

Folkestone Town Council



The Town Hall,
1-2 Guildhall Street,
Folkestone,
Kent, CT20 1DY
Telephone: (01303) 257946
www.folkestonetc.kentparishes.gov.uk

Date of Publication: 19 April 2019

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 25 April 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

- 1) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 21 February 2019 and to authorise the Chairman of the Committee to sign them as a correct record.
- 2) To receive and note the Minutes of the meetings of the Personnel Sub Committee held on 27 September 2018, 21 February 2019 and 8 March 2019.

4. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 February 2019 and 31 March 2019.

5. BUDGET MONITORING STATEMENT 2018/19

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

6. SECURITY

The Town Clerk will speak regarding recent security issues in the Town Hall.

7. MEMORIAL, SOUTH STREET

The Committee is asked to consider a request from the public to restore the memorial at South Street. A quotation has been obtained and is attached.

8. AIR DISPLAY

The Town Clerk is seeking the Committee's approval to sign the attached grant agreement for the provision of the 2019 Air Display.

9. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

Community Services Committee 2 April 2019

CCTV – Cheriton High Street

Report CS/19/246 (attached) was presented to the Community Services Committee on 2 April. It was resolved that 'the committee recommends to the Finance & General Purposes Committee that sufficient budget is released from Council's CCTV Reserve to extend the Public Realm CCTV into Cheriton High Street'.

10. WARD GRANTS

For the Committee's information, attached is a list of ward grants approved by the Town Clerk from 1 February 2019 to 31 March 2019.

11. DATE OF NEXT MEETING

Thursday, 14 June 2018

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, 21 February 2019 at 7.00 p.m.

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

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

1255. APOLOGIES FOR ABSENCE

Apologies were received from Councillor J Meade.

1256. DECLARATIONS OF INTEREST

There were no declarations of interest.

1257. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 13 December 2018.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 13 December 2018 be received and signed as a correct record.

Proposed: Councillor P Gane

Seconded: Councillor R Theobald

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

1258. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 December 2018 to 31 January 2019.

RESOLVED: That landscape documents be stapled at the top left hand corner.

Proposed: Councillor D Monk

Seconded: Councillor R Theobald

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

RESOLVED: That the Schedule of Payments for the period 1 December 2018 to 31 January 2019 be approved.

Proposed: Councillor R Theobald

Seconded: Councillor P Gane

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

1259. BUDGET MONITORING STATEMENT 2018/19

The budget monitoring statement to 30 November 2018 was received by the Committee. It was requested that a summary showing the position of each cost centre be added to the end of the document in future.

RESOLVED: That the Budget Monitoring Statement to 31 January 2019 be approved.

Proposed: Councillor R Theobald

Seconded: Councillor N Jones

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

1260. APPOINTMENT OF INTERNAL AUDITOR

The Committee was asked to consider the appointment of a suitably qualified internal auditor for 2018/19. It was requested that the Town Clerk write to KALC asking them to expand the list of prospective auditors for next year.

RESOLVED: That David Buckett be appointed as internal auditor for 2018/19.

Proposed: Councillor M Salmon

Seconded: Councillor P Gane

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

1261. GIFTING AGREEMENT

The Town Clerk requested the Committee's approval to sign the agreement for Kent County Council's gifting of the Folkestone Collection to Folkestone Town Council.

RESOLVED: That the Town Clerk be granted permission to sign the gifting agreement on behalf of the Town Council.

Proposed: Councillor P Gane

Seconded: Councillor M Salmon

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

1262. COMMUNICATIONS AND MEDIA POLICY

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

RESOLVED: That the Communications and Media Policy be approved.

Proposed: Councillor M Salmon

Seconded: Councillor N Jones

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

1263. WARD GRANTS

A list of ward grants approved by the Town Clerk from 1 December 2018 to 31 January 2019 was provided for the Committee's information and duly noted.

1264. WARD GRANT BALANCES 2018/19

A list of ward grant balances available to each Councillor at 10 February 2019 was provided for the Committee's information and duly noted.

1265. DATE OF NEXT MEETING

Thursday, 25 April 2019

Chairman.....

Date.....

SCHEDULE OF PAYMENTS
1/2/19-31/3/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
06/02/2019	Old Harveians Association	104702	4255	103	£24.00	Civic Event 23/3/19
08/02/2019	Harmer & Sons Ltd	E01901	4501	201	£580.00	Balancing Pond Maintenance
			4620	201	£455.00	Qly Storage Fees
08/02/2019	Hotline Group Ltd	E01902	4880	301	£1,714.95	2,500 Bags re. Christmas Event
08/02/2019	Red Eagle Ltd	E01903	4005	101	£323.52	Reception Cover w/c 14/1/19
08/02/2019	Robert Winstanley & Co Ltd	E01904	4501	201	£140.00	Repairs to Cinema Window
08/02/2019	Shred Station	E01905	4615	201	£50.00	Confidential Waste Collection
08/02/2019	Caboodle Office Supplies	E01906	4617	201	£31.62	Sundries
08/02/2019	G.Perkola	E01907	5042	402	£265.25	Translation re. Tull Symposium
08/02/2019	Randolph Matthews	E01908	5040	402	£385.00	W.Tull Workshops 23/1/19
08/02/2019	Right Guard Security UK Ltd	E01909	4895	301	£276.00	Security Officer - Jan 2019
08/02/2019	Red Eagle Ltd	E01910	4005	101	£323.52	Reception Cover w/c 21/1/19
08/02/2019	P.V.Vasili	E01911	5042	402	£52.95	Author's Travel re. Tull Symposium
08/02/2019	Leon Mann Ltd	E01912	5042	402	£45.00	Journalist's Travel re. Tull Symposium
08/02/2019	Ashford BC Collection Account	E01913	4904	301	£6,250.00	CCTV Monitoring Jan-Mar 2019
08/02/2019	Harmer & Sons Ltd	E01914	4501	201	£370.00	Rat Bait 2018/19 OTH
			4504	301	£370.00	Rat Bait 2018/19 PFR
08/02/2019	Clean Routine	E01915	4509	201	£1,490.00	Office Cleaning Dec '18-Jan '19
08/02/2019	Mayoress of Folk's Ch'ty Fund	E01916	4255	103	£50.00	Civic Event 8/2/19
08/02/2019	H.J.Holmes	E01917	5042	402	£68.55	Travel re. Tull Symposium
11/02/2019	HM Courts & Tribunals Service	104703	4001	101	£90.00	Salary Ded'n re. Court Order
11/02/2019	Standard Life Assurance Co.	104704	4001	101	£750.00	AVC Pension - Feb 2019
11/02/2019	R.Wallace	104705	4255	103	£319.56	Travel/Exps DTM French Visit
19/02/2019	Daisy Communications	DD190219	4026	101	£249.63	Telephone Services - Jan 2019
19/02/2019	RBS PLC Mentor Services	DD190219	4006	101	£67.00	Health & Safety Management
20/02/2019	Dover Town Council	104706	4255	103	£10.00	Civic Event 9/3/19
21/02/2019	SSE Hydro-Electric	DD210219	4903	301	£4.48	Elect. to Phone Box - Jan 2019
22/02/2019	Still HR Ltd	E01918	4713	401	£345.00	Mediation Review 5/2/19
22/02/2019	Red Eagle Ltd	E01919	4005	101	£323.52	Reception Cover w/c 28/1/19
22/02/2019	Mayor of Deal Civic Charity	E01920	4255	103	£40.00	Civic Event 5/3/19
22/02/2019	Mayor of New Romney Ch'ty Acct	E01921	4255	103	£79.00	International Women's Day

