



FOLKESTONE TOWN COUNCIL

001

Date of Publication: 14 October 2021

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 21st October 2021**
Time: **7.00 p.m.**
Place: **Council Offices, 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.

A handwritten signature in blue ink, appearing to read 'J L 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

To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 29th July 2021 and to authorise the Chairman of the Committee to sign them as a correct record.

4. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1st July 2021 and 30th September 2021.

5. BUDGET MONITORING STATEMENT 2021/22

The attached statement sets out details of the Town Council's expenditure/income up to the 30th September 2021.

6. BANK RECONCILIATION

In line with financial regulations the bank reconciliation statement at 30th September 2021 is attached for information.

7. APPROVAL OF ACCOUNTS 2020/21

For the Committee's information, the external auditor, PKF Littlejohn LLP, has approved the Folkestone Town Council Accounts and Annual Return for 2020/21 without qualification.

8. WARD GRANTS

For information, the attached shows ward grants approved by the Town Clerk between 1st July 2021 and 30th September 2021.

9. WARD GRANT BALANCES

For information, the attached shows ward grant balances available to each Councillor as of 30th September 2021.

10. MATTERS AND RESOLUTIONS FROM COMMITTEES

At the Climate and Environment Committee meeting held on 2nd September 2021, the following was resolved:

Minute 17. C & G OFFICER - PLAY PARKS REPORT CE/21/294

i) To approve Optimum Option: *'Refurbishing the parks to a high specification and make them more inclusive, increasing the play value of the parks and making them into an asset for the local community. The approximate cost of this would be £250,000 for the first year and, it is estimated, a further £35,000 per annum for the next 4 years. If the Town Council was to include all the parks in one large tender, it would prove to be more cost effective for two reasons: 1; Usually deals can be struck with play companies who are willing to offer discounts to win the business. 2; Once work on the parks is complete the maintenance would be very little. Spreading out the £250,000 over three years, for example, would still require the minimum spend on some of the parks to make them safe in the first year or so'.*

ii) 'The Parks Working Group recommends the Committee resolve to approve the release of a further £150,000 from reserves, subject to the approval of the Finance and General Purposes Committee, at its next meeting on 21st October 2021, to commence with the 'Optimum' option presented'.

Proposed: Councillor Connor McConville

Seconded: Councillor Jackie Meade

Voting: F:9, Ag:0, Ab:0

11. BUDGET 2022/23 – POTENTIAL GROWTH ITEMS

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

12. DATE OF NEXT MEETING

16th December 2021 @ 7.00pm

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, 29th July 2021 at 6.30 p.m.

PRESENT: Councillors P Gane, D Jeffrey, M Lawes (Chair) and B Walker.

ABSENT: Councillor D Horton.

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

1419. APOLOGIES FOR ABSENCE

Apologies were received from Councillors D Brook, R Field, M Keutenius, C McConville and T Prater.

1420. DECLARATIONS OF INTEREST

There were no declarations of interest.

1421. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 17 June 2021.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 17 June 2021 be received and signed as a correct record.

Proposed: Councillor P Gane

Seconded: Councillor B Walker

Voting: F:4 Ag:0, Ab:0

1422. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1st June 2021 and 30th June 2021.

RESOLVED: That the Schedule of Payments for the period 1st June 2021 and 30th June 2021 be approved.

Proposed: Councillor D Jeffrey

Seconded: Councillor P Gane

Voting: F:4 Ag:0, Ab:0

1423. BUDGET MONITORING STATEMENT 2021/22

The budget monitoring statement to 30 June 2021 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30 June 2021 be approved.

Proposed: Councillor M Lawes

Seconded: Councillor P Gane

Voting: F:4, Ag:0, Ab:0

1424. BANK RECONCILIATION

The Committee received the bank reconciliation statement to 30 June 2021.

1425. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1st June 2021 and 18th July 2021 was provided for the Committee's information and duly noted.

1426. WARD GRANT BALANCES 2021/22

A list of ward grant balances available to each Councillor as at 18th July 2021 was provided for the Committee's information and duly noted.

1427. PARLIAMENTARY BOUNDARY REVIEW 2023

The Committee was asked to provide an official response to the Parliamentary Boundaries Review, which was open to consultation until 2nd August 2021.

RESOLVED: That the Town Clerk writes to the Boundaries Commission expressing the view of the Town Council that constituents in North Downs East and West use Folkestone services and secondary schools and should therefore be retained within the Folkestone and Hythe district.

Proposed: Councillor P Gane

Seconded: Councillor B Walker

Voting; F:4, Ag:0, Ab:0

1428. MATTERS AND RESOLUTIONS FROM OTHER COMMITTEES

At the Personnel Sub-Committee held on 29th July 2021 it was resolved that a request be made to the Finance & General Purposes Committee to release funds from the Museum Reserve for the re-establishment of the current museum vacancy.

RESOLVED: To release the funds for the re-establishment of the current vacancy as required.

Proposed: Councillor P Gane

Seconded: Councillor B Walker

Voting; F:4, Ag:0, Ab:0

1429. DATE OF NEXT MEETING
Thursday, 21st October 2021

Chairman.....

Date.....

