

# FOLKESTONE TOWN COUNCIL



The Town Hall  
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## AGENDA

Meeting: **Finance and General Purposes Committee**  
Date: **Thursday 19 October 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 31 August 2023 and to authorise the Chair of the Committee to sign them as a correct record.
- 4. PERSONNEL SUB-COMMITTEE MINUTES**  
The Committee is asked to receive and note the minutes of the Personnel Sub-Committee meeting held on the 27 July 2023.
- 5. TERMS OF REFERENCE**  
In line with the Town Council's adopted standing orders, the Committee is asked to consider the amended 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.

**6. SCHEDULE OF PAYMENTS**

The attached schedule details payments made between 1 August 2023 to 31 August 2023.

**7. 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 August 2023.

**8. BANK RECONCILIATION**

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

**9. MINIBUS STANDING ORDERS REPORT**

The Committee is asked to note and approve the breach of Standing Orders.

**10. WARD GRANTS**

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

**11. WARD GRANT BALANCES**

For information, the attached shows ward grant balances available to each Councillor as at 31 August 2023.

**12. APPROVAL OF ACCOUNTS 2022/23**

For the Committee's information, the external auditor, Mazars LLP, has approved the Folkestone Town Council Accounts and Annual Return for 2022/23 without qualification. Public notification is attached and has been posted on the Town Council's website.

**13. BUDGET 2024/25**

To consider the attached draft budget and future recommendations from the Town Clerk and Finance Officer.

**14. THE ROYAL GURKHA RIFLES' FREEDOM PARADE**

2RGR have requested a Freedom Parade on the 16<sup>th</sup> December 2023. The Town Clerk will provide an outline proposal for approval.

**15. DATE OF NEXT MEETING**

30th November 2023 at 7:00pm

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:** Councillor Abena Akuffo-Kelly.

**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  
Voting: F:10, Ag:0, Ab:0

### **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  
Voting: F:10, Ag:0, Ab:0

### **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  
Voting: F:10, Ag:0, Ab:0

### **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

Voting: F:10, Ag:0, Ab:0

#### **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

Voting: F:10, Ag:0, Ab:0

#### **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

Voting: F:10, Ag:0, Ab:0

#### **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

Voting: F:10, Ag:0, Ab:0

**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

Voting: F:10, Ag:0, Ab:0

**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

Voting: F:10, Ag:0, Ab:0

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

The meeting concluded at 7.36pm

Chair.....

Date.....

## **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, 31<sup>st</sup> August 2023 at 7.00 p.m.**

**PRESENT:** Councillors Belinda Walker, Nicola Keen, Jane Darling, Connor McConville (Chair), Adrian Lockwood, Bridget Chapman, Laura Davison, Christine Dickinson, Kieran Leigh, Peter Gane.

**ABSENT:** Councillors Abena Akuffo-Kelly, Tim Prater

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

### **1558. APOLOGIES FOR ABSENCE**

There were no apologies received.

### **1559. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

### **1560. MINUTES**

The committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 15 June 2023.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 15 June 2023 include the voting numbers and be received for signing as a correct record at the next Full Council meeting on the 21 September 2023.**

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

### **1561. TERMS OF REFERENCE**

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

**RESOLVED: To defer the new Terms of Reference to the next Finance and General Purposes meeting on the 14 September 2023 and include the existing Terms of Reference to identify the changes.**

Proposed: Councillor Laura Davison

Seconded: Councillor Bridget Chapman

Voting: F: 10, Ag: 0, Ab: 0

**1562. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 June 2023 and 31 July 2023.

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

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

**1563. BUDGET MONITORING STATEMENT 2023/24**

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

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

Proposed: Councillor Nicola Keen

Seconded: Councillor Christine Dickinson

Voting: F: 10, Ag: 0, Ab: 0

**1564. BANK RECONCILIATION**

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

**1565. ADDITIONAL BANK ACCOUNTS REPORT**

The Committee was asked to consider opening an additional current and savings accounts.

**RESOLVED: To open an additional business current account and a 1 Year Fixed Rate savings account with Unity Trust Bank and Cambridge & Counties Bank respectively with an initial deposit of £80,000 each.**

Proposed: Councillor Adrian Lockwood

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

**1566. GROUND STAFF REPORT**

The committee was asked to consider moving away from the reliance of external provisions and bring services in-house to have additional control and to reduce costs.

**RESOLVED: To switch from the use of external service provision and move to the recruitment of two new grounds staff and permit the Town Clerk to take this project forward.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Christine Dickinson

Voting: F: 9, Ag: 0, Ab: 1

**1567. CCTV STAFF REPORT**

Following the confirmation of the successful grant from The Community Safety Partnership, the committee was asked to consider moving away from the reliance of external provisions and bring services in-house to have additional control of the CCTVs and to reduce the costs.

**RESOLVED: To switch from the use of external service provision and move to the recruitment of one CCTV Operator and volunteers and permit the Town Clerk to take this project forward.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Kieran Leigh

Voting: F: 7, Ag: 1, Ab: 2

**1568. COMMUNITY MINIBUS REPORT**

The committee was asked to implement the Community Grant Scheme to purchase a fully electric and accessible minibus to support local organisations and residents.

**RESOLVED: To transfer the funds from the Community Transport reserve to the General Fund. To order the electric minibus whichever provides the most effective and quickest delivery service with a reasonable capacity.**

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

**1569. APPOINTMENT OF INTERNAL AUDITOR**

The committee was asked to appoint a new internal auditor for the year 2023/24 to carry out the mid-term and year-end audit.

**RESOLVED: To appoint Mulberry & Co as the new internal auditor to audit the mid-term and year-end accounts for the 2023/24 financial year.**

Proposed: Councillor Peter Gane

Seconded: Councillor Nicola Keen

Voting: F: 10, Ag: 0, Ab: 0

**1570. GRANTS SUB-COMMITTEE**

The Committee was asked to decide which point in the agenda would the committee like to discuss the ward grants.

**RESOLVED: To include the Ward grants as the first main item on the Finance and General Purposes agenda.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Jane Darling

Voting: F: 10 Ag: 0, Ab: 0



### 1571. WARD GRANTS

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

### 1572. WARD GRANT BALANCES

To approve the list of ward grants submitted and the ward grant balances available to each Councillor as at 31 July 2023 was provided for the Committee's information and duly noted.

Date Submitted	Organisation Name	Description	Amount Awarded	Supporting Councillor
16/08/2023	All Souls Church	Fridge for Community Coffee Mornings	£200.00	Councillor J Darling
16/08/2023	Screen South	Folkestone Documentary Festival	£250.00	Councillor L McShane
23/05/2023	1Degree East	D&D East Kent – Who Needs Theatre?	£150.00	Councillor A Lockwood

#### RESOLVED:

Proposed: Councillor Connor McConville

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

### 1573. DATE OF NEXT MEETING:

To increase the meeting dates for the Finance and General Purposes to meet on a monthly basis.

**RESOLVED: To increase the meeting dates for the Finance and General Purposes on the following dates: 14 September 2023, 30 November 2023 and 25 January 2024. Next meeting date will be 14 September 2023.**

Proposed: Councillor McConville

Seconded: Councillor Keen

Voting: F:10, Ag: 0, Ab: 0

The meeting concluded at 8:17pm

Chair.....

Date.....



