FOLKESTONE TOWN COUNCIL

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AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 23 October 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 21 August 2025 and to authorise the Chair of the Committee to sign them as a correct record.

4. **RESOLUTIONS FROM COMMITTEES**
   The Committee is asked to approve the recommendation from the Community Services Committee – The Leas Town Trail Heritage Board, minute no. 1341

   RESOLVED: That the Finance & General Purposes Committee be asked to identify and approve the release of £6,500 funding from the Reserve Budget to support the removal of existing and damaged Town Trail heritage board on The Leas and for supply and installation of a new board at this site to enable the works to be carried out in the 2025/26 financial year.

Proposed: Councillor Peter Gane
Seconded: Councillor Roger West
Voting: F:5, Ag:0, Ab:0

5. SCHEDULE OF PAYMENTS
The attached schedule details payments made between 1 August 2025 to 30 September 2025.

6. SCHEDULE OF RECEIPTS
The attached schedule details receipts received between 1 August 2025 to 30 September 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 30 September 2025.

8. BANK RECONCILIATION
The bank reconciliation statements at 31 August and 30 September 2025 are attached for information and are to be signed by a Member other than the Chair or a bank signatory.

9. WARD GRANTS
The Ward Grant list below is recommended to be approved.

2nd and 4th Cheriton Guides	International Trip to The Azores	£150.00	L McGirr
Touchbase Care	Touchbase Care Christmas Meal	£200.00	L McGirr
Touchbase Care	Touchbase Care Christmas Meal	£150.00	B Walker
Folkestone Festivals	Summer Season of Bands on Bandstand – 2026	£150.00	B Walker
Folkestone Twirlstars	Hall Hire and uniform	£200.00	L McGirr
Cheriton Community Network	Development Project	£1,000.00	J Darling

10. WARD GRANT BALANCES
For information, the attached shows Ward Grant balances available to each Councillor as at 23 October 2025.

11. ANNUAL ALLOTMENT FEES REVIEW F/25/401
The Committee is asked to consider and approve report F/25/401, which is a recommendation from the Finance Officer to uplift the Allotment Fees in relation to the increase in water charges specifically relating to each allotment site.

12. APPROVAL OF ACCOUNTS 2024/25
For the Committee's information, the external auditor, Forvis Mazars LLP, has approved Folkestone Town Council Accounts and Annual Return for 2024/25 without qualification. Public notification is attached and has been posted on the Town Council's website.

13. BUDGET GROWTH ITEMS 2026/27 REPORT F/25/400
The Committee is asked to consider the proposals for growth items for the 2026/27 budget contained in Report F/25/400.

14. **BUDGET 2026/27**
To consider the attached draft 2026/27 annual budget.

15. **TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE**
Town Clerk to provide an update on the progress of the Town Hall building repairs.

16. **DATE OF NEXT MEETING**
11 December 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 21 August at 7.00 p.m.

PRESENT: Councillors Connor McConville (Chair), Jackie Meade, Christine Dickinson, Belinda Walker, Tim Prater, Adrian Lockwood, Laura Davison, Nicola Keen and Kieran Leigh.

APOLOGIES: Councillors Abena Akuffo-Kelly and Bridget Chapman

ABSENT: Councillor Peter Gane

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

1773. APOLOGIES FOR ABSENCE

Apologies received from Councillors Abena Akuffo-Kelly and Bridget Chapman

RESOLVED: To approve apologies from Councillors Abena Akuffo-Kelly and Bridget Chapman

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F: 9, Ag: 0, Ab:0

1774. DECLARATIONS OF INTERESTS

Councillor Tim Prater declared an interest in agenda items 14 and 16. Councillor Jackie Meade declared an interest in agenda item 12, as an allotment holder.

1775. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 12th June 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 12th June 2025 be signed as a correct record.

Proposed: Councillor Nicola Keen
Seconded: Councillor Christine Dickinson
Voting: F: 9, Ag: 0, Ab: 0

1776. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 June 2025 to 31 July 2025.

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

Proposed: Councillor Jackie Meade
Seconded: Councillor Nicola Keen
Voting: F: 9, Ag: 0, Ab: 0

1777. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 June 2025 to 31 July 2025.

RESOLVED: That the Schedule of Receipts for the period 1 June to 31 July 2025 be accepted.
Proposed: Councillor Belinda Walker
Seconded: Councillor Nicola Keen
Voting: F: 9, Ag: 0, Ab: 0

1778. BUDGET MONITORING STATEMENT 2025/26

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

The Finance Officer verbally summarised the report for the Committee.

RESOLVED: That the budget monitoring statement for the period 1 April to 31 July 2025 be accepted.
Proposed: Councillor Christine Dickinson
Seconded: Councillor Laura Davison
Voting: F: 9, Ag: 0, Ab: 0

1779. BANK RECONCILIATION

The bank reconciliation statements as at 30 June and 31 July 2025 were noted by the Committee and signed by a Member other than the Chair.

RESOLVED: That the bank reconciliations for the period 30th June and 31st July be accepted.
Proposed: Councillor Christine Dickinson
Seconded: Councillor Nicola Keen
Voting: F: 9, Ag: 0, Ab: 0

1780. CONFIRMATION OF CONTINUED APPOINTMENT OF INTERNAL AUDITOR

The Committee noted 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.

1781. WARD GRANTS

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

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

RESOLVED: To award the organisation with the ward grant amounts listed.
Proposed: Councillor Jackie Meade
Seconded: Councillor Nicola Keen
Voting: F: 9, Ag: 0, Ab: 0

1781. WARD GRANT BALANCES
The Committee noted the Ward Grant balances as at 22 August 2025.

1782. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE
The Town Clerk updated the Committee regarding maintenance of the Town Hall / Cinema building.

Fire Escape – Asbestos survey has been undertaken and plans are being reviewed by Building Control, with works commencing shortly.

Lightning Protection – Concerns were raised by F&HDC Planning Officers and therefore the planning application was withdrawn to address the issues. Planning application to be re-submitted shortly.

Roof – Roofers have now attended and repaired damaged tiles to address water ingress to cinema at a cost of £1,180. Discussions in relation to party wall and potential areas of concern ongoing.

Radon – The Curator is currently investigating funding sources to address improving the ventilation in the Collections Room.

1783. ANNUAL ALLOTMENT FEES REVIEW
The Committee received report F/25/388, a recommendation from the Finance Officer to uplift the Allotment Fees in relation to the increase in water charges.

Councillor Nicola Keen left the meeting at this point (7.27pm).

RESOLVED: To defer the decision on any increase to allotment rents until meetings have taken place with the allotment tenants and a more detailed report is brought back to the Committee.
Proposed: Councillor Laura Davison
Seconded: Councillor Tim Prater
Voting: F: 7, Ag: 0, Ab: 1

1784. COMMUNITY INFRASTRUCTURE LEVY FUNDING AND CIL POLICY
The Committee received report F/25/391, regarding how CIL funding works, and a suggested CIL policy.

RESOLVED: To note report F/25/391 and approve the CIL Policy.
Proposed: Councillor Laura Davison
Seconded: Councillor Belinda Walker
Voting: F: 8, Ag: 0, Ab: 0

1785. HIGHWAYS IMPROVEMENT PLAN (HIP) – CIL FUNDS
The Committee considered and approved report F/25/393, 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.

RESOLVED: To receive and note report F/25/393 and approve the use of the CIL funds up to £21,650 to pay for the highway improvements on Tile Kiln Lane and Ashley Avenue.
Proposed: Councillor Tim Prater
Seconded: Councillor Jackie Meade
Voting: F: 8, Ag: 0, Ab: 0

1786. PLAY PARK IMPROVEMENTS – CIL FUNDS
The Committee considered and approved report F/25/394, 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.

RESOLVED: To receive and note report F/25/394 and to approve the use of CIL funds up to £23,200 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.
Proposed: Councillor Nicola Walker
Seconded: Councillor Christine Dickinson
Voting: F: 8, Ag: 0, Ab: 0

1787. LGR POTENTIAL ASSET TRANSFERS – PROGRESS REPORT

The Committee received and noted report F/25/392, providing an update on the Local Government Restructure and arrangements for potential asset transfer from Folkestone and Hythe District Council to the Town Council.

1788. DATE OF NEXT MEETING:
23 October 2025 at 7.00pm

The meeting concluded at 7.45pm

Chair…..…………………………………………….

Date…………………………………………………

FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 AUGUST TO 30 SEPTEMBER 2025 Expenditure of £100 and above

Date	Supplier	Budget Code	Voucher	Total	Description
08/08/2025	Total Control Services Limited	Building Repairs/Maint	409	£612.00	Annual service contract for building control system (plantroom controls)
08/08/2025	Martello Plastics Ltd	Hire of Facilities (inc. Garage) / Fuel	411	£1,334.43	Storage unit hire August 2025
08/08/2025	Orbit Folkestone Ltd	ICT Support	417	£3,360.00	Development of the Town Council website
08/08/2025	Hastings Borough Council	Mayor's Expenses Jun-Mar	419	£105.00	Mayor, Consort and Town Sergeant to attend Speakers Day
12/08/2025	Peninsula	HR/H&S Management Fees	479	£397.07	HR and legal advice monthly
15/08/2025	Swale Borough Council	CCTV Maintenance	434	£4,540.80	Repairs to CCTV
15/08/2025	Metromec Services & Maintenance Ltd	Building Repairs/Maint	435	£8,574.00	Annual service contract for heating, cooling, ventilation and domestic hot water systems
15/08/2025	Better Indoors	M/H Collections Care	437	£420.00	Radon Mitigation Survey and Recommendation/Report
15/08/2025	Paul Lacey	M/H Audience Development	438	£360.00	Folkestone Museum Learning Website - annual hosting & maintenance
18/08/2025	Castle Water Limited	TKL Allotment Maintenance	481	£282.19	Water Charges Tile Kiln Allotments 01/07/2025 - 31/07/2025
18/08/2025	Castle Water Limited	PFR Allotment Maintenance	482	£308.04	Water Charges Park Farm Allotments 01/07/2025 - 31/07/2025
19/08/2025	British Telecom	Telecommunication Services	484	£358.80	Office Broadband August 2025
21/08/2025	SSE Hydro Electric	Services, Heating & Lighting	488	£879.28	Electricity at Town Hall 01/07/2025 - 31/07/2025
22/08/2025	KCS Procurement Services (KCC)	Printing	444	£415.38	Office printer photocopying charges 01/05/25 - 31/07/25
22/08/2025	ADM Computing Services	ICT Support	445	£1,474.00	Various monthly IT services
22/08/2025	Clifton Hotel Ltd	Burma Star (VJ Day)	446	£180.00	Refresmhments for VJ Day 80
22/08/2025	Chivers Plumbing & Heating Ltd	Building Repairs/Maint	447	£1,087.99	To supply and fit replacement macerator - disabled toilet
22/08/2025	Folkestone RBL Community Choir	Mayor's Expenses Jun-Mar	450	£100.00	Donation to RBL re AFD lunch
22/08/2025	The Card Shed	M/H Merchandise	452	£165.60	A6 cards x 72 and Magnets x 72 for Museum shop
22/08/2025	Net wages	Salaries, Pensions & NI	491	£29,322.72	Staff Cost August 2025
26/08/2025	Leppard Cleaning	Cleaning	478	£859.50	Cleaning at Town Hall and Museum August 2025
26/08/2025	SSE Hydro Electric	Telephone Box	489	£458.72	Telephone Box Electricity 01/03/2025 - 31/07/2025
26/08/2025	HMRC	Salaries, Pensions & NI	492	£13,255.45	PAYE and NI cost August 2025
26/08/2025	Kent Pension Fund	Salaries, Pensions & NI	493	£11,276.11	Employers Superannuation Cost August 2025
28/08/2025	RentaDinosaur	M/H Audience Engagement	458	£1,216.80	Dino Day museum workshop event
28/08/2025	Taylors Landscapes	Community Infrastructure Levy	459	£5,520.00	Naseby Avenue Fencing
28/08/2025	School History Workshops	M/H Events	460	£250.00	Fossil roadshow Museum workshop event
28/08/2025	Harmer & Sons Grounds Maintenance Ltd	PFR Allotment Maintenance	462	£168.00	Strim raised beds and paths and spray - Park Farm Allotments
28/08/2025	Folkestone Festivals	Ward Grants	464	£250.00	Folkestone Music Festivals Ward Grant - supported by John Renshaw
28/08/2025	All Souls Church	Ward Grants	465	£200.00	Ward Grant for Replacement of Cupboards - supported by John Renshaw
28/08/2025	Folkestone Festivals	Ward Grants	466	£200.00	Folkestone Music Festivals - Ward Grant supported by Laura Davison
28/08/2025	All Souls Church	Ward Grants	467	£200.00	Ward Grant for Replacement of Cupboards - supported by Peter Gane
28/08/2025	All Souls Church	Ward Grants	468	£200.00	Ward Grant for Replacement of Cupboards - supported by Roger West
28/08/2025	Touchbase Care CIC	Ward Grants	469	£300.00	Touchbase Care Allotment Pond Repair - Ward Grant supported by Lucy McGirr
28/08/2025	Tyson Road Resident Association	Ward Grants	470	£200.00	Children's Xmas Party 12-12-25 Ward Grant - supported by Lucy McGirr
28/08/2025	Tyson Road Resident Association	Ward Grants	471	£200.00	Children's Xmas Party 12-12-25 Ward Grant - supported by Nicola Keen
28/08/2025	Tyson Road Resident Association	Ward Grants	472	£200.00	Children's Xmas Party 12-12-25 Ward Grant - supported by Adrian Lockwood
28/08/2025	Folkestone Festivals	Ward Grants	473	£200.00	Folkestone Music Festivals Ward Grant - supported by Lucy McGirr
28/08/2025	Folkestone Festivals	Ward Grants	474	£200.00	Folkestone Music Festivals Ward Grant - supported by Kieran Leigh
28/08/2025	The Bayle Residents Association	Ward Grants	475	£75.00	Bayle In Bloom - Ward Grant supported by Belinda Walker
28/08/2025	Folkestone Festivals	Ward Grants	476	£200.00	Folkestone Music Festival Ward Grant - supported by Nicola Keen
28/08/2025	Thameside Firestopping	Building Repairs/Maint	477	£990.00	Firestopping in plant room
28/08/2025	Veolia ES (UK) Ltd	Services, Heating & Lighting	490	£125.95	Refuse collection at Town Hall July 2025
03/09/2025	HMRC	VAT Reimbursement	607	-£20,537.68	VAT reclaim April 25 - June 25
05/09/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	509	£1,971.60	Mowing at play parks August 2025
05/09/2025	Window Cleaning Plus	Cleaning	511	£110.00	Window Cleaning Services Town Hall June & August 2025
05/09/2025	ICS Cool Energy Limited	Building Repairs/Maint	514	£928.80	Cooling system for building management system 27/08/2025 - 26/08/2026
05/09/2025	The Folkestone Soundmen	Burma Star (VJ Day)	515	£100.00	PA for VJ Day
05/09/2025	The British Museum	M/H Collections Care	519	£2,000.00	Treasure find to be added to collection
05/09/2025	Shred Station Limited	Services, Heating & Lighting	522	£119.60	Quarterly confidential waste collection
05/09/2025	Freeland Garage Services Limited	Community Minibus Maint	526	£209.41	MOT for Community Minibus
05/09/2025	Ravensden PLC	M/H Merchandise	528	£129.60	Dinosaur Dig Sets & Seagulls for museum shop
05/09/2025	East Kent Colleges Group	Staff Training	530	£895.00	HR Course for Administration Officer
05/09/2025	Association of Tourist Attractions in Kent	M/H Subscriptions	531	£372.00	Annual membership of Association of Tourist Attractions in Kent

