



FOLKESTONE TOWN COUNCIL

Date of Publication: 8 February 2023

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 16th February 2023**
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 15th December 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 meeting of the Personnel Sub-Committee held on 20th October 2022.

4. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1st December 2022 and 31st January 2023.

5. BUDGET MONITORING STATEMENT 2022/23

The attached statement sets out details of the Town Council's expenditure/income up to the 31st January 2023.

6. BANK RECONCILIATION

In line with financial regulations the bank reconciliation statement at 31st January 2023 is attached for information.

7. APPOINTMENT OF INTERNAL AUDITOR

The Committee is asked to approve the appointment of the internal auditor for 2022/23.

8. APPROVED WARD GRANTS

For information, the attached shows approved ward grants for the period 1st December 2022 to 31st January 2023.

9. WARD GRANT BALANCES

For information, the attached shows ward grant balances available to each Councillor as at 1st February 2023.

10. DATE OF NEXT MEETING

20th April 2023 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, 15th December 2022 at 7.00 p.m.

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

ABSENT:

OFFICER PRESENT: Phil Cross (Finance Officer)

1516. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Jonathan Graham (illness).

RESOLVED: The Committee received and approved the apologies.

Proposed: Councillor Peter Gane

Seconded: Councillor Abena Akuffo-Kelly

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

1517. DECLARATIONS OF INTEREST

There were no declarations of interest at this point. See Minute 1525.

1518. MINUTES

1) The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 20th October 2022.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 20th October 2022 be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor David Horton

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

2) The Committee received the Minutes of the meeting of the Personnel Sub-Committee held on 29th September 2022.

RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 29th September 2022 be received and noted.

Proposed: Councillor Belinda Walker

Seconded: Councillor Mary Lawes

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

1519. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1st October 2022 and 30th November 2022.

RESOLVED: That the Schedule of Payments for the period 1st October 2022 to 30th November 2022 be approved.

Proposed: Councillor Abena Akuffo-Kelly

Seconded: Councillor David Horton

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

1520. BUDGET MONITORING STATEMENT 2022/23

The budget monitoring statement to the 30th November 2022 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30th November 2022 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Tim Prater

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

1521. BANK RECONCILIATION

The bank reconciliation statement as at 30th November 2022 was noted by the Committee.

1522. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1st October 2022 and 30th November 2022 was provided for the Committee's information and duly noted.

1523. WARD GRANT BALANCES 2022/23

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

1524. ALLOTMENTS 2023/24 RENT REVIEW

Report F/22/324 made recommendations for allotments rent charges for 2023/24.

RESOLVED: That report F/22/324 be received and approved and allotment rents remain at £0.556p per m2 for 2023/24.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

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

1525. BUDGET 2023/24

Report F/22/325 set out the draft proposals for the Town Council's budget for 2023/24. Members were requested to make final recommendations for the budget/precept for presentation to the full Council on 11th January 2023.

Councillor Abena Akuffo-Kelly spoke regarding the possible lease of a community room at the former Dance Easy site in The Bayle. Councillor Dylan Jeffrey declared an interest in this subject and did not take part in the discussion.

RESOLVED: That Councillor Abena Akuffo-Kelly be requested to compile a report for full Council in January, detailing full costs, estimated usage and staffing requirements.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

Voting: F:8, Ag:0, Ab:1

There was some discussion regarding possible levels of precept for 2023/24.

RESOLVED: That the draft budget be noted and agreed but the precept be deferred to full Council in January. The report should include options for proposed increases between 0% and 5%.

Proposed: Councillor Peter Gane

Seconded: Councillor Mary Lawes

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

1526. DATE OF NEXT MEETING

Thursday, 17th February 2023 at 7.00pm

The meeting concluded at 7.45pm

Chairman.....

Date.....

