



FOLKESTONE TOWN COUNCIL

Date of Publication: 25th August 2022

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 1st September 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. 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 16th June 2022 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 June 2022 and 31st July 2022.

5. BUDGET MONITORING STATEMENT 2022/23

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

6. BANK RECONCILIATION

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

7. WARD GRANTS

For information, the attached shows ward grants approved by the Town Clerk between 1st June 2022 and 31st July 2022.

8. WARD GRANT BALANCES 2022/23

For information, the attached shows ward grant balances available to each Councillor as of 31st July 2022.

9. UNSPENT WARD GRANT BALANCES

Report F/22/317 considers how unspent ward grant funds are dealt with at the end of each financial year.

10. SOUTHERN WAY PLAY PARK

It has recently come to notice that Southern Way Play Park, which formed part of the agreement with Folkestone & Hythe District Council, is in fact the property of Southern Water. The District Council has no legal interest in this land, and we therefore currently have no official licence to manage the park. Southern Water have agreed, subject to internal approval, to draft a service agreement allowing us to manage the park. The Committee is requested to give permission to proceed with this formal agreement.

11. DATE OF NEXT MEETING

20th October 2022 at 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, 16th June 2022 at 7.00 p.m.

PRESENT: Councillors Abena Akuffo-Kelly, David Horton, Dylan Jeffrey, Peter Gane, Mary Lawes, Connor McConville (Chair), Tim Prater and Belinda Walker.

ABSENT: Councillor Dan Brook

OFFICERS PRESENT: Jennifer Childs (Town Clerk)
Phil Cross (Finance Officer)

1475. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ray Field and Jonathan Graham

1476. APPOINTMENT OF CHAIRMAN

Nominations for the appointment of Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year were sought.

RESOLVED: That Councillor Connor McConville be appointed Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year.

Proposed: Councillor Belinda Walker

Seconded: Councillor David Horton

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

1477. APPOINTMENT OF VICE CHAIRMAN

Nominations for the appointment of Vice Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year were sought.

RESOLVED: That Councillor Tim Prater be appointed as Vice Chairman of the Finance and General Purposes Committee for the 2022/23 Municipal Year.

Proposed: Councillor Connor McConville

Seconded: Councillor Peter Gane

Voting: F:7, Ag:1, Ab:0

1478. DECLARATIONS OF INTEREST

Councillors Peter Gane, Tim Prater and Connor McConville declared an interest in the play park tenders as twin-hatted councillors.

1479. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 21 April 2022.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 21 April 2022 be received and signed as a correct record.

Proposed: Councillor Connor McConville

Seconded: Councillor Tim Prater

Voting: F:7, Ag:0, Ab:1

1480. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted standing orders, the Committee was asked to consider its Terms of Reference.

RESOLVED: That the existing Terms of Reference be re-adopted without any changes.

Proposed: Councillor Tim Prater

Seconded: Councillor Belinda Walker

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

1481. WORKING GROUPS 2022/23

The Committee was asked to note and approve nominations for the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2022/23 Municipal Year.

RESOLVED: That the FHDC/FTC Partnership Working Group should comprise of the Town Clerk, Town Mayor and Chairs of the standing committees. The Deputy Mayor and Vice-Chairs will act as substitutes if required.

Proposed: Councillor Peter Gane

Seconded: Councillor David Horton

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

1482. STANDING ORDER 18 AMENDMENT

The Town Clerk advised that NALC had updated SO18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit.

RESOLVED: That amended Standing Order 18 be adopted.

Proposed: Councillor Tim Prater

Seconded: Councillor Connor McConville

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

1483. PLAY PARK TENDERS

The Town Clerk distributed Report F/22/316 and advised that four tenders were received via the Kent Business Portal and opened and evaluated on 16th June by the Town Clerk, the Communities & Grants Officer, Councillor McConville and Adrian Lockwood of Martello Building Consultancy Ltd, who acted as consultants in the tender process.

RESOLVED: To receive Report F/22/316 and approve the appointment of bidder 1 with a tender value of £229,023

Proposed: Councillor Connor McConville

Seconded: Councillor Peter Gane

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

1484. CIVIC CHAIN OF OFFICE AND CAR

The Committee debated report F/22/311 and asked that a replica chain be considered as a possible growth item in the future.

RESOLVED: To receive and note Report F/22/311 and adopt option b, thus amending the Mayoral Protocol to make more use of the Badge of Office and capping the Town Sergeant's time accompanying the Mayor in Chain of Office at 700 hours per annum.

Proposed: Councillor Tim Prater

Seconded: Councillor Peter Gane

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

1485. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 April 2022 and 31 May 2022.

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

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

1486. BUDGET MONITORING STATEMENT 2022/23

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

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

Proposed: Councillor Connor McConville

Seconded: Councillor David Horton

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

1487. BANK RECONCILIATION

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

1488. WARD GRANTS

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

RESOLVED: That the Town Clerk prepare a report reviewing and providing options for how councillors' accumulated ward grant funds are treated.

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Connor McConville

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

1489. WARD GRANT BALANCES 2022/23

A list of ward grant balances available to each Councillor as at 31 May 2022 was provided for the Committee's information and duly noted.

1490. DATE OF NEXT MEETING

Thursday, 1st September 2022 at 7.00pm

The meeting concluded at 8.00pm

Chairman.....

Date.....

