

Draft Revenue Estimates 2022/23



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Finance, Innovation and Property Advisory Board 12 January 2022
General Fund Revenue Estimates 2022/23
PROVISIONAL SUMMARY

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
Corporate Services	3,534,700	3,389,250	3,581,850
Chief Executive	2,544,300	982,950	1,109,100
Director of Central Services	231,050	703,400	355,250
Director of Finance & Transformation	1,835,800	1,404,350	1,471,300
Director of Planning, Housing & Environmental Health	4,523,000	4,675,850	5,394,400
Director of Street Scene, Leisure & Technical Services	8,059,400	9,277,350	7,981,550
Sub Total	20,728,250	20,433,150	19,893,450
Capital Accounting Reversals			
Non-Current Asset Depreciation	(2,966,650)	(2,787,250)	(2,859,950)
Non-Current Asset Impairment	-	(218,550)	-
Contributions to / (from) Reserves			
Building Repairs Reserve			
Withdrawals to fund expenditure	(809,400)	(1,267,000)	(857,850)
Contribution to Reserve	725,000	725,000	750,000
Earmarked Reserves (see page S 2)			
Contributions from Reserves	(11,529,200)	(10,873,700)	(5,550,700)
Contributions to Reserves	2,101,500	5,522,200	213,800
Property & Multi Asset Income Fund Investment Reserve			
Contribution to Reserve	-	1,500,000	-
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(2,175,000)	(810,000) #	(2,010,000) #
Revenue Expenditure Funded from Capital	(655,000)	(68,000) #	(530,000) #
Withdrawals to Adjust for Capital Receipts	-	(1,515,000)	-
Other contributions to / (from) Reserve (net)	792,000	809,000	1,158,000
Capital Expenditure Charged to General Fund	2,175,000	810,000 #	2,010,000 #
Government Grants			
New Homes Bonus	(2,209,800)	(2,209,800)	(1,193,950)
Under-indexing Business Rates Multiplier	(119,950)	(119,950)	(189,100)
Covid-19 Support Grant	(605,150)	(605,150)	-
Income Compensation Scheme	(200,000)	(223,800)	-
Lower Tier Services Grant	(665,500)	(665,500)	(1,052,100)
2022/23 Services Grant	-	-	(158,700)
Local Council Tax Support Grant	-	(224,550)	-
Contributions from KCC	-	(205,600)	-
Sub Total	4,586,100	8,005,500	9,622,900
National Non-Domestic Rates			
Share of National Non-Domestic Rates	(22,398,263)	(22,398,263)	(22,467,522)
Tariff	21,310,255	21,310,255	21,310,255
Business Rates Pool	-	(3,605)	-
Small Business Rate Relief Grant	(1,042,729)	(1,068,300)	(1,048,832)
Covid-19 Business Rates Relief Measures	-	(3,416,540)	-
Supporting Small Business Grant	(9,030)	(8,203)	-
Public House Relief Grant	-	729	-
Discretionary Relief Grant	-	260	-
Collection Fund Adjustments			
Council Tax (Surplus) / Deficit	(19,582)	(19,582)	(137,090)
National Non-Domestic Rates (Surplus) / Deficit	8,444,961	8,444,961	4,343,629
Sub Total	10,871,712	10,847,212	11,623,340
Contribution to / (from) General Revenue Reserve	405,050	429,550	106,100
Balance to be met from Council Tax Payers	11,276,762	11,276,762	11,729,440

Based on the Capital Plan (List A) position as reported to Finance, Innovation and Property Advisory Board on 12 January 2022. The figures will need to be amended to reflect the impact of any new schemes added to the Plan.

Finance, Innovation and Property Advisory Board 12 January 2022

General Fund Revenue Estimates 2022/23

EARMARKED RESERVES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
Contributions from Earmarked Reserves			
Additional Restrictions Support Reserve	(1,321,500)	-	-
Asset Review Reserve	-	(23,000)	-
Borough Signage Reserve	-	(3,600)	-
Business Rates Retention Scheme Reserve	(8,876,150)	(8,654,800)	(4,611,750)
Climate Change Reserve	(50,000)	(93,550)	(75,250)
Covid-19 Reserve	(15,000)	-	-
Economic Development Reserve	-	(5,150)	-
Homelessness Reserve	(329,150)	(874,400)	(203,650)
Housing & Welfare Reform Reserve	-	(10,000)	-
Invest to Save Reserve	-	(2,800)	-
Local Development Framework Reserve	(214,500)	(374,100)	(633,200)
Minimum Energy Efficiency Project Reserve	-	(106,050)	-
Public Health Reserve	(20,900)	(11,900)	(16,850)
Reorientation / Post Emergency Reserve	-	(200,000)	-
Repossessions Prevention Fund Reserve	(2,000)	-	-
Tonbridge & Malling Leisure Trust Reserve	(700,000)	(507,850)	-
Transformation Reserve	-	(6,500)	(10,000)
	(11,529,200)	(10,873,700)	(5,550,700)
Contributions to Earmarked Reserves			
Asset Review Reserve	-	100,000	-
Budget Stabilisation Reserve	1,500,000	-	-
Business Rates Retention Scheme Reserve	-	3,417,000	-
Climate Change Reserve	-	100,000	-
Election Reserve	25,000	25,000	25,000
Homelessness Reserve	346,500	831,650	63,800
Invest to Save Reserve	150,000	50,000	-
Local Development Framework Reserve	80,000	890,300	125,000
Minimum Energy Efficiency Project Reserve	-	67,550	-
Transformation Reserve	-	38,950	-
Waste & Street Scene Initiatives Reserve	-	1,750	-
	2,101,500	5,522,200	213,800

CORPORATE SERVICES

SUMMARY

	2021/22	2022/23	
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 SALARIES AND ONCOSTS	12,567,600	12,678,600	13,003,400
2 OVERHEAD EXPENSES	4,508,400	4,521,900	4,473,000
3 RECHARGES TO SERVICE BUDGETS	(15,496,600)	(15,693,000)	(15,845,050)
	<hr/>	<hr/>	<hr/>
NON DISTRIBUTED COSTS	1,579,400	1,507,500	1,631,350
4 DEMOCRATIC REPRESENTATION	1,346,550	1,324,950	1,363,700
5 CORPORATE MANAGEMENT	608,750	556,800	586,800
	<hr/>	<hr/>	<hr/>
	3,534,700	3,389,250	3,581,850
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Full Time Equivalent Number of Staff (including Support Service Staff)	20.81	19.31	19.66

CORPORATE SERVICES

	2021/22	2022/23
	ORIGINAL ESTIMATE	REVISSED ESTIMATE
	£	£
		ESTIMATE
		£
1 <u>SALARIES AND ONCOSTS</u>		
(a) <u>Salaries</u>		
Salaries (see analysis on page CS 16)	8,573,350	8,754,350 a)
Employers' National Insurance Contributions	826,900	825,350 a)
Employers' Superannuation Contributions	1,493,600	1,465,000 a)
Superannuation Backfunding Lump Sum	1,336,000	1,330,000
Staff Turnover Saving	(120,000)	(120,000)
Apprenticeship Scheme / Levy	45,000	36,300 d)
Ring-fenced sums (Establishment Reviews)	88,650	32,450 e)
	<hr/>	<hr/>
	12,243,500	12,323,450
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	241.17	234.13
		234.67
(b) <u>Termination Payments</u>		
Additional Annual Pension Contributions	231,000	216,000 g)
Long Service Awards	-	800
Redundancy / Other Exit Payments	-	50,000 h)
	<hr/>	<hr/>
	231,000	266,800
	<hr/>	<hr/>
(c) <u>Recruitment & Training</u>		
Advertising & Other Recruitment Costs	6,500	20,250 i)
Training - Course Fees & Expenses	80,000	60,000 j)
Health Screening & Miscellaneous	3,500	5,000
Employee Support Scheme	3,100	3,100
	<hr/>	<hr/>
	93,100	88,350
	<hr/>	<hr/>
	12,567,600	12,678,600
	<hr/>	<hr/>
		13,003,400

CORPORATE SERVICES

SALARIES

- a) Revised estimate reflects savings accruing during the first part of the current financial year and part year effect of establishment changes.
- b) Forward estimate reflects the full year effect of establishment changes approved during the current financial year, together with provision for a pay award and additional National Insurance levy payment.
- c) Annual uplift in respect of superannuation back funding payment.
- d) Provision for apprentices for remainder of year.
- e) Ring-fenced sums following establishment reviews retained for future operational adjustments in Personnel Services (£22,450) and Corporate Services (£10,000).
- f) Ring-fenced sums following establishment reviews retained for future operational adjustments in Corporate Services (£10,000), Revenues & Benefits (£13,750) and Building Control (£23,500).

TERMINATION PAYMENTS

- g) Reflects anticipated level of retirement allowances payable in the current and next financial year.
- h) Provision for staff severance related payments.

RECRUITMENT & TRAINING

- i) Additional recruitment expenditure is funded from management savings.
- j) Reduction in on-site training courses attended due to Covid-19.

CORPORATE SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 <u>OVERHEAD EXPENSES</u>			
(a) <u>COUNCIL OFFICES</u>			
Employees			
Salaries	155,350	144,550 a)	164,500 a)
Premises Related Expenses			
Maintenance of Grounds	4,150	1,000	4,150
Energy Costs :			
Electricity	112,000	100,000 b)	100,000
Gas	27,000	27,000	27,000
Rates	317,150	317,600	317,600
Water Services :			
Water Charges (metered)	11,250	11,250	11,250
Sewerage & Environmental Services	12,250	12,250	12,250
Fixture & Fittings	3,000	2,000	3,000
Cleaning & Domestic Supplies	6,000	6,000	6,000
Insurance	24,150	24,650	26,450
Repairs expenditure	109,650	113,050	109,150
Supplies & Services			
Equipment, Furniture & Materials	1,350	9,600 c)	1,350
Clothing, Uniforms & Laundry	4,250	4,250	4,250
Trade Refuse Charges	9,100	10,200	9,100
Security / Cleaning	10,500	43,500 d)	10,500
Miscellaneous Services	7,300	7,300	7,300
Licences	-	-	1,500
Third Party Payments			
Ground Maintenance Contract	2,000	2,000	2,050
	<hr/>	<hr/>	<hr/>
	816,450	836,200	817,400
	<hr/>	<hr/>	<hr/>
Less Income			
Customer & Client Receipts	(2,000)	-	-
Solemnization of Marriages	(10,000)	(10,000)	(15,000)
Hire of Tonbridge Council Chamber	(6,000)	(15,000) e)	(15,000)
Police Accommodation Licence Fee	(29,700)	(29,800)	(30,950)
Rent - Gibson Building	(7,100)	(7,100)	(7,300)
Rent - Tonbridge Castle	(24,400)	(17,800) f)	(18,700)
	<hr/>	<hr/>	<hr/>
	(79,200)	(79,700)	(86,950)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	737,250	756,500	730,450
Central, Departmental & Technical Support Services			
Central Salaries & Administration	30,650	30,850	31,700
Information Technology Expenses	2,550	2,550	2,550
Departmental Administrative Expenses	33,250	34,000	34,600
Depreciation & Impairment			
Non-Current Asset Depreciation	150,750	147,400	147,400
	<hr/>	<hr/>	<hr/>
	954,450	971,300	946,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.91	5.63	6.16

CORPORATE SERVICES

COUNCIL OFFICES

- a) Savings arising from vacant posts within Caretaking section. Forward estimate reflects full establishment and provision for a pay award.
- b) Assumes reduction in energy costs following implementation of transitional working arrangements trial period.
- c) Costs associated with reconfiguring existing office space to enable transitional working arrangements trial.
- d) Increased cost due to the impact of Covid-19.
- e) Additional income attributable to Artisan market and "Castlemas" Christmas event.
- f) Citizens Advice Bureau have reduced the amount of space occupied by them at Tonbridge Castle.

CORPORATE SERVICES

	2021/22	2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
2 <u>OVERHEAD EXPENSES-Continued</u>		
(b) <u>PRINTING SECTION & MULTI FUNCTION DEVICES</u>		
Employees		
Salaries	83,300	77,800
Supplies & Services		
Purchases	1,000	1,000
Print Room Maintenance & Copy Charges	20,000	15,000 a)
Multi Function Device Copy Charges	9,000	4,000
Multi Function Device Leasing Charges	11,150	11,150
Paper	19,000	12,000 a)
	<hr/>	<hr/>
	143,450	120,950
	<hr/>	<hr/>
Less Income		
Sales	(20,000)	(10,000) a)
Recharges to non M&A Service Budgets	(14,000)	(14,000)
	<hr/>	<hr/>
	(34,000)	(24,000)
	<hr/>	<hr/>
<u>Sub-total</u>	109,450	96,950
Central, Departmental & Technical Support Services		
Office Accommodation	36,100	37,850
Central Salaries & Administration	7,700	7,650
Information Technology Expenses	10,750	10,750
Departmental Administrative Expenses	10,400	10,250
Depreciation & Impairment		
Non-Current Asset Depreciation	20,800	15,400
	<hr/>	<hr/>
	195,200	178,850
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.71	2.69
	<hr/>	<hr/>
		184,600
		<hr/>
		2.71

a) Impact of Covid-19 on both costs and income.

b) The number of Multi Function Devices is to be reduced at the end of current leasing period.

CORPORATE SERVICES

	2021/22	2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
2 <u>OVERHEAD EXPENSES-Continued</u>		
(c) <u>CUSTOMER SERVICES</u>		
Employees		
Salaries	264,950	289,800 a)
Supplies & Services		
Purchases	650	650
Stationery	50	50
Postage	50	350
Mobile Telephones	750	250
Office Security	36,000	36,000
	<hr/>	<hr/>
	302,450	327,100
Less Income		
Tonbridge Gateway Agreement / Licence	(130,000)	(130,000)
Gateway Partner Receipts	(5,000)	(3,500)
	<hr/>	<hr/>
<u>Sub-total</u>	167,450	193,600
Central, Departmental & Technical Support Services		
Central Salaries & Administration	16,600	17,600
Information Technology Expenses	4,350	4,350
Departmental Administrative Expenses	175,700	178,500
	<hr/>	<hr/>
	364,100	394,050
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	9.87	11.47
	<hr/>	<hr/>
		11.51

a) Reflects establishment changes in Customer Services Section partly offset by savings from vacant posts. Forward estimate reflects full establishment and provision for a pay award.

CORPORATE SERVICES

	2021/22	2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
2 <u>OVERHEAD EXPENSES-Continued</u>		
(d) <u>GENERAL ADMINISTRATION</u>		
Employees		
Salaries	4,700	4,150
Supplies & Services		
Insurance	99,700	102,850
Copyright Licence	2,100	2,100
	<hr/>	<hr/>
	106,500	109,100
Less Income		
Fees & Charges	(100)	-
	<hr/>	<hr/>
<u>Sub-total</u>	106,400	109,100
Central, Departmental & Technical Support Services		
Central Salaries & Administration	4,350	1,350
Departmental Administrative Expenses	550	600
	<hr/>	<hr/>
	111,300	111,050
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.19	0.17
		0.19

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(e) DEPARTMENTAL ADMINISTRATION

Staff Transport Related Expenses

Car & Travelling Allowances	192,850	177,150 a)	189,500
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Supplies & Services

Equipment, Furniture & Materials	13,300	11,050	10,400
Office Equipment - Maintenance	2,350	2,350	2,350
Protective Clothing	550	450	450
First Aid Supplies	250	300	250
Stationery	6,500	3,650	4,250
Reference Books & Publications	25,250	27,250	27,350
Legal Expenses	50,000	120,000 b)	50,000
Contracted Services	1,700	6,150 c)	1,700
Health & Safety	7,700	7,150	6,950
Postage	16,600	14,450	14,450
Telephones - Calls	5,300	3,500	3,500
Telephones - Other Costs	32,200	32,150	32,500
Mobile Telephones	9,050	6,750	6,800
Subsistence Allowances	100	50	50
Professional Membership Fees	16,200	14,000	16,750
Subscriptions to Organisations	26,400	26,800	22,700
Other Expenses	1,850	1,450	1,450
Data Protection Act Registration	3,000	3,000	3,000

	411,150	457,650	394,400
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Less Income

Recovery of Court Costs	(5,000)	(5,000)	(5,000)
Customer & Client Receipts	(5,000)	(5,000)	(5,000)
Partnership Receipts	(26,700)	(22,700)	(26,950)

	(36,700)	(32,700)	(36,950)
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Sub-total

	374,450	424,950	357,450
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Depreciation & Impairment

Non-Current Asset Depreciation	16,400	11,500	11,150
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	390,850	436,450	368,600
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- a) Savings in the current year due to a lower level of mileage claims.
- b) Reflects the engagement of solicitors during the year to provide advice on contractual, employment, and planning related issues.
- c) Provision for review of insurance contract renewal.