SCHEDULE OF PAYMENTS
01/12/22-31/01/23

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/12/2022	Harmer & Sons Ltd	E04060	£244.80	Repair Door on Roof OTH
01/12/2022	Harmer & Sons Ltd	E04061	£91.20	Grass-Cutting Allots 18/11
01/12/2022	Harmer & Sons Ltd	E04062	£2,486.50	Insp/Maint Play Areas
01/12/2022	Harmer & Sons Ltd	E04063	£522.00	Barriers re. Cheriton Xmas Event
01/12/2022	P.Gane	E04064	£181.39	Items re. Cheriton Switch-On
01/12/2022	N.Keen	E04065	£178.40	Expenses re. Mayoral Duties
01/12/2022	D.Cowd	E04066	£43.18	Various Reimbursements
01/12/2022	Castle Water	E04067	£95.45	Water OTH Oct-Mar
01/12/2022	Conservation Resources UK Ltd	E04068	£334.81	Various Items re. Museum
01/12/2022	Right Guard Security UK Ltd	E04069	£676.80	First Aid re. Christmas Event
01/12/2022	White Ensign Association	E04070	£50.00	Donation re. Lord Warden
05/12/2022	RBS PLC Mentor Services	DD051222	£80.40	Health & Safety Mgt
09/12/2022	All Souls Church Cheriton	E04071	£100.00	Ward Grant 30/11/22
09/12/2022	United Response	E04072	£100.00	Ward Grant 30/11/22
09/12/2022	RBL Cheriton & Morehall	E04073	£150.00	Ward Grant 30/11/22
09/12/2022	D.Cowd	E04074	£57.49	Various Reimbursements
09/12/2022	I.Bishop	E04075	£51.99	Various Reimbursements
09/12/2022	J.Conway	E04076	£5.00	Reimb. Tree Lights
09/12/2022	A.Moore	E04077	£18.33	Reimb. Materials
09/12/2022	Right Guard Security UK Ltd	E04078	£1,015.20	Security Cheriton Switch-On
09/12/2022	Harmer & Sons Ltd	E04079	£24.00	Replacement Padlock PFR
09/12/2022	Harmer & Sons Ltd	E04080	£216.00	Crosses re. Remembrance
09/12/2022	Harmer & Sons Ltd	E04081	£2,100.00	Tree Works - Firs Lane
09/12/2022	Leah Tutt	E04082	£400.00	Photography re. Switch-On
09/12/2022	East Kent Hospitals	E04083	£384.73	Occ. Health Services
09/12/2022	Convergence Comms Ltd	E04084	£30.00	Monthly Telephone Support
09/12/2022	Metroline Security Ltd	E04085	£678.00	Annual Alarm Fees
09/12/2022	Shred Station	E04086	£81.68	Confidential Waste Coll'n

SCHEDULE OF PAYMENTS
01/12/22-31/01/23

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
09/12/2022	Folkestone Printing.com Ltd	E04087	£166.34	Printing of Mayor's Xmas Card
09/12/2022	Martello Building Consultancy	E04088	£590.00	Play Parks Consultancy
14/12/2022	Safeplay Playground Servs	E04089	£76,374.06	Play Areas Refurb. - Interim 1
14/12/2022	RentaDinosaur	E04090	£374.40	Deposit re. Dinosaur Day
14/12/2022	We Are Family	E04091	£250.00	2 x Workshops
14/12/2022	Modes Users Association	E04092	£180.00	Collections Website Hosting
14/12/2022	Mayoress of Folk's Ch'ty Fund	E04093	£71.00	Mayoral Event 8/12/22
14/12/2022	T.Cleary	E04094	£43.60	Reimb. Craft Supplies
14/12/2022	Catherine Farr	E04095	£180.00	Workshop
14/12/2022	Chloe Scott	E04096	£100.00	Performance re. Xmas Event
14/12/2022	Studio Six Dance School	E04097	£100.00	Performance re. Xmas Event
14/12/2022	Laurence Long	E04098	£135.00	Organist re. Yr 6 Concert
14/12/2022	Amazon	E04099	£17.50	Books re. Museum
14/12/2022	Amazon	E04100	£18.64	Frame for Freedom Print
14/12/2022	Amazon	E04101	£10.17	Book re. Museum
14/12/2022	Amazon	E04102	£10.98	Wax Sealing Kit
14/12/2022	Amazon	E04103	£16.98	Wax Sealing Beads
14/12/2022	Turner Schools	E04104	£901.00	4 x Ward Grants 7/12/22
14/12/2022	Tyson Road Residents Group	E04105	£150.00	Ward Grant 7/12/22
14/12/2022	RBL Cheriton & Morehall	E04106	£137.00	Ward Grant 7/12/22
14/12/2022	Walker Construction (UK) Ltd	E04107	£1,482.00	Road Closures re. Remembrance
16/12/2022	HM Revenue & Customs	BP161222A	£8,911.87	PAYE/N.I. - December 2022
16/12/2022	KCC re. Kent Pension Fund	BP161222B	£7,372.11	Pension Contribs - Dec 2022
16/12/2022	Standard Life Assurance Co.	BP161222C	£300.00	AVC Pension - Dec 2022
16/12/2022	Various	BP161222	£22,067.00	Salaries - December 2022
19/12/2022	Cheriton Baptist Church	E04108	£300.00	Ward Grant 14/12/22
19/12/2022	Castle Water	E04109	£1,303.62	Water TKL Nov-Mar
19/12/2022	ADM Computer Services Ltd	E04110	£1,502.33	Various Monthly IT Fees

