

Draft Revenue Estimates

2013/14



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Finance and Property Advisory Board 9 January 2013

General Fund Revenue Estimates 2013/14

PROVISIONAL SUMMARY

SERVICE	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
Corporate Services	5,281,200	5,095,200	5,420,700
Environmental Health Services	4,576,500	4,613,450	4,680,900
Housing Services	1,783,150	2,090,650	1,838,900
Leisure Services	4,771,450	4,870,850	4,960,700
Planning and Transportation Services	2,162,850	2,262,800	2,136,600
Sub Total	18,575,150	18,932,950	19,037,800
Capital Accounting Reversals			
Non-Current Asset Depreciation	(2,557,800)	(2,517,250)	(2,480,850)
Non-Current Asset Impairment	-	(53,350)	-
Contributions to / (from) Reserves			
Building Repairs Reserve			
Withdrawals to fund expenditure	(418,100)	(572,300)	(429,100)
Contribution to Reserve	350,000	600,000	400,000
Contributions from Earmarked Reserves			
Community Enhancement Fund Reserve	(84,000)	(120,000)	(100,000)
Corporate MTFS Reserve	(250,000)	(250,000)	(250,000)
Crime & Disorder Initiatives Reserve	(20,000)	(20,000)	(20,000)
Election Expenses Reserve	(12,900)	(5,600)	(12,900)
Housing & Planning Delivery Grant Reserve	(60,400)	(60,400)	(19,400)
Housing Survey Reserve	(15,000)	(15,000)	(20,000)
Invest to Save Reserve	-	(14,700)	-
Local Development Framework Reserve	(30,000)	(30,000)	(30,000)
Performance Reward Grant Reserve	-	(1,900)	-
Planning Inquiries Reserve	(27,000)	(27,000)	(27,000)
Repossessions Prevention Fund Reserve	(4,000)	(3,000)	(4,000)
Tonbridge Environmental Schemes Reserve	-	-	(100,000)
Tonbridge Town Centre Reserve	-	(82,000)	(100,000)
Contributions to Earmarked Reserves			
Election Expenses Reserve	25,000	25,000	25,000
High Street Innovation Fund Reserve	-	100,000	-
Housing Survey Reserve	10,000	10,000	10,000
Invest to Save Reserve	-	50,000	-
Local Development Framework Reserve	40,000	40,000	40,000
Town Team Partners Reserve	-	10,000	-
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(2,160,000)	(2,153,750) #	(1,012,750) #
Revenue Expenditure Funded from Capital	(529,000)	(863,250) #	(818,250) #
Other contributions to / (from) Reserve (net)	350,000	350,000	450,000
Capital Expenditure Charged to General Fund	2,160,000	2,153,750 #	1,012,750 #
International Accounting Standard 19			
Retirement Benefit Costs	2,591,300	3,561,000	3,547,500
Employers Pension Contributions	(2,481,550)	(2,393,100)	(2,513,950)
Contribution to / (from) Pensions Reserve	(109,750)	(1,167,900)	(1,033,550)
New Homes Bonus	(1,224,500)	(1,125,300)	(1,636,200)
High Street Innovation Fund Grant	-	(100,000)	-
New Burdens Grants	-	(13,400)	(13,400)
Town Team Partners Grant	-	(10,000)	-
Contributions from KCC	(85,000)	(116,250)	(146,000)
MMI Scheme of Arrangement Provision	-	75,000	-
Sub Total	14,032,450	14,192,250	13,755,700
Contribution to / (from) General Revenue Reserve	(838,650)	(998,450)	To Be Determined
Budget Requirement	13,193,800	13,193,800	13,755,700

Based on the Capital Plan (List A) position as reported to Finance and Property Advisory Board on 9 January 2013. The figures will 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

	2012/13		2013/14
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 SALARIES AND ONCOSTS	11,398,750	11,270,700	11,350,550
2 OVERHEAD EXPENSES	4,258,600	4,368,050	4,340,800
3 RECHARGES TO SERVICE BUDGETS	(14,910,650)	(15,144,750)	(15,026,850)
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NON DISTRIBUTED COSTS	746,700	494,000	664,500
4 DEMOCRATIC REPRESENTATION	1,620,200	1,582,050	1,651,700
5 CORPORATE MANAGEMENT	580,000	553,000	584,450
6 COMMUNITY SAFETY	153,000	154,150	170,050
7 COMMUNITY DEVELOPMENT	118,350	146,850	127,100
8 ELECTIONS	321,450	291,250	314,250
9 INFORMATION AND PUBLICITY	194,000	202,800	192,450
10 PUBLIC RIGHTS OF WAY	7,950	850	850
11 CIVIL CONTINGENCIES	108,600	92,350	100,750
12 LOCAL LAND CHARGES	(200)	(30,900)	(30,550)
13 GRANTS & PAYMENTS	251,000	305,350	288,200
14 INDUSTRIAL ESTATE	(52,900)	(55,750)	(55,750)
15 COMMERCIAL PROPERTY	(240,600)	(242,450)	(184,050)
16 VALE RISE DEPOT	-	-	-
17 LAND REVIEW	59,250	146,050	151,300
18 LOCAL REVENUE & NNDR COLLECTION	539,700	623,950	602,900
19 LOCAL COUNCIL TAX SUPPORT SCHEME	108,950	97,300	95,300
20 INTEREST & TRANSFERS	(159,850)	(177,750)	(107,250)
21 DRAINAGE BOARDS SPECIAL LEVIES	364,150	364,150	375,050
22 FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS	256,150	256,300	227,600
23 GENERAL ADVICE TO PARISH COUNCILS	70,100	62,800	64,400
24 ITINERANTS	16,600	3,450	3,550
25 CLIMATE CHANGE	76,400	48,750	50,950
26 ECONOMIC DEVELOPMENT & REGENER'N	77,800	88,050	77,950
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ANNUAL ESTIMATES	5,216,800	5,006,600	5,365,700
27 CAPITAL PROGRAMME - REVENUE EXP.	59,400	49,500	50,000
28 CONTRIBUTIONS TO PROVISIONS	5,000	5,000	5,000
29 ITEMS FUNDED FROM RESERVES	-	34,100	-
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	5,281,200	5,095,200	5,420,700
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Full Time Equivalent Number of Staff (including Support Service Staff)	78.56	76.69	76.90

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
1 SALARIES AND ONCOSTS			
(a) Salaries			
Salaries (see analysis on page CS 33)	8,391,850	8,281,700 a)	8,279,350 b)
Employers' National Insurance Contributions	635,200	622,200 a)	627,500 b)
Employers' Superannuation Contributions	1,068,150	1,001,050 a)	1,025,450 b)
Superannuation Backfunding Lump Sum	1,024,600	1,025,300	1,076,000 c)
Senior Management Restructure Phase 2	-	-	50,000 d)
Staff Turnover Saving	(140,000)	(80,000) e)	(140,000)
Apprenticeship Scheme	16,500	9,650 f)	16,500 f)
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	10,996,300	10,859,900	10,934,800
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Full Time Equivalent Number of Staff (including Support Service Staff)	256.35	256.06	253.11
(b) Termination Payments			
Additional Annual Pension Contributions	285,000	295,000 g)	303,000 g)
Long Service Awards	-	1,200 h)	-
Redundancy Payments	-	950 i)	-
	<hr/>	<hr/>	<hr/>
	285,000	297,150	303,000
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(c) Recruitment & Training			
Advertising & Other Recruitment Costs	5,000	4,900	4,000
Training - Course Fees & Expenses	100,000	100,000	100,000
Health Screening & Miscellaneous	7,450	6,250	6,250
Employee Support Scheme	5,000	2,500	2,500
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	117,450	113,650	112,750
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	11,398,750	11,270,700	11,350,550
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CORPORATE SERVICES

SALARIES

- a)** Revised estimate includes savings of approx £194,000 (attributable to the General Fund) resulting from not awarding a pay award in April 2012. An additional £60,700 is included in the Housing Benefit temporary staff estimate and is met by additional Government grant. The balance reflects savings accruing during the first part of the current financial year and the part year effect of establishment changes.
- b)** Forward estimate reflects full year effect of establishment changes approved during the current financial year, including the Senior Management restructure, and also includes provision for a pay award.
- c)** Superannuation backfunding payment attributable to the General Fund following 5% uplift.
- d)** Reflects the sum to be ring-fenced following the Senior Management structure proposals reported to the General Purposes Committee meeting on 22nd October 2012.
- e)** Reflects projected savings arising from staff turnover for the remainder of the financial year.
- f)** Reflects current level of payments to Apprentices. Forward estimate reflects the full year cost of employing three Apprentices.

TERMINATION PAYMENTS

- g)** Revised estimate reflects current level of retirement allowances payable in the current financial year. Forward estimate includes a provision for annual pensions increase.
- h)** Long service awards payable following staff retirements.
- i)** Redundancy payment payable following cessation of a fixed term contract.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 OVERHEAD EXPENSES			
(a) COUNCIL OFFICES			
Employees			
Salaries	137,100	143,750	144,700
Premises Related Expenses			
Maintenance of Grounds	7,550	7,500	7,600
Energy Costs :			
Electricity	83,900	83,000	83,000
Gas	34,500	30,000 a)	30,000
Rates	257,200	245,550 b)	258,750 c)
Water Services :			
Water Charges (metered)	3,700	4,000	4,000
Sewerage & Environmental Services	5,500	5,900	5,900
Fixture & Fittings	4,000	4,000	4,000
Cleaning & Domestic Supplies	4,600	5,000	5,000
Insurance	18,400	18,300	18,900
Repairs expenditure	124,900	169,200 d)	113,250
Supplies & Services			
Equipment, Furniture & Materials	1,100	900	900
Clothing, Uniforms & Laundry	3,850	4,250	4,250
Trade Refuse Charges	6,500	8,500 e)	9,500 e)
Security / Cleaning	10,000	10,000	10,000
Miscellaneous Services	8,550	8,350	8,350
Licences	-	-	2,200 f)
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	711,350	748,200	710,300
Less Income			
Customer & Client Receipts	(1,800)	(1,800)	(1,800)
Solemnization of Marriages	(12,000)	(12,000)	(12,000)
Hire of Tonbridge Council Chamber	(2,000)	(2,000)	(2,500)
Police Accommodation Licence Fee	(3,900)	(6,700) g)	(15,000) g)
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	(19,700)	(22,500)	(31,300)
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Sub-total	691,650	725,700	679,000
Central, Departmental & Technical Support Services			
Information Technology Expenses	4,550	4,550	4,650
Central Salaries & Administration	31,200	31,550	31,500
Departmental Administrative Expenses	27,750	29,300	28,900
Depreciation & Impairment			
Non-Current Asset Depreciation	146,800	152,000	149,500
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	901,950	943,100	893,550
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Full Time Equivalent Number of Staff (including Support Service Staff)	5.54	5.63	5.63

CORPORATE SERVICES

COUNCIL OFFICES

- a) Reduced costs achieved through flexible procurement option via Laser buying consortium
- b) Reduction in rates payable for Tonbridge Castle following review of rateable value, together with a rebate in respect of 2011/12.
- c) NNDR "multiplier" rate assumes an increase for inflation of 2.6%.
- d) Includes the cost of removing asbestos from the undercroft in Gibson West following the replacement of the boiler, and testing of emergency lighting at Council offices.
- e) Increased trade refuse charges and inclusion of provision for disposal of confidential waste. Forward estimate reflects full year provision.
- f) Reflects renewal of KCC wedding licence every three years.
- g) Anticipated income from Kent Police in respect of additional accommodation provided at Kings Hill site from January 2013.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL	REVISED	ESTIMATE
	ESTIMATE	ESTIMATE	
	£	£	£
2 <u>OVERHEAD EXPENSES-Continued</u>			
(b) <u>PRINTING SECTION & PHOTOCOPYING</u>			
Employees			
Salaries	95,600	97,250	97,500
Supplies & Services			
Purchases	3,500	3,200	3,200
Print Room Maintenance & Copy Charges	40,000	42,000	42,000
Photocopier Copy Charges	19,000	19,000	19,000
Paper	24,500	25,500	25,500
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	182,600	186,950	187,200
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Less Income			
Sales	(22,050)	(22,050)	(22,050)
Recharges to Other Services	(9,350)	(9,300)	(9,500)
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	(31,400)	(31,350)	(31,550)
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<u>Sub-total</u>	151,200	155,600	155,650
Central, Departmental & Technical Support Services			
Office Accommodation	30,950	32,050	29,850
Central Salaries & Administration	17,150	17,300	17,250
Departmental Administrative Expenses	9,900	14,150 a)	14,150
Depreciation & Impairment			
Non-Current Asset Depreciation	30,000	32,650	35,000
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	239,200	251,750	251,900
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Full Time Equivalent Number of Staff (including Support Service Staff)	3.90	3.86	3.86

a) Reflects multi function device costs attributed to Print Section.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL	REVISED	ESTIMATE
	ESTIMATE	ESTIMATE	
	£	£	£
2 OVERHEAD EXPENSES-Continued			
(c) CUSTOMER SERVICES			
Employees			
Salaries	321,000	304,200 a)	308,550
Premises Related Expenses			
Rent	5,200	5,200	5,200
Supplies & Services			
Purchases	900	800	800
Uniforms	800	400	800
Stationery	550	500	500
Community Outreach	18,000	18,000	18,000
Postage	600	650	600
Mobile Telephones	1,000	1,000	1,000
General Subsistence Allowances	300	-	100
Office Security	34,000	34,000	34,000
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	382,350	364,750	369,550
Less Income			
Tonbridge Gateway Agreement / Licence	(132,550)	(132,550)	(132,550)
Gateway Partner Receipts	(12,900)	(12,900)	(12,900)
	<hr/>	<hr/>	<hr/>
Sub-total	236,900	219,300	224,100
Central, Departmental & Technical Support Services			
Information Technology Expenses	69,550	70,550	71,050
Central Salaries & Administration	51,750	52,100	50,750
Departmental Administrative Expenses	99,050	93,900 a)	93,450
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	457,250	435,850	439,350
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Full Time Equivalent Number of Staff (including Support Service Staff)	11.28	10.60	10.61

a) Re-assessment of staff allocations from Customer Services Section.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL	REVISED	ESTIMATE
	ESTIMATE	ESTIMATE	
	£	£	£
2 <u>OVERHEAD EXPENSES-Continued</u>			
(d) <u>GENERAL ADMINISTRATION</u>			
Employees			
Salaries	18,750	22,850 a)	21,600
Supplies & Services			
Insurance	126,500	123,600 b)	126,900
Advertising	1,000	1,000	1,000
Post Delivery Guarantee	2,700	3,000	3,000
Council Diaries & Handbooks (Net Cost)	350	350	350
Miscellaneous Services	-	2,000 c)	300
First Aid Supplies	250	700	400
Copyright Licence	1,900	2,300	2,300
Equality Issues	1,000	2,400 d)	1,000
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	152,450	158,200	156,850
Less Income			
Old Plant & Equipment	(50)	(50)	(50)
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<u>Sub-total</u>	152,400	158,150	156,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	18,900	41,850 e)	37,750
Departmental Administrative Expenses	3,450	3,900	3,750
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	174,750	203,900	198,300
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Full Time Equivalent Number of Staff (including Support Service Staff)	1.00	1.31	1.24

CORPORATE SERVICES

GENERAL ADMINISTRATION

- a)** Re-assessment of staff allocations from Environmental Health and Housing Management Section.
- b)** Reduction in public liability insurance renewal premium.
- c)** Estimated cost of binding Council and Committee minute books.
- d)** Equality and diversity awareness briefing for Members.
- e)** Re-assessment of staff allocations from Electoral Management and Special Projects Section to reflect work undertaken by the Equalities Officer.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 <u>OVERHEAD EXPENSES-Continued</u>			
(e) <u>DEPARTMENTAL ADMINISTRATION</u>			
Staff Transport Related Expenses			
Car & Travelling Allowances	290,300	287,250	280,400
Supplies & Services			
Equipment, Furniture & Materials	10,950	16,500 a)	11,500
Office Equipment - Maintenance	3,600	3,950	3,950
Protective Clothing	850	800	800
External Printing & Stationery	17,800	17,450	17,450
Postage	44,400	42,800	41,450
Telephones - Calls	13,000	10,000	10,000
Telephones - Other Costs	57,750	77,500 b)	62,200 b)
Mobile Telephones & Pagers	7,800	6,850	6,850
Subscriptions to Organisations	22,450	22,900	20,900
Reference Books & Publications	27,150	26,800	26,800
Subsistence Allowances	6,900	6,600	6,600
Legal Expenses	45,000	45,000	45,000
Fees	16,250	16,000	16,300
Ordnance Survey Licence Charges	13,200	- c)	-
Insurance & Other Expenses	1,100	1,100	1,100
Contracted Services	8,250	8,250	8,250
Data Protection Act Registration	-	2,550 d)	2,550
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	586,750	592,300	562,100
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Less Income			
Recovery of Court Costs	(2,000)	(2,900)	(2,000)
Customer & Client Receipts	(5,250)	(5,250)	(5,250)
Partnership Receipts	(189,700)	(185,400) e)	(105,250) f)
	<hr/>	<hr/>	<hr/>
	(196,950)	(193,550)	(112,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	389,800	398,750	449,600
Depreciation & Impairment			
Non-Current Asset Depreciation	17,900	20,000	17,150
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	407,700	418,750	466,750
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CORPORATE SERVICES

DEPARTMENTAL ADMINISTRATION

- a)** Includes provision for replacement office furniture following relocation of staff in order to provide additional accommodation for Kent Police on Kings Hill site (see page CS 2).
- b)** Primarily reflects the delayed introduction of Voice over Internet Protocol between Kings Hill and Tonbridge Castle. Revised and forward estimates also include provision for the renewal of the telephone maintenance and support contract.
- c)** Licence fee no longer payable following introduction of Public Sector Mapping Agreement between Ordnance Survey and Department for Communities and Local Government.
- d)** Budget provision for data protection registration previously included within Information Technology Service budgets (see page CS 9).
- e)** Revised estimate reflects partnership arrangements with:
 - 1) Gravesham Borough Council for shared cost of Joint Chief Executive until 31st January 2013;
 - 2) Gravesham Borough Council for shared cost of Principal Revenue Officer;
 - 3) Sevenoaks District Council for the cost of a Building Control Officer;
 - 4) Gravesham Borough Council for shared cost of Contaminated Land Officer; and
 - 5) includes recharge of Web Developer salary costs to Gravesham Borough Council.
- f)** Forward estimate reflects partnership arrangements with:
 - 1) Gravesham Borough Council for shared cost of Principal Revenue Officer;
 - 2) Sevenoaks District Council for the cost of a Building Control Officer; and
 - 3) Gravesham Borough Council for shared cost of Contaminated Land Officer.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 <u>OVERHEAD EXPENSES- Continued</u>			
(f) <u>SNACK FACILITIES</u>			
Supplies & Services			
Drinks Machine Purchases	5,900	5,500	5,500
Maintenance of Equipment	150	150	150
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	6,050	5,650	5,650
Less Income			
Recharges to Other Services	(9,000)	(9,000)	(9,000)
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<u>Sub-total</u>	(2,950)	(3,350)	(3,350)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,900	3,950	3,950
Depreciation & Impairment			
Non-Current Asset Depreciation	2,450	600	2,600
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	3,400	1,200	3,200
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Full Time Equivalent Number of Staff (including Support Service Staff)	0.13	0.12	0.12

CORPORATE SERVICES

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 OVERHEAD EXPENSES-Continued			
(g) INFORMATION TECHNOLOGY SERVICES			
Employees			
Salaries	874,350	820,900 a)	861,550 b)
Transport Related Expenses			
Public Transport	250	250	250
Supplies & Services			
Equipment - Purchases	4,000	4,000	4,000
Equipment - Maintenance	61,000	65,400 c)	73,850 d)
Printing & Stationery	6,000	6,000	6,000
Insurance	6,950	6,950	7,100
Reference Books & Publications	100	100	100
Subsistence Allowances	450	450	450
Other Expenses	2,350	2,350	2,350
Data Protection Registration	2,550	- e)	-
Software Support, Hire & Maintenance	425,350	451,000 f)	425,600 f)
Technical Assistance	-	18,750 g)	-
Telephone leased lines and modems	40,850	40,850	40,850
Kent Connects	29,550	29,550	29,550
	-----	-----	-----
	1,453,750	1,446,550	1,451,650
Less Income			
Web Site Advertising	(500)	-	-
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Sub-total	1,453,250	1,446,550	1,451,650
Central, Departmental & Technical Support Services			
Office Accommodation	89,900	94,850 h)	90,000
Central Salaries & Administration	34,450	40,150 i)	40,200
Departmental Administrative Expenses	86,700	109,250 j)	108,200
Depreciation & Impairment			
Non-Current Asset Depreciation	410,050	422,700	397,700
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	2,074,350	2,113,500	2,087,750
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Full Time Equivalent Number of Staff (including Support Service Staff)	18.35	18.65	18.67

