

FOLKESTONE TOWN COUNCIL



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Date of Publication: 6 June 2025

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 12 June 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 8 May 2025 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 13 February 2025.

5. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 April 2025 to 31 May 2025.

6. SCHEDULE OF RECEIPTS

The attached schedule details receipts received between 1 April 2025 to 31 May 2025.

7. BUDGET MONITORING STATEMENT 2025/26

The attached statement sets out details of the Town Council's provisional expenditure/income and earmarked reserves up to 31 May 2025.

8. BANK RECONCILIATION

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

9. WARD GRANTS

Below is a list of Ward Grants received for Committee approval:

Organisation Name	Project Name	Requested Amount	Supported By
The Church Street Project	Sunnysands Sandcastle Competition	£100.00	L Davison
The Church Street Project	Sunnysands Sandcastle Competition	£150.00	C Dickinson
Strange Cargo	Charivari Day 2025	£100.00	R West
Strange Cargo	Charivari Day 2025	£300.00	K Leigh
Strange Cargo	Charivari Day 2025	£100.00	J Renshaw
Strange Cargo	Charivari Day 2025	£300.00	L McGirr
Strange Cargo	Charivari Day 2025	£250.00	A Akuffo Kelly
Strange Cargo	Charivari Day 2025	£1,000.00	B Chapman
Folkestone Rescue	Rescue Boat	£300.00	L McGirr
Folkestone Rescue	Rescue Boat	£250.00	C Dickinson
Park Farm Allotments Association	Composting For Our Future	£140.00	J Meade

**Please Note – as the ward grants received from Strange Cargo are over £1000 the applicant was asked to provide further information. The Town Clerk will brief the Committee.*

10. WARD GRANT BALANCES

For information, the attached shows Ward Grant balances available to each Councillor as of 6 June 2025. This is including the above grants.

11. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE

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

12. POLICIES

Procurement Policy – *Amended policy attached*

13. LOCAL GOVERNMENT REORGANISATION

The Committee is requested to review the attached list of Folkestone & Hythe District Council Assets to identify any proposals in respect of the devolution of services and transfer of assets to achieve the best outcome for Folkestone residents (FTC Corporate Priority 6.8).

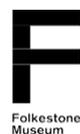
14. DATE OF NEXT MEETING

21 August 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 Extra-ordinary Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday, 8 May 2025 at 6.00 p.m.

PRESENT: Councillors Connor McConville (Chair), Jackie Meade, Bridget Chapman, Christine Dickinson, Nicola Keen, Belinda Walker and Kieran Leigh (6.09pm).

ABSENT: Councillors Peter Gane, Tim Prater.

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

1751. APOLOGIES FOR ABSENCE

Apologies received from Councillors Abena-Akuffo Kelly, Adrian Lockwood and Laura Davison.

RESOLVED: To approve apologies from Councillors Abena Akuffo-Kelly, Adrian Lockwood and Laura Davison.

Proposed: Councillor Nicola Keen
Seconded: Councillor Christine Dickinson
Voting: F: 6, Ag: 0, Ab:0

1752. APPOINTMENT OF CHAIR

Nominations for the appointment of Chair of Finance and General Purposes Committee for the 2025/26 Municipal Year were sought.

RESOLVED: That Councillor Connor McConville be appointed as Chair of Finance and General Purposes Committee for the 2025/26 Municipal Year.

Proposed: Councillor Belinda Walker
Seconded: Councillor Nicola Keen
Voting: F: 6, Ag: 0, Ab:0

1753. APPOINTMENT OF VICE CHAIR

Nominations for the appointment of Vice Chair of Finance and General Purposes Committee for the 2025/26 Municipal Year were sought.

RESOLVED: That Councillor Nicola Keen be appointed as Vice Chair of Finance and General Purposes Committee for the 2025/26 Municipal Year.

Proposed: Councillor Connor McConville
Seconded: Councillor Jackie Meade
Voting: F: 6, Ag: 0, Ab: 0

1754. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1754. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 17 April 2025 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 April 2025 be signed as a correct record.

Proposed: Councillor Nicola Keen
Seconded: Councillor Jackie Meade
Voting: F: 6, Ag: 0, Ab: 0

1743. REVIEW THE TERMS OF REFERENCE

In line with the Town Council’s Standing Orders, the Committee was asked to consider the Terms Of Reference for the Finance and General Purposes Committee.

RESOLVED: That the Terms of Reference be approved.

Proposed: Councillor Jackie Meade
Seconded: Councillor Christine Dickinson
Voting: F: 6, Ag: 0, Ab: 0

1744. FIRE ESCAPE AND ASSOCIATED WORKS

The Committee received Report F/25/387 seeking approval to appoint a contractor and agree a budget for the replacement of the external fire escape and associated works.

RESOLVED: To receive and note Report F/25/387 and appoint Bidder 1 to carry out the replacement of the external fire escape and associated works to the Town Hall, with an approved budget of £50,000 from the Museum/Heritage Reserve.

Proposed: Councillor Nicola Keen
Seconded: Councillor Connor McConville
Voting: F: 6, Ag: 0, Ab: 0

Councillor Kieran Leigh arrived at 6.09pm

1750. DATE OF NEXT MEETING:

12 June 2025 at 7.00pm

The meeting concluded at 6.10pm

Chair.....

Date.....

		Expenditure of £100 and above			
FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 APRIL TO 31 MAY 2025					
Date	Supplier	Budget Code	Voucher	Total	Description
03/04/2025	Amazon Business	Premises Expenses	2	£172.00	Tea Bags, De-caff Coffee, Paper x5, Personal Alarms x3
03/04/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	6	£3,060.00	Installation of Fence - Pine Way
03/04/2025	Martello Building Consultancy Ltd	Building Repairs/Maint	7	£360.00	Part Payment Lightning Protection 28.85% complete
03/04/2025	Kent Association of Local Councils	Subscriptions	8	£3,095.58	KALC Subscription 2025/26
03/04/2025	Harmer & Sons Grounds Maintenance Ltd	Litter bins, Bollards & Railings	9	£240.00	Salt Bins top up
03/04/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	12	£504.00	Southern Way Tree Works
03/04/2025	European Postal Systems	Postage	13	£355.36	Franking Machine Annual Maintenance
03/04/2025	KCS Procurement Services (KCC)	Photocopying	15	£196.54	Photocopier quarterly lease 01/05/2025 - 31/07/2025
10/04/2025	Lesley Todd	Staff Wellbeing	21	£240.00	Buffet for Town Sergeant 20-year anniversary
10/04/2025	Crosskeys Coaches Ltd	Staff Wellbeing	25	£515.00	Transport for Staff Trip
10/04/2025	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	26	£1,347.34	Monthly rental of storage unit
10/04/2025	Frictionless Trade Services Ltd	Friends of Folkestone Museum Gift	30	£146.28	Delivery Fees for Museum Stools Set
15/04/2025	Peninsula	HR/H&S Management Fees	35	£397.07	HR and legal advise monthly service
17/04/2025	Ashford Borough Council	Mayor's Expenses Apr-May	37	£120.00	VE Day Ball - Ashford Mayor
17/04/2025	ADM Computing Services	ICT Support	40	£1,259.82	Various IT services monthly
17/04/2025	ADM Computing Services	ICT Support	41	£8,085.12	Watchguard/Firewall - 3 Year
17/04/2025	British Telecom	Telecommunication Services	79	£358.80	Office internet broadband April 2025
17/04/2025	SSE Hydro Electric	Services, Heating & Lighting	80	£269.60	Gas usage at Town Hall March 2025
23/04/2025	SSE Hydro Electric	Services, Heating & Lighting	84	£1,065.04	Electricity usage at Town Hall March 2025
24/04/2025	Metromec Services & Maintenance Ltd	Building Repairs/Maint	53	£802.80	To carry out chemical water treatment at lower ground floor system
24/04/2025	Mrs Jennifer Crisp	Staff Wellbeing	54	£240.00	External support sessions 6x for officer April-June 25
24/04/2025	Folkestone Music Town CIC	Ward Grants	55	£200.00	Music In May Choir-oke ward grant - supported by Cllr L Davison
24/04/2025	Folkestone Music Town	Ward Grants	56	£300.00	Students and schools showcase ward grant - supported by Cllr B Walker
24/04/2025	Strange Cargo	Ward Grants	57	£300.00	Charivari Day 2025 ward grant - supported by Cllr J Meade
24/04/2025	Folkestone Music Town CIC	Ward Grants	58	£925.00	Music in May Programme Book ward grant - supported by Cllr L McShane
24/04/2025	Strange Cargo	Ward Grants	59	£400.00	Charivari Day 2025 ward grant - supported by Cllr J Darling
25/04/2025	Leppard Cleaning	Cleaning	87	£859.50	Town Hall office and Museum cleaning April 2025
25/04/2025	HMRC	Salaries, Pensions & NI	88	£10,836.53	PAYE cost April 2025
25/04/2025	Kent Pension Fund	Salaries, Pensions & NI	89	£9,945.54	Employer's superannuation cost April 2025
25/04/2025	Veolia ES (UK) Ltd	Services, Heating & Lighting	90	£150.53	Refuse collection at Town Hall March 2025
28/04/2025	Net wages	Salaries, Pensions & NI	86	£26,330.14	Staff cost April 2025
01/05/2025	Makaton Tutor	Staff Training	69	£180.00	2-Day workshop Makaton level 1 & 2 for Heritage Learning Officer
01/05/2025	Entec Access Systems Ltd	Building Repairs/Maint	60	£403.20	Automatic door servicing at Town Hall
01/05/2025	ZigZag Surveys Ltd	Building Repairs/Maint	66	£2,880.00	Survey of Town Hall building 3D layer scanning, drone mapping, CAD drawings
01/05/2025	Martello Plastics Ltd	Hire of Facilities (inc. Garage)	72	£1,333.00	Storage unit hire May 2025
01/05/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	71	£1,971.60	Playgrounds grass cutting April 2025 8x
01/05/2025	Cleverley & Spencer	Maintenance of Memorials	68	£180.00	Annually clean of the Harvey Memorial
01/05/2025	Martello Building Consultancy Ltd	Consultant Fees	74	£480.00	Tender review and report final payment
01/05/2025	Amazon Business	M/H Audience Engagement	62	£120.82	A4 Card - Black, White, Pastel, A3 card - White
08/05/2025	St John Ambulance	Staff Training	106	£200.40	Paediatric First Aid Course
08/05/2025	Lesley Todd	Mayor's Installation (Annual Meeting)	107	£850.00	Buffet for Mayor Making 6.5.25
08/05/2025	Harmer & Sons Grounds Maintenance Ltd	PFR Allotment Maintenance	109	£132.00	Strim path around raised beds at Park Farm allotments
08/05/2025	Harmer & Sons Grounds Maintenance Ltd	TKL Allotment Maintenance	110	£180.60	Trace water leak and repair at Tile Kiln Lane allotments
12/05/2025	Peninsula	HR/H&S Management Fees	149	£397.07	HR and legal advise monthly service
15/05/2025	Red Cross	Staff Training	114	£207.60	Emergency First Aid At Work Course
15/05/2025	Society of Local Council Clerks	Advertising for Staff	126	£416.40	Finance officer and Deputy Clerk four-week job advertisement
15/05/2025	KCS Procurement Services (KCC)	Printing	120	£401.83	Office printer quarterly ink supply 01.02.25 - 30.04.25
15/05/2025	ADM Computing Services	ICT Support	118	£1,259.82	Various IT monthly services

