

FOLKESTONE TOWN COUNCIL



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AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 13 June 2024**
Time: **7.30 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.

T Brenchley
Town Clerk & Responsible Financial Officer

1. APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence.

2. APPOINTMENT OF CHAIR

To appoint a Chair for the Finance and General Purposes Committee for the 2024/25 Municipal Year.

3. APPOINTMENT OF VICE CHAIR

To appoint a Vice Chair for the Finance and General Purposes Committee for the 2024/25 Municipal Year.

4. DECLARATIONS OF INTERESTS

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

5. MINUTES

To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 18 April 2024 and to authorise the Chair of the Committee to sign them as a correct record.

6. PERSONNEL SUB-COMMITTEE MINUTES

To receive and note the Minutes of the Personnel Sub-Committee held on the 15 February 2024, 18 April 2024 and 1 May 2024.

7. REVIEW THE TERMS OF REFERENCE

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

8. WORKING GROUPS 2024/25

The Committee is asked to approve nominations for the membership of the Folkestone Town Council/Folkestone & Hythe District Council Partnership Working Group for the Municipal Year 2024/25. The previous partnership was made up of the Town Clerk, Town Mayor and Chairs of the standing committees with the Deputy Mayor and Vice-Chairs acting as substitutes if required.

9. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 April 2024 to 31 May 2024.

10. SCHEDULE OF RECEIPTS

The attached schedule details receipts received between 1 April 2024 to 31 May 2024.

11. BUDGET MONITORING STATEMENT 2024/25

The attached statement sets out details of the Town Council’s provisional expenditure/income and earmarked reserves up to 31 May 2024.

12. BANK RECONCILIATION

The bank reconciliation statement at 31 May 2024 is attached for information and signed by a Member other than the Chair or a cheque signatory.

13. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE

Town Clerk to provide an update on the progress of the Town Hall building repairs.

14. CINEMA RENEWAL LEASE UPDATE

An update will be provided on the renewal of the cinema tenant lease.

15. MINIBUS SCHEME UPDATE

A draft Community Minibus Hire Policy is attached for consideration in preparation for receipt of the Section 19 permit.

16. ARMED FORCES DAY

An update will be provided at the meeting on the current budget for the Armed Forces Day.

17. WARD GRANTS

The Ward Grant list below is recommended to be approved.

Folkestone Trawler Race	Folkestone Trawler Race	£250.00	A Lockwood	LGA 72, Sec 145
Folkestone Trawler Race	Folkestone Trawler Race	£250.00	C McConville	LGA 72, Sec 145
Folkestone Trawler Race	Folkestone Trawler Race	£300.00	N Keen	LGA 72, Sec 145

Folkestone Trawler Race	Folkestone Trawler Race	£150.00	L McGirr	LGA 72, Sec 145
Folkestone Trawler Race	Folkestone Trawler Race	£200.00	J Meade	LGA 72, Sec 145
Folkestone Trawler Race	Folkestone Trawler Race	£250.00	L Davison	LGA 72, Sec 145
Folkestone Trawler Race	Folkestone Trawler Race	£200.00	C Dickinson	LGA 72, Sec 145
Folkestone Live Theatre Fringe festival	Folkestone Live	£250.00	B Walker	LGA 72, Sec 145
Folkestone Live Theatre Fringe festival	Folkestone Live	£250.00	L Mcshane	LGA 72, Sec 145
Folkestone Live Theatre Fringe festival	Folkestone Live	£300.00	L Davison	LGA 72, Sec 145

18. WARD GRANT BALANCES

For information, the attached shows Ward Grant balances available to each Councillor as at 6 June 2024.

19. DATE OF NEXT MEETING

22 August 2024 at 7.00pm.

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

Finance & General Purposes Committee Members

1. Cllr Belinda Walker
2. Cllr Nicola Keen
3. Cllr Jackie Meade
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 Abena Akuffo-Kelly
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, 18 April 2024 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, Tim Prater, John Renshaw (*Substitute for Peter Gane*).

ABSENT:

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

1644. APOLOGIES FOR ABSENCE

Apologies received from Councillor Peter Gane.

RESOLVED: To approve apologies from Councillor Peter Gane.

Proposed: Councillor Tim Prater

Seconded: Councillor Belinda Walker

Voting: F: 11, Ag: 0, Ab: 0

1645. DECLARATIONS OF INTERESTS

There were no declaration of interest.

1646. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 15 February 2024 and the Minutes of the Personnel Sub-Committee held on 14 December 2023.

1. **RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 15 February 2024 be signed as a correct record.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Bridget Chapman

Voting: F: 11, Ag: 0, Ab: 0

2. **RESOLVED: That the Minutes of the meeting of the Personnel Sub-Committee held on 14 December 2023 be received and noted.**

Proposed: Councillor Nicola Keen

Seconded: Councillor Bridget Chapman

Voting: F: 11, Ag: 0, Ab: 0

1647. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 February 2024 to 31 March 2024.

RESOLVED: That the Schedule of Payments for the period between 1 February 2024 to 31 March 2024 be approved.

Proposed: Councillor Laura Davison
Seconded: Councillor Tim Prater
Voting: F: 11, Ag: 0, Ab: 0

1648. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 February 2024 to 31 March 2024.

RESOLVED: That the Schedule of Receipts for the period 1 February 2024 to 31 March 2024 be accepted.

Proposed: Councillor Tim Prater
Seconded: Councillor Laura Davison
Voting: F: 11, Ag: 0, Ab: 0

1649. BUDGET MONITORING STATEMENT March 2024

The budget monitoring statement to the 31 March 2024 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 March 2024 be approved. To vire remaining Trees budget code of £4,891 to Tree Planting Reserve, to vire remaining Ward Grant budget code of £7,374 to a new Ward Grant Earmarked Reserve.

Proposed: Councillor Connor McConville
Seconded: Councillor Bridget Chapman
Voting: F: 11, Ag: 0, Ab: 0

1650. BANK RECONCILIATION

The bank reconciliation statement as at 31 March 2024 was noted by the Committee and signed by Councillor Adrian Lockwood.

1651. TOWN HALL BUILDING REPAIRS UPDATE

The Town Clerk provided an update to the Committee on the progress regarding the Town Hall building repairs.

- 1. RESOLVED: That the Town Clerk obtain two more quotes from architectural consultants for the initial scoping works for the replacement of the external fire exit staircase, refurbishment/replacement of gate and canopy, replacement of understairs electrical cupboard and installation of concrete pathway into the basement area, to report back to the Committee with the**

Consultant's findings. Councillors recorded their thanks to the Town Clerk and Museum Curator for their work in this area.

