

Draft Revenue Estimates 2024/25

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Overview and Scrutiny Committee 25 January 2024
General Fund Revenue Estimates 2024/25
SUMMARY

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
Corporate Services	4,187,150	3,751,150	3,839,450
Chief Executive	1,321,300	1,259,700	1,106,400
Director of Central Services	379,050	929,500	839,500
Director of Finance & Transformation	570,750	(473,050)	(265,700)
Director of Planning, Housing & Environmental Health	5,007,900	6,132,700	5,064,150
Director of Street Scene, Leisure & Technical Services	9,027,250	9,583,900	9,209,550
Sub Total	20,493,400	21,183,900	19,793,350
Capital Accounting Reversals			
Non-Current Asset Depreciation	(2,856,350)	(2,735,640)	(2,874,800)
Non-Current Asset Impairment	-	-	-
Contributions to / (from) Reserves			
Building Repairs Reserve			
Withdrawals to fund expenditure	(1,144,650)	(1,569,300)	(1,354,400)
Contribution to Reserve	750,000	750,000	750,000
Earmarked Reserves (see page S 2)			
Contributions from Reserves	(2,947,550)	(3,772,800)	(1,974,350)
Contributions to Reserves	2,495,150	3,762,750	7,345,550
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(6,851,000)	(1,904,000) #	(6,425,000) #
Revenue Expenditure Funded from Capital	(206,000)	(166,000) #	(158,000) #
Other contributions to / (from) Reserve (net)	1,494,000	2,325,000	1,315,000
Capital Expenditure Charged to General Fund	6,851,000	1,904,000 #	6,425,000 #
Government Grants			
New Homes Bonus	(610,500)	(610,500)	(343,400)
Under-indexing Business Rates Multiplier	(406,750)	(600,000)	(464,300)
Services Grant	(89,400)	(93,100)	(14,650)
Funding Guarantee	(1,765,700)	(1,762,000)	(2,335,850)
Sports & Leisure VAT Refund including Interest	-	(2,042,500)	-
Contributions from KCC	-	(200,000)	-
Sub Total	15,205,650	14,469,810	19,684,150
Revenue Support Grant	(137,300)	(137,300)	(146,400)
National Non-Domestic Rates			
Share of National Non-Domestic Rates	(25,455,018)	(25,455,018)	(31,041,126)
Tariff	25,854,000	25,854,000	27,197,332
Levy	-	12,823	18,075
Business Rates Pool	141,404	312,624	863,833
Small Business Rate Relief Grant	(1,025,828)	(924,117)	(953,226)
Business Rates Relief Measures	(2,462,491)	(1,858,475)	(2,060,080)
Public Toilets Relief Grant	(5,576)	(9,606)	(7,239)
Collection Fund Adjustments			
Council Tax (Surplus) / Deficit	(85,040)	(85,040)	(90,048)
National Non-Domestic Rates (Surplus) / Deficit	(1,199,330)	(1,199,330)	(1,674,157)
Sub Total	10,830,471	10,980,371	11,791,114
Contribution to / (from) General Revenue Reserve	1,356,800	1,206,900	945,190
Balance to be met from Council Tax Payers	12,187,271	12,187,271	12,736,304

Based on the Capital Plan (List A) position as reported to Management Team 28/11/2023. The figures will need to be amended to reflect the impact of any new schemes added to the Plan.

Overview and Scrutiny Committee 25 January 2024
General Fund Revenue Estimates 2024/25
EARMARKED RESERVES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
Contributions from Earmarked Reserves			
Budget Stabilisation Reserve	(900,000)	(938,750)	(561,550)
Business Rates Retention Scheme Reserve	(267,650)	(260,750)	(160,350)
Climate Change Reserve	(301,150)	(304,650)	(82,400)
Domestic Abuse Act Reserve	(46,300)	(91,100)	(92,850)
Election Reserve	(157,850)	(57,700)	-
Homelessness Reserve	(780,300)	(1,073,300)	(570,000)
Housing & Welfare Reform Reserve	(10,000)	-	-
Peer Review Reserve	(22,450)	(24,050)	(21,300)
Planning Services Reserve	(449,350)	(821,100)	(339,400)
Regeneration of Tonbridge	-	(50,000)	-
Tonbridge & Malling Leisure Trust Reserve	-	(79,800)	(83,000)
Transformation Reserve	(12,500)	(71,600)	(63,500)
	(2,947,550)	(3,772,800)	(1,974,350)
Contributions to Earmarked Reserves			
Budget Stabilisation Reserve	1,200,000	1,200,000	1,300,000
Business Rates Retention Scheme Reserve	406,050	534,500	647,850
Regeneration of Tonbridge	-	150,000	1,850,000
Climate Change Reserve	-	618,000	500,000
Domestic Abuse Act Reserve	71,350	76,750	72,650
Election Expenses Reserve	35,000	35,000	35,000
Homelessness Reserve	702,750	1,062,850	2,015,050
Planning Services Reserve	80,000	80,000	425,000
Transformation Reserve	-	5,650	500,000
	2,495,150	3,762,750	7,345,550

CORPORATE SERVICES**SUMMARY**

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 SALARIES AND ONCOSTS	13,854,900	14,398,100	14,489,400
2 OVERHEAD EXPENSES	5,238,500	5,240,550	5,230,150
3 RECHARGES TO SERVICE BUDGETS	(16,871,150)	(18,014,750)	(18,024,950)
	<hr/>	<hr/>	<hr/>
NON DISTRIBUTED COSTS	2,222,250	1,623,900	1,694,600
4 DEMOCRATIC REPRESENTATION	1,358,200	1,378,550	1,419,300
5 CORPORATE MANAGEMENT	606,700	748,700	725,550
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	4,187,150	3,751,150	3,839,450
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Full Time Equivalent Number of Staff (including Support Service Staff)	19.26	19.91	19.23

CORPORATE SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 <u>SALARIES AND ONCOSTS</u>			
(a) <u>Salaries</u>			
Salaries (see analysis on page CS 15)	9,355,050	9,914,050 a)	9,747,850 b)
Employers' National Insurance Contributions	941,200	924,250 a)	1,004,650 b)
Employers' Superannuation Contributions	1,866,000	1,795,650 a)	1,947,950 b)
Superannuation Backfunding Lump Sum	1,430,000	1,430,000	1,481,000 c)
Staff Turnover Saving	(120,000)	(70,000) d)	(120,000)
Apprenticeship Scheme / Levy	51,600	41,850 e)	55,400
Ring-fenced sums (Establishment Reviews)	6,350	14,100 f)	14,100
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	13,530,200	14,049,900	14,130,950
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	238.50	241.91	233.92
(b) <u>Termination Payments</u>			
Additional Annual Pension Contributions	228,000	212,000 g)	212,000 g)
Long Service Awards	-	800	-
Capitalised Pension Contributions	-	1,450	-
	<hr/>	<hr/>	<hr/>
	228,000	214,250	212,000
	<hr/>	<hr/>	<hr/>
(c) <u>Recruitment & Training</u>			
Advertising & Other Recruitment Costs	8,000	45,500 h)	58,000 h)
Training - Course Fees & Expenses	80,000	80,000	80,000
Health Screening & Miscellaneous	5,500	5,500	5,500
Employee Support Scheme	3,200	2,950	2,950
	<hr/>	<hr/>	<hr/>
	96,700	133,950	146,450
	<hr/>	<hr/>	<hr/>
	13,854,900	14,398,100	14,489,400
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CORPORATE SERVICES

SALARIES

- a) Revised estimate reflects establishment changes and increased use of agency staff.
- b) Forward estimate reflects the full year effect of establishment changes approved during the current financial year, together with provision for a pay award.
- c) Annual uplift in respect of superannuation back funding payment.
- d) Revised estimate reflects projected savings arising from staff turnover for the remainder of the financial year.
- e) Provision for apprentices for remainder of year.
- f) Ring-fenced sums following establishment reviews retained for future operational adjustments in Building Control.

TERMINATION PAYMENTS

- g) Reflects anticipated level of retirement allowances payable in the current and next financial year.

RECRUITMENT & TRAINING

- h) Additional recruitment expenditure to fill a number of vacant posts currently covered by temporary staffing arrangements, and additional recruitment costs for Chief Executive post. Forward estimate includes provision for staff recognition initiatives as reported to Cabinet 05 December 2023.

CORPORATE SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 <u>OVERHEAD EXPENSES</u>			
(a) <u>COUNCIL OFFICES</u>			
Employees			
Salaries	176,250	155,400 a)	178,350
Premises Related Expenses			
Maintenance of Grounds	4,150	4,150	4,150
Energy Costs :			
Electricity	132,000	132,000	125,000 b)
Gas	60,000	65,000 b)	60,000 b)
Rates	352,250	350,200	368,600 c)
Water Services :			
Water Charges (metered)	11,250	6,000	10,000
Sewerage & Environmental Services	12,250	8,000	10,000
Fixture & Fittings	3,000	2,000	3,000
Cleaning & Domestic Supplies	6,000	6,000	6,000
Insurance	15,250	16,500	17,950
Repairs expenditure	138,900	119,050 d)	140,750 d)
Supplies & Services			
Equipment, Furniture & Materials	1,350	1,300	1,350
Catering Provisions	-	2,500 e)	2,500
Clothing, Uniforms & Laundry	4,250	3,750	3,750
Trade Refuse Charges	9,700	10,200	10,200
Security / Cleaning	11,000	38,250 f)	38,250
Miscellaneous Services	7,000	6,000	7,000
Licences	-	2,700	2,700
Third Party Payments			
Ground Maintenance Contract	2,300	2,300	2,500
	<hr/>	<hr/>	<hr/>
	946,900	931,300	992,050
	<hr/>	<hr/>	<hr/>
Less Income			
Solemnization of Marriages	(6,000)	(6,000)	(5,000) h)
Hire of Tonbridge Council Chamber	(21,000)	(28,500) g)	(23,000) h)
Castle Catering	-	(8,000) e)	(7,000) h)
Police Accommodation Licence Fee	(30,950)	(36,650) i)	(39,200)
Rent - Gibson Building	(7,300)	(5,400) j)	-
Rent - Tonbridge Castle	(18,700)	(26,300) k)	(28,700)
	<hr/>	<hr/>	<hr/>
	(83,950)	(110,850)	(102,900)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	862,950	820,450	889,150
Central, Departmental & Technical Support Services			
Central Salaries & Administration	33,800	34,550	36,000
Information Technology Expenses	2,500	2,500	2,500
Departmental Administrative Expenses	35,500	34,350	36,800
Depreciation & Impairment			
Non-Current Asset Depreciation	119,350	119,400	118,100
	<hr/>	<hr/>	<hr/>
	1,054,100	1,011,250	1,082,550
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	6.19	5.75	5.75

CORPORATE SERVICES

COUNCIL OFFICES

- a) Savings arising from vacant posts within Caretaking section.
- b) Reflects the impact of energy prices and an expectation that prices will start to reduce in 2024/25
- c) Assumes NNDR "multiplier" will increase by 5.25% from April 2024.
- d) Relining of one of the gutters on Gibson West building (£15k) has been deferred to 2024/25.
- e) Reflects the sale of refreshments at Tonbridge Castle.
- f) External cleansing contractor employed at Tonbridge Castle offset in part by vacant post within Caretaking section.
- g) Additional income resulting from the use of conference facilities at Tonbridge Castle and Artisan Markets.
- h) Reflects closure of Tonbridge Castle from September to December 2024.
- i) Rental income due following annual review.
- j) Reflects cessation of a tenancy at Gibson Building during 2023.
- k) Vacant office space at Tonbridge Castle has now been occupied by a new tenant.

CORPORATE SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
2 <u>OVERHEAD EXPENSES-Continued</u>			
(b) <u>PRINTING SECTION & MULTI FUNCTION DEVICES</u>			
Employees			
Salaries	67,650	65,350	71,700
Supplies & Services			
Purchases	1,000	1,000	1,000
Print Room Maintenance & Copy Charges	15,000	15,000	15,000
Multi Function Device Copy Charges	3,000	2,000	2,000
Multi Function Device Leasing Charges	6,000	6,000	6,000
Paper	11,000	13,000	13,000
	<hr/>	<hr/>	<hr/>
	103,650	102,350	108,700
	<hr/>	<hr/>	<hr/>
Less Income			
Sales	(15,000)	(15,000)	(15,000)
Recharges to non M&A Service Budgets	(14,000)	(14,000)	(14,000)
	<hr/>	<hr/>	<hr/>
	(29,000)	(29,000)	(29,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	74,650	73,350	79,700
Central, Departmental & Technical Support Services			
Office Accommodation	40,300	39,250	41,450
Central Salaries & Administration	9,800	10,200	10,150
Information Technology Expenses	11,500	11,500	11,500
Departmental Administrative Expenses	9,500	9,450	10,450
Depreciation & Impairment			
Non-Current Asset Depreciation	25,600	14,800	16,800
	<hr/>	<hr/>	<hr/>
	171,350	158,550	170,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.27	2.26	2.26

CORPORATE SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
2 <u>OVERHEAD EXPENSES-Continued</u>			
(c) <u>CUSTOMER SERVICES</u>			
Employees			
Salaries	331,750	341,300	364,250 a)
Supplies & Services			
Purchases	650	650	350
Stationery	50	50	50
Mobile Telephones	250	250	200
Office Security	37,800	37,800	11,000 b)
	<hr/>	<hr/>	<hr/>
	370,500	380,050	375,850
Less Income			
Tonbridge Gateway Agreement / Licence	(149,000)	(152,700)	(38,150) b)
Gateway Partner Receipts	(500)	(3,000)	(1,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	221,000	224,350	336,700
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,900	17,450	18,000
Information Technology Expenses	4,350	4,350	4,350
Departmental Administrative Expenses	184,650	184,050	189,150
	<hr/>	<hr/>	<hr/>
	426,900	430,200	548,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	11.49	11.75	11.74

a) Includes provision for a pay award.

b) Tonbridge Gateway agreement ceases from July 2024.

CORPORATE SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 <u>OVERHEAD EXPENSES-Continued</u>			
(d) <u>GENERAL ADMINISTRATION</u>			
Employees			
Salaries	5,100	4,250	5,050
Supplies & Services			
Insurance	99,400	106,900 a)	118,050 b)
Copyright Licence	2,400	2,400	2,500
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	106,900	113,550	125,600
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,200	6,000	5,800
Departmental Administrative Expenses	600	550	600
	<hr/>	<hr/>	<hr/>
	111,700	120,100	132,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.23	0.24	0.22

a) Includes cost of the risk management consultancy service.

b) Provision for anticipated insurance premium increases in 2024/25.

CORPORATE SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
2 OVERHEAD EXPENSES-Continued			
(e) DEPARTMENTAL ADMINISTRATION			
Staff Transport Related Expenses			
Car & Travelling Allowances	166,650	148,750 a)	155,800 a)
Supplies & Services			
Equipment, Furniture & Materials	10,650	8,000	8,000
Office Equipment - Maintenance	1,450	-	-
Protective Clothing	850	850	850
First Aid Supplies	250	250	250
Stationery	4,500	4,000	4,000
Reference Books & Publications	26,650	26,600	26,600
Legal Expenses	50,000	62,500 b)	50,000
Contracted Services	200,800	197,000	206,000 c)
Consultancy / Professional Fees	-	75,000 d)	-
Health & Safety	6,250	6,250	6,250
Postage	14,000	25,500 e)	18,950
Telephones - Calls	100	100	100
Telephones - Other Costs	5,700	6,100	6,200
Mobile Telephones	5,700	12,100 f)	4,500
Professional Membership Fees	16,300	16,150	16,850
Subscriptions to Organisations	24,400	27,050	27,850
Other Expenses (Counter Fraud)	700	3,300	700
Data Protection Act Registration	3,000	3,000	3,000
	<hr/> 537,950	<hr/> 622,500	<hr/> 535,900
Less Income			
Recovery of Court Costs	(5,000)	(65,000) g)	(5,000)
Customer & Client Receipts	(5,000)	(5,000)	(5,000)
Partnership Receipts	(9,850)	(10,000)	(10,000)
	<hr/> (19,850)	<hr/> (80,000)	<hr/> (20,000)
	<hr/> Sub-total	<hr/> 542,500	<hr/> 515,900
Depreciation & Impairment			
Non-Current Asset Depreciation	2,700	1,350	1,350
	<hr/> 520,800	<hr/> 543,850	<hr/> 517,250

CORPORATE SERVICES

DEPARTMENTAL ADMINISTRATION

- a) Lower level of mileage claims and reduction in essential user allowances.
- b) Includes the cost of external legal advice related to planning related issues.
- c) Includes annual uplift of the fee payable to KCC for the provision of internal audit and counter fraud services.
- d) Agreed fee associated with Leisure VAT reclaim.
- e) Includes provision for additional postage associated with: requirement to consult on new parking charges; garden waste renewal letters; and notifying changes to refuse and recycling rounds.
- f) Includes cost of new SIM cards for Civil Enforcement Officer mobile telephones to address issues with coverage in parts of the borough.
- g) Costs awarded in respect of a High Court case.

