

2012/13

Revenue and Capital Outturn



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Cabinet 19 June 2013
General Fund Revenue Outturn 2012/13
SUMMARY

SERVICE	ORIGINAL	2012/13	PROVISIONAL
	ESTIMATE	REVISED	OUTTURN
	£	ESTIMATE	£
Corporate Services	5,281,200	5,095,200	4,786,992
Environmental Health Services	4,576,500	4,613,450	4,513,324
Housing Services	1,783,150	1,850,650	1,679,494
Leisure Services	4,771,450	4,870,850	4,768,421
Planning and Transportation Services	2,162,850	2,262,800	2,099,532
Sub Total	18,575,150	18,692,950	17,847,763
Capital Accounting Reversals			
Non-Current Asset Depreciation	(2,557,800)	(2,517,250)	(2,481,519)
Non-Current Asset Impairment	-	(53,350)	(62,982)
Contributions to / (from) Reserves			
Building Repairs Reserve			
Withdrawals to fund expenditure	(418,100)	(572,300)	(573,709)
Contribution to Reserve	350,000	600,000	600,000
Contributions from Earmarked Reserves			
Community Enhancement Fund Reserve	(84,000)	(120,000)	(121,748)
Corporate MTFs Reserve	(250,000)	(250,000)	(250,000)
Crime & Disorder Initiatives Reserve	(20,000)	(20,000)	(20,000)
Democratic Representation Reserve	-	-	(2,407)
Election Expenses Reserve	(12,900)	(5,600)	(7,816)
Environmental Health Initiatives Reserve	-	-	(7,000)
Housing & Planning Delivery Grant Reserve	(60,400)	(60,400)	(63,479)
Housing Survey Reserve	(15,000)	(15,000)	-
Invest to Save Reserve	-	(14,700)	(25,395)
Local Development Framework Reserve	(30,000)	(30,000)	(16,156)
Performance Reward Grant Reserve	-	(1,900)	(1,910)
Planning Inquiries Reserve	(27,000)	(27,000)	-
Repossessions Prevention Fund Reserve	(4,000)	(3,000)	(2,156)
Supporting People Reserve	-	-	(5,000)
Tonbridge Town Centre Reserve	-	(82,000)	(148,182)
Waste & Street Scene Initiatives Reserve	-	-	(4,000)
Contributions to Earmarked Reserves			
Election Expenses Reserve	25,000	25,000	25,000
High Street Innovation Fund Reserve	-	100,000	100,000
Housing & Welfare Reform Reserve	-	-	22,000
Housing Survey Reserve	10,000	10,000	10,000
Invest to Save Reserve	-	50,000	87,770
Leisure Services Business Unit Reserve	-	-	60,672
Local Development Framework Reserve	40,000	40,000	40,000
Tonbridge Town Centre Reserve	-	-	100,000
Town Team Partners Reserve	-	10,000	10,000
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(2,160,000)	(2,153,750)	(1,809,958)
Revenue Expenditure Funded from Capital	(529,000)	(623,250)	(355,445)
Other contributions to / (from) Reserve (net)	350,000	350,000	359,000
Capital Expenditure Charged to General Fund	2,160,000	2,153,750	1,809,958
International Accounting Standard 19			
Retirement Benefit Costs	2,591,300	3,561,000	3,428,000
Employers Pension Contributions	(2,481,550)	(2,393,100)	(2,665,000)
Contribution to / (from) Pensions Reserve	(109,750)	(1,167,900)	(763,000)
Landsbanki Investment Impairment	-	-	(26,183)
New Homes Bonus	(1,224,500)	(1,125,300)	(1,125,252)
High Street Innovation Fund Grant	-	(100,000)	-
New Burdens Grants	-	(13,400)	(13,420)
Town Team Partners Grant	-	(10,000)	-
Contributions from KCC	(85,000)	(116,250)	(116,240)
MMI Scheme of Arrangement Provision	-	75,000	-
Revenue Adjustments	-	-	(62)
Sub Total	14,032,450	14,192,250	13,832,144
Contribution to / (from) General Revenue Reserve	(838,650)	(998,450)	(638,344)
Budget Requirement	13,193,800	13,193,800	13,193,800

CORPORATE SERVICES

SUMMARY

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 SALARIES AND ONCOSTS	11,398,750	11,270,700	11,118,173
2 OVERHEAD EXPENSES	4,258,600	4,368,050	4,278,978
3 RECHARGES TO SERVICE BUDGETS	(14,910,650)	(15,144,750)	(14,930,869)
	<hr/>	<hr/>	<hr/>
NON DISTRIBUTED COSTS	746,700	494,000	466,282
4 DEMOCRATIC REPRESENTATION	1,620,200	1,582,050	1,549,729
5 CORPORATE MANAGEMENT	580,000	553,000	547,418
6 COMMUNITY SAFETY	153,000	154,150	151,725
7 COMMUNITY DEVELOPMENT	118,350	146,850	96,944
8 ELECTIONS	321,450	291,250	269,287
9 INFORMATION AND PUBLICITY	194,000	202,800	199,956
10 PUBLIC RIGHTS OF WAY	7,950	850	846
11 CIVIL CONTINGENCIES	108,600	92,350	89,115
12 LOCAL LAND CHARGES	(200)	(30,900)	(27,447)
13 GRANTS & PAYMENTS	251,000	305,350	301,612
14 INDUSTRIAL ESTATE	(52,900)	(55,750)	(55,785)
15 COMMERCIAL PROPERTY	(240,600)	(242,450)	(240,452)
16 VALE RISE DEPOT	-	-	-
17 LAND REVIEW	59,250	146,050	198,632
18 LOCAL REVENUE & NNDR COLLECTION	539,700	623,950	565,995
19 COUNCIL TAX SUPPORT	108,950	97,300	103,720
20 INTEREST & TRANSFERS	(159,850)	(177,750)	(221,795)
21 DRAINAGE BOARDS SPECIAL LEVIES	364,150	364,150	364,181
22 FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS	256,150	256,300	256,374
23 GENERAL ADVICE TO PARISH COUNCILS	70,100	62,800	62,341
24 ITINERANTS	16,600	3,450	3,405
25 CLIMATE CHANGE	76,400	48,750	42,402
26 ECONOMIC DEVELOPMENT & REGENER'N	77,800	88,050	(29,500)
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ANNUAL ESTIMATES	5,216,800	5,006,600	4,694,985
27 CAPITAL PROGRAMME - REVENUE EXP.	59,400	49,500	48,251
28 CONTRIBUTIONS TO PROVISIONS	5,000	5,000	3,058
29 ITEMS FUNDED FROM RESERVES	-	34,100	40,698
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	5,281,200	5,095,200	4,786,992
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Full Time Equivalent Number of Staff (including Support Service Staff)	78.56	76.69	

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 <u>SALARIES AND ONCOSTS</u>			
(a) <u>Salaries</u>			
Salaries (see analysis on page CS 33)	8,391,850	8,281,700	8,113,650
Employers' National Insurance Contributions	635,200	622,200	613,073
Employers' Superannuation Contributions	1,068,150	1,001,050	974,530
Superannuation Backfunding Lump Sum	1,024,600	1,025,300	1,022,430
Staff Turnover Saving	(140,000)	(80,000)	-
Apprenticeship Scheme	16,500	9,650	5,709
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	10,996,300	10,859,900	10,729,392 a)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	256.35	256.06	
(b) <u>Termination Payments</u>			
Additional Annual Pension Contributions	285,000	295,000	295,146
Long Service Awards	-	1,200	1,530
Redundancy Payments	-	950	8,102 b)
	<hr/>	<hr/>	<hr/>
	285,000	297,150	304,778
	<hr/>	<hr/>	<hr/>
(c) <u>Recruitment & Training</u>			
Advertising & Other Recruitment Costs	5,000	4,900	11,876 c)
Training - Course Fees & Expenses	100,000	100,000	65,338 d)
Health Screening & Miscellaneous	7,450	6,250	4,773
Employee Support Scheme	5,000	2,500	2,016
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	117,450	113,650	84,003
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	11,398,750	11,270,700	11,118,173
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CORPORATE SERVICES

SALARIES

- a) Management savings generated on the permanent establishment.

TERMINATION PAYMENTS

- b) Voluntary redundancy payment following Senior Management restructure and an adjustment in respect of the Council's share of the redundancy payment of the former IT Manager.

RECRUITMENT & TRAINING

- c) Excess costs over the revised estimate are met from savings in staff pay - see note a) above.
- d) Employees collectively sought ways to reduce expenditure on training activities.

CORPORATE SERVICES

2 OVERHEAD EXPENSES

(a) COUNCIL OFFICES

Employees

Salaries	137,100	143,750	141,746
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Premises Related Expenses

Maintenance of Grounds	7,550	7,500	12,227 a)
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Energy Costs :

Electricity	83,900	83,000	71,736 b)
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Gas	34,500	30,000	24,834 b)
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Rates	257,200	245,550	245,550
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Water Services :

Water Charges (metered)	3,700	4,000	3,992
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Sewerage & Environmental Services	5,500	5,900	5,793
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Fixture & Fittings	4,000	4,000	2,864
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Cleaning & Domestic Supplies	4,600	5,000	4,563
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Insurance	18,400	18,300	18,289
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Repairs expenditure	124,900	169,200	172,054
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Supplies & Services

Equipment, Furniture & Materials	1,100	900	1,295
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Clothing, Uniforms & Laundry	3,850	4,250	5,165
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Trade Refuse Charges	6,500	8,500	6,966
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Security / Cleaning	10,000	10,000	10,392
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Miscellaneous Services	8,550	8,350	8,322
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	711,350	748,200	735,788

Less Income

Customer & Client Receipts	(1,800)	(1,800)	(2,799)
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Solemnization of Marriages	(12,000)	(12,000)	(17,020)
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Hire of Tonbridge Council Chamber	(2,000)	(2,000)	(5,448)
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Police Accommodation Licence Fee	(3,900)	(6,700)	(2,942) c)
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Developer Contributions	-	-	(4,168) a)
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	(19,700)	(22,500)	(32,377)

Sub-total

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	691,650	725,700	703,411

Central, Departmental & Technical Support Services

Information Technology Expenses	4,550	4,550	4,548
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Central Salaries & Administration	31,200	31,550	31,667
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Departmental Administrative Expenses	27,750	29,300	28,066
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Depreciation & Impairment

Non-Current Asset Depreciation	146,800	152,000	151,230
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Non-Current Asset Impairment	-	-	46,865 d)
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	901,950	943,100	965,787

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

5.54	5.63	
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CORPORATE SERVICES

COUNCIL OFFICES

- a) Additional tree works at Kings Hill met from a developer contribution.
- b) Reduced costs achieved through flexible procurement option via Laser buying consortium.
- c) Reflects delay in occupation by Kent Police of accommodation provided at Kings Hill site.
- d) Impairment of the Gibson West boiler on its replacement in summer 2012.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(b) PRINTING SECTION & MULTI FUNCTION DEVICES

Employees

Salaries

95,600

97,250

98,205

Supplies & Services

Purchases

3,500

3,200

3,939

Print Room Maintenance & Copy Charges

40,000

42,000

34,918 a)

Multi Function Device Copy Charges

19,000

19,000

20,993

Paper

24,500

25,500

25,112

182,600

186,950

183,167

Less Income

Sales

(22,050)

(22,050)

(22,941)

Recharges to Other Services

(9,350)

(9,300)

(18,769) b)

(31,400)

(31,350)

(41,710)

Sub-total

151,200

155,600

141,457

Central, Departmental & Technical Support Services

Office Accommodation

30,950

32,050

33,193

Central Salaries & Administration

17,150

17,300

17,255

Departmental Administrative Expenses

9,900

14,150

12,934

Depreciation & Impairment

Non-Current Asset Depreciation

30,000

32,650

31,267

239,200

251,750

236,106

Full Time Equivalent Number of Staff

(including Support Service Staff)

3.90

3.86

a) Primarily reflects a reduction in colour printing offset by a significant increase in black and white printing.

b) Includes income for production of election material recharged to specific election accounts.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(c) CUSTOMER SERVICES

Employees

Salaries

321,000 304,200 292,624

Premises Related Expenses

Rent

5,200 5,200 5,200

Supplies & Services

Purchases

900 800 2,018 **a)**

Uniforms

800 400 177

Stationery

550 500 637

Community Outreach

18,000 18,000 9,607 **b)**

Postage

600 650 269

Mobile Telephones

1,000 1,000 652

General Subsistence Allowances

300 - 20

Office Security

34,000 34,000 33,096

382,350 364,750 344,300

Less Income

Tonbridge Gateway Agreement / Licence

(132,550) (132,550) (128,955)

Gateway Partner Receipts

(12,900) (12,900) (13,306)

Sub-total

236,900 219,300 202,039

Central, Departmental & Technical Support Services

Information Technology Expenses

69,550 70,550 70,545

Central Salaries & Administration

51,750 52,100 51,662

Departmental Administrative Expenses

99,050 93,900 95,775

457,250 435,850 420,021

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

11.28 10.60

a) Purchase of an upgrade to the Macfarlane reporting software.

b) Expenditure relating to marketing and community outreach activities lower than anticipated.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(d) GENERAL ADMINISTRATION

Employees

Salaries	18,750	22,850	22,601
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Supplies & Services

Insurance	126,500	123,600	198,598 a)
Advertising	1,000	1,000	180
Post Delivery Guarantee	2,700	3,000	2,900
Council Diaries & Handbooks (Net Cost)	350	350	-
Miscellaneous Services	-	2,000	- b)
First Aid Supplies	250	700	543
Copyright Licence	1,900	2,300	2,280
Equality Issues	1,000	2,400	359

152,450	158,200	227,461
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Less Income

Old Plant & Equipment	(50)	(50)	(61)
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152,400	158,150	227,400
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Sub-total

152,400	158,150	227,400
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Central, Departmental & Technical Support Services

Central Salaries & Administration	18,900	41,850	41,874
Departmental Administrative Expenses	3,450	3,900	3,632

174,750	203,900	272,906
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Full Time Equivalent Number of Staff
(including Support Service Staff)

1.00	1.31
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CORPORATE SERVICES

GENERAL ADMINISTRATION

- a) Increased costs reflect that in 2012/13, clawback under the Scheme of Arrangement in respect of MMI Limited that went into solvent run-off in 1992, was triggered where sums paid out (either in full or in part) are subject to clawback to settle claims. Budget provision required as a result (assessed at £75,000) can be found on the Summary page (S1).

- b) Budget provision not utilised due to the book binding company which dealt with official minute books ceasing trading. An alternative supplier to be sought in current financial year.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2 <u>OVERHEAD EXPENSES-Continued</u>			
(e) <u>DEPARTMENTAL ADMINISTRATION</u>			
Staff Transport Related Expenses			
Car & Travelling Allowances	290,300	287,250	275,325 a)
Supplies & Services			
Equipment, Furniture & Materials	10,950	16,500	15,932
Office Equipment - Maintenance	3,600	3,950	3,228
Protective Clothing	850	800	338
External Printing & Stationery	17,800	17,450	14,524
Postage	44,400	42,800	45,636
Telephones - Calls	13,000	10,000	6,899
Telephones - Other Costs	57,750	77,500	70,035
Mobile Telephones & Pagers	7,800	6,850	4,454
Subscriptions to Organisations	22,450	22,900	22,594
Reference Books & Publications	27,150	26,800	28,819
Subsistence Allowances	6,900	6,600	7,794
Legal Expenses	45,000	45,000	51,758 b)
Fees	16,250	16,000	16,790
Ordnance Survey Licence Charges	13,200	-	-
Insurance & Other Expenses	1,100	1,100	1,214
Contracted Services	8,250	8,250	2,951 c)
Data Protection Act Registration	-	2,550	2,355
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	586,750	592,300	570,646
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Less Income			
Recovery of Court Costs	(2,000)	(2,900)	(5,483)
Customer & Client Receipts	(5,250)	(5,250)	(286) d)
Partnership Receipts	(189,700)	(185,400)	(192,941) e)
	<hr/>	<hr/>	<hr/>
	(196,950)	(193,550)	(198,710)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	389,800	398,750	371,936
Depreciation & Impairment			
Non-Current Asset Depreciation	17,900	20,000	13,410
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	407,700	418,750	385,346
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CORPORATE SERVICES

DEPARTMENTAL ADMINISTRATION

- a) Reflects an overall reduction in level of essential user and casual user car allowances.
- b) Higher than anticipated level of fees associated with planning inquiries.
- c) Budget provision for technical support for Administration and Property Services has now been deleted. Report to General Purposes Committee meeting on 4th February 2013 refers.
- d) Reduced level of legal fee income.
- e) Additional income received from Gravesham Borough Council for Web Developer salary costs.

CORPORATE SERVICES

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(g) INFORMATION TECHNOLOGY SERVICES

Employees

Salaries	874,350	820,900	772,989 a)
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Transport Related Expenses

Public Transport	250	250	137
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Supplies & Services

Equipment - Purchases	4,000	4,000	4,338
Equipment - Maintenance	61,000	65,400	64,269
Printing & Stationery	6,000	6,000	7,280
Insurance	6,950	6,950	6,968
Reference Books & Publications	100	100	89
Subsistence Allowances	450	450	427
Other Expenses	2,350	2,350	1,068
Data Protection Registration	2,550	-	-
Software Support, Hire & Maintenance	425,350	451,000	427,418 b)
Technical Assistance	-	18,750	18,750
Telephone leased lines and modems	40,850	40,850	20,043 c)
Kent Connects	29,550	29,550	29,567

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1,453,750	1,446,550	1,353,343

Less Income

Web Site Advertising	(500)	-	-
Contributions from Other Bodies	-	-	3,748 d)

Sub-total

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1,453,250	1,446,550	1,357,091

Central, Departmental & Technical Support Services

Office Accommodation	89,900	94,850	97,081
Central Salaries & Administration	34,450	40,150	39,486
Departmental Administrative Expenses	86,700	109,250	108,025

Depreciation & Impairment

Non-Current Asset Depreciation	410,050	422,700	396,133
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2,074,350	2,113,500	1,997,816
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Full Time Equivalent Number of Staff
(including Support Service Staff)

18.35	18.65
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CORPORATE SERVICES

INFORMATION TECHNOLOGY SERVICES

- a) Management savings generated on the permanent establishment and effect of additional partnership income received.
- b) Reflects various software and support contract reductions and changes.
- c) Kent Public Sector Network charges lower than anticipated and refund received from British Telecom following cessation of private mega stream circuit.
- d) Reflects cancellation of prior year debtor provision balance for Interreg funding in respect of customer profiling project.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
3 <u>SALARIES & OVERHEADS</u>			
Salaries & Oncosts	11,398,750	11,270,700	11,118,173
Overheads			
(a) Council Offices	901,950	943,100	965,787
(b) Printing & Multi Function Devices	239,200	251,750	236,106
(c) Customer Services	457,250	435,850	420,021
(d) Administration - General	174,750	203,900	272,906
(e) Administration - Departmental	407,700	418,750	385,346
(f) Snack Facilities	3,400	1,200	996
(g) Information Technology Services	2,074,350	2,113,500	1,997,816
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	15,657,350	15,638,750	15,397,151
Less Recharge to :	<hr/>	<hr/>	<hr/>
Planning & Transportation Services	(3,795,200)	(3,843,400)	(3,766,299)
Environmental Health Services	(1,598,200)	(1,718,350)	(1,691,955)
Housing Services	(1,771,800)	(1,871,650)	(1,881,208)
Leisure Services	(1,253,100)	(1,225,450)	(1,213,257)
Corporate Services	(4,263,400)	(4,252,450)	(4,203,801)
Other Services	(203,000)	(205,100)	(206,598)
Holding Accounts	(2,025,950)	(2,028,350)	(1,967,751)
	<hr/>	<hr/>	<hr/>
	(14,910,650)	(15,144,750)	(14,930,869)
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<u>Sub-total</u>	746,700	494,000	466,282
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<u>TO SUMMARY</u>	746,700	494,000	466,282
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CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
4 <u>DEMOCRATIC REPRESENTATION & MANAGEMENT</u>			
(a) <u>DEMOCRATIC ADMINISTRATION</u>			
Employees			
# Salaries	372,100	371,950	368,653
Premises Related Expenses			
Accommodation Expenses (Forum/Area1)	7,500	5,100	4,230
Supplies & Services			
Members' Meeting Expenses	2,500	2,500	2,365
Twinning Committee Expenses	6,600	3,000	1,362
Remuneration Panel Expenses	2,800	2,800	2,401
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	391,500	385,350	379,011
Central, Departmental & Technical Support Services			
Accommodation & Printing Services	83,350	99,150	89,808
# Central Salaries & Administration	305,350	263,700	258,845
Information Technology Expenses	17,900	18,400	15,960
# Departmental Administrative Expenses	128,750	129,450	129,650
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	926,850	896,050	873,274
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	16.27	15.71	

