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FOLKESTONE TOWN COUNCIL

Date of Publication: 10 February 2022

AGENDA

Meeting: **Finance and General Purposes Committee**
Date: **Thursday 17th February 2022**
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 give notice prior to the meeting to the Town Mayor, the Committee Chairman or the Town Clerk.

A handwritten signature in black ink, appearing to read '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 16th December 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 1st December 2021 and 31st January 2022.
- 5. BUDGET MONITORING STATEMENT 2021/22**
The attached statement sets out details of the Town Council's expenditure/income up to the 31st January 2022.
- 6. BANK RECONCILIATION**
In line with financial regulations the bank reconciliation statement at 31st January 2022 is attached for information.
- 7. APPOINTMENT OF INTERNAL AUDITOR**
The Committee is asked to approve the appointment of the internal auditor for 2021/22.
- 8. WARD GRANTS**
For information, the attached shows ward grants approved by the Town Clerk between 1st December 2021 and 31st January 2022.
- 9. WARD GRANT BALANCES**
For information, the attached shows ward grant balances available to each Councillor as of 4th February 2022.
- 10. DATE OF NEXT MEETING**
21st April 2022 @ 7.00pm

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, 16th December 2021 at 7.00 p.m.

PRESENT: Councillors R Field, P Gane, D Horton, D Jeffrey, M Lawes, C McConville (Chair) and B Walker.

ABSENT:

OFFICERS PRESENT: P Cross (Finance Officer).

1442. APOLOGIES FOR ABSENCE

Apologies were received from the Town Clerk and Cllrs D Brook, M Keutenius and T Prater.

1443. DECLARATIONS OF INTEREST

Declarations of interest were received from Cllrs R Field, P Gane and C McConville, in their capacity as Folkestone & Hythe District Councillors, with regard to item 10 'Parish Infrastructure Investment Plan & Report 2021/22'.

1444. MINUTES

The Committee received the Minutes of the meeting of the Finance and General Purposes Committee held on 21st October 2021.

RESOLVED: That the Minutes of the meeting of the Finance and General Purposes Committee held on 21st October 2021 be received and signed as a correct record.

Proposed: Councillor D Horton

Seconded: Councillor B Walker

Voting: F:6, Ag:0, Ab:1

1445. SCHEDULE OF PAYMENTS

The Committee considered the schedule of payments for the period 1st October 2021 to 30th November 2021.

RESOLVED: That the Schedule of Payments for the period 1st October 2021 to 30th November 2021 be approved.

Proposed: Councillor M Lawes

Seconded: Councillor P Gane

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

1446. BUDGET MONITORING STATEMENT 2021/22

The budget monitoring statement to 30th November 2021 was received by the Committee.

RESOLVED: That the Budget Monitoring Statement to 30th November 2021 be approved.

Proposed: Councillor M Lawes

Seconded: Councillor B Walker

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

1447. BANK RECONCILIATION

The Committee received the bank reconciliation statement as at 30th November 2021.

RESOLVED: That the Bank Reconciliation Statement as at 30th November 2021 be approved.

Proposed: Councillor P Gane

Seconded: Councillor C McConville

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

1448. WARD GRANTS

A list of ward grants approved by the Town Clerk between 1st October 2021 and 30th November 2021 was provided for the Committee's information and duly noted.

1449. WARD GRANT BALANCES 2021/22

A list of ward grant balances available to each Councillor as at 3rd December 2021 was provided for the Committee's information and duly noted.

1450. BUDGET 2022/23

Report F/21/301 set out the draft proposals for the Town Council's budget for 2022/23, considering proposed growth items submitted by spending committees. Members were requested to make final recommendations for the budget/precept for presentation to the full Council on 13th January 2022.

RESOLVED: That the draft budget be noted and agreed but the precept be deferred to full Council in January when the new property tax base figures will be available.

Proposed: Councillor D Jeffrey

Seconded: Councillor P Gane

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

1451. PARISH INFRASTRUCTURE INVESTMENT PLAN & REPORT 2021/22

Presented for the Committee's approval, prior to submission to Folkestone & Hythe District Council by 31st December 2021, was a Parish Infrastructure Investment Plan & Report focusing on improvements to Parks and Play Areas during the 2021/22 and 2022/23 financial years.

The Committee wished to pass on their thanks to the Communities & Grants Officer and the Town Clerk for their hard work on this project.

RESOLVED: That the Parish Infrastructure Investment Plan & Report 2021/22 be approved.

Proposed: Councillor P Gane

Seconded: Councillor D Horton

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

1452. SILVERSCREEN CINEMA GAS BOILER

The Committee was updated regarding a proposed variation to Charlier's contract to accommodate replacing the gas boiler in the cinema with a new Worcester Greenstar Boiler, 2 additional radiators and associated works for the sum of £11,518.75 ex VAT.

RESOLVED: That a decision on the boiler replacement be delegated to the Chairman, subject to him receiving further information regarding the proposed boiler and whether other options had been considered.

Proposed: Councillor D Jeffrey

Seconded: Councillor C McConville

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

1453. DATE OF NEXT MEETING

Thursday, 17th February 2022

The meeting concluded at 7.40pm

Chairman.....

Date.....

