

FOLKESTONE TOWN COUNCIL



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Date of publication: 6 March 2026

FULL COUNCIL AGENDA

Meeting: Folkestone Town Council
Date: 12 March 2026
Time: 7.00 p.m.
Place: Town Council Chamber, Town Hall, 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 contact the Town Clerk prior to the meeting.

Toni Brenchley
Town Clerk

PRAYERS

PUBLIC QUESTIONS

Up to 15 minutes shall be allowed for public questions from registered electors to be put to the Council in accordance with the Council's approved Standing Orders. Questions may not be answered at the meeting if they require further investigation, a written response will be sent after the meeting.

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 Full Council Meeting held on 22 January 2026 and to authorise the Town Mayor to sign them as a correct record.

4. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

5. MINUTES OF THE PLANNING COMMITTEE

To receive the Minutes of the above Committee's meetings of 8 January 2026 and 29 January 2026.

6. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the Minutes of the above Committee's meeting of 11 December 2025.

7. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

To receive the Minutes of the above Committee's meeting of 14 October 2025.

8. MINUTES OF THE CLIMATE AND ENVIRONMENT COMMITTEE

To receive the Minutes of the above Committee's meeting of 7 October 2025.

9. MINUTES OF THE GRANTS COMMITTEE

To receive the Minutes of the above Committee's meeting of 4 September 2025.

10. MATTERS AND RESOLUTIONS FROM COMMITTEES

(items in bold italic have been brought forward for debate, remaining items to be noted)

i) Climate & Environment Committee – 3 February 2026

- i) That subject to receipt of a written assurance from F & HDC confirming and detailing all locations on it's Summer and Winter Bedding Costs Schedule 2026 / 2027 will be planted and it will cover the funding shortfall of £16,854.73 (excluding VAT), Members approve the release of up to the maximum £25,000 FTC allotted 2026 / 2027 budget for sponsorship of the planting scheme.
 - ii) Should F & HDC be unable to provide the requested written assurance, FTC will invite the Cabinet Member for Assets and Local Government Reorganisation to attend the Climate & Environment Committee meeting to be held on 7th April 2026.
- i) CIL Funding - That the Town Clerk and Communities & Events Officer undertake further research to ascertain costs, required resource, land ownership, responsibility and viability of the following projects:
 - Engagement with local schools teaching the value of managing and re-using rainwater to potentially include FTC assisting schools to install small SuDS planters and rainwater harvesting systems on their respective sites.
 - Create a community meadow and food growing area developed with forest gardening principles at the green space beyond 'Jocks Pitch', Wear Bay Road and the enclosed / gated triangle of land opposite this site.
 - Enhance biodiversity in this area by encouraging the use of semi-wild and self-sustaining crops.
 - Connect people with nature by installing integrated seating and meeting areas.
 - Introduction and delivery of courses in 'growing and wellbeing'.
 - Link projects at this site to the current Geopark proposal, existing Community Fridge initiative and other local food growing/sustainability networks.

- Cheriton Road Cemetery to receive additional grounds maintenance including three grass strims annually with cuttings removed to encourage the return of wildflowers and increase numbers of butterflies, bees, insects, wagtails and other small birds.
- Regular inspections undertaken by a Community Officer and / or Ward Councillors to ensure any approved works are regularly carried out.

ii) Prepare a consolidated report combining the research outcomes with the results of follow-up actions for the projects resolved by the Community Services Committee and the Climate & Environment Committee to be progressed. The report is to be included on the agenda for the next Climate & Environment Committee meeting on 7 April 2026 for Members' review and determination on how to proceed with a final review by the newly combined Community, Climate & Environment Committee.

ii) Community Services Committee – 10 February 2026

- To receive and note report CS/26/410 and that a vote of thanks to the Museum staff be recorded.
- i) That the Town Clerk and Communities & Events Officer undertake further research to ascertain costs, required resource, land ownership, responsibility and viability of the following projects:
 - Installation of a MUGA at Coniston Road Play Park.
 - Installation of new equipment suitable for older youths at Naseby Avenue Play Park.
 - Installation of play park equipment designed and suitable for those with disabilities and accessibility difficulties.
 - Installation of a shelter for sea swimmers at Mermaid Beach.
 - Provision of cycle hoops and storage to secure bicycles at top of Sandgate Road, outside Chaos Cards on Sandgate Road and on Cheriton Place.
 - Installation of specialist beach wheelchairs at the Sunny Sands.
- ii) Prepare a consolidated report combining the research outcomes with the results of follow-up actions for the projects resolved by the Community Services Committee and the Climate & Environment Committee to be progressed. The report is to be included on the agenda for the next Community Services Committee meeting on 14 April 2026 for Members' review and determination on how to proceed with a final review by the newly combined Community, Climate & Environment Committee.
- That Councillor Belinda Walker be nominated for the role of Armed Forces Champion.

iii) Finance & General Purposes Committee – 12 February 2026

- That the budget monitoring statement and reserves up to the 31 January be accepted.
- That the bank reconciliations for the periods December 2025 and January 2026 be accepted.
- That Councillor Adrian Lockwood will attend the Town Hall to check the bank statements against the bank reconciliations before each Finance and General Purposes Committee meeting.
- To approve the proposed schedule of fees on the understanding that they will be put on the next agenda to be considered by the Community Services Committee.

11. OUTSIDE BODIES

- i) The Dover, Deal & District Citizens Advice Bureau (also covering Folkestone & Hythe through its base at the Rainbow Centre) has invited FTC to nominate a Councillor to sit on its Board. Members are asked to consider whether the Council wishes to put forward a representative.
- ii) To receive verbal reports from Councillors as Council representatives on the following outside bodies:
 - Kent Association of Local Councils (AAK, JD)
 - John Bowley & Sherwood Almshouses Charity (RW, LM)
 - Folkestone Twinning Association/Etapes-sur-Mer (AL)
 - Cinque Ports Champion (BW)
 - Folkestone Municipal Charity (AL, LM, NK, RW, BW)
 - NALC Super Council Network (PG)
 - Mechinagar/Folkestone Twinning Assoc. (JM, BW, PG, KL, AAK, NK, JD, JR)
 - Folkestone Community Forum (BW, JD)

12. KENT COUNTY COUNCILLOR'S UPDATES

KCC Councillors have been invited to provide updates. Any responses received are correct at the time of the publication of this agenda and are set out below:

- i) Councillor Mary Lawes, Member for Folkestone East (report attached)
- ii) Councillor John Baker, Member for Folkestone West (report attached)
- iii) Councillor Tim Prater, Member for Cheriton Sandgate, & Hythe East.

Councillor Prater writes monthly County Council updates, and a link to each of the most recent months is below. He would be happy to take questions or comments at any time by email to tim@prater.uk or at meetings.

- Any new updates since the last Meeting – [January 2026](#)
- February - [February 2026](#)
- March - [March 2026](#)

13. WARD GRANTS

The Ward Grant list below is recommended to be approved.

Sunflower House Trust	Youth Forum Group	£350	J Darling
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14. SCHEDULE OF MEETINGS 2026-27

At its last meeting, Council resolved to merge the Community Services Committee with the Climate and Environment Committee, with the newly combined committee to meet six times per year.

A revised Schedule of Meetings for 2026-27 and Terms of Reference for the new Community, Climate & Environment Committee are attached for Council's consideration and approval.

15. POLICIES AND PROCEDURES

Members are asked to adopt the following policies:

- Data Protection and Retention Policy (revised)
- IT Policy (revised)

16. GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT & INSURANCE REVIEW

Report C/26/411 presents the annual business risk assessment and review of the current insurance arrangements for the Council's approval.

17. TREASURY MANAGEMENT REPORT

In line with section 15(1)(a) of the Local Government Act 2003, Report C/26/412 reviews the treasury management activities for 2025/26 and proposes the Investment Policy for 2026/27.

18. TOWN MAYOR ELECT 2026/27

Members are requested to select the Town Mayor Elect for the ensuing municipal year 2026/27.

19. TOWN MAYOR'S AWARDS

Members of the community who have done something particularly noteworthy during the municipal year can be nominated for a Town Mayor's Award. The following awards have been recognised during the 2025/26 municipal year:

- Flo Peycelon - has been recognised for her voluntary support and encouragement of young violinists through tutoring and setting up of 'Young Strings', a youth string orchestra. She has also been recognised for her involvement in 'Folkestone Community Players' a community orchestra.
- Colin Chandler - has been recognised for his voluntary support at civic events, namely being the lead steward at the Remembrance Sunday Parade. His invaluable support extends to FTC, the Lions, and the Royal British Legion, where he has provided dedicated service over the years.
- Tim Geere - has been recognised for many years of dedicated service supporting the Royal British Legion, the Royal Naval Association and the Sea Cadets, as well as his valued work with community groups including the Folkestone Nepalese Community Centre, the Veterans Support Group and the Veterans Breakfast Club, and representing the Royal British Legion at civic events.

- Folkestone Cricket Club - has been recognised for their work in becoming an inclusive community club for age, gender and ability. Folkestone Cricket Club also have a thriving junior program and walking cricket project which encourages all ages, genders and abilities to take part in a welcoming and safe environment.

The recipients are invited to an afternoon tea with the Town Mayor and Deputy Mayor where they will be presented with their awards in recognition of their achievements.

EXCLUSION OF PRESS AND PUBLIC

The remainder of the Agenda has classified item 20 as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item is debated. Press and members of the public should now leave.

20. GRACE HILL LIBRARY BUILDING

To consider an update on this matter. A written report will be circulated to Members if finalised in time.

21. DATE OF NEXT MEETING

Annual Statutory Meeting - Tuesday, 5 May 2026
Annual Town Assembly - Tuesday, 12 May 2026

Councillors on Committee:

Cllr Abena Akuffo-Kelly
Cllr Charlie Bain Smith
Cllr Bridget Chapman
Cllr Jane Darling
Cllr Laura Davison
Cllr Christine Dickinson
Cllr Peter Gane
Cllr Nicola Keen
Cllr Kieran Leigh

Cllr Adrian Lockwood
Cllr Connor McConville
Cllr Liz McShane
Cllr Lucy McGirr
Cllr Jackie Meade
Cllr Tim Prater
Cllr John Renshaw
Cllr Belinda Walker
Cllr Roger West

Parking available for Councillors @ 6.00pm on the precinct area at the front of the Town Hall.



FAIRTRADE



Folkestone Town Council

MINUTES of the Full Council Meeting held at the Town Hall, Folkestone on Thursday, 22 January 2026 at 7.00 p.m.

TOWN COUNCILLORS PRESENT:

Councillors Lucy McGirr, Abena Akuffo-Kelly, Christine Dickinson, Nicola Keen, Kieran Leigh, Adrian Lockwood, Jane Darling, Connor McConville, Liz McShane (7:16pm), Laura Davison, Peter Gane, Tim Prater, Jackie Meade, John Renshaw, Belinda Walker, Roger West.

APOLOGIES:

Councillors Bridget Chapman and Charles Bain Smith.

IN ATTENDANCE:

Toni Brenchley (Town Clerk)
Karen Palmer (Finance Officer/Deputy Town Clerk)
Jennifer Griffin (Administration Officer)
Ian Bishop (Town Sergeant)

MEMBERS OF THE PUBLIC:

9

No questions were received.

2193. APOLOGIES

Apologies were received from Councillors Bridget Chapman, Charles Bain Smith and a partial Apology from Councillor Liz McShane.

RESOLVED: To accept the apologies from Councillors Bridget Chapman, Charles Bain Smith and a partial Apology from Councillor Liz McShane.

Proposed: Councillor Nicola Keen
Seconded: Councillor Belinda Walker
Voting: F: 15, Ag: 0, Ab: 0

2194. DECLARATIONS OF INTEREST

The following Councillors declared an interest as District Councillors in Item 2206 – Councillors Laura Davison, Tim Prater, Nicola Keen, Belinda Walker, Abena Akuffo-Kelly, Jackie Meade.

Councillor Connor McConville declared an interest in Item 2206, both as a District Councillor and as Cabinet Member for Assets and Local Government Reorganisation.

Councillor Tim Prater declared an interest as a KCC Councillor in Item 2210.

Councillor Jackie Meade declared an interest as a past KCC Councillor in Item 2210.

2195. MINUTES

Council was asked to receive and authorise the Minutes of the Full Council Meeting held on 13 November 2025 and to ask the Town Mayor to sign them as a correct record.

RESOLVED: That the Minutes of the Full Council Meeting held on 13 November 2025 be received and signed with the following amendment to Item 2190 - “Councillors expressed disappointment at the absence of reports from other KCC Councillors.”

Proposed: Councillor Kieran Leigh

Seconded: Councillor Nicola Keen

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

2196. MAYOR’S COMMUNICATIONS AND ANNOUNCEMENTS

The Town Mayor gave a brief overview of activities in relation to the Mayoralty since the last Full Council Meeting.

2197. MINUTES OF THE PLANNING COMMITTEE

Council was asked to receive Minutes of the Planning Committee Meetings held on the 6 November 2025 and 4 December 2025.

RESOLVED: That the Minutes of the Planning Committee Meetings of 6 November 2025 and 4 December 2025 be received.

