

FOLKESTONE TOWN COUNCIL



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Date of Publication: 15 August 2025

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 21 August 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 June 2025 and to authorise the Chair of the Committee to sign them as a correct record.

4. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 June 2025 to 31 July 2025.

5. SCHEDULE OF RECEIPTS

The attached schedule details receipts received between 1 June 2025 to 31 July 2025.

6. 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 July 2025.

7. BANK RECONCILIATION

The bank reconciliation statements at 30 June and 31 July 2025 are attached for information and are to be signed by a Member other than the Chair or a bank signatory.

8. CONFIRMATION OF CONTINUED APPOINTMENT OF INTERNAL AUDITOR

It is confirmed that Mulberry & Co will carry out the mid-term and year-end audits this year, under a three-year contract which commenced from 2024/25.

9. WARD GRANTS

The Ward Grant list below is recommended to be approved.

Folkestone Festivals	Music Festivals	£250.00	J Renshaw
All Souls' Community Hall Cheriton	Replacement of Cupboards	£200.00	J Renshaw
Folkestone Festivals	Music Festivals	£200.00	L Davison
All Souls' Community Hall Cheriton	Replacement of Cupboards	£200.00	P Gane
All Souls' Community Hall Cheriton	Replacement of Cupboards	£200.00	R West
Touchbase Care	Touchbase Care Allotment Pond Repair	£300.00	L McGirr
Tyson Road Residents Association	Children's xmas party on Friday 12th December 2025	£200.00	L McGirr
Tyson Road Residents Association	Children's xmas party on Friday 12th December 2025	£200.00	N Keen
Tyson Road Residents Association	Children's xmas party on Friday 12th December 2025	£200.00	A Lockwood
Folkestone Festivals	Music Festivals	£200.00	L McGirr
Folkestone Festivals	Music Festivals	£200.00	K Leigh
The Bayle Residents Association	Bayle In Bloom	£75.00	B Walker
Folkestone Festivals	Music Festivals	£200.00	N Keen

10. WARD GRANT BALANCES

For information, the attached shows Ward Grant balances available to each Councillor as at 22nd August 2025.

11. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE

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

12. ANNUAL ALLOTMENT FEES REVIEW

The Committee is asked to consider and approve report F/25/388, which is a recommendation from the Finance Officer to uplift the Allotment Fees in relation to the increase in water charges.

13. COMMUNITY INFRASTRUCTURE LEVY FUNDING AND CIL POLICY

The Committee is asked to receive and note report F/25/391, which explains how CIL funding works, provides an update on available balances and includes a suggested policy for Councillors comments.

14. HIGHWAYS IMPROVEMENT PLAN (HIP) – CIL FUNDS

The Committee is asked to consider and approve report F/25/393, which is a recommendation from the HIPS working group to use CIL funds in order to carry out improvements on Tile Kiln Lane and Ashley Avenue to increase pupil safety at The Turner School.

15. PLAY PARK IMPROVEMENTS – CIL FUNDS

The Committee is asked to consider and approve report F/25/394, which is a request to release £23,000 of CIL funding to replace play area equipment at Southern Way and Pine Way Play Parks, and the addition of grass matting and benches at George Gurr Play Park.

16. LGR POTENTIAL ASSET TRANSFERS – PROGRESS REPORT

The Committee is asked to receive and note report F/25/392, providing an update on the Local Government Restructure and arrangements for potential asset transfers from Folkestone and Hythe District Council to the Town Council.

17. DATE OF NEXT MEETING

23 October 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 June at 7.00 p.m.

PRESENT: Councillors Connor McConville (Chair), Jackie Meade, Bridget Chapman, Christine Dickinson, Belinda Walker, Tim Prater, Adrian Lockwood, Peter Gane, Abena Akuffo-Kelly and Kieran Leigh.

APOLOGIES: Councillor Laura Davison and Councillor Nicola Keen.

OFFICERS PRESENT: Toni Brenchley – Town Clerk
Karen Palmer – Finance Officer

1759. APOLOGIES FOR ABSENCE

Apologies received from Councillor Laura Davison and Councillor Nicola Keen.

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

Proposed: Councillor Jackie Meade
Seconded: Councillor Peter Gane
Voting: F: 10, Ag: 0, Ab:0

1760. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1761. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 8 May 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 8th May 2025 be signed as a correct record.

Proposed: Councillor Christine Dickenson
Seconded: Councillor Belinda Walker
Voting: F: 10, Ag: 0, Ab: 0

1762. PERSONNEL SUB-COMMITTEE MINUTES

The Committee received the Minutes of the meeting of the Personnel Sub-Committee held on 13 February 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 13 February 2025 be signed as a correct record.

Proposed: Councillor Peter Gane
Seconded: Councillor Christine Dickinson
Voting: F: 10, Ag: 0, Ab: 0

1763. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 April 2025 to 31 May 2025.

RESOLVED: That the Schedule of Payments for the period 1 April to 31 May 2025 be accepted.

Proposed: Councillor Jackie Meade
 Seconded: Councillor Abena Akuffo-Kelly
 Voting: F: 10, Ag: 0, Ab: 0

1764. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 April 2025 to 31 May 2025.

RESOLVED: That the Schedule of Receipts for the period 1 April to 31 May 2025 be accepted.

Proposed: Councillor B Chapman
 Seconded: Councillor Abena Akuffo-Kelly
 Voting: F: 10, Ag: 0, Ab: 0

1765. BUDGET MONITORING STATEMENT 2025/26

The budget monitoring statement of income/expenditure and earmarked reserves up to the 31 May 2025 were received by the Committee.

1766. BANK RECONCILIATION

The bank reconciliation statement as at 31 May 2025 was noted by the Committee and signed by a Member other than the Chair.

1767. 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

RESOLVED: To award the organisation with the ward grant amounts listed.

Proposed: Councillor Peter Gane
Seconded: Councillor Jackie Meade
Voting: F: 10, Ag: 0, Ab: 0

1768. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 6 June 2025.

1769. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE

The Town Clerk updated the Committee regarding maintenance of the Town Hall / Cinema building.

1770. POLICIES

The Committee received the amended Procurement Policy.

Cllr Tim Prater requested that the Policy be amended to include the procedure for the estimated value of contracts below £1,000.

RESOLVED: To approve the Procurement Policy, subject to the amendment above.

Proposed: Councillor Tim Prater
Seconded: Councillor Jackie Meade
Voting: F: 10, Ag: 0, Ab: 0

1771. LOCAL GOVERNMENT REORGANISATION

The Committee reviewed the list of Folkestone & Hythe District Council Assets to identify any proposals in respect of the devolution of services and transfer of assets.

RESOLVED: That further information be sought from Folkestone and Hythe District Council: Information regarding the transfer of freehold for the play parks currently leased, financial information regarding the current cost of running the public conveniences in Folkestone and to provide an expression of interest in all remaining open spaces.

Proposed: Councillor Peter Gane
Seconded: Councillor Jackie Meade
Voting: F: 10, Ag: 0, Ab: 0

1772. DATE OF NEXT MEETING:

21 August 2025 at 7.00pm

The meeting concluded at 7.45pm

Chair.....

Date.....

		Expenditure of £100 and above		
FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 JUNE TO 31 JULY 2025				
Date	Supplier	Budget Code	Voucher	Total
05/06/2025	Shred Station Limited	Services, Heating & Lighting	202	£119.60
05/06/2025	Metroline Security Limited	Premises Expenses	203	£192.00
05/06/2025	Mulberry Local Authority Services Limited	Internal Audit Fees	204	£253.20
05/06/2025	Cleverley & Spencer	Maintenance of Memorials	206	£180.00
05/06/2025	Group for Museum Education	Staff Training	210	£150.00
05/06/2025	Kent County Royal British Legion	Mayor's Expenses Jun-Mar	211	£112.50
05/06/2025	Martello Plastics Ltd	Fuel/Charging Vehicles & Hire of Facilities (inc. Garage)	212	£1,343.52
05/06/2025	Martello Building Consultancy Ltd	Consultant Fees	217	£602.80
12/06/2025	CENE MAGAZINE	Tourist Information/Visitor Services	220	£840.00
12/06/2025	Metroline Security Limited	Building Repairs/Maint	222	£114.00
12/06/2025	EasyFrame	Mayor's Expenses Jun-Mar	223	£189.54
12/06/2025	Frizbee Ltd	Litter bins, Bollards & Railings	226	£120.00
12/06/2025	Swale Borough Council	CCTV Maintenance & Monitoring	227	£56,140.30
12/06/2025	Mayor of Folkestone Expenses	Mayor's Expenses Jun-Mar	228	£129.11
17/06/2025	The Church Street Project	Ward Grants	229	£100.00
17/06/2025	The Church Street Project	Ward Grants	230	£150.00
17/06/2025	Strange Cargo	Ward Grants	231	£100.00
17/06/2025	Strange Cargo	Ward Grants	232	£300.00
17/06/2025	Strange Cargo	Ward Grants	233	£100.00
17/06/2025	Strange Cargo	Ward Grants	234	£300.00
17/06/2025	Strange Cargo	Ward Grants	235	£250.00
17/06/2025	Strange Cargo	Ward Grants	236	£1,000.00
17/06/2025	Folkestone Rescue	Ward Grants	237	£300.00
17/06/2025	Folkestone Rescue	Ward Grants	238	£250.00
17/06/2025	Park Farm Allotment Association	Ward Grants	239	£140.00
19/06/2025	Hawkinge Town Council	Mayor's Expenses Jun-Mar	240	£130.00
19/06/2025	The Folkestone Soundmen	Normandy Veterans	242	£100.00
19/06/2025	ADM Computing Services	ICT Support	247	£1,286.98
27/06/2025	SLCC Enterprises Ltd	Staff Training	250	£144.00
27/06/2025	Metromec Services & Maintenance Ltd	Building Repairs/Maint	251	£840.00
27/06/2025	Clifton Hotel Ltd	Armed Forces Day	252	£1,842.95
27/06/2025	Metroline Security Limited	Building Repairs/Maint	254	£114.00
27/06/2025	ADM Computing Services	Equipment/Furniture Purchase	255	£1,028.40
27/06/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	261	£1,971.60
30/06/2025	Pitney Bowes	Postage	263	£208.75
10/06/2025	Business Stream	Services, Heating & Lighting	264	£206.40
12/06/2025	Peninsula	HR/H&S Management Fees	265	£397.07
16/06/2025	SSE Hydro Electric	Services, Heating & Lighting	268	£194.49
17/06/2025	British Telecom	Telecommunication Services	269	£358.80
17/06/2025	Castle Water Limited	TKL Allotment Maintenance	270	£442.82
17/06/2025	Castle Water Limited	PFR Allotment Maintenance	271	£271.99
23/06/2025	SSE Hydro Electric	Services, Heating & Lighting	275	£909.29
26/06/2025	Culligan Water Ltd	Hire of Facilities (inc. Garage)	276	£254.26
25/06/2025	Net wages	Salaries, Pensions & NI	277	£28,170.62
26/06/2025	HMRC	Salaries, Pensions & NI	278	£11,935.08
26/06/2025	Kent Pension Fund	Salaries, Pensions & NI	279	£10,735.30
25/06/2025	Leppard Cleaning	Cleaning	280	£859.50
30/06/2025	Veolia ES (UK) Ltd	Services, Heating & Lighting	282	£125.95
03/07/2025	Legend Signs Ltd	Mayor's Expenses Jun-Mar	285	£324.00
03/07/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	288	£946.80
03/07/2025	Talyor Landscapes	Play Area Maintenance	289	£264.00
03/07/2025	Steve Wood Photographer	Canada Day	291	£200.00
03/07/2025	Aramark Defence Services Limited	Canada Day	292	£243.90
03/07/2025	Aramark Defence Services Limited	Canada Day	293	£1,232.26
03/07/2025	The Folkestone Soundmen	Canada Day	294	£100.00
03/07/2025	Orbit Folkestone Ltd	M/H Audience Development	295	£648.00
03/07/2025	Mrs Jennifer Crisp	Staff Wellbeing	296	£240.00
03/07/2025	Martello Plastics Ltd	Fuel/Charging Vehicles & Hire of Facilities (inc. Garage)	297	£1,381.04
03/07/2025	KCS Procurement Services (KCC)	Photocopying	300	£196.54

