

# FOLKESTONE TOWN COUNCIL



The Town Hall  
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## AGENDA

Meeting: **Finance and General Purposes Committee**  
Date: **Thursday 14 December 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 Acting Town Clerk prior to the meeting.

Toni Brenchley

**T Brenchley**  
**Acting Town Clerk & Responsible Financial Officer**

### 1. APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence.

### 2. DECLARATIONS OF INTERESTS

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

### 3. MINUTES

To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 30 November 2023 and to authorise the Chair of the Committee to sign them as a correct record.

### 4. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 November 2023 to 30 November 2023.

### 5. SCHEDULE OF RECEIPTS

The attached schedule details receipts received between 1 November to 30 November 2023.

## 6. BUDGET MONITORING STATEMENT NOVEMBER 2023

The attached statement sets out details of the Town Council's provisional expenditure/income and earmarked reserves up to 30 November 2023.

## 7. BANK RECONCILIATION

In line with financial regulations the bank reconciliation statement at 30 November 2023 is attached for information.

## 8. MAYORAL CAR LEASE RENEWAL

**Report F/23/349** sets out four options to lease a new mayoral car for three years due to the current mayoral car lease ending in April 2024.

## 9. BUDGET 2024/25

**Report F/23/350** sets out the draft proposals for the Town Council's budget for 2024/25, considering any proposed growth items submitted by spending committees. Members are requested to make final recommendations for the budget/precept for presentation to the full Council on 11 January 2024.

## 10. WARD GRANTS

The Ward Grant approval list below is recommended to be approved by the committee.

<i>Organisation</i>	<i>Purpose</i>	<i>Amount</i>	<i>Councillor</i>	<i>Power</i>
Pavement Pounders Community Interest Company	Crossings Remembered	£150.00	J Renshaw	LGA 72, Sec 145
Community Donation station	Lighting and Heating in the shop	£882.00	J Darling	LGA 72, Sec 133
Ensor's	Christmas Community	£200.00	C McConville	LGA 72, Sec 145
Ensor's	Christmas Community	£100.00	A Lockwood	LGA 72, Sec 145
Ensor's	Christmas Community	£100.00	B Chapman	LGA 72, Sec 145
Ensor's	Christmas Community	£100.00	J Meade	LGA 72, Sec 145
Ensor's	Christmas Community	£100.00	L McGirr	LGA 72, Sec 145
Ensor's	Christmas Community	£100.00	B Walker	LGA 72, Sec 145

## 11. WARD GRANT BALANCES

For information, the attached shows ward grant balances available to each Councillor as at 30 November 2023.

## EXCLUSION OF PRESS AND PUBLIC

The remainder of the Agenda has classified items 12 as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item is debated. Press and members of the public should now leave.

## 12. CINEMA RENT REVIEW

To update members on the current position of the cinema tenancy agreement.

### 13. DATE OF NEXT MEETING

25th January 2024 at 7pm.

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

#### **Finance & General Purposes Committee**

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



## FOLKESTONE TOWN COUNCIL

**MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 30<sup>th</sup> November 2023 at 7.00 p.m.**

**PRESENT:** Councillors Jane Darling, Christine Dickinson, Belinda Walker, Connor McConville (Chair), Adrian Lockwood, Laura Davison, Keiran Leigh and Peter Gane.

**ABSENT:** Councillor Nicola Keen.

**OFFICERS PRESENT:** Toni Brenchley – Acting Town Clerk, Roland Domingo – Finance Officer.

### **1589. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Bridget Chapman and Councillor Tim Prater.

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

Proposed: Councillor Peter Gane

Seconded: Councillor Laura Davison

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

### **1590. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

### **1591. MINUTES**

The committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 19 October 2023.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 19 October 2023 be signed as a correct record.**

Proposed: Councillor Adrian Lockwood

Seconded: Councillor Keiran Leigh

Voting: F: 7, Ag: 0, Ab: 1

### **1592. PERSONNEL SUB-COMMITTEE MINUTES**

The committee received the Minutes of the meeting of the Personnel Sub-Committee held on 31 August 2023.

**RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 31 August 2023 be received and noted.**

Proposed: Councillor Peter Gane

Seconded: Councillor Connor McConville

Voting: F: 6, Ag: 0, Ab: 2

## 1593. RESOLUTIONS FROM COMMITTEES

### 1) Climate and Environment

At its meeting on the 3<sup>rd</sup> of October 2023, the Climate and Environment Committee resolved that the remaining Tree Planting Budget total of £4,891 be vired to General Reserve for the purpose of grounds maintenance, and the remaining £33,264 from Flowerbeds budget be vired to General Reserves for the purpose of purchasing equipment and plants to maintain FTC planters.

**RESOLVED: To not vire £4,891 from Tree Planting budget to General Reserves and to remain in its original budget code.**

Proposed: Councillor Peter Gane

Seconded: Councillor Laura Davison

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

**RESOLVED: To not vire £33,264 from Flowerbeds budget to General Reserves and keep in its original budget code for the sponsorship to the Folkestone & Hythe District Council for the year 2023/24. To send the item back to Climate and Environment Committee to draw an alternative plan for the maintenance of flowerbeds across the town for the following year.**

Proposed: Councillor Peter Gane

Seconded: Councillor Adrian Lockwood

Voting: F: 7, Ag: 1, Ab: 0

## 1594. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 September 2023 and 31 October 2023.

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

Proposed: Councillor Laura Davison

Seconded: Councillor Jane Darling

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

## 1595. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 September 2023 and 31 October 2023.

**RESOLVED: That the Schedule of Receipts for the period 1 September 2023 to 31 October 2023 be accepted.**

Proposed: Councillor Connor McConville

Seconded: Councillor Keiran Leigh

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

## 1596. BUDGET MONITORING STATEMENT 2023/24

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

**RESOLVED: That the Budget Monitoring Statement to 31 October 2023 be approved. To vire the remaining balances of Provision for Folk Flower Power total of £0.40p, Guildhall Umbrella Project of £390.91 and Provision for Outstanding Invoices of £4,678.55 to General Reserves.**

Proposed: Councillor Peter Gane

Seconded: Councillor Jane Darling

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

**1597. BANK RECONCILIATION**

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

**RESOLVED: The Committee recorded its thanks to the Finance Officer for managing the bank accounts.**

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

**1598. FEES AND CHARGES**

The Committee has considered the proposed fees and charges.

**RESOLVED: To approve the proposed fees and charges.**

Proposed: Councillor Peter Gane

Seconded: Councillor Adrian Lockwood

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

**1599. SAVINGS ACCOUNT APPLICATION**

Following the end of the 1 Year Fixed Savings Account from Cambridge & Counties Bank for Local Authorities, the Committee considered opening a savings account to an alternative building society.

**RESOLVED: To open a savings account with Cambridge Building Society with an initial deposit of £80,000.**

Proposed: Councillor Connor McConville

Seconded: Councillor Jane Darling

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

**1600. MAYORAL CAR LEASE RENEWAL**

The Committee has been notified on the end of the mayoral car lease in April 2024 and has discussed the renewal of the mayoral car lease.

**RESOLVED: To obtain quotes of electric and hybrid lease vehicles for the current mayoral car lease ending in April 2024.**

Proposed: Councillor Connor McConville

Seconded: Councillor Jane Darling

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

**1601. BUDGET 2024/25**

The committee has noted the draft 2024/25 annual budget.

## 1602. WARD GRANTS

A list of ward grants between 1<sup>st</sup> September 2023 to 31<sup>st</sup> October 2023 was provided for the Committee's approval.