Memorandum

Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	313,850	316,050	312,051
Chief Executives' Service	75,150	69,850	64,222
Environmental Health & Hsg Services	70,500	72,450	72,671
Financial Services	53,050	54,250	55,507
Information Technology Services	4,650	-	-
Legal Services	40,400	4,500	4,403
Leisure Services	86,150	83,200	83,642
Personnel Services	7,050	9,450	9,350
Planning & Transportation Services	155,400	155,350	155,302
	<hr/>	<hr/>	<hr/>
	806,200	765,100	757,148
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>PAYMENTS TO MEMBERS</u>			
Transport Related Expenses			
Members' Travel & Subsistence	13,500	12,500	11,941
Supplies and Services			
Basic Allowance	269,000	266,100	266,117
Special Responsibility Allowance	149,950	139,100	140,209
Mayors' and Deputy Mayors' Allowance	7,800	7,400	7,410
Members' National Insurance	15,000	13,000	11,734
Carers' Allowance	700	700	736
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	455,950	438,800	438,147
Central, Departmental & Technical Support Services			
Central Salaries & Administration	19,700	20,200	20,346
Information Technology Expenses	6,400	3,600	3,126
	<hr/>	<hr/>	<hr/>
	482,050	462,600	461,619
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.55	0.52	

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(c) <u>MAYORAL & OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u>			
Employees			
Salaries	43,750	43,650	44,584
Transport Related Expenses			
Mayors' Transport Allowance	21,500	21,500	21,401
Supplies and Services			
Stationery	200	200	140
Subscriptions	22,250	21,650	21,659
Insurance	50	50	50
Civic Hospitality	10,000	10,000	6,045
Mobile Telephones	200	150	45
Other Expenses	2,000	2,000	1,786
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	99,950	99,200	95,710
Central, Departmental & Technical Support Services			
Central Salaries & Administration	77,450	89,900	85,901
Information Technology Expenses	10,150	10,050	10,007
Departmental Administrative Expenses	23,750	24,250	23,218
	<hr/>	<hr/>	<hr/>
	211,300	223,400	214,836
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.72	2.97	
 <u>SUMMARY</u>			
(a) DEMOCRATIC ADMINISTRATION	926,850	896,050	873,274
(b) PAYMENTS TO MEMBERS	482,050	462,600	461,619
(c) MAYORAL & OTHER MEMBER SUPPORT INC. MEMBER TRAINING	211,300	223,400	214,836
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,620,200	1,582,050	1,549,729
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

5 CORPORATE MANAGEMENT

(a) CORPORATE POLICY

Employees

# Salaries	88,400	97,200	99,350
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Supplies and Services

Consultation & Other Expenses	8,000	5,000	299 a)
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Sub-total

96,400	102,200	99,649
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Central, Departmental & Technical Support Services

# Central Salaries & Administration	303,300	296,600	296,574
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Information Technology Expenses	-	-	3
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# Departmental Administrative Expenses	24,050	25,650	25,819
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423,750	424,450	422,045
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Full Time Equivalent Number of Staff
(including Support Service Staff)

5.93	5.80
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(b) PUBLIC ACCOUNTABILITY

Supplies and Services

External Audit Fees	94,000	64,550	60,289 b)
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Central, Departmental & Technical Support Services

Central Salaries & Administration	62,250	64,000	65,081
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Information Technology Expenses	-	-	3
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156,250	128,550	125,373
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Full Time Equivalent Number of Staff
(including Support Service Staff)

1.09	1.08
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SUMMARY

(a) CORPORATE POLICY	423,750	424,450	422,045
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(b) PUBLIC ACCOUNTABILITY	156,250	128,550	125,373
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TO SUMMARY

580,000	553,000	547,418
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CORPORATE SERVICES

	2012/13		
	ORIGINAL	REVISED	PROVISIONAL
	ESTIMATE	ESTIMATE	OUTTURN
	£	£	£
Memorandum			
# Service Allocations to Corporate Policy			
Admin & Property Services	74,100	80,050	80,072
Chief Executives' Service	107,700	113,200	111,382
Environmental Health & Housing Services	51,750	53,100	53,450
Financial Services	88,650	90,650	92,504
Information Technology Services	6,400	-	-
Leisure Services	15,600	18,700	18,845
Legal	14,450	2,900	2,810
Personnel Services	11,950	9,850	9,805
Planning & Transportation Services	45,150	51,000	52,875
	<hr/>	<hr/>	<hr/>
	415,750	419,450	421,743
	<hr/>	<hr/>	<hr/>

CORPORATE POLICY

- a) Reflects delay in setting up an online residents' panel, now planned for 2013/14.

PUBLIC ACCOUNTABILITY

- b) Rebate received from Audit Commission as a result of further efficiency savings prior to closure.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
6 <u>COMMUNITY SAFETY</u>			
Employees			
Salaries	63,950	65,050	65,257
Supplies & Services			
Other Community Safety Initiatives	20,000	20,000	20,006
Crime & Disorder Initiatives	20,000	20,000	20,000
	<hr/>	<hr/>	<hr/>
	103,950	105,050	105,263
Less Income			
Contribution to Community Safety Staffing	(34,850)	(34,850)	(34,836)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	69,100	70,200	70,427
Central, Departmental & Technical Support Services			
Central Salaries & Administration	45,050	44,250	42,105
Information Technology Expenses	3,050	3,050	2,662
Departmental Administrative Expenses	35,800	36,650	36,531
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	153,000	154,150	151,725
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.26	3.30	
7 <u>COMMUNITY DEVELOPMENT</u>			
Employees			
Salaries	55,950	49,950	44,437
Supplies & Services			
Local Strategic Partnership	3,750	3,750	3,750
Community Development Partnership	15,000	30,500	30,500
Healthy Living Initiatives	50,000	-	-
Capital Grants and Contributions (RECS)	14,000	46,000	2,041 a)
	<hr/>	<hr/>	<hr/>
	138,700	130,200	80,728
Less Income			
Choosing Health	(50,000)	-	-
Chances for Change	-	(13,600)	(13,590)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	88,700	116,600	67,138
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,400	9,400	9,421
Departmental Administrative Expenses	21,250	20,850	20,385
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	118,350	146,850	96,944
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.41	1.42	

CORPORATE SERVICES

COMMUNITY DEVELOPMENT

- a) Underspend reflects slippage of Community Partnership Initiatives and Local Strategic Partnership Capital Plan schemes to 2013/14.

CORPORATE SERVICES

8 ELECTIONS

(a) ELECTORAL REGISTRATION

Employees

Salaries	53,250	44,550	45,789
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Supplies & Services

Equipment & Materials - Purchases	4,000	4,000	3,422
Stationery	500	500	4
Reference Books & Publications	1,000	1,000	1,083
Canvassers' Fees & Delivery Expenses	25,000	25,000	24,159
Postages	20,500	20,500	12,609 a)
Advertising	200	-	-

<hr/>		<hr/>		<hr/>	
104,450	95,550	87,066			

Less Income

Sale of Registers	(1,500)	(1,500)	(2,339)
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Sub-total

102,950	94,050	84,727
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Central, Departmental & Technical Support Services

Central Salaries & Administration	33,200	25,900	25,988
Information Technology Expenses	31,500	32,350	28,048
Departmental Administrative Expenses	38,600	34,100	33,262

<hr/>	<hr/>	<hr/>
206,250	186,400	172,025
<hr/>	<hr/>	<hr/>

Full Time Equivalent Number of Staff (including Support Service Staff)	3.28	2.78
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- a) Due to a trial change in working practices, our postage costs have been reduced significantly. This change has now been adopted permanently to keep costs down, although the introduction of Individual Electoral Registration will counter this to some extent.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>CONDUCT OF ELECTIONS</u>			
Employees			
Salaries	13,300	11,650	11,974
Premises Related Expenses			
Rent	1,600	500	-
Supplies & Services			
Equipment & Materials - Purchases	100	1,300	2,064
External Printing	1,000	-	950 a)
Polling & Postal Vote Fees	8,300	2,650	2,630
Delivery Expenses	1,900	1,150	1,137
Postage	-	-	1,035 a)
	<hr/>	<hr/>	<hr/>
	26,200	17,250	19,790
Less Income			
Fees & Charges	-	-	(5,505) b)
Contributions from Other Bodies	-	-	(3,143) c)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	26,200	17,250	11,142
Central, Departmental & Technical Support Services			
Central Salaries & Administration	67,400	66,500	66,853
Information Technology Expenses	11,950	12,350	10,727
Departmental Administrative Expenses	9,650	8,750	8,540
	<hr/>	<hr/>	<hr/>
	115,200	104,850	97,262
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.72	1.67	
8 <u>ELECTIONS</u>			
<u>SUMMARY</u>			
(a) ELECTORAL REGISTRATION	206,250	186,400	172,025
(b) CONDUCT OF ELECTIONS	115,200	104,850	97,262
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	321,450	291,250	269,287
	<hr/>	<hr/>	<hr/>

- a) Postal packs for use in by-elections, recharges of which are charged to those elections.
- b) Income associated with Police & Crime Commissioner elections for use of equipment and staff paid for by T&MBC. Income will be spent during 2013/14 on equipment renewals.
- c) Income associated with the Police & Crime Commissioner elections, Leybourne Parish election and West Peckham Parish election for use of equipment and staff paid for by T&MBC. Due to equipment renewals, this income will be spent during 2013/14.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
9 <u>INFORMATION & PUBLICITY</u>			
Employees			
Salaries	81,150	92,400	92,745
Supplies & Services			
Information and Publicity	2,500	2,000	889
Publication Costs - Here and Now	62,500	60,000	58,750
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	146,150	154,400	152,384
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,450	13,200	13,252
Information Technology Expenses	3,800	3,850	3,322
Departmental Administrative Expenses	31,600	31,350	30,998
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	194,000	202,800	199,956
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.33	2.32	
10 <u>PUBLIC RIGHTS OF WAY</u>			
Employees			
Salaries	5,650	250	232
	<hr/>	<hr/>	<hr/>
	5,650	250	232
Less Income			
Administration Costs Recovered	(500)	-	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	5,150	250	232
Central, Departmental & Technical Support Services			
Central Salaries & Administration	500	500	516
Departmental Administrative Expenses	2,300	100	98
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	7,950	850	846
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.13	0.02	

CORPORATE SERVICES

11 CIVIL CONTINGENCIES

Employees

Salaries	43,800	32,100	32,283
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Premises Related Expenses

Fuel Oil	100	100	-
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Supplies & Services

Equipment Purchases	500	500	47
Equipment Maintenance	1,000	1,000	-
Staff Telephone Expenses	500	300	354
Mobile Telephones	400	400	351
Provision of Sandbags	1,000	1,000	-
Out of Hours Call Service	12,000	12,000	11,890
Other Expenses	400	400	72
Civil Defence Planning	20,000	20,000	18,944

79,700	67,800	63,941
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Less Income

Recharged to Other Accounts - Out of Hours Call Service	(6,700)	(6,700)	(6,108)
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(6,700)	(6,700)	(6,108)
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Sub-total

73,000	61,100	57,833
--------	--------	--------

Central, Departmental & Technical Support Services

Central Salaries & Administration	16,350	17,450	17,457
Information Technology Expenses	500	500	434
Departmental Administrative Expenses	18,750	13,300	13,391

108,600	92,350	89,115
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TO SUMMARY

Full Time Equivalent Number of Staff (including Support Service Staff)	1.44	1.11
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CORPORATE SERVICES

12 LOCAL LAND CHARGES

Employees

Salaries

127,050

129,700

129,531

Supplies & Services

NLIS Transmission Fee

22,000

20,000

15,525

Ordnance Survey Licence Fee

3,000

-

-

Insurance

5,450

5,450

5,462

Kent Highways

23,500

23,500

21,178

181,000

178,650

171,696

Less Income

Fees & Charges

(307,500)

(307,500)

(288,470) a)

Local Land Charges - Cancellation Fees

(100)

(100)

(45)

(307,600)

(307,600)

(288,515)

Sub-total

(126,600)

(128,950)

(116,819)

Central, Departmental & Technical Support Services

Central Salaries & Administration

28,200

7,300

7,286

Information Technology Expenses

40,750

38,850

33,703

Departmental Administrative Expenses

57,450

51,900

48,383

TO SUMMARY

(200)

(30,900)

(27,447)

Full Time Equivalent Number of Staff

4.43

4.26

(including Support Service Staff)

Memorandum

Surplus from above

(200)

(30,900)

(27,447)

Share of:

Democratic Administration

33,650

29,050

28,671

Corporate Management

11,950

10,150

10,128

Non Distributed Costs

18,850

9,050

8,627

Deficit (Surplus) for Trading Purposes

64,250

17,350

19,979

a) Reflects current level of market demand.

CORPORATE SERVICES

13 GRANTS & PAYMENTS

Supplies & Services

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Grants to Citizens Advice Bureaux	111,000	111,000	111,000
Grants to Other Charitable & Voluntary Org.	39,000	38,000	36,000 a)
Tonbridge Historic Society Accommodation	2,500	2,500	2,500
Community Enhancement Fund	84,000	120,000	121,748

Sub-total

236,500	271,500	271,248
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**Central, Departmental and Technical
Support Services**

Central Salaries & Administration	14,450	33,600	30,154
Information Technology Expenses	50	250	210

TO SUMMARY

251,000	305,350	301,612
---------	---------	---------

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

0.24	0.62
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14 INDUSTRIAL ESTATE

Employees
Salaries

1,550	1,600	1,607
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1,550	1,600	1,607
-------	-------	-------

Less Income

Rents	(61,400)	(61,400)	(61,409)
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Sub-total

(59,850)	(59,800)	(59,802)
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**Central, Departmental and Technical
Support Services**

Central Salaries & Administration	6,200	3,200	3,196
Information Technology Expenses	50	100	76
Departmental Administrative Expenses	700	750	745

TO SUMMARY

(52,900)	(55,750)	(55,785)
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Full Time Equivalent Number of Staff
(including Support Service Staff)

0.15	0.10
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- a) Provision for grants to Tonbridge & Malling Access Group and Kent Equality Cohesion Council not required.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
15 <u>COMMERCIAL PROPERTY</u>			
Employees			
Salaries	4,800	4,900	5,004
Premises Related Expenses			
Insurance	1,500	1,500	211
Rates	1,000	450	440
Repairs Expenditure	6,300	8,550	11,489 a)
	<hr/>	<hr/>	<hr/>
	13,600	15,400	17,144
	-----	-----	-----
Less Income			
Rents - Land	(7,000)	(7,000)	(5,835)
- Shops & Maisonettes	(225,700)	(225,700)	(226,468)
- Offices	(33,000)	(33,000)	(33,017)
	<hr/>	<hr/>	<hr/>
	(265,700)	(265,700)	(265,320)
	-----	-----	-----
<u>Sub-total</u>	(252,100)	(250,300)	(248,176)
 Central, Departmental and Technical Support Services			
Central Salaries & Administration	8,650	4,650	4,647
Information Technology Expenses	300	600	504
Departmental Administrative Expenses	2,550	2,600	2,573
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(240,600)	(242,450)	(240,452)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.28	0.22	

a) Reflects an increase in response maintenance expenditure.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
16 VALE RISE DEPOT			
Employees			
Salaries	2,750	2,750	2,740
Premises Related Expenses			
Premises Insurance	150	150	137
Rates	11,300	11,350	12,093
Repairs Expenditure	4,000	2,000	13,588 a)
	<hr/>	<hr/>	<hr/>
	18,200	16,250	28,558
Less Recharges to Other Services	(28,600)	(26,700)	(38,970)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(10,400)	(10,450)	(10,412)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	900	950	951
Departmental Administrative Expenses	1,200	1,200	1,175
Depreciation & Impairment			
Non-Current Asset Depreciation	8,300	8,300	8,286
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	-	-	-
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.09	0.09	

- a) Resurfacing of access road and bell mouth following concerns raised by Health and Safety Executive inspection.

CORPORATE SERVICES

17 LAND REVIEW

Employees

	2011/12	2012/13	2012/13
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	33,950	34,850	35,530

Premises Related Expenses

Depots held pending disposal / development	1,350	1,400	1,273
Estate Management	2,000	2,000	426
Maintenance of Grounds	1,000	1,000	-
Rates	1,500	1,300	1,459
Water Services	1,100	1,100	1,040
Insurance	950	950	945
Repairs Expenditure	22,350	22,300	18,271

Supplies & Services

Professional Fees	6,000	11,000	11,900
Tonbridge Town Centre	-	82,000	148,182 a)

70,200	157,900	219,026
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Less Income

Government Grant	-	-	-
Fees & Charges - General	(1,000)	(1,000)	(7,613) b)
River Walk Rent	(24,500)	(26,100)	(26,117)
Castle Lodge Rent	(5,500)	(5,500)	(5,500)
Wayleaves	(500)	(500)	(2,198)

(31,500)	(33,100)	(41,428)
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Sub-total

38,700	124,800	177,598
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Central, Departmental and Technical Support Services

Central Salaries & Administration	3,250	3,350	3,349
Information Technology Expenses	100	250	203
Departmental Administrative Expenses	17,200	17,650	17,482

TO SUMMARY

59,250	146,050	198,632
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Full Time Equivalent Number of Staff
(including Support Service Staff)

0.90	0.89
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CORPORATE SERVICES

LAND REVIEW

- a) Professional fees associated with the redevelopment of Tonbridge Town Centre met from an earmarked reserve.