Proposed: Councillor Christine Dickinson

Seconded: Councillor John Renshaw

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

2198. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Council was asked to receive the Minutes of the Finance and General Purposes Committee Meeting held on the 23 October 2025.

RESOLVED: That the Minutes of the Finance and General Purposes Committee Meeting of 23 October 2025 be received.

Proposed: Councillor Connor McConville

Seconded: Councillor Jackie Meade

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

2199. MATTERS AND RESOLUTIONS FROM COMMITTEES

Councillors noted the resolutions.

i) Finance and General Purposes Committee

Noted

2200. OUTSIDE BODIES

i) Following the resignation of one FTC representative on the John Bowley & Sherwood Almshouses Charity, Councillors were asked to put forward a replacement representative for a four-year term.

PROPOSAL: That Councillor Nicola Keen be elected as the FTC representative on the John Bowley & Sherwood Almshouses Charity for a four year term.

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

Voting: F: 6, Ag: 0, Ab: 1

This Motion was lost.

RESOLVED: That Councillor Lucy McGirr be elected as the FTC representative on the John Bowley & Sherwood Almshouses Charity for a four year term.

Proposed: Councillor Jane Darling

Seconded: Councillor Laura Davison

Voting: F: 8, Ag: 0, Ab: 1

ii) The Council received verbal reports from Councillors as Council representatives on the following outside bodies:

Councillor Jane Darling gave a Report on Kent Association of Local Councils.

Councillor Roger West gave a brief update on John Bowley & Sherwood Almshouses Charity.

Councillor Adrian Lockwood gave a brief update on the Etaples/Folkestone Twinning Association.

Councillor Belinda Walker gave a brief update on the Cinque Ports.

Councillors Roger West and Lucy McGirr gave a brief update on the Folkestone Municipal Charity.

Councillor Peter Gane gave a brief update on Folke About Town.

Councillor Abena Akuffo-Kelly gave an update on the Nepalese/Folkestone Twinning Association.

Councillor Belinda Walker gave an update on the Folkestone Community Forum

2201. KENT COUNTY COUNCILLOR'S UPDATES

KCC Councillors were invited to provide updates. An update was received from Councillor Tim Prater, Member for Cheriton, Sandgate & Hythe East.

Councillor Liz McShane arrived at 7:16pm

2202. FOLKESTONE TOWN COUNCIL BUDGET AND PRECEPT 2026/27

To review **Report C/26/408** which concludes the budget making process for the Town Council's precept requirements for 2026/27. The proposed budget is £1,140,370 and precept to be decided.

RESOLVED: To defer this item until the end of the Meeting.

Proposed: Councillor Connor McConville
Seconded: Councillor Abena Akuffo-Kelly
Voting: F: 16, Ag: 0, Ab: 0

2203. SCHEDULE OF MEETINGS 2026-27

Council was asked to consider a proposal to merge the Community Services Committee with the Climate and Environment Committee to form a single committee. The purpose of the merger to streamline governance, reduce duplication of work, and better integrate community-focused and environmental initiatives.

RESOLVED: To merge the Community Services Committee with the Climate and Environment Committee, holding 6 Meetings a year. The Terms of Reference for the amalgamated Committee to include strategic long-term planning for Climate Change.

Proposed: Councillor Peter Gane
Seconded: Councillor Laura Davison
Voting: F: 15, Ag: 1, Ab: 0

RESOLVED: An updated Schedule of Meetings, reflecting these changes, alongside the new Term of Reference be brought to the Full Council Meeting in March.

Proposed: Councillor Peter Gane
Seconded: Councillor Lucy McGirr
Voting: F: 16, Ag: 0, Ab: 0

2204. POLICIES AND PROCEDURES

Council was asked to adopt the following policies:

- Risk Management Policy
- IT Policy

RESOLVED:

i) **To adopt the Risk Management Policy.**

Proposed: Councillor Roger West
Seconded: Councillor Belinda Walker
Voting: F: 16, Ag: 0, Ab: 0

ii) **To defer voting on the IT Policy until the Full Council Meeting in March, in order for the Town Clerk to make the requested amendments to the Policy.**

Proposed: Councillor Abena Akuffo-Kelly
Seconded: Councillor Jackie Meade
Voting: F: 16, Ag: 0, Ab: 0

2205. CCTV UPGRADE

Report C/26/407 outlined the need for replacement of existing CCTV cameras in the Coastal Park that failed a recent performance review and extension of the CCTV system to Bouverie Park. Council was asked to consider the recommendations.

RESOLVED:

1) **Receive and note Report C/26/407.**

- 2) Approve the replacement of the Coastal Park Cameras.
- 3) Approve the extension of the current CCTV system to cover the new Bouverie Park.
- 4) To accept funds from F&HDC Community Safety Partnership (CSP) in the sum of £5,000 towards the costs of CCTV maintenance, uplift and repairs.
- 5) To accept funds from Folkestone A Brighter Future (FABF) in the sum of £5,954.68 for CCTV provision that fall within the project scope.

Proposed: Councillor Connor McConville

Seconded: Councillor Laura Davison

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

2206. LGR/POTENTIAL ASSET TRANSFER

Report C/26/406 provided an update on discussions with Folkestone & Hythe District Council regarding the potential transfer of assets. Addressing four key areas: the Folkestone Parks & Pleasure Grounds Charity, public toilets, play area freehold transfers, and the Tanlade Charity. Council was asked to consider the recommendations.

RESOLVED:

- 1) Receive and note report C/26/406
- 2) Prepare to engage with F&HDC on the framework for transferring stand-alone toilets and review financial implications once data is provided.
- 3) Prepare to engage with F&HDC if the transfer of the Freeholds to FTC is deemed feasible.
- 4) Continue to express interest in remaining open spaces.
- 5) To accept the transfer of the Tanlade Charity and associated building.

Proposed: Councillor Tim Prater

Seconded: Councillor Nicola Keen

Voting: F: 15, Ag: 0, Ab: 1

2207. CIL CONSULTATION

Feedback from the public consultation inviting residents, community groups and local businesses to share their views on how Community Infrastructure Levy (CIL) funding should be allocated, was presented for Council's consideration.

RESOLVED: To move discussions on how Community Infrastructure Levy (CIL) funding should be allocated to the Community Services and Climate & Environment Committees.

Proposed: Councillor Lucy McGirr
Seconded: Councillor Connor McConville
Voting: F: 16, Ag: 0, Ab: 0

2208. COMMONWEALTH FLAGS

Report C/26/405 outlined the rationale, benefits, and practical considerations for flying the Commonwealth Flag. Council was asked to consider the recommendations.

RESOLVED:

- 1) To receive and note report C/26/405**
- 2) To approve the raising of the Commonwealth Flag in the Garden of Remembrance on Commonwealth Day each year, subject to F&HDC approval.**
- 3) Council to consider the cost and practicality of installing the flags of the Commonwealth across the street using the existing overhead wire infrastructure for a suitable period for the Commonwealth Games.**

Proposed: Councillor Peter Gane
Seconded: Councillor Lucy McGirr
Voting: F: 13, Ag: 0, Ab: 3

2209. SOUTHERN WAY PLAY PARK

Following a resolution at the F&GP Meeting on 1 September 2022, the final Heads of Terms agreed with Southern Water were presented for Council to consider approving.

RESOLVED: To approve the signing of the final Heads of Terms agreed with Southern Water.

Proposed: Councillor Connor McConville
Seconded: Councillor Jackie Meade
Voting: F: 16, Ag: 0, Ab: 0

2210. GRACE HIL LIBRARY

On 13 January 2026, Kent County Council endorsed the decision to exit the Grace Hill building and progress market disposal in-line with adopted policy

and provide the library and registration facility for the foreseeable future at 14 Sandgate Road in Folkestone town centre. Councillors were invited to consider the matter and provide their views.

Councillors moved a vote of thanks to those members of the community who have worked so hard for Grace Hill Library, with particular mention of the "Save Our Library" campaign.

RESOLVED: This Council notes with regret that Kent County Council's GET Cabinet Committee of 13 January endorsed the proposed decision to progress with open market disposal of the Grace Hill building.

This Council considers that the Grace Hill building was a gift to Folkestone and should be retained as a community building.

This Council remains strongly supportive of the bid submitted by Creative Folkestone working with One Folkestone and other community groups. The bid proposed a partnership with Kent County Council alongside community partners which would secure funds to regenerate the building, develop its community, creative and educational functions, secure its long-term future and take a long-term lease on the building.

This council notes Kent County Council claim they are seeking to auction the building to remove their exposure to ongoing costs of retaining the building.

This Council further notes the considerable risk that if the building goes to auction and is sold to an unknown third party, the ability to bring the building back to community use will be lost.

This Council understands that there are costs and risks associated with maintaining the Grace Hill building and in owning a Grade 2 listed building. We also understand that Grace Hill is a hugely important community asset in Folkestone and believe we should attempt to secure its long-term ownership by and for our community.

This Council resolves that we will make an offer to Kent County Council to buy the freehold of the building. This offer will be made prior to the building going to auction and will require KCC removing the building from auction. This Council understands it would become responsible for ongoing building costs from the point of purchase.

In view of the known condition of the building, the liability and risk this Council will face, this Council resolves to offer a peppercorn sum for the freehold of the building and site. Council delegates the Town Clerk

to proceed, in consultation with the Chairs of F&GP and Community Services Committees. Any final agreement will be laid before Full Council before signing.

This Council further resolves that if our purchase is agreed, we will:

- seek to reduce the running costs as much as possible;
- look to some meantime use of areas of the building to mitigate costs;
- work alongside Creative Folkestone and other community partners to deliver its vision for the building, including gaining the grant support required to make it viable;
- Work to return accessible library services to Grace Hill where they belong.

Proposed: Councillor Tim Prater

Seconded: Councillor Nicola Keen

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

2211. FOLKESTONE TOWN COUNCIL BUDGET AND PRECEPT 2026/27 – DEFERRED FROM ITEM 2202

To review **Report C/26/408** which concludes the budget making process for the Town Council's precept requirements for 2026/27. The proposed budget is £1,140,370 and precept to be decided.

- RESOLVED:**
- 1) To receive and note **Report C/26/408**
 - 2) To approve a Town Council budget of £1,145,367 for 2026/27.
 - 3) To confirm a Precept of £1,126,367 for 2026/27, in accordance with the provisions in Sections 39,41 and 50 of the Local Government Finance Act 1992. This equates to a Council Tax 4.08% increase and a Band D household Council Tax of £73.99 (£1.43 per week) – this is an increase of £2.90 which equates to 6p per week
 - 4) To authorise the Town Mayor to sign the Precept demand form.
 - 5) £19,000 use of Reserves has also been approved to pay for IT improvements.

Proposed: Councillor Connor McConville

Seconded: Councillor Abena Akuffo-Kelly

Voting: F: 15, Ag: 0, Ab: 1

2212. DATE OF THE NEXT MEEETING

Thursday, 12 March 2026 at 7pm – Ordinary Full Council Meeting.

The meeting concluded at 8:41pm.

.....**Town Mayor**

Folkestone Town Council

**Minutes of the Planning Committee Meeting held on Thursday 8 January 2025
at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.**

PRESENT: Councillors Charles Bain Smith, Liz McShane, John Renshaw,
Jane Darling, Bridget Chapman, Christine Dickinson.

