

FOLKESTONE TOWN COUNCIL



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FINANCE & GENERAL PURPOSES COMMITTEE AGENDA

Meeting: Finance and General Purposes Committee
Date: Thursday 12 February 2026
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 draft minutes of the meeting of the Finance and General Purposes Committee held on 11 December 2025 and to authorise the Chair of the Committee to sign them as a correct record.

4. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 December 2025 to 31 January 2026.

5. SCHEDULE OF RECEIPTS

The attached schedule details receipts received between 1 December 2025 to 31 January 2026.

6. BUDGET MONITORING STATEMENT 2025/26

The attached statement sets out details of the Town Council's provisional expenditure/income and earmarked reserves up to 31 January 2026.

7. BANK RECONCILIATION

The bank reconciliation statements at 31 December 2025 and 31 January 2026 are attached for information and are to be signed by a Member other than the Chair or a bank signatory.

8. WARD GRANTS

The Ward Grant list below is recommended to be approved.

| | | | |
|---|--|---------|----------------|
| Strange Cargo | Charivari Day 2026 | £200.00 | L McShane |
| OutdoorFolkey | Community-Led Outdoor Events for Local Residents | £300.00 | L McShane |
| OutdoorFolkey | Community-Led Outdoor Events for Local Residents | £300.00 | A Akuffo Kelly |
| OutdoorFolkey | Community-Led Outdoor Events for Local Residents | £100.00 | B Walker |
| St Mary & St Eanswythe with St Saviour Parochial Church Council | Pew Cushions | £200.00 | B Walker |

9. WARD GRANT BALANCES

For information, the attached shows Ward Grant balances available to each Councillor as at 12 February 2026.

10. BANK STATEMENT CHECKS

The Committee is asked to appoint a Councillor to carry out monthly checks of bank statements with bank reconciliation reports.

11. SCALE OF FEES

The attached schedule proposes revised fees for the Committees approval.

12. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE

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

13. DATE OF NEXT MEETING

16 April 2026 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 11 December 2025 at 7.00 p.m.

PRESENT:

Councillors Connor McConville (Chair), Jackie Meade, Tim Prater, Peter Gane, Adrian Lockwood, Kieran Leigh, Belinda Walker, Nicola Keen, Christine Dickinson and Bridget Chapman.

APOLOGIES:

Councillor Laura Davison

ABSENT:

Councillor Abena Akuffo-Kelly

OFFICERS PRESENT:

Toni Brenchley – Town Clerk
Karen Palmer – Finance Officer

1805. APOLOGIES FOR ABSENCE

Apologies received from Councillor Laura Davison.

RESOLVED: To approve apologies from Councillor Laura Davison

Proposed: Councillor Jackie Meade
Seconded: Councillor Nicola Keen
Voting: F: 10, Ag: 0, Ab:0

1806. DECLARATIONS OF INTERESTS

Councillor Tim Prater declared an interest in agenda item 10, as a Folkestone and Hythe District Councillor.

1807. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 23 October 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 23 October 2025 be signed as a correct record.

Proposed: Councillor Jackie Meade
Seconded: Councillor Bridget Chapman
Voting: F: 8, Ag: 0, Ab: 2

1808. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 October 2025 and 30 November 2025.

RESOLVED: That the Schedule of Payments for the period 1 October to 30 November 2025 be accepted.

Proposed: Councillor Nicola Keen
Seconded: Councillor Belinda Walker
Voting: F:10, Ag: 0, Ab: 0

1809. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 October 2025 and 30 November 2025.

RESOLVED: That the Schedule of Receipts for the period 1 October 2025 to 30 November 2025 be accepted.

Proposed: Councillor Peter Gane
Seconded: Councillor Nicola Keen
Voting: F: 10, Ag: 0, Ab: 0

1810. BUDGET MONITORING STATEMENT 2025/26

The budget monitoring statement of income/expenditure and earmarked reserves up to the 30 November 2025 were received by the Committee.

RESOLVED: That the budget monitoring statement for the period 1 October to 30 November 2025 be accepted.

Proposed: Councillor Jackie Meade
Seconded: Councillor Bridget Chapman
Voting: F: 10, Ag: 0, Ab: 0

1811. BANK RECONCILIATION

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

RESOLVED: That the bank reconciliations for the periods October and November 2025 be accepted.

Proposed: Councillor Adrian Lockwood
Seconded: Councillor Jackie Meade
Voting: F: 10, Ag: 0, Ab: 0

1812. WARD GRANTS

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

| | | | |
|---------------|--------------------|---------|-----------|
| Strange Cargo | Charivari Day 2026 | £200.00 | L Davison |
| Strange Cargo | Charivari Day 2026 | £500.00 | J Darling |

| | | | |
|-----------------|--------------------|---------|----------------|
| Strange Cargo | Charivari Day 2026 | £300.00 | A Akuffo Kelly |
| Strange Cargo | Charivari Day 2026 | £100.00 | L McGirr |
| Strange Cargo | Charivari Day 2026 | £300.00 | C Dickinson |
| Sunflower House | Warm Welcome | £500.00 | J Meade |

RESOLVED: To award the organisation with the Ward Grant amounts listed.

Proposed: Councillor Belinda Walker

Seconded: Councillor Peter Gane

Voting: F: 10, Ag: 0, Ab: 0

1813. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 11 December 2025.

1814. INVESTMENT INCOME REVIEW F/25/403

The Committee received report F/25/403, with a recommendation from the Finance Officer regarding the investment with Folkestone and Hythe District Council.

RESOLVED: To continue monitoring investment income levels until the end of 2025/26 when the next payment is received from Folkestone & Hythe District Council, so a better comparison can be made before making a decision regarding the future of the current investments.

Proposed: Councillor Peter Gane

Seconded: Councillor Bridget Chapman

Voting: F: 10, Ag: 0, Ab: 0

1815. INTERIM AUDIT

The Committee received the interim audit report for the year 2025/26, including the auditor's report in accordance with best practice.

The Town Clerk and Finance Officer explained the steps that were being taken to address the points noted in the report.

RESOLVED: To accept and note the interim audit.

Proposed: Councillor Nicola Keen

Seconded: Councillor Belinda Walker

Voting: F: 10, Ag: 0, Ab: 0

1816. FIRE ESCAPE REPORT F/25/402

The Committee received report F/25/402 from the Town Clerk, an update on the replacement of the Town Hall Fire Escape.

RESOLVED:

i) That Report F/25/402 be received and noted.

- ii) To note the additional costs involved in the replacement of the Town Hall Fire Escape and to approve an increased budget from the Museum/Heritage Reserve.
- iii) That a total rent holiday of two months be approved for the Cinema due to the delay in works.

Proposed: Councillor Peter Gane
 Seconded: Councillor Nicola Keen
 Voting: F: 10, Ag: 0, Ab: 0

1817. ANNUAL BUDGET AND TAX BASE 2026/27 REPORT F/25/404

The Committee considered the attached draft 2026/27 annual budget, presenting a draft budget of £1,140,370.

RESOLVED: To receive report F/25/404 but to recommend a precept of £1,145,367 (an increase of 5.79% on the current Precept and resulting in a 3% increase on the Band D Council Tax Charge, equating to £73.22, an increase of £2.13).