CORPORATE SERVICES

	2021/22	2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
2 <u>OVERHEAD EXPENSES-Continued</u>		
(f) <u>DRINKS MACHINES</u>		
Supplies & Services		
Drinks Machine Purchases	1,500	250
	<hr/>	<hr/>
	1,500	250
Less Income		
Customer & Client Receipts	(200)	(50)
	<hr/>	<hr/>
<u>Sub-total</u>	1,300	200
Central, Departmental & Technical Support Services		
Central Salaries & Administration	3,100	750
Depreciation & Impairment		
Non-Current Asset Depreciation	750	550
	<hr/>	<hr/>
	5,150	1,500
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.10	0.02
		0.00

CORPORATE SERVICES

	2021/22	2022/23
	ORIGINAL ESTIMATE	REVIS ESTIMATE
	£	£
2 <u>OVERHEAD EXPENSES-Continued</u>		
(g) <u>INFORMATION TECHNOLOGY SERVICES</u>		
Employees		
Salaries	1,069,650	1,020,050 a)
Transport Related Expenses		
Public Transport	1,500	500
Supplies & Services		
Equipment - Purchases	10,000	10,000
Equipment - Maintenance	93,000	93,000
Printing Consumables	2,500	700
Insurance	6,800	7,000
Professional Services / Consultancy	15,000	15,000
Other Expenses	7,400	7,250
Software Support, Hire & Maintenance	685,000	745,000 c)
Telephone leased lines and modems	15,000	15,000
Kent Connects	20,000	20,000
	<hr/>	<hr/>
<u>Sub-total</u>	1,925,850	1,933,500
Central, Departmental & Technical Support Services		
Office Accommodation	105,900	109,050
Central Salaries & Administration	66,650	66,250
Departmental Administrative Expenses	102,450	104,250
Depreciation & Impairment		
Non-Current Asset Depreciation	286,500	215,650 d)
	<hr/>	<hr/>
	2,487,350	2,428,700
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	22.93	22.49
	<hr/>	<hr/>
		23.01

- a) Savings arising from vacant posts. Forward estimate reflects full establishment and provision for a pay award.
- b) Reflects transition to "cloud" based services.
- c) Reflects software and support contract changes following transition to "cloud" based services.
- d) Reduction in on-site IT infrastructure renewals as a result of moving to "cloud" based services.

CORPORATE SERVICES

	2021/22	2022/23	
	ORIGINAL ESTIMATE	REVISED ESTIMATE	
	£	£	
		ESTIMATE	
		£	
3 <u>SALARIES & OVERHEADS</u>			
Salaries & Oncosts	12,567,600	12,678,600	13,003,400
Overheads			
(a) Council Offices	954,450	971,300	946,700
(b) Printing & Multi Function Devices	195,200	178,850	184,600
(c) Customer Services	364,100	394,050	411,300
(d) Administration - General	111,300	111,050	113,400
(e) Administration - Departmental	390,850	436,450	368,600
(f) Drinks Machines	5,150	1,500	650
(g) Information Technology Services	2,487,350	2,428,700	2,447,750
	<hr/>	<hr/>	<hr/>
	17,076,000	17,200,500	17,476,400
Less Recharge to :	<hr/>	<hr/>	<hr/>
Planning, Housing & Environmental Health	(5,081,750)	(5,157,700)	(5,427,550)
Street Scene, Leisure & Technical	(2,876,500)	(3,108,850)	(2,875,850)
Central Services	(1,070,050)	(1,155,800)	(1,172,500)
Finance & Transformation	(2,264,200)	(2,109,900)	(2,062,300)
Corporate Services	(1,463,750)	(1,395,400)	(1,430,450)
Chief Executive	(550,700)	(611,750)	(618,550)
Other Services	(650)	(650)	(650)
Holding Accounts	(2,189,000)	(2,152,950)	(2,257,200)
	<hr/>	<hr/>	<hr/>
	(15,496,600)	(15,693,000)	(15,845,050)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,579,400	1,507,500	1,631,350
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<u>TO SUMMARY</u>	1,579,400	1,507,500	1,631,350
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CORPORATE SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
4 <u>DEMOCRATIC REPRESENTATION & MANAGEMENT</u>			
(a) <u>DEMOCRATIC ADMINISTRATION</u>			
Employees			
# Salaries	332,150	329,450	335,200
Premises Related Expenses			
Accommodation Expenses (Forum/Area1)	7,000	5,000	7,000
Supplies & Services			
Members' Meeting Expenses	-	4,000 a)	4,000
Twinning Committee Expenses	500	-	-
Subscriptions	17,200	18,100	18,400
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	356,850	356,550	364,600
Central, Departmental & Technical Support Services			
Accommodation & Printing Services	40,900	41,250	41,400
# Central Salaries & Administration	255,650	228,750 b)	231,450
Information Technology Expenses	12,550	12,400	12,100
# Departmental Administrative Expenses	119,950	123,550	124,650
	<hr/>	<hr/>	<hr/>
	785,900	762,500	774,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	11.54	10.88	10.98

Memorandum

Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	276,500	267,150	274,500
Chief Executives' Service	71,500	46,350	48,100
Environmental Health & Hsg Services	24,000	28,300	25,950
Financial Services	78,800	78,850	80,000
Legal Services	12,650	17,050	14,300
Personnel Services	2,100	-	-
Planning Services	121,350	122,600	124,750
Street Scene & Leisure Services	102,500	102,400	104,900
Technical Services	18,350	19,050	18,800
	<hr/>	<hr/>	<hr/>
	707,750	681,750	691,300
	<hr/>	<hr/>	<hr/>

a) Reflects payments to staff for role in the live-streaming of Council Meetings via You Tube.

b) Re-assessment of allocations from Corporate Services section.

CORPORATE SERVICES

	2021/22	2022/23
	ORIGINAL ESTIMATE	REVISIED ESTIMATE
	£	£
(b) <u>PAYMENTS TO MEMBERS</u>		
Transport Related Expenses		
Members' Travel & Subsistence	2,100	1,200
Supplies and Services		
Basic Allowance	279,500	278,900
Special Responsibility Allowance	110,050	118,000 a)
Mayors' and Deputy Mayors' Allowance	7,400	6,450
Members' National Insurance	7,000	7,400
Carers' Allowance	50	50
	<hr/>	<hr/>
<u>Sub-total</u>	406,100	412,000
Central, Departmental & Technical Support Services		
Central Salaries & Administration	16,750	17,200
Information Technology Expenses	1,100	1,050
	<hr/>	<hr/>
	423,950	430,250
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.31	0.30
	<hr/>	<hr/>
	451,050	

- a) Increase in number of Cabinet members in May and July 2021 and provision for an increase in Members allowances in 2022/23.

CORPORATE SERVICES

	2021/22	2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
(c) <u>MAYORAL & OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u>		
Employees		
Salaries	1,600	1,650
Transport Related Expenses		
Mayors' Transport Allowance	10,000	7,000
Supplies and Services		
Stationery	100	100
Insurance	250	200
Civic Hospitality	5,000	4,000
Mobile Telephones	150	150
Other Expenses	1,500	1,500
	<hr/>	<hr/>
<u>Sub-total</u>	18,600	14,600
Central, Departmental & Technical Support Services		
Central Salaries & Administration	86,250	85,800
Information Technology Expenses	31,450	31,400
Departmental Administrative Expenses	400	400
	<hr/>	<hr/>
	136,700	132,200
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.79	1.78
		1.80
<u>SUMMARY</u>		
(a) DEMOCRATIC ADMINISTRATION	785,900	762,500
(b) PAYMENTS TO MEMBERS	423,950	430,250
(c) MAYORAL & OTHER MEMBER SUPPORT INC. MEMBER TRAINING	136,700	132,200
	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,346,550	1,324,950
	<hr/>	<hr/>

CORPORATE SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
5 <u>CORPORATE MANAGEMENT</u>			
(a) <u>CORPORATE POLICY</u>			
Employees			
# Salaries	71,900	72,800	75,000
Central, Departmental & Technical Support Services			
# Central Salaries & Administration	385,750	342,550 a)	361,100 a)
# Departmental Administrative Expenses	20,450	19,900	20,900
	478,100	435,250	457,000
Full Time Equivalent Number of Staff (including Support Service Staff)	5.92	5.12	5.34
(b) <u>PUBLIC ACCOUNTABILITY</u>			
Supplies and Services			
Professional Fees	750	900	900
Advertising	250	250	250
External Audit Fees	42,750	51,300 b)	58,250
	43,750	52,450	59,400
Less Income Government Grant	-	(18,150) b)	(18,150)
	43,750	34,300	41,250
<u>Sub-total</u>	43,750	34,300	41,250
Central, Departmental & Technical Support Services			
Central Salaries & Administration	86,850	87,200	88,500
Information Technology Expenses	50	50	50
	130,650	121,550	129,800
Full Time Equivalent Number of Staff (including Support Service Staff)	1.25	1.23	1.23
<u>SUMMARY</u>			
(a) CORPORATE POLICY	478,100	435,250	457,000
(b) PUBLIC ACCOUNTABILITY	130,650	121,550	129,800
<u>TO SUMMARY</u>	608,750	556,800	586,800

CORPORATE SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
Memorandum			
# Service Allocations to Corporate Policy			
Admin & Property Services	61,050	59,850	61,250
Chief Executives' Service	176,400	155,300	170,950
Environmental Health & Housing Services	12,200	13,800	12,950
Financial Services	126,050	125,850	127,650
Legal	1,250	1,550	1,300
Personnel Services	21,000	-	-
Planning Services	52,700	51,700	54,950
Street Scene & Leisure Services	27,450	27,200	27,950
	<hr/>	<hr/>	<hr/>
	478,100	435,250	457,000
	<hr/>	<hr/>	<hr/>

- a) Re-assessment of allocations from Personnel and Corporate Services sections.
- b) Increase in fee payable following changes to the scope of the audit offset by government grant. Also includes distribution of surplus funds by Public Sector Audit Appointments Ltd to opted-in eligible bodies in 2021/22.

EMPLOYEES - SALARIES

SERVICE ANALYSIS OF EXPENDITURE

	Basic Salaries	Overtime	Temporary Staff	Total Salaries	Council Contributions Nat. Ins.	Supern.	Total Salaries & Oncosts
	£	£	£	£	£	£	£
<u>2021/22 ESTIMATE</u>							
Original Estimate	8,392,550	35,800	145,000	8,573,350	826,900	1,493,600	10,893,850
Revised Estimate	8,161,050	100,050	493,250	8,754,350	825,350	1,465,000	11,044,700
<u>2022/23 ESTIMATE</u>							
Service							
Administration & Property	688,800	10,850	-	699,650	73,250	123,300	896,200
Environmental Health & Housing	1,211,200	-	-	1,211,200	127,700	213,550	1,552,450
Executive	442,750	-	13,000	455,750	53,900	81,000	590,650
Finance	1,286,750	1,000	179,500	1,467,250	140,550	228,300	1,836,100
Information Technology	832,500	-	-	832,500	98,650	149,000	1,080,150
Legal	456,250	1,500	-	457,750	51,600	83,400	592,750
Personnel	412,450	4,200	500	417,150	34,650	70,800	522,600
Planning	1,694,800	-	60,650	1,755,450	192,850	306,200	2,254,500
Street Scene & Leisure	1,004,800	-	1,500	1,006,300	108,650	180,500	1,295,450
Technical	564,850	550	-	565,400	53,950	95,150	714,500
	8,595,150	18,100	255,150	8,868,400	935,750	1,531,200	11,335,350

CHIEF EXECUTIVE

SUMMARY

	2021/22	2022/23
ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
£	£	£
1 COMMUNITY DEVELOPMENT	92,450	72,800
2 ELECTIONS	389,250	385,700
3 GRANTS & PAYMENTS	121,900	122,350
4 CLIMATE CHANGE	105,500	124,800
5 ECONOMIC DEVELOPMENT & REGENER'N	1,835,200	403,450
	2,544,300	1,109,100
Full Time Equivalent Number of Staff (including Support Service Staff)	8.79	9.62

CHIEF EXECUTIVE

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 <u>COMMUNITY DEVELOPMENT</u>			
Employees			
Salaries	44,150	26,700 a)	34,150
Supplies & Services			
West Kent Leader	5,000	5,000	- b)
Community Development Partnership	15,000	18,000	15,000
Safeguarding Children Board	1,500	1,500	1,500
	<hr/>	<hr/>	<hr/>
	65,650	51,200	50,650
Less Income			
Contributions from Other Bodies	-	(3,000)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	65,650	48,200	50,650
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,850	8,700	8,900
Departmental Administrative Expenses	17,950	11,100 a)	13,250
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	92,450	68,000	72,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.11	0.75	0.86

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

b) West Kent Leader programme ends in 2021/22.

CHIEF EXECUTIVE

	2021/22	2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
2 ELECTIONS		
(a) ELECTORAL REGISTRATION		
Employees		
Salaries	108,200	112,750
Supplies & Services		
Equipment & Materials - Purchases	1,000	1,000
Maintenance	750	750
Printing	5,000	5,000
Stationery	3,500	3,500
Reference Books & Publications	1,600	1,600
Electronic Elector Registration Responses	7,000	7,000
Postages	49,000	46,000
	<hr/>	<hr/>
	176,050	177,600
		175,750
Less Income		
Sale of Registers	(3,000)	(3,000)
	<hr/>	<hr/>
<u>Sub-total</u>	173,050	174,600
		172,750
Central, Departmental & Technical Support Services		
Central Salaries & Administration	14,250	13,900
Information Technology Expenses	27,100	26,700
Departmental Administrative Expenses	48,600	47,600
	<hr/>	<hr/>
	263,000	262,800
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.31	3.27
		3.29

CHIEF EXECUTIVE

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
(b) <u>CONDUCT OF ELECTIONS</u>			
Employees			
Salaries	49,350	50,500	51,900
Premises Related Expenses			
Rent	-	-	-
Supplies & Services			
Equipment & Materials - Purchases	-	-	-
Printing	-	-	-
Polling Fees & Postal Vote Processing	-	-	-
Postage	-	-	-
	<hr/>	<hr/>	<hr/>
	49,350	50,500	51,900
Less Income			
Fees & Charges	-	-	-
Contributions from Other Bodies	-	-	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	49,350	50,500	51,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	43,100	40,200	41,200
Information Technology Expenses	11,900	11,750	11,450
Departmental Administrative Expenses	21,900	21,300	21,150
	<hr/>	<hr/>	<hr/>
	126,250	123,750	125,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.00	1.92	1.94
 <u>ELECTIONS</u>			
<u>SUMMARY</u>			
(a) ELECTORAL REGISTRATION	263,000	262,800	260,000
(b) CONDUCT OF ELECTIONS	126,250	123,750	125,700
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	389,250	386,550	385,700
	<hr/>	<hr/>	<hr/>

CHIEF EXECUTIVE

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
3 GRANTS & PAYMENTS			
Supplies & Services			
Grants to Citizens Advice Bureaux	95,000	95,000	95,000
Grants to Other Charitable & Voluntary Org.	19,500	19,500	19,500
Household Support Grants	-	160,250 a)	-
Tonbridge Historic Society Accommodation	2,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
	116,500	276,750	116,500
Less Income			
Contributions from Other Bodies	-	(160,250) a)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	116,500	116,500	116,500
Central, Departmental and Technical Support Services			
Central Salaries & Administration	5,400	5,650	5,850
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	121,900	122,150	122,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.07	0.08	0.08
4 CLIMATE CHANGE			
Employees			
Salaries	32,650	51,900 b)	61,600 b)
Supplies & Services			
Initiatives	50,000	11,000 c)	31,000 c)
	<hr/>	<hr/>	<hr/>
	82,650	62,900	92,600
Less Income			
Contributions from Other Bodies	-	(3,000) c)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	82,650	59,900	92,600
Central, Departmental and Technical Support Services			
Central Salaries & Administration	9,650	9,550	9,750
Departmental Administrative Expenses	13,200	20,000 b)	22,450
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	105,500	89,450	124,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.85	1.30	1.43

CHIEF EXECUTIVE

GRANTS & PAYMENTS

- a) Grants to community groups to provide local support to vulnerable households.

CLIMATE CHANGE

- b) Includes cost of fixed term Climate Change Officer post. Forward estimate reflects adjustment of staff allocations from Corporate Services Section.
- c) Initiatives in support of the Climate Change Strategy to be funded from an earmarked reserve.

CHIEF EXECUTIVE

	2021/22	2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
5 <u>ECONOMIC DEVELOPMENT & REGENERATION</u>		
Employees		
Salaries	64,900	109,350 a)
		96,650
Supplies & Services		
Economic Development Expenses	3,250	3,250
Business Growth Programme	10,000	10,000
Local Retail Centres Support	-	5,150 b)
Economic Development & Reg'n Initiatives	402,000	140,950 c)
Re-opening High Streets Safely / Welcome Back Fund	-	235,050 d)
Additional Restrictions Grants / Business Restart Grants	1,321,500	1,899,250 e)
Visit Kent	4,000	4,000
	<hr/>	<hr/>
	1,805,650	2,407,000
		366,350
Less Income		
Government Grant - Covid 19 Additional Restrictions Grants / Business Restart Grants	-	(1,899,250) e)
Welcome Back Funding	-	(235,050) d)
	<hr/>	<hr/>
	1,805,650	272,700
		366,350
<u>Sub-total</u>	1,805,650	272,700
		366,350
Central, Departmental & Technical Support Services		
Central Salaries & Administration	4,750	4,600
Information Technology Expenses	150	150
Departmental Administrative Expenses	24,650	39,350 a)
	<hr/>	<hr/>
	1,835,200	316,800
		403,450
<u>TO SUMMARY</u>	1,835,200	316,800
		403,450
Full Time Equivalent Number of Staff (including Support Service Staff)	1.45	2.45
		2.02

CHIEF EXECUTIVE

ECONOMIC DEVELOPMENT & REGENERATION

- a) Increase primarily due to re-assessment of staff allocations from Corporate Services Section to reflect fixed term Economic Development Officer post.
- b) Grant funding to support measures to help boost trade in the Borough's local retail centres to be funded from an earmarked reserve.
- c) Support for economic development and regeneration initiatives funded from the Kent and Medway 100% Business Rates Retention Pilot reserve and or the Kent Business Rates Pool reserve.
- d) Budgeted costs and associated grant allocation under the Welcome Back Fund initiative.
- e) Grant payments anticipated to be made and associated grant allocation under the Additional Restrictions / Business Restart Grant Fund Scheme.

