

# FOLKESTONE TOWN COUNCIL



The Town Hall  
1-2 Guildhall Street  
Folkestone  
Kent  
CT20 1DY

Telephone: (01303) 257946  
Email: [enquiries@folkestone-tc.gov.uk](mailto:enquiries@folkestone-tc.gov.uk)  
Web: [www.folkestone-tc.gov.uk](http://www.folkestone-tc.gov.uk)

**Date of Publication: 7 February 2025**

## AGENDA

Meeting: **Finance and General Purposes Committee**  
Date: **Thursday 13 February 2025**  
Time: **7.00 p.m.**  
Place: **Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone.**  
To: **The Finance and General Purposes Committee**

**YOU ARE HEREBY SUMMONED** to attend a meeting of the Finance and General Purposes Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to contact the Town Clerk prior to the meeting.

**T Brenchley**  
**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 12 December 2024 and to authorise the Chair of the Committee to sign them as a correct record.

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

The Committee is asked to receive and note the minutes of the Personnel Sub-Committee meeting held on the 12 December 2024.

### **5. WARD GRANTS**

The Ward Grant list below is recommended to be approved.

Organisation Name	Project Name	Requested Amount	Supported By
Strange Cargo	Charivari Day 2025	£100	Cllr Belinda Walker

## **6. WARD GRANT BALANCES**

For information, the attached shows Ward Grant balances available to each Councillor as at 13 February 2025.

## **7. SCHEDULE OF PAYMENTS**

The attached schedule details payments made between 1 December 2024 to 31 January 2025.

## **8. SCHEDULE OF RECEIPTS**

The attached schedule details receipts received between 1 December 2024 to 31 January 2025.

## **9. 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 January 2025.

## **10. BANK RECONCILIATION**

The bank reconciliation statement at 31 January 2025 is attached for information and signed by a Member other than the Chair or a cheque signatory.

## **11. INTERIM AUDITOR REPORT 2024/25 F/25/380**

Report F/25/380 provides the interim internal audit for the year 2024/25 and ask the Committee to accept and note the auditor's report in accordance with best practice.

## **12. SCALE OF FEES**

The attached schedule proposes the current and additional concessionary fees for the Committee's approval.

## **13. FIREWALL SECURITY UPGRADE F/25/381**

Report F/25/381 provides two options for the upgrade of the existing Firewall system due to expire in March 2025. The Committee is asked to approve the upgrade of the Firewall system.

## **14. MAYOR'S BADGE REPAIR**

Following the recent damage caused on the Mayor's Badge. The Committee is asked to approve the repairs on the Mayor's Badge.

## **15. PARISH COUNCIL SUPPORT SCHEME GRANT – ROUND 3**

KCC are currently offering grants of up to £1,000 via their Parish Council Support Scheme to deliver local initiatives supporting people in financial hardship specifically linked to isolation and loneliness as a result of the cost-of-living crises.

Sunflower House have approached Council to apply for a grant from this fund on their behalf to support their Loose Ends Sessions. These sessions provide a safe space for people to drop by, get practical support with online information to combat digital exclusion and signpost to other services.

Committee's approval is therefore sought to apply for a grant on behalf of Sunflower House with the provision that they maintain a record and report the number of people the grant has supported ready for reporting to KCC at the end of the scheme.

## **16. TOWN HALL BUILDING MAINTENANCE UPDATE**

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

## **17. DATE OF NEXT MEETING**

17 April 2025 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, 12 December 2024 at 7.00 p.m.**

**PRESENT:** Councillors Belinda Walker, Jackie Meade, Connor McConville (Chair), Bridget Chapman, Christine Dickinson, Kieran Leigh, Peter Gane and Tim Prater.

**ABSENT:** Councillors Adrian Lockwood and Abena Akuffo-Kelly.

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

### 1706. APOLOGIES FOR ABSENCE

Apologies received from Councillors Nicola Keen and Laura Davison.

**RESOLVED: To approve apologies from Councillors Nicola Keen and Laura Davison.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Belinda Walker  
Voting: F: 8, Ag: 0, Ab:0

### 1707. DECLARATIONS OF INTERESTS

There were no declarations of interest.

Councillor Tim Prater declared an interest on Agenda item number 11.

### 1708. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 17 October 2024 and authorised the Chair to sign them as a correct record.

**RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 17 October 2024 be signed as a correct record.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Jackie Meade  
Voting: F: 8, Ag: 0, Ab: 0

### 1709. WARD GRANTS

The Committee was asked to approve the Ward Grants list provided.

Organisation Name	Project Name	Requested Amount	Supported By
Folkestone Festivals	Summer Season of Bands at the Bandstand 2025	£150.00	Cllr B Walker
Cheriton United Football Team	Match kit for Under 12's	£137.50	Cllr P Gane

Cheriton United Football Team	Match kit for Under 12's	£137.50	Cllr R West
Cheriton United Football Team	Match kit for Under 12's	£137.50	Cllr J Renshaw
Cheriton United Football Team	Match kit for Under 12's	£137.50	Cllr J Darling
Cheriton Primary PTFA	Rebuild of Forest School	£350.00	Cllr R West
Cheriton Primary PTFA	Rebuild of Forest School	£350.00	Cllr J Renshaw
Cheriton Primary PTFA	Rebuild of Forest School	£350.00	Cllr P Gane
Strange Cargo	Cheriton Christmas Lights Craft Workshop	£100.00	Cllr P Gane
Strange Cargo	Cheriton Christmas Lights Craft Workshop	£100.00	Cllr J Renshaw
Strange Cargo	Cheriton Christmas Lights Craft Workshop	£100.00	Cllr R West

**RESOLVED: To award the organisations with the ward grant amounts listed.**

Proposed: Councillor Christine Dickinson

Seconded: Councillor Belinda Walker

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

#### **1710. WARD GRANT BALANCES**

The Committee noted the Ward Grant balances as at 12 December 2024.

#### **1711. SCHEDULE OF PAYMENTS**

The Committee considered the schedule of payments made between 1 October 2024 to 30 November 2024.

**RESOLVED: That the Schedule of Payments for the period between 1 October 2024 to 30 November 2024 be approved.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Tim Prater

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

#### **1712. SCHEDULE OF RECEIPTS**

The Committee considered the schedule of receipts made between 1 October 2024 to 30 November 2024.

**RESOLVED: That the Schedule of Receipts for the period 1 October 2024 to 30 November 2024 be accepted.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Belinda Walker

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

#### **1713. BUDGET MONITORING STATEMENT 2024/25**

The statement of the Town Council's provisional expenditure/income and earmarked reserves up to the 30 November 2024 was received by the Committee.

**RESOLVED: That the Budget Monitoring Statement to 30 November 2024 be approved.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Christine Dickinson  
Voting: F: 8, Ag: 0, Ab: 0

**1714. BANK RECONCILIATION**

The bank reconciliation statement as at 30 November 2024 was noted by the Committee.

**1715. BUDGET GROWTH ITEMS 2025/26 REPORT F/24/371**

The Committee received the budget growth items from Climate & Environmental Services and Community Services Committee with further information of the projects and events for consideration in the 2025/26 financial year.

**RESOLVED: That the Christmas Lights budget growth item of £15,000 be approved.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Peter Gane  
Voting: F: 8, Ag: 0, Ab: 0

**RESOLVED: Withdrawal of the Youth Facilities budget growth item of £5,000 be noted.**

**RESOLVED: Noticeboard budget growth item £5,000 not be approved as a growth item due to no proposal brought forward.**

Proposed: Councillor Peter Gane  
Seconded: Councillor Jackie Meade  
Voting: F: 8, Ag: 0, Ab: 0

**RESOLVED: Water Quality Monitoring new budget growth item of £4,500 be approved.**

Proposed: Councillor Kieran Leigh  
Seconded: Councillor Peter Gane  
Voting: F: 8, Ag: 0, Ab: 0

**1716. CCLA INVESTMENT REPORT F/24/372**

The Committee received the report F/24/372 and discussed the potential opening of a new investment account with CCLA Public Sector Deposit Fund.

Councillor Tim Prater declared an interest at this juncture.

**RESOLVED: To opt for Option 2, opening an account with CCLA Public Sector Deposit Fund with an opening deposit of £240,000 from the investment account with Folkestone & Hythe District Council.**

Proposed: Councillor Jackie Meade  
Seconded: Councillor Bridget Chapman  
Voting: F: 8, Ag: 0, Ab: 0

**1717. FIRE ESCAPE REPORT F/24/373**

The Committee received the report F/24/373 and was asked to approve the stage two of the fire escape project.

**RESOLVED: To authorise the Town Clerk to carry out stage two of the fire escape project. To approve stage two cost of £4,550 and obtain tenders for the replacement of the fire escape and associated works.**

Proposed: Councillor Peter Gane

Seconded: Councillor Jackie Meade

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

**1718. ANNUAL BUDGET AND TAX BASE 2025/26 REPORT F/24/374**

Report F/24/374 sets out the draft proposals for the Town Council's budget for 2025/26, considering proposed growth items submitted by spending committees. Members were requested to make final recommendations for the budget/precept for presentation to the full Council on 11th January 2024.