Proposed: Councillor Tim Prater
 Seconded: Councillor Nicola Keen
 Voting: F: 10, Ag: 0, Ab: 0

1818. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE

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

Lightning Protection – Planning permission has been granted, and works will commence in the New Year once the costs for the required civil works have been obtained.

Fixed Electrical Certificate – Once the Fire Escape Works are complete, the areas identified for improvement can be addressed and a revised Fixed Electrical Certificate issued.

1819. DATE OF NEXT MEETING:

12th February 2026 at 7.00pm

The meeting concluded at 7.25pm

Chair.....

Date.....

| FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 DECEMBER 2025 TO 31 JANUARY 2026 | | | Expenditure of £100 and above | | |
|--|---------------------------------------|--|-------------------------------|------------|---|
| Date | Supplier | Budget Code | Voucher | Total | Description |
| 05/12/2025 | Harmer & Sons Grounds Maintenance Ltd | Play Area Maintenance | 832 | £1,971.60 | Mowing at play parks November 2025 |
| 05/12/2025 | Harmer & Sons Grounds Maintenance Ltd | Play Area Maintenance | 833 | £432.00 | Carry out grounds maintenance - Cliffstone |
| 05/12/2025 | Safeplay Playground Services Ltd | Community Infrastructure Levy | 834 | £14,722.80 | Play Park Improvements |
| 05/12/2025 | Harmer & Sons Grounds Maintenance Ltd | Remembrance Sunday | 837 | £291.60 | Put out crosses, clean and adjust flag poles etc - Garden of Remembrance |
| 05/12/2025 | Folkestone & Hythe District Council | Flowerbeds & Planters | 840 | £30,000.00 | Sponsorship of FHDC Spring & Summer Flower and Shrub Bed Planting for 2025 Displays |
| 05/12/2025 | Charlier Construction Ltd | Museum/Heritage (reserve use) | 842 | £20,884.42 | Interim Payment re Replacement of fire escape and associated works |
| 05/12/2025 | Martello Building Consultancy Ltd | Consultant Fees | 843 | £560.00 | Consultant Fees relating to Fire Escape Works |
| 05/12/2025 | Sutcliffe & Co | Miscellaneous Insurances (Inc. Heritage) | 845 | £1,478.20 | Cyber Insurance 03/12/25 - 02/12/26 |
| 05/12/2025 | Modes Users Association | M/H Subscriptions | 846 | £270.00 | MODES software annual license and support |
| 12/12/2025 | St Mary & St Eanswythe Church | Mayor's Expenses Jun-Mar | 857 | £230.00 | Church donation for Mayor's Christmas Carol concert |
| 12/12/2025 | Catherine Farr | M/H Audience Engagement | 858 | £225.00 | Provision of Adult Christmas Wreath workshop |
| 12/12/2025 | MEDICAR | Christmas Festivities | 861 | £1,231.20 | Medical Cover Christmas Lights Switch On Event |
| 12/12/2025 | The Folkestone Soundmen | Remembrance Sunday | 862 | £200.00 | PA for Remembrance Sunday and Garden of Remembrance |
| 12/12/2025 | Modes Users Association | M/H Subscriptions | 863 | £333.00 | MODES software annual license and support |
| 12/12/2025 | Metroline Security Limited | Premises Expenses | 865 | £288.00 | Quarterly Intruder Alarm |
| 12/12/2025 | Metroline Security Limited | Building Repairs/Maint | 866 | £312.00 | Annual service for intruder alarm |
| 12/12/2025 | Martello Plastics Ltd | Fuel/Charging Vehicles, Hire of Facilities (inc. Garage) | 869 | £1,358.81 | Storage Unit Hire December 2025 |
| 12/12/2025 | Walker Traffic Management | Remembrance Sunday | 870 | £726.00 | Traffic management for Dedication of GoR |
| 12/12/2025 | Walker Traffic Management | Remembrance Sunday | 871 | £864.00 | Traffic management for Remembrance Sunday |
| 12/12/2025 | KCS Procurement Services (KCC) | Printing | 876 | £580.56 | Office printer photocopier charges 12/09/25 - 10/12/25 |
| 17/12/2025 | Iain S Radford | Building Repairs/Maint | 878 | £254.40 | Install new thermostats in Museum |
| 17/12/2025 | Dr Lesley Hardy | M/H Events | 879 | £150.00 | Speakers fee for Museum Late event |
| 17/12/2025 | Harmer & Sons Grounds Maintenance Ltd | Play Area Maintenance | 880 | £1,971.60 | Mowing at play parks December 2025 |
| 17/12/2025 | ADM Computing Services | ICT Support | 881 | £1,511.80 | Various monthly IT services |
| 17/12/2025 | County Hardware | PFR & TKL Allotment Maintenance | 882 | £275.88 | Padlocks for allotments |
| 17/12/2025 | Metromec Services & Maintenance Ltd | Building Repairs/Maint | 885 | £2,144.40 | Carry out water treatment works on Town Hall |
| 17/12/2025 | Mayor of Folkestone Expenses | Mayor's Expenses Jun-Mar | 887 | £119.94 | Clothes and shoes for Mayoral events |
| 23/12/2025 | COURTLANDS FARM | Christmas Festivities (Cheriton) | 889 | £1,178.40 | Cheriton Christmas Trees for Library and Churches |
| 23/12/2025 | Freeland Garage Services Limited | Community Minibus Maint | 894 | £226.32 | Carry out inspection and maintenance of Community Minibus |
| 19/12/2025 | Net wages | Salaries, Pensions & NI | 896 | £28,527.12 | Staff cost December 2025 |
| 22/12/2025 | HMRC | Salaries, Pensions & NI | 897 | £12,450.44 | PAYE and NI cost December 2025 |
| 22/12/2025 | Kent Pension Fund | Salaries, Pensions & NI | 898 | £10,087.02 | Employers Superannuation cost December 2025 |
| 08/12/2025 | Business Stream | Services, Heating & Lighting | 899 | £707.98 | Water charges Town Hall 24-08-25 - 23-11-25 |
| 12/12/2025 | Peninsula | HR/H&S Management Fees | 900 | £397.07 | HR and legal advice monthly |
| 15/12/2025 | SSE Hydro Electric | Services, Heating & Lighting | 901 | £112.47 | Gas usage at Town Hall 09/10/25 - 31/10/25 |
| 17/12/2025 | British Telecom | Telecommunication Services | 904 | £358.80 | Office broadband December 2025 |
| 08/12/2025 | SSE Hydro Electric | Services, Heating & Lighting | 907 | £991.62 | Electricity at Town Hall 01/11/25 - 30/11/25 |
| 29/12/2025 | Culligan Water Ltd | Hire of Facilities (inc. Garage) | 909 | £254.26 | Countertop boiler and drinking machine quarterly hire |
| 30/12/2025 | Veolia ES (UK) Ltd | Services, Heating & Lighting | 910 | £125.95 | Refuse collection at Town Hall November 2025 |
| 29/12/2025 | Leppard Cleaning | Cleaning | 911 | £859.50 | Cleaning at Town Hall and Museum December 2025 |
| 08/01/2026 | Window Cleaning Plus | Cleaning | 916 | £110.00 | Window Cleaning Services Town Hall October 2025 and January 2026 |
| 08/01/2026 | Safeplay Playground Services Ltd | Community Infrastructure Levy | 919 | £8,610.00 | Play Park Improvements |
| 08/01/2026 | Safeplay Playground Services Ltd | Play Area Maintenance | 920 | £358.80 | Play Parks Maintenance |
| 08/01/2026 | Martello Building Consultancy Ltd | Museum/Heritage (reserve use) | 921 | £555.60 | Utilities Map Disbursement |
| 08/01/2026 | Folkestone Printing | Christmas Festivities | 922 | £209.60 | Christmas Event Stage Backdrop |
| 08/01/2026 | Martello Building Consultancy Ltd | Museum/Heritage (reserve use) | 925 | £280.00 | Administrate JCT contract and act in the capacity of Principal Designer - Fire Escape Works |
| 08/01/2026 | Forvis Mazars LLP | External Audit Fees | 926 | £2,568.00 | Carry out external audit of 2024/25 accounts |
| 16/01/2026 | Harmer & Sons Grounds Maintenance Ltd | Christmas Lighting | 944 | £29,568.00 | Testing, maintenance, install and take-down (if applicable) of Xmas lights in Fstone and Cheriton |
| 16/01/2026 | Strange Cargo Arts Company Limited | Ward Grants | 945 | £200.00 | Charivari Day 2026 ward grant - supported by L Davison |
| 16/01/2026 | Strange Cargo Arts Company Limited | Ward Grants | 946 | £500.00 | Charivari Day 2026 ward grant - supported by J Darling |
| 16/01/2026 | Strange Cargo Arts Company Limited | Ward Grants | 947 | £300.00 | Charivari Day 2026 ward grant - supported by A Akuffo Kelly |
| 16/01/2026 | Strange Cargo Arts Company Limited | Ward Grants | 948 | £100.00 | Charivari Day 2026 ward grant - supported by L McGirr |
| 16/01/2026 | Strange Cargo Arts Company Limited | Ward Grants | 949 | £300.00 | Charivari Day 2026 ward grant - supported by C Dickinson |
| 16/01/2026 | Sunflower House | Ward Grants | 950 | £500.00 | Warm Welcome grant - supported by J Meade |
| 16/01/2026 | HMRC | Legal Fees | 951 | £100.00 | Penalty payment to HMRC - CIS return |
| 16/01/2026 | Martello Plastics Ltd | Fuel/Charging Vehicles, Hire of Facilities (inc. Garage) | 956 | £1,344.23 | Storage unit hire January 2026 |
| 16/01/2026 | Harmer & Sons Grounds Maintenance Ltd | Litter bins, Bollards & Railings | 957 | £756.00 | Attend all FTC salt bins, clear and dispose of debris and fill with gritting salt |
| 16/01/2026 | Finance Officer Expenses | Subscriptions | 959 | £195.00 | Refund of MAAT Subscription Fee |
| 16/01/2026 | D-TECHPRO Ltd | M/H Collections Care | 960 | £632.40 | Annual service & calibration of museum environmental measurement system |

