LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

FOLKESTONE TOWN COUNCIL

Date of Publication: 11 February 2021

AGENDA

Meeting:	**Finance and General Purposes Committee**
Date:	**Thursday 18 February 2021**
Time:	**6.30 p.m.**
Place:	**Virtual Zoom Meeting Link**
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 Childs

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 17 December 2020 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 July and 17 December 2020.

4. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 December 2020 and 31 January 2021.

5. BUDGET MONITORING STATEMENT 2020/21

The attached statement sets out details of the Town Council's expenditure/income up to 31 January 2021.

6. QUARTERLY BANK RECONCILIATION

In line with financial regulations the bank reconciliation statement to 31 December 2020 is attached for information.

7. APPOINTMENT OF INTERNAL AUDITOR

The Committee is asked to approve the appointment of the internal auditor for 2020/21.

8. PROCUREMENT POLICY

The Committee is asked to approve the attached procurement policy.

9. WARD GRANTS

For information, the attached shows ward grants approved by the Town Clerk from 1 December 2020 to 31 January 2021.

10. WARD GRANT BALANCES 2020/21

For information, the attached shows ward grant balances available to each Councillor as of 31 January 2021.

11. CORONAVIRUS COMMUNITY RESILIENCE GRANTS

For information, the attached shows coronavirus community resilience grants approved to 31 January 2021.

12. DATE OF NEXT MEETING

Thursday, 22 April 2021 @ 6.30pm

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held virtually by Zoom on Thursday, 17th December 2020 at 6.30 p.m.

PRESENT: Councillors P Bingham, P Gane, D Jeffrey, N Keen (Chair), M Lawes, C McConville, J Meade and T Prater.

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

1367. APOLOGIES FOR ABSENCE

Apologies were received from Councillor R Field due to work committments.

1368. DECLARATIONS OF INTEREST

Councillor Gane declared a non pecuniary interest in item 10(i) as he works in a car dealership.
All twin-hatted councillors declared a non pecuniary interest in item 9.

1369. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 22nd October 2020.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 22nd October 2020 be received and signed as a correct record.
Proposed: Councillor J Meade
Seconded: Councillor P Bingham
Voting: F:8 Ag:0, Ab:0

1370. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1st October 2020 and 30th November 2020.

RESOLVED: That the Schedule of Payments for the period 1st October 2020 and 30th November 2020 be approved.
Proposed: Councillor P Gane
Seconded: Councillor J Meade
Voting: F:8 Ag:0, Ab:0

1371. BUDGET MONITORING STATEMENT 2020/21

The budget monitoring statement to the 30th November 2020 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30th November 2020 be approved.
Proposed: Councillor P Gane
Seconded: Councillor P Bingham
Voting: F:8 Ag:0, Ab:0

1372. BANK RECONCILIATION

In line with financial regulations the bank reconciliation statement to 30th November 2020 was received by the Committee.

RESOLVED: That the bank reconciliation statement to 30th November 2020 be noted.
Proposed: Councillor J Meade
Seconded: Councillor P Bingham
Voting: F:8 Ag:0, Ab:0

1373. CCTV & FHDC HIGH ST FUND GRANT AGREEMENT CCTV

Report F/20/276 provided an update on the Public Realm CCTV. Councillor Lawes advised Dover Road had been missed off the list and that an additional camera was needed in Harbour Way.

RESOLVED: That Report F/20/276 be received, funds be released from the CCTV reserve to meet the costs of the additional cameras and associated supplies and the Town Clerk sign the deed accepting the grant.
Proposed: Councillor P Gane
Seconded: Councillor C McConville
Voting: F:8 Ag:0, Ab:0

Councillor P Bingham left the meeting at this juncture.

1374. KCC COMMUNITY TRANSPORT GRANT SCHEME 2019-20

The Town Clerk had applied to the Community Transport Grant Scheme in 2019 for funding to purchase an electric minibus with disabled access, in order to set up a community bus scheme to assist with transport to the Town Hall and Museum. KCC have confirmed that they have allocated Council £77,000 but, due to the coronavirus pandemic, everything was delayed. However, they will hold the money into the 21/22 financial year if we wish to go ahead. They propose purchasing a Renault Master ZE minibus and gifting it to us.

RESOLVED: That the Town Clerk accept the offer of an electric minibus from Kent County Council.
Proposed: Councillor T Prater
Seconded: Councillor N Keen

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

1375. SMALL PARKS

Negotiations on the terms for the leases and service agreements for the small parks that FHDC propose to transfer to Council were now complete and a summary was attached. Approval was sought for the Town Clerk to sign the deeds accepting the transfers and dowry.

RESOLVED: That the Town Clerk sign the deeds accepting the transfers and dowry of £100,000.
Proposed: Councillor J Meade
Seconded: Councillor P Gane
Voting: F:7 Ag:0, Ab:0

1376. MATTERS AND RESOLUTIONS FROM COMMITTEES

i. At the Full Council meeting of 12th November 2020, minute 1744, following discussion about the resolution from the F&GP meeting on the 22nd October 2020, minute 1364 (regarding the Civic Vehicle), that the options be considered by Finance and General Purposes Committee.

PROPOSED: That option 4 - No Civic Vehicle from April 2021 be adopted.

Proposed: Councillor T Prater
Seconded: Councillor D Jeffrey
Voting: F:2 Ag:5, Ab:0

The motion was lost.

RESOLVED: That option 1 - Nissan Leaf Hatchback leased from April 2021 be adopted.
Proposed: Councillor M Lawes
Seconded: Councillor N Keen
Voting: F:7 Ag:0, Ab:0

ii. At the Full Council meeting held on the 12th November it was recorded at minute 1746(a), NOTICE OF MOTION that Council abolish the Grants Committee following the expenditure of the 2020/21 grants budget and replace it with a Councillor Community Grant Scheme from 2021/22 with a budget of £34,200 divided equally between the Town Councillors (i.e. £1900 each).

The Committee duly noted Council's resolution and the amendment to the budget.

iii. At the Full Council meeting held on the 12th November it was recorded at minute 1746(f), NOTICE OF MOTION that the Community Services Committee were to set up a small working group to revisit the heritage boards that didn't get completed in the first phase of the Historical Town Trail and to create a new board consequent upon the current redevelopment of the former Royal Victoria Hospital. Notable omissions in the first trail included the terrible Tontine Street air raid. Notable subjects for a new heritage board to cover would include stories of the hospital, and the life of Walter Tull, the mixed-race footballer and war hero, who was born and lived just east of the hospital and is little commemorated in the town. A sum of £6000 is resolved to be provisionally included in next year's budget to cover the erection of one board and to make sure that all heritage posters are made easily available online and as posters for schools, with some extra material to help Folkestone schools' study local history.

Committee duly noted Council's resolution and the amendment to the budget.

1377. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1st October 2020 and 30th November 2020 was provided for the Committee's information and duly noted.

1378. WARD GRANT BALANCES 2020/21

A list of ward grant balances available to each Councillor on the 30th November 2020 was provided for the Committee's information and duly noted.