SCHEDULE OF PAYMENTS
1/2/19-31/3/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
22/02/2019	Hawkinge Town Council	E01922	4255	103	£20.00	Civic Event 23/3/19
22/02/2019	ADM Computer Services Ltd	E01923	4060	101	£3,676.00	Sophos Licence/Installation
22/02/2019	Strange Cargo	E01924	4875	301	£2,000.00	Ward Grant 8/2/19
22/02/2019	United Response	E01925	4875	301	£1,000.00	Ward Grant 8/2/19
22/02/2019	Go Folkestone Action Group	E01926	4875	301	£750.00	Ward Grant 8/2/19
22/02/2019	EKC Group	E01927	4184	103	£56.67	Catering re. Holocaust Memorial
22/02/2019	HM Revenue & Customs	E01928	4001	101	£5,997.89	PAYE/N.I. - Feb 2019
22/02/2019	Charlton Athletic Comm. Trust	E01929	4881	301	£660.00	Officiating Clhrs Cup 2018
22/02/2019	Caboodle Office Supplies	E01930	4022	101	£26.92	Stationery
22/02/2019	J.Buchman	E01931	5042	402	£30.90	Reimb. E.Finlayson Accommodation (re. Tull)
22/02/2019	Initial	E01932	4501	201	£75.00	Sanitary Bin Collection
22/02/2019	F.Hinds	E01933	4170	103	£49.88	Various Engraving
22/02/2019	Red Eagle Ltd	E01934	4005	101	£404.40	Reception Cover w/c 4/2/19
22/02/2019	ADM Computer Services Ltd	E01935	4060	101	£962.25	Qty Remote/hardware Support
22/02/2019	Folkestone Sports Centre	E01936	4875	301	£500.00	Ward Grant 14/2/19
22/02/2019	Salvation Army	E01937	4875	301	£800.00	Ward Grant 18/2/19
25/02/2019	Various	BP250219	4001	101	£16,647.08	Salaries - Feb 2019
25/02/2019	KCC re. Kent Pension Fund	BP250219	4001	101	£5,658.05	Pension Contribs - Feb 2019
25/02/2019	Folk & Hythe DC	BP250919	4001	101	£288.12	Salary Dedn re. Council Tax
25/02/2019	SSE Hydro-Electric	DD250219	4615	201	£512.54	Electricity OTH - Jan 2019
05/03/2019	Veolia ES (UK) Ltd	DD050319	4615	201	£69.48	Waste Collection - Jan 2019
12/03/2019	FHOS	104707	4255	103	£24.00	Civic Event 16/3/19
12/03/2019	HM Courts & Tribunals Service	104708	4001	101	£90.00	Salary Dedn re. Court Order
12/03/2019	Standard Life Assurance Co.	104709	4001	101	£750.00	AVC Pension - March 2019
12/03/2019	Caboodle Office Supplies	E01938	4022	101	£6.98	Stationery
12/03/2019	Mayoress of Folk's Ch'ty Fund	E01939	4255	103	£75.00	Civic Event 21/3/19
12/03/2019	G.Wilson	E01940	5030	402	£18.00	Reimb. re. Workshop Items
12/03/2019	KW Pawsey	E01941	5042	402	£108.00	Gallery Exhibition Preparation
12/03/2019	Raga Gibreel	E01942	5040	402	£90.00	Interpreting at Tull Symposium

SCHEDULE OF PAYMENTS
1/2/19-31/3/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
12/03/2019	Harmer & Sons Ltd	E01943	4879	301	£930.00	Removal of Christmas Lights
			4504	301	£30.00	Grass-Cutting PFR 19/2/19
			4505	301	£30.00	Grass-Cutting TKL 19/2/19
12/03/2019	Red Eagle Ltd	E01944	4005	101	£404.40	Reception Cover w/c 11/2/19
12/03/2019	Purchase Power	E01945	4025	101	£258.00	Franking Machine Top-Up
12/03/2019	Clean Routine	E01946	4509	201	£913.00	Office Cleaning - Feb 2019
12/03/2019	Entec Access Systems Ltd	E01947	4501	201	£125.00	Call-out re. Entrance Doors
12/03/2019	FairFX	E01948	4617	201	£29.99	Kitchen Rolls
			4879	301	£20.00	Cheriton Road Closure
			4879	301	£189.99	Gifts re. Christmas Event
			4255	103	£3.50	Gift Boxes re. Gurkhas
			4255	103	£29.76	Gift Boxes re. Gurkhas
			5030	402	£2.69	Glue re. Workshops
			4501	201	£5.50	Garage Keys
			4022	101	£4.47	Stationery
			4170	103	£14.95	Black Tablecloth
			4170	103	£184.80	Royal Photographs
			5030	402	£5.10	Glue re. Workshops
			4170	103	£29.90	Black Ties
			4617	201	£19.92	Sundries
			5007	402	£34.99	Folk Arts Society Subscription
			5043	402	£81.94	Victorian Clothing
			5043	402	£13.33	Victorian Clothing
			4184	103	£26.30	Various re. Holocaust Event
			4255	103	£15.69	Tartan Ribbon re. Burns Night
			4617	201	£28.40	Jumbo Toilet Rolls
			5041	402	£12.79	Refreshments re. Tull Symposium
			4255	103	£17.19	Tartan Ribbon re. Burns Night
			5030	402	£8.10	Mats re. Museum
			5041	402	£8.00	Various re. Tull Symposium
			5041	402	£24.75	Refreshments re. Tull Symposium

SCHEDULE OF PAYMENTS
1/2/19-31/3/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
			5030	402	£4.25	Bags re. Reception
			5030	402	£2.88	Bags re. Reception
			5010	402	£16.14	Thermometers x 6
			5030	402	£6.95	Glue re. Workshops
			4617	201	£10.00	Sundries
			5010	402	£25.01	Various Items re. Museum
			5041	402	£54.73	WW1 Stamps re. Tull Symposium
			5043	402	£57.78	Mosaic re. Workshops
			5030	402	£40.00	Various Items re. Workshops
			5030	402	£8.99	Pebbles re. Workshops
			5030	402	£18.10	Paint Pens re. Workshops
			5030	402	£20.94	Paint Pens re. Workshops
			5030	402	£25.00	Large Stones re. Workshops
			5030	402	£9.98	Pebbles re. Workshops
			4501	201	£71.99	Paint
			5042	402	£28.88	Labels re. Exhibition
			4006	101	£185.12	Mailchimp Training
12/03/2019	J.Childs	E01949	5042	402	£131.10	Refreshments re. Exhibition
			4080	101	£6.50	Car Parking Dover 14/2/19
12/03/2019	L.Todd	E01950	5042	402	£630.00	Catering re. Exhibition Launch
12/03/2019	Luben	E01951	5041	402	£125.00	Pizzas re. W.Tull Symposium
12/03/2019	Red Eagle Ltd	E01952	4005	101	£498.76	Reception Cover w/c 18/2/19
12/03/2019	Gartec Ltd	E01953	4501	201	£451.50	Service Contract re. OTH Lift
12/03/2019	Metroline Security Ltd	E01954	4501	201	£85.00	Replacement of Sensor
12/03/2019	Right Guard Security UK Ltd	E01955	4895	301	£276.00	Security Officer - Feb 2019
12/03/2019	ADM Computer Services Ltd	E01956	4060	101	£858.00	Qty Back-Up & Office 365
12/03/2019	Edgar's Water	E01957	4617	201	£140.25	Qty Rent Water Boiler/Cooler
12/03/2019	Norton Technical Maintenance	E01958	4501	201	£745.70	Replace Filters in Plant Room
12/03/2019	ClearView Communications Ltd	E01959	4905	301	£449.00	CCTV Maintenance
12/03/2019	Affinity For Business	E01960	4505	301	£137.15	Water TKL Aug '18-Feb '19

SCHEDULE OF PAYMENTS
1/2/19-31/3/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
12/03/2019	Caboodle Office Supplies	E01961	4617	201	£117.37	Sundries
			4022	101	£104.50	Stationery
18/03/2019	SSE Hydro-Electric	DD180319	4615	201	£380.26	Gas OTH - Nov '18-Feb '19
19/03/2019	Daisy Communications	DD190319	4026	101	£223.14	Telephone Services - Feb 2019
19/03/2019	RBS PLC Mentor Services	DD190319	4006	101	£67.00	Health & Safety Management
19/03/2019	Oh Crumbs	E01962	4255	103	£265.00	Catering re. Presentation 18/3/19
			5090	402	£225.00	Catering re. KCC Gifting 22/3/19
21/03/2019	SSE Hydro-Electric	DD210319	4903	301	£4.35	Elect to Phone Box - Feb 2019
22/03/2019	M. of Faversham's Ch'ty Fund	104710	4255	103	£15.00	Civic Event 22/3/19 (Driver's Ticket)
25/03/2019	Various	BP250319	4001	101	£14,779.41	Salaries - Mar 2019
25/03/2019	Folk & Hythe DC	BP250319	4001	101	£272.67	Salary Dedn re. Council Tax
25/03/2019	KCC re. Kent Pension Fund	BP250319	4001	101	£5,035.39	Pension Contribs - Mar 2019
25/03/2019	SSE Hydro-Electric	DD250319	4615	201	£382.26	Electricity OTH - Feb 2019
25/03/2019	Leppard Cleaning	SO250319	4509	201	£653.00	Office Cleaning - Mar 2019
26/03/2019	I.Bishop	E01963	4103	101	£28.05	Various Reimbursements
			4080	101	£4.60	Various Reimbursements
			4011	103	£10.00	Various Reimbursements
			4504	301	£10.00	Various Reimbursements
26/03/2019	Payroll Service (UK) Ltd	E01964	4712	101	£112.30	Payroll Services Jan Mar 2019
26/03/2019	ADM Computer Services Ltd	E01965	4060	101	£140.00	IT Cabling
26/03/2019	ClearView Communications Ltd	E01966	4905	301	£449.00	CCTV Maintenance
26/03/2019	Millennium Quest Ltd	E01967	4879	301	£780.00	Various re. Christmas Lights
26/03/2019	Red Eagle Ltd	E01968	4005	101	£404.40	Reception Cover 25/2/19
26/03/2019	Hob Mechanical Services Ltd	E01969	4501	201	£2,924.51	Replacement of Compressor
26/03/2019	Battle of Britain Mem'l Trust	E01970	4255	103	£60.00	Civic Event 11/4/19
26/03/2019	Harner & Sons Ltd	E01971	4505	301	£577.50	Inst. of Marker Posts TKL
26/03/2019	London League Publications	E01972	5035	402	£269.10	30 x W.Tull Books
26/03/2019	Angels Allstars	E01973	4875	301	£300.00	Ward Grant 11/3/19
26/03/2019	HM Revenue & Customs	E01974	4001	101	£5,238.71	PAYE/N.I. - March 2019
26/03/2019	Folk & Hythe DC	E01975	4878	301	£440.00	Flowerbeds - Radnor Park
26/03/2019	Folk & Hythe DC	E01976	4183	103	£333.33	W.Harvey Day Refreshments

