

Revenue and Capital Outturn

2017/18



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Cabinet 6 June 2018
General Fund Revenue Outturn 2017/18
SUMMARY

	2017/18		
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Corporate Services	3,721,600	3,531,500	3,575,007
Chief Executive	680,200	701,950	639,335
Director of Central Services	15,150	105,050	41,174
Director of Finance & Transformation	1,659,750	1,557,200	1,308,027
Director of Planning, Housing & Environmental Health	3,478,250	3,181,650	3,054,168
Director of Street Scene, Leisure & Technical Services	7,590,900	7,469,400	7,350,829
Sub Total	17,145,850	16,546,750	15,968,540
Capital Accounting Reversals			
Non-Current Asset Depreciation	(2,619,000)	(2,721,400)	(2,636,318)
Non-Current Asset Impairment	-	(3,900)	(10,456)
Non-Current Asset Impairment Reversal	-	-	18,667
Contributions to / (from) Reserves			
Building Repairs Reserve			
Withdrawals to fund expenditure	(758,350)	(775,650)	(726,415)
Contribution to Reserve	575,000	900,000	900,000
Earmarked Reserves (see page S 2)			
Contributions from Reserves	(261,050)	(660,400)	(579,960)
Contributions to Reserves	70,000	490,350	644,016
Property Investment Fund Reserve			
Contribution to Reserve	-	-	500,000
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(2,076,000)	(1,793,000)	(1,065,466)
Revenue Expenditure Funded from Capital	(53,000)	(91,000)	(12,624)
Other contributions to / (from) Reserve (net)	932,000	1,306,000	1,142,195
Capital Expenditure Charged to General Fund	2,076,000	1,793,000	1,065,466
Government Grants			
New Homes Bonus	(3,485,050)	(3,485,050)	(3,485,053)
New Homes Bonus Returned In-Year	-	(5,100)	(5,081)
Transition Grant	(117,200)	(117,200)	(117,201)
Under-indexing Business Rates Multiplier	-	(27,700)	(37,916)
New Burden Grants	-	-	(9,143)
Contributions from KCC	(85,000)	(135,100)	(135,096)
Revenue Adjustments	-	-	991
Sub Total	11,344,200	11,220,600	11,419,146
National Non-Domestic Rates			
Share of National Non-Domestic Rates	(21,348,238)	(21,348,238)	(21,348,238)
Tariff / (Top Up)	19,970,635	19,970,635	19,900,960
Levy / (Safety Net)	(88,877)	-	17,527
Business Rates Pool	-	-	80,724
Flood Relief Grant	-	-	1,626
Small Business Rate Relief Grant	(521,837)	(563,474)	(823,177)
Retail Relief Grant	-	103	287
Long Term Empty Property Re-occupation Relief Grant	-	(3,422)	(9,521)
New Build Empty Property Relief Grant	-	(1,010)	(2,811)
Supporting Small Business Grant	-	(3,858)	(10,734)
Public House Relief Grant	-	(6,466)	(23,406)
Discretionary Relief Grant	-	(32,587)	(109,835)
Collection Fund Adjustments			
Council Tax (Surplus) / Deficit	(148,267)	(148,267)	(148,267)
National Non-Domestic Rates (Surplus) / Deficit	11,914	11,914	11,914
Sub Total	9,219,530	9,095,930	8,956,195
Contribution to / (from) General Revenue Reserve	434,500	558,100	697,835
Balance to be met from Council Tax Payers	9,654,030	9,654,030	9,654,030

Cabinet 6 June 2018
General Fund Revenue Outturn 2017/18
EARMARKED RESERVES

	2017/18		PROVISIONAL OUTTURN £
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	
Contributions from Earmarked Reserves			
Asset Review Reserve	-	-	(13,416)
Borough Signage Reserve	-	(2,050)	(3,394)
Business Rates Retention Scheme Reserve	-	(200,000)	(200,000)
Community Housing Fund Reserve	-	(6,000)	(5,938)
Economic Development Reserve	-	(17,600)	(15,649)
Election Expenses Reserve	-	-	(3,281)
Homelessness Reserve	-	(16,850)	(5,660)
Housing Assistance Reserve	(10,000)	(10,000)	(8,662)
Housing Survey Reserve	-	(24,000)	(39,015)
Invest to Save Reserve	(200,000)	(218,400)	(138,226)
Local Development Framework Reserve	(30,000)	(30,000)	(73,588)
Planning Inquiries Reserve	(7,150)	(6,950)	(6,953)
Public Health Reserve	-	(6,450)	-
Repossessions Prevention Fund Reserve	(2,000)	(2,000)	(3,123)
Social Housing Fraud Initiative Reserve	(1,900)	(1,900)	-
Supporting People Reserve	-	(53,200)	(53,200)
Transformation Reserve	-	(65,000)	-
Waste & Street Scene Initiatives Reserve	(10,000)	-	(9,855)
	(261,050)	(660,400)	(579,960)
Contributions to Earmarked Reserves			
Business Rates Retention Scheme Reserve	-	-	60,543
Community Development Reserve	-	-	5,949
Community Housing Fund Reserve	-	23,650	23,656
Election Expenses Reserve	25,000	25,000	39,262
Homelessness Reserve	-	176,000	185,236
Housing Assistance Reserve	-	-	8,662
Housing & Welfare Reform Reserve	-	53,200	53,200
Local Development Framework Reserve	45,000	45,000	75,485
Public Health Reserve	-	-	14,754
Tonbridge & Malling Leisure Trust Reserve	-	100,000	100,000
Transformation Reserve	-	55,000	60,000
Waste & Street Scene Initiatives Reserve	-	12,500	17,269
	70,000	490,350	644,016

CORPORATE SERVICES

SUMMARY

	ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1 SALARIES AND ONCOSTS	11,348,450	11,135,200	10,958,664
2 OVERHEAD EXPENSES	4,115,800	3,896,950	3,657,483
3 RECHARGES TO SERVICE BUDGETS	(13,725,550)	(13,404,950)	(12,893,399)
	<hr/>	<hr/>	<hr/>
NON DISTRIBUTED COSTS	1,738,700	1,627,200	1,722,748
4 DEMOCRATIC REPRESENTATION	1,376,450	1,316,550	1,283,692
5 CORPORATE MANAGEMENT	595,250	587,750	568,567
6 CAPITAL PROGRAMME - REVENUE EXP.	11,200	-	-
	<hr/>	<hr/>	<hr/>
	3,721,600	3,531,500	3,575,007
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	23.10	22.19	

CORPORATE SERVICES

1 SALARIES AND ONCOSTS

(a) Salaries

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries (see analysis on page CS 17)	7,774,050	7,689,550	7,407,574
Employers' National Insurance Contributions	742,700	719,000	696,556
Employers' Superannuation Contributions	1,115,250	1,072,350	1,023,461
Superannuation Backfunding Lump Sum	1,374,000	1,374,000	1,374,000
Staff Turnover Saving	(100,000)	(175,000)	-
Apprenticeship Scheme / Levy	35,750	37,300	22,789
Ring-fenced sums (Establishment Reviews)	49,950	-	-
	<hr/>	<hr/>	<hr/>
	10,991,700	10,717,200	10,524,380 a)
	<hr/>	<hr/>	<hr/>

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

233.53 235.61

(b) Termination Payments

Additional Annual Pension Contributions	279,000	273,150	270,310
Long Service Awards	-	250	880
Capitalised Pension Contributions	-	55,700	55,700
Redundancy / Other Exit Payments	-	9,500	29,200 b)
	<hr/>	<hr/>	<hr/>
	279,000	338,600	356,090
	<hr/>	<hr/>	<hr/>

(c) Recruitment & Training

Advertising & Other Recruitment Costs	1,500	3,150	7,023
Training - Course Fees & Expenses	70,000	70,000	65,407
Health Screening & Miscellaneous	4,250	3,750	3,451
Employee Support Scheme	2,000	2,500	2,313
	<hr/>	<hr/>	<hr/>
	77,750	79,400	78,194
	<hr/>	<hr/>	<hr/>
	11,348,450	11,135,200	10,958,664
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CORPORATE SERVICES

SALARIES

- a) Management savings generated on the permanent establishment.

TERMINATION PAYMENTS

- b) Additional termination costs payable following changes to the permanent establishment within Planning Services.

CORPORATE SERVICES

2 OVERHEAD EXPENSES

(a) COUNCIL OFFICES

Employees

Salaries	142,700	140,200	129,068 a)
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Premises Related Expenses

Maintenance of Grounds	4,150	4,150	4,120
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Energy Costs :

Electricity	75,000	75,000	77,830
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Gas	28,000	22,000	17,710
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Rates	298,350	328,000	327,996
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Water Services :

Water Charges (metered)	5,000	6,000	7,365
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Sewerage & Environmental Services	7,000	7,500	7,412
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Fixture & Fittings	3,000	3,000	2,262
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Cleaning & Domestic Supplies	5,000	5,000	4,314
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Insurance	21,300	19,400	19,400
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Repairs expenditure	238,300	153,400	108,157 b)
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Supplies & Services

Equipment, Furniture & Materials	1,400	1,150	572
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Clothing, Uniforms & Laundry	5,850	6,000	6,389
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Trade Refuse Charges	9,300	8,900	8,399
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Security / Cleaning	11,000	11,100	11,192
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Miscellaneous Services	8,300	7,300	6,566
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Third Party Payments

Ground Maintenance Contract	1,850	1,850	1,859
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<hr/>	865,500	<hr/>	799,950	<hr/>	740,611
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Less Income

Customer & Client Receipts	(3,000)	(2,000)	(1,972)
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Solemnization of Marriages	(15,000)	(7,400)	(7,650)
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Hire of Tonbridge Council Chamber	(600)	(1,500)	(2,136)
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Police Accommodation Licence Fee	(26,800)	(27,000)	(26,769)
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Rent - Gibson Building	(6,250)	(6,250)	(6,250)
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Rent - Tonbridge Castle	(22,000)	(22,000)	(22,260)
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<hr/>	(73,650)	<hr/>	(66,150)	<hr/>	(67,037)
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Sub-total

<hr/>	791,850	<hr/>	733,800	<hr/>	673,574
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Central, Departmental & Technical

Support Services

Central Salaries & Administration	30,350	29,900	29,559
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Information Technology Expenses	2,750	2,450	2,429
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Departmental Administrative Expenses	29,900	28,800	26,591
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Depreciation & Impairment

Non-Current Asset Depreciation	147,550	147,550	147,546
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Non-Current Asset Impairment	-	-	(18,667) c)
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<hr/>	1,002,400	<hr/>	942,500	<hr/>	861,032
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Full Time Equivalent Number of Staff

(including Support Service Staff)	5.79	5.81	
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CORPORATE SERVICES

COUNCIL OFFICES

- a) Management savings generated on the permanent establishment.
- b) Cyclical and routine servicing expenditure was lower than anticipated, together with slippage to 2018/19 for renewal of the UPS batteries and energy conservation initiatives.
- c) Reflects impairment reversal of Council Offices following revaluation.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(b) PRINTING SECTION & MULTI FUNCTION DEVICES

Employees

Salaries	74,300	72,100	67,171
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Supplies & Services

Purchases	1,700	5,100	4,818
Print Room Maintenance & Copy Charges	28,000	26,000	24,158
Multi Function Device Copy Charges	14,000	12,100	10,786
Multi Function Device Leasing Charges	-	5,600	2,779
Paper	25,000	22,000	19,560

<hr/>	143,000	142,900	129,272

Less Income

Sales	(26,050)	(26,000)	(24,755)
Leisure Trust Receipts (MFDs)	-	(500)	(511)
Recharges to Other Services	(15,000)	(18,000)	(14,242)

<hr/>	(41,050)	(44,500)	(39,508)

Sub-total

<hr/>	101,950	98,400	89,764

Central, Departmental & Technical Support Services

Office Accommodation	39,150	36,400	33,083
Central Salaries & Administration	7,900	7,750	7,156
Information Technology Expenses	8,250	15,450	15,436
Departmental Administrative Expenses	9,700	9,400	8,105

Depreciation & Impairment

Non-Current Asset Depreciation	32,700	4,600	4,591
Non-Current Asset Impairment	-	1,450	1,468

<hr/>	199,650	173,450	159,603

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

2.71	2.78
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CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(c) CUSTOMER SERVICES

Employees

Salaries	267,100	228,900	212,086 a)
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Premises Related Expenses

Rent	3,250	3,250	3,250
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Supplies & Services

Purchases	200	200	213
Uniforms	150	600	-
Stationery	100	100	22
Community Outreach	12,000	6,000	6,000
Postage	100	100	67
Mobile Telephones	700	650	627
Office Security	38,000	37,200	37,213

321,600

277,000

259,478

Less Income

Tonbridge Gateway Agreement / Licence	(127,350)	(123,800)	(127,520)
Gateway Partner Receipts	-	(7,050)	(4,950)

Sub-total

194,250

146,150

Central, Departmental & Technical Support Services

Central Salaries & Administration	8,200	8,000	8,121
Information Technology Expenses	4,250	4,150	4,150
Departmental Administrative Expenses	143,950	139,050	135,988

350,650

297,350

275,267

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

9.33

8.84

a) Savings as a result of staff vacancies on the permanent establishment.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(d) GENERAL ADMINISTRATION

Employees

Salaries

4,500

4,300

4,170

Supplies & Services

Insurance

109,850

89,600

89,589

Copyright Licence

2,800

2,700

2,650

Equality Issues

300

300

-

117,450

96,900

96,409

Less Income

Fees & Charges

(100)

(100)

(1)

117,350

96,800

96,408

Sub-total

Central, Departmental & Technical Support Services

Central Salaries & Administration

16,100

6,550

1,329

Departmental Administrative Expenses

650

600

544

134,100

103,950

98,281

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

0.20

0.20

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(e) DEPARTMENTAL ADMINISTRATION

Staff Transport Related Expenses

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Car & Travelling Allowances	208,950	203,000	197,745

Supplies & Services

Equipment, Furniture & Materials	14,250	14,250	15,091
Office Equipment - Maintenance	2,050	1,950	819
Protective Clothing	700	750	477
First Aid Supplies	250	250	-
External Printing & Stationery	9,500	9,300	6,013
Reference Books & Publications	23,350	23,950	24,397
Legal Expenses	42,000	47,750	52,394 a)
Contracted Services	2,300	1,400	1,113
Consultancy	-	-	1,459
Health & Safety	2,000	2,000	479
Advertising	800	-	-
Postage	26,400	25,700	21,447
Telephones - Calls	3,300	3,500	3,140
Telephones - Other Costs	34,100	33,800	31,346
Mobile Telephones & Pagers	4,850	6,600	6,683
Subsistence Allowances	850	500	21
Professional Membership Fees	17,550	17,450	15,385
Subscriptions to Organisations	22,600	23,750	23,370
Insurance & Other Expenses	3,850	2,600	2,002
Data Protection Act Registration	2,550	2,550	2,390

	<hr/> 422,200	<hr/> 421,050	<hr/> 405,771
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Less Income

Government Grant	-	(1,350)	(1,350)
Recovery of Court Costs	(2,000)	(2,000)	(4,645)
Customer & Client Receipts	(4,000)	(4,000)	(3,590)
Partnership Receipts	(51,650)	(77,400)	(77,388)

	<hr/> (57,650)	<hr/> (84,750)	<hr/> (86,973)
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Sub-total

	<hr/> 364,550	<hr/> 336,300	<hr/> 318,798
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Depreciation & Impairment

Non-Current Asset Depreciation	17,650	16,200	14,883
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	<hr/> 382,200	<hr/> 352,500	<hr/> 333,681
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a) Legal costs attributable to planning related cases was higher than anticipated.

