

FOLKESTONE TOWN COUNCIL



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

Telephone: (01303) 257946
Email: enquiries@folkestone-tc.gov.uk
Web: www.folkestone-tc.gov.uk

Date of publication: 10 April 2026

FINANCE & GENERAL PURPOSES COMMITTEE AGENDA

Meeting: Finance and General Purposes Committee
Date: Thursday 16 April 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 12 February 2026 and to authorise the Chair of the Committee to sign them as a correct record.

4. PERSONNEL SUB-COMMITTEE MINUTES

The Committee is asked to receive and note the minutes of the Personnel Sub-Committee meeting held on 12 February 2026.

5. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 February to 31 March 2026.

6. SCHEDULE OF RECEIPTS

The attached schedule details receipts received between 1 February to 31 March 2026.

7. BUDGET MONITORING STATEMENT 2025/26

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

8. BANK RECONCILIATION

The bank reconciliation statements at 28 February 2026 and 31 March 2026 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.

Folkestone Music Town	Free Workshop Programme	£714.00	T Prater
Folkestone Music Town	Free Workshop Programme	£300.00	J Renshaw
Folkestone Music Town	Free Workshop Programme	£200.00	C Dickinson
Folkestone Music Town	Free Workshop Programme	£677.00	L McShane
Folkestone Music Town	Free Workshop Programme	£100.00	A Akuffo-Kelly
Folkestone Music Town	Festival Programme	£200.00	J Renshaw
Folkestone Music Town	Festival Programme	£300.00	L Davison
Folkestone Music Town	Festival Programme	£332.00	L McGirr
Folkestone Music Town	Festival Programme	£100.00	A Akuffo-Kelly
Folkestone Music Town	Rising Stars Showcase Ages 16-25	£100.00	A Akuffo-Kelly
Folkestone Pride	Folkestone Pride 2026	£350.00	J Meade
Folkestone Pride	Folkestone Pride 2026	£100.00	B Walker
Folkestone Pride	Folkestone Pride 2026	£350.00	A Lockwood
Musical Walkabout CIC	Songsters Across Kent	£200.00	B Walker
St Mary & St Eanswythe with St Saviour Parochial Church Council	Pew Cushions	£225.00	A Akuffo-Kelly
The Folkestone Performing Arts Company	Community Theatre Session	£100.00	B Walker

10. WARD GRANT BALANCES

For information, the attached shows Ward Grant balances available to each Councillor as at 16 April 2026.

11. FINANCE & GENERAL PURPOSES - KEY PERFORMANCE INDICATORS (KPIs)

The Committee is asked to receive report F/26/415, review the existing KPIs and consider any proposed amendments.

12. FINANCIAL REGULATIONS

The Committee is asked to receive and approve the updated Financial Regulations, which includes small adjustments to align with current practices.

13. FOLKESTONE TOWN CENTRE AND CHERITON CHRISTMAS LIGHTING INSTALLATIONS

Kent County Council (KCC) has requested that all Christmas lights be removed from the trees in both Folkestone Town Centre and Cheriton to enable essential tree maintenance works. The Community Services Committee will be considering the implications of this request on 14 April 2026, and the Town Clerk will provide an update following their meeting, along with any necessary requests to release funds from reserves for the work required.

14. TOWN HALL & ASSETS MAINTENANCE & REPAIRS UPDATE

The Town Clerk will provide an update on the progress of the Town Hall building repairs, as well as the repairs required to council-owned assets.

EXCLUSION OF PRESS AND PUBLIC

The remainder of the Agenda has classified **item 10** as disclosing exempt information under Paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended) thereby excluding the press and public from the meeting whilst this item is debated. Press and members of the public should now leave.

15. CINEMA LEASE

To review and discuss the current situation regarding the Cinema lease.

16. DATE OF NEXT MEETING

11 June 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 12 February 2026 at 7.00pm.

PRESENT:

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

APOLOGIES:

Councillor Tim Prater

ABSENT:

Councillor Abena Akuffo-Kelly

OFFICERS PRESENT:

Toni Brenchley – Town Clerk
Karen Palmer – Finance Officer

1820. APOLOGIES FOR ABSENCE

Apologies received from Councillor Tim Prater.

RESOLVED: To approve apologies from Councillor Tim Prater

Proposed: Councillor Belinda Walker
Seconded: Councillor Laura Davison
Voting: F: 10, Ag: 0, Ab:0

1821. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1822. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 11 December 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 11 December 2025 be signed as a correct record.

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

1823. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 December 2025 and 31 January 2026.

RESOLVED: That the Schedule of Payments for the period 1 December 2025 to 31 January 2026 be accepted.

Proposed: Councillor Jackie Meade

Seconded: Councillor Belinda Walker

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

1824. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 December 2025 and 31 January 2026.

RESOLVED: That the Schedule of Receipts for the period 1 December 2025 to 31 January 2026 be accepted.

Proposed: Councillor Peter Gane

Seconded: Councillor Christine Dickinson

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

1825. BUDGET MONITORING STATEMENT 2025/26

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

The Finance Officer / Deputy Town Clerk gave the Committee a verbal update on the latest budget position.

RESOLVED: That the budget monitoring statement and reserves up to the 31 January be accepted.

Proposed: Councillor Jackie Meade

Seconded: Councillor Laura Davison

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

1826. BANK RECONCILIATION

The bank reconciliation statements as at 31 December 2025 and 31 January 2026 were noted by the Committee and signed by a Member other than the Chair.

RESOLVED: That the bank reconciliations for the periods December 2025 and January 2026 be accepted.

Proposed: Councillor Adrian Lockwood

Seconded: Councillor Peter Gane

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

1827. WARD GRANTS

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

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

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

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

1828. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 12 February 2026.

1829. BANK STATEMENT CHECKS

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

RESOLVED: That Councillor Adrian Lockwood will attend the Town Hall to check the bank statements against the bank reconciliations before each Finance and General Purposes Committee meeting.

Proposed: Councillor Connor McConville
 Seconded: Councillor Jackie Meade
 Voting: F: 10, Ag: 0, Ab: 0

1830. SCALE OF FEES

The Committee received the schedule proposing revised fees for the Committees approval.

RESOLVED: To approve the proposed schedule of fees on the understanding that they will be put on the next agenda to be considered by the Community Services Committee.

Proposed: Councillor Peter Gane
 Seconded: Councillor Laura Davison
 Voting: F: 10, Ag: 0, Ab: 0

1831. TOWN HALL/CINEMA BUILDING MAINTENANCE UPDATE

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

Fire Escape works – Internal doors and gate to be fitted. Project should be completed within the next two weeks.

Lightning Protection works – Progressing and should be completed within the next two weeks.

Fixed Electrical Certificate – Remedial works to be completed once Fire Escape works are completed.

Improvements to ventilation in Collections Room – Grant application to be submitted to South East Museums Emergency Fund in April 2026.

1832. DATE OF NEXT MEETING:

16 April 2026 at 7.00pm

The meeting concluded at 7.20pm

Chair.....

Date.....

FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 FEBRUARY TO 31 MARCH 2026

Date	Supplier	Budget Code	Voucher	Total	Description
05/02/2026	Skuba Bar and Bistro	Remembrance Sunday	986	£130.44	Refreshments for Remembrance Sunday
05/02/2026	The Folkestone Soundmen	Holocaust Day	1036	£100.00	PA for Holocaust Service
05/02/2026	Shred Station Limited	Services, Heating & Lighting	1038	£133.96	Confidential quarterly waste collection
05/02/2026	Society of Local Council Clerks	Subscriptions	1040	£505.00	Annual membership fee for Town Clerk
05/02/2026	Martello Plastics Ltd	Fuel/Charging Vehicles/ Hire of Facilities (inc. Garage)	1041	£1,334.20	Storage unit hire February 2026
05/02/2026	KCS Procurement Services (KCC)	Photocopying	1042	£221.94	Photocopier quarterly lease 12/03/26 - 11/06/26
05/02/2026	ADM Computing Services	ICT Support	1044	£7,428.96	Annual charge - Microsoft 365 Business Premium & Basic licences
05/02/2026	Southern Lightning Ltd	Museum/Heritage (reserve use)	1045	£22,903.68	Installation of lightning protection at Town Hall
05/02/2026	Guardian Security & Fire Ltd	Building Repairs/Maint	1046	£214.80	Annual maintenance of Fire Extinguishers
05/02/2026	Group for Museum Education	M/H Audience Development	1047	£111.00	GEM membership
12/02/2026	Medway Council	Mayor's Expenses Jun-Mar	1051	£120.00	Mayor and Consort to attend the Mayor of Medway's Celebration of Thanks
12/02/2026	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	1059	£114.00	Clear and dispose of litter and fly tip
12/02/2026	Martello Building Consultancy Ltd	Museum/Heritage (reserve use)	1060	£684.00	Lightning Protection Project Co-ordinator Services
12/02/2026	Taylor Landscapes Ltd	Play Area Maintenance	1062	£324.00	To cut out and repair wetpour rubber surface
12/02/2026	Peninsula	HR/H&S Management Fees	1102	£397.07	HR and legal advice monthly
16/02/2026	Castle Water Limited	Allotment Rents - PFR	1104	£207.09	Water charges Park Farm Allotments 01-01-26 - 31-31-26
16/02/2026	Castle Water Limited	Services, Heating & Lighting	1105	£235.93	Town Hall water usage 01-01-26 - 31-01-26
17/02/2026	British Telecom	Telecommunication Services	1106	£358.80	Office Broadband February 2026
19/02/2026	St Mary & St Eanswythe Church	Ward Grants	1067	£200.00	Pew Cushions - ward grant supported by B Walker
19/02/2026	Freeland Garage Services Limited	Community Minibus Maint	1074	£164.40	Carry out inspection and maintenance of Community Minibus
23/02/2026	SSE Hydro Electric	Services, Heating & Lighting	1109	£1,111.70	Electricity at Town Hall 01-01-26 - 31-01-26
25/02/2026	Net wages	Salaries, Pensions & NI	1111	£26,613.49	Staff Cost February 2026
25/02/2026	Leppard Cleaning	Cleaning	1112	£859.50	Cleaning at Town Hall and Museum February 2026
26/02/2026	Strange Cargo Arts Company Limited	Ward Grants	1063	£200.00	Charivari Day 2026 ward grant - supported by L McShane
26/02/2026	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	1080	£1,971.60	Mowing at play parks February 2026
26/02/2026	ADM Computing Services	ICT Support	1081	£1,590.10	Various monthly IT services
26/02/2026	Amazon Business	Office Stationery / M/H Audience Engagement	1083	£133.00	Paper for Office and Card for Museum
26/02/2026	HMRC	Salaries, Pensions & NI	1113	£11,194.93	PAYE and NI cost February 2026
26/02/2026	Kent Pension Fund	Salaries, Pensions & NI	1114	£10,115.17	Employers Superannuation cost February 2026
02/03/2026	Veolia ES (UK) Ltd	Services, Heating & Lighting	1174	£133.46	Refuse collection at Town Hall January 2026
03/03/2026	SB Groundwork	Museum/Heritage (reserve use)	1085	£10,623.60	Lightning Protection Work
06/03/2026	HOPES CARPET CLEANING	Cleaning	1076	£335.00	Carpet in Town Hall foyer and meeting room cleaned
06/03/2026	Town Sergeant Expenses	Car Allowance (Staff)	1087	£100.35	Reimbursement of mileage cost re visits to Play Parks
06/03/2026	Martello Building Consultancy Ltd	Museum/Heritage (reserve use)	1089	£684.00	Prepare and Manage Tender Pack - re Lightning Protection Works
06/03/2026	Mayoress of Folkestone's Charity Fund	Mayor's Expenses Jun-Mar	1090	£110.00	Mayor, Consort and driver to attend Mayor's Spring Ball on 17th April 2026
06/03/2026	Hopkins	Services, Heating & Lighting	1093	£280.60	Defibrillator service and parts - Town Hall Defibrillator
06/03/2026	Hopkins	Telephone Box	1094	£446.20	Defibrillator service and parts - Telephone Box Defibrillator
06/03/2026	War and Peace Displays	Armed Forces Day	1095	£1,980.00	WW1 Exhibits for Armed Forces Day 2026 - 50% deposit
06/03/2026	Martello Plastics Ltd	Fuel/Charging Vehicles / Hire of Facilities (inc. Garage)	1096	£1,351.88	Storage Unit Hire - March 2026
06/03/2026	Southern Lightning Ltd	Museum/Heritage (reserve use)	1101	£5,743.20	Installation of lightning protection at Town Hall
06/03/2026	SSE Hydro Electric	Services, Heating & Lighting	1175	£549.92	Gas usage at Town Hall 01/09/2025 - 31/02/2026
10/03/2026	Business Stream	Services, Heating & Lighting	1176	£617.43	Water charges Town Hall 24/11/2025 - 23/02/2026
12/03/2026	Peninsula	HR/H&S Management Fees	1177	£397.07	HR and legal advice monthly
16/03/2026	Castle Water Limited	PFR Allotment Maintenance	1179	£184.73	Water charges Park Farm Allotments 01/02/2026 - 28/02/2026
17/03/2026	British Telecom	Telecommunication Services	1180	£358.80	One Broadband March 2026
19/03/2026	Payroll Service (UK) Ltd	Subscriptions	1132	£173.52	Payroll processing January - March 2026
19/03/2026	Folkestone Community Fridge CIC (FCF)	Town Grants	1134	£2,450.00	Town Grant - Folkestone Community Fridge
19/03/2026	Imago Community	Town Grants	1135	£550.00	Town Grant - Escape and Explore, nature days for young carers
19/03/2026	Strange Cargo	Town Grants	1136	£1,500.00	Town Grant - Charivari Day 2026
19/03/2026	Folkestone Twirlstars	Town Grants	1137	£1,000.00	Town Grant - UK Nationals
19/03/2026	Folkestone Gurka Memorial Fund	Town Grants	1138	£1,000.00	Town Grant - Folkestone Vetarans Battle Tour
19/03/2026	Moving Memory	Town Grants	1139	£1,200.00	Town Grant - Moving Well Folkestone
19/03/2026	Folkestone Documentary Festival	Town Grants	1140	£1,000.00	Town Grant - Folkestone Doc Club 2026
19/03/2026	Folkestone Pride	Town Grants	1141	£2,500.00	Town Grant - Folkestone Pride 2026
19/03/2026	Shepway Brass Academy	Town Grants	1142	£1,000.00	Town Grant - Funding for Shepway Brass Academy's Termly Practice Venue
19/03/2026	Noel Redding Project CIC	Town Grants	1144	£1,000.00	Town Grant - Temporary Noel Statue

