

FOLKESTONE TOWN COUNCIL



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AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 17 April 2025**
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 February 2025 and to authorise the Chair of the Committee to sign them as a correct record.

4. RESOLUTIONS FROM COMMITTEES

The Committee is asked to approve the recommendation from Climate and Environment Committee. Play Parks – Fencing at Naseby Avenue Report CE/25/378, minute number 129.

RESOLVED: That the Committee agrees that the proposed work should proceed and recommend the Finance & General Purposes Committee to release Community Infrastructure Levy funds up to £10,000 to install fencing at Naseby Avenue Play Park.

*Proposed: Councillor Lucy McGirr
Seconded: Councillor Roger West
Voting: F: 6, Ag: 0, Ab: 0*

5. WARD GRANTS

The Ward Grant list below is recommended to be approved.

Organisation Name	Project Name	Requested Amount	Supported By
Folkestone Music Town CIC	Music In May - Choir-oke	£200.00	Cllr L Davison
Folkestone Music Town	Students and Schools Showcase	£300.00	Cllr B Walker
Strange Cargo	Charivari Day 2025	£300.00	Cllr J Meade
Folkestone Music Town CIC	Music In May – Programme Book	£925.00	Cllr L McShane
Strange Cargo	Charivari Day 2025	£400.00	Cllr J Darling

6. WARD GRANT BALANCES

For information, the attached shows Ward Grant balances available to each Councillor as at 17 April 2025.

7. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 February 2025 to 31 March 2025.

8. SCHEDULE OF RECEIPTS

The attached schedule details receipts received between 1 February 2025 to 31 March 2025.

9. BUDGET MONITORING STATEMENT 2024/25

The attached statements sets out details of the Town Council's expenditure/income and earmarked reserves up to 31 March 2025.

10. BANK RECONCILIATION

The bank reconciliation statement at 31 March 2025 is attached for information and signed by a Member other than the Chair or a cheque signatory.

11. CCTV COMMERCIAL AGREEMENT

The Town Clerk will provide an update regarding potential commercial agreements for monitoring of CCTV in conjunction with Swale Monitoring Centre.

12. TOWN HALL BUILDING MAINTENANCE UPDATE

The Town Clerk will provide an update on the progression of the Town Hall building repairs, along with budget requirements if received by the date of the meeting.

13. LOCAL GOVERNMENT REORGANISATION

The Town Clerk will provide an update on various correspondence and discussions in relation to Local Government Reorganisation.

14. DATE OF NEXT MEETING

12 June 2025 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 February 2025 at 7.00 p.m.

PRESENT: Councillors Belinda Walker, Connor McConville (Chair), Bridget Chapman, Christine Dickinson, Kieran Leigh, Peter Gane, Nicola Keen, Laura Davison and Abena Akuffo-Kelly.

ABSENT:

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

1720. APOLOGIES FOR ABSENCE

Apologies received from Councillors Adrian Lockwood, Tim Prater and Jackie Meade.

RESOLVED: To approve apologies from Councillors Adrian Lockwood, Tim Prater and Jackie Meade.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor Belinda Walker

Voting: F: 9, Ag: 0, Ab: 0

1721. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1722. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 12 December 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 12 December 2024 be signed as a correct record.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Nicola Keen

Voting: F: 9, Ag: 0, Ab: 0

1723. PERSONNEL SUB-COMMITTEE MINUTES

The Committee received and noted the Minutes of the Personnel Sub-Committee held on the 12 December 2024 and be signed as a correct record.

RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 12 December 2024 be signed as a correct record.

Proposed: Councillor Nicola Keen

Seconded: Councillor Christine Dickinson

Voting: F: 9, Ag: 0, Ab: 0

1724. WARD GRANTS

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

Organisation Name	Project Name	Requested Amount	Supported By
Strange Cargo	Charivari Day 2025	£100	Cllr Belinda Walker

RESOLVED: To award the organisation with the ward grant amount listed.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 9, Ag: 0, Ab: 0

1725. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 13 February 2025.

1726. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 December 2024 to 31 January 2025.

RESOLVED: That the Schedule of Payments for the period between 1 December 2024 to 31 January 2025 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 9, Ag: 0, Ab: 0

1727. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 December 2024 to 31 January 2025.

The Committee passed its thanks to the staff for the great work on the Museum Shop.

RESOLVED: That the Schedule of Receipts for the period 1 December 2024 to 31 January 2025 be accepted.

Proposed: Councillor Bridget Chapman

Seconded: Councillor Belinda Walker

Voting: F: 9, Ag: 0, Ab: 0

1728. BUDGET MONITORING STATEMENT 2024/25

The statement of the Town Council's provisional expenditure/income and earmarked reserves up to the 31 January 2025 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 January 2025 be approved. To vire the Provision for Anti-Litter Campaign of £2,000 and Provision for Benches of £100 be transferred to the General Fund.

Proposed: Councillor Peter Gane

Seconded: Councillor Bridget Chapman

Voting: F: 9, Ag: 0, Ab: 0

1729. BANK RECONCILIATION

The bank reconciliation statement as at 31 January 2025 was noted by the Committee.

1730. INTERIM AUDITOR REPORT 2024/25 F/25/380

Report F/25/380 provides the interim internal audit for the year 2024/25 and ask the Committee to accept the auditor's report in accordance with best practice.

RESOLVED: To accept the internal auditor's interim report for the financial year 2024/25 report F/25/380 and note that this is in accordance with best practice.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 9, Ag: 0, Ab: 0

1731. SCALE OF FEES

The Committee received the updated Scale of Fees list including the additional concessionary fees for charities and not-for-profit organisations.

RESOLVED: To approve the proposed additional concessionary fees for charities and not-for-profit organisations on the scale of fees.

Proposed: Councillor Christine Dickinson

Seconded: Councillor Bridget Chapman

Voting: F: 9, Ag: 0, Ab: 0

1732. FIREWALL SECURITY UPGRADE F/25/381

The Committee received Report F/25/381 and discussed the two options for the upgrade of the existing Firewall system due to expire in March 2025.

RESOLVED: To opt for Option 2 for the three-year firewall system cost of £5,987.60, with a one-off installation cost of £750.

Proposed: Councillor Peter Gane

Seconded: Councillor Christine Dickinson

Voting: F: 9, Ag: 0, Ab: 0

1733. MAYOR'S BADGE REPAIR

The Committee was informed of the recent damage caused on the Mayor's Badge. The Committee was asked to approve the repairs on the Mayor's Badge with an estimate cost of £1,375 plus vat. It was also discussed to go through insurance claim.

RESOLVED: To approve the repairs on the Mayor's Badge with the estimated cost of £1,375 plus vat, via the insurance claim.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicole Keen

Voting: F: 9, Ag: 0, Ab: 0

1734. PARISH COUNCIL SUPPORT SCHEME GRANT – ROUND 3

The Committee received information on the KCC's Parish Council Support Scheme Grant – Round 3. Sunflower House requested the Council to apply for the grant on their behalf to support their Loose Ends Sessions of up to £1,000.

RESOLVED: To apply for the Parish Council Support Scheme Grant – Round 3 on behalf of Sunflower House to support their Loose Ends Sessions of up to £1,000. With the provision that Sunflower House maintains a record and report the number of people the grant has supported ready for reporting to KCC at the end of the scheme.