CORPORATE SERVICES

INFORMATION TECHNOLOGY SERVICES

- a)** Savings reflect partnership working arrangement with Gravesham Borough Council for a shared IT Manager and additional staff turnover savings, partly offset by a re-assessment of staff allocations from Management Section.
- b)** Includes provision for a pay award and assumes full establishment.
- c)** Increased server maintenance costs.
- d)** Additional maintenance costs following expansion of the wireless network.
- e)** Responsibility for data protection registration has now been transferred to Legal Services.
- f)** Revised estimate reflects payment of an invoice relating to 2011/12 that had previously been disputed. Forward estimate includes a provision for inflation and reflects savings achieved from replacement cash receipting system.
- g)** Abandoned Vehicles Eforms project funded from existing IT Services temporary staff budget provision.
- h)** Increased office accommodation costs attributable to IT Services (see page CS 2).
- i)** Re-assessment of staff support from Customer Services Section.
- j)** Reflects a direct allocation from Electoral Registration Section for undertaking street naming and numbering function.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
3 <u>SALARIES & OVERHEADS</u>			
Salaries & Oncosts	11,398,750	11,270,700	11,350,550
Overheads			
(a) Council Offices	901,950	943,100	893,550
(b) Printing & Photocopying	239,200	251,750	251,900
(c) Customer Services	457,250	435,850	439,350
(d) Administration - General	174,750	203,900	198,300
(e) Administration - Departmental	407,700	418,750	466,750
(f) Snack Facilities	3,400	1,200	3,200
(g) Information Technology Services	2,074,350	2,113,500	2,087,750
	<hr/>	<hr/>	<hr/>
	15,657,350	15,638,750	15,691,350
	-----	-----	-----
Less Recharge to :			
Planning & Transportation Services	(3,795,200)	(3,843,400)	(3,848,900)
Environmental Health Services	(1,598,200)	(1,718,350)	(1,628,700)
Housing Services	(1,771,800)	(1,871,650)	(1,789,800)
Leisure Services	(1,253,100)	(1,225,450)	(1,241,600)
Corporate Services	(4,263,400)	(4,252,450)	(4,249,700)
Other Services	(203,000)	(205,100)	(208,850)
Holding Accounts	(2,025,950)	(2,028,350)	(2,059,300)
	<hr/>	<hr/>	<hr/>
	(14,910,650)	(15,144,750)	(15,026,850)
	-----	-----	-----
<u>Sub-total</u>	746,700	494,000	664,500
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	746,700	494,000	664,500
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL	REVISED	ESTIMATE
	ESTIMATE	ESTIMATE	
	£	£	£
4 <u>DEMOCRATIC REPRESENTATION & MANAGEMENT</u>			
(a) <u>DEMOCRATIC ADMINISTRATION</u>			
Employees			
# Salaries	372,100	371,950	373,350
Premises Related Expenses			
Accommodation Expenses (Forum/Area1)	7,500	5,100 a)	7,500
Supplies & Services			
Members' Meeting Expenses	2,500	2,500	2,500
Twining Committee Expenses	6,600	3,000 b)	6,000
Remuneration Panel Expenses	2,800	2,800	2,800
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	391,500	385,350	392,150
Central, Departmental & Technical Support Services			
Accommodation & Printing Services	83,350	99,150 c)	97,800
# Central Salaries & Administration	305,350	263,700 d)	272,400
Information Technology Expenses	17,900	18,400	18,950
# Departmental Administrative Expenses	128,750	129,450	127,050
	<hr/>	<hr/>	<hr/>
	926,850	896,050	908,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	16.27	15.71	15.70

Memorandum

Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	313,850	316,050	318,350
Chief Executives' Service	75,150	69,850	81,550
Environmental Health & Hsg Services	70,500	72,450	62,100
Financial Services	53,050	54,250	54,500
Information Technology Services	4,650	-	-
Legal Services	40,400	4,500	3,450
Leisure Services	86,150	83,200	85,900
Personnel Services	7,050	9,450	8,000
Planning & Transportation Services	155,400	155,350	158,950
	<hr/>	<hr/>	<hr/>
	806,200	765,100	772,800
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

DEMOCRATIC ADMINISTRATION

- a)** Reflects cancellation of a number of Area 1 Planning Committee meetings.
- b)** Reduction in Twinning related activity in current financial year.
- c)** Increased printing costs attributable to Member meetings.
- d)** Re-assessment of staff allocations from Legal Section following introduction of time recording system.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
(b) <u>PAYMENTS TO MEMBERS</u>			
Transport Related Expenses			
Members' Travel & Subsistence	13,500	12,500	12,500
Supplies and Services			
Basic Allowance	269,000	266,100	293,800 b)
Special Responsibility Allowance	149,950	139,100 a)	167,400 b)
Mayors' and Deputy Mayors' Allowance	7,800	7,400	7,400
Members' National Insurance	15,000	13,000 c)	13,000
Carers' Allowance	700	700	700
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	455,950	438,800	494,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	19,700	20,200	20,400
Information Technology Expenses	6,400	3,600	3,700
	<hr/>	<hr/>	<hr/>
	482,050	462,600	518,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.55	0.52	0.52

- a) Savings in the current financial year arising primarily from one less Cabinet Member allowance being paid.
- b) Reflects third stage of transitional arrangements following recommendations of the Joint Independent Remuneration Panel, reported to Council 20 January 2009. A new review of Member allowances has recently commenced.
- c) Reduction reflects the current level of Employers' National Insurance contributions.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL	REVISED	ESTIMATE
	ESTIMATE	ESTIMATE	
	£	£	£
(c) <u>MAYORAL & OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u>			
Employees			
Salaries	43,750	43,650	43,900
Transport Related Expenses			
Mayors' Transport Allowance	21,500	21,500	21,500
Supplies and Services			
Stationery	200	200	200
Subscriptions	22,250	21,650	21,650
Insurance	50	50	50
Civic Hospitality	10,000	10,000	10,000
Mobile Telephones	200	150	150
Other Expenses	2,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	99,950	99,200	99,450
Central, Departmental & Technical Support Services			
Central Salaries & Administration	77,450	89,900 a)	91,300
Information Technology Expenses	10,150	10,050	10,200
Departmental Administrative Expenses	23,750	24,250	23,500
	<hr/>	<hr/>	<hr/>
	211,300	223,400	224,450
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.72	2.97	2.97
 <u>SUMMARY</u>			
(a) DEMOCRATIC ADMINISTRATION	926,850	896,050	908,350
(b) PAYMENTS TO MEMBERS	482,050	462,600	518,900
(c) MAYORAL & OTHER MEMBER SUPPORT INC. MEMBER TRAINING	211,300	223,400	224,450
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,620,200	1,582,050	1,651,700
	<hr/>	<hr/>	<hr/>

a) Increased support to Members from Personnel Section.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
5 <u>CORPORATE MANAGEMENT</u>			
(a) <u>CORPORATE POLICY</u>			
Employees			
# Salaries	88,400	97,200 a)	92,550 a)
Supplies and Services			
Consultation & Other Expenses	8,000	5,000 b)	5,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	96,400	102,200	97,550
Central, Departmental & Technical Support Services			
# Central Salaries & Administration	303,300	296,600	332,450 c)
# Departmental Administrative Expenses	24,050	25,650	24,850
	<hr/>	<hr/>	<hr/>
	423,750	424,450	454,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.93	5.80	6.00
(b) <u>PUBLIC ACCOUNTABILITY</u>			
Supplies and Services			
External Audit Fees	94,000	64,550 d)	64,650
Central, Departmental & Technical Support Services			
Central Salaries & Administration	62,250	64,000	64,950
	<hr/>	<hr/>	<hr/>
	156,250	128,550	129,600
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.09	1.08	1.09
<u>SUMMARY</u>			
(a) CORPORATE POLICY	423,750	424,450	454,850
(b) PUBLIC ACCOUNTABILITY	156,250	128,550	129,600
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	580,000	553,000	584,450
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
Memorandum			
# Service Allocations to Corporate Policy			
Admin & Property Services	74,100	80,050	78,250
Chief Executives' Service	107,700	113,200	151,250
Environmental Health & Housing Services	51,750	53,100	42,950
Financial Services	88,650	90,650	91,050
Information Technology Services	6,400	-	-
Leisure Services	15,600	18,700	22,700
Legal	14,450	2,900	2,200
Personnel Services	11,950	9,850	9,700
Planning & Transportation Services	45,150	51,000	51,750
	<hr/>	<hr/>	<hr/>
	415,750	419,450	449,850
	<hr/>	<hr/>	<hr/>

CORPORATE POLICY

- a) Revised estimate reflects an increase in time allocated to Tonbridge Town Centre redevelopment. Forward estimate reflects savings arising from Senior Management restructure.
- b) Estimated cost of setting up an all electronic residents' panel.
- c) Increase primarily reflects the effect of no longer receiving partnership income in respect of the Shared Chief Executive arrangement, partly offset by a reduction in Legal Section staffing allocation costs.

PUBLIC ACCOUNTABILITY

- d) Reduction in audit fee following outsourcing of Audit Commission's in-house audit practice and efficiency savings.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
6 <u>COMMUNITY SAFETY</u>			
Employees			
Salaries	63,950	65,050	64,950
Supplies & Services			
Other Community Safety Initiatives	20,000	20,000	32,200 a)
Crime & Disorder Initiatives	20,000	20,000	20,000
	<hr/>	<hr/>	<hr/>
	103,950	105,050	117,150
Less Income			
Contribution to Community Safety Staffing	(34,850)	(34,850)	(34,850)
	<hr/>	<hr/>	<hr/>
	69,100	70,200	82,300
Central, Departmental & Technical Support Services			
Central Salaries & Administration	45,050	44,250	48,700 b)
Information Technology Expenses	3,050	3,050	3,150
Departmental Administrative Expenses	35,800	36,650	35,900
	<hr/>	<hr/>	<hr/>
	153,000	154,150	170,050
<u>TO SUMMARY</u>	<hr/>	<hr/>	<hr/>
	153,000	154,150	170,050
Full Time Equivalent Number of Staff (including Support Service Staff)	3.26	3.30	3.31
7 <u>COMMUNITY DEVELOPMENT</u>			
Employees			
Salaries	55,950	49,950 c)	53,750
Supplies & Services			
Local Strategic Partnership	3,750	3,750	5,000 d)
Community Development Partnership	15,000	30,500 e)	15,000
Healthy Living Initiatives	50,000	- f)	- f)
Capital Grants and Contributions (RECS)	14,000	46,000 g)	21,000 g)
	<hr/>	<hr/>	<hr/>
	138,700	130,200	94,750
Less Income			
Choosing Health	(50,000)	- f)	- f)
Chances for Change	-	(13,600) h)	-
	<hr/>	<hr/>	<hr/>
	88,700	116,600	94,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,400	9,400	12,700 i)
Departmental Administrative Expenses	21,250	20,850	19,650
	<hr/>	<hr/>	<hr/>
	118,350	146,850	127,100
<u>TO SUMMARY</u>	<hr/>	<hr/>	<hr/>
	118,350	146,850	127,100
Full Time Equivalent Number of Staff (including Support Service Staff)	1.41	1.42	1.41

CORPORATE SERVICES

COMMUNITY SAFETY

- a) Includes a provisional £12,200 to support county-wide partnership with Kent Probation, Kent County Council and others to provide an Independent Domestic Violence Advisor service.
- b) Increased staffing costs attributable to Corporate Management Section.

COMMUNITY DEVELOPMENT

- c) Reflects maternity leave within the Corporate Services Section.
- d) 2012/13 estimate reflected a reduction in the agreed contribution for one year only.
- e) Additional contribution of £15,500 required to meet the funding shortfall for Community Development Co-ordinator posts provided by The Beat Project. This contribution has been met from remaining Chances for Change funding (note h)), and unspent Performance Reward grant held as an earmarked reserve.
- f) Healthy living initiatives funded from Choosing Health are now accounted for within Environmental Health Service budgets (see page EHS 6).
- g) Underspends relating to Community Partnership Initiatives and remaining Local Strategic Partnership projects have been re-profiled to 2012/13 and 2013/14. Please see the Capita Plan for further details.
- h) Remaining Chances for Change lottery funding has been used to support Community Development Co-ordinator posts.
- i) Increased staffing costs attributable to Corporate Management Section.

CORPORATE SERVICES

8 ELECTIONS

(a) ELECTORAL REGISTRATION

Employees

Salaries

	2012/13	2013/14	
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
Salaries	53,250	44,550 a)	45,150
Supplies & Services			
Equipment & Materials - Purchases	4,000	4,000	4,000
Stationery	500	500	500
Reference Books & Publications	1,000	1,000	1,000
Canvassers' Fees & Delivery Expenses	25,000	25,000	25,000
Postages	20,500	20,500	20,500
Advertising	200	-	200
	<hr/>	<hr/>	<hr/>
	104,450	95,550	96,350
Less Income			
Sale of Registers	(1,500)	(1,500)	(1,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	102,950	94,050	94,850
 Central, Departmental & Technical Support Services			
Central Salaries & Administration	33,200	25,900 b)	43,300 b)
Information Technology Expenses	31,500	32,350	33,250
Departmental Administrative Expenses	38,600	34,100	33,350
	<hr/>	<hr/>	<hr/>
	206,250	186,400	204,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.28	2.78	3.00

Supplies & Services

Equipment & Materials - Purchases
Stationery
Reference Books & Publications
Canvassers' Fees & Delivery Expenses
Postages
Advertising

Less Income

Sale of Registers

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) Revised staff allocations from Electoral Registration Section as a result of providing support to IT Services for street naming and numbering function (see page CS 9).

b) Re-assessed staff allocations from Electoral Management and Special Projects Section.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
(b) <u>CONDUCT OF ELECTIONS</u>			
Employees			
Salaries	13,300	11,650	11,750
Premises Related Expenses			
Rent	1,600	500 a)	1,600 b)
Supplies & Services			
Equipment & Materials - Purchases	100	1,300 a)	100 b)
External Printing	1,000	- a)	1,000 b)
Polling & Postal Vote Fees	8,300	2,650 a)	8,300 b)
Delivery Expenses	1,900	1,150 a)	1,900 b)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	26,200	17,250	24,650
Central, Departmental & Technical Support Services			
Central Salaries & Administration	67,400	66,500	63,600
Information Technology Expenses	11,950	12,350	12,700
Departmental Administrative Expenses	9,650	8,750	8,550
	<hr/>	<hr/>	<hr/>
	115,200	104,850	109,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.72	1.67	1.61
8 <u>ELECTIONS</u>			
<u>SUMMARY</u>			
(a) ELECTORAL REGISTRATION	206,250	186,400	204,750
(b) CONDUCT OF ELECTIONS	115,200	104,850	109,500
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	321,450	291,250	314,250
	<hr/>	<hr/>	<hr/>

a) Actual cost of West Malling & Leybourne by-election.

b) Provision retained for a by-election.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
9 <u>INFORMATION & PUBLICITY</u>			
Employees			
Salaries	81,150	92,400 a)	80,750
Supplies & Services			
Information and Publicity	2,500	2,000	2,000
Publication Costs - Here and Now	62,500	60,000	60,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	146,150	154,400	142,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,450	13,200	15,400
Information Technology Expenses	3,800	3,850	3,900
Departmental Administrative Expenses	31,600	31,350	30,400
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	194,000	202,800	192,450
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.33	2.32	2.33
10 <u>PUBLIC RIGHTS OF WAY</u>			
Employees			
Salaries	5,650	250 b)	250
	<hr/>	<hr/>	<hr/>
	5,650	250	250
Less Income			
Administration Costs Recovered	(500)	-	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	5,150	250	250
Central, Departmental & Technical Support Services			
Central Salaries & Administration	500	500	500
Departmental Administrative Expenses	2,300	100 b)	100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	7,950	850	850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.13	0.02	0.02

a) Additional cost of maternity cover within the Media & Communications Section.

b) Re-assessment of staff allocations from Legal Section following introduction of time recording system.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
11 <u>CIVIL CONTINGENCIES</u>			
Employees			
Salaries	43,800	32,100 a)	35,650
Premises Related Expenses			
Fuel Oil	100	100	100
Supplies & Services			
Equipment Purchases	500	500	500
Equipment Maintenance	1,000	1,000	1,000
Staff Telephone Expenses	500	300	500
Mobile Telephones	400	400	400
Provision of Sandbags	1,000	1,000	1,000
Out of Hours Call Service	12,000	12,000	12,000
Other Expenses	400	400	400
Civil Defence Planning	20,000	20,000	20,000
	<hr/>	<hr/>	<hr/>
	79,700	67,800	71,550
	-----	-----	-----
Less Income			
Recharged to Other Accounts - Out of Hours Call Service	(6,700)	(6,700)	(6,700)
	<hr/>	<hr/>	<hr/>
	(6,700)	(6,700)	(6,700)
	-----	-----	-----
<u>Sub-total</u>	73,000	61,100	64,850
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,350	17,450	20,800 b)
Information Technology Expenses	500	500	500
Departmental Administrative Expenses	18,750	13,300 a)	14,600
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	108,600	92,350	100,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.44	1.11	1.22

a) Re-assessed staff allocations from Transportation and Security Section following Transportation Services staffing restructure.

b) Increased staffing costs attributable to Corporate Management Section.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
12 LOCAL LAND CHARGES			
Employees			
Salaries	127,050	129,700	130,850
Supplies & Services			
NLIS Transmission Fee	22,000	20,000	20,000
Ordnance Survey Licence Fee	3,000	- a)	-
Insurance	5,450	5,450	4,500
Kent Highways	23,500	23,500	23,500
	<hr/>	<hr/>	<hr/>
	181,000	178,650	178,850
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges	(307,500)	(307,500)	(307,500)
Local Land Charges - Cancellation Fees	(100)	(100)	(100)
	<hr/>	<hr/>	<hr/>
	(307,600)	(307,600)	(307,600)
	<hr/>	<hr/>	<hr/>
	(126,600)	(128,950)	(128,750)
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	28,200	7,300 b)	7,250
Information Technology Expenses	40,750	38,850	38,650
Departmental Administrative Expenses	57,450	51,900 c)	52,300
	<hr/>	<hr/>	<hr/>
	(200)	(30,900)	(30,550)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.43	4.26	4.27

Memorandum

Surplus from above	(200)	(30,900)	(30,550)
Share of:			
Democratic Administration	33,650	29,050	31,050
Corporate Management	11,950	10,150	11,000
Non Distributed Costs	18,850	9,050	12,000
	<hr/>	<hr/>	<hr/>
Deficit (Surplus) for Trading Purposes	64,250	17,350	23,500

CORPORATE SERVICES

LOCAL LAND CHARGES

- a)** Licence fee no longer payable following introduction of Public Sector Mapping Agreement between Ordnance Survey and Department for Communities and Local Government.

- b)** Re-assessment of staff allocations from Legal Section following introduction of time recording system.

- c)** Reduction in IT equipment costs attributable to Land Charges Section.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
13 <u>GRANTS & PAYMENTS</u>			
Supplies & Services			
Grants to Citizens Advice Bureaux	111,000	111,000	111,000
Grants to Other Charitable & Voluntary Org.	39,000	38,000	38,000
Tonbridge Historic Society Accommodation	2,500	2,500	2,500
Community Enhancement Fund	84,000	120,000 a)	100,000 b)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	236,500	271,500	251,500
Central, Departmental and Technical Support Services			
Central Salaries & Administration	14,450	33,600 c)	36,450
Information Technology Expenses	50	250	250
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	251,000	305,350	288,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.24	0.62	0.62
14 <u>INDUSTRIAL ESTATE</u>			
Employees			
Salaries	1,550	1,600	1,600
	<hr/>	<hr/>	<hr/>
	1,550	1,600	1,600
Less Income			
Rents	(61,400)	(61,400)	(61,400)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(59,850)	(59,800)	(59,800)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	6,200	3,200 d)	3,200
Information Technology Expenses	50	100	100
Departmental Administrative Expenses	700	750	750
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(52,900)	(55,750)	(55,750)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.15	0.10	0.10

CORPORATE SERVICES

GRANTS & PAYMENTS

- a) Reflects grants paid as part of Jubilee / Olympic events and Parish Council rounds, together with provision for the remaining grants awarded from the first bidding round in 2011/12. These grants are met from an earmarked reserve.
- b) Provisional estimate for next round of Community Enhancement Fund bids.
- c) Re-assessed staff allocations from Corporate Services Section for administration of Community Enhancement Fund grants.

