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FOLKESTONE TOWN COUNCIL

Date of Publication: 22 April 2021

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 29 April 2021**
Time: **6.30 p.m.**
Place: **Virtual Zoom Meeting [Link](#)**
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 give notice prior to the meeting to the Town Mayor, the Committee Chairman or the Town Clerk.

A handwritten signature in black ink that reads 'J L Childs'.

J L Childs
Town Clerk

- 1. APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
- 2. DECLARATIONS OF INTERESTS**
To receive any declarations of either personal or prejudicial interests that Members may wish to make.
- 3. MINUTES**
To receive the Minutes of the meeting of the Finance and General Purposes Committee held on 18 February 2021 and to authorise the Chairman of the Committee to sign them as a correct record.
- 4. SCHEDULE OF PAYMENTS**
The attached schedule details payments made between 1 February 2021 and 31 March 2021.
- 5. BUDGET MONITORING STATEMENT 2020/21**
The attached statement sets out details of the Town Council's provisional expenditure/income up to the 31 March 2021.
- 6. BANK RECONCILIATION**
The bank reconciliation statement to 31 March 2021, as approved by the Town Clerk, is attached for information.
- 7. WARD GRANTS**
For information, the attached shows ward grants approved by the Town Clerk from 1 February 2021 to 31 March 2021.
- 8. WARD GRANT BALANCES**
For information, the attached shows ward grant balances available to each Councillor as of 1 April 2021 (including 2021/22 funds).
- 9. EXTERNAL TOWN HALL REDECORATIONS & REPAIRS**
In line with Council's adopted Financial Regulations and Procurement Policy, the Town Clerk has published a call for fixed price tenders for the external redecorations and repairs of the Town Hall, the deadline for submissions is 12.00 noon on Friday 21st May 2021.
- 10. DATE OF NEXT MEETING**
Thursday, 17th June 2021 (provisional)

FOLKESTONE TOWN COUNCIL

MINUTES of the Finance and General Purposes Committee Meeting held virtually by Zoom on Thursday, 18 February 2021 at 6.30 p.m.

PRESENT: Councillors P Bingham, P Gane, D Jeffrey, M Lawes, C McConville, J Meade (Chair) and T Prater.

ABSENT: Councillor R Field.

OFFICERS PRESENT: J Childs (Town Clerk) and P Cross (Finance Officer).

1382. APOLOGIES FOR ABSENCE

Apologies received from Councillor Keen due to district council training.

1383. DECLARATIONS OF INTEREST

None

1384. MINUTES

- 1) The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 17 December 2020.
- 2) The Committee received and noted the Minutes of the meeting of the Personnel Sub Committee held on 7 July and 17 December 2020.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 17 December 2020 be received and signed as a correct record.

Proposed: Councillor Paul Bingham

Seconded: Councillor Peter Gane

Voting: F:7 Ag:0, Ab:0

RESOLVED: That the Minutes of the Personnel Sub Committee held on 7 July and 17 December 2020 be received and noted.

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Mary Lawes

Voting: F:7 Ag:0, Ab:0

1385. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments made between 1 December 2020 and 31 January 2021.

RESOLVED: That the Schedule of Payments for the period 1 December 2020 and 31 January 2021 be approved.

Proposed: Councillor Connor McConville

Seconded: Councillor Mary Lawes

Voting: F:7 Ag:0, Ab:0

1386. BUDGET MONITORING STATEMENT 2020/21

The budget monitoring statement to the 31 January 2021 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 31 January 2021 be approved.

Proposed: Councillor Peter Gane

Seconded: Councillor Connor McConville

Voting: F:7 Ag:0, Ab:0

1387. BANK RECONCILIATION

In line with financial regulations the bank reconciliation statement to 31 December 2020 was received and duly noted.

1388. APPOINTMENT OF INTERNAL AUDITOR

The Committee was asked to approve the appointment of the internal auditor for 2020/21.

RESOLVED: That David Buckett be appointed as the 2020/21 Internal Auditor and the list of internal auditors be revisited next year.

Proposed: Councillor Peter Gane

Seconded: Councillor Tim Prater

Voting: F:7 Ag:0, Ab:0

1389. PROCUREMENT POLICY

The Committee was asked to approve the procurement policy.

RESOLVED: To adopt the Procurement Policy with an amendment that the RFO strives to obtain 3 estimates for procurement between £500 and £3,000.

Proposed: Councillor Dylan Jeffrey

Seconded: Councillor Peter Gane

Voting: F:7 Ag:0, Ab:0

1390. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1 December 2020 and 31 January 2021 was provided for the Committee's information and duly noted.

1391. WARD GRANT BALANCES 2020/21

A list of ward grant balances available to each Councillor on 31 January 2021 was provided for the Committee's information and duly noted.

