

FOLKESTONE TOWN COUNCIL



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AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 22 August 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

To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 13 June 2024 and to authorise the Chair of the Committee to sign them as a correct record.

4. RESOLUTIONS FROM COMMITTEES

The Committee is asked to receive and note the resolutions on the minute of the Climate & Environment Committee on the 2 April 2024, minute number 98.

1. Climate & Environment Committee 2 April 2024 Minute Number 98:

- To allocate £10,000 of the 2024/25 Flowerbeds Budget for sponsorship of the F&HDC winter and summer planting with a plaque to include Folkestone Town Council's crest

and detailing its support to be installed at each site.

- To allocate £6,000 of the 2024/25 Flowerbeds Budget and instruct an external contractor to seasonally plant (twice a year) and maintain FTC assets (as detailed below):
 - 4No x Large Folkestone Planters – 2No near pedestrian crossing at Bouverie Road West and 2No near town barrier on Rendezvous Street
 - 6No x Small Folkestone Planters – side of Leas Cliff Hall
 - 25No x FTC Railings Planters – Castle Hill Avenue
 - 10No x Cheriton Railing Planters – Cheriton High Street
 - 10No x Hill Road Railing Planters
- That subject to approval at the next C & E Committee meeting, £15,000 be allocated to the provision of new planters (including seasonal planting and maintenance) at new sites in Folkestone and Cheriton.
Proposed: Councillor Jackie Meade
Seconded: Councillor Peter Gane
Voting: F: 7, Ag: 0, Ab: 0

5. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 June 2024 to 31 July 2024.

6. SCHEDULE OF RECEIPTS

The attached schedule details receipts received between 1 June 2024 to 31 July 2024.

7. BUDGET MONITORING STATEMENT 2024/25

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

8. BANK RECONCILIATION

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

9. APPOINTMENT OF INTERNAL AUDITOR

The Committee is asked to re-appoint the current internal auditor, Mulberry & Co and enter into a three-year contract from 2024/25 to carry out the mid-term and year-end audit.

10. MINIBUS SCHEME UPDATE

Following receipt of a Section 19 permit, Council is requested to approve the Community Minibus Hire Policy attached.

11. TOWN HALL BUILDING MAINTENANCE UPDATE

Town Clerk to provide an update on the progress of the Town Hall building repairs.

12. WEBSITE REPORT F/24/366

Report F/24/366 makes recommendations for the provision of a new website for FTC to improve the layout and functionality of the existing website.

13. WARD GRANTS

The Ward Grant list below is recommended to be approved.

Bayle Residents Association	The Bayle In Bloom	£125.00	B Walker	Open Spaces Act 1906 Sec 9 &10
All Souls Primary	Green Woman	£200.00	R West	LGA 72, Sec 145
Bayle Residents Association	The Bayle In Bloom	£100.00	N Keen	Open Spaces Act 1906 Sec 9 &10
Harbour Ward Residents Association	Christmas Tree	£400.00	N Keen	Open Spaces Act 1906 Sec 9 &10
Bayle Residents Association	The Bayle In Bloom	£75.00	K Leigh	Open Spaces Act 1906 Sec 9 &10
Bayle Residents Association	The Bayle In Bloom	£50.00	C Dickinson	Open Spaces Act 1906 Sec 9 &10
Tyson road resident association	Children's xmas party on Friday 13th December 2024	£121.00	N Keen	LGA 72, Sec 145

The Committee is asked to consider including a clause in the Ward Grant Policy Guidelines that should the event/project be cancelled, any grant received for that particular project/event should be returned to the Town Council.

14. WARD GRANT BALANCES

For information, the attached shows Ward Grant balances available to each Councillor as at 22 August 2024.

15. DATE OF NEXT MEETING

17 October 2024 at 7.00pm.

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 Jackie Meade
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 Abena Akuffo-Kelly
12. 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, 13 June 2024 at 7.00 p.m.

PRESENT: Councillors Belinda Walker, Nicola Keen, Jackie Meade, Connor McConville, Adrian Lockwood, Bridget Chapman, Laura Davison, Christine Dickinson, Kieran Leigh, Tim Prater and Peter Gane.

ABSENT:

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

1656. APOLOGIES FOR ABSENCE

Apologies received from Councillor Abena Akuffo-Kelly.

RESOLVED: To approve apologies from Councillor Abena Akuffo-Kelly.

Proposed: Councillor Jackie Meade

Seconded: Councillor Connor McConville

Voting: F: 11, Ag: 0, Ab: 0

1657. APPOINTMENT OF CHAIR

Nominations for the appointment of Chair of Finance and General Purposes Committee for the 2024/25 Municipal Year were sought.

RESOLVED: That Councillor Connor McConville be appointed as Chair of Finance and General Purposes Committee for the 2024/25 Municipal Year.

Proposed: Councillor Tim Prater

Seconded: Councillor Christine Dickinson

Voting: F: 11, Ag: 0, Ab: 0

1658. APPOINTMENT OF VICE CHAIR

Nominations for the appointment of Vice Chair of Finance and General Purposes Committee for the 2024/25 Municipal Year were sought.

RESOLVED: That Councillor Jackie Meade be appointed as Vice Chair of Finance and General Purposes Committee for the 2024/25 Municipal Year.

Proposed: Councillor Nicola Keen

Seconded: Councillor Adrian Lockwood

Voting: F: 11, Ag: 0, Ab: 0

1659. DECLARATIONS OF INTERESTS

Disclosable pecuniary interest received from Councillor Adrian Lockwood on Item 13.

1660. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 18 April 2024 and authorised the Chair to sign them as a correct record.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 18 April 2024 be signed as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Nicola Keen

Voting: F: 11, Ag: 0, Ab: 0

1661. PERSONNEL SUB-COMMITTEE MINUTES

The Committee received and noted the Minutes of the Personnel Sub-Committee held on 15 February 2024, 18 April 2024 and 1 May 2024.

RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee Committee held on 15 February 2024, 18 April 2024 and 1 May 2024 be received and noted.

Proposed: Councillor Nicola Keen

Seconded: Councillor Peter Gane

Voting: F: 11, Ag: 0, Ab: 0

1662. REVIEW THE TERMS OF REFERENCE

In line with the Town Council's adopted Standing Orders, the Committee was asked to consider the terms of reference for the Finance and General Purposes Committee

RESOLVED: The amended Terms of Reference be approved.

Proposed: Councillor Connor McConville

Seconded: Councillor Jackie Meade

Voting: F: 11, Ag: 0, Ab: 0

1663. WORKING GROUPS 2024/25

The Committee was asked to approve nominations for the membership of the Folkestone Town Council/Folkestone & Hythe District Council Partnership Working Group for the Municipal Year 2024/25.

RESOLVED: That the FHDC/FTC Partnership Working Group should comprise of the Town Clerk, Town Mayor and Chairs of the standing committees. The Deputy Mayor and Vice-Chairs will act as substitutes if required.

Proposed: Councillor Peter Gane

Seconded: Councillor Connor McConville

Voting: F: 11, Ag: 0, Ab: 0

1664. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 April 2024 to 31 May 2024.

RESOLVED: That the Schedule of Payments for the period between 1 April 2024 to 31 May 2024 be approved.

Proposed: Councillor Nicola Keen

Seconded: Councillor Jackie Meade

Voting: F: 11, Ag: 0, Ab: 0

1665. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 April 2024 to 31 May 2024.

RESOLVED: That the Schedule of Receipts for the period 1 April 2024 to 31 May 2024 be accepted.

Proposed: Councillor Peter Gane

Seconded: Councillor Tim Prater

Voting: F: 11, Ag: 0, Ab: 0

1666. BUDGET MONITORING STATEMENT 2024/25

The statement of the Town Council's provisional expenditure/income and earmarked reserves up to the 31 May 2024 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 May 2024 be approved.

Proposed: Councillor Connor McConville

Seconded: Councillor Christine Dickinson

Voting: F: 11, Ag: 0, Ab: 0

1667. BANK RECONCILIATION

The bank reconciliation statement as at 31 May 2024 was noted by the Committee and signed by Councillor Adrian Lockwood.

1668. TOWN HALL BUILDING REPAIRS UPDATE

The Town Clerk provided an update to the Committee on the progress regarding the Town Hall building repairs as follows:

Cllr Adrian Lockwood left the meeting.

Fire Escape - Martello Building Consultancy have produced existing plans and elevations and are now in the process of producing proposed plans. Repairs to the Green Room (above the fire escape) will also be addressed as part of the fire escape works.

Cllr Adrian Lockwood rejoined the meeting.