INDUSTRIAL ESTATES

- d) Re-assessment of staff allocations from Legal Section following introduction of time recording system.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
15 <u>COMMERCIAL PROPERTY</u>			
Employees			
Salaries	4,800	4,900	5,000
Premises Related Expenses			
Insurance	1,500	1,500	1,550
Rates	1,000	450	750
Repairs Expenditure	6,300	8,550	66,500 a)
	<hr/>	<hr/>	<hr/>
	13,600	15,400	73,800
	<hr/>	<hr/>	<hr/>
Less Income			
Rents - Land	(7,000)	(7,000)	(7,000)
- Shops & Maisonettes	(225,700)	(225,700)	(225,700)
- Offices	(33,000)	(33,000)	(33,000)
	<hr/>	<hr/>	<hr/>
	(265,700)	(265,700)	(265,700)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(252,100)	(250,300)	(191,900)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	8,650	4,650 b)	4,700
Information Technology Expenses	300	600	600
Departmental Administrative Expenses	2,550	2,600	2,550
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(240,600)	(242,450)	(184,050)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.28	0.22	0.22

a) Increase reflects estimated cost of removing asbestos from shop canopies at Martin Square, Larkfield.

b) Re-assessment of staff allocations from Legal Section following introduction of time recording system.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
16 VALE RISE DEPOT			
Employees			
Salaries	2,750	2,750	2,700
Premises Related Expenses			
Premises Insurance	150	150	150
Rates	11,300	11,350	11,650
Repairs Expenditure	4,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
	18,200	16,250	16,500
Less Recharges to Other Services	(28,600)	(26,700)	(26,900)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(10,400)	(10,450)	(10,400)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	900	950	950
Departmental Administrative Expenses	1,200	1,200	1,150
Depreciation & Impairment			
Non-Current Asset Depreciation	8,300	8,300	8,300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	-	-	-
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.09	0.09	0.09

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
17 <u>LAND REVIEW</u>			
Employees			
Salaries	33,950	34,850	35,500
Premises Related Expenses			
Depots held pending disposal / development	1,350	1,400	1,400
Estate Management	2,000	2,000	2,000
Maintenance of Grounds	1,000	1,000	1,000
Rates	1,500	1,300	1,850
Water Services	1,100	1,100	1,100
Insurance	950	950	1,100
Repairs Expenditure	22,350	22,300	12,600
Supplies & Services			
Professional Fees	6,000	11,000 a)	6,000
Tonbridge Town Centre	-	82,000 b)	100,000 b)
	<hr/>	<hr/>	<hr/>
	70,200	157,900	162,550
	-----	-----	-----
Less Income			
Fees & Charges - General	(1,000)	(1,000)	(1,000)
River Walk Rent	(24,500)	(26,100) c)	(25,150) c)
Castle Lodge Rent	(5,500)	(5,500)	(5,500)
Wayleaves	(500)	(500)	(500)
	<hr/>	<hr/>	<hr/>
	(31,500)	(33,100)	(32,150)
	-----	-----	-----
<u>Sub-total</u>	38,700	124,800	130,400
Central, Departmental and Technical Support Services			
Central Salaries & Administration	3,250	3,350	3,350
Information Technology Expenses	100	250	250
Departmental Administrative Expenses	17,200	17,650	17,300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	59,250	146,050	151,300
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.90	0.89	0.90

CORPORATE SERVICES

LAND REVIEW

- a)** Costs associated with Tonbridge Town Centre survey met from an earmarked reserve.
- b)** Professional fees associated with the redevelopment of Tonbridge Town Centre met from an earmarked reserve.
- c)** Additional rental income following completion of a rent review. Revised estimate includes backdated rent.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
18 LOCAL REVENUE & NNDR COLLECTION			
Employees			
Salaries	386,300	408,250 a)	389,950
Supplies & Services			
Equipment, Furniture & Materials - Purchases	500	1,500 b)	500
Direct Debit / Bank Charges	4,000	4,000	4,200
Giro / Swipe Card Charges	12,500	12,500	13,000
Court Fees	15,000	15,000	20,000 c)
Bailiffs Commission	500	500	500
NNDR - Discretionary Relief	55,000	60,000 d)	60,000 d)
External Printing & Stationery	5,000	3,200	3,200
Reference Books & Publications	750	1,000	200
Storage Facilities	250	250	50
Tracing Services	6,500	6,500	7,000
Advertising	750	250	300
Postages	39,000	39,000	39,100
Mobile Telephones	100	-	-
Subscriptions	700	700	700
Compensation Scheme	100	100	100
	<hr/>	<hr/>	<hr/>
	526,950	552,750	538,800
Less Income	<hr/>	<hr/>	<hr/>
Government Grants			
- Allowances for Cost of NNDR Collection	(167,150)	(168,800)	(168,800)
- Other	-	(3,000) e)	-
Summons Costs Recovered	(238,000)	(205,000) f)	(210,000) f)
	<hr/>	<hr/>	<hr/>
	(405,150)	(376,800)	(378,800)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	121,800	175,950	160,000
Central, Departmental & Technical Support Services			
Central Salaries & Administration	122,050	138,050 g)	133,800
Information Technology Expenses	107,500	110,000	113,000
Departmental Administrative Expenses	188,350	199,950 h)	196,100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	539,700	623,950	602,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	18.12	18.31	18.29

CORPORATE SERVICES

LOCAL REVENUE & NNDR COLLECTION

- a)** Additional temporary staff requirement to assist with increased workload arising from the current economic conditions.
- b)** Reflects small business relief software update to be met from a Government grant (note e)).
- c)** Following the introduction of a localised Council Tax support scheme, increase anticipates additional recovery action that may be required for taxpayers who previously received 100% Council Tax benefit.
- d)** Increase reflects current level of applications approved. A report will be presented to Members proposing a review of current criteria in order to address the increasing expenditure.
- e)** Government grant in respect of business rate deferral scheme.
- f)** Revised estimate anticipates a reduction in costs recoverable due to current economic conditions. Forward estimate assumes more recovery action following introduction of localised Council Tax support scheme.
- g)** Re-assessment of staff allocations from Legal Section following introduction of time recording system.
- h)** Primarily reflects an increase in support service costs, such as general legal and property advice attributable to Revenue Section.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
19 LOCAL COUNCIL TAX SUPPORT SCHEME			
Employees			
Salaries	200,900	219,650 a)	202,550
Supplies & Services			
Printing & Stationery	500	500	500
Storage Facilities	300	300	300
Consultancy Fees	-	8,750 b)	-
Postage	13,000	15,000	14,000
Mobile Telephones	100	-	-
Subscriptions	250	250	250
Audit Fees	10,200	12,800 c)	8,000 d)
Kent Benefit Partnership	3,750	3,750	3,750
Localisation of Council Tax Benefits	-	21,500 e)	-
Transfer Payments			
Benefits	7,270,600	7,015,900 f)	- g)
Local Scheme	21,000	21,000 f)	- g)
	<hr/>	<hr/>	<hr/>
	7,520,600	7,319,400	229,350
	-----	-----	-----
Less Income			
Government Grants - Benefits	(7,373,950)	(7,155,100) f)	- g)
- Administration	(195,600)	(229,800) h)	(186,100) i)
- Other	(2,000)	(21,500) j)	-
Local Scheme	(15,750)	(15,750) f)	- g)
Contributions from Other Bodies	-	-	(125,000) k)
	<hr/>	<hr/>	<hr/>
	(7,587,300)	(7,422,150)	(311,100)
	-----	-----	-----
<u>Sub-total</u>	(66,700)	(102,750)	(81,750)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	11,400	33,250 l)	11,800
Information Technology Expenses	35,200	36,000	36,950
Departmental Administrative Expenses	129,050	130,800	128,300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	108,950	97,300	95,300
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	8.92	9.21	8.90

CORPORATE SERVICES

LOCAL COUNCIL TAX SUPPORT SCHEME

- a)** Additional temporary staff requirement to assist with increased workload, funded from additional administration grant.
- b)** Consultancy fees payable following additional work relating to Single Persons Discount
- c)** Additional audit requirement associated with Single Persons Discount.
- d)** Reduction in audit fee following outsourcing of Audit Commission's in-house audit practice and efficiency savings.
- e)** Expenditure incurred to introduce a localised Council Tax support scheme, to be met from a Government grant.
- f)** Reflects current level of benefit payments and subsidy due.
- g)** Following introduction of a localised Council Tax support scheme the cost will no longer be shown in the revenue estimates, but accounted for within the Collection Fund.
- h)** Additional administration grant to assist with the additional workload arising from the current economic conditions. The additional grant has been shared between Housing Benefits (HS 5), Fraud Prevention (HS 7) and Local Council Tax Support.
- i)** Actual administration grant awarded by DWP for 2013/14 (an overall cut of 4.9%).
- j)** A Government grant of £84,000 was awarded by DCLG to meet the costs associated with introducing a localised Council Tax support scheme (see note e)). The remaining £62,500 is included within the current Capital Plan to meet the cost of requisite software.
- k)** Contribution from Kent County Council towards administrative, collection and recovery costs arising from the new localised Council Tax support scheme.
- l)** Increased allocation from Improvement and Development Section for work undertaken in the consultation process for the new localised Council Tax support scheme.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
20 <u>INTEREST & TRANSFERS</u>			
Employees			
Salaries	24,250	24,900	25,150
Supplies & Services			
Fund Manager & Treasury Advisor Fees	33,500	34,500	31,000 a)
Legal Fees	-	1,500 b)	250
Credit / Debit Card Charges	10,450	11,600	12,000
Bank / Swipe Card Charges	26,700	36,550 c)	41,650 c)
Other Hired and Contracted Services	2,400	2,400	2,500
Transfers in Lieu of Interest	30,350	32,500	33,200
	<hr/>	<hr/>	<hr/>
	127,650	143,950	145,750
	-----	-----	-----
Less Income			
Interest on Investments & Cash Flow	(296,000)	(322,500) d)	(236,050) d)
Other Miscellaneous Interest	(6,900)	(7,000)	(7,000)
Hsg Mortgage Assistance Scheme Interest	-	(7,200) e)	(25,000) e)
Credit Card Fee	(3,600)	(4,500)	(4,500)
	<hr/>	<hr/>	<hr/>
	(306,500)	(341,200)	(272,550)
	-----	-----	-----
<u>Sub-total</u>	(178,850)	(197,250)	(126,800)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,250	6,100	6,150
Information Technology Expenses	3,650	4,050	4,150
Departmental Administrative Expenses	9,100	9,350	9,250
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(159,850)	(177,750)	(107,250)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.78	0.78	0.79

CORPORATE SERVICES

INTEREST & TRANSFERS

- a)** Reduction reflects lower cash balances being managed by the external fund manager as funds are used to support the revenue budget and meet capital expenditure.
- b)** Continuing costs associated with the recovery of the defaulted Landsbanki investment.
- c)** Reflects increased usage and an increase in industry charges.
- d)** Increase for revised estimate reflects better than expected performance in the first half of the financial year on both in-house and externally managed investments. Return for 2013/14 reflects lower cash balance available for external investment. 2013/14 estimates assume a return of 0.9% on internally managed cash flow investments and 1.25% on externally managed core funds.
- e)** Expected return on funds invested to support the Local Authority Mortgage Assistance scheme approved by Cabinet October 2012.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
21 <u>DRAINAGE BOARDS SPECIAL LEVIES</u>			
Payments to Drainage Boards	363,800	363,800	374,700 a)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	350	350	350
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	364,150	364,150	375,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.01	0.01	0.01
22 <u>FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS</u>			
Payments to Parish Councils	250,300	250,300	221,550 b)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,750	5,900	5,950
Information Technology Expenses	100	100	100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	256,150	256,300	227,600
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.10	0.10	0.10
23 <u>GENERAL ADVICE TO PARISH COUNCILS</u>			
Employees			
Salaries	35,950	35,550	36,650
Central, Departmental & Technical Support Services			
Central Salaries & Administration	20,250	13,650 c)	14,200
Departmental Administrative Expenses	13,900	13,600	13,550
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	70,100	62,800	64,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.30	1.17	1.19

CORPORATE SERVICES

DRAINAGE BOARDS SPECIAL LEVIES

- a) Assumes 3% increase for inflation. The figure is subject to change.

FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS

- b) Reflects recommendation of Finance and Property Advisory Board 26 September 2012 and subsequent decision of Cabinet on 10 October 2012.

GENERAL ADVICE TO PARISH COUNCILS

- c) Re-assessment of staff allocations from Legal Section following introduction of time recording system.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
24 <u>ITINERANTS</u>			
Employees			
Salaries	2,250	2,250	2,350
Central, Departmental & Technical Support Services			
Central Salaries & Administration	13,550	350 a)	350
Departmental Administrative Expenses	800	850	850
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	16,600	3,450	3,550
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.35	0.07	0.07
25 <u>CLIMATE CHANGE</u>			
Employees			
Salaries	50,450	29,650 b)	32,500
Supplies & Services			
LA21 Initiatives	6,000	6,000	6,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	56,450	35,650	38,500
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	500	500	500
Departmental Administrative Expenses	19,450	12,600 b)	11,950
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	76,400	48,750	50,950
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.18	0.80	0.79

a) Re-assessment of staff allocations from Licensing Section.

b) Re-assessed staff allocations from Corporate Services Section.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
26 <u>ECONOMIC DEVELOPMENT AND REGENERATION</u>			
Employees			
Salaries	18,450	15,800	17,800
Supplies & Services			
Economic Development Expenses	4,000	4,000	4,000
Area Investment Framework	3,750	3,750	5,000 a)
Business Support			
Grants	2,500	2,500	2,500
Accommodation / Parking	5,700	5,700	5,700
Borough Christmas Lighting	27,000	35,000 b)	27,000
Capital Grants and Contributions (RECS)	-	5,000 c)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	61,400	71,750	62,000
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,550	3,600	3,650
Departmental Administrative Expenses	7,400	7,350	6,950
Information Technology Expenses	50	50	50
Depreciation & Impairment			
Non-Current Asset Depreciation	5,400	5,300	5,300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	77,800	88,050	77,950
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.51	0.50	0.50

- a) 2012/13 estimate reflected a reduction in the agreed contribution for one year only.
- b) Reflects one-off cost of relocating Tonbridge Christmas lights to alternative locations following instruction received from Kent County Council.
- c) Reflects re-profiling of Christmas Displays Capital Plan schemes. Please see the Capita Plan for further details.

CORPORATE SERVICES

27 CAPITAL PROGRAM REVENUE EXP.

Employees

Salaries

2012/13		2013/14
ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
£	£	£
125,350	130,300 a)	121,400

Central, Departmental & Technical Support Services

Central Salaries & Administration
Departmental Administrative Expenses
Information Technology Expenses

53,600	42,000 b)	42,300
49,100	56,050	52,300
5,700	7,500	7,700

Sub-total

233,750	235,850	223,700
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Less Recharges to :

Planning & Transportation Services
Environmental Health Services
Leisure Services

(134,300)	(143,550)	(133,750)
(2,750)	(2,750)	(2,500)
(37,300)	(40,050)	(37,450)

TO SUMMARY

59,400	49,500	50,000
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Full Time Equivalent Number of Staff
(including Support Service Staff)

3.94	3.84	3.67
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Less FTE recharged to Services

(2.87)	(2.98)	(2.79)
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Net FTE retained on Corporate Services

1.07	0.86	0.88
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Memorandum

Service Allocations to Capital Programme

Administration & Property Services
Environmental Health & Housing Services
Financial Services
Legal Services
Leisure Services
Planning & Transportation Services
LSBU

4,650	4,600	4,600
2,750	2,750	2,500
36,550	37,400	37,700
12,400	-	-
22,300	23,300	19,200
134,400	145,300	137,000
15,000	15,000	15,000

228,050	228,350	216,000
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a) Increased allocation from Transportation and Security Section associated with CCTV capital renewals.

b) Re-assessment of staff allocations from Legal Section following introduction of time recording system.

CORPORATE SERVICES

	2012/13		2013/14
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
28 <u>CONTRIBUTIONS TO PROVISIONS</u>			
General Bad Debts Provision	5,000	5,000	5,000
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	5,000	5,000	5,000
	<hr/>	<hr/>	<hr/>
29 <u>ITEMS FUNDED FROM RESERVES</u>			
Olympic Torch Relay	-	22,000 a)	-
Memorial Service	-	12,100 a)	-
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	-	34,100	-
	<hr/>	<hr/>	<hr/>

- a) Costs associated with Olympic Torch Relay events and the Memorial Service for the former Leader of the Council in July 2012.

EMPLOYEES - SALARIES

SERVICE ANALYSIS OF EXPENDITURE

	Basic Salaries	Overtime	Temporary Staff	Total Salaries	Council Contributions Nat. Ins.	Supern.	Total Salaries & Oncosts
	£	£	£	£	£	£	£
<u>2012/13 ESTIMATE</u>							
Original Estimate	7,993,200	33,350	365,300	8,391,850	635,200	1,068,150	10,095,200
Revised Estimate	7,665,500	37,900	578,300	8,281,700	622,200	1,001,050	9,904,950
<u>2013/14 ESTIMATE</u>							
Service							
Administration & Property	574,000	16,900	6,100	597,000	44,700	74,150	715,850
Environmental Health & Housing	1,369,500	3,200	6,450	1,379,150	103,750	175,750	1,658,650
Executive	505,500	2,250	14,050	521,800	43,150	67,600	632,550
Information Technology	550,000	2,000	128,450	680,450	51,900	68,950	801,300
Finance	1,486,450	3,500	55,400	1,545,350	112,950	195,550	1,853,850
Legal	292,400	2,000	-	294,400	23,050	41,200	358,650
Leisure	489,550	500	76,850	566,900	40,750	63,000	670,650
Personnel	486,300	800	66,150	553,250	35,200	61,050	649,500
Planning & Transportation	2,106,150	1,200	33,700	2,141,050	172,050	278,200	2,591,300
	7,859,850	32,350	387,150	8,279,350	627,500	1,025,450	9,932,300

ENVIRONMENTAL HEALTH SERVICES

SUMMARY

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
1. REFUSE COLLECTION	1,272,200	1,252,500	1,286,700
2. PUBLIC CONVENIENCES	259,700	262,150	263,000
3. STREET SCENE	1,333,300	1,322,150	1,353,600
4. ENVIRONMENTAL PROTECTION	298,800	297,400	287,000
5. FOOD & SAFETY	420,500	438,950	425,700
6. RECYCLING	877,050	866,550	896,700
7. PEST CONTROL	90,250	93,850	88,550
8. PUBLIC HEALTH ACT 1984	4,250	3,350	4,350
9. LICENCES	(5,100)	51,500	49,550
10. ENVIRONMENTAL PROTECTION ACT - PART 1	22,800	22,300	23,250
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	4,573,750	4,610,700	4,678,400
11. CAPITAL PROGRAMME - REVENUE EXPENSES	2,750	2,750	2,500
	<hr/>	<hr/>	<hr/>
	4,576,500	4,613,450	4,680,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	33.03	34.44	33.08

ENVIRONMENTAL HEALTH SERVICES

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
1. <u>REFUSE COLLECTION</u>			
Employees			
Salaries	122,650	120,400	115,350 a)
Premises Related Expenses			
Vale Rise Depot Recharge	26,000	24,000	24,200
Supplies & Services			
Purchases - Equipment & Materials	4,500	4,500	4,500
Emergency Arrangements	2,300	1,100	1,100
Information Leaflets	1,200	1,200	1,200
Other Expenses	3,400	3,400	3,400
Third Party Payments			
Refuse Collection Contract	1,039,500	1,026,150 b)	1,065,900 c)
Bulky Household Refuse Collection	35,000	35,000	36,050 c)
	<hr/>	<hr/>	<hr/>
	1,234,550	1,215,750	1,251,700
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Bulky Household Refuse Collection	(37,500)	(37,500)	(42,200) d)
Contributions from KCC	(22,900)	(22,900)	(22,900)
	<hr/>	<hr/>	<hr/>
	(60,400)	(60,400)	(65,100)
	<hr/>	<hr/>	<hr/>
	1,174,150	1,155,350	1,186,600
Central, Departmental & Technical Support Services			
Central Salaries & Administration	9,000	9,200	9,250
Information Technology Expenses	4,550	3,550	3,650
Departmental Administrative Expenses	51,450	51,700	51,050
Depreciation & Impairment			
Non-Current Asset Depreciation	33,050	32,700	36,150
	<hr/>	<hr/>	<hr/>
	1,272,200	1,252,500	1,286,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.25	4.17	4.13

ENVIRONMENTAL HEALTH SERVICES

REFUSE COLLECTION

- a)** Savings arising from senior management restructure approved by General Purposes Committee on 22 October 2012.
- b)** Lower than anticipated increase for inflation in March 2012.
- c)** Assumes 3.0% increase for inflation in line with contract conditions, plus provision for new housing developments.
- d)** Includes proposed increase in fees from April 2013 considered by Local Environmental Management Advisory Board on 27 November 2012.

ENVIRONMENTAL HEALTH SERVICES

2. PUBLIC CONVENIENCES

Employees

Salaries	14,800	14,650	14,550
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Premises Related Expenses

Building Repairs Expenditure	15,850	18,950 a)	16,450 b)
Electricity	12,000	12,000	12,000
Rates	19,900	19,600	20,100
Water Charges (Metered)	9,000	9,000	9,000
Sewerage & Environmental Services	13,000	13,000	13,000
Premises Insurance	2,850	2,850	2,900

Third Party Payments

Public Convenience Cleansing Contract	95,300	96,600	99,500 c)
---------------------------------------	--------	--------	-----------

Sub-total

182,700	186,650	187,500
---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	8,300	6,650	6,650
Information Technology Expenses	250	300	300
Departmental Administrative Expenses	6,450	6,550	6,550

Depreciation & Impairment

Non-Current Asset Depreciation	62,000	62,000	62,000
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TO SUMMARY

259,700	262,150	263,000
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Full Time Equivalent Number of Staff
(including Support Service Staff)

0.64	0.61	0.61
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ENVIRONMENTAL HEALTH SERVICES

PUBLIC CONVENIENCES

- a)** Includes general response work (£6,500) and asbestos monitoring (£3,000).
- b)** Includes general response work (£6,500).
- c)** Assumes 3.0% increase for inflation in line with contract conditions.