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 9, Ag: 0, Ab: 0

1735. TOWN HALL BUILDING MAINTENANCE UPDATE

The Town Clerk provided an update on the progression of the Town Hall repairs for Committee's noting.

Lightning Protection – The consultants have reached out to four local companies to quote, however the consultants have not received quotes from the four companies. The consultants have sourced three additional companies to sought for quotes located further afield and wait to receive quotes from the additional three companies.

External Fire Escape – The tender documents have been received and will be uploading on the Contracts website for contractors to put forward their interest, this is currently ongoing.

Slight leak in roof – Planning to source local roofing contractors to identify where the source of leak is on the roof. This can potentially be planned during the same time the Lightning Protection, with the scaffolding in place from the Lightning Protection installation to potentially save on cost.

Removal of radioactive object – Following the approval from the Community Services Committee to safely dispose of the objects, our radiological protection advisor, Aurora Health Physics Services have given a price for their report providing information on how to safely dispose, the report to be received soon.

1736. DATE OF NEXT MEETING:

17 April 2025 at 7.00pm

The meeting concluded at 7:28pm

Chair.....

Date.....

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	£1,677.00	£0.00	£1,677.00		
LAURA DAVISON	Folkestone Broadmead	£1,247.50	£200.00	£1,047.50		
JOHN RENSHAW	Cheriton West	£1,960.50	£0.00	£1,960.50		
PETER GANE	Cheriton West	£2,180.50	£0.00	£2,180.50		
CHARLIE BAIN SMITH	Folkestone Central	£3,527.00	£0.00	£3,527.00		
CHRISTINE DICKINSON	Folkestone Harbour	£2,125.00	£0.00	£2,125.00		
ADRIAN LOCKWOOD	East Folkestone	£2,582.00	£0.00	£2,582.00		
JANE DARLING	Cheriton East	£3,265.50	£400.00	£2,865.50		
LIZ McSHANE	Folkestone Central	£2,102.00	£925.00	£1,177.00		
LUCY McGIRR	East Folkestone	£2,282.00	£0.00	£2,282.00		
NICOLA KEEN	Folkestone Harbour	£920.00	£0.00	£920.00		
BRIDGET CHAPMAN	Folkestone Harbour	£2,675.00	£0.00	£2,675.00		
CONNOR McCONVILLE	East Folkestone	£2,167.00	£0.00	£2,167.00		
JACKIE MEADE	East Folkestone	£2,307.00	£300.00	£2,007.00		
TIM PRATER	Folkestone Harvey West	£714.00	£0.00	£714.00		
BELINDA WALKER	Folkestone Central	£1,872.00	£300.00	£1,572.00		
KIERAN LEIGH	Folkestone Broadmead	£2,538.00	£0.00	£2,538.00		
ROGER WEST	Cheriton West	£2,410.50	£0.00	£2,410.50		
TOTAL		£38,552.50	£2,125.00	£36,427.50		
Ward Grants Budget 2025/26	£19,800					
Ward Grants based on the following:				Amount		Total
Ward	Electorate	Per Ward	No. of Cllrs	Per Cllr	Say	Per Ward
Broadmead	3,144	£1,797.45	2	£898.73	£899	£1,798
Central	8,247	£4,714.88	4	£1,178.72	£1,179	£4,716
Cheriton East	3,202	£1,830.61	1	£1,830.61	£1,832	£1,832
Cheriton West	6,226	£3,559.46	3	£1,186.49	£1,186	£3,558
East Folkestone	8,238	£4,709.74	4	£1,177.43	£1,178	£4,712
Harbour	4,835	£2,764.21	3	£921.40	£920	£2,760
Harvey West	741	£423.64	1	£423.64	£424	£424
Total	34,633	£19,800.00	18			£19,800

			Expenditure of £100 and above		
FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 FEBRUARY TO 31 MARCH 2025					
Date	Supplier	Budget Code	Voucher	Total	Description
07/02/2025	The Folkestone Soundmen	Holocaust Day	1016	£100.00	PA for Holocaust Service
07/02/2025	GW Shelter Solutions	Bus Shelters	1015	£580.80	Cleaning of 11x FTC bus shelters
07/02/2025	Total Control Services Limited	Building Repairs/Maint	1017	£594.00	Annual service contract for building control system (plantroom controls)
07/02/2025	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	1019	£1,333.00	Storage unit monthly rental
12/02/2025	Peninsula	HR/H&S Management Fees	1066	£397.07	HR and legal advice monthly service
13/02/2025	ADM Computing Services	ICT Support	1023	£5,860.80	Microsoft Basic and Standard user accounts 35x
13/02/2025	Forvis Mazars LLP	External Audit Fees	1022	£2,520.00	External auditor work carried out for year end 2023/24
14/02/2025	Strange Cargo	Ward Grants	1036	£100.00	Charivari Day 2025 - supported by Cllr Walker
14/02/2025	Strange Cargo	Town Grants	1026	£1,980.00	Charivari Day 2025 town grant
14/02/2025	Strange Cargo	Town Grants	1027	£2,500.00	The Resident Platform town grant
14/02/2025	Folkestone Divers	Town Grants	1028	£900.00	Folkestone Sea Clean Up town grant
14/02/2025	Folkestone Rescue	Town Grants	1029	£2,345.00	Beach Supervisor Role town grant
14/02/2025	Emmaus Dover	Town Grants	1030	£520.00	Providing Support For Homelessness and Food Poverty town grant
14/02/2025	Shepway Spectrum Arts CIC	Town Grants	1031	£1,763.00	New windows and repairs town grant
14/02/2025	Folkestone Cricket Club	Town Grants	1032	£500.00	ECB Foundation Coach town grant
14/02/2025	Chloe Scott Dance For Fun	Town Grants	1033	£1,000.00	Dance World Cup Finals - Burgos 2025 town grant
14/02/2025	Folkestone Music Town CIC	Town Grants	1034	£1,954.00	Music in May Festival Busking Project town grant
14/02/2025	Folkestone Music Town CIC	Town Grants	1035	£1,945.00	Students and Schools Showcase town grant
17/02/2025	SSE Hydro Electric	Services, Heating & Lighting	1069	£326.55	Gas usage at Town Hall 01/12/2024 - 25/01/2025
18/02/2025	British Telecom	Telecommunication Services	1070	£358.80	Office broadband February 2025
20/02/2025	ADM Computing Services	ICT Support	1043	£1,263.66	Various IT monthly services
20/02/2025	Triple S Lift Services Ltd	Building Repairs/Maint	1044	£192.00	Attended site to investigate issues with the lift
20/02/2025	Swale Borough Council	CCTV Maintenance	1042	£16,556.27	Grant use to boost the signal within the town centre for Folkestone CCTV and reduce stagnant movement
20/02/2025	PLM Creative Ltd.	M/H Audience Development	1041	£360.00	Folkestone museum learning website six months web hosting and maintenance
24/02/2025	SSE Hydro Electric	Services, Heating & Lighting	1074	£1,182.71	Electricity usage at Town Hall January 2025
25/02/2025	Net wages	Salaries, Pensions & NI	1075	£25,184.63	Staff cost February 2025
25/02/2025	Leppard Cleaning	Cleaning	1076	£859.50	Cleaning office and museum February 2025
26/02/2025	HMRC	Salaries, Pensions & NI	1077	£9,406.25	PAYE cost February 2025
26/02/2025	Kent Pension Fund	Salaries, Pensions & NI	1078	£9,137.95	Employer's superannuation February 2025
28/02/2025	Mrs Jennifer Crisp	Staff Wellbeing	1049	£480.00	External support sessions 6x for officer
28/02/2025	KCS Procurement Services (KCC)	Printing	1050	£478.57	Ink cartridge quarterly supply 01/11/2024 - 31/01/2025
28/02/2025	C McConville	Holocaust Day	1056	£110.14	Catering for Holocaust Service
28/02/2025	Folkestone Printing	Mayor's Expenses May-Mar	1054	£113.17	Mayor's Christmas card printing
28/02/2025	Triple S Lift Services Ltd	Building Repairs/Maint	1057	£2,268.00	Replacement of trailing wires on lift
28/02/2025	Adkins Consultants Ltd	TKL Allotment Maintenance	1055	£780.00	Survey of Town Hall Portico for Christmas tree
28/02/2025	Harmer & Sons Grounds Maintenance Ltd	TKL Allotment Maintenance	1047	£120.00	Clear brambles leading to compost area
28/02/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	1048	£2,661.80	Monthly mowing and play inspections 8x
28/02/2025	Veolia ES (UK) Ltd	Services, Heating & Lighting	1079	£125.95	Refuse collection January 2025
11/03/2025	Pitney Bowes	Postage	1138	£514.25	Franking machine postage top up
11/03/2025	Business Stream	Services, Heating & Lighting	1137	£166.22	Water waste at Town Hall 24/11/2024 - 23/02/2025
12/03/2025	Peninsula	HR/H&S Management Fees	1139	£397.07	HR and legal advise monthly
13/03/2025	Pitney Bowes	Postage	1124	£191.94	Franking machine ink supply
13/03/2025	Vaughtons	Regalia - New	1117	£860.78	Past Mayor's badge
13/03/2025	Lesley Todd	Mayor's Expenses May-Mar	1113	£240.00	TM Community Awards Afternoon Tea
13/03/2025	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	1121	£1,333.00	Storage unit monthly hire
13/03/2025	Guardian Security & Fire Ltd	Building Repairs/Maint	1122	£201.60	Fire extinguisher annual checks
13/03/2025	Igor Emmerich	Tourist Information/Visitor Services	1114	£594.00	Town hall office and museum photoshoot for Corporate Plan
13/03/2025	Group for Museum Education	M/H Subscriptions	1115	£108.00	Annual membership

