

FOLKESTONE TOWN COUNCIL



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Date of publication: 14 August 2026

FINANCE & GENERAL PURPOSES COMMITTEE AGENDA

Meeting: Finance and General Purposes Committee
Date: Thursday 20 August 2026
Time: 7.00 p.m.
Place: Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone.
To: The Finance and General Purposes Committee

YOU ARE HEREBY SUMMONED to attend a meeting of the Finance and General Purposes Committee on the date and at the time and place shown above to transact the business shown on the agenda below. The meeting will be open to the press and public.

Any member who wishes to have information on any matter arising on the Agenda which is not fully covered in these papers is requested to contact the Town Clerk prior to the meeting.

T Brenchley
Town Clerk & Responsible Financial Officer

1. APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence.

2. DECLARATIONS OF INTERESTS

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

3. MINUTES

To receive the draft minutes of the meeting of the Finance and General Purposes Committee held on 11 June 2026 and to authorise the Chair of the Committee to sign them as a correct record.

4. SCHEDULE OF PAYMENTS

The attached schedule details payments made between 1 June to 31 July 2026.

5. SCHEDULE OF RECEIPTS

The attached schedule details receipts received between 1 June to 31 July 2026.

6. 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 July 2026.

7. BANK RECONCILIATION

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

8. CONFIRMATION OF CONTINUED APPOINTMENT OF INTERNAL AUDITOR

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

9. WARD GRANTS

The Ward Grant list below is recommended to be approved.

Heal a Generation	Steady Ground: Regulation & Connection Folkestone	£250.00	N Keen
Heal a Generation	Steady Ground: Regulation & Connection Folkestone	£200.00	B Walker
FTC	Grace Hill	£500.00	A Lockwood
FTC	Grace Hill	£500.00	B Chapman
FTC	Grace Hill	£500.00	B Walker
Folkestone Rescue	New Rescue Boat	£400.00	N Keen
Folkestone Rescue	New Rescue Boat	£250.00	C Dickinson
Shepway Spectrum Arts	Window Repairs Parts 3&4	£300.00	J Meade
Shepway Spectrum Arts	Window Repairs Parts 3&4	£310.00	L McGirr
Shepway Spectrum Arts	Window Repairs Parts 3&4	£150.00	B Walker
Shepway Spectrum Arts	Window Repairs Parts 3&4	£400.00	C McConville
Shepway Spectrum Arts	Window Repairs Parts 3&4	£180.00	L Davison
Shepway Spectrum Arts	Window Repairs Parts 3&4	£180.00	K Leigh
Shepway Spectrum Arts	Window Repairs Parts 3&4	£180.00	A Lockwood
New Folkestone Society	Remembrance - son et lumière	£200.00	A Lockwood
New Folkestone Society	Remembrance - son et lumière	£250.00	J Meade
The Bayle Residents Association	Bayle in Bloom	£200.00	B Walker
The Beacon	Sensory Garden	£300.00	J Meade
The Beacon	Sensory Garden	£100.00	K Leigh

10. WARD GRANT BALANCES

For information, the attached shows Ward Grant balances available to each Councillor as at 20 August 2026.

11. FTC COMMUNITY MINIBUS – PROPOSED TRANSFER

Councillors are asked to consider Report F/26/421 and the associated recommendations in relation to the proposed transfer of the Community Minibus to The Beacon School.

12. COMMUNITY INFRASTRUCTURE FUNDING FOR PROJECTS

Councillors are asked to consider report F/26/424 and the associated recommendations to approve the release of £33,000 from Community Infrastructure Levy (CIL) reserves to enable the progression of projects approved by the Community, Climate & Environment Committee.

13. TOWN HALL & ASSETS MAINTENANCE 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.

14. DATE OF NEXT MEETING

22 October at 7.00pm.

Parking available for Councillors @ 6.00pm on the precinct area at the front of the Town Hall.

Finance & General Purposes Committee Members

1. Cllr Belinda Walker
2. Cllr Nicola Keen
3. Cllr Jackie Meade
4. Cllr Connor McConville
5. Cllr Adrian Lockwood
6. Cllr Bridget Chapman
7. Cllr Laura Davison
8. Cllr Christine Dickinson
9. Cllr Kieran Leigh
10. Cllr Tim Prater
11. Cllr Abena Akuffo-Kelly
12. Cllr Peter Gane



FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held at Folkestone Town Council Offices, Town Hall, 1-2 Guildhall Street, Folkestone on Thursday 11 June 2026 at 7.00pm.

PRESENT:

Councillors Connor McConville, Jackie Meade, Laura Davison, Peter Gane, Adrian Lockwood, Tim Prater, Belinda Walker, Christine Dickinson and Abena Akuffo-Kelly

APOLOGIES:

Councillors Nicola Keen, Keiran Leigh and Bridget Chapman

OFFICERS PRESENT:

Toni Brenchley – Town Clerk
Karen Palmer – Finance Officer

1848. APOLOGIES FOR ABSENCE

Apologies were noted from Councillors Nicola Keen, Keiran Leigh and Bridget Chapman.

1849. APPOINTMENT OF CHAIR

Nominations for the appointment of Chair of Finance and General Purposes Committee for the Municipal Year 2026/27 were sought.

PROPOSAL: That Councillor Adrian Lockwood be appointed as Chair for the Committee for the 2026/27 Municipal Year

Proposed: Councillor Jackie Meade

Seconded: Councillor Belinda Walker

Voting: F: 3, Ag: 0, Ab: 0

This Motion was lost.

RESOLVED: That Councillor Connor McConville be appointed as Chair of Finance and General Purposes Committee for the 2026/27 Municipal Year.

Proposed: Councillor Tim Prater

Seconded: Councillor Christine Dickinson

Voting: F:6, Ag:2, Ab:0

1850. APPOINTMENT OF VICE CHAIR

Nominations for the appointment of Vice Chair of Finance and General Purposes Committee for the Municipal Year 2026/27 were sought.

RESOLVED: That Councillor Tim Prater be appointed as Vice Chair of Finance and General Purposes Committee for the 2026/27 Municipal Year.

Proposed: Councillor Peter Gane
Seconded: Councillor Adrian Lockwood
Voting: F: 9, Ag: 0, Ab: 0

1851. DECLARATIONS OF INTERESTS

There were no declarations of interest.

1852. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 16 April 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 16 April 2026 be signed as a correct record.

Proposed: Councillor Peter Gane
Seconded: Councillor Jackie Meade
Voting: F: 9, Ag: 0, Ab: 0

1853. REVIEW TERMS OF REFERENCE

In line with the Council's Standing Orders, the Committee was asked to consider the Terms of Reference for the Finance and General Purposes Committee.

RESOLVED: That the Terms of Reference be approved.

Proposed: Councillor Peter Gane
Seconded: Councillor Belinda Walker
Voting: F: 9, Ag: 0, Ab: 0

1854. PERSONNEL SUB-COMMITTEE MINUTES

The Committee received and noted the minutes of the Personnel Sub-Committee meeting held on 16 April 2026.

1855. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 April 2026 and 31 May 2026.

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

Proposed: Councillor Jackie Meade
Seconded: Councillor Tim Prater
Voting: F: 9, Ag: 0, Ab: 0

1856. SCHEDULE OF RECEIPTS

The Committee considered the schedule of receipts made between 1 April 2026 and 31 May 2026.

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

Proposed: Councillor Peter Gane

Seconded: Councillor Belinda Walker

Voting: F: 9, Ag: 0, Ab: 0

1857. BUDGET MONITORING STATEMENT 2026/27

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

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

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

Proposed: Councillor Jackie Meade

Seconded: Councillor Belinda Walker

Voting: F: 9, Ag: 0, Ab: 0

1858. BANK RECONCILIATION

The bank reconciliation statements as at 30 April and 31 May 2026 were noted by the Committee and signed by a Member other than the Chair.

1859. WARD GRANTS

The below list of Ward Grants were received for Committee approval:

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

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

Proposed: Councillor Peter Gane
 Seconded: Councillor Belinda Walker
 Voting: F: 9, Ag: 0, Ab: 0

1860. WARD GRANT BALANCES

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

1861. FINANCIAL REGULATIONS

The Committee received the updated Financial Regulations. The Finance Officer / Deputy Town Clerk explained the required amendment had been made to paragraph 6.3 and also that the process for making and authorising payments had been discussed and checked with the Internal Auditor. The Internal Auditor had stated that the present system was adequate, although online authorisation by an officer could be set up to improve the present process of signing a hard-copy payments list.

Councillor Davison asked for paragraphs 7.2 and 7.6 to exclude a reference to Councillors having pin numbers for online banking.

RESOLVED: To approve the Financial Regulations with amendments to paragraphs 7.2 & 7.6 as requested.

Proposed: Councillor Tim Prater
 Seconded: Councillor Jackie Meade
 Voting: F: 9, Ag: 0, Ab: 0

1862. TOWN HALL & ASSETS MAINTENANCE & REPAIRS UPDATE

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

Fixed Electrical Certificate – Outstanding work has now been completed.

Bus Shelter, Nailbox (Shorncliffe Road) – Replacement will be installed over the next couple of weeks.

2 Grace Hill – The following works are in progress:

- CCTV up and running
- Weekly inspections
- General tidy and clean up of front areas and courtyard
- Decals on front noticeboards
- Fire alarm system to be checked
- Valuation survey for insurers
- Insurers survey
- Electrics to be checked and traced/labelled
- Environmental assessment
- Steering Group on 29th June
- District Ward grants applications submitted
- District Green Grants application for sustainable and carbon reducing projects

1863. DATE OF NEXT MEETING

20 August 2026 at 7.00pm

The meeting concluded at 7.35pm

Chair.....

