

FOLKESTONE TOWN COUNCIL



The Town Hall
1-2 Guildhall Street
Folkestone
Kent
CT20 1DY

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AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 15 February 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.

Toni Brenchley

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

To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 25 January 2024 and to authorise the Chair of the Committee to sign them as a correct record.

4. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments made between 1 January 2024 to 31 January 2024.

5. SCHEDULE OF RECEIPTS

To accept the attached schedule of receipts received between 1 January to 31 January 2024.

6. BUDGET MONITORING STATEMENT JANUARY 2024

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

7. BANK RECONCILIATION

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

8. LIGHTING WORKS AT THE TOWN HALL

The Town Clerk to give an overview of carrying out lighting works at the Town Hall office.

9. COMMUNITY MINIBUS

An application for a Section 22 minibus permit has been applied for which allows the carriage of the general public on a not-for-profit basis. The Town Clerk will update the Committee on the initial proposals and options for the use of the minibus in order to move forward with plans in readiness for when the Permit is granted.

10. WARD GRANTS

The Ward Grant list below is recommended to be approved by the committee.

Organisation	Purpose	Amount	Councillor	Power
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

11. WARD GRANT BALANCES

For information, the attached shows ward grant balances available to each Councillor including ward grants approval above as at 15 February 2024.

12. DATE OF NEXT MEETING

18th April 2024 at 7pm.

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

Finance & General Purposes Committee Members

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, 25th January 2024 at 7.00 p.m.

PRESENT: Councillors Jane Darling, Christine Dickinson, Belinda Walker, Connor McConville (Chair), Adrian Lockwood, Nicola Keen, Laura Davison, Kieran Leigh, Peter Gane and Tim Prater.

ABSENT:

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

1618. APOLOGIES FOR ABSENCE

Apologies received from Councillor Bridget Chapman.

RESOLVED: To approve apologies from Councillor Bridget Chapman.

Proposed: Councillor Jane Darling

Seconded: Councillor Laura Davison

Voting: F: 8, Ag: 0, Ab: 1

Councillor Nicola Keen attended the meeting at this juncture.

1619. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1620. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 14th December 2023.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 14th December 2023 be signed as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

1621. PERSONNEL SUB-COMMITTEE MINUTES

The Committee received the Minutes of the meetings of the Personnel Sub-Committee held on 26th October and 16th November 2023.

RESOLVED: That the Minutes of the meetings of Personnel Sub-Committee held on 26th October and 16th November 2023 be received and noted.

Proposed: Councillor Nicola Keen
Seconded: Councillor Peter Gane
Voting: F: 10, Ag: 0, Ab: 0

1622. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1st December 2023 to 31st December 2023.

RESOLVED: That the Schedule of Payments for the period between 1st December 2023 to 31st December 2023 be approved.

Proposed: Councillor Jane Darling
Seconded: Councillor Christine Dickinson
Voting: F: 10, Ag: 0, Ab: 0

1623. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1st December 2023 to 31st December 2023.

RESOLVED: That the Schedule of Receipts for the period 1st December 2023 and 31st December 2023 be accepted.

Proposed: Councillor Christine Dickinson
Seconded: Councillor Peter Gane
Voting: F: 10, Ag: 0, Ab: 0

1624. BUDGET MONITORING STATEMENT DECEMBER 2023

The budget monitoring statement to the 31st December 2023 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31st December 2023 be approved.

Proposed: Councillor Nicola Keen
Seconded: Councillor Belinda Walker
Voting: F: 10, Ag: 0, Ab: 0

1625. BANK RECONCILIATION

The bank reconciliation statement as at 31st December 2023 was noted by the Committee and signed by Councillor Adrian Lockwood.

1626. INTERIM INTERNAL AUDIT REPORT F/24/353

Report F/24/353 provides the interim internal audit for the year 2023/24 and recommends the Committee to note in accordance with best practice.

RESOLVED: To approve report F/24/353 and note that this is in accordance with best practice.

Proposed: Councillor Connor McConville

Seconded: Councillor Nicola Keen
Voting: F: 10, Ag: 0, Ab: 0

1627. INVESTMENT POLICY

Report F/24/354 provides the annual investment policy to support future decision making on placement of funds in accordance with Statutory Guidance on Local Authority Investments.

