

FOLKESTONE TOWN COUNCIL



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FINANCE & GENERAL PURPOSES COMMITTEE AGENDA

Meeting: Finance and General Purposes Committee
Date: Thursday 11 June 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. APPOINTMENT OF CHAIR

To appoint a Chair for the Finance and General Purposes Committee for the 2026/27 Municipal Year.

3. APPOINTMENT OF VICE CHAIR

To appoint a Vice Chair for the Finance and General Purposes Committee for the 2026/27 Municipal Year.

4. DECLARATIONS OF INTERESTS

To receive any declarations of either personal or prejudicial interests that Members may wish to make.

5. MINUTES

To receive the draft minutes of the meeting of the Finance and General Purposes Committee held on 16 April 2026 and to authorise the Chair of the Committee to sign them as a correct record.

6. REVIEW OF TERMS OF REFERENCE

In line with the Town Council's adopted Standing Orders, the Committee is asked to consider the Terms of Reference for the Finance and General Purposes Committee. Any changes which the Committee wishes to make must be approved by Full Council at a future meeting. The proposed amended version is attached.

7. PERSONNEL SUB-COMMITTEE MINUTES

The Committee is asked to receive and note the minutes of the Personnel Sub-Committee meeting held on 16 April 2026.

8. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 April 2025 to 31 May 2026.

9. SCHEDULE OF RECEIPTS

The attached schedule details receipts received between 1 April to 31 May 2026.

10. BUDGET MONITORING STATEMENT 2026/27

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

11. BANK RECONCILIATION

The bank reconciliation statements at 30 April 2026 and 31 May 2026 are attached for information and are to be signed by a Member other than the Chair or a bank signatory.

12. WARD GRANTS

The Ward Grant list below is recommended to be approved.

Folkestone Festivals	Summer Season of Bands on Bandstand	£300.00	Liz McShane
Folkestone Festivals	Summer Season of Bands on Bandstand	£250.00	A Akuffo-Kelly
Folkestone Festivals	Summer Season of Bands on Bandstand	£250.00	L Davison
Folkestone Festivals	Summer Season of Bands on Bandstand	£250.00	C Dickinson
Folkestone Festivals	Summer Season of Bands on Bandstand	£300.00	K Leigh
Folkestone Festivals	Summer Season of Bands on Bandstand	£300.00	A Lockwood
Folkestone Festivals	Summer Season of Bands on Bandstand	£200.00	J Renshaw
Folkestone Festivals	Summer Season of Bands on Bandstand	£400.00	C McConville
Folkestone Festivals	Summer Season of Bands on Bandstand	£300.00	J Darling
Folkestone Twirlstars	Music Player	£150.00	L McGirr
ShivaNova Ltd/ Equator Festival	World in a Tent Multicultural Festival	£300.00	J Renshaw
All Souls' Church PCC	Replacement of Church Boiler	£250.00	P Gane
All Souls' Church PCC	Replacement of Church Boiler	£250.00	R West
All Souls' Church PCC	Replacement of Church Boiler	£250.00	J Renshaw
All Souls' Church PCC	Replacement of Church Boiler	£250.00	J Darling
Strange Cargo	Charivari	£500.00	J Darling
Folkestone Live CIC	Folkestone Live, Festival of theatre and comedy	£200.00	B Walker
Folkestone Live CIC	Folkestone Live, Festival of theatre and comedy	£421.00	T Prater
Heal a Generation	Steady Ground: Regulation & Connection Folkestone	£250.00	L McShane
Common Grounding	Homeward Festival for Refugee Week in Folkestone & Hythe	£500.00	L McShane

13. WARD GRANT BALANCES

For information, the attached shows Ward Grant balances available to each Councillor as at 11 June 2026.

14. FINANCIAL REGULATIONS

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

15. 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.

16. DATE OF NEXT MEETING

20 August 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 16 April 2026 at 7.00pm.

PRESENT:

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

APOLOGIES:

Councillor Abena Akuffo-Kelly

ABSENT:

Councillor Connor McConville

OFFICERS PRESENT:

Toni Brenchley – Town Clerk
Karen Palmer – Finance Officer

1833. APOLOGIES FOR ABSENCE

Apologies received from Councillor Abena Akuffo-Kelly

RESOLVED: To approve apologies from Councillor Abena Akuffo-Kelly

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

1834. DECLARATIONS OF INTERESTS

Cllr Peter Gane and Cllr Nicola Keen declared an interest in agenda item 13, as both are members of the Cheriton Events Committee.

1835. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 12 February 2026 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 12 February 2026 be signed as a correct record.

Proposed: Councillor Jackie Meade
Seconded: Councillor Kieran Leigh
Voting: F: 10, Ag: 0, Ab: 0

1836. PERSONNEL SUB-COMMITTEE MINUTES

The Committee received and noted the minutes of the Personnel sub-Committee meeting held on 12 February 2026.

1837. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 February 2026 and 31 March 2026.

Cllr Meade asked for clarity on whether the policy guidance regarding ward grants for churches was being adhered to. It was agreed that the grants being made only related to inclusive community-based activity and were not exclusively for one religious group.

RESOLVED: That the Schedule of Payments for the period 1 February 2026 to 31 March 2026 be accepted.

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

1838. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 February 2026 and 31 March 2026.

RESOLVED: That the Schedule of Receipts for the period 1 February 2026 to 31 March 2026 be accepted.

Proposed: Councillor Peter Gane
Seconded: Councillor Belinda Walker
Voting: F: 10, Ag: 0, Ab: 0

1839. 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 budget position but highlighted that all year-end accruals had not yet been made. Cllr Gane thanked the Finance Officer for keeping the expenditure within budget.

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

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

1840. BANK RECONCILIATION

The bank reconciliation statements as at 28 February 2026 and 31 March 2026 were noted by the Committee and signed by a Member other than the Chair.

RESOLVED: That the bank reconciliations for the periods February 2026 and March 2026 be accepted.

