

Draft Revenue Estimates

2014/15



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Finance, Innovation and Property Advisory Board 8 January 2014
General Fund Revenue Estimates 2014/15
PROVISIONAL SUMMARY

	2013/14 ESTIMATE		2014/15
	ORIGINAL £	REVISED £	ESTIMATE £
Corporate Services	2,840,150	2,693,000	2,915,350
Chief Executive	1,183,150	1,084,800	1,102,450
Director of Central Services	(15,550)	(47,700)	(102,700)
Director of Finance & Transformation	1,782,000	1,936,100	1,972,250
Director of Planning, Housing & Environmental Health	4,389,650	4,095,550	4,156,750
Director of Street Scene & Leisure	8,908,700	8,705,050	8,327,450
Sub Total	19,088,100	18,466,800	18,371,550
Capital Accounting Reversals			
Non-Current Asset Depreciation	(2,480,850)	(2,539,750)	(2,502,550)
Contributions to / (from) Reserves			
Building Repairs Reserve			
Withdrawals to fund expenditure	(429,100)	(569,900)	(646,800)
Contribution to Reserve	400,000	525,000	650,000
Contributions from Earmarked Reserves			
Borough Signage Reserve	-	(3,200)	-
Community Enhancement Fund Reserve	(100,000)	(2,850)	(100,000)
Corporate MTFs Reserve	(250,000)	(250,000)	-
Crime & Disorder Initiatives Reserve	(20,000)	(20,000)	-
Election Expenses Reserve	(12,900)	(12,200)	-
Homelessness Reserve	(3,300)	(4,900)	-
Housing & Planning Delivery Grant Reserve	(19,400)	(16,400)	-
Housing Survey Reserve	(20,000)	(17,900)	(3,000)
Invest to Save Reserve	-	(105,250)	-
Leisure Services Business Unit Reserve	-	(100,000)	-
Local Development Framework Reserve	(30,000)	(30,000)	(30,000)
Planning Inquiries Reserve	(27,000)	(35,000)	(35,000)
Repossessions Prevention Fund Reserve	(4,000)	(5,500)	(5,500)
Risk Management Support Reserve	-	(2,250)	-
River Wall at Wouldham Reserve	-	(20,000)	-
Tonbridge Environmental Schemes Reserve	(100,000)	-	(100,000)
Tonbridge Town Centre Reserve	(100,000)	(80,000)	(80,000)
Town Team Partners Reserve	-	(10,000)	-
Contributions to Earmarked Reserves			
Election Expenses Reserve	25,000	25,000	25,000
Housing Survey Reserve	10,000	10,000	-
Invest to Save Reserve	-	50,000	-
River Wall at Wouldham Reserve	-	-	700,000
Tonbridge and Malling Leisure Trust Reserve	-	200,000	-
Local Development Framework Reserve	40,000	40,000	40,000
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(1,122,750)	(1,275,750) #	(1,227,750) #
Revenue Expenditure Funded from Capital	(818,250)	(530,250) #	(780,250) #
Other contributions to / (from) Reserve (net)	450,000	350,000	450,000
Capital Expenditure Charged to General Fund	1,122,750	1,275,750 #	1,227,750 #
International Accounting Standard 19			
Retirement Benefit Costs	3,547,500	4,279,800	3,778,000
Employers Pension Contributions	(2,513,950)	(2,375,300)	(2,359,200)
Contribution to / (from) Pensions Reserve	(1,033,550)	(1,904,500)	(1,418,800)
New Homes Bonus	(1,636,200)	(1,636,200)	(2,395,850)
New Burdens Grants	(13,400)	(16,400)	(16,400)
Council Tax Reduction Transition Grant	(25,550)	(25,550)	-
New Homes Bonus Returned In-Year	-	(17,000)	-
Contributions from KCC	(146,000)	(122,000)	(122,000)
Sub Total	13,777,150	13,494,300	13,419,200
Contribution to / (from) General Revenue Reserve	(695,700)	(412,850)	To Be Determined
Budget Requirement	13,081,450	13,081,450	13,419,200

Based on the Capital Plan (List A) position as reported to Finance, Innovation and Property Advisory Board on 8 January 2014. The figures will need to be amended to reflect the impact of any new schemes added to the Plan.

This statement is **PROVISIONAL** at this stage and is designed to give an indication of the overall position.

CHIEF EXECUTIVE

SUMMARY

		2013/14		2014/15
		ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
		£	£	£
1	COMMUNITY SAFETY	170,050	204,550	200,050
2	COMMUNITY DEVELOPMENT	127,100	118,550	93,350
3	ELECTIONS	314,250	318,900	334,400
4	INFORMATION & PUBLICITY	192,450	185,650	139,300
5	GRANTS & PAYMENTS	288,200	182,000	262,450
6	CLIMATE CHANGE	50,950	40,550	19,550
7	ECONOMIC DEVELOPMENT & REGENER'N	40,150	34,600	53,350
		<hr/>	<hr/>	<hr/>
		1,183,150	1,084,800	1,102,450
		<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)		13.46	13.70	13.49

CHIEF EXECUTIVE

	2013/14		2014/15
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 <u>COMMUNITY SAFETY</u>			
Employees			
Salaries	64,950	65,350	65,000
Supplies & Services			
Other Community Safety Initiatives	32,200	32,200	32,200
Crime & Disorder Initiatives	20,000	20,000	20,000
	<hr/>	<hr/>	<hr/>
	117,150	117,550	117,200
Less Income			
Contribution to Community Safety Staffing	(34,850)	(34,850)	(34,850)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	82,300	82,700	82,350
Central, Departmental & Technical Support Services			
Central Salaries & Administration	48,700	82,900 a)	75,800 a)
Information Technology Expenses	3,150	2,750	2,650
Departmental Administrative Expenses	35,900	36,200	39,250
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	170,050	204,550	200,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	3.31	3.84	3.65
(including Support Service Staff)			
2 <u>COMMUNITY DEVELOPMENT</u>			
Employees			
Salaries	53,750	45,400 b)	43,600 b)
Supplies & Services			
Local Strategic Partnership	5,000	5,000	5,000
Community Development Partnership	15,000	15,000	15,000
Capital Grants and Contributions (RECS)	21,000	24,000 c)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	94,750	89,400	63,600
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,700	12,900	13,250
Departmental Administrative Expenses	19,650	16,250	16,500
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	127,100	118,550	93,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	1.41	1.18	1.08
(including Support Service Staff)			

CHIEF EXECUTIVE

COMMUNITY SAFETY

- a) Reflects a re-assessment of staff allocations from Corporate Services Section attributable to the function, that had previously been allocated to other service budgets.

COMMUNITY DEVELOPMENT

- b) Reflects establishment changes within Corporate Services Section reported to General Purposes Committee 29 October 2013.
- c) Underspends relating to Community Partnership Initiatives and remaining Local Strategic Partnership projects have been re-profiled to 2013/14. Please see the Capital Plan for further details.

CHIEF EXECUTIVE

3 ELECTIONS

(a) ELECTORAL REGISTRATION

Employees

Salaries

45,150

59,350 a)

64,900 a)

Supplies & Services

Equipment & Materials - Purchases

4,000

5,000

18,500 b)

Stationery

500

50

150

Reference Books & Publications

1,000

1,000

1,000

Canvassers' Fees & Delivery Expenses

25,000

- c)

-

Postages

20,500

28,500 c)

35,900 b)

Advertising

200

-

-

96,350

93,900

120,450

Less Income

Government Grant

-

(6,950) d)

(25,000) d)

Sale of Registers

(1,500)

(1,500)

(1,000)

Sub-total

94,850

85,450

94,450

Central, Departmental & Technical Support Services

Central Salaries & Administration

43,300

52,000 e)

59,000 e)

Information Technology Expenses

33,250

29,300

28,150

Departmental Administrative Expenses

33,350

38,950 a)

46,400 a)

204,750

205,700

228,000

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

3.00

3.44

3.74

CHIEF EXECUTIVE

ELECTORAL REGISTRATION

- a) Revised staff allocations from Electoral Registration Section following cessation of support to IT Services. Estimates also include provision for temporary staff following changes to canvassing processes.
- b) Increased costs associated with the transition to Individual Electoral Registration to be met from Government grant.
- c) Reflects changes in annual canvass processes resulting in an overall saving. £6,000 has been moved to Electoral Registration temporary staff budget.
- d) Revised estimate reflects grant funding for current year to meet costs associated with the transition to Individual Electoral Registration. Forward estimate is a provisional estimate of grant funding to be received.
- e) Re-assessed staff allocations from Electoral Management and Special Projects Section.

CHIEF EXECUTIVE

	2013/14		2014/15
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
(b) <u>CONDUCT OF ELECTIONS</u>			
Employees			
Salaries	11,750	15,350 a)	16,700
Premises Related Expenses			
Rent	1,600	- b)	- d)
Supplies & Services			
Equipment & Materials - Purchases	100	13,000 c)	- d)
External Printing	1,000	- b)	- d)
Polling & Postal Vote Fees	8,300	- b)	- d)
Delivery Expenses	1,900	- b)	- d)
Postage	-	- b)	- d)
	<hr/>	<hr/>	<hr/>
	24,650	28,350	16,700
Less Income			
Fees & Charges	-	(800) e)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	24,650	27,550	16,700
Central, Departmental & Technical Support Services			
Central Salaries & Administration	63,600	64,500	67,100
Information Technology Expenses	12,700	11,200	10,750
Departmental Administrative Expenses	8,550	9,950	11,850
	<hr/>	<hr/>	<hr/>
	109,500	113,200	106,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.61	1.70	1.79
 <u>ELECTIONS</u>			
<u>SUMMARY</u>			
(a) ELECTORAL REGISTRATION	204,750	205,700	228,000
(b) CONDUCT OF ELECTIONS	109,500	113,200	106,400
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	314,250	318,900	334,400
	<hr/>	<hr/>	<hr/>

CHIEF EXECUTIVE

CONDUCT OF ELECTIONS

- a) Revised staff allocations from Electoral Registration Section following cessation of support to IT Services.
- b) No by-election has been held in current financial year.
- c) Replacement election equipment funded from reserves.
- d) Provision for a by-election no longer retained. Costs are matched by a contribution from an earmarked reserve.
- e) Recovery of costs incurred in respect of an uncontested Parish Council by-election.

CHIEF EXECUTIVE

	2013/14		2014/15
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
4 INFORMATION & PUBLICITY			
Employees			
Salaries	80,750	77,100	77,650
Supplies & Services			
Information and Publicity	2,000	2,000	12,000 a)
Publication Costs - Here and Now	60,000	60,000	- a)
<u>Sub-total</u>	142,750	139,100	89,650
Central, Departmental & Technical Support Services			
Central Salaries & Administration	15,400	15,200	15,750
Information Technology Expenses	3,900	3,450	3,300
Departmental Administrative Expenses	30,400	27,900	30,600
<u>TO SUMMARY</u>	192,450	185,650	139,300
Full Time Equivalent Number of Staff (including Support Service Staff)	2.33	2.19	2.20
5 GRANTS & PAYMENTS			
Supplies & Services			
Grants to Citizens Advice Bureaux	111,000	111,000	111,000
Grants to Other Charitable & Voluntary Org.	38,000	37,500	37,500
Tonbridge Historic Society Accommodation	2,500	2,500	2,500
Community Enhancement Fund	100,000	2,850 b)	100,000 c)
<u>Sub-total</u>	251,500	153,850	251,000
Central, Departmental and Technical Support Services			
Central Salaries & Administration	36,450	27,950 d)	11,250 d)
Information Technology Expenses	250	200	200
<u>TO SUMMARY</u>	288,200	182,000	262,450
Full Time Equivalent Number of Staff (including Support Service Staff)	0.62	0.46	0.18

CHIEF EXECUTIVE

INFORMATION & PUBLICITY

- a) Reflects recommendation of Overview and Scrutiny Committee 10 September 2013 to discontinue the production of Here and Now from April 2014. Provision has been retained to develop alternative communication methods.

GRANTS & PAYMENTS

- b) Payment of grant awarded in the first bidding round met from an earmarked reserve. A bidding round is not planned for the current financial year.
- c) Provisional estimate for next round of Community Enhancement Fund bids.
- d) Reflects establishment changes and a re-assessment of staff allocations within Corporate Services Section to reflect change in policy following Executive and Central Services restructure, reported to General Purposes Committee 29 October 2013.

CHIEF EXECUTIVE

6 CLIMATE CHANGE

Employees

Salaries

32,500

24,800 a)

12,500 a)

Supplies & Services

LA21 Initiatives

6,000

6,000

1,500 b)

Sub-total

38,500

30,800

14,000

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

500

550

550

Departmental Administrative Expenses

11,950

9,200 a)

5,000 a)

TO SUMMARY

50,950

40,550

19,550

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

0.79

0.60

0.32

**7 ECONOMIC DEVELOPMENT &
REGENERATION**

Employees

Salaries

15,300

11,050 a)

24,400 a)

Supplies & Services

Economic Development Expenses

4,000

4,000

4,000

Area Investment Framework

5,000

5,000

5,000

Business Support

Grants

2,500

2,500

2,500

Accommodation / Parking

5,700

5,700

5,700

Sub-total

32,500

28,250

41,600

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

2,000

2,250

2,350

Information Technology Expenses

50

50

50

Departmental Administrative Expenses

5,600

4,050 a)

9,350 a)

TO SUMMARY

40,150

34,600

53,350

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

0.39

0.29

0.53

CHIEF EXECUTIVE

CLIMATE CHANGE / ECONOMIC DEVELOPMENT & REGENERATION

- a) Reflects establishment changes and a re-assessment of staff allocations within Corporate Services Section to reflect change in policy following Executive and Central Services restructure, reported to General Purposes Committee 29 October 2013.
- b) Reduction in level of climate change related activities.

DIRECTOR OF CENTRAL SERVICES

SUMMARY

		2013/14		2014/15
		ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
		£	£	£
1	TONBRIDGE CASTLE GATEHOUSE	32,500	10,600	22,900
2	LOCAL LAND CHARGES	(30,550)	(48,900)	(41,900)
3	PUBLIC RIGHTS OF WAY	850	850	850
4	INDUSTRIAL ESTATE	(55,750)	(88,700)	(66,100)
5	COMMERCIAL PROPERTY	(184,050)	(142,000)	(250,750)
6	VALE RISE DEPOT	-	-	-
7	LAND REVIEW	151,300	154,250	138,900
8	ITINERANTS	3,550	3,400	3,600
9	BOROUGH CHRISTMAS LIGHTING	17,050	22,000	17,050
10	LICENCES	49,550	40,800	72,750
		(15,550)	(47,700)	(102,700)
Full Time Equivalent Number of Staff (including Support Service Staff)		11.10	11.41	11.61

DIRECTOR OF CENTRAL SERVICES

	2013/14		2014/15
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 TONBRIDGE CASTLE GATEHOUSE			
Employees			
Salaries	9,900	7,550	7,350
Premises Related Expenses			
Building Repairs Expenditure	19,950	4,900 a)	18,200
Rates	300	200	200
Premises Insurance	4,350	4,300	5,300
Supplies & Services			
Purchases - Equipment & Materials	1,000	1,000	1,000
Maintenance - General	3,000	3,000	3,000
Streamline Service	500	500	500
Marketing	6,500	6,500	6,500
Subscriptions	300	300	300
	<hr/>	<hr/>	<hr/>
	45,800	28,250	42,350
Less Income			
Fees & Charges			
Weddings / Hire of Gatehouse	(5,000)	(3,000)	(4,000)
Commission	(1,000)	(1,000)	(1,000)
Tonbridge Castle Attraction	(20,000)	(24,000)	(25,000)
Profit on Stock Sales	(4,500)	(4,500)	(4,500)
	<hr/>	<hr/>	<hr/>
	(30,500)	(32,500)	(34,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	15,300	(4,250)	7,850
Central, Departmental & Technical Support Services			
Central Salaries & Administration	9,800	8,050	8,450
Information Technology Expenses	2,250	1,950	1,900
Departmental Administrative Expenses	3,400	2,550	2,700
Depreciation & Impairment			
Non-Current Asset Depreciation	1,750	2,300	2,000
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	32,500	10,600	22,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.50	0.41	0.41

a) Works to roof water canopy re-profiled to 2014/15.

