

Folkestone Town Council



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AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 13 June 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. **APPOINTMENT OF CHAIRMAN**
To appoint a Chairman for the Committee for the 2019/20 Municipal Year.
3. **APPOINTMENT OF VICE CHAIRMAN**
To appoint a Vice Chairman for the Committee for the 2019/20 Municipal Year.
4. **DECLARATIONS OF INTERESTS**
To receive any declarations of either personal or prejudicial interests that Members may wish to make.



5. **MINUTES**
To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 25 April 2019 and to authorise the Chairman of the Committee to sign them as a correct record.
6. **SCHEDULE OF PAYMENTS**
The attached schedule details payments made between 1 April 2019 and 31 May 2019.
7. **BUDGET MONITORING STATEMENT 2019/20**
The attached statement sets out details of the Town Council's expenditure/income up to the end of May 2019.
8. **INTERNAL AUDITOR'S REPORT**
The Internal Auditor's Report for 2018/19 is attached for the Committee's information.
9. **REVIEW OF THE TERMS OF REFERENCE**
In line with the Town Council's adopted standing orders, the Committee is asked to consider the terms of reference for the Finance and General Purposes Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting. The current version is attached.
10. **WORKING GROUPS 2019/20**
The Committee is asked to note and approve nominations for the membership of the Folkestone Town Council/Folkestone & Hythe District Council Partnership Working Group for the Municipal Year 2019/20 as set out in the attachment.
11. **SECURITY – TOWN HALL**
At the Finance and General Purposes Committee meeting of 25 April 2019, several recent security issues in the Town Hall were discussed. Due to concerns for the safety of staff and visitors, a uniformed security presence was being deployed during opening hours and it was recommended that this continues on a permanent basis. It was suggested that a report be prepared for the next meeting, indicating how this could be funded. **Report F/19/250** is attached.
12. **TRANSFER OF STEP-SHORT ARCH**
The Town Clerk will speak on this matter and the financial implications for the Council. The proposed lease is attached.
13. **GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT AND INSURANCE REVIEW**
Report F/19/251 presents the annual business risk assessment and review of the current insurance arrangements for the Committee's approval.
14. **WARD GRANTS**
There were no ward grants approved by the Town Clerk from 1 April 2019 to 31 May 2019.

15. WARD GRANT BALANCES 2019/20

For information, the attached shows ward grant balances available to each Councillor as at 31 May 2019.

16. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

Community Services Committee - 4 June 2019

The following resolutions were approved at the above meeting:

i) Climate Change - Minute 1047

That Folkestone Town Council wishes to facilitate the reduction of carbon emissions by:

- Committing to becoming a carbon-neutral organisation by 2030.
- Seeking ways to encourage our community to reduce direct and indirect CO2 emissions and to become resilient to climate change.
- Taking active steps, wherever possible to encourage:
 - a) More sustainable transport
 - b) Reductions in energy use in homes and businesses
 - c) Use and development of renewable energy sources
 - d) Production, sale and consumption of locally sourced food
 - e) Any other methods of achieving the aims above
- Requesting that the Finance & General Purposes Committee release £5,000 from the New Services Reserve to support this initiative.

ii) Armed Forces Day - Minute 1050

That the Finance & General Purposes Committee be requested to release funds as required from the New Services Reserve to cover the additional costs of Armed Forces Day, following the recommendations made by the Safety Advisory Group.

17. DATE OF NEXT MEETING

Thursday, 22 August 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, 25 April 2019 at 7.00 p.m.

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

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

1266. APOLOGIES FOR ABSENCE

No apologies were received. Councillor D Brook was absent.

1267. DECLARATIONS OF INTEREST

Councillors P Gane and J Collier declared an interest in item 9 – CCTV Cheriton High Street. They also wished it to be noted that they had not been involved in the publicity stating that CCTV would be introduced to the area.

1268. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 21 February 2019.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 21 February 2019 be received and signed as a correct record.

Proposed: Councillor N Jones

Seconded: Councillor P Gane

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

The Committee was asked to receive and note the Minutes of the Personnel Sub-Committee meetings held on 27 September 2018, 21 February 2019 and 8 March 2019.

RESOLVED: That the Minutes of the meetings of the Personnel Sub-Committee held on 27 September 2018, 21 February 2019 and 8 March 2019 be received and noted.

Proposed: Councillor J Collier

Seconded: Councillor P Gane

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

1269. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 February to 31 March 2019.

It was noted that card payment receipt fees were £350 for the second half year. The Town Clerk was asked to produce a report on options for card payments for the next meeting.

RESOLVED: That the Schedule of Payments for the period 1 February to 31 March 2019 be approved.

Proposed: Councillor R Wheeler

Seconded: Councillor P Gane

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

1270. BUDGET MONITORING STATEMENT 2018/19

The budget monitoring statement to 31 March 2019 was received by the Committee. An overall underspend in the region of £44,380 was expected. The Finance Officer recommended that this amount be moved to the New Services Reserve rather than adding to the General Fund, which was already within the guidelines of 10-15% of the precept value.

RESOLVED: That the Budget Monitoring Statement to 31 March 2019 be approved and the underspend be transferred to the New Services Reserve.

Proposed: Councillor J Meade

Seconded: Councillor J Collier

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

RESOLVED: That the Town Clerk and Finance Officer be thanked for their contributions to the Committee during the last four years.

Proposed: Councillor P Gane

Seconded: Councillor R Theobald

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

1271. SECURITY

The Town Clerk outlined a number of recent security issues in the Town Hall. Due to concerns for the safety of staff, a uniformed security presence was being deployed during opening hours and it was recommended that this continues on a permanent basis. It was suggested that a report be prepared for the next meeting, indicating how this would be funded.

1272. MEMORIAL, SOUTH STREET

The Committee considered a request from members of the public to restore the memorial at South Street.

RESOLVED: That the Town Council restores the South Street Memorial at a cost of £454 including VAT.

Proposed: Councillor R Wheeler

Seconded: Councillor P Gane

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

1273. AIR DISPLAY

The Town Clerk requested the Committee's approval to sign the grant agreement with the District Council for a grant of £20,000 for the Town Council to provide the RAF Air Display.

RESOLVED: That approval be given to sign the grant agreement.

Proposed: Councillor R Wheeler

Seconded: Councillor J Collier

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

1274. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

Community Services Committee 2 April 2019

CCTV – Cheriton High Street

At its meeting of 2 April, the Community Services Committee had received Report CS/19/246 and resolved to recommend that sufficient budget be released from the CCTV Reserve to extend CCTV into Cheriton High Street.

RESOLVED: That the report be accepted with two cameras to be monitored by Ashford Monitoring Centre and the service to be reviewed in nine months' time.

Proposed: Councillor D Monk

Seconded: Councillor R Wheeler

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

1275. WARD GRANTS

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

1276. DATE OF NEXT MEETING

Thursday, 14 June 2019

Chairman.....

Date.....

SCHEDULE OF PAYMENTS
1/4/19-31/5/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
05/04/2019	Ian Evans (Rhino)	104711	4501	201	£110.00	Portable Appliance Testing OTH
05/04/2019	S.A.Friedrich	104712	5044	402	£180.00	History Workshops x 3
08/04/2019	KALC	104713	4073	101	£2,008.48	KALC Subscription 2019/20
11/04/2019	Standard Life Assurance Co.	104714	4001	101	£750.00	AVC Pension - April 2019
11/04/2019	HM Courts & Tribunals Service	104715	4001	101	£90.00	Salary Ded'n re. Court Order
12/04/2019	Folk & Hythe DC	E01997	4249	103	£130.01	Cover for Civic Driver 2/3/19
12/04/2019	Red Eagle Ltd	E01998	4005	101	£404.40	Reception Cover w/c 11/3/19
12/04/2019	Eposnow	E01999	5040	402	£285.00	Point of Sale Software Licence
12/04/2019	KT Fire Protection Ltd	E02000	4501	201	£141.00	Servicing of Fire Equipment
12/04/2019	Folk & Hythe DC	E02001	4602	201	£20,990.25	Non-Domestic Rates 2019/20
12/04/2019	E.Timmins	E02002	4006	101	£21.94	Travel re. Training 19/3/19
12/04/2019	Shred Station	E02003	4615	201	£50.00	Confidential Waste Collection
12/04/2019	Assn. of Independent Museums	E02004	5007	402	£60.00	AIM Subscription
12/04/2019	South East Employers	E02005	4070	101	£207.00	SEE Membership 2019/20
12/04/2019	Harmer & Sons Ltd	E02006	4504	301	£30.00	Grass-Cutting PFR 21/3/19
			4505	301	£30.00	Grass-Cutting TKL 21/3/19
12/04/2019	AMP Productions Ltd	E02007	4259	103	£1,120.00	Air Display Application Fee
12/04/2019	Ashford BC Collection Account	E02008	4904	301	£6,250.00	CCTV Monitoring Apr-Jun 2019
12/04/2019	Red Eagle Ltd	E02009	4005	101	£404.40	Reception Cover w/c 11/3/19
12/04/2019	Metroline Security Ltd	E02010	4501	201	£45.00	Call-Out re. Alarm 4/3/19
12/04/2019	Right Guard Security UK Ltd	E02011	4895	301	£1,337.63	Security OTH - March 2019
12/04/2019	Preservation Equipment Ltd	E02012	5030	402	£161.13	Cleaning Materials re. Exhibits
12/04/2019	European Postal Systems Ltd	E02013	4025	101	£242.00	Franking Machine Maint 2019/20
12/04/2019	ClearView Communications Ltd	E02014	4905	301	£1,662.00	Inst. of CCTV Junction Box
12/04/2019	Red Eagle Ltd	E02015	4005	101	£485.28	Reception Cover w/c 25/3/19
12/04/2019	Green Box Recycling	E02016	4504	301	£210.00	Skip re. PFR Allots.
			4505	301	£210.00	Skip re. TKL Allots.
12/04/2019	ADM Computer Services Ltd	E02017	4060	101	£756.60	Adobe Creative Cloud
12/04/2019	Lady Mayoress CA (Canterbury)	E02018	4256	103	£80.00	Civic Event 27/4/19
12/04/2019	Folkestone Cricket Club	E02019	4881	301	£2,100.00	Cricket Coaching

