

**Draft  
Revenue  
Estimates**

**2010/2011**



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**PROVISIONAL SUMMARY**

SERVICE	2009/10 ESTIMATE		2010/11
	ORIGINAL £	REVISED £	ESTIMATE £
<b>Corporate Services</b>	6,322,150	6,352,450	6,456,050
<b>Environmental Health Services</b>	4,158,200	4,014,650	4,055,250
<b>Housing Services</b>	1,427,200	1,558,300	1,656,200
<b>Leisure Services</b>	4,289,100	4,280,050	4,082,400
<b>Planning and Transportation Services</b>	1,515,050	1,125,500	1,744,250
<b>Economic Downturn</b>	600,000	700,000	1,025,000
Sub Total	18,311,700	18,030,950	19,019,150
<b>Depreciation Account</b>	(2,701,750)	(2,613,250)	(2,691,200)
<b>Revenue Expenditure Charged to Capital (RECS)</b>	-	(681,600)	(774,000)
<b>Contributions To (From) Reserves</b>			
Building Repairs Reserve			
Withdrawals to fund expenditure	(337,050)	(627,000)	(424,900)
Contribution to Reserve	325,000	625,000	350,000
Contributions From Earmarked Reserves			
Air Quality & Contaminated Land Reserve	-	(8,000)	-
Crime & Disorder Initiatives Reserve	(20,000)	(20,000)	(20,000)
Community Development Initiatives Res.	(5,000)	(5,000)	(5,000)
Corporate MTFS Reserve	(250,000)	(250,000)	(250,000)
Election Expenses Reserve	(13,900)	(4,800)	(13,900)
Housing & Planning Delivery Grant Reserve	(86,300)	(189,000)	(153,100)
Housing Survey Reserve	-	-	(45,000)
LABGI Scheme Grant Reserve	(123,050)	(123,050)	-
Larkfield Leisure Centre 25m Pool Claim	-	(220,000)	-
Local Development Framework Reserve	(26,000)	(16,500)	(56,500)
Planning Inquiries Reserve	(30,000)	(30,000)	(30,000)
Snodland Partnership Reserve	(25,000)	(25,000)	-
Young Persons Initiatives Reserve	(12,500)	(12,500)	(12,500)
Contributions To Earmarked Reserves			
Election Expenses Reserve	25,000	25,000	25,000
Housing Survey Reserve	15,000	15,000	15,000
Local Development Framework Reserve	45,000	45,000	40,000
LABGI Scheme Grant Reserve	-	75,800	-
Capital Reserves			
Expenditure funded from Capital Reserve	3,067,000	2,445,000 #	2,815,000 #
Withdrawals to fund expenditure	(3,067,000)	(2,445,000) #	(2,815,000) #
Contribution from Capital Reserve re HPDG	-	(200,000)	-
Other contributions to (from) Capital Reserve	2,400	(17,700)	2,500
<b>Financial Reporting Standard 17</b>			
Retirement Benefit Costs	3,713,900	3,615,000	3,676,600
Employers Pension Contributions	(2,851,000)	(2,666,650)	(2,712,200)
Pensions Reserve	(862,900)	(948,350)	(964,400)
<b>Larkfield Leisure Centre 25m Pool Claim</b>	-	197,300	-
<b>Business Growth Incentive Scheme</b>	-	(75,800)	-
Sub Total	15,093,550	13,894,850	14,975,550
<b>Area Based Grant:</b>			
Climate Change Grant	-	(22,800)	(28,800)
<b>Contribution From Revenue Reserve</b>			<b>To Be</b>
General	(550,150)	671,350	<b>Determined</b>
<b>Budget Requirement</b>	<b>14,543,400</b>	<b>14,543,400</b>	<b>14,946,750</b>

# Based on the Capital Plan (List A) position as reported to Finance & Property Advisory Board 5/1/2010.  
The figures may need to be amended to reflect the impact of any new schemes added to the Plan.

This statement is **PROVISIONAL** at this stage and is designed to give an indication of the overall position.

**CORPORATE SERVICES**

**SUMMARY**

	<b>2009/10</b>		<b>2010/11</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
1-3 SALARIES AND OVERHEADS	1,252,950	1,909,350	1,764,750
4 DEMOCRATIC REPRESENTATION	1,611,150	1,513,800	1,550,950
5 CORPORATE MANAGEMENT	714,800	667,000	687,300
6 COMMUNITY SAFETY	331,000	282,050	173,850
7 COMMUNITY DEVELOPMENT	114,900	108,450	92,700
8 ELECTIONS	317,650	301,750	306,650
9 INFORMATION AND PUBLICITY	212,700	209,000	207,700
10 PUBLIC RIGHTS OF WAY	7,400	6,650	6,650
11 CIVIL CONTINGENCIES	115,750	113,700	111,750
12 LOCAL LAND CHARGES	(140,150)	(137,150)	(134,200)
13 CONCESSIONARY FARES	699,900	432,700	605,950
14 GRANTS & PAYMENTS	177,000	169,450	169,600
15 INDUSTRIAL ESTATE	(50,600)	(51,250)	(51,400)
16 COMMERCIAL PROPERTY	(180,950)	(237,350)	(237,500)
17 VALE RISE DEPOT	-	-	-
18 LAND REVIEW	65,850	60,300	54,250
19 LOCAL REVENUE & NNDR COLLECTION	583,200	524,550	491,800
20 COUNCIL TAX BENEFITS	131,350	36,400	8,800
21 INTEREST & TRANSFERS	(695,150)	(723,500)	(434,500)
22 DRAINAGE BOARDS SPECIAL LEVIES	398,650	388,450	396,250
23 FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS	304,700	388,450	389,000
24 GENERAL ADVICE TO PARISH COUNCILS	67,400	63,450	64,150
25 ITINERANTS	8,950	8,050	8,200
26 CLIMATE CHANGE	68,350	65,850	66,350
27 ECONOMIC DEVELOPMENT & REGENER'N	81,050	151,750	82,600
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	6,197,850	6,251,900	6,381,650
28 CAPITAL PROGRAMME - REVENUE EXP.	124,300	85,550	74,400
29 CONTRIBUTIONS TO PROVISIONS	-	15,000	-
	<hr/>	<hr/>	<hr/>
	<b>6,322,150</b>	<b>6,352,450</b>	<b>6,456,050</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	92.56	87.10	86.34

**CORPORATE SERVICES**

	2009/10		2010/11
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>1 <u>SALARIES AND ONCOSTS</u></b>			
<b>(a) <u>Salaries</u></b>			
Salaries (see analysis on page CS 34)	8,810,900	8,641,350 a)	8,563,550 b)
Employers' National Insurance Contributions	663,100	628,650 a)	636,450 b)
Employers' Superannuation Contributions	2,463,150	2,325,950 a)	2,375,950 b)
Staff Turnover Saving	(75,000)	(75,000)	(75,000)
Apprenticeship Scheme	-	5,500 c)	13,700 d)
	<hr/>	<hr/>	<hr/>
	11,862,150	11,526,450	11,514,650
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	288.32	277.84	271.20
<b>(b) <u>Termination Payments</u></b>			
Additional Annual Pension Contributions	300,000	300,000	300,000
Long Service Awards	-	750 e)	-
Capitalised Pension Contributions	-	179,500 f)	-
Redundancy Payments	-	15,400 f)	-
	<hr/>	<hr/>	<hr/>
	300,000	495,650	300,000
	<hr/>	<hr/>	<hr/>
<b>(c) <u>Recruitment &amp; Training</u></b>			
Advertising & Other Recruitment Costs	5,000	7,000 g)	5,000
Training - Course Fees & Expenses	112,100	112,100	107,100 h)
Health Screening & Miscellaneous	5,900	5,900	5,900
Employee Support Scheme	10,000	10,000	10,000
	<hr/>	<hr/>	<hr/>
	133,000	135,000	128,000
	<hr/>	<hr/>	<hr/>
	<b>12,295,150</b>	<b>12,157,100</b>	<b>11,942,650</b>
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## **CORPORATE SERVICES**

### **SALARIES**

- a) Reflects savings accruing during the first part of the current financial year and the part year effect of approved establishment changes.
- b) Reflects the full year effect of establishment changes approved during the current financial year. Members are reminded of the significant establishment changes approved at General Purposes Committee 07 September 2009.
- c) Reflects the projected cost of employing two Apprentices following commencement of scheme in October 2009.
- d) Projected cost of employing two Apprentices until September 2010 and three from October 2010. The cost of employing three Apprentices over a full year is £16,425.

### **TERMINATION PAYMENTS**

- e) Relates to staff retirements during the current financial year.
- f) Provision for termination costs following a corporate review of the establishment - report to General Purposes Committee 07 September 2009 refers.

### **RECRUITMENT & TRAINING**

- g) Reflects advertising and other recruitment expenditure incurred during the first five months of the financial year. Expenditure arising during the remainder of the current financial year and in 2010/11 is to be met from management savings.
- h) Provision based on 1.3% of employees' basic salaries (i.e. excludes overtime, temporary staff, national insurance and superannuation provisions).

**CORPORATE SERVICES**

	2009/10		2010/11
	ORIGINAL	REVISED	ESTIMATE
	ESTIMATE	ESTIMATE	
	£	£	£
<b>2    <u>OVERHEAD EXPENSES</u></b>			
<b>(a) <u>COUNCIL OFFICES</u></b>			
<b>Employees</b>			
Salaries	190,800	146,350 a)	147,900
<b>Premises Related Expenses</b>			
Maintenance of Grounds	7,500	7,500	7,500
Energy Costs :			
Electricity	113,000	85,000 b)	96,000 c)
Gas	36,500	21,000 b)	27,000 c)
Rates	264,350	264,350	264,350
Temporary Accommodation	-	20,100 d)	-
Water Services :			
Water Charges (metered)	3,900	4,500	4,500
Sewerage & Environmental Services	4,500	5,000	5,000
Fixture & Fittings	5,000	5,000	5,000
Cleaning & Domestic Supplies	5,200	4,500	4,500
Insurance	15,900	15,800	16,600
Repairs expenditure	89,650	177,250 e)	112,400
<b>Supplies &amp; Services</b>			
Equipment, Furniture & Materials	2,100	2,400	2,400
Clothing, Uniforms & Laundry	3,550	3,850	3,850
Trade Refuse Charges	8,000	8,500	8,500
Miscellaneous Services	9,050	11,050 f)	9,050
	<hr/>	<hr/>	<hr/>
	759,000	782,150	714,550
<b>Less Income</b>			
Customer & Client Receipts	-	(500)	(500)
Solemnization of Marriages	(13,000)	(13,000)	(13,000)
Hire of Tonbridge Council Chamber	-	(2,000) g)	(2,000)
Capital Grants & Contributions Depreciation	(7,600)	(16,850) h)	- i)
	<hr/>	<hr/>	<hr/>
	(20,600)	(32,350)	(15,500)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	738,400	749,800	699,050
<b>Central, Departmental &amp; Technical Support Services</b>			
Information Technology Expenses	4,500	4,300	4,350
Central Salaries & Administration	30,550	28,650	28,900
Departmental Administrative Expenses	38,350	35,650	35,750
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	177,000	158,300 j)	154,550
	<hr/>	<hr/>	<hr/>
	<b>988,800</b>	<b>976,700</b>	<b>922,600</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	7.39	6.69	6.48

## **CORPORATE SERVICES**

### **COUNCIL OFFICES**

- a) Reflects revised staffing arrangements in Caretaking / Courier Section and in Building and Facilities Management Section following a corporate review of the establishment.
- b) Reflects downturn in utility prices and rebates issued in respect of 2008/09.
- c) Reflects general downturn in utility prices.
- d) Costs associated with the rental of a portacabin and additional security to allow the Tonbridge Castle reception works to take place. These costs are matched by a contribution from the Revenue Reserve for Capital Schemes.
- e) Includes acoustic improvements to Gibson reception, additional ventilation to boiler room, refurbishment of Tonbridge Castle staff toilets and other re-scheduled work to coincide with the enhancement of Tonbridge Castle reception.
- f) Reflects provision for extra security at Kings Hill to deter anti-social behaviour.
- g) Reflects increased lettings of the Chamber following completion of Tonbridge Castle reception enhancement.
- h) Reflects depreciation of the contribution from Kent County Council towards the enhancement of Tonbridge Castle reception. Please see covering report for a general explanation of capital related items included within revenue budgets.
- i) Capital grants depreciation will not be charged to service budgets from 2010/11 onwards. Please see covering report for a general explanation of capital related items included within revenue budgets.
- j) Reflects reduction in value following revaluation of Council Offices as part of the 2008/09 closure of accounts.



**CORPORATE SERVICES**

**2 OVERHEAD EXPENSES-Continued**

**(b) PRINTING SECTION & PHOTOCOPYING**

**Employees**

Salaries

91,850                      87,350 a)                      88,950

**Supplies & Services**

Purchases

5,200                      5,200                      5,200

Print Room Maintenance & Copy Charges

43,600                      52,100 b)                      43,600

Photocopier Copy Charges

5,500                      5,500                      5,500

Paper

23,500                      30,000 b)                      23,500

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169,650                      180,150                      166,750

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**Less Income**

Sales

(14,400)                      (18,250) c)                      (18,250)

Recharges to Other Services

(13,750)                      (11,450)                      (11,450)

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(28,150)                      (29,700)                      (29,700)

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**Sub-total**

141,500                      150,450                      137,050

**Central, Departmental & Technical Support Services**

Office Accommodation

31,550                      32,550                      30,150

Central Salaries & Administration

20,050                      17,500 d)                      17,500

Departmental Administrative Expenses

11,550                      11,000                      11,350

**Depreciation & Impairment**

Fixed Asset Depreciation

24,500                      27,400 e)                      21,600 e)

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**229,150                      238,900                      217,650**

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**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

3.97                      3.93                      3.94

## **CORPORATE SERVICES**

### **PRINTING SECTION & PHOTOCOPYING**

- a)** Reflects pay award effective from October 2009, and cessation of the employee medical insurance scheme.
- b)** Reflects increased volume through Print Section and outside sales.
- c)** Increase in volume of work undertaken for outside organisations.
- d)** Reflects revised staffing arrangements in Building and Facilities Management Section following a corporate review of the establishment.
- e)** Reflects variation in timing of replacement equipment.

**CORPORATE SERVICES**

**2 OVERHEAD EXPENSES-Continued**

**(c) CUSTOMER SERVICES**

**Employees**

Salaries

248,400                      217,250 **a)**                      237,050 **b)**

**Premises Related Expenses**

Rent

5,200                                      5,200                                      5,200

**Supplies & Services**

Purchases

1,200                                      1,200                                      1,200

Uniforms

500    500    500

Stationery

700    700    700

Marketing

3,000                                      - **c)**                                      -

Postage

500    500    500

Mobile Telephones

1,000                                      1,000                                      1,000

General Subsistence Allowances

400    400    400

**Sub-total**

**260,900                                      226,750                                      246,550**

**Central, Departmental & Technical Support Services**

Information Technology Expenses

106,600                                      105,650                                      67,900 **d)**

Central Salaries & Administration

4,400    4,950    5,050

Departmental Administrative Expenses

65,600                                      73,850 **e)**                                      77,850 **e)**

**437,500                                      411,200                                      397,350**

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

10.41                                      10.38                                      10.37

- a)** Reflects current staffing levels within Customer Services Section, cessation of the employee medical scheme, and a re-assessment of staff allocations from Transportation Services.
- b)** Assumes full establishment within Customer Services Section.
- c)** Budget transferred to Tonbridge Castle Gatehouse (LS 27).
- d)** Reflects fixed asset depreciation (capital charge) attributable to Customer Relationship Management IT system.
- e)** Reflects an increased charge for attributable IT equipment.

**CORPORATE SERVICES**

**2 OVERHEAD EXPENSES-Continued**

**(d) GENERAL ADMINISTRATION**

**Employees**

Salaries

21,750                      16,700 a)                      17,300

**Supplies & Services**

Insurance

91,150                      99,750 b)                      99,500

Advertising

2,000                      2,000                      2,000

Post Delivery Guarantee

2,700                      2,700                      2,700

Council Diaries & Handbooks (Net Cost)

150                      150                      150

Office Removals

200                      200                      200

First Aid Supplies

200                      200                      200

Copyright Licence

2,200                      2,500                      2,500

Equality Issues

1,000                      1,000                      1,000

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121,350                      125,200                      125,550

**Less Income**

Old Plant & Equipment

(50)                      (50)                      (50)

**Sub-total**

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121,300                      125,150                      125,500

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

10,800                      9,800                      10,350

Departmental Administrative Expenses

3,900                      3,400                      3,400

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**136,000                      138,350                      139,250**

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

1.07                      0.98                      0.95

a) Reflects revised staffing arrangements in Caretaking / Courier Section following a corporate review of the establishment.

b) Increased premium following an increase in the settlement reserves placed by our insurers against outstanding public liability claims.

**CORPORATE SERVICES**

**2 OVERHEAD EXPENSES-Continued**

**(e) DEPARTMENTAL ADMINISTRATION**

**Staff Transport Related Expenses**

Car & Travelling Allowances

324,700                      312,600 **a)**                      313,700

**Supplies & Services**

Equipment, Furniture & Materials

14,850                      14,200                      15,100

Office Equipment - Maintenance

4,450                      5,400                      4,400

Protective Clothing

1,250                      1,050                      1,050

External Printing & Stationery

23,450                      21,650                      22,150

Postage

52,900                      49,650                      50,150

Telephones - Calls

14,500                      14,500                      14,500

Telephones - Other Costs

77,850                      71,750 **b)**                      63,750 **b)**

Mobile Telephones & Pagers

6,850                      7,450                      7,450

Subscriptions to Organisations

21,400                      21,900                      19,900 **c)**

Reference Books & Publications

35,850                      32,800 **d)**                      30,800 **d)**

Subsistence Allowances

8,700                      8,200                      8,200

Legal Expenses

50,000                      50,000                      50,000

Fees

18,400                      18,350                      18,600

Ordnance Survey Licence Charges

12,500                      13,100                      13,100

Insurance & Other Expenses

1,300                      1,300                      1,300

Contracted Services

11,350                      69,600 **e)**                      13,350 **f)**

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680,300                      713,500                      647,500

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**Less Income**

Recovery of Court Costs

(5,000)                      (2,000) **g)**                      (2,000)

Customer & Client Receipts

(10,250)                      (36,450) **h)**                      (36,750)

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(15,250)                      (38,450)                      (38,750)

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**Sub-total**

665,050                      675,050                      608,750

**Depreciation & Impairment**

Fixed Asset Depreciation

18,100                      24,700 **i)**                      28,750

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**683,150**                      **699,750**                      **637,500**

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## **CORPORATE SERVICES**

### **DEPARTMENTAL ADMINISTRATION**

- a) Reflects a reduction in essential user allowances and Appendix E payments.
- b) Reduction in line rental (mega stream) between Kings Hill and Tonbridge Castle following introduction of Voice over Internet Protocol (VoIP).
- c) Reflects cancellation of Environmental Health and Housing subscriptions no longer required. Report to Cabinet 14 October 2009 refers.
- d) Reduced requirement for Legal reference books and publications.
- e) Reflects fees payable to VAT consultants following recovery of £1.2 million VAT and interest (reflected in the 2008/09 Accounts) from HM Revenue and Customs.
- f) Includes a provision for fees payable for external debt recovery services.
- g) Reflects a reduction in recoverable court costs.
- h) Includes partnership arrangement with Gravesham Borough Council for shared costs of the Principal Revenue Officer. Report to General Purposes Committee 07 September 2009 refers.
- i) Earlier than anticipated replacement of main plan printer used by Planning and Transportation Services and implementation of VoIP at Tonbridge Castle.

**CORPORATE SERVICES**

**2 OVERHEAD EXPENSES- Continued**

**(f) SNACK FACILITIES**

**Supplies & Services**

Drinks Machine Purchases

Maintenance of Equipment

**Less Income**

Sales

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

**Depreciation & Impairment**

Fixed Asset Depreciation

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

	<b>2009/10</b>		<b>2010/11</b>
	<b>ORIGINAL ESTIMATE £</b>	<b>REVISED ESTIMATE £</b>	<b>ESTIMATE  £</b>
	6,000	6,000	6,000
	400	400	400
	<hr/> 6,400	<hr/> 6,400	<hr/> 6,400
	(10,000)	(10,500)	(10,500)
	<hr/> (3,600)	<hr/> (4,100)	<hr/> (4,100)
	4,450	3,750	3,850
	4,150	3,050	2,650
	<hr/> 5,000	<hr/> 2,700	<hr/> 2,400
	0.15	0.14	0.13

**CORPORATE SERVICES**



**CORPORATE SERVICES**

	2009/10		2010/11
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>2    <u>OVERHEAD EXPENSES-Continued</u></b>			
<b>(g) <u>INFORMATION TECHNOLOGY SERVICES</u></b>			
<b>Employees</b>			
Salaries	746,700	784,500 a)	822,600 a)
<b>Transport Related Expenses</b>			
Public Transport	300	100	100
<b>Supplies &amp; Services</b>			
Equipment - Purchases	4,000	4,000	4,000
Equipment - Maintenance	54,350	54,400	59,100 b)
Printing & Stationery	20,000	24,500 c)	24,500
Insurance	6,400	6,350	6,350
Reference Books & Publications	200	100	100
Subsistence Allowances	600	450	450
Other Expenses	2,800	2,600	2,600
Data Protection Registration	200	200	1,150
Software Support, Hire & Maintenance	399,300	406,300 d)	410,550 d)
Telephone leased lines and modems	43,600	69,450 e)	38,850 e)
Kent Connects	20,000	20,000	20,000
	-----	-----	-----
	1,298,450	1,372,950	1,390,350
<b>Less Income</b>			
Recycled Materials	(150)	(50)	(50)
Web Site Advertising	(5,000)	(2,000) f)	(4,000) f)
Capital Grants & Contributions Depreciation	(135,750)	(127,150)	- g)
	-----	-----	-----
<b>Sub-total</b>	1,157,550	1,243,750	1,386,300
<b>Central, Departmental &amp; Technical Support Services</b>			
Office Accommodation	97,600	94,450	89,350
Central Salaries & Administration	17,600	19,200	19,400
Departmental Administrative Expenses	74,750	72,800	76,550
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	585,900	562,100	429,600 h)
	-----	-----	-----
	<b>1,933,400</b>	<b>1,992,300</b>	<b>2,001,200</b>
	-----	-----	-----
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	17.54	17.08	18.09

## **CORPORATE SERVICES**

### **INFORMATION TECHNOLOGY SERVICES**

- a) Reflects establishment changes and temporary staff budget requirement associated with GIS Support section, partly offset in 2009/10 by the delayed pay award and cessation of the employee medical insurance scheme.
- b) Includes new network access control system for the Gateway.
- c) Reflects increased toner usage.
- d) Various new or enhanced software including local housing allowance.
- e) Revised estimate includes cost of installing Kent Public Services Network. Forward estimate reflects reduction in line rental costs following installation and also includes voice traffic to Tonbridge Castle previously budgeted at £11.7k under Telephones.
- f) Reduced advertising revenue due to economic downturn.
- g) Capital grants depreciation will not be charged to service budgets from 2010/11 onwards. Please see covering report for a general explanation of capital related items included within revenue budgets.
- h) Past IEG related expenditure now fully depreciated.