DIRECTOR OF CENTRAL SERVICES

2 LOCAL LAND CHARGES

Employees

Salaries

130,850

129,600

131,500

Supplies & Services

NLIS Transmission Fee

20,000

20,000

20,000

Insurance

4,500

4,500

4,200

Kent Highways

23,500

21,500

21,500

178,850

175,600

177,200

Less Income

Fees & Charges

(307,500)

(315,000) a)

(315,000) a)

Local Land Charges - Cancellation Fees

(100)

(100)

(100)

(307,600)

(315,100)

(315,100)

Sub-total

(128,750)

(139,500)

(137,900)

Central, Departmental & Technical Support Services

Central Salaries & Administration

7,250

6,000

7,250

Information Technology Expenses

38,650

34,050

32,750

Departmental Administrative Expenses

52,300

50,550

56,000

(30,550)

(48,900)

(41,900)

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

4.27

4.26

4.26

Memorandum

Surplus from above

(30,550)

(48,900)

(41,900)

Share of:

Democratic Administration

31,050

27,550

28,950

Corporate Management

11,000

10,700

11,400

Non Distributed Costs

12,000

9,600

13,600

Deficit (Surplus) for Trading Purposes

23,500

(1,050)

12,050

a) Additional fee income reflects increased level of searches.

DIRECTOR OF CENTRAL SERVICES

	2013/14		2014/15
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
3 <u>PUBLIC RIGHTS OF WAY</u>			
Employees			
Salaries	250	250	200
Central, Departmental & Technical Support Services			
Central Salaries & Administration	500	500	550
Departmental Administrative Expenses	100	100	100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	850	850	850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.02	0.02	0.02
 4 <u>INDUSTRIAL ESTATE</u>			
Employees			
Salaries	1,600	1,650	1,650
	<hr/>	<hr/>	<hr/>
	1,600	1,650	1,650
Less Income			
Rents	(61,400)	(94,200) a)	(71,850) a)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(59,800)	(92,550)	(70,200)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	3,200	2,900	3,100
Information Technology Expenses	100	100	100
Departmental Administrative Expenses	750	850	900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(55,750)	(88,700)	(66,100)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.10	0.11	0.11

- a) Additional rental income following completion of rent reviews. Revised estimate includes a backdated rental payment.

DIRECTOR OF CENTRAL SERVICES

	2013/14		2014/15
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
5 COMMERCIAL PROPERTY			
Employees			
Salaries	5,000	5,150	5,200
Premises Related Expenses			
Insurance	1,550	200	200
Rates	750	750	800
Repairs Expenditure	66,500	112,400 a)	6,300
	<hr/>	<hr/>	<hr/>
	73,800	118,500	12,500
	<hr/>	<hr/>	<hr/>
Less Income			
Rents - Land	(7,000)	(7,000)	(7,000)
- Shops & Maisonettes	(225,700)	(220,150) b)	(230,800) b)
- Offices	(33,000)	(40,850) c)	(33,300)
	<hr/>	<hr/>	<hr/>
	(265,700)	(268,000)	(271,100)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(191,900)	(149,500)	(258,600)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	4,700	4,050	4,300
Information Technology Expenses	600	550	500
Departmental Administrative Expenses	2,550	2,900	3,050
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(184,050)	(142,000)	(250,750)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.22	0.22	0.23

- a)** Increase reflects work at 1,3 and 5 Martin Square, Larkfield to provide office accommodation space to the new Leisure Trust following surrender of lease by previous tenant, and additional costs associated with removing asbestos from shop canopies at Martin Square.
- b)** Reflects current level of rental income following the surrender of a number of leases. Forward estimate assumes full occupation.
- c)** Rental income payable following surrender of lease at 1,3 and 5 Martin Square, and a contribution towards restatement works.

DIRECTOR OF CENTRAL SERVICES

6 VALE RISE DEPOT

Employees

Salaries

2,700 6,150 **a)** 6,250

Premises Related Expenses

Premises Insurance

150 150 150

Rates

11,650 13,550 **b)** 13,950

Repairs Expenditure

2,000 2,000 2,000

16,500 21,850 22,350

Less Recharges to Other Services

(26,900) (33,000) (33,650)

Sub-total

(10,400) (11,150) (11,300)

**Central, Departmental and Technical
Support Services**

Central Salaries & Administration

950 750 800

Departmental Administrative Expenses

1,150 2,100 2,200

Depreciation & Impairment

Non-Current Asset Depreciation

8,300 8,300 8,300

TO SUMMARY

- - -

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

0.09 0.15 0.15

a) Re-assessment of staff allocations following changes in the Management Section in Street Scene & Leisure.

b) Increased rates payable following review of rateable value.

DIRECTOR OF CENTRAL SERVICES

7 LAND REVIEW

Employees

Salaries

35,500

36,600

36,800

Premises Related Expenses

Depots held pending disposal / development

1,400

1,400

1,400

Estate Management

2,000

600

600

Maintenance of Grounds

1,000

500

500

Rates

1,850

1,600

1,650

Water Services

1,100

1,100

1,100

Insurance

1,100

1,100

1,150

Repairs Expenditure

12,600

16,800

17,800

Supplies & Services

Professional Fees

6,000

15,000 a)

6,000

Tonbridge Town Centre

100,000

120,000 b)

80,000 b)

Tonbridge Town Taster Event

-

20,000 c)

-

162,550

214,700

147,000

Less Income

Fees & Charges - General

(1,000)

(2,300)

(1,000)

Tonbridge Town Taster Event Receipts

-

(10,000) c)

-

River Walk Rent

(25,150)

(25,150)

(25,150)

Castle Lodge Rent

(5,500)

(5,500)

(5,500)

Wayleaves

(500)

(500)

(500)

Contributions from Other Bodies

-

(40,000) d)

-

(32,150)

(83,450)

(32,150)

Sub-total

130,400

131,250

114,850

Central, Departmental and Technical Support Services

Central Salaries & Administration

3,350

2,800

3,000

Information Technology Expenses

250

200

200

Departmental Administrative Expenses

17,300

20,000

20,850

TO SUMMARY

151,300

154,250

138,900

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

0.90

0.97

0.99

- a) Increase primarily reflects fees payable in respect of rating assessment appeals.
- b) Professional fees associated with the redevelopment of Tonbridge Town Centre met from an earmarked reserve.
- c) The Tonbridge Town Taster event in June 2013 was held at no cost to the Council, the net cost being met in full from a Government grant.
- d) Contribution towards professional fees (see note b).

DIRECTOR OF CENTRAL SERVICES

	2013/14		2014/15
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
8 <u>ITINERANTS</u>			
Employees			
Salaries	2,350	2,250	2,350
Central, Departmental & Technical Support Services			
Central Salaries & Administration	350	350	350
Departmental Administrative Expenses	850	800	900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	3,550	3,400	3,600
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.07	0.07	0.07
 9 <u>BOROUGH CHRISTMAS LIGHTING</u>			
Supplies & Services			
Borough Christmas Lighting	16,000	16,000	16,000
Capital Grants and Contributions (RECS)	-	5,000 a)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	16,000	21,000	16,000
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,050	1,000	1,050
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	17,050	22,000	17,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.02	0.02	0.02

DIRECTOR OF CENTRAL SERVICES

BOROUGH CHRISTMAS LIGHTING

- a) Reflects re-profiling of Christmas Displays Capital Plan schemes. Please see the Capital Plan for further details.

DIRECTOR OF CENTRAL SERVICES

	2013/14		2014/15
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
10 LICENCES			
(a) FEE PAYING			
Employees			
Salaries	142,800	146,100 a)	152,000 a)
Premises Related Expenses			
Rents	50	50	50
Supplies & Services			
Purchases - Equipment & Materials	2,000	8,000 b)	5,000 b)
Professional Fees	6,000	3,000 c)	1,000 c)
Advertising	400	250	300
	<hr/>	<hr/>	<hr/>
	151,250	157,400	158,350
	<hr/>	<hr/>	<hr/>
Less Income			
Licence Fees			
Animal Boarding Establishments	(2,350)	(2,050)	(2,050)
Pet Shops	(1,250)	(1,500)	(1,500)
Hackney Carriages & Private Hire	(108,000)	(118,000) d)	(116,000) d)
Riding Establishments	(2,050)	(2,050)	(2,050)
Alcohol & Entertainment - Premises	(82,000)	(94,000) e)	(82,000)
Acupuncture / Tattooing / Ear Piercing	-	-	-
Pleasure Boats & Boatmen	(100)	(200)	(200)
Street Trading	(1,200)	(900)	(900)
Alcohol & Entertainment - Personal	(3,050)	(3,400)	(3,400)
Sex Establishments / Sexual Entertainment	(8,000)	(4,000) f)	(2,000) f)
Dangerous Wild Animals	(800)	(750)	-
Gambling	(10,150)	(13,000) g)	(11,000) g)
Scrap Metal Dealers	-	(4,200) h)	-
	<hr/>	<hr/>	<hr/>
	(218,950)	(244,050)	(221,100)
	<hr/>	<hr/>	<hr/>
Sub-total	(67,700)	(86,650)	(62,750)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	9,350	9,750	10,550
Information Technology Expenses	13,100	11,550	11,100
Departmental Administrative Expenses	72,650	73,050	80,500
	<hr/>	<hr/>	<hr/>
	27,400	7,700	39,400
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.47	4.54	4.72

DIRECTOR OF CENTRAL SERVICES

		2013/14		2014/15
		ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
(b) <u>NON FEE PAYING</u>				
Employees				
Salaries		13,950	20,250 a)	20,050 a)
Central, Departmental & Technical Support Services				
Central Salaries & Administration		1,950	3,050	3,150
Departmental Administrative Expenses		6,250	9,800	10,150
		<hr/>	<hr/>	<hr/>
		22,150	33,100	33,350
		<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)		0.44	0.64	0.63
 <u>LICENCES</u>				
<u>SUMMARY</u>				
(a)	FEE PAYING	27,400	7,700	39,400
(b)	NON FEE PAYING	22,150	33,100	33,350
		<hr/>	<hr/>	<hr/>
	<u>TO SUMMARY</u>	49,550	40,800	72,750
		<hr/>	<hr/>	<hr/>

LICENCES - FEE PAYING / NON FEE PAYING

- a) Regrading and increased hours within the Licensing section approved by General Purposes Committee on 29 October 2013.
- b) Cost of taxi licence plates previously charged against fee income. Revised estimate includes one-off costs of new plate sets.
- c) Cost of medicals paid directly by taxi drivers from June 2013 onwards.
- d) Slightly higher number of applications plus cost of taxi licence plates no longer being charged against fee income. Partly off-set of change in the process for taxi driver medicals.
- e) Revised estimate includes additional fee income from the Hop Farm for the large event licence.
- f) Fee for sex establishments has been reduced from £6,000 to £2,000. Revised estimate includes fee in respect of prior year.
- g) Slightly higher number of applications. Revised estimate includes fee in respect of prior year.
- h) Fee income from new scrap metal dealer licensing regime which came into force on 1 October 2013, as reported to Cabinet on 9 October 2013. Licences last for three years so no income is expected in 2014/15.

DIRECTOR OF FINANCE & TRANSFORMATION

SUMMARY

		2013/14		2014/15
		ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
		£	£	£
1	HOUSING ADVANCES	7,800	7,300	7,700
2	HOUSING BENEFITS & COUNTER FRAUD	394,550	387,750	429,200
3	LOCAL REVENUE & NNDR COLLECTION	542,900	618,250	569,650
4	COUNCIL TAX REDUCTION	273,050	291,450	328,100
5	INTEREST & TRANSFERS	(107,250)	(32,600)	(34,050)
6	DRAINAGE BOARDS SPECIAL LEVIES	373,950	373,950	381,050
7	FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS	227,600	227,600	226,100
8	GENERAL ADVICE TO PARISH COUNCILS	64,400	57,400	59,500
ANNUAL ESTIMATES		1,777,000	1,931,100	1,967,250
9	CONTRIBUTIONS TO PROVISIONS	5,000	5,000	5,000
		1,782,000	1,936,100	1,972,250
Full Time Equivalent Number of Staff (including Support Service Staff)		48.45	49.77	50.47

DIRECTOR OF FINANCE & TRANSFORMATION

1 HOUSING ADVANCES

Premises Related Expenses

Insurance	350	350	350
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Supplies & Services

Contract Services	2,800	2,800	2,900
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	3,150	3,150	3,250
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Less Income

Interest	(1,000)	(1,000)	(1,000)
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	<hr/>	<hr/>	<hr/>
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Sub-total

	2,150	2,150	2,250
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	5,450	4,950	5,250
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Information Technology Expenses	200	200	200
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TO SUMMARY

	7,800	7,300	7,700
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Full Time Equivalent Number of Staff

(including Support Service Staff)	0.11	0.10	0.10
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DIRECTOR OF FINANCE & TRANSFORMATION

DIRECTOR OF FINANCE & TRANSFORMATION

**2 HOUSING BENEFITS
& COUNTER FRAUD**

(a) HOUSING BENEFITS

Employees

Salaries	266,750	360,550 a)	336,900 a)
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Supplies & Services

Printing & Stationery	1,800	1,800	1,800
Reference Books & Publications	400	450	400
Storage Facilities	300	300	-
Bailiffs Commission	4,000	3,000	3,000
Audit Fee	14,000	21,000 b)	14,000
Welfare Advice Service	3,750	1,900 c)	- c)
Postages	11,050	10,250	10,250
Subscriptions	250	250	250
Other Expenses	-	19,100 d)	-

Housing Benefits

Rent Allowances	31,977,000	33,928,000 e)	33,928,000 f)
Non HRA Rent Rebates	130,000	160,000 e)	160,000 f)
Local Scheme	60,000	77,000 e)	77,000 f)
Discretionary Housing Payments	42,000	130,000 e)	90,000 f)
Overpayments	(500,000)	(500,000) e)	(500,000) f)
Contribution to Bad Debt Provision	190,000	180,000 e)	180,000 f)
Compensation Scheme	100	100	100

32,201,400

34,393,700

34,301,700

Less Income

Government Grant	-	(19,700) d)	-
Rent Allowance Subsidy	(31,810,000)	(33,844,000) e)	(33,844,000) f)
Non HRA Rent Rebate Subsidy	(75,000)	(64,000) e)	(64,000) f)
Local Scheme Subsidy	(45,000)	(58,000) e)	(58,000) f)
Discretionary Housing Payment Contribution	(42,000)	(130,000) e)	(90,000) f)
Administration Grant	(304,600)	(341,700) g)	(299,050) h)

(32,276,600)

(34,457,400)

(34,355,050)

Sub-total

(75,200)

(63,700)

(53,350)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	147,250	139,650 i)	152,150
Information Technology Expenses	47,200	41,600 j)	39,950 j)
Departmental Administrative Expenses	165,400	179,100 k)	184,950 k)

284,650

296,650

323,700

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

14.75

15.65

15.95

DIRECTOR OF FINANCE & TRANSFORMATION

HOUSING BENEFITS & COUNTER FRAUD

- a) Additional temporary staff requirement to assist with increased workload, revised estimate partly funded by additional administration grant.
- b) Reflects additional work undertaken auditing benefit subsidy claim.
- c) The Welfare Advice Service has ceased trading.
- d) There have been a number of changes to benefits regulations which have required upgrades to the Revenues & Benefits IT system. This has been funded in full by grants from the Department for Work and Pensions (DWP).
- e) Revised estimates reflect current levels of benefit payments 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 £48,000 lower than the 2013/14 original estimate.
- f) Reflects transfer to Universal Credit, off-set by increase in caseloads and rent. Overall the budget is £48,000 lower than the 2013/14 original estimate.
- g) The DWP has awarded the Council additional Administration Grant of £28,850 to assist with the additional workload arising from the current economic conditions. This has been used to fund temporary staff and staff overtime. The additional grant has been shared between Housing Benefits, Fraud Prevention (page FT 4) and Council Tax Support (page FT 6).
- h) Actual Administration Grant awarded by DWP for 2014/15 (an overall cut of 8.6%).
- i) Revised estimate reflects reduced allocation from Exchequer Services Section.
- j) Reduction in information technology costs attributable to Housing Benefits (see Corporate Services page CS 9).
- k) Reflects a re-assessment of staff allocations within Audit Section together with increased allocation from Finance Administration Section.

DIRECTOR OF FINANCE & TRANSFORMATION

2 HOUSING BENEFITS
& COUNTER FRAUD (continued)

(b) FRAUD PREVENTION

Employees

Salaries

86,900

68,700 **a)**

71,850

Supplies & Services

Other Expenses

3,000

3,000

3,000

89,900

71,700

74,850

Less Income

Administration Grant

(92,000)

(74,500) **b)**

(70,900) **c)**

Administrative Penalty

(1,000)

(1,000)

(1,000)

(93,000)

(75,500)

(71,900)

Sub-total

(3,100)

(3,800)

2,950

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

36,850

16,550 **d)**

15,850 **d)**

Information Technology Expenses

4,500

3,950

3,800

Departmental Administrative Expenses

71,650

74,400 **d)**

82,900 **d)**

109,900

91,100

105,500

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

4.31

3.73

3.83

SUMMARY

(a) HOUSING BENEFITS
(b) FRAUD PREVENTION

284,650

296,650

323,700

109,900

91,100

105,500

TO SUMMARY

394,550

387,750

429,200

DIRECTOR OF FINANCE & TRANSFORMATION

FRAUD PREVENTION

- a) Primarily the effect of establishment changes reported to General Purposes Committee 29 October 2013.
- b) Re-assessment of the allocation of Administration grant between Housing Benefits (page FT 3), Fraud Prevention and Council Tax Support (page FT 6).
- c) Actual Administration Grant awarded by DWP for 2014/15 (an overall cut of 8.6%).
- d) Reflects a re-assessment of staff allocations within Financial Services.