SCHEDULE OF PAYMENTS
01/12/22-31/01/23

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
19/12/2022	RentaDinosaur	E04111	£1,741.50	Santasaurus re. Xmas Event
19/12/2022	I.Bishop	E04112	£40.13	Reimb. Vehicle Charging
19/12/2022	Stranks Removals & Storage	E04113	£53.15	Portraits Storage - Dec 2022
19/12/2022	Gala Lights	E04114	£6,890.40	Christmas Lights
19/12/2022	Findel	E04115	£30.66	Various Items re. Museum
19/12/2022	St Mary/St Eanswythe Church	E04116	£150.00	Church Expenses Yr 6 Concert
19/12/2022	T.Brenchley	E04117	£492.59	Various Reimbursements
19/12/2022	Daisy Communications	DD191222	£493.57	Telecom Services - Nov 2022
19/12/2022	RBS PLC Mentor Services	DD191222A	£109.20	HR Services
19/12/2022	SSE Hydro-Electric	DD191222B	£8.32	Elect. to Phone Box - Nov 2022
20/12/2022	Culligan Water Ltd	DD201222	£196.64	Qtly Water Boiler/Cooler
23/12/2022	Folk & Hythe DC	E04118	£200.00	CCTV Licence re. FHDC Land
23/12/2022	St John Ambulance	E04119	£115.20	First Aid VJ Day
23/12/2022	Convergence Comms Ltd	E04120	£28.80	Telephone Charges - Nov 2022
23/12/2022	Confederation of Cinque Ports	E04121	£350.00	Cinque Port Fed'n Subscription
23/12/2022	Business Stream	E04122	£32.69	Wastewater OTH - Oct-Nov 2022
23/12/2022	TTS	E04123	£53.99	Wooden Loom (Museum)
23/12/2022	Harmer & Sons Ltd	E04124	£816.00	Maint. re. Balancing Pond
23/12/2022	Harmer & Sons Ltd	E04125	£2,648.50	Insp/Maint Play Areas
23/12/2022	Kullasigns	E04126	£270.00	Signwriting Freedoms' Board
23/12/2022	NR Ensors	E04127	£602.00	3 x Ward Grants 20/12/22
23/12/2022	Custom Folkestone CIC	E04128	£400.00	Ward Grant 20/12/22
23/12/2022	SSE Hydro-Electric	DD231222	£453.99	Gas OTH - Nov 2022
28/12/2022	Window Cleaning Plus	E04129	£90.00	Findel
28/12/2022	Findel	E04130	£20.34	Digital Scales re. Museum
28/12/2022	Convergence Comms Ltd	E04131	£60.00	Telephones Remote Session
28/12/2022	Veolia ES (UK) Ltd	DD281222	£93.53	Waste Collection - Nov 2022
28/12/2022	Leppard Cleaning	SO281222	£730.00	Cleaning OTH - Dec 2022

SCHEDULE OF PAYMENTS
01/12/22-31/01/23

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
05/01/2023	RBS PLC Mentor Services	DD050123	£80.40	Health & Safety Mgt
06/01/2023	SSE Hydro-Electric	DD060123	£2,344.98	Electricity OTH - Nov 2022
11/01/2023	Kent County Council	E04132	£95.95	Mayoral Event 17/1/23
11/01/2023	Charlier Construction Ltd	E04133	£10,429.69	OTH Works - Interim 4
11/01/2023	Mission Training	E04134	£222.00	CCTV Training 25-27/1/23
11/01/2023	East Kent Hospitals	E04135	£384.73	Occ. Health Services
11/01/2023	Convergence Comms Ltd	E04136	£30.00	Monthly Telephone Support
11/01/2023	Kent County Council	E04137	£132.98	Various Items (Museum)
11/01/2023	Kent County Council	E04138	£111.35	Various Items
11/01/2023	Stranks Removals & Storage	E04139	£53.15	Portrait Storage - Jan 2023
11/01/2023	Harmer & Sons Ltd	E04140	£2,820.00	Tree Works - Downs Road
11/01/2023	Baker Ross	E04141	£264.22	Crafting Materials
11/01/2023	Martello Building Consultancy	E04142	£589.99	Parks Contract Consultancy
17/01/2023	FairFX (aka Equals)	E04143	£1,457.50	Credit Card Replenishment (see below)
17/01/2023	N.Shuttleworth	E04144	£1.65	Reimb. Milk
17/01/2023	D.Cowd	E04145	£31.20	Reimbursements
17/01/2023	I.Bishop	E04146	£35.69	Various Reimbursements
17/01/2023	T.Brenchley	E04147	£134.16	Reimb. CCTV Cables
17/01/2023	A.Spain	E04148	£20.00	Replace Gate Support TKL
17/01/2023	Stem By Stem Ltd	E04149	£35.00	Flowers M.Haldon Jones
18/01/2023	RBS PLC Mentor Services	DD180123	£109.20	HR Services
19/01/2023	Stephen Green	E04150	£230.00	Oil Painting
19/01/2023	Mayor of Faversham CF	E04151	£90.00	Mayoral Event 17/3/23
19/01/2023	Medway Council	E04152	£50.00	Mayoral Event 23/1/23
19/01/2023	Tenterden Mayor's Charity	E04153	£24.00	Mayoral Event 24/2/23
19/01/2023	Caboodle Office Supplies	E04154	£96.00	Stationery/Sundries
19/01/2023	ADM Computer Services Ltd	E04155	£1,500.29	Various Monthly IT Fees
19/01/2023	ADM Computer Services Ltd	E04156	£1,114.50	Watchguard Subscription