Proposed: Councillor Connor McConville

Seconded: Councillor Nicola Keen

Voting: F: 11, Ag: 0, Ab: 0

The Town Clerk advised the Committee on the outcome of the recent Fixed Electrical Inspection for the whole building which had highlighted 17 potentially dangerous/urgent remedial action required. Two quotes has been received for the remedial works as follows:

- Quote 1 - £1,968. The Cinema will liaise directly with the contractors and fund
- Quote 2 - £2,094

2. RESOLVED: To approve the quote of £2,094 and instruct Russell Wheeler/Kennett Electrical to undertake the remedial works.

Proposed: Councillor Bridget Chapman

Seconded: Councillor: Nicola Keen

Voting: F: 11, Ag: 0, Ab: 0

1652. WARD GRANT BALANCES

The Committee has noted the ward grant balances as of 1 April 2024.

EXCLUSION OF PRESS AND PUBLIC

The remainder of the Minutes has classified **item 10** as disclosing exempt information under Paragraph 3 of the Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item was debated. Press and members of the public left.

RESOLVED: To exclude the press and public from the meeting whilst the next item is debated.

Proposed: Councillor Tim Prater

Seconded: Councillor Nicola Keen

Voting: F: 11, Ag: 0, Ab: 0

1653. CINEMA RENT REVIEW RENEWAL

The Town Clerk provided an update to the Committee on the negotiations of the renewal of the cinema lease contract.

RESOLVED: To set the renewal of the cinema lease contract to £15,000 plus £3,000 service charge per annum for a fixed contract of five years, lease contract to be reviewed in three years' time.

Proposed: Councillor Tim Prater

Seconded: Councillor Laura Davison

Voting: F: 11, Ag: 0, Ab: 0

1654. WARD GRANT BALANCES

The Committee has noted the ward grant balances as at 1 April 2024.

1655. DATE OF NEXT MEETING:

13 June 2024 at 7.00pm

The meeting concluded at 7:33pm

Chair.....

Date.....

DRAFT



FOLKESTONE TOWN COUNCIL

TERMS OF REFERENCE

Finance and General Purposes Committee

1. Membership
 - a) There will be a maximum of twelve members.
2. To exercise the powers and duties of the Town Council in financial matters, including:
 - b) All applications for financial assistance ~~except those referred to the grants committee.~~
 - c) Accounting, banking and payroll arrangements.
 - d) Insurance.
 - e) Advertising.
 - f) Staff Costs.
 - g) Subscriptions.
 - h) Charitable Trusts and voluntary organisations.
 - i) Management of the Town Council's premises, administration and capital expenditure.
 - j) The Town Council's income and expenditure including the Annual Town meeting.
 - k) Councillors' training and expenses; and gifts and presentations.
 - l) Health and Safety.
3. To consider and make recommendations on:
 - m) All financial matters affecting the Town Council, including Precepts, budgets, accounts, payments and contracts.
 - n) All ward grant applications will go through the Finance & General Purposes Committee for approval, a minimum attendance of any three Councillors.
 - o) Through the Personnel Sub-committee, the appointment, pay, superannuation and

conditions of service of Town Council staff and staff/councillor training.

- p) Staff and Council member training.
 - q) The Town Council's premises.
 - r) Mayoral costs, including the civic car.
 - s) Town Council vacancies and electoral arrangements.
 - t) Twinning and friendship links.
 - u) The implementation of the Council's aims and objectives.
 - v) The Chair or Vice Chair be involved in the selection and engagement of professional advisors.
 - w) All statutory and legal matters affecting the Town Council (including byelaws).
 - x) 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 01/04/2024 - 31/05/2024			
FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 APRIL TO 31 MAY 2024					
Date	Supplier	Budget Code	Transaction Number	Total	Description
02/04/2024	Debt Management Office	PWLB Capital Repayments	101	£19,650.70	PWLB capital and interest repayment 2023/24
03/04/2024	SSE Hydro Electric	Services, Heating & Lighting	103	£457.65	Gas usage at Town Hall February 2024
12/04/2024	Peninsula	HR/H&S Management Fees	104	£397.07	HR and legal advise monthly service
12/04/2024	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	10	£1,589.39	Monthly storage and vehicles electric charge April 2024
12/04/2024	Kingfisher Media Ltd	Tourist Information/Visitor Services	20	£1,134.00	Renewal of advertising of Folkestone and the VIS in Welcome to Kent Publications
12/04/2024	Harmer & Sons Grounds Maintenance Ltd	Parks, Gardens & Recs - Play Areas	17	£2,849.00	Carry out mowing and monthly playground inspections 8x
12/04/2024	Timeline Gifts	M/H Merchandise	24	£562.40	Merchandise for VIS and Museum Shop
18/04/2024	Onsite Fire Safety Training	Staff Training	43	£898.80	Fire Marshal Training
18/04/2024	European Postal Systems	Postage	51	£345.00	Annual support and maintenance of franking machine
18/04/2024	ADM Computing Services	ICT Support	52	£1,166.52	Various IT support monthly services
18/04/2024	Kent Association of Local Councils	Subscriptions	48	£2,959.39	Town Clerk Annual membership renewal
18/04/2024	SSE Hydro Electric	Services, Heating & Lighting	107	£1,773.76	Electricity usage at Town Hall March 2024
18/04/2024	OFCOM	Air Show/Armed Forces Day	40	£550.00	Ground station radio licence for Armed Forces Day 2024
18/04/2024	War and Peace Displays	Air Show/Armed Forces Day	42	£3,360.00	Great War Trench Experience for AFD 2024
18/04/2024	Modes Users Association	M/H Collections Care	44	£324.00	MODES software annual license and support
18/04/2024	Camera Centre UK Ltd	Friends of Folkestone Museum Gift	37	£659.00	Camera equipment for museum photography
19/04/2024	Society of Local Council Clerks	Staff Training	118	£450.00	CiLCA training for Deputy Clerk
19/04/2024	Daisy Communications Limited	Telecommunication Services	108	£624.52	Telecommunication services monthly cost
19/04/2024	Civil Aviation Authority	Air Show/Armed Forces Day	120	£296.00	CAA Application Charge for Air Display Permission for Armed Forces Day
25/04/2024	British Safety Council	Staff Training	59	£300.00	IOSH Managing Safely Training Course - Digital Learning
25/04/2024	Net wages	Salaries, Pensions & NI	111	£23,852.32	Staff cost April 2024
25/04/2024	Leppard Cleaning	Cleaning	112	£859.50	Cleaning at Town Hall and Museum April 2024
25/04/2024	Radio Folkestone	Air Show/Armed Forces Day	58	£250.00	Outside broadcast and air display tech support for AFD
25/04/2024	Catherine Farr	M/H Audience Engagement	65	£450.00	Family workshop during Easter Holidays
25/04/2024	Baker Ross Ltd	M/H Audience Engagement	66	£363.15	Various museum workshop materials