		Expenditure of £100 and above			
03/07/2025	Martello Building Consultancy Ltd	Consultant Fees	301	£1,120.00	Administrate JCT contract - Fire Escape Works
10/07/2025	Amazon Business	Premises Expenses	322	£208.99	Air Conditioning Unit
10/07/2025	Right Guard Security UK Ltd	Armed Forces Day	324	£102.00	Security for AFD Lunch
10/07/2025	Rhino	Building Repairs/Maint	330	£110.00	PAT annual testing
10/07/2025	Metroline Security Limited	Building Repairs/Maint	331	£204.24	Intruder alarm callout and replacement of batteries
10/07/2025	Freeland Garage Services Limited	Community Minibus Maint	333	£154.32	Carry out inspection and maintenance of Community Minibus
22/07/2025	Zurich Insurance Company Ltd	Car Ins, Play Area Maint & Misc Insurances (Inc. Heritage)	336	£13,999.06	Insurance Renewal 29/07/2025 - 28/07/2026
22/07/2025	ADM Computing Services	ICT Support	337	£479.94	APC Network Management Card
22/07/2025	Preservation Equipment Limited	M/H Collections Care	338	£105.54	Conservation consumables
22/07/2025	Triple S Lift Services Ltd	Lift Repairs & Servicing	340	£158.40	Lift Maintenance Visit 11/07/2025
22/07/2025	Four Jays Group	Canada Day	341	£405.00	Event toilets for Canada Day
22/07/2025	ADM Computing Services	ICT Support	342	£1,375.20	Upgrade of Server
22/07/2025	Ashford Borough Council	Mayor's Expenses Jun-Mar	343	£130.00	Mayor to attend Big Cats Experience
24/07/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	351	£192.00	Metal Pegs and Pegging down of Fence at Roman Way
24/07/2025	ADM Computing Services	ICT Support	352	£1,423.72	Various monthly IT services
24/07/2025	Mayor of Folkestone Expenses	Mayor's Expenses Jun-Mar	354	£188.75	Reimbursement for NFA lunch, mileage to Call the Midwife tour and boots
24/07/2025	RBL Trading Ltd	Mayor's Expenses Jun-Mar	362	£487.50	Poppy Wreaths
24/07/2025	Amazon Business	M/H Audience Engagement	363	£111.32	Summer Museum Workshop Materials
24/07/2025	CENE MAGAZINE	Tourist Information/Visitor Services	364	£240.00	1/2 Page Ad in Edition #40 July / Aug Cene Magazine
31/07/2025	Amazon Business	M/H Formal Learning	369	£234.28	School Workshop Materials
31/07/2025	Martello Building Consultancy Ltd	Consultant Fees	370	£1,120.00	Tender Procurement process including preparation of tender pack for fire escape works
31/07/2025	Martello Building Consultancy Ltd	Consultant Fees	371	£1,346.00	Disbursement - Building control application Fee for Fire Escape Works
31/07/2025	Martello Building Consultancy Ltd	Museum/Heritage Workshops (reserve use)	372	£1,980.00	Prepare Tender Packs including CDM - Lightning Protection Works
31/07/2025	ADM Computing Services	ICT Support	374	£540.00	1 year maintenance re Server 11/07/25 - 10/07/2026
31/07/2025	Triple S Lift Services Ltd	Lift Repairs & Servicing	375	£395.80	Lift maintenance on 24/07/25
31/07/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	378	£1,971.60	Mowing at play parks July 2025
31/07/2025	Stem by Stem	Armed Forces Day	379	£280.00	8No x Red, white & blue floral table displays for the Armed Forces Day lunch Sat 28/6
31/07/2025	VisitEngland Assessment Services	Tourist Information/Visitor Services	381	£507.20	Visitor Attraction Quality Assessed Renewal
31/07/2025	Orbit Folkestone Ltd	ICT Support	382	£604.80	Web hosting re Town Council website
28/07/2025	Veolia ES (UK) Ltd	Services, Heating & Lighting	386	£164.35	Refuse collection at Town Hall June 2025
25/07/2025	Net wages	Salaries, Pensions & NI	387	£25,759.96	Staff Cost July 2025
28/07/2025	Kent Pension Fund	Salaries, Pensions & NI	388	£9,780.59	Employers Superannuation Cost July 2025
28/07/2025	HMRC	Salaries, Pensions & NI	389	£10,771.00	PAYE and NI cost July 2025
25/07/2025	Leppard Cleaning	Cleaning	390	£859.50	Cleaning at Town Hall and Museum June 2025
21/07/2025	SSE Hydro Electric	Services, Heating & Lighting	393	£797.54	Electricity at Town Hall 01/06/25 - 30/06/25
17/07/2025	British Telecom	Telecommunication Services	397	£358.80	Office Broadband July 2025
16/07/2025	Castle Water Limited	TKL Allotment Maintenance	398	£314.37	Water charges Tile Kiln Allotments 01/06/2025 - 30/06/2025
14/07/2025	SSE Hydro Electric	Services, Heating & Lighting	399	£102.54	Gas usage at Town Hall 01/05/2025 - 25/06/2025
14/07/2025	Peninsula	HR/H&S Management Fees	402	£397.07	HR and legal advise monthly
			Total	£211,262.74	
PREPAID CARD PAYMENTS					
Date	Supplier	Budget Code	Voucher	Total	Description
02/06/2025	Tesco	Staff Wellbeing	307	£7.10	Water and sweets for Staff Trip
02/06/2025	Porterhouse	Staff Wellbeing	308	£233.20	Meal - Staff Trip 2/7/25
03/06/2025	Asda Stores Ltd	Premises Expenses	309	£5.86	Wipes and dish washer liquid
04/06/2025	Folkestone & Hythe District Council	Public Transport & Car Parks	310	£8.00	Parking Fee for CCTV Contractor
06/06/2025	Puckator Ltd	M/H Merchandise	311	£149.02	Various museum shop merchandise
09/06/2025	Folkestone & Hythe District Council	Hire of Facilities (inc. Garage)	312	£80.00	Parking permit for mayoral car
10/06/2025	Lidl	Mayor's Expenses Jun-Mar	313	£4.37	Biscuits and squash for Mayor's educational visit
10/06/2025	Lidl	Mayor's Expenses Jun-Mar	313	£0.55	Biscuits and squash for Mayor's educational visit
11/06/2025	Optimalprint	Mayor's Expenses Jun-Mar	314	£66.27	A4 photo prints for Mayoral Portraits
11/06/2025	Folkestone & Hythe District Council	Consultant Fees	315	£85.00	Planning application for the Lightning Protection
11/06/2025	Folkestone & Hythe District Council	Consultant Fees	315	£588.00	Planning application for the Lightning Protection
24/06/2025	Brewers	Premises Expenses	316	£29.48	Paint for Museum
24/06/2025	Up Market Balloons	Armed Forces Day	317	£138.40	Balloon arch and foil balloons for Armed Forces Day
24/06/2025	UKGE Group	M/H Formal Learning	321	£39.96	replacement workshop materials
26/06/2025	Lidl	Canada Day	318	£1.75	Water for Canada Day 1/7/25
26/06/2025	Lidl	Mayor's Expenses Jun-Mar	319	£8.16	Juice and biscuits for Town Sunday 1.7.25
26/06/2025	Lidl	Mayor's Expenses Jun-Mar	319	£5.05	Juice and biscuits for Town Sunday 1.7.25
27/06/2025	uCheck Limited	Legal Fees	320	£36.70	Officer DBS check

		Expenditure of £100 and above			
03/07/2025	National Association of Local Councils	Staff Training	421	£42.00	Beyond the Precept Event booking
05/07/2025	Amazon Business	M/H Temporary Exhibitions	422	£8.99	Vinyl for Mayoral Portraits
05/07/2025	Amazon Business	M/H Temporary Exhibitions	423	£10.98	Transfer tape for Mayoral Portraits
08/07/2025	Alliance Disposables Ltd	Premises Expenses	424	£64.37	Nu-Multi Kleen All Purpose & All Surface Cleaner
08/07/2025	Purlfrost	M/H Temporary Exhibitions	425	£63.00	Anti-fade window film for foyer window
08/07/2025	Preservation Equipment Limited	M/H Collections Care	426	£93.60	Expansion Folders
08/07/2025	Preservation Equipment Limited	M/H Collections Care	426	£11.94	Expansion Folders
16/07/2025	WHSmith	Office Stationery	428	£13.92	Stamps
16/07/2025	uCheck Limited	Legal Fees	427	£15.20	DBS Check for Volunteer
23/07/2025	RSPB	M/H Formal Learning	429	£39.95	Tartan blankets for Iron Age workshop
23/07/2025	Celtic Web Merchant	M/H Formal Learning	430	£151.83	Replica Roman and Anglo-Saxon items for school workshops
30/07/2025	Argos	Equipment/Furniture Purchase	431	£406.95	Dyson Fan for Education Room
30/07/2025	Puckator Ltd	M/H Merchandise	432	£144.34	Pocket money toys for retail
			Total	£2,553.94	

FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 JUNE TO 31 JULY 2025					
Date	Customer	Income Code	Voucher	Total	Description
05/06/2025	Tile Kiln Lane Allotment Tenant	Allotment Deposit Refund	102	-£50.00	Allotment deposit refund T50b
06/06/2025	Westborough Primary School	M/H Income	103	£260.00	2 x 90 minute Fashionable Folkestone workshops on the 24th and 26th of June 2025
02/06/2025	Folkestone Primary	M/H Income	104	£330.00	2 x 2-hour WW2 workshops, on the 17th and 18th of June 2025
06/06/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	105	£73.39	Park Farm allotment plot P33A annual fee 2025/26
06/06/2025	Park Farm Allotment Tenant	Allotment deposits	105	£50.00	Park Farm allotment plot P33A annual fee 2025/26
19/06/2025	Brenchley & Matfield Primary School	M/H Income	106	£100.00	Archaeology workshop on the 8th May
01/07/2025	Stowing School	M/H Income	107	£160.00	Two hour Roman's workshop on the 8th July 2025
30/06/2025	Phoenix Community Primary School	M/H Income	108	£100.00	One-hour Iron Age Workshop on 2nd July 2025
30/06/2025	Stella Maris Catholic Primary School	M/H Income	109	£100.00	One hour Fashionable Folkestone workshop on the 10th July
03/06/2025	CCLA Public Sector Deposit Fund	Investment Interest	110	£882.91	Investment interest received June 2025
03/06/2025	HM Courts & Tribunals Service	Other Income	111	£2.22	Town Hall window vandalism tribunal reclaim
25/06/2025	Park Farm Allotment Tenant	Allotment Rents - PFR	112	£62.27	Park farm allotment plot P07B annual fee 2025/26
25/06/2025	Park Farm Allotment Tenant	Allotment Key	112	£10.00	Park farm allotment plot P07B annual fee 2025/26
25/06/2025	Park Farm Allotment Tenant	Allotment deposits	112	£50.00	Park farm allotment plot P07B annual fee 2025/26
25/06/2025	Silver Screen Cinema	Rental Income	113	£1,250.00	Lease of Cinema, Town Hall, Folkestone 1 June 2025 - 31 May 2026
01/06/2025	HSBC Deposit Account	Investment Interest	114	£646.94	Bank interest received May 2025
04/06/2025	Museum Shop	M/H Retail Sales	115	£31.03	Various museum retail
03/06/2025	Museum Shop	M/H Retail Sales	116	£41.10	Various museum retail
02/06/2025	Museum Shop	M/H Retail Sales	117	£16.40	Various museum retail
02/06/2025	Museum Shop	M/H Donations	118	£23.60	Museum Card Donation
11/06/2025	Museum Shop	M/H Retail Sales	119	£19.65	Various museum retail
10/06/2025	Museum Shop	M/H Retail Sales	120	£19.84	Various museum retail
10/06/2025	Museum Shop	M/H Retail Sales	121	£13.50	Sale of books
09/06/2025	Museum Shop	M/H Donations	122	£2.95	Museum Card Donation
10/06/2025	Museum Shop	M/H Retail Sales	123	£21.70	Various museum retail
13/06/2025	Museum Shop	M/H Retail Sales	124	£8.10	Various museum retail
16/06/2025	Museum Shop	M/H Retail Sales	125	£18.99	Various museum retail
17/06/2025	Museum Shop	M/H Retail Sales	126	£2.50	Various museum retail
17/06/2025	VOID	Card Receipts Fees	127	£0.00	VOID
17/06/2025	Museum Shop	M/H Retail Sales	128	£18.39	Various museum retail
18/06/2025	Museum Shop	M/H Retail Sales	129	£33.70	Various museum retail and donations
18/06/2025	Museum Shop	M/H Donations	129	£10.00	Various museum retail and donations
18/06/2025	Museum Shop	M/H Retail Sales	130	£72.80	Various museum retail
20/06/2025	Museum Shop	M/H Retail Sales	131	£4.25	Various museum retail
23/06/2025	Museum Shop	M/H Retail Sales	132	£24.00	Various museum retail
24/06/2025	Museum Shop	M/H Retail Sales	133	£22.75	Various museum retail
25/06/2025	Museum Shop	M/H Retail Sales	134	£3.00	Various museum retail
25/06/2025	Museum Shop	M/H Retail Sales	135	£36.04	Various museum retail
26/06/2025	Museum Shop	M/H Income	136	£225.00	Museum Archaeology Workshop
27/06/2025	Museum Shop	M/H Income	137	£8.49	Various museum shop retail
04/07/2025	St Mary's CE Primary School	M/H Income	138	£160.00	2 hour Fashionable Folkestone session on the 15th July 2025
28/07/2025	Silver Screen Cinema	Rental Income	139	£1,250.00	Lease of Cinema, Town Hall, Folkestone 1 June 2025 - 31 May 2026
03/07/2025	HM Courts & Tribunals Service	Other Income	140	£2.27	Town Hall window vandalism tribunal reclaim
02/07/2025	CCLA Public Sector Deposit Fund	Investment Interest	141	£815.36	Investment interest received July 2025
02/07/2025	CCLA Public Sector Deposit Fund	Investment Interest	142	£28.13	Investment interest received July 2025
01/07/2025	HSBC Deposit Account	Investment Interest	143	£441.59	Bank interest received re June 2025
02/07/2025	Museum Shop	M/H Income	144	£44.00	Various museum retail and Homeschool workshop
02/07/2025	Museum Shop	M/H Retail Sales	144	£17.75	Various museum retail and Homeschool workshop
07/07/2025	Museum Shop	M/H Retail Sales	145	£7.50	Various museum retail
08/07/2025	Museum Shop	M/H Retail Sales	146	£10.00	Various museum retail
08/07/2025	Museum Shop	M/H Income	147	£4.00	Various museum retail
08/07/2025	Museum Shop	M/H Retail Sales	147	£54.49	Various museum retail
08/07/2025	Museum Shop	M/H Donations	147	£7.00	Various museum retail
09/07/2025	Museum Shop	M/H Retail Sales	148	£6.00	Various museum retail

09/07/2025	Museum Shop	M/H Retail Sales	149	£8.35	Various museum retail
09/07/2025	Museum Shop	M/H Retail Sales	150	£54.45	Various museum retail
11/07/2025	Museum Shop	M/H Retail Sales	151	£22.95	Various museum retail
14/07/2025	Museum Shop	M/H Retail Sales	152	£8.00	Various museum retail
14/07/2025	Museum Shop	M/H Donations	153	£8.85	Museum Card Donation
15/07/2025	Museum Shop	M/H Retail Sales	154	£5.90	Various museum retail
16/07/2025	Museum Shop	M/H Retail Sales	155	£12.50	Various museum retail
16/07/2025	Museum Shop	M/H Retail Sales	156	£16.34	Various museum retail
16/07/2025	Museum Shop	M/H Donations	156	£10.00	Various museum retail
18/07/2025	Museum Shop	M/H Retail Sales	157	£11.00	Various museum retail
21/07/2025	Museum Shop	M/H Retail Sales	158	£7.25	Various museum retail
22/07/2025	Museum Shop	M/H Retail Sales	159	£14.00	Sale of books
22/07/2025	Museum Shop	M/H Retail Sales	160	£25.95	Various museum retail
23/07/2025	Museum Shop	M/H Retail Sales	161	£17.48	Various museum retail
23/07/2025	Museum Shop	M/H Retail Sales	162	£34.80	Various museum retail
23/07/2025	Museum Shop	M/H Donations	162	£17.00	Various museum retail
24/07/2025	Museum Shop	M/H Retail Sales	163	£17.95	Various museum retail
25/07/2025	Museum Shop	M/H Retail Sales	164	£64.50	Various museum retail
25/07/2025	Museum Shop	M/H Retail Sales	165	£15.50	Various museum retail
28/07/2025	Museum Shop	M/H Retail Sales	166	£5.90	Various museum retail
29/07/2025	Museum Shop	M/H Retail Sales	167	£15.30	Various museum retail
30/07/2025	Museum Shop	M/H Retail Sales	168	£13.44	Various museum retail
30/07/2025	Museum Shop	M/H Retail Sales	169	£69.73	Various museum retail
30/07/2025	Museum Shop	M/H Donations	169	£30.00	Various museum retail
21/07/2025	Museum Shop	M/H Donations	170	£11.80	Museum Card Donation
28/07/2025	Museum Shop	M/H Donations	171	£0.00	Museum Card Donation
28/07/2025	Museum Shop	M/H Donations	172	£14.75	Museum Card Donation
			Total	£8,087.29	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

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

ACTUALS TO 31 JULY 2025 2025/2026 £	TOTAL BUDGET REMAINING 2025/2026 £
--	--

190,193	390,807
500	3,400
1,685	1,315
347	-347
1,012	2,588
1,276	6,224
133	667
1,333	2,717
335	865
289	711
382	1,618
853	347
1,821	2,279
17,915	3,085
6,211	1,189
182	118
92	58
197	604
0	-4,500
224,755	413,745

4,532	25,468
9	-9
4,541	25,468

220,215 388,277

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

0	600
63	637
810	-410
932	168
0	2,800

BUDGET TO DATE 2025/2026 %	BUDGET NOTES
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33	
13	Long Service Award
56	Transport and meal re staff trip, Town Sergeant 20th anniversary
0	Advert for Finance Officer / Deputy Clerk post
	CiLCA extension fee, Makaton training, Paediatric Course, Emergency
28	First Aid at Work Training, Accessibility and ILCA training course
17	Work laptop for Finance Officer, Dyson Fan for Education Room
17	For three bank accounts
33	HR consultant, online staff portal training, staff annual leave record
28	Printer ink cartridge quarterly supply
29	Pens, paper and other stationeries
19	Quarterly lease of office printer
71	Top up and maintenance of franking machine, delivery charges
44	Office broadband, telephone service, work mobile phones 5x
	Various IT services, vpn, firewall 3- year paid in advance website
85	hosting, cloud storage backup, online customer support, upgrade of server
	KALC annual membership, Scribe Accounts renewal, Allotments
84	Renewal, Cinque Ports Membership, CIPD membership
61	Parking Fees, train fare for Power Shift Conference
61	Meal for Mayor's driver, Sandwiches for FO Interview day
25	Staff work mileage
0	
35	

15	Interest received from 4x savings and investment accounts
0	Town Hall window vandalism tribunal reclaim
15	

36

0	
0	
0	
0	

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

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

		ORIGINAL BUDGET 2025/2026 £	EARMARKED VIREMENTS 2025/2026 £	REVISED BUDGET 2025/2026 £
39	CANADA DAY	2,970		2,970
40	WILLIAM HARVEY COMMEMORATION	150		150
41	HOLOCAUST DAY	350		350
45	MTCE/SERVICE/REPAIRS - EXTERNAL	300		300
46	CAR INSURANCE	650		650
47	MAYORAL CAR LEASE	4,660		4,660
48	MAYOR'S EXPENSES JUN-MAR	5,490		5,490
49	MAYOR'S EXPENSES APR-MAY	1,100		1,100
157	SAMUEL PLIMSOLL EVENT	150		150
52	BURMA STAR (VJ DAY)	500		500
164	VICTORY IN EUROPE DAY (VE DAY)	2,000		2,000
53	NORMANDY VETERANS	450		450
	TOTAL MAYORALTY EXPENDITURE	24,370	0	24,370

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

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

PREMISES

57	BUILDING REPS/MAINT	30,000		30,000
58	CLEANING	11,000		11,000
59	BUSINESS RATES	28,700		28,700
60	PWLB CAPITAL REPAYMENTS	28,300		28,300
61	PWLB INTEREST REPAYMENTS	11,000		11,000
62	SERVICES, HEATING & LIGHTING	23,000		23,000
63	PREMISES EXPENSES	2,500		2,500
165	LIFT REPAIRS & SERVICING	3,000		3,000
64	HIRE OF FACILITIES (inc. Garage)	22,000		22,000
	TOTAL PREMISES EXPENDITURE	159,500	0	159,500

65	RENTAL INCOME	20,000		20,000
150	MEETING ROOM HIRE	700		700
	TOTAL PREMISES INCOME	20,700	0	20,700

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

SERVICES

67	MISCELLANEOUS INSURANCES (inc. Heritage)	10,200		10,200
68	ALLOTMENTS - ADMINISTRATION	4,500		4,500
69	ALLOTMENTS - PFR MAINTENANCE	2,700		2,700
70	ALLOTMENTS - TKL MAINTENANCE	2,700		2,700
71	MAINTENANCE OF BEACON	200		200
73	LOCAL PROJECTS	4,000		4,000
74	NOTICE/INFORMATION/HERITAGE BOARDS	1,000		1,000

ACTUALS TO 31 JULY 2025 2025/2026 £	TOTAL BUDGET REMAINING 2025/2026 £
1,919	1,051
130	20
0	350
27	274
903	-253
4,660	0
2,282	3,208
868	232
112	38
0	500
1,146	854
100	350
13,952	10,418

0	0
0	0

13,952 10,418

9,483	20,517
3,528	7,472
28,305	395
0	28,300
0	11,000
3,820	19,180
1,093	1,407
716	2,284
6,319	15,681
53,264	106,236

8,845	11,155
250	450
9,095	11,605

44,169 94,631

15,123	-4,923
0	4,500
895	1,805
1,158	1,542
25	175
0	4,000
77	923

BUDGET TO DATE 2025/2026 %	BUDGET NOTES
65	
87	Chaplets and refreshments
0	
9	Mayoral car wash
139	Car Insurance for Mayoral Car
100	Annual Mayoral Car Lease - no further expenditure to be incurred
42	Attendance of mayoral events for Mayor 2025-26
79	Attendance of mayoral events for Mayor 2024-25
75	Refreshments and Organist
0	
57	Security Cover, Medical Cover, Lighting of the Beacon and PA
22	PA for Normandy D Day
57	

0	
0	

57

32	Various building works for Town Hall, door servicing, survey of the building
32	Council office and museum cleaning
99	Annual payment, no further expense to be incurred
0	
0	
17	Energy bills, water, refuse collection, confidential waste collection
44	Batteries, milk, dishwasher soap and other various premises expenses
24	Quarterly lift service maintenance
29	Storage unit hire, staff work parking permits, drinking water and hot water boiler hire, mayoral portrait storage
33	