| | | | Expenditure of £100 and above | | |
|------------|---------------------------------------|------------------------------|-------------------------------|--------------------|---|
| 16/01/2026 | Amazon Business | Premises Expenses | 961 | £143.09 | Hand Towel and Toilet Rolls |
| 16/01/2026 | Charlier Construction Ltd | Building Repairs/Maint | 963 | £3,153.60 | Floor repairs to Green Room |
| 16/01/2026 | Mayor of Faversham Charity | Mayor's Expenses Jun-Mar | 965 | £100.00 | Mayor and consort to attend Charity Banquet - Faversham |
| 16/01/2026 | ADM Computing Services | ICT Support | 966 | £1,511.80 | Various monthly IT services |
| 16/01/2026 | RentaDinosaur | M/H Events | 967 | £509.70 | Rentadinosaur deposit booking 28.08.2026 |
| 16/01/2026 | The Confederation of the Cinque Ports | Mayor's Expenses Jun-Mar | 968 | £110.00 | Mayor, consort and driver to attend Retirement Dinner for Ian Russell |
| 16/01/2026 | LexisNexis | Office Stationery | 969 | £180.00 | Arnold Baker - Local Council Administration book |
| 23/01/2026 | Widget Software Ltd | M/H Audience Development | 974 | £140.00 | Widget Symbols Licence |
| 23/01/2026 | Iain S Radford | Building Repairs/Maint | 975 | £210.00 | Repair and reposition outside lights |
| 23/01/2026 | British Fossils | M/H Merchandise | 976 | £333.84 | Museum /Heritage Retail |
| 23/01/2026 | Harmer & Sons Grounds Maintenance Ltd | Premises Expenses | 977 | £261.60 | Repair flag pole at the clock tower |
| 23/01/2026 | Total Control Services Limited | Building Repairs/Maint | 978 | £612.00 | Renewal of contract with Total Control |
| 29/01/2026 | Skuba Bar and Bistro | Remembrance Sunday | 986 | £130.44 | Refreshments for Remembrance Sunday |
| 29/01/2026 | Harmer & Sons Grounds Maintenance Ltd | Play Area Maintenance | 988 | £1,971.60 | Mowing at play parks January 2026 |
| 29/01/2026 | Holy Trinity Church | Holocaust Day | 998 | £150.00 | Hosting Holocaust Memorial Service and providing tea |
| 12/01/2026 | Peninsula | HR/H&S Management Fees | 1000 | £397.07 | HR and legal advice monthly |
| 19/01/2026 | British Telecom | Telecommunication Services | 1003 | £358.80 | Office broadband January 2026 |
| 19/01/2026 | Castle Water Limited | PFR Allotment Maintenance | 1004 | £207.09 | Water charges Park Farm Allotments 01-12-25 - 31-12-25 |
| 21/01/2026 | SSE Hydro Electric | Services, Heating & Lighting | 1006 | £1,050.90 | Electricity at Town Hall 01/12/25 - 31/12/25 |
| 21/01/2026 | Pitney Bowes | Postage | 1008 | £212.18 | Franking machine postage top up |
| 26/01/2026 | SSE Hydro Electric | Services, Heating & Lighting | 1009 | £522.82 | Gas usage at Town Hall 01/09/25 - 31/12/25 |
| 26/01/2026 | Leppard Cleaning | Cleaning | 1010 | £859.50 | Cleaning at Town Hall and Museum January 2026 |
| 28/01/2026 | Veolia ES (UK) Ltd | Services, Heating & Lighting | 1011 | £164.35 | Refuse collection at Town Hall December 2025 |
| 23/01/2026 | Net wages | Salaries, Pensions & NI | 1012 | £27,508.11 | Staff Cost January 2026 |
| 26/01/2026 | Kent Pension Fund | Salaries, Pensions & NI | 1013 | £10,115.17 | Employers Superannuation cost January 2026 |
| 26/01/2026 | HMRC | Salaries, Pensions & NI | 1014 | £10,300.31 | PAYE and NI cost January 2026 |
| | | | | | |
| | | | Total | £248,065.76 | |
| | | | | | |
| Date | Supplier | Budget Code | Voucher | Total | Description |
| 02/12/2025 | Asda Stores Ltd | Mayor's Expenses Jun-Mar | 929 | £40.00 | Asda Voucher for Switch on Volunteer |
| 02/12/2025 | Asda Stores Ltd | Mayor's Expenses Jun-Mar | 930 | £40.00 | Amazon Voucher for Switch on Volunteer |
| 02/12/2025 | Sainsbury's | Mayor's Expenses Jun-Mar | 931 | £2.00 | Christmas Card for Switch on Volunteer |
| 02/12/2025 | Asda Stores Ltd | Mayor's Expenses Jun-Mar | 933 | -£40.00 | Refund - Asda Voucher (purchased wrong voucher) for Switch on Volunteer |
| 02/12/2025 | Meta | M/H Publicity & Promotion | 932 | £10.19 | Advertising for Museum Workshops |
| 04/12/2025 | Asda Stores Ltd | Mayor's Expenses Jun-Mar | 934 | £28.66 | Chocolates for Mayor's Christmas carol concert |
| 10/12/2025 | Puckator Ltd | M/H Merchandise | 935 | £70.79 | Christmas gifts for retail space |
| 10/12/2025 | UKGE Group | M/H Merchandise | 936 | £41.04 | 2 x Fossil Gifts for retail space |
| 12/12/2025 | Gainsborough Giftware Limited | M/H Merchandise | 937 | £79.44 | Dino Crochet Kits |
| 17/12/2025 | Lidl | Premises Expenses | 939 | £4.29 | Dishwasher Capsules |
| 17/12/2025 | TV Licensing | Premises Expenses | 940 | £174.50 | TV Licence for Town Hall 19/12/25 - 18/12/26 |
| 17/12/2025 | UKGE Group | M/H Merchandise | 938 | £28.08 | 2 x Fossil Gifts for retail space |
| 19/12/2025 | Sotirios | Staff Wellbeing | 941 | £251.50 | Staff Christmas Meal - food only |
| 30/12/2025 | Meta | M/H Publicity & Promotion | 942 | £19.74 | Advertising for Museum Workshops |
| 04/01/2026 | Cafe Kussan | Subsistence Allowance | 1017 | £11.15 | Town Sergeant's lunch and drink - Blessing of the Seas |
| 06/01/2026 | Epos Now | Equipment/Furniture Purchase | 1018 | £143.60 | Countertop Standalone Till Screen |
| 08/01/2026 | Asda Stores Ltd | Premises Expenses | 1019 | £6.55 | Kitchen Roll, Sugar and Kitchen Foil |
| 08/01/2026 | Asda Stores Ltd | Premises Expenses | 1019 | £1.09 | Kitchen Roll, Sugar and Kitchen Foil |
| 08/01/2026 | Poundland | Premises Expenses | 1020 | £1.00 | Antibacterial Spray |
| 09/01/2026 | Asda Stores Ltd | Premises Expenses | 1021 | £9.71 | Batteries, Finish Rinse Aid for Dishwasher and Dishwasher salt |
| 10/01/2026 | Pilgrims Hospices | Equipment/Furniture Purchase | 1022 | £10.00 | Chairs x 2 for Kitchen |
| 13/01/2026 | LOCAL TOILET HIRE | Armed Forces Day | 1023 | £372.00 | 25% deposit - Toilets for Armed Forces Day |
| 14/01/2026 | Hospitality Training Solutions | Staff Training | 1024 | £114.00 | Personal licence holder training |
| 16/01/2026 | Corkbark UK | M/H Exhibit Repairs | 1025 | £57.99 | Cork granules to fill archaeology interactive |
| 16/01/2026 | Corkbark UK | M/H Exhibit Repairs | 1025 | £5.99 | Cork granules to fill archaeology interactive |
| 20/01/2026 | Epos Now | Subscriptions | 1026 | £342.00 | Support annual license for Museum shop till |
| 22/01/2026 | Phone Doctor | Telecommunication Services | 1027 | £17.99 | Mobile Phone Screen Protector & Case |
| 22/01/2026 | Post Office Ltd | Postage | 1028 | £10.85 | Postage - return of incorrect parts for Museum drawers, to Solmers |
| 22/01/2026 | Poundland | Premises Expenses | 1029 | £1.00 | Bags for the food waste bin |
| 22/01/2026 | Asda Stores Ltd | Premises Expenses | 1030 | £10.44 | Kitchen Rolls (2 x 4 pack) |
| 22/01/2026 | Solmer | M/H Exhibit Repairs | 1031 | £40.00 | replacement parts for exhibition drawers |