Date.....

FOLKESTONE TOWN COUNCIL PAYMENTS LIST 1 JUNE TO 31 JULY 2026					
Date	Supplier	Budget Code	Voucher	Total	Description
04/06/2026	Think BDW	Notice/Information/Heritage Boards	165	£6,200.40	Replacement heritage trail totem sign for the Leas
04/06/2026	Arthur J. Gallagher (UK) Limited	Miscellaneous Insurances (Inc. Heritage)	169	£27,496.00	Insurance Premium - 2 Grace Hill 1/6/26 - 31/5/27
04/06/2026	Legend Signs Ltd	Mayor's Expenses Jun-Mar	170	£342.00	Signwriting
04/06/2026	Mulberry Local Authority Services Limited	Internal Audit Fees	173	£275.88	Year end internal audit 2025/26
04/06/2026	MCDC – Michaela Cisarikova Dance Company Limited	M/H Events	179	£350.00	Tractor Time! Family Workshops on 8th March 2026
04/06/2026	Arthur J. Gallagher (UK) Limited	Armed Forces Day	180	£9,352.00	Insurance for Air Show - Armed Forces Day 2026
08/06/2026	Business Stream	Services, Heating & Lighting	231	£147.65	Town Hall water usage 22-02-26 - 23-05-26
10/06/2026	SSE Hydro Electric	Services, Heating & Lighting	232	£183.31	Gas usage at Town Hall 01/04/26 - 30/04/26
11/06/2026	Net wages	Salaries, Pensions & NI	182	£500.00	Salary advance - F10
12/06/2026	The Folkestone Soundmen	Normandy Veterans	183	£100.00	PA for Normandy D Day
12/06/2026	Sound Experience Disco	Armed Forces Day	188	£575.00	To supply PA, sound engineer and technical support for AFD at Bandstand on Sat 27.6.26
12/06/2026	Triple S Lift Services Ltd	Lift Repairs & Servicing	189	£158.40	Call out charge re lift door stuck 03/06/2026
12/06/2026	Taylor Landscapes Ltd	Play Area Maintenance	190	£300.00	Play Park repairs
12/06/2026	Taylor Landscapes Ltd	Play Area Maintenance	191	£348.00	Repair wetpour surface at Southern Way Play Park
12/06/2026	The Confederation of the Cinque Ports	Subscriptions	194	£400.00	Annual subscription to the Confederation for the year 2026/27
12/06/2026	Rex London	M/H Merchandise	197	£446.11	Shop merchandise
17/06/2026	British Telecom	Telecommunication Services	235	£358.80	Office broadband June 2026
18/06/2026	Rootes & Alliott	Grace Hill (Reserve use)	202	£2,912.60	Land Registry Searches and checks - 2 Grace Hill
18/06/2026	KCS Procurement Services (KCC)	Printing	203	£375.90	Office printer copying charges 09/03/26 - 11/06/26
18/06/2026	Deputy Mayor Expenses	Mayor's Expenses Jun-Mar	206	£128.70	Reimbursement to Deputy Mayor - mileage to events in May 2026 & 11th June 2026
18/06/2026	Freeland Garage Services Limited	Community Minibus Maint	207	£164.40	Carry out inspection and maintenance of Community Minibus
18/06/2026	Folkestone Festivals	Ward Grants	210	£300.00	Summer Season of Bands on Bandstand - 2026 - Ward Grant - supported by Cllr Liz McShane
18/06/2026	Folkestone Festivals	Ward Grants	211	£250.00	Summer Season of Bands on Bandstand - 2026 - Ward Grant - supported by Cllr Akuffo-Kelly
18/06/2026	Folkestone Festivals	Ward Grants	212	£250.00	Summer Season of Bands on Bandstand - 2026 - Ward Grant - supported by Cllr Davison
18/06/2026	Folkestone Festivals	Ward Grants	214	£250.00	Summer Season of Bands on Bandstand - 2026 - Ward Grant - supported by Cllr Dickinson
18/06/2026	Folkestone Festivals	Ward Grants	215	£300.00	Summer Season of Bands on Bandstand - 2026 - Ward Grant - supported by Cllr K Leigh
18/06/2026	Folkestone Festivals	Ward Grants	216	£300.00	Summer Season of Bands on Bandstand - 2026 - Ward Grant - supported by Cllr A Lockwood
18/06/2026	Folkestone Festivals	Ward Grants	217	£200.00	Summer Season of Bands on Bandstand - 2026 - Ward Grant - supported by Cllr J Renshaw
18/06/2026	Folkestone Festivals	Ward Grants	218	£400.00	Summer Season of Bands on Bandstand - 2026 - Ward Grant - supported by Cllr C McConville
18/06/2026	Folkestone Festivals	Ward Grants	219	£300.00	Summer Season of Bands on Bandstand - 2026 - Ward Grant - supported by Cllr J Darling
18/06/2026	Folkestone Twirlstars	Ward Grants	220	£150.00	Music Player - Ward Grant - supported by Cllr L McGirr
18/06/2026	All Souls Church	Ward Grants	222	£250.00	Replacement of Church Boiler - Ward Grant - supported by Cllr P Gane
18/06/2026	All Souls Church	Ward Grants	223	£250.00	Replacement of Church Boiler - Ward Grant - supported by Cllr R West
18/06/2026	All Souls Church	Ward Grants	224	£250.00	Replacement of Church Boiler - Ward Grant - supported by Cllr J Renshaw
18/06/2026	All Souls Church	Ward Grants	225	£250.00	Replacement of Church Boiler - Ward Grant - supported by Cllr J Darling
18/06/2026	Strange Cargo Arts Company Limited	Ward Grants	226	£500.00	Charivari - Ward Grant - supported by Cllr J Darling
18/06/2026	Folkestone Live	Ward Grants	227	£200.00	Folkestone Live, Festival of theatre and comedy - Ward Grant - supported by Cllr B Walker
18/06/2026	Folkestone Live	Ward Grants	228	£421.00	Folkestone Live, Festival of theatre and comedy - Ward Grant - supported by Cllr T Prater
18/06/2026	Common Grounding	Ward Grants	229	£500.00	Homeward Festival for Refugee Week - Ward Grant - supported by Cllr L McShane
22/06/2026	SSE Hydro Electric	Services, Heating & Lighting	237	£868.31	Electricity at Town Hall 01/05/26 - 31/05/26
22/06/2026	Castle Water Limited	TKL Allotment Maintenance	239	£139.54	Water usage Tile Kiln Allotments 01/05/26 - 31/05/26
24/06/2026	Peninsula	HR/H&S Management Fees	233	£397.07	HR and legal advice monthly
25/06/2026	ShivaNova Ltd / Equator Festival	Ward Grants	221	£300.00	World in a Tent Multicultural Festival - Ward Grant - supported by Cllr J Renshaw
25/06/2026	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	242	£4,344.00	Tree works at various play parks
25/06/2026	Swale Borough Council	Grace Hill (Reserve use)	243	£8,076.96	CCTV installation, Keyholding charge, and full inspection - Grace Hill
25/06/2026	Swale Borough Council	Grace Hill (Reserve use)	244	£108.00	Building Inspections, Grace Hill 12/06/26 & 19/06/26
25/06/2026	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	245	£1,971.60	Mowing play parks - June 2026
25/06/2026	Ace Shelters	Bus Shelters	246	£4,614.00	Bus Shelter - Shorncliff Road Replacement
25/06/2026	Hawkinge Town Council	Mayor's Expenses Jun-Mar	247	£130.00	Deputy Mayor and guest to attend Terlingham Vineyard Event
25/06/2026	ADM Computing Services	ICT Support	248	£1,552.00	Various monthly IT support and services
25/06/2026	Zebra Print Group Ltd	Armed Forces Day	249	£570.00	Printing - Armed Forces Day Banners and posters
25/06/2026	Zebra Print Group Ltd	Grace Hill (Reserve use)	250	£182.40	Printing - Folkestone Town Council Crest x 2 for Grace Hill
25/06/2026	Zebra Print Group Ltd	Armed Forces Day	251	£141.60	Printing of Bus Shelter Posters re Armed Forces Day sponsors
25/06/2026	Shred Station Limited	Services, Heating & Lighting	252	£140.65	Quarterly confidential waste collection
25/06/2026	Harmer & Sons Grounds Maintenance Ltd	Grace Hill (Reserve use)	253	£696.00	Cleaning & weeding at 2 Grace Hill
25/06/2026	White One Sugar	M/H Merchandise	254	£150.00	Postcards and keyrings retail
25/06/2026	Leppard Cleaning	Cleaning	256	£914.00	Cleaning at Town hall at Museum June 2026
25/06/2026	Net wages	Salaries, Pensions & NI	257	£27,096.03	Staff salaries June 2026