SCHEDULE OF PAYMENTS
01/12/22-31/01/23

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
19/01/2023	Kent County Council	E04157	£196.54	Photocopier Hire Feb-Apr 2023
19/01/2023	St John Ambulance	E04158	£210.00	First Aid Course 6/2/23
19/01/2023	Harmer & Sons Ltd	E04159	£264.00	Remove Cheriton Xmas Trees
19/01/2023	Assn. of Independent Museums	E04160	£68.00	AIM Subscription
19/01/2023	Daisy Communications	DD190123	£493.57	Telecomm Services - Dec 2022
23/01/2023	D.Cowd	E04161	£12.00	Power Supply - Walkie Talkies
23/01/2023	Isle Heritage CIC	E04162	£109.20	Consultation re. Exhibit
23/01/2023	Harmer & Sons Ltd	E04163	£21,418.80	Christmas Lighting Works
23/01/2023	Rotary Club of the Channel	E04164	£1,500.00	Town Grant 11/1/23
23/01/2023	Strange Cargo	E04165	£2,500.00	Town Grant 11/1/23
23/01/2023	Ashford BC Collection Account	E04166	£8,141.59	CCTV Monitoring Jan-Mar 2023
23/01/2023	Amazon	E04167	£27.75	Silverware Cleaning Brushes
23/01/2023	Amazon	E04168	£45.78	Battery Pack for Radio
23/01/2023	Amazon	E04169	£33.54	Modelling Clay
23/01/2023	SSE Hydro-Electric	DD230123	£8.63	Elect. to Phone Box - Dec 2022
23/01/2023	SSE Hydro-Electric	DD230123A	£2,479.77	Electricity OTH - Dec 2022
23/01/2023	SSE Hydro-Electric	DD230123B	£1,134.27	Gas OTH - Dec 2022
25/01/2023	HM Revenue & Customs	BP250123A	£9,005.52	PAYE/N.I. - January 2023
25/01/2023	KCC re. Kent Pension Fund	BP250123B	£8,440.89	Pension Contribs. - Jan 2023
25/01/2023	Standard Life Assurance Co.	BP250123C	£500.00	AVC Pension - Jan 2023
25/01/2023	Various	BP250123	£23,354.58	Salaries - January 2023
25/01/2023	Leppard Cleaning	SO250123	£730.00	Cleaning OTH - Jan 2023
30/01/2023	ClearView Communications Ltd	E04170	£18,461.04	Annual CCTV Contract
30/01/2023	Convergence Comms Ltd	E04171	£30.72	Telephone Charges - Dec 2022
30/01/2023	I.Bishop	E04172	£18.54	Reimb. Vehicle Charging
30/01/2023	Sevenoaks Town Council	E04173	£32.00	Mayoral Event 11/3/23
30/01/2023	Hawkinge Town Council	E04174	£20.00	Mayoral Event 11/3/23
30/01/2023	United Response	E04175	£500.00	2 x Ward Grants 25/1/23