| | | | | | |
|------------|--------------|---------------------------|--------------|------------------|------------------------|
| 23/01/2026 | Timpson Ltd | PFR Allotment Maintenance | 1032 | £9.00 | Padlock for Allotments |
| 23/01/2026 | Timpson Ltd | TKL Allotment Maintenance | 1032 | £9.00 | Padlock for Allotments |
| 27/01/2026 | Puckator Ltd | M/H Merchandise | 1033 | £0.00 | Various Retail Goods |
| 27/01/2026 | Puckator Ltd | M/H Merchandise | 1033 | £41.04 | Various Retail Goods |
| 27/01/2026 | Puckator Ltd | M/H Merchandise | 1033 | £21.46 | Various Retail Goods |
| 27/01/2026 | Puckator Ltd | M/H Merchandise | 1033 | £18.29 | Various Retail Goods |
| 27/01/2026 | Puckator Ltd | M/H Merchandise | 1033 | £44.92 | Various Retail Goods |
| | | | | | |
| | | | Total | £2,049.30 | |

| FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 DECEMBER 2025 TO 31 JANUARY 2026 | | | | | |
|--|---|----------------------------------|---------|-----------|--|
| Date | Customer | Income Code | Voucher | Total | Description |
| 01/12/2025 | HSBC Deposit Account | Investment Interest | 314 | £504.85 | Bank interest received November 2025 |
| 16/12/2025 | CCLA Public Sector Deposit Fund | Investment Interest | 315 | £785.28 | Investment interest received December 2025 |
| 02/12/2025 | HM Courts & Tribunals Service | Other Income | 316 | £2.26 | Town Hall window vandalism tribunal reclaim |
| 22/12/2025 | Cheriton Community Events Committee | Christmas Festivities (Cheriton) | 318 | £4,032.00 | Cheriton Christmas Lights Contribution 2025/26 |
| 30/12/2025 | Molly Butterfield | Allotment Rents - PFR | 319 | £15.00 | Rent for Raised Bed at Park Farm Allotments 35/4 35/5 |
| 30/12/2025 | Molly Butterfield | Allotment Key | 319 | £10.00 | Rent for Raised Bed at Park Farm Allotments 35/4 35/5 |
| 30/12/2025 | Tony Vaughan | Meeting Room Hire | 320 | £15.00 | Hire of Town Hall meeting room |
| 17/12/2025 | South Kent Mind | Hire of Minibus | 321 | £40.00 | Hire of Minibus 29/10/25 |
| 17/12/2025 | South Kent Mind | Hire of Minibus | 322 | £40.00 | Hire of Minibus 26/11/2025 |
| 18/12/2025 | Teynham Parachiol C of E Primary School | M/H Income | 323 | £100.00 | WW1 / Walter Tull Workshop (1 hour) 11/12/25 |
| 18/12/2025 | Teynham Parachiol C of E Primary School | M/H Income | 323 | £40.00 | WW1 / Walter Tull Workshop (1 hour) 11/12/25 |
| 03/12/2025 | Museum Shop | M/H Retail Sales | 324 | £20.68 | Various retail sales |
| 03/12/2025 | Museum Shop | M/H Retail Sales | 325 | £48.00 | Museum Workshops |
| 04/12/2025 | Museum Shop | M/H Retail Sales | 326 | £1.00 | Sale of Postcard |
| 09/12/2025 | Museum Shop | M/H Retail Sales | 327 | £20.00 | Various retail sales |
| 10/12/2025 | Museum Shop | M/H Retail Sales | 328 | £1.00 | Sale of Postcard |
| 10/12/2025 | Museum Shop | M/H Retail Sales | 329 | £5.00 | Sale of shopping bag |
| 10/12/2025 | Museum Shop | M/H Retail Sales | 330 | £20.00 | Sale of Calendars |
| 17/12/2025 | Museum Shop | M/H Retail Sales | 331 | £1.50 | Retail sale |
| 17/12/2025 | Museum Shop | M/H Retail Sales | 332 | £90.99 | Various retail sales and donation |
| 17/12/2025 | Museum Shop | M/H Donations | 332 | £5.00 | Various retail sales and donation |
| 19/12/2025 | Museum Shop | M/H Retail Sales | 333 | £5.22 | Sale of stamps |
| 22/12/2025 | Museum Shop | M/H Retail Sales | 334 | £15.22 | Various retail sales |
| 24/12/2025 | Museum Shop | M/H Retail Sales | 335 | £5.70 | Various retail sales |
| 16/12/2025 | Museum Shop | M/H Income | 336 | £8.00 | Various retail sales |
| 16/12/2025 | Museum Shop | M/H Retail Sales | 336 | £43.50 | Various retail sales |
| 30/12/2025 | Museum Shop | M/H Retail Sales | 337 | £27.69 | Various Museum Retail Sales |
| 30/12/2025 | Museum Shop | M/H Retail Sales | 338 | £20.00 | Retail sale |
| 01/12/2025 | Paypal | M/H Donations | 339 | £2.95 | Museum card donations |
| 08/12/2025 | Paypal | M/H Donations | 340 | £2.95 | Museum card donations |
| 22/12/2025 | Paypal | M/H Donations | 341 | £2.95 | Museum card donations |
