



FOLKESTONE TOWN COUNCIL

Date of Publication: 9 June 2022

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 16 June 2022**
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 black 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. APPOINTMENT OF CHAIRMAN**
To appoint a Chairman for the Committee for the 2022/23 Municipal Year.
- 3. APPOINTMENT OF VICE CHAIRMAN**
To appoint a Vice Chairman for the Committee for the 2022/23 Municipal Year.
- 4. DECLARATIONS OF INTERESTS**
To receive any declarations of either personal or prejudicial interests that Members may wish to make.
- 5. MINUTES**
To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 21 April 2022 and to authorise the Chairman of the Committee to sign them as a correct record.
- 6. REVIEW OF THE TERMS OF REFERENCE**
In line with the Town Council's adopted standing orders, the Committee is asked to consider the terms of reference for the Finance and General Purposes Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting. The current version is attached.
- 7. WORKING GROUPS 2022/23**
The Committee is asked to approve nominations for the membership of the Folkestone Town Council/Folkestone & Hythe District Council Partnership Working Group for the Municipal Year 2022/23. The current partnership was previously made up of the Town Clerk, Town Mayor and Chairs of the standing committees with the Deputy Mayor and Vice-Chairs acting as substitutes if required.
- 8. STANDING ORDER 18 AMENDMENT**
NALC have updated SO18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit. The current wording and amendments are shown in Appendix A. The Committee is asked to adopt the amended Standing Order.
- 9. PLAY PARK TENDERS**
The Town Clerk will update members regarding the tender process.
- 10. CIVIC CHAIN OF OFFICE AND CAR**
Report F/22/311 aims to answer questions raised at minute 1473 of the Finance & General Purposes Committee meeting held on the 21st April 2022 in relation to use of the Civic Chain of Office and Car.

11. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 April 2022 and 31 May 2022.

12. BUDGET MONITORING STATEMENT 2022/23

The attached statement sets out details of the Town Council's expenditure/income up to the 31 May 2022.

13. BANK RECONCILIATION

The bank reconciliation statement at 31 May 2022, as approved by the Town Clerk, is attached for information.

14. WARD GRANTS

For information, the attached shows ward grants approved by the Town Clerk from 1 April 2022 to 31 May 2022.

15. WARD GRANT BALANCES

For information, the attached shows ward grant balances available to each Councillor as at 31 May 2022.

16. DATE OF NEXT MEETING

Thursday, 1st September 2022 (provisional)

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, 21 April 2022 at 7.00 p.m.

PRESENT: Councillors P Gane, M Lawes, M Keutenius, C McConville (Chair), T Prater and B Walker.

ABSENT: Councillors D Brook, R Field and D Jeffrey.

OFFICERS PRESENT: P Cross (Finance Officer).

1464. APOLOGIES FOR ABSENCE

Apologies received from Cllr D Horton and the Town Clerk.

1465. DECLARATIONS OF INTEREST

There were no declarations of interest.

1466. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 17 February 2022.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 17 February 2022 be received and signed as a correct record.

Proposed: Councillor B Walker

Seconded: Councillor M Lawes

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

1467. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 February 2022 and 31 March 2022.

RESOLVED: That the Schedule of Payments for the period 1 February 2022 to 31 March 2022 be approved.

Proposed: Councillor T Prater

Seconded: Councillor M Keutenius

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

1468. BUDGET MONITORING STATEMENT 2021/22

The budget monitoring statement to the 31 March 2022 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 March 2022 be approved.

Proposed: Councillor P Gane

Seconded: Councillor B Walker

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

1469. BANK RECONCILIATION

The bank reconciliation statement as at 31 March 2022 was noted by the Committee.

1470. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1 February 2022 and 31 March 2022 was provided for the Committee's information and duly noted.

1471. WARD GRANT BALANCES 2022/23

A list of ward grant balances available to each Councillor as at 1 April 2022 was provided for the Committee's information and duly noted.

1472. PLAY PARKS TENDER

A draft of the proposed Invitation to Quote Instruction Document was presented to the Committee. It was noted that there was a typographical error on the date at the top of page 4.

RESOLVED: That the Quality Evaluation should be amended to include environmental considerations, which would include local sourcing of materials, sustainability, etc. The sub criteria shown in paragraph 2.2.3 should therefore be adjusted to the following:

Q1: Evidence of experience	20%
Q2: Contractor processes	15%
Q3: Environmental considerations	15%
Q4: CVs	10%
Total Quality Ratio	60%

Proposed: Councillor T Prater

Seconded: Councillor M Keutenius

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

RESOLVED: It should be made clear within the documents that tenders from companies with any connection to Russia, including financial backing, will not be considered.

Proposed: Councillor C McConville

Seconded: Councillor P Gane

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

RESOLVED: That, subject to the above amendments, the Invitation to Quote Instruction Document be approved and the tender proceed.

Proposed: Councillor P Gane

Seconded: Councillor M Keutenius

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

1473. CIVIC CHAIN OF OFFICE AND CAR

The Committee was asked to consider whether the civic chain of office should be kept for certain special occasions only, such as Royal Visits, Mayor Making or when Robes and the Mace are required; thus protecting the chain for future generations and saving on resource costs.

There was much discussion including the impact that reducing the use of the chain would have on school visits, community events, etc., whether savings could be made and other issues such as the insecure clasp on the chain and difficulties with charging the electric civic vehicle.

RESOLVED: That, use of the civic chain should continue as normal at present. A full report, including all related costs, should be brought back to the Committee covering the following:

adapting the clasp on the chain,

having a replica chain made and how much officer time this would save,

how the issues with charging the electric vehicle are being addressed,

the effect on public relations of limiting use of the chain.

Proposed: Councillor P Gane

Seconded: Councillor B Walker

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

1474. DATE OF NEXT MEETING

Thursday, 16 June 2022 at 7.00pm

The meeting concluded at 7.45pm

Chairman.....

Date.....



FOLKESTONE TOWN COUNCIL

TERMS OF REFERENCE

Finance and General Purposes Committee

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

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

CURRENT

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

CURRENT

- vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

AMENDED

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

AMENDED

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

This report will be made
public on 9 June 2022

Folkestone
Town Council



Report Number **F/22/311**

To: Finance and General Purposes Committee
Date: 16 June 2022
Status: Public Report

Responsible Officer: Town Clerk

Subject: MAYORALTY

SUMMARY:

This report aims to answer questions raised at minute 1473 of the Finance & General Purposes Committee meeting held on the 21st April 2022 in relation to use of the Civic Chain of Office and Car.

REASONS FOR RECOMMENDATION

The Committee is asked to consider the recommendations set out below because:

- i. the Committee closely monitors actual expenditure against approved budgets.
- ii. appropriate provision needs to be made to provide funding for approved resources and services.
- iii. The civic chain needs to be protected for future generations.

RECOMMENDATIONS:

1. To receive and note Report F/22/311.
2. To agree the amount of resource that is available for accompanying the Mayor in Chain of Office.

Aims and Objectives – *To comply with Best Value and Quality Council legislation.*
Financial Implications – *£20,000*
Equal Opportunities – *Equal access to services for all.*
Environmental Impact – *The environmental impact has been considered in the preparation of all budgets.*

1. INTRODUCTION AND BACKGROUND

- 1.1 At the Finance & General Purposes Committee meeting held on the 21st April 2022 the Civic Chain of Office and Car was discussed at minute 1473. The Committee was asked to consider whether the civic chain of office should be kept for certain special occasions only, such as Royal Visits, Mayor Making or when Robes and the Mace are required; thus protecting the chain for future generations and saving on resource costs.

There was much discussion including the impact that reducing the use of the chain would have on school visits, community events, etc., whether savings could be made and other issues such as the insecure clasp on the chain and difficulties with charging the electric civic vehicle.

RESOLVED: That, use of the civic chain should continue as normal at present. A full report, including all related costs, should be brought back to the Committee covering the following:

**adapting the clasp on the chain,
having a replica chain made and how much officer time this would save,
how the issues with charging the electric vehicle are being addressed,
the effect on public relations of limiting use of the chain.**

Proposed: Councillor P Gane

Seconded: Councillor B Walker

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

2. ADAPTING THE CLASP ON THE CHAIN

- 2.1 Following receipt of quotes for the repairs required to the damaged chain, the Town Sergeant investigated if the clasp could be adapted to make it more secure. He was advised that this would require heating up the badge area, to which the clasp is attached, but this would make it more brittle so was not a solution they would recommend. However, they would endeavour to look at the clasp and make it more secure if possible.
- 2.2 The repaired chain has been returned at a cost of circa £1,000 but the Town Sergeant has advised that the clasp still doesn't seem secure.

3. HAVING A REPLICA CHAIN MADE AND HOW MUCH OFFICER TIME THIS WOULD SAVE

- 3.1 The Town Clerk has yet to receive a formal quote to have a replica of the chain made, however, rough estimates are in the region of £20,000 for Sterling Silver Gilt.
- 3.2 A replica chain would allow for the names of the Mayors since the Town Council was formed to be added.