SCHEDULE OF PAYMENTS
01/06/22-31/07/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/06/2022	Total Control Services	E03623	£582.00	BMS Control System Maint.
01/06/2022	Caboodle Office Supplies	E03624	£85.29	Stationery
01/06/2022	Kent County Council	E03625	£206.49	Maint. to CCTV Power
01/06/2022	A.Moore	E03626	£17.85	Reimb. Exhibition Materials
01/06/2022	SLCC Enterprises Ltd	E03627	£72.00	Management In Action Course
01/06/2022	J.Childs	E03628	£36.99	Reimb. Text Book
01/06/2022	Harmer & Sons Ltd	E03629	£172.80	Grass-Cutting 28/4 & 16/5
01/06/2022	Harmer & Sons Ltd	E03630	£2,486.50	Insp/Maint Play Areas - May
01/06/2022	Amazon	E03631	£12.78	CCTV Wire
01/06/2022	Amazon	E03632	£16.98	100 x Cable Ties
07/06/2022	RBS PLC Mentor Services	DD070622	£80.40	Health & Safety Mgt
09/06/2022	Caboodle Office Supplies	E03633	£129.06	Stationery
09/06/2022	J.Conway	E03634	£5.92	Reimb. Hospitality
09/06/2022	RBL Cheriton & Morehall	E03635	£50.00	Ward Grant 6/6/22
09/06/2022	M.Lawes	E03636	£117.00	Reimb. Planning App. Umbrella Project
09/06/2022	Metroline Security Ltd	E03637	£192.00	Service Access Control Maint.
09/06/2022	Harmer & Sons Ltd	E03638	£1,011.36	Barriers re. Beacon
09/06/2022	Dodo Books	E03639	£67.50	25 x Colouring Books
09/06/2022	Shred Station	E03640	£81.68	Confidential Waste Collection
09/06/2022	Jennifer Crisp	E03641	£280.00	Occ. Health Counselling
09/06/2022	Vision ICT Ltd	E03642	£210.00	FTC Website Hosting 2022/23
14/06/2022	Convergence Comms Ltd	E03643	£30.00	Telephone Maint. Support
14/06/2022	D.Buckett	E03644	£984.00	Internal Audit 2021/22
14/06/2022	Orbit Folkestone Ltd	E03645	£324.50	Museum Web Hosting 2022/23
14/06/2022	Cleverley & Spencer	E03646	£180.00	Cleaning W.Harvey Memorial
14/06/2022	Folkestone Methodist Church	E03647	£50.00	Refreshments D-Day Service
14/06/2022	ABF The Soldiers' Charity	E03648	£50.00	Donation re. Bugler D-Day Serv

SCHEDULE OF PAYMENTS
01/06/22-31/07/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
14/06/2022	D.Quinney	E03649	£100.00	Addl PA System 2/6/22
14/06/2022	D.Quinney	E03650	£100.00	PA System D-Day Serv. 6/6/22
14/06/2022	Shorncliffe Military Wives	E03651	£100.00	Entertainment - Beacons 2/6/22
16/06/2022	Right Guard Security UK Ltd	E03652	£324.00	Security re. Jubilee Beacons
16/06/2022	Castle Water	E03653	£77.99	Water OTH Apr-Sep 2022
16/06/2022	T. Reene	E03654	£48.00	Town Sgt Duties - Harvey Day
16/06/2022	Leah Tutt	E03655	£100.00	Beacon Photography
16/06/2022	Red-Queen Television Ltd	E03656	£100.00	Ward Grant 16/6/22
16/06/2022	Martello Building Consultancy	E03657	£1,012.50	Play Parks Consultancy
16/06/2022	Stranks Removals & Storage	E03658	£51.43	Portraits Storage
16/06/2022	Battle of Britain Mem'l Trust	E03659	£100.00	Mayoral Event 10/7/22
16/06/2022	Amazon	E03660	£44.98	Stackable Trays
16/06/2022	Amazon	E03661	£46.51	Printer Cartridges
17/06/2022	RBS PLC Mentor Services	DD170622	£109.20	HR Services
20/06/2022	Daisy Communications	DD200622A	£493.57	Telephone Services - May 2022
20/06/2022	SSE Hydro-Electric	DD200622B	£8.03	Elect. to Phone Box - May 2022
22/06/2022	Custom Folkestone CIC	E03662	£500.00	2 x Ward Grants 20/6/22
22/06/2022	Touchbase Care	E03663	£150.00	Ward Grant 20/6/22
22/06/2022	Pavement Pounders	E03664	£200.00	Ward Grant 20/6/22
22/06/2022	Kent Refugee Action Network	E03665	£120.00	Ward Grant 20/6/22
22/06/2022	Tactical Supplies	E03666	£349.90	10 x Parade Belts
22/06/2022	Kent County Council	E03667	£23,602.50	Tree Maint. 2019/20 & 2020/21
22/06/2022	Total Control Services	E03668	£582.00	BMS Control System Maint.
22/06/2022	Cinque Ports Mayors' Assn.	E03669	£25.00	Mayor's CPMA Membership
22/06/2022	SLCC Enterprises Ltd	E03670	£552.00	SLCC Membership 2022/23
22/06/2022	D.Cowd	E03671	£17.00	Various Reimbursements
24/06/2022	HM Revenue & Customs	BP240622A	£8,328.55	PAYE/N.I. - June 2022