SCHEDULE OF PAYMENTS
1/2/19-31/3/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
26/03/2019	EJ Finlayson	E01977	5042	402	£97.70	Expenses re Collection of Tull Archive
26/03/2019	Millennium Quest Ltd	E01978	4879	301	£8,339.00	Inst. of Xmas Lights
26/03/2019	Red Eagle Ltd	E01979	4005	101	£404.40	Reception Cover w/c 4/3/19
26/03/2019	Folk & Hythe DC	E01980	4878	301	£30,571.09	Flowerbed Maint. 2018/19
26/03/2019	Folkestone Pride	E01981	4875	301	£400.00	Ward Grant 12/3/19
26/03/2019	Salvation Army	E01982	4875	301	£849.00	Ward Grant 15/3/19
26/03/2019	Aimee Margott	E01983	4875	301	£300.00	Ward Grant 15/3/19
26/03/2019	Living Words Arts	E01984	4875	301	£300.00	Ward Grant 15/3/19
26/03/2019	Shepway Citizens Advice Bureau	E01985	4875	301	£1,000.00	Ward Grant 15/3/19
26/03/2019	Wood Avenue Community Assn	E01986	4875	301	£650.00	Ward Grant 15/3/19
26/03/2019	Folk Arrows Wheelchair Basketb	E01987	4875	301	£550.00	Ward Grant 15/3/19
27/03/2019	Folk & Hythe DC	E01988	4875	301	£2,000.00	Ward Grant 15/3/19
27/03/2019	Folkestone Fringe	E01989	4875	301	£938.00	Ward Grant 15/3/19
27/03/2019	Folkestone Festivals	E01990	4875	301	£496.00	Ward Grant 15/3/19
27/03/2019	Little Acorns	E01991	4875	301	£300.00	Ward Grant 15/3/19
27/03/2019	Harbour Ward Residents Assn	E01992	4875	301	£300.00	Ward Grant 15/3/19
27/03/2019	Folkestone Pride	E01993	4875	301	£591.00	Ward Grant 15/3/19
27/03/2019	Hythe Life Magazine Co.	E01994	4259	103	£203.00	AFD Advertisements
27/03/2019	AA Media Ltd	E01995	4895	301	£266.68	Assessment Services - Tourism
27/03/2019	Folk Leas Lift Company CIC	E01996	4875	301	£591.00	Ward Grant 18/3/19
28/03/2019	Veolia ES (UK) Ltd	DD280319	4615	201	£96.34	Waste Management - Feb 2019
29/03/2019	Public Works Loans Board	DD290319	4603	201	£10,808.34	Loan Repayment - Capital
			4604	201	£8,842.36	Loan Repayment - Interest
29/03/2019	Global Payments	TR290319	4717	401	£356.96	Card Receipts Fees - 2nd Half Year

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2018/2019																						TOTAL TRANSFERS		
CODE	ACTUALS		ORIGINAL		VIREMENTS	REVISED		ACTUALS		BUDGET		VARIANCE	BUDGET		REMAINING	TO/ (FROM)		RESERVE	RESERVE					
	2017/2018	2018/2019	2018/2019	2018/2019		2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019		2018/2019	2018/2019		2018/2019	2018/2019			2018/2019	2018/2019	2018/2019	2018/2019	
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£					
101	ADMINISTRATION																							
4001	324,715		371,200			371,200		360,871		371,200		-10,329		10,329										
4005	0		0			0		12,300		0		12,300		-12,300										
4006	1,640		3,000			3,000		1,986		3,000		-1,014		1,014										
4008	0		0			0		0		0		0		0										
4009	520		0			0		0		0		0		0										
4010	1,194		2,000			2,000		351		2,000		-1,649		1,649										
4012	0		0			0		0		0		0		0										
4013	283		500			500		326		500		-174		174										
4021	200		500			500		0		500		-500		500										
4022	636		1,000			1,000		922		1,000		-78		78										
4024	1,680		1,600			1,600		1,913		1,600		313		-313										
4025	648		1,800			1,800		1,568		1,800		-232		232										
4026	2,790		2,650			2,650		2,942		2,650		292		-292										
4060	26,487		6,250			6,250		19,486		6,250		13,236		-13,236		-9,204	340							
4070	234		260			260		238		260		-22		22										
4071	250		250			250		310		250		60		-60										
4072	456		460			460		469		460		9		-9										
4073	1,973		2,050			2,050		1,976		2,050		-74		74										
4080	93		200			200		206		200		6		-6										
4103	149		250			250		143		250		-107		107										
4104	1,369		1,500			1,500		1,641		1,500		141		-141										
4105	0		100			100		0		100		-100		100										
4712	524		550			550		551		550		1		-1										
4720	-4,300		-4,100			-4,100		-4,103		-4,100		-3		3										
	361,541		392,020		0	392,020		404,096		392,020		12,076		-12,076										
1190	-354		-100			-100		-2,170		-100		-2,070		2,070										
1199	-1,000		0			0		-128		0		-128		128										
	-1,354		-100		0	-100		-2,298		-100		-2,198		2,198										
	360,187		391,920		0	391,920		401,798		391,920		9,878		-9,878										
102	DEMOCRATIC COSTS																							
4007	285		500			500		0		500		-500		500										
4081	30		100			100		0		100		-100		100										
4950	11,766		0			0		0		0		0		0										
4951			10,200		0	10,200		10,200		0		-10,200		10,200		10,200		386						
	12,081		10,800		0	10,800		0		10,800		-10,800		10,800		10,800								

