



ANNUAL REPORT 2021/22

J Childs
FOLKESTONE TOWN COUNCIL



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TOWN MAYOR 2021 - 2022

It has been the honour of my lifetime to serve and represent my hometown for a second term, the municipal year of 2021/22 was very different to my first as the Covid Pandemic restrictions lifted.

For the beginning we still continued with remote meetings and over time began moving forward towards face-to-face meetings. It was a little strange at first after being apart for so long, but like everyone else we adapted. The first Civic duties of the year started small to be safe, social distancing still in place but together with the Royal British Legion Members, representatives of the armed forces and others we commemorated Normandy Veterans Day and with the Harvarian Society representatives, William Harvey Sunday. This year I thankfully wasn't laying wreaths alone.

I was able to join Mayor's and representatives of other local authorities throughout the year, raising funds for each other's chosen charities and organisations close to our hearts. Thanks to the support of local business, I was able to hold three separate fund-raising events. A charity Golf Day, Turkish Night and Music Night which resulted in a fantastic £6,000 raised for my three charities Kent Air Ambulance, Home Start Shepway and Rainbow Centre.

It was an experience I will never forget, both taking part in and watching history happen. From joining Wellgate Care intern a Time Capsule, the induction of the 216th Deputy Constable of Dover Castle, supporting Community groups, residents and welcoming the Little Amal Puppet as she walked from Syria through Folkestone to continue her journey onwards.

Being able to hold Remembrance Day Commemorations after cancelling the year before was also a highlight. Honouring and remembering those who have come before us, those who gave the ultimate sacrifice and all those who've served our country for the freedoms we continue to enjoy today.

I am extremely grateful to my Deputy Mayor Cllr Nicola Keen, who was able to support me both when I unfortunately caught Covid and when attending events I was unable make. My thanks go to all the Town Council Officers for their dedication and hard work throughout the year. With thanks also going to my Chaplin Rev Bob Wheldon for his service and support during my two terms.

Councillor Michelle Keutenius
Town Mayor



INCOME AND EXPENDITURE ACCOUNT

For the Period ended 31 March 2022

	2021/22	2020/21
	£	£
INCOME		
Precept on District Council	873,950	873,950
Bank and Investment Interest	293	111
Allotments	10,370	10,117
Rental Receipts	16,107	3,700
Funding for Museum/Heritage	0	119,253
Museum/Heritage Sales	5,179	128
Play Areas	0	100,000
Neighbourhood Fund	14,927	22,011
Community Transport	0	71,303
Other	3,445	31,932
	-----	-----
	924,271	1,232,505
	-----	-----
EXPENDITURE		
Employees/Administration	470,602	432,928
Democratic Costs	5,740	75
Civic and Ceremonial	15,257	13,951
Premises	174,482	89,224
Services	264,796	277,880
Fees	3,160	2,888
Museum/Heritage	15,372	53,416
	-----	-----
	949,409	870,362
	-----	-----

GENERAL FUND

Balance as at 1 April		221,520		114,664
Add: Total Income		924,271		1,232,505
Deduct: Total Expenditure		<u>949,409</u>		<u>870,362</u>
		196,382		476,807
Transfer (to)/from Reserves and Provisions:				
New Services	0		5,553	
Museum/Heritage	78,091		(68,940)	
Bus Shelters	3,855		5,145	
Ward Grants	(4,708)		(4,892)	
Town Grants	4,454		(6,394)	
FTC Elections	(10,200)		(10,200)	
Salt Bins	0		145	
Play Areas	0		(100,000)	
CCTV Maintenance	0		19,657	
Christmas Events (Cheriton)	978		139	
Neighbourhood Fund	(22,011)		(22,011)	
Lunches for Children	(1,030)		(1,030)	
Christmas Gifts for Children	(1,187)		(1,187)	
Community Transport	0		(71,303)	
Guildhall Umbrella Project	(5,425)		0	
Outstanding Invoices	0	<u>52,018</u>	31	<u>(255,287)</u>
General Reserve Balance at 31 March		<u>248,400</u>		<u>221,520</u>