SCHEDULE OF PAYMENTS
1/4/19-31/5/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
12/04/2019	Mayor's Charity Fd (Margate)	E02020	4256	103	£87.50	Civic Event 26/4/19
12/04/2019	Dover Town Council	E02021	4256	103	£40.00	Civic Event 13/4/19
12/04/2019	Caboodle Office Supplies	E02022	4022	101	£55.52	Stationery
			4617	201	£21.08	Sundries
15/04/2019	Fuelgenie	DD150419	4250	103	£38.33	Fuel re. Civic Vehicle
16/04/2019	Demelza Hospice Care	104716	4256	103	£300.00	Mayor's Donation on behalf of Staff
17/04/2019	Daisy Communications	DD170419	4026	101	£237.10	Telephone Services - Mar 2019
17/04/2019	RBS PLC Mentor Services	DD170419	4006	101	£67.00	Health & Safety Management
23/04/2019	SSE Hydro-Electric	DD230419	4903	301	£4.48	Electricity to Phone Box - Mar 2019
23/04/2019	SSE Hydro-Electric	DD230419	4615	201	£419.88	Electricity OTH - Mar 2019
25/04/2019	Various	BP250419	4001	101	£15,763.75	Salaries - Apr 2019
25/04/2019	KCC re. Kent Pension Fund	BP250419	4001	101	£5,334.58	Pension Contribs. - Apr 2019
25/04/2019	Leppard Cleaning	SO250419	4509	201	£653.00	Office Cleaning - Apr 2019
29/04/2019	Veolia ES (UK) Ltd	DD290419	4615	201	£69.48	Waste Collection - Mar 2019
01/05/2019	Affinity For Business	DD010519	4615	201	£124.33	Water OTH Oct 2018-Mar 2019
03/05/2019	Folkestone Methodist Church	104717	4261	103	£40.00	Refreshments re. Normandy Veterans
03/05/2019	HM Revenue & Customs	E02023	4001	101	£5,584.37	PAYE/N.I. - Apr 2019
03/05/2019	Folk & Hythe DC	E02024	4840	301	£25.00	Licence re. Leas Beacon
03/05/2019	Folkestone Fixings	E02025	4504	301	£327.92	Wood re. PFR Allots
			4505	301	£217.21	Wood re. TKL Allots
			5042	402	£22.32	Wood re. Exhibition
03/05/2019	ADM Computer Services Ltd	E02026	4060	101	£1,004.00	Cabling & Watchguard Renewal
03/05/2019	HR Services Partnership	E02027	4713	401	£2,193.60	HR Consultancy to 31/3/19
03/05/2019	Lumalite	E02028	4879	301	£5,571.67	Christmas Lighting Contract
03/05/2019	I.Stone	E02029	4504	301	£8.88	Reimb. re. Parts for PFR Toilet
03/05/2019	Metroline Security Ltd	E02030	4501	201	£75.00	Chime for Fire Door
03/05/2019	Red Eagle Ltd	E02031	4005	101	£843.60	Reception Cover w/c 8 & 15/4/19
03/05/2019	Brunel Engraving Co Ltd	E02032	4505	301	£311.96	Number Plates for TKL Allotments
03/05/2019	Commercial Services Kent Ltd	E02033	4253	103	£2,982.73	Vehicle Leasing Charge 2019/20
03/05/2019	Business Stream	E02034	4615	201	£205.52	Waste Water OTH Oct 18-Apr 19

SCHEDULE OF PAYMENTS
1/4/19-31/5/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
03/05/2019	Folk & Hythe DC	E02035	4615	201	£850.00	Lighting re. Christchurch Gardens
03/05/2019	Britannia Coaches Ltd	E02036	4182	103	£165.00	Minibus re. Canada Day
13/05/2019	Standard Life Assurance Co.	104718	4001	101	£750.00	AVC Pension - May 2019
13/05/2019	HM Courts & Tribunals Service	104719	4001	101	£90.00	Salary Dedn re. Court Order
14/05/2019	Fuelgenie	DD140519	4250	103	£42.58	Fuel re. Civic Vehicle
16/05/2019	Headway East Kent	104720	4255	103	£100.00	Civic Event 25/5/19
16/05/2019	Winchelsea Corporation	104721	4255	103	£107.00	Standing Joint Committee 21/5/19
16/05/2019	Battle of Britain Mem'l Trust	104722	4255	103	£100.00	Battle of Britain Memorial Day 7/7/19
16/05/2019	Hi Kent	104723	4255	103	£85.00	Civic Event 15/11/19
16/05/2019	Lydd Club Day Committee	104724	4255	103	£40.00	Civic Event 15/6/19
16/05/2019	Kent County Council	E02037	4024	101	£418.11	Photocopier Charges Jan-Mar 2019
16/05/2019	ADM Computer Services Ltd	E02038	4060	101	£4,687.75	2 x PC's + 'Standard Plus'
16/05/2019	PPL PRS Ltd	E02039	5040	402	£965.16	Music/Performance Licence
16/05/2019	Harmer & Sons Ltd	E02040	4504	301	£60.00	Grass-Cutting PFR 10 & 29/4/19
			4505	301	£60.00	Grass-Cutting TKL 10 & 29/4/19
			4620	201	£455.00	Qty Storage Fees
16/05/2019	Coulson Media Ltd	E02041	5041	402	£540.50	25% Deposit re. 'Dr Fossil' 20/8/19
16/05/2019	Right Guard Security UK Ltd	E02042	4895	301	£1,734.43	Security OTH - Apr 2019
16/05/2019	Red Eagle Ltd	E02043	4005	101	£1,012.32	Reception Cover w/c 1 & 22/4/19
16/05/2019	FairFX Credit Card	E02044	4010	101	-£76.99	Refund re. Coin Counter
			5030	402	£2.00	Tablecloth re. Workshops
			4617	201	£12.00	Kitchen Roll
			4010	101	£74.16	Camera
			4255	103	£59.00	Mayor's Gifts
			5090	402	£22.25	Museum Hospitality
			4617	201	£33.80	Sundries
			4255	103	£25.20	Chelsea Pensioners' Visit
			4617	201	£5.98	Certificate Frames re. Mayoral Awards
			4617	201	£8.95	Disposable Cups
			4006	101	£44.50	Travel re. Training Course

SCHEDULE OF PAYMENTS

1/4/19-31/5/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
			5044	402	£19.47	Various Items re.
			5044	402	£40.00	Various re. Workshops
			4501	201	£61.71	Ceiling Tiles
			4010	101	£84.98	Trolley
			5030	402	£20.00	Wooden Spoons re. Workshops
			4010	101	£65.71	Wine Glass Boxes
			4501	201	£8.76	4 x CCTV Signs re. OTH
			5042	402	£4.29	Labels for Exhibition
			5044	402	£12.98	Gift Wrap re. Workshops
			5044	402	£18.97	Crayons re. Workshops
			5044	402	£3.79	Pencils re. Workshops
			4617	201	£9.62	Sundries
			4501	201	£32.35	2 x Carbon Monoxide Alarms
			4501	201	£21.20	Coat Hooks
			4010	101	£115.95	Rope Barrier re. OTH
			4501	201	£11.36	30 x Socket Covers
			5010	402	£25.09	Battery for Museum Camera
			5010	402	£8.34	3 x Humidity Meters
			4010	101	£6.99	Memory Card Reader
			5010	402	£23.99	Museum Trolley
			5010	402	£42.90	Step-ladder re. Museum
			4501	201	£27.26	Anti-Damp Spray & Glue
			5044	402	£1.00	Woven Basket re. Workshop
			4501	201	£18.00	Paint & Brushes re. OTH
			5044	402	£23.96	Chocolate Eggs re. Workshops
			4501	201	£21.99	Safety Gate re. Education Room
			4501	201	£11.25	Various Tools re. OTH
			4022	101	£8.95	Laminating Pouches
			4256	103	£27.00	Mayor's Gift for Mayor's Chaplain
			4256	103	£150.00	Mayor's Gifts for Charity Committee

