

# Folkestone Town Council



The Town Hall,  
1-2 Guildhall Street,  
Folkestone,  
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Date of Publication: 15 February 2019

## AGENDA

Meeting: **Finance and General Purposes Committee**  
Date: **Thursday 21 February 2019**  
Time: **7.00 p.m.**  
Place: **Town Council Offices, The 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 give notice prior to the meeting to the Town Mayor, the Committee Chairman or the Town Clerk.

**J L Childs**  
**Town Clerk**

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 December 2018 and to authorise the Chairman of the Committee to sign them as a correct record.

**4. SCHEDULE OF PAYMENTS**

The attached schedule details payments made between 1 December 2018 and 31 January 2019.

**5. BUDGET MONITORING STATEMENT 2018/19**

The attached statement sets out details of the Town Council's expenditure/income up to the end of January 2019.

**6. APPOINTMENT OF INTERNAL AUDITOR**

The Committee is asked to approve the appointment of the internal auditor for 2018/19.

**7. GIFTING AGREEMENT**

Kent County Council's gifting agreement for the Folkestone Collection is attached. The Town Clerk requests the Committee's approval to sign the deed on behalf of Folkestone Town Council, officially taking ownership of the Folkestone Collection.

**8. COMMUNICATIONS AND MEDIA POLICY**

The draft Communications and Media Policy is attached for the Committee's approval.

**9. WARD GRANTS**

For information, the attached shows ward grants approved by the Town Clerk from 1 December 2018 to 31 January 2019.

**10. WARD GRANT BALANCES 2018/19**

For information, the attached shows ward grant balances available to each Councillor as at 10 February 2019.

**11. DATE OF NEXT MEETING**

**Thursday, 25 April 2019**

## **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 December 2018 at 7.00 p.m.**

**PRESENT:** Councillors J Collier, D Monk (Chairman), M Salmon, R Theobald, J Meade, P Gane and N Jones.

**OFFICERS PRESENT:** J Childs (Town Clerk) and P Cross (Finance Officer).

### **1246. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor R Wheeler. Councillor D Brook was absent.

### **1247. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **1248. MINUTES**

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 18 October 2018.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 18 October 2018 be received and signed as a correct record.**

Proposed: Councillor J Collier

Seconded: Councillor P Gane

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

### **1249. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments for the period 1 October 2018 to 30 November 2018.

**RESOLVED: That the Schedule of Payments for the period 1 October 2018 to 30 November 2018 be approved.**

Proposed: Councillor R Theobald

Seconded: Councillor P Gane

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

**1250. BUDGET MONITORING STATEMENT 2018/19**

The budget monitoring statement to 30 November 2018 was received by the Committee. The Finance Officer indicated that there was likely to be an overspend on Christmas Lights, but the overall outturn was expected to be within budget. The Town Clerk stated that the cost of Christmas Lights would reduce next year. A report on the subject would be going to the Community Services Committee in April.

**RESOLVED: That the Budget Monitoring Statement to 30 November 2018 be approved.**

Proposed: Councillor J Collier

Seconded: Councillor R Theobald

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

**1251. BUDGET 2019/20**

Report F/18/241 set out the draft proposals for the Town Council's budget for 2019/20, taking into account proposed growth items submitted by spending committees. Members were requested to make final recommendations for the budget/precept for presentation to the Full Council on 10 January 2019. Folkestone & Hythe District Council's proposed property tax base was not yet known.

The Town Clerk had been approached regarding the possibility of making an additional contribution of £6,000 for the Red Arrows display. This was in addition to the £4,000 included in the budget.

**RESOLVED: It was agreed that an additional sum of £6,000 should be made available as a contribution to the Red Arrows. This funding will be taken from the New Services Reserve in 2019/20. With effect from 2020/21 it will be added to the revenue budget as a recurring growth item.**

Proposed: Councillor D Monk

Seconded: Councillor N Jones

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

**RESOLVED: That a budget and precept for 2019/20 of £807,860 be recommended to Full Council.**

Proposed: Councillor J Collier

Seconded: Councillor N Jones

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

**1252. WARD GRANTS**

A list of ward grants approved by the Town Clerk from 1 October to 30 November 2018 was provided for the Committee's information and duly noted.

**1253. WARD GRANT BALANCES 2018/19**

A list of ward grant balances available to each Councillor at 1 December 2018 was provided for the Committee's information and duly noted.

**1254. DATE OF NEXT MEETING**  
**Thursday, 21 February 2019**

Chairman.....

Date.....

SCHEDULE OF PAYMENTS  
1/12/18-31/1/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
02/12/2018	T.Huitson	104686	4255	103	£60.00	Organist re. Carol Service
02/12/2018	V.H.Seymour	104687	4255	103	£50.00	Civic Event 10/12/18
03/12/2018	SSE Hydro-Electric	DD031218	4615	201	£318.08	Electricity OTH - Oct 2018
10/12/2018	HM Courts & Tribunals Service	104688	4001	101	£90.00	Salary Dedn re. Court Order
10/12/2018	Standard Life Assurance Co.	104689	4001	101	£750.00	AVC Pension - Dec 2018
11/12/2018	S.A.Friedrich	104690	5040	402	£315.00	Armistice Workshops Nov 2018
11/12/2018	W.Wallace	104691	4880	301	£30.00	Transportation of Barriers re. Xmas Event
11/12/2018	Folkestone Printing.com Ltd	E01813	4880	301	£134.84	Printing re. Christmas Event
11/12/2018	Randolph Matthews	E01814	5091	402	£1,800.00	Walter Tull Workshops
11/12/2018	Rotary Club of the Channel	E01815	4876	301	£1,500.00	Town Grant 8/11/18
11/12/2018	Audrey Green Oakes	E01816	4876	301	£1,500.00	Town Grant 8/11/18
11/12/2018	Folkestone Fringe	E01817	4876	301	£1,600.00	Town Grant 8/11/18
11/12/2018	Touchbase Care	E01818	4876	301	£2,000.00	Town Grant 8/11/18
11/12/2018	Red Eagle Ltd	E01819	4005	101	£461.88	Reception Cover w/c 12/11/18
11/12/2018	Metroline Security Ltd	E01820	4501	201	£45.00	Alarm Reset 15/11/18
11/12/2018	Mayor of New Romney Chy Fund	E01821	4255	103	£20.00	Civic Event 8/12/18
11/12/2018	J.Childs	E01822	4880	301	£256.60	Reimbursement - Toys re. Christmas Event
11/12/2018	Caboodle Office Supplies	E01823	4022	101	£27.19	Stationery
			4617	201	£10.38	Sundries
11/12/2018	Mayor's Fund Margate	E01824	4255	103	£65.00	Civic Event 24/11/18
11/12/2018	Friends of St Mary & St Eanswythe's	E01825	4875	301	£200.00	Ward Grant 20/11/18
11/12/2018	FairFX (Credit Card)	E01826	4011	103	£12.10	Town Sergeant's Dry Cleaning
			4501	201	£35.00	Desk Fan
			4501	201	£9.60	8 x Shackles
			4255	103	£100.00	Mayor's Donation to Chris O'Hare
			4060	101	£5.00	Ethernet Cable
			4617	201	£13.59	Sundries

SCHEDULE OF PAYMENTS  
1/12/18-31/1/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
			5030	402	£5.98	50 x Bags re. Workshops
			4617	201	£16.60	20 x Till Rolls
			4022	101	£8.33	Stationery
			4022	101	£22.38	Stationery
			5030	402	£17.48	Dinosaur Figures re. Workshops
			5030	402	£49.86	Various Items re. Workshops
			4617	201	£10.08	Sundries
			4617	201	£28.40	Jumbo Toilet Rolls
			5030	402	£27.00	Various Items for Museum Emergency Pack
			5030	402	£9.00	Various Items for Museum Emergency Pack
			5030	402	£10.20	Various Items for Museum Emergency Pack
			4879	301	£26.50	Licence re. Christmas Lights
			4617	201	£17.22	Sundries
			4881	301	£34.59	12 x 'Kwik Cricket' Balls
			4895	301	£65.70	Map Copying Licence
			4258	103	£46.18	WW1 Silhouette
			4895	301	£6.40	Display Stand
			4022	101	£2.94	Stationery
			4022	101	£18.48	Stationery
			4880	301	£75.00	Parking Bays re. Christmas Event
			5030	402	£19.20	Felt re. Workshops
			5030	402	£9.24	Felt Glue re. Workshops
			5030	402	£2.82	Straws re. Workshops
			5030	402	£3.69	Cake Cases re. Workshops
			5030	402	£8.63	Cake Cases re. Workshops
			5030	402	£14.99	Remote for Big Screen TV
			4022	101	£4.00	Batteries