Work is ongoing for the electrics and quotations are being sought for improvements to the flagpole and installation of a lightening conductor.

Work is currently being undertaken on the flooring for the hallway outside the cinema staff room.

1669. CINEMA RENT REVIEW RENEWAL

The Deputy Clerk provided an update to the Committee on the current renewal of the Cinema Lease.

1670. MINIBUS SCHEME UPDATE

The Town Clerk provided an update on the Community Minibus Scheme. The Community Minibus Hire Policy was discussed, and it was agreed that the Town Clerk would investigate and clarify whether organisations hiring the minibus would also require a Section 19.

1671. ARMED FORCES DAY

An update was provided to Committee with regard to adequate insurance cover for the Air Show.

RESOLVED: To authorise insurance cover for the Armed Forces Day and Community Fun Day, premium of £8,000.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 11, Ag: 0, Ab: 0

1672. WARD GRANTS

The Committee was asked to approve the Ward Grants list provided.

RESOLVED: To approve the organisations with the ward grant amounts listed below.

Organisation Name	Amount Awarded	Supported by
Folkestone Trawler Race	£250	Councillor Connor McConville
Folkestone Trawler Race	£300	Councillor Nicola Keen
Folkestone Trawler Race	£150	Councillor Lucy McGirr
Folkestone Trawler Race	£100	Councillor Jackie Meade
Folkestone Trawler Race	£200	Councillor Christine Dickinson
Folkestone Live	£250	Councillor Belinda Walker
Folkestone Live	£250	Councillor Liz McShane
Folkestone Live	£300	Councillor Laura Davison
The Park Farm Allotments Association	£250	Councillor Jackie Meade

Proposed: Councillor Kieran Leigh

Seconded: Councillor Peter Gane

Voting: F: 11, Ag: 0, Ab: 0

1673. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 6 June 2024, which would be amended to reflect the Ward Grants approved at minute 1672.

1674. DATE OF NEXT MEETING:

22 August 2024 at 7.00pm

The meeting concluded at 08:07 pm

Chair.....

Date.....

		Expenditure of £100 and above 01/06/2024 - 31/07/2024			
FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 JUNE TO 31 JULY 2024					
Date	Supplier	Budget Code	Voucher	Total	Description
03/06/2024	SSE Hydro Electric	Services, Heating & Lighting	245	£318.72	Gas usage at Town Hall April 2024
06/06/2024	Folkestone Printing	Printing	184	£120.84	Bee Creative Advertising Posters for bus shelters
06/06/2024	Society of Local Council Clerk	Advertising for Staff	191	£347.00	Job advertisement four weeks
06/06/2024	The Confederation of the Cinque Ports	Subscriptions	195	£382.20	Annual subscription to the Confederation 2024/25
06/06/2024	Metroline Security Limited	Building Repairs/Maint	194	£160.00	Key fob service for Town Hall access
06/06/2024	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	192	£1,500.00	Storage unit monthly rental
06/06/2024	V. Bass	Local Projects	189	£150.00	Entertainment for D Day Beacon event
06/06/2024	Folkestone Printing	Tourist Information/Visitor Services	185	£646.54	Printed tourism material - Map pads and town trail leaflets
06/06/2024	Martello Building Consultancy Ltd	Consultant Fees	190	£500.00	Consultation for the Town Hall external fire escape first payment
06/06/2024	Catherine Farr	M/H Audience Engagement	196	£450.00	Family workshop during May school holidays
11/06/2024	Former Staff Officer	Salaries, Pensions & NI	202	£6,593.40	Settlement Agreement pay
12/06/2024	Peninsula	HR/H&S Management Fees	246	£333.99	HR and legal advise monthly service
14/06/2024	The Folkestone Soundmen	Normandy Veterans	206	£100.00	PA at D Day Beacon Lighting
14/06/2024	L. Todd	Normandy Veterans	205	£245.00	Buffet for D Day
14/06/2024	CSG Global Education Ltd	Premises Expenses	203	£103.98	Object care and toilet supplies
14/06/2024	The Folkestone Soundmen	Local Projects	206	£100.00	PA at D Day Beacon Lighting
14/06/2024	Harmer & Sons Grounds Maintenance Ltd	Local Projects	216	£474.00	Lighting of the Beacon
14/06/2024	Steve Wood Photographer	Local Projects	204	£175.00	Photography at D Day Beacon Lighting 6.6.24
14/06/2024	Clearview Communications Ltd	CCTV Maintenance	207	£13,893.16	CCTV Upgrade at Sandgate Road Car Park
14/06/2024	Folkestone Printing	Air Show/Armed Forces Day	208	£332.31	Posters for Bus Shelters for Armed Forces Day
14/06/2024	Folkestone Trawler Race	Ward Grant Reserve	219	£250.00	Folkestone Trawler Race ward grant - supported by Cllr C McConville
14/06/2024	Folkestone Trawler Race	Ward Grant Reserve	220	£300.00	Folkestone Trawler Race ward grant - supported by Cllr N Keen
14/06/2024	Folkestone Trawler Race	Ward Grant Reserve	221	£150.00	Folkestone Trawler Race ward grant - supported by Cllr L McGirr
14/06/2024	Folkestone Trawler Race	Ward Grant Reserve	222	£100.00	Folkestone Trawler Race ward grant - supported by Cllr J Meade
14/06/2024	Folkestone Trawler Race	Ward Grant Reserve	223	£200.00	Folkestone Trawler Race ward grant - supported by Cllr C Dickinson
14/06/2024	Folkestone Live	Ward Grant Reserve	224	£250.00	Folkestone Live Theatre Fringe Festival ward grant - supported by Cllr B Walker
14/06/2024	Folkestone Live	Ward Grant Reserve	225	£250.00	Folkestone Live Theatre Fringe Festival ward grant - supported by Cllr L McShane
14/06/2024	Folkestone Live	Ward Grant Reserve	226	£300.00	Folkestone Live Theatre Fringe Festival ward grant - supported by Cllr L Davison
14/06/2024	Park Farm Allotment Association	Ward Grant Reserve	227	£250.00	Cleaner Air Project ward grant - Supported by Cllr J Meade
17/06/2024	Castle Water Limited	TKL Allotment Maintenance	248	£115.02	Water usage at Tile Kiln Lane May 2024
18/06/2024	The Ambassador Theatre Group Ltd	Air Show/Armed Forces Day	229	£1,152.69	Buffet for Armed Forces Day at the Leas Cliff Hall
18/06/2024	Global Payments	Card Receipts Fees	275	£110.72	Reception till service charge
20/06/2024	Daisy Communications Limited	Telecommunication Services	251	£520.43	Telecommunication services monthly
21/06/2024	ADM Computing Services	ICT Support	241	£959.90	Various monthly IT services
21/06/2024	Total Control Services Limited	Building Repairs/Maint	236	£495.00	Annual service contract for building control system (plantroom controls)
21/06/2024	Business Stream	Services, Heating & Lighting	240	£252.15	Waste water at Town Hall March 2024 - May 2024
21/06/2024	Right Guard Security UK Ltd	Local Projects	234	£540.00	Security for D Day and Beacon Lighting
25/06/2024	Net wages	Salaries, Pensions & NI	254	£25,736.09	Staff cost June 2024
25/06/2024	Leppard Cleaning	Cleaning	256	£859.50	Cleaning at Town Hall office and Museum
25/06/2024	SSE Hydro Electric	Services, Heating & Lighting	255	£1,210.70	Electricity usage at Town Hall June 2024
26/06/2024	HMRC	Salaries, Pensions & NI	257	£9,271.41	Employer's NI June 2024
26/06/2024	Kent Pension Fund	Salaries, Pensions & NI	258	£9,219.83	Employer's Superannuation June 2024
26/06/2024	Society of Local Council Clerk	Staff Training	299	£137.00	Local Council Administration book 13th edition
26/06/2024	Sainsbury's	Mayor's Installation (Annual Meeting)	290	£108.50	Refreshments for Mayor Making
26/06/2024	Folkestone & Hythe District Council	Air Show/Armed Forces Day	285	£100.00	Premises License for Armed Forces Day 2024
27/06/2024	Fred Newing	Building Repairs/Maint	270	£438.00	Supply and installation of flooring to staff area in cinema
27/06/2024	Window Cleaning Plus	Cleaning	268	£190.00	Window cleaning at Town Hall
27/06/2024	Culligan Water Ltd	Hire of Facilities (inc. Garage)	277	£192.65	Countertop boiler quarterly rental
27/06/2024	Amazon UK (Missing VAT number)	Air Show/Armed Forces Day	265	£127.84	16 xFlag Centrepieces
27/06/2024	Folkestone Printing	Air Show/Armed Forces Day	260	£491.00	Printed promo materials
27/06/2024	Freeland Garage Services Limited	Community Minibus (Reserve Use)	266	£191.10	Carry out inspection and maintenance on Community Minibus
28/06/2024	Arthur J. Gallagher (UK) Limited	Air Show/Armed Forces Day	271	£8,960.00	Armed Forces Day & Community Fun Day Insurance Cover 2024
28/06/2024	The Ambassador Theatre Group Ltd	Air Show/Armed Forces Day	272	£600.00	Barriers hire for Armed Forces Day