RESOLVED: To approve report F/24/354 with appropriate numbering on paragraph 2.1 and to look at the options that the auditor would be content with for ethical and environmental concerns with the Council's considerations.

Proposed: Councillor Tim Prater
Seconded: Councillor Peter Gane
Voting: F: 10, Ag: 0, Ab: 0

1628. ONLINE BANKING SECRETARY

RESOLVED: To appoint the Town Clerk and Finance Officer as the Secretaries on all Council online banks.

Proposed: Councillor Peter Gane
Seconded: Councillor Nicola Keen
Voting: F: 10, Ag: 0, Ab: 0

1629. WARD GRANTS

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

Organisation	Purpose	Amount	Councillor
United Response	Community food larder	£500.00	J Darling
Pavement Pounders Community Interest Company	Crossings Remembered	£80.00	K Leigh
Cheriton Bowls Club	New Mower for Green	£400.00	P Gane
FTC Reserve	Cheriton Christmas Lights	£200.00	P Gane
Cheriton Bowls Club	New Mower for Green	£170.00	R West
Cheriton Bowls Club	New Mower for Green	£170.00	J Renshaw

RESOLVED: To approve the listed ward grants received.

Proposed: Councillor Kieran Leigh
Seconded: Councillor Laura Davison
Voting: F: 10, Ag: 0, Ab: 0

1630. WARD GRANT BALANCES

The Committee has noted the ward grant balances as at 31st December 2023.

1631. DATE OF NEXT MEETING:
15th February 2024 at 7.00pm

The meeting concluded at 7:18pm

Chair.....

Date.....

DRAFT

		Expenditure of £250 and above 01/01/2024 - 31/01/2024			
FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 JANUARY TO 31 JANUARY 2024					
Date	Supplier	Budget Code	Voucher Number	Amount Paid	Description
05/01/2024	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	879	£1,500.00	Storage facility monthly rent December 2023
05/01/2024	Association of Tourist Attractions in Kent	M/H Publicity & Promotion	878	£372.00	Annual membership of Association of Tourist Attractions in Kent
11/01/2024	Luke Hall Electrical	Christmas Lighting	883	£2,040.00	New precinct Christmas lighting installation including parts & labour
11/01/2024	Harmer & Sons Grounds Maintenance Ltd	Christmas Lighting	887	£22,346.40	Service, Repair, Test and Install Christmas Lighting Schemes in Town Centre and Cheriton
12/01/2024	Peninsula	HR/H&S Management Fees	974	£397.07	HR service monthly fee
18/01/2024	ADM Computing Services	ICT Support	903	£1,180.92	Various monthly IT services
18/01/2024	Russell & Wheeler	Building Repairs/Maint	897	£594.00	Supply and fit LED panels at the CCTV control room and emergency packs
18/01/2024	Russell & Wheeler	Building Repairs/Maint	898	£384.00	Supply and install cable from lift connection box from cinema premise to Town Hall office
18/01/2024	Clearview Communications Ltd	CCTV Maintenance	902	£9,942.55	CCTV control room setup - 4x 50 inch tvs and 2x PCs
18/01/2024	The Ambassador Theatre Group Ltd	Air Show/Armed Forces Day	894	£438.00	Leas Cliff Hall hire deposit for Armed Forces Day 2024
18/01/2024	Baker Ross Ltd	M/H Workshops	901	£308.00	Various craft materials for museum workshops
18/01/2024	Playground Proms	Town Grants (Reserve Use)	889	£937.50	Music workshops to schools - Town Grant
18/01/2024	Channel Rotary	Town Grants (Reserve Use)	890	£500.00	Channel Triathlon - Town Grant
18/01/2024	Folkestone Rescue Ltd	Town Grants (Reserve Use)	891	£1,250.00	Funding towards a beach supervisor role - Town Grant
18/01/2024	Fourth Wall Folkestone	Town Grants (Reserve Use)	892	£1,006.14	Fourth Wall Folkestone A Takeover - Town Grant
18/01/2024	Shepway Community Choirs	Town Grants (Reserve Use)	893	£1,250.00	Shepway Community Choirs - Town Grant
18/01/2024	Daisy Communications Limited	Telecommunication Services	972	£565.84	Telecommunication services January 2024
25/01/2024	Net wages	Salaries, Pensions & NI	977	£23,093.43	Staff costs January 2024
25/01/2024	HMRC	Salaries, Pensions & NI	979	£8,430.37	PAYE cost January 2024
25/01/2024	Kent Pension Fund	Salaries, Pensions & NI	980	£7,457.29	Employer's superannuation January 2024
25/01/2024	Leppard Cleaning	Cleaning	978	£807.50	Cleaning of Town Hall office and Museum January 2024
PREPAID CARD					
03/01/2024	Folkestone & Hythe District Council	Hire of Facilities (inc. Garage)	918	£512.00	Annual work parking permit for Estates and Securities Officer
03/01/2024	Electric Centre	CCTV Maintenance	917	£110.22	Various IT cables for CCTV control room
03/01/2024	Sotirios	Staff Wellbeing	920	£193.95	Staff Christmas lunch (£20 per head)
03/01/2024	Asda Stores Ltd	Mayor's Expenses May-Mar	919	£26.00	Chocolates for Mayor's Christmas Carol Concert
03/01/2024	Waterstones	Christmas Festivities	924	£30.00	Book gift for volunteer at the Christmas lights event
02/01/2024	Folkestone & Hythe District Council	Public Transport & Car Parks	921, 922, 925, 929	£111.40	Waiver parking notice for CCTV control room builder to park in front of Town Hall building