**CORPORATE SERVICES**

	<b>2009/10</b>		<b>2010/11</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>3 <u>SALARIES &amp; OVERHEADS</u></b>			
<b>Salaries &amp; Oncosts</b>	12,295,150	12,157,100	11,942,650
<b>Overheads</b>			
(a) Council Offices	988,800	976,700	922,600
(b) Printing & Photocopying	229,150	238,900	217,650
(c) Customer Services	437,500	411,200	397,350
(d) Administration - General	136,000	138,350	139,250
(e) Administration - Departmental	683,150	699,750	637,500
(f) Snack Facilities	5,000	2,700	2,400
(g) Information Technology Services	1,933,400	1,992,300	2,001,200
	<hr/>	<hr/>	<hr/>
	16,708,150	16,617,000	16,260,600
<b>Less Recharge to :</b>	<hr/>	<hr/>	<hr/>
Planning & Transportation Services	(4,004,750)	(3,766,000)	(3,698,500)
Environmental Health Services	(1,704,650)	(1,609,300)	(1,601,050)
Housing Services	(1,771,750)	(1,765,750)	(1,687,300)
Leisure Services	(1,343,650)	(1,272,750)	(1,253,600)
Corporate Services	(4,600,650)	(4,327,850)	(4,263,950)
Other Services	(208,000)	(196,350)	(195,950)
Holding Accounts	(1,821,750)	(1,769,650)	(1,795,500)
	<hr/>	<hr/>	<hr/>
	(15,455,200)	(14,707,650)	(14,495,850)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	1,252,950	1,909,350	1,764,750
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	1,252,950	1,909,350	1,764,750
	<hr/>	<hr/>	<hr/>

**CORPORATE SERVICES**

**CORPORATE SERVICES**

	2009/10		2010/11
	ORIGINAL	REVISED	ESTIMATE
	ESTIMATE	ESTIMATE	
	£	£	£
<b>4 <u>DEMOCRATIC REPRESENTATION &amp; MANAGEMENT</u></b>			
<b>(a) <u>DEMOCRATIC ADMINISTRATION</u></b>			
<b>Employees</b>			
# Salaries	375,400	337,200 a)	341,000
<b>Premises Related Expenses</b>			
Accommodation Expenses (Forum/Area1)	8,600	7,400	8,000
<b>Supplies &amp; Services</b>			
Members' Meeting Expenses	3,000	2,500	2,500
Twinning Committee Expenses	6,600	6,600	6,600
Remuneration Panel Expenses	3,500	3,500	3,500
Standards Committee Expenses	200	200	200
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	397,300	357,400	361,800
<b>Central, Departmental &amp; Technical Support Services</b>			
Accommodation & Printing Services	81,050	87,800 b)	80,250
# Central Salaries & Administration	308,550	286,500	290,600
Information Technology Expenses	15,050	18,850 c)	20,550
# Departmental Administrative Expenses	128,400	119,750 a)	118,900
	<hr/>	<hr/>	<hr/>
	<b>930,350</b>	<b>870,300</b>	<b>872,100</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	17.35	16.73	16.45

**Memorandum**

# Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	311,300	285,250	293,100
Chief Executives' Service	70,500	68,550	69,500
Environmental Health & Hsg Services	74,000	61,400	60,650
Financial Services	52,850	49,950	50,100
Information Technology Services	4,400	4,250	4,250
Legal Services	40,850	36,450	36,600
Leisure Services	88,800	82,750	81,450
Personnel Services	8,500	9,300	9,750
Planning & Transportation Services	161,150	145,550	145,100
	<hr/>	<hr/>	<hr/>
	812,350	743,450	750,500
	<hr/>	<hr/>	<hr/>

## **CORPORATE SERVICES**

### **DEMOCRATIC REPRESENTATION & MANAGEMENT**

- a) Reflects re-assessed allocations from Environmental Health & Housing / Transportation Services, and revised staffing arrangements within a number of sections following a corporate review of the establishment.
- b) Reflects printing costs attributable to Member meetings.
- c) IT staff development costs associated with the Committee Management system.

**CORPORATE SERVICES**

	2009/10		2010/11
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
<b>(b) <u>PAYMENTS TO MEMBERS</u></b>			
<b>Transport Related Expenses</b>			
Members' Travel & Subsistence	15,450	15,450	15,450
<b>Supplies and Services</b>			
Basic Allowance	250,900	250,900	269,000 a)
Special Responsibility Allowance	121,950	121,950	138,550 a)
Mayors' and Deputy Mayors' Allowance	7,650	7,650	7,650
Members' National Insurance	12,650	12,650	12,900
Carers' Allowance	800	800	800
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	409,400	409,400	444,350
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	22,750	23,550	22,400
Information Technology Expenses	3,400	3,750	3,100
	<hr/>	<hr/>	<hr/>
	<b>435,550</b>	<b>436,700</b>	<b>469,850</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.62	0.61	0.61

- a) Reflects transitional arrangements following recommendations of the Joint Independent Remuneration Panel as reported to Council 20 January 2009

**CORPORATE SERVICES**

	<b>2009/10</b>		<b>2010/11</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>(c) <u>MAYORAL &amp; OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u></b>			
<b>Employees</b>			
Salaries	63,600	38,850 a)	39,600
<b>Transport Related Expenses</b>			
Mayors' Transport Allowance	23,000	23,000	23,000
<b>Supplies and Services</b>			
Stationery	350	350	350
Subscriptions	19,400	19,600	19,600
Insurance	50	50	50
Civic Hospitality	12,000	12,000	12,000
Mobile Telephones	500	500	500
Other Expenses	2,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	120,900	96,350	97,100
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	82,900	79,450	80,650
Information Technology Expenses	11,450	11,300	11,700
Departmental Administrative Expenses	30,000	19,700 a)	19,550
	<hr/>	<hr/>	<hr/>
	<b>245,250</b>	<b>206,800</b>	<b>209,000</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	4.14	2.93	2.94
 <b><u>SUMMARY</u></b>			
<b>(a) DEMOCRATIC ADMINISTRATION</b>	930,350	870,300	872,100
<b>(b) PAYMENTS TO MEMBERS</b>	435,550	436,700	469,850
<b>(c) MAYORAL &amp; OTHER MEMBER SUPPORT     INC. MEMBER TRAINING</b>	245,250	206,800	209,000
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>1,611,150</b>	<b>1,513,800</b>	<b>1,550,950</b>
	<hr/>	<hr/>	<hr/>

a) Reflects revised staffing arrangements within the Mayoral Section following review.



**CORPORATE SERVICES**

	2009/10		2010/11
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>5 <u>CORPORATE MANAGEMENT</u></b>			
<b>(a) <u>CORPORATE POLICY</u></b>			
<b>Employees</b>			
# Salaries	88,650	74,700 a)	78,300
<b>Supplies and Services</b>			
Research & Other Expenses	17,000	12,000 b)	17,000 b)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	105,650	86,700	95,300
<b>Central, Departmental &amp; Technical Support Services</b>			
# Central Salaries & Administration	407,650	390,450	398,500
Information Technology Expenses	450	-	-
# Departmental Administrative Expenses	24,300	20,850 a)	21,550
	<hr/>	<hr/>	<hr/>
	<b>538,050</b>	<b>498,000</b>	<b>515,350</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	8.56	8.25	8.15
<b>(b) <u>PUBLIC ACCOUNTABILITY</u></b>			
<b>Supplies and Services</b>			
External Audit Fees	112,500	112,500	114,800 c)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	112,500	112,500	114,800
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	61,400	56,450 d)	57,150
Information Technology Expenses	2,850	50 e)	-
	<hr/>	<hr/>	<hr/>
	<b>176,750</b>	<b>169,000</b>	<b>171,950</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.26	1.12	1.09
<b><u>SUMMARY</u></b>			
<b>(a) CORPORATE POLICY</b>	538,050	498,000	515,350
<b>(b) PUBLIC ACCOUNTABILITY</b>	176,750	169,000	171,950
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>714,800</b>	<b>667,000</b>	<b>687,300</b>
	<hr/>	<hr/>	<hr/>

## CORPORATE SERVICES

	2009/10		2010/11
	ORIGINAL	REVISED	ESTIMATE
	ESTIMATE	ESTIMATE	
	£	£	£
<b>Memorandum</b>			
<b># Service Allocations to Corporate Policy</b>			
Admin & Property Services	48,500	55,400	56,700
Chief Executives' Service	148,900	140,350	142,100
Environmental Health & Housing Services	49,150	50,350	50,700
Financial Services	100,450	92,550	92,200
Information Technology Services	7,200	6,900	6,950
Leisure Services	12,350	8,500	8,550
Legal	14,600	13,050	13,050
Personnel Services	88,000	82,150	87,500
Planning & Transportation Services	51,450	36,750	40,600
	<hr/>	<hr/>	<hr/>
	520,600	486,000	498,350
	<hr/>	<hr/>	<hr/>

### CORPORATE POLICY

- a) Principally reflects a reduction in workload associated with the Tonbridge Town Centre development.
- b) Revised estimate includes provision for two residents' panel surveys. Forward estimate reflects provision for national mandatory Place Survey and one residents' panel survey

### PUBLIC ACCOUNTABILITY

- c) Reflects increase for inflation (2.0%).
- d) Reflects revised staffing arrangements in Accountancy Section following a corporate review of the establishment.
- e) Re-assessed IT staff development costs associated with the National Fraud Initiative system.

**CORPORATE SERVICES**

	2009/10		2010/11
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>6 <u>COMMUNITY SAFETY</u></b>			
<b>Employees</b>			
Salaries	126,750	94,100 a)	98,600 a)
<b>Supplies &amp; Services</b>			
Other Community Safety Initiatives	20,000	20,000	20,000
Crime & Disorder Initiatives	20,000	20,000	20,000
Security Services Mgt. Recharge (CCTV)	113,150	113,550	- b)
	<hr/>	<hr/>	<hr/>
	279,900	247,650	138,600
<b>Less Income</b>			
Contribution to Community Safety Staffing	(64,100)	(64,100)	(64,100)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	215,800	183,550	74,500
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	50,700	41,150 c)	41,700
Information Technology Expenses	3,050	5,600 d)	6,200
Departmental Administrative Expenses	61,450	51,750 a)	51,450
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>331,000</b>	<b>282,050</b>	<b>173,850</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	6.24	4.67	4.70
<b>7 <u>COMMUNITY DEVELOPMENT</u></b>			
<b>Employees</b>			
Salaries	51,350	44,700 e)	45,300
<b>Supplies &amp; Services</b>			
Community Plan	1,500	1,500	- f)
Local Strategic Partnership	5,000	7,500 g)	7,500
Partnership Initiatives	5,000	5,000	15,000 h)
Snodland Partnership	25,000	25,000	- h)
Choosing Health / Big Lottery	120,000	120,000	95,000 i)
	<hr/>	<hr/>	<hr/>
	207,850	203,700	162,800
<b>Less Income</b>			
Choosing Health / Big Lottery	(120,000)	(120,000)	(95,000) i)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	87,850	83,700	67,800
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	10,750	10,100	10,200
Departmental Administrative Expenses	16,300	14,650 e)	14,700
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>114,900</b>	<b>108,450</b>	<b>92,700</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.48	1.26	1.27

## **CORPORATE SERVICES**

### **COMMUNITY SAFETY**

- a) Reflects Executive Services restructure reported to General Purposes Committee 02 February 2009 and for revised estimate the pay award effective from October 2009.
- b) Cost of CCTV operations, other than CCTV used specifically for another service i.e. car parks, should no longer be recharged to Community Safety from 2010/11 but should instead be accounted for separately (See PTS 7).
- c) Re-assessment of staff allocations from Improvement and Development Unit.
- d) IT staff development costs associated with the Anti Social Behaviour Order module of the Uniform system.

### **COMMUNITY DEVELOPMENT**

- e) Re-assessment of staff allocations from Environmental Health & Housing.
- f) Update to the Community Plan required on a three yearly cycle.
- g) Reflects increase in costs related to the West Kent Partnership.
- h) Reflects review of funding for Community Development Partnerships within the Borough. Report to Community Development Advisory Board 16 November 2009 refers.
- i) Reflects reduction in funding from West Kent PCT.

**CORPORATE SERVICES**

**8 ELECTIONS**

**(a) ELECTORAL REGISTRATION**

**Employees**

Salaries	65,350	53,600 a)	49,050 a)
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**Supplies & Services**

Equipment & Materials - Purchases	7,500	4,500 b)	7,500
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Stationery	500	250	2,000 c)
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Canvassers' Fees	14,500	12,000 d)	14,500
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Delivery Expenses	10,500	10,500	10,500
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Postage - Business Reply	9,650	9,650	10,000
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Advertising	1,000	250	1,000
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Data Standards Implementation	-	2,200 e)	-
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	<hr/>	<hr/>	<hr/>
	109,000	92,950	94,550

**Less Income**

Sale of Registers	(1,500)	(1,500)	(1,500)
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**Sub-total**

	<hr/>	<hr/>	<hr/>
	107,500	91,450	93,050

**Central, Departmental & Technical Support Services**

Central Salaries & Administration	35,600	33,000	33,950
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Information Technology Expenses	28,650	38,800 f)	33,050
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Departmental Administrative Expenses	32,850	34,050 g)	34,200
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	<hr/>	<hr/>	<hr/>
	<b>204,600</b>	<b>197,300</b>	<b>194,250</b>

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

	3.42	3.46	3.47
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## **CORPORATE SERVICES**

### **ELECTORAL REGISTRATION**

- a) Revised estimate reflects part year effect of revised staffing arrangements in Electoral Registration Section following a corporate review of the establishment. Forward estimate reflects full year effect.
- b) New legislation to allow individual voter registration is starting during the 2010/11 year; details of this are not yet known. This will incur additional costs, which had originally been budgeted for during the 2009/10 year (but will not materialise at this time).
- c) Costs likely to be higher in 2010/11 due to new individual voter registration system, details of which will not be known until around June 2010.
- d) Canvasser fees are dependent on response rates.
- e) Data matching costs of meeting new standards for storing electoral registration data. A Government grant to match the expenditure was received during 2008/09.
- f) IT staff development costs associated with the Electoral Register system.
- g) Reflects an increased charge for attributable IT equipment.

**CORPORATE SERVICES**

	<b>2009/10</b>		<b>2010/11</b>
	<b>ORIGINAL ESTIMATE £</b>	<b>REVISED ESTIMATE £</b>	<b>ESTIMATE £</b>
<b>(b) <u>CONDUCT OF ELECTIONS</u></b>			
<b>Employees</b>			
Salaries	29,350	20,250 a)	18,100 b)
<b>Premises Related Expenses</b>			
Rent	1,500	- c)	1,500
<b>Supplies &amp; Services</b>			
Equipment & Materials - Purchases	1,000	1,600 d)	1,000
External Printing	2,000	- c)	2,000
Stationery	250	- c)	250
Reference Books & Publications	1,000	1,000	1,000
Polling & Postal Vote Fees	6,000	- c)	6,000
Delivery Expenses	1,500	- c)	1,500
Postage	650	- c)	650
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	43,250	22,850	32,000
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	45,050	55,050 e)	56,550 e)
Information Technology Expenses	10,650	15,000 f)	12,400
Departmental Administrative Expenses	14,100	11,550	11,450
	<hr/>	<hr/>	<hr/>
	<b>113,050</b>	<b>104,450</b>	<b>112,400</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	1.87	1.93	1.89
<b>8 <u>ELECTIONS</u></b>			
<b><u>SUMMARY</u></b>			
(a) ELECTORAL REGISTRATION	204,600	197,300	194,250
(b) CONDUCT OF ELECTIONS	113,050	104,450	112,400
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>317,650</b>	<b>301,750</b>	<b>306,650</b>
	<hr/>	<hr/>	<hr/>

## **CORPORATE SERVICES**

### **CONDUCT OF ELECTIONS**

- a)** Revised estimate reflects:
  - 1) Part year effect of revised staffing arrangements in Electoral Registration Section following a corporate review of the establishment.
  - 2) Re-assessment of staff allocations from Transportation Services.
- b)** Reflects full year effect of revised staffing arrangements.
- c)** Assumes no by-election between now and end of the financial year.
- d)** Reflects purchase of ballot boxes.
- e)** Re-assessment of staff allocations from Financial Services.
- f)** IT staff development costs associated with the Electoral Register system.



**CORPORATE SERVICES**

	<b>2009/10</b>	<b>2010/11</b>
	<b>ORIGINAL ESTIMATE £</b>	<b>REVISED ESTIMATE £</b>
		<b>ESTIMATE £</b>
<b>9 <u>INFORMATION &amp; PUBLICITY</u></b>		
<b>Employees</b>		
Salaries	91,650	89,150
<b>Supplies &amp; Services</b>		
Information and Publicity	6,450	6,450
Publication Costs - Here and Now	62,500	62,500
	<hr/>	<hr/>
<b><u>Sub-total</u></b>	160,600	158,100
<b>Central, Departmental &amp; Technical     Support Services</b>		
Central Salaries & Administration	14,950	15,300
Information Technology Expenses	4,050	3,850
Departmental Administrative Expenses	33,100	31,750
	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>212,700</b>	<b>209,000</b>
	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	3.04	2.93
<b>10 <u>PUBLIC RIGHTS OF WAY</u></b>		
<b>Employees</b>		
Salaries	5,400	4,800
	<hr/>	<hr/>
	5,400	4,800
<b>Less Income</b>		
Administration Costs Recovered	(1,000)	(1,000)
	<hr/>	<hr/>
<b><u>Sub-total</u></b>	4,400	3,800
<b>Central, Departmental &amp; Technical     Support Services</b>		
Central Salaries & Administration	500	450
Departmental Administrative Expenses	2,500	2,400
	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>7,400</b>	<b>6,650</b>
	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.12	0.14

## CORPORATE SERVICES

	2009/10		2010/11
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £	
<b>11 <u>CIVIL CONTINGENCIES</u></b>			
<b>Employees</b>			
Salaries	45,950	42,650	42,050
<b>Premises Related Expenses</b>			
Fuel Oil	100	100	100
<b>Supplies &amp; Services</b>			
Equipment Purchases	500	500	500
Equipment Maintenance	1,000	1,000	1,000
Staff Telephone Expenses	500	500	500
Mobile Telephones	400	400	400
Provision of Sandbags	1,000	1,000	1,000
Out of Hours Call Service	10,000	12,000 a)	10,500 a)
Other Expenses	400	400	400
Civil Defence Planning	25,300	25,300	25,300
	85,150	83,850	81,750
<b>Less Income</b>			
Recharged to Other Accounts			
- Out of Hours Call Service	(6,700)	(6,700)	(6,700)
	(6,700)	(6,700)	(6,700)
<b><u>Sub-total</u></b>	78,450	77,150	75,050
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	20,550	19,200	19,100
Information Technology Expenses	300	300	250
Departmental Administrative Expenses	16,450	17,050	17,350
	115,750	113,700	111,750
<b><u>TO SUMMARY</u></b>	115,750	113,700	111,750
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.54	1.46	1.45

- a) Original estimate was based on a migration from Invicta Telecare to Sevenoaks District Council in April 2009. However the move was delayed until August - full savings will not be realised until 2010/11.

**CORPORATE SERVICES**

	<b>2009/10</b>		<b>2010/11</b>
	<b>ORIGINAL ESTIMATE £</b>	<b>REVISED ESTIMATE £</b>	<b>ESTIMATE £</b>
<b>12 LOCAL LAND CHARGES</b>			
<b>Employees</b>			
Salaries	143,650	133,300 a)	132,750
<b>Supplies &amp; Services</b>			
NLIS Transmission Fee	41,600	41,600	41,600
Ordnance Survey Licence Fee	2,650	2,800	2,800
Insurance	6,600	6,600	6,500
Kent Highways	27,600	27,600	27,600
	<hr/>	<hr/>	<hr/>
	222,100	211,900	211,250
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges	(481,600)	(481,600)	(481,600)
Local Land Charges - Cancellation Fees	(350)	(350)	(350)
	<hr/>	<hr/>	<hr/>
	(481,950)	(481,950)	(481,950)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(259,850)	(270,050)	(270,700)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	27,800	32,500 b)	32,600
Information Technology Expenses	18,800	36,800 c)	40,350
Departmental Administrative Expenses	73,100	63,600 d)	63,550
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>(140,150)</b>	<b>(137,150)</b>	<b>(134,200)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	4.88	5.17	5.16

**Memorandum**

Surplus from above	(140,150)	(137,150)	(134,200)
Share of:			
Democratic Administration	33,700	32,500	33,800
Corporate Management	14,900	14,400	15,050
Non Distributed Costs	34,800	41,050	38,850
	<hr/>	<hr/>	<hr/>
Deficit ( Surplus) for Trading Purposes	(56,750)	(49,200)	(46,500)

## **CORPORATE SERVICES**

### **LOCAL LAND CHARGES**

- a) Reflects reduced temporary staff requirement in Land Charges Section.
- b) Reflects allocation from Central Services Management.
- c) Re-assessed IT staff development costs associated with the Uniform - Land Charges and Licensing system.
- d) Reflects office accommodation costs attributable to Land Charges Section following review of staffing requirements.

## CORPORATE SERVICES

	2009/10	2010/11
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>13 <u>CONCESSIONARY FARES</u></b>		
<b>Supplies &amp; Services</b>		
Payments to Bus Companies via KCC	909,650	646,400 a)
Payments to British Rail	13,000	8,700 b)
Postage & Stationery	700	550
Pass Production & Dispatch	6,800	6,800
Contribution to KCC	7,500	9,200
	937,650	671,650
<b>Less Income</b>		
Government Grant	(257,000)	(257,000)
Fees & Charges		
Sale of Permits	(1,500)	(2,200) d)
	679,150	585,400
<b><u>Sub-total</u></b>		
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration	16,850	16,000
Information Technology Expenses	3,900	4,250
	699,900	432,700
<b><u>TO SUMMARY</u></b>		
	699,900	432,700
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.48	0.48
	0.48	0.48

- a) Reflects latest projections of scheme costs by county-wide scheme consultant
- b) Reflects a reduction in the number of rail concessions issued.
- c) Anticipates reduction in grant following consultation by Government in November 2009  
Outcome of consultation is not yet known.
- d) Reflects issue of companion passes and replacement bus passes.

**CORPORATE SERVICES**

	<b>2009/10</b>		<b>2010/11</b>
	<b>ORIGINAL ESTIMATE £</b>	<b>REVISED ESTIMATE £</b>	<b>ESTIMATE  £</b>
<b>14 GRANTS &amp; PAYMENTS</b>			
<b>Supplies &amp; Services</b>			
Grants to Citizens Advice Bureaux	120,000	111,000 a)	111,000
Grants to Other Charitable & Voluntary Org.	40,750	40,750	40,750
Malling Area Volunteer Bureau Accommodation	-	2,000 b)	2,000
Tonbridge Historic Society Accommodation	2,500	2,500	2,500
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	163,250	156,250	156,250
<b>Central, Departmental and Technical     Support Services</b>			
Central Salaries & Administration	13,500	13,150	13,350
Information Technology Expenses	250	50	-
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>177,000</b>	<b>169,450</b>	<b>169,600</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.28	0.25	0.25
<b>15 INDUSTRIAL ESTATE</b>			
<b>Employees</b>			
Salaries	1,400	1,300	1,300
	<hr/>	<hr/>	<hr/>
	1,400	1,300	1,300
<b>Less Income</b>			
Rents	(59,100)	(59,100)	(59,100)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(57,700)	(57,800)	(57,800)
<b>Central, Departmental and Technical     Support Services</b>			
Central Salaries & Administration	6,200	5,800	5,700
Information Technology Expenses	100	100	50
Departmental Administrative Expenses	800	650	650
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>(50,600)</b>	<b>(51,250)</b>	<b>(51,400)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.16	0.16	0.15

a) Reflects grant requested by Tonbridge Citizens' Advice Bureau. Report to Community Development Advisory Board 17 March 2009 refers (Minute CD 09/006).

b) Reflects rent due for part occupation of 18 Twisden Road, which is included within renta income for Commercial Properties (CS 23).