<b>Organisation</b>	<b>Purpose</b>	<b>Amount</b>	<b>Councillor</b>
Pavement Pounders Community Interest Company	Crossings Remembered	£200.00	L McGirr
Cheriton Bowls Club	New Mower for Green	£400.00	J Renshaw
Cheriton Bowls Club	New Mower for Green	£200.00	P Gane
Cheriton Bowls Club	New Mower for Green	£200.00	R West
South Kent Mind	Safe Spaces	£200.00	B Walker
Tyson Road Resident Association	Children's Xmas party on Friday 15th December 2023	£225.00	J Meade
Tyson Road Resident Association	Children's Xmas party on Friday 15th December 2023	£150.00	L McGirr
Tyson Road Resident Association	Children's Xmas party on Friday 15th December 2023	£150.00	N Keen
Tyson Road Resident Association	Children's xmas party on Friday 15th December 2023	£225.00	C McConville
The Real Power Of Music CIC	Music And The Body	£281.50	N Keen
The Real Power Of Music CIC	Music And The Body	£200.00	C Dickinson
Pavement Pounders Community Interest Company	Crossings Remembered	£200.00	C Dickinson

**RESOLVED: To approve all ward grants received between 1<sup>st</sup> September 2023 to 31<sup>st</sup> October 2023.**

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

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

## 1603. WARD GRANT BALANCES

The Committee has noted the ward grant balances as at 31<sup>st</sup> October 2023.

## 1604. DATE OF NEXT MEETING:

14<sup>th</sup> December 2023 at 7.00pm

The meeting concluded at 08:05pm

Chair.....  
Date.....

		Expenditure of £250 and above 01/11/2023 - 30/11/2023			
<b>FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 NOVEMBER TO 30 NOVEMBER 2023</b>					
<b>Date</b>	<b>Supplier</b>	<b>Budget Code</b>	<b>Transaction Number</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
01/11/2023	Deputy Town Clerk Expenses	Hire of Facilities (inc. Garage)	637	£512.00	Renewal of work parking permit
01/11/2023	Aramark Defence Services Limited	Local Projects	633	£1,219.08	Folkestone Mechinagar food and welcome refreshments
01/11/2023	Harmer & Sons Grounds Maintenance Ltd	Parks, Gardens & Recs - Play Areas	639	£2,655.78	Mowing and monthly play inspections 8x
01/11/2023	Cleverly & Spencer	Maintenance of Memorials	642	£1,020.00	Annual clean of The Folkestone War Memorial
07/11/2023	KCS Procurement Services (KCC)	Photocopying	660	£601.01	Photocopier quarterly lease 01/08/2023 - 31/10/2023
07/11/2023	Witch Cleaning	Cleaning	664	£295.00	Office carpet cleaning
07/11/2023	Initial Washroom Hygiene	Services, Heating & Lighting	665	£424.92	Annual service contract for hygiene unit
07/11/2023	Harmer & Sons Grounds Maintenance Ltd	Hire of Facilities (inc. Garage)	656	£582.00	Storage cost offsite July-Sept 2023
07/11/2023	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	657	£1,500.00	CCTV premise monthly rent November 2023
07/11/2023	Mazars LLP	External Audit Fees	666	£2,520.00	External audit review for the year 2022/23
07/11/2023	RentaDinosaur	M/H Events	654	£388.80	Deposit for Dinosaur puppets for Christmas Lights opening event
13/11/2023	Peninsula	HR/H&S Management Fees	699	£397.07	HR service monthly cost
16/11/2023	Harmer & Sons Grounds Maintenance Ltd	Remembrance Sunday	688	£396.00	Deliver and collection barriers for Remembrance Sunday
16/11/2023	DG and Mrs SG Quinney	Remembrance Sunday	675	£300.00	PA system for Remembrance Services
16/11/2023	Metromec Services & Maintenance Ltd	Building Repairs/Maint	678	£8,574.00	Annual service contract (year 2) of heating, cooling, ventilation and water systems
16/11/2023	Fred Newing	Building Repairs/Maint	685	£2,425.00	Remaining balance for refurbishment works at the Bunker
16/11/2023	Alive Network Entertainment Agency	Christmas Festivities	680, 681	£1,473.00	Christmas Stilt Walker deposit for Christmas Lights Opening 2023
16/11/2023	Playsafety Limited	Parks, Gardens & Recs - Play Areas	682	£720.00	External annual play inspections 8x
16/11/2023	Ashford Borough Council	CCTV Monitoring	686	£1,500.00	CCTV Monitoring 25/10/2023 - 07/11/2023
17/11/2023	Daisy Communications Limited	Telecommunication Services	701	£559.72	Telecommunication services monthly cost
24/11/2023	Net wages	Salaries, Pensions & NI	704	£28,112.73	Staff costs November 2023
24/11/2023	National Coastwatch	Town Grants	705	£1,379.49	Replacement of Marine VHF radios Town Grant
24/11/2023	The Folkestone-Hythe Operatic & Dramatic Society	Town Grants	706	£900.00	Purchase of additional costumes Town Grant
24/11/2023	Kent Coast Volunteering	Town Grants	707	£2,500.00	Good Neighbours Service Folkestone Town Grant
24/11/2023	Touchbase Care CIC	Town Grants	708	£950.00	Community Christmas meal for adults with disabilities Town Grant
24/11/2023	Omus One Space	Town Grants	709	£2,500.00	Abominable Micmen Town Grant
24/11/2023	Shepway Spectrum Arts CIC	Town Grants	710	£2,500.00	Disabled access fire door entrance/exit Town Grant
24/11/2023	Folkestone Festivals	Town Grants	711	£2,500.00	Multi-Cultural Festival Weekend Town Grant
24/11/2023	Smoking Apples Theatre	Town Grants	712	£2,000.00	We Are More Alike Than You Think We Are Project Town Grant
24/11/2023	Go Folkestone Action Group	Town Grants	713	£650.00	Central Folkestone Community E-Waste Collection Town Grant
27/11/2023	HMRC	Salaries, Pensions & NI	714	£12,256.45	PAYE Cost November 2023
27/11/2023	Kent Pension Fund	Salaries, Pensions & NI	715	£9,354.22	Employer's Superannuation Cost November 2023
27/11/2023	Leppard Cleaning	Cleaning	716	£807.50	Town Hall cleaning November 2023
<b>PREPAID CARD PAYMENTS NOVEMBER 2023:</b>					
01/11/2023	WHSmith	Mayor's Expenses May-Mar	768	£13.50	Raffle tickets for Mayor's Christmas card competition
01/11/2023	Post Office Ltd	Postage	767	£4.20	Letter post
01/11/2023	Coastal Car Spares	Sundries	769	£22.00	Keys for the bunker
01/11/2023	Electric Center	Sundries	770	£124.86	HDMI cables, faceplate, lining box for works at the bunker
03/11/2023	Kent Association of Local Councils	Staff Training	771	£48.00	Internal controls training for Finance Officer
09/11/2023	Asda Stores Ltd	Sundries	772	£2.00	Washing up liquid
10/11/2023	Post Office Ltd	Postage	773	£4.00	Letter post
15/11/2023	Asda Stores Ltd	Community Minibus (Reserve Use)	774	£11.00	Micro sd card for minibus dashcam
17/11/2023	Folkestone & Hythe District Council	Public Transport & Car Parks	787	£50.00	Vehicle parking parking charge for former Town Clerk
17/11/2023	Folkestone & Hythe District Council	Air Show/Armed Forces Day	786	£105.00	Pitch hire for Armed Forces Day parking charge
17/11/2023	Halfords	Community Minibus (Reserve Use)	788	£71.10	Minibus dashcam
18/11/2023	Grind n Bake	Subsistence Allowance	789	£9.45	Christmas event volunteer subsistence
18/11/2023	Amazon Business	Mayor's Expenses May-Mar	792	£65.00	Gift cards for the Mayor's Christmas card competition
18/11/2023	Waitrose	Christmas Festivities	790	£28.97	East 17 refreshments rider requests
18/11/2023	Tesco	Christmas Festivities	791	£24.50	Competition prizes for Christmas event
20/11/2023	Sainsbury's	Christmas Festivities	793	£55.61	East 17 hospitality rides
21/11/2023	Morrisons	Mayor's Expenses May-Mar	775, 776	£61.10	Chocolates for Christmas Card winners
23/11/2023	Coastal Car Spares	Sundries	777	£6.50	Two keys for bunker gate
25/11/2023	Asda Stores Ltd	Sundries	778	£16.00	Computer mouse, batteries
27/11/2023	WHSmith	Office Stationery	794	£4.30	Office stationeries
27/11/2023	WHSmith	Sundries	779	£3.80	Christmas lights newspaper