			Expenditure of £100 and above		
09/09/2025	Business Stream	Services, Heating & Lighting	591	£217.48	Water charges Town Hall 24-05-25 - 23-08-25
12/09/2025	Peninsula	HR/H&S Management Fees	592	£397.07	HR and legal advice monthly
16/09/2025	Castle Water Limited	TKL Allotment Maintenance	595	£314.44	Water Charges Tile Kiln Allotments 01/08/25 - 31/08/2025
16/09/2025	Castle Water Limited	PFR Allotment Maintenance	596	£178.25	Water Charges Park Farm Allotments 01/08/25 - 31/08/25
17/09/2025	British Telecom	Telecommunication Services	597	£358.80	Office Broadband September 2025
19/09/2025	ADM Computing Services	ICT Support	538	£1,504.60	Various monthly IT services
19/09/2025	Amazon Business	Office Stationery	542	£128.68	Paper, Envelopes and Cable Ties
19/09/2025	Martello Plastics Ltd	Fuel/Charging Vehicles	545	£1,406.61	Storage Unit hire September 2025
19/09/2025	ADM Computing Services	ICT Support	546	£1,617.00	Lenovo laptop, docking station and sleeve
19/09/2025	The Card Shed	M/H Merchandise	547	£105.00	Magnets and keyrings for museum shop
19/09/2025	Folkestone Rescue	Town Grants	548	£2,500.00	Folkestone Rescue Town Grant - for Rescue Boat
19/09/2025	Folkey Birth Club CIC	Town Grants	549	£1,700.00	Folkey Birth Club Town Grant - for FBC Postnatal Circle
19/09/2025	South Kent Mind	Town Grants	550	£1,000.00	South Kent Mind Town Grant - re Healthy Eating on a Budget
19/09/2025	Touchbase Care CIC	Town Grants	551	£1,500.00	Touchbase Care Town Grant - Touchbase Care Christmas Meal
19/09/2025	Grimston Area Community Group	Town Grants	552	£250.00	Grimston Area Community Group (GACG) Town Grant for Accessibility and Engagement
19/09/2025	Disabled Friends and Family Association	Town Grants	553	£650.00	Disabled Friends and Family Association Town Grant - Disabled children sports project
19/09/2025	Folkestone Twirlstars	Town Grants	554	£1,000.00	Folkestone Twirlstars Town Grant for Hall hire and uniform
19/09/2025	Folkestone Gospel Singers	Town Grants	555	£600.00	Folkestone Gospel Singers Town Grant - for Singing for Health and Well-Being
19/09/2025	Folkestone Divers	Town Grants	556	£600.00	Folkestone Divers Town Grant - Adult learn to swim project
19/09/2025	Gurkha Memorial Fund	Town Grants	557	£2,000.00	Gurkha Memorial Fund Town Grant - 10th Anniversary Ceremony of the Memorial
19/09/2025	Fourth Wall Folkestone	Town Grants	558	£1,200.00	Fourth Wall Folkestone Town Grant - Design and Art Fair
19/09/2025	Folkestone Documentary Festival	Town Grants	559	£2,000.00	Folkestone Documentary Festival Town Grant - Festival 2025
19/09/2025	2nd and 4th Cheriton Guides	Town Grants	560	£250.00	2nd and 4th Cheriton Guides Town Grant - International Trip to the Azores
19/09/2025	Folkestone Festivals	Town Grants	561	£2,500.00	Folkestone Festivals Town Grant - Summer Season of Bands on Bandstand 2026
19/09/2025	a:dress	Town Grants	562	£250.00	a:dress Town Grant - re ReWear The Revolution!
19/09/2025	Folkestone Choral Society	Town Grants	563	£1,500.00	Folkestone Choral Society Town Grant - Mozart Requiem
22/09/2025	British Telecom	Services, Heating & Lighting	600	£853.43	Electricity at Town Hall 01/08/25 - 31/08/25
25/09/2025	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	564	£1,971.60	Mowing at play parks September 2025
25/09/2025	KCS Procurement Services (KCC)	Photocopying	567	£221.94	Photocopier quarterly lease 12/09/25 - 11/12/25
25/09/2025	FuelGenie	Cleaning	602	£859.50	Cleaning at Town Hall and Museum September 2025
25/09/2025	Net wages	Salaries, Pensions & NI	621	£26,441.24	Staff Cost September 2025
26/09/2025	King Roofing Services Ltd	Building Repairs/Maint	572	£1,416.00	Replace broken and damaged slates and remove growth and debris on Town Hall roof
26/09/2025	Culligan Water Ltd	Hire of Facilities (inc. Garage)	603	£254.26	Countertop boiler and drinking machine quarterly hire
29/09/2025	Debt Management Office	PWLB Capital Repayments	604	£19,650.70	Public Works Loan Board - Capital and Interest Repayment
29/09/2025	Veolia ES (UK) Ltd	Services, Heating & Lighting	605	£125.95	Refuse collection at Town Hall August 2025
29/09/2025	HMRC	Salaries, Pensions & NI	619	£11,284.11	PAYE cost September 2025
29/09/2025	Kent Pension Fund	Salaries, Pensions & NI	620	£10,093.66	Employers Superannuation September 2025
			Total	**£176,221.48**	

PREPAID CARD PAYMENTS

Date	Supplier	Budget Code	Voucher	Total	Description
01/08/2025	Kent Association of Local Councils	Staff Training	496	£84.00	Ticket to Annual Clerks Conference 2025
01/08/2025	Heat2Homes	Building Repairs/Maint	497	£82.80	Callout cost re disabled toilet
06/08/2025	Poundland	Premises Expenses	499	£7.00	Kitchen roll, antibac spray and wipes, sugar
12/08/2025	Coastal Car Spares	Premises Expenses	500	£7.90	Keys cut for Christchurch Tower
15/08/2025	Lidl	Burma Star (VJ Day)	501	£3.50	Still mineral water for VJ Day 15.08.25
20/08/2025	Amazon Business	M/H Equipment Furniture	502	£7.49	pencils for visitor survey
27/08/2025	Asda Stores Ltd	Premises Expenses	503	£29.44	Pens, Batteries and Kitchen Roll
27/08/2025	Gov.UK	Community Minibus Maint	505	£345.00	Road Tax for Community Minibus 01/09/2025 - 31/08/2026
27/08/2025	uCheck Limited	Legal Fees	504	£15.20	Museum volunteer DBS check
02/09/2025	Coastal Car Spares	PFR Allotment Maintenance	625	£11.85	Allotment Keys cut
04/09/2025	Lord Mayor of Canterbury	Mayor's Expenses Jun-Mar	627	£50.00	Mayor to attend The Lord Mayor's Garden Party 18-09-25
04/09/2025	YPO	M/H Formal Learning	626	£98.80	SEN Pencils, trays & pens
04/09/2025	Retro Reborn UK	M/H Formal Learning	628	£63.75	Vintage Football Boots and Ball for workshop

			Expenditure of £100 and above		
04/09/2025	Olderbest	M/H Formal Learning	629	£30.99	Vintage Football Shirt (Walter Tull) for workshop
08/09/2025	Coastal Car Spares	TKL Allotment Maintenance	630	£11.85	Allotment Keys cut
11/09/2025	Lidl	Mayor's Expenses Jun-Mar	631	£8.31	Biscuits and squash for Mayor's educational visit
11/09/2025	Lidl	Mayor's Expenses Jun-Mar	631	£4.36	Biscuits and squash for Mayor's educational visit
12/09/2025	Asda Stores Ltd	Mayor's Expenses Jun-Mar	632	£8.84	Chocolates for education visits
14/09/2025	TG Jones	Office Stationery	639	£3.79	Jiffy envelope
14/09/2025	Poundland	Office Stationery	640	£1.00	Food Waste bags
14/09/2025	Asda Stores Ltd	Premises Expenses	641	£1.09	Sugar and kitchen roll
14/09/2025	Asda Stores Ltd	Premises Expenses	641	£5.22	Sugar and kitchen roll
14/09/2025	Lidl	Premises Expenses	642	£1.65	Milk
14/09/2025	Asda Stores Ltd	Premises Expenses	643	£2.88	Erasers x 3 and biscuits
17/09/2025	Asda Stores Ltd	Office Stationery	633	£1.98	Tippex
17/09/2025	TG Jones	M/H Temporary Exhibitions	634	£5.49	Command strips for temporary exhibition
18/09/2025	National Association of Local Councils	Staff Training	635	£42.00	Attendance of Beyond the Precept webinar - for Finance Officer
18/09/2025	Coastal Car Spares	Premises Expenses	636	£11.97	Work gloves for bunker
19/09/2025	TG Jones	Office Stationery	637	£10.00	Envelopes x 50
19/09/2025	Sainsbury's	Office Stationery	638	£7.00	Batteries x 4
24/09/2025	Folkestone & Hythe District Council	Museum/Heritage (reserve use)	644	£85.00	2nd Planning application for the Lightning Protection
24/09/2025	Folkestone & Hythe District Council	Museum/Heritage (reserve use)	644	£588.00	2nd Planning application for the Lightning Protection
25/09/2025	Asda Stores Ltd	Premises Expenses	645	£2.48	Lubricating oil for Town Hall use
26/09/2025	Dymo Express	Office Stationery	647	£29.70	Dymo White Tape x2
26/09/2025	Dymo Express	Office Stationery	647	£7.04	Dymo White Tape x2
26/09/2025	Dymo Express	Office Stationery	647	£5.49	Dymo White Tape x2
26/09/2025	Watkins & Doncaster	M/H Collections Care	646	£2.02	taxidermy conservation supplies
26/09/2025	Watkins & Doncaster	M/H Collections Care	646	£2.52	taxidermy conservation supplies
26/09/2025	Watkins & Doncaster	M/H Collections Care	646	£1.90	taxidermy conservation supplies
26/09/2025	Watkins & Doncaster	M/H Collections Care	646	£5.54	taxidermy conservation supplies
26/09/2025	Watkins & Doncaster	M/H Collections Care	646	£2.16	taxidermy conservation supplies
26/09/2025	Watkins & Doncaster	M/H Collections Care	646	£4.38	taxidermy conservation supplies
			Total	**£1,701.38**	

FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 AUGUST TO 30 SEPTEMBER 2025

Date	Customer	Income Code	Voucher	Total	Description
01/08/2025	Cheriton School	M/H Income	177	£100.00	Hire of 1 x WW2 Loan Box in Term 1 & 1 x Romans Loan Box in Term 2
01/08/2025	HSBC Deposit Account	Investment Interest	181	£329.80	Bank interest received re July 2025
01/08/2025	Museum Shop	M/H Retail Sales	185	£35.81	Various museum retail
01/08/2025	Museum Shop	M/H Retail Sales	183	£11.55	Various museum retail
01/08/2025	Museum Shop	M/H Donations	184	£261.99	Museum Cash Donations
04/08/2025	HM Courts & Tribunals Service	Other Income	178	£2.26	Town Hall window vandalism tribunal reclaim
04/08/2025	CCLA Public Sector Deposit Fund	Investment Interest	179	£861.72	Investment interest received August 2025
04/08/2025	Museum Shop	M/H Retail Sales	186	£25.84	Various museum retail
04/08/2025	Paypal	M/H Donations	187	£17.70	Museum card donations
05/08/2025	Museum Shop	M/H Retail Sales	188	£29.85	Various Museum Retail Sales
06/08/2025	Museum Shop	M/H Retail Sales	189	£12.25	Various Museum Retail Sales
06/08/2025	Museum Shop	M/H Retail Sales	190	£24.00	Various Museum Retail Sales
08/08/2025	Museum Shop	Allotment Key	191	£10.00	Various museum retail sales and Allotment key
08/08/2025	Museum Shop	M/H Retail Sales	191	£3.99	Various museum retail sales and Allotment key
08/08/2025	Museum Shop	Allotment Key	192	£10.00	Various museum retail and Allotment key
08/08/2025	Museum Shop	M/H Retail Sales	192	£37.75	Various museum retail and Allotment key
11/08/2025	Museum Shop	M/H Retail Sales	193	£46.63	Various Museum Retail Sales
11/08/2025	Paypal	M/H Donations	194	£11.80	Museum card donations
12/08/2025	Colin Henderson	Allotment Key	173	£10.00	Park Farm Allotment P51B 25-26
12/08/2025	Museum Shop	M/H Retail Sales	195	£35.77	Various Museum Retail Sales
12/08/2025	Colin Henderson	Allotment deposits	173	£50.00	Park Farm Allotment P51B 25-26
12/08/2025	PA Crocker Ltd	Bus Shelter Advertisement	180	£700.00	Supply and installation of two vinyl bus shelter posters for one year - Old High Street
13/08/2025	Museum Shop	Allotment Key	197	£20.00	Various museum retail sales, Allotment Keys and Intro to Archaeology Workshop
13/08/2025	Museum Shop	M/H Audience Engagement	197	£45.00	Various museum retail sales, Allotment Keys and Intro to Archaeology Workshop
13/08/2025	Museum Shop	M/H Retail Sales	196	£33.25	Various Museum Retail Sales
13/08/2025	Museum Shop	M/H Retail Sales	197	£32.65	Various museum retail sales, Allotment Keys and Intro to Archaeology Workshop
15/08/2025	Museum Shop	Allotment Key	198	£10.00	Various museum retail sales and Allotment key
15/08/2025	Museum Shop	M/H Retail Sales	198	£29.44	Various museum retail sales and Allotment key
18/08/2025	Museum Shop	M/H Retail Sales	199	£9.00	Various Museum Retail Sales
18/08/2025	Paypal	M/H Donations	200	£35.40	Museum card donations
19/08/2025	Museum Shop	Allotment Key	201	£10.00	Various museum retail, Allotment key and Donations
19/08/2025	Museum Shop	M/H Retail Sales	201	£79.69	Various museum retail, Allotment key and Donations
19/08/2025	Museum Shop	M/H Donations	201	£10.00	Various museum retail, Allotment key and Donations
20/08/2025	Museum Shop	M/H Retail Sales	202	£34.49	Various Museum Retail Sales
20/08/2025	Museum Shop	M/H Retail Sales	203	£68.19	Various Museum Retail Sales
22/08/2025	Museum Shop	M/H Retail Sales	204	£32.65	Various Museum Retail Sales
25/08/2025	Paypal	M/H Donations	205	£5.90	Museum card donations
26/08/2025	Museum Shop	M/H Audience Engagement	206	£90.00	Various museum retail and workshop talks
26/08/2025	Museum Shop	M/H Retail Sales	206	£68.19	Various museum retail and workshop talks
27/08/2025	Churchill School	M/H Income	176	£50.00	Hire of Pre-history loan box from Folkestone Museum for term 1
27/08/2025	Museum Shop	M/H Retail Sales	207	£18.95	Various museum retail sales and donation
27/08/2025	Museum Shop	M/H Donations	207	£5.00	Various museum retail sales and donation
28/08/2025	Museum Shop	Allotment Key	208	£10.00	Various museum retail sales and Allotment key
28/08/2025	Museum Shop	M/H Retail Sales	208	£49.54	Various museum retail sales and Allotment key
29/08/2025	Silver Screen Cinema	Rental Income	174	£1,250.00	Lease of Cinema, Town Hall, Folkestone 1 June 2025 - 31 May 2026
29/08/2025	Museum Shop	Allotment Key	210	£40.00	Various museum retail sales and Allotment key
29/08/2025	Mundella School	M/H Income	175	£866.25	5 x 2hr workshops, 1 x 90 mins & 2 x 1hr workshops - various dates
29/08/2025	Museum Shop	M/H Retail Sales	209	£32.80	Various Museum Retail Sales
29/08/2025	Museum Shop	M/H Retail Sales	210	£53.60	Various museum retail sales and Allotment key
01/09/2025	HSBC Deposit Account	Investment Interest	219	£184.20	Bank interest received re August 2025
01/09/2025	Museum Shop	M/H Retail Sales	220	£40.10	Various Museum Retail Sales
01/09/2025	Paypal	M/H Donations	239	£11.80	Museum card donations
02/09/2025	CCLA Public Sector Deposit Fund	Investment Interest	215	£836.17	Investment interest received September 2025
02/09/2025	Museum Shop	M/H Retail Sales	221	£52.70	Various Museum Retail Sales

03/09/2025	U3A Shepway	Meeting Room Hire	212	£36.00	Hire of Town Hall meeting room
03/09/2025	U3A Shepway	Meeting Room Hire	212	£36.00	Hire of Town Hall meeting room
03/09/2025	U3A Shepway	Meeting Room Hire	213	£37.50	Hire of Town Hall meeting room
03/09/2025	U3A Shepway	Meeting Room Hire	213	£37.50	Hire of Town Hall meeting room
03/09/2025	U3A Shepway	Meeting Room Hire	213	£37.50	Hire of Town Hall meeting room
03/09/2025	U3A Shepway	Meeting Room Hire	214	£30.00	Hire of Town Hall meeting room
03/09/2025	U3A Shepway	Meeting Room Hire	214	£30.00	Hire of Town Hall meeting room
03/09/2025	Museum Shop	M/H Retail Sales	222	£5.40	Various Museum Retail Sales
03/09/2025	Museum Shop	M/H Retail Sales	223	£26.00	Various Museum Retail Sales
03/09/2025	U3A Shepway	Meeting Room Hire	214	£30.00	Hire of Town Hall meeting room
05/09/2025	Museum Shop	Allotment Key	244	£10.00	Various museum retail and Allotment key
05/09/2025	Museum Shop	Allotment Key	243	£30.00	Various museum retail and allotment keys
05/09/2025	Museum Shop	M/H Retail Sales	244	£21.30	Various museum retail and Allotment key
05/09/2025	Museum Shop	M/H Retail Sales	224	£1.50	Various Museum Retail Sales
05/09/2025	Museum Shop	M/H Retail Sales	243	£43.29	Various museum retail and allotment keys
08/09/2025	Museum Shop	M/H Retail Sales	225	£6.00	Various Museum Retail Sales
08/09/2025	Paypal	M/H Donations	240	£5.90	Museum card donations
09/09/2025	Folkestone & Hythe District Council	Precept	211	£541,360.00	Second half of precept 2025/26
10/09/2025	Museum Shop	Allotment Key	226	£10.00	Various museum retail sales and Allotment key
10/09/2025	St Peters School	M/H Income	216	£75.00	One hour Dinosaurs, Rocks and Fossils Workshop - 1st October 2025
10/09/2025	Museum Shop	M/H Retail Sales	226	£12.74	Various museum retail sales and Allotment key
11/09/2025	Museum Shop	M/H Income	245	£324.36	Museum Archaeology Workshop
11/09/2025	Museum Shop	M/H Retail Sales	227	£6.00	Various Museum Retail Sales
12/09/2025	Museum Shop	Allotment Key	228	£10.00	Various museum retail, Allotment key and Donations
12/09/2025	Museum Shop	M/H Retail Sales	228	£6.50	Various museum retail, Allotment key and Donations
12/09/2025	Museum Shop	M/H Donations	228	£5.00	Various museum retail, Allotment key and Donations
15/09/2025	Museum Shop	M/H Retail Sales	229	£7.00	Various Museum Retail Sales
16/09/2025	Museum Shop	Allotment Key	230	£10.00	Book sale & allotment key
16/09/2025	Museum Shop	M/H Retail Sales	230	£5.99	Book sale & allotment key
17/09/2025	Museum Shop	M/H Retail Sales	231	£14.54	Various Museum Retail Sales
17/09/2025	Museum Shop	M/H Retail Sales	232	£20.75	Various Museum Retail Sales
22/09/2025	St Peters School	M/H Income	218	£135.00	90 minute Iron Age Workshop - 10th September 2025
22/09/2025	Museum Shop	M/H Retail Sales	233	£4.00	Sale of Hand Sanitizer
22/09/2025	Paypal	M/H Donations	241	£5.90	Museum card donations
23/09/2025	Museum Shop	M/H Retail Sales	234	£16.95	Various Museum Retail Sales
24/09/2025	Museum Shop	M/H Retail Sales	235	£6.50	Various Museum Retail Sales
24/09/2025	Museum Shop	M/H Retail Sales	236	£17.05	Various Museum Retail Sales
25/09/2025	Stella Maris Catholic Primary School	M/H Income	217	£585.00	3 x 2 hour & 3 x 1 hour workshops - various dates
29/09/2025	Museum Shop	M/H Retail Sales	237	£23.00	Various Museum Retail Sales
29/09/2025	Paypal	M/H Donations	242	£2.95	Museum card donations
30/09/2025	Museum Shop	M/H Retail Sales	238	£19.65	Various Museum Retail Sales
			Total	**£549,851.44**	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

