

Revenue and Capital Outturn

2019/20



Index

Revenue Expenditure	Page
Service	
Revenue Outturn Summary	S 1 - S 2
Corporate Services	CS 1 - CS 17
Chief Executive	CE 1 - CE 6
Director of Central Services	CEN 1 - CEN 11
Director of Finance & Transformation	FT 1 - FT 7
Director of Planning, Housing & Environmental Health	PHEH 1 - PHEH 20
Director of Street Scene, Leisure & Technical Services	SSLTS 1 - SSLTS 39
Capital Plan	CP 1 - CP 11

Cabinet 3 June 2020
General Fund Revenue Outturn 2019/20
SUMMARY

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Corporate Services	3,700,900	3,692,400	3,564,768
Chief Executive	1,064,350	959,300	900,038
Director of Central Services	133,600	105,200	121,811
Director of Finance & Transformation	1,372,600	1,336,300	1,184,959
Director of Planning, Housing & Environmental Health	3,830,550	3,849,950	3,651,808
Director of Street Scene, Leisure & Technical Services	8,315,650	8,356,250	8,142,543
Sub Total	18,417,650	18,299,400	17,565,927
Capital Accounting Reversals			
Non-Current Asset Depreciation	(2,942,350)	(3,075,100)	(2,948,808)
Non-Current Asset Impairment	-	-	(136,403)
Non-Current Asset Impairment Reversal	-	-	18,667
Contributions to / (from) Reserves			
Building Repairs Reserve			
Withdrawals to fund expenditure	(1,014,700)	(1,019,150)	(860,939)
Contribution to Reserve	650,000	725,000	725,000
Earmarked Reserves (see page S 2)			
Contributions from Reserves	(1,595,250)	(3,265,700)	(3,297,998)
Contributions to Reserves	1,351,900	2,134,750	2,852,389
Property Investment Fund Reserve			
Contribution to Reserve	500,000	-	-
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(3,703,000)	(5,696,000)	(4,602,695)
Revenue Expenditure Funded from Capital	(70,000)	(72,000)	(5,419)
Other contributions to / (from) Reserve (net)	1,887,000	4,279,000	4,219,000
Capital Expenditure Charged to General Fund	3,703,000	5,696,000	4,602,695
Government Grants			
New Homes Bonus	(3,457,450)	(3,457,450)	(3,457,428)
Under-indexing Business Rates Multiplier	(73,800)	(73,800)	(104,613)
Brexit Preparedness Grant	-	(70,000)	(70,000)
Covid-19 Grant	-	-	(40,538)
New Burdens Grants	-	-	(8,103)
Contributions from KCC	-	(156,500)	(156,479)
Revenue Adjustments	-	-	(36)
Sub Total	13,653,000	14,248,450	14,294,219
National Non-Domestic Rates			
Share of National Non-Domestic Rates	(22,514,582)	(22,314,582)	(22,314,582)
Tariff / (Top Up)	20,968,608	20,968,608	20,968,608
Levy / (Safety Net)	3,350	40,850	38,103
Levy Account Surplus Grant	-	-	(7,722)
Business Rates Pool	44,200	186,650	174,533
Flood Relief Grant	-	850	846
Small Business Rate Relief Grant	(896,000)	(937,300)	(1,057,481)
Retail Relief Grant	-	(279,250)	(289,085)
Supporting Small Business Grant	(10,150)	(9,500)	(9,497)
Discretionary Relief Grant	(27,000)	(14,150)	(14,084)
Kent & Medway Business Rates Pilot	-	-	35,029
Collection Fund Adjustments			
Council Tax (Surplus) / Deficit	(156,020)	(156,020)	(156,020)
National Non-Domestic Rates (Surplus) / Deficit	(869,089)	(869,089)	(869,089)
Sub Total	10,196,317	10,865,517	10,793,778
Contribution to / (from) General Revenue Reserve	450,600	(218,600)	(146,861)
Balance to be met from Council Tax Payers	10,646,917	10,646,917	10,646,917

Cabinet 3 June 2020
General Fund Revenue Outturn 2019/20
EARMARKED RESERVES

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Contributions from Earmarked Reserves			
Asset Review Reserve	-	-	(700)
Borough Signage Reserve	-	(700)	(675)
Business Rates Retention Scheme Reserve	(178,650)	(1,093,250)	(1,042,454)
Community Development Reserve	-	(1,800)	(4,800)
Community Safety Partnership Reserve	(6,900)	(6,900)	(6,920)
Democratic Representation Reserve	-	(250)	(285)
Economic Development Reserve	-	(8,500)	(7,207)
Election Expenses Reserve	(160,000)	(121,000)	(118,708)
Homelessness Reserve	(114,200)	(348,250)	(354,287)
Housing Assistance Reserve	(112,000)	-	-
Housing Survey Reserve	(36,000)	(55,800)	(9,737)
Housing & Welfare Reform Reserve	(15,000)	(15,000)	(10,609)
Invest to Save Reserve	(65,000)	(156,200)	(193,092)
Local Development Framework Reserve	(195,000)	(257,500)	(269,888)
Parks Improvement Fund Reserve	-	(20,250)	(20,231)
Public Health Reserve	(10,500)	(7,750)	(8,251)
Repossessions Prevention Fund Reserve	(2,000)	(2,100)	(15,204)
Tonbridge & Malling Leisure Trust Reserve	-	(262,000)	(302,000)
Training Reserve	-	-	(15,554)
Transformation Reserve	-	(180,450)	(189,391)
Waste Services Contract Reserve	(700,000)	(700,000)	(700,000)
Waste & Street Scene Initiatives Reserve	-	(28,000)	(28,005)
	(1,595,250)	(3,265,700)	(3,297,998)
Contributions to Earmarked Reserves			
Business Rates Retention Scheme Reserve	983,100	1,090,000	1,080,900
Climate Change Reserve	-	250,000	250,000
Covid-19 Reserve	-	-	40,538
Election Expenses Reserve	25,000	25,000	25,000
Homelessness Reserve	188,800	434,750	434,723
Housing Assistance Reserve	-	-	60,000
Invest to Save Reserve	-	-	50,000
Local Development Framework Reserve	55,000	255,000	272,446
Reorientation / Post Emergency Reserve	-	-	200,000
Tonbridge & Malling Leisure Trust Reserve	100,000	-	350,000
Transformation Reserve	-	80,000	85,000
Waste & Street Scene Initiatives Reserve	-	-	3,782
	1,351,900	2,134,750	2,852,389

CORPORATE SERVICES

SUMMARY

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 SALARIES AND ONCOSTS	11,831,700	11,914,500	11,867,618
2 OVERHEAD EXPENSES	4,311,350	4,382,700	4,038,770
3 RECHARGES TO SERVICE BUDGETS	(14,340,300)	(14,474,200)	(14,179,129)
	<hr/>	<hr/>	<hr/>
NON DISTRIBUTED COSTS	1,802,750	1,823,000	1,727,259
4 DEMOCRATIC REPRESENTATION	1,301,550	1,275,850	1,248,480
5 CORPORATE MANAGEMENT	596,600	593,550	589,029
6 CAPITAL PROGRAMME - REVENUE EXP.	-	-	-
	<hr/>	<hr/>	<hr/>
	3,700,900	3,692,400	3,564,768
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Full Time Equivalent Number of Staff (including Support Service Staff)	21.11	20.64	

CORPORATE SERVICES

1 SALARIES AND ONCOSTS

(a) Salaries

Salaries (see analysis on page CS 17)	8,098,600	8,205,900	8,117,085
Employers' National Insurance Contributions	763,050	771,150	770,525
Employers' Superannuation Contributions	1,169,900	1,155,850	1,136,349
Superannuation Backfunding Lump Sum	1,441,000	1,441,000	1,441,000
Staff Turnover Saving	(120,000)	(90,000)	-
Apprenticeship Scheme / Levy	40,250	33,500	26,139
Ring-fenced sums (Establishment Reviews)	90,700	36,500	-
	<hr/>	<hr/>	<hr/>
	11,483,500	11,553,900	11,491,098 a)
	<hr/>	<hr/>	<hr/>

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

235.67 240.11

(b) Termination Payments

Additional Annual Pension Contributions	263,500	249,800	247,924
Long Service Awards	-	900	2,116
Capitalised Pension Contributions	-	12,200	12,200
	<hr/>	<hr/>	<hr/>
	263,500	262,900	262,240
	<hr/>	<hr/>	<hr/>

(c) Recruitment & Training

Advertising & Other Recruitment Costs	9,250	12,250	12,724
Training - Course Fees & Expenses	70,000	80,000	95,554 b)
Health Screening & Miscellaneous	2,450	2,450	3,110
Employee Support Scheme	3,000	3,000	2,892
	<hr/>	<hr/>	<hr/>
	84,700	97,700	114,280
	<hr/>	<hr/>	<hr/>
	11,831,700	11,914,500	11,867,618
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CORPORATE SERVICES

SALARIES

- a) Management savings generated on the permanent establishment.

RECRUITMENT & TRAINING

- b) Overspend due to an increase in staff turnover and the consequent requirement to train newly appointed/promoted employees, and higher than anticipated IT training to support digital transformation.

CORPORATE SERVICES

2 OVERHEAD EXPENSES

(a) COUNCIL OFFICES

Employees

Salaries	134,450	138,650	142,682
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Premises Related Expenses

Maintenance of Grounds	4,150	4,150	3,303
Energy Costs :			
Electricity	85,300	106,000	91,905 a)
Gas	22,700	25,000	21,294
Rates	315,050	310,800	310,790
Water Services :			
Water Charges (metered)	7,000	11,000	8,301
Sewerage & Environmental Services	7,500	12,000	7,532
Fixture & Fittings	3,000	3,000	4,012
Cleaning & Domestic Supplies	5,000	5,000	7,722
Insurance	23,950	23,400	23,391
Repairs expenditure	237,700	183,650	92,878 b)

Supplies & Services

Equipment, Furniture & Materials	1,150	2,050	2,817
Clothing, Uniforms & Laundry	6,450	6,450	6,071
Trade Refuse Charges	9,100	9,100	12,079
Security / Cleaning	10,500	10,500	9,450
Miscellaneous Services	7,300	7,300	7,365
Licences	-	2,100	2,100

Third Party Payments

Ground Maintenance Contract	1,950	1,950	1,947
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	882,250	862,100	755,639
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Less Income

Customer & Client Receipts	(2,000)	(2,000)	(1,308)
Solemnization of Marriages	(10,000)	(10,350)	(6,325)
Hire of Tonbridge Council Chamber	(2,500)	(6,000)	(11,222)
Police Accommodation Licence Fee	(28,750)	(28,650)	(29,207)
Rent - Gibson Building	(6,800)	(6,750)	(6,578)
Rent - Tonbridge Castle	(23,700)	(23,700)	(24,991)

	(73,750)	(77,450)	(79,631)
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Sub-total

	808,500	784,650	676,008
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Central, Departmental & Technical Support Services

Central Salaries & Administration	36,100	30,400	29,715
Information Technology Expenses	2,600	2,300	2,300
Departmental Administrative Expenses	28,950	30,650	28,874

Depreciation & Impairment

Non-Current Asset Depreciation	151,500	154,400	154,390
Non-Current Asset Impairment	-	-	(18,667) c)

	1,027,650	1,002,400	872,620
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Full Time Equivalent Number of Staff (including Support Service Staff)

	5.71	5.81	
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CORPORATE SERVICES

COUNCIL OFFICES

- a) Lower than estimated energy costs.
- b) The internal and external decoration of Tonbridge Castle Offices has been deferred to 2020/21.
- c) Reflects impairment reversal following revaluation.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(b) PRINTING SECTION & MULTI FUNCTION DEVICES

Employees

Salaries

77,200

72,400

67,572

Supplies & Services

Purchases

1,000

1,000

194

Print Room Maintenance & Copy Charges

25,000

25,000

18,162 a)

Multi Function Device Copy Charges

9,000

9,000

10,430

Multi Function Device Leasing Charges

11,200

11,200

11,531

Paper

20,000

20,000

13,311 b)

143,400

138,600

121,200

Less Income

Sales

(25,000)

(25,000)

(19,963) c)

Recharges to Other Services

(17,000)

(17,000)

(15,897)

(42,000)

(42,000)

(35,860)

Sub-total

101,400

96,600

85,340

Central, Departmental & Technical Support Services

Office Accommodation

40,550

40,000

32,948 d)

Central Salaries & Administration

7,150

7,100

6,763

Information Technology Expenses

11,100

11,850

11,849

Departmental Administrative Expenses

10,300

9,200

9,153

Depreciation & Impairment

Non-Current Asset Depreciation

21,950

15,000

13,282

Non-Current Asset Impairment

-

-

4,589 e)

192,450

179,750

163,924

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

2.70

2.70

CORPORATE SERVICES

PRINTING SECTION & MULTI FUNCTION DEVICES

- a) Primarily a reduced requirement for print room equipment maintenance.
- b) A lower level of external and internal printing requirements has resulted in a reduction in the amount of paper required.
- c) Less work is currently being undertaken for third parties.
- d) Reduction in accommodation costs attributable to the print room, primarily due to lower building repairs expenditure (see page CS 3).
- e) Print room copiers replaced earlier than expected.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(c) CUSTOMER SERVICES

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Employees			
Salaries	254,000	239,650	247,587 a)
Premises Related Expenses			
Rent	3,250	3,250	2,437
Supplies & Services			
Purchases	200	3,000	2,793
Uniforms	2,100	2,100	-
Stationery	100	-	24
Community Outreach	6,000	6,000	4,500
Postage	100	50	345
Mobile Telephones	650	650	708
Office Security	35,500	35,500	35,248
	301,900	290,200	293,642
Less Income			
Tonbridge Gateway Agreement / Licence	(121,000)	(130,000)	(116,076) b)
Gateway Partner Receipts	(8,000)	(11,300)	(11,675)
	172,900	148,900	165,891
Sub-total			
	172,900	148,900	165,891
Central, Departmental & Technical Support Services			
Central Salaries & Administration	13,000	14,400	13,923
Information Technology Expenses	4,150	4,250	4,250
Departmental Administrative Expenses	144,200	149,150	146,859
	334,250	316,700	330,923
Full Time Equivalent Number of Staff (including Support Service Staff)	8.76	9.52	

a) Primarily additional temporary staffing and overtime requirements for Customer Services team.

b) Reflects an adjustment in respect of prior year invoices.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(d) GENERAL ADMINISTRATION

Employees

Salaries

4,300

4,250

4,476

Supplies & Services

Insurance

90,550

94,800

94,820

Copyright Licence

2,800

2,100

2,062

Equality Issues

300

350

350

97,950

101,500

101,708

Less Income

Fees & Charges

(100)

(100)

(12)

Sub-total

97,850

101,400

101,696

Central, Departmental & Technical Support Services

Central Salaries & Administration

6,300

4,350

1,247

Departmental Administrative Expenses

650

600

550

104,800

106,350

103,493

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

0.19

0.19

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(e) DEPARTMENTAL ADMINISTRATION

Staff Transport Related Expenses

Car & Travelling Allowances	207,200	199,750	195,839
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Supplies & Services

Equipment, Furniture & Materials	14,600	18,100	16,829
Office Equipment - Maintenance	2,200	2,500	2,223
Protective Clothing	950	1,100	665
First Aid Supplies	250	250	89
Stationery	8,550	8,500	6,703
Reference Books & Publications	25,650	24,900	23,853
Legal Expenses	120,000	150,000	86,048 a)
Contracted Services	1,800	1,800	1,647
Health & Safety	1,500	11,000	6,363
Postage	22,350	20,050	21,366
Telephones - Calls	3,000	2,700	2,731
Telephones - Other Costs	33,850	33,200	31,165
Mobile Telephones	6,850	8,050	7,801
Subsistence Allowances	200	100	40
Professional Membership Fees	17,550	14,850	15,722
Subscriptions to Organisations	22,600	23,800	25,260
Insurance & Other Expenses	2,500	2,450	2,137
Data Protection Act Registration	4,800	5,050	2,940

496,400

528,150

449,421

Less Income

Government Grant	-	(900)	(902)
Recovery of Court Costs	(4,000)	(5,000)	(9,324)
Customer & Client Receipts	(4,000)	(5,000)	(7,610)
Partnership Receipts	(63,600)	(45,850)	(45,207)

(71,600)

(56,750)

(63,043)

Sub-total

424,800

471,400

386,378

Depreciation & Impairment

Non-Current Asset Depreciation	13,050	13,450	11,464
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437,850