		Expenditure of £250 and above 01/04/2024 - 31/05/2024			
26/04/2024	HMRC	Salaries, Pensions & NI	113	£8,655.03	PAYE April 2024
26/04/2024	Kent Pension Fund	Salaries, Pensions & NI	114	£7,979.80	Employer's superannuation April 2024
02/05/2024	SSE Hydro Electric	Services, Heating & Lighting	149	£460.99	Gas usage at Town Hall March 2024
13/05/2024	Russell & Wheeler	Building Repairs/Maint	75	£1,030.00	Carry out electrical installation conditional report at the Town Hall and Folkestone Cinema
14/05/2024	Association of Independent Museums (AiM)	Staff Training	71	£312.00	Attendance at the Association of Independent Museums
14/05/2024	KCS Procurement Services (KCC)	Photocopying	87	£376.45	Printing ink cartridge supply 01/02/2024 - 30/04/2024
14/05/2024	Fire Security Services Limited	Building Repairs/Maint	70	£1,110.00	Whole building fire risk assessment
14/05/2024	RBL Trading Ltd	Mayor's Expenses May-Mar	72	£275.00	Poppy Wreaths
14/05/2024	Metroline Security Limited	Building Repairs/Maint	74	£258.00	Supply & fitting of replacement PSU for fire detection system ground floor door holdbacks
14/05/2024	Folkestone Area Partnership Against Crime	Subscriptions	86	£310.00	Annual membership of Folkestone Area Partnership Against Crime
14/05/2024	L Todd	Mayor's Installation (Annual Meeting)	97	£770.00	Buffet for Mayor Making 2024/25
14/05/2024	Demelza House Children's Hospice	Mayor's Expenses Apr-May	98	£300.00	Donation to Demelza Hours Children's Hospice
14/05/2024	Local Toilet Hire	Air Show/Armed Forces Day	69	£1,428.00	Portable toilets 8x for Armed Forces Day 2024
14/05/2024	Harmer & Sons Grounds Maintenance Ltd	Parks, Gardens & Recs - Play Areas	76	£2,661.80	Monthly play inspections and mowing
14/05/2024	Harmer & Sons Grounds Maintenance Ltd	Notice/Information/Heritage Boards	80	£252.00	Replace perspex in notice board
14/05/2024	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	83	£1,569.35	Storage unit rent May 2024
14/05/2024	Broxap	Parks, Gardens & Recs - Play Areas	88	£352.80	Litter bin for play park
17/05/2024	Peninsula	HR/H&S Management Fees	153	£397.07	HR and legal advise monthly service
17/05/2024	Daisy Communications Limited	Telecommunication Services	152	£624.52	Telecommunication services monthly cost
22/05/2024	SSE Hydro Electric	Services, Heating & Lighting	156	£1,419.89	Electricity usage at Town Hall April 2024
23/05/2024	ADM Computing Services	ICT Support	136	£1,162.20	Various IT support monthly services
23/05/2024	Crosskeys Coaches Ltd	Canada Day	131	£1,240.00	Coach Hire - Canada Day
23/05/2024	Starboard Systems Limited	Subscriptions	143	£3,009.60	Accounts, Bookings and Allotment software annual renewal
23/05/2024	Folkestone & Hythe District Council	Business Rates	147	£27,846.00	Town Hall business rate 2024/25
23/05/2024	Commercial Services Trading Limited	Civic Car Lease	148	£5,591.84	Mayoral car annual lease
23/05/2024	KM Media Group Ltd	Tourist Information/Visitor Services	134	£292.80	Kent Messenger Advert
23/05/2024	Harmer & Sons Grounds Maintenance Ltd	Litter bins, Bollards & Railings	141	£384.00	Salt bins top up January 2024

FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 APRIL TO 31 MAY 2024					
Date	Customer	Income Code	Transaction Number	Total	Description
01/04/2024	HSBC Deposit Account	Investment Interest	1	£72.25	Bank interest March 2024
01/04/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	2	£156.24	Allotment plot T16A 24/25
02/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	3	£67.28	Allotment plot P04B 24/25
02/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	4	£66.72	Allotment plot P04A 24/25
02/04/2024	Folkestone & Hythe District Council	Investment Interest	25	£12,353.42	Investment interest Oct-Mar 2024
02/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	10	£157.86	Allotment Plot P41 24/25
02/04/2024	Museum Shop	M/H Retail Sales	50	£19.00	Various museum retail
03/04/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	9	£38.36	Allotment plot T54B 2024.25
03/04/2024	Tile Kiln Lane Allotment Tenant	Allotment Key	9	£10.00	Allotment plot T54B 2024.25
03/04/2024	Museum Shop	M/H Retail Sales	51	£19.10	Various museum retail
03/04/2024	Fabulous Fudge	Other Income Armed Forces' Day	33	£75.00	Stand stall for Armed Forces Day 2024
03/04/2024	Tile Kiln Lane Allotment Tenant	Allotment deposits	9	£50.00	Allotment plot T54B 2024.25
04/04/2024	Museum Shop	M/H Retail Sales	52	£9.95	Various museum retail
05/04/2024	Museum Shop	M/H Retail Sales	53	£20.24	Various museum retail
08/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	5	£80.06	Allotment plot P44A 24/25
08/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	6	£56.16	Allotment plot P45B 24/25
08/04/2024	Museum Shop	M/H Retail Sales	54	£18.50	Various museum book retail
09/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	7	£39.48	Allotment plot P50A 24/25
09/04/2024	Museum Shop	M/H Retail Sales	55	£17.35	Various museum retail
09/04/2024	Museum Shop	M/H Retail Sales	56	£11.55	Various museum retail
09/04/2024	Folkestone & Hythe District Council	Precept	26	£500,295.00	First half of precept 2024/25
10/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	8	£89.52	Allotment plot P43A 24/25
10/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	11	£61.16	Allotment plot P10A 2024.25
10/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	12	£61.16	Allotment plot P10B 24/25
10/04/2024	Museum Shop	M/H Donations	71	£403.00	Museum donations
11/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	20	£12.74	Allotment Plot P35/3 24/25
11/04/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	14	£27.80	Allotment plot T53C 24/25
11/04/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	15	£56.71	Allotment plot T53A 24/25
11/04/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	16	£76.17	Allotment plot T28B 24/25
11/04/2024	The Lee Rigby Foundation	Other Income Armed Forces' Day	13	£75.00	Stand stall for Armed Forces Day 2024
11/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	21	£12.74	Allotment plot P36/12 24/25
11/04/2024	Museum Shop	M/H Retail Sales	70	£52.90	Various museum retail
12/04/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	18	£122.32	Allotment Plot T26A 24/25
12/04/2024	Museum Shop	M/H Retail Sales	57	£20.45	Various museum retail
13/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	22	£116.16	Allotment plot P56B 2024.25
15/04/2024	Martello School	M/H Income	27	£30.00	Rocks and Fossils Loan Box 16th April - 24th May
15/04/2024	Museum Shop	M/H Retail Sales	58	£2.00	Postcard retail
15/04/2024	Shepway Spectrum Arts CIC	Bus Shelter Advertisement Income	17	£660.00	Supply and installation of vinyl bus shelter posters for one year
16/04/2024	Museum Shop	M/H Retail Sales	59	£3.20	Various museum retail
16/04/2024	Museum Shop	M/H Retail Sales	60	£5.00	Colouring book and postcard retail