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2018/2019											
CODE		ACTUALS 2017/2018	ORIGINAL BUDGET 2018/2019	VIREMENTS 2018/2019	REVISED BUDGET 2018/2019	ACTUALS TO 31 MAR 2018/2019	BUDGET TO 31 MAR 2018/2019	VARIANCE TO 31 MAR 2018/2019	TOTAL BUDGET REMAINING 2018/2019	TRANSFERS TO/(FROM)	RESERVE CODE(S)
103	MAYORALTY										
4011	CLOTHING & UNIFORMS	245	600		600	33	600	-567	567		
4170	REGALIA - NEW	987	1,000		1,000	454	1,000	-546	546		
4171	REGALIA - REPAIR & MAINT.	223	400		400	190	400	-210	210		
4180	MAYOR'S INSTALLATION (Annual Meeting)	840	1,100		1,100	822	1,100	-278	278		
4181	REMEMBRANCE SUNDAY	1,362	1,400		1,400	1,544	1,400	144	-144		
4182	CANADA DAY	2,056	2,300		2,300	2,453	2,300	153	-153		
4183	WILLIAM HARVEY COMMEMORATION	513	600		600	958	600	358	-358		499
4184	HOLOCAUST DAY	292	300		300	319	300	19	-19		
4185	CINQUE PORT WARDEN	0	100		100	0	100	-100	100		
4249	COVER FOR CIVIC DRIVER	0	1,000		1,000	165	1,000	-835	835		
4250	FUEL FOR CIVIC VEHICLE	438	500		500	448	500	-52	52		
4251	MTCE/SERVICE/REPAIRS - EXTERNAL	170	150		150	12	150	-138	138		
4252	CAR INSURANCE	450	700		700	700	700	0	0		
4253	CIVIC VEHICLE - GEN. CONTRIBS.	3,053	3,100		3,100	2,927	3,100	-173	173		
4255	MAYOR'S EXPENSES MAY-MAR	5,281	5,490		5,490	4,694	5,490	-796	796		
4256	MAYOR'S EXPENSES APR-MAY	982	1,100		1,100	389	1,100	-711	711		
4257	FOLK ETAPLES REMEMBRANCE EVENTS	0	0		0	0	0	0	0		
4258	MISCELLANEOUS EVENTS (MAYORALTY)	772	6,000		6,000	11,991	6,000	5,991	-5,991	-7,120	340
4259	ARMED FORCES DAY	11,780	3,800		3,800	20,838	3,800	17,038	-17,038	-17,038	387
4260	BURMA STAR (VJ DAY)	480	480		480	540	480	60	-60		
4261	NORMANDY VETERANS	220	300		300	337	300	37	-37		
	TOTAL MAYORALTY EXPENDITURE	30,144	30,420	0	30,420	49,814	30,420	19,394	-19,394		
1005	OTHER INCOME (MAYORALTY)	-14,923	0		0	-22,495	0	-22,495	22,495	22,260	387
	TOTAL MAYORALTY INCOME	-14,923	0	0	0	-22,495	0	-22,495	22,495		
	NET MAYORALTY EXPENDITURE/INCOME	15,221	30,420	0	30,420	27,319	30,420	-3,101	3,101		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2018/2019										TOTAL TRANSFERS			
			ORIGINAL	VIREMENTS	REVISED	ACTUALS	BUDGET	VARIANCE		BUDGET	TO(FROM)		
CODE		ACTUALS	BUDGET	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019		2018/2019	RESERVES	FOR INFO.	RESERVE
		2017/2018	2018/2019										CODE(S)
201	PREMISES												
4501	BUILDING REPS/MAINT	4,617	14,000		14,000	13,380	14,000	-620		620			
4509	CLEANING	7,944	8,000		8,000	9,771	8,000	1,771		-1,771			
4601	RENT	0	0		0	0	0	0		0			
4602	RATES	20,062	21,000		21,000	20,520	21,000	-480		480			
4603	PWLB CAPITAL REPAYMENTS	20,364	19,500		19,500	21,361	19,500	1,861		-1,861			
4604	PWLB INTEREST REPAYMENTS	18,938	19,800		19,800	17,940	19,800	-1,860		1,860			
4615	SERVICES, HEATING & LIGHTING	9,524	8,000		8,000	8,430	8,000	430		-430			
4616	MOVING COSTS	0	0		0	0	0	0		0			
4617	SUNDRIES	3,021	4,000		4,000	1,710	4,000	-2,290		2,290			
4620	HIRE OF FACILITIES (inc. Garage)	4,639	4,500		4,500	6,325	4,500	1,825		-1,825			
	TOTAL PREMISES EXPENDITURE	89,109	98,800	0	98,800	99,437	98,800	637		-637			
1010	RENTAL INCOME	-16,070	-15,400		-15,400	-15,765	-15,400	-365		365			
1020	PWLB INCOME	0	0		0	0	0	0		0			
	TOTAL PREMISES INCOME	-16,070	-15,400	0	-15,400	-15,765	-15,400	-365		365			
	NET PREMISES EXPENDITURE/INCOME	73,039	83,400	0	83,400	83,672	83,400	272		-272			
301	SERVICES												
4030	NEWSLETTERS	20	500		500	0	500	-500		500			
4031	MISCELLANEOUS INSURANCES (inc. Heritage)	8,722	9,700		9,700	9,020	9,700	-680		680			
4503	ALLOTMENTS - ADMINISTRATION	4,300	4,100		4,100	4,103	4,100	3		-3			
4504	ALLOTMENTS - PFR MAINTENANCE	2,154	3,000		3,000	3,023	3,000	23		-23			
4505	ALLOTMENTS - TKL MAINTENANCE	3,865	3,000		3,000	2,418	3,000	-582		582			
4840	MAINTENANCE OF BEACON	25	250		250	25	250	-225		225			
4850	LOCAL PROJECTS	0	3,500		3,500	69	3,500	-3,431		3,431			
4851	NOTICE BOARDS	0	2,000		2,000	0	2,000	-2,000		2,000			
4875	WARD GRANTS	19,800	19,800		19,800	26,379	19,800	6,579		-6,579			
4876	TOWN GRANTS	34,216	35,000		35,000	29,800	35,000	-5,200		5,200			
4878	PARKS, GARDENS & RECS - FLOWERBEDS	35,795	31,500		31,500	36,515	31,500	5,015		-5,015			
4879	CHRISTMAS LIGHTING	59,163	51,000		51,000	82,336	51,000	31,336		-31,336			
4880	CHRISTMAS FESTIVITIES	12,756	12,000		12,000	15,626	12,000	3,626		-3,626			
4881	YOUTH FACILITIES	7,479	11,600		11,600	7,315	11,600	-4,285		4,285			
4884	PARKS, GARDENS & RECS - TREES	10,000	10,000		10,000	8,938	10,000	-1,062		1,062			
4890	PARK BENCHES	-28	200		200	0	200	-200		200			
4891	LITTER/SALT BINS, BOLLARDS & RAILINGS	1,316	4,000		4,000	0	4,000	-4,000		4,000			
4895	TOURIST INFORMATION	5,387	10,000		10,000	6,698	10,000	-3,302		3,302			
4900	MAINTENANCE OF PUBLIC CLOCKS	0	500		500	0	500	-500		500			
4901	MAINTENANCE OF MEMORIALS	1,000	6,000		6,000	7,624	6,000	1,624		-1,624			
4903	TELEPHONE BOX	184	150		150	57	150	-93		93			
4904	CCTV MONITORING	28,920	27,000		27,000	25,300	27,000	-1,700		1,700			
4905	CCTV MAINTENANCE	27,129	9,000		9,000	15,658	9,000	6,658		-6,658			403
4999	CONTINGENCY	914	5,000		5,000	4,873	5,000	-127		127			
	TOTAL SERVICES EXPENDITURE	263,117	258,800	0	258,800	285,777	258,800	26,977		-26,977			

RESERVES & PROVISIONS AT 31 MARCH 2019				
		BALANCE	BALANCE	
CODE		AT 1/4/18	AT 31/3/19	
		£	£	
310	GENERAL FUND	130,082	130,082	
330	BALANCING POND MAINT. RESERVE	40	40	
340	NEW SERVICES RESERVE	104,719	78,395	
350	TREE PLANTING RESERVE	273	7,390	<i>NOTE 1</i>
362	MUSEUM/HERITAGE RESERVE	204,012	190,344	
363	TOURISM RESERVE	4,735	4,735	
383	WARD GRANTS RESERVE	16,480	1,386	
385	TOWN GRANTS RESERVE	0	2,700	
386	FTC ELECTIONS	8,634	18,834	
387	ARMED FORCES' DAY RESERVE	6,813	12,035	<i>NOTE 2</i>
390	SALT BINS	6,313	6,313	
391	FLOWERBEDS	0	4	
392	LEAS FLOWER POWER	49	2,549	<i>NOTE 3</i>
393	ANTI-LITTER CAMPAIGN	2,000	2,000	
403	CCTV EQUIPMENT	60,127	53,470	
404	CHRISTMAS EVENTS	0	0	
405	CHRISTMAS LIGHTS	0	4,731	<i>NOTE 4</i>
499	PROVISION FOR OUTSTANDING INVOICES	6,470	6,136	
TOTAL		550,747	521,144	
<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 De Haan, £7,460 from Ministry of Defence, £9,800 from Big Lottery Fund</i>				
<i>NOTE 3: Includes £5,504 from Folkestone Flower Power</i>				
<i>NOTE 4: Includes £5,700 re. Sandgate Rd lights, £5,537 re. Cheriton lights</i>				



SHOWROOM:
137 Church Road,
Willesborough, Ashford,
Kent TN24 0JQ
Tel: 01233 630600



**OFFICE, WORKSHOP
& SHOWROOM:**
3-5 Frith Road, Dover,
Kent CT16 2PT
Tel: 01304 206379

Mrs T Brenchley
Folkestone Town Council
The Town Hall
1-2 Guildhall Street
Folkestone
Kent
CT20 1DY

21/03/2019



Quote No 10858 STATUE

Dear Mrs Brenchley,

Ref: South Street, Folkestone Memorial

Thank you for your recent enquiry and we now have pleasure in submitting our quotation for the works requested. Details of the work and proposed inscription, if any, are given below. We await your further instructions.

