

ANNUAL REPORT 2020/21

J Childs
FOLKESTONE TOWN COUNCIL



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TOWN MAYOR 2020 - 2021

I was truly honoured to have been elected Town Mayor for the municipal year 2020/21 and it is an honour to be able to represent my hometown to the best of my ability. Little was I nor the community at large to realise the long-term impact the Covid-19 pandemic was going to have on our daily lives and duties.

I was extremely proud to be taking on the role after the excellent work of my predecessor, Cllr Jackie Meade, hoping to continue building our links with all communities, charities and organisations across the town. But unfortunately, the restrictions meant my opportunities were limited. Like everyone, we faced a year of social distancing, remote meetings and having to cancel long-held traditions and plans.

My first duties thankfully allowed my household to take part, so as a family we were able to lay wreaths on behalf of the Town Council and town residents for Normandy Veterans Day and William Harvey Sunday.

Unfortunately, our Canada Day, Armed Forces Day, VJ Day, Remembrance Day and all public memorial services continued to be impacted by restrictions. It was hard not to be able to hold our commemorations in standing with tradition. However, my duty to public safety was imperative.

My first meeting with people outside of my own household was not until August, when I received an invitation to join Pastor Abi and the community of The Redeemed Christian Church of God. It was a wonderful opportunity to promote our diversity and celebrate the collaborative works within our vulnerable communities. Highlighting the importance of tolerance, social cohesion and respect as the church and wider community had been subjected to racial abuse, hate crime and criminal damage.

Also, in August I was able to visit with the Folkestone Community Hub at Three Hills, to meet the amazing team of volunteers who had come together to support our vulnerable and shielding residents during the lockdown, I was so impressed, I signed up as a volunteer.



During the year I've been so pleased to have worked alongside the Folkestone Museum, with videos on our favourite collections, the opening of the David Railton Exhibition and joining excellent Zoom events laid on by the Friends of the Folkestone Museum.

I had the extreme honour of welcoming and hosting the Ambassador of Nepal, His Excellency Dr. Durga Subedi, and Mrs Subedi on their farewell tour before they departed for Nepal.

I, with Bella, my dog, took part in The Big Sleep Out, building and sleeping in a temporary structure overnight, in order to raise awareness of homelessness and funds for the Rainbow Centre's Winter Shelter.

Through the support of the Town Clerk, Officers, Councillors, local volunteers and businesses we were able to help provide support for vulnerable families with The Mayor's Packed Lunch Scheme. This developed further and during the two week Christmas period, with the support of The Three Hills, we provided local families hot meals and Christmas presents.

It's been an incredible time; I can only imagine how different the year could have been if circumstances had been different. However, I hope during my limited time and ability, I have been able to represent my hometown of Folkestone honourably.

Councillor Michelle Keutenius
Town Mayor 2020-2021

INCOME AND EXPENDITURE ACCOUNT

For the Period ended 31 March 2021

	2020/21	2019/20
	£	£
INCOME		
Precept on District Council	873,950	807,860
Bank and Investment Interest	111	2,477
Allotments	10,117	9,800
Rental Receipts	3,700	16,522
Funding for Museum/Heritage	119,253	105,802
Museum/Heritage Sales	128	1,751
Play Areas	100,000	0
Neighbourhood Fund	22,011	0
Community Transport	71,303	0
Other	31,932	46,797
	<u>1,232,505</u>	<u>991,009</u>
 EXPENDITURE		
Employees/Administration	432,928	418,546
Democratic Costs	75	40,255
Civic and Ceremonial	13,951	19,532
Premises	89,224	103,483
Services	277,880	344,923
Fees	2,888	34,567
Museum/Heritage	53,416	99,636
	<u>870,362</u>	<u>1,060,942</u>
 GENERAL FUND		
Balance as at 1 April	114,664	130,081
Add: Total Income	1,232,505	991,009
Deduct: Total Expenditure	870,362	1,060,942
	<u>378,807</u>	<u>60,148</u>
 Transfer (to)/from Reserves and Provisions:		
New Services	5,553	23,538
TKL Balancing Pond Maintenance	0	40
Tree Planting	0	7,391
Museum/Heritage	(68,940)	(30,220)
Bus Shelters	5,145	(9,000)
Ward Grants	(4,892)	(8,406)
Town Grants	(6,394)	1,604
FTC Elections	(10,200)	18,834
Armed Forces' Day/Air Show	0	12,035
Salt Bins	145	0
Flowerbeds & Planters	0	4
Leas Flowerbeds	0	2,549
Play Areas	(100,000)	0
CCTV Maintenance	19,657	33,813
Christmas Events (Cheriton)	139	1,364