SCHEDULE OF PAYMENTS
01/07/21-30/09/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
05/07/2021	Amazon	E03048	£16.89	2 x Pride Flags
05/07/2021	Commercial Services Trading	E03049	£235.34	Old Vehicle Lease to 29/4/21
05/07/2021	Harmer & Sons Ltd	E03050A	£110.40	Grass-Cutting/Strimming PFR 14/6
05/07/2021	Harmer & Sons Ltd	E03050B	£38.40	Grass-Cutting TKL 14/6/21
05/07/2021	Harmer & Sons Ltd	E03050C	£2,412.00	Maint/Insp Play Areas - June
05/07/2021	T.Brenchley	E03051	£20.85	Reimb. Parking
05/07/2021	Entec Access Systems Ltd	E03052	£228.00	Servicing Automatic Doors
05/07/2021	Plimsoll Group	E03053	£1,200.00	4 x Ward Grants 30/6/21
05/07/2021	RBS PLC Mentor Services	DD050721	£80.40	Health & Safety Mgt
06/07/2021	J.Childs	REF060721	-£7.99	Refund re. Credit Card 20/5/21
07/07/2021	Kent County Council	E03054	£28.26	Card/Pencils
07/07/2021	R.Ensors CIC	E03055	£250.00	Ward Grant 1/7/21
07/07/2021	Shred Station	E03056	£74.26	Confidential Waste Collection
07/07/2021	Rialtas Business Solutions Ltd	E03057	£312.00	Rialtas Software Licence
07/07/2021	Caboodle Office Supplies	E03058	£121.08	Stationery
08/07/2021	FairFX (aka Equals)	E03059	£1,136.31	Credit Card Top-Up (see below)
08/07/2021	Castle Water	E03060	£1,318.97	Water TKL Apr-Sep 2021
08/07/2021	V.Deakin	E03061	£39.03	Various Reimbursements
08/07/2021	Metroline Security Ltd	E03062	£114.00	Alarm Access Control Fault
08/07/2021	Russell & Wheeler	E03063	£48.00	CCTV Power Issues
08/07/2021	Zurich Municipal	E03064	£9,056.00	Insurance Premium 2021/22
08/07/2021	Russell & Wheeler	E03065	£55.20	Fuse Replacement CCTV FC9
08/07/2021	J.Childs	E03066	£110.02	Various Reimbursements
08/07/2021	I.Bishop	E03067	£15.09	Various Reimbursements
08/07/2021	S.Barker	E03068	£70.00	AFD Montage
08/07/2021	Godden Allen Lawn	E03069	£2,506.97	Consultation OTH Repairs
14/07/2021	ADM Computer Services Ltd	E03070A	£618.00	Altaro Renewal
14/07/2021	ADM Computer Services Ltd	E03070B	£718.80	Server Maint. 2021/22
14/07/2021	Hawkinge Town Council	E03071	£70.00	Mayoral Event 31/7/21
14/07/2021	Folk. Performing Arts Centre	E03072	£1,230.00	Town Grant 6/7/21
14/07/2021	HG Wells Short Story Comp	E03073	£600.00	Town Grant 6/7/21
14/07/2021	1st Cheriton Scout Group	E03074	£2,500.00	Town Grant 6/7/21
14/07/2021	Strange Cargo	E03075	£2,000.00	Town Grant 6/7/21

SCHEDULE OF PAYMENTS
01/07/21-30/09/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
14/07/2021	Silver Arch Studios	E03076	£1,250.00	Town Grant 6/7/21
14/07/2021	R.Ensors CIC	E03077	£500.00	Town Grant 6/7/21
19/07/2021	Daisy Communications	DD190721	£917.16	Telephone Services May/Jun 2021
19/07/2021	RBS PLC Mentor Services	DD190721A	£109.20	HR Resources
19/07/2021	SSE Hydro-Electric	DD190721B	£5.12	Elect. to Phone Box - Jun 2021
21/07/2021	Folk & Hythe DC	E03078	£6,000.00	Contrib. to Air Display
21/07/2021	Ashford BC Collection Account	E03079	£7,605.00	CCTV Monitoring Jul-Sep 2021
21/07/2021	ADM Computer Services Ltd	E03080	£1,081.49	Monthly IT Support
21/07/2021	Convergence Comms Ltd	E03081	£28.80	Telephone Charges - June 2021
21/07/2021	Amazon	E03082A	£3.99	Cloths re. Workshops
21/07/2021	Amazon	E03082B	£9.99	Beeswax re. Workshops
21/07/2021	Amazon	E03082C	£6.99	Herbs re. Workshops
21/07/2021	Amazon	E03082D	£3.99	Petals re. Workshops
21/07/2021	Amazon	E03082E	£4.95	Essential Oil re. Workshops
21/07/2021	Amazon	E03082F	£4.73	Essential Oil re. Workshops
21/07/2021	Strange Cargo	E03083	£450.00	2 x Ward Grants 19/7/21
21/07/2021	Cybersaur Arts Ltd	E03084	£150.00	Ward Grant 19/7/21
23/07/2021	HM Revenue & Customs	BP230721A	£7,692.95	PAYE/N.I. - July 2021
23/07/2021	KCC re. Kent Pension Fund	BP230721B	£6,779.73	Pension Contrib. - July 2021
23/07/2021	Standard Life Assurance Co.	BP230721C	£850.00	AVC Pension - July 2021
23/07/2021	HM Courts & Tribunals Service	BP230721D	£90.00	Salary Ded'n re. Court Order
23/07/2021	Various	BP230721	£19,146.64	Salaries - July 2021
23/07/2021	SSE Hydro-Electric	DD230721	£32.90	Gas OTH - June 2021
23/07/2021	SSE Hydro-Electric	DD260721	£453.81	Electricity OTH - June 2021
26/07/2021	Leppard Cleaning	SO260721	£620.00	Cleaning OTH - July 2021
28/07/2021	Veolia ES (UK) Ltd	DD280721	£87.89	Waste Collection - June 2021
02/08/2021	David Penny (SSP)	E03085	£192.00	20 x Fossil Books
02/08/2021	A.Spain	E03086	£25.00	Replacement Tap TKL
02/08/2021	Cybersaur Arts Ltd	E03087	£150.00	Ward Grant 21/7/21
02/08/2021	AA Media Ltd	E03088	£429.47	Visit England Assessments
02/08/2021	Strange Cargo	E03089	£100.00	Ward Grant 28/7/21
02/08/2021	Sandwich Town Council	E03090	£50.00	Mayoral Event 20/8/21
02/08/2021	Margate Charter Trustees	E03091	£55.00	Mayoral Event 13/8/21
02/08/2021	Amazon	E03092	£40.30	Printer Ribbon