		Expenditure of £250 and above 01/01/2024 - 31/01/2024			
18/01/2024	Society of Local Council Clerk	Staff Training	932	£36.00	GDPR training for Finance Officer
24/01/2024	Post Office Ltd	Staff Training	935	£184.00	SIA licence for Town Sergeant
25/01/2024	Society of Local Council Clerk	Society of Local Council Clerks	933	£495.00	Annual membership renewal
25/01/2024	Asda Stores Ltd	Sundries	936	£1.20	Milk
30/01/2024	Asda Stores Ltd	Sundries	937	£5.45	Various kitchen supplies

FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 JANUARY TO 31 JANUARY 2024					
Date	Customer	Income Code	Transaction Number	Total	Description
01/01/2024	HSBC Deposit Account	Investment Interest	255	£320.31	Bank interest December 2023
08/01/2024	S Abbot	Other Income Armed Forces Day	285	£75.00	Stall for Armed Forces Day 2024
08/01/2024	Smoke	Other Income Armed Forces Day	286	£75.00	Stall for Armed Forces Day 2024
08/01/2024	The Stropo Mare	Other Income Armed Forces Day	287	£175.00	Stall for Armed Forces Day 2024
09/01/2024	Museum Shop	M/H Retail Sales	268	£8.40	Various museum retail
11/01/2024	Museum Shop	M/H Retail Sales	269	£13.50	Fossils of Folkestone book retail
19/01/2024	Museum Shop	M/H Retail Sales	270, 272	£48.00	Various museum retail
19/01/2024	Rio's Ice Cream	Other Income Armed Forces Day	271	£300.00	Ice cream vans 3x for Armed Forces Day 2024
24/01/2024	Museum Shop	M/H Retail Sales	273, 274	£5.40	Postcard retail
25/01/2024	InStyle Shop	Other Income Armed Forces Day	263	£150.00	Armed Forces Day Sponsorship 2024
26/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	257	£44.48	Allotment plot PF55A 2024.25
26/01/2024	St Peters School	M/H Income	256	£200.00	Museum Workshops
26/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	258	£50.60	Allotment plot PF52B 2024.25
26/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	259	£50.60	Allotment plot PF52A 2024.25
26/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	261	£64.50	Allotment plot PF34A 2024.25
26/01/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	260	£56.71	Allotment plot T51B 2024.25
26/01/2024	Museum Shop	M/H Retail Sales	275	£19.49	Various museum retail
27/01/2024	Silver Screen Cinema	Rental Income	262	£1,000.00	Lease of cinema paid monthly
29/01/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	264	£30.02	Allotment plot TK05A 2024.25
29/01/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	265	£50.04	Allotment plot TK46B 2024.25
29/01/2024	Park Farm Allotment Tenant	TKL Allotment Rent	266	£52.26	Allotment plot PF57A 2024.25
30/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	267	£45.59	Allotment plot PF39A 2024.25
30/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	276	£51.15	Allotment plot PF56A 2024.25
30/01/2024	Museum Shop	M/H Retail Sales	277	£15.95	Various museum retail
31/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	279	£60.60	Allotment plot PF26A 2024.25
31/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	280	£48.49	Allotment plot PF26B 2024.25
31/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	281	£51.15	Allotment plot PF27A 2024.25
31/01/2024	Museum Shop	M/H Retail Sales	278	£6.00	Various museum retail
31/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	284	£41.14	Allotment plot PF49B 2024.25
31/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	288	£82.84	Allotment plot PF47A 2024.25
31/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	289	£58.38	Allotment plot PF02A 2024.25
31/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	290	£59.49	Allotment plot PF02B 2024.25
31/01/2024	Tile Kiln Lane Allotment Tenant	PFR Allotment Rent	291	£62.83	Allotment plot TK27B 2024.25
31/01/2024	Park Farm Allotment Tenant	PFR Allotment Rent	282	£44.48	Allotment plot PF27B 2024.25
31/01/2024	Museum Shop	M/H Retail Sales	283	£4.00	Postcards retail