Expenditure of £100 and over

26/06/2026	Collier Stevens Chartered Surveyors	Consultant Fees	259	£1,176.00	To provide a reinstatement valuation of 2 Grace Hill, Folkestone
26/06/2026	HMRC	Salaries, Pensions & NI	261	£11,514.29	PAYE and NI cost - June 2026
26/06/2026	Kent Pension Fund	Salaries, Pensions & NI	262	£9,453.24	Employer / Employee Superannuation - June 2026
Date	Supplier	Budget Code	Voucher	Total	Description
26/06/2026	Culligan Water Ltd	Hire of Facilities (inc. Garage)	263	£265.06	Countertop boiler and drinking machine quarterly hire
29/06/2026	Veolia ES (UK) Ltd	Cleaning	264	£162.43	Refuse collection at Town Hall - June 2026
03/07/2026	South East Fire & Rescue Service	Armed Forces Day	265	£850.00	AFD - Fire Service Cover with 1No x Fully Kitted Appliance, 1 No x Quad Bike and Crew Members
03/07/2026	Cinque Ports Lindy Hoppers	Armed Forces Day	266	£480.00	3No x 20 min Dance Performances (3 Couples) at Armed Forces Day on Sat 27 June
03/07/2026	Victoria Bass	Armed Forces Day	267	£165.00	Victoria Bass Vocal Performance at 11am on the Bandstand for AFD on 27.6.2026
03/07/2026	ADM Computing Services	ICT Support	268	£180.00	Server maintenance 11/07/2026 - 11/10/2026
03/07/2026	GeorgeBacon MBE TD	Armed Forces Day	271	£1,496.00	Flight Display Director for AFD on Sat 27th June 2026
03/07/2026	Amazon Business	M/H Audience Engagement	272	£118.90	Supplies for Home Education Workshops and Paper for the Office
03/07/2026	Navy Wings Heritage Flight Ltd	Armed Forces Day	273	£1,080.00	Swordfish 6 - 7 Minute Air Display at 15:45 hrs at Armed Forces Day Folkestone on Saturday 27th June
03/07/2026	Martello Plastics Ltd	Fuel / Charging - Civic Vehicle	274	£1,353.08	Monthly rental of storage unit - July 2026
03/07/2026	Orbit Folkestone Ltd	M/H Audience Development	275	£648.00	Museum website hosting annual renewal
03/07/2026	Harmer & Sons Grounds Maintenance Ltd	Armed Forces Day	279	£1,800.00	Event set up and take down - Armed Forces Day
03/07/2026	Town Sergeant Expenses	Subsistence - Mayor's Attendant	281	£136.95	Mileage reclaim for visits to storage unit, bus shelters and allotments etc, meal - Town Sunday
03/07/2026	Vince Williams	M/H Merchandise	283	£120.00	Books for museum shop
03/07/2026	Copyrightagent	M/H Audience Development	284	£360.00	Settlement payment re Copyright
08/07/2026	Ministry of Defence	Armed Forces Day	301	£2,886.00	BBMF Hurrigan/Spitfire Display Armed Forces Day 27.6.26
08/07/2026	Aramark Defence Services Limited	Canada Day	303	£1,362.40	Food and beverage for Canada Day
08/07/2026	Historcial Promotions & Event Management	Armed Forces Day	304	£1,314.00	Andrews Sisters Tribute Act for AFD - Two 30 minute sets
10/07/2026	Harmer & Sons Grounds Maintenance Ltd	Play Area Maintenance	308	£660.00	Inspection at George Gurr Play Park April May June and make rope swing safe
10/07/2026	Folkestone Rescue	Armed Forces Day	309	£250.00	AFD rescue boat cover for air displays and to monitor and secure display exclusion zone
10/07/2026	Clifton VOCO	Armed Forces Day	311	£103.50	1 Night B & B Accom for George Bacon (FDD for Armed Forces Day) on Fri 26th June
10/07/2026	voco The Clifton Folkestone	Armed Forces Day	312	£2,637.25	AFD Lunch on Sat 27/6 - Hot & Cold Fork Buffet (Mains & Desserts) at the Clifton Hotel Function Room
10/07/2026	voco The Clifton Folkestone	Armed Forces Day	313	£136.50	Tea & coffee for 35No x Members of Band of Brigade of Gurkhas at 9am on AFD prior to the Parade
10/07/2026	The Folkestone Soundmen	Canada Day	314	£100.00	PA for Canada Day
10/07/2026	European Postal Systems	Postage	318	£148.19	Franking Machine Ink Cartridge
10/07/2026	npower	Grace Hill (Reserve use)	319	£111.73	Electricity Grace Hill Adult Ed 1.6.26 - 30.6.26
10/07/2026	npower	Grace Hill (Reserve use)	321	£747.10	Electricity Grace Hill Main Metre 1.6.26 - 30.6.26
10/07/2026	Right Guard Security UK Ltd	Armed Forces Day	322	£8,145.00	Traffic Management for AFD 2026
10/07/2026	Right Guard Security UK Ltd	Armed Forces Day	323	£5,270.40	AFD Event Security
13/07/2026	Peninsula	HR/H&S Management Fees	375	£397.07	HR and legal advice monthly
15/07/2026	SSE Hydro Electric	Services, Heating & Lighting	377	£122.76	Gas usage at Town Hall 01/05/26 - 31/05/26
16/07/2026	Castle Water Limited	Allotment Rents - TKL	378	£552.73	Water usage Tile Kiln Allotments 01/06/2026 - 30/06/2026
20/07/2026	British Telecom	Telecommunication Services	381	£358.80	Office broadband July 2026
21/07/2026	SEAVIEW STUDIO	Armed Forces Day	324	£200.00	Sophia Stutchbury vocal performance at the Bandstand for AFD at 12.30pm on 27.6.26
21/07/2026	Kent PA Hire	Armed Forces Day	325	£1,875.00	Outdoor PA System for Armed Forces Day 2026
21/07/2026	Stem by Stem	Armed Forces Day	326	£180.00	6No x Red, white & blue floral table displays for the Armed Forces Day lunch on Sat 27/6
21/07/2026	Folkestone RBL Community Choir	Armed Forces Day	328	£100.00	Donation to Folkestone RBL Community Choir re performers at AFD
21/07/2026	Medicar	Armed Forces Day	329	£4,653.60	AFD event medical services 27th June 10am - 6pm
21/07/2026	Laferme Creative	Armed Forces Day	330	£400.00	AFD Photography 10 - 5.30pm on Saturday 27th June
21/07/2026	Four Jays Group	Canada Day	332	£387.00	Portable Toilet for Canada Day
21/07/2026	Martello Plastics Ltd	Fuel / Charging - Civic Vehicle	334	£1,337.30	Monthly rental of storage unit - June 2026
21/07/2026	SSE Hydro Electric	Services, Heating & Lighting	382	£801.98	Electricity at Town Hall 01/06/2026 - 30/06/2026
24/07/2026	Charlier Construction Ltd	Building Repairs/Maint	335	£1,022.40	Repair timber flooring below gents toilet including removing and replacing toilet - cinema
24/07/2026	SLCC Enterprises Ltd	Staff Training	336	£168.00	FILCA training - G Wilson
24/07/2026	Stem by Stem	William Harvey Commemoration	337	£110.00	Chaplets for William Harvey x2
24/07/2026	Total Control Services Limited	Premises Expenses	352	£636.00	Contract re Plant Room 29.04.26 - 28.04.27
24/07/2026	TotalEnergies	Premises Expenses	353	£240.42	Gas Charge 01.06.26 - 30.06.26 - Grace Hill
24/07/2026	ADM Computing Services	ICT Support	354	£870.00	Cabling Installation, parts and travel
24/07/2026	Harmer & Sons Grounds Maintenance Ltd	PFR Allotment Maintenance	359	£108.00	Additional strimming around raised bed and footpath
24/07/2026	ADM Computing Services	ICT Support	362	£1,543.96	Various IT support monthly services
24/07/2026	Net wages	Salaries, Pensions & NI	371	£26,596.65	Staff salaries July 2026
27/07/2026	HMRC	Salaries, Pensions & NI	372	£11,513.67	PAYE and NI cost - July 2026
27/07/2026	Kent Pension Fund	Salaries, Pensions & NI	373	£9,453.24	Employer / Employee Superannuation - July 2026
27/07/2026	Leppard Cleaning	Cleaning	374	£914.00	Cleaning at Town Hall and Museum July 2026
28/07/2026	Seven Star Media Ltd	Tourist Information/Visitor Services	363	£360.00	1/4 page advert in Family First Magazine - Summer Edition June 2026
28/07/2026	Harmer & Sons Grounds Maintenance Ltd	TKL Allotment Maintenance	366	£1,971.60	Mowing at Play Parks - July 2026

