

# **Draft Revenue Estimates**

## **2023/24**



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## Index

	Page
Summary	S 1 - S 2
Corporate Services	CS 1 - CS 16
Chief Executive	CE 1 - CE 8
Director of Central Services	CEN 1 - CEN 10
Director of Finance & Transformation	FT 1 - FT 7
Director of Planning, Housing & Environmental Health	PHEH 1 - PHEH 21
Director of Street Scene, Leisure & Technical Services	SSLTS 1 - SSLTS 38

**Overview and Scrutiny Committee 26 January 2023**

**General Fund Revenue Estimates 2023/24**

**SUMMARY**

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>Corporate Services</b>	3,523,550	3,630,600	4,057,150
<b>Chief Executive</b>	1,142,700	1,078,900	1,321,300
<b>Director of Central Services</b>	345,650	789,600	379,050
<b>Director of Finance &amp; Transformation</b>	1,449,500	601,850	570,750
<b>Director of Planning, Housing &amp; Environmental Health</b>	5,152,750	5,419,500	5,007,900
<b>Director of Street Scene, Leisure &amp; Technical Services</b>	8,035,550	8,749,200	8,877,250
Sub Total	19,649,700	20,269,650	20,213,400
<b>Capital Accounting Reversals</b>			
Non-Current Asset Depreciation	(2,859,950)	(2,756,700)	(2,856,350)
Non-Current Asset Impairment	-	51,100	-
<b>Contributions to / (from) Reserves</b>			
Building Repairs Reserve			
Withdrawals to fund expenditure	(857,850)	(1,334,450)	(1,144,650)
Contribution to Reserve	750,000	750,000	750,000
Earmarked Reserves (see page S 2)			
Contributions from Reserves	(7,038,450)	(9,635,900)	(2,797,550)
Contributions to Reserves	496,500	995,150	2,495,150
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(2,020,000)	(626,000) #	(3,626,000) #
Revenue Expenditure Funded from Capital	(530,000)	(155,000) #	(206,000) #
Other contributions to / (from) Reserve (net)	1,158,000	1,298,000	1,494,000
<b>Capital Expenditure Charged to General Fund</b>	2,020,000	626,000 #	3,626,000 #
<b>Government Grants</b>			
New Homes Bonus	(1,193,950)	(1,193,950)	(610,500)
Under-indexing Business Rates Multiplier	(189,100)	(235,250)	(406,750)
Lower Tier Services Grant	(1,052,100)	(1,006,000)	-
Services Grant	(158,700)	(158,650)	(89,400)
Funding Guarantee	-	-	(1,765,700)
<b>Contributions from KCC</b>	-	(209,500)	-
Sub Total	8,174,100	6,678,500	15,075,650
<b>Revenue Support Grant</b>	-	(350)	(137,300)
<b>National Non-Domestic Rates</b>			
Share of National Non-Domestic Rates	(20,174,231)	(20,174,231)	(25,455,018)
Tariff	21,310,255	21,310,255	25,854,000
Levy	-	178,787	-
Business Rates Pool	-	(3,600)	141,404
Small Business Rate Relief Grant	(1,053,869)	(1,139,198)	(1,025,828)
Business Rates Relief Measures	(2,220,897)	(1,293,671)	(2,462,491)
Supporting Small Business Grant	(8,198)	(6,701)	-
Transitional Relief Grant	(51,658)	(37,210)	-
Public Toilets Relief Grant	(7,751)	(7,180)	(5,576)
<b>Collection Fund Adjustments</b>			
Council Tax (Surplus) / Deficit	(157,731)	(157,731)	(85,040)
National Non-Domestic Rates (Surplus) / Deficit	5,814,879	5,814,879	(1,199,330)
Sub Total	11,624,899	11,162,549	10,700,471
<b>Contribution to / (from) General Revenue Reserve</b>	104,500	566,850	1,486,800
<b>Balance to be met from Council Tax Payers</b>	<b>11,729,399</b>	<b>11,729,399</b>	<b>12,187,271</b>

# Based on the Capital Plan (List A) position as reported to Overview and Scrutiny Committee on 26 January 2023. The figures will need to be amended to reflect the impact of any new schemes added to the Plan.

**Overview and Scrutiny Committee 26 January 2023**

**General Fund Revenue Estimates 2023/24**

**EARMARKED RESERVES**

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>Contributions from Earmarked Reserves</b>			
Asset Review Reserve	-	(60,000)	-
Budget Stabilisation Reserve	-	(842,100)	(750,000)
Business Rates Retention Scheme Reserve	(6,116,350)	(6,837,550)	(267,650)
Climate Change Reserve	(75,250)	(193,500)	(301,150)
Community Development Reserve	-	(5,550)	-
Democratic Representation Reserve	-	(11,650)	-
Domestic Abuse Act Reserve	-	(43,350)	(46,300)
Economic Development Reserve	-	(5,150)	-
Election Reserve	-	-	(157,850)
Homelessness Reserve	(203,650)	(777,250)	(780,300)
Housing Survey Reserve	-	(18,200)	-
Housing & Welfare Reform Reserve	-	-	(10,000)
Invest to Save Reserve	-	(104,500)	-
Peer Review Reserve	-	(12,850)	(22,450)
Planning Services Reserve	(633,200)	(654,150)	(449,350)
Road Closures Reserve	-	(7,350)	-
Transformation Reserve	(10,000)	(59,000)	(12,500)
Waste & Street Scene Initiatives Reserve	-	(3,750)	-
	<b>(7,038,450)</b>	<b>(9,635,900)</b>	<b>(2,797,550)</b>
<b>Contributions to Earmarked Reserves</b>			
Budget Stabilisation Reserve	-	-	1,200,000
Business Rates Retention Scheme Reserve	-	-	406,050
Domestic Abuse Act Reserve	-	67,600	71,350
Election Expenses Reserve	25,000	32,350	35,000
Homelessness Reserve	346,500	750,800	702,750
Planning Services Reserve	125,000	80,000	80,000
Transformation Reserve	-	64,400	-
	<b>496,500</b>	<b>995,150</b>	<b>2,495,150</b>

**CORPORATE SERVICES**

**SUMMARY**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
1 SALARIES AND ONCOSTS	12,940,950	13,472,300	13,854,900
2 OVERHEAD EXPENSES	4,477,150	4,905,950	5,108,500
3 RECHARGES TO SERVICE BUDGETS	(15,845,050)	(16,701,800)	(16,871,150)
	<hr/>	<hr/>	<hr/>
NON DISTRIBUTED COSTS	<b>1,573,050</b>	<b>1,676,450</b>	<b>2,092,250</b>
4 DEMOCRATIC REPRESENTATION	1,363,700	1,364,850	1,358,200
5 CORPORATE MANAGEMENT	586,800	589,300	606,700
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	<b>3,523,550</b>	<b>3,630,600</b>	<b>4,057,150</b>
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<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	19.66	19.16	19.26

**CORPORATE SERVICES**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>1 <u>SALARIES AND ONCOSTS</u></b>			
<b>(a) <u>Salaries</u></b>			
Salaries (see analysis on page CS 16)	8,822,850	9,330,950 <b>a)</b>	9,355,050 <b>b)</b>
Employers' National Insurance Contributions	934,300	884,850 <b>a)</b>	941,200 <b>b)</b>
Employers' Superannuation Contributions	1,523,150	1,526,200	1,866,000 <b>b)</b>
Superannuation Backfunding Lump Sum	1,380,000	1,380,000	1,430,000 <b>c)</b>
Staff Turnover Saving	(120,000)	(70,000) <b>d)</b>	(120,000)
Apprenticeship Scheme / Levy	46,600	38,300 <b>e)</b>	51,600
Ring-fenced sums (Establishment Reviews)	39,850	-	6,350 <b>f)</b>
	<hr/>	<hr/>	<hr/>
	12,626,750	13,090,300	13,530,200
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	234.67	236.70	238.50
<b>(b) <u>Termination Payments</u></b>			
Additional Annual Pension Contributions	218,000	209,000 <b>g)</b>	228,000 <b>g)</b>
	<hr/>	<hr/>	<hr/>
	218,000	209,000	228,000
	<hr/>	<hr/>	<hr/>
<b>(c) <u>Recruitment &amp; Training</u></b>			
Advertising & Other Recruitment Costs	7,500	84,300 <b>h)</b>	8,000
Training - Course Fees & Expenses	80,000	80,000	80,000
Health Screening & Miscellaneous	5,500	5,500	5,500
Employee Support Scheme	3,200	3,200	3,200
	<hr/>	<hr/>	<hr/>
	96,200	173,000	96,700
	<hr/>	<hr/>	<hr/>
	<b>12,940,950</b>	<b>13,472,300</b>	<b>13,854,900</b>
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## **CORPORATE SERVICES**

### **SALARIES**

- a) Revised estimate reflects establishment changes, increased use of temporary staff, and the reversal of the additional National Insurance levy payment part way through the year.
- b) Forward estimate reflects the full year effect of establishment changes approved during the current financial year, together with provision for a pay award.
- c) Annual uplift in respect of superannuation back funding payment.
- d) Revised estimate reflects projected savings arising from staff turnover for the remainder of the financial year.
- e) Provision for apprentices for remainder of year.
- f) Ring-fenced sums following establishment reviews retained for future operational adjustments in Revenues & Benefits (£6,350).

### **TERMINATION PAYMENTS**

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

### **RECRUITMENT & TRAINING**

- h) Additional recruitment expenditure to fill a number of vacant posts currently covered by temporary staffing arrangements.

**CORPORATE SERVICES**

	2022/23		2023/24
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>2    <u>OVERHEAD EXPENSES</u></b>			
<b>(a) <u>COUNCIL OFFICES</u></b>			
<b>Employees</b>			
Salaries	164,500	147,300 a)	176,250
<b>Premises Related Expenses</b>			
Maintenance of Grounds	4,150	2,000	4,150
Energy Costs :			
Electricity	100,000	165,000 b)	132,000 b)
Gas	27,000	75,000 b)	60,000 b)
Rates	317,600	319,950	352,250 c)
Water Services :			
Water Charges (metered)	11,250	9,000	11,250
Sewerage & Environmental Services	12,250	10,000	12,250
Fixture & Fittings	3,000	2,000	3,000
Cleaning & Domestic Supplies	6,000	6,000	6,000
Insurance	26,450	16,200 d)	15,250 d)
Repairs expenditure	109,150	93,700 e)	138,900 e)
<b>Supplies &amp; Services</b>			
Equipment, Furniture & Materials	1,350	1,350	1,350
Clothing, Uniforms & Laundry	4,250	4,200	4,250
Trade Refuse Charges	9,100	9,400	9,700
Security / Cleaning	10,500	32,850 f)	11,000
Miscellaneous Services	7,300	6,400	7,000
Licences	1,500	1,950	-
<b>Third Party Payments</b>			
Ground Maintenance Contract	2,050	2,100	2,300
	<hr/>	<hr/>	<hr/>
	817,400	904,400	946,900
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Solemnization of Marriages	(15,000)	(6,000) g)	(6,000)
Hire of Tonbridge Council Chamber	(15,000)	(21,000) h)	(21,000)
Police Accommodation Licence Fee	(30,950)	(30,950)	(30,950)
Rent - Gibson Building	(7,300)	(7,300)	(7,300)
Rent - Tonbridge Castle	(18,700)	(18,700)	(18,700)
	<hr/>	<hr/>	<hr/>
	(86,950)	(83,950)	(83,950)
	<hr/>	<hr/>	<hr/>
	730,450	820,450	862,950
	<hr/>	<hr/>	<hr/>
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	31,700	33,150	33,800
Information Technology Expenses	2,550	2,500	2,500
Departmental Administrative Expenses	34,600	35,200	35,500
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	147,400	121,550 i)	119,350
	<hr/>	<hr/>	<hr/>
	<b>946,700</b>	<b>1,012,850</b>	<b>1,054,100</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	6.16	5.71	6.19

## **CORPORATE SERVICES**

### **COUNCIL OFFICES**

- a) Savings arising from vacant posts within Caretaking section. Forward estimate reflects full establishment and provision for a pay award.
- b) Reflects the impact of rising energy prices and an expectation that prices will reduce in 2023/24.
- c) Assumes NNDR "multiplier" will increase by 10.1% from April 2023.
- d) Reflects the outcome of the retender of the insurance contract.
- e) Relining of one of the gutters on Gibson West building (£15k) has been deferred. Forward estimate also includes provision for additional legislative maintenance work.
- f) External cleansing contractor employed at Tonbridge Castle offset in part by vacant post within Caretaking section.
- g) Reflects projected level of wedding income for Tonbridge Castle Council Chamber.
- h) Increased income can largely be attributed to the monthly Artisan Market.
- i) Reflects the revaluation of council offices as at 31 March 2022.