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024

	ORIGINAL BUDGET 2023/2024 £	VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £
ADMINISTRATION			
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
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
TOTAL ADMIN. EXPENDITURE	549,240	0	549,240

INVESTMENT INTEREST	15,000		15,000
TOTAL ADMIN. INCOME	15,000	0	15,000

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
TOTAL DEMOCRATIC COSTS EXP.	10,800	30,600	41,400

MAYORALTY

CLOTHING & UNIFORMS	600		600
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ACTUALS TO 31 JANUARY 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £
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406,683	101,817
2,550	2,450
1,205	1,795
1,448	1,552
347	-347
1,823	177
17	-17
353	-53
3,518	-1,468
1,025	-525
797	403
1,606	-206
865	135
2,596	-196
15,673	827
325	375
368	3
495	65
2,390	-10
391	-141
133	67
654	946
2,726	-2,096
	-4,300
447,988	101,252

15,263	-263
15,263	-263

432,725 101,515

157	343
70	30
30,600	0
13,587	-3,387
44,414	-3,014

5	595
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BUDGET TO DATE 2023/2024 %	BUDGET NOTES
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80	Staff costs, PAYE and employer's superannuation
51	Fire warden and first aid cover from staff
40	Staff educational events, eye tests
48	Safeguarding, first aid training, manual handling training
91	Job advertisement costs
91	Office projector, screen monitors, office chair
118	High cost to date due to increase in service charge
172	Introduced Peninsula as the new HR service
205	Bus advertisement printing
66	
115	Office printer lease, ink cartridges
87	Letter posts for allotment notices, delivery charges
108	Telephone and broadband services. Work mobile phones 3x. New broadband service at the Bunker. Additional telephone for Town Clerk's office
95	Various IT services, website technical support. Website hosting, Office 365 subscription. Watchguard secure wi-fi, multi-factor authentication
46	FAPAC annual membership
99	Annual subscription, no further cost anticipated
88	Annual subscription, no further cost anticipated
100	Annual subscription, no further cost anticipated
156	High due to staff parking charge including weekend civic events, staff transport for training
66	Town Sergeant civic meal
41	Staff work mileage
433	New accounts software from Rialtas to Scribe, no further costs anticipated
0	Transfer to be made in March
82	

102	Bank interest received from investment accounts
102	

81

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

1	Black velvet bag
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FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024

	ORIGINAL		REVISED
	BUDGET	VIREMENTS	BUDGET
	2023/2024	2023/2024	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
TOTAL MAYORALTY EXPENDITURE	22,040	0	22,040
OTHER INCOME (MAYORALTY)	0	0	0
TOTAL MAYORALTY INCOME	0	0	0

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

PREMISES

BUILDING REPS/MAINT	14,000		14,000
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
HIRE OF FACILITIES (inc. Garage)	7,100		7,100
TOTAL PREMISES EXPENDITURE	111,350	0	111,350
RENTAL INCOME	15,800		15,800
BUS SHELTER ADVERTISEMENT INCOME	0		0
MEETING ROOM HIRE	0		0
TOTAL PREMISES INCOME	15,800	0	15,800