1392. CORONAVIRUS COMMUNITY RESILIENCE GRANTS

A list of coronavirus community resilience grants approved to 31 January 2021 was provided for the Committee's information and duly noted.

1393. DATE OF NEXT MEETING

Thursday, 22 April 2021 @ 6.30pm

Meeting concluded at 18.43pm

Chairman.....

Date.....

**SCHEDULE OF PAYMENTS
01/02/21-31/03/21**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/02/2021	Harmer & Sons Ltd	E02886A	£624.00	Reset Timers on Light Braids
04/02/2021	Harmer & Sons Ltd	E02886B	£330.00	Fill 26 x Salt Bins
04/02/2021	Harmer & Sons Ltd	E02886C	£576.00	4 x Bulk Bags Rock Salt
04/02/2021	Albane McGuinness	E02887	£47.00	Frame re. Mayoral Portrait
04/02/2021	Kent Ass. of Local Councils	E02888	£60.00	Training - Green Agenda
04/02/2021	SLCC Enterprises Ltd	E02889	£90.00	Training - Leadership
04/02/2021	Shred Station	E02890	£74.26	Confidential Waste Collection
04/02/2021	PLM Creative	E02891	£720.00	Updates to Folk. Learn Website
04/02/2021	D.Cowd	E02892A	£56.99	Reimb. Lapel Microphone
04/02/2021	D.Cowd	E02892B	£5.00	Reimb. Bird Seed re. Workshops
05/02/2021	Christ Church CEP Academy	CG0025	£500.00	Community Grant
09/02/2021	ClearView Communications Ltd	E02893A	£77.22	CCTV Pole Mounts Lower Leas
09/02/2021	ClearView Communications Ltd	E02893B	£2,061.01	CCTV Camera St Eanswythe's Way
09/02/2021	ClearView Communications Ltd	E02893C	£10,428.00	Redeployable CCTV Camera
09/02/2021	ClearView Communications Ltd	E02893D	£1,888.09	CCTV Cameras Seafront
09/02/2021	ClearView Communications Ltd	E02893E	£971.77	CCTV Camera Guildhall Street
09/02/2021	Kent County Council	E02894A	£196.54	Photocopier 1/11/20-31/1/21
09/02/2021	Kent County Council	E02894B	-£117.10	Credit Note re. Hand Towels
09/02/2021	Assn. of Independent Museums	E02895	£62.00	Assn of Ind. Museums Membership
09/02/2021	My Town My City	E02896	£2,145.60	Tourism Package
09/02/2021	ADM Computer Services Ltd	E02897	£3,058.92	Qtly IT Fees
16/02/2021	First Rescue Ltd	E02898	£1,620.00	Defibrillator
16/02/2021	Harmer & Sons Ltd	E02899A	£2,700.00	Deep Clean Balancing Pond
16/02/2021	Harmer & Sons Ltd	E02899B	£1,272.00	Bal. Pond Maintenance Jun/Oct
16/02/2021	St Mary/St Eanswythe's Church	E02900	£300.00	2 x Ward Grants 10/2/21
16/02/2021	ClearView Communications Ltd	E02901A	£16,525.68	CCTV Spare Parts
16/02/2021	ClearView Communications Ltd	E02901B	£1,888.09	CCTV Camera The Leas
16/02/2021	ClearView Communications Ltd	E02901C	£1,197.95	CCTV Maint. Harbour
16/02/2021	ClearView Communications Ltd	E02901D	£19,032.00	CCTV Annual Maint. Contract
17/02/2021	Daisy Communications	DD170221	£471.32	Telephone Services - Jan 2021