OFFICERS PRESENT: Jennifer Griffin (Administration Officer)

1. APOLOGIES FOR ABSENCE

There were no apologies.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MINUTES

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 4 December 2025 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 4 December 2025 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Bridget Chapman

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

Councillor Charles Bain Smith arrived at 7:02 pm

4. PLANNING APPLICATIONS

Application no	25/2244/FH
Location	Sparrows Green, Crete Road West
Proposal	Erection of proposed outbuilding located with front garden.
Closing date	05/01/2026
Comment	No Objection



Application no	25/2077/FH
Location	Flat 7, Aaron House, 92 Harbour Way
Proposal	Retrospective application for the erection of an outbuilding.
Closing date	06/01/2026
Comment	No Objection
Application no	25/2222/FH
Location	112 Bouverie Road West
Proposal	Single storey rear extension, rooflights, partial removal of existing walls, erection of an outbuilding, rear external terrace and timber fencing above the existing brick boundary wall.
Closing date	08/01/2026
Comment	No Objection
Application no	25/2131/FH
Location	47 Broadfield Road
Proposal	2 storey side and rear extension with a dormer to front elevation.
Closing date	08/01/2026
Comment	No Objection
Application no	25/2160/FH
Location	47 & 49 Broadfield Road
Proposal	Removal of condition 3 (carport) of planning permission 25/1389/FH.
Closing date	09/01/2026
Comment	No Objection
Application no	25/2289/FH/PA
Location	28 Cheriton Gardens
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for a change of use from commercial, business and service (Use Class E) to 6 residential flats (Class C3).
Closing date	12/01/2026
Comment	No Objection

Application no 25/2283/FH/TCA
Location 1 Trinity Crescent
Proposal Works to trees in a conservation area comprising of T1 to T3 Sycamore, crown clean/thin and reduction of 2 metres vertically and 2 metres laterally.
Closing date 26/01/2026
Comment No Objection

Application no 25/2251/FH
Location 19 Hasborough Road
Proposal Rear and side extension with rooflights with additional rooflights in loft space.
Closing date 12/01/2026
Comment No Objection

Application no 25/2243/FH
Location 12 Tontine Street
Proposal Proposed self-containment of upper floor residential accommodation from the existing ground floor commercial area, including the provision of a new shop front, replacement windows & associated alterations.
Closing date 13/01/2026
Comment No Objection

5. PREMISES LICENCES

Application no PR202512-127047
Location Max Supermarket, 20 Sandgate Road
Proposal Alcohol OFF Sales Only
Closing date 08/01/2026
Comment No Objection

6. LATE PLANNING APPLICATIONS

Application no 25/2232/FH
Location 39 Station Road
Proposal Front extension, first floor roof terrace and recladding of existing building.
Closing date 13/01/2026
Comment No Objection

Councillor Liz McShane arrived at 7:19 pm

Application no 25/2267/FH
Location 6-6A East Cliff
Proposal External alterations, rooflights & enlargement of rear dormer.
Closing date 13/01/2026
Comment No Objection

Application no 25/2261/FH
Location 12 Ingles Road
Proposal Single storey side extension & demolition of shed and erection of garage.
Closing date 14/01/2026
Comment No Objection

Application no 25/2276/FH
Location Flat 1, 3 Grimston Avenue
Proposal Replacement of front, side and rear windows.
Closing date 14/01/2026
Comment No Objection

Application no 25/2286/FH
Location The Leas Lift, Lower Sandgate Road
Proposal Listed building consent to install UKPN power feed from north eastern end of site into the existing (and proposed) maintenance area.
Closing date 14/01/2026
Comment No Objection

Application no 25/2073/FH
Location Land at Park Farm Road

Proposal Change of use of site to self storage (Use Class B8) and the siting of up to 295 storage containers.
Closing date 26/01/2026
Comment No Objection

Application no 25/2292/FH
Location 19 Cherry Garden Avenue
Proposal Works to tree covered by TPO No. 02 of 1992, comprising of T1 Horse Chestnut crown reduction of 1.5 - 2 metres.
Closing date 26/01/2026
Comment No Objection

Application no 25/2193/FH
Location 7 Marine Parade
Proposal Partial change of use from hotel to dwelling house.
Closing date 26/01/2026
Comment No Objection

Application no 25/2314/FH
Location 15-17 Marten Road
Proposal Construction of Garden Room.
Closing date 27/01/2026
Comment No Objection

Application no PR202512-127201
Location Sunshine Bistro, 63 Sandgate Road
Proposal Review of above Licence requested by the Immigration Enforcement Licensing Compliance Team.
Closing date 12/01/2026
Comment No Comment

7. DATE OF NEXT MEETING

Thursday, 29 January 2026 at 7pm.

A handwritten signature in black ink, appearing to be 'CBS' with a small arrow pointing to the right.

The meeting concluded at 7:35pm.

..... Chair

Folkestone Town Council

Minutes of the Planning Committee Meeting held on Thursday 29 January 2026 at the Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone.

PRESENT: Councillors Charles Bain Smith, John Renshaw, Bridget Chapman and Christine Dickinson.

OFFICERS PRESENT: Liz Timmins (Communities & Grants Officer)

APOLOGIES: Councillors Liz McShane and Jane Darling.

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Liz McShane and Jane Darling.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. PLANNING COMMITTEE MINUTES

The Committee was asked to receive the Minutes of the meeting of the Planning Committee held on 8 January 2026 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Planning Committee held on 8 January 2026 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor John Renshaw

Seconded: Councillor Bridget Chapman

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

4. STREET NAMING

The Committee were asked to review the documentation attached to the Agenda for street naming at the new development at the former Burgoyne Barracks, Shorncliffe, and consider whether it wishes to approve the application.

Noted

Proposed: Councillor John Renshaw

Seconded: Councillor Christine Dickinson

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

5. TELECOMMUNICATIONS INSTALLATION - CHERITON ROAD, MOREHALL

The Committee were asked to review the pre-consultation documents for a proposed telecommunications installation on Cheriton Road, Morehall and decide if they wish to comment.

Noted

Proposed: Councillor Christine Dickinson

Seconded: Councillor Bridget Chapman



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

6. PLANNING APPLICATIONS

Application no 26/0001/FH
Location Flat 2B, 21 Grimston Gardens
Proposal Retrospective planning application for the replacement and extension of rear decking.
Closing date 27/01/2026
Comment No Objection

Application no 25/2208/FH
Location 143-147 Dover Road
Proposal Change of use of ground floor flat to retail, removal of the external staircase, alteration and extension of existing external staircase/walkways and increase the height of existing rear extensions.
Closing date 28/01/2026
Comment No Objection

Application no 25/2241/FH
Location Flat 2, 17 Grimston Gardens
Proposal Replacement of 21no. existing Crittall/PVCu windows with aluminium windows.
Closing date 28/01/2026
Comment Object – the committee maintains its previous objection

Application no 26/0029/FH
Location 5 Ash Tree Road
Proposal Conversion of integral garage.
Closing date 30/01/2026
Comment Object – the committee maintains its previous objection

Application no 26/0012/FH
Location Ground Floor Business Premises, 194 Dover Road
Proposal Change Of Use of former office (Class E(g)(i)) into a one bedroom flat (Class C3(a)).
Closing date 06/02/2026
Comment No objection

Application no	26/0026/FH
Location	Leader Vale, 22B Turketel Road
Proposal	Variation of Condition 8 (landscaping) and 2 (drawings) of planning permission 22/2119/FH to allow for alterations to the approved landscaping scheme to remove the pleached trees to the western boundary.
Closing date	03/02/2026
Comment	Object – the committee maintains its objection
Application no	26/0002/FH
Location	East Station Goods Yard, Southern Way
Proposal	Development of a Class E(a) retail food store and Class E units, with associated parking, landscaping and access.
Closing date	12/02/2026
Comment	Object – The committee upholds the comments made by KCC highways and feel that the transport assessment submitted by the applicant doesn't cover the issues raised or the potential impact on the wider context. We feel that some of the residents concerns also have not been addressed.
Application no	26/0052/FH
Location	38 Morehall Avenue
Proposal	Change of Use of Church Hall to Dwelling (Use Class C3) including removal of part of roof to provide a garden.
Closing date	06/02/2026
Comment	Object – it will engender the loss of a community space and the marketing report doesn't explain what measure have taken place to market it.
Application no	25/2242/FH/PA
Location	9 Cambridge Gardens
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required under Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the change of use & conversion from commercial, business and service (Class E) to dwellinghouses (Class C3).
Closing date	09/02/2026
Comment	No objection



Application no	25/2288/FH
Location	Flat 7, 10 Clifton Crescent
Proposal	Installation of one conservation roof light.
Closing date	11/02/2026
Comment	No objection
Application no	25/2290/FH
Location	Flat 7, 10 Clifton Crescent
Proposal	Listed Building Consent for the installation of one conservation roof light.
Closing date	11/02/2026
Comment	No objection
Application no	26/0048/FH
Location	38 Bradstone Road
Proposal	Replacement of all windows and doors with uPVC Windows and doors.
Closing date	12/02/2026
Comment	Object – uPVC is not a material that will enhance or preserve the character of the conservation area when there are timber alternatives, we see no evidence of a previous application to change the windows.
Application no	26/0059/FH/PA
Location	74 Tontine Street
Proposal	Determination as to whether the prior approval of the Local Planning Authority is required under Class G of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for a change of use from commercial, business and service (Use Class E) to mixed use including up to two flats (Use Class C3).
Closing date	12/02/2026
Comment	No objection

7. RE-CONSULTATIONS

Application no	25/2251/FH
Location	19 Hasborough Road

Proposal Rear and side extension with rooflights, with additional rooflights in loft space, and replacement of existing garage door and side passage entrance with new garage door and infill brickwork.
Closing date 28/01/2026
Comment No objection

Application no 25/2055/FH
Location Rhodesia House, 2 Clifton Crescent
Proposal Change of use and refurbishment from hotel (Class C1) to 5 self contained flats (Class C3) following fire damage.
Amendment Amended Plans added 19/01/2026
Closing date 03/02/2026
Comment No objection – the committee maintains its previous comments

8. APPEALS

Appeal Number AP-6759
Application no 24/1591/FH
Location Flat 11, 3 Trinity Crescent
Proposal Retrospective application for the replacement of a fixed glazed roof light with an extension to dormer window to create a double dormer window on the side/north elevation.
Closing date 06/02/2026
Comment Object – the committee maintains its previous objection

9. PREMISES LICENCES

Application no PR202511-125769
Location Motis Lorry Park, Cheriton Parc, Cheriton High Street
Proposal Alcohol ON Sales Only
Closing date 12/02/2026
Comment No objection

10. LATE PLANNING APPLICATIONS



Application no 26/0089/FH
Location 22 The Stade
Proposal Replacement windows and doors.
Closing date 12/02/2026
Comment Object – uPVC is not a material that will enhance or preserve the character of the conservation area when there are timber alternatives, we see no evidence of a previous application to change the windows.

Application no 26/0099/FH/GPD
Location 29 Ashley Avenue
Proposal Notification under the Town and Country Planning (General Permitted Development) (England) Order 2015 for a single storey rear extension.
Closing date 16/02/2026
Comment No objection

11. DATE OF NEXT MEETING
Thursday, 19 February 2026 at 7pm.

The meeting concluded at pm.


..... Chair

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 11 December 2025 at 7.00 p.m.

PRESENT:

Councillors Connor McConville (Chair), Jackie Meade, Tim Prater, Peter Gane, Adrian Lockwood, Kieran Leigh, Belinda Walker, Nicola Keen, Christine Dickinson and Bridget Chapman.

APOLOGIES:

Councillor Laura Davison

ABSENT:

Councillor Abena Akuffo-Kelly

OFFICERS PRESENT:

Toni Brenchley – Town Clerk
Karen Palmer – Finance Officer

1805. APOLOGIES FOR ABSENCE

Apologies received from Councillor Laura Davison.

RESOLVED: To approve apologies from Councillor Laura Davison

Proposed: Councillor Jackie Meade
Seconded: Councillor Nicola Keen
Voting: F: 10, Ag: 0, Ab:0

1806. DECLARATIONS OF INTERESTS

Councillor Tim Prater declared an interest in agenda item 10, as a Folkestone and Hythe District Councillor.

1807. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 23 October 2025 and authorised the Chair to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 23 October 2025 be signed as a correct record.

Proposed: Councillor Jackie Meade
Seconded: Councillor Bridget Chapman
Voting: F: 8, Ag: 0, Ab: 2

1808. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 October 2025 and 30 November 2025.

RESOLVED: That the Schedule of Payments for the period 1 October to 30 November 2025 be accepted.

Proposed: Councillor Nicola Keen
Seconded: Councillor Belinda Walker
Voting: F:10, Ag: 0, Ab: 0

1809. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 October 2025 and 30 November 2025.

RESOLVED: That the Schedule of Receipts for the period 1 October 2025 to 30 November 2025 be accepted.

Proposed: Councillor Peter Gane
Seconded: Councillor Nicola Keen
Voting: F: 10, Ag: 0, Ab: 0

1810. BUDGET MONITORING STATEMENT 2025/26

The budget monitoring statement of income/expenditure and earmarked reserves up to the 30 November 2025 were received by the Committee.

RESOLVED: That the budget monitoring statement for the period 1 October to 30 November 2025 be accepted.

Proposed: Councillor Jackie Meade
Seconded: Councillor Bridget Chapman
Voting: F: 10, Ag: 0, Ab: 0

1811. BANK RECONCILIATION

The bank reconciliation statements as at 31 October and 30 November 2025 were noted by the Committee and signed by a Member other than the Chair.

RESOLVED: That the bank reconciliations for the periods October and November 2025 be accepted.

Proposed: Councillor Adrian Lockwood
Seconded: Councillor Jackie Meade
Voting: F: 10, Ag: 0, Ab: 0

1812. WARD GRANTS

Below is a list of Ward Grants received for Committee approval:

Strange Cargo	Charivari Day 2026	£200.00	L Davison
Strange Cargo	Charivari Day 2026	£500.00	J Darling

Strange Cargo	Charivari Day 2026	£300.00	A Akuffo Kelly
Strange Cargo	Charivari Day 2026	£100.00	L McGirr
Strange Cargo	Charivari Day 2026	£300.00	C Dickinson
Sunflower House	Warm Welcome	£500.00	J Meade

RESOLVED: To award the organisation with the Ward Grant amounts listed.

Proposed: Councillor Belinda Walker

Seconded: Councillor Peter Gane

Voting: F: 10, Ag: 0, Ab: 0

1813. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 11 December 2025.

1814. INVESTMENT INCOME REVIEW F/25/403

The Committee received report F/25/403, with a recommendation from the Finance Officer regarding the investment with Folkestone and Hythe District Council.

RESOLVED: To continue monitoring investment income levels until the end of 2025/26 when the next payment is received from Folkestone & Hythe District Council, so a better comparison can be made before making a decision regarding the future of the current investments.

