

# Folkestone Town Council



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## AGENDA

Meeting: **Finance and General Purposes Committee**  
Date: **Thursday 17 October 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 INTEREST**  
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 5 September 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 meeting of the Personnel Sub Committee held on 1 August 2019.

**4. SCHEDULE OF PAYMENTS**

The attached schedule details payments made between 1 August 2019 and 30 September 2019.

**5. BUDGET MONITORING STATEMENT 2019/20**

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

**6. BUDGET 2020/21 – POTENTIAL GROWTH ITEMS**

The Committee is asked to give thought to possible growth items and non-recurring revenue expenditure for next year. The Committee will receive and discuss the full list of proposals put forward for growth/savings by all Committees at its meeting on 19 December 2019.

**7. APPROVAL OF ACCOUNTS 2018/19**

For the Committee's information, the external auditor, PKF Littlejohn LLP, has approved the Folkestone Town Council Accounts and Annual Return for 2018/19 without qualification.

**8. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES**

Grants Committee – 15 August 2019

Councillor David Horton requested that the Grants Committee consider awarding a town grant of £2,000 for use in the Town Council's tree planting schedule. The following was resolved:

That a request is made to the Finance & General Purposes Committee to release £2,000 from the Town Grants Reserve to cover the shortfall required to deliver the tree planting schedule.

**9. WARD GRANTS**

For the Committee's information, attached is a list of ward grants approved by the Town Clerk from 1 August to 30 September 2019.

**10. WARD GRANT BALANCES 2019/20**

For information, the attached shows ward grant balances available to each Councillor as at 6 October 2019.

**11. DATE OF NEXT MEETING**

**Thursday, 19 December 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, 5 September 2019 at 7.00 p.m.**

**PRESENT:** Councillors P Bingham, R Field, P Gane, D Jeffrey, N Keen (from 7.30pm), M Lawes, C McConville and J Meade.

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

### **1294. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor T Prater. Councillor D Brook was absent.

### **1295. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **1296. MINUTES**

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 13 June 2019 and to receive and note the Minutes of the Personnel Sub-Committee meeting held on 13 June 2019.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 13 June 2019 be received and signed as a correct record and that the Minutes of the meeting of the Personnel Sub-Committee held on 13 June 2019 be noted.**

Proposed: Councillor P Bingham

Seconded: Councillor J Meade

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

### **1297. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments for the period 1 June 2019 to 31 July 2019.

**RESOLVED: That the Schedule of Payments for the period 1 June 2019 to 31 July 2019 be approved.**

Proposed: Councillor D Jeffrey

Seconded: Councillor M Lawes

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

**1298. BUDGET MONITORING STATEMENT 2019/20**

The budget monitoring statement to 31 July 2019 was received by the Committee.

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

Proposed: Councillor P Gane

Seconded: Councillor J Meade

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

**1299. CCTV – THE STADE**

Councillors Ray Field and Nicola Keen had received a request from residents of the Stade and local PSCOs for a CCTV camera to be placed opposite the toilets to help deal with the issue of drug dealing and anti-social behaviour. A quote of £2,670 to install a camera has been received. KCC permission will be required for use of a lamp column. The Committee's views were sought.

**RESOLVED: That the Committee agrees with the request in principle, but the Town Council should seek at least match-funding from Folkestone & Hythe District Council. A working group, consisting of Councillors R Field, P Gane, M Lawes and the Town Clerk should look into general CCTV requirements.**

Proposed: Councillor D Jeffrey

Seconded: Councillor J Meade

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

Councillor N Keen joined the meeting at this point.

**1300. MOTION ON NOTICE – SILVER SCREEN CINEMA**

Councillor D Jeffrey introduced his motion on notice which proposed allowing the Silver Screen Cinema to show films during Full Council meetings. It was generally agreed that noise and security issues would prohibit this. Following discussion, Councillor Jeffrey proposed an amendment.

**RESOLVED: That dates of Full Council meetings be included in the Cinema lease and that the Town Clerk looks into the possibility of a notice board being placed outside the Town Hall, promoting both the Town Council and the Cinema.**

Proposed: Councillor D Jeffrey

Seconded: Councillor N Keen

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

**1301. REVIEW OF FINANCIAL REGULATIONS**

Following receipt of the model financial regulations from NALC, the Committee was requested to approve the Town Council's Financial Regulations as presented.

**RESOLVED: That the Town Council's Financial Regulations be approved.**

Proposed: Councillor P Gane

Seconded: Councillor J Meade

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

## **1302. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES**

### **i) Community Services Committee - 4 June 2019**

Application has been made to Kent County Council, under its Parish Bus Shelter Scheme, for three shelters. Confirmation has now been received from KCC that three grants of £3,000 each have been approved subject to match funding, evidence of consultation with residents and approval of the type of shelter. The works must be completed by December. Match funding up to £9,000 will therefore be required.

The Committee was asked to consider whether it wishes to support the scheme prior to commencing the consultation process, etc.

