

Folkestone Town Council



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AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 20 February 2020**
Time: **7.00 p.m.**
Place: **Town Council Offices, The Town Hall, 1-2 Guildhall Street, Folkestone**

To: **The Finance and General Purposes Committee**

YOU ARE HEREBY SUMMONED to attend a meeting of the Finance and General Purposes Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to give notice prior to the meeting to the Town Mayor, the Committee Chairman or the Town Clerk.

J L Childs
Town Clerk

1. **APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
2. **DECLARATIONS OF INTERESTS**
To receive any declarations of either personal or prejudicial interests that Members may wish to make.



3. MINUTES

- 1) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 19 December 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 7 November 2019.

4. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 December 2019 and 31 January 2020.

5. BUDGET MONITORING STATEMENT 2019/20

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

6. QUARTERLY BANK RECONCILIATION

In line with financial regulations (paragraph 2.2), the bank reconciliation statement to 31 December 2019, as approved by the Town Clerk and a non-signatory Councillor, is attached for information.

7. APPOINTMENT OF INTERNAL AUDITOR

The Committee is asked to approve the appointment of the internal auditor for 2019/20.

8. SILVER SCREEN CINEMA TENANCY

Report F/20/262 provides an update on the current position regarding the cinema tenancy, as requested at the meeting of 19 December 2019.

9. CCTV – THE STADE

At its meeting of 19 December, the Committee deferred a decision on the provision of CCTV cameras at the Stade and requested that a report on the CCTV service be presented (see minute 1323). Report CS/20/264 was subsequently presented to the Community Services Committee on 4 February and its recommendations accepted (Community Services minute 1107). The report is attached for information.

10. WARD GRANTS

For information, the attached shows ward grants approved by the Town Clerk from 1 December 2019 to 31 January 2020.

11. WARD GRANT BALANCES 2019/20

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

12. DATE OF NEXT MEETING

Thursday, 23 April 2020

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, 19 December 2019 at 7.00 p.m.

PRESENT: Councillors D Brook, P Gane, D Jeffrey, M Lawes, J Meade and T Prater.

OFFICERS PRESENT: P Cross (Finance Officer).

1317. APOLOGIES FOR ABSENCE

Apologies were received from Councillors P Bingham, R Field, N Keen and C McConville.

1318. DECLARATIONS OF INTEREST

There were no declarations of interest.

1319. MINUTES

The Committee was asked to receive and authorise the Minutes of the Finance and General Purposes Committee meeting held on 17 October 2019.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 17 October 2019 be received and signed as a correct record.

Proposed: Councillor D Jeffrey

Seconded: Councillor D Brook

Voting: F:6 Ag:0, Ab:0

The Committee was asked to receive and note the Minutes of the Personnel Sub-Committee meetings held on 12 September 2019.

RESOLVED: That the Minutes of the meetings of the Personnel Sub-Committee held on 12 September 2019 be received and noted.

Proposed: Councillor D Jeffrey

Seconded: Councillor P Gane

Voting: F:6 Ag:0, Ab:0

1320. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1 October 2019 to 30 November 2019. It was noted that the petty cash payments listed consisted of large numbers of payments accumulated against expenditure codes. All receipts were held in the office and available for viewing.

RESOLVED: That the Schedule of Payments for the period 1 October 2019 to 30 November 2019 be approved.

Proposed: Councillor P Gane

Seconded: Councillor D Brook

Voting: F:6, Ag:0, Ab:0

1321. BUDGET MONITORING STATEMENT 2019/20

The budget monitoring statement to 30 November 2019 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30 November 2019 be approved.

Proposed: Councillor D Jeffrey

Seconded: Councillor M Lawes

Voting: F:6, Ag:0, Ab:0

1322. BUDGET 2020/21

Report F/19/260 set out the draft proposals for the Town Council's budget for 2020/21, taking into account proposed growth items submitted by spending committees. Members were requested to make final recommendations for the budget/precept for presentation to the Full Council on 16 January 2019.

Folkestone and Hythe District Council had indicated that the property tax base was likely to be 14,445.85, a slight decrease on the previous year. The following explanation had been provided:

The overall tax base for Folkestone Town Council has reduced by 28.41 band D equivalents. This is due to the higher number of properties receiving council tax discounts and reductions.

The number of chargeable dwellings has increased by 100, but this is offset by an increase of 117 people receiving single occupancy discounts (which equates to a 29.25 reduction in the tax base), an increase of 106.34 properties receiving council tax reductions (due to changes in household income meaning they are now eligible for reductions) and a decrease of 10 MoD contributions in lieu. This gives a total reduction of 35.59 which when converted to band D equivalents for the tax base calculation equates to the overall reduction of 28.41 in the tax base.

During discussion the Committee requested that a report be presented to the next Finance and General Purposes Committee meeting regarding the terms of the lease agreement with the Silver Screen Cinema.

The Committee went through the proposed budget in detail and took into account suggestions from Councillors N Keen and C McConville, who were unable to attend but had spoken to the Finance Officer in advance.

The following adjustments were agreed by the Committee:

Code	Description	Adjustment	Net Saving
4005	Agency Staff	Reduce to £1,000	£1,500
1190	Investment Interest	Increase to £3,000	£1,000
4849	Community Events	Delete Growth Item	£10,000
4850	Local Projects	Reduce to £4,000	£1,500
4851	Notice/Information Boards	Reduce to £1,000	£1,000
4884	Litter Bins, Bollards, Railings	Reduce to £3,000	£1,000
4718	Security – Town Hall	£12,900 to be taken from Museum/Heritage Reserve	£12,900
1035	Retail Sales	Increase to £3,000	£1,000

The total saving from the above adjustments is £29,900.

RESOLVED: That the above adjustments be made to the draft budget and that a budget and precept for 2020/21 of £873,950 be recommended to Full Council.

Proposed: Councillor M Lawes

Seconded: Councillor D Jeffrey

Voting: F:5, Ag:0, Ab:1

1323. CCTV – THE STADE

At its meeting of 5 September 2019 (Minute 1299), the Committee's views were sought regarding 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 had been received.

Following further investigation, it had now been established that three cameras would be required to cover the area, as KCC had declined permission to use the ornate columns. The quotation for carrying out the work was therefore £7,478 plus electrical cabling, which is likely to be around £500.

Folkestone & Hythe District Council had indicated that they may consider contributing to the overall CCTV service next financial year, subject to a structured plan being agreed with FTC. However, no contribution would be available for this specific installation.

There was some discussion regarding proposals from the Folkestone Regeneration Working Group for an overhaul of the CCTV system.

RESOLVED: That a decision be deferred until the next Finance and General Purposes Committee meeting, when a report on the CCTV service and its associated contracts would be presented.

Proposed: Councillor P Gane

Seconded: Councillor D Brook

Voting: F:6, Ag:0, Ab:0

1324. WARD GRANTS

A list of approved ward grants from 1 October to 30 November 2019 was provided for the Committee's information and duly noted.

1325. WARD GRANT BALANCES 2020/21

A list of ward grant balances available to each Councillor at 30 November 2019 was provided for the Committee's information and duly noted.