Code		ORIGINAL BUDGET 2025/2026 £	EARMARKED VIREMENTS 2025/2026 £	REVISED BUDGET 2025/2026 £	ACTUALS TO 30 SEPT 2025 2025/2026 £	TOTAL BUDGET REMAINING 2025/2026 £	BUDGET TO DATE 2025/2026 %	BUDGET NOTES
	ADMINISTRATION							
1	SALARIES, PENSIONS & NI	581,000		581,000	291,866	289,134	50	Salaries, Employers NI and Pension costs
2	TOTAL CONTRIBUTION PAY	3,900		3,900	500	3,400	13	Long Service Award
3	STAFF WELLBEING	3,000		3,000	1,685	1,315	56	Transport and meal re staff trip, Town Sergeant 20th anniversary
7	ADVERTISING FOR STAFF	0		0	347	-347	0	Advert for Finance Officer / Deputy Clerk post
5	STAFF TRAINING	3,600		3,600	2,012	1,588	56	CiLCA extension fee, Makaton training, Paediatric Course, Emergency First Aid at Work Training, Accessability and ILCA training course, HR course for Administration Officer
8	EQUIPMENT/FURNITURE NEW	7,500		7,500	2,297	5,203	31	Work laptop for Finance Officer, Dyson Fan for Education Room, Lenovo laptop for Communities & Events Officer
10	BANK CHARGES	800		800	170	630	21	For three bank accounts
11	HR/H&S MANAGEMENT FEES	4,050		4,050	2,001	2,049	49	HR consultant, online staff portal training, staff annual leave record
12	PRINTING	1,200		1,200	681	519	57	Printer ink cartridge quarterly supply
13	OFFICE STATIONERY	1,000		1,000	697	303	70	Pens, paper and other stationeries
14	PHOTOCOPYING	2,000		2,000	567	1,433	28	Quarterly lease of office printer
15	POSTAGE & DELIVERY	1,200		1,200	853	347	71	Top up and maintenance of franking machine, delivery charges
16	TELECOMMUNICATION SERVICES	4,100		4,100	2,745	1,355	67	Office broadband, telephone service, work mobile phones 5x
17	ICT SUPPORT	21,000		21,000	20,397	603	97	Various IT services, vpn, firewall 3- year paid in advance website hosting, cloud storage backup, online customer support, upgrade of server
156	SUBSCRIPTIONS	7,400		7,400	6,281	1,119	85	KALC annual membership, Scribe Accounts renewal, Allotments Renewal, Cinque Ports Membership, CIPD membership
22	PUBLIC TRANSPORT & CAR PARKS	300		300	203	97	68	Parking Fees, train fare for Power Shift Conference
23	SUBSISTENCE ALLOWANCES	150		150	92	58	61	Meal for Mayor's driver, Sandwiches for FO Interview day
24	CAR ALLOWANCES (Staff)	800		800	203	598	25	Staff work mileage
27	TO ALLOTMENTS ADMINISTRATION	-4,500		-4,500	0	-4,500	0	
	TOTAL ADMIN. EXPENDITURE	**638,500**	**0**	**638,500**	**333,598**	**304,902**	**52**	
28	INVESTMENT INTEREST	30,000		30,000	6,744	23,256	22	Interest received from 4x savings and investment accounts
29	OTHER INCOME				11	-11	0	Town Hall window vandalism tribunal reclaim
	TOTAL ADMIN. INCOME	**30,000**	**0**	**30,000**	**6,755**	**23,256**	**23**	
	NET ADMIN. EXPENDITURE/INCOME	**608,500**	**0**	**608,500**	**326,843**	**281,646**	**54**	
	DEMOCRATIC COSTS							
30	TRAINING/CONFERENCE EXPS (Cllrs.)	500		500	0	500	0	
31	CAR ALLOWANCES (Cllrs)	100		100	0	100	0	
33	FOLK TC REF/ELECTIONS (TO RESERVE)	12,000		12,000	0	12,000	0	
	TOTAL DEMOCRATIC COSTS EXP.	**12,600**	**0**	**12,600**	**0**	**12,600**	**0**	
	MAYORALTY							
34	CLOTHING & UNIFORMS	600		600	0	600	0	
35	REGALIA - NEW	700		700	63	637	9	Mayor's portrait frame 2024/25
36	REGALIA - REPAIR & MAINT.	400		400	810	-410	202	Mayoral badge repair
37	MAYOR'S INSTALLATION (Annual Meeting)	1,100		1,100	932	168	85	Buffet and refreshments for Mayor Making

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

		ORIGINAL BUDGET 2025/2026 £	EARMARKED VIREMENTS 2025/2026 £	REVISED BUDGET 2025/2026 £	ACTUALS TO 30 SEPT 2025 2025/2026 £	TOTAL BUDGET REMAINING 2025/2026 £	BUDGET TO DATE 2025/2026 %	BUDGET NOTES
38	REMEMBRANCE SUNDAY	2,800		2,800	0	2,800	0	
39	CANADA DAY	2,970		2,970	1,919	1,051	65	Food, drink, hire of toilets and photography costs
40	WILLIAM HARVEY COMMEMORATION	150		150	130	20	87	Chaplets and refreshments
41	HOLOCAUST DAY	350		350	0	350	0	
45	MTCE/SERVICE/REPAIRS - EXTERNAL	300		300	27	274	9	Mayoral car wash
46	CAR INSURANCE	650		650	903	-253	139	Car Insurance for Mayoral Car
47	MAYORAL CAR LEASE	4,660		4,660	4,660	0	100	Annual Mayoral Car Lease - no further expenditure to be incurred
48	MAYOR'S EXPENSES JUN-MAR	5,490		5,490	3,257	2,233	59	Attendance of mayoral events for Mayor 2025-26
49	MAYOR'S EXPENSES APR-MAY	1,100		1,100	868	232	79	Attendance of mayoral events for Mayor 2024-25
157	SAMUEL PLIMSOLL EVENT	150		150	112	38	75	Refreshments and Organist
52	BURMA STAR (VJ DAY)	500		500	253	247	51	Refreshments and PA
164	VICTORY IN EUROPE DAY (VE DAY)	2,000		2,000	1,146	854	57	Security Cover, Medical Cover, Lighting of the Beacon and PA
53	NORMANDY VETERANS	450		450	100	350	22	PA for Normandy D Day
	TOTAL MAYORALTY EXPENDITURE	**24,370**	**0**	**24,370**	**15,180**	**9,190**	**62**	
	OTHER INCOME (MAYORALTY)	0		0	0	0	0	
	TOTAL MAYORALTY INCOME	**0**	**0**	**0**	**0**	**0**	**0**	
	NET MAYORALTY EXPENDITURE/INCOME	**24,370**	**0**	**24,370**	**15,180**	**9,190**	**62**	
	PREMISES							
57	BUILDING REPS/MAINT	30,000		30,000	20,953	9,047	70	Various building works for Town Hall, door servicing, survey of the building, annual service contract for hot water systems, repair of macerator in disabled toilet, firestopping in plant room, repair tiles on roof
58	CLEANING	11,000		11,000	5,357	5,643	49	Council office and museum cleaning
59	BUSINESS RATES	28,700		28,700	28,305	395	99	Annual payment, no further expense to be incurred
60	PWLB CAPITAL REPAYMENTS	28,300		28,300	14,749	13,551	52	First annual repayment of loan - capital
61	PWLB INTEREST REPAYMENTS	11,000		11,000	4,902	6,098	45	First annual payment of loan - interest
62	SERVICES, HEATING & LIGHTING	23,000		23,000	5,916	17,084	26	Energy bills, water, refuse collection, confidential waste collection
63	PREMISES EXPENSES	2,500		2,500	1,433	1,067	57	Batteries, milk, dishwasher soap and other various premises expenses
165	LIFT REPAIRS & SERVICING	3,000		3,000	795	2,205	26	Quarterly lift service maintenance
64	HIRE OF FACILITIES (inc. Garage)	22,000		22,000	9,284	12,716	42	Storage unit hire, staff work parking permits, drinking water and hot water boiler hire, mayoral portrait storage
	TOTAL PREMISES EXPENDITURE	**159,500**	**0**	**159,500**	**91,694**	**67,806**	**57**	
65	RENTAL INCOME	20,000		20,000	10,095	9,905	50	Monthly cinema lease payment, annual insurance and service charge
150	MEETING ROOM HIRE	700		700	525	176	75	Hire of meeting room for local election
	TOTAL PREMISES INCOME	**20,700**	**0**	**20,700**	**10,620**	**10,081**	**51**	
	NET PREMISES EXPENDITURE/INCOME	**138,800**	**0**	**138,800**	**81,074**	**57,726**	**58**	
	SERVICES							
67	MISCELLANEOUS INSURANCES (inc. Heritage)	10,200		10,200	15,123	-4,923	148	Building and contents insurance annual renewal
68	ALLOTMENTS - ADMINISTRATION	4,500		4,500	0	4,500	0	
69	ALLOTMENTS - PFR MAINTENANCE	2,700		2,700	1,573	1,127	58	Water usage, mowing and allotment repairs
70	ALLOTMENTS - TKL MAINTENANCE	2,700		2,700	1,806	894	67	Water usage, mowing and allotment repairs
71	MAINTENANCE OF BEACON	200		200	25	175	13	Annual license fee

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

		ORIGINAL BUDGET 2025/2026	EARMARKED VIREMENTS 2025/2026	REVISED BUDGET 2025/2026	ACTUALS TO 30 SEPT 2025 2025/2026	TOTAL BUDGET REMAINING 2025/2026	BUDGET TO DATE 2025/2026	BUDGET NOTES
		£	£	£	£	£	%	
73	LOCAL PROJECTS	4,000		4,000	0	4,000	0	Around £2,000 to be spent on Freedom Parade
74	NOTICE/INFORMATION/HERITAGE BOARDS	1,000		1,000	117	883	12	Repairs on noticeboards
75	BUS SHELTERS	500		500	0	500	0	
76	WARD GRANTS	19,800		19,800	7,740	12,060	39	Grants awarded to local organisations in Folkestone wards
77	TOWN GRANTS	34,200		34,200	19,500	14,700	57	
78	FLOWERBEDS & PLANTERS	25,000		25,000	42	24,958	0	Plants for Town Hall planters, Moving planter at Bouverie Road West
79	CHRISTMAS LIGHTING	36,000		36,000	0	36,000	0	
80	CHRISTMAS FESTIVITIES	10,500		10,500	0	10,500	0	
81	YOUTH FACILITIES	3,000		3,000	0	3,000	0	
82	TREE AUDIT & WORKS	15,000		15,000	0	15,000	0	
83	PLAY AREA MAINTENANCE	25,000		25,000	12,813	12,187	51	Monthly mowing of play parks, installation of fence at Pine Way Play Park
84	PARK BENCHES	500		500	0	500	0	
85	LITTER/SALT BINS, BOLLARDS & RAILINGS	1,000		1,000	280	720	28	Salt bins top up
87	TOURIST INFORMATION/VISITOR SERVICES	2,000		2,000	1,659	341	83	Town meeting newspaper advert
88	MAINTENANCE OF PUBLIC CLOCKS	500		500	0	500	0	
89	MAINTENANCE OF MEMORIALS	1,800		1,800	300	1,500	17	Annual cleaning of the Harvey Memorial
90	TELEPHONE BOX	150		150	437	-287	291	Electricity Charges
163	CCTV MONITORING	41,000		41,000	40,784	216	99	Annual CCTV maintenance
92	CCTV MAINTENANCE	16,000		16,000	16,784	-784	105	CCTV planned preventative maintenance, CCTV repairs
141	CCTV MAINTENANCE RESERVE	0	12,740	12,740	12,740	0	100	CCTV urgent repairs
93	ARMED FORCES' DAY	20,000		20,000	2,357	17,643	12	Lunch, drinks, placecards and balloon arch for Armed Forces Day
44	FUEL/CHARGING VEHICLES	1,000		1,000	298	702	30	Fuel for Mayoral Car, monthly rental of storage unit
144	COMMUNITY MINIBUS MAINT	8,500		8,500	792	7,708	9	Charging of community minibus, 8 weekly checks, road tax, MOT
94	CONTINGENCY	2,000		2,000	0	2,000	0	
149	COMMUNITY INFRASTRUCTURE LEVY EXP.	0	7,150	7,150	7,150	0	0	Installation of fence at Pine Way and Naseby Avenue
166	BUS SHELTER PRINTING	1,000		1,000	91	909	9	Bus stop advertising prints
169	WATER QUALITY TESTING	4,500		4,500	0	4,500	0	
	TOTAL SERVICES EXPENDITURE	**294,250**	**19,890**	**314,140**	**142,410**	**171,730**	**45**	
95	ALLOTMENT RENTS - PFR	5,200		5,200	4,864	336	94	Park Farm allotment rent received
96	ALLOTMENT RENTS - TKL	4,800		4,800	4,768	32	99	Tile Kiln Lane allotment rent received
97	ALLOTMENT KEY	100		100	250	-150	250	Allotment keys for tenants
143	ALLOTMENT DEPOSITS (RESERVE)	0	500	500	550	-50	0	Allotment tenant deposit earmarked
145	BUS SHELTER ADVERTISEMENT	3,000		3,000	700	2,300	23	Income from bus shelter advertising
148	CHRISTMAS STALLS	1,000		1,000	0	1,000	0	
149	COMMUNITY INFRASTRUCTURE LEVY INCOME	0		0	0	0	0	
167	CCTV MAINT CONTR.	1,000		1,000	0	1,000	0	
158	CCTV VIEWING	100		100	0	100	0	
	TOTAL SERVICES INCOME	**15,200**	**500**	**15,700**	**11,132**	**4,568**	**71**	
	NET SERVICES EXPENDITURE/INCOME	**279,050**	**19,390**	**298,440**	**131,278**	**167,162**	**44**	
	FEES							
98	CONSULTANTS FEES	1,000		1,000	2,769	-1,769	277	Consultants fees relating to Fire Escape Works
101	LEGAL/BAILIFF FEES	1,000		1,000	150	850	15	DBS checks for museum volunteers, premises licence for events
99	EXTERNAL AUDIT FEES	2,300		2,300	0	2,300	0	
100	INTERNAL AUDIT FEES	600		600	211	389	35	Internal Audit Fees re 2024/25 accounts
102	CARD RECEIPTS FEES	1,200		1,200	255	945	21	Museum shop till service charge
	TOTAL FEES	**6,100**	**0**	**6,100**	**3,384**	**2,716**	**55**	