Balance Sheet as at 31 March 2022

Fixed Assets	2021/22		2020/21	
	£		£	
Freehold Land and Buildings	700,000		700,000	
Vehicles and Equipment	392,831		385,481	
Community Assets	2,335,905	3,428,736	2,335,905	3,421,386
		3,428,736		3,421,386
Current Assets				
Sundry Debtors	0		0	
HM Revenue & Customs - VAT	15,610		25,066	
Prepayments	0		0	
Stock Balance (Museum Merchandise)	1,051		913	
Current Bank Account	114,763		129,158	
Deposit Bank Account	250,000		250,000	
Short Term Investments	500,000		500,000	
Receipts Account	1,000		1,000	
Petty Cash	93		62	
Museum Shop Float	55		100	
Corporate Credit Card	100	884,172	1,500	907,799
		884,172		907,799
Current Liabilities				
Sundry Creditors	3,078		4,672	
Receipts in Advance	7,513		8,051	
Accruals	40,983	51,574	37,339	50,062
		51,574		50,062
Net Current Assets		832,598		857,737
Long Term Liabilities				
PWLB Outstanding Loan for Office Building	284,009	284,009	308,666	308,666
		284,009		308,666
Net Assets		3,977,325		3,970,457

	2021 / 22	2020 / 21
	£	£
Represented by:		
Fixed Asset Restatement Account	3,428,736	3,421,386
PWLB Outstanding Loan for Office Building	(284,009)	(308,666)
Capital Receipts Reserve	0	0
Earmarked Reserves and Provisions:-		
New Services	93,687	93,687
Museum/Heritage	211,413	289,504
Tourism	4,735	4,735
Bus Shelters	0	3,855
Ward Grants	19,392	14,684
Town Grants	3,036	7,490
FTC Elections	20,400	10,200
Salt Bins	6,168	6,313
Anti-Litter Campaign	2,000	2,000
Benches	100	0
Play Areas	100,000	100,000
Christmas Events (Cheriton)	2,249	3,228
Neighbourhood Fund	36,938	22,011
Lunches for Children	0	1,030
Christmas Gifts for Children	2,217	1,187
Community Transport	71,303	71,303
Guildhall Umbrella Project	5,425	0
Outstanding Invoices	5,135	5,135
	93,687	
General Reserve	248,400	221,520
	3,977,325	3,970,457

PRECEPT 2021/22								
Household Band	A	B	C	D	E	F	G	H
£ per annum	41.11	47.96	54.81	61.67	75.37	89.08	102.78	123.34
£ per week	0.79	0.92	1.05	1.18	1.45	1.71	1.97	2.37

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

Date	Event
6 June 2022	D - Day (NVA)
2 June 2022	The Queen's Platinum Jubilee Beacons
12 June 2022	William Harvey Sunday
25 June 2022	AFD Folkestone
26 June 2022	Town Sunday
26 June 2022	Blessing of the Fisheries
1 July 2022	Canada Day
15 August 2022	VJ Day Anniversary
15 September 2022	Battle of Britain Wreath Laying
6 November 2022	Dedication of Garden of Remembrance
11 November 2022	Machine Gun Corps
13 November 2022	Remembrance Sunday
27 January 2023	Holocaust Memorial Day



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 2022/23

	Planning Committee (Thursday)	Community Services Committee (Tuesday)	Climate & Environment Committee	Finance & General Purposes Committee (Thursday)	Personnel Sub-Committee (5.00pm)	Full Council
June 2022	30	7	9	16		16 (AGAR Meeting)
July 2022	28					
August 2022	25					
September 2022	29			1	1	22
October 2022	27	4	6	20		
November 2022	24					17
December 2022	20*			15 (Budget Meeting)		
January 2023	26					11 (Precept Meeting)
February 2023	23	7	9	16	16	
March 2023	30					16
April 2023	27	4	6	20	20	
May 2023	25					Tuesday 9 (Annual Council) Tuesday 16 (Town Assembly)

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

Community Services Committee

After the uncertainty of the last couple of years, the Committee were glad to get back to face to face meetings, meeting four times throughout the year.