**SCHEDULE OF PAYMENTS
01/12/2021-31/01/2022**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/12/2021	ABF The Soldiers' Charity	E03288	£100.00	Donation re. Remembrance
02/12/2021	D.Quinney	E03289	£300.00	PA System re. Remembrance
02/12/2021	Harmer & Sons Ltd	E03290A	£252.00	Barriers re. Remembrance
02/12/2021	Harmer & Sons Ltd	E03290B	£2,358.00	Insp/Maint Play Areas - Nov
02/12/2021	Kent County Council	E03291	£94.56	Hand Towels
02/12/2021	Christ Church PTFA	E03292	£225.00	Ward Grant 24/11/21
02/12/2021	Tyson Road Residents Group	E03293	£312.50	Ward Grant 24/11/21
02/12/2021	Castle Water	E03294	£462.12	Water TKL Oct '21-Mar '22
02/12/2021	Ashford BC Collection Account	E03295	£50.00	Mayoral Event 14/12/21
02/12/2021	Lydd Town Council	E03296	£39.00	Mayoral Event 21/1/22
02/12/2021	Entec Access Systems Ltd	E03297	£2,398.80	Repairs to Entrance Doors OTH
02/12/2021	Sports Hub	E03298	£81.60	Shin Pads re. Cllrs Cup
02/12/2021	Go Folkestone Action Group	E03299	£35.00	Go Folkestone Calendars
02/12/2021	P.Gane	E03300	£39.98	Reimb. Flashing Snowflakes
02/12/2021	D.Cowd	E03301	£43.79	Reimbursements
02/12/2021	M.Keutenius	E03302	£4.40	Reimb. Parking 23/11/21
02/12/2021	Amazon	E03303A	£19.90	10 x Junction Boxes CCTV
02/12/2021	Amazon	E03303B	£26.30	60 x Terminals CCTV
03/12/2021	RBS PLC Mentor Services	DD031221	£80.40	Health & Safety Mgt
08/12/2021	Convergence Comms Ltd	E03304	£30.00	Telephone Maint. Contract
08/12/2021	Godden Allen Lawn	E03305	£3,000.00	OTH Works Consultation
08/12/2021	St John Ambulance	E03306A	£115.20	First Aid Rememb. 11/11/21
08/12/2021	St John Ambulance	E03306B	£115.20	First Aid Rememb. 14/11/21
08/12/2021	Mayor of Faversham CF	E03307	£75.00	Mayoral Event 20/1/22
08/12/2021	M.Keutenius	E03308	£71.99	Mayoral Clothing
08/12/2021	Metroline Security Ltd	E03309A	£78.00	Annual Key Holding
08/12/2021	Metroline Security Ltd	E03309B	£312.00	Intruder Alarm Service Agreement
08/12/2021	Metroline Security Ltd	E03309C	£288.00	Fire Alarm Serv. Agreement

**SCHEDULE OF PAYMENTS
01/12/2021-31/01/2022**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
08/12/2021	Lunatraktors	E03310	£325.00	Eanswythe Performance
08/12/2021	T.Brenchley	E03311	£16.25	Reimb. Parking
08/12/2021	Kent County Council	E03312	£103.00	Licence Xmas Lights Cheriton
08/12/2021	D-Tech Systems	E03313	£486.60	Annual Service Eltek System
08/12/2021	Modes Users Association	E03314	£180.00	Modes Catalogue Web Hosting
08/12/2021	A.R.Cubin (Centingas)	E03315	£50.00	Anglo-Saxon Re-enactors
08/12/2021	Right Guard Security UK Ltd	E03316	£187.20	Security OTH - Nov 2021
08/12/2021	Folk & Hythe Orchestral Soc	E03317	£24.00	Mayoral Event 12/12/21
08/12/2021	Kent County Council	E03318	£258.13	Photocopier Nov-Jan 2021
08/12/2021	Harmer & Sons Ltd	E03319A	£144.00	Install/Remove Remembrance Crosses
08/12/2021	Harmer & Sons Ltd	E03319B	£1,032.00	Check/Fill Salt Bins
08/12/2021	Amazon	E03320A	£42.50	Christmas Gifts
08/12/2021	Amazon	E03320B	£42.50	Christmas Gifts
15/12/2021	Various	BP151221	£21,294.19	Salaries - Dec 2021
17/12/2021	Absolute Museum & Gallery Prod	E03321	£268.68	Various Items re. Museum
17/12/2021	Tyson Road Residents Group	E03322	£150.00	Ward Grant 7/12/21
17/12/2021	Adams Printers	E03323	£486.00	100 x Tourism Brochures
17/12/2021	TTS	E03324	£20.39	Replica Roma Strigil
17/12/2021	Business Stream	E03325	£39.40	Waste Water OTH Sep-Nov 2021
17/12/2021	Stranks Removals & Storage	E03326	£53.15	Museum Storage - Dec 2021
17/12/2021	B&C Energy Solutions	E03327	£7,106.80	Bus Shelters
17/12/2021	R.Ensors CIC	E03328	£250.00	Ward Grant 14/12/21
17/12/2021	Folkestone Hub CIC	E03329	£500.00	Ward Grant 14/12/21
17/12/2021	Gala Lights	E03330A	£972.00	Xmas Lights - Sandgate Road
17/12/2021	Gala Lights	E03330B	£486.00	Xmas Lights - Majestic Parade
17/12/2021	RBS PLC Mentor Services	DD171221	£109.20	HR Services
20/12/2021	Daisy Communications	DD201221A	£457.38	Telephone Services - Nov 2021
20/12/2021	SSE Hydro-Electric	DD201221B	£5.12	Elect. to Phone Box - Nov 2021