CURRENT



# FOLKESTONE TOWN COUNCIL

## TERMS OF REFERENCE

### Finance and General Purposes Committee

1. 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; Councillors' training and expenses; and gifts and presentations.
  - j) Health and Safety.
2. To consider and make recommendations on:
  - a) All financial matters affecting the Town Council, including Precepts, budgets, accounts, payments and contracts.
  - b) Through the Personnel Sub Committee, the appointment, pay, superannuation and conditions of service of Town Council staff and staff/councillor training.
  - c) Staff and Council member training.
  - d) The Town Council's premises.
  - e) Mayoral costs, including the civic car.
  - f) Town Council vacancies and electoral arrangements.
  - g) Twinning and friendship links.
  - h) The implementation of the Council's aims and objectives.

- i) The Chair or Vice Chair be involved in the selection and engagement of professional advisors.
  - j) All statutory and legal matters affecting the Town Council (including byelaws).
  - k) Complaints procedures and the resolution of complaints received.
3. 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.
  4. 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.



Amended



## FOLKESTONE TOWN COUNCIL

### TERMS OF REFERENCE

#### Finance and General Purposes Committee

##### 1. Membership

- a) Maximum of twelve members including 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:

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

3. To consider and make recommendations on:

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

		Expenditure of £250 and above	01/08/2023 - 31/08/2023	
<b>FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 AUGUST TO 31 AUGUST 2023</b>				
<b>Date Paid</b>	<b>Supplier</b>	<b>Transaction Number</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
03/08/2023	Harmer & Sons Grounds Maintenance Ltd	358	£1,164.00	Storage costs off-site April-June 2023
03/08/2023	Screen South	370	£250.00	Folkestone Documentary Festival ward grant
03/08/2023	Total Control Services Limited	399	£1,730.40	Remedial works to ventilation controls
10/08/2023	Harmer & Sons Grounds Maintenance Ltd	407	£2,661.80	Play area inspections and mowing July 2023
10/08/2023	Ashford Borough Council	401	£9,232.57	CCTV monitoring July - September 2023
10/08/2023	Russell & Wheeler	400	£363.60	Supply and install commando socket to a lamp post at Cheriton Rec
10/08/2023	Metromec Services & Maintenance Ltd	397	£375.60	Spare part for plant room boiler for annual service
10/08/2023	TLM Media Ltd	398	£295.00	Full page advert on Staycation Supplement Annual magazine
15/08/2023	Peninsula	451	£397.07	HR service monthly cost
17/08/2023	ADM Computing Services	423	£1,252.80	Various monthly IT services
17/08/2023	Daisy Communications Limited	454	£559.72	Telecommunication services monthly cost
17/08/2023	VisitEngland Assessment Services	427	£442.36	Visitor attraction accreditation member renewal 2022/2023
21/08/2023	SSE Hydro Electric	456	£2,145.14	Town Hall electricity July 2023
22/08/2023	Net wages	459	£22,856.78	Staff costs August 2023
25/08/2023	ADM Computing Services	435	£718.80	Server hardware maintenance annual renewal
25/08/2023	Lesley Todd	437	£280.00	Buffet for VJ Day
25/08/2023	Credit Card (FairFX)	446	£835.49	Credit card top up
25/08/2023	RBL Trading Ltd	436	£275.00	Poppy Wreaths
25/08/2023	Safeplay Playground Services Ltd	445	£10,211.57	New play equipment retention after completion
25/08/2023	Leppard Cleaning	460	£807.50	Town Hall monthly cleaning
29/08/2023	HMRC	461	£8,679.58	PAYE cost August 2023
29/08/2023	Kent Pension Fund	462	£7,477.24	Pension cost August 2023
<b>CREDIT CARD REPLENISHMENT 25/08/2023:</b>				
25/08/2023	Train2Train	434	£102.00	Personal licence holder training course
25/08/2023	Nuco Training	434	£94.19	Health and safety staff training
25/08/2023	MyCheapLaptop	433	£419.00	Laptop for Communities and Events Officer
25/08/2023	Solent Laptops Limited	434	£7.50	Office stationeries
25/08/2023	Post Office	434	£11.40	Posting letters
25/08/2023	Folkestone & Hythe District Council	434	£51.50	Work parking permit
25/08/2023	Folkestone & Hythe District Council	434	£37.00	Application fee licence to attach lampposts
25/08/2023	Gov.uk	434	£39.00	Renewal of DBS check on all staff
25/08/2023	Argos	434	£48.95	Storage box 50L for Museum
25/08/2023	Argos	434	£21.60	Replacement of toilet seat
25/08/2023	Asda	434	£3.35	Office refreshments
			<b>£835.49</b>	

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

	ORIGINAL BUDGET 2023/2024 £	VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £	ACTUALS TO 31 AUGUST 2023/2024 £	BUDGET TO 31 AUGUST 2023/2024 £	VARIANCE TO 31 AUGUST 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £	BUDGET TO DATE 2023/2024 %
<b>ADMINISTRATION</b>								
SALARIES, PENSIONS & NI	508,500		508,500	203,990	211,875	-7,885	304,510	40
TOTAL CONTRIBUTION PAY	5,000		5,000		2,083	-2,083	5,000	0
STAFF WELLBEING	3,000		3,000	802	1,250	-448	2,198	27
STAFF TRAINING	3,000		3,000	594	1,250	-656	2,406	20
ADVERTISING FOR STAFF	0		0	347	0	347	-347	#DIV/0!
EQUIPMENT/FURNITURE NEW	2,000		2,000	1,255	833	421	746	63
INTERVIEW EXPENSES	0		0	66	0	66	-66	#DIV/0!
BANK CHARGES	300		300	215	125	90	86	72
HR/H&S MANAGEMENT FEES	2,050		2,050	1,787	854	933	263	87
PRINTING	500		500	827	208	618	-327	165
STATIONERY	1,200		1,200	409	500	-91	791	34
PHOTOCOPYING	1,400		1,400	351	583	-233	1,049	25
POSTAGE	1,000		1,000	390	417	-27	610	39
TELECOMMUNICATION SERVICES	2,400		2,400	1,389	1,000	389	1,011	58
ICT SUPPORT	16,500		16,500	9,279	6,875	2,404	7,221	56
MISCELLANEOUS SUBSCRIPTIONS	700		700	310	292	18	390	44
CINQUE PORT FEDERATION SUB	370		370	368	154	213	3	99
SOCIETY OF LOCAL COUNCIL CLERKS	560		560	0	233	-233	560	0
KENT ASSOC. OF LOCAL COUNCILS	2,380		2,380	2,390	992	1,399	-10	100
PUBLIC TRANSPORT & CAR PARKS	250		250	184	104	80	66	74
SUBSISTENCE ALLOWANCES	200		200	85	83	1	115	42
CAR ALLOWANCES (Staff)	1,600		1,600	325	667	-341	1,275	20
ACCOUNTANCY SUPPORT	630		630	3,562	263	3,300	-2,932	565
TO ALLOTMENTS ADMINISTRATION (4503)	-4,300		-4,300		-1,792	1,792	-4,300	0
<b>TOTAL ADMIN. EXPENDITURE</b>	<b>549,240</b>	<b>0</b>	<b>549,240</b>	<b>228,922</b>	<b>228,850</b>	<b>72</b>	<b>320,318</b>	<b>42</b>
INVESTMENT INTEREST	15,000		15,000	6,499	6,250	249	8,501	43
<b>TOTAL ADMIN. INCOME</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>6,499</b>	<b>6,250</b>	<b>249</b>	<b>8,501</b>	<b>43</b>
<b>NET ADMIN. EXPENDITURE/INCOME</b>	<b>534,240</b>	<b>0</b>	<b>534,240</b>	<b>222,423</b>	<b>222,600</b>	<b>-177</b>	<b>311,817</b>	<b>42</b>
<b>DEMOCRATIC COSTS</b>								
TRAINING/CONFERENCE EXPS (Cllrs.)	500		500	70	208	-138	430	14
CAR ALLOWANCES (Cllrs)	100		100		42	-42	100	0
FTC REF/ELECTION FEES	0	30,600	30,600	30,600	12,750			
FOLK TC REF/ELECTIONS (TO RESERVE)	10,200		10,200	13,587	4,250	9,337	-3,387	133
<b>TOTAL DEMOCRATIC COSTS EXP.</b>	<b>10,800</b>	<b>30,600</b>	<b>41,400</b>	<b>44,257</b>	<b>17,250</b>	<b>9,157</b>	<b>-2,857</b>	<b>107</b>