4.2

SCHEDULE OF PAYMENTS  
1/12/18-31/1/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
			5030	402	£16.82	Glue re. Workshops
			4617	201	£19.13	Sundries
			5030	402	£12.48	Buttons re. Workshops
			4881	301	£76.08	Refreshments re. Councillors' Cup
			5030	402	£11.08	Clay re. Workshops
			5030	402	£25.97	Felt & Buttons re. Workshops
			5030	402	£4.99	Dinosaur Figures re. Workshops
			4010	101	£76.99	Coin Counter
			4617	201	£28.40	Jumbo Toilet Rolls
			4010	101	£22.52	Small Table
			4181	103	£29.94	Various Items re. Remembrance
			4025	101	£11.39	Postage re. Return of Coin Counter
			4181	103	£8.70	Refreshments re. Remembrance
			5030	402	£16.37	Wrapping Paper re. Workshops
			4501	201	£3.49	Closed Sign for Front Door
			5030	402	£35.00	Glass Cleaner
			5030	402	£26.79	Clay re. Workshops
			4255	103	£38.00	Chocolates re. Carol Service
11/12/2018	ClearView Communications Ltd	E01827	4905	301	£849.00	CCTV Maintenance Radnor Park
11/12/2018	Blachere Illumination UK Ltd	E01828	4879	301	£9,771.00	Installation of Christmas Lights
11/12/2018	Caboodle Office Supplies	E01829	4022	101	£14.56	Stationery
			4617	201	£19.57	Sundries
11/12/2018	Joshua Carter	E01830	4880	301	£75.00	Entertainment re. Christmas Event
11/12/2018	Folkestone Fixings	E01831	4501	201	£7.88	Hammer
			4880	301	£15.50	Sand re. Christmas Tree
11/12/2018	Convergence Comms Ltd	E01832	4026	101	£268.00	Annual Maintenance re. Telephone System
11/12/2018	United Response	E01833	4875	301	£400.00	Ward Grant 27/11/18

SCHEDULE OF PAYMENTS  
1/12/18-31/1/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
11/12/2018	Still HR Ltd	E01834	4713	401	£895.00	Mediation Services
11/12/2018	Ewart J Clough	E01835	4880	301	£788.00	7 x Christmas Trees
11/12/2018	S.Drew	E01836	5030	402	£26.89	Various Items re. Workshops
11/12/2018	Deborah Bates	E01837	5011	402	£300.00	Restoration of Painting
11/12/2018	I.Bishop	E01838	4080	101	£4.00	Various Reimbursements
			4103	101	£29.48	Various Reimbursements
11/12/2018	Red Eagle Ltd	E01839	4005	101	£461.88	Reception Cover w/c 19/11/18
11/12/2018	Shred Station	E01840	4615	201	£50.00	Confidential Waste Collection
11/12/2018	Edgar's Water	E01841	4617	201	£140.25	Qty Water Boiler/Cooler
11/12/2018	Walker Construction (UK) Ltd	E01842	4181	103	£533.80	Traffic Management re. Remembrance
11/12/2018	Caboodle Office Supplies	E01843	4022	101	£18.68	Stationery
11/12/2018	ClearView Communications Ltd	E01844	4905	301	£1,317.00	Coastal Park CCTV Link
11/12/2018	A.White	E01845	4880	301	£100.00	Grinch Character re. Christmas Event
11/12/2018	Right Guard Security UK Ltd	E01846	4895	301	£276.00	Security Officer 1-30/11/18
13/12/2018	SSE Hydro-Electric	DD131218	4615	201	£201.05	Gas OTH - Sep-Nov 2018
13/12/2018	Fuelgenie	DD131218	4250	103	£44.17	Fuel re. Civic Vehicle
14/12/2018	Various	BP141218	4001	101	£17,777.31	Salaries - Dec 2018
14/12/2018	Folk & Hythe DC	BP141218	4001	101	£401.24	Salary Dedn re. Council Tax
17/12/2018	D.Penney (SSP)	104692	5035	402	£150.00	15 x Fossil Books
19/12/2018	Daisy Communications	DD191218	4026	101	£226.31	Telephone Services - Nov 2018
19/12/2018	RBS PLC Mentor Services	DD191218	4006	101	£67.00	Health & Safety Management
24/12/2018	KCC re. Kent Pension Fund	BP241218	4001	101	£6,129.87	Pension Contribs - Dec 2018
24/12/2018	SSE Hydro-Electric	DD241218	4615	201	£416.63	Electricity OTH - Nov 2018
28/12/2018	SSE Hydro-Electric	DD281218	4903	301	£29.57	Elect to Phone Box Aug-Nov 2018
28/12/2018	Veolia ES (UK) Ltd	DD281218	4615	201	£64.86	Waste Collection - Nov 2018
04/01/2019	Cash	104693	4617	201	£84.03	Petty Cash Reimbursements
			5030	402	£130.63	Petty Cash Reimbursements

SCHEDULE OF PAYMENTS  
1/12/18-31/1/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
			4022	101	£37.72	Petty Cash Reimbursements
			4025	101	£3.30	Petty Cash Reimbursements
			4881	301	£25.00	Petty Cash Reimbursements
			4255	103	£122.29	Petty Cash Reimbursements
			4006	101	£23.20	Petty Cash Reimbursements
			4060	101	£0.84	Petty Cash Reimbursements
			4181	103	£4.80	Petty Cash Reimbursements
			4501	201	£2.50	Petty Cash Reimbursements
			4080	101	£3.60	Petty Cash Reimbursements
			4880	301	£40.40	Petty Cash Reimbursements
			5010	402	£2.50	Petty Cash Reimbursements
04/01/2019	Folkestone Methodist Church	104694	4184	103	£75.00	Hire of Hall re. Holocaust Day
10/01/2019	Mayor of Faversham's Ch'ry Fund	104695	4255	103	£70.00	Civic Event 22/3/19
11/01/2019	HM Revenue & Customs	E01847	4001	101	£6,820.04	PAYE/N.I. - December 2018
11/01/2019	Payroll Service (UK) Ltd	E01848	4712	101	£124.25	Payroll Services Jul-Dec 2018
11/01/2019	J Childs	E01849	4880	301	£50.90	Reimbursements re. Christmas Event
11/01/2019	Chloe Scott	E01850	4880	301	£200.00	Dance Troup re. Christmas Event
11/01/2019	National Car Parks Ltd	E01851	4620	201	£2,519.15	3 x Parking Spaces to 31/1/20
11/01/2019	Red Eagle Ltd	E01852	4005	101	£461.88	Reception Cover w/c 26/1/18
11/01/2019	Gurkha Services Solution	E01853	4880	301	£526.50	Security re. Cheriton Christmas Event
11/01/2019	ADM Computer Services Ltd	E01854	4060	101	£723.00	Qtlly Backup & Office 365
11/01/2019	Right Guard Security UK Ltd	E01855	4880	301	£2,524.00	Security/Traffic Mgt re. Christmas Event
11/01/2019	Harner & Sons Ltd	E01856	4504	301	£30.00	Grass-Cutting PFR 12/1/18
			4505	301	£30.00	Grass-Cutting TKL 12/1/18
			4880	301	£580.00	Christmas Lights & Banners OTH
11/01/2019	Albane McGuinness	E01857	4880	301	£125.00	Photography re. Christmas Event
11/01/2019	Aramark Defence Services Ltd	E01858	4255	103	£205.83	Catering re. Remembrance

SCHEDULE OF PAYMENTS  
1/12/18-31/1/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
11/01/2019	Randolph Matthews	E01859	5091	402	£120.00	Walter Tull Workshop 29/11/18
11/01/2019	Dress To Party	E01860	4880	301	£50.00	Rent of Santa Suit
11/01/2019	S.A. Warren	E01861	4880	301	£140.00	Santa re. Grotto OTH
11/01/2019	Millennium Quest Ltd	E01862	4879	301	£33,472.00	Various Works re. Christmas Lights
11/01/2019	W. Wallace	E01863	4880	301	£42.54	Reimbursements re. Christmas Event
11/01/2019	David S Sales	E01864	4880	301	£346.55	Christmas Event Gifts
11/01/2019	Marshall's Events Ltd	E01865	4880	301	£416.67	Hire of Xmas Cabin
11/01/2019	Red Eagle Ltd	E01866	4005	101	£461.88	Reception Cover w/c 3/12/18
11/01/2019	Albane McGuinness	E01867	4880	301	£40.00	Photographs re. Christmas Lights
11/01/2019	Folk Leas Lift Company CIC	E01868	4875	301	£100.00	Ward Grant 18/12/18
11/01/2019	Folkestone Women's Forum	E01869	4875	301	£500.00	Ward Grant 18/12/18
11/01/2019	Mayoress of Folk's Ch'ry Fund	E01870	4255	103	£60.00	Civic Event 25/1/19
11/01/2019	V. Deakin	E01871	4880	301	£11.16	Refreshments re. Christmas Event
11/01/2019	Walker Construction (UK) Ltd	E01872	4880	301	£570.00	Barriers re. Christmas Event
11/01/2019	Margate Charter Trustees	E01873	4255	103	£50.00	Civic Event 6/1/19
11/01/2019	Clean Routine	E01874	4509	201	£1,490.00	Office Cleaning Oct-Nov 2018
11/01/2019	Workhaus Projects Ltd	E01875	6010	402	£7,677.13	Retention re. Museum Works
11/01/2019	Red Eagle Ltd	E01876	4005	101	£468.30	Reception Cover w/c 10/12/18
11/01/2019	ADM Computer Services Ltd	E01877	4060	101	£697.00	Annual Mailsafe/Web Hosting
11/01/2019	Red Eagle Ltd	E01878	4005	101	£461.88	Reception Cover w/c 17/12/18
11/01/2019	S. Drew	E01879	5030	402	£7.50	Glue re. Workshops
11/01/2019	Metroline Security Ltd	E01880	4501	201	£65.00	Alarm Call-Out 2/9/18
11/01/2019	National Car Parks Ltd	E01881	4620	201	£837.49	1 x Parking Space to 29/2/20
11/01/2019	Joshua Carter	E01882	4880	301	£660.00	Santa re. Grotto - 4 Days
11/01/2019	W. Wallace	E01883	4880	301	£60.00	Take Down Christmas Tree OTH
14/01/2019	HM Courts & Tribunals Service	104696	4001	101	£90.00	Salary Ded'n re. Court Order
14/01/2019	Standard Life Assurance Co.	104697	4001	101	£750.00	AVC Pension - January 2019