A new Committee was set up focusing on the Climate and Environmental aspects previously undertaken by the Community Services Committee, reducing the workload of this Committee. Only two Working Groups were approved including Community Events and Museum Ambassadors.

A wonderful Christmas Switch On event with a packed programme was finally able to go ahead after the previous year's event having to be cancelled due to the covid restrictions. Many people attended and businesses supported this event and commented on how glad they were that this event was back.

The Folkestone Museum continues to go from strength to strength and the Committee wishes to acknowledge the achievements of the Museum Officers during the lockdown who ensured the exhibits and artefacts were looked after even though the Museum was closed.



The Committee also wishes to thank all Officers for their continued support of the Town Council, as well as volunteering for the Vaccination Centre and Community Hub during lockdown and for the Town Clerks support in facilitating this.

Councillor Roger West
Chairman

Committee Members 2021/22: Councillors Abena Akuffo-Kelly, Paul Bingham, Nicola Keen, Ann Berry, Peter Gane and Roger West.

Planning Committee

In this year, starting May 2021 and ending April 2022, we began with still dealing with the socialising effects of Coronavirus towards our meetings which ordinarily would meet every 3rd Thursday.

We had a face-to-face meeting on 20th May 2021, however we returned to weekly planning list being emailed to Committee members at the beginning of the week, allowing Councillors to review the applications and give their decisions by return of email at the end of the week, once the decisions were combined, comments would be submitted to the District Council under the Town Clerks Scheme of Delegation.

With typical applications being for small works, minor extensions, slight renovations, new fittings etc with most members of the Committee happy to give consent if the building or alteration were in keeping within the area it was situated in and didn't have many negative responses from neighbours, whom may have been affected.

We returned to the meeting room of the Town Hall, following a vote to hold face-to-face meetings be returned to on 27th January 2022.

Similar to previous years, new developments were aimed at the 'luxury' end of the market with no major projects meeting the need for affordable housing, for renting or buying.

Again, like previous years for the Planning Committee we were very united when it came to applications that were environmentally friendly, especially towards keeping or planting more trees into their designs.

Cllr Jonathan A. Graham
Chairman



Committee Membership 2021-22: Councillors Paul Bingham, Jonathan Graham, Nicola Keen, Jackie Meade, Richard Wallace, Roger West, and Mary Lawes.

Finance and General Purposes Committee

The Committee which met six times during the financial year consists of those Councillors whose names are set out below.

The Committee's most important function is the developing the annual budget for presentation to the Full Council and monitoring performance against said budget throughout the year.

In line with Council's commitment to being carbon neutral by 2030, committee approved the lease of an electric vehicle.

Councillor Connor McConville
Chairman



Committee Membership 2021/22: Councillors Danny Brook, Ray Field, Peter Gane, David Horton, Dylan Jeffrey, Michelle Keutenius, Mary Lawes, Connor McConville, Tim Prater, and Belinda Walker.

Personnel Sub-Committee



We finally got through 2021 and another year where the Sub-Committee continued reviewing, adding, and extending Council's HR Policies. 2021 has been very challenging, with Officers adapting well to their change of working conditions.

The Personnel Sub-Committee wish to extend their thanks to all Officers for their dedication to the Town Council, especially with the adjustments they had to make with not only redefining their jobs but the balance they had to make with their family life. Officers worked remotely from their homes following government Covid 19 guidelines. The Officers commitment and work ethic under the Town Clerk's leadership has been amazing.