		Expenditure of £100 and over			
20/03/2026	Amazon Business	Office Stationery / Armed Forces Day	1147	£102.57	Office/Armed Forces Day Supplies
20/03/2026	Vaughtons	Regalia - New	1148	£1,312.63	Past Mayor's badge
20/03/2026	KCS Procurement Services (KCC)	Photocopying	1151	£328.99	Office printer photocopier charges 10/12/2025 - 09/03/2026
20/03/2026	Sunflower House Trust	Ward Grants	1153	£350.00	Youth Forum Group - ward grant - supported by Cllr J Darling
23/03/2026	SSE Hydro Electric	Services, Heating & Lighting	1183	£999.04	Electricity at Town Hall 01/02/2026 - 28/02/2026
25/03/2026	Net wages	Salaries, Pensions & NI	1170	£26,614.49	Staff cost March 2026
25/03/2026	Leppard Cleaning	Cleaning	1171	£859.50	Cleaning at Town Hall and Museum March 2026
26/03/2026	Kent Food Hubs CIC	Town Grants	1143	£1,500.00	Town Grant - Community food and social hub
26/03/2026	Lesley Todd	Mayor's Expenses Jun-Mar	1161	£200.00	TM Community Awards Afternoon Tea
26/03/2026	Shred Station Limited	Services, Heating & Lighting	1163	£107.70	Confidential waste quarterly collection
26/03/2026	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	1164	£1,971.60	Mowing at play parks March 2026
26/03/2026	ADM Computing Services	ICT Support	1166	£291.60	Adobe Acrobat Pro for teams - 2026/27 charge
26/03/2026	HMRC	Salaries, Pensions & NI	1172	£11,193.93	PAYE and NI cost March 2026
26/03/2026	Kent Pension Fund	Salaries, Pensions & NI	1173	£10,115.17	Employers Superannuation Cost March 2026
26/03/2026	Culligan Water Ltd	Hire of Facilities (inc. Garage)	1185	£265.06	Countertop boiler and drinking machine quarterly hire
30/03/2026	Debt Management Office	PWLB Capital & Interest Repayments	1167	£19,650.70	Public Works Loan Board - Capital and Interest Repayment
30/03/2026	Veolia ES (UK) Ltd	Services, Heating & Lighting	1168	£134.87	Refuse collection at Town Hall February 2026
			Total	£202,946.37	
PREPAID CARD PAYMENTS					
Date	Supplier	Budget Code	Voucher	Total	Description
05/02/2026	Amazon Business	M/H Audience Engagement	1120	£28.00	Comand Picture Hanging Strips - pack of 28
07/02/2026	Poundland	Premises Expenses	1121	£10.00	Batteries for toilet soap dispensers
10/02/2026	St Johns Ambulance	Premises Expenses	1122	£99.66	First Aid supplies
11/02/2026	Ticketsource Ltd	Mayor's Expenses Jun-Mar	1123	£75.88	Tickest for Mayoral event - Masquerade Tenterden
13/02/2026	Amazon Business	M/H Equipment Furniture	1124	£7.74	perspex for museum
13/02/2026	Amazon Business	M/H Equipment Furniture	1125	£4.99	perspex for museum
19/02/2026	Wickes	Bus Shelters	1126	£15.00	Aluminium for bus shelter repair
25/02/2026	uCheck Limited	Legal Fees	1127	£36.70	Officer DBS check
03/03/2026	Specialist Crafts	M/H Audience Engagement	1186	£37.79	Foil for Anglo Saxon Workshops
03/03/2026	Specialist Crafts	M/H Audience Engagement	1186	£7.19	Foil for Anglo Saxon Workshops
05/03/2026	Dymo Express	Office Stationery	1187	£17.78	Dymo White Tape
05/03/2026	Dymo Express	Office Stationery	1187	£6.59	Dymo White Tape
05/03/2026	Dymo Express	Premises Expenses	1188	£12.19	Toilet brush, sugar, kitchen roll 4 pack x 2
06/03/2026	Sainsbury's	Staff Wellbeing	1190	£2.00	Pot plant for Employee Appreciation Day
06/03/2026	Papa's	Staff Wellbeing	1192	£44.60	Fish and Chips for Employee Appreciation Day
06/03/2026	Canva Pty Ltd	Subscriptions	1189	£99.99	Poster editing annual subscription
06/03/2026	Asda Stores Ltd	Premises Expenses	1196	£1.65	Milk
06/03/2026	Sainsbury's	Premises Expenses	1191	£14.00	2 Plants for outside planters
07/03/2026	Card Factory	Mayor's Expenses Jun-Mar	1193	£4.14	Gift bags for Mayor's Community Awards
07/03/2026	F. Hinds	Mayor's Expenses Jun-Mar	1194	£19.95	Engraving for Cadet Stick
07/03/2026	Asda Stores Ltd	Mayor's Expenses Jun-Mar	1195	£12.00	Frames for Mayor's Community Awards
12/03/2026	Lidl	Mayor's Expenses Jun-Mar	1198	£41.94	Prosecco for Mayors Community Awards
13/03/2026	Sainsbury's	Premises Expenses	1197	£12.50	Batteries for Museum toilets
16/03/2026	Wickes	Premises Expenses	1199	£10.50	Oil and plywood for Bin Store
17/03/2026	Poundland	Premises Expenses	1201	£3.00	Plant Feed and multi-purpose cleaning cloths
17/03/2026	Sainsbury's	Premises Expenses	1202	£12.50	C6 Batteries for Air Freshners
17/03/2026	The Works	M/H Audience Engagement	1200	£4.00	Craft knife for Museum workshops
21/03/2026	Lidl	Premises Expenses	1203	£3.43	Milk and Juice
			Total	£645.71	

FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 FEBRUARY TO 31 MARCH 2026

Date	Customer	Income Code	Voucher	Total	Description
01/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	383	£45.60	Allotment Plot Renewals 2026/27
01/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	384	£43.20	Allotment Plot Renewals 2026/27
01/02/2026	HSBC Deposit Account	Investment Interest	438	£247.45	Bank interest received February 2026
01/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	385	£44.40	Allotment Plot Renewals 2026/27
01/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	386	£63.00	Allotment Plot Renewals 2026/27
01/02/2026	Museum Shop	M/H Retail Sales	463	£21.26	Various Museum Retail Sales
02/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	388	£67.20	Allotment Plot Renewals 2026/27
02/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	390	£49.20	Allotment Rent Renewals 2026/27
02/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	390	£49.20	Allotment Rent Renewals 2026/27
02/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	387	£73.44	Allotment Rent Renewals 2026/27
02/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	389	£68.40	Allotment Rent Renewals 2026/27
02/02/2026	Paypal	M/H Donations	459	£2.95	Card donations received
02/02/2026	Folkestone & Hythe District Council	CCTV Maintenance Contr.	404	£5,000.00	CCTV maintenance, uplift and repairs
03/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	391	£55.20	Allotment Rent Renewals 2026/27
03/02/2026	CCLA Public Sector Deposit Fund	Investment Interest	403	£774.34	Investment interest received February 2026
03/02/2026	HM Courts & Tribunals Service	Other Income	405	£2.27	Town Hall window vandalism tribunal reclaim
03/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	391	£48.00	Allotment Rent Renewals 2026/27
03/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	392	£65.40	Allotment Rent Renewals 2026/27
03/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	392	£52.33	Allotment Rent Renewals 2026/27
03/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	393	£69.12	Allotment Rent Renewals 2026/27
03/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	394	£38.88	Allotment Rent Renewals 2026/27
04/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	396	£46.80	Allotment Plot Renewals 2026/27
04/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	397	£43.39	Allotment Rent Renewals 2026/27
04/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	398	£82.08	Allotment Rent Renewals 2026/27
04/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	395	£61.20	Allotment Rent Renewals 2026/27
05/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	399	£55.20	Allotment Plot Renewals 2026/27
05/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	400	£45.36	Allotment Rent Renewals 2026/27
05/02/2026	Museum Shop	Other Income Armed Forces' Day	465	£294.00	Fee for two Ice Cream Vans - Armed Forces Day
06/02/2026	Martello School	M/H Income	402	£330.00	2 x 2-hour Anglo Saxon workshops - 20th & 27th January 2026
08/02/2026	Museum Shop	M/H Retail Sales	464	£12.73	Various Museum Retail Sales
09/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	407	£54.60	Allotment Rent Renewals 2026/27
09/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	408	£94.32	Allotment Rent Renewals 2026/27
09/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	406	£37.25	Allotment Rent Renewals 2026/27
09/02/2026	Paypal	M/H Donations	460	£5.90	Card donations received
09/02/2026	T Vaughan MP	Meeting Room Hire	401	£15.00	Hire of Town Hall meeting room
10/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	409	£127.20	Allotment Plot Renewals 2026/27
10/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	440	£101.85	Allotment Plot Renewals 2026/27
10/02/2026	Folkestone Bookshop	Bus Shelter Advertisement	410	£315.00	Bus Shelter Advertisement poster at Old High Street 21/02/26 - 20/02/27
11/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	413	£49.20	Allotment Plot Renewals 2026/27
11/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	414	£76.32	Allotment Rent Renewals 2026/27
11/02/2026	Museum Shop	M/H Retail Sales	441	£3.15	Merchandise for Museum shop
11/02/2026	With Good Company	Meeting Room Hire	412	£33.00	Education Room booking
12/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	415	£141.84	Allotment Rent Renewals 2026/27
12/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	416	£71.28	Allotment Rent Renewals 2026/27
12/02/2026	Museum Shop	M/H Retail Sales	442	£4.02	Various Museum Retail Sales
13/02/2026	Museum Shop	M/H Retail Sales	443	£39.03	Various Museum Retail Sales
14/02/2026	Museum Shop	M/H Retail Sales	444	£38.02	Various Museum Retail Sales
16/02/2026	Paypal	M/H Donations	461	£14.75	Card donations received
16/02/2026	A Down Catering	Other Income Armed Forces' Day	411	£350.00	Armed Forces Day - Trade Stand