28/07/2026	Veolia ES (UK) Ltd	Cleaning	385	£171.29	Refuse collection at Town Hall - July 2027
30/07/2026	Zurich Insurance Company Ltd	Car Insurance	386	£20,065.61	Insurance Renewal 29/07/2026 - 28/07/2027
30/07/2026	Rhino	Premises Expenses	387	£110.00	PAT annual testing
30/07/2026	Crosskeys Coaches Ltd	Canada Day	388	£960.00	Coach Hire - Canada Day
30/07/2026	Winchelsea Corporation	Mayor's Expenses Jun-Mar	389	£106.00	Mayor, Deputy and Ian to attend Speakers Day 26/09/2026
			Total	£252,346.41	
PREPAID CARD PAYMENTS					
Date	Supplier	Budget Code	Voucher	Total	Description
04/06/2026	Sainsbury's	William Harvey Commemoration	286	£13.43	Cakes and biscuits for William Harvey Sunday
04/06/2026	Sainsbury's	William Harvey Commemoration	286	£8.00	Cakes and biscuits for William Harvey Sunday
04/06/2026	Sainsbury's	William Harvey Commemoration	286	£0.40	Cakes and biscuits for William Harvey Sunday
04/06/2026	Asda Stores Ltd	William Harvey Commemoration	287	£3.14	Milk and Juice for William Harvey Sunday
04/06/2026	Asda Stores Ltd	William Harvey Commemoration	287	£1.65	Milk and Juice for William Harvey Sunday
04/06/2026	St Johns Ambulance	Grace Hill (Reserve use)	288	£34.14	First Aid Kit for 2 Grace Hill
09/06/2026	Poundland	Premises Expenses	289	£8.00	Kitchen Towel
10/06/2026	Toy Wholesaler	M/H Merchandise	290	£15.84	Pocket money toys for retail
10/06/2026	Toy Wholesaler	M/H Merchandise	290	£8.64	Pocket money toys for retail
10/06/2026	Toy Wholesaler	M/H Merchandise	290	£35.86	Pocket money toys for retail
10/06/2026	Toy Wholesaler	M/H Merchandise	290	£8.71	Pocket money toys for retail
10/06/2026	Toy Wholesaler	M/H Merchandise	290	£11.99	Pocket money toys for retail
11/06/2026	faire.com	Postage	291	£39.95	Shop merchandise - Eat Sleep Doodle
11/06/2026	faire.com	M/H Merchandise	291	£85.30	Shop merchandise - Eat Sleep Doodle
16/06/2026	Folkestone & Hythe District Council	Armed Forces Day	292	£70.00	Premises licence annual renewal fee
17/06/2026	DesignMyNight	Mayor's Expenses Jun-Mar	293	£30.00	Tickets for Mayor and Consort for Cinque Ports Conference 26/06/26
23/06/2026	Mailchimp	M/H Subscriptions	294	£41.19	Subscription to MailChimp
23/06/2026	Backmarket	M/H Equipment Furniture	295	£64.49	iPad 6 for exhibition
23/06/2026	Preservation Equipment Limited	M/H Temporary Exhibitions	296	£47.94	Acrylic for Temporary Exhibition Gallery
23/06/2026	Preservation Equipment Limited	M/H Temporary Exhibitions	296	£5.40	Acrylic for Temporary Exhibition Gallery
24/06/2026	Folkestone & Hythe District Council	M/H Events	297	£21.00	Temporary Event Licence for sip and bead evening
25/06/2026	Lidl	Mayor's Expenses Jun-Mar	298	£7.50	Juice for Town Sunday
25/06/2026	Asda Stores Ltd	Mayor's Expenses Jun-Mar	299	£22.71	Biscuits for Town Sunday
25/06/2026	Asda Stores Ltd	Mayor's Expenses Jun-Mar	299	£0.40	Biscuits for Town Sunday
25/06/2026	Asda Stores Ltd	Mayor's Expenses Jun-Mar	299	£8.00	Biscuits for Town Sunday
30/06/2026	Equals Money	Bank Charges	300	£25.00	Monthly fee - prepaid card
01/07/2026	Asda Stores Ltd	Premises Expenses	394	£2.00	Handsoap and glue for Town Hall
01/07/2026	Asda Stores Ltd	Play Area Maintenance	394	£6.00	Handsoap and glue for Town Hall
06/07/2026	Coastal Car Spares	Grace Hill (Reserve use)	395	£9.90	Keys cut for Grace Hill
07/07/2026	Poundland	Premises Expenses	396	£7.00	Kitchen towel for Town Hall
16/07/2026	University of Westminster	Staff Training	397	£150.00	Management training
17/07/2026	Poundland	Premises Expenses	398	£1.00	Sugar for Town Hall and Foil for workshops
17/07/2026	Poundland	M/H Audience Engagement	398	£2.00	Sugar for Town Hall and Foil for workshops
21/07/2026	Incontinence Choice	M/H Merchandise	399	£40.90	10 x Radar Toilet Keys
21/07/2026	Incontinence Choice	M/H Merchandise	399	£2.75	10 x Radar Toilet Keys
23/07/2026	Mailchimp	M/H Subscriptions	400	£40.65	Subscription to MailChimp
24/07/2026	Dymo Express	Office Stationery	402	£42.16	2 x tape for Dymo machine
24/07/2026	uCheck Limited	Legal Fees	401	£15.70	Museum volunteer DBS check
28/07/2026	Toolstation	Premises Expenses	407	£16.48	Luceco 4-Pin DD Light Bulb for Bin Store
28/07/2026	Celtic Web Merchant	M/H Formal Learning	403	£100.00	Costumes and resources for Anglo Saxon/Iron Age workshop
28/07/2026	Celtic Web Merchant	M/H Formal Learning	404	£127.00	Costumes and resources for Anglo Saxon/Iron Age workshop
28/07/2026	Celtic Web Merchant	M/H Formal Learning	405	£127.00	Costumes and resources for Anglo Saxon/Iron Age workshop
28/07/2026	Everything Dinosaur	M/H Formal Learning	406	£68.95	Dinosaur models for schools workshop
28/07/2026	Everything Dinosaur	M/H Formal Learning	406	£5.25	Dinosaur models for schools workshop
29/07/2026	Coastal Car Spares	Premises Expenses	408	£2.99	Lock for Education Room Gate
29/07/2026	Daegrad Tools	M/H Formal Learning	409	£88.55	Resources for Roman Workshop
31/07/2026	Equals Money	Bank Charges	410	£25.00	Monthly fee -prepaid card
			Total	£1,499.96	

FOLKESTONE TOWN COUNCIL RECEIPTS LIST 1 JUNE TO 31 JULY 2026					
Date	Customer	Code	Voucher	Total	Description
09/06/2026	Cheriton School	M/H Income	122	£50.00	Hire of Anglo-Saxon loan box 24/04/26 - 01/06/26
04/06/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	123	£42.00	Allotment Fee 2026/27
04/06/2026	Park Farm Allotment Tenant	Allotment Key	123	£10.00	Allotment Fee 2026/27
04/06/2026	Park Farm Allotment Tenant	Allotment deposits	123	£50.00	Allotment Fee 2026/27
03/06/2026	Silver Screen Cinema	Rental Income	124	£1,250.00	Lease of Cinema, Town Hall, Folkestone 1st June 2026 - 31st May 2027
02/06/2026	CCLA Public Sector Deposit Fund	Investment Interest	125	£773.65	Investment Interest June 2026
09/06/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	127	£50.00	Allotment Fee 2026/27
09/06/2026	Park Farm Allotment Tenant	Allotment Rents - PFR	127	£10.00	Allotment Fee 2026/27
10/06/2026	J&Bs Barkery	Other Income Armed Forces' Day	128	£100.00	Armed Forces Day - Trade Stand
11/06/2026	Folkestone & Hythe District Council	Armed Forces Day Grant	129	£4,500.00	Grant towards Armed Forces Day 2026
11/06/2026	Stella Maris Catholic Primary School	M/H Income	130	£30.00	Extension of workshop session
12/06/2026	Martello School	M/H Income	131	£100.00	1 hour WW2 workshop - 2nd June 2026
12/06/2026	Stelling Minnis School	M/H Income	132	£100.00	1 hour Victorian Toys and Chilhood workshop - 25th June 2026
12/06/2026	Zurich Insurance Company Ltd	Other Income	133	£4,436.00	Zurich claim amount received for damaged play equipment at George Gurr
12/06/2026	Taylor Wimpey South East	Sponsorships	134	£500.00	Armed Forces Day Sponsorship
15/06/2026	Churchill School	M/H Income	135	£200.00	2 x Victorian Toys Workshops - 10th June 2026
15/06/2026	Molly Moo Bows	Other Income Armed Forces' Day	136	£50.00	Armed Forces Day - Trade Stand
16/06/2026	St Mary's CE Primary School	M/H Income	137	£200.00	2 x Victorian Toys workshops - 18th June 2026
16/06/2026	St Mary's CE Primary School	M/H Income	138	£200.00	2 x Archaeology workshops - 16th June 2026
17/06/2026	German Sausages	Other Income Armed Forces' Day	139	£50.00	Armed Forces Day - Trade Stand
24/06/2026	Adore Bakery	Other Income Armed Forces' Day	140	£50.00	Armed Forces Day - Trade Stand
01/06/2026	HSBC Deposit Account	Investment Interest	141	£416.85	Bank interest June 2026
25/06/2026	South Kent Mind	Hire of Minibus	143	£150.00	Excess for Minibus Repairs, as per Minibus Hire Agreement
25/06/2026	South Kent Mind	Hire of Minibus	144	£40.00	Hire of Minibus 25/02/2026
25/06/2026	South Kent Mind	Hire of Minibus	145	£40.00	Hire of Minibus 25/03/2026
25/06/2026	Park Farm Allotment Tenant	Allotment Key	146	£10.00	Allotment Fee 2026/27
25/06/2026	Park Farm Allotment Tenant	Allotment deposits	146	£50.00	Allotment Fee 2026/27
25/06/2026	Phoenix Primary School	M/H Income	147	£130.00	90 minute Iron Age Workshop - 24th June 2026
01/06/2026	Paypal	M/H Donations	148	£8.85	Card donation received
08/06/2026	Paypal	M/H Donations	149	£2.95	Card donation received
22/06/2026	Paypal	M/H Donations	150	£2.95	Card donation received
05/06/2026	Museum Shop	M/H Retail Sales	151	£103.07	Various retail sales and donation
05/06/2026	Museum Shop	M/H Donations	151	£22.85	Various retail sales and donation
05/06/2026	Museum Shop	M/H Retail Sales	152	£9.06	Retail sales
06/06/2026	Museum Shop	M/H Retail Sales	153	£14.01	Various retail sales
09/06/2026	Museum Shop	M/H Retail Sales	154	£8.68	Various retail sales
10/06/2026	Museum Shop	M/H Retail Sales	155	£11.45	Sale of fridge magnet
11/06/2026	Museum Shop	M/H Retail Sales	156	£14.02	Various retail sales
13/06/2026	Museum Shop	M/H Retail Sales	157	£5.72	Various retail sales
16/06/2026	Museum Shop	M/H Retail Sales	158	£28.49	Various retail sales
17/06/2026	Museum Shop	M/H Retail Sales	159	£8.58	Various retail sales