DIRECTOR OF CENTRAL SERVICES

SUMMARY

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 TONBRIDGE CASTLE GATEHOUSE	26,800	90,800	39,000
2 COMMUNITY SAFETY	164,000	145,500	183,650
3 MEDIA & COMMUNICATIONS	241,850	259,100	247,650
4 LOCAL LAND CHARGES	(30,250)	(38,550)	(25,000)
5 INDUSTRIAL ESTATE	(70,900)	(71,350)	(71,200)
6 COMMERCIAL PROPERTY	(229,300)	83,450	(169,000)
7 VALE RISE DEPOT	-	-	-
8 LAND REVIEW	92,950	122,250	78,250
9 LICENCES	35,900	112,200	71,900
	<hr/>	<hr/>	<hr/>
	231,050	703,400	355,250
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	18.84	20.07	20.66

DIRECTOR OF CENTRAL SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 <u>TONBRIDGE CASTLE GATEHOUSE</u>			
Employees			
Salaries	5,800	10,450 a)	11,050
Premises Related Expenses			
Building Repairs Expenditure	3,150	44,950 b)	5,350
Rates	250	250	250
Premises Insurance	13,300	13,600	14,600
Supplies & Services			
Purchases - Equipment & Materials	1,000	1,000	1,000
Purchases - Exhibits	2,000	2,000	2,000
Maintenance - General	4,500	4,500	4,500
Streamline Service	800	800	800
Marketing	7,000	7,000	7,000
Subscriptions	200	250	250
	<hr/>	<hr/>	<hr/>
	38,000	84,800	46,800
Less Income			
Fees & Charges			
Weddings / Hire of Gatehouse	(3,000)	(3,000)	(3,000)
Commission	(750)	-	(750)
Tonbridge Castle Attraction	(25,000)	(12,500) c)	(25,000)
Profit / Loss on Stock Sales	(3,500)	(2,500)	(3,500)
	<hr/>	<hr/>	<hr/>
	(32,250)	(18,000)	(32,250)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	5,750	66,800	14,550
Central, Departmental & Technical Support Services			
Central Salaries & Administration	15,600	16,650	17,100
Information Technology Expenses	950	950	950
Departmental Administrative Expenses	3,500	6,200 a)	6,200
Depreciation & Impairment			
Non-Current Asset Depreciation	1,000	200	200
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	26,800	90,800	39,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.48	0.68	0.69

a) Reassessment of staff allocations from Customer Services Team to support events.

b) Includes the renewal of lighting in the Great Hall.

c) Reflects the adverse impact of Covid-19 on income levels.

DIRECTOR OF CENTRAL SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 <u>COMMUNITY SAFETY</u>			
Employees			
Salaries	98,900	100,300	103,450
Supplies & Services			
Other Community Safety Initiatives	14,100	14,100	14,100
	<hr/>	<hr/>	<hr/>
	113,000	114,400	117,550
Less Income			
Government Grant	-	(34,250) a)	-
Anti Social Behaviour Fixed Penalty Notice	(200)	-	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	112,800	80,150	117,550
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,400	16,850 b)	17,700
Departmental Administrative Expenses	47,800	48,500	48,400
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	164,000	145,500	183,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.80	3.09	3.08
3 <u>MEDIA & COMMUNICATIONS</u>			
Employees			
Salaries	158,050	171,400 c)	163,150
Supplies & Services			
Media & Communications	7,000	10,500	7,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	165,050	181,900	170,150
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,750	7,700	7,850
Information Technology Expenses	3,950	3,900	3,800
Departmental Administrative Expenses	65,100	65,600	65,850
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	241,850	259,100	247,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.16	4.20	4.19

- a) Grant funding to enable the Council to fulfil its duties under the new Domestic Abuse Act.
- b) Reassessment of staff allocations from Corporate Services Section.
- c) Revised estimate reflects temporary staff resources to assist with launch of new web-site.

DIRECTOR OF CENTRAL SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
4 LOCAL LAND CHARGES			
Employees			
Salaries	115,400	115,350	121,000
Supplies & Services			
Insurance	1,950	1,950	1,950
Kent Highways	7,000	7,000	7,000
	<hr/>	<hr/>	<hr/>
	124,350	124,300	129,950
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges	(250,000)	(260,000) a)	(250,000) a)
	<hr/>	<hr/>	<hr/>
	(250,000)	(260,000)	(250,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(125,650)	(135,700)	(120,050)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	18,900	20,900	19,350
Information Technology Expenses	22,200	21,900	21,350
Departmental Administrative Expenses	54,300	54,350	54,350
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(30,250)	(38,550)	(25,000)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.84	3.81	3.86

Memorandum

Surplus from above	(30,250)	(38,550)	(25,000)
Share of:			
Democratic Administration	19,900	19,000	20,300
Corporate Management	9,000	8,050	8,750
Non Distributed Costs	24,350	21,900	24,150
	<hr/>	<hr/>	<hr/>
Deficit (Surplus) for Trading Purposes	23,000	10,400	28,200

a) Reflects actual and anticipated market demand for property searches.

DIRECTOR OF CENTRAL SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
5 <u>INDUSTRIAL ESTATE</u>			
Employees			
Salaries	1,650	1,150	1,250
	<hr/>	<hr/>	<hr/>
	1,650	1,150	1,250
Less Income			
Rents	(75,950)	(75,950)	(75,950)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(74,300)	(74,800)	(74,700)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	2,450	2,500	2,550
Information Technology Expenses	50	50	50
Departmental Administrative Expenses	900	900	900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(70,900)	(71,350)	(71,200)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.08	0.08	0.08

DIRECTOR OF CENTRAL SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
6 COMMERCIAL PROPERTY			
Employees			
Salaries	5,150	4,150	4,450
Premises Related Expenses			
Insurance	500	550	600
Rates	1,000	1,000	1,000
Repairs Expenditure	37,050	342,250 a)	87,100 b)
	<hr/>	<hr/>	<hr/>
	43,700	347,950	93,150
	<hr/>	<hr/>	<hr/>
Less Income			
Rents - Land	(5,500)	(5,500)	(5,500)
- Shops & Maisonettes	(230,050)	(237,550) c)	(240,050)
- Offices	(46,000)	(37,750) c)	(35,000)
	<hr/>	<hr/>	<hr/>
	(281,550)	(280,800)	(280,550)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(237,850)	67,150	(187,400)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	4,050	11,800 d)	13,900
Information Technology Expenses	350	350	350
Departmental Administrative Expenses	3,500	3,500	3,500
Depreciation & Impairment			
Non-Current Asset Depreciation	650	650	650
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(229,300)	83,450	(169,000)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.19	0.25	0.29

a) Includes the estimated cost of £275,000 in respect of walkway repairs at Martin Square and Twisden Road for which the Council is liable under the terms of the lease agreement with Clarion Homes.

b) Includes renewal of the flat roof at 2-4 Twisden Road.

c) Reflects the change of use of 29 Martin Square reported to the Finance, Innovation and Property Advisory Board on 21 July 2021.

d) Reassessment of support from Legal Services.

DIRECTOR OF CENTRAL SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
7 VALE RISE DEPOT			
Employees			
Salaries	4,950	4,700	4,700
Premises Related Expenses			
Premises Insurance	150	150	200
Rates	14,400	14,400	14,400
Repairs Expenditure	2,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
	21,500	21,250	21,300
Less Recharges to Other Services	(36,550)	(36,600)	(36,700)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(15,050)	(15,350)	(15,400)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	750	800	800
Departmental Administrative Expenses	2,100	2,100	2,150
Depreciation & Impairment			
Non-Current Asset Depreciation	12,200	12,450	12,450
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	-	-	-
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.11	0.12	0.11

DIRECTOR OF CENTRAL SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
8 <u>LAND REVIEW</u>			
Employees			
Salaries	40,300	31,950 a)	34,300
Premises Related Expenses			
Depot	1,900	2,000	2,000
Estate Management	1,000	10,000 b)	1,000
Rates	10,100	10,100	- c)
Insurance	700	1,350	200
Repairs Expenditure	13,100	13,100	14,600
Supplies & Services			
Professional Fees	5,000	15,000 d)	5,000
Asset Review	-	31,000 e)	-
	<hr/>	<hr/>	<hr/>
	72,100	114,500	57,100
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges - General	(1,000)	(1,000)	(1,000)
De-Minimus Capital Receipts	-	(5,000) f)	-
Castle Lodge Rent	(7,000)	(7,000)	(7,000)
Wayleaves	(500)	(500)	(500)
Contributions from Other Bodies	-	(8,000) e)	-
	<hr/>	<hr/>	<hr/>
	(8,500)	(21,500)	(8,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	63,600	93,000	48,600
Central, Departmental and Technical Support Services			
Central Salaries & Administration	2,550	2,600	2,650
Information Technology Expenses	150	150	150
Departmental Administrative Expenses	26,650	26,500	26,850
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	92,950	122,250	78,250
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.96	0.97	0.97

DIRECTOR OF CENTRAL SERVICES

LAND REVIEW

- a) Reflects effect of establishment changes in Property & Estates section.
- b) Costs in respect of public conveniences closed at the end of March 2021 whilst awaiting a decision as to the next step, e.g. disposal, alternative use.
- c) Reflects the sale of River Walk Offices in 2021/22.
- d) Engagement of consultant to advise on the negotiations with Sainsbury's regarding the former Beales store.
- e) Reflects fees paid for advice in respect of the Gibson Building Offices of which 50% is to be funded by a contribution from KCC and the balance from an earmarked reserve; and the sale of River Walk Offices.
- f) Disposal of a small piece of amenity land at Welland Road, Tonbridge reported to the Finance, Innovation and Property Advisory Board on 19 May 2021.

DIRECTOR OF CENTRAL SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
9 LICENCES			
(a) <u>FEE PAYING</u>			
Employees			
Salaries	202,250	235,550 a)	243,800
Premises Related Expenses			
Rents	100	100	100
Supplies & Services			
Purchases - Equipment & Materials	7,000	7,000	7,000
Professional Fees	15,000	15,000	15,000
Advertising	300	200	200
	<hr/>	<hr/>	<hr/>
	224,650	257,850	266,100
	<hr/>	<hr/>	<hr/>
Less Income			
Licence Fees			
Animal Boarding Establishments	(2,800)	(2,800)	(6,800) b)
Dog Breeding	(800)	(800)	(3,650) b)
Selling Animals as Pets	(1,250)	(1,250)	(2,500) b)
Hackney Carriages & Private Hire	(200,700)	(195,000)	(225,000) c)
Hiring Out Horses	(1,100)	(1,100)	(3,000) b)
Alcohol & Entertainment - Premises	(93,000)	(93,000)	(93,000)
Acupuncture / Tattooing / Ear Piercing	(1,750)	(1,750)	(1,750)
Pleasure Boats & Boatmen	(350)	(350)	(350)
Street Trading	(1,300)	-	-
Pavement Licences	(600)	(200)	(300)
Alcohol & Entertainment - Personal	(2,500)	(1,700)	(2,500)
Sex Establishments/Sexual Entertainment	(2,000)	(600)	(600)
Dangerous Wild Animals	-	-	(800) b)
Gambling	(5,850)	(7,000)	(7,000)
Scrap Metal Dealers	(550)	(550)	(550)
Zoo Licences	-	-	(1,000) b)
Investigations: New Animal Licences	(24,850)	(5,000) b)	(14,000) b)
Contributions from Other Bodies			
Government Grant	-	(600)	-
	<hr/>	<hr/>	<hr/>
	(339,400)	(311,700)	(362,800)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(114,750)	(53,850)	(96,700)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	9,300	14,800	15,250
Information Technology Expenses	7,700	7,600	7,400
Departmental Administrative Expenses	91,850	97,650 a)	98,800
	<hr/>	<hr/>	<hr/>
	(5,900)	66,200	24,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.49	6.10	6.57

DIRECTOR OF CENTRAL SERVICES

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
(b) <u>NON FEE PAYING</u>			
Employees			
Salaries	26,950	30,800	31,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,350	2,150	2,150
Departmental Administrative Expenses	12,500	13,050	13,250
	<hr/>	<hr/>	<hr/>
	41,800	46,000	47,150
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.73	0.77	0.82
 <u>LICENCES</u>			
<u>SUMMARY</u>			
(a) FEE PAYING	(5,900)	66,200	24,750
(b) NON FEE PAYING	41,800	46,000	47,150
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	35,900	112,200	71,900
	<hr/>	<hr/>	<hr/>

LICENCES - FEE PAYING / NON FEE PAYING

- a) Reflects the establishment of new Animal Welfare post in Licensing team.
- b) New licence requirement in respect of animal welfare introduced in 2021/22.
- c) Reflects anticipated increased demand following Covid-19 and proposed increase in fees from April 2022 approved by the Licensing and Appeals Committee on 16 November 2021.

DIRECTOR OF FINANCE & TRANSFORMATION

SUMMARY

	2021/22	2022/23	
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 HOUSING BENEFITS	517,350	232,450	390,200
2 LOCAL REVENUE & NNDR COLLECTION	673,500	600,600	611,550
3 COUNCIL TAX SUPPORT	209,950	153,950	173,800
4 TREASURY MANAGEMENT & BANKING	(112,450)	(149,900)	(261,300)
5 DRAINAGE BOARDS SPECIAL LEVIES	450,400	450,400	461,300
6 GENERAL ADVICE TO PARISH COUNCILS	88,850	91,150	90,000
7 STREET NAMING & NUMBERING	3,200	2,700	750
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	1,830,800	1,381,350	1,466,300
8 CONTRIBUTIONS TO PROVISIONS	5,000	23,000	5,000
	<hr/>	<hr/>	<hr/>
	1,835,800	1,404,350	1,471,300
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	46.09	37.03	36.56

DIRECTOR OF FINANCE & TRANSFORMATION

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 HOUSING BENEFITS			
Employees			
Salaries	260,550	214,450 a)	201,900
Supplies & Services			
Stationery	1,000	200	200
Reference Books & Publications	1,200	1,200	1,200
Legal Fees	200	200	200
Bailiffs Commission	200	200	200
Audit Fee	17,000	17,000	17,000
Postages	6,000	5,000	3,000
Subscriptions	450	450	450
Compensation Scheme	100	100	100
Other Expenses	-	14,400 b)	-
Standard Self Isolation Payments	-	88,000 c)	-
Discretionary Self Isolation Payments	-	135,000 c)	-
Practical Support For Those Self-Isolating	-	62,900 d)	-
Housing Benefits			
Rent Allowances	25,702,000	24,815,500 e)	23,845,500 f)
Non HRA Rent Rebates	800,000	1,015,000 e)	900,000 f)
Local Scheme	75,000	66,500 e)	66,500 f)
Discretionary Housing Payments	300,000	224,000 e)	200,000 f)
Overpayments	(550,000)	(225,000) e)	(225,000) f)
Contribution to Bad Debt Provision	130,000	15,000 e)	- f)
	<hr/>	<hr/>	<hr/>
	26,743,700	26,450,100	25,011,250
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant	-	(53,350) g)	-
Government Grant - Covid 19			
Standard Self Isolation Payments	-	(88,000) c)	-
Discretionary Self Isolation Payments	-	(135,000) c)	-
New Burdens Grant	-	(43,200) h)	-
Rent Allowance Subsidy	(25,340,000)	(24,705,000) e)	(23,740,000) f)
Non HRA Rent Rebate Subsidy	(680,000)	(841,000) e)	(746,000) f)
Local Scheme Subsidy	(40,000)	(45,000) e)	(45,000) f)
Discretionary Housing Payment Contribution	(300,000)	(224,000) e)	(200,000) f)
Administration Grant	(202,650)	(202,650)	(182,400) i)
Contributions from Other Bodies	-	(169,650) d)	-
	<hr/>	<hr/>	<hr/>
	(26,562,650)	(26,506,850)	(24,913,400)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	181,050	(56,750)	97,850
Central, Departmental & Technical Support Services			
Central Salaries & Administration	139,300	112,400 j)	115,800
Information Technology Expenses	47,900	47,250	46,050
Departmental Administrative Expenses	149,100	129,550 a)	130,500
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	517,350	232,450	390,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	12.47	9.20	9.25

DIRECTOR OF FINANCE & TRANSFORMATION

HOUSING BENEFITS

- a) Reflects the reallocation of officer support from the Benefits team to Homelessness budget head, offset by additional staff resources to assist with caseload. The forward estimate reflects full year effect of establishment changes within the Revenues and Benefits team, together with provision for a pay award and additional National Insurance levy payment.
- b) Upgrades to the Revenues & Benefits IT system funded by government grant.
- c) Payments anticipated to be made under the Self Isolation Payments Scheme and associated grant allocation.
- d) Provision of practical support to those self isolating where required funded via KCC, together with Contain Outbreak Management Fund contribution.
- e) Revised estimates reflect current levels of benefit payments and subsidy due, together with a reassessment of the bad debts provision on overpayments, having regard to the age and size of the debt and level of write-offs. Overall the budget is £1,000 less than the 2021/22 original estimate.
- f) Reflects anticipated reduction in rent allowances as existing working age housing benefits claimants move onto Universal Credit. Overall the budget is £41,000 less than the 2021/22 original estimate.
- g) Grants awarded to assist with the administrative costs of implementing welfare reform and other changes. £14,400 has been used on upgrades to the IT system - see note b). The balance is transferred to an earmarked reserve for use on transformation initiatives.
- h) New Burdens Grant received to meet the cost of administering the Self Isolation Payments Scheme.
- i) Anticipated reduction in the Administration Grant to be awarded by the DWP in 2022/23.
- j) Reflects reallocation of officer support from Revenues team, following merger of Revenues and Benefits teams.