484,850

397,842

CORPORATE SERVICES

DEPARTMENTAL ADMINISTRATION

- a) Primarily due to the cost of the Kings Hill sites planning enquiry lower than estimated.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(f) SNACK FACILITIES

Supplies & Services

Drinks Machine Purchases

1,000

1,500

1,988

1,000

1,500

1,988

Less Income

Customer & Client Receipts

(200)

(200)

(165)

800

1,300

1,823

Sub-total

Central, Departmental & Technical Support Services

Central Salaries & Administration

2,850

2,850

2,943

Depreciation & Impairment

Non-Current Asset Depreciation

750

750

574

4,400

4,900

5,340

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

0.10

0.10

CORPORATE SERVICES

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(g) INFORMATION TECHNOLOGY SERVICES

Employees

Salaries

880,850

864,300

867,293

Transport Related Expenses

Public Transport

1,200

1,500

1,454

Supplies & Services

Equipment - Purchases

3,000

7,500

10,251

Equipment - Maintenance

103,000

88,000

81,706 a)

Printing Consumables

2,500

2,500

2,488

Insurance

6,800

7,100

7,101

Professional Services / Consultancy

15,000

48,000

55,360 b)

Other Expenses

8,200

3,400

1,384

Software Support, Hire & Maintenance

610,000

655,000

618,034 c)

Telephone leased lines and modems

8,500

8,500

18,051 d)

Kent Connects

20,000

20,000

20,000

1,659,050

1,705,800

1,683,122

Less Income

Contributions from Other Bodies

(8,000)

(1,000)

(1,000)

Sub-total

1,651,050

1,704,800

1,682,122

Central, Departmental & Technical Support Services

Office Accommodation

113,550

110,950

96,844 e)

Central Salaries & Administration

56,550

57,650

55,228

Departmental Administrative Expenses

86,700

82,350

80,291

Depreciation & Impairment

Non-Current Asset Depreciation

302,100

332,000

250,143 f)

2,209,950

2,287,750

2,164,628

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

20.81

20.59

CORPORATE SERVICES

INFORMATION TECHNOLOGY SERVICES

- a) Ad-hoc maintenance requirement for both ancillary and computer equipment was lower than anticipated.
- b) Additional external support to assist with essential software upgrades.
- c) Reflects primarily a delay in the implementation of replacement Content Management System.
- d) Increase reflects estimated Kent Public Services Network charges for current year.
- e) Reduction in accommodation costs attributable to Information Technology Services, primarily due to lower building repairs expenditure (see page CS 3).
- f) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment.

CORPORATE SERVICES

3 SALARIES & OVERHEADS

Salaries & Oncosts

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries & Oncosts	11,831,700	11,914,500	11,867,618

Overheads

(a) Council Offices	1,027,650	1,002,400	872,620
(b) Printing & Multi Function Devices	192,450	179,750	163,924
(c) Customer Services	334,250	316,700	330,923
(d) Administration - General	104,800	106,350	103,493
(e) Administration - Departmental	437,850	484,850	397,842
(f) Snack Facilities	4,400	4,900	5,340
(g) Information Technology Services	2,209,950	2,287,750	2,164,628

	16,143,050	16,297,200	15,906,388
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Less Recharge to :

Planning, Housing & Environmental Health	(4,773,200)	(4,829,850)	(4,674,866)
Street Scene, Leisure & Technical	(2,463,450)	(2,510,750)	(2,510,263)
Central Services	(910,700)	(924,450)	(894,597)
Finance & Transformation	(2,177,000)	(2,252,950)	(2,198,471)
Corporate Services	(1,595,300)	(1,562,750)	(1,538,776)
Chief Executive	(504,450)	(515,700)	(508,359)
Other Services	(700)	(450)	(450)
Holding Accounts	(1,915,500)	(1,877,300)	(1,853,347)

	(14,340,300)	(14,474,200)	(14,179,129)
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Sub-total

	1,802,750	1,823,000	1,727,259
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TO SUMMARY

	1,802,750	1,823,000	1,727,259
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CORPORATE SERVICES

4 DEMOCRATIC REPRESENTATION & MANAGEMENT

(a) DEMOCRATIC ADMINISTRATION

Employees

# Salaries	300,100	300,050	304,184
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Premises Related Expenses

Accommodation Expenses (Forum/Area1)	7,000	7,000	5,020
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Supplies & Services

Twinning Committee Expenses	500	500	491
Subscriptions	16,250	16,650	16,656

Sub-total

	323,850	324,200	326,351
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Central, Departmental & Technical Support Services

Accommodation & Printing Services	51,200	43,200	39,520
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# Central Salaries & Administration	248,850	240,400	236,756
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Information Technology Expenses	15,200	17,300	14,538
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# Departmental Administrative Expenses	111,250	110,500	107,620
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	750,350	735,600	724,785
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Full Time Equivalent Number of Staff (including Support Service Staff)	11.45	11.22	
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Memorandum

Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	261,550	256,350	257,303
Chief Executives' Service	70,400	67,800	67,722
Environmental Health & Hsg Services	21,300	21,950	22,050
Financial Services	74,850	75,550	73,412
Legal Services	6,650	6,900	6,678
Personnel Services	4,900	2,350	2,356
Planning Services	110,050	108,500	106,460
Street Scene & Leisure Services	93,100	94,300	95,463
Technical Services	17,400	17,250	17,116

	660,200	650,950	648,560
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CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>PAYMENTS TO MEMBERS</u>			
Transport Related Expenses			
Members' Travel & Subsistence	3,500	3,500	2,074
Supplies and Services			
Basic Allowance	270,000	271,250	271,252
Special Responsibility Allowance	101,900	97,650	97,627
Mayors' and Deputy Mayors' Allowance	7,400	7,400	2,917
Members' National Insurance	7,500	7,500	6,550
Carers' Allowance	300	300	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	390,600	387,600	380,420
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,700	15,850	15,594
Information Technology Expenses	1,750	1,950	1,626
	<hr/>	<hr/>	<hr/>
	409,050	405,400	397,640
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.33	0.32	

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(c) <u>MAYORAL & OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u>			
Employees			
Salaries	8,750	5,850	2,158
Transport Related Expenses			
Mayors' Transport Allowance	10,000	10,000	11,597
Supplies and Services			
Stationery	100	100	68
Insurance	250	200	216
Civic Hospitality	7,000	5,000	2,570
Mobile Telephones	150	150	120
Other Expenses	1,500	1,500	925
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	27,750	22,800	17,654
Central, Departmental & Technical Support Services			
Central Salaries & Administration	89,300	85,450	81,849
Information Technology Expenses	24,500	26,200	26,124
Departmental Administrative Expenses	600	400	428
	<hr/>	<hr/>	<hr/>
	142,150	134,850	126,055
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.90	1.76	
 <u>SUMMARY</u>			
(a) DEMOCRATIC ADMINISTRATION	750,350	735,600	724,785
(b) PAYMENTS TO MEMBERS	409,050	405,400	397,640
(c) MAYORAL & OTHER MEMBER SUPPORT INC. MEMBER TRAINING	142,150	134,850	126,055
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,301,550	1,275,850	1,248,480
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

5 CORPORATE MANAGEMENT

(a) CORPORATE POLICY

Employees

Salaries

77,450

67,000

67,742

Central, Departmental & Technical Support Services

Central Salaries & Administration

381,600

382,300

378,250

Information Technology Expenses

-

-

16

Departmental Administrative Expenses

21,700

18,650

19,319

480,750

467,950

465,327

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

6.19

6.10

(b) PUBLIC ACCOUNTABILITY

Supplies and Services

Professional Fees

750

850

831

Advertising

250

250

208

External Audit Fees

35,250

44,750

44,728

Central, Departmental & Technical Support Services

Central Salaries & Administration

79,600

79,700

77,887

Information Technology Expenses

-

50

48

115,850

125,600

123,702

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

1.24

1.24

SUMMARY

(a) CORPORATE POLICY

480,750

467,950

465,327

(b) PUBLIC ACCOUNTABILITY

115,850

125,600

123,702

TO SUMMARY

596,600

593,550

589,029

CORPORATE SERVICES

Memorandum

Service Allocations to Corporate Policy

Admin & Property Services
 Chief Executives' Service
 Environmental Health & Housing Services
 Financial Services
 Legal
 Personnel Services
 Planning Services
 Street Scene & Leisure Services

ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
56,350	57,250	57,068
205,800	195,500	194,938
11,900	11,500	11,583
113,300	114,150	110,851
1,200	1,250	1,214
4,900	14,150	14,178
62,600	48,450	49,039
24,700	25,700	26,440
<hr/>	<hr/>	<hr/>
480,750	467,950	465,311
<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

6 CAPITAL PROGRAMME REVENUE EXP.

Employees

Salaries

89,900

91,450

92,311

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration 31,850
Information Technology Expenses 4,500
Departmental Administrative Expenses 40,500

31,850
4,500
40,500

32,750
6,300
37,400

31,636
5,275
35,895

Sub-total

166,750

167,900

165,117

Less Recharge to :

Street Scene, Leisure & Technical
Central Services

(165,550)
(1,200)

(166,750)
(1,150)

(163,957)
(1,160)

TO SUMMARY

-

-

-

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

2.72

2.76

Less FTE recharged to Services

(2.72)

(2.76)

Net FTE retained on Corporate Services

0.00

0.00

Memorandum

Service Allocations to Capital Programme

Administration & Property Services
Financial Services
Legal Services
Street Scene & Leisure Services
Technical Services

7,450
22,300
2,100
46,300
84,100

8,550
22,000
2,200
46,550
82,300

8,183
21,328
2,125
46,684
81,522

162,250

161,600

159,842

EMPLOYEES - SALARIES

SERVICE ANALYSIS OF EXPENDITURE

	Basic Salaries	Overtime	Temporary Staff	Total Salaries	Council Contributions Nat. Ins.	Supern.	Total Salaries & Oncosts
	£	£	£	£	£	£	£
<u>2019/20 ESTIMATE</u>							
Original Estimate	7,907,150	21,250	170,200	8,098,600	763,050	1,169,900	10,031,550
Revised Estimate	7,802,000	55,500	348,400	8,205,900	771,150	1,155,850	10,132,900
<u>2019/20 OUTTURN</u>							
Service							
Administration & Property	588,084	11,174	19,647	618,905	58,938	86,780	764,623
Environmental Health & Housing	984,097	-	104,843	1,088,940	96,913	144,432	1,330,285
Executive	396,514	9,812	10,854	417,180	47,060	62,754	526,994
Finance	1,291,431	21,141	198,976	1,511,548	127,761	194,676	1,833,985
Information Technology	686,914	-	(3,689)	683,225	72,464	103,555	859,244
Legal	388,959	300	23,527	412,786	39,832	58,514	511,132
Personnel	326,622	18,435	18,101	363,158	26,221	52,043	441,422
Planning	1,376,149	806	50,179	1,427,134	147,148	207,799	1,782,081
Street Scene & Leisure	1,069,730	1,564	27,608	1,098,902	107,613	159,288	1,365,803
Technical	490,191	5,116	-	495,307	46,575	66,508	608,390
	7,598,691	68,348	450,046	8,117,085	770,525	1,136,349	10,023,959

CHIEF EXECUTIVE

SUMMARY

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 COMMUNITY DEVELOPMENT	101,800	100,300	103,626
2 ELECTIONS	541,200	514,150	502,491
3 GRANTS & PAYMENTS	134,350	124,700	125,679
4 CLIMATE CHANGE	-	14,650	14,952
5 ECONOMIC DEVELOPMENT & REGENER'N	287,000	205,500	153,290
	1,064,350	959,300	900,038
Full Time Equivalent Number of Staff (including Support Service Staff)	7.91	8.00	

CHIEF EXECUTIVE

1 COMMUNITY DEVELOPMENT

Employees

Salaries

45,000

42,550

43,637

Supplies & Services

West Kent Leader

5,000

5,000

5,000

Community Development Partnership

15,000

18,000

15,000 a)

Troubled Families Initiatives

-

1,800

4,800

Safeguarding Children Board

1,500

1,500

1,500

66,500

68,850

69,937

Less Income

Contributions from Other Bodies

-

(3,000)

- a)

Sub-total

66,500

65,850

69,937

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

17,850

17,700

17,624

Departmental Administrative Expenses

17,450

16,750

16,065

TO SUMMARY

101,800

100,300

103,626

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

1.17

1.14

a) Partnership initiative has been delayed to 2020/21.

CHIEF EXECUTIVE

2 ELECTIONS

(a) ELECTORAL REGISTRATION

Employees

Salaries	107,500	112,100	114,037
----------	---------	---------	---------

Supplies & Services

Equipment & Materials - Purchases	17,000	2,500	2,946
Maintenance	-	2,800	2,949
Printing	-	7,500	6,572
Stationery	100	5,000	2,284
Reference Books & Publications	1,000	1,600	1,257
Electronic Elector Registration Responses	-	5,000	5,728
Postages	50,000	53,000	54,961

	175,600	189,500	190,734
--	---------	---------	---------

Less Income

Government Grant	(13,000)	(16,550)	(16,569)
Sale of Registers	(2,500)	(3,000)	(3,928)

Sub-total

	160,100	169,950	170,237
--	---------	---------	---------

Central, Departmental & Technical

Support Services

Central Salaries & Administration	13,500	13,150	12,826
Information Technology Expenses	32,250	32,650	27,395
Departmental Administrative Expenses	45,150	45,550	44,152

Depreciation & Impairment

Non-Current Asset Depreciation	5,000	5,000	4,999
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	256,000	266,300	259,609
--	----------------	----------------	----------------

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

3.27	3.25	
------	------	--

CHIEF EXECUTIVE

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>CONDUCT OF ELECTIONS</u>			
Employees			
Salaries	49,250	51,300	52,122
Premises Related Expenses			
Rent	17,000	20,000	17,740
Supplies & Services			
Equipment & Materials - Purchases	12,000	3,000	4,689
Printing	16,000	15,000	15,056
Polling Fees & Postal Vote Processing	75,000	55,000	54,344
Postage	40,000	49,000	48,969
	<hr/>	<hr/>	<hr/>
	209,250	193,300	192,920
Less Income			
Fees & Charges	-	(21,000)	(22,090)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	209,250	172,300	170,830
Central, Departmental & Technical Support Services			
Central Salaries & Administration	41,700	40,950	40,312
Information Technology Expenses	13,700	13,900	11,663
Departmental Administrative Expenses	20,550	20,700	20,077
	<hr/>	<hr/>	<hr/>
	285,200	247,850	242,882
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.01	1.99	
 <u>ELECTIONS</u>			
<u>SUMMARY</u>			
(a) ELECTORAL REGISTRATION	256,000	266,300	259,609
(b) CONDUCT OF ELECTIONS	285,200	247,850	242,882
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	541,200	514,150	502,491
	<hr/>	<hr/>	<hr/>

CHIEF EXECUTIVE

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
3 GRANTS & PAYMENTS			
Employees			
Salaries	1,900	950	912
Supplies & Services			
Grants to Citizens Advice Bureaux	95,000	95,000	95,000
Grants to Other Charitable & Voluntary Org.	28,800	20,800	20,800
Tonbridge Historic Society Accommodation	2,000	2,000	2,000
Community Lottery Payments			
External Lottery Provider	1,250	-	-
Prize Fund	2,100	-	-
Specific Good Causes	5,200	-	-
Other Expenses	500	400	380
	<hr/>	<hr/>	<hr/>
	136,750	119,150	119,092
Less Income			
Lottery Ticket Sales	(10,400)	(1,200)	(46)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	126,350	117,950	119,046
Central, Departmental and Technical Support Services			
Central Salaries & Administration	7,100	6,250	6,196
Information Technology Expenses	50	50	29
Departmental Administrative Expenses	850	450	408
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	134,350	124,700	125,679
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.15	0.11	
4 CLIMATE CHANGE			
Employees			
Salaries	-	8,600	9,031
Central, Departmental and Technical Support Services			
Central Salaries & Administration	-	2,350	2,325
Departmental Administrative Expenses	-	3,700	3,596
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	-	14,650	14,952
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.00	0.27	

CHIEF EXECUTIVE

5 ECONOMIC DEVELOPMENT & REGENERATION

Employees

Salaries

62,550

59,150

60,297

Supplies & Services

Economic Development Expenses

4,000

4,000

3,997

Business Growth Programme

10,000

10,000

10,000

Local Retail Centres Support

-

8,500

7,207

Housing & Commercial Growth Fund

West Kent Wide Economic Initiatives

34,650

41,750

- a)

Council Specific Economic Initiatives

144,000

51,500

42,454 b)

Visit Kent

3,700

3,700

3,680

Sub-total

258,900

178,600

127,635

Central, Departmental & Technical Support Services

Central Salaries & Administration

4,650

4,600

4,532

Information Technology Expenses

250

250

205

Departmental Administrative Expenses

23,200

22,050

20,918

TO SUMMARY

287,000

205,500

153,290

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

1.31

1.24

a) West Kent Wide economic initiatives paid from retained business rates income direct.

b) Expenditure in year to support Council Specific economic initiatives lower than anticipated. Costs met from an earmarked reserve.