28/11/2023	Folkestone & Hythe District Council	Hire of Facilities (inc. Garage)	Expenditure of £250 above 01/11/2023 - 30/11/2023	780	£66.20	Waiver parking permit for builder for two weeks
28/11/2023	Puckator Ltd	M/H Merchandise		781	£165.85	Merchandise for Museum shop
28/11/2023	NHBS	M/H Education Resources		785	£137.50	Handbook of the Marine Fauna
29/11/2023	Asda Stores Ltd	Sundries		782	£1.20	Milk
29/11/2023	Celtic Web Merchant	M/H Workshops		784	£266.27	Anglo Saxon Costumes for School Workshops
30/11/2023	Historic Games Shop	M/H Education Resources		783	£105.24	Historic board games for Roman and Anglo Saxon workshops

<b>FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 NOVEMBER TO 30 NOVEMBER 2023</b>					
<b>Date Paid</b>	<b>Customer</b>	<b>Budget Code</b>	<b>Transaction Number</b>	<b>Total</b>	<b>Description</b>
01/11/2023	HSBC Deposit Account	Investment Interest	225	£527.24	Interest on investments October 2023
01/11/2023	Museum Shop	M/H Retail Sales	227-229	£48.59	Various museum retail
01/11/2023	Beach Bums	Christmas Stall Income	192	£200.00	Market pitch at Christmas Event 2023
02/11/2023	Churchill School	M/H Income	206	£330.00	2 Hour Anglo Saxon Workshop x2
03/11/2023	Museum Shop	M/H Retail Sales	230	£5.00	Various museum retail
07/11/2023	St Martin's Church of England Primary School	M/H Income	207	£30.00	Hire of Pre-history loan box from Folkestone Museum
08/11/2023	Museum Shop	M/H Income	231	£10.00	Museum workshop talks
08/11/2023	SuiteTwentyEight	Sponsorships Income	208	£100.00	Sponsorship for Christmas Lights Event 2023
09/11/2023	St Peters School	M/H Income	213	£130.00	Romans Museum Workshop - 1hr 30 minutes
09/11/2023	Folkestone & Hythe District Council	Community Infrastructure Levy	212	£71,058.10	Community Infrastructure Levy 2023/24
12/11/2023	Blooming Beans Ltd	Christmas Stall Income	214	£150.00	Market pitch at Christmas Event 2023
13/11/2023	Museum Shop	M/H Retail Sales	232	£9.85	Various museum retail
13/11/2023	Folkestone Cat Sitter	Bus Shelter Advertisement Income	209	£330.00	Bus shelter annual advertisement
13/11/2023	Dinky Dinks Ltd	Christmas Stall Income	215	£200.00	Market pitch at Christmas Event 2023
13/11/2023	Fosberry Stud	Sponsorships Income	216	£50.00	Sponsorship for Christmas Lights Event 2023
14/11/2023	Morehall Primary School	M/H Income	217	£165.00	WW1 Museum Workshop - 14th November 2023
14/11/2023	U3A Shepway	M/H Income	219	£49.50	Meeting Room Hire
14/11/2023	The Little Coffee Shed	Christmas Stall Income	218	£150.00	Market pitch at Christmas Event 2023
15/11/2023	Museum Shop	M/H Retail Sales	233	£16.75	Various museum retail
17/11/2023	Park Farm Allotment Tenant	PFR Allotment Rent	220	£86.22	Park Farm allotment plot rent and deposit 2023/24
17/11/2023	Museum Shop	M/H Retail Sales	234	£28.00	Various museum retail
20/11/2023	Hope View Upper School	M/H Income	222	£153.75	Anglo Saxon Museum Workshop, Anglo Saxon Loan Box hire
20/11/2023	Museum Shop	M/H Retail Sales	235, 236	£10.99	Various museum retail
22/11/2023	Silver Screen Cinema	Rental Income	221	£1,000.00	Lease of cinema paid monthly
28/11/2023	Friends of Folkestone	Friends of Folkestone Museum Gift	223	£4,801.76	Museum donation received
29/11/2023	Museum Shop	M/H Income	239	£78.00	Museum workshop cash October 2023
29/11/2023	Museum Shop	M/H Retail Sales	237, 238, 240	£141.10	Various museum retail cash October 2023



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

	ORIGINAL BUDGET 2023/2024 £	VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £
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>

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

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

***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>

RENTAL INCOME	15,800		15,800
OTHER INCOME (PREMISES)	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**

***SERVICES***

MISCELLANEOUS INSURANCES (inc. Heritage)	9,000		9,000
ALLOTMENTS - ADMINISTRATION	4,300		4,300
ALLOTMENTS - PFR MAINTENANCE	3,000		3,000

	ACTUALS TO 30 NOVEMBER 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £
	1,177	-177
		400
	915	185
	839	1,961
	2,859	-9
	1,222	-222
		320
		100
		200
	262	238
	125	25
	500	0
	3,058	2
	2,021	3,469
	1,056	44
	480	70
	410	-90
	<b>14,925</b>	<b>7,115</b>

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

**14,925                    7,115**

	17,745	-3,745
	6,935	2,765
	25,195	-3,455
	13,404	12,156
	6,247	7,503
	14,140	2,860
	2,104	396
	8,303	-1,203
	<b>94,073</b>	<b>17,277</b>

	13,230	2,570
	550	-550
	<b>13,780</b>	<b>2,020</b>

**80,293                    550**

	9,746	-746
		4,300
	890	2,110

BUDGET TO DATE 2023/2024 %	BUDGET NOTES
118	New regalia equipment purchase, tricorne and neck tabs. Last year's Mayor's badge was paid for this year
0	
83	No further cost anticipated
30	
100	Accurate annual budget set. No further cost to incur
122	High cost of afternoon tea
0	Expected to incur cost in January
0	
0	
52	Mayoral car electrical charging
83	Repairs to regalia equipment
100	Mayoral car annual insurance
100	Mayoral car annual lease. Accurate budget set
37	
96	
87	
128	Buffet cost slightly higher than expected
<b>68</b>	

#DIV/0!	
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**68**

127	Town Hall building repairs
71	Cleaning at Town Hall
116	Underbudgeted, to increase budget for next year
52	Payable in September and March
45	Payable in September and March
83	Increase in energy bills and energy rates
84	Premises expenses
	Hire of storage spaces, staff parking permits and bunker rental from September
117	
<b>84</b>	

84	Income from cinema tenant
	Hire of meeting room
<b>87</b>	

**84**

	Annual insurance renewal, underbudgeted, increase budget code for next year
108	
0	
30	Grass cutting, other maintenance

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

	ORIGINAL BUDGET 2023/2024 £	VIREMENTS 2023/2024 £	REVISED BUDGET 2023/2024 £
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
CHRISTMAS LIGHTS/EVENTS (CHERITON)		100	
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
GUILDHALL UMBRELLA PROJECT	0	5,030	5,030
AIR SHOW/ARMED FORCES' DAY	12,000	6,745	18,745
COMMUNITY MINIBUS (RESERVE USE)		64,266	64,266
CONTINGENCY	2,000		2,000
<b>TOTAL SERVICES EXPENDITURE</b>	<b>280,050</b>	<b>81,043</b>	<b>360,993</b>