Neighbourhood Fund	(22,011)		0	
Lunches for Children	(1,030)		0	
Christmas Gifts for Children	(1,187)		0	
Community Transport	(71,303)		0	
Outstanding Invoices	31	(255,287)	970	54,516
General Reserve Balance at 31 March		<u>221,520</u>		<u>114,664</u>

Balance Sheet as at 31 March 2021

Fixed Assets	2020/21 £		2019/20 £	
Freehold Land and Buildings	700,000		700,000	
Vehicles and Equipment	385,481		330,151	
Community Assets	<u>2,335,905</u>	3,421,386	<u>2,335,904</u>	3,366,055
		<u>3,421,386</u>		<u>3,366,055</u>
Current Assets				
Sundry Debtors	0		0	
HM Revenue & Customs - VAT	25,066		27,172	
Prepayments	0		0	
Stock Balance (Museum Merchandise)	913		942	
Current Bank Account	129,158		11,368	
Deposit Bank Account	250,000		0	
Short Term Investments	500,000		500,000	
Receipts Account	1,000		1,000	
Petty Cash	62		500	
Museum Shop Float	100		100	
Corporate Credit Card	<u>1,500</u>	907,799	<u>1,500</u>	542,582
Current Liabilities				
Sundry Creditors	4,672		22,420	
Receipts in Advance	8,051		4,419	
Accruals	<u>37,339</u>	50,062	<u>20,149</u>	46,988
		<u>857,737</u>		<u>495,594</u>
Net Current Assets		857,737		495,594
Long Term Liabilities				
PWLB Outstanding Loan for Office Building	<u>308,666</u>	308,666	<u>332,171</u>	332,171
Net Assets		<u>3,970,457</u>		<u>3,529,478</u>

	2020 / 21	2019 / 20
	£	£
Represented by:		
Fixed Asset Restatement Account	3,421,386	3,366,055
PWLB Outstanding Loan for Office Building	(308,666)	(332,171)
Capital Receipts Reserve	0	0
Earmarked Reserves and Provisions:-		
New Services	93,687	99,240
Museum/Heritage	289,504	220,564
Tourism	4,735	4,735
Bus Shelters	3,855	9,000
Ward Grants	14,684	9,792
Town Grants	7,490	1,096
FTC Elections	10,200	0
Armed Forces' Day / Air Show	6,168	0
Salt Bins	2,000	6,313
Anti-Litter Campaign	100,000	2,000
CCTV Maintenance	0	19,657
Christmas Events (Cheriton)	3,228	3,367
Neighbourhood Fund	22,011	0
Lunches for Children	1,030	0
Christmas Gifts for Children	1,187	0
Community Transport	71,303	0
Outstanding Invoices	5,135	5,166
 General Reserve	 <u>221,520</u>	 <u>114,664</u>
	3,970,457	3,529,478

PRECEPT 2020/21								
Household Band	A	B	C	D	E	F	G	H
£ per annum	40.33	47.05	53.77	60.50	73.94	87.39	100.83	121.00
£ per week	0.77	0.90	1.03	1.16	1.42	1.68	1.93	2.32

THE TOWN COUNCIL'S MISSION

THE TOWN COUNCIL'S MISSION

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

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

We aim to do this by:

- *Improving the appearance and quality of the environment in which we live*
- *Encouraging a greater participation in the governance of our town by all sectors of society*
- *Working in partnership with Folkestone and Hythe District Council, Kent County Council and other organisations to improve the public services in the town*
- *Working in partnership with the business and leisure communities to improve the experience of our visitors and thereby encourage the growth of tourism*
- *Supporting the work of community groups and voluntary organisations with grant aid and co-ordinating their activities to improve the social fabric of our community*
- *Working in partnership with Folkestone and Hythe District Council's Crime and Disorder Reduction Partnership to reduce the level of crime and anti-social behaviour in the town and encouraging the socially excluded back into the fold*
- *Sustaining the principals of “Quality Gold Council” status, following accreditation*

Future Events and Notes for your Diary

Due to the ongoing Coronavirus Pandemic civic events may be subject to change.