SCHEDULE OF PAYMENTS
01/06/22-31/07/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
24/06/2022	KCC re. Kent Pension Fund	BP240622B	£7,589.57	Pension Contribs - June 2022
24/06/2022	Standard Life Assurance Co.	BP240622C	£2,500.00	AVC Pension - June 2022
24/06/2022	Various	BP240622	£19,838.04	Salaries - June 2022
24/06/2022	Culligan Water Ltd	DD240622A	£196.64	Qtly Water Heater/Cooler
24/06/2022	SSE Hydro-Electric	DD240622B	£302.24	Gas OTH - May 2022
27/06/2022	Harmer & Sons Ltd	E03672	£2,313.60	Maint. to Phone Box
27/06/2022	ADM Computer Services Ltd	E03673	£1,381.37	Monthly IT Charges
27/06/2022	Touchbase Care	E03674	£100.00	Ward Grant 21/6/22
27/06/2022	Amazon	E03675	£329.00	Lens for Close-Up Photography
27/06/2022	Amazon	E03676	£24.99	Fairtrade Tea
27/06/2022	South Kent Mind	E03677	£200.00	Ward Grant 21/6/22
27/06/2022	Convergence Comms Ltd	E03678	£32.06	Telephone Charges - May 2022
27/06/2022	V.L.Bass	E03679	£125.00	Entertainment AFD Lunch
27/06/2022	St Eanswythe's School	E03680	£200.00	Ward Grant 22/6/22
27/06/2022	Kent Refugee Action Network	E03681	£350.00	Ward Grant 22/6/22
27/06/2022	Folkestone Fringe	E03682	£300.00	Ward Grant 22/6/22
27/06/2022	Leppard Cleaning	SO270622	£653.00	Cleaning OTH - June 2022
28/06/2022	Veolia ES (UK) Ltd	DD280622	£109.63	Waste Collection - May 2022
04/07/2022	Medway Council	E03683	£60.00	Mayoral Event 13/7/22
04/07/2022	Amazon	E03684A	£22.00	Fairtrade Coffee
04/07/2022	Amazon	E03684B	£21.49	Toilet Rolls
04/07/2022	Community Garden Group	E03685	£250.00	Ward Grant 28/6/22
04/07/2022	Custom Folkestone CIC	E03686	£200.00	Ward Grant 28/6/22
04/07/2022	Flag Shop	E03687	£234.15	Flags re. Canada Day
04/07/2022	Hawkinge Town Council	E03688	£110.00	Mayoral Event 8/7/22
04/07/2022	Entec Access Systems Ltd	E03689	£276.00	Service of Automatic Doors
04/07/2022	Harmer & Sons Ltd	E0390	£196.80	Grass-Cutting 10 & 27/6

SCHEDULE OF PAYMENTS
01/06/22-31/07/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/07/2022	Harmer & Sons Ltd	E03691	£2,486.50	Insp/Maint Play Areas - June
04/07/2022	SSE Hydro-Electric	DD040722	£408.37	Electricity OTH - May 2022
05/07/2022	RBS PLC Mentor Services	DD050722	£80.40	Health & Safety Mgt
07/07/2022	Castle Water	E03692	£56.01	Water TKL Apr-Oct 2022
07/07/2022	Kent County Council	E03693	£196.54	Photocopier Lease Aug-Oct 202
07/07/2022	A.Moore	E03694	£17.00	Materials re. Exhibitions
07/07/2022	Convergence Comms Ltd	E03695	£30.00	Telephone Maint. Support
07/07/2022	Right Guard Security UK Ltd	E03696	£88.80	Security AFD Lunch 25/6/22
07/07/2022	Best Western Clifton Hotel	E03697	£3,319.90	AFD Lunch 25/6/22
07/07/2022	Jennifer Crisp	E03698	£280.00	Occ. Health Counselling
07/07/2022	Leah Tutt	E03699	£150.00	Photography Canada Day 1/7/22
07/07/2022	D.Quinney	E03700	£150.00	PA System Canada Day 1/7/22
07/07/2022	Rialtas Business Solutions Ltd	E03701	£324.00	Omega Licence/Support 2022/23
07/07/2022	Alan Duncan	E03702	£85.00	Mayoral Portrait Photography
07/07/2022	Malcolm Munro	E03703	£60.00	Organist Town Sunday 24/6/22
07/07/2022	Aramark Defence Services Ltd	E03704	£879.66	Reception re. Canada Day
07/07/2022	Harmer & Sons Ltd	E03705	£1,248.00	Maint. Play Areas
07/07/2022	Amazon	E03706	£46.40	Beads re. Museum Workshops
07/07/2022	Idolrich Theatrerotto Prods	E03707	£400.00	Workshop 27/8/22
07/07/2022	Speedie Consulting	E03708	£180.00	Medieval Workshop 19/8/22
07/07/2022	Homestart Shepway	E03709	£200.00	Ward Grant 5/7/22
07/07/2022	Turner Schools	E03710	£250.00	Ward Grant 5/7/22
11/07/2022	J.Conway	E03711	£2.50	Reimb. Postage
11/07/2022	PPL PRS Ltd	E03712	£636.84	Music/Performance Licence
11/07/2022	Folkestone Printing.com Ltd	E03713	£76.80	Museum Programme Posters
11/07/2022	Harmer & Sons Ltd	E03714	£252.00	Cut Down Tree TKL
11/07/2022	Catherine Farr	E03715	£320.00	2 x Workshops

