

# FOLKESTONE TOWN COUNCIL



The Town Hall  
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## AGENDA

Meeting: **Finance and General Purposes Committee**  
Date: **Thursday 31 August 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 O U N C I L

**S Nash**  
Town Clerk

- 1. APOLOGIES FOR ABSENCE**  
To receive and approve any apologies for absence.
- 2. DECLARATIONS OF INTERESTS**  
To receive any declarations of either personal or prejudicial interests that Members may wish to make.
- 3. MINUTES**  
To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 15 June 2023 and to authorise the Chair of the Committee to sign them as a correct record.
- 4. 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 Fully Council at a future meeting.
- 5. SCHEDULE OF PAYMENTS**  
The attached schedule details payments made between 1 June 2023 and 31 July 2023.

- 6. 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 July 2023.
- 7. BANK RECONCILIATION**  
In line with financial regulations the bank reconciliation statement at 31 July 2023 is attached for information.
- 8. ADDITIONAL BANK ACCOUNTS REPORT**  
To open an additional business current and savings account with Unity Trust Bank and Cambridge & Counties Bank respectively to increase flexibility of making payments to suppliers and to gain additional income from interest on investments.
- 9. GROUND STAFF REPORT**  
To switch from using external provisions and move to the recruitment of two new grounds staff to effectively maintain Council's assets on time and to the standards required.
- 10. CCTV STAFF REPORT**  
The Community Safety Partnership have confirmed to give the Council grant fund to monitor all the Council's own CCTVs in-house and recruit a new CCTV Operator Officer to effectively manage the CCTVs whilst making significant cost reduction from the current use of external provisions.
- 11. COMMUNITY MINIBUS REPORT**  
To implement the Community Transport Grant Scheme to purchase a fully electric and accessible minibus to support local organisations for their own events and purposes, also for residents to hire the minibus to transport to daily doctor's appointments, shops and for other needs.
- 12. APPOINTMENT OF INTERNAL AUDITOR**  
The Committee is asked to appoint a new internal auditor for 2023/24 to carry out the mid-term and year-end audit.
- 13. GRANTS SUB-COMMITTEE**
  - i) To agree the membership for the Grants Sub-committee as per minute number 1979 (Full Council 10 August 2023)
  - ii) To agree meeting dates and times for the Grants Sub-committee and additional Finance and General Purposes meeting dates.
- 14. WARD GRANTS**  
For information, the attached shows ward grants approved by the Town Clerk from 1 June 2023 to 31 July 2023.
- 15. WARD GRANT BALANCES**  
For information, the attached shows ward grant balances available to each Councillor as at 31 July 2023.
- 16. DATE OF NEXT MEETING**  
To be confirmed.

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 Abena Akuffo-Kelly
3. Cllr Nicola Keen
4. Cllr Jane Darling
5. Cllr Connor McConville
6. Cllr Adrian Lockwood
7. Cllr Bridget Chapman
8. Cllr Laura Davison
9. Cllr Christine Dickinson
10. Cllr Kieran Leigh
11. Cllr Tim Prater
12. 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, 15<sup>th</sup> June 2023 at 7.00 p.m.**

**PRESENT:** Councillors Belinda Walker, Jane Darling, Connor McConville (Chair), Adrian Lockwood, Jackie Meade, Laura Davison, Christine Dickinson, Kieran Leigh, Tim Prater, Peter Gane.

**ABSENT:**

**OFFICERS PRESENT:** Stephen Nash – Town Clerk  
Roland Domingo – Finance Officer

### **1545. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Nicola Keen due to work commitments.

**RESOLVED: The Committee received and approved the apologies.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Christine Dickinson

### **1546. APPOINTMENT OF CHAIRMAN**

Nominations for the appointment of Chairman of Finance and General Purposes Committee for the 2023/24 Municipal Year were sought.

**RESOLVED: That Councillor Connor McConville be appointed Chairman of Finance and General Purposes Committee for the 2023/24 Municipal Year.**

Proposed: Councillor Tim Prater

Seconded: Councillor Christine Dickinson

**1547. APPOINTMENT OF VICE CHAIRMAN** Nominations for the appointment of Vice Chairman of Finance and General Purposes Committee for the 2023/24 Municipal Year were sought.

**RESOLVED: That Councillor Tim Prater be appointed as Vice Chairman of Finance and General Purposes Committee for the 2023/24 Municipal Year.**

Proposed: Councillor Connor McConville

Seconded: Councillor Jane Darling

### **1548. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **1549. MINUTES**

The committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 20 April 2023.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 20 April 2023 be received and signed as a correct record.**

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

**1550. REVIEW OF THE TERMS OF REFERENCE**

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

**RESOLVED: That the new Terms of Reference to be deferred to the next Finance and General Purposes meeting in 31 August 2023.**

Proposed: Councillor Tim Prater

Seconded: Councillor Christine Dickinson

**1551. WORKING GROUPS 2023/24**

The Committee was asked to note and approve nominations for the membership of the Folkestone & Hythe District Council/Folkestone Town Council Working Group for the 2023/24 Municipal Year.

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

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

**1552. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 April 2023 and 31 May 2023.

**RESOLVED: That the Schedule of Payments for the period 1 April 2023 to 31 May 2023 be approved.**

Proposed: Councillor Tim Prater

Seconded: Councillor Connor McConville

**1553. BUDGET MONITORING STATEMENT 2023/24**

The budget monitoring statement to the 31 May 2023 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 31 May 2023 be approved.**

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

**1554. BANK RECONCILIATION**

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

**1555. REVIEW OF CHANGES OF THE WARD GRANT POLICY**

**RESOLVED:** That the changes of the Ward Grant Policy be received, with the amendments to remove the capitalised **ONLY** on section 5, remove section 20 paragraph and to provide further information to what financial information is specifically required stated on section 16.

Proposed: Councillor Laura Davison

Seconded: Councillor Kieran Leigh

**1557. DATE OF NEXT MEETING: 31<sup>st</sup> August 2023 at 7:00pm.**

Th meeting concluded at 7.36pm

Chairman.....

Date.....



# FOLKESTONE TOWN COUNCIL

## TERMS OF REFERENCE

### **Finance and General Purposes Committee**

#### **1. Membership**

- a) Maximum of ten members plus Mayor and Deputy Mayor – ex-officio.
- b) Membership will be at least one member per Town Ward.
- c) The Mayor and Deputy Mayor are Full Voting Members.

#### **2. To exercise the powers and duties of the Town Council in financial matters, including:**

- a) All applications for financial assistance except those referred to the grants committee.
- b) Accounting, banking and payroll arrangements.
- c) Insurance.
- d) Advertising.
- e) Staff Costs.
- f) Subscriptions.
- g) Charitable Trusts and voluntary organisations.
- h) Management of the Town Council's premises, administration and capital expenditure.
- i) The Town Council's income and expenditure including the Annual Town meeting.
- j) Councillors' training and expenses; and gifts and presentations.
- k) Health and Safety.

**3. To consider and make recommendations on:**

- l) All financial matters affecting the Town Council, including Precepts, budgets, accounts, payments and contracts.
- m) All Ward and Town grant applications will go through the Grants Sub-committee for approval, a minimum attendance of any three Councillors in the Finance and General Purposes Committee.
- n) Through the Personnel Sub-committee, the appointment, pay, superannuation and conditions of service of Town Council staff and staff/councillor training.
- o) Staff and Council member training.
- p) The Town Council's premises.
- q) Mayoral costs, including the civic car.
- r) Town Council vacancies and electoral arrangements.
- s) Twinning and friendship links.
- t) The implementation of the Council's aims and objectives.
- u) The Chair or Vice Chair be involved in the selection and engagement of professional advisors.
- v) All statutory and legal matters affecting the Town Council (including byelaws).
- w) Complaints procedures and the resolution of complaints received.

**4.** To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and consider these in the calculation of the precept.

**5.** To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.

## FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. The keeping of accounting records and systems of internal controls;
- ii. The assessment and management of financial risks faced by the Council;
- iii. The work of the internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. The inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
- v. Whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate.
- iv. tenders are to be submitted in writing in a sealed marked envelope addressed

to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

**FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 JUNE TO 31 JULY 2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Transaction Number</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
07/06/2023	Troy heath T/A Christmas illumination	82	£5,000.00	Installation of umbrellas at Guildhall St
07/06/2023	David Buckett	87	£1,082.60	Internal audit for year-end accounts 2022-23
20/06/2023	HMRC	179	£14,608.78	PAYE and NI cost June 2023
21/06/2023	Daisy Communications Limited	318	£559.72	Telecommunication monthly services May 2023
22/06/2023	Harmer & Sons Grounds Maintenance Ltd	91	£2,597.00	Carry out monthly mowing and play inspections May 2023
22/06/2023	ADM Computing Services	10	£1,122.48	Various monthly IT services
22/06/2023	Folkestone & Hythe District Council	96	£44,186.90	Election costs 2023/24
22/06/2023	The Ambassador Theatre Group Ltd	106	£3,054.75	Food, drinks and Leas Cliff Hall room hire for Armed Forces Day
22/06/2023	The Card Shed	107	£285.00	Cards, keyrings and magnets for Museum shop
22/06/2023	Metroline Security Limited	190	£284.99	Intruder alarm maintenance
22/06/2023	Credit Card (FairFX)	191	£1,400.00	Credit card top up
22/06/2023	Burlington Hotel	178	£652.00	William Harvey Afternoon Tea
22/06/2023	Baker Ross Ltd	185	£291.85	Various museum consumables
23/06/2023	Peninsula	320	£397.07	HR service monthly fee June 2023
23/06/2023	SSE Hydro Electric	321	£1,927.09	Town Hall electricity May 2023
23/06/2023	SSE Hydro Electric	322	£468.95	Town Hall gas May 2023
24/06/2023	Net wages	326	£30,652.05	Staff costs June 2023
25/06/2023	Nationwide Amusements	176	£3,840.00	Simulator hire for Armed Forces Day
26/06/2023	Leppard Cleaning	323	£807.50	Town Hall cleaning June 2023
27/06/2023	Kent Pension Fund	181	£9,011.79	Pension contribution June 2023
29/06/2023	folkestoneprinting.com Limited	143	£453.88	Posters, banners and leaflets for Armed Forces Day
29/06/2023	Catherine Farr	141	£450.00	Making bee mobile and bird feeders workshop
29/06/2023	Folkestone Area Partnership Against Crime	134	£310.00	FAPAC Annual membership renewal
29/06/2023	Kent PA Hire	137	£2,325.00	PA outdoor system for Armed Forces Day
29/06/2023	Sound Experience Disco	140	£525.00	Supply PA and technical support for Armed Forces Day
29/06/2023	Four Jays Group	144	£1,158.00	Event toilets for Armed Forces Day
29/06/2023	AV Partsmaster Limited	148	£669.16	New projector in meeting room
29/06/2023	Anthony Cowie Limited	149	£268.00	Supply and fit roller blind to front office window
29/06/2023	Cadman Brothers Ltd	128	£3,360.00	WW1 exhibits for Armed Forces Day
06/07/2023	Right Guard Security UK Ltd	151	£9,169.20	Security and traffic management services for Armed Forces Day
06/07/2023	Lindy Hoppers	152	£450.00	Dance performance with three pairs for AFD
06/07/2023	Event Fire & Rescue Services	153	£714.72	1 Day Fire cover for AFD
06/07/2023	Aero Legends Ltd	155	£3,000.00	Spitfire display for Armed Forces Day
06/07/2023	Michael Stanway	156	£979.10	Flying display director duties for Armed Forces Day
06/07/2023	Michaels Civic Robes	199	£606.60	Deputy Mayoral Tricorn and neck tabs
06/07/2023	Aramark Defence Services Limited	210	£1,270.83	Food and beverage for Canada Day
06/07/2023	Skyboard Aerobatics Ltd	211	£3,000.00	The Starlings aerobatic display for Armed Forces Day
06/07/2023	Walker Traffic Management	213	£540.00	Traffic management for Harvey Sunday
06/07/2023	Orbit Folkestone Ltd	217	£428.34	Museum website hosting, support and ongoing development
11/07/2023	Rialtas Business Solutions Ltd	171	£300.00	Finance officer Rialtas software training
11/07/2023	Four Jays Group	168	£336.00	Event toilets for Canada Day
11/07/2023	Safeplay Playground Services Ltd	167	£720.00	Carry out quarterly operational playground inspection April 2023
11/07/2023	Total Control Services Limited	173	£582.00	Annual service contract for building control system
12/07/2023	L Tutt	161	£250.00	Photography at Armed Forces Day
13/07/2023	Harmer & Sons Grounds Maintenance Ltd	162	£438.00	To replace keypad on phone box door

