



FOLKESTONE TOWN COUNCIL

Date of Publication: 6 June 2023

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 15 June 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 contact the Town Clerk prior to the meeting.

C. J. N. L.

S Nash
Town Clerk

1. **APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
2. **APPOINTMENT OF CHAIRMAN**
To appoint a Chairman for the Committee for the 2023/24 Municipal Year.
3. **APPOINTMENT OF VICE CHAIRMAN**
To appoint a Vice Chairman for the Committee for the 2023/24 Municipal Year.

4. DECLARATIONS OF INTERESTS

To receive any declarations of either personal or prejudicial interests that Members may wish to make.

5. MINUTES

To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 20 April 2023 and to authorise the Chairman of the Committee to sign them as a correct record.

6. REVIEW OF THE TERMS OF REFERENCE

In line with the Town Council's adopted standing orders, the Committee is asked to consider the terms of reference for the Finance and General Purposes Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting. The current version is attached.

7. WORKING GROUPS 2023/24

The Committee is asked to approve nominations for the membership of the Folkestone Town Council/Folkestone & Hythe District Council Partnership Working Group for the Municipal Year 2023/24. The previous partnership was made up of the Town Clerk, Town Mayor and Chairs of the standing committees with the Deputy Mayor and Vice-Chairs acting as substitutes if required.

8. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 April 2023 and 31 May 2023.

9. BUDGET MONITORING STATEMENT 2023/24

The attached statement sets out details of the Town Council's provisional expenditure/income and earmarked reserves up to 31 May 2023.

10. BANK RECONCILIATION

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

11. REVIEW CHANGES OF THE WARD GRANT POLICY

The amended policy guideline attached has been put forward by the Town Clerk.

12. WARD GRANTS

For information, the attached shows ward grants approved by the Town Clerk from 1 April 2023 to 31 May 2023.

13. WARD GRANT BALANCES

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

14. DATE OF NEXT MEETING

Thursday, 31st August 2023.

Parking available for Councillors @ 6.00pm on the precinct area at the front of the Town Hall.

Finance & General Purposes Committee

1. Cllr Belinda Walker
2. Cllr Nicola Keen
3. Cllr Jane Darling
4. Cllr Connor McConville
5. Cllr Adrian Lockwood
6. Cllr Jackie Meade
7. Cllr Laura Davison
8. Cllr Christine Dickinson
9. Cllr Kieran Leigh
10. Cllr Tim Prater
11. Cllr Peter Gane

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, 20th April 2023 at 7.00 p.m.

PRESENT: Councillors Abena Akuffo-Kelly, Peter Gane, Dylan Jeffrey, Nicola Keen, Mary Lawes, Connor McConville (Chair) and Belinda Walker.

ABSENT: Councillors Jonathan Graham, David Horton and Tim Prater.

OFFICER PRESENT: Phil Cross (Finance Officer)

1537. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Ray Field (meeting).

RESOLVED: The Committee received and approved the apologies.

Proposed: Councillor Mary Lawes

Seconded: Councillor Peter Gane

Voting: F:6, Ag:1, Ab:0

1538. DECLARATIONS OF INTEREST

There were no declarations of interest.

1539. MINUTES

1) The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 16th February 2023.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 16th February 2023 be received and signed as a correct record.

Proposed: Councillor Peter Gane

Seconded: Councillor Dylan Jeffrey

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

2) The Committee received and noted the Minutes of the meeting of the Personnel Sub-Committee held on 19th January 2023.

1540. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1st February 2023 and 31st March 2023.

RESOLVED: That the Schedule of Payments for the period 1st February 2023 to 31st March 2023 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

1541. BUDGET MONITORING STATEMENT 2022/23

The budget monitoring statement to the 31st March 2023 was received by the Committee. As requested, the budget monitoring statement for the end of the 2018/19 year was included in the agenda for comparison purposes.

RESOLVED: That the Budget Monitoring Statement to 31st March 2023 be approved.

