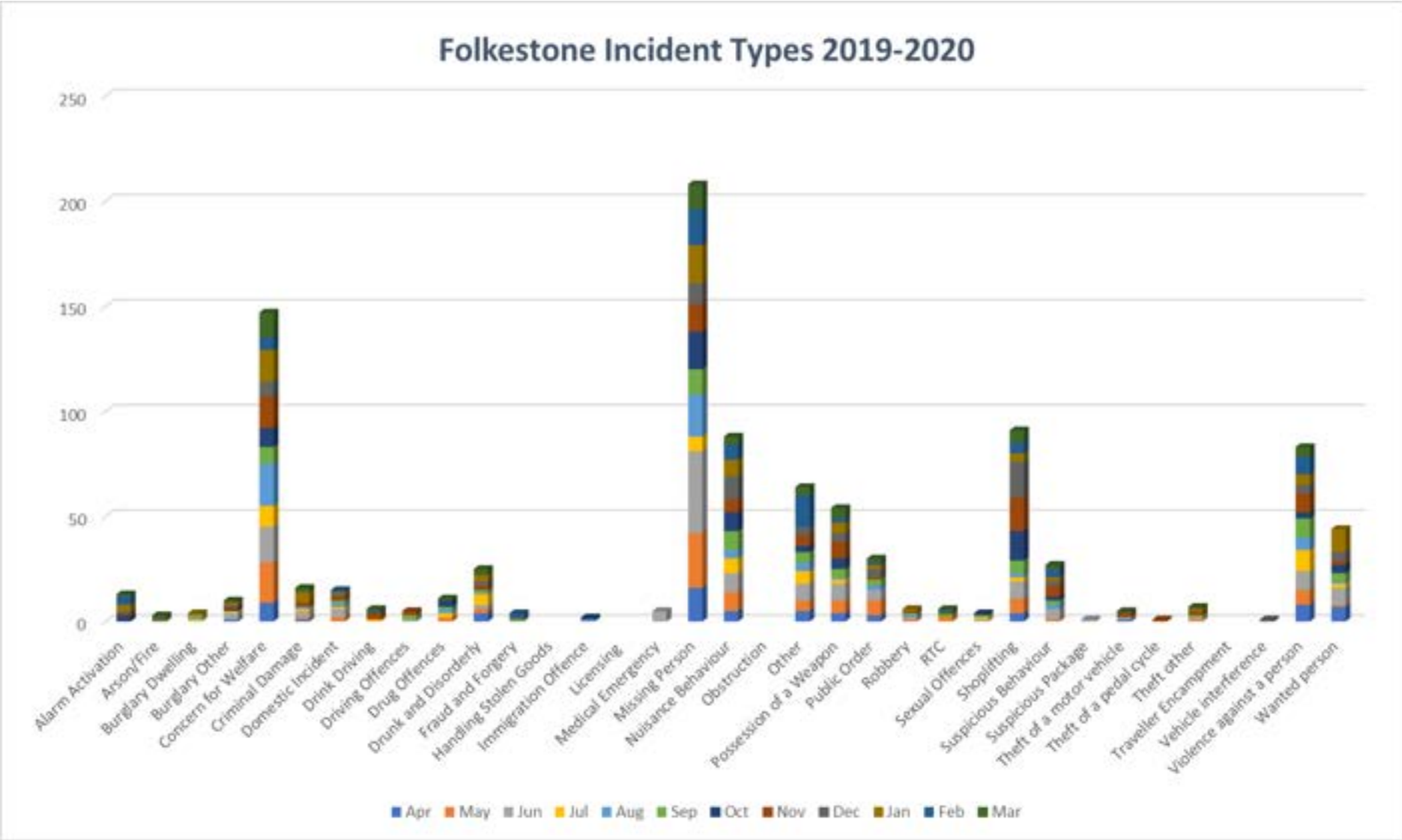
Finally, learning resources. The outstanding work here is about provision of resources to support the Museum's learning and engagement programme. The FM learning online media is now 80% complete, forming a pre and post visit resource for school groups, home schoolers and anyone with a learning requirement that includes online access to learning materials about the Town's history. The suite of formal workshops on various aspects of the Town's history require some high-quality facsimiles (where originals are too precious to use) and other material to support them, likewise the loan boxes (for schools, reminiscence in care homes, dementia friends groups etc.) also require purchase of further facsimiles to complete them. This aspect of expenditure also includes marketing of the learning and engagement offer, a new brochure is almost ready for distribution. The estimated costs for completion of this pre-approved work is approximately £23,500, borne by NLHF, the provision of high-quality resources supporting an engaging learning programme will provide additional revenue.