CORPORATE SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 OVERHEAD EXPENSES-Continued			
(f) INFORMATION TECHNOLOGY SERVICES			
Employees			
Salaries	1,166,950	1,122,500 a)	1,208,600 a)
Transport Related Expenses			
Public Transport	500	500	500
Supplies & Services			
Equipment - Purchases	13,000	13,000	13,000
Equipment - Maintenance	33,100	52,500 b)	52,500
Printing Consumables	1,500	2,000	2,000
Insurance	6,000	6,150	6,500
Professional Services / Consultancy	165,000	217,500 c)	15,000
Other Expenses	7,000	7,250	7,250
Software Support, Hire & Maintenance	999,800	1,031,900 d)	959,900 d)
Telephone leased lines and modems	22,300	21,100	21,100
Kent Connects	20,000	20,000	20,000
	<hr/>	<hr/>	<hr/>
	2,435,150	2,494,400	2,306,350
Less Income			
Fees & Charges - General	-	(200)	-
	<hr/>	<hr/>	<hr/>
Sub-total	2,435,150	2,494,200	2,306,350
Central, Departmental & Technical Support Services			
Office Accommodation	122,000	116,150	124,400
Central Salaries & Administration	77,000	81,050	81,150
Departmental Administrative Expenses	102,550	100,900	117,000
Depreciation & Impairment			
Non-Current Asset Depreciation	216,950	184,300 e)	151,200 e)
	<hr/>	<hr/>	<hr/>
	2,953,650	2,976,600	2,780,100
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	23.54	23.23	23.22

- a) Savings arising from staff turnover within Information Technology Services. Forward estimate reflects full establishment and provision for a pay award.
- b) Additional maintenance support following expiry of warranties.
- c) Reflects delayed implementation of new Agile System and provision for the back scanning project to rationalise office space and facilitate the scaling back of office accommodation.
- d) Reflects current anticipated costs of the IT infrastructure.
- e) Reflects transition to "cloud" based services.

CORPORATE SERVICES

	2023/24	2024/25	
	ORIGINAL ESTIMATE	REVISED ESTIMATE	
	£	£	
3 <u>SALARIES & OVERHEADS</u>		ESTIMATE	
		£	
Salaries & Oncosts	13,854,900	14,398,100	14,489,400
Overheads			
(a) Council Offices	1,054,100	1,011,250	1,082,550
(b) Printing & Multi Function Devices	171,350	158,550	170,050
(c) Customer Services	426,900	430,200	548,200
(d) Administration - General	111,700	120,100	132,000
(e) Administration - Departmental	520,800	543,850	517,250
(f) Information Technology Services	2,953,650	2,976,600	2,780,100
	<hr/>	<hr/>	<hr/>
	19,093,400	19,638,650	19,719,550
Less Recharge to :	<hr/>	<hr/>	<hr/>
Planning, Housing & Environmental Health	(5,878,400)	(6,494,600)	(6,295,150)
Street Scene, Leisure & Technical	(2,964,300)	(3,133,600)	(3,230,500)
Central Services	(1,302,900)	(1,394,400)	(1,404,350)
Finance & Transformation	(2,105,300)	(2,275,950)	(2,253,900)
Corporate Services	(1,483,800)	(1,604,450)	(1,584,200)
Chief Executive	(732,900)	(769,950)	(738,900)
Other Services	(700)	(700)	(700)
Holding Accounts	(2,402,850)	(2,341,100)	(2,517,250)
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	(16,871,150)	(18,014,750)	(18,024,950)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	2,222,250	1,623,900	1,694,600
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<u>TO SUMMARY</u>	2,222,250	1,623,900	1,694,600
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CORPORATE SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
4 <u>DEMOCRATIC REPRESENTATION & MANAGEMENT</u>			
(a) <u>DEMOCRATIC ADMINISTRATION</u>			
Employees			
# Salaries	353,400	377,750 a)	375,850
Premises Related Expenses			
Accommodation Expenses (Forum/Area1)	-	1,600	1,600
Supplies & Services			
Members' Meeting Expenses	4,000	4,000	4,000
Remuneration Panel Expenses	-	1,150	-
Subscriptions	24,200	23,250	24,200
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	381,600	407,750	405,650
Central, Departmental & Technical Support Services			
Accommodation & Printing Services	40,950	43,400	46,600
# Central Salaries & Administration	234,550	255,600 b)	253,950
Information Technology Expenses	15,700	23,800	19,300
# Departmental Administrative Expenses	129,700	130,800	138,250
	<hr/>	<hr/>	<hr/>
	802,500	861,350	863,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	10.63	11.02	10.68

Memorandum

Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	265,050	260,000	274,850
Chief Executives' Service	62,800	77,050	75,450
Environmental Health & Hsg Services	34,350	36,700	30,300
Financial Services	87,900	93,250	92,000
Legal Services	15,250	15,350	15,800
Planning Services	129,150	155,500	147,200
Street Scene & Leisure Services	103,700	106,600	111,800
Technical Services	19,450	19,700	20,650
	<hr/>	<hr/>	<hr/>
	717,650	764,150	768,050
	<hr/>	<hr/>	<hr/>

a) Includes increased cost of Planning Development Management Section arising from additional temporary staffing costs.

b) Reassessment of staff allocations from Corporate Services team.

CORPORATE SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
(b) <u>PAYMENTS TO MEMBERS</u>			
Transport Related Expenses			
Members' Travel & Subsistence	2,100	2,100	2,100
Supplies and Services			
Basic Allowance	243,650	231,900 a)	239,100 a)
Special Responsibility Allowance	131,100	109,000 a)	128,150 a)
Mayors' and Deputy Mayors' Allowance	7,500	7,500	7,900
Members' National Insurance	8,700	8,700	9,150
Carers' Allowance	50	50	50
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	393,100	359,250	386,450
Central, Departmental & Technical Support Services			
Central Salaries & Administration	18,300	18,700	19,400
Information Technology Expenses	1,350	2,050	1,650
	<hr/>	<hr/>	<hr/>
	412,750	380,000	407,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.30	0.30	0.30

- a) Reflects recommendations approved by Council on 11 July 2023 following the review of Member allowances. Forward estimate also includes provision for an increase in allowances.

CORPORATE SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
(c) <u>MAYORAL & OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u>			
Employees			
Salaries	1,800	2,900	1,900
Transport Related Expenses			
Mayors' Transport Allowance	10,000	5,000	10,000
Supplies and Services			
Stationery	100	100	100
Insurance	150	150	200
Civic Hospitality	5,000	5,000	5,000
Mobile Telephones	150	150	150
Other Expenses	1,500	1,500	1,500
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	18,700	14,800	18,850
Central, Departmental & Technical Support Services			
Central Salaries & Administration	90,950	88,950	95,850
Information Technology Expenses	32,850	33,000	32,900
Departmental Administrative Expenses	450	450	450
	<hr/>	<hr/>	<hr/>
	142,950	137,200	148,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.80	1.78	1.78
<u>SUMMARY</u>			
(a) DEMOCRATIC ADMINISTRATION	802,500	861,350	863,750
(b) PAYMENTS TO MEMBERS	412,750	380,000	407,500
(c) MAYORAL & OTHER MEMBER SUPPORT INC. MEMBER TRAINING	142,950	137,200	148,050
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,358,200	1,378,550	1,419,300
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
5 <u>CORPORATE MANAGEMENT</u>			
(a) <u>CORPORATE POLICY</u>			
Employees			
# Salaries	82,900	110,000 a)	87,500
Central, Departmental & Technical Support Services			
# Central Salaries & Administration	354,750	377,700 b)	375,250
# Departmental Administrative Expenses	22,450	22,800	23,400
	460,100	510,500	486,150
Full Time Equivalent Number of Staff (including Support Service Staff)	5.19	5.43	5.09
(b) <u>PUBLIC ACCOUNTABILITY</u>			
Supplies and Services			
Professional Fees	900	2,100	1,600
Advertising	250	800	250
External Audit Fees	59,900	136,900 c)	143,750 c)
	61,050	139,800	145,600
Less Income			
Government Grant	(18,150)	(18,150)	(18,150)
	42,900	121,650	127,450
Central, Departmental & Technical Support Services			
Central Salaries & Administration	103,650	116,450	111,850
Information Technology Expenses	50	100	100
	146,600	238,200	239,400
Full Time Equivalent Number of Staff (including Support Service Staff)	1.34	1.38	1.38
<u>SUMMARY</u>			
(a) CORPORATE POLICY	460,100	510,500	486,150
(b) PUBLIC ACCOUNTABILITY	146,600	238,200	239,400
	606,700	748,700	725,550
<u>TO SUMMARY</u>			

CORPORATE SERVICES

	2022/23		2023/24
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
Memorandum			
# Service Allocations to Corporate Policy			
Admin & Property Services	64,050	67,800	71,250
Chief Executives' Service	165,200	176,400	172,700
Environmental Health & Housing Services	17,050	18,050	15,250
Financial Services	124,050	132,150	129,850
Legal	1,400	1,400	1,450
Planning Services	60,050	85,000	64,450
Street Scene & Leisure Services	28,300	29,700	31,200
	<hr/>	<hr/>	<hr/>
	460,100	510,500	486,150
	<hr/>	<hr/>	<hr/>

CORPORATE POLICY

- a) Includes increased cost of Planning Development Management Section arising from additional temporary staffing costs.
- b) Reassessment of staff allocations from Corporate Services team.

PUBLIC ACCOUNTABILITY

- c) Increase reflects the new Audit Tender appointments made through PSAA.

EMPLOYEES - SALARIES

SERVICE ANALYSIS OF EXPENDITURE

	Basic Salaries	Overtime	Temporary Staff	Total Salaries	Council Contributions Nat. Ins.	Supern.	Total Salaries & Oncosts
	£	£	£	£	£	£	£
<u>2023/24 ESTIMATE</u>							
Original Estimate	9,313,200	20,650	21,200	9,355,050	941,200	1,866,000	12,162,250
Revised Estimate	9,003,100	35,250	875,700	9,914,050	924,250	1,795,650	12,633,950
<u>2024/25 ESTIMATE</u>							
Service							
Administration & Property	753,100	8,850	-	761,950	74,600	155,550	992,100
Environmental Health & Housing	1,297,000	-	-	1,297,000	131,150	252,450	1,680,600
Executive	472,350	7,000	13,000	492,350	54,650	97,250	644,250
Finance	1,433,250	3,300	-	1,436,550	149,250	281,200	1,867,000
Information Technology	926,200	-	-	926,200	102,700	179,700	1,208,600
Legal	542,400	1,500	-	543,900	57,500	111,100	712,500
Personnel	469,750	2,400	4,000	476,150	38,650	97,100	611,900
Planning	2,104,850	-	-	2,104,850	229,700	428,200	2,762,750
Street Scene & Leisure	1,082,850	-	-	1,082,850	109,300	221,700	1,413,850
Technical	626,050	-	-	626,050	57,150	123,700	806,900
	9,707,800	23,050	17,000	9,747,850	1,004,650	1,947,950	12,700,450

CHIEF EXECUTIVE

SUMMARY

	2023/24	2024/25	
	ORIGINAL ESTIMATE	REVISED ESTIMATE	
	£	£	
		ESTIMATE	
		£	
1 COMMUNITY DEVELOPMENT	40,350	31,150	32,150
2 SAFEGUARDING	24,850	17,750	16,950
3 ELECTIONS	574,550	510,050	426,850
4 GRANTS & PAYMENTS	136,100	133,650	223,350
5 CLIMATE CHANGE	125,100	145,150	140,200
6 ECONOMIC DEVELOPMENT & REGENER'N	263,750	242,050	195,800
7 UK SHARED PROSPERITY FUND	145,700	77,100	64,950
8 REFUGEE ASSISTANCE	10,900	102,800	6,150
	<hr/>	<hr/>	<hr/>
	1,321,300	1,259,700	1,106,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	10.75	10.65	9.54

CHIEF EXECUTIVE

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 <u>COMMUNITY DEVELOPMENT</u>			
Employees			
Salaries	24,150	17,800 a)	18,150
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,600	5,800	6,100
Departmental Administrative Expenses	9,600	7,550	7,900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	40,350	31,150	32,150
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.61	0.48	0.46
2 <u>SAFEGUARDING</u>			
Employees			
Salaries	13,650	6,000 a)	5,150
Supplies & Services			
Safeguarding	1,500	4,000 b)	4,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	15,150	10,000	9,150
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,300	5,800	6,100
Departmental Administrative Expenses	4,400	1,950	1,700
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	24,850	17,750	16,950
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.34	0.19	0.16

a) Reflects reassessment of staff resources from Corporate Services staff section.

b) Additional cost of QES Safeguarding Database.

CHIEF EXECUTIVE

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
3 <u>ELECTIONS</u>			
(a) <u>ELECTORAL REGISTRATION</u>			
Employees			
Salaries	122,800	114,950 a)	119,700 a)
Supplies & Services			
Equipment & Materials - Purchases	1,000	1,000	1,000
Maintenance	500	500	500
Printing	6,000	10,000 b)	6,000
Stationery	4,000	4,000	4,000
Electronic Elector Registration Responses	7,500	8,000	8,000
Postages	41,000	72,500 b)	44,000
	<hr/>	<hr/>	<hr/>
	182,800	210,950	183,200
Less Income			
Government Grant	-	(3,700) c)	-
Sale of Registers	(3,000)	(3,000)	(3,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	179,800	204,250	180,200
Central, Departmental & Technical Support Services			
Central Salaries & Administration	13,650	13,700	14,350
Information Technology Expenses	33,900	51,300 d)	41,650
Departmental Administrative Expenses	48,700	41,800	46,700
Depreciation & Impairment			
Non-Current Asset Depreciation	1,850	-	1,200
	<hr/>	<hr/>	<hr/>
	277,900	311,050	284,100
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.29	2.82	2.84

- a) Reflects transfer of staff resources to Customer Services team as part of call centre project. Forward estimate includes provision for a pay award.
- b) Cost of household letter refresh anticipated in January 2024.
- c) New burdens grant associated with Postal and Proxy Voters, and Overseas electors.
- d) Reallocation of IT infrastructure costs that had not previously been allocated to service budgets.

CHIEF EXECUTIVE

	2023/24	2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
(b) <u>CONDUCT OF ELECTIONS</u>		
Employees		
Salaries	55,000	51,450
Premises Related Expenses		
Rent	20,000	23,350 a)
Supplies & Services		
Equipment & Materials - Purchases	5,000	4,900 a)
Printing	20,000	16,200 a)
Polling Fees (Staff)	65,000	74,100 a)
Postage	80,000	21,500 a)
	<hr/>	<hr/>
	245,000	191,500
Less Income		
Government Grant	(32,150)	(49,000) a)
Fees & Charges	-	(33,350) a)
	<hr/>	<hr/>
<u>Sub-total</u>	212,850	109,150
Central, Departmental & Technical Support Services		
Central Salaries & Administration	47,100	48,600
Information Technology Expenses	14,900	22,550 b)
Departmental Administrative Expenses	21,800	18,700
	<hr/>	<hr/>
	296,650	199,000
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.97	1.75
		1.76
<u>ELECTIONS</u>		
<u>SUMMARY</u>		
(a) ELECTORAL REGISTRATION	277,900	311,050
(b) CONDUCT OF ELECTIONS	296,650	199,000
	<hr/>	<hr/>
<u>TO SUMMARY</u>	574,550	510,050
	<hr/>	<hr/>
		426,850

a) Costs attributable to Borough elections held in May 2023 and the introduction of Voter Identification to be met from an earmarked reserve and government grant.

b) Reallocation of IT infrastructure costs that had not previously been allocated to service budgets.

CHIEF EXECUTIVE

	2023/24		2024/25
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
4 GRANTS & PAYMENTS			
Supplies & Services			
Grants to Citizens Advice Bureaux	95,000	95,000	95,000
Grants to Other Charitable & Voluntary Org.	32,900	32,900	32,900
Household Support Grants	-	275,550 a)	-
Community Grants Scheme	-	-	87,000 b)
Tonbridge Historic Society Accommodation	2,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
	129,900	405,450	216,900
Less Income			
Contributions from Other Bodies	-	(278,550) a)	-
	<hr/>	<hr/>	<hr/>
Sub-total	129,900	126,900	216,900
Central, Departmental and Technical Support Services			
Central Salaries & Administration	6,200	6,750	6,450
	<hr/>	<hr/>	<hr/>
TO SUMMARY	136,100	133,650	223,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.08	0.09	0.08
5 CLIMATE CHANGE			
Employees			
Salaries	64,700	79,150 c)	75,450
Supplies & Services			
Initiatives	30,000	30,000	30,000
	<hr/>	<hr/>	<hr/>
Sub-total	94,700	109,150	105,450
Central, Departmental and Technical Support Services			
Central Salaries & Administration	7,500	7,850	8,000
Departmental Administrative Expenses	22,900	28,150 c)	26,750
	<hr/>	<hr/>	<hr/>
TO SUMMARY	125,100	145,150	140,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.44	1.83	1.53

a) Reflects payments anticipated to be made to support vulnerable and low income households and associated grant allocation - see report to Cabinet 04 July 2023.

b) Community grants scheme is to be funded from windfall VAT sum reported to Cabinet 05 December 2023.

c) Reflects reassessment of staff resources from Corporate Services staff section.