Proposed: Councillor Nicola Keen

Seconded: Councillor Abena Akuffo-Kelly

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

1542. BANK RECONCILIATION STATEMENT

The bank reconciliation statement as at 31st March 2023 was noted by the Committee.

1543. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1st February 2023 and 31st March 2023 was provided for the Committee's information and duly noted.

1544. DATE OF NEXT MEETING

Thursday, 15th June 2023 at 7.00pm

The meeting concluded at 7.15pm

Chairman.....

Date.....



FOLKESTONE TOWN COUNCIL

TERMS OF REFERENCE

Finance and General Purposes Committee

1. **Membership**

- 1.1 Maximum of Eight members plus Mayor and Deputy Mayor – ex-officio
- 1.2 Membership will be two members per Town Ward. Any over subscription will be decided at the Annual Meeting (Mayor Making)
- 1.3 The Mayor and Deputy Mayor are Full Voting Members
- 1.4 No business may be transacted at a meeting unless at least one-half of the whole number of members of the committee are present.
- 1.5 Substitution of Members - Substitutes will be nominated by the Member of the Committee planning to be absent. From the Ward represented, wherever possible, and notified to the Proper Officer in writing by 3pm on the day of the meeting

2. **Term of Office**

Membership will be for two years from the date of appointment at the Annual Meeting (Mayor Making) of the Council. (except for Town Mayor and Deputy Town Mayor who are ex officio

3. **Delegated business**

Under point 4.1 in the scheme of Delegation, the Committee has delegated authority to deal with the following matters to conclusion.

- 3.1 To confirm all financial accounting matters such as banking arrangements and investments, except the setting of the Precept or borrowing of money.
- 3.2 To approve virements within the budget
- 3.3 Monitor, review and approve Town Council policies and procedures with the exception of those reserved for Full Council,
- 3.4 To receive and approve the Annual Staffing Report from the Proper Officer.
- 3.5 Monitor compliance with Health and Safety and Risk Assessment and make recommendations or refer to Full Council for improvements.

- 3.6 Monitor the log of issues referred for scrutiny of decisions and actions taken
- 3.7 To receive and consider Legal advice and take appropriate decisions or make recommendations to Full Council
- 3.8 To receive and consider HR or staffing requests referred by the Proper Officer
- 3.9 To receive annual review of contracts and agreements.
- 3.10 To consider and approve rent reviews, changes to lease agreements and lease renewals of Town Council owned property.
- 3.11 To consider recommendations put forward by the Personnel Sub-Committee and Working Groups which report to Finance and General Purposes Committee and to make a decision.
- 3.12 To deal with consultations which time prevents being presented to Full Council.

4. Referred Business

The Committee will consider and make recommendations to the Town Council on the following matters:

- 4.1 Recommend the appointment of the internal auditor (this should be reviewed every 3 years)
- 4.2 Review and recommend the setting of the Community Services Committee budget (central cost)
- 4.3 Review and comment on the Annual Report
- 4.4 Standing Orders, Financial Regulations, Scheme of Delegation, Terms of Reference, staffing reviews, establishment and general matters and make recommendations to Full Council.
- 4.5 Receive internal reports and consider any recommendations for Full Council.
- 4.6 Quarterly accounts management reports and internal audit reports.
- 4.7 Any policy changes requested by the Town Council.
- 4.8 Any other matters referred to the Finance and General Purposes Committee by the Town Council which is not within these terms of reference.