DIRECTOR OF FINANCE & TRANSFORMATION

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
2 LOCAL REVENUE & NNDR COLLECTION			
Employees			
Salaries	359,350	434,200 a)	410,650 a)
Supplies & Services			
Equipment, Furniture & Materials - Purchases	500	500	500
Direct Debit / Bank Charges	2,500	2,500	2,500
Court Fees	3,000	3,000	3,000
Debt Recovery Fees	7,000	7,000	10,000
Other Expenses	6,500	13,300 b)	24,750 c)
Stationery	4,800	4,800	4,800
Reference Books & Publications	400	400	400
Bar Code Payment Charges	-	4,200	2,800
Tracing Services	14,000	23,000 d)	14,000
Advertising	450	400	400
Postages	50,600	50,500	50,500
Compensation Scheme	100	100	100
Small Business / Retail, Hospitality & Leisure	-	95,000 e)	-
Local Restrictions Support (Addendum)	-	40,000 f)	-
Local Restrictions Support Closed (Tier 3)	-	5,800 f)	-
Tier Change Pro Rata Payment	-	21,700 f)	-
Closed Business Lockdown Grants	-	120,000 f)	-
Local Restrictions Support (Closed) January	-	149,600 f)	-
Restart Grant Scheme	-	4,496,700 g)	-
	<hr/>	<hr/>	<hr/>
	449,200	5,472,700	524,400
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant			
- Allowances for Cost of NNDR Collection	(157,400)	(156,400)	(156,400)
- Other	-	(13,550) h)	-
Government Grant - Covid 19			
- Local Restrictions Support Grant	-	(337,100) f)	-
- Restart Grant Scheme	-	(4,496,700) g)	-
- New Burdens Grant	-	(104,000) i)	-
Summons Costs Recovered	(245,000)	(250,000)	(250,000)
Civil Penalty	(3,000)	(3,000)	(3,000)
Contributions from Other Bodies	-	(27,700) j)	(18,100) k)
	<hr/>	<hr/>	<hr/>
	(405,400)	(5,388,450)	(427,500)
	<hr/>	<hr/>	<hr/>
Sub-total	43,800	84,250	96,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	268,800	148,300 l)	146,350
Information Technology Expenses	99,300	97,950	95,500
Departmental Administrative Expenses	261,600	270,100	272,800
	<hr/>	<hr/>	<hr/>
TO SUMMARY	673,500	600,600	611,550
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	20.49	16.91	16.63

DIRECTOR OF FINANCE & TRANSFORMATION

LOCAL REVENUE & NNDR COLLECTION

- a) Reflects the reallocation of officer support from the Benefits team, following merger of Revenues and Benefits teams, together with additional staff resources to assist with caseload. The forward estimate reflects full year effect of establishment changes within the Revenues and Benefits team, together with provision for a pay award and additional National Insurance levy payment.
- b) Includes performance based contribution to the Kent Intelligence Network.
- c) Includes performance based contribution to the Kent Intelligence Network and purchase of a software management tool funded from an earmarked reserve.
- d) Includes a payment due to Kent County Council in respect of Kent Intelligence Network software for the previous financial year.
- e) Repayment of business grant monies recovered to the Department of Business, Energy and Industrial Strategy.
- f) Payments made under the Local Restrictions Support Grant Fund administered by the local authority on behalf of central government.
- g) Payments made under the Restart Grant Scheme administered by the local authority on behalf of central government.
- h) New Burdens Grant received to meet the cost of delivering the council tax family annexe discount.
- i) New Burdens Grant received to meet the cost of administering the various Business Grant Funded Schemes.
- j) Contribution towards supernumerary post and Kent Intelligence Network software costs; and share of distributed surplus funds by Mid-Kent Enforcement Services in accordance with the agreement.
- k) Contribution towards Kent Intelligence Network software costs; and share of distributed surplus funds by Mid-Kent Enforcement Services in accordance with the agreement.
- l) Reflects reallocation of officer support from Benefits team, following merger of Revenues and Benefits teams.

DIRECTOR OF FINANCE & TRANSFORMATION

	2021/22		2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
3 <u>COUNCIL TAX SUPPORT</u>			
Employees			
Salaries	233,100	231,150	218,650 a)
Supplies & Services			
Stationery	1,250	650	-
Postages	2,500	200	200
Council Tax Support Scheme	-	4,500 b)	-
Council Tax Covid-19 Hardship Fund	-	53,450 c)	-
LCTS Grant (Main) via KCC	-	215,250 c)	-
LCTS Grant (Discretionary) via KCC	-	162,550 c)	-
Transfer Payments			
Benefits	-	(1,000)	-
	<hr/>	<hr/>	<hr/>
	236,850	666,750	218,850
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grants			
Administration			
- Dept. for Work and Pensions	(57,900)	(57,900)	(52,100) d)
- Dept. for Levelling Up, Housing and Communities	(103,350)	(121,150) e)	(93,000) d)
Government Grant - Covid 19			
Council Tax Covid-19 Hardship Fund	-	(53,450) c)	-
LCTS Grant via KCC	-	(379,750) c)	-
Contributions from Other Bodies	(124,500)	(136,700) f)	(136,700)
	<hr/>	<hr/>	<hr/>
	(285,750)	(748,950)	(281,800)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(48,900)	(82,200)	(62,950)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	84,150	53,700 g)	53,850
Information Technology Expenses	39,200	38,650	37,650
Departmental Administrative Expenses	135,500	143,800	145,250
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	209,950	153,950	173,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	10.40	8.21	7.97

DIRECTOR OF FINANCE & TRANSFORMATION

COUNCIL TAX SUPPORT

- a) Reflects full year effect of establishment changes within the Revenues and Benefits team, together with provision for a pay award and additional National Insurance levy payment.
- b) Development of an in-house modelling solution deferred to 2022/23.
- c) Support for low income households funded either directly by government grant or via Kent County Council.
- d) Anticipated reduction in the Administration Grant to be awarded by the DWP and DLUHC in 2022/23.
- e) Increase in administration grant awarded in recognition of the potential impact on caseload as a result of Covid-19.
- f) Contribution from Kent County Council based on the sum received in 2020/21, subject to confirmation.
- g) Reflects reallocation of officer support from Revenues team, following merger of Revenues and Benefits teams.

DIRECTOR OF FINANCE & TRANSFORMATION

	2021/22	2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
4 <u>TREASURY MANAGEMENT & BANKING ARRANGEMENTS</u>		
Employees		
Salaries	31,800	31,100
		31,950
Supplies & Services		
Treasury Advisor & Dealing Fees	11,000	19,500 a)
Credit / Debit Card Charges	35,700	41,000
Bank Charges	26,250	20,950
Other Hired and Contracted Services	2,750	4,300
Transfers in Lieu of Interest	2,850	1,200
	<hr/>	<hr/>
	110,350	118,050
	<hr/>	<hr/>
Less Income		
Interest on:		
Cash Flow Investments	(31,000)	(9,200) b)
Core Cash Investments	(49,000)	(55,000)
Property Fund Investments	(170,000)	(170,000)
Multi Asset Income Fund Investments	-	(61,900) c)
	<hr/>	<hr/>
	(250,000)	(296,100)
	<hr/>	<hr/>
<u>Sub-total</u>	(139,650)	(178,050)
	<hr/>	<hr/>
Central, Departmental & Technical Support Services		
Central Salaries & Administration	10,650	10,550
Information Technology Expenses	700	700
Departmental Administrative Expenses	15,850	16,900
	<hr/>	<hr/>
<u>TO SUMMARY</u>	(112,450)	(149,900)
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.92	0.90
		0.91

DIRECTOR OF FINANCE & TRANSFORMATION

TREASURY MANAGEMENT & BANKING ARRANGEMENTS

- a) Increase reflects the fee paid to the Council's treasury management advisors for the support provided in the Multi Asset Diversified Income Funds investment selection process.
- b) Interest rates remain low.
- c) Investment of existing funds and the proceeds from the sale of River Walk Offices in Multi Asset Diversified Income Funds during 2021/22.

DIRECTOR OF FINANCE & TRANSFORMATION

	2021/22	2022/23
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
5 <u>DRAINAGE BOARDS SPECIAL LEVIES</u>		
Payments to Drainage Boards	450,100	450,100
		461,000 a)
Central, Departmental & Technical Support Services		
Central Salaries & Administration	300	300
	-----	-----
<u>TO SUMMARY</u>	450,400	450,400
	-----	-----
Full Time Equivalent Number of Staff (including Support Service Staff)	0.00	0.00
		0.00
6 <u>GENERAL ADVICE TO PARISH COUNCILS</u>		
Employees		
Salaries	44,100	46,800
		45,000
Central, Departmental & Technical Support Services		
Central Salaries & Administration	28,600	28,150
Departmental Administrative Expenses	16,150	16,200
	-----	-----
<u>TO SUMMARY</u>	88,850	91,150
	-----	-----
Full Time Equivalent Number of Staff (including Support Service Staff)	1.24	1.24
		1.22
7 <u>STREET NAMING & NUMBERING</u>		
Income		
Street / House Naming & Numbering	(35,000)	(35,000)
		(36,050)
Central, Departmental & Technical Support Services		
Central Salaries & Administration	750	750
Information Technology Expenses	37,450	36,950
	-----	-----
<u>TO SUMMARY</u>	3,200	2,700
	-----	-----
Full Time Equivalent Number of Staff (including Support Service Staff)	0.57	0.57
		0.58

a) Reflects actual levies payable.

DIRECTOR OF FINANCE & TRANSFORMATION

8 CONTRIBUTIONS TO PROVISIONS

General Bad Debts Provision

TO SUMMARY

	2021/22	2022/23
ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
£	£	£
5,000	23,000 a)	5,000
5,000	23,000	5,000

- a) Increase reflects outstanding debt in respect of works carried out in default to be paid by the liable party.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

SUMMARY

	2021/22 ESTIMATE		2022/23
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. DEVELOPMENT MANAGEMENT	945,750	697,650	788,850
2. CONSERVATION	71,200	68,950	72,650
3. BUILDING CONTROL	53,100	42,300	26,900
4. PLANNING POLICY	839,000	1,006,250	1,314,050
5. HOUSING STRATEGY & ENABLING ROLE	246,300	239,000	264,600
6. HOMELESSNESS	814,000	1,292,600	1,453,700
7. HOUSING ADVICE & PREVENTION	162,600	198,750	180,550
8. HOME SAFETY	3,700	4,100	4,050
9. PRIVATE SECTOR HOUSING RENEWAL	403,900	288,650	297,650
10. PRIVATE SECTOR HOUSING STANDARDS	81,100	97,050	95,600
11. PUBLIC HEALTH ACT 1984	7,650	7,950	7,900
12. ENVIRONMENTAL PROTECTION ACT - PART 1	34,050	29,000	34,600
13. ENVIRONMENTAL PROTECTION	328,800	306,000	339,200
14. FOOD & SAFETY	376,550	284,450	379,700
15. PUBLIC HEALTH	155,300	113,150	134,400
	4,523,000	4,675,850	5,394,400
Full Time Equivalent Number of Staff (including Support Service Staff)	90.97	88.40	94.29

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

1. DEVELOPMENT MANAGEMENT

Employees

Salaries

1,107,400 1,075,050 **a)** 1,156,600 **b)**

Supplies & Services

Professional Fees

9,000 3,000 9,000

Planning Enforcement Fund

40,000 20,000 **c)** 30,000 **c)**

Application & Appeals

21,000 70,150 **d)** 21,000

Advertising

13,000 13,100 13,100

1,190,400 1,181,300 1,229,700

Less Income

Fees & Charges

Planning Applications

(792,000) (1,000,000) **e)** (940,000) **f)**

Pre-Planning Advice

(76,500) (76,500) (78,050) **g)**

Planning Performance Agreements

(50,000) (67,000) **h)** (50,000)

Viability Assessments

(9,100) (3,050) (9,100)

(927,600) (1,146,550) (1,077,150)

Sub-total

262,800 34,750 152,550

Central, Departmental & Technical Support Services

Central Salaries & Administration

132,600 140,900 118,800 **i)**

Information Technology Expenses

75,450 74,450 72,550

Departmental Administrative Expenses

474,900 447,550 **j)** 444,950 **j)**

TO SUMMARY

945,750 697,650 788,850

Full Time Equivalent Number of Staff

(including Support Service Staff)

32.92 30.13 30.66

DEVELOPMENT MANAGEMENT

- a) Reflects management savings arising from vacant posts.
- b) Reflects a full establishment, provision for a pay award and new social care levy.
- c) Project to tackle illegal development delayed. Funded in full from Ministry of Housing, Communities and Local Government grant received in 2019/20.
- d) Increase reflects external consultant support in respect of planning appeals including Oak Tree Stables, Fairseat; Keepers Cottage, Platt; Rosador, Wrotham; and Birling Road, Leybourne.
- e) Planning application levels have generally increased. Includes £150,000 in respect of an exceptionally large application (Broadwater Farm, West Malling).
- f) Includes £90,000 in respect of an anticipated exceptionally large application.
- g) Includes proposed increase in fees from April 2022 recommended by the Planning and Transportation Advisory Board on 10 November 2021.
- h) Increase in planning performance agreement requests. Partly off-set by increase in temporary staff resources to manage agreements.
- i) Re-allocation of resources by the Legal team from development management to local plan.
- j) Reduced IT hardware and printing costs.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

2. CONSERVATION

Employees

Salaries

42,850

41,500

45,300

Supplies & Services

Archaeological Advice

7,800

7,900

7,900

Sub-total

50,650

49,400

53,200

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,550

1,450

1,500

Information Technology Expenses

50

50

50

Departmental Administrative Expenses

18,950

18,050

17,900

TO SUMMARY

71,200

68,950

72,650

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

1.22

1.13

1.15

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
3. <u>BUILDING CONTROL</u>			
Employees			
Salaries	257,350	269,250 a)	291,250 b)
Supplies & Services			
Subscriptions	-	-	2,150 c)
Third Party Payments			
Building Control Partnership	45,000	30,000 d)	- d)
	<hr/>	<hr/>	<hr/>
	302,350	299,250	293,400
Less Income			
Fees & Charges			
Building Regulations	(404,000)	(415,000 e)	(423,000 f)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(101,650)	(115,750)	(129,600)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,850	13,250	13,100
Information Technology Expenses	21,850	21,550	21,050
Departmental Administrative Expenses	120,050	123,250	122,350
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	53,100	42,300	26,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.05	7.38	7.50

- a) Reflects revised building control establishment following cessation of partnership with Sevenoaks District Council (SDC), as approved by General Purposes Committee on 23 March 2021. Off-set by saving in partnership fee - see note d) below - and management savings arising from vacant posts.
- b) Reflects a full year impact of changes approved by General Purposes Committee and a full establishment.
- c) Subscription to Local Authority Building Control, as reported to General Purposes Committee on 23 March 2021.
- d) Building Control Partnership with Sevenoaks District Council ended September 2021.
- e) Higher than anticipated demand for service.
- f) Includes proposed increase in fees from April 2022 to be reported to Finance, Innovation and Property Advisory Board on 12 January 2022.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY

(a) PREPARATION OF LOCAL DEVELOPMENT FRAMEWORK

Employees

Salaries

255,800 299,050 **a)** 354,600 **b)**

Supplies & Services

Local Development Framework Expenses

150,000 190,100 **c)** 441,600 **c)**

Sub-total

405,800 489,150 796,200

Central, Departmental & Technical Support Services

Central Salaries & Administration

2,650 10,450 **d)** 15,750 **d)**

Information Technology Expenses

400 400 400

Departmental Administrative Expenses

80,250 88,800 **a)** 91,250 **b)**

489,100 588,800 903,600

Full Time Equivalent Number of Staff

(including Support Service Staff)

5.24 5.99 6.50

- a)** Increase reflects temporary additional resources required to meet revised local plan delivery approach reported to Planning and Transportation Advisory Board on 29 June 2021 (funded in full from an earmarked reserve) and new Senior Development Obligations Officer post approved by General Purposes Committee on 16 June 2021.
- b)** Full year impact of new establishment outlined at note a).
- c)** Anticipated third party costs in respect of the review, revision and resubmission of the Local Plan funded from an earmarked reserve. Estimated additional staff costs of £17,250 and £70,850 in 2021/22 and 2022/23 are also to be met from the earmarked reserve.
- d)** Increase reflects support from the Legal team on local plan matters.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY (continued)

(b) PLANNING POLICY

Employees

Salaries

213,550

216,300

243,500 a)

Supplies & Services

Transport Policy Consultancy

15,000

15,000

15,000

Borough Green Gardens

24,500

90,000 b)

45,500 b)

AONB Management

4,450

4,450

4,450

Local Wildlife Sites Register Update

3,550

3,550

3,550

Sub-total

261,050

329,300

312,000

Central, Departmental & Technical Support Services

Central Salaries & Administration

18,500

14,750

16,750

Information Technology Expenses

2,000

1,950

1,900

Departmental Administrative Expenses

68,350

71,450

79,800 a)

349,900

417,450

410,450

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

4.73

5.04

5.88

PLANNING POLICY

(a) PREPARATION OF LOCAL DEVELOPMENT FRAMEWORK

489,100

588,800

903,600

(b) PLANNING POLICY

349,900

417,450

410,450

TO SUMMARY

839,000

1,006,250

1,314,050

a) Increase reflects new Senior Development Obligations Officer post approved by General Purposes Committee on 16 June 2021.

b) Anticipated third party costs in respect of the Borough Green Gardens project funded in full from government grant received. Staff costs of £25,500 in 2021/22 are also to be met from the government grant.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**5. HOUSING STRATEGY
& ENABLING ROLE**

(a) HOUSING STRATEGY

Employees

Salaries

2021/22 ESTIMATE		2022/23 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
58,900	70,050 a)	63,900 a)
Supplies & Services		
Publicity & Promotion		
100	-	100
Support for External Agencies		
3,500	3,500	3,500
<hr/>	<hr/>	<hr/>
62,500	73,550	67,500
Less Income		
Contribution from Other Bodies		
-	(4,200) b)	-
<hr/>	<hr/>	<hr/>
Sub-total	69,350	67,500
Central, Departmental & Technical Support Services		
Central Salaries & Administration		
3,800	3,800	3,900
Information Technology Expenses		
500	500	450
Departmental Administrative Expenses		
19,800	21,900	20,800
<hr/>	<hr/>	<hr/>
86,600	95,550	92,650
<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.46	1.59