ALLOTMENT RENTS PFR	5,900		5,900
ALLOTMENT RENTS TKL	4,600		4,600
ALLOTMENT KEY INCOME	0		0
ALLOTMENT DEPOSITS	0		0
BUS SHELTER ADVERTISEMENT	0		0
SPONSORSHIPS	0		0
COMMUNITY INFRASTRUCTURE LEVY	0		0
CHRISTMAS STALLS	0		0
TRAINING INCOME	0		0
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 81,043 350,493**

ACTUALS TO 30 NOVEMBER 2023/2024 £	TOTAL BUDGET REMAINING 2023/2024 £
1,391	1,609
25	275
3,636	364
162	938
	500
1,748	18,052
32,967	1,233
1,736	33,264
	17,032
6,279	5,721
100	-100
-250	6,250
15,109	4,891
28,468	9,023
	500
405	1,845
1,403	3,597
	500
1,840	660
66	34
19,035	9,965
8,363	16,015
5,000	30
33,229	-14,484
64,266	0
	2,000
<b>235,613</b>	<b>125,379</b>

4,898	1,002
4,340	260
90	-90
500	-500
990	-990
150	-150
71,058	-71,058
700	-700
30	-30
3,300	-3,300
307	-307
	0
<b>86,364</b>	<b>-75,864</b>

BUDGET TO DATE 2023/2024 %	BUDGET NOTES
46	Grass cutting, other maintenance
8	
91	Mechinagar Sister Partnership celebration
15	Maintenance of notice boards
0	No cost incurred
9	
96	Anticipated to go over budget, one town grant to be paid in December of £2.5k
5	Sponsorship of flowerbeds to Folkestone & Hythe District Council
0	Cost to start incurring in November/December
52	Cost to start incurring in November/December
	Purchase of additional Christmas lights for Cheriton
-4	Pitch hire, Councillors Cup
76	KCC tree planting scheme
76	Play area inspections and maintenance
0	
18	
28	
0	
74	
66	Electricity costs in telephone box
66	CCTV monitoring cost in Ashford site
34	
99	No further costs to incur
177	No further cost to incur, grant is due to be received in December
100	Community minibus costs, no budget set, reserve in use to cover the costs
0	
<b>65</b>	

83	
94	
	Allotment gate key
	Allotment tenant refundable deposits posted as earmark reserve
	Bus shelter advertisement
	Sponsorships from Christmas Lights event
	Additional CIL received, posted as earmark reserve
	Christmas stalls hire
	New income code
	Income from sponsorships and stalls for AFD
	Collections for Cheriton Christmas Lights
	One-off project income received
<b>823</b>	

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

ORIGINAL		REVISED
BUDGET	VIREMENTS	BUDGET
2023/2024	2023/2024	2023/2024
£	£	£

ACTUALS	TOTAL
TO 30 NOVEMBER	BUDGET
2023/2024	REMAINING
£	£

BUDGET	BUDGET
TO DATE	NOTES
2023/2024	
%	

**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
<b>TOTAL FEES</b>	<b>3,690</b>	<b>0</b>	<b>3,690</b>

1,083	-1,083
295	-295
2,100	-400
1,083	-33
300	640
<b>4,861</b>	<b>-1,171</b>

	External professional service
	Road closure notices
124	External audit year ending 2022/23
103	Internal audit year ending 2022/23
32	
<b>132</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>

295	405
49	351
	200
222	28
4,000	0
1,478	22
321	680
	500
92	908
1,353	647
1,475	2,025
1,586	3,414
113	4,887
491	9
2,062	2,526
	0
11	489
	3,000
	0
<b>13,546</b>	<b>20,542</b>

42	
0	
12	
0	
89	
100	
99	
32	
0	
9	
68	
42	
32	
2	
98	
45	
2	
0	
<b>40</b>	

M/H INCOME	4,500		4,500
M/H RETAIL SALES	2,000		2,000
M/H DONATIONS	500		500
<b>TOTAL MUSEUM/HERITAGE INCOME</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>

4,690	-190
1,696	304
64	436
<b>6,451</b>	<b>549</b>

104	Museum workshops and talks
85	Museum shop retail
13	Donations received
<b>92</b>	

<b>NET MUSEUM/HERITAGE EXP/INCOME</b>	<b>22,500</b>	<b>4,588</b>	<b>27,088</b>
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<b>7,096</b>	<b>19,993</b>
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**SUMMARY**

<b>TOTAL EXPENDITURE</b>	<b>1,006,670</b>	<b>116,231</b>	<b>1,122,801</b>
<b>TOTAL INCOME</b>	<b>48,300</b>	<b>0</b>	<b>48,300</b>
<b>NET TOTAL</b>	<b>958,370</b>	<b>116,231</b>	<b>1,074,501</b>

<b>768,153</b>	<b>354,648</b>
<b>121,537</b>	<b>-73,237</b>
<b>646,616</b>	<b>281,411</b>

<b>68</b>
<b>252</b>
<b>60</b>

<b>PRECEPT</b>	<b>952,970</b>		<b>952,970</b>
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<b>952,970</b>
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<b>NET (SURPLUS) / DEFICIT</b>	<b>5,400</b>	<b>116,231</b>	<b>121,531</b>
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<b>-306,354</b>
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**Folkestone Town Council Earmarked Reserves as at 30 November 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		131.46	307.33	2,844.72
Neighbourhood Fund (CIL)	68,820.17			71,058.10	139,878.27
Christmas Gifts for Children	2,216.70				2,216.70
Community Transport	71,303.00		65,321.18		5,981.82
Guildhall Umbrella Project	2,308.00		5,030.00	3,112.91	390.91
Provision for Outstanding Invoices	4,678.55				4,678.55
Friends of Folkestone Museum				4,801.76	4,801.76
Allotment deposits	0.00			500.00	500.00
<b>Total</b>	<b>419,707.20</b>	<b>-6,745.00</b>	<b>110,540.75</b>	<b>83,080.10</b>	<b>385,501.55</b>
<b>GENERAL FUND</b>					<b>565,800.78</b>
<b>TOTAL FUNDS</b>					<b>951,302.33</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>



This report will be made public on  
7 December 2023

**Folkestone  
Town Council**



Report Number **F/23/349**

**To:** Finance and General Purposes Committee  
**Date:** 14 December 2023  
**Status:** Non-Exempt  
**Responsible Officer:** Town Clerk

**Subject:** MAYORAL CAR REPORT F/23/349

**SUMMARY:** This report provides four options for a new mayoral car to be leased for three years as the current mayoral car lease contract is ending in April 2024.

**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/23/349
2. To choose an option from either A, B, C or D for the new mayoral car lease contract for three years.

**1.0 INTRODUCTION**

The mayoral car is intended for the Mayor and Deputy Mayor to attend civic events around Kent wearing the mayoral chains and clothing. The mayoral car is an additional security measure to ensure the mayoral chains are safe and protected at all times during the journey with the Town Sergeant as the main driver.

The Town Sergeant has commented that the current mayoral car has lower mileage than stated in the specification, there is also a problem with charging the mayoral vehicle outside when it is raining, there is a dip in next to the electric charging socket and rain water tends to be build up in the dip when charging.

The current mayoral car lease is due to end in April 2024. Listed below are four quotations to view possible options for the new mayoral car after April 2024.