DIRECTOR OF FINANCE & TRANSFORMATION

	2013/14		2014/15
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
3 LOCAL REVENUE & NNDR COLLECTION			
Employees			
Salaries	389,950	450,350 a)	411,150 a)
Supplies & Services			
Equipment, Furniture & Materials - Purchases	500	36,500 b)	500
Direct Debit / Bank Charges	4,200	3,000	3,100
Giro / Swipe Card Charges	13,000	14,000	14,500
Court Fees	20,000	17,500 c)	20,000 c)
Bailiffs Commission	500	500	500
External Printing & Stationery	3,200	3,500	4,000
Reference Books & Publications	200	450	450
Storage Facilities	50	50	50
Tracing Services	7,000	7,000	7,500
Advertising	300	300	350
Postages	39,100	42,100 d)	45,200 d)
Subscriptions	700	700	700
Compensation Scheme	100	100	100
	<hr/>	<hr/>	<hr/>
	478,800	576,050	508,100
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grants			
- Allowances for Cost of NNDR Collection	(168,800)	(168,000)	(168,000)
Summons Costs Recovered	(210,000)	(230,000) e)	(230,000)
	<hr/>	<hr/>	<hr/>
	(378,800)	(398,000)	(398,000)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	100,000	178,050	110,100
Central, Departmental & Technical Support Services			
Central Salaries & Administration	133,800	134,500	140,400 f)
Information Technology Expenses	113,000	99,550 g)	95,700 g)
Departmental Administrative Expenses	196,100	206,150 h)	223,450 h)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	542,900	618,250	569,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	18.29	18.66	19.01

DIRECTOR OF FINANCE & TRANSFORMATION

LOCAL REVENUE & NNDR COLLECTION

- a) Additional temporary staff requirement to assist with increased workload arising from the current economic conditions.
- b) Reflects empty home review.
- c) Reflects prior year outturn offset by additional recovery action following introduction of localised Council Tax support scheme.
- d) Increased recovery action following introduction of localised Council Tax support scheme.
- e) Increased recovery action following introduction of localised Council Tax support scheme, based on average collection rates over last four years.
- f) Increased allocation from Exchequer Services Section.
- g) Reduction in information technology costs attributable to Local Revenue & NNDR Collection (see Corporate Services page CS 9).
- h) Primarily reflects an increased allocation from Finance Administration Section.

DIRECTOR OF FINANCE & TRANSFORMATION

	2013/14		2014/15
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
4 <u>COUNCIL TAX SUPPORT</u>			
(a) <u>ADMINISTRATION</u>			
Employees			
Salaries	202,550	272,200 a)	254,700 a)
Supplies & Services			
Printing & Stationery	500	500	500
Reference Books & Publications	-	300	300
Storage Facilities	300	300	-
Postage	14,000	18,000 b)	14,000
Subscriptions	250	250	250
Audit Fees	8,000	9,000	8,000
Welfare Advice Service	3,750	1,900 c)	-
	<hr/>	<hr/>	<hr/>
	229,350	302,450	277,750
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grants			
Administration			
- Department for Work and Pensions	(186,100)	(195,300) d)	(80,300) e)
- Department for Communities and Local Gov'	-	-	(108,900) e)
Other	-	(56,550) f)	-
Contributions from Other Bodies	(125,000)	(125,000)	(125,000)
	<hr/>	<hr/>	<hr/>
	(311,100)	(376,850)	(314,200)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(81,750)	(74,400)	(36,450)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	11,800	16,100 g)	17,050
Information Technology Expenses	36,950	32,550	31,300
Departmental Administrative Expenses	128,300	139,450 h)	144,450 h)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	95,300	113,700	156,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	8.90	9.65	9.52
(b) <u>PAYMENTS TO PARISH COUNCILS</u>			
Parish Council Allocation	177,750	177,750	171,750 i)
	<hr/>	<hr/>	<hr/>
	177,750	177,750	171,750
	<hr/>	<hr/>	<hr/>
<u>SUMMARY</u>			
(a) ADMINISTRATION	95,300	113,700	156,350
(b) PAYMENTS TO PARISH COUNCILS	177,750	177,750	171,750
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	273,050	291,450	328,100
	<hr/>	<hr/>	<hr/>

DIRECTOR OF FINANCE & TRANSFORMATION

COUNCIL TAX SUPPORT

- a) Additional temporary staff requirement to assist with increased workload, revised estimate partly funded by additional administration grant.
- b) Increase in postage costs arising from increased workload.
- c) The Welfare Advice Service has ceased trading.
- d) The DWP has awarded the Council additional Administration Grant of £28,850 to assist with the additional workload arising from the current economic conditions. This has been used to fund temporary staff and staff overtime. The additional grant has been shared between Housing Benefits (page FT 3), Fraud Prevention (page FT 4) and Council Tax Support.
- e) Actual Administration Grant awarded for 2014/15 (an overall cut of 8.6%). The grant will be split between the DWP and DCLG.
- f) New burdens grant following introduction of a local Council Tax support scheme.
- g) Reflects a re-assessment of staff allocations from Audit Section.
- h) Reflects reallocation of support within Financial Services.
- i) Decrease in parish councils grant allocation under the Council Tax reduction scheme, reflecting the reduction in the Council's grant funding in the previous year.

DIRECTOR OF FINANCE & TRANSFORMATION

	2013/14	2014/15
	ORIGINAL ESTIMATE	REVISSED ESTIMATE
	£	£
5 <u>INTEREST & TRANSFERS</u>		
Employees		
Salaries	25,150	26,050
Supplies & Services		
Fund Manager & Treasury Advisor Fees	31,000	31,500
Legal Fees	250	3,600 b)
Credit / Debit Card Charges	12,000	20,000 c)
Bank / Swipe Card Charges	41,650	26,350 d)
Other Hired and Contracted Services	2,500	2,600
Transfers in Lieu of Interest	33,200	14,400 e)
	<hr/>	<hr/>
	145,750	124,500
	<hr/>	<hr/>
Less Income		
Interest on Investments & Cash Flow	(236,050)	(164,400) f)
Other Miscellaneous Interest	(7,000)	(7,000)
Hsg Mortgage Assistance Scheme Interest	(25,000)	- g)
Credit Card Fee	(4,500)	(5,500)
	<hr/>	<hr/>
	(272,550)	(176,900)
	<hr/>	<hr/>
<u>Sub-total</u>	(126,800)	(55,400)
Central, Departmental & Technical Support Services		
Central Salaries & Administration	6,150	6,900
Information Technology Expenses	4,150	3,650
Departmental Administrative Expenses	9,250	9,250
	<hr/>	<hr/>
<u>TO SUMMARY</u>	(107,250)	(32,600)
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.79	0.81
	<hr/>	<hr/>
	0.86	

DIRECTOR OF FINANCE & TRANSFORMATION

INTEREST & TRANSFERS

- a) Reduction reflects lower cash balances being managed by the external fund manager as funds are used to support the revenue budget and meet capital expenditure.
- b) Continuing costs associated with the recovery of the defaulted Landsbanki investment.
- c) Reflects implementation of new cashiering software requiring additional payment card accounts.
- d) Reflects prior year outturn and impact of new Leisure Trust.
- e) Reflects the effect of predicted levels of investment rate returns.
- f) Reflects the impact of the Bank of England "Funding for Lending" scheme on investment returns being offered by banks. The scheme, introduced to support economic recovery, has been extended to January 2015. Under the scheme banks receive a cheap source of funding for onward lending to individuals and companies. The estimate for 2014/15 assumes a return of 0.75% on internally managed cashflow investments and 0.85% on externally managed core funds.
- g) Scheme no longer being pursued following the introduction by the Government of their "Help to Buy" guarantee scheme and similar initiatives and the additional pressures on the Council's finances flowing from the 2013 Spending Review.

DIRECTOR OF FINANCE & TRANSFORMATION

	2013/14		2014/15
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
6 <u>DRAINAGE BOARDS SPECIAL LEVIES</u>			
Payments to Drainage Boards	373,600	373,600	380,700 a)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	350	350	350
<u>TO SUMMARY</u>	373,950	373,950	381,050
Full Time Equivalent Number of Staff (including Support Service Staff)	0.01	0.01	0.01
7 <u>FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS</u>			
Payments to Parish Councils	221,550	221,550	219,700 b)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,950	5,950	6,300
Information Technology Expenses	100	100	100
<u>TO SUMMARY</u>	227,600	227,600	226,100
Full Time Equivalent Number of Staff (including Support Service Staff)	0.10	0.10	0.11
8 <u>GENERAL ADVICE TO PARISH COUNCILS</u>			
Employees			
Salaries	36,650	31,300 c)	31,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	14,200	14,850	15,450
Departmental Administrative Expenses	13,550	11,250	12,150
<u>TO SUMMARY</u>	64,400	57,400	59,500
Full Time Equivalent Number of Staff (including Support Service Staff)	1.19	1.06	1.08

DIRECTOR OF FINANCE & TRANSFORMATION

DRAINAGE BOARDS SPECIAL LEVIES

- a) Actual levies payable.

FINANCIAL ARRANGEMENTS WITH PARISH COUNCILS

- b) Reflects recommendation of Finance, Innovation and Property Advisory Board 02 October 2013 and subsequent decision of Cabinet 09 October 2013.

GENERAL ADVICE TO PARISH COUNCILS

- c) Reflects a re-assessment of staff allocations within Street Scene & Leisure Services.

DIRECTOR OF FINANCE & TRANSFORMATION

9 CONTRIBUTIONS TO PROVISIONS

General Bad Debts Provision

TO SUMMARY

	2013/14	2014/15
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
5,000	5,000	5,000
<hr/>	<hr/>	<hr/>
5,000	5,000	5,000
<hr/>	<hr/>	<hr/>

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

SUMMARY

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL	REVISED	£
	£	£	
1. DEVELOPMENT CONTROL	1,312,100	1,196,550	1,233,500
2. CONSERVATION	71,800	69,200	72,100
3. BUILDING CONTROL	145,750	130,800	156,450
4. PLANNING POLICY	515,950	451,900	473,250
5. PARKING SERVICES	(356,100)	(481,150)	(516,650)
6. TRANSPORTATION	213,300	165,750	216,150
7. SECURITY SERVICES MANAGEMENT (CCTV)	101,300	99,200	95,450
8. BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	107,950	103,800	98,350
9. CIVIL CONTINGENCIES	100,750	94,700	97,100
10. HOUSING STRATEGY & ENABLING ROLE	263,400	331,100	297,900
11. HOMELESSNESS	266,900	277,200	279,900
12. HOUSING ADVICE	183,100	203,700	204,550
13. HOME SAFETY	3,950	3,450	3,500
14. PRIVATE SECTOR HOUSING RENEWAL	563,000	563,800	562,600
15. PRIVATE SECTOR HOUSING STANDARDS	100,300	100,300	86,000
16. HOME IMPROVEMENT AGENCY	55,900	9,750	9,900
17. PUBLIC HEALTH ACT 1984	4,350	4,250	4,200
18. ENVIRONMENTAL PROTECTION ACT - PART 1	23,250	26,500	25,500
19. ENVIRONMENTAL PROTECTION	287,000	299,300	302,500
20. FOOD & SAFETY	425,700	445,450	454,500
	<hr/>	<hr/>	<hr/>
	4,389,650	4,095,550	4,156,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	114.93	116.38	116.10

DEVELOPMENT CONTROL

- a) Reduction is largely due to management savings.
- b) Higher than anticipated demand for services in 2013/14. The volatility of the development environment has made it difficult to predict precisely the demand for development control services and associated income levels.
- c) Higher than anticipated demand for services.
- d) The volatility of the development environment has made it difficult to predict precisely the demand for development control services and associated income levels.
- e) Savings arising from restructure within Legal Services approved by General Purposes Committee on 29 October 2013.
- f) Reflects management savings within IT services, reduced software support costs, together with a reduction in attributable non-current asset depreciation. Please see page CS 9.
- g) Increased office accommodation costs - please see page CS 3.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

2. CONSERVATION

Employees

Salaries

45,050

43,150

44,850

Supplies & Services

Archaeological Advice

8,000

7,800

7,800

Sub-total

53,050

50,950

52,650

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,750

1,550

1,600

Information Technology Expenses

1,300

1,150

1,100

Departmental Administrative Expenses

15,700

15,550

16,750

TO SUMMARY

71,800

69,200

72,100

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

1.30

1.30

1.30

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

3. BUILDING CONTROL

Employees

Salaries

308,350 302,450 **a)** 319,800 **b)**

Supplies & Services

Purchases - Equipment & Materials

600 400 400

Microfilming & Storage Facilities

5,500 5,500 4,000

Professional Fees

7,000 6,250 6,250

Advertising - Promotional Expenses

1,000 500 500

Subscriptions

- 750 750

Discretionary Services

1,500 1,000 1,000

Other Expenses

1,000 1,400 1,400

324,950 318,250 334,100

Less Income

Fees & Charges

Building Regulations

(325,000) (330,000) **c)** (330,000) **c)**

Discretionary Services

(5,000) (5,000) (5,000)

(330,000) (335,000) (335,000)

Sub-total

(5,050) (16,750) (900)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

16,550 16,900 18,100

Information Technology Expenses

28,200 24,850 **d)** 23,900 **d)**

Departmental Administrative Expenses

106,050 105,800 115,350 **e)**

TO SUMMARY

145,750 130,800 156,450

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

8.44 8.56 8.67

- a)** Savings from reduced hours and vacant Building Control Technician post.
- b)** Salary allocations adjusted due to changes in management structure in new service.
- c)** Increase in workload.
- d)** Reflects management savings within IT services, reduced software support costs, together with a reduction in attributable non-current asset depreciation. Please see page CS 9.
- e)** Increased office accommodation costs - please see page CS 3.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY

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

Employees

Salaries

189,500

165,900 a)

172,900 a)

Local Development Framework Expenses

Other LDF Expenses

30,000

30,000

30,000

219,500

195,900

202,900

Less Income

Sales - Publications - Local Plan

(100)

(100)

(100)

Sub-total

219,400

195,800

202,800

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

2,600

2,650

2,800

Information Technology Expenses

5,250

4,650

4,450

Departmental Administrative Expenses

61,450

54,050 a)

58,550 a)

288,700

257,150

268,600

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

4.88

4.34

4.35

a) Savings from vacant Technical Assistant post.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY
(continued)

(b) PLANNING POLICY

Employees

Salaries

160,750

137,150 a)

143,100 a)

Supplies & Services

AONB Management

4,750

4,500

4,500

Local Wildlife Sites Register Update

2,500

2,800

2,900

Sub-total

168,000

144,450

150,500

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

3,100

1,900

2,000

Information Technology Expenses

3,400

3,000

2,900

Departmental Administrative Expenses

52,750

45,400 a)

49,250 a)

227,250

194,750

204,650

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

4.18

3.63

3.64

PLANNING POLICY

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

288,700

257,150

268,600

(b) PLANNING POLICY

227,250

194,750

204,650

TO SUMMARY

515,950

451,900

473,250

a) Savings from vacant Technical Assistant post.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

5. PARKING SERVICES

(a) OFF-STREET

Employees

Salaries	185,350	173,450 a)	179,450 b)
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Premises Related Expenses

Maintenance of Grounds	44,000	44,000	45,300
Repairs & Maintenance	27,000	27,000	28,000
Winter Maintenance	25,000	15,000 c)	15,000 c)
Electricity	850	850	850
Rents	4,500	4,500	4,500
Rates	208,500	201,900 d)	208,400 e)
Premises Insurance	1,600	1,600	1,650

Transport Related Expenses

Repairs & Maintenance	900	1,500	1,500
Licences	150	200	200
Petrol / Oil	3,000	3,000	3,000
Transport Insurance	800	1,050	1,200

Supplies & Services

Purchases - Equipment & Materials	1,000	1,000	1,000
Mobile Communications	1,050	1,050	1,050
Maintenance - General	25,500	22,500 f)	22,500 f)
Uniforms	1,600	1,600	1,600
Stationery	3,000	3,000	3,000
Cash Collection	38,000	39,000	40,000
Payment to Principals / Ticket Refunds	489,000	469,000 g)	512,000 g)
Advertising	1,000	1,000	1,000
Publicity & Promotion	1,000	-	-
Miscellaneous Insurance	450	450	450
Adjudication & Enforcement Services	6,000	5,000	5,000
Mobile Telephones	1,500	1,500	1,500
Emergency Arrangements	150	150	150
Security Services Mgt. Recharge (CCTV)	273,950	268,150 h)	258,150 h)