Publicity & Promotion

Support for External Agencies

Less Income

Contribution from Other Bodies

Sub-total

Central, Departmental & Technical Support Services

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

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

- a) Increase reflects several additional temporary posts required to manage increased workload within the Housing Needs and Strategy team. Funded in full from management savings, external contributions and an earmarked reserve.
- b) Savings in insurance costs in respect of the Better Homes Active Lives PFI scheme redistributed to partner authorities.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

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

(b) HOUSING REGISTER

Employees

Salaries

	2021/22 ESTIMATE ORIGINAL £	REVISED £	2022/23 ESTIMATE £
Salaries	108,300	125,900 a)	118,200 a)
Third Party Payments			
Choice Based Lettings	5,950	7,300 b)	6,550 b)
	<hr/>	<hr/>	<hr/>
	114,250	133,200	124,750
Less Income			
Contribution from Other Bodies	-	(37,400 c)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	114,250	95,800	124,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,750	5,350	5,350
Information Technology Expenses	1,350	1,350	1,300
Departmental Administrative Expenses	38,350	40,950	40,550
	<hr/>	<hr/>	<hr/>
	159,700	143,450	171,950
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.88	3.22	3.09

Third Party Payments

Choice Based Lettings

HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

86,600	95,550	92,650
<hr/>	<hr/>	<hr/>
159,700	143,450	171,950
<hr/>	<hr/>	<hr/>
246,300	239,000	264,600
<hr/>	<hr/>	<hr/>

(b) HOUSING REGISTER

TO SUMMARY

- a) Increase reflects several additional temporary posts required to manage increased workload within the Housing Needs and Strategy team. Funded in full from management savings, external contributions and an earmarked reserve.
- b) Increase reflects ongoing subscription to "Entitled to" element of system and a one-off costs for document upload support costs.
- c) Contain Outbreak Management Fund contribution from Kent County Council.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

6. HOMELESSNESS

Employees

Salaries

285,400 318,850 **a)** 305,300 **a)**

Premises Related Expenses

Repairs & Maintenance to Buildings

18,000 6,000 **b)** 27,400 **c)**

Maintenance of Grounds

2,500 - **b)** 4,400 **c)**

Electricity

600 3,450 350

Rates

1,000 - 1,000

Council Tax

2,000 7,700 **d)** 2,750

Water Charges (Metered)

- 950 -

Fixtures & Fittings

4,500 200 **b)** 5,400 **c)**

Premises Insurance

1,400 1,400 1,500

Transport Related Expenses

Public Transport

200 500 200

Supplies & Services

Purchases - Equipment & Materials

3,500 1,750 **b)** 5,400 **c)**

Maintenance - General

1,200 500 1,200

Professional Fees

22,500 38,100 **e)** 26,250 **e)**

Rough Sleeping Initiative

- 379,000 **f)** -

Temporary Accommodation

1,500,000 2,350,000 **g)** 2,000,000 **h)**

Storage of Furniture, Transport, etc.

500 500 500

Repossession Prevention Fund

5,000 - -

Rent Deposits / Rent in Advance - Payments

33,550 20,000 **i)** 33,550 **i)**

Contain Outbreak Management Fund

- 175,000 -

Homelessness Reduction Initiatives

25,000 8,350 **j)** 25,000

Landlord Incentive Initiative

- 43,000 **k)** -

Contribution to Bad Debt Provision

25,000 43,000 **l)** 30,000 **l)**

Third Party Payments

Medical Assessments

200 100 100

Carried Forward

1,932,050 3,398,350 2,470,300

HOMELESSNESS

- a) Increase reflects several additional temporary posts required to manage increased workload within the Housing Needs and Strategy team. Funded in full from management savings, external contributions and an earmarked reserve.
- b) Delay in conversion of houses at Pembury Road, Tonbridge into temporary accommodation units. It was originally assumed the units would be available for occupation by summer 2021 but now anticipated to be summer 2022.
- c) Assumes half the units at Pembury Road will be occupied by April 2022 and the remaining half by July 2022.
- d) Increase primarily reflects council tax on houses at Pembury Road awaiting conversion.
- e) Higher than anticipated cost of using a third party to manage clients in leased temporary accommodation (TA) in Union Street, Maidstone. Revised estimate includes £10,000 consultancy to review and make recommendations to address the high levels of expenditure on TA - funded in full from an earmarked reserve.
- f) Funding for eight posts and other initiatives provided by Look Ahead and Porchlight. Funded in full by grant from the Ministry of Housing, Communities and Local Government (MHCLG) (see note m).
- g) The number of households in TA continues to increase. In September 2021 the total number of households stood at around 150 (130 in September 2020). Measures intended to reduce caseload and expenditure have been further delayed. £246,000 of expenditure in 2021/22 will be funded from Homelessness Prevention Grant.
- h) Projects such as the Landlord Incentive scheme and completion of Pembury Road units are expected to reduce expenditure. In 2022/23, expenditure on TA, net of housing benefits, rental income and client receipts, is £900,000 more than the budget approved in February 2020. The Council's financial plans assume this growth will be reversed in full over the medium term.
- i) Reduced opportunities to use private sector rented accommodation to tackle homelessness caseload. Situation expected to improve due to Landlord Incentive scheme.
- j) Budget reduced to off-set use of additional temporary staff to reduce significant backlog in housing register application assessments.
- k) Project to provide incentives to landlords to facilitate moving clients from temporary accommodation to the Private Rented Sector, as reported to the Communities and Housing Advisory Board on 10 November 2020. Funded in full from the MHCLG's Next Steps Accommodation Programme grant received in 2020/21.
- l) Increase in levels of bad debt due to clients being placed in temporary accommodation without claiming housing benefits and leaving TA without any forwarding address.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

6. HOMELESSNESS (continued)

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	1,932,050	3,398,350	2,470,300
Less Income			
Government Grant	(382,700)	(867,850) m)	(100,000) n)
Repossession Prevention Fund - Recharges	(3,000)	-	-
Rent Deposits/Rent in Advance - Recharges	(33,550)	(20,000) i)	(33,550) i)
Customer & Client Receipts - Accommodation	(780,000)	(1,222,000) g)	(1,040,000) h)
Customer & Client Receipts - Service Charge	(17,250)	(27,000) g)	(23,000) h)
Rent of Temporary Accommodation	(120,400)	(40,000) b)	(120,400) c)
Contribution from Other Bodies	-	(200,350) o)	-
	<hr/>	<hr/>	<hr/>
	(1,336,900)	(2,377,200)	(1,316,950)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	595,150	1,021,150	1,153,350
Central, Departmental & Technical Support Services			
Central Salaries & Administration	37,900	107,850 p)	104,450 p)
Information Technology Expenses	13,750	13,550	13,200
Departmental Administrative Expenses	101,750	100,450	106,950
Depreciation & Impairment			
Non-Current Asset Depreciation	65,450	49,600 q)	75,750 r)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	814,000	1,292,600	1,453,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.95	9.28	9.81

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	1,500,000	2,350,000	2,000,000
Customer & Client Receipts - Accommodation	(780,000)	(1,222,000)	(1,040,000)
Customer & Client Receipts - Service Charge	(17,250)	(27,000)	(23,000)
Non HRA Rent Rebates	800,000	1,015,000	900,000
Non HRA Rent Rebate Subsidy	(680,000)	(841,000)	(746,000)
	<hr/>	<hr/>	<hr/>
Total including non-HRA rent rebates	822,750	1,275,000	1,091,000
	<hr/>	<hr/>	<hr/>

HOMELESSNESS (continued)

- m)** Increase reflects additional grants from the MHCLG - Rough Sleeping Initiative (£390,500), Homelessness Prevention Grant Winter 2021 Top- Up (£80,250) and Ex-Offenders Accommodation Grant (£14,400).
- n)** Notional Homelessness Prevention Grant for 2022/23. Use of any additional grant allocation to be the subject of discussion.
- o)** Contain Outbreak Management Fund contribution from Kent County Council.
- p)** Increased support from the Revenues and Benefits team including administering invoicing of clients.
- q)** Completion of conversion of houses at Pembury Road into twelve TA units slipped to 2022/23.
- r)** Cost of conversion of houses at Pembury Road higher than previously reported. Please see report to Finance, Innovation and Property Advisory Board on 15 September 2021.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

7. HOUSING ADVICE & PREVENTION

Employees

Salaries

109,650

134,250 a)

119,550 a)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

9,150

16,250 b)

14,900 b)

Information Technology Expenses

5,050

5,000

4,850

Departmental Administrative Expenses

38,750

43,250

41,250

TO SUMMARY

162,600

198,750

180,550

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

2.99

3.60

3.39

- a) Increase reflects several additional temporary posts required to manage increased workload within the Housing Needs and Strategy team. Funded in full from management savings, external contributions and an earmarked reserve.
- b) Increase reflects support from the Revenues and Benefits team on housing advice matters.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

8. HOME SAFETY

Employees
Salaries

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration
Departmental Administrative Expenses

TO SUMMARY

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

	2021/22 ESTIMATE		2022/23
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
	2,350	2,750	2,550
	500	500	550
	850	850	950
	<hr/>	<hr/>	<hr/>
	3,700	4,100	4,050
	<hr/>	<hr/>	<hr/>
	0.07	0.07	0.08

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**9. PRIVATE SECTOR
HOUSING RENEWAL**

Employees

Salaries

169,200 188,500 **a)** 183,000

Supplies & Services

Purchases - Equipment & Materials

250 - 250

Professional Fees

250 250 250

Better Care Fund Initiatives

Housing & Health Co-ordinator (Pembury) 11,500 11,500 11,500

Housing & Health Co-ordinator (Maidstone) 32,100 32,100 32,100

Handy Person Service (Pembury) 29,400 29,400 29,400

Handy Person Service (Boroughwide) 17,000 17,000 17,000

Minimum Energy Efficiency Project

- 59,400 **b)** -

Energy Efficiency Initiatives

4,000 4,000 4,000

Capital Grants & Contributions (RECS)

1,298,000 1,650,000 **c)** 1,110,000 **d)**

1,561,700 1,992,150 1,387,500

Less Income

Government Grant

(90,000) (157,550) **e)** (90,000)

Fees & Charges

(4,250) (4,000) (4,000)

Capital Grants Received (RECS)

(1,143,000) (1,620,000) **c)** (1,080,000) **d)**

(1,237,250) (1,781,550) (1,174,000)

Sub-total

324,450 210,600 213,500

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

10,500 9,850 10,000

Information Technology Expenses

8,150 8,050 7,850

Departmental Administrative Expenses

60,800 60,150 66,300

TO SUMMARY

403,900 288,650 297,650

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

4.48 4.40 4.94

PRIVATE SECTOR HOUSING RENEWAL

- a)** Increase reflects several additional temporary posts required to manage increased workload within the Private Sector Housing team. Funded in full from management savings, government grant and an earmarked reserve.
- b)** The Council has received a further £67,550 Private Rented Sector Minimum Energy Efficiency Standard (MEES) Compliance and Enforcement Grant from the Department for Business, Energy and Industrial Strategy (BEIS). In addition, £38,500 of grant received in 2020/21 was brought forward into 2021/22. £46,200 of the grant is to be used to fund additional temporary staff for the project and £450 on IT costs.
- c)** Increase reflects underspends in previous years rolled forward to 2021/22.
- d)** Assumes Better Care Fund allocations will be £1,130,000 from 2022/23 onwards, of which £90,000 will be used to fund revenue initiatives. This sees the annual mandatory DFG budget increase to £1,050,000 and the contribution from the Council's own resources reduced to nil.
- e)** Increase reflects a further allocation (£67,550) of the Private Rented Sector MEES Compliance and Enforcement Grant. See note b) above.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**10. PRIVATE SECTOR
HOUSING STANDARDS**

Employees

Salaries

2021/22 ESTIMATE		2022/23 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
61,200	70,250 a)	65,900 a)
-	5,250 b)	5,250 b)
<hr/>	<hr/>	<hr/>
61,200	75,500	71,150
(6,000)	(4,800) c)	(3,250) c)
<hr/>	<hr/>	<hr/>
Sub-total	70,700	67,900
1,500	1,500	1,550
3,150	3,100	3,050
21,250	21,750	23,100
<hr/>	<hr/>	<hr/>
TO SUMMARY	97,050	95,600
<hr/>	<hr/>	<hr/>
1.54	1.57	1.69

Supplies & Services

Other Expenses

Less Income

Houses in Multiple Occupation /
Caravan Site Licences

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

TO SUMMARY

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

- a) Increase reflects several additional temporary posts required to manage increased workload within the Private Sector Housing team. Funded in full from management savings, government grant and an earmarked reserve.
- b) The Council is required to pay Building Research Establishment annually for licences to access housing stock modelling software.
- c) Lower than anticipated requirement for caravan site and HMO licences.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

11. PUBLIC HEALTH ACT 1984

Employees

Salaries

2021/22 ESTIMATE		2022/23 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
1,550	1,850	1,700

Third Party Payments

Funeral Expenses

5,000	5,000	5,000
-------	-------	-------

Sub-total

6,550	6,850	6,700
-------	-------	-------

Central, Departmental & Technical Support Services

Central Salaries & Administration

500	500	550
-----	-----	-----

Departmental Administrative Expenses

600	600	650
-----	-----	-----

TO SUMMARY

7,650	7,950	7,900
-------	-------	-------

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

0.05	0.05	0.05
------	------	------

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

12. ENVIRONMENTAL PROTECTION ACT - PART 1

Employees

Salaries

2021/22 ESTIMATE		2022/23 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
26,850	23,800	28,100
(9,050)	(9,750)	(9,750)
17,800	14,050	18,350
Central, Departmental & Technical Support Services		
Central Salaries & Administration	1,300	1,300
Information Technology Expenses	4,600	4,550
Departmental Administrative Expenses	10,350	9,100
34,050	29,000	34,600
0.74	0.66	0.75

Less Income

Fees & Charges

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)

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

Share of:

Democratic Administration

Corporate Management

Non Distributed Costs

Full Cost of LAPPC / LA-IPPC

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
13. <u>ENVIRONMENTAL PROTECTION</u>			
Employees			
Salaries	197,950	177,150 a)	207,000
Supplies & Services			
Purchases - Equipment & Materials	1,000	500	1,000
Maintenance - Calibration of Instruments	2,000	1,500	2,000
Miscellaneous Insurance	900	900	950
Third Party Payments			
Water Sampling	750	500	500
General	1,250	1,000	1,000
Air Quality	11,750	23,550 b)	11,750
Contaminated Land - Site Inspections	2,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
	217,600	207,100	226,200
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Water Sampling	(750)	(500)	(750)
Provision of Information	(1,500)	(1,000)	(1,000)
	<hr/>	<hr/>	<hr/>
	(2,250)	(1,500)	(1,750)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	215,350	205,600	224,450
Central, Departmental & Technical Support Services			
Central Salaries & Administration	17,600	19,500	17,800
Information Technology Expenses	9,300	9,150	8,950
Departmental Administrative Expenses	81,150	65,900 a)	82,150
Depreciation & Impairment			
Non-Current Asset Depreciation	5,400	5,850	5,850
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	328,800	306,000	339,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.40	4.45	5.40

- a) Temporary re-allocation of time by the Street Scene and Leisure Administration team to waste services due to issues with kerbside waste collection, and temporary reduction in hours by a member of staff in the Environmental Protection team.
- b) Increase reflects use of external consultants to visit the Tarmac site in Snodland to monitor potential statutory nuisance following complaints from local residents.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

14. FOOD & SAFETY

(a) GENERAL

Employees

Salaries	109,100	85,850 a)	111,100
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Supplies & Services

Protective Clothing	150	100	150
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Health General	500	250	500
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Miscellaneous Insurance	650	550	550
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	110,400	86,750	112,300
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Less Income

Fees & Charges			
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Health & Safety	(500)	-	-
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	109,900	86,750	112,300
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Sub-total

Central, Departmental & Technical

Support Services

Central Salaries & Administration	9,850	11,100	10,100
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Information Technology Expenses	9,000	8,900	8,650
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Departmental Administrative Expenses	54,550	33,000 a)	54,600
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	183,300	139,750	185,650
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Full Time Equivalent Number of Staff

(including Support Service Staff)	3.16	2.02	3.18
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FOOD & SAFETY - GENERAL

- a) Reduction reflects temporary re-allocation of time by the Street Scene and Leisure Administration team to waste services due to issues with kerbside waste collection, and redeployment of staff from the Food and Safety team to support the Council's Covid-19 compliance, enforcement, test and trace activities - see page SSLTS 38.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

14. FOOD & SAFETY (continued)

(b) FOOD SAFETY

Employees

Salaries

2021/22 ESTIMATE		2022/23 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
120,800	103,650 a)	123,100

Supplies & Services

Health General

400	200	400
-----	-----	-----

Other Expenses

1,300	500	500
-------	-----	-----

Third Party Payments

Food Sampling

200	100	200
-----	-----	-----

122,700	104,450	124,200
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Less Income

Food Hygiene Rating Systems Re-inspections

(350)	(650)	(350)
-------	-------	-------

Court Costs

(500)	-	(500)
-------	---	-------

Fees & Charges

Food Inspection

(1,350)	(1,450)	(1,500)
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Training Courses

(3,000)	-	(3,000)
---------	---	---------

Contribution from Other Bodies

-	(15,000) b)	-
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(5,200)	(17,100)	(5,350)
---------	----------	---------

Sub-total

117,500	87,350	118,850
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Central, Departmental & Technical Support Services