## Current mayoral car lease

<b>Make and Model</b>	Nissan Leaf Acenta Hatchback 110kWh 5dr Auto
<b>Options</b>	Solid Paint
<b>Colour</b>	Pearl White
<b>Transmission</b>	Automatic
<b>Fuel Type</b>	Electric
<b>Relief Vehicle</b>	No relief
<b>Boot Capacity</b>	435-litre
<b>Term in Months</b>	36 (lease ending in April 2024)
<b>Total Mileage</b>	18,000 (6,000 mileage per annum)
<b>CO2</b>	0
<b>Customer Payment</b>	Annually
<b>Contract Type</b>	Maintenance – including annual road fund licence, servicing costs, MOT and breakdown cover (UK only)
<b>Excess Mileage Rate</b>	7.5p per mile (chargeable on any miles travelled over and above contract mileage allowance at point of vehicle return)
<b>Total vehicle rental per annum</b>	£3,057.53



The four quotations listed below includes road fund licence, scheduled servicing, tyres and MOT (if applicable). Prices are held for 21 days unless there is an increase in the manufacturer's price for the vehicle or in the road fund licence or as otherwise provided in the agreement. These quotations are subject to the vehicle being available and sourced from our preferred suppliers. CO2 data is intended as a guide only.

### Option A

<b>Make and Model</b>	Volkswagen ID.3 Hatch 5Dr 0.0 Electric Pro 58kWh 204 Auto
<b>Options</b>	Solid Paint
<b>Colour</b>	Moonstone Grey Black
<b>Transmission</b>	Automatic
<b>Fuel Type</b>	Electric
<b>Relief Vehicle</b>	No relief
<b>Boot Capacity</b>	385-litre
<b>Term in Months</b>	36
<b>Total Mileage</b>	18,000 (6,000 mileage per annum)
<b>Range Mileage</b>	215 miles (fully charged)
<b>CO2</b>	0
<b>P11D</b>	£37,200.00
<b>Customer Payment</b>	Annually
<b>Contract Type</b>	Maintenance – including annual road fund licence, servicing costs, MOT and breakdown cover (UK only)
<b>Excess Mileage Rate</b>	7.5p per mile (chargeable on any miles travelled over and above contract mileage allowance at point of vehicle return)
<b>Charging cost per annum (estimate)</b>	£600.00
<b>Total vehicle rental per annum</b>	£5,729.79



### Option B

<b>Make and Model</b>	Renault Megane E-Tech Hatchback EV60 160kWh Equilibre 60kWh Optimum Charge 5dr Auto
<b>Options</b>	Solid Paint
<b>Colour</b>	Glacier White
<b>Transmission</b>	Automatic
<b>Fuel Type</b>	Electric
<b>Relief Vehicle</b>	No relief
<b>Term in Months</b>	36
<b>Boot Capacity</b>	440-litre
<b>Total Mileage</b>	18,000 (6,000 mileage per annum)
<b>Range Mileage</b>	280 miles (fully charged)
<b>CO2</b>	0
<b>P11D</b>	£34,440.00
<b>Customer Payment</b>	Annually
<b>Contract Type</b>	Maintenance – including annual road fund licence, servicing costs, MOT and breakdown cover (UK only)
<b>Excess Mileage Rate</b>	7.5p per mile (chargeable on any miles travelled over and above contract mileage allowance at point of vehicle return)
<b>Charging cost per annum (estimate)</b>	£600.00
<b>Total vehicle rental per annum</b>	£6,763.14



### Option C

<b>Make and Model</b>	Kia XCeed SUV 5Dr 1.6GDi PHEV 8.9kWh 139 StopStart EU6 3 DCT Auto6 RDE Step 2
<b>Options</b>	Premium Paint
<b>Colour</b>	TBC
<b>Transmission</b>	Automatic
<b>Fuel Type</b>	Plug-In Hybrid (electric, petrol)
<b>Relief Vehicle</b>	No relief
<b>Boot Capacity</b>	426-litre
<b>Term in Months</b>	36
<b>Total Mileage</b>	18,000 (6,000 mileage per annum)
<b>Miles per gallon</b>	201.7
<b>CO2</b>	32
<b>P11D</b>	£34,035.00
<b>Customer Payment</b>	Annually
<b>Contract Type</b>	Maintenance – including annual road fund licence, servicing costs, MOT and breakdown cover (UK only)
<b>Excess Mileage Rate</b>	7.5p per mile (chargeable on any miles travelled over and above contract mileage allowance at point of vehicle return)
<b>Charging cost per annum (estimate)</b>	£400.00
<b>Total vehicle rental per annum</b>	£4,659.87



### Option D

<b>Make and Model</b>	Peugeot 308 Hatchback 1.6 Hybrid Allure 5dr e-EAT8
<b>Options</b>	Special Metallic Paint
<b>Colour</b>	TBC
<b>Transmission</b>	Automatic
<b>Fuel Type</b>	Plug-In Hybrid
<b>Relief Vehicle</b>	No relief
<b>Boot Capacity</b>	470-litre
<b>Term in Months</b>	36
<b>Total Mileage</b>	18,000 (6,000 mileage per annum)
<b>Miles per gallon</b>	213.70
<b>CO2</b>	30
<b>P11D</b>	£38,555.00
<b>Customer Payment</b>	Annually
<b>Contract Type</b>	Maintenance – including annual road fund licence, servicing costs, MOT and breakdown cover (UK only)
<b>Excess Mileage Rate</b>	7.5p per mile (chargeable on any miles travelled over and above contract mileage allowance at point of vehicle return)
<b>Charging cost per annum (estimate)</b>	£400.00
<b>Total vehicle rental per annum</b>	£7,454.71



## **2.0 CONCLUSION**

The mayoral car is due to end in April 2024, Council can either continue with the current mayoral car or opt for a new mayoral car lease for three years from the listed quotes.

## **3.0 RISK MANAGEMENT**

A summary of the perceived risk follows;

**Perceived Risk** The current mayoral car has low mileage than other electric cars, the Town Sergeant regularly charges the car and also has a problem charging the vehicle outside when it is raining.

**Risk** Medium

**Likelihood** Medium

**Preventative Action** To choose a new mayoral car with higher mileage, agree a new lease contract for three years.

## **CONTACT OFFICER**

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

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

This report will be made public on  
7 December 2023

**Folkestone  
Town Council**



Report Number **F/23/350**

**To:** Finance and General Purposes Committee  
**Date:** 14 December 2023  
**Status:** Non-Exempt  
**Responsible Officer:** Town Clerk

**Subject:** **BASE BUDGET AND GROWTH ITEMS FOR 2024/25  
F/23/350**

**SUMMARY:** This report presents the figures for the draft revenue budget for 2024/25, including proposed growth items for the Committee's consideration.

**REASONS FOR RECOMMENDATION**

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

- i. The Council will need to agree a precept at its meeting on 11 January 2024.
- ii. The Council needs to identify a revenue budget, including growth items, for 2024/25.
- iii. The Committee closely monitors actual expenditure against approved budgets.
- iv. Appropriate provision needs to be made to provide funding for approved growth services.

**RECOMMENDATIONS:**

1. **To receive and note Report F/23/350.**
2. **To determine the 2024/25 budget and to recommend the appropriate level of precept to the Full Council in January 2024.**

Aims and Objectives – To comply with Best Value and Quality Council legislation.  
Equal Opportunities – Equal access to services for all.  
Environmental Impact – The environmental impact has been considered in the preparation of all budgets.

## **1. INTRODUCTION**

- 1.1 The Council has agreed a financial timetable to ensure that the precept is confirmed and notified to the Principal Council – Folkestone & Hythe District Council – in accordance with statutory dates.
- 1.2 As part of the Council's detailed monitoring of its revenue budget, the attached appendix projects expenditure to show a draft base for 2024/25 and any proposed growth items which have been considered by service committees and put forward tonight.
- 1.3 The Committee needs to consider the proposed level of increases for growth which, when added to the base budget, will determine the level of precept for 2024/25.