1326. DATE OF NEXT MEETING

Thursday, 20 February 2020

EXCLUSION OF PRESS AND PUBLIC

The press and public were excluded for the remainder of this meeting under Section 1, sub-section 2, of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

Proposed: Councillor M Lawes

Seconded: Councillor D Jeffrey

Voting: F:6, Ag:0, Ab:0

1327. STAFFING

In the absence of the Chair of the Personnel Sub-Committee, the Finance Officer updated the Committee on a staffing issue.

RESOLVED: That the matter be delegated to the Personnel Sub-Committee and necessary funding be made available from the Museum/Heritage Reserve.

Proposed: Councillor P Gane

Seconded: Councillor J Meade

Voting: F:5, Ag:0, Ab:1.

Chairman.....

Date.....

Folkestone Town Council

Minutes of the Personnel Sub-Committee held on 7th November 2019 at 5.15 p.m. at the Town Hall, Folkestone.

Present: Councillors Ray Field, Nicola Keen, Peter Gane and Dylan Jeffrey.

In attendance: Town Clerk

463. APOLOGIES FOR ABSENCE

There were no apologies for absence.

464. DECLARATIONS OF INTEREST

There were no declarations of interest.

465. MINUTES

To authorise the Chairman to sign the Minutes of the extra-ordinary meeting of the Personnel Sub-Committee held on 12th September 2019.

RESOLVED: That the Minutes of the Personnel Sub-Committee extra-ordinary meeting held on 12 September 2019 be received and confirmed as a correct record.

Proposed: Councillor Peter Gane
Seconded: Councillor Ray Field
Voting; F:4, Ag:0, Ab:0

EXCLUSION OF PRESS AND PUBLIC

The press and public are to be excluded for the remainder of this meeting under Section 1, sub-section 2, of the Public Bodies (Admission to Meetings) Act 1960 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business.

Proposed: Councillor Nicola Keen
Seconded: Councillor Ray Field
Voting; F:4, Ag:0, Ab:0

466. RESOURCES

The Town Clerk advised that the Post F08 Marketing & Communications Officers had been working additional hours and would like to make this permanent; and that she was extremely pleased with the two new appointments Post F04 Curator and Post F14 Audience Development & Outreach Officer.

RESOLVED: To extend the hours for post F08 to 18 per week from 1st December 2019.

Proposed: Councillor Peter Gane
Seconded: Councillor Nicola Keen
Voting: F:4, Ag:0, Ab:0

Post F05 – Exhibitions Officer, the Town Clerk updated members regarding the current position, and it was agreed that an extra-ordinary meeting be scheduled in January to discuss the matter further.

Post F11 – Collections Officer, the Town Clerk advised that a sick note until the 2nd January 2020 has been received.

467. APPRAISAL

In line with Town Council's adopted Standing Orders, the Personnel Sub-committee shall upon a resolution conduct an annual appraisal of the Town Clerk.

RESOLVED: That the Personnel Sub-Committee undertake an annual appraisal of the Town Clerk.

Proposed: Councillor Peter Gane
Seconded: Councillor Nicola Keen
Voting: F:4, Ag:0, Ab:0

468. EMPLOYEE HANDBOOK

Following receipt of the Employee Handbook from Nat West and the request by members for additional policies to be added to the establishment, additional policies were brought before the personnel sub-committee for adoption.

RESOLVED: To adopt the policies en bloc.

Proposed: Councillor Peter Gane
Seconded: Councillor Nicola Keen
Voting: F:4, Ag:0, Ab:0

469. DATE OF NEXT MEETING

16th January 2020 at 5.15pm (provisional)
20 February 2020 at 6.00 p.m. (provisional)



.....Chairman
10th January 2020

SCHEDULE OF PAYMENTS
1/12/2019-31/1/2020

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
02/12/2019	Mayor of Faversham's Charity Fund	104787	4255	103	£60.00	Civic Event 23/1/20
02/12/2019	Town Mayor's Account (Broadstairs)	104788	4255	103	£29.00	Civic Event 1/12/19
02/12/2019	RBL Poppy Appeal	104789	4181	103	£100.00	Donation re. Railway Swing Band
03/12/2019	Shepway Brass Academy	104790	4181	103	£100.00	Donation re. Performance
04/12/2019	Global Payments	DR041219	4717	401	£398.23	Card Fees Apr-Sep 2019
10/12/2019	Maidstone Borough Council	E02393	4255	103	£12.50	Civic Event 24/1/20
10/12/2019	Margate Charter Trustees	E02394	4255	103	£25.00	Civic Event 12/1/20
10/12/2019	Kent Ass. of Local Councils	E02395	4007	102	£50.00	Dynamic Councillor Training 23/7/19
10/12/2019	Reindeer Centre	E02396	4880	301	£1,350.00	Reindeer Hire re. Christmas Event
10/12/2019	Metroline Security Ltd	E02397	6007	402	£620.00	Installation of Alarms to Museum
10/12/2019	Aroma Prime	E02398	5044	402	£110.71	Vortex Cube Packs re. Workshops
10/12/2019	V.Deakin	E02399	4880	301	£150.46	Various Reimbs re. Christmas Event
10/12/2019	A.White	E02400	4880	301	£50.00	Grinch Character re. Christmas Event
10/12/2019	Polybags	E02401	5030	402	£153.80	Exhibit Bags re. Museum
10/12/2019	BMI Ambulance Service Ltd	E02402	4880	301	£1,741.50	Fire/First Aid re. Christmas Event 2019
			4880	301	£637.50	Fire/First Aid re. Christmas Event 2018
11/12/2019	HM Courts & Tribunals Service	104791	4001	101	£90.00	Salary/Ded'n re. Court Order
11/12/2019	Standard Life Assurance Co.	104792	4001	101	£750.00	AVC Pension - Dec 2019
11/12/2019	P.Mullett	104793	4255	103	£100.00	Donation re. Vicar's Installation
12/12/2019	SSE Hydro-Electric	DD121219	4615	201	£406.02	Electricity OTH 1-15 Nov 2019
13/12/2019	Fuelgenie	DD131219	4250	103	£47.50	Fuel for Civic Vehicle
13/12/2019	Harmer & Sons Ltd	E02403	4905	301	£350.00	Cherry Picker re. CCTV
13/12/2019	Window Cleaning Plus	E02404	4509	201	£84.00	Window Cleaning Aug-Oct 2019
13/12/2019	Iain S Radford	E02405	4501	201	£126.67	Replacement Hand Dryer
13/12/2019	Right Guard Security UK Ltd	E02406	4880	301	£2,756.25	Security re. Christmas Event
13/12/2019	Fusion	E02407	5040	402	£595.66	Repairs to AV Units (Museum)
13/12/2019	Harmer & Sons Ltd	E02408	4504	301	£30.00	Grass-Cutting PFR 5/11/19
			4505	301	£30.00	Grass-Cutting TKL 5/11/19
13/12/2019	Metroline Security Ltd	E02409	4629	201	£45.00	Fire Alarm Reset
13/12/2019	Dress To Party	E02410	4880	301	£59.99	Santa Costume

