

Folkestone Town Council



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AGENDA

Meeting: **Annual Council Meeting**
Date: **11 May 2018**
Time: **7.00 p.m.**
Place: **Town Council Offices, 1/2 Guildhall Street, Folkestone**

To: **Town Councillors**

YOU ARE HEREBY SUMMONED to attend the Annual Meeting of the Folkestone Town Council on the date and at the time and place shown above. The meeting will be open to the press and public.

J Childs

J Childs
Town Clerk

Prayers

TOWN MAYOR 2017/18

The Town Mayor will reflect on the past 12 months and make presentations.

1. **ELECTION OF TOWN MAYOR 2018/19 AND ACCEPTANCE OF DECLARATION OF OFFICE**
2. **ELECTION OF DEPUTY TOWN MAYOR 2018/19 AND ACCEPTANCE OF DECLARATION OF OFFICE**
3. **APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.

4. DECLARATIONS OF INTEREST

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

5. APPOINTMENT OF TOWN MAYOR'S

- a. **CHAPLAIN 2018/19**
- b. **MAYORESS 2018/19**
- c. **CADET 2018/19**

6. MINUTES

To receive the Minutes of the Town Council meeting held on 15 March 2018 and to ask the Town Mayor to sign them as a correct record.

7. TOWN MAYOR'S ANNOUNCEMENTS

Town Councillors are requested to note dates of forthcoming Civic Events:

William Harvey Sunday	3 June 2018
Normandy Veterans Day	6 June 2018
Town Sunday	24 June 2018
Blessing of the Fisheries	24 June 2018
Canada Day	29 June 2018
Armed Forces Day (Folkestone)	1 July 2018
Freedom of Entry to the Town	4 July 2018
VJ Day	15 August 2018
Trafalgar Day	21 October 2018
Dedication of Garden of Remembrance	4 November 2018
Machine Gun Corps	10 November 2018
Remembrance Sunday	11 November 2018
WW1 Beacon Lighting	11 November 2018
Holocaust Day	25 January 2019

8. APPOINTMENTS TO OUTSIDE BODIES 2018/19

The Town Council is asked to appoint Councillors to the following outside bodies:

- i) Kent Association of Local Councils (two Councillors)
- ii) John Bowley and Sherwood Almshouses Charity (three Councillors)
- iii) Folkestone Municipal Charity (four Councillors and the Mayor)
- iv) Folkestone Coastal Community Team (two Councillors)
- v) Folkestone Town Team (one Councillor)
- vi) Step Short (one Councillor)
- vii) Folkestone Twinning Association (one Councillor)
- viii) Folkestone CLLD (Mayor)

9. APPOINTMENT OF CHEQUE SIGNATORIES

To authorise the signatories on cheque payments as follows:

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

10. MATTERS AND RESOLUTIONS FROM COMMITTEES

In line with Council's adopted standing orders a schedule setting out proposals for the Council's Committees for the municipal year 2018/19 is attached for adoption. Committees will appoint their Chairs and Vice Chairs at their first meeting, review their terms of reference and make proposals to appoint members to working groups.

11. DATE OF THE NEXT MEETING OF FOLKESTONE TOWN COUNCIL

Annual Town Assembly – 29 May 2018 at 7.00 p.m. (Chamber)

Extra-Ordinary Full Council Meeting – 14 June 2018 at 6.30 p.m. (Meeting Room)

Ordinary Full Council Meeting – 12 July 2018 at 7.00 p.m. (Chamber)

Folkestone Town Council

MINUTES of the Meeting of the Town Council held at the Chamber, Folkestone Town Hall, Folkestone on Thursday, 15th March 2018 at 7.00 p.m.

PRESENT: Councillor Roger West – Town Mayor (in the Chair)

Councillors Emily Arnold, Ann Berry, John Collier, Peter Gane, Neil Jones, Mary Lawes, Jacqui Meade, Carol Sacre, Martin Salmon, Richard Theobald, Richard Wallace and Rodica Wheeler.