**RESOLVED: That the Committee agrees to the request with funding to be met from the New Services Reserve. The Town Clerk will write to County Councillors and Town Councillors requesting contributions from ward grants.**

Proposed: Councillor P Gane

Seconded: Councillor N Keen

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

### **ii) Personnel Sub-Committee 13 June 2019**

Following assessment by a third-party HR Consultant, the following policies and procedures had been reviewed by the Personnel Sub-Committee at the above meeting and were now presented for the Committee's adoption:

Dignity at Work - Bullying and Harassment Statement

Disciplinary Procedure

Sickness Absence Policy

Grievance Procedure

Working from Home Policy

Annual Leave and Time Off Policy

Time Off in Lieu Policy

Overtime Policy

Training Policy

Health & Safety Policy

Equal Opportunities Policy

Councillor/Officer Relations Policy

Flexitime Policy

**RESOLVED: That the above policies and procedures be adopted by the Town Council en bloc.**

Proposed: Councillor P Gane

Seconded: Councillor R Field

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

## **1303. WARD GRANTS**

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

**1304. WARD GRANT BALANCES 2019/20**

A list of ward grant balances available to each Councillor at 25 August 2019 was provided for the Committee's information and duly noted.

**1305. DATE OF NEXT MEETING**

**Thursday, 17 October 2019**

Chairman.....

Date.....

**SCHEDULE OF PAYMENTS**  
**1/8/19-30/9/19**

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
02/08/2019	Folkestone Methodist Church	104751	4260	103	£50.00	Refreshments VJ Day 15/8/19
09/08/2019	UK Power Networks Ltd	104752	4905	301	£196.00	Power to CCTV Guildhall Street
09/08/2019	Caboodle Office Supplies	E02187	4617	201	£100.53	Sundries
09/08/2019	Cinque Ports Lindy Hoppers	E02188	4259	103	£300.00	Performance at AFD
09/08/2019	Walker Construction (UK) Ltd	E02189	4259	103	£5,403.40	Traffic Management re. AFD
09/08/2019	Metroline Security Ltd	E02190	4501	201	£20.00	Alarm Battery
09/08/2019	Aramark Defence Services Ltd	E02191	4182	103	£867.08	Catering re. Canada Day
09/08/2019	County Hardware	E02192	4504	301	£55.50	6 x Padlocks re. PFR
			4505	301	£55.50	6 x Padlocks re. TKL
09/08/2019	Harmer & Sons Ltd	E02193	4504	301	£90.00	Strim & Spray Paths PFR
09/08/2019	Kullasigns	E02194	4171	103	£181.50	Signwriting re. Mayoral Boards
12/08/2019	Standard Life Assurance Co.	104753	4001	101	£750.00	AVC Pension - Aug 2019
12/08/2019	HM Courts & Tribunals Service	104754	4001	101	£90.00	Salary Ded'n re. Court Order
13/08/2019	Nisbets	104755	4259	103	£209.97	3,000 x Cups re. AFD
13/08/2019	Fuelgenie	DD130819	4250	103	£45.83	Fuel re. Civic Vehicle
13/08/2019	Little Acorns	E02195	4875	301	£300.00	Ward Grant 23/7/19
13/08/2019	S.Shaw	E02196	4875	301	£300.00	Ward Grant 23/7/19
13/08/2019	Granny Drops A Clanger	E02197	4875	301	£150.00	Ward Grant 23/7/19
13/08/2019	Gartec Ltd	E02198	4501	201	£225.40	Lift Repairs
13/08/2019	Laura Gilbert	E02199	5044	402	£396.80	'Mini-Beasties' Workshop
13/08/2019	Red Eagle Ltd	E02200	4005	101	£84.36	Weekend Cover w/c 15/7/19
13/08/2019	Andrews Professional Col Labs	E02201	4170	103	£35.75	Printing of Mayoral Portrait
13/08/2019	Tricolour Ltd	E02202	5091	402	£2,000.00	Heritage Evaluation Report
13/08/2019	Framing Centre	E02203	4170	103	£51.10	Framing of Mayoral Portrait
13/08/2019	Mayor of New Romney Ch'ty Acct	E02204	4255	103	£30.00	Civic Event 15/9/19
13/08/2019	Ashford BC Collection Account	E02205	4255	103	£70.00	Civic Event 7/9/19
13/08/2019	Mayor's Fund (Margate)	E02206	4255	103	£30.00	Civic Event 16/8/19
13/08/2019	Mayoress of Folk's Ch'ty Fund	E02207	4255	103	£65.00	Civic Event 14/8/19
13/08/2019	DBS (Ministry of Defence)	E02208	4259	103	£12,108.67	Red Arrows re. AFD