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
06/04/2023	Harmer & Sons Ltd	E04324	£2,648.50	Insp/Maint Play Areas - March
06/04/2023	Folk & Hythe DC	E04325	£25,195.09	Rates OTH 2023/24
06/04/2023	ADM Computer Services Ltd	E04327	£1,191.60	Creative Cloud 2023/24
06/04/2023	Deposit Account	TR060423	£400,000.00	Transfer to Deposit Account
06/04/2023	FairFX (aka Equals)	BP060423	£1,034.19	Credit Card Top-up
13/04/2023	European Postal Systems Ltd	E04333	£334.96	Frinking Machine Serv Contract
13/04/2023	SLCC Enterprises Ltd	E04338	£416.40	Job Advertisement
17/04/2023	D.Penney (SSP)	E04341	£255.00	25 x Fossil Books
17/04/2023	St John Ambulance	E04343	£1,296.00	Fire Warden Training
17/04/2023	Kent Ass. of Local Councils	E04344	£2,868.36	KALC Subscription 2023/24
19/04/2023	Daisy Communications	DD190423A	£559.72	Telecomm Servs - Mar 2023
24/04/2023	Martello Building Consultancy	E04371	£589.99	Parks Contract Consultancy
24/04/2023	S.Nash	E04373	£270.95	Consultancy 14/4/23
24/04/2023	Catherine Farr	E04374	£466.00	Workshops 13 & 14/4/23
24/04/2023	T.Brenchley	E04376	£517.40	Reimbursements
24/04/2023	SSE Hydro-Electric	DD240423A	£2,410.01	Electricity OTH - Mar 2023
24/04/2023	SSE Hydro-Electric	DD240423B	£988.10	Gas OTH - Mar 2023
25/04/2023	HM Revenue & Customs	BP250423A	£7,816.07	PAYE/N.I. - April 2023
25/04/2023	KCC re. Kent Pension Fund	BP250423B	£6,604.60	Pension Contribs. - April 2023
25/04/2023	Various	BP250423	£20,860.96	Salaries - Apr 2023
25/04/2023	Leppard Cleaning	SO25042023	£807.50	Cleaning OTH - Apr 2023
27/04/2023	Modes Users Association	E04382	£288.00	Modes Software Licence
27/04/2023	Harmer & Sons Ltd	E04383	£313.44	Change Locks Internal Doors
27/04/2023	ADM Computer Services Ltd	E04385	£1,118.88	Various Monthly IT Fees
27/04/2023	ADM Computer Services Ltd	E04386	£312.00	Data Comms Installation
27/04/2023	Amazon	E04393	£416.94	Circuit Maker
04/05/2023	Harmer & Sons Ltd	E04398	£1,164.00	Qtly Storage Fees
04/05/2023	Harmer & Sons Ltd	E04399	£2,655.80	Insp/Maint Play Areas - Apr
04/05/2023	S.Nash	E04400	£261.95	Consultancy re. Interviews
04/05/2023	ADM Computer Services Ltd	E04405	£2,468.40	Cabling/Wi-fi Installation
12/05/2023	Rialtas Business Solutions Ltd	E04409	£308.98	FIS Software Support Licence
12/05/2023	Reade Signs	E04410	£2,838.00	Repairs to Town Trail Boards