**CORPORATE SERVICES**

	2022/23		2023/24
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>2    <u>OVERHEAD EXPENSES-Continued</u></b>			
<b>(b) <u>PRINTING SECTION &amp; MULTI FUNCTION           DEVICES</u></b>			
<b>Employees</b>			
Salaries	84,700	59,750 a)	67,650
<b>Supplies &amp; Services</b>			
Purchases	1,000	1,000	1,000
Print Room Maintenance & Copy Charges	20,000	10,000 b)	15,000 b)
Multi Function Device Copy Charges	7,000	3,000	3,000
Multi Function Device Leasing Charges	6,000	11,700 c)	6,000
Paper	15,000	10,000	11,000
	<hr/>	<hr/>	<hr/>
	133,700	95,450	103,650
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Sales	(15,000)	(15,000)	(15,000)
Recharges to non M&A Service Budgets	(14,000)	(10,000)	(14,000)
	<hr/>	<hr/>	<hr/>
	(29,000)	(25,000)	(29,000)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	104,700	70,450	74,650
<b>Central, Departmental &amp; Technical         Support Services</b>			
Office Accommodation	35,650	39,750	40,300
Central Salaries & Administration	7,800	9,300	9,800
Information Technology Expenses	10,750	11,500	11,500
Departmental Administrative Expenses	10,300	9,500	9,500
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	15,400	10,600 d)	25,600 d)
	<hr/>	<hr/>	<hr/>
	<b>184,600</b>	<b>151,100</b>	<b>171,350</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff         (including Support Service Staff)</b>	2.71	2.27	2.27

a) Reflects establishment changes in Printing Section.

b) Reduced usage followed by increased printing costs in respect of the Borough Election in 2023/24.

c) Payments under current lease arrangements end 2022/23.

d) Revised estimate reflects a reassessment of anticipated life of some print room equipment. Forward estimate includes replacement of print room collator and folder machine.

**CORPORATE SERVICES**

	<b>2022/23</b>	<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>
	<b>£</b>	<b>£</b>
		<b>ESTIMATE</b>
		<b>£</b>
<b>2    <u>OVERHEAD EXPENSES-Continued</u></b>		
<b>(c) <u>CUSTOMER SERVICES</u></b>		
<b>Employees</b>		
Salaries	307,400	320,700 a)
<b>Supplies &amp; Services</b>		
Purchases	650	650
Stationery	50	50
Postage	350	-
Mobile Telephones	250	200
Office Security	36,000	36,000
	<hr/>	<hr/>
	344,700	357,600
<b>Less Income</b>		
Tonbridge Gateway Agreement / Licence	(130,000)	(149,000) b)
Gateway Partner Receipts	(4,000)	(500) c)
	<hr/>	<hr/>
<b><u>Sub-total</u></b>	210,700	208,100
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration	18,050	19,450
Information Technology Expenses	4,350	4,350
Departmental Administrative Expenses	178,200	189,100 a)
	<hr/>	<hr/>
	<b>411,300</b>	<b>421,000</b>
	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	11.51	11.28
		11.49

- a) Additional temporary staff resources to assist with increased calls arising from the Council Tax Energy Rebate Schemes.
- b) Reflects current assessment of contribution due from Kent County Council.
- c) Reduction in income as partners not using space at Tonbridge Gateway for face to face meetings.

**CORPORATE SERVICES**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>2 <u>OVERHEAD EXPENSES-Continued</u></b>			
<b>(d) <u>GENERAL ADMINISTRATION</u></b>			
<b>Employees</b>			
Salaries	4,800	4,050	5,100
<b>Supplies &amp; Services</b>			
Insurance	104,550	93,400 a)	99,400 a)
Copyright Licence	2,100	2,200	2,400
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	111,450	99,650	106,900
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	1,200	3,950	4,200
Departmental Administrative Expenses	750	600	600
	<hr/>	<hr/>	<hr/>
	<b>113,400</b>	<b>104,200</b>	<b>111,700</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.19	0.21	0.23

a) Reflects the outcome of the retender of the insurance contract.

**CORPORATE SERVICES**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>2 <u>OVERHEAD EXPENSES-Continued</u></b>			
<b>(e) <u>DEPARTMENTAL ADMINISTRATION</u></b>			
<b>Staff Transport Related Expenses</b>			
Car & Travelling Allowances	182,600	165,950 a)	166,650 a)
<b>Supplies &amp; Services</b>			
Equipment, Furniture & Materials	10,400	10,650	10,650
Office Equipment - Maintenance	2,350	1,450	1,450
Protective Clothing	450	850	850
First Aid Supplies	250	250	250
Stationery	4,250	4,500	4,500
Reference Books & Publications	27,350	26,550	26,650
Legal Expenses	50,000	50,000	50,000
Contracted Services	1,700	191,600 b)	200,800 b)
Consultancy	-	7,500 c)	-
Health & Safety	6,950	6,250	6,250
Postage	14,450	13,850	14,000
Telephones - Calls	3,500	100 d)	100 d)
Telephones - Other Costs	32,500	5,600 d)	5,700 d)
Mobile Telephones	6,800	5,600	5,700
Subsistence Allowances	50	-	-
Professional Membership Fees	16,750	16,200	16,300
Subscriptions to Organisations	22,700	23,450	24,400
Other Expenses (Counter Fraud)	1,450	700	700
Data Protection Act Registration	3,000	3,000	3,000
	<hr/>	<hr/>	<hr/>
	387,500	534,050	537,950
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Recovery of Court Costs	(5,000)	(5,000)	(5,000)
Customer & Client Receipts	(5,000)	(5,000)	(5,000)
Partnership Receipts	(9,200)	(9,200)	(9,850)
	<hr/>	<hr/>	<hr/>
	(19,200)	(19,200)	(19,850)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	368,300	514,850	518,100
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<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	11,150	1,900 e)	2,700 e)
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	<b>379,450</b>	<b>516,750</b>	<b>520,800</b>
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- a) Lower level of mileage claims, fewer essential users and ending of leased car arrangements.
- b) Includes the fee payable to KCC for the provision of internal audit and counter fraud services.
- c) Use of consultant to undertake a communications audit funded from an earmarked reserve.
- d) Costs now part of IT Services budget on change in telephony system.
- e) Telephony related capital renewals provision no longer required.

**CORPORATE SERVICES**

	<b>2022/23</b>	<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>
	<b>£</b>	<b>£</b>
		<b>ESTIMATE</b>
		<b>£</b>
<b>2    <u>OVERHEAD EXPENSES-Continued</u></b>		
<b>(f)    <u>DRINKS MACHINES</u></b>		
<b>Income</b>		
Customer & Client Receipts	(50)	-
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration	150	-
<b>Depreciation &amp; Impairment</b>		
Non-Current Asset Depreciation	550	-    a)
	<hr/>	<hr/>
	<b>650</b>	<b>-</b>
	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.00	0.00
		0.00

a)    Residual depreciation charge moved to Departmental Administration budget.

**CORPORATE SERVICES**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>2    <u>OVERHEAD EXPENSES-Continued</u></b>			
<b>(g) <u>INFORMATION TECHNOLOGY SERVICES</u></b>			
<b>Employees</b>			
Salaries	1,079,650	1,074,500	1,166,950 a)
<b>Transport Related Expenses</b>			
Public Transport	1,000	500	500
<b>Supplies &amp; Services</b>			
Equipment - Purchases	10,000	13,000	13,000
Equipment - Maintenance	55,000	33,100 b)	33,100
Printing Consumables	1,500	1,500	1,500
Insurance	6,800	6,300	6,000
Professional Services / Consultancy	8,300	114,600 c)	165,000 c)
Other Expenses	7,250	7,000	7,000
Software Support, Hire & Maintenance	749,000	923,200 d)	869,800 d)
Telephone leased lines and modems	15,000	22,300 e)	22,300
Kent Connects	20,000	20,000	20,000
	<hr/>	<hr/>	<hr/>
<b>Sub-total</b>	1,953,500	2,216,000	2,305,150
<b>Central, Departmental &amp; Technical Support Services</b>			
Office Accommodation	106,800	116,800	122,000
Central Salaries & Administration	67,250	68,150	77,000
Departmental Administrative Expenses	106,050	99,650	102,550
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	207,450	199,450	216,950
	<hr/>	<hr/>	<hr/>
	<b>2,441,050</b>	<b>2,700,050</b>	<b>2,823,650</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	23.01	22.93	23.54

- a) Reflects full establishment and provision for a pay award.
- b) Maintenance costs for both ancillary and computer equipment reduced following move to 'cloud' based services.
- c) Revised estimate includes the one-off implementation and training costs in respect of the replacement of the Uniform System funded from an earmarked reserve. The forward estimate includes the back scanning project to rationalise office space and facilitate the scaling back of office accommodation.
- d) Reflects current anticipated costs of the IT infrastructure.
- e) Reflects mobile telephone related costs charged to IT Services.