SCHEDULE OF PAYMENTS
01/06/22-31/07/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
11/07/2022	N.Keen	E03716	£62.00	Mayoral Expenses - Mileage
11/07/2022	Total Control Services	E03717	£5,541.60	Setup of Building Mgt System
11/07/2022	Margate Charter Trustees	E03718	£50.00	Mayoral Event 8/8/22
11/07/2022	Hythe Venetian Fete Society	E03719	£50.00	Mayoral Event 17/8/22
11/07/2022	Lady M's Chty Acc (Canterbury)	E03720	£40.00	Mayoral Event 20/7/22
15/07/2022	Zurich Municipal	E03721	£9,328.66	Insurance Premium 2022/23
15/07/2022	Folk & Hythe DC	E03722	£105.00	Mayoral Event 4/8/22
15/07/2022	Mayor of New Romney CA	E03723	£50.00	Mayoral Event 17/9/22
15/07/2022	Medicar European	E03724	£192.00	First Aid re. Jubilee Event
15/07/2022	Leah Tutt	E03725	£100.00	Photography AFD Lunch 25/7/22
15/07/2022	Four Jays Group	E03726	£336.00	Toilets re. Canada Day
15/07/2022	Walker Construction (UK) Ltd	E03727	£324.00	Traffic Mgt re. W.Harvey Day
15/07/2022	Demelza Hospice Care	E03728	£300.00	Mayor's Donation 2021/22
15/07/2022	Russell & Wheeler	E03729	£87.60	Repairs to Lights in Bin Store
15/07/2022	Shrievity Assn of Canterbury	E03730	£50.00	Mayoral Event 6/8/22
15/07/2022	Payroll Service (UK) Ltd	E03731	£115.50	Payroll Services Jan-Jun 2022
19/07/2022	Daisy Communications	DD190722A	£493.57	Telephone Services - June 2022
19/07/2022	RBS PLC Mentor Services	DD190722B	£109.20	HR Services
19/07/2022	Mayoress of Folk's Ch'ty Fund	E03732	£30.00	Mayoral Event 19/7/22
19/07/2022	Stranks Removals & Storage	E03733	£53.15	Portrait Storage
19/07/2022	RBL Cheriton & Morehall	E03734	£100.00	Ward Grant 13/7/22
19/07/2022	South Kent Mind	E03735	£50.00	Ward Grant 13/7/22
19/07/2022	Window Cleaning Plus	E03736	£135.00	Window Cleaning OTH Mar-Jul
19/07/2022	T. Brenchley	E03737	£385.00	Staff Educational Visit 12/9
19/07/2022	T. Brenchley	E03737A	£9.24	Reimb. Fruit Scheme
21/07/2022	SSE Hydro-Electric	DD210722	£8.32	Elect. to Phone Box - Jun 22
25/07/2022	Various	BP250722	£19,984.42	Salaries - July 2022

SCHEDULE OF PAYMENTS
01/06/22-31/07/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
25/07/2022	SSE Hydro-Electric	DD250722	£134.40	Gas OTH - June 2022
25/07/2022	Leppard Cleaning	SO250722	£730.00	Cleaning OTH - July 2022
25/07/2022	HM Revenue & Customs	BP250722A	£8,182.17	PAYE/N.I. - July 2022
25/07/2022	KCC re. Kent Pension Fund	BP250722B	£7,589.57	Pension Contribs. - Jul 2022
25/07/2022	Standard Life Assurance Co.	BP250722C	£2,500.00	AVC Pension Contrib. - Jul 22
25/07/2022	Mayor of New Romney CA	E03738	£80.00	Mayoral Event 9/9/22
25/07/2022	Mayoress of Folk's Ch'ty Fund	E03739	£20.00	Mayoral Event 19/7/22
25/07/2022	Kent County Council	E03740	£112.00	Licence re. CCTV Column NMAY004
25/07/2022	Ashford BC Collection Account	E03741	£8,141.59	CCTV Monitoring Jul-Sep 2022
25/07/2022	D.Cowd	E03742	£30.45	Reimb. A3 Copier Card
25/07/2022	Harmer & Sons Ltd	E03743	£72.00	Free Trapped Pigeon OTH
25/07/2022	S.Shaw	E03744	£19.80	Reimb. Taxi to Return Medals
25/07/2022	Crosskeys Coaches	E03745	£1,430.00	Coaches re. Canada Day
25/07/2022	ADM Computer Services Ltd	E03746	£1,381.37	Monthly IT Fees
25/07/2022	ADM Computer Services Ltd	E03747	£718.80	Server Maintenance
26/07/2022	Kent County Council	E03748	£64.77	Nitrile Gloves (Museum)
26/07/2022	Russell & Wheeler	E03749	£216.00	Repair Basement Light OTH
26/07/2022	Vaughtons	E03750	£88.19	Double Mitred Neck Ribbon
26/07/2022	Caboodle Office Supplies	E03751	£143.55	Stationery
26/07/2022	Margate Charter Trustees	E03752	£17.50	Mayoral Event 8/8/22
26/07/2022	Amazon	E03753	£20.75	Foil Sheets (Museum)
26/07/2022	Amazon	E03754	£10.99	100 x Clasps (Museum)
26/07/2022	Amazon	E03755	£11.99	Wooden Discs (Museum)
26/07/2022	Britannia Coaches Ltd	E03756	£50.00	Deposit re. Educational Visit
26/07/2022	Tyson Road Residents Group	E03757	£300.00	2 x Ward Grants 18/7/22
26/07/2022	St Eanswythe's School	E03758	£400.00	Ward Grant 18/7/22
26/07/2022	Cheriton Pentecostal Church	E03759	£1,000.00	Ward Grant 21/7/22