		Expenditure of £250 and above 01/06/2023 - 31/07/2023		
13/07/2023	Harmer & Sons Grounds Maintenance Ltd	157	£1,695.00	Various works related to Armed Forces Day
13/07/2023	Zurich Insurance Company Ltd	164	£9,745.50	Insurance renewal 29/07/2023 - 28/07/2024
13/07/2023	Starboard Systems Limited	172	£3,966.00	Accounts, bookings, allotment software package annual subscription
13/07/2023	Peninsula	204	£397.07	HR employment monthly services July 2023
13/07/2023	The Slackline School	203	£1,000.00	Slacklining activity for Armed Forces Day
13/07/2023	PSL Print Management Ltd	206	£1,718.57	Door drop letters in the surrounding household areas for Armed Forces Day
19/07/2023	Harmer & Sons Grounds Maintenance Ltd	301	£2,849.00	Mowing and play inspections on all sites
19/07/2023	ADM Computing Services	302	£1,246.08	Various monthly IT services
19/07/2023	Right Guard Security UK Ltd	306	£1,756.80	Provision of medical services for Armed Forces' Day
19/07/2023	CCTV4less	296	£355.90	Replacement NVR for CCTV Museum
19/07/2023	Credit Card (FairFX)	290	-£47.27	Balance transfer from old credit card
19/07/2023	Daisy Communications Limited	380	£559.72	Broadband services June 2023
19/07/2023	Crosskeys Coaches Ltd	298	£1,320.00	Coach for primary school transport for Canada Day
19/07/2023	Kullasigns	300	£394.32	Mayor's portrait sign 2023/24
19/07/2023	Academy FM	303	£250.00	Outside radio broadcast
22/07/2023	HSBC Current Account	377	£266.00	Bank charges
24/07/2023	SSE Hydro Electric	382	£2,105.78	Town Hall electricity June 2023
24/07/2023	SSE Hydro Electric	376	£307.75	Town Hall gas June 2023
25/07/2023	Net wages	375	£23,518.12	Staff costs July 2023
25/07/2023	Leppard Cleaning	374	£807.50	Cleaning at Town Hall July 2023
26/07/2023	HMRC	372	£9,507.19	PAYE and NI cost July 2023
26/07/2023	Kent Pension Fund	373	£7,839.42	Pension cost July 2023
27/07/2023	Harmer & Sons Grounds Maintenance Ltd	349	£1,008.00	Repairs to the war memorial wall
27/07/2023	Coulson Media Ltd (RentaDinosaur)	347	£1,123.20	Rent of three dinosaur babies for Dinosaur Day at Museum
27/07/2023	The Confederation of the Cinque Ports	341	£367.50	Confederation annual subscription 2023/24
27/07/2023	Seven Star Media Ltd	366	£1,200.00	FTC advertisement on Family First Magazine
<b>CREDIT CARD REPLENISHMENT 22/06/2023:</b>				
11/04/2023	Aromaprime	182	£41.97	Smell cubes re. museum workshops
11/04/2023	Minerva Fabrics	182	£50.95	Fabric for sensory backpacks re. museum workshops
11/04/2023	Science Museum Shop	182	£19.00	2 x train hats re. museum workshops
11/04/2023	TinknStink	182	£32.48	Tactile seashells re. museum workshops
12/04/2023	Flying Tiger	182	£14.00	2 x Hand fans re. museum workshops
11/04/2023	Broadband Buyer	182	£631.44	Wifi Link Kits x 5
12/04/2023	Asda Folkestone	182	£14.00	Pack of 50 DVD Rewritable Discs
19/04/2023	Learning Resources	182	£28.45	Horse shoe magnets re. museum workshops
19/04/2023	Tikit	182	£38.98	Timers/sensory water tubes for re. museum workshops
19/04/2023	Hobbycraft	182	£28.55	card treasure chests and stick on velcro
25/04/2023	OFCOM	182	£20.00	Aeronautical radio licence for AFD
26/04/2023	The Tea Rooms	182	£40.00	Lunch - Interview Panel
27/04/2023	F&H District Council	182	£71.20	Parking Permit renewal
27/04/2023	CAA	182	£176.00	License for AFD Air Display
01/05/2023	Indeed	182	£9.51	Advert - FO
03/05/2023	Disclosure Services	182	£30.00	RD DBS Check
03/05/2023	ASOS	182	£50.00	Cadet Gift
10/05/2023	Sainsburys	182	£77.00	Annual Meeting refreshments
16/05/2023	The Map Centre	182	£26.47	Town Map of Folkestone
			<b>£1,400.00</b>	

**Folkestone Town Council Earmarked Reserves as at 31 July 2023**

<b>Earmarked</b>	<b>Opening Balance</b>	<b>Transfers</b>	<b>Spend</b>	<b>Receipts</b>	<b>Current Balance</b>
Tree Planting Reserve	20,000.00				20,000.00
Museum/Heritage Reserve	159,313.29		4,588.13		154,725.16
Tourism Reserve	4,735.00				4,735.00
Provision for Bus Shelters	3,500.00				3,500.00
Town Grants Reserve	4,253.00				4,253.00
FTC Elections Reserve	30,600.00		30,600.00		0.00
Armed Forces' Day Reserve	3,445.00	-6,745.00		3,300.00	0.00
Provision for Salt Bins	6,168.49				6,168.49
Provision for 'Folk Flower Power'	0.40				0.40
Provision for Anti-Litter Campaign	2,000.00				2,000.00
Provision for Benches	100.00				100.00
Provision for Play Areas	13,394.29		491.66		12,902.63
Provision for CCTV Equip/Maint	20,202.46		4,378.32		15,824.14
Provision for Christmas Lights/Events (Cheriton)	2,668.85		31.50	282.33	2,919.68
Neighbourhood Fund (CIL)	68,820.17				68,820.17
Christmas Gifts for Children	2,216.70				2,216.70
Community Transport	71,303.00				71,303.00
Guildhall Umbrella Project	2,308.00		5,030.00	3,112.91	390.91
Provision for Outstanding Invoices	4,678.55				4,678.55
Allotment deposits	0.00			150.00	150.00
<b>Total</b>	<b>419,707.20</b>	<b>-6,745.00</b>	<b>45,119.61</b>	<b>6,845.24</b>	<b>374,687.83</b>
<b>GENERAL FUND</b>					<b>398,424.84</b>
<b>TOTAL FUNDS</b>					<b>773,112.67</b>

**Earmarked Reserve Spent Breakdown:**

<b>Earmarked Reserve</b>	<b>Description</b>	<b>Amount</b>
Museum/Heritage Reserve	Museum model EWB Roman Villa	4,000.00
Museum/Heritage Reserve	Various workshop consumable purchases	588.13
		<b>4,588.13</b>
FTC Elections Reserve	Election costs 2023/24	<b>30,600.00</b>
Armed Forces' Day Reserve	Armed Forces' Day 2023/24 used to cover over expenditure budget	<b>6,745.00</b>
Provision for Play Areas	Post contract administrator surveyor services for play areas	<b>491.66</b>
Provision for CCTV Equip/Maint	CCTV camera at Cheriton Rec	<b>4378.32</b>
Provision for Christmas Lights/Events (Cheriton)	Cheriton lights trophy	<b>31.50</b>
Guildhall Umbrella Project	Installation of umbrella artwork at Guildhall St	5000
Guildhall Umbrella Project	Investigate debris falling from umbrella artwork	30
		<b>5030</b>



**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024**

ORIGINAL BUDGET 2023/2024	VIREMENTS 2023/2024	REVISED BUDGET 2023/2024
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ACTUALS TO 31 JULY 2023/2024	BUDGET TO 31 JULY 2023/2024
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VARIANCE TO 31 JULY 2023/2024	TOTAL BUDGET REMAINING 2023/2024	% OF BUDGET TO DATE 2023/2024
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**MAYORALTY**