12/05/2023	Harmer & Sons Ltd	E04412	£486.00	Salt for Bins
12/05/2023	Harmer & Sons Ltd	E04414	£1,095.60	Parks Maintenance
18/05/2023	L.Todd	E04415	£770.00	Buffet re. Mayor Making
18/05/2023	Entec Access Systems Ltd	E04416	£336.00	Service of Lift
18/05/2023	Vaughtons	E04419	£1,049.28	Past Mayor's Consort's Badge
18/05/2023	ClearView Communications Ltd	E04420	£5,253.98	CCTV Camera - Cheriton Rec.
18/05/2023	ADM Computer Services Ltd	E04421	£1,122.48	Various Monthly IT Fees
18/05/2023	Daisy Communications	DD180523	£559.72	Telecomm Servs - April 2023
22/05/2023	Commercial Services Trading	E04426	£3,669.04	Lease re. Civic Vehicle
22/05/2023	Folk & Hythe DC	E04428	£44,082.85	Flowerbeds 2022/23
22/05/2023	S.Nash	E04429	£370.40	Mayor Making 16/5/23
22/05/2023	SSE Hydro-Electric	DD220523B	£1,960.27	Electricity OTH - Apr 2023
22/05/2023	SSE Hydro-Electric	DD220523C	£784.57	Gas OTH - Apr 2023
25/05/2023	HM Revenue & Customs	BP250523A	£7,586.74	PAYE/N.I. - May 2023
25/05/2023	KCC re. Kent Pension Fund	BP250523B	£6,474.10	Pension Contris - May 2023
25/05/2023	Various	BP	£20,496.87	Salaries May 2023
25/05/2023	Leppard Cleaning	SO250523	£807.50	Cleaning OTH May 2023
30/05/2023	Castle Water	E04432	£286.98	Water OTH Apr-Sep 2023
30/05/2023	Demelza Hospice Care	E04433	£300.00	Mayor's Donation re. Staff
30/05/2023	J.R.Ansell	E04435	£250.00	Lecture 22/4/23
30/05/2023	Michael Perry	E04437	£4,000.00	Model of Roman Villa
30/05/2023	Metromec	E04438	£1,324.80	Maint Heating/Cooling System
30/05/2023	Ashford BC Collection Account	E04439	£9,232.45	CCTV Monitoring Apr-Jun 2023
CREDIT CARD REPLENISHMENT 06/04/23:				
22/03/2023	Disclosure Services		£30.00	DBS Check
20/03/2023	Johnsons the Cleaners		£25.20	Cleaning TC's Robe
23/03/2023	SLCC		£144.00	SLCC Course payment
31/03/2023	Indeed		£86.49	Job Advert
30/03/2023	CCTV4Less		£748.50	Replacement CCTV Camera Units
			£1,034.19	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024											
		ORIGINAL BUDGET	VIREMENTS 2023/2024	REVISED BUDGET	ACTUALS TO 31 MAY 2023/2024	BUDGET TO 31 MAY 2023/2024	VARIANCE TO 31 MAY 2023/2024	TOTAL BUDGET REMAINING 2023/2024	% OF BUDGET TO DATE 2023/2024	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
CODE		2023/2024	2023/2024	2023/2024	2023/2024	2023/2024	2023/2024	2023/2024	2023/2024		
103	MAYORALTY										
4011	CLOTHING & UNIFORMS	600		600	0	100	-100	600	0		
4170	REGALIA - NEW	1,000		1,000	77	167	-90	923	8		
4171	REGALIA - REPAIR & MAINT.	400		400	0	67	-67	400	0		
4180	MAYOR'S INSTALLATION (Annual Meeting)	1,100		1,100	770	183	587	330	70		
4181	REMEMBRANCE SUNDAY	2,800		2,800	0	467	-467	2,800	0		
4182	CANADA DAY	2,850		2,850	0	475	-475	2,850	0		
4183	WILLIAM HARVEY COMMEMORATION	1,000		1,000	0	167	-167	1,000	0		
4184	HOLocaust DAY	320		320	0	53	-53	320	0		
4185	CINQUE PORT WARDEN	100		100	0	17	-17	100	0		
4249	COVER FOR CIVIC DRIVER	200		200	0	33	-33	200	0		
4250	FUEL/CHARGING CIVIC VEHICLE	500		500	40	83	-43	460	8		
4251	MTC/SERVICE/REPAIRS - EXTERNAL	150		150	0	25	-25	150	0		
4252	CAR INSURANCE	500		500	0	83	-83	500	0		
4253	CIVIC VEHICLE - GEN. CONTRIBS.	3,060		3,060	3,058	510	2,548	2	100		
4255	MAYOR'S EXPENSES MAY-MAR	5,490		5,490	0	915	-915	5,490	0		
4256	MAYOR'S EXPENSES APR-MAY	1,100		1,100	661	183	478	439	60		
4257	FOLK/TAPLES REMEMBRANCE EVENTS	0		0	0	0	0	0	0		
4258	MISCELLANEOUS EVENTS (MAYORALTY)	0		0	80	0	80	-80	0		
4260	BURMA STAR (VJ DAY)	550		550	0	92	-92	550	0		
4261	NORMANDY VETERANS	320		320	0	53	-53	320	0		
4262	LUNCHEES 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	22,040	0	22,040	4,686	3,673	1,013	17,354	21		
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	22,040	0	22,040	4,686	3,673	1,013	17,354	21		
201	PREMISES										
4501	BUILDING REPS/MAINT	14,000		14,000	1,719	2,333	-614	12,281	12		
4509	CLEANING	9,700		9,700	1,615	1,617	-2	8,085	17		
4601	RENT	0		0	0	0	0	0	0		
4602	RATES	21,740		21,740	25,195	3,623	21,572	-3,455	116		
4603	PWLB CAPITAL REPAYMENTS	25,560		25,560	0	4,260	-4,260	25,560	0		
4604	PWLB INTEREST REPAYMENTS	13,750		13,750	0	2,292	-2,292	13,750	0		
4615	SERVICES, HEATING & LIGHTING	17,000		17,000	3,574	2,833	741	13,426	21		
4616	MOVING COSTS	0		0	0	0	0	0	0		
4617	SUNDRIES	2,500		2,500	157	417	-260	2,343	6		
4620	HIRE OF FACILITIES (inc. Garage)	7,100		7,100	1,057	1,183	-126	6,043	15		
	TOTAL PREMISES EXPENDITURE	111,350	0	111,350	33,317	18,558	14,759	78,033	30		
1010	RENTAL INCOME	-15,800		-15,800	-6,900	-2,633	-4,267	-8,900	44		
1011	OTHER INCOME (PREMISES)	0		0	-250	0	-250	250	0		
1020	PWLB INCOME	0		0	0	0	0	0	0		
	TOTAL PREMISES INCOME	-15,800	0	-15,800	-7,150	-2,633	-4,517	-8,650	45		
	NET PREMISES EXPENDITURE/INCOME	95,550	0	95,550	26,167	15,925	10,242	69,383	27		