1379. CORONAVIRUS COMMUNITY RESILIENCE GRANTS

A list of coronavirus community resilience grants approved to 30th November 2020 was provided for the Committee's information and duly noted.

1380. BUDGET 2021/22

Report F/20/275 set out the draft proposals for the Town Council's budget for 2021/22, considering proposed growth items submitted by spending committees.

RESOLVED: That any underspend in the Community Resilience Grant be rolled over to 2021/22.
Proposed: Councillor C McConville
Seconded: Councillor J Meade
Voting: F:7 Ag:0, Ab:0

RESOLVED: That a ward grant budget of £19,800 divided by electorate be added back into the 2021/22 budget.
Proposed: Councillor P Gane
Seconded: Councillor J Meade
Voting: F:5 Ag:1, Ab:1

RESOLVED: That £5,000 for total contribution pay be added to the 2021/22 budget as recommended by the Personnel Sub-Committee.
Proposed: Councillor N Keen
Seconded: Councillor P Gane

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

RESOLVED: That £2,000 towards CCTV capital in Dover Road and Harbour Way be added to the 2021/22 budget.
Proposed: Councillor J Meade
Seconded: Councillor N Keen
Voting: F:7 Ag:0, Ab:0

RESOLVED: To receive Report F/20/275 and to apply the above adjustments, giving a draft budget of £911,150 and to recommended to Full Council on 14th January 2021 a 2021/22 precept of £873,950 (the same amount as in 2020/21). Additional funding will be met from the General Reserve if required.
Proposed: Councillor P Gane
Seconded: Councillor D Jeffrey
Voting: F:7 Ag:0, Ab:0

1381. DATE OF NEXT MEETING
18th February 2021 @ 6.30pm

Chairman…………………………………………………

Date……………………………………………………

SCHEDULE OF PAYMENTS
01/12/20-31/01/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/12/2020	Stem By Stem Ltd	E02822	£40.00	2 x Mayoral Bouquets
02/12/2020	P.Gane	E02823	£299.25	Reimb. Cheriton Christmas Lights
02/12/2020	Advantage Catering Equipment	E02824	£183.60	Food Delivery Bags
02/12/2020	Alexander Fleming	E02825	£320.00	Garage Rental to 30/4/21
08/12/2020	Edgar's Water	E02826A	£74.15	Qtly Rental Water Cooler
08/12/2020	Edgar's Water	E02826B	£99.00	Qtly Rental Water Boiler
08/12/2020	Kent Door Services	E02827	£216.00	Replacement Keys for Grille OTH
08/12/2020	Harmer & Sons Ltd	E02828	£136.80	Inst/Removal of Remembrance Crosses
08/12/2020	Castle Water	E02829	£472.95	Water TKL Oct '20-Mar '21
08/12/2020	Payroll Service (UK) Ltd	E02830	£52.50	Payroll Servs Oct-Dec 2020
10/12/2020	I.Bishop	E02831A	£190.00	Reimb. CCTV Licence
10/12/2020	I.Bishop	E02831B	£10.00	Reimb. Padlock PFR
10/12/2020	Metroline Security Ltd	E02832A	£78.00	Annual Key Holding Fee
10/12/2020	Metroline Security Ltd	E02832B	£312.00	Maint. Contract Intruder Alarm
10/12/2020	Metroline Security Ltd	E02832C	£288.00	Maint Contract Fire Alarm
10/12/2020	P.Gane	E02833	£139.45	Reimb. Cheriton Christmas Lights
10/12/2020	Harmer & Sons Ltd	E02834	£72.00	Collection of Museum Items
10/12/2020	Kent Ass. of Local Councils	E02835	£54.00	Wellbeing Workshop
10/12/2020	Millennium Quest Ltd	E02836	£20,288.40	Christmas Lighting Works
14/12/2020	Harmer & Sons Ltd	E02837A	£504.00	Christmas Lights Guildhall St.
14/12/2020	Harmer & Sons Ltd	E02837B	£468.00	Cherry Picker re. CCTV
14/12/2020	Harmer & Sons Ltd	E02837C	£3,108.00	Trees/Lights/Lamp Posts
14/12/2020	G.Coppins	E02838	£36.90	Compensation re. Damage P13 PFR
14/12/2020	Ashford BC Collection Account	E02839	£7,500.00	CCTV Monitoring Oct-Dec 2020
14/12/2020	Kent County Council	E02840	£154.14	Photocopier Jul-Sep 2020
15/12/2020	Fuelgenie	DD151220	£52.01	Fuel re. Civic Vehicle
16/12/2020	Various	BP161220	£18,482.17	Salaries - December 2020
17/12/2020	Kent County Council	E02841	£2,004.36	8 x Folding Tables & Trolley
17/12/2020	Andersons Wholesale	E02842	£77.57	Christmas Gift Bags
17/12/2020	J.Conway	E02843	£6.50	Reimb. 10 x 2nd Class Stamps

SCHEDULE OF PAYMENTS
01/12/20-31/01/21

17/12/2020	G.Coppins	E02844	£188.90	Compensation re. Damage P13 PFR
17/12/2020	Amazon	E02845A	£306.73	Children's Christmas Gifts
17/12/2020	Amazon	E02845B	£185.65	Children's Christmas Gifts
17/12/2020	FairFX (aka Equals)	E02846	£1,024.44	Credit Card Top-Up (details below)
17/12/2020	Daisy Communications	DD171220	£432.98	Telephone Services - Nov 20
17/12/2020	RBS PLC Mentor Services	DD171220	£189.60	HR/Health & Safety Mgt
18/12/2020	Nisbets	E02847	£138.45	Food Preparation Items
18/12/2020	3 Planks Ltd	E02848	£2,845.80	Reception Desk - Final Instalment
18/12/2020	Harmer & Sons Ltd	E02849	£702.00	Christmas Lights Maintenance
18/12/2020	Castle Water	E02850	£571.62	Water PFR Oct '20-Mar '21
18/12/2020	Initial	E02851	£388.44	Sanitary Bins to 20/11/21
21/12/2020	SSE Hydro-Electric	DD211220	£4.95	Elect. to Phone Box - Nov 2020
21/12/2020	SSE Hydro-Electric	DD211220	£332.34	Electricity OTH - Nov 2020
21/12/2020	SSE Hydro-Electric	DD211220	£126.44	Gas OTH - Nov 2020
23/12/2020	HM Revenue & Customs	BP231220A	£7,250.86	PAYE/N.I. - December 2020
23/12/2020	KCC re. Kent Pension Fund	BP231220B	£6,314.84	Pension Contribs - December 2020
23/12/2020	Standard Life Assurance Co.	BP231220C	£750.00	AVC Pension - December 2020
23/12/2020	HM Courts & Tribunals Service	BO231220D	£90.00	Salary Deduction re. Court Order
23/12/2020	Folkestone Printing.com Ltd	E02852	£292.33	Vouchers re. Children's Lunches
23/12/2020	Ewart J Clough	E02853	£828.00	7 x Christmas Trees
23/12/2020	Russell & Wheeler	E02854A	£276.00	Power Supply CCTV
23/12/2020	Russell & Wheeler	E02854B	£72.00	Power Check CCTV
23/12/2020	Business Stream	E02855	£41.39	Waste Water OTH Sep-Dec 2020
23/12/2020	Millennium Quest Ltd	E02856	£8,488.80	Installation of Lights Town Centre
24/12/2020	National Car Parks Ltd	REFD241220	-£2,537.97	Refund re. Unused Parking
29/12/2020	Veolia ES (UK) Ltd	DD291220	£105.01	Waste Collection - Nov 2020
29/12/2020	Leppard Cleaning	SO291220	£620.00	Office Cleaning - Dec 2020
08/01/2021	D.Cowd	E02857A	£11.49	Reimb. Book
08/01/2021	D.Cowd	E02857B	£10.00	Reimb. Eltek SIM Top-Up
08/01/2021	Harmer & Sons Ltd	E02858A	£528.00	Replace 4 x CCTV Locks
08/01/2021	Harmer & Sons Ltd	E02858B	£1,416.00	Disconnect/Remove Christmas Trees