DIRECTOR OF CENTRAL SERVICES

SUMMARY

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 TONBRIDGE CASTLE GATEHOUSE	58,150	21,650	12,325
2 COMMUNITY SAFETY	145,350	147,000	148,297
3 INFORMATION & PUBLICITY	137,550	143,850	141,177
4 LOCAL LAND CHARGES	(67,800)	(26,200)	(21,455)
5 INDUSTRIAL ESTATE	(66,300)	(75,100)	(75,190)
6 COMMERCIAL PROPERTY	(243,250)	(264,800)	(258,080)
7 VALE RISE DEPOT	-	-	-
8 LAND REVIEW	106,500	100,200	135,954
9 BOROUGH CHRISTMAS LIGHTING	44,000	47,800	44,741
10 LICENCES	19,400	10,800	(5,958)
	133,600	105,200	121,811
Full Time Equivalent Number of Staff (including Support Service Staff)	16.95	17.27	

DIRECTOR OF CENTRAL SERVICES

1 TONBRIDGE CASTLE GATEHOUSE

Employees

Salaries	5,500	5,250	5,414
----------	-------	-------	-------

Premises Related Expenses

Building Repairs Expenditure	45,950	5,900	5,940
Rates	250	250	245
Premises Insurance	8,400	8,200	9,526

Supplies & Services

Purchases - Equipment & Materials	600	700	848
Purchases - Exhibits	1,750	2,000	1,433
Maintenance - General	4,500	4,500	3,627
Streamline Service	800	800	62
Marketing	7,000	7,000	6,580
Subscriptions	200	200	-

	74,950	34,800	33,675
--	--------	--------	--------

Less Income

Fees & Charges			
Weddings / Hire of Gatehouse	(6,000)	(3,550)	(6,591)
Commission	(1,500)	(750)	(905)
Tonbridge Castle Attraction	(25,000)	(25,000)	(34,560) a)
Profit / Loss on Stock Sales	(3,500)	(3,500)	1,980 b)

	(36,000)	(32,800)	(40,076)
--	----------	----------	----------

Sub-total

	38,950	2,000	(6,401)
--	--------	-------	---------

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	14,550	14,400	13,900
Information Technology Expenses	1,500	2,050	1,703
Departmental Administrative Expenses	2,950	3,000	2,924

Depreciation & Impairment

Non-Current Asset Depreciation	200	200	199
--------------------------------	-----	-----	-----

TO SUMMARY

	58,150	21,650	12,325
--	--------	--------	--------

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

0.46	0.48
------	------

a) Castle attraction did better than anticipated due to promotions including the Halloween event and the Rochester Bridge Trust exhibition.

b) Reflects old stock items being written off and reduced in value.

DIRECTOR OF CENTRAL SERVICES

2 COMMUNITY SAFETY

Employees

Salaries

84,700

86,150

89,280

Supplies & Services

Other Community Safety Initiatives

14,100

14,100

14,100

98,800

100,250

103,380

Less Income

Anti Social Behaviour Fixed Penalty Notice

-

(100)

(195)

Sub-total

98,800

100,150

103,185

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

3,150

3,100

3,014

Information Technology Expenses

50

50

27

Departmental Administrative Expenses

43,350

43,700

42,071

TO SUMMARY

145,350

147,000

148,297

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

2.71

2.74

3 INFORMATION & PUBLICITY

Employees

Salaries

73,800

78,100

77,571

Supplies & Services

Information and Publicity

12,000

12,000

11,921

Sub-total

85,800

90,100

89,492

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

7,150

7,200

7,150

Information Technology Expenses

4,950

4,700

3,930

Departmental Administrative Expenses

39,650

41,850

40,605

TO SUMMARY

137,550

143,850

141,177

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

2.36

2.68

DIRECTOR OF CENTRAL SERVICES

4 LOCAL LAND CHARGES

Employees

Salaries

106,150

109,550

107,078

Supplies & Services

Insurance

2,350

2,200

2,199

Kent Highways

9,000

7,000

6,088

117,500

118,750

115,365

Less Income

Fees & Charges

(280,000)

(240,000)

(224,359) a)

(280,000)

(240,000)

(224,359)

Sub-total

(162,500)

(121,250)

(108,994)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

17,700

17,800

17,395

Information Technology Expenses

29,450

28,800

24,164

Departmental Administrative Expenses

47,550

48,450

45,980

TO SUMMARY

(67,800)

(26,200)

(21,455)

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

3.79

3.77

Memorandum

Surplus from above

(67,800)

(26,200)

(21,455)

Share of:

Democratic Administration

19,350

19,300

18,408

Corporate Management

8,850

8,900

8,685

Non Distributed Costs

27,050

26,850

25,468

Deficit (Surplus) for Trading Purposes

(12,550)

28,850

31,106

a) Reflects current market demand for property searches.

DIRECTOR OF CENTRAL SERVICES

5 INDUSTRIAL ESTATE

Employees
Salaries

1,900

1,850

1,850

1,900

1,850

1,850

Less Income
Rents

(71,600)

(80,250)

(80,260)

Sub-total

(69,700)

(78,400)

(78,410)

**Central, Departmental and Technical
Support Services**

Central Salaries & Administration

2,250

2,200

2,162

Information Technology Expenses

100

50

65

Departmental Administrative Expenses

1,050

1,050

993

TO SUMMARY

(66,300)

(75,100)

(75,190)

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

0.09

0.08

DIRECTOR OF CENTRAL SERVICES

6 COMMERCIAL PROPERTY

Employees

Salaries

5,700

5,200

5,165

Premises Related Expenses

Insurance

500

500

523

Rates

950

950

969

Repairs Expenditure

21,900

7,000

8,014

29,050

13,650

14,671

Less Income

Rents - Land

(5,300)

(5,500)

(5,192)

- Shops & Maisonettes

(230,050)

(230,050)

(229,958)

- Offices

(45,500)

(51,300)

(45,694) a)

(280,850)

(286,850)

(280,844)

Sub-total

(251,800)

(273,200)

(266,173)

Central, Departmental and Technical Support Services

Central Salaries & Administration

3,750

3,650

3,569

Information Technology Expenses

600

600

507

Departmental Administrative Expenses

3,600

3,500

3,350

Depreciation & Impairment

Non-Current Asset Depreciation

600

650

667

TO SUMMARY

(243,250)

(264,800)

(258,080)

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

0.21

0.20

- a) The revised estimate included backdated rental income which had been accounted for in the previous year.

DIRECTOR OF CENTRAL SERVICES

7 VALE RISE DEPOT

Employees

Salaries

5,900

6,100

6,331

Premises Related Expenses

Premises Insurance

200

200

200

Rates

14,100

14,100

14,116

Repairs Expenditure

2,000

2,000

1,442

22,200

22,400

22,089

Less Recharges to Other Services

(34,000)

(37,600)

(37,222)

Sub-total

(11,800)

(15,200)

(15,133)

**Central, Departmental and Technical
Support Services**

Central Salaries & Administration

700

700

702

Departmental Administrative Expenses

2,250

2,300

2,231

Depreciation & Impairment

Non-Current Asset Depreciation

8,850

12,200

12,200

TO SUMMARY

-

-

-

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

0.13

0.14

DIRECTOR OF CENTRAL SERVICES

8 LAND REVIEW

Employees

Salaries	40,950	38,750	38,758
----------	--------	--------	--------

Premises Related Expenses

Depot	1,500	1,950	1,961
Estate Management	1,000	1,300	1,034
Rates	19,850	19,850	19,858
Insurance	1,300	1,200	1,191
Repairs Expenditure	18,100	17,600	3,514 a)

Supplies & Services

Professional Fees	5,000	5,000	7,505
Asset Review	-	-	48,550 b)

<hr/>	<hr/>	<hr/>
87,700	85,650	122,371

Less Income

Fees & Charges - General	(1,000)	(1,000)	(363)
De-Minimus Capital Receipts	-	(4,550)	(4,525)
Castle Lodge Rent	(7,000)	(7,000)	(7,000)
Wayleaves	(500)	(500)	(819)

<hr/>	<hr/>	<hr/>
(8,500)	(13,050)	(12,707)

Sub-total

<hr/>	<hr/>	<hr/>
79,200	72,600	109,664

Central, Departmental and Technical Support Services

Central Salaries & Administration	2,350	2,300	2,273
Information Technology Expenses	350	400	323
Departmental Administrative Expenses	24,600	24,900	23,694

TO SUMMARY

<hr/>	<hr/>	<hr/>
106,500	100,200	135,954

Full Time Equivalent Number of Staff (including Support Service Staff)	0.98	0.93	
--	------	------	--

- a) External decoration of Tonbridge Castle Lodge has slipped to 2020/21, together with a reduced requirement for maintenance work on Community Areas.
- b) External advice on potential property investment related matters. Costs met from an earmarked reserve(s).

DIRECTOR OF CENTRAL SERVICES

9 BOROUGH CHRISTMAS LIGHTING

Employees

Salaries

550

550

541

Supplies & Services

Borough Christmas Lighting

34,000

40,000

36,979

Sub-total

34,550

40,550

37,520

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,350

1,350

1,346

Information Technology Expenses

150

150

136

Departmental Administrative Expenses

150

150

127

Capital Programme Revenue Expenses

1,200

1,150

1,160

Depreciation & Impairment

Non-Current Asset Depreciation

6,600

4,450

4,452

TO SUMMARY

44,000

47,800

44,741

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

0.06

0.06

DIRECTOR OF CENTRAL SERVICES

10 LICENCES

(a) FEE PAYING

Employees

Salaries

189,350

190,450

181,950 a)

Premises Related Expenses

Rents

100

100

68

Supplies & Services

Purchases - Equipment & Materials

7,000

7,000

10,139

Professional Fees

15,000

15,000

7,479 b)

Advertising

300

300

83

211,750

212,850

199,719

Less Income

Licence Fees

Animal Boarding Establishments

(4,400)

(4,400)

(3,798)

Dog Breeding

(750)

(750)

(112)

Selling Animals as Pets

(2,550)

(2,550)

(1,684)

Hackney Carriages & Private Hire

(210,000)

(224,000)

(213,373) c)

Hiring Out Horses

(2,900)

(2,900)

(1,502)

Alcohol & Entertainment - Premises

(93,000)

(95,000)

(96,217)

Acupuncture / Tattooing / Ear Piercing

(1,750)

(1,750)

(3,160)

Pleasure Boats & Boatmen

(450)

(350)

-

Street Trading

(1,300)

(1,300)

(1,538)

Alcohol & Entertainment - Personal

(2,500)

(2,500)

(3,459)

Sex Establishments/Sexual Entertainment

(2,000)

(2,000)

(2,000)

Dangerous Wild Animals

-

-

(612)

Gambling

(10,000)

(7,050)

(13,645) d)

Scrap Metal Dealers

(1,700)

(850)

(620)

Zoo Licences

-

(750)

(275)

(333,300)

(346,150)

(341,995)

Sub-total

(121,550)

(133,300)

(142,276)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

8,700

8,400

8,144

Information Technology Expenses

11,300

13,300

11,168

Departmental Administrative Expenses

83,100

84,300

80,330

(18,450)

(27,300)

(42,634)

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

5.45

5.48

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>NON FEE PAYING</u>			
Employees			
Salaries	24,650	24,700	23,972
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,200	2,200	2,040
Information Technology Expenses	-	-	6
Departmental Administrative Expenses	11,000	11,200	10,658
	<hr/>	<hr/>	<hr/>
	37,850	38,100	36,676
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.71	0.71	
 <u>LICENCES</u>			
<u>SUMMARY</u>			
(a) FEE PAYING	(18,450)	(27,300)	(42,634)
(b) NON FEE PAYING	37,850	38,100	36,676
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	19,400	10,800	(5,958)
	<hr/>	<hr/>	<hr/>

LICENCES - FEE PAYING / NON FEE PAYING

- a) Reflects a period of maternity leave within the Licensing Section.
- b) Full provision not required in current year.
- c) Reduction in the number of taxi and private hire vehicle licences issued.
- d) Additional income in current year due to the transfer of a number of betting shop licences.

DIRECTOR OF FINANCE & TRANSFORMATION

SUMMARY

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 HOUSING BENEFITS	466,950	473,450	421,507
2 LOCAL REVENUE & NNDR COLLECTION	513,300	524,100	465,718
3 COUNCIL TAX SUPPORT	228,350	248,400	234,960
4 TREASURY MANAGEMENT & BANKING	(348,800)	(436,350)	(472,239)
5 DRAINAGE BOARDS SPECIAL LEVIES	420,450	420,450	420,467
6 GENERAL ADVICE TO PARISH COUNCILS	84,800	84,300	84,358
7 STREET NAMING & NUMBERING	2,550	14,700	16,022
ANNUAL ESTIMATES	1,367,600	1,329,050	1,170,793
8 CONTRIBUTIONS TO PROVISIONS	5,000	7,000	13,881
9 ITEMS FUNDED FROM RESERVES	-	250	285
	1,372,600	1,336,300	1,184,959
Full Time Equivalent Number of Staff (including Support Service Staff)	46.00	48.75	

DIRECTOR OF FINANCE & TRANSFORMATION

1 HOUSING BENEFITS

Employees

Salaries	293,300	325,500	344,079 a)
----------	---------	---------	------------

Supplies & Services

Stationery	1,000	1,000	332
Reference Books & Publications	1,200	1,200	72
Legal Fees	200	200	-
Bailiffs Commission	200	200	-
Audit Fee	16,000	18,400	18,420
Postages	7,500	7,500	7,018
Subscriptions	450	450	425
Compensation Scheme	100	100	50
Other Expenses	-	15,000	21,578 b)

Housing Benefits

Rent Allowances	32,603,000	30,130,000	29,556,082 c)
Non HRA Rent Rebates	170,000	300,000	404,023 c)
Local Scheme	75,000	75,000	81,084 c)
Discretionary Housing Payments	200,000	208,000	208,137
Overpayments	(500,000)	(525,000)	(429,446) c)
Contribution to Bad Debt Provision	50,000	220,000	116,300 c)

32,917,950

30,777,550

30,328,154

Less Income

Government Grant	-	(96,600)	(107,360) d)
Rent Allowance Subsidy	(32,191,000)	(29,830,000)	(29,316,185) c)
Non HRA Rent Rebate Subsidy	(160,000)	(270,000)	(341,186) c)
Local Scheme Subsidy	(52,000)	(45,000)	(59,314) c)
Discretionary Housing Payment Contribution	(200,000)	(208,000)	(208,137)
Administration Grant	(214,550)	(214,550)	(214,532)

(32,817,550)

(30,664,150)

(30,246,714)

Sub-total

100,400

113,400

81,440

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	127,400	125,550	122,258
Information Technology Expenses	65,500	66,050	55,427 e)
Departmental Administrative Expenses	173,650	168,450	162,382

TO SUMMARY

466,950

473,450

421,507

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

14.70

15.18

DIRECTOR OF FINANCE & TRANSFORMATION

HOUSING BENEFITS

- a) Additional temporary staff resource to assist with caseload.
- b) Upgrades to the Revenues & Benefits IT system following changes in benefits regulations. Funded in full by grants from the Department for Work and Pensions (DWP).
- c) Reflects actual level of benefit payments, recoupments and contribution to the bad debts provision with an overall net decrease of £43,642 when compared to the revised estimate.
- d) Grants awarded by the DWP to assist with the costs of implementing welfare reform and administration changes. Used to fund upgrades to the IT system (see note b). Balance transferred to an earmarked reserve to fund transformation initiatives.
- e) Reflects lower than anticipated software support, hire and maintenance costs and non-current asset depreciation (see page CS 9).