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024												
		ORIGINAL BUDGET 2023/2024	VIREMENTS 2023/2024	REVISED BUDGET 2023/2024	ACTUALS TO 31 MAY 2023/2024	BUDGET TO 31 MAY 2023/2024	VARIANCE TO 31 MAY 2023/2024	TOTAL BUDGET REMAINING 2023/2024	% OF BUDGET TO DATE 2023/2024	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
CODE												
301	SERVICES											
4030	NEWSLETTERS	0		0	0	0	0	0	0			
4031	MISCELLANEOUS INSURANCES (inc. Heritage)	9,000		9,000	0	1,500	-1,500	9,000	0			
4503	ALLOTMENTS - ADMINISTRATION	4,300		4,300	717	717	0	3,583	17			
4504	ALLOTMENTS - PFR MAINTENANCE	3,000		3,000	38	500	-462	2,962	1			
4505	ALLOTMENTS - TKL MAINTENANCE	3,000		3,000	208	500	-292	2,792	7			
4840	MAINTENANCE OF BEACON	300		300	25	50	-25	275	8			
4850	LOCAL PROJECTS	4,000		4,000	0	667	-667	4,000	0			
4851	NOTICE BOARDS	1,100		1,100	162	183	-21	938	15			
4852	BUS SHELTERS	500		500	0	83	-83	500	0			
4875	WARD GRANTS	19,800		19,800	150	3,300	-3,150	19,650	1			
4876	TOWN GRANTS	34,200		34,200	0	5,700	-5,700	34,200	0			
4878	PARKS, GARDENS & RECS - FLOWERBEDS	35,000		35,000	1,736	5,833	-4,097	33,264	5			
4879	CHRISTMAS LIGHTING	17,000		17,000	0	2,833	-2,833	17,000	0			
4880	CHRISTMAS FESTIVITIES	12,000		12,000	32	2,000	-1,968	11,968	0	-32	405	
4881	YOUTH FACILITIES	6,000		6,000	-250	1,000	-1,250	6,250	-4			
4884	PARKS, GARDENS & RECS - TREES	20,000		20,000	0	0	0	20,000	0			
4885	PARKS, GARDENS & RECS - PLAY AREAS	37,000		37,000	3,818	6,167	-2,349	33,182	10	-492	400	
4890	PARK BENCHES	500		500	0	83	-83	500	0			
4891	LITTER/SALT BINS, BOLLARDS & RAILINGS	2,250		2,250	405	375	30	1,845	18			
4894	FAIRTRADE INITIATIVES	0		0	0	0	0	0	0			
4895	TOURIST INFORMATION	5,000		5,000	-275	833	-1,108	5,275	-6			
4900	MAINTENANCE OF PUBLIC CLOCKS	500		500	0	83	-83	500	0			
4901	MAINTENANCE OF MEMORIALS	2,500		2,500	0	417	-417	2,500	0			
4903	TELEPHONE BOX	100		100	0	17	-17	100	0			
4904	CCTV MONITORING	29,000		29,000	7,694	4,833	2,861	21,306	27			
4905	CCTV MAINTENANCE	20,000		20,000	5,187	3,333	1,854	14,813	26	-4,378	403	
4990	MISCELLANEOUS SERVICES	0		0	0	0	0	0	0			
4998	AIR SHOW/ARMED FORCES' DAY	12,000		12,000	0	2,000	-2,000	12,000	0			
4999	CONTINGENCY	2,000		2,000	0	333	-333	2,000	0			
	TOTAL SERVICES EXPENDITURE	280,050	0	280,050	19,647	43,342	-23,695	260,403	7			
1002	ALLOTMENT RENTS PFR	-5,900		-5,900	-4,497	-983	-3,514	-1,403	76			
1003	ALLOTMENT RENTS TKL	-4,600		-4,600	-3,979	-767	-3,212	-621	87			
1004	OTHER INCOME (SERVICES)	0		0	-6,278	0	-6,278	6,278	0	6,278	387	
	TOTAL SERVICES INCOME	-10,500	0	-10,500	-14,754	-1,750	-13,004	4,254	141			
