



FOLKESTONE TOWN COUNCIL

Date of Publication: 13 October 2021

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 20th October 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 Finance Officer.

A handwritten signature in black ink, appearing to be 'P Cross'.

P Cross
Finance Officer

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

3. MINUTES

1) To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 1st September 2022 and to authorise the Chairman of the Committee to sign them as a correct record.

2) To receive and note the Minutes of the meetings of the Personnel Sub-Committee held on 17th February 2022 and 1st September 2022.

4. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1st August 2022 and 30th September 2022.

5. BUDGET MONITORING STATEMENT 2022/23

The attached statement sets out details of the Town Council's expenditure/income up to the 30th September 2022.

6. BANK RECONCILIATION

In line with financial regulations the bank reconciliation statement at 30th September 2022 is attached for information.

7. APPROVAL OF ACCOUNTS 2021/22

For the Committee's information, the external auditor, PKF Littlejohn LLP, has approved the Folkestone Town Council Accounts and Annual Return for 2021/22 without qualification. Public notification is attached and has been posted on the Town Council's website.

8. WARD GRANTS

For information, the attached shows ward grants approved by the Town Clerk between 1st August 2022 and 30th September 2022.

9. WARD GRANT BALANCES

For information, the attached shows ward grant balances available to each Councillor as at 30th September 2022.

10. MOBILE CCTV UNIT – CHERITON RECREATION GROUND

Following concerns from Police and local residents, Councillor Peter Gane has requested that the Town Council considers the installation of a mobile CCTV camera to be placed at Cheriton Recreation Ground. The cost of this would be in the region of £6,000 and funding is available from the CCTV Reserve.

11. MATTERS AND RESOLUTIONS FROM COMMITTEES

1) Personnel Sub-Committee 29th September 2022

At the Extraordinary meeting of the Personnel Sub-Committee held on 29th September 2022, it was resolved to recommend a temporary pay increase for posts F07 and F09 during the absence of the Town Clerk. The total cost for the period July to December (including oncost) will be approximately £10,000, with the overspend being met from the General Reserve at the end of the year if necessary. The Committee is asked to approve the payments.

2) Community Services 6th October 2022

At its meeting of 6th October 2022, the Community Services Committee resolved that £1,000 from Local Projects and £8,000 from Youth Facilities be vired to the Parks budget to facilitate urgent work required at three Folkestone Town Council parks, subject to approval from the Finance and General Purposes Committee. Members are asked to approve the virement.

12. TREE PLANTING SCHEDULE 2022/23

Following the cancellation of the Climate & Environment Committee meeting on 6th October, which was inquorate, the Committee is asked to consider the following urgent matter, as work is due to commence imminently:

Having sought suggestions from Councillors, Tree Wardens and members of the public, the Tree Working Group has compiled a draft tree planting schedule in partnership with Kent County Council. The schedule proposes planting for highways and footpaths, utilising the 2022/23 budget allocation of £20,000.

The Committee is asked to approve the Tree Planting Schedule for 2022/23 and release of the £20,000 budget for this purpose.

13. BUDGET 2023/24 – POTENTIAL GROWTH ITEMS

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

14. DATE OF NEXT MEETING

15th December 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, 1st September 2022 at 7.00 p.m.

PRESENT: Councillors Ray Field, Peter Gane, Mary Lawes, Connor McConville (Chair), Belinda Walker and Richard Wallace (attending as substitute for Dylan Jeffrey).

ABSENT: Councillors Abena Akuffo-Kelly and Dan Brook

OFFICER PRESENT: Phil Cross (Finance Officer)

1491. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Jonathan Graham, David Horton, Dylan Jeffrey and Tim Prater.

1492. DECLARATIONS OF INTEREST

Councillor Mary Lawes declared an interest in item 10 (Southern Way Play Park) as a member for Harbour Ward.

1493. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 16 June 2022.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 16 June 2022 be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

1494. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 June 2022 and 31 July 2022.

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

Proposed: Councillor Connor McConville

Seconded: Councillor Mary Lawes

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

1495. BUDGET MONITORING STATEMENT 2022/23

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

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

Proposed: Councillor Connor McConville

Seconded: Councillor Peter Gane

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

1496. BANK RECONCILIATION

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

1497. WARD GRANTS

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

1498. WARD GRANT BALANCES 2022/23

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

1499. UNSPENT WARD GRANT BALANCES

Councillors received and noted report F/22/317 on how unspent ward grants are dealt with at the end of each financial year.

RESOLVED: That the matter should be considered at Full Council after the May 2023 elections, as any decision would not impact the current Council.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

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

1500. SOUTHERN WAY PLAY PARK

It had recently come to notice that Southern Way Play Park, which formed part of the agreement with Folkestone & Hythe District Council, was in fact the property of Southern Water and the District Council had no legal interest in this land. Southern Water had agreed, subject to internal approval, to draft a service agreement allowing the Town Council to manage the park. The Finance Officer updated the Committee on the latest developments and presented an initial draft agreement provided by Southern Water. The Committee was requested to give permission to proceed with a formal agreement which would then be presented to Full Council for consideration.

The Committee was particularly concerned that the draft only required the Grantor to give three months' notice of termination. Southern Water will be asked to reconsider this and give at least twelve months' notice. It was also suggested that Southern Water should be asked for a contribution towards the maintenance of the Park.

RESOLVED: That a formal agreement be prepared and presented to Full Council for consideration.

Proposed: Councillor Peter Gane

Seconded: Councillor Connor McConville

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

1501. DATE OF NEXT MEETING

Thursday, 20th October 2022 at 7.00pm

The meeting concluded at 7.50pm

Chairman.....

Date.....