DIRECTOR OF FINANCE & TRANSFORMATION

2 LOCAL REVENUE & NNDR COLLECTION

Employees

Salaries	348,450	359,100	343,823 a)
----------	---------	---------	------------

Supplies & Services

Equipment, Furniture & Materials - Purchases	500	500	373
Direct Debit / Bank Charges	2,600	2,600	2,441
Court Fees	2,500	2,500	1,394
Debt Recovery Fees	1,500	7,000	8,588
Other Expenses	6,500	17,000	16,322
Stationery	4,000	4,500	4,996
Reference Books & Publications	350	350	-
Tracing Services	5,000	15,500	15,451
Advertising	350	350	333
Postages	43,550	43,550	50,304 b)

415,400

453,050

444,025

Less Income

Government Grants			
- Allowances for Cost of NNDR Collection	(162,150)	(161,150)	(161,137)
- Other	-	-	(16,370) c)
Summons Costs Recovered	(245,000)	(245,000)	(257,907) d)
Civil Penalty	(5,000)	(3,000)	(2,310)
Contributions from Other Bodies	-	(53,800)	(46,459) e)

(412,150)

(462,950)

(484,183)

Sub-total

3,250

(9,900)

(40,158)

Central, Departmental & Technical

Support Services

Central Salaries & Administration	154,000	163,300	161,597
Information Technology Expenses	127,350	128,250	107,672 f)
Departmental Administrative Expenses	228,700	242,450	236,607

TO SUMMARY

513,300

524,100

465,718

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

18.05

20.01

DIRECTOR OF FINANCE & TRANSFORMATION

LOCAL REVENUE & NNDR COLLECTION

- a) Savings as a result of staff vacancies on the permanent establishment.
- b) Higher than anticipated cost due to increased volume and price increases.
- c) Government grants received in respect of costs associated with council tax annex discount and NNDR reliefs.
- d) Summons costs raised in the year were higher than estimated.
- e) The Council's share of the surplus generated by Mid Kent Enforcement Services lower than anticipated.
- f) Reflects lower than anticipated software support, hire and maintenance costs and non-current asset depreciation (see page CS 9).

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
3 COUNCIL TAX SUPPORT			
Employees			
Salaries	214,300	237,550	251,170 a)
Supplies & Services			
Equipment, Furniture & Materials - Purchases	1,000	1,000	-
Stationery	1,250	1,250	623
Postages	16,900	16,900	13,901
Council Tax Support Scheme	19,600	19,600	15,109
Transfer Payments			
Benefits	(3,000)	(3,000)	(5,387)
	<hr/>	<hr/>	<hr/>
	250,050	273,300	275,416
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grants			
Administration			
- Dept. for Work and Pensions	(53,500)	(52,950)	(53,496)
- Ministry of Housing, Communities and Local Government	(106,650)	(107,200)	(107,208)
Administrative / Civil Penalty	(200)	-	-
Contributions from Other Bodies	(120,900)	(120,900)	(120,892)
	<hr/>	<hr/>	<hr/>
	(281,250)	(281,050)	(281,596)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(31,200)	(7,750)	(6,180)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	77,550	77,750	75,822
Information Technology Expenses	53,350	53,750	45,113 b)
Departmental Administrative Expenses	128,650	124,650	120,205
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	228,350	248,400	234,960
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	10.55	10.93	

DIRECTOR OF FINANCE & TRANSFORMATION

COUNCIL TAX SUPPORT

- a) Additional temporary staff resource to assist with caseload.
- b) Reflects lower than anticipated software support, hire and maintenance costs and non-current asset depreciation (see page CS 9).

DIRECTOR OF FINANCE & TRANSFORMATION

**4 TREASURY MANAGEMENT
& BANKING ARRANGEMENTS**

Employees

Salaries	30,000	29,500	28,564
----------	--------	--------	--------

Supplies & Services

Treasury Advisor & Dealing Fees	10,700	10,700	10,071
Credit / Debit Card Charges	32,000	35,000	32,293
Bank Charges	25,500	25,500	22,934
Other Hired and Contracted Services	2,700	2,700	2,444
Transfers in Lieu of Interest	8,250	13,550	10,186

<hr/>	<hr/>	<hr/>
109,150	116,950	106,492

Less Income

Interest on:			
Cash Flow Investments	(114,000)	(125,000)	(150,734) a)
Core Cash Investments	(169,000)	(275,000)	(275,447)
Long Term Investments	(200,000)	(175,000)	(173,977)
Other Miscellaneous Interest	(150)	(150)	(85)

<hr/>	<hr/>	<hr/>
(483,150)	(575,150)	(600,243)

Sub-total

<hr/>	<hr/>	<hr/>
(374,000)	(458,200)	(493,751)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	6,650	6,550	6,297
Information Technology Expenses	4,500	1,350	1,168
Departmental Administrative Expenses	14,050	13,950	14,047

TO SUMMARY

<hr/>	<hr/>	<hr/>
(348,800)	(436,350)	(472,239)

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

<hr/>	<hr/>	<hr/>
0.89	0.85	

DIRECTOR OF FINANCE & TRANSFORMATION

**TREASURY MANAGEMENT
& BANKING ARRANGEMENTS**

- a) Reflects higher cash balances due to Valuation Office delays in resolving business rates appeals.

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
5 <u>DRAINAGE BOARDS SPECIAL LEVIES</u>			
Payments to Drainage Boards	420,200	420,200	420,209
Central, Departmental & Technical Support Services			
Central Salaries & Administration	250	250	258
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	420,450	420,450	420,467
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.00	0.00	
 6 <u>GENERAL ADVICE TO PARISH COUNCILS</u>			
Employees			
Salaries	43,050	42,250	42,915
Central, Departmental & Technical Support Services			
Central Salaries & Administration	26,550	27,150	26,858
Information Technology Expenses	-	-	6
Departmental Administrative Expenses	15,200	14,900	14,579
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	84,800	84,300	84,358
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.26	1.26	
 7 <u>STREET NAMING & NUMBERING</u>			
Income			
Street / House Naming & Numbering	(42,000)	(30,000)	(21,602) a)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	650	650	636
Information Technology Expenses	43,900	44,050	36,988 b)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	2,550	14,700	16,022
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.55	0.52	

DIRECTOR OF FINANCE & TRANSFORMATION

STREET NAMING & NUMBERING

- a) Reflects market demand for service in 2019/20.
- b) Reflects lower than anticipated software support, hire and maintenance costs and non-current asset depreciation (see page CS 9).

DIRECTOR OF FINANCE & TRANSFORMATION

8 CONTRIBUTIONS TO PROVISIONS

Car Loan Insurance
General Bad Debts Provision

TO SUMMARY

9 ITEMS FUNDED FROM RESERVES

Aldermen / Freedom Ceremonies / Other

TO SUMMARY

ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
-	-	312
5,000	7,000	13,569 a)
<hr/>	<hr/>	<hr/>
5,000	7,000	13,881
<hr/>	<hr/>	<hr/>
-	250	285
<hr/>	<hr/>	<hr/>
-	250	285
<hr/>	<hr/>	<hr/>

a) Higher than anticipated provision required for bad debts and write offs during the year.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

SUMMARY

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1. DEVELOPMENT MANAGEMENT	907,500	934,650	791,220
2. CONSERVATION	64,800	64,350	62,865
3. BUILDING CONTROL	49,750	46,650	43,599
4. PLANNING POLICY	720,850	635,750	616,789
5. HOUSING STRATEGY & ENABLING ROLE	278,500	281,950	266,376
6. HOMELESSNESS	341,300	495,800	606,604
7. HOUSING ADVICE & PREVENTION	184,800	201,750	205,680
8. HOME SAFETY	3,200	2,800	2,673
9. PRIVATE SECTOR HOUSING RENEWAL	352,500	229,950	156,660
10. PRIVATE SECTOR HOUSING STANDARDS	112,000	105,150	71,458
11. PUBLIC HEALTH ACT 1984	4,100	3,950	5,337
12. ENVIRONMENTAL PROTECTION ACT - PART 1	31,450	30,850	28,272
13. ENVIRONMENTAL PROTECTION	300,050	332,800	318,041
14. FOOD & SAFETY	353,000	353,200	344,919
15. PUBLIC HEALTH	126,750	130,350	131,315
	3,830,550	3,849,950	3,651,808
Full Time Equivalent Number of Staff (including Support Service Staff)	89.08	89.49	

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

1. DEVELOPMENT MANAGEMENT

Employees

Salaries

1,008,600

972,650

947,478 a)

Supplies & Services

Microfilming & Storage Facilities

5,000

-

-

Professional Fees

9,000

9,000

- b)

Planning Enforcement Fund

-

12,500

- c)

Application & Appeals

21,000

21,000

34,105 d)

Advertising

12,000

13,000

10,794

1,055,600

1,028,150

992,377

Less Income

Government Grant

-

(50,000)

(50,000)

Fees & Charges

Planning Applications

(792,000)

(730,000)

(749,782) e)

Pre-Planning Advice

(70,000)

(75,000)

(76,070)

Planning Performance Agreement

-

-

(4,167) f)

Viability Assessments

(9,100)

(9,100)

- b)

(871,100)

(864,100)

(880,019)

Sub-total

184,500

164,050

112,358

Central, Departmental & Technical

Support Services

Central Salaries & Administration

213,350

244,050

182,293 g)

Information Technology Expenses

97,150

97,050

81,452 h)

Departmental Administrative Expenses

412,500

429,500

415,117 i)

TO SUMMARY

907,500

934,650

791,220

Full Time Equivalent Number of Staff

(including Support Service Staff)

31.69

31.77

DEVELOPMENT MANAGEMENT

- a) Management savings arising from vacant posts.
- b) No financial viability assessments requested during the year - potentially due to the economic uncertainty around Brexit.
- c) Project to tackle illegal developments on green belt deferred to 2020/21. Funded by grant from the Ministry of Housing, Communities and Local Government.
- d) Costs in respect of the Kings Hill sites planning enquiry higher than estimated.
- e) Reflects the volatility of the development environment and the consequent demand for development management services and associated income levels.
- f) Planning Performance Agreement Protocol commenced in late 2019/20 following consideration by the Planning and Transportation Advisory Board on 13 November 2019.
- g) Legal costs in respect of the Kings Hill sites planning enquiry lower than estimated (see page CS 7).
- h) Reflects lower than anticipated software support, hire and maintenance costs and non-current asset depreciation (see page CS 9).
- i) Reflects reduced accommodation costs primarily due to lower building repairs expenditure (see page CS 3) together with other overhead expenses.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

2. CONSERVATION

Employees

Salaries

39,000

37,850

37,050

Supplies & Services

Archaeological Advice

7,800

7,800

7,802

Sub-total

46,800

45,650

44,852

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,500

1,450

1,403

Information Technology Expenses

100

50

54

Departmental Administrative Expenses

16,400

17,200

16,556

TO SUMMARY

64,800

64,350

62,865

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

1.16

1.17

3. BUILDING CONTROL

Employees

Salaries

247,600

243,150

247,054

Supplies & Services

Microfilming & Storage Facilities

4,000

4,000

- a)

Third Party Payments

Building Control Partnership

39,000

45,000

42,295

290,600

292,150

289,349

Less Income

Government Grant

-

-

(356)

Fees & Charges

Building Regulations

(388,000)

(395,000)

(383,883) b)

(388,000)

(395,000)

(384,239)

Sub-total

(97,400)

(102,850)

(94,890)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

11,700

11,550

11,272

Information Technology Expenses

27,850

27,800

23,336 c)

Departmental Administrative Expenses

107,600

110,150

103,881 d)

TO SUMMARY

49,750

46,650

43,599

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

7.01

6.93

- a) No back-scanning required.
- b) Lower than anticipated demand for services - potentially due to the economic uncertainty around Brexit.
- c) Reflects lower than anticipated software support, hire and maintenance costs and non-current asset depreciation (see page CS 9).
- d) Reflects reduced accommodation costs primarily due to lower building repairs expenditure (see page CS 3) together with other overhead expenses.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY

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

Employees

Salaries

239,650

233,550

233,148

Supplies & Services

Local Development Framework Expenses

120,000

120,000

188,588 a)

Sub-total

359,650

353,550

421,736

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

2,450

2,400

2,365

Information Technology Expenses

350

450

382

Departmental Administrative Expenses

72,950

74,850

70,657

435,400

431,250

495,140

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

5.26

5.20

PLANNING POLICY - PREPARATION OF LOCAL DEVELOPMENT FRAMEWORK

- a) Higher than anticipated expenditure following the appointment of local plan inspectors. Includes additional conferences with legal counsel, additional public consultations and updating the local plan evidence base. Expenditure funded in full from an earmarked reserve.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY (continued)

(b) PLANNING POLICY

Employees

Salaries

187,150

195,750

196,430

Supplies & Services

Transport Policy Consultancy

30,000

30,000

12,233 a)

Borough Green Gardens

-

50,000

- b)

Walking and Cycling Audit

-

15,000

6,300 c)

AONB Management

4,450

4,450

4,438

Local Wildlife Sites Register Update

3,350

3,350

3,354

224,950

298,550

222,755

Less Income

Government Grant

(15,000)

(165,000)

(167,446)

-

(15,000)

(15,000)

(15,000)

(180,000)

(182,446)

Sub-total

209,950

118,550

40,309

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

15,050

19,650

19,362

Information Technology Expenses

2,550

2,500

2,099

Departmental Administrative Expenses

57,900

63,800

59,879

285,450

204,500

121,649

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

4.52

4.72

PLANNING POLICY

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

435,400

431,250

495,140

(b) PLANNING POLICY

285,450

204,500

121,649

TO SUMMARY

720,850

635,750

616,789

PLANNING POLICY - PLANNING POLICY

- a) Lower than anticipated need for external support in respect of transport policy.
- b) Project deferred to 2020/21. Funded by grant from the Ministry of Housing, Communities and Local Government.
- c) Project continuing into 2020/21. Funded by contribution from Kent County Council.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**5. HOUSING STRATEGY
& ENABLING ROLE**

(a) HOUSING STRATEGY

Employees

Salaries

51,600

53,700

55,051

Supplies & Services

Professional Fees

-

17,500

- a)

Housing Modernisation

-

-

(1,900)

Publicity & Promotion

300

300

40

Energy Efficiency Initiatives

1,000

-

-

Support for External Agencies

4,500

4,500

3,500

57,400

76,000

56,691

Less Income

Energy Switch Referral Fees

(1,000)

-

-

Contribution from Other Bodies

-

(4,000)

(3,993)

(1,000)

(4,000)

(3,993)

Sub-total

56,400

72,000

52,698

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

14,750

3,450

3,389

Information Technology Expenses

1,200

1,200

997

Departmental Administrative Expenses

17,450

17,350

17,080

89,800

94,000

74,164

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

1.57

1.39

- a) Reflects the roll forward of the Housing Needs Research exercise to 2020/21. Funded from an earmarked reserve.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**5. HOUSING STRATEGY
& ENABLING ROLE (continued)**

(b) HOUSING REGISTER

Employees

Salaries

124,900

129,450

136,143 a)

Third Party Payments

Choice Based Lettings

6,500

6,500

5,970

Sub-total

131,400

135,950

142,113

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

8,750

5,200

5,078

Information Technology Expenses

3,250

2,900

2,450

Departmental Administrative Expenses

45,300

43,900

42,571

188,700

187,950

192,212

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

3.77

3.57

HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

89,800

94,000

74,164

(b) HOUSING REGISTER

188,700

187,950

192,212

TO SUMMARY

278,500

281,950

266,376

- a) Management Team extended temporary staffing arrangements in Environmental Health and Housing Services, including the use of additional temporary agency staff, from 31 December 2019 to 31 March 2020. See report to General Purposes Committee 8 November 2018.