1,344,850	1,287,450	1,336,450
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Less Income

Fees & Charges

Car Park Season Tickets	(132,000)	(200,000 i)	(140,750)
Short Stay Parking	(1,400,000)	(1,400,000)	(1,528,000 j)
Long Stay Parking	(490,000)	(490,000)	(544,500 k)
Penalty Charge Notices	(155,000)	(110,000 l)	(110,000 l)
General	(200)	(2,200)	(450)
Management of Angel / Botany Car Parks	(87,000)	(88,400)	(91,100)
Rent - Snodland Town Market / Sunday Farmers' Market	(7,000)	(7,000)	(7,000)

(2,271,200)	(2,297,600)	(2,421,800)
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Sub-total Carried Forward

(926,350)	(1,010,150)	(1,085,350)
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DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

5. PARKING SERVICES (continued)

(a) OFF-STREET (continued)

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL £	REVISED £	£
<u>Sub-total Brought Forward</u>	(926,350)	(1,010,150)	(1,085,350)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	28,200	27,150	29,350
Information Technology Expenses	31,000	27,300	26,250
Departmental Administrative Expenses	67,750	67,300	72,650 m)
Capital Programme Revenue Expenses	27,500	27,950	27,200
Depreciation & Impairment			
Non-Current Asset Depreciation	105,850	91,650 n)	86,300 n)
	<hr/> (666,050)	<hr/> (768,800)	<hr/> (843,600)
Full Time Equivalent Number of Staff (including Support Service Staff)	7.81	7.56	7.64

- a) Savings from two vacant Civil Enforcement Officer posts and deleted Administration Officer post approved by General Purposes Committee on 24 June 2013.
- b) Savings from deleted Administration Officer post.
- c) Reduced based on experience in previous years but subject to variations in weather.
- d) Lower than anticipated increases in respect of Lower Castle Field and Sovereign Way North car parks.
- e) Assumes NNDR "multiplier" increases by 3.2% in April 2014.
- f) Reduced based on experience in previous years but subject to variations in demand.
- g) Increased use of half hour tickets by shoppers has led to lower than anticipated increase in ticket refunds and in 2014/15 also reflects a proposed increase in car park charges.
- h) Savings arising from revised monitoring arrangements - please see page PHEH 12 for further details.
- i) Revised estimate includes bulk purchase of season tickets by one business customer which are not expected to be renewed.
- j) Reflects a proposed increase in car park charges.
- k) Includes additional income from the extension of the Deaconsfield car park and a proposed increase in car park charges.
- l) Reduced to better reflect recent experience.
- m) Increased office accommodation costs - please see page CS 3.
- n) Renewal of car park ticket machines delayed.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

5. PARKING SERVICES (continued)

(b) ON-STREET

Employees

Salaries

300,600

278,050 a)

289,750 b)

Premises Related Expenses

Repairs & Maintenance

10,000

10,000

10,000

Transport Related Expenses

Repairs & Maintenance

350

1,000

1,000

Licences

150

250

250

Petrol / Oil

2,800

2,800

2,800

Transport Insurance

800

1,050

1,200

Supplies & Services

Purchases - Equipment & Materials

500

500

500

Mobile Communications

1,100

1,100

1,100

Maintenance - General

4,700

6,500

6,500

Uniforms

900

900

900

Stationery

500

500

500

Cash Collection

550

550

550

Advertising

1,000

1,000

1,000

Adjudication & Enforcement Services

4,500

4,500

4,500

Mobile Telephones

250

500

500

Capital Grants & Contributions (RECS)

11,250

14,250 c)

32,250 c)

339,950

323,450

353,300

Less Income

Fees & Charges

Business Parking Permits

(23,000)

(23,000)

(23,000)

Residents Parking Permits

(92,000)

(92,000)

(92,000)

Visitors Parking Permits

(13,000)

(13,000)

(13,000)

Dispensations

(3,000)

(3,000)

(3,000)

On-street Parking

(13,000)

(13,000)

(13,000)

Penalty Charge Notices

(95,000)

(95,000)

(95,000)

(239,000)

(239,000)

(239,000)

Sub-total Carried Forward

100,950

84,450

114,300

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

5. PARKING SERVICES (continued)

(b) ON-STREET (continued)

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL £	REVISED £	£
<u>Sub-total Brought Forward</u>	100,950	84,450	114,300
Central, Departmental & Technical Support Services			
Central Salaries & Administration	17,750	19,300	20,750
Information Technology Expenses	21,800	19,200	18,450
Departmental Administrative Expenses	99,550	98,150	106,300 d)
Capital Programme Revenue Expenses	58,650	58,000	60,800
Depreciation & Impairment			
Non-Current Asset Depreciation	11,250	8,550 e)	6,350 e)
	<hr/>	<hr/>	<hr/>
	309,950	287,650	326,950
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	12.50	12.20	12.24

PARKING SERVICES

(a) OFF-STREET

(b) ON-STREET

TO SUMMARY

(666,050)	(768,800)	(843,600)
309,950	287,650	326,950
<hr/>	<hr/>	<hr/>
(356,100)	(481,150)	(516,650)
<hr/>	<hr/>	<hr/>

- a)** Savings from two vacant Civil Enforcement Officer posts and deleted Administration Officer post approved by General Purposes Committee on 24 June 2013.
- b)** Savings from deleted Administration Officer post.
- c)** Reprofiling of expenditure associated with Car Parking Action Plan Capital Plan schemes.
- d)** Increased office accommodation costs - please see page CS 3.
- e)** Renewal of car park ticket machines delayed.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

6. TRANSPORTATION

Employees

Salaries	81,150	86,050 a)	87,900 a)
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Premises Related Expenses

Repairs, Alterations & Maintenance	15,000	16,000	16,000
Electricity	300	200	200
Vale Rise Depot Recharge	1,300	1,300	1,300
Premises Insurance	50	50	50

Supplies & Services

Purchases - Equipment & Materials	5,500	8,700 b)	5,500
In-House Sign Provision	500	500	500
Mobile Communications	1,500	-	-
Public Transport Initiatives	4,000	4,000	4,000
Advertising	5,000	4,000	4,000
Emergency Arrangements	100	100	100
Capital Grants & Contributions (RECS)	40,000	- c)	49,000 c)

	<hr/>	<hr/>	<hr/>
	154,400	120,900	168,550

Less Income

Fees & Charges			
Street / House Naming & Numbering	(10,000)	(25,000) d)	(20,000) e)

Sub-total

	<hr/>	<hr/>	<hr/>
	144,400	95,900	148,550

Central, Departmental & Technical Support Services

Central Salaries & Administration	22,050	19,950	19,200
Information Technology Expenses	5,200	4,500	4,350
Departmental Administrative Expenses	30,850	34,600	36,800
Capital Programme Revenue Expenses	250	250	250

Depreciation & Impairment

Non-Current Asset Depreciation	10,550	10,550	7,000
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TO SUMMARY

	<hr/>	<hr/>	<hr/>
	213,300	165,750	216,150

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

	<hr/>	<hr/>	<hr/>
	2.48	2.58	2.55

- a) Salary allocations adjusted due to changes in management structure in new service.
- b) Increase reflects expenditure on renewing borough entry signs - to be funded from an earmarked reserve.
- c) Local Transport Plan Partnership Programme Capital Plan scheme slipped from 2013/14 to 2014/15.
- d) Changed fee structure and greater than anticipated demand.
- e) Estimated income following review of fee structure.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

7. SECURITY SERVICES MANAGEMENT

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL £	REVISED £	£
Employees			
Salaries	48,450	50,250	52,150
Premises Related Expenses			
Electricity	1,200	1,200	1,200
Supplies & Services			
Purchases - Equipment & Materials	700	700	700
Maintenance - General	22,000	22,000	22,000
Stationery	150	150	150
Miscellaneous Insurance	4,100	4,050	4,050
Emergency Arrangements	50	50	50
Third Party Payments			
CCTV Monitoring Station	194,000	184,000 a)	166,000 a)
	<hr/>	<hr/>	<hr/>
	270,650	262,400	246,300
Less Income			
Recharge to Parking Services	(273,950)	(268,150)	(258,150)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(3,300)	(5,750)	(11,850)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,500	4,950	5,200
Information Technology Expenses	1,700	1,500	1,450
Departmental Administrative Expenses	21,250	23,850	25,400
Capital Programme Revenue Expenses	11,850	11,250	11,850
Depreciation & Impairment			
Non-Current Asset Depreciation	65,300	63,400	63,400
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	101,300	99,200	95,450
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.62	1.72	1.73

- a) Savings arising from revised monitoring arrangements. Please see report to Community Safety Advisory Board on 13 November 2012.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

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

Employees

Salaries

30,800

33,000

31,400

Supplies & Services

Purchases - Equipment & Materials

1,000

500

750

Structural Investigations

1,000

1,000

1,000

Emergency Arrangements

150

150

150

Capital Grants & Contributions (RECS)

44,000

18,000 a)

33,000 a)

Third Party Payments

Contract Payments

3,000

23,000 b)

3,000

Sub-total

79,950

75,650

69,300

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

2,050

1,800

1,900

Information Technology Expenses

1,500

1,350

1,300

Departmental Administrative Expenses

13,500

14,000

15,000

Capital Programme Revenue Expenses

10,950

11,000

10,850

TO SUMMARY

107,950

103,800

98,350

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

1.03

1.01

1.02

- a) Drainage Improvement Programme Capital Plan scheme partly slipped from 2013/14 to 2014/15.
- b) Increase reflects expenditure on investigation and preparation of costed options for replacing the river wall at Wouldham - to be funded from an earmarked reserve.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

9. CIVIL CONTINGENCIES

Employees

Salaries

35,650

31,750

32,550

Premises Related Expenses

Fuel Oil

100

-

-

Supplies & Services

Purchases - Equipment & Materials

500

1,000

500

Provision of Sandbags

1,000

500

500

Maintenance - General

1,000

500

500

Staff Telephone Expenses

500

250

250

Mobile Telephones

400

400

400

Out of Hours Call Service

12,000

12,250

12,650

Other Expenses

400

400

400

Civil Defence Planning

20,000

19,000

19,000

71,550

66,050

66,750

Less Income

Recharge to Other Accounts

(6,700)

(6,700)

(6,700)

Sub-total

64,850

59,350

60,050

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

20,800

20,800

21,650

Information Technology Expenses

500

450

450

Departmental Administrative Expenses

14,600

14,100

14,950

TO SUMMARY

100,750

94,700

97,100

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

1.22

1.14

1.16

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**10. HOUSING STRATEGY
& ENABLING ROLE**

(a) HOUSING STRATEGY

Employees

Salaries

55,900

55,450

54,450

Supplies & Services

Publicity & Promotion

750

750

750

Energy Efficiency Initiatives

3,100

3,100

3,100

Support for External Agencies

6,000

6,500

6,500

Capital Grants & Contributions (RECS)

-

36,000 a)

-

Sub-total

65,750

101,800

64,800

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

15,850

15,700

16,650

Information Technology Expenses

750

700

650

Departmental Administrative Expenses

19,250

17,450

18,250

101,600

135,650

100,350

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

1.80

1.79

1.80

a) Renewable Energy Capital Plan scheme slipped from 2012/13 to 2013/14.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

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

(b) HOUSING REGISTER

Employees

Salaries

110,600

128,750 **a)**

127,500 **a)**

Third Party Payments

Choice Based Lettings

7,000

7,000

7,000

Sub-total

117,600

135,750

134,500

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

200

12,000 **b)**

12,900 **b)**

Information Technology Expenses

2,150

1,900

1,850

Departmental Administrative Expenses

41,850

45,800 **a)**

48,300 **a)**

161,800

195,450

197,550

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

3.54

4.32

4.34

HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

101,600

135,650

100,350

(b) HOUSING REGISTER

161,800

195,450

197,550

TO SUMMARY

263,400

331,100

297,900

a) Increase reflects cost of permanent Housing Options Officer post plus salary allocations adjusted due to changes in management structure in new service.

b) Increase reflects time spent by the Fraud section on investigating social housing fraud.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

11. HOMELESSNESS

Employees

Salaries

128,900 152,950 **a)** 150,950 **a)**

Supplies & Services

Bed & Breakfast Charges

70,000 130,000 **b)** 150,000 **c)**

Storage of Furniture, Transport, etc.

250 250 250

Repossession Prevention Fund

4,000 5,500 5,500

Rent Deposits / Rent in Advance - Payments
to Landlords

33,550 33,550 33,550

Publicity & Promotion

300 - 300

Contribution to Bad Debt Provision

40,000 20,000 **d)** 20,000 **d)**

Third Party Payments

Medical Assessments

4,000 3,000 4,000

281,000 345,250 364,550

Less Income

Rent Deposits / Rent in Advance - Recharges
to Tenants

(33,550) (33,550) (33,550)

Customer & Client Receipts - Accommodation

(68,000) (125,000) **b)** (145,000) **c)**

Customer & Client Receipts - Service Charge

(2,000) (5,000) **b)** (5,000) **c)**

(103,550) (163,550) (183,550)

Sub-total

177,450 181,700 181,000

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

30,650 32,750 33,250

Information Technology Expenses

8,800 7,750 7,450

Departmental Administrative Expenses

50,000 55,000 **a)** 58,200 **a)**

TO SUMMARY

266,900 277,200 279,900

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

4.69 5.34 5.36

HOMELESSNESS

- a)** Increase reflects cost of permanent Housing Options Officer post plus salary allocations adjusted due to changes in management structure in new service.
- b)** Significant increase in workload arising from welfare reform. Offset by increase in recharges.
- c)** Further anticipated increase in workload arising from welfare reform. Offset by increase in recharges.
- d)** Reassessment of bad debts provision, having regard to the age and size of the debt and the level of write-offs.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

12. HOUSING ADVICE

Employees

Salaries

2013/14 ESTIMATE		2014/15 ESTIMATE
ORIGINAL £	REVISED £	£
123,750	139,900 a)	138,650 a)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

7,150	7,950	7,500
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Information Technology Expenses

5,400	4,750	4,550
-------	-------	-------

Departmental Administrative Expenses

46,800	51,100 a)	53,850 a)
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TO SUMMARY

183,100	203,700	204,550
----------------	----------------	----------------

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

4.16	4.81	4.79
------	------	------

- a) Increase reflects cost of permanent Housing Options Officer post plus salary allocations adjusted due to changes in management structure in new service.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

13. HOME SAFETY

Employees

Salaries

2,300

2,200

2,200

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

800

550

550

Departmental Administrative Expenses

850

700

750

TO SUMMARY

3,950

3,450

3,500

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

0.08

0.07

0.07

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

14. PRIVATE SECTOR
HOUSING RENEWAL

Employees

Salaries

148,850

149,500

149,600

Supplies & Services

Professional Fees

100

300

300

Capital Grants & Contributions (RECS)

758,000

762,000

758,000

No Use Empty Loan Scheme

1,000

1,000

1,000

907,950

912,800

908,900

Less Income

Fees & Charges

(100)

(100)

(100)

Contribution from Other Bodies

(1,000)

(1,000)

(1,000)

Capital Grants Received (RECS)

(410,000)

(410,000)

(410,000)

(411,100)

(411,100)

(411,100)

Sub-total

496,850

501,700

497,800

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

4,850

4,500

4,700

Information Technology Expenses

9,900

8,700

8,400

Departmental Administrative Expenses

51,400

48,900

51,700

TO SUMMARY

563,000

563,800

562,600

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

4.11

4.04

4.04

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**15. PRIVATE SECTOR
HOUSING STANDARDS**

Employees

Salaries

55,850

59,400

59,000

Supplies & Services

Private Sector House Condition Survey

20,000

17,900 a)

3,000 a)

75,850

77,300

62,000

Less Income

Houses in Multiple Occupation Licences

(400)

(400)

(400)

Sub-total

75,450

76,900

61,600

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,700

1,500

1,600

Information Technology Expenses

4,000

3,500

3,400

Departmental Administrative Expenses

19,150

18,400

19,400

TO SUMMARY

100,300

100,300

86,000

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

1.53

1.54

1.53

a) Expenditure funded from an earmarked reserve.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

16. HOME IMPROVEMENT AGENCY

Employees

Salaries

6,600

6,550

6,550

Supplies & Services

Professional Fees

500

500

500

Miscellaneous Insurance

550

550

550

Third Party Payments

Home Improvement Agency

45,000

- a)

- a)