**SCHEDULE OF PAYMENTS**  
**1/8/19-30/9/19**

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
13/08/2019	Red Eagle Ltd	E02209	4005	101	£84.36	Weekend Cover w/c 22/7/19
13/08/2019	Right Guard Security UK Ltd	E02210	4895	301	£1,856.40	Security OTH - July 2019
15/08/2019	Red Eagle Ltd	E02211	4005	101	£84.36	Weekend Cover w/c 29/7/19
15/08/2019	L.Todd	E02212	4260	103	£250.00	Catering re. VJ Day 15/8/19
15/08/2019	DBS (Ministry of Defence)	E02213	4259	103	£1,850.00	Tigers Parachute Display AFD
15/08/2019	Coulson Media Ltd	E02214	5041	402	£1,621.50	Balance re. 'Dr Fossil' Performance
15/08/2019	Medway Council	E02215	4255	103	£35.00	Civic Event 5/9/19
15/08/2019	Mayor's Charity Fund (Ramsgate)	E02216	4255	103	£50.00	Civic Event 18/8/19
15/08/2019	Mayor's Fund (Margate)	E02217	4255	103	£56.00	Civic Event 23/11/19
15/08/2019	ICS Cool Energy Ltd	E02218	5040	402	£445.00	Maint. of Cooler System
15/08/2019	East Kent Hospitals	E02219	4713	401	£84.79	Occupational Health Services
15/08/2019	Hawkinge Town Council	E02220	4255	103	£32.50	Civic Event 12/9/19
15/08/2019	Strange Cargo	E02221	4875	301	£100.00	Ward Grant 8/8/19
15/08/2019	Touchbase Care	E02222	4875	301	£175.00	Ward Grant 8/8/19
15/08/2019	Pavement Pounders	E02223	4875	301	£50.00	Ward Grant 8/8/19
15/08/2019	Tyson Road Residents Group	E02224	4875	301	£200.00	Ward Grant 8/8/19
19/08/2019	Daisy Communications	DD190819	4026	101	£224.82	Telephone Services - Jul 2019
19/08/2019	RBS PLC Mentor Services	DD190819	4006	101	£67.00	Health & Safety Mgt
19/08/2019	SSE Hydro-Electric	DD190819	4903	301	£4.88	Elect. to Phone Box - Jul 2019
23/08/2019	Various	BP230819	4001	101	£18,088.71	Salaries - Aug 2019
23/08/2019	KCC re. Kent Pension Fund	BP230819	4001	101	£5,777.06	Pension Contribs - Aug 2019
27/08/2019	F.Hinds	104756	4255	103	£20.79	Engraving CPM Bowls Trophy
27/08/2019	SSE Hydro-Electric	DD270819	4615	201	£356.81	Electricity OTH - Jul 2019
27/08/2019	Leppard Cleaning	SO270819	4509	201	£653.00	Office Cleaning - Aug 2019
28/08/2019	Veolia ES (UK) Ltd	DD280819	4615	201	£82.91	Waste Collection - Jul 2019
03/09/2019	Stem By Stem Ltd	E02225	4183	103	£90.00	3 x Chaplets re. W.Harvey Day
			4256	103	£60.00	Bouquets re Charity Committee
03/09/2019	HM Revenue & Customs	E02226	4001	101	£5,869.35	PAYE/N.I. - August 2019
03/09/2019	Harmer & Sons Ltd	E02227	4620	201	£455.00	Qty Storage Fees



**SCHEDULE OF PAYMENTS**  
**1/8/19-30/9/19**

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
03/09/2019	Martin Crowther	E02228	5091	402	£1,750.00	Heritage Consultancy - Jul 2019
03/09/2019	Touchbase Care	E02229	4875	301	£450.00	2 x Ward Grants 13/8/19
03/09/2019	FAPAC	E02230	4617	201	£300.00	FAPAC Membership 2019/20
03/09/2019	Millbrooke Printers Ltd	E02231	4021	101	£199.00	5,000 x Compliment Slips
03/09/2019	Leppard Cleaning	E02232	4509	201	£18.00	Additional Cleaning re. Museum Area
03/09/2019	Youth Festival Of Remembrance	E02233	4881	301	£2,000.00	Youth Festival of Remembrance
03/09/2019	Red Eagle Ltd	E02234	4005	101	£84.36	Weekend Cover w/c 5/8/19
03/09/2019	Granny Drops A Clanger	E02235	4875	301	£100.00	Ward Grant 19/8/19
03/09/2019	HR Services Partnership	E02236	4713	401	£1,973.60	HR Consultancy - July 2019
03/09/2019	ICS Cool Energy Ltd	E02237	5040	402	£541.00	Repairs to Cooling System
04/09/2019	S.A.Friedrich	104757	5044	402	£1,540.00	Workshops - Aug 2019
05/09/2019	Art Textiles	E02238	5043	402	£1,732.35	Folkestone Heritage Mat
05/09/2019	Shred Station	E02239	4615	201	£50.00	Confidential Waste Collection
05/09/2019	CleaView Communications Ltd	E02240	4905	301	£1,145.03	CCTV Link - Lower Sandgate Road
05/09/2019	Folkestone Vehicle Rental	E02241	4259	103	£270.83	Van Hire re. AFD 25/6-8/7/19
05/09/2019	Red Eagle Ltd	E02242	4005	101	£84.36	Weekend Cover w/c 12/8/19
05/09/2019	Museums Association	E02243	5007	402	£77.33	Museum Association Sub. 2019/20
05/09/2019	ATG (Venues) Ltd	E02244	4259	103	£2,083.34	Buffet/Bar re. AFD
05/09/2019	ADN Computer Services Ltd	E02245	4060	101	£140.00	IT Cabling
05/09/2019	Red Eagle Ltd	E02246	4005	101	£84.36	Weekend Cover w/c 19/8/19
05/09/2019	ICS Cool Energy Ltd	E02247	5040	402	£864.00	Maint. Contract re. Cooler System
05/09/2019	Harmer & Sons Ltd	E02248	4879	301	£950.00	Maint. re. Christmas Lights
05/09/2019	Caboodle Office Supplies	E02249	4022	101	£43.77	Stationery
05/09/2019	Margate Charter Trustees	E02250	4255	103	£12.50	Civic Event 23/11/19 (Driver's Meal)
05/09/2019	Tenterden Town Council	E02251	4255	103	£30.00	Civic event 28/9/19
05/09/2019	Origins	E02252	4875	301	£200.00	Ward Grant 27/8/19
10/09/2019	Trinity Theatre	104758	4255	103	£19.00	Civic Event 28/9/19
10/09/2019	M of Faversham's Charity Fund	104759	4255	103	£55.00	Civic Event 31/8/19
12/09/2019	Standard Life Assurance Co.	104760	4001	101	£750.00	AVC Pension - Sep 2019