6. HOMELESSNESS

Employees

Salaries	220,100	246,150	257,819 a)
----------	---------	---------	------------

Premises Related Expenses

Repairs & Maintenance to Buildings	15,000	10,000	5,112 b)
Electricity	-	50	13
Council Tax	1,000	250	1,632
Fixtures & Fittings	5,000	2,000	639
Premises Insurance	-	-	245

Transport Related Expenses

Public Transport	300	300	794
------------------	-----	-----	-----

Supplies & Services

Purchases - Equipment & Materials	5,000	1,000	379
Professional Fees	1,000	1,000	7,582 c)
Rough Sleeping Initiative	-	100,000	82,760 d)
Rapid Rehousing Pathway	-	145,900	145,900
Temporary Accommodation	416,000	630,000	899,466 e)
Storage of Furniture, Transport, etc.	1,000	1,500	120
Repossession Prevention Fund	5,000	5,100	11,658 f)
Rent Deposits / Rent in Advance - Payments	33,550	15,000	13,501
Homelessness Reduction Initiatives	25,000	10,000	3,364 g)
Contribution to Bad Debt Provision	10,000	5,000	34,040 h)

Third Party Payments

Medical Assessments	200	200	40
---------------------	-----	-----	----

Carried Forward

738,150	1,173,450	1,465,064
---------	-----------	-----------

HOMELESSNESS

- a) Management Team extended temporary staffing arrangements in Environmental Health and Housing Services, including the use of additional temporary agency staff, from 31 December 2019 to 31 March 2020. See report to General Purposes Committee 8 November 2018.
- b) Lower than anticipated demand for repairs on Council owned temporary accommodation.
- c) Professional fees in respect of the purchase of temporary accommodation at Pembury Road, Tonbridge. Funded from an earmarked reserve.
- d) Balance of Rough Sleeping Initiative grant has been used to fund temporary accommodation for rough sleepers.
- e) The number of households in temporary accommodation continues to increase following the introduction of the Homelessness Reduction Act. Prior to the covid-90 lockdown in late March there were approximately 90 homeless households.
- f) Higher than anticipated use of fund to assist clients in financial difficulty. Expenditure funded in full from recharges to clients and an earmarked reserve.
- g) Lower than anticipated need due to use of alternative sources (Repossession Prevention Fund and Rent Deposits / Rent in Advance) to assist clients .
- h) Increase in outstanding debt due to increase in homeless caseload - see note e).

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

6. HOMELESSNESS (continued)

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	738,150	1,173,450	1,465,064
Less Income			
Government Grant	(225,000)	(470,950)	(470,924)
Repossession Prevention Fund - Recharges	(3,000)	(3,000)	(1,106)
Rent Deposits/Rent in Advance - Recharges	(33,550)	(15,000)	(11,624) f)
Customer & Client Receipts - Accommodation	(220,000)	(335,000)	(494,062) e)
Customer & Client Receipts - Service Charge	(16,000)	(6,500)	(10,516) e)
Rent of Temporary Accommodation	(46,000)	(46,000)	(49,901)
	<hr/>	<hr/>	<hr/>
	(543,550)	(876,450)	(1,038,133)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	194,600	297,000	426,931
Central, Departmental & Technical Support Services			
Central Salaries & Administration	29,500	35,250	34,492
Information Technology Expenses	20,350	21,950	18,433
Departmental Administrative Expenses	79,200	80,900	78,885
Depreciation & Impairment			
Non-Current Asset Depreciation	17,650	60,700	47,863 i)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	341,300	495,800	606,604
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.00	7.15	

Memorandum

Cost of temporary accommodation including net deficit on non-HRA rent rebates reflected in the Housing Benefits budget on page FT 2.

Temporary Accommodation	416,000	630,000	899,466
Customer & Client Receipts - Accommodation	(220,000)	(335,000)	(494,062)
Customer & Client Receipts - Service Charge	(16,000)	(6,500)	(10,516)
Non HRA Rent Rebates	170,000	300,000	404,023
Non HRA Rent Rebate Subsidy	(160,000)	(270,000)	(341,186)
	<hr/>	<hr/>	<hr/>
Total including non-HRA rent rebates	190,000	318,500	457,725
	<hr/>	<hr/>	<hr/>

- i) Refurbishment of property acquired for temporary accommodation at Pembury Road scheduled for 2020/21.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

7. HOUSING ADVICE & PREVENTION

Employees

Salaries

123,950

139,650

146,408 a)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

8,650

8,900

8,692

Information Technology Expenses

7,850

7,650

6,440

Departmental Administrative Expenses

44,350

45,550

44,140

TO SUMMARY

184,800

201,750

205,680

Full Time Equivalent Number of Staff

(including Support Service Staff)

3.84

3.85

- a) Management Team extended temporary staffing arrangements in Environmental Health and Housing Services, including the use of additional temporary agency staff, from 31 December 2019 to 31 March 2020. See report to General Purposes Committee 8 November 2018.

8. HOME SAFETY

Employees

Salaries

2,050

1,650

1,539

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

450

450

456

Information Technology Expenses

-

-

8

Departmental Administrative Expenses

700

700

670

TO SUMMARY

3,200

2,800

2,673

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.06

0.06

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

9. PRIVATE SECTOR
HOUSING RENEWAL

Employees

Salaries

Supplies & Services

Purchases - Equipment & Materials

Professional Fees

Better Care Fund Initiatives

Occupational Therapist

Housing & Health Coordinator (Pembury)

Housing & Health Coordinator (Maidstone)

Handy Person Service (Pembury)

Handy Person Service (Boroughwide)

One You Your Home

Miscellaneous Insurance

Energy Efficiency Initiatives

Capital Grants & Contributions (RECS)

Less Income

Government Grant

Fees & Charges

Capital Grants Received (RECS)

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

TO SUMMARY

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

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	145,150	127,100	119,441 a)
Purchases - Equipment & Materials	-	250	20
Professional Fees	500	250	258
Occupational Therapist	45,600	52,000	52,000
Housing & Health Coordinator (Pembury)	11,500	15,200	15,166
Housing & Health Coordinator (Maidstone)	23,500	34,000	34,010
Handy Person Service (Pembury)	14,400	25,200	24,873
Handy Person Service (Boroughwide)	17,000	17,000	17,000
One You Your Home	-	39,800	39,837
Miscellaneous Insurance	300	50	56
Energy Efficiency Initiatives	-	1,000	1,630
Capital Grants & Contributions (RECS)	1,019,000	1,200,000	1,043,152 b)
	<hr/> 1,276,950	<hr/> 1,511,850	<hr/> 1,347,443
Government Grant	-	(183,200)	(182,886)
Fees & Charges	(50)	(1,250)	(2,174)
Capital Grants Received (RECS)	(989,000)	(1,170,000)	(1,074,316) b)
	<hr/> (989,050)	<hr/> (1,354,450)	<hr/> (1,259,376)
<u>Sub-total</u>	<hr/> 287,900	<hr/> 157,400	<hr/> 88,067
Central Salaries & Administration	4,150	8,800	8,648
Information Technology Expenses	11,850	11,450	9,612
Departmental Administrative Expenses	48,600	52,300	50,333
	<hr/> 352,500	<hr/> 229,950	<hr/> 156,660
Full Time Equivalent Number of Staff (including Support Service Staff)	3.64	3.87	

a) Management Team extended temporary staffing arrangements in Environmental Health and Housing Services from 31 December 2019 to 31 March 2020. See report to General Purposes Committee 8 November 2018.

b) Balance of Better Care Fund received in 2019/20 is to be rolled forward to 2020/21 (£136,549). In addition, repayment of grants by householders was higher than anticipated (see page CP3).

10. PRIVATE SECTOR
HOUSING STANDARDS

Employees

Salaries

55,050

47,850

45,623

Supplies & Services

Professional Fees

36,000

36,000

26,453 a)

91,050

83,850

72,076

Less Income

Government Grant

-

-

(19,016) a)

Houses in Multiple Occupation /

Caravan Site Licences

(3,300)

(3,300)

(4,850)

(3,300)

(3,300)

(23,866)

Sub-total

87,750

80,550

48,210

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,350

1,350

1,327

Information Technology Expenses

5,000

4,750

3,989

Departmental Administrative Expenses

17,900

18,500

17,932

TO SUMMARY

112,000

105,150

71,458

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

1.35

1.36

- a) Work on the Private Sector House Condition Survey continuing into 2020/21. Funded by grant from the Ministry of Housing, Communities and Local Government and an earmarked reserve.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

11. PUBLIC HEALTH ACT 1984

Employees

Salaries

850

650

616

Third Party Payments

Funeral Expenses

2,500

2,500

3,977

Sub-total

3,350

3,150

4,593

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

450

450

456

Information Technology Expenses

50

50

20

Departmental Administrative Expenses

250

300

268

TO SUMMARY

4,100

3,950

5,337

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

0.03

0.03

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

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

Employees

Salaries

24,350

24,150

22,841

Less Income

Fees & Charges

(9,400)

(9,750)

(9,732)

Sub-total

14,950

14,400

13,109

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,200

1,200

1,154

Information Technology Expenses

6,000

5,750

4,846

Departmental Administrative Expenses

9,300

9,500

9,163

TO SUMMARY

31,450

30,850

28,272

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.73

0.73

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

31,450

30,850

28,272

Share of:

Democratic Administration

4,150

3,950

3,658

Corporate Management

1,900

1,850

1,726

Non Distributed Costs

5,800

5,500

5,060

Full Cost of LAPPC / LA-IPPC

43,300

42,150

38,716

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

13. ENVIRONMENTAL PROTECTION

Employees

Salaries	180,500	179,250	171,153 a)
----------	---------	---------	------------

Supplies & Services

Purchases - Equipment & Materials	1,000	1,000	422
Maintenance - Calibration of Instruments	1,500	2,000	4,974
Miscellaneous Insurance	450	700	699
Emergency Arrangements	1,000	450	462

Third Party Payments

Water Sampling	750	750	612
General	1,250	1,250	(181)
Air Quality	11,750	11,750	16,246 b)
Contaminated Land - Site Inspections	200	30,000	23,298 c)

<hr/>	<hr/>	<hr/>
198,400	227,150	217,685
<hr/>	<hr/>	<hr/>

Less Income

Fees & Charges			
Water Sampling	(750)	(750)	(767)
Provision of Information	(2,000)	(2,000)	(1,205)
	<hr/>	<hr/>	<hr/>
	(2,750)	(2,750)	(1,972)
	<hr/>	<hr/>	<hr/>

Sub-total

195,650	224,400	215,713
---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	16,550	16,900	16,405
Information Technology Expenses	11,800	11,600	9,753
Departmental Administrative Expenses	72,550	74,750	72,356

Depreciation & Impairment

Non-Current Asset Depreciation	3,500	5,150	3,814
--------------------------------	-------	-------	-------

TO SUMMARY

<hr/>	<hr/>	<hr/>
300,050	332,800	318,041
<hr/>	<hr/>	<hr/>

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

5.29	5.38
------	------

- a) Management savings arising from reduced hours and vacant post.
- b) Cost of revising Air Quality Plan higher than anticipated.
- c) Lower than anticipated site inspections required in respect of Priory Wood.

14. FOOD & SAFETY

(a) GENERAL

Employees

Salaries

104,700

101,450

102,915

Supplies & Services

Protective Clothing

150

150

235

Health General

1,000

1,000

296

Miscellaneous Insurance

850

850

858

106,700

103,450

104,304

Less Income

Fees & Charges

Health & Safety

-

(1,000)

(17)

Sub-total

106,700

102,450

104,287

Central, Departmental & Technical

Support Services

Central Salaries & Administration

9,300

9,400

9,153

Information Technology Expenses

11,450

11,250

9,435

Departmental Administrative Expenses

48,850

52,050

49,648

176,300

175,150

172,523

Full Time Equivalent Number of Staff

(including Support Service Staff)

3.22

3.24

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

14. FOOD & SAFETY (continued)

(b) FOOD SAFETY

Employees

Salaries

110,350

108,550

109,458

Supplies & Services

Health General

400

400

100

Other Expenses

1,300

1,300

121

Third Party Payments

Food Sampling

100

100

15

112,150

110,350

109,694

Less Income

Food Hygiene Rating Systems Re-inspections

(300)

(1,150)

(2,240)

Court Costs

(500)

(500)

-

Fees & Charges

Food Inspection

(1,300)

(1,300)

(1,320)

Training Courses

(3,000)

(3,000)

(2,737)

(5,100)

(5,950)

(6,297)

Sub-total

107,050

104,400

103,397

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

7,550

7,700

7,422

Information Technology Expenses

11,700

11,600

9,725

Departmental Administrative Expenses

50,400

54,350

51,852

176,700

178,050

172,396

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

3.28

3.32

FOOD & SAFETY

(a) GENERAL

176,300

175,150

172,523

(b) FOOD SAFETY

176,700

178,050

172,396

TO SUMMARY

353,000

353,200

344,919

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

15. PUBLIC HEALTH

Employees

Salaries

158,450

162,000

166,788

Supplies & Services

Healthy Living Initiatives

23,000

10,000

9,145

181,450

172,000

175,933

Less Income

Contribution from Other Bodies

(9,000)

-

-

Public Health Funding

(127,700)

(125,150)

(125,143)

(136,700)

(125,150)

(125,143)

Sub-total

44,750

46,850

50,790

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,900

1,900

1,854

Information Technology Expenses

150

300

237

Departmental Administrative Expenses

79,950

81,300

78,434

TO SUMMARY

126,750

130,350

131,315

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

5.66

5.75

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

SUMMARY

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1. REFUSE COLLECTION	1,586,150	1,475,150	1,436,204
2. RECYCLING	990,900	953,050	1,028,586
3. STREET SCENE	1,050,700	1,025,750	987,889
4. PUBLIC CONVENIENCES	260,050	285,300	367,496
5. PEST CONTROL	24,450	22,650	20,425
6. TONBRIDGE & MALLING LEISURE TRUST	93,250	94,650	135,417
7. LARKFIELD LEISURE CENTRE	2,217,100	2,255,850	1,928,915
8. ANGEL CENTRE	426,100	432,700	447,967
9. TONBRIDGE SWIMMING POOL	658,850	710,400	656,130
10. POULT WOOD GOLF CENTRE	241,550	289,400	273,974
11. SPORTS GROUNDS	505,100	478,850	466,559
12. PLEASURE GROUNDS & OPEN SPACES	719,900	755,150	786,926
13. ALLOTMENTS	9,400	9,350	9,209
14. CHURCHYARDS	10,400	10,350	10,072
15. CEMETERY	77,200	82,800	79,762
16. YOUTH & PLAY DEVELOPMENT	68,000	65,500	63,205
17. SPORTS DEVELOPMENT	58,500	62,150	61,869
18. EVENTS DEVELOPMENT	52,250	55,000	44,421
19. LEISURE MARKETING / PROMOTION	166,600	156,250	157,888
20. PARKING SERVICES	(1,306,900)	(1,299,400)	(1,245,927)
21. TRANSPORTATION	118,650	130,150	128,328
22. SECURITY SERVICES MANAGEMENT (CCTV)	71,750	71,000	63,801
23. BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	74,250	75,150	71,683
24. CIVIL CONTINGENCIES	141,450	159,050	161,744
	8,315,650	8,356,250	8,142,543
Full Time Equivalent Number of Staff (Including Support Service Staff)	54.62	55.97	0.00

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

1. REFUSE COLLECTION

Employees

Salaries

125,250

134,950

147,461 a)

Premises Related Expenses

Repairs & Maintenance

-

13,900

13,900

Vale Rise Depot Recharge

31,100

33,750

33,436

Supplies & Services

Purchases - Equipment & Materials

3,000

3,000

1,448

Publicity & Promotion

15,000

27,000

26,988

Emergency Arrangements

150

150

120

Information Leaflets

2,000

2,000

-

Other Expenses

2,200

2,200

6,695 b)

Third Party Payments

Residual Waste Collection

1,371,000

1,232,000

1,198,502 c)

Commercial Waste Collection

300

400

382

1,550,000

1,449,350

1,428,932

Less Income

Fees & Charges

Bulky Waste Collection

(86,700)

(95,000)

(94,141)

Additional Collections

(600)

(400)

(266)

Commercial Waste Collection

(300)

(400)

(633)

Contributions from Other Bodies

(10,000)

(14,000)

(24,142) d)

Contract Default Penalty

-

-

(7,564) e)

(97,600)

(109,800)

(126,746)

Sub-total

1,452,400

1,339,550

1,302,186

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

9,200

9,100

8,820

Information Technology Expenses

8,900

9,350

7,828

Departmental Administrative Expenses

60,450

65,350

64,113

Capital Programme Revenue Expenses

50

50

58

Depreciation & Impairment

Non-Current Asset Depreciation

55,150

51,750

53,199

TO SUMMARY

1,586,150

1,475,150

1,436,204

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

4.07

4.34

REFUSE COLLECTION

- a) Increase reflects extension of temporary additional resources required in the mobilisation of new waste collection service.
- b) Payment to Kent County Council (KCC) to extend operating hours at North Farm transfer station in October and November to allow Urbaser to complete their collection rounds.
- c) Lower than anticipated requirement for one-off / ad-hoc work.
- d) Higher than anticipated contribution from KCC to support the Saturday household waste freighter service.
- e) Contract default penalties issued against Urbaser for poor performance during December 2019 to February 2020. In accordance with the contract, 50% of the penalties have been transferred to an earmarked reserve to fund innovation, new initiatives or projects.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING

Employees

Salaries

123,350

149,300

163,298 a)

Premises Related Expenses

Recycling Centres - Servicing

10,000

10,000

11,583

Rates

1,000

1,000

982

Transport Related Expenses

Vehicle Fuel and Maintenance

47,000

60,000

45,917 b)

Vehicle Contract Costs and Licences

80,500

101,000

74,799 b)

Supplies & Services

Purchases - Equipment & Materials

2,000

2,000

350

Support for Retender

-

1,400

1,395

Credit / Debit Card Charges

-

8,000

6,980

Publicity & Promotion

54,450

90,850

79,771 c)

Emergency Arrangements

50

50

-

Contribution to Kent Resource Partnership

5,000

5,000

5,000

Capital Grants & Contributions (RECS)

40,000

42,000

34,457 d)

Other Expenses

26,300

6,300

30 e)

Third Party Payments

Kerbside Waste Collection

Dry Recycling

730,000

780,000

795,793 f)

Mixed Food / Garden Waste Recycling

531,000

543,000

540,837

Food Recycling

168,000

220,000

220,756

Garden Waste Recycling

93,000

246,000

340,850 f)

Bring Sites Waste Collection

Plastic Recycling

64,000

111,500

87,946 b)

Paper Recycling

3,900

5,500

5,516

Mixed Dry Recycling

15,000

-

-

School Initiatives

1,050

1,050

-

Carried Forward

1,995,600

2,383,950

2,416,260

- a) Increase reflects extension of temporary additional resources required in the mobilisation of new waste collection service.
- b) Reduction in frequency of emptyings of bring banks following reduction in use on the introduction of the new enhanced kerbside waste collection service.
- c) Lower than anticipated promotions due to delay in rolling out new waste collection service to flats.
- d) Lower than anticipated number of caddy liners purchased.
- e) New opt-in garden waste collection service has been administered using existing resources.
- f) Increase reflects use of third party to deliver additional containers due to higher than anticipated take-up of new opt-in garden waste collection service and increased demand for additional recycling boxes by residents.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING (continued)

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	1,995,600	2,383,950	2,416,260
Less Income			
Garden Waste Collection	(550,000)	(1,000,000)	(989,250)
Glass Recycling	(7,000)	(6,000)	(1,101) g)
Can Recycling	(10,000)	(10,600)	(8,658)
Textile Recycling	(7,000)	(10,000)	(12,066)
Paper Recycling	(38,000)	(60,000)	(63,173)
Recycling Credits - Disposal	(169,000)	(169,000)	(174,319)
De-minimis Capital Receipts	-	-	(2,000)
Contributions from Other Bodies	(54,000)	(31,000)	(30,765)
Performance Payment	(345,000)	(345,000)	(307,529) h)
	<hr/>	<hr/>	<hr/>
	(1,180,000)	(1,631,600)	(1,588,861)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	815,600	752,350	827,399
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,300	7,150	6,989
Information Technology Expenses	6,000	6,500	5,443
Departmental Administrative Expenses	58,200	72,150	70,832
Capital Programme Revenue Expenses	4,250	4,900	5,178
Depreciation & Impairment			
Non-Current Asset Depreciation	99,550	110,000	112,745
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	990,900	953,050	1,028,586
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.95	4.79	

g) Contractor retains income from glass following changes to bring site collection arrangements.

h) Lower than anticipated performance payment from KCC due to poor performance by Urbaser on commencement of new service and use of transfer stations to off-load food/garden waste rather than delivering direct to Blaise Farm.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

3. STREET SCENE

Employees

Salaries

129,350

112,550

121,577 a)

Supplies & Services

Purchases - Equipment & Materials

10,000

10,000

121 b)

Abatement Initiatives (Self Help)

15,000

15,000

14,024

Responsible Dog Ownership

11,000

11,000

10,346

Graffiti Removal

4,000

4,000

(304) c)

Dog Warden

72,000

72,000

64,738 d)

Emergency Arrangements

100

150

120

Third Party Payments

Amenity & Street Cleansing

784,000

783,000

762,357 e)

1,025,450

1,007,700

972,979

Less Income

Fees & Charges

Amenity Cleansing for Clarion Homes

(29,000)

(29,300)

(34,597) f)

Stray Dogs Redemption Fees

(6,600)

(4,000)

(5,351)

Fixed Penalty Notices

(6,250)

(5,300)

(2,652)

Clearance Costs and Contributions from

(9,000)

(6,800)

(4,085)

Other Bodies

(50,850)

(45,400)

(46,685)

Sub-total

974,600

962,300

926,294

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

13,850

8,350

8,113

Information Technology Expenses

6,150

5,950

4,974

Departmental Administrative Expenses

56,100

49,150

48,508

TO SUMMARY

1,050,700

1,025,750

987,889

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

4.03

3.44

STREET SCENE

- a) Increase reflects extension of temporary additional resources required in the mobilisation of new waste collection service.
- b) Lower than anticipated purchase of litter/dog waste bins as resources were focussed on delivering household waste collection.
- c) No significant graffiti removal required during the year.
- d) Lower than anticipated kennelling/vets costs in respect of stray dogs.
- e) Lower than anticipated requirement for one-off / ad-hoc work.
- f) Additional work requested by Clarion Homes.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

4. PUBLIC CONVENIENCES

Employees

Salaries	19,250	21,400	23,505
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Premises Related Expenses

Building Repairs Expenditure	23,650	42,700	23,346 a)
Electricity	12,000	12,000	17,093 b)
Rates	18,600	18,600	18,584
Water Charges (Metered)	12,500	12,500	10,642
Sewerage & Environmental Services	12,500	15,000	18,221
Premises Insurance	3,000	2,950	2,961

Supplies & Services

Contribution to Other Bodies	-	-	1,200
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Third Party Payments

Public Convenience Cleansing	66,650	67,050	64,018
------------------------------	--------	--------	--------

168,150	192,200	179,570
---------	---------	---------

Less Income

Fees & Charges			
Radar Keys	(50)	(50)	(90)

Sub-total

168,100	192,150	179,480
---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	5,300	5,300	5,142
Information Technology Expenses	500	700	581
Departmental Administrative Expenses	9,150	10,150	10,059

Depreciation & Impairment

Non-Current Asset Depreciation	77,000	77,000	70,634 c)
Non-Current Asset Impairment	-	-	101,600 c)

TO SUMMARY

260,050	285,300	367,496
---------	---------	---------

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

0.67	0.73
------	------

- a) Upgrade/refurbishment works and decoration slipped to 2020/21.
- b) Increase in costs following change of supplier to KCC Laser.
- c) Impairment of Angel public conveniences following closure.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

5. PEST CONTROL

Employees

Salaries

7,600

7,750

8,433

Financial Hardship Subsidy

2,000

1,500

(48)

Sub-total

9,600

9,250

8,385

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

3,650

2,150

2,050

Information Technology Expenses

7,250

7,150

6,025

Departmental Administrative Expenses

3,950

4,100

3,965

TO SUMMARY

24,450

22,650

20,425

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.40

0.38

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
6. <u>TONBRIDGE & MALLING LEISURE TRUST</u>			
Employees			
Salaries	38,100	41,450	42,578
Third Party Payments			
Utility Cost Sharing	-	-	40,000 a)
Employers' Superannuation Costs	27,000	25,500	25,245
General	-	-	750
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	65,100	66,950	108,573
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,600	8,750	8,584
Information Technology Expenses	50	50	19
Departmental Administrative Expenses	19,500	18,900	18,241
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	93,250	94,650	135,417
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.21	1.29	

- a) Utility cost sharing arrangements triggered as the Trust is expected to make a deficit in 2019/20. Funded entirely from an earmarked reserve.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

7. LARKFIELD LEISURE CENTRE

Employees

Salaries

1,050

1,100

1,103

Premises Related Expenses

Building Repairs Expenditure

398,000

403,500

431,513 a)

Premises Insurance

25,800

24,050

27,902

Supplies & Services

Purchases - Equipment & Materials

-

-

175

Third Party Payments

Loss of Income Claims

1,000,000

951,400

596,798 b)

Sub-total

1,424,850

1,380,050

1,057,491

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

14,700

14,650

14,225

Information Technology Expenses

150

150

131

Departmental Administrative Expenses

400

350

353

Capital Programme Revenue Expenses

15,350

17,250

16,661

Depreciation & Impairment

Non-Current Asset Depreciation

761,650

843,400

838,141

Non-Current Asset Impairment

-

-

1,913

TO SUMMARY

2,217,100

2,255,850

1,928,915

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

0.49

0.53

a) Cost of legionella works higher than estimated.

b) Scale of the loss of income not as high as anticipated during early part of ventilation, boiler and pool hall roof works. Underspend of £350,000 has been transferred to an earmarked reserve to fund loss of income claims and other costs in 2020/21.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

8. ANGEL CENTRE

Employees

Salaries

Premises Related Expenses

Building Repairs Expenditure

Premises Insurance

Supplies & Services

Purchases - Equipment & Materials

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

Capital Programme Revenue Expenses

Depreciation & Impairment

Non-Current Asset Depreciation

Non-Current Asset Impairment

TO SUMMARY

Full Time Equivalent Number of Staff

(Including Support Service Staff)

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
	2,750	2,650	2,664
	48,650	61,950	69,304 a)
	12,000	11,750	11,776
	-	-	50
	63,400	76,350	83,794
	6,000	6,000	5,805
	150	150	116
	750	700	696
	4,600	4,800	4,761
	351,200	344,700	350,724
	-	-	2,071
	426,100	432,700	447,967
	0.26	0.27	

- a) Cost of servicing of plant and equipment and plant renewals higher than estimated.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

9. TONBRIDGE SWIMMING POOL

Employees

Salaries

2,750

2,700

2,664

Premises Related Expenses

Building Repairs Expenditure

105,000

148,450

101,243 a)

Premises Insurance

18,700

18,350

18,339

126,450

169,500

122,246

Less Income

De-minimis Capital Receipts

-

-

(1,750)

Sub-total

126,450

169,500

120,496

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

10,950

11,000

10,636

Information Technology Expenses

150

150

136

Departmental Administrative Expenses

750

700

696

Capital Programme Revenue Expenses

1,050

1,100

1,108

Depreciation & Impairment

Non-Current Asset Depreciation

519,500

527,950

523,058

TO SUMMARY

658,850

710,400

656,130

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.27

0.28

- a) BMS system maintenance/upgrade, pool hall lighting maintenance and servicing of air handling system slipped to 2020/21.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

10. POULT WOOD GOLF CENTRE

Employees

Salaries	1,400	1,350	1,434
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Premises Related Expenses

Building Repairs Expenditure	75,950	117,300	110,072 a)
Maintenance of Grounds	-	900	901
Repairs & Maintenance	-	6,950	7,392
Water Charges (Metered)	-	250	253
Premises Insurance	4,800	4,650	4,637

Transport Related Expenses

Repairs & Maintenance	-	200	189
Transport Insurance	4,400	5,300	5,279

	86,550	136,900	130,157
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Less Income

De-minimis Capital Receipts	-	-	(2,200)
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Sub-total

	86,550	136,900	127,957
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Central, Departmental & Technical Support Services

Central Salaries & Administration	7,200	7,300	7,039
Information Technology Expenses	50	100	79
Departmental Administrative Expenses	600	550	525
Capital Programme Revenue Expenses	750	850	819

Depreciation & Impairment

Non-Current Asset Depreciation	146,400	143,700	137,555 b)
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TO SUMMARY

	241,550	289,400	273,974
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

	0.15	0.16	
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POULT WOOD GOLF CENTRE

- a) Cost of servicing of plant and equipment lower than estimated.
- b) Replacement of some equipment deferred to 2020/21.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. SPORTS GROUNDS

Employees

Salaries	36,950	35,400	35,546
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Premises Related Expenses

Building Repairs Expenditure	21,050	11,350	7,422
Maintenance of Grounds	20,650	20,650	25,559 a)
Rates	550	550	540
Premises Insurance	2,400	2,200	2,176

Transport Related Expenses

Repairs & Maintenance	350	200	119
Licences	150	150	131
Petrol / Oil	650	600	592
Car Allowances	400	400	422
Transport Insurance	200	200	203

Supplies & Services

Clothing, Uniform & Laundry	150	150	153
Stationery	50	50	46
Gates / Security	2,000	2,000	2,000
Honoraria	1,100	1,100	1,100
Postages	50	50	28
Telephones	100	100	88
Capital Grants & Contributions (RECS)	-	21,000	- b)
Licences	100	100	70

Third Party Payments

Grounds Maintenance Contract	242,500	241,350	240,311
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Carried Forward

329,400	337,600	316,506
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a) Additional essential maintenance required across sports grounds due to flooding.

b) Improvement works to the Tonbridge Athletics clubhouse deferred to 2020/21. To be funded entirely by developer contribution.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. SPORTS GROUNDS (continued)

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	329,400	337,600	316,506
Less Income			
Rents			
Rents	(14,200)	(15,350)	(15,534)
Capital Grants Received (RECS)	-	(21,000)	- b)
	<hr/>	<hr/>	<hr/>
	(14,200)	(36,350)	(15,534)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	315,200	301,250	300,972
Central, Departmental & Technical Support Services			
Central Salaries & Administration	11,700	11,550	11,169
Information Technology Expenses	800	850	729
Departmental Administrative Expenses	16,500	16,000	15,216
Capital Programme Revenue Expenses	26,700	26,050	25,694
Depreciation & Impairment			
Non-Current Asset Depreciation	134,200	123,150	112,779 c)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	505,100	478,850	466,559
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.84	1.81	

c) Tonbridge Racecourse Sportsground Riverside Revetment capital plan scheme delayed.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS

Employees

Salaries	15,400	14,950	15,013
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Premises Related Expenses

Maintenance of Grounds	4,500	33,200	33,220
Electricity	700	950	1,271
Rates	1,250	1,250	1,252
Premises Insurance	50	50	45

Supplies & Services

Purchases - Equipment & Materials	10,000	10,000	7,983
Licences	300	400	295

Third Party Payments

Grounds Maintenance Contract	78,650	83,750	83,596
Tonbridge Hanging Baskets	5,000	5,000	5,000

	115,850	149,550	147,675
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Less Income

Fees & Charges - Mooring Fees	(150)	(500)	(356)
Rents			
Rights over Water	(2,000)	(2,000)	(2,000)
Mobile Catering Concession	(3,000)	-	-

	(5,150)	(2,500)	(2,356)
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Sub-total

	110,700	147,050	145,319
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Central, Departmental & Technical Support Services

Central Salaries & Administration	2,450	2,400	2,346
Information Technology Expenses	350	450	369
Departmental Administrative Expenses	6,400	6,300	6,001

Depreciation & Impairment

Non-Current Asset Depreciation	13,350	8,250	7,674
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	133,250	164,450	161,709
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.54	0.53	
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PLEASURE GROUNDS & OPEN SPACES - TONBRIDGE CASTLE GROUNDS

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK

Employees

Salaries	36,600	34,550	34,727
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Premises Related Expenses

Building Repairs Expenditure	11,500	12,000	4,827 a)
Maintenance of Grounds	9,250	9,250	7,165
Electricity	2,000	1,500	2,533
Water Charges (Metered)	50	50	60
Sewerage & Environmental Services	900	8,000	4,765 b)
Cleaning & Domestic Supplies	5,850	5,850	6,248
Premises Insurance	100	250	245

Supplies & Services

Purchases - Equipment & Materials	2,850	2,850	2,812
Maintenance - General	1,750	1,650	2,863
Clothing, Uniforms & Laundry	50	50	49
Cash Collection	1,350	1,350	1,223
Trade Refuse Charges	650	650	636
Dog Bin Emptying	650	750	286
Gates / Security	9,500	8,800	8,299
Rodent Control	450	450	420
Litter Collection	6,050	6,050	5,508
Advertising	700	700	580

Third Party Payments

Grounds Maintenance Contract	25,700	25,700	25,455
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Carried Forward

115,950	120,450	108,701
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- a) Renewal of roof covering to toilet block and decoration slipped to 2020/21.
- b) Reduced requirement for sludge removal due to ongoing capital works to improve sewage system.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK (continued)