- 3.3 The Town Sergeant equates that, on average, 14 hours of his time per week for approximately 28 weeks of the year is spent accompanying the Mayor and charging the civic vehicle so that the Chain of Office is available seven days a week. This rises to 37 hours a week during the busy season (which covers approximately 20 weeks of the year during May, June, July, November, and December). Currently, the Town Sergeant accrues time off in lieu (TOIL) or overtime at time and a half or double time (Sundays and bank holidays) for working over and above the 37 hours of his contract. Between July 2021 and May 2022, TOIL equated to 288 hours, an average of 26 hours per month.
- 3.4 The Town Sergeant is also the Allotment Manager, SIA licensed CCTV operative and general handyman for Council and when accommodating the Mayor, particularly in the busy season, his time allocation to these duties is impacted. The Town Sergeant's actual annual working hours equate to 1,684, of which approximately 1,130 are allocated to mayoral duties, i.e. 67.1%.
- 3.5 If the allocation of the Town Sergeant's time accompanying the Mayor in Chain of Office was capped at circa 700 hours per annum (i.e. 41.5%) this would free up time to focus on his other duties.

4. HOW THE ISSUES WITH CHARGING THE ELECTRIC VEHICLE ARE BEING ADDRESSED

- 4.1 The Town Sergeant has advised that the electric vehicle will not take a full charge in cold weather but when the car is charged it provides a 140-mile range in the colder months and up to 150 miles on warmer days. However, when using lights, wipers, and heating, approximately 15% of the charge is lost. This is not ideal, and we have already had to cancel an engagement in Maidstone due to Operation Brock on the M20 when traffic was being diverted onto the A20 with reports that it was taking 2 hours to get to and from Leeds Castle.
- 4.2 Due to several charging points around the town not being functional on a regular basis, the Town Sergeant currently charges the vehicle in Cheriton and must stay with the car which takes up to 2 hours. The Town Sergeant believes that the car is only fit for purpose if running around the town or district. If he has more than one job in a day, he can spend a significant amount of time charging the car to make sure it is fully charged for the second job, e.g., when covering the Cinque Ports.
- 4.3 It currently costs £0.07p per mile to charge the electric vehicle compared to £0.15p per mile for the diesel vehicle we previously had but, additionally, takes up to 2 hours of the Town Sergeant's time each charge. Quotes are being sought to fit an EV charging point to the rear of the Town Hall which would enable the car to be charged outside the hours of 10am to 6pm.

- 4.4 If we are able to install an EV point on the Town Hall, the Town Sergeant could park the car after 6pm to charge overnight. A cost would still be incurred for his time parking and removing the car on each charge, but this would be less than sitting in the vehicle for 2 hours at a time. An initial estimate for the EV point was circa £1,000.

5. THE EFFECT ON PUBLIC RELATIONS OF LIMITING USE OF THE CHAIN.

- 5.1 Most Cinque Port Town and Parish Councils with very valuable regalia operate in the same way as Folkestone Town Council, i.e., the Town Sergeant attending the Mayor when the Chain of Office is used due to insurance requirements¹. Larger Councils tend to use the Chain of Office for all civic occasions whilst wearing the Badge of Office if the Town Sergeant is not available or subject to their specific protocols. For many, the Town Sergeant's role is solely associated with supporting the Mayoralty.
- 5.2 Within the Cinque Ports most Town Sergeants are employed on a part-time basis. Hythe Town Council, for example, employ their Town Sergeant for 15.5 hours a week (706 hours per annum).
- 5.3 Some councils also have a new or replica Chain of Office of Sterling Silver Gilt, and where the value of these is circa £20,000, they are generally issued to the Mayors to use unaccompanied at events during their term of office. Others, like us, also make good use of the Badge of Office with Ribbon so that officer resources aren't required at every event the Mayor is invited to (approximately 300-400 events annually).
- 5.4 If the allocation of our Town Sergeant's time accompanying the Mayor in Chain of Office was capped at circa 700 hours per annum, this would be in line with other Towns and Parishes and should therefore ensure that there would be no detrimental effect on public relations.
- 5.5 The Chain of Office would still be used at official duties within the Town's boundary or within the boundaries of the Folkestone & Hythe District. Functions and outside the District boundary would be permitted where the invite relates to specific functions of the Council including Royal, Government, Cinque Ports or National Organisations to which the Town Council has been formally invited.

6. RECOMMENDATION

- 6.1 The Finance and General Purposes Committee is asked to consider the following options:
- a) Maintain the status quo, i.e., the Town Sergeant accompanies the Mayor in line with the Mayoral Protocol attached.

¹ the civic regalia is currently being revalued for insurance purposes

- b) Amend the Mayoral Protocol to make more use of the Badge of Office, which can be used unaccompanied, thus freeing up time for the Town Sergeant to cover his other duties and reduce the burden on the electric vehicle without relying on TOIL or Overtime.

Insurance Value of Badge of Office £10,000

- c) Fund a replica Chain of Office which will be issued to the Mayor. This can be used at the Mayor's discretion when unaccompanied dependant on the type of event being attended. This would protect the historical Chain of Office for future generations whilst saving on resource costs.

Insurance Value of replica Chain of Office £20,000

CIVIC CEREMONIAL

Protocols and Procedures – A Guide for the Mayoralty

This Briefing Guide has been prepared to provide general guidance for incoming Town Mayors and Deputy Mayors on their roles and procedures whilst undertaking approved Town Council and Civic functions.

Reference has been made to “Civic Ceremonial” by Paul Millward the Chairman of the National Association of Civic Officers which is generally regarded as the most authoritative work on the areas of civic life that it covers.

1. Status and Legal Background

In accordance with the provisions of the Local Government Act 1972, the Town Council is not properly constituted until it has appointed the Town Mayor; therefore his/her appointment must be the first item of business at the Annual General Meeting each May.

There is no legal requirement for Town/Parish Councils to appoint a Deputy Mayor but given the number of civic duties during the municipal year, most authorities do so.

The Town Mayor and Deputy Mayor must be an elected Councillor of the Council and he/she remains in office until the election of his/her successor unless he/she resigns, ceases to be qualified or becomes disqualified from holding office with the Town Council.

The Town Mayor is the proper person to represent the Town Council on all ceremonial functions within the Town Council's boundaries or elsewhere.

The Town Mayor, unless through resignation, disqualification or death, continues in office throughout the municipal year and continues in post until the next Annual Council meeting when the successor is chosen and the appropriate Declarations of Appointment to Office have been signed.

2. Requirements of the Office – Duties and Roles

As Town Mayor, you are inheriting a role with 700 years of tradition behind it. Many things have changed over that time, and there will be changes in the future. You should ensure that you preserve the office and hand it on to your successor in good standing with the citizens of Folkestone, who over the years pay for the office.

It is an extremely high profile role, many of your engagements are likely to be covered by local press and photographers, and for many of the people you meet that occasion will be something they remember for the rest of their lives. When

you meet organisations, they may well issue press release themselves either to local papers or to their own news outlets.

Town Mayor

There are three important roles for the Town Mayor:-

- **A symbol of the authority** – the Mayor is clearly seen as a symbol of the Council and its area, with the civic mace, robes and chains of office.
- **A symbol of open society** – a modern role for the Mayor is that the office symbolises an open society with the appointment being made from any qualifying Councillor as the Town's first citizen. In the past it was common practice to appoint on seniority and length of service.
- **An expression of Social Cohesion** – the many and varied social engagements that are undertaken by the Mayor are an expression of giving cohesion to life within the town, linking various bodies and organisations as he/she visits. In this way the Council's aims and objectives can be conveyed to those bodies achieving the Council's social, community, educational and economic aims.

Meetings - With regard to full Council meetings, the Mayor, if present, must preside and he/she has control of the procedures enforcing good order. He/she must prevent decisions being taken on matters which are not on the agenda, but he/she cannot stop discussion on subjects properly on the agenda. At full Council meetings the Town Clerk will sit next to the Mayor and offer advice on any points of order or challenges to rulings you give as Chairman. You must chair the Council in a fair and balanced way, free from political bias of any kind.

You should be careful when intervening in debates to make speeches even if you have strong views on the issue being debated. Many Mayors prefer not to speak in debates at all, and although you have the right to speak it is strongly recommended that you do so rarely and only when your experience or knowledge means you can make a contribution no-one else would be able to make. If there are matters of concern within your ward you could arrange for one of your fellow ward councillors to raise them in debate so as to avoid being drawn into any political controversy. Otherwise you will need to balance the role of local councillor with that of Mayor as best you can.

If you speak on contentious matters too often or too forcefully you may undermine the apolitical nature of your office. You should not make comments about other members' speeches. You must make sure that Councillors wishing to speak are enabled to do so and try and prevent Councillors from interrupting or breaking into general discussion with more than one speaking at a time. If you are concerned about this role, speak to the Town Clerk as training in chairing meetings can be provided.

You do not have any special responsibility as Chairman of the Council for ensuring the Council acts legally or with financial probity, that responsibility rests with the Town Clerk who has professional indemnity insurance. If you choose to act against the advice of the Town Clerk in your role as Chairman of the Council you may be vulnerable to personal challenge, but you are not if you have followed officers' advice and acted in good faith.