CORPORATE SERVICES

2 OVERHEAD EXPENSES- Continued

(f) SNACK FACILITIES

Supplies & Services

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Drinks Machine Purchases	2,000	1,000	713
	<hr/>	<hr/>	<hr/>
	2,000	1,000	713
Less Income			
Customer & Client Receipts	(200)	(200)	(191)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,800	800	522

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	2,900	2,750	2,631
Depreciation & Impairment			
Non-Current Asset Depreciation	400	-	-
	<hr/>	<hr/>	<hr/>
	5,100	3,550	3,153
	<hr/>	<hr/>	<hr/>

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

0.10	0.10	
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CORPORATE SERVICES

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(g) INFORMATION TECHNOLOGY SERVICES

Employees

Salaries	901,850	849,550	818,469 a)
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Transport Related Expenses

Public Transport	500	1,500	2,135
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Supplies & Services

Equipment - Purchases	3,000	3,000	2,654
Equipment - Maintenance	74,000	79,500	84,134 b)
Printing & Stationery	2,500	2,500	2,004
Insurance	12,950	8,500	8,500
Consultancy	-	20,150	10,425 c)
Other Expenses	2,250	2,650	3,086
Software Support, Hire & Maintenance	462,750	467,500	479,453 d)
Telephone leased lines and modems	16,450	24,550	13,282 e)
Kent Connects	20,000	20,000	20,000

	<hr/>	<hr/>	<hr/>
	1,496,250	1,479,400	1,444,142

Less Income

Contributions from Other Bodies	(12,000)	(8,000)	(8,000)
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Sub-total

	<hr/>	<hr/>	<hr/>
	1,484,250	1,471,400	1,436,142

Central, Departmental & Technical Support Services

Office Accommodation	113,750	107,000	97,809 f)
Central Salaries & Administration	53,350	53,450	53,155
Departmental Administrative Expenses	88,850	80,200	76,822

Depreciation & Impairment

Non-Current Asset Depreciation	301,500	311,600	262,538 g)
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	<hr/>	<hr/>	<hr/>
	2,041,700	2,023,650	1,926,466
	<hr/>	<hr/>	<hr/>

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

21.23	21.61
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CORPORATE SERVICES

INFORMATION TECHNOLOGY SERVICES

- a) Savings as a result of staff vacancies on the permanent establishment.
- b) Reflects an overlap of the audio visual maintenance contracts (old & new systems).
- c) Reduced requirement for consultancy days needed for "modern ways of working".
- d) Increased software licence and maintenance costs.
- e) The anticipated increase to the charge for Government Connect Secure Extranet (GCSx) was deferred.
- f) Reduction in accommodation costs attributable to Information Technology Services, primarily due to lower building repairs expenditure (see page CS 3).
- g) Reflects delay associated with Virtual Desktop Infrastructure project and other capital projects / renewals.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
3 <u>SALARIES & OVERHEADS</u>			
Salaries & Oncosts	11,348,450	11,135,200	10,958,664
Overheads			
(a) Council Offices	1,002,400	942,500	861,032
(b) Printing & Multi Function Devices	199,650	173,450	159,603
(c) Customer Services	350,650	297,350	275,267
(d) Administration - General	134,100	103,950	98,281
(e) Administration - Departmental	382,200	352,500	333,681
(f) Snack Facilities	5,100	3,550	3,153
(g) Information Technology Services	2,041,700	2,023,650	1,926,466
	<hr/>	<hr/>	<hr/>
	15,464,250	15,032,150	14,616,147
Less Recharge to :	<hr/>	<hr/>	<hr/>
Planning, Housing & Environmental Health	(4,416,150)	(4,319,050)	(4,157,897)
Street Scene, Leisure & Technical	(2,378,050)	(2,313,550)	(2,240,142)
Central Services	(866,000)	(896,950)	(848,807)
Finance & Transformation	(2,057,200)	(2,049,950)	(1,971,445)
Corporate Services	(1,591,950)	(1,541,550)	(1,514,838)
Chief Executive	(464,900)	(456,150)	(425,611)
Other Services	(850)	(800)	(787)
Holding Accounts	(1,950,450)	(1,826,950)	(1,733,872)
	<hr/>	<hr/>	<hr/>
	(13,725,550)	(13,404,950)	(12,893,399)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,738,700	1,627,200	1,722,748
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,738,700	1,627,200	1,722,748
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CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
4 <u>DEMOCRATIC REPRESENTATION & MANAGEMENT</u>			
(a) <u>DEMOCRATIC ADMINISTRATION</u>			
Employees			
# Salaries	293,450	288,050	285,164
Premises Related Expenses			
Accommodation Expenses (Forum/Area1)	7,000	5,500	2,934
Supplies & Services			
Twinning Committee Expenses	500	500	37
Remuneration Panel Expenses	2,000	2,000	191
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	302,950	296,050	288,326
Central, Departmental & Technical Support Services			
Accommodation & Printing Services	47,250	39,700	38,181
# Central Salaries & Administration	276,650	258,300	255,955
Information Technology Expenses	17,500	18,750	15,862
# Departmental Administrative Expenses	126,250	121,950	117,002
	<hr/>	<hr/>	<hr/>
	770,600	734,750	715,326
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	12.80	12.20	

Memorandum

Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	287,600	271,050	266,062
Chief Executives' Service	79,100	78,200	77,517
Environmental Health & Hsg Services	19,450	18,600	17,643
Financial Services	71,900	71,000	71,279
Legal Services	6,300	6,000	6,288
Personnel Services	7,250	7,100	6,983
Planning Services	110,250	107,100	104,228
Street Scene & Leisure Services	97,200	92,800	92,062
Technical Services	17,300	16,450	16,059
	<hr/>	<hr/>	<hr/>
	696,350	668,300	658,121
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>PAYMENTS TO MEMBERS</u>			
Transport Related Expenses			
Members' Travel & Subsistence	5,500	3,000	3,153
Supplies and Services			
Basic Allowance	285,300	281,500	281,483
Special Responsibility Allowance	112,000	100,350	99,991
Mayors' and Deputy Mayors' Allowance	7,400	7,400	7,410
Members' National Insurance	8,000	8,000	7,299
Carers' Allowance	300	300	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	418,500	400,550	399,336
Central, Departmental & Technical Support Services			
Central Salaries & Administration	21,050	16,600	16,421
Information Technology Expenses	2,550	1,900	1,604
	<hr/>	<hr/>	<hr/>
	442,100	419,050	417,361
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.47	0.36	

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(c) <u>MAYORAL & OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u>			
Employees			
Salaries	8,300	8,300	8,294
Transport Related Expenses			
Mayors' Transport Allowance	10,000	10,000	6,974
Supplies and Services			
Stationery	100	100	4
Subscriptions	16,000	16,050	16,065
Insurance	200	200	199
Civic Hospitality	7,000	7,000	4,537
Mobile Telephones	150	150	120
Other Expenses	1,500	1,500	1,503
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	43,250	43,300	37,696
Central, Departmental & Technical Support Services			
Central Salaries & Administration	95,650	95,100	89,057
Information Technology Expenses	24,250	23,750	23,679
Departmental Administrative Expenses	600	600	573
	<hr/>	<hr/>	<hr/>
	163,750	162,750	151,005
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.13	2.11	
<u>SUMMARY</u>			
(a) DEMOCRATIC ADMINISTRATION	770,600	734,750	715,326
(b) PAYMENTS TO MEMBERS	442,100	419,050	417,361
(c) MAYORAL & OTHER MEMBER SUPPORT INC. MEMBER TRAINING	163,750	162,750	151,005
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,376,450	1,316,550	1,283,692
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

5 CORPORATE MANAGEMENT

(a) CORPORATE POLICY

Employees

# Salaries	77,250	75,350	73,937
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Central, Departmental & Technical Support Services

# Central Salaries & Administration	364,250	359,900	359,204
Information Technology Expenses	-	-	14
# Departmental Administrative Expenses	21,750	21,100	20,482

463,250

456,350

453,637

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

6.32

6.30

(b) PUBLIC ACCOUNTABILITY

Supplies and Services

Professional Fees	750	750	677
Advertising	-	250	236
External Audit Fees	56,750	56,750	40,109 a)

Central, Departmental & Technical Support Services

Central Salaries & Administration	74,450	73,600	73,861
Information Technology Expenses	50	50	47

132,000

131,400

114,930

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

1.22

1.22

SUMMARY

(a) CORPORATE POLICY	463,250	456,350	453,637
(b) PUBLIC ACCOUNTABILITY	132,000	131,400	114,930

TO SUMMARY

595,250

587,750

568,567

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Memorandum			
# Service Allocations to Corporate Policy			
Admin & Property Services	54,450	55,700	55,900
Chief Executives' Service	196,200	191,850	190,732
Environmental Health & Housing Services	14,000	12,600	11,464
Financial Services	108,850	107,700	107,945
Legal	1,150	1,100	1,144
Personnel Services	3,600	3,550	3,482
Planning Services	60,650	59,700	58,802
Street Scene & Leisure Services	24,350	24,150	24,154
	<hr/>	<hr/>	<hr/>
	463,250	456,350	453,623
	<hr/>	<hr/>	<hr/>

PUBLIC ACCOUNTABILITY

- a) Reflects audit fee continuing to be held at the original fee level together with a rebate.

CORPORATE SERVICES

6 CAPITAL PROGRAMME REVENUE EXP.

Employees

Salaries

65,650

69,500

69,776

Central, Departmental & Technical Support Services

Central Salaries & Administration

32,800

32,200

31,249

Information Technology Expenses

6,050

4,550

3,849

Departmental Administrative Expenses

36,200

32,300

30,627

Sub-total

140,700

138,550

135,501

Less Recharge to :

Street Scene, Leisure & Technical

(129,500)

(138,250)

(135,186)

Central Services

-

(300)

(315)

TO SUMMARY

11,200

-

-

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

2.68

2.49

Less FTE recharged to Services

(2.52)

(2.49)

Net FTE retained on Corporate Services

0.16

0.00

Memorandum

Service Allocations to Capital Programme

Administration & Property Services

8,800

8,600

7,725

Financial Services

21,700

21,400

21,237

Legal Services

2,300

2,200

2,287

Street Scene & Leisure Services

33,150

44,700

44,022

Technical Services

68,700

57,100

56,381

134,650

134,000

131,652

EMPLOYEES - SALARIES

SERVICE ANALYSIS OF EXPENDITURE

	Basic Salaries	Overtime	Temporary Staff	Total Salaries	Council Contributions Nat. Ins.	Supern.	Total Salaries & Oncosts
	£	£	£	£	£	£	£
<u>2017/18 ESTIMATE</u>							
Original Estimate	7,534,700	26,400	212,950	7,774,050	742,700	1,115,250	9,632,000
Revised Estimate	7,312,400	39,200	337,950	7,689,550	719,000	1,072,350	9,480,900
<u>2017/18 OUTTURN</u>							
Service							
Administration & Property	588,030	9,604	-	597,634	57,403	87,613	742,650
Environmental Health & Housing	875,846	4,225	32,203	912,274	89,137	118,133	1,119,544
Executive	373,688	-	10,554	384,242	43,740	56,617	484,599
Finance	1,240,564	13,596	205,651	1,459,811	122,729	182,729	1,765,269
Information Technology	621,501	200	43,411	665,112	66,823	93,250	825,185
Legal	360,763	1,200	10,146	372,109	36,597	55,624	464,330
Personnel	277,544	8,758	31,211	317,513	19,977	41,869	379,359
Planning	1,282,153	432	40,330	1,322,915	133,084	194,468	1,650,467
Street Scene & Leisure	928,857	2,016	51,103	981,976	90,455	139,514	1,211,945
Technical	393,078	910	-	393,988	36,611	53,644	484,243
	6,942,024	40,941	424,609	7,407,574	696,556	1,023,461	9,127,591

CHIEF EXECUTIVE

SUMMARY

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 COMMUNITY DEVELOPMENT	104,600	110,150	96,186
2 ELECTIONS	341,800	327,300	283,870
3 GRANTS & PAYMENTS	136,050	138,050	138,364
4 ECONOMIC DEVELOPMENT & REGENER'N	97,750	126,450	120,915
	680,200	701,950	639,335
Full Time Equivalent Number of Staff (including Support Service Staff)	7.62	7.54	

CHIEF EXECUTIVE

1 COMMUNITY DEVELOPMENT

Employees

Salaries	47,200	47,100	47,089
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Supplies & Services

Local Strategic Partnership	5,000	5,000	5,000
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Community Development Partnership	15,000	15,000	15,000
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Troubled Families Initiatives	8,100	8,100	10,000 a)
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Capital Grants and Contributions (RECS)	-	7,000	- b)
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	75,300	82,200	77,089
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Less Income

Contributions from Other Bodies	(8,100)	(8,100)	(15,949) a)
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	67,200	74,100	61,140
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Sub-total

Central, Departmental & Technical Support Services

Central Salaries & Administration	18,000	17,500	17,411
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Departmental Administrative Expenses	19,400	18,550	17,635
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	104,600	110,150	96,186
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TO SUMMARY

Full Time Equivalent Number of Staff (including Support Service Staff)	1.27	1.27	
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a) Balance of troubled families grant has been transferred to an earmarked reserve.

b) Reflects slippage of Community Partnership initiatives and remaining Local Strategic Partnership Capital Plan schemes.

CHIEF EXECUTIVE

2 ELECTIONS

(a) ELECTORAL REGISTRATION

Employees

Salaries	86,400	78,950	66,472 a)
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Supplies & Services

Equipment & Materials - Purchases	17,000	17,000	24,821 b)
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Stationery	100	100	130
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Reference Books & Publications	1,000	1,000	1,185
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Postages	50,000	50,000	39,599 c)
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	154,500	147,050	132,207
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Less Income

Government Grant	(15,000)	(21,800)	(21,801)
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Sale of Registers	(1,000)	(1,000)	(2,727)
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	138,500	124,250	107,679
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Sub-total

Central, Departmental & Technical Support Services

Central Salaries & Administration	14,650	15,300	15,016
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Information Technology Expenses	38,850	35,900	30,396
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Departmental Administrative Expenses	37,100	31,050	30,397
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Depreciation & Impairment

Non-Current Asset Depreciation	5,000	5,000	4,999
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	234,100	211,500	188,487
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Full Time Equivalent Number of Staff (including Support Service Staff)	3.07	2.82	
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a) Saving arising from a vacant post.

b) Reflects the purchase of envelopes for the annual canvass, met from a reduction in postage costs.

c) Postage costs attributable to the annual canvass were less than anticipated.

CHIEF EXECUTIVE

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>CONDUCT OF ELECTIONS</u>			
Employees			
Salaries	33,950	42,000	35,446 a)
Premises Related Expenses			
Rent	-	-	200 b)
Supplies & Services			
Equipment & Materials - Purchases	-	-	841 b)
Polling & Postal Vote Fees	-	-	1,813 b)
Postage	-	-	427 b)
	<hr/>	<hr/>	<hr/>
	33,950	42,000	38,727
Less Income			
Contributions from Other Bodies	-	-	(14,262) b)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	33,950	42,000	24,465
Central, Departmental & Technical Support Services			
Central Salaries & Administration	44,450	43,750	43,316
Information Technology Expenses	14,750	13,550	11,446
Departmental Administrative Expenses	14,550	16,500	16,156
	<hr/>	<hr/>	<hr/>
	107,700	115,800	95,383
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.81	1.98	
 <u>ELECTIONS</u>			
<u>SUMMARY</u>			
(a) ELECTORAL REGISTRATION	234,100	211,500	188,487
(b) CONDUCT OF ELECTIONS	107,700	115,800	95,383
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	341,800	327,300	283,870
	<hr/>	<hr/>	<hr/>

a) Saving arising from a vacant post.

b) Residual balances in respect of contributions from other bodies net of the costs associated with a by-election held during the year, have been transferred to an earmarked reserve.