ENVIRONMENTAL HEALTH SERVICES

3. STREET SCENE

Employees

Salaries	134,550	140,000 a)	131,950 b)
----------	---------	------------	------------

Supplies & Services

Purchases - Equipment & Materials	10,000	10,000	10,000
Abatement Initiatives (Self Help)	15,000	15,000	15,000
Responsible Dog Ownership	30,500	30,500	31,400 c)
Graffiti Removal	10,000	7,000 d)	7,000 d)
Dog Warden	51,100	51,100	52,600 c)
Emergency Arrangements	1,500	800	800
Contribution to Clean Kent Campaign	5,100	5,000	5,000

Third Party Payments

Amenity & Street Cleansing Contract	1,146,000	1,131,300 e)	1,173,200 f)
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<hr/>	<hr/>	<hr/>
1,403,750	1,390,700	1,426,950
<hr/>	<hr/>	<hr/>

Less Income

Fees & Charges			
Amenity Cleansing for Russet Homes	(56,300)	(53,300) g)	(54,900) c)
Recharge to Utility Companies	(1,150)	(1,150)	(1,150)
Stray Dogs Redemption Fees	(6,300)	(6,300)	(6,300)
Fixed Penalty Notices	(4,500)	(4,500)	(4,500)
Recharge to Other Accounts	(66,500)	(69,100)	(71,200) c)

<hr/>	<hr/>	<hr/>
(134,750)	(134,350)	(138,050)
<hr/>	<hr/>	<hr/>

Sub-total

1,269,000	1,256,350	1,288,900
-----------	-----------	-----------

Central, Departmental & Technical Support Services

Central Salaries & Administration	7,500	7,700	7,750
Information Technology Expenses	3,850	3,250	3,400
Departmental Administrative Expenses	52,950	54,850	53,550

TO SUMMARY

<hr/>	<hr/>	<hr/>
1,333,300	1,322,150	1,353,600
<hr/>	<hr/>	<hr/>

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

4.07	4.28	4.17
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ENVIRONMENTAL HEALTH SERVICES

STREET SCENE

- a)** Increase reflects support provided by parking section on street scene matters.
- b)** Savings arising from senior management restructure approved by General Purposes Committee on 22 October 2012, partly off-set by support provided by parking section on street scene matters.
- c)** Assumes 3.0% increase for inflation in line with contract conditions.
- d)** Contractor undertaking work at a lower rate.
- e)** Lower than anticipated increase for inflation in March 2012.
- f)** Assumes 3.0% increase for inflation in line with contract conditions, plus provision for new housing developments.
- g)** Reduction in cleansing activities requested by Russet Homes

ENVIRONMENTAL HEALTH SERVICES

4. ENVIRONMENTAL PROTECTION

Employees

Salaries	180,850	183,150	176,450 a)
----------	---------	---------	------------

Supplies & Services

Purchases - Equipment & Materials	500	500	500
Maintenance - Calibration of Instruments	3,000	2,500	2,500
Miscellaneous Insurance	-	300	400
Emergency Arrangements	3,900	3,700	3,700

Third Party Payments

Water Sampling	1,500	1,500	1,500
General	750	750	750
Drainage Investigations	1,000	500	500
Landfill & Pollution Monitoring	2,000	2,000	2,000
Air Quality	12,750	12,750	12,750
Contaminated Land - Site Inspections	1,000	1,000	1,000

<hr/>	<hr/>	<hr/>
207,250	208,650	202,050
<hr/>	<hr/>	<hr/>

Less Income

Fees & Charges			
Water Sampling	(1,500)	(1,500)	(1,500)
Provision of Information	(1,000)	(750)	(750)

<hr/>	<hr/>	<hr/>
(2,500)	(2,250)	(2,250)
<hr/>	<hr/>	<hr/>

Sub-total

204,750	206,400	199,800
---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	12,500	10,250	8,750 a)
Information Technology Expenses	12,500	13,100	11,600
Departmental Administrative Expenses	63,750	64,550	63,600

Depreciation & Impairment

Non-Current Asset Depreciation	5,300	3,100	3,250
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TO SUMMARY

<hr/>	<hr/>	<hr/>
298,800	297,400	287,000
<hr/>	<hr/>	<hr/>

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

5.24	5.12	5.02
------	------	------

ENVIRONMENTAL HEALTH SERVICES

ENVIRONMENTAL PROTECTION

- a)** Savings arising from senior management restructure approved by General Purposes Committee on 22 October 2012.

ENVIRONMENTAL HEALTH SERVICES

5. FOOD & SAFETY

(a) GENERAL

Employees

Salaries

142,300 158,300 **a)** 143,300

Supplies & Services

Protective Clothing

200 150 200

Health Education

1,900 1,900 1,900

Health General

1,500 1,500 1,500

Miscellaneous Insurance

1,450 1,450 1,450

Healthy Living Initiatives

- 61,100 **b)** 60,000 **b)**

Third Party Payments

District Medical Officer / Port Health Authority

400 400 400

147,750 224,800 208,750

Less Income

Choosing Health / Big Lottery

- (86,100) **c)** (60,000) **c)**

Sub-total

147,750 138,700 148,750

Central, Departmental & Technical Support Services

Central Salaries & Administration

17,100 15,300 12,750

Information Technology Expenses

5,050 12,050 **d)** 10,500 **d)**

Departmental Administrative Expenses

54,800 60,150 56,600

224,700 226,200 228,600

Full Time Equivalent Number of Staff

(including Support Service Staff)

4.32 4.75 4.31

- a)** Includes cost of Healthy Living Co-ordinator funded by Choosing Health Grant from West Kent PCT.
- b)** The Council is to carry out a number of healthy living initiatives using the Choosing Health Grant from West Kent PCT.
- c)** The Council has been awarded £132,153 from West Kent PCT in 2012/13 of which £69,853 has been allocated to projects being led by Environmental Health Services. In addition, funding of £16,259 has been brought forward from previous years. 2013/14 award is an estimate.
- d)** Review of use of the Uniform system's Environmental Health module on food and safety matters.

ENVIRONMENTAL HEALTH SERVICES

5. FOOD & SAFETY (continued)

(b) FOOD SAFETY

Employees

Salaries

2012/13 ESTIMATE		2013/14 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
130,550	145,300 a)	132,050
Supplies & Services		
Health General		
1,500	1,500	1,500
Other Expenses		
3,300	2,300	2,300
Third Party Payments		
Food Sampling		
200	200	200
<hr/>	<hr/>	<hr/>
135,550	149,300	136,050
<hr/>	<hr/>	<hr/>
Less Income		
Court Costs		
(500)	(3,000)	(500)
Fees & Charges		
Food Inspection		
(300)	(300)	(400)
Training Courses		
(2,500)	(2,500)	(2,500)
<hr/>	<hr/>	<hr/>
(3,300)	(5,800)	(3,400)
<hr/>	<hr/>	<hr/>
Sub-total		
132,250	143,500	132,650
Central, Departmental & Technical Support Services		
Central Salaries & Administration		
3,150	1,100	1,100
Information Technology Expenses		
9,600	12,400	10,850
Departmental Administrative Expenses		
50,800	55,750	52,500
<hr/>	<hr/>	<hr/>
195,800	212,750	197,100
<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff		
(including Support Service Staff)		
3.88	4.25	3.86

FOOD & SAFETY

(a) GENERAL

224,700 226,200 228,600

(b) FOOD SAFETY

195,800 212,750 197,100

TO SUMMARY

420,500 438,950 425,700

a) Includes cost of Healthy Living Co-ordinator funded by Choosing Health Grant from West Kent PCT.

ENVIRONMENTAL HEALTH SERVICES

6. RECYCLING

Employees

Salaries

120,900 118,450 113,050 **a)**

Premises Related Expenses

Recycling Centres - Servicing

3,000 3,000 3,000

Rates

900 900 900

Transport Related Expenses

Vehicle Maintenance / Fuel etc

60,000 60,000 60,000

Vehicle Driver / Insurance / Licence

77,000 76,000 **b)** 78,300 **c)**

Supplies & Services

Publicity & Promotion

9,450 9,450 9,450

Emergency Arrangements

400 250 250

Contribution to Kent Waste Partnership

5,000 5,000 5,000

Other Expenses

3,300 3,300 3,300

Third Party Payments

Recycling Collection Contract

431,000 425,500 **b)** 441,200 **d)**

Green Waste Collection Contract

813,000 802,600 **b)** 834,600 **d)**

Oil Recycling

3,000 3,000 3,000

Plastic Recycling

115,500 115,500 119,000 **c)**

Recycling Credits - Collection

600 600 600

School Initiatives

1,050 1,050 1,050

Carried Forward

1,644,100 1,624,600 1,672,700

- a)** Savings arising from senior management restructure approved by General Purposes Committee on 22 October 2012.
- b)** Lower than anticipated increase for inflation in March 2012.
- c)** Assumes 3.0% increase for inflation in line with contract conditions.
- d)** Assumes 3.0% increase for inflation in line with contract conditions, plus provision for new housing developments.

ENVIRONMENTAL HEALTH SERVICES

6. RECYCLING (continued)

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	1,644,100	1,624,600	1,672,700
Less Income			
Glass Recycling	(65,000)	(70,000) e)	(70,000) e)
Can Recycling	(29,000)	(29,000)	(29,000)
Textile Recycling	(25,000)	(25,000)	(25,000)
Paper Recycling	(334,000)	(357,500) f)	(357,500) f)
Recycling Credits - Disposal	(413,000)	(413,000)	(425,400) g)
Contributions from Other Bodies	(35,250)	(32,000) h)	(33,000) h)
	<hr/>	<hr/>	<hr/>
	(901,250)	(926,500)	(939,900)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	742,850	698,100	732,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,600	43,950 i)	35,000 j)
Information Technology Expenses	2,300	2,450	2,550
Departmental Administrative Expenses	49,250	49,150	48,450
Depreciation & Impairment			
Non-Current Asset Depreciation	75,050	72,900	77,900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	877,050	866,550	896,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.86	4.30	4.17

e) Increases in tonnages.

f) Increases in prices.

g) 3% increase in prices from April 2013.

h) Reduced contribution required from Tunbridge Wells Borough Council due to increased glass income.

i) Review of support from Legal Services.

j) Review of support from Legal Services, partly off-set by savings arising from senior management restructure approved by General Purposes Committee on 22 October 2012.

ENVIRONMENTAL HEALTH SERVICES

7. PEST CONTROL

Employees

Salaries

25,100

21,050

20,800

Supplies & Services

Emergency Arrangements

400

400

400

Third Party Payments

Pest Control Contract

41,000

41,000

42,200 a)

Financial Hardship Subsidy

10,000

10,000

10,300

76,500

72,450

73,700

Less Income

Rats & Mice Treatment

(8,600)

(8,600)

(8,600)

Sub-total

67,900

63,850

65,100

Central, Departmental & Technical Support Services

Central Salaries & Administration

6,250

6,400

6,450

Information Technology Expenses

5,000

13,150 b)

6,550

Departmental Administrative Expenses

11,100

10,450

10,450

TO SUMMARY

90,250

93,850

88,550

Full Time Equivalent Number of Staff

(including Support Service Staff)

1.14

1.19

1.10

a) Assumes 3.0% increase for inflation in line with contract conditions.

b) Review of use of the Uniform system's Environmental Health module on pest control matters.

ENVIRONMENTAL HEALTH SERVICES

8. PUBLIC HEALTH ACT 1984

Employees

Salaries

800

850

850

Third Party Payments

Funeral Expenses

2,500

1,500

2,500

Sub-total

3,300

2,350

3,350

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

650

700

700

Departmental Administrative Expenses

300

300

300

TO SUMMARY

4,250

3,350

4,350

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

0.04

0.04

0.04

ENVIRONMENTAL HEALTH SERVICES

9. LICENCES

(a) FEE PAYING

Employees

Salaries

121,750 141,650 **a)** 142,800 **a)**

Premises Related Expenses

Rents

50 50 50

Supplies & Services

Purchases - Equipment & Materials

2,000 2,000 2,000

Professional Fees

6,000 6,000 6,000

Advertising

400 400 400

130,200 150,100 151,250

Less Income

Licence Fees

Animal Boarding Establishments

(2,000) (2,250) (2,350)

Pet Shops

(950) (1,200) (1,250)

Hackney Carriages & Private Hire

(135,000) (109,000) **b)** (108,000) **c)**

Riding Establishments

(1,700) (2,000) (2,050)

Alcohol & Entertainment - Premises

(77,000) (84,000) (82,000)

Alcohol & Entertainment - Personal

(3,000) (3,050) (3,050)

Acupuncture / Tattooing / Ear Piercing

(250) - -

Pleasure Boats & Boatmen

(250) (100) (100)

Street Trading

(1,300) (1,200) (1,200)

Sex Establishments

(6,000) (8,000) (8,000)

Dangerous Wild Animals

(750) - (800)

Gambling

(16,000) (10,150) **d)** (10,150) **d)**

(244,200) (220,950) (218,950) **e)**

Sub-total

(114,000) (70,850) (67,700)

Central, Departmental & Technical

Support Services

Central Salaries & Administration

19,700 8,250 **f)** 9,350 **f)**

Information Technology Expenses

11,800 14,250 13,100

Departmental Administrative Expenses

50,950 77,500 **g)** 72,650 **g)**

(31,550) **29,150** **27,400**

Full Time Equivalent Number of Staff

(including Support Service Staff)

4.21 4.56 4.47

ENVIRONMENTAL HEALTH SERVICES

9. LICENCES (continued)

(b) NON FEE PAYING

Employees

Salaries

13,100

13,850

13,950

Central, Departmental & Technical Support Services

Central Salaries & Administration

8,100

1,950 a)

1,950 a)

Departmental Administrative Expenses

5,250

6,550

6,250

26,450

22,350

22,150

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

0.62

0.44

0.44

LICENCES

(a) FEE PAYING

(31,550)

29,150

27,400

(b) NON FEE PAYING

26,450

22,350

22,150

TO SUMMARY

(5,100)

51,500

49,550

LICENCES - FEE PAYING

- a) Review of support from Licensing section and regrading of Licensing Officer approved by General Purposes Committee on 2 July 2012.
- b) Economic conditions have contributed to a decline in licence applications, particularly in driver licensing.
- c) Driver licences last for three years and the anticipated number of renewals for 2013/14 are lower than 2012/13.
- d) Previous years' income have been boosted by new applications and transfers which attracted one-off fees in addition to the ongoing annual fee.
- e) Includes proposed increases in fees from April 2013.
- f) Review of support from Legal Services.
- g) Review of support from Licensing section has resulted additional departmental administrative expenses being allocated to the licensing function.

LICENCES - NON FEE PAYING

- a) Review of support from Legal Services.

ENVIRONMENTAL HEALTH SERVICES

10. ENVIRONMENTAL PROTECTION ACT - PART 1

Employees

Salaries

24,200

24,850

23,750

Less Income

Fees & Charges

(16,200)

(15,000)

(16,200)

Sub-total

8,000

9,850

7,550

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,450

1,500

1,500

Information Technology Expenses

5,050

2,400 a)

5,800

Departmental Administrative Expenses

8,300

8,550

8,400

TO SUMMARY

22,800

22,300

23,250

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

0.71

0.68

0.72

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

22,800

22,300

23,250

Share of:

Democratic Administration

5,750

5,600

5,650

Corporate Management

2,050

1,950

2,000

Non Distributed Costs

3,250

1,750

2,200

Full Cost of LAPPC / LA-IPPC

33,850

31,600

33,100

- a) Review of use of the Uniform system's Environmental Health module on environmental protection matters.

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)

	2012/13 ESTIMATE		2013/14
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
	2,750	2,750	2,500
	<hr/>	<hr/>	<hr/>
	2,750	2,750	2,500
	<hr/>	<hr/>	<hr/>
	0.05	0.05	0.04

HOUSING SERVICES

SUMMARY

	2012/13 ESTIMATE		2013/14
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. HOMELESSNESS	191,350	228,600	266,900
2. PRIVATE SECTOR HOUSING RENEWAL	558,950	571,200	563,000
3. HOUSING ADVANCES	13,950	7,750	7,800
4. HOUSING BENEFITS & COUNTER FRAUD	380,350	370,500	394,550
5. PRIVATE SECTOR HOUSING STANDARDS	95,500	96,900	100,300
6. HOME SAFETY	3,900	3,950	3,950
7. HOME IMPROVEMENT AGENCY	56,800	55,900	55,900
8. HOUSING STRATEGY & ENABLING ROLE	305,900	560,850	263,400
9. HOUSING ADVICE	176,450	195,000	183,100
	<hr/>	<hr/>	<hr/>
	1,783,150	2,090,650	1,838,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	39.04	40.53	39.28

HOUSING SERVICES

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
1. <u>HOMELESSNESS</u>			
Employees			
Salaries	127,600	143,050 a)	128,900 b)
Supplies & Services			
Bed & Breakfast Charges	70,000	60,000 c)	70,000
Storage of Furniture, Transport, etc.	500	250	250
Repossession Prevention Fund	4,000	3,000	4,000
Rent Deposits / Rent in Advance - Payments to Landlords	33,550	33,550	33,550
Publicity & Promotion	300	300	300
Contribution to Bad Debt Provision	40,000	40,000	40,000
Third Party Payments			
Medical Assessments	4,000	3,500	4,000
	<hr/>	<hr/>	<hr/>
	279,950	283,650	281,000
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant	(57,500)	(57,100)	- d)
Rent Deposits / Rent in Advance - Recharges to Tenants	(33,550)	(33,550)	(33,550)
Customer & Client Receipts - Accommodation	(68,000)	(58,000) c)	(68,000)
Customer & Client Receipts - Service Charge	(2,000)	(2,000)	(2,000)
	<hr/>	<hr/>	<hr/>
	(161,050)	(150,650)	(103,550)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	118,900	133,000	177,450
Central, Departmental & Technical Support Services			
Central Salaries & Administration	22,100	33,850 e)	30,650 e)
Information Technology Expenses	6,950	8,550	8,800
Departmental Administrative Expenses	43,400	53,200 f)	50,000 f)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	191,350	228,600	266,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.22	5.08	4.69

HOUSING SERVICES

HOMELESSNESS

- a) Increase reflects cost of temporary Housing Options Officer and support provided by the fraud prevention section on housing matters.
- b) Savings arising from senior management restructure approved by General Purposes Committee on 22 October 2012, partly off-set by support provided by the fraud prevention section on housing matters.
- c) Lower than anticipated number of clients requiring temporary accommodation.
- d) The homelessness grant will be rolled into general government grant from 2013/14.
- e) Review of support from Legal Services.
- f) Increase in full time equivalent number of staff has resulted additional departmental administrative expenses being allocated to the homelessness function.

HOUSING SERVICES

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
2. PRIVATE SECTOR			
<u>HOUSING RENEWAL</u>			
Employees			
Salaries	144,250	149,600	148,850
Supplies & Services			
Professional Fees	100	100	100
Capital Grants & Contributions (RECS)	757,000	839,000 a)	758,000
	<hr/>	<hr/>	<hr/>
	901,350	988,700	906,950
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges	(100)	(100)	(100)
Capital Grants Received (RECS)	(410,000)	(485,000) a)	(410,000)
	<hr/>	<hr/>	<hr/>
	(410,100)	(485,100)	(410,100)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	491,250	503,600	496,850
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,800	4,900	4,850
Information Technology Expenses	11,500	11,000	9,900
Departmental Administrative Expenses	49,400	51,700	51,400
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	558,950	571,200	563,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.15	4.13	4.11

- a) Budgets increased to reflect additional Disabled Facilities Grant subsidy awarded by the Department for Communities and Local Government.

HOUSING SERVICES

3. HOUSING ADVANCES

Premises Related Expenses

Premises Insurance

350

350

350

Supplies & Services

Contract Services

3,000

2,750

2,800

3,350

3,100

3,150

Less Income

Interest

(1,100)

(1,000)

(1,000)

Sub-total

2,250

2,100

2,150

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

11,500

5,450 a)

5,450 a)

Information Technology Expenses

200

200

200

TO SUMMARY

13,950

7,750

7,800

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.21

0.11

0.11

a) Review of support from Legal Services.

HOUSING SERVICES

4. HOUSING BENEFITS & COUNTER FRAUD

(a) HOUSING BENEFITS

Employees

	2012/13 ESTIMATE ORIGINAL £	REVISED £	2013/14 ESTIMATE £
Salaries	269,850	290,250 a)	266,750

Supplies & Services

Printing & Stationery	1,000	1,000	1,800
Reference Books & Publications	400	400	400
Storage Facilities	300	300	300
Bailiffs Commission	2,500	4,000	4,000
Tracing Services	100	-	-
Audit Fee	21,000	21,000	14,000 b)
Kent Benefits Partnership / Welfare Advice Service	3,750	3,750	3,750
Postages	8,550	9,050	11,050 c)
Subscriptions	250	250	250
Other Expenses	-	5,250 d)	-

Housing Benefits

Rent Allowances	32,749,600	33,485,000 e)	31,977,000 f)
Non HRA Rent Rebates	130,000	100,000 e)	130,000 f)
Local Scheme	81,000	60,300 e)	60,000 f)
Discretionary Housing Payments	42,000	42,000 e)	42,000 f)
Overpayments	(375,000)	(550,000) e)	(500,000) f)
Contribution to Bad Debt Provision	160,000	250,000 e)	190,000 f)
Compensation Scheme	100	200	100

	33,095,400	33,722,750	32,201,400
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Less Income

Government Grant	(2,000)	(8,000) d)	-
Rent Allowance Subsidy	(32,690,000)	(33,324,000) e)	(31,810,000) f)
Non HRA Rent Rebate Subsidy	(58,800)	(50,000) e)	(75,000) f)
Local Scheme Subsidy	(60,800)	(45,200) e)	(45,000) f)
Discretionary Housing Payment Contribution	(42,000)	(42,000) e)	(42,000) f)
Administration Grant	(322,500)	(345,200) g)	(304,600) h)

	(33,176,100)	(33,814,400)	(32,276,600)
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Sub-total Carried Forward

	(80,700)	(91,650)	(75,200)
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HOUSING SERVICES

4. HOUSING BENEFITS & COUNTER FRAUD

(a) HOUSING BENEFITS (continued)

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	(80,700)	(91,650)	(75,200)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	143,450	146,750	147,250
Information Technology Expenses	45,450	45,950	47,200
Departmental Administrative Expenses	170,850	168,850	165,400
	279,050	269,900	284,650
Full Time Equivalent Number of Staff (including Support Service Staff)	15.01	14.71	14.75

- a) Includes use of additional temporary staff to assist with increase in workload, funded from additional administration grant (see note f) below).
- b) Reduction in audit fee following outsourcing of Audit Commission's in-house audit practice to Grant Thornton.
- c) Additional notifications required for benefit changes.
- d) There have been a number of changes to benefits regulations which have required upgrades to the Revenues & Benefits IT system. This has been funded in full by grants from the Department for Work and Pensions (DWP).
- e) Revised estimates reflect current levels of benefit payments, overpayments recovered and subsidy due, together with a reassessment of the bad debts provision on overpayments, having regard to the age and size of the debt and level of write-offs. Overall the budget is £9,900 lower than the 2012/13 original estimate.
- f) Reflects transfer to Universal Credit from October 2013, off-set by increase in caseloads and rent. Overall the budget is £9,000 lower than the 2012/13 original estimate.
- g) The DWP has awarded the Council additional Administration Grant of £60,700 to assist with the additional workload arising from the current economic conditions. This has been used to fund temporary staff and staff overtime. The additional grant has been shared between Housing Benefits, Fraud Prevention (page HS 7) and Local Council Tax Support Scheme (page CS 26).
- h) Actual Administration Grant awarded by DWP for 2013/14 (an overall cut of 4.9%).