## **2. BASE BUDGET 2024/25**

- 2.1 The base revenue budget for 2024/25, before any approved growth, is estimated to be £1,003,990 (including inflation). This represents a budget increase of approximately 4.76% increase on last year's budget of £958,370.

## **3. PROPOSED GROWTH ITEMS 2024/25**

- 3.1 A non-recurring growth item total of £20,000 was put forward by the Community Services Committee for the purchase of new Christmas lights to be displayed across town.

## **4. PRECEPT 2024/25**

- 4.1 Last year the Council agreed to meet £5,400 of the proposed budget from the General Reserve if required. The precept was therefore set at £952,970. Should the Property Tax Base remain unchanged (currently 14,566.56), a precept of £1,003,990 would represent an increase of 5.35%. The annual charge for a Band D property would be £68.92 (£1.33 per week). This would represent an increase of £3.50 per year (about 6p per week).

## **5. RECOMMENDATION**

- 5.1 The Finance and General Purposes Committee is asked to determine the budget and to recommend the required precept to the Full Council.

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2024/25														SUMMARY OF CHANGES:		Notes
	REVISED ANNUAL BUDGET	ACTUAL COSTS	REVISED ANNUAL BUDGET	ACTUAL COSTS	REVISED ANNUAL BUDGET	ACTUAL COSTS	ANNUAL BUDGET	DRAFT BUDGET	RECURRING	NON-REC'NG	BUDGET	2024/25	2024/25			
	2020/21	2020/21	2021/22	2021/22	2022/23	2022/23	2023/24	2024/25	REVENUE	GROWTH	2024/25	LESS	2024/25			
	£	£	£	£	£	£	£	£	2024/25	ITEMS	£	2023/24	to			
									2024/25	2024/25		2023/24	2023/24 in %			
<b>ADMINISTRATION</b>																
SALARIES, PENSIONS & NI	414,500	401,950	416,000	426,092	454,300	489,051	508,500	535,330			535,330	26,830	5	1x additional staff included, CCTV Operator		
TOTAL CONTRIBUTION PAY	-	-	5,000	-	5,000	3,000	5,000	3,000			3,000	-	2,000	-40	Fire Warden and First Aid training payment. 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	Educational staff trip, eye tests	
STAFF TRAINING	600	903	3,000	9,099	3,000	2,411	3,000	3,000			3,000	-	-	0	Manual handling training, minibus training, CCTV training	
EQUIPMENT/FURNITURE NEW	2,000	1,710	2,000	3,905	2,000	2,886	2,000	2,000			2,000	-	-	0	Purchase of new office equipment and furniture	
BANK CHARGES	500	103	300	148	300	244	300	400			400	100	33	HSBC Current A/c. Income a/c, Unity Trust bank charges		
HR/H&S MANAGEMENT FEES	1,900	1,829	1,900	1,909	1,950	1,896	2,050	4,000			4,000	1,950	95	Introduced Peninsula HR service, CIPD subscription		
PRINTING	500	-	500	-	500	-	500	1,000			1,000	500	100	Bus advertisements printing, Printer ink cartridge		
STATIONERY	1,000	250	1,000	831	1,000	1,093	1,200	1,000			1,000	-	200	-17	Printing paper, pens, notebooks	
PHOTOCOPYING	1,600	667	1,400	1,331	1,400	1,539	1,400	1,400			1,400	-	-	0	Office photocopier lease	
POSTAGE	1,800	338	1,000	675	1,000	715	1,000	1,000			1,000	-	-	0	Post letters and delivery charges	
TELECOMMUNICATION SERVICES	4,000	8,418	2,400	3,979	2,400	2,698	2,400	3,700			3,700	1,300	54	Underbudgeted in 2023-24 year. New work mobile phones 3x, broadband service at the bunker British Telecom to be the new office broadband provider from July 2024 reducing cost. Convergence office telephone provider		
ICT SUPPORT	12,500	14,811	15,000	18,433	15,000	20,826	16,500	19,600			19,600	3,100	19	Underbudgeted in 2023-24. IT Support for computers set up and various IT monthly service. Including additional staff 1x. Website editing, antivirus annual checks		
SUBSCRIPTIONS							4,010	7,120			7,120	3,110	78	FAPAC, Scribe, Cinque Ports, SLCC, KALC subscriptions		
PUBLIC TRANSPORT & CAR PARKS	250	12	250	656	250	209	250	250			250	-	-	0	Car park charges, transport for work training	
SUBSISTENCE ALLOWANCES	200	-	200	48	200	93	200	150			150	-	50	-25	Town Sergeant meals at mayoral events	
CAR ALLOWANCES (Staff)	1,600	1,340	1,600	1,369	1,600	1,119	1,600	1,100			1,100	-	500	-31	Staff use of own vehicle work mileage recharge	
ACCOUNTACY SUPPORT							630					-	630	-100		
TO ALLOTMENTS ADMINISTRATION (4503)	-	4,100	-	4,100	-	4,090	-	4,300			4,300	-	-	0		
<b>TOTAL ADMIN. EXPENDITURE</b>	<b>443,090</b>	<b>432,375</b>	<b>454,000</b>	<b>470,181</b>	<b>492,770</b>	<b>530,227</b>	<b>549,240</b>	<b>582,750</b>	-	-	<b>582,750</b>	<b>33510</b>	<b>6</b>			
INVESTMENT INTEREST	3,000	111	200	293	200	12,002	15,000	30,000			30,000	15,000	100	High interest rates with FHDC Investment a/c.		
OTHER INCOME	-	-	-	-	-	224	-	-			-	-	-	0	HSBC Deposit a/c	
<b>TOTAL ADMIN. INCOME</b>	<b>3,000</b>	<b>111</b>	<b>200</b>	<b>293</b>	<b>200</b>	<b>12,226</b>	<b>15,000</b>	<b>30,000</b>	-	-	<b>30,000</b>	<b>15,000</b>	<b>100</b>			
<b>NET ADMIN. EXPENDITURE/INCOME</b>	<b>440,090</b>	<b>432,264</b>	<b>453,800</b>	<b>469,888</b>	<b>492,570</b>	<b>518,001</b>	<b>534,240</b>	<b>552,750</b>	-	-	<b>552,750</b>	<b>18510</b>	<b>3</b>			
<b>DEMOCRATIC COSTS</b>																
TRAINING/CONFERENCE EXPS (Cllrs.)	500	75	500	-	500	-	500	500			500	-	-	0		
CAR ALLOWANCES (Cllrs)	100	-	100	-	100	-	100	100			100	-	-	0		
FTC REF/ELECTION FEES	-	-	-	5,740	-	-	-	-			-	-	-	0		
FOLK TC REF/ELECTIONS (To Reserve)	10,200	-	10,200	-	10,200	-	10,200	11,100			11,100	900	9	Increased reserve transfer due to election costs in year 2023/24 higher than expected		
<b>TOTAL DEMOCRATIC COSTS EXP.</b>	<b>10,800</b>	<b>75</b>	<b>10,800</b>	<b>5,740</b>	<b>10,800</b>	<b>-</b>	<b>10,800</b>	<b>11,700</b>	-	-	<b>11,700</b>	<b>900</b>	<b>8</b>			
<b>MAYORALTY</b>																
CLOTHING & UNIFORMS	600	-	600	30	600	73	600	600			600	-	-	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		
MAYOR'S INSTALLATION (Annual Meeting)	1,100	-	1,100	60	1,100	968	1,100	1,100			1,100	-	-	0		
REMEMBRANCE SUNDAY	2,300	114	2,300	2,784	2,800	2,577	2,800	2,800			2,800	-	-	0		
CANADA DAY	2,550	1,085	2,550	1,863	2,550	3,386	2,850	2,850			2,850	-	-	0		
WILLIAM HARVEY COMMEMORATION	650	105	650	790	650	991	1,000	150			150	-	850	-85		
HOLOCAUST DAY	320	-	320	204	320	200	320	320			320	-	-	0		
CINQUE PORT WARDEN	100	-	100	-	100	-	100	-			-	-	100	-100	No costs incurred for the past three years	
COVER FOR CIVIC DRIVER	500	-	500	48	500	48	200	100			100	-	100	-50		
FUEL/CHARGING CIVIC VEHICLE	500	412	500	267	500	336	500	-			-	-	500	-100	Mayor car will be charged at the bunker	
MTCE/SERVICE/REPAIRS - EXTERNAL	150	18	150	20	150	20	150	150			150	-	-	0		
CAR INSURANCE	500	500	500	500	500	500	500	500			500	-	-	0		
CIVIC VEHICLE LEASE	3,000	2,983	3,000	3,254	3,060	3,058	3,060	3,060			3,060	-	-	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		
MAYOR'S EXPENSES APR-MAY	1,100	138	1,100	910	1,100	1,011	1,100	1,100			1,100	-	-	0		
SAMUEL PLIMSOLL EVENT								200			200	200	0			
BURMA STAR (VJ DAY)	530	-	500	546	550	316	550	550			550	-	-	0		
NORMANDY VETERANS	320	-	320	196	320	220	320	900			900	580	181	80th Anniversary in 2024/25		
LUNCHES FOR CHILDREN	5,000	4,795	-	-	-	-	-	-			-	-	-	0		
CHRISTMAS GIFTS FOR CHILDREN	-	713	-	-	-	-	-	-			-	-	-	0		
<b>TOTAL MAYORALTY EXPENDITURE</b>	<b>26,110</b>	<b>13,951</b>	<b>21,080</b>	<b>15,257</b>	<b>21,690</b>	<b>24,834</b>	<b>22,040</b>	<b>20,970</b>	-	-	<b>20,970</b>	<b>1,070</b>	<b>-5</b>			
OTHER INCOME (MAYORALTY)	-	1,100	-	-	-	-	-	-			-	-	-	0		
<b>TOTAL PREMISES INCOME</b>	<b>-</b>	<b>1,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	-	-	<b>-</b>	<b>0</b>	<b>0</b>			
<b>NET PREMISES EXPENDITURE/INCOME</b>	<b>26,110</b>	<b>12,851</b>	<b>21,080</b>	<b>15,257</b>	<b>21,690</b>	<b>24,834</b>	<b>22,040</b>	<b>20,970</b>	-	-	<b>20,970</b>	<b>-1070</b>	<b>-5</b>			
<b>PREMISES</b>																
BUILDING REPAIRS AND RENEWALS	14,000	9,812	14,000	88,941	14,000	67,063	14,000	14,000			14,000	-	-	0	Building repairs and maintenance at Town Hall	
CLEANING	9,000	7,806	9,000	7,875	8,500	8,754	9,700	9,900			9,900	200	2	Cleaning at Town Hall offices and Museum, window cleaning		
RATES	21,500	21,332	22,000	21,332	21,740	21,332	21,740	25,600			25,600	3,860	18	Increased budget due to 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	1,250	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	-	1,250	-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	24,000			24,000	7,000	41	Increased rate utility charges. Electricity, gas, Waste collection, confidential paper collection and water costs		
PREMISES EXPENSES	2,500	2,246	2,500	1,948	2,500	2,361	2,500	2,500			2,500	-	-	0	Changed name from Sundries to Premises Expenses	
HIRE OF FACILITIES (inc. Garage)	6,900	863	7,100	6,948	7,100	5,677	7,100	16,000			16,000	8,900	125	Rental of storage bunker to September 2024, staff work parking permits, mayoral portraits storage hire. Terminated mayoral car garage rent and Harners storage		