		Expenditure of £100 and above 01/06/2024 - 31/07/2024			
28/06/2024	The Ambassador Theatre Group Ltd	Air Show/Armed Forces Day	273	£215.10	Technical Engineer for Evening Concert
02/07/2024	SSE Hydro Electric	Services, Heating & Lighting	406	£175.44	Gas usage at Town Hall May 2024
04/07/2024	Steve Wood Photographer	Canada Day	313	£200.00	Photography at Canada Day
04/07/2024	St John's Ambulance	Local Projects	314	£114.40	First aid cover for D Day and Beacon Lighting
04/07/2024	Seaview Studio	Air Show/Armed Forces Day	312	£1,500.00	Bands, Tech & Videographer LCH Evening Armed Forces Day Concert
04/07/2024	Steve Wood Photographer	Air Show/Armed Forces Day	331	£200.00	Photography for Armed Forces Day 2024
04/07/2024	P Norris	Air Show/Armed Forces Day	332	£100.00	Punch and Judy show at Armed Forces Day
04/07/2024	V. Bass	Air Show/Armed Forces Day	321	£150.00	Entertainment for Armed Forces Day 2024
04/07/2024	Freeland Garage Services Limited	Community Minibus (Reserve Use)	325	£120.50	Carry out inspection and maintenance of Community Minibus
11/07/2024	Kent County Council	Photocopying	341	£163.78	Office printer quarterly rental 01/08/2024 - 31/10/2024
11/07/2024	ADM Computing Services	ICT Support	333	£187.14	Smart storage battery installation
11/07/2024	Four Jays Group	Canada Day	337	£335.00	Event toilets for Canada Day
11/07/2024	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	346	£1,500.00	Monthly rental of storage unit
11/07/2024	Harmer & Sons Grounds Maintenance Ltd	Remembrance Sunday	348	£170.00	Supply of 30 iron stakes for Remembrance Sunday
11/07/2024	Harmer & Sons Grounds Maintenance Ltd	PFR Allotment Maintenance	349	£330.00	Repairs to raised beds at Park Farm allotments
11/07/2024	Harmer & Sons Grounds Maintenance Ltd	Parks, Gardens & Recs - Play Areas	345	£2,218.15	Carry out grounds maintenance and play inspections for play parks 8x
11/07/2024	Communities & Events Officer Expenses	Air Show/Armed Forces Day	350	£145.00	Hotel stay to facilitate Armed Forces Day event and set up
11/07/2024	Harmer & Sons Grounds Maintenance Ltd	Air Show/Armed Forces Day	344	£1,100.00	Carry out various works including loading barriers for Armed Forces Day
11/07/2024	Medicar	Air Show/Armed Forces Day	338	£3,310.00	Provision of medical services for Armed Forces' Day
11/07/2024	Martello Building Consultancy Ltd	Consultant Fees	340	£1,300.00	External fire escape consultation interim
11/07/2024	Jazmine Miles Long	M/H Collections Care	339	£377.19	Taxidermy collection condition check & treatment
11/07/2024	Baker Ross Ltd	M/H Audience Engagement	336	£215.37	Various materials summer holiday workshops
12/07/2024	Peninsula	HR/H&S Management Fees	408	£333.99	HR service monthly fee
16/07/2024	Global Payments	Card Receipts Fees	423	£115.32	Reception till service charge
18/07/2024	SLCC Enterprises Ltd	Staff Training	365	£193.33	Multiple books for staff training
18/07/2024	ADM Computing Services	ICT Support	370	£952.40	Various monthly IT services
18/07/2024	Aramark Defence Services Limited	Canada Day	360	£1,520.63	Catering for Canada Day
18/07/2024	Mayor of Folkestone Expenses	Mayor's Expenses May-Mar	372	£202.05	Mayoral travel mileage recharge
18/07/2024	Iain S Radford	Building Repairs/Maint	369	£703.00	To replace office lighting LED panels, replace two emergency lights
18/07/2024	Michael Stanway	Air Show/Armed Forces Day	361	£1,051.10	Flying display director duties for Armed Forces Day
18/07/2024	Cinque Ports Lindy Hoppers	Air Show/Armed Forces Day	362	£450.00	Bandstand performance at Armed Forces Day
18/07/2024	Kent PA Hire	Air Show/Armed Forces Day	363	£2,325.00	Outdoor PA system for Armed Forces Day
18/07/2024	D. Quinney	Air Show/Armed Forces Day	364	£300.00	Supply, set up operation of public address systems for Armed Forces Day
18/07/2024	Right Guard Security UK Ltd	Air Show/Armed Forces Day	353	£15,074.25	Security and traffic management services for Armed Forces Day
18/07/2024	South East Fire & Rescue Service	Air Show/Armed Forces Day	354	£550.00	Fire Service Cover inc. Iveco fire appliance
18/07/2024	Historical Promotions & Event Management	Air Show/Armed Forces Day	355	£850.00	Andrews Sisters Tribute Act
22/07/2024	Net wages	Salaries, Pensions & NI	416	£24,995.83	Staff cost July 2024
22/07/2024	Leppard Cleaning	Cleaning	417	£859.50	Cleaning at Town Hall office and Museum
24/07/2024	Daisy Communications Limited	Telecommunication Services	413	£520.43	Telecommunication services monthly
25/07/2024	British Telecom	Telecommunication Services	378	£226.08	Telecommunication services monthly
25/07/2024	Hawkinge Town Council	Mayor's Expenses May-Mar	380	£110.00	Kent Battle of Britain Museum civic event
25/07/2024	Zurich Insurance Company Ltd	Miscellaneous Insurances (Inc. Heritage)	383	£10,149.19	Council building and contents insurance annual renewal
25/07/2024	Zurich Insurance Company Ltd	Parks, Gardens & Recs - Play Areas	383	£775.01	External play inspections 2x annually
25/07/2024	Ministry of Defence	Air Show/Armed Forces Day	374	£6,113.00	RAF air display assets for Armed Forces Day
25/07/2024	Preservation Equipment Limited	M/H Collections Care	376	£149.70	Conservation tools & consumables
25/07/2024	Orbit Folkestone Ltd	M/H Audience Development	375	£504.00	Museum website
26/07/2024	HMRC	Salaries, Pensions & NI	418	£9,425.71	PAYE and NI July 2024
26/07/2024	Kent Pension Fund	Salaries, Pensions & NI	419	£9,071.83	Employer's superannuation July 2024
26/07/2024	SSE Hydro Electric	Services, Heating & Lighting	420	£1,117.73	Electricity usage at Town Hall June 2024
			Total	£193,721.82	

FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 JUNE TO 31 JULY 2024					
Date	Customer	Income Code	Voucher	Total	Description
01/06/2024	HSBC Deposit Account	Investment Interest	105	£575.24	Bank interest May 2024
04/06/2024	Museum Shop	M/H Retail Sales	133	£28.35	Various museum retail
04/06/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	107	£98.93	Allotment plot T06A 2024.25
05/06/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	119	£123.94	Allotment plot T44A 2024.25
05/06/2024	Museum Shop	M/H Retail Sales	134	£4.00	Postcards retail
05/06/2024	Museum Shop	M/H Retail Sales	135	£8.90	Various museum retail
06/06/2024	Park Farm Allotment Tenant	PFR Allotment Rent	120	£136.17	Allotment plot P14A 2024.25
07/06/2024	Museum Shop	M/H Retail Sales	136	£5.80	Various museum retail
07/06/2024	Museum Shop	M/H Retail Sales	148	£32.44	Various museum retail
10/06/2024	St Eanswythe's CE Primary School	M/H Income	108	£100.00	Anglo Saxon Workshop on the 7th May 2024
10/06/2024	Museum Shop	M/H Retail Sales	138	£11.00	Various museum retail
10/06/2024	Folkestone & Hythe District Council	Sponsorships	106	£2,000.00	Folkestone Armed Forces Day 2024 (Bandstand Events)
10/06/2024	Folkestone Municipal Charities	Sponsorships	137	£500.00	Sponsorships from Armed Forces Day
11/06/2024	EveKent Mobile Bar	Other Income Armed Forces' Day	109	£175.00	Stand stall for Armed Forces Day 2024
11/06/2024	The Vegan Habit	Other Income Armed Forces' Day	110	£75.00	Stand stall for Armed Forces Day 2024
12/06/2024	Museum Shop	M/H Retail Sales	139	£13.90	Various museum retail
13/06/2024	Keston Products	Other Income Armed Forces' Day	121	£150.00	Stand stall for Armed Forces Day 2024
13/06/2024	Rosemont Restaurant	Sponsorships	111	£1,000.00	Sponsorship for Armed Forces Day Event 2024
13/06/2024	Folkestone & Hythe District Council	CCTV Funding	112	£13,893.16	Sandgate Road Car Park CCTV upgrade
14/06/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	122	£30.58	Allotment plot T55A 2024.25
14/06/2024	Museum Shop	M/H Retail Sales	140	£10.70	Various museum retail
14/06/2024	Museum Shop	M/H Retail Sales	149	£200.85	Various museum retail
14/06/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	122	£50.00	Allotment plot T55A 2024.25
14/06/2024	Taylor Wimpey South East	Sponsorships	113	£1,000.00	Sponsorship for Armed Forces Day 2024
17/06/2024	ASpoonful	Other Income Armed Forces' Day	118	£75.00	Stand stall for Armed Forces Day 2024
17/06/2024	Folkestone & Hythe District Council	Sponsorships	117	£500.00	Armed Forces Day and Community Fun Day grant
18/06/2024	Museum Shop	M/H Retail Sales	141	£4.00	Various museum retail
19/06/2024	Museum Shop	M/H Retail Sales	142	£6.00	Various museum retail
19/06/2024	Museum Shop	M/H Retail Sales	143	£13.55	Various museum retail
19/06/2024	Radiance Beauty Clinic	Sponsorships	115	£300.00	Armed Forces Day and Air Show Event Sponsorship 2024
19/06/2024	Kent County Council	Play Parks Grant	116	£1,500.00	Play parks grant via Councillor J. Meade
21/06/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	130	£113.94	Allotment plot T43B 2024.25
21/06/2024	Museum Shop	M/H Retail Sales	144	£14.25	Various museum retail
21/06/2024	Folkestone Kebab & Pizza House	Sponsorships	114	£1,000.00	Sponsorship for Armed Forces Day Event 2024
24/06/2024	Park Farm Allotment Tenant	PFR Allotment Maintenance	125	£103.37	Allotment plot P30B 2024.25
24/06/2024	Churchill School	M/H Income	123	£200.00	Fashionable Folkestone workshops 2x on the 11th July 2024
24/06/2024	Museum Shop	M/H Retail Sales	145	£5.40	Various museum retail
24/06/2024	Madelines Bowtique	Other Income Armed Forces' Day	124	£75.00	Stand stall for Armed Forces Day 2024
25/06/2024	Morehall Primary School	M/H Income	126	£100.00	1-hour Post WW2 workshop on the 2nd of July
25/06/2024	Museum Shop	M/H Retail Sales	150	£35.85	Various museum retail
25/06/2024	Dafi Building Store	Other Income Armed Forces' Day	127	£75.00	Stand stall for Armed Forces Day 2024
25/06/2024	The Acre	Other Income Armed Forces' Day	128	£75.00	Stand stall for Armed Forces Day 2024
26/06/2024	Museum Shop	M/H Income	147	£40.00	Workshops and talks

26/06/2024	Museum Shop	M/H Retail Sales	146	£4.00	Postcards retail
26/06/2024	Dafi Building Store	Sponsorships	129	£1,000.00	Armed Forces Day & Community Fun Day Sponsorship 2024
27/06/2024	Oz Catering	Other Income Armed Forces' Day	152	£800.00	Stand stall for Armed Forces Day 2024
28/06/2024	Tile Kiln Lane Allotment Tenant	Allotment Key	153	£10.00	Key for allotment gate at Tile Kiln Lane
28/06/2024	Museum Shop	M/H Income	151	£22.00	Various museum retail and workshop talks
01/07/2024	HSBC Deposit Account	Investment Interest	132	£413.90	Interest on investments June 2024
01/07/2024	Museum Shop	M/H Retail Sales	184	£54.94	Various museum retail
03/07/2024	Museum Shop	M/H Retail Sales	168	£7.35	Dinosaur eggs retail
03/07/2024	Museum Shop	M/H Retail Sales	169	£12.99	Various museum retail
05/07/2024	Museum Shop	M/H Retail Sales	181	£24.77	Museum donations, various shop retail
09/07/2024	Park Farm Allotment Association	PFR Allotment Rent	161	£1.00	Annual allotment rent renewal P31B 2024.25
12/07/2024	HMRC	VAT Reimbursement	407	£12,599.94	VAT quarterly reclaim April24 - June24
16/07/2024	Museum Shop	M/H Retail Sales	170	£2.00	Postcards retail
17/07/2024	Museum Shop	M/H Retail Sales	171	£4.00	Postcards retail
18/07/2024	Folkestone & Hythe District Council	Meeting Room Hire	162	£250.00	Hire of meeting room for election polls
19/07/2024	Museum Shop	Allotment Key	182	£10.00	Various museum retail, allotment key
19/07/2024	Wellesley Haddon Dene	M/H Income	163	£135.00	Folkestone Museum Roman Workshop on the 4th July 90-minute
19/07/2024	Museum Shop	M/H Retail Sales	172	£2.00	Postcards retail
19/07/2024	Museum Shop	M/H Retail Sales	182	£52.00	Various museum retail, allotment key
20/07/2024	Park Farm Allotment Tenant	PFR Allotment Rent	164	£44.80	Allotment plot P31A 2024/25
22/07/2024	Museum Shop	M/H Retail Sales	173	£8.00	Postcards and keyrings retail
23/07/2024	Mundella School	M/H Income	165	£821.25	Multiple workshop bookings
23/07/2024	Museum Shop	M/H Retail Sales	174	£8.50	Postcards retail
24/07/2024	Museum Shop	M/H Retail Sales	175	£2.95	Lunch bag retail
24/07/2024	Museum Shop	M/H Donations	176	£5.00	Museum donation
25/07/2024	Museum Shop	M/H Retail Sales	183	£34.03	Various museum retail
29/07/2024	Museum Shop	M/H Retail Sales	177	£2.45	Dinosaur hatching egg retail
30/07/2024	Museum Shop	M/H Retail Sales	178	£18.55	Various museum retail
31/07/2024	Silver Screen Cinema	Rental Income	166	£3,750.00	Cinema rent June-August 2024
31/07/2024	Museum Shop	M/H Retail Sales	179	£1.50	Card holder retail
31/07/2024	Museum Shop	M/H Retail Sales	180	£8.26	Various museum retail
			Total	£44,571.50	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
ADMINISTRATION			
SALARIES, PENSIONS & NI	535,330		535,330
TOTAL CONTRIBUTION PAY	3,000		3,000
STAFF WELLBEING	3,000		3,000
ADVERTISING FOR STAFF	0		0
STAFF TRAINING	3,000		3,000
EQUIPMENT/FURNITURE NEW	2,000		2,000
BANK CHARGES	400		400
HR/H&S MANAGEMENT FEES	4,000		4,000
PRINTING	1,000		1,000
OFFICE STATIONERY	1,000		1,000
PHOTOCOPYING	1,400		1,400
POSTAGE & DELIVERY	1,000		1,000
TELECOMMUNICATION SERVICES	3,700		3,700
ICT SUPPORT	19,600		19,600
SUBSCRIPTIONS	7,120		7,120
PUBLIC TRANSPORT & CAR PARKS	250		250
SUBSISTENCE ALLOWANCES	150		150
CAR ALLOWANCES (Staff)	1,100		1,100
TO ALLOTMENTS ADMINISTRATION	-4,300		-4,300
TOTAL ADMIN. EXPENDITURE	582,750	0	582,750

INVESTMENT INTEREST	30,000		30,000
TOTAL ADMIN. INCOME	30,000	0	30,000

NET ADMIN. EXPENDITURE/INCOME 552,750 0 552,750

DEMOCRATIC COSTS

TRAINING/CONFERENCE EXPS (Cllrs.)	500		500
CAR ALLOWANCES (Cllrs)	100		100
FOLK TC REF/ELECTIONS (TO RESERVE)	11,100		11,100
TOTAL DEMOCRATIC COSTS EXP.	11,700	0	11,700