Vote - although you have a vote in any decision it is not usual for the Mayor to indicate their intention.

Casting vote – as the person presiding at a Council meeting the Mayor has a second or casting vote, in the event of a tied vote you may exercise a casting vote (although you do not have to) to determine the matter, in whatever direction you feel is right. However, as Chairman, presiding at the Annual Meeting over the election of an incoming Mayor if there is a tie in the vote for your successor you must use your casting vote as by law the Council must elect a new Chairman and cannot do any other business until it has done so.

Convening meetings – in addition to the Council approved annual schedule of meetings, the Town Mayor may, on giving three clear working days notice, convene the Council and on seven (or in certain cases, 14) clear working days may convene a special Town Meeting for the electors of the town. Where the Mayor is not an elector for the town, he/she will chair the meeting but only has a casting vote.

Minutes – full Council minutes must be signed by the person presiding at the next Council meeting whether or not he/she is the Town Mayor.

Standing Orders – the Town Mayor, together with the Town Clerk who is Council's proper officer, is responsible for ensuring that the Council's Standing Orders are observed.

Signing of documents – subject to the Standing Orders made by the Council, the Deputy Town Mayor may represent the Mayor at functions and sign appropriate documents in the absence of the Town Mayor.

Annual Assembly – it is a legal requirement that you chair the Annual Assembly of the Parish Meeting, which is a public meeting not a Council one, if you are present. However, the meeting can take place in your absence.

Other Offices – most Mayors have a long history of civic involvement and will have held many offices. Your Mayoral Year should be free from as many other offices and involvements as you can make it. You are unlikely to have significant free time to devote to other public duties during your Mayoral Year so you should consider very carefully whether you can afford the time to combine holding the mayoralty with the leading role in any other organisation.

If you are a member of another Council you should continue to undertake that role but you need to be very clear about the boundaries and declaring interests wherever appropriate, and make sure staff, colleagues and the press understand them too. If there is a highly controversial issue before another Council within your ward you could ask a colleague councillor to raise it and lead on it, you can then support them and vote without making high profile public declarations of your position. If pressed for a position, the Town Clerk can assist you with a suitable form of words to demonstrate your interest in the issue without compromising your impartiality and apolitical role as the Town Mayor.

You should be careful that any views you express on the business of another Council are not attributed to you as Mayor of Folkestone, but only as a member of that Council. Otherwise the press for example may default to describing you as the Mayor, and possibly printing a Mayoral photograph from their library alongside comments which are not appropriate for you to be making in that role.

Apart from avoiding any political clash, the main consideration in taking up any other office is time. The Mayoral Year is a busy one and you will need to rest from time to time. Additionally, you should consider whether any other role you may have would create a difficulty at a specific event. For example, you could not be both Mayor and Parade Marshal for the Royal British Legion as you would have two clashing roles at the Remembrance Day observance. Likewise, you cannot simultaneously be Mayor and Chairman of Folkestone & Hythe District Council as you will not be able to fill both ceremonial roles at major events.

Election Years - elections present a particular challenge to a sitting Mayor, and to the same extent a Deputy Mayor. As a candidate for election you are entitled to campaign for re-election, within the rules that normally apply to candidates for public office, but you must not use your position as Mayor to try and steer the electorate.

For example, it would be completely unacceptable for you to use a Mayoral engagement to make a speech urging people to vote for you, or for any candidate(s) you may be supporting. It would be equally wrong to use such an occasion to criticise another Councillor or candidates that you are not supporting.

This is not just a matter of mayoral courtesy or tradition, there is law on these matters and if you turned Mayoral engagements (or any part of them) into political meetings during the purdah period you would be acting unlawfully. Under no circumstance should you use a photograph in which you are wearing the Mayoral chain or robes, as that would politicise the Mayoralty and be seen as an abuse of the office.

Deputy Mayor – Precedence and Consequences

The Deputy only has a civic legal and royal status in the absence of the Mayor, therefore:

- invitations to functions should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in his/her own right, but only when deputising for the Mayor.
- all invitations should be sent to the EA for attention and if the Mayor cannot attend, it may be appropriate to “pass down” an invitation. This, however, should not be automatic or necessarily desirable. With over 300 civic functions each year, it is inevitable that the Mayor will need to decline a proportion of functions to undertake this substantial workload. Under no circumstances should invites be solicited.
- when attending civic events at which Folkestone Town Councillors are present, the Deputy Town Mayor will head the group of Folkestone Town Councillors in appropriate robes.

3. **The Demands of Becoming a Town Mayor/Deputy Mayor**

Being a Town Mayor is different to being a Councillor. Consequently, before taking on this demanding role, Councillors should consider the following which will be affected during their year in office:-

- The effect of becoming Mayor on family and friends
- The effect on a career or job
- The effect of putting a political career on hold during your term of office
- The effect on personal and religious beliefs
- The pomp, circumstance and protocols that are involved
- The effect on non-Council interests
- The effect on the Mayoral partner
- The effect on a Mayor’s relationships with other Councillors
- The effect on the Mayor’s relationships with his/her constituents

4. **The Civic Year**

During the civic year, the Mayor supports a wide variety of events throughout the area. The Mayor receives invitations to all kinds of events, functions and engagements and each invitation is considered equally. If the Mayor can not attend a function, the Deputy Mayor may be asked to attend on his/her behalf.

Duties which the Mayor may carry out include:

- Acting as host on behalf of the Council at functions organised by the Council.
- Attending functions and engagements in Folkestone, and on occasion outside the town, as a ceremonial representative of the Council.
- Undertaking official openings or presentations on behalf of the Council.
- Organising events to raise funds for the Mayor's chosen charities.
- Representing the Council during Royal, Celebrity or VIP visits to the town.

Consort

The Mayor may choose his/her own escort who can be either a spouse/partner, fellow Councillor, family member or friend. If the escort is female she will be referred to as the Mayoress if male he will be referred to as the Consort. The escort is entitled to equivalent respect and dignity whenever accompanying the Mayor on Civic Engagements.

A list of pre-determined civic events is attached.

Chaplain

The Mayor's Chaplain is a personal adviser and support to you during your Mayoralty. The Chaplain does not have to be Church of England, and, depending on the practices of the denomination from which they come might not be an ordained minister. They will accompany you to Council meetings and other major civic events where they will lead Council in prayer. They will advise you on ecclesiastical matters such as funerals and other services you may be obliged to attend and offer private spiritual counsel should you require it. If you have no links with any church in the Town, the Parish of St Mary & St Eanswythe is the recognised Civic Church, and you may wish to speak to the minister there about providing a chaplain. If you are a follower of another faith you should discuss well before you begin your Mayoralty with the Town Clerk how the chaplaincy will be dealt with, and how you will carry out those parts of your year that require church attendance or a Chaplain to lead such as Remembrance Sunday. Your faith will be respected, and you will not be required to perform any public duty that is incompatible with it. The same applies if you hold no religious faith. However, you will be expected to attend church services as part of your Mayoral duties.

Civic Dignitaries

This is the term used to describe a list of office holders within and beyond the Council who have a traditional role within the life of the Town. They will be invited to all the main civic events in the calendar.

The Lord Lieutenant is appointed by the Queen. They are the Sovereign's personal representative within the County, and when attending in that capacity take precedence over the Mayor. Normally, if the Lord Lieutenant is involved in a civic function within the Town they will walk ahead of the Mayor in a procession and if the Lord Lieutenant is officially representing the Queen they will arrive shortly after the rest of the civic dignitaries have taken their seats and all will stand as they enter.

The High Sheriff is also a Crown appointment for the County, this office used to be to execute the decisions of courts. This is now handled by the Police for criminal matters and bailiffs for civil ones and the office is purely honorific. The High Sheriff is appointed annually and serves one term.

At many civic events, the Chairman of the Folkestone & Hythe District Council may attend as may Mayors from other Cinque Ports. The Chairman is a civic dignitary and always invited to events. The other town mayors may be invited dependent on the type of event. As a matter of courtesy, mayors from outside the Town of Folkestone should not wear chains of office unless you give permission. As matter of courtesy you will normally give this permission, and you may wish to include it in the official invitation. There is some debate in textbooks about civic protocol regarding the position of the Chairman of the Folkestone & Hythe District Council and the Town Mayor. Although your title is much older, the Chairman is actually a senior civic person within the County, but customarily and as courtesy to the ancient office you hold has normally taken second place behind the Mayor on a Town ceremonial occasion.

In addition to those mentioned above, the Town creates Freemen of the Town and Distinguished Citizens to honour those who have rendered the most distinguished service to the Town and its people. There is no fixed number of these, and more may be created whenever the honour is considered to be merited. Freemen and Distinguished Citizens are always invited to civic events and walk behind current Councillors. The other group normally invited and taking precedence behind the Freemen and Distinguished Citizens are former Mayors, who have ceased to be Councillors. It is acceptable to ask the most recent past Mayor to represent you if the Deputy Mayor is unavailable, and it may be particularly appropriate at the funeral of a former employee or dignitary whom they may remember personally.