- b) Additional income in respect of a licence granted to occupy land at River Walk, Tonbridge. The income is to be used to partly fund Memorial Garden Capital Plan scheme, and an additional contribution has been made to the capital expenditure reserve.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
18 LOCAL REVENUE & NNDR COLLECTION			
Employees			
Salaries	386,300	408,250	413,106
Supplies & Services			
Equipment, Furniture & Materials - Purchases	500	1,500	1,712
Direct Debit / Bank Charges	4,000	4,000	2,808
Giro / Swipe Card Charges	12,500	12,500	11,750
Court Fees	15,000	15,000	10,962 a)
Bailiffs Commission	500	500	550
NNDR - Discretionary Relief	55,000	60,000	58,041
External Printing & Stationery	5,000	3,200	979
Reference Books & Publications	750	1,000	784
Storage Facilities	250	250	212
Tracing Services	6,500	6,500	6,602
Advertising	750	250	236
Postages	39,000	39,000	41,528
Mobile Telephones	100	-	-
Subscriptions	700	700	553
Compensation Scheme	100	100	-
	<hr/>	<hr/>	<hr/>
	526,950	552,750	549,823
Less Income	<hr/>	<hr/>	<hr/>
Government Grants			
- Allowances for Cost of NNDR Collection	(167,150)	(168,800)	(168,777)
- Other	-	(3,000)	(3,000)
Summons Costs Recovered	(238,000)	(205,000)	(249,723) b)
	<hr/>	<hr/>	<hr/>
	(405,150)	(376,800)	(421,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	121,800	175,950	128,323
Central, Departmental & Technical Support Services			
Central Salaries & Administration	122,050	138,050	138,718
Information Technology Expenses	107,500	110,000	95,372 c)
Departmental Administrative Expenses	188,350	199,950	203,582
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	539,700	623,950	565,995
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	18.12	18.31	

CORPORATE SERVICES

LOCAL REVENUE & NDR COLLECTION

- a) Due to the economic climate, more summonses were issued in 2012/13 compared to 2011/12 (3267 to 2588).
- b) Reflects general increase in the level of summons costs recovered.
- c) Reflects management savings within IT services, reduced software support costs, reduced telephone and leased line costs, together with a reduction in attributable non-current asset depreciation. Please see page CS9.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
19 COUNCIL TAX SUPPORT			
(a) ADMINISTRATION			
Employees			
Salaries	200,900	219,650	231,965 a)
Supplies & Services			
Printing & Stationery	500	500	-
Reference Books & Publications	-	-	265
Storage Facilities	300	300	277
Consultancy Fees	-	8,750	8,750
Postage	13,000	15,000	14,000
Mobile Telephones	100	-	-
Subscriptions	250	250	249
Audit Fees	10,200	12,800	13,600
Kent Benefit Partnership	3,750	3,750	3,750
Localisation of Council Tax Benefits	-	21,500	6,729 b)
Transfer Payments			
Benefits	7,270,600	7,015,900	7,080,646 c)
Local Scheme	21,000	21,000	16,548
	<hr/>	<hr/>	<hr/>
	7,520,600	7,319,400	7,376,779
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grants			
Benefits	(7,373,950)	(7,155,100)	(7,206,201) c)
Administration	(195,600)	(229,800)	(229,818)
Other	(2,000)	(21,500)	(21,500)
Local Scheme	(15,750)	(15,750)	(12,325)
	<hr/>	<hr/>	<hr/>
	(7,587,300)	(7,422,150)	(7,469,844)
	<hr/>	<hr/>	<hr/>
Sub-total	(66,700)	(102,750)	(93,065)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	11,400	33,250	33,155
Information Technology Expenses	35,200	36,000	31,209
Departmental Administrative Expenses	129,050	130,800	132,421
	<hr/>	<hr/>	<hr/>
TO SUMMARY	108,950	97,300	103,720
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	8.92	9.21	

CORPORATE SERVICES

COUNCIL TAX SUPPORT

- a) Additional temporary staff requirement to assist with increased workload.
- b) Expenditure incurred during current year implementing localised Council Tax support scheme.
- c) Reflects actual level of benefit payments and associated grant, together with adjustment in respect of Single Persons Discount.

CORPORATE SERVICES

20 INTEREST & TRANSFERS

Employees

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	24,250	24,900	25,058

Supplies & Services

Fund Manager & Treasury Advisor Fees	33,500	34,500	34,422
Legal Fees	-	1,500	2,627 a)
Credit / Debit Card Charges	10,450	11,600	11,172
Bank / Swipe Card Charges	26,700	36,550	29,187 b)
Other Hired and Contracted Services	2,400	2,400	2,414
Transfers in Lieu of Interest	30,350	32,500	30,492

127,650	143,950	135,372
---------	---------	---------

Less Income

Interest on Investments & Cash Flow	(296,000)	(322,500)	(368,140) c)
Other Miscellaneous Interest	(6,900)	(7,000)	(4,990)
Hsg Mortgage Assistance Scheme Interest	-	(7,200)	- d)
Credit Card Fee	(3,600)	(4,500)	(3,371)

(306,500)	(341,200)	(376,501)
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Sub-total

(178,850)	(197,250)	(241,129)
-----------	-----------	-----------

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	6,250	6,100	6,066
Information Technology Expenses	3,650	4,050	3,518
Departmental Administrative Expenses	9,100	9,350	9,750

TO SUMMARY

(159,850)	(177,750)	(221,795)
------------------	------------------	------------------

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

0.78	0.78
------	------

- a) Continuing costs associated with the recovery of the defaulted Landsbanki investment.
- b) Revised estimate prepared using incorrect data provided by the Council's bank. The saving is expected to continue in 2013/14.
- c) Reflects better than expected performance on internally managed investments. Outturn also includes £28,000 notional interest on defaulted Landsbanki investment in accordance with accounting requirements.
- d) Reflects a delay in implementing the Housing Mortgage Assistance Scheme. Interest on the funds (up to £1m) set aside for this scheme is included in interest on cash flow above.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
21 <u>DRAINAGE BOARDS SPECIAL LEVIES</u>			
Payments to Drainage Boards	363,800	363,800	363,808
Central, Departmental & Technical Support Services			
Central Salaries & Administration	350	350	373
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	364,150	364,150	364,181
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.01	0.01	
22 <u>FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS</u>			
Payments to Parish Councils	250,300	250,300	250,275
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,750	5,900	6,010
Information Technology Expenses	100	100	89
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	256,150	256,300	256,374
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.10	0.10	
23 <u>GENERAL ADVICE TO PARISH COUNCILS</u>			
Employees			
Salaries	35,950	35,550	35,008
Central, Departmental & Technical Support Services			
Central Salaries & Administration	20,250	13,650	13,770
Departmental Administrative Expenses	13,900	13,600	13,563
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	70,100	62,800	62,341
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.30	1.17	

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
24 <u>ITINERANTS</u>			
Employees			
Salaries	2,250	2,250	2,204
Central, Departmental & Technical Support Services			
Central Salaries & Administration	13,550	350	363
Departmental Administrative Expenses	800	850	838
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	16,600	3,450	3,405
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.35	0.07	
25 <u>CLIMATE CHANGE</u>			
Employees			
Salaries	50,450	29,650	26,384
Supplies & Services			
LA21 Initiatives	6,000	6,000	3,236
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	56,450	35,650	29,620
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	500	500	516
Information Technology Expenses	-	-	16
Departmental Administrative Expenses	19,450	12,600	12,250
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	76,400	48,750	42,402
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.18	0.80	

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
26 <u>ECONOMIC DEVELOPMENT AND REGENERATION</u>			
Employees			
Salaries	18,450	15,800	13,858
Supplies & Services			
Economic Development Expenses	4,000	4,000	3,934
Area Investment Framework	3,750	3,750	3,750
Business Support			
Grants	2,500	2,500	2,000
Accommodation / Parking	5,700	5,700	5,633
Borough Christmas Lighting	27,000	35,000	35,344
Capital Grants and Contributions (RECS)	-	5,000	- a)
	<hr/>	<hr/>	<hr/>
	61,400	71,750	64,519
Less Income			
Government Grants	-	-	(110,000) b)
Contributions from Other Bodies	-	-	(125) c)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	61,400	71,750	(45,606)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,550	3,600	3,658
Departmental Administrative Expenses	7,400	7,350	7,069
Information Technology Expenses	50	50	58
Depreciation & Impairment			
Non-Current Asset Depreciation	5,400	5,300	5,321
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	77,800	88,050	(29,500)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.51	0.50	

- a) Slippage of Christmas Display Grants Capital Plan scheme to 2013/14.
- b) Government grants received to fund High Street Innovation initiatives (£100k) and contribution to Tonbridge Town Team Partners (£10k) have been transferred to an earmarked reserve.
- c) Contribution from Tunbridge Wells Borough Council for costs incurred with West Kent Leader visit in April 2012.

CORPORATE SERVICES

27 CAPITAL PROGRAM REVENUE EXP.

Employees

Salaries

	2012/13	
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	PROVISIONAL OUTTURN £
125,350	130,300	131,424
Central, Departmental & Technical Support Services		
# Central Salaries & Administration	42,000	41,732
# Departmental Administrative Expenses	56,050	56,496
Information Technology Expenses	7,500	6,519
Sub-total	235,850	236,171
Less Recharges to :		
Planning & Transportation Services	(143,550)	(144,983)
Environmental Health Services	(2,750)	(2,726)
Leisure Services	(40,050)	(40,211)
TO SUMMARY	49,500	48,251
Full Time Equivalent Number of Staff (including Support Service Staff)	3.84	
Less FTE recharged to Services	(2.98)	
Net FTE retained on Corporate Services	0.86	

Central, Departmental & Technical Support Services

Central Salaries & Administration

Departmental Administrative Expenses

Information Technology Expenses

Sub-total

Less Recharges to :

Planning & Transportation Services

Environmental Health Services

Leisure Services

TO SUMMARY

Full Time Equivalent Number of Staff

(including Support Service Staff)

Less FTE recharged to Services

Net FTE retained on Corporate Services

Memorandum

Service Allocations to Capital Programme

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

	2012/13	
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	PROVISIONAL OUTTURN £
4,650	4,600	4,656
2,750	2,750	2,726
36,550	37,400	37,076
12,400	-	-
22,300	23,300	23,453
134,400	145,300	146,741
15,000	15,000	15,000
228,050	228,350	229,652

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
28 <u>CONTRIBUTIONS TO PROVISIONS</u>			
Car Loan Insurance	-	-	42
General Bad Debts Provision	5,000	5,000	3,016
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	5,000	5,000	3,058
	<hr/>	<hr/>	<hr/>
29 <u>ITEMS FUNDED FROM RESERVES</u>			
Aldermen/Freedom Ceremonies	-	-	2,407
Olympic Torch Relay	-	22,000	26,190
Memorial Service	-	12,100	12,101
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	-	34,100	40,698
	<hr/>	<hr/>	<hr/>

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>2012/13 OUTTURN</u>							
Service							
Administration & Property	556,636	12,531	8,875	578,042	44,552	72,015	694,609
Environmental Health & Housing	1,412,194	1,850	12,674	1,426,718	116,393	181,412	1,724,523
Executive	456,146	3,682	30,014	489,842	40,080	62,881	592,803
Information Technology	502,236	1,168	113,682	617,086	49,312	63,569	729,967
Finance	1,407,632	9,403	186,111	1,603,146	108,019	185,267	1,896,432
Legal	274,179	2,126	77,334	353,639	23,902	38,579	416,120
Leisure	461,984	2,291	68,386	532,661	39,349	59,302	631,312
Personnel	469,988	1,061	49,891	520,940	33,573	60,046	614,559
Planning & Transportation	1,905,001	3,902	82,673	1,991,576	157,893	251,459	2,400,928
	7,445,996	38,014	629,640	8,113,650	613,073	974,530	9,701,253

ENVIRONMENTAL HEALTH SERVICES

SUMMARY

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1. REFUSE COLLECTION	1,272,200	1,252,500	1,207,846
2. PUBLIC CONVENIENCES	259,700	262,150	263,849
3. STREET SCENE	1,333,300	1,322,150	1,314,516
4. ENVIRONMENTAL PROTECTION	298,800	297,400	304,063
5. FOOD & SAFETY	420,500	438,950	424,846
6. RECYCLING	877,050	866,550	842,966
7. PEST CONTROL	90,250	93,850	82,504
8. PUBLIC HEALTH ACT 1984	4,250	3,350	4,627
9. LICENCES	(5,100)	51,500	44,621
10. ENVIRONMENTAL PROTECTION ACT - PART 1	22,800	22,300	20,760
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	4,573,750	4,610,700	4,510,598
11. CAPITAL PROGRAMME - REVENUE EXPENSES	2,750	2,750	2,726
	<hr/>	<hr/>	<hr/>
	4,576,500	4,613,450	4,513,324
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	33.03	34.44	

ENVIRONMENTAL HEALTH SERVICES

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1. <u>REFUSE COLLECTION</u>			
Employees			
Salaries	122,650	120,400	117,153
Premises Related Expenses			
Vale Rise Depot Recharge	26,000	24,000	36,506 a)
Supplies & Services			
Purchases - Equipment & Materials	4,500	4,500	2,446
Emergency Arrangements	2,300	1,100	1,102
Information Leaflets	1,200	1,200	4,227
Other Expenses	3,400	3,400	123
Third Party Payments			
Refuse Collection Contract	1,039,500	1,026,150	978,265 b)
Bulky Household Refuse Collection	35,000	35,000	30,449 c)
	<hr/>	<hr/>	<hr/>
	1,234,550	1,215,750	1,170,271
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Bulky Household Refuse Collection	(37,500)	(37,500)	(34,361) c)
Contributions from Other Bodies	(22,900)	(22,900)	(22,899)
	<hr/>	<hr/>	<hr/>
	(60,400)	(60,400)	(57,260)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,174,150	1,155,350	1,113,011
Central, Departmental & Technical Support Services			
Central Salaries & Administration	9,000	9,200	9,206
Information Technology Expenses	4,550	3,550	3,055
Departmental Administrative Expenses	51,450	51,700	51,010
Depreciation & Impairment			
Non-Current Asset Depreciation	33,050	32,700	31,564
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,272,200	1,252,500	1,207,846
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.25	4.17	

- a) Overspend relates to work on access road to depot. Please see page CS 23.
- b) Reflects a reduction in additional works.
- c) Reduced requests for bulky refuse service.

ENVIRONMENTAL HEALTH SERVICES

2. PUBLIC CONVENIENCES

Employees

Salaries	14,800	14,650	14,148
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Premises Related Expenses

Building Repairs Expenditure	15,850	18,950	25,587 a)
Electricity	12,000	12,000	9,413 b)
Rates	19,900	19,600	19,552
Water Charges (Metered)	9,000	9,000	9,086
Sewerage & Environmental Services	13,000	13,000	8,774 b)
Premises Insurance	2,850	2,850	2,834

Third Party Payments

Public Convenience Cleansing Contract	95,300	96,600	99,107 c)
---------------------------------------	--------	--------	------------------

Sub-total

182,700	186,650	188,501
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Central, Departmental & Technical Support Services

Central Salaries & Administration	8,300	6,650	6,652
Information Technology Expenses	250	300	239
Departmental Administrative Expenses	6,450	6,550	6,459

Depreciation & Impairment

Non-Current Asset Depreciation	62,000	62,000	61,998
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TO SUMMARY

259,700	262,150	263,849
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Full Time Equivalent Number of Staff
(including Support Service Staff)

0.64	0.61
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- a) Higher than anticipated general response work.
- b) Lower than anticipated charges.
- c) Additional cost associated with bridging contract which runs from 1 March 2013 to 30 June 2013.

ENVIRONMENTAL HEALTH SERVICES

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
3. <u>STREET SCENE</u>			
Employees			
Salaries	134,550	140,000	136,395
Supplies & Services			
Purchases - Equipment & Materials	10,000	10,000	11,319
Abatement Initiatives (Self Help)	15,000	15,000	19,233 a)
Responsible Dog Ownership	30,500	30,500	29,602
Graffiti Removal	10,000	7,000	5,369
Dog Warden	51,100	51,100	53,720
Emergency Arrangements	1,500	800	702
Contribution to Clean Kent Campaign	5,100	5,000	5,000
Third Party Payments			
Amenity & Street Cleansing Contract	1,146,000	1,131,300	1,131,851
	1,403,750	1,390,700	1,393,191
Less Income			
Fees & Charges			
Amenity Cleansing for Russet Homes	(56,300)	(53,300)	(59,555) b)
Recharge to Utility Companies	(1,150)	(1,150)	(1,000)
Stray Dogs Redemption Fees	(6,300)	(6,300)	(3,983)
Fixed Penalty Notices	(4,500)	(4,500)	(5,431)
Recharge to Other Accounts	(66,500)	(69,100)	(73,648) c)
	(134,750)	(134,350)	(143,617)
<u>Sub-total</u>	1,269,000	1,256,350	1,249,574
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,500	7,700	7,685
Information Technology Expenses	3,850	3,250	2,830
Departmental Administrative Expenses	52,950	54,850	54,427
<u>TO SUMMARY</u>	1,333,300	1,322,150	1,314,516
Full Time Equivalent Number of Staff (including Support Service Staff)	4.07	4.28	

- a) Overspend on projects met from an earmarked reserve.
- b) Increased cleansing and fly-tip removal requested by Russet Homes.
- c) Increased cleansing and fly-tip removal requested by third parties.

ENVIRONMENTAL HEALTH SERVICES

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
4. <u>ENVIRONMENTAL PROTECTION</u>			
Employees			
Salaries	180,850	183,150	186,997
Supplies & Services			
Purchases - Equipment & Materials	500	500	441
Maintenance - Calibration of Instruments	3,000	2,500	1,473
Miscellaneous Insurance	-	300	284
Emergency Arrangements	3,900	3,700	3,796
Third Party Payments			
Water Sampling	1,500	1,500	784
General	750	750	799
Drainage Investigations	1,000	500	-
Landfill & Pollution Monitoring	2,000	2,000	955
Air Quality	12,750	12,750	19,788 a)
Contaminated Land - Site Inspections	1,000	1,000	2,857
	<hr/>	<hr/>	<hr/>
	207,250	208,650	218,174
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Water Sampling	(1,500)	(1,500)	(1,221)
Provision of Information	(1,000)	(750)	(1,065)
	<hr/>	<hr/>	<hr/>
	(2,500)	(2,250)	(2,286)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	204,750	206,400	215,888
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,500	10,250	10,133
Information Technology Expenses	12,500	13,100	11,355
Departmental Administrative Expenses	63,750	64,550	64,487
Depreciation & Impairment			
Non-Current Asset Depreciation	5,300	3,100	2,200
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	298,800	297,400	304,063
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.24	5.12	

a) Expenditure on additional monitoring met from an earmarked reserve.

ENVIRONMENTAL HEALTH SERVICES

5. FOOD & SAFETY

(a) GENERAL

Employees

Salaries	142,300	158,300	154,331
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Supplies & Services

Protective Clothing	200	150	13
Health Education	1,900	1,900	4,458
Health General	1,500	1,500	808
Miscellaneous Insurance	1,450	1,450	1,449
Healthy Living Initiatives	-	61,100	27,053 a)

Third Party Payments

District Medical Officer / Port Health Authority	400	400	400
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<hr/>	147,750	224,800	188,512
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Less Income

Court Costs	-	-	(400)
Fees & Charges			
Training Courses	-	-	(76)
Choosing Health / Big Lottery	-	(86,100)	(53,870) a)

<hr/>	-	(86,100)	(54,346)
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Sub-total

<hr/>	147,750	138,700	134,166
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Central, Departmental & Technical Support Services

Central Salaries & Administration	17,100	15,300	15,100
Information Technology Expenses	5,050	12,050	10,441
Departmental Administrative Expenses	54,800	60,150	61,183

<hr/>	224,700	226,200	220,890
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Full Time Equivalent Number of Staff
(including Support Service Staff)

4.32	4.75
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a) Funded by Choosing Health Grant from West Kent PCT. Additional projects due in 2013/14 and underspend in 2012/13 is to be rolled forward.