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

	ORIGINAL BUDGET 2023/2024 £	VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £		ACTUALS TO 31 AUGUST 2023/2024 £	BUDGET TO 31 AUGUST 2023/2024 £		VARIANCE TO 31 AUGUST 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £	BUDGET TO DATE 2023/2024 %
<b>MAYORALTY</b>										
CLOTHING & UNIFORMS	600		600		0	250		-250	600	0
REGALIA - NEW	1,000		1,000		1,177	417		761	-177	118
REGALIA - REPAIR & MAINT.	400		400			167		-167	400	0
MAYOR'S INSTALLATION (Annual Meeting)	1,100		1,100		915	458		457	185	83
REMEMBRANCE SUNDAY	2,800		2,800			1,167		-1,167	2,800	0
CANADA DAY	2,850		2,850		2,859	1,188		1,672	-9	100
WILLIAM HARVEY COMMEMORATION	1,000		1,000		1,222	417		805	-222	122
HOLOCAUST DAY	320		320			133		-133	320	0
CINQUE PORT WARDEN	100		100			42		-42	100	0
COVER FOR CIVIC DRIVER	200		200			83		-83	200	0
FUEL/CHARGING CIVIC VEHICLE	500		500		173	208		-35	327	35
MTCE/SERVICE/REPAIRS - EXTERNAL	150		150			63		-63	150	0
CAR INSURANCE	500		500			208		-208	500	0
CIVIC VEHICLE - GEN. CONTRIBS.	3,060		3,060		3,058	1,275		1,783	2	100
MAYOR'S EXPENSES MAY-MAR	5,490		5,490		1,018	2,288		-1,269	4,472	19
MAYOR'S EXPENSES APR-MAY	1,100		1,100		872	458		414	228	79
BURMA STAR (VJ DAY)	550		550		480	229		251	70	87
NORMANDY VETERANS	320		320		410	133		277	-90	128
<b>TOTAL MAYORALTY EXPENDITURE</b>	<b>22,040</b>	<b>0</b>	<b>22,040</b>		<b>12,184</b>	<b>9,183</b>		<b>3,001</b>	<b>9,856</b>	<b>55</b>
OTHER INCOME (MAYORALTY)	0	0	0		0	0		0	0	#DIV/0!
<b>TOTAL MAYORALTY INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>NET MAYORALTY EXPENDITURE/INCOME</b>	<b>22,040</b>	<b>0</b>	<b>22,040</b>		<b>12,184</b>	<b>9,183</b>		<b>3,001</b>	<b>9,856</b>	<b>55</b>

**PREMISES**

BUILDING REPS/MAINT	14,000		14,000		8,764	5,833		2,931	5,236	63
CLEANING	9,700		9,700		4,038	4,042		-4	5,663	42
RATES	21,740		21,740		25,195	9,058		16,137	-3,455	116
PWLB CAPITAL REPAYMENTS	25,560		25,560			10,650		-10,650	25,560	0
PWLB INTEREST REPAYMENTS	13,750		13,750			5,729		-5,729	13,750	0
SERVICES, HEATING & LIGHTING	17,000		17,000		10,311	7,083		3,228	6,689	61
SUNDRIES	2,500		2,500		999	1,042		-42	1,501	40
HIRE OF FACILITIES (inc. Garage)	7,100		7,100		2,405	2,958		-553	4,695	34
<b>TOTAL PREMISES EXPENDITURE</b>	<b>111,350</b>	<b>0</b>	<b>111,350</b>		<b>51,712</b>	<b>46,396</b>		<b>5,317</b>	<b>59,638</b>	<b>46</b>
RENTAL INCOME	15,800		15,800		10,230	6,583		3,647	5,570	65
OTHER INCOME (PREMISES)	0		0		250	0		250	-250	#DIV/0!



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

	ORIGINAL BUDGET 2023/2024 £	VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £
PWLB INCOME	0		0
<b>TOTAL PREMISES INCOME</b>	<b>15,800</b>	<b>0</b>	<b>15,800</b>

**NET PREMISES EXPENDITURE/INCOME                      95,550                      0                      95,550**

ACTUALS TO 31 AUGUST 2023/2024 £	BUDGET TO 31 AUGUST 2023/2024 £
10,480	6,583

**41,232                      39,813**

VARIANCE TO 31 AUGUST 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £	BUDGET TO DATE 2023/2024 %
3,897	5,320	66

**-250                      250                      43**

**SERVICES**

MISCELLANEOUS INSURANCES (inc. Heritage)	9,000		9,000
ALLOTMENTS - ADMINISTRATION	4,300		4,300
ALLOTMENTS - PFR MAINTENANCE	3,000		3,000
ALLOTMENTS - TKL MAINTENANCE	3,000		3,000
MAINTENANCE OF BEACON	300		300
LOCAL PROJECTS	4,000		4,000
NOTICE BOARDS	1,100		1,100
BUS SHELTERS	500		500
WARD GRANTS	19,800		19,800
TOWN GRANTS	34,200		34,200
PARKS, GARDENS & RECS - FLOWERBEDS	35,000		35,000
CHRISTMAS LIGHTING	17,000	32	17,032
CHRISTMAS FESTIVITIES	12,000		12,000
YOUTH FACILITIES	6,000		6,000
PARKS, GARDENS & RECS - TREES	20,000		20,000
PARKS, GARDENS & RECS - PLAY AREAS	37,000	492	37,492
PARK BENCHES	500		500
LITTER/SALT BINS, BOLLARDS & RAILINGS	2,250		2,250
TOURIST INFORMATION	5,000		5,000
MAINTENANCE OF PUBLIC CLOCKS	500		500
MAINTENANCE OF MEMORIALS	2,500		2,500
TELEPHONE BOX	100		100
CCTV MONITORING	29,000		29,000
CCTV MAINTENANCE	20,000	4,378	24,378
MISCELLANEOUS SERVICES	0	5,030	5,030
AIR SHOW/ARMED FORCES' DAY	12,000	6,745	18,745
CONTINGENCY	2,000		2,000
<b>TOTAL SERVICES EXPENDITURE</b>	<b>280,050</b>	<b>16,676</b>	<b>296,726</b>

9,746	3,750
	1,792
416	1,250
624	1,250
25	125
250	1,667
162	458
	208
898	8,250
	14,250
1,736	14,583
32	7,096
	5,000
-250	2,500
115	8,333
19,800	15,622
	208
405	938
1,020	2,083
	208
150	1,042
75	42
16,483	12,083
5,989	10,158
5,030	2,096
32,874	7,810
	833
<b>95,579</b>	<b>98,909</b>

4,775	2,458
4,323	1,917
40	0
250	0

5,996	-746	108
-1,792	4,300	0
-834	2,584	14
-626	2,376	21
-100	275	8
-1,417	3,750	6
-297	938	15
-208	500	0
-7,352	18,902	5
-14,250	34,200	0
-12,848	33,264	5
-7,065	17,000	0
-5,000	12,000	0
-2,750	6,250	-4
-8,218	19,885	1
4,178	17,692	53
-208	500	0
-533	1,845	18
-1,063	3,980	20
-208	500	0
-892	2,350	6
34	25	75
4,400	12,517	57
-4,169	18,390	25
2,934	0	100
25,064	-14,129	175
-833	2,000	0
<b>-3,330</b>	<b>201,148</b>	<b>32</b>

2,317	1,125	81
2,407	277	94
40	-40	#DIV/0!
250	-250	#DIV/0!