16/02/2026	NAAFI WAGON	Other Income Armed Forces' Day	417	£100.00	Armed Forces Day - Trade Stand
17/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	425	£81.36	Allotment Rent Renewals 2026/27
17/02/2026	Museum Shop	M/H Retail Sales	445	£20.37	Various Museum Retail Sales
17/02/2026	K Wilkins	Other Income Armed Forces' Day	418	£350.00	Armed Forces Day - Trade Stand
17/02/2026	German Sausages	Other Income Armed Forces' Day	419	£100.00	Armed Forces Day - Trade Stand
17/02/2026	U3A Shepway	Meeting Room Hire	427	£37.50	Hire of Town Hall meeting room
17/02/2026	U3A Shepway	Meeting Room Hire	427	£37.50	Hire of Town Hall meeting room
17/02/2026	U3A Shepway	Meeting Room Hire	428	£30.00	Hire of Town Hall meeting room - Writing Circle
17/02/2026	U3A Shepway	Meeting Room Hire	428	£30.00	Hire of Town Hall meeting room - Writing Circle
17/02/2026	U3A Shepway	Meeting Room Hire	429	£30.00	Hire of Town Hall meeting room - History Group
17/02/2026	U3A Shepway	Meeting Room Hire	429	£30.00	Hire of Town Hall meeting room - History Group
18/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	424	£62.40	Allotment Plot Renewals 2026/27
18/02/2026	Museum Shop	M/H Retail Sales	446	£21.90	Various museum retail + donation
18/02/2026	Museum Shop	M/H Donations	446	£4.85	Various museum retail + donation
19/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	423	£72.00	Allotment Plot Renewals 2026/27
19/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	447	£55.20	Allotment Plot Renewals 2026/27
19/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	448	£59.40	Allotment Plot Renewals 2026/27
19/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	439	£69.12	Allotment Rent Renewals 2026/27
19/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	420	£86.60	Allotment Rent Renewals 2026/27
19/02/2026	Museum Shop	M/H Income	449	£4.00	Various museum shop retail + homeschool payment
19/02/2026	Harcourt School	M/H Income	421	£130.00	1 x 90-minute WW2 Workshop - 15th January 2026
19/02/2026	Museum Shop	M/H Retail Sales	449	£52.08	Various museum shop retail + homeschool payment
19/02/2026	Museum Shop	M/H Retail Sales	466	£5.00	Various Museum Retail Sales
19/02/2026	South Kent Mind	Hire of Minibus	422	£40.00	Hire of Minibus 28/01/2026
20/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	433	£67.80	Allotment Rent Renewals 2026/27
20/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	450	£83.81	Allotment Rent Renewals 2026/27
20/02/2026	Museum Shop	M/H Retail Sales	451	£4.99	Various Museum Retail Sales
20/02/2026	G & A Donuts	Other Income Armed Forces' Day	430	£600.00	Armed Forces Day - Trade Stand
21/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	432	£45.00	Allotment Rent Renewals 2026/27
21/02/2026	Park Farm Allotment Tenant	Allotment Key	432	£10.00	Allotment Rent Renewals 2026/27
21/02/2026	Museum Shop	M/H Retail Sales	452	£20.03	Various Museum Retail Sales
21/02/2026	Park Farm Allotment Tenant	Allotment deposits	432	£50.00	Allotment Rent Renewals 2026/27
23/02/2026	Paypal	M/H Donations	462	£8.85	Card donations received
23/02/2026	Folkestone & Hythe District Council	Community Infrastructure Levy	431	£9,362.22	Community Infrastructure Levy 2025/26
26/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	435	£89.40	Allotment Plot Renewals 2026/27
26/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	454	£73.33	Allotment Rent Renewals 2026/27
26/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	455	£76.82	Allotment Rent Renewals 2026/27
26/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	456	£150.16	Allotment Rent Renewals 2026/27
26/02/2026	Museum Shop	M/H Retail Sales	453	£2.67	Sale of mask
27/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	434	£76.80	Allotment Plot Renewals 2026/27
27/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	467	£19.40	Allotment Rent Renewals 2026/27
27/02/2026	Museum Shop	M/H Income	468	£77.60	Homeschool workshop payments and museum retail sales
27/02/2026	Museum Shop	M/H Retail Sales	468	£1.89	Homeschool workshop payments and museum retail sales
28/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	436	£53.40	Allotment Rent Renewals 2026/27
28/02/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	436	£57.00	Allotment Rent Renewals 2026/27
28/02/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	457	£61.46	Allotment Rent Renewals 2026/27
28/02/2026	Museum Shop	M/H Retail Sales	458	£33.71	Various Museum Retail Sales
01/03/2026	HSBC Deposit Account	Investment Interest	548	£126.90	Bank interest received March 2026
01/03/2026	Cambridge Building Society	Investment Interest	602	£1,590.61	Annual interest
01/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	469	£63.00	Allotment Plot Renewals 2026/27
02/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	473	£13.75	Allotment Plot Renewals 2026/27
02/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	474	£13.75	Allotment Plot Renewals 2026/27
02/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	471	£73.44	Allotment Rent Renewals 2026/27

02/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	472	£71.28	Allotment Rent Renewals 2026/27
02/03/2026	Bodsham School	M/H Income	470	£75.00	Dinosaurs, Rocks and Fossils workshop - 5th March 2026
02/03/2026	Paypal	M/H Donations	568	£2.95	Card donations received
03/03/2026	CCLA Public Sector Deposit Fund	Investment Interest	551	£692.95	Investment interest received March 2026
03/03/2026	HM Courts & Tribunals Service	Other Income	550	£2.26	Town Hall window vandalism tribunal reclaim
03/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	475	£45.36	Allotment Rent Renewals 2026/27
03/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	476	£161.28	Allotment Rent Renewals 2026/27
03/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	477	£58.32	Allotment Rent Renewals 2026/27
03/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	478	£69.12	Allotment Rent Renewals 2026/27
03/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	479	£68.40	Allotment Rent Renewal 2026/27
03/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	480	£77.76	Allotment Rent Renewals 2026/27
04/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	481	£13.75	Allotment Plot Renewals 2026/27
04/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	518	£97.78	Allotment Rent Renewals 2026/27
04/03/2026	The Beacon Folkestone	M/H Income	483	£75.00	One hour Dinos, Rocks and Fossils workshop - 10th February 2026
04/03/2026	St Peters School	M/H Income	484	£130.00	1 x 1.5hr WW2 Workshop - 19th March 2026
04/03/2026	St Peters School	M/H Income	485	£165.00	1 x 2hr Anglo Saxon Workshop - 18th March 2026
04/03/2026	St Peters School	M/H Income	486	£165.00	1 x 2hr Roman workshop - 10th December 2025
04/03/2026	Museum Shop	M/H Retail Sales	570	£20.34	Sale of toys
05/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	487	£60.60	Allotment Rent Renewals 2026/27
05/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	487	£66.00	Allotment Rent Renewals 2026/27
05/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	482	£36.00	Allotment Rent Renewals 2026/27
05/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	520	£64.25	Allotment Rent Renewals 2026/27
05/03/2026	Museum Shop	M/H Retail Sales	571	£2.67	Sale of magnet
06/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	488	£84.60	Allotment Plot Renewals 2026/27
06/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	521	£81.17	Allotment Rent Renewals 2026/27
07/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	489	£105.60	Allotment Plot Renewals 2026/27
07/03/2026	Museum Shop	M/H Retail Sales	572	£7.76	Various retail sales
08/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	490	£13.75	Allotment Plot Renewals 2026/27
08/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	491	£13.75	Allotment Plot Renewals 2026/27
08/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	492	£13.75	Allotment Plot Renewals 2026/27
08/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	493	£72.00	Allotment Rent Renewals 2026/27
08/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	493	£72.60	Allotment Rent Renewals 2026/27
09/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	494	£64.80	Allotment Plot Renewals 2026/27
09/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	495	£13.75	Allotment Plot Renewals 2026/27
09/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	496	£13.75	Allotment Plot Renewals 2026/27
09/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	497	£43.20	Allotment Rent Renewals 2026/27
09/03/2026	Paypal	M/H Donations	573	£2.95	Card donations received
10/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	498	£69.84	Allotment Rent Renewals 2026/27
10/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	498	£59.76	Allotment Rent Renewals 2026/27
10/03/2026	Museum Shop	M/H Retail Sales	574	£34.90	Various retail sales
11/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	500	£45.00	Allotment Rent Renewals 2026/27
11/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	499	£105.12	Allotment Rent Renewals 2026/27
11/03/2026	Park Farm Allotment Tenant	Allotment Key	500	£10.00	Allotment Rent Renewals 2026/27
11/03/2026	Park Farm Allotment Tenant	Allotment deposits	500	£50.00	Allotment Rent Renewals 2026/27
12/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	523	£50.05	Allotment Plot Renewals 2026/27
12/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	501	£45.36	Allotment Rent Renewals 2026/27
12/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	502	£98.64	Allotment Rent Renewals 2026/27
13/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	503	£60.60	Allotment Plot Renewals 2026/27
13/03/2026	Martello School	M/H Income	517	£130.00	90 minute Fashionable Folkestone workshop - 25th March 2026
13/03/2026	Museum Shop	M/H Retail Sales	575	£9.94	Various retail sales
14/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	504	£82.08	Allotment Rent Renewals 2026/27
14/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	505	£63.36	Allotment Rent Renewals 2026/27
14/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	506	£36.00	Allotment Rent Renewals 2026/27