SCHEDULE OF PAYMENTS  
1/12/18-31/1/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
15/01/2019	Solving Kids' Cancer	104698	4255	103	£50.00	Civic Event 2/2/19
15/01/2019	Fuelgenie	DD150119	4250	103	£45.00	Fuel re. Civic Vehicle
16/01/2019	Folk & Hythe DC	BP160119	4001	101	£288.16	Salary Ded'n re. Council Tax
17/01/2019	RBS PLC Mentor Services	DD170119	4006	101	£67.00	Health & Safety Management
18/01/2019	Daisy Communications	DD180119	4026	101	£218.42	Telephone Services - Dec 2018
21/01/2019	SSE Hydro-Electric	DD210119	4903	301	£4.48	Elect to Phone Box - Dec 2018
23/01/2019	Lady Mayoress's Ch'ry (Canterbury)	104699	4255	103	£40.00	Civic Event 18/3/19
25/01/2019	Various	BP250119	4001	101	£16,594.54	Salaries - January 2019
25/01/2019	KCC re. Kent Pension Fund	BP250119	4001	101	£5,686.23	Pension Contribs - January 2019
28/01/2019	Veolia ES (UK) Ltd	DD280119	4615	201	£77.36	Waste Collection - Dec 2018
28/01/2019	SSE Hydro-Electric	DD280119	4615	201	£417.67	Electricity OTH - Dec 2018
28/01/2019	Mayoress of Folk's Ch'ry Fund	E01884	4255	103	£60.00	Civic Event 25/1/19
28/01/2019	Mayor's Ch'ry Fund (Ramsgate)	E01885	4255	103	£8.00	Civic Event 7/2/19
28/01/2019	Metroline Security Ltd	E01886	4501	201	£865.00	Monitoring, Maint & Call-Outs
28/01/2019	Right Guard Security UK Ltd	E01887	4895	301	£207.00	Security Officer - Dec 2018
28/01/2019	Red Eagle Ltd	E01888	4005	101	£307.92	Reception Cover w/c 31/12/18
28/01/2019	Mayoress of Folk's Ch'ry Fund	E01889	4880	301	£50.00	Donated Fee re. Santa OTH Grotto
28/01/2019	HM Revenue & Customs	E01890	4001	101	£6,019.65	PAYE/N.I. - January 2019
28/01/2019	Kent County Council	E01891	4024	101	£441.21	Photocopier Charges 1/10/18-31/12/18
28/01/2019	Harmer & Sons Ltd	E01892	4505	301	£2,714.14	Replace Gates at TKL Allotments
28/01/2019	Folkestone Academy	E01893	5042	402	£19.64	500 x W.Tull Leaflets
28/01/2019	Mayor's Fund (Sandwich)	E01894	4255	103	£50.00	Civic Event 13/2/19
28/01/2019	Folk & Hythe DC	E01895	4249	103	£34.49	Cover for Town Sergeant 10/1/19
28/01/2019	ADM Computer Services Ltd	E01896	4060	101	£852.50	Supply & Install PC
28/01/2019	Caboodle Office Supplies	E01897	4022	101	£11.14	Stationery
			4617	201	£41.53	Sundries
28/01/2019	Red Eagle Ltd	E01898	4005	101	£323.52	Reception Cover w/c 7/1/19

SCHEDULE OF PAYMENTS  
1/12/18-31/1/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
28/01/2019	Millennium Quest Ltd	E01899	4879	301	£914.00	Christmas Lights Maintenance
28/01/2019	Russell & Wheeler	E01900	4905	301	£360.00	CCTV St Eanswythe's School
31/01/2019	Greenwood Audio Services	104700	4184	103	£160.00	PA System re. Holocaust Day

A	B	C	D	E	F	G	H	I	J	K	L
1	FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2018/2019										
2											
3			ORIGINAL							TOTAL	TRANSFERS
4		ACTUALS	BUDGET	VIREMENTS	REVISED	ACTUALS	BUDGET	VARIANCE	BUDGET	TO(FROM)	RESERVE
5	CODE	2017/2018	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	REMAINING	FOR INFO. CODE(S)
6		£	£	£	£	£	£	£	£	£	
7	ADMINISTRATION										
8	4001 SALARIES, PENSIONS & NI	324,715	371,200		371,200	305,481	308,333	-3,852		65,719	
9	4005 AGENCY STAFF	0	0		0	7,919	0	7,919	-7,919		
10	4006 TRAINING (Staff)	1,640	3,000		3,000	1,600	2,500	-900		1,400	
11	4008 RELOCATION COSTS	0	0		0	0	0	0		0	
12	4009 ADVERTISING FOR STAFF	520	0		0	0	0	0		0	
13	4010 EQUIPMENT/FURNITURE NEW	1,194	2,000		2,000	111	1,667	-1,556		1,889	
14	4012 INTERVIEW EXPENSES	0	0		0	0	0	0		0	
15	4013 BANK CHARGES	263	500		500	263	417	-154		237	
16	4021 PRINTING	200	500		500	0	417	-417		500	
17	4022 STATIONERY	636	1,000		1,000	775	833	-58		226	
18	4024 PHOTOCOPYING	1,680	1,600		1,600	1,463	1,333	130		137	
19	4025 POSTAGE	648	1,800		1,800	1,308	1,500	-192		492	
20	4026 TELECOMMUNICATION SERVICES	2,790	2,550		2,550	2,238	2,208	31		411	
21	4060 ICT SUPPORT	28,487	6,250		6,250	10,379	5,208	5,171	-4,129		
22	4070 MISCELLANEOUS SUBSCRIPTIONS	234	260		260	238	260	-22		22	
23	4071 CINQUE PORT FEDERATION SUB	250	250		250	310	208	102		-60	
24	4072 SOCIETY OF LOCAL COUNCIL CLERKS	456	460		460	469	383	86		-9	
25	4073 KENT ASSOC. OF LOCAL COUNCILS	1,973	2,050		2,050	1,976	2,050	-74		74	
26	4080 PUBLIC TRANSPORT & CAR PARKS	93	200		200	195	167	28		5	
27	4103 SUBSISTENCE ALLOWANCES	149	250		250	115	208	-93		135	
28	4104 CAR ALLOWANCES (Staff)	1,369	1,500		1,500	1,434	1,250	184		86	
29	4105 CAR ALLOWANCES (Volunteers)	0	100		100	0	83	-83		100	
30	4712 ACCOUNTANCY SUPPORT	524	550		550	439	458	-19		111	
31	4720 TO ALLOTMENTS ADMINISTRATION (4503)	-4,300	-4,100		-4,100	-3,417	-3,417	-0		-683	
32	TOTAL ADMIN. EXPENDITURE	361,541	392,020	0	392,020	333,297	327,068	6,229		58,723	
33											
34											
35	1190 INVESTMENT INTEREST	-354	-100		-100	-711	-100	-611		611	
36	1199 OTHER INCOME	-1,000	0		0	-126	0	-126		126	
37	TOTAL ADMIN. INCOME	-1,354	-100	0	-100	-839	-100	-739		739	
38											
39	NET ADMIN. EXPENDITURE/INCOME	360,187	391,920	0	391,920	332,458	326,968	5,490		59,462	
40											
41	102 DEMOCRATIC COSTS										
42	4007 TRAINING/CONFERENCE EXPS (Cllrs.)	285	500		500	0	417	-417		500	
43	4081 CAR ALLOWANCES (Cllrs)	30	100		100	0	83	-83		100	
44	4950 FTC REFLECTION FEES	11,766	0		0	0	0	0		0	
45	4961 FOLK TO REFLECTIONS (TO RESERVE)	10,200	10,200	0	10,200	10,200	10,200	0		0	
46	TOTAL DEMOCRATIC COSTS EXP.	22,281	10,800	0	10,800	10,200	10,700	-500		600	