		Expenditure of £100 and above			
15/05/2025	Commercial Services Trading Limited	Mayoral Car Lease	124	£5,591.84	Mayoral car annual lease
15/05/2025	Demelza House Children's Hospice	Mayor's Expenses Apr-May	127	£300.00	Donation as staff gift
15/05/2025	Harmer & Sons Grounds Maintenance Ltd	Victory In Europe Day (VE Day)	131	£420.00	Lighting Beacon on VE Day and other associated works
15/05/2025	The Folkestone Soundmen	Victory In Europe Day (VE Day)	113	£100.00	PA for VE Day 80
15/05/2025	Right Guard Security UK Ltd	Victory In Europe Day (VE Day)	112	£698.40	Security for VE Day 80 Beacon Lighting
15/05/2025	Folkestone & Hythe District Council	Business Rates	119	£28,305.00	Town Hall business rate 2025/26
15/05/2025	SSE Hydro Electric	Services, Heating & Lighting	151	£263.01	Gas usage at Town Hall March 2025 - April 2025
15/05/2025	KM Media Group Ltd	Tourist Information/Visitor Services	130	£360.00	Town Meeting advert
15/05/2025	Freeland Garage Services Limited	Community Minibus Maint	121	£150.00	Community Minibus eight weekly checks
15/05/2025	Vince Williams	M/H Merchandise	115	£123.50	Book merchandise for Museum shop
15/05/2025	Helen Easter-Beeken	M/H Events	116	£150.00	Masterclass facilitation/merchandise sales
20/05/2025	British Telecom	Telecommunication Services	155	£358.80	Office Broadband May 025
20/05/2025	Ottewill Silversmiths & Jewellers Limited	Maint/Service/Repairs External	132	£2,460.00	Repair of Mayors Badge
22/05/2025	St John Ambulance	Victory In Europe Day (VE Day)	136	£137.28	St John Cover for VE Day 80 Beacon Lighting
22/05/2025	Harmer & Sons Grounds Maintenance Ltd	PFR Allotment Maintenance	140	£276.00	Supply additional water tank at Park Farm allotments
22/05/2025	Ravensden PLC	M/H Merchandise	134	£129.60	Shop merchandise
22/05/2025	White One Sugar	M/H Merchandise	133	£100.00	Magnets for retail space
23/05/2025	Net wages	Salaries, Pensions & NI	159	£25,878.50	Staff Cost May 2025
27/05/2025	HMRC	Salaries, Pensions & NI	160	£10,744.69	PAYE and NI cost May 2025
27/05/2025	Kent Pension Fund	Salaries, Pensions & NI	161	£9,804.80	Employer's superannuation May 2025
27/05/2025	Leppard Cleaning	Cleaning	163	£859.50	Cleaning at Town Hall Office and Museum May 2025
28/05/2025	Veolia	Services, Heating & Lighting	164	£125.95	Refuse collection at Town Hall May 2025
29/05/2025	The Confederation of the Cinque Ports	Subscriptions	147	£400.00	Cinque Ports membership
29/05/2025	Stem by Stem	William Harvey Commemoration	142	£100.00	Chaplets for William Harvey x2
29/05/2025	SSE Hydro Electric	Services, Heating & Lighting	157	£951.96	Electricity at Town Hall 01/04/25 - 30/4/25
29/05/2025	Triple S Lift Services Ltd	Lift Repairs & Servicing	146	£211.20	Lift repair to door motor at Town Hall
29/05/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	145	£1,971.60	Carry out play areas mowing in May 2025
29/05/2025	folkestoneprinting.com Limited	Bus Shelter Printing	148	£108.76	Bus stop advertisement print supply 3x
30/05/2025	Starboard Systems Limited	Subscriptions	168	£2,217.60	Scribe Accounts Renewal 2025
30/05/2025	Swale Borough Council	CCTV Maintenance	174	£8,400.00	CCTV full Planned Preventative Maintenance
			Total	£186,369.92	
PREPAID CARD PAYMENTS					
Date	Supplier	Budget Code	Voucher	Total	Description
02/04/2025	Beebombs	M/H Merchandise	91	£77.28	Beebombs for retail sale
03/04/2025	Card Factory	Staff Wellbeing	93	£20.94	Balloons and decorations for 20th work anniversary for Town Sergeant
03/04/2025	Screwfix	Premises Expenses	94	£21.98	4-pin light for staff toilet
04/04/2025	The Framing Centre	Regalia - New	92	£63.40	Mayor's portrait frame 2024/25
09/04/2025	Cartridge People	Office Stationery	95	£27.79	Labelling tape 2x
09/04/2025	Cartridge People	Postage	95	£4.00	Labelling tape 2x
10/04/2025	Matthew May	Regalia - Repair/Maint	97	£15.00	Cinque Ports enamel badge for incoming Mayor's Chaplain
10/04/2025	uCheck Limited	Legal Fees	96	£15.20	Enhanced DBS check for museum volunteer
11/04/2025	Corkbark UK	M/H Exhibit Repairs	98	£27.98	Cork granules to fill archaeology interactive
16/04/2025	Toolstation	Premises Expenses	99	£7.48	Float valve for museum toilet
16/04/2025	Poundland	Premises Expenses	100	£3.00	Food waste bags, sugar
20/04/2025	Folkestone & Hythe District Council	Hire of Facilities (inc. Garage)	101	£80.00	Annual car parking permit for Town Clerk
23/04/2025	Asda Stores Ltd	Premises Expenses	102	£9.74	Kitchen roll, scourers
23/04/2025	Home & Hobby DiY	Premises Expenses	103	£18.48	Light tube for staff kitchen
25/04/2025	Asda Stores Ltd	Mayor's Expenses Apr-May	104	£8.79	Napkins and juice for Mayor Making