14/03/2026	Museum Shop	M/H Retail Sales	576	£17.46	Various retail sales
14/03/2026	Museum Shop	M/H Donations	576	£24.49	Various retail sales
15/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	507	£76.00	Allotment Rent Renewal 2026/27
16/03/2026	With Good Company	M/H Income	508	£33.00	Education Room booking
17/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	510	£70.20	Allotment Plot Renewals 2026/27
17/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	511	£50.40	Allotment Plot Renewals 2026/27
17/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	525	£76.82	Allotment Rent Renewals 2026/27
17/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	509	£75.60	Allotment Rent Renewals 2026/27
17/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	524	£55.47	Allotment Rent Renewals 2026/27
17/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Key	524	£10.00	Allotment Rent Renewals 2026/27
17/03/2026	Tile Kiln Lane Allotment Tenant	Allotment deposits	524	£50.00	Allotment Rent Renewals 2026/27
17/03/2026	U3A Shepway	Meeting Room Hire	514	£90.00	Hire of Town Hall meeting room - U3A Current Affairs Discussion Group
17/03/2026	U3A Shepway	Meeting Room Hire	515	£90.00	Hire of Town Hall meeting room - U3A Military History Group
17/03/2026	U3A Shepway	Meeting Room Hire	516	£90.00	Hire of Town Hall meeting room - U3A Writing Circle
18/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	512	£39.60	Allotment Rent Renewals 2026/27
18/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	513	£85.68	Allotment Rent Renewals 2026/27
18/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	526	£66.35	Allotment Rent Renewals 2026/27
18/03/2026	Museum Shop	M/H Retail Sales	577	£9.69	Retail sale
19/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	522	£59.95	Allotment Plot Renewals 2026/27
19/03/2026	Museum Shop	M/H Retail Sales	578	£2.86	Retail sale
20/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	527	£62.40	Allotment Plot Renewals 2026/27
20/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	529	£48.60	Allotment Plot Renewals 2026/27
20/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	552	£42.00	Allotment Plot Renewals 2026/27
20/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	554	£42.60	Allotment Plot Renewals 2026/27
20/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	556	£51.00	Allotment Plot Renewals 2026/27
20/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	595	£49.47	Allotment Plot Renewals 2026/27
20/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	557	£77.76	Allotment Rent Renewals 2026/27
20/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	555	£30.24	Allotment Rent Renewals 2026/27
20/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	553	£158.40	Allotment Rent Renewals 2026/27
20/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	530	£60.48	Allotment Rent Renewals 2026/27
20/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	528	£69.12	Allotment Rent Renewals 2026/27
20/03/2026	Museum Shop	M/H Retail Sales	579	£1.89	Retail sale
21/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	531	£82.20	Allotment Plot Renewals 2026/27
21/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	532	£56.00	Allotment Plot Renewals 2026/27
21/03/2026	Museum Shop	M/H Retail Sales	580	£7.71	Retail sales
22/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	533	£67.20	Allotment Plot Renewals 2026/27
23/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	535	£74.16	Allotment Rent Renewals 2026/27
23/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	558	£61.92	Allotment Rent Renewals 2026/27
23/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	559	£63.36	Allotment Rent Renewals 2026/27
23/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	560	£63.36	Allotment Rent Renewals 2026/27
23/03/2026	Folkestone & Hythe District Council	Meeting Room Hire	534	£72.00	Hire of meeting room at Town Hall - 05/03/2026 9am - 1pm
24/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	596	£65.18	Allotment Plot Renewals 2026/27
24/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	597	£71.78	Allotment Rent Renewals 2026/27
24/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	598	£82.57	Allotment Rent Renewals 2026/27
24/03/2026	Stowting School	M/H Income	561	£75.00	One hour Dinosaurs, Rocks and Fossils Workshop - 25th March 2026
24/03/2026	Museum Shop	M/H Retail Sales	581	£22.01	Retail sales
24/03/2026	Folkestone, Hythe & District Hotel & Catering A	Sponsorships	562	£500.00	Sponsorship for Armed Forces Day 2026
25/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	536	£45.60	Allotment Plot Renewals 2026/27
25/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	538	£78.00	Allotment Plot Renewals 2026/27
25/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	540	£124.56	Allotment Rent Renewals 2026/27
25/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	537	£79.20	Allotment Rent Renewals 2026/27
25/03/2026	St Eanswythe's CE Primary School	M/H Income	539	£100.00	One hour Dino's Rocks and Fossils workshop - 10th March 2026
25/03/2026	Museum Shop	M/H Retail Sales	582	£19.48	Retail sales

25/03/2026	T Vaughan MP	Meeting Room Hire	541	£15.00	Hire of Town Hall meeting room
26/03/2026	Museum Shop	M/H Retail Sales	584	£7.25	Retail sales
27/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	542	£15.00	Allotment Plot Renewal 2026/27
27/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	544	£42.00	Allotment Plot Renewals 2026/27
27/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	590	£16.20	Allotment Rent Renewals 2026/27
27/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	599	£89.40	Allotment Rent Renewals 2026/27
27/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	600	£95.68	Allotment Rent Renewals 2026/27
27/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	601	£22.31	Allotment Rent Renewals 2026/27
27/03/2026	Park Farm Allotment Tenant	Allotment Key	542	£10.00	Allotment Plot Renewal 2026/27
27/03/2026	Museum Shop	M/H Income	586	£31.04	Retail sale and workshops
27/03/2026	Museum Shop	M/H Income	585	£8.00	Retail sales
27/03/2026	Museum Shop	M/H Retail Sales	585	£65.38	Retail sales
27/03/2026	Museum Shop	M/H Retail Sales	586	£2.28	Retail sale and workshops
27/03/2026	Veterans Foundation	Other Income Armed Forces' Day	543	£100.00	Armed Forces Day - Trade Stand
27/03/2026	Park Farm Allotment Tenant	Allotment deposits	542	£50.00	Allotment Plot Renewal 2026/27
28/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	545	£48.00	Allotment Rent Renewals 2026/27
28/03/2026	Park Farm Allotment Tenant	Allotment Key	545	£10.00	Allotment Rent Renewals 2026/27
28/03/2026	Museum Shop	M/H Retail Sales	587	£20.55	Various retail sales
28/03/2026	Park Farm Allotment Tenant	Allotment deposits	545	£50.00	Allotment Rent Renewals 2026/27
30/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	546	£48.00	Allotment Plot Renewals 2026/27
30/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	547	£86.40	Allotment Rent Renewals 2026/27
30/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	549	£74.16	Allotment Rent Renewals 2026/27
30/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	563	£87.84	Allotment Rent Renewals 2026/27
30/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	563	£82.08	Allotment Rent Renewals 2026/27
30/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	563	£72.72	Allotment Rent Renewal 2026/27
30/03/2026	Paypal	M/H Donations	569	£8.85	Card donations received
31/03/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	566	£76.80	Allotment Plot Renewals 2026/27
31/03/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	565	£202.32	Allotment Rent Renewals 2026/27
31/03/2026	Museum Shop	M/H Retail Sales	588	£7.32	Various retail sales
31/03/2026	J'Adore Les Fleurs	Other Income Armed Forces' Day	567	£100.00	Armed Forces Day - Trade Stand
31/03/2026	voco The Clifton Folkestone	Sponsorship for Christmas Event	564	£1,500.00	Gold sponsorship for Christmas Event 2025
			Total	£34,238.95	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