Central Salaries & Administration

8,000	9,000	7,950
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Information Technology Expenses

9,150	9,000	8,800
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Departmental Administrative Expenses

58,600	39,350 a)	58,450
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193,250	144,700	194,050
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Full Time Equivalent Number of Staff

(including Support Service Staff)

3.34	2.31	3.35
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FOOD & SAFETY

(a) GENERAL

183,300	139,750	185,650
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(b) FOOD SAFETY

193,250	144,700	194,050
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TO SUMMARY

376,550	284,450	379,700
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FOOD & SAFETY - FOOD SAFETY

- a) Reduction reflects temporary re-allocation of time by the Street Scene and Leisure Administration team to waste services due to issues with kerbside waste collection, and redeployment of staff from the Food and Safety team to support the Council's Covid-19 compliance, enforcement, test and trace activities - see page SSLTS 38.
- b) Contain Outbreak Management Fund contribution from Kent County Council.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
15. <u>PUBLIC HEALTH</u>			
Employees			
Salaries	175,400	156,850 a)	162,500 a)
Supplies & Services			
Healthy Living Initiatives	10,000	17,500 b)	12,500 b)
	<hr/>	<hr/>	<hr/>
	185,400	174,350	175,000
	<hr/>	<hr/>	<hr/>
Less Income			
Contribution from Other Bodies	-	(22,150) c)	-
Public Health Funding	(120,700)	(120,700)	(120,700)
	<hr/>	<hr/>	<hr/>
	(120,700)	(142,850)	(120,700)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	64,700	31,500	54,300
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,050	2,200	2,100
Information Technology Expenses	300	250	250
Departmental Administrative Expenses	88,250	79,200 a)	77,750 a)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	155,300	113,150	134,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.75	5.40	5.28

- a) Reduced support from the Waste and Street Scene team on public health initiatives. Partly off-set by increased hours in the Healthy Living team to deliver Kent County Council (KCC) funded programme to tackle obesity in key target groups.
- b) Increase reflects anticipated external costs to support KCC programme to tackle obesity in key target groups.
- c) The Council has received one-off funding from KCC to tackle obesity in key target groups.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

SUMMARY

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
1. REFUSE COLLECTION	1,411,900	1,432,150	1,499,850
2. RECYCLING	251,050	1,637,850	1,057,650
3. STREET SCENE	1,082,350	1,044,450	1,113,050
4. PUBLIC CONVENIENCES	191,850	500,250	137,100
5. PEST CONTROL	22,150	20,900	22,150
6. TONBRIDGE & MALLING LEISURE TRUST	833,850	671,650	143,000
7. LARKFIELD LEISURE CENTRE	999,350	1,070,600	988,600
8. ANGEL CENTRE	448,800	557,050	488,400
9. TONBRIDGE SWIMMING POOL	652,800	639,150	678,250
10. POULT WOOD GOLF CENTRE	232,200	238,250	199,500
11. SPORTS GROUNDS	638,600	483,350	642,150
12. PLEASURE GROUNDS & OPEN SPACES	800,850	825,350	761,450
13. ALLOTMENTS	7,350	7,300	7,350
14. CHURCHYARDS	11,800	11,100	11,800
15. CEMETERY	85,100	84,150	29,550
16. YOUTH PARTNERSHIPS	61,900	56,250	57,300
17. SPORTS PARTNERSHIPS	66,450	62,950	64,950
18. EVENTS DEVELOPMENT	106,100	110,750	104,350
19. LEISURE STRATEGY	97,650	90,000	99,600
20. CHRISTMAS LIGHTING	46,700	46,250	46,500
21. PARKING SERVICES	(933,000)	(688,000)	(1,116,300)
22. TRANSPORTATION	145,550	147,300	148,800
23. SECURITY SERVICES MANAGEMENT (CCTV)	66,050	59,950	61,850
24. BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	568,150	67,050	568,200
25. CIVIL CONTINGENCIES	163,850	101,300	166,450
	8,059,400	9,277,350	7,981,550
Full Time Equivalent Number of Staff (Including Support Service Staff)	55.64	59.53	53.84

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
1. <u>REFUSE COLLECTION</u>			
Employees			
Salaries	139,800	179,800 a)	156,150 b)
Premises Related Expenses			
Vale Rise Depot Recharge	32,800	32,750	32,900
Supplies & Services			
Purchases - Equipment & Materials	3,000	-	3,000
Publicity & Promotion	2,000	1,000	2,000
Emergency Arrangements	150	50	50
Information Leaflets	1,000	-	1,000
Other Expenses	2,200	30,000 c)	20,000 c)
Third Party Payments			
Residual Waste Collection	1,204,000	1,137,000 d)	1,255,000 e)
Commercial Waste Collection	400	450	500
	<hr/>	<hr/>	<hr/>
	1,385,350	1,381,050	1,470,600
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Bulky Waste Collection	(120,000)	(130,000) f)	(135,000) g)
Additional Collections	(200)	(300)	(200)
Commercial Waste Collection	(400)	(450)	(500)
Contributions from Other Bodies	(2,500)	11,000 h)	- h)
Contract Default Penalty	-	(3,500) i)	-
	<hr/>	<hr/>	<hr/>
	(123,100)	(123,250)	(135,700)
	<hr/>	<hr/>	<hr/>
	<u>Sub-total</u>		
	1,262,250	1,257,800	1,334,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	10,100	14,050	13,350
Information Technology Expenses	6,000	5,950	5,800
Departmental Administrative Expenses	74,750	96,450 a)	87,700 b)
Depreciation & Impairment			
Non-Current Asset Depreciation	58,800	57,900	58,100
	<hr/>	<hr/>	<hr/>
	<u>TO SUMMARY</u>		
	1,411,900	1,432,150	1,499,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.27	5.56	4.82

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

REFUSE COLLECTION

- a) Increase reflects extension of temporary Waste Contract Officer post to March 2022 and diversion of staff resources from street scene due to issues with contractor performance.
- b) Diversion of staff resources from street scene due to issues with contractor performance.
- c) Increase reflects use of external consultants to review waste services contract and partnership legal costs for contractual related advice.
- d) Lower than anticipated inflationary increase in April 2021.
- e) Assumes 9.1% increase for inflation and fuel prices from April 2022 plus provision for waste collection from new housing developments (additional 500 properties per annum).
- f) Demand for household bulky waste collection, like other domestic waste collections, increased during the Covid-19 lockdowns, and has remained high after the easing of restrictions in the summer of 2021.
- g) Includes proposed increase in fees from April 2022 recommended by the Street Scene and Environment Services Advisory Board on 23 November 2021.
- h) No contribution receivable from Kent County Council due to suspension of Saturday Freighter Service since March 2020 and anticipated opening of new Household Waste Recycling Centre in Allington in summer of 2022. Revised estimate includes reversal of payment requested in 2020/21.
- i) Contract default penalties issued against Urbaser for poor performance between April 2021 and October 2021. 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

159,300 224,300 **a)** 184,100 **b)**

Premises Related Expenses

Recycling Centres - Servicing

2,000 10,100 **c)** 4,000 **d)**

Rates

1,000 1,000 1,000

Transport Related Expenses

Vehicle Fuel and Maintenance

- (3,050) -

Vehicle Contract Costs and Licences

- 24,600 **c)** 12,550 **d)**

Supplies & Services

Purchases - Equipment & Materials

2,000 2,000 2,000

Direct Debit / Bank Charges

200 200 200

Credit / Debit Card Charges

4,000 4,000 4,000

Publicity & Promotion

7,450 2,450 **e)** 7,450

Emergency Arrangements

50 - -

Contribution to Kent Resource Partnership

15,000 15,000 15,000

Other Expenses

1,300 33,000 **f)** 1,300

Third Party Payments

Kerbside Waste Collection

Dry Recycling

903,000 907,000 998,000 **g)**

Food Recycling

345,000 346,000 381,000 **g)**

Garden Waste Recycling

326,000 273,000 **h)** 414,000 **g)**

Bring Sites Waste Collection

Plastic Recycling

- 56,400 **c)** 28,450 **d)**

Paper Recycling

- 11,400 **c)** 5,850 **d)**

Mixed Dry Recycling

46,000 45,700 49,800

Carried Forward

1,812,300 1,953,100 2,108,700

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

RECYCLING

- a) Increase reflects extension of temporary Waste Contract Officer post to March 2022 and diversion of staff resources from street scene due to issues with contractor performance.
- b) Diversion of staff resources from street scene due to issues with contractor performance.
- c) Ongoing issues with kerbside waste collection services has resulted in further delay in the reduction of bring sites originally anticipated when the new nominal optimum method waste collection service was introduced in October 2019. Council has been using third party contractors to empty existing recycling banks due to the delay in implementing the new bring site service by the main waste collection contractor.
- d) Assumes reduction in number of bring sites by mid 2022/23.
- e) Essential spend only with all promotional activity carried out exclusively digitally.
- f) Use of third party contractor for bin delivery/repair/retrieval due to ongoing issues faced by waste services contractor.
- g) Assumes 9.1% increase for inflation and fuel prices from April 2022 plus provision for waste collection from new housing developments (additional 500 properties per annum).
- h) No payment due to contractor during suspension of service between October 2021 and March 2022. Off-set by allowance for two lots of one-off collections during autumn/winter.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING (continued)

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	1,812,300	1,953,100	2,108,700
Less Income			
Garden Waste Collection	(1,175,000)	- i)	(700,000) j)
Textile Recycling	(10,000)	(2,500) k)	(6,000) k)
Contribution from Other Bodies	-	(300)	-
Performance Payment	(590,000)	(570,000) l)	(570,000) l)
	<hr/>	<hr/>	<hr/>
	(1,775,000)	(572,800)	(1,276,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	37,300	1,380,300	832,700
Central, Departmental & Technical Support Services			
Central Salaries & Administration	10,600	13,350	12,850
Information Technology Expenses	26,450	26,050	25,400
Departmental Administrative Expenses	77,850	116,700 a)	95,450 b)
Depreciation & Impairment			
Non-Current Asset Depreciation	98,850	101,450	91,250 m)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	251,050	1,637,850	1,057,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.77	7.00	5.56

RECYCLING (continued)

- i)** Suspension of garden waste collections from July 2021 to March 2022 has resulted in the overwhelming majority of renewals due in 2021/22 now falling due in 2022/23. In addition, the Council has changed the way income is accounted from a cash basis to an accruals basis in order to minimise fluctuations in income as a consequence of any future suspensions.
- j)** Nine months suspension of collections will continue to have an impact on income into 2022/23 as residents will receive a nine month extension in subscriptions. Income will return to expected levels in 2023/24 assuming that collections resume in April 2022 and there are no further suspensions. Street Scene and Environment Services Advisory Board on 23 November 2021 recommended no increase in fees from April 2022.
- k)** Reduction in textile tonnages collected at bring sites.
- l)** Estimated value based on mix of recycling and residual waste over last year. Likely to be effected by households returning to more normal activities.
- m)** Recycling bins, boxes and banks purchased during 2007/08 fully depreciated.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

3. STREET SCENE

Employees

Salaries	142,700	130,400 a)	123,100 a)
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Supplies & Services

Purchases - Equipment & Materials	10,000	13,000	10,000
Abatement Initiatives (Self Help)	15,000	5,000 b)	15,000
Responsible Dog Ownership	11,000	10,400	11,000
Graffiti Removal	4,000	1,000	4,000
Dog Warden	65,500	69,800 c)	68,500
Emergency Arrangements	150	50	50

Third Party Payments

Amenity & Street Cleansing	801,000	748,000 d)	823,000 e)
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<hr/>	1,049,350	<hr/>	977,650	<hr/>	1,054,650
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Less Income

Fees & Charges			
Amenity Cleansing for Clarion Homes	(26,800)	- f)	- f)
Stray Dogs Redemption Fees	(6,000)	(4,000)	(4,150)
Fixed Penalty Notices	(8,000)	- g)	(3,000)
Clearance Costs and Contributions from Other Bodies	(6,800)	(3,500)	(6,800)

<hr/>	(47,600)	<hr/>	(7,500)	<hr/>	(13,950)
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Sub-total

1,001,750	970,150	1,040,700
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Central, Departmental & Technical Support Services

Central Salaries & Administration	9,050	9,200	9,150
Information Technology Expenses	4,400	4,300	4,200
Departmental Administrative Expenses	67,150	60,800 a)	59,000 a)

TO SUMMARY

<hr/>	1,082,350	<hr/>	1,044,450	<hr/>	1,113,050
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Full Time Equivalent Number of Staff
(including Support Service Staff)

3.99	3.73	3.45
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

STREET SCENE

- a) Staff resources diverted to waste collection due to issues with contractor performance.
- b) Essential spend only and reduced community activities due to Covid-19.
- c) Kennelling costs slightly higher than usual in 2021/22.
- d) No longer carrying out cleansing on Clarion Homes land, lower than anticipated inflationary increase in April 2021 and fewer ad-hoc work.
- e) Assumes 9.1% increase for inflation and fuel prices from April 2022 plus provision for cleansing of new housing developments.
- f) No longer carrying out cleansing on Clarion Homes land. Off-set by lower contractual payments - see note d) above.
- g) Reduced enforcement activity due to diversion of staff resources to waste collection.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

4. PUBLIC CONVENIENCES

Employees

Salaries	20,450	21,600	20,150
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Premises Related Expenses

Building Repairs Expenditure	11,400	106,400 a)	10,800 b)
Electricity	6,500	6,500	6,500
Rates	-	(18,900) c)	-
Water Charges (Metered)	5,700	5,700	5,700
Sewerage & Environmental Services	8,500	8,500	8,500
Premises Insurance	3,250	2,400	2,300

Supplies & Services

Contribution to Other Bodies	54,000	26,250 d)	-
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Third Party Payments

Public Convenience Cleansing	25,000	65,500 e)	25,500 f)
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	134,800	223,950	79,450
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Less Income

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

	134,750	223,900	79,400
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Sub-total

Central, Departmental & Technical Support Services

Central Salaries & Administration	5,750	5,800	5,950
Information Technology Expenses	400	400	400
Departmental Administrative Expenses	11,000	11,650	11,400

Depreciation & Impairment

Non-Current Asset Depreciation	39,950	39,950	39,950
Non-Current Asset Impairment	-	218,550 g)	-

	191,850	500,250	137,100
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TO SUMMARY

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

0.68	0.73	0.68
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PUBLIC CONVENIENCES

- a) Includes upgrade/refurbishment works (£65,000), Aylesford public convenience conversion (£20,000), general response work (£7,000), decoration (£4,900) and drain/gully cleaning/jetting (£4,000).
- b) Includes general response work (£3,000), drain/gully cleaning/jetting (£3,000) and servicing of plant and equipment (£1,950).
- c) Non-Domestic Rating (Public Lavatories) Bill made its way through Parliament on 20 April 2021 and Royal Assent has now been given. As the legislation is intended to apply from April 2020, the Council has received refunds in 2021/22 in respect of rates for 2020/21.
- d) Three out of six parish councils have taken up the offer of taking responsibility for public conveniences in their area.
- e) Changes to specifications of new contract, due to variations in numbers to be cleansed, has led to delays in renewal of contract and increasing costs as existing contract extended.
- f) Assumes new contract starts in April 2022. Cabinet have requested Overview and Scrutiny Committee to review the public convenience transfers which may further delay contract renewal.
- g) Impairment following transfer/closure of public conveniences in parished areas.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
5. <u>PEST CONTROL</u>			
Employees			
Salaries	8,450	8,000	8,550
Financial Hardship Subsidy	1,000	650	1,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	9,450	8,650	9,550
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,350	2,250	2,300
Information Technology Expenses	5,750	5,650	5,500
Departmental Administrative Expenses	4,600	4,350	4,800
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	22,150	20,900	22,150
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.38	0.36	0.37

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
6. <u>TONBRIDGE & MALLING LEISURE TRUST</u>			
Employees			
Salaries	44,650	44,100	45,150
Supplies & Services			
Capital Grants & Contributions (RECS)	-	38,000 a)	-
Other Expenses	-	1,800	-
Third Party Payments			
Employers' Superannuation Costs	56,500	49,500 b)	64,500 c)
General / Management Fee	700,000	700,000	-
	<hr/>	<hr/>	<hr/>
	801,150	833,400	109,650
Less Income			
Government Grant	-	(193,950) d)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	801,150	639,450	109,650
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,250	12,550	12,550
Information Technology Expenses	50	50	50
Departmental Administrative Expenses	20,400	19,600	20,750
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	833,850	671,650	143,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.33	1.30	1.32

- a) Payment to Tonbridge and Malling Leisure Trust (TMLT) in lieu of a capital renewals provision in return for the transfer of responsibility for all telephony hardware and systems and its replacement to TMLT, together with IT equipment sited at Leybourne Lakes Country Park.
- b) Lower than anticipated increase following the recent triennial valuation.
- c) Phased increase in the employers' pension contribution rate following the recent triennial valuation and in turn the payment due to TMLT under the management agreement. 2022/23 is year 3 of 3.
- d) Balance of grant allocation from the National Leisure Recovery Fund has been used to part fund the support given to TMLT following the re-opening of leisure centres in spring/summer 2021.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

7. LARKFIELD LEISURE CENTRE

Employees

Salaries

1,150

1,150

1,150

Premises Related Expenses

Building Repairs Expenditure

132,750

207,000 a)

130,650 b)