			Expenditure of £100 and above		
13/03/2025	Aurora Health Physics Services Ltd	M/H Collections Care	1116	£1,648.80	advice note for disposal
13/03/2025	GB Sports and Leisure	Community Infrastructure Levy	1118	£5,332.80	Pine Way playground fencing supply
13/03/2025	Einrichten Design	Friends of Folkestone Museum Gift	1125	£850.25	Folding stools 5x including stand for museum
18/03/2025	British Telecom	Telecommunication Services	1142	£358.80	Office broadband service monthly
18/03/2025	SSE Hydro Electric	Services, Heating & Lighting	1143	£335.30	Gas usage at Town Hall January 2025
19/03/2025	SSE Hydro Electric	Services, Heating & Lighting	1147	£518.72	Gas usage at Town Hall February 2025
19/03/2025	SSE Hydro Electric	Services, Heating & Lighting	1149	£139.87	Electricity usage at Town Hall year adjustment
20/03/2025	ROSPA Play Safety	Staff Training	1129	£1,016.00	Routine playground inspection training 2x
20/03/2025	Payroll Service (UK) Ltd	Subscriptions	1133	£173.52	Payroll processing software, year end and P60 reports January 2025 - March 2025
20/03/2025	ADM Computing Services	ICT Support	1135	£1,263.66	Various monthly IT services
20/03/2025	Reade Signs Ltd	Notice/Information/Heritage Boards	1126	£900.00	T4 - Monolith Sign, Replacement PETG Panel
20/03/2025	Total Control Services Limited	Services, Heating & Lighting	1130	£594.00	Investigate failed sensor in building management system, batteries supplied
20/03/2025	I Am Charlie Ltd	M/H Events	1127	£500.00	Informal workshop facilitation
20/03/2025	Harmer & Sons Grounds Maintenance Ltd	Tourist Information/Visitor Services	1128	£336.00	Cherry Picker Hire with Operator for take down and install of 2No x vinyl's to T H front windows
20/03/2025	FusionLX	M/H Exhibit Repairs	1131	£462.24	Replacement handset for Oral History AV equipment
20/03/2025	Freeland Garage Services Limited	Community Minibus (Reserve Use)	1132	£150.00	Carry out eight weekly inspections for the community minibus
21/03/2025	SSE Hydro Electric	Services, Heating & Lighting	1150	£1,063.09	Electricity usage at Town Hall February 2025
25/03/2025	Net wages	Salaries, Pensions & NI	1152	£25,213.00	Staff cost March 2025
25/03/2025	Leppard Cleaning	Cleaning	1153	£859.50	Town Hall office and Museum March 2025
26/03/2025	HMRC	Salaries, Pensions & NI	1156	£9,762.23	PAYE Cost March 2025
26/03/2025	Kent Pension Fund	Salaries, Pensions & NI	1157	£9,231.91	Employers Superannuation Cost March 2025
26/03/2025	Culligan Water Ltd	Hire of Facilities (inc. Garage)	1158	£254.26	Countertop boiler and drinking machine quarterly hire
27/03/2025	ADM Computing Services	Subscriptions	1163	£298.82	Acrobat Pro for Teams
27/03/2025	Shred Station Limited	Services, Heating & Lighting	1164	£107.70	Confidential quarterly waste collection
27/03/2025	Isle Heritage CIC	M/H Events	1160	£864.00	Archaeology masterclass facilitation 1st session
27/03/2025	Isle Heritage CIC	M/H Events	1161	£864.00	Archaeology masterclass facilitation 2nd session
27/03/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	1165	£2,655.60	Monthly mowing and play inspections 8x
28/03/2025	Veolia ES (UK) Ltd	Services, Heating & Lighting	1186	£125.95	Refuse collection at Town Hall February 2025
31/03/2025	Debt Management Office	PWLB Capital Repayments	1187	£14,060.19	PWLB Capital repayment
31/03/2025	Debt Management Office	PWLB Interest Repayments	1187	£5,590.51	PWLB interest repayment
06/03/2025	Shred Station Limited	Services, Heating & Lighting	1088	£108.73	Confidential waste quarterly collection
06/03/2025	Sunflower House	Loose End Sessions Grant	1094	£1,000.00	Grant awarded for Loose End Sessions
06/03/2025	Martello Building Consultancy Ltd	Consultant Fees	1095	£1,440.00	External fire escape consultation consultation final stage
06/03/2025	Martello Building Consultancy Ltd	Consultant Fees	1096	£1,140.00	Tender procurement process including preparation of tender pack for external fire escape
06/03/2025	Martello Building Consultancy Ltd	Consultant Fees	1097	£480.00	Management of tender pack for external fire escape
			Total	£193,164.93	
PREPAID CARD PAYMENTS					
Date	Supplier	Budget Code	Voucher	Total	Description
05/02/2025	uCheck Limited	M/H Audience Development	1098	£7.60	Museum volunteer DBS check
05/02/2025	The Knight Shop International Ltd	M/H Audience Engagement	1099	£229.01	Roman helmet and armour
06/02/2025	uCheck Limited	Legal Fees	1109	£15.20	Museum volunteer DBS check
07/02/2025	Lidl	Premises Expenses	1100	£1.20	Milk
11/02/2025	uCheck Limited	Legal Fees	1103	£64.70	Renewal of DBS check for Heritage Learning Officer
14/02/2025	Kent Association of Local Councils	Staff Training	1104	£78.00	Power Shift conference
18/02/2025	Workwear Express	Tourist Information/Visitor Services	1108	£120.76	Branded work jackets for the Visitor Services Team
18/02/2025	Puckator Ltd	M/H Merchandise	1105	£133.32	Various museum shop merchandise
18/02/2025	Risus Wholesale	M/H Merchandise	1106	£75.97	Various museum shop easter merchandise
20/02/2025	Blackmagicdesign Pty Ltd	Friends of Folkestone Museum Gift	1107	£514.80	Atem mini pro video mixer
26/02/2025	Dymo Express	Office Stationery	1110	£35.15	Dymo White Tape
26/02/2025	Wickes	Premises Expenses	1101	£21.50	Paint and tower bolt
26/02/2025	Hobbycraft	M/H Audience Engagement	1111	£37.50	Modelling clay for museum workshops