SCHEDULE OF PAYMENTS
01/12/20-31/01/21

08/01/2021	Royal Mail Group	E02859	£58.00	Mail Keepsafe Service
08/01/2021	ClearView Communications Ltd	E02860	£3,004.94	CCTV Spare Parts/Kit
08/01/2021	Strange Cargo	E02861	£164.00	Ward Grant 6/1/21
13/01/2021	St Mary's C of E PA	CG0023	£1,500.00	Community Grant 11/1/21
13/01/2021	Fuelgenie	DD130121	£52.00	Fuel re. Civic Vehicle
19/01/2021	Cinque Ports Mayors' Assn.	E02862	£25.00	CPMA Membership
19/01/2021	Harmer & Sons Ltd	E02863	£300.00	Bench Repairs
19/01/2021	Dickiebirds Studio	E02864	£1,000.00	Museum Website Design
19/01/2021	Three Hills Sports Park	E02865	£1,944.85	Hot Meals for Children
19/01/2021	Kent Creative Arts CIC	E02866	£100.00	Ward Grant 12/1/21
19/01/2021	Kent SRA Development Fund	E02867	£122.00	Ward Grant 14/1/21
19/01/2021	St Mary's C of E PA	CG0024	£500.00	Community Grant 15/1/21
19/01/2021	RBS PLC Mentor Services	DD190121	£189.60	HR/Health & Safety Mgt
20/01/2021	Daisy Communications	DD200121	£413.30	Telephone Services - Dec 2020
22/01/2021	SSE Hydro-Electric	DD220121	£5.44	Elect. to Phone Box - Dec 2020
25/01/2021	HM Revenue & Customs	BP250121A	£7,250.26	PAYE/N.I. - January 2021
25/01/2021	KCC re. Kent Pension Fund	BP250121B	£6,314.84	Pension Contribs - Jan 2021
25/01/2021	Standard Life Assurance Co.	BP250121C	£750.00	AVC Contrib. - Jan 2021
25/01/2021	HM Courts & Tribunals Service	BP250121	£90.00	Salary Deduction re. Court Order
25/01/2021	Various	BP250121	£18,489.56	Salaries - January 2021
25/01/2021	SSE Hydro-Electric	DD250121	£276.91	Gas OTH - Dec 2020
25/01/2021	SSE Hydro-Electric	DD250121	£358.38	Electricity OTH - Dec 2020
25/01/2021	Leppard Cleaning	SO250121	£620.00	Office Cleaning - Jan 2021
26/01/2021	ADM Computer Services Ltd	E02868	£1,042.80	Various IT Services
26/01/2021	ClearView Communications Ltd	E02869	£1,534.84	Various CCTV Works
26/01/2021	Stranks Removals & Storage	E02870	£564.00	Collection & Storage of Artworks
26/01/2021	UK Power Networks Ltd	E02871	£2,022.00	CCTV Power St Eanswythe's Way
26/01/2021	Amazon	E02872	£74.95	Printer Cartridges (TB)
26/01/2021	P.Cross	E02873	£22.97	Reimb. 2 x Printer Cartridges
26/01/2021	D.Cowd	E02874	£21.86	Reimb. Book
28/01/2021	Window Cleaning Plus	E02875	£135.00	Window Cleaning Aug-Dec 2020

SCHEDULE OF PAYMENTS
01/12/20-31/01/21

28/01/2021	ClearView Communications Ltd	E02876	£3,541.34	2 NVR's re. CCTV
28/01/2021	Folkestone Rescue	E02877	£1,250.00	Town Grant 21/1/21
28/01/2021	Folkestone Youth Project	E02878	£262.00	Town Grant 21/1/21
28/01/2021	Hi Kent	E02879	£600.00	Town Grant 21/1/21
28/01/2021	Folkestone Festivals	E02880	£1,000.00	2 x Town Grants 21/1/21
28/01/2021	Strange Cargo	E02881	£1,250.00	Town Grant 21/1/21
28/01/2021	Kent Creative Arts CIC	E02882	£500.00	Town Grant 21/1/21
28/01/2021	Rotary Club of the Channel	E02883	£750.00	Town Grant 21/1/21
28/01/2021	Harmer & Sons Ltd	E02884	£546.00	Quarterly Storage Fees
28/01/2021	FairFX (aka Equals)	E02885	£620.51	Credit Card Top-Up (details below)
28/01/2021	Veolia ES (UK) Ltd	DD280121	£87.89	Waste Collection - Dec 2020
CREDIT CARD TOP-UP 17/12/20:				
15/07/2020	Avern		£202.00	Carpet Cleaner Accessories
23/07/2020	The Defib Pad		£235.19	Defibrillator Pads/Battery
25/07/2020	Zoom		£100.72	Zoom Subscription
04/08/2020	Eversign		£30.54	Eversign Subscription (Sharepoint)
02/09/2020	Royal Mail		£2.00	Additional Postage Fee
28/09/2020	Haymarket Media		£156.00	CIPD Conference
29/10/2020	Just Giving		£30.00	Mayor's Donation to Pilgrim's Hospice
03/11/2020	Kids Out		£100.00	Mayor's Donation Kids Out
24/11/2020	Lidl		£23.94	Sweets for Schools
03/12/2020	Wilko		£49.10	School Competition Prizes
18/12/2020	Tesco		£34.95	Mobile Phone
12/10/2020	Wilko		£30.00	School Competition Prizes
10/12/2020	Tesco		£30.00	Mobile Phone Top-Up
		TOTAL	**£1,024.44**	

SCHEDULE OF PAYMENTS
01/12/20-31/01/21

CREDIT CARD TOP-UP 28/1/21:				
16/12/2020	Amazon		£40.00	Christmas Vouchers for Children
18/12/2020	Voucher Express		£30.00	Staff Vouchers
18/12/2020	Voucher Express		£30.00	Staff Vouchers
18/12/2020	Amazon		£210.00	7 x Staff Vouchers
18/12/2020	Voucher Express		£30.00	Staff Vouchers
21/12/2020	Amazon		£117.91	Christmas Gifts for Children
22/12/2020	Amazon		£80.00	Christmas Vouchers for Children
13/01/2021	Eversign		£72.60	Eversign IT Licence
19/01/2021	Tesco		£10.00	Mobile Top-Up
		TOTAL	**£620.51**	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021