SCHEDULE OF PAYMENTS
01/12/22-31/01/23

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
30/01/2023	Holy Trinity Scout Group	E04176	£250.00	Ward Grant 25/1/23
30/01/2023	All Souls Church Cheriton	E04177	£200.00	Ward Grant 25/1/23
30/01/2023	Bayle Residents' Association	E04178	£200.00	Ward Grant 25/1/23
30/01/2023	Veolia ES (UK) Ltd	DD300123	£92.74	Waste Collection - Dec 2022
CREDIT CARD REPLENISHMENT 17/01/23:				
27/10/2022	F&HDC		£65.00	Parking
09/11/2022	Amazon		£150.00	10 Vouchers re. Volunteers Clirs Cup
10/11/2022	Wilkos		£11.90	Spoons & Tablecloths
11/11/2022	McDonalds		£4.59	Subsistence - Football Tournament
11/11/2022	Tesco		£27.90	Football Tournament - Fruit & Subsistence
14/11/2022	Tesco		£181.05	Freedom Reception
14/11/2022	F & HDC		£21.00	TENS Licence re. Xmas Event
16/11/2022	Defibwarehouse		£262.80	Defibrillator Batteries and Pads
17/11/2022	RBL Poppy Appeal		£275.00	Poppy Wreaths
19/11/2022	Subway		£5.19	Subsistence - Christmas Event
21/11/2022	Newmans Fish Bar		£10.20	Subsistence
22/11/2022	Shoezone		£19.99	Work Shoes (Town Sergeant)
23/11/2022	Homebase		£8.50	Gorilla Adhesive
03/12/2022	Costal Car		£6.00	Keys re. Garden Remembrance
07/12/2022	Tescos		£45.00	Yr 6 Christmas Concert Chocolates
13/12/2022	Wilko		£3.00	Key Tag Covers
15/12/2022	Waterstones		£25.00	Voucher re. Volunteer (Xmas Event)
02/01/2023	Eversign		£323.64	IT Services
05/01/2023	Service Station		£4.99	Car Wash
10/01/2023	Wilco		£6.75	Gorilla Adhesive
			£1,457.50	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023											
		ORIGINAL BUDGET 2022/2023	VIREMENTS 2022/2023	REVISED BUDGET 2022/2023	ACTUALS TO 31 JAN 2022/2023	BUDGET TO 31 JAN 2022/2023	VARIANCE TO 31 JAN 2022/2023	TOTAL		% OF	
								BUDGET REMAINING 2022/2023	BUDGET TO DATE 2022/2023	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
CODE		£	£	£	£	£	£	£	%		
101	ADMINISTRATION										
4001	SALARIES, PENSIONS & NI	454,300		454,300	410,368	378,583	31,785	43,932	90		
4002	TOTAL CONTRIBUTION PAY	5,000		5,000	3,000	3,000	0	2,000	60		
4004	STAFF WELLBEING	3,000		3,000	2,528	2,500	28	472	84		
4005	AGENCY STAFF	0		0	0	0	0	0	0		
4006	TRAINING (Staff)	3,000		3,000	1,723	2,500	-777	1,277	57		
4008	RELOCATION COSTS	0		0	0	0	0	0	0		
4009	ADVERTISING FOR STAFF	0		0	35	0	35	-35	0		
4010	EQUIPMENT/FURNITURE NEW	2,000		2,000	2,406	1,667	739	-406	120		
4012	INTERVIEW EXPENSES	0		0	0	0	0	0	0		
4013	BANK CHARGES	300		300	194	250	-56	106	65		
4014	HR/H&S MANAGEMENT FEES	1,950		1,950	1,580	1,625	-45	370	81		
4021	PRINTING	500		500	0	417	-417	500	0		
4022	STATIONERY	1,000		1,000	953	833	120	47	95		
4024	PHOTOCOPYING	1,400		1,400	1,243	1,167	76	157	89		
4025	POSTAGE	1,000		1,000	713	833	-120	287	71		
4026	TELECOMMUNICATION SERVICES	2,400		2,400	1,802	2,000	-198	598	75		
4060	ICT SUPPORT	15,000		15,000	15,591	12,500	3,091	-591	104		
4070	MISCELLANEOUS SUBSCRIPTIONS	700		700	286	583	-297	414	41		
4071	CINQUE PORT FEDERATION SUB	360		360	350	360	-10	10	97		
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	147	208	-61	103	59		
4103	SUBSISTENCE ALLOWANCES	200		200	77	167	-90	123	39		
4104	CAR ALLOWANCES (Staff)	1,600		1,600	1,033	1,333	-300	567	65		
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	-3,417	-3,417	-0	-683	83		
	TOTAL ADMIN. EXPENDITURE	493,380	0	493,380	443,881	410,410	33,471	49,499	90		
1190	INVESTMENT INTEREST	-200		-200	-1,202	-167	-1,035	1,002	601		
1199	OTHER INCOME	0		0	-224	0	-224	224	0		
	TOTAL ADMIN. INCOME	-200	0	-200	-1,426	-167	-1,259	1,226	713		
	NET ADMIN. EXPENDITURE/INCOME	493,180	0	493,180	442,455	410,243	32,212	50,725	90		
102	DEMOCRATIC COSTS										
4007	TRAINING/CONFERENCE EXPS (Clifs.)	500		500	0	417	-417	500	0		
4081	CAR ALLOWANCES (Clifs)	100		100	0	83	-83	100	0		
4950	FTC REF/ELECTION FEES	0		0	0	0	0	0	0		
4951	FOLK TC REF/ELECTIONS (TO RESERVE)	10,200		10,200	0	0	0	10,200	0		
	TOTAL DEMOCRATIC COSTS EXP.	10,800	0	10,800	0	500	-500	10,800	0		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023												
		ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	% OF	TO/(FROM)		
		BUDGET	VIREMENTS	BUDGET	TO 31 JAN	TO 31 JAN	TO 31 JAN	BUDGET	REMAINING	TODATE	RESERVES	RESERVE
CODE		2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	FOR INFO.	CODE(S)
103	MAYORALTY											
4011	CLOTHING & UNIFORMS	600		600	35	500	-465	565	6			