**RESOLVED: That the draft budget be noted and agreed, the annual budget be increased by 8.21% and tax base increase by 5.90%. Precept be deferred for Full Council meeting on 9 January 2025.**

Proposed: Councillor Jackie Meade

Seconded: Councillor Christine Dickinson

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

**1719. DATE OF NEXT MEETING:**

13 February 2025 at 7.00pm

The meeting concluded at 7:56pm

Chair.....

Date.....

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	£750.00	£498.00		
LAURA DAVISON	Folkestone Broadmead	£998.50	£650.00	£348.50		
JOHN RENSHAW	Cheriton West	£1,362.00	£587.50	£774.50		
CHARLIE BAIN SMITH	Folkestone Central	£2,348.00	£0.00	£2,348.00		
ADRIAN LOCKWOOD	East Folkestone	£2,004.00	£600.00	£1,404.00		
CHRISTINE DICKINSON	Folkestone Harbour	£1,255.00	£50.00	£1,205.00		
PETER GANE	Cheriton West	£1,582.00	£587.50	£994.50		
JANE DARLING	Cheriton East	£2,071.00	£637.50	£1,433.50		
LIZ McSHANE	Folkestone Central	£1,423.00	£500.00	£923.00		
LUCY McGIRR	East Folkestone	£1,604.00	£500.00	£1,104.00		
NICOLA KEEN	Folkestone Harbour	£921.00	£921.00	£0.00		
BRIDGET CHAPMAN	Folkestone Harbour	£1,755.00	£0.00	£1,755.00		
CONNOR McCONVILLE	East Folkestone	£1,339.00	£350.00	£989.00		
JACKIE MEADE	East Folkestone	£1,679.00	£550.00	£1,129.00		
TIM PRATER	Folkestone Harvey West	£540.00	£250.00	£290.00		
BELINDA WALKER	Folkestone Central	£1,318.00	£625.00	£693.00		
KIERAN LEIGH	Folkestone Broadmead	£1,714.00	£75.00	£1,639.00		
ROGER WEST	Cheriton West	£2,012.00	£787.50	£1,224.50		
<b>TOTAL</b>		<b>£27,173.50</b>	<b>£8,421.00</b>	<b>£18,752.50</b>		
<b>Ward Grants Budget 2024/25</b>	£19,800					
<b>Ward Grants based on the following:</b>						
<b>Ward</b>	<b>Electorate</b>	<b>Per Ward</b>	<b>No. of Cllrs</b>	<b>Amount Per Cllr</b>	<b>Say</b>	<b>Total Per Ward</b>
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
<b>Total</b>	<b>34,214</b>	<b>£19,800.00</b>	<b>18</b>			<b>£19,800</b>



		Expenditure of £100 and above			
<b>FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 DECEMBER 2024 TO 31 JANUARY 2025</b>					
<b>Date</b>	<b>Supplier</b>	<b>Budget Code</b>	<b>Voucher</b>	<b>Total</b>	<b>Description</b>
05/12/2024	Pitney Bowes	Postage	872	£245.75	Top up postage on franking machine
05/12/2024	ADM Computing Services	ICT Support	862	£655.80	Multi-factor authentication set up for all users
05/12/2024	Omega Red Group Ltd	Building Repairs/Maint	866	£474.00	Lightning conductor visit inspection
05/12/2024	MTdrains Kent Ltd	Building Repairs/Maint	867	£114.00	Call out to clear museum blocked drain
05/12/2024	Harmer & Sons Grounds Maintenance Ltd	Remembrance Sunday	868	£180.00	To place and remove crosses for Remembrance
05/12/2024	Sound Experience Disco	Christmas Festivities	863	£2,700.00	Trailer stage, generator, all power distribution, full PA to include monitors, mic's, Sound Engineer
05/12/2024	Folkestone Plant Stalls	Flowerbeds	873	£100.00	Mixed plants for Town Hall planters
05/12/2024	Seaview Studio	Christmas Festivities	875	£1,000.00	Big Flava Band for Christmas Lights Opening Switch Event
10/12/2024	Business Stream	Services, Heating & Lighting	916	£149.10	Waste water at Town Hall 24 August - 23 November
12/12/2024	Peninsula	HR/H&S Management Fees	917	£397.07	HR and legal advise monthly service
12/12/2024	SLCC Enterprises Ltd	Subscriptions	876	£480.00	Annual membership fee
12/12/2024	Triple S Lift Services Ltd	Building Repairs/Maint	877	£1,656.00	Maintenance and repairs on Town Hall lift
12/12/2024	Walker Traffic Management	Remembrance Sunday	878	£726.00	Traffic management for Dedication of GoR
12/12/2024	Walker Traffic Management	Remembrance Sunday	879	£864.00	Traffic management for Remembrance Sunday
12/12/2024	Payroll Service (UK) Ltd	Subscriptions	884	£298.20	Payroll processing January 2023 - December 2023
12/12/2024	Payroll Service (UK) Ltd	Subscriptions	885	£294.00	Payroll processing January 2024 - December 2024
12/12/2024	St Mary & St Eanswythe Church	Mayor's Expenses May-Mar	889	£150.00	Church donation for Mayor's Christmas Carol concert
12/12/2024	Royal British Legion Poppy Appeal	Remembrance Sunday	891	£100.00	Donation on behalf of Piper for Remembrance
12/12/2024	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	886	£1,333.00	Storage unit monthly rental
12/12/2024	Mulberry Local Authority Services Limited	Internal Audit Fees	887	£360.96	Mid term internal audit review 2024/25
12/12/2024	Harmer & Sons Grounds Maintenance Ltd	Christmas Festivities	890	£144.00	To move barriers from front of Town Hall into basement
16/12/2024	SSE Hydro Electric	Services, Heating & Lighting	919	£226.62	Gas usage at Town Hall November 2024
17/12/2024	British Telecom	Telecommunication Services	920	£358.80	Office broadband monthly
18/12/2024	Folkestone Festivals	Ward Grants	892	£150.00	Summer Season of Bands at the Bandstand 2025 ward grant - supported by Cllr B Walker
18/12/2024	Cheriton United Football Team	Ward Grants	893	£137.50	Match kit for Under 12's ward grant - supported by Cllr P Gane
18/12/2024	Cheriton United Football Team	Ward Grants	894	£137.50	Match kit for Under 12's ward grant - supported by Cllr R West
18/12/2024	Cheriton United Football Team	Ward Grants	895	£137.50	Match kit for Under 12's ward grant - supported by Cllr J Renshaw
18/12/2024	Cheriton United Football Team	Ward Grants	896	£137.50	Match kit for Under 12's ward grant - supported by Cllr J Darling
18/12/2024	Cheriton Primary PTFA	Ward Grants	897	£350.00	Rebuild of Forest School ward grant - supported by Cllr R West
18/12/2024	Cheriton Primary PTFA	Ward Grants	898	£350.00	Rebuild of Forest School ward grant - supported by Cllr J Renshaw