ENVIRONMENTAL HEALTH SERVICES

5. FOOD & SAFETY (continued)

(b) FOOD SAFETY

Employees

Salaries

130,550

145,300

141,541

Supplies & Services

Health General

1,500

1,500

1,889

Other Expenses

3,300

2,300

882

Third Party Payments

Food Sampling

200

200

151

135,550

149,300

144,463

Less Income

Court Costs

(500)

(3,000)

(4,650)

Fees & Charges

Food Inspection

(300)

(300)

(1,125)

Training Courses

(2,500)

(2,500)

(2,171)

Contribution from Other Bodies

-

-

(1,104)

(3,300)

(5,800)

(9,050)

Sub-total

132,250

143,500

135,413

Central, Departmental & Technical Support Services

Central Salaries & Administration

3,150

1,100

1,109

Information Technology Expenses

9,600

12,400

10,754

Departmental Administrative Expenses

50,800

55,750

56,680

195,800

212,750

203,956

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

3.88

4.25

FOOD & SAFETY

(a) GENERAL

224,700

226,200

220,890

(b) FOOD SAFETY

195,800

212,750

203,956

TO SUMMARY

420,500

438,950

424,846

ENVIRONMENTAL HEALTH SERVICES

6. RECYCLING

Employees

Salaries

120,900

118,450

115,221

Premises Related Expenses

Recycling Centres - Servicing

3,000

3,000

8,558 a)

Rates

900

900

900

Transport Related Expenses

Vehicle Maintenance / Fuel etc

60,000

60,000

60,243

Vehicle Driver / Insurance / Licence

77,000

76,000

76,642

Supplies & Services

Publicity & Promotion

9,450

9,450

10,632

Emergency Arrangements

400

250

219

Contribution to Kent Waste Partnership

5,000

5,000

5,000

Other Expenses

3,300

3,300

2,970

Third Party Payments

Recycling Collection Contract

431,000

425,500

421,249 b)

Green Waste Collection Contract

813,000

802,600

773,000 b)

Oil Recycling

3,000

3,000

1,278

Plastic Recycling

115,500

115,500

108,937 c)

Recycling Credits - Collection

600

600

-

School Initiatives

1,050

1,050

1,048

Carried Forward

1,644,100

1,624,600

1,585,897

- a) Overspend due to requirement for statutory additional Health and Safety checks and associated repairs.
- b) Reduction in additional works.
- c) Requirement for additional works lower than anticipated.

ENVIRONMENTAL HEALTH SERVICES

6. RECYCLING (continued)

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	1,644,100	1,624,600	1,585,897
Less Income			
Glass Recycling	(65,000)	(70,000)	(82,506) d)
Can Recycling	(29,000)	(29,000)	(25,646) e)
Textile Recycling	(25,000)	(25,000)	(20,578) e)
Paper Recycling	(334,000)	(357,500)	(348,228) f)
Recycling Credits - Disposal	(413,000)	(413,000)	(405,096) e)
Contributions from Other Bodies	(35,250)	(32,000)	(23,144) g)
	<hr/>	<hr/>	<hr/>
	(901,250)	(926,500)	(905,198)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	742,850	698,100	680,699
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,600	43,950	43,112
Information Technology Expenses	2,300	2,450	2,123
Departmental Administrative Expenses	49,250	49,150	48,452
Depreciation & Impairment			
Non-Current Asset Depreciation	75,050	72,900	68,580
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	877,050	866,550	842,966
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.86	4.30	

d) New out letting arrangements maximising income.

e) Lower than estimated tonnages.

f) Drop in market price for paper.

g) Increase in glass income has resulted in a lower than estimated partnership contribution from Tunbridge Wells Borough Council.

ENVIRONMENTAL HEALTH SERVICES

7. PEST CONTROL

Employees

Salaries

25,100

21,050

20,445

Supplies & Services

Emergency Arrangements

400

400

433

Third Party Payments

Pest Control Contract

41,000

41,000

41,554

Financial Hardship Subsidy

10,000

10,000

2,422 a)

76,500

72,450

64,854

Less Income

Rats & Mice Treatment

(8,600)

(8,600)

(10,430) b)

Sub-total

67,900

63,850

54,424

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

6,250

6,400

6,318

Information Technology Expenses

5,000

13,150

11,421

Departmental Administrative Expenses

11,100

10,450

10,341

TO SUMMARY

90,250

93,850

82,504

Full Time Equivalent Number of Staff

(including Support Service Staff)

1.14

1.19

- a) Decrease in demand for treatments for customers on means tested benefits.
- b) Increase in demand for service.

ENVIRONMENTAL HEALTH SERVICES

8. PUBLIC HEALTH ACT 1984

Employees

Salaries

800

850

864

Third Party Payments

Funeral Expenses

2,500

1,500

2,782

Sub-total

3,300

2,350

3,646

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

650

700

683

Information Technology Expenses

-

-

5

Departmental Administrative Expenses

300

300

293

TO SUMMARY

4,250

3,350

4,627

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

0.04

0.04

ENVIRONMENTAL HEALTH SERVICES

9. LICENCES

(a) FEE PAYING

Employees

Salaries	121,750	141,650	146,220 a)
----------	---------	---------	-------------------

Premises Related Expenses

Rents	50	50	59
-------	----	----	----

Supplies & Services

Purchases - Equipment & Materials	2,000	2,000	311
Professional Fees	6,000	6,000	7,083
Advertising	400	400	316

<hr/>	130,200	150,100	153,989
<hr/>			

Less Income

Licence Fees			
Animal Boarding Establishments	(2,000)	(2,250)	(2,000)
Pet Shops	(950)	(1,200)	(1,440)
Hackney Carriages & Private Hire	(135,000)	(109,000)	(119,895)
Riding Establishments	(1,700)	(2,000)	(2,050)
Alcohol & Entertainment - Premises	(77,000)	(84,000)	(83,752)
Alcohol & Entertainment - Personal	(3,000)	(3,050)	(3,575)
Acupuncture / Tattooing / Ear Piercing	(250)	-	-
Pleasure Boats & Boatmen	(250)	(100)	(455)
Street Trading	(1,300)	(1,200)	(1,032)
Sex Establishments	(6,000)	(8,000)	(2,000)
Dangerous Wild Animals	(750)	-	-
Gambling	(16,000)	(10,150)	(8,740)

<hr/>	(244,200)	(220,950)	(224,939)
<hr/>			

Sub-total

<hr/>	(114,000)	(70,850)	(70,950)
<hr/>			

Central, Departmental & Technical Support Services

Central Salaries & Administration	19,700	8,250	8,233
Information Technology Expenses	11,800	14,250	12,371
Departmental Administrative Expenses	50,950	77,500	72,788 b)

<hr/>	(31,550)	29,150	22,442
<hr/>			

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

4.21	4.56	
------	------	--

ENVIRONMENTAL HEALTH SERVICES

9. LICENCES (continued)

(b) NON FEE PAYING

Employees

Salaries

13,100

13,850

13,889

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

8,100

1,950

1,925

Departmental Administrative Expenses

5,250

6,550

6,365

26,450

22,350

22,179

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

0.62

0.44

LICENCES

(a) FEE PAYING

(31,550)

29,150

22,442

(b) NON FEE PAYING

26,450

22,350

22,179

TO SUMMARY

(5,100)

51,500

44,621

LICENCES - FEE PAYING

- a) Licensing Assistant post regraded by Management Team (endorsed by General Purposes Committee on 4 February 2013)
- b) Reduced level of service expenditure charged to the Licensing section.

ENVIRONMENTAL HEALTH SERVICES

10. ENVIRONMENTAL PROTECTION ACT - PART 1

Employees

Salaries

24,200

24,850

25,388

Less Income

Fees & Charges

(16,200)

(15,000)

(16,756)

Sub-total

8,000

9,850

8,632

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,450

1,500

1,517

Information Technology Expenses

5,050

2,400

2,084

Departmental Administrative Expenses

8,300

8,550

8,527

TO SUMMARY

22,800

22,300

20,760

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.71

0.68

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

20,760

Share of:

Democratic Administration

5,750

5,600

5,633

Corporate Management

2,050

1,950

1,990

Non Distributed Costs

3,250

1,750

1,695

Full Cost of LAPPC / LA-IPPC

33,850

31,600

30,078

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)

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
	2,750	2,750	2,726
	<hr/>	<hr/>	<hr/>
	2,750	2,750	2,726
	<hr/>	<hr/>	<hr/>
	0.05	0.05	

HOUSING SERVICES

SUMMARY

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1. HOMELESSNESS	191,350	228,600	212,944
2. PRIVATE SECTOR HOUSING RENEWAL	558,950	571,200	425,850
3. HOUSING ADVANCES	13,950	7,750	7,943
4. HOUSING BENEFITS & COUNTER FRAUD	380,350	370,500	429,655
5. PRIVATE SECTOR HOUSING STANDARDS	95,500	96,900	82,462
6. HOME SAFETY	3,900	3,950	3,951
7. HOME IMPROVEMENT AGENCY	56,800	55,900	32,928
8. HOUSING STRATEGY & ENABLING ROLE	305,900	320,850	287,403
9. HOUSING ADVICE	176,450	195,000	196,358
	1,783,150	1,850,650	1,679,494
Full Time Equivalent Number of Staff (including Support Service Staff)	39.04	40.53	

HOUSING SERVICES

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1. <u>HOMELESSNESS</u>			
Employees			
Salaries	127,600	143,050	144,145
Supplies & Services			
Bed & Breakfast Charges	70,000	60,000	98,799 a)
Storage of Furniture, Transport, etc.	500	250	82
Repossession Prevention Fund	4,000	3,000	100 b)
Rent Deposits / Rent in Advance - Payments to Landlords	33,550	33,550	29,748 c)
Publicity & Promotion	300	300	-
Contribution to Bad Debt Provision	40,000	40,000	20,560 d)
Third Party Payments			
Medical Assessments	4,000	3,500	1,905 e)
	<hr/>	<hr/>	<hr/>
	279,950	283,650	295,339
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant	(57,500)	(57,100)	(57,470)
Rent Deposits / Rent in Advance - Recharges to Tenants	(33,550)	(33,550)	(23,151) c)
Customer & Client Receipts - Accommodation	(68,000)	(58,000)	(92,074) a)
Customer & Client Receipts - Service Charge	(2,000)	(2,000)	(4,463) a)
	<hr/>	<hr/>	<hr/>
	(161,050)	(150,650)	(177,158)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	118,900	133,000	118,181
Central, Departmental & Technical Support Services			
Central Salaries & Administration	22,100	33,850	33,726
Information Technology Expenses	6,950	8,550	7,431
Departmental Administrative Expenses	43,400	53,200	53,606
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	191,350	228,600	212,944
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.22	5.08	

HOUSING SERVICES

HOMELESSNESS

- a)** Increase in customers requiring temporary accommodation and subsequent increase recharge to customers.
- b)** Reduction in customers requiring this funding and subsequent reduction in recharges.
- c)** Reduction in customers requiring support and subsequent decrease in recharges.
- d)** Higher recovery of accommodation charges and lower than anticipated rent deposit recharges during the year has resulted in a lower than estimated contribution to the bad debt provision.
- e)** Lower than anticipated demand for service.

HOUSING SERVICES

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
2. PRIVATE SECTOR			
<u>HOUSING RENEWAL</u>			
Employees			
Salaries	144,250	149,600	150,919
Supplies & Services			
Professional Fees	100	100	277
Capital Grants & Contributions (RECS)	757,000	839,000	723,243 a)
No Use Empty Loan Scheme	-	1,000	1,256
	<hr/>	<hr/>	<hr/>
	901,350	989,700	875,695
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges	(100)	(100)	(36)
Contribution from Other Bodies	-	(1,000)	(1,256)
Capital Grants Received (RECS)	(410,000)	(485,000)	(514,227) b)
	<hr/>	<hr/>	<hr/>
	(410,100)	(486,100)	(515,519)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	491,250	503,600	360,176
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,800	4,900	4,949
Information Technology Expenses	11,500	11,000	9,541
Departmental Administrative Expenses	49,400	51,700	51,184
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	558,950	571,200	425,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.15	4.13	

a) Reflects underspend on 2012/13 Capital Plan provision for Housing Assistance Grants. Please see page CP 8.

b) Reflects unbudgeted repayment of grants by householders.

HOUSING SERVICES

3. HOUSING ADVANCES

Premises Related Expenses

Premises Insurance

350

350

359

Supplies & Services

Contract Services

3,000

2,750

2,940

Other Expenses

-

-

14

3,350

3,100

3,313

Less Income

Interest

(1,100)

(1,000)

(1,002)

Sub-total

2,250

2,100

2,311

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

11,500

5,450

5,434

Information Technology Expenses

200

200

198

13,950

7,750

7,943

TO SUMMARY

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

0.21

0.11

HOUSING SERVICES

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
4. <u>HOUSING BENEFITS & COUNTER FRAUD</u>			
(a) <u>HOUSING BENEFITS</u>			
Employees			
Salaries	269,850	290,250	307,105 a)
Supplies & Services			
Printing & Stationery	1,000	1,000	1,277
Reference Books & Publications	400	400	431
Storage Facilities	300	300	275
Bailiffs Commission	2,500	4,000	3,285
Tracing Services	100	-	-
Audit Fee	21,000	21,000	31,734 b)
Kent Benefits Partnership / Welfare Advice Service	3,750	3,750	3,750
Postages	8,550	9,050	7,139
Subscriptions	250	250	249
Other Expenses	-	5,250	20,165 c)
Housing Benefits			
Rent Allowances	32,749,600	33,485,000	33,354,842 d)
Non HRA Rent Rebates	130,000	100,000	90,653 d)
Local Scheme	81,000	60,300	70,550 d)
Discretionary Housing Payments	42,000	42,000	42,835 d)
Overpayments	(375,000)	(550,000)	(446,935) d)
Contribution to Bad Debt Provision	160,000	250,000	200,949 d)
Compensation Scheme	100	200	200
	33,095,400	33,722,750	33,688,504
Less Income			
Government Grant	(2,000)	(8,000)	(28,668) c)
Rent Allowance Subsidy	(32,690,000)	(33,324,000)	(33,185,194) d)
Non HRA Rent Rebate Subsidy	(58,800)	(50,000)	(54,554) d)
Local Scheme Subsidy	(60,800)	(45,200)	(52,913) d)
Discretionary Housing Payment Contribution	(42,000)	(42,000)	(41,969) d)
Administration Grant	(322,500)	(345,200)	(345,228)
	(33,176,100)	(33,814,400)	(33,708,526)
<u>Sub-total Carried Forward</u>	(80,700)	(91,650)	(20,022)

HOUSING SERVICES

4. HOUSING BENEFITS & COUNTER FRAUD

(a) HOUSING BENEFITS (continued)

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	(80,700)	(91,650)	(20,022)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	143,450	146,750	146,407
Information Technology Expenses	45,450	45,950	39,846 e)
Departmental Administrative Expenses	170,850	168,850	171,051
	279,050	269,900	337,282
Full Time Equivalent Number of Staff (including Support Service Staff)	15.01	14.71	

- a) Higher than anticipate use of temporary staff to assist with increased workload.
- b) Reflects actual cost of auditing benefit subsidy claim.
- c) 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.
- d) Reflects actual level of benefit payments, recoupments and contribution to the bad debts provision, producing an overall increase of £52,164 when compared with the revised estimate.
- e) Reflects management savings within IT services, reduced software support costs, reduced telephone and leased line costs, together with a reduction in attributable non-current asset depreciation. Please see page CS9.

HOUSING SERVICES

4. HOUSING BENEFITS & COUNTER FRAUD (continued)

(b) FRAUD PREVENTION

Employees

Salaries

89,150

82,750

78,322

Supplies & Services

Other Expenses

3,000

3,000

2,560

92,150

85,750

80,882

Less Income

Administration Grant

(94,800)

(98,500)

(98,507)

Administrative Penalties

(1,000)

(3,500)

(4,675)

(95,800)

(102,000)

(103,182)

Sub-total

(3,650)

(16,250)

(22,300)

Central, Departmental & Technical Support Services

Central Salaries & Administration

30,050

40,050

38,952

Information Technology Expenses

4,300

4,350

3,786

Departmental Administrative Expenses

70,600

72,450

71,935

101,300

100,600

92,373

Full Time Equivalent Number of Staff

(including Support Service Staff)

4.20

4.34

HOUSING BENEFITS & COUNTER FRAUD

(a) HOUSING BENEFITS

279,050

269,900

337,282

(b) FRAUD PREVENTION

101,300

100,600

92,373

TO SUMMARY

380,350

370,500

429,655

HOUSING SERVICES

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
5. PRIVATE SECTOR HOUSING STANDARDS			
Employees			
Salaries	56,700	58,500	59,095
Supplies & Services			
Private Sector House Condition Survey	15,000	15,000	- a)
	<hr/>	<hr/>	<hr/>
	71,700	73,500	59,095
Less Income			
Houses in Multiple Occupation Licences	(400)	(400)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	71,300	73,100	59,095
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,650	1,700	1,721
Information Technology Expenses	3,650	2,550	2,227
Departmental Administrative Expenses	18,900	19,550	19,419
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	95,500	96,900	82,462
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.56	1.54	

a) Survey due to start early 2013/14. Funded from an earmarked reserve.

HOUSING SERVICES

6. HOME SAFETY

Employees
Salaries

2,250

2,300

2,332

Sub-total

2,250

2,300

2,332

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

800

800

793

Information Technology Expenses

50

-

-

Departmental Administrative Expenses

800

850

826

TO SUMMARY

3,900

3,950

3,951

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

0.08

0.08

HOUSING SERVICES

7. HOME IMPROVEMENT AGENCY

Employees

Salaries

6,350

6,600

6,654

Supplies & Services

Professional Fees

500

500

-

Miscellaneous Insurance

550

550

530

Third Party Payments

Home Improvement Agency

45,000

45,000

22,500 a)

Sub-total

52,400

52,650

29,684

Central, Departmental & Technical Support Services

Central Salaries & Administration

2,150

950

950

Information Technology Expenses

50

-

5

Departmental Administrative Expenses

2,200

2,300

2,289

TO SUMMARY

56,800

55,900

32,928

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.22

0.20

- a) New Home Improvement Agency contract awarded to In Touch by Kent County Council with effect from 1 October 2012 will not require any financial contribution from this Council. The saving in 2012/13 has been used to establish an earmarked reserve to fund work surrounding housing and welfare reform issues.

HOUSING SERVICES

8. HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

Employees

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	61,600	63,400	64,131
Supplies & Services			
Publicity & Promotion	750	600	891
Energy Efficiency Initiatives	3,500	3,100	2,990
Support for External Agencies	6,000	6,500	6,520
Capital Grants & Contributions (RECS)	36,000	36,000	- a)
<u>Sub-total</u>	107,850	109,600	74,532
Central, Departmental & Technical Support Services			
Central Salaries & Administration	21,800	15,800	15,996
Information Technology Expenses	650	750	648
Departmental Administrative Expenses	19,950	20,650	20,818
	150,250	146,800	111,994
Full Time Equivalent Number of Staff (including Support Service Staff)	1.99	1.94	

Supplies & Services

a) Delay in progressing the Renewable Energy Capital Plan scheme. Please see page CP 8.