CODE		*ACTUALS* 2019/2020	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 JAN 2020/2021	BUDGET TO 31 JAN 2020/2021	VARIANCE TO 31 JAN 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	INC/EXP TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
		£	£	£	£	£	£	£	£	%		
101	***ADMINISTRATION***											
4001	SALARIES, PENSIONS & NI	373,785	414,500		414,500	336,034	345,417	-9,383	78,466	81		
4004	STAFF WELLBEING (£3,000 from New Servs Res.)	0	0		0	495	0	495	-495	0	-495	340
4005	AGENCY STAFF	8,471	1,000		1,000	0	833	-833	1,000	0		
4006	TRAINING (Staff) (£2,400 from New Servs Res.)	5,421	2,500	-1,900	600	773	500	273	-173	129	-173	340
4008	RELOCATION COSTS	0	0		0	0	0	0	0	0		
4009	ADVERTISING FOR STAFF	0	0		0	0	0	0	0	0		
4010	EQUIPMENT/FURNITURE NEW	295	2,000		2,000	1,687	1,667	20	313	84		
4012	INTERVIEW EXPENSES	0	0		0	0	0	0	0	0		
4013	BANK CHARGES	332	500		500	90	417	-327	410	18		
4014	HR/H&S MANAGEMENT FEES	0	0	1,900	1,900	1,580	1,583	-3	320	83		
4021	PRINTING	199	500		500	0	417	-417	500	0		
4022	STATIONERY	1,089	1,000		1,000	184	833	-649	816	18		
4024	PHOTOCOPYING	2,235	1,600		1,600	383	1,333	-950	1,217	24		
4025	POSTAGE	1,444	1,800		1,800	338	1,500	-1,162	1,462	19		
4026	TELECOMMUNICATION SERVICES	5,222	4,000		4,000	4,495	3,333	1,162	-495	112		
4060	ICT SUPPORT	18,768	12,500		12,500	11,405	10,417	988	1,095	91		
4070	MISCELLANEOUS SUBSCRIPTIONS	366	330		330	275	275	0	55	83		
4071	CINQUE PORT FEDERATION SUB	320	330		330	0	0	0	330	0		
4072	SOCIETY OF LOCAL COUNCIL CLERKS	506	520		520	483	520	-37	37	93		
4073	KENT ASSOC. OF LOCAL COUNCILS	2,008	2,060		2,060	2,246	2,060	186	-186	109		
4080	PUBLIC TRANSPORT & CAR PARKS	304	250		250	12	208	-196	238	5		
4103	SUBSISTENCE ALLOWANCES	132	200		200	0	167	-167	200	0		
4104	CAR ALLOWANCES (Staff)	1,258	1,600		1,600	1,133	1,333	-200	467	71		
4105	CAR ALLOWANCES (Volunteers)	0	50		50	0	42	-42	50	0		
4712	ACCOUNTANCY SUPPORT	521	570		570	450	450	0	120	79		
4720	TO ALLOTMENTS ADMINISTRATION (4503)	-4,130	-4,100		-4,100	-3,417	-3,417	-0	-683	83		
	TOTAL ADMIN. EXPENDITURE	**418,546**	**443,710**	**0**	**443,710**	**358,646**	**369,888**	**-11,242**	**85,064**	81		
1190	INVESTMENT INTEREST	-2,477	-3,000		-3,000	-89	-2,500	2,411	-2,911	3		
1199	OTHER INCOME	0	0		0	0	0	0	0	0		
	TOTAL ADMIN. INCOME	**-2,477**	**-3,000**	**0**	**-3,000**	**-89**	-3,000	**2,411**	**-2,911**	3		
	NET ADMIN. EXPENDITURE/INCOME	**416,069**	**440,710**	**0**	**440,710**	**358,557**	**366,888**	**-8,831**	**82,153**	81		
102	***DEMOCRATIC COSTS***											
4007	TRAINING/CONFERENCE EXPS (Cllrs.)	590	500		500	75	417	-342	425	15		
4081	CAR ALLOWANCES (Cllrs)	0	100		100	0	83	-83	100	0		
4950	FTC REF/ELECTION FEES	39,665	0		0	0	0	0	0	0		
4951	FOLK TC REF/ELECTIONS (TO RESERVE)	10,200	10,200		10,200	0	0	0	10,200	0		
	TOTAL DEMOCRATIC COSTS EXP.	**50,455**	**10,800**	**0**	**10,800**	**75**	**500**	**-425**	**10,725**	1		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021

CODE		ACTUALS 2019/2020	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 JAN 2020/2021	BUDGET TO 31 JAN 2020/2021	VARIANCE TO 31 JAN 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	INC/EXP TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
103	***MAYORALTY***											
4011	CLOTHING & UNIFORMS	31	600		600	0	500	-500	600	0		
4170	REGALIA - NEW	765	1,000		1,000	93	833	-740	907	9		
4171	REGALIA - REPAIR & MAINT.	1,907	400		400	22	333	-311	378	6		
4180	MAYOR'S INSTALLATION (Annual Meeting)	744	1,100		1,100	0	1,100	-1,100	1,100	0		
4181	REMEMBRANCE SUNDAY	2,601	2,300		2,300	114	2,300	-2,186	2,186	5		
4182	CANADA DAY	2,466	2,550		2,550	1,085	2,550	-1,465	1,465	43		
4183	WILLIAM HARVEY COMMEMORATION	465	650		650	105	650	-545	545	16		
4184	HOLOCAUST DAY	198	320		320	0	320	-320	320	0		
4185	CINQUE PORT WARDEN	0	100		100	0	83	-83	100	0		
4249	COVER FOR CIVIC DRIVER	752	500		500	0	417	-417	500	0		
4250	FUEL FOR CIVIC VEHICLE	368	500		500	380	417	-37	120	76		
4251	MTCE/SERVICE/REPAIRS - EXTERNAL	18	150		150	0	125	-125	150	0		
4252	CAR INSURANCE	500	500		500	0	417	-417	500	0		
4253	CIVIC VEHICLE - GEN. CONTRIBS.	2,983	3,000		3,000	2,983	3,000	-17	17	99		
4255	MAYOR'S EXPENSES MAY-MAR	4,791	5,490		5,490	666	4,575	-3,909	4,824	12		
4256	MAYOR'S EXPENSES APR-MAY	377	1,100		1,100	138	917	-779	962	13		
4257	FOLK/ETAPLES REMEMBRANCE EVENTS	0	0		0	0	0	0	0	0		
4258	MISCELLANEOUS EVENTS (MAYORALTY)	0	0		0	0	0	0	0	0		
4259	ARMED FORCES DAY (see 4298-301)	72,996	0		0	0	0	0	0	0		
4260	BURMA STAR (VJ DAY)	300	530		530	0	530	-530	530	0		
4261	NORMANDY VETERANS	266	320		320	0	320	-320	320	0		
4262	LUNCHES FOR CHILDREN	0	0	5,000	5,000	2,550	4,167	-1,617	2,450	0	-2,550	407
4263	CHRISTMAS GIFTS FOR CHILDREN	0	0		0	713	0	713	-713	0	-713	408
	TOTAL MAYORALTY EXPENDITURE	**92,528**	**21,110**	**5,000**	**26,110**	**8,849**	**23,553**	**-14,704**	**17,261**	34		
1005	OTHER INCOME (MAYORALTY)	-30,113	0		0	-100	0	-100	100	0	100	408
	TOTAL MAYORALTY INCOME	**-30,113**	**0**	**0**	**0**	**-100**	**0**	**-100**	**100**	0		
	NET MAYORALTY EXPENDITURE/INCOME	**62,415**	**21,110**	**5,000**	**26,110**	**8,749**	**23,553**	**-14,804**	**17,361**	34		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021