CLOTHING & UNIFORMS	600		600
REGALIA - NEW	1,000		1,000
REGALIA - REPAIR & MAINT.	400		400
MAYOR'S INSTALLATION (Annual Meeting)	1,100		1,100
REMEMBRANCE SUNDAY	2,800		2,800
CANADA DAY	2,850		2,850
WILLIAM HARVEY COMMEMORATION	1,000		1,000
HOLOCAUST DAY	320		320
CINQUE PORT WARDEN	100		100
COVER FOR CIVIC DRIVER	200		200
FUEL/CHARGING CIVIC VEHICLE	500		500
MTCE/SERVICE/REPAIRS - EXTERNAL	150		150
CAR INSURANCE	500		500
CIVIC VEHICLE - GEN. CONTRIBS.	3,060		3,060
MAYOR'S EXPENSES MAY-MAR	5,490		5,490
MAYOR'S EXPENSES APR-MAY	1,100		1,100
BURMA STAR (VJ DAY)	550		550
NORMANDY VETERANS	320		320
<b>TOTAL MAYORALTY EXPENDITURE</b>	<b>22,040</b>	<b>0</b>	<b>22,040</b>

0	200
1,177	333
	133
915	367
	933
2,859	950
1,222	333
	107
	33
	67
140	167
	50
	167
3,058	1,020
446	1,830
872	367
	183
410	107
<b>11,099</b>	<b>7,347</b>

-200	600	0
844	-177	118
-133	400	0
549	185	83
-933	2,800	0
1,909	-9	100
889	-222	122
-107	320	0
-33	100	0
-67	200	0
-27	360	28
-50	150	0
-167	500	0
2,038	2	100
-1,384	5,044	8
506	228	79
-183	550	0
303	-90	128
<b>3,753</b>	<b>10,941</b>	<b>50</b>

OTHER INCOME (MAYORALTY)	0	0	0
<b>TOTAL MAYORALTY INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>

	0
<b>0</b>	<b>0</b>

0	0	#DIV/0!
<b>0</b>	<b>0</b>	<b>#DIV/0!</b>

**NET MAYORALTY EXPENDITURE/INCOME                    22,040                    0                    22,040**

**11,099                    7,347**

**3,753                    10,941                    50**

**PREMISES**

BUILDING REPS/MAINT	14,000		14,000
CLEANING	9,700		9,700
RATES	21,740		21,740
PWLB CAPITAL REPAYMENTS	25,560		25,560
PWLB INTEREST REPAYMENTS	13,750		13,750
SERVICES, HEATING & LIGHTING	17,000		17,000
SUNDRIES	2,500		2,500
HIRE OF FACILITIES (inc. Garage)	7,100		7,100
<b>TOTAL PREMISES EXPENDITURE</b>	<b>111,350</b>	<b>0</b>	<b>111,350</b>

6,624	4,667
3,230	3,233
25,195	7,247
	8,520
	4,583
8,261	5,667
1,067	833
1,339	2,367
<b>45,716</b>	<b>37,117</b>

1,958	7,376	47
-3	6,470	33
17,948	-3,455	116
-8,520	25,560	0
-4,583	13,750	0
2,594	8,739	49
233	1,433	43
-1,028	5,761	19
<b>8,599</b>	<b>65,634</b>	<b>41</b>

**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024**

	ORIGINAL BUDGET 2023/2024	VIREMENTS 2023/2024	REVISED BUDGET 2023/2024	ACTUALS TO 31 JULY 2023/2024	BUDGET TO 31 JULY 2023/2024	VARIANCE TO 31 JULY 2023/2024	TOTAL BUDGET REMAINING 2023/2024	% OF BUDGET TO DATE 2023/2024
RENTAL INCOME	15,800		15,800	8,900	5,267	3,633	6,900	56
OTHER INCOME (PREMISES)	0		0	250	0	250	-250	#DIV/0!
PWLB INCOME	0		0		0	0	0	#DIV/0!
<b>TOTAL PREMISES INCOME</b>	<b>15,800</b>	<b>0</b>	<b>15,800</b>	<b>9,150</b>	<b>5,267</b>	<b>3,883</b>	<b>6,650</b>	<b>58</b>
<b>NET PREMISES EXPENDITURE/INCOME</b>	<b>95,550</b>	<b>0</b>	<b>95,550</b>	<b>36,566</b>	<b>31,850</b>	<b>-250</b>	<b>250</b>	<b>38</b>
<b>SERVICES</b>								
MISCELLANEOUS INSURANCES (inc. Heritage)	9,000		9,000	9,746	3,000	6,746	-746	108
ALLOTMENTS - ADMINISTRATION	4,300		4,300		1,433	-1,433	4,300	0
ALLOTMENTS - PFR MAINTENANCE	3,000		3,000	378	1,000	-622	2,622	13
ALLOTMENTS - TKL MAINTENANCE	3,000		3,000	586	1,000	-414	2,414	20
MAINTENANCE OF BEACON	300		300	25	100	-75	275	8
LOCAL PROJECTS	4,000		4,000	250	1,333	-1,083	3,750	6
NOTICE BOARDS	1,100		1,100	162	367	-205	938	15
BUS SHELTERS	500		500		167	-167	500	0
WARD GRANTS	19,800		19,800	603	6,600	-5,998	19,198	3
TOWN GRANTS	34,200		34,200		11,400	-11,400	34,200	0
PARKS, GARDENS & RECS - FLOWERBEDS	35,000		35,000	1,736	11,667	-9,931	33,264	5
CHRISTMAS LIGHTING	17,000	32	17,032	37	5,677	-5,640	16,995	0
CHRISTMAS FESTIVITIES	12,000		12,000	32	4,000	-3,969	11,969	0
YOUTH FACILITIES	6,000		6,000	-250	2,000	-2,250	6,250	-4
PARKS, GARDENS & RECS - TREES	20,000		20,000	115	6,667	-6,552	19,885	1
PARKS, GARDENS & RECS - PLAY AREAS	37,000	492	37,492	8,956	12,497	-3,541	28,536	24
PARK BENCHES	500		500		167	-167	500	0
LITTER/SALT BINS, BOLLARDS & RAILINGS	2,250		2,250	405	750	-345	1,845	18
TOURIST INFORMATION	5,000		5,000	725	1,667	-942	4,275	15
MAINTENANCE OF PUBLIC CLOCKS	500		500		167	-167	500	0
MAINTENANCE OF MEMORIALS	2,500		2,500	150	833	-683	2,350	6
TELEPHONE BOX	100		100		33	-33	100	0
CCTV MONITORING	29,000		29,000	8,050	9,667	-1,617	20,950	28
CCTV MAINTENANCE	20,000	4,378	24,378	5,922	8,126	-2,204	18,457	24
MISCELLANEOUS SERVICES	0	5,030	5,030	5,030	1,677	3,353	0	100
AIR SHOW/ARMED FORCES' DAY	12,000	6,745	18,745	32,441	6,248	26,192	-13,696	173
CONTINGENCY	2,000		2,000		667	-667	2,000	0
<b>TOTAL SERVICES EXPENDITURE</b>	<b>280,050</b>	<b>16,676</b>	<b>296,726</b>	<b>75,096</b>	<b>98,909</b>	<b>-23,813</b>	<b>221,631</b>	<b>25</b>

**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024**

	ORIGINAL BUDGET 2023/2024	VIREMENTS 2023/2024	REVISED BUDGET 2023/2024	ACTUALS TO 31 JULY 2023/2024	BUDGET TO 31 JULY 2023/2024	VARIANCE TO 31 JULY 2023/2024	TOTAL BUDGET REMAINING 2023/2024	% OF BUDGET TO DATE 2023/2024
ALLOTMENT RENTS PFR	5,900		5,900	4,775	1,967	2,808	1,125	81
ALLOTMENT RENTS TKL	4,600		4,600	4,397	1,533	2,864	203	96
ALLOTMENT DEPOSITS	0		0	150	0	150	-150	#DIV/0!
OTHER INCOME (ARMED FORCES' DAY)	0		0	3,300	0	3,300	-3,300	#DIV/0!
CHRISTMAS COLLECTION (RESERVE USE))	0		0	282	0	282	-282	#DIV/0!
UMBRELLA PROJECT CONTRIBUTION	0		0	3,113	0	3,113	-3,113	#DIV/0!
<b>TOTAL SERVICES INCOME</b>	<b>10,500</b>	<b>0</b>	<b>10,500</b>	<b>16,017</b>	<b>3,500</b>	<b>12,517</b>	<b>-5,517</b>	<b>153</b>
<b>NET SERVICES EXPENDITURE/INCOME</b>	<b>269,550</b>	<b>16,676</b>	<b>286,226</b>	<b>59,078</b>	<b>95,409</b>	<b>-36,330</b>	<b>227,148</b>	<b>21</b>

**FEES**

CONSULTANTS FEES	0		0	1,139	0	1,139	-1,139	#DIV/0!
EXTERNAL AUDIT FEES	1,700		1,700		567	-567	1,700	0
INTERNAL AUDIT FEES	1,050		1,050	1,083	350	733	-33	103
CARD RECEIPTS FEES	940		940	189	313	-124	751	20
SECURITY - TOWN HALL	0		0		0	0	0	#DIV/0!
<b>TOTAL FEES</b>	<b>3,690</b>	<b>0</b>	<b>3,690</b>	<b>2,411</b>	<b>1,230</b>	<b>1,181</b>	<b>1,279</b>	<b>65</b>

**MUSEUM/HERITAGE**

M/H TRAINING	700		700	250	233	17	450	36
M/H SUBSCRIPTIONS	450		450		150	-150	450	0
M/H EQUIPMENT/FURNITURE	400		400		133	-133	400	0
M/H EXHIBIT REPAIRS	200		200		67	-67	200	0
M/H HISTORIC COSTUMES	250		250		83	-83	250	0
M/H NEW EXHIBITS	0	4,000	4,000	4,000	1,333	2,667	0	100
M/H MATERIALS/CONSUMABLES	1,500		1,500	1,103	500	603	397	74
M/H PUBLICITY & PROMOTION	1,000		1,000		333	-333	1,000	0
M/H EVALUATION/PRESS COVERAGE	500		500		167	-167	500	0
M/H LEAFLETS/PUBLICATIONS	1,000		1,000		333	-333	1,000	0
M/H MERCHANDISE	2,000		2,000	1,021	667	354	979	51
M/H SERVICES	3,500		3,500	597	1,167	-570	2,903	17
M/H EVENTS	5,000		5,000	936	1,667	-731	4,064	19
M/H EXHIBITIONS	5,000		5,000	113	1,667	-1,554	4,887	2
M/H EDUCATION RESOURCES	500		500		167	-167	500	0
M/H WORKSHOPS	4,000	588	4,588	1,919	1,529	389	2,669	42
M/H VOLUNTEERS EXPENSES	0		0		0	0	0	#DIV/0!