		Expenditure of £100 and above			
01/05/2025	uCheck Limited	Legal Fees	179	£6.00	DBS Check new user
01/05/2025	Meta	M/H Publicity & Promotion	199	£28.00	Advertising Services for Archaeology Workshop
02/05/2025	Lidl	Mayor's Installation (Annual Meeting)	181	£74.48	Wine for Mayor Making
02/05/2025	Asda Stores Ltd	Mayor's Installation (Annual Meeting)	180	£7.58	Oat milk and coke for Mayor Making
02/05/2025	Amazon Business	Mayor's Expenses Apr-May	182	£25.00	Voucher Gift for Cadet
07/05/2025	Meta	M/H Publicity & Promotion	200	£125.00	Advertising Services for Archaeology Workshop
08/05/2025	Kent Association of Local Councils	Staff Training	184	£36.00	Local Government Reorganisation Transfer of Assets Conference
08/05/2025	Kent Association of Local Councils	Staff Training	185	£36.00	Local Government Reorganisation - Contract Management Training
21/05/2025	Wickes	Premises Expenses	186	£9.00	Wood for Window
21/05/2025	The Range	Flowerbeds & Planters	187	£21.98	Plants for Town Hall Planters
22/05/2025	EasyFrame	Mayor's Expenses Apr-May	188	£22.01	A4 photo frame for Mayoral portraits
22/05/2025	Optimalprint	Mayor's Expenses Apr-May	189	£7.31	A4 photo print for Mayoral portraits
22/05/2025	Wickes	Premises Expenses	191	£7.00	Finger plates x 2
22/05/2025	Poundland	Premises Expenses	190	£5.00	Batteries x 2
28/05/2025	WHSmith	Office Stationery	194	£17.98	Notebook and calculator
28/05/2025	Chartered Institute of Personnel and Development	Subscriptions	192	£191.00	Membership fee for the year ending 30-06-26
28/05/2025	Asda Stores Ltd	Premises Expenses	193	£3.68	Kitchen roll
28/05/2025	Folkestone & Hythe District Council	Hire of Facilities (inc. Garage)	195	£454.00	Parking permit for Finance Officer / Deputy Clerk
28/05/2025	Folkestone & Hythe District Council	Legal Fees	196	£70.00	Premises licence for events
29/05/2025	Sainsbury's	William Harvey Commemoration	197	£24.86	Cakes / biscuits for William Harvey Service
29/05/2025	Lidl	William Harvey Commemoration	198	£5.18	Milk, sugar, juice for William Harvey Service
30/05/2025	Meta	M/H Publicity & Promotion	201	£7.17	Advertising Services for Archaeology Workshop
			Total	£1,585.29	

FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 APRIL TO 31 MAY 2025					
Date	Customer	Income Code	Voucher	Total	Description
01/04/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	2	£48.93	Allotment plot annual renewal 2025/26
01/04/2025	Compass Community Schools Ltd	M/H Income	1	£60.00	One-hour Anglo Saxon Workshop on the 1st of April
01/04/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	20	£126.17	Tile Kiln Lane Allotment annual 2025/26
01/04/2025	HSBC Deposit Account	Investment Interest	41	£119.64	Bank interest received March 2025
01/04/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	26	£37.25	Allotment plot annual renewal 2025/26
01/04/2025	Museum Shop	M/H Retail Sales	68	£7.50	Pencil and eraser shop retail
02/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	3	£51.15	Allotment plot annual renewal 2025/26
02/04/2025	CCLA Public Sector Deposit Fund	Investment Interest	4	£649.96	Interest Received March 2025
02/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	22	£25.48	Allotment plot annual renewal 2025/26
02/04/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	21	£46.70	Allotment plot annual renewal 2025/26
02/04/2025	Museum Shop	M/H Income	45	£70.39	Various museum retail, workshops and talks
02/04/2025	Museum Shop	M/H Retail Sales	43	£30.65	Various museum shop retail
03/04/2025	HMRC	Other Income	6	£2.22	HMCTS/Centralised
03/04/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	7	£77.84	Allotment plot annual renewal 2025/26
03/04/2025	Folkestone & Hythe District Council	Precept	5	£541,360.00	First Half Precept 2025/26
04/04/2025	Folkestone & Hythe District Council	Investment Interest	8	£2,100.82	Folkestone & Hythe Loan Interest
04/04/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	24, 25	£100.08	Allotment plot annual renewal 2025/26
04/04/2025	Museum Shop	M/H Income	46	£28.50	Various museum retail, workshops and talks
04/04/2025	Museum Shop	M/H Retail Sales	44	£8.19	Dino hatching egg, quiz trail shop retail
05/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	9	£51.15	Allotment plot annual renewal 2025/26
05/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	10	£59.49	Allotment plot annual renewal 2025/26
07/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	11	£73.00	Allotment plot annual renewal 2025/26
07/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	12	£89.52	Allotment plot annual renewal 2025/26
07/04/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	13	£57.00	Allotment plot annual renewal 2025/26
07/04/2025	Museum Shop	M/H Retail Sales	47	£21.99	Various museum retail
08/04/2025	St Mary's CE Primary School	M/H Income	14	£200.00	2 x Archaeology workshops on the 24th of April and the 1st of May
08/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	17	£25.48	Park Farm allotment renewal 2025/26
08/04/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	16	£63.38	Allotment plot annual renewal 2025/26
08/04/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	18	£27.80	Allotment plot annual renewal 2025/26
08/04/2025	St Richards School Dover	M/H Income	15	£165.00	2-hour Fashionable Folkestone session on the 22nd of May 2025
08/04/2025	Museum Shop	M/H Retail Sales	48	£5.00	Fridge magnet retail
09/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	19	£52.26	Allotment plot annual renewal 2025/26
09/04/2025	Museum Shop	M/H Retail Sales	50	£11.45	Various museum retail, donation
09/04/2025	Museum Shop	M/H Retail Sales	49	£10.00	Museum book retail
09/04/2025	Museum Shop	M/H Donations	50	£5.00	Various museum retail, donation
10/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	27	£40.03	Allotment plot annual renewal 2025/26
10/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	28	£39.48	Allotment plot annual renewal 2025/26
10/04/2025	Museum Shop	M/H Income	51	£594.36	Who Do We Think We Are archaeology museum workshop
11/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	29	£76.17	Allotment plot annual renewal 2025/26
11/04/2025	Museum Shop	M/H Income	52	£90.00	Various shop retail, archaeology museum workshop
11/04/2025	Museum Shop	M/H Retail Sales	53	£82.54	Various museum retail cash
11/04/2025	Museum Shop	M/H Retail Sales	52	£15.55	Various shop retail, archaeology museum workshop
14/04/2025	Museum Shop	M/H Retail Sales	56	£19.59	Various museum retail

14/04/2025	Museum Shop	M/H Retail Sales	54	£25.15	Various museum retail
14/04/2025	Museum Shop	M/H Donations	55	£8.85	Museum card donations
15/04/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	31	£48.93	Allotment plot annual renewal 2025/26
16/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	30	£145.07	Park Farm annual allotment plot 2025/26 inc. deposit
16/04/2025	Museum Shop	M/H Retail Sales	57	£8.90	Various museum retail
16/04/2025	Museum Shop	M/H Retail Sales	58	£18.24	Various museum retail
17/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	32	£112.27	Park Farm Allotment annual 2025/26
17/04/2025	Museum Shop	M/H Retail Sales	59	£20.35	Various museum retail cash
22/04/2025	Museum Shop	M/H Income	61, 62	£190.10	Who Do We Think We Are archaeology museum workshop
22/04/2025	Museum Shop	M/H Retail Sales	60	£16.54	Various museum retail
23/04/2025	The Allotment Association P	Allotment Rents - PFR	33	£1.00	Allotment plot annual renewal 2025/26
23/04/2025	The Allotment Association P	Allotment Rents - PFR	34	£1.00	Allotment plot annual renewal 2025/26
24/04/2025	St Eanswythe's CE Primary School	M/H Income	35	£165.00	Anglo Saxon workshop for two hours on the 7th of May
24/04/2025	Museum Shop	M/H Retail Sales	63	£7.50	Slug fidget toy retail, donation
25/04/2025	Cheriton School	M/H Income	36	£30.00	Hire of the Anglo Saxon loan box from 26/04/2025 to 30/05/2025
28/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	38	£105.04	Park Farm allotment plot P29B 2025/26
28/04/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	37	£25.00	Allotment plot T41A underpayment due to T41A and T41B combined 2025/26
28/04/2025	Museum Shop	M/H Retail Sales	64	£19.10	Various museum retail
28/04/2025	Paypal	M/H Donations	65	£2.95	Museum card donations
29/04/2025	Museum Shop	M/H Retail Sales	66	£4.25	Hand sanitiser, Shorncliffe in the Great War book
30/04/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	39	£102.26	Park Farm allotment plot P29A 2025/26
30/04/2025	Museum Shop	M/H Income	67	£44.00	Workshops and talks
01/05/2025	HSBC Deposit Account	Investment Interest	42	£716.87	Bank interest received April 2025
02/05/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	40	£168.98	Tile Kiln Lane Allotment plot T29A 2025/26
02/05/2025	HM Courts & Tribunals Service	Other Income	71	£2.23	Town Hall window vandalism tribunal reclaim
02/05/2025	Silver Screen Cinema	Rental Income	72	£1,250.00	Lease of Cinema, Town Hall May 2025
02/05/2025	CCLA Public Sector Deposit Fund	Investment Interest	73	£880.25	Investment interest received May 2025
02/05/2025	Museum Shop	M/H Retail Sales	98	£66.75	Various museum retail
05/05/2025	Museum Shop	M/H Donations	97	£5.90	Museum card donations
06/05/2025	St Martin's CEP School	M/H Income	74	£30.00	Hire of the WW2 loan box from 23/04/2025 to 22/05/2025
06/05/2025	Museum Shop	M/H Retail Sales	79	£23.63	Various Museum Stationery Retail
08/05/2025	Museum Shop	M/H Retail Sales	80	£2.00	Postcard retail
08/05/2025	Museum Shop	M/H Retail Sales	81	£17.74	Various museum retail
09/05/2025	Museum Shop	M/H Income	82	£58.40	Various Museum Retail Sales, Archaeology Workshop
12/05/2025	Folkestone & Hythe District Council	Meeting Room Hire	75	£250.00	Hire of Folkestone Town Hall building for local elections polling station on Thursday 1st May 2025
13/05/2025	Museum Shop	M/H Retail Sales	83	£6.45	Various Museum Retail Sales
14/05/2025	Museum Shop	M/H Retail Sales	84	£20.50	Various Museum Retail Sales
15/05/2025	Museum Shop	M/H Income	86	£225.00	Museum Archaeology Workshop
15/05/2025	Museum Shop	M/H Retail Sales	85	£13.25	Various Museum Retail Sales
16/05/2025	Museum Shop	M/H Retail Sales	87	£4.65	Various museum retail
17/05/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	69	£77.80	Allotment plot annual fee T57A 2025/26
17/05/2025	Museum Shop	M/H Retail Sales	88	£3.95	Various museum retail
19/05/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	76	£122.84	Tile Kiln Lane allotment T19B 2025/26
19/05/2025	St Peters School	M/H Income	70	£100.00	One hour Victorian Toys and Childhood workshop on the 1st of July
21/05/2025	Museum Shop	M/H Retail Sales	89	£54.04	Various museum retail
22/05/2025	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	101	£95.00	Tile Kiln Lane Allotment T46C 25-26