**CORPORATE SERVICES**

	<b>2009/10</b>		<b>2010/11</b>
	<b>ORIGINAL ESTIMATE £</b>	<b>REVISED ESTIMATE £</b>	<b>ESTIMATE  £</b>
<b>16 <u>COMMERCIAL PROPERTY</u></b>			
<b>Employees</b>			
Salaries	4,600	4,050	4,100
<b>Premises Related Expenses</b>			
Insurance	1,300	1,350	1,400
Repairs Expenditure	3,300	9,300 a)	6,300
	<hr/>	<hr/>	<hr/>
	9,200	14,700	11,800
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Rents - Land	(5,900)	(5,900)	(5,900)
- Shops & Maisonettes	(213,650)	(224,150) b)	(221,250) b)
- Offices	(33,000)	(33,000)	(33,000)
	<hr/>	<hr/>	<hr/>
	(252,550)	(263,050)	(260,150)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(243,350)	(248,350)	(248,350)
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	8,750	8,150	8,100
Information Technology Expenses	800	600	500
Departmental Administrative Expenses	2,800	2,250	2,250
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	50,050	- c)	-
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>(180,950)</b>	<b>(237,350)</b>	<b>(237,500)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.30	0.29	0.28

- a) Reflects increased provision for response maintenance and repairs to Lodge Oak Lane shop windows.
- b) Additional rental income following completion of rent reviews. Revised estimate includes backdated rental income.
- c) Industrial units and shops are classified as investment property which is no longer subject to annual depreciation charges.

**CORPORATE SERVICES**

	<b>2009/10</b>		<b>2010/11</b>
	<b>ORIGINAL ESTIMATE £</b>	<b>REVISED ESTIMATE £</b>	<b>ESTIMATE  £</b>
<b>17 VALE RISE DEPOT</b>			
<b>Employees</b>			
Salaries	3,000	2,600	2,750
<b>Premises Related Expenses</b>			
Premises Insurance	100	100	100
Rates	9,950	10,200	10,200
Repairs Expenditure	2,000	4,000 a)	4,000
	<hr/>	<hr/>	<hr/>
	15,050	16,900	17,050
<b>Less Recharges to Other Services</b>	(24,850)	(28,500)	(28,750)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(9,800)	(11,600)	(11,700)
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	1,400	1,300	1,300
Departmental Administrative Expenses	1,600	1,300	1,400
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	6,800	9,000	9,000
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	-	-	-
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.12	0.10	0.11

a) Reflects increased cost of servicing the pumping station.



**CORPORATE SERVICES**

	2009/10		2010/11
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>18 <u>LAND REVIEW</u></b>			
<b>Employees</b>			
Salaries	31,600	28,550 a)	28,800 a)
<b>Premises Related Expenses</b>			
Depots held pending disposal / development	1,300	1,550	1,600
Estate Management	2,000	2,000	2,000
Maintenance of Grounds	1,000	1,000	1,000
Rates	1,100	1,100	1,100
Water Services	750	750	750
Insurance	800	800	950
Repairs Expenditure	22,250	30,950 b)	24,350 c)
<b>Supplies &amp; Services</b>			
Professional Fees	6,000	6,000	6,000
	<hr/>	<hr/>	<hr/>
	66,800	72,700	66,550
	-----	-----	-----
<b>Less Income</b>			
Fees & Charges - General	(1,000)	(1,000)	(1,000)
River Walk Rent	(23,800)	(23,800)	(23,800)
Castle Lodge Rent	(5,500)	(5,500)	(5,500)
Wayleaves	(500)	(500)	(500)
	<hr/>	<hr/>	<hr/>
	(30,800)	(30,800)	(30,800)
	-----	-----	-----
<b><u>Sub-total</u></b>	36,000	41,900	35,750
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	3,250	3,050	3,050
Information Technology Expenses	300	250	200
Departmental Administrative Expenses	18,800	15,100 d)	15,250
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	7,500	- e)	-
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	65,850	60,300	54,250
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.95	0.89	0.89

## **CORPORATE SERVICES**

### **LAND REVIEW**

- a) Temporary staff provision not required in Estates and Property Administration Section.
- b) Includes provision for roof repairs at River Walk and rescheduled work including the tree guards at Martin Square.
- c) Includes provision for external decoration works at River Walk and Castle Lodge.
- d) Reflects a review of management support.
- e) River Walk Offices are classified as investment property which is no longer subject to annual depreciation charges.

**CORPORATE SERVICES**

	2009/10		2010/11
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>19 LOCAL REVENUE &amp; NNDR COLLECTION</b>			
<b>Employees</b>			
Salaries	412,000	385,700 a)	386,400
<b>Supplies &amp; Services</b>			
Equipment, Furniture & Materials - Purchases	500	3,000 b)	500
Direct Debit / Bank Charges	3,000	3,000	3,000
Giro / Swipe Card Charges	14,700	12,800 c)	13,100
Court Fees	14,500	14,500	15,000
Bailiffs Commission	1,000	1,000	1,000
NNDR - Discretionary Relief	71,000	81,000 d)	50,000 e)
External Printing & Stationery	5,500	5,500	5,700
Reference Books & Publications	600	900	1,000
Storage Facilities	700	250	250
Tracing Services	5,000	5,000	5,100
Advertising	750	750	800
Postages	37,050	39,700 f)	39,750
Mobile Telephones	100	100	100
Subscriptions	650	650	700
Compensation Scheme	100	100	100
	<hr/>	<hr/>	<hr/>
	567,150	553,950	522,500
<b>Less Income</b>	<hr/>	<hr/>	<hr/>
Government Grants			
- Allowances for Cost of NNDR Collection	(163,000)	(166,700)	(166,700)
- Other	-	(14,150) g)	-
Summons Costs Recovered	(225,000)	(235,000) h)	(238,000)
Legal Fees Recovered	(2,000)	(1,450)	(1,500)
	<hr/>	<hr/>	<hr/>
	(390,000)	(417,300)	(406,200)
	<hr/>	<hr/>	<hr/>
<b>Sub-total</b>	177,150	136,650	116,300
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	119,950	121,500	115,500
Information Technology Expenses	97,800	108,600 i)	108,200 j)
Departmental Administrative Expenses	187,150	156,650 k)	151,800
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	1,150	1,150	- l)
	<hr/>	<hr/>	<hr/>
<b>TO SUMMARY</b>	583,200	524,550	491,800
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	19.37	18.94	18.82

## **CORPORATE SERVICES**

### **LOCAL REVENUE & NNDR COLLECTION**

- a) Reflects revised staffing arrangements in Revenue Section following a corporate review of the establishment and cessation of the employee medical scheme.
- b) Reflects NNDR deferral scheme software met from Government grant - note g) refers.
- c) Reflects current levels of usage.
- d) Reflects the current level of relief's awarded during the year.
- e) Reflects applications cancelled by Members this year plus potential cancellations of rural rate relief.
- f) Increased level of recovery notices issued due to economic climate.
- g) Government grant received for implementing NNDR deferral scheme.
- h) Increase in the level of summons costs recovered based on current notices issued.
- i) IT staff development costs associated with the Revenues / Benefits and IDOX systems.
- j) Re-assessed IT staff development costs associated with Cash Receipting systems.
- k) Reflects income received from Gravesham Borough Council in respect of the partnership arrangement (see CS 7).
- l) Folding machine fully depreciated.



## **CORPORATE SERVICES**

### **COUNCIL TAX BENEFITS**

- a) Reflects use of additional temporary staff to assist with the increased workload, funded from additional administration grant.
- b) Reflects revised staffing arrangements in Fraud Prevention Section.
- c) Increase in postage costs arising from increased workload.
- d) Increased annual contribution to Partnership. Revised estimate includes an additional contribution in respect of 2008/09.
- e) Reflects current level of benefits payments and subsidy due.
- f) Includes provision for increase in Council Tax and caseload.
- g) Reflects additional administration grant to assist with the additional workload arising from the current economic conditions.

**CORPORATE SERVICES**

	2009/10		2010/11
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>21 <u>INTEREST &amp; TRANSFERS</u></b>			
<b>Employees</b>			
Salaries	26,600	24,750	25,150
<b>Supplies &amp; Services</b>			
Printing & Stationery	750	400	-
Fund Manager & Treasury Advisor Fees	24,500	34,500 a)	31,800 a)
Legal Fees	-	1,000 b)	1,000
Credit / Debit Card Charges	24,200	22,800 c)	24,800
Bank / Swipe Card Charges	38,600	38,300	39,200
Other Hired and Contracted Services	38,800	38,000	40,500 d)
Transfers in Lieu of Interest	107,650	93,800 e)	68,350 e)
	<hr/>	<hr/>	<hr/>
	261,100	253,550	230,800
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Interest on Investments & Cash Flow	(905,000)	(934,800) f)	(615,300) g)
Credit Card Fee	(5,000)	(5,000)	(5,000)
Recharges to Other Accounts	(71,900)	(69,000)	(72,100)
	<hr/>	<hr/>	<hr/>
	(981,900)	(1,008,800)	(692,400)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(720,800)	(755,250)	(461,600)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	3,850	7,750 h)	7,850
Information Technology Expenses	5,100	3,650	3,000
Departmental Administrative Expenses	16,700	20,350 i)	16,250
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>(695,150)</b>	<b>(723,500)</b>	<b>(434,500)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	1.25	1.29	1.28

## **CORPORATE SERVICES**

### **INTEREST & TRANSFERS**

- a) Increased External Fund Managers' fees following transfer of cash flow, in response to the banking crisis.
- b) Legal fees associated with the recovery of Landsbanki investment.
- c) Reflects reduction in payments by card.
- d) Increased cost following tender.
- e) Reflects a reduction in interest rates.
- f) Reflects transfer of cash flow to core funds.
- g) Reduction in interest rates and draw down of core funds.
- h) Re-assessment of staff allocations from Accountancy Section.
- i) Increase reflects fees payable to VAT consultants (CS 7) which have been solely attributed to Exchequer Services.



**CORPORATE SERVICES**

	<b>2009/10</b>		<b>2010/11</b>
	<b>ORIGINAL ESTIMATE £</b>	<b>REVISED ESTIMATE £</b>	<b>ESTIMATE  £</b>
<b>22 <u>DRAINAGE BOARDS SPECIAL LEVIES</u></b>			
<b>Payments to Drainage Boards</b>	398,300	388,100 a)	395,900 b)
<b>Central, Departmental &amp; Technical     Support Services</b>			
Central Salaries & Administration	350	350	350
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>398,650</b>	<b>388,450</b>	<b>396,250</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.01	0.01	0.01
<b>23 <u>FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS</u></b>			
<b>Payments to Parish Councils</b>	293,150	290,750 c)	292,150 d)
<b>Supplies &amp; Services</b>			
Capital Grants and Contributions (RECS)	-	88,000 e)	87,000 e)
<b>Central, Departmental &amp; Technical     Support Services</b>			
Central Salaries & Administration	11,450	9,600 f)	9,750
Information Technology Expenses	100	100	100
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>304,700</b>	<b>388,450</b>	<b>389,000</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.24	0.20	0.19
<b>24 <u>GENERAL ADVICE TO PARISH COUNCILS</u></b>			
<b>Employees</b>			
Salaries	33,400	31,200	31,750
<b>Central, Departmental &amp; Technical     Support Services</b>			
Central Salaries & Administration	21,600	19,850	19,850
Departmental Administrative Expenses	12,400	12,400	12,550
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>67,400</b>	<b>63,450</b>	<b>64,150</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.35	1.31	1.31

## **CORPORATE SERVICES**

### **DRAINAGE BOARDS SPECIAL LEVIES**

- a) Reflects actual levies for 2009/10.
- b) Assumes an increase for inflation (2.0%).

### **FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS**

- c) Reflects actual payments made to Parish Councils. The funding in respect of special works projects is now shown separately on the overall summary page.
- d) Increase recommended by Finance and Property Advisory Board 30 September 2009.
- e) Reflects expenditure on capital grants to Parish Councils included in the Capital Plan. See covering report for a general explanation of capital related items included within revenue budgets.
- f) Re-assessment of staff allocations from Accountancy Section.

**CORPORATE SERVICES**

	2009/10		2010/11
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>25 <u>ITINERANTS</u></b>			
<b>Employees</b>			
Salaries	2,200	1,950	2,000
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	2,200	1,950	2,000
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	5,950	5,350	5,450
Departmental Administrative Expenses	800	750	750
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>8,950</b>	<b>8,050</b>	<b>8,200</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.19	0.19	0.18
<b>26 <u>CLIMATE CHANGE</u></b>			
<b>Employees</b>			
Salaries	45,150	42,950	43,450
<b>Supplies &amp; Services</b>			
LA21 Initiatives	8,000	8,000	8,000
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	53,150	50,950	51,450
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	500	450	450
Information Technology Expenses	50	50	-
Departmental Administrative Expenses	14,650	14,400	14,450
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>68,350</b>	<b>65,850</b>	<b>66,350</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.25	1.13	1.14

**CORPORATE SERVICES**

	<b>2009/10</b>		<b>2010/11</b>
	<b>ORIGINAL ESTIMATE £</b>	<b>REVISED ESTIMATE £</b>	<b>ESTIMATE  £</b>
<b>27 <u>ECONOMIC DEVELOPMENT AND REGENERATION</u></b>			
<b>Employees</b>			
Salaries	16,000	15,700	16,000
<b>Supplies &amp; Services</b>			
Economic Development Expenses	5,000	5,000	5,000
Area Investment Framework	5,000	5,000	7,500 a)
Business Support			
Grants	2,500	5,000 b)	2,500
Accommodation / Parking	5,000	5,000	5,000
Borough Christmas Lighting	27,000	27,000	27,000
Farmers Markets Expenses	7,000	2,500 c)	1,000
Capital Grants and Contributions (RECS)	-	74,000 d)	6,000 d)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	67,500	139,200	70,000
<b>Less Income</b>			
Farmers Markets Fee Income	(1,250)	- c)	-
	<hr/>	<hr/>	<hr/>
	(1,250)	-	-
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	66,250	139,200	70,000
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	5,400	5,050	5,050
Departmental Administrative Expenses	5,100	5,350	5,400
Information Technology Expenses	100	50	50
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	4,200	2,100	2,100
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>81,050</b>	<b>151,750</b>	<b>82,600</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.54	0.52	0.52

- a) Reflects agreed contribution to the joint funding of the West Kent Partnership.
- b) Reflects increase in costs related to the West Kent Leader programme.
- c) Reflects transfer of market management to a community-led initiative. Significant reduction between original and revised reflects road closure costs being met by Kent County Council
- d) Reflects expenditure associated with the Local Strategic Partnership and Christmas display capital grants included in the Capital Plan. See covering report for a general explanation of capital related items included within revenue budgets.

**CORPORATE SERVICES**

	2009/10		2010/11
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>28 CAPITAL PROGRAM REVENUE EXP.</b>			
<b>Employees</b>			
# Salaries	147,550	127,750	124,500
<b>Central, Departmental &amp; Technical Support Services</b>			
# Central Salaries & Administration	94,850	65,600	56,300
# Departmental Administrative Expenses	49,350	41,450	45,800
Information Technology Expenses	9,100	10,250	9,150
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	300,850	245,050	235,750
	<hr/>	<hr/>	<hr/>
<b>Less Recharges to :</b>			
Planning & Transportation Services	(124,050)	(98,250)	(120,300)
Environmental Health Services	(3,250)	(2,900)	(2,850)
Leisure Services	(49,250)	(58,350)	(38,200)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>124,300</b>	<b>85,550</b>	<b>74,400</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	5.32	4.36	4.13
Less FTE recharged to Services	(3.01)	(2.74)	(2.74)
	<hr/>	<hr/>	<hr/>
Net FTE retained on Corporate Services	2.31	1.62	1.39

**Memorandum**

**# Service Allocations to Capital Programme**

Administration & Property Services	35,750	11,100	6,800
Personnel Services	-	5,150	-
Environmental Health & Housing Services	3,250	2,900	2,850
Financial Services	46,600	38,150	38,300
Legal Services	12,500	11,200	11,200
Leisure Services	27,850	29,000	22,100
Planning & Transportation Services	150,800	122,300	130,350
LSBU	15,000	15,000	15,000
	<hr/>	<hr/>	<hr/>
	291,750	234,800	226,600
	<hr/>	<hr/>	<hr/>

**CORPORATE SERVICES**

**29 CONTRIBUTIONS TO PROVISIONS**

General Bad Debts Provision

**TO SUMMARY**

	2009/10	2010/11
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
-	15,000 a)	-
-	15,000	-

a) Assessment of potential bad debts and write offs during the year

**EMPLOYEES - SALARIES**

**SERVICE ANALYSIS OF EXPENDITURE**

	Basic Salaries	Overtime	Temporary Staff	Total Salaries	Council Contributions Nat. Ins.	Supern.	Total Salaries & Oncosts
	£	£	£	£	£	£	£
<b><u>2009/10 ESTIMATE</u></b>							
Original Estimate	8,495,600	51,550	263,750	8,810,900	663,100	2,463,150	11,937,150
Revised Estimate	8,087,750	58,650	494,950	8,641,350	628,650	2,325,950	11,595,950
<b><u>2010/11 ESTIMATE</u></b>							
Service							
Administration & Property	574,700	21,450	1,500	597,650	44,650	159,750	802,050
Environmental Health & Housing	1,466,500	7,850	12,800	1,487,150	108,950	430,950	2,027,050
Executive	531,400	6,750	-	538,150	44,000	156,250	738,400
Information Technology	611,500	2,550	85,650	699,700	53,000	168,050	920,750
Finance	1,551,650	14,100	30,000	1,595,750	117,150	448,850	2,161,750
Legal	328,150	4,300	3,400	335,850	24,950	101,200	462,000
Leisure	515,450	950	109,050	625,450	43,000	138,500	806,950
Personnel	530,600	1,500	20,700	552,800	34,650	148,850	736,300
Planning & Transportation	2,129,250	1,800	-	2,131,050	166,100	623,550	2,920,700
	8,239,200	61,250	263,100	8,563,550	636,450	2,375,950	11,575,950

## ENVIRONMENTAL HEALTH SERVICES

### SUMMARY

	2009/10 ESTIMATE		2010/11
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. REFUSE COLLECTION	1,159,400	1,130,900	1,143,900
2. PUBLIC CONVENIENCES & CESSPOOL EMPTYING	323,850	318,050	324,450
3. STREET SCENE	1,233,300	1,202,600	1,183,300
4. ENVIRONMENTAL PROTECTION	361,000	335,350	326,850
5. FOOD & SAFETY	479,250	457,600	452,900
6. RECYCLING	449,850	474,600	528,150
7. PEST CONTROL	69,800	84,600	80,650
8. PUBLIC HEALTH ACT 1984	2,850	2,800	2,850
9. LICENCES	70,350	(1,200)	1,200
10. ENVIRONMENTAL PROTECTION ACT - PART 1	5,300	6,450	8,150
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	4,154,950	4,011,750	4,052,400
11. CAPITAL PROGRAMME - REVENUE EXPENSES	3,250	2,900	2,850
	<hr/>	<hr/>	<hr/>
	<b>4,158,200</b>	<b>4,014,650</b>	<b>4,055,250</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	35.93	35.80	35.45



**ENVIRONMENTAL HEALTH SERVICES**

	2009/10 ESTIMATE		2010/11
	ORIGINAL £	REVISED £	ESTIMATE £
<b>1. <u>REFUSE COLLECTION</u></b>			
<b>Employees</b>			
Salaries	100,750	97,800	96,400
<b>Premises Related Expenses</b>			
Vale Rise Depot Recharge	22,300	25,550	25,800
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	5,000	5,000	5,000
Leasing Charges - Wheeled Bins	2,500	2,500	2,500
Emergency Arrangements	3,400	2,200	2,200
Information Leaflets	2,200	2,200	2,200
Other Expenses	4,400	4,400	4,400
<b>Third Party Payments</b>			
Contract Payments	933,400	a) 928,000	b) 945,000
Bulky Household Refuse Collection	38,000	c) 34,000	c) 34,000
	<hr/>	<hr/>	<hr/>
	1,111,950	1,101,650	1,117,500
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges			
Bulky Household Refuse Collection	(43,150)	d) (43,150)	d) (46,500)
Contributions from KCC	(2,900)	e) (22,900)	e) (22,900)
	<hr/>	<hr/>	<hr/>
	(46,050)	(66,050)	(69,400)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	1,065,900	1,035,600	1,048,100
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	9,700	8,500	8,500
Information Technology Expenses	6,600	5,500	3,900
Departmental Administrative Expenses	39,700	41,200	40,250
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	37,500	40,100	43,150
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>1,159,400</b>	<b>1,130,900</b>	<b>1,143,900</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	3.51	3.57	3.53

## **ENVIRONMENTAL HEALTH SERVICES**

### **REFUSE COLLECTION**

- a) Lower than anticipated RPI increase in March 2009.
- b) Assumes 0.0% increase in line with RPI contract conditions, plus provision for new housing developments.
- c) Reduced bulky collections partly due to increased number of retailers collecting and recycling their customers' old white goods.
- d) Assumes normal activity levels. 2010/11 estimate incorporates proposed increase in fees from 1 April 2010 considered by Local Environmental Management Advisory Board on 24 November 2009.
- e) KCC have agreed to an annual contribution of £20,000 towards the costs of providing the Weekend Household Bulky Waste Collection service. The contribution will continue until a Household Waste and Recycling site is provided within the borough.

**ENVIRONMENTAL HEALTH SERVICES**

**2. PUBLIC CONVENIENCES  
& CESSPOOL EMPTYING**

**Employees**

	2009/10 ESTIMATE ORIGINAL £		2009/10 ESTIMATE REVISED £		2010/11 ESTIMATE £
Salaries	21,000		19,100		18,600

**Premises Related Expenses**

Building Repairs Expenditure	19,150	a)	24,250	a)	25,500
Electricity	16,700	b)	13,000	b)	13,000
Rates	20,900	c)	15,100		20,900
Water Charges (Metered)	10,500		10,500		10,500
Sewerage & Environmental Services	10,200	d)	13,900	d)	13,900
Premises Insurance	2,450		2,450		2,550

**Third Party Payments**

Contract Payments	84,300		84,300	e)	84,300
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**Sub-total**

185,200	182,600	189,250
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**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration	11,900		9,100		9,000
Information Technology Expenses	250		250		200
Departmental Administrative Expenses	8,650		8,250		8,150

**Depreciation & Impairment**

Fixed Asset Depreciation	117,850		117,850		117,850
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**TO SUMMARY**

323,850	318,050	324,450
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**Full Time Equivalent Number of Staff  
(including Support Service Staff)**

0.95	0.83	0.82
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## **ENVIRONMENTAL HEALTH SERVICES**

### **PUBLIC CONVENIENCES & CESSPOOL EMPTYING**

- a) The Council's Building Repairs Reserve Expenditure Plan contains resources to meet the ongoing cyclical maintenance and repair of public conveniences throughout the borough. Over the next few years there is also provision for improving areas such as lighting and ventilation.
- b) Lower prices from new contract arranged by KCC LASER.
- c) Includes refunds following successful appeals against rateable valuations.
- d) Increased charges.
- e) Assumes 0.0% increase in line with RPI contract conditions.