CHIEF EXECUTIVE

	2023/24	2024/25
ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
£	£	£
6 <u>ECONOMIC DEVELOPMENT & REGENERATION</u>		
Employees		
Salaries	35,150	18,200 a)
Supplies & Services		
Economic Development Expenses	3,250	3,300
Business Growth Programme	10,000	10,000
Economic Development & Reg'n Initiatives	194,450	194,450 b)
Visit Kent	4,400	4,550
	<hr/>	<hr/>
<u>Sub-total</u>	247,250	184,850
Central, Departmental & Technical Support Services		
Central Salaries & Administration	4,950	5,200
Information Technology Expenses	200	350
Departmental Administrative Expenses	11,350	6,000 a)
	<hr/>	<hr/>
<u>TO SUMMARY</u>	263,750	195,800
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.77	0.45
	<hr/>	<hr/>

- a) Reflects reassessment of staff resources from Corporate Services staff section.
- b) 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.

CHIEF EXECUTIVE

	2023/24	2024/25
ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
£	£	£
7 <u>UK SHARED PROSPERITY FUND</u>		
Employees		
Salaries	73,650	57,300 a)
Supplies & Services		
Initiatives	109,450	109,450 b)
Capital Grants & Contributions (RECS)	95,000	207,000 b)
	<hr/>	<hr/>
	278,100	373,750
Less Income		
Government Grant	(107,450)	(116,950) b)
Capital Grants Received (RECS)	(50,000)	(202,000) b)
	<hr/>	<hr/>
<u>Sub-total</u>	120,650	54,800
Central, Departmental & Technical Support Services		
Central Salaries & Administration	1,850	4,750
Departmental Administrative Expenses	23,200	17,550 a)
	<hr/>	<hr/>
<u>TO SUMMARY</u>	145,700	77,100
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.44	1.15
	<hr/>	<hr/>
	64,950	1.09

a) Reflects reassessment of staff resources from Corporate Services staff section.

b) Reflects the projects / initiatives to be funded in large part from the UK Shared Prosperity Fund grant award, Rural England Prosperity Fund grant award, and the balance from the Kent and Medway 100% Business Rates Retention Pilot reserve.

CHIEF EXECUTIVE

	2023/24	2024/25
ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
£	£	£
8 <u>REFUGEE ASSISTANCE</u>		
Employees		
Salaries	30,550	85,600 a)
		62,950 a)
Supplies & Services		
Rent Deposits / Rent in Advance		
- Payments to Landlords	-	25,000 b)
Other Expenses	-	30,000 b)
Homelessness Reduction Initiatives	-	94,800 c)
	30,550	235,400
		117,950
Less Income		
Rent Deposits / Rent in Advance	-	(15,000) b)
Contributions from Other Bodies	(48,800)	(162,750) d)
	(18,250)	57,650
		(31,400)
<u>Sub-total</u>		
	(18,250)	57,650
		(31,400)
Central, Departmental & Technical Support Services		
Central Salaries & Administration	18,900	17,300
Departmental Administrative Expenses	10,250	27,850 a)
	10,900	102,800
		6,150
<u>TO SUMMARY</u>		
	10,900	102,800
		6,150
Full Time Equivalent Number of Staff		
(including Support Service Staff)	0.81	1.89
		1.26

- a) Includes cost of fixed term Resettlement Officer post to May 2024 and adjustment of staff resources from Corporate Services staff section.
- b) Ongoing support and initiatives funded from the Homes for Ukraine scheme.
- c) Initiatives funded from ringfenced Homelessness Top up grant.
- d) Reflects current allocation of grant funding received from Kent County Council in respect of the Homes for Ukraine scheme. Remaining grant funding yet to be allocated to specific initiatives.

DIRECTOR OF CENTRAL SERVICES**SUMMARY**

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 TONBRIDGE CASTLE GATEHOUSE	25,500	107,800	380,900
2 COMMUNITY SAFETY	163,050	189,850	243,850
3 MEDIA & COMMUNICATIONS	315,150	312,300	325,200
4 LOCAL LAND CHARGES	(7,600)	66,550	5,400
5 INDUSTRIAL ESTATE	(70,700)	(72,100)	(73,000)
6 COMMERCIAL PROPERTY	(186,950)	103,000	(265,600)
7 VALE RISE DEPOT	-	-	-
8 LAND REVIEW	76,500	132,750	110,000
9 LICENCES	64,100	89,350	112,750
	379,050	929,500	839,500
Full Time Equivalent Number of Staff (including Support Service Staff)	22.18	22.51	22.36

DIRECTOR OF CENTRAL SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 <u>TONBRIDGE CASTLE GATEHOUSE</u>			
Employees			
Salaries	11,850	12,150	12,900
Premises Related Expenses			
Building Repairs Expenditure	3,150	45,500 a)	345,900 a)
Rates	250	300	300
Premises Insurance	9,000	9,650	10,450
Supplies & Services			
Purchases - Equipment & Materials	1,000	1,000	2,000
Purchases - Exhibits	2,000	2,000	2,000
Maintenance - General	4,500	4,500	4,500
Professional Fees	-	13,500 b)	-
Leasing Charges	4,500	23,650 c)	5,500
Streamline Service	800	-	-
Subscriptions	250	250	250
	<hr/>	<hr/>	<hr/>
	37,300	112,500	383,800
Less Income			
Fees & Charges			
Weddings / Hire of Gatehouse	(4,000)	(3,500) d)	(2,500) e)
Commission	(600)	-	-
Tonbridge Castle Attraction	(30,000)	(25,000) d)	(25,000) e)
Profit / Loss on Stock Sales	(6,000)	(6,000)	(6,000)
	<hr/>	<hr/>	<hr/>
	(40,600)	(34,500)	(33,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(3,300)	78,000	350,300
Central, Departmental & Technical Support Services			
Central Salaries & Administration	21,000	21,350	22,300
Information Technology Expenses	1,200	1,850	1,500
Departmental Administrative Expenses	6,450	6,450	6,650
Depreciation & Impairment			
Non-Current Asset Depreciation	150	150	150
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	25,500	107,800	380,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.76	0.76	0.76

DIRECTOR OF CENTRAL SERVICES

TONBRIDGE CASTLE GATEHOUSE

- a)** Revised estimate reflects initial Gatehouse roof repairs (£40,000). Forward estimates includes major roof repair works (£300,000) and renewal of lighting in the Great Hall (£40,000).
- b)** Three specialist pieces of work are to be undertaken as part of the review of Tonbridge Castle: heritage assessment (£3,000), architectural designer work (£6,000) and commercial activity market viability (£4,500).
- c)** Purchase of replacement projector system (£16,850), set up and annual leasing costs of new audio tour devices (£6,800). Forward estimate reflects annual leasing costs.
- d)** Reflects closure of Gatehouse from February 2023 for three months, opening mid July.
- e)** Reflects closure of Gatehouse from September to December 2024.

DIRECTOR OF CENTRAL SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
2 <u>COMMUNITY SAFETY</u>			
Employees			
Salaries	147,850	163,600 a)	172,500 a)
Supplies & Services			
Community Safety / Domestic Abuse Initiatives	24,100	38,000 b)	15,250
Anti Social Behaviour Enforcement	-	-	61,000 c)
	<hr/>	<hr/>	<hr/>
	171,950	201,600	248,750
Less Income			
Government Grant	(36,150)	(36,150)	(36,800)
Anti Social Behaviour Fixed Penalty Notice	-	(200)	-
Contributions from Other Bodies	(35,200)	(40,600) d)	(35,850)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	100,600	124,650	176,100
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,650	9,100	8,500
Information Technology Expenses	50	50	50
Departmental Administrative Expenses	55,750	56,050	59,200
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	163,050	189,850	243,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.84	4.21	4.09
3 <u>MEDIA & COMMUNICATIONS</u>			
Employees			
Salaries	199,800	195,050 e)	208,300 e)
Supplies & Services			
Media & Communications	26,550	26,550	23,100 f)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	226,350	221,600	231,400
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,700	8,850	9,250
Information Technology Expenses	4,950	7,500	6,100
Departmental Administrative Expenses	75,150	74,350	78,450
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	315,150	312,300	325,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.83	4.86	4.78

DIRECTOR OF CENTRAL SERVICES

COMMUNITY SAFETY

- a) Includes cost of fixed term Domestic Abuse Coordinator post to March 2025 met from grant funding. Forward estimate includes provision for a pay award.
- b) Specific initiatives to facilitate provision of safe emergency accommodation funded from grant.
- c) Provision for an external enforcement service to tackle crime and anti-social behaviour, and enforce the Public Space Protection Order.
- d) Additional contribution received from Kent County Council to fund DAHA assessment and accreditation.

MEDIA & COMMUNICATIONS

- e) Includes cost of fixed term Internal Communications Officer post to January 2025 met from a reserve. Forward estimate also includes provision for a pay award.
- f) Publicity and promotion budget provision has been transferred back to Refuse and Recycling.

DIRECTOR OF CENTRAL SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
4 LOCAL LAND CHARGES			
Employees			
Salaries	127,000	169,900 a)	136,700
Supplies & Services			
Insurance	2,250	2,350	2,350
Kent Highways	7,000	5,500	7,000
	<hr/>	<hr/>	<hr/>
	136,250	177,750	146,050
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant	-	(50,000) b)	(25,000) b)
Fees & Charges	(250,000)	(180,000) c)	(230,000) c)
	<hr/>	<hr/>	<hr/>
	(250,000)	(230,000)	(255,000)
	<hr/>	<hr/>	<hr/>
	(113,750)	(52,250)	(108,950)
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	23,100	22,400	22,350
Information Technology Expenses	27,850	42,050 d)	34,150
Departmental Administrative Expenses	55,200	54,350	57,850
	<hr/>	<hr/>	<hr/>
	(7,600)	66,550	5,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.87	3.84	3.85

Memorandum

Surplus from above	(7,600)	66,550	5,400
Share of:			
Democratic Administration	21,000	24,750	21,050
Corporate Management	9,050	13,450	10,750
Non Distributed Costs	24,950	29,650	24,400
	<hr/>	<hr/>	<hr/>
Deficit (Surplus) for Trading Purposes	47,400	134,400	61,600

- a) Additional temporary staff requirement to assist with the transfer of the LLC1 search to Land Registry funded from transition payment.
- b) Land Registry transition payment.
- c) Reflects anticipated market demand for property searches in current year. Forward estimate reflects transfer of LLC1 search to Land Registry.
- d) Reallocation of IT infrastructure costs that had not previously been allocated to service budgets.

DIRECTOR OF CENTRAL SERVICES

	2023/24	2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
5 <u>INDUSTRIAL ESTATE</u>		ESTIMATE
		£
Employees		
Salaries	1,200	1,600
	-----	-----
	1,200	1,600
Less Income		
Rents	(75,950)	(77,950) a)
	-----	-----
<u>Sub-total</u>	(74,750)	(77,300)
Central, Departmental and Technical Support Services		
Central Salaries & Administration	2,700	2,900
Information Technology Expenses	50	100
Departmental Administrative Expenses	1,300	1,250
	-----	-----
<u>TO SUMMARY</u>	(70,700)	(72,100)
	-----	-----
Full Time Equivalent Number of Staff (including Support Service Staff)	0.08	0.08

a) Reflects completion of a rent review.

DIRECTOR OF CENTRAL SERVICES

	2023/24	2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
6 <u>COMMERCIAL PROPERTY</u>		
Employees		
Salaries	4,550	5,400
Premises Related Expenses		
Insurance	950	950
Rates	1,100	(800) a)
Repairs Expenditure	87,600	378,150 b)
	94,200	383,700
Less Income		
Rents - Land	(5,500)	(5,500)
- Shops & Maisonettes	(260,200)	(260,200)
- Offices	(37,000)	(37,000)
	(302,700)	(302,700)
<u>Sub-total</u>	(208,500)	81,000
Central, Departmental and Technical Support Services		
Central Salaries & Administration	14,750	15,150
Information Technology Expenses	450	700
Departmental Administrative Expenses	5,700	5,500
Depreciation & Impairment		
Non-Current Asset Depreciation	650	650
	(186,950)	103,000
<u>TO SUMMARY</u>	(186,950)	103,000
Full Time Equivalent Number of Staff (including Support Service Staff)	0.33	0.33

a) Refund of rates paid in respect of 29 Martin Square, Larkfield whilst vacant.

b) 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; renewal of the flat roof at 2-4 Twisden Road (£90,000).

DIRECTOR OF CENTRAL SERVICES

	2023/24	2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
7 VALE RISE DEPOT		
Employees		
Salaries	4,750	5,250
Premises Related Expenses		
Premises Insurance	100	150
Rates	15,850	16,500
Repairs Expenditure	2,000	2,000
	-----	-----
	22,700	23,900
Less Recharges to Other Services	(38,100)	(39,450)
	-----	-----
<u>Sub-total</u>	(15,400)	(15,550)
Central, Departmental and Technical Support Services		
Central Salaries & Administration	850	950
Departmental Administrative Expenses	2,350	2,400
Depreciation & Impairment		
Non-Current Asset Depreciation	12,200	12,200
	-----	-----
<u>TO SUMMARY</u>	-	-
	-----	-----
Full Time Equivalent Number of Staff (including Support Service Staff)	0.12	0.12
	-----	-----

DIRECTOR OF CENTRAL SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
8 <u>LAND REVIEW</u>			
Employees			
Salaries	28,300	35,400 a)	30,200
Premises Related Expenses			
Depot	1,900	2,000	1,850
Estate Management	1,000	1,000	1,000
Insurance	250	300	350
Repairs Expenditure	12,600	36,100 b)	12,600
Supplies & Services			
Professional Fees	5,000	40,000 c)	35,000 c)
	<hr/>	<hr/>	<hr/>
	49,050	114,800	81,000
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges - General	(1,000)	(1,000)	(1,000)
De-Minimus Capital Receipts	-	(8,700) d)	-
Castle Lodge Rent	(7,000)	(7,000)	(7,000)
Wayleaves	(500)	(500)	(500)
	<hr/>	<hr/>	<hr/>
	(8,500)	(17,200)	(8,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	40,550	97,600	72,500
Central, Departmental and Technical Support Services			
Central Salaries & Administration	2,750	3,100	2,950
Information Technology Expenses	200	300	250
Departmental Administrative Expenses	33,000	31,750	34,300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	76,500	132,750	110,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.02	1.01	1.02

- a) Additional cost of temporary staff arrangement to cover a vacant post.
- b) Includes Memorial Garden works (£21,000) and Castle Lodge Energy Performance Certificate works (£5,000).
- c) Includes provision for asset valuations to be carried out externally.
- d) Reflects fee received for release of a covenant on a piece of land.

DIRECTOR OF CENTRAL SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
9 LICENCES			
(a) FEE PAYING			
Employees			
Salaries	250,650	257,050	270,200 a)
Premises Related Expenses			
Rents	100	100	100
Supplies & Services			
Purchases - Equipment & Materials	7,000	7,000	7,000
Professional Fees	10,000	8,000	8,000
Advertising	350	350	500
	<hr/>	<hr/>	<hr/>
	268,100	272,500	285,800
	<hr/>	<hr/>	<hr/>
Less Income			
Licence Fees			
Animal Licensing	(10,000)	(1,750)	-
Animal Boarding Establishments	-	(3,500)	(3,600)
Dog Breeding	-	(1,200)	(1,200)
Selling Animals as Pets	-	-	-
Hackney Carriages & Private Hire	(245,000)	(250,000)	(250,000)
Hiring Out Horses	-	-	-
Alcohol & Entertainment - Premises	(94,000)	(94,000)	(94,000)
Acupuncture / Tattooing / Ear Piercing	(1,750)	(1,750)	(1,750)
Pleasure Boats & Boatmen	(550)	(550)	(550)
Street Trading	(15,000)	- b)	-
Pavement Licences	(1,000)	(800)	(700)
Alcohol & Entertainment - Personal	(2,500)	(950)	(1,000)
Sex Establishments/Sexual Entertainment	(2,000)	(2,000)	(2,000)
Dangerous Wild Animals	-	(800)	(800)
Gambling	(7,000)	(5,200)	(5,200)
Scrap Metal Dealers	(2,000)	(600)	(300)
Contributions from Other Bodies			
Government Grant	-	(600)	(600)
	<hr/>	<hr/>	<hr/>
	(380,800)	(363,700)	(361,700)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(112,700)	(91,200)	(75,900)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,150	16,600	17,100
Information Technology Expenses	9,600	14,550 c)	11,800
Departmental Administrative Expenses	102,000	100,200	107,750
	<hr/>	<hr/>	<hr/>
	15,050	40,150	60,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	6.51	6.49	6.52

DIRECTOR OF CENTRAL SERVICES

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
(b) <u>NON FEE PAYING</u>			
Employees			
Salaries	32,950	33,500	35,200
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,350	2,350	2,400
Departmental Administrative Expenses	13,750	13,350	14,400
	49,050	49,200	52,000
Full Time Equivalent Number of Staff (including Support Service Staff)	0.82	0.81	0.81
<u>LICENCES</u>			
<u>SUMMARY</u>			
(a) FEE PAYING	15,050	40,150	60,750
(b) NON FEE PAYING	49,050	49,200	52,000
	64,100	89,350	112,750
<u>TO SUMMARY</u>			

LICENCES - FEE PAYING / NON FEE PAYING

- a) Includes provision for a pay award.
- b) Delayed introduction of new street trading policy.
- c) Reallocation of IT infrastructure costs that had not previously been allocated to service budgets.