In attendance: Town Clerk – Jennifer Childs, Town Sergeant – Ian Bishop and Admin Officer – Georgina Wilson.

The Town Mayor's Chaplain, Reverend Eileen Webb, led the Council in prayers and a minute's silence for the late Wallace Laker, a For Merit recipient.

1476. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Danny Book, Claire Jeffrey and Pat West.

Councillors David Monk and Sue Wallace were absent.

1477. DECLARATIONS OF INTEREST

Councillor Peter Gane declared an interest as he is Chair of the Scrutiny Committee and decided not to take part in the vote. Councillors Mary Lawes and Rodica Wheeler declared a personal interest as members of the Committee.

1478. MINUTES

The Council was asked to receive the Minutes of the Ordinary Council Meeting held on 11th January 2018 and authorise the Town Mayor to sign them as a correct record.

RESOLVED: That the Minutes of the Council Meeting held on 11th January 2018 be approved and signed as a correct record by the Town Mayor.

Proposed: Councillor John Collier

Seconded: Councillor Jacqui Meade

Voting: F:12, Ag:0, Ab:0

1479. TOWN MAYOR'S AWARDS

The Town Mayor had wanted to show his appreciation to members of the community who have done something particularly noteworthy within his municipal year. The following recipients of the Award were invited to receive a certificate and gift from the Town Mayor.

Karl Neve was nominated for his selfless and highly motivated support in the opening and continued running of the Folkestone Museum.

Will Hirstle was nominated for his selfless and highly motivated support in the opening and continued running of the Folkestone Museum (*not present*).

Susan Illman was nominated for her work on the re-development of the play area at Radnor Park, this has been a huge success and is a very popular community asset in Folkestone.

Sergeant Sarah Mulcahy was nominated for her tireless work in developing the local Royal Marines' Cadet Detachment.

Chief Petty Officer Oliver Simpson for achieving national recognition with the Folkestone & Hythe Sea Cadets and for his contribution towards the success of the Youth Festival, raising over £20,000 for the Royal British Legion.

RESOLVED: To adjourn the meeting whilst a photograph is taken of the Town Mayor's Awards recipients.

Proposed: Councillor Roger West
Seconded: Councillor John Collier
Voting: F:12, Ag:0, Ab:0

The meeting reconvened at 7.30 p.m.

1480. PUBLIC QUESTIONS

No questions from members of the public were received, however Mr Moulard was present at the meeting and updated Councillors that the trees he talked about at the last meeting, in Dover Road and Canterbury Road, should be planted in the autumn. Mr Moulard asked members to consider using their ward grants to support new trees.

1481. MAYOR'S COMMUNICATIONS AND ANNOUNCEMENTS

The Town Mayor reported on attending several events including:

- Holocaust Memorial Day
- Visits from Cheriton Brownies, Saltwood Cubs and St Marys Primary School
- Community Network Pantomime
- Chinese Commemoration Service
- Mayors Charity Fun Night

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

1482. MINUTES OF THE PLANNING COMMITTEE

The Chairman of the Planning Committee moved that the Council receive the Minutes of the Planning Committee's meetings of 4th January 2018.

RESOLVED: That the Minutes of the Planning Committee's meetings of 4th January 2018 be received and adopted.

Proposed: Councillor Richard Wallace
Seconded: Councillor Richard Theobald
Voting: F:12, Ag:0, Ab: 0

1483. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

The Chairman of the Finance and General Purposes Committee moved that the Council receive the Minutes of the Finance and General Purposes Committee meeting of 19th December 2017.

RESOLVED: That the Minutes of the Finance and General Purposes Committee's meeting of 19th December 2017 be received and adopted.