ALLOTMENT RENTS PFR	5,900		5,900
ALLOTMENT RENTS TKL	4,600		4,600
OTHER INCOME (ALLOTMENT KEY)	0		0
ALLOTMENT DEPOSITS	0		0

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

	ORIGINAL BUDGET 2023/2024 £	VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £
OTHER INCOME (ARMED FORCES' DAY)	0		0
CHRISTMAS COLLECTION (RESERVE USE))	0		0
UMBRELLA PROJECT CONTRIBUTION	0		0
<b>TOTAL SERVICES INCOME</b>	<b>10,500</b>	<b>0</b>	<b>10,500</b>

**NET SERVICES EXPENDITURE/INCOME**                      **269,550**      **16,676**                      **286,226**

ACTUALS TO 31 AUGUST 2023/2024 £	BUDGET TO 31 AUGUST 2023/2024 £
3,300	0
307	0
3,113	0
<b>16,108</b>	<b>4,375</b>

**79,470**                      **94,534**

VARIANCE TO 31 AUGUST 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £	BUDGET TO DATE 2023/2024 %
3,300	-3,300	#DIV/0!
307	-307	#DIV/0!
3,113	-3,113	#DIV/0!
<b>11,733</b>	<b>-5,608</b>	<b>153</b>

**-15,064**                      **206,756**                      **28**

**FEES**

CONSULTANTS FEES	0		0
LEGAL/BAILIFF FEES	0		0
EXTERNAL AUDIT FEES	1,700		1,700
INTERNAL AUDIT FEES	1,050		1,050
CARD RECEIPTS FEES	940		940
SECURITY - TOWN HALL	0		0
<b>TOTAL FEES</b>	<b>3,690</b>	<b>0</b>	<b>3,690</b>

1,139	0
76	0
	708
1,083	438
219	392
	0
<b>2,517</b>	<b>1,538</b>

1,139	-1,139	#DIV/0!
76	-76	#DIV/0!
-708	1,700	0
645	-33	103
-172	721	23
0	0	#DIV/0!
<b>980</b>	<b>1,173</b>	<b>68</b>

**MUSEUM/HERITAGE**

M/H TRAINING	700		700
M/H SUBSCRIPTIONS	450		450
M/H EQUIPMENT/FURNITURE	400		400
M/H EXHIBIT REPAIRS	200		200
M/H HISTORIC COSTUMES	250		250
M/H NEW EXHIBITS	0	4,000	4,000
M/H MATERIALS/CONSUMABLES	1,500		1,500
M/H PUBLICITY & PROMOTION	1,000		1,000
M/H EVALUATION/PRESS COVERAGE	500		500
M/H LEAFLETS/PUBLICATIONS	1,000		1,000
M/H MERCHANDISE	2,000		2,000
M/H SERVICES	3,500		3,500
M/H EVENTS	5,000		5,000
M/H EXHIBITIONS	5,000		5,000
M/H EDUCATION RESOURCES	500		500
M/H WORKSHOPS	4,000	588	4,588
M/H VOLUNTEERS EXPENSES	0		0
M/H HOSPITALITY	500		500
M/H PROFESSIONAL FEES	3,000		3,000
CONT. TO MUSEUM/HERITAGE RESERVE	0		0
<b>TOTAL MUSEUM/HERITAGE EXPENDITURE</b>	<b>29,500</b>	<b>4,588</b>	<b>34,088</b>

250	292
369	188
49	167
	83
	104
4,000	1,667
1,103	625
	417
	208
	417
1,021	833
597	1,458
936	2,083
113	2,083
49	208
2,241	1,912
	0
11	208
	1,250
	0
<b>10,739</b>	<b>14,203</b>

-42	450	36
181	81	82
-118	351	12
-83	200	0
-104	250	0
2,333	0	100
478	397	74
-417	1,000	0
-208	500	0
-417	1,000	0
188	979	51
-861	2,903	17
-1,147	4,064	19
-1,970	4,887	2
-159	451	10
330	2,347	49
0	0	#DIV/0!
-198	489	2
-1,250	3,000	0
0	0	#DIV/0!
<b>-3,465</b>	<b>23,349</b>	<b>32</b>

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

	ORIGINAL BUDGET 2023/2024 £	VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £		ACTUALS TO 31 AUGUST 2023/2024 £	BUDGET TO 31 AUGUST 2023/2024 £		VARIANCE TO 31 AUGUST 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £	BUDGET TO DATE 2023/2024 %
M/H INCOME	4,500		4,500		1,899	1,875		24	2,601	42
M/H RETAIL SALES	2,000		2,000		941	833		108	1,059	47
M/H DONATIONS	500		500		44	208		-164	456	9
<b>TOTAL MUSEUM/HERITAGE INCOME</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>		<b>2,885</b>	<b>2,917</b>		<b>-32</b>	<b>4,115</b>	<b>41</b>
<b>NET MUSEUM/HERITAGE EXP/INCOME</b>	<b>22,500</b>	<b>4,588</b>	<b>27,088</b>		<b>7,854</b>	<b>11,287</b>		<b>-3,433</b>	<b>19,234</b>	<b>29</b>
<b>SUMMARY</b>										
<b>TOTAL EXPENDITURE</b>	<b>1,006,670</b>	<b>51,865</b>	<b>1,058,535</b>		<b>445,910</b>	<b>416,329</b>		<b>11,731</b>	<b>612,624</b>	<b>42</b>
<b>TOTAL INCOME</b>	<b>48,300</b>	<b>0</b>	<b>48,300</b>		<b>35,972</b>	<b>20,125</b>		<b>15,847</b>	<b>12,328</b>	<b>74</b>
<b>NET TOTAL</b>	<b>958,370</b>	<b>51,865</b>	<b>1,010,235</b>		<b>409,938</b>	<b>396,204</b>		<b>-4,116</b>	<b>600,297</b>	<b>41</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>-66,547</b>	<b>78,547</b>				

**Folkestone Town Council Earmarked Reserves as at 31 August 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	307.33	2,944.68
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			250.00	250.00
<b>Total</b>	<b>419,707.20</b>	<b>-6,745.00</b>	<b>45,119.61</b>	<b>6,970.24</b>	<b>374,812.83</b>
<b>GENERAL FUND</b>					<b>398,424.84</b>
<b>TOTAL FUNDS</b>					<b>773,237.67</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 Bank Reconciliation at 31 August 2023

Prepared date: 06 September 2023

Cash in Hand 01/04/2023	653,879.75
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### ADD