SCHEDULE OF PAYMENTS
1/8/22-30/9/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/08/2022	SSE Hydro-Electric	DD010822	£479.30	Electricity OTH - Jun 2022
03/08/2022	RBS PLC Mentor Services	DD030822	£80.40	Health & Safety Mgt
05/08/2022	Harmer & Sons Ltd	E03770	£127.20	Grass-Cutting/Strimming
05/08/2022	Harmer & Sons Ltd	E03771	£1,140.00	Qty Storage Fees
05/08/2022	Harmer & Sons Ltd	E03772	£2,648.50	Insp/Maint Play Areas - July
05/08/2022	Amazon	E03773	£12.92	Crafting Foil (Museum)
05/08/2022	Dover Road Social Club	E03774	£250.00	Ward Grant 1/8/22
05/08/2022	Convergence Comms Ltd	E03775	£30.00	Telephone Maint. Support
05/08/2022	Metroline Security Ltd	E03776	£594.00	Repairs to Alarm System
05/08/2022	Jennifer Crisp	E03777	£280.00	Occ. Health Counselling
05/08/2022	D.Cowd	E03778	£37.36	Reimbursements
08/08/2022	Hythe Town Council	E03779	£60.00	Mayoral Event 22/8/22
08/08/2022	Kent County RBL	E03780	£100.00	Mayoral Event 23/9/22
08/08/2022	Gravesham Borough Council	E03781	£60.00	Mayoral Event 18/8/22
08/08/2022	Mayor of Faversham Charity	E03782	£55.00	Mayoral Event 3/9/22
08/08/2022	Vision ICT Ltd	E03783	£60.00	SSL Website Certificates
08/08/2022	County Hardware	E03784	£285.84	12 x Padlocks PFR
08/08/2022	Potted History	E03785	£255.00	Roman Pottery (Museum)
08/08/2022	Touchbase Care CIC	E03786	£30.00	Mayoral Event 5/8/22
08/08/2022	Shaw & Sons Ltd	E03787	£1,596.00	Scroll re. RBL
11/08/2022	I.Bishop	E03788	£15.00	Reimb. Vehicle Charging 8/8/22
11/08/2022	I.Evans	E03789	£110.00	Electrical Testing OTH
11/08/2022	Metroline Security Ltd	E03790	£72.00	Alarm Call-Out 6/8/22
11/08/2022	Framing Centre	E03791	£62.40	Portrait Framing
11/08/2022	Convergence Comms Ltd	E03792	£28.80	Telephone Charges - June 2022
11/08/2022	Total Control Services	E03793	£582.00	BMS Maintenance
11/08/2022	Kullasigns	E03794	£250.32	Signwriting Portraits/Boards
11/08/2022	Anwell Systems	E03795	£87.60	Bolt for Disabled Toilet

SCHEDULE OF PAYMENTS
1/8/22-30/9/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
11/08/2022	Potted History	E03796	£312.50	35 x Roman Oil Lamps
11/08/2022	FairFX (aka Equals)	E03797	£1,311.88	Credit Card Replenishment (see below)
17/08/2022	RBS PLC Mentor Services	DD170822	£109.20	HR Services
18/08/2022	Daisy Communications	DD180822	£493.57	Telephone Services - Jul 2022
19/08/2022	Burlington Hotel	E03798	£450.00	W.Harvey Day Afternoon Tea
19/08/2022	TTS	E03799	£117.57	Education Resources (Museum)
19/08/2022	I.Bishop	E03800	£11.56	Reimb. Vehicle Charging
19/08/2022	Martello Building Consultancy	E03801	£678.25	Parks Tender Consultancy
19/08/2022	Harmer & Sons Ltd	E03802	£216.00	Wasps Nests Removal TKL
19/08/2022	Stranks Removals & Storage	E03803	£53.15	Portrait Storage - August 2022
19/08/2022	ADM Computer Services Ltd	E03804	£1,381.37	Monthly IT Fees
19/08/2022	Kent County Council	E03805	£35.99	Jumbo Toilet Rolls
19/08/2022	Kent County Council	E03806	£7.08	Pipe Cleaners re. Workshops
19/08/2022	Kent County Council	E03807	£214.66	Photocopier Charges May-Jul
19/08/2022	SSE Hydro-Electric	DD190822	£8.32	Elect to Phone Box - Jul 2022
22/08/2022	Conservation Resources UK Ltd	E03808	£173.33	Exhibit Conservation Materials
22/08/2022	Red-Queen Television Ltd	E03809	£100.00	Ward Grant 17/8/22
22/08/2022	Custom Folkestone CIC	E03810	£200.00	Ward Grant 17/8/22
22/08/2022	D.Quinney	E03811	£100.00	PA System VJ Day 15/8/22
22/08/2022	ABF The Soldiers' Charity	E03812	£50.00	Donation re. Bugler VJ Day
22/08/2022	Folkestone Methodist Church	E03813	£50.00	Refreshments VJ Day 15/8/22
22/08/2022	ClearView Communications Ltd	E03814	£1,413.24	4 x CCTV Cameras Coastal Park
22/08/2022	Convergence Comms Ltd	E03815	£28.80	Telephone Charges - Jul 2022
22/08/2022	SSE Hydro-Electric	DD220822A	£596.58	Electricity OTH - Jul 2022
22/08/2022	SSE Hydro-Electric	DD220822B	£85.44	Gas OTH - July 2022
25/08/2022	HM Revenue & Customs	BP250822A	£7,941.97	PAYE/N.I. - August 2022
25/08/2022	KCC re. Kent Pension Fund	BP250822B	£7,589.57	Pension Contribs. - Aug 2022
25/08/2022	Standard Life Assurance Co.	BP250822C	£2,500.00	AVC Pension - August 2022