NET PREMISES EXPENDITURE/INCOME 95,550 0 95,550

SERVICES

	ACTUALS	TOTAL
	TO 31 JANUARY	BUDGET
	2023/2024	REMAINING
	2023/2024	2023/2024
	£	£
	1,177	-177
	915	185
	2,782	18
	2,859	-9
	1,222	-222
		320
		100
		200
	338	162
	125	25
	500	0
	3,058	2
	2,462	3,028
	1,056	44
	480	70
	410	-90
	17,389	4,651
	0	0

NET MAYORALTY EXPENDITURE/INCOME 17,389 4,651

	22,961	-8,961
	8,759	941
	25,195	-3,455
	13,404	12,156
	6,247	7,503
	14,366	2,634
	2,143	357
	12,075	-4,975
	105,150	6,200
	14,900	900
	1,320	-1,320
	550	-550
	16,770	-970

NET PREMISES EXPENDITURE/INCOME 88,380 1,870

BUDGET	BUDGET
TO DATE	NOTES
2023/2024	
%	
118	New regalia equipment purchase, tricorn and neck tabs. Last year's Mayor's badge paid this year
0	
83	No further cost anticipated
99	Traffic management, PA system, barriers etc
100	Food and beverage, coach for primary school etc
122	Afternoon tea, traffic management
0	Expected to incur cost in February
0	
0	
68	Mayoral car electrical charging
83	Repairs on the mayoral car
100	Mayoral car annual insurance
100	Mayoral car annual lease
45	Civic attendances, donations and gifts
96	No further cost anticipated
87	Hall and refreshments, PA system
128	Buffet cost slightly higher than expected
79	
0	

NET MAYORALTY EXPENDITURE/INCOME 79

164	Town Hall building repairs, refurbishment works at the Bunker, CCTV Control room and Town Clerk's office refurbishment
90	Cleaning at Town Hall and Museum
116	Underbudgeted, to increase budget for next year
52	Payable in September and March
45	Payable in September and March
	Increase in energy energy rates, looking into fitting in LED lights to save costs
85	
86	Premises expenses
	Hire of storage spaces, staff parking permits and Bunker rental from September
170	
94	
94	Income from cinema tenant
	Advertisement on Council owned bus shelters
	Hire of meeting room
106	

NET PREMISES EXPENDITURE/INCOME 92

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024

	ORIGINAL		REVISED
	BUDGET	VIREMENTS	BUDGET
	2023/2024	2023/2024	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		34,200
TOWN GRANTS RESERVE		6,410	6,410
PARKS, GARDENS & RECS - FLOWERBEDS	35,000		35,000
CHRISTMAS LIGHTING	17,000	32	17,032
CHRISTMAS FESTIVITIES	12,000		12,000
CHRISTMAS LIGHTS/EVENTS (CHERITON RESERVES)		1,397	1,397
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)		65,562	65,562
CONTINGENCY	2,000		2,000
TOTAL SERVICES EXPENDITURE	280,050	90,046	370,096

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 SPONSORSHIPS	0		0
OTHER INCOME (ARMED FORCES DAY)	0		0

	ACTUALS	TOTAL
	TO 31 JANUARY	BUDGET
	2023/2024	REMAINING
	2023/2024	2023/2024
	£	£
	9,246	-246
		4,300
	1,088	1,912
	1,391	1,609
	25	275
	3,636	364
	764	336
		500
	6,312	13,489
	34,200	0
	6,410	0
	1,736	33,264
	20,610	-3,578
	15,704	-3,704
	1,397	0
	-250	6,250
	15,109	4,891
	33,408	4,084
		500
	405	1,845
	1,403	3,597
		500
	1,840	660
	74	26
	19,035	9,965
	20,380	3,998
	5,030	0
	33,229	-14,484
	65,562	0
		2,000
	297,744	72,352

	4,898	1,002
	4,340	260
	90	-90
	500	-500
	2,250	-2,250
	671	-671

BUDGET	BUDGET
TO DATE	NOTES
2023/2024	
%	
103	Annual insurance renewal, underbudgeted, increase budget for next year
0	
36	Grass cutting, allotment plot clearance etc
46	Grass cutting, maintenance of balancing pond etc
8	
91	Mechinagar Sister Partnership celebration
69	Maintenance of notice boards
0	
32	
100	Budget fully utilised
100	Reserve use for granting town grants to local organisations
5	Sponsorship of flowerbeds to Folkestone & Hythe District Council paid in February 2024
121	Underbudgeted due to additional Christmas lights and cables purchased
131	Band performance, security, medical cover, supply stage, multiple entertainments etc
	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
89	Play area inspections and maintenance monthly
0	
18	Salt top up for salt bins
28	Visitor attraction accreditations
0	
74	Repairs to war memorial, Harvey statue annual cleaning
74	Electricity costs in telephone box
66	CCTV monitoring cost in Ashford site, terminated in November
84	CCTV maintenance contract, cctv control room set up
100	Reserve used, o further costs to incur
177	No further cost to incur, grant is due to be received in February 2024
100	Community minibus costs, reserve in use to cover the costs
0	
80	

