

Statement on Managing the Performance of the Council as a Corporate Body

Folkestone Town Council operates under a committee system with each committee having clear delegated terms of reference which are reviewed annually to ensure that the Council:

- Meets its statutory responsibilities
- Complies with local policies
- Delivers local strategic and operational aims and objectives
- Manages its risks and has good systems of internal control
- Provides good financial management and value for money
- Is open, fair and transparent
- Responds to local needs

Council services are generally delivered in house by Council officers headed by a qualified Town Clerk, who also acts as the Responsible Financial Officer. All staff have contracts of employment and clear job descriptions.

Folkestone Town Council operates under rules set out in Legislation including Standing Orders and Financial Regulations.

On a regular basis a member other than the Mayor or a cheque signatory verifies bank reconciliations produced by the Town Clerk. The member signs the reconciliations as evidence of verification.

The Council employs an internal auditor who checks the soundness of internal control annually.

Overall performance of the Town Council is reported in the Annual Report which is published online and is available in paper copy at the Town Hall and other locations of the town.