**SCHEDULE OF PAYMENTS
01/02/21-31/03/21**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
17/02/2021	RBS PLC Mentor Services	DD170221	£189.60	HR/Health & Safety Mgt
19/02/2021	Huddlebuy (Perkbox)	DD190221	£234.00	Perkbox Feb-May 2021
19/02/2021	SSE Hydro-Electric	DD190221	£4.95	Electricity to Phone Box - Jan 2021
22/02/2021	SSE Hydro-Electric	DD220221	£391.57	Electricity OTH - Jan 2021
22/02/2021	SSE Hydro-Electric	DD220221	£377.97	Gas OTH - Jan 2021
25/02/2021	HM Revenue & Customs	BP250221A	£7,248.23	PAYE/N.I. - Feb 2021
25/02/2021	KCC re. Kent Pension Fund	BP250221B	£6,314.84	Pension Contrib. - Feb 2021
25/02/2021	Standard Life Assurance Co.	BP250221C	£750.00	AVC Pension - Feb 2021
25/02/2021	HM Courts & Tribunals Service	BP250221D	£90.00	Salary Ded'n re. Court Order
25/02/2021	Various	BP250221	£18,452.93	Salaries - February 2021
25/02/2021	Leppard Cleaning	SO250221	£620.00	Office Cleaning - Feb 2021
26/02/2021	Harmer & Sons Ltd	E02902	£228.00	Roof Assessment/Maint. OTH
26/02/2021	Ashford Borough Museum Society	E02903	£50.00	'Wheels of Time' Contribution
26/02/2021	Eposnow	E02904	£342.00	Till Support Licence
26/02/2021	Ashford BC Collection Account	E02905	£7,500.00	CCTV Monitoring Jan-Mar 2021
26/02/2021	SLCC Enterprises Ltd	E02906	£5.00	Int. Women's Day Lunch
26/02/2021	Convergence Comms Ltd	E02907	£321.60	Annual Maint. Telephone System
26/02/2021	Veolia ES (UK) Ltd	DD260221	£87.89	Waste Collection - Jan 2021
09/03/2021	Sunflower House	E02908	£300.00	6 x Ward Grants 24/2/21
09/03/2021	UK Power Networks Ltd	E02909	£177.60	CCTV Power Fault
09/03/2021	I.Bishop	E02910	£21.00	Reimb. Number Plate re. Civic Vehicle
09/03/2021	Play Safety Ltd	E02911	£945.60	ROSPA Park Inspections
09/03/2021	Harmer & Sons Ltd	E02912	£364.00	Xmas Lights Storage Mar/Apr
09/03/2021	Payroll Service (UK) Ltd	E02913	£103.45	Payroll Services Jan-Mar 2021
09/03/2021	Amazon	E02914A	£4.99	100 CCTV Kenable Boots
09/03/2021	Amazon	E02914B	£5.69	100 CCTV Strain Relief Boots
09/03/2021	Amazon	E02914C	£9.89	50 CCTV Connectors
09/03/2021	Amazon	E02914D	£9.99	25 CCTV Cable Glands
09/03/2021	Amazon	E02914E	£9.99	25 CCTV Cable Glands
09/03/2021	Amazon	E02914F	£19.78	100 CCTV VCE Connectors

**SCHEDULE OF PAYMENTS
01/02/21-31/03/21**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
09/03/2021	Rootes & Allriott	E02915	£3,847.00	Legal Fees re. Play Areas
09/03/2021	FairFX (aka Equals)	E02916	£858.30	Credit Card Top-Up (see below)
15/03/2021	Fuelgenie	DD150321	£38.00	Fuel re. Civic Vehicle
17/03/2021	RBS PLC Mentor Services	DD170321	£109.20	HR/Health & Safety Mgt
18/03/2021	Daisy Communications	DD180321	£447.07	Telephone Services - Feb 2021
19/03/2021	SSE Hydro-Electric	DD190321	£4.95	Electricity to Phone Box - Feb 2021
22/03/2021	SSE Hydro-Electric	DD220321	£414.42	Electricity OTH - Feb 2021
22/03/2021	SSE Hydro-Electric	DD220321A	£315.12	Gas OTH - Feb 2021
24/03/2021	ADM Computer Services Ltd	E02917A	£9.05	IT Monthly Project Plan
24/03/2021	ADM Computer Services Ltd	E02917B	£1,018.80	Creative Cloud 1 Year
24/03/2021	Vaughtons	E02918A	£325.63	2 x Merit Badges
24/03/2021	Vaughtons	E02918B	£621.83	Past Mayor/Consort Badges
24/03/2021	Folk & Hythe DC	E02919A	£40,334.33	Flowerbed Maint. 2020/21
24/03/2021	Folk & Hythe DC	E02919B	£1,680.00	Floral Displays/Railing
24/03/2021	All Souls Church	E02920	£600.00	2 x Ward Grants 16/3/21
24/03/2021	J.Childs	E02921	£150.00	Reimb. Glasses for DSE Work
24/03/2021	Orbit Folkestone Ltd	E02922	£175.00	Museum Web Development
24/03/2021	Kent County Council	E02923	£835.45	CCTV Commando Sockets, etc.
24/03/2021	G.Coppins	E02924	£229.72	Compensation re. Damage P13
25/03/2021	HM Revenue & Customs	BP250321A	£7,411.08	PAYE/N.I. - Mar 2021
25/03/2021	KCC re. Kent Pension Fund	BP250321B	£6,400.38	Pension Contribs - Mar 2021
25/03/2021	Standard Life Assurance Co.	BP250321C	£750.00	AVC Pension - Mar 2021
25/03/2021	HM Courts & Tribunals Service	BP250321D	£90.00	Salary Ded'n re. Court Order
25/03/2021	Various	BP250321	£18,615.58	Salaries - Mar 2021
25/03/2021	Leppard Cleaning	SO250321	£620.00	Office Cleaning - Mar 2021
29/03/2021	Public Works Loans Board	DD290321	£19,650.70	Loan Repayment
29/03/2021	Veolia ES (UK) Ltd	DD290321A	£87.89	Waste Collection - Feb 2021
31/03/2021	Harmer & Sons Ltd	E02925	£116.40	Fence Repairs PFR
31/03/2021	G.Coppins	E02926	£174.50	Compensation re. Damage P13
31/03/2021	Gartec Ltd	E02927	£592.80	Lift Maint. Contract