**SCHEDULE OF PAYMENTS**  
**1/8/19-30/9/19**

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
12/09/2019	HM Courts & Tribunals Service	104761	4001	101	£90.00	Salary Ded'n re. Court Order
12/09/2019	Faversham Town Council	104762	4255	103	£20.00	Civic Event 12/10/19
18/09/2019	Daisy Communications	DD180919	4026	101	£660.80	Telephone Services - Aug 2019
18/09/2019	RBS PLC Mentor Services	DD180919	4006	101	£67.00	Health & Safety Mgt
18/09/2019	Affinity For Business	E02253	4505	301	£889.10	Water TKL Feb-Aug 2019
18/09/2019	Martin Crowther	E02254	5091	402	£1,750.00	Heritage Consultancy - Aug 2019
18/09/2019	Springboard Supplies	E02255	5044	402	£89.87	Various Items re. Workshops
18/09/2019	Edgar's Water	E02256	4617	201	£140.25	Qty Rent Water Boiler/Cooler
18/09/2019	Harmer & Sons Ltd	E02257	4505	301	£40.00	Fence Repairs TKL
			4504	301	£60.00	Grass-Cutting PFR 3/7 & 7/8/19
			4505	301	£60.00	Grass-Cutting TKL 3/7 & 7/8/19
18/09/2019	Medway Council	E02258	4255	103	£40.00	Civic Event 8/11/19
18/09/2019	ClearView Communications Ltd	E02259	4905	301	£1,047.50	PPM re. CCTV Coastal Park
18/09/2019	Right Guard Security UK Ltd	E02260	4895	301	£1,963.50	Security OTH - Aug 2019
18/09/2019	Crosskeys Coaches	E02261	4006	101	£235.00	Minibus re. Away Day 11/9/19
18/09/2019	W. Wallace	E02262	4181	103	£25.00	Flags re. Battle of Britain
18/09/2019	Caboodle Office Supplies	E02263	4022	101	£21.42	Stationery
			4617	201	£21.08	Sundries
18/09/2019	Red Eagle Ltd	E02264	4005	101	£253.08	Reception Cover w/c 26/8/19
18/09/2019	Canterbury Archaeological Trst	E02265	5040	402	£630.00	Archaeological Services
18/09/2019	East Kent Hospitals	E02266	4713	401	£165.36	OH Services x 2
18/09/2019	HM Revenue & Customs	E02267	4001	101	£6,085.33	PAYE/N.I. - Sep 2019
18/09/2019	St John Ambulance	E02268	4006	101	£300.00	Mental Health Training
18/09/2019	ADM Computer Services Ltd	E02269	4060	101	£962.25	Standard Plus/Patch Mgt
20/09/2019	SSE Hydro-Electric	DD200919	4903	301	£5.03	Elect. to Phone Box - Aug 2019
23/09/2019	ABF The Soldiers Charity	104763	4181	103	£50.00	Bugler re. Battle of Britain
23/09/2019	SSE Hydro-Electric	DD230919	4615	201	£350.41	Electricity OTH - Aug 2019
23/09/2019	Red Eagle Ltd	E02270	4005	101	£42.18	Weekend Cover w/c 2/9/19
23/09/2019	Purchase Power	E02271	4025	101	£548.53	Franking Machine Top-Up

# SCHEDULE OF PAYMENTS

1/8/19-30/9/19

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
25/09/2019	Various	BP250919	4001	101	£17,351.42	Salaries - Sep 2019
25/09/2019	KCC re. Kent Pension Fund	BP250919	4001	101	£5,650.45	Pension Contribs - Sep 2019
25/09/2019	Leppard Cleaning	SO250919	4509	201	£653.00	Office Cleaning - Sep 2019
30/09/2019	Public Works Loans Board	DD300919	4603	201	£11,069.90	Loan Repayments - Capital
			4604	201	£8,580.80	Loan Repayments - Interest
30/09/2019	Veolia ES (UK) Ltd	DD300919	4615	201	£69.48	Waste Collection - Aug 2019





FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
		ACTUALS	ORIGINAL BUDGET	VIREMENTS	REVISED BUDGET	ACTUALS TO 30 SEP	BUDGET TO 30 SEP	VARIANCE TO 30 SEP	TOTAL BUDGET	INC/EXP TO/(FROM) RESERVES		
CODE		2018/2019	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	FOR INFO.	RESERVE CODE(S)
201	PREMISES											
4501	BUILDING REPS/MAINT	13,380	14,000		14,000	650	7,000	-6,350	13,350			
4509	CLEANING	9,771	9,000		9,000	4,020	4,500	-480	4,980			
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	11,070	10,550	520	10,030			
4604	PWLB INTEREST REPAYMENTS	17,940	18,200		18,200	8,581	9,100	-519	9,619			
4615	SERVICES, HEATING & LIGHTING	8,430	8,500		8,500	4,297	4,250	47	4,203			
4616	MOVING COSTS	0	0		0	0	0	0	0			
4617	SUNDRIES	1,710	4,000		4,000	804	2,000	-1,196	3,196			
4620	HIRE OF FACILITIES (Inc. Garage)	6,325	4,500		4,500	1,144	2,250	-1,106	3,356			
	TOTAL PREMISES EXPENDITURE	99,437	100,300	0	100,300	51,556	60,650	-9,094	43,744			
1010	RENTAL INCOME	-15,765	-15,620		-15,620	-10,160	-7,810	-2,350	-5,460			
1020	PWLB INCOME	0	0		0	0	0	0	0			
	TOTAL PREMISES INCOME	-15,765	-15,620	0	-15,620	-10,160	-7,810	-2,350	-5,460			
	NET PREMISES EXPENDITURE/INCOME	83,672	84,680	0	84,680	41,396	52,840	-11,444	43,284			
301	SERVICES											
4030	NEWSLETTERS	0	500		500	0	250	-250	500			
4031	MISCELLANEOUS INSURANCES (Inc. Heritage)	9,020	9,500		9,500	9,711	9,500	211	-211			
4503	ALLOTMENTS - ADMINISTRATION	4,103	4,100		4,100	2,050	2,050	0	2,050			
4504	ALLOTMENTS - PER MAINTENANCE	3,023	3,000		3,000	811	1,500	-689	2,189			
4505	ALLOTMENTS - TKL MAINTENANCE	2,418	3,000		3,000	1,694	1,500	194	1,306			
4840	MAINTENANCE OF BEACON	25	250		250	25	125	-100	225			
4850	LOCAL PROJECTS	69	5,500		5,500	915	2,750	-1,835	4,585			
4851	NOTICE BOARDS	0	2,000		2,000	0	1,000	-1,000	2,000			
4875	WARD GRANTS	26,379	19,800		19,800	7,197	9,900	-2,703	12,603	-632		383
4876	TOWN GRANTS	29,800	35,000		35,000	22,754	23,330	-576	12,246			
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	6,522	6,500	22	44,478			
4880	CHRISTMAS FESTIVITIES	15,626	12,000		12,000	0	0	0	12,000			
4881	YOUTH FACILITIES	7,315	11,600		11,600	1,386	5,800	-4,414	10,214			
4884	PARKS, GARDENS & RECS - TREES	8,938	10,000		10,000	9,053	0	9,053	947	-7,390		350
4890	PARK BENCHES	0	200		200	0	100	-100	200			
4891	LITTER/SALT BINS, BOLLARDS & RAILINGS	0	4,000		4,000	0	2,000	-2,000	4,000			
4895	TOURIST INFORMATION	6,698	12,500		12,500	9,184	6,250	2,934	3,316			
4900	MAINTENANCE OF PUBLIC CLOCKS	0	500		500	0	250	-250	500			
4901	MAINTENANCE OF MEMORIALS	7,624	2,500		2,500	978	1,250	-272	1,522			
4903	TELEPHONE BOX	57	150		150	23	75	-52	127			
4904	CCTV MONITORING	25,300	25,500		25,500	12,500	12,750	-250	13,000			
4905	CCTV MAINTENANCE	15,658	9,000		9,000	3,045	4,500	-1,455	5,955			
4998	CONTRIBUTION TO AIR SHOW	0	4,000		4,000	0	0	0	0			
4999	CONTINGENCY	4,873	3,000		3,000	0	1,500	-1,500	3,000			
	TOTAL SERVICES EXPENDITURE	285,777	261,100	-4,000	257,100	87,848	92,880	-5,032	169,252			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
		ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	INC/EXP			
		BUDGET	VIREMENTS	BUDGET	TO 30 SEP	TO 30 SEP	TO 30 SEP	BUDGET	TO 30 SEP	BUDGET	TO 30 SEP	TO 30 SEP
CODE	ACTUALS	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020
1002	ALLOTMENT RENTS PRR	-4,985	-4,950	-4,950	-4,820	-4,950	130	-130				
1003	ALLOTMENT RENTS TKL	-4,751	-4,700	-4,700	-4,796	-4,700	-96	96				
1004	OTHER INCOME (SERVICES)	-22,267	0	0	0	0	0	0				
	TOTAL SERVICES INCOME	-32,003	-9,650	-9,650	-9,616	-9,650	34	-34				
	NET SERVICES EXPENDITURE/INCOME	253,774	251,450	-4,000	247,450	78,232	83,230	-4,998	169,218			
401	FEES											
4713	CONSULTANTS FEES	3,740	0	0	11,320	0	11,320	-11,320				
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	877	880	-3	623				
4717	CARD RECEIPTS FEES	643	700	700	0	0	0	700				
	TOTAL FEES	7,676	4,250	4,250	12,197	880	11,317	-7,947				
402	MUSEUM/HERITAGE											
5006	M/H TRAINING	0	700	700	284	350	-66	416				
5007	M/H SUBSCRIPTIONS	151	450	450	77	225	-148	373				
5009	M/H ADVERTISING FOR STAFF	526	0	0	0	0	0	0				
5010	M/H EQUIPMENT/FURNITURE	14,709	400	400	880	200	680	-480				
5011	M/H EXHIBIT REPAIRS	300	200	200	0	100	-100	200				
5012	M/H HISTORIC COSTUMES	0	250	250	0	125	-125	250				
5030	M/H MATERIALS	1,227	1,500	1,500	20	750	-730	1,480				
5031	M/H PUBLICITY & PROMOTION	96	1,000	1,000	0	500	-500	1,000				
5032	M/H EVALUATION/PRESS COVERAGE	0	500	500	0	250	-250	500				
5033	M/H LEAFLETS/PUBLICATIONS	670	1,000	1,000	0	500	-500	1,000				
5035	M/H MERCHANDISE	1,327	2,000	2,000	770	1,000	-230	1,230				
5040	M/H SERVICES	7,390	1,500	1,500	3,164	750	2,414	-1,664				
5041	M/H EVENTS	1,390	5,000	5,000	2,361	2,500	-139	2,639				
5042	M/H EXHIBITIONS	3,668	4,000	4,000	117	2,000	-1,883	3,883				
5043	M/H EDUCATION RESOURCES	311	500	500	1,652	250	1,402	-1,152				
5044	M/H WORKSHOPS	0	4,000	4,000	2,775	2,000	775	1,225				
5070	M/H VOLUNTEERS EXPENSES	0	0	0	0	0	0	0				
5090	M/H HOSPITALITY	502	500	500	0	250	-250	500				
5091	M/H PROFESSIONAL FEES	10,390	6,000	6,000	5,500	3,000	2,500	500				
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												
		ACTUALS	ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	INC/EXP		
		2018/2019	2019/2020		2019/2020	TO 30 SEP	TO 30 SEP	TO 30 SEP	BUDGET	TO/(FROM)	RESERVE	
CODE						2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	FOR INFO.	CODE(S)
<i>New Building Work:</i>												
6001	M/H SUBSTRUCTURE	0	0		0	0	0	0	0	0		
6002	M/H SUPERSTRUCTURE	24,672	0		0	0	0	0	0	0		
6003	M/H INTERNAL FINISHES	0	0		0	0	0	0	0	0		
6004	M/H SERVICES, HEATING & LIGHTING	0	0		0	675	0	675	-675	0		
6005	M/H EXTERNAL WORKS	0	0		0	0	0	0	0	0		
6006	M/H FACILITATING WORKS	0	0		0	0	0	0	0	0		
6007	M/H GENERAL FITTINGS/FURNISHING	5,499	0		0	820	0	820	-820	0		
6008	M/H MAIN CONTRACTORS' PRELIMS. (15%)	0	0		0	0	0	0	0	0		
<i>Other Capital Work:</i>												
6010	M/H FIT OUT & DISPLAYS	7,677	0		0	0	0	0	0	0		
6011	M/H FIT OUT PRELIMS. (15%)	0	0		0	0	0	0	0	0		
6012	M/H WEBSITE / APP/ IT	0	0		0	0	0	0	0	0		
<i>Equipment &amp; Materials:</i>												
6020	M/H FOLK COLLN CONSERVATION	0	0		0	0	0	0	0	0		
6021	M/H MASTERS COLLN CONSERVATION	0	0		0	0	0	0	0	0		
6023	M/H CATERING EQUIPMENT	0	0		0	0	0	0	0	0		
<i>Professional Fees</i>												
6030	M/H MUSEUM EXHIBIT DESIGN FEES	1,082	0		0	0	0	0	0	0		
6031	M/H CDM-C	0	0		0	0	0	0	0	0		
6032	M/H STRUCTURAL ENGINEER	0	0		0	570	0	570	-570	0		
6033	M/H M&E ENGINEER	0	0		0	0	0	0	0	0		
6034	M/H QUANTITY SURVEYOR	0	0		0	0	0	0	0	0		
6035	M/H PROJECT MANAGER	0	0		0	0	0	0	0	0		
6036	M/H ARCHITECT/BUILDING SURVEYOR	0	0		0	0	0	0	0	0		
6037	M/H PROFESSIONAL FEES (NEW WORKS)	0	0		0	0	0	0	0	0		
6038	M/H CONTINGENCY	0	0		0	0	0	0	0	0		
6039	M/H INFLATION	0	0		0	0	0	0	0	0		
		0	0		0	0	0	0	0	0		
		0	0		0	0	0	0	0	0		
	TOTAL MUSEUM/HERITAGE EXPENDITURE	81,286	29,500		29,500	19,665	14,750	4,915	9,835			



FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
			ORIGINAL			REVISED	ACTUALS			VARIANCE	TOTAL	INC/EXP
		ACTUALS	BUDGET	VIREMENTS		BUDGET	TO 30 SEP			TO 30 SEP	BUDGET	TO/(FROM)
CODE		2018/2019	2019/2020	2019/2020		2019/2020	2019/2020			2019/2020	2019/2020	RESERVE
												CODE(S)
1030	M/H INCOME											
1031	M/H KCC CASH CONTRIBUTION HERITAGE	-6,214	-500			-500	-65			-250	185	-435
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
1034	M/H TRANSFERS FROM RESERVE	-68,268	-4,000			-4,000	-8,972			-4,000	-4,972	4,972
1035	M/H RETAIL SALES	0	0			0	0			0	0	0
1036	M/H DONATIONS	-3,229	-2,000			-2,000	-1,450			-1,000	-450	-550
	TOTAL MUSEUM/HERITAGE INCOME	-1,645	-700			-700	-707			-350	-357	7
		-83,356	-7,200			-7,200	-11,194			-5,600	-5,594	3,994
	NET MUSEUM/HERITAGE EXP/INCOME											
		-2,070	22,300			22,300	8,471			9,150	-679	13,829
	SUMMARY											
	TOTAL EXPENDITURE	928,086	840,430			840,430	497,312			407,725	89,587	343,118
	TOTAL INCOME	-156,917	-32,570			-32,570	-57,340			-23,060	-34,280	24,770
	NET TOTAL	772,169	807,860			807,860	439,972			384,665	55,307	367,888
1176	PRECEPT	-786,950	-807,860			-807,860	-403,930			-403,930	0	-403,930
	TRANSFER TO / (FROM) RESERVES	-29,604					-68,425				-68,425	68,425
												TOTAL
	NET (SURPLUS) / DEFICIT	-44,385	0			0	-32,383			-19,265	-13,118	32,383
7001	TRANSFER TO RESERVES	44,385										
	Summary of Revenue Account:											
		Budget	Exp	Inc		Net	To/(From)			Total Net		
							Reserves			Exp/(Inc)		
	ADMINISTRATION	409,370	194,159	0		194,159	-1,004				193,155	
	DEMOCRATIC COSTS	10,800	50,404	0		50,404	-29,034				21,370	
	MAYORALTY	29,010	81,483	-26,370		55,113	-29,585				25,528	
	PREMISES	84,680	51,556	-10,160		41,396	0				41,396	
	SERVICES	247,450	87,848	-9,616		78,232	-8,072				70,210	
	FEES	4,250	12,197	0		12,197	0				12,197	
	MUSEUM/HERITAGE	22,300	19,665	-11,194		8,471	-780				7,691	
	PRECEPT	-807,860	0	-403,930		-403,930					-403,930	
	TOTAL	0	497,312	-461,270		36,042	-68,425				-32,383	