17/06/2026	Museum Shop	M/H Retail Sales	160	£20.31	Various retail sales
17/06/2026	Museum Shop	M/H Retail Sales	161	£18.38	Various retail sales
20/06/2026	Museum Shop	M/H Retail Sales	162	£59.10	Various retail sales
25/06/2026	Museum Shop	M/H Retail Sales	163	£102.02	Various retail sales and donation
25/06/2026	Museum Shop	M/H Donations	163	£10.00	Various retail sales and donation
08/06/2026	Sum-up	M/H Donations	164	£5.92	Museum card donations
10/06/2026	Sum-up	M/H Donations	165	£9.86	Museum card donations
15/06/2026	Sum-up	M/H Donations	166	£7.90	Museum card donations
25/06/2026	Sum-up	M/H Donations	167	£2.96	Museum card donations
25/06/2026	Museum Shop	M/H Retail Sales	168	£22.21	Various retail sales
26/06/2026	Museum Shop	M/H Income	169	£3.88	Various retail sales and workshop
26/06/2026	Museum Shop	M/H Retail Sales	169	£13.48	Various retail sales and workshop
27/06/2026	Museum Shop	M/H Retail Sales	170	£8.24	Sale of Temporary Exhibition Cards
30/06/2026	Museum Shop	M/H Retail Sales	171	£5.09	Various retail sales
29/06/2026	Museum Shop	M/H Donations	172	£4.94	Museum card donations
02/07/2026	CCLA Public Sector Deposit Fund	Investment Interest	173	£755.44	Investment interest July 2026
07/07/2026	South Kent Mind	Hire of Minibus	174	£40.00	Hire of Minibus 27/05/2026
07/07/2026	South Kent Mind	Hire of Minibus	175	£40.00	Hire of Minibus 27/04/2026
09/07/2026	Right Guard Security UK Ltd	Other Income Armed Forces' Day	176	£190.00	Car Parking Income - Armed Forces Day
15/07/2026	Ticketsource Ltd	M/H Income	177	£36.00	Event income - Home Education Workshop - 16/06/26
17/07/2026	Silver Screen Cinema	Rental Income	178	£1,250.00	Lease of Cinema, Town Hall, Folkestone 1st June 2026 - 31st May 2027
01/07/2026	HSBC Deposit Account	Investment Interest	179	£279.81	Bank interest July 2026
01/07/2026	Museum Shop	M/H Retail Sales	180	£2.86	Various retail sales
02/07/2026	Museum Shop	M/H Retail Sales	181	£15.76	Various retail sales
03/07/2026	Museum Shop	M/H Retail Sales	182	£37.24	Various retail sales
04/07/2026	Museum Shop	M/H Retail Sales	183	£3.88	Various retail sales
04/07/2026	Museum Shop	M/H Donations	183	£0.97	Various retail sales
07/07/2026	Museum Shop	M/H Retail Sales	184	£3.83	Various retail sales
08/07/2026	Museum Shop	M/H Retail Sales	185	£4.61	Various retail sales
09/07/2026	Museum Shop	M/H Retail Sales	186	£2.13	Various retail sales
11/07/2026	Museum Shop	M/H Retail Sales	187	£26.52	Various retail sales
14/07/2026	Museum Shop	M/H Retail Sales	188	£14.30	Various retail sales
15/07/2026	Museum Shop	M/H Retail Sales	189	£28.32	Various retail sales
16/07/2026	Museum Shop	M/H Retail Sales	190	£2.86	Retail sale
17/07/2026	Museum Shop	M/H Retail Sales	191	£8.93	Various retail sales
18/07/2026	Museum Shop	M/H Retail Sales	192	£3.83	Various retail sales
21/07/2026	Museum Shop	M/H Retail Sales	193	£14.58	Various retail sales
22/07/2026	Museum Shop	M/H Retail Sales	194	£8.92	Various retail sales
23/07/2026	Museum Shop	M/H Retail Sales	195	£5.82	Retail sale
24/07/2026	Museum Shop	M/H Retail Sales	196	£34.62	Various retail sales
25/07/2026	Museum Shop	M/H Retail Sales	197	£17.27	Various retail sales
28/07/2026	Museum Shop	M/H Retail Sales	198	£22.94	Various retail sales
31/07/2026	Silver Screen Cinema	Rental Income	199	£1,250.00	Lease of Cinema, Town Hall, Folkestone 1st June 2026 - 31st May 2027
06/07/2026	Paypal	M/H Donations	200	£5.90	Card donation received
13/07/2026	Paypal	M/H Donations	201	£23.60	Card donation received

20/07/2026	Paypal	M/H Donations	202	£14.75	Card donations received
27/07/2026	Paypal	M/H Donations	203	£17.70	Card donations received
06/07/2026	Sum-up	M/H Donations	204	£9.86	Museum card donations
10/07/2026	Sum-up	M/H Donations	205	£2.96	Museum Card Donation
13/07/2026	Sum-up	M/H Donations	206	£12.84	Museum card donations
17/07/2026	Sum-up	M/H Donations	207	£4.94	Museum Card Donation
24/07/2026	Sum-up	M/H Donations	208	£4.94	Museum Card Donation
27/07/2026	Sum-up	M/H Donations	209	£2.96	Museum Card Donation
30/07/2026	Sum-up	M/H Donations	210	£2.96	Museum Card Donation
31/07/2026	Sum-up	M/H Donations	211	£5.92	Museum Card Donation
29/07/2026	Museum Shop	M/H Donations	212	£171.12	Museum Cash Donations
31/07/2026	Museum Shop	M/H Retail Sales	213	£146.50	Armed Forces Day stall, various retail sales and donation
31/07/2026	Museum Shop	M/H Donations	213	£5.00	Armed Forces Day stall, various retail sales and donation
31/07/2026	Museum Shop	Other Income Armed Forces' Day	213	£420.00	Armed Forces Day stall, various retail sales and donation
29/07/2026	Museum Shop	M/H Retail Sales	214	£14.25	Various retail sales
30/07/2026	Museum Shop	M/H Retail Sales	215	£27.30	Various museum retail
31/07/2026	Museum Shop	M/H Retail Sales	216	£19.11	Various museum retail
			Total	19,137.52	

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	19,000	40,000
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	19,000	699,570

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 19,000 674,570

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

ACTUALS TO 31 JULY 2026 2026/2027 £	TOTAL BUDGET REMAINING 2026/2027 £
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192,254	433,696
0	4,000
148	2,852
0	1,000
473	3,127
1,182	3,818
229	171
1,336	2,684
313	1,677
136	1,164
308	632
682	818
1,909	3,991
14,038	25,962
4,179	2,171
1,253	1,577
18	82
263	568
0	-9,140
218,722	480,848

3,509	21,491
7	-7
3,516	21,484

215,206 459,364

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

0	600
83	117
0	1,300
0	500
726	264
0	3,730
2,568	732
117	33
0	400
137	583
119	281

BUDGET TO DATE 2026/2027 %	BUDGET NOTES
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31	Staff cost in line with budget
0	
5	Contribution towards glasses for officer
0	
13	First Aid Course
24	Lenovo laptop for general office use
57	For three bank accounts. Backdated fees for prepaid card
33	HR consultant, online staff portal training, staff annual leave record
16	Office photocopying charges
10	Pens, paper and other stationeries
33	Lease of copier - paid up to September
45	Top up and annual maintenance of franking machine, delivery charges
32	Office broadband, telephone service, work mobile phones 5x
35	Various IT services, vpn, website hosting, cloud storage backup, online customer support. Some annual charges already paid.
66	KALC annual membership, CIPD, Scribe, Cinque Ports plus one quarter Payroll cost.
44	Reimbursement re various staff bus journeys / car parking permits
18	Meal for Driver
32	Staff work mileage
0	
31	

14	Interest received from 4x savings and investment accounts
0	Window vandalism repayments
14	

32

0	
0	
0	
0	

0	
42	Driver / Town Sergeant subsistence
0	
0	
73	Buffet / drinks / tablecloths and napkins
0	
78	Food, drink, organist, toilet hire and coach hire
78	Refreshments for William Harvey Commemoration
0	
19	Mayoral car wash
30	Renewal of parking permit - Mayors' car, plus car washes

		ORIGINAL	EARMARKED	REVISED
		BUDGET	VIREMENTS	BUDGET
		2026/2027	2026/2027	2026/2027
		£	£	£
46	CAR INSURANCE	620	310	930
47	MAYORAL CAR LEASE	4,660		4,660
48	MAYOR'S EXPENSES MAY-MAR	5,490		5,490
49	MAYOR'S EXPENSES APR-MAY	1,100		1,100
157	SAMUEL PLIMSOLL EVENT	150		150
52	BURMA STAR (VJ DAY)	500		500
53	NORMANDY VETERANS	500		500
	TOTAL MAYORALTY EXPENDITURE	25,310	310	25,620
56	OTHER INCOME (MAYORALTY)	0		0
	TOTAL MAYORALTY INCOME	0	0	0