SCHEDULE OF PAYMENTS
01/02/21-31/03/21

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
31/03/2021	ClearView Communications Ltd	E02928	£2,952.00	Engineers/Cherry Picker - 2 Days
31/03/2021	P. Cross	E02929	£33.75	Reimb. Printer Cartridges
31/03/2021	KT Fire Protection Ltd	E02930	£169.20	Fire Equipment Service
31/03/2021	Kooltech Ltd	E02931	£339.96	Steam Cylinder
31/03/2021	Wm Morrison Supermarkets	E02932	£2,220.00	74 Family Food Boxes
31/03/2021	Global Payments	TR310321	£8.30	Card Receipt Fees Oct '20-Mar '21
	CREDIT CARD TOP-UP 9/3/21:			
26/01/2021	Facebook		£17.00	Facebook Adverts
08/02/2021	Facebook		£17.00	Facebook Adverts
11/02/2021	Facebook		£3.12	Facebook Adverts
19/02/2021	Tesco Mobile		£10.00	Mobile Phone Top-Up
04/03/2021	Screwfix Direct		£123.30	CCTV Cables, etc.
04/03/2021	BroadBandBuyer		£269.10	25 CCTV Brackets
04/03/2021	Screwfix Direct		£89.98	CCTV Connectors, etc.
06/03/2021	TLC Direct		£328.80	CCTV Steel Conduits
			£858.30	

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021													
CODE	ORIGINAL BUDGET 2020/2021	VIREMENTS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 MAR 2020/2021	BUDGET TO 31 MAR 2020/2021	VARIANCE TO 31 MAR 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)			
	£	£	£	£	£	£	£	%					
101 ADMINISTRATION													
4001 SALARIES, PENSIONS & NI	414,500		414,500	401,950	414,500	-12,550	12,550	97					
4004 STAFF WELLBEING (£3,000 from New Servs Res.)	0		0	840	0	840	-840	0	-840	340			
4005 AGENCY STAFF	1,000		1,000	0	1,000	-1,000	1,000	0					
4006 TRAINING (Staff) (£2,400 from New Servs Res.)	2,500	-1,900	600	903	600	303	-303	151	-303	340			
4008 RELOCATION COSTS	0		0	0	0	0	0	0					
4009 ADVERTISING FOR STAFF	0		0	0	0	0	0	0					
4010 EQUIPMENT/FURNITURE NEW	2,000		2,000	1,710	2,000	-290	290	86					
4012 INTERVIEW EXPENSES	0		0	0	0	0	0	0					
4013 BANK CHARGES	500		500	103	500	-397	397	21					
4014 HR/H&S MANAGEMENT FEES	0	1,900	1,900	1,829	1,900	-71	71	96					
4021 PRINTING	500		500	0	500	-500	500	0					
4022 STATIONERY	1,000		1,000	250	1,000	-750	750	25					
4024 PHOTOCOPIING	1,600		1,600	667	1,600	-933	933	42					
4025 POSTAGE	1,800		1,800	338	1,800	-1,462	1,462	19					
4026 TELECOMMUNICATION SERVICES	4,000		4,000	8,418	4,000	4,418	-4,418	210	-2,500	340			
4060 ICT SUPPORT	12,500		12,500	14,811	12,500	2,311	-2,311	118					
4070 MISCELLANEOUS SUBSCRIPTIONS	330		330	275	330	-55	55	83					
4071 CINQUE PORT FEDERATION SUB	330		330	0	330	-330	330	0					
4072 SOCIETY OF LOCAL COUNCIL CLERKS	520		520	483	520	-37	37	93					
4073 KENT ASSOC. OF LOCAL COUNCILS	2,060		2,060	2,246	2,060	186	-186	109					
4080 PUBLIC TRANSPORT & CAR PARKS	250		250	12	250	-238	238	5					
4103 SUBSISTENCE ALLOWANCES	200		200	0	200	-200	200	0					
4104 CAR ALLOWANCES (Staff)	1,600		1,600	1,340	1,600	-260	260	84					
4105 CAR ALLOWANCES (Volunteers)	50		50	0	50	-50	50	0					
4712 ACCOUNTANCY SUPPORT	570		570	553	570	-17	17	97					
4720 TO ALLOTMENTS ADMINISTRATION (4503)	-4,100		-4,100	-3,800	-4,100	300	-300	93					
TOTAL ADMIN. EXPENDITURE	443,710	0	443,710	432,928	443,710	-10,782	10,782	98					
1190 INVESTMENT INTEREST	-3,000		-3,000	-111	-3,000	2,889	-2,889	4					
1199 OTHER INCOME	0		0	0	0	0	0	0					
TOTAL ADMIN. INCOME	-3,000	0	-3,000	-111	-3,000	2,889	-2,889	4					
NET ADMIN. EXPENDITURE/INCOME	440,710	0	440,710	432,817	440,710	-7,893	7,893	98					
102 DEMOCRATIC COSTS													
4007 TRAINING/CONFERENCE EXPS (Clifs.)	500		500	75	500	-425	425	15					
4081 CAR ALLOWANCES (Clifs)	100		100	0	100	-100	100	0					
4950 FTC REFLECTION FEES	0		0	0	0	0	0	0					
4951 FOLK TC REFLECTIONS (TO RESERVE)	10,200		10,200	0	10,200	-10,200	10,200	0	10,200	386			
TOTAL DEMOCRATIC COSTS EXP.	10,800	0	10,800	75	10,800	-10,725	10,725	1					