**ENVIRONMENTAL HEALTH SERVICES**

**3. STREET SCENE**

**Employees**

	2009/10 ESTIMATE ORIGINAL £		2009/10 ESTIMATE REVISED £		2010/11 ESTIMATE £
Salaries	137,850		139,500		138,300

**Supplies & Services**

Purchases - Equipment & Materials	23,000	a)	20,000	a)	20,000
Abatement Initiatives (Self Help)	20,000		20,000	b)	15,000
Responsible Dog Ownership	24,500	a)	27,500	a)	27,500
Graffiti Removal	33,000	c)	20,000	c)	20,000
Dog Warden	42,400		42,400		42,400
Contribution to Operation Cubit	6,000		6,000		6,000
Emergency Arrangements	1,700		1,600		1,600
Animal Welfare	-		-		300
Contribution to Clean Kent Campaign	5,000		5,000		5,000

**Third Party Payments**

Contract Payments	1,007,800	d)	966,000	e)	956,000
	<hr/>		<hr/>		<hr/>
	1,301,250		1,248,000		1,232,100
	<hr/>		<hr/>		<hr/>

**Less Income**

Fees & Charges					
Amenity Cleansing for Russet Homes	(49,800)		(49,800)		(49,800)
Recharge to Utility Companies	(2,000)		(2,000)		(2,000)
Stray Dogs Redemption Fees	(4,900)		(4,900)	f)	(6,000)
Dog Microchipping	(200)		(200)		(200)
Litter Fixed Penalties	(7,000)		(7,000)		(7,000)
Dog Fixed Penalties	(1,250)		(1,250)		(1,250)
Recharge to Other Accounts	(69,800)	g)	(48,800)	g)	(48,800)
	<hr/>		<hr/>		<hr/>
	(134,950)		(113,950)		(115,050)
	<hr/>		<hr/>		<hr/>

**Sub-total**

	1,166,300		1,134,050		1,117,050
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**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration	7,500		7,100		7,100
Information Technology Expenses	4,650		4,450		3,050
Departmental Administrative Expenses	54,850		57,000		56,100
	<hr/>		<hr/>		<hr/>

**TO SUMMARY**

	1,233,300		1,202,600		1,183,300
	<hr/>		<hr/>		<hr/>

**Full Time Equivalent Number of Staff  
(including Support Service Staff)**

	4.72		4.75		4.73
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## ENVIRONMENTAL HEALTH SERVICES

### STREET SCENE

- a) £3,000 transferred from Purchases to Responsible Dog Ownership.
- b) Alternate funding secured through sponsorship.
- c) Less graffiti removal being required and improved efficiencies in method of removing graffiti.
- d) Car park cleansing reassessed (£20,000), savings from rescheduling of mechanical sweeping (£12,000) and lower than anticipated RPI increase in March 2009 (£9,800).
- e) Car park cleansing reassessed (£20,000), savings from rescheduling of mechanical sweeping (£32,000) and lower than anticipated RPI increase in March 2009 (£9,800), offset by provision for new housing developments (£10,000). Assumes 0.0% increase in line with RPI contract conditions.
- f) Incorporates proposed increase in fees from 1 April 2010 considered by Local Environmental Management Advisory Board on 24 November 2009.
- g) Service level of car park cleansing reassessed to achieve a better balance between cost and acceptable result. Please see pages PTS 8 and PTS 8a.



## **ENVIRONMENTAL HEALTH SERVICES**

### **ENVIRONMENTAL PROTECTION**

- a) Savings arising from the establishment changes within the Environmental Protection section approved by General Purposes Committee on 7 September 2009, the delayed pay award in respect of 2009/10 and the cessation of the health care scheme.
- b) Increased instances of the Council being called upon to unblock private drains and sewers. The Council will in future recover costs from owners of properties. Please see report to Local Environmental Management Advisory Board on 24 November 2009.
- c) Responsibility for maintaining private sewers is expected to transfer from householders to water / sewerage companies in 2010.
- d) Increase reflects air quality screening assessment. To be funded from an earmarked reserve.
- e) A Council owned site has been identified for survey and remedial work. Match funding is likely to be sought from the Department for Environment, Food and Rural Affairs if this proceeds.
- f) Reduced number of requests.



**ENVIRONMENTAL HEALTH SERVICES**

**5. FOOD & SAFETY**

**Employees**

Salaries

2009/10 ESTIMATE		2010/11 ESTIMATE	
ORIGINAL	REVISED	ESTIMATE	
£	£	£	
323,450	a) 301,850	a) 300,950	
<b>Supplies &amp; Services</b>			
Protective Clothing	600	600	600
Health Education	1,900	1,900	1,900
Health General	3,550	b) 38,550	3,550
Miscellaneous Insurance	1,450	1,450	1,200
<b>Third Party Payments</b>			
Payment to Other Local Authority	4,200	4,200	4,200
Food Sampling	400	400	400
<hr/>	<hr/>	<hr/>	
335,550	348,950	312,800	
<hr/>	<hr/>	<hr/>	
<b>Less Income</b>			
Court Costs	(1,500)	(1,500)	(1,500)
Fees & Charges			
Food Inspection	(2,450)	(2,450)	(2,450)
Training Courses	(7,500)	c) (3,000)	c) (3,000)
Smoking Fixed Penalties	-	(50)	(50)
Sponsorship	(800)	d) -	d) -
Contribution from Other Bodies	-	b) (35,000)	-
<hr/>	<hr/>	<hr/>	
(12,250)	(42,000)	(7,000)	
<hr/>	<hr/>	<hr/>	
<b><u>Sub-total</u></b>	323,300	306,950	305,800
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	20,350	18,400	18,450
Information Technology Expenses	12,350	14,400	14,050
Departmental Administrative Expenses	123,100	a) 117,700	a) 114,450
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	150	150	150
<hr/>	<hr/>	<hr/>	
<b><u>TO SUMMARY</u></b>	<b>479,250</b>	<b>457,600</b>	<b>452,900</b>
<hr/>	<hr/>	<hr/>	
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	9.97	9.87	9.75

**Supplies & Services**

Protective Clothing

600 600 600

Health Education

1,900 1,900 1,900

Health General

3,550 b) 38,550 3,550

Miscellaneous Insurance

1,450 1,450 1,200

**Third Party Payments**

Payment to Other Local Authority

4,200 4,200 4,200

Food Sampling

400 400 400

335,550 348,950 312,800

**Less Income**

Court Costs

(1,500) (1,500) (1,500)

Fees & Charges

Food Inspection

(2,450) (2,450) (2,450)

Training Courses

(7,500) c) (3,000) c) (3,000)

Smoking Fixed Penalties

- (50) (50)

Sponsorship

(800) d) - d) -

Contribution from Other Bodies

- b) (35,000) -

(12,250) (42,000) (7,000)

**Sub-total**

323,300 306,950 305,800

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

20,350 18,400 18,450

Information Technology Expenses

12,350 14,400 14,050

Departmental Administrative Expenses

123,100 a) 117,700 a) 114,450

**Depreciation & Impairment**

Fixed Asset Depreciation

150 150 150

**TO SUMMARY**

**479,250 457,600 452,900**

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

9.97 9.87 9.75

## **ENVIRONMENTAL HEALTH SERVICES**

### **FOOD & SAFETY**

- a) Reappraisal of allocation by the Environmental Health and Housing Administration section following a review of the function.
- b) The Council is part of a partnership of local authorities and colleges who have successfully won a grant of £35,000 from the Food Standards Agency under the Safer Food Better Business initiative. The funding is to be used to provide training / coaching sessions for local food businesses.
- c) Reduced take-up of courses run in partnership with West Kent College.
- d) Clean Food Award ended in April 2009 (replaced by the Scores on the Doors scheme).



**ENVIRONMENTAL HEALTH SERVICES**

**6. RECYCLING (continued)**

	2009/10 ESTIMATE		2010/11 ESTIMATE
	ORIGINAL £	REVISED £	
<b><u>Brought Forward</u></b>	1,514,400	1,497,050	1,509,650
<b>Less Income</b>			
Glass Recycling	(95,000)	f) (87,000)	f) (87,000)
Can Recycling	-	g) (15,000)	g) (15,000)
Textile Recycling	(17,000)	f) (3,000)	f) (3,000)
Paper Recycling	(330,000)	h) (315,000)	h) (300,000)
Green Waste Recycling	(135,000)	f) (130,000)	f) (130,000)
Recycling Credits - Disposal	(612,000)	i) (592,000)	i) (582,000)
Contributions from Other Bodies	(24,000)	(24,000)	(24,000)
Capital Grants & Contributions Depreciation	(16,050)	(16,050)	j) -
	<hr/>	<hr/>	<hr/>
	(1,229,050)	(1,182,050)	(1,141,000)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	285,350	315,000	368,650
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	8,700	8,150	8,150
Information Technology Expenses	4,050	3,050	2,250
Departmental Administrative Expenses	38,150	a) 41,600	a) 40,950
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	113,600	106,800	108,150
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	449,850	474,600	528,150
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	3.34	3.53	3.53

f) Reduction in tonnages collected.

g) Metal prices have recovered after falling significantly in 2008/09.

h) Reduction in tonnages collected partly due to increased use of online media.

i) Reflects a reduction in tonnages collected partly due to a variety of factors including online media. 2010/11 estimate assumes a 3% increase in recycling credit rate.

j) Capital grants depreciation will not be charged to service budgets from 2010/11 onwards. Please see covering report for a general explanation of capital related items included within revenue budgets.



**ENVIRONMENTAL HEALTH SERVICES**

**8. PUBLIC HEALTH ACT 1984**

**Employees**

Salaries

850

800

850

**Third Party Payments**

Funeral Expenses

1,000

1,000

1,000

**Sub-total**

1,850

1,800

1,850

**Central, Departmental & Technical**

**Support Services**

Central Salaries & Administration

700

650

650

Departmental Administrative Expenses

300

350

350

**TO SUMMARY**

**2,850**

**2,800**

**2,850**

**Full Time Equivalent Number of Staff**

(including Support Service Staff)

0.04

0.04

0.04



**ENVIRONMENTAL HEALTH SERVICES**

**9. LICENCES (continued)**

**(b) NON FEE PAYING**

**Employees**

Salaries

**Central, Departmental & Technical**

**Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

	2009/10 ESTIMATE		2010/11
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
Employees Salaries	17,700	15,900	16,300
Central Salaries & Administration	8,300	7,550	7,550
Information Technology Expenses	-	300	100
Departmental Administrative Expenses	7,900	7,750	7,800
	<hr/>	<hr/>	<hr/>
	<b>33,900</b>	<b>31,500</b>	<b>31,750</b>
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.68	0.70	0.69

**LICENCES**

**(a) FEE PAYING**

**(b) NON FEE PAYING**

**TO SUMMARY**

	36,450	(32,700)	(30,550)
	33,900	31,500	31,750
	<hr/>	<hr/>	<hr/>
	<b>70,350</b>	<b>(1,200)</b>	<b>1,200</b>
	<hr/>	<hr/>	<hr/>



**ENVIRONMENTAL HEALTH SERVICES**

**10. ENVIRONMENTAL PROTECTION ACT - PART 1**

**Employees**

Salaries

17,250

16,400

16,650

**Less Income**

Fees & Charges

(20,200)

**a)** (17,850)

**b)** (16,000)

**Sub-total**

(2,950)

(1,450)

650

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

1,450

1,350

1,350

Information Technology Expenses

950

950

650

Departmental Administrative Expenses

5,850

5,600

5,500

**TO SUMMARY**

**5,300**

**6,450**

**8,150**

**Full Time Equivalent Number of Staff**

(including Support Service Staff)

0.52

0.52

0.51

**a)** The Department for Environment, Food and Rural Affairs (DEFRA) have reduced fee levels.

**b)** Anticipated a further reduction in fees set by DEFRA.

**Memorandum**

Full cost of Local Authority Pollution Prevention Control (LAPPC) and Local Authority Integrated Pollution Prevention and Control (LA-IPPC) duties under Pollution Prevention and Control (PPC) Regulations 2000:-

Total from above

5,300

6,450

8,150

Share of:

Democratic Administration

3,800

3,600

3,800

Corporate Management

1,650

1,600

1,700

Non Distributed Costs

3,900

4,550

4,400

Full Cost of LAPPC / LA-IPPC

14,650

16,200

18,050

**ENVIRONMENTAL HEALTH SERVICES**

**11. CAPITAL PROGRAMME**  
**- REVENUE EXPENSES**

**Direct Salaries, Central, Departmental  
& Technical Support Services**  
Service Allocations  
Env Health & Housing Services

**TO SUMMARY**

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

	<b>2009/10 ESTIMATE</b>		<b>2010/11</b>
	<b>ORIGINAL</b>	<b>REVISED</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
	3,250	2,900	2,850
	<hr/>	<hr/>	<hr/>
	<b>3,250</b>	<b>2,900</b>	<b>2,850</b>
	<hr/>	<hr/>	<hr/>
	0.06	0.05	0.05

## HOUSING SERVICES

### SUMMARY

	2009/10 ESTIMATE		2010/11
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. HOMELESSNESS	214,850	189,300	190,400
2. HOUSE RENOVATION GRANTS	202,800	416,950	525,200
3. HOUSING ADVANCES	13,400	13,550	13,550
4. HOUSING BENEFITS & COUNTER FRAUD	408,150	309,050	324,000
5. PRIVATE SECTOR HOUSING STANDARDS	82,350	83,050	129,700
6. HOME SAFETY	5,150	5,150	5,150
7. HOME IMPROVEMENT AGENCY	56,800	56,750	56,600
8. HOUSING STRATEGY & ENABLING ROLE	177,550	239,650	172,250
9. HOUSING ADVICE	266,150	244,850	239,350
	<hr/>	<hr/>	<hr/>
	<b>1,427,200</b>	<b>1,558,300</b>	<b>1,656,200</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	41.18	39.67	39.41

## HOUSING SERVICES

### 1. HOMELESSNESS

#### Employees

Salaries

	2009/10 ESTIMATE	
ORIGINAL	REVISED	2010/11 ESTIMATE
£	£	£
122,200	116,550	117,450
<b>Supplies &amp; Services</b>		
60,000	60,000	60,000
1,000	1,000	1,000
12,000	-	-
-	45,500	-
-	33,550	33,550
1,500	500	500
-	1,250	-
-	10,000	10,000
<b>Third Party Payments</b>		
1,500	1,500	1,500
198,200	269,850	224,000
<b>Less Income</b>		
(40,000)	(86,550)	(40,000)
(24,800)	(58,000)	(58,000)
-	(2,500)	(2,500)
(64,800)	(147,050)	(100,500)
<b><u>Sub-total</u></b>	122,800	123,500
<b>Central, Departmental &amp; Technical Support Services</b>		
14,250	18,050	17,150
23,300	3,350	4,750
43,900	45,100	45,000
<b><u>TO SUMMARY</u></b>	<b>189,300</b>	<b>190,400</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	4.14	4.13

#### Supplies & Services

Bed & Breakfast Charges

Storage of Furniture, Transport, etc.

Spend to Save

Repossession Prevention Fund

Rent Deposits / Rent in Advance - Payments  
to Landlords

Publicity & Promotion

Russet Out of Hours Service

Contribution to Bad Debt Provision

#### Third Party Payments

Medical Assessments

#### Less Income

Government Grant

Customer & Client Receipts

Contribution from Other Bodies

#### **Sub-total**

#### Central, Departmental & Technical Support Services

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

#### **TO SUMMARY**

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

## HOUSING SERVICES

### HOMELESSNESS

- a) Savings arising from the establishment changes within the Housing Needs and Strategy section approved by General Purposes Committee on 7 September 2009, the delayed pay award in respect of 2009/10 and the cessation of the health care scheme.
- b) Base budget of £12,000 transferred to the new Rent Deposits / Rent in Advance budget.
- c) The Council has received additional funding from the Department of Communities and Local Government to assist householders affected by the economic downturn. To be used on a number of initiatives including grants to clear mortgage/rent arrears, rent deposits and County Court desk service. Please see report to Strategic Housing Advisory Board on 20 July 2009.
- d) Annual budget as reported to Strategic Housing Advisory Board on 18 May 2009. Funded by transfer of Spend to Save base budget and increased recharges to Bed & Breakfast clients.
- e) Budget reduced to partly offset new Support for External Agencies budget (page HS 10).
- f) Out of hours function provided by Russet Homes following the bringing back in-house of the homelessness service. Homelessness will be part of the new corporate out of hours service provided by Sevenoaks District Council (page CS 19).
- g) Assessment of potential bad debts on recharges to Bed & Breakfast clients. Please see note h) below.
- h) New procedures have been put in place which have resulted in full recharges to clients. The bulk of the recharge will be settled by the clients' Housing Benefit entitlement. A bad debt provision has been provided to cover the remainder of the recharge (note g) above).
- i) Recharge of medical assessments costs, including in-house medical panel, to Russet Homes.
- j) Reduced capital charges and system development / maintenance costs associated with the Housing Management System.
- k) Change in office accommodation allocations.

## HOUSING SERVICES

### 2. HOUSE RENOVATION GRANTS

	2009/10 ESTIMATE			2010/11 ESTIMATE	
	ORIGINAL £	REVISED £		ESTIMATE £	ESTIMATE £
<b>Employees</b>					
Salaries	138,450	a) 144,200	a)	147,500	
<b>Supplies &amp; Services</b>					
Capital Grants & Contributions (RECS)	-	b) 1,439,000	b)	1,185,000	
	138,450	1,583,200		1,332,500	
<b>Less Income</b>					
Capital Grants Received (RECS)	-	b) (1,244,000)	b)	(884,000)	
<b><u>Sub-total</u></b>	138,450	339,200		448,500	
<b>Central, Departmental &amp; Technical Support Services</b>					
Central Salaries & Administration	6,750	6,350		6,250	
Information Technology Expenses	8,400	c) 11,750	c)	10,850	
Departmental Administrative Expenses	49,200	d) 59,650	d)	59,600	
<b><u>TO SUMMARY</u></b>	<b>202,800</b>	<b>416,950</b>		<b>525,200</b>	
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	4.19	4.64		4.64	

- a) Reappraisal of allocation by the Building Control section.
- b) Reflects expenditure and associated government grant in respect of disabled facilities and other housing assistance schemes included in the Capital Plan. Please see covering report for a general explanation of capital related items included within revenue budgets.
- c) Increased allocation from the Housing Management System.
- d) Change in office accommodation allocations and reappraisal of allocation by the Building Control section.

## HOUSING SERVICES

### 3. HOUSING ADVANCES

**Premises Related Expenses**

Premises Insurance

	2009/10 ESTIMATE ORIGINAL £	REVISED £	2010/11 ESTIMATE £
Premises Insurance	300	300	350
<b>Supplies &amp; Services</b>			
Contract Services	2,500	2,500	2,500
Other Expenses	50	50	50
	2,850	2,850	2,900
<b>Less Income</b>			
Redemption Fees	(50)	-	-
Interest	(3,800)	a) (1,500)	a) (1,450)
Insurance Premiums Recharged	(850)	-	-
	(4,700)	(1,500)	(1,450)
	(1,850)	1,350	1,450
<b><u>Sub-total</u></b>			
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	15,050	b) 12,000	b) 11,900
Information Technology Expenses	200	200	200
	13,400	13,550	13,550
<b><u>TO SUMMARY</u></b>			
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.30	0.25	0.24

**Less Income**

Redemption Fees

Interest

Insurance Premiums Recharged

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Information Technology Expenses

**TO SUMMARY**

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

a) Reduction in interest rates.

b) Reduced input by Exchequer Services following change in working arrangements.

## HOUSING SERVICES

### 4. HOUSING BENEFITS & COUNTER FRAUD

#### (a) HOUSING BENEFITS

##### Employees

	2009/10 ESTIMATE ORIGINAL £		2009/10 ESTIMATE REVISED £		2010/11 ESTIMATE £
Salaries	264,900	a)	328,400	b)	256,800

##### Supplies & Services

Printing & Stationery	1,800		1,200		1,800
Reference Books & Publications	350		700		400
Storage Facilities	500		600		500
Bailiffs Commission	4,000		4,000		4,000
Tracing Services	1,000		500		500
Bank Charges	150		150		150
Audit Fee	20,000		20,000		20,000
Kent Benefits Partnership	2,750	c)	3,850	c)	3,000
Postages	5,000	d)	6,350	d)	6,850
Subscriptions	400		250		250

##### Housing Benefits

Rent Allowances - General	22,522,700	e)	26,325,500	f)	29,540,500
Rent Allowances - Local Scheme	80,500	e)	60,400	f)	60,400
Bad Debts Provision	110,000	e)	190,000	f)	190,000
Compensation Scheme	600		450		450

	23,014,650		26,942,350		30,085,600
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##### Less Income

Government Grant	-	g)	(4,000)		-
Rent Allowance Subsidy - General	(22,672,000)	e)	(26,609,000)	f)	(29,802,000)
Rent Allowance Subsidy - Local Scheme	(45,300)	e)	(45,300)	f)	(45,300)
Administration Grant	(334,900)	h)	(400,000)		(337,500)

	(23,052,200)		(27,058,300)		(30,184,800)
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#### Sub-total

	(37,550)		(115,950)		(99,200)
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##### Central, Departmental & Technical Support Services

Central Salaries & Administration	142,600		145,200	i)	135,850
Information Technology Expenses	44,400		48,650		50,600
Departmental Administrative Expenses	154,250		153,800		153,700

	303,700		231,700		240,950
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**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

	15.47		15.21		15.26
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## HOUSING SERVICES

### HOUSING BENEFITS & COUNTER FRAUD - HOUSING BENEFITS

- a) Increase reflects use of additional temporary staff to assist with the increase in workload. Funded from additional Administration Grant - see note h) below.
- b) Savings arising from establishment changes within the Benefit Fraud Prevention section approved by General Purposes Committee on 7 September 2009 and the cessation of the health care scheme.
- c) Increased annual contribution. Revised estimate includes an additional contribution in respect of 2008/09.
- d) Increased costs arising from increased caseload.
- e) The current economic conditions have seen a significant increase in new claimants and increased benefit entitlement for existing claimants. In addition, from November 2009 Child Benefit (CB) will be disregarded when calculating a claimant's benefit entitlement, resulting in increased benefit payments. Revised estimate reflects current levels of benefit payments together with a provision in respect of the CB changes, overpayments recovered and subsidy due. The contribution to the bad debt provision reflects the higher rates implemented at 2008/09 outturn following the review in light of the economic conditions. Overall the budget is £74,300 lower than the 2008/09 original estimate.
- f) Assumes 12% increase due to increases in caseloads and rent. Overall the budget is £52,300 lower than the 2008/09 original estimate.
- g) The Council has received a grant of £4,000 from the Department for Work and Pensions (DWP) for to assist with new Child Benefit regulations.
- h) The DWP has awarded the Council additional Administration Grant of £92,500 to assist with the additional workload arising from the current economic conditions. This has been used fund additional temporary staff and on staff overtime. The additional grant has been shared between Housing Benefits, Fraud Prevention (page HS 6) and Council Tax Benefits (page CS 27).
- i) Decrease in current service costs under Financial Reporting Standard 17 "Retirement Benefit Costs" and cessation of the health care scheme.