Assuring you of our best attention at all times.

Yours sincerely

I R SPENCER
Cleverley & Spencer



DETAILS OF WORK TO BE DONE

To remove all paint from cast plaque and repaint	£120.00
To clean all surfaces of stone surround to plaque	£45.00
To repaint 251 existing letters at £0.85p per letter	£213.35



British Register of Accredited
Memorial Masons
Accredited Company 00059



MEMORIAL AWARENESS
BOARD



THE NATIONAL
ASSOCIATION OF
MASTER LETTER
CARVERS

Total Cost of Memorial	£378.35
VAT	£75.67
Plus Burial Authority Fees	£0.00
Total Cost	£454.02

—CREATORS OF VERY FINE MEMORIALS IN MARBLE, STONE & GRANITE—
Website: www.clevspen.co.uk • E-mail: enquiry@clevspen.co.uk

BROWN

MAYOR

1939

THIS SHELTER WAS ERRECTED IN A
SMOKING AND SEISMICAL AREA DESTROYED
IN BOMBING AND SHELTERING DURING THE
SECOND WORLD WAR AND IN THE GREAT WAR
WAS A CITY TOWN FOR LORD MAYOR
OF LONDON'S ARE ALSO DISTRESS FUND AND
BROWN'S CIVIL DURING THE WAR BY THE
BROWN'S NEW FLEAND AND LONDON

DATED

2019

GRANT AGREEMENT

FOR THE PROVISION OF THE RAF AIR DISPLAY

Between

THE DISTRICT COUNCIL OF FOLKESTONE AND HYTHE

and

THE FOLKESTONE TOWN COUNCIL

Legal Services
The District Council of Folkestone and Hythe
Civic Centre,
Castle Hill Avenue
Folkestone,
Kent CT20 2QY

© The District Council of Folkestone and Hythe 2019

CONTENTS

CLAUSE

1.	Definitions	1
2.	Purpose of Grant	2
3.	Payment of Grant	3
4.	Use of Grant	3
5.	Accounts and records	4
6.	Monitoring and reporting	4
7.	Acknowledgment and publicity	5
8.	Intellectual Property Rights	6
9.	Confidentiality	6
10.	Freedom of information	7
11.	Data protection	8
12.	Withholding, suspending and repayment of Grant	8
13.	Anti-discrimination	10
14.	Human rights	10
15.	Limitation of liability and indemnity	10
16.	Warranties	11
17.	Insurance	12
18.	Duration	13
19.	Termination	13
20.	Assignment	13
21.	Waiver	13
22.	Notices	14
23.	Dispute resolution	14
24.	No partnership or agency	14
25.	Joint and several liability	14
26.	Contracts (Rights of Third Parties) Act 1999	15
27.	Governing law	15

SCHEDULE

SCHEDULE 1	THE PROJECT	16
SCHEDULE 2	PAYMENT SCHEDULE	16

THIS DEED is dated

2019

BETWEEN

- (1) **THE DISTRICT COUNCIL OF FOLKESTONE AND HYTHE**, whose principal address is at Civic Centre, Castle Hill Avenue, Folkestone, CT20 2QY (“the **Council**”)
- (2) **THE FOLKESTONE TOWN COUNCIL** whose office is at 1-2 Guildhall St, Folkestone CT20 1DY (“the **Recipient**”)

WHEREAS

- (A) The Council has agreed to pay the Grant to the Recipient to assist it in carrying out the Project.
- (B) This Agreement sets out the terms and conditions on which the Grant is made by the Council to the Recipient.
- (C) These terms and conditions are intended to ensure that the Grant is used for the purpose for which it is awarded.

NOW THEREFORE IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. DEFINITIONS

In this Agreement the following terms shall have the following meanings:

Bribery Act: the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.

Commencement Date: 1st April 2019.

Data Protection Legislation: (i) the Data Protection Act 1998 (DPA 1998), (ii) the General Data Protection Regulations (*Regulation (EU) 2016/679*) (“GDPR”), Law Enforcement Directive (*Directive (EU) 2016/680*) (“LED”), (iii) the Data Protection 2018 (“DPA 2018”) to the extent that it relates to processing of personal data and privacy and (iv) all applicable Legislation about the processing of personal data and privacy.

Governing Body: the governing body of the Recipient including its directors or trustees.

Grant: means the total sum of monies payable by the Council to the Recipient in accordance with Schedule 2 of this Agreement

Grant Period: subject to the terms of this Agreement, the period for which the Grant is awarded starting on the Commencement Date and ending on 31st August 2019.

Prohibited Act: means:

- (a) offering, giving or agreeing to give to any servant of the Council any gift or consideration of any kind as an inducement or reward for:
 - (i) doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of this Agreement or any other contract with the Council; or
 - (ii) showing or not showing favour or disfavour to any person in relation to this Agreement or any other contract with the Council;
- (b) entering into this Agreement or any other contract with the Council where a commission has been paid or has been agreed to be paid by the Recipient or on its behalf, or to its knowledge, unless before the relevant contract is entered into particulars of any such commission and of the terms and conditions of any such contract for the payment thereof have been disclosed in writing to the Council;
- (c) committing any offence:
 - (i) under the Bribery Act;
 - (ii) under legislation creating offences in respect of fraudulent acts; or
 - (iii) at common law in respect of fraudulent acts in relation to this Agreement or any other contract with the Council; or
- (d) defrauding or attempting to defraud or conspiring to defraud the Council.

Project: the provision of various services in relation to safe and successful delivery of the RAF Air Display, as part of the Armed Forces Day celebrations on 30th June 2019 including those described in 0.

Project Manager: an authorised representative of the Council who has been nominated to represent the Council for the purposes of this Agreement.

2. PURPOSE OF GRANT

- 2.1 In consideration of being in receipt of the Grant, the Recipient shall use the Grant only for the delivery of the Project and in accordance with the terms and conditions set out in this Agreement. The Grant shall not be used for any other purpose without the prior written agreement of the Council.
- 2.2 The Recipient shall not make any material change to the Project without the Council's prior written agreement.

3. PAYMENT OF GRANT

- 3.1 Subject to clause 12, the Council shall pay the Grant to the Recipient in accordance with 0, subject to the necessary funds being available to the Council when payment(s) fall due. The Recipient agrees and accepts that payments of the Grant can only be made to the extent that the Council has available funds for the Project and the Recipient accepts that it shall have no cause of action against the Council in the event the Council does not have relevant monies available for payment.
- 3.2 No Grant shall be paid unless and until the Council is satisfied that such payment will be used for proper expenditure in the delivery of the Project.
- 3.3 The amount of the Grant shall not be increased in the event of any overspend by the Recipient in its delivery of the Project.
- 3.4 The Grant shall be paid into a separate bank account in the name of the Recipient which must be an ordinary business bank account. All payments from the bank account must be authorised by at least two individual representatives of the Recipient.
- 3.5 The Recipient shall not transfer any part of the Grant to bank accounts which are not ordinary business accounts within the clearing bank system, without the prior written consent of the Council.
- 3.6 The Recipient shall promptly repay to the Council any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where Grant monies have been paid in error before all conditions attaching to the Grant have been complied with by the Recipient.

4. USE OF GRANT

- 4.1 The Grant shall be used by the Recipient exclusively for the delivery of the Project in accordance with the agreed budget and as set out in Schedules 1 and 2.
- 4.2 The Recipient shall not use the Grant to:
- (a) make any payment to members of its Governing Body;
 - (b) purchase buildings or land;

unless this has been approved in writing by the Council.

- 4.3 The Recipient shall not spend any part of the Grant on the delivery of the Project after expiry of the Grant Period.
- 4.4 Should any part of the Grant remain unspent at the end of the Grant Period, the Recipient shall ensure that any unspent monies are returned to the Council or, if agreed in writing by the Council, the Recipient shall be entitled to retain the unspent monies to use for charitable purposes as agreed in writing by the Council..
- 4.5 Any liabilities arising at the end of the Project including any redundancy liabilities for staff employed by the Recipient to deliver the Project must be managed and paid for by the Recipient using the Grant or other resources of the Recipient. There will be no additional funding available from the Council for this purpose.

5. ACCOUNTS AND RECORDS

- 5.1 The Grant shall be shown in the Recipient's accounts as a restricted fund and shall not be included under general funds.
- 5.2 The Recipient shall keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received by it.
- 5.3 The Recipient shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Grant for a period of at least six years following receipt of any Grant monies to which they relate. The Council shall have the right to review, at the Council's reasonable request, the Recipient's accounts and records that relate to the expenditure of the Grant and shall have the right to take copies of such accounts and records.
- 5.4 The Recipient shall provide the Council with a copy of its annual accounts within six months (or such lesser period as the Council may reasonably require) of the end of the relevant financial year in respect of each year in which the Grant is paid.
- 5.5 The Recipient shall comply and facilitate the Council's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the Council.