SCHEDULE OF PAYMENTS
01/06/22-31/07/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
28/07/2022	Enforcement Bailiffs	E03760	£1,980.00	Attempted Eviction Firs Lane
28/07/2022	St John Ambulance	E03761	£115.20	First Aid re. Canada Day
28/07/2022	Harmer & Sons Ltd	E03762	£288.00	Service Harbour Defibrillator
28/07/2022	AA Media Ltd	E03763	£442.36	Visit England Membership
28/07/2022	Kent County Council	E03764	£91.07	Various Materials (Museum)
28/07/2022	Amazon	E03765	£6.78	Gold Leaf Spray (Museum)
28/07/2022	Amazon	E03766	£12.78	Modelling Clay (Museum)
28/07/2022	Amazon	E03767	£14.95	Polymer Clay Block (Museum)
28/07/2022	Amazon	E03768	£7.99	Pottery Tools (Museum)
28/07/2022	Amazon	E03769	£6.59	Clay Cutters (Museum)
28/07/2022	Veolia ES (UK) Ltd	DD280722	£91.58	Waste Collection - June 2022

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023											
		ORIGINAL BUDGET 2022/2023	VIREMENTS 2022/2023	REVISED BUDGET 2022/2023	ACTUALS TO 31 JUL 2022/2023	BUDGET TO 31 JUL 2022/2023	VARIANCE TO 31 JUL 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	153,875	151,433	2,442	300,425	34		
4002	TOTAL CONTRIBUTION PAY	5,000		5,000	3,000	3,000	0	2,000	60		
4004	STAFF WELLBEING	3,000		3,000	1,146	1,000	146	1,854	38		
4005	AGENCY STAFF	0		0	0	0	0	0	0		
4006	TRAINING (Staff)	3,000		3,000	212	1,000	-788	2,788	7		
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	2,331	667	1,664	-331	117		
4012	INTERVIEW EXPENSES	0		0	0	0	0	0	0		
4013	BANK CHARGES	300		300	79	100	-21	221	26		
4014	HR/H&S MANAGEMENT FEES	1,950		1,950	632	650	-18	1,318	32		
4021	PRINTING	500		500	0	167	-167	500	0		
4022	STATIONERY	1,000		1,000	387	333	54	613	39		
4024	PHOTOCOPYING	1,400		1,400	501	467	34	899	36		
4025	POSTAGE	1,000		1,000	277	333	-56	723	28		
4026	TELECOMMUNICATION SERVICES	2,400		2,400	1,415	800	615	985	59		
4060	ICT SUPPORT	15,000		15,000	5,788	5,000	788	9,212	39		
4070	MISCELLANEOUS SUBSCRIPTIONS	700		700	231	233	-2	469	33		
4071	CINQUE PORT FEDERATION SUB	360		360	0	0	0	360	0		
4072	SOCIETY OF LOCAL COUNCIL CLERKS	550		550	552	550	2	-2	100		
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	83	-65	232	7		
4103	SUBSISTENCE ALLOWANCES	200		200	5	67	-62	195	3		
4104	CAR ALLOWANCES (Staff)	1,600		1,600	413	533	-120	1,187	26		
4105	CAR ALLOWANCES (Volunteers)	0		0	0	0	0	0	0		
4712	ACCOUNTANCY SUPPORT	610		610	386	390	-4	224	63		
4720	TO ALLOTMENTS ADMINISTRATION (4503)	-4,100		-4,100	-1,367	-1,367	-0	-2,733	33		
	TOTAL ADMIN. EXPENDITURE	493,380	0	493,380	172,212	167,800	4,412	321,168	35		
1190	INVESTMENT INTEREST	-200		-200	-84	-67	-17	-116	42		
1199	OTHER INCOME	0		0	-224	0	-224	224	0		
	TOTAL ADMIN. INCOME	-200	0	-200	-308	-67	-241	108	154		
	NET ADMIN. EXPENDITURE/INCOME	493,180	0	493,180	171,904	167,733	4,171	321,276	35		
102	DEMOCRATIC COSTS										
4007	TRAINING/CONFERENCE EXPS (Cllrs.)	500		500	0	167	-167	500	0		
4081	CAR ALLOWANCES (Cllrs)	100		100	0	33	-33	100	0		
4950	FTC REFLECTION FEES	0		0	0	0	0	0	0		
4951	FOLK TC REFLECTIONS (TO RESERVE)	10,200		10,200	0	0	0	10,200	0		
	TOTAL DEMOCRATIC COSTS EXP.	10,800	0	10,800	0	200	-200	10,800	0		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023												
		ORIGINAL BUDGET 2022/2023	VIREMENTS 2022/2023	REVISED BUDGET 2022/2023	ACTUALS TO 31 JUL 2022/2023	BUDGET TO 31 JUL 2022/2023	VARIANCE TO 31 JUL 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	200	-200	600	0			
4170	REGALIA - NEW	1,000		1,000	318	333	-15	682	32			
4171	REGALIA - REPAIR & MAINT.	400		400	835	133	702	-435	209			
4180	MAYOR'S INSTALLATION (Annual Meeting)	1,100		1,100	790	800	-10	310	72			