HOUSING SERVICES

8. HOUSING STRATEGY & ENABLING ROLE (continued)

(b) HOUSING REGISTER

Employees

Salaries

108,350

119,950

121,193

Third Party Payments

Choice Based Lettings

7,000

7,000

7,001

Sub-total

115,350

126,950

128,194

Central, Departmental & Technical Support Services

Central Salaries & Administration

200

650

660

Information Technology Expenses

1,900

2,100

1,816

Departmental Administrative Expenses

38,200

44,350

44,739

155,650

174,050

175,409

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

3.31

3.86

HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

150,250

146,800

111,994

(b) HOUSING REGISTER

155,650

174,050

175,409

TO SUMMARY

305,900

320,850

287,403

HOUSING SERVICES

9. HOUSING ADVICE

Employees

Salaries

123,850

131,500

133,181

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

2,250

8,750

8,687

Information Technology Expenses

5,050

5,250

4,551

Departmental Administrative Expenses

45,300

49,500

49,939

TO SUMMARY

176,450

195,000

196,358

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

4.09

4.54

LEISURE SERVICES

SUMMARY

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1. ANGEL CENTRE	813,350	842,450	763,226
2. LARKFIELD LEISURE CENTRE	1,245,250	1,203,050	1,165,241
3. TONBRIDGE SWIMMING POOL	800,550	758,450	762,972
4. SPORTS GROUNDS	473,350	468,100	456,670
5. POULT WOOD GOLF CENTRE	8,250	79,950	145,403
6. PLEASURE GROUNDS & OPEN SPACES	722,200	757,850	754,123
7. ALLOTMENTS	10,350	8,850	9,850
8. CHURCHYARDS	12,000	12,600	12,665
9. CEMETERY	99,700	111,700	102,746
10. YOUTH & PLAY DEVELOPMENT	180,700	182,600	178,708
11. GRANTS	1,400	26,900	1,896
12. SPORTS DEVELOPMENT	71,000	55,600	52,377
13. ARTS PROGRAMME	73,450	72,900	72,848
14. LEISURE STRATEGY / MANAGEMENT	198,850	225,900	230,124
15. TONBRIDGE CASTLE GATEHOUSE	23,750	23,900	19,361
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	4,734,150	4,830,800	4,728,210
16. CAPITAL PROGRAMME - REVENUE EXPENSES	37,300	40,050	40,211
	<hr/>	<hr/>	<hr/>
	4,771,450	4,870,850	4,768,421
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	23.52	22.19	

LEISURE SERVICES

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1. <u>ANGEL CENTRE</u>			
Employees			
Salaries	8,750	8,100	8,195
Premises Related Expenses			
Building Repairs Expenditure	24,750	45,050	47,042
Rates	55,800	55,900	55,876
Premises Insurance	15,800	15,800	15,840
Supplies & Services			
Purchases - Equipment & Materials	5,000	5,000	4,994
Miscellaneous Insurance	1,300	1,300	1,293
LSBU Operating Costs (from LSBU 6)	321,300	299,650	235,528 a)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	432,700	430,800	368,768
Central, Departmental & Technical Support Services			
Central Salaries & Administration	18,900	18,600	18,598
Information Technology Expenses	4,300	4,400	3,797
Departmental Administrative Expenses	38,300	42,300	42,412
Depreciation & Impairment			
Non-Current Asset Depreciation	319,150	317,800	324,059
Non-Current Asset Impairment	-	28,550	5,592 b)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	813,350	842,450	763,226
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.91	0.85	

a) Income above target with Lifestyles Health & Fitness and the Sports Hall performing particularly well. Please see pages LSBU 4 to LSBU 6.

b) Reflects sale of fitness equipment on its replacement in 2012/13.

LEISURE SERVICES

2. LARKFIELD LEISURE CENTRE

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
Employees			
Salaries	11,550	12,050	12,125
Premises Related Expenses			
Building Repairs Expenditure	86,900	124,600	110,723 a)
Rates	205,700	206,100	206,100
Premises Insurance	29,200	29,200	29,187
Supplies & Services			
Purchases - Equipment & Materials	5,000	5,000	4,996
Miscellaneous Insurance	3,500	3,500	3,483
LSBU Operating Costs (from LSBU 3)	240,350	124,600	106,385 b)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	582,200	505,050	472,999
Central, Departmental & Technical Support Services			
Central Salaries & Administration	20,050	19,650	19,665
Information Technology Expenses	5,600	5,700	4,954
Departmental Administrative Expenses	84,200	96,350	96,547
Depreciation & Impairment			
Non-Current Asset Depreciation	553,200	551,500	569,184 c)
Non-Current Asset Impairment	-	24,800	1,892 d)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,245,250	1,203,050	1,165,241
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.39	1.34	

- a) Renewal of fire alarm batteries and emergency light discharge testing slipped to 2013/14.
- b) Income above target with Lifestyles Health & Fitness and the School Swim programme performing particularly well. Please see pages LSBU 2 to LSBU 3.
- c) Higher depreciation charges associated with new fitness equipment.
- d) Reflects sale of fitness equipment on its replacement in 2012/13.

LEISURE SERVICES

3. TONBRIDGE SWIMMING POOL

Employees

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	7,300	6,850	6,902
Premises Related Expenses			
Building Repairs Expenditure	85,700	97,950	107,584 a)
Rates	91,900	92,100	92,058
Premises Insurance	19,550	19,800	19,832
Supplies & Services			
Purchases - Equipment & Materials	3,400	3,400	3,600
Miscellaneous Insurance	1,400	1,400	1,395
LSBU Operating Costs (from LSBU 9)	272,450	215,400	201,498 b)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	481,700	436,900	432,869
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,050	15,400	15,365
Information Technology Expenses	4,300	4,350	3,777
Departmental Administrative Expenses	34,900	38,750	38,825
Depreciation & Impairment			
Non-Current Asset Depreciation	263,600	263,050	270,240 c)
Non-Current Asset Impairment	-	-	1,896
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	800,550	758,450	762,972
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.79	0.73	

- a) Higher than anticipated expenditure on pool tile repairs, partly off-set by refurbishment of foyer toilets slipping to 2013/14.
- b) Income above target with the School Swim programme performing particularly well. Please see pages LSBU 7 to LSBU 9.
- c) Includes depreciation of new changing village flooring (2012/13 Capital Plan scheme).

LEISURE SERVICES

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
4. <u>SPORTS GROUNDS</u>			
(a) <u>LEISURE MANAGEMENT</u>			
Employees			
Salaries	3,650	3,150	3,209
Premises Related Expenses			
Building Repairs Expenditure	11,250	16,950	13,360 a)
Premises Insurance	2,100	2,100	2,054
Transport Related Expenses			
Car Allowances	150	150	150
Supplies & Services			
Stationery	50	50	52
Honoraria	1,100	1,100	1,100
Postages	50	50	60
Telephones	50	50	20
	<hr/>	<hr/>	<hr/>
	18,400	23,600	20,005
Less Income			
Rents - Land	(7,000)	(7,000)	(7,160)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	11,400	16,600	12,845
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,350	6,850	6,839
Information Technology Expenses	150	150	114
Departmental Administrative Expenses	1,600	1,300	1,279
Depreciation & Impairment			
Non-Current Asset Depreciation	24,850	24,950	24,943
	<hr/>	<hr/>	<hr/>
	45,350	49,850	46,020
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.24	0.20	

a) Lower than anticipated general response work.

LEISURE SERVICES

4. SPORTS GROUNDS (continued)

(b) GROUND MAINTENANCE

Employees

Salaries	38,250	33,900	34,224
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Premises Related Expenses

Building Repairs Expenditure	5,700	7,200	3,708 a)
Maintenance of Grounds	20,650	20,650	20,374
Electricity	800	800	200
Sewerage & Environmental Services	2,000	2,000	- b)

Transport Related Expenses

Repairs & Maintenance	100	100	145
Licences	150	150	196
Petrol / Oil	250	250	394
Transport Insurance	400	400	389

Supplies & Services

Clothing, Uniform & Laundry	100	150	119
Gates / Security	2,500	2,500	2,536
Telephones	200	150	119
Licences	100	100	70

Third Party Payments

Ground Maintenance Contract	237,650	237,250	239,988
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<hr/>	308,850	305,600	302,462
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Less Income

Rents - Land	(2,500)	(2,500)	(4,000) c)
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Sub-total Carried Forward

<hr/>	306,350	303,100	298,462
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- a)** Bridge testing not required.
- b)** Following a water leak in 2010/11 provision was made for Southern Water charges which to date have not been forthcoming.
- c)** Rent increase in respect of land at Avebury Avenue, Tonbridge.

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

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
	306,350	303,100	298,462
	7,600	7,700	7,770
	200	400	360
	17,350	14,000	13,882
	96,500	93,050	90,176
	428,000	418,250	410,650
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.30	1.11	

SPORTS GROUNDS

(a) LEISURE MANAGEMENT
(b) GROUND MAINTENANCE

TO SUMMARY

	45,350	49,850	46,020
	428,000	418,250	410,650
	473,350	468,100	456,670

LEISURE SERVICES

5. POULT WOOD GOLF CENTRE

(a) LEISURE MANAGEMENT

Employees

Salaries	50,600	46,500	45,058
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Premises Related Expenses

Building Repairs Expenditure	17,350	21,150	21,897
Fuel Oil	7,000	6,000	7,360
Electricity	16,000	18,000	17,871
Rates	42,000	42,100	27,276 a)
Water Charges (Metered)	1,450	1,450	1,319
Sewerage & Environmental Services	400	400	415
Premises Insurance	3,700	3,700	3,685

Supplies & Services

Purchases - Equipment & Materials	6,400	6,900	6,768
Maintenance - General	5,650	5,650	5,838
External Printing	4,500	4,000	4,059
Security Services	2,100	1,600	1,405
Streamline Service	2,500	3,000	3,204
Marketing	13,500	13,500	13,497
Miscellaneous Insurance	50	50	54
Telephones	1,700	1,700	1,721

Third Party Payments

Golf Professional	42,800	42,800	42,752
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Carried Forward

217,700	218,500	204,179
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a) Backdated refund following successful appeal against rate valuation.

LEISURE SERVICES

5. POULT WOOD GOLF CENTRE
(continued)

(a) LEISURE MANAGEMENT (continued)

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	217,700	218,500	204,179
Less Income			
Fees & Charges			
Registration Fees	(13,000)	(13,000)	(11,279)
Green Fees	(605,800)	(520,800)	(442,106) b)
Season Tickets	(600)	(600)	(583)
Rents - Catering Concession	(66,450)	(62,800)	(62,803)
	<hr/>	<hr/>	<hr/>
	(685,850)	(597,200)	(516,771)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(468,150)	(378,700)	(312,592)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	22,150	22,500	22,485
Information Technology Expenses	2,700	2,650	2,299
Departmental Administrative Expenses	35,100	30,600	30,337
Depreciation & Impairment			
Non-Current Asset Depreciation	108,950	107,200	105,828
Non-Current Asset Impairment	-	-	683
	<hr/>	<hr/>	<hr/>
	(299,250)	(215,750)	(150,960)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.39	1.44	

- b)** Reduction in income primarily due to poor weather conditions during the year and the continuing national economic situation.

LEISURE SERVICES

5. POULT WOOD GOLF CENTRE
(continued)

(b) GROUND MAINTENANCE

Employees

Salaries	10,350	9,400	9,254
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Premises Related Expenses

Building Repairs Expenditure	3,100	2,900	599 a)
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Maintenance of Grounds	3,500	3,500	3,465
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Premises Insurance	400	400	411
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LSBU Operating Costs (from LSBU 10)	270,600	260,800	258,597
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<u>Sub-total</u>	<u>287,950</u>	<u>277,000</u>	<u>272,326</u>
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Central, Departmental & Technical Support Services

Central Salaries & Administration	7,200	7,300	7,319
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Information Technology Expenses	50	50	37
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Departmental Administrative Expenses	4,900	3,950	3,923
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Depreciation & Impairment

Non-Current Asset Depreciation	7,400	7,400	7,407
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Non-Current Asset Impairment	-	-	5,351 b)
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	<u>307,500</u>	<u>295,700</u>	<u>296,363</u>
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Full Time Equivalent Number of Staff (Including Support Service Staff)	0.48	0.35	
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POULT WOOD GOLF CENTRE

(a) LEISURE MANAGEMENT

(299,250)	(215,750)	(150,960)
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(b) GROUND MAINTENANCE

307,500	295,700	296,363
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<u>TO SUMMARY</u>	<u>8,250</u>	<u>79,950</u>	<u>145,403</u>
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a) Anticipated servicing of equipment not required and lower than anticipated general response work.

b) Impairment charge following a reduction in value on the revaluation of the golf course maintenance building.

LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS

Employees

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	15,450	16,500	16,531

Premises Related Expenses

Maintenance of Grounds	5,150	5,150	4,135
Electricity	800	800	715
Rates	1,100	1,100	1,046
Premises Insurance	50	50	36

Supplies & Services

Purchases - Equipment & Materials	10,000	10,000	9,999
Licences	300	300	295

Third Party Payments

Ground Maintenance Contracts	100,600	100,500	101,252
Tonbridge in Bloom	8,000	8,000	8,585

	<hr/> 141,450	<hr/> 142,400	<hr/> 142,594
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Less Income

Fees & Charges - Mooring Fees	-	(500)	(50)
Rents			
Land	(100)	(100)	(100)
Landing Stage	(1,200)	(1,200)	(1,245)
Mobile Catering Concession	(12,000)	(5,000)	(5,010)

	<hr/> (13,300)	<hr/> (6,800)	<hr/> (6,405)
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Sub-total

	128,150	135,600	136,189
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	3,000	3,100	3,084
Information Technology Expenses	150	250	228
Departmental Administrative Expenses	6,850	6,450	6,463

Depreciation & Impairment

Non-Current Asset Depreciation	13,900	11,150	11,901
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	<hr/> 152,050	<hr/> 156,550	<hr/> 157,865
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

	0.52	0.53	
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LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK

Employees

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	35,150	31,700	32,059

Premises Related Expenses

Building Repairs Expenditure	1,500	1,700	3,793
Maintenance of Grounds	28,500	28,500	28,666
Maintenance of Play Equipment	7,700	7,800	7,637
Electricity	800	800	450
Water Charges (Metered)	50	50	36
Sewerage & Environmental Services	700	700	892
Cleaning & Domestic Supplies	4,950	5,100	5,076
Premises Insurance	150	100	111

Transport Related Expenses

Repairs & Maintenance	50	50	-
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Supplies & Services

Purchases - Equipment & Materials	2,850	2,850	3,085
Maintenance - General	500	500	480
Clothing, Uniforms & Laundry	100	100	90
Professional Fees	-	4,850	4,900
Cash Collection	1,850	1,900	2,401
Trade Refuse Charges	700	700	706
Dog Bin Emptying	500	550	535
Gates / Security	6,250	6,300	6,380
Rodent Control	1,150	1,150	537
Litter Collection	6,100	6,100	6,061
Advertising	800	800	800
Telephones	600	500	197

	<hr/> 100,950	<hr/> 102,800	<hr/> 104,892
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Less Income

Fees & Charges			
Car Parking Fees	(21,000)	(21,000)	(20,641)
Car Park Season Tickets	(5,500)	(5,500)	(5,479)
Rents			
Rights over Water	(4,250)	(4,250)	(4,524)
Mobile Catering Concession	(5,500)	(5,500)	(6,120)

	<hr/> (36,250)	<hr/> (36,250)	<hr/> (36,764)
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Sub-total Carried Forward

	<hr/> 64,700	<hr/> 66,550	<hr/> 68,128
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LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK (continued)

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Sub-total Brought Forward</u>	64,700	66,550	68,128
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,450	2,500	2,531
Information Technology Expenses	1,600	1,900	1,636
Departmental Administrative Expenses	16,500	13,450	13,261
Depreciation & Impairment			
Non-Current Asset Depreciation	22,100	14,450	14,942
Non-Current Asset Impairment	-	-	375
	107,350	98,850	100,873
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.24	1.10	

LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(c) OPEN SPACES
& AMENITY AREAS BOROUGH - WIDE

Employees

Salaries	56,400	48,650	49,208
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Premises Related Expenses

Building Repairs Expenditure	4,000	4,000	2,302
Maintenance of Grounds	29,650	29,650	32,232
Maintenance of Play Equipment	6,000	6,000	5,914
Electricity	700	700	453
Premises Insurance	2,100	2,100	2,049

Supplies & Services

Purchases - Equipment & Materials	800	1,000	743
Security Services	400	400	400
Dog Bin Emptying	250	300	285
Rodent Control	500	500	531
Telephones	400	200	60
Capital Grants & Contributions (RECS)	-	51,000	42,750 a)

Third Party Payments

Ground Maintenance Contracts	145,500	145,500	146,355
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<hr/>	246,700	290,000	283,282
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Less Income

Interest Receipts	(4,800)	(4,750)	(4,748)
Rents			
Land	(14,600)	(14,500)	(14,445)
Wayleave Agreement	(1,250)	(1,250)	(1,248)

<hr/>	(20,650)	(20,500)	(20,441)
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Sub-total Carried Forward

<hr/>	226,050	269,500	262,841
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a) Contribution to Larkfield Recreation Ground improvements not required in 2012/13.

LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

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

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Sub-total Brought Forward</u>	226,050	269,500	262,841
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,800	6,500	6,495
Information Technology Expenses	550	400	327
Departmental Administrative Expenses	26,200	20,300	20,032
Depreciation & Impairment			
Non-Current Asset Depreciation	36,750	41,450	39,144
Non-Current Asset Impairment	-	-	328
	294,350	338,150	329,167
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.92	1.61	

LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(d) PATROLLING

Employees

Salaries	5,550	4,650	4,698
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Transport Related Expenses

Repairs & Maintenance	150	150	146
Licences	100	100	196
Petrol / Oil	250	250	393
Transport Insurance	400	400	388

Supplies & Services

Clothing, Uniform & Laundry	100	150	118
Gates / Security	2,500	2,500	2,535
Telephones	200	150	119

Sub-total

9,250	8,350	8,593
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Central, Departmental & Technical Support Services

Central Salaries & Administration	1,150	1,200	1,187
Information Technology Expenses	50	100	86
Departmental Administrative Expenses	2,550	1,900	1,913

13,000	11,550	11,779
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.20	0.16
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LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(e) COUNTRYSIDE / WOODLAND
MANAGEMENT

Employees

Salaries	10,650	9,600	9,715
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Premises Related Expenses

Maintenance of Grounds	14,700	14,700	14,214
Tree Planting Schemes	4,300	4,300	4,296

Supplies & Services

Purchases - Equipment & Materials	500	500	524
Health & Safety - Trees	5,000	5,000	5,475
Miscellaneous Insurance	50	50	31

Third Party Payments

Medway Valley Countryside Partnership	10,600	10,600	13,615 a)
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<hr/>	45,800	44,750	47,870
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Less Income

Profit / Loss on Stock Sales	-	-	91
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<hr/>	-	-	91
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Sub-total

<hr/>	45,800	44,750	47,961
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Central, Departmental & Technical Support Services

Central Salaries & Administration	6,150	6,350	6,409
Information Technology Expenses	100	150	144
Departmental Administrative Expenses	4,900	4,050	4,010

<hr/>	56,950	55,300	58,524
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.45	0.40	
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a) Unbudgeted expenditure on community consultation.

LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK

Employees

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	72,100	72,000	72,837

Premises Related Expenses

Building Repairs Expenditure	650	700	400
Maintenance of Grounds	12,050	12,050	11,518
Electricity	3,500	3,800	3,417
Rates	50	50	-
Water Charges (Metered)	300	400	309
Sewerage & Environmental Services	-	150	147
Cleaning & Domestic Supplies	6,600	6,800	6,832
Premises Insurance	400	400	372

Transport Related Expenses

Repairs & Maintenance	550	550	507
Petrol / Oil	100	100	68
Transport Insurance	150	150	142

Supplies & Services

Purchases - Equipment & Materials	850	850	818
Clothing, Uniforms & Laundry	750	700	502
Printing & Stationery	800	800	609
Professional Fees	-	-	3,000 a)
Cash Collection	2,750	2,500	1,730
Trade Refuse Charges	2,000	2,250	1,280
Dog Bin Emptying	300	400	420
Gates / Security	3,200	3,300	2,993
Pest Control	400	400	225
Wildlife Monitoring	400	400	399
Hall Hire for User Group	100	100	61
Car Park Management Charges	950	950	1,044
Telephones	900	800	668

Carried Forward

109,850	110,600	110,298
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a) Feasibility study for new education building. Funded entirely from developer contribution.