Support for the Mayor

Day to day support for the Mayor is provided by the Assistant Clerk and the Executive Assistant under the direction of the Town Clerk. The AC is an employee of Folkestone Town Council who, as well as carrying out other duties for the Council, assists the Mayor during his/her Term of Office.

The AC will arrange an induction meeting with the new Mayor and EA, once elected at the AGM, to review the Civic Year, discuss lines of communication, diary management, and specific support required. Each Mayor may have different needs or preferences in the way they wish to be supported.

During the Mayoral year, arrangements will be made for an official photograph to be taken to hang in the Town Council Offices.

The EA receives invitations for the Mayor via post and email at the Town Council Offices, as soon as is practically possible, the Mayor will be notified of the invitations. A programme of confirmed events will be distributed weekly. On occasions the Mayor may be personally approached to attend an event, these requests should be directed to the EA in order to avoid any confusion or double bookings.

The Mayor should respond whether or not he/she wishes to attend and advise whether he/she will be taking his/her escort. If the Mayor cannot attend he/she may request the Deputy Mayor or the Immediate Past Mayor to attend on his/her behalf.

Once it has been confirmed who, if anyone, is attending, an appropriate response will be sent to the host by the EA, who will also check on any details regarding the event, e.g. if a speech or any specific duty is required, dress code, insignia preferred, transport, parking arrangements etc.

All correspondence for the Mayoralty is kept in the Town Office, and it is courteous of the Mayor to send a letter of thanks to his/her host after the event.

The Town Sergeant will liaise with the Town Clerk, AC and the EA regarding the arrangements for Civic Events, carrying out his/her duties as the Council mace bearer, Mayor's driver, caring for the civic regalia and maintaining the civic car. It should be remembered that the Town Sergeant will be collecting the Mayor and their consort from their home addresses, but as with all Council staff, the Town Sergeant is responsible to the Town Clerk, not an individual councillor including the Mayor.

The Mayor's Charity

The Mayor's Charity traditionally raises funds for local charities in Folkestone. It is advisable to choose one main or two/three smaller charities or good causes and advise the AC at the induction meeting. It is common for the chosen charities to be announced at the AGM. The chosen charities will be formally notified by the AC and all funds raised at events will be held in the Mayor's Charity Accounts and presented at the end of the year in Office.

Mayor's Committee

The Mayor should invite two or three volunteers to assist him/her during the Term of Office, and chair regular committee meetings, clerked by the AC. The volunteers should be willing to assist the Mayor in organising and attending events hosted by the Mayor to raise funds for his/her nominated charities.

During the Mayor's Term of Office, it is recommended that he/she hold a main fundraising event for his/her nominated charities such as a ball, dinner or dance, plus two/three smaller events such as an auction, a concert, quiz or race nights. Events must be cost neutral to the Council and be organised through the AC with the assistance of the Mayor's Committee.

Other events may be organised by local organisations, clubs or institutions, with proceeds given to the Mayor's charities, but these should not have an adverse effect on the time allocated to the Mayoralty by the AC.

Funds raised for the Mayor's charities can not be used for any other purpose than as a donation to the aforementioned charities, save to cover all reasonable costs associated with raising the funds.

Donations

To enable the Mayor to raise funds for charities, the Council relies on local businesses to donate prizes to be used at raffles or tombola's. Although many businesses do support the Mayor's charities, there are still those who do not wish to donate. The Mayor may feel it is appropriate or necessary to visit local shops or businesses to ask for prizes as sometimes a more personal approach is preferential.

Cheque Presentation

The Mayor will announce the total amount raised for his/her charities at the end of the Term of Office and may present cheques to the nominated charities at the Annual Town Meeting. The local press are invited to attend.

Mayor's Christmas Fund

The Mayor automatically becomes the Chairman of the Town Mayor's Christmas Fund. Letters are sent to local businesses asking for donations to assist the elderly citizens of Folkestone around Christmas time.

The Christmas Fund Committee, comprising of the Mayor, Deputy Mayor, two nominated past Mayors and three members nominated from local organisations meet once a year to decide on how the funds should be distributed amongst the applicants. The Christmas Fund is administered by the CA.

5. Civic Allowances and what expenses can be met

The Local Government Act states that:

"A principal Council may pay the Chairman for the purpose of enabling him to meet the expenses of his office such allowance as the Council thinks reasonable."

In addition to these powers many authorities have a separate “hospitality fund”, which may be used to:

“Defray any expenses incurred in the reception and entertainment by way of official courtesy of distinguished persons visiting the area of the authority and persons representative of, or connected with, local government or other public services whether inside or outside the United Kingdom and in the supply of information to any such persons”

Following resolution by the Finance and General Purposes Committee on 21st February 2013, with effect from April 2013 Folkestone Town Council will merge the Civic Allowances and Mayor’s Expenses into one expense based budget, maintained in the office to meet proper disbursements made by the Mayor and the Deputy Mayor (when deputising for the Mayor).

Due to the difference between the financial and the municipal year, the Finance and General Purposes Committee resolved on 13th June 2013 that the mayoral budget be structured to ensure the appropriate amount is apportioned to the outgoing and incoming mayors.

These allowances are used to meet related expenses for the costs of being in office including:

- Clothing
- Collections
- Sending Flowers
- Partner’s Clothing
- Donations to Charities
- Purchase of Tickets for Mayoralty Events (limited to one guest)
- Personal Hospitality (inc. drinks, lunches and dinners)
- One off civic events to meet travel costs or fund raising events tickets

Expenses used for the purchase of raffle tickets can be claimed up to a value of £10 per event subject to evidence of purchase and any raffle items being won given to the council for future events.

The Town Clerk, Finance Officer or AC can provide you with updates on expenditure you have accumulated against the budget and will alert you if there is any risk of overspending.

In the absence of the Town Clerk, the Finance Officer is the next most senior member of staff and will stand in at Council meetings and offer advice as required there, and privately to you if necessary.

The officer responsible for the overall management of all the staff is the Town Clerk, who is also the Responsible Financial Officer. The Town Clerk may also

speak at Council or Committee to give information to members of the Council. This advice is non-political, and the Town Clerk will not enter into debates. If the Council is about to act outside its powers or agree to expenditure it is not legally entitled to make, the Town Clerk must advise the Council accordingly and you must allow them to do this. If you follow the advice the Town Clerk gives on points of law or procedure you will have a strong defence against any personal complaints about your decisions and rulings, as you are required to rely on the professional advice of your officers. The Clerk also represents the Council at a wide variety of meetings and often speaks to the Folkestone & Hythe District Council Planning or Regulatory Committees on deputation from the Town Council.

Receipt of Gifts - Section 51 of the Local Government Act 2000 requires all Councillors including the Mayor to make declarations of any gifts or hospitality over the value of £25, whether accepted or declined.

6. Use of the Civic Car

The Town Council has made budget provision to acquire and maintain a civic car to enable the Mayor and Deputy Mayor, where appropriate, to travel to approved civic functions, both within the Town and further afield.

The civic car may only be used:-

- to undertake official civic/administrative duties.
- to transport the Mayor, Deputy Mayor, Town Clerk and other civic dignitaries where approved. The vehicle is not to be used for personal use, family or friends.
- for one event at a time, save in exceptional circumstances it is unlikely that the Mayor and Deputy Mayor would undertake separate duties at the same time.
- at official duties within the Town's boundary or within the boundaries of the Folkestone & Hythe District. Functions outside the District boundary are only permitted where they relate to specific functions of the Council including Royal, Government, Cinque Ports or National Organisations to which the Town Council has been formally invited. This will include National organisational events within the historic County of Kent including Cathedral events and ones which Folkestone organisations are represented e.g. Girl Guides/Scouts/Veterans. Consequently, *other* functions outside the *District boundary* are not likely to be approved with the exception of formal events in Ashford, Broadstairs, Canterbury and Maidstone. For avoidance of doubt formal events do not include charity events.
- when driven by the Town Sergeant or an approved Civic Driver in accordance with insurance requirements.

- by the Mayor when both the Mayor and Deputy Mayor may be undertaking official duties. The Mayor will have the use of the civic vehicle and the Deputy Mayor would wear badge and make alternative travel arrangements.
- In the event of no Civic Driver being available, the Town Mayor or the Deputy Town Mayor may still attend the approved function, but in badge. Any travel or disbursement costs will be charged to the Mayor's disbursement allowance.

7. Civic Insignia, Robes, Chain and Mace

The Town Mayor and Deputy Mayor each have separate robes of office, chains and badges.

The Deputy Mayor may not wear the Mayor's robes or chain, when undertaking civic events but may wear the Deputy Mayor's civic badge.

Robes and Chains may only be worn when the Mayor or Deputy Mayor is accompanied by the Town Sergeant, or an approved attendant.