SCHEDULE OF PAYMENTS
1/4/19-31/5/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
			5044	402	£31.51	Mosaic Workshop Pack
			4617	201	£4.49	Sundries
			4617	201	£3.00	Handwash
			4180	103	£109.65	Refreshments re. Mayor's Installation
			4256	103	£49.50	Refreshments re. Charity Presentation
			4010	101	£6.99	Queue Post
			4022	101	£24.99	Name Badges
			4501	201	£2.95	Bracket
			4501	201	£17.95	Disabled Toilet Door Handle
			4617	201	£33.11	Kitchen Roll
16/05/2019	Shred Station	E02045	4615	201	£50.00	Confidential Waste Collection
16/05/2019	T.Rouse	E02046	5041	402	£105.00	Bug Roadshow 8/5/19
16/05/2019	W. Wallace	E02047	.5042	402	£30.00	Installation of Exhibition 2/5/19
16/05/2019	Red Eagle Ltd	E02048	4005	101	£421.80	Reception Cover w/c 29/4/19
16/05/2019	ClearView Communications Ltd	E02049	4905	301	£129.00	Repairs to CCTV Lens
16/05/2019	Modes Users Association	E02050	5040	402	£144.00	Modes Software Support 2019/20
17/05/2019	Daisy Communications	DD170519	4026	101	£230.65	Telephone Services - Apr 2019
17/05/2019	RBS PLC Mentor Services	DD170519	4006	101	£67.00	Health & Safety Management
20/05/2019	SSE Hydro-Electric	DD200519	4903	301	£4.48	Electricity to Phone Box - Apr 2019
21/05/2019	United Response	104725	4876	301	£1,000.00	Town Grant 20/5/19
24/05/2019	Kent Ass. of Local Councils	104726	4007	102	£270.00	'Dynamic Councillor' Training x 9
24/05/2019	Various	BP240519	4001	101	£15,865.99	Salaries - May 2019
24/05/2019	KCC re. Kent Pension Fund	BP240519	4001	101	£5,355.17	Pension Contribs - May 2019
28/05/2019	Veolia ES (UK) Ltd	DD280519	4615	201	£90.79	Waste Collection - Apr 2019
28/05/2019	SSE Hydro-Electric	DD280519	4615	201	£413.30	Elect OTH - Apr 2019
28/05/2019	Leppard Cleaning	SO280519	4509	201	£653.00	Cleaning OTH - May 2019