HOUSING SERVICES

4. HOUSING BENEFITS & COUNTER FRAUD (continued)

(b) FRAUD PREVENTION

Employees

Salaries

89,150 82,750 **a)** 86,900 **a)**

Supplies & Services

Other Expenses

3,000 3,000 3,000

92,150 85,750 89,900

Less Income

Administration Grant

(94,800) (98,500) (92,000) **b)**

Administrative Penalties

(1,000) (3,500) (1,000)

(95,800) (102,000) (93,000)

Sub-total

(3,650) (16,250) (3,100)

Central, Departmental & Technical Support Services

Central Salaries & Administration

30,050 40,050 **c)** 36,850 **d)**

Information Technology Expenses

4,300 4,350 4,500

Departmental Administrative Expenses

70,600 72,450 71,650

101,300 100,600 109,900

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

4.20 4.34 4.31

HOUSING BENEFITS & COUNTER FRAUD

(a) HOUSING BENEFITS

279,050 269,900 284,650

(b) FRAUD PREVENTION

101,300 100,600 109,900

TO SUMMARY

380,350 370,500 394,550

a) Savings arising from reduced hours.

b) Actual Administration Grant awarded by DWP for 2013/14 (an overall cut of 4.9%).

c) Review of support from Legal Services.

d) Review of support from Legal Services, partly off-set by savings arising from senior management restructure approved by General Purposes Committee on 22 October 2012.

HOUSING SERVICES

5. PRIVATE SECTOR HOUSING STANDARDS

Employees

Salaries

56,700

58,500

55,850

Supplies & Services

Private Sector House Condition Survey

15,000

15,000 a)

20,000 a)

71,700

73,500

75,850

Less Income

Houses in Multiple Occupation Licences

(400)

(400)

(400)

Sub-total

71,300

73,100

75,450

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,650

1,700

1,700

Information Technology Expenses

3,650

2,550

4,000

Departmental Administrative Expenses

18,900

19,550

19,150

TO SUMMARY

95,500

96,900

100,300

Full Time Equivalent Number of Staff

(including Support Service Staff)

1.56

1.54

1.53

a) Expenditure funded from an earmarked reserve.

HOUSING SERVICES

6. HOME SAFETY

Employees

Salaries

2012/13 ESTIMATE

ORIGINAL

£

REVISED

£

2013/14

ESTIMATE

£

2,250

2,300

2,300

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

800

800

800

Information Technology Expenses

50

-

-

Departmental Administrative Expenses

800

850

850

TO SUMMARY

3,900

3,950

3,950

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

0.08

0.08

0.08

HOUSING SERVICES

7. HOME IMPROVEMENT AGENCY

Employees

Salaries

6,350

6,600

6,600

Supplies & Services

Professional Fees

500

500

500

Miscellaneous Insurance

550

550

550

Third Party Payments

Home Improvement Agency

45,000

45,000

45,000

Sub-total

52,400

52,650

52,650

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

2,150

950

950

Information Technology Expenses

50

-

-

Departmental Administrative Expenses

2,200

2,300

2,300

TO SUMMARY

56,800

55,900

55,900

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

0.22

0.20

0.20

HOUSING SERVICES

8. HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

Employees

	2012/13 ESTIMATE ORIGINAL £	REVISED £	2013/14 ESTIMATE £
Salaries	61,600	63,400	55,900 a)
Supplies & Services			
Publicity & Promotion	750	600	750
Energy Efficiency Initiatives	3,500	3,100	3,100
Support for External Agencies	6,000	6,500	6,000
Capital Grants & Contributions (RECS)	36,000	276,000 b)	-
Sub-total			
	107,850	349,600	65,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	21,800	15,800 c)	15,850 c)
Information Technology Expenses	650	750	750
Departmental Administrative Expenses	19,950	20,650	19,250
	150,250	386,800	101,600
Full Time Equivalent Number of Staff (including Support Service Staff)	1.99	1.94	1.80

Supplies & Services

a) Savings arising from senior management restructure approved by General Purposes Committee on 22 October 2012.

b) Increase reflects contribution towards Coldharbour Gypsy and Traveller Site as approved by Council on 17 April 2012.

c) Review of support from Legal Services.

HOUSING SERVICES

8. HOUSING STRATEGY & ENABLING ROLE (continued)

(b) HOUSING REGISTER

Employees

Salaries

108,350 119,950 **a)** 110,600 **b)**

Third Party Payments

Choice Based Lettings

7,000 7,000 7,000

Sub-total

115,350 126,950 117,600

Central, Departmental & Technical Support Services

Central Salaries & Administration

200 650 200

Information Technology Expenses

1,900 2,100 2,150

Departmental Administrative Expenses

38,200 44,350 **a)** 41,850 **b)**

155,650 174,050 161,800

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

3.31 3.86 3.54

HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

150,250 386,800 101,600

(b) HOUSING REGISTER

155,650 174,050 161,800

TO SUMMARY

305,900 560,850 263,400

a) Increase reflects cost of temporary Housing Options Officer and review of support from Administration section.

b) Review of support from Administration section, partly off-set by savings arising from senior management restructure approved by General Purposes Committee on 22 October 2012.

HOUSING SERVICES

9. HOUSING ADVICE

Employees

Salaries

2012/13 ESTIMATE		2013/14 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
123,850	131,500 a)	123,750
Central, Departmental & Technical Support Services		
Central Salaries & Administration	8,750 b)	7,150 b)
Information Technology Expenses	5,250	5,400
Departmental Administrative Expenses	49,500 a)	46,800
TO SUMMARY	195,000	183,100
Full Time Equivalent Number of Staff (including Support Service Staff)	4.54	4.16

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) Increase reflects cost of temporary Housing Options Officer.
- b) Review of support from Legal Services.

LEISURE SERVICES

SUMMARY

	2012/13 ESTIMATE		2013/14
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. ANGEL CENTRE	813,350	842,450	809,900
2. LARKFIELD LEISURE CENTRE	1,245,250	1,203,050	1,154,500
3. TONBRIDGE SWIMMING POOL	800,550	758,450	754,800
4. SPORTS GROUNDS	473,350	468,100	463,450
5. POULT WOOD GOLF CENTRE	8,250	79,950	(1,000)
6. PLEASURE GROUNDS & OPEN SPACES	722,200	757,850	1,073,750
7. ALLOTMENTS	10,350	8,850	9,300
8. CHURCHYARDS	12,000	12,600	12,050
9. CEMETERY	99,700	111,700	95,350
10. YOUTH & PLAY DEVELOPMENT	180,700	182,600	184,550
11. GRANTS	1,400	26,900	-
12. SPORTS DEVELOPMENT	71,000	55,600	56,950
13. ARTS PROGRAMME	73,450	72,900	72,800
14. LEISURE STRATEGY / MANAGEMENT	198,850	225,900	204,350
15. TONBRIDGE CASTLE GATEHOUSE	23,750	23,900	32,500
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	4,734,150	4,830,800	4,923,250
16. CAPITAL PROGRAMME - REVENUE EXPENSES	37,300	40,050	37,450
	<hr/>	<hr/>	<hr/>
	4,771,450	4,870,850	4,960,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	23.52	22.19	22.15

LEISURE SERVICES

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
1. <u>ANGEL CENTRE</u>			
Employees			
Salaries	8,750	8,100	8,500
Premises Related Expenses			
Building Repairs Expenditure	24,750	45,050 a)	27,950 b)
Rates	55,800	55,900	57,300 c)
Premises Insurance	15,800	15,800	16,100
Supplies & Services			
Purchases - Equipment & Materials	5,000	5,000	5,000
Miscellaneous Insurance	1,300	1,300	1,000
LSBU Operating Costs (from LSBU 6)	321,300	299,650 d)	317,200 d)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	432,700	430,800	433,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	18,900	18,600	18,600
Information Technology Expenses	4,300	4,400	4,550
Departmental Administrative Expenses	38,300	42,300 e)	42,750 e)
Depreciation & Impairment			
Non-Current Asset Depreciation	319,150	317,800	310,950
Non-Current Asset Impairment	-	28,550 f)	-
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	813,350	842,450	809,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.91	0.85	0.85

- a) Includes servicing of plant and equipment (£24,700) and IEE testing (£5,200).
- b) Includes servicing of plant and equipment (£16,200).
- c) Assumes the NNDR "multiplier" will increase by 2.6% for inflation in April 2013.
- d) Revised and forwards estimates reflect actual levels of usage. Forward estimates include proposed increases in fees from April 2013 considered by Leisure and Arts Advisory Board on 10 December 2012, off-set by pay award and increases in energy charges. Please see pages LSBU 4 to LSBU 6 for further details.
- e) Reflects a more accurate allocation of IT equipment costs and new multi functional devices.
- f) Impairment arising as a result of fitness equipment being replaced earlier than originally anticipated.

LEISURE SERVICES

2. LARKFIELD LEISURE CENTRE

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	11,550	12,050	11,850
Premises Related Expenses			
Building Repairs Expenditure	86,900	124,600 a)	60,500 b)
Rates	205,700	206,100	211,500 c)
Premises Insurance	29,200	29,200	29,600
Supplies & Services			
Purchases - Equipment & Materials	5,000	5,000	5,000
Miscellaneous Insurance	3,500	3,500	2,850
LSBU Operating Costs (from LSBU 3)	240,350	124,600 d)	159,500 d)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	582,200	505,050	480,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	20,050	19,650	19,350
Information Technology Expenses	5,600	5,700	5,900
Departmental Administrative Expenses	84,200	96,350 e)	97,150 e)
Depreciation & Impairment			
Non-Current Asset Depreciation	553,200	551,500	551,300
Non-Current Asset Impairment	-	24,800 f)	-
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,245,250	1,203,050	1,154,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.39	1.34	1.33

- a) Includes servicing of plant and equipment (£41,700), relining/refilling filters (£17,000), leisure pool re-grouting (£13,000), emergency light discharge testing (£12,000) and plant renewals (£8,000).
- b) Includes servicing of plant and equipment (£24,700) and plant renewals (£8,000).
- c) Assumes the NNDR "multiplier" will increase by 2.6% for inflation in April 2013.
- d) Revised and forwards estimates reflect actual levels of usage. Forward estimates include proposed increases in fees from April 2013 considered by Leisure and Arts Advisory Board on 10 December 2012, off-set by pay award and increases in energy charges. Please see pages LSBU 2 to LSBU 3 for further details.
- e) Reflects a more accurate allocation of IT equipment costs and new multi functional devices.
- f) Impairment arising as a result of fitness equipment being replaced earlier than originally anticipated.

LEISURE SERVICES

3. TONBRIDGE SWIMMING POOL

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	7,300	6,850	7,200
Premises Related Expenses			
Building Repairs Expenditure	85,700	97,950 a)	60,100 b)
Rates	91,900	92,100	94,500 c)
Premises Insurance	19,550	19,800	20,750
Supplies & Services			
Purchases - Equipment & Materials	3,400	3,400	3,400
Miscellaneous Insurance	1,400	1,400	1,400
LSBU Operating Costs (from LSBU 9)	272,450	215,400 d)	245,400 d)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	481,700	436,900	432,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,050	15,400	15,400
Information Technology Expenses	4,300	4,350	4,500
Departmental Administrative Expenses	34,900	38,750 e)	39,150 e)
Depreciation & Impairment			
Non-Current Asset Depreciation	263,600	263,050	263,000
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	800,550	758,450	754,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.79	0.73	0.74

- a) Includes servicing of plant and equipment (£20,500), refurbishment of foyer toilets (£20,000) plant renewals (£14,000) and upgrade of pool hall lighting (£7,000).
- b) Includes servicing of plant and equipment (£20,500) and plant renewals (£10,000).
- c) Assumes the NNDR "multiplier" will increase by 2.6% for inflation in April 2013.
- d) Revised and forwards estimates reflect actual levels of usage. Forward estimates include proposed increases in fees from April 2013 considered by Leisure and Arts Advisory Board on 10 December 2012, off-set by pay award and increases in energy charges. Please see pages LSBU 7 to LSBU 9 for further details.
- e) Reflects a more accurate allocation of IT equipment costs and new multi functional devices.

LEISURE SERVICES

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
4. <u>SPORTS GROUNDS</u>			
(a) <u>LEISURE MANAGEMENT</u>			
Employees			
Salaries	3,650	3,150	3,400
Premises Related Expenses			
Building Repairs Expenditure	11,250	16,950 a)	8,250
Premises Insurance	2,100	2,100	2,150
Transport Related Expenses			
Car Allowances	150	150	150
Supplies & Services			
Stationery	50	50	50
Honoraria	1,100	1,100	1,100
Postages	50	50	50
Telephones	50	50	50
	18,400	23,600	15,200
Less Income			
Rents - Land	(7,000)	(7,000)	(7,000)
	11,400	16,600	8,200
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,350	6,850	6,450
Information Technology Expenses	150	150	150
Departmental Administrative Expenses	1,600	1,300	1,300
Depreciation & Impairment			
Non-Current Asset Depreciation	24,850	24,950	22,600
	45,350	49,850	38,700
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.24	0.20	0.21

a) Includes renewal of space heating boiler at Tonbridge Farm pavilion (£8,200).

LEISURE SERVICES

4. SPORTS GROUNDS (continued)

(b) GROUND MAINTENANCE

Employees

Salaries	38,250	33,900 a)	36,550 a)
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Premises Related Expenses

Building Repairs Expenditure	5,700	7,200	7,200
Maintenance of Grounds	20,650	20,650	20,650
Electricity	800	800	800
Sewerage & Environmental Services	2,000	2,000	2,000

Transport Related Expenses

Repairs & Maintenance	100	100	100
Licences	150	150	150
Petrol / Oil	250	250	250
Transport Insurance	400	400	400

Supplies & Services

Clothing, Uniform & Laundry	100	150	150
Gates / Security	2,500	2,500	2,500
Telephones	200	150	150
Licences	100	100	100

Third Party Payments

Ground Maintenance Contract	237,650	237,250	244,500 b)
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	<hr/>	<hr/>	<hr/>
	308,850	305,600	315,500

Less Income

Rents - Land	(2,500)	(2,500)	(2,500)
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Sub-total Carried Forward

	<hr/>	<hr/>	<hr/>
	306,350	303,100	313,000

- a) Savings arising from staff restructure within Leisure Services approved by General Purposes Committee on 30 January 2012.
- b) Assumes 3.0% increase for inflation in January 2013 and 3.0% in January 2014 in line with contract conditions.

LEISURE SERVICES

4. SPORTS GROUNDS (continued)

(b) GROUND MAINTENANCE (continued)

Sub-total Brought Forward

Central, Departmental & Technical Support Services

Central Salaries & Administration
Information Technology Expenses
Departmental Administrative Expenses

Depreciation & Impairment

Non-Current Asset Depreciation

	2012/13 ESTIMATE		2013/14 ESTIMATE
	ORIGINAL £	REVISED £	£
<u>Sub-total Brought Forward</u>	306,350	303,100	313,000
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,600	7,700	7,750
Information Technology Expenses	200	400	450
Departmental Administrative Expenses	17,350	14,000	14,350
Depreciation & Impairment			
Non-Current Asset Depreciation	96,500	93,050	89,200 c)
	<hr/>	<hr/>	<hr/>
	428,000	418,250	424,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.30	1.11	1.19

SPORTS GROUNDS

(a) LEISURE MANAGEMENT

(b) GROUND MAINTENANCE

	45,350	49,850	38,700
	428,000	418,250	424,750
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	473,350	468,100	463,450
	<hr/>	<hr/>	<hr/>

- c) Safety surfacing at Tonbridge Farm Sports Ground installed in 2008/09 will be fully depreciated by 2013/14.

LEISURE SERVICES

5. POULT WOOD GOLF CENTRE

(a) LEISURE MANAGEMENT

Employees

Salaries	50,600	46,500 a)	48,850 a)
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Premises Related Expenses

Building Repairs Expenditure	17,350	21,150 b)	19,600 c)
Fuel Oil	7,000	6,000	6,000
Electricity	16,000	18,000	18,000
Rates	42,000	42,100	43,200 d)
Water Charges (Metered)	1,450	1,450	1,450
Sewerage & Environmental Services	400	400	400
Premises Insurance	3,700	3,700	3,800

Supplies & Services

Purchases - Equipment & Materials	6,400	6,900	6,900
Maintenance - General	5,650	5,650	5,650
External Printing	4,500	4,000	4,000
Security Services	2,100	1,600	1,600
Streamline Service	2,500	3,000	3,000
Marketing	13,500	13,500	13,500
Miscellaneous Insurance	50	50	50
Telephones	1,700	1,700	1,700

Third Party Payments

Golf Professional	42,800	42,800	44,100 e)
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Carried Forward

217,700	218,500	221,800
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- a) Savings arising from staff restructure within Leisure Services approved by General Purposes Committee on 30 January 2012.
- b) Includes servicing of plant and equipment (£8,450) and IEE testing (£3,500).
- c) Includes servicing of plant and equipment (£8,450) and retiling of ladies' toilets (£4,000).
- d) Assumes the NNDR "multiplier" will increase by 2.6% for inflation in April 2013.
- e) Assumes 3.0% increase for inflation in September 2013 in line with contract conditions.

LEISURE SERVICES

5. POULT WOOD GOLF CENTRE
(continued)

(a) LEISURE MANAGEMENT (continued)

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	217,700	218,500	221,800
Less Income			
Fees & Charges			
Registration Fees	(13,000)	(13,000)	(13,000)
Green Fees	(605,800)	(520,800) f)	(605,800)
Season Tickets	(600)	(600)	(600)
Rents - Catering Concession	(66,450)	(62,800) g)	(65,000) g)
	<hr/>	<hr/>	<hr/>
	(685,850)	(597,200)	(684,400)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(468,150)	(378,700)	(462,600)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	22,150	22,500	22,500
Information Technology Expenses	2,700	2,650	2,700
Departmental Administrative Expenses	35,100	30,600 a)	31,000 a)
Depreciation & Impairment			
Non-Current Asset Depreciation	108,950	107,200	108,650
	<hr/>	<hr/>	<hr/>
	(299,250)	(215,750)	(297,750)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.39	1.44	1.48

f) Income in the first few months (peak season) was adversely affected by the heaviest rainfall recorded since records began. In addition televised sporting events, e.g. European Football Championships and the Olympics, have contributed to the downturn.

g) New Clubhouse Catering Services Contract as reported to Leisure and Arts Advisory Board on 12 December 2011.