| 10/12/2025 | Museum Shop | M/H Income | 342 | £245.00 | Museum Income for Wreath Making Workshop |
| 29/12/2025 | Paypal | M/H Donations | 343 | £2.95 | Museum card donations |
| 01/01/2026 | HSBC Deposit Account | Investment Interest | 344 | £353.25 | Bank interest received January 2026 |
| 26/01/2026 | The Churchill School | Bus Shelters | 345 | £330.00 | Supply and installation of vinyl poster at Canterbury Road Bus Shelter |
| 30/01/2026 | Rebecca Shoob | Allotment Rents - TKL | 347 | £74.88 | Allotment Rent Renewals 2026/27 |
| 30/01/2026 | Miss Stokes-Collyer | Allotment Rents - PFR | 348 | £69.60 | Allotment Plot Renewals 2026/27 |
| 30/01/2026 | Miss Hannah Speller | Allotment Rents - PFR | 349 | £121.80 | Allotment Plot Renewals 2026/27 - Plots P58A & B |
| 30/01/2026 | Katie Janman | Allotment Rents - PFR | 350 | £67.80 | Allotment Plot Renewals 2026/27 |
| 30/01/2026 | Mrs B Mckirdy | Allotment Rents - PFR | 351 | £56.40 | Allotment Plot Renewals 2026/27 |
| 30/01/2026 | Molly Butterfield | Allotment Rents - PFR | 352 | £13.75 | Allotment Plot Renewals 2026/27 |
| 30/01/2026 | Molly Butterfield | Allotment Rents - PFR | 353 | £13.75 | Allotment Plot Renewals 2026/27 |
| 30/01/2026 | Stuart Hawkes | Allotment Rents - TKL | 354 | £82.80 | Allotment Rent Renewals 2026/27 |
| 30/01/2026 | Mrs A Hearn | Allotment Rents - PFR | 355 | £55.80 | Allotment Plot Renewals 2026/27 |
| 30/01/2026 | Miss J Cole | Allotment Rents - TKL | 356 | £77.76 | Allotment Rent Renewals 2026/27 |
| 30/01/2026 | Mrs Gore | Allotment Rents - PFR | 357 | £64.20 | Allotment Plot Renewals 2026/27 |

| | | | | | |
|------------|---------------------------------|-----------------------|--------------|------------------|---|
| 30/01/2026 | Ram Kumari Pun | Allotment Rents - TKL | 358 | £51.12 | Allotment Rent Renewals 2026/27 |
| 31/01/2026 | Mr Colin Pope | Allotment Rents - TKL | 359 | £77.76 | Allotment Rent Renewals 2026/27 |
| 31/01/2026 | David Williams | Allotment Rents - TKL | 360 | £49.68 | Allotment Rent Renewals 2026/27 |
| 31/01/2026 | Mr M Chapman | Allotment Rents - PFR | 361 | £56.40 | Allotment Plot Renewals 2026/27 |
| 31/01/2026 | John Laws | Allotment Rents - TKL | 362 | £45.36 | Allotment Rent Renewals 2026/27 |
| 05/01/2026 | CCLA Public Sector Deposit Fund | Investment Interest | 363 | £796.09 | Investment interest received January 2026 |
| 07/01/2026 | Museum Shop | M/H Retail Sales | 365 | £11.95 | Various museum retail |
| 09/01/2026 | Museum Shop | M/H Retail Sales | 366 | £2.40 | Various museum retail |
| 12/01/2026 | Museum Shop | M/H Retail Sales | 367 | £7.95 | Sale of Dino Belt pack |
| 13/01/2026 | Museum Shop | M/H Retail Sales | 368 | £6.00 | Sale of Celtic activity pack |
| 14/01/2026 | Museum Shop | M/H Retail Sales | 369 | £18.10 | Various Museum Retail Sales |
| 27/01/2026 | Museum Shop | M/H Retail Sales | 370 | £30.95 | Various Museum Retail Cash Sales |
| 23/01/2026 | Museum Shop | M/H Donations | 371 | £161.00 | Donations for museum |
| 12/01/2026 | Paypal | M/H Donations | 372 | £2.95 | Card donations received |
| 19/01/2026 | Paypal | M/H Donations | 373 | £2.95 | Card donations received |
| 26/01/2026 | Paypal | M/H Donations | 374 | £2.95 | Card donations received |
| 20/01/2026 | Museum Shop | M/H Retail Sales | 375 | £4.41 | Various museum retail |
| 22/01/2026 | Museum Shop | M/H Retail Sales | 376 | £3.82 | Sale of Mood Ring |
| 23/01/2026 | Museum Shop | M/H Retail Sales | 377 | £5.39 | Various museum retail |
| 24/01/2026 | Museum Shop | M/H Retail Sales | 378 | £21.80 | Various museum retail |
| 30/01/2026 | Museum Shop | M/H Retail Sales | 379 | £4.90 | Sale of Pebble Card - Musuem Retail Sales |
| 31/01/2026 | Museum Shop | M/H Income | 380 | £50.94 | Various museum retail and workshops |
| 31/01/2026 | Museum Shop | M/H Retail Sales | 380 | £18.00 | Various museum retail and workshops |
| 14/01/2026 | Museum Shop | M/H Retail Sales | 381 | £0.19 | Various retail sales |
| 16/01/2026 | Museum Shop | M/H Retail Sales | 382 | £0.38 | Various retail sales |
| | | | | | |
| | | | Total | £8,994.92 | |