4170	REGALIA - NEW	1,000		1,000	747	833	-86	253	75			
4171	REGALIA - REPAIR & MAINT.	400		400	1,269	333	936	-869	317			
4180	MAYOR'S INSTALLATION (Annual Meeting)	1,100		1,100	968	1,100	-132	132	88			
4181	REMEMBRANCE SUNDAY	2,800		2,800	2,577	2,800	-223	223	92			
4182	CANADA DAY	2,550		2,550	3,386	2,550	836	-836	133			
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	83	-83	100	0			
4249	COVER FOR CIVIC DRIVER	500		500	48	417	-369	452	10			
4250	FUEL/CHARGING CIVIC VEHICLE	500		500	255	417	-162	245	51			
4251	MTC/SERVICE/REPAIRS - EXTERNAL	150		150	15	125	-110	135	10			
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	5,315	4,575	740	175	97			
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	2,291	0	2,291	-2,291	0			
4260	BURMA STAR (VJ DAY)	550		550	316	550	-234	234	57			
4261	NORMANDY VETERANS	320		320	220	320	-100	100	69			
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	22,904	19,913	2,991	-1,214	106			
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	22,904	19,913	2,991	-1,214	106			
201	PREMISES											
4501	BUILDING REPS/MAINT	14,000		14,000	65,578	11,667	53,911	-51,578	468	-52,555	362	
4509	CLEANING	8,500		8,500	7,294	7,083	211	1,206	86			
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	11,897	8,750	3,147	-1,397	113			
4616	MOVING COSTS	0		0	0	0	0	0	0			
4617	SUNDRIES	2,500		2,500	1,875	2,083	-208	625	75			
4620	HIRE OF FACILITIES (Inc. Garage)	7,100		7,100	3,586	5,917	-2,331	3,514	51			
	TOTAL PREMISES EXPENDITURE	103,640	0	103,640	131,213	76,890	54,323	-27,573	127			
1010	RENTAL INCOME	-15,750		-15,750	-15,800	-15,750	-50	50	100			
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	-15,809	-15,750	-59	59	100			
	NET PREMISES EXPENDITURE/INCOME	87,890	0	87,890	115,404	61,140	54,264	-27,514	131			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023													
		ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	% OF	TO/(FROM)			
		BUDGET	VIREMENTS	BUDGET	TO 31 JAN	TO 31 JAN	TO 31 JAN	BUDGET	BUDGET	TO DATE	RESERVES		
CODE		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	3,417	3,417	0	683	83				
4504	ALLOTMENTS - PFR MAINTENANCE	3,000		3,000	1,046	2,500	-1,454	1,954	35				
4505	ALLOTMENTS - TKL MAINTENANCE	3,000		3,000	3,089	2,500	589	-89	103				
4505	MAINTENANCE OF BEACON	300		300	155	250	-95	145	52				
4850	LOCAL PROJECTS	4,000	-2,000	2,000	0	1,667	-1,667	2,000	0				
4851	NOTICE BOARDS	1,100		1,100	723	917	-194	377	66				
4852	BUS SHELTERS	500		500	0	417	-417	500	0				
4875	WARD GRANTS	19,800		19,800	15,552	16,500	-948	4,248	79		10,579	400,405	
4876	TOWN GRANTS	34,200		34,200	21,208	28,500	-7,292	12,992	62				
4878	PARKS, GARDENS & RECS - FLOWERBEDS	35,000		35,000	0	0	0	35,000	0				
4879	CHRISTMAS LIGHTING	30,000		30,000	20,345	20,350	-5	9,655	68		-461	405	
4880	CHRISTMAS FESTIVITIES	12,000		12,000	18,723	12,000	6,723	-6,723	156		-2,882	405	
4881	YOUTH FACILITIES	11,600	-8,000	3,600	1,757	3,000	-1,243	1,843	49				
4884	PARKS, GARDENS & RECS - TREES	20,000		20,000	0	0	0	20,000	0				
4885	PARKS, GARDENS & RECS - PLAY AREAS	35,000	9,000	44,000	97,342	36,667	60,676	-53,342	221		-63,645	400	
4890	PARK BENCHES	500		500	0	417	-417	500	0				
4891	LITTER/SALT BINS, BOLLARDS & RAILINGS	2,250		2,250	0	1,875	-1,875	2,250	0				
4894	FAIRTRADE INITIATIVES	0	1,000	1,000	0	833	-833	1,000	0				
4895	TOURIST INFORMATION	5,000		5,000	670	4,167	-3,497	4,330	13				
4900	MAINTENANCE OF PUBLIC CLOCKS	500		500	0	417	-417	500	0				
4901	MAINTENANCE OF MEMORIALS	2,500		2,500	1,160	2,083	-923	1,340	46				
4903	TELEPHONE BOX	100		100	70	83	-13	30	70				
4904	CCTV MONITORING	25,200		25,200	27,439	25,200	2,239	-2,239	109				
4905	CCTV MAINTENANCE	16,000		16,000	27,348	16,000	11,348	-11,348	171		-7,883	403	
4998	AIR SHOW/ARMED FORCES' DAY/JUBILEE	22,800		22,800	9,075	22,800	-13,725	13,725	40				
4999	CONTINGENCY	3,000		3,000	117	2,500	-2,383	2,883	4		-117	410	
	TOTAL SERVICES EXPENDITURE	300,450	0	300,450	258,065	214,058	44,007	42,385	86				
1002	ALLOTMENT RENTS PFR	-5,000		-5,000	-5,960	-5,000	-960	960	119				
1003	ALLOTMENT RENTS TKL	-4,800		-4,800	-4,674	-4,800	126	-126	97				
1004	OTHER INCOME (SERVICES)	0		0	-98,232	0	-98,232	98,232	0		98,232	365,403,406	
	TOTAL SERVICES INCOME	-9,800	0	-9,800	-108,866	-9,800	-99,066	99,066	1,111				
	NET SERVICES EXPENDITURE/INCOME	290,650	0	290,650	149,199	204,258	-55,059	141,451	51				