23/05/2025	Museum Shop	M/H Retail Sales	90	£2.50	Various museum retail
23/05/2025	Museum Shop	M/H Retail Sales	91	£74.50	Various museum retail
23/05/2025	Museum Shop	M/H Donations	92	£150.31	Museum Cash Donations
26/05/2025	Museum Shop	M/H Donations	93	£8.85	Museum Card Donation
27/05/2025	Silver Screen Cinema	Rental Income	78	£1,250.00	Lease of Cinema, Town Hall, Folkestone 1 June 2025 - 31 May 2026
27/05/2025	Silver Screen Cinema	Rental Income	77	£5,095.00	Annual Building Insurance, Annual Service Charge 2025/26
28/05/2025	Museum Shop	M/H Retail Sales	94	£14.65	Various museum retail
29/05/2025	Museum Shop	M/H Retail Sales	96	£47.20	Various museum retail
29/05/2025	Museum Shop	M/H Retail Sales	95	£4.25	Various museum retail
30/05/2025	Museum Shop	M/H Retail Sales	99	£47.15	Various museum retail
30/05/2025	Museum Shop	M/H Retail Sales	100	£47.90	Various museum retail
			Total	£558,866.75	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

	ORIGINAL BUDGET 2025/2026	EARMARKED VIREMENTS 2025/2026	REVISED BUDGET 2025/2026
	£	£	£

Code ADMINISTRATION

1	SALARIES, PENSIONS & NI	581,000	581,000
2	TOTAL CONTRIBUTION PAY	3,900	3,900
3	STAFF WELLBEING	3,000	3,000
7	ADVERTISING FOR STAFF	0	0
5	STAFF TRAINING	3,600	3,600
8	EQUIPMENT/FURNITURE NEW	7,500	7,500
10	BANK CHARGES	800	800
11	HR/H&S MANAGEMENT FEES	4,050	4,050
12	PRINTING	1,200	1,200
13	OFFICE STATIONERY	1,000	1,000
14	PHOTOCOPYING	2,000	2,000
15	POSTAGE & DELIVERY	1,200	1,200
16	TELECOMMUNICATION SERVICES	4,100	4,100
17	ICT SUPPORT	21,000	21,000
156	SUBSCRIPTIONS	7,400	7,400
22	PUBLIC TRANSPORT & CAR PARKS	300	300
23	SUBSISTENCE ALLOWANCES	150	150
24	CAR ALLOWANCES (Staff)	800	800
27	TO ALLOTMENTS ADMINISTRATION	-4,500	-4,500
	TOTAL ADMIN. EXPENDITURE	638,500	638,500

28	INVESTMENT INTEREST	30,000	30,000
29	OTHER INCOME		
	TOTAL ADMIN. INCOME	30,000	30,000

NET ADMIN. EXPENDITURE/INCOME 608,500 0 608,500

DEMOCRATIC COSTS

30	TRAINING/CONFERENCE EXPS (Cllrs.)	500	500
31	CAR ALLOWANCES (Cllrs)	100	100
33	FOLK TC REF/ELECTIONS (TO RESERVE)	12,000	12,000
	TOTAL DEMOCRATIC COSTS EXP.	12,600	12,600

MAYORALTY

34	CLOTHING & UNIFORMS	600	600
35	REGALIA - NEW	700	700
36	REGALIA - REPAIR & MAINT.	400	400
37	MAYOR'S INSTALLATION (Annual Meeting)	1,100	1,100
38	REMEMBRANCE SUNDAY	2,800	2,800
39	CANADA DAY	2,970	2,970
40	WILLIAM HARVEY COMMEMORATION	150	150
41	HOLOCAUST DAY	350	350

ACTUALS TO 31 MAY 2025 2025/2026	TOTAL BUDGET REMAINING 2025/2026
£	£

93,540	487,460
0	3,900
1,066	1,934
347	-347
630	2,970
0	7,500
67	733
665	3,385
335	865
231	769
218	1,782
642	558
880	3,220
13,156	7,844
6,140	1,260
1	299
60	90
119	681
	-4,500
118,097	520,403

1,717	28,283
4	-4
1,721	28,283

116,376 492,119

0	500
0	100
0	12,000
0	12,600

0	600
63	637
810	-410
932	168
0	2,800
0	2,970
130	20
0	350

BUDGET TO DATE 2025/2026	BUDGET NOTES
%	

16	Staff cost in line with budget
0	
36	Transport for staff trip, Town Sergeant 20th anniversary
0	Advert for Finance Officer / Deputy Clerk post
	CILCA extension fee, Makaton training, Paediatric Course, Emergency
18	First Aid at Work Training
0	
8	For three bank accounts
16	HR consultant, online staff portal training, staff annual leave record
28	Printer ink cartridge quarterly supply
23	Pens, paper and other stationeries
11	Quarterly lease of office printer
54	Top up and maintenance of franking machine, delivery charges
21	Office broadband, telephone service, work mobile phones 5x
	Various IT services, vpn, firewall 3- year paid in advance website
63	hosting, cloud storage backup, online customer support
	KALC annual membership, Scribe Accounts renewal, Allotments
83	Renewal, Cinque Ports Membership
0	Parking Fee
40	Meal for Mayor's driver, Sandwiches for FO interview day
15	Staff work mileage
0	
18	

6	Interest received from 4x savings and investment accounts
0	
6	

19

0	
0	
0	
0	

0	
9	Mayor's portrait frame 2024/25
202	Mayoral badge repair
85	Buffet and refreshments for Mayor Making
0	
0	
87	Chaplets and refreshments
0	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

	ORIGINAL BUDGET 2025/2026 £	EARMARKED VIREMENTS 2025/2026 £	REVISED BUDGET 2025/2026 £
45	300		300
46	650		650
47	4,660		4,660
48	5,490		5,490
49	1,100		1,100
157	150		150
52	500		500
164	2,000		2,000
53	450		450
	24,370	0	24,370

	0		0
	0	0	0

NET MAYORALTY EXPENDITURE/INCOME 24,370 0 24,370

PREMISES

57	30,000		30,000
58	11,000		11,000
59	28,700		28,700
60	28,300		28,300
61	11,000		11,000
62	23,000		23,000
63	2,500		2,500
165	3,000		3,000
64	22,000		22,000
	159,500	0	159,500

65	20,000		20,000
150	700		700
	20,700	0	20,700

NET PREMISES EXPENDITURE/INCOME 138,800 0 138,800

SERVICES

67	10,200		10,200
68	4,500		4,500
69	2,700		2,700
70	2,700		2,700
71	200		200
73	4,000		4,000
74	1,000		1,000
75	500		500
76	19,800		19,800
77	34,200		34,200

ACTUALS TO 31 MAY 2025 2025/2026 £	TOTAL BUDGET REMAINING 2025/2026 £
13	288
0	650
4,660	0
84	5,406
830	270
0	150
0	500
1,146	854
0	450
8,668	15,702

0	0
0	0

8,668 15,702

BUDGET TO DATE 2025/2026 %	BUDGET NOTES
4	Mayoral car wash
0	
100	Annual Mayoral Car Lease - no further expenditure to be incurred
2	Attendance of mayoral events for Mayor 2025-26
75	Attendance of mayoral events for Mayor 2024-25
0	
0	
57	Security Cover, Medical Cover, Lighting of the Beacon and PA
0	
36	