MUSEUM/HERITAGE

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

		ORIGINAL BUDGET 2025/2026	EARMARKED VIREMENTS 2025/2026	REVISED BUDGET 2025/2026	ACTUALS TO 30 SEPT 2025 2025/2026	TOTAL BUDGET REMAINING 2025/2026	BUDGET TO DATE 2025/2026	BUDGET NOTES
		£	£	£	£	£	%	
105	M/H SUBSCRIPTIONS	700		700	310	390	44	Annual membership of Association of Tourist Attractions
107	M/H EQUIPMENT/FURNITURE	1,000		1,000	6	994	1	Pencils for visitor survey
108	M/H EXHIBIT REPAIRS	1,750		1,750	39	1,711	2	Consumable items for museum repairs
106	M/H COLLECTIONS CARE	3,500		3,500	2,574	926	74	Conservation consumbles and expansion folders, Radon mitigation survey, purchase of early medieval gold mount
109	M/H AUDIENCE DEVELOPMENT	3,000		3,000	840	2,160	28	Museum website hosting annual renewal and Folkestone Museum Learning Website hosting
115	M/H MERCHANDISE	2,500		2,500	1,430	1,070	57	Museum shop merchandise purchase
117	M/H EVENTS	5,000		5,000	1,773	3,227	35	Deposit for Rentadinosaur booking, masterclass facilitation, Fossil roadshow
111	M/H TEMPORARY EXHIBITIONS	1,000		1,000	158	842	16	Command strips for exhibition hanging, anti-fade window film, replacement screen for exhibition
119	M/H AUDIENCE ENGAGEMENT	5,200		5,200	677	4,523	13	Craft materials for workshops, Dino Day Workshop
153	M/H FRIENDS OF FOLKESTONE	0	304	304	304	0	0	Museum seating stalls
112	M/H PUBLICITY & PROMOTION	1,000		1,000	51	949	5	Advertising for archaeology workshop
168	M/H FORMAL LEARNING	1,500		1,500	648	852	43	Items for school workshops
122	M/H HOSPITALITY	350		350	0	350	0	
139	MUSEUM / HERITAGE (RESERVE USE)	0	7,114	7,114	7,114	0	0	Prepare tender packs - lightning protection works, Tender and building control application - Fire Escape Works
	TOTAL MUSEUM/HERITAGE EXPENDITURE	**26,500**	**7,418**	**33,918**	**15,924**	**17,994**	**47**	
125	M/H INCOME	7,000		7,000	5,231	1,769	75	Museum schools, holiday workshops and talks
130	M/H RETAIL SALES	3,200		3,200	2,943	257	92	Museum shop retail sale
131	M/H DONATIONS	3,000		3,000	702	2,298	23	Donations received
	TOTAL MUSEUM/HERITAGE INCOME	**13,200**	**0**	**13,200**	**8,876**	**4,324**	**67**	
	NET MUSEUM/HERITAGE EXP/INCOME	**13,300**	**7,418**	**20,718**	**7,048**	**13,670**	**34**	
	SUMMARY							
	TOTAL EXPENDITURE	**1,161,820**	**27,308**	**1,189,128**	**602,190**	**586,938**	**51**	
	TOTAL INCOME	**79,100**	**500**	**79,600**	**37,383**	**-42,217**	**47**	
	NET TOTAL	**1,082,720**	**26,808**	**1,109,528**	**564,807**	**544,721**	**51**	
	PRECEPT	**1,082,720**		**1,082,720**	**541,360**	**541,360**	**50**	

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 31/08/2025			
	Cash in Hand 01/04/2025			721,039.25
	ADD Receipts 01/04/2025 - 31/08/2025			572,572.74
				1,293,611.99
	SUBTRACT Payments 01/04/2025 - 31/08/2025			483,871.59
A	**Cash in Hand 31/08/2025** (per Cash Book)			**809,740.40**
	Cash in hand per Bank Statements			
	HSBC Current Account	31/08/2025	102,853.92	
	HSBC Deposit Account	31/08/2025	89,809.12	
	HSBC Receipts Account	31/08/2025	10,413.26	
	Credit Card (FairFX)	31/08/2025	773.33	
	Museum Shop Float	31/08/2025	100.00	
	Short Term Investment Account	31/08/2025	240,000.00	
	Unity Trust Bank	31/08/2025	44,232.48	
	Cambridge Building Society	31/08/2025	81,558.29	
	CCLA Public Sector Deposit Fund	31/08/2025	240,000.00	
				809,740.40
	Less unpresented payments			
				809,740.40
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**809,740.40**
	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)

	Bank Reconciliation at 30/09/2025			
	Cash in Hand 01/04/2025			721,039.25
	ADD Receipts 01/04/2025 - 30/09/2025			1,116,805.48
				1,837,844.73
	SUBTRACT Payments 01/04/2025 - 30/09/2025			571,781.06
A	**Cash in Hand 30/09/2025** (per Cash Book)			**1,266,063.67**
	Cash in hand per Bank Statements			
	HSBC Current Account	30/09/2025	100,269.78	
	HSBC Deposit Account	30/09/2025	547,353.32	
	HSBC Receipts Account	30/09/2025	11,119.03	
	Credit Card (FairFX)	30/09/2025	1,436.77	
	Museum Shop Float	30/09/2025	100.00	
	Short Term Investment Account	30/09/2025	240,000.00	
	Unity Trust Bank	30/09/2025	44,226.48	
	Cambridge Building Society	30/09/2025	81,558.29	
	CCLA Public Sector Deposit Fund	30/09/2025	240,000.00	
				1,266,063.67
	Less unpresented payments			
				1,266,063.67
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**1,266,063.67**
	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	£1,400.00	£1,865.50
LIZ McSHANE	Folkestone Central	£2,102.00	£925.00	£1,177.00
LUCY McGIRR	East Folkestone	£2,282.00	£1,850.00	£432.00
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	£675.00	£1,197.00
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**	**£9,390.00**	**£29,162.50**

Ward Grants Budget 2025/26 £19,800

Ward Grants based on the following:

Ward	**Electorate**	**Per Ward**	**No. of Cllrs**	**Amount Per Cllr**	**Say**	**Total 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 16 October 2025

Folkestone
Town Council

Report Number F/25/401

To:	**Finance and General Purposes Committee**
Date:	**23 October 2025**
Status:	**Non-Exempt**
Responsible Officer:	**Town Clerk**
Report From:	**Finance Officer**
Subject:	**ALLOTMENT ANNUAL FEE INCREASE**

SUMMARY: This report reviews the recommendation for increasing annual allotment fees for 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) Council reviews allotment charges on an annual basis
b) Fees should be reasonable, efficient, and sustainable

RECOMMENDATIONS:

1. **To receive and note Report F/25/401**
2. **To increase Tile Kiln and Park Farm Allotment Rents by 0.16 per square meter and 0.04 respectively.**

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 The purpose of this report is to illustrate the expected costs for 2026/27 of running the two allotment sites, and to propose an increment to the allotment rent, based on rising water costs. Our water supplier, Castle Water, has increased the water rates by 18% since April 2025.

2.0 FINANCIAL IMPLICATIONS

2.1 Both allotment sites require multiple maintenance activities during the year including: replacement of water troughs, repair after vandalism, purchase of equipment, mowing, maintenance of overgrown vacant plots, security and other variable allotment repairs.

2.2 Although the maintenance charges might be similar, the water charges for each site are quite different, with Park Farm charges for 2024/25 being £339 and Tile Kiln £1,202.

2.3 The suggested increases in fees are intended to ensure the quality and long-term sustainability of the allotment sites for all tenants by covering water costs but also providing enough funds to keep the allotment sites maintained.

2.4 Currently, allotment rent is £0.56 per square metre for both sites. A proposed fee increase of 18% would raise the rent to £0.66 per square metre.

2.5 As the rents are calculated on a square metered basis, the costs increase according to the size of the plot. To show examples of the 18% increase on both sites, please see the table below:

	Allotment Rent Increases					
Plot Size	**Sq. Meters**	**2025/26 Rate**	**2025/26 Rent**	**2026/27 Rate**	**2026/27 Rent**	**Increase**
Small	50.00	0.56	£27.80	0.66	£33.00	£5.20
Medium	100.00	0.56	£55.60	0.66	£66.00	£10.40
Large	200.00	0.56	£111.20	0.66	£132.00	£20.80

3.0 RATE INCREASE SPLIT ACCORDING TO WATER CHARGES

3.1 To reflect the different water charges, separate rent calculations could be made for each site. As it is too early to know the 2025/26 water charges, the last known data is for 2024/25. The 0.10 rise could be mirrored by using these water charges as a basis to calculate two separate rate increases as follows:

	2024/25 Water Charges	2026/27 Rate Increase	2026/27 Rate Increase based on Water Charges %	2026/27 Rate
Park Farm	£339.00	0.10	0.04	0.60
Tile Kiln	£1,202.00	0.10	0.16	0.72
	£1,541.00	0.20	0.20	1.32

3.2 When adding together the rates and using the percentage of water charges for the individual sites, the rates are calculated as 0.04% for Park Farm and 0.16% for Tile Kiln, giving an average of a £0.10 increase for each site. This would result in a rate of 0.60 for Park Farm and a rate of 0.72 for Tile Kiln.

The Allotment Rent increases would therefore appear as follows:

	Park Farm Rent Increases					
Plot Size	**Sq. Meters**	**2025/26 Rate**	**2025/26 Rent**	**2026/27 Rate**	**2026/27 Rent**	**Increase**
Small	50.00	0.56	£27.80	0.60	£30.00	£2.20
Medium	100.00	0.56	£55.60	0.60	£60.00	£4.40
Large	200.00	0.56	£111.20	0.60	£120.00	£8.80

	Tile Kiln Rent Increases					
Plot Size	**Sq. Meters**	**2025/26 Rate**	**2025/26 Rent**	**2026/27 Rate**	**2026/27 Rent**	**Increase**
Small	50.00	0.56	£27.80	0.72	£36.00	£8.20
Medium	100.00	0.56	£55.60	0.72	£72.00	£16.40
Large	200.00	0.56	£111.20	0.72	£144.00	£32.80

4.0 SUMMARY OF 2026/27 ALLOTMENT FORECAST

4.1 Please see below for a summary of expected income and expenditure for the allotment sites in 2026/27, which include rent calculated using the proposed fee rates:

2026/27 Forecast	**Park Farm**	**Tile Kiln**
Rent	£5,280.00	£6,190.00
Allotment Keys	£100.00	£100.00
Total Income	**£5,380.00**	**£6,290.00**
Mowing	£360.00	£360.00
Repairs	£300.00	£300.00
Water	£1,180.00	£2,240.00
Total Expenditure	**£1,840.00**	**£2,900.00**
Balance	**£4,740.00**	**£2,900.00**
Total Balance	**£7,640.00**	

4.2 The balance of funds collected from this account (£7,640) is a contribution towards the cost of staff time, which is estimated to be at least £10,000.

5 STAFF TIME

5.1 The cost of staff time to administer the allotments, which is currently just a year end transfer between the Administration and Services section on the budget monitoring spreadsheet, could be considered when calculating the allotment rent calculations.

5.2 To include all costs, including staff time, would ensure that the allotment sites are self-funding, having no impact on residents who do not rent an allotment.

5.3 To illustrate the whole allotment costs covered by rent, this residual cost can be added to the fees, calculated by simply dividing the whole charge between the total number of plots and raised beds. Please note that the £10,000 figure is an illustration, and the true calculation is likely to be significantly higher.

£10,000 - £7,640 = £1,500 /176 plots = £13.41

5.4 Including this administration charge, the rents would be:

	Park Farm Rent Increases					
Plot Size	**Sq. Meters**	**2025/26 Rate**	**2025/26 Rent**	**2026/27 Rate**	**2026/27 Rent**	**Increase**
Small	50.00	0.56	£27.80	0.60	£43.41	£15.61
Medium	100.00	0.56	£55.60	0.60	£73.41	£17.81
Large	200.00	0.56	£111.20	0.60	£133.41	£22.21

	Tile Kiln Rent Increases					
Plot Size	**Sq. Meters**	**2025/26 Rate**	**2025/26 Rent**	**2026/27 Rate**	**2026/27 Rent**	**Increase**
Small	50.00	0.56	£27.80	0.72	£49.41	£21.61
Medium	100.00	0.56	£55.60	0.72	£85.41	£29.81
Large	200.00	0.56	£111.20	0.72	£157.41	£46.21

5.5 It is not recommended to implement this administration charge at this stage, but just to give an illustration of how the rents would look if all costs are covered.

5.6 For future years a suggestion of how to redesign the allotment fees system, involving the creation of two separate ring-fenced reserves, could be made, in order to cover all costs, but also to carry forward any unspent revenue specific to the individual allotment sites.

6 RECOMMENDATION

6.1 Increase the annual allotment fee to £0.60 per square metre for Park Farm Allotments, and £0.72 per square metre for Tile Kiln Allotments, to better reflect costs for each site.

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.