Proposed: Councillor Peter Gane

Seconded: Councillor Bridget Chapman

Voting: F: 10, Ag: 0, Ab: 0

1815. INTERIM AUDIT

The Committee received the interim audit report for the year 2025/26, including the auditor's report in accordance with best practice.

The Town Clerk and Finance Officer explained the steps that were being taken to address the points noted in the report.

RESOLVED: To accept and note the interim audit.

Proposed: Councillor Nicola Keen

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

1816. FIRE ESCAPE REPORT F/25/402

The Committee received report F/25/402 from the Town Clerk, an update on the replacement of the Town Hall Fire Escape.

RESOLVED:

i) **That Report F/25/402 be received and noted.**

- ii) **To note the additional costs involved in the replacement of the Town Hall Fire Escape and to approve an increased budget from the Museum/Heritage Reserve.**
- iii) **That a total rent holiday of two months be approved for the Cinema due to the delay in works.**

Proposed: Councillor Peter Gane
 Seconded: Councillor Nicola Keen
 Voting: F: 10, Ag: 0, Ab: 0

1817. ANNUAL BUDGET AND TAX BASE 2026/27 REPORT F/25/404

The Committee considered the attached draft 2026/27 annual budget, presenting a draft budget of £1,140,370.

RESOLVED: To receive report F/25/404 but to recommend a precept of £1,145,367 (an increase of 5.79% on the current Precept and resulting in a 3% increase on the Band D Council Tax Charge, equating to £73.22, an increase of £2.13).

Proposed: Councillor Tim Prater
 Seconded: Councillor Nicola Keen
 Voting: F: 10, Ag: 0, Ab: 0

1818. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE

The Town Clerk updated the Committee regarding maintenance of the Town Hall / Cinema building.

Lightning Protection – Planning permission has been granted, and works will commence in the New Year once the costs for the required civil works have been obtained.

Fixed Electrical Certificate – Once the Fire Escape Works are complete, the areas identified for improvement can be addressed and a revised Fixed Electrical Certificate issued.

1819. DATE OF NEXT MEETING:

12th February 2026 at 7.00pm

The meeting concluded at 7.25pm

Chair.....

Date.....

FOLKESTONE TOWN COUNCIL

Minutes of the Community Services Committee meeting held at the Town Hall, 1 – 2 Guildhall Street, Folkestone, CT20 1DY on Tuesday, 14 October 2025 at 7.00pm.

Present: Councillors Jane Darling, Peter Gane, Belinda Walker, Lucy McGirr and Roger West

In attendance: Vicky Deakin - Communities & Events Officer

Absent: Councillor Bridget Chapman

1337. APOLOGIES FOR ABSENCE

There were no apologies for absence.

1338. DECLARATIONS OF INTEREST

There were no declarations of interest.

1339. MINUTES

The Committee was asked to receive the Minutes of the meeting of the Community Services Committee held on 10 June 2025 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the meeting held on the 10 June 2025 be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

Voting: F:4, Ag:0, Ab:1

1340. BUDGET 2026/27 – POTENTIAL GROWTH ITEMS

The Committee was asked to consider proposals for possible growth items and non-recurring revenue expenditure for Community projects and initiatives for next year, with any proposal to be put forward for consideration to the Finance & General Purposes Committee at its Meeting of 23 October 2025.

RESOLVED: That the Finance & General Purposes Committee consider the following growth items at its meeting of 23 October 2025:

i) £15,000 Christmas Lighting

Proposed: Councillor Peter Gane

Seconded: Councillor Roger West

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



ii) £5,000 Cheriton Youth Festival

Proposed: Councillor Jane Darling
Seconded: Councillor Peter Gane
Voting: F:5, Ag:0, Ab:0

1341. THE LEAS TOWN TRAIL HERITAGE BOARD

The Communities & Events Officer updated the Committee in respect of the current status relating to potential replacement of The Leas Town Trail Heritage Noticeboard.

RESOLVED: That the Finance & General Purposes Committee be asked to identify and approve the release of £6,500 funding from the Reserve Budget to support the removal of existing and damaged Town Trail heritage board on The Leas and for supply and installation of a new board at this site to enable the works to be carried out in the 2025/26 financial year.

Proposed: Councillor Peter Gane
Seconded: Councillor Roger West
Voting: F:5, Ag:0, Ab:0

1342. ARMED FORCES DAY – SATURDAY 27TH JUNE 2025

The Communities and Events Officer briefed the Committee in respect of plans for the Armed Forces Day – Folkestone 2026, and members views were sought.

RESOLVED: That Armed Forces Day 2026 be organised on the scale and in the format of FTC's event on The Leas in 2024 and that the remaining 2025/26 budget and 2026/27 budget be released to deliver this.

Proposed: Councillor Peter Gane
Seconded: Councillor Lucy Gane
Voting: F:5, Ag:0, Ab:0

1343. FOLKESTONE MUSEUM REPORT CS/25/399

The Committee was asked to receive, note and consider the recommendations in Report CS/25/399.

RESOLVED:

- 1. To receive and note report CS/25/399**
- 2. To formally adopt Folkestone Museum's Access Plan (Appendix 1)**
- 3. To agree that Folkestone Town Council submits an application to the Royal Society for a 'Places of Science' project grant, to fund a series of public engagement activities on the 400th anniversary of William Harvey's book De Motu Cordis.**
- 4. To agree that Folkestone Town Council submits applications to South East Museums for grant funding to remediate the radon in the building.**
- 5. That a vote of thanks to the Museum Curator for her ongoing hard work and commitment be recorded.**



Proposed: Councillor Belinda Walker
Seconded: Councillor Peter Gane
Voting: F:5, Ag:0, Ab:0

1344. TAXIDERMY OBJECT DISPOSAL REPORT CS/25/396

The Committee was asked to receive, note and consider the recommendations in Report CS/25/396.

RESOLVED:

- 1. To receive and note report CS/25/396**
- 2. To approve the disposal of the listed taxidermy objects identified through assessment of the collection.**

Proposed: Councillor Lucy McGirr
Seconded: Councillor Peter Gane
Voting: F:5, Ag:0, Ab:0

1345. FOLKESTONE TOWN CENTRE AND CHERITON CHRISTMAS LIGHTING INSTALLATIONS AND SWITCH ON EVENTS (22nd AND 29TH NOVEMBER RESPECTIVELY)

The Committee were updated by the Communities & Events Officer and Cllr Peter Gane regarding the Christmas lighting installations and developing plans and arrangements for the Christmas events in Folkestone and Cheriton respectively including the Lions Club Santas Grotto to be hosted in the Town Hall.

1346. PEACE MEMORIAL

Committee views were sought regarding the potential of installing a Peace Monument, as suggested by CJ Russell (President – The Royal Federation of Belgian Veterans).

RESOLVED: That the Communities & Events Officer and Cllr Lucy McGirr undertake further research to ascertain costs and viability of such a project with an update to be brought to the Community Services Committee meeting on 10th February 2026 when a decision will be made in respect of how to proceed.

Proposed: Councillor Lucy McGirr
Seconded: Councillor Peter Gane
Voting: F:5, Ag:0, Ab:0

1347. THE LEAS LIFT COMPANY TIME CAPSULE COMMUNITY PROJECT

The Communities & Events Officer updated the Committee in respect of FTC's £250 contribution to this project that marks the Leas Lift 140th anniversary.

1348. THE FIRST BATTALION, THE ROYAL GURKHA RIFLES' FREEDOM OF THE TOWN PARADE – FOLKESTONE

The Communities & Events Officer updated the Committee regarding the event held on Sunday 12 October.

RESOLVED: The Committee moved a vote of thanks to the Communities & Events Officer for all her work in organising the event.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Belinda Walker

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

1349. PRIMARY YOUTH FORUM

The Communities & Events Officer updated the Committee with feedback received from schools, and the progression in establishment of a Primary Youth Forum.

Noted

1350. PRIMARY SCHOOLS ACTIVITIES

The Communities & Events Officer updated the Committee with feedback received from schools and local organisations in respect of potential youth activities and initiatives since the last meeting.

Noted

1351. DATE OF NEXT MEETING

Tuesday 10 February 2026 at 7pm

The meeting concluded at 8pm

Chair.....

Date.....10.2.26.....

FOLKESTONE TOWN COUNCIL

Minutes of the Climate and Environment Committee Meeting held on Tuesday 7 October 2025 at the Town Hall at 7pm.

Present: Councillors Nicola Keen, ~~Kieran Leigh~~, Roger West, John Renshaw (Chair), Belinda Walker, ~~Lucy McGirr~~, Laura Davison and Abena Akuffo-Kelly (Arrived at 19.09pm). **Charles Bain Smith**

In attendance: Toni Brenchley (Town Clerk)
Vicky Deakin (Communities & Events Officer)

Apologies: Councillors Kieran Leigh and Lucy McGirr

161. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillors Kieran Leigh and Lucy McGirr.

RESOLVED: To accept the apologies from Councillors Kieran Leigh and Lucy McGirr

Proposed: Councillor Nicola Keen

Seconded: Councillor Roger West

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

162. DECLARATIONS OF INTEREST

There were no declarations of interest.

163. MINUTES

The Committee was asked to receive the Minutes of the Extra-ordinary Meeting of the Climate & Environment Committee held on 24 July 2025 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the Extra-Ordinary Meeting held on 24 July 2025 be received and signed as a correct record.

Proposed: Councillor Roger West

Seconded: Councillor Belinda Walker

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

Councillor Abena Akuffo-Kelly arrived at this juncture.

164. FAIRTRADE

The Committee's views were sought in respect of suggested priority actions for the Fairtrade Steering Group's required actions and initiatives, in order to ensure the retention of Folkestone's Fairtrade Community status accreditation.

RESOLVED: That the Communities & Events Officer and Town Councillors encourage schools, youth groups, faith and community groups to become further involved to continue to raise awareness for the Fairtrade programme.

Proposed: Councillor John Renshaw
Seconded: Councillor Roger West
Voting: F:7, Ag:0, Ab:0

165. ALLOTMENT RULE CHANGES AND AMENDMENTS

Following consultation with the Allotment Associations, the Committee was asked to consider the suggested rule changes and amendments in the document attached to the Agenda.

RESOLVED: That the amended allotment rules be approved and adopted subject to the additional changes as follows:

- 2.7** *Remove sentence – However, the other person can make a representation to the Council, before the tenant vacates the plot, seeking the Council’s agreement to take over the tenancy.*
- 3.4** *iv) make ‘butt’ plural*
 - ix)a) remove ‘annually’*
 - ix)b) add water butts ‘from taps’**Add – Tenants must make it their own responsibility on how they use water, given it is untreated.*

Proposed: Councillor Laura Davison
Seconded: Councillor Nicola Keen
Voting: F:7, Ag:0, Ab:0

166. RECYCLING OLD IT EQUIPMENT VIA I.T. PROVIDERS INITIATIVE – REPORT CE/25/397

The Committee was asked to receive, note and consider the recommendations in Report CE/25/397.

RESOLVED:

- 1) To receive and note report CE/25/397**
- 2) That the Committee support the release of obsolete computer equipment through the current IT provider’s initiative, Tools With A Mission (TWAM).**

Proposed: Councillor Roger West
Seconded: Councillor Belinda Walker
Voting: F:7, Ag:0, Ab:0

167. PLAY PARKS – PARK IMPROVEMENTS REPORT CE/25/398

The Committee was asked to receive and note Report CE/25/398.

RESOLVED:

- 1) To receive and note report CE/25/398**
- 2) That the Committee received and noted the play designs in the report.**

Proposed: Councillor Abena Akuffo-Kelly
Seconded: Councillor Roger West
Voting: F:8, Ag:0, Ab:0

168. BUDGET 2026/27 - POTENTIAL GROWTH ITEMS

The Committee was asked to consider proposals for possible growth items and non-recurring revenue expenditure for Climate & Environment projects and initiatives for next year, with any proposal to be put forward for consideration to the Finance & General Purposes Committee at its Meeting of 23 October 2025.

After Members debate and consideration, it was concluded that no growth items or non-recurring revenue expenditure are required.

169. WATER QUALITY MONITORING AT FOLKESTONE'S BEACHES

The Committee was updated in respect of the findings from the research into the implications and requirements for FTC to commence a water testing programme, and the feasibility of continuing to deliver this initiative.

RESOLVED: That the progression of delivering a water testing initiative cease.

Proposed: Councillor ~~Lucy~~ Davison

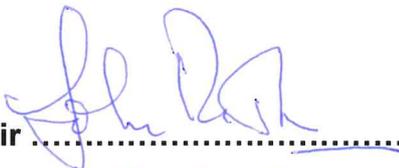
Seconded: Councillor Nicola Keen

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

170. DATE OF NEXT MEETING

Tuesday 3 February 2026 at 7pm

The meeting concluded at 7.40pm.

Chair 
Date 3.2.2026

FOLKESTONE TOWN COUNCIL

MINUTES of the Grants Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on 4 September 2025 at 7.00 p.m.