CHIEF EXECUTIVE

3 GRANTS & PAYMENTS

Employees

Salaries	3,550	3,750	3,799
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Supplies & Services

Grants to Citizens Advice Bureaux	95,000	95,000	95,000
Grants to Other Charitable & Voluntary Org.	28,800	28,800	28,800
Tonbridge Historic Society Accommodation	2,000	2,000	2,000
Community Lottery Payments			
External Lottery Provider	800	1,050	707
Prize Fund	1,350	1,750	1,178
Specific Good Causes	2,350	4,350	2,618
Other Expenses	650	1,100	1,505

	<hr/>	<hr/>	<hr/>
	134,500	137,800	135,607

Less Income

Lottery Ticket Sales	(6,750)	(8,750)	(5,892)
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	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	127,750	129,050	129,715

Central, Departmental and Technical Support Services

Central Salaries & Administration	6,400	7,000	6,939
Information Technology Expenses	150	100	81
Departmental Administrative Expenses	1,750	1,900	1,629

	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	136,050	138,050	138,364

Full Time Equivalent Number of Staff (including Support Service Staff)	0.21	0.22	
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CHIEF EXECUTIVE

4 ECONOMIC DEVELOPMENT & REGENERATION

Employees

Salaries

56,250

56,650

56,964

Supplies & Services

Economic Development Expenses

4,000

12,100

9,383

Business Growth Programme

10,000

10,000

10,000

Local Retail Centres Support

-

17,600

15,649

Visit Kent

-

3,500

3,500

Sub-total

70,250

99,850

95,496

Central, Departmental & Technical Support Services

Central Salaries & Administration

4,600

4,500

4,484

Information Technology Expenses

300

150

147

Departmental Administrative Expenses

22,600

21,950

20,788

TO SUMMARY

97,750

126,450

120,915

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

1.26

1.25

DIRECTOR OF CENTRAL SERVICES

SUMMARY

	ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1 TONBRIDGE CASTLE GATEHOUSE	11,100	16,250	8,421
2 COMMUNITY SAFETY	134,650	140,350	144,722
3 INFORMATION & PUBLICITY	133,950	131,450	126,461
4 LOCAL LAND CHARGES	(87,400)	(41,050)	(65,430)
5 INDUSTRIAL ESTATE	(66,450)	(66,550)	(66,574)
6 COMMERCIAL PROPERTY	(253,100)	(251,700)	(248,348)
7 VALE RISE DEPOT	-	-	-
8 LAND REVIEW	90,550	130,550	126,451
9 BOROUGH CHRISTMAS LIGHTING	38,900	36,050	37,858
10 LICENCES	12,950	9,700	(22,387)
	15,150	105,050	41,174
Full Time Equivalent Number of Staff (including Support Service Staff)	17.04	17.84	

DIRECTOR OF CENTRAL SERVICES

1 TONBRIDGE CASTLE GATEHOUSE

Employees

Salaries	5,750	5,150	4,839
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Premises Related Expenses

Building Repairs Expenditure	5,350	9,200	10,461
Rates	200	200	232
Premises Insurance	6,200	5,600	5,611

Supplies & Services

Purchases - Equipment & Materials	500	600	586
Maintenance - General	3,000	3,000	5,553
Streamline Service	700	700	696
Marketing	6,500	6,500	3,880
Subscriptions	-	200	196

<hr/>	28,200	31,150	32,054
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Less Income

Fees & Charges			
Weddings / Hire of Gatehouse	(4,000)	(6,700)	(6,425)
Commission	(1,500)	(1,500)	(1,756)
Tonbridge Castle Attraction	(22,000)	(18,600)	(24,790) a)
Profit on Stock Sales	(3,500)	(3,500)	(5,886)

<hr/>	(31,000)	(30,300)	(38,857)
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Sub-total

<hr/>	(2,800)	850	(6,803)
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Central, Departmental & Technical Support Services

Central Salaries & Administration	7,850	9,650	9,206
Information Technology Expenses	1,900	1,700	1,445
Departmental Administrative Expenses	2,950	2,850	2,761

Depreciation & Impairment

Non-Current Asset Depreciation	1,200	1,200	1,812
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TO SUMMARY

<hr/>	11,100	16,250	8,421
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Full Time Equivalent Number of Staff
(including Support Service Staff)

0.36	0.38
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DIRECTOR OF CENTRAL SERVICES

TONBRIDGE CASTLE GATEHOUSE

- a) The castle attraction did better than originally anticipated.

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2 <u>COMMUNITY SAFETY</u>			
Employees			
Salaries	86,250	90,500	83,550 a)
Supplies & Services			
Other Community Safety Initiatives	32,200	32,200	32,200
	<hr/>	<hr/>	<hr/>
	118,450	122,700	115,750
Less Income			
Fees & Charges			
Anti Social Behaviour Fixed Penalty Notice	-	-	(220)
Contribution to Community Safety Staffing	(34,850)	(34,850)	(16,975) b)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	83,600	87,850	98,555
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,000	5,300	5,002
Information Technology Expenses	50	50	29
Departmental Administrative Expenses	45,000	47,150	41,136 c)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	134,650	140,350	144,722
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.95	2.97	
3 <u>INFORMATION & PUBLICITY</u>			
Employees			
Salaries	69,950	70,050	70,760
Supplies & Services			
Information and Publicity	12,000	12,000	10,014
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	81,950	82,050	80,774
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,700	7,000	7,048
Information Technology Expenses	5,600	4,900	4,133
Departmental Administrative Expenses	38,700	37,500	34,506
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	133,950	131,450	126,461
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.40	2.38	

DIRECTOR OF CENTRAL SERVICES

COMMUNITY SAFETY

- a) Saving as a result of a staff vacancy on the permanent establishment.
- b) Reduction in contribution to Community Safety staff costs following withdrawal of partnership funding.
- c) Reduced level of service expenditure charged to the Community Safety section.

DIRECTOR OF CENTRAL SERVICES

4 LOCAL LAND CHARGES

Employees

Salaries

ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
100,050	116,050	108,147 a)

Supplies & Services

Insurance

4,600	2,950	2,933
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Kent Highways

15,500	10,000	7,974
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120,150	129,000	119,054
<hr/>	<hr/>	<hr/>

Less Income

Government Grant

-	-	(19,963) b)
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Fees & Charges

(305,000)	(270,000)	(254,762) c)
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<hr/>	<hr/>	<hr/>
(305,000)	(270,000)	(274,725)
<hr/>	<hr/>	<hr/>

Sub-total

(184,850)	(141,000)	(155,671)
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Central, Departmental & Technical Support Services

Central Salaries & Administration

20,950	20,800	21,371
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Information Technology Expenses

29,700	27,850	23,551
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Departmental Administrative Expenses

46,800	51,300	45,319 d)
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<hr/>	<hr/>	<hr/>
(87,400)	(41,050)	(65,430)
<hr/>	<hr/>	<hr/>

TO SUMMARY

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

3.93	4.56	
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Memorandum

Surplus from above

(87,400)	(41,050)	(65,430)
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Share of:

Democratic Administration

23,950	26,100	24,628
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Corporate Management

10,350	11,650	10,908
--------	--------	--------

Non Distributed Costs

30,250	34,500	33,051
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<hr/>	<hr/>	<hr/>
(22,850)	31,200	3,157

Deficit (Surplus) for Trading Purposes

- a)** Saving as a result of a staff vacancy on the permanent establishment.
- b)** New Burdens grant received following settlement of property search fees claim.
- c)** Reflects current market demand for searches.
- d)** Reduced level of service expenditure charged to the Land Charges section.

DIRECTOR OF CENTRAL SERVICES

5 INDUSTRIAL ESTATE

Employees
Salaries

ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
£	£	£
1,750	1,750	1,784
<hr/>	<hr/>	<hr/>
1,750	1,750	1,784
Less Income		
Rents		
(71,600)	(71,600)	(71,582)
<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(69,850)	(69,798)
Central, Departmental and Technical Support Services		
Central Salaries & Administration	2,250	2,200
Information Technology Expenses	100	100
Departmental Administrative Expenses	1,050	1,000
	<hr/>	<hr/>
	(66,450)	(66,574)
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.09	0.09

DIRECTOR OF CENTRAL SERVICES

6 COMMERCIAL PROPERTY

Employees

Salaries	5,400	5,450	5,415
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Premises Related Expenses

Insurance	250	400	424
Rates	850	850	855
Repairs Expenditure	6,400	6,400	7,965

12,900	13,100	14,659
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Less Income

Rents - Land	(7,000)	(7,000)	(5,185)
- Shops & Maisonettes	(231,600)	(230,050)	(229,785)
- Offices	(36,050)	(36,050)	(36,067)

(274,650)	(273,100)	(271,037)
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Sub-total

(261,750)	(260,000)	(256,378)
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Central, Departmental and Technical Support Services

Central Salaries & Administration	3,750	3,650	3,622
Information Technology Expenses	750	600	506
Departmental Administrative Expenses	3,550	3,450	3,295

Depreciation & Impairment

Non-Current Asset Depreciation	600	600	607
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TO SUMMARY

(253,100)	(251,700)	(248,348)
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Full Time Equivalent Number of Staff (including Support Service Staff)	0.22	0.22	
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DIRECTOR OF CENTRAL SERVICES

7 VALE RISE DEPOT

Employees

Salaries	5,900	5,750	5,804
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Premises Related Expenses

Premises Insurance	150	150	132
Rates	13,450	13,400	13,397
Repairs Expenditure	2,000	17,000	2,252 a)

	21,500	36,300	21,585
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Less Recharges to Other Services	(33,350)	(47,950)	(33,226)
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	(11,850)	(11,650)	(11,641)
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Sub-total

Central, Departmental and Technical Support Services

Central Salaries & Administration	700	650	687
Departmental Administrative Expenses	2,300	2,150	2,084

Depreciation & Impairment

Non-Current Asset Depreciation	8,850	8,850	8,870
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	-	-	-
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TO SUMMARY

Full Time Equivalent Number of Staff (including Support Service Staff)	0.14	0.14	
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- a)** The work required to be carried out in respect of the Depot access was organised by the Refuse Contractor.

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
8 <u>LAND REVIEW</u>			
Employees			
Salaries	38,500	38,900	38,887
Premises Related Expenses			
Depots held pending disposal / development	1,500	1,500	1,491
Estate Management	600	2,000	2,630
Rates	8,800	26,050	25,064
Insurance	1,350	1,200	1,210
Repairs Expenditure	16,300	39,050	32,038 a)
Supplies & Services			
Professional Fees	5,000	5,000	3,780
Asset Review	-	-	13,416 b)
	<hr/>	<hr/>	<hr/>
	72,050	113,700	118,516
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges - General	(1,000)	(5,500)	(6,767)
De-Minimus Capital Receipts	-	(3,250)	(9,920) c)
Castle Lodge Rent	(7,000)	-	-
Wayleaves	(500)	(500)	(413)
	<hr/>	<hr/>	<hr/>
	(8,500)	(9,250)	(17,100)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	63,550	104,450	101,416
Central, Departmental and Technical Support Services			
Central Salaries & Administration	2,300	2,250	2,261
Information Technology Expenses	300	350	314
Departmental Administrative Expenses	24,400	23,500	22,460
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	90,550	130,550	126,451
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.00	0.99	

- a) Reduced requirement for maintenance work on Community Areas.
- b) Additional work in respect of the review and sale of Council owned assets in Tonbridge. The cost is met from an earmarked reserve.
- c) Reflects completion of the sale of land no longer required.

DIRECTOR OF CENTRAL SERVICES

9 BOROUGH CHRISTMAS LIGHTING

Employees

Salaries

600

550

561

Supplies & Services

Borough Christmas Lighting

32,000

33,500

35,377

Sub-total

32,600

34,050

35,938

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,450

1,400

1,354

Information Technology Expenses

150

150

109

Departmental Administrative Expenses

150

150

142

Capital Programme Revenue Expenses

-

300

315

Depreciation & Impairment

Non-Current Asset Depreciation

4,550

-

-

TO SUMMARY

38,900

36,050

37,858

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

0.04

0.04

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
10 LICENCES			
(a) FEE PAYING			
Employees			
Salaries	162,100	168,700	169,474
Premises Related Expenses			
Rents	50	250	249
Supplies & Services			
Purchases - Equipment & Materials	7,000	7,000	5,751
Professional Fees	9,000	9,000	15,926 a)
Advertising	300	300	83
	<hr/>	<hr/>	<hr/>
	178,450	185,250	191,483
	<hr/>	<hr/>	<hr/>
Less Income			
Licence Fees			
Animal Boarding Establishments	(2,150)	(2,150)	(2,610)
Dog Breeding	-	-	(205)
Pet Shops	(1,550)	(1,050)	(1,786)
Hackney Carriages & Private Hire	(179,950)	(195,000)	(215,401) b)
Riding Establishments	(2,100)	(2,450)	(2,450)
Alcohol & Entertainment - Premises	(91,000)	(91,000)	(93,641)
Acupuncture / Tattooing / Ear Piercing	(1,350)	(1,350)	(1,530)
Pleasure Boats & Boatmen	(300)	(450)	(906)
Street Trading	(1,250)	(1,250)	(2,495)
Alcohol & Entertainment - Personal	(4,150)	(4,300)	(2,947)
Sex Establishments/Sexual Entertainment	(2,000)	(2,000)	(2,000)
Dangerous Wild Animals	-	-	(790)
Gambling	(10,500)	(10,500)	(11,130)
Scrap Metal Dealers	(2,600)	(500)	-
Hypnotism Licences	-	-	-
Zoo Licences	-	-	-
	<hr/>	<hr/>	<hr/>
	(298,900)	(312,000)	(337,891)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(120,450)	(126,750)	(146,408)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,900	8,650	8,459
Information Technology Expenses	11,900	11,950	10,120
Departmental Administrative Expenses	78,100	81,050	71,911 c)
	<hr/>	<hr/>	<hr/>
	(21,550)	(25,100)	(55,918)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.22	5.36	

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>NON FEE PAYING</u>			
Employees			
Salaries	21,850	22,050	21,813
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,250	2,200	2,131
Information Technology Expenses	-	-	5
Departmental Administrative Expenses	10,400	10,550	9,582
	<hr/> 34,500	<hr/> 34,800	<hr/> 33,531
Full Time Equivalent Number of Staff (including Support Service Staff)	0.69	0.71	
<u>LICENCES</u>			
<u>SUMMARY</u>			
(a) FEE PAYING	(21,550)	(25,100)	(55,918)
(b) NON FEE PAYING	34,500	34,800	33,531
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	12,950	9,700	(22,387)
	<hr/>	<hr/>	<hr/>

LICENCES - FEE PAYING / NON FEE PAYING

- a) Increased level of Disclosure & Barring Service checks offset by additional income.
- b) Increase in the number of taxi and private hire vehicle licences issued.
- c) Reduced level of service expenditure charged to the Licensing section.

DIRECTOR OF FINANCE & TRANSFORMATION

SUMMARY

	ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1 HOUSING ADVANCES	4,900	4,650	4,578
2 HOUSING BENEFITS	529,650	569,950	425,953
3 LOCAL REVENUE & NNDR COLLECTION	538,950	483,800	413,152
4 COUNCIL TAX SUPPORT	99,050	149,950	135,805
5 INTEREST & TRANSFERS	2,950	(129,200)	(149,717)
6 DRAINAGE BOARDS SPECIAL LEVIES	395,100	395,100	395,106
7 GENERAL ADVICE TO PARISH COUNCILS	84,150	77,950	77,466
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	1,654,750	1,552,200	1,302,343
8 CONTRIBUTIONS TO PROVISIONS	5,000	5,000	5,372
9 ITEMS FUNDED FROM RESERVES	-	-	312
	<hr/>	<hr/>	<hr/>
	1,659,750	1,557,200	1,308,027
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	46.26	46.98	

DIRECTOR OF FINANCE & TRANSFORMATION

1 HOUSING ADVANCES

Premises Related Expenses

Insurance

250

300

278

Supplies & Services

Contract Services

3,200

3,100

3,062

Other Expenses

-

50

25

3,450

3,450

3,365

Less Income

Interest

(250)

(200)

(163)

Sub-total

3,200

3,250

3,202

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,650

1,400

1,358

Information Technology Expenses

50

-

18

4,900

4,650

4,578

TO SUMMARY

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

0.03

0.02

DIRECTOR OF FINANCE & TRANSFORMATION

DIRECTOR OF FINANCE & TRANSFORMATION

2 HOUSING BENEFITS

Employees

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Salaries	271,400	299,250	302,540

Supplies & Services

Printing & Stationery	1,000	2,000	1,533
Reference Books & Publications	400	200	106
Legal Fees	-	500	150
Bailiffs Commission	1,000	500	109
Audit Fee	18,100	15,000	13,950
Postages	9,650	9,050	8,888
Subscriptions	250	400	-
Compensation Scheme	100	100	50
Other Expenses	-	5,000	11,867 a)

Housing Benefits

Rent Allowances	34,995,000	34,502,000	34,491,378 b)
Non HRA Rent Rebates	380,000	380,000	372,439 b)
Local Scheme	73,000	75,000	84,854 b)
Discretionary Housing Payments	150,000	284,000	284,178 b)
Overpayments	(550,000)	(620,000)	(739,502) b)
Contribution to Bad Debt Provision	220,000	205,000	301,628 b)

35,569,900	35,158,000	35,134,168
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Less Income

Government Grant	-	(60,000)	(64,677) a)
Rent Allowance Subsidy	(34,740,000)	(34,171,000)	(34,208,271) b)
Non HRA Rent Rebate Subsidy	(211,000)	(116,000)	(171,062) b)
Local Scheme Subsidy	(55,000)	(56,250)	(63,641) b)
Discretionary Housing Payment Contribution	(150,000)	(284,000)	(284,178) b)
Administration Grant	(235,450)	(235,450)	(235,447)
Administrative Penalty	-	(2,000)	-

(35,391,450)	(34,924,700)	(35,027,276)
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Sub-total

178,450	233,300	106,892
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	104,500	127,000	124,465
Information Technology Expenses	45,500	46,750	39,558 c)
Departmental Administrative Expenses	201,200	162,900	155,038 d)

TO SUMMARY

529,650	569,950	425,953
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Full Time Equivalent Number of Staff
(including Support Service Staff)

14.68	14.69
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DIRECTOR OF FINANCE & TRANSFORMATION

HOUSING BENEFITS

- a)** Upgrades to the Revenues & Benefits IT system following changes to benefits regulations. Funded in large part by additional grants from the Department for Work and Pensions (DWP).