**SCHEDULE OF PAYMENTS
01/12/2021-31/01/2022**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
22/12/2021	Castle Water	E03331	£108.74	Water PFR Oct '21-Mar '22
22/12/2021	St John Ambulance	E03332	£115.20	First Aid Rememb. 7/11/21
22/12/2021	Walker Construction (UK) Ltd	E03333	£1,440.00	Traffic Mgt Rememb. 7 & 14/11
22/12/2021	Harmer & Sons Ltd	E03334A	£744.00	Maint. of Balancing Pond
22/12/2021	Harmer & Sons Ltd	E03334B	£2,412.00	Insp/Maint Play Areas - Dec
22/12/2021	Harmer & Sons Ltd	E03334C	£7,332.00	Xmas Lights Maintenance
22/12/2021	ADM Computer Services Ltd	E03335A	£1,092.77	Various Monthly IT Fees
22/12/2021	ADM Computer Services Ltd	E03335B	£1,836.00	2 x Laptops & Installation
22/12/2021	M.Keutenius	E03336	£231.80	Mayoral Clothing
22/12/2021	Oak Fine Art Services	E03337	£348.00	Collection of Donated Art Work
22/12/2021	Catherine Farr	E03338	£469.20	6 x Art Classes Oct-Dec 2021
22/12/2021	R.Ensors CIC	E03339	£250.00	2 x Ward Grants
22/12/2021	Culligan Water Ltd	DD21221	£183.39	Qtly Water Boiler/Cooler
23/12/2021	HM Revenue & Customs	BP231221	£8,569.23	PAYE/N.I. - Dec 2021
23/12/2021	KCC re. Kent Pension Fund	BP231221B	£7,197.27	Pension Contribs - Dec 2021
23/12/2021	Standard Life Assurance Co.	BP231221C	£1,000.00	AVC Pension - Dec 2021
23/12/2021	HM Courts & Tribunals Service	BP231221D	£90.00	Salary Ded'n re. Court Order
23/12/2021	SSE Hydro-Electric	DD231221A	£687.06	Electricity OTH - Nov 2021
23/12/2021	SSE Hydro-Electric	DD231221B	£111.20	Gas OTH - Nov 2021
23/12/2021	Folkestone Hub	REF231221	-£500.00	Return of Ward Grant (14/12)
29/12/2021	Convergence Comms Ltd	E03340A	£28.80	Telephone Charges - Nov 2021
29/12/2021	Convergence Comms Ltd	E03340B	£60.00	Telephones - Xmas Remote
29/12/2021	Ewart J Clough	E03341	£1,085.00	Christmas Tree
29/12/2021	Dress To Party	E03342	£59.99	Santa Costume
29/12/2021	Amazon	E03343	£5.60	Craft Clay
29/12/2021	Charlton Athletic Comm. Trust	E03344	£660.00	Co-ordination Cllrs Cup 2021
29/12/2021	Veolia ES (UK) Ltd	DD291221	£105.01	Waste Collection - Nov 2021
29/12/2021	Leppard Cleaning	SO291221	£653.00	Cleaning OTH - Dec 2021

**SCHEDULE OF PAYMENTS
01/12/2021-31/01/2022**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
06/01/2022	RBS PLC Mentor Services	DD060122	£80.40	Health & Safety
07/01/2022	HM Revenue & Customs	E03345	£200.00	CIS Tax to 5/1/22
07/01/2022	Ashford BC Collection Account	E03346	£7,552.50	CCTV Monitoring Jan-Mar 2022
07/01/2022	Shred Station	E03347	£74.26	Confidential Waste Collection
07/01/2022	Convergence Comms Ltd	E03348	£30.00	Telephone Maint. Contract
07/01/2022	BM Ambulance Service Ltd	E03349	£429.00	First Aid re. Cllrs Cup
07/01/2022	Picture This Graphic Design	E03350	£180.00	Design Playground Signage
07/01/2022	Harmer & Sons Ltd	E03351A	£288.00	CCTV Camera Guard
07/01/2022	Harmer & Sons Ltd	E03351B	£729.60	Play Area Repairs
07/01/2022	D.Cowd	E03352	£33.85	Various Reimbursements
07/01/2022	Amazon	E03353	£142.20	Children's Magnifiers
07/01/2022	Right Guard Security UK Ltd	E03354	£93.60	Security OTH - Dec 2021
07/01/2022	Royal Mail Group	E03355	£106.80	Collection of Road Closure Notices
07/01/2022	Gala Lights	E03356	£9,540.00	New Christmas Lights
07/01/2022	Margate Charter Trustees	REF070122	-£50.00	Refund Event 9/1/22
10/01/2022	Mayor of Faversham CF	REF100122	-£75.00	Refund Event 20/1/22
13/01/2022	Window Cleaning Plus	E03357	£135.00	Window Cleaning OTH Sep-Jan
13/01/2022	DAC Beachcroft	E03358	£164.42	VAT only re. Insurance (Flood)
13/01/2022	Russell & Wheeler	E03359	£90.00	Check Power CCTV Cheriton Rd
13/01/2022	Assn. of Tourist Atts in Kent	E03360	£354.00	ATAK Membership
13/01/2022	FJ Fullick	E03361	£599.93	Fridge/Dishwasher/Microwave
13/01/2022	Tenterden Mayor's Charity	E03362	£50.00	Mayoral Event 12/2/22
19/01/2022	RBS PLC Mentor Services	DD190122	£109.20	HR Services
20/01/2022	Daisy Communications	DD200122	£457.38	Telephone Services - Dec 2021
21/01/2022	Castle Water	E03363	£104.64	Water OTH Nov '21-Mar '22
21/01/2022	East Kent Hospitals	E03364	£84.79	Occupational Health Referral
21/01/2022	T.Brenchley	E03365	£20.45	Reimb. Parking
21/01/2022	Shepway Spectrum Arts	E03366	£50.00	Ward Grant 11/1/22