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

| | | ORIGINAL | EARMARKED | REVISED | | | TOTAL | | | |
|----------------------------|---------------------------------------|----------------|----------------|----------------|--|--|----------------|----------------|-----------|---|
| | | BUDGET | VIREMENTS | BUDGET | | | ACTUALS | BUDGET | BUDGET | BUDGET |
| | | 2025/2026 | 2025/2026 | 2025/2026 | | | TO 31 JAN 2026 | REMAINING | TO DATE | NOTES |
| | | £ | £ | £ | | | 2025/2026 | 2025/2026 | 2025/2026 | |
| | | | | | | | £ | £ | % | |
| Code ADMINISTRATION | | | | | | | | | | |
| 1 | SALARIES, PENSIONS & NI | 581,000 | | 581,000 | | | 484,282 | 96,718 | 83 | Salaries, Employers NI and Pension costs |
| 2 | TOTAL CONTRIBUTION PAY | 3,900 | | 3,900 | | | 2,710 | 1,190 | 69 | Long Service Award, First Aider and Fire Warden payments |
| 3 | STAFF WELLBEING | 3,000 | | 3,000 | | | 2,280 | 720 | 76 | Transport and meal re staff trips, Town Sergeant 20th anniversary |
| 7 | ADVERTISING FOR STAFF | 0 | 350 | 350 | | | 347 | 3 | 0 | Advert for Finance Officer / Deputy Clerk post |
| 5 | STAFF TRAINING | 3,600 | | 3,600 | | | 3,033 | 567 | 84 | CiLCA extension fee, Makaton training, Paediatric Course, Emergency First Aid at Work Training, Accessibility and ILCA training course, HR course for Administration Officer, Fire marshal training |
| 8 | EQUIPMENT/FURNITURE NEW | 7,500 | -4,600 | 2,900 | | | 2,536 | 364 | 87 | Work laptop for Finance Officer, Dyson Fan for Education Room, Lenovo laptop for Communities & Events Officer |
| 10 | BANK CHARGES | 800 | | 800 | | | 216 | 585 | 27 | For three bank accounts |
| 11 | HR/H&S MANAGEMENT FEES | 4,050 | | 4,050 | | | 3,337 | 713 | 82 | HR consultant, online staff portal training, staff annual leave record |
| 12 | PRINTING | 1,200 | 450 | 1,650 | | | 1,165 | 485 | 71 | Printer ink cartridge quarterly supply |
| 13 | OFFICE STATIONERY | 1,000 | 100 | 1,100 | | | 1,068 | 32 | 97 | Pens, paper and other stationeries |
| 14 | PHOTOCOPIING | 2,000 | -950 | 1,050 | | | 752 | 298 | 72 | Quarterly lease of office printer |
| 15 | POSTAGE & DELIVERY | 1,200 | | 1,200 | | | 1,131 | 69 | 94 | Top up and maintenance of franking machine, delivery charges |
| 16 | TELECOMMUNICATION SERVICES | 4,100 | 1,500 | 5,600 | | | 4,682 | 918 | 84 | Office broadband, telephone service, work mobile phones 5x |
| 17 | ICT SUPPORT | 21,000 | 3,000 | 24,000 | | | 21,388 | 2,612 | 89 | Various IT services, vpn, firewall 3- year paid in advance website hosting, cloud storage backup, online customer support, upgrade of server, cyber essentials certificate |
| 156 | SUBSCRIPTIONS | 7,400 | | 7,400 | | | 6,911 | 489 | 93 | KALC annual membership, Scribe Accounts renewal, Allotments Renewal, Cinque Ports Membership, CIPD membership |
| 22 | PUBLIC TRANSPORT & CAR PARKS | 300 | 100 | 400 | | | 353 | 47 | 88 | Parking Fees, train fare for Power Shift Conference |
| 23 | SUBSISTENCE ALLOWANCES | 150 | 150 | 300 | | | 223 | 77 | 74 | Meals for Mayor's driver, Sandwiches for FO interview day |
| 24 | CAR ALLOWANCES (Staff) | 800 | -100 | 700 | | | 563 | 137 | 80 | Staff work mileage |
| 27 | TO ALLOTMENTS ADMINISTRATION | -4,500 | | -4,500 | | | 0 | -4,500 | 0 | |
| | TOTAL ADMIN. EXPENDITURE | 638,500 | 0 | 638,500 | | | 536,975 | 101,525 | 84 | |
| 28 | INVESTMENT INTEREST | 30,000 | | 30,000 | | | 16,571 | 13,429 | 55 | Interest received from 4x savings and investment accounts |
| 29 | OTHER INCOME | | | | | | 16 | -16 | 0 | Town Hall window vandalism tribunal reclaim |
| | TOTAL ADMIN. INCOME | 30,000 | 0 | 30,000 | | | 16,586 | 13,429 | 55 | |
| | NET ADMIN. EXPENDITURE/INCOME | 608,500 | 0 | 608,500 | | | 520,389 | 88,095 | 86 | |
| DEMOCRATIC COSTS | | | | | | | | | | |
| 30 | TRAINING/CONFERENCE EXPS (Cllrs.) | 500 | | 500 | | | 430 | 70 | 86 | Planning training - Cllr Darling |
| 31 | CAR ALLOWANCES (Cllrs) | 100 | | 100 | | | 0 | 100 | 0 | |
| 33 | FOLK TC REF/ELECTIONS (TO RESERVE) | 12,000 | -12,000 | 0 | | | 0 | 0 | 100 | Transfer made to Elections Reserve |
| | TOTAL DEMOCRATIC COSTS EXP. | 12,600 | -12,000 | 600 | | | 430 | 170 | 72 | |
| 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 | 410 | 810 | | | 810 | 0 | 100 | 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 Earmarked Reserves as at 31st January 2026