DIRECTOR OF FINANCE & TRANSFORMATION**SUMMARY**

		2023/24	2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 HOUSING BENEFITS	380,200	441,800	368,150
2 LOCAL REVENUE & NNDR COLLECTION	587,100	612,050	569,650
3 COUNCIL TAX SUPPORT	291,700	296,000	316,050
4 TREASURY MANAGEMENT & BANKING	(1,273,600)	(2,411,150)	(2,129,900)
5 DRAINAGE BOARDS SPECIAL LEVIES	484,350	484,400	509,800
6 LIAISON, SUPPORT & ADVICE	88,800	97,250	97,700
7 STREET NAMING & NUMBERING	7,200	1,600	(2,150)
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	565,750	(478,050)	(270,700)
8 CONTRIBUTIONS TO PROVISIONS	5,000	5,000	5,000
	<hr/>	<hr/>	<hr/>
	570,750	(473,050)	(265,700)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	34.81	34.52	34.67

DIRECTOR OF FINANCE & TRANSFORMATION

	2023/24		2024/25
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
1 HOUSING BENEFITS			
Employees			
Salaries	219,350	231,850 a)	231,900 a)
Supplies & Services			
Stationery	200	200	200
Reference Books & Publications	1,500	-	-
Audit Fee	18,400	18,400	30,000 b)
Postages	3,000	1,000	1,000
Subscriptions	500	1,500	1,500
Compensation Scheme	100	100	100
Other Expenses	-	16,500 c)	-
Practical Support For Those Self-Isolating	-	62,900 d)	-
Housing Benefits			
Rent Allowances	21,495,000	23,495,000 e)	23,495,000 f)
Non HRA Rent Rebates	650,000	950,000 e)	1,100,000 f)
Local Scheme	66,500	66,500 e)	66,500 f)
Discretionary Housing Payments	150,000	180,000 e)	180,000 f)
Overpayments	(300,000)	(395,000) e)	(375,000) f)
Contribution to Bad Debt Provision	90,000	127,500 e)	(37,050) f)
	<hr/>	<hr/>	<hr/>
	22,394,550	24,756,450	24,694,150
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant	-	(68,550) g)	-
Rent Allowance Subsidy	(21,410,000)	(23,402,000) e)	(23,350,000) f)
Non HRA Rent Rebate Subsidy	(550,000)	(790,000) e)	(915,000) f)
Local Scheme Subsidy	(43,900)	(43,900) e)	(43,900) f)
Discretionary Housing Payment Contribution	(150,000)	(180,000) e)	(180,000) f)
Administration Grant	(166,750)	(169,700)	(166,300)
	<hr/>	<hr/>	<hr/>
	(22,320,650)	(24,654,150)	(24,655,200)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	73,900	102,300	38,950
Central, Departmental & Technical Support Services			
Central Salaries & Administration	121,000	126,850	128,050
Information Technology Expenses	59,900	90,700 h)	73,650
Departmental Administrative Expenses	125,400	121,950	127,500
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	380,200	441,800	368,150
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	9.23	9.20	9.10

DIRECTOR OF FINANCE & TRANSFORMATION

HOUSING BENEFITS

- a) Additional temporary staff requirement. Forward estimate includes provision for a pay award, partly offset by a reduction in staff allocation from Housing Services.
- b) Anticipated increase in fees following new Audit Contract.
- c) Upgrades to the Revenues & Benefits IT system funded by government grant.
- d) Contribution to Kent County Council for providing practical support for those self isolating as a result of the Covid-19 pandemic.
- 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 £10,500 more than the 2023/24 original estimate.
- f) Reflects anticipated reduction in rent allowances as existing working age housing benefits claimants move onto Universal Credit. Overall the budget is £57,050 less than the 2023/24 original estimate.
- g) Grants awarded to assist with the administrative costs of implementing welfare reform and other changes. £16,500 has been used on upgrades to the IT system - see note c). The balance is transferred to an earmarked reserve for use on transformation initiatives.
- h) Reallocation of IT infrastructure costs that had not previously been allocated to service budgets.

DIRECTOR OF FINANCE & TRANSFORMATION

	2023/24		2024/25
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 LOCAL REVENUE & NNDR COLLECTION			
Employees			
Salaries	390,250	411,600 a)	420,800 a)
Supplies & Services			
Equipment, Furniture & Materials - Purchases	500	500	500
Direct Debit / Bank Charges	2,000	2,000	2,000
Court Fees	3,000	3,000	3,000
Debt Recovery Fees	10,000	10,000	10,000
Other Expenses	15,400	15,400	15,400
Stationery	5,000	5,500	5,500
Reference Books & Publications	400	450	450
Bar Code Payment Charges	2,000	2,000	2,000
Tracing Services	15,100	20,000 b)	20,000
Advertising	400	400	400
Postages	58,000	58,000	60,500
Compensation Scheme	100	100	100
Local Restrictions Support (Addendum)	-	(22,950) c)	-
	<hr/>	<hr/>	<hr/>
	502,150	506,000	540,650
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant			
- Allowances for Cost of NNDR Collection	(153,200)	(159,850)	(159,850)
Government Grant - Covid 19			
- Local Restrictions Support Grant	-	22,950 c)	-
Summons Costs Recovered	(250,000)	(300,000) d)	(335,000) d)
Civil Penalty	(3,000)	(3,000)	(3,000)
Contributions from Other Bodies	(20,000)	(25,000) e)	(25,000)
	<hr/>	<hr/>	<hr/>
	(426,200)	(464,900)	(522,850)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	75,950	41,100	17,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	155,850	159,100	162,500
Information Technology Expenses	124,200	188,000 f)	152,650
Departmental Administrative Expenses	231,100	223,850 g)	236,700
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	587,100	612,050	569,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	15.02	14.87	15.00

DIRECTOR OF FINANCE & TRANSFORMATION

LOCAL REVENUE & NNDR COLLECTION

- a) Additional temporary staff requirement. Forward estimate includes provision for a pay award.
- b) Work undertaken by Kent Intelligence Network (KIN) that results in increases to rateable value/loss of small business relief etc requires a % to be paid back to them. The additional revenue will more than offset the KIN payment.
- c) Overstatement of Grant income in 2022/23.
- d) Reflects continuing impact of reintroduction of court hearings and current economic climate.
- e) MKES contribute a % of fees collected, this is expected to increase due to additional recovery work being done subject to MKES continuing as a supplier following the procurement exercise.
- f) Reallocation of IT infrastructure costs that had not previously been allocated to service budgets.
- g) Reflects a reduction in printing costs attributable to Revenue & Benefits staff section.

DIRECTOR OF FINANCE & TRANSFORMATION

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
3 <u>COUNCIL TAX SUPPORT</u>			
Employees			
Salaries	232,300	245,050 a)	250,550 a)
Supplies & Services			
Council Tax Support Scheme	14,500	4,500 b)	4,500 b)
Energy Rebate Scheme (Main)	-	206,700 c)	-
Energy Rebate Scheme (Discretionary)	-	23,450 c)	-
Energy Bill Support Scheme Alternative Funding	-	43,200 c)	-
Alternative Fuel Payment Alternative Fund	-	25,200 c)	-
Council Tax Support Fund	171,950	171,950	171,950
	<hr/>	<hr/>	<hr/>
	418,750	720,050	427,000
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant			
Administration			
- Dept. for Work and Pensions	(63,300)	(64,400)	(63,100)
Government Grant - Energy Rebate Scheme			
Energy Rebate Grant	-	(298,550) c)	-
New Burdens Grant	-	(18,050) d)	-
Council Tax Support Fund	(171,950)	(171,950)	(171,950)
Contributions from Other Bodies	(136,700)	(136,700)	(136,700)
	<hr/>	<hr/>	<hr/>
	(371,950)	(689,650)	(371,750)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	46,800	30,400	55,250
Central, Departmental & Technical Support Services			
Central Salaries & Administration	58,350	58,150	59,700
Information Technology Expenses	49,000	74,150 e)	60,200
Departmental Administrative Expenses	137,550	133,300	140,900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	291,700	296,000	316,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.87	7.79	7.87

DIRECTOR OF FINANCE & TRANSFORMATION

COUNCIL TAX SUPPORT

- a) Additional temporary staff requirement. Forward estimate includes provision for a pay award.
- b) Development of an in-house modelling solution deferred to a future date, in the interim cost funded from an earmarked reserve.
- c) Payments made under the Council Tax Energy Rebate Schemes and associated grant.
- d) New Burdens Grant received for administering the Council Tax Energy Rebate Schemes.
- e) Reallocation of IT infrastructure costs that had not previously been allocated to service budgets.

DIRECTOR OF FINANCE & TRANSFORMATION

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
4 <u>TREASURY MANAGEMENT & BANKING ARRANGEMENTS</u>			
Employees			
Salaries	33,500	32,650	35,050
Supplies & Services			
Treasury Advisor & Dealing Fees	12,100	17,000	16,000
Credit / Debit Card Charges	46,000	51,500	51,500
Bank Charges	20,000	18,000	18,000
Transfers in Lieu of Interest	42,000	190,000 a)	194,150
	<hr/>	<hr/>	<hr/>
	153,600	309,150	314,700
Less Income			
Interest on:			
Cash Flow Investments	(526,000)	(1,277,000) b)	(1,433,000) b)
Core Cash Investments	(599,000)	(1,103,000) b)	(676,000) b)
Property Fund Investments	(180,000)	(175,000) c)	(185,000)
Multi Asset Income Fund Investments	(153,000)	(175,000) d)	(183,500)
Other Miscellaneous Interest	-	(29,400) e)	-
	<hr/>	<hr/>	<hr/>
	(1,458,000)	(2,759,400)	(2,477,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(1,304,400)	(2,450,250)	(2,162,800)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	11,950	12,350	12,650
Information Technology Expenses	900	1,350	1,100
Departmental Administrative Expenses	17,950	25,400 f)	19,150
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(1,273,600)	(2,411,150)	(2,129,900)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.91	0.91	0.91

- a)** Reflects recent receipt of developer contributions and effect of interest rate rises.
- b)** Reflects the upward movement of Bank Rates in both cash and core investments and the ability to react swiftly to secure favourable investments.
- c)** The Property Fund investments are expected to underperform against the original budget due to uncertainty in the property market evidenced earlier in the current year.
- d)** The Multi-Asset Diversified Income Funds are anticipated to outperform budget based on current performance.
- e)** Interest awarded from High Court Case.
- f)** Reflects allocation of one-off service expenditure attributable to Accountancy staff section.

DIRECTOR OF FINANCE & TRANSFORMATION

	2023/24		2024/25
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
5 <u>DRAINAGE BOARDS SPECIAL LEVIES</u>			
Payments to Drainage Boards	484,050	484,050	509,500 a)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	300	350	300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	484,350	484,400	509,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.00	0.00	0.00
6 <u>LIAISON, SUPPORT & ADVICE</u>			
Employees			
Salaries	47,150	54,350 b)	53,200
Central, Departmental & Technical Support Services			
Central Salaries & Administration	25,350	26,150	26,750
Departmental Administrative Expenses	16,300	16,750	17,750
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	88,800	97,250	97,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.18	1.22	1.22
7 <u>STREET NAMING & NUMBERING</u>			
Employees			
Salaries	-	16,650 c)	17,500
Less Income			
Street / House Naming & Numbering	(40,450)	(40,450)	(45,000) d)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(40,450)	(23,800)	(27,500)
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	800	850	850
Information Technology Expenses	46,850	22,200 c)	21,850
Departmental Administrative Expenses	-	2,350 c)	2,650
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	7,200	1,600	(2,150)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.60	0.53	0.57

DIRECTOR OF FINANCE & TRANSFORMATION

DRAINAGE BOARDS SPECIAL LEVIES

- a) Reflects 5.25% increase for inflation (CPI).

LIAISON, SUPPORT & ADVICE

- b) Reassessment of staff resources from Events and Partnerships staff section.

STREET NAMING & NUMBERING

- c) Redistribution of staff allocations in GIS staff section.
- d) Additional income from proposed increase in fees from April 2024.

DIRECTOR OF FINANCE & TRANSFORMATION

8 CONTRIBUTIONS TO PROVISIONS

General Bad Debts Provision

TO SUMMARY

	2023/24	2024/25
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
5,000	5,000	5,000
5,000	5,000	5,000

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**SUMMARY**

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. DEVELOPMENT MANAGEMENT	973,100	1,454,400	797,700
2. CONSERVATION	94,650	106,350	106,050
3. BUILDING CONTROL	8,250	96,300	87,000
4. PLANNING POLICY	1,230,700	1,517,250	1,221,700
5. HOUSING STRATEGY & ENABLING ROLE	362,400	419,350	316,150
6. HOMELESSNESS	898,600	970,500	1,002,550
7. HOUSING ADVICE & PREVENTION	241,100	261,250	213,050
8. HOME SAFETY	4,050	4,300	4,400
9. PRIVATE SECTOR HOUSING RENEWAL	307,550	330,100	324,500
10. PRIVATE SECTOR HOUSING STANDARDS	99,650	110,400	104,100
11. PEST CONTROL	26,000	36,950	35,400
12. PUBLIC HEALTH ACT 1984	7,850	8,100	8,200
13. ENVIRONMENTAL PROTECTION ACT - PART 1	35,950	39,950	40,700
14. ENVIRONMENTAL PROTECTION	326,450	351,600	354,250
15. FOOD & SAFETY	354,100	370,850	383,700
16. PUBLIC HEALTH	63,500	55,050	64,700
	5,033,900	6,132,700	5,064,150
Full Time Equivalent Number of Staff (including Support Service Staff)	96.92	99.62	93.64

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
1. <u>DEVELOPMENT MANAGEMENT</u>			
Employees			
Salaries	1,278,150	1,576,000 a)	1,481,800 b)
Supplies & Services			
Professional Fees	9,000	17,450 c)	9,000
Planning Enforcement Fund	-	12,600 d)	-
Application & Appeals	25,000	125,000 e)	50,000 f)
Advertising	13,100	13,100	13,100
	<hr/>	<hr/>	<hr/>
	1,325,250	1,744,150	1,553,900
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Planning Applications	(850,000)	(850,000)	(1,290,000 g)
Pre-Planning Advice	(86,000)	(90,000 h)	(95,000 h)
Planning Performance Agreements	(52,000)	(60,000 i)	(70,000 i)
Viability Assessments	(9,100)	(2,550 j)	(9,100)
s.106 Agreement Monitoring	(38,500)	(29,050 k)	(37,000 l)
	<hr/>	<hr/>	<hr/>
	(1,035,600)	(1,031,600)	(1,501,100)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	289,650	712,550	52,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	124,950	126,300	128,700
Information Technology Expenses	94,400	142,850	116,000
Departmental Administrative Expenses	464,100	472,700	500,200
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	973,100	1,454,400	797,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	32.11	33.19	32.93

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**DEVELOPMENT MANAGEMENT**

- a) Increased use of agency staff to fill vacant posts due to difficulties in recruiting.
- b) Reflects full establishment, payment of market supplements and includes provision for a pay award.
- c) Financial Viability Assessments, partly offset by income received and expenditure related to the Biodiversity Net Gains Officer.
- d) Relates to storage and ultimate destruction of goods relating to enforcement activity. No further activities related to enforcement of illegal activities on Greenbelt anticipated in 2023/24 with remaining funding (£15,889) in reserves.
- e) Increased due to cost associated with specific cases. Funded by £100K in planning reserves.
- f) Anticipated ongoing high levels of appeals until 2027/28 pending completion of Local Plan.
- g) Increase relates to unconfirmed but anticipated Central government increases to fees to major/ minor projects.
- h) Reflects increase in requests for the service, and assumes approval of fee increase (ranging from 5.25% to 10%) on fees for 2024/25 at Cabinet on 9th January. Income will be put towards management overheads with the remainder offsetting planning staff costs.
- i) Reflects increase in requests for service and assumes approval of significant increase on fees (between 32% and 65%) for 2024/25 at Cabinet on 9th January.
- j) Assumes standard level of recoverable requests for service; offset by costs shown above.
- k) Lower than anticipated planning applications attracting S106 fee. Funds are used to offset salary costs for Section 106 Monitoring officer.
- l) Assumes a 21% increase in S106 fees to be agreed at Cabinet on 9th January.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**2. CONSERVATION****Employees**