**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2023/2024**

	ORIGINAL BUDGET 2023/2024	VIREMENTS 2023/2024	REVISED BUDGET 2023/2024	ACTUALS TO 31 JULY 2023/2024	BUDGET TO 31 JULY 2023/2024	VARIANCE TO 31 JULY 2023/2024	TOTAL BUDGET REMAINING 2023/2024	% OF BUDGET TO DATE 2023/2024
M/H HOSPITALITY	500		500	11	167	-156	489	2
M/H PROFESSIONAL FEES	3,000		3,000		1,000	-1,000	3,000	0
CONT. TO MUSEUM/HERITAGE RESERVE	0		0		0	0	0	#DIV/0!
<b>TOTAL MUSEUM/HERITAGE EXPENDITURE</b>	<b>29,500</b>	<b>4,588</b>	<b>34,088</b>	<b>9,949</b>	<b>11,363</b>	<b>-1,413</b>	<b>24,139</b>	<b>29</b>
M/H INCOME	4,500		4,500	1,899	1,500	399	2,601	42
M/H RETAIL SALES	2,000		2,000	391	667	-276	1,609	20
M/H DONATIONS	500		500	44	167	-122	456	9
<b>TOTAL MUSEUM/HERITAGE INCOME</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>	<b>2,334</b>	<b>2,333</b>	<b>1</b>	<b>4,666</b>	<b>33</b>
<b>NET MUSEUM/HERITAGE EXP/INCOME</b>	<b>22,500</b>	<b>4,588</b>	<b>27,088</b>	<b>7,615</b>	<b>9,029</b>	<b>-1,414</b>	<b>19,473</b>	<b>28</b>
<b>SUMMARY</b>								
<b>TOTAL EXPENDITURE</b>	<b>1,006,670</b>	<b>51,865</b>	<b>1,058,535</b>	<b>375,679</b>	<b>340,845</b>	<b>4,234</b>	<b>682,856</b>	<b>35</b>
<b>TOTAL INCOME</b>	<b>48,300</b>	<b>0</b>	<b>48,300</b>	<b>33,889</b>	<b>14,850</b>	<b>19,039</b>	<b>14,411</b>	<b>70</b>
<b>NET TOTAL</b>	<b>958,370</b>	<b>51,865</b>	<b>1,010,235</b>	<b>341,789</b>	<b>325,995</b>	<b>-14,806</b>	<b>668,445</b>	<b>34</b>
<b>PRECEPT</b>	<b>952,970</b>		<b>952,970</b>	<b>476,485</b>	<b>317,657</b>			
<b>NET (SURPLUS) / DEFICIT</b>	<b>5,400</b>	<b>51,865</b>	<b>57,265</b>	<b>818,274</b>	<b>8,338</b>			

## Folkestone Town Council Bank Reconciliation at 31 July 2023

Prepared date: 10 August 2023

Cash in Hand 01/04/2023 654,037.95

### **ADD**

Receipts 01/04/2023 - 31/07/2023 554,275.74

**1,208,313.69**

### **SUBTRACT**

Payments 01/04/2023 - 31/07/2023 447,712.10

### **Cash in Hand 31/07/2023**

(per Cash Book)

**760,601.59**

### **Cash in hand per Bank Statements:**

HSBC Receipts Account 1,397.36

HSBC Deposit Account 195,467.76

HSBC Current Account 57,504.80

Petty Cash 47.53

Short Term Investment Account 504,636.99

Museum Shop Float 100.00

Credit Card (FairFX) 1,447.15

**760,601.59**

This report will be made public on  
23 August 2023

**Folkestone  
Town Council**



Report Number **F/23/01**

**To:** Folkestone Town Council  
**Date:** 07 August 2023  
**Status:** Exempt Report  
**Responsible Officer:** Finance Officer

**Subject:** **ADDITIONAL BANK ACCOUNTS REPORT F/23/01**

**SUMMARY:**

This report provides information on opening additional business current account and savings account to diversify the Council's investments and funds.

**REASONS FOR RECOMMENDATION**

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

- a) The Council is committed to improving efficiency for the users and transparency to the public.

**RECOMMENDATIONS:**

1. To receive and note Report F/23/01
2. To open a Business Current Account with Unity Trust Bank with an initial deposit of £80,000.
3. To open a Business Savings Account with Cambridge & Counties Bank with an initial deposit of £80,000.

**INTRODUCTION**

The Council has a business deposit and current account with HSBC. The deposit account is used for keeping the residual precept payment, which is paid half-yearly.

With the continuous increase of the interest rates, the Council can receive additional income from interest on investments by opening an additional savings account, whilst being protected by the Financial Services Compensation Scheme of up to £85,000.

## **Current Account**

The Council only has one current account used to make payments to suppliers on a weekly basis. The Finance Officer recently had difficulty paying suppliers and staff in time due to the technical issues with the HSBC bank. By opening an additional current account, the Council will be more flexible to make payments to suppliers in time if ever the main current account experiences further technical issues.

The Council will also have tighter internal system in place as payments will need authorisation from two bank signatories to authorise the payments coming out of the account.

## **Unity Trust Bank**

Unity Trust Bank is an online service which provides a range of time saving, cost-effective Bacs payment options and is FSCS protected up to £85k. The account is the ideal solution for large volumes of payments, including salaries. All payment files are submitted online, with secure multi-user access and dual authority.

Unity Trust Bank business current account has £6 monthly fee, plus 15p per transaction. Other charges apply for additional services such as duplicate statements, drafts, and international payments.

## **Savings Account**

The Council currently has only one savings account with HSBC with a current balance of £195,804 as at 07 August 2023 with only 1.80% AER.

The purpose of having an additional business savings account is to ensure the Council's funds are protected by the Financial Services Compensation Scheme (FSCS) of up to £85k per bank, if ever the bank goes into insolvency. Also, to receive additional income from bank interest.

The variable Annual Equivalent Rate (AER) should be taken into consideration to potentially earn healthy interest by the amount of funds deposited.

## **Cambridge & Counties Bank – 95 Day Business Notice Account**

The 95 Day Business Notice Account is FSCS Protected meaning up to £85,000 money is protected. The bank will need 95 days' notice before withdrawals can be released. Signatories can be applied to the account and available to withdraw and deposit unlimited number of times without incurring any fees, no early withdrawals can be made.

The variable interest rate is 4.05%, interest received will be paid monthly.

- 95 Day Business Notice Account at 4.05% AER can earn up to £3,240 interest a year with £80,000 deposit

## **CONCLUSION**

By opening an additional current account, the Council will be more flexible to make payments to suppliers in time if ever the main current account has another technical issue.

By opening an additional business savings account, the Council will be receiving additional bank interest and ensure funds are protected under the Financial Services Compensation Scheme.

## **RISK MANAGEMENT**

A summary of the perceived risk follows;

**Perceived Risk** The Council are not able to process payments due to technical bank issues, and Council funds are not FSCS protected.

**Risk** Low

**Likelihood** Low

**Preventative Action** The Council has flexibility in processing payments by having two current accounts and ensured that funds are protected by the FSCS scheme.

## **CONTACT OFFICER**

If you have any queries about this report, please contact The Town Clerk of the Council.

Tel: 01303257946 or email [Stephen.nash@folkestone-tc.gov.uk](mailto:Stephen.nash@folkestone-tc.gov.uk) prior to the meeting.

This report will be made public on  
24 August 2023

**Folkestone  
Town Council**



Report Number **F/23/02**

**To:** Folkestone Town Council  
**Date:** 18 August 2023  
**Status:** Non-Exempt  
**Responsible Officer:** Town Clerk

**Subject:** **GROUND STAFF REPORT F/23/02**

**SUMMARY:**

To demonstrate a more effective use of our own staff rather than the employment of external providers.

**REASONS FOR RECOMMENDATION**

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

- a) The Council is committed to control and manage its financial affairs in accordance with the National Association of Local Councils (NALC) guidelines.

**RECOMMENDATIONS:**

1. To receive and note Report F/23/02.
2. That the council confirm a switch from external service provision and move to the recruitment of FTC own staff and premises and that the Town Clerk be permitted to take this project forward.

**INTRODUCTION**

Currently our gardens, play areas and bins are serviced by external contractors annually and FTC pay a significant fee for this provision. It is fair to say that this provision is not always timely, to the standard required and provided when needed for key events. While this may have been the most effective way previously there comes a time when 'economy of scales' requires a different approach. The Town Clerk believes this point was reached some time ago.

## Current Situation

FTC currently spends funds on the following:

• Local Projects	£4000
• Park/Gardens Flowerbeds	£35,000
• Parks/Gardens Trees	£20,000
• Parks Gardens Play Areas	£37,000
• Stewards and SIA	£2000
Total	£98,000

## Financial Implications

These costs could be reduced significantly while also providing us with a more effective work force, in recruiting two staff to carry out these works for us. They would need a small site for the storage of equipment and to provide for welfare facilities.

Staff x 2 @	£25,000pp	= £50,000
Premises @	£15,000pa	= £15,000 (Free first 18 months)
Vehicle	£5000pa	= £5000
Fuel	£5000pa	= £5000pa
Equipment Purchase (from CIL)		£15,000 one off purchase
Plants		£5000 pa
	Total	£95,000pa (£80,000 first 18 months)

Centre Code/Budget:	CIL
Unallocated budget remaining:	Grants Available
Other:	Service Fees to others

## Staffing Implications

Recruitment of local members of staff 'Grounds and Maintenance' assists with local employment. The new staff will also be available to assist with the support of FTC events which will reduce the costs per event from bought in staff such as SIA and Stewards. In addition the staff will be on call to deal with immediate needs such as the removal of waste, removal of graffiti, repair of vandalism, movement of museum exhibits and other items.

## Community and Environmental Implications

This change to staffing levels will help ease the burden on Event Planning, provide a faster more effective service directly to the town council and allow FTC to support other organisations. Staff will be able to support allotments provision and create additional space for such provision where funding can be obtained for the purchase of more land to create additional allotment space.

### **Biodiversity Implications**

This will help the council adhere to environmental issues in the future and demonstrate to residents that the council is committed to reducing our carbon footprint. By taking back control of our own areas, we can also determine if we want to re-wild areas or provide similar type activities or features.

### **Crime and Disorder Implications**

This could be a great resource for reducing the effect of anti-social behaviour, dealing with vandalism and graffiti and attending sites where issues may be taking place.