| Earmarked | Opening Balance £ | Transfers £ | Spend £ | Receipts £ | Current Balance £ |
|---|------------------------------|------------------------|--------------------|-----------------------|------------------------------|
| Tree Planting Reserve | 44,891.05 | | | | 44,891.05 |
| Museum/Heritage Reserve | 151,801.77 | | 25,463.67 | | 126,338.10 |
| Tourism Reserve | 4,735.00 | | | | 4,735.00 |
| Provision for Bus Shelters | 3,500.00 | | | | 3,500.00 |
| Town Grants Reserve | 0.76 | | | | 0.76 |
| FTC Elections Reserve | 11,100.00 | 12,000.00 | | | 23,100.00 |
| Provision for Salt Bins | 6,168.49 | | | | 6,168.49 |
| Provision for Play Areas | 12,902.63 | | | | 12,902.63 |
| Provision for CCTV Equip/Maint | 37,131.19 | | 13,524.00 | | 23,607.19 |
| Provision for Christmas Lights - Cheriton | 0.00 | -4.00 | 4,028.00 | 4,032.00 | 0.00 |
| Neighbourhood Fund (CIL) | 151,661.34 | | 29,133.00 | | 122,528.34 |
| Christmas Gifts for Children | 2,216.70 | | | | 2,216.70 |
| Community Transport | 1,839.53 | | | | 1,839.53 |
| Allotment Deposits | 1,750.00 | -150.00 | | 650.00 | 2,250.00 |
| Friends of Folkestone Museum | 304.32 | | 304.32 | | 0.00 |
| Ward Grants Reserve | 18,752.50 | | | | 18,752.50 |
| Christmas Lights Reserve | 15,923.00 | 4.00 | | | 15,927.00 |
| Total | 464,678.28 | 11,850.00 | 72,452.99 | 4,682.00 | 408,757.29 |
| GENERAL FUND | | | | | 502,489.97 |
| TOTAL FUNDS | | | | | 911,247.26 |

Earmarked Reserves Spend Breakdown:

| Earmarked Reserve | Description | Amount |
|---|---|-------------------|
| Friends of Folkestone Museum | Purchase of museum seating stalls | £304.32 |
| Neighbourhood Fund (CIL) | Installation of fence - Pine Way | £2,550.00 |
| Neighbourhood Fund (CIL) | Fencing at Naseby Avenue | £4,600.00 |
| Neighbourhood Fund (CIL) | Play Park improvements | £21,983.00 |
| Museum/Heritage Reserve | Payments relating to Fire Escape Works | £18,983.01 |
| Museum/Heritage Reserve | Payments relating to Lightning Protection Works | £3,680.66 |
| Museum/Heritage Reserve | Development of the Town Council website | £2,800.00 |
| Provision for CCTV Equip/Maint | Urgent Repairs to CCTV | £13,524.00 |
| Provision for Christmas Lights - Cheriton | Supply, install and take down new Cheriton Lights | £4,028.00 |
| | Total Spend: | £72,452.99 |

Earmarked Reserves Receipts Breakdown:

| | | |
|---|---|------------------|
| Allotment Deposits | Allotment tenants deposit received (less one refund of £50) | £650.00 |
| Provision for Christmas Lights - Cheriton | Contribution to supply, install and take down new Cheriton Lights | £4,032.00 |
| | Total Receipts: | £4,682.00 |

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 31/12/2025 | | |
| | Cash in Hand 01/04/2025 | | 721,039.25 |
| | ADD Receipts 01/04/2025 - 31/12/2025 | | 1,136,104.79 |
| | SUBTRACT Payments 01/04/2025 - 31/12/2025 | | 1,857,144.04 |
| | | | 875,450.34 |
| A | Cash in Hand 31/12/2025 (per Cash Book) | | 981,693.70 |
| | Cash in hand per Bank Statements | | |
| | HSBC Current Account 31/12/2025 | 101,351.59 | |
| | HSBC Deposit Account 31/12/2025 | 260,851.45 | |
| | HSBC Receipts Account 31/12/2025 | 12,779.60 | |
| | Credit Card (FairFX) 31/12/2025 | 1,021.89 | |
| | Museum Shop Float 31/12/2025 | 100.00 | |
| | Short Term Investment Account 31/12/2025 | 240,000.00 | |
| | Unity Trust Bank 31/12/2025 | 44,208.48 | |
| | Cambridge Building Society 31/12/2025 | 81,558.29 | |
| | CCLA Public Sector Deposit Fund 31/12/2025 | 240,000.00 | |
| | | | 981,871.30 |
| | Less unrepresented payments | | 177.60 |
| | | | 981,693.70 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 981,693.70 |
| | 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 31/01/2026 | | |
| | Cash in Hand 01/04/2025 | | 721,039.25 |
| | ADD Receipts 01/04/2025 - 31/01/2026 | | 1,138,810.02 |
| | | | 1,859,849.27 |
| | SUBTRACT Payments 01/04/2025 - 31/01/2026 | | 986,551.84 |
| A | Cash in Hand 31/01/2026 (per Cash Book) | | 873,297.43 |
| | Cash in hand per Bank Statements | | |
| | HSBC Current Account 31/01/2026 | 101,937.95 | |
| | HSBC Deposit Account 31/01/2026 | 151,204.70 | |
| | HSBC Receipts Account 31/01/2026 | 13,102.05 | |
| | Credit Card (FairFX) 31/01/2026 | 1,500.00 | |
| | Museum Shop Float 31/01/2026 | 100.00 | |
| | Short Term Investment Account 31/01/2026 | 240,000.00 | |
| | Unity Trust Bank 31/01/2026 | 44,202.48 | |
| | Cambridge Building Society 31/01/2026 | 81,558.29 | |
| | CCLA Public Sector Deposit Fund 31/01/2026 | 240,000.00 | |
| | | | 873,605.47 |
| | Less unrepresented payments | | 308.04 |
| | | | 873,297.43 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 873,297.43 |
| | 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 | £850.00 | £827.00 | | |
| LAURA DAVISON | Folkestone Broadmead | £1,247.50 | £700.00 | £547.50 | | |
| JOHN RENSHAW | Cheriton West | £1,960.50 | £550.00 | £1,410.50 | | |
| PETER GANE | Cheriton West | £2,180.50 | £666.00 | £1,514.50 | | |
| CHARLIE BAIN SMITH | Folkestone Central | £3,527.00 | £0.00 | £3,527.00 | | |
| CHRISTINE DICKINSON | Folkestone Harbour | £2,125.00 | £700.00 | £1,425.00 | | |
| ADRIAN LOCKWOOD | East Folkestone | £2,582.00 | £200.00 | £2,382.00 | | |
| JANE DARLING | Cheriton East | £3,265.50 | £1,900.00 | £1,365.50 | | |
| LIZ McSHANE | Folkestone Central | £2,102.00 | £1,425.00 | £677.00 | | |
| LUCY McGIRR | East Folkestone | £2,282.00 | £1,950.00 | £332.00 | | |
| 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 | £940.00 | £1,367.00 | | |
| TIM PRATER | Folkestone Harvey West | £714.00 | £0.00 | £714.00 | | |
| BELINDA WALKER | Folkestone Central | £1,872.00 | £975.00 | £897.00 | | |
| KIERAN LEIGH | Folkestone Broadmead | £2,538.00 | £500.00 | £2,038.00 | | |
| ROGER WEST | Cheriton West | £2,410.50 | £766.00 | £1,644.50 | | |
| | | | | | | |
| TOTAL | | £38,552.50 | £13,522.00 | £25,030.50 | | |
| Ward Grants Budget 2025/26 | £19,800 | | | | | |
| Ward Grants based on the following: | | | | Amount | | Total |
| Ward | Electorate | Per Ward | No. of Cllrs | Per Cllr | Say | Per Ward |
| Broadmead | 3,144 | £1,797.45 | 2 | £898.73 | £899 | £1,798 |
| Central | 8,247 | £4,714.88 | 4 | £1,178.72 | £1,179 | £4,716 |
| Cheriton East | 3,202 | £1,830.61 | 1 | £1,830.61 | £1,832 | £1,832 |
| Cheriton West | 6,226 | £3,559.46 | 3 | £1,186.49 | £1,186 | £3,558 |
| East Folkestone | 8,238 | £4,709.74 | 4 | £1,177.43 | £1,178 | £4,712 |
| Harbour | 4,835 | £2,764.21 | 3 | £921.40 | £920 | £2,760 |
| Harvey West | 741 | £423.64 | 1 | £423.64 | £424 | £424 |
| | | | | | | |
| Total | 34,633 | £19,800.00 | 18 | | | £19,800 |