0	
0	

36

8,075	21,925
1,809	9,191
28,305	395
0	28,300
0	11,000
1,468	21,532
541	1,959
176	2,824
3,287	18,713
43,661	115,839

6,345	13,655
250	450
6,595	14,105

37,066 101,734

27	Various building works for Town Hall, door servicing, survey of the building
16	Council office and museum cleaning
99	Annual payment, no further expense to be incurred
0	
0	
6	Energy bills, water, refuse collection, confidential waste collection
22	Batteries, milk, dishwasher soap and other various premises expenses
6	Quarterly lift service maintenance
15	Storage unit hire, staff work parking permits, drinking water and hot water boiler hire, mayoral portrait storage
27	

32	Monthly cinema lease payment, annual insurance and service charge
36	Hire of meeting room for local election
32	

27

3,654	6,546
	4,500
469	2,231
290	2,410
25	175
0	4,000
77	923
0	500
2,125	17,675
0	34,200

36	Building and contents insurance annual renewal
0	
17	Water usage, mowing and allotment repairs
11	Water usage, mowing and allotment repairs
13	Annual license fee
0	
8	Repairs on noticeboards
0	
11	Grants awarded to local organisations in Folkestone wards
0	

Folkestone Town Council Earmarked Reserves as at 31 May 2025

Earmarked	Opening Balance	Transfers	Spend	Receipts	Current Balance
	£	£	£	£	£
Tree Planting Reserve	44,891.05				44,891.05
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
Town Grants Reserve	0.76				0.76
FTC Elections Reserve	11,100.00				11,100.00
Provision for Salt Bins	6,168.49				6,168.49
Provision for Play Areas	12,902.63				12,902.63
Provision for CCTV Equip/Maint	37,131.19				37,131.19
Neighbourhood Fund (CIL)	151,661.34				151,661.34
Christmas Gifts for Children	2,216.70				2,216.70
Community Transport	1,839.53				1,839.53
Allotment Deposits	1,750.00	-150.00		450.00	2,050.00
Friends of Folkestone Museum	304.32		195.28		109.04
Ward Grants Reserve	18,752.50				18,752.50
Christmas Lights Reserve	15,923.00				15,923.00
Total	464,678.28	-150.00	195.28	450.00	464,783.00
GENERAL FUND					654,597.91
TOTAL FUNDS					1,119,380.91

Earmarked Reserve Spent Breakdown:

Earmarked Reserve	Description	Amount
Allotment Deposits	Allotment tenants deposit received	£450.00
Friends of Folkestone Museum	Purchase of museum seating stalls	£195.28

Folkestone Town Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/05/2025		
	Cash in Hand 01/04/2025		721,039.25
	ADD Receipts 01/04/2025 - 31/05/2025		558,866.75
			1,279,906.00
	SUBTRACT Payments 01/04/2025 - 31/05/2025		173,843.65
A	Cash in Hand 31/05/2025 (per Cash Book)		1,106,062.35
	Cash in hand per Bank Statements		
	HSBC Current Account 31/05/2025	108,427.98	
	HSBC Deposit Account 31/05/2025	382,390.79	
	HSBC Receipts Account 31/05/2025	7,821.81	
	Credit Card (FairFX) 31/05/2025	1,513.00	
	Museum Shop Float 31/05/2025	100.00	
	Short Term Investment Account 31/05/2025	240,000.00	
	Unity Trust Bank 31/05/2025	44,250.48	
	Cambridge Building Society 31/05/2025	81,558.29	
	CCLA Public Sector Deposit Fund 31/05/2025	240,000.00	
			1,106,062.35
	Less unrepresented payments		
			1,106,062.35
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,106,062.35
	A = B Checks out OK		

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	£1,677.00	£250.00	£1,427.00		
LAURA DAVISON	Folkestone Broadmead	£1,247.50	£300.00	£947.50		
JOHN RENSHAW	Cheriton West	£1,960.50	£100.00	£1,860.50		
PETER GANE	Cheriton West	£2,180.50	£0.00	£2,180.50		
CHARLIE BAIN SMITH	Folkestone Central	£3,527.00	£0.00	£3,527.00		
CHRISTINE DICKINSON	Folkestone Harbour	£2,125.00	£400.00	£1,725.00		
ADRIAN LOCKWOOD	East Folkestone	£2,582.00	£0.00	£2,582.00		
JANE DARLING	Cheriton East	£3,265.50	£400.00	£2,865.50		
LIZ McSHANE	Folkestone Central	£2,102.00	£925.00	£1,177.00		
LUCY McGIRR	East Folkestone	£2,282.00	£600.00	£1,682.00		
NICOLA KEEN	Folkestone Harbour	£920.00	£0.00	£920.00		
BRIDGET CHAPMAN	Folkestone Harbour	£2,675.00	£1,000.00	£1,675.00		
CONNOR McCONVILLE	East Folkestone	£2,167.00	£0.00	£2,167.00		
JACKIE MEADE	East Folkestone	£2,307.00	£440.00	£1,867.00		
TIM PRATER	Folkestone Harvey West	£714.00	£0.00	£714.00		
BELINDA WALKER	Folkestone Central	£1,872.00	£300.00	£1,572.00		
KIERAN LEIGH	Folkestone Broadmead	£2,538.00	£300.00	£2,238.00		
ROGER WEST	Cheriton West	£2,410.50	£100.00	£2,310.50		
TOTAL		£38,552.50	£5,115.00	£33,437.50		
Ward Grants Budget 2025/26	£19,800					
Ward Grants based on the following:				Amount		Total
Ward	Electorate	Per Ward	No. of Cllrs	Per Cllr	Say	Per Ward
Broadmead	3,144	£1,797.45	2	£898.73	£899	£1,798
Central	8,247	£4,714.88	4	£1,178.72	£1,179	£4,716
Cheriton East	3,202	£1,830.61	1	£1,830.61	£1,832	£1,832
Cheriton West	6,226	£3,559.46	3	£1,186.49	£1,186	£3,558
East Folkestone	8,238	£4,709.74	4	£1,177.43	£1,178	£4,712
Harbour	4,835	£2,764.21	3	£921.40	£920	£2,760
Harvey West	741	£423.64	1	£423.64	£424	£424
Total	34,633	£19,800.00	18			£19,800



Folkestone Town Council's Procurement Policy

Folkestone Town Council procures goods and services to a value of circa £400,000 each year.

The Council strive to attain best value for the goods, materials and services that it purchases. Best Value is defined as a balance of price, quality of product and supplier services.

The Council operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders, which cover, amongst other things the number of quotations required and tender rules.

The purpose of this policy is to provide additional guidance on the factors that will be taken into account when purchasing goods and services.

Sustainable procurement

- 1) The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.
- 2) The Council is required to consider social value in all services contracts above the EU threshold but recognises that this is good practice for all contracts.
- 3) The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products or specify working methods that protect biodiversity.
- 4) The Council will, wherever possible, purchase goods that meet Fairtrade standards (or similar).

Local procurement

- 5) The Council recognises the benefits to the economy of using local and SME businesses and, where appropriate, the voluntary sector. The Council will seek out local contractors and suppliers wherever possible.
- 6) The Council pays a living wage to its employees and will encourage its suppliers to do the same.
- 7) All procurement will be in accordance with the Council's Equal Opportunities Policy.
- 8) The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement.

Health and safety and insurance

- 9) All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation.

- 10) Provision of suitable risk assessments and method statements may be a condition of contracts involving work on Council properties or sites.
- 11) The Council requires all contractors working on Council sites and properties to maintain adequate insurance, including but not limited to: Public Liability insurance for £5 million and, where relevant, Professional Indemnity insurance at a level commensurate with the value of the contract.

Community engagement

- 12) Where relevant the Council will consult with residents and service users to better understand what is needed, who will use it and what the essential requirements are for an item of capital expenditure. Examples of when this may apply include provision of new play equipment.

Selection criteria

- 13) The following factors may be taken into account in the Council's selection process:
 - Health and safety record
 - Health and safety procedures
 - Financial accounts
 - References
 - Location of supplier
 - Organisational structure and staffing levels
 - Organisations environmental policy

Procurement procedures and guidance

- 14) All contracts over £25,000 will be advertised on the Council's website and the Contracts Finder website.
- 15) In accordance with Standing Orders the Council is not obliged to accept the lowest of any tender, quotation or estimate.
- 16) The Council maintains monthly accounts with suppliers of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must either provide a purchase order or be provided with a receipt. Limits will be set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised by the Town Clerk in advance.
- 17) Where additional guidance is needed the following documents will be taken into account:
 - *Governance and Accountability for Local Councils A Practitioners' Guide (England)*
 - NALC (2015), *A Guide to Understanding Procurement*

Review

- 18) This policy will be reviewed annually or in response to changes in legislation.

**ESTIMATED VALUE OF CONTRACT
(Net of Vat)**

CONTRACT REQUIREMENTS

Between ~~£500~~ £1,000 and £3,000

The RFO will strive to obtain 3 estimates which might include online prices, or recent prices from regular suppliers. A purchase order is required.