			Expenditure of £100 and above		
27/02/2025	Poundland	Premises Expenses	1102	£2.00	Filler
01/03/2025	Cards Direct	Mayor's Expenses May-Mar	1171	£5.94	Bottle bag for Mayor's Community Awards 6x
01/03/2025	Asda Stores Ltd	Mayor's Expenses May-Mar	1172	£22.90	Photo frames for Mayor's Community Awards 5x
05/03/2025	Home Bargains	Premises Expenses	1173	£3.98	Compostable food waste bag and kitchen roll
05/03/2025	Wickes	Premises Expenses	1174	£35.00	Paint for Town Hall indoor walls
06/03/2025	The Works	Office Stationery	1176	£3.00	Paper twine, self seal bags
06/03/2025	Canva Pty Ltd	Subscriptions	1175	£99.99	Poster editing annual subscription
06/03/2025	Lidl	Mayor's Expenses May-Mar	1177	£16.13	Refreshments for Mayor's Community Awards
07/03/2025	Asda Stores Ltd	Mayor's Expenses May-Mar	1178	£9.50	Tablecloth and napkins for Mayor's Community Awards
07/03/2025	Lidl	Mayor's Expenses May-Mar	1179	£25.96	Refreshments for Mayor's Community Awards
11/03/2025	Wickes	Premises Expenses	1180	£7.50	Postcrete
13/03/2025	DISPLAY STANDS LTD	M/H Audience Development	1181	£33.47	Counter hook stands for Museum shop
16/03/2025	Epos Now	Subscriptions	1182	£342.00	Support annual license for Museum shop till
19/03/2025	Trainline	Public Transport & Car Parks	1183, 1184	£112.85	Train fare to London for Corporate Support Officer training
21/03/2025	ATM	Mayor's Expenses May-Mar	1185	£38.50	Mayor's float withdrawal
			Total	£2,093.43	

FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 FEBRUARY TO 31 MARCH					
Date	Customer	Income Code	Voucher	Total	Description
01/02/2025	HSBC Deposit Account	Investment Interest	435	£464.20	Bank interest received January 2025
03/02/2025	Museum Shop	M/H Donations	441	£14.75	Museum card donations
03/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	365	£51.71	Allotment plot annual renewal 2025/26
03/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	366	£50.60	Allotment plot annual renewal 2025/26
03/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	367	£50.60	Allotment plot annual renewal 2025/26
03/02/2025	Museum Shop	M/H Retail Sales	440	£7.75	Various museum retail
04/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	368	£43.37	Allotment plot annual renewal 2025/26
04/02/2025	Museum Shop	M/H Retail Sales	442	£63.34	Various museum retail
05/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	369	£52.26	Allotment plot annual renewal 2025/26
05/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	370	£60.05	Allotment plot annual renewal 2025/26
05/02/2025	Museum Shop	M/H Retail Sales	443	£52.50	Noel Redding retail
06/02/2025	Museum Shop	M/H Donations	445	£8.85	Museum donations
06/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	371	£117.87	Allotment plot annual renewal 2025/26
06/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	372	£58.38	Allotment plot annual renewal 2025/26
06/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	373	£45.59	Allotment plot annual renewal 2025/26
06/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	374	£45.59	Allotment plot annual renewal 2025/26
06/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	376	£57.82	Allotment plot annual renewal 2025/26
06/02/2025	Museum Shop	M/H Retail Sales	444	£16.97	Various museum retail
07/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	377	£51.15	Allotment plot annual renewal 2025/26
07/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	378	£38.92	Allotment plot annual renewal 2025/26
07/02/2025	Museum Shop	M/H Retail Sales	454	£26.47	Various museum retail
08/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	380	£12.74	Allotment plot annual renewal 2025/26
08/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	379	£122.32	Allotment plot annual renewal 2025/26
09/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	381	£57.82	Allotment plot annual renewal 2025/26
10/02/2025	St Eanswythe's CE Primary School	M/H Income	385	£160.00	Two hour Roman's workshop
10/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	382	£38.36	Allotment plot annual renewal 2025/26
10/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	383	£56.71	Allotment plot annual renewal 2025/26
10/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	384	£52.82	Allotment plot annual renewal 2025/26
10/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	386	£30.02	Allotment plot annual renewal 2025/26
10/02/2025	U3A Shepway	Meeting Room Hire	387	£90.00	Hire of meeting room monthly January - March 2025
11/02/2025	Hythe Bay School	M/H Income	388	£260.00	Dinosaurs, Rocks and Fossils Workshop 2x
11/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	389	£60.60	Allotment plot annual renewal 2025/26
11/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	390	£48.49	Allotment plot annual renewal 2025/26
11/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	391	£51.15	Allotment plot annual renewal 2025/26
11/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	392	£44.48	Allotment plot annual renewal 2025/26
11/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	405	£12.74	Allotment plot annual renewal 2025/26
11/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	406	£12.74	Allotment plot annual renewal 2025/26
11/02/2025	Museum Shop	M/H Retail Sales	446	£11.00	Book, card holder retail
12/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	407	£66.72	Allotment plot annual renewal 2025/26
12/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	393	£57.27	Allotment plot annual renewal 2025/26
12/02/2025	Museum Shop	M/H Retail Sales	447	£9.20	Various museum retail
13/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	408	£66.16	Allotment plot annual renewal 2025/26
13/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	394	£63.94	Allotment plot annual renewal 2025/26
14/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	409	£48.93	Allotment plot annual renewal 2025/26