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023												
		ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	% OF	TO/(FROM)		
		BUDGET	VIREMENTS	BUDGET	TO 31 JAN	TO 31 JAN	TO 31 JAN	BUDGET	BUDGET	TO DATE	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)
401	FEES											
4713	CONSULTANTS FEES	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	133	783	-650	807	14			
4718	SECURITY - TOWN HALL	10,000		10,000	0	8,333	-8,333	10,000	0			
	TOTAL FEES	14,040	0	14,040	7,142	12,217	-5,075	6,898	51			
402	MUSEUM/HERITAGE											
5006	MH TRAINING	700		700	0	583	-583	700	0			
5007	MH SUBSCRIPTIONS	450		450	215	375	-160	235	48			
5009	MH ADVERTISING FOR STAFF	0		0	0	0	0	0	0			
5010	MH EQUIPMENT/FURNITURE	400		400	398	333	65	2	100			
5011	MH EXHIBIT REPAIRS	200		200	4,875	167	4,708	-4,675	2,438	-4,875	362	
5012	MH HISTORIC COSTUMES	250		250	231	208	23	19	92			
5013	MH NEW EXHIBITS	0		0	230	0	230	-230	0			
5030	MH MATERIALS/CONSUMABLES	1,500		1,500	1,461	1,250	211	39	97			
5031	MH PUBLICITY & PROMOTION	1,000		1,000	64	833	-769	936	6			
5032	MH EVALUATION/PRESS COVERAGE	500		500	417	417	-417	500	0			
5033	MH LEAFLETS/PUBLICATIONS	1,000		1,000	18	833	-815	982	2			
5035	MH MERCHANDISE	2,000		2,000	639	1,667	-1,028	1,361	32			
5040	MH SERVICES	1,500		1,500	1,722	1,250	472	-222	115			
5041	MH EVENTS	5,000		5,000	1,847	4,167	-2,320	3,153	37			
5042	MH EXHIBITIONS	4,000		4,000	226	3,333	-3,107	3,774	6			
5043	MH EDUCATION RESOURCES	500		500	827	417	410	-327	165			
5044	MH WORKSHOPS	4,000		4,000	2,485	3,333	-848	1,515	62			
5070	MH VOLUNTEERS EXPENSES	0		0	0	0	0	0	0			
5090	MH HOSPITALITY	500		500	13	417	-404	487	3			
5091	MH PROFESSIONAL FEES	6,000		6,000	0	5,000	-5,000	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	15,251	24,583	-9,332	14,249	52			
1030	MH INCOME	-2,500		-2,500	-4,728	-2,083	-2,645	2,228	189			
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	-712	-2,500	1,788	-2,288	24			
1036	MH DONATIONS	-700		-700	-200	-583	383	-500	29			
	TOTAL MUSEUM/HERITAGE INCOME	-6,200	0	-6,200	-5,640	-5,167	-473	-560	91			
	NET MUSEUM/HERITAGE EXP/INCOME	23,300	0	23,300	9,611	19,417	-9,806	13,689	41			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2022/2023													
		ORIGINAL		REVISED	ACTUALS	BUDGET	VARIANCE	TOTAL	% OF	TO/(FROM)			
		BUDGET	VIREMENTS	BUDGET	TO 31 JAN	TO 31 JAN	TO 31 JAN	BUDGET	BUDGET	BUDGET			
CODE		2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	2022/2023	RESERVE
													CODE(S)
	SUMMARY												
	TOTAL EXPENDITURE	973,500	0	973,500	878,456	758,572	119,885	95,044	90				
	TOTAL INCOME	-31,950	0	-31,950	-131,741	-30,883	-100,858	99,791	412				
	NET TOTAL	941,550	0	941,550	746,715	727,688	19,027	194,835	79				
1176	PRECEPT	-915,510		-915,510	-762,925	-762,925	0	-152,585	83				
	TRANSFER TO / (FROM) RESERVES				-23,607		-23,607	23,607	0	-23,607	TOTAL		
	NET (SURPLUS) / DEFICIT	26,040	0	26,040	-39,817	-35,237	-4,580	65,857	0				
7001	TRANSFER TO RESERVES												
	Summary of Revenue Account:	Exp	Inc	Net	To/(From)	Total Net	Budget						
					Reserves	Exp/(Inc)	2022/23						
	ADMINISTRATION	443,881	-1,426	442,455	0	442,455	493,180						
	DEMOCRATIC COSTS	0	0	0	0	0	10,800						
	MAYORALTY	22,904	0	22,904	0	22,904	21,690						
	PREMISES	131,213	-15,809	115,404	-52,555	62,849	87,890						
	SERVICES	258,065	-108,866	149,199	33,823	183,022	290,650						
	FEES	7,142	0	7,142	0	7,142	14,040						
	MUSEUM/HERITAGE	15,251	-5,640	9,611	-4,875	4,736	23,300						
	PRECEPT	0	-762,925	-762,925		-762,925	-915,510						
	TOTAL	878,456	-894,666	-16,210	-23,607	-39,817	26,040						