Between £3,001 and £25,000

The RFO will strive to obtain 3 quotations. A purchase order is required.

Between £25,001 and Procurement threshold

Tender advertised on the Town Council, Contract Finder and Find a Tender websites and the Kent Business Portal. A contract is required.

Above Procurement threshold

Legal advice shall be obtained on the most appropriate processes. A contract is required.

<i>Date Adopted</i>	<i>18/02/21 (F&GP Min. 1389)</i>	<i>Review Date</i>	<i>2026</i>
<i>Revised Dates</i>	<i>12/06/25</i>		

ASSET NAME	PRESENT USE	STREET NAME	LAND/BUILDING	TENURE	OCCUPIED	CHARITY	NOTES
CP Lower Sandgate Road Car Park	P & D Car Park	Lower Sandgate Road	Land	Freehold	Operational	Y	
CP The Coastal Park Car Park	Car Park	Lower Sandgate Road	Land	Freehold	Operational	Y	
CP East Cliff Pavilion Car Park	Free Car Park	Wear Bay Road	Land	Freehold	Operational	Y	
CP Car Park/Access Road, Broomfield Rd (1)	Free Car Park	Broomfield Road	Land	Freehold	Operational		
CP Car Park/Access Road, Broomfield Rd (2)	Free Car Park	Broomfield Road (off)	Land	Freehold	Operational		
CP Foresters Way Car Park	P & D Car Park	Foresters Way	Land	Freehold	Operational		
CP Lower Sandgate Road Car Park	P & D Car Park	Lower Sandgate Road	Land	Freehold	Operational		
CP Manor Road Multi-Storey Car Park,Sainsbury's	P & D Car Park	Manor Road (above Supermarket)	Building	Leasehold	Non-Operational		
CP North Street Car and Boat Parking area	Parking area	North Street	Land	Freehold	Non		
CP Upper Payers car park,Folk Town Centre	P & D Car park	Payers Park	Land	Leasehold	Operational		
CP Pleydell Gardens Car Park	P & D Car Park	Pleydell Gardens	Land	Freehold	Operational		
CP The Leas Cliff Hall Car Park	P & D Car Park	Sandgate Road	Building	Leasehold	Operational		
CP Shellon Street Car Park	P & D Car Park	Shellon Street	Land	Freehold	Operational		
CP Shorncliffe Road Parking Area	Parking Area	Shorncliffe Road (off)	Land	Freehold	Operational		
CP The Stade Parking Area	Parking Area	The Stade	Land	Freehold	Non-Operational		
CP Tram Road Car Park,Folk Harbour	P & D Car Park	Tram Road	Land	Freehold	Operational		
PA Public Space/Footpath, Coniston Rd (4) - AKA Coniston	Public Open Space And Footpath	Coniston Road	Land	Freehold	Operational		40 year lease
PA Downs Road Childrens Play Area	Childrens Play Area	Downs Road	Land	Freehold	Operational		40 year lease
PA Firs Lane Recreation Ground	Recreation ground	Firs Lane	Land	Freehold	Operational		40 year lease
PA Open Space and Play area at Pine Way	Open Space and Play area	Pine Way	Land	Maintenance Only	Operational		40 year lease
PT Tollgate,Lower Coastal Sandgate Road toilets	Public Toilets	Lower Sandgate Road	Building	Freehold	Operational	Y	
PT Radnor Park Toilets	Public Toilets	Radnor Park Avenue	Building	Freehold	Operational	Y	
PT Wear Bay Road Toilets (Known as Roman Remains)	Public Toilets	Wear Bay Road	Building	Freehold	Operational	Y	
PT East Cliff Toilets,Wear Bay Road	Public Toilets (Pitch and Putt)(closed)	Wear Bay Road (off)	Building	Freehold	Operational	Y	
PT Bouverie Place Toilets	Public Toilets	Bouverie Square	Building	Leasehold	Operational		
PT Pleydell Gardens public toilets	Public Toilets	Pleydell Gardens	Land & Building	Freehold	Operational		
PT Somerset Road Toilets, Cheriton	Public Toilets	Somerset Road	Building	Freehold	Operational		
PT Coastal Park Toilets and Kiosk	Public Toilets and Kiosk	The Leas	Building	Leasehold	Operational		
PT The Leas Toilets (Closed)	Public Toilets	The Leas	Building	Leasehold	Non-Operational		
PT The Leas Cliff Hall Toilets	Public Toilets	The Leas	Building	Leasehold	Operational		
PT Sunny Sands public toiletThe Stade Pumping Station	Public Toilets including disabled and baby changing	The Stade	Building	Leasehold	Operational		
PT Folkestone Harbour Toilets (The Stade)	Public Toilets	The Stade	Building	Freehold	Operational		
Recreation Ground, Canterbury Road	Recreation Ground	Canterbury Road	Land	Freehold	Operational	Y	
Canterbury Road Sub-Station	Sub-Station	Canterbury Road	Land	Freehold	Operational	Y	
Morehall Recreation Ground	Recreation Ground	Cherry Garden Lane (off)	Land	Freehold	Operational	Y	
Coronation Parade	Promenade And Slip Way	Coronation Parade	Land	Freehold	Operational	Y	
The Tanlade Building	Store/Cook House	East Street	Building	Freehold	Non-Operational	Y	
Lower Sandgate Road Restaurant (Mermaid)	Restaurant	Lower Sandgate Road	Building	Freehold	Non-Operational	Y	
Marine Walk Beach Chalets	Beach Chalets	Lower Sandgate Road	Building	Freehold	Operational	Y	
Lower Sandgate Road Pleasure Ground (Coastal Park)	Pleasure Ground	Lower Sandgate Road	Land	Freehold	Operational	Y	
Marine Walk Beach Chalets (1-27)	Beach Chalets	Lower Sandgate Road	Building	Freehold	Non-Operational	Y	
Marine Walk Beach Chalets (30-71)	Beach Chalets	Lower Sandgate Road	Building	Freehold	Non-Operational	Y	
Marine Walk Beach Chalets (83/84/85/86)	Beach Chalets	Lower Sandgate Road	Building	Freehold	Operational	Y	
Marine Walk Beach Chalets (87/88/89/90)	Beach Chalets	Lower Sandgate Road	Building	Freehold	Operational	Y	
Radnor Park Lodge Store (tea room)	Store Used by Radnor lodge Tea room	Radnor Park	Building	Freehold	Operational	Y	
Radnor Park Bowls Club	Bowls Club	Radnor Park Avenue	Land & Building	Freehold	Non-Operational	Y	