4181	REMEMBRANCE SUNDAY	2,800		2,800	0	0	0	2,800	0			
4182	CANADA DAY	2,550		2,550	3,346	2,550	796	-796	131			
4183	WILLIAM HARVEY COMMEMORATION	650		650	616	620	-4	34	95			
4184	HOLocaust DAY	320		320	0	0	0	320	0			
4185	CINQUE PORT WARDEN	100		100	0	33	-33	100	0			
4249	COVER FOR CIVIC DRIVER	500		500	48	167	-119	452	10			
4250	FUEL/CHARGING CIVIC VEHICLE	500		500	0	167	-167	500	0			
4251	MTC/SERVICE/REPAIRS - EXTERNAL	150		150	5	50	-45	145	3			
4252	CAR INSURANCE	500		500	500	500	0	0	100			
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	745	1,830	-1,085	4,745	14			
4256	MAYOR'S EXPENSES APR-MAY	1,100		1,100	913	367	546	187	83			
4257	FOLK/ETAPLES 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	200	320	-120	120	63			
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	11,374	11,130	244	10,316	52			
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	11,374	11,130	244	10,316	52			
201	PREMISES											
4501	BUILDING REPS/MAINT	14,000		14,000	7,168	4,667	2,501	6,832	51			
4509	CLEANING	8,500		8,500	2,824	2,833	-9	5,676	33			
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	2,255	3,500	-1,245	8,245	21			
4616	MOVING COSTS	0		0	0	0	0	0	0			
4617	SUNDRIES	2,500		2,500	420	833	-413	2,080	17			
4620	HIRE OF FACILITIES (inc. Garage)	7,100		7,100	1,189	2,367	-1,178	5,911	17			
	TOTAL PREMISES EXPENDITURE	103,640	0	103,640	35,188	35,940	-752	68,452	34			
1010	RENTAL INCOME	-15,750		-15,750	-9,800	-9,800	0	-5,950	62			
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	-9,809	-9,800	-9	-5,941	62			
	NET PREMISES EXPENDITURE/INCOME	87,890	0	87,890	25,379	26,140	-761	62,511	29			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023												
		ORIGINAL BUDGET 2022/2023	VIREMENTS 2022/2023	REVISED BUDGET 2022/2023	ACTUALS TO 31 JUL 2022/2023	BUDGET TO 31 JUL 2022/2023	VARIANCE TO 31 JUL 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	8,829	9,000	-171	171	98			
4503	ALLOTMENTS - ADMINISTRATION	4,100		4,100	1,367	1,367	0	2,733	33			
4504	ALLOTMENTS - PFR MAINTENANCE	3,000		3,000	421	1,000	-579	2,579	14			
4505	ALLOTMENTS - TKL MAINTENANCE	3,000		3,000	-628	1,000	-1,628	3,628	-21			
4840	MAINTENANCE OF BEACON	300		300	25	100	-75	275	8			
4850	LOCAL PROJECTS	4,000	-1,000	3,000	0	1,000	-1,000	3,000	0			
4851	NOTICE BOARDS	1,100		1,100	180	367	-187	920	16			
4852	BUS SHELTERS	500		500	0	167	-167	500	0			
4874	COMMUNITY RESILIENCE FUND	0		0	0	0	0	0	0			
4875	WARD GRANTS	19,800		19,800	6,257	6,600	-343	13,543	32			
4876	TOWN GRANTS	34,200		34,200	0	11,400	-11,400	34,200	0			
4878	PARKS, GARDENS & RECS - FLOWERBEDS	35,000		35,000	0	0	0	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	3,867	-3,867	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	10,933	11,667	-734	24,067	31			
4890	PARK BENCHES	500		500	0	167	-167	500	0			
4891	LITTER/SALT BINS, BOLLARDS & RAILINGS	2,250		2,250	0	750	-750	2,250	0			
4894	FAIRTRADE INITIATIVES	0	1,000	1,000	0	333	-333	1,000	0			
4895	TOURIST INFORMATION	5,000		5,000	375	1,667	-1,292	4,625	8			
4900	MAINTENANCE OF PUBLIC CLOCKS	500		500	0	167	-167	500	0			
4901	MAINTENANCE OF MEMORIALS	2,500		2,500	0	833	-833	2,500	0			
4903	TELEPHONE BOX	100		100	22	33	-11	78	22			
4904	CCTV MONITORING	25,200		25,200	13,869	12,600	-1,269	11,331	55			
4905	CCTV MAINTENANCE	16,000		16,000	6,708	5,333	-1,375	9,292	42			
4998	AIR SHOW/ARMED FORCES' DAY/JUBILEE	22,800		22,800	9,073	9,080	-7	13,727	40			
4999	CONTINGENCY	3,000		3,000	117	1,000	-883	2,883	4	-117	410	
	TOTAL SERVICES EXPENDITURE	300,450	0	300,450	57,548	79,497	-21,949	242,902	19			