Date	Event
11 May 2021	Mayor Making (Lord Warden)
6 June 2021	D - Day (NVA)
6 June 2021	William Harvey Sunday
20 June 2021	Town Sunday
20 June 2021	Blessing of the Fisheries
1 July 2021	Canada Day
15 August 2021	VJ Day Anniversary
15 September 2021	Battle of Britain Wreath Laying
17 October 2021	Trafalgar Day
7 November 2021	Dedication of Garden of Remembrance
11 November 2021	Machine Gun Corps
14 November 2021	Remembrance Sunday
27 January 2022	Holocaust Memorial Day

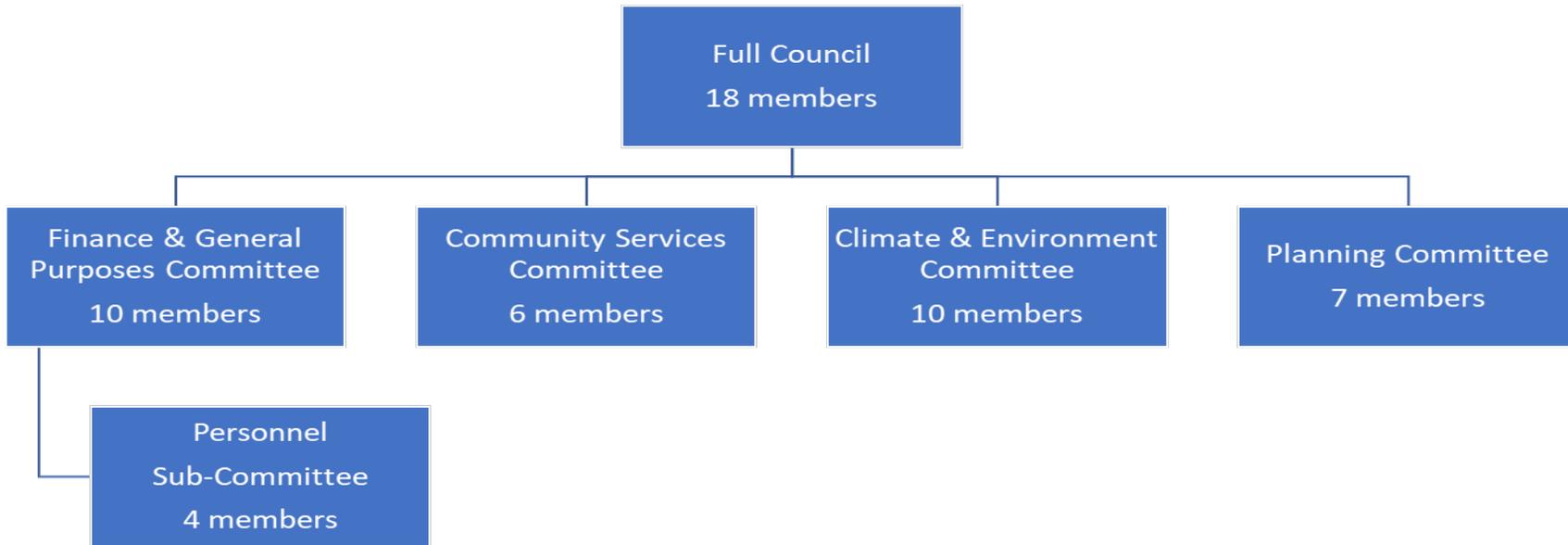


Garden of Remembrance Crosses



COUNCIL STRUCTURE

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



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

Committee Meetings 2021/22

	Planning Committee (Thursday)	Community Services Committee (Tuesday)	Climate & Environment Committee	Finance & General Purposes Committee (Thursday)	Personnel Sub-Committee (5.00pm)	Full Council
May 2021	20					Tuesday 11 (Annual Council)
June 2021		1	3	17		17 (AGAR Meeting)
July 2021						
August 2021				19	19	
September 2021			2			9
October 2021		12	14	21		
November 2021						11
December 2021				16 (Budget Meeting)		
January 2022						13 (Precept Meeting)
February 2022		1	3	17	17	
March 2022						17
April 2022		5	7	21	21	
May 2022	19					Tuesday 10 (Annual Council) Tuesday 17 (Town Assembly)

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

Community Services Committee

Due to the unprecedented nature of the global pandemic the number of formal Committee meetings were reduced compared to the standard number in previous years. The Committee met on three occasions, all of them remotely via Zoom. The following working groups were approved including Community Events (Volunteers), Museum Ambassadors, Environment (Champions) and Heritage Boards.



Due to Covid restrictions and in compliance with legislation it was resolved that no events would be organized by FTC in this financial year, but that Christmas lights and Christmas trees were to be displayed to celebrate Christmas. We continued to support the tree planting schedule and work with the County Council Tree Officer to improve the look of the Town by increasing the number of trees.

In light of the increased unemployment and precarious situation for many families in Folkestone, Councillors in collaboration with the Mayor raised money through member ward grants to help to provide free packed lunches for Folkestone children over the October half term. In a further emergency meeting the committee helped to raise further moneys to buy and to distribute toys to disadvantage children in the town.

The Environment Champion working group recommended Council create a new Environment Committee which would encompass some of the current remit of Community Services. The final decision about the makeup of the group, the frequency and the scope of the new Committee has yet to be ratified at the next Full Council meeting.