## CORPORATE SERVICES

	<b>2022/23</b>	<b>2023/24</b>	
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	
	<b>£</b>	<b>£</b>	
<b>3 <u>SALARIES &amp; OVERHEADS</u></b>		<b>ESTIMATE</b>	
		<b>£</b>	
<b>Salaries &amp; Oncosts</b>	12,940,950	13,472,300	13,854,900
<b>Overheads</b>			
(a) Council Offices	946,700	1,012,850	1,054,100
(b) Printing & Multi Function Devices	184,600	151,100	171,350
(c) Customer Services	411,300	421,000	426,900
(d) Administration - General	113,400	104,200	111,700
(e) Administration - Departmental	379,450	516,750	520,800
(f) Drinks Machines	650	-	-
(g) Information Technology Services	2,441,050	2,700,050	2,823,650
	<hr/>	<hr/>	<hr/>
	17,418,100	18,378,250	18,963,400
<b>Less Recharge to :</b>	<hr/>	<hr/>	<hr/>
Planning, Housing & Environmental Health	(5,427,550)	(5,963,300)	(5,878,400)
Street Scene, Leisure & Technical	(2,875,850)	(2,968,500)	(2,964,300)
Central Services	(1,172,500)	(1,250,600)	(1,302,900)
Finance & Transformation	(2,062,300)	(2,097,400)	(2,105,300)
Corporate Services	(1,430,450)	(1,449,800)	(1,483,800)
Chief Executive	(618,550)	(722,300)	(732,900)
Other Services	(650)	(650)	(700)
Holding Accounts	(2,257,200)	(2,249,250)	(2,402,850)
	<hr/>	<hr/>	<hr/>
	(15,845,050)	(16,701,800)	(16,871,150)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	1,573,050	1,676,450	2,092,250
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	1,573,050	1,676,450	2,092,250
	<hr/>	<hr/>	<hr/>

## CORPORATE SERVICES

	2022/23		2023/24
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>4 <u>DEMOCRATIC REPRESENTATION &amp; MANAGEMENT</u></b>			
<b>(a) <u>DEMOCRATIC ADMINISTRATION</u></b>			
<b>Employees</b>			
# Salaries	335,200	356,150 a)	353,400
<b>Premises Related Expenses</b>			
Accommodation Expenses (Forum/Area1)	7,000	500	- b)
<b>Supplies &amp; Services</b>			
Members' Meeting Expenses	4,000	4,000	4,000
Subscriptions	18,400	22,600	24,200
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	364,600	383,250	381,600
<b>Central, Departmental &amp; Technical Support Services</b>			
Accommodation & Printing Services	41,400	38,450	40,950
# Central Salaries & Administration	231,450	223,050	234,550
Information Technology Expenses	12,100	16,050	15,700
# Departmental Administrative Expenses	124,650	127,200	129,700
	<hr/>	<hr/>	<hr/>
	<b>774,200</b>	<b>788,000</b>	<b>802,500</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	10.98	10.48	10.63

### Memorandum

# Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	274,500	250,700	265,050
Chief Executives' Service	48,100	59,800	62,800
Environmental Health & Hsg Services	25,950	34,000	34,350
Financial Services	80,000	83,350	87,900
Legal Services	14,300	15,350	15,250
Planning Services	124,750	142,900	129,150
Street Scene & Leisure Services	104,900	101,000	103,700
Technical Services	18,800	19,300	19,450
	<hr/>	<hr/>	<hr/>
	691,300	706,400	717,650
	<hr/>	<hr/>	<hr/>

a) Includes increased cost of Planning Development Management Section arising from additional temporary staffing costs, and reassessment of staff allocations from Corporate Services team.

b) Cessation of holding of Council meetings at the Angel Centre, Tonbridge.

**CORPORATE SERVICES**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>(b) <u>PAYMENTS TO MEMBERS</u></b>			
<b>Transport Related Expenses</b>			
Members' Travel & Subsistence	2,100	1,500	2,100
<b>Supplies and Services</b>			
Basic Allowance	285,050	278,900 a)	243,650 b)
Special Responsibility Allowance	130,200	121,400 a)	131,100 b)
Mayors' and Deputy Mayors' Allowance	7,500	7,500	7,500
Members' National Insurance	7,500	9,200	8,700
Carers' Allowance	50	50	50
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	432,400	418,550	393,100
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	17,600	17,850	18,300
Information Technology Expenses	1,050	1,400	1,350
	<hr/>	<hr/>	<hr/>
	<b>451,050</b>	<b>437,800</b>	<b>412,750</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.31	0.30	0.30

- a) Includes the decision taken by Members that the basic and special responsibility allowances in 2022/23 be frozen at the current rate and change in governance arrangements.
- b) Reflects a reduction in the number of basic allowances payable from May 2023, following the review by the Boundary Commission. Estimates also include provision for an increase in Members allowances in 2023/24.

**CORPORATE SERVICES**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>(c) <u>MAYORAL &amp; OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u></b>			
<b>Employees</b>			
Salaries	1,700	1,700	1,800
<b>Transport Related Expenses</b>			
Mayors' Transport Allowance	10,000	8,000	10,000
<b>Supplies and Services</b>			
Stationery	100	100	100
Insurance	250	150	150
Civic Hospitality	5,000	5,000	5,000
Mobile Telephones	150	150	150
Other Expenses	1,500	2,000	1,500
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	18,700	17,100	18,700
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	87,950	88,650	90,950
Information Technology Expenses	31,400	32,850	32,850
Departmental Administrative Expenses	400	450	450
	<hr/>	<hr/>	<hr/>
	<b>138,450</b>	<b>139,050</b>	<b>142,950</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.80	1.79	1.80
 <b><u>SUMMARY</u></b>			
<b>(a) DEMOCRATIC ADMINISTRATION</b>	774,200	788,000	802,500
<b>(b) PAYMENTS TO MEMBERS</b>	451,050	437,800	412,750
<b>(c) MAYORAL &amp; OTHER MEMBER SUPPORT     INC. MEMBER TRAINING</b>	138,450	139,050	142,950
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>1,363,700</b>	<b>1,364,850</b>	<b>1,358,200</b>
	<hr/>	<hr/>	<hr/>

**CORPORATE SERVICES**

	2022/23		2023/24
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
<b>5 <u>CORPORATE MANAGEMENT</u></b>			
<b>(a) <u>CORPORATE POLICY</u></b>			
<b>Employees</b>			
# Salaries	75,000	80,450 a)	82,900
<b>Central, Departmental &amp; Technical Support Services</b>			
# Central Salaries & Administration	361,100	344,450 b)	354,750
# Departmental Administrative Expenses	20,900	22,300	22,450
	<hr/>	<hr/>	<hr/>
	<b>457,000</b>	<b>447,200</b>	<b>460,100</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	5.34	5.26	5.19
<b>(b) <u>PUBLIC ACCOUNTABILITY</u></b>			
<b>Supplies and Services</b>			
Professional Fees	900	1,300	900
Advertising	250	250	250
External Audit Fees	58,250	59,900	59,900
	<hr/>	<hr/>	<hr/>
	59,400	61,450	61,050
<b>Less Income</b>			
Government Grant	(18,150)	(18,150)	(18,150)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	41,250	43,300	42,900
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	88,500	98,750 c)	103,650
Information Technology Expenses	50	50	50
	<hr/>	<hr/>	<hr/>
	<b>129,800</b>	<b>142,100</b>	<b>146,600</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.23	1.33	1.34
<b><u>SUMMARY</u></b>			
<b>(a) CORPORATE POLICY</b>	457,000	447,200	460,100
<b>(b) PUBLIC ACCOUNTABILITY</b>	129,800	142,100	146,600
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>586,800</b>	<b>589,300</b>	<b>606,700</b>
	<hr/>	<hr/>	<hr/>

## CORPORATE SERVICES

	2022/23		2023/24
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>Memorandum</b>			
<b># Service Allocations to Corporate Policy</b>			
Admin & Property Services	61,250	62,550	64,050
Chief Executives' Service	170,950	162,750	165,200
Environmental Health & Housing Services	12,950	16,850	17,050
Financial Services	127,650	117,750	124,050
Legal	1,300	1,400	1,400
Planning Services	54,950	57,800	60,050
Street Scene & Leisure Services	27,950	28,100	28,300
	<hr/>	<hr/>	<hr/>
	457,000	447,200	460,100
	<hr/>	<hr/>	<hr/>

### CORPORATE POLICY

- a) Reflects increased staff allocation costs from Housing Needs Section, and Planning Development Management Section arising from additional temporary staffing costs.
- b) Reassessment of allocations from Chief Executive and Financial Services Management.

### PUBLIC ACCOUNTABILITY

- c) Reassessment of allocations from Financial Services Management.

**EMPLOYEES - SALARIES**

**SERVICE ANALYSIS OF EXPENDITURE**

	Basic Salaries	Overtime	Temporary Staff	Total Salaries	Council Contributions Nat. Ins.	Supern.	Total Salaries & Oncosts
	£	£	£	£	£	£	£
<b><u>2022/23 ESTIMATE</u></b>							
Original Estimate	8,549,600	18,100	255,150	8,822,850	934,300	1,523,150	11,280,300
Revised Estimate	8,454,100	59,350	817,500	9,330,950	884,850	1,526,200	11,742,000
<b><u>2023/24 ESTIMATE</u></b>							
Service							
Administration & Property	736,350	10,850	-	747,200	71,500	151,100	969,800
Environmental Health & Housing	1,374,700	-	-	1,374,700	136,200	276,850	1,787,750
Executive	475,950	2,000	13,000	490,950	53,650	93,100	637,700
Finance	1,367,250	3,000	-	1,370,250	140,150	267,850	1,778,250
Information Technology	896,300	-	-	896,300	98,550	175,450	1,170,300
Legal	505,500	1,850	-	507,350	52,750	103,700	663,800
Personnel	438,100	2,400	4,000	444,500	33,800	90,650	568,950
Planning	1,886,950	-	4,200	1,891,150	198,400	382,950	2,472,500
Street Scene & Leisure	1,043,600	-	-	1,043,600	104,200	213,800	1,361,600
Technical	588,500	550	-	589,050	52,000	110,550	751,600
	9,313,200	20,650	21,200	9,355,050	941,200	1,866,000	12,162,250

**CHIEF EXECUTIVE**

**SUMMARY**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
1 COMMUNITY DEVELOPMENT	72,800	39,450	40,350
2 SAFEGUARDING	-	23,850	24,850
3 ELECTIONS	385,700	354,200	574,550
4 GRANTS & PAYMENTS	122,350	125,150	136,100
5 CLIMATE CHANGE	124,800	91,050	125,100
6 ECONOMIC DEVELOPMENT & REGENER'N	437,050	352,600	263,750
7 UK SHARED PROSPERITY FUND	-	82,150	145,700
8 REFUGEE ASSISTANCE	-	10,450	10,900
	<hr/>	<hr/>	<hr/>
	<b>1,142,700</b>	<b>1,078,900</b>	<b>1,321,300</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	9.62	11.32	10.75

**CHIEF EXECUTIVE**

	2022/23		2023/24
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
<b>1 <u>COMMUNITY DEVELOPMENT</u></b>			
<b>Employees</b>			
Salaries	34,150	23,400 a)	24,150
<b>Supplies &amp; Services</b>			
Community Development Partnership	15,000	3,000 b)	-
Safeguarding Children Board	1,500	-	-
	<hr/>	<hr/>	<hr/>
	50,650	26,400	24,150
<b>Less Income</b>			
Contributions from Other Bodies	-	(3,000) b)	-
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	50,650	23,400	24,150
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	8,900	6,350	6,600
Departmental Administrative Expenses	13,250	9,700 a)	9,600
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	72,800	39,450	40,350
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.86	0.64	0.61
<b>2 <u>SAFEGUARDING</u></b>			
<b>Employees</b>			
Salaries	-	12,800 a)	13,650
<b>Supplies &amp; Services</b>			
Safeguarding Children Board	-	1,500	1,500
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	-	14,300	15,150
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	-	5,100 a)	5,300
Departmental Administrative Expenses	-	4,450 a)	4,400
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	-	23,850	24,850
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.00	0.34	0.34

a) Reflects re-distribution of staff allocations from Chief Executive and Corporate Services staff sections to new Safeguarding budget.

b) Reflects transfer of community development partnership budget to Grants & Payments and Men's Mental Health Project funded from external grant.