83	Park Farm allotment annual rent
94	Tile Kiln Lane allotment annual rent
0	Allotment gate key
	Allotment tenant refundable deposits posted as earmark reserve
0	Sponsorships received for Armed Forces Day 2023
0	Stalls and sponsorships received in advance for Armed Forces Day 2024

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024

	ORIGINAL		REVISED
	BUDGET	VIREMENTS	BUDGET
	2023/2024	2023/2024	2023/2024
	£	£	£
CHRISTMAS LIGHTS SPONSORSHIPS	0		0
COMMUNITY INFRASTRUCTURE LEVY	0		0
CHRISTMAS STALLS	0		0
TRAINING INCOME	0		0
ARMED FORCES DAY STALLS	0		0
CHRISTMAS COLLECTION CHERITON (RESERVE USE)	0		0
UMBRELLA PROJECT CONTRIBUTION	0		0
TOTAL SERVICES INCOME	10,500	0	10,500

NET SERVICES EXPENDITURE/INCOME **269,550** **90,046** **359,596**

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
TOTAL FEES	3,690	0	3,690

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
CONT. TO MUSEUM/HERITAGE RESERVE	0		0
TOTAL MUSEUM/HERITAGE EXPENDITURE	29,500	4,588	34,088

M/H INCOME	4,500		4,500
M/H RETAIL SALES	2,000		2,000
M/H FRIENDS OF FOLKESTONE MUSEUM	0		0
M/H DONATIONS	500		500
TOTAL MUSEUM/HERITAGE INCOME	7,000	0	7,000

	ACTUALS	TOTAL
	TO 31 JANUARY	BUDGET
	2023/2024	REMAINING
	2023/2024	2023/2024
	£	£
	150	-150
	71,058	-71,058
	700	-700
	30	-30
	1,050	-1,050
	307	-307
	3,113	-3,113
	89,158	-78,658

NET SERVICES EXPENDITURE/INCOME **208,586** **151,009**

	1,083	-1,083
	455	-455
	2,100	-400
	1,376	-326
	365	575
	5,379	-1,689

	295	405
		450
	49	351
		200
	266	-16
	4,000	0
	1,501	-1
	833	167
		500
	92	908
	1,374	626
	1,640	1,860
	1,586	3,414
	423	4,577
	535	-35
	2,354	2,234
		0
	16	484
		3,000
		0
	14,964	19,124

	5,079	-579
	1,974	26
	4,802	-4,802
	64	436
	11,919	-4,919

BUDGET	BUDGET
TO DATE	NOTES
2023/2024	
%	
0	
0	Additional CIL received, posted as earmark reserve
0	Christmas stalls hire
0	New income code
0	Stalls for Armed Forces Day 2023
0	Collections for Cheriton Christmas Lights Reserve
0	One-off project income received
849	

NET SERVICES EXPENDITURE/INCOME **58**

	External professional service
	Road closure notices
124	External audit year ending 2022/23
131	Internal audit year ending 2022/23
39	
146	

42	
0	
12	
0	
107	
100	
100	
83	
0	
9	
69	
47	
32	
8	
107	
51	
3	
0	
44	

113	Museum workshops and talks income
99	Museum shop retail
0	Closure of account, remaining balance given for the development of Museum services
13	Donations received
170	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024

ORIGINAL		REVISED
BUDGET	VIREMENTS	BUDGET
2023/2024	2023/2024	2023/2024
£	£	£

ACTUALS	TOTAL
TO 31 JANUARY	BUDGET
2023/2024	REMAINING
£	£

BUDGET	BUDGET
TO DATE	NOTES
2023/2024	
%	

NET MUSEUM/HERITAGE EXP/INCOME	22,500	4,588	27,088	3,045	24,043	11
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SUMMARY