14/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	410	£68.94	Allotment plot annual renewal 2025/26
14/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	395	£60.05	Allotment plot annual renewal 2025/26
14/02/2025	Museum Shop	M/H Retail Sales	448	£1.75	Bookmark, button badge retail
14/02/2025	Museum Shop	M/H Retail Sales	455	£8.55	Various museum retail
15/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	396	£72.28	Allotment plot annual renewal 2025/26
15/02/2025	Folkestone Samaritans	Bus Shelter Advertisement	397	£1,815.00	Bus shelter posters 11x annual advertisement
16/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	399	£71.17	Allotment plot annual renewal 2025/26
16/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	398, 400, 401	£150.12	Allotment plot annual renewal 2025/26
17/02/2025	Stowting School	M/H Income	402	£75.00	1 hour Dino's Rocks and Fossils workshop
17/02/2025	Museum Shop	M/H Retail Sales	449	£28.90	Tote bags, fridge magnet retail
17/02/2025	Museum Shop	M/H Donations	450	£2.95	Museum donation
17/02/2025	U3A Shepway	Meeting Room Hire	403	£67.50	Hire of meeting room monthly January - March 2025
18/02/2025	Morehall Primary School	M/H Income	404	£100.00	One-hour WW1 workshop
18/02/2025	Sunflower House	Loose End Sessions Grant	411	£1,000.00	Grant received for Loose End Sessions
19/02/2025	Museum Shop	M/H Retail Sales	457	£6.95	Various museum retail
19/02/2025	Museum Shop	M/H Retail Sales	451	£13.98	Donation, various toys retail
20/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	413	£12.74	Allotment plot annual renewal 2025/26
20/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	412	£51.15	Allotment plot annual renewal 2025/26
21/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	414	£45.04	Allotment plot annual renewal 2025/26
21/02/2025	Museum Shop	M/H Retail Sales	456	£33.35	Various museum retail
21/02/2025	Museum Shop	M/H Donations	452	£10.50	Various museum retail
21/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	437	£58.38	Allotment plot annual renewal 2025/26
24/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	416	£122.83	Allotment plot annual renewal 2025/26
24/02/2025	Museum Shop	M/H Retail Sales	453	£25.95	Various museum retail
24/02/2025	Museum Shop	M/H Donations	458	£23.60	Museum donations
24/02/2025	Old Cigar & Olive	Bus Shelter Advertisement	415	£350.00	Bus shelter annual advertisement poster at Old High Street
25/02/2025	Silver Screen Cinema	Rental Income	439	£1,250.00	Lease of cinema paid monthly
25/02/2025	Museum Shop	M/H Retail Sales	459	£20.99	Various museum retail
25/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	420, 438	£205.17	Allotment plot annual renewal 2025/26
26/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	417-419	£145.68	Allotment plot annual renewal 2025/26
26/02/2025	Museum Shop	M/H Retail Sales	461	£21.25	Various museum retail
26/02/2025	Museum Shop	M/H Retail Sales	460	£53.28	Donations, various museum retail
27/02/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	421, 422	£137.33	Allotment plot annual renewal 2025/26
27/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	423	£47.26	Allotment plot annual renewal 2025/26
28/02/2025	Museum Shop	M/H Retail Sales	463, 464	£43.92	Various museum retail
28/02/2025	Folkestone Bookshop	Bus Shelter Advertisement	424	£350.00	Bus shelter annual advertisement poster at Old High Street
28/02/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	462	£55.04	Allotment plot annual renewal 2025/26
01/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	425	£55.04	Allotment plot annual renewal 2025/26
01/03/2025	HSBC Deposit Account	Investment Interest	436	£490.27	Bank interest received February 2025
02/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	427	£80.06	Allotment plot annual renewal 2025/26
02/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	428	£56.16	Allotment plot annual renewal 2025/26
02/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	426	£66.16	Allotment plot annual renewal 2025/26
03/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	429	£40.00	Allotment plot annual renewal 2025/26
03/03/2025	Cambridge Building Society	Investment Interest	469	£1,558.29	Annual investment interest received
03/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	499	£122.32	Allotment plot annual renewal 2025/26
03/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	431	£45.59	Allotment plot annual renewal 2025/26
03/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	432	£41.14	Allotment plot annual renewal 2025/26
03/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	430	£55.04	Allotment plot annual renewal 2025/26

03/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	505	£76.17	Allotment plot annual renewal 2025/26
03/03/2025	Museum Shop	M/H Retail Sales	506	£18.39	Various museum retail
03/03/2025	Museum Shop	M/H Donations	507	£5.90	Museum card donations
04/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	433	£61.16	Allotment plot annual renewal 2025/26
04/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	434	£56.16	Allotment plot annual renewal 2025/26
04/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	500	£62.83	Allotment plot annual renewal 2025/26
04/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	508	£47.26	Allotment plot annual renewal 2025/26
04/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	465	£63.94	Allotment plot annual renewal 2025/26
04/03/2025	Museum Shop	M/H Retail Sales	509	£14.50	Various museum retail
05/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	466	£12.74	Allotment plot annual renewal 2025/26
05/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	467	£97.86	Allotment plot annual renewal 2025/26
05/03/2025	Museum Shop	M/H Retail Sales	510	£22.49	Various museum retail
05/03/2025	Museum Shop	M/H Retail Sales	511	£74.25	Workshop and talks, donations
06/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	470	£53.38	Allotment plot annual renewal 2025/26
06/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	513	£53.38	Allotment plot annual renewal 2025/26
06/03/2025	Museum Shop	M/H Income	514	£20.00	Workshops and talks, various retail
06/03/2025	Martello School	M/H Income	468	£165.00	Two-hour Fashionable Folkestone workshop
06/03/2025	Museum Shop	M/H Retail Sales	512	£2.00	Fudge ice bar museum confectionary
06/03/2025	Museum Shop	M/H Retail Sales	514	£26.70	Workshops and talks, various retail
06/03/2025	Museum Shop	M/H Donations	515	£37.71	Museum cash donations
07/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	471	£60.05	Allotment plot annual renewal 2025/26
07/03/2025	Museum Shop	M/H Retail Sales	516	£13.20	Various museum retail
08/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	472	£77.84	Allotment plot annual renewal 2025/26
10/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	473	£35.03	Allotment plot annual renewal 2025/26
10/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	474	£56.81	Allotment plot annual renewal 2025/26
10/03/2025	Museum Shop	M/H Retail Sales	517	£2.75	Button badge retail
10/03/2025	Museum Shop	M/H Donations	518	£5.90	Museum card donations
11/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	475	£53.58	Allotment plot annual renewal 2025/26
11/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	522	£71.17	Allotment plot annual renewal 2025/26
12/03/2025	Museum Shop	M/H Retail Sales	519	£12.50	Various museum retail
12/03/2025	Museum Shop	M/H Retail Sales	520	£23.50	Key rings, pebble cards museum retail
13/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	476	£78.40	Allotment plot annual renewal 2025/26
13/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	477	£60.05	Allotment plot annual renewal 2025/26
13/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	478	£61.16	Allotment plot annual renewal 2025/26
14/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	501	£58.94	Allotment plot annual renewal 2025/26
14/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	523	£61.16	Allotment plot annual renewal 2025/26
14/03/2025	Ugo Bozzi Editore Srl	M/H Income	479	£80.00	Reproduction of colour of A. Luini, studio con tre teste
14/03/2025	Museum Shop	M/H Retail Sales	524	£2.00	Postcard retail
14/03/2025	Museum Shop	M/H Retail Sales	521	£32.09	Various museum retail cash
15/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	502	£62.83	Allotment plot annual renewal 2025/26
16/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	503	£57.82	Allotment plot annual renewal 2025/26
17/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	504	£83.96	Allotment plot annual renewal 2025/26
17/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	526	£31.14	Allotment plot annual renewal 2025/26
17/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	527	£13.90	Allotment plot annual renewal 2025/26
17/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	525	£119.54	Allotment plot annual renewal 2025/26
17/03/2025	Museum Shop	M/H Retail Sales	528	£27.49	Various museum retail
18/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	481	£35.58	Allotment plot annual renewal 2025/26
18/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	482	£65.05	Allotment plot annual renewal 2025/26