**SCHEDULE OF PAYMENTS
01/12/2021-31/01/2022**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
21/01/2022	Folkestone Hub CIC	E03367	£500.00	Ward Grant 14/12/21 (Repayment)
21/01/2022	Shrievally Assn of Canterbury	E03368	£80.00	Mayoral Event 28/1/22
21/01/2022	Mayor of Faversham CA	E03369	£85.00	Mayoral Event 25/3/22
21/01/2022	ADM Computer Services Ltd	E03370	£1,250.57	Various Monthly IT Fees
21/01/2022	Harmer & Sons Ltd	E03371A	£1,848.00	Christmas Lights (Trees)
21/01/2022	Harmer & Sons Ltd	E03371B	£14,076.00	Christmas Lights (Town Centre)
21/01/2022	Harmer & Sons Ltd	E03371C	£156.00	Planters/Ironwork OTH
24/01/2022	South Kent Mind	E03372	£2,500.00	Town Grant 13/1/22
24/01/2022	Target Ovarian Cancer	E03373	£1,000.00	Town Grant 13/1/22
24/01/2022	Folkestone Festivals	E03374	£400.00	Town Grant 13/1/22
24/01/2022	Folkestone Festivals	E03375	£1,000.00	Town Grant 13/1/22
24/01/2022	Folkestone Festivals	E03376	£1,250.00	Town Grant 13/1/22
24/01/2022	Treat Me Right CIC	E03377	£1,515.00	Town Grant 13/1/22
24/01/2022	Rotary Club of the Channel	E03378	£750.00	Town Grant 13/1/22
24/01/2022	Folkestone Fringe	E03379	£1,250.00	Town Grant 13/1/22
24/01/2022	Folkestone Pride	E03380	£950.00	Town Grant 13/1/22
24/01/2022	Music & Arts Shepway	E03381	£1,875.00	Town Grant 13/1/22
24/01/2022	SSE Hydro-Electric	DD240122	£5.44	Elect. to Phone Box - Dec 2021
24/01/2022	SSE Hydro-Electric	DD240122A	£245.02	Gas OTH - Dec 2021
25/01/2022	Various	TR200122	£20,107.44	Salaries - Jan 2022
25/01/2022	HM Revenue & Customs	BP250122A	£7,805.72	PAYE/N.I. - Jan 2022
25/01/2022	KCC re. Kent Pension Fund	BP250122B	£7,197.27	Pension Contribs - Jan 2022
25/01/2022	Standard Life Assurance Co.	BP250122C	£1,500.00	AVC Pension - Jan 2022
25/01/2022	HM Courts & Tribunals Service	BP250122D	£90.00	Salary Ded'n re. Court Order
25/01/2022	Leppard Cleaning	SO250122	£653.00	Cleaning OTH - Jan 2022
26/01/2022	Mayor of Faversham CF	E03382	£60.00	Mayoral Event 3/3/22
26/01/2022	Folkestone Festivals	E03383	£250.00	Ward Grant 17/1/22
26/01/2022	Convergence Comms Ltd	E03384	£28.80	Telephone Charges - Dec 2022

**SCHEDULE OF PAYMENTS
01/12/2021-31/01/2022**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
26/01/2022	Russell & Wheeler	E03385A	£97.20	Check Power CCTV (Cube)
26/01/2022	Russell & Wheeler	E03385B	£1,380.00	Install Sockets CCTV
26/01/2022	Kent Ass. of Local Councils	E03386	£16.80	Data Protection Training
26/01/2022	Amazon	E03387A	£29.94	1kg Geodes
26/01/2022	Amazon	E03387B	£21.09	10 x Safety Glasses
28/01/2022	Veolia ES (UK) Ltd	DD280122	£87.89	Waste Collection - Dec 2021
31/01/2022	Folkestone Festivals	E03388	£186.00	Ward Grant 20/1/22
31/01/2022	Kent County Council	E03389	£5.94	Modelling Clay
31/01/2022	Stranks Removals & Storage	E03390	£53.15	Museum Storage - Jan 2022
31/01/2022	Caboodle Office Supplies	E03391	£36.26	Laminating Pouches
31/01/2022	ADM Computer Services Ltd	E03392	£60.00	Annual Website Hosting
31/01/2022	David J Payne Carpets	E03393	£329.00	Vinyl re. Kitchen OTH
31/01/2022	Treat Me Right CIC	E03394	£200.00	Ward Grant 26/1/22
31/01/2022	Folk & Hythe DC	E03395	£300.00	Licence Fee re. Heritage Panel
31/01/2022	Harmer & Sons Ltd	E03396A	£1,092.00	Qtly Storage Fees
31/01/2022	Harmer & Sons Ltd	E03396B	£2,412.00	Maint/Insp Play Areas - Jan