## HOUSING SERVICES

### 4. HOUSING BENEFITS & COUNTER FRAUD (continued)

#### (b) FRAUD PREVENTION

##### Employees

Salaries

	2009/10 ESTIMATE ORIGINAL £		2010/11 ESTIMATE £
108,850	a)	80,050	a)
81,150			
4,500		4,500	
113,350		84,550	85,650
(115,600)	b)	(99,900)	b)
(4,000)		(4,000)	(95,400)
(119,600)		(103,900)	(99,400)
(6,250)		(19,350)	(13,750)
31,900		30,250	30,550
6,150		4,500	4,700
72,650	a)	61,950	a)
104,450		77,350	83,050
5.10		3.95	3.81

##### Supplies & Services

Other Expenses

##### Less Income

Administration Grant

Administrative Penalties

#### Sub-total

##### Central, Departmental & Technical Support Services

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

Full Time Equivalent Number of Staff  
(including Support Service Staff)

### HOUSING BENEFITS & COUNTER FRAUD

(a) HOUSING BENEFITS

(b) FRAUD PREVENTION

#### TO SUMMARY

- a) Savings arising from establishment changes within the Benefit Fraud Prevention section approved by General Purposes Committee on 7 September 2009, the delayed pay award in respect of 2009/10 and the cessation of the health care scheme.
- b) Change in allocation of Administration Grant between Housing Benefits, Council Tax Benefits and Fraud Prevention to reflect administration costs (note a) above).

## HOUSING SERVICES

### 5. PRIVATE SECTOR HOUSING STANDARDS

**Employees**

Salaries

57,600

55,800

56,600

**Supplies & Services**

Private Sector House Condition Survey

-

-

a)

45,000

**Less Income**

Houses in Multiple Occupation Licences

(300)

(300)

(300)

**Sub-total**

57,300

55,500

101,300

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

1,700

1,550

1,550

Information Technology Expenses

2,750

3,800

4,800

Departmental Administrative Expenses

20,600

22,200

22,050

**TO SUMMARY**

**82,350**

**83,050**

**129,700**

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

1.67

1.71

1.72

- a) The Council is to undertake a house condition survey in 2010 to fulfil its obligations under the Housing Act 2004 to keep housing conditions under review. The last survey was carried out in 2006. Funded entirely from an earmarked reserve. Please see report to Strategic Housing Advisory Board on 9 November 2009.

**HOUSING SERVICES**

**6. HOME SAFETY**

**Employees**

Salaries

2,250

2,200

2,250

**Supplies & Services**

Publicity & Promotion

1,200

1,200

1,200

**Sub-total**

3,450

3,400

3,450

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

800

800

750

Departmental Administrative Expenses

900

950

950

**TO SUMMARY**

**5,150**

**5,150**

**5,150**

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

0.08

0.09

0.09

## HOUSING SERVICES

### 7. HOME IMPROVEMENT AGENCY

	2009/10 ESTIMATE		2010/11
	ORIGINAL £	REVISED £	ESTIMATE £
<b>Employees</b>			
Salaries	6,550	6,300	6,400
<b>Supplies &amp; Services</b>			
Professional Fees	1,000	1,000	1,000
Miscellaneous Insurance	500	750	500
<b>Third Party Payments</b>			
Home Improvement Agency	45,000	45,000	45,000
	53,050	53,050	52,900
<b>Less Income</b>			
Fees & Charges	(1,000)	(1,000)	(1,000)
	(1,000)	(1,000)	(1,000)
<b><u>Sub-total</u></b>	52,050	52,050	51,900
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	2,350	2,000	2,000
Departmental Administrative Expenses	2,400	2,700	2,700
	56,800	56,750	56,600
<b><u>TO SUMMARY</u></b>	56,800	56,750	56,600
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.24	0.24	0.24

## HOUSING SERVICES

### 8. HOUSING STRATEGY & ENABLING ROLE

#### (a) HOUSING STRATEGY

##### Employees

Salaries

	2009/10 ESTIMATE	
ORIGINAL	REVISED	2010/11 ESTIMATE
£	£	£
63,700	a) 59,350	a) 59,150
<b>Supplies &amp; Services</b>		
Advertising 200	200	200
Publicity & Promotion 2,750	b) 1,750	b) 1,750
Energy Efficiency Initiatives 4,600	4,600	4,600
Support for External Agencies -	c) 6,000	c) 6,000
Capital Grants & Contributions (RECS) -	d) 68,000	-
<b>Sub-total</b> 71,250	139,900	71,700
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration 22,150	20,200	20,350
Information Technology Expenses 3,700	e) 400	e) 400
Departmental Administrative Expenses 21,850	22,050	21,850
<b>118,950</b>	<b>182,550</b>	<b>114,300</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff) 2.28	2.18	2.15

##### Supplies & Services

Advertising

Publicity & Promotion

Energy Efficiency Initiatives

Support for External Agencies

Capital Grants & Contributions (RECS)

##### Sub-total

##### Central, Departmental & Technical Support Services

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

- a) Savings arising from the establishment changes within the Housing Needs and Strategy section approved by General Purposes Committee on 7 September 2009, the delayed pay award in respect of 2009/10 and the cessation of the health care scheme.
- b) Budget reduced to partly offset new Support for External Agencies budget.
- c) New budget to support Kent Housing Group project worker, Joint Planning Manager and Action for Communities in Rural Kent. Partly funded by reductions in publicity and promotion budgets across Housing Services.
- d) Reflects expenditure associated with renewable energy and the Coldharbour gypsy & traveller caravan site schemes included in the Capital Plan. Please see covering report for a general explanation of capital related items included within revenue budgets.
- e) Decreased allocation from the Housing Management System.

## HOUSING SERVICES

### 8. HOUSING STRATEGY & ENABLING ROLE (continued)

#### (b) HOUSING REGISTER

**Employees**

Salaries

	2009/10 ESTIMATE ORIGINAL £		REVISED £		2010/11 ESTIMATE £
	39,100	a)	36,350	a)	35,950
	6,000		6,000	b)	7,000
<b>Sub-total</b>	45,100		42,350		42,950
<b>Central, Departmental &amp; Technical Support Services</b>					
Central Salaries & Administration	200		200		200
Information Technology Expenses	-		700		1,150
Departmental Administrative Expenses	13,300		13,850		13,650
	<b>58,600</b>		<b>57,100</b>		<b>57,950</b>
	1.14		1.13		1.12

**Third Party Payments**

Choice Based Lettings

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

#### HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

(b) HOUSING REGISTER

**TO SUMMARY**

- a) Savings arising from the establishment changes within the Housing Needs and Strategy section approved by General Purposes Committee on 7 September 2009, the delayed pay award in respect of 2009/10 and the cessation of the health care scheme.
- b) Increase in service provider fee.

## HOUSING SERVICES

### 9. HOUSING ADVICE

**Employees**

Salaries

2009/10 ESTIMATE		2010/11 ESTIMATE	
ORIGINAL	REVISED	ESTIMATE	ESTIMATE
£	£	£	£
178,400	a)	165,100	a)
3,500	b)	500	b)
5,200		4,600	-
187,100		170,200	161,650
(5,200)		(4,600)	-
<b>Sub-total</b>		<b>165,600</b>	<b>161,650</b>
<b>Central, Departmental &amp; Technical Support Services</b>			
2,800		2,850	2,650
14,500	c)	4,850	c)
66,950	d)	71,550	d)
<b>TO SUMMARY</b>		<b>244,850</b>	<b>239,350</b>
6.37		6.13	6.01

**Supplies & Services**

Publicity & Promotion

**Third Party Payments**

County Court Desk Service

**Less Income**

Government Grant

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**TO SUMMARY**

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

- a) Savings arising from the establishment changes within the Housing Needs and Strategy section approved by General Purposes Committee on 7 September 2009, the delayed pay award in respect of 2009/10 and the cessation of the health care scheme.
- b) Budget reduced to partly offset new Support for External Agencies budget (page HS 10).
- c) Decreased allocation from the Housing Management System.
- d) Change in office accommodation allocations.



## LEISURE SERVICES

### SUMMARY

	<b>2009/10 ESTIMATE</b>		<b>2010/11</b>
	<b>ORIGINAL</b>	<b>REVISED</b>	<b>ESTIMATE</b>
	£	£	£
1. ANGEL CENTRE	692,600	749,650	703,150
2. LARKFIELD LEISURE CENTRE	1,129,050	953,250	964,800
3. TONBRIDGE SWIMMING POOL	700,900	752,800	555,500
4. SPORTS GROUNDS - GROUND MAINTENANCE	372,850	389,600	413,700
5. POULT WOOD GOLF CENTRE	(43,050)	(64,300)	(70,450)
6. PLEASURE GROUNDS & OPEN SPACES	681,650	659,750	686,300
7. ALLOTMENTS	7,600	8,950	9,700
8. CHURCHYARDS	11,900	12,100	11,650
9. CEMETERY	95,200	94,750	96,450
10. YOUTH & PLAY DEVELOPMENT	180,300	176,900	166,650
11. GRANTS	26,450	89,850	130,800
12. SPORTS DEVELOPMENT	67,850	63,900	66,650
13. ARTS PROGRAMME	77,650	79,300	71,550
14. LEISURE STRATEGY / MANAGEMENT	210,750	207,050	207,250
15. TONBRIDGE CASTLE GATEHOUSE	28,150	48,200	30,500
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	4,239,850	4,221,750	4,044,200
16. CAPITAL PROGRAMME - REVENUE EXPENSES	49,250	58,300	38,200
	<hr/>	<hr/>	<hr/>
	<b>4,289,100</b>	<b>4,280,050</b>	<b>4,082,400</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	26.64	25.93	24.71

**LEISURE SERVICES**

**1. ANGEL CENTRE**

**(a) ANGEL CENTRE**

**Employees**

Salaries	9,600		8,550		8,000
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**Premises Related Expenses**

Building Repairs Expenditure	25,950	a)	41,300	b)	45,250
Rates	48,700		48,700		48,700
Premises Insurance	13,850		13,950		15,100

**Supplies & Services**

Purchases - Equipment & Materials	6,950		6,950		6,950
Miscellaneous Insurance	1,300		1,300		1,300

**LSBU Operating Costs (from LSBU 6)**

148,000	c)	209,150	d)	162,200
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254,350		329,900		287,500

**Less Income**

Capital Grants & Contributions Depreciation	-	e)	(8,750)	f)	-
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254,350		321,150		287,500

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration	20,100	g)	17,150	g)	17,200
Information Technology Expenses	3,900		3,000		3,200
Departmental Administrative Expenses	39,750		37,100		38,400

**Depreciation & Impairment**

Fixed Asset Depreciation	339,150	h)	330,350	h)	318,450
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657,250		708,750		664,750

**Full Time Equivalent Number of Staff  
(Including Support Service Staff)**

0.99		0.89		0.89
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## LEISURE SERVICES

### ANGEL CENTRE

- a) Includes servicing of plant and equipment (£14,300) and IEE testing (£12,000).
- b) Includes replacement of sports hall lighting (£15,000) and servicing of plant and equipment (£14,100).
- c) Fall in income due to economic conditions, partly offset by savings in energy and salaries. Please see pages LSBU 4 to LSBU 6.
- d) Reflects proposed increase in fees and charges from 1 April 2010 considered by Leisure and Arts Advisory Board on 15 December 2009, partly offset by increased salaries. Please see pages LSBU 4 to LSBU 6.
- e) Depreciation of the West Kent Primary Care Trust contribution towards the cost of fitness equipment acquired in 2008/09. Please see covering report for a general explanation of related items included within revenue budgets.
- f) Capital grants depreciation will not be charged to service budgets from 2010/11 onwards. Please see covering report for a general explanation of capital related items included within revenue budgets.
- g) Savings arising from the establishment changes within the Building and Facilities Management section.
- h) Anticipates an increase in the useful life (hence lower annual depreciation charge) attributable to provisions for equipment replacement.

**LEISURE SERVICES**

**1. ANGEL CENTRE (continued)**

**(b) SPORTS GROUNDS  
- LEISURE MANAGEMENT**

**Employees**

Salaries	2,950	a)	3,350	3,350
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**Premises Related Expenses**

Building Repairs Expenditure	8,650		13,450	10,850
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Premises Insurance	3,200		1,900	2,000
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**Transport Related Expenses**

Car Allowances	100		100	100
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**Supplies & Services**

Stationery	50		50	50
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Honoraria	1,050		1,050	1,050
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Postages	100		100	100
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Telephones	50		50	50
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	<hr/>		<hr/>	<hr/>
	16,150		20,050	17,550

**Less Income**

Rents - Land	(7,000)		(7,000)	(7,000)
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**Sub-total**

	<hr/>		<hr/>	<hr/>
	9,150		13,050	10,550

**Central, Departmental & Technical Support Services**

Central Salaries & Administration	8,000		7,000	7,000
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Information Technology Expenses	150		150	150
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Departmental Administrative Expenses	1,200		1,450	1,450
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**Depreciation & Impairment**

Fixed Asset Depreciation	16,850		19,250	19,250
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	<b>35,350</b>		<b>40,900</b>	<b>38,400</b>

**Full Time Equivalent Number of Staff**  
(Including Support Service Staff)

	0.24		0.25	0.24
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**ANGEL CENTRE**

**(a) ANGEL CENTRE**

	<b>657,250</b>		<b>708,750</b>	<b>664,750</b>
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**(b) SPORTS GROUNDS**

**- LEISURE MANAGEMENT**

	<b>35,350</b>		<b>40,900</b>	<b>38,400</b>
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**TO SUMMARY**

	<hr/>		<hr/>	<hr/>
	<b>692,600</b>		<b>749,650</b>	<b>703,150</b>

## **LEISURE SERVICES**

### **SPORTS GROUNDS - LEISURE MANAGEMENT**

- a) Increased general response provision (£3,500) and window/door repairs (£2,000) at the Tonbridge Farm Pavilion.

**LEISURE SERVICES**

**2. LARKFIELD LEISURE CENTRE**

**Employees**

Salaries

2009/10 ESTIMATE		2010/11 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
13,800	12,500	12,150
<b>Premises Related Expenses</b>		
Building Repairs Expenditure	a) 75,150	b) 67,300
Rates	184,300	184,300
Premises Insurance	25,750	26,750
<b>Supplies &amp; Services</b>		
Purchases - Equipment & Materials	6,550	6,550
Miscellaneous Insurance	3,450	3,300
<b>LSBU Operating Costs (from LSBU 3)</b>	c) (14,800)	d) (11,450)
<hr/>	<hr/>	<hr/>
453,550	293,100	288,900
<b>Less Income</b>		
Capital Grants & Contributions Depreciation	(25,400)	e) -
<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	264,950	288,900
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration	f) 21,600	f) 21,600
Information Technology Expenses	5,150	4,300
Departmental Administrative Expenses	g) 87,650	g) 91,200
<b>Depreciation &amp; Impairment</b>		
Fixed Asset Depreciation	h) 575,050	h) 558,800
<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>953,250</b>	<b>964,800</b>
<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	1.43	1.48

Building Repairs Expenditure

Rates

Premises Insurance

**Supplies & Services**

Purchases - Equipment & Materials

Miscellaneous Insurance

**LSBU Operating Costs (from LSBU 3)**

**Less Income**

Capital Grants & Contributions Depreciation

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**Depreciation & Impairment**

Fixed Asset Depreciation

**TO SUMMARY**

**Full Time Equivalent Number of Staff**  
(Including Support Service Staff)

## LEISURE SERVICES

### LARKFIELD LEISURE CENTRE

- a) Includes servicing of plant and equipment (£22,000), legionella certification / monitoring (£14,000) and plant renewals (£8,000).
- b) Includes servicing of plant and equipment (£24,700), renewal of handrails to pools (£10,000) and plant renewals (£8,000).
- c) Fall in income due to economic conditions, partly offset by savings in energy and salaries. Please see pages LSBU 2 to LSBU 3.
- d) Reflects proposed increase in fees and charges from 1 April 2010 considered by Leisure and Arts Advisory Board on 15 December 2009, partly offset by increased salaries. Please see pages LSBU 2 to LSBU 3.
- e) Capital grants depreciation will not be charged to service budgets from 2010/11 onwards. Please see covering report for a general explanation of capital related items included within revenue budgets.
- f) Savings arising from the establishment changes within the Building and Facilities Management section.
- g) Increased cost of IT equipment used by the Leisure Services Business Unit.
- h) Anticipates an increase in the useful life (hence lower annual depreciation charge) attributable to provisions for equipment replacement.

**LEISURE SERVICES**

**3. TONBRIDGE SWIMMING POOL**

**Employees**

Salaries

2009/10 ESTIMATE		2010/11 ESTIMATE	
ORIGINAL	REVISED	ESTIMATE	
£	£	£	
7,500	a) 14,500	6,500	
<b>Premises Related Expenses</b>			
Building Repairs Expenditure			
76,750	b) 190,150	c) 77,150	
Rates			
85,900	85,900	85,900	
Premises Insurance			
17,950	18,100	18,750	
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials			
3,500	3,500	3,500	
Miscellaneous Insurance			
1,350	1,350	1,350	
<b>LSBU Operating Costs (from LSBU 9)</b>			
190,800	d) 119,150	e) 56,200	
<b>Loss of Income Claim</b>			
15,000	15,000	-	
<hr/>			
<b><u>Sub-total</u></b>	398,750	447,650	249,350
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration			
16,650	15,250	15,200	
Information Technology Expenses			
3,850	2,950	3,150	
Departmental Administrative Expenses			
32,150	a) 34,600	32,800	
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation			
249,500	252,350	255,000	
<hr/>			
<b><u>TO SUMMARY</u></b>	<b>700,900</b>	<b>752,800</b>	<b>555,500</b>
<hr/>			
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	0.80	0.95	0.75



## LEISURE SERVICES

### TONBRIDGE SWIMMING POOL

- a) Allocation by the Transportation Projects section relating to project management of the pumping station refurbishment.
- b) Includes spa wall repairs (£35,000), relining / refilling filters (£26,000), servicing of plant and equipment (£23,400), renewal of pool dosing control (£20,000), refurbishment of foyer toilets (£15,000), retiling of outdoor pool surround (£10,000), pool tile repairs (£10,000) and plant renewals (£10,000).
- c) Includes servicing of plant and equipment (£23,400), external decoration (£18,000) and plant renewals (£10,000).
- d) Fall in income due to economic conditions, partly offset by savings in energy and salaries. Please see pages LSBU 7 to LSBU 9.
- e) Reflects proposed increase in fees and charges from 1 April 2010 considered by Leisure and Arts Advisory Board on 15 December 2009, partly offset by increased salaries. Please see pages LSBU 7 to LSBU 9.

**LEISURE SERVICES**

**4. SPORTS GROUNDS**  
**- GROUND MAINTENANCE**

**Employees**

Salaries	36,750	a)	33,200	a)	34,200
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**Premises Related Expenses**

Building Repairs Expenditure	5,850		6,000	b)	8,200
Maintenance of Grounds	20,650		20,650		20,650
Electricity	800		800		800

**Supplies & Services**

Clothing, Uniforms & Laundry	150		200		200
Telephones	150		150		150
Gates / Security	3,650		3,650		3,650
Licences	100		100		100

**Third Party Payments**

Ground Maintenance Contract	210,900		210,900	c)	210,900
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	279,000		275,650		278,850
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**Less Income**

Rents - Land	(4,000)		(4,000)		(4,000)
Capital Grants & Contributions Depreciation	(11,700)		(15,000)	d)	-

	(15,700)		(19,000)		(4,000)
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**Sub-total**

	263,300		256,650		274,850
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	8,550		7,300		7,300
Information Technology Expenses	300		500		450
Departmental Administrative Expenses	15,100	a)	14,600	a)	14,750

**Depreciation & Impairment**

Fixed Asset Depreciation	85,600	e)	110,550	e)	116,350
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	372,850		389,600		413,700
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**TO SUMMARY**

**Full Time Equivalent Number of Staff**  
(Including Support Service Staff)

	1.34		1.25		1.24
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## LEISURE SERVICES

### SPORTS GROUNDS - GROUND MAINTENANCE

- a) Savings arising from the establishment changes within the Leisure Administration section approved by General Purposes Committee on 7 September 2009.
- b) Includes external decoration (£2,000) at the Tonbridge Racecourse Sports Ground.
- c) Assumes 0.0% increase in line with RPI contract conditions.
- d) Capital grants depreciation will not be charged to service budgets from 2010/11 onwards. Please see covering report for a general explanation of capital related items included within revenue budgets.
- e) Deprecation charges associated with Tonbridge Farm improvements for young people scheme and general equipment replacement provisions associated with life expired assets.

**LEISURE SERVICES**

**5. POULT WOOD GOLF CENTRE**

**(a) LEISURE MANAGEMENT**

**Employees**

Salaries

2009/10 ESTIMATE		2010/11 ESTIMATE	
ORIGINAL	REVISED	ESTIMATE	
£	£	£	
53,000	a) 51,100	a) 48,050	
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	b) 34,100	15,850	
Fuel Oil	5,600	5,600	
Electricity	c) 19,000	c) 17,500	
Rates	25,300	25,300	
Water Charges (Metered)	1,300	1,300	
Sewerage & Environmental Services	350	350	
Premises Insurance	3,250	3,250	3,300
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	6,400	6,400	6,400
Maintenance - General	5,650	5,650	5,650
External Printing	4,750	4,750	4,750
Stationery	50	50	50
Security Services	1,250	1,250	1,600
Streamline Service	2,400	2,400	2,400
Marketing	13,500	13,500	13,500
Miscellaneous Insurance	50	50	50
Telephones	1,700	1,700	1,700
<b>Third Party Payments</b>			
Golf Professional	d) 39,200	e) 38,500	e) 38,200
<u>Carried Forward</u>	205,250	214,250	191,550

**Premises Related Expenses**

Building Repairs Expenditure

Fuel Oil

Electricity

Rates

Water Charges (Metered)

Sewerage & Environmental Services

Premises Insurance

**Supplies & Services**

Purchases - Equipment & Materials

Maintenance - General

External Printing

Stationery

Security Services

Streamline Service

Marketing

Miscellaneous Insurance

Telephones

**Third Party Payments**

Golf Professional

Carried Forward

- a) Savings arising from the establishment changes within the Leisure Administration section approved by General Purposes Committee on 7 September 2009.
- b) Includes IEE testing (£10,000) and legionella certification / monitoring (£8,000).
- c) Revised estimate reflects current energy prices plus a rebate in respect of last year. 2010/11 estimate based on prices given by supplier.
- d) Lower than anticipated RPI increase in September 2009.
- e) Assumes 0.0% increase in line with RPI contract conditions in September 2010.

**LEISURE SERVICES**

**5. POULT WOOD GOLF CENTRE**  
**(continued)**

**(a) LEISURE MANAGEMENT (continued)**

	2009/10 ESTIMATE		2010/11
	ORIGINAL £	REVISED £	ESTIMATE £
<b><u>Brought Forward</u></b>	205,250	214,250	191,550
<b>Less Income</b>			
Fees & Charges			
Registration Fees	(14,000)	(14,000)	(14,000)
Green Fees	(659,500) f)	(659,500) f)	(668,900)
Season Tickets	(1,200)	(1,000)	(1,000)
Rents - Catering Concession	(63,900)	(63,900)	(63,900)
Capital Grants & Contributions Depreciation	-	(300)	-
	<hr/>	<hr/>	<hr/>
	(738,600)	(738,700)	(747,800)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(533,350)	(524,450)	(556,250)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	24,100 g)	21,450 g)	21,150
Information Technology Expenses	4,250 h)	2,400 h)	2,100
Departmental Administrative Expenses	37,600	37,800	36,500
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	98,050	98,750	96,900
	<hr/>	<hr/>	<hr/>
	<b>(369,350)</b>	<b>(364,050)</b>	<b>(399,600)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	2.67	2.57	2.41

f) Assumes normal levels of activity. 2010/11 estimate incorporates proposed increase in fees from 1 April 2010 considered by Leisure and Arts Advisory Board on 15 December 2009.

g) Savings arising from the establishment changes within the Building and Facilities Management section.

h) Cost of online booking system borne directly by Leisure Services.