PRESENT:

Councillors Abena Akuffo-Kelly, John Renshaw, Christine Dickinson, Belinda Walker, Lucy McGirr, Connor McConville, Kieran Leigh, Bridget Chapman, Peter Gane, Adrian Lockwood and Jackie Meade.

APOLOGIES:

Councillors Jane Darling, Roger West and Nicola Keen.

ABSENT:

Councillors Charlie Bain Smith, Laura Davison, Liz McShane and Tim Prater

OFFICERS PRESENT:

Liz Timmins – Communities & Grants Officer

154. APOLOGIES FOR ABSENCE

Councillors were asked to receive apologies from Councillors Abena Akuffo-Kelly, Jane Darling, Roger West and Nicola Keen

RESOLVED: To accept the Apologies from Councillors Jane Darling, Roger West and Nicola Keen.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Jackie Meade

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

155. APPOINTMENT OF CHAIR

The Committee were asked to appoint a Chair for the Grants Committee for the 2025/26 Municipal Year.

RESOLVED: That Councillor Lucy McGirr be appointed Chair of the Grants Committee for the 2025/26 Municipal Year.

Proposed: Councillor Lucy McGirr

Seconded: Councillor Belinda Walker

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

156. APPOINTMENT OF VICE CHAIR

The Committee were asked to appoint a Vice Chair for the Grants Committee

for the 2025/26 Municipal Year.

RESOLVED: That Councillor Belinda Walker be appointed Vice Chair of the Grants Committee for the 2025/26 Municipal Year.

Proposed: Councillor John Renshaw

Seconded: Councillor Peter Gane

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

157. DECLARATIONS OF INTEREST

Councillor Belinda Walker declared a personal but not prejudicial interest in the Grimston Area Community Group. Councillor Abena Akuffo-Kelly declared a personal, but not prejudicial interest in 2nd and 4th Cheriton Guides.

158. GRANTS COMMITTEE MINUTES

The Committee was asked to receive the Minutes of the Meeting of the Grants Committee held on 6 February 2025 and to authorise the Chair of the Committee to sign them as a correct record.

RESOLVED: That the Minutes of the Meetings of the Grants Committee held on 6 February 2025 be received and that the Chair of the meeting be authorised to sign them as a correct record.

Proposed: Councillor John Renshaw

Seconded: Councillor Jackie Meade

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

159. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted Standing Orders, the Committee was asked to consider the Terms of Reference for the Grants Committee.

RESOLVED: That the Terms of Reference be adopted for 2025/26.

Proposed: Councillor Peter Gane

Seconded: Councillor John Renshaw

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

160. TOWN GRANT APPLICATIONS

Applicants requesting Town Grants of over £1,000 gave short presentations and answered any questions from the Committee members.

EXCLUSION OF PRESS AND PUBLIC

The remainder of the Agenda classified item 7 as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item is debated.

161. TOWN GRANTS

Town Grant applications were assessed on merit against five categories by each Councillor. Scores were then accumulated to calculate the award.

Applicant	Purpose	Amount
Folkestone Rescue	Rescue Boat	*£2,500
Folkey Birth Club	FBC Postnatal Circle	£1,700
South Kent Mind	Healthy Eating on a Budget	£1,000
Touchbase Care	Touchbase Care Christmas Meal	£1,500
Grimston Area Community Group	Accessibility and Engagement	£250
Disabled Friends and Family Assoc	Disabled children sports project	£650
Folkestone Twirlstars	Hall Hire and uniform	£1,000
Folkestone Gospel Singers	Singing For Health and Well-Being	£600
Folkestone Divers	Adults learn to swim project	£600
Gurkha Memorial Fund	10th Anniversary of The Memorial	£2,000
Fourth Wall Folkestone	Design + Art Fair	£1,200
Folkestone Documentary Festival	Folkestone Documentary Festival 2025	£2,000
Folkestone Choral Society	Mozart Requiem	£1,500
2nd and 4th Cheriton Guides	International Trip to The Azores	£250
a:dress	ReWear The Revolution!	£250
Folkestone Festivals	Summer of Bands on Bandstand 2026	£2,500
Total		£19,500

**Folkestone Rescue are to inform the Communities and Grants Officer of further funding received before funds are paid.*

Proposed: Councillor Peter Gane
 Seconded: Councillor Bridget Chapman
 Voting: F:11, Ag: 0, Ab:0

162. DATE OF NEXT MEETING

Thursday, 5 February 2026.

The Meeting concluded at 9.25pm

Chair 

Date 

Report to Folkestone Town Council

From: Councillor Mary Lawes, Kent County Councillor

Date: March 2026

Reporting Period: February 2026

1. Kent County Council Budget – Approved 12 February 2026

Kent County Council approved its £2.6 billion budget at the full Council meeting on 12 February 2026. The budget places significant focus on:

- Adult Social Care
- Children’s Services
- Environment
- Transport

The Council has increased its reserves, reduced overall debt, and will undertake no new borrowing. Importantly, the council tax demand is set at 3.99% below the maximum permitted level for the first time in 13 years. I am also pleased to report that no financial bailout from Government has been required.

2. Road of Remembrance

On 19 February, Councillor Baker and I attended a briefing regarding the Road of Remembrance (ROR), where we received an update on the position and stability of the embankment, along with details of the remedial works required.

It is anticipated that works will commence in Spring/Summer 2026 and continue through to Summer 2027.

3. Folkestone Library Provision

Grace Hill Library A call-in regarding Grace Hill Library will be discussed by the KCC Scrutiny Committee on 3 March. All parties agree that retaining community space within the building is important; however, the detailed arrangements must be workable and sustainable for everyone involved.

An offer has been received and is currently under consideration. Discussions are ongoing, and there is a clear intention to find a mutually acceptable solution.

New Library – 14 Sandgate Road

Work has commenced on the new library premises at 14 Sandgate Road and is progressing well, potentially ahead of schedule. The original anticipated opening date was May 2026; however, it may open sooner.

The new facility will house:

- The Library
- Adult Education services
- A future Family Hub (planned for the near future)

This represents an important investment in accessible services for the community. Which has not been available for the past 3 years.

4. Highways, Transport & Infrastructure

Highways Maintenance

The ongoing programme of pothole repairs and resurfacing works across the Folkestone East Division continues.

Resurfacing has been completed at:

- Harbour Way
- London Street
- East Cliff
- Parts of Crete Road East and West

Patching works have been completed along:

- Radnor Bridge
- Wear Bay Road
- Junction of Harbour Way and Dover Road

Resurfacing works are scheduled for:

- Foreland Avenue (junction with Wear Bay Road) on 5 March

Blocked drains continue to be a concern, particularly given winter rainfall and the hilly nature of parts of the division. Residents are encouraged to report blocked drains promptly to help mitigate flooding risks.

5. Cobbled Stones in the Harbour

The cobbled stones within the Harbour area are currently in poor condition, with some having sunk and caused several falls. These should have been relaid several years ago and now require urgent attention. Planned works, originally expected to commence in late February or

early March, have been delayed due to saturated ground conditions following prolonged winter rainfall. At present, no revised start date has been confirmed.

6. Potholes

A significant number of potholes have been filled across the division. However, continued winter rainfall has resulted in further deterioration of road surfaces.

Where the ground remains saturated, potholes cannot be permanently repaired unless they pose an immediate danger, as repairs will quickly fail in such conditions. While this is understandably frustrating for residents, it is necessary to ensure works are effective and durable.

Most known potholes have been reported. I encourage residents to continue reporting issues via the KCC “Report a Problem” system for roads and pavements.

7. Housing and Community Issues

I have continued to deal with a range of housing matters within the division. I have formally objected to several Houses in Multiple Occupation (HMOs), where family homes are being lost from the rental and affordable home ownership market.

The concentration of HMOs within Folkestone East is deeply concerning. Many are located in close proximity to one another in already densely populated streets where parking pressures are significant. There is a clear lack of supporting infrastructure and services to meet the needs of these communities, particularly in deprived areas. Despite these concerns, such applications continue to be approved.

In addition, I have dealt with:

- Neighbourhood parking issues
 - Poor-quality street cleaning
 - Fly-tipping
 - Tree-related concerns
 - A range of other resident enquiries
-

8. Deputy Cabinet Member for Communities

In my role as Deputy Cabinet Member for Communities, I have attended a number of community events and engagements across the county and within the division.

I continue to meet regularly with officers to monitor the progress of works, ensure timely completion, and raise new infrastructure needs within the division.

Councillor Mary Lawes

Kent County Councillor Folkestone East Division

Report from Councillor John Baker

Kent County Councillor for Folkestone West

Folkestone Town Council – Full Council Meeting, 12 March 2026

Grace Hill Library

At the time of writing, the Scrutiny Committee of Kent County Council is due to meet on 3 March to consider the call-in relating to the future of the Grace Hill Library building.

Library provision in Folkestone town centre is continuing, with services currently operating on a limited basis from an alternative location. A new town centre library facility is scheduled to open in May at 14 Sandgate Road, providing a full library service for residents.

However, the future of the Grace Hill building itself remains under consideration. Given its historic significance and long-standing role within the town, I have made clear that I believe all realistic options should be fully explored before any irreversible decisions are taken regarding disposal. I have submitted a statement to the Scrutiny Committee setting out this position and will continue to monitor developments and keep residents informed.

Road of Remembrance – Major Improvement Works

A landslip on 27 January 2024 left the historic Road of Remembrance buried under tonnes of soil and trees, forcing its immediate closure.

Kent County Council has confirmed that major reconstruction and stabilisation works are scheduled to commence in early summer 2026. The scheme represents an investment of approximately **£5 million** and is expected to take around 12 months to complete.

This is a significant infrastructure project for Folkestone West and the wider town. I will ensure residents are kept updated regarding timelines and progress as the works move forward.

Cycle Lanes – Cheriton Road and Folkestone Central Station

I continue to monitor the cycle lane schemes in Cheriton Road and around Folkestone Central Station.

While works are not yet fully complete, I am aware that the Central Station layout in particular is proving unpopular with some residents and has raised concerns regarding safety in certain locations.

I have arranged meetings with KCC Active Travel and Levelling Up officers to raise these concerns directly, review the safety implications, and explore whether practical improvements can be made where necessary.

Proposed Military Memorial – Road of Remembrance

I am aware of Bob Moulard's proposal for a military memorial along the Road of Remembrance. I recognise the importance of appropriately commemorating those who have served, particularly in such a historically resonant location.

I am happy to support efforts to progress this proposal in any way that I can within my role as the Kent County Councillor for Folkestone West.

Armed Forces Day

I am pleased to confirm that I am supporting Folkestone Armed Forces Day with a grant of **£1,000** from my Member funding allocation.

Should Town Councillors have any matters relating to Kent County Council services within Folkestone West, I remain available to assist.

Councillor John Baker

Kent County Councillor for Folkestone West

FOLKESTONE TOWN COUNCIL
SCHEDULE OF MEETING DATES 2026/27

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

	Planning Committee 19.00 (Thursday)	Community, Climate & Env. Committee 19.00 (Tuesday)	Finance & General Purposes Committee 19.00 (Thursday)	Grants Committee	Personnel Sub- Committee 18.00 (Thursday)	Full Council 19.00
April 2026	23	7 (C&E) 14 (CS)	16		16	
May 2026	14					Tuesday 5 (Annual Council) Tuesday 12 (Town Assembly)
June 2026	4 and 25	9	11			11 (AGAR) (18:00)
July 2026	16					
August 2026	6 and 27	18	20		20	
September 2026	10 and 24			3		17
October 2026	15	13	22			
November 2026	5 and 26					12
December 2026	TUES 15	8	10			
January 2027	7 and 28					14
February 2027	18	9	11	4	11	
March 2027	4 and 25					11
April 2027	8 and 29	13	15		15	
May 2027	20					Tuesday 18 (Annual Council) Tuesday 25 (Town Assembly)

N.B. ELECTIONS SCEHDULED 6 MAY 2027 - TBC



COMMUNITY, CLIMATE & ENVIRONMENT SERVICES COMMITTEE
TERMS OF REFERENCE
COMMITTEE STRUCTURE – (No.) MEMBERS

Purpose

To oversee and develop matters relating to community wellbeing, climate action, the natural and built environment, transport, culture, leisure and local services, and to make recommendations aligned with the Town Council's strategic objectives.

1. Finance & Governance

- Prepare budget forecasts for all Committee activities for submission to the Finance & General Purposes Committee to support the calculation of the precept for the ensuing year.
- Recommend amendments to these Terms of Reference where required.

2. Highways & Transport

Exercise Town Council powers in relation to:

- Ferry, bus and rail matters; bus shelters and related infrastructure.
- Cycling, community transport, rights of way, traffic and parking (in consultation with Highways England, KCC and FHDC).

3. Environment, Community & Local Services

Exercise Town Council powers in relation to:

- Local projects including horticulture, leisure, sport, recreation and Christmas lighting.
- Arts, libraries, education and health initiatives.
- Community safety (CCTV, Community Resilience Plan).
- Employment, skills, economic development and markets.
- Public conveniences, Folkestone Museum and Visitor Information Services.
- Car parking, public clocks, seating, street cleansing and youth facilities.
- Events, carnivals, communications and tourism.
- Oversee the Council's responsibilities under the Armed Forces Covenant and ensure fair treatment and support for serving personnel, veterans, and their families.