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
			ORIGINAL									
			BUDGET	VIREMENTS	REVISED	ACTUALS	ESTIMATED	VARIANCE	TOTAL	TRANSFERS		
CODE		ACTUALS	2019/2020	2019/2020	BUDGET	TO 31 MAY	BUDGET	TO 31 MAY	BUDGET	TO/ (FROM)	RESERVE	
		2018/2019	£	£	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	REMAINING	FOR INFO.	CODE(S)
			£	£	£	£	£	£	£	£		
101	ADMINISTRATION											
4001	SALARIES, PENSIONS & NI	360,871	389,000		389,000	54,938	64,833	-9,895	334,062			
4005	AGENCY STAFF	12,300	0		0	3,290	0	3,290	-3,290			
4006	TRAINING (Staff)	1,986	2,500		2,500	134	417	-283	2,366			
4008	RELOCATION COSTS	0	0		0	0	0	0	0			
4009	ADVERTISING FOR STAFF	0	0		0	0	0	0	0			
4010	EQUIPMENT/FURNITURE NEW	351	2,000		2,000	38	333	-295	1,962			
4012	INTERVIEW EXPENSES	0	0		0	0	0	0	0			
4013	BANK CHARGES	326	500		500	53	83	-30	447			
4021	PRINTING	0	500		500	0	83	-83	500			
4022	STATIONERY	922	1,000		1,000	99	167	-68	901			
4024	PHOTOCOPYING	1,913	1,800		1,800	240	300	-60	1,600			
4025	POSTAGE	1,568	1,800		1,800	238	450	-212	2,462			
4026	TELECOMMUNICATION SERVICES	2,942	2,700		2,700	3,118	1,058	2,060	3,232			
4060	ICT SUPPORT	19,486	6,350		6,350	261	260	1	-1			340
4070	MISCELLANEOUS SUBSCRIPTIONS	238	260		260	0	0	0	250			
4071	CINQUE PORT FEDERATION SUB	310	250		250	0	0	0	460			
4072	SOCIETY OF LOCAL COUNCIL CLERKS	469	460		460	0	0	0	42			
4073	KENT ASSOC. OF LOCAL COUNCILS	1,976	2,050		2,050	2,008	2,050	-42	42			
4080	PUBLIC TRANSPORT & CAR PARKS	206	200		200	0	33	-33	200			
4103	SUBSISTENCE ALLOWANCES	143	250		250	0	42	-42	250			
4104	CAR ALLOWANCES (Staff)	1,641	1,500		1,500	207	250	-43	1,293			
4105	CAR ALLOWANCES (Volunteers)	0	100		100	0	17	-17	100			
4712	ACCOUNTANCY SUPPORT	551	550		550	0	92	-92	550			
4720	TO ALLOTMENTS ADMINISTRATION (4503)	-4,103	-4,100		-4,100	-683	-683	0	-3,417			
	TOTAL ADMIN. EXPENDITURE	404,096	409,470	0	409,470	63,941	70,052	-6,111	345,529			
1190	INVESTMENT INTEREST	-2,170	-100		-100	0	0	0	-100			
1199	OTHER INCOME	-128	0		0	0	0	0	0			
	TOTAL ADMIN. INCOME	-2,298	-100	0	-100	0	0	0	-100			
	NET ADMIN. EXPENDITURE/INCOME	401,798	409,370	0	409,370	63,941	70,052	-6,111	345,429			
102	DEMOCRATIC COSTS											
4007	TRAINING/CONFERENCE EXPS (Clubs)	0	500		500	270	83	187	230			
4081	CAR ALLOWANCES (Clubs)	0	100		100	0	17	-17	100			
4950	FTC REFLECTION FEES	0	0		0	0	0	0	0			
4951	FOLK/TC REFLECTIONS (TO RESERVE)	0	10,200		10,200	0	0	0	10,200			
	TOTAL DEMOCRATIC COSTS EXP.	0	10,800	0	10,800	270	100	170	10,530			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
			ORIGINAL									
		ACTUAL \$	BUDGET	VIREMENTS	BUDGET	ACTUALS	ESTIMATED	VARIANCE	TOTAL	TRANSFERS		
CODE		2018/2019	2019/2020	2019/2020	2019/2020	TO 31 MAY	BUDGET	TO 31 MAY	BUDGET	TO 31 MAY	REMAINING	TO (FROM) RESERVE
						2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	FOR INFO.	RESERVE CODE(S)
PREMISES												
201												
4501	BUILDING REPS/MAINT	13,380	14,000		14,000	0	2,333	-2,333	14,000			
4509	CLEANING	9,771	9,000		9,000	1,306	1,500	-194	7,694			
4601	RENT	0	0		0	0	0	0	0			
4602	RATES	20,520	21,000		21,000	20,990	21,000	-10	10			
4603	PWLB CAPITAL REPAYMENTS	21,361	21,100		21,100	0	0	0	21,100			
4604	PWLB INTEREST REPAYMENTS	17,940	18,200		18,200	0	0	0	18,200			
4615	SERVICES, HEATING & LIGHTING	8,430	8,500		8,500	1,607	1,417	190	6,893			
4616	MOVING COSTS	0	0		0	0	0	0	0			
4617	SUNDRIES	1,710	4,000		4,000	70	667	-597	3,930			
4620	HIRE OF FACILITIES (Inc. Garage)	6,325	4,500		4,500	455	750	-295	4,045			
	TOTAL PREMISES EXPENDITURE	99,437	100,300		100,300	24,428	27,667	-3,239	75,872			
1010	RENTAL INCOME	-15,765	-15,620		-15,620	-2,000	-2,603	603	-13,620			
1020	PWLB INCOME	0	0		0	0	0	0	0			
	TOTAL PREMISES INCOME	-15,765	-15,620		-15,620	-2,000	-2,603	603	-13,620			
	NET PREMISES EXPENDITURE/INCOME	83,672	84,680		84,680	22,428	25,063	-2,635	62,252			
SERVICES												
301												
4030	NEWSLETTERS	0	500		500	0	83	-83	500			
4031	MISCELLANEOUS INSURANCES (Inc. Heritage)	9,020	9,500		9,500	0	0	0	9,500			
4503	ALLOTMENTS - ADMINISTRATION	4,103	4,100		4,100	683	683	-0	3,417			
4504	ALLOTMENTS - PFR MAINTENANCE	3,023	3,000		3,000	545	500	45	2,455			
4505	ALLOTMENTS - TKL MAINTENANCE	2,418	3,000		3,000	589	500	89	2,411			
4840	MAINTENANCE OF BEACON	25	250		250	25	42	-17	225			
4850	LOCAL PROJECTS	69	5,500		5,500	0	917	-917	5,500			
4851	NOTICE BOARDS	0	2,000		2,000	0	333	-333	2,000			
4875	WARD GRANTS	26,379	19,800		19,800	632	3,300	-2,668	19,168		-632	383
4876	TOWN GRANTS	29,800	35,000		35,000	16,129	11,670	4,459	18,871			
4878	PARKS, GARDENS & RECS - FLOWERBEDS	36,515	32,500		32,500	0	0	0	32,500			
4879	CHRISTMAS LIGHTING	82,336	51,000		51,000	5,572	5,600	-28	45,428			
4880	CHRISTMAS FESTIVITIES	15,626	12,000		12,000	0	0	0	12,000			
4881	YOUTH FACILITIES	7,315	11,600		11,600	0	1,933	-1,933	11,600			
4884	PARKS, GARDENS & RECS - TREES	8,938	10,000		10,000	0	1,667	-1,667	10,000			
4890	PARK BENCHES	0	200		200	0	33	-33	200			
4891	LITTER/SALT BINS, BOLLARDS & RAILINGS	0	4,000		4,000	0	667	-667	4,000			
4895	TOURIST INFORMATION	6,698	12,500		12,500	0	2,083	-2,083	12,500			
4900	MAINTENANCE OF PUBLIC CLOCKS	0	500		500	0	83	-83	500			
4901	MAINTENANCE OF MEMORIALS	7,624	2,500		2,500	0	417	-417	2,500			
4903	TELEPHONE BOX	57	150		150	4	25	-21	146			
4904	CCTV MONITORING	25,300	25,500		25,500	6,250	6,375	-125	19,250			
4905	CCTV MAINTENANCE	15,658	9,000		9,000	0	1,500	-1,500	9,000			
4998	CONTRIBUTION TO AIR SHOW	0	4,000		4,000	0	0	0	4,000			
4999	CONTINGENCY	4,873	3,000		3,000	0	500	-500	3,000			
	TOTAL SERVICES EXPENDITURE	285,777	261,100		261,100	30,429	38,912	-8,483	230,671			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
		ORIGINAL										
		BUDGET	VIREMENTS		BUDGET	ACTUALS	ESTIMATED	VARIANCE	TOTAL	TRANSFERS		
CODE		2019/2020	2019/2020		2019/2020	TO 31 MAY	TO 31 MAY	TO 31 MAY	BUDGET	TO/(FROM)	RESERVE	
						2019/2020	2019/2020	2019/2020	2019/2020	FOR INFO.	CODE(S)	
1002	ALLOTMENT RENTS PFR	-4,985	-4,950		-4,950	-1,518	-1,520	2	-3,432			
1003	ALLOTMENT RENTS TKL	-4,751	-4,700		-4,700	-1,723	-1,720	-3	-2,977			
1004	OTHER INCOME (SERVICES)	-22,267	0		0	0	0	0	0			
	TOTAL SERVICES INCOME	-32,003	-9,650	0	-9,650	-3,241	-3,240	-1	-6,409			
	NET SERVICES EXPENDITURE/INCOME	253,774	251,450	0	251,450	27,188	35,672	-8,484	224,262			
401	FEES											
4713	CONSULTANTS FEES	3,740	0		0	4,011	0	4,011	-4,011			
4714	EXTERNAL AUDIT FEES	2,000	2,050		2,050	0	0	0	2,050			
4715	LEGAL & INTERNAL AUDIT FEES	1,293	1,500		1,500	0	0	0	1,500			
4717	CARD RECEIPTS FEES	643	700		700	0	0	0	700			
	TOTAL FEES	7,676	4,250	0	4,250	4,011	0	4,011	239			
402	MUSEUM/HERITAGE											
5006	M/H TRAINING	0	700		700	157	117	40	543			
5007	M/H SUBSCRIPTIONS	151	450		450	0	75	-75	450			
5009	M/H ADVERTISING FOR STAFF	526	0		0	0	0	0	0			
5010	M/H EQUIPMENT/FURNITURE	14,709	400		400	100	67	33	300			
5011	M/H EXHIBIT REPAIRS	300	200		200	0	33	-33	200			
5012	M/H HISTORIC COSTUMES	0	250		250	0	42	-42	250			
5030	M/H MATERIALS	1,227	1,500		1,500	0	250	-250	1,500			
5031	M/H PUBLICITY & PROMOTION	96	1,000		1,000	0	167	-167	1,000			
5032	M/H EVALUATION/PRESS COVERAGE	0	500		500	0	83	-83	500			
5033	M/H LEAFLETS/PUBLICATIONS	670	1,000		1,000	0	167	-167	1,000			
5035	M/H MERCHANDISE	1,327	2,000		2,000	0	333	-333	2,000			
5040	M/H SERVICES	7,390	1,500		1,500	509	250	259	991			
5041	M/H EVENTS	1,390	5,000		5,000	590	833	-243	4,410			
5042	M/H EXHIBITIONS	3,668	4,000		4,000	57	667	-610	3,943			
5043	M/H EDUCATION RESOURCES	311	500		500	0	83	-83	500			
5044	M/H WORKSHOPS	0	4,000		4,000	332	667	-335	3,668			
5070	M/H VOLUNTEERS EXPENSES	0	0		0	0	0	0	0			
5090	M/H HOSPITALITY	502	500		500	0	83	-83	500			
5091	M/H PROFESSIONAL FEES	10,390	6,000		6,000	0	1,000	-1,000	6,000			
5092	MUSEUM ASSN. PROJECT	-301	0		0	0	0	0	0			
5099	CONT. TO MUSEUM/HERITAGE RESERVE	0	0		0	0	0	0	0			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020										
			ORIGINAL							
	ACTUALS	BUDGET	VIREMENTS	REVISED	ACTUALS	ESTIMATED	VARIANCE	TOTAL	TRANSFERS	
	2018/2019	2019/2020	2019/2020	BUDGET	TO 31 MAY	BUDGET	TO 31 MAY	BUDGET	TO/(FROM)	RESERVE
CODE				2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	FOR INFO.	CODE(S)
1030	M/H INCOME									
1031	M/H KCC CASH CONTRIBUTION HERITAGE	-6,214	-500	-500	0	-83	83	-500		
1032	M/H SDC CASH CONTRIBUTION TOURISM	-4,000	0	0	0	0	0	0		
1033	M/H HLF GRANT	0	0	0	0	0	0	0		
1033	M/H TRANSFERS FROM RESERVE	-68,268	-4,000	-4,000	-8,972	-4,000	-4,972	4,972		
1034	M/H RETAIL SALES	0	0	0	0	0	0	0		
1035	M/H DONATIONS	-3,229	-2,000	-2,000	0	0	0	-2,000		
1036	TOTAL MUSEUM/HERITAGE INCOME	-1,645	-700	-700	0	0	0	-700		
		-83,356	-7,200	0	-8,972	-4,083	-4,889	1,772		
	NET MUSEUM/HERITAGE EXP/INCOME	-2,070	22,300	0	-7,227	833	-8,060	29,527		
	SUMMARY									
	TOTAL EXPENDITURE	928,086	840,430	0	840,430	131,727	-17,203	708,703		
	TOTAL INCOME	-155,917	-32,570	0	-32,570	-34,213	-24,286	1,643		
	NET TOTAL	772,169	807,860	0	807,860	97,514	-41,489	710,346		
1176	PRECEPT	-786,950	-807,860		-807,860	-134,643	0	-673,217		
	TRANSFER TO / (FROM) RESERVES	-29,604			18,364		18,364	-18,364	18,364	TOTAL
	NET (SURPLUS) / DEFICIT	-44,385	0	0	0	-18,765	-23,125	18,765		
7001	TRANSFER TO RESERVES	44,385				4,360				
	Summary of Revenue Account:									
		Budget	Exp	Inc	Net	To/(From)	Total Net			
						Reserves	Exp/(Inc)			
	ADMINISTRATION	409,370	63,941	0	63,941	-1,004	62,937			
	DEMOCRATIC COSTS	10,800	270	0	270	0	270			
	MAYORALTY	25,010	6,903	-20,000	-13,097	20,000	6,903			
	PREMISES	84,680	24,428	-2,000	22,428	0	22,428			
	SERVICES	257,450	30,429	-3,241	27,188	-632	26,556			
	FEES	4,250	4,011	0	4,011	0	4,011			
	MUSEUM/HERITAGE	22,300	1,745	-8,972	-7,227	0	-7,227			
	PRECEPT	-807,860	0	-134,643	-134,643		-134,643			
	TOTAL	0	131,727	-168,856	-37,129	18,364	-18,765			