Salaries

50,250

60,950 a)

58,250 b)

Supplies & Services

Archaeological Advice

8,100

8,900

9,350

Third Party Payments

Conservation

15,400

15,200

16,000

Sub-total

73,750

85,050

83,600

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,600

1,800

1,700

Information Technology Expenses

50

100

100

Departmental Administrative Expenses

19,250

19,400

20,650

TO SUMMARY**94,650****106,350****106,050****Full Time Equivalent Number of Staff**

(including Support Service Staff)

1.23

1.26

1.26

- a) Increased use of agency staff to fill vacant posts due to difficulties in recruiting.
- b) Reflects full establishment, payment of market supplements and includes provision for a pay award.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
3. <u>BUILDING CONTROL</u>			
Employees			
Salaries	307,800	307,300	319,050 a)
Supplies & Services			
Professional Fees	13,000	13,000	13,000
Subscriptions	2,350	2,150	2,250
Competent Persons Scheme	4,000	3,000	3,000
	<hr/>	<hr/>	<hr/>
	327,150	325,450	337,300
Less Income			
Fees & Charges			
Building Regulations	(484,000)	(400,000) b)	(421,000) c)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(156,850)	(74,550)	(83,700)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	13,800	14,900	14,550
Information Technology Expenses	27,400	41,400	33,650
Departmental Administrative Expenses	123,900	114,550	122,500
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	8,250	96,300	87,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.38	7.06	7.08

a) Includes provision for a pay award.

b) Reflects a reduction in requests which are potentially linked to the cost of living crisis.

c) Assumes increases in rates between 5.25% to 10% to be agreed at Cabinet on 9th January.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**4. PLANNING POLICY****(a) DEVELOPMENT OF LOCAL PLAN****Employees**

Salaries

330,300 360,400 a) 375,950 b)

Supplies & Services

Development of Local Plan

350,000 590,550 c) 270,000 c)

Sub-total

680,300 950,950 645,950

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

16,750 17,150 17,400

Information Technology Expenses

500 800 650

Departmental Administrative Expenses

97,950 89,800 99,800

795,500 1,058,700 763,800**Full Time Equivalent Number of Staff**
(including Support Service Staff)

6.63 6.16 6.53

- a) Increased use of agency staff to fill vacant posts due to difficulties in recruiting.
- b) Reflects full establishment, payment of market supplements and includes provision for a pay award.
- c) Anticipated third party costs in respect of the review, revision and resubmission of the Local Plan funded from an earmarked reserve.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**4. PLANNING POLICY (continued)****(b) PLANNING POLICY****Employees**

Salaries

291,600

319,800 a)

333,700 b)

Supplies & Services

Transport Policy Consultancy

5,000

5,000

5,000

Borough Green Gardens

25,000

21,600 c)

- d)

AONB Management

4,450

5,800

6,100

Local Wildlife Sites Register Update

3,550

3,700

3,900

329,600

355,900

348,700**Sub-total**

329,600

355,900

348,700

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

14,950

15,800

15,400

Information Technology Expenses

2,500

3,800

3,050

Departmental Administrative Expenses

88,150

83,050

90,750

435,200

458,550

457,900**Full Time Equivalent Number of Staff**
(including Support Service Staff)

6.15

5.90

6.03

PLANNING POLICY**(a) DEVELOPMENT OF LOCAL PLAN****795,500****1,058,700****763,800****(b) PLANNING POLICY****435,200****458,550****457,900****TO SUMMARY**

1,230,700

1,517,250

1,221,700

- a) Increased use of agency staff to fill vacant posts due to difficulties in recruiting.
- b) Reflects full establishment, payment of market supplements and includes provision for a pay award.
- c) Assumes no further spend this year.
- d) Anticipated third party costs in respect of the Borough Green Gardens project, funded from a government grant received in previous years. No further spend planned in 24/25.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**5. HOUSING STRATEGY
& ENABLING ROLE****(a) HOUSING STRATEGY****Employees**

Salaries

86,250 98,000 a) 75,200 a)

Supplies & Services

Professional Fees

- 20,000 b) -

Support for External Agencies

3,500 3,500 3,500

Sub-total

89,750 121,500 78,700

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

4,100 4,500 4,350

Information Technology Expenses

600 900 750

Departmental Administrative Expenses

26,900 28,100 24,250

121,350 155,000 108,050**Full Time Equivalent Number of Staff**
(including Support Service Staff)

2.14 2.31 1.64

a) Increase reflects additional fixed term posts, employed with the aim of reducing escalating temporary accommodation costs, as reported to General Purposes Committee on 22 March 2022. Funded from Homelessness Prevention Grant. Forward estimate reflects end of fixed term arrangements.

b) Temporary Accommodation Options Review funded by £20K LGA funding added to the homelessness reserve in 2022/23.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**5. HOUSING STRATEGY
& ENABLING ROLE (continued)****(b) HOUSING REGISTER****Employees**

Salaries

170,050

185,600 a)

140,550 a)

Third Party Payments

Choice Based Lettings

7,950

12,150 b)

11,200

Sub-total

178,000

197,750

151,750

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

5,950

5,900

6,100

Information Technology Expenses

1,700

2,550

2,050

Departmental Administrative Expenses

55,400

58,150

48,200

241,050**264,350****208,100****Full Time Equivalent Number of Staff**

(including Support Service Staff)

4.43

4.82

3.23

HOUSING STRATEGY & ENABLING ROLE**(a) HOUSING STRATEGY****121,350****155,000****108,050****(b) HOUSING REGISTER****241,050****264,350****208,100****TO SUMMARY****362,400****419,350****316,150**

a) Increase reflects additional fixed term posts employed to reduce escalating temporary accommodation costs, as reported to General Purposes Committee on 22 March 2022. Funded from Homelessness Prevention Grant. Forward estimate reflects end of fixed term arrangements.

b) Additional costs due to Escrow agreement, Huume options and "Entitled to" annual fee.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**6. HOMELESSNESS**

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
Employees			
Salaries	362,950	397,500 a)	347,700 a)
Premises Related Expenses			
Repairs & Maintenance to Buildings	13,500	28,000 b)	13,500
Maintenance of Grounds	5,000	2,500	2,500
Electricity	15,100	17,350	14,250
Gas	5,000	100 c)	100
Rates	1,000	- d)	1,000
Council Tax	9,000	12,350 e)	10,000
Water Charges (Metered)	-	1,150 f)	600
Fixtures & Fittings	5,100	2,500 g)	2,500
Premises Insurance	2,650	3,200	3,600
Transport Related Expenses			
Parking	3,000	1,000 h)	1,000
Public Transport	200	250	250
Supplies & Services			
Purchases - Equipment & Materials	5,500	2,500 i)	2,500
Maintenance - General	1,200	1,000	1,000
Professional Fees	26,250	26,250	-
Rough Sleeping Initiative	340,650	340,650 j)	309,800
Legal Fees	-	55,000 k)	-
Temporary Accommodation	1,000,000	1,550,000 l)	1,400,000
Storage of Furniture, Transport, etc.	500	500	500
Rent Deposits / Rent in Advance - Payments	33,550	5,000 m)	33,550
Telephones & Broadband	700	700	700
Contain Outbreak Management Fund	-	7,000 n)	-
Homelessness Reduction Initiatives	72,000	119,800 o)	72,000
Compensation	-	3,550 p)	-
Contribution to Bad Debt Provision	30,000	30,000	30,000
Third Party Payments			
Property Management	69,800	72,750	76,550
Medical Assessments	100	100	100
	<hr/>	<hr/>	<hr/>
<u>Carried Forward</u>	2,002,750	2,680,700	2,323,700
	<hr/>	<hr/>	<hr/>

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**HOMELESSNESS**

- a) Increase reflects additional fixed term posts employed to reduce escalating temporary accommodation costs, as reported to General Purposes Committee on 22 March 2022. Funded from Homelessness Prevention Grant. Forward estimate reflects end of fixed term arrangements.
- b) Higher than anticipated repairs and maintenance required to maintain Temporary Accommodation property.
- c) Minimal spend relating to void TMBC properties.
- d) No charges for 2023/24.
- e) Includes Council Tax for TMBC owned HMO, minimal voids in other TMBC owned properties, and liability for flats with Maidstone under management agreement that may be recharged.
- f) Includes charges for TMBC owned HMO and the liability for flats with Maidstone under management agreement that may be recharged.
- g) Temporary Accommodation properties are now fully fitted but future re-fittings will be required to maintain property standards.
- h) Lower than expected need for parking permits within TMBC properties.
- i) Temporary Accommodation properties are now fully fitted but future re-fittings will be required to maintain property standards.
- j) The Council has been awarded Rough Sleeping Initiatives Grant of £983,500 for the three-year period 2022/23 to 2024/25. This will allow the Council to continue to fund its partnership work with Look Ahead and Porchlight to tackle rough sleeping.
- k) Legal challenge on review of suitability of temporary accommodation
- l) Communities and Housing Advisory Board on 15 February 2022 set a target for reducing the number of households in temporary accommodation to 80 by October 2022, noting that the level would fluctuate between 70 and 100. Revised estimates assumed caseload would reduce from 95 in September 2022 to 80 in March 2023, albeit that this was a significant stretch target due to the continued demand pressures on the service and this was indicated by the service during budget setting and all agreed this would continue to be noted in budget discussions. Caseload has however remained between 95 and 105 as cost of living, including increasing private sector rental costs, and other demand pressures remain. In addition there were delays in the occupation of Council owned units at Pembury Road due to a lack of property management capacity within the Council and hazard repairs issues at High Street in Tonbridge.
- m) Offset by recharges shown against income. Funded from Discretionary Housing Payments.
- n) Reflects previous years payments to prevent homelessness funded by Covid Outbreak Management Fund.
- o) Estimate reflects additional top up funding received, plans for spending the Homelessness Prevention grant will be reported on in the near future.
- p) Compensation offered on advice of ombudsman due to delay in placing in Temporary Accommodation.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**6. HOMELESSNESS (continued)**

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
<u>Brought Forward</u>	2,002,750	2,680,700	2,323,700
Less Income			
Government Grant	(738,950)	(1,098,850) q)	(715,100) q)
Rent Deposits/Rent in Advance - Recharges	(33,550)	(5,000) r)	(33,550) r)
Customer & Client Receipts - Accommodation	(520,000)	(806,000) s)	(728,000)
Customer & Client Receipts - Service Charge	(11,000)	(17,050) t)	(15,400)
Rent of Temporary Accommodation	(138,600)	(147,450) u)	(210,000) u)
Contribution from Other Bodies	(30,000)	(22,400) v)	0
	<hr/>	<hr/>	<hr/>
	(1,472,100)	(2,096,750)	(1,702,050)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	530,650	583,950	621,650
Central, Departmental & Technical Support Services			
Central Salaries & Administration	182,300	187,750	192,550
Information Technology Expenses	17,200	26,000	21,100
Departmental Administrative Expenses	116,100	120,750	115,200
Depreciation & Impairment			
Non-Current Asset Depreciation	52,350	52,050	52,050
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	898,600	970,500	1,002,550
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	12.03	12.80	10.87

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	1,000,000	1,550,000	1,400,000
Customer & Client Receipts - Accommodation	(520,000)	(806,000)	(728,000)
Customer & Client Receipts - Service Charge	(11,000)	(17,050)	(15,400)
Non HRA Rent Rebates	650,000	950,000	1,100,000
Non HRA Rent Rebate Subsidy	(550,000)	(790,000)	(915,000)
	<hr/>	<hr/>	<hr/>
Total including non-HRA rent rebates	569,000	886,950	841,600
	<hr/>	<hr/>	<hr/>

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**HOMELESSNESS (continued)**

- q)** 2023/24 Reflects Homelessness Prevention Grant (£398,280), Rough Sleeping Initiatives Grant (£340,650) and Homelessness Prevention Grant Top-Ups (£170,330 + £189,600). 2024/25 is made up of £405,300 Homelessness Prevention Grant and £309,800 Rough Sleeping Initiative funding.
- r)** Recharges of Rent Deposit initiatives, contra for budget shown on previous page.
- s)** Recovery of temporary accommodation costs, for individuals in non-council owned accommodation.
- t)** Service charge income is calculated as a percentage of the temporary accommodation expenditure budget, the income expectation has increased in line with the expenditure .
- u)** Recovery of costs for Council owned temporary accommodation, increased costs resulting in increased recovery costs.
- v)** Reflects COMF funding received from KCC in respect of a Project Officer.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**7. HOUSING ADVICE & PREVENTION****Employees**

Salaries

165,550

179,450 a)

141,000 a)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

15,550

15,900

16,300

Information Technology Expenses

6,350

9,600

7,800

Departmental Administrative Expenses

53,650

56,300

47,950

TO SUMMARY**241,100****261,250****213,050****Full Time Equivalent Number of Staff**
(including Support Service Staff)

4.52

4.90

3.47

- a) Increase reflects additional fixed term posts employed to reduce escalating temporary accommodation costs, as reported to General Purposes Committee on 22 March 2022. Funded from Homelessness Prevention Grant. Forward estimate reflects end of fixed term arrangements.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**8. HOME SAFETY****Employees**

Salaries

2,650

2,800

2,850

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

550

600

600

Departmental Administrative Expenses

850

900

950

TO SUMMARY**4,050****4,300****4,400****Full Time Equivalent Number of Staff**

(including Support Service Staff)

0.07

0.08

0.07

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
9. PRIVATE SECTOR			
<u>HOUSING RENEWAL</u>			
Employees			
Salaries	193,700	207,900 a)	203,050 b)
Supplies & Services			
Purchases - Equipment & Materials	50	50	50
Professional Fees	250	40,750 c)	40,750 c)
Better Care Fund Initiatives		d)	d)
Housing & Health Co-ordinator (Pembury)	11,500	7,050	7,050
Housing & Health Co-ordinator (Maidstone)	32,100	33,200	33,200
Handy Person Service (Pembury)	29,400	30,900	30,900
Handy Person Service (Boroughwide)	17,000	17,550	17,550
Miscellaneous	-	650	650
Energy Efficiency Initiatives	4,000	4,000	4,000
Capital Grants & Contributions (RECS)	1,110,000	2,263,000	1,110,000
	<hr/>	<hr/>	<hr/>
	1,398,000	2,605,050	1,447,200
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant - Better Care Fund	(90,000)	(89,350)	(89,350)
Fees & Charges	(4,000)	(4,000)	(4,000)
Other Grants & Contributions	-	(40,500) c)	(40,500) c)
Capital Grants Received (RECS)	(1,080,000)	(2,233,000)	(1,080,000)
	<hr/>	<hr/>	<hr/>
	(1,174,000)	(2,366,850)	(1,213,850)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	224,000	238,200	233,350
Central, Departmental & Technical Support Services			
Central Salaries & Administration	10,550	11,850	11,100
Information Technology Expenses	10,200	15,450	12,550
Departmental Administrative Expenses	62,800	64,600	67,500
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	307,550	330,100	324,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.64	5.06	4.53

- a) Additional temporary staff resource cost until end March 2024.
- b) Includes provision for a pay award.
- c) Home upgrade grant received for capital expenditure, this is the admin and ancillary contribution which was received alongside this grant, to offset revenue costs.
- d) Subject to contract tender with new prices starting April 2024.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
10. PRIVATE SECTOR			
<u>HOUSING STANDARDS</u>			
Employees			
Salaries	70,650	77,900	74,050
Supplies & Services			
Other Expenses	6,450	6,450	6,450
	<hr/>	<hr/>	<hr/>
	77,100	84,350	80,500
Less Income			
Houses in Multiple Occupation / Caravan Site Licences	(5,200)	(4,650) a)	(6,800) b)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	71,900	79,700	73,700
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,600	1,800	1,700
Information Technology Expenses	3,950	6,000	4,850
Departmental Administrative Expenses	22,200	22,900	23,850
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	99,650	110,400	104,100
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.61	1.76	1.57

a) Reflects anticipated licences due for renewal.

b) Reflects anticipated licences plus 5.25% increase to be agreed at H&PSSC.
Subject to approval at Cabinet on 9th January 2024.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
11. <u>PEST CONTROL</u>			
Employees			
Salaries	9,750	10,200	10,450
Supplies and Services			
Financial Hardship Subsidy	1,000	7,650 a)	7,650 a)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	10,750	17,850	18,100
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,200	10,900	8,850
Information Technology Expenses	2,450	2,600	2,550
Departmental Administrative Expenses	5,600	5,600	5,900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	26,000	36,950	35,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.41	0.41	0.41