Premises Insurance

26,450

27,100

29,100

Sub-total

160,350

235,250

160,900

Central, Departmental & Technical Support Services

Central Salaries & Administration

15,950

16,300

16,550

Information Technology Expenses

200

150

150

Departmental Administrative Expenses

400

400

450

Depreciation & Impairment

Non-Current Asset Depreciation

822,450

818,500

810,550

TO SUMMARY

999,350

1,070,600

988,600

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.26

0.26

0.26

- a)** Includes servicing of plant and equipment (£71,800), sports hall stores retaining wall replacement (£35,000), legionella works (£15,700), pool hall lighting maintenance (£15,000), BMS system maintenance/upgrade (£12,000), sports hall roof consultancy work (£10,000) and plant renewals (£10,000).
- b)** Includes servicing of plant and equipment (£66,700), Prima dance studio toilet refurbishment (£10,000), plant renewals (£10,000), dry change repairs (£8,000) and BMS system maintenance/upgrade (£7,000).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

8. ANGEL CENTRE

Employees

Salaries

2021/22 ESTIMATE		2022/23 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
3,050	3,000	3,200

Premises Related Expenses

Building Repairs Expenditure

89,000	176,550 a)	124,050 b)
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Premises Insurance

12,900	13,350	14,200
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Sub-total

104,950	192,900	141,450
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Central, Departmental & Technical Support Services

Central Salaries & Administration

6,550	6,650	6,800
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Information Technology Expenses

150	150	150
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Departmental Administrative Expenses

800	800	800
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Depreciation & Impairment

Non-Current Asset Depreciation

336,350	356,550	339,200
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TO SUMMARY

448,800	557,050	488,400
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Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.19	0.19	0.19
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a) Includes gym flat roof renewal (£60,000), servicing of plant and equipment (£39,600), changing room works (£25,000), ventilation control panel replacement (£15,000), duct cleaning (£10,000) and IEE testing (£9,000).

b) Includes servicing of plant and equipment (£103,700).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

9. TONBRIDGE SWIMMING POOL

Employees

Salaries

3,050

3,000

3,200

Premises Related Expenses

Building Repairs Expenditure

168,600

148,350 a)

165,300 b)

Premises Insurance

20,100

20,650

22,150

Sub-total

191,750

172,000

190,650

Central, Departmental & Technical Support Services

Central Salaries & Administration

11,550

11,700

12,000

Information Technology Expenses

150

150

150

Departmental Administrative Expenses

800

800

800

Depreciation & Impairment

Non-Current Asset Depreciation

448,550

454,500

474,650

TO SUMMARY

652,800

639,150

678,250

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.26

0.26

0.26

- a) Includes servicing of plant and equipment (£61,900), BMS system maintenance/upgrade (£35,200), duct cleaning (£10,000), plant renewals (£10,000) and pool hall lighting maintenance (£8,600).
- b) Includes servicing of plant and equipment (£93,100), pool control panel renewals (£20,000), pool tile repairs (£10,000), plant renewals (£10,000) and BMS system maintenance/upgrade (£7,000).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
10. <u>POULT WOOD GOLF CENTRE</u>			
Employees			
Salaries	1,450	1,500	1,500
Premises Related Expenses			
Building Repairs Expenditure	50,950	66,450 a)	20,250 b)
Maintenance of Grounds	900	900	950
Premises Insurance	5,100	5,200	5,550
Transport Related Expenses			
Transport Insurance	5,900	5,850	6,150
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	64,300	79,900	34,400
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,800	7,900	8,150
Information Technology Expenses	100	100	100
Departmental Administrative Expenses	600	600	600
Depreciation & Impairment			
Non-Current Asset Depreciation	159,400	149,750	156,250
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	232,200	238,250	199,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.15	0.15	0.15

a) Includes external decoration (£19,800), servicing of plant and equipment (£15,100) and IEE testing (£7,500).

b) Includes servicing of plant and equipment (£12,500).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
11. <u>SPORTS GROUNDS</u>			
Employees			
Salaries	41,350	40,500	42,950
Premises Related Expenses			
Building Repairs Expenditure	175,500	31,250 a)	171,750 b)
Maintenance of Grounds	20,650	48,000 c)	20,650
Rates	550	(1,300)	-
Premises Insurance	2,400	2,450	2,650
Transport Related Expenses			
Repairs & Maintenance	200	200	200
Licences	150	150	150
Petrol / Oil	600	750	750
Car Allowances	400	400	400
Transport Insurance	200	200	200
Supplies & Services			
Clothing, Uniform & Laundry	150	150	150
Stationery	50	50	50
Gates / Security	2,000	3,650 d)	3,650 d)
Honoraria	1,100	1,100	1,100
Postages	50	50	50
Telephones	100	100	100
Licences	100	100	100
Third Party Payments			
Grounds Maintenance Contract	244,150	246,550	256,400 e)
	<hr/>	<hr/>	<hr/>
	489,700	374,350	501,300
Less Income			
Rents			
Rents	(15,200)	(16,250)	(16,250)
Partnership Funding	-	(12,650) c)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	474,500	345,450	485,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,650	12,550	12,750
Information Technology Expenses	550	550	500
Departmental Administrative Expenses	19,250	19,300	20,400
Depreciation & Impairment			
Non-Current Asset Depreciation	131,650	105,500 f)	123,450
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	638,600	483,350	642,150
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.43	1.39	1.41

SPORTS GROUNDS

- a) Includes legionella works (£10,600) and servicing of pumping station (£10,000).
- b) Includes replacement roof for Tonbridge Farm Pavilion (£160,000).
- c) Increase reflects installation of dementia friendly facilities at Tonbridge Racecourse Sportsground, funded in full by contribution from Tonbridge Dementia Friendly Community, essential drainage works and works to the bowls club.
- d) Increase reflects use of a private security company to open/close the gates at Holly Hill public open space near Snodland in response to anti-social behaviour at the site.
- e) Assumes 4.0% increase for inflation.
- f) Renewal of various equipment slipped from 2021/22 to 2022/23.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
12. PLEASURE GROUNDS & OPEN SPACES			
(a) TONBRIDGE CASTLE GROUNDS			
Employees			
Salaries	17,250	17,050	17,950
Premises Related Expenses			
Maintenance of Grounds	4,500	4,500	4,500
Electricity	1,000	800	800
Rates	1,300	1,300	1,300
Premises Insurance	50	50	50
Supplies & Services			
Purchases - Equipment & Materials	10,000	7,500	10,000
Licences	400	300	300
Third Party Payments			
Grounds Maintenance Contract	84,950	85,750	89,200 a)
Tonbridge Hanging Baskets	5,000	5,000	5,000
	<hr/>	<hr/>	<hr/>
	124,450	122,250	129,100
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges - Mooring Fees	(300)	(300)	(300)
Rents			
Rights over Water	(2,000)	(1,750)	(2,100)
	<hr/>	<hr/>	<hr/>
	(2,300)	(2,050)	(2,400)
	<hr/>	<hr/>	<hr/>
Sub-total	122,150	120,200	126,700
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,650	2,650	2,700
Information Technology Expenses	200	200	200
Departmental Administrative Expenses	7,400	7,550	7,800
Depreciation & Impairment			
Non-Current Asset Depreciation	11,500	7,600	11,650
	<hr/>	<hr/>	<hr/>
	143,900	138,200	149,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.55	0.55	0.55

PLEASURE GROUNDS & OPEN SPACES - TONBRIDGE CASTLE GROUNDS

- a) Assumes 4.0% increase for inflation.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK

Employees

	2021/22 ESTIMATE ORIGINAL £	REVISED £	2022/23 ESTIMATE £
Salaries	41,300	38,500	39,300

Premises Related Expenses

Building Repairs Expenditure	5,000	4,550	5,700
Maintenance of Grounds	9,250	18,000 a)	9,250
Electricity	1,500	1,500	1,500
Water Charges (Metered)	50	50	50
Sewerage & Environmental Services	900	1,100	1,150
Cleaning & Domestic Supplies	6,800	14,350 b)	7,000 c)
Premises Insurance	300	300	350

Supplies & Services

Purchases - Equipment & Materials	2,850	2,000	2,850
Maintenance - General	1,950	2,300	2,300
Clothing, Uniforms & Laundry	50	100	50
Cash Collection	1,450	1,550	1,550
Trade Refuse Charges	650	700	650
Dog Bin Emptying	300	300	300
Gates / Security	8,500	8,500	8,500
Rodent Control	1,000	350	350
Litter Collection	5,550	5,650	5,800
Advertising	700	400	700

Third Party Payments

Grounds Maintenance Contract	25,850	26,100	27,150
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Carried Forward

113,950	126,300	114,500
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- a) Increase reflects demands linked to Covid-19.
- b) Delay to renewal of public convenience cleansing contract has led to increased costs as existing contract has been extended - see page SSLTS 6.
- c) Assumes new contract starts in April 2022.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
12. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(b) HAYSDEN COUNTRY PARK (continued)			
<u>Brought Forward</u>	113,950	126,300	114,500
Less Income			
Fees & Charges			
Car Parking Fees	(63,000)	(75,000) d)	(83,000) e)
Car Park Season Tickets	(16,000)	(16,000)	(18,000)
Educational Visits	(350)	-	(350)
Rents			
Rights over Water	(5,300)	(5,350)	(5,350)
Mobile Catering Concession	(7,850)	(8,000)	(8,200)
	<hr/>	<hr/>	<hr/>
	(92,500)	(104,350)	(114,900)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	21,450	21,950	(400)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,650	2,650	2,700
Information Technology Expenses	1,150	1,100	1,100
Departmental Administrative Expenses	19,200	18,350	18,300
Depreciation & Impairment			
Non-Current Asset Depreciation	35,000	34,550	34,000
	<hr/>	<hr/>	<hr/>
	79,450	78,600	55,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.32	1.22	1.18

d) Increased usage of country park experienced during Covid-19 national lockdowns continued into spring/summer of 2021.

e) Allows for some increased usage during spring/summer plus increase in fees from April 2022. recommended by the Street Scene and Environment Services Advisory Board on 23 November 2021.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

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

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

Employees

Salaries	70,050	76,400 a)	78,600 a)
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Premises Related Expenses

Building Repairs Expenditure	1,000	-	-
Maintenance of Grounds	27,400	35,850 b)	27,400
Maintenance of Play Equipment	7,500	30,000 c)	7,500
Bridge Maintenance	10,500	30,000 d)	30,000 d)
Electricity	3,100	3,100	3,100
Premises Insurance	2,000	1,950	2,100

Supplies & Services

Purchases - Equipment & Materials	800	1,800	800
Professional Fees	10,000	10,000	-
Dog Bin Emptying	150	150	150
Rodent Control	200	150	150
Miscellaneous Insurance	150	150	150
Telephones	150	150	150

Third Party Payments

Grounds Maintenance Contract	134,850	140,550 e)	146,150 f)
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Carried Forward

267,850	330,250	296,250
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- a) Re-allocation of resources by the Engineering and Security team to reflect time spent managing Council owned bridges.
- b) Increase reflects improvement works at Basted Mill public open space, funded in full from amount received from Basted Mill Joint Committee - see note g).
- c) Health and safety inspections have resulted in urgent repairs/replacements due to increased use during Covid-19, funded in part from Kent County Council's Community Parks Funding - see note g).
- d) Increased costs following structural safety inspections.
- e) Increase reflects grounds maintenance at Basted Mill public open space in Borough Green which became the responsibility of the Council on 1 April 2021. See report to Communities and Housing Advisory Board on 25 February 2020.
- f) Assumes 4.0% increase for inflation.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
12. PLEASURE GROUNDS & OPEN SPACES (continued)			
(c) OPEN SPACES & AMENITY AREAS BOROUGH - WIDE (continued)			
<u>Brought Forward</u>	267,850	330,250	296,250
Less Income			
Interest Receipts	(2,850)	(2,850)	(2,200)
Rents			
Land	(18,850)	(18,250)	(18,250)
Wayleave Agreement	(1,250)	(1,250)	(1,250)
Contributions from Other Bodies	-	(20,750) g)	-
	<hr/>	<hr/>	<hr/>
	(22,950)	(43,100)	(21,700)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	244,900	287,150	274,550
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,250	6,400	6,450
Information Technology Expenses	900	900	900
Departmental Administrative Expenses	32,900	36,550 a)	37,100 a)
Depreciation & Impairment			
Non-Current Asset Depreciation	34,800	28,000	34,800
	<hr/>	<hr/>	<hr/>
	319,750	359,000	353,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.16	2.27	2.23

g) Kent County Council's Community Parks Funding (£12,300) and residual funding (£8,450) from the Basted Mill Joint Committee transferred to the Council on 1 April 2021 as reported to the Communities and Housing Advisory Board on 25 February 2020.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(d) PATROLLING

Employees

Salaries	5,650	5,550	5,800
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Transport Related Expenses

Repairs & Maintenance	200	200	200
Licences	100	150	150
Petrol / Oil	650	750	750
Transport Insurance	200	200	200

Supplies & Services

Clothing, Uniform & Laundry	150	150	150
Gates / Security	2,000	3,650 a)	3,650 a)
Telephones	50	50	50

Sub-total

9,000	10,700	10,950
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Central, Departmental & Technical Support Services

Central Salaries & Administration	1,250	1,250	1,300
Information Technology Expenses	100	100	100
Departmental Administrative Expenses	2,600	2,600	2,700

12,950	14,650	15,050
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.19	0.18	0.18
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- a) Increase reflects use of a private security company to open/close the gates at Holly Hill public open space near Snodland in response to anti-social behaviour at the site.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

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

**(e) COUNTRYSIDE / WOODLAND
MANAGEMENT**

Employees

Salaries	15,200	14,850	15,550
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Premises Related Expenses

Maintenance of Grounds	12,500	8,000	8,000
Tree Planting Schemes	2,300	2,300	2,300

Supplies & Services

Purchases - Equipment & Materials	300	300	300
Health & Safety - Trees	40,000	80,000 a)	40,000
Miscellaneous Insurance	50	50	50

Third Party Payments

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

79,350	114,500	75,200
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	6,350	6,350	6,450
Information Technology Expenses	950	950	900
Departmental Administrative Expenses	7,050	7,050	7,350

93,700	128,850	89,900
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.56	0.55	0.55
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- a) Increase reflects cost of all tree works and advanced tree inspections identified in the 2021 expert tree inspections.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
12. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(f) <u>LEYBOURNE LAKES COUNTRY PARK</u>			
Employees			
Salaries	72,150	42,900	7,850
Premises Related Expenses			
Building Repairs Expenditure	2,950	9,550 a)	3,650
Maintenance of Grounds	12,050	11,500	-
Electricity	2,500	1,000	-
Drainage Rates	50	50	-
Water Charges (Metered)	2,000	400	-
Sewerage & Environmental Services	1,000	1,050	-
Cleaning & Domestic Supplies	6,550	6,500 b)	-
Premises Insurance	600	600	650
Transport Related Expenses			
Repairs & Maintenance	250	350	-
Transport Insurance	400	400	400
Supplies & Services			
Purchases - Equipment & Materials	850	1,200	-
Maintenance - General	1,300	1,300	-
Clothing, Uniforms & Laundry	500	200	-
Printing & Stationery	700	150	-
Cash Collection	1,150	1,150	-
Trade Refuse Charges	2,000	1,250	-
Dog Bin Emptying	300	200	-
Gates / Security	9,950	15,900 c)	-
Pest Control	300	200	-
Wildlife Monitoring	350	-	-
Hall Hire for User Group	100	-	-
Telephones	1,100	550	-
Third Party Payments			
Management Fee	-	16,100 d)	5,000 d)
<u>Carried Forward</u>	<u>119,100</u>	<u>112,500</u>	<u>17,550</u>

PLEASURE GROUNDS & OPEN SPACES - LEYBOURNE LAKES COUNTRY PARK

Revised and forward estimates reflect the transfer of management of Leybourne Lakes Country Park to Tonbridge and Malling Leisure Trust with effect from 1 November 2021.

- a)** Includes servicing of sewage digester pump (£4,500).
- b)** Delay to renewal of public convenience cleansing contract has led to increased costs as existing contract has been extended - see page SSLTS 6.
- c)** Includes £9,800 for use of Covid-19 marshals during the weekends in the spring and summer of 2021 which has been funded in full from Contain Outbreak Management Fund contribution from Kent County Council.
- d)** Management fee due to Tonbridge and Malling Leisure Trust, as reported to Communities and Housing Advisory Board on 20 July 2021.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

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

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

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	119,100	112,500	17,550
Less Income			
Car Parking Fees	(42,000)	(37,000) e)	-
Car Park Season Tickets	(200)	(200)	-
Educational Visits	(450)	-	-
Interest Receipts	(1,500)	-	-
Rents			
Rents - Land	(350)	(200)	-
Mobile Catering Concession	(5,300)	(3,100)	-
Windsurfing / Diving Concession	(6,000)	(3,550)	-
Fishing Concession	(21,250)	(11,850)	-
Contributions from Other Bodies	(6,000)	(13,300) c)	-
Partnership Funding	-	(1,000)	-
	<hr/>	<hr/>	<hr/>
	(83,050)	(70,200)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	36,050	42,300	17,550
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,900	4,900	5,000
Information Technology Expenses	1,050	1,050	1,000
Departmental Administrative Expenses	37,850	26,000	2,750
Depreciation & Impairment			
Non-Current Asset Depreciation	71,250	31,800 f)	71,650
	<hr/>	<hr/>	<hr/>
	151,100	106,050	97,950
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.76	1.66	0.27

PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS	143,900	138,200	149,050
(b) HAYSDEN COUNTRY PARK	79,450	78,600	55,700
(c) OPEN SPACES & AMENITY AREAS	319,750	359,000	353,800
(d) PATROLLING	12,950	14,650	15,050
(e) COUNTRYSIDE / WOODLAND MANAGE'T	93,700	128,850	89,900
(f) LEYBOURNE LAKES COUNTRY PARK	151,100	106,050	97,950
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	800,850	825,350	761,450
	<hr/>	<hr/>	<hr/>

PLEASURE GROUNDS & OPEN SPACES - LEYBOURNE LAKES COUNTRY PARK (continued)

- e) Increased usage of country park experienced during Covid-19 national lockdowns continued into spring/summer of 2021.
- f) Completion of new lakeside facility slipped to 2022/23.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

13. ALLOTMENTS

Employees

Salaries

500

500

550

Premises Related Expenses

Drainage Rates

50

50

50

Premises Insurance

100

100

100

Third Party Payments

Management Fee to T.A.G.A.