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2021/2022												
CODE	ORIGINAL BUDGET 2021/2022	VIREMENTS 2021/2022	REVISED BUDGET 2021/2022	ACTUALS TO 31 JAN 2021/2022	BUDGET TO 31 JAN 2021/2022	VARIANCE TO 31 JAN 2021/2022	TOTAL BUDGET REMAINING 2021/2022	% OF BUDGET TO DATE 2021/2022	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)		
	£	£	£	£	£	£	£	%				
101 ADMINISTRATION												
4001 SALARIES, PENSIONS & NI	416,000		416,000	352,981	346,667	6,314	63,019	85	-5,520	362		
4002 TOTAL CONTRIBUTION PAY	5,000		5,000	0	4,167	-4,167	5,000	0				
4004 STAFF WELLBEING	3,000		3,000	741	2,500	-1,759	2,259	25				
4005 AGENCY STAFF	0		0	0	0	0	0	0				
4006 TRAINING (Staff) (£6,000 overspend approved)	3,000		3,000	8,841	2,500	6,341	-5,841	295				
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	2,889	1,667	1,222	-889	144				
4012 INTERVIEW EXPENSES	0		0	0	0	0	0	0				
4013 BANK CHARGES	300		300	90	250	-160	210	30				
4014 HR/HS MANAGEMENT FEES	1,900		1,900	1,593	1,583	10	307	84				
4021 PRINTING	500		500	0	417	-417	500	0				
4022 STATIONERY	1,000		1,000	750	833	-83	250	75				
4024 PHOTOCOPYING	1,400		1,400	738	1,167	-429	662	53				
4025 POSTAGE	1,000		1,000	675	833	-158	325	68				
4026 TELECOMMUNICATION SERVICES	2,400		2,400	2,714	2,000	714	-314	113				
4060 ICT SUPPORT	15,000		15,000	14,852	12,500	2,352	148	99				
4070 MISCELLANEOUS SUBSCRIPTIONS	380		380	689	380	309	-309	181				
4071 CINQUE PORT FEDERATION SUB	340		340	350	340	10	-10	103				
4072 SOCIETY OF LOCAL COUNCIL CLERKS	530		530	538	530	8	-8	102				
4073 KENT ASSOC. OF LOCAL COUNCILS	2,300		2,300	2,307	2,300	7	-7	100				
4080 PUBLIC TRANSPORT & CAR PARKS	250		250	628	208	420	-378	251				
4103 SUBSISTENCE ALLOWANCES	200		200	25	167	-142	175	13				
4104 CAR ALLOWANCES (Staff)	1,600		1,600	1,079	1,333	-254	521	67				
4105 CAR ALLOWANCES (Volunteers)	50		50	0	42	-42	50	0				
4712 ACCOUNTANCY SUPPORT	590		590	365	370	-5	225	62				
4720 TO ALLOTMENTS ADMINISTRATION (4503)	-4,100		-4,100	-3,417	-3,417	-0	-683	83				
TOTAL ADMIN. EXPENDITURE	454,640	0	454,640	389,428	379,337	10,091	65,212	86				
1190 INVESTMENT INTEREST	-200		-200	-47	-167	120	-153	24				
1199 OTHER INCOME	0		0	0	0	0	0	0				
TOTAL ADMIN. INCOME	-200	0	-200	-47	-167	120	-153	24				
NET ADMIN. EXPENDITURE/INCOME	454,440	0	454,440	389,381	379,170	10,211	65,059	86				
102 DEMOCRATIC COSTS												
4007 TRAINING/CONFERENCE EXPS (Cllrs.)	500		500	0	417	-417	500	0				
4081 CAR ALLOWANCES (Cllrs)	100		100	0	83	-83	100	0				
4950 FTC REF/ELECTION FEES	0		0	5,740	0	5,740	-5,740	0				
4951 FOLK TC REF/ELECTIONS (TO RESERVE)	10,200		10,200	0	0	0	10,200	0				
TOTAL DEMOCRATIC COSTS EXP.	10,800	0	10,800	5,740	500	5,240	5,060	53				