While working under sometimes strained conditions, the Town Clerk and Officers were able to achieve Gold Star Excellence once again in meeting the aims and objectives of the Councils Corporate Plan (adopted). Councillors rely on the professional support of the Town Clerk and Officers to carry on with Council's business, to support the Mayor, carry out Council meetings and continue as close as possible with all other aspects of the Council and Museum.

I'm sure all Councillors would join with me and agree that the Town Clerk and her team have been nothing short of amazing as this could so easily have gone wrong. I would like to add my own personal thanks to the team, especially the support to me from the Town Clerk and Assistant Clerk. I would also like to thank my colleagues who sit on this Personal Sub-Committee for their education and commitment.

Councillor Mary Lawes
Chairman



Climate & Environment Committee



Following Council's commitment to the climate emergency in 2019, a Climate & Environment Committee was formed in 2021 with some services previously undertaken by the Community Services Committee being transferred over to the new committee. The committee consists of those Councillors whose names are set out below and considers biodiversity and puts the environmental impact at the heart of all its decision-making.

Councillor Abena Akuffo-Kelly
Chairman



Committee Members 2021/22: Councillors Abena Akuffo-Kelly, Ann Berry, Danny Brook, Ray Field, David Horton, Connor McConville, Jackie Meade, Tim Prater, Belinda Walker, and Richard Wallace.

Grants Awarded 2021/22

TYPE	ORGANISATION	PURPOSE	AWARD
T	Folkestone Performing Arts Centre	Plastic On Our Beaches & In Our Seas	£1,230.00
T	H G Wells Short Story Competition	H G Wells Short Story Competition	£600.00
T	1st Cheriton Scout Group	Replacement cladding, guttering, etc.	£2,500.00
T	Strange Cargo	The Resident Platform	£2,000.00
T	Silver Arch Studios Community Projects CIC	Back To Music	£1,250.00
T	R.Ensors CIC	Transferring services from The Hub	£500.00
T	Strange Cargo	Cheriton Light Festival	£2,500.00
T	Touchbase Care	Festive Community Party	£1,100.00
T	E.R.Nicol	Making Waves	£750.00
T	Origins Untold	Origins Untold Festival	£1,249.00
T	Pavement Pounders	Voicing The Past	£400.00
T	Violet Pictures	Folkestone Documentary Festival	£1,250.00
T	South Kent Mind	CRM Database Project	£2,500.00
T	Target Ovarian Cancer	GP Training	£1,000.00
T	Folkestone Festivals	Bandstand Summer Programme	£400.00
T	Folkestone Festivals	Music Festival Weekend	£1,000.00
T	Folkestone Festivals	Jubilee Weekend	£1,250.00
T	Treat Me Right CIC	Empowering Women Personal Safety Training	£1,515.00
T	Channel Rotary LEC Account	Channel Triathlon	£750.00
T	Folkestone Fringe	Signals	£1,250.00
T	Folkestone Pride	Folkestone LGBT+ History Month	£950.00
T	Music and Arts For The Shepway Community	Headstrong Singers Choir	£1,875.00
T	Custom Folkestone CIC	Locavore Growing Club	£1,250.00
T	Strange Cargo	Charivari 2022	£2,500.00
T	Remembrance Line Association Ltd.	'Southern Queen' – a Folkestone / Dunkirk 'LITTLE SHIP'	£2,500.00
T	Folkestone Town Team	Umbrella & Various Hangings Project - Guildhall Street	£2,500.00
T	Folkestone Gurkha/Nepalese Community Centre	Community Garden	£1,610.00