The rules governing the civic dress code are as follows:-

Occasion	Mayor	Deputy Mayor with Mayors Approval <i>(which should not be unreasonably withheld)</i>
Special and public functions connected with the Business of the Council at which Royalty is present	Full Robes/Chain and Mace	Full Robes/Chain
Civic dinners	Chain and Robes at reception (if requested by organising body)	Chain and Robes at reception (if requested by organising body)
Civic Reception	Chain or Badge	Chain or Badge
Non civic function within the Town at which Royalty is present	Chain (and Robes if requested by organising body)	Chain (and Robes if requested by organising body)
Non civic event within the Town at which Royalty is not present	Chain or Badge	Chain or Badge
Charity meetings, fetes, bazaars etc within the Town	Chain or Badge	Chain or Badge
Any function outside the Town, subject to meeting	Robes, Chain or Badge, as requested by the	Robes, Chain or Badge, as requested by the

the guidelines specified in Section 6 of this protocol.	organisers and agreed by the Mayor of the area, where the function is held, subject to travelling in the Civic Vehicle	organisers and agreed by the Mayor of the area, where the function is held, subject to travelling in the Civic Vehicle
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In cases where the Mace is out it is normal for Councillors and the Town Clerk to be robed.

The Town Mayor or Deputy Mayor should not wear any civic insignia in another Town, District or Parish areas without the express permission of that Council.

When wearing official robes and hats the Mayor/Deputy Mayor should remove their hats and bow:-

- acknowledging salutes
- during the playing of the National Anthem
- in the presence of a member of the Royal family
- as each section passes the salute
- when the colours pass

It is traditional for outgoing Mayors and Mayoress' to be given a past Mayors/Mayoress badge of office which may only be worn:-

- when the Mayor is in robes at a Council meeting
- when the Mayor asks for such badges to be worn
- at invited ceremonial events when robes are worn
- when invited to do so in another authority's area

8. **Town Mayor's Community Awards**

The purpose of the 'Town Mayor's Community Awards' is for the Town Mayor to recognise and show his/her appreciation to members of the community who have done something particularly noteworthy in Folkestone within their civic year.

Criteria:

All nominees should:

- Not be an employee of local government or a Councillor for Folkestone

- Not be employed to perform a specific role in the community
- Be an unpaid volunteer in the community
- Be someone that has given up their own time and without prompting and offered to help other people or the community

All nominees should also meet one or more of the following criteria:

- Be someone whose service to the community is worthy of recognition
- Be someone who deserves recognition for their supreme effort, strength, bravery or achievement
- Be someone who has achieved something, which benefits their local community or even the whole of the Town.

The Town Mayor will also recognise and show his/her appreciation to one organisation that has contributed significantly towards local charitable activities, in addition to their normal services for profit.

Reward:

The recipient(s) will be awarded with a certificate and have their picture(s) published in the Community Magazine and recognised via local press and social media.

Nominations:

Nominations for the Awards can be made by the Town Mayor, Town Councillors and members of the public by completing a simple Nomination Form.

All nominations will be considered and agreed at an annual meeting of the Town Mayor, Deputy Town Mayor, Town Clerk and AC.

It is suggested that ideally 3 individual and 1 organisation 'Town Mayor's Community Awards' be presented each year, but this be restricted to a maximum of 6 in any one year. Presentations will be made at the Town Mayor's last normal Full Council meeting, normally in March.

9. **Armorial Bearings**

The granting of armorial bearings (coat of arms) to the Folkestone Town Council is a Royal Privilege, obtained through the College of Arms requiring Her Majesty, the Queen's, approval by order. The Town Council cannot authorise other persons or bodies to use their arms, crest or logos granted by the Royal Sovereign.



Salubritas et Amoenitas

Delightfulness and Healthiness

SCHEDULE OF PAYMENTS
1/4/22-31/5/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
05/04/2022	RBS PLC Mentor Services	DD050422	£80.40	Health & Safety Mgt
08/04/2022	Jennifer Crisp	E03514	£350.00	Occ Health Counselling
08/04/2022	Ashford BC Collection Account	E03515	£8,141.59	CCTV Monitoring Apr-Jun 2022
08/04/2022	Convergence Comms Ltd	E03516	£30.00	Telephone Maint. Support
08/04/2022	KT Fire Protection Ltd	E03517	£775.20	Fire Equipment Testing
08/04/2022	Folk & Hythe DC	E03518	£21,332.25	Non-Domestic Rates 2022/23
08/04/2022	Amazon	E03519A	£74.96	Printer Cartridge
08/04/2022	Amazon	E03519B	£5.46	Fire Safety Log Book
08/04/2022	Harmer & Sons Ltd	E03520	£43.20	PFR Grass-Cutting 17/3/22
08/04/2022	Harmer & Sons Ltd	E03521	£43.20	TKL Grass-Cutting 17/3/22
08/04/2022	Harmer & Sons Ltd	E03522	£2,412.00	Insp/Maint Play Areas - March
08/04/2022	Harmer & Sons Ltd	E03523	£96.00	Disposal of Cabinets OTH
08/04/2022	A.Moore	E03524	£8.00	Reimb. Educational Materials
08/04/2022	Soldier of Fortune	E03525	£246.66	Historic Costumes (Museum)
14/04/2022	Russell & Wheeler	E03526	£48.00	Power Supply CCTV Tontine St
14/04/2022	Kent County Council	E03527	£29.70	Stone Modelling Clay
14/04/2022	Harmer & Sons Ltd	E03528	£216.00	Removal of Slide
14/04/2022	Harmer & Sons Ltd	E03529	£484.80	Play Area Maintenance
14/04/2022	Harmer & Sons Ltd	E03530	£523.20	Play Area Maintenance
14/04/2022	Harmer & Sons Ltd	E03531	£96.00	Adjust Netting OTH
14/04/2022	Picture This Graphic Design	E03532	£420.00	Design re. Heritage Board
14/04/2022	European Postal Systems Ltd	E03533	£325.20	Franking Machine Maint. Contract
14/04/2022	Margate Charter Trustees	E03534	£75.00	Mayoral Event 7/5/22
14/04/2022	Turnaround Publisher	E03535	£158.85	Books re. Museum Shop
14/04/2022	Folk & Hythe DC	E03536	£25.00	Licence re. Leas Beacon
14/04/2022	Folk & Hythe DC	E03537	£4,000.00	Match Funding re. Red Arrows
19/04/2022	Daisy Communications	DD190422	£493.57	Telephone Services - Mar 2022
20/04/2022	Kent County Council	E03538	£80.95	Materials for Workshops

SCHEDULE OF PAYMENTS
1/4/22-31/5/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
20/04/2022	ClearView Communications Ltd	E03539	£2,808.00	CCTV Engineer 4.5 Days
20/04/2022	ClearView Communications Ltd	E03540	£1,872.00	Additional CCTV Maintenance
20/04/2022	Stranks Removals & Storage	E03541	£51.43	Storage of Portraits
20/04/2022	ADM Computer Services Ltd	E03542	£1,361.09	Various IT Fees
20/04/2022	Amazon	E03543	£5.62	Dinosaur Book
20/04/2022	Kent Ass. of Local Councils	E03544	£2,797.10	KALC Subscription 2022/23
20/04/2022	Caboodle Office Supplies	E03545	£69.28	Stationery
20/04/2022	L.Apps	E03546	£56.16	Allotments Refund P45B/P44A
21/04/2022	RBS PLC Mentor Services	DD210422A	£109.20	HR Services
21/04/2022	SSE Hydro-Electric	DD210422B	£8.32	Elect. to Phone Box - Mar 2022
25/04/2022	Business Stream	E03547	£86.93	Waste Water OTH Dec-Apr
25/04/2022	Amazon	E03518A	£11.98	Mayor's Gift for Chaplain
25/04/2022	Amazon	E03548B	£29.99	Mayor's Gift for Chaplain
25/04/2022	Gartec Ltd	E03549	£624.00	Lift Service Contract 2022/23
25/04/2022	Mayor of Deal Civic Charity	E03550	£30.00	Mayoral Event 29/4/22
25/04/2022	Catherine Farr	E03551	£308.00	Ecology Workshops
25/04/2022	RBL Poppy Appeal	E03552	£185.00	10 x Wreaths
25/04/2022	St Eanswythe's School	E03553	£200.00	Ward Grant 19/4/22
25/04/2022	Hanover House Residents' Group	E03554	£100.00	Ward Grant 19/4/22
25/04/2022	T.Brenchley	E03555	£18.53	Various Reimbursements
25/04/2022	HM Revenue & Customs	BP250422A	£10,111.86	PAYE/N.I. - April 2022
25/04/2022	KCC re. Kent Pension Fund	BP250422B	£8,400.30	Pension Contribs - April 2022
25/04/2022	Standard Life Assurance Co.	BP250422C	£1,500.00	AVC Pension - April 2022
25/04/2022	Stem By Stem Ltd	E03556	£270.00	W.Harvey Chaplets
25/04/2022	Various	BP250422	£22,507.65	Salaries - Apr 2022
25/04/2022	Leppard Cleaning	SO250422	£653.00	Cleaning OTH - Apr 2022
27/04/2022	Mayoress of Folk's Ch'ty Fund	E03557	£42.50	Mayoral Event 30/4/22
27/04/2022	Harmer & Sons Ltd	E03558A	£464.40	Maint. of Benches