44	Monthly cinema lease payment, annual insurance and service charge
36	Hire of meeting room for local election
44	

32

148	Building and contents insurance annual renewal
0	
33	Water usage, mowing and allotment repairs
43	Water usage, mowing and allotment repairs
13	Annual license fee
0	
8	Repairs on noticeboards

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

		ORIGINAL BUDGET 2025/2026 £	EARMARKED VIREMENTS 2025/2026 £	REVISED BUDGET 2025/2026 £
75	BUS SHELTERS	500		500
76	WARD GRANTS	19,800		19,800
77	TOWN GRANTS	34,200		34,200
78	FLOWERBEDS & PLANTERS	25,000		25,000
79	CHRISTMAS LIGHTING	36,000		36,000
80	CHRISTMAS FESTIVITIES	10,500		10,500
81	YOUTH FACILITIES	3,000		3,000
82	TREE AUDIT & WORKS	15,000		15,000
83	PLAY AREA MAINTENANCE	25,000		25,000
84	PARK BENCHES	500		500
85	LITTER/SALT BINS, BOLLARDS & RAILINGS	1,000		1,000
87	TOURIST INFORMATION/VISITOR SERVICES	2,000		2,000
88	MAINTENANCE OF PUBLIC CLOCKS	500		500
89	MAINTENANCE OF MEMORIALS	1,800		1,800
90	TELEPHONE BOX	150		150
163	CCTV MONITORING	41,000		41,000
92	CCTV MAINTENANCE	16,000		16,000
93	ARMED FORCES' DAY	20,000		20,000
44	FUEL/CHARGING VEHICLES	1,000		1,000
144	COMMUNITY MINIBUS MAINT	8,500		8,500
94	CONTINGENCY	2,000		2,000
149	COMMUNITY INFRASTRUCTURE LEVY EXP.	0	2,550	2,550
166	BUS SHELTER PRINTING	1,000		1,000
169	WATER QUALITY TESTING	4,500		4,500
	TOTAL SERVICES EXPENDITURE	294,250	2,550	296,800

95	ALLOTMENT RENTS - PFR	5,200		5,200
96	ALLOTMENT RENTS - TKL	4,800		4,800
97	ALLOTMENT KEY	100		100
143	ALLOTMENT DEPOSITS (RESERVE)	0	500	500
145	BUS SHELTER ADVERTISEMENT	3,000		3,000
148	CHRISTMAS STALLS	1,000		1,000
149	COMMUNITY INFRASTRUCTURE LEVY INCOME	0		0
167	CCTV MAINT CONTR.	1,000		1,000
158	CCTV VIEWING	100		100
	TOTAL SERVICES INCOME	15,200	500	15,700

NET SERVICES EXPENDITURE/INCOME **279,050** **2,050** **281,100**

FEES

98	CONSULTANTS FEES	1,000		1,000
101	LEGAL/BAILIFF FEES	1,000		1,000
99	EXTERNAL AUDIT FEES	2,300		2,300
100	INTERNAL AUDIT FEES	600		600
102	CARD RECEIPTS FEES	1,200		1,200
	TOTAL FEES	6,100	0	6,100

MUSEUM/HERITAGE

105	M/H SUBSCRIPTIONS	700		700
107	M/H EQUIPMENT/FURNITURE	1,000		1,000
108	M/H EXHIBIT REPAIRS	1,750		1,750

ACTUALS TO 31 JULY 2025 2025/2026 £	TOTAL BUDGET REMAINING 2025/2026 £
0	500
5,115	14,685
0	34,200
22	24,978
0	36,000
0	10,500
0	3,000
0	15,000
9,517	15,483
0	500
250	750
1,659	341
0	500
300	1,500
0	150
40,784	216
13,000	3,000
2,334	17,666
171	829
264	8,236
0	2,000
2,550	0
91	909
0	4,500
93,332	203,468

4,864	336
4,768	32
60	40
500	0
0	3,000
0	1,000
0	0
0	1,000
0	100
10,192	5,508

83,140 **197,960**

0	1,000
137	863
0	2,300
211	389
163	1,037
511	5,589

0	700
0	1,000
39	1,711

BUDGET TO DATE 2025/2026 %	BUDGET NOTES
0	
26	Grants awarded to local organisations in Folkestone wards
0	
0	Plants for Town Hall planters
0	
0	
0	
38	Monthly mowing of play parks, installation of fence at Pine Way Play Park
0	
25	Salt bins top up
83	Town meeting newspaper advert
0	
17	Annual cleaning of the Harvey Memorial
0	
99	Annual CCTV maintenance
81	CCTV planned preventative maintenance
12	Lunch, drinks, placecards and balloon arch for Armed Forces Day
17	Fuel for Mayoral Car, monthly rental of storage unit
3	Charging of community minibus, 8 weekly checks
0	
0	Installation of fence at Pine Way
9	Bus stop advertising prints
0	
31	

94	Park Farm allotment rent received
99	Tile Kiln Lane allotment rent received
60	Allotment keys for tenants
0	Allotment tenant deposit earmarked
0	
0	
0	
0	
0	
65	

30

0	
14	DBS checks for museum volunteers, premises licence for events
0	
35	Internal Audit Fees re 2024/25 accounts
14	Museum shop till service charge
8	

0	
0	
2	Consumable items for museum repairs

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

		ORIGINAL BUDGET 2025/2026 £	EARMARKED VIREMENTS 2025/2026 £	REVISED BUDGET 2025/2026 £
106	M/H COLLECTIONS CARE	3,500		3,500
109	M/H AUDIENCE DEVELOPMENT	3,000		3,000
115	M/H MERCHANDISE	2,500		2,500
117	M/H EVENTS	5,000		5,000
111	M/H TEMPORARY EXHIBITIONS	1,000		1,000
119	M/H AUDIENCE ENGAGEMENT	5,200		5,200
153	M/H FRIENDS OF FOLKESTONE	0	304	304
112	M/H PUBLICITY & PROMOTION	1,000		1,000
168	M/H FORMAL LEARNING	1,500		1,500
122	M/H HOSPITALITY	350		350
139	MUSEUM / HERITAGE (RESERVE USE)	0	6,424	6,424
	TOTAL MUSEUM/HERITAGE EXPENDITURE	26,500	6,728	33,228

125	M/H INCOME	7,000		7,000
130	M/H RETAIL SALES	3,200		3,200
131	M/H DONATIONS	3,000		3,000
	TOTAL MUSEUM/HERITAGE INCOME	13,200	0	13,200

NET MUSEUM/HERITAGE EXP/INCOME **13,300** **6,728** **20,028**

SUMMARY

TOTAL EXPENDITURE	1,161,820	9,278	1,171,098
TOTAL INCOME	79,100	500	79,600
NET TOTAL	1,082,720	8,778	1,091,498

PRECEPT	1,082,720		1,082,720
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	ACTUALS TO 31 JULY 2025 2025/2026 £	TOTAL BUDGET REMAINING 2025/2026 £
	208	3,292
	540	2,460
	872	1,628
	488	4,512
	131	869
	652	4,548
	304	0
	51	949
	411	1,089
	0	350
	6,424	0
	10,121	23,107

	2,960	4,040
	1,780	1,420
	323	2,677
	5,063	8,137

5,057 **14,971**

395,935	775,163
28,891	-50,709
367,044	724,454

541,360	541,360
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BUDGET TO DATE 2025/2026 %	BUDGET NOTES
6	Conservation consumables and expansion folders
18	Museum website hosting annual renewal
35	Museum shop merchandise purchase
10	Deposit for Rentadinosaur booking, masterclass facilitation
13	Command strips for exhibition hanging, anti-fade window film
13	Craft materials for workshops
0	Museum seating stalls
5	Advertising for archaeology workshop
27	Items for school workshops
0	
0	Prepare tender packs - lightning protection works
30	

42	Museum schools, holiday workshops and talks
56	Museum shop retail sale
11	Donations received
38	

25

34
36
34

50

Folkestone Town Council Earmarked Reserves as at 31 July 2025

Earmarked	Opening Balance £	Transfers £	Spend £	Receipts £	Current Balance £
Tree Planting Reserve	44,891.05				44,891.05
Museum/Heritage Reserve	151,801.77		6,423.82		145,377.95
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		2,550.00		149,111.34
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		500.00	2,100.00
Friends of Folkestone Museum	304.32		304.32		0.00
Ward Grants Reserve	18,752.50				18,752.50
Christmas Lights Reserve	15,923.00				15,923.00
Total	464,678.28	-150.00	9,278.14	500.00	455,750.14
GENERAL FUND					459,327.00
TOTAL FUNDS					915,077.14

Earmarked Reserve Spent Breakdown:

Earmarked Reserve	Description	Amount
Allotment Deposits	Allotment tenants deposit received (less one refund of £50)	£500.00
Friends of Folkestone Museum	Purchase of museum seating stalls	£304.32
Neighbourhood Fund (CIL)	Installation of fence - Pine Way	£2,550.00
Museum/Heritage Reserve	Payments relating to Fire Escape Works	£4,114.99
Museum/Heritage Reserve	Payments relating to Lightning Protection Works	£2,308.83

Folkestone Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2025		
	Cash in Hand 01/04/2025		721,039.25
	ADD Receipts 01/04/2025 - 30/06/2025		563,412.26
	SUBTRACT Payments 01/04/2025 - 30/06/2025		1,284,451.51
	Cash in Hand 30/06/2025 (per Cash Book)		302,786.84
B			981,664.67
	Cash in hand per Bank Statements		
	HSBC Current Account 30/06/2025	103,046.75	
	HSBC Deposit Account 30/06/2025	263,037.73	
	HSBC Receipts Account 30/06/2025	8,436.92	
	Credit Card (FairFX) 30/06/2025	1,240.50	
	Museum Shop Float 30/06/2025	100.00	
	Short Term Investment Account 30/06/2025	240,000.00	
	Unity Trust Bank 30/06/2025	44,244.48	
	Cambridge Building Society 30/06/2025	81,558.29	
	CCLA Public Sector Deposit Fund 30/06/2025	240,000.00	
			981,664.67
	Less unrepresented payments		
			981,664.67
	Plus unrepresented receipts		
	Adjusted Bank Balance		981,664.67
	A = B Checks out OK		

Folkestone Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/07/2025		
	Cash in Hand 01/04/2025		721,039.25
	ADD Receipts 01/04/2025 - 31/07/2025		566,954.04
	SUBTRACT Payments 01/04/2025 - 31/07/2025		1,287,993.29
			391,221.47
	Cash in Hand 31/07/2025 (per Cash Book)		896,771.82
B	Cash in hand per Bank Statements		
	HSBC Current Account 31/07/2025	100,378.84	
	HSBC Deposit Account 31/07/2025	180,479.32	
	HSBC Receipts Account 31/07/2025	9,068.18	
	Credit Card (FairFX) 31/07/2025	948.71	
	Museum Shop Float 31/07/2025	100.00	
	Short Term Investment Account 31/07/2025	240,000.00	
	Unity Trust Bank 31/07/2025	44,238.48	
	Cambridge Building Society 31/07/2025	81,558.29	
	CCLA Public Sector Deposit Fund 31/07/2025	240,000.00	
			896,771.82
	Less unrepresented payments		
			896,771.82
	Plus unrepresented receipts		
	Adjusted Bank Balance		896,771.82
	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	£550.00	£1,410.50		
PETER GANE	Cheriton West	£2,180.50	£200.00	£1,980.50		
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	£200.00	£2,382.00		
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	£1,300.00	£982.00		
NICOLA KEEN	Folkestone Harbour	£920.00	£400.00	£520.00		
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	£375.00	£1,497.00		
KIERAN LEIGH	Folkestone Broadmead	£2,538.00	£500.00	£2,038.00		
ROGER WEST	Cheriton West	£2,410.50	£300.00	£2,110.50		
TOTAL		£38,552.50	£7,540.00	£31,012.50		
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

This report will be made public on
15 August 2025

**Folkestone
Town Council**



Report Number **F/25/388**

To: Finance and General Purposes Committee
Date: 21 August 2025
Status: Non-Exempt
Responsible Officer: Town Clerk
Report From: Finance Officer

Subject: ALLOTMENT ANNUAL FEE INCREASE

SUMMARY: This report reviews the recommendation of increasing annual allotment annual fee commencing for the year 2026/27 in line with the increase of water rates.