A	B	C	D	E	F	G	H	I	J	K	L
1	FOURKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2018/2019										
2											
3			ORIGINAL						TOTAL		
4		ACTUALS	BUDGET	VIREMENTS	REVISED	ACTUALS	BUDGET	VARIANCE	BUDGET	TRANSFERS	
5	CODE	2017/2018	2018/2019	2018/2019	BUDGET	TO 31 JAN	TO 31 JAN	TO 31 JAN	REMAINING	TO/FROM	RESERVE
6					2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	FOR INFO.	CODE(S)
47											
48											
49	103 MAYORALTY										
50	4011 CLOTHING & UNIFORMS	245	600		600	23	500	-477	577		
51	4170 REGALIA - NEW	987	1,000		1,000	174	833	-659	826		
52	4171 REGALIA - REPAIR & MAINT.	223	400		400	190	333	-143	210		
53	4180 MAYOR'S INSTALLATION (Annual Meeting)	840	1,100		1,100	822	1,100	-278	278		
54	4181 REMEMBRANCE SUNDAY	1,362	1,400		1,400	1,544	1,400	144	-144		
55	4182 CANADA DAY	2,056	2,300		2,300	2,453	2,300	153	-153		
56	4183 WILLIAM HARVEY COMMEMORATION	513	600		600	626	600	26	-26		
57	4184 HOLOCAUST DAY	292	300		300	235	240	-5	65		
58	4185 CINQUE PORT WARDEN	0	100		100	0	83	-83	100		
59	4249 COVER FOR CIVIC DRIVER	0	1,000		1,000	34	833	-799	986		
60	4250 FUEL FOR CIVIC VEHICLE	438	500		500	410	417	-7	90		
61	4251 MTC/SERVICE/REPAIRS - EXTERNAL	170	150		150	12	125	-113	138		
62	4252 CAR INSURANCE	450	700		700	700	700	0	0		
63	4253 CIVIC VEHICLE - GEN. CONTRIBS.	3,053	3,100		3,100	2,927	3,100	-173	173		
64	4255 MAYOR'S EXPENSES MAY-MAR	5,281	5,480		5,480	3,559	4,575	-1,016	1,931		
65	4256 MAYOR'S EXPENSES APR-MAY	982	1,100		1,100	369	1,100	-711	711		
66	4257 FOLK/ETAPLES REMEMBRANCE EVENTS	0	0		0	0	0	0	0		
67	4258 MISCELLANEOUS EVENTS (MAYORALTY)	772	6,000		6,000	11,991	6,000	5,991	-5,991		
68	4259 ARMED FORCES DAY	11,780	3,800		3,800	20,635	3,800	16,835	-16,835		
69	4260 BURMA STAR (VJ DAY)	480	480		480	540	480	60	-60		
70	4261 NORMANDY VETERANS	220	300		300	337	300	37	-37		
71	TOTAL MAYORALTY EXPENDITURE	30,144	30,420	0	30,420	47,600	28,820	18,780	-17,180		
72											
73	1005 OTHER INCOME (MAYORALTY)	-14,923	0		0	-5,235	0	-5,235	5,235		
74	TOTAL MAYORALTY INCOME	-14,923	0	0	0	-5,235	0	-5,235	5,235		
75											
76	NET MAYORALTY EXPENDITURE/INCOME	15,221	30,420	0	30,420	42,365	28,820	13,545	-11,945		
77											

A	B	C	D	E	F	G	H	I	J	K	L
1	FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2018/2019										
2			ORIGINAL							TOTAL TRANSFERS	
3		ACTUALS	BUDGET	VIREMENTS	REVISED	ACTUALS	BUDGET	VARIANCE	BUDGET	TO/FROM	RESERVE
4		2017/2018	2018/2019	2018/2019	2018/2019	TO 31 JAN	TO 31 JAN	TO 31 JAN	2018/2019	2018/2019	CODE(S)
5	CODE										
78	PREMISES										
79	4501 BUILDING REPAIR/MAINT	4,617	14,000		14,000	7,090	11,867	-4,577	6,910		
80	4509 CLEANING	7,944	8,000		8,000	6,715	6,867	48	1,285		
81	4601 RENT	0	0		0	0	0	0	0		
82	4602 RATES	20,062	21,000		21,000	20,520	17,500	3,020	480		
83	4603 PUBL CAPITAL REPAYMENTS	20,364	19,500		19,500	10,553	10,556	3	8,947		
84	4604 PUBL INTEREST REPAYMENTS	18,938	19,800		19,800	9,098	9,100	-2	10,702		
85	4615 SERVICES, HEATING & LIGHTING	9,524	8,000		8,000	6,273	6,867	-394	1,727		
86	4616 MOVING COSTS	0	0		0	0	0	0	0		
87	4617 SUNDRIES	3,021	4,000		4,000	1,249	3,333	-2,084	2,751		
88	4520 HIRE OF FACILITIES (inc. Garage)	4,639	4,500		4,500	5,870	3,750	2,120	-1,370		
89	TOTAL PREMISES EXPENDITURE	89,109	98,800	0	98,800	67,368	69,233	-1,865	31,432		
90											
91	1010 RENTAL INCOME	-16,070	-15,400		-15,400	-12,765	-12,833	68	-2,635		
92	1020 PUBL INCOME	0	0		0	0	0	0	0		
93	TOTAL PREMISES INCOME	-16,070	-15,400	0	-15,400	-12,765	-12,833	68	-2,635		
94											
95	NET PREMISES EXPENDITURE/INCOME	73,039	83,400	0	83,400	54,603	56,400	-1,797	28,797		
96											
97	SERVICES										
98	4030 NEWS/LETTERS	20	500		500	0	417	-417	500		
99	4031 MISCELLANEOUS INSURANCES (inc. Heritage)	8,722	9,700		9,700	9,020	9,700	-680	680		
100	4503 ALLOTMENTS - ADMINISTRATION	4,300	4,100		4,100	3,417	3,417	0	683		
101	4504 ALLOTMENTS - PER MAINTENANCE	2,154	3,000		3,000	2,373	2,500	-127	627		
102	4505 ALLOTMENTS - TKL MAINTENANCE	3,865	3,000		3,000	1,434	2,500	-1,066	1,566		
103	4840 MAINTENANCE OF BEACON	25	250		250	25	208	-183	225		
104	4850 LOCAL PROJECTS	0	3,500		3,500	69	2,917	-2,848	3,431		
105	4851 NOTICE BOARDS	0	2,000		2,000	0	1,867	-1,867	2,000		
106	4876 WARD GRANTS	19,800	19,800		19,800	14,431	16,500	-2,069	5,359		
107	4878 TOWN GRANTS	34,216	35,000		35,000	32,300	35,000	-2,700	2,700		
108	4879 PARKS, GARDENS & RECS - FLOWERBEDS	35,795	31,500		31,500	5,504	0	5,504	25,996		
109	4879 CHRISTMAS LIGHTING	59,163	51,000		51,000	72,077	51,000	21,077	-21,077		
110	4880 CHRISTMAS FESTIVITIES	12,756	12,000		12,000	12,067	12,000	67	-67		
111	4881 YOUTH FACILITIES	7,479	11,800		11,800	3,941	9,667	-5,726	7,659		
112	4884 PARKS, GARDENS & RECS - TREES	10,000	10,000		10,000	-1,062	0	-1,062	11,062		
113	4890 PARK BENCHES	-28	200		200	0	167	-167	200		
114	4891 LITTER/SALT BINS, BOLLARDS & RAILINGS	1,316	4,000		4,000	0	3,333	-3,333	4,000		
115	4895 TOURIST INFORMATION	5,387	10,000		10,000	2,627	8,333	-5,706	7,373		
116	4900 MAINTENANCE OF PUBLIC CLOCKS	0	500		500	0	417	-417	500		
117	4901 MAINTENANCE OF MEMORIALS	1,000	6,000		6,000	7,624	5,000	2,624	-1,624		
118	4903 TELEPHONE BOX	184	150		150	44	125	-81	106		
119	4904 CCTV MONITORING	28,920	27,000		27,000	19,050	19,050	0	7,950		
120	4905 CCTV MAINTENANCE	27,129	9,000		9,000	7,098	7,500	-412	1,912		
121	4999 CONTINGENCY	914	5,000		5,000	4,673	4,167	706	127		
122	TOTAL SERVICES EXPENDITURE	263,117	268,800	0	268,800	196,902	195,583	1,319	61,898		
123											