SCALE OF FEES - FOLKESTONE TOWN COUNCIL

| Facility | Description | 2025/26 Fees | Proposed 2026/27 Fees | 2025/26 Concessionary Rate* | Proposed 2026/27 Concessionary Rate |
|---------------------|---|--------------|-----------------------|-----------------------------|-------------------------------------|
| Town hall | Hire of meeting room per hour | £18 | £18 | £15 | £15 |
| Town Hall | Hire of meeting room daily rate (09:30 - 16:00) | £110 | £110 | £90 | £90 |
| | | | | | |
| Museum | Hire of education space hourly rate (09:00 - 16:30) | £22 | £22 | £11 | £11 |
| Museum | Hire of education space daily rate (09:00-16:30) | £100 | £100 | £50 | £50 |
| Museum | Hire of education space evening rate (17:00 - 23:00) | £100 | £100 | £50 | £50 |
| Museum | Hire of education space weekend hourly rate (Sat, Sun, Bank Holidays) | £40 | £40 | £25 | £25 |
| Museum | Hire of education space weekend daily rate (Sat, Sun, Bank Holidays) | £140 | £140 | £80 | £80 |
| | | | | | |
| Museum | One hour Museum workshop | £100 | £100 | | |
| Museum | Two-hour workshop including further hands-on, creative activities | £165 | £165 | | |
| Museum | Educational Loan box hire (up to six weeks) | £40 | £40 | | |
| Museum | <i>Multiple bookings 10x eligible for 25% discount</i> | | | | |
| Museum | <i>Small class eligible for 25% discount</i> | | | | |
| | | | | | |
| Museum Resources | Handling collection which includes handling bones, Roman and Iron Age pottery per session | £10 | £10 | | |
| Museum Resources | Large format full HD LED multi-touch screen per session | £10 | £10 | | |
| | | | | | |
| Allotments | Allotment returnable deposit (Covers remediation if required) | £50 | £50 | | |
| Park Farm Allotment | Variable sized plot per square meter | £0.556 | £0.60 | | |
| Tile Kiln Allotment | Variable sized plot per square meter | £0.556 | £0.72 | | |
| | | | | | |
| Bus Shelter | 2-4 The Old High St, Folkestone CT20 1RW (Annual) | £350 | £370 | £300 | £320 |
| Bus Shelter | 24 Shaftesbury Ave, Folkestone CT19 4LL (Annual) | £180 | £160 | £120 | £100 |
| Bus Shelter | 93 Shaftesbury Ave, Folkestone CT19 4LL (Annual) | £330 | £310 | £240 | £220 |
| Bus Shelter | 178 Sandgate Road, Folkestone CT20 2LQ (Annual) | £330 | £310 | £240 | £220 |

| | | | | | |
|---|--|--------|---------------|------|-------------|
| Bus Shelter | Shorncliffe Road near Folkestone West station (Annual) | £330 | £310 | £240 | £220 |
| Bus Shelter | Shorncliffe Road near Pub (Annual) | £330 | £310 | £240 | £220 |
| Bus Shelter | Southern Way CT20 1PH (Annual) | £330 | £310 | £240 | £220 |
| Bus Shelter | Green opposite 106 Church Rd, Cheriton CT20 3EN (Annual) | £330 | £310 | £240 | £220 |
| Bus Shelter | Canterbury Road, CT18 7BG (Annual) | £330 | £310 | £240 | £220 |
| Bus Shelter | Church Road, CT20 3LF (Annual) | £330 | £310 | £240 | £220 |
| Bus Shelter | Weymouth Road, CT19 4HX (Annual) | £180 | £160 | £124 | £104 |
| | | | | | |
| Bus Shelter | 2-4 The Old High St, Folkestone CT20 1RW (Three months) | £150 | £130 | £100 | £80 |
| Bus Shelter | 24 Shaftesbury Ave, Folkestone CT19 4LL (Three months) | £125 | £105 | £80 | £60 |
| Bus Shelter | 93 Shaftesbury Ave, Folkestone CT19 4LL (Three months) | £125 | £105 | £80 | £60 |
| Bus Shelter | 178 Sandgate Road, Folkestone CT20 2LQ (Three months) | £125 | £105 | £80 | £60 |
| Bus Shelter | Shorncliffe Road near Folkestone West station (Three months) | £125 | £105 | £80 | £60 |
| Bus Shelter | Shorncliffe Road near Pub (Three months) | £125 | £105 | £80 | £60 |
| Bus Shelter | Southern Way CT20 1PH (Three months) | £125 | £105 | £80 | £60 |
| Bus Shelter | Green opposite 106 Church Rd, Cheriton CT20 3EN (Three months) | £125 | £105 | £80 | £60 |
| Bus Shelter | Canterbury Road, CT18 7BG (Three months) | £125 | £105 | £80 | £60 |
| Bus Shelter | Church Road, CT20 3LF (Three months) | £125 | £105 | £80 | £60 |
| Bus Shelter | Weymouth Road, CT19 4HX (Three months) | £125 | £105 | £80 | £60 |
| Bus Shelter | <i>Renewal of bus shelter advertisement will be eligible for 10% discount</i> | | | | |
| | | | | | |
| FTC Events | Market stalls for FTC events (prices starting from - dependent on size, location, commercial / non-commercial) | £75 | £75 | | |
| | | | | | |
| Sponsorship Packages for Armed Forces Day | Gold Plus - One sponsor of the headline air display (Attendance for 2 guests at the veteran lunch hosted by the Mayor, promotion on our social media pages, and website, press release circulated to local and regional radio and many more) | n/a | £4,000 | | |
| Sponsorship Packages for Armed Forces Day | Gold – sponsorship of other air displays (Drinks on the chequerboard hosted by the Mayor, promotion on our social media pages, and website, press release circulated to local and regional radio and many more) | £3,000 | £3,000 | | |
| Sponsorship Packages for FTC events | Silver (Regular mentions from the presenters through PA system on live radio and many more) | £2,000 | £2,000 | | |
| Sponsorship Packages for FTC events | Bronze (An advertising laminate on one of Folkestone Town Council bus shelter for one year and many more) | £1,000 | £1,000 | | |

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