



# Agenda

Meeting: **Folkestone Parks and Pleasure Grounds Charity**  
Date: **31 January 2024**  
Time: **4.30 pm**  
Place: **Council Chamber - Civic Centre Folkestone**

To: Councillors Mike Blakemore, Polly Blakemore, Gary Fuller,  
Rich Holgate, Jim Martin, Tim Prater, Stephen Scoffham,  
Rebecca Shoob and Jeremy Speakman

The Committee will consider the matters listed below at the date, time and place shown above. The meeting will be open to the press and public.

Members of the Committee who wish to have information on any matter arising on the agenda which is not fully covered in these papers are requested to give notice prior to the meeting to the Chairman or appropriate officer.

This meeting will be webcast live to the council's website at <https://folkestone-hythe.public-i.tv/core/portal/home>.

Please note there will be 37 seats available for members of the public, which will be reserved for those speaking or participating at the meeting. The remaining available seats will be given on a first come, first served basis.

1. **Apologies for absence**
2. **Declarations of interest (Pages 3 - 4)**
3. **Minutes**

To agree the minutes of the meeting held on 26 July 2023 as a true record.

4. **Folkestone Parks and Pleasure Grounds Charity - Revenue Budget for 2024/25**

## Queries about the agenda? Need a different format?

Contact Jemma West – Tel: 01303853369  
Email: [committee@folkestone-hythe.gov.uk](mailto:committee@folkestone-hythe.gov.uk) or download from  
our website [www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk)

This report presents the Charity's projected budget statement of financial activities for the financial year ended 31 March 2025. The report also recommends fees and charges for 2024/25.

5. **Folkestone Parks and Pleasure Grounds - Update Report**

This report provides the Board with an update in relation to all those decisions taken by the Chief Officer – Corporate Estate and Development, since August 2023, under his delegated authority to deal with charity assets.

## **Declarations of Interest**

### **Disclosable Pecuniary Interest (DPI)**

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

### **Other Significant Interest (OSI)**

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

### **Voluntary Announcement of Other Interests (VAOI)**

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

#### **Note to the Code:**

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

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# Minutes

## Folkestone Parks and Pleasure Grounds Charity

Held at: Council Chamber, Civic Centre

Date: Wednesday, 26 July 2023

Present: Councillors Mike Blakemore, Polly Blakemore, Gary Fuller, \*Rich Holgate, Jim Martin, Tim Prater, Rebecca Shoob and Jeremy Speakman

Apologies for Absence: None.

Officers Present: Andy Blaszkowicz (Director of Housing and Operations), Lydia Morrison (Interim S151 Officer), Susan Priest (Chief Executive) and Jemma West (Democratic Services Senior Specialist)

(\*for part of the meetnig)

1. **Declarations of interest**

There were no declarations of interest at the meeting.

2. **Minutes**

The minutes of the meeting held on 20 April 2023 were agreed as a true record.

3. **Folkestone Parks and Pleasure Grounds - Update Report**

The report provided the Board with an update in relation to all those decisions taken by the Director of Housing & Operations, since January 2023, under his delegated authority to deal with charity assets. This report also covers other matters relating to charity land and proposes that Samuel Aligbe, Chief Officer – Corporate Estate and Development, is given the delegated authority to deal with charity assets.

Proposed by Councillor Prater,  
Seconded by Councillor J Martin; and

**RESOLVED:**

1. That report number FPPG/23/01 be received and noted.
2. That Samuel Aligbe, Chief Officer – Corporate Estate and Development, be given delegated authority to make decisions

regarding charity assets on behalf of the charity. This will commence from 1 August 2023.

3. That the proposed new level of £30,000pa at which the officer with delegated authority to make decisions regarding charity assets, which are not politically sensitive, can operate.
4. That a Licence to Alter is granted to the tenant of the East Cliff Pavilion to consent to the alterations.

(Voting figures: 8 for, 0 against, 0 abstentions).

#### 4. **East Cliff Consultation Findings Update**

The report provided an update on, and summary of the findings of the East Cliff Consultation report prepared by Lake Market Research following a public consultation carried out by the council between 5 July and 31 August 2022. The report considers possible next steps and the implications to the existing assets within the site boundary.

Proposed by Councillor Prater,  
Seconded by Councillor M Blakemore; and

#### **RESOLVED:**

1. That report FPPG/23/02 be received and noted.
2. That the summary findings of the recent consultation be noted, and it be agreed that no further work be progressed to deliver those proposals.
3. To note the ongoing maintenance costs and obligations on the Charity as set out in section 7 of the report.
4. That officers continue to explore all available funding sources to support any future project and maintenance of the existing facilities.
5. That any future improvement works will be subject to a further public consultation and a report to the Charity.