<b>RESERVES &amp; PROVISIONS AT 30 SEPTEMBER 2019</b>				
		<b>BALANCE</b>	<b>BALANCE</b>	
<b>CODE</b>		<b>AT 1/4/19</b>	<b>AT 30/9/19</b>	
		<b>£</b>	<b>£</b>	
<b>310</b>	GENERAL FUND	130,082	130,082	
<b>330</b>	BALANCING POND MAINT. RESERVE	40	40	
<b>340</b>	NEW SERVICES RESERVE	122,778	106,528	
<b>350</b>	TREE PLANTING RESERVE	7,390	0	
<b>362</b>	MUSEUM/HERITAGE RESERVE	190,344	189,564	
<b>363</b>	TOURISM RESERVE	4,735	4,735	
<b>365</b>	BUS SHELTERS	0	600	
<b>383</b>	WARD GRANTS RESERVE	1,386	0	
<b>385</b>	TOWN GRANTS RESERVE	2,700	2,700	
<b>386</b>	FTC ELECTIONS	18,834	0	
<b>387</b>	ARMED FORCES' DAY RESERVE	12,035	0	<i>NOTE 1</i>
<b>390</b>	SALT BINS	6,313	6,313	
<b>391</b>	FLOWERBEDS	4	4	
<b>392</b>	LEAS FLOWER POWER	2,549	2,549	
<b>393</b>	ANTI-LITTER CAMPAIGN	2,000	2,000	
<b>403</b>	CCTV EQUIPMENT	53,470	53,470	
<b>404</b>	CHRISTMAS EVENTS	0	0	
<b>405</b>	CHRISTMAS LIGHTS	4,731	4,731	
<b>499</b>	PROVISION FOR OUTSTANDING INVOICES	6,136	6,136	
<b>TOTAL</b>		<b>565,527</b>	<b>509,452</b>	
<i>EXTERNAL CONTRIBUTIONS TO RESERVES 2019/20:</i>				
<i>NOTE 1: Includes £26,370 from various organisations re. Air Display</i>				