SCHEDULE OF PAYMENTS
1/8/22-30/9/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
25/08/2022	Business Stream	E03816	£82.35	Waste Water OTH Apr-Aug 2022
25/08/2022	Harmer & Sons Ltd	E03817	£1,850.58	Clearance/Re-seeding Firs Lane
25/08/2022	Harmer & Sons Ltd	E03818	£72.00	Clear Fly-Tipping Pine Way
25/08/2022	Mayor of Faversham CF	E03819	£15.00	Mayoral Event 3/9/22
25/08/2022	Lady M's Chty Acc (Canterbury)	E03820	£80.00	Mayoral Event 9/9/22
25/08/2022	Sevenoaks Mayor's Chty Account	E03821	£50.00	Mayoral Event 16/9/22
25/08/2022	Caboodle Office Supplies	E03822	£50.22	Laminator
25/08/2022	Caboodle Office Supplies	E03823	£47.25	100 x A3 Laminator Pouches
25/08/2022	Various	BP250822	£20,224.62	Salaries - Aug 2022
25/08/2022	Leopard Cleaning	SO250822	£730.00	Cleaning OTH - Aug 2022
30/08/2022	Amazon	E03824	£7.99	Steel Rulers (Museum)
30/08/2022	Amazon	E03825	£15.05	100 x Scalpel Blades (Museum)
30/08/2022	Amazon	E03826	£23.14	Circle Cutter (Museum)
30/08/2022	Amazon	E03827	£8.98	2 x Scalpel Handles (Museum)
30/08/2022	Amazon	E03828	£31.97	Cutting Mats (Museum)
30/08/2022	Amazon	E03829	£30.73	Crafting Materials (Museum)
30/08/2022	Ganderwick Creations	E03830	£254.00	Iron Age Brooch/Torc
30/08/2022	Custom Folkestone CIC	E03831	£50.00	Ward Grant 24/8/22
30/08/2022	Medway Council	E03832	£60.00	Mayoral Event 14/9/22
30/08/2022	D.Cowd	E03833	£25.00	Reimb. Eye Test
30/08/2022	I.Bishop	E03834	£8.83	Reimb. Vehicle Charging
30/08/2022	Veolia ES (UK) Ltd	DD300822	£97.42	Waste Collection - July 2022
01/09/2022	Confederation of Cinque Ports	E03835	£4.00	Copy of Loyal Address
01/09/2022	ICS Cool Energy Ltd	E03836	£877.20	Cooling System Maint. Contract
01/09/2022	Harmer & Sons Ltd	E03837	£600.00	Clearance of Balancing Pond
01/09/2022	Harmer & Sons Ltd	E03838	£93.60	Grass-Cutting PFR 8/8/22
01/09/2022	Harmer & Sons Ltd	E03839	£45.60	Grass-Cutting TKL 8/8/22
01/09/2022	Harmer & Sons Ltd	E03840	£2,486.50	Insp/Maint Play Areas - Aug

SCHEDULE OF PAYMENTS
1/8/22-30/9/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/09/2022	D.Cowd	E03841	£1.15	Reimb. Milk
01/09/2022	Amazon	E03842	£8.99	60 x Key Rings (Museum)
01/09/2022	Amazon	E03843	£9.99	100 x Brooch Clasps (Museum)
01/09/2022	Amazon	E03844	£11.99	50 x Wooden Discs (Museum)
05/09/2022	RBS PLC Mentor Services	DD050922	£80.40	Health & Safety Management
08/09/2022	Hawkinge Town Council	E03845	£80.00	Mayoral Event 5/9/22
08/09/2022	Quiz Trail	E03846	£99.50	50 x Quiz Trail Souvenirs
08/09/2022	D.Cowd	E03847	£21.99	Wireless Keyboard/Mouse
08/09/2022	PKF Littlejohn LLP	E03848	£1,920.00	External Audit 2021/22
08/09/2022	Britannia Coaches Ltd	E03849	£545.00	Minibus re. Educational Visit
08/09/2022	Ofcom	E03850	£50.00	CCTV Ofcom Licence
08/09/2022	Shred Station	E03851	£81.68	Confidential Waste Collection
08/09/2022	Jennifer Crisp	E03852	£70.00	Occ. Health Counselling
08/09/2022	Convergence Comms Ltd	E03853	£30.00	Monthly Telephone Maint.
08/09/2022	Kent County Council	E03854	£123.56	Hand Towels/Cleaning Spray
08/09/2022	A.Moore	E03855	£10.00	Reimb. Shells (Museum)
12/09/2022	Hawkinge Town Council	E03856	£80.00	Mayoral Event 24/9/22
12/09/2022	Ashford BC Collection Account	E03857	£50.00	Mayoral Event 27/9/22
12/09/2022	I.Bishop	E03858	£28.75	Reimb. Vehicle Charging
12/09/2022	Harmer & Sons Ltd	E03859	£3,535.20	Fencing Works TKL
12/09/2022	Caboodle Office Supplies	E03860	£105.36	Copier Paper
12/09/2022	Caboodle Office Supplies	E03861	£76.56	Air Freshener Refills
15/09/2022	Pitney Bowes	E03862	£436.50	Franking Machine Top-Up
15/09/2022	Benjamin Hasker	E03863	£284.90	Punch & Judy Show 6/8/22
15/09/2022	Folkestone Safe Harbour	E03864	£50.00	Ward Grant 12/9/22
15/09/2022	RBL Cheriton & Morehall	E03865	£300.00	Ward Grant 12/9/22
15/09/2022	Hythe Town Council	E03866	£76.00	Mayoral Event 1/10/22
15/09/2022	Amazon	E03867	£27.98	Dinosaur Figures (Museum)