SCHEDULE OF PAYMENTS
1/4/22-31/5/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
27/04/2022	Harmer & Sons Ltd	E03558B	£216.00	Maint. of Notice Boards
27/04/2022	ClearView Communications Ltd	E03559	£2,808.00	CCTV Engineer 4.5 Days
27/04/2022	Convergence Comms Ltd	E03560	£28.80	Telephone Charges - Mar 2022
27/04/2022	Modes Users Association	E03561	£267.00	Modes User Licence 2022/23
27/04/2022	We Are Family	E03562	£500.00	'We Are Family' Workshops
28/04/2022	Veolia ES (UK) Ltd	DD280422	£91.58	Waste Collection - Mar 2022
04/05/2022	Harmer & Sons Ltd	E03563A	£297.60	Notice Boards/Shed
04/05/2022	Harmer & Sons Ltd	E03563B	£48.00	Maint. Christmas Lights
04/05/2022	E.Timmins	E03564	£1.80	Reimb. Hand Soap
04/05/2022	Incredible Edible	E03565	£57.00	Ward Grant 26/4/22
04/05/2022	Hanover House Residents' Group	E03566	£150.00	Ward Grant 26/4/22
04/05/2022	Amazon	E03567A	£13.88	Cotton Bags (Museum)
04/05/2022	Amazon	E03567B	£17.72	CCTV Blanking Plate
04/05/2022	Margate Charter Trustees	E03568	£22.50	Mayoral Event 7/5/22
04/05/2022	Kent County Council	E03569	£110.00	Mayoral Event 6/5/22
05/05/2022	Waverley Contract & Supply	E03570	£780.00	Maint. re. Cinema Rollerblinds
05/05/2022	ADM Computer Services Ltd	E03571	£954.00	CCTV Laptop
05/05/2022	Pear Technology	E03572	£108.00	Web Embedded Map Hosting
05/05/2022	Harmer & Sons Ltd	E03573	£72.00	Removal of Pigeons OTH
05/05/2022	J.Conway	E03574	£6.19	Provisions for Rethink Meeting
05/05/2022	FairFX (aka Equals)	E03575	£1,126.31	Credit Card Replenishment (see below)
05/05/2022	RBS PLC Mentor Services	DD050522	£80.40	Health & Safety Mgt
09/05/2022	Jennifer Crisp	E03576	£140.00	Occ. Health Counselling
09/05/2022	Convergence Comms Ltd	E03577	£30.00	Telephone Maint. Support
09/05/2022	D.Cowd	E03578	£18.50	Hanging Strips
09/05/2022	Reade Signs	E03579	£7,397.22	Radnor Park Heritage Boards
09/05/2022	Harmer & Sons Ltd	E03580	£86.40	Grass-Cutting Allots 9/4/22
09/05/2022	Harmer & Sons Ltd	E03581	£1,140.00	Qtlly Storage Fees

SCHEDULE OF PAYMENTS
1/4/22-31/5/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
09/05/2022	Harmer & Sons Ltd	E03582	£2,648.50	Insp/Maint Play Parks - April
09/05/2022	SSE Hydro-Electric	DD090522	£487.89	Electricity OTH - Mar 2022
12/05/2022	Kent County Council	E03583	£43.63	Various Materials (Museum)
12/05/2022	Commercial Services Trading	E03584	£3,669.04	Vehicle Lease 2022/23
12/05/2022	ADM Computer Services Ltd	E03585	£2,780.36	Replacement Laptop (Town Clerk)
12/05/2022	Ottewill Silversmiths	E03586	£1,002.00	Repairs to Mayoral Badge
12/05/2022	C.N.Hodges	E03587	£280.00	Ward Grant 10/5/22
12/05/2022	Barry Lock	E03588	£50.00	Ward Grant 10/5/22
12/05/2022	J.Conway	E03589	£4.00	Reimb. Tea Towels
12/05/2022	E.Timmins	E03590	£8.55	Reimb. Coffee/Milk
16/05/2022	T.Begent	E03591	£171.46	15 x Books re. Museum
16/05/2022	South East Employers	E03592	£277.20	SEE Membership 2022/23
16/05/2022	Martello Building Consultancy	E03593	£2,160.00	Consultancy re. Parks Tender
16/05/2022	L.Todd	E03594	£690.00	Buffet re. Mayor Making
16/05/2022	Michael Amos	E03595	£100.00	Donation to Mind Charity
16/05/2022	I.Stone	E03596	£14.96	Reimb. Replacement Tap PFR
16/05/2022	D.Quinney	E03597	£100.00	PA System re. Jubilee 2/6/22
16/05/2022	Harmer & Sons Ltd	E03598	£592.80	Play Areas Maintenance
16/05/2022	Harmer & Sons Ltd	E03599	£48.00	Delivery 2 x Tables to OTH
18/05/2022	RBS PLC Mentor Services	DD180522	£109.20	HR Services
19/05/2022	Bernadette Cleary	E03600	£135.00	Historic Costumes (Museum)
19/05/2022	Kent County Council	E03601	£404.19	Photocopying Feb-Apr 2022
19/05/2022	Stranks Removals & Storage	E03602	£53.15	Portrait Storage - May 2022
19/05/2022	ADM Computer Services Ltd	E03603	£408.00	IT Cabling
19/05/2022	Dover Town Council	E03604	£17.99	Wreath
19/05/2022	Vaughtons	E03605	£168.22	2 x Neck Ribbons
19/05/2022	T.Brenchley	E03606	£69.55	Various Reimbursements
19/05/2022	Folk & Hythe DC	E03607	£31.00	Road Closure - Beacons 2/6/22

SCHEDULE OF PAYMENTS
1/4/22-31/5/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
19/05/2022	Folk & Hythe DC	E03608	£31.00	Road Closure - W.Harvey 12/6
19/05/2022	Daisy Communications	DD190522	£493.57	Telephone Services - Apr 2022
23/05/2022	Silver Screen Cinema	E03609	£51.00	Reimb. Damaged Card Terminal
23/05/2022	J.Childs	E03610	£114.97	Reimb. Text Books
23/05/2022	Folkestone Fringe	E03611	£150.00	Ward Grant 17/5/22
23/05/2022	N.Keen	E03612	£94.80	Reimb. Mayoral Expenses
23/05/2022	Convergence Comms Ltd	E03613	£28.80	Telephone Charges - Apr 2022
23/05/2022	ADM Computer Services Ltd	E03614	£1,376.57	Various Monthly IT Fees
23/05/2022	A.Moore	E03615	£8.00	Reimb. Materials (Museum)
23/05/2022	Amazon	E03616	£23.48	London Bridge Table Cloth
23/05/2022	SSE Hydro-Electric	DD230522A	£8.63	Elect. to Phone Box - Apr 2022
23/05/2022	SSE Hydro-Electric	DD230522B	£1,035.43	Gas OTH - Mar/Apr 2022
25/05/2022	HM Revenue & Customs	BP250522A	£8,250.35	PAYE/N.I. - May 2022
25/05/2022	KCC re. Kent Pension Fund	BP250522B	£7,589.57	Pension Contribs - May 2022
25/05/2022	Standard Life Assurance Co.	BP250522C	£2,500.00	AVC Pension - May 2022
25/05/2022	Various	BP250522	£19,916.24	Salaries - May 2022
25/05/2022	Leppard Cleaning	SO250522	£653.00	Cleaning OTH - May 2022
26/05/2022	Harmer & Sons Ltd	E03617	£72.00	Removal of Pigeons OTH
26/05/2022	Friends of St Mary's School	E03618	£250.00	Ward Grant 23/5/22
26/05/2022	A.Moore	E03619A	£12.60	Reimb. Materials (Museum)
26/05/2022	A.Moore	E03619B	£30.00	Reimb. Exhibition Artwork
26/05/2022	D.Cowd	E03620	£13.65	Various Reimbursements
26/05/2022	GEM (Group for Edn in Museums)	E03621	£118.00	GEM Membership 2022/23
26/05/2022	FAPAC	E03622	£300.00	FAPAC Membership 2022/23
26/05/2022	SSE Hydro-Electric	DD260522	£427.48	Electricity OTH - Apr 2022
30/05/2022	Veolia ES (UK) Ltd	DD300522	£91.58	Waste Collection - Apr 2022

SCHEDULE OF PAYMENTS
1/4/22-31/5/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
CREDIT CARD REPLENISHMENT 5/5/22				
22/03/2022	Netiming		-£25.00	Refund of erroneous charge
24/03/2022	Nisbets		£14.38	Chef Hats & Aprons (Museum)
26/03/2022	The Conqueror		£18.30	Subsistence
29/03/2022	Genie Point		£10.00	Vehicle Charging
30/03/2022	Wilko		£21.80	Community Award Gifts
30/03/2022	Sainsburys		£125.15	Community Award Gifts/Fruit
31/03/2022	Dennis Riley		£54.94	Anglo Saxon items (Loan Box)
31/03/2022	Sainsburys		£20.20	Table Cloths
31/03/2022	Genie Point		-£38.50	Refunds re. Vehicle Charging
13/04/2022	Screwfix		£116.20	CCTV Parts
22/04/2022	Wilko		£18.00	2 x Padlocks
16/04/2022	Wilko		£9.00	Batteries re. Museum Toilets
26/04/2022	Screwfix		£25.99	Pothole Repair 25kg
26/04/2022	CCTV Connect		£493.47	CCTV Switches
26/04/2022	BP Garage		£5.00	Car Wash
26/04/2022	Dover Castle		£5.20	Subsistence
26/04/2022	TLC Direct		£252.18	Moulded Boxes (CCTV)
			£1,126.31	