MAYORALTY

CLOTHING & UNIFORMS	600		600
REGALIA - NEW	700		700
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	150		150
HOLOCAUST DAY	320		320
COVER FOR CIVIC DRIVER	100		100

ACTUALS TO 31 JULY 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
---	--

176,358	358,972
	3,000
93	2,907
347	-347
2,297	703
1,266	734
132	268
1,336	2,664
407	593
178	822
641	759
580	420
1,403	2,297
8,878	10,722
6,502	618
202	48
41	109
143	957
	-4,300
200,805	381,945

1,802	28,198
1,802	28,198

199,003 353,747

111	389
79	21
	11,100
190	11,510

107	493
0	700
0	400
920	180
170	2,630
3,089	-239
107	43
0	320
0	100

BUDGET TO DATE 2024/2025 %	BUDGET NOTES
-------------------------------------	-----------------

33	Staff cost aligned to budget
0	
3	Staff eye tests
0	Advertisement for Mayoral Driver and Reception Administrator Assistant
77	Fire marshall, IOSHH safety training, CiLCA qualification
63	Key safe, laptop, screen monitor
33	
33	HR provider and advice
41	Bus stop advertisement posters
18	
46	Lease of office printer
58	Letter posts, delivery charges
38	Office broadband, telephone service, work mobile phones x3
45	Various IT services, vpn, website hosting
91	KALC, accounts, bookings and allotment annual subscriptions Cinque Ports subscription
81	Car parking, transport for meetings and training
28	
13	Staff work mileage recharge
0	
34	

6	Investment interest from FHDC will be received in September
6	

36

22	Training for Planning and Chairing meetings
79	Mileage to training
0	
2	

18	Deputy Mayor's clothing for mayoral events
0	
0	
84	Buffet and refreshments for Mayor Making
6	
108	Coach hire, catering, photography
71	Chaplets, refreshments
0	
0	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
MTCE/SERVICE/REPAIRS - EXTERNAL	150		150
CAR INSURANCE	500		500
MAYORAL CAR LEASE	4,660		4,660
MAYOR'S EXPENSES MAY-MAR	5,490		5,490
MAYOR'S EXPENSES APR-MAY	1,100		1,100
SAMUEL PLIMSOLL EVENT	200		200
BURMA STAR (VJ DAY)	550		550
NORMANDY VETERANS	900		900
TOTAL MAYORALTY EXPENDITURE	22,570	0	22,570

OTHER INCOME (MAYORALTY)	0		0
TOTAL MAYORALTY INCOME	0	0	0

NET MAYORALTY EXPENDITURE/INCOME **22,570** **0** **22,570**

PREMISES

BUILDING REPS/MAINT	14,000		14,000
CLEANING	9,900		9,900
BUSINESS RATES	25,600		25,600
PWLB CAPITAL REPAYMENTS	26,810		26,810
PWLB INTEREST REPAYMENTS	12,500		12,500
SERVICES, HEATING & LIGHTING	24,000		24,000
PREMISES EXPENSES	2,500		2,500
HIRE OF FACILITIES (inc. Garage)	16,000		16,000
TOTAL PREMISES EXPENDITURE	131,310	0	131,310

RENTAL INCOME	15,900		15,900
BUS SHELTER ADVERTISEMENT INCOME	3,000		3,000
MEETING ROOM HIRE	300		300
TOTAL PREMISES INCOME	19,200	0	19,200

NET PREMISES EXPENDITURE/INCOME **112,110** **0** **112,110**

SERVICES

MISCELLANEOUS INSURANCES (inc. Heritage)	9,800		9,800
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	1,000		1,000
BUS SHELTERS	500		500
WARD GRANTS	19,800		19,800
WARD GRANTS (RESERVE)		2,250	2,250
TOWN GRANTS	34,200		34,200
FLOWERBEDS	35,000		35,000

ACTUALS TO 31 JULY 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
527	-377
0	500
4,752	-92
2,121	3,369
690	410
86	114
0	550
372	528
12,943	9,627

0	0
0	0

12,943 **9,627**

8,280	5,720
3,628	6,272
27,846	-2,246
0	26,810
0	12,500
5,720	18,280
578	1,922
6,458	9,542
52,510	78,800

5,750	10,150
660	2,340
550	-250
6,960	12,241

45,550 **66,560**

10,214	-414
	4,300
755	2,245
333	2,667
25	275
1,653	2,347
210	790
0	500
0	19,800
2,250	0
0	34,200
0	35,000

BUDGET TO DATE 2024/2025 %	BUDGET NOTES
352	Mayoral car partial damages after return, MOT service
0	
102	Annual car lease fully settled, no further expenditure expected
39	Mayoral events
63	Former Mayor expenses
43	Organist and refreshments
0	
41	Entertainment, buffet, refreshments, photography
57	

0	
0	

57

59	Fire risk assessment, electrical condition report, building control system
37	Cleaning Council office and Museum
109	Annual business rates higher than expected, no further costs expected
0	
0	
24	Energy bills, water, refuse collection
23	
40	Storage unit hire
40	

36	Rent received from cinema tenant
22	
183	Election polls, CCTV meetings
36	

41

104	Building and contents insurance annual renewal
0	
25	Water usage, emergency allotment repairs
11	Water usage, emergency allotment repairs
8	
41	Beacon Lighting 80th anniversary
21	Replace perspex in notice board
0	
0	
100	Ward Grants awarded to date
0	
0	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
CHRISTMAS LIGHTING	41,000		41,000
CHRISTMAS FESTIVITIES	12,000		12,000
CHRISTMAS LIGHTS CHERITON (RESERVE)	0	80	80
YOUTH FACILITIES	3,000		3,000
TREE AUDIT & WORKS	20,000		20,000
PLAY AREA MAINTENANCE	37,000		37,000
PARK BENCHES	500		500
LITTER/SALT BINS, BOLLARDS & RAILINGS	2,000		2,000
TOURIST INFORMATION/VISITOR SERVICES	5,000		5,000
MAINTENANCE OF PUBLIC CLOCKS	500		500
MAINTENANCE OF MEMORIALS	2,000		2,000
TELEPHONE BOX	120		120
CCTV MAINTENANCE	25,000		25,000
AIR SHOW/ARMED FORCES' DAY	25,000		25,000
FUEL/CHARGING VEHICLES	1,000		1,000
COMMUNITY MINIBUS (RESERVE USE)	0	357	357
CONTINGENCY	2,000		2,000
TOTAL SERVICES EXPENDITURE	291,020	2,687	293,707

ALLOTMENT RENTS - PFR	5,100		5,100
ALLOTMENT RENTS - TKL	4,850		4,850
ALLOTMENT KEY INCOME	0		0
ALLOTMENT DEPOSITS (RESERVE)	0		0
PLAY PARKS GRANT	0		0
SPONSORSHIPS	3,000		3,000
OTHER INCOME (ARMED FORCES DAY)	0		0
CHRISTMAS STALLS	1,000		1,000
CCTV GRANT	0		0
CCTV VIEWING	300		300
TOTAL SERVICES INCOME	14,250	0	14,250

NET SERVICES EXPENDITURE/INCOME **276,770** **2,687** **279,457**

FEES

CONSULTANTS FEES	500		500
LEGAL/BAILIFF FEES	1,000		1,000
EXTERNAL AUDIT FEES	2,200		2,200
INTERNAL AUDIT FEES	800		800
CARD RECEIPTS FEES	940		940
TOTAL FEES	5,440	0	5,440

MUSEUM/HERITAGE

M/H SUBSCRIPTIONS	550		550
M/H EQUIPMENT/FURNITURE	500		500
M/H EXHIBIT REPAIRS	1,750		1,750

ACTUALS TO 31 JULY 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
0	41,000
0	12,000
80	0
0	3,000
0	20,000
10,194	26,806
0	500
320	1,680
1,156	3,845
0	500
0	2,000
8	112
14,938	10,062
50,886	-25,886
407	593
357	0
0	2,000
93,787	199,920

4,612	488
4,280	570
80	-80
750	-750
1,500	-1,500
7,300	-4,300
5,435	-5,435
0	1,000
13,893	-13,893
0	300
37,850	-23,600