Proposed: Councillor Adrian Lockwood

Seconded: Councillor Belinda Walker

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

1841. WARD GRANTS

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

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

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

Proposed: Councillor Jackie Meade

Seconded: Councillor Nicola Keen

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

1842. WARD GRANT BALANCES

The Committee noted the Ward Grant balances as at 16 April 2026.

1843. FINANCE & GENERAL PURPOSES – KEY PERFORMANCE INDICATORS (KPIs)

The Committee received report F/26/415, reviewed the existing KPI's, and considered any proposed amendments.

RESOLVED: To note the report and approve the proposed KPI's.

Proposed: Councillor Tim Prater
Seconded: Councillor Belinda Walker
Voting: F: 10, Ag: 0, Ab: 0

1844. FINANCIAL REGULATIONS

The Committee received the updated Financial Regulations.

RESOLVED: To defer approval of the Financial Regulations. An amendment is to be added to paragraph 6.3 clarifying that two officers are always involved in paying invoices. The Financial Regulations are to be brought back to F&GP Committee on the 11 June, and the payment and authorisation process reviewed.

Proposed: Councillor Tim Prater
Seconded: Councillor Peter Gane
Voting: F: 10, Ag: 0, Ab: 0

1845. FOLKESTONE TOWN CENTRE AND CHERITON CHRISTMAS LIGHTING INSTALLATIONS

The Committee noted the update from Town Clerk regarding the removal of Christmas Lights from trees in Folkestone and Cheriton. It was agreed to defer any decision on the use of reserves until KCC officers have undertaken a full inspection.

1846. TOWN HALL & ASSETS MAINTNENACE & REPAIRS UPDATE

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

Fire Escape – Building Regs approval received.

Fixed Electrical Certificate – Awaiting date from the contractor to complete remedial works required.

Community Minibus – Following an accident while the vehicle was hired out, an insurance claim is currently in progress.

Bus Shelter, Nailbox (Shorncliffe Road) – The roof was severely damaged and removed during a storm. An insurance claim is currently underway.

EXCLUSION OF PRESS AND PUBLIC

The remainder of the Minutes 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 was debated. Press and members of the public left.

RESOLVED: That the press and members of the public be excluded for the remainder of the meeting.

Proposed: Councillor Jackie Meade
Seconded: Councillor Belinda Walker
Voting: F: 10, Ag: 0, Ab: 0

1847. CINEMA LEASE

The Town Clerk provided an update to the Committee on the current situation regarding the Cinema lease.

RESOLVED: That the Town Clerk write to the cinema tenant on behalf of the Councillors, expressing their strong support and requesting a meeting to explore a way forward and identify a workable solution.

Proposed: Councillor Bridget Chapman
Seconded: Councillor Nicola Keen
Voting: F: 10, Ag: 0, Ab: 0

1848. DATE OF NEXT MEETING:

11 June 2026 at 7.00pm

The meeting concluded at 7.50pm

Chair.....

Date.....



FOLKESTONE TOWN COUNCIL

TERMS OF REFERENCE

Finance and General Purposes Committee

Adopted 13 June 2024 – Finance and General Purposes Committee – Minute 1662.

1. Membership
 - a) There will be a maximum of twelve members.
2. To exercise the powers and duties of the Town Council in financial matters, including:
 - b) All applications for financial assistance.
 - c) Accounting, banking and payroll arrangements.
 - d) Insurance.
 - e) Advertising.
 - f) Staff Costs.
 - g) Subscriptions.
 - h) Charitable Trusts and voluntary organisations.
 - i) Management of the Town Council's premises, administration and capital expenditure.
 - j) The Town Council's income and expenditure including the Annual Town meeting.
 - k) Councillors' training and expenses; and gifts and presentations.
 - l) Health and Safety.
3. To consider and make recommendations on:
 - m) All financial matters affecting the Town Council, including Precepts, budgets, accounts, payments and contracts.
 - n) All ward grant applications will go through the Finance & General Purposes Committee for approval, a minimum attendance of any three Councillors.
 - o) Through the Personnel Sub-committee, the appointment, pay, superannuation and

conditions of service of Town Council staff and staff/councillor training.

- p) Staff and Council member training.
 - q) The Town Council's premises.
 - r) Mayoral costs, including the civic car.
 - s) Town Council vacancies and electoral arrangements.
 - t) Twinning and friendship links.
 - u) The implementation of the Council's aims and objectives.
 - v) The Chair or Vice Chair be involved in the selection and engagement of professional advisors.
 - w) All statutory and legal matters affecting the Town Council (including byelaws).
 - x) Complaints procedures and the resolution of complaints received.
4. To prepare budgetary forecasts, where necessary, on any of the above activities for inclusion in the Town Council's budget for the following financial year and consider these in the calculation of the precept.
 5. To consider and make recommendations to the Council on any changes to these terms of reference that might be required to enable the committee to adapt to changing circumstances and be better prepared to carry out its mission.

FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 APRIL TO 31 MAY 2026					
Date	Supplier	Code	Voucher	Total	Description
02/04/2026	Folkestone & Hythe District Council	Business Rates	1	£28,665.00	Town Hall business rates 2026/27
02/04/2026	ADM Computing Services	ICT Support	2	£1,525.00	Various monthly IT support and services
10/04/2026	Hopkins+	Premises Expenses	11	£1,320.48	AED Device
10/04/2026	European Postal Systems	Postage	13	£366.01	Franking Machine Annual Maintenance
10/04/2026	Charlier Construction Ltd	Museum/Heritage (reserve use)	14	£39,014.47	Replacement of Fire Escape Stairs & Associated Works
16/04/2026	Godden Allen Lawn Ltd	Consultant Fees	16	£2,950.00	Professional Services - condition survey of Library building
16/04/2026	ADM Computing Services	ICT Support	17	£528.00	Ruckus One Essentials - 1 year subscription 2026/27
16/04/2026	ADM Computing Services	ICT Support	18	£1,525.00	Various IT monthly services
16/04/2026	Freeland Garage Services Limited	Community Minibus Maint	19	£164.40	Carry out inspection and maintenance of Community Minibus
16/04/2026	RBL Trading Ltd	Mayor's Expenses Apr-May	20	£502.50	Poppy Wreaths
16/04/2026	FusionLX	M/H Exhibit Repairs	21	£554.69	replacement handset for Oral History AV equipment
16/04/2026	Amazon Business	Office Stationery	22	£100.22	Decorative Bark for Outside Plant Pots, Office Stationary and Hand Towels for Museum Toilets
16/04/2026	Martello Plastics Ltd	Fuel/Charging Vehicles	26	£1,355.94	Monthly rental of storage unit - April 2026
23/04/2026	Folkestone Music Town	Ward Grants	27	£714.00	Free Workshop Programme - Ward Grant - Supported by Cllr T Prater
23/04/2026	Folkestone Music Town	Ward Grants	28	£300.00	Free Workshop Programme - Ward Grant - Supported by Cllr J Renshaw
23/04/2026	Folkestone Music Town	Ward Grants	29	£200.00	Free Workshop Programme - Ward Grant - Supported by Cllr C Dickinson
23/04/2026	Folkestone Music Town	Ward Grants	30	£677.00	Free Workshop Programme - Ward Grant - Supported by Cllr L McShane
23/04/2026	Folkestone Music Town	Ward Grants	31	£100.00	Free Workshop Programme - Ward Grant - Supported by Cllr A Akuffo-Kelly
23/04/2026	Folkestone Music Town	Ward Grants	32	£200.00	Festival Programme - Ward Grant - Supported by Cllr J Renshaw
23/04/2026	Folkestone Music Town	Ward Grants	33	£300.00	Festival Programme - Ward Grant - Supported by Cllr L Davison
23/04/2026	Folkestone Music Town	Ward Grants	34	£332.00	Festival Programme - Ward Grant - Supported by Cllr L McGirr
23/04/2026	Folkestone Music Town	Ward Grants	35	£100.00	Festival Programme - Ward Grant - Supported by Cllr A Akuffo-Kelly
23/04/2026	Folkestone Music Town	Ward Grants	36	£100.00	Rising Stars Showcase Ages 16-25 - Ward Grant - Supported by Cllr A Akuffo-Kelly
30/04/2026	Folkestone Pride	Ward Grants	37	£350.00	Folkestone Pride 2026 - Ward Grant supported by Cllr J Meade
30/04/2026	Folkestone Pride	Ward Grants	38	£100.00	Folkestone Pride 2026 - Ward Grant supported by Cllr B Walker
30/04/2026	Folkestone Pride	Ward Grants	39	£350.00	Folkestone Pride 2026 - Ward Grant supported by Cllr A Lockwood
23/04/2026	Musical Walkabout CIC	Ward Grants	40	£200.00	Songsters Across Kent - Ward Grant - supported by Cllr B Walker
23/04/2026	St Mary & St Eanswythe with St Saviour Parochial Church C	Ward Grants	41	£225.00	Pew Cushions - ward grant - supported by Cllr A Akuffo-Kelly
30/04/2026	The Folkestone Performing Arts Company	Ward Grants	42	£100.00	Community Theatre Session - Ward Grants - supported by Cllr B Walker
23/04/2026	Kent Association of Local Councils	Subscriptions	43	£3,200.11	KALC subscription 2026/27
23/04/2026	ADMI Doors	Building Repairs/Maint	44	£378.00	Fit Replacement BDE Switch, and monthly service - Automatic Doors
23/04/2026	A B Crush Ltd	Community Minibus Maint	48	£250.00	Repair of Minibus - Excesss
23/04/2026	Red Cross	Staff Training	49	£207.60	Red Cross First Aid Course
30/04/2026	Triple S Lift Services Ltd	Lift Repairs & Servicing	51	£2,584.63	Repairs faults with Lift
30/04/2026	ADM Computing Services	Equipment/Furniture Purchase	53	£1,386.00	Lenovo ThinkBook laptop for office use
30/04/2026	Cleverley & Spencer	Maintenance of Memorials	54	£180.00	Harvey memorial annual cleaning
30/04/2026	KM Media Group Ltd	Tourist Information/Visitor Services	56	£223.20	Town Meeting Newspaper Advert
30/04/2026	Hopkins	Premises Expenses / Telephone Box	57	£498.96	Aftercare for defibrillators - Town Hall (upstairs device) + Telephone Box
30/04/2026	Iain S Radford	M/H Equipment Furniture	60	£342.00	Install electrical point and card donations machine in Museum Foyer
30/04/2026	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	61	£1,971.60	Mowing at play parks - April 2026
30/04/2026	Modes Users Association	M/H Collections Care	62	£342.00	MODES software annual license and support
07/04/2026	SSE Hydro Electric	Services, Heating & Lighting	63	£338.92	Town Hall gas February 2026
12/04/2026	Peninsula	HR/H&S Management Fees	64	£397.07	HR service monthly cost
14/04/2026	Pitney Bowes	Postage	66	£210.50	Franking machine postage top up
27/04/2026	Leppard Cleaning	Cleaning	67	£859.50	Cleaning at Town hall and Museum April 2026
21/04/2026	British Telecom	Telecommunication Services	69	£358.80	Office broadband April 2026
21/04/2026	SSE Hydro Electric	Services, Heating & Lighting	70	£1,037.32	Electricity at Town Hall 01/03/26 - 31/03/26
24/04/2026	Net wages	Salaries, Pensions & NI	72	£27,097.85	Staff salaries April 2026
27/04/2026	Kent Pension Fund	Salaries, Pensions & NI	73	£9,453.24	Employer / Employee Superannuation - April 2026
27/04/2026	HMRC	Salaries, Pensions & NI	74	£11,512.47	PAYE and NI cost - April 2026
28/04/2026	Veolia ES (UK) Ltd	Cleaning	75	£154.73	Refuse collection at Town Hall - March 2026
07/05/2026	Lesley Todd	Mayor's Installation (Annual Meeting)	81	£670.00	Buffet for Mayor Making 5.5.26
07/05/2026	Martello Plastics Ltd	Fuel/Charging Vehicles	82	£1,354.75	Monthly rental of storage unit - May 2026
07/05/2026	Martello Building Consultancy Ltd	Museum/Heritage (reserve use)	83	£280.00	Administrate JCT contract - Fire Escape
07/05/2026	KM Media Group Ltd	Tourist Information/Visitor Services	84	£180.00	Town Meeting Newspaper Advert
07/05/2026	KCS Procurement Services (KCC)	Photocopying	85	£221.94	Office photocopier quarterly lease 12/06/26 - 11/09/26
07/05/2026	Harmer & Sons Grounds Maintenance Ltd	Hire of Facilities (inc. Garage)	86	£414.00	Clear basement / Store barriers for 6 months
07/05/2026	Total Control Services Limited	Building Repairs/Maint	88	£913.20	Update of Optergy system