Proposed: Councillor Peter Gane
Seconded: Councillor Neil Jones
Voting: F:11, Ag:0, Ab:1

1484. MINUTES OF THE COMMUNITY SERVICES COMMITTEE

The Chairman of the Community Services Committee moved that the Council receive the Minutes of the Community Services Committee meeting of 21st November 2017.

RESOLVED: That the Minutes of the Community Services Committee's meeting of 21st November 2017 be received and adopted.

Proposed: Councillor Roger West
Seconded: Councillor Carol Sacre
Voting: F:12, Ag:0, Ab:0

1485. MATTERS AND RESOLUTIONS FROM COMMITTEES

- i. **Community Services Committee – February 2018**
The resolutions from Community Services were noted.
- ii. **Finance and General Purposes Committee – February 2018**
The SDC Annual Scrutiny Programme was deferred from the last meeting to be discussed at Full Council with regards to the policy for the replacement of damaged wheelie bins and any other issues Full Council wanted to take to the Scrutiny Panel. The other resolutions from Finance and General Purposes were noted.

RESOLVED: That the matter of SDC charging residents to replace wheelie bins when they had been stolen or damaged by Veolia be referred to SDC Scrutiny Committee for consideration.

Proposed: Councillor John Collier
Seconded: Councillor Mary Lawes
Voting: F:10, Ag:0, Ab:2

1486. TOWN MAYOR ELECT

RESOLVED: That Councillor Ann Berry be Town Mayor Elect for the ensuing municipal year 2018/19.

Proposed: Councillor Roger West
Seconded: Councillor Rodica Wheeler
Voting: F:11, Ag:0, Ab:1

1487. NOTICE OF MOTION

Councillor John Collier presented the Town Clerk with a motion signed by 12 members to vary Standing Order 3(h) as follows:

"In accordance with standing order 3(e) above, a question shall be in writing, signed and delivered not less than seven clear days (excluding weekends and public holidays) before the meeting to the Town Clerk. The question shall not require a response at the meeting nor start a debate on the question. The Mayor/Chairman of the meeting may direct that a written or oral response be given."

Councillors discussed that this is in no way stopping members of the public from asking questions, it is about being prepared and having the information to answer questions and ensuring that the questions are appropriate and relate to the duties of the Town Council.

RESOLVED: To amend standing order 3(h) as follows: In accordance with standing order 3(e) above, a question *shall be in writing, signed and delivered not less than seven clear days (excluding weekends and public holidays) before the meeting to the Town Clerk. The question shall not require a response at the meeting nor start a debate on the question. The Mayor/Chairman of the meeting may direct that a written or oral response be given.*

Proposed: Councillor John Collier
Seconded: Councillor Emily Arnold
Voting: F:11, Ag:0, Ab:1

1488. APPOINTMENTS TO COMMITTEES

RESOLVED: That Councillor Claire Jeffrey would stand down from Community Services with Councillor Peter Gane taking her place. Also, for Councillor Claire Jeffrey and Councillor Martin Salmon to stand down from Planning with Councillor John Collier taking Councillor Martin Salmon's place and reduce the Committee to seven members.

Proposed: Councillor John Collier
Seconded: Councillor Emily Arnold
Voting: F:10, Ag:1, Ab:1

It was also noted that Councillor Neil Jones had resigned from UKIP and is now a member of the Conservative Party, Councillor Mary

Lawes had also resigned from UKIP and is now an independent member of the Council.

There was some concern over whether the Committees were balanced correctly. The Town Clerk confirmed that Council allocated seats by political balance and that the seat allocation would be reset at the Annual Statutory Meeting for the 2018/19 Municipal Year. Discussions would take place with the opposition members prior to this regarding seat allocation.

1489. ALLOWANCES

Councillor Carol Sacre explained that although Town Councillors are self-funding there should be some thought as to whether Councillors can claim travel expenses. It may put off members of the public from getting involved in local Councils and taking an active role.

PROPOSED: That Folkestone Town Council pay the Parish Basic Allowance to members to fund travel expenses.