17/04/2024	Museum Shop	M/H Retail Sales	61	£2.00	Fridge magnet retail
18/04/2024	Museum Shop	M/H Retail Sales	64	£8.70	Various museum retail
19/04/2024	Seabrook Primary	M/H Income	28	£75.00	Dinosaurs, Rocks and Fossils Workshop on the 30th April
19/04/2024	Brabourne CEP School	M/H Income	29	£100.00	Victorian workshop on the 26th March 2024
19/04/2024	Museum Shop	M/H Retail Sales	68	£38.70	Various museum retail
19/04/2024	Museum Shop	M/H Donations	69	£29.50	Museum donations
22/04/2024	Museum Shop	M/H Retail Sales	62	£2.00	Key ring retail
23/04/2024	Park Farm Allotment Tenant	PFR Allotment Rent	23	£55.04	Allotment Plot P11B 24/25
23/04/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	24	£108.98	Allotment plot T29A 24/25
23/04/2024	Museum Shop	M/H Retail Sales	63	£8.00	Various museum retail
23/04/2024	UK Sim Rides	Other Income Armed Forces' Day	19	£500.00	Red Arrows Flight Simulator AFD 2024
24/04/2024	Alexander Fleming	Hire of Facilities (inc. Garage)	30	£80.00	Mayoral car garage refundable deposit received
24/04/2024	J and B's Barkery	Other Income Armed Forces' Day	31	£75.00	Stand stall for Armed Forces Day 2024
25/04/2024	Silver Screen Cinema	Rental Income	32	£2,000.00	Lease of Cinema, Town Hall, Folkestone 01/04/2024 - 31/05/2024
26/04/2024	Museum Shop	M/H Income	65	£23.60	Various museum retail and workshop talks
30/04/2024	Museum Shop	M/H Retail Sales	66	£16.44	Various museum retail
01/05/2024	HSBC Deposit Account	Investment Interest	49	436.53	Interest received April 2024
01/05/2024	Museum Workshops	M/H Income	73	28.00	Homeschool museum workshops
01/05/2024	Museum Shop	M/H Retail Sales	74	28.85	Various museum retail
02/05/2024	Park Farm Allotment Tenant	PFR Allotment Rent	34	38.92	Allotment plot P51B 2024.25
03/05/2024	Museum Shop	M/H Income	87	8.00	Various museum retail and workshops
03/05/2024	Museum Shop	M/H Retail Sales	87	32.35	Various museum retail and workshops
07/05/2024	Internet Stamps Group	Other Income Armed Forces' Day	35	125.00	Stand stall for Armed Forces Day 2024
07/05/2024	Museum Shop	M/H Retail Sales	75	1.00	Postcard retail
08/05/2024	DH Event Catering	Other Income Armed Forces' Day	36	614.00	Stand stall for Armed Forces Day 2024
09/05/2024	Museum Shop	M/H Retail Sales	76	12.70	Various museum retail
09/05/2024	Museum Shop	M/H Retail Sales	77	13.75	Various museum retail
09/05/2024	Famous Faces By Jon	Other Income Armed Forces' Day	45	100.00	Stand stall for Armed Forces Day 2024
10/05/2024	Tile Kiln Lane Allotment Tenant	TKL Allotment Rent	38	72.84	Allotment plot T19B 24/25
10/05/2024	Museum Shop	M/H Retail Sales	78	6.50	Various museum retail
10/05/2024	Amy Down Catering	Other Income Armed Forces' Day	39	300.00	Stand stall for Armed Forces Day 2024
13/05/2024	Folkestone College	M/H Income	40	165.00	Rocks, Fossils and Dinosaurs Musuem Workshop - 22nd May 2024
13/05/2024	Museum Shop	M/H Retail Sales	79	5.99	Folkestone Quiz Trail museum retail
13/05/2024	Museum Shop	M/H Retail Sales	80	2.25	Postcard museum retail
13/05/2024	Dinky Donuts	Other Income Armed Forces' Day	46	150.00	Stand stall for Armed Forces Day 2024
14/05/2024	Park Farm Allotment Tenant	PFR Allotment Rent	42	73.39	Allotment plot P33A 24/25
14/05/2024	Folkestone Primary	M/H Income	41	200.00	2 x 1 hour Victorians (Fashionable Folkestone) workshops on the 13th of March

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £	ACTUALS TO 31 MAY 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £	BUDGET TO DATE 2024/2025 %	BUDGET NOTES
ADMINISTRATION							
SALARIES, PENSIONS & NI	535,330		535,330	82,044	453,286	15	
TOTAL CONTRIBUTION PAY	3,000		3,000		3,000	0	
STAFF WELLBEING	3,000		3,000	10	2,990	0	
STAFF TRAINING	3,000		3,000	1,757	1,243	59	Fire marshall, IOSHH safety training, CiLCA qualification
EQUIPMENT/FURNITURE NEW	2,000		2,000	1,209	791	60	Key safe, laptop, screen monitor
BANK CHARGES	400		400	62	338	16	
HR/H&S MANAGEMENT FEES	4,000		4,000	668	3,332	17	
PRINTING	1,000		1,000	211	789	21	
OFFICE STATIONERY	1,000		1,000	152	848	15	
PHOTOCOPYING	1,400		1,400	477	923	34	
POSTAGE & DELIVERY	1,000		1,000	529	471	53	
TELECOMMUNICATION SERVICES	3,700		3,700	296	3,404	8	
ICT SUPPORT	19,600		19,600	6,577	13,023	34	
SUBSCRIPTIONS	7,120		7,120	6,120	1,000	86	KALC, Accounts, bookings and allotment annual subscriptions
PUBLIC TRANSPORT & CAR PARKS	250		250	113	137	45	
SUBSISTENCE ALLOWANCES	150		150	41	109	28	
CAR ALLOWANCES (Staff)	1,100		1,100	46	1,054	4	
TO ALLOTMENTS ADMINISTRATION	-4,300		-4,300		-4,300	0	
TOTAL ADMIN. EXPENDITURE	582,750	0	582,750	100,314	482,436	17	
INVESTMENT INTEREST	30,000		30,000	509	29,491	2	
TOTAL ADMIN. INCOME	30,000	0	30,000	509	29,491	2	
NET ADMIN. EXPENDITURE/INCOME	552,750	0	552,750	99,805	452,945	18	
DEMOCRATIC COSTS							
TRAINING/CONFERENCE EXPS (Cllrs.)	500		500	37	463	7	
CAR ALLOWANCES (Cllrs)	100		100	79	21	79	
FOLK TC REF/ELECTIONS (TO RESERVE)	11,100		11,100		11,100	0	
TOTAL DEMOCRATIC COSTS EXP.	11,700	0	11,700	116	11,584	1	
MAYORALTY							
CLOTHING & UNIFORMS	600		600		600	0	
REGALIA - NEW	700		700		700	0	
REGALIA - REPAIR & MAINT.	400		400		400	0	
MAYOR'S INSTALLATION (Annual Meeting)	1,100		1,100	770	330	70	Buffet for Mayor Making
REMEMBRANCE SUNDAY	2,800		2,800		2,800	0	
CANADA DAY	2,850		2,850	1,033	1,817	36	
WILLIAM HARVEY COMMEMORATION	150		150		150	0	
HOLOCAUST DAY	320		320		320	0	
COVER FOR CIVIC DRIVER	100		100		100	0	
MTCE/SERVICE/REPAIRS - EXTERNAL	150		150	521	-371	348	Mayoral car partial damages after return, MOT service