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021												
CODE	ORIGINAL BUDGET 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 MAR 2020/2021	BUDGET TO 31 MAR 2020/2021	VARIANCE TO 31 MAR 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)			
103	MAYORALTY											
4011	CLOTHING & UNIFORMS	600	0	600	-600	600	0					
4170	REGALIA - NEW	1,000	883	1,000	-117	117	88					
4171	REGALIA - REPAIR & MAINT.	400	22	400	-378	378	6					
4180	MAYOR'S INSTALLATION (Annual Meeting)	1,100	0	1,100	-1,100	1,100	0					
4181	REMEMBRANCE SUNDAY	2,300	114	2,300	-2,186	2,186	5					
4182	CANADA DAY	2,550	1,085	2,550	-1,465	1,465	43					
4183	WILLIAM HARVEY COMMEMORATION	650	105	650	-545	545	16					
4184	HOLOCAUST DAY	320	320	320	-320	320	0					
4185	CINQUE PORT WARDEN	100	0	100	-100	100	0					
4249	COVER FOR CIVIC DRIVER	500	0	500	-500	500	0					
4250	FUEL FOR CIVIC VEHICLE	500	412	500	-88	88	82					
4251	MTC/SERVICE/REPAIRS - EXTERNAL	150	18	150	-132	132	12					
4252	CAR INSURANCE	500	500	500	0	0	100					
4253	CIVIC VEHICLE - GEN. CONTRIBS.	3,000	2,983	3,000	-17	17	99					
4255	MAYOR'S EXPENSES MAY-MAR	5,490	2,183	5,490	-3,307	3,307	40	200	407,408			
4256	MAYOR'S EXPENSES APR-MAY	1,100	138	1,100	-962	962	13					
4257	FOLK/ETAPLES REMEMBRANCE EVENTS	0	0	0	0	0	0					
4258	MISCELLANEOUS EVENTS (MAYORALTY)	0	0	0	0	0	0					
4259	ARMED FORCES DAY (see 4298-301)	0	0	0	0	0	0					
4260	BURMA STAR (VJ DAY)	530	0	530	-530	530	0					
4261	NORMANDY VETERANS	320	0	320	-320	320	0					
4262	LUNCHES FOR CHILDREN	0	5,000	4,795	-205	205	0	-2,550	407			
4263	CHRISTMAS GIFTS FOR CHILDREN	0	0	713	-713	-713	0	-713	408			
	TOTAL MAYORALTY EXPENDITURE	21,110	5,000	26,110	-12,159	12,159	53					
1005	OTHER INCOME (MAYORALTY)	0	-1,100	0	-1,100	1,100	0	1,100	407,408			
	TOTAL MAYORALTY INCOME	0	0	-1,100	-1,100	1,100	0					
	NET MAYORALTY EXPENDITURE/INCOME	21,110	5,000	26,110	-13,259	13,259	49					
201	PREMISES											
4501	BUILDING REPS/MAINT	14,000	9,812	14,000	-4,188	4,188	70					
4509	CLEANING	9,000	7,806	9,000	-1,194	1,194	87					
4601	RENT	0	0	0	0	0	0					
4602	RATES	21,500	21,332	21,500	-168	168	99					
4603	PWLB CAPITAL REPAYMENTS	22,140	23,505	22,140	1,365	-1,365	106					
4604	PWLB INTEREST REPAYMENTS	17,160	15,796	17,160	-1,364	1,364	92					
4615	SERVICES, HEATING & LIGHTING	9,200	7,864	9,200	-1,336	1,336	85					
4616	MOVING COSTS	0	0	0	0	0	0					
4617	SUNDRIES	2,500	2,246	2,500	-254	254	90					
4620	HIRE OF FACILITIES (inc. Garage)	6,900	863	6,900	-6,037	6,037	13					
4629	FLOOD RELATED EXPENDITURE	0	0	0	0	0	0					
	TOTAL PREMISES EXPENDITURE	102,400	89,224	102,400	-13,176	13,176	87					
1010	RENTAL INCOME	-15,660	-3,700	-15,660	11,960	-11,960	24					
1011	OTHER INCOME (PREMISES)	0	-208	0	-208	208	0					
1020	PWLB INCOME	0	0	0	0	0	0					
	TOTAL PREMISES INCOME	-15,660	-3,908	-15,660	11,752	-11,752	25					
	NET PREMISES EXPENDITURE/INCOME	86,740	0	86,740	-1,424	1,424	98					