- b)** Reflects actual level of benefit payments, recouplements and contribution to the bad debts provision with an overall decrease of £130,927 when compared with the revised estimate. The decrease in part is due to increased use of temporary accommodation provided by registered social landlords, which attract full subsidy from the DWP.

- c)** Reflects management savings within IT services together with a reduction in attributable non-current asset depreciation (see page CS 9).

- d)** Partly attributable to reduced office accommodation costs (see page CS 3) and lower level of service expenditure charged to the Housing Benefits section.

DIRECTOR OF FINANCE & TRANSFORMATION

3 LOCAL REVENUE & NNDR COLLECTION

Employees

Salaries	377,250	356,950	334,705 a)
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Supplies & Services

Equipment, Furniture & Materials - Purchases	500	500	325
Direct Debit / Bank Charges	3,000	3,000	2,622
Giro / Swipe Card Charges	13,000	5,000	4,380
Court Fees	17,000	12,350	11,518
Bailiffs Commission	2,000	1,500	465
Other Expenses	11,000	22,100	25,166
External Printing & Stationery	3,650	3,000	3,648
Reference Books & Publications	300	500	352
Tracing Services	8,000	8,000	4,571
Advertising	350	350	278
Postages	40,550	43,050	46,945 b)
Compensation Scheme	100	100	-

476,700

456,400

434,975

Less Income

Government Grants			
- Allowances for Cost of NNDR Collection	(165,850)	(165,850)	(162,575)
- Other	-	(12,000)	(19,199) c)
Summons Costs Recovered	(250,000)	(245,000)	(257,866) d)
Civil Penalty	(4,000)	(4,000)	(8,890)
Contributions from Other Bodies	-	(17,600)	(17,597)

(419,850)

(444,450)

(466,127)

Sub-total

56,850

11,950

(31,152)

Central, Departmental & Technical Support Services

Central Salaries & Administration	153,550	149,150	145,731
Information Technology Expenses	103,100	102,400	86,678 e)
Departmental Administrative Expenses	225,450	220,300	211,895 f)

538,950

483,800

413,152

TO SUMMARY

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

19.01

19.65

DIRECTOR OF FINANCE & TRANSFORMATION

LOCAL REVENUE & NNDR COLLECTION

- a)** Savings as a result of staff vacancies on the permanent establishment.
- b)** Increase due to new properties and extra recovery work undertaken.
- c)** Government grant received in respect of costs associated with Council Tax annexe discounts.
- d)** Summons costs raised in the year were higher than estimated.
- e)** Reflects management savings within IT services together with a reduction in attributable non-current asset depreciation (see page CS 9).
- f)** Partly attributable to reduced office accommodation costs (see page CS 3) and lower level of service expenditure charged to the Revenues section.

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
4 COUNCIL TAX SUPPORT			
Employees			
Salaries	199,950	220,700	223,496
Supplies & Services			
Equipment, Furniture & Materials - Purchases	2,000	5,400	6,232
Printing & Stationery	-	-	1,198
Postages	14,000	16,000	16,016
Subscriptions	250	-	-
Transfer Payments			
Benefits	(35,000)	(10,000)	(13,930)
	<hr/>	<hr/>	<hr/>
	181,200	232,100	233,012
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grants			
Administration			
- Dept. for Work and Pensions	(77,300)	(77,300)	(77,299)
- Dept. for Communities and Local Gov't	(114,250)	(114,250)	(114,221)
Administrative / Civil Penalty	(1,000)	(1,000)	(140)
Contributions from Other Bodies	(125,000)	(120,900)	(120,892)
	<hr/>	<hr/>	<hr/>
	(317,550)	(313,450)	(312,552)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(136,350)	(81,350)	(79,540)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	49,250	72,900	68,615
Information Technology Expenses	36,450	37,500	31,722
Departmental Administrative Expenses	149,700	120,900	115,008
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	99,050	149,950	135,805
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	10.27	10.44	

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
5 <u>TREASURY MANAGEMENT & BANKING ARRANGEMENTS</u>			
Employees			
Salaries	27,650	28,300	28,357
Supplies & Services			
Treasury Advisor & Dealing Fees	10,000	17,500	17,150
Credit / Debit Card Charges	32,000	37,100	33,210
Bank / Swipe Card Charges	32,200	30,150	28,950
Other Hired and Contracted Services	2,550	6,250	6,403
Transfers in Lieu of Interest	8,650	8,750	10,758
	<hr/>	<hr/>	<hr/>
	113,050	128,050	124,828
	<hr/>	<hr/>	<hr/>
Less Income			
Interest on:			
Cash Flow Investments	(52,000)	(52,000)	(69,357) a)
Core Cash Investments	(74,000)	(144,000)	(147,722)
Long Term Investments	-	(80,000)	(74,643)
Other Miscellaneous Interest	(1,400)	(1,250)	(1,193)
Credit Card Fee	(8,800)	(5,300)	(6,130)
	<hr/>	<hr/>	<hr/>
	(136,200)	(282,550)	(299,045)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(23,150)	(154,500)	(174,217)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,800	6,650	6,536
Information Technology Expenses	5,650	5,400	4,583
Departmental Administrative Expenses	13,650	13,250	13,381
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	2,950	(129,200)	(149,717)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.92	0.93	

a) Improvement in Money Market Fund returns following November Bank Rate increase.

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
6 <u>DRAINAGE BOARDS SPECIAL LEVIES</u>			
Payments to Drainage Boards	394,800	394,800	394,811
Central, Departmental & Technical Support Services			
Central Salaries & Administration	300	300	295
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	395,100	395,100	395,106
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.01	0.01	
7 <u>GENERAL ADVICE TO PARISH COUNCILS</u>			
Employees			
Salaries	42,550	38,750	38,598
Central, Departmental & Technical Support Services			
Central Salaries & Administration	26,100	25,350	25,524
Information Technology Expenses	-	-	5
Departmental Administrative Expenses	15,500	13,850	13,339
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	84,150	77,950	77,466
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.34	1.24	

DIRECTOR OF FINANCE & TRANSFORMATION

8 CONTRIBUTIONS TO PROVISIONS

Car Loan Insurance
General Bad Debts Provision

TO SUMMARY

9 ITEMS FUNDED FROM RESERVES

Aldermen / Freedom Ceremonies / Other

TO SUMMARY

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
	-	-	262
	5,000	5,000	5,110
	<hr/>	<hr/>	<hr/>
	5,000	5,000	5,372
	<hr/>	<hr/>	<hr/>
	-	-	312
	<hr/>	<hr/>	<hr/>
	-	-	312
	<hr/>	<hr/>	<hr/>

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

SUMMARY

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1. DEVELOPMENT MANAGEMENT	1,000,500	948,550	928,599
2. CONSERVATION	66,000	63,650	61,745
3. BUILDING CONTROL	58,800	62,150	59,242
4. PLANNING POLICY	539,450	522,600	515,778
5. HOUSING STRATEGY & ENABLING ROLE	282,050	248,450	231,190
6. HOMELESSNESS	243,950	54,300	50,655
7. HOUSING ADVICE	187,350	180,450	171,353
8. HOME SAFETY	3,200	3,000	2,977
9. PRIVATE SECTOR HOUSING RENEWAL	230,200	218,500	188,713
10. PRIVATE SECTOR HOUSING STANDARDS	77,550	73,250	70,419
11. HOME IMPROVEMENT AGENCY	8,750	8,050	7,911
12. PUBLIC HEALTH ACT 1984	4,100	4,000	5,394
13. ENVIRONMENTAL PROTECTION ACT - PART 1	30,100	29,850	28,177
14. ENVIRONMENTAL PROTECTION	296,400	310,100	318,676
15. FOOD & SAFETY	347,450	336,950	320,832
16. PUBLIC HEALTH	102,400	117,800	92,507
	3,478,250	3,181,650	3,054,168
Full Time Equivalent Number of Staff (including Support Service Staff)	85.00	87.10	

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

1. DEVELOPMENT MANAGEMENT

Employees

Salaries

1,026,450

1,006,800

983,814 a)

Supplies & Services

Microfilming & Storage Facilities

5,000

5,000

2,038

Professional Fees

7,600

10,000

20,060 b)

Application & Appeals

20,000

20,000

16,679

Advertising

9,000

10,000

10,983

1,068,050

1,051,800

1,033,574

Less Income

Fees & Charges

Planning Applications

(660,000)

(660,000)

(625,162) c)

Pre-Planning Advice

(55,000)

(61,000)

(68,480)

Viability Assessments

(6,700)

(9,100)

(20,085) b)

(721,700)

(730,100)

(713,727)

Sub-total

346,350

321,700

319,847

Central, Departmental & Technical Support Services

Central Salaries & Administration

128,050

123,800

138,946 d)

Information Technology Expenses

93,200

93,350

79,019 e)

Departmental Administrative Expenses

432,900

409,700

390,787 f)

TO SUMMARY

1,000,500

948,550

928,599

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

33.22

33.18

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

DEVELOPMENT MANAGEMENT

- a) Savings arising from vacant posts.
- b) Increased demand for viability assessments.
- c) Lower than anticipated demand. The volatility of the development environment has made it difficult to predict precisely the demand for development control services and associated income levels.
- d) Legal costs attributable to planning related cases was higher than anticipated (see page CS 7).
- e) Reflects management savings within IT services together with a reduction in attributable non-current asset depreciation (see page CS 9).
- f) Mainly attributable to reduced office accommodation costs (see page CS 3).

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

2. CONSERVATION

Employees
Salaries

ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
£	£	£
39,650	38,300	37,105

Supplies & Services
Archaeological Advice

7,800	7,800	7,802
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Sub-total

47,450	46,100	44,907
--------	--------	--------

Central, Departmental & Technical Support Services

Central Salaries & Administration
Information Technology Expenses
Departmental Administrative Expenses

1,450	1,450	1,426
100	50	59
17,000	16,050	15,353

TO SUMMARY

66,000	63,650	61,745
---------------	---------------	---------------

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

1.22	1.21	
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DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

3. BUILDING CONTROL

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Employees			
Salaries	253,800	227,500	208,995 a)
Supplies & Services			
Microfilming & Storage Facilities	4,000	4,000	4,004
Subscriptions	800	800	-
Other Expenses	250	250	-
Third Party Payments			
Building Control Partnership	10,000	46,000	85,053 b)
	<hr/>	<hr/>	<hr/>
	268,850	278,550	298,052
Less Income			
Fees & Charges			
Building Regulations	(355,000)	(355,000)	(371,374) c)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(86,150)	(76,450)	(73,322)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,100	11,850	11,840
Information Technology Expenses	26,800	26,750	22,660
Departmental Administrative Expenses	106,050	100,000	98,064
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	58,800	62,150	59,242
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	7.18	7.17	

- a) Savings arising from vacant posts.
- b) Use of agency staff by Building Control Partnership to cover vacancies and sickness, partly off-set by lower staffing costs.
- c) Higher than anticipated demand for services.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY

(a) PREPARATION OF LOCAL DEVELOPMENT FRAMEWORK

Employees

Salaries

176,900

173,450

166,866 a)

Local Development Framework Expenses

Other LDF Expenses

30,000

30,000

71,464 b)

Sub-total

206,900

203,450

238,330

Central, Departmental & Technical Support Services

Central Salaries & Administration

2,400

2,350

2,351

Information Technology Expenses

350

300

256

Departmental Administrative Expenses

61,900

56,400

53,852

271,550

262,500

294,789

Full Time Equivalent Number of Staff

(including Support Service Staff)

4.21

4.16

a) Savings arising from vacant posts.

b) Higher than anticipated expenditure due to the commissioning of various studies to gather evidence for the Local Plan. Expenditure funded in full from earmarked reserve.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY (continued)

(b) PLANNING POLICY

Employees

Salaries

142,050

139,200

133,137 a)

Supplies & Services

Transport Policy Consultancy

60,000

60,000

59,650

AONB Management

4,450

4,450

4,438

Local Wildlife Sites Register Update

3,000

3,150

3,180

209,500

206,800

200,405

Less Income

Government Grant

(5,000)

(5,000)

(35,485) b)

Sub-total

204,500

201,800

164,920

Central, Departmental & Technical Support Services

Central Salaries & Administration

10,900

10,550

10,821

Information Technology Expenses

2,400

2,400

2,026

Departmental Administrative Expenses

50,100

45,350

43,222

267,900

260,100

220,989

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

3.57

3.54

PLANNING POLICY

(a) PREPARATION OF LOCAL DEVELOPMENT FRAMEWORK

271,550

262,500

294,789

(b) PLANNING POLICY

267,900

260,100

220,989

TO SUMMARY

539,450

522,600

515,778

a) Savings arising from vacant posts.

b) Grant awarded by the Ministry for Housing, Communities and Local Government under the New Burdens Doctrine in respect of "Self and Custom Build Land Duty" and "Brownfield Land Registers and Permission in Principle". Transferred to an earmarked reserve for future use.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**5. HOUSING STRATEGY
& ENABLING ROLE**

(a) HOUSING STRATEGY

Employees

Salaries	52,300	49,300	46,097
----------	--------	--------	--------

Supplies & Services

Housing Modernisation	10,000	10,000	8,662
Publicity & Promotion	300	300	130
Energy Efficiency Initiatives	1,000	500	306
Support for External Agencies	4,000	10,500	10,438

<hr/>	<hr/>	<hr/>
67,600	70,600	65,633
<hr/>	<hr/>	<hr/>

Less Income

Government Grant	-	(23,650)	(23,656)
Fees & Charges - Energy Switch Referral Fees	-	(1,000)	(1,168)
Contribution from Other Bodies	-	(3,350)	(3,349)

<hr/>	<hr/>	<hr/>
-	(28,000)	(28,173)
<hr/>	<hr/>	<hr/>

Sub-total

67,600	42,600	37,460
--------	--------	--------

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	14,250	14,000	14,035
Information Technology Expenses	700	1,200	1,031
Departmental Administrative Expenses	19,650	17,500	16,928

<hr/>	<hr/>	<hr/>
102,200	75,300	69,454
<hr/>	<hr/>	<hr/>

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

1.65	1.63
------	------

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

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

(b) HOUSING REGISTER

Employees

Salaries

112,000

109,100

102,665 a)

Supplies & Services

Tracing Services

1,900

1,900

-

Third Party Payments

Choice Based Lettings

7,300

7,300

6,410

Sub-total

121,200

118,300

109,075

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

8,200

7,950

7,411

Information Technology Expenses

1,950

3,050

2,594

Departmental Administrative Expenses

48,500

43,850

42,656

179,850

173,150

161,736

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

3.73

3.74

HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

102,200

75,300

69,454

(b) HOUSING REGISTER

179,850

173,150

161,736

TO SUMMARY

282,050

248,450

231,190

a) Savings arising from vacant posts.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

6. HOMELESSNESS

Employees

Salaries

132,850

146,750

137,237 a)

Premises Related Expenses

Fixtures & Fittings

-

-

4,307

Transport Related Expenses

Public Transport

-

-

339

Supplies & Services

Professional Fees

-

-

1,020

Temporary Accommodation

365,000

400,000

424,333 b)

Storage of Furniture, Transport, etc.

250

3,000

394

Repossession Prevention Fund

2,000

2,000

4,267

Rent Deposits / Rent in Advance - Payments

33,550

10,000

22,811 c)

Contribution to Bad Debt Provision

10,000

10,000

24,366 d)

Third Party Payments

Medical Assessments

800

500

135

Carried Forward

544,450

572,250

619,209

- a) Savings arising from vacant posts.
- b) Increase demand for access to temporary accommodation, off-set by recharges.
- c) Increased demand for support from customers accessing private sector housing, off-set by recharges.
- d) Increased use of rent deposits and review of outstanding temporary accommodation debt.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

6. HOMELESSNESS (continued)

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	544,450	572,250	619,209
Less Income			
Government Grant	-	(212,250)	(221,437) e)
Repossession Prevention Fund - Recharges	-	-	(2,500)
Rent Deposits/Rent in Advance - Recharges	(33,550)	(10,000)	(22,811) c)
Customer & Client Receipts - Accommodation	(346,000)	(385,000)	(409,251) b)
Customer & Client Receipts - Service Charge	(19,000)	(15,000)	(12,462) b)
	<hr/>	<hr/>	<hr/>
	(398,550)	(622,250)	(668,461)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	145,900	(50,000)	(49,252)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	29,100	28,250	28,377
Information Technology Expenses	14,650	18,950	16,042
Departmental Administrative Expenses	54,300	57,100	55,488
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	243,950	54,300	50,655
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.62	5.35	

Memorandum

Cost of Homelessness function including net deficit on non-HRA rent rebates reflected in the Housing Benefits budget on page FT 3.