SCHEDULE OF PAYMENTS
01/07/21-30/09/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/08/2021	RBS PLC Mentor Services	DD040821	£80.40	Health & Safety Mgt
09/08/2021	Convergence Comms Ltd	E03093	£30.00	Telephone Maint. Support
09/08/2021	D.Cowd	E03094A	£22.80	Materials/Cable
09/08/2021	D.Cowd	E03094B	£35.20	Reimb. Rail Travel
09/08/2021	Rye Old Scholars Association	E03095	£36.00	Rye Old Scholars' Assn
09/08/2021	T.Brenchley	E03096	£25.90	Reimb. Parking
09/08/2021	Caboodle Office Supplies	E03097	£126.64	Stationery
09/08/2021	P.Cross	E03098	£20.58	Reimb. Printer Cartridges
09/08/2021	Amazon	E03099	£56.14	Fairtrade Tea/Coffee
09/08/2021	Harmer & Sons Ltd	E03100A	£4,492.80	Tile Kiln Lane Gate
09/08/2021	Harmer & Sons Ltd	E03100B	£38.40	Grass-Cutting PFR 8/7/21
09/08/2021	Harmer & Sons Ltd	E03100C	£38.40	Grass-Cutting TKL 8/7/21
09/08/2021	Harmer & Sons Ltd	E03100D	£1,092.00	Qtly Storage Fees
09/08/2021	Harmer & Sons Ltd	E03100E	£2,574.00	Insp/Maint Play Areas - July
13/08/2021	D.Quinney	E03101	£100.00	PA System re. VJ Day
13/08/2021	Folkestone Methodist Church	E03102	£50.00	Refreshments re. VJ Day
13/08/2021	V.Deakin	E03103	£37.67	Reimbursements
13/08/2021	J.Childs	E03104	£97.96	Reimbursements
13/08/2021	I.Bishop	E03105	£10.00	Reimb. Padlock PFR
13/08/2021	ADM Computer Services Ltd	E03106	£1,081.49	Monthly IT Fees
13/08/2021	National Car Parks Ltd	E03107	£1,000.00	Parking Space Renewal
13/08/2021	L.Todd	E03108	£300.00	Buffet re. VJ Day
13/08/2021	Lady Mayoress Ch'ty Acct (Canterbury)	E03109	£50.00	Mayoral Event 18/8/21
13/08/2021	Harmer & Sons Ltd	E03110A	£48.00	Maint. CCTV Pole Mermaid Cafe
13/08/2021	Harmer & Sons Ltd	E03110B	£1,584.00	Maint. Various Parks
17/08/2021	Amazon	E03111A	£17.20	Table Cloth
17/08/2021	Amazon	E03111B	£24.99	Fairtrade Coffee
17/08/2021	Amazon	E03111C	£79.98	Office Chair
17/08/2021	Amazon	E03111D	£20.97	Rhinestone Stickers
17/08/2021	Amazon	E03111E	£15.75	Fairtrade Tea
17/08/2021	Amazon	E03111F	£38.76	Printer Cartridges
17/08/2021	Stranks Removals & Storage	E03112	£53.15	Storage of Portraits Aug 2021
17/08/2021	Wild Science Ltd	E03113	£382.80	3 x Mini-Beasts Workshops
17/08/2021	Kent County Council	E03114	£76.02	Education Resources