55,937 **223,520**

1,800	-1,300
143	857
0	2,200
235	565
474	466
2,652	2,788

0	550
130	370
50	1,700

BUDGET TO DATE 2024/2025 %	BUDGET NOTES
0	
0	
100	Return Christmas lights and decorations
0	
0	
28	Monthly play inspections, mowing, external play inspections contract
0	
16	Salt bins top up
23	Folkestone external advertisement
0	
0	
7	Electricity usage
60	Sandgate Road car park cctv maintenance. Funded by District Council
204	Air shows, bandstand entertainment, insurance cover, security, traffic management
41	Fuel and charging cost for the mayoral car and minibus
100	Inspections and maintenance of minibus
0	
32	

90	Allotment income received to date
88	Allotment income received to date
0	
0	
0	Grant received via Councillor J Meade under KCC grant
0	AFD sponsorships received from local organisations
0	Pitch stalls for Armed Forces Day
0	
0	CCTV upgrade at Sandgate Road Car Park funded by District Council
0	
266	

20

360	Consultation for the external fire escape
14	DVLA licence and DBS checks
0	
29	Year end internal auditor visit
50	Reception till terminal payment
49	

0	
26	Computer monitor
3	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025

	ORIGINAL	EARMARKED	REVISED
	BUDGET	VIREMENTS	BUDGET
	2024/2025	2024/2025	2024/2025
	£	£	£
M/H COLLECTIONS CARE	3,500		3,500
M/H AUDIENCE DEVELOPMENT	2,750		2,750
M/H MERCHANDISE	2,000		2,000
M/H EVENTS	5,000		5,000
M/H TEMPORARY EXHIBITIONS	6,000		6,000
M/H AUDIENCE ENGAGEMENT	4,850		4,850
M/H FRIENDS OF FOLKESTONE		795	795
M/H HOSPITALITY	350		350
TOTAL MUSEUM/HERITAGE EXPENDITURE	27,250	795	28,045

M/H INCOME	5,000		5,000
M/H RETAIL SALES	2,500		2,500
M/H DONATIONS	500		500
TOTAL MUSEUM/HERITAGE INCOME	8,000	0	8,000

NET MUSEUM/HERITAGE EXP/INCOME **19,250** **795** **20,045**

SUMMARY

TOTAL EXPENDITURE	1,072,040	3,483	1,075,523
TOTAL INCOME	71,450	0	71,450
NET TOTAL	1,000,590	3,483	1,004,073

PRECEPT	1,000,590		1,000,590
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COMMUNITY INFRASTRUCTURE LEVY	0		0
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	TOTAL
ACTUALS	BUDGET
TO 31 JULY	REMAINING
2024/2025	2024/2025
£	£
917	2,583
537	2,213
623	1,378
324	4,676
0	6,000
1,766	3,084
795	0
0	350
5,142	22,903

1,696	3,304
1,245	1,255
114	386
3,056	4,944

2,086 **17,959**

368,029	707,494
49,668	21,782
318,361	685,711

500,295	500,295
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BUDGET	BUDGET
TO DATE	NOTES
2024/2025	
%	
26	Software annual license and support, taxidermy collection treatment
20	Workshop materials
31	Merchandise for museum shop
6	Dino Day in August
0	
36	Museum workshop materials
100	Reserve in use
0	
18	

34	Museum school workshops
50	
23	
38	

10

34
70
32

50

Folkestone Town Council Earmarked Reserves as at 31 July 2024

Earmarked	Opening Balance	Transfers	Spend	Receipts	Current Balance
Tree Planting Reserve	20,000.00	4,891.05			24,891.05
Museum/Heritage Reserve	151,801.77				151,801.77
Tourism Reserve	4,735.00				4,735.00
Provision for Bus Shelters	3,500.00				3,500.00
Ward Grants Reserve	0.00	7,373.50	2,250.00		5,123.50
Town Grants Reserve	267.76				267.76
FTC Elections Reserve	0.00				0.00
Provision for Salt Bins	6,168.49				6,168.49
Provision for Anti-Litter Campaign	2,000.00				2,000.00
Provision for Benches	100.00				100.00
Provision for Play Areas	12,902.63				12,902.63
Provision for CCTV Equip/Maint	15,824.14				15,824.14
Provision for Christmas Lights/Events (Cheriton)	1,369.25		80.00		1,289.25
Neighbourhood Fund (CIL)	139,878.27				139,878.27
Christmas Gifts for Children	2,216.70				2,216.70
Community Transport	5,624.06		357.48		5,266.58
Friends of Folkestone Museum	2,378.76		795.19		1,583.57
Allotment Deposits	650.00			750.00	1,400.00
Total	369,416.83	12,264.55	3,482.67	750.00	378,948.71
GENERAL FUND					479,922.49
TOTAL FUNDS					858,871.20

Earmarked Reserve Spent Breakdown:

Earmarked Reserve	Description	Amount
Tree Planting Reserve	Vired remaining tree planting budget to reserves, Min 1649	4,891.05
Ward Grant Reserve	New earmark reserve, Min 1649	7,373.50
Provision for Christmas Lights/Events (Cheriton)	To collect Christmas lights and decorations	80.00
Community Transport	Fire extinguisher	357.48
Friends of Folkestone	Camera equipment purchase for museum photography	795.19
Allotment Deposits	Allotment tenant refundable deposits	750.00

Folkestone Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/07/2024		
	Cash in Hand 01/04/2024		660,234.54
	ADD Receipts 01/04/2024 - 31/07/2024		555,574.81
	SUBTRACT Payments 01/04/2024 - 31/07/2024		1,215,809.35
	Cash in Hand 31/07/2024 (per Cash Book)		363,044.50
			852,764.85
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2024	0.00	
	HSBC Current Account 31/07/2024	93,570.77	
	HSBC Deposit Account 31/07/2024	119,665.60	
	HSBC Receipts Account 31/07/2024	3,615.34	
	Credit Card (FairFX) 31/07/2024	1,496.50	
	Museum Shop Float 31/07/2024	100.00	
	Short Term Investment Account 31/07/2024	480,000.01	
	Unity Trust Bank 31/07/2024	74,316.63	
	Cambridge & Building Society 31/07/2024	80,000.00	
			852,764.85
	Less unrepresented payments		
			852,764.85
	Plus unrepresented receipts		
	Adjusted Bank Balance		852,764.85
	A = B Checks out OK		



Folkestone Town Council Minibus Hire Policy

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General

This document sets out the procedures, and terms and conditions for borrowing the minibus operated by Folkestone Town Council.

Our minibus borrowing service is only available to non-profit making community and voluntary groups in Folkestone and the surrounding area who hold a valid Section 19 Permit.

Small bus permit operation

The minibus is operated under the Small Bus Permit legislation. Therefore, it can only be operated by authorised officials of organisations holding a valid Section 19 Permit (Government Guidance). Section 19 means that the minibus cannot be operated for hire or reward.

Minibus

Folkestone Town Council minibus is BEV, otherwise known as an all-electric vehicle, solely powered by electric. An electric motor replaces the traditional combustion engine found in petrol and diesel cars and is charged by a battery – in place of a fuel tank.

A good charging point infrastructure in your local area, or a home charging point, is necessary in order to recharge the car battery. All-electric cars are usually very quiet, due to the lack of engine noise, while no exhaust system means there are zero exhaust fumes. To find your local charging point in Folkestone follow the links below:

<https://www.folkestone-hythe.gov.uk/parking/EV-charging-points>

<https://www.zap-map.com/charge-points/folkestone>

Driving an Electric Vehicle

Many people assume that when they get in an electric car for the first time, it'll be just like driving a petrol or diesel-powered car, with an automatic transmission. But electric cars work a little differently.

There are only two pedals, the throttle and the brake, just like an automatic. However, while an automatic transmission works its way up and down the gears according to the car's speed and load being placed on the engine, EVs effectively only have one gear.

What this means is that the torque that petrol or diesel-fuelled cars must gradually build up is immediately available in an electric vehicle. As a result, the acceleration from a standing start can be very rapid as the power is directly applied to the wheels.

You'll find this levels off as you reach higher speeds, so the acceleration between 40mph and 60mph won't be as dramatic, but it should still be comparable to a petrol or diesel-powered car.

The seats are fitted with seatbelts, which passengers must use at all times, unless they hold a medical exemption certificate.

What is the most efficient way to drive an electric car?

Exactly the same as petrol or diesel-powered vehicles, there are ways to improve the performance of an electric vehicle via your driving practices. One of the main concerns with driving an EV is the distance it will cover before the power runs out and the battery needs recharging. While EVs are naturally very efficient, it's important to be conscious of how you're driving if you want to cover the maximum possible range on a charge.

One of the keys to this is having a light right foot. It might be tempting to use all that torque to move away quickly when the stop light turns green, but taking off more slowly and smoothly will preserve your power.