		Expenditure of £100 and above			
18/12/2024	Cheriton Primary PTFA	Ward Grants	899	£350.00	Rebuild of Forest School ward grant - supported by Cllr P Gane
18/12/2024	Strange Cargo	Ward Grants	900	£100.00	Cheriton Christmas Lights craft workshop ward grant - supported by Cllr P Gane
18/12/2024	Strange Cargo	Ward Grants	901	£100.00	Cheriton Christmas Lights craft workshop ward grant - supported by Cllr J Renshaw
18/12/2024	Strange Cargo	Ward Grants	902	£100.00	Cheriton Christmas Lights craft workshop ward grant - supported by Cllr R West
19/12/2024	D-Techpro Ltd	Building Repairs/Maint	905	£615.00	Annual service & calibration of museum enviromental measurement system
19/12/2024	ADM Computing Services	ICT Support	911	£1,444.50	Various monthly IT support services
19/12/2024	Metroline Security Limited	Building Repairs/Maint	912	£288.00	Quarterly maintenance to the fire alarm and emergency lighting system
19/12/2024	Metroline Security Limited	Building Repairs/Maint	913	£312.00	Annual service for intruder alarm
19/12/2024	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	908	£537.60	Various play equipment repairs April-May 2024
19/12/2024	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	909	£616.80	Various play equipment repairs on multiple playgrounds June-August 2024
19/12/2024	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	910	£2,661.80	Grounds maintenance and play inspections at play areas monthly 8x
20/12/2024	Net wages	Salaries, Pensions & NI	925	£26,683.23	Staff cost December 2024
23/12/2024	HMRC	Salaries, Pensions & NI	927	£10,366.84	PAYE December 2024
23/12/2024	Kent Pension Fund	Salaries, Pensions & NI	928	£9,029.75	Employer's superannuation December 2024
23/12/2024	SSE Hydro Electric	Services, Heating & Lighting	929	£1,101.92	Electricity usage at Town Hall November 2024
27/12/2024	Leppard Cleaning	Cleaning	931	£859.50	Cleaning at Town Hall office and Museum monthly
27/12/2024	Culligan Water Ltd	Hire of Facilities (inc. Garage)	930	£254.26	Boiler countertop, drinking water machine quarterly hire
30/12/2024	Veolia ES (UK) Ltd	Services, Heating & Lighting	932	£111.91	Refuse collection at Town Hall November 2024
09/01/2025	Amazon Business	Office Stationery	954	£117.45	Paper and hand towels
09/01/2025	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	952	£1,333.00	Rental of storage unit monthly
09/01/2025	Zurich Insurance Company Ltd	Miscellaneous Insurances (Inc. Herita	945	£1,261.51	Town Hall building insurance cover increase
09/01/2025	Swale Borough Council	CCTV Maintenance	946	£2,342.40	Load testing for CCTV columns
09/01/2025	E J Clough	Christmas Festivities (Cheriton)	942	£1,080.00	Cheriton Christmas Trees for Library and Churches
09/01/2025	Martello Building Consultancy Ltd	Consultant Fees	943	£960.00	Lightning protection tender pack pre-construction information
13/01/2025	Peninsula	HR/H&S Management Fees	966	£397.07	HR and legal advise monthly
15/01/2025	SSE Hydro Electric	Services, Heating & Lighting	969	£136.97	Gas usage at Town Hall December 2024
20/01/2025	British Telecom	Telecommunication Services	971	£358.80	Office broadband service monthly
21/01/2025	Mrs Jennifer Crisp	Staff Wellbeing	960	£480.00	External support sessions 6x for officer
21/01/2025	KCS Procurement Services (KCC)	Photocopying	958	£196.54	Office photocopier quarterly lease
21/01/2025	ADM Computing Services	ICT Support	956	£1,595.64	Various monthly IT support services
21/01/2025	Harmer & Sons Grounds Maintenance Ltd	TKL Allotment Maintenance	961	£1,464.00	Carry out trimming works on balancing pond at Tile Kiln Lane
21/01/2025	Folkestone & Hythe District Council	Flowerbeds	959	£16,000.00	Flowerbeds and shrubs sponsorship and maintenance annual

		Expenditure of £100 and above			
21/01/2025	Freeland Garage Services Limited	Community Minibus (Reserve Use)	957	£376.32	Minibus eight-weekly checks and services
21/01/2025	White One Sugar	M/H Merchandise	962	£105.00	Magnets & keyrings for museum shop
23/01/2025	SSE Hydro Electric	Services, Heating & Lighting	974	£1,054.87	Electricity usage at Town Hall December 2024
24/01/2025	Net wages	Salaries, Pensions & NI	981	£24,920.12	Staff cost January 2025
27/01/2025	HMRC	Salaries, Pensions & NI	982	£9,228.05	PAYE cost January 2025
27/01/2025	Kent Pension Fund	Salaries, Pensions & NI	983	£9,029.75	Employer's superannuation January 2025
27/01/2025	Leppard Cleaning	Cleaning	977	£859.50	Cleaning at Town Hall office and Museum monthly
28/01/2025	Veolia ES (UK) Ltd	Services, Heating & Lighting	978	£164.35	Refuse collection at Town Hall December 2024
28/01/2025	Harmer & Sons Grounds Maintenance Ltd	Christmas Lighting	984	£25,188.00	Test and install Christmas lighting schemes in Town Centre and Cheriton
28/01/2025	Harmer & Sons Grounds Maintenance Ltd	Christmas Festivities (Cheriton)	984	£780.00	Collect 8No x Christmas Trees from Cloughs & deliver to Cheriton Churches & Library
30/01/2025	Holy Trinity Church	Holocaust Day	991	£100.00	Donation for the Holocaust Memorial Service
30/01/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	992	£2,661.80	Mowing and play inspections monthly 8x
30/01/2025	RentaDinosaur	M/H Events	987	£405.60	Deposit for Rentadinosaur Booking August 2025
			<b>Total</b>	<b>£172,537.15</b>	
<b>PREPAID CARD PAYMENTS</b>					
<b>Date</b>	<b>Supplier</b>	<b>Budget Code</b>	<b>Voucher</b>	<b>Total</b>	<b>Description</b>
05/12/2024	Asda Stores Ltd	Mayor's Expenses May-Mar	935	£30.00	Chocolates for Mayor's Christmas carol concert
05/12/2024	Asda Stores Ltd	Premises Expenses	936	£1.45	Milk
05/12/2024	Zettle	M/H Equipment/Furniture	937	£34.80	Zettle card reader for contactless museum donations
13/12/2024	Sotirios	Staff Wellbeing	938	£284.90	Office Christmas lunch 12x staff
18/12/2024	Toolstation	Premises Expenses	939	£1.98	Fluorescent starter
20/12/2024	Lidl	Premises Expenses	940	£1.20	Milk
03/01/2025	The Works	Office Stationery	998	£3.00	Card, tissue paper, glitter
06/01/2025	Shoezone	Clothing & Uniforms	999	£19.99	Work shoes for Town Sergeant
07/01/2025	Coastal Car Spares	Premises Expenses	1000	£3.50	Key cut
08/01/2025	Dymo Express	Office Stationery	1001	£23.94	Labelling tape
13/01/2025	Homebase	Premises Expenses	1010	£13.36	Timber for shelves
15/01/2025	ATM	Mayor's Expenses May-Mar	1003	£41.50	Withdrawal of cash for Mayoral event's float
15/01/2025	Asda Stores Ltd	Premises Expenses	1002	£6.50	Washing up liquid, kitchen rolls
21/01/2025	Magiboards	Tourist Information/Visitor Services	1005	£274.22	Noticeboard replacement at Town Hall
22/01/2025	Homebase	Premises Expenses	1006	£17.76	Additoinal timber for shelves
29/01/2025	Lidl	Premises Expenses	1007	£1.39	Milk
30/01/2025	Coastal Car Spares	Premises Expenses	1008	£6.75	Door bolt
31/01/2025	Asda Stores Ltd	Premises Expenses	1009	£9.15	Sugar, kitchen roll
			<b>Total</b>	<b>£775.39</b>	

<b>FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 DECEMBER TO 31 JANUARY 2025</b>					
<b>Date</b>	<b>Customer</b>	<b>Income Code</b>	<b>Voucher</b>	<b>Total</b>	<b>Description</b>
01/12/2024	HSBC Deposit Account	Investment Interest	303	£500.88	Bank interest received November 2024
03/12/2024	St Martin's CEP School	M/H Income	309	£130.00	Iron Age school workshop
04/12/2024	Museum Shop	M/H Retail Sales	318	£20.00	Noel Redding t shirt retail
06/12/2024	Dymchurch Primary School	M/H Income	356	£160.00	Two-hour Roman's workshop on the 4th of December
06/12/2024	Dymchurch Primary School	M/H Income	357	£160.00	Two-hour Anglo-Saxon workshop on the 5th of December
06/12/2024	Folkestone Primary	M/H Income	310	£200.00	2 x outreach WW2 school sessions
06/12/2024	Kent County Council	Play Parks Grant	311	£852.00	Grant received for Downs Road playground for surface repairs from Cllr J Meade
06/12/2024	Museum Shop	M/H Retail Sales	319	£25.00	Other people's photograph book retail
09/12/2024	Museum Shop	M/H Retail Sales	320	£17.95	Various museum retail
10/12/2024	Museum Shop	M/H Retail Sales	321	£30.00	Various museum retail
11/12/2024	Museum Shop	M/H Retail Sales	322	£31.55	Various museum retail
13/12/2024	Museum Shop	M/H Retail Sales	323	£6.00	Key rings museum retail
16/12/2024	Museum Shop	M/H Retail Sales	324	£14.99	Various museum retail
16/12/2024	Folkestone & Hythe District Council	Community Infrastructure Levy	313	£16,227.07	Community Infrastructure Levy 2024/25
16/12/2024	U3A Shepway	Meeting Room Hire	312	£67.50	Hire of meeting room monthly October - December 2024
17/12/2024	Museum Shop	M/H Retail Sales	325	£4.25	Bookmark, fridge magnet museum retail
18/12/2024	Museum Shop	M/H Retail Sales	326	£12.25	Various museum retail
18/12/2024	Folkestone & Hythe District Council	CCTV Grant	314	£13,796.89	Grant received to boost the CCTV signal
19/12/2024	Museum Shop	M/H Retail Sales	327	£21.00	Various museum retail
19/12/2024	Museum Shop	M/H Retail Sales	328	£38.55	Various museum retail cash
19/12/2024	Museum Shop	M/H Retail Sales	329	£59.46	Various museum books and gifts retail
23/12/2024	Museum Shop	M/H Donations	330	£0.98	Card donation received
23/12/2024	Ministry of Defence	Armed Forces Day Grant	315	£10,000.00	Grant received for Armed Forces Day 2024/25
24/12/2024	Museum Shop	M/H Retail Sales	331	£1.25	Gift bags museum retail
26/12/2024	Silver Screen Cinema	Rental Income	316	£1,250.00	Lease of cinema at Town Hall monthly
27/12/2024	Museum Shop	M/H Income	333	£68.00	Homeschool museum workshop
27/12/2024	Museum Shop	M/H Retail Sales	332	£9.99	Noel Redding t shirt, furry seagull museum retail
01/01/2025	HSBC Deposit Account	Investment Interest	355	£360.59	Bank interest received December 2024
08/01/2025	Museum Shop	M/H Retail Sales	342	£31.75	Various museum retail
13/01/2025	Museum Shop	M/H Retail Sales	343	£5.99	Various toys retail
14/01/2025	Folkestone Cat Sitter	Bus Shelter Advertisement	336	£330.00	Bus shelter advertisement at Tontine Street annual renewal
15/01/2025	Hythe Bay School	M/H Income	337	£30.00	Half term's hire of the Dinosaurs, Rocks and Fossils Loan Box
15/01/2025	Museum Shop	M/H Retail Sales	344	£24.50	Noel Redding and magnet retail
16/01/2025	Folkestone & Hythe District Council	Investment Interest	338	£6,512.88	Investment interest received October 2024 - January 2025
16/01/2025	Museum Shop	M/H Retail Sales	345	£3.00	Postcards retail
17/01/2025	Museum Shop	M/H Retail Sales	346	£4.25	Confectionary, postcard retail
21/01/2025	The Noel Redding Project	M/H Income	334	£75.00	Noel Redding Exhibition November 2024 - January 2025