	NET SERVICES EXPENDITURE/INCOME	269,550	0	269,550	4,893	41,592	-36,699	264,657	2			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024											
		ORIGINAL BUDGET 2023/2024	VIREMENTS 2023/2024	REVISED BUDGET 2023/2024	ACTUALS TO 31 MAY 2023/2024	BUDGET TO 31 MAY 2023/2024	VARIANCE TO 31 MAY 2023/2024	TOTAL BUDGET REMAINING 2023/2024	% OF BUDGET TO DATE 2023/2024	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)
401	FEES										
4713	CONSULTANTS FEES	0		0	959	0	959	-959	0		
4714	EXTERNAL AUDIT FEES	1,700		1,700	0	283	-283	1,700	0		
4715	INTERNAL AUDIT FEES	1,050		1,050	0	175	-175	1,050	0		
4716	LEGAL/BAILIFF FEES	0		0	0	0	0	0	0		
4717	CARD RECEIPTS FEES	940		940	0	157	-157	940	0		
4718	SECURITY - TOWN HALL	0		0	0	0	0	0	0		
	TOTAL FEES	3,690	0	3,690	959	615	344	2,731	26		
402	MUSEUM/HERITAGE										
5006	M/H TRAINING	700		700	0	117	-117	700	0		
5007	M/H SUBSCRIPTIONS	450		450	0	75	-75	450	0		
5009	M/H ADVERTISING FOR STAFF	0		0	0	0	0	0	0		
5010	M/H EQUIPMENT/FURNITURE	400		400	0	67	-67	400	0		
5011	M/H EXHIBIT REPAIRS	200		200	0	33	-33	200	0		
5012	M/H HISTORIC COSTUMES	250		250	0	42	-42	250	0		
5013	M/H NEW EXHIBITS	0		0	4,000	0	4,000	-4,000	0	-4,000	362
5030	M/H MATERIALS/CONSUMABLES	1,500		1,500	748	250	498	752	50	-160	362
5031	M/H PUBLICITY & PROMOTION	1,000		1,000	0	167	-167	1,000	0		
5032	M/H EVALUATION/PRESS COVERAGE	500		500	0	83	-83	500	0		
5033	M/H LEAFLETS/PUBLICATIONS	1,000		1,000	0	167	-167	1,000	0		
5035	M/H MERCHANDISE	2,000		2,000	492	333	159	1,508	25		
5040	M/H SERVICES	3,500		3,500	240	583	-343	3,260	7		
5041	M/H EVENTS	5,000		5,000	0	833	-833	5,000	0		
5042	M/H EXHIBITIONS	5,000		5,000	0	833	-833	5,000	0		
5043	M/H EDUCATION RESOURCES	500		500	428	83	345	72	86	-428	362
5044	M/H WORKSHOPS	4,000		4,000	831	667	164	3,169	21		
5070	M/H VOLUNTEERS EXPENSES	0		0	0	0	0	0	0		
5090	M/H HOSPITALITY	500		500	1	83	-82	499	0		
5091	M/H PROFESSIONAL FEES	3,000		3,000	0	500	-500	3,000	0		
5099	CONT. TO MUSEUM/HERITAGE RESERVE	0		0	0	0	0	0	0		
	TOTAL MUSEUM/HERITAGE EXPENDITURE	29,500	0	29,500	6,740	4,917	1,823	22,760	23		
1030	M/H INCOME	-4,500		-990	-990	-165	-825	0	100		
1031	M/H KCC CASH CONTRIBUTION HERITAGE	0		0	0	0	0	0	0		
1032	M/H SDC CASH CONTRIBUTION TOURISM	0		0	0	0	0	0	0		
1033	M/H HLF GRANT	0		0	0	0	0	0	0		
1034	M/H TRANSFERS FROM RESERVE	0		0	0	0	0	0	0		
1035	M/H RETAIL SALES	-2,000		-2,000	0	-333	333	-2,000	0		
1036	M/H DONATIONS	-500		-500	0	-83	83	-500	0		
	TOTAL MUSEUM/HERITAGE INCOME	-7,000	0	-3,490	-990	-582	-408	-2,500	28		
	NET MUSEUM/HERITAGE EXP/INCOME	22,500	0	26,010	5,750	4,335	1,415	20,260	22		