### **Risk Assessment**

Risk Assessments will be provided for all future activities where needed and staff will receive all appropriate training and PPE to carry out tasks.

### **Documents used in this report:**

Annual Budget

### **CONCLUSION**

By switching from external service provision and moving to the recruitment of FTC own staff, the Council can significantly reduce costs and gain additional control of maintaining the Council's assets and support events at the standard required.

### **RISK MANAGEMENT**

A summary of the perceived risk follows;

**Perceived Risk** Continuing to use external provisions with the incurring of high expenditure in comparison to bringing services internally.

**Risk** Low

**Likelihood** Low

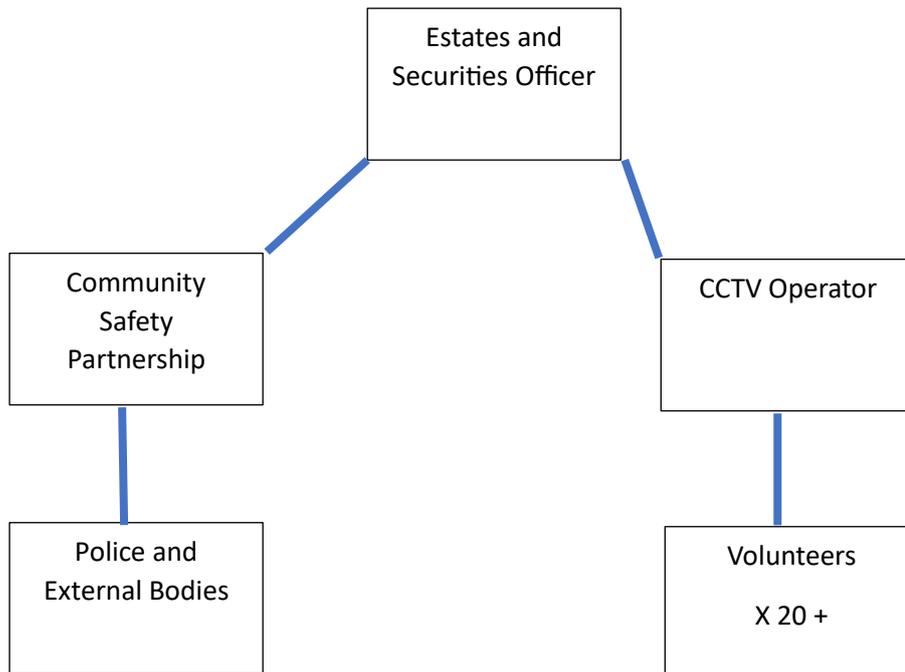
**Preventative Action** To recruit two grounds staff to reduce service cost and gain control of maintaining Council's assets and events.

### **CONTACT OFFICER**

If you have any queries about this report, please contact The Town Clerk of the Council.

Tel: 01303257946 or email [Stephen.nash@folkestone-tc.gov.uk](mailto:Stephen.nash@folkestone-tc.gov.uk) prior to the meeting.

## CCTV Flow Chart



## Staffing Hours

Estates and Securities	09:00-17:00hrs
CCTV Operator	17:00- 23:59hrs (Flexible)
Volunteers	09:00-08:59 hrs (Flexible)

Volunteers would commit to a number of hours per week/day/month and the Estates and Securities Officer and CCTV operator would rota volunteers on to provide up to 24/7 coverage. A minimum of 7 hours a day could be provided by the CCTV operator.

Police and Community Safety Partnership Officers would have remote access at all times once the hardware is upgraded to meet Police requirements. This would provide real time access to officers and staff in addition to reducing the call on our own staff. External partners would be able to view in real time and also download information needed. In addition they would be able to use the control room for more extensive operations over a longer period, which they cannot currently do.

## Summary

The Town Clerk has run schemes like this in the past at Calne and Royal Wootton Bassett. They work very well and reduce costs hugely, while delivering an effective service for the community. See separate report from Ashford Monitoring about the effectiveness of existing cameras.

Photos of the new CCTV Site



Bringing Services In House

<b>Provider</b>	<b>Income</b>	<b>Expenditure</b>	<b>Service</b>	<b>Saving / Income</b>
Community Safety	£48,000	£38,000	Provision of CCTV control Room Installation of viewing wall Installation of VPN Provision of storage facility Provision of Mayoral parking Update of HIC hardware for police Provision of Museum storage Provision of Xmas Lights Storage	£10,000
Town Council Budget	Precept		Mayoral Car Garage	£1,056
Town Council Budget	Precept		Storage of Xmas lights and other	£3,880
Ashford Monitoring	Precept		Monitoring of CCTVs (x25)	£30,775
Town Council	Town Council Budget	£23,000	CCTV operator	
	£48,000	£61,000	Saving	£45,711
			Income	£48,000
			<b>Total Available Funding</b>	<b>£93,711</b>

Other benefits in bringing service in house:

- Additional staff and volunteers to assist in coverage
- All storage in Folkestone reducing travel to Harmers & Sons site (staff and travel costs)
- New equipment hardware which will extend life of CCTV
- External access by police and Safety Partnership Staff. Cutting down on own staff commitments and time
- External access allows direct use of cameras for real time incidents by other agencies
- Internal control will assist in the Purple Flag application, currently underway
- Rationale for relocation of existing cameras to meet changing needs. i.e. move to areas of high concern
- Easy access to control room 24/7 365 days a year
- Partnership funding for the future to reduce costs (partnerships attract more funding)
- More dedicated monitoring by local police, own staff and volunteers
- Greater community participation in incidents
- More local knowledge and understanding of the Town for more effective tracking

This report will be made public on  
24 August 2023

**Folkestone  
Town Council**



Report Number **F/23/03**

**To:** Folkestone Town Council  
**Date:** 18 August 2023  
**Status:** Non-Exempt  
**Responsible Officer:** Town Clerk

**Subject:** CCTV STAFF REPORT F/23/03

**SUMMARY:**

To demonstrate a more effective use of our own staff rather than the employment of external providers and service level agreements.

**REASONS FOR RECOMMENDATION**

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

- a) The Council is committed to control and manage its financial affairs in accordance with the National Association of Local Councils (NALC) guidelines.

**RECOMMENDATIONS:**

1. To receive and note Report F/23/03.
2. That the Council confirm a switch from external service provision and move to the recruitment of FTC own staff and premises and that the Town Clerk be permitted to take this project forward.

**INTRODUCTION**

Currently the Town Council pays Ashford Borough Council to monitor a number of our cameras on a 24/7 basis but our own staff are not convinced that the monitoring actually takes place at sufficient levels. When requests have been made there is often a response that 'we are not currently looking in that area'. This is for 25 cameras out of 63 across the town and the contract is coming up for renewal with the new fees shown below. The cameras catch footage 24/7 365 days a year and the majority of requests for footage from Folkestone Town Council are for events captured by recordings and NOT real time footage.

In the last 6 months there have been no requests for live monitoring and 78 requests for searches about past events or reports. There are minimal reports received about the effectiveness of CCTV within the town leading to convictions or identifying offenders against the cost of provision. The Community Safety Partnership for Folkestone and Hythe led by police are asking for a more local resource manned by local people.

### **Current Situation**

FTC currently spends funds on the following to Ashford Monitoring:

•	Current Fee	£25,175
•	Fee for 23/24	£27,139
•	April increase +13.4%	£30,775
	<b>Total</b>	<b>£30,775</b>
•	Maintenance Fees cost	£18,461 pa
	<b>Total</b>	<b>£49,236 pa</b>

### **Opportunity**

The Community Safety Partnership led by Police have been invited to bid for £333,000 to achieve 5 objectives within Folkstone to reduce a variety of crimes including crimes against women. As part of this bid the police have asked FTC to consider some changes to the CCTV provision in the town, this includes:

- Relocating of CCTV control room to provide better access
- Remote access so that officers can look in real time at events
- Change of current HIK system to comply with Police Data Protection
- Take over remote cameras from District Council

### **Financial Implications**

By doing this FTC could significantly reduce our own costs over the coming 18 months as the funding would pay for all the items listed above. The relocation of the CCTV will provide us with a more flexible piece of accommodation which could also house the Mayoral Car and provide additional storage space which would reduce our cost by over £6000 per annum.

Cancelling the contract with Ashford Monitoring will save an additional £33,000 per annum which could then allow us to recruit a new member of staff to help with the recruitment of Volunteer Staff to operate the CCTV during unsociable hours.

New member of staff / job share if needed at around £23,000 pa.

## **No funds were received from the District Council in 21/22**

Centre Code/Budget:	CIL
Unallocated budget remaining:	Grants Available
Other:	Service Fees to others

### **Staffing Implications**

- a. Recruitment of local members of staff could support town council activities.
- b. Assists with local employment
- c. Allows FTC to determine priorities for use.
- d. The new staff will also be available to assist with the support of FTC events which will reduce the costs per event from bought in staff such as SIA and Stewards.
- e. In addition the staff would be on call to deal with immediate needs such as the removal of waste, removal of graffiti, repair of vandalism, movement of museum exhibits and other items.
- f. A local staff member will have greater knowledge of the Town layout. Currently the CCTV operators in Ashford do not understand the layout of the town. The police view this as an essential need.
- g. Using our own staff will increase the efficiency in recognition as our own staff could quickly learn local perpetrators.

This is also a great opportunity to recruit volunteers to monitor a more local CCTV scheme which is common practice in many town councils around the country. In the Town Clerk's last role the council had 23 volunteers who provide over 3000 hours of volunteer time over the year and were very effective in responding to incidents. This has also been true in other roles where the Town Council has taken the lead on CCTV provision and it is a great way of connecting with members of the community (the volunteers).

### **Community and Environmental Implications**

This change to staffing levels will help ease the burden on Event Planning, provide a faster more effective service directly to the town council and allow FTC to support other organisations. This is an activity where members of the public are often eager to engage with as they see clearly benefits in:

- a. Reducing anti-social behaviour
- b. Identifying perpetrators
- c. A positive way of spending spare time
- d. Supporting a local initiative
- e. Helping reduce criminal activity

### **Biodiversity Implications**

This will help the council adhere to environmental issues in the future and demonstrate to residents that the council is committed to reducing our carbon footprint.

## **Crime and Disorder Implications**

This could be a great resource for reducing the effect of anti-social behaviour, dealing with vandalism and graffiti and attending sites where issues may be taking place. As the lead organisation for CCTV, it elevates the Town Council in partnership arrangements and ensures the Town Council focuses its resources where they are most needed.