Total from above	243,950	54,300	50,655
Non HRA Rent Rebates	380,000	380,000	372,439
Non HRA Rent Rebate Subsidy	(211,000)	(116,000)	(171,062)
	<hr/>	<hr/>	<hr/>
Total including non-HRA rent rebates	412,950	318,300	252,032
	<hr/>	<hr/>	<hr/>

- e) Increase reflects grant awarded by the Ministry for Housing, Communities and Local Government under the New Burdens Doctrine in respect of "Overhauling Statutory Homelessness Data". Transferred to an earmarked reserve for future use.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

7. HOUSING ADVICE

Employees
Salaries

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration
Information Technology Expenses
Departmental Administrative Expenses

TO SUMMARY

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

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
	120,000	117,800	110,774 a)
	8,350	8,100	8,269
	5,400	6,250	5,289
	53,600	48,300	47,021
	187,350	180,450	171,353
	4.20	4.24	

a) Savings arising from vacant posts.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

8. HOME SAFETY

Employees
Salaries

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration
Information Technology Expenses
Departmental Administrative Expenses

TO SUMMARY

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

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
	2,000	1,900	1,891
	450	450	457
	-	-	5
	750	650	624
	<hr/>	<hr/>	<hr/>
	3,200	3,000	2,977
	<hr/>	<hr/>	<hr/>
	0.06	0.06	

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**9. PRIVATE SECTOR
HOUSING RENEWAL**

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Employees			
Salaries	134,650	127,550	126,682
Supplies & Services			
Professional Fees	300	500	230
Countywide DFG Project	43,000	86,000	76,556 a)
Capital Grants & Contributions (RECS)	830,000	755,000	733,365 b)
	<hr/>	<hr/>	<hr/>
	1,007,950	969,050	936,833
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant	(43,000)	(86,000)	(76,556) a)
Fees & Charges	(50)	(50)	(30)
Capital Grants Received (RECS)	(800,000)	(725,000)	(727,802) b)
	<hr/>	<hr/>	<hr/>
	(843,050)	(811,050)	(804,388)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	164,900	158,000	132,445
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,050	3,950	3,965
Information Technology Expenses	10,500	11,350	9,605
Departmental Administrative Expenses	50,750	45,200	42,698
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	230,200	218,500	188,713
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.63	3.45	

- a) Roll out of West Kent Hospital Discharge Scheme at Maidstone Hospital occurred later than anticipated. Balance of 2017/18 Better Care Funding allocated to the Countywide DFG Project to be rolled forward to 2018/19.
- b) Balance of grant received in 2017/18 is to be rolled forward to 2018/19. In addition, repayment of grants by householders was higher than anticipated (see page CP3).

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

10. PRIVATE SECTOR
HOUSING STANDARDS

Employees

Salaries

54,250

51,400

50,464

Less Income

Houses in Multiple Occupation /
Caravan Site Licences

(1,700)

(1,700)

(1,915)

Sub-total

52,550

49,700

48,549

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,350

1,300

1,310

Information Technology Expenses

4,150

4,800

4,057

Departmental Administrative Expenses

19,500

17,450

16,503

TO SUMMARY

77,550

73,250

70,419

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

1.39

1.34

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

11. HOME IMPROVEMENT AGENCY

Employees
Salaries

ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
5,950	5,700	5,673
550	350	347
6,500	6,050	6,020
-	-	19
2,250	2,000	1,872
8,750	8,050	7,911
0.15	0.14	

Supplies & Services
Miscellaneous Insurance

Sub-total

Central, Departmental & Technical Support Services

Information Technology Expenses
Departmental Administrative Expenses

TO SUMMARY

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

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

12. PUBLIC HEALTH ACT 1984

Employees
Salaries

ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
800	750	756
<hr/>		
Third Party Payments		
Funeral Expenses		
2,500	2,500	3,921
<hr/>		
<u>Sub-total</u>	3,250	4,677
<hr/>		
Central, Departmental & Technical Support Services		
Central Salaries & Administration		
450	450	457
Information Technology Expenses		
50	50	10
Departmental Administrative Expenses		
300	250	250
<hr/>		
<u>TO SUMMARY</u>	4,100	5,394
<hr/>		
Full Time Equivalent Number of Staff (including Support Service Staff)		
0.03	0.03	

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

13. ENVIRONMENTAL PROTECTION ACT - PART 1

Employees

Salaries

24,050

23,050

22,770

Less Income

Fees & Charges

(11,350)

(9,400)

(9,569)

Sub-total

12,700

13,650

13,201

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,150

1,150

1,148

Information Technology Expenses

6,350

5,850

4,965

Departmental Administrative Expenses

9,900

9,200

8,863

TO SUMMARY

30,100

29,850

28,177

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

0.74

0.75

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

30,100

29,850

28,177

Share of:

Democratic Administration

5,250

4,800

4,757

Corporate Management

2,250

2,150

2,107

Non Distributed Costs

6,650

6,350

6,384

Full Cost of LAPPC / LA-IPPC

44,250

43,150

41,425

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

14. ENVIRONMENTAL PROTECTION

Employees

Salaries	174,350	168,150	166,452
----------	---------	---------	---------

Supplies & Services

Purchases - Equipment & Materials	500	500	1,123
Maintenance - Calibration of Instruments	1,000	2,500	2,597
Miscellaneous Insurance	450	350	343
Emergency Arrangements	4,050	4,000	3,929

Third Party Payments

Water Sampling	1,000	750	603
General	750	1,250	2,214
Air Quality	11,750	11,750	7,066
Contaminated Land - Site Inspections	500	24,200	39,425 a)

<hr/>	<hr/>	<hr/>
194,350	213,450	223,752
<hr/>	<hr/>	<hr/>

Less Income

Fees & Charges			
Water Sampling	(1,750)	(750)	(577)
Provision of Information	(2,000)	(2,000)	(1,357)

<hr/>	<hr/>	<hr/>
(3,750)	(2,750)	(1,934)
<hr/>	<hr/>	<hr/>

Sub-total

190,600	210,700	221,818
---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	15,900	15,400	15,748
Information Technology Expenses	11,900	11,350	9,624
Departmental Administrative Expenses	76,150	70,800	68,345

Depreciation & Impairment

Non-Current Asset Depreciation	1,850	1,850	1,879
Non-Current Asset Impairment	-	-	1,262 b)

<hr/>	<hr/>	<hr/>	
<u>TO SUMMARY</u>	296,400	310,100	318,676
<hr/>	<hr/>	<hr/>	

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

5.20	5.34
------	------

a) Higher than anticipated expenditure on monitoring work at former Joco Pit. Expenditure funded in full from earmarked reserve.

b) Early replacement of gas analyser.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

15. FOOD & SAFETY

(a) GENERAL

Employees

Salaries

ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
£	£	£
102,050	99,500	97,219

Supplies & Services

Protective Clothing

150	150	20
-----	-----	----

Health General

600	1,000	66
-----	-------	----

Miscellaneous Insurance

1,450	950	972
-------	-----	-----

104,250	101,600	98,277
----------------	----------------	---------------

Less Income

Fees & Charges

Training Courses

-	-	(525)
---	---	-------

Sub-total

104,250	101,600	97,752
----------------	----------------	---------------

Central, Departmental & Technical Support Services

Central Salaries & Administration

8,850	8,600	8,799
-------	-------	-------

Information Technology Expenses

11,650	11,100	9,387
--------	--------	-------

Departmental Administrative Expenses

50,000	46,750	44,650
--------	--------	--------

174,750	168,050	160,588
----------------	----------------	----------------

Full Time Equivalent Number of Staff

(including Support Service Staff)

3.25	3.20	
------	------	--

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

15. FOOD & SAFETY (continued)

(b) FOOD SAFETY

Employees

Salaries

105,350

103,450

101,504

Supplies & Services

Health General

400

400

542

Other Expenses

1,300

1,000

188

Third Party Payments

Food Sampling

200

100

70

107,250

104,950

102,304

Less Income

Food Hygiene Rating Systems Re-inspections

-

-

(320)

Court Costs

(500)

-

-

Fees & Charges

Food Inspection

(1,150)

(1,150)

(1,850)

Training Courses

(3,500)

(1,500)

(2,678)

(5,150)

(2,650)

(4,848)

Sub-total

102,100

102,300

97,456

Central, Departmental & Technical Support Services

Central Salaries & Administration

7,300

7,050

7,187

Information Technology Expenses

11,850

11,300

9,562

Departmental Administrative Expenses

51,450

48,250

46,039

172,700

168,900

160,244

Full Time Equivalent Number of Staff

(including Support Service Staff)

3.30

3.26

FOOD & SAFETY

(a) GENERAL

174,750

168,050

160,588

(b) FOOD SAFETY

172,700

168,900

160,244

TO SUMMARY

347,450

336,950

320,832

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
16. <u>PUBLIC HEALTH</u>			
Employees			
Salaries	133,650	166,150	156,774 a)
Supplies & Services			
Healthy Living Initiatives	45,200	30,000	11,030 b)
	<hr/>	<hr/>	<hr/>
	178,850	196,150	167,804
	<hr/>	<hr/>	<hr/>
Less Income			
Contribution from Other Bodies	(16,500)	(24,300)	(16,650) c)
Public Health Funding	(121,650)	(127,700)	(127,697)
	<hr/>	<hr/>	<hr/>
	(138,150)	(152,000)	(144,347)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	40,700	44,150	23,457
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,700	1,650	1,694
Information Technology Expenses	600	450	357
Departmental Administrative Expenses	59,400	71,550	66,999
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	102,400	117,800	92,507
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.65	5.31	

- a) Savings arising from vacant posts.
- b) Increase use of Council staff to deliver initiatives.
- c) Counterweight service for Maidstone Borough Council ceased in September 2017.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

SUMMARY

	ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1. REFUSE COLLECTION	1,373,700	1,349,150	1,356,674
2. RECYCLING	1,360,950	1,319,650	1,316,257
3. STREET SCENE	1,460,850	1,457,050	1,445,361
4. PUBLIC CONVENIENCES	260,550	267,200	270,248
5. PEST CONTROL	24,750	24,100	22,750
6. TONBRIDGE & MALLING LEISURE TRUST	226,150	256,050	254,826
7. LARKFIELD LEISURE CENTRE	951,200	968,800	939,789
8. ANGEL CENTRE	308,800	351,900	380,993
9. TONBRIDGE SWIMMING POOL	667,550	754,950	752,998
10. POULT WOOD GOLF CENTRE	174,600	210,700	214,430
11. SPORTS GROUNDS	426,200	432,650	429,663
12. PLEASURE GROUNDS & OPEN SPACES	695,600	715,000	758,060
13. ALLOTMENTS	10,400	8,800	8,804
14. CHURCHYARDS	10,400	10,300	9,981
15. CEMETERY	72,650	77,050	78,669
16. YOUTH & PLAY DEVELOPMENT	77,150	74,500	72,628
17. SPORTS DEVELOPMENT	64,400	61,250	57,578
18. EVENTS DEVELOPMENT	73,500	63,100	56,318
19. LEISURE MARKETING / PROMOTION	177,400	171,550	142,341
20. PARKING SERVICES	(1,117,700)	(1,455,150)	(1,534,775)
21. TRANSPORTATION	89,800	111,500	98,681
22. SECURITY SERVICES MANAGEMENT (CCTV)	69,600	71,800	70,510
23. BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	56,650	84,900	66,285
24. CIVIL CONTINGENCIES	75,750	82,600	81,760
	7,590,900	7,469,400	7,350,829
Full Time Equivalent Number of Staff (Including Support Service Staff)	54.53	53.94	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

1. REFUSE COLLECTION

Employees

Salaries

112,000

112,000

114,150

Premises Related Expenses

Vale Rise Depot Recharge

30,400

45,050

30,337 a)

Supplies & Services

Purchases - Equipment & Materials

3,000

3,000

2,584

Professional Fees

10,000

-

-

Emergency Arrangements

850

850

832

Information Leaflets

2,000

2,000

-

Other Expenses

2,200

2,200

1,078

Third Party Payments

Refuse Collection Contract

1,190,550

1,163,500

1,186,824 b)

Commercial Waste Collection

-

-

180

1,351,000

1,328,600

1,335,985

Less Income

Fees & Charges

Bulky Waste Collection

(83,000)

(83,000)

(79,360)

Additional Collections

(600)

(600)

(628)

Commercial Waste Collection

-

-

(93)

Contributions from Other Bodies

(22,900)

(22,900)

(22,885)

(106,500)

(106,500)

(102,966)

Sub-total

1,244,500

1,222,100

1,233,019

Central, Departmental & Technical Support Services

Central Salaries & Administration

11,650

11,900

12,026

Information Technology Expenses

8,500

9,700

8,200

Departmental Administrative Expenses

58,000

54,400

52,802

Capital Programme Revenue Expenses

850

800

834

Depreciation & Impairment

Non-Current Asset Depreciation

50,200

50,250

49,793

TO SUMMARY

1,373,700

1,349,150

1,356,674

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

3.91

3.91

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

REFUSE COLLECTION

- a) Work to depot access was organised by the waste collection contractor (see page CEN 7).
- b) Higher than anticipated demand for ad hoc work.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING

Employees

Salaries

108,300

109,350

111,542

Premises Related Expenses

Recycling Centres - Servicing

17,000

17,000

11,100 a)

Rates

950

950

932

Transport Related Expenses

Vehicle Fuel and Maintenance

70,000

80,000

83,114 b)

Vehicle Contract Costs and Licences

69,200

61,500

65,549 b)

Supplies & Services

Publicity & Promotion

9,450

9,450

9,070

Emergency Arrangements

50

50

7

Contribution to Kent Resource Partnership

5,000

5,000

5,000

Other Expenses

1,300

1,300

4,602 c)

Third Party Payments

Recycling Collection Contract

483,700

496,000

496,245

Green Waste Collection Contract

907,100

881,200

873,000 d)

Plastic Recycling

90,450

90,450

87,405

Paper Recycling

5,150

5,650

5,787

School Initiatives

1,050

1,050

1,050

Carried Forward

1,768,700

1,758,950

1,754,403

- a) Reduction in repair works arising from health and safety inspections.
- b) Higher than anticipated cost to maintain vehicles and additional hire costs.
- c) Offset by underspend on Refuse Collection information leaflets and other expenses budgets.
- d) Reflects split of contract costs between Refuse Collection and Recycling budgets.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING (continued)

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	1,768,700	1,758,950	1,754,403
Less Income			
Glass Recycling	(12,600)	(5,000)	(7,523)
Can Recycling	(7,000)	(13,000)	(21,038) e)
Textile Recycling	(12,500)	(14,000)	(13,603)
Paper Recycling	(102,700)	(108,500)	(100,949) f)
Recycling Credits - Disposal	(347,000)	(347,000)	(340,488) g)
Contributions from Other Bodies	(62,700)	(85,100)	(86,464)
	<hr/>	<hr/>	<hr/>
	(544,500)	(572,600)	(570,065)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,224,200	1,186,350	1,184,338
Central, Departmental & Technical Support Services			
Central Salaries & Administration	9,400	9,700	9,858
Information Technology Expenses	7,750	7,250	6,126
Departmental Administrative Expenses	55,300	52,150	50,636
Capital Programme Revenue Expenses	1,850	1,850	1,860
Depreciation & Impairment			
Non-Current Asset Depreciation	62,450	62,350	63,439
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,360,950	1,319,650	1,316,257
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.71	3.70	

e) Increase in price for cans.

f) Decrease in price for paper and ongoing reduction in tonnages collected.

g) Lower than anticipated overall tonnages.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

3. STREET SCENE

Employees

Salaries

115,750

115,900

117,700

Supplies & Services

Purchases - Equipment & Materials

10,000

10,000

13,466

Abatement Initiatives (Self Help)

15,000

15,000

16,506

Responsible Dog Ownership

34,550

34,550

32,403

Graffiti Removal

4,000

4,000

447

Dog Warden

62,750

62,750

56,710 a)

Emergency Arrangements

550

550

565

Third Party Payments

Amenity & Street Cleansing Contract

1,234,650

1,234,000

1,236,901

1,477,250

1,476,750

1,474,698

Less Income

Fees & Charges

Amenity Cleansing for Circle Homes

(71,650)

(65,000)

(65,389)

Court Costs

-

(50)

(55)

Stray Dogs Redemption Fees

(10,700)

(8,500)

(6,275)

Fixed Penalty Notices

(5,000)

(12,000)

(16,815) b)

Clearance Costs and Contributions from
Other Bodies

(7,000)

(9,000)

(12,581) c)

(94,350)

(94,550)

(101,115)