Our commendations and appreciation go to all of the Officers of the Town Council who have continued with their sterling efforts despite the ongoing tribulations that the pandemic has caused.

Councillor Abena Akuffo-Kelly
Chairman

Committee Members 2020/21: Councillors Belinda Walker, Paul Bingham, Jonathan Graham, Abena Akuffo-Kelly, Michelle Keutenius, Roger West, Ann Berry and Peter Gane.

Planning Committee

The Coronavirus pandemic hugely affected how Folkestone Town Council could meet as an administrative body and it was problematic for the Committee's also, including the Planning Committee which ordinarily would meet every 3rd Thursday.

It was resolved that a Planning list would be emailed out at the start of each week for Councillors to reflect over and give their decisions by return of email at the end of the week, once the decisions where combined, comments have been submitted to the District Council under the Town Clerks Scheme of Delegation.

It was felt most applications were not objectionable and therefore a formal Zoom meeting could be scheduled for any more contentious applications if any Councillors felt there was a need for debate. Typical applications were for small works, extensions, renovations, new double glazing etc and most members of the Committee are usually happy to give consent as long as the building/alteration is in keeping with its neighbourhood and it doesn't have an adverse response from its neighbours.

Much of the new developments were aimed at the 'luxury' end of the market with no major projects meeting the need for affordable housing (renting or buying).

The Committee as a whole were united when it came to 'green' initiatives, being positive to applications that were environmentally friendly and where trees were absolutely required to be removed it was requested that replacements be planted.

Councillor David Horton
Chairman

Finance and General Purposes Committee

This is the end of the second financial year of this administration. There have been four Committee meetings during the past year. The F&GP Committee plays an important role within the Council. We work towards the finance and budgeting on behalf of taxpayers and this year that has been a mammoth task. The budget is presented each year to the whole Council for approval.

I would like to take this opportunity to thank my colleagues on the Committee for their hard work and to our Officers who present and maintain the budget on behalf of the Town Council, this year they have maintained their professionalism during a time of unprecedented uncertainty. As a Council we strive to keep the precepts as low as possible while maintaining and taking on new assets for the town as you may remember from last year report we were in the process of taking on some play Parks from FHDC to FTC this is now completed. Working with FHDC and others in partnerships, we are talking about working together to achieve a strong and vibrant town.