SCHEDULE OF PAYMENTS
1/8/22-30/9/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
15/09/2022	Amazon	E03868	£29.99	Wooden Crate (Museum)
15/09/2022	Amazon	E03869	£17.99	Dinosaur Play Packs (Museum)
15/09/2022	Amazon	E03870	£26.99	Modelling Clay (Museum)
20/09/2022	Folk Fishing & Heritage HG	E03871	£240.00	Ward Grant 14/9/22
20/09/2022	Cleverley & Spencer	E03872	£360.00	Cleaning RAF Memorial
20/09/2022	Stranks Removals & Storage	E03873	£51.43	Portrait Storage - Sep 2022
20/09/2022	Smartwater Technology Ltd	E03874	£198.00	Smartwater Security Renewal
20/09/2022	I.Bishop	E03875	£16.27	Reimb. Vehicle Charging
20/09/2022	T.Brenchley	E03876	£26.79	Various Reimbursements
20/09/2022	RBS PLC Mentor Services	DD200922A	£109.20	HR Services
20/09/2022	SSE Hydro-Electric	DD200922B	£8.32	Elect to Phone Box - Aug 2022
22/09/2022	Charlier Construction Ltd	E03877	£43,923.67	OTH Works - Interim 3
22/09/2022	Michaels Civic Robes	E03878	£70.86	Black Rosettes
22/09/2022	Flag Shop	E03879	£209.85	Folkestone Town Flag
22/09/2022	Caboodle Office Supplies	E03880	£103.10	Hand Towels/Stationery
22/09/2022	Amazon	E03881	£9.34	Emergency Bell re. Reception
22/09/2022	Amazon	E03882	£42.32	4 x Printer Cartridges
22/09/2022	Convergence Comms Ltd	E03883	£28.80	Telephone Charges - Aug 2022
22/09/2022	Daisy Communications	DD220922A	£493.57	Telephone Services - Aug 2022
22/09/2022	Culligan Water Ltd	DD220922B	£196.64	Qtly Water Boiler/Cooler
23/09/2022	HM Revenue & Customs	BP230922A	£7,969.97	PAYE/N.I. - September 2022
23/09/2022	KCC re. Kent Pension Fund	BP230922B	£7,589.57	Pension Contribs. - Sep 2022
23/09/2022	Standard Life Assurance Co.	BP230922C	£3,000.00	AVC Pension - Sep 2022
23/09/2022	Various	BP230922	£19,696.62	Salaries - September 2022
23/09/2022	SSE Hydro-Electric	DD230922A	£618.63	Electricity OTH - Aug 2022
23/09/2022	SSE Hydro-Electric	DD230922B	£49.40	Gas OTH - August 2022
26/09/2022	Lady M's Chty Acc (Canterbury)	E03884	£100.00	Mayoral Event 8/10/22
26/09/2022	Faversham Town Council	E03885	£30.00	Mayoral Event 15/10/22

SCHEDULE OF PAYMENTS
1/8/22-30/9/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
26/09/2022	Gravesham Borough Council	E03886	£54.00	Mayoral Event 16/11/22
26/09/2022	Safesplay Playground Servs	E03887	£1,128.00	Surfacing Naseby Av. Play Area
26/09/2022	Harmer & Sons Ltd	E03888	£950.45	Clearance Firs Lane
26/09/2022	Harmer & Sons Ltd	E03889	£300.00	Flag Duties - 4 Visits
26/09/2022	Leppard Cleaning	SO260922	£730.00	Cleaning OTH - September 2022
28/09/2022	Veolia ES (UK) Ltd	DD280922	£122.40	Waste Collection - Aug 2022
29/09/2022	B.Walker	E03890	£30.00	Mayoral Expenses
29/09/2022	N.Keen	E03891	£108.80	Mayoral Expenses - Mileage
29/09/2022	ADM Computer Services Ltd	E03892	£1,392.17	Various Monthly IT Fees
29/09/2022	Enforcement Bailiffs	E03893	£3,330.00	Travellers Eviction Firs Lane
29/09/2022	Kent County Council	E03894	£32.00	Licence re. Christmas Lighting
29/09/2022	Harmer & Sons Ltd	E03895	£2,648.50	Insp/Maint Play Areas - Sep
29/09/2022	Amazon	E03896	£11.99	Badge Making Materials
29/09/2022	Public Works Loans Board	DD290922	£19,650.70	Loan Repayment
30/09/2022	Violet Pictures	E03897	£300.00	2 x Ward Grants 28/9/22
30/09/2022	Stem By Stem Ltd	E03898	£70.00	Mayoral Bouquets
30/09/2022	Mayor of New Romney CA	E03899	£48.00	Mayoral Event 21/11/22
30/09/2022	Mayor of Faversham CF	E03900	£55.00	Mayoral Event 17/11/22
30/09/2022	Maidstone Borough Council	E03901	£50.00	Mayoral Event 26/10/22
30/09/2022	Amazon	E03902	£11.32	Foil Sheets (Museum)