Radnor Park	Recreational Park	Radnor Park Avenue (north of)	Land	Freehold	Operational	Y
Radnor Park Lodge	Converted dwelling into tea room	Radnor Park Road	Building	Freehold	Non-Operational	Y
Radnor Park Recreational Ground	Recreational Ground	Radnor Park Road (south of)	Land	Freehold	Operational	Y
Little Switzerland Caravan & Camp Site	Caravan and camp site	Swiss Way (off Wear Bay Road)	Land & Building	Freehold	Non-Operational	Y
The Durllocks Recreation Ground	Recreation Ground	The Durllocks	Land	Freehold	Operational	Y
The Durllocks Playground	Childrens Playground	The Durllocks	Land	Freehold	Operational	Y
The Warren Coastal Slope (2)	Coastal Slope	The Warren	Land	Freehold	Operational	Y
The Warren Foreshore	Foreshore	The Warren	Land	Freehold	Operational	Y
The Warren Coastal Slope (1)	Coastal Slope	The Warren	Land	Freehold	Operational	Y
The Warren Seawall	Seawall	The Warren	Land	Freehold	Operational	Y
The Warren Shelter	Shelter	The Warren	Building	Freehold	Non-Operational	Y
Public Gardens/Memorial, Wear Bay Road/Crescent	Public Gardens	Wear Bay Crescent and Wear Bay Crescent	Land	Freehold	Operational	Y
The Warren Camping Site	Camping Site	Wear Bay Road	Land & Building	Freehold	Non-Operational	Y
Public Open Space south of Wear Bay Road	Public Open Space	Wear Bay Road	Land	Freehold	Operational	Y
Coastal Slope south of Wear Bay Road	Coastal Slope	Wear Bay Road	Land	Freehold	Operational	Y
East Cliff Public Shelter	Public Shelter	Wear Bay Road	Building	Freehold	Operational	Y
East Cliff Ticket Office	Ticket Office	Wear Bay Road	Building	Freehold	Operational	Y
Public open space	Public open space	Wear Bay Road	Land	Freehold	Operational	Y
Public Open Space, Wear Bay Road	Public Open Space	Wear Bay Road	Land	Freehold	Operational	Y
Parking And Access, Wear Bay Road	Parking And Access Road	Wear Bay Road	Land	Freehold	Operational	Y
Store/Garage	Store/Garage	Wear Bay Road	Building	Freehold	Operational	Y
Disused Attendant's Hut, Wear Bay Road	Disused Attendant's Hut	Wear Bay Road	Building	Freehold	Non-Operational	Y
Access Road, East Cliff Pavilion	Access Road	Wear Bay Road (adjoining East Cliff Pavilion)	Land	Freehold	Operational	Y
Wear Bay Road Sub-Station	Electricity Sub-station	Wear Bay Road (East Cliff Pavilion)	Land	Freehold	Non-Operational	Y
East Cliff Pavilion and Land	Pavilion	Wear Bay Road (off)	Building	Freehold	Non-Operational	Y
Wear Bay Bowls Pavilion/Club House	Pavilion/club House	Wear Bay Road (off)	Building	Freehold	Non-Operational	Y
Martello Tower No.3 Visitor Centre	Exhibition Centre	Wear Bay Road (off)	Building	Freehold	Non-Operational	Y
East Cliff Mini Golf Links	Mini Golf Links	Wear Bay Road (off)	Land	Freehold	Operational	Y
East Cliff Observation Post	Observation Building	Wear Bay Road (off)	Building	Freehold	Non-Operational	Y
East Cliff Tennis Courts	Tennis Courts	Wear Bay Road (off)	Land	Freehold	Operational	Y
East Cliff Outdoor Bowls Area	Outdoor bowls centre	Wear Bay Road (off)	Land & Building	Freehold	Operational	Y
Warren Public open space	Public open space	Wear Bay Road (off)	Land	Leasehold	Operational	Y
East Cliff Store	Store	Wear Bay Road (off)	Building	Freehold	Operational	Y
East Cliff Open Shelter	Open Shelter	Wear Bay Road (off)	Building	Freehold	Operational	Y
Dwelling at 23 Channel View	Temporary Housing facility	23 Channel View	Building	Freehold	Non	
Retail building Known as FOLCA Formerly Debenhams	Vacant Building	48-66 Sandgate Road	Building	Freehold	Non-Operational	
5 Bennett Court and Garage at St Michael's Street	Temporary Housing facility	5 Bennett Court	Building	Leasehold	Non	
Dwelling at 72 Marshall Street	Temporary Housing facility	72 Marshall Street	Building	Leasehold	Non	
Dwelling used for Temporary Housing	7 self contained flats for Temporary Housing	98 Dover Road	Land & Building	Freehold	Operational	
Folkestone Harbour Store	Store	Back Street	Building	Freehold	Non-Operational	
Highway/Open Space, Biggins Wood	Highway, Open Space	Biggins Wood	Land	Freehold	Operational	
Access way leading from Birkdale Drive to Linkswa	Access way	Birkdale Drive	Land	Maintenance Only	Operational	
Public Footpath, Black Bull Road	Public Footpath	Black Bull Road	Land	Freehold	Non-Operational	
Bouverie Square Bus Station	Bus Station	Bouverie Square	Land & Building	Freehold	Non-Operational	
Public Highway, Bowles Well Gardens (1)	Public Highway	Bowles Well Gardens	Land	Freehold	Non-Operational	
Public Highway, Bowles Well Gardens (2)	Public Highway	Bowles Well Gardens	Land	Freehold	Non-Operational	
Bowles Well Gardens Sub-Station	Electric Substaion	Bowles Well Gardens	Land	Freehold	Non-Operational	

Open Space, Bradstone Road	Public open Space	Bradstone Road	Land	Leasehold	Operational
Public Open Space, Broadmead Village	Public Open Space	Broadmead Village	Land	Maintenance Only	Operational
Land Caesars Way (known as Bigginswood)	Vacant land	Caesars Way	Land	Freehold	Non-Operational
Land at Caesars Way	Vacant Land	Caesars Way	Land	Freehold	Non-Operational
Bus Shelter, Canterbury Road	Bus Shelter	Canterbury Road	Building	Leasehold	Operational
Folkestone and Hythe District Council Offices	Offices Building And Land	Castle Hill Avenue	Land & Building	Freehold	Operational
Court Approach	Public Highway And Open Space	Castle Hill Avenue	Land	Freehold	Operational
Land At Channel close	Land	Channel Close	Land	Freehold	Non-Operational
Club House	Club House	Cheriton Road	Building	Freehold	Non-Operational
Indoor Bowling Centre	Indoor Bowling Centre	Cheriton Road	Land & Building	Freehold	Non-Operational
Folkestone Invicta FC	Football Ground	Cheriton Road	Land & Building	Freehold	Non-Operational
The Long Block Pavilion	Sports Pavilion	Cheriton Road	Building	Freehold	Non-Operational
Former site of Cheriton Road Toilets demolished	Vacant land	Cheriton Road	Land	Freehold	Non-Operational
Cheriton Road Cemetery	Cemetery	Cheriton Road	Land	Freehold	Operational
Cheriton Road Sub-Station	Electric Sub-station	Cheriton Road	Land	Freehold	Non-Operational
Sports Ground, Cheriton Road	Sports Ground	Cheriton Road	Land	Freehold	Non-Operational
Cheriton Cemetery Groundsman's Store	Groundsman's store	Cheriton Road	Building	Freehold	Operational
The Stadium Sports Ground	Sports Ground	Church Road	Land	Leasehold	Operational
St Mary and St Eanswythe Churchyard	Churchyard	Church Street	Churchyard Maintenance Only	Maintenance Only	Operational
Public Space/Footpath, Coniston Rd (1)	Public Open Space And Footpath	Coniston Road	Land	Freehold	Operational
Public Space/Footpath, Coniston Rd (5)	Public Open Space And Footpath	Coniston Road	Land	Freehold	Operational
Public Space/Footpath, Coniston Rd (2)	Public Open Space And Footpath	Coniston Road	Land	Freehold	Operational
Public Space/Footpath, Coniston Rd (3)	Public Open Space And Footpath	Coniston Road	Land	Freehold	Operational
Open Space, Dover Hill	Open Space	Dover Hill	Land	Freehold	Operational
Children's Nursery	Children's nursery	Dover Road	Land & Building	Freehold	Operational
Open Space, Dover Road	Open Space	Dover Road	Land	Freehold	Operational
Public Highway and footpath Downs Road	Public Highway and Footpath	Downs Road	Land	Freehold	Non-Operational
Open Space, Downs Road	Open Space	Downs Road	Land	Freehold	Operational
East Street Store	Store	East Street	Building	Freehold	Non-Operational
Land north of East Street	Land	East Street	Land	Freehold	Operational
Land north of East Street	Land	East Street	Land	Freehold	Operational
Land at Foresters Way	Land at Foresters Way	Foresters Way	Land	Freehold	Non-Operational
Grace Hill Footpath	Footpath	Grace Hill	Land	Freehold	Operational
Land adjacent to Foord Road South	Land	Grace Hill	Land	Freehold	Non-Operational
Land at Grace Court, Grace Hill	Land	Grace Hill	Land	Freehold	Non-Operational
Land at Grace Court	Land	Grace Hill	Land	Freehold	Non-Operational
Land at Grace Hill	Land	Grace Hill	Land	Freehold	Non-Operational
Folkestone Tourist Information Centre	Internet Based Community Information Centre	Harbour Street	Land & Building	Freehold	Non-Operational
Public Highway, Harbour Street	Public Highway	Harbour Street	Land	Freehold	Non
Public Highway	Public Highway	Harbour Way	Land	Freehold	Non
Public Highway/Open Space, Canterbury Rd	Public Highway/Open Space	Holywell Avenue	Land	Freehold	Operational
St Martins Churchyard	Churchyard	Horn Street	Churchyard Maintenance Only	Maintenance Only	Operational
Land at Horn Street	Land	Horn Street	Land	Freehold	Operational
Kingsnorth Gardens electric enclosure	Electric enclosure	Kingnorth Gardens	Building	Leasehold	Operational
Kingsnorth Gardens	Public Gardens	Kingsnorth Gardens	Land	Leasehold	Operational
Kingsnorth Gardens Groundsman's Store	Groundsman's store	Kingsnorth Gardens	Building	Leasehold	Operational
Kingsnorth Gardens Groundsman's store	Groundsman's store	Kingsnorth Gardens	Building	Leasehold	Operational