REASONS FOR RECOMMENDATION

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

- a) The Council is required to assess the options for allotments rents.
- b) The Council is required to recommend appropriate allotments rental charges for 2026/27.

RECOMMENDATIONS:

- 1. To receive and note Report F/25/388.
- 2. To increase the allotment annual fee by 18% in line with the increase of allotment water rates.

Aims and Objectives – Corporate Priority 8.2.

Financial Implications – Increase in the allotment annual fee to tenants.

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 Business water rates in the UK are expected to increase over the next five years due to the development of water infrastructure across the UK.

- 1.2 Business water rates have effectively increased from April 2025, impacting the increase of water costs at Park Farm and Tile Kiln Lane allotments.
- 1.3 The business water rates from April 2025 have increased by an average of 21% in the South-East. The council's water supplier, Castle Water, has increased the water rates by 18%.

2.0 FINANCIAL IMPLICATIONS

- 2.1 Both allotment sites require multiple maintenance activities during the year including: replacement of water troughs, vandalism, purchase of equipment, mowing, maintenance of overgrown vacant plots, security and other variable allotment repairs.
- 2.2 The current allotment rent is £0.56 per square metre. A proposed fee increase of 18% would raise the rent to £0.66 per square metre, representing an increase of £0.10.
- 2.3 This adjustment is intended to ensure the quality and long-term sustainability of the allotment sites for all tenants.

3.0 FORECAST

- 3.1 The table below shows the annual water cost for both allotment sites and the forecast cost for the year 2025/26.

Allotment Site	Water Cost 2024/25	Forecast 2025/26
Park Farm	£400	£472
Tile Kiln Lane	£1,258	£1,484

- 3.2 The increase in water rates will be incremental over the next five years. The officers will carefully monitor the increase of water rates for all sites each year.

4.0 RECOMMENDATION

- 4.1 Increase the annual allotment fee to £0.66 per square metre to better reflect costs and support the ongoing quality and sustainability of the allotment sites.

CONTACT OFFICER

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

Telephone: 01303 257 946 or email toni.brenchley@folkestone-tc.gov.uk prior to the meeting.

This report will be made public on
14 August 2025

**Folkestone
Town Council**



Report Number **F/25/391**

To: Finance and General Purposes Committee
Date: 21 August 2025
Status: Non-Exempt
Responsible from: Town Clerk

Subject: **COMMUNITY INFRASTRUCTURE LEVY (CIL)
FUNDS**

SUMMARY:

The Community Infrastructure Levy (CIL) is a tax that local authorities charge on most new developments in their area.

This report summarises income and expenditure from FTC CIL Funds and proposed policy to identify additional ideas for which CIL money can best serve the community.

REASONS FOR RECOMMENDATIONS

- To ensure CIL funds are used in a transparent, fair, and effective way to benefit the local community and support sustainable development.
- CIL funds must be spent within 5 years of receipt.
- Failure to account, or plan for the use of Local CIL could result in the Local Planning Authority reclaiming CIL money.

RECOMMENDATIONS:

1. **Receive and note Report F/25/391.**
2. **Note the current balance and previous use of CIL funds.**
3. **Approve the attached Community Infrastructure Levy Policy for prioritising projects and allocation of funds.**
4. **Engage with the community for future prioritisation of CIL spending.**

Aims and Objectives – Corporate Priorities 1 and 4.3.
Financial Implications – Fair and transparent use of CIL funds.
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 Community Infrastructure Levy is a planning charge that allows local authorities in England and Wales to raise funds from developers undertaking new building projects. The levy is intended to help deliver the infrastructure needed to support development in the area.
- 1.2 Under CIL regulations, a portion of the funds (typically 15% or 25% in areas with a Neighbourhood Plan) is passed to the town or parish council for use on projects that support the development of the local area. FTC currently receive 15%.
- 1.3 CIL funding can be used to support infrastructure improvements, including social infrastructure, which the local community will benefit from. This gives the Town Council more influence for locally popular projects if it is able to fund them using local CIL money. As no other bodies, e.g. the County Council, receive CIL money, they can approach the Town Council to fund local improvements, such as an additional pavement or a pedestrian crossing.

2.0 CIL RECEIPTS TO DATE

2020/21	£22,011.30
2021/22	£14,926.92
2022/23	£65,740.95
2023/24	£71,058.10
2024/25	£16,227.07
Total	£189,964.34

3.0 SUMMARY OF CIL EXPENDITURE & PROPOSALS TO DATE

3.1 Actual Expenditure

Year	Project	Cost	STATUS
2022/23	Purchase of additional play equipment	£33,859	Completed
2024/25	Supply of fencing & gates – Pine Way	£4,444	Completed
2025/26	Installation of fencing & gates – Pine Way	£2,550	Completed
2024/26	Fencing at Naseby Avenue	£4,600	Approved & in progress
	Total	£45,453	
	Balance	£144,511	

3.2 Proposed Expenditure (Subject to approval)

Year	Proposal	Cost	See Report
2025/26	Highways improvements	£21,650	F/25/393
2025/26	Play park improvements	£23,200	F/25/394
		£44,850	

4.0 COMMUNITY INFRASTRUCTURE LEVY POLICY

- 4.1 A Community Infrastructure Levy Policy for prioritising projects and allocation of funds is attached for Committee's consideration.

CONTACT OFFICER

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

Telephone: 01303 257 946 or email toni.brenchley@folkestone-tc.gov.uk prior to the meeting.



Folkestone Town Council's Community Infrastructure Levy (CIL) Policy

for prioritising projects and allocating funds

1. Introduction

This policy sets out how Folkestone Town Council will manage and allocate Community Infrastructure Levy (CIL) funds received from the Local Planning Authority (LPA). It aims to ensure funds are used in a transparent, fair, and effective way to benefit the local community and support sustainable development.

2. Scope

This policy applies to CIL funds (15–25%) passed to the Town Council by the LPA under the Community Infrastructure Levy Regulations 2010 (as amended).

3. Legal Context

Under the CIL Regulations, CIL funds can be used on the provision, improvement, replacement, operation, or maintenance of infrastructure needed to support the development of the area, and can also spend it on anything else that is concerned with addressing the demands that development places on an area.

4. Principles for Allocating CIL Funds

CIL funding decisions will be guided by the following principles:

Principle	Explanation
Community Benefit	Projects must deliver clear and lasting benefits for the local community.
Infrastructure Focus	Priority will be given to infrastructure improvements (e.g. paths, parks, community spaces).
Transparency	All decisions will be made in open Council meetings and reported annually.
Inclusivity	Residents and stakeholders will be invited to submit project ideas.
Sustainability	Projects should align with environmental and social sustainability goals.
Deliverability	Projects must be realistic, costed, and deliverable within a reasonable timeframe.

5. Process for Project Prioritisation and Approval

5.1 Call for Proposals

- Annually (or biannually), the Council will invite proposals from:
 - Residents
 - Community groups
 - Councillors
 - Local service providers

5.2 Ongoing Maintenance

Report(s) will be submitted to the appropriate Committee for ongoing maintenance of FTC owned infrastructure (i.e. Play Parks).

5.3 Evaluation Criteria

All proposals will be assessed against the following criteria:

- Relevance to local infrastructure needs
- Alignment with FTC's Four Year Plan
- Community support or consultation
- Cost and value for money
- Opportunities for match funding or partnership working
- Ongoing maintenance and sustainability

5.4 Decision-Making

- The appropriate Committee will review proposals.
- Approval for release of CIL funds to be sought from Finance & General Purposes Committee.
- Approved projects will be listed on the Council's website.

6. Use of Funds

Neighbourhood CIL funds may be used for, but are not limited to:

- Community centres or halls
- Green spaces and play areas
- Pathways, lighting, and benches
- Traffic calming or accessibility improvements
- Public toilets, noticeboards, or signage
- Digital or energy infrastructure
- Feasibility studies for local infrastructure projects

7. Monitoring and Reporting

A CIL Annual Report will be published by 31 December each year, including:

- Total CIL income
- Funds allocated and spent
- Project descriptions
- Balances carried forward

This report will be published annually on the Council's website and sent to the LPA.

8. Unspent Funds

- CIL funds must be spent within 5 years of receipt.
- Unspent or misused funds may be reclaimed by the LPA.

Review of Policy

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

<i>Date Adopted</i>	21/08/25 (F&GP Min.?????)	<i>Review Date</i>	<i>Annually</i>
<i>Revised Dates</i>			

This report will be made public on
14 August 2025

**Folkestone
Town Council**



Report Number **F/25/393**

To: Finance and General Purposes Committee
Date: 21 August 2025
Status: Non-Exempt
Responsible from: Town Clerk

Subject: HIGHWAYS IMPROVEMENT PLAN (HIP) – CIL FUNDS

SUMMARY:

Folkestone Town Council's HIP Working Group asked Kent Highways to make improvements for pupil safety on Tile Kiln Lane and Ashley Avenue.

REASONS FOR RECOMMENDATION

The HIP Working Group recommended that this area be prioritised for improvement for the safety of the local residents and school pupils and that CIL funds be used to ensure the scheme is carried out.

The last concept put forward from the HIP and approved by KCC was for Shorncliffe Road which is being funded entirely by Kent Highways – estimated to be over £100,000.

CIL funding can be utilised for the benefit of the community and to improve infrastructure.

RECOMMENDATIONS:

1. To receive and note Report F/25/393
2. To approve funding 50% of the installation of a 20mph limit on Tile Kiln Lane - £3,650 from CIL funds.
3. To approve £18,000 for the engineering solution to address problems with the junction.

Aims and Objectives – Corporate Priorities 2.2, 2.3 and 3.3

Financial Implications – £21,650 from CIL Funds.

Equal Opportunities – Equal opportunities for all.

Environmental Impact – The environmental impact has been considered in the preparation of all budgets.

1.0 INTRODUCTION

- 1.1 Folkestone Town Councillors have been working in partnership with Folkestone and Hythe District Councillors to try to improve the safety for pupils at The Turner School on Tile Kiln Lane.
- 1.2 The location was brought to the attention of the HIP Working Group in April 2024 and was agreed to be prioritised and was subsequently presented to Kent Highways in September 2024.

2.0 ISSUES OPPORTUNITIES & RESEARCH

- 2.1 Speeding traffic was reported to be of serious concern to local residents along Tile Kiln Lane and Ashley Avenue. Research was conducted that included the collision and speed data for the area. It was noted that the average speed outside the school was 24.96mph, and the highest average speed for Ashley Avenue, on the northern end was 22.51mph. These are average speeds, therefore it does not suggest that there are not drivers who speed.
- 2.2 Crash data from the last 3 years is used to look for patterns which could be addressed through engineering methods. Typically, Kent Highways receive collision reports from Kent Police approximately 6 months prior to a recorded collision. Within the last 3 years there has been 1 damage only collision and 2 slight injury collisions recorded along Tile Kiln Lane and Ashley Avenue. The damage only collision occurred near to the junction of Tile Kiln Lane and Surrenden Road and involved a drunk driver, and both of the slight injury collisions occurred just north of the zebra crossing by the junction with Postling Road, one of which was a road rage incident whereby one driver got out of their car and approached another which tried to drive away and hit the first driver, the second collision was due to a pedestrian running out in front of a car. None of these collisions have speed as a contributory factor.
- 2.3 With this information to hand, Kent Highways felt there could be some improvements to the area.