14/05/2026	Rootes & Alliott	Consultant Fees	108	£500.00	Legal services related to Southern Play Area - lease with Southern Water
14/05/2026	Commercial Services Trading Ltd	Mayoral Car Lease	112	£5,591.84	Mayoral Car lease - annual payment
14/05/2026	Care Anchor CIC/Carmella Martin	Mayor's Expenses Jun-Mar	113	£120.00	Mayor and driver to attend the Great Caresby Charity Soiree
21/05/2026	Orbit Folkestone Ltd	ICT Support	115	£108.00	Creation of Additional Committee Page on website
21/05/2026	Swale Borough Council	CCTV Maintenance	116	£3,600.00	Fibre Line costs - April 2026 - March 2027
21/05/2026	Swale Borough Council	CCTV Maintenance / Monitoring	117	£56,140.30	CCTV Maintenance and Monitoring April 2026 - March 2027
21/05/2026	LOCAL TOILET HIRE	Armed Forces Day	120	£1,116.00	Toilets for Armed Forces Day
28/05/2026	ADM Computing Services	ICT Support	124	£1,526.80	Various monthly IT services
28/05/2026	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	125	£1,971.60	Mowing at Play Parks - May 2026
28/05/2026	Metroline Security Limited	Building Repairs/Maint	126	£201.60	Quarterly payment re Access Control System from 26/05/2026
28/05/2026	War and Peace Displays	Armed Forces Day	131	£1,980.00	WWI Exhibits for Armed Forces Day 2026
05/05/2026	SSE Hydro Electric	Services, Heating & Lighting	134	£216.32	Gas usage at Town Hall 01/03/2026 - 31/03/2026
12/05/2026	Peninsula	HR/H&S Management Fees	135	£397.07	HR and legal advise monthly
20/05/2026	British Telecom	Telecommunication Services	138	£358.80	Office broadband May 2026
28/05/2026	SSE Hydro Electric	Services, Heating & Lighting	139	£942.84	Electricity at Town Hall 01/04/2026 - 30/04/2026
28/05/2026	Veolia ES (UK) Ltd	Cleaning	141	£132.10	Refuse collection at Town Hall - May 2026
26/05/2026	Leppard Cleaning	Cleaning	142	£968.50	Cleaning at Town Hall and Museum May 2026
22/05/2026	Net wages	Salaries, Pensions & NI	143	£27,096.43	Staff salaries May 2026
26/05/2026	Kent Pension Fund	Salaries, Pensions & NI	144	£9,453.24	Employer / Employee Superannuation - May 2026
26/05/2026	HMRC	Salaries, Pensions & NI	145	£11,513.89	PAYE and NI cost- May 2026
			Total	£273,873.43	
PREPAID CARD PAYMENTS					
Date	Supplier	Code	Voucher	Total	Description
01/04/2026	Equals Money	Bank Charges	92	£100.00	Prepaid Card Monthly Plan charges
01/04/2026	CollecTin	M/H Equipment Furniture	91	£462.00	Card Donation Machine for Museum foyer
14/04/2026	Folkestone Garden Centre	Premises Expenses	93	£32.99	Ivy for plant pots outside Town Hall
15/04/2026	Canterbury City Council	Mayor's Expenses Apr-May	94	£110.00	Mayor attending Lord Mayor's Gala, Canterbury - 25th April 2026
15/04/2026	Amazon Payments UK Limited	Mayor's Expenses Apr-May	95	£20.00	Voucher for Cadet Mayor's Expenses
23/04/2026	Folkestone & Hythe District Council	Car Allowance (Staff)	96	£80.00	Resident's Parking Permit - Town Clerk
24/04/2026	Folkestone & Hythe District Council	Armed Forces Day	97	£89.00	Premises Licence Variation Application
24/04/2026	Mailchimp	M/H Subscriptions	98	£40.23	Subscription to MailChimp
30/04/2026	Equals Money	Bank Charges	102	£25.00	Monthly fee - prepaid card
30/04/2026	Lidl	Mayor's Installation (Annual Meeting)	99	£22.54	White wine and orange juice for Mayor Making 05-05-26
30/04/2026	Asda Stores Ltd	Mayor's Installation (Annual Meeting)	100	£11.00	Tablecloths and Napkins for Mayor Making 05/05/26
30/04/2026	Poundland	Premises Expenses	101	£10.00	2 x Kodak Battery and Kitchen towel
02/05/2026	Ossies Fish and Chips	Subsistence - Mayor's Attendant	147	£13.50	Fish and Chips for Town Sergeant - Sandwich Event
05/05/2026	Society of Local Council Clerks	Staff Training	150	£10.00	Building Resilience course
05/05/2026	Lidl	Mayor's Installation (Annual Meeting)	148	£28.23	Red wine and orange juice for Mayor Making
05/05/2026	Wickes	Premises Expenses	151	£14.00	Wood & Tape
05/05/2026	MFG Folkestone Service Station	Maint/Service/Repairs External	152	£8.00	Car Wash - Mayoral Car
05/05/2026	Folkestone & Hythe District Council	Armed Forces Day	149	£23.00	Change to designated Premises Supervisor Form
08/05/2026	Wickes	Premises Expenses	153	£28.00	Paint for Town Hall repair
13/05/2026	Poundland	Premises Expenses	154	£7.00	Bin Bags, anti-bac spray, washing up liquid
19/05/2026	CIPD	Subscriptions	155	£199.00	Membership renewal - CIPD
21/05/2026	Folkestone & Hythe District Council	Car Allowance (Staff)	156	£470.00	Renewal of parking permit - Finance Officer
23/05/2026	Mailchimp	M/H Subscriptions	157	£40.47	Subscription to MailChimp
28/05/2026	Folkestone & Hythe District Council	Maint/Service/Repairs External	158	£80.00	Renewal of parking parking - Mayoral Car
28/05/2026	Lidl	Mayor's Expenses Jun-Mar	159	£7.27	Biscuits, squash and sweets for Mayor's educational visit
28/05/2026	Lidl	Mayor's Expenses Jun-Mar	159	£1.18	Biscuits, squash and sweets for Mayor's educational visit
31/05/2026	Equals Money	Bank Charges	160	£25.00	Monthly fee - prepaid card
			Total	£1,957.41	

FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 APRIL TO 31 MAY 2026

Date	Supplier	Code	Voucher	Total	Description
14/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	1	£91.80	Allotment Plot Renewals 2026/27
14/04/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	2	£36.00	Allotment Fee 2026/27
14/04/2026	Tile Kiln Lane Allotment Tenant	Allotment Key	2	£10.00	Allotment Fee 2026/27
14/04/2026	Tile Kiln Lane Allotment Tenant	Allotment deposits	2	£50.00	Allotment Fee 2026/27
10/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	3	£99.60	Allotment Fee 2026/27
10/04/2026	Park Farm Allotment Tenant	Allotment deposits	3	£50.00	Allotment Fee 2026/27
10/04/2026	Park Farm Allotment Tenant	Allotment Key	3	£10.00	Allotment Fee 2026/27
10/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	4	£1.00	Allotment Plot Renewal Fees 2026/27
10/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	5	£1.00	Allotment Plot Renewal Fees 2026/27
10/04/2026	Folkestone Harbour Company Limited	M/H Income	6	£80.00	reproduction of postcards
07/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	7	£84.00	Allotment Plot Renewals 2026/27
07/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	8	£60.60	Allotment Rent Renewals 2026/27 - Plots P44A & P45B
07/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	8	£86.40	Allotment Rent Renewals 2026/27 - Plots P44A & P45B
07/04/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	9	£14.40	Allotment Rent Renewal 2026/27
07/04/2026	Folkestone Primary	M/H Income	10	£330.00	2 x 2 hour Fashionable Folkestone workshops - 5th & 6th May
02/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	11	£38.40	Allotment Plot Renewals 2026/27
01/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	12	£109.20	Allotment Plot Renewals 2026/27
01/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	13	£75.00	Allotment Plot Renewals 2026/27
01/04/2026	Folkestone & Hythe District Council	Precept	16	£563,183.50	First half of precept 2026/27
02/04/2026	Folkestone & Hythe District Council	Investment Interest	17	£4,316.71	Investment Interest received April 2026
02/04/2026	CCLA Public Sector Deposit Fund	Investment Interest	18	£763.12	Investment Interest April 2026
07/04/2026	HM Courts & Tribunals Service	Other Income	19	£4.53	Town Hall window vandalism tribunal reclaim
08/04/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	20	£200.00	Armed Forces Day - Trade Stand
17/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	21	£20.40	Allotment Plot Renewals 2026/27
17/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	22	£24.00	Allotment Plot Renewals 2026/27
17/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	23	£19.20	Allotment Fee 2026/27
17/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	24	£76.32	Allotment Fee 2026/27
17/04/2026	Tile Kiln Lane Allotment Tenant	Allotment deposits	24	£50.00	Allotment Fee 2026/27
17/04/2026	Tile Kiln Lane Allotment Tenant	Allotment Key	24	£10.00	Allotment Fee 2026/27
18/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	27	£76.20	Allotment Fee 2026/27
18/04/2026	Park Farm Allotment Tenant	Allotment Key	27	£10.00	Allotment Fee 2026/27
18/04/2026	Park Farm Allotment Tenant	Allotment deposits	27	£50.00	Allotment Fee 2026/27
18/04/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	28	£100.00	Armed Forces Day - Trade Stand
21/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	29	£3.00	Allotment Plot Renewals 2026/27
22/04/2026	Park Farm Allotment Tenant	Allotment deposits	30	£50.00	Allotment Fee 2026/27
23/04/2026	With Good Company	M/H Income	31	£33.00	Education Room booking
23/04/2026	With Good Company	M/H Income	31	£33.00	Education Room booking
24/04/2026	Seabrook Primary	M/H Income	32	£75.00	1 hour Dino's, Rocks and Fossils - 29th April 2026
24/04/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	33	£50.00	Armed Forces Day - Trade Stand
24/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	34	£48.00	Allotment Fee 2026/27
24/04/2026	Park Farm Allotment Tenant	Allotment Key	34	£10.00	Allotment Fee 2026/27
24/04/2026	Park Farm Allotment Tenant	Allotment deposits	34	£50.00	Allotment Fee 2026/27
24/04/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	35	£63.36	Allotment Rent Renewals 2026/27
25/04/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	36	£50.00	Armed Forces Day - Trade Stand