Marine Walk Shelter	Shelter	Lower Sandgate Road	Building	Freehold	Operational	
Marine Walk Chalets	Chalet	Lower Sandgate Road	Building	Freehold	Operational	
Land at Lower Sandgate Road	Land	Lower Sandgate Road	Land	Freehold	Operational	
Lucy Avenue public open spaces	Public open spaces	Lucy Avenue	Land	Maintenance Only	Operational	
Lynwood Amenity Land/Open Space (1)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (2)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (3)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (4)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (5)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (6)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (7)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (8)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (9)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (10)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (11)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (12)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (13)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (14)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (15)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (16)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (17)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (18)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Lynwood Amenity Land/Open Space (19)	Amenity Land/open Space	Lynwood	Land	Freehold	Operational	
Footpath, Lynwood	Footpath	Lynwood	Land	Freehold	Operational	
Open Space adj 2 Lynwood Road	Open Space	Lynwood Road	Land	Freehold	Operational	
Land at Marine Parade	Land	Marine Parade	Land	Leasehold	Operational	
Land off Lower Sandgate Road	Vacant Land	Marine Parade	Land	Freehold	Non-Operational	
Marine Walk, Seawall and Beach	Sea Wall Plus Beach	Marine Walk	Land	Freehold	Operational	???
Public Highway, Middelburg Square	Public Highway	Middelburg Square	Land	Freehold	Non-Operational	
Offices And Workshops off Ross Way	Offices And Workshops	Military Road	Land & Building	Freehold	Non	
Sandgate Recreation Ground	Recreation Ground	Military Road	Land	Freehold	Non-Operational	
War Memorial and land, Military Road	Open Space And Public Highway	Military Road	Land	Freehold	Non	
Land formerly Military Road Toilets and Store,	Former Public Toilets now demolished	Military Road	Land	Freehold	Non-Operational	
Papershed off Ross Way	Papershed	Military Road	Land & Building	Freehold	Non	
Ross Depot Storage Building	Storage Building	Military Road	Land & Building	Freehold	Non	
Ross Depot Yard and Road Way	Yard And Road Way Used As Store	Military Road	Land	Freehold	Non	
Storage Area and access Rd off Ross Way	Storage Area	Military Road	Land	Freehold	Non	
Open Space off Ross Way	Open Space	Military Road	Land	Freehold	Operational	
Footpath off Moat Farm Road	Public Footpath	Moat Farm Road (off)	Land	Freehold	Operational	
Open Space, North Close	Open Space	North Close	Land	Freehold	Operational	
Napier	Sports Ground (Napier)	North Road (off)	Land	Leasehold	Operational	
SDC Housing Parking area	Housing Parking area	North Street	Land	Freehold	Operational	
Public Highway, Palting Way	Public Highway	Palting Way	Land	Freehold	Non-Operational	
Public open space at Pike Close (1)	Public open space	Pike Close	Land	Maintenance Only	Operational	
Public open space at Pike Close (2)	Public open space	Pike Close	Land	Maintenance Only	Operational	
Pleydell Gardens Flat	Flat No 2 above.	Pleydell Gardens	Land & Building	Freehold	Operational	
Radnor Park Sub-Station	Sub-Station	Radnor Park Avenue	Land	Freehold	Non-Operational	

Radnor Park Avenue Sub-Station	Electric Sub-station	Radnor Park Avenue	Land	Freehold	Non-Operational
Radnor Park Upper Pond Store and Shelter	Store and Shelter	Radnor Park Road (south of)	Land	Freehold	Operational
Radnor Street Store	Store	Radnor Street	Land & Building	Freehold	Non-Operational
Church Slope	Open Space	Road of Remembrance	Land	Leasehold	Operational
Road of Remembrance Open Space (1)	Open Space	Road of Remembrance	Land	Leasehold	Operational
Road of Remembrance Open Space (2)	Open Space	Road of Remembrance	Land	Leasehold	Operational
Road of Remembrance Open Space (3)	Open Space	Road of Remembrance	Land	Leasehold	Operational
Road of Remembrance Open Space (4)	Open Space	Road of Remembrance	Land	Leasehold	Operational
Road of Remembrance Open Space (5)	Open Space	Road of Remembrance	Land	Leasehold	Operational
Road of Remembrance	Public Highway And Open Space	Road of Remembrance	Land	Freehold	Operational
Land North of Road of Remembrance	Land North of Road of Remembrance	Road of Remembrance (North of)	Land	Freehold	Non
Highway & Footway, Romney Ave	Highway And Footway	Romney Avenue	Land	Freehold	Non
Land at 1 Majestic Parade	Public Highway	Sandgate Road	Land	Freehold	Non-Operational
Christ Church Clock Tower	Clock Tower	Sandgate Road	Building	Freehold	Operational
Christ Church Gardens	Public Garden And Highway	Sandgate Road	Land	Freehold	Operational
Land at Shellons Street	Land	Shellons Street	Land	Freehold	Operational
Ship Street	Land	Ship Street	Land	Freehold	Non-Operational
Land Adj to 29 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 55 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 59 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 61 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 63 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 65 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 67 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 71 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 73 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 75 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 77 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 79 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 81 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 83 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 85 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 87 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Land Adj to 89 Shorncliffe Crescent	Land	Shorncliffe Crescent	Land	Freehold	Non-Operational
Highway (adopted), Shorncliffe Road	Highway And Footway (adopted)	Shorncliffe Road	Land	Freehold	Non
Open space know as St Marys Westbrook	Open space	Shorncliffe Road	Land	Freehold	Operational
Enbrook Valley Adopted Public Footpath (1)	Adopted Footpath	Shorncliffe Road	Land	Freehold	Non
Alley at Rear 256-269 Shorncliffe Road	Alley	Shorncliffe Road	Land	Freehold	Operational
Alley Between 245/247 Shorncliffe Road	Alley And Steps	Shorncliffe Road	Land	Freehold	Operational
Land fronting 261-267 (odds) Shorncliffe Road	Land	Shorncliffe Road	Land	Freehold	Operational
Land adjacent to 259 Shorncliffe Road	Land	Shorncliffe Road	Land	Freehold	Non-Operational
Land adjacent to 257 Shorncliffe Road	Land	Shorncliffe Road	Land	Freehold	Non-Operational
Traffic island adjacent to 239 Shorncliffe Road	Land	Shorncliffe Road	Land	Freehold	Non-Operational
Access Road/Garages off Shorncliffe Rd	Access Road And Garage Forecourt	Shorncliffe Road (off)	Land	Freehold	Operational
South Street Pleasure Ground (2)	Pleasure Ground	South Street	Land	Freehold	Operational
South Street Pleasure Ground (1)	Pleasure Ground	South Street	Land	Freehold	Operational
South Street Pleasure Ground (3)	Pleasure Ground	South Street	Land	Freehold	Operational

The Bayle Public Gardens	Public Gardens	The Bayle	Land	Freehold	Operational
The Leas Concert Hall(Leas Cliff Hall)	Concert Hall	The Leas	Building	Leasehold	Non-Operational
The Leas	Public Pleasure Ground	The Leas	Land	Leasehold	Operational
The Leas Bandstand	Bandstand	The Leas	Building	Leasehold	Operational
Disused The Leas Storage Area	Disused Storage Area	The Leas	Building	Leasehold	Non-Operational
The Vinery Public Shelter	Public Shelter	The Leas	Building	Leasehold	Operational
Memorial Arch	Memorial Arch	The Leas	Equipment	Freehold	Operational
Shelter, The Leas	Public shelter	The Leas	Building	Leasehold	Operational
Folkestone Harbour Beach	Beach	The Leas	Land	Leasehold	Operational
The Stade Fish Market	Fish Market	The Stade	Land & Building	Freehold	Non-Operational
The Stade Kiosk	Kiosk	The Stade	Building	Freehold	Non-Operational
The Stade Fuel Store	Fuel Store	The Stade	Land & Building	Freehold	Non-Operational
Shelter to the rear of 6 The Stade	Public shelter	The Stade	Building	Freehold	Operational
Land rear of 1 to 6 The Stade	Land	The Stade	Land	Freehold	Operational
Access, The Stade	Access Road	The Stade	Land & Building	Freehold	Operational
Railway gate	Railway gate	Tram Road	Land	Maintenance Only	Operational
Traffic Island, Sandaget Rd/Trinity Gdns	Traffic Island	Trinity Gardens	Land	Leasehold	Non-Operational
Walton Gdns Pleasure Ground	Pleasure Ground And Open Space	Walton Gardens	Land	Freehold	Operational
Public Footpath adj to New Lincoln	Public Footpath	Walton Manor Close	Land	Freehold	Non-Operational
Public Footpath adj to New Lincoln (2)	Public Footpath	Walton Manor Close	Land	Freehold	Non-Operational
Wear Bay Rd/Swiss Way Public Highway	Public Highway	Wear Bay Road	Land	Freehold	Non-Operational
Weymouth Road Bowls Club	Bowls Club	Weymouth Road	Land & Building	Freehold	Non-Operational
Cheriton Recreation ground (2)	Recreation Ground	Weymouth Road	Land	Freehold	Operational
Weymouth Road Sub-Station	Electric Sub-station	Weymouth Road	Land	Freehold	Operational
Cheriton Recreation Ground (1)	Recreation Ground	Weymouth Road	Land	Freehold	Operational
Cheriton Recreation Ground (3)	Recreation Ground	Weymouth Road	Land	Freehold	Operational
Public Highway, Weymouth Road	Public Highway	Weymouth Road	Land	Freehold	Operational
Site of Former Public toilets	Community Garden	Wood Avenue	Land	Freehold	Non-Operational
Park View Hall Club House	Club house	Wood Avenue	Land & Building	Freehold	Non-Operational
Bus Shelter, Wood Avenue	Bus Shelter	Wood Avenue	Building	Freehold	Operational

NB	
George Gurr	Housing Asset Register
Naseby Avenue	Housing Asset Register
Roman Way	
Southern Way	Southern Water - Lease to be agreed

Charity Assets - Italic