- a) Subject to approval. £50 fee to customers requesting rat or mice treatments, who are receiving Council Tax relief. All other treatments are referrals only.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**12. PUBLIC HEALTH ACT 1984****Employees**

Salaries

1,750

1,850

1,900

Third Party Payments

Funeral Expenses

5,000

5,000

5,000

Sub-total

6,750

6,850

6,900

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

550

600

600

Information Technology Expenses

-

50

50

Departmental Administrative Expenses

550

600

650

TO SUMMARY

7,850

8,100

8,200

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

0.05

0.05

0.05

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**13. ENVIRONMENTAL PROTECTION ACT - PART 1****Employees**

Salaries

27,950

28,550

29,800

Less Income

Fees & Charges

(9,300)

(8,650) a)

(8,650)

Sub-total

18,650

19,900

21,150

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,400

1,550

1,500

Information Technology Expenses

5,750

8,700

7,050

Departmental Administrative Expenses

10,150

9,800

11,000

TO SUMMARY**35,950****39,950****40,700****Full Time Equivalent Number of Staff**

(including Support Service Staff)

0.71

0.71

0.71

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

35,950

39,950

40,700

Share of:

Democratic Administration

4,250

3,950

4,300

Corporate Management

1,850

2,150

2,200

Non Distributed Costs

5,050

4,700

4,950

Full Cost of LAPPC / LA-IPPC

47,100

50,750

52,150

a) Reflects a reduction in the number of permit holders.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
14. <u>ENVIRONMENTAL PROTECTION</u>			
Employees			
Salaries	199,450	208,650 a)	212,350
Supplies & Services			
Purchases - Equipment & Materials	500	500	500
Maintenance - Calibration of Instruments	2,000	8,000 b)	2,000
Miscellaneous Insurance	500	550	550
Third Party Payments			
Water Sampling	500	500	500
General	1,000	1,700 c)	1,000
Air Quality	11,750	14,550 d)	14,550
Contaminated Land - Site Inspections	2,000	2,000	2,000
	217,700	236,450	233,450
Less Income			
Fees & Charges			
Water Sampling	(950)	(950)	(950)
Provision of Information	(1,250)	(1,500)	(1,650)
	(2,200)	(2,450)	(2,600)
	215,500	234,000	230,850
<u>Sub-total</u>			
Central, Departmental & Technical Support Services			
Central Salaries & Administration	18,950	19,450	19,800
Information Technology Expenses	11,600	17,550	14,250
Departmental Administrative Expenses	74,550	71,650	80,400
Depreciation & Impairment			
Non-Current Asset Depreciation	5,850	8,950	8,950
	326,450	351,600	354,250
<u>TO SUMMARY</u>			
Full Time Equivalent Number of Staff (including Support Service Staff)	4.84	4.81	4.84

- a) Increased allocation from Planning, Housing and Environmental Health Management section.
- b) Budget reflects the urgent replacement of gas booster at Priory Wood .
- c) Overspend due to the cost of supply of gas regulators at two Air Quality sites.
- d) Reflects increased cost of Kent & Medway Air Quality Data monitoring and BG Air Quality monitoring.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**15. FOOD & SAFETY****(a) GENERAL****Employees**

Salaries

103,100

105,700

110,100

Supplies & Services

Protective Clothing

150

100

100

Health General

500

250

250

Miscellaneous Insurance

600

650

750

Sub-total

104,350

106,700

111,200

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

10,750

11,350

11,200

Information Technology Expenses

11,300

17,050

13,850

Departmental Administrative Expenses

43,450

41,900

46,650

169,850**177,000****182,900****Full Time Equivalent Number of Staff**
(including Support Service Staff)

2.58

2.56

2.58

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**15. FOOD & SAFETY (continued)****(b) FOOD SAFETY****Employees**

Salaries

118,950

122,550

127,000

Supplies & Services

Health General

400

250

250

Other Expenses

500

500

500

Third Party Payments

Food Sampling

200

200

200

120,050

123,500

127,950**Less Income**

Food Hygiene Rating Systems Re-inspections

(850)

(1,900) a)

(1,900)

Fees & Charges

Food Inspection

(1,900)

(1,800)

(1,900)

Training Courses

(3,000)

- b)

- b)

(5,750)

(3,700)

(3,800)**Sub-total**

114,300

119,800

124,150

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

8,550

8,600

8,850

Information Technology Expenses

11,400

17,300

14,050

Departmental Administrative Expenses

50,000

48,150

53,750

184,250

193,850

200,800**Full Time Equivalent Number of Staff**
(including Support Service Staff)

2.89

2.86

2.89

FOOD & SAFETY**(a) GENERAL****169,850****177,000****182,900****(b) FOOD SAFETY****184,250****193,850****200,800****TO SUMMARY**

354,100

370,850

383,700

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

FOOD & SAFETY - FOOD SAFETY

- a) Reflects an increase in requests for re-visits per year, remaining at the same fee, as approved by Cabinet on 8 November 2023.

- b) There are no plans to run Food Safety training courses as the market now meets this need.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**16. PUBLIC HEALTH****(a) HEALTHY LIVING****Employees**

Salaries

107,600 101,350 **a)** 104,950**Supplies & Services**

Other Expenses

- 32,150 **b)** -

Healthy Living Initiatives

18,000 14,000 **c)** 14,000

125,600 147,500 118,950
Less Income

Other Grants & Contributions

- (32,150) **b)** -

Public Health Funding

(124,100) (124,100) (124,100)

Sub-total

1,500 (8,750) (5,150)
Central, Departmental & Technical Support Services

Central Salaries & Administration

2,200 2,400 2,300

Information Technology Expenses

350 500 400

Departmental Administrative Expenses

43,050 43,150 49,400

47,100 **37,300** **46,950**

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

2.74 2.75 2.78

- a)** Savings arising from a vacant post within Healthy Living team.
- b)** Developer contribution received for Peter's Village, to be used to fund Adult Education Courses.
- c)** Revised estimate has been reduced to reflect the spend to date. Funded by an earmarked reserve.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

16. PUBLIC HEALTH (continued)

(b) GENERAL

Employees

Salaries

13,200

14,600 a)

14,250

**Central, Departmental & Technical
Support Services**

Departmental Administrative Expenses

3,200

3,150

3,500

16,400

17,750

17,750

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

0.17

0.17

0.17

PUBLIC HEALTH

(a) HEALTHY LIVING

47,100

37,300

46,950

(b) GENERAL

16,400

17,750

17,750

TO SUMMARY

63,500

55,050

64,700

a) Increased allocation from Planning, Housing and Environmental Health Management section.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**SUMMARY**

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. REFUSE COLLECTION	1,758,750	1,788,400	1,784,750
2. RECYCLING	910,450	940,950	792,000
3. STREET SCENE	1,231,950	1,343,800	1,394,400
4. PUBLIC CONVENIENCES	137,750	229,450	170,300
5. TONBRIDGE & MALLING LEISURE TRUST	905,250	918,000	691,500
6. LARKFIELD LEISURE CENTRE	1,208,450	1,329,050	1,151,750
7. ANGEL CENTRE	484,100	451,900	531,900
8. TONBRIDGE SWIMMING POOL	700,550	682,300	617,250
9. POULT WOOD GOLF CENTRE	187,800	323,400	312,450
10. SPORTS GROUNDS	719,950	532,700	766,800
11. PLEASURE GROUNDS & OPEN SPACES	865,400	1,005,700	940,600
12. ALLOTMENTS	7,200	7,200	6,950
13. CHURCHYARDS	13,100	13,050	13,500
14. TONBRIDGE CEMETERY	25,750	52,900	38,400
15. EVENTS DEVELOPMENT	126,650	145,000	150,300
16. LEISURE STRATEGY	88,050	105,800	97,450
17. CHRISTMAS LIGHTING	46,900	47,300	50,550
18. PARKING SERVICES	(987,600)	(907,200)	(884,900)
19. TRANSPORTATION	151,750	159,700	160,350
20. SECURITY SERVICES MANAGEMENT (CCTV)	69,750	70,250	71,000
21. BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	200,650	199,000	199,450
22. CIVIL CONTINGENCIES	148,650	145,250	152,800
	9,001,250	9,583,900	9,209,550
Full Time Equivalent Number of Staff (Including Support Service Staff)	52.89	54.65	54.43

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. REFUSE COLLECTION			
Employees			
Salaries	159,950	174,650 a)	181,300 a)
Premises Related Expenses			
Vale Rise Depot Recharge	33,000	35,550	36,650
Supplies & Services			
Purchases - Equipment & Materials	3,000	1,000 b)	1,000
Emergency Arrangements	50	50	50
Other Expenses	2,000	4,000 c)	4,000
Third Party Payments			
Residual Waste Collection	1,534,000	1,537,150 d)	1,530,150 e)
Commercial Waste Collection	500	550	550
	<hr/>	<hr/>	<hr/>
	1,732,500	1,752,950	1,753,700
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Bulky Waste Collection	(147,000)	(147,000)	(157,300) f)
Additional Collections	(100)	(2,300) g)	(1,450) h)
Commercial Waste Collection	(500)	(650)	(700)
	<hr/>	<hr/>	<hr/>
	(147,600)	(149,950)	(159,450)
	<hr/>	<hr/>	<hr/>
	Sub-total	1,603,000	1,594,250
Central, Departmental & Technical Support Services			
Central Salaries & Administration	21,250	22,350	22,200
Information Technology Expenses	7,550	11,400	9,250
Departmental Administrative Expenses	88,650	91,950	96,650
Depreciation & Impairment			
Non-Current Asset Depreciation	56,400	59,700	62,400
	<hr/>	<hr/>	<hr/>
	TO SUMMARY	1,788,400	1,784,750
	<hr/>	<hr/>	<hr/>
	1,758,750	1,788,400	1,784,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.80	5.07	5.04

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**REFUSE COLLECTION**

- a) Reflects extension of temporary Waste Contract Officer post to December 2025 to support roll-out of new service to flats. Forward estimate includes provision for a pay award.
- b) Reduced requirements as part of essential spend only.
- c) Increased costs for maintaining bins at the depot offset by reduced purchases.
- d) Reflects waste collections on additional bank holidays in 2023 and contribution to early lease termination costs.
- e) Assumes 5.25% increase for inflation (CPI).
- f) Includes proposed increase in fees from April 2024 approved by Cabinet on 8 November 2023.
- g) Includes charges for additional collection in 2024/25. Assumes 7% RPI and 10 customer collections at increased rate approved by Cabinet 8 November 2023.
- h) Assumes 7% RPI, ongoing additional collections for a third party and ten individual customer collections at the increased rate approved by Cabinet 8 November 2023.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**2. RECYCLING****Employees**

Salaries

202,400

221,300 a)

229,750 a)

Premises Related Expenses

Recycling Centres - Servicing

7,000

11,750 b)

8,350 c)

Rates

1,100

1,000

1,050

Transport Related Expenses

Glass Collection

25,650

14,350 d)

15,050 e)

Supplies & Services

Purchases - Equipment & Materials

2,000

1,500

1,500

Direct Debit / Bank Charges

200

-

-

Credit / Debit Card Charges

4,000

-

-

Contribution to Kent Resource Partnership

15,000

15,000

15,000

Other Expenses

1,300

1,300

1,300

Third Party Payments

Kerbside Waste Collection

Dry Recycling

1,260,000

1,251,300 f)

1,245,050 g)

Food Recycling

489,000

486,300 f)

483,500 g)

Garden Waste Recycling

444,000

425,800 h)

445,200 g)

Bring Sites Waste Collection

Cardboard Recycling

15,900

19,400 i)

20,350 j)

Plastic Recycling

47,450

55,750 k)

58,550 j)

Paper Recycling

9,500

10,800 k)

11,350 j)

Carried Forward

2,524,500

2,515,550

2,536,000

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**RECYCLING**

- a) Reflects extension of temporary Waste Contract Officer post to December 2025 to support the roll-out of new service to flats. Forward estimate includes provision for a pay award.
- b) Includes Bank Holiday Adjustment. Assumes further £3,000 of general maintenance this year for returning the sites to car parks.
- c) Includes 7% RPI in April 2024 for cleansing of sites contract and £3,000 for general maintenance of banks.
- d) Reflects the current reduced number of bring sites.
- e) Reflects 5.25% CPI increase in contract costs. Subject to decision on the number of sites at CESSC Feb 2024.
- f) Reflects lower than anticipated ad-hoc contractor payments. Includes Bank Holiday adjustment and contribution to early lease termination.
- g) Assumes 5.25% increase for inflation (CPI).
- h) Reflects lower than anticipated ad-hoc contractor payments.
- i) Higher than anticipated third party contractor costs.
- j) Reflects 5.25% increase for inflation (CPI). Subject to decision on site numbers at CESSC Feb 2024.
- k) Higher than anticipated third party contractor costs.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
2. <u>RECYCLING (continued)</u>			
<u>Brought Forward</u>	2,524,500	2,515,550	2,536,000
Less Income			
Garden Waste Collection	(1,240,000)	(1,270,000) l)	(1,390,000) m)
Textile Recycling	(6,000)	(15,650) n)	(16,450)
Performance Payment	(628,000)	(579,000) o)	(628,000)
	<hr/>	<hr/>	<hr/>
	(1,874,000)	(1,864,650)	(2,034,450)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	650,500	650,900	501,550
Central, Departmental & Technical Support Services			
Central Salaries & Administration	13,850	15,200	15,050
Information Technology Expenses	33,050	50,050	40,600
Departmental Administrative Expenses	106,450	111,100	116,800
Depreciation & Impairment			
Non-Current Asset Depreciation	106,600	113,700	118,000
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	910,450	940,950	792,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.98	6.33	6.31

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

RECYCLING (continued)

- l)** Reflects a 90% take-up of renewals and a low and steady level of new subscriptions.

- m)** Assumes no further reduction in renewals, a low and steady level of new subscriptions and includes the proposed increase in fees from April 2024 approved by Cabinet on 8 November 2023.

- n)** Increased collection rate per tonne.

- o)** Based on Quarter 1 actuals, which suggest that values will be similar to 2021/22. Estimate reflects the over accrual of £49,000 from 2022/23, due to income received being less than anticipated at Outturn.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
3. STREET SCENE			
Employees			
Salaries	129,650	139,200 a)	145,450 a)
Supplies & Services			
Purchases - Equipment & Materials	10,000	15,000 b)	10,000
Abatement Initiatives (Self Help)	15,000	15,000	15,000
Dog Bin Emptying	13,200	13,300	14,150
Graffiti Removal	1,000	1,000	1,000
Dog Warden	75,400	108,600 c)	116,200 d)
Emergency Arrangements	50	50	50
Third Party Payments			
Amenity & Street Cleansing	921,000	979,050 e)	1,019,550 f)
	<hr/>	<hr/>	<hr/>
	1,165,300	1,271,200	1,321,400
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Stray Dogs Redemption Fees	(4,550)	(4,700)	(5,050)
Clearance Costs and Contributions from Other Bodies	(6,800)	(6,800)	(7,500)
	<hr/>	<hr/>	<hr/>
	(11,350)	(11,500)	(12,550)
	<hr/>	<hr/>	<hr/>
	1,153,950	1,259,700	1,308,850
Central, Departmental & Technical Support Services			
Central Salaries & Administration	9,700	10,600	10,200
Information Technology Expenses	5,500	8,300	6,750
Departmental Administrative Expenses	62,800	65,200	68,600
	<hr/>	<hr/>	<hr/>
	1,231,950	1,343,800	1,394,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.55	3.74	3.73

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

STREET SCENE

- a) Reflects extension of temporary Waste Contract Officer post to December 2025 to support the roll-out of new service to flats. Forward estimate includes provision for a pay award.
- b) Increased cost in 23/24 due to maintaining stock levels for the litter bins.
- c) Increase in stray/abandoned dogs not being reclaimed, resulting in an increased kennelling cost to the Council.
- d) Assumes 7% increase for inflation (RPI).
- e) Includes Bank Holiday adjustment for procurement support to Dartford Borough Council for the enforcement and Dog Warden contract.
- f) Assumes 5.25% increase for CPI.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
4. <u>PUBLIC CONVENIENCES</u>			
Employees			
Salaries	11,500	12,600	13,150
Premises Related Expenses			
Building Repairs Expenditure	11,300	77,350 a)	15,400
Electricity	6,500	12,000 b)	12,000 b)
Water Charges (Metered)	5,700	5,700	5,700
Sewerage & Environmental Services	5,000	5,000	5,000
Premises Insurance	1,200	1,350	1,450
Supplies & Services			
Professional Fees	-	800	-
Third Party Payments			
Public Conveniences Cleansing	28,100	52,750 c)	55,500 c)
	<hr/>	<hr/>	<hr/>
	69,300	167,550	108,200
Less Income			
Fees & Charges			
Radar Keys	(50)	(50)	(50)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	69,250	167,500	108,150
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,900	7,300	7,300
Information Technology Expenses	500	750	600
Departmental Administrative Expenses	6,400	6,700	7,050
Depreciation & Impairment			
Non-Current Asset Depreciation	54,700	47,200	47,200
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	137,750	229,450	170,300
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.43	0.45	0.45