Sub-total

1,382,900

1,382,200

1,373,583

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

15,850

15,900

15,571

Information Technology Expenses

8,900

8,350

7,048

Departmental Administrative Expenses

53,200

50,600

49,159

TO SUMMARY

1,460,850

1,457,050

1,445,361

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

3.85

3.87

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

STREET SCENE

- a) Reduction in kennelling costs.
- b) Increased use of fixed penalty notices for fly-tipping.
- c) Increase in recharges for fly-tip clearances.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
4. <u>PUBLIC CONVENIENCES</u>			
Employees			
Salaries	16,650	16,950	17,393
Premises Related Expenses			
Building Repairs Expenditure	35,000	38,750	37,012
Electricity	11,000	12,000	12,035
Rates	17,650	17,650	17,638
Water Charges (Metered)	10,000	12,500	15,277 a)
Sewerage & Environmental Services	12,500	12,500	14,741 a)
Premises Insurance	3,250	2,800	2,812
Supplies & Services			
Professional Fees	-	-	2,000 b)
Third Party Payments			
Public Convenience Cleansing Contract	63,200	63,200	60,853
	<hr/>	<hr/>	<hr/>
	169,250	176,350	179,761
Less Income			
Fees & Charges			
Radar Keys	(200)	(200)	(95)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	169,050	176,150	179,666
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,500	5,400	5,210
Information Technology Expenses	450	500	429
Departmental Administrative Expenses	8,550	8,150	7,959
Depreciation & Impairment			
Non-Current Asset Depreciation	77,000	77,000	76,984
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	260,550	267,200	270,248
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.63	0.64	

a) Increased due to leak at Borough Green public conveniences.

b) Consultancy fees for review of public conveniences pending scrutiny review.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

5. PEST CONTROL

Employees
Salaries

ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
£	£	£
7,150	7,050	7,092

Supplies & Services

Emergency Arrangements

500	500	498
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Financial Hardship Subsidy

2,000	2,000	1,926
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Sub-total

9,650	9,550	9,516
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Central, Departmental & Technical Support Services

Central Salaries & Administration

3,550	3,500	3,470
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Information Technology Expenses

7,750	7,450	6,282
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Departmental Administrative Expenses

3,800	3,600	3,482
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TO SUMMARY

24,750	24,100	22,750
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Full Time Equivalent Number of Staff
(including Support Service Staff)

0.41	0.41	
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
6. <u>TONBRIDGE & MALLING LEISURE TRUST</u>			
Employees			
Salaries	44,250	42,650	42,710
Third Party Payments			
Service Fee	150,850	149,950	149,934
Employers' Superannuation Costs	-	28,000	28,257
General	-	8,000	7,912
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	195,100	228,600	228,813
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,650	8,450	8,412
Information Technology Expenses	50	50	30
Departmental Administrative Expenses	22,350	18,950	17,571
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	226,150	256,050	254,826
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.45	1.26	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

7. LARKFIELD LEISURE CENTRE

Employees

Salaries

1,350

1,250

1,231

Premises Related Expenses

Building Repairs Expenditure

115,100

132,700

140,228 a)

Premises Insurance

25,050

22,250

22,244

Supplies & Services

Purchases - Equipment & Materials

-

-

119

Sub-total

141,500

156,200

163,822

Central, Departmental & Technical Support Services

Central Salaries & Administration

15,500

15,150

14,520

Information Technology Expenses

150

150

127

Departmental Administrative Expenses

500

450

427

Capital Programme Revenue Expenses

3,550

19,550

18,279

Depreciation & Impairment

Non-Current Asset Depreciation

790,000

777,300

741,312 b)

Non-Current Asset Impairment

-

-

1,302

TO SUMMARY

951,200

968,800

939,789

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.33

0.56

- a) Cost of servicing air handling system higher than anticipated.
- b) Fitness equipment replacement delayed to June 2018 to coincide with completion of building alteration works (see page CP9).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

8. ANGEL CENTRE

Employees

Salaries

ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
£	£	£
2,650	2,550	2,434

Premises Related Expenses

Building Repairs Expenditure

54,350	64,000	77,853 a)
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Premises Insurance

12,250	11,150	11,147
--------	--------	--------

Supplies & Services

Capital Grants & Contributions (RECS)

-	-	1,186
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Sub-total

69,250	77,700	92,620
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Central, Departmental & Technical Support Services

Central Salaries & Administration

8,250	6,350	6,011
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Information Technology Expenses

150	150	131
-----	-----	-----

Departmental Administrative Expenses

800	700	703
-----	-----	-----

Capital Programme Revenue Expenses

350	2,400	2,329
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Depreciation & Impairment

Non-Current Asset Depreciation

230,000	264,600	279,143 b)
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Non-Current Asset Impairment

-	-	56
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TO SUMMARY

308,800	351,900	380,993
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Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.22	0.23	
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a) Cost of changing room works higher than anticipated.

b) Reflects gross costs of fitness equipment replacement. Budget provision includes a buy back allowance which is dealt with elsewhere.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

9. TONBRIDGE SWIMMING POOL

Employees

Salaries

2,650

2,550

2,434

Premises Related Expenses

Building Repairs Expenditure

199,700

223,300

223,790

Premises Insurance

19,500

17,300

17,288

Sub-total

221,850

243,150

243,512

Central, Departmental & Technical Support Services

Central Salaries & Administration

12,000

11,750

11,013

Information Technology Expenses

150

150

124

Departmental Administrative Expenses

800

700

703

Capital Programme Revenue Expenses

350

300

315

Depreciation & Impairment

Non-Current Asset Depreciation

432,400

498,900

497,331

TO SUMMARY

667,550

754,950

752,998

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.28

0.27

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
10. <u>POULT WOOD GOLF CENTRE</u>			
Employees			
Salaries	2,650	1,550	1,500
Premises Related Expenses			
Building Repairs Expenditure	41,450	53,450	63,696 a)
Premises Insurance	4,950	4,350	4,346
Transport Related Expenses			
Transport Insurance	5,300	2,850	2,843
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	54,350	62,200	72,385
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,950	7,750	7,242
Information Technology Expenses	100	50	63
Departmental Administrative Expenses	1,150	650	611
Capital Programme Revenue Expenses	700	650	629
Depreciation & Impairment			
Non-Current Asset Depreciation	110,350	139,400	133,500 b)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	174,600	210,700	214,430
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.21	0.18	

a) Cost of servicing plant and equipment higher than anticipated.

b) Delay in replacing some maintenance equipment and clubhouse furnishings and equipment.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. SPORTS GROUNDS

Employees

	ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
Salaries	38,000	37,800	37,405
Premises Related Expenses			
Building Repairs Expenditure	24,350	18,350	16,367
Maintenance of Grounds	20,650	20,650	22,255
Rates	500	500	513
Water Charges (Metered)	-	-	1,000
Premises Insurance	2,300	2,050	2,032
Transport Related Expenses			
Repairs & Maintenance	350	350	342
Licences	150	150	122
Petrol / Oil	750	650	409
Car Allowances	250	400	337
Transport Insurance	800	600	627
Supplies & Services			
Purchases - Equipment & Materials	7,500	10,350	9,629
Clothing, Uniform & Laundry	150	150	13
Stationery	50	50	66
Gates / Security	2,000	2,000	1,748
Honoraria	1,100	1,100	1,100
Postages	50	50	31
Telephones	150	150	134
Capital Grants & Contributions (RECS)	-	11,000	3,975 a)
Licences	100	100	70
Third Party Payments			
Ground Maintenance Contract	223,300	229,650	229,929
<u>Carried Forward</u>	322,500	336,100	328,104

a) Flood lighting element of scheme to be progressed in 2018/19.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
11. <u>SPORTS GROUNDS (continued)</u>			
<u>Brought Forward</u>	322,500	336,100	328,104
Less Income			
Rents			
Rents	(14,200)	(14,200)	(14,187)
Mobile Catering Concession	(6,100)	(6,200)	(6,211)
Contributions from Other Bodies	(6,000)	(6,500)	(10,100) b)
Capital Grants Received (RECS)	-	(11,000)	- a)
	<hr/>	<hr/>	<hr/>
	(26,300)	(37,900)	(30,498)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	296,200	298,200	297,606
Central, Departmental & Technical Support Services			
Central Salaries & Administration	11,700	11,500	11,262
Information Technology Expenses	750	650	592
Departmental Administrative Expenses	16,650	16,300	15,180
Capital Programme Revenue Expenses	2,950	8,500	8,302
Depreciation & Impairment			
Non-Current Asset Depreciation	97,950	97,500	96,721
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	426,200	432,650	429,663
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.49	1.62	

b) Additional contributions towards children's slide and basketball back net.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
12. <u>PLEASURE GROUNDS & OPEN SPACES</u>			
(a) <u>TONBRIDGE CASTLE GROUNDS</u>			
Employees			
Salaries	16,450	16,200	15,934
Premises Related Expenses			
Maintenance of Grounds	4,500	4,500	5,347
Electricity	700	700	554
Rates	1,200	1,200	1,188
Premises Insurance	50	50	37
Supplies & Services			
Purchases - Equipment & Materials	10,000	10,000	10,438
Licences	300	300	295
Third Party Payments			
Ground Maintenance Contract	79,600	80,050	80,010
Tonbridge Hanging Baskets	5,000	5,000	4,508
	<hr/>	<hr/>	<hr/>
	117,800	118,000	118,311
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges - Mooring Fees	(150)	(150)	(467)
Rents			
Land	(100)	-	-
Rights over Water	(1,600)	(1,600)	(1,600)
Mobile Catering Concession	(5,000)	(1,500)	(1,500)
	<hr/>	<hr/>	<hr/>
	(6,850)	(3,250)	(3,567)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	110,950	114,750	114,744
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,400	2,350	2,338
Information Technology Expenses	500	250	221
Departmental Administrative Expenses	6,700	6,500	6,108
Depreciation & Impairment			
Non-Current Asset Depreciation	12,300	8,950	8,953
	<hr/>	<hr/>	<hr/>
	132,850	132,800	132,364
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.57	0.55	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

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

(b) HAYSDEN COUNTRY PARK

Employees

Salaries	37,500	37,000	36,638
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Premises Related Expenses

Building Repairs Expenditure	8,100	2,400	4,334
Maintenance of Grounds	8,850	8,850	21,271 a)
Maintenance of Play Equipment	6,900	6,900	6,648
Electricity	850	1,250	748
Water Charges (Metered)	50	50	55
Sewerage & Environmental Services	700	900	955
Cleaning & Domestic Supplies	5,550	5,550	5,567
Premises Insurance	150	100	112

Supplies & Services

Purchases - Equipment & Materials	2,850	2,850	2,704
Maintenance - General	-	500	546
Clothing, Uniforms & Laundry	50	50	-
Security Services	2,400	1,000	1,045
Trade Refuse Charges	600	600	608
Dog Bin Emptying	600	600	607
Gates / Security	8,300	8,400	8,600
Rodent Control	450	450	420
Litter Collection	5,700	5,700	5,213
Advertising	700	700	809

Third Party Payments

Ground Maintenance Contract	17,900	18,050	18,058
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Carried Forward

108,200	101,900	114,938
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- a) Overspend largely due to works to increase car parking space and path works, off-set by anticipated increase in car parking income and funding from the Tesco "Bags of Help" scheme.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
12. PLEASURE GROUNDS & OPEN SPACES (continued)			
(b) HAYSDEN COUNTRY PARK (continued)			
<u>Brought Forward</u>	108,200	101,900	114,938
Less Income			
Fees & Charges			
Car Parking Fees	(32,000)	(40,000)	(43,385)
Car Park Season Tickets	(2,900)	(3,100)	(3,955)
Educational Visits	(500)	(250)	(83)
Rents			
Rights over Water	(5,200)	(5,200)	(5,457)
Mobile Catering Concession	(7,100)	(7,250)	(7,228)
Partnership Funding	-	-	(2,000) b)
	<hr/>	<hr/>	<hr/>
	(47,700)	(55,800)	(62,108)
	<hr/>	<hr/>	<hr/>
Sub-total	60,500	46,100	52,830
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,400	2,350	2,338
Information Technology Expenses	1,900	1,700	1,457
Departmental Administrative Expenses	16,300	16,050	14,997
Capital Programme Revenue Expenses	-	2,150	2,085
Depreciation & Impairment			
Non-Current Asset Depreciation	27,550	27,650	27,324
	<hr/>	<hr/>	<hr/>
	108,650	96,000	101,031
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.31	1.35	

b) Funding from the Tesco "Bags of Help" scheme for path works.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. PLEASURE GROUNDS & OPEN SPACES
(continued)

(c) OPEN SPACES
& AMENITY AREAS BOROUGH - WIDE

Employees

Salaries	53,750	53,300	52,838
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Premises Related Expenses

Building Repairs Expenditure	1,000	1,000	480
Maintenance of Grounds	27,400	33,400	35,318
Maintenance of Play Equipment	6,000	18,000	18,020
Electricity	1,700	2,800	3,099
Premises Insurance	2,400	1,800	1,883

Supplies & Services

Purchases - Equipment & Materials	800	2,850	3,599
Dog Bin Emptying	350	350	323
Rodent Control	150	150	240
Miscellaneous Insurance	300	150	94
Telephones	50	50	133

Third Party Payments

Ground Maintenance Contract	118,850	119,450	121,994
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Carried Forward

212,750	233,300	238,021
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
12. PLEASURE GROUNDS & OPEN SPACES (continued)			
(c) OPEN SPACES & AMENITY AREAS BOROUGH - WIDE (continued)			
<u>Brought Forward</u>	212,750	233,300	238,021
Less Income			
Interest Receipts	(3,250)	(3,250)	(3,243)
Rents			
Land	(17,150)	(17,650)	(16,743)
Wayleave Agreement	(1,250)	(1,250)	(1,248)
Contributions from Other Bodies	-	(1,300)	(1,304)
	<hr/>	<hr/>	<hr/>
	(21,650)	(23,450)	(22,538)
	<hr/>	<hr/>	<hr/>
Sub-total	191,100	209,850	215,483
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,600	5,450	5,227
Information Technology Expenses	1,250	850	723
Departmental Administrative Expenses	23,700	23,350	21,801
Capital Programme Revenue Expenses	7,000	5,450	5,313
Depreciation & Impairment			
Non-Current Asset Depreciation	37,650	37,550	37,548
	<hr/>	<hr/>	<hr/>
	266,300	282,500	286,095
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.03	2.00	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

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

(d) PATROLLING

Employees

Salaries	5,000	5,000	4,981
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Transport Related Expenses

Repairs & Maintenance	400	400	343
Licences	100	100	121
Petrol / Oil	750	600	409
Transport Insurance	850	650	627

Supplies & Services

Clothing, Uniform & Laundry	150	150	14
Gates / Security	2,000	2,000	1,747
Telephones	100	100	114

Sub-total

9,350	9,000	8,356
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	1,100	1,100	1,097
Information Technology Expenses	150	100	68
Departmental Administrative Expenses	2,150	2,100	1,981

12,750	12,300	11,502
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**Full Time Equivalent Number of Staff
(Including Support Service Staff)**

0.18	0.18	
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

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

**(e) COUNTRYSIDE / WOODLAND
MANAGEMENT**

Employees

Salaries

14,350

14,250

14,153

Premises Related Expenses

Maintenance of Grounds

10,200

12,500

11,704

Tree Planting Schemes

2,300

2,300

2,539

Supplies & Services

Purchases - Equipment & Materials

300

300

245

Health & Safety - Trees

13,000

20,000

39,676 a)

Miscellaneous Insurance

50

50

16

Third Party Payments

Medway Valley Countryside Partnership

9,000

9,000

9,000

Sub-total

49,200

58,400

77,333

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

5,650

5,550

5,569

Information Technology Expenses

400

550

477

Departmental Administrative Expenses

6,150

6,000

5,618

61,400

70,500

88,997

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

0.56

0.56

a) Increase in urgent health and safety work works identified in tree survey.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

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

(f) LEYBOURNE LAKES COUNTRY PARK

Employees

Salaries	66,800	59,800	59,171
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Premises Related Expenses

Building Repairs Expenditure	6,950	8,950	810 a)
Maintenance of Grounds	12,050	19,550	23,507 b)
Electricity	2,400	2,400	3,625
Rates	50	50	22
Water Charges (Metered)	600	1,500	1,830
Sewerage & Environmental Services	600	600	1,322
Cleaning & Domestic Supplies	5,750	5,300	5,393
Premises Insurance	450	400	383

Transport Related Expenses

Repairs & Maintenance	250	250	288
Transport Insurance	300	150	144

Supplies & Services

Purchases - Equipment & Materials	850	850	813
Maintenance - General	-	500	506
Clothing, Uniforms & Laundry	500	500	480
Printing & Stationery	700	700	761
Professional Fees	-	14,650	18,369 c)
Security Services	1,600	1,200	1,512
Trade Refuse Charges	1,600	1,700	1,616
Dog Bin Emptying	450	500	476
Gates / Security	7,750	8,350	8,456
Pest Control	250	250	210
Wildlife Monitoring	400	400	400
Hall Hire for User Group	100	100	40
Car Park Management Charges	1,000	-	-
Telephones	700	700	792