SCHEDULE OF PAYMENTS
1/12/2019-31/1/2020

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
13/12/2019	Albane McGuinness	E02411	4880	301	£125.00	Photography re. Christmas Event
13/12/2019	Millennium Quest Ltd	E02412	4879	301	£3,462.00	Christmas Lights - Castle Hill
13/12/2019	Edgar's Water	E02413	4617	201	£140.25	Qty Water Boiler/Cooler
13/12/2019	My Town My City	E02414	4895	301	£199.00	Tourism Package
13/12/2019	Metroline Security Ltd	E02415	4501	201	£565.00	Alarm Maint/Monitoring 2020
13/12/2019	D-Tech Systems	E02416	6012	402	£2,280.00	Upgrade to Humidity/Flood Sensor
13/12/2019	C.Watkins	E02417	4629	201	£906.00	Plant Room Survey
13/12/2019	Framing Centre	E02418	5040	402	£226.40	Framing of Belgian Photograph
13/12/2019	W.Wallace	E02419	4181	103	£100.00	Crosses re. Remembrance
13/12/2019	Purchase Power	E02420	4025	101	£84.50	Postage Fees
13/12/2019	Harmer & Sons Ltd	E02421	4504	301	£108.00	Notice Board PFR
13/12/2019	Right Guard Security UK Ltd	E02422	4718	401	£1,713.60	Security OTH - Nov 2019
13/12/2019	Convergence Comms Ltd	E02423	4026	101	£268.00	Telephone System Annual Maint.
13/12/2019	Dana G-Brown	E02424	5091	402	£2,008.76	HEART Project Planning
13/12/2019	Ashford BC Collection Account	E02425	4904	301	£6,250.00	CCTV Monitoring Oct-Dec 2019
13/12/2019	ClearView Communications Ltd	E02426	4905	301	£1,310.00	Replace CCTV Transmitter
13/12/2019	P.Gane	E02427	4880	301	£501.95	Reimbs re. Cheriton Switch-On
16/12/2019	Various	BP161219	4001	101	£18,509.81	Salaries - Dec 2019
17/12/2019	Folkestone Methodist Church	104794	4184	103	£75.00	Venue re. Holocaust Day
17/12/2019	East Kent College	104795	4184	103	£80.00	Catering re. Holocaust Day
18/12/2019	Daisy Communications	DD181219	4026	101	£487.67	Telephone Services - Nov 2019
18/12/2019	RBS PLC Mentor Services	DD181219	4006	101	£158.00	HR/Health & Safety Management
18/12/2019	CXD	E02428	5010	402	£1,293.10	Exhibit Storage Boxes
18/12/2019	St John Ambulance	E02429	4006	101	£1,115.00	First Aid/Fire Training
18/12/2019	Assn. of Tourist Atts in Kent	E02430	5031	402	£295.00	ATAK Membership
18/12/2019	National Car Parks Ltd	E02431	4620	201	£1,670.82	2 x Parking Permits to 31/1/21
18/12/2019	Harmer & Sons Ltd	E02432	4504	301	£250.00	Rat Baiting PFR
			4501	201	£280.00	Rat Baiting OTH
18/12/2019	99 (Folkestone) Squadron ATC	E02433	4875	301	£200.00	Ward Grant 5/12/19
18/12/2019	Russell & Wheeler	E02434	4905	301	£1,885.00	Power re. CCTV Cheriton

SCHEDULE OF PAYMENTS
1/12/2019-31/1/2020

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
18/12/2019	Marie Le Saux	E02435	5040	402	£889.60	Conservation Assistance
18/12/2019	Right Guard Security UK Ltd	E02436	4880	301	£575.00	Security - Cheriton Switch-On
18/12/2019	Caboodle Office Supplies	E02437	4022	101	£78.80	Stationery
18/12/2019	Walker Construction (UK) Ltd	E02438	4880	301	£685.00	Traffic Mgt - Christmas Event
			4181	103	£1,006.80	Traffic Mgt - Remembrance
18/12/2019	KB Matyaszewicz	E02439	5091	402	£1,241.66	Art Consultancy
18/12/2019	Folkestone Optimist Hockey Club	E02440	4881	301	£1,700.00	Schools' Hockey Coaching
18/12/2019	Chloe Scott	E02441	4880	301	£200.00	Performance re. Christmas Event
18/12/2019	HM Revenue & Customs	E02442	4001	101	£6,825.24	PAYE/N.I. - Dec 2019
18/12/2019	1RGR	E02443	4255	103	£150.00	Mayor's Donation
20/12/2019	SSE Hydro-Electric	DD201219	4903	301	£4.88	Elect. to Phone Box - Nov 2019
23/12/2019	KCC re. Kent Pension Fund	BP231219	4001	101	£6,235.83	Pension Contribs - Dec 2019
23/12/2019	SSE Hydro-Electric	DD231219	4615	201	£319.49	Elect OTH 16-30 Nov 2019
24/12/2019	Folk & Hythe DC	BP241219	4629	201	£35.00	Parking re. Delivery of Dehumidifiers
24/12/2019	Nat. Assn. of Local Councils	E02444	4070	101	£50.00	Local Council Award Scheme Fee
24/12/2019	Dickiebirds Studio	E02445	5040	402	£833.33	Virtual Museum Web Development
24/12/2019	Tricolour Ltd	E02446	5091	402	£4,500.00	Heritage Evaluation Report
24/12/2019	Entec Access Systems Ltd	E02447	4501	201	£125.00	Repairs to Front Doors
24/12/2019	MT Drains	E02448	4501	201	£110.00	Clearance of Disabled Toilet
24/12/2019	KM Media Group	E02449	4259	103	£1,349.00	Adverts re. AFD
			5009	402	£648.00	Adverts re. Curator
			4999	301	£140.00	Advert re. Town Meeting
24/12/2019	Ashford BC Collection Account	E02450	4255	103	£78.00	Civic Event 1/2/20
24/12/2019	FairFX (aka Equals)	E02451	4022	101	£6.50	Wilko - Name Label Kit
			4255	103	£50.00	Marlow - Gift Vouchers
			4501	201	£5.49	Amazon - Alarm String
			4183	103	£25.00	F&HDC - Road Closure W.Harvey Day
			4501	201	£18.95	Homebase - Yale Locks
			4617	201	£21.24	Coastal Car Spares - Post Ties
			4501	201	£3.50	Wilko - Suction Hooks

SCHEDULE OF PAYMENTS
1/12/2019-31/1/2020

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
			4617	201	£19.71	Asda - Sundries
			4999	301	£150.00	Amazon - 3 x Gift Cards
			4011	103	£11.00	Johnsons - Dry Cleaning
			4501	201	£9.98	Amazon - Fire Escape Stickers
			4501	201	£2.32	Amazon - Alarm Stickers
			4010	101	£20.90	Amazon - 50 x Badges/Lanyards
			4010	101	£31.98	Amazon - 24 x Glasses
			4022	101	£13.00	Wilko - Batteries/Thumb Tacks
			4617	201	£4.00	Asda - Coffee
			4025	101	£1.90	Post Office - Recorded Delivery Letter
			4180	103	£44.25	Sainsbury's - Mayor's Installation
			5010	402	£23.99	Amazon - Suggestion Boxes
			5010	402	£43.12	Amazon - 2 x Tea Urns
			5044	402	£16.80	Amazon - 200 x Postcards
			4259	103	£2.95	Tesco - Water for Cadets
			4259	103	£13.55	Tesco - Water for Cadets
			4259	103	£13.07	MFG - Fuel re. Van
			4259	103	£25.00	Tram Rd Stn - Fuel re. Van
			5044	402	£31.50	The Works - Workshop Materials
			5044	402	£27.90	Amazon - Yo-Yos (Workshops)
			5044	402	£21.71	Amazon - 30 x Bendy Pencils
			5044	402	£12.48	Amazon - Reward Stickers
			4895	301	£30.00	Alpen - Visit England Signs
			4080	101	£8.50	BR - Travel re. CCTV Ashford
			4505	301	£11.96	B&M - 4 x Padlocks TKL
			4022	101	£3.00	Wilko - Laminator Pouches
			4617	201	£20.00	Amazon - Hand Towels
			4617	201	£14.20	Amazon - Jumbo Toilet Rolls
			4617	201	£21.23	Asda - Sundries
			4617	201	£8.00	Wilko - Air Fresheners