3.0 REVIEW AND RECOMMENDATIONS

- 3.1 Kent Highways have recommended the installation of an advisory 20mph limit to cover the area around the school entrance at Tile Kiln Lane. This will begin at the yellow backed school warning signs that are currently in place in Biggin's Wood Road and Ashley Avenue. The Biggin's Wood Road sign has a SLOW marking already, these SLOW markings will be added to the other 2 signs. Each of these points will have flashing beacons on that activate during school drop off and pick up times, with a plate stating that when the lights are flashing, the speed limit is 20mph with the hope of encouraging more appropriate driving behaviours.

The estimated cost for the advisory 20mph limit on Tile Kiln Lane for the Turner Free School is £7,300.

- 3.2 The junction between Tile Kiln Lane, Ashley Avenue, Biggin's Wood Road and Ceaser's Way, is a very complicated junction and not ideal for children to manoeuvre at all, especially with the added issue of the HGV traffic, this meant that Kent Highways were very limited in what they could do in terms of the layout due to available land and the necessity to maintain HGV access for the industrial estate.

Kent Highways have designed an engineering solution for the problems with the junction which include a raised table to slow traffic and a build out of the pavement to help with crossing.

The estimated cost for this is £18,000.

- 3.2 Attached are the plans for both schemes.

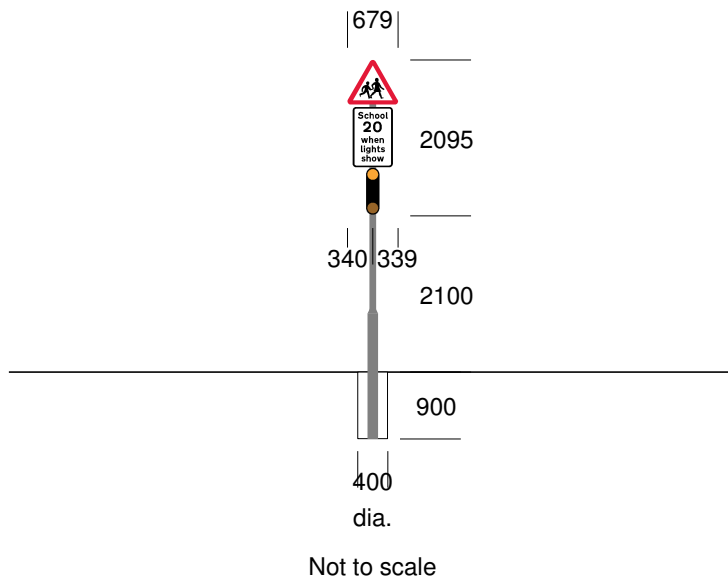
4.0 MAINTENANCE IMPLICATIONS

- 4.1 There will be no onward maintenance implications from either scheme as both will be the responsibility of Kent Highways.

5.0 CONCLUSION

The collaboration between Folkestone Town Councillors and Folkestone and Hythe District Councillors demonstrates a strong commitment to improving pupil safety at The Turner School.

The concerns raised regarding Tile Kiln Lane/Ashley Avenue area were acknowledged promptly by the HIP Working Group and escalated to Kent Highways, reflecting a proactive and coordinated approach to ensure the appropriate measures are implemented with the safety of the students being a priority.



Notes:
20mph Advisory

Sign Details:
x-Heights: 62.5, 100
Dimensions (mm & m²):
Width: 679, Height: 600, Area: 0.24
Width: 541, Height: 809, Area: 0.44
Width: 180, Height: 630, Area: 0.11
Total area: 0.79 m²
Material: BS EN 12899-1:2007
class: RA2
Colours:
☐ black on white

Structure Details:
1 no. SPS wide base post:
139.7x5.0 & 88.9x4.0
Support length: 5095 mm

Planted foundation to BD 94/07:
Soil type: poor or unknown
Height of footing: 900 mm
Diameter of footing: 400 mm

Project:

Project No:

Sign Ref:

Drawn By:

Scale 1:15

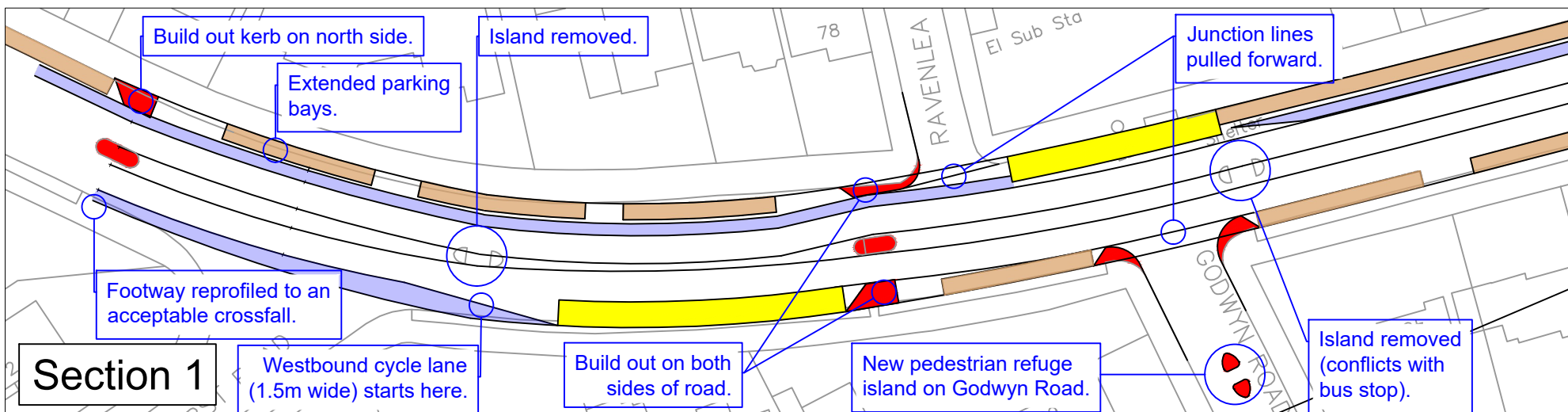
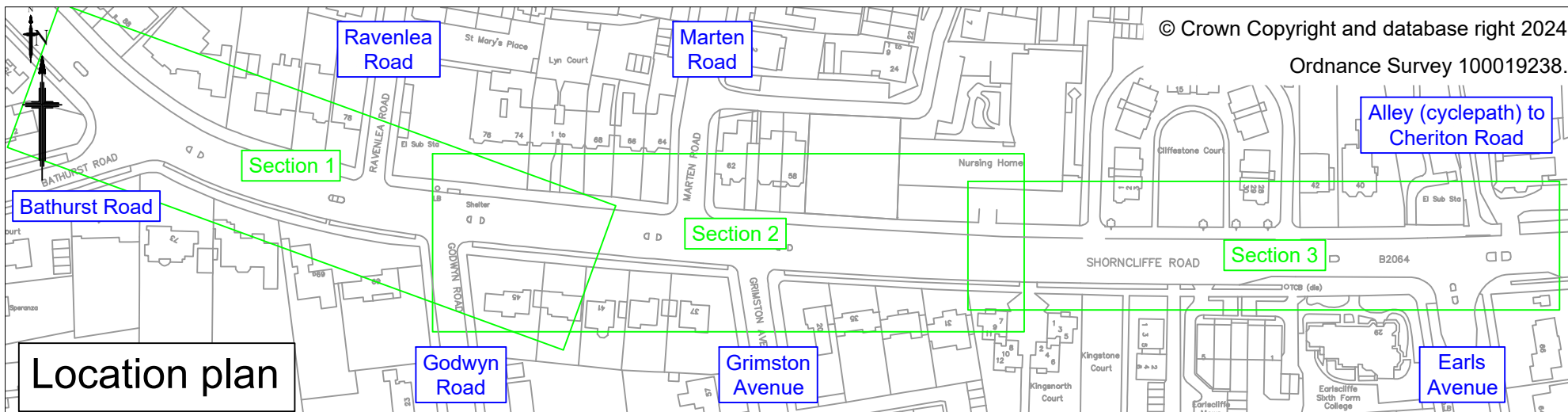
Checked By:

Approved By:

Date Printed: 03-11-16

**Kent
County
Council**
kent.gov.uk





- Cycle lane (1.5 metre wide + 0.5m buffer from parking bays).
- Pedestrian island (minimum 2m wide, new or retained) or buildout.
- Bus stop clearway.
- Parking bay (2m wide).

Project
SHORNCLIFFE ROAD, FOLKESTONE
Pedestrian island improvements.



Kent County Council
Ashford Highway Depot
Henwood Industrial Estate
Ashford TN24 8AD
Tel: 03000 418181

Drawing title
Concept design
(Sheet 1 of 2).

Drawing status
OUTLINE DESIGN

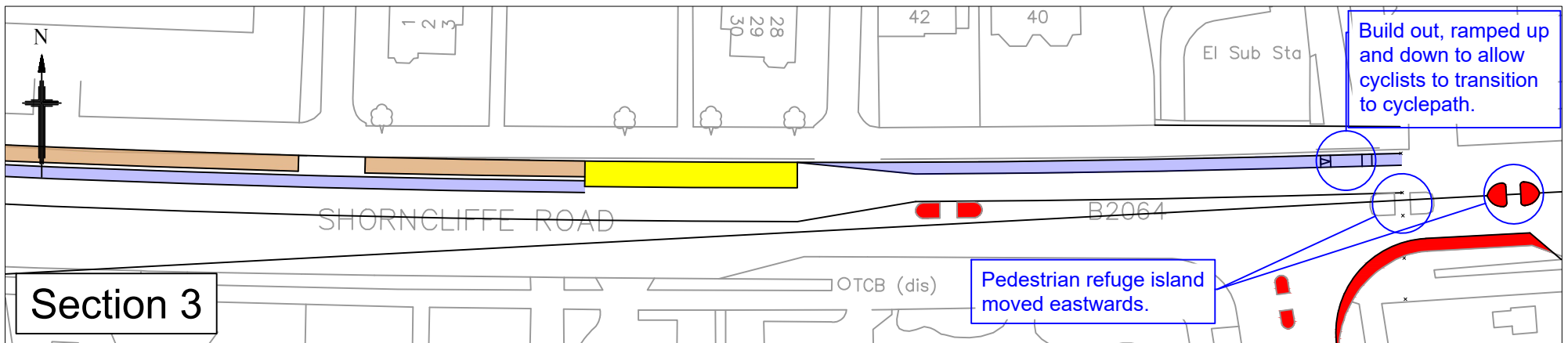
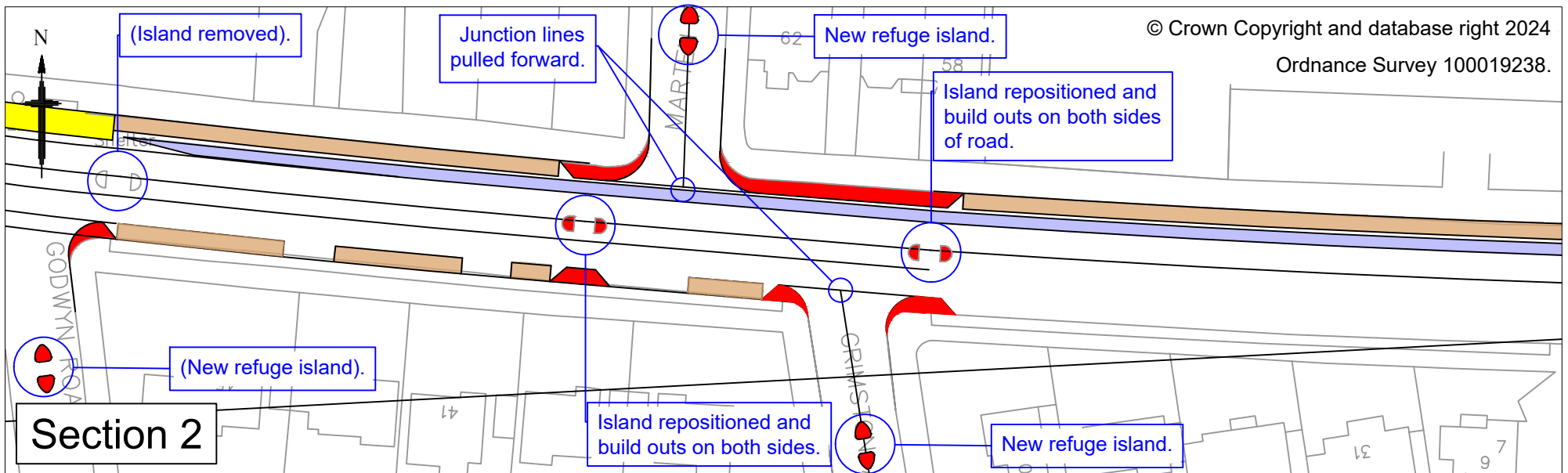
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Drawing number
24-FH-PAR-1891-101

