

# FOLKESTONE TOWN COUNCIL



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## AGENDA

Meeting: **Finance and General Purposes Committee**  
Date: **Thursday 18 April 2024**  
Time: **7.00 p.m.**  
Place: **Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone.**  
To: **The Finance and General Purposes Committee**

**YOU ARE HEREBY SUMMONED** to attend a meeting of the Finance and General Purposes Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to contact the Town Clerk prior to the meeting.

**T Brenchley**  
**Town Clerk & Responsible Financial Officer**

### 1. APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence.

### 2. DECLARATIONS OF INTERESTS

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

### 3. MINUTES

- 1) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 15 February 2024 and to authorise the Chair of the Committee to sign them as a correct record.
- 2) To receive and note the Minutes of the Personnel Sub-Committee meeting held on the 14 December 2023.

### 4. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 February to 31 March 2024.

## 5. SCHEDULE OF RECEIPTS

The attached schedule details receipts received between 1 February to 31 March 2024.

## 6. BUDGET MONITORING STATEMENT MARCH 2024

The attached statement sets out details of the Town Council's provisional expenditure/income and earmarked reserves up to 31 March 2024.

## 7. BANK RECONCILIATION

The bank reconciliation statement at 31 March 2024 is attached for information and signed by a Member other than the Chairman or a cheque signatory.

## 8. TOWN HALL BUILDING REPAIRS UPDATE

The Town Clerk to provide an update on progress with regard to Town Hall building repairs.

## 9. WARD GRANT BALANCES

For information, the attached shows ward grant balances available to each Councillor as at 1 April 2024.

## EXCLUSION OF PRESS AND PUBLIC

The remainder of the Agenda has classified **item 10** as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item is debated. Press and members of the public should now leave.

## 10. CINEMA RENT REVIEW RENEWAL

The Town Clerk to provide an update on the negotiations of the renewal of the cinema lease contract.

## 11. DATE OF NEXT MEETING

13 June 2024 at 7pm.

Parking available for Councillors @ 6.00pm on the precinct area at the front of the Town Hall.

### Finance & General Purposes Committee

1. Cllr Belinda Walker
2. Cllr Nicola Keen
3. Cllr Jane Darling
4. Cllr Connor McConville
5. Cllr Adrian Lockwood
6. Cllr Bridget Chapman
7. Cllr Laura Davison
8. Cllr Christine Dickinson
9. Cllr Kieran Leigh
10. Cllr Tim Prater
11. Cllr Peter Gane



## FOLKESTONE TOWN COUNCIL

**MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 15<sup>th</sup> February 2024 at 7.00 p.m.**

**PRESENT:** Councillors Christine Dickinson, Bridget Chapman, Belinda Walker, Connor McConville (Chair), Adrian Lockwood, Laura Davison and Peter Gane.

**ABSENT:** Councillor Kieran Leigh

**OFFICERS PRESENT:** Toni Brenchley – Town Clerk,  
Roland Domingo – Finance Officer.

### **1632. APOLOGIES FOR ABSENCE**

Apologies received from Councillors Nicola Keen, Tim Prater and Jane Darling.

**RESOLVED: To approve apologies from Councillors Nicola Keen, Tim Prater and Jane Darling.**

Proposed: Councillor Belinda Walker

Seconded: Councillor Bridget Chapman

Voting: F: 7, Ag: 0, Ab: 0

### **1633. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

### **1634. MINUTES**

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 25<sup>th</sup> January 2024.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 25<sup>th</sup> January 2024 be signed as a correct record.**

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

Voting: F: 7, Ag: 0, Ab: 0

### **1635. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1<sup>st</sup> January 2024 to 31<sup>st</sup> January 2024.

**RESOLVED: That the Schedule of Payments for the period between 1<sup>st</sup> January 2024 to 31<sup>st</sup> January 2024 be approved.**

Proposed: Councillor Laura Davison

Seconded: Councillor Peter Gane

Voting: F: 7, Ag: 0, Ab: 0

**1636. SCHEDULE OF RECEIPTS**

The Committee considered the schedule of receipts made between 1<sup>st</sup> January 2024 to 31<sup>st</sup> January 2024.

**RESOLVED: That the Schedule of Receipts for the period 1<sup>st</sup> January 2024 and 31<sup>st</sup> January 2024 be accepted.**

Proposed: Councillor Belinda Walker

Seconded: Councillor Peter Gane

Voting: F: 7, Ag: 0, Ab: 0

**1637. BUDGET MONITORING STATEMENT JANUARY 2024**

The budget monitoring statement to the 31<sup>st</sup> January 2024 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31<sup>st</sup> January 2024 be approved.**

Proposed: Councillor Peter Gane

Seconded: Councillor Christine Dickinson

Voting: F: 7, Ag: 0, Ab: 0

**1638. BANK RECONCILIATION**

The bank reconciliation statement as at 31<sup>st</sup> January 2024 was noted by the Committee and signed by Councillor Adrian Lockwood.

**1639. LIGHTING WORKS AT THE TOWN HALL**

The Town Clerk provided information for carrying out lighting works at the Town Hall office for the Committee to agree the lighting works to be carried out.

**RESOLVED:**

- i. To release General Reserve funds to carry out lighting works at the Town Hall office switch to LED lights and carry out electrical installation condition report for the Town Hall building.**
- ii. Steel fire escape requires a formal inspection by a structural engineer – Town Clerk to obtain quotes for the work to be undertaken.**
- iii. The cabinet housing the cinema electric board in the basement has rusted due to water ingress and is being replaced by UK Power Networks. Town Clerk to investigate options to resolve the problem with water ingress to all of the electrical panels in the basement and to address the poor maintenance of the area.**

Proposed: Councillor Peter Gane

Seconded: Councillor Bridget Chapman

Voting: F: 7, Ag: 0, Ab: 0

## 1640. COMMUNITY MINIBUS

The Town Clerk provided an update on the progress of the Community Minibus project providing initial proposals and options for the use of the minibus in readiness for when the permit is granted.

**RESOLVED: To operate the Community Minibus on a Day/Self Drive Hire to non-profit making, community and voluntary groups in the Folkestone area once section 22 permit has been approved. Maximum six-hour blocks at a cost of £40 hire charge, plus 60p per mile (max of 80 miles). Drivers hiring the minibus will need to hold a D1 licence. The operation of the minibus will be reviewed in six months' time.**

Proposed: Councillor Peter Gane

Seconded: Councillor Adrian Lockwood

Voting: F: 7, Ag: 0, Ab: 0

## 1641. WARD GRANTS

A list of ward grants was provided for the Committee's approval.