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021												
CODE	ORIGINAL BUDGET 2020/2021	REVISIONS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 MAR 2020/2021	BUDGET TO 31 MAR 2020/2021	VARIANCE TO 31 MAR 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)		
301 SERVICES												
4030 NEWSLETTERS	0	0	0	0	0	0	0	0				
4031 MISCELLANEOUS INSURANCES (inc. Heritage)	9,800	0	9,800	10,030	9,800	230	-230	102				
4503 ALLOTMENTS - ADMINISTRATION	4,100	4,100	4,100	3,800	4,100	-300	300	93				
4504 ALLOTMENTS - PFR MAINTENANCE	3,000	3,000	3,000	2,196	3,000	-804	804	73				
4505 ALLOTMENTS - TKL MAINTENANCE	3,000	3,000	3,000	4,302	3,000	1,302	-1,302	143	-1,400	340		
4840 MAINTENANCE OF BEACON	250	250	250	720	250	470	-470	288				
4850 LOCAL PROJECTS	4,000	-1,000	3,000	1,725	3,000	-1,275	1,275	58	1,275	340		
4851 NOTICE BOARDS	1,000	1,000	1,000	0	1,000	0	1,000	0				
4852 BUS SHELTERS	0	0	0	12,995	0	12,995	-12,995	0	-12,995	365		
4874 COMMUNITY RESILIENCE FUND	0	10,000	10,000	13,185	10,000	3,185	-3,185	132	-3,185	340		
4875 WARD GRANTS	19,800	19,800	19,800	4,798	19,800	-15,002	15,002	24	15,002	383, 390, 365, 396, 407, 408, 340		
4876 TOWN GRANTS	35,000	-10,000	25,000	18,606	25,000	-6,394	6,394	74	6,394	385		
4878 PARKS, GARDENS & RECS - FLOWERBEDS	32,500	32,500	32,500	35,012	32,500	2,512	-2,512	108				
4879 CHRISTMAS LIGHTING	51,000	51,000	51,000	41,075	51,000	-9,925	9,925	81	-439	405		
4880 CHRISTMAS FESTIVITIES	12,000	12,000	12,000	721	12,000	-11,279	11,279	6	-31	499		
4881 YOUTH FACILITIES	11,600	-4,000	7,600	0	7,600	-7,600	7,600	0				
4884 PARKS, GARDENS & RECS - TREES	15,000	15,000	15,000	15,660	15,000	660	-660	104				
4885 PARKS, GARDENS & RECS - PLAY AREAS	0	0	0	6,790	0	6,790	-6,790	0				
4890 PARK BENCHES	200	200	200	1,280	200	1,080	-1,080	640	-1,230	396		
4891 LITTER/SALT BINS, BOLLARDS & RAILINGS	3,000	3,000	3,000	4,595	3,000	1,595	-1,595	153	-1,595	390		
4895 TOURIST INFORMATION	10,000	10,000	10,000	10,445	10,000	445	-445	104				
4900 MAINTENANCE OF PUBLIC CLOCKS	500	500	500	0	500	-500	500	0				
4901 MAINTENANCE OF MEMORIALS	2,500	2,500	2,500	1,950	2,500	-550	550	78				
4903 TELEPHONE BOX	100	100	100	58	100	-42	42	58				
4904 CCTV MONITORING	25,500	25,500	25,500	25,000	25,500	-500	500	98				
4905 CCTV MAINTENANCE	15,000	15,000	15,000	62,850	15,000	47,850	-47,850	419	-43,982	403		
4998 AIR SHOW/ARMED FORCES' DAY	22,800	22,800	22,800	0	22,800	-22,800	22,800	0				
4999 CONTINGENCY	3,000	3,000	3,000	87	3,000	-2,913	2,913	3				
TOTAL SERVICES EXPENDITURE	284,650	-5,000	279,650	277,880	279,650	-1,770	1,770	99				
1002 ALLOTMENT RENTS PFR	-5,000	-5,000	-5,000	-5,312	-5,000	-312	312	106				
1003 ALLOTMENT RENTS TKL	-4,800	-4,800	-4,800	-4,805	-4,800	-5	5	100				
1004 OTHER INCOME (SERVICES)	0	0	0	-223,938	0	-223,938	223,938	0	223,938	365, 400, 403, 406, 409		
TOTAL SERVICES INCOME	-9,800	0	-9,800	-234,055	-9,800	-224,255	224,255	2,388				
NET SERVICES EXPENDITURE/INCOME	274,850	-5,000	269,850	43,825	269,850	-226,025	226,025	16				