25/04/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	37	£50.00	Armed Forces Day - Trade Stand
26/04/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	38	£100.00	Armed Forces Day - Trade Stand
27/04/2026	Churchill School	M/H Income	39	£200.00	2 x 1 hour Dinosaurs, Rocks and Fossils workshops - 31st March 2026
29/04/2026	St Eanswythe's CE Primary School	M/H Income	40	£200.00	2 hour Dino's Rocks and Fossils workshop - 1st July 2026
01/04/2026	HSBC Deposit Account	Investment Interest	41	£57.32	Bank interest April 2026
01/04/2026	Museum Shop	M/H Retail Sales	44	£6.79	Various retail sales
02/04/2026	Museum Shop	M/H Retail Sales	45	£2.86	Various retail sales
07/04/2026	Museum Shop	M/H Retail Sales	46	£1.89	Sale of postcards and Museum Donation
07/04/2026	Museum Shop	M/H Donations	46	£2.91	Sale of postcards and Museum Donation
08/04/2026	Museum Shop	M/H Retail Sales	47	£4.36	Various retail sales
09/04/2026	Museum Shop	M/H Retail Sales	48	£14.48	Various retail sales and donation
09/04/2026	Museum Shop	M/H Donations	48	£9.70	Various retail sales and donation
14/04/2026	Museum Shop	M/H Retail Sales	50	£6.78	Sale of toy
15/04/2026	Museum Shop	M/H Retail Sales	51	£7.23	Various retail sales
17/04/2026	Museum Shop	M/H Retail Sales	52	£2.42	Retail sale
18/04/2026	Museum Shop	M/H Retail Sales	53	£36.75	Various retail sales and donation
18/04/2026	Museum Shop	M/H Donations	53	£9.70	Various retail sales and donation
21/04/2026	Museum Shop	M/H Retail Sales	54	£9.45	Various retail sales
22/04/2026	Museum Shop	M/H Retail Sales	55	£13.09	Sale of book
23/04/2026	Museum Shop	M/H Retail Sales	56	£16.47	Various retail sales
24/04/2026	Museum Shop	M/H Income	57	£42.67	Various retail sales and workshops
24/04/2026	Museum Shop	M/H Retail Sales	57	£1.46	Various retail sales and workshops
28/04/2026	Museum Shop	M/H Retail Sales	58	£2.67	Retail sale
30/04/2026	Museum Shop	M/H Retail Sales	59	£4.85	Various retail sales
01/04/2026	Museum Shop	M/H Income	60	£8.00	Cash donations, retail sales and workshops
01/04/2026	Museum Shop	M/H Retail Sales	60	£5.75	Cash donations, retail sales and workshops
01/04/2026	Museum Shop	M/H Donations	60	£77.41	Cash donations, retail sales and workshops
06/04/2026	Paypal	M/H Donations	61	£23.60	Card donation received
06/04/2026	Paypal	M/H Donations	62	£2.95	Card donation received
20/04/2026	Paypal	M/H Donations	63	£5.90	Card donation received
27/04/2026	Paypal	M/H Donations	64	£14.75	Card donation received
01/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	65	£38.99	Allotment Plot Renewals 2026/27
01/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	66	£41.32	Allotment Plot Renewals 2026/27
07/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	67	£128.04	Allotment Plot Renewals 2026/27
08/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	68	£13.34	Allotment Plot Renewals 2026/27
08/04/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	69	£13.34	Allotment Plot Renewals 2026/27
14/04/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	70	£136.89	Allotment Rent Renewals 2026/27
24/04/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	71	£25.96	Allotment Rent Renewals 2026/27
01/05/2026	HSBC Deposit Account	Investment Interest	72	£484.69	Bank interest May 2026
19/05/2026	Boris Vian	M/H Income	73	£195.99	2 x WW2 workshops - 3rd March 2026
20/05/2026	voco The Clifton Folkestone	Sponsorships	74	£1,000.00	Sponsorship for Armed Forces Day 2026
20/05/2026	Sip Sisters Mobile Bar	Sponsorships	75	£100.00	Sponsorship for Armed Forces Day 2026
27/05/2026	St Martin's Church of England Primary School	M/H Income	76	£50.00	WW2 loan box for Term 6
27/05/2026	Tony Vaughan	Meeting Room Hire	77	£22.50	Hire of Folkestone Town Hall meeting room
04/05/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	78	£15.00	Allotment Fee 2026/27
04/05/2026	Park Farm Allotment Tenant	Allotment Key	78	£10.00	Allotment Fee 2026/27
13/05/2026	Tile Kiln Lane Allotment Tenant	Allotment Rents - TKL	79	£71.28	Allotment Fee 2026/27
13/05/2026	Tile Kiln Lane Allotment Tenant	Allotment Key	79	£10.00	Allotment Fee 2026/27