<i>Organisation</i>	<i>Purpose</i>	<i>Amount</i>	<i>Councillor</i>	<i>Power</i>
Strange Cargo	Charivari 2024	£250.00	J Meade	LGA 72, Sec 145
MOLO Czechs & Slovaks in Folkestone	Mothers without hands	£200.00	A Akuffo Kelly	LGA 72, Sec 145
Folkestone Live	Folkestone Live (theatre, children shows & stand up comedy)	£200.00	T Prater	LGA 72, Sec 145
Shepway Spectrum Arts CIC	Window Blinds	£200.00	L McGirr	LGA 72, Sec 133
Shepway Spectrum Arts CIC	Window Blinds	£100.00	J Meade	LGA 72, Sec 133
Shepway Spectrum Arts CIC	Window Blinds	£100.00	A Lockwood	LGA 72, Sec 133
Folkestone First Timers CIC	First Timers Music Programme 2024	£300.00	L Davison	LGA 72, Sec 145
Folkestone First Timers CIC	First Timers Music Programme 2024	£300.00	J Renshaw	LGA 72, Sec 145
Folkestone First Timers CIC	First Timers Music Programme 2024	£175.00	L McShane	LGA 72, Sec 145
Folkestone First Timers CIC	First Timers Music Programme 2024	£200.00	A Akuffo Kelly	LGA 72, Sec 145
Folkestone Women's Forum	Take Up Space Festival	£250.00	A Akuffo Kelly	LGA 72, Sec 145
Baby Basics Folkestone	Baby Basics	£250.00	A Akuffo Kelly	LGA 72, Sec 145
ShivaNova/Equator Festival Ltd	Women of the World International Women's Day event	£200.00	L Davison	LGA 72, Sec 145
Custom Food Lab	Taking Root Creative Nature Club	£150.00	B Walker	LGA 72, Sec 145
Folkestone Music Town CIC	Music in May	£200.00	B Walker	LGA 72, Sec 145

Healing Image Projects CIC (HIPCIC)	Women Of Faith	£130.00	B Walker	LGA 72, Sec 145
Music & Arts for the Shepway Community	Shepway Choirs	£200.00	C McConville	LGA 72, Sec 145

**RESOLVED: To approve the listed ward grants received.**

Proposed: Councillor Peter Gane

Seconded: Councillor Bridget Chapman

Voting: F: 7, Ag: 0, Ab: 0

**1642. WARD GRANT BALANCES**

The Committee has noted the ward grant balances as of 15<sup>th</sup> February 2024.

**1643. DATE OF NEXT MEETING:**

18<sup>th</sup> April 2024 at 7.00pm

The meeting concluded at 7:30pm

Chair.....

Date.....

		Expenditure of £250 and above 01/02/2024 - 31/03/2024			
<b>FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 FEBRUARY TO 31 MARCH 2024</b>					
<b>Date</b>	<b>Supplier</b>	<b>Budget Code</b>	<b>Transaction Number</b>	<b>Total</b>	<b>Description</b>
01/02/2024	Independent Art Historian & Curator	M/H Professional Fees	945	£350.00	Due-diligence, provenance, historical and exhibition research services for Metropole Art Collection
01/02/2024	Folkestone & Hythe District Council	Parks, Gardens & Recs - Flowerbeds	946	£39,916.80	Sponsorship of Spring & Summer Flower and Shrub Bed Planting for 2024 Displays
01/02/2024	Gala Lights	Christmas Lighting	947	£1,350.00	Christmas Projector for Stage and Town Hall
01/02/2024	Gala Lights	Christmas Lighting	948	£6,048.00	Additional Christmas lighting purchased for Christmas Lights event
01/02/2024	Vaughtons	Regalia - New	954	£487.16	Past Mayor's badge
01/02/2024	ADM Computing Services	Friends of Folkestone Museum Gift (Reserve)	953	£2,907.60	Surface Laptop including installation work server
01/02/2024	ADM Computing Services	ICT Support	968	£1,008.00	WatchGuard security vpn subscription renewal
01/02/2024	ADM Computing Services	ICT Support	959	£3,968.64	Microsoft business for Officers and Councillors annual renewal
01/02/2024	Harmer & Sons Grounds Maintenance Ltd	TKL Allotment Maintenance	969	£1,416.00	Carry out maintenance on balancing pond at Tile Kiln Lane allotments
01/02/2024	Harmer & Sons Grounds Maintenance Ltd	Bus Shelters	957	£594.00	Carry out bus shelter repairs at Shaftesbury Avenue
01/02/2024	United Response	Ward Grants	961	£500.00	Community food larder ward grant - supported by Cllr J Darling
01/02/2024	Cheriton Bowls Club	Ward Grants	963	£400.00	New mower for Green ward grant - supported by Cllr P Gane
01/02/2024	Gala Lights	Christmas Lighting	958	£737.28	Wired extension cables and connectors for Christmas lights event 2023
01/02/2024	Harmer & Sons Grounds Maintenance Ltd	Parks, Gardens & Recs - Play Areas	970	£2,661.80	Carry out mowing and play inspections monthly 8x
08/02/2024	Clearview Communications Ltd	CCTV Maintenance	993	£1,623.56	CCTV repairs at Cheriton Rec and Repairs to Europa House
12/02/2024	Peninsula	HR/H&S Management Fees	1057	£397.07	HR service monthly cost
15/02/2024	SSE Hydro Electric	Services, Heating & Lighting	1059-1061	£5,638.63	Town Hall electricity October - December 2023
16/02/2024	Gartec	Building Repairs/Maint	1009	£719.58	Intercom installation between Town Hall office to cinema
16/02/2024	Metroline Security Limited	Building Repairs/Maint	1010	£396.00	Reposition smoke detector/install 2 no smoke detectors
16/02/2024	Paul Lacey	M/H Subscriptions	1008	£720.00	Website hosting and maintenance annual renewal
16/02/2024	ADM Computing Services	ICT Support	1016	£1,196.52	Various monthly IT services
20/02/2024	Fred Newing	CCTV Control Room Refurbishment	989	£1,000.00	CCTV Control room at Town Hall refurbishment final payment
20/02/2024	SSE Hydro Electric	Services, Heating & Lighting	1065	£436.02	Town Hall gas November 2023
20/02/2024	KCS Procurement Services (KCC)	Photocopying	992	£274.26	Ink printer cartridge supply 01/11/2023 - 31/01/2024
20/02/2024	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	995	£1,500.00	Storage unit rent February 2024
21/02/2024	Daisy Communications Limited	Telecommunication Services	1066	£565.84	Telecommunication services monthly cost
22/02/2024	SSE Hydro Electric	Services, Heating & Lighting	1067	£1,790.17	Town Hall electricity January 2024
23/02/2024	Net wages	Salaries, Pensions & NI	1069	£22,462.66	Staff cost February 2024
23/02/2024	Entec Access Systems Ltd	Building Repairs/Maint	1051	£336.00	Service on automatic entrance door