21/01/2025	Museum Shop	M/H Retail Sales	347	£3.00	Fairtrade top retail
21/01/2025	Museum Shop	M/H Donations	353	£28.65	Donations for museum
21/01/2025	Martello Building Consultancy Ltd	Bus Shelter Advertisement	339	£297.00	Bus shelter advertisement at Tontine Street annual renewal
21/01/2025	Museum Shop	M/H Retail Sales	354	£27.40	Various museum retail
22/01/2025	Museum Shop	M/H Retail Sales	348	£4.50	Various magnets retail
22/01/2025	Museum Shop	M/H Retail Sales	349	£30.49	Various museum retail
24/01/2025	Silver Screen Cinema	Rental Income	340	£1,250.00	Lease of cinema monthly
24/01/2025	Museum Shop	M/H Retail Sales	350	£1.50	Card holder retail
27/01/2025	Morehall Primary School	M/H Income	341	£100.00	One-hour Fashionable Folkestone workshop
28/01/2025	Museum Shop	M/H Income	352	£101.04	Various museum shop retail cash
28/01/2025	Museum Shop	M/H Retail Sales	351	£5.00	Finding Eanswythe book retail
29/01/2025	Museum Shop	M/H Income	362	£60.00	Workshop and talks, various museum retail
29/01/2025	Museum Shop	M/H Retail Sales	361	£25.24	Various museum retail
29/01/2025	Museum Shop	M/H Retail Sales	362	£10.75	Workshop and talks, various museum retail
30/01/2025	Museum Shop	M/H Retail Sales	363	£2.50	Various museum retail
31/01/2025	Harcourt School	M/H Income	359	£130.00	90-minute WW2 workshop on the 28th of January 2025
31/01/2025	Bodsham School	M/H Retail Sales	360	£75.00	Dinosaurs, Rocks and Fossils workshop on the 5th of March 2025
31/01/2025	Museum Shop	M/H Income	364	£33.07	Museum donations, various shop retail and workshop talks
			<b>Total</b>	<b>£53,268.66</b>	

**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025**

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
<b>ADMINISTRATION</b>			
SALARIES, PENSIONS & NI	535,330		535,330
TOTAL CONTRIBUTION PAY	3,000		3,000
STAFF WELLBEING	3,000		3,000
ADVERTISING FOR STAFF	0		0
STAFF TRAINING	3,000		3,000
EQUIPMENT/FURNITURE NEW	2,000		2,000
BANK CHARGES	400		400
HR/H&S MANAGEMENT FEES	4,000		4,000
PRINTING	1,000		1,000
OFFICE STATIONERY	1,000		1,000
PHOTOCOPYING	1,400		1,400
POSTAGE & DELIVERY	1,000		1,000
TELECOMMUNICATION SERVICES	3,700		3,700
ICT SUPPORT	19,600		19,600
SUBSCRIPTIONS	7,120		7,120
PUBLIC TRANSPORT & CAR PARKS	250		250
SUBSISTENCE ALLOWANCES	150		150
CAR ALLOWANCES (Staff)	1,100		1,100
TO ALLOTMENTS ADMINISTRATION	-4,300		-4,300
<b>TOTAL ADMIN. EXPENDITURE</b>	<b>582,750</b>	<b>0</b>	<b>582,750</b>

INVESTMENT INTEREST	30,000		30,000
OTHER INCOME			
<b>TOTAL ADMIN. INCOME</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>

**NET ADMIN. EXPENDITURE/INCOME 552,750 0 552,750**

**DEMOCRATIC COSTS**

TRAINING/CONFERENCE EXPS (Cllrs.)	500		500
CAR ALLOWANCES (Cllrs)	100		100
FOLK TC REF/ELECTIONS (TO RESERVE)	11,100		11,100
<b>TOTAL DEMOCRATIC COSTS EXP.</b>	<b>11,700</b>	<b>0</b>	<b>11,700</b>

**MAYORALTY**

CLOTHING & UNIFORMS	600		600
REGALIA - NEW	700		700
REGALIA - REPAIR & MAINT.	400		400
MAYOR'S INSTALLATION (Annual Meeting)	1,100		1,100

ACTUALS TO 31 JANUARY 2025 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
---	--

436,976	98,354
2,550	450
2,565	435
496	-496
3,558	-558
1,868	132
323	77
3,340	660
945	55
767	233
1,364	36
910	90
4,191	-491
17,455	2,145
8,234	-1,114
253	-3
89	61
285	815
-4,215	-85
<b>481,954</b>	<b>100,796</b>

22,224	7,776
0	0
<b>22,224</b>	<b>7,776</b>

**459,730 93,020**

301	199
149	-49
0	11,100
<b>450</b>	<b>11,250</b>

243	357
479	221
0	400
<b>920</b>	<b>180</b>

BUDGET TO DATE 2024/2025 %	BUDGET NOTES
-------------------------------------	-----------------

82	Staff cost aligned to budget
85	First aid and fire warden contribution
86	Staff eye tests, officer leaving present, staff away trip, staff Christmas lunch
0	Advertisement for Mayoral Driver, Reception Administrator Assistant and Curator
119	Fire marshal, first aid, IOSHH safety training, CiLCA training
93	Key safe, laptop, desktop, screen monitor
81	Current a/c 2x, income a/c monthly charges
83	HR consultant, online staff portal training, staff annual leave record monitoring
94	Bus stop advertisement posters, Corporate Plan consultation posters, printer ink cartridges
77	Various stationeries, printing paper, notepads, pens
97	Quarterly lease of office printer
91	Letter posts, delivery charges, allotment letters
113	Office broadband, telephone service, work mobile phones x4
89	Various IT services, vpn, website hosting, cloud storage backup, online customer support
116	KALC, accounts, bookings and allotment annual subscriptions Cinque Ports subscription, payroll processing software
101	Car parking charge, public transport for meetings and training
60	Driver meals during mayoral events
26	Work mileage recharge
98	Code transfer to allotments administration
83	

74	Interest received from savings and investment accounts
	Miscellaenous income received
<b>74</b>	

**83**

60	Training for Planning and Chairing meetings
149	Mileage to training
0	
<b>4</b>	

41	Mayor, Deputy Mayor and Town Sergeant clothing for mayoral events
68	Mayoral portrait
0	
84	Buffet and refreshments for Mayor Making

**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025**

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
REMEMBRANCE SUNDAY	2,800		2,800
CANADA DAY	2,850		2,850
WILLIAM HARVEY COMMEMORATION	150		150
HOLOCAUST DAY	320		320
COVER FOR CIVIC DRIVER	100		100
MTCE/SERVICE/REPAIRS - EXTERNAL	150		150
CAR INSURANCE	500		500
MAYORAL CAR 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
<b>TOTAL MAYORALTY EXPENDITURE</b>	<b>22,570</b>	<b>0</b>	<b>22,570</b>

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

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

**PREMISES**

BUILDING REPS/MAINT	14,000		14,000
CLEANING	9,900		9,900
BUSINESS 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
<b>TOTAL PREMISES EXPENDITURE</b>	<b>131,310</b>	<b>0</b>	<b>131,310</b>

RENTAL INCOME	15,900		15,900
BUS SHELTER ADVERTISEMENT INCOME	3,000		3,000
MEETING ROOM HIRE	300		300
<b>TOTAL PREMISES INCOME</b>	<b>19,200</b>	<b>0</b>	<b>19,200</b>

**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

ACTUALS TO 31 JANUARY 2025 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
2,859	-59
3,089	-239
107	43
107	213
0	100
579	-429
565	-65
4,752	-92
4,925	565
690	410
86	114
275	275
372	528
<b>20,048</b>	<b>2,522</b>