**CHIEF EXECUTIVE**

	<b>2022/23</b>	<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>
	<b>£</b>	<b>£</b>
		<b>ESTIMATE</b>
		<b>£</b>
<b>3 ELECTIONS</b>		
<b>(a) ELECTORAL REGISTRATION</b>		
<b>Employees</b>		
Salaries	115,900	101,650 a)
		122,800
<b>Supplies &amp; Services</b>		
Equipment & Materials - Purchases	1,000	1,000
Maintenance	750	400
Printing	5,000	6,000
Stationery	3,500	4,000
Reference Books & Publications	1,600	-
Electronic Elector Registration Responses	7,000	7,500
Postages	41,000	41,000
	<hr/>	<hr/>
	175,750	161,550
		182,800
<b>Less Income</b>		
Sale of Registers	(3,000)	(3,000)
	<hr/>	<hr/>
<b><u>Sub-total</u></b>	172,750	158,550
		179,800
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration	14,000	15,300
Information Technology Expenses	26,050	34,650 b)
Departmental Administrative Expenses	47,200	42,900 a)
	<hr/>	<hr/>
	-	-
		1,850
	<hr/>	<hr/>
	<b>260,000</b>	<b>251,400</b>
	<hr/>	<hr/>
		<b>277,900</b>
<b>Full Time Equivalent Number of Staff</b>		
(including Support Service Staff)	3.29	3.02
		3.29

a) Revised estimate reflects re-distribution of staff resources to support Ukrainian Refugees (see page CE 8).

b) Reflects increased cost of the IT infrastructure (see page CS 9).

**CHIEF EXECUTIVE**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>(b) <u>CONDUCT OF ELECTIONS</u></b>			
<b>Employees</b>			
Salaries	51,900	40,250 a)	55,000
<b>Premises Related Expenses</b>			
Rent	-	-	20,000 b)
<b>Supplies &amp; Services</b>			
Equipment & Materials - Purchases	-	9,000 b)	5,000 b)
Printing	-	1,000 b)	20,000 b)
Stationery	-	4,000 b)	-
Polling Fees (Staff)	-	-	65,000 b)
Postage	-	-	80,000 b)
	<hr/>	<hr/>	<hr/>
	51,900	54,250	245,000
<b>Less Income</b>			
Government Grant	-	(21,350 b)	(32,150 b)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	51,900	32,900	212,850
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	41,200	37,700	47,100 c)
Information Technology Expenses	11,450	15,250	14,900
Departmental Administrative Expenses	21,150	16,950 a)	21,800
	<hr/>	<hr/>	<hr/>
	<b>125,700</b>	<b>102,800</b>	<b>296,650</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	1.94	1.64	1.97
 <b><u>ELECTIONS</u></b>			
<b><u>SUMMARY</u></b>			
(a) ELECTORAL REGISTRATION	260,000	251,400	277,900
(b) CONDUCT OF ELECTIONS	125,700	102,800	296,650
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>385,700</b>	<b>354,200</b>	<b>574,550</b>
	<hr/>	<hr/>	<hr/>

## **CHIEF EXECUTIVE**

### **CONDUCT OF ELECTIONS**

- a) Revised estimate reflects re-distribution of staff resources to support Ukrainian Refugees (see page CE 8).
- b) Costs attributable to Borough elections to be held in May 2023 and the introduction of Voter Identification to be met from an earmarked reserve and government grant.
- c) Re-distribution of staff allocations from Chief Executive.

**CHIEF EXECUTIVE**

	2022/23		2023/24
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>4 GRANTS &amp; PAYMENTS</b>			
<b>Supplies &amp; Services</b>			
Grants to Citizens Advice Bureaux	95,000	95,000	95,000
Grants to Other Charitable & Voluntary Org.	19,500	32,900 a)	32,900
Household Support Grants	-	566,200 b)	-
Coats for Kids / Boiler Scheme	-	43,750 b)	-
Tonbridge Historic Society Accommodation	2,000	2,000	2,000
	116,500	739,850	129,900
<b>Less Income</b>			
Contributions from Other Bodies	-	(632,950) b)	-
	116,500	106,900	129,900
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	5,850	18,250 c)	6,200
	116,500	125,150	136,100
	<b><u>122,350</u></b>	<b><u>125,150</u></b>	<b><u>136,100</u></b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.08	0.30	0.08
<b>5 CLIMATE CHANGE</b>			
<b>Employees</b>			
Salaries	61,600	53,500 d)	64,700
<b>Supplies &amp; Services</b>			
Initiatives	31,000	10,000 e)	30,000 e)
	92,600	63,500	94,700
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	9,750	7,200	7,500
Departmental Administrative Expenses	22,450	20,350 d)	22,900
	124,800	91,050	125,100
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.43	1.32	1.44

## **CHIEF EXECUTIVE**

### **GRANTS & PAYMENTS**

- a) Includes transfer of the community development partnership budget from Community Development.
- b) Reflects payments anticipated to be made to pensioners and community groups to provide support to vulnerable and low income households and a Coats for Kids / Boiler Scheme and associated grant allocation.
- c) Re-distribution of staff resources associated with additional grant funding schemes.

### **CLIMATE CHANGE**

- d) Revised estimate reflects re-distribution of staff resources from Corporate Services staff section.
- e) Initiatives in support of the Climate Change Strategy funded from an earmarked reserve.

## CHIEF EXECUTIVE

	2022/23		2023/24
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>6 <u>ECONOMIC DEVELOPMENT &amp; REGENERATION</u></b>			
<b>Employees</b>			
Salaries	96,650	41,200 a)	35,150
<b>Supplies &amp; Services</b>			
Economic Development Expenses	3,250	8,400 b)	3,250
Business Growth Programme	10,000	10,000	10,000
Economic Development & Reg'n Initiatives	286,050	265,000 c)	194,450 c)
Re-opening High Streets Safely / Welcome Back Fund	-	850	-
Visit Kent	4,000	4,200	4,400
	399,950	329,650	247,250
<b>Less Income</b>			
Government Grant - Covid 19 Welcome Back Funding	-	3,450	-
	<b><u>Sub-total</u></b>	333,100	247,250
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	4,700	4,800	4,950
Information Technology Expenses	150	200	200
Departmental Administrative Expenses	32,250	14,500 a)	11,350
	<b><u>TO SUMMARY</u></b>	<b>352,600</b>	<b>263,750</b>
	<b>437,050</b>	<b>352,600</b>	<b>263,750</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	2.02	0.99	0.77

a) Reflects re-distribution of staff resources to the UK Shared Prosperity Fund scheme (see page CE 7).

b) Increase reflects costs associated with the Commonwealth Games baton relay funded from an earmarked reserve.

c) Support for economic development and regeneration initiatives funded from the Kent and Medway 100% Business Rates Retention Pilot reserve and or the Kent Business Rates Pool reserve.





**DIRECTOR OF CENTRAL SERVICES**

**SUMMARY**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
1 TONBRIDGE CASTLE GATEHOUSE	39,000	89,350	25,500
2 COMMUNITY SAFETY	174,050	156,450	163,050
3 MEDIA & COMMUNICATIONS	247,650	269,750	315,150
4 LOCAL LAND CHARGES	(25,000)	11,200	(7,600)
5 INDUSTRIAL ESTATE	(71,200)	(70,700)	(70,700)
6 COMMERCIAL PROPERTY	(169,000)	106,950	(186,950)
7 VALE RISE DEPOT	-	-	-
8 LAND REVIEW	78,250	131,100	76,500
9 LICENCES	71,900	95,500	64,100
	<hr/>	<hr/>	<hr/>
	<b>345,650</b>	<b>789,600</b>	<b>379,050</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	20.66	22.06	22.18

**DIRECTOR OF CENTRAL SERVICES**

	2022/23		2023/24
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
<b>1 <u>TONBRIDGE CASTLE GATEHOUSE</u></b>			
<b>Employees</b>			
Salaries	11,050	11,500	11,850
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	5,350	57,400 a)	3,150
Rates	250	250	250
Premises Insurance	14,600	9,350	9,000
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	1,000	1,000	1,000
Purchases - Exhibits	2,000	2,000	2,000
Maintenance - General	4,500	4,500	4,500
Leasing Charges	-	5,800 b)	4,500
Streamline Service	800	800	800
Marketing	7,000	7,000	- c)
Subscriptions	250	250	250
	<hr/>	<hr/>	<hr/>
	46,800	99,850	37,300
<b>Less Income</b>			
Fees & Charges			
Weddings / Hire of Gatehouse	(3,000)	(3,000)	(4,000)
Commission	(750)	(600)	(600)
Tonbridge Castle Attraction	(25,000)	(30,000)	(30,000)
Profit / Loss on Stock Sales	(3,500)	(5,000)	(6,000)
	<hr/>	<hr/>	<hr/>
	(32,250)	(38,600)	(40,600)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	14,550	61,250	(3,300)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	17,100	20,150	21,000
Information Technology Expenses	950	1,250	1,200
Departmental Administrative Expenses	6,200	6,550	6,450
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	200	150	150
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	39,000	89,350	25,500
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.69	0.74	0.76

**DIRECTOR OF CENTRAL SERVICES**

**TONBRIDGE CASTLE GATEHOUSE**

- a) Renewal of lighting in the Great Hall deferred to 2022/23.
- b) Replacement audio tour devices leased rather than purchased outright.
- c) Transferred to Media & Communications budget.

**DIRECTOR OF CENTRAL SERVICES**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>2 <u>COMMUNITY SAFETY</u></b>			
<b>Employees</b>			
Salaries	103,450	139,100 a)	147,850 a)
<b>Supplies &amp; Services</b>			
Community Safety Initiatives	14,100	24,100 b)	24,100 b)
	<hr/>	<hr/>	<hr/>
	117,550	163,200	171,950
<b>Less Income</b>			
Government Grant	(9,600)	(34,250) b)	(36,150) b)
Contributions from Other Bodies	-	(33,350) b)	(35,200) b)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	107,950	95,600	100,600
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	17,700	6,300 c)	6,650
Information Technology Expenses	-	50	50
Departmental Administrative Expenses	48,400	54,500 a)	55,750
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>174,050</b>	<b>156,450</b>	<b>163,050</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	3.08	3.82	3.84
<b>3 <u>MEDIA &amp; COMMUNICATIONS</u></b>			
<b>Employees</b>			
Salaries	163,150	175,000 d)	199,800 d)
<b>Supplies &amp; Services</b>			
Media & Communications	7,000	7,000	26,550 e)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	170,150	182,000	226,350
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	7,850	8,750	8,700
Information Technology Expenses	3,800	5,050	4,950
Departmental Administrative Expenses	65,850	73,950 d)	75,150 d)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>247,650</b>	<b>269,750</b>	<b>315,150</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	4.19	4.83	4.83

## **DIRECTOR OF CENTRAL SERVICES**

### **COMMUNITY SAFETY**

- a) Includes cost of fixed term Domestic Abuse Coordinator post.
- b) Grant allocations following the Domestic Abuse Act for both this Council and Tunbridge Wells Borough Council combined to fund the appointment of a joint Domestic Abuse Coordinator for a fixed period and related initiatives.
- c) Reassessment of staff allocations from Corporate Services Section.