CODE		ACTUALS 2019/2020	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 JAN 2020/2021	BUDGET TO 31 JAN 2020/2021	VARIANCE TO 31 JAN 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	INC/EXP TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
201	***PREMISES***											
4501	BUILDING REPS/MAINT	11,604	14,000		14,000	4,467	11,667	-7,200	9,533	32		
4509	CLEANING	8,106	9,000		9,000	6,566	7,500	-934	2,434	73		
4601	RENT	0	0		0	0	0	0	0	0		
4602	RATES	20,990	21,500		21,500	21,332	21,500	-168	168	99		
4603	PWLB CAPITAL REPAYMENTS	22,408	22,140		22,140	11,612	11,610	2	10,528	52		
4604	PWLB INTEREST REPAYMENTS	16,894	17,160		17,160	8,039	8,040	-1	9,121	47		
4615	SERVICES, HEATING & LIGHTING	11,259	9,200		9,200	5,415	7,667	-2,252	3,785	59		
4616	MOVING COSTS	0	0		0	0	0	0	0	0		
4617	SUNDRIES	1,918	2,500		2,500	2,199	2,083	116	301	88		
4620	HIRE OF FACILITIES (inc. Garage)	6,361	6,900		6,900	863	5,750	-4,887	6,037	13		
4629	FLOOD RELATED EXPENDITURE	3,903	0		0	0	0	0	0	0		
	TOTAL PREMISES EXPENDITURE	**103,443**	**102,400**	**0**	**102,400**	**60,493**	**75,817**	**-15,324**	**41,907**	59		
1010	RENTAL INCOME	-16,522	-15,660		-15,660	-3,700	-13,050	9,350	-11,960	24		
1011	OTHER INCOME (PREMISES)	-3,000	0		0	-208	0	-208	208	0		
1020	PWLB INCOME	0	0		0	0	0	0	0	0		
	TOTAL PREMISES INCOME	**-19,522**	**-15,660**	**0**	**-15,660**	**-3,908**	**-13,050**	**9,142**	**-11,752**	25		
	NET PREMISES EXPENDITURE/INCOME	**83,921**	**86,740**	**0**	**86,740**	**56,585**	**62,767**	**-6,182**	**30,155**	65		
301	***SERVICES***											
4030	NEWSLETTERS	0	0		0	0	0	0	0	0		
4031	MISCELLANEOUS INSURANCES (inc. Heritage)	9,711	9,800		9,800	10,530	9,800	730	-730	107		
4503	ALLOTMENTS - ADMINISTRATION	4,130	4,100		4,100	3,417	3,417	0	683	83		
4504	ALLOTMENTS - PFR MAINTENANCE	2,065	3,000		3,000	2,513	2,500	13	487	84		
4505	ALLOTMENTS - TKL MAINTENANCE	2,255	3,000		3,000	1,150	2,500	-1,350	1,850	38		
4840	MAINTENANCE OF BEACON	25	250		250	720	208	512	-470	288		
4850	LOCAL PROJECTS	3,545	4,000	-1,000	3,000	1,725	2,500	-775	1,275	58		
4851	NOTICE BOARDS	0	1,000		1,000	0	833	-833	1,000	0		
4852	BUS SHELTERS	7,888	0		0	12,995	0	12,995	-12,995	0	-12,995	365
4874	COMMUNITY RESILIENCE FUND	0	0	10,000	10,000	12,685	10,000	2,685	-2,685	127	-2,685	340
4875	WARD GRANTS	20,432	19,800		19,800	12,308	16,500	-4,192	7,492	62		
4876	TOWN GRANTS	35,000	35,000	-10,000	25,000	18,606	20,833	-2,227	6,394	74		
4878	PARKS, GARDENS & RECS - FLOWERBEDS	37,296	32,500		32,500	0	0	0	32,500	0		
4879	CHRISTMAS LIGHTING	37,340	51,000		51,000	40,252	45,000	-4,748	10,748	79	-439	405
4880	CHRISTMAS FESTIVITIES	19,680	12,000		12,000	721	12,000	-11,279	11,279	6	-31	499
4881	YOUTH FACILITIES	5,964	11,600	-4,000	7,600	0	6,333	-6,333	7,600	0		
4884	PARKS, GARDENS & RECS - TREES	19,053	15,000		15,000	0	0	0	15,000	0		
4885	PARKS, GARDENS & RECS - PLAY AREAS	0	0		0	1,750	0	1,750	-1,750	0		
4890	PARK BENCHES	0	200		200	1,280	167	1,113	-1,080	640	-1,230	396
4891	LITTER/SALT BINS, BOLLARDS & RAILINGS	0	3,000		3,000	2,830	2,500	330	170	94	-653	390
4895	TOURIST INFORMATION	3,849	10,000		10,000	7,307	8,333	-1,026	2,693	73		
4900	MAINTENANCE OF PUBLIC CLOCKS	785	500		500	0	417	-417	500	0		
4901	MAINTENANCE OF MEMORIALS	2,828	2,500		2,500	1,950	2,083	-133	550	78		
4903	TELEPHONE BOX	57	100		100	44	83	-39	56	44		
4904	CCTV MONITORING	25,000	25,500		25,500	18,750	21,250	-2,500	6,750	74		
4905	CCTV MAINTENANCE	42,818	15,000		15,000	10,170	12,500	-2,330	4,830	68		
4998	AIR SHOW/ARMED FORCES' DAY	0	22,800		22,800	0	22,800	-22,800	22,800	0		
4999	CONTINGENCY	2,040	3,000		3,000	87	2,500	-2,413	2,913	3		
	TOTAL SERVICES EXPENDITURE	**281,761**	**284,650**	**-5,000**	**279,650**	**161,790**	**205,058**	**-43,268**	**117,860**	58		

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FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021