	TOTAL
ACTUALS	BUDGET
TO 31 JULY 2026	REMAINING
2026/2027	2026/2027
£	£
933	-3
4,660	0
1,839	3,651
607	493
112	38
0	500
168	332
12,069	13,551
0	0
0	0

BUDGET TO DATE	BUDGET NOTES
2026/2027	
%	
100	Mayor's car insurance (part paid for 2026/27)
100	Annual payment - lease car
33	Mayor's attendance at events
55	Poppy Wreaths / Attendance of mayoral events
75	Organist and refreshments for Samuel Plimsoll Event
0	
34	PA, Mayor's lunch and donaton re Bugle player
47	
0	
0	

25.310 310 25.620

12.069 13.551

47

PREMISES				
57	BUILDING REPS/MAINT	17,460		17,460
58	CLEANING	11,570		11,570
59	BUSINESS RATES	28,760		28,760
60	PWLB CAPITAL REPAYMENTS	29,510		29,510
61	PWLB INTEREST REPAYMENTS	9,800		9,800
62	SERVICES, HEATING & LIGHTING	15,670		15,670
63	PREMISES EXPENSES	3,430		3,430
165	LIFT REPAIRS & SERVICING	2,010		2,010
64	HIRE OF FACILITIES (inc. Garage)	18,820		18,820
	TOTAL PREMISES EXPENDITURE	137,030	0	137,030

4,886	12,574
3,711	7,859
28,665	95
0	29,510
0	9,800
3,677	11,993
2,843	587
2,443	-433
5,754	13,066
51,979	85,051

28	Door servicing / repair, repair to floor in cinema toilet
32	Council office and museum cleaning and refuse collection
100	Business Rates Town Hall
0	
0	
23	Energy bills, water, refuse collection, confidential waste collection
83	Batteries, milk, dishwasher soap and purchase of AED device
122	Repairs to lift causing overspend here
31	Storage unit hire, staff work parking permits, drinking water and hot water boiler hire, mayoral portrait storage
38	

65	RENTAL INCOME	20,000		20,000
150	MEETING ROOM HIRE	1,460		1,460
	TOTAL PREMISES INCOME	21,460	0	21,460

3,750	16,250
23	1,438
3.773	17.688

19	Cinema rental income - June and July 2026
2	Hire of meeting room, Town Hall
18	

115.570	0	115.570
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48.207 67.363

42

67	MISCELLANEOUS INSURANCES (inc. Heritage)	17,480	-310	17,170
68	ALLOTMENTS - ADMINISTRATION	9,140		9,140
69	ALLOTMENTS - PFR MAINTENANCE	1,840		1,840
70	ALLOTMENTS - TKL MAINTENANCE	2,900		2,900
172	BALANCING POND	1,500		1,500
71	MAINTENANCE OF BEACON	200		200
73	LOCAL PROJECTS	4,000	-2,000	2,000
74	NOTICE/INFORMATION/HERITAGE BOARDS	2,000	880	2,880
75	BUS SHELTERS	500	2,916	3,416
76	WARD GRANTS	19,800		19,800
77	TOWN GRANTS	34,200		34,200
78	FLOWERBEDS & PLANTERS	25,000		25,000
79	CHRISTMAS LIGHTING	36,000	-8,000	28,000
80	CHRISTMAS FESTIVITIES	9,000	-4,000	5,000
81	YOUTH FACILITIES	8,000	-4,000	4,000
82	TREE AUDIT & WORKS	15,000	-15,000	

15,056	2,114
0	9,140
558	1,282
901	1,999
0	1,500
0	200
0	2,000
5,167	-2,287
3,885	-469
9,969	9,831
0	34,200
0	25,000
0	28,000
0	5,000
0	4,000
0	

88	Town Hall Insurance part paid for year
0	
30	Water usage, mowing and allotment repairs
31	Water usage, mowing and allotment repairs
0	
0	
0	
179	Leas Totem Board - overspend covered by reserves
114	Cost of replacement bus shelter covered by insurance claim - in other income
50	Grants awarded to local organisations in Folkestone wards
0	
0	
0	
0	
0	
0	

		ORIGINAL	EARMARKED	REVISED
		BUDGET	VIREMENTS	BUDGET
		2026/2027	2026/2027	2026/2027
		£	£	£
83	PLAY AREA MAINTENANCE	27,000		27,000
84	PARK BENCHES	500		500
85	LITTER/SALT BINS, BOLLARDS & RAILINGS	500		500
87	TOURIST INFORMATION/VISITOR SERVICES	1,500		1,500
88	MAINTENANCE OF PUBLIC CLOCKS	500		500
89	MAINTENANCE OF MEMORIALS	1,800		1,800
90	TELEPHONE BOX	410		410
163	CCTV MONITORING	41,000		41,000
92	CCTV MAINTENANCE	16,000		16,000
93	ARMED FORCES' DAY	25,000	13,810	38,810
181	FUEL/CHARGING VEHICLES - MINIBUS	250		250
144	COMMUNITY MINIBUS MAINT	4,670		4,670
94	CONTINGENCY	2,000		2,000
149	COMMUNITY INFRASTRUCTURE LEVY EXP.	0	6,131	6,131
166	BUS SHELTER PRINTING	1,000		1,000
182	GRACE HILL (RESERVE USE)	0	36,096	36,096
	TOTAL SERVICES EXPENDITURE	308,690	26,523	335,213

NET SERVICES EXPENDITURE/INCOME	290,820	14,807	305,627
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98	CONSULTANTS FEES	1,000	1,000
101	LEGAL/BAILIFF FEES	600	600
99	EXTERNAL AUDIT FEES	2,400	2,400
100	INTERNAL AUDIT FEES	700	700
102	CARD RECEIPTS FEES	1,000	1,000
	TOTAL FEES	5,700	5,700

105	M/H SUBSCRIPTIONS	700	700
107	M/H EQUIPMENT/FURNITURE	1,000	1,000
108	M/H EXHIBIT REPAIRS	1,750	1,750
106	M/H COLLECTIONS CARE	3,500	3,500
109	M/H AUDIENCE DEVELOPMENT	3,000	3,000

157,168 148,460

135	565
734	266
472	1,278
285	3,215
923	2,077

51

19	Mail Chimp
73	Card donation machine - Musuem foyer
27	Consumable items for museum repairs
8	MODES software annual licence
31	

		ORIGINAL BUDGET 2026/2027 £	EARMARKED VIREMENTS 2026/2027 £	REVISED BUDGET 2026/2027 £
115	M/H MERCHANDISE	2,500		2,500
117	M/H EVENTS	5,000		5,000
111	M/H TEMPORARY EXHIBITIONS	2,000		2,000
119	M/H AUDIENCE ENGAGEMENT	5,200		5,200
153	M/H FRIENDS OF FOLKESTONE	4,997		4,997
112	M/H PUBLICITY & PROMOTION	1,000		1,000
168	M/H FORMAL LEARNING	1,500		1,500
139	MUSEUM/HERITAGE (RESERVE USE)	0		0
122	M/H HOSPITALITY	350		350
	TOTAL MUSEUM/HERITAGE EXPENDITURE	32,497	0	32,497
125	M/H INCOME	7,000		7,000
130	M/H RETAIL SALES	3,200		3,200
131	M/H DONATIONS	1,500		1,500
175	M/H EMERGENCY GRANT	0		0
176	M/H ROYAL SOCIETY GRANT	0		0
177	M/H ARTS SOCIETY GRANT	0		0
	TOTAL MUSEUM/HERITAGE INCOME	11,700	0	11,700
	NET MUSEUM/HERITAGE EXP/INCOME	20,797	0	20,797
	SUMMARY			
	TOTAL EXPENDITURE	1,202,397	45,833	1,248,230
	TOTAL INCOME	76,030	11,716	87,746
	NET TOTAL	1,126,367	34,117	1,160,484
134	PRECEPT	1,126,367		1,126,367

	TOTAL
ACTUALS	BUDGET
TO 31 JULY 2026	REMAINING
2026/2027	2026/2027
£	£
916	1,584
796	4,204
57	1,943
344	4,856
0	4,997
0	1,000
507	993
0	0
0	350
5,169	27,328
2,394	4,606
1,237	1,963
500	1,000
5,000	-5,000
1,268	-1,268
0	0
10,399	1,301
-5,230	26,027
475,144	773,086
47,064	-40,682
428,081	732,404
563,184	563,184

BUDGET	BUDGET
TO DATE	NOTES
2026/2027	
%	
37	Shop merchandise
16	Deposit for Rentadinosaur Event
3	
7	Craft materials for workshops
0	
0	
34	Training related to Formal Learning
0	
0	
16	
34	Museum schools, holiday workshops and talks
39	Museum shop retail sale
33	Donation received
0	Grant received
0	Grant received
0	
89	
-25	
38	
54	
37	
50	

Folkestone Town Council Earmarked Reserves as at 31 July 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		6,130.80		125,759.76
Christmas Gifts for Children	2,216.70				2,216.70
Community Transport	1,839.53				1,839.53
Allotment Deposits	2,500.00			500.00	3,000.00
Ward Grants Reserve	25,680.50	-1,500.00			24,180.50
Christmas Lights Reserve	25,491.00				25,491.00
Grace Hill	0.00	49,500.00	33,146.49		16,353.51
Total	415,372.35	48,000.00	72,022.68	500.00	391,849.67
GENERAL FUND					447,027.62
TOTAL FUNDS					838,877.29