<hr/>	112,100	129,350	130,926
<hr/>			

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PLEASURE GROUNDS & OPEN SPACES - LEYBOURNE LAKES COUNTRY PARK

- a) External decoration slipped to 2018/19.
- b) Overspend reflects unbudgeted replacement of equipment.
- c) Costs of preparing options appraisal and recommendations for proposed new building facility higher than originally anticipated. Expenditure funded in full from earmarked reserve.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

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

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

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	112,100	129,350	130,926
Less Income			
Car Parking Fees	(21,500)	(27,500)	(27,138)
Car Park Season Tickets	(550)	(550)	(508)
Educational Visits	(250)	(250)	(165)
Interest Receipts	(2,600)	(3,100)	(3,484)
Rents			
Land	(350)	(350)	(350)
Mobile Catering Concession	(4,550)	(5,000)	(5,000)
Wayleaves	-	(9,700)	-
Windsurfing / Diving Concession	(8,350)	(2,500)	(2,500)
Fishing Concession	(19,100)	(19,200)	(19,715)
Contributions from Other Bodies	(8,000)	(6,000)	(6,000)
Partnership Funding	-	(7,500)	(4,252)
	<hr/>	<hr/>	<hr/>
	(65,250)	(81,650)	(69,112)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	46,850	47,700	61,814
Central, Departmental & Technical Support Services			
Central Salaries & Administration	3,400	3,350	3,324
Information Technology Expenses	1,650	1,600	1,355
Departmental Administrative Expenses	31,100	31,650	29,530
Capital Programme Revenue Expenses	2,600	4,450	4,366
Depreciation & Impairment			
Non-Current Asset Depreciation	28,050	29,700	31,313
Non-Current Asset Impairment	-	2,450	6,369
	<hr/>	<hr/>	<hr/>
	113,650	120,900	138,071
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	2.76	2.81	

PLEASURE GROUNDS & OPEN SPACES

(a) TONBRIDGE CASTLE GROUNDS	132,850	132,800	132,364
(b) HAYSDEN COUNTRY PARK	108,650	96,000	101,031
(c) OPEN SPACES & AMENITY AREAS	266,300	282,500	286,095
(d) PATROLLING	12,750	12,300	11,502
(e) COUNTRYSIDE / WOODLAND MANAGE'T	61,400	70,500	88,997
(f) LEYBOURNE LAKES COUNTRY PARK	113,650	120,900	138,071
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	695,600	715,000	758,060
	<hr/>	<hr/>	<hr/>

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

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

- d) Income from South East Water now expected to be received in 2018/19.
- e) "Old Chalk New Downs" project partly slipped to 2018/19.
- f) Early replacement of children's play area safety surface and car park ticket machines.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

13. ALLOTMENTS

Employees

Salaries

ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
£	£	£
300	300	300

Premises Related Expenses

Rates

-	-	13
---	---	----

Premises Insurance

100	50	69
-----	----	----

Third Party Payments

Management Fee to T.A.G.A.

5,100	5,100	5,100
-------	-------	-------

<hr/>	<hr/>	<hr/>
5,500	5,450	5,482

Less Income

Rents

(50)	-	39
------	---	----

Sub-total

<hr/>	<hr/>	<hr/>
5,450	5,450	5,521

Central, Departmental & Technical Support Services

Central Salaries & Administration

400	400	380
-----	-----	-----

Information Technology Expenses

50	50	19
----	----	----

Departmental Administrative Expenses

100	100	111
-----	-----	-----

Capital Programme Revenue Expenses

2,000	150	126
-------	-----	-----

Depreciation & Impairment

Non-Current Asset Depreciation

2,400	2,650	2,647
-------	-------	-------

TO SUMMARY

<hr/>	<hr/>	<hr/>
10,400	8,800	8,804

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.07	0.02	
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
14. <u>CHURCHYARDS</u>			
Employees			
Salaries	2,250	2,200	2,181
Premises Related Expenses			
Maintenance of Grounds	2,150	2,150	1,999
Third Party Payments			
Ground Maintenance Contract	4,050	4,050	3,995
	<hr/>	<hr/>	<hr/>
	8,450	8,400	8,175
Less Income			
Contributions from Other Bodies	-	-	(12)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	8,450	8,400	8,163
Central, Departmental & Technical Support Services			
Central Salaries & Administration	950	900	909
Information Technology Expenses	150	150	130
Departmental Administrative Expenses	850	850	779
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	10,400	10,300	9,981
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.08	0.08	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

15. CEMETERY

Employees

Salaries

ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
£	£	£
24,050	23,850	23,676
Premises Related Expenses		
Building Repairs Expenditure	4,000	7,700
Maintenance of Grounds	5,600	5,600
Electricity	900	1,200
Rates	6,100	6,100
Water Charges (Metered)	100	100
Sewerage & Environmental Services	100	100
Premises Insurance	750	650
Supplies & Services		
Purchases - Equipment & Materials	1,950	1,950
Laundry	50	50
Telephones	100	100
Third Party Payments		
Ground Maintenance Contract	62,850	62,850
<u>Carried Forward</u>	106,550	110,250
		101,549

Premises Related Expenses

Building Repairs Expenditure

Maintenance of Grounds

Electricity

Rates

Water Charges (Metered)

Sewerage & Environmental Services

Premises Insurance

Supplies & Services

Purchases - Equipment & Materials

Laundry

Telephones

Third Party Payments

Ground Maintenance Contract

Carried Forward

a) Chapel ceiling repair slipped to 2018/19.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
15. <u>CEMETERY (continued)</u>			
<u>Brought Forward</u>	106,550	110,250	101,549
Less Income			
Fees & Charges			
Graves - Exclusive Right of Burial	(23,500)	(18,500)	(13,519)
Interments	(30,800)	(26,500)	(21,737)
Memorials - Erection	(2,100)	(4,000)	(3,956)
Memorials - Inscription	(2,100)	(4,000)	(4,001)
Register Search	(1,000)	(1,000)	(998)
Memorial Garden - Lease of Tablet / Vault	(8,200)	(14,500)	(11,698)
Memorial Garden - Plaque / Inscription	(1,000)	(1,500)	(2,167)
Use of Chapel	(3,100)	(2,400)	(2,412)
	<hr/>	<hr/>	<hr/>
	(71,800)	(72,400)	(60,488) b)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	34,750	37,850	41,061
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,350	6,200	5,846
Information Technology Expenses	1,200	1,100	912
Departmental Administrative Expenses	10,100	9,900	9,245
Capital Programme Revenue Expenses	-	1,750	1,732
Depreciation & Impairment			
Non-Current Asset Depreciation	20,250	20,250	19,873
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	72,650	77,050	78,669
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.87	0.91	

b) Lower than anticipated demand for services.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
16. <u>YOUTH & PLAY DEVELOPMENT</u>			
Employees			
Salaries	27,300	27,750	27,768
Supplies & Services			
Printing & Stationery	6,000	-	-
Partnership Fees / Leisure Pass Subsidy	11,000	11,000	11,223
Playscheme Plus	1,000	1,000	400
Marketing	-	6,000	5,940
Youth Forum	-	4,000	4,098
Youth Development Initiatives	9,000	5,000	5,804
	<hr/>	<hr/>	<hr/>
	54,300	54,750	55,233
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Playscheme Registration Fees	-	-	(89)
Activate	-	-	(130)
Contributions from Other Bodies	-	-	(645)
	<hr/>	<hr/>	<hr/>
	-	-	(864)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	54,300	54,750	54,369
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,750	4,650	4,598
Information Technology Expenses	3,350	2,650	2,235
Departmental Administrative Expenses	14,750	12,450	11,426
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	77,150	74,500	72,628
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.98	0.86	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

17. SPORTS DEVELOPMENT

Employees

Salaries

37,400

37,550

37,606

Supplies & Services

Sports Development Programme

5,000

15,500

15,330

42,400

53,050

52,936

Less Income

Fees & Charges

-

-

(200)

Contributions from Other Bodies

(500)

(11,000)

(12,840)

(500)

(11,000)

(13,040)

Sub-total

41,900

42,050

39,896

Central, Departmental & Technical Support Services

Central Salaries & Administration

1,400

1,400

1,386

Information Technology Expenses

500

550

471

Departmental Administrative Expenses

20,600

17,250

15,825

64,400

61,250

57,578

TO SUMMARY

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

1.21

1.05

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
18. <u>EVENTS DEVELOPMENT</u>			
Employees			
Salaries	29,000	28,250	28,304
Supplies & Services			
Arts Support	5,000	10,200	327 a)
Events Support	12,000	12,000	16,597 a)
Arts for Special Needs Groups	2,000	-	-
Publicity & Promotion	2,000	2,000	1,995
Subscriptions	2,200	-	-
Licences	2,600	2,600	2,994
Youth Art Initiatives	1,000	-	-
	<hr/>	<hr/>	<hr/>
	55,800	55,050	50,217
Less Income			
Events Income	-	(7,000)	(7,936)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	55,800	48,050	42,281
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,600	2,550	2,535
Information Technology Expenses	450	350	301
Departmental Administrative Expenses	14,650	12,150	11,201
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	73,500	63,100	56,318
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.90	0.78	

a) Increased support for events, off-set by reduced expenditure on arts.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

19. LEISURE MARKETING / PROMOTION

Employees

Salaries

79,200

77,900

77,876

Supplies & Services

Poster Sites

-

1,600

1,487

Maintenance - General

500

-

-

Marketing

-

13,500

5,147 a)

Market Research / Audit Programme

3,500

3,500

-

District Advertising

3,250

-

-

Telephones

50

-

-

Subscriptions

3,650

-

-

Other Expenses

650

-

-

Leisure Publications

6,000

-

-

Leisure Exhibitions

1,000

-

-

Tourism & Promotion of Facilities

17,150

11,150

6,070 a)

Capital Grants & Contributions (RECS)

8,000

10,000

1,000 b)

122,950

117,650

91,580

Less Income

Box Office

(5,000)

-

-

Sub-total

117,950

117,650

91,580

Central, Departmental & Technical Support Services

Central Salaries & Administration

28,000

25,300

23,993

Information Technology Expenses

300

300

267

Departmental Administrative Expenses

30,800

27,950

26,152

Depreciation & Impairment

Non-Current Asset Depreciation

350

350

349

TO SUMMARY

177,400

171,550

142,341

Full Time Equivalent Number of Staff

(Including Support Service Staff)

2.52

2.37

Analysis of Salaries:-

Tourism & Promotion

£

£

£

18,100

18,450

18,449

Leisure Planning / Policy

33,250

31,400

31,433

Market Research

1,500

1,500

1,501

Liaison with Outside Bodies

26,350

26,550

26,493

79,200

77,900

77,876

a) Lower than anticipated spend on marketing/promotion.

b) Lower than anticipated spend on the Community Group Funding Capital Plan Scheme (see page CP6).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. PARKING SERVICES

(a) OFF-STREET

Employees

Salaries

172,750

163,550

152,468 a)

Premises Related Expenses

Maintenance of Grounds

52,900

52,900

51,736

Repairs & Maintenance

30,000

30,000

28,068

Winter Maintenance

5,000

5,000

8,661 b)

Electricity

10,000

10,000

6,026 c)

Rates

238,350

238,550

238,543

Premises Insurance

1,850

1,750

1,738

Transport Related Expenses

Repairs & Maintenance

1,200

1,200

1,143

Licences

450

450

635

Petrol / Oil

1,000

2,500

2,688

Transport Insurance

2,650

1,850

1,872

Supplies & Services

Purchases - Equipment & Materials

1,000

1,000

1,218

Mobile Communications

700

-

-

Maintenance - General

30,000

16,000

13,496

Uniforms

1,000

1,000

1,330

Stationery

500

3,500

5,625

Professional Fees

-

1,750

1,725

Cash Collection

46,650

46,500

48,799

Payment to Principals / Ticket Refunds

570,000

363,000

335,298 d)

Advertising

1,000

1,000

444

Miscellaneous Insurance

500

500

509

Adjudication & Enforcement Services

5,500

6,800

5,115

Mobile Telephones

1,800

1,100

1,155

Emergency Arrangements

150

150

123

Security Services Mgt. Recharge (CCTV)

188,100

194,100

190,640

Carried Forward

1,363,050

1,144,150

1,099,055

- a) Savings arising from vacant Civil Enforcement Officer posts.
- b) Increase reflects periods of snow during February/March.
- c) Reduced costs following change in supplier.
- d) Growth in home delivery of groceries has resulted in reduction in usage of car parks by shoppers.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
20. PARKING SERVICES (continued)			
(a) OFF-STREET (continued)			
<u>Brought Forward</u>	1,363,050	1,144,150	1,099,055
Less Income			
Fees & Charges			
Car Park Season Tickets	(200,000)	(220,000)	(232,157) e)
Short Stay Parking	(1,850,000)	(1,850,000)	(1,791,270) f)
Long Stay Parking	(647,000)	(647,000)	(636,630) f)
Penalty Charge Notices	(70,000)	(100,000)	(104,351) g)
General	(4,550)	(4,550)	(4,780)
Management of Angel / Botany Car Parks	(96,950)	(96,200)	(96,216)
Rent - Snodland Town Market / Sunday Farmers' Market	(8,050)	(8,100)	(7,982)
	<hr/>	<hr/>	<hr/>
	(2,876,550)	(2,925,850)	(2,873,386)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(1,513,500)	(1,781,700)	(1,774,331)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	24,300	23,700	23,504
Information Technology Expenses	39,600	37,500	31,750 h)
Departmental Administrative Expenses	64,400	56,400	54,988
Capital Programme Revenue Expenses	32,000	58,350	57,575
Depreciation & Impairment			
Non-Current Asset Depreciation	89,000	99,850	97,191
	<hr/>	<hr/>	<hr/>
	(1,264,200)	(1,505,900)	(1,509,323)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	8.15	8.27	

- e) Higher than anticipated demand for season tickets.
- f) Income lower than anticipated largely due to growth in home delivery of groceries and periods of snow during February/March. Off-set in part by reduction in number of ticket refunds being claimed by shoppers (see note d).
- g) Reflects improved performance and number of Civil Enforcement Officers during the year.
- h) Reflects management savings within IT services together with a reduction in attributable non-current asset depreciation (see page CS 9).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. PARKING SERVICES (continued)

(b) ON-STREET

Employees

Salaries

234,700

237,900

220,575 a)

Premises Related Expenses

Repairs & Maintenance

15,000

15,000

13,404

Transport Related Expenses

Repairs & Maintenance

1,000

1,000

1,009

Licences

250

250

233

Petrol / Oil

1,400

3,000

2,864

Transport Insurance

1,300

950

936

Supplies & Services

Purchases - Equipment & Materials

500

500

1,282

Mobile Communications

700

-

-

Maintenance - General

9,500

8,000

5,738

Uniforms

900

1,500

1,819

Stationery

3,000

3,000

3,350

Cash Collection

1,300

1,700

1,444

Advertising

1,000

1,000

582

Adjudication & Enforcement Services

4,000

6,100

7,311

Mobile Telephones

500

400

405

Capital Grants & Contributions (RECS)

10,000

14,000

- b)

Carried Forward

285,050

294,300

260,952

a) Savings arising from vacant Civil Enforcement Officer posts.

b) Car Park Action Plan Phases 8 and 9 slipped to 2018/19 (see page CP7).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. PARKING SERVICES (continued)

(b) ON-STREET (continued)

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	285,050	294,300	260,952
Less Income			
Fees & Charges			
Business Parking Permits	(38,000)	(38,000)	(34,257)
Residents Parking Permits	(120,000)	(120,000)	(119,603)
Visitors Parking Permits	(20,000)	(22,000)	(25,814)
Dispensations	(6,000)	(6,000)	(7,040)
On-street Parking	(18,000)	(30,000)	(35,198) c)
Penalty Charge Notices	(140,000)	(190,000)	(219,125) d)
	<hr/>	<hr/>	<hr/>
	(342,000)	(406,000)	(441,037)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(56,950)	(111,700)	(180,085)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,750	16,400	16,162
Information Technology Expenses	24,950	24,100	20,408
Departmental Administrative Expenses	84,050	83,750	81,572
Capital Programme Revenue Expenses	68,050	25,500	25,090
Depreciation & Impairment			
Non-Current Asset Depreciation	9,650	12,700	11,401
	<hr/>	<hr/>	<hr/>
	146,500	50,750	(25,452)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	11.04	10.46	

PARKING SERVICES

(a) OFF-STREET	(1,264,200)	(1,505,900)	(1,509,323)
(b) ON-STREET	146,500	50,750	(25,452)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(1,117,700)	(1,455,150)	(1,534,775)
	<hr/>	<hr/>	<hr/>