LEISURE SERVICES

5. POULT WOOD GOLF CENTRE
(continued)

(b) GROUND MAINTENANCE

Employees

Salaries	10,350	9,400	9,850
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Premises Related Expenses

Building Repairs Expenditure	3,100	2,900	3,100
Maintenance of Grounds	3,500	3,500	3,500
Premises Insurance	400	400	400

LSBU Operating Costs (from LSBU 10)	270,600	260,800	261,350
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<u>Sub-total</u>	287,950	277,000	278,200
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Central, Departmental & Technical Support Services

Central Salaries & Administration	7,200	7,300	7,150
Information Technology Expenses	50	50	50
Departmental Administrative Expenses	4,900	3,950	3,950

Depreciation & Impairment

Non-Current Asset Depreciation	7,400	7,400	7,400
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	307,500	295,700	296,750
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Full Time Equivalent Number of Staff (Including Support Service Staff)	0.48	0.35	0.35
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POULT WOOD GOLF CENTRE

(a) LEISURE MANAGEMENT	(299,250)	(215,750)	(297,750)
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(b) GROUND MAINTENANCE	307,500	295,700	296,750
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<u>TO SUMMARY</u>	8,250	79,950	(1,000)
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LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS

Employees

	2012/13 ESTIMATE ORIGINAL £	REVISED £	2013/14 ESTIMATE £
Salaries	15,450	16,500	17,450

Premises Related Expenses

Maintenance of Grounds	5,150	5,150	5,150
Electricity	800	800	800
Rates	1,100	1,100	1,100
Premises Insurance	50	50	50

Supplies & Services

Purchases - Equipment & Materials	10,000	10,000	10,000
Licences	300	300	300

Third Party Payments

Ground Maintenance Contracts	100,600	100,500	103,500 a)
Tonbridge in Bloom	8,000	8,000	8,000

	<hr/> 141,450	<hr/> 142,400	<hr/> 146,350
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Less Income

Fees & Charges - Mooring Fees	-	(500)	(500)
Rents			
Land	(100)	(100)	(100)
Landing Stage	(1,200)	(1,200)	(1,200)
Mobile Catering Concession	(12,000)	(5,000) b)	(5,000) b)

	<hr/> (13,300)	<hr/> (6,800)	<hr/> (6,800)
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Sub-total

	128,150	135,600	139,550
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Central, Departmental & Technical Support Services

Central Salaries & Administration	3,000	3,100	3,100
Information Technology Expenses	150	250	250
Departmental Administrative Expenses	6,850	6,450	6,550

Depreciation & Impairment

Non-Current Asset Depreciation	13,900	11,150	14,850
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	<hr/> 152,050	<hr/> 156,550	<hr/> 164,300
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**Full Time Equivalent Number of Staff
(Including Support Service Staff)**

	0.52	0.53	0.56
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a) Assumes 3.0% increase for inflation in January 2013 and 3.0% in January 2014 in line with contract conditions.

b) Original tender for ice-cream concession at Watergate proved unsuitable and contractor withdrew. Estimate reflects new contract sum following market testing.

LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK

Employees

Salaries	35,150	31,700 a)	34,050 a)
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Premises Related Expenses

Building Repairs Expenditure	1,500	1,700	3,900
Maintenance of Grounds	28,500	28,500	29,200 b)
Maintenance of Play Equipment	7,700	7,800	8,000 b)
Electricity	800	800	800
Water Charges (Metered)	50	50	50
Sewerage & Environmental Services	700	700	700
Cleaning & Domestic Supplies	4,950	5,100	5,250
Premises Insurance	150	100	150

Transport Related Expenses

Repairs & Maintenance	50	50	50
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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
Professional Fees	-	4,850 c)	-
Cash Collection	1,850	1,900	1,900
Trade Refuse Charges	700	700	750
Dog Bin Emptying	500	550	550
Gates / Security	6,250	6,300	6,500
Rodent Control	1,150	1,150	1,150
Litter Collection	6,100	6,100	6,250
Advertising	800	800	800
Telephones	600	500	500

	<hr/>	<hr/>	<hr/>
	100,950	102,800	104,000
	<hr/>	<hr/>	<hr/>

Less Income

Fees & Charges			
Car Parking Fees	(21,000)	(21,000)	(21,000)
Car Park Season Tickets	(5,500)	(5,500)	(5,500)
Rents			
Rights over Water	(4,250)	(4,250)	(4,500)
Mobile Catering Concession	(5,500)	(5,500)	(6,150) d)

	<hr/>	<hr/>	<hr/>
	(36,250)	(36,250)	(37,150)
	<hr/>	<hr/>	<hr/>

Sub-total Carried Forward

	64,700	66,550	66,850
--	--------	--------	--------

LEISURE SERVICES

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
6. PLEASURE GROUNDS & OPEN SPACES (continued)			
(b) HAYSDEN COUNTRY PARK (continued)			
<u>Sub-total Brought Forward</u>	64,700	66,550	66,850
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,450	2,500	2,500
Information Technology Expenses	1,600	1,900	1,950
Departmental Administrative Expenses	16,500	13,450	13,750
Depreciation & Impairment			
Non-Current Asset Depreciation	22,100	14,450 e)	15,700 e)
	<hr/>	<hr/>	<hr/>
	107,350	98,850	100,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.24	1.10	1.16

- a) Savings arising from staff restructure within Leisure Services approved by General Purposes Committee on 30 January 2012.
- b) Assumes 3.0% increase for inflation in January 2013 and 3.0% in January 2014 in line with contract conditions.
- c) Professional fees in respect of the proposed desilting of Haysden Lake.
- d) Reflects extension of current contract for three years from April 2013.
- e) Reflects revaluation of Haysden Country Park car park during 2011/12.

LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(c) OPEN SPACES
& AMENITY AREAS BOROUGH - WIDE

Employees

Salaries	56,400	48,650 a)	55,800 a)
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Premises Related Expenses

Building Repairs Expenditure	4,000	4,000	2,000
Maintenance of Grounds	29,650	29,650	29,650
Maintenance of Play Equipment	6,000	6,000	6,000
Electricity	700	700	700
Premises Insurance	2,100	2,100	2,100

Supplies & Services

Purchases - Equipment & Materials	800	1,000	1,000
Security Services	400	400	400
Dog Bin Emptying	250	300	300
Rodent Control	500	500	500
Telephones	400	200	200
Capital Grants & Contributions (RECS)	-	51,000 b)	842,000 c)

Third Party Payments

Ground Maintenance Contracts	145,500	145,500	150,000 d)
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<hr/>	<hr/>	<hr/>
246,700	290,000	1,090,650
<hr/>	<hr/>	<hr/>

Less Income

Interest Receipts	(4,800)	(4,750)	(4,900)
Rents			
Land	(14,600)	(14,500)	(14,500)
Wayleave Agreement	(1,250)	(1,250)	(1,250)
Capital Grants Received (RECS)	-	-	(492,000) c)

<hr/>	<hr/>	<hr/>
(20,650)	(20,500)	(512,650)
<hr/>	<hr/>	<hr/>

Sub-total Carried Forward

226,050	269,500	578,000
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- a) Savings arising from staff restructure within Leisure Services approved by General Purposes Committee on 30 January 2012.
- b) Larkfield Recreation Ground Improved Play Facilities and Tonbridge Town Lock Capital Plan schemes approved by Council on 2 November 2010 and 17 April 2012 respectively.
- c) Expenditure in respect of the Tonbridge Town Lock Capital Plan scheme, partly off-set by contribution from the Environment Agency and developer contributions. Expenditure has been included in revenue estimates as it will not generate an asset for the Council. It is shown within Leisure Services as the scheme will provide a public open space.
- d) Assumes 3.0% increase for inflation in January 2013 and 3.0% in January 2014 in line with contract conditions.

LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

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

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Sub-total Brought Forward</u>	226,050	269,500	578,000
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,800	6,500	6,100
Information Technology Expenses	550	400	400
Departmental Administrative Expenses	26,200	20,300	22,150
Depreciation & Impairment			
Non-Current Asset Depreciation	36,750	41,450 f)	45,200 f)
	<hr/>	<hr/>	<hr/>
	294,350	338,150	651,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.92	1.61	1.83

f) Increase reflects depreciation of improvement works to Scotchers Field play area carried out during 2011/12.

LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(d) PATROLLING

Employees

Salaries	5,550	4,650	5,100
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Transport Related Expenses

Repairs & Maintenance	150	150	150
Licences	100	100	100
Petrol / Oil	250	250	250
Transport Insurance	400	400	400

Supplies & Services

Clothing, Uniform & Laundry	100	150	150
Gates / Security	2,500	2,500	2,500
Telephones	200	150	150

Sub-total

9,250	8,350	8,800
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	1,150	1,200	1,200
Information Technology Expenses	50	100	100
Departmental Administrative Expenses	2,550	1,900	2,000

13,000	11,550	12,100
---------------	---------------	---------------

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

0.20	0.16	0.18
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LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(e) COUNTRYSIDE / WOODLAND
MANAGEMENT

Employees

Salaries	10,650	9,600	10,200
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Premises Related Expenses

Maintenance of Grounds	14,700	14,700	14,700
Tree Planting Schemes	4,300	4,300	4,300

Supplies & Services

Purchases - Equipment & Materials	500	500	500
Health & Safety - Trees	5,000	5,000	5,000
Miscellaneous Insurance	50	50	50

Third Party Payments

Medway Valley Countryside Partnership	10,600	10,600	10,600
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Sub-total

45,800	44,750	45,350
--------	--------	--------

Central, Departmental & Technical
Support Services

Central Salaries & Administration	6,150	6,350	6,350
Information Technology Expenses	100	150	150
Departmental Administrative Expenses	4,900	4,050	4,050

56,950	55,300	55,900
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.45	0.40	0.42
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LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK

Employees

Salaries	72,100	72,000	65,300 a)
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Premises Related Expenses

Building Repairs Expenditure	650	700	4,250 b)
Maintenance of Grounds	12,050	12,050	12,050
Electricity	3,500	3,800	3,800
Rates	50	50	50
Water Charges (Metered)	300	400	400
Sewerage & Environmental Services	-	150	150
Cleaning & Domestic Supplies	6,600	6,800	6,800
Premises Insurance	400	400	400

Transport Related Expenses

Repairs & Maintenance	550	550	550
Petrol / Oil	100	100	100
Transport Insurance	150	150	150

Supplies & Services

Purchases - Equipment & Materials	850	850	850
Clothing, Uniforms & Laundry	750	700	700
Printing & Stationery	800	800	800
Cash Collection	2,750	2,500	2,500
Trade Refuse Charges	2,000	2,250	2,250
Dog Bin Emptying	300	400	450
Gates / Security	3,200	3,300	3,300
Pest Control	400	400	400
Wildlife Monitoring	400	400	400
Hall Hire for User Group	100	100	100
Car Park Management Charges	950	950	950
Telephones	900	800	800

<hr/>	109,850	110,600	107,500
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Less Income

Car Parking Fees	(18,000)	(17,000)	(17,000)
Car Park Season Tickets	(50)	(150)	(150)
Educational Visits	(250)	(250)	(250)
Interest Receipts	(10,800)	(9,400)	(9,400)
Rents			
Land	(250)	(250)	(250)
Mobile Catering Concession	(6,500)	(6,500)	(7,300)
Windsurfing / Diving Concession	(7,000)	(7,500)	(7,500)
Fishing Concession	(13,700)	(14,200)	(14,200)
Contributions from Other Bodies	(12,500)	(12,500)	(12,500)

<hr/>	(69,050)	(67,750)	(68,550)
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Sub-total Carried Forward

<hr/>	40,800	42,850	38,950
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LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK
(continued)

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Sub-total Brought Forward</u>	40,800	42,850	38,950
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,500	3,600	3,600
Information Technology Expenses	1,250	1,500	1,550
Departmental Administrative Expenses	27,000	27,150	23,400
Depreciation & Impairment			
Non-Current Asset Depreciation	25,950	22,350 c)	21,350 c)
	<hr/>	<hr/>	<hr/>
	98,500	97,450	88,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.71	3.14	2.65

PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS	152,050	156,550	164,300
(b) HAYSDEN COUNTRY PARK	107,350	98,850	100,750
(c) OPEN SPACES & AMENITY AREAS	294,350	338,150	651,850
(d) PATROLLING	13,000	11,550	12,100
(e) COUNTRYSIDE / WOODLAND MANAGE'T	56,950	55,300	55,900
(f) LEYBOURNE LAKES COUNTRY PARK	98,500	97,450	88,850
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	722,200	757,850	1,073,750
	<hr/>	<hr/>	<hr/>

- a) Savings arising from staff restructure within Leisure Services approved by General Purposes Committee on 30 January 2012.
- b) Includes external decoration of rangers' building (£3,000).
- c) Reflects revaluation of Leybourne Lakes Country Park car park during 2011/12.

LEISURE SERVICES

7. ALLOTMENTS

Employees

Salaries

500

400

450

Premises Related Expenses

Premises Insurance

100

100

100

Third Party Payments

Management Fee to T.A.G.A.

5,100

5,100

5,100

5,700

5,600

5,650

Less Income

Rents

(50)

(50)

(50)

Sub-total

5,650

5,550

5,600

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

200

200

200

Departmental Administrative Expenses

250

200

200

Depreciation & Impairment

Non-Current Asset Depreciation

4,250

2,900

3,300

TO SUMMARY

10,350

8,850

9,300

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.02

0.02

0.02

LEISURE SERVICES

8. CHURCHYARDS

Employees

Salaries

2012/13 ESTIMATE		2013/14 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
2,650	3,200	2,650

Premises Related Expenses

Maintenance of Grounds

7,200	7,200	7,400
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9,850	10,400	10,050
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Less Income

Contributions from Other Bodies

(50)	(50)	(50)
------	------	------

Sub-total

9,800	10,350	10,000
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Central, Departmental & Technical Support Services

Central Salaries & Administration

1,050	1,050	1,050
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Information Technology Expenses

50	50	50
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Departmental Administrative Expenses

1,100	1,150	950
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TO SUMMARY

12,000	12,600	12,050
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Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.09	0.10	0.09
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LEISURE SERVICES

9. CEMETERY

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	27,650	24,650 a)	26,050 a)
Premises Related Expenses			
Building Repairs Expenditure	1,100	18,400 b)	1,500
Maintenance of Grounds	5,600	5,600	5,600
Electricity	800	800	800
Rates	6,400	6,300	7,400 c)
Water Charges (Metered)	100	100	100
Sewerage & Environmental Services	1,100	1,200	1,200
Premises Insurance	900	900	950
Supplies & Services			
Purchases - Equipment & Materials	1,950	1,950	1,950
Laundry	50	50	50
Telephones	350	300	300
Third Party Payments			
Ground Maintenance Contract	63,700	63,500	65,500 d)
	109,700	123,750	111,400
Less Income			
Fees & Charges			
Graves - Annual Maintenance	(450)	(450)	(450)
Graves - Exclusive Right of Burial	(13,650)	(15,500)	(16,300)
Interments	(19,300)	(19,000)	(20,000)
Memorials - Erection	(2,850)	(2,500)	(2,600)
Memorials - Inscription	(2,750)	(2,000)	(2,100)
Register Search	(650)	(650)	(650)
Memorial Garden - Lease of Tablet / Vault	(6,650)	(6,700)	(7,000)
Memorial Garden - Plaque / Inscription	(3,050)	(3,000)	(3,200)
Use of Chapel	(1,600)	(1,600)	(1,700)
	(50,950)	(51,400)	(54,000) e)
<u>Sub-total Carried Forward</u>	58,750	72,350	57,400

- a) Savings arising from staff restructure within Leisure Services approved by General Purposes Committee on 30 January 2012.
- b) Includes chapel stonework repairs (£15,000).
- c) Reduction in transitional relief and allowance for the NNDR "multiplier" increasing by 2.6% for inflation in April 2013.
- d) Assumes 3.0% increase for inflation in January 2013 and 3.0% in January 2014 in line with contract conditions.
- e) Includes proposed increases in fees from April 2013 considered by Leisure and Arts Advisory Board on 10 December 2012.

LEISURE SERVICES

9. CEMETERY (continued)

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Sub-total Brought Forward</u>	58,750	72,350	57,400
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,900	6,500	6,450
Information Technology Expenses	700	1,050	1,050
Departmental Administrative Expenses	13,000	10,650 a)	10,800 a)
Depreciation & Impairment			
Non-Current Asset Depreciation	19,350	21,150	19,650
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	99,700	111,700	95,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.08	0.88	0.93

LEISURE SERVICES

10. YOUTH & PLAY DEVELOPMENT

Employees

Salaries	87,600	88,500	90,250
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Premises Related Expenses

Rent	8,000	8,800	9,100 a)
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Transport Related Expenses

Hire of Transport	4,500	2,000 b)	2,000 b)
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Supplies & Services

Purchases - Equipment & Materials	5,200	5,200	5,200
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Printing & Stationery	3,500	3,500	3,500
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Shows & Performances	3,500	3,500	3,500
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Partnership Fees	35,300	27,400 c)	28,250 d)
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Telephones	250	250	250
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Registration & Inspection of Centres	350	350	350
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Youth Development

Activate	35,000	30,000 e)	30,000 e)
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Youth Development Initiatives	9,000	9,000	9,000
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192,200	178,500	181,400
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Less Income

Fees & Charges

Playscheme Registration Fees	(34,000)	(29,950 f)	(30,800 g)
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Activate	(20,000)	(14,500 e)	(14,500 e)
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Contributions from Other Bodies

Playscheme - Parish Councils	(11,000)	(11,200)	(11,300)
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Youth Development	(500)	-	-
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(65,500)	(55,650)	(56,600)
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Sub-total

126,700	122,850	124,800
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Central, Departmental & Technical Support Services

Central Salaries & Administration	12,500	12,350	12,450
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Information Technology Expenses	8,950	8,750	9,050
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Departmental Administrative Expenses	32,550	38,650 h)	38,250 h)
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180,700	182,600	184,550
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TO SUMMARY

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

2.11	2.64	2.65
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LEISURE SERVICES

YOUTH & PLAY DEVELOPMENT

- a) Assumes 3% increase in hire of premises.
- b) Reduction in budget reflects fall in demand from parents for assistance with transport.
- c) The partnership scheme at East Malling was cancelled and run directly by the Council.
- d) The 2013/14 estimate assume a 3% increase in partnership fees.
- e) Expenditure on Activate reduced to offset fall in income.
- f) Reduced income reflects actual take up of places on the Playscheme. The temporary staff budget has been reduced to reflect that less staff were required.
- g) Includes proposed increases in fees from April 2013 considered by Leisure and Arts Advisory Board on 10 December 2012.
- h) Increase in full time equivalent number of staff has resulted additional departmental administrative expenses being allocated to the youth and play development function.

LEISURE SERVICES

11. GRANTS

Employees

Salaries

900

1,250

-

Supplies & Services

Capital Grants & Contributions (RECS)

-

25,000 a)

-

Sub-total

900

26,250

-

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

200

250

-

Departmental Administrative Expenses

300

400

-

TO SUMMARY

1,400

26,900

-

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

0.02

0.03

0.00

a) Reflects outstanding grant to Rock UK.

LEISURE SERVICES

12. SPORTS DEVELOPMENT

Employees

Salaries

44,900 34,500 a) 36,100 a)

Supplies & Services

Sports Development Programme

5,000 5,000 5,000

49,900 39,500 41,100

Less Income

Contributions from Other Bodies

(500) (500) (500)

Sub-total

49,400 39,000 40,600

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,600 1,600 1,650

Information Technology Expenses

450 500 550

Departmental Administrative Expenses

19,550 14,500 a) 14,150 a)

TO SUMMARY

71,000 55,600 56,950

Full Time Equivalent Number of Staff

(Including Support Service Staff)

1.08 0.91 0.91

- a) Savings arising from staff restructure within Leisure Services approved by General Purposes Committee on 30 January 2012.

LEISURE SERVICES

13. ARTS PROGRAMME

Employees

Salaries

29,600

27,900

28,300

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

100

100

100

Youth Art Initiatives

1,000

1,000

1,000

Third Party Payments

Festival of Music

5,000

5,000

5,000

Sub-total

55,300

53,600

54,000

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

3,800

3,850

3,900

Information Technology Expenses

500

450

450

Departmental Administrative Expenses

13,850

15,000

14,450

TO SUMMARY

73,450

72,900

72,800

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

0.97

0.92

0.92

LEISURE SERVICES

14. LEISURE STRATEGY / MANAGEMENT

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	82,900	83,550	87,500
Supplies & Services			
Maintenance - General	500	500	500
Professional Fees	-	9,700 a)	-
Market Research / Audit Programme	5,350	5,350	5,350
Communication Expenses	50	50	50
Subscriptions	3,600	3,600	3,600
Tourism & Promotion of Facilities	40,350	40,350	28,050 b)
Capital Grants & Contributions (RECS)	-	6,000 c)	4,000 c)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	132,750	149,100	129,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	25,950	35,550 d)	34,650 d)
Information Technology Expenses	4,800	4,950	5,050
Departmental Administrative Expenses	30,900	31,850	31,300
Depreciation & Impairment			
Non-Current Asset Depreciation	4,450	4,450	4,300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	198,850	225,900	204,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.62	2.79	2.79

Analysis of Salaries:-	£	£	£
Tourism & Promotion	20,500	20,000	20,650
Leisure Planning / Policy	33,150	33,350	35,350
Market Research	1,950	1,800	1,750
Liaison with Outside Bodies	27,300	28,400	29,750
	<hr/>	<hr/>	<hr/>
	82,900	83,550	87,500

- a) Fees associated with review of leisure facility options.
- b) Assumes annual Leisure Guide no longer being produced and replaced by more cost effective marketing including use of electronic media.
- c) Community Group Funding Capital Plan scheme.
- d) Review of support from Customer Services.

LEISURE SERVICES

15. TONBRIDGE CASTLE GATEHOUSE

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	12,500	9,750 a)	9,900 a)
Premises Related Expenses			
Building Repairs Expenditure	2,700	10,700 b)	19,950 c)
Rates	300	300	300
Premises Insurance	4,200	4,200	4,350
Supplies & Services			
Purchases - Equipment & Materials	1,000	1,000	1,000
Maintenance - General	3,000	3,000	3,000
Streamline Service	500	500	500
Marketing	6,500	6,500	6,500
Subscriptions	300	300	300
Licences	700	-	-
	<hr/>	<hr/>	<hr/>
	31,700	36,250	45,800
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Weddings / Hire of Gatehouse	(5,000)	(4,000)	(5,000)
Commission	(1,000)	(1,000)	(1,000)
Tonbridge Castle Attraction	(20,000)	(20,000)	(20,000)
Profit on Stock Sales	(4,500)	(4,500)	(4,500)
	<hr/>	<hr/>	<hr/>
	(30,500)	(29,500)	(30,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,200	6,750	15,300
Central, Departmental & Technical Support Services			
Central Salaries & Administration	9,650	9,800	9,800
Information Technology Expenses	2,500	2,150	2,250
Departmental Administrative Expenses	4,200	3,450	3,400
Depreciation & Impairment			
Non-Current Asset Depreciation	6,200	1,750 d)	1,750 d)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	23,750	23,900	32,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.59	0.50	0.50

LEISURE SERVICES

TONBRIDGE CASTLE GATEHOUSE

- a)** Review of support from Customer Services.
- b)** Includes wooden stairs repairs (£5,500) and stonework repairs (£2,500).
- c)** Includes roof water canopy (£15,000).
- d)** Tonbridge Castle Gatehouse was reclassified as a heritage asset in 2011/12 and as such is no longer subject to depreciation.