6. MONITORING AND REPORTING

- 6.1 The Recipient shall closely monitor the delivery and success of the Project throughout the Grant Period to ensure that the aims and objectives of the Project are being met and that this Agreement is being adhered to.

- 6.2 The Recipient shall, upon the request of the Council, provide the Council with a financial report and an operational report on its use of the Grant and delivery of the Project every year and in such formats as the Council may reasonably require. The report shall contain information about media coverage or publicity relating to the project. The Recipient shall provide the Council with each report within three months of the last day of the year to which it relates.
- 6.3 Where the Recipient has obtained funding from a third party for its delivery of part of the Project, the Recipient shall include the amount of such funding in its financial reports together with details of what that funding has been used for.
- 6.4 The Recipient shall on request provide the Council with such further information, explanations and documents as the Council may reasonably require in order for it to establish that the Grant has been used properly in accordance with this Agreement.
- 6.5 The Recipient shall permit any person authorised by the Council such reasonable access to its employees, agents, premises, facilities and records, for the purpose of discussing, monitoring and evaluating the Recipient's fulfilment of the conditions of this Agreement and shall, if so required, provide appropriate oral or written explanations from them.
- 6.6 The Recipient shall provide the Council with a final report on completion of the Grant Period which shall confirm whether the Project has been successfully and properly completed.

7. ACKNOWLEDGMENT AND PUBLICITY

- 7.1 The Recipient shall acknowledge the Grant in its annual report and accounts, including an acknowledgement of the Council as the source of the Grant.
- 7.2 The Recipient shall not publish any material referring to the Project or the Council without the prior written agreement of the Council. The Recipient shall acknowledge the support of the Council in any materials that refer to the Project and in any written or spoken public presentations about the Project. Such acknowledgements (where appropriate or as requested by the Council) shall include the Council's name and logo (or any future name or logo adopted by the Council) using the templates provided by the Council from time to time.
- 7.3 In using the Council's name and logo, the Recipient shall comply with all reasonable branding guidelines issued by the Council from time to time.
- 7.4 The Recipient agrees to participate in and co-operate with promotional activities relating to the Project that may be instigated and/or organised by the Council.

- 7.5 The Council may acknowledge the Recipient's involvement in the Project as appropriate without prior notice.
- 7.6 The Recipient shall comply with all reasonable requests from the Council to facilitate visits, provide reports, statistics, photographs and case studies that will assist the Council in its promotional and fundraising activities relating to the Project.
- 7.7 The Council shall complete and submit all the required documentation in order to comply with the Council's Events Management Policy and Events Management Procedures and receive all the required permissions for the event to take place.

8. INTELLECTUAL PROPERTY RIGHTS

- 8.1 The Council and the Recipient agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, Know-How and any other Intellectual Property Rights whatsoever owned by either the Council or the Recipient before the Commencement Date or developed by either party during the Grant Period, shall remain the property of that party.
- 8.2 Where the Council has provided the Recipient with any of its Intellectual Property Rights for use in connection with the Project (including without limitation its name and logo), the Recipient shall, on termination of this Agreement, cease to use such Intellectual Property Rights immediately and shall either return or destroy such Intellectual Property Rights as requested by the Council.

9. CONFIDENTIALITY

- 9.1 Subject to clause 10 (Freedom of Information), each party shall during the term of this Agreement and thereafter keep secret and confidential all Intellectual Property Rights or Know-How or other business, technical or commercial information disclosed to it as a result of the Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Agreement or save as expressly authorised in writing by the other party.
- 9.2 The obligation of confidentiality contained in this clause shall not apply or shall cease to apply to any Intellectual Property Rights, Know-How or other business, technical or commercial information which:
- (a) at the time of its disclosure by the disclosing party is already in the public domain or which subsequently enters the public domain other than by breach of the terms of this Agreement by the receiving party;
 - (b) is already known to the receiving party as evidenced by written records at the time of its disclosure by the disclosing party and was not otherwise

acquired by the receiving party from the disclosing party under any obligations of confidence; or

- (c) is at any time after the date of this Agreement acquired by the receiving party from a third party having the right to disclose the same to the receiving party without breach of the obligations owed by that party to the disclosing party.

10. FREEDOM OF INFORMATION

10.1 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.

10.2 The Recipient shall:

- (a) 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;
- (b) 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 Council may specify) of the Council requesting that information; and
- (c) provide all necessary assistance as reasonably requested by the Council to enable the Council 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.

10.3 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 or the Environmental Information Regulations 2004;
- (b) is to be disclosed in response to a request for information, and in no event shall the Recipient respond directly to a request for information unless expressly authorised to do so by the Council.

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

10.5 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), be obliged under the FOIA or the Environmental Information Regulations 2004 to disclose information:

- (a) without consulting with the Recipient; or
- (b) following consultation with the Recipient and having taken its views into account,

provided always that where clause 10.5(b) applies the Council shall, in accordance with any recommendations of the 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.

- 10.6 The Recipient shall ensure that all information produced in the course of the 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.

11. DATA PROTECTION

- 11.1 The Recipient shall (and shall procure that any of its staff involved in connection with the activities under the Agreement shall) comply with any notification requirements under the Data Protection Legislation and shall promptly provide the Council with such information (including but not limited to a copy of the Recipient's registration under the Data Protection Legislation) as the Council may reasonably require to satisfy itself of the Recipient's compliance with the Data Protection Legislation.
- 11.2 The Recipient shall comply with the Council's data protection policy and relevant obligations under the Data Protection Legislation and associated codes of practice when processing personal data relating to any employee, worker, customer, supplier or agent of the Council or any third party and undertakes to the Council that it will not knowingly place the Council in breach of that other party's obligations under the Data Protection Legislation.

12. WITHHOLDING, SUSPENDING AND REPAYMENT OF GRANT

- 12.1 The Council's intention is that the Grant will be paid to the Recipient in instalments as set out in Schedule 2. However, without prejudice to the Council's other rights and remedies, the Council may at its discretion withhold or suspend payment of the Grant and/or require repayment of all or part of the Grant if:
- (a) the Recipient uses the Grant for purposes other than those for which they have been awarded;
 - (b) the Project has not been delivered by 30th June 2019 and the Recipient has failed to provide the Council with a reasonable explanation for the delay;

- (c) the Council considers that the Recipient has not made satisfactory progress with the delivery of the Project;
- (d) the Recipient is, in the reasonable opinion of the Council, delivering the Project in a negligent manner;
- (e) the Recipient obtains duplicate funding from a third party for the Project which results in the Council's funding being surplus to requirements;
- (f) the Recipient obtains funding from a third party which, in the reasonable opinion of the Council, undertakes activities that are likely to bring the reputation of the Project or the Council into disrepute;
- (g) the Recipient provides the Council with any materially misleading or inaccurate information;
- (h) the Recipient commits or committed a Prohibited Act;
- (i) any member of the governing body, employee or volunteer of the Recipient has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project or (b) taken any actions which, in the reasonable opinion of the Council, bring or are likely to bring the Council's name or reputation into disrepute;
- (j) the Recipient ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);
- (k) the Recipient becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due; or
- (l) the Recipient fails to comply with any of the terms and conditions set out in this Agreement and fails to rectify any such failure within 30 days of receiving written notice detailing the failure.

12.2 Wherever under this Agreement any sum of money is recoverable from or payable by the Recipient (including any sum that the Recipient is liable to pay to the Council in respect of any breach of the Agreement), the Council may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Recipient under the Agreement or under any other agreement or contract with the Council.

12.3 The Recipient shall make any payments due to the Council without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.

- 12.4 Should the Recipient be subject to financial or other difficulties which are capable of having a material impact on its effective delivery of the Project or compliance with this Agreement it will notify the Council as soon as possible so that, if possible, and without creating any legal obligation, the Council will have an opportunity to provide assistance in resolving the problem or to take action to protect the Council and the Grant monies.

13. ANTI-DISCRIMINATION

- 13.1 The Recipient shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.
- 13.2 The Recipient shall take all reasonable steps to secure the observance of clause 13.1 by all servants, employees or agents of the Recipient and all suppliers and sub-contractors engaged on the Project.