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

**20,048**                      **2,522**

BUDGET TO DATE 2024/2025 %	BUDGET NOTES
102	security, setting up barriers, PA system, supply of iron stakes
108	Coach hire, catering, photography
71	Chaplets, refreshments
33	Donation to Church
0	
386	Former mayoral car slight damages after return, MOT service
113	Mayoral car annual insurance
102	Annual mayoral car lease
90	Attendance of mayoral events, mileage, gifts and donations to schools and church
63	Former Mayor expenses
43	Organist and refreshments
50	Buffet and PA
41	Entertainment, buffet, refreshments, photography
<b>89</b>	

0	
<b>0</b>	

**89**

32,762	-18,762
8,920	980
27,846	-2,246
14,060	12,750
5,590	6,910
14,474	9,526
1,496	1,004
16,948	-948
<b>122,097</b>	<b>9,213</b>

18,245	-2,345
1,517	1,483
817	-517
<b>20,579</b>	<b>-1,379</b>

**101,518**                      **10,592**

234	Fire risk assessment, electrical condition report, building control system, electrical installation report, radiological protection advice and other various building works
90	Cleaning Council office, Museum and windows
109	Annual business rates higher than anticipated
52	First payment in September, second to be made in April
45	First payment in September, second to be made in April
60	Energy bills, water, refuse collection, confidential waste collection
60	Batteries, milk, dishwasher soap and other various premises expenses
106	Storage unit hire, staff work parking permit, mayoral portrait storage
<b>93</b>	

115	Rent received from cinema tenant
51	Income received from bus shelter poster advertisement
272	Election polls, CCTV meetings, local community meetings
<b>107</b>	

**91**

10,911	-1,111
4,215	85
1,345	1,655
2,979	21
25	275
2,137	1,863

111	Building and contents insurance annual renewal
98	Code transfer to Allotments administration
45	Water usage, mowing, allotment repairs
99	Water usage, mowing, allotment repairs
8	
53	Beacon Lighting 80th anniversary

**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025**

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
NOTICE/INFORMATION/HERITAGE BOARDS	1,000		1,000
BUS SHELTERS	500		500
WARD GRANTS	19,800		19,800
TOWN GRANTS	34,200		34,200
FLOWERBEDS & PLANTERS	35,000		35,000
CHRISTMAS LIGHTING	41,000		41,000
CHRISTMAS FESTIVITIES	12,000		12,000
CHRISTMAS LIGHTS CHERITON (RESERVE)	0	1,369	1,369
YOUTH FACILITIES	3,000		3,000
TREE AUDIT & WORKS	20,000		20,000
PLAY AREA MAINTENANCE	37,000		37,000
PARK BENCHES	500		500
LITTER/SALT BINS, BOLLARDS & RAILINGS	2,000		2,000
TOURIST INFORMATION/VISITOR SERVICES	5,000		5,000
MAINTENANCE OF PUBLIC CLOCKS	500		500
MAINTENANCE OF MEMORIALS	2,000		2,000
TELEPHONE BOX	120		120
CCTV MONITORING	0		0
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	3,660	3,660
CONTINGENCY	2,000		2,000
<b>TOTAL SERVICES EXPENDITURE</b>	<b>291,020</b>	<b>5,029</b>	<b>296,049</b>

ALLOTMENT RENTS - PFR	5,100		5,100
ALLOTMENT RENTS - TKL	4,850		4,850
ALLOTMENT KEY	0		0
ALLOTMENT DEPOSITS (RESERVE)	0	900	900
PLAY PARKS GRANT	0		0
SPONSORSHIPS	3,000		3,000
ARMED FROCES DAY GRANT			
OTHER INCOME (ARMED FORCES DAY)	0		0
CHRISTMAS STALLS	1,000		1,000
CCTV GRANT	0		0
CCTV VIEWING	300		300
<b>TOTAL SERVICES INCOME</b>	<b>14,250</b>	<b>900</b>	<b>15,150</b>

**NET SERVICES EXPENDITURE/INCOME**                      **276,770**      **4,129**                      **280,899**

**FEES**

CONSULTANTS FEES	500		500
LEGAL/BAILIFF FEES	1,000		1,000

ACTUALS TO 31 JANUARY 2025 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
210	790
0	500
8,321	11,479
19,060	15,140
16,149	18,851
32,222	8,778
4,414	7,586
1,369	0
0	3,000
0	20,000
28,961	8,039
0	500
320	1,680
2,486	2,514
0	500
850	1,150
8	112
46,784	-46,784
17,586	7,414
54,358	-29,358
737	263
3,660	0
0	2,000
<b>259,106</b>	<b>36,943</b>

4,827	273
4,319	531
110	-110
900	0
2,352	-2,352
7,300	-4,300
10,000	-10,000
6,990	-6,990
0	1,000
27,690	-27,690
10	290
<b>64,498</b>	<b>-49,348</b>

**194,608**                      **86,291**

3,867	-3,367
934	66

BUDGET TO DATE 2024/2025 %	BUDGET NOTES
21	Replace perspex in notice board
0	
42	Grants awarded to local organisations in ward
56	Grants awarded to local organisations in town
46	Flowerbeds and shrubs sponsorship to District
79	Purchase of additional Christmas lights, test and install Christmas Lighting Schemes in Town Centre and Cheriton
37	Christmas advert posters, licenses, band, stage hire, generator, sound engineer
100	Christmas trees for library and Churches, test and install Christmas lights, return Christmas lights and decorations
0	
0	
78	Monthly play inspections, mowing, external play inspections contract
0	
16	Salt bins top up
50	Folkestone external advertisement, tourist information board
0	
43	Annual clean of The Folkestone War Memorial
7	Electricity usage
0	CCTV external monitoring annual contract, grant received last financial year
70	Sandgate Road car park cctv upgrade, load testing for cctv columns
217	Air shows, bandstand entertainment, insurance cover, security, traffic management
74	Fuel and charging cost for the mayoral car and minibus
100	Inspections and maintenance of minibus
0	
<b>88</b>	

95	Allotment income at Park Farm
89	Allotment income at Tile Kiln Lane
0	Allotment key given to tenants
0	Refundable deposit allocated in earmarked reserve
0	Grant received from KCC via Councillor J Meade
0	AFD sponsorships received from local organisations
0	Armed Forces Day MOD grant received
0	Pitch stalls for Armed Forces Day
0	
0	
0	CCTV upgrade at Sandgate Road Car Park funded by District Council
0	
<b>426</b>	

**69**

773	Consultation for the external fire escape, Reinstatement valuation of Town Hall building, lightning protection tender pack
93	DVLA licence and DBS checks



**FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2024/2025**

	ORIGINAL BUDGET 2024/2025 £	EARMARKED VIREMENTS 2024/2025 £	REVISED BUDGET 2024/2025 £
EXTERNAL AUDIT FEES	2,200		2,200
INTERNAL AUDIT FEES	800		800
CARD RECEIPTS FEES	940		940
<b>TOTAL FEES</b>	<b>5,440</b>	<b>0</b>	<b>5,440</b>

**MUSEUM/HERITAGE**

M/H SUBSCRIPTIONS	550		550
M/H EQUIPMENT/FURNITURE	500	1,326	1,826
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	1,375	6,225
M/H FRIENDS OF FOLKESTONE		795	795
M/H HOSPITALITY	350		350
<b>TOTAL MUSEUM/HERITAGE EXPENDITURE</b>	<b>27,250</b>	<b>3,496</b>	<b>30,746</b>

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

**NET MUSEUM/HERITAGE EXP/INCOME**                      **19,250**      **3,496**                      **22,746**

**SUMMARY**

<b>TOTAL EXPENDITURE</b>	<b>1,072,040</b>	<b>8,525</b>	<b>1,080,565</b>
<b>TOTAL INCOME</b>	<b>71,450</b>	<b>900</b>	<b>72,350</b>
<b>NET TOTAL</b>	<b>1,000,590</b>	<b>7,625</b>	<b>1,008,215</b>

<b>PRECEPT</b>	<b>1,000,590</b>		<b>1,000,590</b>
----------------	------------------	--	------------------

<b>COMMUNITY INFRASTRUCTURE LEVY</b>	<b>0</b>		<b>0</b>
--------------------------------------	----------	--	----------

ACTUALS TO 31 JANUARY 2025 2024/2025 £	TOTAL BUDGET REMAINING 2024/2025 £
0	2,200
535	265
930	10
<b>6,266</b>	<b>-826</b>

584	-34
1,826	0
61	1,689
1,032	2,468
2,341	409
1,868	132
1,546	3,454
250	5,750
6,225	0
795	0
0	350
<b>16,530</b>	<b>14,217</b>

4,271	729
3,774	-1,274
388	112
<b>8,433</b>	<b>-433</b>

**8,097**                      **14,649**

<b>906,452</b>	<b>174,114</b>
<b>131,962</b>	<b>-59,612</b>
<b>774,490</b>	<b>233,725</b>