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2021/2022											
CODE	ORIGINAL BUDGET 2021/2022	VIREMENTS 2021/2022	REVISED BUDGET 2021/2022	ACTUALS TO 31 JAN 2021/2022	BUDGET TO 31 JAN 2021/2022	VARIANCE TO 31 JAN 2021/2022	TOTAL BUDGET REMAINING 2021/2022	% OF BUDGET TO DATE 2021/2022	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
103	MAYORALTY										
4011	CLOTHING & UNIFORMS		600	18	500	-482	582	3			
4170	REGALIA - NEW		1,000	101	833	-732	899	10			
4171	REGALIA - REPAIR & MAINT.		400	269	333	-64	131	67			
4180	MAYOR'S INSTALLATION (Annual Meeting)		1,100	60	1,100	-1,040	1,040	5			
4181	REMEMBRANCE SUNDAY		2,300	2,633	2,300	333	-333	114			
4182	CANADA DAY		2,550	1,863	2,550	-687	687	73			
4183	WILLIAM HARVEY COMMEMORATION		650	685	650	35	-35	105			
4184	HOLOCAUST DAY		320	0	0	0	320	0			
4185	CINQUE PORT WARDEN		100	0	83	-83	100	0			
4249	COVER FOR CIVIC DRIVER		500	0	417	-417	500	0			
4250	FUEL/CHARGING CIVIC VEHICLE		500	157	417	-260	343	31			
4251	MTC/SERVICE/REPAIRS - EXTERNAL		150	10	125	-115	140	7			
4252	CAR INSURANCE		500	500	500	0	0	100			
4253	CIVIC VEHICLE - GEN. CONTRIBS.		3,000	3,254	3,000	254	-254	108			
4255	MAYOR'S EXPENSES MAY-MAR		5,490	2,589	4,575	-1,986	2,901	47			
4256	MAYOR'S EXPENSES APR-MAY		1,100	545	1,100	-555	555	50			
4257	FOLKLETAPLES REMEMBRANCE EVENTS		0	0	0	0	0	0			
4258	MISCELLANEOUS EVENTS (MAYORALTY)		0	0	0	0	0	0			
4260	BURMA STAR (VJ DAY)		500	546	500	46	-46	109			
4261	NORMANDY VETERANS		320	196	320	-124	124	61			
4262	LUNCHES FOR CHILDREN		0	0	0	0	0	0			
4263	CHRISTMAS GIFTS FOR CHILDREN		0	0	0	0	0	0			
	TOTAL MAYORALTY EXPENDITURE		21,080	13,426	19,303	-5,877	7,654	64			
1005	OTHER INCOME (MAYORALTY)		0	0	0	0	0	0			
	TOTAL MAYORALTY INCOME		0	0	0	0	0	0			
	NET MAYORALTY EXPENDITURE/INCOME		21,080	13,426	19,303	-5,877	7,654	64			
201	PREMISES										
4501	BUILDING REPS/MAINT		14,000	82,275	11,667	70,608	-68,275	588	-68,718	362	
4509	CLEANING		9,000	6,569	7,500	-931	2,431	73			
4601	RENT		0	0	0	0	0	0			
4602	RATES		22,000	21,332	22,000	-668	668	97			
4603	PWLB CAPITAL REPAYMENTS		23,250	12,181	12,180	1	11,069	52			
4604	PWLB INTEREST REPAYMENTS		16,050	7,470	7,470	0	8,580	47			
4615	SERVICES, HEATING & LIGHTING		10,000	5,490	8,333	-2,843	4,510	55			
4616	MOVING COSTS		0	0	0	0	0	0			
4617	SUNDRIES		2,500	1,648	2,083	-435	852	66			
4620	HIRE OF FACILITIES (inc. Garage)		7,100	4,585	5,917	-1,332	2,515	65			
	TOTAL PREMISES EXPENDITURE		103,900	141,550	77,150	64,400	-37,650	136			
1010	RENTAL INCOME		-15,660	-16,000	-15,660	-340	340	102			
1011	OTHER INCOME (PREMISES)		0	-100	0	-100	100	0			
1020	PWLB INCOME		0	0	0	0	0	0			
	TOTAL PREMISES INCOME		-15,660	-16,100	-15,660	-440	440	103			
	NET PREMISES EXPENDITURE/INCOME		88,240	125,450	61,490	63,960	-37,210	142			