14. HUMAN RIGHTS

- 14.1 The Recipient shall (and shall use its reasonable endeavours to procure that its staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this Agreement as if the Recipient were a public body (as defined in the Human Rights Act 1998).
- 14.2 The Recipient shall undertake, or refrain from undertaking, such acts as the Council requests so as to enable the Council to comply with its obligations under the Human Rights Act 1998.

15. LIMITATION OF LIABILITY AND INDEMNITY

- 15.1 The Council accepts no liability for any costs, losses, expenses, damages and/or liabilities, whether direct or indirect and howsoever incurred, that may come about from the Recipient running the Project, the use of the Grant or from withdrawal of the Grant.
- 15.2 The Recipient irrevocably undertakes to indemnify and hold harmless the Council, its employees, agents, officers and/or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Recipient in relation to the Project, the non-fulfilment of obligations of the Recipient under this Agreement and/or its obligations to third parties.
- 15.3 Subject to clause 15.1 and applicable laws, the Council's liability under this Agreement is limited to the payment of the Grant.

16. WARRANTIES

The Recipient irrevocably warrants, undertakes and represents to the Council that:

- (a) it has all necessary resources and expertise to deliver the Project (assuming due receipt of the Grant);
- (b) it has not committed, nor shall it commit, any Prohibited Act;
- (c) it shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations, and shall notify the Council immediately of any significant departure from such legislation, codes or recommendations;
- (d) it shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to employees and other persons working on the Project;
- (e) it has and shall keep in place adequate procedures for dealing with any conflicts of interest;
- (f) it has and shall keep in place systems to deal with the prevention of fraud and/or administrative malfunction;
- (g) all financial and other information concerning the Recipient which has been disclosed to the Council is to the best of its knowledge and belief, true and accurate;
- (h) it is not subject to any contractual or other restriction imposed by its own or any other organisation's rules or regulations or otherwise which may prevent or materially impede it from meeting its obligations in connection with the Grant;
- (i) it is not aware of anything in its own affairs, which it has not disclosed to the Council or any of the Council's advisers, which might reasonably have influenced the decision of the Council to make the Grant on the terms contained in this Agreement;
- (j) since the date of its last accounts there has been no material change in its financial position or prospects;
- (k) it will comply with all applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act (**Relevant Requirements**);
- (l) it will not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act if such activity, practice or conduct had been carried out in the UK;
- (m) it will comply with the Council's Ethics, Anti-bribery and Anti-corruption Policies in each case as the Council may update them from time to time (**Relevant Policies**);

- (n) it will have and will maintain in place throughout the term of this agreement its own policies and procedures, including but not limited to adequate procedures under the Bribery Act, to ensure compliance with the Relevant Requirements, the Relevant Policies and will enforce them where appropriate;
 - (o) it will promptly report to the Council any request or demand for any undue financial or other advantage of any kind received by the Recipient in connection with the performance of this agreement; and
 - (p) it will immediately notify the Council (in writing) if a foreign public official becomes an officer or employee of the Recipient or acquires a direct or indirect interest in the Recipient and the Recipient warrants that it has no foreign public officials as direct or indirect owners, officers or employees at the date of this agreement).
- 16.2 The Recipient shall ensure that any person associated with the Recipient who is performing services or providing goods in connection with this Agreement does so only on the basis of a written contract which imposes on and secures from such person terms equivalent to those imposed on the Recipient in this clause 16. The Recipient shall be responsible for the observance and performance by such persons of the Relevant Terms, and shall be directly liable to the Council for any breach by such persons of any of the Relevant Terms.
- 16.3 Breach of any part of this clause 16 by the Recipient shall be deemed a material breach of this Agreement.
- 16.4 For the purpose of this clause 16, the meaning of adequate procedures and foreign public official and whether a person is associated with another person shall be determined in accordance with section 7(2) of the Bribery Act 2010 (and any guidance issued under section 9 of that Act), sections 6(5) and 6(6) of that Act and section 8 of that Act respectively. For the purposes of this clause 16 a person associated with the Recipient includes but is not limited to any contractor of the Recipient.
- 17. INSURANCE**
- 17.1 The Recipient shall effect and maintain with a reputable insurance company a policy or policies in respect of all risks which may be incurred by the Recipient, arising out of the Recipient's performance of the Agreement, including death or personal injury, loss of or damage to property or any other loss (the **Required Insurances**).
- 17.2 The Required Insurances referred to above include (but are not limited to):

- (a) public liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the Project; and
- (b) employer's liability insurance with a limit of indemnity of not less than five million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Project.

The Recipient shall (on request) supply to the Council a copy of such insurance policies and evidence that the relevant premiums have been paid.

18. DURATION

- 18.1 Except where otherwise specified, the terms of this Agreement shall apply from the date of this Agreement until the anniversary of expiry of the Grant Period or for so long as any Grant monies remain unspent by the Recipient, whichever is longer.
- 18.2 Any obligations under this Agreement that remain unfulfilled following the expiry or termination of the Agreement shall survive such expiry or termination and continue in full force and effect until they have been fulfilled.

19. TERMINATION

The Council may at its entire discretion terminate this Agreement and any Grant payments on giving the Recipient 2 weeks' notice, any time after 3 months from the date of this Agreement.

In addition to and without prejudice to any other rights the Council may have, the Council shall be entitled to terminate this Agreement immediately in the event the Recipient is in any material breach of this Agreement and may in such circumstances, at its discretion, require repayment of any part or parts of the Grant previously paid to the Recipient, together with all costs incurred by the Council.

20. ASSIGNMENT

The Recipient may not, without the prior written consent of the Council, assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this Agreement or, except as contemplated as part of the Project, transfer or pay to any other person any part of the Grant.

21. WAIVER

No failure or delay by either party to exercise any right or remedy under this Agreement shall be construed as a waiver of any other right or remedy.

22. NOTICES

All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, e-mailed, or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered or if e-mailed all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.

23. DISPUTE RESOLUTION

23.1 In the event of any complaint or dispute (which does not relate to the Council's right to withhold funds or terminate) arising between the parties to this Agreement in relation to this Agreement the matter should first be referred for resolution to the Project Manager or any other individual nominated by the Council from time to time.

23.2 Any dispute which cannot be resolved under clause 23.1 shall be referred to a person agreed between the parties or, in default of agreement by the parties, the President for the time being of the Chartered Institute of Arbitrators shall appoint a person having the appropriate expertise to deal with the dispute.

23.3 Such person shall be instructed to reach their decision as soon as reasonably practicable. Such a person shall be appointed as an arbitrator and their decision shall be final and binding. The costs of the arbitration shall be borne equally by the parties unless the arbitrator shall decide one party is acting or has acted unreasonably, in which case they shall have discretion as to costs.

24. NO PARTNERSHIP OR AGENCY

This Agreement shall not create any partnership or joint venture between the Council and the Recipient, 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.

25. JOINT AND SEVERAL LIABILITY

Where the Recipient is not a company or an incorporated entity with a distinct legal personality of its own, the individuals who enter into and sign this Agreement on behalf of the Recipient shall be jointly and severally liable for the Recipient's obligations and liabilities arising under this Agreement.

26. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

27. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

Schedule 1: The Project

The recipient shall be responsible for the Event Management, Safety Plan, Traffic Management and Crowd Control for the Project – an RAF Air Display as part of the Armed Forces Day celebrations on 30th June 2019.

The Project is the confirmed Air Display, which includes a display by the Red Arrows that is being co-ordinated by AMP Productions Limited, military bands, performances from local schools, Cadet Unit Tug 'O' War competition, Funfair, street entertainment, Military Parade, Dance Performances, stalls and refreshments.

The recipient will work closely with AMP Productions Limited, who the Council anticipates making payments of an agreed total fee of £5,000 to perform the following tasks:

Deal as required in a satisfactory manner to enable a successful and safe Air Display, with each of the following:

1. MOD
2. RAF and RAFAT
3. HLS (Radnor Park)
4. FDD and FCC if required
5. CAA and MAA
6. RA(T)
7. NOTAM's air and sea
8. DTI
9. RNLI
10. MCGA
11. Harbour
12. Bode force
13. HMC&E
14. Ranges (Danger areas)
15. Lydd Airport and all other local airfields within a 50 mile radius including France & Belgium.
16. Maps RA's and PN's
17. Air Assets and relevant commentators.

Look after all legal, regulatory and safety matters for the aviation aspect of the event.

Carry a £5,000,000 PL policy.

Assist with the SAG, budget, infrastructure and overall organisation of the day/weekend.

Bring sponsors/traders/funders to the event.

Look after Folkestone & Hythe District and Folkestone Town Council's interests and potential liability.