SCHEDULE OF PAYMENTS
1/12/2019-31/1/2020

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
			4103	101	£10.00	Cafe - Subsistence (IB/TB)
			5012	402	£12.60	Debenhams - Museum Costume
			5044	402	£7.70	Viking Dragon - Brooch
			5044	402	£20.60	Westair - Roman Reproductions
			5044	402	£17.25	Potted History - Roman Reproductions
			5044	402	£11.59	Museum Reps - Anglo Saxon Reprod's
			5044	402	£8.50	eBay - Roman Reproductions
			4501	201	£9.25	Wilko - Paint & Equipment OTH
			4006	101	£39.51	HSE - Stress Posters
			4255	103	£20.00	Tower Theatre - PWRR Concert
			5044	402	£14.47	Amazon - Roman Reproductions
			5044	402	£9.97	Amazon - Quill Pen
			5044	402	£16.97	Amazon - Gladiator Replica
			4501	201	£56.48	City Heat - Disabled Toilet Seat
			4505	301	£5.98	B&M - 2 x Padlocks TKL
			4251	103	£4.99	MFG - Car Wash
			5043	402	£7.02	Amazon - 2 x Dinosaur Books
			4617	201	£6.78	Lidl - Sundries
			4501	201	£8.00	Wilko - Extension Lead
			4617	201	£14.20	Amazon - Jumbo Toilet Rolls
			4617	201	£5.00	Wilko - Lunch re. Interviews
			4617	201	£8.00	Boots - Lunch re. Interviews
			4501	201	£15.50	Coastal CS - Keys re. OTH
			4501	201	£14.29	Poundstretcher - Mop/Towels
			4501	201	£9.98	Poundstretcher - Towels
			4617	201	£47.00	Amazon - Toilet Rolls/Paper Towels
			4025	101	£3.80	Post Office - 2 x Registered Letters
			4895	301	£23.98	123 Reg - 2 x Website Registrations
			4617	201	£28.40	Asda - Lunch re. HLF Meeting
			4255	103	£20.00	Amb. Theatre - Youth Festival

SCHEDULE OF PAYMENTS
1/12/2019-31/1/2020

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
			4025	101	£1.90	Post Office - Registered Letter
			4022	101	£10.99	WH Smith - Diary
			5044	402	£58.82	eBay - Various re. Workshops
			5090	402	£9.09	Asda - Lunch re. museum Meeting
			4181	103	£9.50	Coastal CS - Links for Flags
			4181	103	£16.00	FHDC - Parking Waivers (Remembrance)
			4181	103	£50.25	Sainsbury's - Refreshments (Rememb.)
			4617	201	£14.20	Amazon - Jumbo Toilet Rolls
			4255	103	£12.00	Sainsbury's - Sweets re. Carol Service
			4880	301	£25.00	F&HDC - Road Closure re. Christmas
27/12/2019	Leppard Cleaning	SO271219	4509	201	£653.00	Office Cleaning - Dec 2019
30/12/2019	Veolia ES (UK) Ltd	DD301219	4615	201	£69.48	Waste Collection - Nov 2019
13/01/2020	HM Courts & Tribunals Service	104796	4001	101	£90.00	Salary Ded'n re. Court Order
13/01/2020	Standard Life Assurance Co.	104797	4001	101	£750.00	AVC Pension - Jan 2020
13/01/2020	Purex International Ltd	E02452	5010	402	£682.27	Fume Extraction Unit
13/01/2020	Arc Creative Design Ltd	E02453	4501	201	£418.00	Vinyls for Reception
13/01/2020	Ironmongery Direct	E02454	4501	201	£178.90	Radar Lock & Keys
13/01/2020	Polygon	E02455	105		£0.00	Dehumidifying Equipment (VAT only)
13/01/2020	Harmer & Sons Ltd	E02456	4905	301	£120.00	Removal of CCTV Camera
13/01/2020	I.Bishop	E02457	4103	101	£15.06	Various Reimbs re. Subsistence
			4080	101	£5.00	Various Reimbs re. Parking
14/01/2020	Mayor of Faversham's Charity Fund	104798	4255	103	£70.00	Civic Event 20/3/20
15/01/2020	Purchase Power	E02458	4025	101	£518.00	Postage
15/01/2020	ACAS	E02459	4006	101	£430.00	ACAS Training (Town Clerk)
15/01/2020	Alexander Fleming	E02460	4620	201	£1,200.00	Garage Rental 1/10/19-31/12/20
15/01/2020	MT Drains	E02461	4501	201	£110.00	Clearance of Disabled Toilet
15/01/2020	Russell & Wheeler	E02462	4629	201	£142.00	Replacement Light Fitting
15/01/2020	ADM Computer Services Ltd	E02463	4060	101	£1,950.00	Cyber Essentials
15/01/2020	Right Guard Security UK Ltd	E02464	4718	401	£1,213.80	Security OTH - Dec 2019

SCHEDULE OF PAYMENTS
1/12/2019-31/1/2020

Date	Payee Name	Ref.	Exp. Code	Cost Centre	Amount not inc. VAT	Purpose
16/01/2020	Marie Le Saux	E02465	5040	402	£889.00	Collections Conservation
16/01/2020	Martin Bazley	E02466	5091	402	£3,170.00	Website Conservation
16/01/2020	National Car Parks Ltd	E02467	4620	201	£837.49	Parking Permit to 28/2/21
16/01/2020	My Town My City	E02468	4895	301	£199.00	Tourism Package
16/01/2020	Public Clocks Ltd	E02469	4900	301	£605.00	Clock Repairs OTH
16/01/2020	Harmer & Sons Ltd	E02470	4880	301	£320.00	Install/Dismantle Christmas Tree
16/01/2020	Normad Ltd	E02471	5010	402	£531.00	7 x Poly Cases
16/01/2020	St John Ambulance	E02472	4006	101	£43.75	First Aid Training
16/01/2020	Go Folkestone Action Group	E02473	4895	301	£52.00	8 x Go Folkestone Calendars
16/01/2020	Opportunitas Ltd	E02474	4878	301	£5,717.56	Grounds Maint. re. Flower Power
16/01/2020	Zurich Municipal	E02475	4255	103	£112.00	Insurance Cover re. Badge 7-15/2/20
16/01/2020	Kent County Council	E02476	4010	101	£65.35	Key Cabinet
17/01/2020	RBS PLC Mentor Services	DD170120	4006	101	£158.00	HR/Health & Safety Management
20/01/2020	SSE Hydro-Electric	DD200120	4903	301	£4.88	Elect. to Phone Box - Dec 2019
21/01/2020	Daisy Communications	DD210120	4026	101	£483.60	Telephone Services
24/01/2020	Various	BP240120	4001	101	£18,202.62	Salaries - Jan 2020
24/01/2020	KCC re. Kent Pension Fund	BP240120	4001	101	£6,154.29	Pension Contribs. - Jan 2020
24/01/2020	SSE Hydro-Electric	DD240120	4615	201	£606.60	Electricity OTH - Dec 2019
27/01/2020	Leppard Cleaning	SO270120	4509	201	£653.00	Office Cleaning - Jan 2020
28/01/2020	V.James	104799	4880	301	£398.00	Catering re. Volunteers' Party
28/01/2020	Folk & Hythe Sea Cadets	104800	4255	103	£10.00	Civic Event 29/2/20
28/01/2020	Cinque Ports Mayors' Assn.	104801	4255	103	£27.00	Civic Event 7/3/20
28/01/2020	Folk & Hythe Orchestral Soc	104802	4255	103	£24.00	Civic Event 14/3/20
28/01/2020	Mayor of New Romney's Charity Acct	104803	4255	103	£36.00	Civic Event 5/3/20
28/01/2020	Veolia ES (UK) Ltd	DD280120	4615	201	£82.91	Waste Collection - Dec 2019