- c) Use of short stay on-street parking spaces continues to grow following re-location.
- d) Reflects improved performance and number of Civil Enforcement Officers during the year.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
21. <u>TRANSPORTATION</u>			
Employees			
Salaries	59,950	57,300	56,506
Premises Related Expenses			
Repairs, Alterations & Maintenance	17,000	30,400	34,282 a)
Electricity	300	300	197
Vale Rise Depot Recharge	1,450	1,400	1,398
Premises Insurance	100	50	64
Supplies & Services			
Purchases - Equipment & Materials	5,000	11,000	9,023
Professional Fees	-	5,000	5,000
Advertising	3,000	-	-
Emergency Arrangements	100	100	74
Capital Grants & Contributions (RECS)	5,000	9,000	- b)
	<hr/>	<hr/>	<hr/>
	91,900	114,550	106,544
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Street / House Naming & Numbering	(42,000)	(30,000)	(30,570)
Contribution from Other Bodies	-	(12,400)	(15,276) a)
	<hr/>	<hr/>	<hr/>
	(42,000)	(42,400)	(45,846)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	49,900	72,150	60,698
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,250	8,100	8,095
Information Technology Expenses	1,400	1,400	1,207
Departmental Administrative Expenses	26,000	25,600	24,430
Capital Programme Revenue Expenses	250	250	252
Depreciation & Impairment			
Non-Current Asset Depreciation	4,000	4,000	3,999
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	89,800	111,500	98,681
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.77	1.81	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

TRANSPORTATION

- a) Increase in work carried out at request of third parties and subsequently recharged.
- b) Local Transport Plan Partnership Programme Capital Plan Scheme slipped to 2018/19 (see page CP7).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
22. SECURITY SERVICES MANAGEMENT			
Employees			
Salaries	32,800	31,450	31,433
Premises Related Expenses			
Electricity	200	200	222
Supplies & Services			
Purchases - Equipment & Materials	700	700	714
Maintenance - General	12,000	12,000	11,943
Miscellaneous Insurance	4,350	3,200	3,183
Emergency Arrangements	50	50	25
Third Party Payments			
CCTV Monitoring Station	163,450	179,100	178,468
	<hr/>	<hr/>	<hr/>
	213,550	226,700	225,988
Less Income			
Recharge to Parking Services	(188,100)	(194,100)	(190,640)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	25,450	32,600	35,348
Central, Departmental & Technical Support Services			
Central Salaries & Administration	4,350	4,300	4,280
Information Technology Expenses	700	550	468
Departmental Administrative Expenses	16,600	15,300	14,627
Capital Programme Revenue Expenses	7,000	6,150	6,099
Depreciation & Impairment			
Non-Current Asset Depreciation	15,500	12,900	9,688 a)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	69,600	71,800	70,510
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.08	1.04	

a) No CCTV Camera replacement in 2017/18.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

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

	ORIGINAL ESTIMATE £	2017/18 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Employees			
Salaries	27,950	26,400	26,505
Supplies & Services			
Purchases - Equipment & Materials	750	750	-
Professional Fees	3,000	12,000	16,250 a)
Emergency Arrangements	100	100	99
Capital Grants & Contributions (RECS)	-	21,000	900 b)
Third Party Payments			
Contract Payments	3,000	3,000	2,231
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	34,800	63,250	45,985
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,600	1,600	1,569
Information Technology Expenses	250	200	183
Departmental Administrative Expenses	19,900	19,750	18,461
Depreciation & Impairment			
Non-Current Asset Depreciation	100	100	87
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	56,650	84,900	66,285
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.13	1.14	

- a) Increased monitoring of river wall at Wouldham.
- b) Work carried out as part of the Drainage Improvement Programme Capital Plan Scheme has resulted in the creation of infrastructure assets for the Council which will be depreciated over their life rather than written-off in year of acquisition (see page CP8).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

24. CIVIL CONTINGENCIES

Employees

Salaries

ORIGINAL ESTIMATE	2017/18 REVISED ESTIMATE	PROVISIONAL OUTTURN
£	£	£
20,900	25,500	25,634

Supplies & Services

Purchases - Equipment & Materials

500 500 491

Provision of Sandbags

500 500 500

Out of Hours Call Service

13,650 13,650 13,668

Other Expenses

250 250 315

Civil Defence Planning

16,000 15,700 15,663

51,800 56,100 56,271

Less Income

Recharge to Other Accounts

(6,500) (6,800) (6,880)

Sub-total

45,300 49,300 49,391

Central, Departmental & Technical Support Services

Central Salaries & Administration

20,100 19,600 19,383

Information Technology Expenses

200 350 302

Departmental Administrative Expenses

10,150 13,350 12,684

TO SUMMARY

75,750 82,600 81,760

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

0.83 1.05

CAPITAL PLAN MONITORING STATEMENT 2017/18 TO 31 MARCH 2018
SUMMARY OF SERVICES

	Expenditure To 31/03/17	2017/18 Original Inc Prior Year Slippage	2017/18 Actual to 31 March 2018
	£'000	£'000	£'000
Capital Plan Schemes			
Planning, Housing & Environmental Health	0	30	6
Street Scene, Leisure & Technical Services	904	329	231
Corporate	17	405	198
Sub-total	921	764	435
Capital Renewals			
Planning, Housing & Environmental Health	n/a	1	4
Street Scene, Leisure & Technical Services	n/a	935	576
Corporate	n/a	185	79
Sub-total	n/a	1,121	659
Total	921	1,885	1,094

CAPITAL PLAN MONITORING STATEMENT 2017/18 TO 31 MARCH 2018
PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	Expenditure To 31/03/17	2017/18 Original Inc Prior Year Slippage	2017/18 Actual to 31 March 2018
	£'000	£'000	£'000
Capital Plan Schemes			
Housing	0	30	6
Sub-total	0	30	6
Capital Renewals	n/a	1	4
Total Planning, Housing and Environmental Health	0	31	10

CAPITAL PLAN MONITORING STATEMENT 2017/18 TO 31 MARCH 2018
PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	Code	Expenditure To 31/03/17	2017/18 Original Inc Prior Year Slippage	2017/18 Actual to 31 March 2018	
		£'000	£'000	£'000	
Housing					
(a) Disabled Facility Grants					
(i) Mandatory Grants Less repayments	P03AC	n/a	670	662 (9)	} Government grant of £967,000 received in 17/18 (£860,000 Better Care } Fund and £107,000 additional grant received from DCLG). £155,000 } transferred to revenue to facilitate West Kent Hospital Discharge and } Occupational Therapist scheme and £146,000 deferred for use in 2018/19. } } }
(ii) Discretionary Grants	P03AT		25	13	
(iii) Government Grant		n/a	(695)	(666)	
Sub-total		n/a	0	0	
(b) Housing Assistance Less repayments	P03AD	n/a	60 (30)	59 (53)	
Sub-total		n/a	30	6	
Total Housing to Summary		0	30	6	
Capital Renewals					
(c) Environmental Protection	P02EB CR01	n/a	1	4	Gas analyser replaced early.
Total Capital Renewals to Summary		n/a	1	4	

CAPITAL PLAN MONITORING STATEMENT 2017/18 TO 31 MARCH 2018
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Expenditure To 31/03/17	2017/18 Original Inc Prior Year Slippage	2017/18 Actual to 31 March 2018
	£'000	£'000	£'000
Capital Plan Schemes			
Street Scene	n/a	105	113
Leisure			
Larkfield Leisure Centre	357	13	10
Sports Grounds	0	32	4
Open Spaces	0	17	16
Other Leisure Schemes	114	14	1
Technical Services			
Car Parking	12	114	74
Transportation	376	13	0
Land Drainage / Flood Defence	45	21	13
Sub-total	904	329	231
Capital Renewals	n/a	935	576
Total Street Scene, Leisure & Technical Services	904	1,264	807

CAPITAL PLAN MONITORING STATEMENT 2017/18 TO 31 MARCH 2018
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/17	2017/18 Original Inc Prior Year Slippage	2017/18 Actual to 31 March 2018	
		£'000	£'000	£'000	
Street Scene					
(a) Green Waste Bins Growth / Replacement	P02BC	n/a	33	48	
(b) Refuse Bins Growth / Replacement	P02DA	n/a	72	65	
Total Street Scene to Summary		n/a	105	113	
Larkfield Leisure Centre					
(c) Refurbishment of Lifestyles Health Suite Less TMLT Contribution	P05LL	419 (62)	13	10	Scheme completed. Balance required to meet final payment to project consultant due April 2018.
Sub-total		357	13	10	
Total Larkfield Leisure Centre to Summary		357	13	10	
Sports Grounds					
(e) Tonbridge School Athletics Track Improvements Less Grants	P05DC		11 (11)		Flood lighting element of scheme to be progressed in 2018/19.
Sub-total		0	0	0	
(f) Racecourse Sports Ground Riverside Rivetment Less Grants	P05DD		60 (28)	4	Works due to be retendered as original scheme came in over budget.
Sub-total		0	32	4	
Total Sports Grounds to Summary		0	32	4	

CAPITAL PLAN MONITORING STATEMENT 2017/18 TO 31 MARCH 2018
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/17	2017/18 Original Inc Prior Year Slippage	2017/18 Actual to 31 March 2018	
		£'000	£'000	£'000	
Open Spaces					
(a) Open Spaces Site Improvements - Phase 2 Less Developer Contributions	P05FV	57 (57)	12 (12)		
Sub-total		0	0	0	
(b) Leybourne Lakes CP Car Park Extension	P05FY		17	16	Scheme completed.
Total Open Spaces to Summary		0	17	16	
Other Leisure Schemes					
(a) Tonbridge Cemetery Memorial Safety Less Developer Contributions	P05KV	92 (3)	4		No ad-hoc stabilisation of memorials required in 2017/18.
Sub-total		89	4	0	
(c) Tonbridge Memorial Garden Improvement Less Developer Contributions	P05KA	334 (309)	3 (3)	2 (2)	Scheme completed.
Sub-total		25	0	0	
(e) Community Group Funding	P05KS	n/a	10	1	Ad-hoc support for community groups involved in the management of the Council's facilities.
Total Other Leisure Schemes to Summary		114	14	1	

CAPITAL PLAN MONITORING STATEMENT 2017/18 TO 31 MARCH 2018
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/17	2017/18 Original Inc Prior Year Slippage	2017/18 Actual to 31 March 2018	
		£'000	£'000	£'000	
Car Parking					
(a) Improvement Programme for Existing Car Parks	P01AB	n/a	86	70	17/18 expenditure relates to improvement works to car parks at Bow Road Warteringbury, Western Road Borough Green, Ryarsh Lane West Malling and Upper Castle Fields / Angel West Tonbridge. } Kings Hill element of borough wide action plans to be progressed during 2018/19. }
(b) Car Parking Action Plan					
(i) Phase 8	P01AV	12	8		
(ii) Phase 9	P01AW		20	4	
Total Car Parking to Summary		12	114	74	
Transportation					
(c) Local Transport Plan Partnership Programme Less Grants & Contributions	P01ED	215 (9)	9		Demand led expenditure to influence KCC Local Transport Plan Schemes.
Sub-total		206	9	0	
(d) Community Partnership Initiatives	P06FE	170	4		
Total Transportation to Summary		376	13	0	

CAPITAL PLAN MONITORING STATEMENT 2017/18 TO 31 MARCH 2018
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/17	2017/18 Original Inc Prior Year Slippage	2017/18 Actual to 31 March 2018	
		£'000	£'000	£'000	
Land Drainage / Flood Defence					
(a) Drainage Improvement Programme Less DEFRA Grant and other income	P01HR	75 (30)	21	13	Provision for ad-hoc interventions. Work undertaken in 17/18 relates to flood plain grading at Tonbridge Racecourse Sportsground.
Sub-total		45	21	13	
(c) Tonbridge Castle River Bank Less Environment Agency Grant	P01HT	120 (120)	2 (2)	3 (3)	Scheme completed.
Sub-total		0	0	0	
Total Land Drainage / Flood Defence to Summary		45	21	13	

CAPITAL PLAN MONITORING STATEMENT 2017/18 TO 31 MARCH 2018
STREET SCENE, LEISURE & TECHNICAL SERVICES

	Code	Expenditure To 31/03/17	2017/18 Original Inc Prior Year Slippage	2017/18 Actual to 31 March 2018	
		£'000	£'000	£'000	
Capital Renewals					
Street Scene					
(a) Recycling Initiatives	P02EBCR02	n/a	3	3	
Leisure					
(b) Sports Grounds & Open Spaces	P05KGBC05	n/a	113	78	Saving on replacement of play equipment / associated surfacing and deferral of some replacements to 2018/19.
Technical Services					
(c) CCTV	P01BA	n/a	16		Funding to be carried forward for Council Offices CCTV recorder replacements.
(d) Car Parking	P01JF	n/a	141	117	Replacement salt spreader and parking enforcement vehicle delayed to 2018/19.
	Sub-total	n/a	273	198	
Leisure Centres					
(e) Larkfield Leisure Centre	P05KGBC02	n/a	427	80	Fitness equipment replacement delayed to June 2018 to coincide with the completion of the TMLT funded building alteration works.
(f) Angel Centre	P05KGBC01	n/a	245	227	
(g) Tonbridge Swimming Pool	P05KGBC04	n/a	74	31	} Reflects tight control on replacement of equipment and equipment lasting longer than manufacturers anticipated life. Provisions subject to annual review.
(h) Poulton Wood Golf	P05KGBC06	n/a	90	36	
Grounds Maintenance	P05KGBC03	n/a	47	4	
Clubhouse	P05KGBC07	n/a			
Course		n/a			
Savings Target (assumes 25%)		n/a	(221)		
		n/a	662	378	
Total Capital Renewals to Summary		n/a	935	576	

CAPITAL PLAN MONITORING STATEMENT 2017/18 TO 31 MARCH 2018
CORPORATE

	Expenditure To 31/03/17	2017/18 Original Inc Prior Year Slippage	2017/18 Actual to 31 March 2018
	£'000	£'000	£'000
Capital Plan Schemes			
Information Technology Initiatives	20	402	198
Other	(3)	3	0
Sub-total	17	405	198
Capital Renewals	n/a	185	79
Total Corporate	17	590	277

CAPITAL PLAN MONITORING STATEMENT 2017/18 TO 31 MARCH 2018
CORPORATE

	Code	Expenditure To 31/03/17	2017/18 Original Inc Prior Year Slippage	2017/18 Actual to 31 March 2018	
Information Technology Initiatives					
(a) General IT Developments	P06DA	n/a	30	1	Underspend reflects resources directed to other IT Service priorities.
(b) Revenues & Benefits Document Management Less Government Grant	P06DG	49 (49)	3 (3)	5 (2)	Scheme completed.
Sub-total		0	0	3	
(c) Housing Services Document Management Less Government Grant	P06DH	28 (8)	12	6	Balance of funding required for GDRP upgrade.
Sub-total		20	12	6	
(d) Council Chamber Conference System	P06ER		95	68	Scheme complete. Balance of funding to be used to upgrade meeting room projection equipment.
(e) Virtual Desktop Infrastructure	P06ET		200	120	Central servers / software complete. Implementation, testing and handover due to take place in 2018/19.
(f) Revenues and Benefits IT Digital Solution	P06EW		65		Project re-scheduled, order expected to be placed May 2018.
Total Information Technology Initiatives to Summary		20	402	198	
Other					
(h) Local Strategic Partnership Less Performance Reward Grant	P06FJ	146 (149)	3		Scheme completed. Balance of funding no longer required.
Sub-total		(3)	3	0	
Total Other to Summary		(3)	3	0	

CAPITAL PLAN MONITORING STATEMENT 2017/18 TO 31 MARCH 2018
CORPORATE

	Code	Expenditure To 31/03/17	2017/18 Original Inc Prior Year Slippage	2017/18 Actual to 31 March 2018	
		£'000	£'000	£'000	
Capital Renewals					
(i) General :	P06FA				
Departmental Administration	GR01	n/a	5	2	
	Sub-total	n/a	5	2	
(ii) Information Technology :	P06FB		43		}
Desktop Hardware	FB10	n/a	6	34	}
Mobile Hardware	FB20	n/a	36	4	}
Computer Suite	FB30	n/a	37	27	}
Other Hardware	FB40	n/a	3		}
Network	FB50	n/a	4		}
Corporate Software	FB60	n/a	7		}
Operational Software	FB70	n/a	20		}
User Software	FB80	n/a	24	12	}
	Sub-total	n/a	180	77	}
Total Capital Renewals to Summary		n/a	185	79	

Underspend / carry forward to 2018/19 to be reviewed Autumn 2018.

2017/18