SCHEDULE OF PAYMENTS
01/07/21-30/09/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
17/08/2021	Ashford BC Collection Account	E03115	£40.00	Mayoral Event 14/9/21
17/08/2021	L.Todd	E03116	£150.00	Tea re. Community Awards
17/08/2021	Frances M Liddiard	E03117	£70.00	Updating Merit Book
18/08/2021	Daisy Communications	DD180821A	£552.12	Telephone Services - Jul 2021
18/08/2021	RBS PLC Mentor Services	D180821B	£109.20	HR Resources
19/08/2021	Perkbox (Huddlebuy)	DD190821	£234.00	Perkbox Aug-Nov 2021
20/08/2021	SSE Hydro-Electric	DD200821	£5.28	Elect. to Phone Box - Jul 2021
23/08/2021	SSE Hydro-Electric	DD230821A	£506.14	Electricity OTH - July 2021
23/08/2021	SSE Hydro-Electric	DD230821B	£7.94	Gas OTH - July 2021
25/08/2021	HM Revenue & Customs	BP250821A	£7,808.51	PAYE/N.I. - Aug 2021
25/08/2021	KCC re. Kent Pension Fund	BP250821B	£6,826.12	Pension Contribs - Aug 2021
25/08/2021	Standard Life Assurance Co.	BP250821C	£850.00	AVC Pension - Aug 2021
25/08/2021	HM Courts & Tribunals Service	BP250821D	£90.00	Salary Ded'n re. Court Order
25/08/2021	Leppard Cleaning	SO250821	£620.00	Cleaning OTH - Aug 2021
25/08/2021	Various	BP250821	£19,172.34	Salaries - August 2021
26/08/2021	Caboodle Office Supplies	E03118	£154.39	Kitchen & Toilet Rolls
26/08/2021	Convergence Comms Ltd	E03119	£28.80	Telephone Charges - Jul 2021
26/08/2021	Coulson Media Ltd	E03120	£990.00	Dinosaur Show 28/8/21
26/08/2021	Strange Cargo	E03121	£70.00	Ward Grant 18/8/21
26/08/2021	Harbour Ward Comm Garden CIC	E03122	£750.00	Ward Grant 18/8/21
26/08/2021	Gurkha Peace Foundation	E03123	£20.00	Mayoral Donation
26/08/2021	Kent County Council	E03124	£4.98	Crayons
26/08/2021	Folk & Hythe DC	E03125	£5,740.28	By-Election - May 2021
26/08/2021	J.Childs	E03126	£169.27	Reimb. MA Text Books
31/08/2021	Veolia ES (UK) Ltd	DD310821	£87.89	Waste Collection - Jul 2021
03/09/2021	Vision ICT Ltd	E03127	£210.00	FTC Website Hosting 2021/22
03/09/2021	Kent County Council	E03128	£38.70	Various Items re. Workshops
03/09/2021	Cybersaur Arts Ltd	E03129	£500.00	Ward Grant 26/8/21
03/09/2021	Harmer & Sons Ltd	E03130A	£76.80	Grass-Cutting PFR 7 & 23/8/21
03/09/2021	Harmer & Sons Ltd	E03130B	£76.80	Grass-Cutting TKL 7 & 23/8/21
03/09/2021	Harmer & Sons Ltd	E03130C	£2,412.00	Maint/Insp Play Areas - Aug
03/09/2021	ICS Cool Energy Ltd	E03131	£877.20	Cooling System Maint Contract
03/09/2021	Catherine Farr	E03132	£309.40	2 x Family Art Workshops
03/09/2021	Folkestone Fixings	E03133	£792.62	Wood re. PFR

SCHEDULE OF PAYMENTS
01/07/21-30/09/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
03/09/2021	RBS PLC Mentor Services	DD030921	£80.40	Health & Safety Mgt
06/09/2021	Convergence Comms Ltd	E03134	£30.00	Telephone Maint. Support
06/09/2021	St John Ambulance	E03135	£115.20	First Aid re. VJ Day 15/8/21
06/09/2021	Kullasigns	E03136	£238.32	Signwriting Portrait & Boards
06/09/2021	Mayor of New Romney Ch'ty Acct	E03137	£50.00	Mayoral Event 18/9/21
06/09/2021	Amazon	E03138A	£15.99	FTC Stamp
06/09/2021	Amazon	E03138B	£8.50	Card Machine Paper Rolls
06/09/2021	SLCC Enterprises Ltd	E03139	£120.00	SLCC Virtual Conference
06/09/2021	Ian Evans (Rhino)	E03140	£110.00	PAT Testing OTH
06/09/2021	Kent County Council	E03141	£258.08	Photocopier May-Jul 2021
07/09/2021	Confederation of Cinque Ports	E03142	£350.00	Cinque Ports Sub'n 2021/22
07/09/2021	Payroll Service (UK) Ltd	E03143	£52.50	Payroll Services Jul-Sep 2021
07/09/2021	Ofcom	E03144	£50.00	Ofcom CCTV Licence
07/09/2021	D.Cowd	E03145	£23.24	Reimb. Equip. re. Exhibition
07/09/2021	T.Brenchley	E03146	£13.50	Reimb. Parking
07/09/2021	PKF Littlejohn LLP	E03147	£2,400.00	External Audit 2020/21
15/09/2021	M.Keutenius	E03148	£241.50	Clothing re. Mayor's Consort
15/09/2021	Kent County Council	E03149	£132.60	17 x Children's Aprons
15/09/2021	New Romney Town Council	E03150	£91.00	Speaker's Day 2/10/21
15/09/2021	National Car Parks Ltd	E03151	£1,043.84	Parking Space to 30/9/22
15/09/2021	T.Brenchley	E03152	£11.75	Reimb. Parking
15/09/2021	ADM Computer Services Ltd	E03153	£1,081.49	Monthly IT Support
15/09/2021	Harmer & Sons Ltd	E03154	£48.00	Remove Flag - Gdn of Rem.
15/09/2021	Play Safety Ltd	E03155	£762.00	ROSPA Training
15/09/2021	Amazon	E03156	£108.99	Monitor & Speakers
17/09/2021	Daisy Communications	DD170921	£457.38	Telephone Servs - Aug 2021
17/09/2021	RBS PLC Mentor Services	DD170921A	£109.20	HR Resources
20/09/2021	SSE Hydro-Electric	DD200921	£5.12	Elect. to Phone Box - Jul 2021
23/09/2021	Harmer & Sons Ltd	E03157	£752.40	Renew Iron OTH Alleyway
23/09/2021	Smartwater Technology Ltd	E03158	£198.00	Smartwater Security Renewal
23/09/2021	Stranks Removals & Storage	E03159	£51.43	Museum Storage - Sep 2021
23/09/2021	TTS	E03160	£121.09	Various re. Resources Boxes
23/09/2021	I.Bishop	E03161	£14.79	Reimb. Subsistence
23/09/2021	G.Wilson	E03162	£5.00	Reimb. Hand Sanitiser