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
		ACTUALS	ORIGINAL								TOTAL	INC/EXP
			BUDGET	VIREMENTS	BUDGET	ACTUALS	BUDGET	VARIANCE	BUDGET	TO/IFROM	RESERVE	
CODE		2018/2019	2019/2020	2019/2020	2019/2020	TO 31 JAN	TO 31 JAN	TO 31 JAN	TO 31 JAN	2019/2020	2019/2020	CODE(S)
		£	£	£	£	£	£	£	£	£	£	
101	ADMINISTRATION											
4001	SALARIES, PENSIONS & NI	360,871	389,000		389,000	301,302	324,167	-22,865		87,698		
4005	AGENCY STAFF	12,300	0		0	7,536	0	7,536		-7,536		
4006	TRAINING (Staff)	1,986	2,500		2,500	3,829	2,083	1,746		-1,329		
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	244	1,667	-1,423		1,756		
4012	INTERVIEW EXPENSES	0	0		0	0	0	0		0		
4013	BANK CHARGES	326	500		500	303	417	-114		197		
4021	PRINTING	0	500		500	199	417	-218		301		
4022	STATIONERY	922	1,000		1,000	953	833	120		47		
4024	PHOTOCOPYING	1,913	1,600		1,600	1,345	1,333	12		255		
4025	POSTAGE	1,568	1,800		1,800	1,406	1,500	-94		394		
4026	TELECOMMUNICATION SERVICES	2,942	2,700		2,700	3,801	2,250	1,551		-1,101		
4060	ICT SUPPORT	19,486	6,350		6,350	12,890	5,292	7,598		-6,540	-1,004	340
4070	MISCELLANEOUS SUBSCRIPTIONS	238	260		260	366	260	106		-106		
4071	CINQUE PORT FEDERATION SUB	310	250		250	320	250	70		-70		
4072	SOCIETY OF LOCAL COUNCIL CLERKS	469	480		480	506	480	46		-46		
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	101	167	-66		99		
4103	SUBSISTENCE ALLOWANCES	143	250		250	92	208	-116		158		
4104	CAR ALLOWANCES (Staff)	1,641	1,500		1,500	1,052	1,250	-198		448		
4105	CAR ALLOWANCES (Volunteers)	0	100		100	0	83	-83		100		
4712	ACCOUNTANCY SUPPORT	551	550		550	371	458	-87		179		
4720	TO ALLOTMENTS ADMINISTRATION (4503)	-4,103	-4,100		-4,100	-3,417	-3,417	-0		-683		
	TOTAL ADMIN. EXPENDITURE	404,096	409,470		409,470	335,207	341,728	-6,521		74,263		
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		-100	0	0	0		-100		
	NET ADMIN. EXPENDITURE/INCOME	401,798	409,370		409,370	335,207	341,728	-6,521		74,163		
102	DEMOCRATIC COSTS											
4007	TRAINING/CONFERENCE EXPS (Cllrs.)	0	500		500	590	417	173		-90		
4081	CAR ALLOWANCES (Cllrs)	0	100		100	0	83	-83		100		
4950	FTC REFLECTION FEES	0	0		0	39,664	0	39,664		-39,664	-29,034	386
4951	FOLK TC REFLECTIONS (TO RESERVE)	0	10,200		10,200	10,200	10,200	0		0		
	TOTAL DEMOCRATIC COSTS EXP.	0	10,800		10,800	50,454	10,700	39,754		-39,654		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020													
		ACTUALS	ORIGINAL			REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	INC/EXP		
CODE		2018/2019	BUDGET	VIREMENTS		BUDGET	TO 31 JAN	TO 31 JAN	TO 31 JAN	TO 31 JAN	TO 31 JAN	RESERVES	RESERVE
			2019/2020	2019/2020		2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	FOR INFO.	CODE(S)
201	PREMISES												
4501	BUILDING REPS/MAINT	13,380	14,000			14,000	5,961	1,667	-5,706	8,039			
4509	CLEANING	9,771	9,000			9,000	6,716	7,500	-784	2,284			
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	11,070	0	10,030			
4604	PWLB INTEREST REPAYMENTS	17,940	18,200			18,200	8,581	8,580	1	9,619			
4615	SERVICES, HEATING & LIGHTING	8,430	8,500			8,500	7,663	7,083	580	837			
4616	MOVING COSTS	0	0			0	0	0	0	0			
4617	SUNDRIES	1,710	4,000			4,000	1,564	3,333	-1,769	2,436			
4620	HIRE OF FACILITIES (Inc. Garage)	6,325	4,500			4,500	5,906	3,750	2,156	-1,406			
4629	FLOOD RELATED EXPENDITURE	0	0			0	3,618	0	3,618	-3,618			
	TOTAL PREMISES EXPENDITURE	99,437	100,300	0		100,300	72,069	73,983	-1,914	28,231			
1010	RENTAL INCOME	-15,765	-15,620			-15,620	-14,522	-13,017	-1,505	-1,098			
1020	PWLB INCOME	0	0			0	0	0	0	0			
	TOTAL PREMISES INCOME	-15,765	-15,620	0		-15,620	-14,522	-13,017	-1,505	-1,098			
	NET PREMISES EXPENDITURE/INCOME	83,672	84,680	0		84,680	57,547	60,967	-3,420	27,133			
301	SERVICES												
4030	NEWSLETTERS	0	500			500	0	417	-417	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	3,417	3,417	0	683			
4504	ALLOTMENTS - PFR MAINTENANCE	3,023	3,000			3,000	1,915	2,500	-585	1,085			
4505	ALLOTMENTS - TKL MAINTENANCE	2,418	3,000			3,000	1,947	2,500	-553	1,053			
4840	MAINTENANCE OF BEACON	25	250			250	25	208	-183	225			
4850	LOCAL PROJECTS	69	5,500			5,500	915	4,583	-3,668	4,585			
4851	NOTICE BOARDS	0	2,000			2,000	0	1,667	-1,667	2,000			
4875	WARD GRANTS	26,379	19,800			19,800	9,040	16,500	-7,460	10,760			
4876	TOWN GRANTS	29,800	35,000			35,000	36,604	35,000	-1,604	-1,604			
4878	PARKS, GARDENS & RECS - FLOWERBEDS	36,515	32,500			32,500	5,718	0	5,718	26,782			
4879	CHRISTMAS LIGHTING	82,336	51,000			51,000	31,445	31,500	-55	19,555			
4880	CHRISTMAS FESTIVITIES	15,626	12,000			12,000	19,654	12,000	-7,654	-7,654			
4881	YOUTH FACILITIES	7,315	11,600			11,600	3,864	9,667	-5,803	7,736			
4884	PARKS, GARDENS & RECS - TREES	8,938	10,000			10,000	9,053	0	9,053	947			
4890	PARK BENCHES	0	200			200	0	167	-167	200			
4891	LITTER/SALT BINS, BOLLARDS & RAILINGS	0	4,000			4,000	0	3,333	-3,333	4,000			
4895	TOURIST INFORMATION	6,698	12,500			12,500	853	10,417	-9,564	11,647			
4900	MAINTENANCE OF PUBLIC CLOCKS	0	500			500	785	417	368	-285			
4901	MAINTENANCE OF MEMORIALS	7,624	2,500			2,500	2,328	2,083	245	172			
4903	TELEPHONE BOX	57	150			150	43	125	-82	107			
4904	CCTV MONITORING	25,300	25,500			25,500	18,750	18,750	0	6,750			
4905	CCTV MAINTENANCE	15,658	9,000			9,000	9,404	7,500	1,904	-404			
4998	CONTRIBUTION TO AIR SHOW	0	4,000			0	0	0	0	0			
4999	CONTINGENCY	4,873	3,000			3,000	290	2,500	-2,210	2,710			
	TOTAL SERVICES EXPENDITURE	285,777	261,100	-4,000		257,100	165,761	174,750	-8,989	91,339			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020													
		ACTUALS	ORIGINAL			REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	INC/EXP		
		2018/2019	2019/2020	VIREMENTS	2019/2020	BUDGET	TO 31 JAN	TO 31 JAN	TO 31 JAN	TO 31 JAN	TO 31 JAN	BUDGET	TO/FROM
CODE							2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	RESERVE
1002	ALLOTMENT RENT'S PPR	-4,985	-4,950			-4,950	-4,942	-4,950	8	-8			
1003	ALLOTMENT RENT'S TKL	-4,751	-4,700			-4,700	-4,858	-4,700	-158	158			
1004	OTHER INCOME (SERVICES)	-22,267	0			0	-4,654	0	-4,654	4,654	392,405		
	TOTAL SERVICES INCOME	-32,003	-9,650	0		-9,650	-14,454	-9,650	-4,804	4,804			
	NET SERVICES EXPENDITURE/INCOME	253,774	251,450	-4,000		247,450	151,307	165,100	-13,793	96,143			
401	FEES												
4713	CONSULTANTS FEES	3,740	0			0	11,340	0	11,340	-11,340			
4714	EXTERNAL AUDIT FEES	2,000	2,050			2,050	1,600	2,050	-450	450			
4715	LEGAL & INTERNAL AUDIT FEES	1,293	1,500			1,500	877	880	-3	623			
4717	CARD RECEIPTS FEES	643	700			700	398	360	48	302			
4718	SECURITY - TOWN HALL	0	0			0	14,536	0	14,536	-14,536			
	TOTAL FEES	7,676	4,250	0		4,250	28,751	3,280	25,471	-24,501			
402	MUSEUM/HERITAGE												
5006	M/H TRAINING	0	700			700	284	583	-299	416			
5007	M/H SUBSCRIPTIONS	151	450			450	77	375	-298	373			
5009	M/H ADVERTISING FOR STAFF	526	0			0	648	0	648	-648			
5010	M/H EQUIPMENT/FURNITURE	14,709	400			400	3,893	333	3,560	-3,493	-780	362	
5011	M/H EXHIBIT REPAIRS	300	200			200	0	167	-167	200			
5012	M/H HISTORIC COSTUMES	0	250			250	13	208	-195	237			
5013	M/H NEW EXHIBITS	0	0			0	550	0	550	-550			
5030	M/H MATERIALS	1,227	1,500			1,500	218	1,250	-1,032	1,282			
5031	M/H PUBLICITY & PROMOTION	96	1,000			1,000	301	833	-532	699			
5032	M/H EVALUATION/PRESS COVERAGE	0	500			500	0	417	-417	500			
5033	M/H LEAFLETS/PUBLICATIONS	670	1,000			1,000	0	833	-833	1,000			
5035	M/H MERCHANDISE	1,327	2,000			2,000	770	1,667	-897	1,230			
5040	M/H SERVICES	7,390	1,500			1,500	7,116	1,250	5,866	-5,616			
5041	M/H EVENTS	1,390	5,000			5,000	2,364	4,167	-1,803	2,636			
5042	M/H EXHIBITIONS	3,668	4,000			4,000	1,177	3,333	-2,156	2,823			
5043	M/H EDUCATION RESOURCES	311	500			500	1,659	417	1,242	-1,159			
5044	M/H WORKSHOPS	0	4,000			4,000	3,391	3,333	58	609			
5070	M/H VOLUNTEERS EXPENSES	0	0			0	0	0	0	0			
5090	M/H HOSPITALITY	502	500			500	13	417	-404	487			
5091	M/H PROFESSIONAL FEES	10,390	6,000			6,000	23,013	5,000	18,013	-17,013			
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											
CODE	ACTUALS 2018/2019	ORIGINAL BUDGET 2019/2020	VIREMENTS 2019/2020	REVISED BUDGET 2019/2020	ACTUALS TO 31 JAN 2019/2020	BUDGET TO 31 JAN 2019/2020	VARIANCE TO 31 JAN 2019/2020	TOTAL BUDGET 2019/2020	INC/EXP TO/(FROM) RESERVES	RESERVE CODE(S)	
New Building Work:											
6001 M/H SUBSTRUCTURE	0	0		0	0	0	0	0			
6002 M/H SUPERSTRUCTURE	24,672	0		0	0	0	0	0			
6003 M/H INTERNAL FINISHES	0	0		0	0	0	0	0			
6004 M/H SERVICES, HEATING & LIGHTING	0	0		0	675	0	675	-675			
6005 M/H EXTERNAL WORKS	0	0		0	0	0	0	0			
6006 M/H FACILITATING WORKS	0	0		0	0	0	0	0			
6007 M/H GENERAL FITTINGS/FURNISHING	5,499	0		0	4,150	0	4,150	-4,150			
6008 M/H MAIN CONTRACTORS' PRELIMS. (15%)	0	0		0	0	0	0	0			
Other Capital Work:											
6010 M/H FIT OUT & DISPLAYS	7,677	0		0	0	0	0	0			
6011 M/H FIT OUT PRELIMS. (15%)	0	0		0	0	0	0	0			
6012 M/H WEBSITE / APP/ IT	0	0		0	2,280	0	2,280	-2,280			
Equipment & Materials:											
6020 M/H FOLK COLL'N CONSERVATION	0	0		0	0	0	0	0			
6021 M/H MASTERS COLL'N CONSERVATION	0	0		0	0	0	0	0			
6023 M/H CATERING EQUIPMENT	0	0		0	0	0	0	0			
Professional Fees											
6030 M/H MUSEUM EXHIBIT DESIGN FEES	1,082	0		0	0	0	0	0			
6031 M/H CDM-C	0	0		0	0	0	0	0			
6032 M/H STRUCTURAL ENGINEER	0	0		0	570	0	570	-570			
6033 M/H M&E ENGINEER	0	0		0	0	0	0	0			
6034 M/H QUANTITY SURVEYOR	0	0		0	0	0	0	0			
6035 M/H PROJECT MANAGER	0	0		0	0	0	0	0			
6036 M/H ARCHITECT/BUILDING SURVEYOR	0	0		0	0	0	0	0			
6037 M/H PROFESSIONAL FEES (NEW WORKS)	0	0		0	0	0	0	0			
6038 M/H CONTINGENCY	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			
TOTAL MUSEUM/HERITAGE EXPENDITURE	81,286	29,500	0	29,500	53,162	24,583	28,579	-23,662			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2019/2020												
		ACTUALS	ORIGINAL			REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	INC/EXP	
		2018/2019	BUDGET	VIREMENTS	BUDGET	2019/2020	2019/2020	2019/2020	2019/2020	2019/2020	BUDGET	TO/ (FROM)
CODE											REMAINING	RESERVES
											FOR INFO.	RESERVE
												CODE(S)
1030	M/H INCOME	-6,214	-500		-500	-5,085	-417	-4,668	4,585	5,020	362	
1031	M/H KCC CASH CONTRIBUTION HERITAGE	-4,000	0		0	0	0	0	0			
1032	M/H SDC CASH CONTRIBUTION TOURISM	0	0		0	0	0	0	0			
1033	M/H HLF GRANT	-68,268	-4,000		-4,000	-45,167	-4,000	-41,167	41,167			
1034	M/H TRANSFERS FROM RESERVE	0	0		0	0	0	0	0			
1035	M/H RETAIL SALES	-3,229	-2,000		-2,000	-1,654	-1,667	13	-346			
1036	M/H DONATIONS	-1,645	-700		-700	-707	-663	-124	7			
	TOTAL MUSEUM/HERITAGE INCOME	-83,356	-7,200	0	-7,200	-52,613	-6,667	-45,946	45,413			
	NET MUSEUM/HERITAGE EXP/INCOME	-2,070	22,300	0	22,300	549	17,917	-17,368	21,751			
	SUMMARY											
	TOTAL EXPENDITURE	928,086	840,430	0	840,430	792,732	656,335	136,397	47,698			
	TOTAL INCOME	-155,917	-32,570	0	-32,570	-111,702	-29,333	-82,369	79,132			
	NET TOTAL	772,169	807,860	0	807,860	681,030	627,002	54,028	126,830			
1176	PRECEPT	-786,950	-807,860		-807,860	-673,217	-673,217	-0	-134,643			
	TRANSFER TO / (FROM) RESERVES	-29,604				-70,852		-70,852	70,852	-70,852	TOTAL	
	NET (SURPLUS) / DEFICIT	-44,385	0	0	0	-63,039	-46,215	-16,824	63,039			
7001	TRANSFER TO RESERVES	44,385										
	Summary of Revenue Account:	Budget	Exp	Inc	Net	To/(From)	Total Net	Exp/(Inc)				
						Reserves						
	ADMINISTRATION	409,370	335,207	0	335,207	-1,004	334,203					
	DEMOCRATIC COSTS	10,800	50,454	0	50,454	-29,034	21,420					
	MAYORALTY	29,010	87,328	-30,113	57,215	-28,585	28,630					
	PREMISES	84,680	72,069	-14,522	57,547	0	57,547					
	SERVICES	247,450	165,761	-14,454	151,307	-16,469	134,838					
	FEES	4,250	28,751	0	28,751	0	28,751					
	MUSEUM/HERITAGE	22,300	53,162	-52,613	549	4,240	4,789					
	PRECEPT	-807,860	0	-673,217	-673,217		-673,217					
	TOTAL	0	792,732	-784,919	7,813	-70,852	-63,039					