Receipts 01/04/2023 - 31/08/2023	556,694.73
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<b>1,210,574.48</b>
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### SUBTRACT

Payments 01/04/2023 - 31/08/2023	502,956.02
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### Cash in Hand 31/08/2023

(per Cash Book)

<b>707,618.46</b>
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### Cash in hand per Bank Statements:

HSBC Receipts Account	1,907.38
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HSBC Deposit Account	120,804.14
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HSBC Current Account	78,675.27
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Petty Cash	47.53
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Short Term Investment Account	504,636.99
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Museum Shop Float	100.00
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Credit Card (FairFX)	1,447.15
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<b>707,618.46</b>
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This report will be made public on  
13 October 2023

**Folkestone  
Town Council**



Report Number **F/23/343**

**To:** Folkestone Town Council  
**Date:** 20 September 2023  
**Status:** Non-Exempt  
**Responsible Officer:** Town Clerk

**Subject:** MINIBUS STANDING ORDERS F/23/343

**SUMMARY:**

**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/23/343
2. To negate the Standing Order breach of going into tender above £25k due to expediting the minibus project.

**INTRODUCTION**

In March 2021, the Council successfully received a grant fund total amount of £71,303 from Kent County Council to purchase a Community Minibus to operate within the town and District of Folkestone and Hythe. The Community Transport project has been neglected over the years until now.

The Finance and General Purposes Committee has agreed to transfer the funds from the Community Transport reserve to purchase an electric and accessible minibus within the reasonable time frame and seat capacity, agreed on the 31 August 2023, minute number 1568.

Upon the initial operation of the Community Minibus project, the Council has breached the Standing Orders 18. Financial Controls and Procurement section by omitting the tendering process as the minibus cost over £25,000.

Tendering is a formal process where businesses are invited to bid for contracts from public or private sector organisations, which need specific skills for a project, or goods and services.

Standing Orders are the written rules of a local council. Standing Orders are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. A local council must have standing orders for the procurement of contracts.

The Finance Officer has previously provided three quotes to find the best value for money and with the quickest delivery for the Council to promptly undertake the Community Transport project, this is shown on the Community Minibus Report F/23/04. The minibus has been delivered in October, total cost of £61,055.

Companies providing Electric Accessible minibuses are limited, the time taken in converting some options was prohibitive and that costs of other minibuses were above the grant threshold

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

Community Bus Report F/23/04 – 31 August 2023

Standing Orders 18. Financial Controls and Procurement

### **CONCLUSION**

Due to the extreme delayed progression of the Community Transport project, Kent County Council has notified Folkestone Town Council to undertake the project soon or Folkestone Town Council will be obliged to return the total grant fund of £71,303.

### **RISK MANAGEMENT**

A summary of the perceived risk follows;

**Perceived Risk** The Council has breached the Standing Orders by not going into tendering process of purchasing a minibus over £25,000.

**Risk** High

**Likelihood** Low

**Preventative Action** to strictly abide the Standing Orders and the supply of goods, services or services exceeding of £25,000 shall be brought to tendering process.

### **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.

## STANDING ORDERS

### 18. 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 independent 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.

## APPROVED WARD GRANTS 01/08/2023 - 31/08/2023

[illegible]

## SUMMARY

NAME	WARD	BALANCE AT START (INC. B/F FROM PREV. YEAR)	AMOUNT GRANTED TO DATE	AMOUNT LEFT TO GRANT
<u>ABENA AKUFFO-KELLY</u>	<u>Folkestone Central</u>	£1,175.00	£0.00	£1,175.00
<u>LAURA DAVISON</u>	<u>Folkestone Broadmead</u>	£890.00	£295.50	£594.50
<u>JOHN RENSHAW</u>	<u>Cheriton West</u>	£1,185.00	£0.00	£1,185.00
<u>CHARLIE BAIN SMITH</u>	<u>Folkestone Central</u>	£1,175.00	£0.00	£1,175.00
<u>ADRIAN LOCKWOOD</u>	<u>East Folkestone</u>	£1,181.00	£0.00	£1,181.00
<u>CHRISTINE DICKINSON</u>	<u>Folkestone Harbour</u>	£934.00	£0.00	£934.00
<u>PETER GANE</u>	<u>Cheriton West</u>	£1,185.00	£0.00	£1,185.00
<u>JANE DARLING</u>	<u>Cheriton East</u>	£1,823.00	£0.00	£1,823.00
<u>LIZ McSHANE</u>	<u>Folkestone Central</u>	£1,175.00	£0.00	£1,175.00
<u>LUCY McGIRR</u>	<u>East Folkestone</u>	£1,181.00	£0.00	£1,181.00
<u>NICOLA KEEN</u>	<u>Folkestone Harbour</u>	£934.00	£352.50	£581.50
<u>BRIDGET CHAPMAN</u>	<u>Folkestone Harbour</u>	£934.00	£0.00	£934.00
<u>CONNOR McCONVILLE</u>	<u>East Folkestone</u>	£1,181.00	£0.00	£1,181.00
<u>JACKIE MEADE</u>	<u>East Folkestone</u>	£1,181.00	£0.00	£1,181.00
<u>TIM PRATER</u>	<u>Folkestone Harvey West</u>	£416.00	£100.00	£316.00
<u>BELINDA WALKER</u>	<u>Folkestone Central</u>	£1,175.00	£150.00	£1,025.00
<u>KIERAN LEIGH</u>	<u>Folkestone Broadmead</u>	£890.00	£0.00	£890.00
<u>ROGER WEST</u>	<u>Cheriton West</u>	£1,185.00	£0.00	£1,185.00
<b>TOTAL</b>		<b>£19,800.00</b>	<b>£898.00</b>	<b>£18,902.00</b>

Ward Grants Budget 2023/24		£19,800				
Ward Grants based on the following:				Amount		Total
Ward	Electorate	Per Ward	No. of Cllrs	Per Cllr	Say	Per Ward
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
Total		34,660	£19,800.00	18		£19,800

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**Notice of conclusion of the audit**

**Annual Return for the year ended 31<sup>st</sup> March 2023**

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
1. The audit of accounts for <b>Folkestone Town Council</b> for the year ended 31 March 2023 has been concluded.	(a) Delete as appropriate
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Council /Meeting (a) on application to:	
(b) Stephen Nash, Town Clerk and Responsible Financial Officer, Folkestone Town Council, Town Hall, Guildhall Street, Folkestone, CT20 1DY.	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
2. Copies will be provided to any local government elector on payment of £1 for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: Stephen Nash, Town Clerk and Responsible Financial Officer	(d) Insert name and position of person placing the notice
Date of announcement: 23 September 2023	(e) Insert date of placing of the notice

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

FOLKESTONE TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

15/06/2023

and recorded as minute reference:

1962

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.folkestone-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2022/23 for

### FOLKESTONE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	857,737	832,599	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	873,950	915,510	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	50,321	158,335	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	426,092	489,051	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	39,301	39,302	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	484,016	723,196	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	832,599	654,895	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	867,511	653,880	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	3,428,736	3,587,436	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	284,009	258,144	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

15/06/2023

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

15/06/2023

as recorded in minute reference:

M1963 REFERENCE

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

SIGNATURE REQUIRED

## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

**Folkestone Town Council**

### 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

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

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

Not applicable

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

Not applicable

External Auditor Name

**Mazars LLP, Newcastle upon Tyne, NE1 1DF**

External Auditor Signature

*Mazars LLP*

Date

**23 September 2023**



FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2024/25																	
	REVISED ANNUAL BUDGET	ACTUAL COSTS	REVISED ANNUAL BUDGET	ACTUAL COSTS	REVISED ANNUAL BUDGET	ACTUAL COSTS	ANNUAL BUDGET	DRAFT BUDGET	RECURRING	NON-REC'NG			SUMMARY OF	CHANGES:			
	2020/21	2020/21	2021/22	2021/22	2022/23	2022/23	2023/24	2024/25	REVENUE	GROWTH	BUDGET		2024/25	2024/25			
	£	£	£	£	£	£	£	£	GROWTH	ITEMS	2024/25		2024/25	2024/25	2024/25	2024/25	Notes
									2024/25	2024/25			2024/25	2024/25	2024/25	2024/25	
									£	£	£		£	£	£	£	
<b>ADMINISTRATION</b>																	
SALARIES, PENSIONS & NI	414,500	401,950	416,000	426,092	454,300	489,051	508,500	598,500			598,500		90000	18			Includes new staff 3x and Union pay increase
TOTAL CONTRIBUTION PAY	-	-	5,000	-	5,000	3,000	5,000	3,000			3,000		-2000	-40			Reduced as no staff are due to receive 10 year employment award.
STAFF WELLBEING	-	840	3,000	1,912	3,000	2,733	3,000	3,000			3,000		0	0			Staff trip, eye medical
AGENCY STAFF	1,000	-	-	-	-	-	-	-			-		0	0			
STAFF TRAINING	600	903	3,000	9,099	3,000	2,411	3,000	3,000			3,000		0	0			Most staff are fully trained, 3x new staff will need training
ADVERTISING FOR STAFF	-	-	-	-	-	232	-	-			-		0	0			
EQUIPMENT/FURNITURE NEW	2,000	1,710	2,000	3,905	2,000	2,886	2,000	1,000			1,000		-1000	-50			Office equipment e.g. monitors, office chairs
INTERVIEW EXPENSES	-	-	-	-	-	53	-	-			-		0	0			
BANK CHARGES	500	103	300	148	300	244	300	350			350		50	17			HSBC Current A/c. Income a/c, Unity Trust bank
HR/H&S MANAGEMENT FEES	1,900	1,829	1,900	1,909	1,950	1,896	2,050	4,000			4,000		1950	95			Introduced Peninsula, a new HR and staff management system
PRINTING	500	-	500	-	500	-	500	700			700		200	40			Bus advertisements printing. Printer ink cartridge
STATIONERY	1,000	250	1,000	831	1,000	1,093	1,200	1,200			1,200		0	0			
PHOTOCOPYING	1,600	667	1,400	1,331	1,400	1,539	1,400	1,400			1,400		0	0			Photocopier lease
POSTAGE	1,800	338	1,000	675	1,000	715	1,000	1,000			1,000		0	0			
TELECOMMUNICATION SERVICES	4,000	8,418	2,400	3,979	2,400	2,698	2,400	6,170			6,170		3770	157			BT to be the new office broadband provider from Daisy in July 2024 cost reduction. Convergence is our telephone provider. Work mobile phones 3x
ICT SUPPORT	12,500	14,811	15,000	18,433	15,000	20,826	16,500	17,800			17,800		1300	8			IT Support for computers set up and various IT service. Additional staff 3x IT set up
MISCELLANEOUS SUBSCRIPTIONS	330	275	380	689	700	286	700	400			400		-300	-43			
CINQUE PORT FEDERATION SUB	330	-	340	350	350	370	370	370			370		0	0			
SOCIETY OF LOCAL COUNCIL CLERKS	520	483	530	538	550	552	560	550			550		-10	-2			
KENT ASSOC. OF LOCAL COUNCILS	2,060	2,246	2,300	2,307	2,360	2,331	2,380	2,400			2,400		20	1			
PUBLIC TRANSPORT & CAR PARKS	250	12	250	656	250	209	250	250			250		0	0			
SUBSISTENCE ALLOWANCES	200	-	200	48	200	93	200	150			150		-50	-25			
CAR ALLOWANCES (Staff)	1,600	1,340	1,600	1,369	1,600	1,119	1,600	1,600			1,600		0	0			
CAR ALLOWANCES (Volunteers)	50	-	50	-	-	-	-	1,200			1,200		1200	0			Minibus drivers and cctv volunteers mileage
ACCOUNTANCY SUPPORT	570	553	590	421	610	501	630	3,400			3,400		2770	440			reclaim
NEW ASSETS	-	-	-	-	-	-	-	20,000			20,000		20000	0			Scribe financial software
TO ALLOTMENTS ADMINISTRATION (4503)	-	4,100	-	3,800	-	4,100	-	4,300			4,300		0	0			New assets to be purchased
TOTAL ADMIN. EXPENDITURE	443,710	432,928	454,640	470,602	493,380	530,728	549,240	667,140	-	-	667,140		117900	21			
INVESTMENT INTEREST	3,000	111	200	293	200	12,002	15,000	16,000			16,000		1000	7			Additional savings account with Cambridge & Counties Bank. FHDC Investment a/c. HSBC Deposit a/c
OTHER INCOME	-	-	-	-	-	224	-	-			-		0	0			
TOTAL ADMIN. INCOME	3,000	111	200	293	200	12,226	15,000	16,000	-	-	16,000		1000	7			
NET ADMIN. EXPENDITURE/INCOME	440,710	432,817	454,440	470,309	493,180	518,502	534,240	651,140	-	-	651,140		116900	22			
<b>DEMOCRATIC COSTS</b>																	
TRAINING/CONFERENCE EXPS (Cllrs.)	500	75	500	-	500	-	500	500			500		0	0			
CAR ALLOWANCES (Cllrs)	100	-	100	-	100	-	100	100			100		0	0			
FTC REF/ELECTION FEES	-	-	-	5,740	-	-	-	-			-		0	0			
FOLK TC REF/ELECTIONS (To Reserve)	10,200	-	10,200	-	10,200	-	10,200	11,100			11,100		900	9			Election costs in the year 2023/24 was £44,186
TOTAL DEMOCRATIC COSTS EXP.	10,800	75	10,800	5,740	10,800	-	10,800	11,700	-	-	11,700		900	8			
<b>MAYORALTY</b>																	
CLOTHING & UNIFORMS	600	-	600	30	600	73	600	600			600		0	0			
REGALIA - NEW	1,000	883	1,000	131	1,000	1,545	1,000	700			700		-300	-30			
REGALIA - REPAIR & MAINT.	400	22	400	329	400	1,291	400	400			400		0	0			
MAYOR'S INSTALLATION (Annual Meeting)	1,100	-	1,100	60	1,100	968	1,100	1,100			1,100		0	0			
REMEMBRANCE SUNDAY	2,300	114	2,300	2,784	2,800	2,577	2,800	2,800			2,800		0	0			
CANADA DAY	2,550	1,085	2,550	1,863	2,550	3,386	2,850	2,850			2,850		0	0			
WILLIAM HARVEY COMMEMORATION	650	105	650	790	650	991	1,000	500			500		-500	-50			
HOLOCAUST DAY	320	-	320	204	320	200	320	320			320		0	0			
CINQUE PORT WARDEN	100	-	100	-	100	-	100	-			-		-100	-100			No costs incurred for the past three years
COVER FOR CIVIC DRIVER	500	-	500	-	500	48	200	100			100		-100	-50			
FUEL/CHARGING CIVIC VEHICLE	500	412	500	267	500	336	500	-			-		-500	-100			No budget as civic car will be charged at CCTV premise
MTCE/SERVICE/REPAIRS - EXTERNAL	150	18	150	20	150	20	150	150			150		0	0			
CAR INSURANCE	500	500	500	500	500	500	500	500			500		0	0			
CIVIC VEHICLE LEASE	3,000	2,983	3,000	3,254	3,060	3,058	3,060	3,060			3,060		0	0			
MAYOR'S EXPENSES MAY-MAR	5,490	2,183	5,490	3,373	5,490	6,003	5,490	5,490			5,490		0	0			
MAYOR'S EXPENSES APR-MAY	1,100	138	1,100	910	1,100	1,011	1,100	1,100			1,100		0	0			
FOLK/ETAPLES REMEMBRANCE EVENTS	-	-	-	-	-	-	-	-			-		0	0			
MISCELLANEOUS EVENTS (MAYORALTY)	-	-	-	-	-	2,291	-	-			-		0	0			
SAMUEL PLIMSOLL EVENT	-	-	-	-	-	-	-	200			200		200	0			
ARMED FORCES DAY	-	-	-	-	-	-	-	-			-		0	0			Moved to Services cost centre
BURMA STAR (VJ DAY)	530	-	500	546	550	316	550	550			550		0	0			
NORMANDY VETERANS	320	-	320	196	320	220	320	900			900		580	181			80th Anniversary in 2024/25
LUNCHESES FOR CHILDREN	5,000	4,795	-	-	-	-	-	-			-		0	0			
CHRISTMAS GIFTS FOR CHILDREN	-	713	-	-	-	-	-	-			-		0	0			
TOTAL MAYORALTY EXPENDITURE	26,110	13,951	21,080	15,257	21,690	24,834	22,040	21,320	-	-	21,320		-720	-3			
OTHER INCOME (MAYORALTY)	-	1,100	-	-	-	-	-	-			-		0	0			
TOTAL PREMISES INCOME	-	1,100	-	-	-	-	-	-	-	-	-		0	0			
NET PREMISES EXPENDITURE/INCOME	26,110	12,851	21,080	15,257	21,690	24,834	22,040	21,320	-	-	21,320		-720	-3			
<b>TOWN HALL</b>																	
BUILDING REPAIRS AND RENEWALS (TOWN HALL)	14,000	9,812	14,000	88,941	14,000	67,063	14,000	14,000			14,000		0	0			
CLEANING	9,000	7,806	9,000	7,875	8,500	8,754	9,700	10,000			10,000		300	3			



FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2024/25																		
	REVISED ANNUAL BUDGET	ACTUAL COSTS	REVISED ANNUAL BUDGET	ACTUAL COSTS	REVISED ANNUAL BUDGET	ACTUAL COSTS	ANNUAL BUDGET	DRAFT BUDGET	RECURRING	NON-REC'NG	BUDGET	SUMMARY OF CHANGES:						
	2020/21	2020/21	2021/22	2021/22	2022/23	2022/23	2023/24	2024/25	REVENUE GROWTH	GROWTH ITEMS	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	2024/25	
	£	£	£	£	£	£	£	£	2024/25	2024/25	£	£	£	£	£	£	£	
RATES	21,500	21,332	22,000	21,332	21,740	21,332	21,740	25,200			25,200		3460	16	Town Hall rate for 2023/24 was £25,195			
PWLB CAPITAL REPAYMENTS	22,140	23,505	23,250	24,657	24,360	25,865	25,560	26,810			26,810		1250	5	Capital repayment for 2023/24 was £26,807			
PWLB INTEREST REPAYMENTS	17,160	15,796	16,050	14,645	14,940	13,437	13,750	12,500			12,500		-1250	-9	Interest repayment for 2023/24 was £12,494			
SERVICES, HEATING & LIGHTING	9,200	7,864	10,000	8,136	10,500	19,975	17,000	21,000			21,000		4000	24				
SUNDRIES	2,500	2,246	2,500	1,948	2,500	2,361	2,500	2,500			2,500		0	0				
HIRE OF FACILITIES (inc. Garage)	6,900	863	7,100	6,948	7,100	5,677	7,100	2,500			2,500		-4600	-65	Staff parking permits, mayoral portraits storage hire. Terminated garage rent and Harmers storage.			
TOTAL PREMISES EXPENDITURE	102,400	89,224	103,900	174,482	103,640	164,464	111,350	114,510	-	-	114,510		3160	3				
RENTAL INCOME	15,660	3,700	15,660	16,000	15,750	15,800	15,800	15,900			15,900		100	1	When was the last time we increased cinema rent? Currently receiving £15,900 rent per year			
OTHER INCOME (PREMISES)	-	208	-	107	-	9	-	-			-		0	0				
MEETING ROOM HIRE								100			100		100	0	New income source, hiring out the meeting room			
BUS ADVERTISEMENT INCOME	-	-	-	-	-	-	-	3,000			3,000		3000	0	Bus advertisements, per month, quarterly, yearly			
PWLB INCOME	-	-	-	-	-	-	-	-			-		0	0				
TOTAL PREMISES INCOME	15,660	3,908	15,660	16,107	15,750	15,809	15,800	19,000	-	-	19,000		3200	20				
NET PREMISES EXPENDITURE/INCOME	86,740	85,316	88,240	158,375	87,890	148,655	95,550	95,510	-	-	95,510		-40	0				
CCTV (Most costs will be supported from the CCTV Grant)															Once CCTV grant has been received, include it as earmarked reserve			
BUILDING REPAIRS AND RENEWALS								-			-		0	0	One off building repairs estimate of £12k use of grant 2x electrical charging points. Other building costs. Use of cctv grant reserve			
TELECOMMUNICATION SERVICES								-			-		0	0	CCTV premise broadband £3,348 recurring each year			
ICT SUPPORT								-			-		0	0	£2k ADM IT set up costs?			
SERVICES, HEATING & LIGHTING								10,000			10,000		10000	0	£10k utility bills on new cctv site estimate. Electricity costs for charging minibus and civic car. Recurring each year			
SUNDRIES								500			500		500	0	Hand paper towels, toilet rolls etc			
HIRE OF CCTV PREMISE											-		0	0	CCTV premise will cost £18,000 per year. Recurring costs.			
CCTV MONITORING							29,000	-			-		-29000	-100	Cancelled ABC cctv monitoring contract £30k per year. Purchase of additional cctv equipment			
CCTV MAINTENANCE							20,000	12,000			12,000		-8000	-40	Incurred £23k costs in 2022/23. CCTV service and maintenance			
								22,500			22,500			0				
OTHER INCOME (CCTV)								-			-			0				
TOTAL CCTV INCOME								-			-			0				
NET CCTV EXPENDITURE/INCOME								22,500			22,500			0				
SERVICES																		
MISCELLANEOUS INSURANCES (inc. Heritage)	9,800	10,030	11,000	8,556	9,000	8,829	9,000	9,700			9,700		700	8	Insurance for 2022/23 was £9.7k			
ALLOTMENTS - ADMINISTRATION	4,100	3,800	4,100	4,090	4,100	4,090	4,300	4,300			4,300		0	0				
ALLOTMENTS - PFR MAINTENANCE	3,000	2,196	3,000	2,328	3,000	2,145	3,000	2,000			2,000		-1000	-33	Cancelled grass cutting service. Purchase of lawn mower, split cost			
ALLOTMENTS - TKL MAINTENANCE	3,000	4,302	3,000	2,722	3,000	3,127	3,000	2,000			2,000		-1000	-33	Cancelled grass cutting service. Purchase of lawn mower, split cost			
MAINTENANCE OF BEACON	250	720	300	25	300	155	300	300			300		0	0				
LOCAL PROJECTS	3,000	1,725	3,000	14	2,000	2,000	4,000	4,000			4,000		0	0	Previous Project, Petanque Project			
NOTICE/INFORMATION/HERITAGE BOARDS	1,000	-	7,000	6,814	1,100	723	1,100	1,000			1,000		-100	-9				
BUS SHELTERS	-	12,995	500	6,089	500	-	500	500			500		0	0				
COMMUNITY RESILIENCE FUND	10,000	13,185	-	-	-	-	-	-			-		0	0				
WARD GRANTS	19,800	4,798	19,800	14,992	19,800	27,013	19,800	15,000			15,000		-4800	-24				
TOWN GRANTS	25,000	18,606	34,200	38,654	34,200	32,983	34,200	30,000			30,000		-4200	-12				
GROUNDMAINTENANCE (FLOWERBEDS, TREES)	32,500	35,012	32,500	36,066	35,000	35,000	35,000	17,000			17,000		-18000	-51	Flowerbed costs in 2022/23 was £37k. Flowerbed in-house costs			
CHRISTMAS LIGHTING	51,000	41,075	40,000	28,203	30,000	20,345	17,000	21,000			21,000		4000	24	Christmas lighting set up and emergency call outs			
CHRISTMAS FESTIVITIES	12,000	721	12,000	8,824	12,000	18,973	12,000	15,000			15,000		3000	25	Fireworks not included in 2023/24 and 2024/25 budget			
YOUTH FACILITIES	7,600	-	11,600	2,257	3,600	2,007	6,000	6,000			6,000		0	0	Previously for Cllrs Cup, football tournament			
PARKS, GARDENS & RECS - TREES	15,000	15,660	15,000	14,975	20,000	420	20,000	-			-		-20000	-100	Cancel KCC annual tree planting scheme £15k. Sponsort KCC of £7k, £4k for our tree works. Tree policy with KCC?			
PARKS, GARDENS & RECS - PLAY AREAS	-	6,790	25,000	34,180	44,000	270,770	37,000	7,000			7,000		-30000	-81	External play insepction termination of £28k. External play inspections, playground repairs			
PARK BENCHES	200	1,280	500	387	500	-	500	500			500		0	0	Maintenance of Council owned benches 14x			
LITTER BINS, BOLLARDS & RAILINGS	3,000	4,595	2,250	860	2,250	-	2,250	2,000			2,000		-250	-11	Groundsmen maintaining play area bins. Council does not own any bins			
FAIRTRADE INITIATIVES			1,000	328	1,000	-	-	-			-		0	0				
TOURIST INFORMATION/VISITOR SERVICES	10,000	10,445	9,000	2,114	5,000	3,782	5,000	5,000			5,000		0	0	Tourism adverts			
MAINTENANCE OF PUBLIC CLOCKS	500	-	500	-	500	-	500	500			500		0	0				
MAINTENANCE OF MEMORIALS	2,500	1,950	2,500	1,680	2,500	1,160	2,500	2,000			2,000		-500	-20				
TELEPHONE BOX	100	58	100	91	100	93	100	120			120		20	20	Phone box electricity			
CCTV MONITORING	25,500	25,000	25,000	25,175	25,200	27,439	-	-			-		0	0	Moved to CCTV Cost centre			
CCTV MAINTENANCE	15,000	62,850	18,000	19,256	16,000	27,962	-	-			-		12000	0	Moved to CCTV Cost centre			
COMMUNITY MINIBUS MAINTENANCE							-	-			-			0	Reserve will be used for this budget code			
COMMUNITY MINIBUS TRAINING							-	-			-			0	Reserve will be used for this budget code			
COMMUNITY MINIBUS INSURANCE							-	-			-			0	Reserve will be used for this budget code			
MISCELLANEOUS SERVICES					-	5,000	-						0	0	£5k in 2022/23 was for the umbrella scheme deposit			
AIR SHOW/ARMED FORCES DAY	22,800	-	22,800	6,116	22,800	9,397	12,000	23,000			23,000		11000	92	Spent £32k for AFD in 2023/24			
FUEL FOR GROUNDS MAINTENANCE VAN								1,500			1,500			0	New budget code			
CONTINGENCY	3,000	87	3,000	-	3,000	117	2,000	2,000			2,000		0	0				
TOTAL SERVICES EXPENDITURE	279,650	277,880	306,650	264,796	300,450	503,530	280,050	171,420	-	-	171,420		-49130	-18				