Proposed: Councillor Carol Sacre
Seconded: Councillor Jacqui Meade
Voting: F:2, Ag:8, Ab:2

The motion was lost.

1490. GENERAL DATA PROTECTION REGULATIONS

RESOLVED: To adopt the Data Protection Policy and Subject Access Policy.

Proposed: Councillor John Collier
Seconded: Councillor Jacqui Meade
Voting: F:12, Ag:0, Ab:0

1491. SAFEGUARDING POLICY

RESOLVED: To adopt the Safeguarding Policy and approve that all Councillors should be subject to a standard Disclosure and Barring Service (DBS) Check following election, commencing May 2019.

Proposed: Councillor Martin Salmon
Seconded: Councillor Mary Lawes
Voting: F:7, Ag:4, Ab:1

Recorded Vote

F:Councillors Sacre, Meade, Lawes, Salmon, Gane, Theobald, Arnold, R.West
Ag: Councillors Collier, Jones, Wheeler, R.Wallace
Ab: Councillor Berry

1492. STANDARDS IN PUBLIC LIFE REVIEW

Councillors noted the review that the Committee on Standards in Public Life are undertaking and that any Councillor who wishes to do so could make their own individual comments before the closing date of 18th May.

1493. TREASURY MANAGEMENT REPORT

RESOLVED: To approve report C/18/228 and adopt the Investment Policy for the financial year of 2018/19.

Proposed: Councillor Peter Gane

Seconded: Councillor Neil Jones

Voting: F:12, Ag:0, Ab:0

1494. DATE AND TIME OF NEXT MEETING

Annual Statutory Meeting of the Council – Friday 11th May 2018

Annual Town Assembly – Tuesday 29th May 2018

.....Town Mayor
11th May 2018

The meeting ended at 8.35 p.m.

FOLKESTONE TOWN COUNCIL

APPOINTMENTS TO COMMITTEES SUB-COMMITTEES AND PANELS 2018/19

Chairman (Bold)
Vice Chairman (*Italics*)

Community Services Committee

1. Cllr Emily Arnold (C)
2. Cllr Ann Berry (C)
3. Cllr John Collier (C)
4. Cllr Peter Gane (C)
5. Cllr Mary Lawes (I)
6. Cllr Carol Sacre (UKIP)
7. Cllr Sue Wallace (C)
8. Cllr Pat West (C)
9. Cllr Roger West (C)

Finance and General Purposes Committee

1. Cllr Danny Brook (C)
2. Cllr John Collier (C)
3. Cllr Peter Gane (C)
4. Cllr Neil Jones (C)
5. Cllr Jacqui Meade (L)
6. Cllr David Monk (C)
7. Cllr Martin Salmon (C)
8. Cllr Richard Theobald (C)
9. Cllr Rodica Wheeler (C)

Planning Committee

1. Cllr John Collier (C)
2. Cllr Neil Jones (C)
3. Cllr Jacqui Meade (L)
4. Cllr Carol Sacre (UKIP)
5. Cllr Richard Theobald (C)
6. Cllr Richard Wallace (C)
7. Cllr Roger West (C)

Personnel Sub Committee

1. Cllr John Collier (C)
2. Cllr Peter Gane (C)
3. Cllr Neil Jones (C)
4. Cllr Jacqui Meade (L)

Citizenship Awards Panel

1. Town Mayor
2. Deputy Town Mayor
3. Past Mayor
4. Cllr Mary Lawes (I)

Grants Committee

1. Cllr Ann Berry (C)
2. Cllr Claire Jeffrey (C)
3. Cllr Mary Lawes (I)
4. Cllr Richard Theobald (C)
5. Cllr Richard Wallace (C)
6. Cllr Pat West (C)
7. Cllr Rodica Wheeler (C)

Grievance Panel

1. Cllr Carol Sacre (UKIP)
2. Cllr Richard Wallace (C)
3. Cllr Rodica Wheeler (C)