T	Moving Being CIC	FolkeFest: Folkestone Contemporary Folk Festival	£475.00
W	Custom Folkestone CIC	Locavore Growing Club	£1,550
W	Go Folkestone Action Group and The Plimsoll Group	Plimsoll Mural nr. Folkestone Fishing Museum	£1,200
W	Harbour Ward Community Garden CIC	Raised Beds Refurbishment	£1,000
W	The Folkestone Hub	The Folkestone Wellbeing Hub	£1,000
W	Folkestone Invicta F.C.	Walkways and General Safety	£1,000
W	RBL Cheriton and Morehall Branch	QE 11 Platinum Jubilee Tree Project	£957
W	Tyson Road Residents Association C42:U42	Children's Christmas Party	£813
W	Cybersaur Arts Ltd	Gateway To Our Past	£800
W	Strange Cargo	Cheriton Light Festival	£770
W	Three Hills	Tree/Shrub planting at Three Hills Sports' Centre	£650
W	Ensors CIC	Christmas Community	£500
W	St Eanswythes Primary School	Foodbank	£500
W	Music and Arts for the Shepway Community (MASC)	Headstrong Singers Choir	£475
W	Folkestone Festivals	Music Festival Weekend	£450
W	Folkestone Festivals	Platinum Jubilee Celebrations	£436
W	Incredible Edible Cheriton and Broadmead	Plants and Herbs	£396
W	Treat Me Right CIC	Empowering Women Personal Safety Training	£350
W	Music & Arts for the Shepway Community	Kath's Krafts – Secret Art Club	£350
W	International Womans Day Collective	International Womans Day	£270
W	R.Ensors CIC	Emergency Food Parcels	£250
W	Sunflower House	Sprucer - Harbour Clean-up	£250
W	Christchurch PTFA	Festive Fayre	£225
W	United Response	Garden Project	£200
W	All Souls Church	Improvements To Kitchen Area	£200
W	Pavement Pounders CIC	Voicing Your Past	£200
W	Community Network	Wheelchair Access Ramp	£200
W	RBL Cheriton and Morehall Branch	RBL Centennial Celebrations	£150
W	Folkestone Town Team	Umbrella & Various Hangings Project - Guildhall Street	£150
W	Incredible Edible Cheriton and Broadmead	All Souls Garden Project	£100
W	Folkestone Festivals	Band Chairs	£100
W	The Bayle Residents Association	Bayle in Bloom	£100

W	Folkestone Town Council	Refurbishment of Bench, Trinity Crescent	£100
W	Folkestone Nepalese Community CIO	Community Garden	£50
W	Shepway Spectrum Arts	Disability adaptations	£50
W	The Community Donation Station	Uniforms	£50
Total			£54,495



NEWS IN BRIEF

As we look back on 2021/22

2021-22 was another COVID-19 impacted year, but thankfully, restrictions for the most part were not as strong as in 2020 and as we came out of the worst of the pandemic and entered a new normal, the Personnel Sub-Committee approved a hybrid working trial which has been working very well. The new ways of working have also enabled me to undertake Council supported study of an MA in Public Leadership and Management whilst continuing to progress Councils aims and objectives and meet its KPIs.

The Town Hall is open to the public Tuesday to Saturday between 10am and 4pm with officers working flexible hours including Monday's.

I would like to thank our members who have adapted well to the new ways of working and for supporting their constituents during another challenging year.