SCHEDULE OF PAYMENTS
01/07/21-30/09/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
23/09/2021	M.Keutenius	E03163	£99.80	Reimb. Rail Fare 14/9/21
23/09/2021	T.Brenchley	E03164	£47.98	Reimb. Printer Cartridges
23/09/2021	Window Cleaning Plus	E03165	£150.00	Window Cleaning Mar-Jul 2021
23/09/2021	Culligan Water Ltd	DD230921	£165.42	Qtly Water Boiler/Cooler
24/09/2021	HM Revenue & Customs	BP240921A	£7,777.31	PAYE/N.I. - Sep 2021
24/09/2021	KCC re. Kent Pension Fund	BP240921B	£6,826.12	Pension Contribs. - Sep 2021
24/09/2021	Standard Life Assurance Co.	BP240921C	£850.00	AVC Pension - Sep 2021
24/09/2021	HM Courts & Tribunals Service	BP240921D	£90.00	Salary Ded'n re. Court Order
24/09/2021	Ashford BC Collection Account	E03166	£60.00	Mayoral Event 22/10/21
24/09/2021	V.Deakin	E03167	£67.57	Reimbursements
24/09/2021	Amazon	E03168	£23.98	24 x Hand Sanitisers
24/09/2021	Living History Workshops Ltd	E03169	£741.60	3 x Workshops Aug/Sep
24/09/2021	Kent County Council	E03170	£6.90	Modelling Material
24/09/2021	Convergence Comms Ltd	E03171	£28.80	Telephone Charges - Aug 2021
24/09/2021	Margate Charter Trustees	E03172	£40.00	Mayoral Event 28/10/21
24/09/2021	Mayor's Charity Tenderden	E03173	£85.00	Mayoral Event 6/10/21
24/09/2021	Various	BP240921	£19,203.54	Salaries - Sep 2021
27/09/2021	SSE Hydro-Electric	DD270921	£523.34	Electricity OTH - Aug 2021
27/09/2021	Leppard Cleaning	SO270921	£620.00	Office Cleaning - Sep 2021
27/09/2021	Hawkinge Town Council	E03174	£70.00	Mayoral Event 8/10/21
27/09/2021	A.F.Beggs	E03175	£40.00	Mayoral Event 8/10/21
27/09/2021	Strange Cargo	E03176	£2,500.00	Town Grant 8/9/21
27/09/2021	Touchbase Care	E03177	£1,100.00	Town Grant 8/9/21
27/09/2021	E.R.Nicol	E03178	£750.00	Town Grant 8/9/21
27/09/2021	Origins Untold	E03179	£1,249.00	Town Grant 8/9/21
27/09/2021	Pavement Pounders	E03180	£400.00	Town Grant 8/9/21
27/09/2021	Violet Pictures	E03181	£1,250.00	Town Grant 8/9/21
28/09/2021	Veolia ES (UK) Ltd	DD280921	£114.71	Waste Collection - Aug 2021
29/09/2021	Public Works Loans Board	DD290921	£19,650.70	Loan Repayment
30/09/2021	SSE Hydro-Electric	DD300921	£7.94	Gas OTH - Aug 2021
30/09/2021	National Car Parks Ltd	REF300921	-£2,052.05	Refund re. Parking Spaces