SCHEDULE OF PAYMENTS
1/8/22-30/9/22

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
CREDIT CARD REPLENISHMENT 11/8/22				
05/05/2022	Wilko		£9.00	Tablecloths
05/05/2022	Sainsburys		£154.55	Refreshments/Mayors Installation
24/05/2022	Costal Car Spares		£4.00	Key for CCTV
01/06/2022	Wilko		£5.50	Batteries
07/06/2022	Timpsons		£9.00	Keys for CCTV
07/06/2022	Coastal Spares		£11.00	Keys for CCTV
09/06/2022	Insight Security		£160.74	Spiked Collar CCTV
09/06/2022	RBL Poppy Appeal		£185.00	10 x Wreaths
15/06/2022	CIPD		£168.00	CIPD Annual Membership
22/06/2022	Card Factory		£1.29	Get Well Card
25/06/2022	Grind & Bake		£2.50	Breakfast (AFD)
26/06/2022	Mayfair Newsagents		£23.65	Various Items re. Town Sunday
28/06/2022	Eversign		£123.13	IT Fees
29/06/2022	Coastal Car Spares		£3.00	Keys for CCTV
08/07/2022	BP Express		£5.00	Car Wash
09/07/2022	Chessgrove		£14.00	Subsistence
19/07/2022	Wilko		£26.30	Sundries
19/07/2022	Lidl		£2.81	Fruit
19/07/2022	Lidl		£1.15	Milk
20/07/2022	Ebuyer, Howden Dyke		£376.46	CCTV Equipment
25/07/2022	Wilco		£11.00	Padlock TKL
07/08/2022	Thanet District Council		£3.80	Parking
09/08/2022	Wilco		£11.00	Padlock TKL
			£1,311.88	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023											
		ORIGINAL BUDGET 2022/2023	VIREMENTS 2022/2023	REVISED BUDGET 2022/2023	ACTUALS TO 30 SEP 2022/2023	BUDGET TO 30 SEP 2022/2023	VARIANCE TO 30 SEP 2022/2023	TOTAL BUDGET REMAINING 2022/2023	% OF BUDGET TO DATE 2022/2023	TO/(FROM) RESERVES FOR INFO.	
CODE		2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	RESERVE CODE(S)
101	ADMINISTRATION	£	£	£	£	£	£	£	%		
4001	SALARIES, PENSIONS & NI	454,300		454,300	229,181	227,150	2,031	225,119	50		
4002	TOTAL CONTRIBUTION PAY	5,000		5,000	4,000	4,000	0	1,000	80		
4004	STAFF WELLBEING	3,000		3,000	2,073	1,500	573	927	69		
4005	AGENCY STAFF	0		0	0	0	0	0	0		
4006	TRAINING (Staff)	3,000		3,000	380	1,500	-1,120	2,620	13		
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	2,381	1,000	1,381	-381	119		
4012	INTERVIEW EXPENSES	0		0	0	0	0	0	0		
4013	BANK CHARGES	300		300	122	150	-28	178	41		
4014	HR/H&S MANAGEMENT FEES	1,950		1,950	948	975	-27	1,002	49		
4021	PRINTING	500		500	0	250	-250	500	0		
4022	STATIONERY	1,000		1,000	572	500	72	428	57		
4024	PHOTOCOPYING	1,400		1,400	679	700	-21	721	49		
4025	POSTAGE	1,000		1,000	713	500	213	287	71		
4026	TELECOMMUNICATION SERVICES	2,400		2,400	2,360	1,200	1,160	40	98		
4060	ICT SUPPORT	15,000		15,000	8,272	7,500	772	6,728	55		
4070	MISCELLANEOUS SUBSCRIPTIONS	700		700	231	350	-119	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	27	125	-98	223	11		
4103	SUBSISTENCE ALLOWANCES	200		200	19	100	-81	181	10		
4104	CAR ALLOWANCES (Staff)	1,600		1,600	620	800	-180	980	39		
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	-2,050	-2,050	0	-2,050	50		
	TOTAL ADMIN. EXPENDITURE	493,380	0	493,380	253,797	249,550	4,247	239,583	51		
1190	INVESTMENT INTEREST	-200		-200	-84	-100	16	-116	42		
1199	OTHER INCOME	0		0	-224	0	-224	224	0		
	TOTAL ADMIN. INCOME	-200	0	-200	-308	-100	-208	108	154		
	NET ADMIN. EXPENDITURE/INCOME	493,180	0	493,180	253,489	249,450	4,039	239,691	51		
102	DEMOCRATIC COSTS										
4007	TRAINING/CONFERENCE EXPS (Clifs.)	500		500	0	250	-250	500	0		
4081	CAR ALLOWANCES (Clifs)	100		100	0	50	-50	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	300	-300	10,800	0		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023													
		ORIGINAL BUDGET	VIREMENTS 2022/2023	REVISED BUDGET	ACTUALS TO 30 SEP	BUDGET TO 30 SEP	VARIANCE TO 30 SEP	TOTAL BUDGET REMAINING	% OF BUDGET TO DATE	TO/(FROM) RESERVES			
CODE		2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	FOR INFO.	RESERVE CODE(S)	
103	MAYORALTY												
4011	CLOTHING & UNIFORMS	600		600	0	300	-300	600	0				
4170	REGALIA - NEW	1,000		1,000	636	500	136	364	64				
4171	REGALIA - REPAIR & MAINT.	400		400	1,044	200	844	-644	261				
4180	MAYOR'S INSTALLATION (Annual Meeting)	1,100		1,100	968	1,100	-132	132	88				
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	991	650	341	-341	152				
4184	HOLOCAUST DAY	320		320	0	0	0	320	0				
4185	CINQUE PORT WARDEN	100		100	0	50	-50	100	0				
4249	COVER FOR CIVIC DRIVER	500		500	48	250	-202	452	10				
4250	FUEL/CHARGING CIVIC VEHICLE	500		500	52	250	-198	448	10				
4251	MTC/SERVICE/REPAIRS - EXTERNAL	150		150	10	75	-65	140	7				
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	2,300	2,745	-445	3,190	42				
4256	MAYOR'S EXPENSES APR-MAY	1,100		1,100	913	1,100	-187	187	83				
4257	FOLKETAPLES REMEMBRANCE EVENTS	0		0	0	0	0	0	0				
4258	MISCELLANEOUS EVENTS (MAYORALTY)	0		0	1,580	0	1,580	-1,580	0				
4260	BURMA STAR (VJ DAY)	550		550	200	550	-350	350	36				
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	15,846	14,200	1,646	5,844	73				
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	15,846	14,200	1,646	5,844	73				
201	PREMISES												
4501	BUILDING REPS/MAINT	14,000		14,000	47,207	7,000	40,207	-33,207	337			362	
4509	CLEANING	8,500		8,500	4,284	4,250	34	4,216	50				
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	12,778	12,780	-2	11,582	52				
4604	PWLB INTEREST REPAYMENTS	14,940		14,940	6,873	6,870	3	8,067	46				
4615	SERVICES, HEATING & LIGHTING	10,500		10,500	4,129	5,250	-1,121	6,371	39				
4616	MOVING COSTS	0		0	0	0	0	0	0				
4617	SUNDRIES	2,500		2,500	1,052	1,250	-198	1,448	42				
4620	HIRE OF FACILITIES (Inc. Garage)	7,100		7,100	823	3,550	-2,727	6,277	12				
	TOTAL PREMISES EXPENDITURE	103,640	0	103,640	98,478	62,690	35,788	5,162	95				
1010	RENTAL INCOME	-15,750		-15,750	-12,800	-12,800	0	-2,950	81				
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	-12,809	-12,800	-9	-2,941	81				
	NET PREMISES EXPENDITURE/INCOME	87,890	0	87,890	85,669	49,890	35,779	2,221	97				