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
CAR INSURANCE	500		500
CIVIC VEHICLE LEASE	4,660		4,660
MAYOR'S EXPENSES MAY-MAR	5,490		5,490
MAYOR'S EXPENSES APR-MAY	1,100		1,100
SAMUEL PLIMSOLL EVENT	200		200
BURMA STAR (VJ DAY)	550		550
NORMANDY VETERANS	900		900
TOTAL MAYORALTY EXPENDITURE	22,570	0	22,570

OTHER INCOME (MAYORALTY)	0		0
TOTAL MAYORALTY INCOME	0	0	0

NET MAYORALTY EXPENDITURE/INCOME 22,570 0 22,570

PREMISES

BUILDING REPS/MAINT	14,000		14,000
CLEANING	9,900		9,900
RATES	25,600		25,600
PWLB CAPITAL REPAYMENTS	26,810		26,810
PWLB INTEREST REPAYMENTS	12,500		12,500
SERVICES, HEATING & LIGHTING	24,000		24,000
PREMISES EXPENSES	2,500		2,500
HIRE OF FACILITIES (inc. Garage)	16,000		16,000
TOTAL PREMISES EXPENDITURE	131,310	0	131,310

RENTAL INCOME	15,900		15,900
BUS ADVERTISEMENT INCOME	3,000		3,000
MEETING ROOM HIRE	300		300
TOTAL PREMISES INCOME	19,200	0	19,200

NET PREMISES EXPENDITURE/INCOME 112,110 0 112,110

SERVICES

MISCELLANEOUS INSURANCES (inc. Heritage)	9,800		9,800
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	1,000		1,000
BUS SHELTERS	500		500
WARD GRANTS	19,800		19,800
WARD GRANTS (RESERVE)		200	200
TOWN GRANTS	34,200		34,200
PARKS, GARDENS & RECS - FLOWERBEDS	35,000		35,000
CHRISTMAS LIGHTING	41,000		41,000
CHRISTMAS FESTIVITIES	12,000		12,000

	ACTUALS TO 31 MAY 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
		500
	4,660	0
	830	4,660
	665	435
		200
		550
	24	876
	8,503	14,067

		0
	0	0

8,503 14,067

	6,414	7,586
	1,719	8,181
	27,846	-2,246
		26,810
		12,500
	2,324	21,676
	272	2,228
	3,007	12,993
	41,582	89,728

	2,000	13,900
	660	2,340
	300	1
	2,960	16,241

38,622 73,488

	65	9,735
		4,300
	224	2,776
	160	2,840
	50	250
		4,000
	210	790
		500
		19,800
	200	0
		34,200
		35,000
		41,000
		12,000

BUDGET TO DATE 2024/2025 %	BUDGET NOTES
0	
100	Annual leave fully settled, no further expenditure expected
15	
60	
0	
0	
3	
38	

0	

38

46	
17	
109	Annual business rates higher than expected, no further costs expected
0	
0	
10	
11	
19	
32	

13	
0	
0	
15	

34

1	
0	
7	
5	
17	
0	
21	
0	
0	
100	Remaining ward grant balances from previous year
0	
0	
0	
0	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
CHRISTMAS LIGHTS CHERITON (RESERVE)	0	80	80
YOUTH FACILITIES	3,000		3,000
PARKS, GARDENS & RECS - TREES	20,000		20,000
PARKS, GARDENS & RECS - PLAY AREAS	37,000		37,000
PARK BENCHES	500		500
LITTER/SALT BINS, BOLLARDS & RAILINGS	2,000		2,000
TOURIST INFORMATION	5,000		5,000
MAINTENANCE OF PUBLIC CLOCKS	500		500
MAINTENANCE OF MEMORIALS	2,000		2,000
TELEPHONE BOX	120		120
CCTV MAINTENANCE	25,000		25,000
AIR SHOW/ARMED FORCES' DAY	25,000		25,000
FUEL/CHARGING VEHICLES	1,000		1,000
COMMUNITY MINIBUS (RESERVE USE)	0	10	10
CONTINGENCY	2,000		2,000
TOTAL SERVICES EXPENDITURE	291,020	290	291,310

ALLOTMENT RENTS PFR	5,100		5,100
ALLOTMENT RENTS TKL	4,850		4,850
ALLOTMENT KEY INCOME	0		0
ALLOTMENT DEPOSITS (RESERVE)	0		0
SPONSORSHIPS	3,000		3,000
OTHER INCOME (ARMED FORCES DAY)	0		0
CHRISTMAS STALLS	1,000		1,000
CCTV VIEWING	300		300
TOTAL SERVICES INCOME	14,250	0	14,250

NET SERVICES EXPENDITURE/INCOME 276,770 290 277,060

FEES

CONSULTANTS FEES	500		500
LEGAL/BAILIFF FEES	1,000		1,000
EXTERNAL AUDIT FEES	2,200		2,200
INTERNAL AUDIT FEES	800		800
CARD RECEIPTS FEES	940		940
TOTAL FEES	5,440	0	5,440