Something else to consider is how much other power you're using with other onboard features. Air-conditioning, heating and media devices all drain power from the battery. If it's safe and comfortable to do so, it's a good idea to switch them off during your trip to save power.

Step by Step guide to Charging your EV

If you haven't driven an EV before, don't worry. Charging an EV has become a lot easier with the arrival of apps that aggregate all the charge points in the UK and allow you to pay for multiple participating networks.

1. Identify the type of charge needed

The minibus has a Combined Charging System (CCS) combo type 2 connection for charging. Charging cables are supplied for both connections.



2. Find your nearest charge point

Open the charging map app you have downloaded and put in your location, you can then filter by car make and connector type to find your nearest station.

3. Once at the charging station

Park with the charging point (front drivers side) nearest to the charge point.

4. Activate the charge point

Open the relevant charge point within the app to activate it and select your payment type, open the car's charging port cover and insert the charge point connector into the car port.

5. Charge

It is best to charge the battery to at least 80% and not to let the charge fall below 20%. EVs control the flow of energy into the battery and optimise charging.

Speed Limits

Drivers should remember that speed limits for minibuses are not the same as those for cars. The limits are as follows:

Speed Limit (mph)

Built up areas (where no lower limit applies) 30

Single carriageway roads (where no lower limit applies) 50

Dual carriageways (where no lower limit applies) 60

Motorways (where no lower limit applies) 70

Drivers should note that the minibus has a Dashcam fitted.

The minibus is equipped with:

A first aid kit

A fire extinguisher High visibility vest

A ring binder containing:

- mileage log sheets
- a copy of this policy
- the vehicle specification

General Terms and Conditions

Drivers

Drivers should ensure that all doors are unlocked before allowing passengers to board the minibus. Drivers must not drive whilst under the influence of drugs or alcohol.

Drivers must not indulge in dangerous driving or abuse the vehicle.

Folkestone Town Council reserve the right to ban a driver from driving the minibus should that person allow another person who has not been through the relevant Folkestone Town Council Minibus vehicle familiarisation and driver registration process to drive the Folkestone Town Council Minibus. In such circumstances, the driver(s) may be liable to prosecution.

Folkestone Town Council reserve the right to ban a driver from driving the Folkestone Town Council Minibus if there are reasonable grounds for believing that person knowingly failed to report any damage to, or accident involving, the Folkestone Town Council Minibus

Any fines during bookings resulting from illegal parking will be passed onto, and are the responsibility of, the user. Folkestone Town Council reserve the right to make payment and then recover the amount from the user. The user is responsible for any charges (tolls etc.) arising through the use of the vehicle.

Any prosecution of a driver arising from the use of Folkestone Town Council Minibus will be the responsibility of the user and/or driver. This includes any charges against a driver arising from vehicle defects.

Anyone driving the Folkestone Town Council Minibus must:

- Be aged 25 over
- Have held their driving licence for at least 2 years,
- Complete the driver's registration form, including the 'check code' obtained from the DVLA, and provide a photocopy of the driver's driving licence,
- Be able to answer "NO" to the following questions:

Have you had any convictions within the last 5 years, or do you have any prosecutions pending?

Have you ever been disqualified from driving?

Has any company or underwriter ever declined, cancelled or refused to renew any motor insurance, or increased the premium or policy excess, or imposed special conditions?

Have you had an accident whilst driving a motor vehicle in the last 5 years, regardless of fault?

Provide details about any medical condition, or medical history (whether physical or mental, including defective vision not corrected by glasses or hearing loss not corrected by a hearing aid) that may affect their ability to drive a minibus. In addition, details about any medication that is currently being taken, including dosage, should also be provided.

Folkestone Town Council may, at their discretion, accept a driver who has current endorsements on their licence. However, any additional excess or premium that may be charged by the insurers will be payable by the user, should a claim arise.

When a driver reaches the age of 70, entitlement to drive a minibus with 9-16 passengers is lost unless they pass a medical.

Folkestone Town Council reserve the right to refuse any driver that they believe may be unsuitable.

Vehicle Care

Drivers and passengers are not allowed to smoke in the Folkestone Town Council Minibus.

Vehicles must be returned in a clean and tidy condition: all rubbish must be removed from the vehicle before the end of the user. Failure to do so may result in a £30 surcharge being added to the user's invoice.

Drivers must inspect the vehicle before and after each loan and note down any damage or fault on the log sheet.

The user may be liable for the cost of replacing a tyre if it is damaged beyond repair due to kerbing, or being driven on whilst it is flat or punctured.

Receipts for charging, minor repairs incurred during the loan must be returned to the Folkestone Town Council Minibus coordinator, together with the log sheet and vehicle keys. Failure to do so will result in these costs NOT being deducted from the invoice.

Any accident or damage to the vehicle must be notified to Folkestone Town Council as soon as possible. The cost of any damage not covered by the insurance will be recoverable from the user.

Off-Road Use

The Folkestone Town Council Minibus should not be driven “off-road”. Travel over/in rough terrain, riverbeds, etc. is strictly prohibited. The only exception to this rule will be access to recognised camp sites. If a driver causes loss or damage to the Folkestone Town Council Minibus by going “off-road”, the costs of any necessary repairs will become the user’s responsibility.

Bookings

You must be able to provide a contact telephone number that will be manned during the time of the loan. This is especially important for loans outside normal office hours. If you do not provide such a telephone number, Folkestone Town Council cannot be held responsible for any failure to inform you about any emergency or other problem associated with the loan.

Should a group fail to turn up for a booked loan or give little or no notice of cancelling their booking, Folkestone Town Council reserve the right to levy the minimum daily charge for each day cancelled.

Should a group persistently cancel their bookings, Folkestone Town Council reserve the right to levy a charge of £30 per day for each day cancelled, regardless of the length of notice given for the cancellation.

Folkestone Town Council reserve the right to reject, cancel or vary any booking if the purpose for which the vehicle is to be used is inconsistent with the aims, objectives or rules of Folkestone Town Council Minibus.

In the event of cancellation or change to a booking by Folkestone Town Council, no liability can be accepted for any loss, financial or otherwise, arising from our failure to provide a vehicle, and Folkestone Town Council cannot be held responsible for breach of contract in such circumstances.

The minibus must be returned no later than the previously booked time. Should an unauthorised late return of a vehicle result in another group being unable to lend the vehicle at the time they booked, any resultant financial liability may be passed on. Wilfully keeping a vehicle beyond the booked time can be construed as taking the vehicle without the owner’s consent. In such cases, Folkestone Town Council reserve the right to take any appropriate action to recover the vehicle. Folkestone Town Council reserve the right to levy an additional surcharge of £10 per hour (or

part thereof) in the event of an unauthorised late return of a vehicle. Folkestone Town Council reserves the right to refuse booking requests from groups who are persistently late in returning vehicles.

Insurance

The Folkestone Town Council Minibus is driven under insurance arranged by ERS.

Insurance cover may be invalidated if any of the information contained on the Folkestone Town Council Minibus driver registration form is subsequently found to be false or inaccurate. Any material changes to the information on a driver's licence must be notified to Folkestone Town Council before that person next drives the minibus. Similarly, should a driver have an accident whilst driving any motor vehicle after their name is entered on the Folkestone Town Council Minibus Approved Driver List that fact must be disclosed to Folkestone Town Council before that person next drives the Folkestone Town Council Minibus.

In the event of an accident, the user will be liable for any insurance excess payable (set at £150 and £75-£125 for the windscreen).

The minibus must not be used for the carriage of goods or for hire and reward.

Should a driver provide false or inaccurate information at the time of registering with Folkestone Town Council and insurance cover is consequently invalidated, Folkestone Town Council reserve the right to take legal action against the relevant parties.

Drivers must notify Folkestone Town Council of any changes in the circumstances relating to their driving licence (including changes in health) that occur after they have completed the application form.

Accessibility

The Minibus has disabled facilities which include an electric lift and space for one wheelchair user.

The Vehicle has a maximum capacity of 9 passenger seats and 1 driver's seat or a maximum capacity of 6 passenger seats, 1 wheelchair and 1 driver's seat. The hirer is responsible to ensure this is the case.

The operations procedure for the lift are shown on the rear door of the minibus. The auxiliary switch under the steering wheel must be turned on for the lift to operate. It is up to the user to familiarise themselves with the controls and safety procedures before using the lift.

The 3-point restraining system must be used to secure wheelchairs before driving. Instructions for fitting can be found on the rear side of the minibus. All strapping must be returned with the minibus.