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023													
		ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	% OF	TO/(FROM)			
		BUDGET	VIREMENTS	BUDGET	TO 30 SEP	TO 30 SEP	TO 30 SEP	BUDGET	BUDGET	BUDGET	TO DATE	RESERVES	RESERVE
CODE		2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	FOR INFO.	CODE(S)
301	SERVICES												
4030	NEWSLETTERS	0		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	2,050	2,050	0	2,050	50				
4504	ALLOTMENTS - PFR MAINTENANCE	3,000		3,000	805	1,500	-695	2,195	27				
4505	ALLOTMENTS - TKL MAINTENANCE	3,000		3,000	1,614	1,500	114	1,386	54				
4506	ALLOTMENTS - PFR MAINTENANCE	3,000		3,000	25	150	-125	275	8				
4507	ALLOTMENTS - PFR MAINTENANCE	3,000		3,000	0	1,500	-1,500	3,000	0				
4508	LOCAL PROJECTS	4,000	-1,000	3,000	0	1,500	-1,500	3,000	0				
4509	NOTICE BOARDS	1,100		1,100	180	550	-370	920	16				
4510	BUS SHELTERS	500		500	0	250	-250	500	0				
4511	COMMUNITY RESILIENCE FUND	0		0	0	0	0	0	0				
4512	WARD GRANTS	19,800		19,800	7,747	9,900	-2,153	12,053	39			7,389	400
4513	TOWN GRANTS	34,200		34,200	0	17,100	-17,100	34,200	0				
4514	PARKS, GARDENS & RECS - FLOWERBEDS	35,000		35,000	0	0	0	35,000	0				
4515	CHRISTMAS LIGHTING	30,000		30,000	-28	0	-28	30,028	-0				
4516	CHRISTMAS FESTIVITIES	12,000		12,000	0	0	0	12,000	0				
4517	YOUTH FACILITIES	11,600		11,600	0	5,800	-5,800	11,600	0				
4518	PARKS, GARDENS & RECS - TREES	20,000		20,000	-2,058	0	-2,058	22,058	-10				
4519	PARKS, GARDENS & RECS - PLAY AREAS	35,000		35,000	21,321	17,500	3,821	13,679	61				
4520	PARK BENCHES	500		500	0	250	-250	500	0				
4521	LITTER/SALT BINS, BOLLARDS & RAILINGS	2,250		2,250	0	1,125	-1,125	2,250	0				
4522	FAIRTRADE INITIATIVES	0	1,000	1,000	0	500	-500	1,000	0				
4523	TOURIST INFORMATION	5,000		5,000	375	2,500	-2,125	4,625	8				
4524	MAINTENANCE OF PUBLIC CLOCKS	500		500	0	250	-250	500	0				
4525	MAINTENANCE OF MEMORIALS	2,500		2,500	300	1,250	-950	2,200	12				
4526	TELEPHONE BOX	100		100	38	50	-12	62	38				
4527	CCTV MONITORING	25,200		25,200	13,869	12,600	1,269	11,331	55				
4528	CCTV MAINTENANCE	16,000		16,000	8,500	8,000	500	7,500	53				
4529	AIR SHOW/ARMED FORCES DAY/JUBILEE	22,800		22,800	9,075	11,400	-2,325	13,725	40				
4530	CONTINGENCY	3,000		3,000	117	1,500	-1,383	2,883	4			-117	410
	TOTAL SERVICES EXPENDITURE	300,450	0	300,450	72,759	106,225	-33,466	227,691	24				
1002	ALLOTMENT RENTS PFR	-5,000		-5,000	-6,031	-5,000	-1,031	1,031	121				
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	-41,902	-9,800	-32,102	32,102	428				
	NET SERVICES EXPENDITURE/INCOME	290,650	0	290,650	30,857	96,425	-65,568	259,793	11				

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023													
		ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	% OF	TO/(FROM)			
		BUDGET	VIREMENTS	BUDGET	TO 30 SEP	TO 30 SEP	TO 30 SEP	BUDGET	BUDGET	BUDGET	TO DATE	RESERVES	RESERVE
CODE		2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	FOR INFO.	CODE(S)
401	FEES												
4713	CONSULTANTS FEES	0		0	0	0	0	0	0	0	0		
4714	EXTERNAL AUDIT FEES	2,100		2,100	1,600	2,100	-500	500	76				
4715	INTERNAL AUDIT FEES	1,000		1,000	984	1,000	-16	16	98				
4716	LEGAL/BALIFF FEES	0		0	4,425	0	4,425	-4,425	0				
4717	CARD RECEIPTS FEES	940		940	58	470	-412	882	6				
4718	SECURITY - TOWN HALL	10,000		10,000	0	5,000	-5,000	10,000	0				
	TOTAL FEES	14,040	0	14,040	7,067	8,570	-1,503	6,973	50				
402	MUSEUM/HERITAGE												
5006	MH TRAINING	700		700	0	350	-350	700	0				
5007	MH SUBSCRIPTIONS	450		450	118	225	-107	332	26				
5009	MH ADVERTISING FOR STAFF	0		0	0	0	0	0	0				
5010	MH EQUIPMENT/FURNITURE	400		400	304	200	104	96	76				
5011	MH EXHIBIT REPAIRS	200		200	0	100	-100	200	0				
5012	MH HISTORIC COSTUMES	250		250	231	125	106	19	92				
5013	MH NEW EXHIBITS	0		0	0	0	0	0	0				
5030	MH MATERIALS/CONSUMABLES	1,500		1,500	777	750	27	723	52				
5031	MH PUBLICITY & PROMOTION	1,000		1,000	64	500	-436	936	6				
5032	MH EVALUATION/PRESS COVERAGE	500		500	0	250	-250	500	0				
5033	MH LEAFLETS/PUBLICATIONS	1,000		1,000	0	500	-500	1,000	0				
5035	MH MERCHANDISE	2,000		2,000	639	1,000	-361	1,361	32				
5040	MH SERVICES	1,500		1,500	1,078	750	328	422	72				
5041	MH EVENTS	5,000		5,000	285	2,500	-2,215	4,715	6				
5042	MH EXHIBITIONS	4,000		4,000	85	2,000	-1,915	3,915	2				
5043	MH EDUCATION RESOURCES	500		500	754	250	504	-254	151				
5044	MH WORKSHOPS	4,000		4,000	1,439	2,000	-561	2,561	36				
5070	MH VOLUNTEERS EXPENSES	0		0	0	0	0	0	0				
5090	MH HOSPITALITY	500		500	6	250	-244	494	1				
5091	MH PROFESSIONAL FEES	6,000		6,000	0	3,000	-3,000	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	5,780	14,750	-8,970	23,720	20				
1030	MH INCOME	-2,500		-2,500	-3,454	-1,250	-2,204	954	138				
1031	MH KCC CASH CONTRIBUTION HERITAGE	0		0	0	0	0	0	0				
1032	MH SDC CASH CONTRIBUTION TOURISM	0		0	0	0	0	0	0				
1033	MH HLF GRANT	0		0	0	0	0	0	0				
1034	MH TRANSFERS FROM RESERVE	0		0	0	0	0	0	0				
1035	MH RETAIL SALES	-3,000		-3,000	-270	-1,500	1,230	-2,730	9				
1036	MH DONATIONS	-700		-700	-4	-350	346	-696	1				
	TOTAL MUSEUM/HERITAGE INCOME	-6,200	0	-6,200	-3,728	-3,100	-628	-2,472	60				
	NET MUSEUM/HERITAGE EXP/INCOME	23,300	0	23,300	2,052	11,650	-9,598	21,248	9				