RESERVES & PROVISIONS AT 31 MAY 2022			
		BALANCE	BALANCE
CODE		AT 1/4/22	AT 31/5/22
		£	£
310	GENERAL FUND	248,400	248,400
340	NEW SERVICES RESERVE	93,687	93,687
362	MUSEUM/HERITAGE RESERVE	211,413	211,413
363	TOURISM RESERVE	4,735	4,735
365	BUS SHELTERS	0	3,500
383	WARD GRANTS RESERVE	19,392	19,392
385	TOWN GRANTS RESERVE	3,036	3,036
386	FTC ELECTIONS	20,400	20,400
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	100	100
400	PLAY AREAS	100,000	100,000
403	CCTV EQUIPMENT/MAINTENANCE	0	28,085
404	CHRISTMAS EVENT (FTC)	0	0
405	CHRISTMAS EVENT (CHERITON)	2,249	2,249
406	NEIGHBOURHOOD FUND	36,938	36,938
407	LUNCHESES FOR CHILDREN	0	0
408	CHRISTMAS GIFTS FOR CHILDREN	2,217	2,217
409	COMMUNITY TRANSPORT	71,303	71,303
410	GUILDHALL UMBRELLA PROJECT	5,425	5,425
499	PROVISION FOR OUTSTANDING INVOICES	5,135	5,135
TOTAL		832,598	864,183