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	115,950	120,450	108,701
Less Income			
Fees & Charges			
Car Parking Fees	(50,000)	(65,000)	(56,372) c)
Car Park Season Tickets	(3,100)	(3,100)	(5,403)
Educational Visits	(350)	(350)	(165)
Rents			
Rights over Water	(5,200)	(5,300)	(5,189)
Mobile Catering Concession	(7,650)	(7,750)	(7,806)
	<hr/>	<hr/>	<hr/>
	(66,300)	(81,500)	(74,935)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	49,650	38,950	33,766
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,450	2,400	2,346
Information Technology Expenses	1,700	1,950	1,645
Departmental Administrative Expenses	16,250	15,600	14,795
Capital Programme Revenue Expenses	4,000	3,950	3,877
Depreciation & Impairment			
Non-Current Asset Depreciation	28,600	28,350	29,026
Non-Current Asset Impairment	-	-	26,229 d)
	<hr/>	<hr/>	<hr/>
	102,650	91,200	111,684
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.33	1.29	

c) Reduction in usage due to flooding during the winter.

d) Impairment of old sewage system following replacement.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
12. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(c) OPEN SPACES			
<u>& AMENITY AREAS BOROUGH - WIDE</u>			
Employees			
Salaries	52,850	51,000	51,204
Premises Related Expenses			
Building Repairs Expenditure	1,000	1,000	-
Maintenance of Grounds	32,400	66,100	67,097
Maintenance of Play Equipment	7,500	7,500	8,703
Electricity	3,000	3,000	2,455
Premises Insurance	1,800	1,800	1,811
Supplies & Services			
Purchases - Equipment & Materials	800	800	774
Dog Bin Emptying	350	350	152
Rodent Control	150	150	140
Miscellaneous Insurance	150	150	137
Telephones	150	150	120
Third Party Payments			
Grounds Maintenance Contract	132,700	131,250	130,662
<u>Carried Forward</u>	232,850	263,250	263,255

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

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

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	232,850	263,250	263,255
Less Income			
Interest Receipts	(3,450)	(3,400)	(3,396)
Rents			
Land	(18,550)	(20,750)	(20,497)
Wayleave Agreement	(1,250)	(1,250)	-
Contributions from Other Bodies	-	(3,250)	(3,225)
	<hr/> (23,250) <hr/>	<hr/> (28,650) <hr/>	<hr/> (27,118) <hr/>
<u>Sub-total</u>	209,600	234,600	236,137
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,250	5,350	5,162
Information Technology Expenses	1,250	1,350	1,135
Departmental Administrative Expenses	23,850	23,400	22,172
Depreciation & Impairment			
Non-Current Asset Depreciation	43,100	38,500	35,790
	<hr/> 283,050 <hr/>	<hr/> 303,200 <hr/>	<hr/> 300,396 <hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.84	1.81	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(d) PATROLLING

Employees

Salaries	4,900	4,800	4,804
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Transport Related Expenses

Repairs & Maintenance	400	200	119
Licences	100	100	131
Petrol / Oil	600	650	593
Transport Insurance	250	200	202

Supplies & Services

Clothing, Uniform & Laundry	150	150	154
Gates / Security	2,000	2,000	1,999
Telephones	50	50	60

Sub-total

8,450	8,150	8,062
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	1,150	1,100	1,105
Information Technology Expenses	100	150	127
Departmental Administrative Expenses	2,200	2,150	2,027

11,900	11,550	11,321
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.18	0.17
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(e) COUNTRYSIDE / WOODLAND
MANAGEMENT

Employees

Salaries	13,200	12,850	12,884
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Premises Related Expenses

Maintenance of Grounds	12,500	12,500	12,682
Tree Planting Schemes	2,300	2,300	2,198

Supplies & Services

Purchases - Equipment & Materials	300	300	289
Health & Safety - Trees	30,000	40,000	57,570 a)
Miscellaneous Insurance	50	50	16

Third Party Payments

Medway Valley Countryside Partnership	9,000	9,000	9,000
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Sub-total

67,350	77,000	94,639
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	5,850	5,750	5,645
Information Technology Expenses	900	1,250	1,035
Departmental Administrative Expenses	5,900	5,800	5,517

80,000	89,800	106,836
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.53	0.53
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a) Higher than anticipated emergency works due to various storms over the winter.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK

Employees

Salaries	68,300	68,250	70,039
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Premises Related Expenses

Building Repairs Expenditure	2,950	3,450	1,155
Maintenance of Grounds	12,050	13,350	13,591
Electricity	2,400	3,500	3,318
Drainage Rates	50	50	23
Water Charges (Metered)	1,500	1,700	2,112
Sewerage & Environmental Services	1,000	1,000	795
Cleaning & Domestic Supplies	5,600	5,600	5,963
Premises Insurance	400	500	523

Transport Related Expenses

Repairs & Maintenance	250	1,500	1,307
Transport Insurance	450	400	405

Supplies & Services

Purchases - Equipment & Materials	850	850	842
Maintenance - General	1,200	1,150	1,552
Clothing, Uniforms & Laundry	500	550	561
Printing & Stationery	700	750	773
Professional Fees	5,000	1,800	1,782
Cash Collection	1,650	1,200	1,122
Trade Refuse Charges	1,900	2,050	1,916
Dog Bin Emptying	500	500	286
Gates / Security	8,400	9,950	9,083
Pest Control	200	200	210
Wildlife Monitoring	400	500	125
Hall Hire for User Group	100	100	32
Telephones	700	700	1,133

Carried Forward

117,050	119,600	118,648
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK
(continued)

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	117,050	119,600	118,648
Less Income			
Car Parking Fees	(35,000)	(40,000)	(37,298)
Car Park Season Tickets	(550)	(550)	(533)
Educational Visits	(250)	(450)	(440)
Interest Receipts	(4,250)	(6,300)	(5,634)
Rents			
Land	(350)	(350)	(350)
Mobile Catering Concession	(5,250)	(5,250)	(5,228)
Wayleaves	-	(11,650)	(11,660)
Windsurfing / Diving Concession	(6,000)	(6,500)	(6,261)
Fishing Concession	(21,000)	(20,450)	(20,393)
Contributions from Other Bodies	(6,000)	(6,000)	(6,000)
	<u>(78,650)</u>	<u>(97,500)</u>	<u>(93,797)</u>
<u>Sub-total</u>	38,400	22,100	24,851
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,450	3,400	3,326
Information Technology Expenses	1,650	1,750	1,484
Departmental Administrative Expenses	32,200	33,450	31,122
Capital Programme Revenue Expenses	3,900	3,850	3,783
Depreciation & Impairment			
Non-Current Asset Depreciation	29,450	30,400	30,414
	<u>109,050</u>	<u>94,950</u>	<u>94,980</u>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.77	2.79	

PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS	133,250	164,450	161,709
(b) HAYSDEN COUNTRY PARK	102,650	91,200	111,684
(c) OPEN SPACES & AMENITY AREAS	283,050	303,200	300,396
(d) PATROLLING	11,900	11,550	11,321
(e) COUNTRYSIDE / WOODLAND MANAGEMENT	80,000	89,800	106,836
(f) LEYBOURNE LAKES COUNTRY PARK	109,050	94,950	94,980
	<u>719,900</u>	<u>755,150</u>	<u>786,926</u>
<u>TO SUMMARY</u>	719,900	755,150	786,926

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

13. ALLOTMENTS

Employees

Salaries

300

300

293

Premises Related Expenses

Drainage Rates

50

50

14

Premises Insurance

100

100

79

Third Party Payments

Management Fee to T.A.G.A.

5,100

5,100

5,100

5,550

5,550

5,486

Less Income

Rents

-

-

(1)

5,550

5,550

5,485

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

400

400

369

Information Technology Expenses

50

50

20

Departmental Administrative Expenses

100

100

113

Capital Programme Revenue Expenses

1,900

1,850

1,824

Depreciation & Impairment

Non-Current Asset Depreciation

1,400

1,400

1,398

9,400

9,350

9,209

TO SUMMARY

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

0.05

0.05

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

14. CHURCHYARDS

Employees

Salaries

2,150

2,100

2,128

Premises Related Expenses

Maintenance of Grounds

2,150

2,150

2,096

Third Party Payments

Grounds Maintenance Contract

4,250

4,250

4,037

8,550

8,500

8,261

Less Income

Contributions from Other Bodies

(50)

(50)

(12)

Sub-total

8,500

8,450

8,249

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

950

900

894

Information Technology Expenses

100

200

146

Departmental Administrative Expenses

850

800

783

TO SUMMARY

10,400

10,350

10,072

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.08

0.08

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

15. CEMETERY

Employees

Salaries

Premises Related Expenses

Building Repairs Expenditure

Maintenance of Grounds

Electricity

Rates

Water Charges (Metered)

Sewerage & Environmental Services

Premises Insurance

Supplies & Services

Purchases - Equipment & Materials

Laundry

Third Party Payments

Grounds Maintenance Contract

Carried Forward

	2019/20		
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	PROVISIONAL OUTTURN £	
23,600	22,950	23,048	
1,300	1,300	269	
5,600	5,600	5,079	
1,200	1,250	2,367	
7,600	7,600	7,589	
100	200	202	
100	100	131	
700	700	708	
1,950	1,950	2,288	
50	-	-	
61,800	61,800	59,374	
104,000	103,450	101,055	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

15. CEMETERY (continued)

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	104,000	103,450	101,055
Less Income			
Fees & Charges			
Graves - Exclusive Right of Burial	(18,100)	(18,100)	(19,409)
Interments	(25,900)	(21,000)	(26,535)
Memorials - Erection	(3,900)	(2,100)	(2,648)
Memorials - Inscription	(3,900)	(3,900)	(3,631)
Register Search	(900)	(950)	(1,269)
Memorial Garden - Lease of Tablet / Vault	(14,100)	(13,400)	(6,356)
Memorial Garden - Plaque / Inscription	(1,400)	(1,400)	(1,117)
Use of Chapel	(2,350)	(2,500)	(2,100)
	<hr/>	<hr/>	<hr/>
	(70,550)	(63,350)	(63,065)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	33,450	40,100	37,990
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,800	5,750	5,551
Information Technology Expenses	1,200	1,450	1,235
Departmental Administrative Expenses	10,100	9,900	9,421
Capital Programme Revenue Expenses	300	300	288
Depreciation & Impairment			
Non-Current Asset Depreciation	26,350	25,300	25,277
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	77,200	82,800	79,762
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.84	0.83	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

16. YOUTH & PLAY DEVELOPMENT

Employees

Salaries

24,300

26,700

27,146

Supplies & Services

Leisure Pass Subsidy

11,000

8,000

7,057

Playscheme Plus

1,000

-

-

Marketing

6,000

6,000

5,741

Youth Forum

2,900

2,900

3,164

Youth Development Initiatives

3,600

3,600

2,680

48,800

47,200

45,788

Less Income

Fees & Charges

Activate

-

(100)

(70)

Sub-total

48,800

47,100

45,718

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

3,850

3,800

3,670

Information Technology Expenses

2,400

2,550

2,146

Departmental Administrative Expenses

12,950

12,050

11,671

TO SUMMARY

68,000

65,500

63,205

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

0.79

0.84

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

17. SPORTS DEVELOPMENT

Employees

Salaries

33,700

38,100

38,824

Supplies & Services

Sports Development Programme

5,000

8,800

8,573

38,700

46,900

47,397

Less Income

Fees & Charges

-

-

(100)

Contributions from Other Bodies

(500)

(4,300)

(4,300)

Sub-total

38,200

42,600

42,997

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,450

1,400

1,372

Information Technology Expenses

550

500

435

Departmental Administrative Expenses

18,300

17,650

17,065

TO SUMMARY

58,500

62,150

61,869

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

1.02

1.13

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

18. EVENTS DEVELOPMENT

Employees

Salaries

26,400

28,500

29,030

Supplies & Services

Arts Support

8,150

8,150

2,588

Events Support

9,600

32,350

26,568

Publicity & Promotion

1,600

1,600

387

Licences

3,000

1,150

1,123

48,750

71,750

59,696

Less Income

Events Income

(12,600)

(32,150)

(30,107)

Sub-total

36,150

39,600

29,589

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

2,650

2,600

2,525

Information Technology Expenses

300

500

433

Departmental Administrative Expenses

13,150

12,300

11,874

TO SUMMARY

52,250

55,000

44,421

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.77

0.82

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

19. LEISURE MARKETING / PROMOTION

Employees

Salaries

72,000

74,900

76,033

Supplies & Services

Poster Sites

500

850

1,294

Marketing

14,600

4,000

4,198

Market Research / Audit Programme

4,250

3,250

3,240

Tourism & Promotion of Facilities

11,500

11,500

12,087

Community Group Funding

8,000

8,000

8,003

Sub-total

110,850

102,500

104,855

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

27,250

26,600

26,902

Information Technology Expenses

300

200

180

Departmental Administrative Expenses

28,200

26,950

25,951

TO SUMMARY

166,600

156,250

157,888

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

2.24

2.35

Analysis of Salaries:-

Tourism & Promotion

£
17,200

£
18,700

£
19,189

Leisure Planning / Policy

28,500

28,400

28,773

Market Research

1,500

1,450

1,467

Liaison with Outside Bodies

24,800

26,350

26,604

72,000

74,900

76,033

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. PARKING SERVICES

(a) OFF-STREET

Employees

Salaries	181,850	174,600	175,379
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Premises Related Expenses

Maintenance of Grounds	203,000	203,000	208,918
Repairs & Maintenance	30,000	30,000	33,458
Winter Maintenance	5,000	5,000	10,644 a)
Electricity	5,000	2,200	2,239
Rates	263,500	258,100	258,076
Premises Insurance	2,150	2,400	2,390

Transport Related Expenses

Repairs & Maintenance	1,200	2,000	2,463
Licences	450	450	675
Petrol / Oil	2,500	3,000	3,182
Transport Insurance	900	800	809

Supplies & Services

Purchases - Equipment & Materials	1,000	2,000	2,354
Mobile Communications	200	-	-
Maintenance - General	29,200	21,250	19,937
Uniforms	1,000	1,000	1,099
Stationery	10,000	10,000	11,009
Professional Fees	-	3,000	2,762
Cash Collection	50,000	51,000	47,410
Payment to Principals / Ticket Refunds	518,000	473,000	480,526 b)
Advertising	1,000	1,000	1,027
Adjudication & Enforcement Services	6,800	6,000	3,646
Capital Grants & Contributions (RECS)	-	-	2,126
Security Services Mgt. Recharge (CCTV)	193,950	192,000	172,498 c)

Carried Forward

1,506,700	1,441,800	1,442,627
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PARKING SERVICES - OFF-STREET

- a) Increased costs due to the floods over the winter.
- b) Slightly higher than anticipated refunds from Sainsbury's.
- c) Cost of new CCTV maintenance contract lower than budgeted and CCTV monitoring costs have remained static - see page SSLTS 37.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. PARKING SERVICES (continued)

(a) OFF-STREET (continued)

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	1,506,700	1,441,800	1,442,627
Less Income			
Fees & Charges			
Car Park Season Tickets	(250,000)	(229,000)	(237,306) d)
Short Stay Parking	(1,915,000)	(1,825,000)	(1,801,943) e)
Long Stay Parking	(720,000)	(750,000)	(720,781) f)
Penalty Charge Notices	(106,000)	(106,000)	(97,599) g)
General	(14,200)	(14,200)	(26,084) h)
Management of Angel / Botany Car Parks	(103,100)	(103,100)	(100,103)
Rent - Snodland Town Market / Tonbridge Sunday Farmers' Market / River Lawn Car Park	(23,650)	(24,500)	(17,955) i)
	<hr/>	<hr/>	<hr/>
	(3,131,950)	(3,051,800)	(3,001,771)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(1,625,250)	(1,610,000)	(1,559,144)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	24,300	23,650	23,099
Information Technology Expenses	39,400	50,100	42,047 j)
Departmental Administrative Expenses	58,900	56,450	54,947
Capital Programme Revenue Expenses	68,600	68,300	66,798
Depreciation & Impairment			
Non-Current Asset Depreciation	102,650	100,300	99,916
	<hr/>	<hr/>	<hr/>
	(1,331,400)	(1,311,200)	(1,272,337)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	8.46	8.57	

PARKING SERVICES - OFF-STREET (continued)

- d) Higher than anticipated demand for season tickets.
- e) Loss of income as a result of the Council suspending charging in late March in response to the Covid-19 emergency.
- f) Floods at the Racecourse Sportsground over the winter resulted in reduced usage of nearby long stay car parks and loss of income as a result of the Council suspending charging in late March in response to the Covid-19 emergency.
- g) Reduction in number of penalty charge notices issued due to increased compliance by motorists.
- h) Higher than anticipated income from profit share arrangement for advertising on tickets.
- i) Rent for use of River Lawn Car Park as a compound during the construction of the new medical centre under query.
- j) Reflects lower than anticipated software support, hire and maintenance costs and non-current asset depreciation (see page CS 9).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. PARKING SERVICES (continued)