RESERVES & PROVISIONS AT 31 MAY 2019				
		BALANCE	BALANCE	
CODE		AT 1/4/19	AT 31/5/19	
		£	£	
310	GENERAL FUND	130,082	130,082	
330	BALANCING POND MAINT. RESERVE	40	40	
340	NEW SERVICES RESERVE	122,778	122,528	
350	TREE PLANTING RESERVE	7,390	7,390	
362	MUSEUM/HERITAGE RESERVE	190,344	190,344	
363	TOURISM RESERVE	4,735	4,735	
383	WARD GRANTS RESERVE	1,386	0	
385	TOWN GRANTS RESERVE	2,700	2,700	
386	FTC ELECTIONS	18,834	18,834	
387	ARMED FORCES' DAY RESERVE	12,035	32,035	<i>NOTE 1</i>
390	SALT BINS	6,313	6,313	
391	FLOWERBEDS	4	4	
392	LEAS FLOWER POWER	2,549	2,549	
393	ANTI-LITTER CAMPAIGN	2,000	2,000	
403	CCTV EQUIPMENT	53,470	53,470	
404	CHRISTMAS EVENTS	0	0	
405	CHRISTMAS LIGHTS	4,731	4,731	
499	PROVISION FOR OUTSTANDING INVOICES	6,136	6,136	
TOTAL		565,527	583,891	
<i>EXTERNAL CONTRIBUTIONS TO RESERVES 2019/20:</i>				
<i>NOTE 1: Includes £20,000 from F&HDC re. Air Display</i>				

Folkestone Town Council

Internal Audit Report for the year ended 31 March 2019

I have completed the year-end internal audit of the Council's records for the year ended 31st March 2019 and signed off the Annual Internal Audit Report on 30 April 2019. I have also provided an Internal Auditor's statement for inclusion in the Statement of Accounts 2018-19.

Members should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Members of the Council to guard against such events, but if during the course of my audit testing such events are discovered I am duty bound to disclose such events to the Council.

I would like to take this opportunity to thank the Town Clerk, Jennifer Childs and Finance Officer, Phil Cross for their assistance given to me leading up to the audit and during the audit itself.

Previous Audits:

External Audit 2017-18

The external auditors PKF Littlejohn LLP signed off Section 3 of the AGAR for the year ended 31 March 2018 on 15 September 2018. There were no matters raised by the Auditors, which was noted by the Finance & General Purposes (F&GP) Committee, Min 1242 – 18 Oct 2018.

Internal Audit 2017-18

My Internal Audit Report for 2017-18 was considered by the F&GP Committee at its meeting held on 14 June 2018 (Min No. 1218). There was one matter for me to follow up from last year relating to the diversification of investments to take advantage of the FSCS protection available to the Council.

Year-end Internal Audit 2018-19:

Findings

During the Audit visit I viewed the minutes of the Council and the various sub-committees, particularly the Finance and General Purposes Committee and other relevant paperwork such as the Insurance Policies, Standing Orders and Financial Regulations. Sample checks were carried out on the payroll and payment vouchers, I found no errors or omissions to report to Members. The bookkeeping of the Finance Officer is exemplary and a full set of the paperwork to be sent to PKF Littlejohn (to be approved by the Extra-ordinary Council Meeting on 13 June 2019) was given to me to assist my Internal Audit work.

Following my visit there are some observations I wish to bring to Councillors' attention.

Council's Website & Councillors:

Last year I reported on the Council being awarded the Quality Gold Award and the Certificate of Compliance regarding the General Data Protection Regulation (GDPR), which came into effect from 25 May 2018. The Council

has an excellent website, where a vast amount of information about the Council, its responsibilities, its governance and financial position is publicly available. One of the statutory requirements in terms of website content for the Council are the Annual Governance and Accountability Returns (AGAR's formally the Annual Return), which are available to view under the "Council" tab on the "home-page". The 2018-19 AGAR will be added once approved by Council in June 2019. The other statutory requirement for the website is the Register of Interests of Councillors (Disclosable Pecuniary Interests [DPI's]). This would normally be available under the "Your Local Councillor" webpage, but following the local elections in May there are quite a few changes to be made to the list of Councillors for 2019-20 Municipal Year, which cannot be completed until the DPI forms have been completed and returned by all 18 Councillors.

The Council also has to comply with the Transparency Code for Larger Councils requirements designed to increase accountability and ensure that local people can access and scrutinise data covering, "how money is spent", "use of assets", "the decision making of the Council" and "issues important to local people".

The website contains links to the Folkestone Museum, Visit Folkestone, Kent Council and the Folkestone & Hythe District Council (formerly Shepway District Council). The Council's website is a good way of finding out what the Council has done and is planning to do and would recommend to all 12 new Councillors to Folkestone to have a browse.

Policies and Procedures:

The F&GP Committee review and recommend to Council any changes to most of the policies and procedures of the Council including the two most important documents, Standing Orders and Financial Regulations. The last review was on 26 April 2018 Min 1206, but both documents were re-adopted by the new Council for 2019-20 on 14 May 2019 (Min 1591).

As mentioned earlier in this Report the Council has taken onboard the GDPR requirements achieving the Certificate of Compliance of the QG-GDPR Management Standard. The Council has in place a Privacy Notice, a Privacy Policy and a Subject Access Request, all viewable on the website. One area that has not progressed is dedicated email addresses for all Councillors to encapsulate all the email traffic related to Town Council business only. It would be advisable to pursue a policy of the use of a "generic style" email address similar to the Town Clerks address jennifer.childs@folkestone-tc.gov.uk , which I understand would be subject to Subject Access Requests, would be filtered by Barracuda and there would be an ongoing cost to the Council.

Risk Management/Insurance/Asset Register:

The Council has in place a 5-year long term agreement (LTA) with Zurich Municipal to 28 July 2021. The LTA has been extended to include the museum artefacts and includes vehicle insurance cover for the civic car. The Fidelity Guarantee cover remains at £1m.

The Town Clerk presented the Annual Governance and Accountability Risk Management Report to the F&GP Meeting on 14 June 2018, there were 23 risk areas listed. The report also included the Insurance Review. As part of the additional information required to satisfy the "intermediate" level review for 2019-20, the Council will have to submit evidence that it has carried out an assessment of the risks facing the Council and taken appropriate steps to mitigate any identified risks. The Report and the Minutes from the 14 June F&GP Meeting will provide

the required evidence to prove compliance with the Assertion 5 on the Annual Governance Statement (Section 1) within the AGAR.

There were several new assets added to the Asset Register during 2018-19, which included the Gurkha Memorial (£30,000), furniture and sound equipment in the Council Chamber (£53,200), additional Christmas lights (£28,870) and office and computer equipment (£14,500) increasing the value of Council Assets as at 31 March 2019 to £3.336m. The Asset Register includes digital photographs of the higher valued and rare assets.

Budgetary Control:

There have been no significant changes to the budgetary control arrangements with the F&GP Committee receiving regular budgetary control reports. The last Budget Monitoring Statement to 31 March 2019 was considered by the F&GP Committee on 25 April, when it was agreed that the estimated underspend of £44,380 be transferred to the New Services Reserve rather than the General Fund Reserve, which already stood within the guidelines of 10-15% of the Precept value (Min 1270 – 25 April 2019)

This Committee is also responsible for undertaking the annual budget review and making recommendations to the Council on the Budget and Precept Requirement. Prior to this the Council's other Committees are invited to submit growth items for consideration. At the F&GP Committee held on 13 December 2018 the Committee considered the draft Budget proposals for 2019-20 and recommended a Budget and Precept of £807,860, which included an additional £6,000 towards the funding of the Red Arrows Display making a total cost of £10,000 (Min 1251 – 13 Dec 2018). The Council considered the F&GP recommendation at its meeting on 10 January, the Report by the Town Clerk included the Tax Base information for 2019-20 (from 14,161.17 to 14,474.27 for 2019-20), which would result in an increase of £0.24p pa for a Band D property, a 0.4% increase. The Precept Request of £807,860 was duly approved (Min 1562 – 10 Jan 2019).

Bookkeeping:

The bookkeeping arrangements under the control of the Finance Officer have remained unchanged using the computerised bookkeeping produced by the RBS Omega system. The bookkeeping is exemplary.

There are two petty cash floats in existence the Office float of £500 and £100 Museum cash float mainly for change purposes regarding the sales related to the museum displays. There is also a "pre-paid" Credit Card facility as well, its use subject to the Town Clerk's approval. The petty cash chits are attached to the top-up request submitted by the Finance Officer as part of the payment's schedules seen by Councillors as are the Credit Card advices supporting the credit card use. There are also significant cash payments from the allotment holders. A typical 5 square rod plot now costs £73pa, although the Council considers going "cashless" wherever possible and promoting payment direct to the Council's bank.