MUSEUM/HERITAGE

M/H SUBSCRIPTIONS	550		550
M/H EQUIPMENT/FURNITURE	500		500
M/H EXHIBIT REPAIRS	1,750		1,750
M/H COLLECTIONS CARE	3,500		3,500
M/H AUDIENCE DEVELOPMENT	2,750		2,750
M/H MERCHANDISE	2,000		2,000
M/H EVENTS	5,000		5,000
M/H TEMPORARY EXHIBITIONS	6,000		6,000
M/H AUDIENCE ENGAGEMENT	4,850		4,850
M/H FRIENDS OF FOLKESTONE		733	733
M/H HOSPITALITY	350		350

ACTUALS TO 31 MAY 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
80	0
	3,000
	20,000
7,200	29,800
	500
320	1,680
509	4,491
	500
	2,000
8	112
552	24,448
5,476	19,524
189	811
10	0
	2,000
15,253	276,057

4,490	610
4,072	778
30	-30
450	-450
	3,000
3,935	-3,935
	1,000
	300
12,978	1,272

2,275 274,785

	500
125	875
	2,200
235	565
248	692
608	4,832

	550
130	370
40	1,710
270	3,230
922	1,828
558	1,442
324	4,676
	6,000
	4,850
733	0
	350

BUDGET TO DATE 2024/2025 %	BUDGET NOTES
100	Return Christmas lights and decorations
0	
0	
19	
0	
16	
10	
0	
0	
7	
2	
22	
19	
97	Reserve in use
0	
5	

88	
84	
0	
0	
0	
0	
0	
0	
0	
0	
91	

1

0	
13	
0	
29	
26	
11	

0	
26	
2	
8	
34	
28	
6	
0	
0	
100	Reserve in use
0	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
TOTAL MUSEUM/HERITAGE EXPENDITURE	27,250	733	27,983

M/H INCOME	5,000		5,000
M/H RETAIL SALES	2,500		2,500
M/H DONATIONS	500		500
TOTAL MUSEUM/HERITAGE INCOME	8,000	0	8,000

NET MUSEUM/HERITAGE EXP/INCOME	19,250	733	19,983
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SUMMARY

TOTAL EXPENDITURE	1,072,040	1,023	1,073,063
TOTAL INCOME	71,450	0	71,450
NET TOTAL	1,000,590	1,023	1,001,613

PRECEPT	1,000,590		1,000,590
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COMMUNITY INFRASTRUCTURE LEVY	0		0
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ACTUALS TO 31 MAY 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
2,978	25,005

592	4,408
600	1,900
97	403
1,289	6,711

1,689	18,294
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169,354	903,709
17,735	53,715
151,619	849,994

500,295	500,295
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BUDGET TO DATE 2024/2025 %	BUDGET NOTES
11	

12	
24	
19	
16	

8

16

25

15

50

Folkestone Town Council Earmarked Reserves as at 31 May 2024

Earmarked	Opening Balance	Transfers	Spend	Receipts	Current Balance
Tree Planting Reserve	20,000.00	4,891.05			24,891.05
Museum/Heritage Reserve	151,801.77				151,801.77
Tourism Reserve	4,735.00				4,735.00
Provision for Bus Shelters	3,500.00				3,500.00
Ward Grants Reserve	0.00	7,373.50	200.00		7,173.50
Town Grants Reserve	267.76				267.76
FTC Elections Reserve	0.00				0.00
Provision for Salt Bins	6,168.49				6,168.49
Provision for Anti-Litter Campaign	2,000.00				2,000.00
Provision for Benches	100.00				100.00
Provision for Play Areas	12,902.63				12,902.63
Provision for CCTV Equip/Maint	15,824.14				15,824.14
Provision for Christmas Lights/Events (Cheriton)	1,369.25		80.00		1,289.25
Neighbourhood Fund (CIL)	139,878.27				139,878.27
Christmas Gifts for Children	2,216.70				2,216.70
Community Transport	5,624.06		9.65		5,614.41
Friends of Folkestone Museum	2,378.76		733.48		1,645.28
Allotment Deposits	650.00			450.00	1,100.00
Total	369,416.83	12,264.55	1,023.13	450.00	381,108.25
GENERAL FUND					645,892.73
TOTAL FUNDS					1,027,000.98

Earmarked Reserve Spent Breakdown:

Earmarked Reserve	Description	Amount
Tree Planting Reserve	Vired remaining tree planting budget to reserves, Min 1649	4891.05
Ward Grant Reserve	New earmark reserve, Min 1649	7373.50
Provision for Christmas Lights/Events (Cheriton)	To collect Christmas lights and decorations	80.00
Community Transport	High viz jackets for minibus use	9.65
Friends of Folkestone	Camera equipment purchase for museum photography	733.48
Allotment Deposits	Allotment tenant refundable deposits	450.00



Folkestone Town Council Community Minibus Hire Policy

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General

This document sets out the procedures, and terms and conditions for borrowing the minibus operated by Folkestone Town Council.

Our minibus borrowing service is only available to non-profit making community and voluntary groups in Folkestone and the surrounding area who hold a valid Section 19 Permit.

It is important to realise we cannot guarantee that a member will be able to make all the bookings they would like.

Small bus permit operation

The minibus is operated under the Small Bus Permit legislation. Therefore, it can only be operated by authorised officials of organisations holding a valid Section 19 Permit (Government Guidance). Section 19 means that the minibus cannot be operated for hire or reward.

Minibus

Folkestone Town Council minibus is BEV, otherwise known as an all-electric vehicle, solely powered by electric. An electric motor replaces the traditional combustion engine found in petrol and diesel cars and is charged by a battery – in place of a fuel tank.

A good charging point infrastructure in your local area, or a home charging point, is necessary in order to recharge the car battery. All-electric cars are usually very quiet, due to the lack of engine noise, while no exhaust system means there are zero exhaust fumes. To find your local charging point in Folkestone follow the links below:

<https://www.folkestone-hythe.gov.uk/parking/EV-charging-points>

<https://www.zap-map.com/charge-points/folkestone>

Driving an Electric Vehicle

Many people assume that when they get in an electric car for the first time, it'll be just like driving a petrol or diesel-powered car, with an automatic transmission. But electric cars work a little differently.

There are only two pedals, the throttle and the brake, just like an automatic. However, while an automatic transmission works its way up and down the gears according to the car's speed and load being placed on the engine, EVs effectively only have one gear.

What this means is that the torque that petrol or diesel-fuelled cars must gradually build up is immediately available in an electric vehicle. As a result, the acceleration from a standing start can be very rapid as the power is directly applied to the wheels.

You'll find this levels off as you reach higher speeds, so the acceleration between 40mph and 60mph won't be as dramatic, but it should still be comparable to a petrol or diesel-powered car.