1002	ALLOTMENT RENTS PFR	-5,000		-5,000	-5,893	-5,000	-893	893	118			
1003	ALLOTMENT RENTS TKL	-4,800		-4,800	-4,286	-4,800	514	-514	89			
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	-41,764	-9,800	-31,964	31,964	426			
	NET SERVICES EXPENDITURE/INCOME	290,650	0	290,650	15,784	69,697	-53,913	274,866	5			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023										
	ORIGINAL BUDGET 2022/2023	VIREMENTS 2022/2023	REVISED BUDGET 2022/2023	ACTUALS TO 31 JUL 2022/2023	BUDGET TO 31 JUL 2022/2023	VARIANCE TO 31 JUL 2022/2023	TOTAL BUDGET REMAINING 2022/2023	% OF BUDGET TO DATE 2022/2023	TO/(FROM) RESERVES FOR INFO.	
CODE										
401										
FEES										
4713	0		0	0	0	0	0	0		
EXTERNAL AUDIT FEES	2,100		2,100	0	0	0	2,100	0		
4715	1,000		1,000	984	1,000	-16	16	98		
INTERNAL AUDIT FEES										
4716	0		0	1,650	0	1,650	-1,650	0		
LEGAL/BAILIFF FEES										
4717	940		940	21	313	-292	919	2		
CARD RECEIPTS FEES										
4718	10,000		10,000	0	3,333	-3,333	10,000	0		
SECURITY - TOWN HALL										
TOTAL FEES	14,040	0	14,040	2,655	4,647	-1,992	11,385	19		
402										
MUSEUM/HERITAGE										
5006	700		700	0	233	-233	700	0		
M/H TRAINING										
5007	450		450	118	150	-32	332	26		
M/H SUBSCRIPTIONS										
5009	0		0	0	0	0	0	0		
M/H ADVERTISING FOR STAFF										
5010	400		400	282	133	149	118	71		
M/H EQUIPMENT/FURNITURE										
5011	200		200	0	67	-67	200	0		
M/H EXHIBIT REPAIRS										
5012	250		250	231	83	148	19	92		
M/H HISTORIC COSTUMES										
5013	0		0	0	0	0	0	0		
M/H NEW EXHIBITS										
5030	1,500		1,500	471	500	-29	1,029	31		
M/H MATERIALS/CONSUMABLES										
5031	1,000		1,000	64	333	-269	936	6		
M/H PUBLICITY & PROMOTION										
5032	500		500	0	167	-167	500	0		
M/H EVALUATION/PRESS COVERAGE										
5033	1,000		1,000	0	333	-333	1,000	0		
M/H LEAFLETS/PUBLICATIONS										
5035	2,000		2,000	227	667	-440	1,773	11		
M/H MERCHANDISE										
5040	1,500		1,500	1,078	500	578	422	72		
M/H SERVICES										
5041	5,000		5,000	0	1,667	-1,667	5,000	0		
M/H EVENTS										
5042	4,000		4,000	75	1,333	-1,258	3,925	2		
M/H EXHIBITIONS										
5043	500		500	26	167	-141	474	5		
M/H EDUCATION RESOURCES										
5044	4,000		4,000	1,439	1,333	106	2,561	36		
M/H WORKSHOPS										
5070	0		0	0	0	0	0	0		
M/H VOLUNTEERS EXPENSES										
5090	500		500	4	167	-163	496	1		
M/H HOSPITALITY										
5091	6,000		6,000	0	2,000	-2,000	6,000	0		
M/H PROFESSIONAL FEES										
5099	0		0	0	0	0	0	0		
CONT. TO MUSEUM/HERITAGE RESERVE										
TOTAL MUSEUM/HERITAGE EXPENDITURE	29,500	0	29,500	4,015	9,833	-5,818	25,485	14		
1030	-2,500		-2,500	-2,022	-833	-1,189	-478	81		
M/H INCOME										
1031	0		0	0	0	0	0	0		
M/H KCC CASH CONTRIBUTION HERITAGE										
1032	0		0	0	0	0	0	0		
M/H SDC CASH CONTRIBUTION TOURISM										
1033	0		0	0	0	0	0	0		
M/H HLF GRANT										
1034	0		0	0	0	0	0	0		
M/H TRANSFERS FROM RESERVE										
1035	-3,000		-3,000	-64	-1,000	936	-2,936	2		
M/H RETAIL SALES										
1036	-700		-700	-4	-233	229	-696	1		
M/H DONATIONS										
TOTAL MUSEUM/HERITAGE INCOME	-6,200	0	-6,200	-2,090	-2,067	-23	-4,110	34		
NET MUSEUM/HERITAGE EXP/INCOME	23,300	0	23,300	1,925	7,767	-5,842	21,375	8		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023												
	ORIGINAL BUDGET 2022/2023	VIREMENTS 2022/2023	REVISED BUDGET 2022/2023	ACTUALS TO 31 JUL 2022/2023	BUDGET TO 31 JUL 2022/2023	VARIANCE TO 31 JUL 2022/2023	TOTAL BUDGET REMAINING 2022/2023	% OF BUDGET TO DATE 2022/2023	TO/(FROM) RESERVES FOR INFO.			
CODE												RESERVE CODE(S)