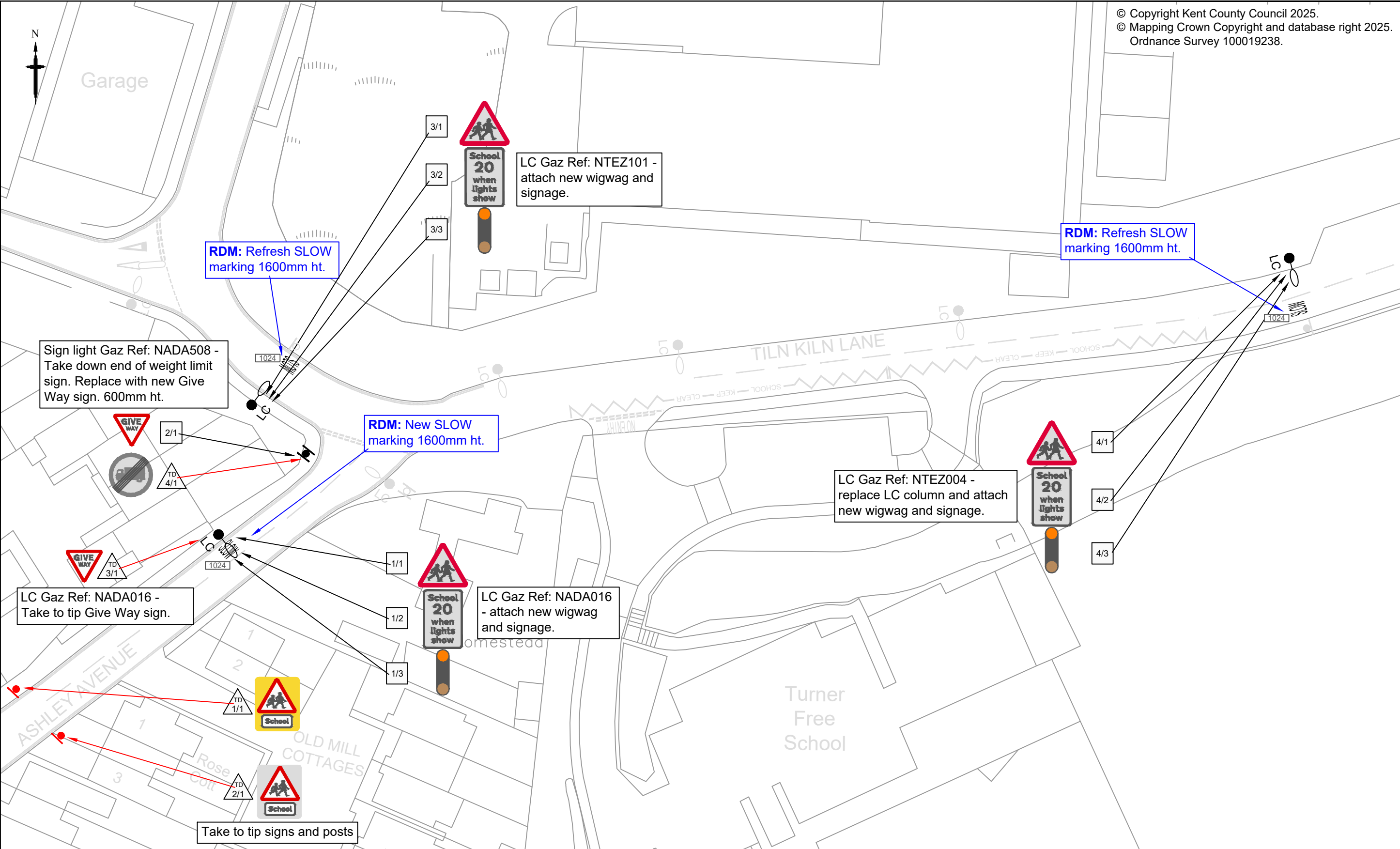
Rev
0

0	18/12/2024		PB		
Rev	Revision Date	Purpose of revision	Drawn	Checked	Approved

This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.



						Project		<div><div><div><div>Kent County Council</div><div>Ashford Highway Depot</div><div>Henwood Industrial Estate</div><div>Ashford TN24 8AD</div><div>Tel: 03000 418181</div></div><div></div></div></div>																				
						SHORNCLIFFE ROAD, FOLKESTONE Pedestrian island improvements.																						
<table><tr><td>0</td><td>18/12/2024</td><td></td><td>PB</td><td></td><td></td></tr><tr><td>Rev</td><td>Revision Date</td><td>Purpose of revision</td><td>Drawn</td><td>Checked</td><td>Approved</td></tr><tr><td colspan="6">This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.</td></tr></table>						0	18/12/2024		PB			Rev	Revision Date	Purpose of revision	Drawn	Checked	Approved	This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.						Drawing title		<div>Concept design (Sheet 2 of 2)</div>		
						0	18/12/2024		PB																			
						Rev	Revision Date	Purpose of revision	Drawn	Checked	Approved																	
						This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.																						
						Drawing status		OUTLINE DESIGN																				
Scale	1:750 at A4		Do not scale																									
Drawing number		24-FH-PAR-1891-102		Rev	0																							



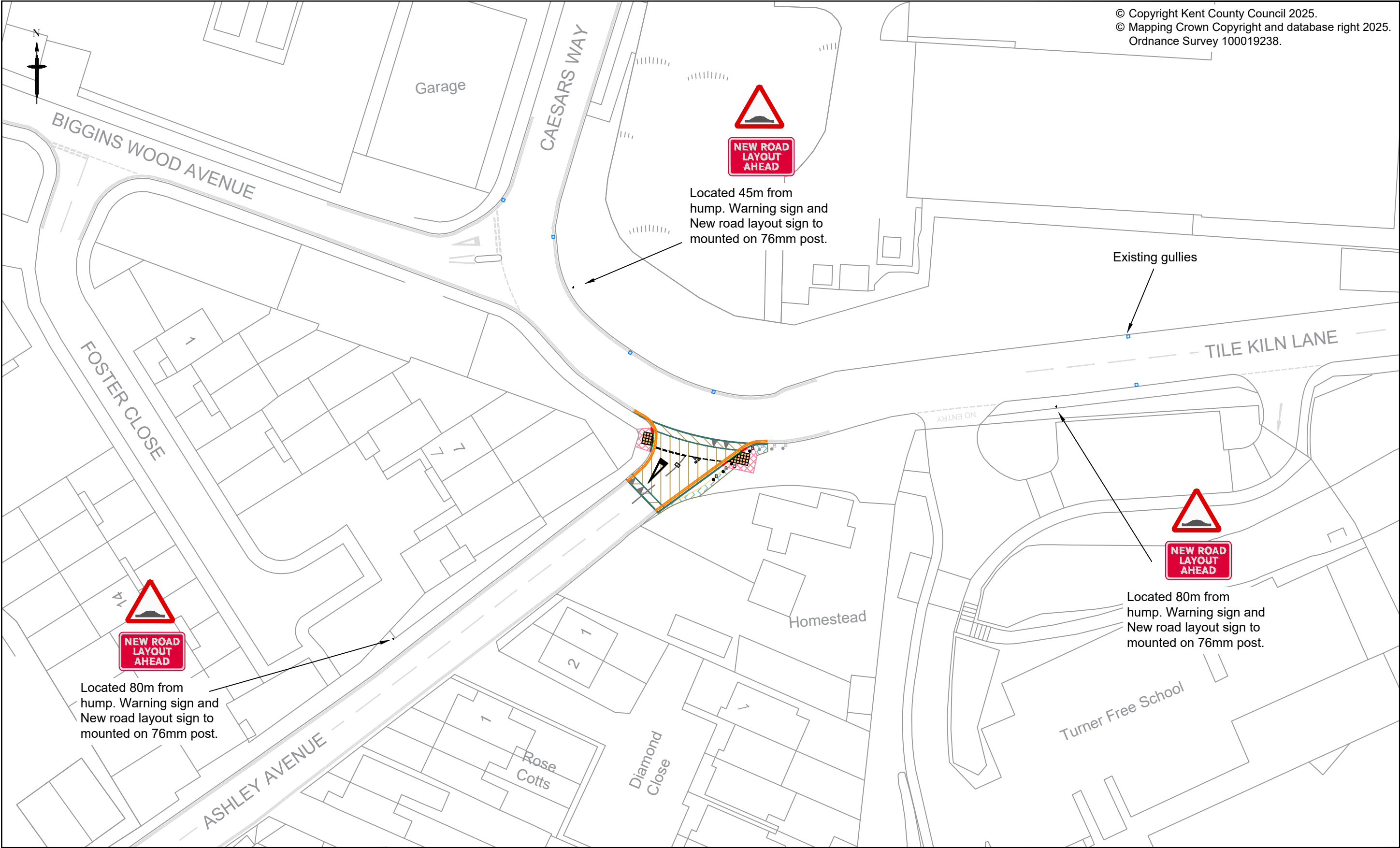
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Ordnance Survey 100019238.

General key					
	Existing lamp column to remain.				
	Illuminated traffic sign (refer to Sign Schedule).				
	Sign to be removed (refer to Sign Schedule).				
	Sign position and orientation (one post).				
	Road marking TSRGD 2016 Diagram number.				
0	16/05/25	FIRST ISSUE	MTS	DH	WB
Rev	Revision Date	Purpose of revision	Drawn	Check'd	App'd