RESERVES & PROVISIONS AT 31 JANUARY 2020				
		BALANCE	BALANCE	
CODE		AT 1/4/19	AT 31/1/20	
		£	£	
310	GENERAL FUND	130,082	130,082	
330	BALANCING POND MAINT. RESERVE	40	40	
340	NEW SERVICES RESERVE	122,778	106,528	
350	TREE PLANTING RESERVE	7,390	0	
362	MUSEUM/HERITAGE RESERVE	190,344	194,584	<i>NOTE 1</i>
363	TOURISM RESERVE	4,735	4,735	
365	BUS SHELTERS	0	600	
383	WARD GRANTS RESERVE	1,386	0	
385	TOWN GRANTS RESERVE	2,700	1,096	
386	FTC ELECTIONS	18,834	0	
387	ARMED FORCES' DAY RESERVE	12,035	0	<i>NOTE 2</i>
390	SALT BINS	6,313	6,313	
391	FLOWERBEDS	4	4	
392	LEAS FLOWER POWER	2,549	0	<i>NOTE 3</i>
393	ANTI-LITTER CAMPAIGN	2,000	2,000	
403	CCTV EQUIPMENT	53,470	51,585	
404	CHRISTMAS EVENT (FTC)	0	0	
405	CHRISTMAS EVENT (CHERITON)	4,731	3,393	<i>NOTE 4</i>
499	PROVISION FOR OUTSTANDING INVOICES	6,136	5,166	
TOTAL		565,527	506,126	
<i>EXTERNAL CONTRIBUTIONS TO RESERVES 2019/20:</i>				
<i>NOTE 1: Includes £5,020 from Friends of Museum Fund</i>				
<i>NOTE 2: Includes £30,113 from various organisations re. Air Display</i>				
<i>NOTE 3: Includes £3,169 from Folkestone Flower Power re. Leas Flowerbeds</i>				
<i>NOTE 4: Includes £1,485 from various organisations re. Cheriton Christmas Switch-On</i>				