(Voting figures: 8 for, 0 against, 0 abstentions).

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This Report will be made  
public on 23 January 2024

Report Number **FPPG/23/03**

**To:** Folkestone Parks and Pleasure Grounds Charity –  
Board of Trustees  
**Date:** 31 January 2024  
**Responsible Officer:** Ola Owolabi, Chief Financial Services Officer.

**SUBJECT: FOLKESTONE PARKS AND PLEASURE GROUNDS  
CHARITY – REVENUE BUDGET FOR 2024/25**

**SUMMARY:** This report presents the Charity’s projected budget statement of financial activities for the financial year ended 31 March 2025. The report also recommends fees and charges for 2024/25.

**REASON FOR RECOMMENDATIONS:**

Consideration and approval of the budget are essential elements of the Charity Trustees’ duty of public accountability and stewardship.

**RECOMMENDATIONS:**

1. To receive and note report FPPG/23/03.
2. To approve the proposed fees and charges for 2024/25, as set out at paragraph 4.2.
3. To approve the budget of financial activities for the year ended 31 March 2025 for the Folkestone Parks and Pleasure Grounds Charity, as set out in Appendix 1.

## 1. INTRODUCTION

- 1.1 This report presents the Charity's projected budget statement of financial activities for the financial year ended 31 March 2025. The report also recommends fees and charges for 2024/25.
- 1.2 The budget statement is shown as an appendix to this report.
- 1.3 Consideration and approval of the budget are essential elements of the Charity Trustees' duty of public accountability and stewardship.
- 1.4 The net expenditure of the Charity is met from the resources of Folkestone & Hythe District Council and is treated as a special expense chargeable through Council Tax on the area of the former Borough of Folkestone (the current areas of Folkestone and Sandgate).

## 2. BUDGET 2024/25

- 2.1 Net revenue expenditure to be financed by Folkestone & Hythe in 2024/25 is estimated at £642,580 compared to the original estimate of £611,230 in 2023/24. This is an increase of £31,350.
- 2.2 The key movements in the budget are:

	£
Increased premises costs (see 2.3)	36,174
Increased support & management costs (see 2.4)	1,740
Decreased investment income (see 2.5)	(1,660)
Increase charitable activities income (see 2.6)	(2,000)
Other net movements	(2,904)
Net movement on Special Expense	<b>31,250</b>

- 2.3 The increase in premises costs relates to the increased cost of grounds maintenance staffing and therefore recharge for council staff time allocation of overheads.
- 2.4 Support and management cost increases relate to additional recharges from Operations and Finance.
- 2.5 An additional income following rental renegotiations (new lease) of £1.6k for the Warren Campsite.
- 2.6 The increased charitable activities income relates to £2k additional income for Radnor Park events.

## 3. CHARITY RESERVES 2023/24 AND 2024/25

- 3.1 The forecast balance on the charity General Fund reserve at 31<sup>st</sup> March 2025 is a surplus of £101,253, subject to any carry forwards / outturn from 23/24.

#### 4. REVIEW OF FEES AND CHARGES FOR 2024/25

4.1 The Charity receives income from pay and play sports facilities at East Cliff and the hire of Radnor Park for amusements and boot fairs. The Council's policy on fees and charges for 2024/25 is to apply an inflationary increase, in line with the current economic state and forecasts of inflation.

4.2 The Board is asked to approve the following schedule of fees and Charges for 2024/25. The fees proposed for 2024/25 are set out in the table below. The increased fees will generate only a small increase in income.

These are detailed in the table below:

Description	Current Charge 2023/24		Proposed Charge 2024/25		VAT Category
	<i>Exc VAT</i>	<i>Inc VAT</i>	<i>Exc VAT</i>	<i>Inc VAT</i>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	
<b>East Cliff Pay and Play</b>					
Tennis – per half hour	3.33	<b>4.00</b>	3.58	<b>4.30</b>	Standard rated
Tennis – per hour	6.08	<b>7.30</b>	6.58	<b>7.90</b>	Standard rated
Pitch and Putt – per round	7.00	<b>8.40</b>	7.50	<b>9.00</b>	Standard rated
Pitch and Putt – per round (concession)	5.17	<b>6.20</b>	5.58	<b>6.70</b>	Standard rated
Pitch and Putt – per round (family)	16.92	<b>20.30</b>	18.25	<b>21.90</b>	Standard rated
Pitch and Putt – deposit for clubs	7.00	<b>8.40</b>	7.58	<b>9.10</b>	Standard rated
Pitch and Putt – lost ball	3.50	<b>4.20</b>	3.75	<b>4.50</b>	Standard rated
Putting – per round	4.17	<b>5.00</b>	4.50	<b>5.40</b>	Standard rated
Putting – per round (concession)	3.33	<b>4.00</b>	3.58	<b>4.30</b>	Standard rated
Bowls – per game per person	7.00	<b>8.40</b>	7.50	<b>9.00</b>	Standard rated
Bowls – per game (family)	16.92	<b>20.30</b>	18.25	<b>21.90</b>	Standard rated
Bowls – per week	20.25	<b>24.30</b>	21.83	<b>26.20</b>	Standard rated
Bowls – per week (concession)	14.17	<b>17.00</b>	15.33	<b>18.40</b>	Standard rated

Description	Current Charge 2023/24		Proposed Charge 2024/25		VAT Category
	Exc VAT	Inc VAT	Exc VAT	Inc VAT	
	£	£	£	£	
Bowls – per season	113.08	135.70	122.00	146.40	Standard rated
Bowls – per season (concession)	79.17	95.00	85.42	102.50	Standard rated
Bowls – deposit for bowls and mat	7.00	8.40	7.50	9.00	Standard rated
Bowls – visiting teams per person	3.33	4.00	3.58	4.30	Standard rated
<b>Hire of Charity Land (per day)</b>					
Commercial Events	1,250.00	1,250.00	1348.80	1,348.80	Non VATable
Boot Fairs	290.00	290.00	313.00	313.00	Non VATable
Charitable/Community Events (excluding Boot Fairs)	45.00	45.00	48.60	48.60	Non VATable
Small Non- Commercial Events (excluding Boot Fairs)	150.00	150.00	161.90	161.90	Non VATable
Small Commercial Events (per day)	50.00	50.00	54.00	54.00	Non VATable
Exercise class/event (per event)	10.00	10.00	10.80	10.80	Non VATable
Cleaning & Restocking Charge for use of WC's used by Event Organiser	129.17	155.00	139.42	167.30	Standard rated
<b>Refundable Deposits re Hire of Land</b>					
Commercial Events (minimum of £500)	<i>Sliding scale up to 1,000.00</i>	<i>Sliding scale up to 1,000.00</i>	<i>Sliding scale up to 1,000.00</i>	<i>Sliding scale up to 1,000.00</i>	Non VATable
Non-Commercial Events (minimum of £100)	<i>Sliding scale up to 500.00</i>	<i>Sliding scale up to 500.00</i>	<i>Sliding scale up to 500.00</i>	<i>Sliding scale up to 500.00</i>	Non VATable
<b>Beach Huts</b>					
Abus Diskus padlock and admin	n/a	n/a	72.29	86.75	Standard rated

Description	Current Charge 2023/24		Proposed Charge 2024/25		VAT Category
	<i>Exc VAT</i>	<i>Inc VAT</i>	<i>Exc VAT</i>	<i>Inc VAT</i>	
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	
Pair of keys and admin	n/a	n/a	21.04	<b>25.25</b>	Standard rated
Postage of new keys	n/a	n/a	1.00	<b>1.00</b>	Exempt

## 5. UPDATE ON AUDIT OF 2022/23 ACCOUNTS

The 2022/23 accounts has been completed with the final audit expected to start in February 2024 following which a return will be prepared for the Charity Commission, having been granted a filing deadline extension.

## 6. CONTACT OFFICERS AND BACKGROUND DOCUMENTS

Councillors with any questions arising out of this report should contact the following officers prior to the meeting:

Ola Owolabi, Chief Financial Services Officer,  
Email: [ola.owolabi@folkestone-hythe.gov.uk](mailto:ola.owolabi@folkestone-hythe.gov.uk)

The following background documents have been relied upon in the preparation of this report:

*Data from financial information system*  
*Working papers held within Financial Services*