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PUBLIC CONVENIENCES

- a) Estimate includes Aylesford Toilet conversion and cyclical maintenance of other public conveniences.
- b) Estimate reflects the increase in electricity costs.
- c) Reflects increased costs during contract extension, pending contract tender.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
5. <u>TONBRIDGE & MALLING LEISURE TRUST</u>			
Employees			
Salaries	49,600	56,950	59,450
Third Party Payments			
Management Fee	750,000	635,900 a)	410,000 b)
Employers' Superannuation Costs	67,700	182,950 c)	178,450 c)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	867,300	875,800	647,900
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	15,450	16,250	16,200
Information Technology Expenses	50	50	50
Departmental Administrative Expenses	22,450	25,900	27,350
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	905,250	918,000	691,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.42	1.57	1.57

- a) Full cost relates to support for utility costs included in the agreement. Operational service fee is zero.
- b) Full cost relates to support for utility costs which reflect a reduction in the market price. Operational service fee remains at zero.
- c) Superannuation deficit costs being funded from earmarked reserve. Employers contributions have increased following 2023 triennial valuation.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
6. <u>LARKFIELD LEISURE CENTRE</u>			
Employees			
Salaries	1,250	1,350	1,400
Premises Related Expenses			
Building Repairs Expenditure	350,900	401,750 a)	206,950 b)
Premises Insurance	17,050	49,450 c)	61,200 c)
Third Party Payments			
General	15,000	9,200 d)	- d)
	384,200	461,750	269,550
<u>Sub-total</u>			
Central, Departmental & Technical Support Services			
Central Salaries & Administration	20,000	21,000	21,100
Information Technology Expenses	200	350	250
Departmental Administrative Expenses	450	500	550
Depreciation & Impairment			
Non-Current Asset Depreciation	803,600	845,450	860,300
	1,208,450	1,329,050	1,151,750
<u>TO SUMMARY</u>			
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.32	0.32	0.33

- a) Planned building repairs at Larkfield Leisure centre, including works to refurbish the toilets, a retaining wall to the sports hall stores; cyclical maintenance throughout the facility, which includes window and door repairs and servicing the air handling equipment.
- b) Includes repairs to the fitness pool roof, and cyclical repairs throughout the building.
- c) Increase in premiums following the installation of Solar Panels.
- d) Reflects maintenance of gym equipment to September 2023. Maintenance will revert to Tonbridge Malling Leisure Trust post review of equipment.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
7. <u>ANGEL CENTRE</u>			
Employees			
Salaries	3,300	3,850	4,100
Premises Related Expenses			
Building Repairs Expenditure	149,050	111,150 a)	187,550 b)
Premises Insurance	9,900	10,600	11,600
Third Party Payments			
General	-	50,000 c)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	162,250	175,600	203,250
Central, Departmental & Technical Support Services			
Central Salaries & Administration	10,100	10,350	10,650
Information Technology Expenses	150	250	200
Departmental Administrative Expenses	900	1,050	1,100
Depreciation & Impairment			
Non-Current Asset Depreciation	310,700	264,650	316,700
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	484,100	451,900	531,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.24	0.26	0.26

- a) Building repairs in the changing room, cyclical maintenance and routine servicing required.
- b) New carpet and flooring in public areas and servicing is due on fire alarms/emergency lighting.
- c) Appointment of consultants regarding options for the replacement of the Angel Centre, funded from reserves.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**8. TONBRIDGE SWIMMING POOL**

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	3,300	3,650	3,900
Premises Related Expenses			
Building Repairs Expenditure	169,450	267,850 a)	183,350 b)
Premises Insurance	16,600	18,050	19,400
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	189,350	289,550	206,650
Central, Departmental & Technical Support Services			
Central Salaries & Administration	15,250	15,700	16,100
Information Technology Expenses	200	300	250
Departmental Administrative Expenses	850	1,000	1,050
Depreciation & Impairment			
Non-Current Asset Depreciation	494,900	375,750	393,200
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	700,550	682,300	617,250
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.32	0.33	0.33

- a) Includes repair of glulam beams; disinfection system replacement; health suite works; pool tile works and other cyclical repairs due to take place throughout the year.
- b) SMS system maintenance and cyclical repairs and servicing at the swimming pool.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
9. <u>POULT WOOD GOLF CENTRE</u>			
Employees			
Salaries	1,550	1,750	1,800
Premises Related Expenses			
Building Repairs Expenditure	29,200	75,200 a)	60,600 b)
Maintenance of Grounds	1,150	1,200	1,250
Premises Insurance	3,550	3,700	4,100
Transport Related Expenses			
Transport Insurance	7,800	7,900	8,600
	43,250	89,750	76,350
<u>Sub-total</u>			
Central, Departmental & Technical Support Services			
Central Salaries & Administration	10,500	10,700	11,100
Information Technology Expenses	100	150	150
Departmental Administrative Expenses	700	750	800
Depreciation & Impairment			
Non-Current Asset Depreciation	133,250	222,050	224,050
	187,800	323,400	312,450
<u>TO SUMMARY</u>			
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.20	0.20	0.20

- a) Includes expenditure for asbestos monitoring, on top of the routine repairs and servicing at the site.
- b) Servicing of the air conditioning system is due in 24/25, budget has also been set aside for other routine servicing and cyclical repairs required.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
10 SPORTS GROUNDS			
Employees			
Salaries	47,400	46,400	48,300
Premises Related Expenses			
Building Repairs Expenditure	180,500	23,650 a)	176,200 b)
Maintenance of Grounds	21,050	21,050	21,450
Premises Insurance	2,150	2,050	2,100
Transport Related Expenses			
Repairs & Maintenance	150	250	150
Licences	150	150	150
Petrol / Oil	850	750	750
Car Allowances	200	200	200
Transport Insurance	300	300	350
Supplies & Services			
Clothing, Uniform & Laundry	150	150	150
Stationery	100	100	100
Gates / Security	4,550	4,150	4,350
Honoraria	1,100	1,100	1,100
Postages	50	-	-
Telephones	100	100	100
Licences	100	100	100
Third Party Payments			
Grounds Maintenance Contract	286,800	288,800	303,750
	<hr/>	<hr/>	<hr/>
	545,700	389,300	559,300
Less Income			
Rents	(14,550)	(16,200)	(16,050)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	531,150	373,100	543,250
Central, Departmental & Technical Support Services			
Central Salaries & Administration	14,150	15,350	14,900
Information Technology Expenses	650	1,050	850
Departmental Administrative Expenses	22,950	23,300	24,000
Depreciation & Impairment			
Non-Current Asset Depreciation	151,050	119,900	183,800
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	719,950	532,700	766,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.30	1.35	1.31

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

SPORTS GROUNDS

- a) Servicing of pump station at Racecourse sports ground and legionella works at Tonbridge Farm Pavilion, estimates also include provision for routine repairs and servicing due in the year.

- b) Reflects the estimated cost of repairs to the roof at Tonbridge Farm Pavilion. This also includes routine repairs and maintenance due throughout 2024/25.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
(a) TONBRIDGE CASTLE GROUNDS			
Employees			
Salaries	20,100	20,050	21,000
Premises Related Expenses			
Maintenance of Grounds	4,500	6,000 a)	4,500
Electricity	800	1,400 b)	1,400
Rates	1,400	1,350	1,400
Premises Insurance	50	50	50
Supplies & Services			
Purchases - Equipment & Materials	10,000	10,000	10,000
Licences	300	300	300
Third Party Payments			
Grounds Maintenance Contract	99,300	100,150 c)	105,400 c)
Tonbridge Hanging Baskets	5,000	5,000	5,000
	<hr/>	<hr/>	<hr/>
	141,450	144,300	149,050
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges - Mooring Fees	(300)	(150)	(150)
Rents			
Rights over Water	(2,500)	(2,500)	(2,650)
	<hr/>	<hr/>	<hr/>
	(2,800)	(2,650)	(2,800)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	138,650	141,650	146,250
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,800	3,100	2,950
Information Technology Expenses	300	450	350
Departmental Administrative Expenses	9,150	9,350	9,650
Depreciation & Impairment			
Non-Current Asset Depreciation	14,600	8,700	15,300
	<hr/>	<hr/>	<hr/>
	165,500	163,250	174,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.61	0.63	0.61

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PLEASURE GROUNDS & OPEN SPACES - TONBRIDGE CASTLE GROUNDS

- a) Increase due to path repairs for Health & Safety reasons.
- b) Estimate based on quarterly bills paid to date.
- c) Assumes 5.25% increase for inflation in January 2024 and an increase of 5.25% in January 2025.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(b) HAYSDEN COUNTRY PARK			
Employees			
Salaries	42,500	41,600	43,450
Premises Related Expenses			
Building Repairs Expenditure	3,100	7,600	3,200
Maintenance of Grounds	9,250	11,950 a)	8,950
Electricity	1,500	6,500 b)	6,500
Water Charges (Metered)	3,000	3,700	3,700
Sewerage & Environmental Services	2,300	2,650	2,650
Cleaning & Domestic Supplies	7,700	17,000 c)	17,650
Premises Insurance	150	150	200
Supplies & Services			
Purchases - Equipment & Materials	2,850	2,850	2,850
Maintenance - General	2,500	2,500	2,500
Clothing, Uniforms & Laundry	50	50	50
Cash Collection	1,750	1,750	1,850
Trade Refuse Charges	750	750	800
Dog Bin Emptying	350	350	400
Gates / Security	8,200	7,350	7,750
Events	-	300	300
Rodent Control	650	1,400	1,400
Litter Collection	6,850	6,550	6,900
Advertising	-	450	450
Third Party Payments			
Grounds Maintenance Contract	30,050	30,350	31,900
	<hr/>	<hr/>	<hr/>
<u>Carried Forward</u>	123,500	145,800	143,450
	<hr/>	<hr/>	<hr/>

- a) Increase due to path repairs at Barden Lake, which is partly offset by income from KCC.
- b) Reflects bills being paid to date. This also includes expenditure to be recharged to concessions.
- c) Reflects increased costs during contract extension, pending contract tender.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
<u>(b) HAYSDEN COUNTRY PARK (continued)</u>			
<u>Brought Forward</u>	123,500	145,800	143,450
Less Income			
Fees & Charges			
Car Parking Fees	(73,500)	(77,500) d)	(82,500) d)
Car Park Season Tickets	(15,500)	(10,000) e)	(11,000) e)
Rents			
Rights over Water	(5,600)	(8,200) f)	(6,800) f)
Miscellaneous Concessions	(10,450)	(19,250) g)	(9,900)
Partnership Funding	-	(1,550) h)	-
	<hr/>	<hr/>	<hr/>
	(105,050)	(116,500)	(110,200)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	18,450	29,300	33,250
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,800	3,100	2,950
Information Technology Expenses	1,400	2,150	1,750
Departmental Administrative Expenses	19,850	20,200	20,750
Depreciation & Impairment			
Non-Current Asset Depreciation	33,100	30,000	34,400
	<hr/>	<hr/>	<hr/>
	75,600	84,750	93,100
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.23	1.28	1.24

- d)** Income re-profiled based on income to date. Includes 10% increase in 2024/25, subject to public consultation.
- e)** Estimate reflects a lower than anticipated take up in seasonal tickets.
- f)** Reflects additional one-off payment in 2023/24.
- g)** Includes windfall payment due to a change in contractor.
- h)** Kent County Council contribution towards the repairs at Barden Lake.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
(continued)			
(c) OPEN SPACES & AMENITY AREAS BOROUGH - WIDE			
Employees			
Salaries	83,650	82,250	85,950
Premises Related Expenses			
Maintenance of Grounds	27,400	27,100	27,800
Maintenance of Play Equipment	7,500	9,500 a)	7,500
Bridge Maintenance	15,000	20,000 b)	46,600 b)
Electricity	3,100	1,400 c)	1,400
Premises Insurance	2,550	2,700	2,950
Supplies & Services			
Purchases - Equipment & Materials	800	800	850
Dog Bin Emptying	150	200	200
Events	-	300	300
Rodent Control	250	500	500
Miscellaneous Insurance	100	150	150
Telephones	150	100	100
Other Expenses	-	10,500	-
Third Party Payments			
Grounds Maintenance Contract	169,050	172,200 d)	181,200 d)
	<hr/>	<hr/>	<hr/>
<u>Carried Forward</u>	309,700	327,700	355,500
	<hr/>	<hr/>	<hr/>

- a) Increase due to essential Health & Safety repairs.
- b) Ongoing bridge repairs following structural assessments in March 2023.
- c) Profiled based on spend to date.
- d) Assumes 5.25% increase for inflation in January 2024 and an increase of 5.25% in January 2025.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES (continued)			
(c) OPEN SPACES & AMENITY AREAS BOROUGH - WIDE (continued)			
<u>Brought Forward</u>	309,700	327,700	355,500
Less Income			
Developer Contributions	(2,500)	(2,500)	(2,650)
Rents			
Land	(23,200)	(27,450)	(28,800)
Wayleave Agreement	(1,250)	(1,250)	(1,250)
	<hr/>	<hr/>	<hr/>
	(26,950)	(31,200)	(32,700)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	282,750	296,500	322,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,700	8,050	8,150
Information Technology Expenses	1,150	1,750	1,400
Departmental Administrative Expenses	38,800	39,100	40,300
Depreciation & Impairment			
Non-Current Asset Depreciation	41,500	27,250	27,300
	<hr/>	<hr/>	<hr/>
	371,900	372,650	399,950
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.30	2.37	2.30

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(d) PATROLLING			
Employees			
Salaries	6,750	6,550	6,800
Transport Related Expenses			
Repairs & Maintenance	150	200	150
Licences	150	150	150
Petrol / Oil	850	750	750
Transport Insurance	300	300	300
Supplies & Services			
Clothing, Uniform & Laundry	150	150	150
Gates / Security	4,500	4,100 a)	4,300 a)
Telephones	50	-	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	12,900	12,200	12,600
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,350	1,450	1,400
Information Technology Expenses	100	100	100
Departmental Administrative Expenses	3,300	3,350	3,450
	<hr/>	<hr/>	<hr/>
	17,650	17,100	17,550
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.42	0.43	0.42

- a) Estimate is lower this year as the contractor costs in 2023/24 did not increase as anticipated.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(e) <u>COUNTRYSIDE / WOODLAND</u>			
<u>MANAGEMENT</u>			
Employees			
Salaries	17,600	17,200	17,900
Premises Related Expenses			
Maintenance of Grounds	8,000	8,000	20,000 a)
Tree Planting Schemes	2,300	2,300	2,300
Supplies & Services			
Purchases - Equipment & Materials	300	300	300
Health & Safety - Trees	80,000	200,000 b)	80,000
Miscellaneous Insurance	50	50	100
Third Party Payments			
Medway Valley Countryside Partnership	9,000	9,000	9,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	117,250	236,850	129,600
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical			
Support Services			
Central Salaries & Administration	6,800	7,600	7,150
Information Technology Expenses	1,200	1,800	1,450
Departmental Administrative Expenses	8,650	8,800	9,050
	<hr/>	<hr/>	<hr/>
	133,900	255,050	147,250
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.61	0.63	0.61
(Including Support Service Staff)			

a) Increase represents a 15 year coppicing cycle at Taddington Valley, should the site be formerly adopted by the Council and the Forestry Commission following public consultation on management plan.

b) This years annual expert inspection, focused on woodlands, has noted a significant rise in die back diseases, which has resulted in an increased cost.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**11. PLEASURE GROUNDS & OPEN SPACES**
(continued)**(f) LEYBOURNE LAKES COUNTRY PARK****Employees**

Salaries

9,300

8,950

9,300

Premises Related Expenses

Building Repairs Expenditure

5,200

11,850 a)

9,500 a)

Electricity

-

1,300 b)

-

Premises Insurance

800

750

600

Transport Related Expenses

Transport Insurance

600

600

650

Carried Forward

15,900

23,450

20,050

a) Reflects the cost of routine maintenance and repairs at Leybourne Lakes Country Park.**b)** Reflects the cost of electricity prior to the Trust taking over maintenance of the site.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(f) <u>LEYBOURNE LAKES COUNTRY PARK</u>			
<u>(continued)</u>			
<u>Brought Forward</u>	15,900	23,450	20,050
<u>Sub-total</u>	15,900	23,450	20,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,250	5,800	5,550
Information Technology Expenses	1,300	1,950	1,600
Departmental Administrative Expenses	3,700	3,600	3,800
Depreciation & Impairment			
Non-Current Asset Depreciation	74,700	78,100	77,250
	100,850	112,900	108,250
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.31	0.28	0.28
<u>PLEASURE GROUNDS & OPEN SPACES</u>			
(a) TONBRIDGE CASTLE GROUNDS	165,500	163,250	174,500
(b) HAYSDEN COUNTRY PARK	75,600	84,750	93,100
(c) OPEN SPACES & AMENITY AREAS	371,900	372,650	399,950
(d) PATROLLING	17,650	17,100	17,550
(e) COUNTRYSIDE / WOODLAND MANAGE'T	133,900	255,050	147,250
(f) LEYBOURNE LAKES COUNTRY PARK	100,850	112,900	108,250
<u>TO SUMMARY</u>	865,400	1,005,700	940,600

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**12 ALLOTMENTS****Employees**

Salaries

700

650

700

Premises Related Expenses

Drainage Rates

50

50

50

Premises Insurance

50

50

50

Third Party Payments

Management Fee to T.A.G.A.