		ORIGINAL BUDGET 2025/2026 £	EARMARKED VIREMENTS 2025/2026 £	REVISED BUDGET 2025/2026 £	ACTUALS TO 31 MARCH 2026 2025/2026 £	TOTAL BUDGET REMAINING 2025/2026 £	BUDGET TO DATE 2025/2026 %	BUDGET NOTES
Code ADMINISTRATION								
1	SALARIES, PENSIONS & NI	581,000		581,000	580,129	871	100	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	2,359	641	79	Transport and meal re staff trips, Town Sergeant 20th anniversary, Christmas Meal
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	239	561	30	For three bank accounts
11	HR/H&S MANAGEMENT FEES	4,050		4,050	4,005	45	99	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	1,217	-117	111	Pens, paper and other stationeries
14	PHOTOCOPYING	2,000	-950	1,050	1,211	-161	115	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	5,639	-39	101	Office broadband, telephone service, work mobile phones 5x
17	ICT SUPPORT	21,000	3,000	24,000	26,788	-2,788	112	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	7,596	-196	103	KALC annual membership, Scribe Accounts renewal, Allotments Renewal, Cinque Ports Membership, CIPD membership
22	PUBLIC TRANSPORT & CAR PARKS	300	100	400	403	-3	101	Parking Fees, train fare for Power Shift Conference
23	SUBSISTENCE ALLOWANCES	150	150	300	230	70	77	Meals for Mayor's driver, Sandwiches for FO Interview day
24	CAR ALLOWANCES (Staff)	800	-100	700	663	37	95	Staff work mileage
27	TO ALLOTMENTS ADMINISTRATION	-4,500		-4,500	-4,500	0	100	Journal re contribution towards staff costs for allotments
	TOTAL ADMIN. EXPENDITURE	638,500	0	638,500	636,902	1,598	100	
28	INVESTMENT INTEREST	30,000		30,000	20,003	9,997	67	Interest received from 4x savings and investment accounts
29	OTHER INCOME				20	-20	0	Town Hall window vandalism tribunal reclaim
	TOTAL ADMIN. INCOME	30,000	0	30,000	20,023	9,997	67	
	NET ADMIN. EXPENDITURE/INCOME	608,500	0	608,500	616,879	-8,399	101	
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	1,157	-457	165	Mayor's portrait frame 2024/25
36	REGALIA - REPAIR & MAINT.	400	410	810	810	0	100	Mayoral badge repair

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

	ORIGINAL BUDGET 2025/2026 £	EARMARKED VIREMENTS 2025/2026 £	REVISED BUDGET 2025/2026 £
70	ALLOTMENTS - TKL MAINTENANCE	2,700	2,700
172	BALANCING POND	0	1,380
71	MAINTENANCE OF BEACON	200	200
73	LOCAL PROJECTS	4,000	-860
74	NOTICE/INFORMATION/HERITAGE BOARDS	1,000	1,000
75	BUS SHELTERS	500	500
76	WARD GRANTS	19,800	-6,928
77	TOWN GRANTS	34,200	34,200
78	FLOWERBEDS & PLANTERS	25,000	25,000
79	CHRISTMAS LIGHTING	36,000	-9,564
80	CHRISTMAS FESTIVITIES	10,500	10,500
81	YOUTH FACILITIES	3,000	-20
82	TREE AUDIT & WORKS	15,000	-14,205
83	PLAY AREA MAINTENANCE	25,000	25,000
84	PARK BENCHES	500	500
85	LITTER/SALT BINS, BOLLARDS & RAILINGS	1,000	1,000
87	TOURIST INFORMATION/VISITOR SERVICES	2,000	2,000
88	MAINTENANCE OF PUBLIC CLOCKS	500	500
89	MAINTENANCE OF MEMORIALS	1,800	1,800
90	TELEPHONE BOX	150	290
163	CCTV MONITORING	41,000	41,000
92	CCTV MAINTENANCE	16,000	16,000
141	CCTV MAINTENANCE RESERVE	0	13,524
93	ARMED FORCES' DAY	20,000	20,000
44	FUEL/CHARGING VEHICLES	1,000	1,000
147	CHRISTMAS FESTIVITIES (CHERITON)	0	0
144	COMMUNITY MINIBUS MAINT	8,500	8,500
94	CONTINGENCY	2,000	-2,000
149	COMMUNITY INFRASTRUCTURE LEVY EXP.	0	29,133
166	BUS SHELTER PRINTING	1,000	1,000
169	WATER QUALITY TESTING	4,500	-3,060
	TOTAL SERVICES EXPENDITURE	294,250	10,190
			304,440

95	ALLOTMENT RENTS - PFR	5,200	5,200
96	ALLOTMENT RENTS - TKL	4,800	4,800
97	ALLOTMENT KEY	100	100
133	OTHER INCOME ARMED FORCES' DAY	0	0
143	ALLOTMENT DEPOSITS (RESERVE)	0	850
145	BUS SHELTER ADVERTISEMENT	3,000	3,000
148	CHRISTMAS STALLS	1,000	1,000
149	COMMUNITY INFRASTRUCTURE LEVY INCOME	0	9,362
147	CHRISTMAS FESTIVITIES (CHERITON)	0	0
167	CCTV MAINT CONTR.	1,000	1,000
158	CCTV VIEWING	100	100
171	HIRE OF MINIBUS	0	0
173	SPONSORSHIP FOR CHRISTMAS EVENT	0	0
564	SPONSORSHIPS	0	0
	TOTAL SERVICES INCOME	15,200	10,212
			25,412

	ACTUALS TO 31 MARCH 2026 2025/2026 £	TOTAL BUDGET REMAINING 2025/2026 £
	2,326	374
	1,380	0
	25	175
	3,169	-29
	117	883
	93	408
	12,872	0
	34,200	0
	25,042	-42
	26,436	0
	8,508	1,992
	0	2,980
	795	0
	24,358	642
	0	500
	910	90
	1,659	341
	0	500
	1,150	650
	989	-549
	40,784	216
	16,000	0
	13,524	0
	2,357	17,643
	545	455
	4,028	-4,028
	2,063	6,437
	0	0
	29,133	0
	399	601
	0	1,440
	272,198	32,242

	4,916	284
	4,768	32
	360	-260
	0	0
	850	0
	2,040	960
	300	700
	9,362	0
	4,032	-4,032
	5,000	-4,000
	0	100
	120	-120
	2,000	-2,000
	0	0
	33,749	-8,337

BUDGET TO DATE 2025/2026 %	BUDGET NOTES
86	Water usage, mowing and allotment repairs
100	Cost moved from Tile Kiln Allotment budget
13	Annual license fee
101	Freedom Parade expenditure
12	Repairs on noticeboards
19	Materials for bus shelter repair, collection of broken bus shelter
100	Grants awarded to local organisations in Folkestone wards
100	Grants awarded to local organisations in Folkestone
	Plants for Town Hall planters, Moving planter at Bouverie Road West,
100	sponsorship - paid to District Council
	Festive lighting licence application fee. Underspend moved to
100	Reserve.
	Tens applications, glow sticks, balloons and hand bells for Christmas
81	event
0	
100	Tree Survey 2025. Underspend moved to Reserve
	Monthly mowing of play parks, installation of fence at Pine Way Play
97	Park
0	
91	Salt bins top up
83	Town meeting newspaper advert
0	
64	Annual cleaning of the Harvey Memorial
225	Electricity Charges
99	Annual CCTV maintenance
100	CCTV planned preventative maintenance, CCTV repairs
100	CCTV urgent repairs
12	Lunch, drinks, placecards and balloon arch for Armed Forces Day
54	Fuel for Mayoral Car, monthly rental of storage unit
100	Expenditure on Cheriton Christmas lights and trees
	Charging of community minibus, 8 weekly checks, road tax, MOT,
24	insurance
100	Contingency budget vired to cover overspends.
0	Installation of fence at Pine Way and Naseby Avenue
40	Bus stop advertising prints
0	Water quality testing budget vired to cover overspends.
89	

95	Park Farm allotment rent received
99	Tile Kiln Lane allotment rent received
360	Allotment keys for tenants
100	Income received relates to 2026/27
0	Allotment tenant deposit earmarked
68	Income from bus shelter advertising
30	Pitch fees for Christmas event
100	CIL receipts 2025/26
100	Received from Cheriton Events Association
500	Grant from F&HDC
0	Not receiving this contribution
0	Income from the hire of minibus
100	Sponsorship received for Christmas Lights Event
100	Income received relates to 2026/27
133	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2025/2026