		Expenditure of £250 and above 01/02/2024 - 31/03/2024			
23/02/2024	Strange Cargo Arts Company Limited	Ward Grants	1032	£250.00	Charivari Day 2024 ward grant - supported by Cllr J Meade
23/02/2024	Folkestone First Timers CIC	Ward Grants	1038	£300.00	First Timers Music Programme 2024 ward grant - supported by Cllr L Davison
23/02/2024	Folkestone First Timers CIC	Ward Grants	1039	£300.00	First Timers Music Programme 2024 ward grant - supported by Cllr J Renshaw
23/02/2024	Folkestone Women's Forum	Ward Grants	1042	£250.00	Take Up Space Festival ward grant - supported by Cllr A Akuffo-Kelly
23/02/2024	Baby Basics Folkestone	Ward Grants	1043	£250.00	Baby Basics ward grant - supported by Cllr A Akuffo-Kelly
26/02/2024	HMRC	Salaries, Pensions & NI	1070	£8,112.68	PAYE cost February 2024
26/02/2024	Kent Pension Fund	Salaries, Pensions & NI	1071	£7,206.95	Employer's Superannuation cost February 2024
26/02/2024	Leppard Cleaning	Cleaning	1072	£859.50	Town Hall office and Museum cleaning February 2024
29/02/2024	NW Smith Associates	Building Repairs/Maint	1079	£360.00	Structural Review - Fire Escape
29/02/2024	Harmer & Sons Grounds Maintenance Ltd	Parks, Gardens & Recs - Play Areas	1083	£2,661.80	Monthly play inspections x8
29/02/2024	Clearview Communications Ltd	CCTV Maintenance	1082	£18,461.04	CCTV Annual proactive maintenance contract
06/03/2024	SSE Hydro Electric	Services, Heating & Lighting	1181	£506.73	Town Hall gas December 2023
07/03/2024	Society of Local Council Clerks	Staff Training	1103	£450.00	CiLCA training for Communities and Events Officer
07/03/2024	SSE Hydro Electric	Services, Heating & Lighting	1182	£781.90	Town Hall gas January 2024
07/03/2024	Gartec	Building Repairs/Maint	1100	£730.80	Lift annual service contract renewal
07/03/2024	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	1102	£1,500.00	Storage monthly rental and electricity usage
12/03/2024	Peninsula	HR/H&S Management Fees	1183	£397.07	HR monthly service
14/03/2024	L Todd	Mayor's Expenses May-Mar	1111	£250.00	Catering for TM Community Awards
14/03/2024	Charlier Construction	Museum/Heritage Workshops (reserve use)	1115	£3,508.07	Retention for the Folkestone Town Hall external decoration and repair
19/03/2024	Daisy Communications Limited	Telecommunication Services	1186	£565.84	Telecommunication services March 2024
22/03/2024	KCS Procurement Services (KCC)	Equipment/Furniture Purchase	1134	£287.99	Additional office desk in the Town Hall office
22/03/2024	ADM Computing Services	ICT Support	1142	£1,257.60	Adobe Creative Cloud annual renewal
22/03/2024	ADM Computing Services	ICT Support	1143	£1,152.60	Various monthly IT services
22/03/2024	Mayoress of Folkestone's Charity Fund	Mayor's Expenses May-Mar	1156	£500.00	Transfer of mayoral allowance to mayoral charities to be donated to local organisations
22/03/2024	Folkestone Music Town CIC	Ward Grants	1151	£500.00	Music in May Ward Grant - supported by Cllr L McShane
22/03/2024	Strange Cargo Arts Company Limited	Town Grants (Reserve Use)	1144	£2,000.00	Charivari Day 2024 Town Grant
22/03/2024	Folkestone First Timers CIC	Town Grants (Reserve Use)	1145	£1,250.00	First Timers Music Programme 2024 Town Grant
22/03/2024	Folkestone Music Town CIC	Town Grants (Reserve Use)	1146	£2,000.00	Music in May Town Grant
22/03/2024	Music & Arts For The Shepway Community	Town Grants (Reserve Use)	1147	£375.00	Shepway Community Choirs Town Grant
22/03/2024	Folkestone Rescue Ltd	Town Grants (Reserve Use)	1148	£1,250.00	Beach Supervisor Role Town Grant
22/03/2024	Molo Czechs and Slovaks in Folkestone	Town Grants (Reserve Use)	1149	£700.00	Mothers Without Hands Town Grant
25/03/2024	Net wages	Salaries, Pensions & NI	1189	£22,729.13	Staff costs March 2024
25/03/2024	HMRC	Salaries, Pensions & NI	1190	£9,473.31	PAYE March 2024
25/03/2024	Kent Pension Fund	Salaries, Pensions & NI	1191	£7,635.92	Employer's Superannuation March 2024
25/03/2024	Leppard Cleaning	Cleaning	1192	£859.50	Cleaning at Town Hall office and Museum



		Expenditure of £250 and above 01/02/2024 - 31/03/2024			
28/03/2024	SSE Hydro Electric	Services, Heating & Lighting	1195	£1,546.79	Town Hall electricity February 2024
			<b>Total</b>	<b>£202,621.81</b>	
<b>CREDIT CARD REPLENISHMENT</b>					
23/02/2024	Cards Direct	Staff Wellbeing	1177	£11.10	Birthday balloons and poppers for Town Sergeant's birthday
23/02/2024	Poundland	Staff Wellbeing	1178	£1.22	Party blowers for Town Sergeant's birthday
23/02/2024	Radon Group	Sundries	1167	£105.60	Radon testing units
24/02/2024	Asda Stores Ltd	Sundries	1176	£1.45	Milk
04/03/2024	Disclosure Barring Service	Legal/Bailiff Fees	1160, 1166	£36.00	Basic DBS check
06/03/2024	Society of Local Council Clerk	Staff Training	1162-1164	£72.00	New Clerk training series
06/03/2024	Canva Pty Ltd	ICT Support	1179	£99.99	Poster editing annual subscription renewal
06/03/2024	Darcy Clothing	M/H Workshops	1165	£238.20	Victorian Clothing for workshops
07/03/2024	Folkestone & Hythe District Council	Consultant Fees	1161	£350.00	Pre planning application advice and meeting
11/03/2024	F. Hinds	Mayor's Expenses May-Mar	1168	£21.95	Engraving for Cadet
11/03/2024	Card Factory	Mayor's Expenses May-Mar	1175	£7.92	Gift bags for Town Mayor's Community Awards
12/03/2024	Poundland	Mayor's Expenses May-Mar	1172	£3.40	Napkins and cutleries for Town Mayor's Community Awards
12/03/2024	Asda Stores Ltd	Mayor's Expenses May-Mar	1173, 1174	£64.90	Refreshments for Town Mayor's Community Awards
15/03/2024	Asda Stores Ltd	Sundries	1171	£1.20	Milk
19/03/2024	Epos Now	ICT Support	1159	£342.00	Reception till support license annual renewal
19/03/2024	Asda Stores Ltd	Mayor's Expenses May-Mar	1169	£11.25	Chocolates for Mayor's education visit
19/03/2024	Lidl	Mayor's Expenses May-Mar	1170	£8.76	Squash and biscuits for Mayor's education visit
21/03/2024	123-Reg Limited	Telecommunication Services	1158	£14.39	Web domain annual renewal
			<b>Total</b>	<b>£1,391.33</b>	