SCHEDULE OF PAYMENTS
01/07/21-30/09/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
CREDIT CARD TOP-UP 8/7/21:				
11/03/2021	Facebook		£2.88	Facebook Adverts
15/03/2021	Amazon		£85.99	Hard Drive
15/03/2021	We Transfer		£106.35	CCTV Transfer Licence
19/03/2021	Tesco Mobile		£10.00	Phone Top-Up
31/03/2021	Amazon		£93.16	Stationery
16/04/2021	F.Hinds		£21.95	Merit Engraving
16/04/2021	Paypal - Confed		£15.00	Cinque Ports Badge
17/04/2021	Tesco Mobile		£10.00	Phone Top-Up
19/04/2021	123 Reg Ltd		£143.88	Tourism Website Sub.
15/05/2021	RBL		£185.00	10 x Wreaths
20/05/2021	UK Prime		£7.99	Order Error - Refunded by BACS 6/7/21
20/05/2021	Tesco Mobile		£10.00	Phone Top-Up
25/05/2021	JW Plant		£34.98	NHS Flag
27/05/2021	Geniepoint		£10.00	Charging Vehicle
29/05/2021	Geniepoint		£9.00	Charging Vehicle
29/05/2021	Geniepoint		£10.00	Charging Vehicle
28/06/2021	2CO Movavi		£45.95	Video Converter Software
07/03/2021	Broadbandbuyer		£302.88	CCTV Ports etc
03/07/2021	Amazon		£31.30	CCTV Fuse
			£1,136.31	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2021/2022												
	ORIGINAL	VIREMENTS	REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	% OF				
	BUDGET	2021/2022	2021/2022	TO 30 SEP	TO 30 SEP	TO 30 SEP	BUDGET	BUDGET	TO/(FROM)	RESERVE		
CODE	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	FOR INFO.	CODE(S)		
	£	£	£	£	£	£	£	£				
101	ADMINISTRATION											
4001	SALARIES, PENSIONS & NI	416,000		207,019	208,000	-981	208,981	50				
4002	TOTAL CONTRIBUTION PAY	5,000		0	2,500	-2,500	5,000	0				
4004	STAFF WELLBEING	3,000		390	1,500	-1,110	2,610	13				
4005	AGENCY STAFF	0		0	0	0	0	0				
4006	TRAINING (Staff) (£6,000 overspend approved)	3,000		8,507	1,500	7,007	-5,507	284				
4008	RELOCATION COSTS	0		0	0	0	0	0				
4009	ADVERTISING FOR STAFF	0		0	0	0	0	0				
4010	EQUIPMENT/FURNITURE NEW	2,000		1,511	1,000	511	489	76				
4012	INTERVIEW EXPENSES	0		0	0	0	0	0				
4013	BANK CHARGES	300		59	150	-91	241	20				
4014	HR/H&S MANAGEMENT FEES	1,900		948	950	-2	952	50				
4021	PRINTING	500		0	250	-250	500	0				
4022	STATIONERY	1,000		539	500	39	461	54				
4024	PHOTOCOPYING	1,400		523	700	-177	877	37				
4025	POSTAGE	1,000		675	500	175	325	68				
4026	TELECOMMUNICATION SERVICES	2,400		1,184	1,200	-16	1,216	49				
4060	ICT SUPPORT	15,000		6,963	7,500	-537	8,037	46				
4070	MISCELLANEOUS SUBSCRIPTIONS	380		689	380	309	-309	181				
4071	CINQUE PORT FEDERATION SUB	340		350	340	10	-10	103				
4072	SOCIETY OF LOCAL COUNCIL CLERKS	530		538	530	8	-8	102				
4073	KENT ASSOC. OF LOCAL COUNCILS	2,300		2,307	2,300	7	-7	100				
4080	PUBLIC TRANSPORT & CAR PARKS	250		254	125	129	-4	102				
4103	SUBSISTENCE ALLOWANCES	200		15	100	-85	185	8				
4104	CAR ALLOWANCES (Staff)	1,600		666	800	-134	934	42				
4105	CAR ALLOWANCES (Volunteers)	50		0	25	-25	50	0				
4112	ACCOUNTANCY SUPPORT	590		365	370	-5	225	62				
4720	TO ALLOTMENTS ADMINISTRATION (4503)	-4,100		-2,050	-2,050	0	-2,050	50				
	TOTAL ADMIN. EXPENDITURE	454,640	0	231,452	229,170	2,282	223,188	51				
1190	INVESTMENT INTEREST	-200		-27	-100	73	-173	14				
1199	OTHER INCOME	0		0	0	0	0	0				
	TOTAL ADMIN. INCOME	-200	0	-27	-100	73	-173	14				
	NET ADMIN. EXPENDITURE/INCOME	454,440	0	231,425	229,070	2,355	223,015	51				
102	DEMOCRATIC COSTS											
4007	TRAINING/CONFERENCE EXPS (Cllrs.)	500		0	250	-250	500	0				
4081	CAR ALLOWANCES (Cllrs)	100		0	50	-50	100	0				
4950	FTC REF/ELECTION FEES	0		5,740	0	5,740	-5,740	0				
4951	FOLK TC REF/ELECTIONS (TO RESERVE)	10,800		0	0	0	10,200	0				
	TOTAL DEMOCRATIC COSTS EXP.	10,800	0	5,740	300	5,440	5,060	53				