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2024/25											RECURRING		NON-REC'NG		SUMMARY OF CHANGES:		Notes
	REVISED ANNUAL BUDGET 2020/21	ACTUAL COSTS 2020/21	REVISED ANNUAL BUDGET 2021/22	ACTUAL COSTS 2021/22	REVISED ANNUAL BUDGET 2022/23	ACTUAL COSTS 2022/23	ANNUAL BUDGET 2023/24	DRAFT BUDGET 2024/25	REVENUE GROWTH 2024/25	GROWTH ITEMS 2024/25	BUDGET 2024/25	2024/25 LESS 2023/24	2024/25 to 2023/24 in %				
	£	£	£	£	£	£	£	£	£	£	£	£	£				
<b>TOTAL PREMISES EXPENDITURE</b>	<b>102,400</b>	<b>89,224</b>	<b>103,900</b>	<b>174,482</b>	<b>103,640</b>	<b>164,464</b>	<b>111,350</b>	<b>131,310</b>	-	-	<b>131,310</b>	<b>19960</b>	<b>18</b>				
RENTAL INCOME	15,660	3,700	15,660	16,000	15,750	15,800	15,800	15,900			15,900	100	1				
MEETING ROOM HIRE								300			300	300	0				
OTHER INCOME (PREMISES)													0				
BUS ADVERTISEMENT INCOME								3,000			3,000	3,000	0				
<b>TOTAL PREMISES INCOME</b>	<b>15,660</b>	<b>3,908</b>	<b>15,660</b>	<b>16,107</b>	<b>15,750</b>	<b>15,809</b>	<b>15,800</b>	<b>19,200</b>	-	-	<b>19,200</b>	<b>3400</b>	<b>22</b>				
<b>NET PREMISES EXPENDITURE/INCOME</b>	<b>86,740</b>	<b>85,316</b>	<b>88,240</b>	<b>158,375</b>	<b>87,890</b>	<b>148,655</b>	<b>95,550</b>	<b>112,110</b>	-	-	<b>112,110</b>	<b>16560</b>	<b>17</b>				
<b>SERVICES</b>																	
INSURANCES - PREMISES & PUBLIC LIABILITY (inc. Heritage)	9,800	10,030	11,000	8,556	9,000	8,829	9,000	9,800			9,800	800	9				
ALLOTMENTS - ADMINISTRATION	4,100	3,800	4,100	4,090	4,100	4,090	4,300	4,300			4,300	-	0				
ALLOTMENTS - PFR MAINTENANCE	3,000	2,196	3,000	2,328	3,000	2,145	3,000	3,000			3,000	-	0				
ALLOTMENTS - TKL MAINTENANCE	3,000	4,302	3,000	2,722	3,000	3,127	3,000	3,000			3,000	-	0				
MAINTENANCE OF BEACON	250	720	300	25	300	155	300	300			300	-	0				
LOCAL PROJECTS	3,000	1,725	3,000	14	2,000	2,000	4,000	4,000			4,000	-	0				
NOTICE/INFORMATION/HERITAGE BOARDS	1,000	-	7,000	6,814	1,100	723	1,100	1,000			1,000	-	-9				
BUS SHELTERS	-	12,995	-	500	6,089	-	500	500			500	-	0				
WARD GRANTS	19,800	4,798	19,800	14,992	19,800	27,013	19,800	19,800			19,800	-	0				
TOWN GRANTS	25,000	18,606	34,200	38,654	34,200	32,983	34,200	34,200			34,200	-	0				
PARKS, GARDENS & RECS - FLOWERBEDS	32,500	35,012	32,500	36,066	35,000	35,000	35,000	35,000			35,000	-	0				
CHRISTMAS LIGHTING	51,000	41,075	40,000	28,203	30,000	20,345	17,000	21,000		20,000	41,000	24,000	141				
CHRISTMAS FESTIVITIES	12,000	721	12,000	8,824	12,000	18,973	12,000	12,000			12,000	-	0				
YOUTH FACILITIES	7,600	-	11,600	2,257	3,600	2,007	6,000	3,000			3,000	-	-50				
PARKS, GARDENS & RECS - TREES	15,000	15,660	15,000	14,975	20,000	420	20,000	20,000			20,000	-	0				
PARKS, GARDENS & RECS - PLAY AREAS	-	6,790	25,000	34,180	44,000	270,770	37,000	37,000			37,000	-	0				
PARK BENCHES	200	1,280	500	387	500	-	500	500			500	-	0				
LITTER BINS, BOLLARDS & RAILINGS	3,000	4,595	2,250	860	2,250	-	2,250	2,000			2,000	-	-11				
TOURIST INFORMATION/VISITOR SERVICES	10,000	10,445	9,000	2,114	5,000	3,782	5,000	5,000			5,000	-	0				
MAINTENANCE OF PUBLIC CLOCKS	500	-	500	-	500	-	500	500			500	-	0				
MAINTENANCE OF MEMORIALS	2,500	1,950	2,500	1,680	2,500	1,160	2,500	2,000			2,000	-	-20				
TELEPHONE BOX	100	58	100	91	100	93	100	120			120	20	20				
CCTV MONITORING	25,500	25,000	25,000	25,175	25,200	27,439	29,000	-			-	-	29,000				
CCTV MAINTENANCE	15,000	62,850	18,000	19,256	16,000	27,962	20,000	25,000			25,000	5,000	0				
COMMUNITY MINIBUS MAINTENANCE													0				
COMMUNITY MINIBUS INSURANCE													0				
MISCELLANEOUS SERVICES						5,000	-	-			-	-	0				
AIR SHOW/ARMED FORCES DAY	22,800	-	22,800	6,116	22,800	9,397	12,000	30,000			30,000	18,000	150				
ELECTRICAL CHARGING VEHICLES								1,000			1,000	1,000	0				
CONTINGENCY	3,000	87	3,000	-	3,000	117	2,000	2,000			2,000	-	0				
<b>TOTAL SERVICES EXPENDITURE</b>	<b>279,650</b>	<b>277,880</b>	<b>306,650</b>	<b>264,796</b>	<b>300,450</b>	<b>503,530</b>	<b>280,050</b>	<b>276,020</b>	-	<b>20,000</b>	<b>296,020</b>	<b>15,970</b>	<b>6</b>				
ALLOTMENT RENTS PFR	5,000	5,312	5,000	5,412	5,000	5,960	5,900	5,100			5,100	-	-14				
ALLOTMENT RENTS TKL	4,800	4,805	4,800	4,958	4,800	4,674	4,600	4,850			4,850	250	5				
SPONSORSHIP INCOME								3,000			3,000	3,000	-				
ARMED FORCES DAY GRANT INCOME													-				
CHRISTMAS STALLS								1,000			1,000	1,000	-				
CHRISTMAS LIGHTS DONATIONS													-				
CHRISTMAS CHERITON DONATIONS													-				
CCTV INCOME								300			300	300	0				
<b>TOTAL SERVICES INCOME</b>	<b>9,800</b>	<b>234,055</b>	<b>9,800</b>	<b>28,742</b>	<b>9,800</b>	<b>123,128</b>	<b>10,500</b>	<b>14,250</b>	-	-	<b>14,250</b>	<b>3,750</b>	<b>36</b>				
<b>NET SERVICES EXPENDITURE/INCOME</b>	<b>269,850</b>	<b>43,825</b>	<b>296,850</b>	<b>236,054</b>	<b>290,650</b>	<b>380,402</b>	<b>269,550</b>	<b>261,770</b>	-	<b>20,000</b>	<b>281,770</b>	<b>12,220</b>	<b>5</b>				
<b>FEES</b>																	
CONSULTANTS FEES	-	-	-	-	-	-	-	500			500	500	0				
EXTERNAL AUDIT FEES	2,000	2,000	2,500	2,000	2,100	1,600	1,700	2,200			2,200	500	29				
INTERNAL AUDIT FEES	1,500	877	1,000	884	1,000	984	1,050	800			800	-	-24				
LEGAL/BAILIFF FEES	-	-	-	-	-	4,425	-	1,000			1,000	1,000	0				
CARD RECEIPT FEES	940	11	940	42	940	235	940	940			940	-	0				
<b>TOTAL FEES</b>	<b>14,440</b>	<b>2,888</b>	<b>14,440</b>	<b>3,160</b>	<b>14,040</b>	<b>7,244</b>	<b>3,690</b>	<b>5,440</b>	-	-	<b>5,440</b>	<b>1,750</b>	<b>47</b>				
<b>MUSEUM/HERITAGE</b>																	
M/H TRAINING	700	-	700	723	700	-	700	-			-	-	700				
M/H SUBSCRIPTIONS	450	380	450	578	450	335	450	550			550	100	22				
M/H EQUIPMENT/FURNITURE	400	6,139	400	2,296	400	410	400	500			500	100	25				
M/H EXHIBIT REPAIRS	200	-	200	109	200	4,875	200	1,750			1,750	1,550	775				
M/H EXHIBITS	-	1,654	-	-	-	245	-	-			-	-	0				
M/H COLLECTIONS CARE	1,500	1,407	1,500	1,084	1,500	1,542	1,500	3,500			3,500	2,000	133				
M/H AUDIENCE DEVELOPMENT	1,000	39	1,000	3	1,000	537	1,000	2,750			2,750	1,750	175				
M/H EVALUATION/PRESS COVERAGE	500	-	500	-	500	-	500	-			-	-	-100				
M/H LEAFLETS/PUBLICATIONS	1,000	1,200	1,000	-	1,000	18	1,000	-			-	-	-100				