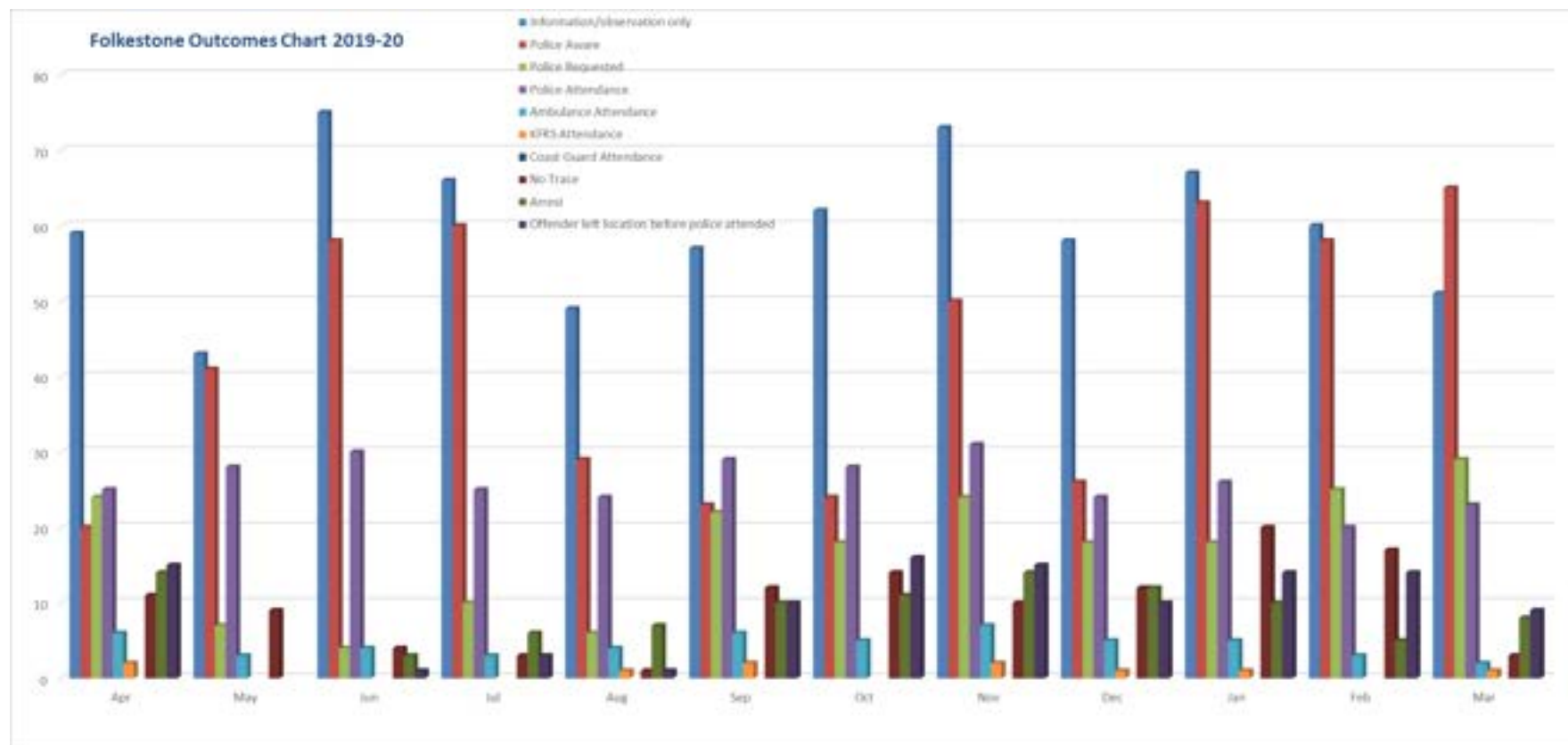
Public Realm CCTV

Council's Public Realm CCTV is proving a very valuable and well used resource for the town. Kent police request to review the CCTV on a regular basis, they have also used it for operations such as Operation Bandit and have successfully downloaded evidence for 36 live incidences.

New cameras have been installed in Cheriton High Street and on St Eanswythe's School all of which are available via a mobile app called Hik Connect, for the existing cameras to be added to the app the NVRs need to be upgraded (new 64 Channel NVRs with 24TB storage costs circa £2,000 each and have been costed as part of a grant application to the High Street Fund). The camera back end system has been moved on to a fibre line together with Council's internal IT services this has overcome the issues Ashford Monitoring Centre were experiencing with the lines dropping out.