## **Risk Assessment**

Risk Assessments will be provided for all future activities where needed and staff will receive all appropriate training and PPE to carry out tasks.

Documents used in this report:

Annual Budget

## **CONCLUSION**

By agreeing to the relocation of the CCTV control room FTC will:

- a) Reduce Storage Expenditure by £5,820 over the next 18 months
- b) Reduce staff costs through car charging
- c) Reduce monitoring costs by £11,000
- d) Provide us with a new facility cost free for next 18 months
- e) Cover the costs of installations (room, viewing wall, new hardware)
- f) The grant will provide FTC with £48,000 to carry out all works

## **RISK MANAGEMENT**

A summary of the perceived risk follows;

**Perceived Risk** The Council continue to use Ashford Borough Council to manage a number of our CCTVs at an insufficient level.

**Risk** High

**Likelihood** Low

**Preventative Action** The Council to commence the CCTV project and recruit a new CCTV Operator staff.

## **CONTACT OFFICER**

If you have any queries about this report, please contact The Town Clerk of the Council.

Tel: 01303257946 or email [Stephen.nash@folkestone-tc.gov.uk](mailto:Stephen.nash@folkestone-tc.gov.uk) prior to the meeting.

## List of Folkestone Town Council's CCTVs managed by Ashford Borough Council

The following information below are the usage from Ashford Monitoring Centre:

### USED:

FC14 – Sandgate Road Precinct  
FC 12 – Town Hall Front  
FC 10 – Rendezvous Street  
FC 62 – Shellons Street  
FC 20 – Payers Park Car Park  
FC 15 – Sandgate Road West Terrace  
FC 29 – Harbour  
FC 7 – Tontine Street  
FC 9 – Tontine Street  
FC 1 - Bus Station

### NOT USED/USED ON OCCASIONALLY

FC 23 – Sandgate Road  
FC 26 – Sandgate Road Roundabout  
FC 30 – Burstin Hotel Rear car Park  
FC 47 – Morrisons Cheriton Road  
FC 50 – Posh Wash  
FC 53 – Cheriton Library  
FC 44 – Radnor Park Toilets  
FC 45 – Radnor Park Roundabout  
FC 46 – St Eanswythe School  
MOBILE 1 – Recreation Ground Canterbury Road

### WORTH KEEPING –

FC 17 – Central Station  
MOBILE 2 – Cheriton Recreation Ground

### Estates and Security Officer Comments

Ashford Borough Council can control the CCTVs positioning including panning, tilting or fixed, but it is not always clear. Sometimes Ashford Borough Council move the cameras so they're not always pointing in the direction I left them in.

This report will be made public on  
24 August 2023

**Folkestone  
Town Council**



Report Number **F/23/04**

**To:** Folkestone Town Council  
**Date:** 18 August 2023  
**Status:** Non-Exempt  
**Responsible Officer:** Town Clerk

**Subject:** COMMUNITY MINIBUS REPORT F/23/04

**SUMMARY:**

To implement the Community Transport Grant Scheme to purchase a fully electric and accessible minibus for wheelchair users, vulnerable people and local organisations for their own events and purposes.

**REASONS FOR RECOMMENDATION**

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

- a) The Council is committed to control and manage its financial affairs in accordance with the National Association of Local Councils (NALC) guidelines.

**RECOMMENDATIONS:**

1. To receive and note Report F/23/04.
2. To vire the funds from the Community Transport reserve to purchase an electric and accessible minibus and authorise the Town Clerk to take this project forward.
3. To order the minibus from options A, B or C.

**INTRODUCTION**

In March 2021, the Council successfully received a grant fund for a one-off project total amount of £71,303 from the Kent County Council to provide a Community Minibus to operate within the town and District of Folkestone and Hythe. Since receiving the grant fund, the grant itself has been neglected over the years and the Council has been notified recently by Kent County Council that we will need to implement the scheme soon or we will be obliged to return the total grant fund.

The scheme is intended to provide transport which benefits the local community, and not to compete with or undermine an existing transport service. The Council plans on securing volunteer drivers to have a contribution within the scheme.

The Council plans to use the grant fund to purchase a fully electric and accessible minibus for wheelchair users including vulnerable people and to work alongside local community groups and organisations making it easier travelling around the Folkestone and Hythe District areas, the minibus will be used for local communities and organisations for their purposes and events.

Organisations within the partnerships (RBL, Veterans Associations, Cadets, Older People Groups, Nepalese Community Organisation) will be able to book the minibus for events where appropriate and also run a regular service such as daily run to doctor's surgery or shops. The minibus can also be used for residents to access cultural points such as museums, theatres, galleries, heritage sites, commemorative events and community events.

The Council is seeking to purchase an electric minibus soon which will be available for other charitable groups to hire within the town and to provide better access routes.

### **Current Situation**

The purpose of the Community Transport Grant Scheme is to encourage community-led groups and organisations wanting to improve a community transport scheme in our town. The grant will be used to purchase a fully electric minibus with accessible features for wheelchair users and vulnerable people. The purchase of the minibus is perhaps the biggest delay with up to three months waiting time being suggested at present.

### **Opportunity**

Folkestone Town Council will deliver services across Folkestone and the Folkestone and Hythe District as required with a series of regular and bookable runs. Not only will the Council provide additional services, but the Council can also receive additional income from the scheme by hiring the minibus to local communities and organisations for their own purposes and events. Residents are able to benefit from the service by: reducing isolation, increase access, improve well-being, increase participation in activities, increase participation in local events, improve Health Standards and Awareness.

The Community Minibus Business Plan document list the forecasted income opportunities and expenditure.

### **Financial Implications**

The Council has already received the grant funds total of £71,303, shown on the Community Transport Reserve. The Council are not planning to use its own funds to further support the scheme this financial year. The financial implication of the scheme is that once the scheme has been implemented, it will reduce our general reserves. It is assumed the remaining grant fund not used will be given back to Kent County Council.

## **Staffing Implications**

The Council will be seeking a recruitment of volunteers to drive the minibus, and through partnership work, the Council will run services to support local communities and residents.

## **Community and Environmental Implications**

Several bus services within Folkestone have been cut recently and the Council are able to fill the gaps that have now been created. There are currently not enough sufficient minibuses within the town to meet the needs of charitable organisations. By purchasing an electric and accessible minibus, the Council will demonstrate sustainable services, help the Council meet environmental targets and reduce carbon emissions.

## **Minibus Quotes**

### A. Gowrings Versa

- Model: Ford E-transit Conversion
- Current manufacturing lead time is 12 months, conversion would take an additional 1-2 months
- Payment in full prior to delivery
- 10 seats plus 1 wheelchair
- Quote price: £67,535 plus vat

### B. CVM World

- Model: Maxus eDeliver 9
- 6 months lead time
- Payment terms - 50% place of the order, 50% prior to delivery
- 6 seats plus 1 wheelchair
- Quote price: £68,200 plus vat

### C. GM Minibus

- Model - Maxus EV80
- 8 seats, plus 1 wheelchair
- 2 months lead time
- Payment terms: £5000 place order, remaining payment prior to delivery
- Quote price: £58,055 plus vat

## **CONCLUSION**

By providing an additional service for all residents and local organisations, the Council will create a positive impression that the residents are being cared and thought about within the community.

## **RISK MANAGEMENT**

A summary of the perceived risk follows;

**Perceived Risk** The Council is unable to undertake the minibus project and will have to give the grant fund back.

**Risk:** Low

**Likelihood:** Low

**Preventative Action** To purchase an accessible minibus for residents and local organisations to have an additional choice of transport and to support local events.

## **CONTACT OFFICER**

If you have any queries about this report, please contact The Town Clerk of the Council.

Tel: 01303257946 or email [Stephen.nash@folkestone-tc.gov.uk](mailto:Stephen.nash@folkestone-tc.gov.uk) prior to the meeting.

Kent County Council has requested to resubmit a completed application form as an acknowledgement that the Council intend to proceed with the scheme. Please note this is NOT the form that was originally submitted back in 2021.

## Kent County Council Community Transport Grant Scheme Application Form

Following previous Community Transport initiatives, Kent County Council is pleased to announce a Community Transport Grant Scheme in the financial year 2019-20. The scheme is open to community-led groups or organisations wanting to establish or improve a community transport scheme in their area.

The grant opportunity is:

One off capital grant funding towards / for the cost of buying a vehicle or other equipment, e.g. - computer equipment, ticket machines, parking facilities etc. to support a community transport scheme. **Note** - Any vehicle or other equipment procured with grant funding will be owned by the bidder, who will be responsible for ongoing maintenance and replacement.

Bids working in partnership with other recognised community groups, parishes or town councils will be considered. Bids can be either in relation to an existing scheme or the establishment of a new scheme. Bids can be submitted in conjunction with a transport provider but need to be led by the community.

It is intended that a decision on which bids have been successful will be made after Christmas 2019. Monies will be paid by the end of the financial year 2020 and schemes will be delivered in the 2020/2021 financial year.

**Note** - If successful in bidding, proof of purchase or a quotation will be required before any funding is released. This, for example, may include a document detailing the specification and cost of a vehicle or equipment being procured. Kent County Council will require this detail before releasing funding.

## ASSESSMENT PROCESS:

A two-stage approach to bid assessment will be in place. Firstly, organisations will need to demonstrate that their submission meets a list of essential criteria. If any of the essential criteria are not met, the submission will not be considered any further.

All bids which meet the essential criteria will be collated and assessed further. A number of factors will then be taken into account when deciding which bids are successful.

The essential criteria are as follows:

- 1) That the scheme provides transport which benefits the local community.
- 2) That the scheme does not compete with or undermine an existing transport service
- 3) That the scheme utilises wheelchair accessible vehicles.
- 4) That the bid includes a mobilisation plan which details how it can be delivered in the 2020/21 financial year.
- 5) That the bid includes some form of match contribution – i.e. a guarantee of financial or other contribution (securing of volunteer drivers / equipment etc.)
- 6) That the bid includes a plan demonstrating that it will be sustainable both during the period immediately after the financial support is provided and in the longer term.

For bids which meet the essential criteria, factors such as the following will be considered:

- What transport is already available locally
- What benefit the scheme will bring to the community
- How many people will it benefit and who
- Is the scheme new or improving an already existing arrangement
- Can it be delivered

## TIMELINE:

Application deadline:	31 <sup>st</sup> December 2019
Confirmation of result:	By End of January 2020
Payment of grant:	By end March 2020

## APPLICATION FORM:

If you would like clarification on how to complete this application, please contact Jean Molloy at Kent County Council (see contact details on final page).