WARD GRANT SUMMARY AS AT 30 NOVEMBER 2023

NAME	WARD	BALANCE AT START (INC. B/F FROM PREV. YEAR)	AMOUNT GRANTED TO DATE	AMOUNT LEFT TO GRANT
ABENA AKUFFO-KELLY	Folkestone Central	£1,175.00	£0.00	£1,175.00
LAURA DAVISON	Folkestone Broadmead	£890.00	£295.50	£594.50
JOHN RENSHAW	Cheriton West	£1,185.00	£0.00	£1,185.00
CHARLIE BAIN SMITH	Folkestone Central	£1,175.00	£0.00	£1,175.00
ADRIAN LOCKWOOD	East Folkestone	£1,181.00	£150.00	£1,031.00
CHRISTINE DICKINSON	Folkestone Harbour	£934.00	£0.00	£934.00
PETER GANE	Cheriton West	£1,185.00	£0.00	£1,185.00
JANE DARLING	Cheriton East	£1,823.00	£200.00	£1,623.00
LIZ McSHANE	Folkestone Central	£1,175.00	£250.00	£925.00
LUCY McGIRR	East Folkestone	£1,181.00	£100.00	£1,081.00
NICOLA KEEN	Folkestone Harbour	£934.00	£502.50	£431.50
BRIDGET CHAPMAN	Folkestone Harbour	£934.00	£0.00	£934.00
CONNOR McCONVILLE	East Folkestone	£1,181.00	£0.00	£1,181.00
JACKIE MEADE	East Folkestone	£1,181.00	£0.00	£1,181.00
TIM PRATER	Folkestone Harvey West	£416.00	£100.00	£316.00
BELINDA WALKER	Folkestone Central	£1,175.00	£150.00	£1,025.00
KIERAN LEIGH	Folkestone Broadmead	£890.00	£0.00	£890.00
ROGER WEST	Cheriton West	£1,185.00	£0.00	£1,185.00
<b>TOTAL</b>		<b>£19,800.00</b>	<b>£1,748.00</b>	<b>£18,052.00</b>

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