LEISURE SERVICES

6. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK
(continued)

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
<u>Sub-total Brought Forward</u>	109,850	110,600	110,298
Less Income			
Car Parking Fees	(18,000)	(17,000)	(14,821)
Car Park Season Tickets	(50)	(150)	(250)
Educational Visits	(250)	(250)	-
Interest Receipts	(10,800)	(9,400)	(9,352)
Rents			
Land	(250)	(250)	(260)
Mobile Catering Concession	(6,500)	(6,500)	(6,500)
Windsurfing / Diving Concession	(7,000)	(7,500)	(7,500)
Fishing Concession	(13,700)	(14,200)	(14,203)
Contributions from Other Bodies	(12,500)	(12,500)	(12,500)
Developer Contributions	-	-	(3,000) a)
	<hr/>	<hr/>	<hr/>
	(69,050)	(67,750)	(68,386)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	40,800	42,850	41,912
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,500	3,600	3,633
Information Technology Expenses	1,250	1,500	1,313
Departmental Administrative Expenses	27,000	27,150	26,515
Depreciation & Impairment			
Non-Current Asset Depreciation	25,950	22,350	22,542
	<hr/>	<hr/>	<hr/>
	98,500	97,450	95,915
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.71	3.14	

PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS	152,050	156,550	157,865
(b) HAYSDEN COUNTRY PARK	107,350	98,850	100,873
(c) OPEN SPACES & AMENITY AREAS	294,350	338,150	329,167
(d) PATROLLING	13,000	11,550	11,779
(e) COUNTRYSIDE / WOODLAND MANAGE'T	56,950	55,300	58,524
(f) LEYBOURNE LAKES COUNTRY PARK	98,500	97,450	95,915
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	722,200	757,850	754,123
	<hr/>	<hr/>	<hr/>

LEISURE SERVICES

7. ALLOTMENTS

Employees

Salaries

500

400

429

Premises Related Expenses

Rates

-

-

12

Premises Insurance

100

100

71

Third Party Payments

Management Fee to T.A.G.A.

5,100

5,100

5,100

5,700

5,600

5,612

Less Income

Rents

(50)

(50)

(41)

Sub-total

5,650

5,550

5,571

Central, Departmental & Technical Support Services

Central Salaries & Administration

200

200

213

Information Technology Expenses

-

-

16

Departmental Administrative Expenses

250

200

202

Depreciation & Impairment

Non-Current Asset Depreciation

4,250

2,900

3,848

TO SUMMARY

10,350

8,850

9,850

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

0.02

0.02

LEISURE SERVICES

8. CHURCHYARDS

Employees

Salaries

2,650

3,200

3,227

Premises Related Expenses

Maintenance of Grounds

7,200

7,200

7,233

9,850

10,400

10,460

Less Income

Contributions from Other Bodies

(50)

(50)

(24)

Sub-total

9,800

10,350

10,436

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,050

1,050

1,059

Information Technology Expenses

50

50

39

Departmental Administrative Expenses

1,100

1,150

1,131

TO SUMMARY

12,000

12,600

12,665

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.09

0.10

LEISURE SERVICES

9. CEMETERY

Employees

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	27,650	24,650	24,927

Premises Related Expenses

Building Repairs Expenditure	1,100	18,400	11,413 a)
Maintenance of Grounds	5,600	5,600	5,748
Electricity	800	800	420
Rates	6,400	6,300	6,250
Water Charges (Metered)	100	100	88
Sewerage & Environmental Services	1,100	1,200	1,225
Premises Insurance	900	900	923

Supplies & Services

Purchases - Equipment & Materials	1,950	1,950	2,577
Laundry	50	50	6
Telephones	350	300	87

Third Party Payments

Ground Maintenance Contract	63,700	63,500	63,906
-----------------------------	--------	--------	--------

	<hr/> 109,700	<hr/> 123,750	<hr/> 117,570
--	---------------	---------------	---------------

Less Income

Fees & Charges

Graves - Annual Maintenance	(450)	(450)	(444)
Graves - Exclusive Right of Burial	(13,650)	(15,500)	(20,232) b)
Interments	(19,300)	(19,000)	(18,860)
Memorials - Erection	(2,850)	(2,500)	(3,283)
Memorials - Inscription	(2,750)	(2,000)	(1,670)
Register Search	(650)	(650)	(812)
Memorial Garden - Lease of Tablet / Vault	(6,650)	(6,700)	(8,661) b)
Memorial Garden - Plaque / Inscription	(3,050)	(3,000)	(1,481)
Use of Chapel	(1,600)	(1,600)	(1,075)

	<hr/> (50,950)	<hr/> (51,400)	<hr/> (56,518)
--	----------------	----------------	----------------

Sub-total Carried Forward

	58,750	72,350	61,052
--	--------	--------	--------

a) Chapel stonework repairs slipped to 2013/14.

b) Higher take up of graves than anticipated.

LEISURE SERVICES

9. CEMETERY (continued)

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Sub-total Brought Forward</u>	58,750	72,350	61,052
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,900	6,500	6,520
Information Technology Expenses	700	1,050	889
Departmental Administrative Expenses	13,000	10,650	10,694
Depreciation & Impairment			
Non-Current Asset Depreciation	19,350	21,150	23,591
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	99,700	111,700	102,746
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.08	0.88	

LEISURE SERVICES

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
10. <u>YOUTH & PLAY DEVELOPMENT</u>			
Employees			
Salaries	87,600	88,500	86,588
Premises Related Expenses			
Rent	8,000	8,800	9,153
Transport Related Expenses			
Hire of Transport	4,500	2,000	2,182
Supplies & Services			
Purchases - Equipment & Materials	5,200	5,200	5,199
Printing & Stationery	3,500	3,500	3,501
Shows & Performances	3,500	3,500	3,288
Partnership Fees	35,300	27,400	27,388
Telephones	250	250	115
Registration & Inspection of Centres	350	350	385
Youth Development			
Activate	35,000	30,000	29,924
Youth Development Initiatives	9,000	9,000	9,020
	<hr/>	<hr/>	<hr/>
	192,200	178,500	176,743
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Playscheme Registration Fees	(34,000)	(29,950)	(29,930)
Activate	(20,000)	(14,500)	(14,399)
Contributions from Other Bodies			
Playscheme - Parish Councils	(11,000)	(11,200)	(11,188)
Youth Development	(500)	-	-
	<hr/>	<hr/>	<hr/>
	(65,500)	(55,650)	(55,517)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	126,700	122,850	121,226
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,500	12,350	12,377
Information Technology Expenses	8,950	8,750	7,603
Departmental Administrative Expenses	32,550	38,650	37,502
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	180,700	182,600	178,708
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.11	2.64	

LEISURE SERVICES

11. GRANTS

Employees

Salaries

900

1,250

1,275

Supplies & Services

Capital Grants & Contributions (RECS)

-

25,000

-

a)

Sub-total

900

26,250

1,275

Central, Departmental & Technical

Support Services

Central Salaries & Administration

200

250

221

Departmental Administrative Expenses

300

400

400

TO SUMMARY

1,400

26,900

1,896

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.02

0.03

- a) Grant allocated to Rock UK for the sports and multi-purpose hall at Carroty Wood not claimed in 2012/13.

LEISURE SERVICES

12. SPORTS DEVELOPMENT

Employees

Salaries

44,900

34,500

30,622

Supplies & Services

Sports Development Programme

5,000

5,000

5,017

49,900

39,500

35,639

Less Income

Contributions from Other Bodies

(500)

(500)

(300)

Sub-total

49,400

39,000

35,339

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,600

1,600

1,627

Information Technology Expenses

450

500

454

Departmental Administrative Expenses

19,550

14,500

14,957

TO SUMMARY

71,000

55,600

52,377

Full Time Equivalent Number of Staff

(Including Support Service Staff)

1.08

0.91

LEISURE SERVICES

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
13. <u>ARTS PROGRAMME</u>			
Employees			
Salaries	29,600	27,900	28,151
Supplies & Services			
West Kent Arts Group	6,000	6,000	5,926
Street Theatres / Performers	4,000	4,000	4,230
Arts for Special Needs Groups	2,000	2,000	2,150
Publicity & Promotion	2,000	2,000	1,976
Subscriptions	5,600	5,600	5,241
Licences	100	100	-
Youth Art Initiatives	1,000	1,000	1,000
Third Party Payments			
Festival of Music	5,000	5,000	5,500
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	55,300	53,600	54,174
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,800	3,850	3,859
Information Technology Expenses	500	450	388
Departmental Administrative Expenses	13,850	15,000	14,427
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	73,450	72,900	72,848
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.97	0.92	

LEISURE SERVICES

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
14. <u>LEISURE STRATEGY / MANAGEMENT</u>			
Employees			
Salaries	82,900	83,550	84,336
Supplies & Services			
Maintenance - General	500	500	500
Professional Fees	-	9,700	20,395 a)
Market Research / Audit Programme	5,350	5,350	5,895
Communication Expenses	50	50	22
Subscriptions	3,600	3,600	3,600
Tourism & Promotion of Facilities	40,350	40,350	40,299
Capital Grants & Contributions (RECS)	-	6,000	- b)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	132,750	149,100	155,047
Central, Departmental & Technical Support Services			
Central Salaries & Administration	25,950	35,550	34,768
Information Technology Expenses	4,800	4,950	4,308
Departmental Administrative Expenses	30,900	31,850	31,542
Depreciation & Impairment			
Non-Current Asset Depreciation	4,450	4,450	4,459
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	198,850	225,900	230,124
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.62	2.79	

Analysis of Salaries:-	£	£	£
Tourism & Promotion	20,500	20,000	20,211
Leisure Planning / Policy	33,150	33,350	33,867
Market Research	1,950	1,800	1,813
Liaison with Outside Bodies	27,300	28,400	28,445
	<hr/>	<hr/>	<hr/>
	82,900	83,550	84,336

- a) Reflects fees associated with transfer of management of Council's leisure facilities to Tonbridge and Malling Leisure Trust. Funded entirely from an earmarked reserve.
- b) Capital Plan provision used on Council owned assets (shed / access track improvements at Barden Allotments).

LEISURE SERVICES

15. TONBRIDGE CASTLE GATEHOUSE

Employees

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	12,500	9,750	9,483

Premises Related Expenses

Building Repairs Expenditure	2,700	10,700	10,037
Rates	300	300	153
Premises Insurance	4,200	4,200	4,214

Supplies & Services

Purchases - Equipment & Materials	1,000	1,000	1,416
Maintenance - General	3,000	3,000	3,144
Streamline Service	500	500	742
Marketing	6,500	6,500	6,500
Subscriptions	300	300	235
Licences	700	-	-

	<hr/> 31,700	<hr/> 36,250	<hr/> 35,924
--	--------------	--------------	--------------

Less Income

Fees & Charges			
Weddings / Hire of Gatehouse	(5,000)	(4,000)	(5,270)
Commission	(1,000)	(1,000)	(1,602)
Tonbridge Castle Attraction	(20,000)	(20,000)	(23,092) a)
Profit on Stock Sales	(4,500)	(4,500)	(4,057)

	<hr/> (30,500)	<hr/> (29,500)	<hr/> (34,021)
--	----------------	----------------	----------------

Sub-total

	1,200	6,750	1,903
--	-------	-------	-------

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	9,650	9,800	9,781
Information Technology Expenses	2,500	2,150	1,885
Departmental Administrative Expenses	4,200	3,450	3,491

Depreciation & Impairment

Non-Current Asset Depreciation	6,200	1,750	2,301
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TO SUMMARY

	<hr/> 23,750	<hr/> 23,900	<hr/> 19,361
--	--------------	--------------	--------------

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

	0.59	0.50	
--	------	------	--

- a) The castle attraction did better than anticipated, possibly due to the extra digital marketing which was free.

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)

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
	22,300	23,100	23,234
	-	1,950	1,977
	15,000	15,000	15,000
	<hr/>	<hr/>	<hr/>
	37,300	40,050	40,211
	<hr/>	<hr/>	<hr/>
	0.40	0.44	

PLANNING AND TRANSPORTATION SERVICES

SUMMARY

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1. PLANNING & BUILDING CONTROL	2,202,300	2,175,700	2,129,849
2. TRANSPORTATION	189,200	176,600	171,683
3. SECURITY SERVICES MANAGEMENT (CCTV)	107,450	102,850	97,867
4. PARKING SERVICES	(592,400)	(472,700)	(573,110)
5. BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	122,000	136,800	128,260
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	2,028,550	2,119,250	1,954,549
6. CAPITAL PROGRAMME - REVENUE EXPENSES	134,300	143,550	144,983
	<hr/>	<hr/>	<hr/>
	2,162,850	2,262,800	2,099,532
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	79.93	79.94	

PLANNING AND TRANSPORTATION SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1. <u>PLANNING & BUILDING CONTROL</u>			
(a) <u>PREPARATION OF LOCAL DEVELOPMENT FRAMEWORK</u>			
Employees			
Salaries	187,500	186,750	176,633 a)
Local Development Framework Expenses			
Other LDF Expenses	30,000	30,000	16,156
	<hr/>	<hr/>	<hr/>
	217,500	216,750	192,789
Less Income			
Sales - Publications - Local Plan	(100)	(100)	(77)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	217,400	216,650	192,712
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,550	2,600	2,643
Information Technology Expenses	6,200	5,050	4,384
Departmental Administrative Expenses	66,250	62,900	62,956
	<hr/>	<hr/>	<hr/>
	292,400	287,200	262,695
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.96	4.85	

PLANNING AND TRANSPORTATION SERVICES

PLANNING & BUILDING CONTROL - PREPARATION OF LOCAL DEVELOPMENT FRAMEWORK

- a)** Management savings arising from the vacant Technical Assistant post and reduction in the hours worked by the Conservation Officer.

PLANNING AND TRANSPORTATION SERVICES

1. PLANNING & BUILDING CONTROL
(continued)

(b) PLANNING POLICY

Employees

Salaries

159,500

160,050

150,230 a)

Supplies & Services

AONB Management

4,750

4,750

4,513

Local Wildlife Sites Register Update

6,700

6,700

6,724

Sub-total

170,950

171,500

161,467

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

2,900

3,050

3,026

Information Technology Expenses

3,500

2,400

2,096

Departmental Administrative Expenses

57,100

54,200

54,251

234,450

231,150

220,840

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

4.25

4.18

- a) Management savings arising from the vacant Technical Assistant post and reduction in the hours worked by the Conservation Officer.

PLANNING AND TRANSPORTATION SERVICES

1. PLANNING & BUILDING CONTROL
(continued)

(c) CONSERVATION

Employees

Salaries

44,200

42,900

41,939

Supplies & Services

Archaeological Advice

8,000

8,000

7,802

Sub-total

52,200

50,900

49,741

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

9,150

1,750

1,769

Information Technology Expenses

1,550

1,250

1,092

Departmental Administrative Expenses

15,750

15,800

15,964

78,650

69,700

68,566

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

1.41

1.27

PLANNING AND TRANSPORTATION SERVICES

1. PLANNING & BUILDING CONTROL
(continued)

(d) DEVELOPMENT CONTROL

Employees

Salaries	1,071,100	1,076,300	1,058,215 a)
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Supplies & Services

Microfilming & Storage Facilities	7,000	7,000	7,000
Professional Fees - Agricultural Advice	3,700	3,500	3,600
Application & Appeals	15,000	40,000	117,588 b)
Advertising	30,000	12,000	8,700 c)

<hr/>	<hr/>	<hr/>
1,126,800	1,138,800	1,195,103
<hr/>	<hr/>	<hr/>

Less Income

Fees & Charges			
Planning Applications	(505,000)	(525,000)	(546,083) d)
Pre-Planning Advice	(5,000)	(5,000)	(8,333)
S.106 Agreements	(6,000)	(6,000)	(13,861) e)
Sales			
Copies of Documents, Plans, etc.	(250)	(250)	(66)

<hr/>	<hr/>	<hr/>
(516,250)	(536,250)	(568,343)
<hr/>	<hr/>	<hr/>

Sub-total

610,550	602,550	626,760
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Central, Departmental & Technical Support Services

Central Salaries & Administration	227,800	233,500	236,251
Information Technology Expenses	136,100	135,600	117,600 f)
Departmental Administrative Expenses	381,900	391,950	394,475

<hr/>	<hr/>	<hr/>
1,356,350	1,363,600	1,375,086
<hr/>	<hr/>	<hr/>

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

35.15	35.16	
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PLANNING AND TRANSPORTATION SERVICES

PLANNING & BUILDING CONTROL - DEVELOPMENT CONTROL

- a) Management savings arising from the vacant Area Planning Officer and Planning Officer posts, and reduction in the hours worked by two Planning Assistant/Senior Planning Officers.
- b) The number and complexity of appeal received is not under the Council's control. This year there have been several complex and specialist appeals that have required the instruction of specialist legal representation and professional witnesses.
- c) This cost is entirely dependent on the number and mix of applications requiring statutory advertising. This fluctuates but is outside the Council's control.
- d) This is entirely dependent on the mix of applications received and is beyond the Council's control.
- e) This will depend on the mix of applications and the successful negotiation of S106 agreements attached thereto.
- f) Reflects management savings within IT services, reduced software support costs, reduced telephone and leased line costs, together with a reduction in attributable non-current asset depreciation. Please see page CS9.

PLANNING AND TRANSPORTATION SERVICES

1. PLANNING & BUILDING CONTROL
(continued)

(e) BUILDING CONTROL

Employees

Salaries	296,300	300,350	292,398 a)
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Supplies & Services

Purchases - Equipment & Materials	600	600	853
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Microfilming & Storage Facilities	5,500	-	-
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Professional Fees	7,000	7,000	6,777
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Advertising - Promotional Expenses	1,000	1,000	68
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Discretionary Services	1,500	1,500	390
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Other Expenses	1,000	1,000	1,660
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	<hr/>	<hr/>	<hr/>
	312,900	311,450	302,146
	<hr/>	<hr/>	<hr/>

Less Income

Fees & Charges			
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Building Regulations	(280,000)	(300,000)	(313,918) b)
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Discretionary Services	(1,500)	(5,000)	(4,820)
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	<hr/>	<hr/>	<hr/>
	(281,500)	(305,000)	(318,738)
	<hr/>	<hr/>	<hr/>

Sub-total

	31,400	6,450	(16,592)
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Central, Departmental & Technical Support Services

Central Salaries & Administration	17,000	17,200	17,269
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Information Technology Expenses	25,700	31,550	27,347
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Departmental Administrative Expenses	105,950	108,450	111,159
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	<hr/>	<hr/>	<hr/>
	180,050	163,650	139,183
	<hr/>	<hr/>	<hr/>

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

	8.37	8.46	
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- a)** Management savings arising from the vacant Building Control Technician post and reduction in the hours worked by another Building Control Technician.
- b)** Greater than anticipated number of applications for service.

PLANNING AND TRANSPORTATION SERVICES

1. PLANNING & BUILDING CONTROL
(continued)

(f) HOUSING & PLANNING DELIVERY GRANT

Employees

Temporary Staff

57,400

57,400

60,479

Supplies & Services

Purchases - Equipment & Materials

3,000

3,000

3,000

60,400

60,400

63,479

PLANNING & BUILDING CONTROL

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

292,400

287,200

262,695

(b) PLANNING POLICY

234,450

231,150

220,840

(c) CONSERVATION

78,650

69,700

68,566

(d) DEVELOPMENT CONTROL

1,356,350

1,363,600

1,375,086

(e) BUILDING CONTROL

180,050

163,650

139,183

(f) HOUSING & PLANNING DELIVERY GRANT

60,400

60,400

63,479

TO SUMMARY

2,202,300

2,175,700

2,129,849

PLANNING AND TRANSPORTATION SERVICES

2. TRANSPORTATION

Employees

Salaries	68,450	79,150	79,722
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Premises Related Expenses

Repairs, Alterations & Maintenance	15,000	15,000	13,913
Electricity	300	300	170
Vale Rise Depot Recharge	1,250	1,300	1,191
Premises Insurance	50	50	67

Supplies & Services

Purchases - Equipment & Materials	5,500	5,500	5,689
In-House Sign Provision	500	500	503
Mobile Communications	1,500	1,500	-
Public Transport Initiatives	4,000	4,000	4,000
Advertising	5,000	5,000	2,093
Emergency Arrangements	100	100	93
Capital Grants & Contributions (RECS)	40,000	-	-

	141,650	112,400	107,441
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Less Income

Fees & Charges			
Street / House Naming & Numbering	(10,000)	(10,000)	(9,316)

Sub-total

	131,650	102,400	98,125
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Central, Departmental & Technical Support Services

Central Salaries & Administration	9,150	26,000	25,708
Information Technology Expenses	5,000	5,050	4,378
Departmental Administrative Expenses	26,650	31,400	31,725

Depreciation & Impairment

Non-Current Asset Depreciation	16,750	11,750	11,747
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TO SUMMARY

	189,200	176,600	171,683
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Full Time Equivalent Number of Staff
(including Support Service Staff)

2.05	2.51
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PLANNING AND TRANSPORTATION SERVICES

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
3. <u>SECURITY SERVICES MANAGEMENT</u>			
Employees			
Salaries	45,600	45,650	46,311
Premises Related Expenses			
Electricity	1,200	1,200	1,131
Supplies & Services			
Purchases - Equipment & Materials	700	700	188
Maintenance - General	22,000	22,000	22,115
Stationery	150	150	107
Miscellaneous Insurance	4,050	4,050	4,075
Emergency Arrangements	50	50	31
Third Party Payments			
CCTV Monitoring Station	200,000	200,000	197,909
	<hr/>	<hr/>	<hr/>
	273,750	273,800	271,867
Less Income			
Recharge to Parking Services	(290,600)	(278,050)	(264,605)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(16,850)	(4,250)	7,262
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,400	4,500	4,555
Information Technology Expenses	1,400	1,650	1,427
Departmental Administrative Expenses	21,300	21,600	21,764
Depreciation & Impairment			
Non-Current Asset Depreciation	97,200	79,350	62,859 a)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	107,450	102,850	97,867
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.39	1.40	

a) Digital upgrade continuing into 2013/14.