	ORIGINAL BUDGET 2025/2026 £	EARMARKED VIREMENTS 2025/2026 £	REVISED BUDGET 2025/2026 £	ACTUALS TO 31 MARCH 2026 2025/2026 £	TOTAL BUDGET REMAINING 2025/2026 £	BUDGET TO DATE 2025/2026 %	BUDGET NOTES
NET SERVICES EXPENDITURE/INCOME	279,050	-22	279,028	238,449	40,579	85	
FEES							
98 CONSULTANTS FEES	1,000	1,770	2,770	3,236	-466	117	Consultants fees relating to Fire Escape Works
101 LEGAL/BAILIFF FEES	1,000		1,000	357	643	36	DBS checks for museum volunteers, premises licence for events
99 EXTERNAL AUDIT FEES	2,300		2,300	2,140	160	93	External Audit Fees re 2024/25 accounts
100 INTERNAL AUDIT FEES	600		600	528	73	88	Internal Audit Fees re 2024/25 accounts
102 CARD RECEIPTS FEES	1,200		1,200	477	723	40	Museum shop till service charge
TOTAL FEES	6,100	1,770	7,870	6,737	1,133	86	
MUSEUM/HERITAGE							
105 M/H SUBSCRIPTIONS	700		700	813	-113	116	Annual membership of Association of Tourist Attractions
107 M/H EQUIPMENT/FURNITURE	1,000		1,000	408	592	41	Pencils for visitor survey, clips for window display
108 M/H EXHIBIT REPAIRS	1,750		1,750	204	1,546	12	Consumable items for museum repairs
106 M/H COLLECTIONS CARE	3,500		3,500	3,148	352		Conservation consumables and expansion folders, Radon mitigation survey, purchase of early medieval gold mount
109 M/H AUDIENCE DEVELOPMENT	3,000		3,000	1,156	1,844		Museum website hosting annual renewal and Folkestone Museum Learning Website hosting
115 M/H MERCHANDISE	2,500		2,500	2,225	275	89	Museum shop merchandise purchase
117 M/H EVENTS	5,000		5,000	2,542	2,458	51	Dino Day Workshop, masterclass facilitation, Fossil roadshow
111 M/H TEMPORARY EXHIBITIONS	1,000		1,000	870	130		Command strips for exhibition hanging, anti-fade window film, replacement screen for exhibition
119 M/H AUDIENCE ENGAGEMENT	5,200		5,200	4,917	283	95	Craft materials for workshops, Pro-wise touch screen
153 M/H FRIENDS OF FOLKESTONE	0	304	304	304	0	0	Museum seating stalls
112 M/H PUBLICITY & PROMOTION	1,000		1,000	151	849	15	Advertising for archaeology workshop
168 M/H FORMAL LEARNING	1,500		1,500	668	832	45	Items for school workshops
122 M/H HOSPITALITY	350		350	0	350	0	
139 MUSEUM / HERITAGE (RESERVE USE)	0	59,157	59,157	59,157	0	0	Lightning protection works and Fire Escape Works
TOTAL MUSEUM/HERITAGE EXPENDITURE	26,500	59,461	85,961	76,562	9,399	89	
125 M/H INCOME	7,000		7,000	9,000	-2,000	129	Museum schools, holiday workshops and talks
130 M/H RETAIL SALES	3,200		3,200	4,362	-1,162	136	Museum shop retail sale
131 M/H DONATIONS	3,000		3,000	1,152	1,848	38	Donations received
TOTAL MUSEUM/HERITAGE INCOME	13,200	0	13,200	14,514	-1,314	110	
NET MUSEUM/HERITAGE EXP/INCOME	13,300	59,461	72,761	62,048	10,713	85	
SUMMARY							
TOTAL EXPENDITURE	1,161,820	59,421	1,221,241	1,157,337	63,904	95	
TOTAL INCOME	79,100	10,212	89,312	80,973	-8,339	91	
NET TOTAL	1,082,720	49,209	1,131,929	1,076,364	55,565	95	
PRECEPT	1,082,720		1,082,720	1,082,720	0	100	

Folkestone Town Council Earmarked Reserves as at 31st March 2026

Earmarked	Opening Balance £	Transfers £	Spend £	Receipts £	Current Balance £
Tree Planting Reserve	44,891.05	14,205.00			59,096.05
Museum/Heritage Reserve	151,801.77		59,157.07		92,644.70
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			0.00
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	9,362.22	131,890.56
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		900.00	2,500.00
Friends of Folkestone Museum	304.32		304.32		0.00
Ward Grants Reserve	18,752.50	6,928.00			25,680.50
Christmas Lights Reserve	15,923.00	9,568.00			25,491.00
Total	464,678.28	42,546.24	106,146.39	14,294.22	415,372.35
GENERAL FUND					335,259.20
TOTAL FUNDS					750,631.55

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	£37,546.06
Museum/Heritage Reserve	Floor Repairs to Green Room	£2,628.00
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:	£106,146.39

Earmarked Reserves Receipts Breakdown:

Allotment Deposits	Allotment tenants deposit received (less one refund of £50)	£900.00
Provision for Christmas Lights - Cheriton	Contribution to supply, install and take down new Cheriton Lights	£4,032.00
Neighbourhood Fund (CIL)	CIL funding 2025/26	£9,362.22
	Total Receipts:	£14,294.22

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 28/02/2026		
	Cash in Hand 01/04/2025		721,039.25
	ADD Receipts 01/04/2025 - 28/02/2026		1,160,771.24
	SUBTRACT Payments 01/04/2025 - 28/02/2026		1,881,810.49
			1,077,780.26
A	Cash in Hand 28/02/2026 (per Cash Book)		804,030.23
	Cash in hand per Bank Statements		
	HSBC Current Account 28/02/2026	96,739.97	
	HSBC Deposit Account 28/02/2026	86,452.15	
	HSBC Receipts Account 28/02/2026	14,602.64	
	Credit Card (FairFX) 28/02/2026	1,256.03	
	Museum Shop Float 28/02/2026	100.00	
	Short Term Investment Account 28/02/2026	240,000.00	
	Unity Trust Bank 28/02/2026	44,196.48	
	Cambridge Building Society 28/02/2026	81,558.29	
	CCLA Public Sector Deposit Fund 28/02/2026	240,000.00	
			804,905.56
	Less unrepresented payments		877.60
			804,027.96
	Plus unrepresented receipts		2.27
B	Adjusted Bank Balance		804,030.23
	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 31/03/2026		
	Cash in Hand 01/04/2025		721,039.25
	ADD Receipts 01/04/2025 - 31/03/2026		1,173,048.97
			1,894,088.22
	SUBTRACT Payments 01/04/2025 - 31/03/2026		1,168,284.99
A	Cash in Hand 31/03/2026 (per Cash Book)		725,803.23
	Cash in hand per Bank Statements		
	HSBC Current Account 31/03/2026	82,947.77	
	HSBC Deposit Account 31/03/2026	18,579.05	
	HSBC Receipts Account 31/03/2026	15,949.74	
	Credit Card (FairFX) 31/03/2026	888.29	
	Museum Shop Float 31/03/2026	100.00	
	Short Term Investment Account 31/03/2026	240,000.00	
	Unity Trust Bank 31/03/2026	44,189.48	
	Cambridge Building Society 31/03/2026	83,148.90	
	CCLA Public Sector Deposit Fund 31/03/2026	240,000.00	
			725,803.23
	Less unrepresented payments		
			725,803.23
	Plus unrepresented receipts		
B	Adjusted Bank Balance		725,803.23
	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	£2,291.00	£525.00	£1,766.00		
LAURA DAVISON	Folkestone Broadmead	£1,457.50	£300.00	£1,157.50		
JOHN RENSHAW	Cheriton West	£2,618.50	£500.00	£2,118.50		
PETER GANE	Cheriton West	£2,722.50	£0.00	£2,722.50		
CHARLIE BAIN SMITH	Folkestone Central	£4,691.00	£0.00	£4,691.00		
CHRISTINE DICKINSON	Folkestone Harbour	£2,349.00	£200.00	£2,149.00		
ADRIAN LOCKWOOD	East Folkestone	£3,555.00	£350.00	£3,205.00		
JANE DARLING	Cheriton East	£2,830.30	£0.00	£2,830.30		
LIZ McSHANE	Folkestone Central	£2,141.00	£677.00	£1,464.00		
LUCY McGIRR	East Folkestone	£1,505.00	£332.00	£1,173.00		
NICOLA KEEN	Folkestone Harbour	£1,444.00	£0.00	£1,444.00		
BRIDGET CHAPMAN	Folkestone Harbour	£2,599.00	£0.00	£2,599.00		
CONNOR McCONVILLE	East Folkestone	£3,340.00	£0.00	£3,340.00		
JACKIE MEADE	East Folkestone	£2,540.00	£350.00	£2,190.00		
TIM PRATER	Folkestone Harvey West	£1,135.00	£714.00	£421.00		
BELINDA WALKER	Folkestone Central	£2,161.00	£300.00	£1,861.00		
KIERAN LEIGH	Folkestone Broadmead	£2,948.00	£0.00	£2,948.00		
ROGER WEST	Cheriton West	£2,852.50	£0.00	£2,852.50		
TOTAL		£45,180.30	£4,248.00	£40,932.30		
Ward Grants Budget 2026/27	£19,800					
Ward Grants based on the following:				Amount		Total
Ward	Electorate	Per Ward	No. of Cllrs	Per Cllr	Say	Per Ward
Broadmead	3,147	£1,818.33	2	£909.17	£910	£1,820
Central	8,060	£4,657.06	4	£1,164.26	£1,164	£4,656
Cheriton East	3,142	£1,815.44	1	£1,815.44	£1,815	£1,815
Cheriton West	6,271	£3,623.37	3	£1,207.79	£1,208	£3,624
East Folkestone	8,124	£4,694.04	4	£1,173.51	£1,173	£4,692
Harbour	4,795	£2,770.54	3	£923.51	£924	£2,772
Harvey West	729	£421.22	1	£421.22	£421	£421
Total	34,268	£19,800.00	18			£19,800

This report will be made public on 10 April 2026.