<b>FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 FEBRUARY TO 31 MARCH 2024</b>					
<b>Date</b>	<b>Customer</b>	<b>Income Code</b>	<b>Transaction Number</b>	<b>Total</b>	<b>Description</b>
01/02/2024	Ministry of Defence	Armed Forces Day Grant	292	£9,000.00	Armed Forces Day Grant 2023/24
01/02/2024	HSBC Deposit Account	Investment Interest	293	£242.75	Bank interest received January 2024
02/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	294	£68.15	Allotment plot T06A 2023.24
02/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	295, 314	£126.77	Allotment plot T06A, T21A 2024.25
02/02/2024	Museum Shop	M/H Income	374	£25.95	Various retail and museum workshop talks
03/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	313, 351	£214.06	Allotment plot P58A, P58B, P59A 2024.25
04/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	308-312	£305.79	Allotment plot T03A, T02A, T17A, T41A, T27A 2024.25
05/02/2024	Bodsham School	M/H Income	296	£75.00	Rocks, Fossils and Dinosaurs workshop
05/02/2024	Museum Shop	M/H Retail Sales	375	£14.75	Various museum retail
06/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	297, 298	£72.84	Allotment plot TK53B, T38A 2024/25
07/02/2024	Museum Shop	M/H Income	376, 378	£28.00	Museum workshop talks
08/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	306, 307	£117.87	Allotment plot T50A, T56B 24/25
09/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	305	£47.26	Allotment plot P54A 24/25
09/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	334, 353	£136.22	Allotment plot T24A, T42B 24/25
09/02/2024	Museum Shop	M/H Retail Sales	377	£9.55	Various museum retail
10/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	299, 300, 301	£167.92	Allotment plot P09B, P01A, P01B 24/25
12/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	302	£27.80	Allotment plot TK57A 2024.25
13/02/2024	Museum Shop	M/H Retail Sales	379	£6.25	Various museum retail
14/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	303	£78.40	Allotment plot P37A 24/25
15/02/2024	Silver Screen Cinema	Rental Income	352	£1,000.00	Lease of cinema paid monthly
15/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	315-317	£214.62	Allotment plot P06A, P05A, P46A 24/25
15/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	318	£53.38	Allotment plot T04A 24/25
15/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	319-321	£147.33	Allotment plot P28A, P38B, P39A 24/25
15/02/2024	Museum Shop	M/H Retail Sales	381	£5.00	Book retail sale
16/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	324, 333	£123.99	Allotment plot P51A, P40A 24/25
16/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	304, 322, 323, 332	£239.09	Allotment plot T23A, T24B, T52A, T28A 24/25
16/02/2024	Museum Shop	M/H Retail Sales	382	£13.45	Various museum retail
18/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	325, 325, 328, 329	£110.50	Allotment plot P06B, P36/8, P36/11, P35/1 24/25
19/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	326, 330, 331	£162.09	Allotment plot T42C, T49A, T25B 2024.25
19/02/2024	Museum Shop	M/H Retail Sales	383	£2.50	Various museum retail
20/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	369	£62.27	Allotment plot P07B 24/25
20/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	340, 368	£190.70	Allotment plot T35A, T45A 24/25
20/02/2024	Museum Shop	M/H Retail Sales	384, 385	£46.75	Various museum retail
21/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	336, 337	£45.04	Allotment plot P62A, P62B 24/25
21/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	335	£46.15	Allotment plot T21B 24/25
21/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	339	£51.71	Allotment plot P28B 24/25
21/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	338	£119.54	Allotment plot T47A 24/25
21/02/2024	Museum Shop	M/H Retail Sales	386, 387	£31.64	Various museum retail, donations
22/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	341, 354, 355, 356, 357, 358	£258.39	Allotment plot P13A, P35/2, P36/7, P36/10, P48B, P48A 24/25
23/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	359, 360	£96.75	Allotment plot T08A, T06B 24/25
25/02/2024	Park Farm Allotment Tenant	PFR Allotment Rent	342, 343, 349, 346, 347, 348	£291.34	Allotment plot P49A, P54B, P53A, P25B, P25A, P53B 24/25
26/02/2024	Folkestone & Hythe District Council	CCTV Control Room	345	£13,401.30	CCTV Control Room Grant 2023/24

26/02/2024	Folkestone & Hythe District Council	CCTV Grant	344	£46,783.58	CCTV External Monitoring Grant 2023/24
26/02/2024	Museum Shop	M/H Retail Sales	388, 389	£6.50	Various museum retail
27/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	362, 361, 350, 366, 363	£262.89	Allotment plot T48A, T48B, T50B, T51A, T44B 24/25
28/02/2024	Museum Shop	M/H Retail Sales	390	£17.50	Various museum retail, donation
29/02/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	365	£0.00	Allotment plot T44B 24/25
01/03/2024	HSBC Deposit Account	Investment Interest	425	£131.17	Bank interest February 2024
01/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	372, 373	£41.14	Allotment plot P61A, P61B 24/25
01/03/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	367, 370, 371	£178.76	Allotment plot T01A, T18B, T20B 2024.25
01/03/2024	Museum Shop	M/H Retail Sales	456	£20.55	Various museum retail
02/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	392	£42.26	Allotment plot P30A 24/25
02/03/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	391	£71.17	Allotment plot T19A 24/25
03/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	393, 394, 426, 427, 455	£170.60	Allotment plot P29A, P29B, P35/5, P35/4, P12B 24/25
04/03/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	395	£63.38	Allotment plot T02B 24/25
04/03/2024	Museum Shop	M/H Retail Sales	428	£16.25	Various museum retail
06/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	396, 460	£195.66	Allotment plot P12A, P15A 24/25
06/03/2024	Museum Workshops	M/H Income	429, 430	£44.50	Museum workshop talks, retail
06/03/2024	Museum Shop	M/H Retail Sales	430, 461	£6.80	Various museum retail
07/03/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	450, 421, 451	£199.61	Allotment plot T20A, T35A, T40A 24/25
07/03/2024	Museum Shop	M/H Income	452	£28.00	Museum workshop talks, various museum retail
07/03/2024	Gymnasium Alexandrinum Coburg	M/H Income	397	£100.00	Rocks, Fossils and Dinosaurs 2 x 30 minutes 14th May 2024
07/03/2024	Museum Shop	M/H Retail Sales	452	£6.00	Museum workshop talks, various museum retail
08/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	398, 431, 432, 433	£125.00	Allotment plot P05B, P50B, P36/9, P35/6 24/25
08/03/2024	Museum Shop	M/H Income	434	£31.30	Museum workshop talks, various museum retail
09/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	399, 400	£133.44	Allotment plot P11A, P09A 24/25
11/03/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	401	£58.38	Allotment plot T25A 24/25
11/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	402-404	£170.13	Allotment plot P03A, P03B, P45A 24/25
11/03/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	435, 436	£122.32	Allotment plot T40B, T52B 24/25
11/03/2024	The Candy People	Other Income Armed Forces' Day	405	£75.00	Stall for Armed Forces Day 2024
12/03/2024	Sudzz	Other Income Armed Forces' Day	406	£75.00	Stand stall for Armed Forces Day 2024
12/03/2024	The Reds Merchant	Other Income Armed Forces' Day	407	£225.00	Stand stall for Armed Forces Day 2024
12/03/2024	Museum Shop	M/H Donations	437	£25.00	Museum donation
13/03/2024	Museum Shop	M/H Retail Sales	438	£34.80	Museum workshop talks, various museum retail
14/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	409	£71.17	Allotment plot P08A 24/25
15/03/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	439	£45.59	Allotment plot T54A 24/25
15/03/2024	Museum Shop	M/H Retail Sales	440, 454	£44.10	Various museum retail
18/03/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	410, 441, 442	£177.01	Allotment plot T18A, T43A, T46A 24/25
18/03/2024	R&R Jewellery	Other Income Armed Forces' Day	420	£75.00	Stall for Armed Forces Day 2024
18/03/2024	Simplmarvellous	Other Income Armed Forces' Day	408	£150.00	Stall for Armed Forces Day 2024
19/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	411	£76.17	Allotment plot PF14A 2024.25
19/03/2024	Museum Shop	M/H Retail Sales	453	£17.25	Various museum retail
20/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	443	£51.15	Allotment plot P57B 24/25
20/03/2024	Adore Bakery	Other Income Armed Forces' Day	412	£200.00	Stall for Armed Forces Day 2024
20/03/2024	Museum Shop	M/H Retail Sales	444	£1.00	Postcard retail
22/03/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	446	£48.93	Allotment plot T42A 24/25
22/03/2024	Museum Shop	M/H Retail Sales	445, 447	£46.40	Various museum retail
24/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	413, 414, 419	£112.17	Allotment plot P08B, P38A, S01A 2024/25