**LEISURE SERVICES**

**5. POULT WOOD GOLF CENTRE**  
**(continued)**

**(b) GROUND MAINTENANCE**

**Employees**

Salaries	10,550	10,150	9,500
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**Premises Related Expenses**

Building Repairs Expenditure	4,350	4,850	4,350
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Maintenance of Grounds	4,850	4,850	4,850
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Premises Insurance	250	350	350
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<b>LSBU Operating Costs (from LSBU 10)</b>	283,100	<b>a)</b> 257,850	<b>b)</b> 288,800
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**Sub-total**

303,100	278,050	307,850
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	8,200	6,950	6,950
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Information Technology Expenses	50	150	100
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Departmental Administrative Expenses	4,600	4,800	4,450
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**Depreciation & Impairment**

Fixed Asset Depreciation	10,350	9,800	9,800
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<b>326,300</b>	<b>299,750</b>	<b>329,150</b>
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<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	0.54	0.52	0.48
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**POULT WOOD GOLF CENTRE**

**(a) LEISURE MANAGEMENT**

<b>(369,350)</b>	<b>(364,050)</b>	<b>(399,600)</b>
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**(b) GROUND MAINTENANCE**

<b>326,300</b>	<b>299,750</b>	<b>329,150</b>
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**TO SUMMARY**

<b>(43,050)</b>	<b>(64,300)</b>	<b>(70,450)</b>
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**a)** Savings in salaries. Please see page LSBU 10.

**b)** Increased salaries. Please see page LSBU 10.

**LEISURE SERVICES**

**6. PLEASURE GROUNDS & OPEN SPACES**

**(a) TONBRIDGE CASTLE GROUNDS**

**Employees**

Salaries	20,150	19,500	20,700
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**Premises Related Expenses**

Maintenance of Grounds	5,150	5,150	5,150
Electricity	600	600	600
Premises Insurance	50	50	50

**Supplies & Services**

Purchases - Equipment & Materials	11,100	11,100	11,100
Licences	300	300	300

**Third Party Payments**

Ground Maintenance Contracts	89,800	89,800	a) 89,800
Tonbridge in Bloom	8,000	8,000	8,000

	135,150	134,500	135,700
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**Less Income**

Rents			
Land	(50)	(50)	(50)
Landing Stage	(1,200)	b) -	b) (1,200)
Mobile Catering Concession	(9,050)	(9,050)	(9,050)
Capital Grants & Contributions Depreciation	(1,300)	(1,400)	-

	(11,600)	(10,500)	(10,300)
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**Sub-total**

	123,550	124,000	125,400
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	3,000	2,850	2,850
Information Technology Expenses	150	250	200
Departmental Administrative Expenses	7,100	7,800	8,050

**Depreciation & Impairment**

Fixed Asset Depreciation	17,600	13,750	13,750
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	151,400	148,650	150,250
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**Full Time Equivalent Number of Staff**  
(Including Support Service Staff)

	0.76	0.78	0.78
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a) Assumes 0.0% increase in line with RPI contract conditions.

b) Third party operator did not provide service in 2009/10 but alternative operator currently being sought for 2010/11 onwards.

**LEISURE SERVICES**

**6. PLEASURE GROUNDS & OPEN SPACES**  
**(continued)**

**(b) HAYSDEN COUNTRY PARK**

**Employees**

	2009/10 ESTIMATE ORIGINAL £	REVISED £		2010/11 ESTIMATE £
Salaries	33,800	32,300		32,700

**Premises Related Expenses**

Building Repairs Expenditure	1,350	2,400	a)	6,500
Maintenance of Grounds	26,200	26,200		26,200
Maintenance of Play Equipment	7,000	7,000		7,000
Electricity	300	300		300
Water Charges (Metered)	100	100		100
Sewerage & Environmental Services	1,250	1,250		1,250
Cleaning & Domestic Supplies	4,500	4,500		4,500
Premises Insurance	100	100		150

**Transport Related Expenses**

Repairs & Maintenance	100	100		100
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**Supplies & Services**

Purchases - Equipment & Materials	2,850	2,850		2,850
Maintenance - General	500	500		500
Clothing, Uniforms & Laundry	100	100		100
Cash Collection	1,500	1,500	b)	2,700
Trade Refuse Charges	650	650		650
Dog Bin Emptying	550	550		550
Rodent Control	1,150	1,150		1,150
Litter Collection	5,400	5,400		5,400
Advertising	800	800		800
Telephones	100	100		100

88,300

87,850

93,600

**Less Income**

Fees & Charges				
Car Parking Fees	(14,000)	(18,000)	c)	(18,000)
Car Park Season Tickets	(3,500)	(4,400)	d)	(4,400)
Rents				
Rights over Water	(4,150)	(4,150)		(4,150)
Mobile Catering Concession	(5,000)	(5,000)		(5,000)

(26,650)

(31,550)

(31,550)

**Sub-total Carried Forward**

61,650

56,300

62,050



**LEISURE SERVICES**

**6. PLEASURE GROUNDS & OPEN SPACES**  
**(continued)**

**(b) HAYSDEN COUNTRY PARK (continued)**

	2009/10 ESTIMATE		2010/11
	ORIGINAL £	REVISED £	ESTIMATE £
<b><u>Sub-total Brought Forward</u></b>	61,650	56,300	62,050
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	3,900	3,250	3,250
Information Technology Expenses	1,800	1,800	1,600
Departmental Administrative Expenses	14,050	14,350	14,600
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	24,500	24,850	24,450
	<b>105,900</b>	<b>100,550</b>	<b>105,950</b>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	1.22	1.24	1.24

- a) Includes renewal of roof covering for the park ranger office / toilet building.
- b) New cash collection contract commencing 1 February 2010.
- c) Higher than anticipated use of car park, assisted by favourable weather conditions.
- d) Higher than anticipated demand for season tickets.

**LEISURE SERVICES**

**6. PLEASURE GROUNDS & OPEN SPACES**  
**(continued)**

**(c) OPEN SPACES**  
**& AMENITY AREAS BOROUGH - WIDE**

**Employees**

Salaries	53,850	50,350	50,400
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**Premises Related Expenses**

Building Repairs Expenditure	2,000	2,000	2,000
Maintenance of Grounds	29,650	29,650	29,650
Maintenance of Play Equipment	6,000	6,000	6,000
Electricity	600	600	600
Rates	100	(400)	-
Premises Insurance	1,650	2,050	2,400

**Supplies & Services**

Purchases - Equipment & Materials	800	800	800
Security Services	550	550	550
Dog Bin Emptying	200	200	200
Rodent Control	500	500	500
Telephones	450	450	450

**Third Party Payments**

Ground Maintenance Contracts	133,600	133,600	a) 133,600
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<hr/>	229,950	<hr/>	<hr/>
	226,350		227,150
<hr/>		<hr/>	<hr/>

**Less Income**

Interest Receipts	(4,300)	(4,200)	(4,200)
Rents			
Land	(13,100)	(13,100)	(13,100)
Wayleave Agreement	(1,250)	(1,250)	(1,250)
Capital Grants & Contributions Depreciation	(4,800)	(4,800)	b) -

<hr/>	(23,450)	<hr/>	<hr/>
	(23,350)		(18,550)
<hr/>		<hr/>	<hr/>

**Sub-total Carried Forward**

<hr/>	206,500	<hr/>	<hr/>
	203,000		208,600
<hr/>		<hr/>	<hr/>

**LEISURE SERVICES**

**6. PLEASURE GROUNDS & OPEN SPACES**  
**(continued)**

**(c) OPEN SPACES**  
**& AMENITY AREAS BOROUGH - WIDE**  
**(continued)**

	2009/10 ESTIMATE		2010/11
	ORIGINAL £	REVISED £	ESTIMATE £
<b><u>Sub-total Brought Forward</u></b>	206,500	203,000	208,600
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	6,800	5,300	5,250
Information Technology Expenses	800	850	800
Departmental Administrative Expenses	22,800	22,900	22,800
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	37,550	36,400	33,700
	<b>274,450</b>	<b>268,450</b>	<b>271,150</b>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	1.91	1.85	1.81

- a) Assumes 0.0% increase in line with RPI contract conditions.
- b) Capital grants depreciation will not be charged to service budgets from 2010/11 onwards. Please see covering report for a general explanation of capital related items included within revenue budgets.

**LEISURE SERVICES**

**6. PLEASURE GROUNDS & OPEN SPACES**  
**(continued)**

**(d) PATROLLING**

**Employees**

Salaries

5,300

4,950

5,300

**Supplies & Services**

Clothing, Uniforms & Laundry

200

150

150

Telephones

150

150

150

Gates / Security

3,650

3,650

3,650

**Sub-total**

9,300

8,900

9,250

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

1,100

1,000

1,000

Departmental Administrative Expenses

2,250

2,250

2,350

**12,650**

**12,150**

**12,600**

**Full Time Equivalent Number of Staff**  
(Including Support Service Staff)

0.20

0.20

0.20

**LEISURE SERVICES**

**6. PLEASURE GROUNDS & OPEN SPACES**  
**(continued)**

**(e) COUNTRYSIDE / WOODLAND**  
**MANAGEMENT**

**Employees**

Salaries

2009/10 ESTIMATE		2010/11 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
12,000	10,100	9,850
<b>Premises Related Expenses</b>		
Maintenance of Grounds		
14,700	14,700	14,700
Tree Planting Schemes		
4,300	4,300	4,300
<b>Supplies &amp; Services</b>		
Purchases - Equipment & Materials		
500	500	500
Health & Safety - Trees		
5,000	5,000	5,000
Miscellaneous Insurance		
50	50	50
<b>Third Party Payments</b>		
Medway Valley Countryside Partnership		
10,600	10,600	10,600
<b><u>Sub-total</u></b>		
47,150	45,250	45,000
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration		
6,400	5,900	5,950
Information Technology Expenses		
100	100	100
Departmental Administrative Expenses		
4,900	4,450	4,350
<b>58,550</b>	<b>55,700</b>	<b>55,400</b>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)		
0.53	0.47	0.45

**Premises Related Expenses**

Maintenance of Grounds

Tree Planting Schemes

**Supplies & Services**

Purchases - Equipment & Materials

Health & Safety - Trees

Miscellaneous Insurance

**Third Party Payments**

Medway Valley Countryside Partnership

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**Full Time Equivalent Number of Staff**  
(Including Support Service Staff)

**LEISURE SERVICES**

**6. PLEASURE GROUNDS & OPEN SPACES  
(continued)**

**(f) LEYBOURNE LAKES COUNTRY PARK**

**Employees**

	2009/10 ESTIMATE ORIGINAL £		REVISED £		2010/11 ESTIMATE £
Salaries	79,400	a)	71,900	a)	72,000

**Premises Related Expenses**

Building Repairs Expenditure	650		950		1,400
Maintenance of Grounds	12,050	b)	18,550		12,050
Electricity	2,800		2,800		2,800
Water Charges (Metered)	300		300		300
Sewerage & Environmental Services	100		100		100
Cleaning & Domestic Supplies	6,100		6,100		6,100
Premises Insurance	400		400		450

**Transport Related Expenses**

Repairs & Maintenance	550		550		550
Petrol / Oil	100		100		100
Mileage Allowance	400		400		400
Transport Insurance	150		150		150

**Supplies & Services**

Purchases - Equipment & Materials	850		850		850
Clothing, Uniforms & Laundry	750		750		750
Printing & Stationery	800		800		800
Cash Collection	1,750		1,750		1,750
Trade Refuse Charges	1,400		2,000		2,000
Dog Bin Emptying	300		300		300
Pest Control	500		500		500
Wildlife Monitoring	500		500		500
Hall Hire for User Group	100		100		100
Car Park Management Charges	900		1,000		1,000
Telephones	850		850		850

	111,700		111,700		105,800
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**Less Income**

Car Parking Fees	(16,000)	c)	(17,000)	c)	(17,000)
Interest Receipts	(28,250)		(26,300)	d)	(18,850)
Rents					
Land	(200)		(250)		(250)
Mobile Catering Concession	(4,500)		(4,500)		(4,500)
Windsurfing / Diving Concession	(6,000)		(6,000)		(6,000)
Fishing Concession	(12,000)		(12,000)		(12,000)
Contributions from Other Bodies	(12,500)		(12,500)		(12,500)
Developer Contributions	-	b)	(6,500)		-
Capital Grants & Contributions Depreciation	(11,100)		(7,400)	e)	-

	(90,550)		(92,450)		(71,100)
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**Sub-total Carried Forward**

	21,150		19,250		34,700
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**LEISURE SERVICES**

**6. PLEASURE GROUNDS & OPEN SPACES**  
**(continued)**

**(f) LEYBOURNE LAKES COUNTRY PARK**  
**(continued)**

	2009/10 ESTIMATE		2010/11
	ORIGINAL £	REVISED £	ESTIMATE £
<b><u>Sub-total Brought Forward</u></b>	21,150	19,250	34,700
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	3,750	3,550	3,500
Information Technology Expenses	1,100	1,150	1,050
Departmental Administrative Expenses	22,100	22,250	23,650
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	30,600	28,050	28,050
	<hr/>	<hr/>	<hr/>
	<b>78,700</b>	<b>74,250</b>	<b>90,950</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	2.99	2.85	2.91

**PLEASURE GROUNDS & OPEN SPACES**

<b>(a) TONBRIDGE CASTLE GROUNDS</b>	151,400	148,650	150,250
<b>(b) HAYSDEN COUNTRY PARK</b>	105,900	100,550	105,950
<b>(c) OPEN SPACES &amp; AMENITY AREAS BOROUGH - WIDE</b>	274,450	268,450	271,150
<b>(d) PATROLLING</b>	12,650	12,150	12,600
<b>(e) COUNTRYSIDE / WOODLAND MANAGEMENT</b>	58,550	55,700	55,400
<b>(f) LEYBOURNE LAKES COUNTRY PARK</b>	78,700	74,250	90,950
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>681,650</b>	<b>659,750</b>	<b>686,300</b>
	<hr/>	<hr/>	<hr/>

- a) Savings arising from both the establishment changes within the Leisure Administration section approved by General Purposes Committee on 7 September 2009 and the delayed pay award in respect of 2009/10.
- b) Increase reflects works to Ham Hill roundabout funded from developer contributions.
- c) Higher than anticipated use of car park, assisted by favourable weather conditions.
- d) Reduction in interest rates.
- e) Capital grants depreciation will not be charged to service budgets from 2010/11 onwards. Please see covering report for a general explanation of capital related items included within revenue budgets.

**LEISURE SERVICES**

**7. ALLOTMENTS**

**Employees**

Salaries

400                      350                      300

**Premises Related Expenses**

Premises Insurance

100                      100                      100

**Third Party Payments**

Management Fee to T.A.G.A.

5,400                      5,100                      5,100

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5,900                      5,550                      5,500

**Less Income**

Rents

(50)                      (50)                      (50)

**Sub-total**

---

5,850                      5,500                      5,450

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

50                      50                      50

Information Technology Expenses

50                      -                      -

Departmental Administrative Expenses

150                      150                      150

**Depreciation & Impairment**

Fixed Asset Depreciation

1,500                      3,250                      4,050

**TO SUMMARY**

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**7,600                      8,950                      9,700**

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**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

0.02                      0.01                      0.01



**LEISURE SERVICES**

**8. CHURCHYARDS**

**Employees**

Salaries

2009/10 ESTIMATE		2010/11 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
2,900	3,050	2,750
<b>Premises Related Expenses</b>		
Maintenance of Grounds		a) 6,700
6,700	6,700	
<b>Less Income</b>		
Contributions from Other Bodies		(50)
(50)	(50)	
<b><u>Sub-total</u></b>		<b>9,400</b>
9,600	9,750	9,450
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration		1,150
1,200	1,150	1,150
Information Technology Expenses		50
50	50	50
Departmental Administrative Expenses		1,050
1,100	1,200	1,050
<b><u>TO SUMMARY</u></b>		<b>11,650</b>
11,900	12,100	11,650
<b>Full Time Equivalent Number of Staff</b>		
(Including Support Service Staff)		0.10
0.10	0.11	0.10

**Premises Related Expenses**

Maintenance of Grounds

a)

**Less Income**

Contributions from Other Bodies

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**TO SUMMARY**

**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

a) Assumes 0.0% increase in line with RPI contract conditions.

**LEISURE SERVICES**

**9. CEMETERY**

**Employees**

Salaries	32,350	a)	30,350	a)	25,150
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**Premises Related Expenses**

Building Repairs Expenditure	1,000		1,200	b)	10,800
Maintenance of Grounds	5,600		5,600		5,600
Electricity	200		800		800
Rates	4,800		4,000		4,800
Water Charges (Metered)	400		100		100
Sewerage & Environmental Services	1,000		1,100		1,100
Premises Insurance	800		800		850

**Supplies & Services**

Purchases - Equipment & Materials	1,950		1,950		1,950
Laundry	50		50		50
Telephones	400		400		400

**Third Party Payments**

Ground Maintenance Contract	52,800		52,800	c)	52,800
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<hr/>	101,350		99,150		104,400
<hr/>			<hr/>		<hr/>

**Less Income**

Fees & Charges				d)	
Graves - Annual Maintenance	(100)		(350)		(300)
Graves - Exclusive Right of Burial	(12,700)		(12,000)		(12,400)
Interments	(19,000)		(17,000)		(17,500)
Memorials - Erection	(2,300)		(2,500)		(2,600)
Memorials - Inscription	(1,450)		(2,500)		(2,600)
Register Search	(100)		(500)		(500)
Memorial Garden - Lease of Tablet / Vault	(4,000)		(5,000)		(5,200)
Memorial Garden - Plaque / Inscription	(3,500)		(3,500)		(3,600)
Use of Chapel	(1,700)		(1,500)		(1,500)

<hr/>	(44,850)		(44,850)		(46,200)
<hr/>			<hr/>		<hr/>

**Sub-total Carried Forward**

56,500		54,300		58,200
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**LEISURE SERVICES**

**9. CEMETERY (continued)**

<b><u>Sub-total Brought Forward</u></b>	
<b>Central, Departmental &amp; Technical Support Services</b>	
Central Salaries & Administration	
Information Technology Expenses	
Departmental Administrative Expenses	
<b>Depreciation &amp; Impairment</b>	
Fixed Asset Depreciation	
<b><u>TO SUMMARY</u></b>	
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	

2009/10 ESTIMATE				2010/11 ESTIMATE
ORIGINAL	REVISED			ESTIMATE
£	£			£
56,500	54,300			58,200
12,300	8,350	e)		8,200
2,800	850			700
13,200	13,450	a)		11,550
10,400	17,800	f)		17,800
<hr/>	<hr/>			<hr/>
<b>95,200</b>	<b>94,750</b>			<b>96,450</b>
<hr/>	<hr/>			<hr/>
1.38	1.24			1.07

- a) Savings arising from the establishment changes within the Leisure Administration section approved by General Purposes Committee on 7 September 2009.
- b) Includes internal decorations (£10,000).
- c) Assumes 0.0% increase in line with RPI contract conditions.
- d) Incorporates proposed increase in fees from 1 April 2010 considered by Leisure and Arts Advisory Board on 15 December 2009.
- e) Savings arising from the establishment changes within the Building and Facilities Management section.
- f) Deprecation charges associated with the chapel and workshop which were valued for the first time as part of the 2008/09 outturn.

**LEISURE SERVICES**

**10. YOUTH & PLAY DEVELOPMENT**

**Employees**

Salaries	115,050	a)	110,250	a)	107,500
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**Premises Related Expenses**

Maintenance of Grounds	100		100		100
Rent	9,500		10,000		10,000

**Transport Related Expenses**

Hire of Transport	5,300		5,100		5,100
Car Allowances	400		200		200

**Supplies & Services**

Purchases - Equipment & Materials	5,700		5,700		5,700
Printing & Stationery	5,300	b)	3,500	b)	3,500
Shows & Performances	4,700		4,700		4,700
Partnership Fees	34,400	c)	36,700	c)	36,700
Telephones	250		250		250
Registration & Inspection of Centres	300		300		300

**Youth Development**

Youth Together	1,000		1,000		1,000
Development Programme	10,000		10,000		10,000
Youth Development Initiatives	12,500		12,500		12,500

	<hr/>		<hr/>		<hr/>
	204,500		200,300		197,550

**Less Income**

Fees & Charges - Registration Fees	(54,600)	d)	(52,100)	e)	(59,600)
Contributions from Other Bodies	(11,700)		(11,750)		(11,750)
Big Lottery Funding	(7,200)	f)	(7,200)	f)	(3,600)

	<hr/>		<hr/>		<hr/>
	(73,500)		(71,050)		(74,950)

**Sub-total**

	<hr/>		<hr/>		<hr/>
	131,000		129,250		122,600

**Central, Departmental & Technical Support Services**

Central Salaries & Administration	10,250		11,350		10,900
Information Technology Expenses	11,450	g)	8,400	g)	6,850
Departmental Administrative Expenses	27,600		27,900		26,300

**TO SUMMARY**

	<hr/>		<hr/>		<hr/>
	180,300		176,900		166,650

**Full Time Equivalent Number of Staff**  
(Including Support Service Staff)

	1.99		2.07		1.96
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## LEISURE SERVICES

### YOUTH & PLAY DEVELOPMENT

- a) Savings arising from the establishment changes within the Leisure Administration section approved by General Purposes Committee on 7 September 2009.
- b) Competitive market and review of publications.
- c) Actual cost of partnerships.
- d) Marginally below profile despite increase in charges. High levels of uptake from Leisure Pass holders.
- e) Incorporates proposed increase in fees from 1 April 2010 considered by Leisure and Arts Advisory Board on 15 December 2009.
- f) Funding from the Big Lottery Fund Children's Play Initiative to partly meet costs of the Council's Youth and Play Development Officer for a two year period October 2008 to September 2010. Please see report to Youth and Children Advisory Board on 12 March 2008.
- g) Reduced system development / maintenance costs associated with the Activate and Playscheme systems.

**LEISURE SERVICES**

**11. GRANTS**

**Employees**

Salaries

2009/10 ESTIMATE		2010/11 ESTIMATE	
ORIGINAL	REVISED	ORIGINAL	REVISED
£	£	£	£
10,000	a) 1,200	a) 1,150	
<b>Supplies &amp; Services</b>			
Grants			
Sports & Arts Development / Festivals			
-	b) (12,000)	-	
Capital Grants & Contributions (RECS)			
-	c) 100,000	c) 129,000	
<hr/>			
10,000	89,200	130,150	
<b><u>Sub-total</u></b>			
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration			
13,200	a) 250	a) 250	
Departmental Administrative Expenses			
3,250	a) 400	a) 400	
<hr/>			
<b><u>TO SUMMARY</u></b>	<b>26,450</b>	<b>89,850</b>	<b>130,800</b>
<hr/>			
<b>Full Time Equivalent Number of Staff</b>	0.50	0.03	0.03
(Including Support Service Staff)			

**Supplies & Services**

Grants

Sports & Arts Development / Festivals

Capital Grants & Contributions (RECS)

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Departmental Administrative Expenses

**TO SUMMARY**

**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

- a) Allocations by Leisure and Financial Services have been reduced following the suspension of the annual revenue and capital grant schemes approved by Cabinet on 18 November 2008.
- b) Reversal of prior year creditor provisions no longer required.
- c) Reflects expenditure associated with grants to voluntary organisation and village / community halls included in the Capital Plan. Please see covering report for a general explanation of capital related items included within revenue budgets.