<b>1,000,590</b>	<b>0</b>
------------------	----------

<b>16,227</b>
---------------

BUDGET TO DATE 2024/2025 %	BUDGET NOTES
0	
67	Year end internal auditor visit
99	Reception till terminal payment
<b>115</b>	

106	Visitor attraction quality annual renewal
100	Computer monitors, laptop, stationery storage cupboard
4	Materials for exhibit repairs
29	Software annual license and support, taxidermy collection treatment
85	Museum website maintenance, repairs to education room
93	Merchandise for museum shop
31	Green Woman Project, Dino Day in August
4	Taking down temporary exhibitions
100	Museum workshop materials
100	Reserve in use
0	Refreshments for exhibition hosts and guests
<b>54</b>	

85	Museum school workshops
151	Museum shop sales
78	Donations received
<b>105</b>	

<b>84</b>
<b>182</b>
<b>77</b>

<b>100</b>
------------

**Folkestone Town Council Earmarked Reserves as at 31 January 2025**

<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	4,891.05			24,891.05
Museum/Heritage Reserve	151,801.77		2,701.00		149,100.77
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			7,373.50
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		1,369.25		0.00
Neighbourhood Fund (CIL)	139,878.27			16,227.07	156,105.34
Christmas Gifts for Children	2,216.70				2,216.70
Community Transport	5,624.06		3,659.53		1,964.53
Friends of Folkestone Museum	2,378.76		795.19		1,583.57
Allotment Deposits	650.00			900.00	1,550.00
<b>Total</b>	<b>369,416.83</b>	<b>12,264.55</b>	<b>8,524.97</b>	<b>17,127.07</b>	<b>390,283.48</b>
<b>GENERAL FUND</b>					<b>513,277.62</b>
<b>TOTAL FUNDS</b>					<b>903,561.10</b>

**Earmarked Reserve Spent Breakdown:**

<b>Earmarked Reserve</b>	<b>Description</b>	<b>Amount</b>
Tree Planting Reserve	Vired remaining tree planting budget to reserves, Min 1649	£4,891.05
Ward Grant Reserve	New earmark reserve, Min 1649	£7,373.50
Museum Reserve	Purchase of laptop and consumables for museum workshops	£2,701.00
Provision for Christmas Lights/Events (Cheriton)	To collect Christmas lights and decorations	£1,369.25
Community Transport	Motor insurance, charging	£3,659.53
Friends of Folkestone	Camera equipment purchase for museum photography	£795.19
Allotment Deposits	Allotment tenant refundable deposits	£900.00

# Folkestone Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

<b>A</b>	<b>Bank Reconciliation at 31/01/2025</b>		
	Cash in Hand 01/04/2024		660,234.54
	<b>ADD</b> Receipts 01/04/2024 - 31/01/2025		1,138,424.75
	<b>SUBTRACT</b> Payments 01/04/2024 - 31/01/2025		901,498.01
	<b>Cash in Hand 31/01/2025</b> (per Cash Book)		<b>897,161.28</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 31/01/2025	0.00	
	HSBC Current Account 31/01/2025	81,808.41	
	HSBC Deposit Account 31/01/2025	413,599.81	
	HSBC Receipts Account 31/01/2025	7,076.54	
	Credit Card (FairFX) 31/01/2025	301.89	
	Museum Shop Float 31/01/2025	100.00	
	Short Term Investment Account 31/01/2025	240,000.00	
	Unity Trust Bank 31/01/2025	74,274.63	
	Cambridge Building Society 31/01/2025	80,000.00	
			<b>897,161.28</b>
	Less unrepresented payments		
			897,161.28
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>897,161.28</b>
	<b>A = B Checks out OK</b>		

This report will be made public on  
7 February 2025

**Folkestone  
Town Council**



Report Number **F/25/380**

**To:** Finance and General Purposes Committee  
**Date:** 13 February 2025  
**Status:** Non-Exempt  
**Responsible Officer:** Town Clerk  
**Report From:** Finance Officer

**Subject:** **INTERIM INTERNAL AUDITOR 2024/25 REPORT  
F/25/380**

**SUMMARY:** This report provides the interim internal audit for the financial year 2024/25. The internal auditor has provided a report for the Council's attention, providing advice and recommendations to the Council.

**REASONS FOR RECOMMENDATION**

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

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

**RECOMMENDATIONS:**

- 1. To receive and note Report F/25/380.**

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 internal auditor completed the interim internal audit on 9 December 2024 and provided a report below for the Council's attention.
- 1.2 The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

1.3 A smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

## **2. RECOMMENDATION**

2.1 The Finance and General Purposes Committee is asked to note the auditor’s report and apply the recommendations.

## **CONTACT OFFICER**

If you have any queries about the report, please contact the Finance Officer or Town Clerk of the Council.

Telephone: 01303257946 or email [roland.domingo@folkestone-tc.gov.uk](mailto:roland.domingo@folkestone-tc.gov.uk) prior to the meeting.



Mr R Domingo  
Folkestone Town Council  
The Town Hall  
1-2 Guildhall Street  
Folkestone  
Kent  
CT20 1DY

9 December 2024

Dear Roland

**Re: Folkestone Town Council**  
**Internal Audit for Financial Year Ended 31 March 2025 – Interim Audit report**

**Executive summary**

Following completion of our interim internal audit on 9 December 2024 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. Some assertions are tested only at the final internal audit, and this is reflected where appropriate in the report.

**Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Folkestone Town Council are well established and followed.

**Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

### **Independence and competence**

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 34 years' experience in the financial sector with the last 14 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

### **Engagement Letter**

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment. Copies of this document are available on request.

### **Planning and inherent risk assessment**

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

### **Table of contents**

		<b>PAGE</b>
A	<b>BOOKS OF ACCOUNT</b>	3
B	<b>FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	3
C	<b>RISK MANAGEMENT AND INSURANCE</b>	6
D	<b>BUDGET, PRECEPT AND RESERVES</b>	6
E	<b>INCOME</b>	7
F	<b>PETTY CASH</b>	8
G	<b>PAYROLL</b>	8
H	<b>ASSETS AND INVESTMENTS</b>	8
I	<b>BANK AND CASH</b>	9
J	<b>YEAR END ACCOUNTS</b>	9
K	<b>LIMITED ASSURANCE REVIEW</b>	9
L	<b>PUBLICATION OF INFORMATION</b>	9
M	<b>EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS</b>	10
N	<b>PUBLICATION REQUIREMENTS</b>	10
O	<b>TRUSTEESHIP</b>	10
	<b>ACHIEVEMENT OF CONTROL ASSERTIONS</b>	11
	<b>AUDIT POINTS CARRIED FORWARD</b>	11

## A. BOOKS OF ACCOUNT

### **Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

### **Audit findings**

The audit was conducted on site with the council's Deputy Clerk and Finance Officer. The Finance Officer had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Finance Officer and a review of the council website [www.folkestone-tc.gov.uk](http://www.folkestone-tc.gov.uk)

The council uses the Scribe accounting package for recording the council's finances. This is an accounting package widely used in the local council sector. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

## B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

### **Internal audit requirement**

*This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

### **Audit findings**

*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit*

The External Auditor's Report for 2023/24 was not qualified and has been published on the council website along with the completed Notice of Conclusion of Audit form.

Under other matters, the External Auditor commented 'In undertaking the review of the 2023/24 Annual and Accountability Return (AGAR) it came to our attention that the Internal Auditor has ticked objective B in the internal audit report to indicate the Council did not comply with its financial regulations, during the year. The Council correctly answered 'No' to the assertion 2 in the 2023/24 Annual Governance Statement. In future, the Council should ensure that it takes all tendering decisions in line with its Financial Regulations.'

The council has put in place measures to ensure that the previous breach of Financial Regulations, relating to a former staff member, are not repeated, and testing during this visit confirms that the council is now following its adopted Financial Regulations and other adopted procedures and processes.

The conclusion of the audit was reported to the Finance and General Purposes Committee meeting held on 17 October 2024 (minute ref 1701).

There is evidence within the minutes of council meetings of the receipt and review of internal audit reports during the year, with the re-appointment of the internal auditor for a three-year period agreed at the Finance and General Purposes Committee meeting held on 17 October 2024 (minute ref 1700).

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website includes a councillor page where the individual Register of Members' Interests forms are published.

*Confirm that the council is compliant with the relevant transparency code*

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.



**Confirm that the council is compliant with GDPR**

The council is fully aware of GDPR and has undergone training. **It was noted the council has established common email addresses for all councillors although these are not being exclusively used by all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.**

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2024) contains updated guidance on the matter as below:

*The importance of using .gov.uk domains for websites and emails*

5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.

5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

5.212. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, 'ourparishcouncil.gov.uk' with email addresses linked to that domain.

5.213. Using a .gov.uk domain for your council website and email accounts gives Parish Councils the following advantages:

5.214. Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.

5.215. Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.

5.216. Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

**Confirm that the council meets regularly throughout the year**

In addition to full council, the council has a committee structure in place. Terms of reference for each committee are published on the council website.