### **MEDIA & COMMUNICATIONS**

- d) Reassessment of staff allocations from Street Scene & Leisure Services. Forward estimate includes full year cost of fixed term Internal Communications Officer post.
- e) Reflects consolidation of a number of service related marketing / publicity and promotion budgets.

**DIRECTOR OF CENTRAL SERVICES**

	2022/23		2023/24
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>4 LOCAL LAND CHARGES</b>			
<b>Employees</b>			
Salaries	121,000	129,000 a)	127,000
<b>Supplies &amp; Services</b>			
Insurance	1,950	2,150	2,250
Kent Highways	7,000	6,000	7,000
	<hr/>	<hr/>	<hr/>
	129,950	137,150	136,250
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges	(250,000)	(230,000) b)	(250,000) b)
	<hr/>	<hr/>	<hr/>
	(250,000)	(230,000)	(250,000)
	<hr/>	<hr/>	<hr/>
<b>Sub-total</b>	(120,050)	(92,850)	(113,750)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	19,350	20,900	23,100
Information Technology Expenses	21,350	28,450 c)	27,850
Departmental Administrative Expenses	54,350	54,700	55,200
	<hr/>	<hr/>	<hr/>
<b>TO SUMMARY</b>	<b>(25,000)</b>	<b>11,200</b>	<b>(7,600)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	3.86	3.83	3.87

**Memorandum**

Surplus from above	(25,000)	11,200	(7,600)
Share of:			
Democratic Administration	20,300	20,450	21,000
Corporate Management	8,750	8,800	9,050
Non Distributed Costs	24,150	23,650	24,950
	<hr/>	<hr/>	<hr/>
Deficit (Surplus) for Trading Purposes	28,200	64,100	47,400

a) Additional temporary staff requirement to cover maternity leave.

b) Reflects anticipated market demand for property searches, together with an increase in fees from April 2023.

c) Increased cost of IT infrastructure (see page CS 9).

**DIRECTOR OF CENTRAL SERVICES**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>5 <u>INDUSTRIAL ESTATE</u></b>			
<b>Employees</b>			
Salaries	1,250	1,400	1,200
	<hr/>	<hr/>	<hr/>
	1,250	1,400	1,200
<b>Less Income</b>			
Rents	(75,950)	(75,950)	(75,950)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(74,700)	(74,550)	(74,750)
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	2,550	2,550	2,700
Information Technology Expenses	50	50	50
Departmental Administrative Expenses	900	1,250	1,300
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>(71,200)</b>	<b>(70,700)</b>	<b>(70,700)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.08	0.08	0.08

**DIRECTOR OF CENTRAL SERVICES**

	2022/23		2023/24
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
<b>6 COMMERCIAL PROPERTY</b>			
<b>Employees</b>			
Salaries	4,450	4,750	4,550
<b>Premises Related Expenses</b>			
Insurance	600	500	950
Rates	1,000	4,950	1,100
Repairs Expenditure	87,100	368,800 a)	87,600 b)
	<hr/>	<hr/>	<hr/>
	93,150	379,000	94,200
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Rents - Land	(5,500)	(8,100)	(5,500)
- Shops & Maisonettes	(240,050)	(250,200) c)	(260,200) c)
- Offices	(35,000)	(35,000)	(37,000)
	<hr/>	<hr/>	<hr/>
	(280,550)	(293,300)	(302,700)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(187,400)	85,700	(208,500)
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	13,900	14,650	14,750
Information Technology Expenses	350	450	450
Departmental Administrative Expenses	3,500	5,500	5,700
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	650	650	650
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>(169,000)</b>	<b>106,950</b>	<b>(186,950)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.29	0.33	0.33

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

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

c) Reflects rental income in respect of 47 High Street, Tonbridge and the unit at 29 Martin Square which was vacant or subject to a rent free period for most of 2022/23.

**DIRECTOR OF CENTRAL SERVICES**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	£	£	£
<b>7 VALE RISE DEPOT</b>			
<b>Employees</b>			
Salaries	4,700	4,850	4,750
<b>Premises Related Expenses</b>			
Premises Insurance	200	100	100
Rates	14,400	14,350	15,850
Repairs Expenditure	2,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
	21,300	21,300	22,700
<b>Less Recharges to Other Services</b>	(36,700)	(36,650)	(38,100)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(15,400)	(15,350)	(15,400)
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	800	800	850
Departmental Administrative Expenses	2,150	2,350	2,350
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	12,450	12,200	12,200
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	-	-	-
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.11	0.12	0.12

**DIRECTOR OF CENTRAL SERVICES**

	2022/23		2023/24
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>8 LAND REVIEW</b>			
<b>Employees</b>			
Salaries	34,300	30,850	28,300 a)
<b>Premises Related Expenses</b>			
Depot	2,000	1,950	1,900
Estate Management	1,000	6,000 b)	1,000
Insurance	200	500	250
Repairs Expenditure	14,600	14,600	12,600
<b>Supplies &amp; Services</b>			
Professional Fees	5,000	5,000	5,000
Asset Review	-	50,000 c)	-
	<hr/>	<hr/>	<hr/>
	57,100	108,900	49,050
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges - General	(1,000)	(5,000)	(1,000)
Castle Lodge Rent	(7,000)	(7,000)	(7,000)
Wayleaves	(500)	(500)	(500)
	<hr/>	<hr/>	<hr/>
	(8,500)	(12,500)	(8,500)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	48,600	96,400	40,550
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	2,650	2,650	2,750
Information Technology Expenses	150	200	200
Departmental Administrative Expenses	26,850	31,850	33,000 a)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>78,250</b>	<b>131,100</b>	<b>76,500</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.97	1.01	1.02

- a) Redistributed staff allocations from Building & Facilities Management Section.
- b) Costs in respect of public conveniences closed at the end of March 2021 whilst awaiting the next step, e.g. disposal, alternative use.
- c) Professional fees and survey costs to take forward the Gibson East Refurbishment project funded from an earmarked reserve.

**DIRECTOR OF CENTRAL SERVICES**

	2022/23		2023/24
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>9 LICENCES</b>			
<b>(a) FEE PAYING</b>			
<b>Employees</b>			
Salaries	243,800	240,150	250,650
<b>Premises Related Expenses</b>			
Rents	100	100	100
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	7,000	7,000	7,000
Professional Fees	15,000	10,000 a)	10,000 a)
Advertising	200	350	350
	<hr/>	<hr/>	<hr/>
	266,100	257,600	268,100
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Licence Fees			
Animal Licensing	-	(7,450) b)	(10,000) b)
Animal Boarding Establishments	(6,800)	- b)	- b)
Dog Breeding	(3,650)	- b)	- b)
Selling Animals as Pets	(2,500)	- b)	- b)
Hackney Carriages & Private Hire	(225,000)	(210,000) c)	(245,000) d)
Hiring Out Horses	(3,000)	- b)	- b)
Alcohol & Entertainment - Premises	(93,000)	(94,750)	(94,000)
Acupuncture / Tattooing / Ear Piercing	(1,750)	(1,750)	(1,750)
Pleasure Boats & Boatmen	(350)	(550)	(550)
Street Trading	-	-	(15,000) e)
Pavement Licences	(300)	(300)	(1,000)
Alcohol & Entertainment - Personal	(2,500)	(2,500)	(2,500)
Sex Establishments/Sexual Entertainment	(600)	(2,000)	(2,000)
Dangerous Wild Animals	(800)	(300)	-
Gambling	(7,000)	(6,950)	(7,000)
Scrap Metal Dealers	(550)	(2,200)	(2,000)
Zoo Licences	(1,000)	-	-
Investigations: New Animal Licences	(14,000)	- b)	- b)
Contributions from Other Bodies			
Government Grant	-	(4,450)	-
	<hr/>	<hr/>	<hr/>
	(362,800)	(333,200)	(380,800)
	<hr/>	<hr/>	<hr/>
<b>Sub-total</b>	(96,700)	(75,600)	(112,700)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	15,250	15,600	16,150
Information Technology Expenses	7,400	9,850	9,600
Departmental Administrative Expenses	98,800	98,650	102,000
	<hr/>	<hr/>	<hr/>
	<b>24,750</b>	<b>48,500</b>	<b>15,050</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	6.57	6.49	6.51

**DIRECTOR OF CENTRAL SERVICES**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>(b) <u>NON FEE PAYING</u></b>			
<b>Employees</b>			
Salaries	31,750	31,400	32,950
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	2,150	2,250	2,350
Departmental Administrative Expenses	13,250	13,350	13,750
	<hr/>	<hr/>	<hr/>
	<b>47,150</b>	<b>47,000</b>	<b>49,050</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.82	0.81	0.82
 <b><u>LICENCES</u></b>			
<b><u>SUMMARY</u></b>			
(a) FEE PAYING	24,750	48,500	15,050
(b) NON FEE PAYING	47,150	47,000	49,050
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>71,900</b>	<b>95,500</b>	<b>64,100</b>
	<hr/>	<hr/>	<hr/>

**LICENCES - FEE PAYING / NON FEE PAYING**

- a) Provision for Licensing Appeals held at court.
- b) Consolidation of budgets under one heading.
- c) Economic conditions have resulted in a reduction in renewals and new applications.
- d) Reflects anticipated increased demand and proposed increase in fees from April 2023 approved by the Licensing and Appeals Committee on 29 November 2022.
- e) Introduction of a new street trading policy anticipated to start from April 2023. Projected level of income reflects identified traders and anticipated level of take up.

**DIRECTOR OF FINANCE & TRANSFORMATION**

**SUMMARY**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
1 HOUSING BENEFITS	387,350	176,800	380,200
2 LOCAL REVENUE & NNDR COLLECTION	611,550	493,700	587,100
3 COUNCIL TAX SUPPORT	155,550	138,600	291,700
4 TREASURY MANAGEMENT & BANKING	(261,300)	(778,300)	(1,273,600)
5 DRAINAGE BOARDS SPECIAL LEVIES	461,300	461,300	484,350
6 LIASION, SUPPORT & ADVICE	90,000	95,300	88,800
7 STREET NAMING & NUMBERING	50	11,950	7,200
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	1,444,500	599,350	565,750
8 CONTRIBUTIONS TO PROVISIONS	5,000	-	5,000
9 ITEMS FUNDED FROM RESERVES	-	2,500	-
	<hr/>	<hr/>	<hr/>
	<b>1,449,500</b>	<b>601,850</b>	<b>570,750</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	36.56	34.48	34.81