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023												
		ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	% OF	TO/(FROM)		
		BUDGET	VIREMENTS	BUDGET	TO 30 SEP	TO 30 SEP	TO 30 SEP	BUDGET	BUDGET	BUDGET	RESERVE	
CODE		2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	FOR INFO.	CODE(S)
	SUMMARY											
	TOTAL EXPENDITURE	973,500	0	973,500	453,727	456,285	-2,558	519,773	47			
	TOTAL INCOME	-31,950	0	-31,950	-58,747	-25,800	-32,947	26,797	184			
	NET TOTAL	941,550	0	941,550	394,980	430,485	-35,505	546,570	42			
1176	PRECEPT	-915,510		-915,510	-457,755	-457,755	0	-457,755	50			
	TRANSFER TO / (FROM) RESERVES				2,254		2,254	-2,254	0	2,254	TOTAL	
	NET (SURPLUS) / DEFICIT	26,040	0	26,040	-60,521	-27,270	-33,251	86,561	0			
7001	TRANSFER TO RESERVES											
	Summary of Revenue Account:	Exp	Inc	Net	To/(From)		Total Net		Budget			
					Reserves		Exp/(Inc)		2022/23			
	ADMINISTRATION	253,797	-308	253,489	0		253,489		493,180			
	DEMOCRATIC COSTS	0	0	0	0		0		10,800			
	MAYORALTY	15,846	0	15,846	0		15,846		21,690			
	PREMISES	98,478	-12,809	85,669	-36,603		49,066		87,890			
	SERVICES	72,759	-41,902	30,857	38,857		69,714		290,650			
	FEES	7,067	0	7,067	0		7,067		14,040			
	MUSEUM/HERITAGE	5,780	-3,728	2,052	0		2,052		23,300			
	PRECEPT	0	-457,755	-457,755			-457,755		-915,510			
	TOTAL	453,727	-516,502	-62,775	2,254		-60,521		26,040			

RESERVES & PROVISIONS AT 30 SEP 2022			
		BALANCE	BALANCE
CODE		AT 1/4/22	AT 30/9/22
		£	£
310	GENERAL FUND	248,400	248,400
340	NEW SERVICES RESERVE	93,687	93,687
362	MUSEUM/HERITAGE RESERVE	211,413	174,810
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	107,389
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	834,852

**Bank Reconciliation Statement as at 30/09/2022
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	30/09/2022	476	80,578.25
			<u>80,578.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			80,578.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			80,578.25
		Balance per Cash Book is :-	80,578.25
		Difference is :-	0.00

Folkestone Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Folkestone Town Council for the year ended 31 March 2022 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Folkestone Town Council on application to:	
(a) Phil Cross, Finance Officer, Folkestone Town Council Town Hall, 1-2 Guildhall Street, Folkestone CT20 1DY	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) 10am-4pm Tuesday to Friday by appointment only	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £1.00 for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Phil Cross, Finance Officer	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 7th September 2022	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

FOLKESTONE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

16/06/2022

and recorded as minute reference:

1870

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk




www.folkestone-tc.gov.uk

Section 2 – Accounting Statements 2021/22 for

FOLKESTONE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	495,594	857,737	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	873,950	873,950	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	358,555	50,321	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	401,950	426,092	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	39,301	39,301	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	429,111	484,016	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	857,737	832,599	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	881,820	867,511	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,421,386	3,428,736	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	308,666	284,009	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

31/05/2022

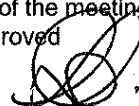
I confirm that these Accounting Statements were approved by this authority on this date:

16/06/2022

as recorded in minute reference:

1871

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Folkestone Town Council – KE0101

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

31/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

01/08/22-30/09/22

[illegible]