I would personally like to thank the Town Clerk and Finance Officer for all their help, support and hard work. Their diligence in ensuring the Councils finances are healthy, maintaining documents and meeting audit standards. I especially want to thank them both for the help and advice they have personally given me.



Councillor Nicola Keen
Chairman

Committee Membership 2020/21: Councillors Jackie Meade, Ray Field, Nicola Keen, Connor McConville, Paul Bingham, Peter Gane, Dylan Jeffrey, Mary Lawes and Tim Prater.

Personnel Sub-Committee

Goodness what a year, one that the country has not seen the like of for 103 years.

During 2020-2021, the Personnel Sub-committee met three times.

The Sub-committee continued to review and extended the Council's HR policies in consultation with the Town Clerk and Officers.

The Personnel Sub-committee wish to extend their thanks to our team of loyal and dedicated Officers, who during this difficult time and working remotely in line with national government guidance, have continued to serve the town and go above and beyond to provide the town and Councillors with a gold star service and who under the Town Clerk's excellent leadership, work tirelessly to achieve the many and varied aims and objectives detailed in Councils adopted Corporate Plan.



As I am sure all Councillors will agree the Town Clerk and her team have made this difficult time more manageable by enabling us to continue on with 'business as usual' by arranging and managing virtual committees, supporting the Mayor and by keeping all of the balls in the air, they have been, and I know will continue to be amazing.

Our hope in the coming year is that you are all once again able to visit the Town Hall and our Museum where nothing is ever too much trouble and advice is freely given, thus enabling our Town Council to continue to grow and provide a first-class service to our residents and visitors alike.

Councillor Nicola Keen
Chairman

Grants Committee



Due to the pandemic, we have been unable to meet in person, but we have had regular Zoom meetings.

In total just over £19,000 was spent on town grants this year as £10,000 was set aside to support local businesses & organisations struggling with the Covid Pandemic.

We have spent less than previous years as many of the regular events we support did not take place.

Councillors did however earmark money from their ward grants to buy new salt bins, repair benches and match fund grant funding

secured by the Town Clerk from Kent County Council to provide new bus shelters.

All in all, a very stressful year, but thanks to all the staff for all their hard work in this very unusual year.

Councillor Roger West
Chairman



Grants Awarded 2020/21

TYPE	ORGANISATION	PURPOSE	AWARD
T	HG Wells Short Story Competition	HG Wells Short Story Competition	£600
T	Strange Cargo	Charivari Day	£1,414
T	Pavement Pounders CIC	Folkestone Under Attack	£900
T	Rotary Club of The Channel	Channel Triathlon	£750
T	IMOS Foundation	St Eanswythe Sculpture	£1,250
T	Folkestone Volleyball Club Limited	New volleyball club	£420
T	LAS Theatre C.I.C (Elizabeth Bate)	The Lion Inside Outdoor Schools Tour	£999
T	Sparked Echo CIC	Beacons Community Exhibition	£900
T	Folkestone Fringe	Normal? Festival of the Brain	£2,500
T	Urban Room Folkestone Association	The Festival of Looking 2020	£925
T	ORIGINS	Black History Month	£2,500
T	Happy Skate Community Interest Company	Happy Skate Halloween Pop Up Event	£1,000
T	Folkestone Rescue	Equipment and Training	£1,250
T	Folkestone Youth Project/The Shed	Spirit Lifting Lights	£262
T	Hi Kent	Lip Reading Classes for Local Residents	£600
T	Folkestone Festivals	Bandstand Summer Programme	£500
T	Folkestone Festivals	Music Festival Weekend	£500
T	Strange Cargo	Charivari 2021	£1,250
T	Kent Creative Arts CIC (Kent Creative)	A year in the life of Folkestone	£500
T	Folkestone Channel Rotary	Folkestone Channel Triathlon	£750
W	Folkestone Fishing and Heritage Group	Folkestone Fishing History Project	£400
W	Folkestone Leas Lift CIC	Lift Café	£187
W	Folkestone Town Council	Christmas Gifts for Children	£1,700
W	Folkestone Town Council	Packed Lunches for Children	£2,480
W	Folkestone Town Council	Refurbishment of Bench	£1,230
W	Folkestone Town Council	Replacement 'Welcome to Folkestone' Signs	£1,475
W	Folkestone Town Council	Salt Bins	£1,450