**DIRECTOR OF FINANCE & TRANSFORMATION**

	2022/23		2023/24
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
<b>1 HOUSING BENEFITS</b>			
<b>Employees</b>			
Salaries	201,900	217,350 a)	219,350
<b>Supplies &amp; Services</b>			
Stationery	200	200	200
Reference Books & Publications	1,200	1,350	1,500
Legal Fees	200	-	-
Bailiffs Commission	200	-	-
Audit Fee	17,000	18,400	18,400
Postages	3,000	3,000	3,000
Subscriptions	450	450	500
Compensation Scheme	100	100	100
Other Expenses	-	12,800 b)	-
Standard Self Isolation Payments	-	1,500	-
Discretionary Self Isolation Payments	-	1,500	-
<b>Housing Benefits</b>			
Rent Allowances	23,845,500	22,795,000 c)	21,495,000 d)
Non HRA Rent Rebates	900,000	850,000 c)	650,000 d)
Local Scheme	66,500	66,500 c)	66,500 d)
Discretionary Housing Payments	200,000	269,750 c)	150,000 d)
Overpayments	(225,000)	(560,000) c)	(300,000) d)
Contribution to Bad Debt Provision	-	360,000 c)	90,000 d)
	<hr/>	<hr/>	<hr/>
	25,011,250	24,037,900	22,394,550
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Government Grant	-	(77,200) e)	-
Government Grant - Covid 19			
Standard Self Isolation Payments	-	(2,000)	-
Discretionary Self Isolation Payments	-	(1,500)	-
New Burdens Grant	-	(122,300) f)	-
Government Grant - Energy Rebate Scheme	-	(111,050) g)	-
Rent Allowance Subsidy	(23,740,000)	(22,720,000) c)	(21,410,000) d)
Non HRA Rent Rebate Subsidy	(746,000)	(730,000) c)	(550,000) d)
Local Scheme Subsidy	(45,000)	(46,900) c)	(43,900) d)
Discretionary Housing Payment Contribution	(200,000)	(158,700) c)	(150,000) d)
Administration Grant	(185,250)	(185,250)	(166,750) h)
	<hr/>	<hr/>	<hr/>
	(24,916,250)	(24,154,900)	(22,320,650)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	95,000	(117,000)	73,900
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	115,800	116,000	121,000
Information Technology Expenses	46,050	61,300 i)	59,900
Departmental Administrative Expenses	130,500	116,500 j)	125,400 j)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>387,350</b>	<b>176,800</b>	<b>380,200</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	9.25	8.94	9.23

## **DIRECTOR OF FINANCE & TRANSFORMATION**

### **HOUSING BENEFITS**

- a) Additional temporary staffing requirement partly offset by a redistribution of staff support to assist with the Household Grant Funding scheme.
- b) Upgrades to the Revenues & Benefits IT system funded by government grant.
- c) Revised estimates reflect current levels of benefit payments and subsidy due, together with a reassessment of the bad debts provision on overpayments, having regard to the age and size of the debt and level of write-offs. Overall the budget is £41,400 less than the 2022/23 original estimate.
- d) Reflects anticipated reduction in rent allowances as existing working age housing benefits claimants move onto Universal Credit. Overall the budget is £58,400 less than the 2022/23 original estimate.
- e) Grants awarded to assist with the administrative costs of implementing welfare reform and other changes. £12,800 has been used on upgrades to the IT system - see note b). The balance is transferred to an earmarked reserve for use on transformation initiatives.
- f) New Burdens Grant received to meet the cost of administering the Self Isolation Payments Scheme.
- g) Some of the energy rebate grant from DLUHC has been used to assist households with energy related costs via the Discretionary Housing Payments scheme.
- h) Anticipated reduction in the Administration Grant to be awarded by the DWP in 2023/24.
- i) Reflects increased cost of the IT infrastructure (see page CS 9).
- j) Reflects a reassessment of Financial Management staff allocations. Forward estimate includes an increase in printing costs attributable to Revenue & Benefits staff section.

**DIRECTOR OF FINANCE & TRANSFORMATION**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>2 LOCAL REVENUE &amp; NNDR COLLECTION</b>			
<b>Employees</b>			
Salaries	410,650	382,700 a)	390,250
<b>Supplies &amp; Services</b>			
Equipment, Furniture & Materials - Purchases	500	500	500
Direct Debit / Bank Charges	2,500	2,500	2,000
Court Fees	3,000	3,000	3,000
Debt Recovery Fees	10,000	5,000	10,000
Other Expenses	24,750	41,400 b)	15,400
Stationery	4,800	4,800	5,000
Reference Books & Publications	400	400	400
Bar Code Payment Charges	2,800	2,800	2,000
Tracing Services	14,000	14,400	15,100
Advertising	400	400	400
Postages	50,500	55,500 c)	58,000 c)
Compensation Scheme	100	100	100
	<hr/>	<hr/>	<hr/>
	524,400	513,500	502,150
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Government Grant			
- Allowances for Cost of NNDR Collection	(156,400)	(153,200)	(153,200)
- Other	-	(19,750) d)	-
Government Grant - Covid 19			
- New Burdens Grant	-	(12,400) e)	-
Summons Costs Recovered	(250,000)	(300,000) f)	(250,000)
Civil Penalty	(3,000)	(3,000)	(3,000)
Contributions from Other Bodies	(18,100)	(20,000)	(20,000)
	<hr/>	<hr/>	<hr/>
	(427,500)	(508,350)	(426,200)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	96,900	5,150	75,950
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	146,350	148,900	155,850
Information Technology Expenses	95,500	127,100 g)	124,200
Departmental Administrative Expenses	272,800	212,550 h)	231,100 h)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>611,550</b>	<b>493,700</b>	<b>587,100</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	16.63	14.41	15.02

## **DIRECTOR OF FINANCE & TRANSFORMATION**

### **LOCAL REVENUE & NNDR COLLECTION**

- a) Reflects redistribution of staff allocations to Homelessness budget heading. Revised estimate also reflects the redistribution of staff resources to support the Council Tax Energy Rebate Schemes, offset in part by additional temporary staffing costs.
- b) Includes purchase of a software management tool funded from an earmarked reserve, and Kent Intelligence Network performance related payments.
- c) Includes provision for a price increase, increase in property numbers and potential higher level of recovery action.
- d) New Burdens Grant received to meet the cost of delivering the council tax family annexe discount.
- e) New Burdens Grant received to meet the cost of business rates relief measures.
- f) Reflects continuing impact of reintroduction of court hearings and current economic climate.
- g) Reflects increased cost of the IT infrastructure (see page CS 9).
- h) Reflects reassessment of Financial Management staff allocations, and redistribution of Revenue and Benefits support to Homelessness budget heading. Forward estimate includes an increase in printing costs attributable to Revenue & Benefits staff section.

**DIRECTOR OF FINANCE & TRANSFORMATION**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>3 <u>COUNCIL TAX SUPPORT</u></b>			
<b>Employees</b>			
Salaries	218,650	254,650 a)	232,300 a)
<b>Supplies &amp; Services</b>			
Stationery	-	1,650 b)	-
Postages	200	4,000 b)	-
Council Tax Support Scheme	-	4,500 c)	14,500 c)
LCTS Grant (Discretionary) via KCC	-	14,950 d)	-
Energy Rebate Scheme (Main)	-	4,993,350 e)	-
Energy Rebate Scheme (Discretionary)	-	154,050 e)	-
Council Tax Support Fund	-	-	171,950 f)
<b>Transfer Payments</b>			
Benefits	-	(750)	-
	<hr/>	<hr/>	<hr/>
	218,850	5,426,400	418,750
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Government Grant			
Administration			
- Dept. for Work and Pensions	(70,350)	(70,350)	(63,300) g)
- Dept. for Levelling Up, Housing and Communities	(93,000)	(117,200) h)	- h)
LCTS Grant via KCC	-	(14,950) d)	-
Government Grant - Energy Rebate Scheme			
Energy Rebate Grant	-	(5,147,400) e)	-
New Burdens Grant	-	(55,650) i)	-
Council Tax Support Fund	-	-	(171,950) f)
Contributions from Other Bodies	(136,700)	(136,700)	(136,700)
	<hr/>	<hr/>	<hr/>
	(300,050)	(5,542,250)	(371,950)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(81,200)	(115,850)	46,800
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	53,850	62,850	58,350
Information Technology Expenses	37,650	50,150 j)	49,000
Departmental Administrative Expenses	145,250	141,450	137,550
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>155,550</b>	<b>138,600</b>	<b>291,700</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	7.97	8.41	7.87

## **DIRECTOR OF FINANCE & TRANSFORMATION**

### **COUNCIL TAX SUPPORT**

- a) Revised estimate reflects redistribution of staff resources to support the Council Tax Energy Rebate Schemes. Forward estimate includes provision for a pay award.
- b) Costs associated with the Council Tax Energy Rebate Schemes.
- c) Development of an in-house modelling solution deferred to a future date, in the interim cost funded from an earmarked reserve and a possible public consultation on changes to the Council Tax Support scheme in 2023/24, also funded from an earmarked reserve.
- d) Balance of prior year support for low income households funded via Kent County Council.
- e) Payments made under the Council Tax Energy Rebate Schemes and associated grant.
- f) Anticipated Council Tax Support Fund payments and associated grant.
- g) Anticipated reduction in the Administration Grant to be awarded by the DWP from 2023/24.
- h) Administration Grant awarded by the DLUHC for the year 2022/23 higher than anticipated. Grant to be consolidated into the Local Government Finance Settlement from 2023/24.
- i) New Burdens Grant received for administering the Council Tax Energy Rebate Schemes.
- j) Reflects increased cost of the IT infrastructure (see page CS 9).

**DIRECTOR OF FINANCE & TRANSFORMATION**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>4 <u>TREASURY MANAGEMENT &amp; BANKING ARRANGEMENTS</u></b>			
<b>Employees</b>			
Salaries	31,950	31,850	33,500
<b>Supplies &amp; Services</b>			
Treasury Advisor & Dealing Fees	11,000	11,000	12,100
Credit / Debit Card Charges	42,000	46,000	46,000
Bank Charges	21,350	20,000	20,000
Transfers in Lieu of Interest	1,200	35,000 <b>a)</b>	42,000 <b>a)</b>
	<hr/>	<hr/>	<hr/>
	107,500	143,850	153,600
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Interest on:			
Cash Flow Investments	(10,850)	(218,000) <b>b)</b>	(526,000) <b>b)</b>
Core Cash Investments	(57,000)	(410,900) <b>b)</b>	(599,000) <b>b)</b>
Property Fund Investments	(172,000)	(170,000)	(180,000) <b>c)</b>
Multi Asset Income Fund Investments	(157,250)	(153,000)	(153,000)
	<hr/>	<hr/>	<hr/>
	(397,100)	(951,900)	(1,458,000)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(289,600)	(808,050)	(1,304,400)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	10,850	11,500	11,950
Information Technology Expenses	650	900	900
Departmental Administrative Expenses	16,800	17,350	17,950
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>(261,300)</b>	<b>(778,300)</b>	<b>(1,273,600)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.91	0.90	0.91

## **DIRECTOR OF FINANCE & TRANSFORMATION**

### **TREASURY MANAGEMENT & BANKING ARRANGEMENTS**

- a) Reflects recent receipt of developer contributions and an assumption as to when sums will be released / paid out.
- b) Reflects estimated impact of recent and anticipated further interest rate rises.
- c) Assumes an increase in the return to be achieved.