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025.** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2025
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✔	
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✔	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✔	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✔	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✔	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✔	
	Has an explanation of significant variations been published where required?	✔	
	Has the bank reconciliation as at **31 March 2025** been reconciled to Box 8?	✔	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✔	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.	✔	

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices,* can be downloaded from **www.nalc.gov.uk or from **www.ada.org.uk**

Annual Internal Audit Report 2024/25

Folkestone Town Council

https://www.folkestone-tc.gov.uk/Finance_Information__47984.aspx

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**	
A. Appropriate accounting records have been properly kept throughout the financial year.	✓			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓	NO PETTY CASH
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓			
H. Asset and investments registers were complete and accurate and properly maintained.	✓			
I. Periodic bank account reconciliations were properly carried out during the year.	✓			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓			
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")*			✓	
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓			
N. The authority has complied with the publication requirements for 2023/24 AGAR *(see AGAR Page 1 Guidance Notes).*	✓			

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 09/12/2024 30/05/2025 DD/MM/YYYY

Name of person who carried out the internal audit: A. BEAMS, MULBERRY LAS LTD

Signature of person who carried out the internal audit: A Beams

Date: 30/05/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Folkestone Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed Yes	No*		*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A ✓	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

12/06/2025

and recorded as minute reference:

2156

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

https://www.folkestone-tc.gov.uk/Finance_Information__47984.aspx

Section 2 – Accounting Statements 2024/25 for

Folkestone Town Council

RESTATED

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	654,895	680,142	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	952,970	1,000,590	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	218,763	148,747	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	484,303	524,912	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	39,301	39,301	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	622,882	515,445	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	680,142	749,821 ~~751,231~~ MB.	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	660,235	721,039	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,660,251	3,720,956	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	231,013	202,552	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✓	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

K Palmer

Date 06/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

12/06/2025

as recorded in minute reference:

2157

Signed by Chair of the meeting where the Accounting Statements were approved

[signature]

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of **Folkestone Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

- The sum total of the figures in boxes (1+2+3)-(4+5+6) did not add up to Box 7 at 31 March 2025.

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature *Forvis Mazars LLP* Date **23 September 2025**

This report will be made public on 17 October 2025

Folkestone
Town Council

Report Number F/25/400

To:	**Finance and General Purposes Committee**
Date:	**23 October 2025**
Status:	**Non-Exempt**
Responsible Officer:	**Town Clerk**
Report From:	**Finance Officer**
Subject:	**BUDGET GROWTH ITEMS 2026-27 REPORT F/25/400**

SUMMARY:

This report outlines growth items as put forward by Committees and officers for the 2026/27 annual budget.

REASONS FOR RECOMMENDATIONS

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

a) The Council is committed to control and manage its financial affairs in accordance with the National Association of Local Councils (NALC) guidelines.

RECOMMENDATIONS:

1. To receive and note Report F/25/400
2. To consider the growth items proposed by the Community Services Committee.
3. To increase the ICT Support budget for 2026/27 to £40,000 to facilitate the replacement of the current Server.

Aims and Objectives – See individual items below.
Financial Implications – Increase in 2026/27 budget.
Equal Opportunities – Equal access to services for all.
Environmental Impact – The environmental impact has been considered in the preparation of all budgets.

1.0 COMMUNITY SERVICES COMMITTEE - Christmas Lights Budget

1.1 ***Minute Number 1340 Resolution i:*** *That it is proposed the Christmas Lighting Budget is increased by £15,000 as a budget growth item for the Finance & General Purposes Committee to consider at its meeting on 23rd October 2025.*

1.2 Councillor Peter Gane proposes to retain the 2025/26 growth item of £15,000 towards replacement and repair of Christmas Lights within the 2026/27 budget.

1.3 Corporate Priority 6.6 - Continue to maintain, install and remove Christmas lighting and host annual Christmas festivities.

2.0 COMMUNITY SERVICES COMMITTEE – Youth Facilities Budget

2.1 ***Minute Number 1340 Resolution ii:*** *That it is proposed the Youth Facilities Budget is increased by £5,000 for Cheriton Youth Festival, as a budget growth item for the Finance & General Purposes Committee to consider at its meeting on 23rd October 2025.*

2.2 Councillor Jane Darling proposed £5,000 growth item for Cheriton Youth Festival, please see Appendix 1.

2.3 Corporate Priority 2.3 - Where appropriate, identify and offer support to community safety initiatives and activities which promote community safety.

3.0 OFFICERS - Server Renewal/Move to 'Serverless'

3.1 The Town Council's current server is nearing its end of life and requires replacing.

3.2 There is currently a hardware maintenance contract in place (providing an onsite engineer visit and covering parts and labour) but a disruption of services could still occur with increasing maintenance required. The current Server is using Windows 2016 Server software. Microsoft extended support for Windows software ends 12 January 2027 (mainstream support ended on 11 January 2022).

3.3 FTC's current IT provider has suggested that for a similar price to replacing the Server, FTC could move Serverless, migrating files and documents to One Drive and SharePoint, while replicating the management, controls which the current Server provides.

3.4 Key points regarding moving 'serverless' are as follows:

i) No future Server upgrades/replacements required.
ii) Serverless networks are more robust and resilient as all files and documents would be in the Microsoft cloud, which can be accessed from anywhere with Internet access.
iii) Reduction in electrical costs (the price to power a server for a year is approx. £1200).
iv) No Server maintenance contract or licensing required.
v) Microsoft 365 licences would need to be upgraded to M365 Business Premium to include Microsoft Intune for device management.
vi) More IT support time may be required.

3.4 The financial breakdown is as follows:

	2025/26	**2026/27**	**2027/28**
	£	**£**	**£**
ICT Support (estimated)	15,000	16,000	16,000
Hardware maintenance contract	450	0	0
Web Hosting & SSL Cert. - TBC	500	550	600
Microsoft Licensing - *Upgrade to Bus Premium*	4,884	7,098	7,098
Watchguard/Firewall – 3 year (*F&GP 1732)*	6,737	0	0
Server replacement – Serverless - *Installation & project management*	N/A	10,725	0
Development of website *(F&GP 1686)*	2,800	0	0
ICT Misc	1,545	3,000	3,000
Cyber Essential annual cert.	1,265	1,340	1,420
	33,181	**38,713**	**28,118**

3.5 Corporate Priority 9.0 - Improve the Corporate Management and Efficiency of the Town Council.

4.0 CONCLUSION:

The proposed growth items and budget changes for 2026/27 will help the Council manage its finances responsibly while supporting important services.

CONTACT OFFICER
If you have any queries about this report, please contact the Finance Officer of the Council.

Tel: 01303257946 or email karen.palmer@folkestone-tc.gov.uk prior to the meeting.

APPENDIX ONE

Folkestone Town Council

Budget Setting 2026/27 – Potential Growth Items

Committee:	Community Services

Proposal:	From: Jane Darling, Folkestone Town Council; Senet Yohannes, Cheriton Community Network and Folkestone Community Forum: Supported by Tony Vaughan, MP for Folkestone and Hythe. To hold an event to showcase and celebrate the achievements, talents and potential of the young people of our town. To bring organisations, voluntary groups to demonstrate what they provide for young people and, where possible to give the opportunity to young people to 'have a go' at the activity. To use the event to showcase the pledges given by the business and voluntary sectors to extend a helping hand to young people, which have been secured as a result of the youth event to be held in April 2026.

Intended benefits:	To promote confidence, a feeling of being valued, thereby improving well-being. To raise awareness amongst young people and their families of the opportunities on offer in our community. To engage young people in trying out different activities and challenges which may encourage them to join an organisation. To help young people to feel that they are important, that they can have a role and a stake in their community and that they are cared about and valued by the community.

How these benefits will be measured:	Measures will be designed in conjunction with agencies in the community, to ascertain the level of engagement, decrease in anti -social behaviour and nature and scope of opportunities for young people to receive support from potential providers of employment, training and education and support to assist their transition into the world beyond school.

Expected duration:	4 -5hours

Breakdown of Proposal:

Item of Expenditure*	Description	Estimated Cost (£)
Consultation fees for expert advice from events Company	Provision of Risk assessment, managing event on the day Organising booking of exhibitors and stall holder, and live demonstrations. Organisation of site, parking, disposal of rubbish etc. Health and Safety Organisation of venue, timetable and design for the exhibition and performance of the work of young people at school, at home and in the organisations to which they belong. Liaison between organisers and agencies, businesses and schools.	£5000
Publicity	Design of publicity materials and event publicity	£2000
Follow up	Design system to collect data to measure impact and success of the event.	£1000

Total Estimated Cost:	**£8000**

If grant funding or other outside funding available, please enter details:	Other funding from grants or donations will be sought.

Total amount requested from council budget:	£5000

Corporate Priority: (Please refer to Four Year Plan):	Theme 2: Improving people's health, wellbeing and sense of community Improve people's health, wellbeing and safety by working with local health services schools and the police. Provide support for communities in reducing anti-social behaviour and social isolation. Work with voluntary organisations to bring people together, celebrate our diversity and enable residents to play an active role in their communities.