PLANNING AND TRANSPORTATION SERVICES

4. PARKING SERVICES

(a) OFF-STREET

Employees

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	173,750	180,700	177,169

Premises Related Expenses

Maintenance of Grounds	40,000	43,000	47,912 a)
Repairs & Maintenance	27,000	27,000	30,881 a)
Winter Maintenance	25,000	25,000	5,877 b)
Electricity	850	850	891
Rents	4,500	4,500	4,500
Rates	194,200	192,300	192,320
Premises Insurance	1,550	1,550	1,563

Transport Related Expenses

Repairs & Maintenance	350	900	1,624
Licences	150	150	463
Petrol / Oil	3,000	3,000	2,235
Transport Insurance	800	800	777

Supplies & Services

Purchases - Equipment & Materials	1,000	1,000	365
Mobile Communications	1,050	1,050	1,033
Maintenance - General	25,500	25,500	20,313 c)
Uniforms	1,500	1,600	1,548
Stationery	4,000	3,000	4,100
Cash Collection	35,000	38,000	37,554
Payment to Principals / Ticket Refunds	471,000	464,000	431,700 d)
Advertising	1,000	1,000	-
Publicity & Promotion	1,000	1,000	-
Miscellaneous Insurance	450	450	463
Adjudication & Enforcement Services	5,000	6,000	2,585 c)
Mobile Telephones	-	1,500	1,448
Emergency Arrangements	150	150	155
Capital Grants & Contributions (RECS)	-	-	29,126 e)
Security Services Mgt. Recharge (CCTV)	290,600	278,050	264,605 f)

Carried Forward

1,308,400	1,302,050	1,261,207
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- a) Primarily demand led budgets that were called upon more than usual this year.
- b) The short sharp cold snaps meant that the materials and equipment were adequate for the conditions. Significant maintenance of equipment will be carried out in 2013/14.
- c) Partly offset by overspend on on-street parking - see page PTS 12.
- d) Lower than expected claims from Sainsbury's.
- e) Drainage investigation survey using CCTV equipment carried out as part of the Improvement Programme Capital Plan scheme (page CP 3) will not result in an asset for the Council.
- f) Digital upgrade continuing into 2013/14. Please see page PTS 9.

PLANNING AND TRANSPORTATION SERVICES

4. PARKING SERVICES (continued)

(a) OFF-STREET (continued)

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	1,308,400	1,302,050	1,261,207
Less Income			
Fees & Charges			
Car Park Season Tickets	(152,000)	(132,000)	(140,475) g)
Short Stay Parking	(1,502,000)	(1,400,000)	(1,444,978) h)
Long Stay Parking	(490,000)	(490,000)	(474,734) i)
Penalty Charge Notices	(155,000)	(140,000)	(127,786) j)
General	(200)	(200)	(200)
Management of Angel / Botany Car Parks	(85,000)	(85,000)	(85,526)
Rent - Snodland Town Market / Sunday Farmers' Market	(6,000)	(8,800)	(8,822)
	<hr/>	<hr/>	<hr/>
	(2,390,200)	(2,256,000)	(2,282,521)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(1,081,800)	(953,950)	(1,021,314)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	34,650	28,150	28,146
Information Technology Expenses	29,050	30,250	26,217
Departmental Administrative Expenses	65,950	69,100	69,960
Depreciation & Impairment			
Non-Current Asset Depreciation	101,950	93,050	86,211 k)
	<hr/>	<hr/>	<hr/>
	(850,200)	(733,400)	(810,780)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.27	7.31	

g) Increased uptake of monthly season tickets whose combined annual cost exceeds that of an annual season ticket.

h) Income slightly higher than that envisaged in revised estimates.

i) Income slightly lower than that envisaged in revised estimates.

j) Two Civil Enforcement Officer posts have remained vacant for one third of the year.

k) Some work carried out as part of the Improvement Programme for Existing Car Parks Capital Plan scheme (page CP 3) did not result in an asset for the Council - please see note f) on page PTS 10.

PLANNING AND TRANSPORTATION SERVICES

4. PARKING SERVICES (continued)

(b) ON-STREET

Employees

Salaries	293,500	294,350	285,869 a)
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Premises Related Expenses

Repairs & Maintenance	10,000	10,000	9,707
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Transport Related Expenses

Repairs & Maintenance	350	350	312
Licences	150	150	217
Petrol / Oil	2,500	2,800	2,330
Transport Insurance	800	800	777

Supplies & Services

Purchases - Equipment & Materials	500	500	371
Mobile Communications	1,050	1,050	1,033
Maintenance - General	1,200	4,700	6,572 b)
Uniforms	1,200	900	352
Stationery	1,000	500	588
Cash Collection	500	550	472
Advertising	1,000	1,000	1,860
Adjudication & Enforcement Services	5,000	4,500	6,595 b)
Mobile Telephones	400	250	504
Capital Grants & Contributions (RECS)	26,000	20,250	- c)

<hr/>	345,150	342,650	317,559
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Less Income

Fees & Charges

Business Parking Permits	(33,000)	(23,000)	(23,931)
Residents Parking Permits	(92,000)	(92,000)	(92,172)
Visitors Parking Permits	(11,000)	(13,000)	(12,810)
Dispensations	(5,000)	(3,000)	(4,370)
On-street Parking	(12,000)	(13,000)	(13,640)
Penalty Charge Notices	(95,000)	(92,000)	(85,704) d)

<hr/>	(248,000)	(236,000)	(232,627)
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Sub-total Carried Forward

<hr/>	97,150	106,650	84,932
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- a)** Management savings arising from two vacant Civil Enforcement Officer posts.
- b)** More than offset by underspend on off-street parking - see page PTS 10.
- c)** Car Parking Action Plan Capital Plan schemes slipped to 2013/14. Please see page CP 3.
- d)** Two Civil Enforcement Officer posts have remained vacant for one third of the year.

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

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

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Sub-total Brought Forward</u>	97,150	106,650	84,932
Central, Departmental & Technical Support Services			
Central Salaries & Administration	24,550	17,750	17,721
Information Technology Expenses	21,500	21,250	18,447
Departmental Administrative Expenses	101,550	101,600	103,776
Depreciation & Impairment			
Non-Current Asset Depreciation	13,050	13,450	12,794
	<hr/> 257,800	<hr/> 260,700	<hr/> 237,670
Full Time Equivalent Number of Staff (including Support Service Staff)	11.74	11.44	

PARKING SERVICES

(a) OFF-STREET

(b) ON-STREET

TO SUMMARY

(850,200)	(733,400)	(810,780)
257,800	260,700	237,670
<hr/> (592,400)	<hr/> (472,700)	<hr/> (573,110)

PLANNING AND TRANSPORTATION SERVICES

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

Employees

Salaries	31,850	33,850	33,923
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Supplies & Services

Purchases - Equipment & Materials	1,000	1,000	643
Structural Investigations	1,000	1,000	521
Emergency Arrangements	150	150	124
Capital Grants & Contributions (RECS)	66,000	80,000	72,513

Third Party Payments

Contract Payments	3,000	3,000	2,752
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Sub-total

103,000	119,000	110,476
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	3,050	2,050	2,051
Information Technology Expenses	1,500	1,500	1,293
Departmental Administrative Expenses	14,450	14,250	14,440

TO SUMMARY

122,000	136,800	128,260
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Full Time Equivalent Number of Staff
(including Support Service Staff)

0.92	0.87	
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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)

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
	-	200	220
	134,300	143,350	144,763
	<hr/>	<hr/>	<hr/>
	134,300	143,550	144,983
	<hr/>	<hr/>	<hr/>
	2.42	2.49	

LEISURE SERVICES BUSINESS UNIT

SUMMARY

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1. LARKFIELD LEISURE CENTRE	240,350	124,600	106,385
2. ANGEL CENTRE	321,300	299,650	235,528
3. TONBRIDGE SWIMMING POOL	272,450	215,400	201,498
4. POULT WOOD GOLF CENTRE	270,600	260,800	258,597
	<hr/>	<hr/>	<hr/>
	1,104,700	900,450	802,008
	<hr/>	<hr/>	<hr/>

LEISURE SERVICES BUSINESS UNIT

1. LARKFIELD LEISURE CENTRE

Employees

	2012/13 ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries (see analysis on page LSBU 11)	1,450,200	1,379,050	1,391,128 a)
Employers' National Insurance Contributions	64,250	75,300	73,883
Employers' Superannuation Contributions	94,550	93,750	97,232
Recruitment	2,000	2,500	2,229
Health Care	750	250	183
Training	12,000	12,000	9,646
Superannuation - Lump Sum	98,000	98,000	102,010
Employee Insurance	11,200	14,000	14,767

Premises Related Expenses

General Maintenance	5,000	5,000	4,695
Redecoration	3,000	5,000	4,883
Floor Maintenance	2,200	2,200	3,543
Electrical Spares	2,500	2,500	3,030
Maintenance of Grounds	2,750	2,750	2,600
Repairs & Maintenance of Fixed Plant	3,000	3,000	3,116
Electricity	150,900	132,500	131,520
Gas	137,300	113,000	120,112 b)
Water Charges (Metered)	23,600	24,100	26,694
Sewerage & Environmental Services	19,000	21,900	23,924
Fixture & Fittings	1,500	1,500	1,847
Cleaning & Domestic Supplies	12,000	12,000	11,799
Cleaning Contract	45,500	45,500	42,963

Transport Related Expenses

Essential Users	5,250	5,250	4,813
Casual Users	3,000	1,500	1,699
Leased Car Leasing Costs	3,150	3,150	3,200
Leased Car Mileage	450	650	581
VAT Rebate on Claimed Mileage	-	-	(116)

Supplies & Services

Purchases - Equipment & Materials	24,000	28,000	37,683 c)
Purchases - Chemicals	23,500	23,500	19,098
Maintenance - General	16,000	16,000	16,274
Maintenance - Contracts	41,500	41,500	36,989
Uniforms	6,000	6,000	5,765
Stationery & Photocopying	3,500	3,500	2,764
Security Services	2,700	2,800	2,722
Trade Refuse Charges	10,250	10,500	9,052
Special Events	13,000	10,400	8,901
Coaching Expenses	5,000	10,000	10,309
Credit Card / Direct Debit Charges	7,450	8,750	8,804
Publicity & Promotion	40,000	40,000	44,178
Postages	4,500	4,500	4,732
Telephones	10,000	8,000	5,107
Hospitality	500	500	675
Licences & Subscriptions	17,250	15,900	14,823
Miscellaneous	-	-	48

Carried Forward

2,378,200	2,286,200	2,309,904
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LEISURE SERVICES BUSINESS UNIT

LARKFIELD LEISURE CENTRE

- a)** Overspend relates to the provision of additional operational staff during busy periods and instructor costs for additional Swim School classes.
- b)** Overspend due to higher than anticipated tariff charges.
- c)** Overspend due to unbudgeted expenditure related to the refurbishment of Lifestyles Fitness Suite.

LEISURE SERVICES BUSINESS UNIT

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1. <u>LARKFIELD LEISURE CENTRE (continued)</u>			
<u>Brought Forward</u>	2,378,200	2,286,200	2,309,904
Less Income			
Courses - Internal	(315,000)	(319,000)	(340,343) d)
Exercise Classes	(53,000)	(49,300)	(49,655)
Fitness Room	(610,000)	(645,000)	(666,577) e)
Sports Hall	(37,500)	(34,300)	(35,246)
Pool Hall	(687,000)	(705,000)	(695,122)
Health Suite	(26,500)	(28,300)	(26,244)
Invicta Room	(31,500)	(31,500)	(30,428)
Squash	(24,000)	(8,950)	(8,780)
Swimming Club	(32,000)	(32,000)	(32,023)
Amusement Machines	(1,000)	(850)	(823)
Annual Membership	(40,000)	(34,000)	(32,253)
Day Membership	(22,000)	(22,900)	(19,555)
Special Events	(15,000)	(12,000)	(15,190)
One to One Swim	(14,600)	(14,600)	(14,927)
Sponsorship	(500)	(500)	-
Treatment Room Hire	(10,000)	(14,000)	(14,633)
Schools	(25,000)	(25,000)	(31,076)
Soft Play	(61,500)	(54,900)	(60,687)
Retail Outlet	(4,700)	(4,700)	(4,689)
Miscellaneous	-	1,200	74
Catering Concession	(49,700)	(49,700)	(49,287)
Vending Concession	(13,900)	(13,900)	(13,818)
Bar Concession	(12,900)	(12,900)	(12,738)
	<hr/>	<hr/>	<hr/>
	(2,087,300)	(2,112,100)	(2,154,019)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	290,900	174,100	155,885
Central, Departmental & Technical Support Services			
Central Services	3,650	3,600	3,600
Financial Services	61,150	59,950	59,950
Personnel Services	13,200	12,950	12,950
LSBU Central Management	(128,550)	(126,000)	(126,000)
	<hr/>	<hr/>	<hr/>
<u>TO LEISURE SERVICES (see page LS 3)</u>	240,350	124,600	106,385
	<hr/>	<hr/>	<hr/>

LEISURE SERVICES BUSINESS UNIT

LARKFIELD LEISURE CENTRE

- d)** Reflects additional income generated from successful Swim School programme.
- e)** Includes funding from the PCT for the Weight Management Programme and successful marketing promotions throughout the year.

LEISURE SERVICES BUSINESS UNIT

2. ANGEL CENTRE

(a) ANGEL CENTRE

Employees

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries (see analysis on page LSBU 11)	559,750	553,650	552,865
Employers' National Insurance Contributions	21,850	31,550	31,039
Employers' Superannuation Contributions	27,400	23,750	24,042
Recruitment	1,000	1,000	924
Health Care	500	250	29
Training	5,500	5,500	6,789
Superannuation - Lump Sum	26,350	26,350	25,220
Employee Insurance	4,400	5,700	5,884

Premises Related Expenses

General Maintenance	3,000	3,000	605
Redecoration	2,500	2,500	4,523
Floor Maintenance	2,500	2,500	2,435
Electrical Spares	1,500	1,500	2,558
Internal Planters	1,600	1,500	1,500
Repairs & Maintenance of Fixed Plant	1,000	1,000	500
Electricity	57,700	56,500	50,860
Gas	39,700	41,950	38,642
Water Charges (Metered)	11,000	11,000	5,062 a)
Sewerage & Environmental Services	9,500	10,000	10,205
Cleaning & Domestic Supplies	7,000	7,000	6,960
Cleaning Contract	17,200	17,200	14,391

Transport Related Expenses

Relocation Expenses - Appendix E	650	650	-
Casual Users	100	100	103

Supplies & Services

Purchases - Equipment & Materials	10,000	13,400	21,093 b)
Maintenance - General	2,500	2,500	2,216
Maintenance - Contracts	22,500	21,200	20,339
Uniforms	2,500	2,500	3,132
Stationery	2,500	1,000	657
Security Services	900	900	892
Trade Refuse Charges	4,000	4,800	4,955
Coaching Expenses	5,000	4,000	2,995
Credit Card / Direct Debit Charges	2,250	3,200	2,983
Printing & Marketing	18,000	18,000	25,693
Postages	2,500	1,500	972
Telephones	5,000	4,000	3,947
Hospitality	250	250	250
Licences & Subscriptions	14,500	14,300	17,452 c)
Miscellaneous	-	-	158

Carried Forward

894,100	895,700	892,871
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LEISURE SERVICES BUSINESS UNIT

ANGEL CENTRE

- a)** Includes balance of 11/12 creditors provision.
- b)** Overspend relates to unbudgeted expenditure for the refurbishment of Lifestyles Gym, Gymetrix study and IT developments.
- c)** Overspend relates to purchase of additional IT software licences.

LEISURE SERVICES BUSINESS UNIT

2. ANGEL CENTRE (continued)

(a) ANGEL CENTRE (continued)

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
<u>Brought Forward</u>	894,100	895,700	892,871
Less Income			
Coaching Courses	(50,000)	(53,000)	(56,510)
Exercise Classes	(33,500)	(35,500)	(36,142)
Medway Hall	(46,500)	(41,400)	(43,546)
Meeting Rooms	(67,000)	(60,000)	(65,220)
Fitness Room	(300,000)	(358,000)	(380,983) d)
Sports Hall	(90,000)	(69,050)	(88,327) e)
All Weather Area	(25,500)	(21,300)	(23,007)
Sports Grounds Pitches	(24,000)	(22,500)	(23,860)
Hire of Equipment	(1,500)	(850)	(768)
Use of Music	(1,000)	(550)	(430)
Crèche	(10,500)	(10,300)	(9,733)
Annual Membership	(8,500)	(9,550)	(8,610)
Special Events	(1,000)	(3,000)	(4,046)
Sponsorship	(200)	(100)	(54)
Dance Studio	(22,000)	(18,000)	(23,213)
Schools	-	(200)	(397)
Miscellaneous	-	-	173
	<hr/>	<hr/>	<hr/>
	(681,200)	(703,300)	(764,674)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	212,900	192,400	128,196
Central, Departmental & Technical Support Services			
Central Services	3,650	3,600	3,600
Financial Services	47,900	46,950	46,950
Personnel Services	6,750	6,600	6,600
LSBU Central Management	56,100	55,000	55,000
	<hr/>	<hr/>	<hr/>
	327,300	304,550	240,346
	<hr/>	<hr/>	<hr/>

d) Includes funding from the PCT for the Weight Management Programme and successful marketing promotions throughout the year.

e) Increased income reflects additional bookings during second half of the year.