LEISURE SERVICES

16. CAPITAL PROGRAMME
- REVENUE EXPENSES

**Direct Salaries, Central, Departmental
& Technical Support Services**

Service Allocations

Leisure Services
Planning & Transportation Services
Leisure Services Business Unit Support

TO SUMMARY

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

	2012/13 ESTIMATE		2013/14
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
Leisure Services	22,300	23,100	19,200
Planning & Transportation Services	-	1,950	3,250
Leisure Services Business Unit Support	15,000	15,000	15,000
	<hr/>	<hr/>	<hr/>
	37,300	40,050	37,450
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.40	0.44	0.39
(Including Support Service Staff)			

PLANNING AND TRANSPORTATION SERVICES

SUMMARY

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
1. PLANNING & BUILDING CONTROL	2,202,300	2,175,700	2,045,600
2. TRANSPORTATION	189,200	176,600	213,050
3. SECURITY SERVICES MANAGEMENT (CCTV)	107,450	102,850	98,100
4. PARKING SERVICES	(592,400)	(472,700)	(450,900)
5. BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	122,000	136,800	97,000
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	2,028,550	2,119,250	2,002,850
6. CAPITAL PROGRAMME - REVENUE EXPENSES	134,300	143,550	133,750
	<hr/>	<hr/>	<hr/>
	2,162,850	2,262,800	2,136,600
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	79.93	79.94	80.08

PLANNING AND TRANSPORTATION SERVICES

1. PLANNING & BUILDING CONTROL

(a) PREPARATION OF LOCAL DEVELOPMENT FRAMEWORK

Employees

Salaries

187,500

186,750

189,500

Local Development Framework Expenses

Other LDF Expenses

30,000

30,000

30,000

217,500

216,750

219,500

Less Income

Sales - Publications - Local Plan

(100)

(100)

(100)

Sub-total

217,400

216,650

219,400

Central, Departmental & Technical Support Services

Central Salaries & Administration

2,550

2,600

2,600

Information Technology Expenses

6,200

5,050

5,250

Departmental Administrative Expenses

66,250

62,900 a)

61,450 a)

292,400

287,200

288,700

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

4.96

4.85

4.88

PLANNING AND TRANSPORTATION SERVICES

PLANNING & BUILDING CONTROL - PREPARATION OF LOCAL DEVELOPMENT FRAMEWORK

- a) Reduced printing.

PLANNING AND TRANSPORTATION SERVICES

1. PLANNING & BUILDING CONTROL
(continued)

(b) PLANNING POLICY

Employees

Salaries

159,500

160,050

160,750

Supplies & Services

AONB Management

4,750

4,750

4,750

Local Wildlife Sites Register Update

6,700

6,700

2,500 a)

Sub-total

170,950

171,500

168,000

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

2,900

3,050

3,100

Information Technology Expenses

3,500

2,400

3,400

Departmental Administrative Expenses

57,100

54,200 b)

52,750 b)

234,450

231,150

227,250

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

4.25

4.18

4.18

a) Reduction reflects the end of the four year Assessing Regional Change in Habitat (ARCH) project. Budget reverts to funding for the administration and maintenance of Local Wildlife Sites by the Kent Wildlife Trust.

b) Reduced printing.

PLANNING AND TRANSPORTATION SERVICES

1. PLANNING & BUILDING CONTROL
(continued)

(c) CONSERVATION

Employees

Salaries

44,200

42,900

45,050

Supplies & Services

Archaeological Advice

8,000

8,000

8,000

Sub-total

52,200

50,900

53,050

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

9,150

1,750 a)

1,750 a)

Information Technology Expenses

1,550

1,250

1,300

Departmental Administrative Expenses

15,750

15,800

15,700

78,650

69,700

71,800

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

1.41

1.27

1.30

a) Review of support from Legal Services.

PLANNING AND TRANSPORTATION SERVICES

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
1. <u>PLANNING & BUILDING CONTROL</u>			
(continued)			
(d) <u>DEVELOPMENT CONTROL</u>			
Employees			
Salaries	1,071,100	1,076,300	1,127,000 a)
Supplies & Services			
Microfilming & Storage Facilities	7,000	7,000	7,000
Professional Fees - Agricultural Advice	3,700	3,500	3,500
Application & Appeals	15,000	40,000 b)	30,000 b)
Advertising	30,000	12,000 c)	12,000 c)
	<hr/>	<hr/>	<hr/>
	1,126,800	1,138,800	1,179,500
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Planning Applications	(505,000)	(525,000) d)	(580,750) d)
Pre-Planning Advice	(5,000)	(5,000)	(5,000)
S.106 Agreements	(6,000)	(6,000)	(6,000)
Sales			
Copies of Documents, Plans, etc.	(250)	(250)	(250)
	<hr/>	<hr/>	<hr/>
	(516,250)	(536,250)	(592,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	610,550	602,550	587,500
Central, Departmental & Technical Support Services			
Central Salaries & Administration	227,800	233,500 e)	186,000 f)
Information Technology Expenses	136,100	135,600	130,150
Departmental Administrative Expenses	381,900	391,950 g)	389,050 g)
	<hr/>	<hr/>	<hr/>
	1,356,350	1,363,600	1,292,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	35.15	35.16	35.41

PLANNING AND TRANSPORTATION SERVICES

PLANNING & BUILDING CONTROL - DEVELOPMENT CONTROL

- a)** Includes cost of Senior Planning Officer post previously funded by Housing and Planning Delivery Grant.
- b)** This figure reflects the unpredictable mix of applications that are submitted to the Council and that subsequently go to appeal.
- c)** This figure will reflect the unpredictable mix of applications and also renegotiated rates of advertisement placement in local newspapers.
- d)** Based on proposals issued by the Department for Communities and Local Government to increase fees by an average 15%. Estimates assume new fees will come into force in January 2013. Fees and charges in respect of planning applications are prescribed by Statute and there has been no increase in fee levels since April 2008.
- e)** Increase reflects temporary staff support for Legal Services.
- f)** Savings arising from senior management restructure approved by General Purposes Committee on 22 October 2012.
- g)** Increased office accommodation costs.

PLANNING AND TRANSPORTATION SERVICES

1. PLANNING & BUILDING CONTROL
(continued)

(e) BUILDING CONTROL

Employees

Salaries	296,300	300,350	308,350
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Supplies & Services

Purchases - Equipment & Materials	600	600	600
Microfilming & Storage Facilities	5,500	- a)	5,500
Professional Fees	7,000	7,000	7,000
Advertising - Promotional Expenses	1,000	1,000	1,000
Discretionary Services	1,500	1,500	1,500
Other Expenses	1,000	1,000	1,000

312,900	311,450	324,950
---------	---------	---------

Less Income

Fees & Charges			
Building Regulations	(280,000)	(300,000) b)	(325,000) c)
Discretionary Services	(1,500)	(5,000)	(5,000)

(281,500)	(305,000)	(330,000)
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Sub-total

31,400	6,450	(5,050)
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Central, Departmental & Technical Support Services

Central Salaries & Administration	17,000	17,200	16,550
Information Technology Expenses	25,700	31,550 d)	28,200
Departmental Administrative Expenses	105,950	108,450	106,050

180,050	163,650	145,750
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Full Time Equivalent Number of Staff
(including Support Service Staff)

8.37	8.46	8.44
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- a) No scanning of large format documents during this financial year. Considering new ways of working.
- b) Increase in work load and new areas of income.
- c) Review of fee structures currently underway for introduction in April 2013 is likely to result in additional income.
- d) Additional cost in respect of the Uniform system's Planning module.

PLANNING AND TRANSPORTATION SERVICES

1. PLANNING & BUILDING CONTROL
(continued)

(f) HOUSING & PLANNING DELIVERY GRANT

Employees

Temporary Staff

57,400

57,400

19,400 a)

Supplies & Services

Other Expenses

3,000

3,000

- a)

60,400

60,400

19,400

PLANNING & BUILDING CONTROL

**(a) PREPARATION OF LOCAL
DEVELOPMENT FRAMEWORK**

292,400

287,200

288,700

(b) PLANNING POLICY

234,450

231,150

227,250

(c) CONSERVATION

78,650

69,700

71,800

(d) DEVELOPMENT CONTROL

1,356,350

1,363,600

1,292,700

(e) BUILDING CONTROL

180,050

163,650

145,750

(f) HOUSING & PLANNING DELIVERY GRANT

60,400

60,400

19,400

TO SUMMARY

2,202,300

2,175,700

2,045,600

- a) Grant will be exhausted during 2013/14. The cost of Senior Planning Officer post established by Council on 12 July 2005 is included in base budgets from April 2013 - please see page PTS 5.

PLANNING AND TRANSPORTATION SERVICES

2. TRANSPORTATION

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	68,450	79,150 a)	81,150 a)
Premises Related Expenses			
Repairs, Alterations & Maintenance	15,000	15,000	15,000
Electricity	300	300	300
Vale Rise Depot Recharge	1,250	1,300	1,300
Premises Insurance	50	50	50
Supplies & Services			
Purchases - Equipment & Materials	5,500	5,500	5,500
In-House Sign Provision	500	500	500
Mobile Communications	1,500	1,500	1,500
Public Transport Initiatives	4,000	4,000	4,000
Advertising	5,000	5,000	5,000
Emergency Arrangements	100	100	100
Capital Grants & Contributions (RECS)	40,000	- b)	40,000 b)
	<hr/>	<hr/>	<hr/>
	141,650	112,400	154,400
Less Income			
Fees & Charges			
Street / House Naming & Numbering	(10,000)	(10,000)	(10,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	131,650	102,400	144,400
Central, Departmental & Technical Support Services			
Central Salaries & Administration	9,150	26,000 c)	22,050 d)
Information Technology Expenses	5,000	5,050	5,200
Departmental Administrative Expenses	26,650	31,400	30,850
Depreciation & Impairment			
Non-Current Asset Depreciation	16,750	11,750 e)	10,550 e)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	189,200	176,600	213,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.05	2.51	2.48

PLANNING AND TRANSPORTATION SERVICES

TRANSPORTATION

- a)** Increased support from the Transportation and Security section due to secondment of Transportation Engineer from Sevenoaks District Council.
- b)** Local Transport Plan Partnership Programme Capital Plan scheme slipped from 2012/13 to 2013/14.
- c)** Increase reflects support given by Legal Services on transportation matters.
- d)** Increase reflects support given by Legal Services on transportation matters, partly off-set by savings arising from senior management restructure approved by General Purposes Committee on 22 October 2012.
- e)** Expenditure on the Tonbridge Town Centre Enhancement capital plan scheme is unlikely to result in an asset for the Council.

PLANNING AND TRANSPORTATION SERVICES

3. SECURITY SERVICES MANAGEMENT

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	45,600	45,650	48,450
Premises Related Expenses			
Electricity	1,200	1,200	1,200
Supplies & Services			
Purchases - Equipment & Materials	700	700	700
Maintenance - General	22,000	22,000	22,000
Stationery	150	150	150
Miscellaneous Insurance	4,050	4,050	4,100
Emergency Arrangements	50	50	50
Third Party Payments			
CCTV Monitoring Station	200,000	200,000	194,000 a)
	<hr/>	<hr/>	<hr/>
	273,750	273,800	270,650
Less Income			
Recharge to Parking Services	(290,600)	(278,050)	(265,300)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(16,850)	(4,250)	5,350
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,400	4,500	4,500
Information Technology Expenses	1,400	1,650	1,700
Departmental Administrative Expenses	21,300	21,600	21,250
Depreciation & Impairment			
Non-Current Asset Depreciation	97,200	79,350 b)	65,300 c)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	107,450	102,850	98,100
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.39	1.40	1.40

PLANNING AND TRANSPORTATION SERVICES

SECURITY SERVICES MANAGEMENT

- a)** Reflects expected efficiencies in monitoring contract costs as reported to Community Safety Advisory Board on 13 November 2012. 2013/14 estimate includes one-off costs of £28,000 therefore savings in future will be higher (£34,000 per annum).
- b)** Lower than anticipated expenditure in 2011/12 on capital renewals.
- c)** CCTV equipment purchased in 1998/99 will fully be depreciated by 2013/14.

PLANNING AND TRANSPORTATION SERVICES

4. PARKING SERVICES

(a) OFF-STREET

Employees

Salaries	173,750	180,700 a)	185,350 a)
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Premises Related Expenses

Maintenance of Grounds	40,000	43,000 b)	44,000 b)
Repairs & Maintenance	27,000	27,000	27,000
Winter Maintenance	25,000	25,000	25,000
Electricity	850	850	850
Rents	4,500	4,500	4,500
Rates	194,200	192,300	208,500 c)
Premises Insurance	1,550	1,550	1,600

Transport Related Expenses

Repairs & Maintenance	350	900	900
Licences	150	150	150
Petrol / Oil	3,000	3,000	3,000
Transport Insurance	800	800	800

Supplies & Services

Purchases - Equipment & Materials	1,000	1,000	1,000
Mobile Communications	1,050	1,050	1,050
Maintenance - General	25,500	25,500	25,500
Uniforms	1,500	1,600	1,600
Stationery	4,000	3,000	3,000
Cash Collection	35,000	38,000	38,000
Payment to Principals / Ticket Refunds	471,000	464,000 d)	489,000 e)
Advertising	1,000	1,000	1,000
Publicity & Promotion	1,000	1,000	1,000
Miscellaneous Insurance	450	450	450
Adjudication & Enforcement Services	5,000	6,000	6,000
Mobile Telephones	-	1,500	1,500
Emergency Arrangements	150	150	150
Security Services Mgt. Recharge (CCTV)	290,600	278,050 f)	265,300 f)

Carried Forward

1,308,400	1,302,050	1,336,200
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- a) Increased support from the Transportation and Security section due to secondment of Transportation Engineer from Sevenoaks District Council.
- b) Increase for inflation in line with contract conditions.
- c) Reduction in transitional relief and allowance for the NNDR "multiplier" increasing by 2.6% for inflation in April 2013.
- d) Increased use of half hour tickets by shoppers has led to lower than anticipated increase in ticket refunds.
- e) 2013/14 will be first year when the full impact of the increase in first hour's charge in October 2011 is reflected in the refunds to the supermarkets.
- f) Lower than anticipated expenditure on capital renewals and equipment being fully depreciated - please see page PTS 9 for further details.

PLANNING AND TRANSPORTATION SERVICES

4. PARKING SERVICES (continued)

(a) OFF-STREET (continued)

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	1,308,400	1,302,050	1,336,200
Less Income			
Fees & Charges			
Car Park Season Tickets	(152,000)	(132,000) g)	(132,000) g)
Short Stay Parking	(1,502,000)	(1,400,000) h)	(1,400,000) h)
Long Stay Parking	(490,000)	(490,000)	(490,000)
Penalty Charge Notices	(155,000)	(140,000) i)	(155,000)
General	(200)	(200)	(200)
Management of Angel / Botany Car Parks	(85,000)	(85,000)	(87,000) j)
Rent - Snodland Town Market / Sunday Farmers' Market	(6,000)	(8,800) k)	(7,000) k)
	<hr/>	<hr/>	<hr/>
	(2,390,200)	(2,256,000)	(2,271,200)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(1,081,800)	(953,950)	(935,000)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	34,650	28,150 l)	28,200 l)
Information Technology Expenses	29,050	30,250	31,000
Departmental Administrative Expenses	65,950	69,100	67,750
Depreciation & Impairment			
Non-Current Asset Depreciation	101,950	93,050 m)	105,850 n)
	<hr/>	<hr/>	<hr/>
	(850,200)	(733,400)	(702,200)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.27	7.31	7.33

- g)** Slightly lower usage compounded by more selective choice of ticket period.
- h)** Slightly lower usage compounded by more selective choice of length of stay.
- i)** Reflects reduction in use of car parks and some unforeseen staff resource issues.
- j)** Increase for inflation in line with management agreement.
- k)** Rent increase in respect of Snodland Town Market - revised estimate includes back payment.
- l)** Review of support from Legal Services.
- m)** Reflects revaluation of the Council's car parks during 2011/12.
- n)** Car park ticket machines are expected to be renewed in 2013/14.

PLANNING AND TRANSPORTATION SERVICES

4. PARKING SERVICES (continued)

(b) ON-STREET

Employees

Salaries	293,500	294,350	300,600
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Premises Related Expenses

Repairs & Maintenance	10,000	10,000	10,000
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Transport Related Expenses

Repairs & Maintenance	350	350	350
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Licences	150	150	150
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Petrol / Oil	2,500	2,800	2,800
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Transport Insurance	800	800	800
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Supplies & Services

Purchases - Equipment & Materials	500	500	500
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Mobile Communications	1,050	1,050	1,100
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Maintenance - General	1,200	4,700	4,700
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Uniforms	1,200	900	900
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Stationery	1,000	500	500
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Cash Collection	500	550	550
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Advertising	1,000	1,000	1,000
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Adjudication & Enforcement Services	5,000	4,500	4,500
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Mobile Telephones	400	250	250
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Capital Grants & Contributions (RECS)	26,000	20,250 a)	11,250 a)
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345,150	342,650	339,950
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Less Income

Fees & Charges

Business Parking Permits	(33,000)	(23,000) b)	(23,000) b)
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Residents Parking Permits	(92,000)	(92,000)	(92,000)
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Visitors Parking Permits	(11,000)	(13,000)	(13,000)
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Dispensations	(5,000)	(3,000)	(3,000)
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On-street Parking	(12,000)	(13,000)	(13,000)
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Penalty Charge Notices	(95,000)	(92,000)	(95,000)
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(248,000)	(236,000)	(239,000)
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Sub-total Carried Forward

97,150	106,650	100,950
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a) Reprofiting of expenditure associated with Car Parking Action Plan Capital Plan schemes.

b) Reduced numbers of permits currently being purchased.

PLANNING AND TRANSPORTATION SERVICES

4. PARKING SERVICES (continued)

(b) ON-STREET (continued)

Sub-total Brought Forward

Central, Departmental & Technical Support Services
 Central Salaries & Administration
 Information Technology Expenses
 Departmental Administrative Expenses

Depreciation & Impairment
 Non-Current Asset Depreciation

	2012/13 ESTIMATE		2013/14 ESTIMATE
	ORIGINAL £	REVISED £	£
	97,150	106,650	100,950
	24,550	17,750 c)	17,750 c)
	21,500	21,250	21,800
	101,550	101,600	99,550
	13,050	13,450	11,250
	<u>257,800</u>	<u>260,700</u>	<u>251,300</u>
	11.74	11.44	11.45

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

PARKING SERVICES

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

	(850,200)	(733,400)	(702,200)
	257,800	260,700	251,300
	<u>(592,400)</u>	<u>(472,700)</u>	<u>(450,900)</u>

TO SUMMARY

c) Review of support from Legal Services.

PLANNING AND TRANSPORTATION SERVICES

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

Employees

Salaries	31,850	33,850	30,800
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Supplies & Services

Purchases - Equipment & Materials	1,000	1,000	1,000
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Structural Investigations	1,000	1,000	1,000
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Emergency Arrangements	150	150	150
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Capital Grants & Contributions (RECS)	66,000	80,000 a)	44,000 b)
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Third Party Payments

Contract Payments	3,000	3,000	3,000
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Sub-total

103,000	119,000	79,950
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	3,050	2,050	2,050
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Information Technology Expenses	1,500	1,500	1,500
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Departmental Administrative Expenses	14,450	14,250	13,500
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TO SUMMARY

122,000	136,800	97,000
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Full Time Equivalent Number of Staff
(including Support Service Staff)

0.92	0.87	0.85
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- a) Provision for the East Peckham Flood Alleviation Capital Plan scheme has been increased to meet current commitments.
- b) Drainage Improvement Programme Capital Plan scheme slipped from 2012/13 to 2013/14 slipped from 2010/11 to 2011/12 and 2012/13. Please see the Capital Plan for further details.

PLANNING AND TRANSPORTATION SERVICES

6. CAPITAL PROGRAMME
- REVENUE EXPENSES

**Direct Salaries, Central, Departmental
& Technical Support Services**
Service Allocations
Leisure Services
Planning & Transportation Services

TO SUMMARY

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

	2012/13 ESTIMATE		2013/14 ESTIMATE
	ORIGINAL £	REVISED £	£
	-	200	-
	134,300	143,350 a)	133,750
	<hr/>	<hr/>	<hr/>
	134,300	143,550	133,750
	<hr/>	<hr/>	<hr/>
	2.42	2.49	2.36

- a) Increased support from the Transportation and Security section for CCTV capital renewals.