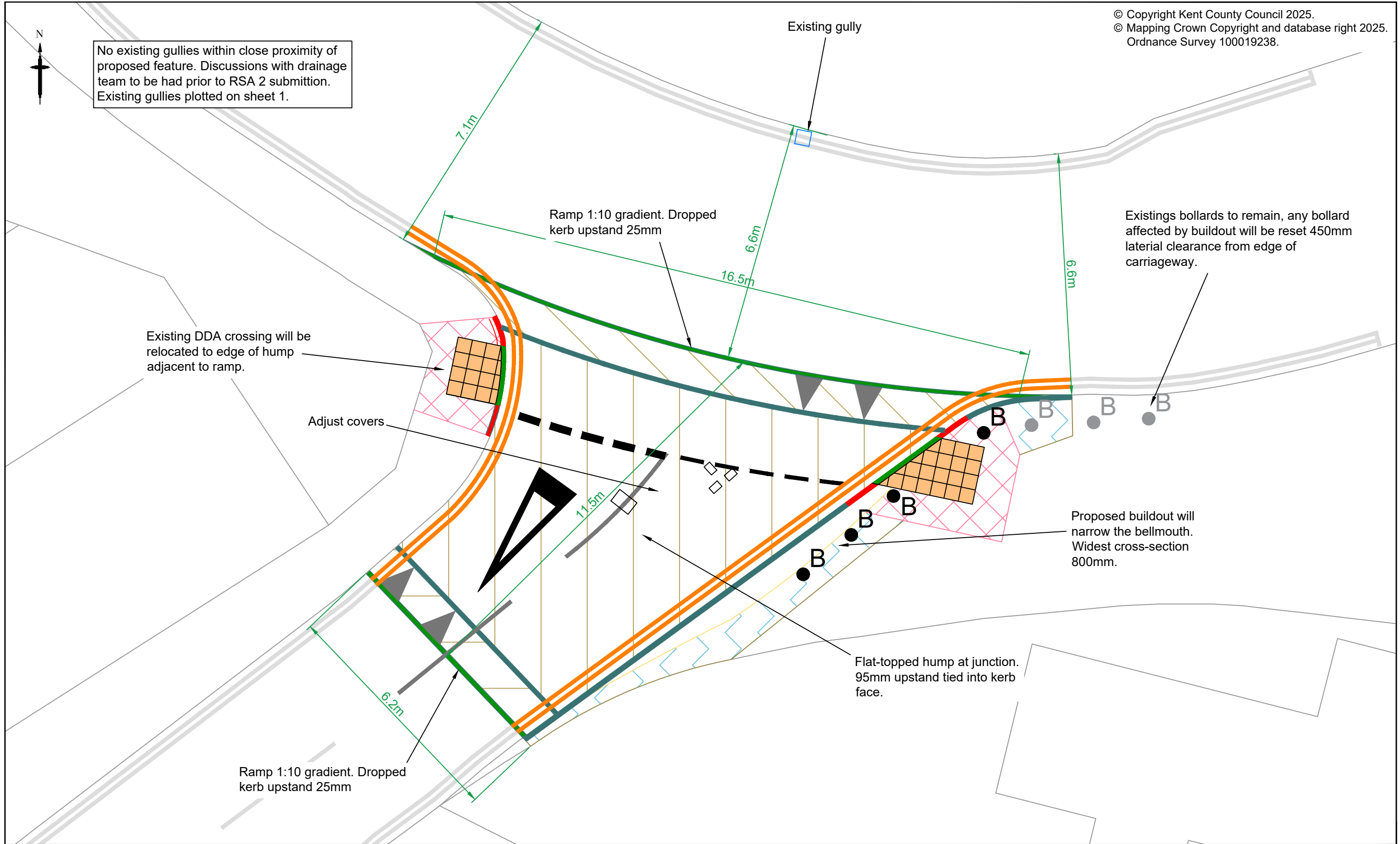
Kent County Council
Kroner House,
Eurogate Business Park,
Ashford TN24 8XU
Tel: 03000 418181


Project	TILE KILN LANE, FOLKESTONE ADVISORY 20MPH LIMIT			This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.	
Drawing title	CONCEPT DESIGN TRAFFIC SIGNS AND ROAD MARKINGS			Drawing status FOR LOCAL ENGAGEMENT	
		Scale	1:500 at A3	Do not scale	
Drawing number				24-FH-PAR-1892-001	Rev 0



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Ordnance Survey 100019238.

						 Kent County Council Kroner House, Eurogate Business Park, Ashford TN24 8XU Tel: 03000 418181		Project ASHLEY AVENUE, FOLKESTONE JUNCTION IMPROVEMENT		This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.	
								Drawing title PROPOSED BUILDOUT AND RAISED TABLE SHEET 1 OF 2		Drawing status FOR CONSULTATION	
Scale	1:500 at A3	Do not scale									
Drawing number 25-FH-PAR-1985-001			Rev 0								
0	09/06/25	FIRST ISSUE		MTS	DH	WB					
Rev	Revision Date	Purpose of revision		Drawn	Check'd	App'd					



								Project		ASHLEY AVENUE, FOLKESTONE JUNCTION IMPROVEMENT		This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.					
								Drawing title		PROPOSED BUILDOUT AND RAISED TABLE		Drawing status		FOR CONSULTATION			
						Scale						1:100 at A3		Do not scale			
						0		09/06/25		FIRST ISSUE		MTS		DH		WB	
Rev		Revision Date		Purpose of revision		Drawn		Check'd		App'd		25-FH-PAR-1985-002		0			
						Kent County Council Kroner House, Eurogate Business Park, Ashford TN24 8XU Tel: 03000 418181											

This report will be made public on
14 August 2025

**Folkestone
Town Council**



Report Number **F/25/394**

To: Finance and General Purposes Committee
Date: 21 August 2025
Status: Non-Exempt
Responsible from: Town Clerk

Subject: PLAY PARK IMPROVEMENTS – CIL FUNDS

SUMMARY:

This report outlines work required in the play areas to replace equipment that has exceeded its useful life and to install benches for the benefit of the George Gurr community.

REASONS FOR RECOMMENDATION

CIL funding can be utilised for the benefit of the community and to improve infrastructure.

RECOMMENDATIONS:

- 1. To receive and note Report F/25/394**
- 2. To approve the release of CIL funds up to £23,200 for the play park improvements recommended in the three play areas.**

Aims and Objectives – Corporate Priority 1.12.
Financial Implications – £23,200 from CIL Funds.
Equal Opportunities – Equal opportunities for all.
Environmental Impact – The environmental impact has been considered in the preparation of all budgets.

1.0 INTRODUCTION

Although the Play parks underwent some extensive refurbishment in 2022, not all the equipment was replaced. Unfortunately, two pieces of equipment have exceeded their useful life and now require replacement.

Whilst conducting the park inspections the Communities and Grants Officer spoke with some of the residents at George Gurr Crescent who use the park on a regular basis and gave some useful feedback. Although they have been very pleased with the refurbishment, they observed that the ground in front of the MUGA has eroded slightly, making it unsuitable for activities such as bouncing basketballs. They also noted the absence of picnic benches in the park area, which could enhance the overall usability and enjoyment of the space.

2.0 CURRENT PROVISION

Below are images of the play equipment in need of replacement at Southern Way and Pine Way.

One of the blue tunnels at Southern Way developed a hole and needed to be removed. This unfortunately could not be repaired. The disc at Pine Way has worn out its bearings and is beyond repair.

Southern Way

Pine Way

George Gurr MUGA

3.0 FINANCIAL INFORMATION

The Communities and Grants Officer is currently gathering quotes from play companies, the costs below are indicative of the quotes received so far:

Suggested new equipment pieces for Pine Way and Southern Way are:

<i>Southern Way</i>	<i>Slide and stepping pods</i>	<i>£6,000 - £7,000</i>
	<i>*Option for additional equipment</i>	<i>up to £3,500</i>
<i>Pine Way</i>	<i>Dish</i>	<i>£3,700 - £8,000</i>

*The additional benches and matting at George Gurr
Benches x2 (including installation and ground prep) £4,000*

Currently there is some old rubber matting in the park and it is hoped this can be reused under the MUGA. This would be subject to the matting not breaking when lifted. If this is not possible, the cost of grass matting would be:

Grass Matting (including installation) £700

**It was suggested that, as there is space, further equipment could be introduced into the park such as play panels etc.*

Total: £23,200

4.0 CONCLUSION

After assessing all available budgets, it is recommended by the Finance Officer that the Community Infrastructure Levy funds be utilised, as the works required are suitable for the use of the fund.

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14 August 2025

**Folkestone
Town Council**



Report Number **F/25/392**

To: Finance and General Purposes Committee
Date: 21 August 2025
Status: Non-Exempt
Responsible from: Town Clerk

Subject: LGR POTENTIAL ASSET TRANSFERS –
PROGRESS REPORT

SUMMARY:

This report provides a summary of the progress to date in relation to potential asset transfers.

REASONS FOR RECOMMENDATIONS

The Local Government Reorganisation (LGR) in Kent is progressing with a focus on merging existing District and County Councils into fewer, larger unitary authorities. This restructuring presents opportunity for FTC to proactively seek the transfer of local assets, to empower the Town Council to better serve the local community.

RECOMMENDATIONS:

- 1. To receive and note Report F/25/392**

Aims and Objectives – Corporate Priority 6.8.
Financial Implications – Impact on precept and budget to be considered.
Equal Opportunities – Equal access to services for all.
Environmental Impact – The environmental impact has been considered in the preparation of all budgets.

1.0 FTC RESOLUTIONS TO DATE

1.1 Full Council resolved the following on 13 March 2025:

2162. RESOLVED: That Folkestone Town Council request that F&HDC enter negotiations for Cheriton Recreation Ground with any other recreational areas including the rented play areas and the Folkestone Parks and Gardens to be transferred to the Town Council, since the Town Council, which replaced the Folkestone Borough Council, is closer, more accessible and of more immediate relevance to the people of Folkestone than the proposed new authority, which will be responsible for providing services to a much larger area, with a population of over 500,000.

Folkestone Town Council to review F&HDC's List Of Assets during a Finance & General Purposes Meeting to determine any other assets the Town Council may be interested in acquiring.

1.2 F&GP Committee resolved the following on 12 June 2025:

1771. RESOLVED: That further information be sought from Folkestone and Hythe District Council: Information regarding the transfer of freehold for the play parks currently leased, financial information regarding the current cost of running the public conveniences in Folkestone and to provide an expression of interest in all remaining open spaces.

2.0 PROGRESS

2.1 Following the resolution from F&GP, the Town Clerk approached the Leader of F&HDC for preliminary discussions on the following:

- i) The potential for the transfer of the Freeholds in relation to the playparks that are currently leased by FTC from the District Council
- ii) The current costs of running public conveniences
- iii) An expression of interest in all remaining open spaces within the boundary of Folkestone

2.2 On 23 July, the Town Clerk, Chair of F&GP and Deputy Mayor met with the leader of F&HDC, Councillor Jim Martin.

Councillor Martin advised that District Councils have now been issued guidance from The Ministry of Housing, Communities and Local Government (MHCLG) directing them to exercise caution when making decisions that could compromise the future financial sustainability of new councils. The decisions referred to include the transfer of local assets and will be subject to scrutiny by the Ministry of Housing, Communities and Local Government.

It was noted that this would not affect any potential transfer of Folkestone Parks and Pleasure Grounds (FP&PG) as this is not under the ownership of F&HDC. F&HDC carry out the charity's corporate trustee functions and the transfer would be subject to the transfer of assets provision within the Trust Deed and/or approval from the Charity Commission.

It was suggested and agreed that FTC contact F&HDC's Director – Housing & Operations, to obtain a breakdown of the current and recent costs associated with the main parks, gardens and toilets within the Folkestone boundary.

2.3 The feedback received to date is as follows:

- A full breakdown of costs requested will be provided by F&HDC, although this may take some time as it is a large, complicated operation with many considerations.
- F&HDC will need to consider what assets are left and whether it is viable for them to continue to maintain these assets with the workforce that will remain.
- Toilets are a little bit more straightforward but there could still be TUPE implications with transferring staff. The toilet blocks themselves have had quite a considerable investment over the last few years so are all in good condition.
- Consideration may be given to the transfer of the Tanlade Charity to FTC. NB This was a charity set up for the benefit of the fishermen of Folkestone. It is a small building on the Stade which used to be a tannery for the fishing. It has been largely dormant for many years but there has been a small income from the building. Under the terms of the charity any surplus funds should be distributed to the fishermen. The charity currently holds around £22k but the building does need some roof repairs prior to it being rented out again. The charity trustees are yet to consider the matter of what will happen to the Tanlade moving forward. Further information has been requested at this stage, for FTC to consider.

3.0 SUMMARY AND NEXT STEPS

Recent guidance issued by MHCLG advising authorities to exercise caution in making decisions that could compromise the future financial sustainability of new councils, indicates that income-generating assets are not able to be considered for transfer at this stage, except in exceptional circumstances and subject to rigorous scrutiny.

Initial discussions regarding the potential transfer of key community assets, including main parks, gardens and public toilets, have been positive. However, concerns remain around the financial implications of transferring assets without associated income streams to support ongoing maintenance and operation. The impact on the precept and local budgets will need careful consideration.

A detailed breakdown of both current and historic costs related to the maintenance and operation of the main parks, gardens and public toilets is awaited, along with further details on the Tanlade Charity. This information will inform future discussions with more of an understanding of the financial commitments involved.

CONTACT OFFICER

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

Telephone: 01303 257 946 or email toni.brenchley@folkestone-tc.gov.uk prior to the meeting.