Appendix 1 – Budget Statement of Financial Activities 2024/25

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BUDGET STATEMENT OF FINANCIAL ACTIVITIES 2024/25

2022/23 ACTUAL (Draft)	RESTRICTED AND UNRESTRICTED FUNDS	2023/24 ORIGINAL BUDGET	2024/25 ORIGINAL BUDGET
£		£	
	<b>Incoming and Endowments from:</b>		
	Donations Etc.		
(172,229)	Charitable Activities	(182,230)	(184,230)
(157,660)	Investment Income	(186,390)	(188,050)
(520,416)	<b>Contribution from Folkestone &amp; Hythe DC</b>	(611,222)	(642,580)
<b>(850,304)</b>	<b>Total Incoming Resources</b>	<b>(979,842)</b>	<b>(1,014,860)</b>
	<b>Resources Expended</b>		
	<b>Charitable Activities</b>		
19,981	Employees	15,000	15,000
703,440	Premises and Grounds Expenses	722,646	758,820
103,773	Supplies and Services	173,510	173,560
-5,600	Management and Support Services	34,730	36,470
34,950	Depreciation	34,950	34,950
7,060	Governance Costs	8,200	8,200
<b>863,603</b>	<b>Total Resources Expended</b>	<b>989,036</b>	<b>1,027,000</b>
<b>13,299</b>	<b>Net (Incoming)/Outgoing Resources Before Transfers</b>	<b>9,194</b>	<b>12,140</b>
	<b>Transfers Between Funds</b>	<b>0</b>	<b>0</b>
<b>13,299</b>	<b>Net (Incoming)/Outgoing Resources Before Other Recognised Gains &amp; Losses</b>	<b>9,194</b>	<b>12,140</b>
	Restatement of Fixed Assets	<b>0</b>	<b>0</b>
(59,205)	(Gains)/Losses on Revaluation of Fixed Assets for Charity's Own Use	<b>0</b>	<b>0</b>
(83,700)	(Gains)/Losses on Revaluation of Investment Assets	<b>0</b>	<b>0</b>
<b>(129,606)</b>	<b>Net Movement in Funds</b>	<b>9,194</b>	<b>12,140</b>
(4,957,224)	Fund Balances at 1st April	(4,827,618)	(4,827,618)
<b>(4,827,618)</b>	<b>Fund Balances at 31st March</b>	<b>(4,818,424)</b>	<b>(4,815,478)</b>
	<b>Fund Balances at 31st March</b>		
(113,393)	Unrestricted Fund - General Fund	(104,199)	(101,253)
(1,801,793)	Unrestricted Fund - Revaluation Reserve	(1,801,793)	(1,801,793)
(2,793,998)	Restricted Fund - Capital Grants Reserve	(2,793,998)	(2,793,998)
(118,434)	Restricted Fund - Endowment Fund	(118,434)	(118,434)
<b>(4,827,618)</b>		<b>(4,818,424)</b>	<b>(4,815,478)</b>

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This report will be made public on 23 January 2024

Report number: **FPPG/23/04**

**To:** Folkestone Parks and Pleasure Ground Charity – Board of Trustees  
**Date:** 31 January 2024  
**Head of Service:** Andy Blaszkowicz, Director – Housing & Operations  
**Subject:** Folkestone Parks and Pleasure Grounds – Update Report

**Summary:** This report provides the Board with an update in relation to all those decisions taken by the Chief Officer – Corporate Estate and Development, since August 2023, under his delegated authority to deal with charity assets.

**Recommendations:**

1. To receive and note this report.

## **1. BACKGROUND**

- 1.1 Folkestone and Hythe District Council ('the Council') act as trustees on behalf of the Folkestone Parks and Pleasure Grounds Charity ('FPPG'/the Charity') in managing all the Charity's assets. The council provides an update report to the Charity trustees every six months.

## **2. INTRODUCTION**

- 2.1 This report provides the Board with the 6-monthly update in relation to all those decisions taken by the Chief Officer – Corporate Estate and Development since August 2023. This report also covers other matters relating to Charity land.

## **3. DECISIONS TAKEN SINCE JULY 2023**

### **3.1 Lower Sandgate Road Recreation Ground (Coastal Park)**

- a. The Council has been approached by the Leas Lift Community Interest Organisation who are starting works this year to reinstate the Leas Lift including extension of the café facility. This will involve moving the Leas Lift café in a container on a temporary basis whilst the works proceed. They have enquired as to whether a temporary container could be placed on Charity land close to the Lift. The Council has been supportive of the project thus far and is exploring the option of the temporary siting of a container in the Park, adjacent to the eastern entrance, in front of the car park and next to the proposed Changing Places toilet.
- b. Go Folkestone would like to see the inscribed foundation stone of Folkestone's former Victoria Pier permanently positioned in a location close to where it would have originally been laid. The council is willing to accept the gift of the stone (privately-owned currently), with the final positioning to be agreed.
- c. Beach huts, Marine Walk: the leases of the 115 beach huts were reaching expiry between Spring and Summer 2023 and new leases were agreed. Under the terms of the leases, tenants can serve notice to bring the agreements to an end. At the start of 2024, seven tenants served notice to end their agreements, citing various reasons. New agreements will now be offered to the next candidates on the waiting list.