A	B	C	D	E	F	G	H	I	J	K	L
1	FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2018/2019										
2			ORIGINAL						TOTAL	TRANSFERS	
3			BUDGET	VIREMENTS	REVISED	ACTUALS	BUDGET	VARIANCE	BUDGET	TO/FROM	
4		2017/2018	2018/2019	2018/2019	2018/2019	TO 31 JAN	TO 31 JAN	TO 31 JAN	2018/2019	REMAINING	RESERVE
5	CODE					2018/2019	2018/2019	2018/2019	2018/2019	FOR INFO.	CODE(S)
124	1002 ALLOTMENT RENTS PFR	-4,774	-4,950		-4,950	-4,950	-4,950	-35	35		
125	1003 ALLOTMENT RENTS TKL	-4,649	-4,950		-4,950	-4,751	-4,950	199	-199		
126	1004 OTHER INCOME (SERVICES)	-2,733	0	0	0	-18,871	0	-18,871	18,871	18,345	350,405
127	TOTAL SERVICES INCOME	-12,156	-9,900	0	-9,900	-28,607	-9,900	-18,707	18,707		
128											
129	NET SERVICES EXPENDITURE/INCOME	250,961	248,900	0	248,900	168,295	185,553	-17,358	80,605		
130											
131											
132	401 FEES										
133	4713 CONSULTANTS FEES	0	0		0	895	0	895	-895		
134	4714 EXTERNAL AUDIT FEES	2,400	2,450		2,450	2,000	2,450	-450	450		
135	4715 LEGAL & INTERNAL AUDIT FEES	777	1,500		1,500	1,283	1,250	43	207		
136	4717 CARD RECEIPTS FEES	368	750		750	286	625	-339	464		
137	TOTAL FEES	3,545	4,700	0	4,700	4,414	4,325	149	226		
138											
139											
140	402 MUSEUM/HERITAGE										
141	5006 M/H TRAINING	6	700		700	0	593	-593	700		
142	5007 M/H SUBSCRIPTIONS	49	750		750	56	625	-569	694		
143	5009 M/H ADVERTISING FOR STAFF	549	0		0	526	0	526	-526		
144	5010 M/H EQUIPMENT/FURNITURE	1,261	500		500	14,659	417	14,251	-14,168	-13,069	362
145	5011 M/H EXHIBIT REPAIRS	0	0		0	300	0	300	-300		
146	5012 M/H HISTORIC COSTUMES	25	250		250	0	208	-208	250		
147	5030 M/H MATERIALS	1,772	2,500		2,500	787	2,083	-1,296	1,713		
148	5031 M/H PUBLICITY & PROMOTION	5,769	1,000		1,000	98	833	-737	904		
149	5032 M/H EVALUATION/PRESS COVERAGE	75	500		500	0	417	-417	500		
150	5033 M/H LEAFLETS/PUBLICATIONS	4,554	1,000		1,000	670	833	-163	330		
151	5035 M/H MERCHANDISE	2,845	2,000		2,000	1,361	1,687	-306	639		
152	5040 M/H SERVICES	5,248	1,000		1,000	6,030	833	5,197	-5,030		
153	5041 M/H EVENTS	0	5,000		5,000	1,109	4,167	-3,058	3,891		
154	5042 M/H EXHIBITIONS	0	2,000		2,000	2,209	1,667	542	-209		
155	5043 M/H EDUCATION RESOURCES	0	1,000		1,000	78	833	-755	922		
156	5070 M/H VOLUNTEERS EXPENSES	23	0		0	0	0	0	0		
157	5090 M/H HOSPITALITY	658	510		510	255	425	-170	255		
158	5091 M/H PROFESSIONAL FEES	2,015	10,000		10,000	8,333	8,333	2,067	-390		
159	5092 MUSEUM ASSN. PROJECT	0	0		0	-302	0	-302	302		
160	5099 CONT. TO MUSEUM/HERITAGE RESERVE	66,450	0		0	0	0	0	0		

A	B	C	D	E	F	G	H	I	J	K	L
1	FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2018/2019										
2			ORIGINAL							TOTAL TRANSFERS TO/FROM	
3			BUDGET	VIREMENTS	REVISED BUDGET	ACTUALS TO 31 JAN 2018/2019	BUDGET TO 31 JAN 2018/2019	VARIANCE TO 31 JAN 2018/2019	BUDGET REMAINING 2018/2019	RESERVE FOR INFO. CODE(S)	
4	CODE	ACTUALS 2017/2018	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	
5											
161	New Building Work:										
162	6001 MM SUBSTRUCTURE	0	0		0	0	0	0	0	0	
163	6002 MM SUPERSTRUCTURE	83,080	0		0	24,672	0	24,672	-24,672	0	
164	6003 MM INTERNAL FINISHES	2,229	0		0	0	0	0	0	0	
165	6004 MM SERVICES, HEATING & LIGHTING	0	0		0	0	0	0	0	0	
166	6005 MM EXTERNAL WORKS	0	0		0	0	0	0	0	0	
167	6006 MM FACILITATING WORKS	700	0		0	0	0	0	0	0	
168	6007 MM GENERAL FITTINGS/FURNISHING	34,527	0		0	499	0	499	-499	0	
169	6008 MM MAIN CONTRACTORS' PRELIMS. (15%)	0	0		0	0	0	0	0	0	
170	Other Capital Work:										
171	6010 MM FIT OUT & DISPLAYS	173,362	0		0	7,677	0	7,677	-7,677	0	
172	6011 MM FIT OUT PRELIMS. (15%)	0	0		0	0	0	0	0	0	
173	6012 MM WEBSITE / APP/IT	22,271	0		0	0	0	0	0	0	
174	Equipment & Materials:										
175	6020 MM FOLK COLLN CONSERVATION	4,245	25,000		25,000	0	20,833	-20,833	25,000	0	
176	6021 MM MASTERS COLLN CONSERVATION	0	15,000		15,000	0	12,500	-12,500	15,000	0	
177	6023 MM CATERING EQUIPMENT	0	0		0	0	0	0	0	0	
178	Professional Fees										
179	6030 MM MUSEUM EXHIBIT DESIGN FEES	15,049	0		0	1,062	0	1,062	-1,062	0	
180	6031 MM CDM-C	0	0		0	0	0	0	0	0	
181	6032 MM STRUCTURAL ENGINEER	0	0		0	0	0	0	0	0	
182	6033 MM M&E ENGINEER	1,930	0		0	0	0	0	0	0	
183	6034 MM QUANTITY SURVEYOR	5,655	0		0	0	0	0	0	0	
184	6035 MM PROJECT MANAGER	25,314	0		0	0	0	0	0	0	
185	6036 MM ARCHITECT/BUILDING SURVEYOR	4,030	0		0	0	0	0	0	0	
186	6037 MM PROFESSIONAL FEES (NEW WORKS)	0	0		0	0	0	0	0	0	
187	6038 MM CONTINGENCY	0	0		0	0	0	0	0	0	
188	6039 MM INFLATION	0	0		0	0	0	0	0	0	
189		0	0		0	0	0	0	0	0	
190		0	0		0	0	0	0	0	0	
191		0	0		0	0	0	0	0	0	
192	TOTAL MUSEUM/HERITAGE EXPENDITURE	473,711	68,710	0	68,710	72,163	57,258	14,905	-3,453		

A	B	C	D	E	F	G	H	I	J	K	L
1	FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2018/2019								TOTAL	TRANSFERS	
2			ORIGINAL						BUDGET	TO/FROM	
3		ACTUALS	BUDGET	VIREMENTS	REVISED	ACTUALS	BUDGET	VARIANCE	TO 31 JAN	REMAINING	RESERVE
4		2017/2018	2018/2019	2018/2019	BUDGET	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	CODE(S)
5	CODE										
180											
184											
185	1030 M/H INCOME	-11,412	0		0	-6,116	0	-6,116	6,116		
186	1031 M/H KCC CASH CONTRIBUTION HERITAGE	-5,000	-4,000		-4,000	-4,000	-3,333	-667	0		
187	1032 M/H SDC CASH CONTRIBUTION TOURISM	0	0		0	0	0	0	0		
188	1033 M/H HLF GRANT	-327,065	-43,000		-43,000	-68,266	-35,833	-32,433	25,266		
189	1034 M/H TRANSFERS FROM RESERVE	-66,450	-3,000		-3,000	0	-2,500	2,500	-3,000		
200	1035 M/H RETAIL SALES	-3,033	-1,200		-1,200	-1,618	-1,000	-618	418		
201	M/H DONATIONS	-607	-700		-700	-843	-583	-260	143		
202	TOTAL MUSEUM/HERITAGE INCOME	-413,567	-51,900	0	-51,900	-80,845	-43,260	-37,585	28,945		
203											
204	NET MUSEUM/HERITAGE EXP/INCOME	60,144	16,610	0	16,610	-8,682	14,008	-22,690	25,492		
205											
206											
207	SUMMARY										
208	TOTAL EXPENDITURE	1,243,448	864,250	0	864,250	732,004	692,988	39,016	132,246		
209	TOTAL INCOME	-458,070	-77,300	0	-77,300	-128,291	-66,083	-62,208	60,991		
210	NET TOTAL	785,378	786,950	0	786,950	603,713	626,905	-23,192	183,237		
211											
212	1176 PRECEPT	-764,750	-766,950		-766,950	-655,792	-655,792	-0	-131,158		
213											
214	TRANSFER TO/FROM RESERVES	-30,804				-34,126		-34,126	34,126		
215											
216											
217	NET (SURPLUS) / DEFICIT	-10,176	0	0	0	-86,205	-28,887	-57,318	86,205		
218											