***Examples of expenditure types:**

Equipment
Consumables
Staff Time
Outside Contractor

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2026/27

Code		ANNUAL BUDGET 2023/24 £	ACTUAL COSTS 2023/24 £	ANNUAL BUDGET 2024/25 £	ACTUAL COSTS 2024/25 £	ANNUAL BUDGET 2025/26 £	FORECAST TO 31 MARCH 2026 £	DRAFT BUDGET 2026/27	RECURRING REVENUE GROWTH 2026/27 £	NON-REC'NG GROWTH ITEMS 2026/27 £	BUDGET 2026/27 £	SUMMARY OF CHANGES: BASE BUDGET 2026/27 LESS 2025/26	Changes in 2026/27 to 2025/26 in %	Notes
	ADMINISTRATION													
1	SALARIES, PENSIONS & NI	508,500	484,303	535,330	524,912	581,000	585,503	625,950			625,950	44,950	8	Thirteen staff in total. Seven full-time, six part-time. Increased rate in Employer's NI
2	TOTAL CONTRIBUTION PAY	5,000	2,550	3,000	2,550	3,900	3,900	4,000			4,000	100	3	Fire Warden, First Aid trained staff, annual bonus
3	STAFF WELLBEING	3,000	1,522	3,000	3,205	3,000	3,000	3,000			3,000	-	0	Educational staff trip, staff meal, eye tests
4	AGENCY STAFF / STAFF CONTINGENCY			-	496	-	347	1,000			1,000	1,000	100	Small contingency for Staff Contingency
5	STAFF TRAINING	3,000	2,008	3,000	4,526	3,600	3,600	3,600			3,600	-	0	Manual handling, First aid, Fire safety, GDPR, multiple online training
6	EQUIPMENT/FURNITURE NEW	2,000	2,393	2,000	1,903	7,500	4,390	5,000			5,000	- 2,500	-33	Purchase of new office equipment.
7	INTERVIEW EXPENSES	-	66	-		-	-							
8	BANK CHARGES	300	431	400	384	800	360	400			400	- 400	-50	HSBC Current A/c. Income a/c, Unity Trust a/c charges. Potentially opening a new investment a/c
9	HR/H&S MANAGEMENT FEES	2,050	4,183	4,000	4,008	4,050	4,010	4,410			4,410	360	9	Peninsula HR, health & safety, free online training
10	OFFICE PRINTING	500	979	1,000	1,343	1,200	1,360	1,990			1,990	790	66	Consultation posters and office printer ink supply. £500 moved from Tourist Information Budget to pay for Annual Town Meeting adverts
11	OFFICE STATIONERY	1,200	1,128	1,000	901	1,000	1,050	1,100			1,100	100	10	Printing paper, pens, notebooks
12	PHOTOCOPYING	1,400	1,941	1,400	1,364	2,000	760	940			940	- 1,060	-53	Office photocopier lease and cartridge supply
13	POSTAGE & DELIVERY	1,000	1,005	1,000	1,254	1,200	1,200	1,500			1,500	300	25	Franking and delivery charges
14	TELECOMMUNICATION SERVICES	2,400	3,874	3,700	5,176	4,100	5,490	5,900			5,900	1,800	44	Work mobile phones 4x, broadband service at the storage unit, office broadband, office telephone support and service charge
15	ICT SUPPORT	16,500	18,766	19,600	20,126	21,000	23,111	21,000		19,000	40,000	19,000	90	Growth item - moving to serverless system. Cloud back up storage, cybersecurity, Microsoft subscriptions for staff and councillors. Website hosting, Cyber Essential testing, VPN
16	MISCELLANEOUS SUBSCRIPTIONS	700	380											
17	CINQUE PORT FEDERATION SUB	370	368											
18	SUBSCRIPTIONS	-	-	7,120	7,875	7,400	6,264	6,350			6,350	- 1,050	-14	Scribe, Information Commissioner's Licence, Cinque Ports, SLCC, KALC, CIPD, AAT membership, Payroll, Amazon Prime, Internal Audit Forum, Cinque Port Mayors Association
19	SOCIETY OF LOCAL COUNCIL CLERKS	560	495											
20	KENT ASSOC. OF LOCAL COUNCILS	2,380	2,390											
21	PUBLIC TRANSPORT & CAR PARKS	250	379	250	370	300	300	310			310	10	3	Car park fee, transport for work training
22	SUBSISTENCE ALLOWANCES	200	144	150	107	150	170	180			180	30	20	Town Sergeant meals at mayoral events
23	CAR ALLOWANCES (Staff)	1,600	654	1,100	285	800	700	700			700	- 100	-13	Staff use of own vehicle work mileage
24	CAR ALLOWANCES (Volunteers)													
25	ACCOUNTACY SUPPORT	630	2,725											
26	TO ALLOTMENTS ADMINISTRATION	- 4,300	- 4,090	- 4,300	- 4,215	- 4,500	- 9,140	- 9,140			- 9,140	- 4,640	103	Allotments staff time contribution
	TOTAL ADMIN. EXPENDITURE	**549,240**	**528,594**	**582,750**	**576,571**	**638,500**	**636,375**	**678,190**	**-**	**19,000**	**697,190**	**58,690**	**9**	
27	INVESTMENT INTEREST	15,000	27,990	30,000	27,488	30,000	25,000	25,000			25,000	- 5,000	-17	CCLA Investment a/c, FHDC Investment a/c, HSBC Deposit a/c and Cambridge Building Society a/c interest received.
28	OTHER INCOME			-	61		11							
	TOTAL ADMIN. INCOME	**15,000**		**30,000**	**27,549**	**30,000**	**25,011**	**25,000**	**-**	**-**	**25,000**	**- 5,000**	**-17**	
			27,990											
	NET ADMIN. EXPENDITURE/INCOME	**534,240**	**500,604**	**552,750**	**549,022**	**608,500**	**611,364**	**653,190**	**-**	**19,000**	**672,190**	**63,690**	**10**	
	DEMOCRATIC COSTS													
29	TRAINING/CONFERENCE EXPS (Cllrs.)	500	157	500	371	500	500	500			500	-	0	Councillor training, conferences attendances
30	CAR ALLOWANCES (Cllrs)	100	70	100	149	100	100	100			100	-	0	Councillor work mileage
31	FTC REF/ELECTION FEES		30,600	-										
32	FOLK TC REF/ELECTIONS (To Reserve)	10,200	13,587	11,100	-	12,000	12,000	12,000			12,000	-	0	Contribution to Reserves re Election cost for year 2027/28
	TOTAL DEMOCRATIC COSTS EXP.	**10,800**	**44,414**	**11,700**	**520**	**12,600**	**12,600**	**12,600**	**-**	**-**	**12,600**	**-**	**0**	
	MAYORALTY													
33	CLOTHING & UNIFORMS	600	515	600	243	600	600	600			600	-	0	Mayor, Deputy Mayor, Town Sergeant and Town Clerk purchase and maintenance of clothing
34	REGALIA - NEW	1,000	1,237	700	1,294	700	1,050	1,200			1,200	500	71	Purchase of mayoral portrait and other regalia
35	REGALIA - REPAIR & MAINT.	400	-	400	-	400	810	500			500	100	25	Repairs of regalia
36	MAYOR'S INSTALLATION (Annual Meeting)	1,100	915	1,100	920	1,100	932	1,100			1,100	-	0	Refreshments after Mayor's installation meeting
37	REMEMBRANCE SUNDAY	2,800	2,782	2,800	2,859	2,800	2,800	3,000			3,000	200	7	Security, PA, road closure, refreshments
38	CANADA DAY	2,850	2,859	2,850	3,089	2,970	1,919	3,240			3,240	270	9	Coach hire, catering, event toilets, photography
39	WILLIAM HARVEY COMMEMORATION	1,000	1,222	150	107	150	130	150			150	-	0	Chaplets, refreshments
40	HOLOCAUST DAY	320	434	320	317	350	350	400			400	50	14	Refreshments and catering
41	CINQUE PORT WARDEN	100	-		-									
42	COVER FOR CIVIC DRIVER	200	-	100	-									
43	FUEL/CHARGING CIVIC VEHICLE	500	433		-									Transferred to Services cost centre
44	MTCE/SERVICE/REPAIRS - EXTERNAL	150	191	150	579	300	300	580			580	280	93	MOT, repairs to mayoral car
45	CAR INSURANCE	500	500	500	565	650	903	620			620	- 30	-5	Mayoral car insurance cover
46	MAYORAL CAR LEASE	3,060	3,058	4,660	4,752	4,660	4,660	4,890			4,890	230	5	Mayoral car annual lease
47	MAYOR'S EXPENSES MAY-MAR	5,490	4,043	5,490	5,389	5,490	5,490	5,490			5,490	-	0	Mayor's attendances to other local communities and councils, donations
48	MAYOR'S EXPENSES APR-MAY	1,100	1,056	1,100	790	1,100	868	1,100			1,100	-	0	Mayor's attendances to other local communities and councils, donations between April-May
51	SAMUEL PLIMSOLL EVENT	-	-	200	86	150	112	150			150	-	0	Organist and refreshments
53	BURMA STAR (VJ DAY)	550	480	550	275	500	253	500			500	-	0	Buffet and PA
54	NORMANDY VETERANS	320	411	900	372	450	100	500			500	50	11	Buffet, refreshments and PA
55	VICTORY IN EUROPE DAY (VE DAY)					2,000	1,146	-			-	- 2,000	-100	One-off event. 80th Anniversary
56	LUNCHES FOR CHILDREN	-	-											
57	CHRISTMAS GIFTS FOR CHILDREN	-	-											
	TOTAL MAYORALTY EXPENDITURE	**22,040**	**20,136**	**22,570**	**21,638**	**24,370**	**22,424**	**24,020**	**-**	**-**	**24,020**	**- 350**	**-1**	
58	OTHER INCOME (MAYORALTY)			-		-	-	-			-	-	0	
	TOTAL MAYORALTY INCOME	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**0**	**0**	
	NET MAYORALTY EXPENDITURE/INCOME	**22,040**	**20,136**	**22,570**	**21,638**	**24,370**	**22,424**	**24,020**	**-**	**-**	**24,020**	**- 350**	**-1**	
	PREMISES													
59	BUILDING REPAIRS AND RENEWALS	14,000	25,418	14,000	31,859	30,000	25,884	16,960			16,960	- 13,040	-43	Repairs and maintenance contract of the Town Hall building. Heating and cooling system. Intruder and fire alarms, RPA
60	LIFT REPAIRS & SERVICING					3,000	2,000	2,010			2,010	- 990	-33	Repairs and maintenance contract of Town Hall lift

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2026/27

Code		ANNUAL BUDGET 2023/24 £	ACTUAL COSTS 2023/24 £	ANNUAL BUDGET 2024/25 £	ACTUAL COSTS 2024/25 £	ANNUAL BUDGET 2025/26 £	FORECAST TO 31 MARCH 2026 £	DRAFT BUDGET 2026/27	RECURRING REVENUE GROWTH 2026/27 £	NON-REC'NG GROWTH ITEMS 2026/27 £	BUDGET 2026/27 £	SUMMARY OF CHANGES: BASE BUDGET 2026/27 LESS 2025/26	Changes in 2026/27 to 2025/26 in %	Notes
61	CLEANING	9,700	10,555	9,900	10,639	11,000	10,700	11,570			11,570	570	5	Cleaning at Town Hall offices and Museum (£10,968) window cleaning (£300) carpet cleaning (£300)
62	BUSINESS RATES	21,740	25,195	25,600	27,846	28,700	28,305	28,760			28,760	60	0	Town Hall rate for 2025/26 was £28,305
63	PWLB CAPITAL REPAYMENTS	25,560	27,132	26,810	28,120	28,300	29,498	29,510			29,510	1,210	4	Capital repayment for 2024/25 will be £29.5k
64	PWLB INTEREST REPAYMENTS	13,750	12,170	12,500	11,181	11,000	9,804	9,800			9,800	-1,200	-11	Interest repayment for 2024/25 will be £9.8k
65	SERVICES, HEATING & LIGHTING	17,000	26,135	24,000	19,607	23,000	14,695	15,640			15,640	-7,360	-32	Increased energy rates. Electricity, gas, Waste collection, confidential paper collection and water usage and waste
66	PREMISES EXPENSES	2,500	2,446	2,500	1,814	2,500	3,270	3,430			3,430	930	37	Minor repairs and maintenance of business premises and equipment
67	CCTV CONTROL ROOM	-	13,161											Budget not to be included this year
68	HIRE OF FACILITIES (inc. Garage)	7,100	15,287	16,000	19,911	22,000	19,103	21,260			21,260	-740	-3	Lease of storage unit, staff work parking permits, mayoral portraits storage, water boiler hire
	TOTAL PREMISES EXPENDITURE	**111,350**	**157,499**	**131,310**	**150,976**	**159,500**	**143,258**	**138,940**	**-**	**-**	**138,940**	**-20,560**	**-13**	
69	RENTAL INCOME	15,800	15,900	15,900	21,995	20,000	18,845	20,000			20,000	-	0	Rent, building and insurance contribution from cinema tenant
70	OTHER INCOME (PREMISES)			-										No budget set
71	CCTV CONTROL ROOM GRANT		13,401											No budget set
72	MEETING ROOM HIRE		550	300	975	700	1,348	1,460			1,460	760	109	Hiring of the meeting room income
73	OTHER INCOME (PREMISES)													No budget set
74	BUS SHELTER ADVERTISEMENT INCOME	-	1,654	3,000	4,032									Budget code transferred to Services cost centre
	TOTAL PREMISES INCOME	**15,800**	**31,505**	**19,200**	**27,002**	**20,700**	**20,193**	**21,460**	**-**	**-**	**21,460**	**760**	**4**	
	NET PREMISES EXPENDITURE/INCOME	**95,550**	**125,994**	**112,110**	**123,975**	**138,800**	**123,065**	**117,480**	**-**	**-**	**117,480**	**-21,320**	**-15**	
	SERVICES													
75	INSURANCES - PREMISES & PUBLIC LIABILITY (inc. Heritage)	9,000	9,246	9,800	7,256	10,200	11,872	20,000			20,000	9,800	96	Insurance for building and contents. Likely to increase due to the updated Town Hall building valuation
76	ALLOTMENTS - ADMINISTRATION	4,300	4,090	4,300	4,215	4,500	9,140	9,140			9,140	4,640	103	
77	ALLOTMENTS - PFR MAINTENANCE	3,000	1,509	3,000	1,393	2,700	2,050	1,840			1,840	-860	-32	Grass cutting, water usage, repairs
78	ALLOTMENTS - TKL MAINTENANCE	3,000	2,609	3,000	3,175	2,700	3,930	2,900			2,900	200	7	Grass cutting, water usage, repairs
79	MAINTENANCE OF BEACON	300	25	300	25	200	25	200			200	-	0	
80	BUS SHELTER PRINTING				-	1,000	800	1,000			1,000	-	0	New budget code for bus sheltering printing Council advertisements and business advertisement posters
81	LOCAL PROJECTS	4,000	3,636	4,000	2,137	4,000	2,000	4,000			4,000	-	0	Councillors project proposals during the year
82	NOTICE/INFORMATION/HERITAGE BOARDS	1,100	764	1,000	960	1,000	1,000	2,000			2,000	1,000	100	£2k recommended to purchase additional noticeboards from Community Services Committee
83	BUS SHELTERS	500	495	500	484	500	250	500			500	-	0	Maintenance to Council owned bus shelters
85	WARD GRANTS	19,800	12,427	19,800	8,421	19,800	19,800	19,800			19,800	-	0	Councillors individual ward grant budgets
86	TOWN GRANTS	34,200	48,185	34,200	34,467	34,200	34,200	34,200			34,200	-	0	Larger grants given to organisations for projects benefiting the community
87	FLOWERBEDS & PLANTERS	35,000	35,000	35,000	16,149	25,000	25,000	25,000			25,000	-	0	Flowerbeds and planters sponsorship to FHDC
88	CHRISTMAS LIGHTING	17,000	28,996	41,000	32,663	36,000	36,000	36,000			36,000	-	0	Christmas lighting set up and emergency call outs. Community Services Committee proposal of £15k increase budget for purchasing of new Christmas Lights
89	CHRISTMAS FESTIVITIES	12,000	15,704	12,000	4,414	10,500	9,000	9,000			9,000	-1,500	-14	Entertainment, photography, contribution, security, medical, traffic PA, stage lighting
90	CHRISTMAS LIGHTS CHERITON (RESERVE)				1,369									Not budget set as it is from earmarked reserve
91	WATER QUALITY TESTING					4,500	-	-			-	-4,500	-100	
92	YOUTH FACILITIES	6,000	-250	3,000	-	3,000	3,000	3,000		5,000	8,000	5,000	167	£5k recommended for Cheriton Youth Festival from Community Services Committee. Previously for Cllrs Cup, football tournament, Cricket tournament
93	TREE AUDIT & WORKS	20,000	15,109	20,000	-	15,000	15,000	15,000			15,000	-	0	KCC Tree planting scheme, other tree works
94	PLAY AREA MAINTENANCE	37,000	37,844	37,000	33,392	25,000	24,180	27,000			27,000	2,000	8	Grass cutting, annual external play inspection, playground repairs
95	COMMUNITY INFRASTRUCTURE LEVY (RESERVE)				4,444		7,150							
96	PARK BENCHES	500	-	500	-	500	500	500			500	-	0	Maintenance of council owned benches 14x
97	LITTER BINS, SALT BINS BOLLARDS & RAILINGS	2,250	405	2,000	320	1,000	500	500			500	-500	-50	Purchase and maintenance of play area bins
99	TOURIST INFORMATION/VISITOR SERVICES	5,000	2,408	5,000	3,362	2,000	2,000	1,500			1,500	-500	-25	Tourism, visitor adverts. £500 moved to Administration / Office Printing for cost of advertising Annual Town Meeting
100	MAINTENANCE OF PUBLIC CLOCKS	500	-	500	-	500	500	500			500	-	0	No budget set, no expenditure in the last three years
101	MAINTENANCE OF MEMORIALS	2,500	1,840	2,000	850	1,800	1,800	1,800			1,800	-	0	Cleaning of Folkestone War Memorial
102	TELEPHONE BOX	100	100	120	8	150	150	150			150	-	0	Phone box electricity usage
103	CCTV MONITORING	29,000	19,035	-	46,785	41,000	40,784	41,000			41,000	-	0	External monitoring with Swale Borough Council
104	CCTV MAINTENANCE	20,000	26,510	25,000	31,383	16,000	16,784	16,000			16,000	-	0	CCTV maintenance service contract
105	GUILDHALL UMBRELLA PROJECT		5,030											
106	COMMUNITY MINIBUS		65,679											
107	COMMUNITY MINIBUS MAINTENANCE				3,785	8,500	4,670	4,670			4,670	-3,830	-45	Insurance, maintenance of the community minibus
108	MISCELLANEOUS SERVICES													
109	AIR SHOW/ARMED FORCES DAY	12,000	34,712	25,000	54,358	20,000	2,357	25,000			25,000	5,000	25	AFD Luncheon for 2025/26. Air Show bi-annually
110	FUEL/CHARGING VEHICLES			1,000	782	1,000	600	750			750	-250	-25	Electrical charging for the mayoral car and minibus
111	CONTINGENCY	2,000	-	2,000		2,000	2,000	2,000			2,000	-	0	
	LOOSE ENDS SESSIONS				1,000									
	TOTAL SERVICES EXPENDITURE	**280,050**	**371,108**	**291,020**	**297,596**	**294,250**	**277,041**	**304,950**	**-**	**5,000**	**309,950**	**15,700**	**5**	
112	ALLOTMENT RENTS PFR	5,900	4,898	5,100	4,827	5,200	4,930	5,280			5,280	80	2	Park Farm allotment plots income
113	ALLOTMENT RENTS TKL	4,600	4,340	4,850	4,319	4,800	4,800	6,190			6,190	1,390	29	Tile Kiln Lane allotment plots income
114	OTHER INCOME (SERVICES)	-	-											
115	ALLOTMENT KEY	-	120		140	100	300	200			200	100	100	Allotment key given to TKL tenant
116	ALLOTMENT REFUNDABLE DEPOSIT (RESERVE)	-	650		1,100		550							Allocated to a reserve account
117	PLAY PARKS GRANT				2,352									
118	BUS SHELTER ADVERTISEMENT					3,000	1,500	1,500			1,500	-1,500	-50	Bus shelter advertisement posters
119	ARMED FORCES DAY SPONSORSHIPS	-	2,250	3,000	7,300			4,000			4,000	4,000	100	No sponsorships to be received from Armed Forces Day this year
120	ARMED FORCES DAY STALLS	-	529											Armed Forces Day Luncheon, no stalls to be included this year
121	ARMED FORCES DAY GRANT	-	9,000		10,000									Grants received from local companies
122	ARMED FORCES DAY (OTHER INCOME)	-	1,463		6,990									
123	TRAINING INCOME	-	30											
124	CHRISTMAS STALLS	-	550	1,000		1,000	700	700			700	-300	-30	Christmas stalls income for Christmas Lights Opening event