Earmarked Reserve Spent Breakdown:

Earmarked Reserve	Description	Amount
Museum/Heritage Reserve	Replacement of Fire Escape Stairs & Associated Works	£32,745.39
Neighbourhood Fund (CIL)	Installation of CCTV - Grace Hill	£6,130.80

Grace Hill

Grace Hill costs *

£33,146.49

£72,022.68

Earmarked Reserve Receipts Breakdown:

Earmarked Reserve

Allotment Deposits

Description

Allotment deposits received

Amount

£500.00

£500.00

*** Grace Hill Costs**

First aid kit

£34.14

Insurance premium

£27,496.00

Legal charges and searches

£2,431.67

Building inspections x 2

£90.00

Keyholding

£250.00

Initial full inspection of building

£350.00

Cleaning & weeding

£580.00

2s x logos for the façade

£152.00

Reinstatement (insurance) valuation

£980.00

Electricity - June 2026

£772.78

Keys cut

£9.90

£33,146.49

Folkestone Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		725,803.23
	ADD Receipts 01/04/2026 - 30/06/2026		617,698.15
	SUBTRACT Payments 01/04/2026 - 30/06/2026		1,343,501.38
	Cash in Hand 30/06/2026 (per Cash Book)		411,625.44
B			931,875.94
	Cash in hand per Bank Statements		
	HSBC Current Account 30/06/2026	99,019.69	
	HSBC Deposit Account 30/06/2026	206,837.91	
	HSBC Receipts Account 30/06/2026	17,562.84	
	Credit Card (FairFX) 30/06/2026	1,031.12	
	Museum Shop Float 30/06/2026	100.00	
	Short Term Investment Account 30/06/2026	240,000.00	
	Unity Trust Bank 30/06/2026	44,175.48	
	Cambridge Building Society 30/06/2026	83,148.90	
	CCLA Public Sector Deposit Fund 30/06/2026	240,000.00	
			931,875.94
	Less unrepresented payments		
			931,875.94
	Plus unrepresented receipts		
B	Adjusted Bank Balance		931,875.94
	A = B Checks out OK		

Folkestone Town Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/07/2026		
	Cash in Hand 01/04/2026		725,803.23
	ADD Receipts 01/04/2026 - 31/07/2026		622,712.20
	SUBTRACT Payments 01/04/2026 - 31/07/2026		1,348,515.43
	Cash in Hand 31/07/2026 (per Cash Book)		535,399.42
B			813,116.01
	Cash in hand per Bank Statements		
	HSBC Current Account 31/07/2026	101,369.84	
	HSBC Deposit Account 31/07/2026	84,117.72	
	HSBC Receipts Account 31/07/2026	18,729.07	
	Credit Card (FairFX) 31/07/2026	1,475.00	
	Museum Shop Float 31/07/2026	100.00	
	Short Term Investment Account 31/07/2026	240,000.00	
	Unity Trust Bank 31/07/2026	44,175.48	
	Cambridge Building Society 31/07/2026	83,148.90	
	CCLA Public Sector Deposit Fund 31/07/2026	240,000.00	
			813,116.01
	Less unrepresented payments		
			813,116.01
	Plus unrepresented receipts		
B	Adjusted Bank Balance		813,116.01
	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	£730.00	£727.50		
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	£1,000.00	£1,349.00		
ADRIAN LOCKWOOD	East Folkestone	£3,555.00	£1,530.00	£2,025.00		
JANE DARLING	Cheriton East	£2,830.30	£1,050.00	£1,780.30		
LIZ McSHANE	Folkestone Central	£2,141.00	£1,727.00	£414.00		
LUCY McGIRR	East Folkestone	£1,505.00	£792.00	£713.00		
NICOLA KEEN	Folkestone Harbour	£1,444.00	£650.00	£794.00		
BRIDGET CHAPMAN	Folkestone Harbour	£2,599.00	£500.00	£2,099.00		
CONNOR McCONVILLE	East Folkestone	£3,340.00	£800.00	£2,540.00		
JACKIE MEADE	East Folkestone	£2,540.00	£900.00	£1,640.00		
TIM PRATER	Folkestone Harvey West	£1,135.00	£1,135.00	£0.00		
BELINDA WALKER	Folkestone Central	£2,161.00	£1,650.00	£511.00		
KIERAN LEIGH	Folkestone Broadmead	£2,948.00	£580.00	£2,368.00		
ROGER WEST	Cheriton West	£2,852.50	£250.00	£2,602.50		
TOTAL		£45,180.30	£15,569.00	£29,611.30		
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 14 August 2026

Folkestone
Town Council



Report Number F/26/421

To: Finance and General Purposes Committee
Date: 20 August 2026
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: FTC Community Minibus - Proposed Transfer

SUMMARY:

The Council's community electric minibus is currently underutilised, with only one regular booking, while continuing to incur running costs of approximately £3,500 per year and officer administration time.

Beacon School has offered to take over all operational responsibilities, including insurance, servicing, maintenance, repairs and charging costs, whilst the Council retains ownership of the vehicle. The school would use the minibus daily, continue to accommodate the existing regular hirer, and provide secure storage and charging facilities.

The proposal would increase community use of the vehicle, reduce Council costs and resources, and support the Council's Four-Year Plan objective to maximise effective use of the community minibus.

REASONS FOR RECOMMENDATIONS:

- Significantly increase utilisation of the vehicle.
- Support delivery of the Council's Four-Year Plan objective 6.11, which seeks opportunities for the community minibus to be utilised effectively within the community.
- Remove annual operating costs currently borne by the Council.
- Reduce officer and landlord time associated with managing the vehicle.
- Ensure the vehicle is regularly driven, maintained and monitored, reducing issues associated with inactivity.
- Retain Council ownership of the asset whilst transferring financial and operational responsibilities to an organisation with suitable expertise and infrastructure.
- Maintain access for the current regular community user.

RECOMMENDATIONS:

It is recommended that Council:

- 1) Receive and note report F/26/421
- 2) Approves the transfer of operational responsibility for the community electric minibus to Beacon School, whilst retaining ownership of the vehicle.
- 3) Authorises the Town Clerk to finalise and enter into the attached agreement with Beacon School.
- 4) Approves the continuation of the existing regular community booking through arrangements made directly with Beacon School.
- 5) Authorises periodic reviews of the arrangement to ensure that the vehicle continues to deliver community benefit and remains appropriately maintained.

Aims and Objectives – Corporate Priority 6.11 Opportunities for the Community Minibus to be utilised effectively in the community
Financial Implications – Reduction of £3,500 in annual budget
Equal Opportunities – Access to all.
Environmental Impact – The environmental impact has been considered in the preparation of all budgets.

1.0 BACKGROUND

- 1.1 The Council currently owns an electric community minibus intended to provide accessible transport opportunities for local groups and organisations.
- 1.2 Despite efforts to promote availability of the vehicle, take-up has remained low. At present there is only one regular booking and the vehicle spends significant periods unused.
- 1.3 The limited level of usage presents a number of practical challenges associated with ownership of an electric vehicle. Prolonged inactivity can contribute to battery deterioration, flat tyres, seized brakes and other maintenance issues. These problems can lead to increased maintenance requirements and reduce the long-term value and reliability of the asset.
- 1.4 The Council currently manages the vehicle through a combination of officer administration and support from the landlord of the site where the vehicle is stored (free of charge) and charged . This requires ongoing coordination of bookings, charging, maintenance arrangements, servicing and vehicle inspections despite the low level of community use.
- 1.5 Beacon School has expressed an interest in incorporating the vehicle into its existing fleet operations.

2.0 BEACON SCHOOL PROPOSAL

- 2.1 Beacon School operates several minibuses as part of its daily transport provision. Whilst its existing fleet is ageing, the school has confirmed that the Council's electric minibus would integrate effectively within its operations.

The school has advised that:

- The vehicle would be kept securely on the school site.
- Existing charging infrastructure is available.
- The electric range of the vehicle would not present operational difficulties.
- The vehicle would be used on a daily basis.
- The school would fund all insurance costs.
- The school would fund servicing, inspections and repairs.
- The school would undertake routine vehicle checks and maintenance.
- The school would manage all associated administrative requirements.
- The existing regular community hire would continue to be accommodated through the school.

- 2.2 The arrangement would therefore ensure that the vehicle remains an active community asset whilst removing operational pressures from the Council.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The Council currently incurs approximately **£3,500 per annum** in direct running and associated costs relating to the vehicle.

These costs include:

- Insurance.
- Servicing and maintenance.
- Repairs.
- Vehicle inspections.
- Charging and associated electricity costs.
- Administrative management.

- 3.2 In addition to direct financial costs, there is a significant resource implication for Council staff. Responsibilities currently include:

- Managing bookings and enquiries.
- Organising servicing and repairs.
- Coordinating collection and return of the vehicle where required.
- Monitoring charging requirements.
- Undertaking general administration (including insurance claims)
- Liaising with users and contractors.

- 3.3 The proposed arrangement would remove these ongoing costs and officer resource commitments from the Council budget.

- 3.4 As ownership would be retained by the Council, it would remain on the Council's asset register, but operational and maintenance costs would transfer to Beacon School in accordance with the attached agreement – see appendix 1.

4.0 LEGAL AND RISK CONSIDERATIONS

- 4.1 Retention of ownership ensures the Council maintains ultimate control over the asset.