<b>RESERVES &amp; PROVISIONS AT 31 JANUARY 2019</b>				
		<b>BALANCE</b>	<b>BALANCE</b>	
<b>CODE</b>		<b>AT 1/4/18</b>	<b>AT 31/1/19</b>	
		<b>£</b>	<b>£</b>	
<b>310</b>	GENERAL FUND	130,082	130,082	
<b>330</b>	BALANCING POND MAINT.	40	40	
<b>340</b>	NEW SERVICES RESERVE	104,719	87,599	
<b>350</b>	TREE PLANTING	273	6,273	<i>NOTE 1</i>
<b>362</b>	MUSEUM/HERITAGE	204,012	190,042	
<b>363</b>	TOURISM	4,735	4,735	
<b>383</b>	WARD GRANTS	16,480	16,480	
<b>385</b>	TOWN GRANTS	0	0	
<b>386</b>	FTC ELECTIONS	8,634	18,834	
<b>387</b>	ARMED FORCES' DAY	6,813	0	<i>NOTE 2</i>
<b>390</b>	SALT BINS	6,313	6,313	
<b>391</b>	FLOWERBEDS	0	444	
<b>392</b>	LEAS FLOWER POWER	49	2,549	
<b>393</b>	ANTI-LITTER CAMPAIGN	2,000	2,000	
<b>403</b>	CCTV EQUIPMENT	60,127	60,127	
<b>404</b>	CHRISTMAS EVENTS	0	0	
<b>405</b>	CHRISTMAS LIGHTS	0	0	<i>NOTE 3</i>
<b>499</b>	PROVISION FOR OUTSTANDING INVOICES	6,470	6,470	
<b>TOTAL</b>		<b>550,747</b>	<b>531,988</b>	
<i>EXTERNAL CONTRIBUTIONS TO RESERVES 2018/19:</i>				
<i>NOTE 1: Includes £5,000 from KCC re. Tree Project</i>				
<i>NOTE 2: Includes £5,000 from Ministry of Defence</i>				
<i>NOTE 3: Includes £5,700 re. Sandgate Rd lights, £2,142 re. Cheriton lights</i>				

DATED \_\_\_\_\_ 2019

(1) THE KENT COUNTY COUNCIL

AND

(2) FOLKESTONE TOWN COUNCIL

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AGREEMENT  
FOR THE GIFTING  
OF ARTEFACTS BY KENT COUNTY COUNCIL

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File Ref: KEN001:108033

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Our legal expertise, your peace of mind

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statutory provision or subordinate legislation which it amends or re-enacts and subordinate legislation for the time being in force made under it. Provided that, as between the parties, no such amendment or re-enactment shall apply for the purposes of this Agreement to the extent that it would impose any new or extended obligation, liability or restriction on, or otherwise adversely affect the rights of, any party.

- 1.2.7 Writing or written includes faxes but not e-mail.
- 1.2.8 Where the words include(s) including or in particular are used in this agreement, they are deemed to have the words "without limitation" following them.
- 1.2.9 Any obligation in this agreement on a person not to do something includes an obligation not to agree or allow that thing to be done.
- 1.2.10 Other and otherwise are illustrative and shall not limit the sense of the words preceding them.

## **2. AGREEMENT TO GIFT THE ARTEFACTS**

- 2.1 The Recipient acknowledges and agrees that the transfer of the Artefacts is being made by the Council on the express understanding that it shall comply with its obligations as set out in this Agreement.
- 2.2 Subject to clause 3.2 below and the Recipient complying with each of its obligations contained in this Agreement, the Council agrees to gift the Artefacts to the Recipient on the Completion Date or such other date as may be agreed between the parties.
- 2.3 The Council and the Recipient hereby agree that the *Museum Artefact Loan Agreement* dated 14th October 2014 shall terminate on the Completion Date and neither party shall have any liability to the other upon termination thereof.

## **3. GIFTING CONDITIONS**

- 3.1 The Council agrees that the ownership of the Artefacts shall be transferred to the Recipient on the Completion Date or such other date as may be agreed between the parties.
- 3.2 The Recipient acknowledges and accepts that the Council may not own and/or have legal title to the Artefacts and in the event that the legal right and ownership of the Artefacts is proven to the Council to be owned by a third party ("the Owner"), the Council shall inform the Recipient in writing and upon such written notice, the Recipient undertakes to return the Artefacts to the Council or the Owner, if requested by the Council, within 60 days in the same condition as when gifted.
- 3.3 Subject to clause 3.2 above following the return of the Artefacts to the Owner by the Council or Recipient, the Recipient will enter into such other arrangements with the Owner as the Owner and the Recipient deems fit in the circumstances in respect of the Artefacts.
- 3.4 The Recipient undertakes it shall secure constant and adequate protection of the Artefacts and that the Artefacts will be maintained in the condition in which they were received.
- 3.5 The Council will deliver, or procure delivery, to the Recipient of, or make available to the Recipient physical possession of all the Artefacts, with the intent that, subject to clause 3.2 above, the ownership in such Artefacts shall pass by and upon such delivery

- 3.6 The Recipient may at its own risk remove any of the Artefacts from their frames where it considers, having taken professional advice on the subject, that the frame is not of historical importance and significance of itself or the Artefact and where removing the frame would result in improved care, conservation and condition of the Artefact.
4. **WARRANTIES**
- 4.1 The Council does not give any warranties guarantees and/or undertakings:
- 4.1.1 as to ownership and/or title to the Artefacts;
  - 4.1.2 as to the quality of the Artefacts;
  - 4.1.3 that the Artefacts are in good repair and/or condition;
  - 4.1.4 that the Artefacts have been regularly and properly maintained; and
  - 4.1.5 as to the accuracy or completeness of the list of the Artefacts contained in Schedule 1.
- 4.2 The Recipient warrants and agrees that it will inform the Council in good time prior to selling any or all of the Artefacts and to provide the Council within fourteen days of receipt of the sale price with:
- 4.2.1 50% of the sale price if the Recipient sells all or part of the Artefacts within three years of the Completion Date; or
  - 4.2.2 30% of the sale price if the Recipient sells all or part of the Artefacts thereafter.
- 4.3 Notwithstanding anything to the contrary contained in this Agreement, the Recipient accepts all risks, liabilities, costs, damages and expenses howsoever incurred in the event the Owner referred to in clause 3.2 above successfully claims legal right of ownership in any or all of the Artefacts.
5. **RISK**
- The Artefacts shall be held at the risk of the Recipient from the Completion Date.
6. **INSURANCE**
- The Recipient shall maintain appropriate insurance cover for the Artefacts at its own cost from the Completion Date. Any such insurance cover shall be on an "all risks" basis for the Artefacts and the Council may at its discretion at any time request evidence of such insurance policy being in place.
7. **INDEMNITY**
- Other than set out in this Agreement, the Council shall have no liabilities whatsoever in respect of the Artefacts following the Completion Date.
8. **CONFIDENTIALITY AND ANNOUNCEMENTS**
- 8.1 The Council undertakes to the Recipient to keep confidential all the information that it has acquired about the Recipient and to use such information only for the purposes contemplated by this agreement.
- 8.2 The Recipient undertakes to the Council to keep confidential the terms of this agreement and all information that it has acquired about the Council and to use the information only for the purposes contemplated by this agreement.

8.3 Either party may disclose any information that it is otherwise required to keep confidential under this clause 8.

8.3.1 to such professional advisers, consultants and employees or officers of its group as are reasonably necessary to advise on this agreement, or to facilitate the transaction, provided that the disclosing party procures that the people to whom the information is disclosed keep it confidential as if they were that party; or

8.3.2 with the written consent of the other party; or

8.3.3 to the extent that the disclosure is required:

8.3.4 by law; or

8.3.5 by a regulatory body, tax authority or securities exchange;

but shall use reasonable endeavors to consult the other party and to take into account any reasonable requests it may have in relation to the disclosure before making it.

## 9. FREEDOM OF INFORMATION

9.1 The Recipient acknowledges that the Council is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 and shall assist and co-operate with the Council (at the Recipient's expense) to enable the Council to comply with these information disclosure requirements.

9.2 The Recipient shall:

9.2.1 transfer the request for information to the Council as soon as practicable after receipt and in any event within two Working Days of receiving a request for information;

9.2.2 provide the Council with a copy of all information in its possession or power in the form that the Council requires within five working days (or such other period as the recipient may specify) of the Council requesting that information; and

9.2.3 provide all necessary assistance as reasonably requested by the Council to enable the recipient to respond to a request for information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations 2004.

9.2.4 The Council shall be responsible for determining at its absolute discretion whether the information:

(a) is exempt from disclosure in accordance with the provisions of the FOIA

(b) or the Environmental Information Regulations 2004;

(c) is to be disclosed in response to a request for information

9.3 In no event shall the Recipient respond directly to a request for information unless expressly authorised to do so by the Council.

9.4 The Recipient acknowledges that the Council may, acting in accordance with the Secretary of State for Constitutional Affairs' Code of Practice on the discharge of public authorities' functions under Part 1 of FOIA (issued under section 45 of the FOIA, November 2004) (as may be amended from time to time), be obliged under the FOIA or the Environmental Information Regulations 2004 to disclose information:

- 9.4.1 without consulting with the Recipient or
- 9.4.2 following consultation with the Recipient and having taken its views into account,

provided always that where clause 9 applies the Council shall, in accordance with any recommendations of the said Code, take reasonable steps, where appropriate, to give the Recipient advanced notice, or failing that, to draw the disclosure to the Recipient's attention after any such disclosure.