FOLKESTONE TOWN COUNCIL - DRAFT BUDGET 2026/27												SUMMARY OF CHANGES:		
									RECURRING	NON-REC'NG		BASE BUDGET	Changes in	Notes
		ANNUAL BUDGET	ACTUAL COSTS	ANNUAL BUDGET	ACTUAL COSTS	ANNUAL BUDGET	FORECAST TO 31 MARCH 2026	DRAFT BUDGET	REVENUE	GROWTH	BUDGET	2026/27	2026/27	
		2023/24	2023/24	2024/25	2024/25	2025/26		2026/27	GROWTH	ITEMS	2026/27	LESS	to	
		£	£	£	£	£	£		2026/27	2026/27	£	2025/26	2025/26 in %	
Code									£	£				
125	CHRISTMAS LIGHTS DONATIONS (CHERITON)		307											
126	CCTV EXTERNAL MONITORING GRANT		46,784											
127	CCTV MAINTENANCE CONTRIBUTION					1,000	-	-			-	- 1,000	-100	New income budget for the maintenance contribution from external organisations
128	CCTV VIEWING				10									
129	CCTV GRANT			300	29,190	100	-	-			-	- 100	-100	No grant in 2026/27
130	UMBRELLA PROJECT CONTRIBUTION		3,113											
	LOOSE ENDS SESSION GRANT				1,000									
	COMMUNITY INFRASTRUCTURE LEVY INCOME				16,227									
	TOTAL SERVICES INCOME	**10,500**	**74,034**	**14,250**	**83,455**	**15,200**	**12,780**	**17,870**	**-**	**-**	**17,870**	**2,670**	**18**	
	NET SERVICES EXPENDITURE/INCOME	**269,550**	**297,074**	**276,770**	**214,141**	**279,050**	**264,261**	**287,080**	**-**	**5,000**	**292,080**	**13,030**	**5**	
	FEES											0		
131	CONSULTANT FEES	-	1,433	500	6,417	1,000	2,770	1,000			1,000	-	0	Professional advice from external services
132	EXTERNAL AUDIT FEES	1,700	2,100	2,200	2,100	2,300	2,300	2,400			2,400	100	4	Year end external audit
133	INTERNAL AUDIT FEES	1,050	1,376	800	535	600	600	700			700	100	17	Internal auditor charge, two visits per year
134	LEGAL FEES	-	436	1,000	408	1,000	400	500			500	- 500	-50	Event planning permissions, DBS checks for staff and volunteeers
135	CARD RECEIPT FEES	940	437	940	1,005	1,200	477	1,000			1,000	- 200	-17	Museum retail till card terminal fee
136	SECURITY - TOWN HALL			-										
	TOTAL FEES	**3,690**	**5,782**	**5,440**	**10,465**	**6,100**	**6,547**	**5,600**	**-**	**-**	**5,600**	**- 500**	**-8**	
	MUSEUM/HERITAGE													
137	M/H TRAINING	700	72	-										No budget set. Staff training budget showin Adminstration cost centre
138	M/H SUBSCRIPTIONS	450	171	550	692	700	700	700			700	-	0	Visitor Accreditation, Museum Association Membership, AIM subscription, GEM Membership
139	M/H ADVERTISING FOR STAFF			-										
140	M/H EQUIPMENT/FURNITURE	400	105	500	1,826	1,000	1,000	1,000			1,000	-	0	Purchase of furniture or equipment for the development of the museum
141	M/H EXHIBIT REPAIRS	200		1,750	446	1,750	500	1,750			1,750	-	0	Repairs on exhibits and collections
142	M/H HISTORIC COSTUMES	250	266	-										
143	M/H EXHIBITS		4,000	-										
144	M/H MATERIALS/CONSUMABLES		1,501											
145	M/H PUBLICITY & PROMOTION		908			1,000	500	1,000			1,000	-	0	Advertisement of Folkestone Museum
146	M/H COLLECTIONS CARE	1,500		3,500	2,406	3,500	3,500	3,500			3,500	-	0	Treatment and maintenance of museum collection
147	M/H AUDIENCE DEVELOPMENT	1,000		2,750	2,677	3,000	3,000	3,000			3,000	-	0	Museum website development, other museum software
148	M/H EVALUATION/PRESS COVERAGE	500	-	-										
149	M/H LEAFLETS/PUBLICATIONS	1,000	100	-										
150	M/H MERCHANDISE	2,000	2,323	2,000	1,505	2,500	2,500	2,500			2,500	-	0	Merchandise for Museum shop
151	M/H SERVICES	3,500	2,240	-										
152	M/H EVENTS	5,000	1,836	5,000	3,486	5,000	5,000	5,000			5,000	-	0	Museum holiday events
153	M/H EXHIBITIONS		576											
154	M/H TEMPORARY EXHIBITIONS	5,000		6,000	250	1,000	1,000	2,000			2,000	1,000	100	Temporary exhibition set up cost
155	M/H EDUCATION RESOURCES	500	640	-										
156	M/H WORKSHOPS		2,605											
157	M/H AUDIENCE ENGAGEMENT	4,000		4,850	6,530	5,200	5,200	5,200			5,200	-	0	Workshop consumables purchase
158	M/H FORMAL LEARNING					1,500	1,500	1,500			1,500	-	0	Hire of freelancer during holiday workshops
159	M/H HOSPITALITY	500	15	350		350	350	350			350	-	0	
160	M/H FRIENDS OF FOLKESTONE MUSEUM (RESERVE USE)		2,423		2,074		304							
161	M/H PROFESSIONAL FEES	3,000	400	-										
	TOTAL MUSEUM/HERITAGE EXPENDITURE	**29,500**	**20,181**	**27,250**	**21,893**	**26,500**	**25,054**	**27,500**	**-**	**-**	**27,500**	**1,000**	**4**	
162	M/H INCOME	4,500	5,382	5,000	5,731	7,000	7,000	7,000			7,000	-	0	Schools, private workshops, temporary exhibitions hire, additional workshop training hosting
163	M/H FRIENDS OF FOLKESTONE MUSEUM	-	4,802											
164	M/H RETAIL SALES	2,000	2,287	2,500	4,405	3,200	3,200	3,200			3,200	-	0	Retail income from Museum shop
165	M/H VISITOR DONATIONS	500	502	500	606	3,000	1,500	1,500			1,500	- 1,500	-50	Forecast donations received.
	TOTAL MUSEUM/HERITAGE INCOME	**7,000**	**12,973**	**8,000**	**10,742**	**13,200**	**11,700**	**11,700**	**-**	**-**	**11,700**	**- 1,500**	**-11**	
	NET MUSEUM/HERITAGE EXPENDITURE/INCOME	**22,500**	**7,208**	**19,250**	**11,151**	**13,300**	**13,354**	**15,800**	**-**	**-**	**15,800**	**2,500**	**19**	
	SUMMARY													
	TOTAL EXPENDITURE	**1,006,670**	**1,147,714**	**1,072,040**	**1,079,658**	**1,161,820**	**1,123,299**	**1,191,800**	**-**	**24,000**	**1,215,800**	**53,980**	**5**	
	TOTAL INCOME	**48,300**	**146,502**	**71,450**	**148,748**	**79,100**	**69,684**	**76,030**	**-**	**-**	**76,030**	**- 3,070**	**-4**	
	NET TOTAL	**958,370**	**1,001,212**	**1,000,590**	**930,911**	**1,082,720**	**1,053,615**	**1,115,770**	**-**	**24,000**	**1,139,770**	**57,050**	**5**	
	PRECEPT	**952,970**	**952,970**	**1,000,590**	**1,000,590**	**1,082,720**	**1,082,720**	**1,115,770**			**1,139,770**	**57,050**	**5**	
	TRANSFER TO/(FROM) RESERVES													
		Budget Increase	£16,820	Budget Increase	£42,220	Budget Increase	£82,130	Budget Increase	£57,050					
		%	1.79%	%	4.41%	%	8.21%	%	5.27%					
		Proposed Precept	£952,970	Proposed Precept	£1,000,590	Proposed Precept	£1,082,720	Proposed Precept	£1,139,770					
		From Reserves	£5,400											
		Precept Increase	£32,060	Precept Increase	£47,620	Precept Increase	£82,130	Precept Increase	£57,050					
		%	3.50%	%	5.00%	%	8.21%	%	5.27%					
		Provisional tax base 2023/24	14566.56	Tax base 2024/25	14906.09	Tax base 2025/26	15230.46	Provisional tax base 2026/27	15230.46					
		Average Band D precept charge	£65.42	Average Band D precept charge	£67.13	Average Band D precept charge	£71.09	Prov. Average Band D precept charge	£74.83					
				Tax base increase	£1.70	Tax Base increase	£3.96	Tax Base increase	£3.75					