25/03/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	415, 416, 417, 418, 422, 448,	£328.04	Allotment plot T05B, T22A, T39B, T38B, T37B, T26B 24/25
27/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	462	£122.27	Allotment plot P07B 2024.25
28/03/2024	Creative Folkestone	Bus Shelter Advertisement Income	424	£400.00	Bus shelter vinyl posters
28/03/2024	Park Farm Allotment Tenant	PFR Allotment Rent	457	£51.15	Allotment plot P55B 24/25
28/03/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	423, 458	£96.19	Allotment plot T23B, T49B 24/25
28/03/2024	Museum Shop	Other Income Armed Forces' Day	449	£165.00	Various museum retail, AFD stall
				<b>Total</b>	<b>£79,219.14</b>

**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024**

	ORIGINAL BUDGET 2023/2024 £	EARMARKED VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £
<b>ADMINISTRATION</b>			
SALARIES, PENSIONS & NI	508,500		508,500
TOTAL CONTRIBUTION PAY	5,000		5,000
STAFF WELLBEING	3,000		3,000
STAFF TRAINING	3,000		3,000
ADVERTISING FOR STAFF	0		0
EQUIPMENT/FURNITURE NEW	2,000		2,000
INTERVIEW EXPENSES	0		0
BANK CHARGES	300		300
HR/H&S MANAGEMENT FEES	2,050		2,050
PRINTING	500		500
OFFICE STATIONERY	1,200		1,200
PHOTOCOPYING	1,400		1,400
POSTAGE & DELIVERY	1,000		1,000
TELECOMMUNICATION SERVICES	2,400		2,400
ICT SUPPORT	16,500		16,500
MISCELLANEOUS SUBSCRIPTIONS	700		700
CINQUE PORT FEDERATION SUB	370		370
SOCIETY OF LOCAL COUNCIL CLERKS	560		560
KENT ASSOC. OF LOCAL COUNCILS	2,380		2,380
PUBLIC TRANSPORT & CAR PARKS	250		250
SUBSISTENCE ALLOWANCES	200		200
CAR ALLOWANCES (Staff)	1,600		1,600
ACCOUNTANCY SUPPORT	630		630
TO ALLOTMENTS ADMINISTRATION	-4,300		-4,300
<b>TOTAL ADMIN. EXPENDITURE</b>	<b>549,240</b>	<b>0</b>	<b>549,240</b>

INVESTMENT INTEREST	15,000		15,000
<b>TOTAL ADMIN. INCOME</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>

**NET ADMIN. EXPENDITURE/INCOME 534,240 0 534,240**

**DEMOCRATIC COSTS**

TRAINING/CONFERENCE EXPS (Cllrs.)	500		500
CAR ALLOWANCES (Cllrs)	100		100
FTC REF/ELECTION FEES	0	30,600	30,600
FOLK TC REF/ELECTIONS (TO RESERVE)	10,200		10,200
<b>TOTAL DEMOCRATIC COSTS EXP.</b>	<b>10,800</b>	<b>30,600</b>	<b>41,400</b>

**MAYORALTY**

CLOTHING & UNIFORMS	600		600
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ACTUALS TO 31 MARCH 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £
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484,303	24,197
2,550	2,450
1,522	1,478
2,008	992
347	-347
2,393	-393
66	-66
431	-131
4,183	-2,133
979	-479
1,128	72
1,941	-541
1,005	-5
3,874	-1,474
18,766	-2,266
380	320
368	3
495	65
2,390	-10
379	-129
144	56
654	946
2,726	-2,096
-4,090	-210
<b>528,941</b>	<b>20,299</b>

27,990	-12,990
<b>27,990</b>	<b>-12,990</b>

**500,951 33,289**

157	343
70	30
30,600	0
13,587	-3,387
<b>44,414</b>	<b>-3,014</b>

515	85
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BUDGET TO DATE 2023/2024 %	BUDGET NOTES
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95	Staff costs, PAYE and employer's superannuation
51	Fire warden and first aid cover from staff
51	Staff educational events, eye tests
67	Safeguarding, first aid training, manual handling training
	Job advertisement costs
120	Office projector, screen monitors, office chair
	Travel costs reimbursements
144	Increase in bank service charge
204	Introduced Peninsula as the new HR service
196	Bus advertisement printing
94	
139	Office printer lease, ink cartridges, paper reports for Council meetings
101	Letter posts for allotment notices, delivery charges
161	Telephone and broadband services. Work mobile phones 3x. New broadband service at the Bunker. Additional telephones for Town Clerk's office and CCTV Control room
114	Various IT services, website technical support. Website hosting, Office 365 subscription. Watchguard secure wi-fi, multi-factor authentication
54	FAPAC annual membership
99	Annual subscription, no further cost anticipated
88	Annual subscription, no further cost anticipated
100	Annual subscription, no further cost anticipated
151	Staff parking charge including weekend civic events, staff transport for training
72	Town Sergeant civic meal
41	Staff work mileage
433	New accounts software from Rialtas to Scribe
95	Code transfer to allotments administration
96	

187	Bank interest received from investment accounts
187	

**94**

31	Planning training for Councillors
70	Councillor travel cost
100	Election reserve fully used
133	Election costs higher than expected
107	

86	
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**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024**

	ORIGINAL BUDGET 2023/2024 £	EARMARKED VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £
REGALIA - NEW	1,000		1,000
REGALIA - REPAIR & MAINT.	400		400
MAYOR'S INSTALLATION (Annual Meeting)	1,100		1,100
REMEMBRANCE SUNDAY	2,800		2,800
CANADA DAY	2,850		2,850
WILLIAM HARVEY COMMEMORATION	1,000		1,000
HOLOCAUST DAY	320		320
CINQUE PORT WARDEN	100		100
COVER FOR CIVIC DRIVER	200		200
FUEL/CHARGING CIVIC VEHICLE	500		500
MTCE/SERVICE/REPAIRS - EXTERNAL	150		150
CAR INSURANCE	500		500
CIVIC VEHICLE - GEN. CONTRIBS.	3,060		3,060
MAYOR'S EXPENSES MAY-MAR	5,490		5,490
MAYOR'S EXPENSES APR-MAY	1,100		1,100
BURMA STAR (VJ DAY)	550		550
NORMANDY VETERANS	320		320
<b>TOTAL MAYORALTY EXPENDITURE</b>	<b>22,040</b>	<b>0</b>	<b>22,040</b>