<b>Committee</b>	Finance and General Purposes Committee
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<b>Date</b>	19 <sup>th</sup> October 2023
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<b>Title</b>	New Equipment
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<b>Author</b>	Town Clerk
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### 1. Purpose of the Report

To outline the needs for new Ground Staff

### 2. Background

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.

### 3. 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

Each of the above cost centres will need moving to a new 'Grounds Team' costs centre which will make accounting and transparency much easier. This will be essential when monitoring income and expenditure against this new service.

### 4. 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.

## New Equipment

Staff x 2 @	£25,000pp	= £50,000
Premises @	£15,000pa	= £15,000 (Free first 18 months)
Vehicle	£10000 purchase	= £10000
Fuel	£2000pa	= £2000pa
Equipment Purchase (from CIL)		£15,000 one off purchase
Plants		£5000 pa

Total £97,000pa (£82,000 first 18 months)

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

### 5. Staffing Implications

Staff are being recruited in October with starts offered in November although this may be delayed till December taking into account 'Notice Periods'. However, they will require equipment and some training before being able to fully commit to maintaining our own grounds.

### 6. Community and Environmental Implications

Folkestone Town Council has currently been sponsoring a number of flower beds around the town but has not been entirely happy with the standard of works. With this in mind a payment was halted earlier this year until all works were rectified. As part of the new regime with our own staff the recommendation is to simply hand these beds back to the District Council and concentrate on our 'Owned' sites.

### 7. Biodiversity Implications

While the council is committed to reducing carbon emissions and improving biodiversity there are limited funds available to achieve this and the Town Clerk is recommending the following:

- That a second hand vehicle is purchased for around £10,000 either diesel or petrol to keep within the funding available within the current financial year. A newer vehicle might be purchased in the new financial year and some costs recovered against the initial purchase. It is likely that a trailer will also be needed £1-2000
- Purchase a second hand ride on mower and push mower around £5000 for both.
- That electric tools are purchased such as strimmers, chain saws, hedge cutters, pole saws, drills etc. Mikita and Dewalt provide excellent tools in this respect which the Town Clerk has knowledge of from previous roles. Around £5000 and will help move us toward reducing our carbon footprint.

## **New Equipment**

- Additional smaller tools will require purchase to deal with minor repair or minor improvements to facilities and play areas.

## **8. 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.

## **9. 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. Each member of staff will receive First Aid Training, Safe Guarding, COSHH, Manual Handling, Working at Height, Health and Safety in the first month of starting.

## **10. Recommendations**

That the committee agree to move budgets identified in Para 3 to a new 'Grounds Team' costs centre.

That the committee agree to the purchases given in Para 7 up to £25,000 collectively.

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

Annual Budget