The following graphs show 2019/20 incident types and outcomes.

[illegible]



Appendix A – Planning Applications

Planning Application	Proposal	Site Address	Valid Date	FTC Comments
Y19/1281/FH	Erection of two bedroom dwelling following demolition of existing garage.	11 Ilex Road		Object - This still seems a development that is too close to the neighbours and excessive.
20/0320/FH	Erection of a first floor side extension with a hipped roof and a new flat-roofed rear dormer	51 Dolphins Road	20.4.20	No objection subject to neighbours' comments
20/0153/FH	First Floor pitched rear extension, Sun Tunnel incorporation into existing rear pitch. Conversion of first floor front roof into Balcony with conversion of front windows to doors and creation of new window. Ground Floor undercroft encasement.	62 Wear Bay Road	20.4.20	No objection
20/0205/FH	Advertisement consent for 5 non-illuminated signs.	The Range	20.4.20	No objection
20/0217/FH	Lawful Development Certificate (proposed) for a single storey rear extension to existing property	7 Stuart Road	20.4.20	No objection, subject to neighbours' comments.
20/0226/FH	Erection of front and side extensions and rear dormer extension.	17 Moat Farm Road	20.4.20	Object, as per Officers Report and is ugly due largely to the extensive flat roofing.
20/0246/FH	Erection of single storey rear extension and first floor extension over garage	9 Bodenham Road	20.4.20	No objection
20/0177/FH	Conversion of the upper floors (first to fourth) into four self-contained flats	46 Sandgate Road	20.4.20	No objection however would like to see detail regarding bin storage and some sort of bicycle storage, as no parking is available.

20/0200/FH	Application to remove glass from two windows on the first floor west and east elevations and remove glass from one window on the first floor south elevation to allow installation of aluminium louvre ventilation.	Telephone Exchange 8 Cheriton High Street	20.4.20	Comment - This is a homogenous and distinctive 1930s style building, we would therefore object unless the window replacements were similar and discrete, as time proceeds 1930's buildings become more important.
20/0207/FH	Erection of a part brick porch built on the front of the house.	2 Bowden Crescent	20.4.20	No objection
20/0391/FH	Replacement of existing double glazed windows with new, more efficient double glazed PVC-u windows. The new windows are of the same fenestration patterns as the existing ones.	15 Cordova Court	27.4.20	No objection
20/0187/FH	Replacement of existing double glazed windows with new double glazed UPVC windows.	17 Cordova Court	27.4.20	No objection
20/0370/FH	Erection of a third floor rear extension with associated balconies and staircase.	109 Canterbury Road	27.4.20	No objection
20/0245/FH	Planning application for change of use from Hairdresser (A.1) to Drinking Establishment Licensed Bar (A.4)	45 Bouverie Road West	27.4.20	No objection
20/0336/FH	Erection of a new build development comprising 9 x self-contained flats (1 x 1 Bed, 4 x 2 Bed, 4 x 3 Bed) with associated parking and external landscaping.	Land Opposite 5 Ravenlea Road	27.4.20	No objection
20/0300/FH	Proposed single storey rear extension and part garage conversion.	4 Brabourne Gardens	27.4.20	No objection
20/0305/FH	Construction of replacement garage to rear of property and installation of 2 car spaces at front of property	3 Wear Bay Crescent	27.4.20	No objection however the replacement garage looks out of keeping and more like a two storey house than a garage.

20/0383/FH	Proposed erection of a two storey rear extension including the creation of room in loft space.	3 Cornwallis Avenue	27.4.20	No objection
20/0472/FH/TCA	Cut back to boundary with 9 Earls Avenue of nine Leyland Cypress trees situated within a conservation area	201 Sandgate Road	27.4.20	The Committee maintains its objection as per Y19/1006/FH, we do not like mature trees being removed/cut down unless recommended by the Tree Officer.
20/0482/FH	2.5 metre reduction of laterals on west side of canopy of five Silver Birches subject of Tree Preservation Order No 12 of 2015	Kelston Lodge 12 Jointon Road	27.4.20	No objection
20/0489/FH/TCA	2.5 metre reduction of laterals on west side of canopy of one Silver Birch situated within a conservation area	Kelston Lodge 12 Jointon Road	27.4.20	No objection
WK/202013305	A Premise licence to be able to serve alcohol in a traditional tea room. Spread over 3 floors with an outside seating area to the rear.	Anna's 23 Cheriton Place		No objection