RESERVES & PROVISIONS AT 31 MAY 2023			
		BALANCE	BALANCE
CODE		AT 1/4/23	AT 31/5/23
		£	£
310	GENERAL FUND	235,188	235,188
350	TREE PLANTING RESERVE	20,000	20,000
362	MUSEUM/HERITAGE RESERVE	159,313	154,725
363	TOURISM RESERVE	4,735	4,735
365	BUS SHELTERS	3,500	3,500
385	TOWN GRANTS RESERVE	4,253	4,253
386	FTC ELECTIONS	30,600	30,600
387	ARMED FORCES' DAY RESERVE	3,445	6,495
390	SALT BINS	6,168	6,168
393	ANTI-LITTER CAMPAIGN	2,000	2,000
396	BENCHES	100	100
400	PLAY AREAS	13,394	12,903
403	CCTV EQUIPMENT/MAINTENANCE	20,202	15,824
405	CHRISTMAS EVENT (CHERITON)	2,669	2,752
406	NEIGHBOURHOOD FUND	68,820	68,820
408	CHRISTMAS GIFTS FOR CHILDREN	2,217	2,217
409	COMMUNITY TRANSPORT	71,303	71,303
410	GUILDHALL UMBRELLA PROJECT	2,308	5,421
499	PROVISION FOR OUTSTANDING INVOICES	4,679	4,679
TOTAL		654,894	651,683