Income and Payments (inc. contracts):

During the year the Council received a further £80,000 grant funding towards the Museum/Heritage Project. Other income streams apart from the Precept (£786,950) were from the Allotments sites (£9,740), rental receipts (£15,760) and grants and other receipts totalling just over £44,000. All the monies have been properly accounted for within the RBS Omega system. I carried out a random check on the income streams including an in-depth check on the allotments and found no errors or omissions.

Part of the audit included a similar random check of the payments made during the year from authorisation of the works to the authorisation of the payment and the debit to the Council's bank account. I found no errors or omissions. Most of payments are made via the Bacs system. A listing of all the payments made for £250 and above is available on the Council's website.

The VAT paid by the Council has been reclaimed on a quarterly basis throughout the year and totalled £70,924. The last quarter to 31 March 2019 (£26,308) will be received in 2019-20.

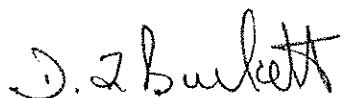
Payroll:

The Council had 10 employees at the year-end with one vacancy, their names and job titles and contact details are listed on the Council's website. Most of the staff are part-time. The payroll is managed by Payroll Services Ltd, providing a separation of duties for the payroll function and is fully compliant with the HMRC RTI arrangements. All staff have access to the Local Government Pension Scheme administered by Kent CC. I carried out a sample check of the payroll records including the year-end P60's.

Bank Reconciliation and Balances:

At the year-end 31 March 2019 the Council had just over £82,000 held in a current and a deposit account with HSBC. The Council has placed a sum of £500,000 with Folkestone & Hythe DC as a short-term investment following my recommendation last year diversify its cash holdings to take advantage of the FSCS protection, although the investment with the District Council is not covered by the FSCS compensation arrangements. It is relatively liquid but does not attract a very good rate of interest (0.5%).

Following the Election results there will be a need for a change in the bank mandate, which is based on the Town Mayor and Deputy Mayor and serving past Mayors as well as the Chair and Vice-Chair of the three main Committees (Min 1589 – 14 May 2019), not the easiest thing to resolve.



David J Buckett CPFA DMS

27 May 2019



TERMS OF REFERENCE

Finance and General Purposes Committee

1. To exercise the powers and duties of the Town Council in financial matters, including.
 - a) All applications for financial assistance except those referred to the grants committee.
 - b) Accounting, banking and payroll arrangements.
 - c) Insurance.
 - d) Advertising.
 - e) Staff Costs.
 - f) Subscriptions.
 - g) Charitable Trusts and voluntary organisations.
 - h) Management of the Town Council's premises, administration and capital expenditure.
 - i) The Town Council's income and expenditure including the Annual Town meeting; Councillors' training and expenses; and gifts and presentations.
 - j) Health and Safety.
2. To consider and make recommendations on:
 - a) All financial matters affecting the Town Council, including Precepts, budgets, accounts, payments and contracts.
 - b) Through the Personnel Sub Committee, the appointment, pay, superannuation and conditions of service of Town Council staff and staff/councillor training.
 - c) Staff and Council member training.
 - d) The Town Council's premises.
 - e) Mayoral costs, including the civic car.
 - f) Town Council vacancies and electoral arrangements.
 - g) Twinning and friendship links.
 - h) The implementation of the Council's aims and objectives.
 - i) The Chair or Vice Chair be involved in the selection and engagement of professional advisors.

- j) All statutory and legal matters affecting the Town Council (including byelaws).
 - k) Complaints procedures and the resolution of complaints received.
3. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and consider these in the calculation of the precept.
 4. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.

WORKING GROUPS – FINANCE AND GENERAL PURPOSES

2019-20
FHDC/FTC Partnership Working Group (6)
Town Mayor (Substitute Deputy Town Mayor)
Immediate Past Mayor
Chairman of Finance & General Purpose (substitute Vice Chair)
Chairman of Community Services Committee (substitute Vice Chair)
Chairman of Planning (substitute Vice Chair)
Chairman of Grants Committee (substitute Vice Chair)
Parent Committee: Finance and General Purposes

This report will be made public
on 6 June 2019.

Folkestone
Town Council



Report Number **F/19/250**

To: Finance and General Purposes Committee
Date: 13 June 2019
Status: Public Report

Responsible Officer: Town Clerk

Subject: SECURITY – TOWN HALL

SUMMARY:

At the Finance and General Purposes Committee meeting on 25 April 2019, a number of recent security issues in the Town Hall were discussed. Due to concerns for the safety of staff and visitors, a uniformed security presence was being deployed during opening hours and it was recommended that this continues on a permanent basis. It was suggested that a report be prepared for the next meeting, indicating how this could be funded.

REASONS FOR RECOMMENDATION

The Committee is asked to consider the recommendations below because:

- i. Council must ensure the safety of its staff and visitors to its premises.
- ii. Council must protect its assets.

RECOMMENDATIONS:

1. **Receive and note Report F/19/250.**
2. **Provide adequate security on a permanent basis.**
3. **Allocate suggested revenue growth.**

Aims and Objectives – *Protection of staff, public and assets.*

Financial Implications – *As outlined in the report*

Equal Opportunities – *Equal access for all.*

1. INTRODUCTION AND BACKGROUND

- 1.1 During the first quarter of 2019 there were a number of security issues in the Town Hall, including physical altercations; vandalism; theft; and a protest, during which staff were prevented from entering the building. The police were called on several occasions.
- 1.2 CCTV is installed within the building but there is clearly a need to take further preventative measures in order to reduce the number of anti-social incidents and protect staff and visitors to the premises. Since March, a uniformed security officer has been deployed in the public areas of the Town Hall during opening hours (i.e. six hours per day). Security staff are hired through an agency, which provides consistency, ensures that staff are always available and, considering holidays, sickness, etc., is no more expensive than employing staff directly.

2. FUNDING

- 2.1 The current cost of security cover for six days a week (including bank holidays) is approximately £22,000 per year. As there is no specific budget available, costs are presently being met by the Tourism service, which attracts many visitors to the Town Hall. However, the total budget for this service is £12,500 per year and it therefore cannot sustain these charges long-term.
- 2.2 There is currently a substantial reserve of £190,000 set aside for the Museum/Heritage service. This is considerably more than the amount originally anticipated (circa £100,000) due to the Town Council's required contribution to the building of the museum having been less than expected and additional income having been received. Although the anti-social incidents are not directly associated with the museum, its establishment has expanded the area accessible to the public and it is therefore not unreasonable to use some of the reserve as a contribution to the security service during this Council's term.
- 2.3 It is therefore recommended that the Museum/Heritage Reserve is used to pay in part for the security service, whilst gradually introducing an appropriate budget to the revenue account, thus reducing the impact on the precept.
- 2.4 Assuming an estimated annual increase in cost of 4%, the following table indicates how the budget could be introduced to the revenue account over the next four years, using just under a quarter of the Museum/Heritage Reserve to subsidise it during that period. Based on the current precept of £807,860, an additional £8,000 added each year would represent an increase of 0.99% per annum (equivalent to 1p per week for a Band D property).

Year	Estimated Total Cost	Met from Revenue Account	Met from Museum / Heritage Reserve
2019/20	£22,000	£0	£22,000
2020/21	£22,880	£8,000	£14,880
2021/22	£23,800	£16,000	£7,800
2022/23	£24,750	£24,750	£0

- 2.5 A revenue budget would be fully established by the end of the present term with approximately £44,680 of the Museum/Heritage Reserve having been used during the four-year period.

3. RECOMMENDATIONS

- 3.1 It is recommended that Report F/19/250 be approved, the security service be continued and funded as described.

Dated 201[*]

Licence to Assign Underlease

Relating To

Underlease of World War One Memorial Arch and Landscaped Surrounds at the
Leas, Folkestone, Kent

THE RIGHT HONOURABLE WILLIAM NINTH EARL OF RADNOR

THE HONOURABLE PETER JOHN PLEYDELL-BOUVERIE

SUSAN ANNE LAING

HELEN CLARK

AND

THE DISTRICT COUNCIL OF FOLKESTONE AND HYTHE

AND

STEP SHORT FOLKESTONE LIMITED

AND

FOLKESTONE TOWN COUNCIL

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THIS LICENCE IS DATED [DATE]

HM Land Registry

Landlord's title number: K952165

Administrative area: FOLKESTONE AND HYTHE

PARTIES

- (1) **THE RIGHT HONOURABLE WILLIAM NINTH EARL OF RADNOR** of the Estate Office Longford Castle Salisbury Wiltshire SP5 4ED **THE HONOURABLE PETER JOHN PLEYDELL-BOUVERIE** of New Court Farm House Downton Salisbury Wiltshire SP5 3JF **SUSAN ANNE LAING** of 6 Worcester Street Oxford OX1 2BX and **HELEN CLARK** of 22 Chancery Lane London WC2A 1LS ("the **Superior Landlord**");
- (2) **THE DISTRICT COUNCIL OF FOLKESTONE AND HYTHE** of Civic Centre, Castle Hill Avenue, Folkestone, Kent CT20 2QY (the **Landlord**);
- (3) **STEP SHORT FOLKESTONE LIMITED** incorporated and registered in England and Wales with company number 07577216 whose registered office is at Henwood House Henwood Ashford Kent TN24 8DH (the **Tenant**); and
- (4) **THE FOLKESTONE TOWN COUNCIL** of Town Hall, 1-2 Guildhall Street, Folkestone, Kent, CT20 1DY ("the **Assignee**).