Sub-total

52,650

7,600

7,600

Central, Departmental & Technical

Support Services

Central Salaries & Administration

950

-

-

Departmental Administrative Expenses

2,300

2,150

2,300

TO SUMMARY

55,900

9,750

9,900

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.20

0.17

0.17

- a) New Home Improvement Agency contract awarded to In Touch by Kent County Council with effect from 1 October 2012 will not require any financial contribution from this Council. Please see report to Strategic Housing Advisory Board on 20 May 2013.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

17. PUBLIC HEALTH ACT 1984

Employees

Salaries

850

900

850

Third Party Payments

Funeral Expenses

2,500

2,500

2,500

Sub-total

3,350

3,400

3,350

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

700

550

550

Departmental Administrative Expenses

300

300

300

TO SUMMARY

4,350

4,250

4,200

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

0.04

0.03

0.03

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

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

Employees

Salaries

23,750

25,800

24,550

Less Income

Fees & Charges

(16,200)

(14,500) a)

(14,500) a)

Sub-total

7,550

11,300

10,050

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,500

1,300

1,400

Information Technology Expenses

5,800

5,100

4,900

Departmental Administrative Expenses

8,400

8,800

9,150

TO SUMMARY

23,250

26,500

25,500

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

0.72

0.74

0.73

Memorandum

Full cost of Local Authority Pollution Prevention Control (LAPPC) and Local Authority Integrated Pollution Prevention and Control (LA-IPPC) duties under Pollution Prevention and Control (PPC) Regulations 2000:-

Total from above

23,250

26,500

25,500

Share of:

Democratic Administration

5,650

5,500

5,400

Corporate Management

2,000

2,150

2,150

Non Distributed Costs

2,200

1,900

2,550

Full Cost of LAPPC / LA-IPPC

33,100

36,050

35,600

a) Reduction in nationally set fee structure and fewer companies requiring permits.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

19. ENVIRONMENTAL PROTECTION

Employees

Salaries	176,450	188,250 a)	187,250 a)
----------	---------	------------	------------

Supplies & Services

Purchases - Equipment & Materials	500	500	500
Maintenance - Calibration of Instruments	2,500	1,500	1,000
Miscellaneous Insurance	400	400	400
Emergency Arrangements	3,700	3,800	3,800
Capital Grants & Contributions (RECS)	-	150,000 b)	-

Third Party Payments

Water Sampling	1,500	550	550
General	750	750	750
Drainage Investigations	500	-	-
Landfill & Pollution Monitoring	2,000	2,000	2,000
Air Quality	12,750	68,750 b)	12,750
Contaminated Land - Site Inspections	1,000	500	500

	202,050	417,000	209,500
--	---------	---------	---------

Less Income

Fees & Charges			
Water Sampling	(1,500)	(1,100)	(1,100)
Provision of Information	(750)	(1,000)	(1,000)
Contribution from Other Bodies	-	(56,000) b)	-
Capital Grants Received (RECS)	-	(150,000) b)	-

	(2,250)	(208,100)	(2,100)
--	---------	-----------	---------

Sub-total

	199,800	208,900	207,400
--	---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	8,750	9,800	9,600
Information Technology Expenses	11,600	10,200	9,800
Departmental Administrative Expenses	63,600	67,500 a)	72,800

Depreciation & Impairment

Non-Current Asset Depreciation	3,250	2,900	2,900
--------------------------------	-------	-------	-------

TO SUMMARY

	287,000	299,300	302,500
--	---------	---------	---------

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

5.02	5.26	5.32
------	------	------

- a) Increased hours worked by Environmental Health Technician plus salary allocations adjusted due to changes in management structure in new service.
- b) Increase reflects costs of A20 Air Quality Project, funded from contributions from the Department for Environment, Food and Rural Affairs, Kent County Council and Maidstone Borough Council.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

20. FOOD & SAFETY

(a) GENERAL

Employees

Salaries

143,300 172,250 **a)** 170,600 **a)**

Supplies & Services

Protective Clothing

200 200 200

Health Education

1,900 500 500

Health General

1,500 500 500

Miscellaneous Insurance

1,450 1,450 1,300

Healthy Living Initiatives

60,000 49,000 **b)** 41,000 **c)**

Third Party Payments

Port Health Authority

400 400 400

208,750 224,300 214,500

Less Income

Choosing Health / Public Health Funding

(60,000) (80,000) **b)** (72,300) **c)**

Sub-total

148,750 144,300 142,200

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

12,750 11,400 10,850

Information Technology Expenses

10,500 9,250 8,900

Departmental Administrative Expenses

56,600 62,550 **a)** 67,650

228,600 227,500 229,600

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

4.31 4.80 4.81

- a)** Increase reflects cost of Healthy Living Co-ordinator funded from Public Health Funding from Kent County Council plus salary allocations adjusted due to changes in management structure in new service.
- b)** The Council is to carry out a number of healthy living initiatives using Public Health Funding from Kent County Council and Choosing Health Grant from West Kent PCT received in prior years. Please see report to Communities and Health Advisory Board on 5 June 2013.
- c)** Budget based on estimated Public Health Funding for 2014/15.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

20. FOOD & SAFETY (continued)

(b) FOOD SAFETY

Employees

Salaries

132,050 152,050 **a)** 152,500 **a)**

Supplies & Services

Health General

1,500 1,000 500

Other Expenses

2,300 500 500

Third Party Payments

Food Sampling

200 200 200

136,050 153,750 153,700

Less Income

Court Costs

(500) (2,500) (500)

Fees & Charges

Food Inspection

(400) (2,000) (2,000)

Training Courses

(2,500) (1,750) (1,750)

(3,400) (6,250) (4,250)

Sub-total

132,650 147,500 149,450

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,100 3,100 3,300

Information Technology Expenses

10,850 9,600 9,200

Departmental Administrative Expenses

52,500 57,750 **a)** 62,950

197,100 217,950 224,900

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

3.86 4.32 4.40

FOOD & SAFETY

(a) GENERAL

228,600 227,500 229,600

(b) FOOD SAFETY

197,100 217,950 224,900

TO SUMMARY

425,700 445,450 454,500

- a)** Increase reflects cost of Healthy Living Co-ordinator funded from Public Health Funding from Kent County Council plus salary allocations adjusted due to changes in management structure in new service.

DIRECTOR OF STREET SCENE AND LEISURE

SUMMARY

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL	REVISED	
	£	£	£
1. REFUSE COLLECTION	1,287,950	1,251,150	1,304,200
2. RECYCLING	898,650	909,300	960,800
3. STREET SCENE	1,353,600	1,344,250	1,399,400
4. PUBLIC CONVENIENCES	263,000	221,600	225,050
5. PEST CONTROL	88,550	66,350	36,250
6. TONBRIDGE & MALLING LEISURE TRUST	-	491,500	178,650
7. LARKFIELD LEISURE CENTRE	1,171,100	1,063,650	891,450
8. ANGEL CENTRE	810,950	513,300	338,500
9. TONBRIDGE SWIMMING POOL	755,650	657,950	509,150
10. POULT WOOD GOLF CENTRE	800	55,100	240,650
11. SPORTS GROUNDS	471,850	459,350	464,550
12. PLEASURE GROUNDS & OPEN SPACES	1,144,050	847,150	1,111,900
13. ALLOTMENTS	10,050	10,450	11,050
14. CHURCHYARDS	12,050	11,200	11,600
15. CEMETERY	101,050	118,500	111,850
16. YOUTH & PLAY DEVELOPMENT	184,550	187,100	160,700
17. SPORTS DEVELOPMENT	56,950	57,300	60,700
18. ARTS PROGRAMME	72,800	82,350	83,350
19. TONBRIDGE CHRISTMAS LIGHTING	20,750	26,150	26,300
20. LEISURE STRATEGY / MANAGEMENT	204,350	331,350	201,350
	<hr/>	<hr/>	<hr/>
	8,908,700	8,705,050	8,327,450
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	37.19	35.76	34.60

DIRECTOR OF STREET SCENE AND LEISURE

1. REFUSE COLLECTION

Employees

Salaries

115,350

115,000

117,800

Premises Related Expenses

Vale Rise Depot Recharge

24,200

30,300 a)

30,950 a)

Supplies & Services

Purchases - Equipment & Materials

4,500

3,000

3,000

Emergency Arrangements

1,100

1,100

1,100

Information Leaflets

1,200

1,200

1,200

Other Expenses

3,400

3,000

3,000

Third Party Payments

Refuse Collection Contract

1,065,900

1,022,750 b)

1,065,950 c)

Bulky Household Refuse Collection

36,050

36,050

36,050

1,251,700

1,212,400

1,259,050

Less Income

Fees & Charges

Bulky Household Refuse Collection

(42,200)

(39,000) d)

(40,700) e)

Contributions from Other Bodies

(22,900)

(22,900)

(22,900)

(65,100)

(61,900)

(63,600)

Sub-total

1,186,600

1,150,500

1,195,450

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

9,250

9,250

9,800

Information Technology Expenses

3,650

3,200

3,100

Departmental Administrative Expenses

51,050

52,250

56,700

Capital Programme Revenue Expenses

1,250

900

650

Depreciation & Impairment

Non-Current Asset Depreciation

36,150

35,050

38,500

TO SUMMARY

1,287,950

1,251,150

1,304,200

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

4.15

4.02

4.07

DIRECTOR OF STREET SCENE AND LEISURE

REFUSE COLLECTION

- a)** Salary allocations adjusted due to changes in management structure in new service - please see page CEN 6 for further details.
- b)** Less additional work than anticipated.
- c)** Assumes 3.0% increase for inflation in line with contract conditions, plus provision for new housing developments.
- d)** Less requests for service than anticipated.
- e)** Includes proposed increase in fees from April 2014 considered by Local Environmental Management Advisory Board on 26 November 2013.

DIRECTOR OF STREET SCENE AND LEISURE

2. RECYCLING

Employees

Salaries

113,050

114,200

116,500

Premises Related Expenses

Recycling Centres - Servicing

3,000

3,000

3,000

Rates

900

900

1,000

Transport Related Expenses

Vehicle Maintenance / Fuel etc

60,000

60,000

60,000

Vehicle Driver / Insurance / Licence

78,300

78,300

80,650 **a)**

Supplies & Services

Publicity & Promotion

9,450

9,450

9,450

Emergency Arrangements

250

250

250

Contribution to Kent Resource Partnership

5,000

5,000

5,000

Other Expenses

3,300

3,300

3,300

Third Party Payments

Recycling Collection Contract

441,200

447,500 **b)**

454,400 **a)**

Green Waste Collection Contract

834,600

801,900 **c)**

834,600 **d)**

Oil Recycling

3,000

1,500

1,500

Plastic Recycling

119,000

119,000

111,800 **e)**

Recycling Credits - Collection

600

-

-

School Initiatives

1,050

1,050

1,050

Carried Forward

1,672,700

1,645,350

1,682,500

- a)** Assumes 3.0% increase for inflation in line with contract conditions.
- b)** £6,300 vired from the Abatement Initiatives budget within Street Scene to fund the Waste Electrical and Electronic Equipment (WEEE) pilot scheme for the period September 2013 to March 2014.
- c)** Less additional work than anticipated.
- d)** Assumes 3.0% increase for inflation in line with contract conditions, plus provision for new housing developments.
- e)** Anticipated saving from new contract commencing May 2014.

DIRECTOR OF STREET SCENE AND LEISURE

2. RECYCLING (continued)

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL £	REVISED £	£
<u>Brought Forward</u>	1,672,700	1,645,350	1,682,500
Less Income			
Glass Recycling	(70,000)	(109,000) f)	(109,000) f)
Can Recycling	(29,000)	(26,000) g)	(26,000) g)
Textile Recycling	(25,000)	(25,000)	(25,000)
Paper Recycling	(357,500)	(307,000) g)	(294,700) h)
Recycling Credits - Disposal	(425,400)	(411,100) g)	(415,000) i)
Contributions from Other Bodies	(33,000)	(13,600) j)	(13,600) j)
	<hr/>	<hr/>	<hr/>
	(939,900)	(891,700)	(883,300)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	732,800	753,650	799,200
Central, Departmental & Technical Support Services			
Central Salaries & Administration	35,000	30,950	28,400
Information Technology Expenses	2,550	2,250	2,150
Departmental Administrative Expenses	48,450	48,300	52,250
Capital Programme Revenue Expenses	1,950	1,300	1,050
Depreciation & Impairment			
Non-Current Asset Depreciation	77,900	72,850 k)	77,750
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	898,650	909,300	960,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.20	4.07	3.98

- f)** New contract has attracted higher prices for glass.
- g)** Reduction in tonnages collected.
- h)** Assumes further reduction in tonnages of paper being collected.
- i)** 3% increase in recycling credit from April 2014, partly off-set by predicted reduction in tonnages.
- j)** Reduced contribution required from Tunbridge Wells Borough Council towards cost of maintaining vehicles as this cost is offset by increase in glass income - please see note f) above.
- k)** Lower than anticipated expenditure on renewal of green waste bins during 2012/13.

DIRECTOR OF STREET SCENE AND LEISURE

3. STREET SCENE

Employees

Salaries

131,950 143,000 **a)** 145,500 **a)**

Supplies & Services

Purchases - Equipment & Materials

10,000 10,000 10,000

Abatement Initiatives (Self Help)

15,000 8,700 **b)** 15,000

Responsible Dog Ownership

31,400 31,400 32,300

Graffiti Removal

7,000 5,500 5,500

Dog Warden

52,600 52,600 54,200

Emergency Arrangements

800 700 700

Contribution to Clean Kent Campaign

5,000 3,000 **c)** 3,000 **c)**

Third Party Payments

Amenity & Street Cleansing Contract

1,173,200 1,173,200 1,216,400 **d)**

1,426,950 1,428,100 1,482,600

Less Income

Fees & Charges

Amenity Cleansing for Russet Homes

(54,900) (62,900) **e)** (64,800) **e)**

Recharge to Utility Companies

(1,150) (1,150) (1,150)

Stray Dogs Redemption Fees

(6,300) (5,000) (5,000)

Fixed Penalty Notices

(4,500) (5,500) (5,500)

Recharge to Other Accounts

(71,200) (74,000) (76,200)

(138,050) (148,550) (152,650)

Sub-total

1,288,900 1,279,550 1,329,950

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

7,750 6,600 7,000

Information Technology Expenses

3,400 2,950 2,850

Departmental Administrative Expenses

53,550 55,150 59,600

TO SUMMARY

1,353,600 1,344,250 1,399,400

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

4.17 4.29 4.33

DIRECTOR OF STREET SCENE AND LEISURE

STREET SCENE

- a)** Salary allocations adjusted due to changes in management structure in new service.
- b)** £6,300 vired to the Contract Payments budget within Recycling to fund the Waste Electrical and Electronic Equipment (WEEE) pilot scheme for the period September 2013 to March 2014.
- c)** Reduction in required contribution to Kent wide campaign.
- d)** Assumes 3.0% increase for inflation in line with contract conditions, plus provision for new housing developments.
- e)** Additional work for Russet Homes areas.

DIRECTOR OF STREET SCENE AND LEISURE

4. PUBLIC CONVENIENCES

Employees

Salaries

14,550

14,050

14,350

Premises Related Expenses

Building Repairs Expenditure

16,450

16,050 a)

24,400 b)

Electricity

12,000

9,500 c)

9,500 c)

Rates

20,100

18,900 c)

18,300 c)

Water Charges (Metered)

9,000

8,500 c)

8,500 c)

Sewerage & Environmental Services

13,000

9,000 c)

9,000 c)

Premises Insurance

2,900

2,800

2,950

Third Party Payments

Public Convenience Cleansing Contract

99,500

68,400 d)

62,800 e)

Sub-total

187,500

147,200

149,800

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

6,650

5,700

6,000

Information Technology Expenses

300

250

250

Departmental Administrative Expenses

6,550

6,450

7,000

Depreciation & Impairment

Non-Current Asset Depreciation

62,000

62,000

62,000

TO SUMMARY

263,000

221,600

225,050

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

0.61

0.58

0.59

- a) Includes general response work (£6,500).
- b) Includes decorations (£7,500) and general response work (£6,500).
- c) Reflects closure of Lamberts Yard and Ridgeway public conveniences.
- d) Savings arising from revised service levels in place from July 2013.
- e) Savings arising from revised service levels, partly off-set by 2.5% increase for inflation in line with contract conditions.