CODE		*ACTUALS* 2019/2020	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 JAN 2020/2021	BUDGET TO 31 JAN 2020/2021	VARIANCE TO 31 JAN 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	INC/EXP TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
1002	ALLOTMENT RENTS PFR	-4,943	-5,000		-5,000	-5,260	-5,000	-260	260	105		
1003	ALLOTMENT RENTS TKL	-4,857	-4,800		-4,800	-4,804	-4,800	-4	4	100		
1004	OTHER INCOME (SERVICES)	-13,684	0		0	-53,186	0	-53,186	53,186	0	52,336	365, 403, 406
	TOTAL SERVICES INCOME	**-23,484**	**-9,800**	**0**	**-9,800**	**-63,250**	**-9,800**	**-53,450**	**53,450**	645		
	NET SERVICES EXPENDITURE/INCOME	**258,277**	**274,850**	**-5,000**	**269,850**	**98,540**	**195,258**	**-96,718**	**171,310**	37		
401	***FEES***											
4713	CONSULTANTS FEES	11,790	0		0	0	0	0	0	0		
4714	EXTERNAL AUDIT FEES	1,600	2,000		2,000	2,000	2,000	0	0	100		
4715	INTERNAL AUDIT FEES	1,307	1,500		1,500	877	880	-3	623	58		
4716	LEGAL FEES	0	0		0	0	0	0	0	0		
4717	CARD RECEIPTS FEES	835	940		940	3	783	-780	937	0		
4718	SECURITY - TOWN HALL (£12,900 from Reserve)	19,035	10,000		10,000	0	8,333	-8,333	10,000	0		
	TOTAL FEES	**34,567**	**14,440**	**0**	**14,440**	**2,880**	**11,997**	**-9,117**	**11,560**	20		
402	***MUSEUM/HERITAGE***											
5006	M/H TRAINING	284	700		700	0	583	-583	700	0		
5007	M/H SUBSCRIPTIONS	139	450		450	268	375	-107	182	60		
5009	M/H ADVERTISING FOR STAFF	648	0		0	0	0	0	0	0		
5010	M/H EQUIPMENT/FURNITURE	3,931	400		400	6,092	333	5,759	-5,692	1,523		
5011	M/H EXHIBIT REPAIRS	0	200		200	0	167	-167	200	0		
5012	M/H HISTORIC COSTUMES	2,163	250		250	0	208	-208	250	0		
5013	M/H NEW EXHIBITS	550	0		0	1,354	0	1,354	-1,354	0		
5030	M/H MATERIALS	242	1,500		1,500	880	1,250	-370	620	59		
5031	M/H PUBLICITY & PROMOTION	1,241	1,000		1,000	2	833	-831	998	0		
5032	M/H EVALUATION/PRESS COVERAGE	0	500		500	0	417	-417	500	0		
5033	M/H LEAFLETS/PUBLICATIONS	132	1,000		1,000	1,200	833	367	-200	120		
5035	M/H MERCHANDISE	2,602	2,000		2,000	0	1,667	-1,667	2,000	0		
5040	M/H SERVICES	10,928	1,500		1,500	5,975	1,250	4,725	-4,475	398		
5041	M/H EVENTS	5,050	5,000		5,000	0	4,167	-4,167	5,000	0		
5042	M/H EXHIBITIONS	1,203	4,000		4,000	417	3,333	-2,916	3,583	10		
5043	M/H EDUCATION RESOURCES	6,099	500		500	2,895	417	2,478	-2,395	579		
5044	M/H WORKSHOPS	4,351	4,000		4,000	79	3,333	-3,254	3,921	2		
5070	M/H VOLUNTEERS EXPENSES	36	0		0	0	0	0	0	0		
5090	M/H HOSPITALITY	39	500		500	0	417	-417	500	0		
5091	M/H PROFESSIONAL FEES	52,323	6,000		6,000	32,136	5,000	27,136	-26,136	536		
5092	MUSEUM ASSN. PROJECT	0	0		0	0	0	0	0	0		
5099	CONT. TO MUSEUM/HERITAGE RESERVE	0	0		0	0	0	0	0	0		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021

CODE		ACTUALS 2019/2020	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 JAN 2020/2021	BUDGET TO 31 JAN 2020/2021	VARIANCE TO 31 JAN 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	INC/EXP TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
	New Building Work:											
6001	M/H SUBSTRUCTURE	0	0		0	0	0	0	0	0		
6002	M/H SUPERSTRUCTURE	0	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	675	0		0	0	0	0	0	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	4,150	0		0	0	0	0	0	0		
6008	M/H MAIN CONTRACTORS' PRELIMS. (15%)	0	0		0	0	0	0	0	0		
	Other Capital Work:											
6010	M/H FIT OUT & DISPLAYS	0	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	2,280	0		0	0	0	0	0	0		
	Equipment & Materials:											
6020	M/H FOLK COLL'N CONSERVATION	0	0		0	0	0	0	0	0		
6021	M/H MASTERS COLL'N CONSERVATION	0	0		0	0	0	0	0	0		
6023	M/H CATERING EQUIPMENT	0	0		0	0	0	0	0	0		
	Professional Fees											
6030	M/H MUSEUM EXHIBIT DESIGN FEES	0	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	570	0		0	0	0	0	0	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	**99,636**	**29,500**	**0**	**29,500**	**51,298**	**24,583**	**26,715**	**-21,798**	174		

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FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021

CODE		ACTUALS 2019/2020	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 JAN 2020/2021	BUDGET TO 31 JAN 2020/2021	VARIANCE TO 31 JAN 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	INC/EXP TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
1030	M/H INCOME	-5,228	-500		-500	-2,245	-417	-1,828	1,745	449	2,000	362
1031	M/H KCC CASH CONTRIBUTION HERITAGE	0	0		0	0	0	0	0	0		
1032	M/H SDC CASH CONTRIBUTION TOURISM	0	0		0	0	0	0	0	0		
1033	M/H HLF GRANT	-99,867	0		0	-117,008	0	-117,008	117,008	0	66,940	362
1034	M/H TRANSFERS FROM RESERVE	-14,100	0		0	0	0	0	0	0		
1035	M/H RETAIL SALES	-1,751	-3,000		-3,000	-60	-2,500	2,440	-2,940	2		
1036	M/H DONATIONS	-707	-700		-700	0	-583	583	-700	0		
	TOTAL MUSEUM/HERITAGE INCOME	**-121,653**	**-4,200**	**0**	**-4,200**	**-119,313**	**-3,500**	**-115,813**	**115,113**	2,841		
	NET MUSEUM/HERITAGE EXP/INCOME	**-22,017**	**25,300**	**0**	**25,300**	**-68,015**	**21,083**	**-89,098**	**93,315**	-269		
	SUMMARY											
	TOTAL EXPENDITURE	**1,080,936**	**906,610**	**0**	**906,610**	**644,031**	**711,397**	**-67,366**	**262,579**	71		
	TOTAL INCOME	**-197,249**	**-32,660**	**0**	**-32,660**	**-186,660**	**-29,350**	**-157,810**	**154,000**	572		
	NET TOTAL	**883,687**	**873,950**	**0**	**873,950**	**457,371**	**682,047**	**-225,176**	**416,579**	52		
1176	**PRECEPT**	-807,860	-873,950		-873,950	-728,292	-728,292	-0	-145,658	83		
	TRANSFER TO / (FROM) RESERVES	-60,412				99,412		99,412	-99,412	0	99,412	TOTAL
	NET (SURPLUS) / DEFICIT	**15,415**	**0**	**0**	**0**	**-171,509**	**-46,245**	**-125,764**	**171,509**	0		
7001	**TRANSFER TO RESERVES**											
	Summary of Revenue Account:	***Budget***	***Exp***	***Inc***	***Net***	***To/(From) Reserves***		***Total Net Exp/(Inc)***				
	ADMINISTRATION	***440,710***	**358,646**	**-89**	**358,557**	**-668**		**357,889**				
	DEMOCRATIC COSTS	***10,800***	**75**	**0**	**75**	**0**		**75**				
	MAYORALTY	***26,110***	**8,849**	**-100**	**8,749**	**-3,163**		**5,586**				
	PREMISES	***86,740***	**60,493**	**-3,908**	**56,585**	**0**		**56,585**				
	SERVICES	***269,850***	**161,790**	**-63,250**	**98,540**	**34,303**		**132,843**				
	FEES	***14,440***	**2,880**	**0**	**2,880**	**0**		**2,880**				
	MUSEUM/HERITAGE	***25,300***	**51,298**	**-119,313**	**-68,015**	**68,940**		**925**				
	PRECEPT	***-873,950***	**0**	**-728,292**	**-728,292**			**-728,292**				
	TOTAL	***0***	**644,031**	**-914,952**	**-270,921**	**99,412**		**-171,509**				