Date: 16/01/2020

Folkestone Town Council Current Year

Page 1

Time: 16:37

Bank Reconciliation Statement as at 31/12/2019
for Cashbook 1 - Current Bank Account

User: PJC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current Account	31/12/2019	389	52,504.23
			<u>52,504.23</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
16/07/2019 104745 Hythe Venetian Fete Society		40.00	
22/11/2019 104786 Town Mayor's Acct (Broadstairs		29.00	
02/12/2019 104787 M. of Faversham's Charity Fund		60.00	
02/12/2019 104788 Town Mayor's Account (Broadsta		29.00	
03/12/2019 104790 Shepway Brass Academy		100.00	
17/12/2019 104794 Folkestone Methodist Church		75.00	
17/12/2019 104795 East Kent College		80.00	
			<u>413.00</u>
			52,091.23
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			52,091.23
		Balance per Cash Book is :-	52,091.23
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
27/07/2012 103035A Chq cashed £78.70 not £78.10		-0.60	
			<u>-0.60</u>
		Unreconciled Difference is :-	<u>0.60</u>

✓ *Checked*
16/01/2020

Burton
11/2/20

**Exempt Report Not for
Publication under Section 1,
sub-section 2 of the Public
Bodies (Admission to Meetings)
Act 1960**

**Folkestone
Town Council**



Report Number **F/20/262**

To: Finance and General Purposes Committee
Date: 20 February 2020
Status: Exempt Report

Responsible Officer: Town Clerk

Subject: Silver Screen Cinema Tenancy

SUMMARY:

To update members on the current position of the cinema tenancy as requested at the Finance & General Purposes Committee meeting of the 19th December 2019.