**LEISURE SERVICES**

**12. SPORTS DEVELOPMENT**

**Employees**

Salaries

2009/10 ESTIMATE		2010/11 ESTIMATE	
ORIGINAL	REVISED	ESTIMATE	
£	£	£	
54,950	a) 50,100	a) 53,200	
<b>Supplies &amp; Services</b>			
Sports Development Programme			
5,000	5,000	5,000	
<hr/>			
59,950	55,100	58,200	
<b>Less Income</b>			
Big Lottery Funding			
(11,500)	(11,500)	(11,500)	
<hr/>			
48,450	43,600	46,700	
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration			
1,600	1,550	1,500	
Information Technology Expenses			
400	600	600	
Departmental Administrative Expenses			
17,400	18,150	17,850	
<hr/>			
<b>67,850</b>	<b>63,900</b>	<b>66,650</b>	
<hr/>			
1.08	1.06	1.04	

**Supplies & Services**

Sports Development Programme

**Less Income**

Big Lottery Funding

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**TO SUMMARY**

**Full Time Equivalent Number of Staff**  
(Including Support Service Staff)

- a) Savings arising from the establishment changes within the Leisure Administration section approved by General Purposes Committee on 7 September 2009.

**LEISURE SERVICES**

**13. ARTS PROGRAMME**

**Employees**

Salaries

29,100    a)    26,850    a)    26,950

**Supplies & Services**

West Kent Arts Group

6,000                      6,000                      6,000

Street Theatres / Performers

4,000                      4,000                      4,000

Arts for Special Needs Groups

2,000                      2,000                      2,000

Publicity & Promotion

2,000                      2,000                      2,000

Subscriptions

5,600                      5,600                      5,600

Licences

500                        500                        500

Youth Art Initiatives

2,000                      2,000                      2,000

**Third Party Payments**

Festival of Music & Fireworks

12,000                    12,000                    b)    5,000

**Sub-total**

63,200                    60,950                    54,050

**Central, Departmental & Technical**

**Support Services**

Central Salaries & Administration

2,000                      3,650                      3,600

Information Technology Expenses

1,050                      1,800                      1,300

Departmental Administrative Expenses

11,400                    12,900                    12,600

**TO SUMMARY**

**77,650                    79,300                    71,550**

**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

0.97                        1.03                        0.98

- a) Savings arising from the establishment changes within the Leisure Administration section approved by General Purposes Committee on 7 September 2009.
- b) Incorporates proposed increase in ticket prices for 2010 considered by Leisure and Arts Advisory Board on 15 December 2009 and assumes same levels of ticket sales as 2009.



**LEISURE SERVICES**

**14. LEISURE STRATEGY / MANAGEMENT**

**Employees**

Salaries

77,250                      76,600                      77,550

**Supplies & Services**

Maintenance - General

500                              500                              500

Market Research / Audit Programme

6,350                            6,350                            6,350

Communication Expenses

100                                100                                100

Subscriptions

3,600                            3,600                            3,600

Tourism & Promotion of Facilities

40,350                          40,350                          40,350

Capital Grants & Contributions (RECS)

-                                    a) 300,000                      -

---

128,150                      427,500                      128,450

**Less Income**

Capital Grants Received (RECS)

-                                    a) (300,000)                      -

---

**Sub-total**                      128,150                      127,500                      128,450

**Central, Departmental & Technical**

**Support Services**

Central Salaries & Administration

47,300                      b) 39,350                      b) 41,650

Information Technology Expenses

3,400                              5,700                              3,400

Departmental Administrative Expenses

26,250                          28,850                          28,100

**Depreciation & Impairment**

Fixed Asset Depreciation

5,650                              5,650                              5,650

**TO SUMMARY**

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**210,750                      207,050                      207,250**

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**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

3.31                              3.32                              3.24

a) Reflects expenditure and associated developer contributions relating to the Tonbridge School all weather pitch Capital Plan scheme. Please see covering report for a general explanation of capital related items included within revenue budgets.

b) Reappraisal of allocation by the Improvement & Development section.

Analysis of Salaries:-

Tourism & Promotion

£ 22,100                      £ 21,600                      £ 21,550

Leisure Planning / Policy

29,250                            28,550                            29,000

Market Research

2,950                              2,700                              2,600

Liaison with Outside Bodies

22,950                          23,750                          24,400

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77,250                          76,600                          77,550

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**LEISURE SERVICES**

**15. TONBRIDGE CASTLE GATEHOUSE**

	2009/10 ESTIMATE		2010/11
	ORIGINAL £	REVISED £	ESTIMATE £
<b>Employees</b>			
Salaries	18,650	16,800	17,750
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	2,950	a) 9,700	2,700
Electricity	1,000	-	-
Rates	250	250	250
Premises Insurance	3,550	3,550	3,650
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	6,000	6,000	4,000
Streamline Service	700	700	700
Marketing	7,500	b) 10,500	b) 10,500
	<hr/>	<hr/>	<hr/>
	40,600	47,500	39,550
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges			
Weddings / Hire of Gatehouse	(8,000)	c) (5,000)	c) (5,000)
Commission	(1,000)	(1,000)	(1,000)
Tonbridge Castle Attraction	(28,000)	c) (20,000)	c) (25,000)
Profit on Stock Sales	(4,500)	c) (2,500)	(4,500)
Capital Grants & Contributions Depreciation	(5,600)	(5,600)	d) -
	<hr/>	<hr/>	<hr/>
	(47,100)	(34,100)	(35,500)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(6,500)	13,400	4,050
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	11,750	10,350	10,350
Information Technology Expenses	3,800	4,550	3,250
Departmental Administrative Expenses	5,150	5,950	6,100
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	13,950	13,950	e) 6,750
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>28,150</b>	<b>48,200</b>	<b>30,500</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	1.00	0.99	0.97

## LEISURE SERVICES

### TONBRIDGE CASTLE GATEHOUSE

- a) Includes IEE testing (£5,000) and devegetation (£2,000).
- b) £3,000 budget transferred from Customer Services (page CS 5).
- c) Income levels affected by building works and general economic downturn.
- d) Capital grants depreciation will not be charged to service budgets from 2010/11 onwards. Please see covering report for a general explanation of capital related items included within revenue budgets.
- e) Various elements associated with the Gatehouse exhibition have now been fully depreciated.



**PLANNING AND TRANSPORTATION SERVICES**

**SUMMARY**

	<b>2009/10 ESTIMATE</b>		<b>2010/11</b>
	<b>ORIGINAL</b>	<b>REVISED</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
1. PLANNING & BUILDING CONTROL	1,988,850	1,487,600	1,846,200
2. TRANSPORTATION	190,850	204,800	256,650
3. SECURITY SERVICES MANAGEMENT (CCTV)	-	-	117,750
4. PARKING SERVICES	(854,750)	(787,200)	(741,650)
5. BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	66,050	122,000	145,000
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	1,391,000	1,027,200	1,623,950
6. CAPITAL PROGRAMME - REVENUE EXPENSES	124,050	98,300	120,300
	<hr/>	<hr/>	<hr/>
	<b>1,515,050</b>	<b>1,125,500</b>	<b>1,744,250</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	89.99	87.38	83.28

**PLANNING AND TRANSPORTATION SERVICES**

**1. PLANNING & BUILDING CONTROL**

**(a) POLICY**

**Employees**

Salaries

415,950    **a)**    400,350    **a)**    351,600

**Local Development Framework Expenses**

Public Examination Costs

9,000    **b)**    8,500    **b)**    46,500

Consultants Studies to Support MDE DPD

7,500    -    -

Supplementary Planning Guidance

5,000    5,000    10,000

Other LDF Expenses

4,500    3,000    -

**Supplies & Services**

AONB Management

5,000    5,500    5,600

Local Wildlife Sites Register Update

2,000    **c)**    5,000    **c)**    5,800

Archaeological Advice

3,850    3,850    4,000

Capital Grants & Contributions (RECS)

-    **d)**    53,000    **d)**    35,000

---

452,800    

---

484,200    

---

458,500

**Less Income**

Government Grant

-    **e)**    (17,000)    -

Sales

Publications - Local Plan

(1,000)    (250)    (200)

Copies of Documents, Plans, etc.

(200)    (100)    (100)

---

(1,200)    

---

(17,350)    

---

(300)

**Sub-total**

---

451,600    

---

466,850    

---

458,200

**Central, Departmental & Technical**

**Support Services**

Central Salaries & Administration

16,250    14,600    14,600

Information Technology Expenses

3,400    **f)**    5,750    **f)**    6,850

Departmental Administrative Expenses

140,650    **g)**    149,300    **a)**    137,650

---

**611,900**    

---

**636,500**    

---

**617,300**

**Full Time Equivalent Number of Staff**

(including Support Service Staff)

11.96    12.21    10.53

## **PLANNING AND TRANSPORTATION SERVICES**

### **PLANNING & BUILDING CONTROL - POLICY**

- a) Savings arising from the establishment changes within the Planning Policy section approved by General Purposes Committee on 7 September 2009, the delayed pay award in respect of 2009/10 and the cessation of the health care scheme.
- b) Allows for cost of public examination of the Managing Development and the Environment Development Plan Document. These elements of LDF are to be funded from an earmarked reserve in 2009/10 and 2010/11.
- c) Annual contribution of £2,000 (rising to £2,800 in 2010/11) for the maintenance of the Local Wildlife Sites Register augmented by a contribution of £3,000 per annum over 4 years towards matched funding for a countywide INTEREG project to update and improve access to habitat data. Without this contribution the Council will be charged on an annual basis for access to this data.
- d) Expenditure relating to historic building grants, countryside management and Medway Gap Countryside Partnership Capital Plan schemes. Please see covering report for a general explanation of capital related items included within revenue budgets.
- e) One-off grant from the Department for Communities and Local Government for new burdens associated with the Habitats Regulations Assessments. The grant will in future form part of the Revenue Support Grant or Area Based Grant.
- f) Increased reflects cost of new Geographic Information System (GIS).
- g) Change in office accommodation allocations.

**PLANNING AND TRANSPORTATION SERVICES**

**1. PLANNING & BUILDING CONTROL**  
**(continued)**

**(b) DEVELOPMENT CONTROL**

**Employees**

Salaries

2009/10 ESTIMATE		2010/11 ESTIMATE	
ORIGINAL	REVISED	ESTIMATE	
£	£	£	
1,085,350	a) 955,950	a) 984,750	
<b>Supplies &amp; Services</b>			
Microfilming & Storage Facilities	7,000	7,000	7,000
Professional Fees - Agricultural Advice	3,600	3,600	3,700
Application & Appeals	15,000	b) 40,000	15,000
Advertising	40,000	40,000	40,000
Archaeological Advice	3,600	3,850	4,000
<hr/>	<hr/>	<hr/>	<hr/>
1,154,550	1,050,400	1,054,450	
<b>Less Income</b>			
Fees & Charges			
Planning Applications	(650,000)	c) (650,000)	c) (650,000)
Pre-Planning Advice	(5,000)	(5,000)	(5,000)
S.106 Agreements	(6,000)	(6,000)	(6,000)
Sales			
Copies of Documents, Plans, etc.	(500)	(250)	(250)
<hr/>	<hr/>	<hr/>	<hr/>
(661,500)	(661,250)	(661,250)	
<b>Sub-total</b>			
493,050	389,150	393,200	
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	234,850	d) 213,650	d) 213,650
Information Technology Expenses	86,100	e) 112,050	e) 118,000
Departmental Administrative Expenses	386,200	a) 371,750	a) 374,250
<hr/>	<hr/>	<hr/>	<hr/>
1,200,200	1,086,600	1,099,100	
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)			
38.38	36.95	35.68	



## **PLANNING AND TRANSPORTATION SERVICES**

### **PLANNING & BUILDING CONTROL - DEVELOPMENT CONTROL**

- a) Savings arising from the establishment changes within the Development Control section approved by General Purposes Committee on 7 September 2009, the delayed pay award in respect of 2009/10 and the cessation of the health care scheme.
- b) Increase due to award of costs against the Council in respect of a couple of planning appeals.
- c) Assumes normal levels of activity.
- d) Savings arising from the establishment changes within the Legal section approved by General Purposes Committee on 7 September 2009, the delayed pay award in respect of 2009/10 and the cessation of the health care scheme.
- e) Increased reflects cost of new Geographic Information System (GIS).

**PLANNING AND TRANSPORTATION SERVICES**

**1. PLANNING & BUILDING CONTROL**  
**(continued)**

**(c) BUILDING CONTROL**

**Employees**

Salaries	422,850	a)	343,350	b)	335,650
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**Supplies & Services**

Purchases - Equipment & Materials	850		850		850
Microfilming & Storage Facilities	5,450		5,450		5,550
Professional Fees	1,500		1,500	b)	11,500
Advertising - Promotional Expenses	1,000		1,000		1,000
Other Expenses	1,650		1,650		1,700

<hr/>			<hr/>		<hr/>	
	433,300		353,800		356,250	

**Less Income**

Fees & Charges					
Building Regulations	(526,800)	c)	(526,800)	c)	(537,300)

<hr/>			<hr/>		<hr/>	
	(93,500)		(173,000)		(181,050)	

**Sub-total**

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration	16,700		16,450		15,750
Information Technology Expenses	26,450		25,600		26,400
Departmental Administrative Expenses	140,800	a)	121,250	a)	115,600

<hr/>			<hr/>		<hr/>	
	<b>90,450</b>		<b>(9,700)</b>		<b>(23,300)</b>	

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

12.13		10.52		9.76
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## **PLANNING AND TRANSPORTATION SERVICES**

### **PLANNING & BUILDING CONTROL - BUILDING CONTROL**

- a) Savings arising from the establishment changes within the Building Control section approved by General Purposes Committee on 7 September 2009, the delayed pay award in respect of 2009/10 and the cessation of the health care scheme.
- b) Outsourcing of structural engineering advice, currently carried out in-house. Please see Corporate Establishment Review report to General Purposes Committee on 7 September 2009.
- c) Assumes normal levels of activity. 2010/11 estimate incorporates proposed increase in fees from 1 April 2010.

**PLANNING AND TRANSPORTATION SERVICES**

**1. PLANNING & BUILDING CONTROL**  
**(continued)**

**(d) HOUSING & PLANNING DELIVERY GRANT**

**Employees**

Temporary Staff

121,300    a)    104,600    98,800

**Local Development Framework Expenses**

Character Area Assessments /  
Conservation Area Appraisals

40,000    b)    63,700    c)    54,300

**Supplies & Services**

Specialist Advice

-    b)    50,000    -

Scanning Planning Histories

-    b)    25,000    -

Open Spaces / Sports Study

-          8,700    -

Uniform LDF Module Training

-    b)    5,000    -

Purchases - Equipment & Materials

-          3,000    -

Rural Housing Needs Studies

-    b)    2,000    -

Urban Design Advice

-    b)    2,000    -

161,300       264,000       153,100

**Less Income**

Government Grant

(75,000)    d)    (489,800)    -

86,300       (225,800)    e)    153,100

**PLANNING & BUILDING CONTROL**

(a) POLICY

611,900    636,500    617,300

(b) DEVELOPMENT CONTROL

1,200,200    1,086,600    1,099,100

(c) BUILDING CONTROL

90,450    (9,700)    (23,300)

(d) HOUSING & PLANNING DELIVERY GRANT

86,300    (225,800)    153,100

1,988,850       1,487,600       1,846,200

**TO SUMMARY**

## **PLANNING AND TRANSPORTATION SERVICES**

### **PLANNING & BUILDING CONTROL - HOUSING & PLANNING DELIVERY GRANT**

- a) Geographic Information System (GIS) project now shown within Capital Plan.
- b) Includes underspend brought forward from 2008/09.
- c) Includes underspend of £14,300 brought forward from 2008/09.
- d) The Council has been awarded a grant of £739,800 for 2009/10 of which £250,000 has been allocated to capital.
- e) Funded from HPDG earmarked reserve.

**PLANNING AND TRANSPORTATION SERVICES**

**2. TRANSPORTATION**

**Employees**

Salaries	108,400	a)	84,600	a)	81,700
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**Premises Related Expenses**

Repairs, Alterations & Maintenance	15,000		15,000		15,000
------------------------------------	--------	--	--------	--	--------

Electricity	300		300		300
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Vale Rise Depot Recharge	1,250		1,400		1,400
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Premises Insurance	100		100		50
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**Supplies & Services**

Purchases - Equipment & Materials	5,750		5,750		5,750
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In-House Sign Provision	1,000		1,000		1,000
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Mobile Communications	2,000		2,000		2,000
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Public Transport Initiatives	4,000		4,000		4,000
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Advertising	5,000		5,000		5,000
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Emergency Arrangements	100		100		100
------------------------	-----	--	-----	--	-----

Capital Grants & Contributions (RECS)	-	b)	40,000	b)	94,000
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	<hr/>		<hr/>		<hr/>
	142,900		159,250		210,300

**Less Income**

Fees & Charges					
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Street / House Naming & Numbering	(10,000)		(10,000)		(10,000)
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Capital Grants & Contributions Depreciation	(650)		(650)		-
---	-------	--	-------	--	---

	<hr/>		<hr/>		<hr/>
	(10,650)		(10,650)		(10,000)

**Sub-total**

	132,250		148,600		200,300
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	9,150		8,650		8,500
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Information Technology Expenses	3,250		3,850		4,050
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Departmental Administrative Expenses	35,600	a)	31,850	a)	31,950
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**Depreciation & Impairment**

Fixed Asset Depreciation	10,600		11,850		11,850
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**TO SUMMARY**

	<hr/>		<hr/>		<hr/>
	190,850		204,800		256,650

**Full Time Equivalent Number of Staff**

(including Support Service Staff)	3.23		2.52		2.43
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## **PLANNING AND TRANSPORTATION SERVICES**

### **TRANSPORTATION**

- a)** Reduced allocation by the Transportation & Security section reflecting greater focus on parking management and less emphasis on borough highways and transportation work.
- b)** Expenditure relating to Transport Plan Partnership Programme and Community Partnership Initiatives Capital Plan Schemes. Please see covering report for a general explanation of capital related items included within revenue budgets.

**PLANNING AND TRANSPORTATION SERVICES**

**3. SECURITY SERVICES MANAGEMENT**

	2009/10 ESTIMATE		2010/11
	ORIGINAL £	REVISED £	ESTIMATE £
<b>Employees</b>			
Salaries	71,850	70,100	70,500
<b>Premises Related Expenses</b>			
Electricity	750	750	750
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	1,000	1,000	1,000
Maintenance - General	22,000	22,000	22,000
Stationery	350	350	350
Miscellaneous Insurance	3,700	3,700	3,950
Emergency Arrangements	100	100	100
<b>Third Party Payments</b>			
CCTV Monitoring Station	195,000	195,000	195,000
	<hr/>	<hr/>	<hr/>
	294,750	293,000	293,650
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Recharge to Community Safety	(113,150)	(113,550)	a) -
Recharge to Parking Services	(305,950)	(307,100)	(318,400)
Capital Grants & Contributions Depreciation	(8,950)	(8,950)	b) -
	<hr/>	<hr/>	<hr/>
	(428,050)	(429,600)	(318,400)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(133,300)	(136,600)	(24,750)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	4,300	3,950	4,000
Information Technology Expenses	1,250	1,300	1,250
Departmental Administrative Expenses	26,450	30,150	31,050
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	101,300	101,200	c) 106,200
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	-	-	<b>117,750</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	2.04	2.08	2.08



## **PLANNING AND TRANSPORTATION SERVICES**

### **SECURITY SERVICES MANAGEMENT (CCTV)**

- a)** Non-service specific cost of CCTV operations is no longer to be recharged to Community Safety, but instead be accounted for separately from 2010/11.
- b)** Capital grants depreciation will not be charged to service budgets from 2010/11 onwards. Please see covering report for a general explanation of capital related items included within revenue budgets.
- c)** Budget provision for replacement CCTV equipment based on an average annual spend rather than replacement of specific items.



**PLANNING AND TRANSPORTATION SERVICES**

**4. PARKING SERVICES (continued)**

**(a) OFF-STREET (continued)**

	2009/10 ESTIMATE		2010/11
	ORIGINAL £	REVISED £	ESTIMATE £
<b><u>Brought Forward</u></b>	1,210,900	1,101,600	1,169,200
<b>Less Income</b>			
Fees & Charges			
Season Tickets	(180,000)	<b>i)</b> (150,000)	<b>j)</b> (160,000)
Business Parking Permits (Ryarsh Lane)	-	<b>k)</b> (10,000)	<b>k)</b> (10,000)
Short Stay	(1,490,000)	<b>l)</b> (1,530,000)	<b>m)</b> (1,510,000)
Long Stay	(490,000)	<b>l)</b> (460,000)	<b>l)</b> (460,000)
Penalty Charge Notices	(135,000)	<b>n)</b> (150,000)	<b>n)</b> (160,000)
General	(6,000)	(6,000)	(6,000)
Management of Angel / Botany Car Parks	(76,000)	(76,000)	(76,000)
Rent - Snodland Town Market	(2,500)	(2,500)	(2,500)
	<hr/>	<hr/>	<hr/>
	(2,379,500)	(2,384,500)	(2,384,500)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(1,168,600)	(1,282,900)	(1,215,300)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	40,950	<b>o)</b> 33,700	<b>o)</b> 32,400
Information Technology Expenses	26,400	28,300	23,700
Departmental Administrative Expenses	68,300	70,650	70,500
<b>Depreciation &amp; Impairment</b>			
Fixed Asset Depreciation	84,750	<b>p)</b> 96,800	<b>p)</b> 99,150
	<hr/>	<hr/>	<hr/>
	<b>(948,200)</b>	<b>(1,053,450)</b>	<b>(989,550)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	8.85	7.86	7.64

- i)** Fall in patronage partly off-set by increase in charges reported to Car Parking Charges Advisory Board on 21 July 2009.
- j)** Reflects full year impact of increased charges.
- k)** Income from Ryarsh Lane car park permits now being separately identified.
- l)** Complex mix of factors including positive impact of the reduction in VAT from December 2008.
- m)** VAT rate will revert back to 17.5% from January 2010.
- n)** Anticipates a partial return to historic levels of contravention.
- o)** Reappraisal of allocation by Legal Services - please see page PTS 11 note i).
- p)** Reflects the upwards revaluation of car parks (therefore higher depreciation charges) following revaluations that took place at the end of the 2008/09 financial year.