RESERVES & PROVISIONS AT 31 JANUARY 2021			
		BALANCE	BALANCE
CODE		AT 1/4/20	AT 31/01/21
		£	£
310	GENERAL FUND	114,664	114,664
340	NEW SERVICES RESERVE	99,240	95,887
362	MUSEUM/HERITAGE RESERVE	220,564	289,504
363	TOURISM RESERVE	4,735	4,735
365	BUS SHELTERS	9,000	3,855
383	WARD GRANTS RESERVE	9,792	9,792
385	TOWN GRANTS RESERVE	1,096	1,096
386	FTC ELECTIONS	0	0
387	ARMED FORCES' DAY RESERVE	0	0
390	SALT BINS	6,313	7,110
392	LEAS FLOWER POWER	0	0
393	ANTI-LITTER CAMPAIGN	2,000	2,000
396	BENCHES	0	0
403	CCTV EQUIPMENT/MAINTENANCE	19,657	43,982
404	CHRISTMAS EVENT (FTC)	0	0
405	CHRISTMAS EVENT (CHERITON)	3,367	2,928
406	NEIGHBOURHOOD FUND	0	22,011
407	LUNCHES FOR CHILDREN	0	30
408	CHRISTMAS GIFTS FOR CHILDREN	0	1,187
499	PROVISION FOR OUTSTANDING INVOICES	5,166	5,134
TOTAL		495,594	603,915

Bank Reconciliation Statement as at 31/12/2020
for Cashbook 1 - Current Bank Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
HSBC Current Account	31/12/2020	418	91,469.25
			91,469.25
Unpresented Cheques (Minus)		**Amount**	
		0.00	
			0.00
			91,469.25
Receipts not Banked/Cleared (Plus)			
		0.00	
			0.00
			91,469.25
		Balance per Cash Book is :-	**91,469.25**
		Difference is :-	**0.00**

PROCUREMENT POLICY

Folkestone Town Council procures goods and services to a value of circa £400,000 each year.

The Council strive to attain best value for the goods, materials and services that it purchases. Best Value is defined as a balance of price, quality of product and supplier services.

The Council operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders, which cover, amongst other things the number of quotations required and tender rules.

The purpose of this policy is to provide additional guidance on the factors that will be taken into account when purchasing goods and services.

Sustainable procurement

1) The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.

2) The Council is required to consider social value in all services contracts above the EU threshold but recognises that this is good practice for all contracts.

3) The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products or specify working methods that protect biodiversity.

4) The Council will, wherever possible, purchase goods that meet Fairtrade standards (or similar).

Local procurement

5) The Council recognises the benefits to the economy of using local and SME businesses and, where appropriate, the voluntary sector. The Council will seek out local contractors and suppliers wherever possible.

6) The Council pays a living wage to its employees and will encourage its suppliers to do the same.

7) All procurement will be in accordance with the Council's Equal Opportunities Policy.

8) The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement.

Health and safety and insurance

9) All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation.

10) Provision of suitable risk assessments and method statements may be a condition of contracts involving work on Council properties or sites.

11) The Council requires all contractors working on Council sites and properties to maintain adequate insurance, including but not limited to: Public Liability insurance for £5 million and, where relevant, Professional Indemnity insurance at a level commensurate with the value of the contract.

Community engagement

12) Where relevant the Council will consult with residents and service users to better understand what is needed, who will use it and what the essential requirements are for an item of capital expenditure. Examples of when this may apply include provision of new play equipment.

Selection criteria

13) The following factors may be taken into account in the Council's selection process:

- Health and safety record
- Health and safety procedures
- Financial accounts
- References
- Location of supplier
- Organisational structure and staffing levels
- Organisations environmental policy

Procurement procedures and guidance

14) All contracts over £25,000 will be advertised on the Council's website and the Contracts Finder website.

15) In accordance with Standing Orders the Council is not obliged to accept the lowest of any tender, quotation or estimate.

16) The Council maintains monthly accounts with suppliers of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must either provide a purchase order or be provided with a receipt. Limits will be set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised by the Town Clerk in advance.

17) Where additional guidance is needed the following documents will be taken into account:

- *Governance and Accountability for Local Councils A Practitioners' Guide (England)*
- NALC (2015), *A Guide to Understanding Procurement*

Review

18) This policy will be reviewed annually or in response to changes in legislation.

ESTIMATED VALUE OF CONTRACT (Net of Vat)	CONTRACT REQUIREMENTS
Between £100 and £3,000	The RFO will strive to obtain 3 estimates. A purchase order is required.
Between £3,001 and £25,000	The RFO will strive to obtain 3 quotations. A purchase order is required.
Between £25,001 and Procurement threshold	Tender advertised on the Town Council, Contract Finder and Find a Tender websites and the Kent Business Portal. A contract is required.
Above Procurement threshold	Legal advice shall be obtained on the most appropriate processes. A contract is required.