### **3.2 East Cliff and The Warren Pleasure Ground**

- a. Warren Campsite: a new two-year lease has been agreed with the existing tenant – the Caravan and Camping Club (CCC) – from January 2024 at a rent of £8,600pa.
- b. Little Switzerland Campsite: it has been agreed that a new two-year lease will be granted to the existing tenant from 1 March 2024. The rent proposed is £26,700pa.
- c. Warren Access Road: The road leading to the Warren, including the Warren Campsite, is part-owned by the Charity, together with Network Rail. The three parties share responsibility for repairs to the road. CCC has undertaken a condition survey of the road which has estimated the cost of repair as £30,000-£35,000 for each party. Whilst the lease

requires CCC to pay a fair proportion of the costs of maintaining the road, at this estimate the amount would exceed the rent. The Council intends undertaking some maintenance and repair to the access road, however does not have budget to undertake widening of the access road, as requested by CCC.

- d. East Cliff Pavilion: The premises are let on a long lease to the tenant. It was found that numerous alterations were made to the building without permission and officers have been following this up with the tenant to regularise the position. As part of the previous report, the Board agreed with the recommendation that a Licence to Alter is granted to the tenant to consent to the alterations. The tenant has confirmed to the Council that they anticipate remedial works to be undertaken this year.
- e. Canterbury Archaeological Trust (CAT) was granted a licence until 31 October 2025 to enable it to undertake archaeological fieldwork and excavations. CAT's 2024 works are due to comprise two excavations: one within, and the other adjacent to, the Roman villa site. As it is the centenary of Winbolt's 1924 excavation of the villa, CAT may be considering events that are beyond its normal archaeological works. Any event proposals are expected to be submitted via the council's Event App.
- f. In 2022, a lease was granted to CAT for a small hut off Wear Bay Road, which is used in conjunction with the above archaeological works. The intention is to offer CAT a further lease of up to two years from March 2024.

### **3.3 Radnor Park**

- a. Last year, East Kent College Group (EKCG), the tenant of Radnor Park Lodge, confirmed its decision to withdraw from the lease and property. The council has been liaising with EKCG in relation to the tenant's dilapidations liability. EKCG has now confirmed that it would pay a settlement sum of £18,000 as liquidated damages for dilapidations. FHDC has confirmed that it would be agreeable to EKCG's proposed settlement, subject to a surrender of the lease being completed immediately after a satisfactory final inspection of the lodge and with the settlement sum payable. EKCG is agreeable to this proposal and has requested that FHDC prepares the deed of surrender. The intention is to relet the tearoom once EKCG has vacated and the repair works required are completed. The Council has the budget allocated to undertake the works. The lease opportunity will be advertised on the Kent Business Portal where the intention would be to seek a commercial tenant with the rent income contributing to the Charity's account.
- b. Pétanque: Report FPPG/22/10 detailed the proposal for installation of pétanque courts at Radnor Park, to be funded in part by the Radnor Park Community Group. Works are now complete, with the courts located behind Radnor Park Bowls Club and being used by the community.

### **3.4 Various Charity Lands**

- a. The tender and award of the contract for the installation of a Changing Places toilet facility in the eastern end of the Coastal Park, and Radnor

Park adjacent to the toilet block, has taken place. Works are due to be completed within Quarter 4 of 2023-24.

- b. In 2023, a lease was granted to Creative Folkestone for the siting of nine existing Triennial artworks on charity land. Creative Folkestone has already opened discussions with the council in relation to the next Triennial which will be held in 2025.

#### **4. CONCLUSION**

- 4.1 It is anticipated that the next update report will be provided in July 2024.

#### **5. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS**

- 5.1 **Legal Officer's Comments** All legal related issues are covered within the report.
- 5.2 **Finance Officer's Comments** All finance related considerations are covered within the main body of the report.
- 5.3 **Communication Implications** All communication implications are covered within the report.
- 5.4 **Diversities and Equalities Implications** There are no diversities and equalities implications arising from this report.

#### **6. CONTACT OFFICERS AND BACKGROUND DOCUMENTS**

**Andy Blaszkowicz, Director – Housing & Operations**

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**Samuel Aligbe, Chief Officer – Corporate Estate and Development**

07742 763201

samuel.aligbe@folkestone-hythe.gov.uk

#### **APPENDICES**

None

**The following background documents have been relied upon in the preparation of this report:**

None.