**PLANNING AND TRANSPORTATION SERVICES**

**4. PARKING SERVICES (continued)**

**(b) ON-STREET**

**Employees**

Salaries

250,400    **a)**    275,550    **a)**    273,600

**Premises Related Expenses**

Repairs & Maintenance

10,000    **b)**    14,000    10,000

**Transport Related Expenses**

Repairs & Maintenance

750    350    350

Licences

300    300    300

Petrol / Oil

2,200    2,200    2,200

Transport Insurance

750    750    750

**Supplies & Services**

Purchases - Equipment & Materials

2,000    1,500    1,500

Maintenance - General

4,500    5,500    5,500

Uniforms

1,500    1,200    1,200

Stationery

6,000    4,000    4,000

Professional Fees

1,500    1,500    1,500

Cash Collection

750    650    650

Advertising

1,000    1,000    1,000

Adjudication & Enforcement Services

8,500    **c)**    5,000    **c)**    5,000

Capital Grants & Contributions (RECS)

-    **d)**    22,600    **d)**    44,000

290,150    336,100    351,550

**Less Income**

Fees & Charges

Business Parking Permits

(17,000)    **e)**    (30,000)    **e)**    (30,000)

Residents Parking Permits

(105,000)    **e)**    (85,000)    **e)**    (85,000)

Visitors Parking Permits

(7,000)    **e)**    (10,000)    **e)**    (10,000)

Dispensations

(12,000)    **f)**    (100)    **f)**    (5,000)

On-street Parking

(15,000)    **g)**    (10,000)    **g)**    (10,000)

Penalty Charge Notices

(175,000)    **h)**    (95,000)    **h)**    (115,000)

(331,000)    (230,100)    (255,000)

**Sub-total Carried Forward**

(40,850)    106,000    96,550

**PLANNING AND TRANSPORTATION SERVICES**

**4. PARKING SERVICES (continued)**

**(b) ON-STREET (continued)**

<b><u>Sub-total Brought Forward</u></b>	(40,850)		106,000		96,550
<b>Central, Departmental &amp; Technical Support Services</b>					
Central Salaries & Administration	16,400	i)	23,750	i)	22,950
Information Technology Expenses	17,950		19,850		16,750
Departmental Administrative Expenses	80,750	a)	96,050	a)	96,000
<b>Depreciation &amp; Impairment</b>					
Fixed Asset Depreciation	19,200		20,600		15,650
	<b>93,450</b>		<b>266,250</b>		<b>247,900</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	9.92		11.88		11.68

2009/10 ESTIMATE		2010/11 ESTIMATE	
ORIGINAL £	REVISED £	ORIGINAL £	REVISED £
(40,850)	106,000	96,550	96,550
16,400	23,750	22,950	22,950
17,950	19,850	16,750	16,750
80,750	96,050	96,000	96,000
19,200	20,600	15,650	15,650
<b>93,450</b>	<b>266,250</b>	<b>247,900</b>	<b>247,900</b>
9.92	11.88	11.68	11.68

**PARKING SERVICES**

- (a) OFF-STREET  
(b) ON-STREET

**TO SUMMARY**

<b>(948,200)</b>	<b>(1,053,450)</b>	<b>(989,550)</b>
<b>93,450</b>	<b>266,250</b>	<b>247,900</b>
<b>(854,750)</b>	<b>(787,200)</b>	<b>(741,650)</b>

- a) More accurate appraisal of the split between off and on-street enforcement.
- b) One-off cost of campaign to upgrade signs and lines at a number of locations to ensure continued enforceability.
- c) Expenditure directly linked to the number of PCNs issued which have fallen significantly.
- d) Expenditure relating to various car parking action plan Capital Plan schemes. Please see covering report for a general explanation of capital related items included within revenue budgets.
- e) Each of these budgets is demand led.
- f) Operational arrangements for introducing dispensation charging are still being assessed with a view to partial introduction in 2010/11.
- g) Original estimate was set without the benefit of a practical scheme. With experience of a live system of on-street parking the estimate has been adjusted to reflect actual levels of income.
- h) Compliance with the parking restrictions has been increasing significantly. The forward estimate anticipates a partial return to historic levels of compliance.
- i) Reappraisal of allocation by Legal Services - please see pages PTS 9 and PTS 9a note o).

**PLANNING AND TRANSPORTATION SERVICES**

**5. BOROUGH DRAINAGE  
& LAND DRAINAGE RELATED WORK**

**Employees**

Salaries

2009/10 ESTIMATE		2010/11 ESTIMATE	
ORIGINAL	REVISED	ESTIMATE	
£	£	£	
40,600	a) 51,600	39,500	
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	1,000	1,000	1,000
Structural Investigations	1,000	1,000	1,000
Emergency Arrangements	100	100	100
Capital Grants & Contributions (RECS)	-	b) 41,000	b) 78,000
<b>Third Party Payments</b>			
Contract Payments	3,000	3,000	3,000
<b><u>Sub-total</u></b>		45,700	97,700
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	3,050	2,900	2,850
Information Technology Expenses	1,050	1,300	1,350
Departmental Administrative Expenses	16,250	a) 20,100	18,200
<b><u>TO SUMMARY</u></b>		<b>66,050</b>	<b>122,000</b>
<b>Full Time Equivalent Number of Staff</b>			
(including Support Service Staff)	1.17	1.49	1.22

**Supplies & Services**

Purchases - Equipment & Materials

Structural Investigations

Emergency Arrangements

Capital Grants & Contributions (RECS)

**Third Party Payments**

Contract Payments

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**TO SUMMARY**

**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

- a) Increased allocation by the Transportation Projects section to reflect focus on land drainage during 2009/10.
- b) Relates to various land drainage schemes included in the Capital Plan. Please see covering report for a general explanation of capital related items included within revenue budgets.



**LEISURE SERVICES BUSINESS UNIT**

**SUMMARY**

	<b>2009/10 ESTIMATE</b>		<b>2010/11</b>
	<b>ORIGINAL</b>	<b>REVISED</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
1. LARKFIELD LEISURE CENTRE	164,100	(14,800)	(11,450)
2. ANGEL CENTRE	148,000	209,150	162,200
3. TONBRIDGE SWIMMING POOL	190,800	119,150	56,200
4. POULT WOOD GOLF CENTRE	283,100	257,850	288,800
	<hr/>	<hr/>	<hr/>
	<b>786,000</b>	<b>571,350</b>	<b>495,750</b>
	<hr/>	<hr/>	<hr/>



**LEISURE SERVICES BUSINESS UNIT**

**1. LARKFIELD LEISURE CENTRE**

**Employees**

	2009/10 ESTIMATE ORIGINAL £	REVISED £	2010/11 ESTIMATE £
Salaries (see analysis on page LSBU 11)	1,417,000	1,301,200 a)	1,401,950 b)
Employers' National Insurance Contributions	70,950	76,100	63,750
Employers' Superannuation Contributions	175,950	179,650	194,500
Recruitment	2,000	2,000	2,000
Health Care	4,950	750 c)	750 c)
Training	13,000	7,000	13,000
Employee Insurance	10,250	10,250	10,750

**Premises Related Expenses**

General Maintenance	5,000	5,000	5,000
Redecoration	3,000	3,000	3,000
Floor Maintenance	3,500	3,500	2,200
Electrical Spares	3,000	3,000	3,000
Maintenance of Grounds	2,750	2,750	2,750
Repairs & Maintenance of Fixed Plant	3,500	5,000	5,000
Electricity	220,600	123,300 d)	137,650 e)
Gas	169,250	86,300 d)	105,300 e)
Water Charges (Metered)	18,400	17,950	19,000
Sewerage & Environmental Services	15,400	12,800	16,000
Fixture & Fittings	1,500	1,500	1,500
Cleaning & Domestic Supplies	12,000	11,000	12,000
Cleaning Contract	50,500	50,500	53,000

**Transport Related Expenses**

Essential Users	8,000	5,800	5,800
Casual Users	1,200	2,400	2,400
Appendix E Payments	1,000	1,000	1,000
Leased Car Leasing Costs	3,100	3,150	3,150
Leased Car Mileage	700	600	600

**Supplies & Services**

Purchases - Equipment & Materials	24,000	24,000	24,000
Purchases - Chemicals	18,250	21,000	21,000
Maintenance - General	16,000	16,000	16,000
Maintenance - Contracts	36,500	33,500	35,000
Uniforms	8,000	7,000	8,000
Stationery & Photocopying	3,500	3,500	3,500
Security Services	1,300	1,350	1,650
Trade Refuse Charges	4,750	4,750	5,500
Special Events	20,000	20,000	20,000
Coaching Expenses	11,000	5,000	7,000
Credit Card / Direct Debit Charges	6,700	6,600	6,800
Publicity & Promotion	45,000	40,000	45,000
Postages	5,000	5,000	5,000
Telephones	10,500	10,000	10,500
Hospitality	800	800	800
Licences & Subscriptions	13,750	13,750	14,400

**Carried Forward**

2,441,550	2,127,750	2,289,200
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## **LEISURE SERVICES BUSINESS UNIT**

### **LARKFIELD LEISURE CENTRE**

- a) Reflects vacancy levels within service provision.
- b) Costed at full establishment.
- c) Withdrawal from private medical scheme from April 2009.
- d) Downturn in utility prices along with the rebates issued for the 2008/09 financial year.
- e) Reflects downturn in utility prices.



**LEISURE SERVICES BUSINESS UNIT**

**2. ANGEL CENTRE**

**(a) ANGEL CENTRE**

**Employees**

	2009/10 ESTIMATE ORIGINAL £	REVISED £	2010/11 ESTIMATE £
Salaries (see analysis on page LSBU 11)	521,600	503,000	551,050
Employers' National Insurance Contributions	26,400	29,000	25,150
Employers' Superannuation Contributions	54,200	48,000	64,950
Recruitment	1,000	1,000	1,000
Health Care	2,700	500 a)	500 a)
Training	6,500	5,000	6,500
Employee Insurance	3,850	3,850	4,200

**Premises Related Expenses**

General Maintenance	3,000	4,000	4,000
Redecoration	1,000	2,000	3,000
Floor Maintenance	2,500	2,500	2,500
Electrical Spares	1,500	1,500	1,500
Internal Planters	1,500	1,500	1,500
Repairs & Maintenance of Fixed Plant	1,000	1,000	1,000
Electricity	74,150	49,050 b)	54,150 c)
Gas	39,050	21,050 b)	29,550 c)
Water Charges (Metered)	10,000	9,750	11,000
Sewerage & Environmental Services	9,000	15,150	9,500
Cleaning & Domestic Supplies	6,500	6,500	6,500
Cleaning Contract	17,000	19,000	20,000

**Transport Related Expenses**

Essential Users	1,500	1,500	1,500
Casual Users	600	200	400

**Supplies & Services**

Purchases - Equipment & Materials	10,000	10,000	10,000
Maintenance - General	3,000	3,000	3,000
Maintenance - Contracts	22,000	17,000	18,500
Uniforms	2,500	2,500	3,000
Stationery	3,000	3,000	3,000
Security Services	650	650	800
Trade Refuse Charges	3,000	3,000	3,500
Coaching Expenses	5,000	5,000	5,000
Credit Card / Direct Debit Charges	2,050	2,050	2,100
Printing & Marketing	18,000	18,000	18,000
Postages	2,500	2,500	2,500
Telephones	6,500	6,500	6,500
Hospitality	250	250	250
Licences & Subscriptions	13,000	13,000	13,500

**Carried Forward**

876,000	811,500	889,100
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- a) Withdrawal from private medical scheme from April 2009.
- b) Downturn in utility prices along with the rebates issued for the 2008/09 financial year.
- c) Reflects downturn in utility prices.

**LEISURE SERVICES BUSINESS UNIT**

**2. ANGEL CENTRE (continued)**

**(a) ANGEL CENTRE (continued)**

	2009/10 ESTIMATE		2010/11
	ORIGINAL £	REVISED £	ESTIMATE £
<b><u>Brought Forward</u></b>	876,000	811,500	889,100
<b>Less Income</b>			
Coaching Courses	(58,000)	(45,800) <b>d)</b>	(59,600) <b>e)</b>
Exercise Classes	(33,500)	(29,100) <b>d)</b>	(38,400) <b>e)</b>
Medway Hall	(47,500)	(42,100) <b>d)</b>	(47,500) <b>e)</b>
Meeting Rooms	(84,000)	(64,900) <b>d)</b>	(84,000) <b>e)</b>
Fitness Room	(363,000)	(321,300) <b>d)</b>	(340,000) <b>e)</b>
Sports Hall	(110,000)	(83,800) <b>d)</b>	(113,300) <b>e)</b>
All Weather Area	(33,500)	(32,000) <b>d)</b>	(37,800) <b>e)</b>
Sportsgrounds Pitches	(25,000)	(24,000) <b>d)</b>	(25,000) <b>e)</b>
Hire of Equipment	(1,200)	(1,500) <b>d)</b>	(1,500) <b>e)</b>
Use of Music	(400)	(450) <b>d)</b>	(400) <b>e)</b>
Crèche	(10,500)	(8,300) <b>d)</b>	(11,300) <b>e)</b>
Annual Membership	(11,000)	(6,100) <b>d)</b>	(11,300) <b>e)</b>
Special Events	(10,000)	(6,250) <b>d)</b>	(10,000) <b>e)</b>
Sponsorship	(1,000)	(1,100) <b>d)</b>	(1,000) <b>e)</b>
Dance Studio	(32,500)	(26,500) <b>d)</b>	(34,000) <b>e)</b>
Schools	(1,000)	(1,100) <b>d)</b>	(1,100) <b>e)</b>
Big Lottery Fund	(12,500)	(12,500)	(12,500)
	<hr/>	<hr/>	<hr/>
	(834,600)	(706,800)	(828,700)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	41,400	104,700	60,400
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Services	3,600	3,600	3,600
Financial Services	46,950	46,950	46,950
Personnel Services	6,600	6,600	6,600
LSBU Central Management	57,650	57,650	55,000
	<hr/>	<hr/>	<hr/>
	<b>156,200</b>	<b>219,500</b>	<b>172,550</b>
	<hr/>	<hr/>	<hr/>

**d)** Income reflects trading position in first half of year.

**e)** Reflects scale of charges proposals and original 2009/10 estimate.



**LEISURE SERVICES BUSINESS UNIT**

**3. TONBRIDGE SWIMMING POOL**

**(a) TONBRIDGE SWIMMING POOL**

**Employees**

Salaries (see analysis on page LSBU 11)	501,850	508,000	554,750	a)
Employers' National Insurance Contributions	23,900	30,000	25,250	
Employers' Superannuation Contributions	57,900	36,000	42,600	
Recruitment	1,500	1,500	1,500	
Health Care	950	500	500	b)
Training	6,500	5,000	6,500	
Employee Insurance	4,450	4,450	4,750	

**Premises Related Expenses**

General Maintenance	6,000	6,000	6,000	
Electrical Spares	1,500	1,500	1,500	
Maintenance of Grounds	750	750	750	
Internal Planters	1,000	1,000	1,000	
Repairs & Maintenance of Fixed Plant	5,500	8,500	7,500	
Electricity	153,300	85,900	92,350	d)
Gas	92,000	30,800	42,200	d)
Water Charges (Metered)	24,000	31,250	25,000	
Sewerage & Environmental Services	17,000	30,350	18,000	
Fixtures & Fittings	500	500	500	
Cleaning & Domestic Supplies	11,500	12,000	12,000	

**Transport Related Expenses**

Casual Users	600	600	600	
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**Supplies & Services**

Purchases - Equipment & Materials	7,000	7,000	7,000	
Purchases - Chemicals	29,750	26,000	27,500	
Maintenance - General	4,000	4,000	4,000	
Maintenance - Contracts	25,000	22,700	24,000	
Uniforms	5,000	4,000	5,000	
Stationery & Photocopying	2,000	2,000	2,000	
Security Services	1,200	950	1,200	
Trade Refuse Charges	2,100	2,900	3,000	
Coaching Expenses	5,000	4,000	5,000	
Credit Card / Direct Debit Charges	4,550	4,250	4,400	
Publicity & Promotion	14,000	14,000	14,000	
Postages	600	600	600	
Telephones	4,000	4,000	4,000	
Hospitality	250	250	250	
Licences & Subscriptions	3,300	3,300	3,500	

**Carried Forward**

1,018,450	894,550	948,700
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## **LEISURE SERVICES BUSINESS UNIT**

### **TONBRIDGE SWIMMING POOL**

- a) Reflects full establishment.
- b) Withdrawal from private medical scheme from April 2009.
- c) Downturn in utility prices along with the rebates issued for the 2008/09 financial year.
- d) Reflects downturn in utility prices.
- e) Reflects prior year billing errors.



**LEISURE SERVICES BUSINESS UNIT**

	2009/10 ESTIMATE		2010/11
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
<b>3. <u>TONBRIDGE SWIMMING POOL (continued)</u></b>			
<b>(a) <u>TONBRIDGE SWIMMING POOL (continued)</u></b>			
<b><u>Brought Forward</u></b>	1,018,450	894,550	948,700
<b>Less Income</b>			
Courses - Internal	(180,500)	(159,200) <b>f)</b>	(183,500) <b>g)</b>
Exercise Classes	(14,000)	(14,000) <b>f)</b>	(14,800) <b>g)</b>
Health Suite	(76,000)	(70,000) <b>f)</b>	(77,000) <b>g)</b>
Swimming - Individuals	(466,000)	(440,000) <b>f)</b>	(480,000) <b>g)</b>
Swimming - Schools	(31,500)	(32,000) <b>f)</b>	(33,000) <b>g)</b>
Swimming - Club	(21,500)	(14,500) <b>f)</b>	(19,000) <b>g)</b>
Tennis	(2,500)	(2,700) <b>f)</b>	(2,600) <b>g)</b>
Golf	(14,000)	(13,150) <b>f)</b>	(14,600) <b>g)</b>
Other	(2,000)	(2,800) <b>f)</b>	(2,000) <b>g)</b>
Special Events	(22,000)	(21,300) <b>f)</b>	(22,500) <b>g)</b>
One to One Swim	(70,500)	(65,000) <b>f)</b>	(71,600) <b>g)</b>
Sponsorship	(1,000)	(1,400) <b>f)</b>	(1,400) <b>g)</b>
Profit on Stock Sales	(7,000)	(8,000)	(9,000)
	<hr/>	<hr/>	<hr/>
	(908,500)	(844,050)	(931,000)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	109,950	50,500	17,700
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Services	3,050	3,050	3,050
Financial Services	27,200	27,200	27,200
Personnel Services	4,200	4,200	4,200
LSBU Central Management	81,500	81,500	56,600 <b>h)</b>
	<hr/>	<hr/>	<hr/>
	<b>225,900</b>	<b>166,450</b>	<b>108,750</b>
	<hr/>	<hr/>	<hr/>

**f)** Income reflects trading position in first half of year.

**g)** Reflects scale of charges proposals and original 2009/10 estimate.

**h)** Reflects revised arrangements in respect of cross contract technical management.

**LEISURE SERVICES BUSINESS UNIT**

**3. TONBRIDGE SWIMMING POOL (continued)**

**(b) CATERING & VENDING**

**Employees**

Salaries (see analysis on page LSBU 11)	102,950	111,700	106,100
Employers' National Insurance Contributions	3,900	4,400	3,950
Employers' Superannuation Contributions	15,700	15,200	21,000

**Supplies & Services**

Purchases - Equipment & Materials	7,000	7,000	7,000
Catering Stock Issues	100,000	89,000 a)	92,000 a)

	<b>2009/10 ESTIMATE</b>		<b>2010/11 ESTIMATE</b>
	<b>ORIGINAL</b>	<b>REVISED</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<hr/>			
	229,550	227,300	230,050
<hr/>			
<b>Less Income</b>			
Vending	(4,650)	(4,600)	(4,600)
Catering	(260,000)	(270,000)	(278,000)
	(264,650)	(274,600)	(282,600)
<hr/>			
	<b>(35,100)</b>	<b>(47,300)</b>	<b>(52,550)</b>
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**TONBRIDGE SWIMMING POOL**

**(a) TONBRIDGE SWIMMING POOL**

**(b) CATERING & VENDING**

	225,900	166,450	108,750
	(35,100)	(47,300)	(52,550)
<hr/>			
<b><u>TO LEISURE SERVICES (see page LS 5)</u></b>	<b>190,800</b>	<b>119,150</b>	<b>56,200</b>
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a) Reflects improved catering supply contract.

**LEISURE SERVICES BUSINESS UNIT**

**4. POULT WOOD GOLF CENTRE**

**Employees**

	2009/10 ESTIMATE ORIGINAL £	REVISED £	2010/11 ESTIMATE £
Salaries (see analysis on page LSBU 11)	138,100	116,800 a)	138,900
Employers' National Insurance Contributions	9,950	8,400	9,900
Employers' Superannuation Contributions	32,500	29,900	32,500
Recruitment	500	-	500
Health Care	950	100 b)	100 b)
Training	1,500	750	1,500
Employee Insurance	1,000	1,000	1,100

**Premises Related Expenses**

General Maintenance	200	200	200
Electricity	100	100	100
Water Charges (Metered) (metered)	3,150	3,150	3,150
Sewerage & Environmental Services	550	550	550
Cleaning & Domestic Supplies	500	500	500

**Transport Related Expenses**

Repair & Maintenance	6,000	4,000	6,000
Licences	300	300	300
Petrol & Oil	6,000	6,500	6,500
Tyres	800	800	800
Vehicle Insurance	2,550	2,550	2,700

**Supplies & Services**

Purchases - Equipment & Materials	30,000	32,000	32,000
Maintenance - General	1,000	1,000	1,000
Protective Clothing	500	700	500
Skip Services	500	500	500
Telephones	600	600	600

**Sub-total**

237,250	210,400	239,900
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**Central, Departmental & Technical Support Services**

Central Services	650	650	650
Financial Services	4,900	4,900	4,900
Personnel Services	1,350	1,350	1,350
LSBU Central Management	13,850	13,850	14,400

**Capital Financing Costs**

Capital Charges	25,100	26,700	27,600
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**TO LEISURE SERVICES (see page LS 9)**

283,100	257,850	288,800
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a) Reflects one vacancy in establishment.

b) Withdrawal from private medical scheme from April 2009.

**LEISURE SERVICES BUSINESS UNIT**

**EMPLOYEES - SALARIES**

	Basic Salaries £	Overtime General £	Overtime Training £	Temporary Staff £	Total Salaries £	Council Contributions Nat. Ins. £	Council Contributions Supern. £	Salaries & Oncosts £
<b><u>2009/10 ESTIMATE</u></b>								
Original Estimate								
Larkfield Leisure Centre	991,250	35,000	8,200	382,550	1,417,000	70,950	175,950	1,663,900
Angel Centre	378,450	25,550	-	117,600	521,600	26,400	54,200	602,200
Tonbridge Swimming Pool	343,600	16,050	5,000	137,200	501,850	23,900	57,900	583,650
Tonbridge Swimming Pool Catering	76,850	4,100	-	22,000	102,950	3,900	15,700	122,550
Poult Wood Golf Centre	138,100	-	-	-	138,100	9,950	32,500	180,550
	<b>1,928,250</b>	<b>80,700</b>	<b>13,200</b>	<b>659,350</b>	<b>2,681,500</b>	<b>135,100</b>	<b>336,250</b>	<b>3,152,850</b>
Revised Estimate								
Larkfield Leisure Centre	885,000	28,000	8,200	380,000	1,301,200	76,100	179,650	1,556,950
Angel Centre	355,000	23,000	-	125,000	503,000	29,000	48,000	580,000
Tonbridge Swimming Pool	301,000	20,000	3,000	184,000	508,000	30,000	36,000	574,000
Tonbridge Swimming Pool Catering	63,000	4,700	-	44,000	111,700	4,400	15,200	131,300
Poult Wood Golf Centre	116,800	-	-	-	116,800	8,400	29,900	155,100
	<b>1,720,800</b>	<b>75,700</b>	<b>11,200</b>	<b>733,000</b>	<b>2,540,700</b>	<b>147,900</b>	<b>308,750</b>	<b>2,997,350</b>
<b><u>2010/11 ESTIMATE</u></b>								
Larkfield Leisure Centre	936,950	28,200	8,300	428,500	1,401,950	63,750	194,500	1,660,200
Angel Centre	384,850	24,600	-	141,600	551,050	25,150	64,950	641,150
Tonbridge Swimming Pool	369,950	17,800	5,000	162,000	554,750	25,250	42,600	622,600
Tonbridge Swimming Pool Catering	77,900	4,200	-	24,000	106,100	3,950	21,000	131,050
Poult Wood Golf Centre	138,900	-	-	-	138,900	9,900	32,500	181,300
	<b>1,908,550</b>	<b>74,800</b>	<b>13,300</b>	<b>756,100</b>	<b>2,752,750</b>	<b>128,000</b>	<b>355,550</b>	<b>3,236,300</b>