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2021/2022											
		ORIGINAL BUDGET 2021/2022	VIREMENTS 2021/2022	REVISED BUDGET 2021/2022	ACTUALS TO 30 SEP 2021/2022	BUDGET TO 30 SEP 2021/2022	VARIANCE TO 30 SEP 2021/2022	TOTAL BUDGET REMAINING 2021/2022	% OF BUDGET TO DATE 2021/2022	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
301	SERVICES										
4030	NEWSLETTERS	0		0	0	0	0	0	0		
4031	MISCELLANEOUS INSURANCES (inc. Heritage)	11,000		11,000	9,056	11,000	-1,944	1,944	82		
4503	ALLOTMENTS - ADMINISTRATION	4,100		4,100	2,050	2,050	0	2,050	50		
4504	ALLOTMENTS - PFR MAINTENANCE	3,000		3,000	1,708	1,500	208	1,292	57		
4505	ALLOTMENTS - TKL MAINTENANCE	3,000		3,000	2,160	1,500	660	840	72		
4540	MAINTENANCE OF BEACON	300		300	25	150	-125	275	8		
4850	LOCAL PROJECTS	4,000	-1,000	3,000	14	1,500	-1,486	2,986	0		
4851	NOTICE BOARDS	7,000		7,000	0	3,500	-3,500	7,000	0		
4852	BUS SHELTERS	500		500	0	250	-250	500	0		
4874	COMMUNITY RESILIENCE FUND	0		0	0	0	0	0	0		
4875	WARD GRANTS	19,800		19,800	6,916	9,900	-2,984	12,884	35		
4876	TOWN GRANTS	34,200		34,200	15,329	17,100	-1,771	18,871	45		
4878	PARKS, GARDENS & RECS - FLOWERBEDS	32,500		32,500	36,066	32,500	3,566	-3,566	111		
4879	CHRISTMAS LIGHTING	40,000		40,000	-2,605	0	-2,605	42,605	-7		
4880	CHRISTMAS FESTIVITIES	12,000		12,000	0	0	0	12,000	0		
4881	YOUTH FACILITIES	11,600		11,600	0	5,800	-5,800	11,600	0		
4884	PARKS, GARDENS & RECS - TREES	15,000		15,000	0	0	0	15,000	0		
4885	PARKS, GARDENS & RECS - PLAY AREAS	25,000		25,000	12,365	12,500	-135	12,635	49		
4890	PARK BENCHES	500		500	0	250	-250	500	0		
4891	LITTER/SALT BINS, BOLLARDS & RAILINGS	2,250		2,250	0	1,125	-1,125	2,250	0		
4894	FAIRTRADE INITIATIVES	0	1,000	1,000	0	500	-500	1,000	0		
4895	TOURIST INFORMATION	9,000		9,000	1,298	4,500	-3,202	7,702	14		
4900	MAINTENANCE OF PUBLIC CLOCKS	500		500	0	250	-250	500	0		
4901	MAINTENANCE OF MEMORIALS	2,500		2,500	0	1,250	-1,250	2,500	0		
4903	TELEPHONE BOX	100		100	24	50	-26	76	24		
4904	CCTV MONITORING	25,000		25,000	12,588	12,500	88	12,412	50		
4905	CCTV MAINTENANCE	18,000		18,000	-283	9,000	-9,283	18,283	-2		
4998	AIR SHOW/ARMED FORCES' DAY	22,800		22,800	6,116	22,800	-16,684	16,684	27		
4999	CONTINGENCY	3,000		3,000	0	1,500	-1,500	3,000	0		
	TOTAL SERVICES EXPENDITURE	306,650	0	306,650	102,827	152,975	-50,148	203,823	34		
1002	ALLOTMENT RENTS PFR	-5,000		-5,000	-5,300	-5,000	-300	300	106		
1003	ALLOTMENT RENTS TKL	-4,800		-4,800	-4,838	-4,800	-38	38	101		
1004	OTHER INCOME (SERVICES)	0		0	-11,858	0	-11,858	11,858	0	11,848	406
	TOTAL SERVICES INCOME	-9,800	0	-9,800	-21,996	-9,800	-12,196	12,196	224		
	NET SERVICES EXPENDITURE/INCOME	296,850	0	296,850	80,831	143,175	-62,344	216,019	27		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2021/2022											
	ORIGINAL BUDGET 2021/2022	VIREMENTS 2021/2022	REVISED BUDGET 2021/2022	ACTUALS TO 30 SEP 2021/2022	BUDGET TO 30 SEP 2021/2022	VARIANCE TO 30 SEP 2021/2022	TOTAL BUDGET REMAINING 2021/2022	% OF BUDGET TO DATE 2021/2022	TO/(FROM) RESERVES FOR INFO.		RESERVE CODE(S)
401 FEES											
4713 CONSULTANTS FEES	0		0	0	0	0	0	0			
4714 EXTERNAL AUDIT FEES	2,500		2,500	2,000	2,500	-500	500	80			
4715 INTERNAL AUDIT FEES	1,000		1,000	884	1,000	-116	116	88			
4716 LEGAL FEES	0		0	0	0	0	0	0			
4717 CARD RECEIPTS FEES	940		940	14	470	-456	926	1			
4718 SECURITY - TOWN HALL	10,000		10,000	0	5,000	-5,000	10,000	0			
TOTAL FEES	14,440	0	14,440	2,898	8,970	-6,072	11,542	20			
402 MUSEUM/HERITAGE											
5006 M/H TRAINING	700		700	723	350	373	-23	103			
5007 M/H SUBSCRIPTIONS	450		450	267	225	42	183	59			
5009 M/H ADVERTISING FOR STAFF	0		0	0	0	0	0	0			
5010 M/H EQUIPMENT/FURNITURE	400		400	218	200	18	182	55			
5011 M/H EXHIBIT REPAIRS	200		200	0	100	-100	200	0			
5012 M/H HISTORIC COSTUMES	250		250	0	125	-125	250	0			
5013 M/H NEW EXHIBITS	0		0	0	0	0	0	0			
5030 M/H MATERIALS	1,500		1,500	373	750	-377	1,127	25			
5031 M/H PUBLICITY & PROMOTION	1,000		1,000	3	500	-497	997	0			
5032 M/H EVALUATION/PRESS COVERAGE	500		500	0	250	-250	500	0			
5033 M/H LEAFLETS/PUBLICATIONS	1,000		1,000	0	500	-500	1,000	0			
5035 M/H MERCHANDISE	2,000		2,000	437	1,000	-563	1,563	22			
5040 M/H SERVICES	1,500		1,500	1,418	750	668	82	95			
5041 M/H EVENTS	5,000		5,000	1,100	2,500	-1,400	3,900	22			
5042 M/H EXHIBITIONS	4,000		4,000	23	2,000	-1,977	3,977	1			
5043 M/H EDUCATION RESOURCES	500		500	203	250	-47	297	41			
5044 M/H WORKSHOPS	4,000		4,000	1,882	2,000	-118	2,118	47			
5070 M/H VOLUNTEERS EXPENSES	0		0	0	0	0	0	0			
5090 M/H HOSPITALITY	500		500	0	250	-250	500	0			
5091 M/H PROFESSIONAL FEES	6,000		6,000	219	3,000	-2,781	5,781	4			
5092 MUSEUM ASSN. PROJECT	0		0	0	0	0	0	0			
5099 CONT. TO MUSEUM/HERITAGE RESERVE	0		0	0	0	0	0	0			
TOTAL MUSEUM/HERITAGE EXPENDITURE	29,500	0	29,500	6,866	14,750	-7,884	22,634	23			
1030 M/H INCOME	-500		-500	-310	-250	-60	-190	62			
1031 M/H KCC CASH CONTRIBUTION HERITAGE	0		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	0		0	0	0	0	0	0			
1034 M/H TRANSFERS FROM RESERVE	0		0	0	0	0	0	0			
1035 M/H RETAIL SALES	-3,000		-3,000	-387	-1,500	1,113	-2,613	13			
1036 M/H DONATIONS	-700		-700	0	-350	350	-700	0			
TOTAL MUSEUM/HERITAGE INCOME	-4,200	0	-4,200	-697	-2,100	1,403	-3,503	17			
NET MUSEUM/HERITAGE EXP/INCOME	25,300	0	25,300	6,169	12,650	-6,481	19,131	24			