OTHER INCOME (MAYORALTY)	0		0
<b>TOTAL MAYORALTY INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>

**NET MAYORALTY EXPENDITURE/INCOME                      22,040                      0                      22,040**

**PREMISES**

BUILDING REPS/MAINT	14,000	2,924	16,924
CLEANING	9,700		9,700
RATES	21,740		21,740
PWLB CAPITAL REPAYMENTS	25,560		25,560
PWLB INTEREST REPAYMENTS	13,750		13,750
SERVICES, HEATING & LIGHTING	17,000		17,000
SUNDRIES	2,500		2,500
CCTV CONTROL ROOM	0		0
HIRE OF FACILITIES (inc. Garage)	7,100		7,100
<b>TOTAL PREMISES EXPENDITURE</b>	<b>111,350</b>	<b>2,924</b>	<b>114,274</b>

RENTAL INCOME	15,800		15,800
BUS SHELTER ADVERTISEMENT INCOME	0		0
CCTV CONTROL ROOM GRANT	0		0
MEETING ROOM HIRE	0		0
<b>TOTAL PREMISES INCOME</b>	<b>15,800</b>	<b>0</b>	<b>15,800</b>

**NET PREMISES EXPENDITURE/INCOME                      95,550                      2,924                      98,474**

**SERVICES**

ACTUALS TO 31 MARCH 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £
1,237	-237
915	400
2,782	185
2,859	18
1,222	-9
434	-222
	-114
	100
	200
433	67
191	-41
500	0
3,058	2
4,043	1,447
1,056	44
480	70
410	-90
<b>20,136</b>	<b>1,904</b>

	0
<b>0</b>	<b>0</b>

**20,136                      1,904**

25,418	-8,494
10,555	-855
25,195	-3,455
27,132	-1,572
12,170	1,580
26,135	-9,135
2,446	54
13,161	-13,161
15,287	-8,187
<b>157,499</b>	<b>-43,225</b>

15,900	-100
1,653	-1,653
13,401	-13,401
550	-550
<b>31,505</b>	<b>-15,705</b>

**125,994                      15,605**

BUDGET TO DATE 2023/2024 %	BUDGET NOTES
124	Tricorn and neck tabs. Past Mayor's badge and portrait
0	
83	No further cost anticipated
99	Traffic management, PA system, barriers
100	Food and beverage, coach for primary school
122	Afternoon tea, traffic management
136	Donation to Church, food and refreshments, PA system
0	
0	
87	Mayoral car electrical charging
128	Repairs on the mayoral car
100	Mayoral car annual insurance
100	Mayoral car annual lease
74	Civic attendances, donations and gifts
96	No further cost anticipated
87	Hall and refreshments, PA system
128	Buffet cost slightly higher than expected
<b>91</b>	

<b>0</b>	
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150	Town Hall building repairs, refurbishment works at the Bunker, CCTV Control room and Town Clerk's office refurbishment
109	Cleaning at Town Hall and Museum
116	Underbudgeted, to increase budget for next year
106	Payable in September and March
89	Payable in September and March
154	Increase in energy energy rates, refuse collection
98	Premises expenses
0	CCTV Control room refurbishment and equipment, costs covered from CCTV Grant
215	Hire of storage spaces, staff parking permits and Bunker rental
<b>138</b>	

101	Income from cinema tenant
0	Advertisement on Council owned bus shelters
0	Grant received to cover the cost of CCTV Control room
0	Hire of meeting room
<b>199</b>	

**128**

**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024**

	ORIGINAL BUDGET 2023/2024 £	EARMARKED VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £
MISCELLANEOUS INSURANCES (inc. Heritage)	9,000		9,000
ALLOTMENTS - ADMINISTRATION	4,300		4,300
ALLOTMENTS - PFR MAINTENANCE	3,000		3,000
ALLOTMENTS - TKL MAINTENANCE	3,000		3,000
MAINTENANCE OF BEACON	300		300
LOCAL PROJECTS	4,000		4,000
NOTICE BOARDS	1,100		1,100
BUS SHELTERS	500		500
WARD GRANTS	19,800		19,800
TOWN GRANTS	34,200	13,985	48,185
PARKS, GARDENS & RECS - FLOWERBEDS	35,000		35,000
CHRISTMAS LIGHTING	17,000		17,000
CHRISTMAS FESTIVITIES	12,000		12,000
CHRISTMAS LIGHTS/EVENTS (CHERITON RESERVES)		1,607	1,607
YOUTH FACILITIES	6,000		6,000
PARKS, GARDENS & RECS - TREES	20,000		20,000
PARKS, GARDENS & RECS - PLAY AREAS	37,000	492	37,492
PARK BENCHES	500		500
LITTER/SALT BINS, BOLLARDS & RAILINGS	2,250		2,250
TOURIST INFORMATION	5,000		5,000
MAINTENANCE OF PUBLIC CLOCKS	500		500
MAINTENANCE OF MEMORIALS	2,500		2,500
TELEPHONE BOX	100		100
CCTV MONITORING	29,000		29,000
CCTV MAINTENANCE	20,000	4,378	24,378
GUILDHALL UMBRELLA PROJECT	0	5,030	5,030
AIR SHOW/ARMED FORCES' DAY	12,000	6,745	18,745
COMMUNITY MINIBUS (RESERVE USE)		65,679	65,679
CONTINGENCY	2,000		2,000
<b>TOTAL SERVICES EXPENDITURE</b>	<b>280,050</b>	<b>97,916</b>	<b>377,966</b>

ALLOTMENT RENTS PFR	5,900		5,900
ALLOTMENT RENTS TKL	4,600		4,600
ALLOTMENT KEY INCOME	0		0
ALLOTMENT DEPOSITS (RESERVE)	0		0
ARMED FORCES DAY STALLS	0		0
ARMED FORCES DAY SPONSORSHIPS	0		0
ARMED FORCES DAY GRANT	0		0
OTHER INCOME (ARMED FORCES DAY)	0		0
CHRISTMAS LIGHTS SPONSORSHIPS	0		0
CHRISTMAS STALLS	0		0

	ACTUALS TO 31 MARCH 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £
	9,246	-246
	4,090	210
	1,509	1,491
	2,609	391
	25	275
	3,636	364
	764	336
	495	5
	12,427	7,374
	48,185	0
	35,000	0
	27,389	-10,389
	15,704	-3,704
	1,607	0
	-250	6,250
	15,109	4,891
	37,844	-353
		500
	405	1,845
	2,410	2,590
		500
	1,840	660
	100	0
	19,035	9,965
	26,510	-2,131
	5,030	0
	34,712	-15,967
	65,679	0
		2,000
	<b>371,108</b>	<b>6,858</b>

	4,898	1,002
	4,340	260
	120	-120
	650	-650
	529	-529
	2,250	-2,250
	9,000	-9,000
	1,463	-1,463
	0	0
	550	-550