The seats are fitted with seatbelts, which passengers must use at all times, unless they hold a medical exemption certificate.

What is the most efficient way to drive an electric car?

Exactly the same as petrol or diesel-powered vehicles, there are ways to improve the performance of an electric vehicle via your driving practices. One of the main concerns with driving an EV is the distance it will cover before the power runs out and the battery needs recharging. While EVs are naturally very efficient, it's important to be conscious of how you're driving if you want to cover the maximum possible range on a charge.

One of the keys to this is having a light right foot. It might be tempting to use all that torque to move away quickly when the stop light turns green, but taking off more slowly and smoothly will preserve your power.

Something else to consider is how much other power you're using with other onboard features. Air-conditioning, heating and media devices all drain power from the battery. If it's safe and comfortable to do so, it's a good idea to switch them off during your trip to save power.

[Step by Step guide to Charging your EV](#)

If you haven't driven an EV before, don't worry. Charging an EV has become a lot easier with the arrival of apps that aggregate all the charge points in the UK and allow you to pay for multiple participating networks.

1. Identify the type of charge needed for your car

The minibus has a Combined Charging System (CCS) combo type 2 connection for charging. Charging cables are supplied for both connections.



2. Find your nearest charge point

Open the charging map app you have downloaded and put in your location, you can then filter by car make and connector type to find your nearest station.

3. Once at the charging station

Park with the charging point (front drivers side) nearest to the charge point.

4. Activate the charge point

Open the relevant charge point within the app to activate it and select your payment type, open the car's charging port cover and insert the charge point connector into the car port.

5. Charge

It is best to charge the battery to at least 80% and not to let the charge fall below 20%. EVs control the flow of energy into the battery and optimise charging.

Speed Limits

Drivers should remember that speed limits for minibuses are not the same as those for cars. The limits are as follows:

Speed Limit (mph)

Built up areas (where no lower limit applies)	30
Single carriageway roads (where no lower limit applies)	50
Dual carriageways (where no lower limit applies)	60
Motorways (where no lower limit applies)	70

Drivers should note that the minibus has a Dashcam fitted.

The minibus is equipped with:

A first aid kit

A fire extinguisher High visibility vest

A ring binder containing:

- mileage log sheets
- a copy of this policy
- the vehicle specification

General Terms and Conditions

Drivers

Drivers should ensure that all doors are unlocked before allowing passengers to board the minibus. Drivers must not drive whilst under the influence of drugs or alcohol.

Drivers must not indulge in dangerous driving or abuse the vehicle.

Folkestone Town Council reserve the right to ban a driver from driving the minibus should that person allow another person who has not been through the relevant Folkestone Town Council Minibus vehicle familiarisation and driver registration process to drive the Folkestone Town Council Minibus. In such circumstances, the driver(s) may be liable to prosecution.

Folkestone Town Council reserve the right to ban a driver from driving the Folkestone Town Council Minibus if there are reasonable grounds for believing that person knowingly failed to report any damage to, or accident involving, the Folkestone Town Council Minibus

Any fines during bookings resulting from illegal parking will be passed onto, and are the responsibility of, the user. Folkestone Town Council reserve the right to make payment and then recover the amount from the user. The user is responsible for any charges (tolls etc.) arising through the use of the vehicle.

Any prosecution of a driver arising from the use of Folkestone Town Council Minibus will be the responsibility of the user and/or driver. This includes any charges against a driver arising from vehicle defects.

Anyone driving the Folkestone Town Council Minibus must:

- Be aged 25 over
- Have held their driving licence for at least 2 years,
- Complete the driver's registration form, including the 'check code' obtained from the DVLA, and provide a photocopy of the driver's driving licence,
- Be able to answer "NO" to the following questions:

Have you had any convictions within the last 5 years, or do you have any prosecutions pending?

Have you ever been disqualified from driving?

Has any company or underwriter ever declined, cancelled or refused to renew any motor insurance, or increased the premium or policy excess, or imposed special conditions?

Have you had an accident whilst driving a motor vehicle in the last 5 years, regardless of fault?

Provide details about any medical condition, or medical history (whether physical or mental, including defective vision not corrected by glasses or hearing loss not corrected by a hearing aid) that may affect their ability to drive a minibus. In addition, details about any medication that is currently being taken, including dosage, should also be provided.

Folkestone Town Council may, at their discretion, accept a driver who has current endorsements on their licence. However, any additional excess or premium that may be charged by the insurers will be payable by the user, should a claim arise.

When a driver reaches the age of 70, entitlement to drive a minibus with 9-16 passengers is lost unless they pass a medical.

Folkestone Town Council reserve the right to refuse any driver that they believe may be unsuitable.

Vehicle Care

Drivers and passengers are not allowed to smoke in the Folkestone Town Council Minibus.

Vehicles must be returned in a clean and tidy condition: all rubbish must be removed from the vehicle before the end of the user. Failure to do so may result in a £30 surcharge being added to the user's invoice.

Drivers must inspect the vehicle before and after each loan and note down any damage or fault on the log sheet.

The user may be liable for the cost of replacing a tyre if it is damaged beyond repair due to kerbing, or being driven on whilst it is flat or punctured.

Receipts for charging, minor repairs incurred during the loan must be returned to the Folkestone Town Council Minibus coordinator, together with the log sheet and vehicle keys. Failure to do so will result in these costs NOT being deducted from the invoice.

Any accident or damage to the vehicle must be notified to Folkestone Town Council as soon as possible. The cost of any damage not covered by the insurance will be recoverable from the user.

Off-Road Use

The Folkestone Town Council Minibus should not be driven "off-road". Travel over/in rough terrain, riverbeds, etc. is strictly prohibited. The only exception to this rule will be access to recognised camp sites. If a driver causes loss or damage to the Folkestone Town Council Minibus by going "off-road", the costs of any necessary repairs will become the user's responsibility.

Bookings

You must be able to provide a contact telephone number that will be manned during the time of the loan. This is especially important for loans outside normal office hours. If you do not provide such a telephone number, Folkestone Town Council cannot be held responsible for any failure to inform you about any emergency or other problem associated with the loan.

Should a group fail to turn up for a booked loan or give little or no notice of cancelling their booking, Folkestone Town Council reserve the right to levy the minimum daily charge for each day cancelled.

Should a group persistently cancel their bookings, Folkestone Town Council reserve the right to levy a charge of £30 per day for each day cancelled, regardless of the length of notice given for the cancellation.

Folkestone Town Council reserve the right to reject, cancel or vary any booking if the purpose for which the vehicle is to be used is inconsistent with the aims, objectives or rules of Folkestone Town Council Minibus.

In the event of cancellation or change to a booking by Folkestone Town Council, no liability can be accepted for any loss, financial or otherwise, arising from our failure to provide a vehicle, and Folkestone Town Council cannot be held responsible for breach of contract in such circumstances.