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2021/2022												
CODE	ORIGINAL BUDGET 2021/2022	VIREMENTS 2021/2022	REVISED BUDGET 2021/2022	ACTUALS TO 31 JAN 2021/2022	BUDGET TO 31 JAN 2021/2022	VARIANCE TO 31 JAN 2021/2022	TOTAL BUDGET REMAINING 2021/2022	% OF BUDGET TO DATE 2021/2022	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)	11,000		11,000	8,556	11,000	-2,444	2,444	78				
4503 ALLOTMENTS - ADMINISTRATION	4,100		4,100	3,417	4,100	0	683	83				
4504 ALLOTMENTS - PFR MAINTENANCE	3,000		3,000	2,260	3,000	-240	740	75				
4505 ALLOTMENTS - TKL MAINTENANCE	3,000		3,000	2,654	3,000	154	346	88				
4840 MAINTENANCE OF BEACON	300		300	25	300	-225	275	8				
4850 LOCAL PROJECTS	4,000	-1,000	3,000	14	3,000	-2,486	2,986	0				
4851 NOTICE BOARDS	7,000		7,000	300	7,000	-5,533	6,700	4				
4852 BUS SHELTERS	500		500	6,089	500	5,672	-5,589	1,218	-3,855	365		
4874 COMMUNITY RESILIENCE FUND	0		0	0	0	0	0					
4875 WARD GRANTS	19,800		19,800	10,240	19,800	-6,260	9,560	52				
4876 TOWN GRANTS	34,200		34,200	27,819	34,200	-681	6,381	81				
4878 PARKS, GARDENS & RECS - FLOWERBEDS	32,500		32,500	36,066	32,500	3,566	-3,566	111				
4879 CHRISTMAS LIGHTING	40,000		40,000	28,103	40,000	-1,897	11,897	70				
4880 CHRISTMAS FESTIVITIES	12,000		12,000	8,407	12,000	-3,593	3,593	70	-978	405		
4881 YOUTH FACILITIES	11,600		11,600	2,257	11,600	-7,410	9,343	19				
4884 PARKS, GARDENS & RECS - TREES	15,000		15,000	0	15,000	0	15,000	0				
4885 PARKS, GARDENS & RECS - PLAY AREAS	25,000		25,000	25,403	25,000	4,570	-403	102				
4890 PARK BENCHES	500		500	0	500	-417	500	0				
4891 LITTER/SALT BINS, BOLLARDS & RAILINGS	2,250		2,250	860	2,250	-1,015	1,390	38				
4894 FAIRTRADE INITIATIVES	0	1,000	1,000	0	833	-833	1,000	0				
4895 TOURIST INFORMATION	9,000		9,000	2,114	7,500	-5,386	6,886	23				
4900 MAINTENANCE OF PUBLIC CLOCKS	500		500	0	417	-417	500	0				
4901 MAINTENANCE OF MEMORIALS	2,500		2,500	1,680	2,083	-403	820	67				
4903 TELEPHONE BOX	100		100	44	83	-39	56	44				
4904 CCTV MONITORING	25,000		25,000	25,175	25,000	175	-175	101				
4905 CCTV MAINTENANCE	18,000		18,000	1,388	15,000	-13,612	16,612	8				
4998 AIR SHOW/ARMED FORCES' DAY	22,800		22,800	6,116	22,800	-16,684	16,684	27				
4999 CONTINGENCY	3,000		3,000	0	2,500	-2,500	3,000	0				
TOTAL SERVICES EXPENDITURE	306,650	0	306,650	198,987	256,925	-57,938	107,663	65				
1002 ALLOTMENT RENTS PFR	-5,000		-5,000	-5,412	-5,000	-412	412	108				
1003 ALLOTMENT RENTS TKL	-4,800		-4,800	-4,958	-4,800	-158	158	103				
1004 OTHER INCOME (SERVICES)	0		0	-11,858	0	-11,858	11,858	0	11,848	406		
TOTAL SERVICES INCOME	-9,800	0	-9,800	-22,228	-9,800	-12,428	12,428	227				
NET SERVICES EXPENDITURE/INCOME	296,850	0	296,850	176,759	247,125	-70,366	120,091	60				

FOLKESTONE TOWN COUNCIL - EXPENDITURE/INCOME 2021/2022											
CODE	ORIGINAL BUDGET 2021/2022	VIREMENTS 2021/2022	REVISED BUDGET 2021/2022	ACTUALS TO 31 JAN 2021/2022	BUDGET TO 31 JAN 2021/2022	VARIANCE TO 31 JAN 2021/2022	TOTAL BUDGET REMAINING 2021/2022	% OF BUDGET TO DATE 2021/2022	TO/(FROM) RESERVES FOR INFO.	RESERVE CODE(S)	
401 FEES											
4713	0	0	0	0	0	0	0	0			
4714	2,500	0	2,500	2,000	2,500	-500	500	80			
4715	1,000	0	1,000	884	1,000	-116	116	88			
4716	0	0	0	0	0	0	0	0			
4717	940	0	940	14	783	-769	926	1			
4718	10,000	0	10,000	234	8,333	-8,099	9,766	2			
TOTAL FEES	14,440	0	14,440	3,132	12,617	-9,485	11,308	22			
402 MUSEUM/HERITAGE											
5006	700	0	700	723	583	140	-23	103			
5007	450	0	450	463	375	88	-13	103			
5009	0	0	0	190	0	190	-190	0			
5010	400	0	400	1,067	333	734	-667	267			
5011	200	0	200	74	167	-93	126	37			
5012	250	0	250	0	208	-208	250	0			
5013	0	0	0	0	0	0	0	0			
5030	1,500	0	1,500	766	1,250	-484	734	51			
5031	1,000	0	1,000	3	833	-830	997	0			
5032	500	0	500	0	417	-417	500	0			
5033	1,000	0	1,000	0	833	-833	1,000	0			
5035	2,000	0	2,000	437	1,667	-1,230	1,563	22			
5040	1,500	0	1,500	2,816	1,250	1,566	-1,316	188			
5041	5,000	0	5,000	1,100	4,167	-3,067	3,900	22			
5042	4,000	0	4,000	252	3,333	-3,081	3,748	6			
5043	500	0	500	290	417	-127	210	58			
5044	4,000	0	4,000	2,419	3,333	-914	1,581	60			
5070	0	0	0	0	0	0	0	0			
5090	500	0	500	0	417	-417	500	0			
5091	6,000	0	6,000	884	5,000	-4,116	5,116	15			
5092	0	0	0	0	0	0	0	0			
5099	0	0	0	0	0	0	0	0			
TOTAL MUSEUM/HERITAGE EXPENDITURE	29,500	0	29,500	11,484	24,583	-13,099	18,016	39			
1030	-500	0	-500	-1,825	-417	-1,408	1,325	365			
1031	0	0	0	0	0	0	0	0			
1032	0	0	0	0	0	0	0	0			
1033	0	0	0	0	0	0	0	0			
1034	0	0	0	0	0	0	0	0			
1035	-3,000	0	-3,000	-696	-2,500	1,804	-2,304	23			
1036	-700	0	-700	-700	-583	583	-700	0			
TOTAL MUSEUM/HERITAGE INCOME	-4,200	0	-4,200	-2,521	-3,500	979	-1,679	60			
NET MUSEUM/HERITAGE EXP/INCOME	25,300	0	25,300	8,963	21,083	-12,120	16,337	35			