BUDGET TO DATE 2023/2024 %	BUDGET NOTES
103	Annual insurance renewal
95	
50	Grass cutting, allotment plot clearance
87	Grass cutting, maintenance of balancing pond
8	
91	Mechinagar Sister Partnership celebration
69	Maintenance of notice boards
99	
63	
100	Budget fully utilised, reserve use for granting additional town grants
100	Sponsorship of flowerbeds to Folkestone & Hythe District Council
161	Additional Christmas lights and cables purchased
131	Band performance, security, medical cover, supply stage, multiple entertainments
	Purchase of additional Christmas lights, Christmas trees, and security service
-4	Pitch hire for Councillors Cup, invoice not yet received
76	KCC tree planting scheme
101	Play area inspections and maintenance monthly
0	
18	Salt top up for salt bins
48	Visitor attraction accreditations
0	
74	Repairs to war memorial, Harvey statue annual cleaning
100	Electricity costs in telephone box
66	CCTV monitoring cost in Ashford site, terminated in November
109	CCTV maintenance contract, CCTV call out repairs
100	Reserve used, no further costs to incur
185	Air displays, medical and security services, various entertainment activities
100	Community minibus costs, reserve in use to cover the costs
0	
<b>98</b>	

83	Park Farm allotment annual rent
94	Tile Kiln Lane allotment annual rent
0	Allotment gate key
0	Allotment tenant refundable deposits posted as earmark reserve
0	
0	Sponsorships received for Armed Forces Day 2023
0	Grant received from Ministry of Defence
0	Stalls for Armed Forces Day received in advance
0	
0	Christmas stalls for Christmas lights opening event

**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024**

	ORIGINAL BUDGET 2023/2024 £	EARMARKED VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £
TRAINING INCOME	0		0
CCTV EXTERNAL MONITORING GRANT	0		0
CHRISTMAS COLLECTION CHERITON (RESERVE USE)	0		0
UMBRELLA PROJECT CONTRIBUTION	0		0
<b>TOTAL SERVICES INCOME</b>	<b>10,500</b>	<b>0</b>	<b>10,500</b>
<b>NET SERVICES EXPENDITURE/INCOME</b>	<b>269,550</b>	<b>97,916</b>	<b>367,466</b>

**FEES**

CONSULTANTS FEES	0		0
LEGAL/BAILIFF FEES	0		0
EXTERNAL AUDIT FEES	1,700		1,700
INTERNAL AUDIT FEES	1,050		1,050
CARD RECEIPTS FEES	940		940
<b>TOTAL FEES</b>	<b>3,690</b>	<b>0</b>	<b>3,690</b>

**MUSEUM/HERITAGE**

M/H TRAINING	700		700
M/H SUBSCRIPTIONS	450		450
M/H EQUIPMENT/FURNITURE	400		400
M/H EXHIBIT REPAIRS	200		200
M/H HISTORIC COSTUMES	250		250
M/H NEW EXHIBITS	0	4,000	4,000
M/H MATERIALS/CONSUMABLES	1,500		1,500
M/H PUBLICITY & PROMOTION	1,000		1,000
M/H EVALUATION/PRESS COVERAGE	500		500
M/H LEAFLETS/PUBLICATIONS	1,000		1,000
M/H MERCHANDISE	2,000		2,000
M/H SERVICES	3,500		3,500
M/H EVENTS	5,000		5,000
M/H EXHIBITIONS	5,000		5,000
M/H EDUCATION RESOURCES	500		500
M/H WORKSHOPS	4,000	588	4,588
M/H VOLUNTEERS EXPENSES	0		0
M/H HOSPITALITY	500		500
M/H PROFESSIONAL FEES	3,000		3,000
FRIENDS OF FOLKESTONE MUSEUM (RESERVE USE)	0	2,423	2,423
CONT. TO MUSEUM/HERITAGE RESERVE	0		0
<b>TOTAL MUSEUM/HERITAGE EXPENDITURE</b>	<b>29,500</b>	<b>7,011</b>	<b>36,511</b>
M/H INCOME	4,500		4,500

ACTUALS TO 31 MARCH 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £
30	-30
46,784	-46,784
307	-307
3,113	-3,113
<b>74,034</b>	<b>-63,534</b>
<b>297,074</b>	<b>70,392</b>

1,433	-1,433
436	-436
2,100	-400
1,376	-326
437	503
<b>5,782</b>	<b>-2,092</b>

72	628
171	279
105	295
	200
266	-16
4,000	0
1,501	-1
908	92
	500
100	901
2,323	-323
2,240	1,260
1,836	3,164
576	4,424
640	-140
2,605	1,984
	0
16	484
400	2,600
2,423	0
	0
<b>20,181</b>	<b>16,331</b>

5,382	-882
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BUDGET TO DATE 2023/2024 %	BUDGET NOTES
0	New income source
0	Grant received for the annual external monitoring with Swale Borough Council
0	Collections for Cheriton Christmas Lights Reserve
0	One-off project income received
<b>705</b>	

	External professional service
	Road closure notices, TENS licence
124	External audit year ending 2022/23
131	Internal audit year ending 2022/23
46	
<b>157</b>	

10	Web hosting and maintenance, institutional annual membership
38	
26	
0	
107	Anglo Saxon costumes
100	Museum model EWB Roman Villa
100	Workshop consumables
	Bus stop vinyls for museum advertisement, Wheels of Time membership
91	
0	
10	
116	Merchandise for museum shop
	Annual service and calibration of museum environmental measurement system
64	
	Hire of three baby dinosaurs hand puppets for summer holiday workshops
37	
	Additional scenic works for Romans display case & interpretation
12	
128	Various museum workshop materials
57	
0	
3	
13	
0	Purchase of Surface laptop from Friends of Museum reserve
0	
<b>55</b>	

120	Museum workshops and talks
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**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024**

	ORIGINAL BUDGET 2023/2024 £	EARMARKED VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £
M/H RETAIL SALES	2,000		2,000
M/H FRIENDS OF FOLKESTONE MUSEUM	0		0
M/H DONATIONS	500		500
<b>TOTAL MUSEUM/HERITAGE INCOME</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>
<b>NET MUSEUM/HERITAGE EXP/INCOME</b>	<b>22,500</b>	<b>7,011</b>	<b>29,511</b>

ACTUALS TO 31 MARCH 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £
2,287	-287
4,802	-4,802
502	-2
<b>12,973</b>	<b>-5,973</b>
<b>7,207</b>	<b>22,304</b>

BUDGET TO DATE 2023/2024 %	BUDGET NOTES
114	Museum shop retail
0	Closure of charity account, remaining balance given for the development of Museum services
100	Donations received
<b>185</b>	

**SUMMARY**

TOTAL EXPENDITURE	1,006,670	138,451	1,145,121
TOTAL INCOME	48,300	0	48,300
NET TOTAL	958,370	138,451	1,096,821
PRECEPT	952,970		952,970
COMMUNITY INFRASTRUCTURE LEVY	0		0
NET (SURPLUS) / DEFICIT	5,400	138,451	143,851