- 9.5 The Recipient shall ensure that all information produced in the course of this Agreement or relating to the agreement is retained for disclosure and shall permit the Council to inspect such records as requested from time to time.

#### 10. FURTHER ASSURANCE

The Council shall (at its own expense) promptly execute and deliver all such documents, and do all such things, as the Recipient may from time to time reasonably require for the purpose of giving full effect to the provisions of this Agreement.

#### 11. WHOLE AGREEMENT

- 11.1 This Agreement, and any documents referred to in it, constitute the whole agreement between the parties and supersede any previous arrangement, understanding or agreement between them relating to the subject matter they cover.

- 11.2 Nothing in this clause operates to limit or exclude any liability for fraud.

#### 12. COSTS

Unless otherwise provided, all costs and expenses in connection with the negotiation, preparation, execution and performance of this Agreement, and any documents referred to in it, shall be borne by the party that incurred the costs.

#### 13. NOTICE

- 13.1 A notice given under this Agreement:

- 13.1.1 shall be in writing in the English language (or be accompanied by a properly prepared translation into English);

- 13.1.2 shall be sent for the attention of the person, and to the address or fax number, given in this clause 13 (or such other address, fax number or person as the relevant party may notify to the party); and

- 13.1.3 shall be:

- (a) delivered personally; or
- (b) delivered by commercial courier; or
- (c) sent by fax; or
- (d) sent by pre-paid first-class post or recorded delivery.

- 13.2 The addresses for service of notice are:

- 13.2.1 For the Council:

Head of Libraries Registration and Archives and Proper Officer for KCC Registration Services, The Kent County Council, Sessions House, County Hall, County Road, Maidstone ME14 1XQ

**13.2.2 For the Recipient**

Folkestone Town Council, Town Hall, 1-2 Guildhall Street, Folkestone, Kent CT20 1DY.

**13.3 A notice is deemed to have been received:**

13.3.1 if delivered personally, at the time of delivery; or

13.3.2 if delivered by commercial courier, at the time of signature of the courier's receipt; or

13.3.3 if sent by pre-paid first class post, recorded delivery or registered post, 48 hours from the date of posting; or

13.3.4 if sent by registered airmail, five days from the date of posting; or

13.3.5 if deemed receipt under the previous paragraphs of this clause 13 is not within business hours (meaning 9.00 am to 5.30 pm Monday to Friday on a day that is not a Business Day), when business next starts in the place of receipt.

13.4 To prove service, it is sufficient to prove that the notice was transmitted by fax to the fax number of the party or, in the case of post, that the envelope containing the notice was properly addressed and posted.

13.5 A notice under this agreement shall not be valid if sent by e-mail.

**14. SEVERANCE**

14.1 If any provision of this Agreement (or part of a provision) is found by any court or administrative body of competent jurisdiction to be invalid, unenforceable or illegal, the other provisions shall remain in force.

14.2 If any invalid, unenforceable or illegal provision would be valid, enforceable or legal if some part of it were deleted, the provision shall apply with whatever modification is necessary to give effect to the commercial intention of the parties.

**15. AGREEMENT SURVIVES COMPLETION**

This Agreement (other than obligations that have already been fully performed) remains in full force after completion.

**16. NO PARTNERSHIP OR AGENCY**

This Agreement shall not create any partnership or joint venture between the parties, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party. The Recipient shall not allow itself to be held out as being part of the Council and shall not refer to the Council in any publicity without the Council's prior written approval

**17. THIRD PARTY RIGHTS**

This Agreement and the documents referred to in it are made for the benefit of the parties to them and their successors and permitted assigns, and are not intended to benefit, or be enforceable by, anyone else.

18.       **SUCCESSORS**

The rights and obligations of the parties shall continue for the benefit of and shall be binding on their respective successors and assigns.

19.       **GOVERNING LAW AND JURISDICTION**

19.1       This Agreement and any disputes or claims arising out of or in connection with its subject matter or formation (including non-contractual disputes or claims) are governed by and construed in accordance with the law of England.

19.2       The parties irrevocably agree that the courts of England have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

This Agreement has been entered into on the date stated at the beginning of it.

IN WITNESS whereof this Agreement has been duly executed as a deed and delivered the day and year first above written:

THE COMMON SEAL of THE KENT

COUNTY COUNCIL was hereunto

affixed to this Deed

in the presence of:-

.....  
Authorised Signatory

.....  
Witness Signature

.....  
Witness Name

.....  
Witness Address

.....  
Witness Occupation

THE COMMON SEAL of  
FOLKSTONE TOWN COUNCIL  
was hereunto affixed to this Deed  
in the presence of:-

.....  
Authorised Signatory

.....  
Witness Signature

.....  
Witness Name

.....  
Witness Address

.....  
Witness Occupation

#### SCHEDULE 1- ARTEFACTS

The Folkestone Museum collections include the Master Collection, around 680 other artworks and over 10,000 artefacts together with documentation and archives pertaining to the collections.

The collections were audited in partnership with Folkestone Town Council in 2014 and cover the full range of human history, including archaeology, social, military and civil history relating to Folkestone and the surrounding Shepway district council area, excluding the town and Cinque Port of Hythe.

The collections include:

**Archaeology:** over 900 artefacts, including nearly 500 from the Roman period and over 100 from the Saxon period

**Biology:** over 5000 natural history specimens including birds eggs, butterflies and shells

**Coins:** over 1000 items

**Fine art:** 680 pictorial items including paintings, drawings, photographs and posters

**Geology:** over 700 artefacts mostly minerals or elements

**Master Collection** of around 300 drawings, watercolours and albums including work by Italian Renaissance masters as well as more modern works.

**Military history:** over 200 artefacts including medals mostly relating to World War II

**Natural history:** over 1900 items including taxidermy, entomology and oology

**Social history:** over 2000 artefacts including costume, home and family, monarchy and maritime

**Zoology:** nearly 1500 artefacts mostly fossils



## COMMUNICATIONS AND MEDIA POLICY (INCLUDING SOCIAL MEDIA)

Name of governing body: Folkestone Town Council

Date on which this policy was approved by governing body: 26<sup>th</sup> April 2018

Finance & General Purposes – Minute 1206

Date at which this policy is due for review: April 2019

### INTRODUCTION

The purpose of this policy is to guide both Councillors and Officers of the Council on external communications, contact with the media and use of social media.

This policy does not seek to be either prescriptive or comprehensive but sets out to provide guidance on how to deal with some of the practical issues that may arise when dealing with external communications, media and social media.

Above everything else, a Councillor must observe Folkestone Town Council's Code of Conduct whenever he/she conducts the business of the authority, conducts the business of the office to which he/she has been elected or acts as a representative of the authority.

### TOWN CLERK AND MEMBERS OF STAFF

The Town Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council and Museum.

In the absence of the Town Clerk, media communications will be handled by the Corporate & Civic Services Officer. In the absence of both of these officers enquiries will be referred to the Mayor who will act as the spokesperson for the purposes of this element of the policy.

All communications made by the Town Clerk will relate to the stated business and day to day management of the activities or adopted policy of the Council.

The Town Clerk is not expected or authorised to speculate on matters that have not been considered by the Council.

Where such questions are put to the Town Clerk the enquirer will be referred to the Mayor or a Committee Chairman as considered appropriate.

For the purposes of Folkestone Museum, the press spokesperson should, where possible, always be the officer with the specific knowledge on the historical period, exhibition, activity or event the press have specified an interest in. In such cases where an officer from Folkestone Museum staff has received a direct request from the media, the officer must notify the Town Clerk of the request and seek permission from the Town Clerk to conduct the interview. Likewise if the Town Clerk receives press requests relating to Folkestone Museum activities, the Town Clerk will delegate the request to the appropriate officer. In cases where there is not an officer available the Town Clerk will issue a statement to the press.

No other member of staff, unless authorised by the Town Clerk, is permitted to make any statement to the media or any other public statement, on any matter affecting the Council or its business. Members of staff are governed by strict rules on impartiality and publicity and are not allowed to enter into any form of communication that supports or promotes, or may be interpreted as supporting or promoting, the political views of any councillor or group of councillors.

In support of the above no member of staff should ever, either during the course of their employment or in their private life:

- Publicise confidential information gained in the course of their employment.
- Maliciously undermine the council and its decisions by adverse or negative comments.
- Take personal issues concerning their employment to the media.
- Bring the council into disrepute by the extremity of their views.

#### **MEMBERS OF THE COUNCIL**

A Councillor must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed under confidential items on Council or Committee agendas or at any other private briefing.

A Councillor should act with integrity at all times when representing or acting on behalf of Folkestone Town Council.

When communicating to the Press and Media, Members should make clear the capacity, in which they are providing the information.