13/05/2026	Tile Kiln Lane Allotment Tenant	Allotment deposits	79	£50.00	Allotment Fee 2026/27
14/05/2026	Eleanor Palmer Primary School	M/H Income	80	£200.00	2 Workshops - 9th June & 29th June 2026
14/05/2026	Sunshine Bistro	Sponsorships	81	£2,000.00	Sponsorship for Armed Forces Day 2026
14/05/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	82	£39.60	Allotment Fee 2026/27
14/05/2026	Park Farm Allotment Tenant	Allotment Key	82	£10.00	Allotment Fee 2026/27
14/05/2026	Park Farm Allotment Tenant	Allotment Deposit Refund	82	£50.00	Allotment Fee 2026/27
08/05/2026	The Folkestone Leas Lift Company CIO	M/H Income	83	£165.00	Session with Leas Lift on 21st May 2026
05/05/2026	Folkestone Pride	Bus Shelter Advertisement	84	£80.00	Bus Shelter Advertisement at Old High Street - May - July 2026
01/05/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	85	£100.00	Armed Forces Day - Trade Stand
04/05/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	86	£100.00	Armed Forces Day - Trade Stand
06/05/2026	HM Courts & Tribunals Service	Other Income	87	£2.26	Town Hall window vandalism tribunal reclaim
05/05/2026	CCLA Public Sector Deposit Fund	Investment Interest	88	£741.62	Investment interest May 2026
05/05/2026	Zurich Insurance Company Ltd	Other Income	89	£2,916.80	Zurich Insurance claim - Bus Shelter
05/05/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	90	£50.00	Armed Forces Day - Trade Stand
06/05/2026	HMRC	VAT Reimbursement	91	£20,640.19	VAT reclaim Jan26 - Mar26
07/05/2026	Royal Society Places of Science	M/H Royal Society Grant	92	£1,268.35	Grant - Royal Society Places of Science
08/05/2026	South East Museums	M/H Emergency Grant	93	£5,000.00	Emergency Grant - South East Museums
08/05/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	94	£50.00	Armed Forces Day - Trade Stand
10/05/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	95	£50.00	Armed Forces Day - Trade Stand
11/05/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	96	£100.00	Armed Forces Day - Trade Stand
13/05/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	97	£50.00	Armed Forces Day - Trade Stand
14/05/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	98	£50.00	Armed Forces Day - Trade Stand
18/05/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	99	£50.00	Armed Forces Day - Trade Stand
27/05/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	100	£100.00	Armed Forces Day - Trade Stand
28/05/2026	Armed Forces Day Trader	Other Income Armed Forces' Day	101	£100.00	Armed Forces Day - Trade Stand
04/05/2026	Paypal	M/H Donations	102	£2.95	Card donation received
11/05/2026	Paypal	M/H Donations	103	£5.90	Card donation received
18/05/2026	Paypal	M/H Donations	104	£8.85	Card donation received
25/05/2026	Paypal	M/H Donations	105	£8.85	Card donation received
01/05/2026	Museum Shop	M/H Retail Sales	106	£12.23	Donation and sales of books
01/05/2026	Museum Shop	M/H Donations	106	£4.74	Donation and sales of books
06/05/2026	Museum Shop	M/H Retail Sales	107	£1.39	Donation and various retail sales
06/05/2026	Museum Shop	M/H Donations	107	£3.46	Donation and various retail sales
07/05/2026	Museum Shop	M/H Income	108	£4.00	Various retail sales, workshop and donation
07/05/2026	Museum Shop	M/H Retail Sales	108	£147.19	Various retail sales, workshop and donation
07/05/2026	Museum Shop	M/H Donations	108	£5.00	Various retail sales, workshop and donation
08/05/2026	Benenden Primary School	M/H Income	109	£50.00	Hire of Rocks, Fossils and Dinosaur's loan box 20-04-26 to 20-05-26
06/05/2026	Museum Shop	M/H Retail Sales	110	£7.75	Various retail sales
08/05/2026	Museum Shop	M/H Retail Sales	111	£8.00	Retail sale
09/05/2026	Museum Shop	M/H Retail Sales	112	£14.25	Various retail sales
12/05/2026	Museum Shop	M/H Donations	113	£4.85	Donation
13/05/2026	Museum Shop	M/H Donations	114	£10.67	Various retail sales
15/05/2026	Museum Shop	M/H Retail Sales	115	£0.97	Retail sale
16/05/2026	Museum Shop	M/H Donations	116	£9.70	Donation
19/05/2026	Museum Shop	M/H Retail Sales	117	£2.18	Retail sale
20/05/2026	Museum Shop	M/H Retail Sales	118	£12.59	Various retail sales
21/05/2026	Museum Shop	M/H Retail Sales	119	£4.60	Various retail sales
23/05/2026	Museum Shop	M/H Retail Sales	120	£26.79	Various retail sales

			Total	£608,217.02	
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FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2026/2027

	ORIGINAL BUDGET 2026/2027 £	EARMARKED VIREMENTS 2026/2027 £	REVISED BUDGET 2026/2027 £
Code ADMINISTRATION			
1 SALARIES, PENSIONS & NI	625,950		625,950
2 TOTAL CONTRIBUTION PAY	4,000		4,000
3 STAFF WELLBEING	3,000		3,000
180 AGENCY STAFF / STAFF CONTINGENCY	1,000		1,000
5 STAFF TRAINING	3,600		3,600
8 EQUIPMENT/FURNITURE NEW	5,000		5,000
10 BANK CHARGES	400		400
11 HR/H&S MANAGEMENT FEES	4,020		4,020
12 PRINTING	1,990		1,990
13 OFFICE STATIONERY	1,300		1,300
14 PHOTOCOPYING	940		940
15 POSTAGE & DELIVERY	1,500		1,500
16 TELECOMMUNICATION SERVICES	5,900		5,900
17 ICT SUPPORT	21,000		21,000
156 SUBSCRIPTIONS	6,350		6,350
22 PUBLIC TRANSPORT & CAR PARKS	2,830		2,830
23 SUBSISTENCE ALLOWANCES	100		100
24 CAR ALLOWANCES (Staff)	830		830
27 TO ALLOTMENTS ADMINISTRATION	-9,140		-9,140
TOTAL ADMIN. EXPENDITURE	680,570	0	680,570

28 INVESTMENT INTEREST	25,000		25,000
29 OTHER INCOME	0		0
TOTAL ADMIN. INCOME	25,000	0	25,000

NET ADMIN. EXPENDITURE/INCOME 655,570 0 655,570

DEMOCRATIC COSTS

30 TRAINING/CONFERENCE EXPS (Cllrs.)	500		500
31 CAR ALLOWANCES (Cllrs)	100		100
32 FOLK TC REF/ELECTIONS (TO RESERVE)	12,000		12,000
TOTAL DEMOCRATIC COSTS EXP.	12,600	0	12,600

MAYORALTY

34 CLOTHING & UNIFORMS	600		600
179 SUBSISTENCE - MAYORS ATTENDANT	200		200
35 REGALIA - NEW	1,300		1,300
36 REGALIA - REPAIR & MAINT.	500		500
37 MAYOR'S INSTALLATION (Annual Meeting)	990		990
38 REMEMBRANCE SUNDAY	3,730		3,730
39 CANADA DAY	3,300		3,300
40 WILLIAM HARVEY COMMEMORATION	150		150
41 HOLOCAUST DAY	400		400
178 FUEL/CHARGING CIVIC VEHICLE	720		720
45 MTCE/SERVICE/REPAIRS - EXTERNAL	400		400
46 CAR INSURANCE	620		620

ACTUALS TO 31 MAY 2025 2026/2027 £	TOTAL BUDGET REMAINING 2026/2027 £
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96,127	529,823
0	4,000
105	2,895
0	1,000
183	3,417
1,155	3,845
160	240
668	3,352
0	1,990
26	1,274
308	632
514	986
901	4,999
12,579	8,421
3,711	2,639
60	2,770
18	82
598	232
0	-9,140
117,114	563,456

1,284	23,716
2,924	-2,924
4,207	23,716

112,906 539,740

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

0	600
14	187
0	1,300
0	500
726	264
0	3,730
0	3,300
0	150
0	400
38	682
103	297
301	319