**Folkestone
Town Council**



Report Number F/26/415

To: Full Council
Date: 16 April 2026
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: FINANCE AND GENERAL PURPOSES COMMITTEE - KEY PERFORMANCE INDICATORS

SUMMARY:

This Quality Performance Report outlines the Council's performance against agreed Key Performance Indicators (KPIs) for the reporting year, as outlined in the Four-Year Plan. It supports transparency, continuous improvement, and provides Committees with information to monitor progress and identify areas for development.

REASONS FOR RECOMMENDATIONS:

The Committee is asked to agree the recommendations set out below to;

- i. Present annual performance data
- ii. Enable Committees to track progress
- iii. Identify recommendations for improvement
- iv. Support public transparency by reporting KPIs within the Annual Report

RECOMMENDATIONS:

- 1) **To receive and note Report F/26/415**
- 2) **That Councillors review the existing KPIs and consider any proposed amendments.**

Aims and Objectives – Corporate Priority 9 – Improve the corporate management and efficiency of the Town Council
Financial Implications – To use Town Council funds efficiently and effectively
Equal Opportunities – Equal access to services
Environmental Issues – The environmental impact has been considered in the preparation of all budgets.

1.0 KEY PERFORMANCE INDICATORS

KPI	Key Performance Indicator	Annual Target	2025/26 Estimate	Proposals 2026/27
F1	Total revenue income (excluding precept).	8% of precept	8%	8% of precept
F2	Total grant income. Total pledged grant income.	£20,000	£5,000 £80,258	£20,000
F3	Percentage of invoices paid within 30 days.	95%	99%	95%
F4	Accounts receivable turnover: Income received within 30 days from customers.	85%	85%	85%
F5	Maintain General Reserve.	Minimum 20% of	28%	Minimum 20% of precept

2.0 PERFORMANCE ANALYSIS AND REASONS FOR ANY PROPOSALS

- 2.1 KPI F1 - Revenue income (excluding the precept) is currently meeting the target of 8% of the precept. This reflects strong financial performance and effective income generation.
- 2.2 KPI F2 - Although actual grant income secured to date is £5,000, which is below the annual target of £20,000, the Council has received pledged grant funding totalling £80,258. Once received, these pledges will place performance significantly above target. Ongoing monitoring will track the progression of these pledges to confirmed income.
- 2.3 KPI F3 - The KPI has been exceeded, with 99% of invoices paid within 30 days against a target of 95%. This reflects strong financial administration and prompt payment performance.
- 2.4 KPI F4 - Performance is on target, with 85% of income received within 30 days, matching the KPI. This indicates effective invoicing and collection processes.
- 2.5 KPI F5 - The Council is exceeding the KPI, with the General Reserve maintained at 28% of the precept, well above the minimum requirement of 20%. This demonstrates effective budget management.

CONTACT OFFICER If you have any queries about this report, please contact the Town Clerk of the Council. Tel: 01303257946 or email toni.brenchley@folkestone-tc.gov.uk prior to the meeting.



FOLKESTONE TOWN COUNCIL FINANCIAL REGULATIONS

Contents

1.	General.....	3
2.	Risk management and internal control.....	4
3.	Accounts and audit.....	5
4.	Budget and precept.....	6
5.	Procurement.....	7
6.	Banking and payments	9
7.	Electronic payments.....	9
8.	Cheque payments	10
9.	Payment cards	10
10.	Petty Cash	11
11.	Payment of salaries and allowances	11
12.	Loans and investments.....	12
13.	Income.....	12
14.	Payments under contracts for building or other construction works.....	13
15.	Stores and equipment.....	13
16.	Assets, properties and estates	13
17.	Insurance	14
18.	Charities	14
19.	Suspension and revision of Financial Regulations.....	14
	Appendix 1 - Tender process	15

<i>Date Adopted</i>	6 May 2025 (FC Min.2176)	<i>Review Date</i>	May 2026
<i>Revised Dates</i>			

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Town Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- **determine and regularly review the bank mandate for all council bank accounts;**

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk with the Finance Officer shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering **any new activity**, the Clerk with the Finance Officer shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Finance Officer. The member shall sign and date the reconciliations as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance and General Purposes Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2 **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5 **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6 **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7 The internal auditor shall be appointed by the Finance and General Purposes Committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8 The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

4. Budget and precept

4.1 Before setting a precept, the council must calculate its council tax (England) budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the Personnel Committee at least **annually in February** for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee.

4.3 No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year

4.4 Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance and General Purposes Committee no later than the end of November each year.

4.5 The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance and General Purposes Committee and a recommendation made to the council.

- 4.6 Having considered the proposed budget, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.7 **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.8 The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.9 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

5. Procurement

- 5.1 **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from at least three suppliers.
- 5.2 Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.3 **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.4 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.10) obtain prices as follows:
- 5.5 For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Finance and General Purposes Committee OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.6 **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.7 Where the value is between £1,000 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.8 Where the value is between £3,001 and £25,000, the Clerk shall try to obtain 3 quotes from suppliers.
- 5.9 For smaller purchases, the clerk shall seek to achieve value for money.

5.10 Contracts must not be split to avoid compliance with these rules.

- 5.11 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.12 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or to the Finance and General Purposes Committee. Avoidance of competition is not a valid reason.
- 5.13 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.14 Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £3,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the Finance and General Purposes Committee for any items above £3,000 and below £10,000 excluding VAT.
 - Finance and General Purposes Committee or council for all items of expenditure within their delegated budgets for items above £10,000 excluding VAT.
 - In respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- 5.15 No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.16 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council or relevant committee as soon as practicable thereafter.
- 5.17 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council or relevant committee is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.18 Copies of orders shall be retained.

6. Banking and payments

- 6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO or Finance Officer and authorised by the council; banking arrangements shall not be delegated to a committee. The arrangements shall be reviewed annually for security and efficiency.
- 6.2 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing.
- 6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked by the RFO or Finance Officer. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO. Where the RFO is absent, another suitable officer will undertake this check and sign this statement.
- 6.4 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5 All payments shall be made by online banking or cheque
- 6.6 The Clerk and Finance Officer shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £3,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and Finance Officer certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and General Purposes Committee.

7. Electronic payments

- 7.1 Where internet banking arrangements are made with any bank, the RFO and Finance Officer shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any

~~online approval process.~~ The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

- 7.2 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- ~~7.3 Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.~~
- ~~7.4 Evidence shall be retained showing which members approved the payment online~~ and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.5 A full list of all payments made in a month shall be provided to the next Finance and General Purposes meeting.
- 7.6 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.7 Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1 Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two bank signatories.
- 8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

- 9.1 Any Debit Card issued for use will be specifically restricted to the Clerk and the Finance Officer will also be restricted to a single transaction maximum value of £1,000.
- 9.2 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the RFO.
- 9.3 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Finance Officer and any balance shall be paid in full each month.

10. Petty Cash

- 10.1 The RFO can maintain a petty cash float/impress account of up to £300 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

11. Payment of salaries and allowances

11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3 Salary rates shall be agreed by the council, or by the Personnel Sub-Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or by the Personnel Sub-Committee.

11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

11.7 Any termination payments shall be supported by a report to the council or to the Personnel Sub-Committee, setting out a clear business case. Termination payments shall only be authorised by the full council or by the Personnel Sub-Committee.

11.8 Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council or Finance and General Purposes and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2 Any financial arrangement which does not require formal borrowing approval **from the PWLB** (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council or by the Finance and General Purposes, following a written report on the value for money of the proposed transaction.
- 12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4 All investment of money under the control of the council shall be in the name of the council.
- 12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO or Finance Officer.
- 13.2 Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.3 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.4 Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.5 The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.6 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2 Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4 The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1 The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

- 16.5 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to council or Finance and General Purposes with a full business case.

17. Insurance

- 17.1 The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2 The Clerk shall give prompt notification to the Finance Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3 The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Finance and General Purposes at the next available meeting. The Finance Officer shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined.

18. Charities

- 18.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1 The council shall review these Financial Regulations annually and following any change of Clerk or Finance Officer. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

- 19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.