**WARD GRANTS APPROVED BY THE TOWN CLERK**  
1/8/19 to 30/9/19

DATE	RECIPIENT	PURPOSE	AMOUNT AWARDED	WARD CLLR	POWER
<b>APPROVED</b>					
08/08/2019	Strange Cargo	Cheriton Light Festival 2020	£100.00	R. West	LGA 72, Sec 145
08/08/2019	Touchbase Care	No Waste Café	£50.00	A. Akuffo-Kelly	LGA 76, Sec 19
08/08/2019	Touchbase Care	No Waste Café	£125.00	B. Walker	LGA 76, Sec 19
08/08/2019	Pavement Pounders	Folkestone Under Attack	£50.00	D. Horton	LGA 72, Sec 145
08/08/2019	Tyson Road Residents Association	Children's Christmas Party	£200.00	J. Meade	LGA 72, Sec 145
13/08/2019	Touchbase Care	No Waste Café	£300.00	M. Lawes	LGA 76, Sec 19
13/08/2019	Touchbase Care	No Waste Café	£150.00	J. Meade	LGA 76, Sec 19
19/08/2019	Granny Drops a Clanger	a:dress Women, Fashion & Eco-Action	£100.00	A. Berry	LGA 72, Sec 137
27/08/2019	Origins	Black History Month Project	£100.00	A. Akuffo-Kelly	LGA 72, Sec 145
27/08/2019	Origins	Black History Month Project	£50.00	J. Graham	LGA 72, Sec 145
27/08/2019	Origins	Black History Month Project	£50.00	B. Walker	LGA 72, Sec 145
16/09/2019	FTC	KCC Parish Bus Shelter	£100.00	N. Keen	LGA 1953, Sec 4
16/09/2019	FTC	KCC Parish Bus Shelter	£100.00	A. Berry	LGA 1953, Sec 4
16/09/2019	FTC	KCC Parish Bus Shelter	£100.00	R. Field	LGA 1953, Sec 4
16/09/2019	FTC	KCC Parish Bus Shelter	£100.00	R. West	LGA 1953, Sec 4
16/09/2019	FTC	KCC Parish Bus Shelter	£100.00	B. Walker	LGA 1953, Sec 4
16/09/2019	FTC	KCC Parish Bus Shelter	£100.00	P. Gane	LGA 1953, Sec 4
24/09/2019	Folkestone Fringe	SALT Festival	£143.00	A. Berry	LGA 72, Sec 145
24/09/2019	Origins	Black History Month Project	£50.00	P. Bingham	LGA 72, Sec 145
24/09/2019	Origins	Black History Month Project	£50.00	M. Dorrell	LGA 72, Sec 145
24/09/2019	Origins	Black History Month Project	£50.00	D. Horton	LGA 72, Sec 145
24/09/2019	Bayle Residents Association	BRAT Community Pot	£50.00	D. Horton	LGA 72, Sec 137
24/09/2019	Bayle Residents Association	BRAT Community Pot	£50.00	A. Akuffo-Kelly	LGA 72, Sec 137
24/09/2019	Bayle Residents Association	BRAT Community Pot	£50.00	B. Walker	LGA 72, Sec 137
24/09/2019	Folkestone Fringe	SALT Festival	£100.00	M. Lawes	LGA 72, Sec 145
30/09/2019	MHA Live at Home Scheme	Chair Based Exercise Scheme	£50.00	P. Bingham	LGA 72, Sec 137

*Please note the last nine ward grants will be paid in October and are therefore not included in expenditure to the end of September.*

SUMMARY									
NAME	WARD	BALANCE AT START (INC. B/F FROM PREV. YEAR)	AMOUNT GRANTED TO DATE	AMOUNT LEFT TO GRANT AT 6/10/19					
ABENA AKUJFO-KELLY	Folkestone Central	£1,160.00		£800.00	£360.00				
ANN BERRY	Folkestone Broadmead	£893.00		£893.00	£0.00				
PAUL BINGHAM	Cheriton West	£1,146.00		£365.00	£781.00				
DAN BROOK	Folkestone Central	£1,160.00		£0.00	£1,160.00				
MICHELLE DORRELL	East Folkestone	£1,207.00		£400.00	£807.00				
RAY FIELD	Folkestone Harbour	£950.00		£150.00	£800.00				
PETER GANE	Cheriton West	£1,146.00		£100.00	£1,046.00				
JONATHAN GRAHAM	Cheriton East	£1,809.00		£275.00	£1,534.00				
DAVID HORTON	Folkestone Central	£1,160.00		£350.00	£810.00				
DYLAN JEFFREY	East Folkestone	£1,207.00		£0.00	£1,207.00				
NICOLA KEEN	Folkestone Harbour	£950.00		£400.00	£550.00				
MARY LAWES	Folkestone Harbour	£950.00		£950.00	£0.00				
CONNOR McCONVILLE	East Folkestone	£1,207.00		£250.00	£957.00				
JACKIE MEADE	East Folkestone	£1,207.00		£1,150.00	£57.00				
TIM PRATER	Folkestone Harvey West	£449.00		£100.00	£349.00				
BELINDA WALKER	Folkestone Central	£1,160.00		£525.00	£635.00				
RICHARD WALLACE	Folkestone Broadmead	£893.00		£150.00	£743.00				
ROGER WEST	Cheriton West	£1,146.00		£300.00	£846.00				
TOTAL		£19,800.00		£7,158.00	£12,642.00				
Ward Grants Budget 2019/20	£19,800								
Ward Grants based on the following:									
Ward	Electorate	Per Ward	No. of Cllrs	Amount Per Cllr	Say	Per Ward			
Broadmead	3,157	£1,785.81	2	£892.90	£893	£1,786			
Central	8,202	£4,639.59	4	£1,159.90	£1,160	£4,640			
Cheriton East	3,199	£1,809.56	1	£1,809.56	£1,809	£1,809			
Cheriton West	6,076	£3,436.99	3	£1,145.66	£1,146	£3,438			
East Folkestone	8,535	£4,827.96	4	£1,206.99	£1,207	£4,828			
Harbour	5,039	£2,850.39	3	£950.13	£950	£2,850			
Harvey West	795	£449.70	1	£449.70	£449	£449			
Total		£19,800.00	18			£19,800			