The draft agreement has been prepared to clearly define:

- Ownership arrangements.
- Responsibilities for insurance and maintenance.
- Liability provisions.
- Reporting requirements.
- Arrangements for termination of the agreement.
- Return of the vehicle if required by the Council.

- 4.2 The regular use of the vehicle is expected to reduce risks associated with prolonged inactivity and deterioration.

- 4.3 Appropriate insurance documentation and maintenance records should be provided to the Council periodically to ensure compliance with the agreement.

5.0 OPERATIONAL IMPLICATIONS

- 5.1 The proposal will reduce the administrative burden currently placed upon officers and the landlord responsible for the vehicle's storage location.
- 5.2 Responsibility currently shared across several officers and external support arrangements will transfer to an organisation that already manages a fleet of minibuses and has established systems, procedures and infrastructure in place.
- 5.3 The arrangement will also remove the need for officers to coordinate charging, maintenance appointments and routine vehicle management activities.

CONCLUSION

The Council's community electric minibus is currently significantly underutilised, with only one regular booking and substantial periods of inactivity. Despite low usage, the Council continues to incur annual running costs of approximately £3,500 together with a considerable commitment of officer and landlord time.

Beacon School has offered a practical and cost-neutral solution whereby it would assume all operational and financial responsibilities for the vehicle whilst the Council retains ownership. The school has the infrastructure, expertise and operational need to utilise the vehicle daily and has confirmed that it would continue to accommodate the existing regular community booking.

The proposal represents an opportunity to maximise community benefit from a publicly owned asset, reduce costs and staff resource pressures, and deliver the objectives set out within the Council's Four-Year Plan.

For these reasons, Members are recommended to approve the proposed arrangement and authorise the completion of the attached agreement with Beacon School.

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.



MINIBUS USE AGREEMENT

Between Folkestone Town Council and The Beacon School

This Agreement is made on the _____ day of _____ 20__

Between:

Folkestone Town Council of The Town Hall, 1-2 Guildhall Street, Folkestone, CT20 1DY ("the Council")

and

The Beacon School of Park Farm Road, Folkestone CT19 5DN ("the School")

1. Purpose of Agreement

The purpose of this Agreement is to set out the terms under which the Council makes available a minibus to the School for its use.

2. Vehicle Details

The vehicle subject to this Agreement is:

Make/Model: **Ldv V80**

Registration Number: **LR73 ZZF**

3. Provision of Vehicle

The Council agrees to make the above minibus available to the School for its use. This arrangement is provided **free of charge**.

4. Use of the Vehicle

4.1 The School shall use the minibus for educational, extracurricular, and associated activities.

4.2 The vehicle must not be used for any unlawful or commercial purposes.

4.3 The School shall ensure the vehicle is used responsibly and in accordance with all relevant road traffic laws.

5. Costs and Responsibilities

The School agrees to be fully responsible for all day-to-day running and operational costs, including but not limited to:

- Charging
- Insurance
- Routine servicing and maintenance
- Repairs (including wear and tear)
- MOT testing
- Cleaning
- Breakdown cover

6. Drivers

6.1 The School shall ensure that any person driving the vehicle:

- Holds a valid and appropriate driving licence
- Is appropriately trained and authorised
- Meets all legal requirements for driving a minibus

6.2 The School shall be responsible for checking driver eligibility and compliance.

7. Insurance

The School shall arrange and maintain appropriate insurance cover for the vehicle, including:

- Comprehensive vehicle insurance
- Public liability (if applicable)

Proof of insurance should be provided to the Council periodically to ensure compliance with the agreement.

8. Maintenance and Condition

8.1 The School shall keep the vehicle in a safe and roadworthy condition at all times.

8.2 The School shall notify the Council of any significant damage or issues.

APPENDIX 1 – F-26-421

8.3 Proof of servicing and MOT should be provided to the Council periodically to ensure compliance with the agreement.

9. Ownership

The minibus shall remain the property of the Council at all times.

10. Termination

10.1 Either party may terminate this Agreement by giving 30 days written notice.

10.2 The Council reserves the right to terminate the Agreement immediately if the School breaches any terms.

10.3 Upon termination, the vehicle shall be returned to the Council in good condition (reasonable wear and tear excepted).

11. Liability

The School accepts full responsibility for the use of the vehicle during the period of this Agreement and indemnifies the Council against any claims, loss, or damage arising from its use.

12. General

12.1 This Agreement does not create a lease or transfer of ownership.

12.2 This Agreement is governed by the laws of England and Wales.

Signed on behalf of [Town Council Name]:

Name: _____

Signature: _____

Date: _____

Signed on behalf of [School Name]:

Name: _____

Signature: _____

Date: _____

This report will be made
public on 14 August 2026

Folkestone
Town Council



Report Number F/26/424

To: Finance & General Purposes Committee
Date: 20 August 2026
Status: Public Report
Responsible Officer: Town Clerk

SUBJECT: Community Infrastructure Levy (CIL) Funding for
Projects

SUMMARY:

Following consideration of Report CCE/26/418 by the Community Services & Climate and Environment Committee, a number of projects have been approved in principle for delivery, subject to any required consultation with residents, businesses and relevant authorities.

This report seeks approval from the Finance & General Purposes Committee for the release of £33,000 from Community Infrastructure Levy (CIL) reserves to enable the progression and delivery of the approved projects.

REASONS FOR RECOMMENDATIONS:

To enable the delivery of projects identified through public consultation and subsequently approved by the Community Services & Climate and Environment Committee, which will:

- Improve recreational opportunities for children and young people.
- Enhance accessibility and inclusivity within the Council's play areas.
- Support sustainable and active travel through the provision of additional cycle parking.
- Ensure Community Infrastructure Levy funding is utilised in accordance with the Council's adopted CIL Policy and agreed priorities.

RECOMMENDATIONS:

- 1) To receive and note report F/26/424

- 2) To approve the release of **£14,000 from CIL reserves** for the installation of a Multi-Use Games Area (MUGA) at Naseby Avenue Play Park, subject to consultation with neighbouring residents.
- 3) To approve the release of **£16,800 from CIL reserves** for the installation of communication boards and play panels at:
 - a. Coniston Road Play Park
 - b. Naseby Avenue Play Park
 - c. Roman Way Play Park
 - d. Downs Road Play Park
 - e. Pine Way Play Park
 - f. Firs Lane Play Park
- 4) To approve the release of **£2,200 from CIL reserves** for the provision of cycle hoops and secure cycle storage at the top of Sandgate Road, outside Chaos Cards and at Cheriton Place, subject to consultation with affected businesses and any necessary permissions.

Aims and Objectives – Key Priority One – Create a Better Environment for Folkestone

Financial Implications – CIL Funds £33,000

Equal Opportunities – The provision of communication boards and play panels will improve accessibility and inclusion within Council play areas and support children and young people with communication difficulties. The recommended projects will provide benefits to a wide range of residents and visitors.

Environmental Impact – The proposed cycle parking infrastructure will encourage sustainable travel and active transport. Environmental considerations have been taken into account during the development and costing of all proposed projects.

1.0 BACKGROUND

- 1.1 In August 2025, the Council approved its Community Infrastructure Levy (CIL) Policy, which included a commitment to engage with residents and stakeholders in determining priorities for future CIL expenditure.
- 1.2 A public consultation was subsequently undertaken during 2025, inviting suggestions from residents, community groups, councillors and local service providers regarding potential projects for funding.
- 1.3 Following consideration by the Community Services & Climate and Environment Committee, a number of proposals were identified for further investigation and feasibility assessment.
- 1.4 Report CCE/26/418 presented the findings of that assessment and sought Committee consideration of the projects that were considered deliverable and aligned with Council priorities.

- 1.5 At its meeting, the Community Services & Climate and Environment Committee resolved to support a number of projects and recommend that funding be released from CIL reserves to enable their progression.

2.0 FINANCIAL INFORMATION

2.1 Summary of CIL Receipts

2020/21	£22,011.30
2021/22	£14,926.92
2022/23	£65,740.95
2023/24	£71,058.10
2024/25	£16,227.07
2025/26	£9,362.22
Total	£199,326.56

- 2.2 The current CIL position is summarised below:

Description	Amount
Total CIL income received	£199,326.56
Total expenditure to date	£89,086
Balance Available	£110,240.56

- 2.3 The projects approved by the Community Services & Climate and Environment Committee are summarised below:

Project	Amount
Installation of MUGA at Naseby Avenue Play Park	£14,000
Communication Boards and Play Panels (6 sites)	£16,800
Cycle Hoops and Secure Cycle Storage	£2,200
Total	£33,000

- 2.4 Impact on CIL Reserves:

Description	Amount
Current Available Balance	£110,240.56
Less Proposed Expenditure	£33,000.00
Remaining Balance	£77,240.56

The proposed expenditure can be fully funded from existing CIL reserves.

CONCLUSION

The Community Services & Climate and Environment Committee has considered the feasibility of projects arising from the Council's public consultation on Community Infrastructure Levy spending and has identified a number of schemes suitable for progression.

The proposed projects support the Council's objectives to enhance recreational facilities, improve accessibility and inclusivity within public spaces, and encourage sustainable transport. Sufficient funds are available within existing CIL reserves to deliver the approved schemes.

The Finance & General Purposes Committee is therefore requested to approve the release of £33,000 from CIL reserves to enable these projects to proceed, subject to the consultations and permissions outlined within Report CCE/26/418.

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.