**DIRECTOR OF FINANCE & TRANSFORMATION**

	<b>2022/23</b>		<b>2023/24</b>
	<b>ORIGINAL ESTIMATE</b>	<b>REVISED ESTIMATE</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>5 <u>DRAINAGE BOARDS SPECIAL LEVIES</u></b>			
<b>Payments to Drainage Boards</b>	461,000	461,000	484,050 a)
<b>Central, Departmental &amp; Technical     Support Services</b>			
Central Salaries & Administration	300	300	300
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>461,300</b>	<b>461,300</b>	<b>484,350</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.00	0.00	0.00
<b>6 <u>LIAISON, SUPPORT &amp; ADVICE</u></b>			
<b>Employees</b>			
Salaries	45,000	49,600	47,150
<b>Central, Departmental &amp; Technical     Support Services</b>			
Central Salaries & Administration	28,800	29,450	25,350
Departmental Administrative Expenses	16,200	16,250	16,300
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>90,000</b>	<b>95,300</b>	<b>88,800</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.22	1.24	1.18
<b>7 <u>STREET NAMING &amp; NUMBERING</u></b>			
<b>Income</b>			
Street / House Naming & Numbering	(36,750)	(36,750)	(40,450)
<b>Central, Departmental &amp; Technical     Support Services</b>			
Central Salaries & Administration	750	750	800
Information Technology Expenses	36,050	47,950 b)	46,850
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>50</b>	<b>11,950</b>	<b>7,200</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.58	0.58	0.60

a) Reflects actual levies payable.

b) Reflects increased cost of the IT infrastructure (see page CS 9).

**DIRECTOR OF FINANCE & TRANSFORMATION**

	<b>2022/23</b>	<b>2023/24</b>	
	<b>ORIGINAL ESTIMATE £</b>	<b>REVISED ESTIMATE £</b>	<b>ESTIMATE £</b>
<b>8 <u>CONTRIBUTIONS TO PROVISIONS</u></b>			
General Bad Debts Provision	5,000	- <b>a)</b>	5,000
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>5,000</b>	-	<b>5,000</b>
	<hr/>	<hr/>	<hr/>
<b>9 <u>ITEMS FUNDED FROM RESERVES</u></b>			
Aldermen / Freedom Ceremonies / Other	-	2,500 <b>b)</b>	-
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	-	<b>2,500</b>	-
	<hr/>	<hr/>	<hr/>

**a)** Bad debt provision in respect of a company that went into administration not required on payment of debt in 2022/23.

**b)** Costs associated with the proclamation of the King funded from an earmarked reserve.

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

**SUMMARY**

	<b>2022/23 ESTIMATE</b>		<b>2023/24</b>
	<b>ORIGINAL</b>	<b>REVISED</b>	<b>ESTIMATE</b>
	<b>£</b>	<b>£</b>	<b>£</b>
1. DEVELOPMENT MANAGEMENT	788,850	1,262,950	973,100
2. CONSERVATION	72,650	104,250	94,650
3. BUILDING CONTROL	26,900	36,450	8,250
4. PLANNING POLICY	1,314,050	1,168,300	1,230,700
5. HOUSING STRATEGY & ENABLING ROLE	264,600	381,450	362,400
6. HOMELESSNESS	1,206,550	1,075,350	898,600
7. HOUSING ADVICE & PREVENTION	180,550	239,700	241,100
8. HOME SAFETY	4,050	3,850	4,050
9. PRIVATE SECTOR HOUSING RENEWAL	297,650	292,150	307,550
10. PRIVATE SECTOR HOUSING STANDARDS	95,600	96,200	99,650
11. PUBLIC HEALTH ACT 1984	7,900	7,750	7,850
12. ENVIRONMENTAL PROTECTION ACT - PART 1	34,600	34,600	35,950
13. ENVIRONMENTAL PROTECTION	339,200	316,350	326,450
14. FOOD & SAFETY	379,700	343,450	354,100
15. PUBLIC HEALTH	139,900	56,700	63,500
	<b>5,152,750</b>	<b>5,419,500</b>	<b>5,007,900</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	94.29	94.52	96.92

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>1. <u>DEVELOPMENT MANAGEMENT</u></b>			
<b>Employees</b>			
Salaries	1,156,600	1,547,150 a)	1,278,150 b)
<b>Supplies &amp; Services</b>			
Professional Fees	9,000	9,000	9,000
Planning Enforcement Fund	30,000	36,350 c)	-
Application & Appeals	21,000	70,000 d)	25,000
Advertising	13,100	13,100	13,100
	<hr/>	<hr/>	<hr/>
	1,229,700	1,675,600	1,325,250
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges			
Planning Applications	(940,000)	(940,000) e)	(850,000) f)
Pre-Planning Advice	(78,050)	(73,000) g)	(86,000) g)
Planning Performance Agreements	(50,000)	(40,000) h)	(52,000) i)
Viability Assessments	(9,100)	(9,100)	(9,100)
s.106 Agreement Monitoring	-	(35,000) j)	(38,500) i)
	<hr/>	<hr/>	<hr/>
	(1,077,150)	(1,097,100)	(1,035,600)
	<hr/>	<hr/>	<hr/>
	<b><u>Sub-total</u></b>		
	152,550	578,500	289,650
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	118,800	124,650	124,950
Information Technology Expenses	72,550	96,600 k)	94,400 k)
Departmental Administrative Expenses	444,950	463,200	464,100
	<hr/>	<hr/>	<hr/>
	<b><u>TO SUMMARY</u></b>	<b>1,262,950</b>	<b>973,100</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	30.66	31.72	32.11

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

### **DEVELOPMENT MANAGEMENT**

- a) Reflects use of agency staff to fill vacant posts due to difficulties in recruiting.
- b) New staff structure within Planning Services as approved by General Purposes Committee on 18 July 2022, plus provision for a pay award.
- c) Project to tackle illegal development funded from government grant received in 2019/20.
- d) Reflects increased spend on consultancy support and advice on the more complex applications and use of third party to undertake general planning application processing work.
- e) Planning application levels continue to be high and income is expected to be on / above budget despite Bushey Wood application being received in 2021/22, a year earlier than anticipated.
- f) Estimated future planning application fee income level.
- g) Demand for pre-application advice has reduced and increasing staff pressures has limited the ability to promote this work. Includes proposed increase in fees from December 2022 and April 2023 as approved by Cabinet on 8 November 2022.
- h) Reduced uptake potentially linked to staff resource issues.
- i) Includes proposed increase in fees from April 2023 approved by Cabinet on 8 November 2022.
- j) New fee introduced as part of the Planning Obligations Protocol as reported to Planning and Transportation Advisory Board on 11 November 2020.
- k) Increased cost of IT infrastructure - see page CS 9.

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

**2. CONSERVATION**

**Employees**

Salaries

45,300                      59,900 **a)**                      50,250

**Supplies & Services**

Archaeological Advice

7,900                                      8,100                                      8,100

**Third Party Payments**

Conservation

-    15,400 **b)**                                      15,400 **b)**

**Sub-total**

53,200                                      83,400                                      73,750

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

1,500                                      1,600                                      1,600

Information Technology Expenses

50    50    50

Departmental Administrative Expenses

17,900                                      19,200                                      19,250

**TO SUMMARY**

**72,650                                      104,250                                      94,650**

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

1.15    1.21    1.23

- a) Reflects use of agency staff to fill vacant posts due to difficulties in recruiting.
- b) Service previously carried out in-house outsourced to Tunbridge Wells Borough Council as reported to General Purposes Committee on 18 July 2022.

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

**3. BUILDING CONTROL**

**Employees**

Salaries

291,250

291,750

307,800 a)

**Supplies & Services**

Professional Fees

-

14,000 b)

13,000 b)

Subscriptions

2,150

2,150

2,350

Competent Persons Scheme

-

4,000 c)

4,000 c)

293,400

311,900

327,150

**Less Income**

Fees & Charges

Building Regulations

(423,000)

(440,000) d)

(484,000) e)

**Sub-total**

(129,600)

(128,100)

(156,850)

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

13,100

13,300

13,800

Information Technology Expenses

21,050

28,000 f)

27,400 f)

Departmental Administrative Expenses

122,350

123,250

123,900

**TO SUMMARY**

26,900

36,450

8,250

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

7.50

7.34

7.38

- a) Includes, amongst other things, provision for a pay award.
- b) Reflects use of a third party contractor to carry out structural checking for large developments following cessation of partnership. Costs unknown when revised building control establishment was reported to General Purposes Committee on 23 March 2021. Revised estimate includes access audit for Council buildings.
- c) Use of a third party contractor to carry out Competent Person checks on contractors. Costs unknown when revised building control establishment was reported to General Purposes Committee on 23 March 2021.
- d) Building regulation work continues to grow post Covid-19.
- e) Includes proposed increase in fees from April 2023 approved by Cabinet on 8 November 2022.
- f) Increased cost of IT infrastructure - see page CS 9.

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

**4. PLANNING POLICY**

**(a) DEVELOPMENT OF LOCAL PLAN**

**Employees**

Salaries

354,600                      283,000 **a)**                      330,300 **b)**

**Supplies & Services**

Development of Local Plan

441,600                      350,000 **c)**                      350,000 **c)**

**Sub-total**

796,200                      633,000                      680,300

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

15,750                      16,700                      16,750

Information Technology Expenses

400                              550                              500

Departmental Administrative Expenses

91,250                      91,400                      97,950 **b)**

**903,600                      741,650                      795,500**

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

6.50                              6.07                              6.63

- a)** Reflects vacant Planning Policy Manager and Principal Planning Officer posts.
- b)** New staff structure within Planning Services as approved by General Purposes Committee on 18 July 2022, plus provision for a pay award.
- c)** Anticipated third party costs in respect of the review, revision and resubmission of the Local Plan funded from an earmarked reserve.
- d)** Increased cost of IT infrastructure - see page CS 9.

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

**4. PLANNING POLICY (continued)**

**(b) PLANNING POLICY**

**Employees**

Salaries

243,500

242,300

291,600 a)

**Supplies & Services**

Transport Policy Consultancy

15,000

5,000 b)

5,000 b)

Borough Green Gardens

45,500

75,500 c)

25,000 c)

AONB Management

4,450

4,450

4,450

Local Wildlife Sites Register Update

3,550

3,550

3,550

**Sub-total**

312,000

330,800

329,600

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

16,750

11,650

14,950

Information Technology Expenses

1,900

2,550

2,500

Departmental Administrative Expenses

79,800

81,650

88,150 a)

**410,450**

**426,650**

**435,200**

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

5.88

5.54

6.15

**PLANNING POLICY**

**(a) DEVELOPMENT OF LOCAL PLAN**

**903,600**

**741,650**

**795,500**

**(b) PLANNING POLICY**

**410,450**

**426,650**

**435,200**

**TO SUMMARY**

**1,314,050**

**1,168,300**

**1,230,700**

- a) New staff structure within Planning Services as approved by General Purposes Committee on 18 July 2022, plus provision for a pay award.
- b) Reduced need linked with updates to Local Plan including transport issues.
- c) Anticipated third party costs in respect of the Borough Green Gardens project funded from government grant received in previous years.
- d) Increased cost of IT infrastructure - see page CS 9.

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

**5. HOUSING STRATEGY  
& ENABLING ROLE**

**(a) HOUSING STRATEGY**

**Employees**

Salaries

2022/23 ESTIMATE		2023/24 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
63,900	86,350 a)	86,250 a)
<b>Supplies &amp; Services</b>		
Professional Fees		
-	18,200 b)	-
Publicity & Promotion		
100	100	-
Support for External Agencies		
3,500	3,500	3,500
<hr/>		
67,500	108,150	89,750
<hr/>		
<b>Sub-total</b>		
<hr/>		
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration		
3,900	6,150	4,100
Information Technology Expenses		
450	600	600
Departmental Administrative Expenses		
20,800	26,050 a)	26,900 a)
<hr/>		
<b>92,650</b>	<b>140,950</b>	<b>121,350</b>
<hr/>		
<hr/>		
<b>Full Time Equivalent Number of Staff</b>		
(including Support Service Staff)	1.59	2.08
		2.14

**Supplies & Services**

Professional Fees

Publicity & Promotion

Support for External Agencies

**Sub-total**

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

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

- a)** Increase reflects additional fixed term posts employed to seek to reduce escalating temporary accommodation costs, as reported to General Purposes Committee on 22 March 2022. Funded in full from additional Homelessness Prevention Grant.
- b)** Reflects completion of housing needs research project which commenced in 2018 funded from an earmarked reserve.