TOTAL EXPENDITURE	1,006,670	125,234	1,131,904
TOTAL INCOME	48,300	0	48,300
NET TOTAL	958,370	125,234	1,083,604

933,028	198,876
133,109	-84,809
799,918	114,067

82
276
74

PRECEPT	952,970		952,970
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952,970

NET (SURPLUS) / DEFICIT	5,400	125,234	130,634
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-153,052

Folkestone Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/01/2024		
	Cash in Hand 01/04/2023		653,879.75
	ADD Receipts 01/04/2023 - 31/01/2024		1,131,446.55
	SUBTRACT Payments 01/04/2023 - 31/01/2024		1,785,326.30
			989,219.74
A	Cash in Hand 31/01/2024 (per Cash Book)		796,106.56
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2024	0.00
	HSBC Current Account	31/01/2024	83,530.82
	HSBC Deposit Account	31/01/2024	147,793.76
	HSBC Receipts Account	31/01/2024	3,943.20
	Credit Card (FairFX)	31/01/2024	809.57
	Museum Shop Float	31/01/2024	100.00
	Short Term Investment Account	31/01/2024	480,000.01
	Old Credit Card	31/01/2024	0.00
	Unity Trust Bank	31/01/2024	79,929.20
			796,106.56
	Less unrepresented payments		
			796,106.56
	Plus unrepresented receipts		
B	Adjusted Bank Balance		796,106.56
	A = B Checks out OK		

SUMMARY AS AT 15 FEBRUARY 2024

NAME	WARD	BALANCE AT START (INC. B/F FROM PREV. YEAR)	AMOUNT GRANTED TO DATE	AMOUNT LEFT TO GRANT
ABENA AKUFFO-KELLY	Folkestone Central	£1,175.00	£900.00	£275.00
LAURA DAVISON	Folkestone Broadmead	£890.00	£795.50	£94.50
JOHN RENSHAW	Cheriton West	£1,185.00	£1,020.00	£165.00
CHARLIE BAIN SMITH	Folkestone Central	£1,175.00	£0.00	£1,175.00
ADRIAN LOCKWOOD	East Folkestone	£1,181.00	£350.00	£831.00
CHRISTINE DICKINSON	Folkestone Harbour	£934.00	£400.00	£534.00
PETER GANE	Cheriton West	£1,185.00	£800.00	£385.00
JANE DARLING	Cheriton East	£1,823.00	£1,582.00	£241.00
LIZ McSHANE	Folkestone Central	£1,175.00	£425.00	£750.00
LUCY McGIRR	East Folkestone	£1,181.00	£750.00	£431.00
NICOLA KEEN	Folkestone Harbour	£934.00	£934.00	£0.00
BRIDGET CHAPMAN	Folkestone Harbour	£934.00	£100.00	£834.00
CONNOR McCONVILLE	East Folkestone	£1,181.00	£425.00	£756.00
JACKIE MEADE	East Folkestone	£1,181.00	£675.00	£506.00
TIM PRATER	Folkestone Harvey West	£416.00	£300.00	£116.00
BELINDA WALKER	Folkestone Central	£1,175.00	£930.00	£245.00
KIERAN LEIGH	Folkestone Broadmead	£810.00	£80.00	£730.00
ROGER WEST	Cheriton West	£1,185.00	£370.00	£815.00
TOTAL		£19,720.00	£10,836.50	£8,883.50

Ward Grants Budget 2023/24		£19,800					
Ward Grants based on the following:							
Ward	Electorate	Per Ward	No. of Cllrs	Amount Per Cllr	Say	Total Per Ward	
Broadmead	3,116	£1,780.06	2	£890.03	£890	£1,780	
Central	8,228	£4,700.36	4	£1,175.09	£1,175	£4,700	
Cheriton East	3,192	£1,823.47	1	£1,823.47	£1,823	£1,823	
Cheriton West	6,225	£3,556.12	3	£1,185.37	£1,185	£3,555	
East Folkestone	8,267	£4,722.64	4	£1,180.66	£1,181	£4,724	
Harbour	4,904	£2,801.48	3	£933.83	£934	£2,802	
Harvey West	728	£415.88	1	£415.88	£416	£416	
Total	34,660	£19,800.00	18			£19,800	