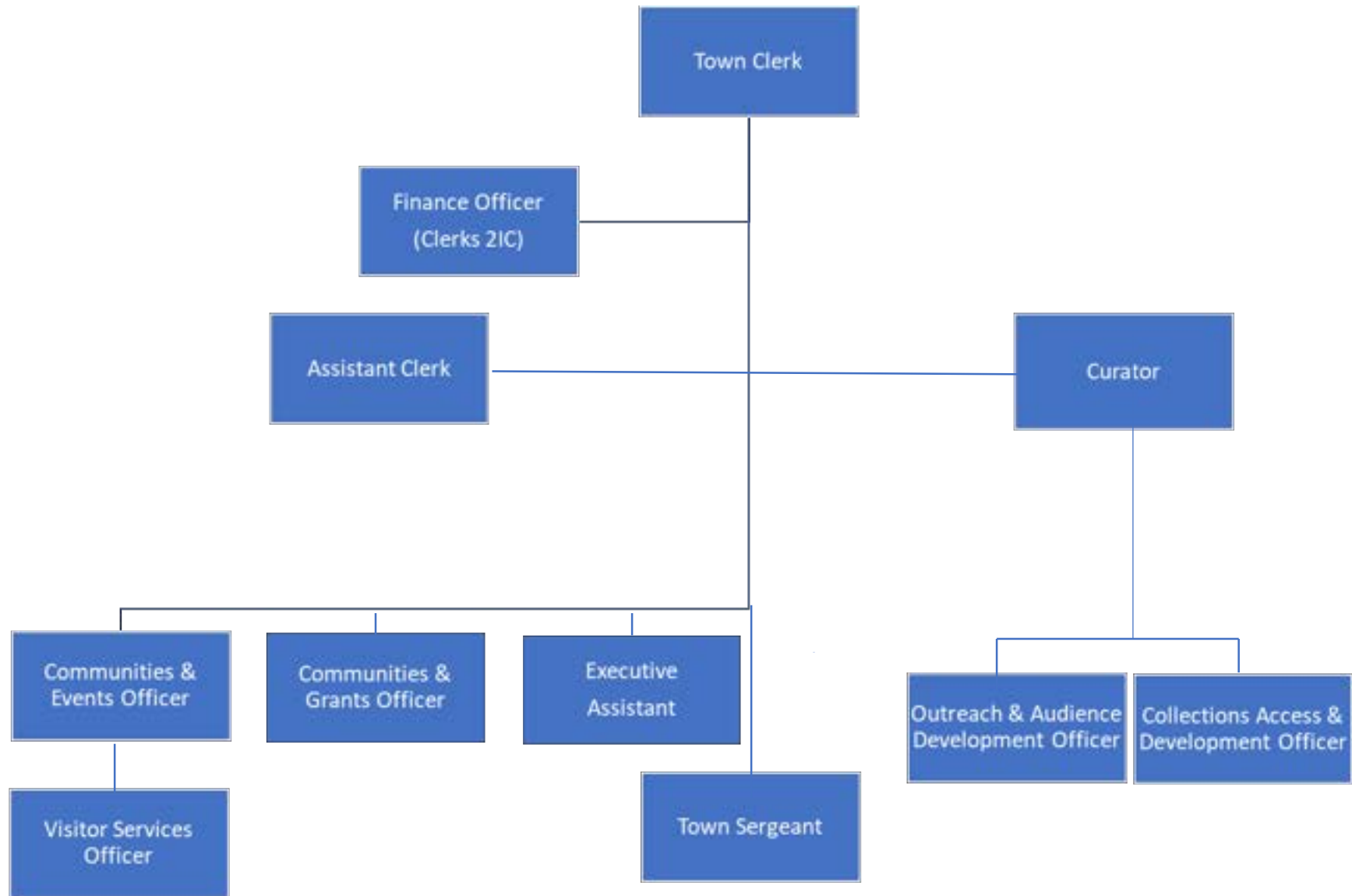
But, most importantly, I would again like to thank my small team of Officers who work tirelessly to deliver the aspirations of the town each and every year, and who adapted to support the community during the pandemic without hesitation, it again highlights their true passion for their town and their 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

<p>Jennifer Childs Town Clerk Tel: 01303 257946 Email: jennifer.childs@folkestone-tc.gov.uk</p>	
<p>Phil Cross Finance Officer Tel: As above Email: phil.cross@folkestone-tc.gov.uk</p>	<p>Toni Brenchley Assistant Clerk Tel: As above Email: toni.brenchley@folkestone-tc.gov.uk</p>
<p>Georgina Wilson Executive Assistant Tel: As above Email: georgina.wilson@folkestone-tc.gov.uk</p>	<p>Ian Bishop Town Sergeant/Allotments Manager/CCTV Tel: As above Email: ian.bishop@folkestone-tc.gov.uk</p>
<p>Darran Cowd Curator Tel: As above Email: Darran.cowd@folkestone-tc.gov.uk</p>	<p>Liz Timmins Communities & Grants Officer Tel: As above Email: liz.timmins@folkestone-tc.gov.uk</p>
<p>Alison Moore Collections Access & Development Officer Tel: As above Email: alison.moore@folkestone-tc.gov.uk</p>	<p>Vicky Deakin Communities & Events Officer Tel: As above Email: vicky.deakin@folkestone-tc.gov.uk</p>
<p>Tara Cleary Outreach & Audience Development Officer Tel: As above Email: tara.cleary@folkestone-tc.gov.uk</p>	<p>Jennifer Conway Visitor Services Officer Tel: As above Email: jennifer.conway@folkestone-tc.gov.uk</p>