18/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	480	£58.38	Allotment plot annual renewal 2025/26
18/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	483	£82.84	Allotment plot annual renewal 2025/26
19/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	576	£37.25	Allotment plot annual renewal 2025/26
19/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	577	£66.72	Allotment plot annual renewal 2025/26
19/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	485	£33.36	Allotment plot annual renewal 2025/26
19/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	530	£57.27	Allotment plot annual renewal 2025/26
19/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	531	£65.61	Allotment plot annual renewal 2025/26
19/03/2025	Museum Shop	M/H Retail Sales	529	£8.50	Various museum retail
19/03/2025	Museum Shop	M/H Retail Sales	578	£24.00	Various museum retail
20/03/2025	Folkestone & Hythe District Council	CCTV Grant	484	£1,500.00	Mobile CCTV Units grant received
21/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	532	£22.24	Allotment plot annual renewal 2025/26
21/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	486	£57.27	Allotment plot annual renewal 2025/26
21/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	487	£52.82	Allotment plot annual renewal 2025/26
21/03/2025	Museum Shop	M/H Retail Sales	533	£3.45	Baby dino egg pencil and key ring museum retail
21/03/2025	Museum Shop	M/H Retail Sales	534	£34.25	Various museum retail
21/03/2025	Museum Shop	M/H Retail Sales	575	£0.00	Various museum retail
21/03/2025	TKL Allotment Tenant	Allotment deposits	486	£50.00	Allotment plot annual renewal 2025/26
22/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	488	£101.19	Allotment plot annual renewal 2025/26
22/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	489	£52.82	Allotment plot annual renewal 2025/26
22/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	490	£49.48	Allotment plot annual renewal 2025/26
23/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	491	£15.57	Allotment plot annual renewal 2025/26
23/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	492	£124.54	Allotment plot annual renewal 2025/26
24/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	493	£44.48	Allotment plot annual renewal 2025/26
24/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	494	£71.17	Allotment plot annual renewal 2025/26
24/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	535	£64.50	Allotment plot annual renewal 2025/26
24/03/2025	Museum Shop	M/H Retail Sales	536	£1.50	Card holder museum retail
24/03/2025	Museum Shop	M/H Donations	537	£2.95	Museum card donations
25/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	496	£56.16	Allotment plot annual renewal 2025/26
25/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	540	£66.72	Allotment plot annual renewal 2025/26
25/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	541	£96.19	Allotment plot annual renewal 2025/26
25/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	542	£81.18	Allotment plot annual renewal 2025/26
25/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	570	£46.15	Allotment plot annual renewal 2025/26
25/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	497	£61.16	Allotment plot annual renewal 2025/26
25/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	498	£60.05	Allotment plot annual renewal 2025/26
25/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	538	£52.82	Allotment plot annual renewal 2025/26
25/03/2025	Beacon School	M/H Income	495	£75.00	One hour Smugglers workshop
25/03/2025	Museum Shop	M/H Retail Sales	539	£15.60	Various museum retail
26/03/2025	Silver Screen Cinema	Rental Income	544	£1,250.00	Lease of cinema at Town Hall April 2025
26/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	566	£42.26	Allotment plot annual renewal 2025/26
26/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	543	£42.26	Allotment plot annual renewal 2025/26
26/03/2025	Museum Shop	M/H Retail Sales	567	£12.89	Various museum retail
26/03/2025	Museum Shop	M/H Retail Sales	569	£1.00	Postcard retail
27/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	550	£67.28	Allotment plot annual renewal 2025/26
27/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	551	£66.72	Allotment plot annual renewal 2025/26
27/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	552	£58.38	Park Farm Allotment annual 2025/26
27/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	546	£11.12	Allotment plot annual renewal 2025/26
27/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	547	£67.83	Allotment plot annual renewal 2025/26
27/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	548	£56.16	Allotment plot annual renewal 2025/26

27/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	549	£63.38	Allotment plot annual renewal 2025/26
27/03/2025	PFR Allotment Tenant	Allotment Key	552	£60.00	Park Farm Allotment annual 2025/26
28/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	553	£48.92	Park Farm Allotment annual 2025/26
28/03/2025	Museum Shop	M/H Retail Sales	571	£7.25	Various museum retail
28/03/2025	Museum Shop	M/H Retail Sales	572	£13.00	Various museum retail
28/03/2025	PFR Allotment Tenant	Allotment deposits	553	£50.00	Park Farm Allotment annual 2025/26
29/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	554	£18.90	Allotment plot annual renewal 2025/26
29/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	555	£22.24	Allotment plot annual renewal 2025/26
30/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	556	£70.61	Allotment plot annual renewal 2025/26
31/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	558	£46.70	Allotment plot annual renewal 2025/26
31/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	557	£156.24	Allotment plot annual renewal 2025/26
31/03/2025	Credit Card (FairFX)	Other Income	565	£60.96	Credit card bonus award
31/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	560	£62.27	Allotment plot annual renewal 2025/26
31/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	561	£47.82	Allotment plot annual renewal 2025/26
31/03/2025	PFR Allotment Tenant	Allotment Rents - PFR	562	£57.27	Allotment plot annual renewal 2025/26
31/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	563	£30.58	Allotment plot annual renewal 2025/26
31/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	564	£45.59	Allotment plot annual renewal 2025/26
31/03/2025	TKL Allotment Tenant	Allotment Rents - TKL	559	£53.38	Allotment plot annual renewal 2025/26
31/03/2025	Museum Shop	M/H Retail Sales	573	£15.25	Various museum retail
31/03/2025	Museum Shop	M/H Donations	574	£2.95	Museum card donations
			Total	£20,247.28	

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
OTHER INCOME			
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	0
TOTAL DEMOCRATIC COSTS EXP.	11,700	-11,100	600

MAYORALTY

CLOTHING & UNIFORMS	600		600
REGALIA - NEW	700		700

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

524,912	10,418
2,550	450
3,205	-205
496	-496
4,526	-1,526
1,903	97
384	16
4,008	-8
1,343	-343
901	99
1,364	36
1,254	-254
5,176	-1,476
20,126	-526
7,875	-755
370	-120
107	43
285	815
-4,215	-85
576,571	6,179