A diary of future meeting dates is published on the council website, along with historic agendas and minutes for council and committee meetings.

**Check that agendas for meetings are published giving 3 clear days' notice**

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note the council publishes additional documents on the council website alongside the agenda including the non-confidential supporting papers for meetings or includes them as appendices to the agenda itself in accordance with the requirements of the Information Commissioner's Office.

*Check the draft minutes of the last meeting(s) are on the council's website*

Minutes are routinely uploaded to the council website.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months*

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 7 May 2024 (minute ref 2068).

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations*

Financial Regulations are based on the previous NALC model and were last reviewed and adopted by council on 7 May 2024 (minute ref 2068). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

The Finance Officer is aware of the new NALC model Financial Regulations published in May 2024 and these are currently in the process of being adopted by the council. I reviewed the draft version, which largely follows the NALC model with appropriate changes for a larger Town Council. There is a small inconsistency in the detailed figures between draft FR 5.13 and 6.6 and I discussed this with the Finance Officer who will amend the document before presenting to the council for adoption.

*Check that the council's Financial Regulations are being routinely followed*

The council has thresholds in place at which authorisations to spend must be obtained as below:

*FR 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the Town Clerk.*

*Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Town Clerk, and where necessary also by the appropriate Chairman.*

*Contracts may not be disaggregated to avoid controls imposed by these regulations.*

*FR 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council or duly delegated committee, or by the Town Clerk following confirmation of third party funding or grant. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings ('virement') or to an earmarked reserve as appropriate.*

*FR 4.5 In cases of extreme risk to the delivery of council services, the Town Clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Town Clerk shall report such action to the chairman of Finance & General Purposes Committee and the council as soon as practicable thereafter.*

These authorisation levels are due to be reviewed as part of the adoption of the new NALC model Financial Regulations.

I tested a series of invoices to verify the amounts were consistent with the corresponding entries on the bank statements and had been properly authorised by the council in accordance with the Financial Regulations.

I am satisfied that the council is following its adopted procedures, and note the minutes include specifically detailing any payments made under the allowance included in FR 4.5.

*Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £10.81 per elector*

The council has adopted the General Power of Competence (GPC) and the Section 137 threshold does not apply.

***Check receipt of VAT refund matches last submitted VAT return***

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 September 2024 which showed a refund amount due of £15,469.88 and was fully supported by the required details. I was able to confirm receipt of the refund amount to the council's bank account on 23 October 2024. The council is up to date with its VAT submissions.

***Confirm that checks of the accounts are made by a councillor***

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

**C. RISK MANAGEMENT AND INSURANCE*****Internal audit requirement***

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

**Audit findings**

The council has a Governance and Accountability Risk Assessment in place which was adopted by the council on 14 March 2024 (minute ref 2051) and is scheduled to be reviewed again by the council in March 2025.

The risk assessment includes a description of each identified risk, an assessment of the potential impact and probability of occurrence, the existing measures in place and any recommendations for future action. Attached to the assessment is a copy of the insurance schedule detailing risks covered by the insurance policy held

This is a thorough approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities.

I confirmed that the council has a valid insurance policy in place with Zurich Insurance in a long-term agreement expiring on 29 July 2026. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million each and a Fidelity Guarantee level of £2 million which is sufficient for a council of this size.

Listed asset cover on the insurance document appears consistent with the information held on the council's asset register.

**D. BUDGET, PRECEPT AND RESERVES*****Internal audit requirement***

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

**Audit findings**

The council set a precept of £1,000,590 for 2024/25. With a tax base of 14,906.1, this equates to a band D equivalent of £67.13 (compared to the average in England of £85.89).

The Finance Officer confirmed that the 2025/26 budget setting process is underway. The proposal is due to be reviewed at the Finance & General Purposes Committee meeting on 12 December, with the final approval anticipated for the January 2025 council meeting, which meets the statutory deadline for agreeing the budget and precept. A copy of the draft budget is published on the council website as part of the supporting papers for the committee meeting and includes an officer report outlining the important details.

A review of agenda, supporting papers and minutes for Finance & General Purposes Committee meetings show that regular reviews of financial information take place. This includes a budget monitoring statement, schedule of payments and receipts and reporting of bank reconciliations. This provides councillors with sufficient financial information to make informed decisions.

The budget monitoring statement to 30 November 2024 shows total income (excluding precept) reported as 109% of budget and total expenditure reported as 69% of budget. This suggests the budget was accurately calculated and has been carefully monitored throughout the year.

At the date of the interim audit, the council held circa £376,000 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

*5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*

*5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

*5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

*5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

*5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

A review of the general reserve balance will be conducted as part of the year-end internal audit, and the council is recommended to follow the JPAG guidance in determining an appropriate level.

## **E. INCOME**

### **Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

### **Audit findings**

Despite the council's size, it receives limited income other than the precept, with budgeted amounts relating to museum income, investment income, allotments rents and sponsorship.

The outstanding debtor list as of 27 November shows a low number of entries for a council of this size, with no amounts deemed to be at risk of non-payment by the Finance Officer. This demonstrates that the council has in place good credit control systems and the risk of bad debt is minimal.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate budget code.

## F. PETTY CASH

### **Internal audit requirement**

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.*

### **Audit findings**

The council has no petty cash and the testing for this internal control objective does not apply.

## G. PAYROLL

### **Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

### **Audit findings**

The December payroll report shows thirteen staff members listed. I reviewed the payroll summaries and payslips for the last two months and was able to confirm salary deductions amounts for tax and national insurance and pension contributions appear to be calculated correctly. The back-dated NJC pay award was included in the November 2024 pay calculation.

I was able to confirm HMRC and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There are no councillor allowances.

## H. ASSETS AND INVESTMENTS

### **Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

### **Audit findings**

The council has a fixed asset register in place which is maintained in a tabular format. The register separates assets into different sections of the council's operations, and details include a description of each item, the acquisition date, insurance category, where the item was acquired from, the value of individual items, the total value (where applicable) and supporting notes detailing maintenance controls.

This is a detailed register and is an appropriate method of recording assets for a council of this size. A comparison of the asset register to the council's insurance schedule confirms high value items are individually recorded on the insurance documents.

Assets are correctly listed at original net cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The register has been updated with new acquisitions this year, and I confirmed by sample testing of the invoice that items added have been accurately recorded at the original net purchase price.

The council has borrowing through the Public Works Loan Board (PWLB) and a check of the year-end balances and confirmation of yearly payments will be conducted at the final internal audit.

Although the council has no long-term investments, I note the council has an adopted Investment Policy to support its future decision making on placement of funds in accordance with the [Statutory Guidance on Local Authority Investments](#). This was adopted by the Finance & General Purposes Committee at its meeting held on 25 January 2024 (minute ref 1627).

## I. BANK AND CASH

### **Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

### **Audit findings**

Financial Regulation 2.2 states 'On a regular basis, at the end of each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall verify bank reconciliations produced by the Town Clerk. The member shall sign the reconciliations as evidence of verification. This activity shall on conclusion be reported and noted by the Finance & General Purposes Committee.'

Bank reconciliations are completed monthly. I reviewed the bank reconciliations for October 2024 and was able to confirm the balances to the bank statements and found no errors. The reconciliation and accompanying bank statements have been signed in accordance with the requirements of FR 2.2 and there is evidence within the minutes of the Finance & General Purposes Committee meeting held on 17 October 2024 of the bank reconciliations being reported to council (minute ref 1699).

Due to the size of the council's budget, it does not benefit from the depositor protection scheme operated by the Financial Services Compensation Scheme (FSCS). The council has opened accounts with a range of different providers to mitigate this risk and I note the Finance & General Purposes Committee are reviewing a proposal to consider use of the CCLA at the meeting scheduled for 12 December 2024.

## J. YEAR END ACCOUNTS

### **Internal audit requirement**

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

### **Audit findings**

Testing to be conducted at final internal audit.

## K. LIMITED ASSURANCE REVIEW

### **Internal audit requirement**

*IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")*

### **Audit findings**

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

## L: PUBLICATION OF INFORMATION

### **Internal audit requirement**

*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation*

### **Audit findings**

Testing to be conducted at final internal audit.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS****Internal audit requirement**

*The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

Inspection – key dates	2023/24 Actual
Date AGAR signed by council	13 June 2024
Date inspection notice issued	14 June 2024
Inspection period begins	17 June 2024
Inspection period ends	26 July 2024
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

**N: PUBLICATION REQUIREMENTS****Internal audit requirement**

*The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

*Before 1 July 2024 authorities must publish:*

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

*Not later than 30 September 2024 authorities must publish:*

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

**Audit findings**

Testing to be conducted at final internal audit.

**O. TRUSTEESHIP****Internal audit requirement**

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

**Audit findings**

The council has no trusts, and no further testing is required under this internal control objective.