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023											
		ORIGINAL BUDGET 2022/2023	VIREMENTS 2022/2023	REVISED BUDGET 2022/2023	ACTUALS TO 31 MAY 2022/2023	BUDGET TO 31 MAY 2022/2023	VARIANCE TO 31 MAY 2022/2023	TOTAL BUDGET REMAINING 2022/2023	% OF BUDGET TO DATE 2022/2023	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
CODE		£	£	£	£	£	£	£	%		
101	ADMINISTRATION										
4001	SALARIES, PENSIONS & NI	454,300		454,300	77,569	75,717	1,852	376,731	17		
4002	TOTAL CONTRIBUTION PAY	5,000		5,000	3,000	3,000	0	2,000	60		
4004	STAFF WELLBEING	3,000		3,000	142	500	-358	2,858	5		
4005	AGENCY STAFF	0		0	0	0	0	0	0		
4006	TRAINING (Staff)	3,000		3,000	115	500	-385	2,885	4		
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	2,000		2,000	2,317	333	1,984	-317	116		
4012	INTERVIEW EXPENSES	0		0	0	0	0	0	0		
4013	BANK CHARGES	300		300	60	50	10	240	20		
4014	HR/H&S MANAGEMENT FEES	1,950		1,950	316	325	-9	1,634	16		
4021	PRINTING	500		500	0	83	-83	500	0		
4022	STATIONERY	1,000		1,000	50	167	-117	950	5		
4024	PHOTOCOPYING	1,400		1,400	337	233	104	1,063	24		
4025	POSTAGE	1,000		1,000	274	167	107	726	27		
4026	TELECOMMUNICATION SERVICES	2,400		2,400	516	400	116	1,884	22		
4060	ICT SUPPORT	15,000		15,000	2,711	2,500	211	12,289	18		
4070	MISCELLANEOUS SUBSCRIPTIONS	700		700	231	117	114	469	33		
4071	CINQUE PORT FEDERATION SUB	360		360	0	0	0	360	0		
4072	SOCIETY OF LOCAL COUNCIL CLERKS	550		550	0	0	0	550	0		
4073	KENT ASSOC. OF LOCAL COUNCILS	2,360		2,360	2,331	2,360	-29	29	99		
4080	PUBLIC TRANSPORT & CAR PARKS	250		250	18	42	-24	232	7		
4103	SUBSISTENCE ALLOWANCES	200		200	5	33	-28	195	3		
4104	CAR ALLOWANCES (Staff)	1,600		1,600	207	267	-60	1,393	13		
4105	CAR ALLOWANCES (Volunteers)	0		0	0	0	0	0	0		
4712	ACCOUNTANCY SUPPORT	610		610	0	0	0	610	0		
4720	TO ALLOTMENTS ADMINISTRATION (4503)	-4,100		-4,100	-683	-683	0	-3,417	17		
	TOTAL ADMIN. EXPENDITURE	493,380	0	493,380	89,516	86,110	3,406	403,864	18		
1190	INVESTMENT INTEREST	-200		-200	0	0	0	-200	0		
1199	OTHER INCOME	0		0	0	0	0	0	0		
	TOTAL ADMIN. INCOME	-200	0	-200	0	0	0	-200	0		
	NET ADMIN. EXPENDITURE/INCOME	493,180	0	493,180	89,516	86,110	3,406	403,664	18		
102	DEMOCRATIC COSTS										
4007	TRAINING/CONFERENCE EXPS (Cllrs.)	500		500	0	83	-83	500	0		
4081	CAR ALLOWANCES (Cllrs)	100		100	0	17	-17	100	0		
4950	FTC REF/ELECTION FEES	0		0	0	0	0	0	0		
4951	FOLK TC REF/ELECTIONS (TO RESERVE)	10,200		10,200	0	0	0	10,200	0		
	TOTAL DEMOCRATIC COSTS EXP.	10,800	0	10,800	0	100	-100	10,800	0		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023												
		ORIGINAL BUDGET 2022/2023	VIREMENTS 2022/2023	REVISED BUDGET 2022/2023	ACTUALS TO 31 MAY 2022/2023	BUDGET TO 31 MAY 2022/2023	VARIANCE TO 31 MAY 2022/2023	TOTAL BUDGET REMAINING 2022/2023	% OF BUDGET TO DATE 2022/2023	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
103	MAYORALTY											
4011	CLOTHING & UNIFORMS	600		600	0	100	-100	600	0			
4170	REGALIA - NEW	1,000		1,000	160	167	-7	840	16			
4171	REGALIA - REPAIR & MAINT.	400		400	835	67	768	-435	209			
4180	MAYOR'S INSTALLATION (Annual Meeting)	1,100		1,100	730	1,100	-370	370	66			
4181	REMEMBRANCE SUNDAY	2,800		2,800	0	0	0	2,800	0			
4182	CANADA DAY	2,550		2,550	0	0	0	2,550	0			
4183	WILLIAM HARVEY COMMEMORATION	650		650	196	200	-4	454	30			
4184	HOLocaust DAY	320		320	0	0	0	320	0			
4185	CINQUE PORT WARDEN	100		100	0	17	-17	100	0			
4249	COVER FOR CIVIC DRIVER	500		500	0	83	-83	500	0			
4250	FUEL/CHARGING CIVIC VEHICLE	500		500	0	83	-83	500	0			
4251	MTC/SERVICE/REPAIRS - EXTERNAL	150		150	5	25	-20	145	3			
4252	CAR INSURANCE	500		500	0	0	0	500	0			
4253	CIVIC VEHICLE - GEN. CONTRIBS.	3,060		3,060	3,058	3,060	-2	2	100			
4255	MAYOR'S EXPENSES MAY-MAR	5,490		5,490	75	915	-840	5,415	1			
4256	MAYOR'S EXPENSES APR-MAY	1,100		1,100	613	183	430	487	56			
4257	FOLK/TAPLES REMEMBRANCE EVENTS	0		0	0	0	0	0	0			
4258	MISCELLANEOUS EVENTS (MAYORALTY)	0		0	0	0	0	0	0			
4260	BURMA STAR (VJ DAY)	550		550	0	0	0	550	0			
4261	NORMANDY VETERANS	320		320	0	0	0	320	0			
4262	LUNCHES FOR CHILDREN (Sec. 137)	0		0	0	0	0	0	0			
4263	CHRISTMAS GIFTS FOR CHILDREN (Sec. 137)	0		0	0	0	0	0	0			
	TOTAL MAYORALTY EXPENDITURE	21,690	0	21,690	5,672	6,000	-328	16,018	26			
1005	OTHER INCOME (MAYORALTY)	0		0	0	0	0	0	0			
	TOTAL MAYORALTY INCOME	0	0	0	0	0	0	0	0			
	NET MAYORALTY EXPENDITURE/INCOME	21,690	0	21,690	5,672	6,000	-328	16,018	26			
201	PREMISES											
4501	BUILDING REPS/MAINT	14,000		14,000	827	2,333	-1,506	13,173	6			
4509	CLEANING	8,500		8,500	1,306	1,417	-111	7,194	15			
4601	RENT	0		0	0	0	0	0	0			
4602	RATES	21,740		21,740	21,332	21,740	-408	408	98			
4603	PWLB CAPITAL REPAYMENTS	24,360		24,360	0	0	0	24,360	0			
4604	PWLB INTEREST REPAYMENTS	14,940		14,940	0	0	0	14,940	0			
4615	SERVICES, HEATING & LIGHTING	10,500		10,500	1,185	1,750	-565	9,315	11			
4616	MOVING COSTS	0		0	0	0	0	0	0			
4617	SUNDRIES	2,500		2,500	66	417	-351	2,434	3			
4620	HIRE OF FACILITIES (inc. Garage)	7,100		7,100	1,102	1,183	-81	5,998	16			
	TOTAL PREMISES EXPENDITURE	103,640	0	103,640	25,818	28,840	-3,022	77,822	25			
1010	RENTAL INCOME	-15,750		-15,750	-6,800	-6,800	0	-8,950	43			
1011	OTHER INCOME (PREMISES)	0		0	-9	0	-9	9	0			
1020	PWLB INCOME	0		0	0	0	0	0	0			
	TOTAL PREMISES INCOME	-15,750	0	-15,750	-6,809	-6,800	-9	-8,941	43			
	NET PREMISES EXPENDITURE/INCOME	87,890	0	87,890	19,009	22,040	-3,031	68,881	22			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023												
		ORIGINAL BUDGET 2022/2023	VIREMENTS 2022/2023	REVISED BUDGET 2022/2023	ACTUALS TO 31 MAY 2022/2023	BUDGET TO 31 MAY 2022/2023	VARIANCE TO 31 MAY 2022/2023	TOTAL BUDGET REMAINING 2022/2023	% OF BUDGET TO DATE 2022/2023	TO/(FROM) RESERVES FOR INFO.		
CODE												
301	SERVICES											
4030	NEWSLETTERS	0		0	0	0	0	0	0			
4031	MISCELLANEOUS INSURANCES (inc. Heritage)	9,000		9,000	0	0	0	9,000	0			
4503	ALLOTMENTS - ADMINISTRATION	4,100		4,100	683	683	-0	3,417	17			
4504	ALLOTMENTS - PFR MAINTENANCE	3,000		3,000	257	500	-243	2,743	9			
4505	ALLOTMENTS - TKL MAINTENANCE	3,000		3,000	-1,038	500	-1,538	4,038	-35			
4840	MAINTENANCE OF BEACON	300		300	25	50	-25	275	8			
4850	LOCAL PROJECTS	4,000	-1,000	3,000	0	500	-500	3,000	0			
4851	NOTICE BOARDS	1,100		1,100	180	183	-3	920	16			
4852	BUS SHELTERS	500		500	0	83	-83	500	0			
4874	COMMUNITY RESILIENCE FUND	0		0	0	0	0	0	0			
4875	WARD GRANTS	19,800		19,800	1,237	3,300	-2,063	18,563	6			
4876	TOWN GRANTS	34,200		34,200	0	5,700	-5,700	34,200	0			
4878	PARKS, GARDENS & RECS - FLOWERBEDS	35,000		35,000	0	5,833	-5,833	35,000	0			
4879	CHRISTMAS LIGHTING	30,000		30,000	0	0	0	30,000	0			
4880	CHRISTMAS FESTIVITIES	12,000		12,000	0	0	0	12,000	0			
4881	YOUTH FACILITIES	11,600		11,600	0	1,933	-1,933	11,600	0			
4884	PARKS, GARDENS & RECS - TREES	20,000		20,000	0	0	0	20,000	0			
4885	PARKS, GARDENS & RECS - PLAY AREAS	35,000		35,000	4,905	5,833	-928	30,095	14			
4890	PARK BENCHES	500		500	0	83	-83	500	0			
4891	LITTER/SALT BINS, BOLLARDS & RAILINGS	2,250		2,250	0	375	-375	2,250	0			
4894	FAIRTRADE INITIATIVES	0	1,000	1,000	0	167	-167	1,000	0			
4895	TOURIST INFORMATION	5,000		5,000	6	833	-827	4,994	0			
4900	MAINTENANCE OF PUBLIC CLOCKS	500		500	0	83	-83	500	0			
4901	MAINTENANCE OF MEMORIALS	2,500		2,500	0	417	-417	2,500	0			
4903	TELEPHONE BOX	100		100	6	17	-11	94	6			
4904	CCTV MONITORING	25,200		25,200	7,085	6,300	785	18,115	28			
4905	CCTV MAINTENANCE	16,000		16,000	6,407	2,667	3,740	9,593	40			
4998	AIR SHOW/ARMED FORCES' DAY/JUBILEE	22,800		22,800	4,131	3,800	331	18,669	18			
4999	CONTINGENCY	3,000		3,000	0	500	-500	3,000	0			
	TOTAL SERVICES EXPENDITURE	300,450	0	300,450	23,884	40,342	-16,458	276,566	8			
1002	ALLOTMENT RENTS PFR	-5,000		-5,000	-5,682	-5,000	-682	682	114			
1003	ALLOTMENT RENTS TKL	-4,800		-4,800	-4,200	-4,800	600	-600	88			
1004	OTHER INCOME (SERVICES)	0		0	-31,585	0	-31,585	31,585	0	31,585	365,403	
	TOTAL SERVICES INCOME	-9,800	0	-9,800	-41,467	-9,800	-31,667	31,667	423			
	NET SERVICES EXPENDITURE/INCOME	290,650	0	290,650	-17,583	30,542	-48,125	308,233	-6			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023												
		ORIGINAL BUDGET 2022/2023	VIREMENTS 2022/2023	REVISED BUDGET 2022/2023	ACTUALS TO 31 MAY 2022/2023	BUDGET TO 31 MAY 2022/2023	VARIANCE TO 31 MAY 2022/2023	TOTAL BUDGET REMAINING 2022/2023	% OF BUDGET TO DATE 2022/2023	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
401	FEES											
4713	CONSULTANTS FEES	0		0	0	0	0	0	0			
4714	EXTERNAL AUDIT FEES	2,100		2,100	0	0	0	2,100	0			
4715	INTERNAL AUDIT FEES	1,000		1,000	0	0	0	1,000	0			
4716	LEGAL FEES	0		0	0	0	0	0	0			
4717	CARD RECEIPTS FEES	940		940	21	157	-136	919	2			
4718	SECURITY - TOWN HALL	10,000		10,000	0	1,667	-1,667	10,000	0			
	TOTAL FEES	14,040	0	14,040	21	1,823	-1,802	14,019	0			
402	MUSEUM/HERITAGE											
5006	M/H TRAINING	700		700	0	117	-117	700	0			
5007	M/H SUBSCRIPTIONS	450		450	118	75	43	332	26			
5009	M/H ADVERTISING FOR STAFF	0		0	0	0	0	0	0			
5010	M/H EQUIPMENT/FURNITURE	400		400	8	67	-59	392	2			
5011	M/H EXHIBIT REPAIRS	200		200	0	33	-33	200	0			
5012	M/H HISTORIC COSTUMES	250		250	231	42	189	19	92			
5013	M/H NEW EXHIBITS	0		0	0	0	0	0	0			
5030	M/H MATERIALS/CONSUMABLES	1,500		1,500	161	250	-89	1,339	11			
5031	M/H PUBLICITY & PROMOTION	1,000		1,000	0	167	-167	1,000	0			
5032	M/H EVALUATION/PRESS COVERAGE	500		500	0	83	-83	500	0			
5033	M/H LEAFLETS/PUBLICATIONS	1,000		1,000	0	167	-167	1,000	0			
5035	M/H MERCHANDISE	2,000		2,000	159	333	-174	1,841	8			
5040	M/H SERVICES	1,500		1,500	223	250	-27	1,277	15			
5041	M/H EVENTS	5,000		5,000	0	833	-833	5,000	0			
5042	M/H EXHIBITIONS	4,000		4,000	41	667	-626	3,959	1			
5043	M/H EDUCATION RESOURCES	500		500	14	83	-69	486	3			
5044	M/H WORKSHOPS	4,000		4,000	569	667	-98	3,431	14			
5070	M/H VOLUNTEERS EXPENSES	0		0	0	0	0	0	0			
5090	M/H HOSPITALITY	500		500	4	83	-79	496	1			
5091	M/H PROFESSIONAL FEES	6,000		6,000	0	1,000	-1,000	6,000	0			
5099	CONT. TO MUSEUM/HERITAGE RESERVE	0		0	0	0	0	0	0			
	TOTAL MUSEUM/HERITAGE EXPENDITURE	29,500	0	29,500	1,528	4,917	-3,389	27,972	5			
1030	M/H INCOME	-2,500		-2,500	-747	-417	-330	-1,753	30			
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	-64	-500	436	-2,936	2			
1036	M/H DONATIONS	-700		-700	-4	-117	113	-696	1			
	TOTAL MUSEUM/HERITAGE INCOME	-6,200	0	-6,200	-815	-1,033	218	-5,385	13			
	NET MUSEUM/HERITAGE EXP/INCOME	23,300	0	23,300	713	3,883	-3,170	22,587	3			

**Bank Reconciliation Statement as at 31/05/2022
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
HSBC Current Account	31/05/2022	466	58,859.03
			<u>58,859.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			58,859.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			58,859.03
		Balance per Cash Book is :-	58,859.03
		Difference is :-	0.00

[illegible]