Continued

COMMUNITY, CLIMATE & ENVIRONMENT SERVICES COMMITTEE TERMS OF REFERENCE - Continued

4. Climate & Environmental Responsibilities

Exercise Town Council powers in relation to:

- Open spaces, common land, parks, gardens, recreation grounds and community gardens.
- Tree planting, flowerbeds and carbon-reduction planting strategies.
- Play equipment, sports and recreation facilities.
- Allotments, biodiversity plans, wildlife habitats and associated engagement with Allotment Associations.
- Beaches and Harbour (with relevant stakeholders).
- Delivery, monitoring and review of the Council's Climate Action Plan to achieve carbon neutrality by 2030.
- Environmental communications, partnerships and climate-related community initiatives.
- Plastic Free Folkestone initiatives and the town's Fairtrade status.

5. Environmental & Youth Initiatives

Make recommendations on:

- Projects supporting biodiversity, air quality, wildlife enhancement and renewable energy.
- Litter management and environmental cleanliness campaigns.
- Climate action, carbon reduction strategies and youth engagement opportunities.



FOLKESTONE TOWN COUNCIL DATA PROTECTION AND RETENTION POLICY

INTRODUCTION

The Town Council recognises it must at times, keep and process sensitive and personal information concerning employees, councillors and the public. It has adopted this policy to not only meet the legal obligations of the General Data Protection Act, but to ensure high standards of practice are followed.

The Town Council is open and transparent about its operations and works closely with the community. In the case of information that is not personal or confidential, the Town Council is prepared to make information available to the public. Details of information which is readily available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

DEFINITIONS

- 1.0 For the purposes of this policy, "record" shall be interpreted to mean any papers, files, books, photographs, tapes, films, recordings or other documentary materials or any copies thereof, regardless of physical form, made, produced, executed or received by any employee in connection with the transaction of Folkestone Town Council's business.
- 1.1 The term "electronic record" means any record which is created, received, maintained or stored on local workstations or central servers. Examples include, but are not limited to: email, word documents, spreadsheets and databases – including but not limited to file records, investigation reports, financial accounting records and payroll records.
- 1.2 "Official Records" are records maintained but not limited to Accounts (all financial records, VAT records, payroll records, bank accounts etc), electronic

records, HR records (personnel records, insurance records etc) and Council Operation records (agendas, minutes, correspondence etc).

DATA RETENTION

- 2.0 The purposes of this policy is to ensure that necessary records are adequately protected and to ensure that records which are no longer needed or are of no value are discarded at the appropriate time. ***Data must only be used for the purpose it was gathered for*** and should be deleted when it is no longer needed for that purpose.
- 2.1 Records and Documents that are no longer required under the Retention policy, may be required to be kept under the Archive policy, and before destruction this should be checked.
- 2.2 This policy relates to electronic records as well as physical “hard copies”.
- 2.3 Individuals responsible for the retention of records are also responsible for their destruction following the retention period.
- 2.4 Sensitive or confidential documents must be disposed of by shredding or other means to ensure that the material can no longer be read or interpreted.
- 2.5 Appendix 1 sets out the Town Council’s data retention requirements and the justification for the periods specified.
- 2.6 Record retention periods may be increased by government regulation, judicial or administrative constraint order, private or government contract, pending litigation or audit requirements. Such modifications supersede the requirements in appendix 1.

- 2.7 The Town Clerk will maintain a listing of major documents used in line with the requirements in appendix 1.
- 2.8 In the event of a government audit, investigation or pending litigation, record disposition may be suspended at the direction of the Town Clerk or Town Mayor and subsequently ratified by Council.
- 2.9 When litigation, complaints or investigations against the Town Council or its employees are filed or threatened, the law imposes a duty upon the Council to preserve all documents and records pertaining to the issues. In this instance the Town Clerk will notify appropriate employees of a 'hold' directive.
- 2.10 The hold under 2.9 supersedes the retention schedule in appendix 1, and the Town Clerk will inform employees when holds are cleared.
- 2.11 Electronic records such as emails and computer accounts will be immediately maintained by the Town Clerk until the hold is released. No employee who has been notified of a hold may alter or delete any electronic records that fall within the scope of that hold.
- 2.12 Violation of the hold may subject the individual to disciplinary action, up to and including dismissal as well as personal liability for civil and criminal sanctions by the courts or enforcement agencies.
- 2.13 No document list can be exhaustive. Questions regarding the retention period for any specific document or class of documents not included in the below table should be addressed to the Town Clerk who will consult with the Town Mayor or relevant committee chairman.

MAKING INFORMATION AVAILABLE

- 3.0 The Town Council Publication Scheme is a means by which the Town Council can make a significant amount of information routinely available without waiting for someone to specifically request it. The scheme is intended to

encourage local people to take an interest in the work of the Council and its role within the community.

- 3.1 In accordance with the Freedom of Information Act 2000, this scheme specifies the classes of information which the Council publishes or intends to publish, as well as an information guide giving greater detail of what the Council will make available. This aims to make it easier for the public to access information.
- 3.2 All formal meetings of the Town Council and its committees are subject to statutory notice given on the Council's noticeboards. The agendas are also published excluding exempt information on the Town Council website and circulated by e-mail to members.
- 3.3 The Town Council welcomes public participation and allocates time for public speaking time at Full Council meetings.
- 3.4 Occasionally the Council or committees may need to consider matters in private. This may include matters involving personal details of employees or where details of commercial sensitivity are to be discussed. This can only happen after a formal resolution to exclude the public and press has been passed and will specify the reasons for the decision.
- 3.5 Minutes from all formal meetings are public documents.

GENERAL DATA PROTECTION REGULATIONS

- 4.0 The General Data Protection Regulations seek to strike a balance between the rights of individuals and the sometimes-competing interests of those with legitimate reasons for using personal information. The policy is based on six core principles; however, a new principle of accountability puts the compliance burden on council, requiring council to produce and maintain documents that demonstrate what actions have been taken to achieve compliance such as using privacy notices and consent forms clearly showing

for what purpose data is being used; to demonstrate that data subjects have explicitly 'opted in'.

- 4.1 The Town Clerk as appointed Data Protection Officer will ensure all members and staff are aware of the law and how to handle data breaches that must be reported to the Information Commissioner's Office within a statutory 72 hours.
- 4.2 Conducting **Data Protection Impact Assessments** (DPIAs) to design data privacy into any new systems and processes will often be mandatory e.g. if new technology is deployed.
- 4.3 Sanctions over **sharing data outside the European Economic Area ("EEA")** are strengthened. This requires councils to ensure appropriate privacy safeguards are in place when using cloud-based services. Council's data is backed up at a Microsoft Trust Centre in the UK.
- 4.4 The underlying principles which Council will comply with, about personal data include:
 - a) Must be processed lawfully, fairly and transparently
 - b) Is only used for a **specific processing purpose** that the data subject has been made aware of and no other, without further consent.
 - c) Should be **adequate, relevant and limited** i.e. only the minimum amount of data should be kept for specific processing.
 - d) Must be **accurate** and where necessary **kept up to date**.
 - e) Should **not be stored for longer than is necessary**, and that storage is safe and secure.
 - f) Should be processed in a manner that ensures **appropriate security and protection**.
- 4.5 The Council will ensure that at least one of the following six lawful bases for processing personal data are met:

- a) Consent
 - A controller must be able to demonstrate that consent was given. Transparency is key: consents given in written declarations which also cover other matters must be clearly distinguishable, and must be intelligible, easily accessible and in clear and plain language.
 - Consent is defined as any freely given, specific, informed and unambiguous indication of the data subject's wishes – either by a statement or by a clear affirmative action.

- b) Legitimate interests
 - This involves a balancing test between the controller (or a third party's) legitimate interests and the interests or fundamental rights of and freedoms of the data subject – particularly where the data subject is a child. The privacy policy of a controller must inform data subjects about the legitimate interests that are the basis for the balancing of interests.

- c) Contractual necessity
 - Personal data may be processed if the processing is necessary in order to enter into or perform a contract with the data subject (or to take steps prior to entering into a contract).

- d) Compliance with legal obligation
 - Personal data may be processed if the controller is legally required to perform such processing e.g. complying with the requirements of legislation.

- e) Vital Interests
 - Personal data may be processed to protect the 'vital interests' of the data subject e.g. in a life or death situation it is permissible to use a person's medical or emergency contact information without their consent.

- f) Public Interest

- Personal data may be processed if the processing is necessary for the performance of tasks carried out by a public authority or private organisation acting in the public interest.

4.6 Attention is paid to the processing of any sensitive personal information and the Council will ensure that at least one of the following conditions is met:

- a) **Explicit consent** of the data subject has been obtained (which can be withdrawn).
- b) **Employment Law** – if necessary for employment law or social security or social protection.
- c) **Vital Interests** – e.g. in a life or death situation where the data subject is incapable of giving consent.
- d) **Charities, religious organisations and not for profit organisations** – to further the interests of the organisation on behalf of members, former members or persons with whom it has regular contact such as donors.
- e) **Data made public by the data subject** – the data must have been made public ‘manifestly’.
- f) **Legal Claims** – where necessary for the establishment, exercise or defence of legal claims or for the courts acting in this judicial capacity.
- g) **Reasons of substantial public interest** – where proportionate to the aim pursued and the rights of individuals are protected.
- h) **Medical Diagnosis or treatment** – where necessary for medical treatment by health professionals including assessing work capacity or the management of health or social care systems.
- i) **Public Health** – where necessary for reasons of public health e.g. safety of medical products.
- j) **Historical, Statistical or scientific purposes** – where necessary for statistical purposes in the public interest for historical, scientific research or statistical purposes.

4.7 The Council will ensure that individuals on whom personal information is kept are aware of their rights and have access to that information on request.

1. *The right to access personal data we hold on you*

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. *The right to correct and update the personal data we hold on you*

If the data we hold on you is out of date, incomplete or incorrect, you can inform us, and your data will be updated.

3. *The right to have your personal data erased*

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted.

4. *The right to object to processing of your personal data or to restrict it to certain purposes only*

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. *The right to data portability*

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7. The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or telephone 0303 123 1113

DISCLOSURE INFORMATION

5.0 The Council will undertake checks with the Disclosure and Barring Service as necessary and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosure Information.

Contact Details:

Town Clerk, Folkestone Town Council

Town Hall, 1-2 Guildhall Street, Folkestone, CT20 1DY

Email: town.clerk@folkestone-tc.gov.uk

Tel: 01303 257946

<i>Date Adopted</i>	<i>12 May 2020 (Full Council Min. 1692)</i>	<i>Review Date</i>	
<i>Revised Dates</i>	<i>12 March 2026 (Full Council Min.????)</i>		

APPENDIX 1 – DOCUMENT RETENTION AND DESTRUCTION

Document	Minimum Period of Retention	Reason
Signed Council & Committee Minutes	Permanent archive after administrative use	Archive / Public Inspection
Articles of Incorporation	Permanent archive after administrative use	Archive / Public Inspection
Charter	Permanent archive after administrative use	Archive / Public Inspection
By-Laws	Permanent archive after administrative use	Archive / Public Inspection
Corporate plans, strategies, policies, business plans, annual reports, asset registers, Employee Handbook	Permanent archive after superseded	Common Practice
Operating Procedures	2 years after superseded	Local Choice
Title Deeds, leases, agreements and contracts	Indefinite	Audit/Management

Licenses	Destroy 6 years after expiry	Management
Record of Complaints against the Council	Destroy after 6 years	Common Practice
Funding Documents	As required by individual funders	Funding requirements Documents will be kept as required by individual funders.
Press Releases	Destroy after 3 years	Local Choice
Receipt and Payment Accounts	Indefinite	Archive
Receipt books of all kinds	6 years	VAT
Bank Statements, including deposit/savings accounts	Last completed audit year	Audit
Cheque book stubs + Paying in books	Last completed audit year	Audit
Quotations and Tenders	12 Years	Limitations Act
Paid Invoices	6 years	VAT

VAT Records	6 years	VAT
Budget and estimates	Permanent archive after 3 years	Statutory
Accounts & Audits	Permanent archive after administrative use	Common Practice
Building Contracts	Life of building + 15 years	Statutory
Insurance Policies	40 years	Statutory
Insurance Claims	Destroy after 7 years	Management
Loans	Destroy 7 years after loan repaid	Common Practice
Investments	Indefinite	Audit / Management
Salary/Wage/tax Documents (Inland Revenue)	12 years	Superannuation
E-mail	2 years	Local Choice

Scanned Documents	2 years	Local Choice
Timesheets	Last completed audit year	Audit
Recruitment Documents – including Job announcements, Person Specifications, Job Descriptions	5 year Equal Opportunities claims	Local Choice
Documents on Persons not hired – to include application forms, letters, CV's and interview notes	1 year Equal Opportunities claims	Recommended Practice
Statutory Maternity/Paternity pay and leave records	Current tax year plus 3 years	Maternity and Parental Leave Regulations 1999
Accident books/reports	3 years or in the case of a child/young adult, until that person reaches the age of 21	RIDDOR (S1 1995/3163)
Personnel Administration – including CV's annual appraisals, disciplinary records, sickness, leave, training records, contracts, redundancy, promotion/pay awards/pay levels etc.	Destroy 6 years after person leaves the Council, except staff working with Children (25yrs)	Local Choice & Statutory
Prior to the destruction of the files, a summary of service record must be created. This will include Name, Position(s), dates of employment, pay levels etc. This will indicate references given to third parties.		
Summary of Service	Permanent	Local Choice
References	Destroy 5 years after person leaves the Council	Insurance

Register of Members Interests and Allowances	6 years, Income Tax,	Limitation Act 1980 (as amended)
Commercial Debt Recovery	Matters Active + 2 years	Local Choice
Investigation Services	Active + 2 years	Local Choice
Legal / Litigation Files	Active + 7 years	Local Choice
Play Park Inspection Forms	21 years	Legislation / Archive
Grants Application Forms	Last completed audit year	Audit
Register of Grants Paid	6 years	Audit
Mayor's Christmas Fund Applications	Last completed audit year	Audit
Registers of Christmas Fund Payments	6 years	Audit
Asset Register	10 years	Audit/Management



FOLKESTONE TOWN COUNCIL INFORMATION TECHNOLOGY POLICY

1.0 Introduction

The purpose of this Information Technology (IT) Policy is to establish clear guidelines for the use, management, and security of technology resources within the Town Council. These resources (including computers, networks, software, and data) are essential for delivering efficient services to the community and supporting the Council's operations.