<u>RESERVES & PROVISIONS AT 31 MAY 2022</u>			
		BALANCE	BALANCE
CODE		AT 1/4/22	AT 31/7/22
		£	£
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	19,393	19,393
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	5,308
499	PROVISION FOR OUTSTANDING INVOICES	5,134	5,134
TOTAL		832,598	864,066

**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current Account	31/07/2022	471	106,134.29
			106,134.29
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			106,134.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			106,134.29
		Balance per Cash Book is :-	106,134.29
		Difference is :-	0.00

APPROVED WARD GRANTS
01/06/22-31/07/22

DATE	RECIPIENT	PURPOSE	WARD	POWER	AMOUNT
APPROVED			CLLR		AWARDED
06/06/2022	RBL Cheriton and Morehall Branch	QE 11 Platinum Jubilee Tree Project	P Bingham	LGA 72, Sec 133	£50.00
14/06/2022	Speedway at Arc House	Speedway Silent Disco	B Walker	LGA 72, Sec 145	£100.00
20/06/2022	Custom Folkestone CIC	Folkestone Community Fridge	C McConville	LGA 72, Sec 142	£300.00
20/06/2022	Custom Folkestone CIC	Folkestone Community Fridge	M Keutenius	LGA 72, Sec 142	£200.00
20/06/2022	Touchbase Care	The People's Performance	A Akuffo-Kelly	LGA 72, Sec 145	£150.00
20/06/2022	Pavement Pounders CIC	Voicing Our Past	J Meade	LGA 72, Sec 145	£200.00
20/06/2022	Kent Refugee Action Network (KRAN)	Film Project	B Walker	LGA 72, Sec 145	£120.00
21/06/2022	Touchbase Care	The People's Performance	B Walker	LGA 72, Sec 145	£100.00
21/06/2022	South Kent Mind	IT Equipment	A Akuffo-Kelly	LGA 72, Sec 145	£200.00
22/06/2022	St Eanswythes Primary School	Foodbank	A Akuffo-Kelly	LGA 72, Sec 142	£200.00
22/06/2022	Kent Refugee Action Network (KRAN)	Film Project	D Horton	LGA 72, Sec 145	£350.00
22/06/2022	Folkestone Fringe	Little Amal	C McConville	LGA 72, Sec 145	£300.00
28/06/2022	Community Garden Group	Community Garden Development	J Meade	LGA 72, Sec 133	£250.00
28/06/2022	Custom Folkestone CIC	Folkestone Community Fridge	J Meade	LGA 72, Sec 142	£200.00
04/07/2022	Martello Primary School	Reading Reward	J Meade	LGA 72, Sec 145	£250.00
05/07/2022	Homestart Shepway	Building Bright Futures	A Akuffo-Kelly	LGA 72, Sec 137	£200.00
13/07/2022	RBL Cheriton and Morehall Branch	QE 11 Platinum Jubilee Tree Project	B Walker	LGA 72, Sec 133	£100.00
13/07/2022	South Kent Mind	IT Equipment	P Bingham	LGA 72, Sec 145	£50.00
18/07/2022	Tyson Road Residents Association	Childrens Christmas Party	N Keen	LGA 72, Sec 145	£150.00
18/07/2022	Tyson Road Residents Association	Childrens Christmas Party	J Meade	LGA 72, Sec 145	£150.00
18/07/2022	St Eanswythes School PTFA	Bike Shed	D Brook	LGA 76, Sec 19	£400.00
21/07/2022	Cheriton Pentecostal Church	Youth & Community Outreach	J Graham	LGA 76, Sec 19	£1,000.00

This report will be made
public on 25 August 2022

**Folkestone
Town Council**



Report Number **F/22/317**

To: Finance & General Purposes Committee
Date: 1 September 2022
Status: Public Report
Responsible Officer: Finance Officer

SUBJECT: Ward Grant Balances

SUMMARY: At the meeting of 16 June 2022, members of the Finance & General Purposes Committee requested that some options be presented for dealing with unspent ward grant funds at the end of each financial year (31st March).

REASONS FOR RECOMMENDATION:

Unspent ward grant funds are currently carried forward to the following year until the end of the four-year electoral term. Some councillors may therefore build up a considerable amount of funding which is often awarded to applicants in the last few weeks of their electoral term or, on occasion, not awarded at all. The Committee is asked to consider this process and make recommendation for 2023/24 and beyond.

RECOMMENDATIONS:

- 1) To receive and note the report.**
- 2) To agree a process for dealing with unspent ward grant balances.**

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

Financial Implications – To use Town Council funds efficiently and effectively.

Equal Opportunities – Equal access to services for all.

Environmental Impact – The environmental impact has been considered in the preparation of all budgets.

1. Introduction/background

- 1.1 Folkestone Town Council operates two separate grant schemes. Ward Grants consist of a sum of money, currently £19,800 per year (divided amongst Councillors based on the electorate in each ward), which can be used by each Councillor for projects which demonstrate a direct benefit to the ward, or any part of it, or to all or some of its residents. Applications are signed and submitted by individual councillors for approval or rejection by the Town Clerk. Town Grants are generally for applications for larger sums and are considered by Full Council. It is Ward Grants which are the subject of this report.
- 1.2 When the Council first introduced the grants scheme in 2005, ward grant funds which were unused at the end of each financial year were considered as an underspend and therefore automatically absorbed into the general reserve. In 2007/08 Council decided that balances should be carried forward to the following year for councillors to use up until the end of the four-year electoral period, at which point unused balances were either absorbed into the general fund or used for another purpose, as specified by the Finance & General Purposes Committee or Full Council. This has led to a significant number of grant applications being submitted in the last few weeks of each electoral term, as councillors with significant funds remaining try to use up the money within their ward rather than lose it.
- 1.3 Individual amounts awarded during these periods are often much larger than at any other time. During February and March 2019 (the final months for awarding grants during the last electoral term), 44 applicants were awarded a total of £21,095, an average of £480 per applicant. As a comparison, during the whole of 2021/22, £14,992 was awarded to a total of 75 applicants: an average of £200 per applicant.
- 1.4 This would appear to suggest that there is an advantage to applicants who apply for funding at the end of an electoral term. Their application is more likely to be accepted and they may receive a larger amount than at other times. Some councillors have suggested that the policy of carrying unspent funds forward to the next financial year should be reconsidered.

2. Options

- 2.1 The Committee is asked to consider whether the policy of carrying forward unspent balances during the electoral term should continue or cease with effect from 2023/24.
- 2.2 If the latter is preferred, consideration should be given to what is done with any unspent funding at the end of each financial year (it is hoped that this

will not be a significant amount, as councillors will be more likely to award the funding during the relevant year).

2.3 OPTION 1

To absorb unspent ward grant balances, along with any other underspends, into the general reserve. This would be the simplest and most flexible option, as the general reserve provides the Council with a buffer against any unexpended overspends which may be necessary in the future and, therefore, there are no limitations on its use.

2.4 OPTION 2

To transfer unspent ward grant balances to the town grants reserve. Whilst this is a good way to ensure that the full grants' budget is distributed to the general public, it would mean that the amount available for town grants would differ each year and Council may find it more difficult to regulate its awards.

3. Recommendations

- 3.1** The Committee should decide whether it wishes to continue carrying forward unspent ward grant balances during the electoral term. If it does not wish to continue with this practice, it should decide how any remaining balances at the end of each financial year will be treated.