APPROVED WARD GRANTS
1/12/20-31/1/21

DATE APPROVED	RECIPIENT	PURPOSE	WARD CLLR	POWER	AMOUNT AWARDED
03/12/2020	Folkestone Town Council	Christmas Gifts for Children	R.Field	LGA 72, Sec 137	£200.00
03/12/2020	Folkestone Town Council	Christmas Gifts for Children	A,Berry	LGA 72, Sec 137	£100.00
03/12/2020	Folkestone Town Council	Christmas Gifts for Children	J.Meade	LGA 72, Sec 137	£100.00
03/12/2020	Folkestone Town Council	Christmas Gifts for Children	P.Bingham	LGA 72, Sec 137	£100.00
03/12/2020	Folkestone Town Council	Christmas Gifts for Children	M.Keutenius	LGA 72, Sec 137	£250.00
03/12/2020	Folkestone Town Council	Christmas Gifts for Children	A.Akuffo-Kelly	LGA 72, Sec 137	£200.00
03/12/2020	Folkestone Town Council	Christmas Gifts for Children	J.Graham	LGA 72, Sec 137	£300.00
03/12/2020	Folkestone Town Council	Christmas Gifts for Children	D.Jeffrey	LGA 72, Sec 137	£100.00
03/12/2020	Folkestone Town Council	Christmas Gifts for Children	B.Walker	LGA 72, Sec 137	£150.00
03/12/2020	Folkestone Town Council	Christmas Gifts for Children	C.McConville	LGA 72, Sec 137	£200.00
18/12/2020	Folkestone Town Council	Lunches for Children	J.Meade	LGA 72, Sec 137	£100.00
06/01/2021	Strange Cargo	Charivari 2021	T.Prater	LGA 72, Sec 145	£164.00
12/01/2021	Kent Creative Arts CIC	'A Year in the Life of Folkestone'	A.Berry	LGA 72, Sec 145	£100.00
03/12/2020	Folkestone Town Council	Bench at Cubitt House	C.McConville	Highways Act 1980, Secs 43 & 50	£110.00
03/12/2020	Folkestone Town Council	Bench	B.Walker	Highways Act 1980, Secs 43 & 50	£50.00
13/01/2020	Kent Squash Rackets Association	'Bouncing Back to Squash'	A.Berry	LGA 72, Sec 145	£122.00

SUMMARY

NAME	WARD	BALANCE AT START (INC. B/F FROM PREV. YEAR)	AMOUNT GRANTED TO DATE	AMOUNT LEFT TO GRANT AS AT 31/1/21
ABENA AKUFFO-KELLY	Folkestone Central	£1,463.00	£600.00	£863.00
ANN BERRY	Folkestone Broadmead	£902.00	£902.00	£0.00
PAUL BINGHAM	Cheriton West	£1,546.00	£1,100.00	£446.00
VACANT	Folkestone Central	£2,313.00	£0.00	£2,313.00
MICHELLE KEUTENIUS	East Folkestone	£1,706.00	£850.00	£856.00
RAY FIELD	Folkestone Harbour	£1,737.00	£425.00	£1,312.00
PETER GANE	Cheriton West	£2,161.00	£500.00	£1,661.00
JONATHAN GRAHAM	Cheriton East	£3,271.00	£1,530.00	£1,741.00
DAVID HORTON	Folkestone Central	£1,713.00	£350.00	£1,363.00
DYLAN JEFFREY	East Folkestone	£2,106.00	£625.00	£1,481.00
NICOLA KEEN	Folkestone Harbour	£1,137.00	£900.00	£237.00
MARY LAWES	Folkestone Harbour	£937.00	£937.00	£0.00
CONNOR McCONVILLE	East Folkestone	£1,906.00	£485.00	£1,421.00
JACKIE MEADE	East Folkestone	£1,256.00	£750.00	£506.00
TIM PRATER	Folkestone Harvey West	£594.00	£594.00	£0.00
BELINDA WALKER	Folkestone Central	£1,738.00	£880.00	£858.00
RICHARD WALLACE	Folkestone Broadmead	£1,145.00	£230.00	£915.00
ROGER WEST	Cheriton West	£1,961.00	£650.00	£1,311.00
TOTAL		**£29,592.00**	**£12,308.00**	**£17,284.00**

Ward Grants Budget 2020/21 £19,800

Ward Grants based on the following:

Ward	Electorate	Per Ward	No. of Cllrs	Amount Per Cllr	Say	Total Per Ward
Broadmead	3,237	£1,803.60	2	£901.80	£902	£1,804
Central	8,278	£4,612.35	4	£1,153.09	£1,153	£4,612
Cheriton East	3,297	£1,837.03	1	£1,837.03	£1,837	£1,837
Cheriton West	6,274	£3,495.76	3	£1,165.25	£1,165	£3,495
East Folkestone	8,609	£4,796.78	4	£1,199.19	£1,199	£4,796
Harbour	5,042	£2,809.31	3	£936.44	£937	£2,811
Harvey West	799	£445.19	1	£445.19	£445	£445
Total	**35,536**	**£19,800.00**	**18**			**£19,800**

COMMUNITY RESILIENCE GRANTS 2020/21

Ref	Date Approved	Name Of Organisation	Amount Granted	Date Paid	Remaining Balance
OPENING BALANCE					£20,000.00
CG0001	01/04/2020	Oh Crumbs!	£500.00	07/04/2020	£19,500.00
CG0002	01/04/2020	Academy FM Folkestone	£500.00	07/04/2020	£19,000.00
CG0003	03/04/2020	Kent Search & Rescue	£500.00	08/04/2020	£18,500.00
CG0004	06/04/2020	Folk. Owl Rescue Sanctuary (B.J.Maxted)	£200.00	08/04/2020	£18,300.00
CG0005	06/04/2020	Rainbow Centre	£500.00	08/04/2020	£17,800.00
CG0006	09/04/2020	British Red Cross	£500.00	16/04/2020	£17,300.00
CG0007	09/04/2020	Action In Homelessness	£500.00	16/04/2020	£16,800.00
CG0008	09/04/2020	Headway East Kent	£500.00	16/04/2020	£16,300.00
CG0009	16/04/2020	Salvation Army (Quote Ref: FO01/14010/GA1FHTC)	£500.00	21/04/2020	£15,800.00
CG0010	17/04/2020	Living Words Arts	£500.00	21/04/2020	£15,300.00
CG0011	21/04/2020	Folkestone Nepalese Community	£500.00	28/04/2020	£14,800.00
CG0012	22/04/2020	Headway East Kent	£500.00	28/04/2020	£14,300.00
CG0013	06/05/2020	Folkestone Nepalese Community	£500.00	13/05/2020	£13,800.00
CG0014	22/05/2020	Social Enterprise Kent CIC	£500.00	27/05/2020	£13,300.00
CG0015	26/05/2020	Sunflower House	£485.00	29/05/2020	£12,815.00
CG0016	29/05/2020	Age UK Folkestone	£500.00	02/06/2020	£12,315.00
CG0017	05/06/2020	Folk. Owl Rescue Sanctuary (B.J.Maxted)	£500.00	09/06/2020	£11,815.00
CG0018	25/09/2020	Salvation Army (Quote Ref: FO01/14010/GA1FTC)	£500.00	29/09/2020	£11,315.00
CG0019	08/10/2020	Folkestone Baptist Church	£500.00	12/10/2020	£10,815.00
CG0020	28/10/2020	Folkestone Churches Winter Shelter (Rainbow Centre)	£500.00	30/10/2020	£10,315.00
CG0021	28/10/2020	Folkestone Churches Winter Shelter (Rainbow Centre)	£500.00	30/10/2020	£9,815.00
CG0022	20/11/2020	Shepway Leisure	£500.00	24/11/2020	£9,315.00
CG0023	11/01/2021	Folkestone St Mary's Church of England Primary Academy	£1,500.00	13/01/2021	£7,815.00
CG0024	15/01/2021	Folkestone St Mary's Church of England Primary Academy	£500.00	19/01/2021	£7,315.00
	Note: Grants to be funded from Town Grants (£10,000) and New Services Reserve (£10,000). Code 4874-301				