DIRECTOR OF STREET SCENE AND LEISURE

5. PEST CONTROL

Employees

Salaries

20,800 17,950 **a)** 13,800 **a)**

Supplies & Services

Emergency Arrangements

400 450 450

Third Party Payments

Pest Control Contract

42,200 26,100 **b)** 4,500 **b)**

Financial Hardship Subsidy

10,300 5,500 **b)** - **b)**

73,700 50,000 18,750

Less Income

Rats & Mice Treatment

(8,600) (3,700) **c)** - **c)**

Sub-total

65,100 46,300 18,750

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

6,450 4,150 4,400

Information Technology Expenses

6,550 5,750 5,550

Departmental Administrative Expenses

10,450 10,150 7,550

TO SUMMARY

88,550 66,350 36,250

Full Time Equivalent Number of Staff

(including Support Service Staff)

1.10 0.88 0.66

- a)** Salary allocations reduced due to change in service arrangements.
- b)** Savings arising from revised service approach from November 2013.
- c)** Loss of income arising from revised service approach from November 2013.

DIRECTOR OF STREET SCENE AND LEISURE

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL £	REVISED £	£
6. <u>TONBRIDGE & MALLING LEISURE TRUST</u>			
Third Party Payments			
Service Fee	-	341,500 a)	178,650 a)
General Payments	-	150,000 b)	-
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	-	491,500	178,650
	<hr/>	<hr/>	<hr/>
7. <u>LARKFIELD LEISURE CENTRE</u>			
Employees			
Salaries	11,850	6,950 a)	8,100 a)
Premises Related Expenses			
Building Repairs Expenditure	60,500	101,950 b)	89,050 c)
Rates	211,500	123,600 d)	- d)
Premises Insurance	29,600	29,450	24,450
Supplies & Services			
Purchases - Equipment & Materials	5,000	- e)	- e)
Miscellaneous Insurance	2,850	3,900	550
LSBU Operating Costs (from LSBU 3)	159,500	15,650	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	480,800	281,500	122,150
Central, Departmental & Technical Support Services			
Central Salaries & Administration	19,350	15,350	16,000
Information Technology Expenses	5,900	5,200	5,000
Departmental Administrative Expenses	97,150	93,850	92,000
Capital Programme Revenue Expenses	16,600	9,800	2,050
Depreciation & Impairment			
Non-Current Asset Depreciation	551,300	657,950 f)	654,250 f)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,171,100	1,063,650	891,450
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.35	0.54	0.57

DIRECTOR OF STREET SCENE AND LEISURE

TONBRIDGE & MALLING LEISURE TRUST

- a) Service fee reported to Leisure and Arts Advisory Board on 16 September 2013 adjusted to reflect reduced superannuation contributions payable by Trust.
- b) Payment made to Trust to establish a capital reserve. Funded from an earmarked reserve and savings in LSBU operational costs during 2013/14.

LARKFIELD LEISURE CENTRE

Revised and forward estimates reflect management of Larkfield Leisure Centre transferring to Tonbridge and Malling Leisure Trust with effect from 1 November 2013.

- a) Salary allocations adjusted due to changes in management structure in new service.
- b) Includes servicing of plant and equipment (£37,700), pool tile repairs (£20,000), plant renewals (£6,000) and emergency light discharge testing (£5,000).
- c) Includes servicing of plant and equipment (£38,700), public areas carpeting/flooring (£10,000), plant renewals (£8,000) and IEE testing (£7,000).
- d) The Trust is responsible for paying rates.
- e) Budget transferred to Arts Programme to support local events - please see page SSL 29.
- f) Reflects revaluation of Council's leisure facilities and purchase of new fitness equipment during 2012/13.

DIRECTOR OF STREET SCENE AND LEISURE

8. ANGEL CENTRE

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL £	REVISED £	£
Employees			
Salaries	8,500	6,400 a)	7,550 a)
Premises Related Expenses			
Building Repairs Expenditure	27,950	30,100 b)	33,100 c)
Rates	57,300	33,500 d)	- d)
Premises Insurance	16,100	15,900	12,300
Supplies & Services			
Purchases - Equipment & Materials	5,000	5,000	-
Miscellaneous Insurance	1,000	1,400	200
LSBU Operating Costs (from LSBU 6)	317,200	134,600	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	433,050	226,900	53,150
Central, Departmental & Technical Support Services			
Central Salaries & Administration	18,600	14,650	15,250
Information Technology Expenses	4,550	4,000	3,850
Departmental Administrative Expenses	42,750	41,250	40,750
Capital Programme Revenue Expenses	1,050	10,450 e)	11,750 e)
Depreciation & Impairment			
Non-Current Asset Depreciation	310,950	216,050 f)	213,750 f)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	810,950	513,300	338,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.86	0.61	0.64

Revised and forward estimates reflect management of Angel Centre transferring to Tonbridge and Malling Leisure Trust with effect from 1 November 2013.

- a) Salary allocations adjusted due to changes in management structure in new service.
- b) Includes servicing of plant and equipment (£15,700).
- c) Includes servicing of plant and equipment (£16,200) and IEE testing (£6,000).
- d) The Trust is responsible for paying rates.
- e) Increase reflects staff time spent on management and supervision of the design and construction of Bradford Street Leisure and Community Centre.
- f) Reflects revaluation of Council's leisure facilities during 2012/13.

DIRECTOR OF STREET SCENE AND LEISURE

9. TONBRIDGE SWIMMING POOL

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL £	REVISED £	£
Employees			
Salaries	7,200	3,950 a)	5,100 a)
Premises Related Expenses			
Building Repairs Expenditure	60,100	94,050 b)	80,350 c)
Rates	94,500	55,200 d)	- d)
Premises Insurance	20,750	20,000	18,100
Supplies & Services			
Purchases - Equipment & Materials	3,400	- e)	- e)
Miscellaneous Insurance	1,400	1,950	300
LSBU Operating Costs (from LSBU 9)	245,400	73,650	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	432,750	248,800	103,850
Central, Departmental & Technical Support Services			
Central Salaries & Administration	15,400	11,500	12,100
Information Technology Expenses	4,500	3,950	3,800
Departmental Administrative Expenses	39,150	37,450	36,950
Capital Programme Revenue Expenses	850	700	1,900
Depreciation & Impairment			
Non-Current Asset Depreciation	263,000	355,550 f)	350,550 f)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	755,650	657,950	509,150
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.75	0.37	0.40

Revised and forward estimates reflect management of Tonbridge Swimming Pool transferring to Tonbridge and Malling Leisure Trust with effect from 1 November 2013.

- a) Salary allocations adjusted due to changes in management structure in new service.
- b) Includes servicing of plant and equipment (£21,500), refurbishment of changing village toilets (£12,700), plant renewals (£9,000), upgrade of underwater lighting (£7,000), pool tile repairs (£7,000) and external decoration (£5,000).
- c) Includes servicing of plant and equipment (£24,000), plant renewals (£10,000), pool tile repairs (£10,000) and inspection of glulam beams (£6,000).
- d) The Trust is responsible for paying rates.
- e) Budget transferred to Arts Programme to support local events - please see page SSL 29.
- f) Reflects revaluation of Council's leisure facilities during 2012/13.

DIRECTOR OF STREET SCENE AND LEISURE

10. POULT WOOD GOLF CENTRE

Employees

Salaries

58,700 50,350 **a)** 51,050 **a)**

Premises Related Expenses

Building Repairs Expenditure

22,700 22,500 **b)** 18,000 **c)**

Maintenance of Grounds

3,500 200 -

Fuel Oil

6,000 3,300 -

Electricity

18,000 9,000 -

Rates

43,200 19,200 **d)** - **e)**

Water Charges (Metered)

1,450 1,000 -

Sewerage & Environmental Services

400 450 -

Premises Insurance

4,200 4,100 4,250

Transport Related Expenses

Transport Insurance

- - 3,800 **f)**

Supplies & Services

Purchases - Equipment & Materials

6,900 3,900 -

Maintenance - General

5,650 3,500 -

External Printing

4,000 1,900 -

Security Services

1,600 1,200 -

Streamline Service

3,000 1,250 -

Marketing

13,500 12,000 -

Miscellaneous Insurance

50 50 -

Telephones

1,700 1,000 -

Third Party Payments

Golf Professional

44,100 25,300 -

LSBU Operating Costs (from LSBU 10)

247,500 143,100 -

Carried Forward

486,150 303,300 77,100

Revised and forward estimates reflect management of Poulton Wood Golf Centre transferring to Tonbridge and Malling Leisure Trust with effect from 1 November 2013.

- a)** Salary allocations adjusted due to changes in management structure in new service.
- b)** Includes servicing of plant and equipment (£9,850) and re-tiling of ladies toilets (£4,000).
- c)** Includes servicing of plant and equipment (£10,350).
- d)** Includes reduction in rateable value following successful appeal.
- e)** The Trust is responsible for paying rates.
- f)** Cost of insuring vehicles previously charged to the Leisure Services Business Unit.

DIRECTOR OF STREET SCENE AND LEISURE

10. POULT WOOD GOLF CENTRE
(continued)

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL £	REVISED £	£
<u>Brought Forward</u>	486,150	303,300	77,100
Less Income			
Fees & Charges			
Registration Fees	(13,000)	(8,000)	-
Green Fees	(605,800)	(371,000) g)	-
Season Tickets	(600)	(300)	-
Rents - Catering Concession	(65,000)	(29,200) h)	-
	<hr/>	<hr/>	<hr/>
	(684,400)	(408,500)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(198,250)	(105,200)	77,100
Central, Departmental & Technical Support Services			
Central Salaries & Administration	29,650	23,300 i)	22,450 i)
Information Technology Expenses	2,750	2,450	2,350
Departmental Administrative Expenses	34,950	29,750	32,000
Capital Programme Revenue Expenses	1,800	1,350	850
Depreciation & Impairment			
Non-Current Asset Depreciation	129,900	103,450 j)	105,900 k)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	800	55,100	240,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.85	1.94	2.06

g) Reflects lower than anticipated actual income to 31 October 2013.

h) Includes temporary reduction in contract as reported to Finance, Innovation and Property Advisory Board on 22 May 2013.

i) Reassessment of allocation by internal audit following transfer to Trust.

j) Reflects revaluation of Council's leisure facilities during 2012/13.

k) Includes depreciation of grounds maintenance equipment previously charged to the Leisure Services Business Unit.

DIRECTOR OF STREET SCENE AND LEISURE

11. SPORTS GROUNDS

Employees

Salaries	39,950	37,150	36,950
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Premises Related Expenses

Building Repairs Expenditure	15,450	12,650	12,650
Maintenance of Grounds	20,650	20,650	20,650
Electricity	800	500	500
Sewerage & Environmental Services	2,000	-	-
Premises Insurance	2,150	2,200	2,250

Transport Related Expenses

Repairs & Maintenance	100	350	350
Licences	150	100	100
Petrol / Oil	250	250	250
Car Allowances	150	150	150
Transport Insurance	400	550	600

Supplies & Services

Clothing, Uniform & Laundry	150	150	150
Stationery	50	50	50
Gates / Security	2,500	2,500	2,500
Honoraria	1,100	1,100	1,100
Postages	50	50	50
Telephones	200	200	200
Licences	100	100	100

Third Party Payments

Ground Maintenance Contract	244,500	244,500	251,850 a)
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330,700	323,200	330,450
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Less Income

Rents - Land	(9,500)	(11,100) b)	(9,600) c)
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Sub-total

321,200	312,100	320,850
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	14,200	14,050	13,700
Information Technology Expenses	600	500	450
Departmental Administrative Expenses	15,650	13,350	14,950
Capital Programme Revenue Expenses	8,400	7,550	6,650

Depreciation & Impairment

Non-Current Asset Depreciation	111,800	111,800	107,950
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TO SUMMARY

471,850	459,350	464,550
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Full Time Equivalent Number of Staff

1.54	1.38	1.44
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DIRECTOR OF STREET SCENE AND LEISURE

SPORTS GROUNDS

- a)** Assumes 3.0% increase for inflation in line with contract conditions.
- b)** Rent increase in respect of land at Avebury Avenue, Tonbridge.
- c)** Income temporarily reduced due to works at Avebury Avenue bridge.

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS

Employees

Salaries	17,450	16,600	16,550
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Premises Related Expenses

Maintenance of Grounds	5,150	4,500	4,500
Electricity	800	750	750
Rates	1,100	1,100	1,100
Premises Insurance	50	50	50

Supplies & Services

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

Third Party Payments

Ground Maintenance Contracts	103,500	103,500	106,600
Tonbridge in Bloom	8,000	8,000	8,000

	<hr/>	<hr/>	<hr/>
	146,350	144,800	147,850
	<hr/>	<hr/>	<hr/>

Less Income

Fees & Charges - Mooring Fees	(500)	(100)	(100)
Rents			
Land	(100)	(100)	(100)
Landing Stage	(1,200)	(1,250)	(1,350)
Mobile Catering Concession	(5,000)	(5,000)	(5,000)

	<hr/>	<hr/>	<hr/>
	(6,800)	(6,450)	(6,550)
	<hr/>	<hr/>	<hr/>

Sub-total

	139,550	138,350	141,300
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	3,100	2,600	2,850
Information Technology Expenses	250	250	250
Departmental Administrative Expenses	6,550	5,650	6,300
Capital Programme Revenue Expenses	4,400	-	-

Depreciation & Impairment

Non-Current Asset Depreciation	14,850	15,550	14,250
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	<hr/>	<hr/>	<hr/>
	168,700	162,400	164,950
	<hr/>	<hr/>	<hr/>

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

	0.63	0.48	0.51
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DIRECTOR OF STREET SCENE AND LEISURE

PLEASURE GROUNDS & OPEN SPACES - TONBRIDGE CASTLE GROUNDS

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK

Employees

Salaries	34,050	35,150	34,500
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Premises Related Expenses

Building Repairs Expenditure	3,900	2,300	9,900 a)
Maintenance of Grounds	29,200	29,200	30,100
Maintenance of Play Equipment	8,000	7,800	8,000
Electricity	800	700	700
Water Charges (Metered)	50	50	50
Sewerage & Environmental Services	700	700	700
Cleaning & Domestic Supplies	5,250	5,500	5,650
Premises Insurance	150	100	100

Transport Related Expenses

Repairs & Maintenance	50	-	-
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Supplies & Services

Purchases - Equipment & Materials	2,850	2,850	2,850
Maintenance - General	500	300	300
Clothing, Uniforms & Laundry	100	50	50
Professional Fees	-	850	-
Cash Collection	1,900	1,900	1,900
Trade Refuse Charges	750	750	800
Dog Bin Emptying	550	550	550
Gates / Security	6,500	6,500	6,750
Rodent Control	1,150	800	650
Litter Collection	6,250	6,250	6,450
Advertising	800	800	800
Telephones	500	500	500

	104,000	103,600	111,300
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Less Income

Fees & Charges			
Car Parking Fees	(21,000)	(21,500)	(24,000)
Car Park Season Tickets	(5,500)	(5,000)	(5,000)
Rents			
Rights over Water	(4,500)	(5,000)	(5,000)
Mobile Catering Concession	(6,150)	(6,150)	(6,350)

	(37,150)	(37,650)	(40,350)
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Sub-total Carried Forward

	66,850	65,950	70,950
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DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(b) HAYSDEN COUNTRY PARK (continued)

	2013/14 ESTIMATE		2014/15
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
<u>Sub-total Brought Forward</u>	66,850	65,950	70,950
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,500	2,600	2,850
Information Technology Expenses	1,950	1,700	1,650
Departmental Administrative Expenses	13,750	12,650	13,850
Capital Programme Revenue Expenses	2,050	1,750	-
Depreciation & Impairment			
Non-Current Asset Depreciation	15,700	16,150	16,250
	<hr/>	<hr/>	<hr/>
	102,800	100,800	105,550
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.20	1.14	1.17

a) Includes renewal of roof covering (£6,000).

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(c) OPEN SPACES
& AMENITY AREAS BOROUGH - WIDE

Employees

Salaries	55,800	51,850 a)	51,000 a)
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Premises Related Expenses

Building Repairs Expenditure	2,000	1,000	1,000
Maintenance of Grounds	29,650	29,650	29,650
Maintenance of Play Equipment	6,000	6,000	6,000
Electricity	700	600	600
Premises Insurance	2,100	2,100	2,150

Supplies & Services

Purchases - Equipment & Materials	1,000	800	800
Security Services	400	400	400
Dog Bin Emptying	300	300	300
Rodent Control	500	500	250
Telephones	200	100	100
Capital Grants & Contributions (RECS)	842,000	48,000 b)	802,000 b)

Third Party Payments

Ground Maintenance Contracts	150,000	149,750	154,250 c)
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	<hr/>	<hr/>	<hr/>
	1,090,650	291,050	1,048,500
	<hr/>	<hr/>	<hr/>

Less Income

Interest Receipts	(4,900)	(4,650)	(3,900)
Rents			
Land	(14,500)	(14,300)	(14,300)
Wayleave Agreement	(1,250)	(1,250)	(1,250)
Capital Grants Received (RECS)	(492,000)	- b)	(492,000) b)

	<hr/>	<hr/>	<hr/>
	(512,650)	(20,200)	(511,450)
	<hr/>	<hr/>	<hr/>

Sub-total Carried Forward

	<hr/>	<hr/>	<hr/>
	578,000	270,850	537,050

- a) Salary allocations adjusted due to changes in management structure in new service.
- b) Town Lock Capital Plan scheme slipped from 2013/14 to 2014/15.
- c) Assumes 3.0% increase for inflation in line with contract conditions.