**Achievement of control assertions at interim audit date**

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	N/A
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	To be tested at final internal audit		
M	The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N	The authority has complied with the publication requirements for 2023/24 AGAR.	To be tested at final internal audit		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



**Andy Beams**  
Mulberry Local Authority Services Ltd

**Interim Audit - Points Carried Forward**

Audit Point	Interim Audit Findings	Council comments
None		



## SCALE OF FEES - FOLKESTONE TOWN COUNCIL

Facility	Description	Fees	Concessionary Rate*
Town hall	Hire of meeting room per hour	£18	£15
Town Hall	Hire of meeting room daily rate (09:30 - 16:00)	£110	£90
Museum	Hire of education space hourly rate (09:00 - 16:30)	£22	£11
Museum	Hire of education space daily rate (09:00-16:30)	£100	£50
Museum	Hire of education space evening rate (17:00 - 23:00)	£100	£50
Museum	Hire of education space weekend hourly rate (Sat, Sun, Bank Holidays)	£40	£25
Museum	Hire of education space weekend daily rate (Sat, Sun, Bank Holidays)	£140	£80
Museum	One hour Museum workshop	£100	
Museum	Two-hour workshop including further hands-on, creative activities	£165	
Museum	Educational Loan box hire (up to six weeks)	£30 £40	
Museum	<i>Multiple bookings 10x eligible for 25% discount</i>		
Museum	<i>Small class eligible for 25% discount</i>		
Museum Resources	Handling collection which includes handling bones, Roman and Iron Age pottery per session	£10	
Museum Resources	Large format full HD LED multi-touch screen per session	£10	
Allotments	Allotment returnable deposit (Covers remediation if required)	£50	
Allotments	Variable sized plot per square meter	£0.56	
Bus Shelter	2-4 The Old High St, Folkestone CT20 1RW (Annual)	£350	£280
Bus Shelter	24 Shaftesbury Ave, Folkestone CT19 4LL (Annual)	£180	£140
Bus Shelter	93 Shaftesbury Ave, Folkestone CT19 4LL (Annual)	£330	£260
Bus Shelter	178 Sandgate Road, Folkestone CT20 2LQ (Annual)	£330	£260
Bus Shelter	Shornccliffe Road near Folkestone West station (Annual)	£330	£260
Bus Shelter	Shornccliffe Road near Pub (Annual)	£330	£260
Bus Shelter	Southern Way CT20 1PH (Annual)	£330	£260
Bus Shelter	Green opposite 106 Church Rd, Cheriton CT20 3EN (Annual)	£330	£260
Bus Shelter	Canterbury Road, CT18 7BG (Annual)	£330	£260
Bus Shelter	Church Road, CT20 3LF (Annual)	£330	£260
Bus Shelter	Weymouth Road, CT19 4HX (Annual)	£180	£144
Bus Shelter	2-4 The Old High St, Folkestone CT20 1RW (Three months)	£150	£120
Bus Shelter	24 Shaftesbury Ave, Folkestone CT19 4LL (Three months)	£125	£100
Bus Shelter	93 Shaftesbury Ave, Folkestone CT19 4LL (Three months)	£125	£100
Bus Shelter	178 Sandgate Road, Folkestone CT20 2LQ (Three months)	£125	£100
Bus Shelter	Shornccliffe Road near Folkestone West station (Three months)	£125	£100
Bus Shelter	Shornccliffe Road near Pub (Three months)	£125	£100
Bus Shelter	Southern Way CT20 1PH (Three months)	£125	£100
Bus Shelter	Green opposite 106 Church Rd, Cheriton CT20 3EN (Three months)	£125	£100
Bus Shelter	Canterbury Road, CT18 7BG (Three months)	£125	£100
Bus Shelter	Church Road, CT20 3LF (Three months)	£125	£100
Bus Shelter	Weymouth Road, CT19 4HX (Three months)	£125	£100
Bus Shelter	<i>Renewal of bus shelter advertisement will be eligible for 10% discount</i>		
FTC Events	Market stalls for FTC events (minimum fee)	£75	
Sponsorship Packages for FTC events	Gold (Promotion on our social media pages, and website, press release circulated to local and regional radio and many more)	£3,000	
Sponsorship Packages for FTC events	Silver (Regular mentions from the presenters through PA system on live radio and many more)	£2,000	

Sponsorship Packages for FTC events	Bronze (An advertising laminate on one of Folkestone Town Council bus shelter for one year and many more)	£1,000	
-------------------------------------	---	--------	--

\*Concessionary rate applicable to charities and not-for-profit organisations.

This report will be made public on  
7 February 2025

**Folkestone  
Town Council**



Report Number **F/25/381**

**To:** Finance and General Purposes Committee  
**Date:** 13 February 2025  
**Status:** Non-Exempt  
**Responsible Officer:** Town Clerk  
**Report From:** Finance Officer

**Subject:** FIREWALL UPGRADE REPORT F/25/381

**SUMMARY:** This report provides the replacement of the current firewall system due to expire in March 2025. Two options for the firewall replacement have been listed to ensure the Council and its users are protected from cyber-attacks.

**REASONS FOR RECOMMENDATION**

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

- a) The Council's current firewall system in place is due to expire in March 2025.
- b) The Council is committed to ensure appropriate measures are in place and updated.
- c) Without a firewall system, the Council is vulnerable to cyber threats and hacks.

**RECOMMENDATIONS:**

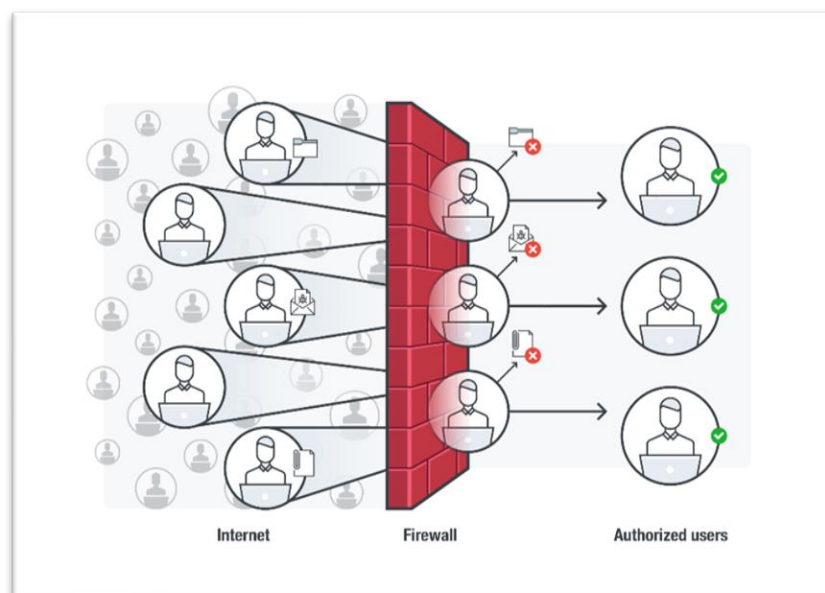
- 1. To receive and note Report F/25/381.
- 2. To opt for Option 2 for the three-year firewall support system cost of £5,987.60, with a one-off installation cost of £750.

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 A firewall is a network security system that monitors and controls incoming and outgoing network traffic based on predetermined security rules.

- 1.2 The primary purpose of a firewall is to establish a barrier between a trusted internal network and untrusted external networks.
- 1.3 The Council's IT provider will configure the firewall into the system to stop all suspicious traffic from the external network to the trusted and optional networks.
- 1.4 There has been a couple of phishing emails detected by the firewall, preventing further problems. The Council plans to continue having an effective firewall system in place.
- 1.5 The Council is committed to ensuring the current systems are in place, updated and have effective measures in place for potential cyber threats the Council has received.
- 1.6 Without a firewall in place, the Council will be left vulnerable to cyber-attacks, hacking, viruses, malware, unauthorized access, data theft and network disruption. This can result in damage to the system, and loss of confidential information.
- 1.7 The Council's current firewall system is due to have an end on life, expiring on the 5 March 2025 and recommend to be replaced.
- 1.8 Below is a visual representation of how a firewall system works.



Our IT provider has provided two quotes as listed below:

**Option 1**

1-Year firewall service £3,050.83  
One-off Firewall installation £750

**Option 2**

3-Year firewall service £5,987.60  
One-off Firewall installation £750

The existing firewall system cost £840 per year. Option one will be an increase by £2,210 per year, Option two will be an increase by £1,156 per year.

## **2. RECOMMENDATION**

2.1 The Finance Officer is recommending opting for Option 2 for the replacement of the current firewall system due to expire in March 2025.

2.2 By choosing for the 3-Year firewall system, the Council will be able to save a total of £1,055 (excluding the one-off installation) in comparison to the 1-year option.

2.3 The annual cost for three years for Option 2 will be £2,746 for the first year, then £1,996 for the following two years.

## **CONTACT OFFICER**

If you have any queries about the report, please contact the Finance Officer or the Town Clerk of the Council.

Telephone: 01303257946 or email [roland.domingo@folkestone-tc.gov.uk](mailto:roland.domingo@folkestone-tc.gov.uk) prior to the meeting.