<u>RESERVES & PROVISIONS AT 31 JANUARY 2023</u>			
		BALANCE	BALANCE
CODE		AT 1/4/22	AT 31/1/23
		£	£
310	GENERAL FUND	248,400	248,400
340	NEW SERVICES RESERVE	93,687	0
362	MUSEUM/HERITAGE RESERVE	211,413	154,438
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	1,555
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	180,440
403	CCTV EQUIPMENT/MAINTENANCE	0	20,202
404	CHRISTMAS EVENT (FTC)	0	0
405	CHRISTMAS EVENT (CHERITON)	2,249	2,669
406	NEIGHBOURHOOD FUND	36,938	56,448
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	7,308
499	PROVISION FOR OUTSTANDING INVOICES	5,134	4,679
TOTAL		832,598	808,991

**Bank Reconciliation Statement as at 31/01/2023
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
HSBC Current Account	31/01/2023	485	85,649.82
			<u>85,649.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,649.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,649.82
		Balance per Cash Book is :-	85,649.82
		Difference is :-	0.00

APPROVED WARD GRANTS
01/12/22-31/01/23

DATE	RECIPIENT	PURPOSE	WARD CLLR	POWER	AMOUNT AWARDED
APPROVED					
07/12/2022	Turner Schools	Christmas Dinner for Struggling Families	A Akuffo-Kelly	LGA 72, Sec 142	£300.00
07/12/2022	Turner Schools	Christmas Dinner for Struggling Families	C McConville	LGA 72, Sec 142	£200.00
07/12/2022	Turner Schools	Christmas Dinner for Struggling Families	B Walker	LGA 72, Sec 142	£50.00
07/12/2022	Tyson Road Residents Association	Childrens Christmas Party	C McConville	LGA 72, Sec 145	£150.00
07/12/2022	RBL Cheriton and Morehall Branch	Standard Bearer's Sling and Ancillaries	J Meade	LGA 72, Sec 145	£137.00
07/12/2022	Turner Schools	Christmas Dinner for Struggling Families	J Meade	LGA 72, Sec 142	£351.00
07/12/2022	Cheriton Christmas Lights	Cheriton Christmas Festivities	P Gane	LGA 72, Sec 145	£1,000.00
14/12/2022	Cheriton Baptist Church	Warm Space	P Gane	LGA 76, Sec 19	£300.00
20/12/2022	Ensors	Christmas Community	B Walker	LGA 72, Sec 142	£52.00
20/12/2022	Ensors	Christmas Community	A Akuffo-Kelly	LGA 72, Sec 142	£250.00
20/12/2022	Ensors	Christmas Community	D Horton	LGA 72, Sec 142	£300.00
20/12/2022	Custom Folkestone CIC	Folkestone Community Fridge	T Prater	LGA 72, Sec 142	£400.00
17/01/2023	Cheriton Christmas Lights	Cheriton Christmas Festivities	P Gane	LGA 72, Sec 145	£470.00
22/01/2023	Cheriton Christmas Lights	Cheriton Christmas Festivities	R West	LGA 72, Sec 145	£570.00
25/01/2023	United Response	Local Larder	P Gane	LGA 72, Sec 142	£250.00
25/01/2023	United Response	Local Larder	R West	LGA 72, Sec 142	£250.00
25/01/2023	Holy Trinity Church Sea Scout Group	Training for waterborne activities	A Akuffo-Kelly	LGA 72, Sec 145	£250.00
25/01/2023	All Souls Church	Laptop for Admin	P Bingham	LGA 72, Sec 145	£200.00
25/01/2023	The Bayle Residents Association	The Bayle in Bloom	B Walker	Open Spaces Act 1906 Sec 9 & 10	£200.00

[illegible]