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2020/2021												
CODE	ORIGINAL BUDGET 2020/2021	REVISIONS 2020/2021	REVISED BUDGET 2020/2021	ACTUALS TO 31 MAR 2020/2021	BUDGET TO 31 MAR 2020/2021	VARIANCE TO 31 MAR 2020/2021	TOTAL BUDGET REMAINING 2020/2021	% OF BUDGET TO DATE 2020/2021	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)		
401 FEES												
4713 CONSULTANTS FEES	0	0	0	0	0	0	0	0				
4714 EXTERNAL AUDIT FEES	2,000	0	2,000	2,000	2,000	0	0	100				
4715 INTERNAL AUDIT FEES	1,500	0	1,500	877	1,500	-623	623	58				
4716 LEGAL FEES	0	0	0	0	0	0	0	0				
4717 CARD RECEIPTS FEES	940	0	940	11	940	-929	929	1				
4718 SECURITY - TOWN HALL (£12,900 from Reserve)	10,000	0	10,000	0	10,000	-10,000	10,000	0				
TOTAL FEES	14,440	0	14,440	2,888	14,440	-11,552	11,552	20				
402 MUSEUM/HERITAGE												
5006 M/H TRAINING	700	0	700	0	700	-700	700	0				
5007 M/H SUBSCRIPTIONS	450	0	450	380	450	-70	70	84				
5009 M/H ADVERTISING FOR STAFF	0	0	0	0	0	0	0	0				
5010 M/H EQUIPMENT/FURNITURE	400	0	400	6,139	400	5,739	-5,739	1,535				
5011 M/H EXHIBIT REPAIRS	200	0	200	0	200	-200	200	0				
5012 M/H HISTORIC COSTUMES	250	0	250	0	250	-250	250	0				
5013 M/H NEW EXHIBITS	0	0	0	1,654	0	1,654	-1,654	0				
5030 M/H MATERIALS	1,500	0	1,500	1,407	1,500	-93	93	94				
5031 M/H PUBLICITY & PROMOTION	1,000	0	1,000	39	1,000	-961	961	4				
5032 M/H EVALUATION/PRESS COVERAGE	500	0	500	0	500	-500	500	0				
5033 M/H LEAFLETS/PUBLICATIONS	1,000	0	1,000	1,200	1,000	200	-200	120				
5035 M/H MERCHANDISE	2,000	0	2,000	30	2,000	-1,970	1,970	2				
5040 M/H SERVICES	1,500	0	1,500	7,035	1,500	5,535	-5,535	469				
5041 M/H EVENTS	5,000	0	5,000	0	5,000	-5,000	5,000	0				
5042 M/H EXHIBITIONS	4,000	0	4,000	417	4,000	-3,583	3,583	10				
5043 M/H EDUCATION RESOURCES	500	0	500	2,900	500	2,400	-2,400	580				
5044 M/H WORKSHOPS	4,000	0	4,000	79	4,000	-3,921	3,921	2				
5070 M/H VOLUNTEERS EXPENSES	0	0	0	0	0	0	0	0				
5090 M/H HOSPITALITY	500	0	500	0	500	-500	500	0				
5091 M/H PROFESSIONAL FEES	6,000	0	6,000	32,136	6,000	26,136	-26,136	536				
5092 MUSEUM ASSN. PROJECT	0	0	0	0	0	0	0	0				
5099 CONT. TO MUSEUM/HERITAGE RESERVE	0	0	0	0	0	0	0	0				
TOTAL MUSEUM/HERITAGE EXPENDITURE	29,500	0	29,500	53,416	29,500	23,916	-23,916	181				
1030 M/H INCOME	-500	0	-500	-2,245	-500	-1,745	1,745	449	2,000	362		
1031 M/H KCC CASH CONTRIBUTION HERITAGE	0	0	0	0	0	0	0	0				
1032 M/H SDC CASH CONTRIBUTION TOURISM	0	0	0	0	0	0	0	0				
1033 M/H HLF GRANT	0	0	0	-117,008	0	-117,008	117,008	0	66,940	362		
1034 M/H TRANSFERS FROM RESERVE	0	0	0	0	0	0	0	0				
1035 M/H RETAIL SALES	-3,000	0	-3,000	-128	-3,000	2,872	-2,872	4				
1036 M/H DONATIONS	-700	0	-700	0	-700	700	-700	0				
TOTAL MUSEUM/HERITAGE INCOME	-4,200	0	-4,200	-119,381	-4,200	-115,181	115,181	2,842				
NET MUSEUM/HERITAGE EXP/INCOME	25,300	0	25,300	-65,965	25,300	-91,265	91,265	-261				