(b) ON-STREET

Employees

Salaries	267,600	256,900	257,810
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Premises Related Expenses

Repairs & Maintenance	15,000	15,000	16,508
Car Parking Action Plans	15,000	15,000	1,687 a)

Transport Related Expenses

Repairs & Maintenance	1,500	1,500	1,241
Licences	250	250	412
Petrol / Oil	3,000	3,000	2,530
Transport Insurance	1,350	1,200	1,214

Supplies & Services

Purchases - Equipment & Materials	500	1,950	3,288
Mobile Communications	200	-	-
Maintenance - General	10,500	3,350	3,273
Uniforms	1,500	1,500	1,417
Stationery	3,000	3,000	674
Cash Collection	850	1,000	1,009
Advertising	1,000	1,000	568
Adjudication & Enforcement Services	6,100	6,100	7,006

Carried Forward

327,350	310,750	298,637
---------	---------	---------

a) Works delayed until 2020/21.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. PARKING SERVICES (continued)

(b) ON-STREET (continued)

	ORIGINAL ESTIMATE £	2019/20 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	327,350	310,750	298,637
Less Income			
Fees & Charges			
Business Parking Permits	(38,000)	(36,000)	(33,652)
Residents Parking Permits	(130,000)	(133,000)	(124,578) b)
Visitors Parking Permits	(41,000)	(39,000)	(33,065) b)
Dispensations	(8,000)	(2,000)	(3,730)
General	-	-	(1,300)
On-street Parking	(38,000)	(49,000)	(48,134)
Penalty Charge Notices	(200,000)	(195,000)	(174,433) c)
	<hr/>	<hr/>	<hr/>
	(455,000)	(454,000)	(418,892)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(127,650)	(143,250)	(120,255)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,850	16,450	15,971
Information Technology Expenses	27,500	34,600	29,035
Departmental Administrative Expenses	86,700	83,450	81,203
Capital Programme Revenue Expenses	14,450	14,300	14,201
Depreciation & Impairment			
Non-Current Asset Depreciation	6,650	6,250	6,255
	<hr/>	<hr/>	<hr/>
	24,500	11,800	26,410
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	10.43	10.53	

PARKING SERVICES

(a) OFF-STREET

(b) ON-STREET

TO SUMMARY

(1,331,400)	(1,311,200)	(1,272,337)
24,500	11,800	26,410
<hr/>	<hr/>	<hr/>
(1,306,900)	(1,299,400)	(1,245,927)
<hr/>	<hr/>	<hr/>

b) Small reduction in the number of permits issued/renewed due to changes in parking management system designed to prevent abuse.

c) Reduction in number of penalty charge notices issued due to increased compliance by motorists.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

21. TRANSPORTATION

Employees

Salaries

60,000

67,400

67,844

Premises Related Expenses

Repairs, Alterations & Maintenance

17,000

20,000

18,081

Electricity

300

300

341

Vale Rise Depot Recharge

1,400

1,900

1,825

Premises Insurance

100

100

74

Supplies & Services

Purchases - Equipment & Materials

5,000

5,000

5,836

Sub-total

83,800

94,700

94,001

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

6,250

6,150

6,063

Information Technology Expenses

1,700

2,150

1,797

Departmental Administrative Expenses

23,800

24,050

23,370

Capital Programme Revenue Expenses

250

250

231

Depreciation & Impairment

Non-Current Asset Depreciation

2,850

2,850

2,866

TO SUMMARY

118,650

130,150

128,328

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

1.61

1.72

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

22. SECURITY SERVICES MANAGEMENT

Employees

Salaries	29,200	29,050	29,990
----------	--------	--------	--------

Premises Related Expenses

Electricity	200	350	351
-------------	-----	-----	-----

Supplies & Services

Purchases - Equipment & Materials	700	2,000	98
Maintenance - General	12,000	12,000	11,331
Miscellaneous Insurance	3,200	3,100	3,119

Third Party Payments

CCTV Monitoring Station	184,500	184,500	160,737 a)
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	<hr/>	<hr/>	<hr/>
	229,800	231,000	205,626

Less Income

Recharge to Parking Services	(193,950)	(192,000)	(172,498)
------------------------------	-----------	-----------	-----------

	<hr/>	<hr/>	<hr/>
	35,850	39,000	33,128

Sub-total

Central, Departmental & Technical Support Services

Central Salaries & Administration	4,500	4,450	4,343
Information Technology Expenses	750	900	744
Departmental Administrative Expenses	14,000	12,950	12,386
Capital Programme Revenue Expenses	6,200	6,050	5,974

Depreciation & Impairment

Non-Current Asset Depreciation	10,450	7,650	7,226
--------------------------------	--------	-------	-------

	<hr/>	<hr/>	<hr/>
	71,750	71,000	63,801

TO SUMMARY

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

	0.92	0.92	
--	------	------	--

- a) Cost of new maintenance contract lower than budgeted and monitoring costs have remained static.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

23. BOROUGH DRAINAGE

& LAND DRAINAGE RELATED WORK

Employees

Salaries

33,200

35,750

34,736

Supplies & Services

Purchases - Equipment & Materials

750

750

-

Professional Fees

5,000

5,000

4,140

Third Party Payments

Contract Payments

3,000

3,000

3,407

Sub-total

41,950

44,500

42,283

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,600

1,550

1,535

Information Technology Expenses

350

550

474

Departmental Administrative Expenses

16,050

15,400

14,602

Capital Programme Revenue Expenses

13,200

12,900

12,702

Depreciation & Impairment

Non-Current Asset Depreciation

1,100

250

87

TO SUMMARY

74,250

75,150

71,683

Full Time Equivalent Number of Staff

(including Support Service Staff)

1.11

1.09

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

24. CIVIL CONTINGENCIES

Employees

Salaries

59,300

72,000

70,751

Supplies & Services

Purchases - Equipment & Materials

500

2,500

1,839

Provision of Sandbags

500

500

7,980 a)

Out of Hours Call Service

14,650

14,400

14,388

Other Expenses

250

2,000

2,225

Contribution to Kent Resilience Forum

17,150

17,150

15,824

92,350

108,550

113,007

Less Income

Donations

-

-

(12)

Sub-total

92,350

108,550

112,995

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

20,550

20,350

20,044

Information Technology Expenses

100

650

559

Departmental Administrative Expenses

28,450

29,500

28,146

TO SUMMARY

141,450

159,050

161,744

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

1.77

1.90

a) Increased costs due to the floods over the winter.

2019/20 CAPITAL PLAN OUTTURN
SUMMARY OF SERVICES

	Expenditure To 31/03/19	2019/20 Including Prior Year Slippage	2019/20 Actual to 31 March 2020
	£'000	£'000	£'000
Capital Plan Schemes			
Planning, Housing & Environmental Health	0	1,555	1,422
Street Scene, Leisure & Technical Services	235	2,881	2,541
Corporate	73	280	32
Sub-total	308	4,716	3,995
Capital Renewals			
Planning, Housing & Environmental Health	n/a	24	18
Street Scene, Leisure & Technical Services	n/a	533	310
Corporate	n/a	496	285
Sub-total	n/a	1,053	613
Total	308	5,769	4,608

2019/20 CAPITAL PLAN OUTTURN
PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	Expenditure To 31/03/19	2019/20 Including Prior Year Slippage	2019/20 Actual to 31 March 2020
Capital Plan Schemes	£'000	£'000	£'000
Housing	0	1,530	1,421
Environmental Health	0	25	1
Sub-total	0	1,555	1,422
Capital Renewals	n/a	24	18
Total Planning, Housing and Environmental Health	0	1,579	1,440

2019/20 CAPITAL PLAN OUTTURN
PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	Code	Expenditure To 31/03/19	2019/20 Including Prior Year Slippage	2019/20 Actual to 31 March 2020	Notes
Housing		£'000	£'000	£'000	
(a) Disabled Facility Grants					
(i) Mandatory Grants Less repayments	P03AC	n/a	1,140 (13)	1,007 (19)	Grant underspend of £137,000 carried forward for use in 2020/21.
(ii) Discretionary Grants Less repayments	P03AT	n/a	0	2	
(iii) Government Grant		n/a	(1,127)	(990)	
Sub-total		n/a	0	0	
(b) Housing Assistance Less repayments	P03AD	n/a	60 (30)	34 (65)	Purchase of Pembury Road properties completed March 2020. Refurbishment work due to take place 2020/21.
Sub-total		n/a	30	(31)	
(c) Temporary Accommodation Less Developer Contributions	P03AX		2,000 (500)	1,958 (506)	
Sub-total		0	1,500	1,452	
Total Housing to Summary		0	1,530	1,421	

2019/20 CAPITAL PLAN OUTTURN
PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	Code	Expenditure To 31/03/19	2019/20 Including Prior Year Slippage	2019/20 Actual to 31 March 2020	Notes
Environmental Health		£'000	£'000	£'000	
(a) Air Quality Monitoring Station	P02EN		25	1	
Total Environmental Health to Summary		0	25	1	
Capital Renewals					
(b) Environmental Protection	P02EB CR01	n/a	24	18	Monitoring station expected to be operational Summer 2020/21.
Total Capital Renewals to Summary		n/a	24	18	

2019/20 CAPITAL PLAN OUTTURN
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Expenditure To 31/03/19	2019/20 Including Prior Year Slippage	2019/20 Actual to 31 March 2020
	£'000	£'000	£'000
Capital Plan Schemes			
Street Scene	n/a	855	920
Leisure			
Larkfield Leisure Centre	113	1,716	1,525
Sports Grounds	4	248	36
Open Spaces	0	5	5
Other Leisure Schemes	95	5	5
Technical Services			
Car Parking	0	48	48
Land Drainage / Flood Defence	23	4	2
Sub-total	235	2,881	2,541
Capital Renewals	n/a	533	310
Total Street Scene, Leisure & Technical Services	235	3,414	2,851

2019/20 CAPITAL PLAN OUTTURN
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/19	2019/20 Including Prior Year Slippage	2019/20 Actual to 31 March 2020	Notes
Street Scene		£'000	£'000	£'000	
(a) Green Waste Bins Growth / Replacement	P02BC	n/a	115	113	
(b) Refuse Bins Growth / Replacement	P02DA	n/a	45	67	
(c) Containers for new Waste / Recycling Service (i) Initial purchase	P02CN		695	740	Higher than expected demand for the new garden waste service. Costs offset by increased income.
Total Street Scene to Summary		n/a	855	920	
Larkfield Leisure Centre					
(d) Ventilation, Boiler & Pool Hall Roof	P05LP	113	1,716	1,525	Scheme due for completion 2020/21.
Total Larkfield Leisure Centre to Summary		113	1,716	1,525	
Sports Grounds					
(e) Tonbridge School Athletics Track Improvements Less Developer Contribution	P05DC	140 (140)	21 (21)		Improvement works to the Tonbridge Athletics clubhouse deferred to 2020/21.
Sub-total		0	0	0	
(f) Racecourse Sports Ground Riverside Revetment Less Grants	P05DD	18 (14)	207 (14)		Scheme deferred to Autumn 2020/21.
Sub-total		4	193	0	
(g) Racecourse Sportsground Swimming Pool Bridge Less Developer Contributions	P05DN		120 (65)	100 (64)	Work completed, balance of funding relates to payments due in 2020/21.
Sub-total		0	55	36	
Total Sports Grounds to Summary		4	248	36	

2019/20 CAPITAL PLAN OUTTURN
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/19	2019/20 Including Prior Year Slippage	2019/20 Actual to 31 March 2020	Notes
Open Spaces		£'000	£'000	£'000	
(a) Open Spaces Site Improvements - Phase 2 Less Developer Contributions	P05FV	57 (57)	17 (12)	17 (12)	Scheme complete.
Sub-total		0	5	5	
(b) Haysden Country Park Sewage Treatment Less Developer Contributions	P05FC		130 (130)	100 (100)	Work completed, balance of funding relates to payments due in 2020/21.
Sub-total		0	0	0	
Total Open Spaces to Summary		0	5	5	
Other Leisure Schemes					
Tonbridge Cemetery Memorial Safety Less Developer Contributions	P05KV	98 (3)	5	5	Works planned for 2019/20 complete.
Sub-total		95	5	5	
Total Other Leisure Schemes to Summary		95	5	5	
Car Parking					
(d) Existing Car Parks Improvement Rolling Programme	P01AB	n/a	48	48	Works planned for 2019/20 complete.
Total Car Parking to Summary		0	48	48	
Land Drainage / Flood Defence					
(e) Wouldham River Wall	P01HS	23	4	2	Path works complete.
Total Land Drainage / Flood Defence to Summary		23	4	2	

2019/20 CAPITAL PLAN OUTTURN
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/19	2019/20 Including Prior Year Slippage	2019/20 Actual to 31 March 2020	Notes
Capital Renewals		£'000	£'000	£'000	
Technical Services					
(a) CCTV	P01BA	n/a	17	15	} Underspend / carry forward to 2020/21 to be reviewed Autumn 2020. } } } } } } } } } } } } } } }
(b) Car Parking	P01JF	n/a	3		
Leisure General					
(c) Sports Grounds & Open Spaces	P05KGBC05	n/a	95	66	
Sub-total		n/a	115	81	
Leisure Centres					
(d) Angel Centre	P05KGBC01	n/a	70	50	
(e) Larkfield Leisure Centre	P05KGBC02	n/a	139	71	
(f) Tonbridge Swimming Pool	P05KGBC04	n/a	128	29	
(g) Poulton Wood Golf Clubhouse	P05KGBC03	n/a	72	1	
Course	P05KGBC07	n/a	83	55	
Grounds Maintenance	P05KGBC06	n/a	66	23	
		n/a	558	229	
(h) Savings Target (assumes 25%)	P05KZ	n/a	(140)		
Sub-total		n/a	418	229	
Total Capital Renewals to Summary		n/a	533	310	

2019/20 CAPITAL PLAN OUTTURN
CORPORATE

	Expenditure To 31/03/19	2019/20 Including Prior Year Slippage	2019/20 Actual to 31 March 2020
Capital Plan Schemes	£'000	£'000	£'000
Information Technology Initiatives	73	280	32
Sub-total	73	280	32
Capital Renewals	n/a	496	285
Total Corporate	73	776	317

2019/20 CAPITAL PLAN OUTTURN
CORPORATE

	Code	Expenditure To 31/03/19	2019/20 Including Prior Year Slippage	2019/20 Actual to 31 March 2020	Notes
Information Technology Initiatives		£'000	£'000	£'000	
(a) General IT Developments	P06DA	n/a	30	9	
(b) Council Chamber Conference System	P06ER	68	27		Balance of funding expected to be used for the Council Chamber voting facility and to upgrade meeting room projection equipment.
(c) Revenues and Benefits IT Digital Solution	P06EW	5	60		Project commenced on a phased implementation. Budget provision to be reviewed in 2020/21.
(d) Enterprise Mobile Working Solution	P06EV		23	23	Scheme completed.
(e) CMS Website Solution	P06EX		140		Project to be progressed in early 2020/21.
Total Information Technology Initiatives to Summary		73	280	32	

2019/20 CAPITAL PLAN OUTTURN
CORPORATE

	Code	Expenditure To 31/03/19	2019/20 Including Prior Year Slippage	2019/20 Actual to 31 March 2020	Notes
Capital Renewals		£'000	£'000	£'000	
(a) General :	P06FA				
Departmental Administration	GR01	n/a	1		
Print Unit	GR03	n/a	104	66	Saving on replacement of high volume print room copiers.
Telephones	GR05	n/a	9		
Snack Facilities	GR06	n/a	1		
Sub-total		n/a	115	66	
(b) Information Technology :	P06FB		415		} Underspend / carry forward to 2020/21 to be reviewed Autumn 2020.
Desktop Hardware	FB10	n/a		76	}
Mobile Hardware	FB20	n/a		63	}
Mobile Hardware - Government Grant		n/a	(34)	(35)	}
Computer Suite	FB30	n/a		68	}
Network	FB50	n/a		26	}
Operational Software	FB70	n/a		21	}
Sub-total		n/a	381	219	}
Total Capital Renewals to Summary		n/a	496	285	

2019/20

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