The minibus must be returned no later than the previously booked time. Should an unauthorised late return of a vehicle result in another group being unable to lend the vehicle at the time they booked, any resultant financial liability may be passed on. Wilfully keeping a vehicle beyond the booked time can be construed as taking the vehicle without the owner's consent. In such cases, Folkestone Town Council reserve the right to take any appropriate action to recover the vehicle. Folkestone Town Council reserve the right to levy an additional surcharge of £10 per hour (or part thereof) in the event of an unauthorised late return of a vehicle. Folkestone Town Council reserves the right to refuse booking requests from groups who are persistently late in returning vehicles.

Insurance

The Folkestone Town Council Minibus is driven under insurance arranged by ERS.

Insurance cover may be invalidated if any of the information contained on the Folkestone Town Council Minibus driver registration form is subsequently found to be false or inaccurate. Any material changes to the information on a driver's licence must be notified to Folkestone Town Council Minibus before that person next drives the minibus. Similarly, should a driver have an accident whilst driving any motor vehicle after their name is entered on the Folkestone Town Council Minibus Approved Driver List that fact must be disclosed to Folkestone Town Council before that person next drives the Folkestone Town Council Minibus.

In the event of an accident, the user will be liable for any insurance excess payable (set at £150 and £75-£125 for the windscreen).

The minibus must not be used for the carriage of goods or for hire and reward.

Should a driver provide false or inaccurate information at the time of registering with Folkestone Town Council and insurance cover is consequently invalidated, Folkestone Town Council reserve the right to take legal action against the relevant parties.

Drivers must notify Folkestone Town Council of any changes in the circumstances relating to their driving licence (including changes in health) that occur after they have completed the application form.

Accessibility

The Minibus has disabled facilities which include an electric lift and space for one wheelchair user.

The Vehicle has a maximum capacity of 9 passenger seats and 1 driver's seat or a maximum capacity of 7 passenger seats, 1 wheelchair and 1 driver's seat. The hirer is responsible to ensure this is the case.

The operations procedure for the lift are shown on the rear door of the minibus. The auxiliary switch under the steering wheel must be turned on for the lift to operate. It is up to the user to familiarise themselves with the controls and safety procedures before using the lift.

The 3-point restraining system must be used to secure wheelchairs before driving. Instructions for fitting can be found on the rear side of the minibus. All strapping must be returned with the minibus.

Vehicle Breakdowns

A Breakdown Organisation covers the Folkestone Town Council Minibus. This includes breakdown, at home rescue, national recovery and onward travel. The recovery will take all passengers.

Loan Costs

Borrowing the minibus is subject to a mileage charge which includes all costs for electricity, insurance and breakdown cover.

Seats 10

Mileage charge (£/mile) 0.60

Minimum charge (£/day) 40

Folkestone Town Council reserve the right to change these contributions at any time prior to commencement of a booking, subject to informing the groups affected.

Charging

If you charge the minibus during your loan period, provide us with the receipt and we'll deduct the cost from your total contribution. Receipts can be provided either electronically or physically.

Electronic submission

Please email receipts to roland.domingo@folkestone.gov.uk

In person to:

Folkestone Town Council

The Town Hall

1-2 Guildhall Street

Folkestone

Kent

CT196BB

Breakdown Information

Breakdown Cover is supplied through the insurance company details are:

0800 587 8872 or 01277 720778 when calling from the UK or +0044 (0)1277 235999
or freephone 00 800 999 00 999 when calling from Europe

Emergency Contact: **??????**

Bus-specific Useful Info

10 seater LDV V80 LR73 ZZF

Fuel: Electric

Height: 2.5m Length: 5.7m

Width (excl. mirrors): 2.0m

This bus can be driven on an ordinary car (D1) driving licence.

FOLKESTONE TOWN COUNCIL - WARD GRANT SUMMARY						
NAME	WARD	BALANCE AT START (INC. B/F FROM PREV. YEAR)	AMOUNT GRANTED TO DATE	AMOUNT LEFT TO GRANT		
ABENA AKUFFO-KELLY	Folkestone Central	£1,248.00	£0.00	£1,248.00		
LAURA DAVISON	Folkestone Broadmead	£998.50	£750.00	£248.50		
JOHN RENSHAW	Cheriton West	£1,362.00	£0.00	£1,362.00		
CHARLIE BAIN SMITH	Folkestone Central	£2,348.00	£0.00	£2,348.00		
ADRIAN LOCKWOOD	East Folkestone	£2,004.00	£250.00	£1,754.00		
CHRISTINE DICKINSON	Folkestone Harbour	£1,255.00	£200.00	£1,055.00		
PETER GANE	Cheriton West	£1,582.00	£0.00	£1,582.00		
JANE DARLING	Cheriton East	£2,071.00	£0.00	£2,071.00		
LIZ McSHANE	Folkestone Central	£1,423.00	£250.00	£1,173.00		
LUCY McGIRR	East Folkestone	£1,604.00	£150.00	£1,454.00		
NICOLA KEEN	Folkestone Harbour	£921.00	£300.00	£621.00		
BRIDGET CHAPMAN	Folkestone Harbour	£1,755.00	£0.00	£1,755.00		
CONNOR McCONVILLE	East Folkestone	£1,339.00	£250.00	£1,089.00		
JACKIE MEADE	East Folkestone	£1,679.00	£200.00	£1,479.00		
TIM PRATER	Folkestone Harvey West	£540.00	£0.00	£540.00		
BELINDA WALKER	Folkestone Central	£1,318.00	£250.00	£1,068.00		
KIERAN LEIGH	Folkestone Broadmead	£1,714.00	£0.00	£1,714.00		
ROGER WEST	Cheriton West	£2,012.00	£0.00	£2,012.00		
TOTAL		£27,173.50	£2,600.00	£24,573.50		
Ward Grants Budget 2024/25	£19,800					
Ward Grants based on the following:				Amount		Total
Ward	Electorate	Per Ward	No. of Cllrs	Per Cllr	Say	Per Ward
Broadmead	3,121	£1,806.16	2	£903.08	£904	£1,808
Central	8,116	£4,696.81	4	£1,174.20	£1,173	£4,692
Cheriton East	3,163	£1,830.46	1	£1,830.46	£1,830	£1,830
Cheriton West	6,200	£3,588.00	3	£1,196.00	£1,197	£3,591
East Folkestone	8,103	£4,689.29	4	£1,172.32	£1,173	£4,692
Harbour	4,778	£2,765.08	3	£921.69	£921	£2,763
Harvey West	733	£424.19	1	£424.19	£424	£424
Total	34,214	£19,800.00	18			£19,800