RESERVES & PROVISIONS AT 31 MARCH 2021			
		BALANCE	BALANCE
CODE		AT 1/4/20	AT 31/3/21
		£	£
310	GENERAL FUND	114,664	114,664
340	NEW SERVICES RESERVE	99,240	93,687
362	MUSEUM/HERITAGE RESERVE	220,564	289,504
363	TOURISM RESERVE	4,735	4,735
365	BUS SHELTERS	9,000	3,855
383	WARD GRANTS RESERVE	9,792	14,684
385	TOWN GRANTS RESERVE	1,096	7,490
386	FTC ELECTIONS	0	10,200
387	ARMED FORCES' DAY RESERVE	0	0
390	SALT BINS	6,313	6,168
392	LEAS FLOWER POWER	0	0
393	ANTI-LITTER CAMPAIGN	2,000	2,000
396	BENCHES	0	0
400	PLAY AREAS	0	100,000
403	CCTV EQUIPMENT/MAINTENANCE	19,657	0
404	CHRISTMAS EVENT (FTC)	0	0
405	CHRISTMAS EVENT (CHERITON)	3,367	3,227
406	NEIGHBOURHOOD FUND	0	22,011
407	LUNCHES FOR CHILDREN	0	1,030
408	CHRISTMAS GIFTS FOR CHILDREN	0	1,187
409	COMMUNITY TRANSPORT	0	71,303
499	PROVISION FOR OUTSTANDING INVOICES	5,166	5,134
TOTAL		495,594	750,879

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current Account	31/03/2021	430	129,158.49
			<hr/> 129,158.49
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			129,158.49
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			129,158.49
		Balance per Cash Book is :-	129,158.49
		Difference is :-	0.00

**APPROVED WARD GRANTS
1/2/21-31/3/21**

DATE	RECIPIENT	PURPOSE	WARD	POWER	AMOUNT
APPROVED			CLLR		AWARDED
10/02/2021	St Mary & St Eanswythe Church	Restoring St Eanswythe	A.Akuffo-Kelly	LGA 72, Sec 145	£150.00
10/02/2021	St Mary & St Eanswythe Church	Restoring St Eanswythe	B.Walker	LGA 72, Sec 145	£150.00
24/02/2021	Folkestone Town Council	Tile Kiln Lane Allotments, New Gate	R West	Open Spaces Act 1906 Sec 9 &10	£300.00
24/02/2021	Folkestone Town Council	Tile Kiln Lane Allotments, New Gate	P Gane	Open Spaces Act 1906 Sec 9 &10	£300.00
24/02/2021	Folkestone Town Council	Tile Kiln Lane Allotments, New Gate	P Bingham	Open Spaces Act 1906 Sec 9 &10	£300.00
24/02/2021	Folkestone Town Council	Tile Kiln Lane Allotments, New Gate	J Graham	Open Spaces Act 1906 Sec 9 &10	£500.00
24/02/2021	Folkestone Town Sprucer	Graffiti Removal	D Horton	Open Spaces Act 1906 Sec 9 &10	£50.00
24/02/2021	Folkestone Town Sprucer	Graffiti Removal	J Meade	Open Spaces Act 1906 Sec 9 &10	£50.00
24/02/2021	Folkestone Town Sprucer	Graffiti Removal	B Walker	Open Spaces Act 1906 Sec 9 &10	£50.00
24/02/2021	Folkestone Town Sprucer	Graffiti Removal	J Graham	Open Spaces Act 1906 Sec 9 &10	£50.00
24/02/2021	Folkestone Town Sprucer	Graffiti Removal	M Keutenius	Open Spaces Act 1906 Sec 9 &10	£50.00
24/02/2021	Folkestone Town Sprucer	Graffiti Removal	R Wallace	Open Spaces Act 1906 Sec 9 &10	£50.00
16/03/2021	All Souls Church	Provision of a Dishwasher	P Gane	LGA 72, Sec 145	£600.00
16/03/2021	All Souls Church	Provision of a Dishwasher	R West	LGA 72, Sec 145	£600.00