BACKGROUND

- (A) This licence is supplemental and collateral to the Superior Lease and the Underlease.
- (B) The Superior Landlord is entitled to the immediate reversion to the Superior Lease.
- (C) The Landlord is entitled to the immediate reversion to the Underlease.
- (D) The residue of the term granted by the Underlease is vested in the Tenant.
- (E) The Tenant intends to assign the Underlease to the Assignee and, under the terms of the Underlease, alienation is prohibited. Both the Superior Landlord and Landlord consent to the assignment subject to the terms contained in this Licence and as a personal concession, such consent will not constitute any variation of either the Superior Lease or the Underlease.

AGREED TERMS

1. INTERPRETATION

The following definitions and rules of interpretation apply in this licence.

Superior Lease: the lease of the Leas and West Cliff, Folkestone, Kent dated 24 October 1913 made between (1) The Right Honourable Jacob Earl of Radnor and (2) The Mayor Aldermen and Burgesses of the Borough of Folkestone and all documents supplemental or collateral to that lease.

Property: World War One Memorial Arch and Landscaped Surrounds at the Leas, Folkestone, Kent as demised by the Underlease.

Underlease: the underlease of the World War One Memorial Arch and Landscaped Surrounds at the Leas, Folkestone, Kent dated 20 June 2016 made between (1) The District Council of Shepway and (2) Step Short Folkestone Limited.

- 1.1 References to the **Landlord** include a reference to the person entitled for the time being to the immediate reversion to the Underlease.
- 1.2 References to the **Superior Landlord** include a reference to the person entitled for the time being to the immediate reversion to the Superior Lease.
- 1.3 The expression **tenant covenants** has the meaning given to it by the Landlord and Tenant (Covenants) Act 1995.
- 1.4 References to **completion of the assignment** (and similar expressions) are to the date on which the deed of assignment to the Assignee is dated and not to the registration of that deed at HM Land Registry.
- 1.5 Clause, Schedule and paragraph headings shall not affect the interpretation of this licence.
- 1.6 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.7 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.8 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.9 Unless otherwise specified, a reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time.
- 1.10 A reference to a statute or statutory provision shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.11 A reference to **writing** or **written** includes fax but not email.
- 1.12 A reference to this licence or to any other agreement or document referred to in this licence is a reference to this licence or such other agreement or document as varied or novated (in each case, other than in breach of the provisions of this licence) from time to time.

- 1.13 Unless the context otherwise requires, references to clauses and Schedules are to the clauses and Schedules of this licence and references to paragraphs are to paragraphs of the relevant Schedule.
- 1.14 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.15 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.

2. CONSENT TO ASSIGN

- 2.1 In consideration of the obligations on the Assignee and the Tenant in this licence, the Superior Landlord and Landlord consent to the Tenant assigning the Underlease to the Assignee.
- 2.2 This consent is valid for three months from (and including) the date of this licence. If the assignment has not been completed and registered with the Landlord within that time, the Superior Landlord and the Landlord may jointly give notice to the Tenant extending the period of validity. If this consent ceases to be valid and the Superior Landlord and the Landlord have not jointly given notice extending its validity, all the terms of this licence except clause 2.1 shall remain in force.

3. OBLIGATIONS RELATING TO THE ASSIGNMENT

- 3.1 The Assignee shall not occupy, and the Tenant shall not allow the Assignee to occupy, the Property or any part of it before completion of the assignment.
- 3.2 Immediately following completion of the assignment, the Assignee shall notify the Landlord (or its managing agents) of the name and address of the person to whom demands for rent should be sent.
- 3.3 Within one month after completion of the assignment, the Assignee shall notify the Landlord of completion, send the Landlord a certified copy of the assignment and pay the Landlord's registration fee of £40 plus value added tax.
- 3.4 Within one month after completion of the assignment, the Landlord shall notify the Superior Landlord of completion, send the Superior Landlord a certified copy of the assignment and pay the Superior Landlord's registration fee of £40 plus VAT
- 3.5 The Assignee shall apply for registration of the assignment of the Underlease at HM Land Registry within one month following completion of the assignment. The Assignee shall ensure that any requisitions raised by HM Land Registry in connection with its application to register the assignment of the Underlease are dealt with promptly and properly. The

Assignee shall send the Landlord official copies of its title within one month after the registration has been completed.

3.6 The Assignee covenants with the Landlord:

- (a) To pay the rents reserved by and comply with the lessee's obligation in the Underlease;
- (b) Not to do, omit to do, or allow to be done or omitted, in relation to the Property anything which would cause the Landlord to be in breach of, or which if done or omitted or allowed to be done by the Landlord would constitute a breach of, the lessee's obligations in the Superior Lease.
- (c) Not to assign, charge, underlet or part with or share possession or occupation of the whole or any part of the Property.

4. **NO VARIATION**

The consent granted to the assignment of the Underlease pursuant to Clause 2.1 ("the Permitted Assignment") shall not constitute a variation to Clause 4.20 of the Underlease which is waived only in respect of the Permitted Assignment and which shall otherwise continue in full force effect.

5. **COSTS**

On completion of this licence the Tenant shall pay the reasonable costs and disbursements of the Landlord's solicitors and its managing agents in connection with this licence. This obligation extends to costs and disbursements assessed on a full indemnity basis and to any value added tax in respect of those costs and disbursements except to the extent that the Landlord is able to recover that value added tax.

6. **THE RIGHT OF RE-ENTRY IN THE UNDERLEASE**

The right of re-entry in the Underlease shall be exercisable if any covenant or condition of this licence is breached as well as if any of the events stated in the provision for re-entry in the Underlease occurs.

7. **INDEMNITY**

The Tenant and the Assignee shall indemnify the Superior Landlord and Landlord against all liabilities, costs, expenses, damages and losses suffered or incurred by the Superior Landlord and/or the Landlord arising out of or in connection with any breach of the terms of this licence.

8. **NOTICES**

Any notice given under or in connection with this licence shall be in writing and shall be delivered by hand or sent by pre-paid first class post or other next working day delivery service or by any other means permitted by the Underlease. A correctly addressed notice delivered by hand shall be deemed to have been

delivered at the time the notice is left at the proper address. A correctly addressed notice sent by pre-paid first class post or other next working day delivery service shall be deemed to have been delivered on the second working day after posting.

9. LIABILITY

9.1 Where the Tenant comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of the Tenant arising under this licence or the assignment. The Superior Landlord and Landlord may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.

9.2 Where the Assignee comprises more than one person, those persons shall be jointly and severally liable for the obligations and liabilities of the Assignee arising under this licence or the assignment. The Superior Landlord and Landlord may take action against, or release or compromise the liability of, or grant time or other indulgence to, any one of those persons without affecting the liability of any other of them.

10. THIRD PARTY RIGHTS

A person who is not a party to this licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this licence.

IN WITNESS whereof this Deed has been duly executed by the parties hereto and is delivered as a Deed the day and year first before written.

Executed as a deed by **THE RIGHT
HONOURABLE WILLIAM NINTH
EARL OF RADNOR** in the presence of:

.....

.....
SIGNATURE OF WITNESS
NAME, ADDRESS AND
OCCUPATION OF WITNESS

Executed as a deed by **THE
HONOURABLE PETER JOHN
PLEYDELL-BOUVERIE** in the presence
of:

.....

.....
SIGNATURE OF WITNESS
NAME, ADDRESS AND
OCCUPATION OF WITNESS

Executed as a deed by **SUSAN ANNE
LAING** in the presence of:

.....

.....
SIGNATURE OF WITNESS
NAME, ADDRESS AND
OCCUPATION OF WITNESS

Executed as a deed by **HELEN CLARK** in
the presence of:

.....

.....
SIGNATURE OF WITNESS
NAME, ADDRESS AND
OCCUPATION OF WITNESS

THE COMMON SEAL of THE
DISTRICT COUNCIL OF
FOLKESTONE AND HYTHE was
hereunto affixed in the presence of:-

Authorised signatory

Executed as a deed by **Step Short
Folkestone Limited acting by**

[name]
a director

.....
Director

Executed as a deed by Step Short
Folkestone Limited acting by

[name]
a director

.....
Director

THE COMMON SEAL of THE
FOLKESTONE TOWN COUNCIL
was hereunto affixed in the presence of:-

Authorised signatory

This report will be made
public on 6 June 2019

**Folkestone
Town Council**



Report Number **F/19/251**

To: Finance and General Purposes Committee
Date: 13 June 2019
Status: Public Report

Responsible Officer: Town Clerk

**Subject: GOVERNANCE AND ACCOUNTABILITY RISK ASSESSMENT
AND INSURANCE REVIEW 2019/20**

SUMMARY:

This report updates the Governance and Accountability Risk Assessment and reviews the current levels of insurance.