LEISURE SERVICES BUSINESS UNIT

2. ANGEL CENTRE (continued)

(b) BAR, CATERING & VENDING

Supplies & Services

Purchases - Equipment & Materials
Catering Stock Issues
Vending Machine Refund

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
	750	500	567
	3,500	2,850	2,841
	-	-	212
	<hr/> 4,250	<hr/> 3,350	<hr/> 3,621
	<hr/>	<hr/>	<hr/>
Less Income			
Catering Concession	(5,250)	(4,000)	(2,841)
Vending Concession	(5,000)	(4,250)	(3,952)
Counter Sales - Snacks & Rolls	-	-	(864)
Profit on Stock Sales	-	-	(568)
Vending Machine Refund Reimbursement	-	-	(215)
	<hr/> (10,250)	<hr/> (8,250)	<hr/> (8,439)
	<hr/>	<hr/>	<hr/>
	<hr/> (6,000)	<hr/> (4,900)	<hr/> (4,818)
	<hr/>	<hr/>	<hr/>

ANGEL CENTRE

(a) ANGEL CENTRE

(b) BAR, CATERING & VENDING

	327,300	304,550	240,346
	(6,000)	(4,900)	(4,818)
	<hr/>	<hr/>	<hr/>
<u>TO LEISURE SERVICES (see page LS 2)</u>	321,300	299,650	235,528
	<hr/>	<hr/>	<hr/>

LEISURE SERVICES BUSINESS UNIT

3. TONBRIDGE SWIMMING POOL

(a) TONBRIDGE SWIMMING POOL

Employees

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
Salaries (see analysis on page LSBU 11)	586,600	574,800	574,751
Employers' National Insurance Contributions	24,300	29,600	28,358
Employers' Superannuation Contributions	35,000	35,400	35,093
Recruitment	1,500	3,600	2,975
Health Care	500	500	574
Training	5,500	5,500	4,997
Superannuation - Lump Sum	34,850	34,850	36,820
Employee Insurance	5,650	7,050	7,499

Premises Related Expenses

General Maintenance	7,500	10,000	10,334
Electrical Spares	3,500	3,500	2,225
Maintenance of Grounds	800	800	720
Repairs & Maintenance of Fixed Plant	5,000	4,500	5,495
Electricity	100,800	93,500	89,481
Gas	51,000	48,950	46,655
Water Charges (Metered)	33,600	37,100	37,278
Sewerage & Environmental Services	26,250	28,650	28,637
Fixtures & Fittings	500	500	767
Cleaning & Domestic Supplies	14,500	15,500	16,557

Transport Related Expenses

Casual Users	700	600	696
VAT Rebate on Claimed Mileage	-	-	(35)

Supplies & Services

Purchases - Equipment & Materials	6,500	8,600	10,511
Purchases - Chemicals	32,000	35,000	32,564
Maintenance - General	3,000	3,000	3,104
Maintenance - Contracts	24,500	24,300	23,390
Uniforms	4,500	4,500	4,673
Stationery & Photocopying	2,000	2,000	1,979
Security Services	2,200	2,300	2,241
Trade Refuse Charges	5,000	5,300	5,677
Coaching Expenses	4,000	4,000	3,937
Credit Card / Direct Debit Charges	5,300	6,000	6,118
Publicity & Promotion	12,000	12,000	16,568 a)
Postages	400	500	583
Telephones	3,200	3,500	3,232
Hospitality	250	250	250
Licences & Subscriptions	2,400	2,600	2,665
Miscellaneous	-	-	(266)

Carried Forward

1,045,300	1,048,750	1,047,098
-----------	-----------	-----------

- a) Overspend relates to increased promotion of Swim and Spa memberships throughout the year and the field work relating to the National Benchmarking Service Survey.

LEISURE SERVICES BUSINESS UNIT

	ORIGINAL ESTIMATE £	2012/13 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
3. <u>TONBRIDGE SWIMMING POOL (continued)</u>			
(a) <u>TONBRIDGE SWIMMING POOL (continued)</u>			
<u>Brought Forward</u>	1,045,300	1,048,750	1,047,098
Less Income			
Courses - Internal	(180,000)	(242,850)	(256,552) b)
Exercise Classes	(14,500)	(14,500)	(14,368)
Health Suite	(48,500)	(53,250)	(51,367)
Swimming - Individuals	(445,000)	(445,000)	(441,264)
Swimming - Schools	(25,000)	(25,150)	(29,151)
Swimming - Club	(20,000)	(19,050)	(19,933)
Tennis	(2,000)	(2,250)	(2,191)
Golf	(13,000)	(10,250)	(10,050)
Other	(2,500)	(150)	(152)
Annual Membership	(11,000)	(11,000)	(9,191)
Special Events	(16,500)	(16,500)	(16,786)
One to One Swim	(50,000)	(50,000)	(56,187)
Sponsorship	(200)	-	95
Miscellaneous	-	-	(665)
Profit on Stock Sales	(10,000)	(10,000)	(8,891)
	<hr/>	<hr/>	<hr/>
	(838,200)	(899,950)	(916,652)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	207,100	148,800	130,446
Central, Departmental & Technical Support Services			
Central Services	3,100	3,050	3,050
Financial Services	27,750	27,200	27,200
Personnel Services	4,300	4,200	4,200
LSBU Central Management	57,750	56,600	56,600
	<hr/>	<hr/>	<hr/>
	300,000	239,850	221,496
	<hr/>	<hr/>	<hr/>

b) Reflects additional income generated from successful Swim School programme.

LEISURE SERVICES BUSINESS UNIT

3. TONBRIDGE SWIMMING POOL (continued)

(b) CATERING & VENDING

Employees

Salaries (see analysis on page LSBU 11)	125,850	125,200	125,663
Employers' National Insurance Contributions	3,800	6,200	5,306
Employers' Superannuation Contributions	9,250	8,900	8,307
Superannuation - Lump Sum	9,800	9,800	8,710

Supplies & Services

Purchases - Equipment & Materials	6,000	6,000	6,763
Catering Stock Issues	97,000	105,000	104,282
Vending Machine Refunds	-	-	462

<hr/>	251,700	261,100	259,493
<hr/>			<hr/>

Less Income

Vending	(7,250)	(8,250)	(7,275)
Catering	(272,000)	(277,300)	(271,773)
Vending Machine Refund Reimbursement	-	-	(443)

<hr/>	(279,250)	(285,550)	(279,491)
<hr/>			<hr/>

<hr/>	(27,550)	(24,450)	(19,998)
<hr/>			<hr/>

TONBRIDGE SWIMMING POOL

(a) TONBRIDGE SWIMMING POOL

(b) CATERING & VENDING

<hr/>	300,000	239,850	221,496
<hr/>	(27,550)	(24,450)	(19,998)
<hr/>			<hr/>

TO LEISURE SERVICES (see page LS 4)

<hr/>	272,450	215,400	201,498
<hr/>			<hr/>

LEISURE SERVICES BUSINESS UNIT

4. POULT WOOD GOLF CENTRE

	ORIGINAL ESTIMATE	2012/13 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
Employees			
Salaries (see analysis on page LSBU 11)	123,750	120,300	120,336
Employers' National Insurance Contributions	9,050	8,850	8,792
Employers' Superannuation Contributions	14,400	14,100	14,121
Recruitment	500	-	-
Health Care	-	100	-
Training	1,000	500	-
Superannuation - Lump Sum	13,900	13,900	14,810
Employee Insurance	1,000	1,200	1,289
Premises Related Expenses			
General Maintenance	200	100	-
Water Charges (Metered) (metered)	5,250	5,000	1,108
Sewerage & Environmental Services	1,000	1,000	905
Cleaning & Domestic Supplies	250	150	19
Transport Related Expenses			
Repair & Maintenance	6,000	4,000	3,573
Licences	300	300	218
Petrol & Oil	6,500	6,750	5,210
Tyres	500	1,000	513
Vehicle Insurance	2,500	2,650	2,629
Supplies & Services			
Purchases - Equipment & Materials	35,000	35,000	38,876
Maintenance - General	500	500	322
Protective Clothing	500	500	435
Skip Services	500	500	820
Telephones	300	300	358
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	222,900	216,700	214,331
Central, Departmental & Technical Support Services			
Central Services	650	650	650
Financial Services	5,000	4,900	4,900
Personnel Services	1,400	1,350	1,350
LSBU Central Management	14,700	14,400	14,400
Depreciation & Impairment			
Non-Current Asset Depreciation	25,950	22,800	22,966
	<hr/>	<hr/>	<hr/>
<u>TO LEISURE SERVICES (see page LS 10)</u>	270,600	260,800	258,597
	<hr/>	<hr/>	<hr/>

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</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
Provisional Outturn								
Larkfield Leisure Centre	933,073	23,657	11,843	422,554	1,391,128	73,883	97,232	1,562,243
Angel Centre	341,335	33,623	-	177,908	552,865	31,039	24,042	607,946
Tonbridge Swimming Pool	359,255	26,372	4,008	185,115	574,751	28,358	35,093	638,201
Tonbridge Swimming Pool Catering	67,079	5,455	146	52,983	125,663	5,306	8,307	139,276
Poult Wood Golf Centre	120,336	-	-	-	120,336	8,792	14,121	143,249
	1,821,079	89,107	15,997	838,560	2,764,742	147,378	178,795	3,090,915

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
SUMMARY OF SERVICES

	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013
	£'000	£'000	£'000
Capital Projects (excluding Capital Renewals)			
Planning and Transportation Services	400	367	351
Environmental Health Services	n/a	101	43
Housing Services	74	390	209
Leisure Services	634	360	307
Corporate Services	223	358	295
Sub-total	1,331	1,576	1,205
Capital Renewals			
Planning and Transportation Services	n/a	192	109
Environmental Health Services	n/a	29	5
Leisure Services	n/a	550	561
Corporate Services	n/a	434	280
Sub-total	n/a	1,205	955
Total	1,331	2,781	2,160

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
PLANNING AND TRANSPORTATION SERVICES

	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013
	£'000	£'000	£'000
Capital Projects (excluding Capital Renewals)			
Car Parking	106	201	172
Transportation	186	0	(9)
Environmental Improvements	14	36	43
Land Drainage / Flood Defence	94	80	73
Other Schemes	0	50	72
Sub-total	400	367	351
Capital Renewals	n/a	192	109
Sub-total	n/a	192	109
Total Planning & Transportation Services	400	559	460

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
PLANNING AND TRANSPORTATION SERVICES

	Code	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013	
		£'000	£'000	£'000	
<u>Car Parking</u>					
(a) Improvement Programme for Existing Car Parks					
(i) Phase 2 - 4	P01AZ	85	124	126	Scheme complete.
(ii) Phase 5	P01AA		50	46	Scheme complete.
(b) Car Parking Action Plan					
(i) Phase 6	P01MA	21	17		Ongoing work to schemes boroughwide.
(ii) Phase 7	P01MB		10		Ongoing work to schemes boroughwide.
Total Car Parking to Summary		106	201	172	
<u>Transportation</u>					
(a) Local Transport Plan Partnership Programme	P01ED	186		(9)	Contribution from KCC to streetscene improvements for Tonbridge town centre in 2013/14.
Total Transportation to Summary		186	0	(9)	
<u>Environmental Improvements</u>					
(a) Tonbridge Town Centre Enhancement - Phase 1	P01FH	14	36	43	Work continuing in 2013/14.
Total Environmental Improvements to Summary		14	36	43	

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
PLANNING AND TRANSPORTATION SERVICES

	Code	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013	
		£'000	£'000	£'000	
<u>Land Drainage / Flood Defence</u>					
(a) Drainage	P01HR	56		1	Spend against 2013/14 budget provision.
(i) Drainage Improvement Programme Less DEFRA Grant		(28)			
(b) Flood defence	P01HP	28	0	1	Contractual claim.
(i) East Peckham Flood Alleviation		66	80	72	
Total Land Drainage / Flood Defence to Summary		94	80	73	
<u>Other Schemes</u>					
(a) Tonbridge Castle East Curtain Wall	P01LC		50	72	Scheme complete. Overspend reported to Cabinet 26 March.
Total Other Schemes to Summary		0	50	72	
<u>Capital Renewals</u>					
(a) CCTV Capital Renewals	P01BA	n/a	240	109	} Digital upgrade continuing into 2013/14 } }
Provision for Inflation / Savings Target	P01JZ	n/a	(48)		
Total Capital Renewals to Summary		n/a	192	109	

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
ENVIRONMENTAL HEALTH SERVICES

	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013
	£'000	£'000	£'000
Capital Projects (excluding Capital Renewals)			
Environmental Strategy	n/a	49	8
Refuse Collection	n/a	52	35
Sub-total	n/a	101	43
Capital Renewals			
	n/a	29	5
Sub-total	n/a	29	5
Total Environmental Health Services	n/a	130	48

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
ENVIRONMENTAL HEALTH SERVICES

	Code	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013	
		£'000	£'000		
<u>Environmental Strategy</u>					
(a) Green Waste Bins Growth / Replacement	P02BC	n/a	49	8	}
Total Environmental Strategy to Summary		n/a	49	8	}
					} A large order at end of 2011/12 and lower than estimated damaged bins } have maintained stock levels.
<u>Refuse Collection</u>					}
(a) Refuse Bins Growth / Replacement	P02DA	n/a	52	35	}
Total Refuse Collection to Summary		n/a	52	35	}
<u>Capital Renewals</u>	P02EB				}
(a) Environmental Protection	CR01	n/a	10		}
(b) Recycling Initiatives	CR02	n/a	26	5	}
Provision for Inflation / Savings Target	P02EZ	n/a	(7)		}
Total Capital Renewals to Summary		n/a	29	5	}

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
HOUSING SERVICES

	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013
	£'000	£'000	£'000
Housing Investment Programme	74	390	209
Total Housing Services	74	390	209

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
LEISURE SERVICES

	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013
	£'000	£'000	£'000
Capital Projects (excluding Capital Renewals)			
Larkfield Leisure Centre	2	144	151
Larkfield and Angel Leisure Centre	0	76	77
Tonbridge Swimming Pool	64	48	51
Sports Grounds	(2)	2	2
Open Space	36	31	9
Capital Grants	398	25	0
Other Schemes	136	34	17
Sub-total	634	360	307
Capital Renewals	n/a	550	561
Sub-total	n/a	550	561
Total Leisure Services	634	910	868

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
LEISURE SERVICES

	Code	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013	
		£'000	£'000	£'000	
<u>Larkfield Leisure Centre</u>					
(a) Energy Saving Measures - Phase 2	P05LG	2	40	40	Scheme complete.
(b) New Dance / Exercise Studio	P05LH		104	111	Scheme complete. Additional costs related to essential repairs to walkway.
Total Larkfield Leisure Centre to Summary		2	144	151	
<u>Larkfield and Angel Leisure Centre</u>					
(a) Fitness Suite Enhancement	P05LK		76	77	Scheme complete.
Total Larkfield and Angel Leisure Centre to Summary		0	76	77	
<u>Tonbridge Swimming Pool</u>					
(a) Pool Water Disinfection System	P05CK	64	26	29	Scheme complete.
(b) Changing Village Floor	P05CL		22	22	Scheme complete.
Total Tonbridge Swimming Pool to Summary		64	48	51	

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
LEISURE SERVICES

	Code	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013	
		£'000	£'000	£'000	
<u>Open Space (Cont)</u>					
(d) Open Spaces Site Improvements - Phase 1 Less Developer Contributions	P05FT	63 (64)	18 (18)	2 (2)	Scheme progressing.
Sub-total		(1)	0	0	
(e) Open Spaces Site Improvements - Phase 2 Less Developer Contributions	P05FV		30 (30)	8 (8)	Scheme progressing.
Sub-total		0	0	0	
(f) Haysden Country Park Bridge Repairs	P05FW		8	8	Scheme complete.
Total Open Space to Summary		36	31	9	
<u>Capital Grants</u>					
(a) Capital Grants to Organisations 2003/04 to 2008/09 Schemes Plaques	P05HK P05HZ	395 3	25		Scheme by Rock UK for a sports and multi-purpose hall at Carroty Wood is now progressing and grants payments are expected to take place in 2013/14 and 2014/15.
Sub-total		398	25	0	
Total Capital Grants to Summary		398	25	0	

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
LEISURE SERVICES

	Code	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013	
		£'000	£'000	£'000	
<u>Other Schemes</u>					
(a) Tonbridge Cemetery					
(i) Memorial Safety	P05KV	71	20	7	Ongoing.
(ii) Path Improvements Less Developer Contributions	P05KB		12 (12)		Scheme start delayed to 2013/14.
Sub-total		0	0	0	
(b) Recreation Provision Local Plans					
(i) Walderslade / Blue Bell Hill / Taddington Valley	P05KH	46	2	2	Scheme complete.
(c) Community Group Funding	P05KS	n/a	8	8	Ongoing.
(d) Disability Discrimination Act Improvements Phase 3	P05KT	19	4		Majority of works now complete.
Total Other Schemes to Summary		136	34	17	

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
LEISURE SERVICES

	Code	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013	
		£'000	£'000	£'000	
<u>Capital Renewals</u>	P05KG				
(i) Angel Centre	BC01	n/a	184	169	}
(ii) Larkfield Leisure Centre	BC02	n/a	275	265	}
(iii) Tonbridge Swimming Pool	BC04	n/a	36	33	}
(iv) Sports Grounds & Open Spaces	BC05	n/a	127	47	}
(v) Poult Wood Golf					}
Clubhouse	BC03	n/a	39	27	}
Grounds Maintenance	BC06	n/a	19	17	}
Course	BC07	n/a	8	3	}
Provision for Inflation / Savings Target	P05KZ	n/a	(138)		}
Total Capital Renewals to Summary		n/a	550	561	

Provisions for renewal of life-expired assets. Expenditure generally only occurs when assets are no longer serviceable. Renewals schedule subject to annual review.

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
CORPORATE SERVICES

	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013
	£'000	£'000	£'000
Capital Projects (excluding Capital Renewals)			
Land and Property	10	175	186
Information Technology Initiatives	46	132	107
Other	167	51	2
Sub-total	223	358	295
Capital Renewals	n/a	434	280
Sub-total	n/a	434	280
Total Corporate Services	223	792	575

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
CORPORATE SERVICES

	Code	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013	
		£'000	£'000	£'000	
<u>Land and Property</u>					
(a) Council Offices					
(i) Gibson West Renewal of Heating System	P06AJ	10	150	161	Scheme complete. Overspend due to lowest tender sum being over original budget estimate.
(ii) Health & Safety Building Improvements	P06AK		25	25	Scheme complete.
Total Land and Property to Summary		10	175	186	
<u>Information Technology Initiatives</u>					
(a) General IT Developments	P06DA	n/a	39	34	Ongoing.
(b) Development of E-Government - Phase 4 Less Government Grant (IEG)	P06DP	146 (151)	4	12	Scheme complete. Additional expenditure related to implementation of software to maintain the Council's website.
Sub-total		(5)	4	12	
(c) Document Management System Expansion	P06DE	51	9		Final project payment delayed due to dispute with supplier.
(d) Finance Electronic Document Management	P06DZ		30		Scheme to be reviewed.
(e) Cash Receipting System	P06DB		50	61	Scheme complete. Overspend due to final tender figures exceeding the original estimate.
(f) Council Tax Reduction Software Less Government Grant	P06DG		62 (62)	62 (62)	Scheme complete.
Sub-total		0	0	0	
Total Information Technology Initiatives to Summary		46	132	107	

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
CORPORATE SERVICES

	Code	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013	
		£'000	£'000	£'000	
<u>Other</u>					
(a) Community Partnership Initiatives	P06FE	170	24		} Timing of spend dependent on progress by third parties. }
(b) Christmas Displays Capital Grant	P06FG	19	5		
(c) Local Strategic Partnership Less Performance Reward Grant	P06FJ	127 (149)	22	2	
	Sub-total	(22)	22	2	Underspend relates primarily to provisions to support the Tonbridge Racecourse Sportsground Floodlighting scheme which is now progressing.
Total Other to Summary		167	51	2	

CAPITAL PLAN MONITORING STATEMENT 2012/13 TO 31 MARCH 2013
CORPORATE SERVICES

	Code	Expenditure To 31/03/12	2012/13 Estimate Inc Prior Year Slippage	2012/13 Actual to 31 March 2013	
		£'000	£'000	£'000	
<u>Capital Renewals</u>	P06FA				
(i) General					
Departmental Administration	GR01	n/a	55	15	}
Print Unit	GR03	n/a	17		}
Telephones	GR05	n/a	4		}
Snack Facilities	GR06	n/a	2		}
	Sub-total	n/a	78	15	}
(ii) Information Technology	P06FB	n/a	465	265	}
Provision for Inflation / Savings Target	P06FZ	n/a	(109)		}
Total Capital Renewals to Summary		n/a	434	280	

} Provisions for renewal of life-expired assets. Expenditure generally only occurs when assets are no longer serviceable. Renewals schedule subject to annual review.

2012/13