For example:

- as the Town Mayor
- as Chairman of a Committee
- as a Political Group Leader or spokesperson for a political party
- as an individual (i.e. letter to press for publication)

Never use the prefix "Councillor" when communicating with the press as an individual. This implies you are stating Council policy. A copy of any communications sent to the Press and Media by a Member, as representing the Council, must be forwarded to the Town Clerk.

Take particular care if the press or media approach you for comment on a controversial subject, and do not be led into stating something you did not really mean to say. If unsure about any particular policy, simply state "no comment" and ask the press to contact the Town Clerk.

Councillors should be aware that case law states that the role of Councillor overrides the rights to act as an individual. This means that Councillors should be extra careful about expressing individual views to the press or media, whether or not they relate to matters of Council business.

Councillors also have an obligation to respect Council policy once made and whilst it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the press.

A Councillor should not raise matters relating to the conduct or capability of an Officer at meetings held in public or before the press.

## COMMUNICATING WITH THE PRESS

When communicating with the Press verbally, members and officers should be aware of the following:

- Be calm, informed and certain of all your facts
- Ensure that when making comments on behalf of the Town Council that you are aware what Council Policy is and that your comments reflect that policy.
- Ensure that your comments and views will not bring the Council, its Councillors or officers into disrepute and ensure that comments are neither libellous nor slanderous.

## ISSUES TO BE AWARE OF

Councillors and members of staff not used to communicating with the press may be surprised when they see that statements made in all innocence look very different in print than they did when they were spoken. It is advantageous to write out a statement or position beforehand.

## MEETINGS OF COUNCIL AND COMMITTEES

Copies of Agendas, Minutes and Reports sent to Members for meetings of the Council or its Committees will be e-mailed to the Press and Media and made available online. Facilities will be provided at meetings for the Press to take notes of the proceedings.

As provided in the Council's Standing Orders both the Press and Public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion. Note: The Town Council is governed by the Public Bodies (Admission to Meetings) Act, 1960.

## PRESS RELEASES

All press releases made on behalf of the Town Council and Folkestone Museum must be prepared or approved by the Town Clerk.

The Town Clerk, in consultation with the Town Mayor, is also authorised to publish press releases on any matters where there is insufficient time for a council meeting.

## SOCIAL MEDIA

Social media is the term used for online tools, websites and interactive media that enable users to interact with each other by sharing information, opinions, knowledge and interests. This policy and guidelines cover social media issues over the internet and by email, smart phones, social networking sites, blogging, and tweeting that are directly work related or through personal use that can be directly or indirectly linked to work.

For the purposes of this policy, the term 'social media' covers sites and applications including but not restricted to Facebook, Twitter, Instagram, Flickr, YouTube, LinkedIn, blogs, discussion forums, wikis and any sites which may emerge after the creation of this policy where Folkestone Town Council or Folkestone Museum could be represented via employee participation.

Folkestone Town Council acknowledges social media as a useful tool however, clear guidelines are needed for the use of social media sites to ensure they are used effectively as part of a wider communications mix and that their use does not expose the council to security risks, reputational damage or breach the General Data Protection Regulations.

### ***Risks***

The following risks have been identified with social media use (this is not an exhaustive list):

Virus or other malware (malicious software) infection from infected sites.

Disclosure of confidential information.

Damage to the council's reputation.

Social engineering attacks (also known as 'phishing').

Bullying or witch-hunting (also known as 'trolling')

Civil or criminal action relating to breaches of legislation.

Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.

### ***Responsibilities of Members of Staff***

Members of staff, who in the course of their employment place content on behalf of Folkestone Town Council and Folkestone Museum, are personally responsible for any content published on any form of social media.

Publishing or allowing to be published (in the form of a comment) an untrue statement about a person which is damaging to their reputation may incur libel and disciplinary action. The council could also potentially be liable for the actions of our employees in these circumstances.

Social media sites are in the public domain and members of staff must ensure the reliability and be confident of the nature of the information published. Once published, content is almost impossible to control and may be manipulated without consent, used in different contexts, or further distributed. Misuse or self-promotion via social media may result in disciplinary action.

Copyright laws still apply online. Placing images or text from a copyrighted source (e.g. extracts from publications or photos) without permission is likely to breach copyright. If officers are unsure about publishing anything they must seek permission from the copyright holder in advance.

It's your own personal choice whether or not you choose to participate in any kind of social media activity in your own time – the views and opinions that you express are your own. However, as a council officer you should be aware that any information which you post about Folkestone Town Council or Folkestone Museum cannot be kept entirely separate from your working life.

### ***Responsibilities of councillors***

You are personally responsible for the content you publish on any form of social media. Publishing or allowing to be published (in the form of a comment) an untrue statement about a person which is damaging to their reputation may incur a libel action.

Social media sites are in the public domain and it is important to ensure you are confident of the nature of the information you publish. Once published, content is almost impossible to control and may be manipulated without your consent, used in different contexts, or further distributed.

Make use of stringent privacy settings if you don't want your social media to be accessed by the press or public. Read the terms of service of any social media site accessed and make sure you understand their confidentiality/privacy settings.

The council reserves the right to request the removal of any content that is deemed to be in breach of the Code of conduct for members.

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#### GENERAL

This document has been prepared as a guidance note for members of staff and elected members. It represents the policy of the Council in respect of its relationships with the Press and Media.

The policy has been prepared to ensure consistency in the Council's dealing with the Press and Media and details who is authorised to speak on behalf of the Council. It has been drafted to ensure that the views and policy of the Council are presented accurately.

In providing information to the Press and Media, members of Council and members of staff representing the Council will abide by the "Code of Recommended Practice on Local Authority Publicity" published by the Department for Communities & Local Government.

<http://www.communities.gov.uk/documents/localgovernment/pdf/1878324.pdf>

The overriding principle of this policy is that all elements of the Press and Media will be treated equally.

WARD GRANTS APPROVED BY THE TOWN CLERK  
1/12/18 to 3/1/01/19

[illegible]

**WARD GRANTS 2018/19  
SUMMARY**

NAME	WARD	BALANCE AT START (INC. B/F FROM PREV. YEAR)	AMOUNT GRANTED TO DATE	AMOUNT LEFT TO GRANT AT 10/2/19		
CILR EMILY ARNOLD	Folkestone Central	£1,632.00	£1,000.00	£632.00		
CILR ANN BERRY	Folkestone Broadmead	£924.00	£200.00	£724.00		
CILR DANNY BROOK	Folkestone Central	£2,882.00	£1,600.00	£1,282.00		
CILR JOHN COLLIER	Folkestone Cheriton	£2,482.50	£1,368.25	£1,114.25		
CILR JACKIE MEADE	East Folkestone	£2,799.00	£1,350.00	£1,449.00		
CILR PETER GANE	Folkestone Cheriton	£2,382.50	£1,368.25	£1,014.25		
CILR CLAIRE JEFFREY	East Folkestone	£1,455.00	£1,455.00	£0.00		
CILR MARY LAWES	Folkestone Harbour	£1,082.00	£1,082.00	£0.00		
CILR NEIL JONES	East Folkestone	£2,895.00	£1,588.00	£1,297.00		
CILR DAVID MONK	Folkestone Central	£1,154.00	£0.00	£1,154.00		
CILR CAROL SACRE	East Folkestone	£4,649.00	£0.00	£4,649.00		
CILR MARTIN SALMON	Folkestone North East	£1,003.00	£1,003.00	£0.00		
CILR RICHARD THEOBALD	Folkestone Central	£1,842.00	£1,250.00	£392.00		
CILR RICHARD WALLACE	Folkestone Broadmead	£1,944.00	£1,944.00	£0.00		
CILR SUE WALLACE	Folkestone Harbour	£1,596.00	£200.00	£1,396.00		
CILR PATRICIA WEST	Folkestone Cheriton	£2,432.50	£1,368.25	£1,064.25		
CILR ROGER WEST	Folkestone Cheriton	£2,482.50	£1,368.25	£1,114.25		
CILR ROOCCA WHEELER	Folkestone Harvey West	£853.00	£36.00	£817.00		
<b>TOTAL</b>		<b>£36,280.00</b>	<b>£18,181.00</b>	<b>£18,099.00</b>		
<b>Ward Grants Budget 2018/19</b>	<b>£19,800</b>					
<b>Ward Grants based on the following:</b>	<b>Electorate</b>	<b>Per Ward</b>	<b>No. of Cllrs</b>	<b>Amount Per Cllr</b>	<b>Say</b>	<b>Total Per Ward</b>
Broadmead	3,141	£1,849	2	£924.26	£924	£1,848
Central	7,845	£4,617	4	£1,154.23	£1,154	£4,616
Cheriton	8,711	£5,127	4	£1,281.64	£1,282	£5,128
East Folkestone	8,371	£4,926	4	£1,231.61	£1,232	£4,928
Harbour	3,690	£2,166	2	£1,082.87	£1,082	£2,164
Harvey West	787	£463	1	£463.16	£463	£463
North East	1,109	£653	1	£652.66	£653	£653
<b>Total</b>	<b>33,644</b>	<b>£19,800</b>	<b>18</b>			<b>£19,800</b>