This form is available electronically or in hard copy. Please continue on a separate sheet if necessary.

Name of lead parish, town council / councils or community organisation:  
Folkestone Town Council

**Title of community transport scheme: Community Links**

**Is this a partnership bid? Yes**

**If so, who is the lead parish, town council or community organisation?  
Folkestone Town Council**

**Your name: Steve Nash**

**Address of parish, town council or community organisation:**

Town Hall, Guild Hall Street, Folkestone, CT20 1DY

**Telephone: 01303 247946**

**Email: [Stephen.nash@folkestone-tc.gov.uk](mailto:Stephen.nash@folkestone-tc.gov.uk)**

**Your position in the parish, town council or community organisation Town Clerk**

**Account details (for payment of successful bids):**

**Name of bank: HSBC**

**Account number:**

**Sort code:**

**Name on account: Folkestone Town Council**

**I hereby verify that I comply with all relevant legislative requirements (including but not limited to licensing, health and safety, DBS disclosure, and Disability Discrimination Act, if applicable)**

**Yes**

**No**

***I confirm that I have provided either within my answers or as an attachment proof of the following as part of my submission:***

- That the scheme provides transport which benefits the local community.**
- That the scheme utilises wheelchair accessible vehicles.**
- That I have detailed the plan for mobilisation**
- That the bid includes some form of match contribution**
- That I have detailed how the scheme will be sustainable both in the Immediate and longer term**

**What is your proposed area of coverage? We will deliver services across Folkestone and the Folkestone and Hythe District as required with a series of regular and bookable runs.**

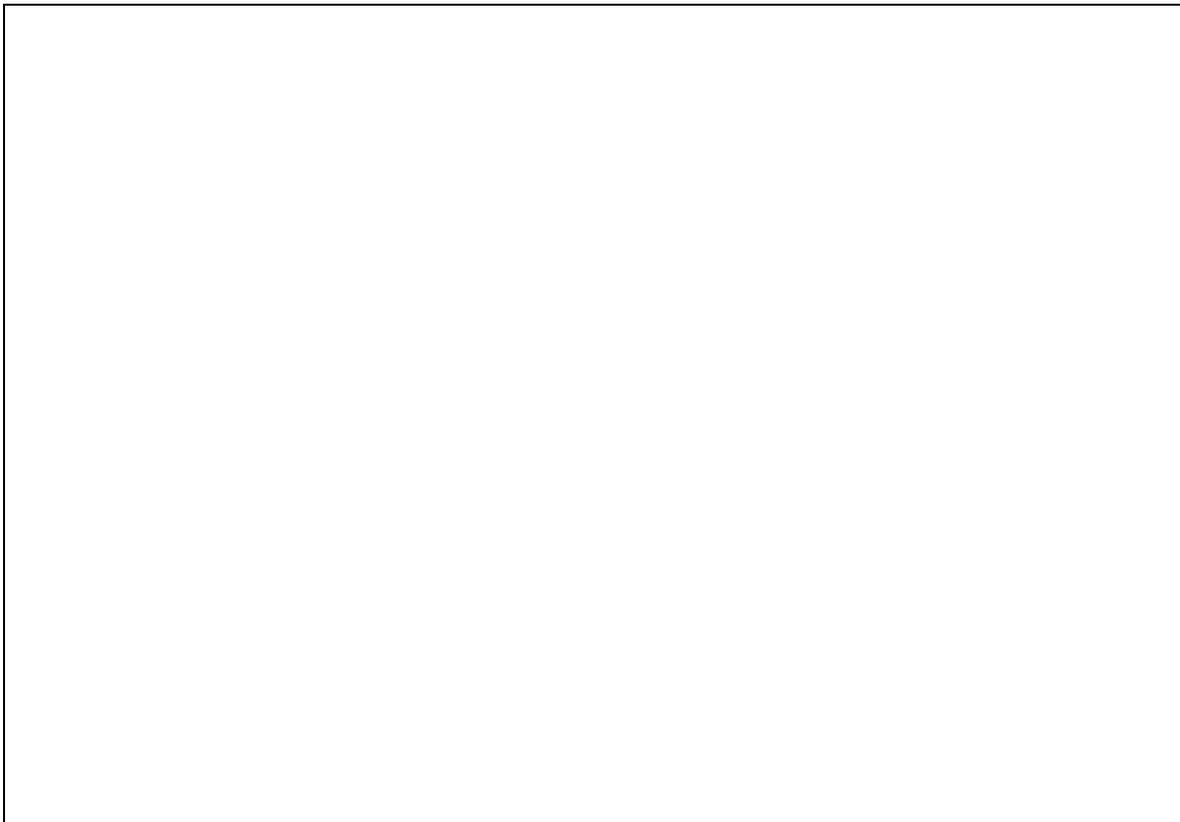
**Describe your community transport scheme.**

***What are the aims and how is it / will it be run?***

We will work with other local organisations to meet the needs of local residents and charitable organisations. Through recruitment of volunteers and through partnership work we will run services that will benefit the users of the service.

Organisations within the partnership (RBL, Various Veterans Groups, Cadets, Older Peoples Groups, Nepalese Community Organisation) will be able to book the bus for events where appropriate and also run a regular service alongside side i.e daily run to doctors surgery or shops. To access cultural points such as museums, theatres, galleries, heritage sites, community days, specific events for people with disabilities

This will be an electric mini bus which will help us meet our environmental targets and reduce carbon emissions.



**Describe the individuals/groups that will benefit, providing numbers if possible:**

**Older People + 1000**

**Young People + 1000**

**Disabled People and people with access problems + 1000 Isolated groups (rural, poor bus routes, access points) + 1000**

**Minority Groups and organisations + 1000 Folkestone has a population of around 46,000 and all eligible groups will be able to access the mini bus as available**

**Explain how these individuals/groups will benefit:**

**We will provide regular or booked routes within these areas subject to demand and this will:**

**Reduce Isolation**

**Increase access**

**Improve well being**

**Increase participation in activities**

**Increase participation in local events**

**Increase access to services**

**Improve Health Standards and Awareness**

**Explain why this scheme is needed:**

***-How does it/ will it meet a travel demand?***

***Several Bus Services within Folkestone have been cut recently and this will allow us to fill the gaps that have now been created. There are not currently sufficient mini buses within the town to meet the needs of charitable organisations.***

**Define what will make your scheme a success:**

***What targets/objectives do you hope to meet over the life of the project?***

Number of groups being supported  
Number of users per trip per annum  
New events and activities supported  
Reports from users and user groups

**Explain how your scheme will be sustainable in the immediate term and in the future:**

The Town Council will Insure the vehicle and maintain it annually

Users and user groups will pay for the use of the vehicle to cover running costs

Sponsors will be sought to assist with covering costs of the vehicle

Sponsors will pay for the bus to attend specific events

**Explain how you will monitor and record your progress:**

We will record the number of users, daily, weekly, monthly, annually

We will record income and expenditure covering the whole project

We will monitor milestones and barriers to improve service

**What is your plan for mobilisation and when do you intend for the scheme to commence / the enhancement to be introduced:**

We hope to launch this by Christmas of 2023 with first trips being provided by partnership organisations. This will give us time to introduce training for volunteers, sort out licenses and promote the scheme via advertising.

The purchase of the mini bus is perhaps the biggest delay with up to 3 months waiting time being suggested at present

***Please tick one box - This application is in respect of:***

- A new Scheme
- An existing Scheme

**Please complete this page:**

<b>Breakdown of items bid for</b>	<b>Costs £</b>	<b>Amount requested £</b>
Purchase of electric mini bus	£68,000	£68,000
Electric Charging Point	£2000	£2000
Lap Tops / I pads for bookings	£1000	£1000
<b>Total:</b>	<b>£71,000</b>	<b>£71,000</b>

**Please explain how the funding will benefit the scheme and why it is needed:**

There is currently no budget allocation for this project in place that would allow the purchase of a mini bus within the time frames described. However there is sufficient for peripherals like insurance and maintenance. This will allow the project to come forward quicker and meet the needs of local residents.

**Please explain what contribution the parish, town council or community organisation will make to the scheme (providing figures if financial and written detail if other contribution e.g. drivers)**

The Town Council will insure and maintain the vehicle for its usable life. We will promote the scheme to the community and administer the finances of the project for the life of the project. We will arrange and supply training for drivers where necessary and provide drivers where possible. We will arrange parking for the vehicle and ensure it is road worthy at all times.

**Please explain what contribution the parish, town council or community organisation will make to the scheme (providing figures if financial and written detail if other contribution e.g. drivers.**

If your organisation is awarded a grant, as a condition of the award you will accept the offer with stated conditions within one month of the date of the offer letter. Successful schemes will submit status reports after one year, two years and three years.

**PLEASE CHECK THAT YOU HAVE COMPLETED ALL SECTIONS OF THE APPLICATION FORM**

**Signed:** Steve Nash **Date:** 11th August 2023

**Position in organisation:** Town Clerk

**THANK YOU FOR YOUR APPLICATION**

**Return to:**

[jean.molloy@kent.gov.uk](mailto:jean.molloy@kent.gov.uk)

**or post to**

Jean Molloy  
Kent County Council  
Community Transport Fund  
Public Transport  
P.O Box 441  
Aylesford  
Kent

**Contact for Assistance:**

**For advice on how to apply please contact:**

Jean Molloy – Kent County Council  
[jean.molloy@kent.gov.uk](mailto:jean.molloy@kent.gov.uk)

Dan Bruce – Kent County Council  
[Dan.bruce@kent.gov.uk](mailto:Dan.bruce@kent.gov.uk)

## Community Minibus Business Plan

### Income Opportunities

No	Source	Weekly	Monthly	Annually
1	Sponsorship			£1000
2	Group Hire	£50	£200	£2400
3	Route Hire	£100	£400	£4800
4	Event Hire		£100	£1200
<b>Total</b>				
				<b>£9400</b>

### Forecasted Expenditure

No	Item	Weekly	Monthly	Annually
1	Insurance			£3000
2	Cleaning		£10	£120
3	Servicing			£500
4	Repair			£500
5	Charging	£5	£20	£240
<b>Total</b>				
				<b>£4360</b>

### Note

As part of the external hire arrangements all groups and hirers, they would be expected to re-charge the minibus after use to the same level as when they received the bus. In this way they obtain a cheap hire against use and reduce our own staff costs in charging the vehicle each time.