Your Local Councillor

<p>Ann Berry (Conservative) 35 Birkdale Drive Folkestone CT19 5LP</p>	<p>Ward: Broadmead Tel: 01303 278644 Email: ann.berry@folkestone-tc.gov.uk</p>	<p>Richard Wallace (Conservative) 4 Beachborough Road Folkestone CT19 4AB</p>	<p>Ward: Broadmead Tel: 01303 277567 Email: richard.wallace@folkestone-tc.gov.uk</p>
<p>Danny Brook (Independent)</p>	<p>Ward: Central Tel: Email: danny.brook@folkestone-tc.gov.uk</p>	<p>Abena Akuffo-Kelly (Labour)</p>	<p>Ward: Central Tel: Email: abena.akuffo-kelly@folkestone-tc.gov.uk</p>
<p>David Horton (Labour)</p>	<p>Ward: Central Tel: Email: david.horton@folkestone-tc.gov.uk</p>	<p>Belinda Walker (Labour)</p>	<p>Ward: Central Tel: Email: Belinda.walker@folkestone-tc.gov.uk</p>
<p>Jonathan Graham (Breakthrough)</p>	<p>Ward: Cheriton East Tel: Email: jonathan.graham@folkestone-tc.gov.uk</p>	<p>Paul Bingham (Labour)</p>	<p>Ward: Cheriton West Tel: 07486570373 Email: paul.bingham@folkestone-tc.gov.uk</p>
<p>Peter Gane (Independent) 142 Shaftesbury Avenue, Cheriton CT19 4LX</p>	<p>Ward: Cheriton West Tel: 01303 276652 Email: peter.gane@folkestone-tc.gov.uk</p>	<p>Roger West (Independent) 9 Fairfax Close Folkestone CT20 3SL</p>	<p>Ward: Cheriton West Tel: 01303 227343 Email: roger.wests@folkestone-tc.gov.uk</p>

Michelle Keutenius (Labour)	Ward: East Folkestone Tel: 07495041999 Email: michelle.keutenius@folkestone-tc.gov.uk	Dylan Jeffrey (Conservative)	Ward: East Folkestone Tel: 01303 255773 Email: dylan.jeffrey@folkestone-tc.gov.uk
Connor McConville (Labour)	Ward: East Folkestone Tel: 07722743959 Email: connor.mcconville@folkestone-tc.gov.uk	Jackie Meade (Labour) 27 Radnor Park Crescent, Folkestone CT19 5AS	Ward: East Folkestone Tel: 07475215521 Email: jackie.meade@folkestone-tc.gov.uk
Mary Lawes (Foundation)	Ward: Harbour Tel: 07505882169 Email: mary.lawes@folkestone-tc.gov.uk	Nicola Keen (Labour)	Ward: Harbour Tel: 07540053284 Email: nicola.keen@folkestone-tc.gov.uk
Ray Field (Independent)	Ward: Harbour Tel: 07737244243 Email: ray.field@folkestone-tc.gov.uk	Tim Prater (Liberal Democrat) 98a Sandgate High Street, Sandgate CT20 3BY	Ward: Harvey West Tel: 01303 210300 Email: tim.prater@folkestone-tc.gov.uk



Salubritas et Amoenitas

Delightfulness and Healthiness