REASONS FOR RECOMMENDATION

The Committee is asked to agree the recommendations below because:

- a) The Council is required to demonstrate that it has considered any risks which may affect its business.
- b) The Council must be adequately insured.

RECOMMENDATIONS:

- 1. To receive and note Report F/19/251**
- 2. To approve and adopt the Governance and Accountability Risk Assessment 2019/20**
- 3. To approve the Insurance Review and any recommended amendments to insurance cover**

Aims and Objectives – To carry out a business risk assessment and make certain that the Council has adequate insurance cover

Financial Implications – The present budget for insurance premiums is adequate

Equal Opportunities – Equal opportunities for all

Folkestone Town Council

Governance and Accountability

Risk Assessment

2019/20

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
1.	Physical and/or verbal abuse of staff and/or visitors.	High	Medium	CCTV coverage. Staff awareness of health and safety policy. Appropriate training for frontline staff. Employers' liability cover with reputable insurance provider.	Presence of security officer during public opening hours.
2.	Loss or damage to Council properties, furniture and equipment.	High	Medium	Town Hall insured by the Town Council with reputable insurance provider. Furniture and equipment insured by the Town Council with reputable insurance provider. Maintenance of asset register. Regular maintenance of equipment including alarms and fire extinguishers. Staff presence during Museum opening hours.	
3.	Damage to third party property or individuals.	High	Low	Public Liability Insurance with reputable insurance provider. Staff awareness of health and safety policy.	
4.	Breaking and entering of offices.	High	Low	Intruder alarms and fire extinguishers fitted. Secure locks fitted. Record of key holders maintained. Emergency call-out measures in place. Alarms and fire protection equipment serviced at least annually.	
5.	Loss of cash through theft or dishonesty.	Medium	Low	Fidelity Guarantee with reputable insurance provider. Secure storage of cash. Regular banking of cash receipts. Thorough vetting process for job applicants and annual staff reviews. Minimise distance between office and bank. Carry out banking at random times.	Ensure that Fidelity Guarantee is sufficient to cover a minimum of total reserves plus half of precept.

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
6.	Loss of Council funds held in bank accounts.	High	Low	Monthly bank reconciliations. Two approved signatures for all payments. Regular schedule of payments reports to Finance & General Purposes Committee. Internal Audit. External Audit.	
7.	Insolvency of insurance company.	High	Low	Use of one of the largest companies providing specialist cover for Councils.	Seek advice from the Financial Services Authority if in doubt regarding insurance company.
8.	Failure to keep proper financial records in accordance with statutory requirements.	High	Low	Regular financial reporting. Adoption of financial regulations. Internal Audit checks. Annual External Audit. Appropriate staff training.	
9.	Non-payment of bills.	High	Low	Efficient financial systems. Sufficient authorised signatories.	
10.	Insufficient precept to provide Council services.	High	Low	Approval of budget by full Council. Provision of regular budget monitoring statements.	
11.	Insufficient reserves to meet unexpected expenditure.	High	Low	Prudent budgeting. Sensible reserves.	
12.	Failing to comply with legislation and council policies.	High	Low	Councillors and staff training. Regular Committee meetings. Internal Audit. External Audit.	
13.	Failure to ensure that employment law, pension and PAYE/N.I. regulations are adhered to.	High	Low	Contracts of employment for all staff. Systems in place for updating records for changes in relevant legislation. Maintenance of accurate personnel files.	

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
14.	Unfair dismissal claims.	High	Low	Disciplinary policy and grievance procedure in place.	Seek advice from South East Employers or similar organisations to ensure regulations are correctly administered.
15.	Failure to ensure HMRC regulations are met with regard to VAT and the construction industry scheme.	High	Low	Regular returns to HMRC. Systems in place for updating records for changes in relevant legislation. Appropriately experienced/trained staff.	
16.	Failure to comply with Health & Safety and Fire regulations.	High	Low	Annual review of Health & Safety Policy. Prominent display of Health & Safety and Fire Safety advice. Appropriately trained staff.	
17.	Failure to provide accurate reporting of Council business.	Medium	Low	Minutes properly numbered and paginated with a master copy in safekeeping. Minutes circulated appropriately. Minutes placed on website (in draft initially). Minutes approved at next meeting.	
18.	Failure to ensure the proper use of funds granted to local community groups.	Low	Low	Schedule of payments reported to Finance & General Purposes Committee. Internal Audit. External Audit. Feedback Forms or Reply slips from successful applicants to confirm appropriate use of grants.	
19.	Failure to respond to electors wishing to exercise their rights of inspection.	Low	Low	Minutes placed on website. Advertising of end of year accounts and making them available to the public for inspection, as required under the Financial Regulations.	Meet statutory dates and comply with legislation.
20.	Failure to record members' interests, gifts and hospitality received.	Medium	Low	Disclosure of interests register, and a register of gifts and hospitality received, kept by Town Clerk. Disclosures of interest as item on agendas. Internal Audit check.	Annual reminder sent to Councillors requesting that they update the disclosure of interests register.

No.	Risk Description	Impact	Probability	Existing Measures Taken	Recommendations
21.	Inappropriate use of amenities/facilities by third parties and community groups.	Medium	Low	Leases and agreements in place for use/hire of amenities/facilities by third parties and community groups. Annual review of Leases & Agreements.	
22.	Failure of Computer System in whole or part.	High	Medium	Service contract with reputable organisation. Virus protection and data backup maintained. Cyber Essentials certification. Staff Training.	
23.	Failure to comply with codes of practice for procurement of goods and services.	Medium	Low	Purchase order system. Contracts awarded in line with Standing Orders and Financial Regulations.	Adherence to codes of practice for procurement.
24.	Failure to comply with GDPR	High	Low	Appointment of Data Protection Officer. GDPR Fundamentals certification. Annual review of Data Protection and associated audits & procedures.	

INSURANCE SCHEDULE 2019/2020

Insurance	Asset Value *	Existing Cover	Recommended Adjustments
Buildings: The Town Hall, 1-2 Guildhall Street Club House, Park Farm Road Allotments Toilet Hut, Park Farm Road Allotments Loss of Rent (Town Hall)	£700,000	£2,722,439 (Rebuild Value) £1,791 (+ £1,791 Contents) £1,791 £60,000	
Contents/All Risks: Civic Regalia Furniture, Fixtures and Fittings Chambers/Cinema Furniture & Kiosk Chambers/Cinema Screen & Speaker System Other Contents and Consumable Stock Computer and Office Equipment Cash (in locked safes) Cash (in transit in the custody of an employee) Cash (in locked receptacles other than safes) Temporary Contents (Third Party Exhibition Items) Rented Items	£93,890 £48,805 £28,300 £24,900 £31,825	£116,507 (See Note 1) £39,253 £28,300 £24,900 £2,029 £23,340 £5,000 £5,000 £500 £562,754 £4,389	£48,805 £31,825
Additional Items: Street Furniture (inc. Leas Beacon) Speedwatch Equipment William Harvey Statue War Memorial Gurkha Memorial Paintings ('Belgian Refugees' & 'Viaduct') 2 x WW1 Archive Books CCTV Equipment Christmas Lights Power Columns (Cheriton High Street) Folkestone Collection (including display cabinets)	£26,750 £2,251 £124,833 £59,073 £30,000 £21,706 £2,000 £78,000 £58,870 £4,400 £2,000,000	£31,011 £2,533 £140,501 £66,487 £30,900 £24,430 £2,251 £78,000 £32,782 £4,400 £2,121,800	£58,870

Insurance	Asset Value *	Existing Cover	Recommended Adjustments
Public Liability		£10,000,000	
Employer's Liability		£10,000,000	
Hirer's Liability		£2,000,000	
Libel and Slander		£250,000	
<i>Motor Vehicle:</i>			
Damage to Property		£5,000,000	
Repairs		No limit	
Legal Expenses and Uninsured Loss Recovery		£100,000	
Fidelity Guarantee (All Members and Employees)		£1,000,000 (See Note 2)	
Personal Accident (Accident and Assault Cover)		£500,000 any one person £2,000,000 any one incident	

** It is an Audit requirement that assets, as shown in the balance sheet, are not revalued but remain at purchase price. However, they are insured at replacement or rebuild value.*

Notes

1. The Council's Civic Regalia was professionally valued by a NAG Registered Valuer in August 2006. The Insurance Company has applied its standard annual increase (index linked) to all items.
2. The external auditor recommends that the fidelity guarantee insurance should be at least equivalent to cash and investments at year end plus half the precept. For 2018/19 this equated to:

Cash and Investments	£582,480
Half Precept	<u>£393,475</u>
	<u>£975,955</u>

The standard cover of £1,000,000 is sufficient to comply with the external auditor's advice.

SUMMARY																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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