W	Harbour Ward Community Gardens CIC	Refurbishment of raised planters	£250
W	Incredible Edible Cheriton & Broadmead	Planter Project, Cheriton High Street	£700
W	Kent County Council	Bus Shelters	£1,850
W	Kent Creative Arts CIC	A year in the life of Folkestone	£100
W	Kent Squash Rackets Association	Bouncing back to Squash	£122
W	MHA Live At Home	Members Newsletter	£50
W	Salvation Army	Feeding the Homeless	£150
W	St Mary & St Eanswythe Church	Restoring St Eanswythe	£300
C	Academy FM Folkestone	Community Broadcasting	£500
C	Action In Homelessness	Food & Drink	£500
C	Age UK Folkestone	Perspex Screens for kitchen	£500
C	British Red Cross	First Aid Supplies	£500
C	Christ Church CEP Academy, Folkestone	IT Equipment for Children	£500
C	Folk. Owl Rescue Sanctuary	Bird Feed	£700
C	Folkestone Baptist Church	Covid Fogger	£500
C	Folkestone Churches Winter Shelter	Food for Foodbank	£1,000
C	Folkestone Nepalese Community	Food for vulnerable citizens	£1,000
C	Folkestone St Mary's Church of England Academy	IT Equipment for Children	£2,000
C	Headway East Kent	Activity Packs	£1,000
C	Kent Search & Rescue	PPE	£500
C	Living Words Arts	Mental Health support	£500
C	Oh Crumbs!	Containers for community hub hot meals	£500
C	Rainbow Centre	B&B Accommodation	£500
C	Salvation Army	Containers for meals for vulnerable people	£1,000
C	Shepway Leisure	PPE for community hub	£500
C	Social Enterprise Kent CIC	Essential Services Support	£500
C	Sunflower House	Litter Pickers, Hoops, Gloves, PPE	£485
Total			£46,029

NEWS IN BRIEF

As we look back on 2020/21

2020 started with a business as usual but lead to us locking the doors of the Town Hall in March and moving to working from home due to the coronavirus pandemic.

Having got the technology in place, emergency procedures set-in to allow services to still operate wherever possible, this meant planning applications being sent to members electronically for comments to be collated, ward grants and account payments being approved using my scheme of delegation in collaboration with the Mayor and the Chairman of Finance & General Purposes and virtual meetings being held.

Sadly, several civic and community events and activities had to be cancelled but we all needed to work together to stay safe and support all key workers who I would like to take this opportunity to thank for all their hard work. I would also like to thank our members who have been an incredible support to me personally over the past few months and who have adapted well to the new ways of supporting their constituents.