RESERVES & PROVISIONS AT 31 JANUARY 2022			
		BALANCE	BALANCE
CODE		AT 1/4/21	AT 31/1/22
		£	£
310	GENERAL FUND	221,520	221,520
340	NEW SERVICES RESERVE	93,687	93,687
362	MUSEUM/HERITAGE RESERVE	289,504	215,266
363	TOURISM RESERVE	4,735	4,735
365	BUS SHELTERS	3,855	0
383	WARD GRANTS RESERVE	14,684	14,684
385	TOWN GRANTS RESERVE	7,490	7,490
386	FTC ELECTIONS	10,200	10,200
387	ARMED FORCES' DAY RESERVE	0	0
390	SALT BINS	6,168	6,168
392	LEAS FLOWER POWER	0	0
393	ANTI-LITTER CAMPAIGN	2,000	2,000
396	BENCHES	0	0
400	PLAY AREAS	100,000	100,000
403	CCTV EQUIPMENT/MAINTENANCE	0	0
404	CHRISTMAS EVENT (FTC)	0	0
405	CHRISTMAS EVENT (CHERITON)	3,227	2,249
406	NEIGHBOURHOOD FUND	22,011	33,859
407	LUNCHESES FOR CHILDREN	1,030	1,030
408	CHRISTMAS GIFTS FOR CHILDREN	1,187	1,187
409	COMMUNITY TRANSPORT	71,303	71,303
499	PROVISION FOR OUTSTANDING INVOICES	5,134	5,134
TOTAL		857,735	790,512

**Bank Reconciliation Statement as at 31/01/2022
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	31/01/2022	453	123,240.39
			<u>123,240.39</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			123,240.39
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			123,240.39
		Balance per Cash Book is :-	123,240.39
		Difference is :-	0.00

SUMMARY	WARD	BALANCE AT START (INC. B/F FROM PREV. YEAR)	AMOUNT GRANTED TO DATE	AMOUNT LEFT TO GRANT AT 4/2/22
NAME				
ABENA AKUFFO-KELLY	Folkestone Central	£1,864.00	£910.00	£954.00
ANN BERRY	Folkestone Broadmead	£907.00	£650.00	£257.00
PAUL BINGHAM	Cheriton West	£1,303.00	£896.00	£407.00
DAN BROOK	Folkestone Central	£3,464.00	£550.00	£2,914.00
MICHELLE KEUTENIUS	East Folkestone	£2,004.00	£1,350.00	£654.00
RAY FIELD	Folkestone Harbour	£2,248.00	£0.00	£2,248.00
PETER GANE	Cheriton West	£2,218.00	£75.00	£2,143.00
JONATHAN GRAHAM	Cheriton East	£3,056.00	£1,000.00	£2,056.00
DAVID HORTON	Folkestone Central	£2,464.00	£200.00	£2,264.00
DYLAN JEFFREY	East Folkestone	£2,679.00	£1,700.00	£979.00
NICOLA KEEN	Folkestone Harbour	£1,173.00	£1,050.00	£123.00
MARY LAWES	Folkestone Harbour	£936.00	£936.00	£0.00
CONNOR McCONVILLE	East Folkestone	£2,619.00	£112.50	£2,506.50
JACKIE MEADE	East Folkestone	£1,654.00	£1,000.00	£654.00
TIM PRATER	Folkestone Harvey West	£446.00	£0.00	£446.00
BELINDA WALKER	Folkestone Central	£1,809.00	£805.00	£1,004.00
RICHARD WALLACE	Folkestone Broadmead	£1,772.00	£1,000.00	£772.00
ROGER WEST	Cheriton West	£1,868.00	£75.00	£1,793.00
TOTAL		£34,484.00	£12,309.50	£22,174.50
Ward Grants Budget 2021/22	£19,800			
Ward Grants based on the following:				
Ward	Electorate	Per Ward	No. of Cllrs	Amount
Broadmead	3,200	£1,814.17	2	£907.09
Central	8,118	£4,602.33	4	£1,150.58
Cheriton East	3,289	£1,864.63	1	£1,864.63
Cheriton West	6,125	£3,472.44	3	£1,157.48
East Folkestone	8,453	£4,792.25	4	£1,198.06
Harbour	4,954	£2,808.57	3	£936.19
Harvey West	786	£445.61	1	£445.61
Total	34,925	£19,800.00	18	£19,800

Amount Per Ward Total
 Say £907 £1,814
 £1,151 £4,604
 £1,865 £1,865
 £1,157 £3,471
 £1,198 £4,792
 £936 £2,808
 £446 £446