LEISURE SERVICES BUSINESS UNIT

SUMMARY

	2012/13 ESTIMATE		2013/14
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. LARKFIELD LEISURE CENTRE	240,350	124,600	159,500
2. ANGEL CENTRE	321,300	299,650	317,200
3. TONBRIDGE SWIMMING POOL	272,450	215,400	245,400
4. POULT WOOD GOLF CENTRE	270,600	260,800	261,350
	<hr/>	<hr/>	<hr/>
	1,104,700	900,450	983,450
	<hr/>	<hr/>	<hr/>

LEISURE SERVICES BUSINESS UNIT

1. LARKFIELD LEISURE CENTRE

Employees

	2012/13 ESTIMATE ORIGINAL £	REVISED £	2013/14 ESTIMATE £	
Salaries (see analysis on page LSBU 11)	1,450,200	1,379,050	1,465,100	a)
Employers' National Insurance Contributions	64,250	75,300	61,400	
Employers' Superannuation Contributions	94,550	93,750	123,050	b)
Recruitment	2,000	2,500	2,000	
Health Care	750	250	750	
Training	12,000	12,000	12,000	
Superannuation - Lump Sum	98,000	98,000	103,900	c)
Employee Insurance	11,200	14,000	14,300	

Premises Related Expenses

General Maintenance	5,000	5,000	5,000	
Redecoration	3,000	5,000	3,000	
Floor Maintenance	2,200	2,200	2,200	
Electrical Spares	2,500	2,500	2,500	
Maintenance of Grounds	2,750	2,750	2,750	
Repairs & Maintenance of Fixed Plant	3,000	3,000	3,000	
Electricity	150,900	132,500	146,900	d)
Gas	137,300	113,000	128,400	d)
Water Charges (Metered)	23,600	24,100	25,300	
Sewerage & Environmental Services	19,000	21,900	23,000	
Fixture & Fittings	1,500	1,500	1,500	
Cleaning & Domestic Supplies	12,000	12,000	12,600	
Cleaning Contract	45,500	45,500	47,800	

Transport Related Expenses

Essential Users	5,250	5,250	5,250	
Casual Users	3,000	1,500	2,000	
Leased Car Leasing Costs	3,150	3,150	3,150	
Leased Car Mileage	450	650	650	

Supplies & Services

Purchases - Equipment & Materials	24,000	28,000	24,000	
Purchases - Chemicals	23,500	23,500	24,700	
Maintenance - General	16,000	16,000	16,000	
Maintenance - Contracts	41,500	41,500	43,600	e)
Uniforms	6,000	6,000	6,000	
Stationery & Photocopying	3,500	3,500	3,500	
Security Services	2,700	2,800	2,850	
Trade Refuse Charges	10,250	10,500	11,000	
Special Events	13,000	10,400	10,000	
Coaching Expenses	5,000	10,000	10,000	
Credit Card / Direct Debit Charges	7,450	8,750	9,000	
IT Set-up & Development	-	-	3,000	
Publicity & Promotion	40,000	40,000	40,000	
Postages	4,500	4,500	4,500	
Telephones	10,000	8,000	8,400	
Hospitality	500	500	500	
Licences & Subscriptions	17,250	15,900	16,700	

Carried Forward

2,378,200	2,286,200	2,431,250
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LEISURE SERVICES BUSINESS UNIT

LARKFIELD LEISURE CENTRE

- a) Includes pay award at 2%.
- b) Reflects higher anticipated enrolment in Local Government Pension Scheme.
- c) Reflects increased contribution to back funding.
- d) Reflect current utility costs and increase estimated at 5% for 2013/14.
- e) Reflects estimated 5% contract uplifts.

LEISURE SERVICES BUSINESS UNIT

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
1. <u>LARKFIELD LEISURE CENTRE (continued)</u>			
<u>Brought Forward</u>	2,378,200	2,286,200	2,431,250
Less Income			
Courses - Internal	(315,000)	(319,000) f)	(332,950) f)
Exercise Classes	(53,000)	(49,300) f)	(59,300) f)
Fitness Room	(610,000)	(645,000) f)	(710,000) f)
Sports Hall	(37,500)	(34,300) f)	(39,300) f)
Pool Hall	(687,000)	(705,000) f)	(720,000) f)
Health Suite	(26,500)	(28,300) f)	(28,850) f)
Invicta Room	(31,500)	(31,500) f)	(32,450) f)
Squash	(24,000)	(8,950) f)	- f)
Swimming Club	(32,000)	(32,000) f)	(32,800) f)
Amusement Machines	(1,000)	(850) f)	(1,000) f)
Annual Membership	(40,000)	(34,000) f)	(34,700) f)
Day Membership	(22,000)	(22,900) f)	(22,900) f)
Special Events	(15,000)	(12,000) f)	(12,000) f)
One to One Swim	(14,600)	(14,600) f)	(15,000) f)
Sponsorship	(500)	(500) f)	(500) f)
Treatment Room Hire	(10,000)	(14,000) f)	(14,000) f)
Schools	(25,000)	(25,000) f)	(25,500) f)
Soft Play	(61,500)	(54,900) f)	(56,000) f)
Retail Outlet	(4,700)	(4,700) f)	(4,850) f)
Miscellaneous	-	1,200	-
Catering Concession	(49,700)	(49,700) f)	(51,400) f)
Vending Concession	(13,900)	(13,900) f)	(14,350) f)
Bar Concession	(12,900)	(12,900) f)	(13,350) f)
	<hr/>	<hr/>	<hr/>
	(2,087,300)	(2,112,100)	(2,221,200)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	290,900	174,100	210,050
Central, Departmental & Technical Support Services			
Central Services	3,650	3,600	3,650
Financial Services	61,150	59,950	61,150
Personnel Services	13,200	12,950	13,200
LSBU Central Management	(128,550)	(126,000)	(128,550)
	<hr/>	<hr/>	<hr/>
<u>TO LEISURE SERVICES (see page LS 3)</u>	240,350	124,600	159,500
	<hr/>	<hr/>	<hr/>

LEISURE SERVICES BUSINESS UNIT

LARKFIELD LEISURE CENTRE

- f) Reflects current usage and proposed price increases for 2013/14.

LEISURE SERVICES BUSINESS UNIT

2. ANGEL CENTRE

(a) ANGEL CENTRE

Employees

Salaries (see analysis on page LSBU 11)	559,750	553,650	572,350	a)
Employers' National Insurance Contributions	21,850	31,550	20,850	
Employers' Superannuation Contributions	27,400	23,750	35,050	b)
Recruitment	1,000	1,000	1,000	
Health Care	500	250	500	
Training	5,500	5,500	5,500	
Superannuation - Lump Sum	26,350	26,350	27,900	c)
Employee Insurance	4,400	5,700	5,800	

Premises Related Expenses

General Maintenance	3,000	3,000	3,000	
Redecoration	2,500	2,500	2,500	
Floor Maintenance	2,500	2,500	2,500	
Electrical Spares	1,500	1,500	1,500	
Internal Planters	1,600	1,500	1,600	
Repairs & Maintenance of Fixed Plant	1,000	1,000	1,000	
Electricity	57,700	56,500	61,700	d)
Gas	39,700	41,950	49,100	d)
Water Charges (Metered)	11,000	11,000	11,550	
Sewerage & Environmental Services	9,500	10,000	10,500	
Cleaning & Domestic Supplies	7,000	7,000	7,350	
Cleaning Contract	17,200	17,200	18,050	

Transport Related Expenses

Relocation Expenses - Appendix E	650	650	650	
Casual Users	100	100	100	

Supplies & Services

Purchases - Equipment & Materials	10,000	13,400	12,000	
Maintenance - General	2,500	2,500	2,500	
Maintenance - Contracts	22,500	21,200	23,850	e)
Uniforms	2,500	2,500	2,500	
Stationery	2,500	1,000	2,000	
Security Services	900	900	900	
Trade Refuse Charges	4,000	4,800	5,050	
Coaching Expenses	5,000	4,000	4,000	
Credit Card / Direct Debit Charges	2,250	3,200	3,300	
IT Set-up & Development	-	-	3,000	
Printing & Marketing	18,000	18,000	18,000	
Postages	2,500	1,500	1,500	
Telephones	5,000	4,000	4,500	
Hospitality	250	250	250	
Licences & Subscriptions	14,500	14,300	15,000	

Carried Forward

894,100	895,700	938,400	
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LEISURE SERVICES BUSINESS UNIT

ANGEL CENTRE

- a) Includes pay award at 2%.
- b) Reflects higher anticipated enrolment in Local Government Pension Scheme.
- c) Reflects increased contribution to back funding.
- d) Reflect current utility costs and increase estimated at 5% for 2013/14.
- e) Reflects estimated 5% contract uplifts.

LEISURE SERVICES BUSINESS UNIT

2. ANGEL CENTRE (continued)

(a) ANGEL CENTRE (continued)

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	894,100	895,700	938,400
Less Income			
Coaching Courses	(50,000)	(53,000) f)	(58,500) f)
Exercise Classes	(33,500)	(35,500) f)	(37,000) f)
Medway Hall	(46,500)	(41,400) f)	(41,400) f)
Meeting Rooms	(67,000)	(60,000) f)	(60,000) f)
Fitness Room	(300,000)	(358,000) f)	(375,000) f)
Sports Hall	(90,000)	(69,050) f)	(71,000) f)
All Weather Area	(25,500)	(21,300) f)	(21,700) f)
Sports Grounds Pitches	(24,000)	(22,500) f)	(23,000) f)
Hire of Equipment	(1,500)	(850) f)	(850) f)
Use of Music	(1,000)	(550) f)	(550) f)
Crèche	(10,500)	(10,300) f)	(10,600) f)
Annual Membership	(8,500)	(9,550) f)	(9,700) f)
Special Events	(1,000)	(3,000) f)	(3,000) f)
Sponsorship	(200)	(100)	-
Dance Studio	(22,000)	(18,000) f)	(18,000) f)
Schools	-	(200)	-
	<hr/>	<hr/>	<hr/>
	(681,200)	(703,300)	(730,300)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	212,900	192,400	208,100
Central, Departmental & Technical Support Services			
Central Services	3,650	3,600	3,650
Financial Services	47,900	46,950	47,900
Personnel Services	6,750	6,600	6,750
LSBU Central Management	56,100	55,000	56,100
	<hr/>	<hr/>	<hr/>
	327,300	304,550	322,500
	<hr/>	<hr/>	<hr/>

f) Reflects current usage and proposed price increases for 2013/14.

LEISURE SERVICES BUSINESS UNIT

2. ANGEL CENTRE (continued)

(b) BAR, CATERING & VENDING

Supplies & Services

Purchases - Equipment & Materials
Catering Stock Issues

	2012/13 ESTIMATE		2013/14 ESTIMATE
	ORIGINAL	REVISED	
	£	£	£
	750	500	750
	3,500	2,850	3,500
	<hr/>	<hr/>	<hr/>
	4,250	3,350	4,250
	<hr/>	<hr/>	<hr/>
Less Income			
Catering Concession	(5,250)	(4,000)	(5,250)
Vending Concession	(5,000)	(4,250)	(4,300)
	<hr/>	<hr/>	<hr/>
	(10,250)	(8,250)	(9,550)
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
	(6,000)	(4,900)	(5,300)
	<hr/>	<hr/>	<hr/>

ANGEL CENTRE

(a) ANGEL CENTRE

(b) BAR, CATERING & VENDING

	327,300	304,550	322,500
	(6,000)	(4,900)	(5,300)
	<hr/>	<hr/>	<hr/>
<u>TO LEISURE SERVICES (see page LS 2)</u>	321,300	299,650	317,200
	<hr/>	<hr/>	<hr/>

LEISURE SERVICES BUSINESS UNIT

3. TONBRIDGE SWIMMING POOL

(a) TONBRIDGE SWIMMING POOL

Employees

Salaries (see analysis on page LSBU 11)	586,600	574,800	605,850	a)
Employers' National Insurance Contributions	24,300	29,600	22,950	
Employers' Superannuation Contributions	35,000	35,400	45,250	b)
Recruitment	1,500	3,600	1,500	
Health Care	500	500	500	
Training	5,500	5,500	5,500	
Superannuation - Lump Sum	34,850	34,850	37,100	c)
Employee Insurance	5,650	7,050	7,200	

Premises Related Expenses

General Maintenance	7,500	10,000	7,500	
Electrical Spares	3,500	3,500	3,500	
Maintenance of Grounds	800	800	800	
Repairs & Maintenance of Fixed Plant	5,000	4,500	5,000	
Electricity	100,800	93,500	104,200	d)
Gas	51,000	48,950	55,000	d)
Water Charges (Metered)	33,600	37,100	38,600	
Sewerage & Environmental Services	26,250	28,650	30,100	
Fixtures & Fittings	500	500	500	
Cleaning & Domestic Supplies	14,500	15,500	16,000	

Transport Related Expenses

Casual Users	700	600	700	
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Supplies & Services

Purchases - Equipment & Materials	6,500	8,600	7,500	
Purchases - Chemicals	32,000	35,000	36,750	
Maintenance - General	3,000	3,000	3,000	
Maintenance - Contracts	24,500	24,300	25,500	e)
Uniforms	4,500	4,500	4,500	
Stationery & Photocopying	2,000	2,000	2,000	
Security Services	2,200	2,300	2,350	
Trade Refuse Charges	5,000	5,300	5,550	
Coaching Expenses	4,000	4,000	4,000	
Credit Card / Direct Debit Charges	5,300	6,000	6,200	
IT Set-up & Development	-	-	3,000	
Publicity & Promotion	12,000	12,000	12,000	
Postages	400	500	500	
Telephones	3,200	3,500	3,500	
Hospitality	250	250	250	
Licences & Subscriptions	2,400	2,600	2,750	

Carried Forward

1,045,300	1,048,750	1,107,100
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LEISURE SERVICES BUSINESS UNIT

TONBRIDGE SWIMMING POOL

- a) Includes pay award at 2%.
- b) Reflects higher anticipated enrolment in Local Government Pension Scheme.
- c) Reflects increased contribution to back funding.
- d) Reflect current utility costs and increase estimated at 5% for 2013/14.
- e) Reflects estimated 5% contract uplifts.

LEISURE SERVICES BUSINESS UNIT

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
3. <u>TONBRIDGE SWIMMING POOL (continued)</u>			
(a) <u>TONBRIDGE SWIMMING POOL (continued)</u>			
<u>Brought Forward</u>	1,045,300	1,048,750	1,107,100
Less Income			
Courses - Internal	(180,000)	(242,850) f)	(249,900) f)
Exercise Classes	(14,500)	(14,500) f)	(15,100) f)
Health Suite	(48,500)	(53,250) f)	(54,850) f)
Swimming - Individuals	(445,000)	(445,000) f)	(460,000) f)
Swimming - Schools	(25,000)	(25,150) f)	(25,900) f)
Swimming - Club	(20,000)	(19,050) f)	(19,650) f)
Tennis	(2,000)	(2,250) f)	(2,350) f)
Golf	(13,000)	(10,250) f)	(13,000) f)
Other	(2,500)	(150)	-
Annual Membership	(11,000)	(11,000) f)	(11,500) f)
Special Events	(16,500)	(16,500) f)	(16,500) f)
One to One Swim	(50,000)	(50,000) f)	(51,000) f)
Sponsorship	(200)	-	(200)
Profit on Stock Sales	(10,000)	(10,000)	(10,000)
	<hr/>	<hr/>	<hr/>
	(838,200)	(899,950)	(929,950)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	207,100	148,800	177,150
Central, Departmental & Technical Support Services			
Central Services	3,100	3,050	3,100
Financial Services	27,750	27,200	27,750
Personnel Services	4,300	4,200	4,300
LSBU Central Management	57,750	56,600	57,750
	<hr/>	<hr/>	<hr/>
	300,000	239,850	270,050
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LEISURE SERVICES BUSINESS UNIT

TONBRIDGE SWIMMING POOL

- f) Reflects current usage and proposed price increases for 2013/14.

LEISURE SERVICES BUSINESS UNIT

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
3. <u>TONBRIDGE SWIMMING POOL (continued)</u>			
(b) <u>CATERING & VENDING</u>			
Employees			
Salaries (see analysis on page LSBU 11)	125,850	125,200	126,300 a)
Employers' National Insurance Contributions	3,800	6,200	3,450
Employers' Superannuation Contributions	9,250	8,900	13,450 b)
Superannuation - Lump Sum	9,800	9,800	10,400 c)
Supplies & Services			
Purchases - Equipment & Materials	6,000	6,000	6,000
Catering Stock Issues	97,000	105,000	108,000
	<hr/>	<hr/>	<hr/>
	251,700	261,100	267,600
	<hr/>	<hr/>	<hr/>
Less Income			
Vending	(7,250)	(8,250)	(6,550)
Catering	(272,000)	(277,300) d)	(285,700) d)
	<hr/>	<hr/>	<hr/>
	(279,250)	(285,550)	(292,250)
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	<hr/>	<hr/>	<hr/>
	(27,550)	(24,450)	(24,650)
	<hr/>	<hr/>	<hr/>

TONBRIDGE SWIMMING POOL

(a) TONBRIDGE SWIMMING POOL

(b) CATERING & VENDING

TO LEISURE SERVICES (see page LS 4)

300,000	239,850	270,050
(27,550)	(24,450)	(24,650)
<hr/>	<hr/>	<hr/>
272,450	215,400	245,400
<hr/>	<hr/>	<hr/>

a) Includes pay award at 2%.

b) Reflects higher anticipated enrolment in Local Government Pension Scheme.

c) Reflects increased contribution to back funding.

d) Reflects current usage and proposed price increases for 2013/14.

LEISURE SERVICES BUSINESS UNIT

	2012/13 ESTIMATE		2013/14
	ORIGINAL £	REVISED £	ESTIMATE £
4. <u>POULT WOOD GOLF CENTRE</u>			
Employees			
Salaries (see analysis on page LSBU 11)	123,750	120,300	123,750 a)
Employers' National Insurance Contributions	9,050	8,850	9,050
Employers' Superannuation Contributions	14,400	14,100	14,400 b)
Recruitment	500	-	500
Health Care	-	100	100
Training	1,000	500	1,000
Superannuation - Lump Sum	13,900	13,900	14,700 c)
Employee Insurance	1,000	1,200	1,200
Premises Related Expenses			
General Maintenance	200	100	200
Water Charges (Metered) (metered)	5,250	5,000	5,250
Sewerage & Environmental Services	1,000	1,000	1,000
Cleaning & Domestic Supplies	250	150	250
Transport Related Expenses			
Repair & Maintenance	6,000	4,000	6,000
Licences	300	300	300
Petrol & Oil	6,500	6,750	6,500
Tyres	500	1,000	500
Vehicle Insurance	2,500	2,650	2,500
Supplies & Services			
Purchases - Equipment & Materials	35,000	35,000	36,750
Maintenance - General	500	500	500
Protective Clothing	500	500	500
Skip Services	500	500	500
Telephones	300	300	300
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	222,900	216,700	225,750
Central, Departmental & Technical Support Services			
Central Services	650	650	650
Financial Services	5,000	4,900	5,000
Personnel Services	1,400	1,350	1,400
LSBU Central Management	14,700	14,400	14,700
Depreciation & Impairment			
Non-Current Asset Depreciation	25,950	22,800	13,850
	<hr/>	<hr/>	<hr/>
<u>TO LEISURE SERVICES (see page LS 10)</u>	270,600	260,800	261,350
	<hr/>	<hr/>	<hr/>

a) Includes pay award at 2%.

b) Reflects higher anticipated enrolment in Local Government Pension Scheme.

c) Reflects increased contribution to back funding.

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 £
<u>2012/13 ESTIMATE</u>								
Original Estimate								
Larkfield Leisure Centre	1,021,100	32,800	11,000	385,300	1,450,200	64,250	94,550	1,609,000
Angel Centre	372,350	25,000	-	162,400	559,750	21,850	27,400	609,000
Tonbridge Swimming Pool	399,300	29,500	5,100	152,700	586,600	24,300	35,000	645,900
Tonbridge Swimming Pool Catering	82,250	2,600	-	41,000	125,850	3,800	9,250	138,900
Poult Wood Golf Centre	122,750	-	-	1,000	123,750	9,050	14,400	147,200
	1,997,750	89,900	16,100	742,400	2,846,150	123,250	180,600	3,150,000
Revised Estimate								
Larkfield Leisure Centre	922,000	25,950	11,000	420,100	1,379,050	75,300	93,750	1,548,100
Angel Centre	350,000	36,650	-	167,000	553,650	31,550	23,750	608,950
Tonbridge Swimming Pool	350,200	30,600	3,100	190,900	574,800	29,600	35,400	639,800
Tonbridge Swimming Pool Catering	68,250	4,800	150	52,000	125,200	6,200	8,900	140,300
Poult Wood Golf Centre	120,300	-	-	-	120,300	8,850	14,100	143,250
	1,810,750	98,000	14,250	830,000	2,753,000	151,500	175,900	3,080,400
<u>2013/14 ESTIMATE</u>								
Larkfield Leisure Centre	1,009,000	29,950	11,750	414,400	1,465,100	61,400	123,050	1,649,550
Angel Centre	372,150	25,000	-	175,200	572,350	20,850	35,050	628,250
Tonbridge Swimming Pool	412,500	31,000	5,200	157,150	605,850	22,950	45,250	674,050
Tonbridge Swimming Pool Catering	81,850	2,650	-	41,800	126,300	3,450	13,450	143,200
Poult Wood Golf Centre	122,750	-	-	1,000	123,750	9,050	14,400	147,200
	1,998,250	88,600	16,950	789,550	2,893,350	117,700	231,200	3,242,250