2.0 Purpose of the IT Policy

The purpose of this IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties and helps to:

- **Protect Council Information Assets**
Ensure the confidentiality, integrity, and availability of all data and systems managed by the Town Council.
- **Promote Responsible Use**
Provide guidance for employees, contractors, and authorized users on the ethical and secure use of IT resources.
- **Reduce Risks**
Minimize exposure to cybersecurity threats, data breaches, and operational disruptions through consistent practices.
- **Ensure Compliance**
Align Council operations with applicable laws, regulations, and data protection standards, including GDPR and other relevant legislation.
- **Support Service Delivery**
Maintain a reliable and secure IT environment that enables the Council to serve residents effectively and uphold public trust.

3.0 Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address.

4.0 Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

5.0 Computer use

Hardware

5.1. Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of the Town Clerk). Any personal use of our computers and systems should not interrupt daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

5.2. Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

5.3. All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

5.4. Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

5.5. All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

5.6. Equipment should not be dismantled or reassembled without seeking advice.

5.7. Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

5.8. Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the Town Clerk.

5.9. Any faults or necessary repairs must be reported to the Town Clerk.

Equipment

Portable equipment

5.10. Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

5.11. It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

5.12. All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any non-council premises.

5.13. It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Any security set on these devices must not be disabled or removed.

5.14. Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have).

5.15. The Town Council has adopted MFA as a mandatory security measure for all systems that handle sensitive or personal data. This significantly reduces the risk of unauthorised access and strengthens overall information security.

5.16. Implementing MFA ensures compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018, and reflects best practice guidance from the National Association of Local Councils (NALC). All staff and authorized users must use MFA when accessing Council systems and services.

5.17. If an item of portable equipment is lost or damaged this should be reported to the Town Clerk.

5.18. To protect confidential information, the taking of photographs or videos within the Town Hall offices is strictly prohibited unless it is a requirement of the job and has been authorised. Prior written permission from the Town Clerk is required. This restriction applies to mobile phones with camera functions, camcorders, tape recorders, or any other device used for capturing sound or images, whether moving or still.

5.19. Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

5.20. In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Town Clerk.

Use of own devices

5.21. The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's network or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

5.22. However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties should be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

5.23. Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

5.24. In cases of legal proceedings against the council, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

5.25. Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

5.26. Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- i. use a strong password to protect their device(s) from being accessed.
- ii. configure their device(s) to automatically prompt for a password after a period of inactivity;

- iii. always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- iv. ensure secure WiFi networks are used;
- v. ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- vi. inform the Town Clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources.

5.27. Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time.

5.28. If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

5.29. Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.

5.30. Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

6.0 Health and safety

6.1. Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

6.2. The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's Staff Handbook.

6.3. Any VDU user who feels that their workstation requires changes to make it compliant must speak to the Town Clerk.

6.4. If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Town Clerk.

6.5. In line with Health and Safety legislation, and to promote the healthy use of workstations and display screen equipment (DSE), the following will apply:

- i. All staff using DSE must maintain correct posture and take regular breaks to reduce fatigue or strain.
- ii. Workstations will be provided and arranged to meet ergonomic standards.
- iii. Staff will be asked to undertake annual DSE assessments to ensure compliance with Health and Safety requirements, both at work and at home if applicable.
- iv. Any discomfort or health concerns must be reported promptly to the Town Clerk for review and adjustment.
- v. Guidance will be provided for safe use of DSE in both office and home working environments.

7.0 Password and Authentication Policy

7.1. All user accounts must be protected by strong, secure passwords. Users will be issued with a Complex Password Guide recommended by KnowBe4 and users will be asked to change periodically.

7.2. In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

7.3. To further strengthen account security:

- i. Initial user account passwords must be generated by the IT provider.
- ii. Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- iii. Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- iv. The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

7.4. Access to Passwords

- i. Passwords are personal and must not be shared under any circumstances.
- ii. Only the assigned user of an account may access or use the associated password.
- iii. In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.

7.5. Password Storage and Management

- i. Passwords must not be stored in plain text or written down in insecure locations.

7.6. Password Change Requirements

- i. Immediately change password if compromise is suspected.

7.7. Password Access Control and Logging

- i. All access to administrative or shared credentials must be logged and auditable.
- ii. Attempts to access unauthorised passwords will be treated as a security incident.

7.8. Responsibility

- i. Users are responsible for:
 - a. creating and maintaining secure passwords for their accounts.
- ii. The IT security provider is responsible for:
 - a. Managing system/service credentials.
 - b. Enforcing password policies. Auditing and monitoring password-related security practices.

8.0 Monitoring

8.1. The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

8.2. The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

8.3. Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

8.4. The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

8.5. The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

8.6. Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

8.7. Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

8.8. The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

8.9. Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

8.10. All computers will be periodically checked and scanned for unauthorised programmes and viruses.

9.0 Remote working

9.1. Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at a premises or any other different venue), as follows:

- i. if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- ii. the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- iii. any data printed should be collected and stored securely;
- iv. all electronic files should be password protected and the data saved to the council's system/services when accessible;

- v. papers, files or computer equipment must not be left unattended at a non-council premises unless arrangements have been made with a responsible person at a non-council premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- vi. any data should be kept safely and should only be disposed of securely;
- vii. papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- viii. where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- ix. Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

9.2. Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

9.3. Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

9.4. Email

- i. Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.
- ii. On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.
- iii. These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the Town Clerk, rather than assuming they know the right answer.

- iv. All councillors, staff, and other authorised users who need to use email as part of their role will be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.
- v. Email messages sent on the council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

10.0 Use of the Internet

Copyright

10.1. Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

10.2. It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

10.3 Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

10.4. Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

10.5. Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Town Clerk if unsure about anything.

Accuracy of information

10.6. One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

11.0 Trademarks, links and data protection

11.1. The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the Town Clerk.

11.2. Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is available on the S:Drive or on the Town Council's website.

12.0 Use of social media

12.1. Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

12.2. Personal use of social networking/media and chat sites on council owned IT systems and equipment should be restricted to breaks during working hours, or after hours with permission.

12.3. The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

12.4 To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of Folkestone Town Council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council."). Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, must inform the Town Clerk that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission.
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to

confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.

- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the Town Council **as a body**, should be referred to the Town Clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

12.5. Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council.

12.6. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

12.7. It is important to note that external stakeholder contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholder contact details from any personal device/equipment.

13.0 Misuse

13.1 Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

14.0 Use of Artificial Intelligence (AI)

14.1. AI tools may be used to support operations, provided human oversight is maintained and final decisions remain with authorised personnel. AI must not process sensitive or confidential information without approval, replace professional judgment, or generate official records without review.

14.2. All AI use must comply with applicable laws, security standards, and Town policies.

14.3 The Council reserves the right to audit, restrict, or suspend AI use at any time.

14.4 Staff using AI tools must receive appropriate training to understand system capabilities, limitations, and ethical considerations.

<i>Date Adopted</i>	???.???.?? (Full Council Min.	<i>Review Date</i>	
<i>Revised Dates</i>			

This report will be made public on 6 March 2026

**Folkestone
Town Council**



Report Number **C/26/411**

To: Full Council
Date: 12 March 2026
Status: Public Report
Responsible Officer: Town Clerk

Subject: **GOVERNANCE AND ACCOUNTABILITY RISK
ASSESSMENT AND INSURANCE REVIEW 2026/27
C/26/411**

SUMMARY:

This report updates the Governance and Accountability Risk Assessment and reviews the current levels of insurance.

REASONS FOR RECOMMENDATION

The Council is asked to agree the recommendations below because:

- a) The Council is required to demonstrate that it has considered any risks which may affect its business.
- b) The Council must be adequately insured.

RECOMMENDATIONS:

- 1. To receive and note Report C/26/411**
- 2. To approve and adopt the Governance and Accountability Risk Assessment 2026/27**
- 3. To approve the Insurance Review and any recommended amendments to insurance cover**

Aims and Objectives – To carry out a business risk assessment and make certain that the Council has adequate insurance cover

Financial Implications – The present budget for insurance premiums is adequate

Equal Opportunities – Equal opportunities for all

Environmental Impact - The environmental impact has been considered in the preparation of all budgets

Folkestone Town Council

Governance and Accountability

Risk Assessment

2026/27

DRAFT

No.	Risk Description	Impact	Likelihood	Risk Rating	Existing Measures Taken	Recommendations
1.	Failure to attract sufficient candidates for vacancies or elections	Negligible 1	Possible 2	Low 2	Council activities published on website and in community magazine. Publicise elections & vacancies on notice boards, social media and website.	
2.	Councillors lack relevant skills, commitment or work in isolation.	Negligible 1	Possible 2	Low 2	Councillors' skills are reviewed upon election. In-house and external training offered. Members Welcome Pack & Good Councillor Guide Town Clerk and officers roles clearly defined.	
3.	Lack of Strategy and Forward Planning.	Moderate 2	Unlikely 1	Low 2	Council adopts a four year Corporate Plan which sets out key aims and objectives. Councillors skills are reviewed and appointments to committees are made utilising individual strengths and interests wherever possible.	
4.	Adverse publicity and the impact on the services and facilities offered to the public. Lack of consultation.	Negligible 1	Possible 2	Low 2	Good working relationship with the local media to ensure that the public are informed of any future projects or events. Agendas and minutes of Council meetings are available to the public. The Council promotes full disclosure and transparency. Decisions delegated to the Town Clerk relating to the granting of a permission or license, affecting the rights of an individual or awarding a contract or incurring material expenditure are made available for viewing by the public and retained by the Council for 6 years	
5.	Breaking and entering into the Town Hall offices & museum.	Severe 3	Unlikely 1	Medium 3	Intruder alarms and fire extinguishers fitted. Secure locks fitted. Record of key holders maintained. Emergency call-out measures in place.	

No.	Risk Description	Impact	Likelihood	Risk Rating	Existing Measures Taken	Recommendations
					Alarms and fire protection equipment serviced at least annually. CCTV Coverage. Security Grille to rear door corridor.	
6.	Damage to third party property or individuals.	Severe 3	Unlikely 1	Medium 3	Public Liability Insurance with reputable insurance provider. Staff awareness of health and safety policy.	
7.	Loss or damage to Council properties, furniture and equipment.	Severe 3	Possible 2	High 6	Town Hall building and contents insured with reputable insurance provider. Furniture and equipment insured by the Town Council with reputable insurance provider. Maintenance of asset register. Regular maintenance of equipment including alarms and fire extinguishers. Staff presence during Museum opening hours. CCTV Coverage.	
8.	Loss of cash through theft or dishonesty.	Moderate 2	Unlikely 1	Low 2	Fidelity Guarantee with reputable insurance provider - sufficient to cover a minimum of total reserves plus half of precept. Regular banking of cash receipts. Thorough vetting process for job applicants and annual staff reviews. Minimise distance between office and bank. Carry out banking at random times.	
9.	Loss of Council funds held in bank accounts.	Severe 3	Unlikely 1	Medium 3	Fidelity Guarantee with reputable insurance provider - sufficient to cover a minimum of total reserves plus half of precept. Monthly bank reconciliations. Two approved signatures for all payments.	