27,488	2,512
61	-61
27,549	2,512

549,022 **3,667**

371	129
149	-49
0	0
520	80

243	357
1,294	-594

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

98	Staff cost aligned to budget
85	First aid and fire warden contribution
107	Staff eye tests, officer leaving present, staff away trip, staff Christmas lunch
0	Advertisement for Mayoral Driver, Reception Administrator Assistant and Curator
151	Fire marshal, first aid, IOSHH safety training, CiLCA training
95	Key safe, laptop, desktop, screen monitor
96	Current a/c 2x, income a/c monthly charges
100	HR consultant, online staff portal training, staff annual leave record monitoring
134	Printer ink cartridges, event poster print, Corporate Plan consultation posters
90	Various stationeries, printing paper, notepads, pens
97	Quarterly lease of office printer
125	Letter posts, delivery charges, allotment letters
140	Office broadband, telephone service, work mobile phones 5x
103	Various IT services, vpn, website hosting, cloud storage backup, online customer support
111	KALC, accounts, bookings and allotment annual subscriptions Cinque Ports subscription, payroll processing software, other subscriptions
148	Car parking charge, public transport for meetings and training
71	Driver meals during mayoral events
26	Work mileage recharge
98	Code transfer to allotments administration
99	

92	Interest received from savings and investment accounts. Lower than expected due to lower interest rates during the year
	Miscellaneous income received
92	

99

74	Training for Planning and Chairing meetings
149	Mileage to training
0	Remaining budget to be transferred to Election reserve
87	

41	Mayor, Deputy Mayor and Town Sergeant clothing for mayoral events
185	Mayoral digital and physical portrait, photography, Past Mayor's badge

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
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
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

ACTUALS TO 31 MARCH 2025 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
0	400
920	180
2,859	-59
3,089	-239
107	43
317	3
0	100
579	-429
565	-65
4,752	-92
5,389	101
790	310
86	114
275	275
372	528
21,638	932

0	0
0	0

21,638 **932**

31,859	-17,859
10,639	-739
27,846	-2,246
28,120	-1,310
11,181	1,319
18,463	5,537
1,814	686
19,911	-3,911
149,832	-18,522

20,745	-4,845
4,032	-1,032
975	-675
25,752	-6,552

124,081 **-11,971**

7,256	2,544
4,215	85
1,393	1,607

BUDGET TO DATE 2024/2025 %	BUDGET NOTES
0	No cost incurred during the year
84	Buffet and refreshments for Mayor Making
102	Security, setting up barriers, PA system, supply of iron stakes
108	Coach hire, catering, photography
71	Chaplets, refreshments
99	Donation to Church, catering, PA service
0	No cost incurred during the year
386	Former mayoral car slight damages after return, MOT service
113	Mayoral car annual insurance
102	Annual mayoral car lease
98	Attendance of mayoral events, mileage, gifts and donations to schools and church
72	Former Mayor expenses
43	Organist and refreshments
50	Buffet and PA
41	Entertainment, buffet, refreshments, photography
96	

0	
0	

96

228	Fire risk assessment, electrical condition report, building control system, electrical installation report, radiological protection advice and other various building works
107	Cleaning Council office, Museum and windows
109	Annual business rates higher than anticipated
105	Repayment of PWLB loan, two payments made during the year
89	Repayment of PWLB loan, two payments made during the year
77	Energy bills, water, refuse collection, confidential waste collection
73	Batteries, milk, dishwasher soap and other various premises expenses
124	Storage unit hire, staff work parking permits, drinking water and hot water boiler hire, mayoral portrait storage
114	

130	Rent received from cinema tenant, service charge and building insurance contribution
134	Income received from bus shelter poster advertisement
325	Election polls, CCTV meetings, local community meetings
134	

111

74	Building and contents insurance annual renewal
98	Code transfer to Allotments administration
46	Water usage, mowing, allotment repairs

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025

	ORIGINAL BUDGET 2024/2025 £	earmarked VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
ALLOTMENTS - TKL MAINTENANCE	3,000		3,000
MAINTENANCE OF BEACON	300		300
LOCAL PROJECTS	4,000		4,000
NOTICE/INFORMATION/HERITAGE BOARDS	1,000		1,000
BUS SHELTERS	500		500
WARD GRANTS	19,800	-11,379	8,421
TOWN GRANTS	34,200	267	34,467
FLOWERBEDS & PLANTERS	35,000		35,000
CHRISTMAS LIGHTING	41,000	-8,337	32,663
CHRISTMAS FESTIVITIES	12,000	-7,586	4,414
CHRISTMAS LIGHTS CHERITON (RESERVE)	0	1,369	1,369
YOUTH FACILITIES	3,000		3,000
TREE AUDIT & WORKS	20,000	-20,000	0
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 MONITORING	0		0
CCTV MAINTENANCE	25,000	-21,307	3,693
AIR SHOW/ARMED FORCES' DAY	25,000		25,000
FUEL/CHARGING VEHICLES	1,000		1,000
COMMUNITY MINIBUS (RESERVE USE)	0	3,785	3,785
CONTINGENCY	2,000		2,000
COMMUNITY INFRASTRUCTURE LEVY EXP.	0	4,444	4,444
LOOSE END SESSIONS	0		0
TOTAL SERVICES EXPENDITURE	291,020	-58,744	232,276

ALLOTMENT RENTS - PFR	5,100		5,100
ALLOTMENT RENTS - TKL	4,850		4,850
ALLOTMENT KEY	0		0
ALLOTMENT DEPOSITS (RESERVE)	0	1,100	1,100
PLAY PARKS GRANT	0		0
SPONSORSHIPS	3,000		3,000
ARMED FORCES DAY GRANT	0		0
OTHER INCOME (ARMED FORCES DAY)	0		0
CHRISTMAS STALLS	1,000		1,000
LOOSE END SESSIONS GRANT	0		0
COMMUNITY INFRASTRUCTURE LEVY INCOME	0	16,227	16,227

ACTUALS TO 31 MARCH 2025 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
3,175	-175
25	275
2,137	1,863
960	40
484	16
8,421	0
34,467	0
16,149	18,851
32,663	0
4,414	0
1,369	0
0	3,000
0	0
33,392	3,608
0	500
320	1,680
3,362	1,638
0	500
850	1,150
8	112
46,784	-46,784
31,383	-27,690
54,358	-29,358
782	218
3,785	0
0	2,000
4,444	0
1,000	-1,000
297,595	-65,318

4,827	273
4,319	531
140	-140
1,100	0
2,352	-2,352
7,300	-4,300
10,000	-10,000
6,990	-6,990
0	1,000
1,000	-1,000
16,227	0