REASONS FOR RECOMMENDATION

The contractual term of the lease has expired, and Council have the opportunity to review the tenancy and rental income.

RECOMMENDATIONS:

- 1. To receive Report F/20/262**
- 2. To instruct the Town Clerk to appoint a chartered surveyor to undertake a rent review and enter into negotiations with the tenant.**

Aims and Objectives – To comply with Best Value and Quality Council legislation.

Financial Implications – Rental income/future overheads.

Equal Opportunities – Equal opportunities for all.

1. Introduction

The Silver Screen Cinema is owned by Mr Wallace who had a commercial lease which was protected by the Landlord and Tenant Act 1954 until June 2012 within Folkestone Town Hall. On 31st March 2014, Mr Wallace served a Section 26 Notice requesting a new lease effective 24th October 2014 at a significantly reduced rent. After several months of negotiation, the following was resolved at minute 1160 on the 13th November 2014:

RESOLVED: To offer Alexander George Wallace and Christopher Barry Lightwing, a new fixed term 5 year lease excluding the security of tenure provisions with a rolling 6 month break clause exercisable by either party, with a 3 year rent review, for £12,000 per annum effective 1st January 2015, subject to the current leaseholder surrendering the existing lease.

The terms set out in the proposed licence were acceptable with a couple of minor amendments to specific clauses:

13. The Council will have the option of using the small auditorium/chamber on Thursday evenings from 6pm onwards at no cost.

14. The Council will have the option of using the main auditorium 12 times per annum at no cost by mutual agreement in advance, to be reviewed annually.

23. After the installation of digital sound equipment, the tenants will take measures to reduce noise and sound transmission from both auditoriums at their own expense, by seeking guidance from Shepway District Council's Environmental Health Noise Pollution officers.

Proposed: Councillor John Collier

Seconded: Councillor Richard Wallace

Voting: F:12, Ag:1, Ab:1

2. Current Position

A Contractual Term for the Counterpart Lease was agreed from and including the 7th April 2015 to and including the 6th April 2019 between Alexander Wallace & Christopher Lightwing and Folkestone Town Council with a Break Clause set at six calendar months after service of a Break Notice.

The rent is £12,000 per annum and the lease afforded a rent review by a Chartered Surveyor after the 7th April 2018.

The tenants also pay an annual service charge of £2,000 and 50% of Council's insurance cost.

The permitted use is a cinema unless during the following times:

Mon, Tues, Wed & Fri 6-11pm
Thurs 9am-2pm
Sat & Sun 10am-11pm

and such additional hours during school holidays as may be agreed annually.

Council reserved the rights under the lease to use the Chamber (which Council completely refurbished as part of its HLF project) on Thursday evenings from 6pm, the main auditorium 12 times a year and the property outside the permitted hours - free of charge.

This report will be made public on
28 January 2020

**Folkestone
Town Council**



Report Number **CS/20/264**

To: Community Services Committee
Date: 4th February 2020
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: CCTV

SUMMARY:

Folkestone Town Council officially took over responsibility of the town's public realm CCTV on the 16th July 2014 and developed a fit for purpose system that has been extended since.

REASONS FOR RECOMMENDATION:

The Council is asked to consider the following report because:

The ongoing costs for monitoring and maintaining a fit for purpose CCTV system, need to be accounted for in future budgets.

RECOMMENDATIONS:

- 1. To receive and note Report CS/20/264**
- 2. To note the ongoing budget requirements**

Aims and Objectives – To comply with Best Value and Quality Council legislation.

Financial Implications – £15,000 annual budget.

Equal Opportunities – Equal opportunities for all.

1. Introduction

At the ordinary meeting of Folkestone Town Council on 18th September 2014 it was noted that Clearview Communications submitted the successful tender to supply and install a new IP based Public Realm CCTV system.

Nineteen cameras were subsequently installed together with NVR's located in the Town Hall and various wireless links on lamp columns and buildings around the town.

Since the original installation additional cameras have been added including the Coastal Park and Cheriton High Street.

2. Maintenance

The Public Realm CCTV system is currently maintained under a silver agreement with Clearview Communication which expires on the 31st March 2020, however, the agreement will automatically renew at the end of each term for a further year unless the Council provides ClearView with written notice of termination at least 30 days prior to the end of the relevant term.

The 2019/20 silver service costs excluding VAT are:

Town Centre	£6,014
Coastal Park	£4,188
Cheriton High Street	£1,415

Cover includes four preventative maintenance (PPM) visits per annum to clean and maintain the cameras with chargeable reactive call-outs, remote support and parts.

Chargeable reactive call-outs are based on 2 x Engineers + Cherry Picker at a rate of:

£129.00 + VAT per engineer for the first hour
£75.00 + VAT per engineer for any hour thereafter
£22.50 + VAT per hour for the Cherry Picker is charged at.

A remote fix is charged at £50.00 + VAT.

During the current financial year Council has spent circa £8,000 over and above the silver contract, this is predominantly for reactive call-outs following storm damage or vandalism etc and parts; all equipment except the Cheriton High Street cameras are out of warranty.

3. Budget Implications

Council has set the 2020/21 maintenance budget at £15,000.

4. Options

Council's adopted Financial Regulations allow for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council, therefore, the Town Clerk has sourced the following options with our existing provider:

- i) Annual **SILVER** contract price (3-year contract) inclusive of 4 preventative maintenance visits with chargeable reactive call-outs. £11,760.00 per annum ex VAT
- ii) Annual **GOLD** contract price (3-year contract) inclusive of 4 preventative maintenance visits with 8 inclusive reactive call-outs. £16,944.00 per annum ex VAT
- iii) Annual **PROACTIVE MAINTENANCE ENGINEER** contract price (3-year contract) inclusive of preventative maintenance visits and all reactive call-outs (dealt with during the next proactive maintenance engineer visit). £15,860.00 per annum ex VAT

Some of the benefits of the Proactive Engineers are listed below:

- Proactive system maintenance improves the lifespan of systems reducing cost to the client
- Knowledgeable engineers dedicated to your sites and the contract to ensure unrivalled system and site understanding
- The Proactive Engineers' labour can be used as labour for installations, tangibly lowering the costs for future small works and installations
- Locally based Engineers to reduce the carbon footprint in line with Clearview's social sustainability policies and Environmental Management System (ISO14001:2015)
- The engineer is still managed by ClearView and will prove to be of no operational strain to the Council. In fact, it has been proven with other councils to be of outstanding value and gives great peace of mind.
- The engineers will take care of all of the PPM's, any faults, constant system optimisation and provide the labour for any small works, meaning the Council should only have to pay for parts. This will save the Council money and make things as easy for the Council as possible.

5. Recommendation

It is recommended that Council opt for the Proactive Maintenance Engineer option as two Proactive Engineers who know the system including the locations and restrictions for accessing the links together with a Cherry Picker will be allocated to Folkestone Town Council for one day, every other week, for the duration of the contract.

1/12/19 to 31/1/20

[illegible]

[illegible]