1,148,061	-2,940
146,502	-98,202
1,001,559	95,262
952,970	
71,058	
48,589	

100
303
91

**Folkestone Town Council Earmarked Reserves as at 31 March 2024**

<b>Earmarked</b>	<b>Opening Balance</b>	<b>Transfers</b>	<b>Spend</b>	<b>Receipts</b>	<b>Current Balance</b>
Tree Planting Reserve	20,000.00				20,000.00
Museum/Heritage Reserve	159,313.29		7,511.52		151,801.77
Tourism Reserve	4,735.00				4,735.00
Provision for Bus Shelters	3,500.00				3,500.00
Town Grants Reserve	4,253.00	10,000.00	13,985.24		267.76
FTC Elections Reserve	30,600.00		30,600.00		0.00
Armed Forces' Day Reserve	3,445.00	-6,745.00		3,300.00	0.00
Provision for Salt Bins	6,168.49				6,168.49
Provision for 'Folk Flower Power'	0.40	-0.40			0.00
Provision for Anti-Litter Campaign	2,000.00				2,000.00
Provision for Benches	100.00				100.00
Provision for Play Areas	13,394.29		491.66		12,902.63
Provision for CCTV Equip/Maint	20,202.46		4,378.32		15,824.14
Provision for Christmas Lights/Events (Cheriton)	2,668.85		1,606.93	307.33	1,369.25
Neighbourhood Fund (CIL)	68,820.17			71,058.10	139,878.27
Christmas Gifts for Children	2,216.70				2,216.70
Community Transport	71,303.00		65,678.94		5,624.06
Guildhall Umbrella Project	2,308.00	-390.91	5,030.00	3,112.91	0.00
Provision for Outstanding Invoices	4,678.55	-4,678.55			0.00
Friends of Folkestone Museum	0.00		2,423.00	4,801.76	2,378.76
Allotment deposits	0.00			650.00	650.00
<b>Total</b>	<b>419,707.20</b>	<b>-1,814.86</b>	<b>131,705.61</b>	<b>83,230.10</b>	<b>369,416.83</b>
<b>GENERAL FUND</b>					<b>307,053.86</b>
<b>TOTAL FUNDS</b>					<b>676,470.69</b>

**Earmarked Reserve Spent Breakdown:**

<b>Earmarked Reserve</b>	<b>Description</b>	<b>Amount</b>
Museum/Heritage Reserve	Museum model EWB Roman Villa	4,000.00
Museum/Heritage Reserve	Various workshop consumable purchases	7,511.52
		<b>11,511.52</b>
FTC Elections Reserve	Election costs 2023/24	<b>30,600.00</b>
Armed Forces' Day Reserve	Armed Forces' Day 2023/24 used to cover over expenditure budget	<b>6,745.00</b>
Provision for Play Areas	Post contract administrator surveyor services for play areas	<b>491.66</b>
Provision for CCTV Equip/Maint	CCTV camera at Cheriton Rec	<b>4,378.32</b>
Community Transport	Purchase of Community Minibus, including insurance and permit	<b>65,678.94</b>

## Folkestone Town Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/03/2024</b>		
	Cash in Hand 01/04/2023		653,879.75
	<b>ADD</b>		
	Receipts 01/04/2023 - 31/03/2024		1,210,502.19
			1,864,381.94
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 31/03/2024		1,204,147.40
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)		<b>660,234.54</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2024	0.00
	HSBC Current Account	31/03/2024	72,920.42
	HSBC Deposit Account	31/03/2024	28,167.68
	HSBC Receipts Account	31/03/2024	1,165.00
	Credit Card (FairFX)	31/03/2024	1,496.50
	Museum Shop Float	31/03/2024	100.00
	Short Term Investment Account	31/03/2024	480,000.01
	Old Credit Card	31/03/2024	0.00
	Unity Trust Bank	31/03/2024	76,384.93
			<b>660,234.54</b>
	Less unrepresented payments		
			660,234.54
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>660,234.54</b>
	<b>A = B Checks out OK</b>		

<b>FOLKESTONE TOWN COUNCIL - WARD GRANT SUMMARY</b>						
<b>NAME</b>	<b>WARD</b>	<b>BALANCE AT START (INC. B/F FROM PREV. YEAR)</b>	<b>AMOUNT GRANTED TO DATE</b>	<b>AMOUNT LEFT TO GRANT</b>		
<u>ABENA AKUFFO-KELLY</u>	Folkestone Central	£1,248.00	£0.00	£1,248.00		
<u>LAURA DAVISON</u>	Folkestone Broadmead	£998.50	£0.00	£998.50		
<u>JOHN RENSHAW</u>	Cheriton West	£1,362.00	£0.00	£1,362.00		
<u>CHARLIE BAIN SMITH</u>	Folkestone Central	£2,348.00	£0.00	£2,348.00		
<u>ADRIAN LOCKWOOD</u>	East Folkestone	£2,004.00	£0.00	£2,004.00		
<u>CHRISTINE DICKINSON</u>	Folkestone Harbour	£1,255.00	£0.00	£1,255.00		
<u>PETER GANE</u>	Cheriton West	£1,582.00	£0.00	£1,582.00		
<u>JANE DARLING</u>	Cheriton East	£2,071.00	£0.00	£2,071.00		
<u>LIZ McSHANE</u>	Folkestone Central	£1,423.00	£0.00	£1,423.00		
<u>LUCY McGIRR</u>	East Folkestone	£1,604.00	£0.00	£1,604.00		
<u>NICOLA KEEN</u>	Folkestone Harbour	£921.00	£0.00	£921.00		
<u>BRIDGET CHAPMAN</u>	Folkestone Harbour	£1,755.00	£0.00	£1,755.00		
<u>CONNOR McCONVILLE</u>	East Folkestone	£1,339.00	£0.00	£1,339.00		
<u>JACKIE MEADE</u>	East Folkestone	£1,679.00	£0.00	£1,679.00		
<u>TIM PRATER</u>	Folkestone Harvey West	£540.00	£0.00	£540.00		
<u>BELINDA WALKER</u>	Folkestone Central	£1,318.00	£0.00	£1,318.00		
<u>KIERAN LEIGH</u>	Folkestone Broadmead	£1,714.00	£0.00	£1,714.00		
<u>ROGER WEST</u>	Cheriton West	£2,012.00	£0.00	£2,012.00		
<b>TOTAL</b>		<b>£27,173.50</b>	<b>£0.00</b>	<b>£27,173.50</b>		
<b>Ward Grants Budget 2024/25</b>	£19,800					
<b>Ward Grants based on the following:</b>				<b>Amount</b>		<b>Total</b>
<b>Ward</b>	<b>Electorate</b>	<b>Per Ward</b>	<b>No. of Cllrs</b>	<b>Per Cllr</b>	<b>Say</b>	<b>Per Ward</b>
Broadmead	3,121	£1,806.16	2	£903.08	£904	£1,808
Central	8,116	£4,696.81	4	£1,174.20	£1,173	£4,692
Cheriton East	3,163	£1,830.46	1	£1,830.46	£1,830	£1,830
Cheriton West	6,200	£3,588.00	3	£1,196.00	£1,197	£3,591
East Folkestone	8,103	£4,689.29	4	£1,172.32	£1,173	£4,692
Harbour	4,778	£2,765.08	3	£921.69	£921	£2,763
Harvey West	733	£424.19	1	£424.19	£424	£424
<b>Total</b>	<b>34,214</b>	<b>£19,800.00</b>	<b>18</b>			<b>£19,800</b>