Vehicle Breakdowns

A Breakdown Organisation covers the Folkestone Town Council Minibus. This includes breakdown, at home rescue, national recovery and onward travel. The recovery will take all passengers.

Hire Costs

Borrowing the minibus is subject to a mileage charge which includes all costs for electricity, insurance and breakdown cover.

Seats 10

Mileage charge (£/mile) 0.60

Minimum charge (£/day) 40

Folkestone Town Council reserve the right to change these contributions at any time prior to commencement of a booking, subject to informing the groups affected.

Charging

If you charge the minibus during your loan period, this will be at your own cost.

Breakdown Information

Breakdown Cover is supplied through the insurance company details are:

0800 587 8872 or 01277 720778 when calling from the UK or +0044 (0)1277 235999 or freephone 00 800 999 00 999 when calling from Europe

Emergency Contact: Ian Bishop 07891 254036

Bus-specific Useful Info

10 seater LDV V80 LR73 ZZF

Fuel: Electric

Height: 2.5m Length: 5.7m

Width (excl. mirrors): 2.0m

This bus can be driven on an ordinary car (D1) driving licence.

This report will be made public on 16 August 2024

**Folkestone
Town Council**



Report Number **F/24/366**

To: Finance and General Purposes Committee
Date: 22 August 24
Status: Non Exempt Report
Responsible Officer: Town Clerk
Subject: Website Provision

SUMMARY:

The current website is limited in its layout and functionality. The restrictions in place reduce the management and the performance of what the Town Council needs to achieve.

The Town Clerk asked the Communities and Grants Officer to seek quotes for the provision of a new website for Folkestone Town Council.

REASONS FOR RECOMMENDATION

The Committee is asked to agree the recommendations below because:

1. The Council's current contract ends in August.
2. The current provision is not fit for purpose to meet with Quality Gold standards.
3. The recommended web agency has recently built a new website for the Museum, so any staff training required could be delivered at the same time and utilised across both sites.

RECOMMENDATIONS:

1. **To receive and note Report F/24/366.**
2. **Approve the appointment of the suggested web agency to build a new website for Folkestone Town Council.**

Aims and Objectives – To comply with Best Value and Quality Council criteria.
Financial Implications – There is funding available in the ICT budget.
Equal Opportunities – Equal opportunities for all.
Environmental Issues - No material implications.

INTRODUCTION & BACKGROUND

Quotes have been sought for a new website builder and provider. The current website is very restrictive and, with the omission of a search function, is not suitable for the needs of the Council in order to achieve the NALC Quality Gold Standard.

QUOTATIONS

Three quotations have been received, two from local providers and one from a provider in Hereford.

Two out of the three providers would build the site from scratch and to our specifications. They are also local businesses and will provide a personal service for this.

The third provider is a company who supplies a package built for the use of Town and Parish Councils. Although this seems like a good fit, it is restrictive and not built to specification.

The range of the quotations was from £1,599 to £3,000. The quotes were evaluated on price, quality offered and the content management system overall.

The two quotations from local providers are in line with the Council's Procurement Policy regarding supporting local business, they also offer a more comprehensive package on the build and backup for the site. The third provider, although the cheapest, only provides a set package that would not be able to function along with our internal servers and would mean some parts managed by a third party. For this reason, it is recommended that this quote is not considered.

The remaining quotes from local providers are as follows:

	Web Design	Hosting & SSL Certification		
		Year 1	Year 2 (est.)	Year 3 (est.)
Current Provider	N/A	£235	£247	£260
Quote 1	£2,800	£504	£530	£557
Quote 2	£3,000	£610	£642	£675

CONCLUSION

The Committee is asked to approve the appointment of the web agency relating to Quote 2 for the following reasons:

1. Council's Procurement Policy does not require that the lowest quote be accepted.
2. The current provision is not fit for purpose to meet with Quality Gold standards.
3. The recommended web agency is a local provider and has recently built a new website for the Museum, so any staff training undertaken could be delivered at the same time and utilised across both sites.
4. The Finance Officer has recommended that funding be released from the ICT Support 2024-25 budget to allow the new website to be built.



FOLKESTONE TOWN COUNCIL

Policy Guidelines for the Approval and Distribution of Ward Grants

1. The Town Council is prepared to consider applications for financial assistance from:
 - (a) clubs and societies within the ward;
 - (b) voluntary bodies and associations within the ward;
 - (c) non-profit making organisations within the ward;
 - (d) charitable bodies within the ward;
2. All applications must come from an organisation or a group that is properly constituted and has a current bank account with at least two independent signatories.
3. In order to qualify for assistance, applications must demonstrate a direct benefit to the ward, or any part of it, or to all or some of its residents. In addition, the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
4. Applications must be made using the Council's Ward Grant application form and submitted to the relevant Councillor(s) for approval and signature. Incomplete applications will not be considered and will be returned. All ward grant applications require the support of the Ward Councillor before they can be considered for payment.
5. Applications may be submitted at any time. All applications via the Ward Grant Scheme will be processed and approved by committee.
6. Applicants may apply for up to three projects during a financial year (1 April to 31 March). The primary intention of the Town Council's grant scheme is to support new events and projects in the town.
7. In the case of a successful application, projects must be delivered within 12 months of the date of receipt of funding.
8. The Town Council might refer applications to other bodies as appropriate.
9. Grants will not be made to Charitable Trusts seeking to add to their capital investments.
10. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.
11. Grants will not be given for specifically religious or party-political purposes.
12. Grants will not be paid if the application is submitted after the project or event has taken place.
13. If the event/project is cancelled, Folkestone Town Council reserve the right to request the return of the grant.
14. If the total grant you have requested from Folkestone Town Council is in excess of £1,000 you will be asked to fill in a Town Grant application form (applications for £1,000 to £2,500) where in-depth financial information is required.
15. Applications of funding cannot be accepted from Folkestone Town Council Members or persons associated² with them (to avoid any potential conflicts of interests).

² "Associated Person" means (either in the singular or in the plural): A family member or any other person or body with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or Any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or Any body in respect of which you are in a position of general control or management: exercising functions of a public nature; or directed to charitable purposes; or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)."

For contact details of your local Ward Councillor, please visit the Town Council website www.folkestone-tc.gov.uk or call 01303 257946.

FOLKESTONE TOWN COUNCIL - WARD GRANT SUMMARY						
NAME	WARD	BALANCE AT START (INC. B/F FROM PREV. YEAR)	AMOUNT GRANTED TO DATE	AMOUNT LEFT TO GRANT		
ABENA AKUFFO-KELLY	Folkestone Central	£1,248.00	£0.00	£1,248.00		
LAURA DAVISON	Folkestone Broadmead	£998.50	£750.00	£248.50		
JOHN RENSHAW	Cheriton West	£1,362.00	£0.00	£1,362.00		
CHARLIE BAIN SMITH	Folkestone Central	£2,348.00	£0.00	£2,348.00		
ADRIAN LOCKWOOD	East Folkestone	£2,004.00	£0.00	£2,004.00		
CHRISTINE DICKINSON	Folkestone Harbour	£1,255.00	£250.00	£1,005.00		
PETER GANE	Cheriton West	£1,582.00	£0.00	£1,582.00		
JANE DARLING	Cheriton East	£2,071.00	£0.00	£2,071.00		
LIZ McSHANE	Folkestone Central	£1,423.00	£250.00	£1,173.00		
LUCY McGIRR	East Folkestone	£1,604.00	£150.00	£1,454.00		
NICOLA KEEN	Folkestone Harbour	£921.00	£921.00	£0.00		
BRIDGET CHAPMAN	Folkestone Harbour	£1,755.00	£0.00	£1,755.00		
CONNOR McCONVILLE	East Folkestone	£1,339.00	£250.00	£1,089.00		
JACKIE MEADE	East Folkestone	£1,679.00	£350.00	£1,329.00		
TIM PRATER	Folkestone Harvey West	£540.00	£0.00	£540.00		
BELINDA WALKER	Folkestone Central	£1,318.00	£375.00	£943.00		
KIERAN LEIGH	Folkestone Broadmead	£1,714.00	£75.00	£1,639.00		
ROGER WEST	Cheriton West	£2,012.00	£200.00	£1,812.00		
TOTAL		£27,173.50	£3,571.00	£23,602.50		
Ward Grants Budget 2024/25	£19,800					
Ward Grants based on the following:						
Ward	Electorate	Per Ward	No. of Cllrs	Amount Per Cllr	Say	Total Per Ward
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
Total	34,214	£19,800.00	18			£19,800