### Route Hire

This would be a weekly or even daily regular trip to meet the needs of local residents and would be charged Per Person with charges suggested between £1.50 & £2.00 per trip. For easier payment transactions, customers can pay by card or cash rather than via online banking which older residents may struggle with.

This report will be made public on  
24 August 2023

**Folkestone  
Town Council**



Report Number **F/23/05**

**To:** Folkestone Town Council  
**Date:** 06 August 2023  
**Status:** Exempt Report  
**Responsible Officer:** Town Clerk

**Subject:** INTERNAL AUDITOR REPORT F/23/05

**SUMMARY:**

This report provides information for the appointing of the new internal auditor to audit our mid-term and year-end accounts for 2023-24.

**REASONS FOR RECOMMENDATION**

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

- a) The Council is committed to control and manage its financial affairs in accordance with the Accounts and Audit Regulations 2015.

**RECOMMENDATIONS:**

1. To receive and note Report F/23/05.
2. To appoint a new internal auditor from the options A, B or C.

**INTRODUCTION**

The Accounts and Audit Regulations 2015 require smaller authorities each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an Annual Governance Statement in accordance with proper practices in relation to accounts.

The purpose of the internal audit review is to receive a report providing the council with recommendations where applicable for the improvement of internal processes and assurance that the council's systems are fit for purpose and the possibility of the systems being prone to error or misstatement are low.

Our previously appointed internal auditor for the Council's year end accounts stated in his previous internal audit report that the last financial year would be his last audit for this Council.

The Finance Officer has gathered three quotes from three independent internal auditors to audit the Council's accounts this year and upcoming years. The Council requires a mid-term audit between September to January, and a year-end audit between April to June.

We have decided to go for an auditor company instead of an independent internal auditor so that if the main internal auditor is unavailable, another internal auditor can carry out the audit without delay.

Below is the list of the three internal auditors:

### **A. Mulberry & Co**

Mulberry & Co have been conducting and providing training on local authority internal audit for over 15 years, and are registered auditors, chartered certified accountants and chartered tax advisors. Their team currently undertake approximately 200 audits per annum from small councils with income and expenditure below £25,000 to larger Town councils with income exceeding £3 million.

At the interim visit they will review and perform tests on the following areas:

- Review of the Financial Regulations and Standing Orders
- Review of the Risk Assessments
- Review of the budgeting process
- Proper bookkeeping – review of the use of the accounts package
- Review of salaries
- Review of fixed asset register

At the final visit they will review and perform tests on the following areas:

- Review of annual accounts & Annual Governance and Accountability Return (AGAR)
- Review of bank reconciliation
- Review of income
- Review of salaries
- Review of information for external auditor

Mulberry & Co charge based on an hourly rate and from the financial year 2023-24 will be charging £65 per hour + VAT together with travel costs at £0.45p per mile, they do not charge for travel time. The length of time for the audits will depend on the scale and complexity of the council's financial operations, but would estimate that a full year's auditing would be conducted in approximately 6-10 hrs.

## **B. April Skies Accounting**

April Skies Accounting have 70+ town and parish audit internal audit clients, with a fully qualified member of the Chartered Institute of Finance and Accountancy (CIPFA) since 1990. CIPFA qualified accountant with more than 30 years' experience in the public sector, moved into the Parish and Town Council sector in the last five years.

They will provide three audits each year covers:

- I. An interim audit in December/January to be completed in person
- II. A second interim in March to be completed remotely
- III. A final audit to be completed in May in person

The two interim audits would cover the following:

- Bank reconciliations
- Risk assessments
- Income and expenditure testing
- Monitor of council finances
- Salaries and wages
- Review of key governance documents
- Reporting of previous years audits and inspection periods

Year-end audit would cover the following:

- Agreement of accounts to ledgers
- Review of fixed asset and investment registers
- Review of information for external audit
- Year-end bank reconciliation
- Transaction testing for second half of financial year

April Skies Account charge an annual total of £1,500.00 for the three audits plus cost of travel from Farnham in Surrey around £100 per trip, additional work would be charged at £65 per hour.

## **C. Martin Thomas & Co**

Martin Thomas has experience working in large and small companies, the bus industry, manufacturing and construction as well the NHS. Previously carried out Parish internal audits. They specialise in small business accountancy and personal tax affairs, operating from their office in Sittingbourne, Kent. The staff are experienced in book-keeping, payroll and setting up and organising accounting records. Martin is an ACCA finalist with 40 years' experience in accounting and management.

The audit will include:

- Checking all bank accounts
- Invoices and extracts to the accounts
- Review of payroll details
- Checking the AGAR return is correct and relevant boxes completed
- Checking all statutory requirements have been met and reviewing minutes of the council meetings
- The quote price is £975.00 for two internal audit visits. Agreed work over the above work charged at £52.00 per hour

## **CONCLUSION**

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the Council's internal controls. It results in an annual assurance report to Members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control.

Under the Accounts and Audit Regulations 2015, the Council requires an independent internal auditor to conduct a review of the effectiveness of the system of internal control and prepare an Annual Governance Statement in accordance with proper practices in relation to accounts.

## **RISK MANAGEMENT**

A summary of the perceived risk follows;

**Perceived Risk** The Council does not appoint a new independent internal audit to review the Council's accounts

**Risk** Low

**Likelihood** Low

**Preventative Action** The Council to appoint a new independent internal auditor to review the effectiveness of the system of internal control and to sign off the year end accounts.

## **CONTACT OFFICER**

If you have any queries about this report, please contact The Town Clerk of the Council.

Tel: 01303257946 or email [Stephen.nash@folkestone-tc.gov.uk](mailto:Stephen.nash@folkestone-tc.gov.uk) prior to the meeting.

**FOLKESTONE TOWN COUNCIL**  
**SCHEDULE OF MEETING DATES 2023/24**

(Please note that all meeting dates are provisional and may be subject to change or cancellation)

	<b>Planning Committee  19.00 (Thursday)</b>	<b>Climate &amp; Environment Committee  19.00 (Tuesday)</b>	<b>Community Services Committee  19.45 (Tuesday)</b>	<b>Grants Committee 17:30 (Tuesday or Wednesday)</b>		<b>Finance &amp; General Purposes Committee  19.00 (Thursday)</b>	<b>Personnel Sub- Committee  18.00</b>	<b>Full Council  19.00</b>
<b>April 2023</b>	27	4	4			20	20	
<b>May 2023</b>	25							<b>Tuesday 16 (Annual Council) Tuesday 23 (Town Assembly)</b>
<b>June 2023</b>	29	6	6			15		<b>15 (AGAR)</b>
<b>July 2023</b>	27							
<b>August 2023</b>	24					31	31	
<b>September 2023</b>	28			5	6	14		21
<b>October 2023</b>	26	3	3	10	11	19		
<b>November 2023</b>	30			21	22	30		16
<b>December 2023</b>	<b>TUES 19</b>					<b>14 (Budget Meeting)</b>		
<b>January 2024</b>	25			16	17	25		11
<b>February 2024</b>	29	6	6	6	7	15	15	
<b>March 2024</b>	28			19	20			14



<b>SUMMARY</b>						
<b>NAME</b>	<b>WARD</b>	<b>BALANCE AT START (INC. B/F FROM PREV. YEAR)</b>	<b>AMOUNT GRANTED TO DATE</b>	<b>AMOUNT LEFT TO GRANT</b>		
<u>ABENA AKUFFO-KELLY</u>	Folkestone Central	£1,175.00	£0.00	£1,175.00		
<u>LAURA DAVISON</u>	Folkestone Broadmead	£890.00	£0.00	£890.00		
<u>JOHN RENSHAW</u>	Cheriton West	£1,185.00	£0.00	£1,185.00		
<u>CHARLIE BAIN SMITH</u>	Folkestone Central	£1,175.00	£0.00	£1,175.00		
<u>ADRIAN LOCKWOOD</u>	East Folkestone	£1,181.00	£0.00	£1,181.00		
<u>CHRISTINE DICKINSON</u>	Folkestone Harbour	£934.00	£0.00	£934.00		
<u>PETER GANE</u>	Cheriton West	£1,185.00	£0.00	£1,185.00		
<u>JANE DARLING</u>	Cheriton East	£1,823.00	£0.00	£1,823.00		
<u>LIZ McSHANE</u>	Folkestone Central	£1,175.00	£0.00	£1,175.00		
<u>LUCY McGIRR</u>	East Folkestone	£1,181.00	£0.00	£1,181.00		
<u>NICOLA KEEN</u>	Folkestone Harbour	£934.00	£352.50	£581.50		
<u>BRIDGET CHAPMAN</u>	Folkestone Harbour	£934.00	£0.00	£934.00		
<u>CONNOR McCONVILLE</u>	East Folkestone	£1,181.00	£0.00	£1,181.00		
<u>JACKIE MEADE</u>	East Folkestone	£1,181.00	£0.00	£1,181.00		
<u>TIM PRATER</u>	Folkestone Harvey West	£416.00	£100.00	£316.00		
<u>BELINDA WALKER</u>	Folkestone Central	£1,175.00	£150.00	£1,025.00		
<u>KIERAN LEIGH</u>	Folkestone Broadmead	£890.00	£0.00	£890.00		
<u>ROGER WEST</u>	Cheriton West	£1,185.00	£0.00	£1,185.00		
<b>TOTAL</b>		<b>£19,800.00</b>	<b>£602.50</b>	<b>£19,197.50</b>		
<b>Ward Grants Budget 2023/24</b>	£19,800					
<b>Ward Grants based on the following:</b>				<b>Amount</b>		<b>Total</b>
<b>Ward</b>	<b>Electorate</b>	<b>Per Ward</b>	<b>No. of Cllrs</b>	<b>Per Cllr</b>	<b>Say</b>	<b>Per Ward</b>
Broadmead	3,116	£1,780.06	2	£890.03	£890	£1,780
Central	8,228	£4,700.36	4	£1,175.09	£1,175	£4,700
Cheriton East	3,192	£1,823.47	1	£1,823.47	£1,823	£1,823
Cheriton West	6,225	£3,556.12	3	£1,185.37	£1,185	£3,555
East Folkestone	8,267	£4,722.64	4	£1,180.66	£1,181	£4,724
Harbour	4,904	£2,801.48	3	£933.83	£934	£2,802
Harvey West	728	£415.88	1	£415.88	£416	£416
<b>Total</b>	<b>34,660</b>	<b>£19,800.00</b>	<b>18</b>			<b>£19,800</b>