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

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

	2013/14 ESTIMATE		2014/15
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
<u>Sub-total Brought Forward</u>	578,000	270,850	537,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,100	5,950	6,150
Information Technology Expenses	400	350	350
Departmental Administrative Expenses	22,150	18,850	20,850
Capital Programme Revenue Expenses	61,950	66,700	65,400
Depreciation & Impairment			
Non-Current Asset Depreciation	45,200	46,600	46,400
	<hr/>	<hr/>	<hr/>
	713,800	409,300	676,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.98	2.77	2.87

DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(d) PATROLLING

Employees

Salaries	5,100	4,700	4,650
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Transport Related Expenses

Repairs & Maintenance	150	400	400
Licences	100	150	150
Petrol / Oil	250	250	250
Transport Insurance	400	500	600

Supplies & Services

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

Sub-total

8,800	8,750	8,800
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	1,200	1,250	1,350
Information Technology Expenses	100	100	100
Departmental Administrative Expenses	2,000	1,700	1,900

12,100	11,800	12,150
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.18	0.16	0.17
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DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(e) COUNTRYSIDE / WOODLAND
MANAGEMENT

Employees

Salaries	10,200	9,700	9,600
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Premises Related Expenses

Maintenance of Grounds	14,700	14,700	14,700
Tree Planting Schemes	4,300	2,300	2,300

Supplies & Services

Purchases - Equipment & Materials	500	500	500
Health & Safety - Trees	5,000	7,000	7,000
Miscellaneous Insurance	50	50	50

Third Party Payments

Medway Valley Countryside Partnership	10,600	10,000	10,000
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Sub-total

45,350	44,250	44,150
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Central, Departmental & Technical
Support Services

Central Salaries & Administration	6,350	6,300	6,800
Information Technology Expenses	150	150	150
Departmental Administrative Expenses	4,050	3,550	3,950

55,900	54,250	55,050
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0.42	0.38	0.41
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DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK

Employees

Salaries	65,300	74,900 a)	67,150
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Premises Related Expenses

Building Repairs Expenditure	4,250	1,650 b)	4,050 b)
Maintenance of Grounds	12,050	12,050	12,050
Electricity	3,800	3,800	3,800
Rates	50	50	50
Water Charges (Metered)	400	400	400
Sewerage & Environmental Services	150	300	300
Cleaning & Domestic Supplies	6,800	5,300	5,450
Premises Insurance	400	350	400

Transport Related Expenses

Repairs & Maintenance	550	550	550
Petrol / Oil	100	100	100
Transport Insurance	150	200	250

Supplies & Services

Purchases - Equipment & Materials	850	850	850
Clothing, Uniforms & Laundry	700	600	600
Printing & Stationery	800	700	700
Cash Collection	2,500	2,000	2,000
Trade Refuse Charges	2,250	1,500	1,550
Dog Bin Emptying	450	450	450
Gates / Security	3,300	7,700 c)	7,950 c)
Pest Control	400	400	250
Wildlife Monitoring	400	400	400
Hall Hire for User Group	100	100	100
Car Park Management Charges	950	950	950
Telephones	800	700	700

107,500	116,000	111,050
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Less Income

Car Parking Fees	(17,000)	(16,000)	(18,000)
Car Park Season Tickets	(150)	(300)	(300)
Educational Visits	(250)	(250)	(250)
Interest Receipts	(9,400)	(4,500) d)	(6,300) d)
Rents			
Land	(250)	(250)	(250)
Mobile Catering Concession	(7,300)	(5,100)	(7,500)
Windsurfing / Diving Concession	(7,500)	(7,700)	(7,950)
Fishing Concession	(14,200)	(14,650)	(15,100)
Contributions from Other Bodies	(12,500)	(12,500)	(11,000)

(68,550)	(61,250)	(66,650)
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Sub-total Carried Forward

38,950	54,750	44,400
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DIRECTOR OF STREET SCENE AND LEISURE

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK
(continued)

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL £	REVISED £	£
<u>Sub-total Brought Forward</u>	38,950	54,750	44,400
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,600	3,700	4,100
Information Technology Expenses	1,550	1,350	1,300
Departmental Administrative Expenses	23,400	25,600	22,750
Capital Programme Revenue Expenses	1,900	1,650	3,300
Depreciation & Impairment			
Non-Current Asset Depreciation	21,350	21,550	22,150
	90,750	108,600	98,000
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.69	3.25	2.78

PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS	168,700	162,400	164,950
(b) HAYSDEN COUNTRY PARK	102,800	100,800	105,550
(c) OPEN SPACES & AMENITY AREAS	713,800	409,300	676,200
(d) PATROLLING	12,100	11,800	12,150
(e) COUNTRYSIDE / WOODLAND MANAGEMENT	55,900	54,250	55,050
(f) LEYBOURNE LAKES COUNTRY PARK	90,750	108,600	98,000
	1,144,050	847,150	1,111,900
<u>TO SUMMARY</u>			

- a)** Increase reflects fixed term seasonal ranger post.
- b)** External decoration re-scheduled for 2014/15.
- c)** Opening and closing of public convenience undertaken by separate contractor from July 2013. Off-set by savings in public convenience cleansing contract.
- d)** Reduction in rates of return.

DIRECTOR OF STREET SCENE AND LEISURE

13. ALLOTMENTS

Employees

Salaries

450

500

500

Premises Related Expenses

Premises Insurance

100

50

100

Third Party Payments

Management Fee to T.A.G.A.

5,100

5,100

5,100

5,650

5,650

5,700

Less Income

Rents

(50)

(50)

(50)

Sub-total

5,600

5,600

5,650

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

200

450

450

Departmental Administrative Expenses

200

200

200

Capital Programme Revenue Expenses

750

350

900

Depreciation & Impairment

Non-Current Asset Depreciation

3,300

3,850

3,850

TO SUMMARY

10,050

10,450

11,050

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

0.03

0.03

0.05

DIRECTOR OF STREET SCENE AND LEISURE

14. CHURCHYARDS

Employees

Salaries

2,650

2,150

2,150

Premises Related Expenses

Maintenance of Grounds

7,400

7,300

7,500

10,050

9,450

9,650

Less Income

Contributions from Other Bodies

(50)

(50)

(50)

Sub-total

10,000

9,400

9,600

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,050

1,050

1,150

Information Technology Expenses

50

50

50

Departmental Administrative Expenses

950

700

800

TO SUMMARY

12,050

11,200

11,600

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.09

0.08

0.08

DIRECTOR OF STREET SCENE AND LEISURE

15. CEMETERY

Employees

Salaries

26,050

24,700

24,400

Premises Related Expenses

Building Repairs Expenditure

1,500

13,500 a)

6,300 b)

Maintenance of Grounds

5,600

5,600

5,600

Electricity

800

800

800

Rates

7,400

6,700

6,900

Water Charges (Metered)

100

100

100

Sewerage & Environmental Services

1,200

1,300

1,350

Premises Insurance

950

900

1,000

Supplies & Services

Purchases - Equipment & Materials

1,950

1,950

1,950

Laundry

50

50

50

Telephones

300

100

100

Third Party Payments

Ground Maintenance Contract

65,500

66,350

68,350

111,400

122,050

116,900

Less Income

Fees & Charges

Graves - Annual Maintenance

(450)

(450)

(500)

Graves - Exclusive Right of Burial

(16,300)

(16,300)

(16,750)

Interments

(20,000)

(20,000)

(20,600)

Memorials - Erection

(2,600)

(2,600)

(2,650)

Memorials - Inscription

(2,100)

(1,800)

(1,850)

Register Search

(650)

(950)

(1,000)

Memorial Garden - Lease of Tablet / Vault

(7,000)

(7,000)

(7,200)

Memorial Garden - Plaque / Inscription

(3,200)

(3,200)

(3,300)

Use of Chapel

(1,700)

(1,400)

(1,450)

(54,000)

(53,700)

(55,300) c)

Sub-total Carried Forward

57,400

68,350

61,600

a) Includes chapel stonework repairs (£12,000).

b) Includes internal decoration (£5,000).

c) Includes proposed increase in fees from April 2014 considered by Leisure and Arts Advisory Board on 9 December 2013.

DIRECTOR OF STREET SCENE AND LEISURE

15. CEMETERY (continued)

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
<u>Sub-total Brought Forward</u>	57,400	68,350	61,600
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,450	6,300	6,550
Information Technology Expenses	1,050	950	900
Departmental Administrative Expenses	10,800	9,300	10,400
Capital Programme Revenue Expenses	5,700	5,800	4,600
Depreciation & Impairment			
Non-Current Asset Depreciation	19,650	27,800 d)	27,800 d)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	101,050	118,500	111,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	1.03	0.96	1.02
(Including Support Service Staff)			

d) Increase largely reflects a reduction in useful life.

DIRECTOR OF STREET SCENE AND LEISURE

16. YOUTH & PLAY DEVELOPMENT

Employees

Salaries

90,250 97,000 **a)** 71,400 **b)**

Premises Related Expenses

Rent

9,100 9,250 9,500

Transport Related Expenses

Hire of Transport

2,000 600 1,500

Supplies & Services

Purchases - Equipment & Materials

5,200 5,200 5,200

Printing & Stationery

3,500 3,500 3,500

Shows & Performances

3,500 3,500 3,500

Partnership Fees

28,250 28,850 29,750

Telephones

250 150 150

Registration & Inspection of Centres

350 350 350

Youth Development

Activate

30,000 23,500 **c)** 23,500 **c)**

Youth Development Initiatives

9,000 11,000 **d)** 9,000

181,400 182,900 157,350

Less Income

Fees & Charges

Playscheme Registration Fees

(30,800) (30,000) (30,900) **e)**

Activate

(14,500) (10,850) **c)** (8,500) **c)**

Contributions from Other Bodies

Playscheme - Parish Councils

(11,300) (11,300) (11,500)

Youth Development

- (2,000) **d)** -

(56,600) (54,150) (50,900)

Sub-total

124,800 128,750 106,450

Central, Departmental & Technical

Support Services

Central Salaries & Administration

12,450 13,700 15,400

Information Technology Expenses

9,050 8,000 7,650

Departmental Administrative Expenses

38,250 36,650 31,200 **b)**

TO SUMMARY

184,550 187,100 160,700

Full Time Equivalent Number of Staff

(Including Support Service Staff)

2.65 2.83 1.80

DIRECTOR OF STREET SCENE AND LEISURE

YOUTH & PLAY DEVELOPMENT

- a)** Additional hours worked by Youth and Play Development Officer during summer 2013.
- b)** Employment of fixed term Leisure Development Assistant due to come to an end on 31 March 2014. Please see report to General Purposes Committee on 30 January 2012.
- c)** New arrangements with Carroty Wood site.
- d)** Increased expenditure following KCC member grant award.
- e)** Includes proposed increase in fees from April 2014 considered by Leisure and Arts Advisory Board on 9 December 2013.

DIRECTOR OF STREET SCENE AND LEISURE

17. SPORTS DEVELOPMENT

Employees

Salaries

36,100

36,450

38,300

Supplies & Services

Sports Development Programme

5,000

8,000 a)

5,000

41,100

44,450

43,300

Less Income

Fees & Charges

-

(200)

-

Contributions from Other Bodies

(500)

(3,450) a)

(500)

(500)

(3,650)

(500)

Sub-total

40,600

40,800

42,800

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,650

1,600

1,750

Information Technology Expenses

550

500

450

Departmental Administrative Expenses

14,150

14,400

15,700

TO SUMMARY

56,950

57,300

60,700

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.91

1.05

1.06

a) Increased expenditure following KCC "Young Leaders in Cricket" grant award.

DIRECTOR OF STREET SCENE AND LEISURE

18. ARTS PROGRAMME

Employees

Salaries

28,300

30,750

30,900

Supplies & Services

West Kent Arts Group

6,000

8,000 a)

6,000

Events Support

4,000

12,000 b)

12,000 b)

Arts for Special Needs Groups

2,000

2,500

2,000

Publicity & Promotion

2,000

2,000

2,000

Subscriptions

5,600

2,200

2,200

Licences

100

3,500

3,600

Youth Art Initiatives

1,000

1,000

1,000

Third Party Payments

Festival of Music

5,000

5,000

5,000

54,000

66,950

64,700

Less Income

Contributions from Other Bodies

-

(2,000) a)

-

Sub-total

54,000

64,950

64,700

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

3,900

2,950

3,150

Information Technology Expenses

450

400

400

Departmental Administrative Expenses

14,450

14,050

15,100

TO SUMMARY

72,800

82,350

83,350

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

0.92

1.01

1.02

- a) Increased expenditure following KCC member grant award.
- b) Budget transferred from Larkfield Leisure Centre and Tonbridge Swimming Pool to support local events - please see pages SSL 8 and SSL 10.

DIRECTOR OF STREET SCENE AND LEISURE

19. TONBRIDGE CHRISTMAS LIGHTING

Employees

Salaries

2,500

2,950

3,000

Supplies & Services

Tonbridge Christmas Lighting

11,000

16,000 a)

16,000 a)

Sub-total

13,500

18,950

19,000

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

600

650

650

Departmental Administrative Expenses

1,350

1,250

1,350

Depreciation & Impairment

Non-Current Asset Depreciation

5,300

5,300

5,300

TO SUMMARY

20,750

26,150

26,300

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

0.09

0.09

0.09

a) Budget increased to reflect actual need.

DIRECTOR OF STREET SCENE AND LEISURE

20. LEISURE STRATEGY / MANAGEMENT

Employees

Salaries

87,500

86,700

86,900

Supplies & Services

Maintenance - General

500

650

500

Professional Fees

-

103,000 a)

-

Market Research / Audit Programme

5,350

4,500

4,500

Advertising

-

2,250 a)

-

Communication Expenses

50

50

50

Subscriptions

3,600

3,650

3,650

Tourism & Promotion of Facilities

28,050

28,050

28,050

Capital Grants & Contributions (RECS)

4,000

33,000 b)

8,000

Sub-total

129,050

261,850

131,650

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

34,650

31,200

30,550

Information Technology Expenses

5,050

4,450

4,300

Departmental Administrative Expenses

31,300

29,550

31,950

Depreciation & Impairment

Non-Current Asset Depreciation

4,300

4,300

2,900

TO SUMMARY

204,350

331,350

201,350

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

2.79

2.85

2.83

Analysis of Salaries:-

Tourism & Promotion

£

20,650

£

21,400

£

21,350

Leisure Planning / Policy

35,350

36,400

37,000

Market Research

1,750

1,600

1,550

Liaison with Outside Bodies

29,750

27,300

27,000

87,500

86,700

86,900

- a) Reflects costs associated with transfer of management of Council's leisure facilities to Tonbridge and Malling Leisure Trust. Funded entirely from an earmarked reserve.
- b) Capital grant to Rock UK slipped from 2012/13 to 2013/14.

LEISURE SERVICES BUSINESS UNIT

SUMMARY

	2013/14 ESTIMATE		2014/15
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. LARKFIELD LEISURE CENTRE	159,500	15,650	-
2. ANGEL CENTRE	317,200	134,600	-
3. TONBRIDGE SWIMMING POOL	245,400	73,650	-
4. POULT WOOD GOLF CENTRE	247,500	143,100	-
	<hr/>	<hr/>	<hr/>
	969,600	367,000	-
	<hr/>	<hr/>	<hr/>

These figures are subject to final verification following the closure of the LSBU accounts to the end of October 2013.