BUDGET TO DATE 2026/2027 %	BUDGET NOTES
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15	Staff cost in line with budget
0	
4	Contribution towards glasses for officer
0	
5	First Aid Course
23	Lenovo laptop for general office use
40	For three bank accounts
17	HR consultant, online staff portal training, staff annual leave record
0	
2	Pens, paper and other stationeries
33	Lease of copier
34	Top up and maintenance of franking machine, delivery charges
15	Office broadband, telephone service, work mobile phones 5x
60	Various IT services, vpn, website hosting, cloud storage backup, online customer support
58	KALC annual membership
2	Reimbursement re various staff bus journeys
18	Meal for Driver
72	Staff work mileage
0	
17	

5	Interest received from 4x savings and investment accounts
0	Window vandalism repayments
17	

17

0	
0	
0	
0	

0	
7	Driver / Town Sergeant subsistence
0	
0	
73	Buffet / drinks / tablecloths and napkins
0	
0	
0	
5	Mayoral car wash
26	Costs related to repair of Mayoral Car
49	Mayor's car insurance

Folkestone Town Council Earmarked Reserves as at 31 May 2026

Earmarked	Opening Balance £	Transfers £	Spend £	Receipts £	Current Balance £
Tree Planting Reserve	59,096.05				59,096.05
Museum/Heritage Reserve	92,644.70		32,745.39		59,899.31
Tourism Reserve	4,735.00				4,735.00
Provision for Bus Shelters	3,500.00				3,500.00
FTC Elections Reserve	23,100.00				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	23,607.19				23,607.19
Neighbourhood Fund (CIL)	131,890.56				131,890.56
Christmas Gifts for Children	2,216.70				2,216.70
Community Transport	1,839.53				1,839.53
Allotment Deposits	2,500.00				2,500.00
Ward Grants Reserve	25,680.50				25,680.50
Christmas Lights Reserve	25,491.00				25,491.00
Total	415,372.35	0.00	32,745.39	0.00	382,626.96
GENERAL FUND					655,616.18
TOTAL FUNDS					1,038,243.14

Earmarked Reserve Spent Breakdown:

Earmarked Reserve	Description	Amount
Museum/Heritage Reserve	Replacement of Fire Escape Stairs & Associated Works	£32,745.39

Folkestone Town Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2026		
	Cash in Hand 01/04/2026		725,803.23
	ADD Receipts 01/04/2026 - 30/04/2026		571,858.11
			1,297,661.34
	SUBTRACT Payments 01/04/2026 - 30/04/2026		148,081.46
A	Cash in Hand 30/04/2026 (per Cash Book)		1,149,579.88
	Cash in hand per Bank Statements		
	HSBC Current Account 30/04/2026	100,473.22	
	HSBC Deposit Account 30/04/2026	423,936.37	
	HSBC Receipts Account 30/04/2026	16,679.67	
	Credit Card (FairFX) 30/04/2026	1,059.24	
	Museum Shop Float 30/04/2026	100.00	
	Short Term Investment Account 30/04/2026	240,000.00	
	Unity Trust Bank 30/04/2026	44,182.48	
	Cambridge Building Society 30/04/2026	83,148.90	
	CCLA Public Sector Deposit Fund 30/04/2026	240,000.00	
			1,149,579.88
	Less unrepresented payments		
			1,149,579.88
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,149,579.88
	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 31/05/2026			
	Cash in Hand 01/04/2026			725,803.23
	ADD			
	Receipts 01/04/2026 - 31/05/2026			608,087.68
				1,333,890.91
	SUBTRACT			
	Payments 01/04/2026 - 31/05/2026			278,017.73
A	Cash in Hand 31/05/2026 (per Cash Book)			1,055,873.18
	Cash in hand per Bank Statements			
	HSBC Current Account	31/05/2026	100,110.95	
	HSBC Deposit Account	31/05/2026	330,421.06	
	HSBC Receipts Account	31/05/2026	17,033.71	
	Credit Card (FairFX)	31/05/2026	876.08	
	Museum Shop Float	31/05/2026	100.00	
	Short Term Investment Account	31/05/2026	240,000.00	
	Unity Trust Bank	31/05/2026	44,182.48	
	Cambridge Building Society	31/05/2026	83,148.90	
	CCLA Public Sector Deposit Fund	31/05/2026	240,000.00	
				1,055,873.18
	Less unrepresented payments			
				1,055,873.18
	Plus unrepresented receipts			
B	Adjusted Bank Balance			1,055,873.18
	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	£775.00	£1,516.00		
LAURA DAVISON	Folkestone Broadmead	£1,457.50	£550.00	£907.50		
JOHN RENSHAW	Cheriton West	£2,618.50	£1,250.00	£1,368.50		
PETER GANE	Cheriton West	£2,722.50	£250.00	£2,472.50		
CHARLIE BAIN SMITH	Folkestone Central	£4,691.00	£0.00	£4,691.00		
CHRISTINE DICKINSON	Folkestone Harbour	£2,349.00	£750.00	£1,599.00		
ADRIAN LOCKWOOD	East Folkestone	£3,555.00	£650.00	£2,905.00		
JANE DARLING	Cheriton East	£2,830.30	£550.00	£2,280.30		
LIZ McSHANE	Folkestone Central	£2,141.00	£1,727.00	£414.00		
LUCY McGIRR	East Folkestone	£1,505.00	£482.00	£1,023.00		
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	£400.00	£2,940.00		
JACKIE MEADE	East Folkestone	£2,540.00	£350.00	£2,190.00		
TIM PRATER	Folkestone Harvey West	£1,135.00	£1,135.00	£0.00		
BELINDA WALKER	Folkestone Central	£2,161.00	£500.00	£1,661.00		
KIERAN LEIGH	Folkestone Broadmead	£2,948.00	£300.00	£2,648.00		
ROGER WEST	Cheriton West	£2,852.50	£250.00	£2,602.50		
TOTAL		£45,180.30	£9,919.00	£35,261.30		
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



FOLKESTONE TOWN COUNCIL FINANCIAL REGULATIONS

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<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 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. Two officers should be involved in payment of every invoice; one officer to prepare and make the payment and the other officer to authorise the payment.

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.