RESERVES & PROVISIONS AT 30 SEPTEMBER 2021			
		BALANCE	BALANCE
CODE		AT 1/4/21	AT 30/9/21
		£	£
310	GENERAL FUND	221,520	221,520
340	NEW SERVICES RESERVE	93,687	93,687
362	MUSEUM/HERITAGE RESERVE	289,504	289,504
363	TOURISM RESERVE	4,735	4,735
365	BUS SHELTERS	3,855	3,855
383	WARD GRANTS RESERVE	14,684	14,684
385	TOWN GRANTS RESERVE	7,490	7,490
386	FTC ELECTIONS	10,200	10,200
387	ARMED FORCES' DAY RESERVE	0	0
390	SALT BINS	6,168	6,168
392	LEAS FLOWER POWER	0	0
393	ANTI-LITTER CAMPAIGN	2,000	2,000
396	BENCHES	0	0
400	PLAY AREAS	100,000	100,000
403	CCTV EQUIPMENT/MAINTENANCE	0	0
404	CHRISTMAS EVENT (FTC)	0	0
405	CHRISTMAS EVENT (CHERITON)	3,227	3,227
406	NEIGHBOURHOOD FUND	22,011	33,859
407	LUNCHESES FOR CHILDREN	1,030	1,030
408	CHRISTMAS GIFTS FOR CHILDREN	1,187	1,187
409	COMMUNITY TRANSPORT	71,303	71,303
499	PROVISION FOR OUTSTANDING INVOICES	5,134	5,134
TOTAL		857,735	869,583

Date: 04/10/2021

Folkestone Town Council Current Year

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Time: 12:25

**Bank Reconciliation Statement as at 30/09/2021
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	30/09/2021	443	69,403.14
			<u>69,403.14</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			69,403.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			69,403.14
		Balance per Cash Book is :-	69,403.14
		Difference is :-	0.00

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