5,100

5,100

5,100

Sub-total

5,750

5,750

5,800

Central, Departmental & Technical Support Services

Central Salaries & Administration

400

350

350

Departmental Administrative Expenses

250

250

250

Depreciation & Impairment

Non-Current Asset Depreciation

950

950

950

TO SUMMARY

7,350

7,300

7,350

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.02

0.02

0.02

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
14. <u>CHURCHYARDS</u>			
Employees			
Salaries	3,100	3,050	3,150
Premises Related Expenses			
Maintenance of Grounds	2,150	1,500	1,800
Third Party Payments			
Grounds Maintenance Contract	4,250	4,300	4,500
	<hr/>	<hr/>	<hr/>
	9,500	8,850	9,450
Less Income			
Contributions from Other Bodies	(50)	(50)	(50)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	9,450	8,800	9,400
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,000	950	950
Information Technology Expenses	100	100	100
Departmental Administrative Expenses	1,250	1,250	1,350
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	11,800	11,100	11,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.09	0.09	0.09

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
15. CEMETERY			
Employees			
Salaries	26,000	25,450	27,200
Premises Related Expenses			
Building Repairs Expenditure	7,300	1,550	7,500 a)
Maintenance of Grounds	5,600	9,000 b)	5,600
Electricity	2,000	3,000	3,000
Rates	9,900	9,900	9,900
Water Charges (Metered)	200	250	250
Sewerage & Environmental Services	150	250	250
Premises Insurance	800	800	850
Supplies & Services			
Purchases - Equipment & Materials	1,950	2,050	2,050
Third Party Payments			
Grounds Maintenance Contract	57,300	57,800	60,100
	<hr/>	<hr/>	<hr/>
	111,200	110,050	116,700
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Graves - Exclusive Right of Burial	(20,200)	(22,000)	(41,600)
Interments	(25,300)	(26,000)	(49,150)
Memorials - Erection	(2,200)	(3,500)	(6,600)
Memorials - Inscription	(1,500)	(1,500)	(2,850)
Register Search	(500)	(1,000)	(1,900)
Memorial Garden - Lease of Tablet / Vault	(12,600)	(12,600)	(23,800)
Memorial Garden - Plaque / Inscription	(5,100)	(1,400)	(2,650)
Use of Chapel	(1,500)	(1,000)	(1,900)
	<hr/>	<hr/>	<hr/>
	(68,900)	(69,000)	(130,450) c)
	<hr/>	<hr/>	<hr/>
Sub-total	42,300	41,050	(13,750)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,300	6,350	6,500
Information Technology Expenses	800	800	750
Departmental Administrative Expenses	11,550	11,550	12,300
Depreciation & Impairment			
Non-Current Asset Depreciation	24,150	24,400	23,750
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	85,100	84,150	29,550
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.85	0.83	0.85

CEMETERY

- a) Includes internal decoration (£6,000).
- b) Increase reflects essential drainage works.
- c) Includes proposed increase in fees from April 2022 recommended by the Communities and Housing Advisory Board on 9 November 2021.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
16. <u>YOUTH PARTNERSHIPS</u>			
Employees			
Salaries	30,700	29,450	31,000
Supplies & Services			
Leisure Pass Subsidy	8,000	5,900 a)	3,000 b)
Marketing	1,000	500 a)	1,000
Youth Development Initiatives	2,000	1,000 a)	2,000
	<hr/>	<hr/>	<hr/>
	41,700	36,850	37,000
Less Income			
Fees & Charges			
Activate	(100)	-	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	41,600	36,850	37,000
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,200	4,100	4,150
Information Technology Expenses	2,300	2,300	2,250
Departmental Administrative Expenses	13,800	13,000	13,900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	61,900	56,250	57,300
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.90	0.86	0.89

- a) Essential spend only while youth activities were reduced due to Covid-19.
- b) Based on anticipated number of Leisure Pass applications in a normal year.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
17. <u>SPORTS PARTNERSHIPS</u>			
Employees			
Salaries	41,150	40,100	41,500
Supplies & Services			
Sports Development Programme	5,000	3,000 a)	3,000 a)
	<hr/>	<hr/>	<hr/>
	46,150	43,100	44,500
Less Income			
Contributions from Other Bodies	(500)	-	(500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	45,650	43,100	44,000
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,550	1,550	1,600
Information Technology Expenses	300	300	300
Departmental Administrative Expenses	18,950	18,000	19,050
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	66,450	62,950	64,950
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.13	1.10	1.12

a) Expenditure to be limited to annual Kent Sports Partnership contribution.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
18. <u>EVENTS DEVELOPMENT</u>			
Employees			
Salaries	53,850	47,700 a)	54,400
Supplies & Services			
Events Support	22,000	19,000 b)	22,000
Marketing	4,000	1,000 c)	4,000
Licences	1,000	1,550	1,000
	<hr/>	<hr/>	<hr/>
	80,850	69,250	81,400
Less Income			
Events Income	(30,000)	(12,250) d)	(35,000) e)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	50,850	57,000	46,400
Central, Departmental & Technical Support Services			
Central Salaries & Administration	31,150	32,450	33,600
Information Technology Expenses	550	500	500
Departmental Administrative Expenses	23,550	20,800 a)	23,850
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	106,100	110,750	104,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.03	1.98	2.11

EVENTS DEVELOPMENT

- a) Reduced management focus while events are limited due to Covid-19.
- b) Reduced number of events during spring/summer 2021 due to Covid-19.
- c) Reduced number of events and increased digital marketing.
- d) Reduced number of events during spring/summer 2021 due to Covid-19, particularly those generating income.
- e) Reflects new charging structure coming into effect from April 2022.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

19. LEISURE STRATEGY

Employees

Salaries

2021/22 ESTIMATE		2022/23 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
63,000	60,800	64,250

Supplies & Services

Market Research / Audit Programme

4,250	-	4,250
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Community Group Funding

8,000	8,000	8,000
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Sub-total

75,250	68,800	76,500
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Central, Departmental & Technical Support Services

Central Salaries & Administration

1,250	1,100	1,150
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Departmental Administrative Expenses

21,150	20,100	21,950
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TO SUMMARY

97,650	90,000	99,600
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

1.29	1.21	1.28
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Analysis of Salaries:-

Leisure Planning / Policy

£	£	£
31,100	30,900	31,800

Market Research

1,700	450	1,750
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Liaison with Outside Bodies

30,200	29,450	30,700
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<u>63,000</u>	<u>60,800</u>	<u>64,250</u>
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a) Market research/customer surveys at outdoor facilities suspended due to Covid-19.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. CHRISTMAS LIGHTING

Employees

Salaries

5,950

5,950

6,100

Supplies & Services

Christmas Lighting

32,000

32,000

32,000

Sub-total

37,950

37,950

38,100

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,500

1,100

1,100

Information Technology Expenses

200

150

150

Departmental Administrative Expenses

2,600

2,600

2,700

Depreciation & Impairment

Non-Current Asset Depreciation

4,450

4,450

4,450

TO SUMMARY

46,700

46,250

46,500

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

0.16

0.15

0.15

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

21. PARKING SERVICES

(a) OFF-STREET

Employees

Salaries	227,650	217,850 a)	232,400 b)
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Premises Related Expenses

Maintenance of Grounds	204,800	206,000	224,000 c)
Repairs & Maintenance	30,000	40,000 d)	30,000
Winter Maintenance	5,000	10,000 e)	10,000 e)
Electricity	2,300	2,300	2,300
Rates	269,000	269,900	267,700 f)
Premises Insurance	2,100	2,600	2,750

Transport Related Expenses

Repairs & Maintenance	1,200	1,200	1,200
Licences	650	450	450
Petrol / Oil	3,000	3,500	3,500
Transport Insurance	800	800	800

Supplies & Services

Purchases - Equipment & Materials	2,000	10,000 g)	2,000
Maintenance - General	22,150	25,000 e)	25,000 e)
Uniforms	1,000	750	750
Stationery	10,000	10,000	10,000
Cash Collection	50,000	68,000 h)	65,000 h)
Payment to Principals / Ticket Refunds	438,000	349,000 i)	451,000 j)
Advertising	1,000	500	500
Adjudication & Enforcement Services	6,000	6,000	6,000
Security Services Mgt. Recharge (CCTV)	178,650	162,150 k)	167,300 k)

Carried Forward

1,455,300	1,386,000	1,502,650
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PARKING SERVICES - OFF-STREET

- a) Reflects management savings arising from vacant posts and re-allocation of resources to Open Spaces (pages SSLTS 17) by the Engineering and Security team to reflect time spent managing Council owned bridges.
- b) Reflects a full establishment, provision for a pay award and new social care levy.
- c) Increase for inflation in line with contract conditions.
- d) Increased level of maintenance required across all car parks.
- e) Increased to reflect more accurate values based on previous years' expenditure.
- f) NNDR "multiplier" for 2022/23 frozen, as announced in the 2021 Autumn Budget.
- g) Increase reflects renewal of body cameras worn by Civil Enforcement Officers.
- h) Anticipated cost of new contract following incumbent contractor going into administration.
- i) Usage of car parks lower than anticipated during spring and summer 2021 due to delay in lifting restrictions imposed by the third Covid-19 national lockdown.
- j) Reflects increase in usage in post-Covid recovery period.
- k) Relatively new equipment requiring less essential repairs - see page SSLTS 36.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

21. PARKING SERVICES (continued)

(a) OFF-STREET (continued)

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	1,455,300	1,386,000	1,502,650
Less Income			
Fees & Charges			
Car Park Season Tickets	(166,000)	(181,000) l)	(167,000) m)
Short Stay Parking	(1,640,000)	(1,500,000) n)	(1,840,000) m)
Long Stay Parking	(620,000)	(478,000) n)	(650,000) m)
Penalty Charge Notices	(98,000)	(98,000)	(105,000) o)
General	(13,000)	(22,000) p)	(32,000) p)
Management of Angel / Botany Car Parks	(100,600)	(100,700)	(104,800) q)
Rent - Snodland Town Market / Tonbridge	(28,400)	(22,000) r)	(9,400) r)
Saturday Market / Tonbridge Sunday			
Farmers' Market			
	<hr/>	<hr/>	<hr/>
	(2,666,000)	(2,401,700)	(2,908,200)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(1,210,700)	(1,015,700)	(1,405,550)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	26,400	26,550	27,150
Information Technology Expenses	31,400	30,950	30,200
Departmental Administrative Expenses	74,200	73,850	74,050
Depreciation & Impairment			
Non-Current Asset Depreciation	110,750	98,250 s)	94,650 s)
	<hr/>	<hr/>	<hr/>
	(967,950)	(786,100)	(1,179,500)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.93	7.90	7.88

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PARKING SERVICES - OFF-STREET (continued)

- l)** Increase reflects anticipated income from one year trial of new Tonbridge Town Centre Residents Season Ticket, as reported to Street Scene and Environment Services Advisory Board on 8 June 2021. Take-up of new season ticket lower than anticipated, revised estimate assumes 50 tickets sold.
- m)** Incorporates increase in usage in post-Covid recovery period, plus increase in charges from April 2022 recommended by the Street Scene and Environment Services Advisory Board on 23 November 2021.
- n)** Usage of car parks lower than anticipated during spring and summer 2021 due to delay in lifting restrictions imposed by the third Covid-19 national lockdown.
- o)** Assumes income will increase as car park usage increases post-Covid.
- p)** Increase reflects fees retained by Council from the new Ringo pay-by-phone service.
- q)** Assumes 4.0% increase for inflation.
- r)** Cessation of the Tonbridge Saturday Market in December 2021.
- s)** Improvement works to Aylesford, Martin Square and Snodland car parks cancelled following decision by Cabinet on 12 October 2021 not to proceed with charging at these car parks.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

21. PARKING SERVICES (continued)

(b) ON-STREET

Employees

Salaries	302,600	296,150 a)	315,900 b)
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Premises Related Expenses

Repairs & Maintenance	15,000	15,000	15,000
Car Parking Action Plans	15,000	15,000	15,000

Transport Related Expenses

Repairs & Maintenance	1,500	1,500	1,500
Licences	250	350	350
Petrol / Oil	3,000	3,500	3,500
Transport Insurance	1,200	1,200	1,250

Supplies & Services

Purchases - Equipment & Materials	1,950	9,950 c)	1,950
Maintenance - General	5,200	5,200	5,200
Uniforms	1,500	1,500	1,500
Stationery	1,000	500	500
Cash Collection	2,000	1,500	1,500
Advertising	1,000	1,000	1,000
Adjudication & Enforcement Services	6,100	6,100	6,100

<hr/>	357,300	358,450	370,250
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Less Income

Fees & Charges

Business Parking Permits	(37,000)	(27,000) d)	(31,000) e)
Residents Parking Permits	(140,000)	(133,000) d)	(145,000) e)
Visitors Parking Permits	(33,000)	(25,000) f)	(25,000) f)
Dispensations	(6,000)	(22,000) g)	(19,000) g)
On-street Parking	(72,500)	(43,000) h)	(46,000) e)
Penalty Charge Notices	(175,000)	(155,000) d)	(185,000) e)

<hr/>	(463,500)	(405,000)	(451,000)
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Sub-total Carried Forward

<hr/>	(106,200)	(46,550)	(80,750)
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

22. TRANSPORTATION

Employees

Salaries	80,350	83,000	82,800
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Premises Related Expenses

Repairs, Alterations & Maintenance	17,000	17,000	17,000
Electricity	400	500	500
Vale Rise Depot Recharge	1,850	1,850	1,800
Premises Insurance	100	100	100

Supplies & Services

Purchases - Equipment & Materials	5,000	5,000	5,000
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Sub-total

104,700	107,450	107,200
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Central, Departmental & Technical Support Services

Central Salaries & Administration	6,800	6,800	6,900
Information Technology Expenses	2,050	1,950	1,950
Departmental Administrative Expenses	30,650	29,750	31,500

Depreciation & Impairment

Non-Current Asset Depreciation	1,350	1,350	1,250
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TO SUMMARY

145,550	147,300	148,800
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Full Time Equivalent Number of Staff
(including Support Service Staff)

1.92	1.87	1.94
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TRANSPORTATION

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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

23. SECURITY SERVICES MANAGEMENT

	2021/22 ESTIMATE		2022/23
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	30,800	28,900	29,200
Premises Related Expenses			
Electricity	350	450	450
Supplies & Services			
Purchases - Equipment & Materials	1,500	1,500	1,500
Maintenance - General	12,000	12,000	12,000
Miscellaneous Insurance	3,350	3,300	3,550
Third Party Payments			
CCTV Monitoring Station	165,000	150,000 a)	156,000 b)
	<hr/>	<hr/>	<hr/>
	213,000	196,150	202,700
Less Income			
Recharge to Parking Services	(178,650)	(162,150)	(167,300)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	34,350	34,000	35,400
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,900	4,850	4,950
Information Technology Expenses	800	800	750
Departmental Administrative Expenses	14,200	13,300	13,750
Depreciation & Impairment			
Non-Current Asset Depreciation	11,800	7,000	7,000
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	66,050	59,950	61,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.82	0.77	0.77

a) Relatively new equipment requiring less essential repairs.

b) Assumes 4.0% increase for inflation.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

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

Employees

Salaries	38,300	39,900	39,300
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Supplies & Services

Purchases - Equipment & Materials	750	750	750
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Professional Fees	5,400	4,950	4,950
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Capital Grants & Contributions (RECS)	500,000	- a)	500,000 a)
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Third Party Payments

Contract Payments	3,000	2,100	2,100
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Sub-total

547,450	47,700	547,100
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	1,750	1,800	1,800
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Information Technology Expenses	550	550	550
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Departmental Administrative Expenses	18,300	16,900	18,650
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Depreciation & Impairment

Non-Current Asset Depreciation	100	100	100
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TO SUMMARY

568,150	67,050	568,200
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Full Time Equivalent Number of Staff
(including Support Service Staff)

0.93	0.87	0.94
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- a) Contribution towards the Environment Agency's Leigh Flood Storage Area Improvement project slipped to 2022/23

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

25. CIVIL CONTINGENCIES

Employees

	2021/22 ESTIMATE ORIGINAL £	REVISED £	2022/23 ESTIMATE £
Salaries	64,650	176,800 a)	65,900
Supplies & Services			
Purchases - Equipment & Materials	500	1,500	500
Provision of Sandbags	500	500	500
Out of Hours Call Service	14,900	14,900	15,450
Other Expenses	250	250	250
Contribution to Kent Resilience Forum Covid-19	17,150	14,600 b)	17,150
Community Hub, etc.	-	1,000	-
Containment Outbreak Management	-	61,600 c)	-
	<hr/>	<hr/>	<hr/>
	97,950	271,150	99,750
Less Income			
Government Grant - Covid 19	-	(156,150) d)	-
Contribution from Other Bodies	-	(113,600) e)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	97,950	1,400	99,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	34,800	34,150	34,950
Information Technology Expenses	150	150	150
Departmental Administrative Expenses	30,950	65,600 a)	31,600
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	163,850	101,300	166,450
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.92	4.00	1.91

- a) Reflects redeployment of staff from across the Council to support the Council's Covid-19 work.
- b) Reflects reduction of the part 1 fee due to funding rolling over from previous years.
- c) Use of Covid-19 marshals in Tonbridge in the spring and summer of 2021 which has been funded in full from Contain Outbreak Management Fund.
- d) Contain Outbreak Management Fund grant from the Department of Health and Social Care.
- e) Contain Outbreak Management Fund and Test and Trace contributions from Kent County Council.