LEISURE SERVICES BUSINESS UNIT

1. LARKFIELD LEISURE CENTRE

Employees

Salaries (see analysis on page LSBU 11)	1,465,100	862,650	-
Employers' National Insurance Contributions	61,400	43,800	-
Employers' Superannuation Contributions	123,050	65,400	-
Recruitment	2,000	1,750	-
Health Care	750	-	-
Training	12,000	8,900	-
Redundancy	-	4,200	-
Superannuation - Lump Sum	103,900	60,600	-
Employee Insurance	14,300	9,150	-

Premises Related Expenses

General Maintenance	5,000	650	-
Redecoration	3,000	1,900	-
Floor Maintenance	2,200	-	-
Electrical Spares	2,500	2,250	-
Maintenance of Grounds	2,750	1,950	-
Repairs & Maintenance of Fixed Plant	3,000	700	-
Electricity	146,900	85,000	-
Gas	128,400	63,050	-
Water Charges (Metered)	25,300	16,600	-
Sewerage & Environmental Services	23,000	13,800	-
Fixture & Fittings	1,500	750	-
Cleaning & Domestic Supplies	12,600	6,000	-
Cleaning Contract	47,800	25,700	-

Transport Related Expenses

Essential Users	5,250	3,800	-
Casual Users	2,000	1,450	-
Leased Car Leasing Costs	3,150	3,150	-
Leased Car Mileage	650	300	-
VAT Rebate on Claimed Mileage	-	(50)	-

Supplies & Services

Purchases - Equipment & Materials	24,000	18,900	-
Purchases - Chemicals	24,700	16,000	-
Maintenance - General	16,000	13,350	-
Maintenance - Contracts	43,600	21,000	-
Uniforms	6,000	3,700	-
Stationery & Photocopying	3,500	1,050	-
Security Services	2,850	2,050	-
Trade Refuse Charges	11,000	5,450	-
Special Events	10,000	3,700	-
Coaching Expenses	10,000	4,150	-
Credit Card / Direct Debit Charges	9,000	5,600	-
IT Set-up & Development	3,000	1,100	-
Publicity & Promotion	40,000	20,350	-
Postages	4,500	3,300	-
Telephones	8,400	2,600	-
Hospitality	500	600	-
Licences & Subscriptions	16,700	10,350	-
Miscellaneous	-	-	-

Carried Forward

2,431,250	1,416,700	-
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LEISURE SERVICES BUSINESS UNIT

	2013/14 ESTIMATE		2014/15
	ORIGINAL £	REVISED £	ESTIMATE £
1. <u>LARKFIELD LEISURE CENTRE (continued)</u>			
<u>Brought Forward</u>	2,431,250	1,416,700	-
Less Income			
Courses - Internal	(332,950)	(229,750)	-
Exercise Classes	(59,300)	(31,550)	-
Fitness Room	(710,000)	(426,850)	-
Sports Hall	(39,300)	(22,650)	-
Pool Hall	(720,000)	(465,350)	-
Health Suite	(28,850)	(13,750)	-
Invicta Room	(32,450)	(18,550)	-
Squash	-	0	-
Swimming Club	(32,800)	(18,750)	-
Amusement Machines	(1,000)	(400)	-
Pre-school / Crèche	-	(2,250)	-
Annual Membership	(34,700)	(14,950)	-
Day Membership	(22,900)	(11,150)	-
Special Events	(12,000)	(9,300)	-
One to One Swim	(15,000)	(8,750)	-
Sponsorship	(500)	-	-
Treatment Room Hire	(14,000)	(9,600)	-
Schools	(25,500)	(10,000)	-
Soft Play	(56,000)	(26,800)	-
Retail Outlet	(4,850)	(3,200)	-
Miscellaneous	-	50	-
Catering Concession	(51,400)	(30,150)	-
Vending Concession	(14,350)	(9,350)	-
Bar Concession	(13,350)	(7,800)	-
	<hr/>	<hr/>	<hr/>
	(2,221,200)	(1,370,850)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	210,050	45,850	-
Central, Departmental & Technical Support Services			
Central Services	3,650	2,100	-
Financial Services	61,150	35,400	-
Personnel Services	13,200	7,650	-
LSBU Central Management	(128,550)	(75,350)	-
	<hr/>	<hr/>	<hr/>
<u>TO LEISURE SERVICES (see page LS 3)</u>	159,500	15,650	-
	<hr/>	<hr/>	<hr/>

LEISURE SERVICES BUSINESS UNIT

2. ANGEL CENTRE

(a) ANGEL CENTRE

Employees

Salaries (see analysis on page LSBU 11)	572,350	355,900	-
Employers' National Insurance Contributions	20,850	18,750	-
Employers' Superannuation Contributions	35,050	16,050	-
Recruitment	1,000	650	-
Health Care	500	50	-
Training	5,500	1,400	-
Superannuation - Lump Sum	27,900	16,300	-
Employee Insurance	5,800	-	-

Premises Related Expenses

General Maintenance	3,000	600	-
Redecoration	2,500	0	-
Floor Maintenance	2,500	350	-
Electrical Spares	1,500	1,200	-
Internal Planters	1,600	1,150	-
Repairs & Maintenance of Fixed Plant	1,000	-	-
Electricity	61,700	34,200	-
Gas	49,100	11,700	-
Water Charges (Metered)	11,550	3,850	-
Sewerage & Environmental Services	10,500	5,000	-
Cleaning & Domestic Supplies	7,350	5,750	-
Cleaning Contract	18,050	8,450	-

Transport Related Expenses

Relocation Expenses - Appendix E	650	-	-
Casual Users	100	500	-
VAT Rebate on Claimed Mileage	-	-	-

Supplies & Services

Purchases - Equipment & Materials	12,000	6,950	-
Maintenance - General	2,500	1,550	-
Maintenance - Contracts	23,850	17,600	-
Uniforms	2,500	1,100	-
Stationery	2,000	600	-
Security Services	900	650	-
Trade Refuse Charges	5,050	2,450	-
Coaching Expenses	4,000	2,400	-
Credit Card / Direct Debit Charges	3,300	1,850	-
IT Set-up & Development	3,000	800	-
Printing & Marketing	18,000	9,900	-
Postages	1,500	450	-
Telephones	4,500	1,650	-
Hospitality	250	-	-
Licences & Subscriptions	15,000	11,550	-
Miscellaneous	-	-	-

Carried Forward

938,400	545,100	-
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LEISURE SERVICES BUSINESS UNIT

2. ANGEL CENTRE (continued)

(a) ANGEL CENTRE (continued)

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL	REVISED	£
	£	£	
<u>Brought Forward</u>	938,400	545,100	-
Less Income			
Coaching Courses	(58,500)	(45,250)	-
Exercise Classes	(37,000)	(24,850)	-
Medway Hall	(41,400)	(23,900)	-
Meeting Rooms	(60,000)	(42,800)	-
Fitness Room	(375,000)	(237,350)	-
Sports Hall	(71,000)	(47,000)	-
All Weather Area	(21,700)	(15,400)	-
Sports Grounds Pitches	(23,000)	(10,600)	-
Hire of Equipment	(850)	(550)	-
Use of Music	(550)	(300)	-
Crèche	(10,600)	(7,000)	-
Annual Membership	(9,700)	(4,550)	-
Special Events	(3,000)	(3,400)	-
Sponsorship	-	(50)	-
Dance Studio	(18,000)	(13,850)	-
Schools	-	(150)	-
Miscellaneous	-	500	-
	<hr/>	<hr/>	
	(730,300)	(476,500)	-
	<hr/>	<hr/>	
<u>Sub-total</u>	208,100	68,600	-
Central, Departmental & Technical Support Services			
Central Services	3,650	2,100	-
Financial Services	47,900	27,750	-
Personnel Services	6,750	3,900	-
LSBU Central Management	56,100	32,900	-
	<hr/>	<hr/>	
	322,500	135,250	-
	<hr/>	<hr/>	

LEISURE SERVICES BUSINESS UNIT

2. ANGEL CENTRE (continued)

(b) BAR, CATERING & VENDING

Supplies & Services

Purchases - Equipment & Materials
Catering Stock Issues
Vending Machine Refund

2013/14 ESTIMATE		2014/15 ESTIMATE
ORIGINAL	REVISED	
£	£	£
750	400	-
3,500	-	-
-	50	-
<hr/>	<hr/>	<hr/>
4,250	450	-
<hr/>	<hr/>	<hr/>
Less Income		
Bar Concession	-	-
Catering Concession	(5,250)	-
Vending Concession	(4,300)	(1,100)
Counter Sales - Snacks & Rolls	-	-
Profit on Stock Sales	-	-
Vending Machine Refund Reimbursement	-	-
<hr/>	<hr/>	<hr/>
(9,550)	(1,100)	-
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
(5,300)	(650)	-
<hr/>	<hr/>	<hr/>

ANGEL CENTRE

(a) ANGEL CENTRE

(b) BAR, CATERING & VENDING

TO LEISURE SERVICES (see page LS 2)

322,500	135,250	-
(5,300)	(650)	-
<hr/>	<hr/>	<hr/>
317,200	134,600	-
<hr/>	<hr/>	<hr/>

LEISURE SERVICES BUSINESS UNIT

3. TONBRIDGE SWIMMING POOL

(a) TONBRIDGE SWIMMING POOL

Employees

Salaries (see analysis on page LSBU 11)	605,850	380,200	-
Employers' National Insurance Contributions	22,950	18,400	-
Employers' Superannuation Contributions	45,250	20,400	-
Recruitment	1,500	1,500	-
Health Care	500	150	-
Training	5,500	1,500	-
Superannuation - Lump Sum	37,100	21,650	-
Employee Insurance	7,200	4,950	-

Premises Related Expenses

General Maintenance	7,500	8,250	-
Electrical Spares	3,500	3,550	-
Maintenance of Grounds	800	750	-
Repairs & Maintenance of Fixed Plant	5,000	5,900	-
Electricity	104,200	60,900	-
Gas	55,000	30,850	-
Water Charges (Metered)	38,600	21,300	-
Sewerage & Environmental Services	30,100	18,300	-
Fixtures & Fittings	500	100	-
Cleaning & Domestic Supplies	16,000	11,850	-

Transport Related Expenses

Casual Users	700	250	-
VAT Rebate on Claimed Mileage	-	(50)	-

Supplies & Services

Purchases - Equipment & Materials	7,500	3,950	-
Purchases - Chemicals	36,750	29,900	-
Maintenance - General	3,000	4,100	-
Maintenance - Contracts	25,500	14,850	-
Uniforms	4,500	4,150	-
Stationery & Photocopying	2,000	1,450	-
Security Services	2,350	1,900	-
Trade Refuse Charges	5,550	3,250	-
Coaching Expenses	4,000	2,600	-
Credit Card / Direct Debit Charges	6,200	4,400	-
IT Set-up & Development	3,000	250	-
Publicity & Promotion	12,000	3,900	-
Postages	500	250	-
Telephones	3,500	1,600	-
Hospitality	250	100	-
Licences & Subscriptions	2,750	1,700	-
Miscellaneous	-	(50)	-

Carried Forward

1,107,100	689,000	-
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LEISURE SERVICES BUSINESS UNIT

3. TONBRIDGE SWIMMING POOL (continued)

(a) TONBRIDGE SWIMMING POOL (continued)

	2013/14 ESTIMATE		2014/15 ESTIMATE
	ORIGINAL £	REVISED £	£
<u>Brought Forward</u>	1,107,100	689,000	-
Less Income			
Courses - Internal	(249,900)	(169,700)	-
Exercise Classes	(15,100)	(10,150)	-
Health Suite	(54,850)	(30,900)	-
Swimming - Individuals	(460,000)	(335,700)	-
Swimming - Schools	(25,900)	(14,750)	-
Swimming - Club	(19,650)	(11,150)	-
Tennis	(2,350)	(2,450)	-
Golf	(13,000)	(10,950)	-
Other	-	(100)	-
Annual Membership	(11,500)	(6,150)	-
Special Events	(16,500)	(12,600)	-
One to One Swim	(51,000)	(35,800)	-
Sponsorship	(200)	-	-
Miscellaneous	-	50	-
Profit on Stock Sales	(10,000)	-	-
	<hr/>	<hr/>	<hr/>
	(929,950)	(640,350)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	177,150	48,650	-
Central, Departmental & Technical Support Services			
Central Services	3,100	1,800	-
Financial Services	27,750	16,050	-
Personnel Services	4,300	2,500	-
LSBU Central Management	57,750	33,850	-
	<hr/>	<hr/>	<hr/>
	270,050	102,850	-
	<hr/>	<hr/>	<hr/>

LEISURE SERVICES BUSINESS UNIT

	2013/14 ESTIMATE		2014/15
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
3. <u>TONBRIDGE SWIMMING POOL (continued)</u>			
(b) <u>CATERING & VENDING</u>			
Employees			
Salaries (see analysis on page LSBU 11)	126,300	84,950	-
Employers' National Insurance Contributions	3,450	3,350	-
Employers' Superannuation Contributions	13,450	5,650	-
Superannuation - Lump Sum	10,400	6,050	-
Supplies & Services			
Purchases - Equipment & Materials	6,000	5,250	-
Catering Stock Issues	108,000	79,300	-
Vending Machine Refunds	-	200	-
	<hr/>	<hr/>	<hr/>
	267,600	184,750	-
	<hr/>	<hr/>	<hr/>
Less Income			
Vending	(6,550)	(2,450)	-
Catering	(285,700)	(211,300)	-
Vending Machine Refund Reimbursement	-	(200)	-
	<hr/>	<hr/>	<hr/>
	(292,250)	(213,950)	-
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>
	(24,650)	(29,200)	-
	<hr/>	<hr/>	<hr/>
<u>TONBRIDGE SWIMMING POOL</u>			
(a) TONBRIDGE SWIMMING POOL	270,050	102,850	-
(b) CATERING & VENDING	(24,650)	(29,200)	-
	<hr/>	<hr/>	<hr/>
<u>TO LEISURE SERVICES (see page LS 4)</u>	245,400	73,650	-
	<hr/>	<hr/>	<hr/>

LEISURE SERVICES BUSINESS UNIT

4. POULT WOOD GOLF CENTRE

Employees

Salaries (see analysis on page LSBU 11)	123,750	71,200	-
Employers' National Insurance Contributions	9,050	5,150	-
Employers' Superannuation Contributions	14,400	8,350	-
Recruitment	500	0	-
Health Care	100	0	-
Training	1,000	0	-
Superannuation - Lump Sum	14,700	8,600	-
Employee Insurance	1,200	750	-

Premises Related Expenses

General Maintenance	200	0	-
Water Charges (Metered) (metered)	5,250	3,600	-
Sewerage & Environmental Services	1,000	850	-
Cleaning & Domestic Supplies	250	150	-

Transport Related Expenses

Repair & Maintenance	6,000	2,500	-
Licences	300	200	-
Petrol & Oil	6,500	3,450	-
Tyres	500	650	-
Vehicle Insurance	2,500	3,600	-

Supplies & Services

Purchases - Equipment & Materials	36,750	20,150	-
Maintenance - General	500	150	-
Protective Clothing	500	250	-
Skip Services	500	550	-
Telephones	300	250	-

Sub-total

225,750 130,400

-

**Central, Departmental & Technical
Support Services**

Central Services	650	400	-
Financial Services	5,000	2,900	-
Personnel Services	1,400	800	-
LSBU Central Management	14,700	8,600	-

Depreciation & Impairment

Non-Current Asset Depreciation	0	0	-
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TO LEISURE SERVICES (see page LS 10)

247,500 143,100

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LEISURE SERVICES BUSINESS UNIT

EMPLOYEES - SALARIES

	Basic Salaries £	Overtime General £	Training £	Temporary Staff £	Total Salaries £	Council Contributions Nat. Ins. £	Supern. £	Salaries & Oncosts £
<u>2012/13</u>								
Actuals	1,821,078	89,107	15,997	838,560	2,764,742	147,378	178,795	3,090,915
<u>2013/14 ESTIMATE</u>								
Original Estimate								
Larkfield Leisure Centre	1,009,000	29,950	11,750	414,400	1,465,100	61,400	123,050	1,649,550
Angel Centre	372,150	25,000	-	175,200	572,350	20,850	35,050	628,250
Tonbridge Swimming Pool	412,500	31,000	5,200	157,150	605,850	22,950	45,250	674,050
Tonbridge Swimming Pool Catering	81,850	2,650	-	41,800	126,300	3,450	13,450	143,200
Poult Wood Golf Centre	122,750	-	-	1,000	123,750	9,050	14,400	147,200
	1,998,250	88,600	16,950	789,550	2,893,350	117,700	231,200	3,242,250
Revised Estimate								
Larkfield Leisure Centre	551,900	22,500	6,750	281,950	863,100	43,750	65,350	972,200
Angel Centre	215,250	22,800	-	116,950	355,000	18,750	16,000	389,750
Tonbridge Swimming Pool	217,100	23,050	2,750	137,900	380,800	18,400	20,350	419,550
Tonbridge Swimming Pool Catering	41,150	6,500	50	37,300	85,000	3,350	5,650	94,000
Poult Wood Golf Centre	71,200	-	-	-	71,200	5,150	8,350	84,700
	1,096,600	74,850	9,550	574,100	1,755,100	89,400	115,700	1,960,200
<u>2014/15 ESTIMATE</u>								
Larkfield Leisure Centre	-	-	-	-	-	-	-	-
Angel Centre	-	-	-	-	-	-	-	-
Tonbridge Swimming Pool	-	-	-	-	-	-	-	-
Tonbridge Swimming Pool Catering	-	-	-	-	-	-	-	-
Poult Wood Golf Centre	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-