BUDGET TO DATE 2024/2025 %	BUDGET NOTES
106	Water usage, mowing, allotment repairs
8	Annual license fee
53	Beacon Lighting 80th anniversary, entertainment, photography
96	Replace perspex in notice board
97	Cleaning bus shelters
100	Grants awarded to local organisations in ward
100	Grants awarded to local organisations in town
46	Flowerbeds and shrubs sponsorship to District
100	Purchase of additional Christmas lights, test and install Christmas Lighting Schemes in Town Centre and Cheriton. Remaining budget vired to Christmas Lights reserve
100	Christmas advert posters, licenses, band, stage hire, generator, sound engineer. Remaining budget vired to Christmas Lights reserve
100	Christmas trees for library and Churches, test and install Christmas lights, return Christmas lights and decorations
0	No costs incurred during the year
0	No costs incurred during the year. Remaining budget vired to Tree Planting reserves
90	Monthly play inspections, mowing, external play inspections contract
0	No cost incurred
16	Salt bins top up
67	Folkestone external advertisement, tourist information board
0	No cost incurred
43	Annual clean of The Folkestone War Memorial
7	Electricity usage
0	CCTV external monitoring annual contract, grant received last financial year
850	Sandgate Road car park cctv upgrade, load testing for cctv columns
217	Air shows, bandstand entertainment, insurance cover, security, traffic management
78	Fuel and charging cost for the mayoral car and minibus
100	Inspections and maintenance of minibus
0	No costs incurred during the year
0	Supply of Pine Way playground fencing
0	Grant awarded to Sunflower House for Loose End Sessions
128	

95	Allotment income at Park Farm
89	Allotment income at Tile Kiln Lane
0	Allotment key given to tenants
0	Refundable deposit allocated in earmarked reserve
0	Grant received from KCC via Councillor J Meade
243	AFD sponsorships received from local organisations
0	Armed Forces Day MOD grant received
0	Pitch stalls for Armed Forces Day
0	No income received due to cancellation of Christmas Lights Opening
0	Switch event
0	Grant received for Sunflower House Project
0	CIL received during the year vired to CIL reserves

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
CCTV GRANT	0		0
CCTV VIEWING	300		300
TOTAL SERVICES INCOME	14,250	17,327	31,577

NET SERVICES EXPENDITURE/INCOME **276,770** **-76,071** **200,699**

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
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	0	2,074	2,074
M/H HOSPITALITY	350		350
TOTAL MUSEUM/HERITAGE EXPENDITURE	27,250	2,074	29,324

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** **2,074** **21,324**

SUMMARY

TOTAL EXPENDITURE	1,072,040	-67,770	1,004,270
TOTAL INCOME	71,450	17,327	88,777
NET TOTAL	1,000,590	-85,097	915,493

PRECEPT	1,000,590		1,000,590
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ACTUALS TO 31 MARCH 2025 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
29,190	-29,190
10	290
83,455	-51,878

214,139 **-13,440**

6,417	-5,917
408	592
2,100	100
535	265
1,005	-65
10,465	-5,025

692	-142
1,826	-1,326
446	1,304
2,406	1,094
2,677	73
4,471	-2,471
3,486	1,514
250	5,750
6,524	-1,674
2,074	0
0	350
24,852	4,472

5,206	-206
4,405	-1,905
606	-106
10,217	-2,217

14,635 **6,689**

1,081,473	-77,203
146,973	58,196
934,501	-19,007

1,000,590	0
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BUDGET TO DATE 2024/2025 %	BUDGET NOTES
0	CCTV upgrade at Sandgate Road Car Park funded by District Council
3	CCTV record viewing
264	

107

1,283	Consultation for the external fire escape, Reinstatement valuation of Town Hall building, lightning protection tender pack
41	DVLA licence and DBS checks
95	Year end 2023/24 external audit review
67	Mid term and year end internal auditor visit
107	Reception till terminal payment
192	

126	Visitor attraction quality annual renewal
365	Computer monitors, laptop, stationery storage cupboard
26	Materials for exhibit repairs
69	Software annual license and support, taxidermy collection treatment
97	Museum website maintenance, repairs to education room
224	Merchandise for museum shop. Museum shop stock included for year end adjustment
70	Green Woman Project, Dino Day deposit in August
4	Taking down temporary exhibitions
135	Museum workshop materials
100	Reserve in use for the stated use of funds
0	Refreshments for exhibition hosts and guests
85	

104	Museum school, holiday workshops and talks
176	Museum shop sales
121	Donations received
128	

69

108
166
102

100

Folkestone Town Council Earmarked Reserves as at 31 March 2025

Earmarked	Opening Balance £	Transfers £	Spend £	Receipts £	Current Balance £
Tree Planting Reserve	20,000.00	24,891.05			44,891.05
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
Town Grants Reserve	267.76		267.00		0.76
FTC Elections Reserve	0.00	11,100.00			11,100.00
Provision for Salt Bins	6,168.49				6,168.49
Provision for Anti-Litter Campaign	2,000.00	-2,000.00			0.00
Provision for Benches	100.00	-100.00			0.00
Provision for Play Areas	12,902.63				12,902.63
Provision for CCTV Equip/Maint	15,824.14	21,307.05			37,131.19
Provision for Christmas Lights/Events (Cheriton)	1,369.25		1,369.25		0.00
Neighbourhood Fund (CIL)	139,878.27		4,444.00	16,227.07	151,661.34
Christmas Gifts for Children	2,216.70				2,216.70
Community Transport	5,624.06		3,784.53		1,839.53
Allotment Deposits	650.00			1,100.00	1,750.00
Friends of Folkestone Museum	2,378.76		2,074.44		304.32
Ward Grants Reserve	0.00	18,752.50			18,752.50
Christmas Lights Reserve	0	15,923.00			15,923.00
Total	369,416.83	89,873.60	11,939.22	17,327.07	464,678.28
GENERAL FUND					281,546.66
TOTAL FUNDS					746,224.94

Earmarked Reserve Spent Breakdown:

Earmarked Reserve	Description	Amount
Tree Planting Reserve	Vire of remaining tree planting budget	£24,891.05
Ward Grant Reserve	Vire of remaining Ward Grants from previous two years	£18,752.50
Provision for Christmas Lights/Events (Cheriton)	To collect Christmas lights and decorations	£1,369.25
Community Transport	Motor insurance, charging, including 8 weekly inspections	£3,784.53
Friends of Folkestone Gift	Camera equipment purchase for museum photography	£2,074.44
Allotment Deposits	Allotment tenant refundable deposits	£1,100.00
Christmas Lights Reserve	Vire of remaining Christmas Lights and Festivities budget	£15,923.00

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 31/03/2025		
	Cash in Hand 01/04/2024		660,234.54
	ADD Receipts 01/04/2024 - 31/03/2025		1,158,508.27
	SUBTRACT Payments 01/04/2024 - 31/03/2025		1,818,742.81
	Cash in Hand 31/03/2025 (per Cash Book)		1,097,703.56
B			721,039.25
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	0.00	
	HSBC Current Account 31/03/2025	54,917.82	
	HSBC Deposit Account 31/03/2025	24,554.28	
	HSBC Receipts Account 31/03/2025	4,841.99	
	Credit Card (FairFX) 31/03/2025	804.24	
	Museum Shop Float 31/03/2025	100.00	
	Short Term Investment Account 31/03/2025	240,000.00	
	Unity Trust Bank 31/03/2025	74,262.63	
	Cambridge Building Society 31/03/2025	81,558.29	
	CCLA Public Sector Deposit Fund 31/03/2025	240,000.00	
			721,039.25
	Less unrepresented payments		
			721,039.25
	Plus unrepresented receipts		
B	Adjusted Bank Balance		721,039.25
	A = B Checks out OK		