No.	Risk Description	Impact	Likelihood	Risk Rating	Existing Measures Taken	Recommendations
					Regular schedule of payments reports to Finance & General Purposes Committee. Internal Audit. External Audit.	
10.	Insolvency of insurance company.	Severe 3	Unlikely 1	Medium 3	Use of one of the largest companies providing specialist cover for Councils.	Seek advice from the Financial Services Authority if in doubt regarding insurance company.
11.	Failure to keep proper financial records in accordance with statutory requirements.	Severe 3	Unlikely 1	Medium 3	Regular financial reporting. Adoption of Financial Regulations. Internal Audit checks. Annual External Audit. Appropriate staff training.	
12.	Non-payment of bills.	Severe 3	Unlikely 1	Medium 3	Efficient financial systems. Appropriately trained staff.	
13.	Insufficient precept to provide Council services.	Severe 3	Unlikely 1	Medium 3	Approval of budget by full Council. Provision of regular budget monitoring statements.	
14.	Insufficient reserves to meet unexpected expenditure.	Severe 3	Unlikely 1	Medium 3	Regular monitoring of general reserves. Prudent budgeting.	
15.	Failing to comply with legislation and council policies.	Severe 3	Unlikely 1	Medium 3	Qualified Town Clerk. All key legal and regulatory requirements are identified. Regular Committee meetings. Internal Audit. External Audit. Councillor and staff training. FTC employs the services of Peninsula as both HR and H&S consultants to assist with risk mitigation and competent person.	
16.	Failure to ensure that employment law, pension and PAYE/N.I. regulations are adhered to.	Severe 3	Unlikely 1	Medium 3	Contracts of employment for all staff. Systems in place for updating records for changes in relevant legislation. Maintenance of accurate personnel files. Organogram in operation providing clarity of posts.	

No.	Risk Description	Impact	Likelihood	Risk Rating	Existing Measures Taken	Recommendations
17.	Unfair dismissal claims.	Severe 3	Unlikely 1	Medium 3	Disciplinary policy and grievance procedure in place. All staff are offered training. All staff have an annual appraisal and regular meetings with the Town Clerk. All staff have a job description and receive a copy of the employee handbook. Seek advice from Peninsula to ensure regulations are correctly administered.	
18.	Loss of Key Staff	Severe 3	Unlikely 1	Medium 3	Systems, plans and processes are documented wherever feasible. More than one member of staff trained in particular functions wherever possible. Training is offered to all staff. Formal Notice Period written into Contracts. Senior staff have longer notice periods.	Succession planning.
19.	Physical and/or verbal abuse of staff and/or visitors.	Severe 3	Possible 2	High 6	CCTV coverage. Staff awareness of health and safety policy. Appropriate training for frontline staff. Employers' liability cover with reputable insurance provider. Risk assessments carried out for all activities undertaken by employees. Lone working policies, procedures and risk assessments	
20.	Failure to ensure HMRC regulations are met with regard to VAT and the construction industry scheme.	Severe 3	Unlikely 1	Medium 3	Regular returns to HMRC. Systems in place for updating records for changes in relevant legislation. Appropriately experienced/trained staff.	
21.	Failure to comply with Health & Safety and Fire regulations.	Severe 3	Unlikely 1	Medium 3	Annual review of Health & Safety Policy. Prominent display of Health & Safety and Fire Safety advice.	

No.	Risk Description	Impact	Likelihood	Risk Rating	Existing Measures Taken	Recommendations
					Appropriately trained staff. External Competent Person appointed.	
22.	Failure to provide accurate reporting of Council business.	Moderate 2	Unlikely 1	Low 2	Minutes properly numbered and paginated with a master copy in safekeeping. Minutes circulated appropriately. Minutes placed on website (in draft initially). Minutes approved at next meeting.	
23.	Failure to ensure the proper use of funds granted to local community groups.	Negligible 1	Unlikely 1	Very Low 1	Schedule of payments reported to Finance & General Purposes Committee. Internal Audit. External Audit. Feedback forms.	Review of feedback forms from successful applicants to confirm appropriate use of grants.
24.	Failure to respond to electors wishing to exercise their rights of inspection.	Negligible 1	Unlikely 1	Very Low 1	Minutes placed on website. Meet statutory dates and comply with legislation. Advertising of end of year accounts and making them available to the public for inspection, as required under the Financial Regulations.	
25.	Failure to record members' interests, gifts and hospitality received.	Moderate 2	Unlikely 1	Low 2	Register of Disclosable Pecuniary Interest and a register of gifts and hospitality received, kept by Town Clerk. Disclosures of interest as item on agendas. Internal Audit check. Update declarations of interest by Councillors is Councillors responsibility when circumstances change.	Annual reminder sent to Councillors requesting that they update the disclosure of pecuniary interests register.
26.	Inappropriate use of amenities/facilities by third parties and community groups.	Moderate 2	Unlikely 1	Low 2	Leases and agreements in place for use/hire of amenities/facilities by third parties and community groups. Annual review of Leases & Agreements.	
27.	Failure of Computer System in whole or part.	Severe 3	Possible 2	High 6	Service contract with reputable organisation.	

No.	Risk Description	Impact	Likelihood	Risk Rating	Existing Measures Taken	Recommendations
					Virus protection and data backup via Microsoft Azure Cloud and physical disk. Multi-factor authentication enabled. Cyber Essentials certification. All PCs running Windows 11 and Microsoft 365 Business Premium. Staff Training.	
28.	Failure to comply with codes of practice for procurement of goods and services.	Moderate 2	Unlikely 1	Low 2	Purchase order system. Contracts awarded in line with Standing Orders, Financial Regulations and Procurement Policy. Adherence to codes of practice for procurement.	Review of Financial Regulations & Procurement Policy
29.	Failure to comply with GDPR & Freedom of Information Act	Severe 3	Unlikely 1	Medium 3	Town Clerk appointed as Data Protection Officer. GDPR Fundamentals certification. Annual review of Data Protection and associated audits & procedures. Council adheres to the model publication scheme. The Council is registered with the ICO. Staff Training.	
30.	Government Policy and changes in legislation	Severe 3	Highly Likely 3	Very High 9	All proposed legal and regulatory changes affecting local authorities monitored and reviewed. Membership of NALC. KALC & SLCC ensures Council is always informed of any proposed changes.	

Public Liability		£15,000,000	
Employer's Liability		£10,000,000	
Hirer's Liability		£2,000,000	
Libel and Slander		£250,000	
<i>Motor Vehicle:</i>			
Damage to Property		£5,000,000	
Repairs		No limit	
Motor Legal Expenses and Uninsured Loss Recovery		£100,000	
Fidelity Guarantee (All Members and Employees)		£2,000,000 (See Note 2)	
Personal Accident (Accident and Assault Cover)		From £Nil to Max (3 x annual earnings)	

** It is an Audit requirement that assets, as shown in the balance sheet, are not revalued but remain at purchase price. However, they are insured at replacement or rebuild value.*

Notes

1. The Council's Civic Regalia was professionally valued by a NAG Registered Valuer in August 2006. The Insurance Company has applied its standard annual increase (index linked) to all items.
2. The external auditor recommends that the fidelity guarantee insurance should be at least equivalent to cash and investments at year end plus half the precept. At the end of 2024/25 this equated to:

Cash and Investments	£660,235
Half Precept	<u>£500,295</u>
	<u>£1,160,530</u>

The cover of £2,000,000 is sufficient to comply with the external auditor's advice.

This report will be made public on 6th March 2026.

**Folkestone
Town Council**



Report Number C/26/412

To: Full Council
Date: 12 March 2026
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: TREASURY MANAGEMENT STRATEGY REPORT
C/26/412

SUMMARY:

This report provides an update on the treasury management activities that have taken place during 2025/26 and attaches the proposed Investment Policy for 2026/27.

REASONS FOR RECOMMENDATIONS:

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

1. The Council must have regard to the Financial Codes when carrying out it's duties under Part 1 of the Local Government Act 2003.
2. The Financial Standing Orders require that the Council receives an annual report on it's treasury management activities.

RECOMMENDATIONS:

- 1) **To receive and note Report C/26/412**
- 2) **To adopt the Investment Policy, as attached for the financial year 2026/27.**

Aims and Objectives – Corporate Priority 9 – Improve the corporate management and efficiency of the Town Council

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

Equal Opportunities – Equal access to services

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

1.0 REVIEW OF ACTIVITIES FOR 2025/26

- 1.1 The Council's main source of income for 2025/26 was the Precept. In accordance with good practice and the Council's approved policy, the majority of the surplus monies were invested with Folkestone & Hythe District Council and CCLA Public Sector Deposit Fund.
- 1.2 The bank rate decreased steady throughout the year from 4.25% in August 2025 to 3.75% in February 2026.
- 1.3 Some additional funds have been held in deposit accounts, and approximately £6,255 has been received during 2025/26.
- 1.4 The Council opened a new investment account with CCLA in 2024/25 with an initial deposit of £240,000 using the investment balance from Folkestone and Hythe District Council's investment account.
- 1.5 The Council has received the following interest from Investment Accounts between 1st April 2025 and 3rd March 2026:

Folkestone & Hythe District Council: £6,884.38

CCLA: £9,613.82

As interest is received six-monthly in arrears from Folkestone & Hythe District Council, a comparison between these two investment accounts will be made once the next interest payment is received in April.

- 1.6 The Council had the following amounts invested or in deposit accounts at the dates shown:-

	<u>Investment:</u>	<u>Savings Accounts:</u>
At 31 st March 2025:	£480,000	£106,113
At 3 rd March 2026:	£480,000	£156,728

The following bank balances as at 3rd March 2026 are listed below:

HSBC Current Account

- Primarily used for processing payments to suppliers and staff salaries.
- Account bank balance: £100,468.58

Unity Trust Bank Current Account

- Secondary current account for processing payments to suppliers and staff salaries.
- Account bank balance: £44,196.48

HSBC Receipts Account

- Used for collecting payments on the reception till for Museum workshops, retail and allotments payments.
- Receipts Account bank balance: £14,602.64

HSBC Deposit Account

- Used for holding precept funds and earn interest on investments.
- Current AER interest at 1.36%
- Interest received from 1 April 2025 to 28 February 2026 is £4,664.77.
- Deposit Account bank balance: £73,579.05

Cambridge Building Society Council Saver Account

- Variable interest is received annually in April.
- Current AER interest 1.55%
- Interest received from 1 April 2025 to 28 February 2026 is £1,590.61.
- Deposit Account bank balance: £83,148.90

Folkestone & Hythe District Council Investment Account

- Loan to Folkestone & Hythe District Council current balance of £240,000.
- Variable interest average, currently 3.8%
- Interest is received half yearly. From 1 April 2025 to January 2026 is £6,884.38.
- Next investment interest will be received in April 2026.

CCLA Public Sector Deposit Fund

- CCLA current balance of £240,000.
- Variable interest average: 4.1%
- Interest is received monthly. From 1 April 2025 to February 2026 is £9,613.82.

2.0 INVESTMENT POLICY 2026/27

- 2.1 The Council is asked to approve the attached Investment Policy for 2026/27 which complies with the requirements of the Local Authorities Regulations 2003.



Folkestone Town Council's Investment Policy

Investment Policy

1.0 POLICY STATEMENT

- 1.1 Folkestone Town Council acknowledges its responsibility on behalf of the community and the importance of prudently investing any reserves held by the council.
- 1.2 This strategy complies with the revised requirements set out in the Guidance on Local Government Investments issued by the Department of Housing, Communities and Local Government.
- 1.3 The council defines its treasury management objective as “the management of the council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”
- 1.4 The Local Government Act 2003 states that a local authority may invest: - for any purpose relevant to its functions under any enactment - for the purpose of management of its financial affairs.
- 1.5 Where a council builds up balances these must be safeguarded by investing in an appropriate account. Investing balances must be done prudently.

2.0 OBJECTIVES

- 2.1 The general policy establishes formal objectives, practices and reporting arrangements for the effective management and control of the Council’s treasury management activities and the associated risks.

The council’s investment priorities are:

1. Security – Protecting the capital and reserves invested from loss.
2. Liquidity – Ensuring the funds invested are available for expenditure when needed.
3. Optimum return on investment.

The council’s investment duties are:

1. All investments to be made in sterling.

2. Investments to be spread over different providers where appropriate to minimise risk.
 3. The council to monitor the risk of loss on investments reviewed on a regular basis.
- 2.2 The procedure for undertaking investments, considering the need for timely and speedy placing of deals shall be documented by the Responsible Financial Officer and approved by the Finance and General Purposes Committee or Council before any investments are placed.
 - 2.3 The Council shall diversify its reserves between multiple relatively highly rated UK banks and building societies.
 - 2.4 A significant percentage of the Council's bulked reserves shall be placed on interest bearing term/notice deposits.
 - 2.5 The Town Council may also invest in the CCLA Public Sector Deposit Fund.

3.0 REPORTS

- 3.1 Investment forecasts for the coming financial year are considered when the budget is prepared.
- 3.2 During each financial year, the Finance and General Purposes Committee or Council and Town Clerk shall report to the full Council any investments made in line with this Strategy.

4.0 REVIEW OF THIS POLICY

- 4.1 Any revisions to this policy shall be approved by the Finance and General Purposes Committee or Full Council.
- 4.2 The Finance and General Purposes Committee or Full Council shall review this policy annually and recommend any proposed changes prior to the commencement of the new financial year.

<i>Date Adopted</i>	<i>13 March 2025 (F&GP 2159)</i>	<i>Review Date</i>	<i>2026</i>
<i>Revised Dates</i>			

———— **POLICY ENDS HERE** ————