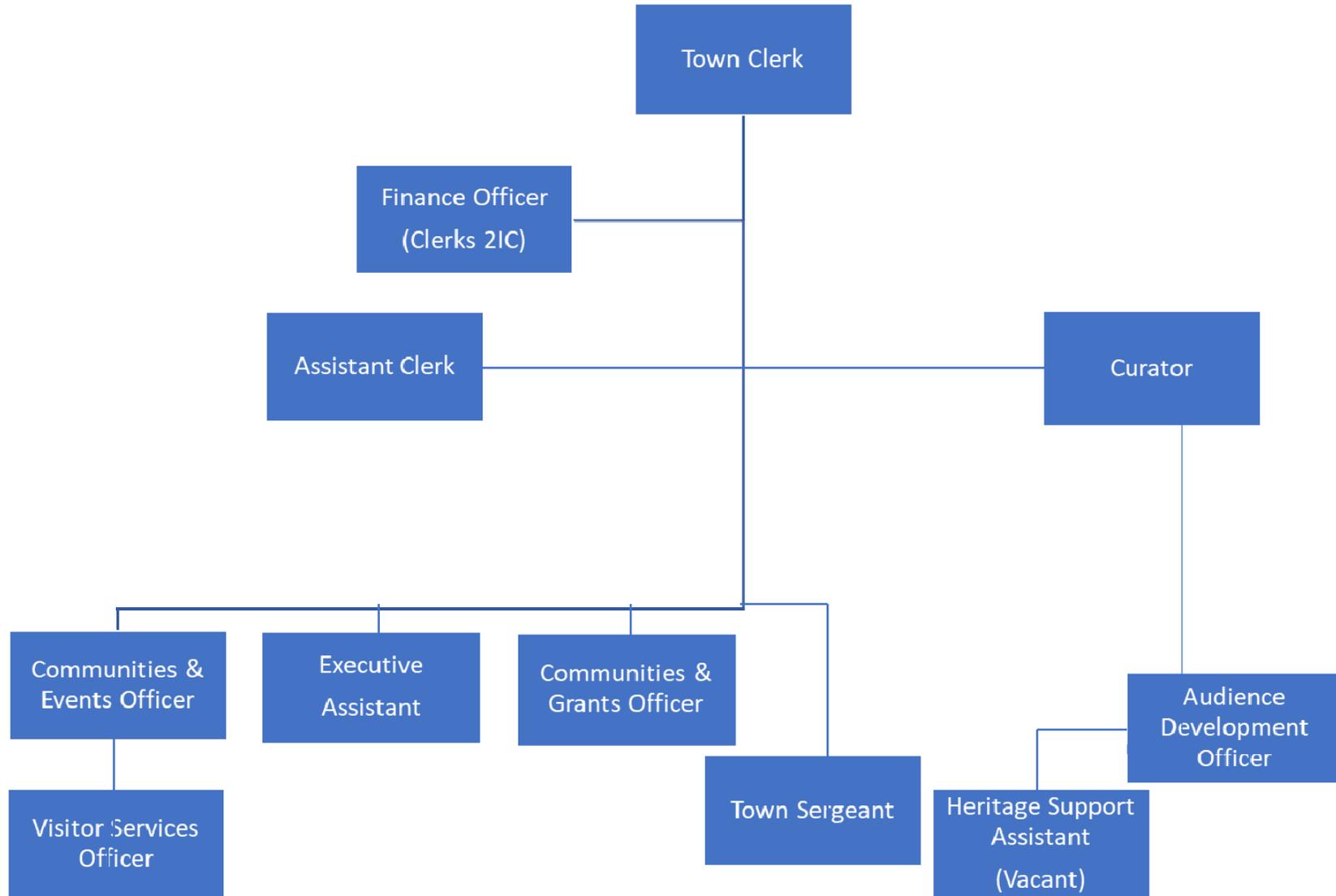
But, most importantly, I would again like to thank my small team of Officers who work tirelessly to deliver the aspirations of the town each and every year, and who have adapted or been redeployed to support the community during the pandemic without hesitation, it again highlights their true passion for their town and their can-do spirit; they are all a real credit to Council, and as I have always maintained it would be impossible to provide a first class service to the town without their skill, commitment, loyalty and support.

Please all stay safe and well.

Jennifer Childs
Town Clerk



Staffing Structure



Officer Contact Details

Tel: 01303 257946

Jennifer Childs Town Clerk Tel: 01303 257946 Email: jennifer.childs@folkestone-tc.gov.uk	Phil Cross Finance Officer Tel: As above Email: phil.cross@folkestone-tc.gov.uk
Toni Brenchley Assistant Clerk Tel: As above Email: toni.brenchley@folkestone-tc.gov.uk	Georgina Wilson Executive Assistant Tel: As above Email: georgina.wilson@folkestone-tc.gov.uk
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Your Local Councillor

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	<p>Ward: Central Tel: Email: @folkestone-tc.gov.uk</p>
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<p>Peter Gane (Conservative) 142 Shaftesbury Avenue, Cheriton CT19 4LX</p>	<p>Ward: Cheriton West Tel: 01303 276652 Email: peter.gane@folkestone-tc.gov.uk</p>

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