Date: 02/06/2023

Folkestone Town Council Current Year

Page 1

Time: 10:18

**Bank Reconciliation Statement as at 31/05/2023
for Cashbook 1 - Current Bank Account**

User: PJC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current Account	31/05/2023	500	87,678.73
			<u>87,678.73</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			87,678.73
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			87,678.73
		Balance per Cash Book is :-	87,678.73
		Difference is :-	0.00



FOLKESTONE TOWN COUNCIL
Policy Guidelines for the Approval and Distribution of
Ward Grants

1. The Town Council is prepared to consider applications for financial assistance from:
 - (a) clubs and societies within the ward;
 - (b) voluntary bodies and associations within the ward;
 - (c) non-profit making organisations within the ward;
 - (d) charitable bodies within the ward;
 - (e) individual members of the community within the ward
 - (f) services provided into the ward by outside bodies/organisations
2. In order to qualify for assistance, applications must demonstrate a direct benefit to the ward, or any part of it, or to all or some of its residents. In addition, the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
3. Applications must be made using the Council's Ward Grant application form and submitted to the relevant Councillor(s) for approval and signature. Incomplete applications will not be considered and will be returned.
4. Applications may be submitted at any time.
5. Applicants should **ONLY** apply for funding for only one project during a financial year (1 April to 31 March).
6. In the case of a successful application, the financial assistance should normally be taken up during the financial year (1 April to 31 March) in which the **Town Clerk Committee** approves the application. Applicants will be required to complete a form, confirming that the funding has been used for the purpose requested, within 1 month of the project or event being completed. **Failure to return this form will preclude the applicant from being considered for a Ward or Town Council grant in the future.**
7. The Town Council might refer applications to other bodies as appropriate.
8. **Grants will not be paid where the service is normally provided directly by a principal Council, the Health Authority or Central Government.**
9. Private concerns operated as a business to make a profit will not normally be grant aided, unless there is demonstrable benefit for local employment.
10. Grants will not be made to Charitable Trusts seeking to add to their capital investments.
11. Local Groups whose total fund raising is sent to their central headquarters for redistribution will not be assisted.

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12. Grants will not ~~normally~~ be given for specifically religious or party political purposes.
13. Grants will not normally be given to profit making organisations with unallocated reserves.
14. Grants will not ~~normally~~ be paid retrospectively and will not be paid if the application is submitted after the project or event has taken place.
15. All ward grant applications require the support of the Ward Councillor before they can be considered by the Town Clerk, along with supporting papers.
16. If the total grant you require from Folkestone Town Council Ward Grants is in excess of £1,000 then it is recommended that you fill in a Town Grant application form rather than a Ward Grant. If the grant is in excess of ~~£1,000~~ £500 you will be required to provide further financial information to the Ward Councillor and Town Clerk.
- ~~17. If the total grant you require from Folkestone Town Council is in excess of £250, the Council will only pay into individual accounts upon receipt on invoices.~~
17. Grants cannot be paid into a Personal Accounts. In such cases the Town Council may purchase items directly where needed. The Town Council is not able to give grants to individuals.
18. As Folkestone Town Council is governed by s.101 of the Local Government Act 1972, which states that if the Council does not exercise a function itself it can only be delegated to a Committee, a Sub-Committee, or Officer as individual Councillors have no statutory authority to make a decision, all applications via the Ward Grant Scheme will be processed and approved by the Town Clerk.
19. Applications of funding cannot be accepted from Folkestone Town Council Members or persons associated² with them (to avoid any potential conflicts of interests).

² "Associated Person" means (either in the singular or in the plural): A family member or any other person or body with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or Any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or Any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or Any body in respect of which you are in a position of general control or management: exercising functions of a public nature; or directed to charitable purposes; or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)."
20. Applications for grants can only be made once a year to either the Town Grants programme or the Ward Grants programme but not both.

For contact details of your local Ward Councillor, please visit the Town Council website www.folkestone-tc.gov.uk or call 01303 257946.

GREEN - INSERT
RED - DELETE

[illegible]