5,100

5,100

5,100

Sub-total

5,900

5,850

5,900

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

350

400

350

Departmental Administrative Expenses

300

300

300

Depreciation & Impairment

Non-Current Asset Depreciation

650

650

400

TO SUMMARY**7,200****7,200****6,950****Full Time Equivalent Number of Staff**

(Including Support Service Staff)

0.02

0.02

0.02

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
13. CHURCHYARDS			
Employees			
Salaries	3,300	3,250	3,400
Premises Related Expenses			
Maintenance of Grounds	1,800	1,800	1,800
Third Party Payments			
Grounds Maintenance Contract	5,600	5,400 a)	5,750 a)
	<hr/>	<hr/>	<hr/>
	10,700	10,450	10,950
Less Income			
Contributions from Other Bodies	(50)	(50)	(50)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	10,650	10,400	10,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,000	1,100	1,050
Information Technology Expenses	100	200	150
Departmental Administrative Expenses	1,350	1,350	1,400
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	13,100	13,050	13,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.09	0.09	0.09
(Including Support Service Staff)			

- a) Assumes 5.25% increase for inflation in January 2024 and a further increase of 5.25% in January 2025.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
14. <u>TONBRIDGE CEMETERY</u>			
Employees			
Salaries	29,750	29,050	30,300
Premises Related Expenses			
Building Repairs Expenditure	1,700	12,100 a)	2,900
Maintenance of Grounds	5,600	9,600 b)	5,600
Electricity	3,000	3,000	3,000
Rates	10,850	7,750 c)	8,150
Water Charges (Metered)	250	250	250
Sewerage & Environmental Services	250	250	250
Premises Insurance	500	550	600
Supplies & Services			
Purchases - Equipment & Materials	2,050	2,300	2,300
Third Party Payments			
Grounds Maintenance Contract	70,500	66,850 d)	70,100 d)
	<hr/>	<hr/>	<hr/>
	124,450	131,700	123,450
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Graves - Exclusive Right of Burial	(45,100)	(30,000) e)	(31,600) e)
Interments	(53,350)	(43,000) e)	(45,250) e)
Memorials - Erection	(7,150)	(7,000)	(7,350)
Memorials - Inscription	(3,100)	(5,000)	(5,250)
Register Search	(2,050)	(3,000)	(3,150)
Memorial Garden - Lease of Tablet / Vault	(25,800)	(25,000)	(26,300)
Memorial Garden - Plaque / Inscription	(2,850)	(5,300) f)	(5,600) f)
Use of Chapel	(2,050)	(3,850) f)	(4,050) f)
	<hr/>	<hr/>	<hr/>
	(141,450)	(122,150)	(128,550)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(17,000)	9,550	(5,100)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,850	5,100	5,150
Information Technology Expenses	1,000	1,500	1,200
Departmental Administrative Expenses	13,700	13,850	14,250
Depreciation & Impairment			
Non-Current Asset Depreciation	23,200	22,900	22,900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	25,750	52,900	38,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.88	0.91	0.88

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

TONBRIDGE CEMETERY

- a) Cyclical repairs and servicing, including internal decoration works.
- b) Increase due to essential Health & Safety spend on pathways.
- c) Revised estimate is based on invoices paid to date.
- d) Reflects reduced level of ad-hoc internments matching reduced income.
- e) Lower level of requests for burials related to societal change and/or increased costs.
- f) Estimate reflects a higher than anticipated level of requests.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
15. <u>EVENTS DEVELOPMENT</u>			
Employees			
Salaries	81,100	91,700 a)	95,900 a)
Supplies & Services			
Events Support	22,000	18,000 b)	18,000
Marketing	4,000	4,000	4,000
Licences	1,000	1,000	1,000
	<hr/>	<hr/>	<hr/>
	108,100	114,700	118,900
	<hr/>	<hr/>	<hr/>
Less Income			
Events Income	(50,600)	(48,000) c)	(50,600)
Marketing Income	(3,300)	(1,000) d)	(1,000)
	<hr/>	<hr/>	<hr/>
	(53,900)	(49,000)	(51,600)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	54,200	65,700	67,300
Central, Departmental & Technical Support Services			
Central Salaries & Administration	35,650	37,250	38,750
Information Technology Expenses	650	1,000	800
Departmental Administrative Expenses	36,150	41,050	43,450
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	126,650	145,000	150,300
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.72	2.93	2.93

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

EVENTS DEVELOPMENT

- a) Re-assessment of resources by the Events and Partnership Section towards events development work. Forward estimate includes provision for a pay award.
- b) Lower level of TMBC assistance required for event delivery.
- c) Reduced level of income expected due to the cancellation of the Gin Festival.
- d) Budget reduced due to the large number of charity organisations taking up the billboards, where currently no charge is applied.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
16. LEISURE STRATEGY			
Employees			
Salaries	56,400	60,600	63,050
Supplies & Services			
Professional Fees	-	12,000	-
Children's Holiday Activities - Leisure Pass Subsidy	3,000	3,000	3,000
Market Research / Audit Programme	4,250	3,700 a)	4,000
Community Group Funding	5,000	5,000	5,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	68,650	84,300	75,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,250	1,450	1,300
Information Technology Expenses	50	50	50
Departmental Administrative Expenses	18,100	20,000	21,050
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	88,050	105,800	97,450
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.04	1.13	1.12

Analysis of Salaries:-	£	£	£
Leisure Planning / Policy	30,850	34,200	35,700
Market Research	1,800	1,750	1,850
Liaison with Outside Bodies	23,750	24,650	25,500
	<hr/>	<hr/>	<hr/>
	56,400	60,600	63,050

a) Lower than anticipated costs for market research survey.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
17. <u>CHRISTMAS LIGHTING</u>			
Employees			
Salaries	6,350	6,500	6,800
Supplies & Services			
Christmas Lighting	32,000	32,000	34,950 a)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	38,350	38,500	41,750
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,200	1,300	1,300
Information Technology Expenses	250	400	300
Departmental Administrative Expenses	2,650	2,650	2,750
Depreciation & Impairment			
Non-Current Asset Depreciation	4,450	4,450	4,450
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	46,900	47,300	50,550
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.15	0.15	0.15

- a) Includes additional structural checks that are required every 3 years and a 5% increase in contractor fees.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**18. PARKING SERVICES****(a) OFF-STREET****Employees**

	2023/24 ESTIMATE	2024/25 ESTIMATE	
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
Salaries	240,150	246,550	263,750 a)

Premises Related Expenses

Maintenance of Grounds	260,000	261,600	277,600 b)
Repairs & Maintenance	30,000	54,400 c)	30,000
Winter Maintenance	10,000	10,000	10,000
Electricity	2,700	4,050 d)	4,050
Rates	294,500	274,100 e)	288,450
Premises Insurance	1,700	1,450	1,450

Transport Related Expenses

Repairs & Maintenance	1,200	2,000 f)	1,200
Licences	450	450	450
Petrol / Oil	3,500	2,000 g)	2,000
Transport Insurance	1,200	1,200	1,300

Supplies & Services

Purchases - Equipment & Materials	2,000	2,000	2,000
Maintenance - General	30,000	30,000	30,000
Uniforms	750	1,000	750
Stationery	7,500	7,500	7,500
Cash Collection	71,500	71,500	75,250 h)
Gates / Security	-	1,200 i)	-
Payment to Principals / Ticket Refunds	451,000	332,000 j)	332,000
Advertising	500	500	500
Adjudication & Enforcement Services	6,000	9,400 k)	9,400 k)
Security Services Mgt. Recharge (CCTV)	188,500	189,950	192,000

Carried Forward

	1,603,150	1,502,850	1,529,650
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PARKING SERVICES - OFF-STREET

- a) Reflects a full establishment and includes provision for a pay award.
- b) Increase for inflation in line with contract conditions.
- c) Estimate has been increased due to Blue Bell Hill closure and the sinkhole in West Malling.
- d) Estimate based on spend to date.
- e) Based on payments made in year.
- f) Increase includes insurance requirement to install dash cams.
- g) Budget reduced based on 2022/23 Outturn and spend to date.
- h) Reflects 5.25% CPI in April 2024 subject to ongoing discussions with the supplier.
- i) Reflects April/May lock up costs at Blue Bell Hill which is now permanently locked.
- j) Lower than anticipated refunds as home delivery of groceries continues to increase.
- k) Reflects the increase in the number of Penalty Charge Notices being issued.

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	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
18. <u>PARKING SERVICES (continued)</u>			
(a) <u>OFF-STREET (continued)</u>			
<u>Brought Forward</u>	1,603,150	1,502,850	1,529,650
Less Income			
Fees & Charges			
Car Park Season Tickets	(167,000)	(120,000) l)	(120,000) l)
Short Stay Parking	(1,800,000)	(1,730,000) l)	(1,730,000)
Long Stay Parking	(635,000)	(600,000) l)	(600,000)
Penalty Charge Notices	(125,000)	(150,000) m)	(150,000)
General	(32,650)	(38,000)	(38,000)
Management of Angel / Botany Car Parks	(116,900)	(110,000) n)	(110,000)
Rent	(11,200)	(18,250) o)	(9,950)
Electric Vehicle Charging	-	(3,350)	(3,400)
	<hr/>	<hr/>	<hr/>
	(2,887,750)	(2,769,600)	(2,761,350)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(1,284,600)	(1,266,750)	(1,231,700)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	28,450	30,200	30,100
Information Technology Expenses	39,300	59,450	48,250
Departmental Administrative Expenses	80,050	82,950	87,400
Depreciation & Impairment			
Non-Current Asset Depreciation	86,000	90,400	92,500
	<hr/>	<hr/>	<hr/>
	(1,050,800)	(1,003,750)	(973,450)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.92	8.01	8.03

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PARKING SERVICES - OFF-STREET (continued)

- l)** Lower than anticipated take-up of services linked to ongoing changes in behaviour.
- m)** Reflects a full team with minimal vacant posts.
- n)** Lower than anticipated refunds as home delivery of groceries continues to increase.
- o)** Includes a one-off third party temporary use Sovereign Way East Car park.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
18. <u>PARKING SERVICES (continued)</u>			
(b) <u>ON-STREET</u>			
Employees			
Salaries	326,350	335,450	359,800
Premises Related Expenses			
Repairs & Maintenance	15,000	25,000 a)	15,000
Car Parking Action Plans	15,000	35,500 b)	15,000
Transport Related Expenses			
Repairs & Maintenance	1,500	1,500	1,500
Licences	350	550	550
Petrol / Oil	3,500	2,500 c)	2,500
Transport Insurance	1,800	1,800	1,950
Supplies & Services			
Purchases - Equipment & Materials	1,950	1,950	1,950
Maintenance - General	12,500	12,500	12,500
Uniforms	1,500	1,500	1,500
Stationery	500	500	500
Cash Collection	1,650	1,650	1,650
Advertising	1,500	1,500	1,500
Adjudication & Enforcement Services	6,100	5,000 d)	5,000
	<hr/>	<hr/>	<hr/>
	389,200	426,900	420,900
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Business Parking Permits	(31,000)	(31,000)	(31,000)
Residents Parking Permits	(145,000)	(140,000)	(140,000)
Visitors Parking Permits	(29,000)	(29,000)	(29,000)
Dispensations	(19,000)	(19,000)	(19,000)
On-street Parking	(68,000)	(63,000) e)	(63,000)
Penalty Charge Notices	(195,000)	(230,000) f)	(230,000)
	<hr/>	<hr/>	<hr/>
	(487,000)	(512,000)	(512,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total Carried Forward</u>	(97,800)	(85,100)	(91,100)

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
18. <u>PARKING SERVICES (continued)</u>			
(b) <u>ON-STREET (continued)</u>			
<u>Sub-total Brought Forward</u>	(97,800)	(85,100)	(91,100)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	19,700	20,650	20,700
Information Technology Expenses	29,350	44,450	36,100
Departmental Administrative Expenses	107,150	111,750	118,050
Depreciation & Impairment			
Non-Current Asset Depreciation	4,800	4,800	4,800
	<u>63,200</u>	<u>96,550</u>	<u>88,550</u>
Full Time Equivalent Number of Staff (including Support Service Staff)	10.53	10.67	10.70
<u>PARKING SERVICES</u>			
(a) OFF-STREET	(1,050,800)	(1,003,750)	(973,450)
(b) ON-STREET	<u>63,200</u>	<u>96,550</u>	<u>88,550</u>
	<u>(987,600)</u>	<u>(907,200)</u>	<u>(884,900)</u>
<u>TO SUMMARY</u>			

- a) Higher than anticipated need for Health & Safety and enforcement repairs, includes the removal of obsolete posts causing a hazard on public highway.
- b) Overspend due to costs associated with the installation of Phase 13 parking plan.
- c) Reduced based on 2022/23 Outturn and spend to date.
- d) Based on spend to date, alongside previous years Outturn.
- e) Based on income to date, alongside previous years Outturn.
- f) Reflects a full team with minimal vacant posts.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
19. <u>TRANSPORTATION</u>			
Employees			
Salaries	85,200	90,650	91,000
Premises Related Expenses			
Repairs, Alterations & Maintenance	17,000	17,000	17,000
Electricity	500	1,200	1,200
Vale Rise Depot Recharge	1,800	1,900	1,900
Premises Insurance	50	-	-
Supplies & Services			
Purchases - Equipment & Materials	5,000	5,000	5,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	109,550	115,750	116,100
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,300	8,150	7,700
Information Technology Expenses	2,550	3,850	3,050
Departmental Administrative Expenses	32,050	31,650	33,500
Depreciation & Impairment			
Non-Current Asset Depreciation	300	300	-
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	151,750	159,700	160,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.94	1.94	1.95

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
20. SECURITY SERVICES MANAGEMENT			
Employees			
Salaries	30,550	31,500	32,700
Premises Related Expenses			
Electricity	450	650	650
Supplies & Services			
Purchases - Equipment & Materials	1,500	1,500	1,500
Maintenance - General	12,000	10,000	10,000
Miscellaneous Insurance	2,350	2,450	2,650
Third Party Payments			
CCTV Monitoring Station	167,000	167,000	167,000
	<hr/>	<hr/>	<hr/>
	213,850	213,100	214,500
Less Income			
Recharge to Parking Services	(188,500)	(189,950)	(192,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	25,350	23,150	22,500
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,200	5,800	5,500
Information Technology Expenses	1,000	1,500	1,200
Departmental Administrative Expenses	14,100	14,050	14,700
Depreciation & Impairment			
Non-Current Asset Depreciation	24,100	25,750	27,100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	69,750	70,250	71,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.78	0.78	0.78

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2023/24 ESTIMATE		2024/25
	ORIGINAL £	REVISED £	ESTIMATE £
21. <u>BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK</u>			
Employees			
Salaries	40,650	39,900	42,400
Supplies & Services			
Purchases - Equipment & Materials	750	50 a)	50
Professional Fees	5,400	5,400	5,400
Capital Grants & Contributions (RECS)	131,000	131,000	128,000
Third Party Payments			
Contract Payments	2,100	2,100	2,100
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	179,900	178,450	177,950
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,900	2,050	2,000
Information Technology Expenses	700	1,050	850
Departmental Administrative Expenses	18,050	17,350	18,550
Depreciation & Impairment			
Non-Current Asset Depreciation	100	100	100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	200,650	199,000	199,450
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.93	0.93	0.93

a) Reduced budget to reflect minimal spend in recent years.

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	2023/24 ESTIMATE		2024/25
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
22. <u>CIVIL CONTINGENCIES</u>			
Employees			
Salaries	68,000	67,050	71,400
Supplies & Services			
Purchases - Equipment & Materials	500	500	500
Provision of Sandbags	500	700 a)	500
Other Expenses	250	250	250
Contribution to Kent Resilience Forum	17,150	14,650	14,700
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	86,400	83,150	87,350
Central, Departmental & Technical Support Services			
Central Salaries & Administration	31,500	32,200	33,500
Information Technology Expenses	200	300	250
Departmental Administrative Expenses	30,550	29,600	31,700
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	148,650	145,250	152,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.85	1.85	1.86

a) Increase due to maintaining stock levels.

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