Schedule 2: Payment Schedule

Payment of the Grant amounting in total to £20,000 (twenty thousand pounds sterling) shall be made by the Council to the Recipient within 14 days of receipt by the Council of the Grant Agreement duly executed (as a deed) by the Recipient.

This document has been executed as a deed and is delivered and takes effect on the day and year first above written

The COMMON SEAL of **THE DISTRICT COUNCIL OF FOLKESTONE AND HYTHE**

in the presence of:

SIGNED AS A DEED and DELIVERED by
THE FOLKESTONE TOWN COUNCIL

in the presence of

This report will be made
public on 26th March 2019

Folkestone
Town Council



Report Number **CS/19/246**

To: Community Services Committee
Date: 2nd April 2019
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: CCTV Policy

SUMMARY: This report outlines a proposal to extend the Public Realm CCTV into Cheriton High Street.

REASONS FOR RECOMMENDATION: The increase in anti-social behaviour and break ins.

RECOMMENDATIONS:

- 1) To receive and note report CS/19/246
- 2) To recommend to the Finance & General Purposes Committee that sufficient funding is released from Council's CCTV reserve.

Aims and Objectives – The Council will work in partnership with other bodies, including the Police and Community Safety Officers, to improve the safety and wellbeing of the citizens of Folkestone.

Financial Implications – The Council will need to release funds from its reserves.

Equal Opportunities – Access to all.

1.0 INTRODUCTION

At the meeting of Full Council on the 19th March 2019 it was resolved at minute 1577 that the Town Clerk investigate the costs involved in extending CCTV coverage to include Cheriton High Street due to the increase in anti-social behaviour and break ins to shops etc.

2.0 PROPOSAL

It is proposed that the following would be required to provide a scheme covering Cheriton main shopping area and the indicative upfront price is £12000.

9 Pairs of Ubiquity Links
9 IP66 Weatherproof Boxes with respective clamps
Power to be supplied by existing lighting.
9 POE Switches
8 Cameras

Cameras would be as below:

No.	Location	Type
8	Cheriton Road, Folkestone, Kent.	2MP HD PTZ Dome Camera, 360° Pan, 120° Tilt, 23x Zoom

3.0 PERMISSIONS & ONCOSTS

Permission would be required for use of Lamp columns and power supplies from Kent County Council.

The cost of monitoring if required by Ashford Monitoring Centre is £1500 per annum per camera.

Annual maintenance is circa £500 per annum per camera.

WARD GRANTS APPROVED BY THE TOWN CLERK
01/02/19 to 31/03/19

DATE	RECIPIENT	PURPOSE	AMOUNT	WARD	POWER
APPROVED			AWARDED	CLLR	
08/02/2019	Strange Cargo	Cheriton Light Festival	£500.00	J. Collier	LGA 72, Sec 145
08/02/2019	Strange Cargo	Cheriton Light Festival	£500.00	P. Gane	LGA 72, Sec 145
08/02/2019	Strange Cargo	Cheriton Light Festival	£500.00	P. West	LGA 72, Sec 145
08/02/2019	Strange Cargo	Cheriton Light Festival	£500.00	R. West	LGA 72, Sec 145
08/02/2019	Community Donation Station	Refurbishment of Volunteers' Rest Area	£250.00	J. Collier	LGA 72, Sec 133
08/02/2019	Community Donation Station	Refurbishment of Volunteers' Rest Area	£250.00	P. Gane	LGA 72, Sec 133
08/02/2019	Community Donation Station	Refurbishment of Volunteers' Rest Area	£250.00	P. West	LGA 72, Sec 133
08/02/2019	Community Donation Station	Refurbishment of Volunteers' Rest Area	£250.00	R. West	LGA 72, Sec 133
08/02/2019	Go Folkestone Action Group	David Ralton Centenary Plaque	£750.00	R. Theobald	LGA 72, Sec 137
14/02/2019	Folkestone Sports Centre Trust Ltd	'Getting To Know You' Project	£500.00	A. Berry	LGA 72, Sec 145
18/02/2019	Salvation Army	Helping the Homeless and Vulnerable	£400.00	N. Jones	LGA 72, Sec 137
18/02/2019	Salvation Army	Helping the Homeless and Vulnerable	£400.00	J. Meade	LGA 72, Sec 137
22/02/2019	FTC Tree Reserve	Trees at Holy Trinity Church	£100.00	D. Brook	Open Spaces Act 1906 Sec 9 & 10
22/02/2019	FTC Tree Reserve	Trees at Holy Trinity Church	£100.00	N. Jones	Open Spaces Act 1906 Sec 9 & 10
22/02/2019	FTC Tree Reserve	Trees at Holy Trinity Church	£100.00	R. Theobald	Open Spaces Act 1906 Sec 9 & 10
22/02/2019	FTC Christmas Lights Reserve	Contribution to Christmas Lights	£224.00	A. Berry	LGA 72, Sec 145
22/02/2019	FTC Christmas Lights Reserve	Contribution to Christmas Lights	£139.50	J. Collier	LGA 72, Sec 145
22/02/2019	FTC Christmas Lights Reserve	Contribution to Christmas Lights	£139.50	P. Gane	LGA 72, Sec 145
22/02/2019	FTC Christmas Lights Reserve	Contribution to Christmas Lights	£200.00	J. Meade	LGA 72, Sec 145
22/02/2019	FTC Christmas Lights Reserve	Contribution to Christmas Lights	£139.50	P. West	LGA 72, Sec 145
22/02/2019	FTC Christmas Lights Reserve	Contribution to Christmas Lights	£139.50	R. West	LGA 72, Sec 145
11/03/2019	Twirl Mania International Open	Angels Allstars	£300.00	S. Wallace	LGA 72, Sec 145
12/03/2019	FTC Tree Reserve	General Tree Planting	£817.00	R. Wheeler	Open Spaces Act 1906 Sec 9 & 10
12/03/2019	Folkestone Pride CIC	Folkestone Pride	£400.00	D. Monk	LGA 72, Sec 145
15/03/2019	Folkestone Salvation Army	Equipment re. Captiv8 Youth Club	£849.00	J. Meade	LGA 72, Sec 133
15/03/2019	Red Box Project Folkestone	Period Poverty	£300.00	N. Jones	LGA 72, Sec 137
15/03/2019	Living Words	Dementia & Literature	£300.00	N. Jones	LGA 72, Sec 137
15/03/2019	Citizens Advice Shepway	Volunteer Programme	£1,000.00	C. Sacre	LGA 72, Sec 142
15/03/2019	Wood Avenue Community Association	Bus Shelter	£650.00	C. Sacre	PCA 1957, Sec 1
15/03/2019	Folk Arrows Wheelchair Basketball Club	Equipment	£550.00	C. Sacre	LGA 72, Sec 145

WARD GRANTS APPROVED BY THE TOWN CLERK
01/02/19 to 31/03/19

DATE	RECIPIENT	PURPOSE	AMOUNT	WARD	POWER
APPROVED			AWARDED	CLLR	
15/03/2019	Folkestone & Hythe District Council	Gym Equipment Radnor Park	£2,000.00	C.Sacre	LGA 72, Sec 145
15/03/2019	Folkestone Fringe	Urban Room Folkestone	£197.00	N.Jones	LGA 72, Sec 137
15/03/2019	Folkestone Fringe	Urban Room Folkestone	£449.00	C.Sacre	LGA 72, Sec 137
15/03/2019	Folkestone Fringe	Urban Room Folkestone	£292.00	R.Theobald	LGA 72, Sec 137
15/03/2019	FTC Christmas Lights Reserve	Contribution to Christmas Lights	£974.75	J.Collier	LGA 72, Sec 145
15/03/2019	FTC Christmas Lights Reserve	Contribution to Christmas Lights	£874.75	P.Gane	LGA 72, Sec 145
15/03/2019	FTC Christmas Lights Reserve	Contribution to Christmas Lights	£924.75	P.West	LGA 72, Sec 145
15/03/2019	FTC Christmas Lights Reserve	Contribution to Christmas Lights	£974.75	R.West	LGA 72, Sec 145
18/03/2019	Folkestone Festivals	One Great Day	£496.00	S.Wallace	LGA 72, Sec 145
18/03/2019	Little Acorns Pre-School	Outside Classroom	£300.00	S.Wallace	LGA 72, Sec 137
18/03/2019	Harbour Ward Residents Association	Plants and Shrubs	£300.00	S.Wallace	Open Spaces Act 1906 Sec 9 & 10
18/03/2019	Folkestone Pride	Folkestone Pride	£591.00	D.Brook	LGA 72, Sec 145
18/03/2019	Folkestone Leas Lift Co CIC	Restoration of the Leas Lift	£591.00	D.Brook	LGA 72, Sec 137