FTC TREE PLANTING SCHEDULE 2022/23

asset_id	location	site_code	site_name	ward_name	surface_type	Planting regime	Cost
2100055086	Outside 19	34500718	MEAD ROAD	Folkestone East	Kerb edged planting pit	PHS1	£ 429.39
375047	Os Watson butchers (Replacement FOC)	34500116	BOUVERIE ROAD	Central	Kerb edged planting pit	PHS1	£ -
2100055055	os No24 (Replacement FOC)	34500116	BOUVERIE ROAD	Central	Kerb edged planting pit	PHS1	£ -
2100055057	////radiates.bulldozer.standards	34500194	CASTLE HILL AVENUE	Central	Kerb edged planting pit	PWS1	£ 340.46
2100055056	////rant.sanded.polygraph	34500194	CASTLE HILL AVENUE	Central	Kerb edged planting pit	PWS1	£ 340.46
2100055044	Opposite middle of three trees	34500479	GRACE HILL	Central	Grass verge	PWS1	£ 340.46
2100055043	5m rear of lamp column NRCL011	34500479	GRACE HILL	Central	Grass verge	PWS1	£ 340.46
2100055042	Opposite parking sign, left of access road	34500479	GRACE HILL	Central	Grass verge	PWS1	£ 340.46
2100055041	What 3 words ///drifting.chat.inflamed	34500479	GRACE HILL	Central	Grass verge	PWS1	£ 340.46
2100055120	Outside 2. Opposite Bathurst court parking entrance	34500061	BATHURST ROAD	Folkestone Harvey West	Grass verge	PNS1	£ 384.87
2100055119	Outside 6	34500061	BATHURST ROAD	Folkestone Harvey West	Grass verge	PNS1	£ 384.87
2100055118	Outside 28	34500061	BATHURST ROAD	Folkestone Harvey West	Grass verge	PNS1	£ 384.87
2100055076	Outside 110	34500117	BOUVERIE ROAD WEST	Folkestone Harvey West	Grass verge	PNS1	£ 384.87
2100055075	Opposite single gate of 107	34500117	BOUVERIE ROAD WEST	Folkestone Harvey West	Grass verge	PNS1	£ 384.87
2100055073	Outside 108 between driveway and maple.	34500117	BOUVERIE ROAD WEST	Folkestone Harvey West	Grass verge	PNS1	£ 384.87
2100055077	Outside 112 between BT hatch and Turketel verge	34500117	BOUVERIE ROAD WEST	Folkestone Harvey West	Grass verge	PNS1	£ 384.87
2100055071	Opposite 97	34500117	BOUVERIE ROAD WEST	Folkestone Harvey West	Grass verge	PNS1	£ 384.87
2100055058	Outside 15	34501196	TRINITY GARDENS	Folkestone Harvey West	Hard surface	PHS1	£ 429.39
369435	Side of 6 Surrenden Rd	34500758	MOREHALL AVENUE	Cheriton East	Hard surface	PHS1	£ 429.39
369429	Opp side of 11 trimworth closest to junction	34500758	MOREHALL AVENUE	Cheriton East	Hard surface	PHS1	£ 429.39
369432	O/s 88	34500758	MOREHALL AVENUE	Cheriton East	Hard surface	PHS1	£ 429.39
369428	Opp side entrance to 11 trimworth	34500758	MOREHALL AVENUE	Cheriton East	Hard surface	PHS1	£ 429.39
369430	Adj side of 11 trimworth	34500758	MOREHALL AVENUE	Cheriton East	Hard surface	PHS1	£ 429.39
2100055113	Opposite 42	34500295	CORNWALLIS AVENUE	Broadmead	Grass verge	PWS1	£ 340.46
2100055114	Side of 1 cornwallis	34500224	CHERTON ROAD	Broadmead	Grass verge	PWS1	£ 340.46
2100055115	Side of 1 cornwallis	34500224	CHERTON ROAD	Broadmead	Grass verge	PWS1	£ 340.46
2100055116	Side of 1 cornwallis	34500224	CHERTON ROAD	Broadmead	Grass verge	PWS1	£ 340.46
2100055091	Outside 16	34500349	DOLPHINS ROAD	Broadmead	Kerb edged planting pit	PHS1	£ 429.39
2100055093	Outside 22/24	34500349	DOLPHINS ROAD	Broadmead	Kerb edged planting pit	PHS1	£ 429.39
2100055092	Outside 18/20	34500349	DOLPHINS ROAD	Broadmead	Kerb edged planting pit	PHS1	£ 429.39
2100055097	Outside 89	34500349	DOLPHINS ROAD	Broadmead	Kerb edged planting pit	PHS1	£ 429.39
2100055094	Outside 50	34500349	DOLPHINS ROAD	Broadmead	Kerb edged planting pit	PHS1	£ 429.39
2100055095	Outside 66	34500349	DOLPHINS ROAD	Broadmead	Kerb edged planting pit	PHS1	£ 429.39
2100055096	Outside 75	34500349	DOLPHINS ROAD	Broadmead	Kerb edged planting pit	PHS1	£ 429.39
367067	Opp 64	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055107	Outside 60	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055109	Side of 1 links close	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055101	Outside 17	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055105	Side of 60	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055111	Outside 72/74	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055112	Outside 92/94	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055106	Outside 60	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055104	Outside 36	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87

FTC TREE PLANTING SCHEDULE 2022/23

asset_id	location	site_code	site_name	ward_name	surface_type	Planting regime	Cost
2100055099	Outside 9	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055102	Outside 28/30	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055100	Outside 12/14	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055103	Outside 27	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055108	Outside 64/66	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055098	Outside 8/10	34500635	LINKSWAY	Broadmead	Grass verge	PNS1	£ 384.87
2100055159	Opposite 115	34500653	LUCY AVENUE	Broadmead	Grass verge	PNS1	£ 384.87
							£ 18,652.94

NON-VIABLE TREE SITES

LOCATION	SITE NAME	WARD NAME	REJECTION REASON
HEALTH CENTRE	DOVER ROAD	FOLKESTONE HARBOUR	SERVICES PRESENT
	FORELAND AVENUE / WARREN WAY	FOLKESTONE HARBOUR	TRIANGLE FULL WITH EXISTING TREES
	HARBOUR WAY	FOLKESTONE HARBOUR	F & HDC
	HARVEY STREET / DOVER ROAD	FOLKESTONE HARBOUR	SERVICES PRESENT
	CHARLOTTE STREET / DOVER ROAD	FOLKESTONE HARBOUR	SERVICES PRESENT
	LYNWOOD	BROADMEAD	F & HDC
	GARDEN ROAD / SYDNEY STREET	FOLKESTONE EAST	ROAD HAS SUBSIDENCE ISSUES
	DOWNS ROAD	FOLKESTONE EAST	ROAD HAS SUBSIDENCE ISSUES
	DAWSON ROAD	FOLKESTONE EAST	ROAD HAS SUBSIDENCE ISSUES
	EASTFIELDS	FOLKESTONE EAST	F & HDC LAND
O/S 30	CLIFTON GARDENS	FOLKESTONE CENTRAL	SERVICES PRESENT
	KINGSNORTH GDNS / SHORNCLIFFE RD	FOLKESTONE CENTRAL	LARGE STUMP - KCC HAVE ATTENDED TO REMOVE BUT VEHICLES ALWAYS BLOCKING ACCESS
	BELLEVUE STREET	FOLKESTONE CENTRAL	NO SUITABLE SITES
SKATE PARK	DOVER ROAD	FOLKESTONE CENTRAL	SERVICES PRESENT
	BIGGINS WOOD ROAD	CHERITON WEST	F & HDC LAND
	HAWKINS ROAD	CHERITON WEST	ROAD HAS SUBSIDENCE ISSUES