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

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

**(b) HOUSING REGISTER**

**Employees**

Salaries

118,200

171,800 a)

170,050 a)

**Third Party Payments**

Choice Based Lettings

6,550

7,950

7,950

**Sub-total**

124,750

179,750

178,000

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

5,350

5,600

5,950

Information Technology Expenses

1,300

1,750

1,700

Departmental Administrative Expenses

40,550

53,400 a)

55,400 a)

**171,950**

**240,500**

**241,050**

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

3.09

4.24

4.43

**HOUSING STRATEGY & ENABLING ROLE**

**(a) HOUSING STRATEGY**

**92,650**

**140,950**

**121,350**

**(b) HOUSING REGISTER**

**171,950**

**240,500**

**241,050**

**TO SUMMARY**

**264,600**

**381,450**

**362,400**

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

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

**6. HOMELESSNESS**

**Employees**

	2022/23 ESTIMATE ORIGINAL £	REVISED £	2023/24 ESTIMATE £
Salaries	305,300	350,850 a)	362,950 b)

**Premises Related Expenses**

Repairs & Maintenance to Buildings	5,500	27,000 c)	13,500 c)
Service Charge	-	(25,150) d)	-
Maintenance of Grounds	-	1,000	5,000
Electricity	350	11,500 e)	15,100 c)
Gas	-	1,000	5,000 c)
Rent	-	(8,000) d)	-
Rates	1,000	-	1,000
Council Tax	1,000	9,950 f)	9,000 f)
Water Charges (Metered)	-	750	-
Fixtures & Fittings	1,000	2,000	5,100
Premises Insurance	1,500	2,200	2,650

**Transport Related Expenses**

Parking	-	3,000 g)	3,000 g)
Public Transport	200	200	200

**Supplies & Services**

Purchases - Equipment & Materials	1,000	1,500	5,500
Maintenance - General	1,200	-	1,200
Professional Fees	26,250	27,250	26,250
Rough Sleeping Initiative	-	333,000 h)	340,650 h)
Temporary Accommodation	2,000,000	1,515,000 i)	1,000,000 j)
Storage of Furniture, Transport, etc.	500	500	500
Rent Deposits / Rent in Advance - Payments	33,550	33,550	33,550
Telephones & Broadband	-	450	700
Contain Outbreak Management Fund	-	43,550 k)	-
Homelessness Reduction Initiatives	25,000	50,000 l)	72,000 l)
Contribution to Bad Debt Provision	30,000	50,000 m)	30,000 m)

**Third Party Payments**

Property Management	-	29,100 n)	69,800 n)
Medical Assessments	100	100	100

**Carried Forward**

2,433,450	2,460,300	2,002,750
-----------	-----------	-----------

## DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

### HOMELESSNESS

- a) Increase reflects additional fixed term posts employed to seek to reduce escalating temporary accommodation costs, as reported to General Purposes Committee on 22 March 2022. Funded in full from additional Homelessness Prevention Grant.
- b) Includes, amongst other things, provision for a pay award.
- c) Revised estimate includes specific repair costs in respect of 47 High Street. Assumes that the four Pembury Road properties will be converted to HMO's providing 15 units of accommodation. See report to Housing and Planning Scrutiny Select Committee on 6 December 2022.
- d) On the purchase of the freehold of 47 High Street, Tonbridge the Council received £33,150 in respect of the service charge and ground rent paid in advance when the six flats were purchased in 2018.
- e) Payment of energy costs for the six leased units at Union Street, Maidstone.
- f) Increase reflects assumed council tax liability in respect of Pembury Road.
- g) The Council is to provide car park season tickets to households placed in Council owned units in Tonbridge where relevant.
- h) The Council has been awarded Rough Sleeping Initiatives Grant of £983,500 for the three-year period 2022/23 to 2024/25. This will allow the Council to continue to fund its partnership work with Look Ahead and Porchlight to tackle rough sleeping.
- i) As reported to Communities and Housing Advisory Board on 15 February 2022, the Council engaged external consultants to review the Council's approach to Temporary Accommodation. The implementation of the recommendations coming from the review, including employing additional temporary staff has seen TA caseload fall from a peak of 159 in October 2021 to 95 at the end of September 2022. Revised estimates assume that caseload will continue to fall reaching 80 by the end of March 2023. Also that the four Pembury Road properties owned by the Council will provide 8 units of accommodation from November 2022.
- j) Assumes an average caseload of 80 of which 21 in Council owned accommodation (47 High Street and Pembury Road); 9 Clarion properties; and the remaining 50 in private nightly paid accommodation.
- k) Payments to landlords to clear historic rent arrears to allow homeless households to move from temporary accommodation into permanent social/private accommodation. Funded in full from Contain Outbreak Management Fund (COMF) distributed by Kent Housing Group - see note r).
- l) Estimates increased to implement outcome of review of TA (see note i) above). Funded in full from Homelessness Prevention Grant.
- m) Reassessment of the bad debts provision on recharges to clients, having regard to the age and size of the debt and level of write-offs.
- n) The Council has contracted the YMCA to manage two of the Pembury Road properties for a temporary period of twelve months commencing November 2022. The same contract rate has been assumed for all four Pembury Road properties as a result of economies of scale and a longer contract period or alternative solution.

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

**6. HOMELESSNESS (continued)**

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b><u>Brought Forward</u></b>	2,433,450	2,460,300	2,002,750
<b>Less Income</b>			
Government Grant	(382,700)	(787,000) o)	(738,950) p)
Rent Deposits/Rent in Advance - Recharges	(33,550)	(33,550)	(33,550)
Customer & Client Receipts - Accommodation	(1,040,000)	(790,000) i)	(520,000) j)
Customer & Client Receipts - Service Charge	(23,000)	(17,000) i)	(11,000) j)
Rent of Temporary Accommodation	(48,000)	(60,100) q)	(138,600) q)
Contribution from Other Bodies	-	(63,300) r)	(30,000) r)
	<hr/>	<hr/>	<hr/>
	(1,527,250)	(1,750,950)	(1,472,100)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	906,200	709,350	530,650
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	104,450	182,100 s)	182,300 s)
Information Technology Expenses	13,200	17,600	17,200
Departmental Administrative Expenses	106,950	113,950 a)	116,100 b)
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	75,750	52,350 t)	52,350 t)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>1,206,550</b>	<b>1,075,350</b>	<b>898,600</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	9.81	11.82	12.03

**Memorandum**

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

Temporary Accommodation	2,000,000	1,515,000	1,000,000
Customer & Client Receipts - Accommodation	(1,040,000)	(790,000)	(520,000)
Customer & Client Receipts - Service Charge	(23,000)	(17,000)	(11,000)
Non HRA Rent Rebates	900,000	850,000	650,000
Non HRA Rent Rebate Subsidy	(746,000)	(730,000)	(550,000)
	<hr/>	<hr/>	<hr/>
Total including non-HRA rent rebates	1,091,000	828,000	569,000
	<hr/>	<hr/>	<hr/>

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

**HOMELESSNESS (continued)**

- o)** Reflects Homelessness Prevention Grant (£392,300), Rough Sleeping Initiatives Grant (£333,000) and Homelessness Prevention Grant Winter Top-Up (£61,700).
- p)** Reflects Homelessness Prevention Grant (£398,300) and Rough Sleeping Initiatives Grant (£340,650).
- q)** Assumes that two of the Pembury Road properties will provide 8 units of accommodation from November 2022 and that all four Pembury Road properties will provide 15 units of accommodation from April 2023.
- r)** Revised estimate reflects £53,300 COMF funding from Kent Housing Group (see note k) and £10,000 from Kent County Council towards the employment of a temporary Project Officer – Homelessness and Income Maximisation. Forward estimate reflects funding of £30,000 from KCC in respect of the Project Officer.
- s)** Increased support from Revenues and Benefits Section on homelessness matters.
- t)** Works to 145 & 147 Pembury Road completed. Works to 149 & 151 Pembury Road yet to start.

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

**7. HOUSING ADVICE & PREVENTION**

**Employees**

Salaries

2022/23 ESTIMATE		2023/24 ESTIMATE
ORIGINAL	REVISED	ESTIMATE
£	£	£
119,550	165,800 a)	165,550 a)
<b>Central, Departmental &amp; Technical Support Services</b>		
Central Salaries & Administration	15,500	15,550
Information Technology Expenses	6,500	6,350
Departmental Administrative Expenses	51,900 a)	53,650 a)
<b>TO SUMMARY</b>	<b>239,700</b>	<b>241,100</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	4.35	4.52

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**TO SUMMARY**

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

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

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

**8. HOME SAFETY**

**Employees**

Salaries

2,550

2,450

2,650

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

550

550

550

Departmental Administrative Expenses

950

850

850

**TO SUMMARY**

**4,050**

**3,850**

**4,050**

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

0.08

0.07

0.07

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

**9. PRIVATE SECTOR  
HOUSING RENEWAL**

**Employees**

	2022/23 ESTIMATE ORIGINAL £	REVISED £	2023/24 ESTIMATE £
Salaries	183,000	181,100	193,700 a)
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	250	50	50
Professional Fees	250	250	250
Better Care Fund Initiatives			
Housing & Health Co-ordinator (Pembury)	11,500	11,500	11,500
Housing & Health Co-ordinator (Maidstone)	32,100	32,100	32,100
Handy Person Service (Pembury)	29,400	29,400	29,400
Handy Person Service (Boroughwide)	17,000	17,000	17,000
Energy Efficiency Initiatives	4,000	1,000	4,000
Capital Grants & Contributions (RECS)	1,110,000	2,016,000 b)	1,110,000
	<hr/>	<hr/>	<hr/>
	1,387,500	2,288,400	1,398,000
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Government Grant - Better Care Fund	(90,000)	(90,000)	(90,000)
Fees & Charges	(4,000)	(1,000)	(4,000)
Fixed Penalty Notices	-	(2,250)	-
Capital Grants Received (RECS)	(1,080,000)	(1,986,000) b)	(1,080,000)
	<hr/>	<hr/>	<hr/>
	(1,174,000)	(2,079,250)	(1,174,000)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	213,500	209,150	224,000
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	10,000	10,100	10,550
Information Technology Expenses	7,850	10,450	10,200
Departmental Administrative Expenses	66,300	62,450	62,800
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	297,650	292,150	307,550
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	4.94	4.61	4.64

a) Includes, amongst other things, provision for a pay award.

b) Increase reflects underspends in previous years rolled forward to 2022/23.  
(See Capital Plan page CP4).

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>10. PRIVATE SECTOR</b>			
<b><u>HOUSING STANDARDS</u></b>			
<b>Employees</b>			
Salaries	65,900	66,200	70,650
<b>Supplies &amp; Services</b>			
Other Expenses	5,250	6,450	6,450
	<hr/>	<hr/>	<hr/>
	71,150	72,650	77,100
<b>Less Income</b>			
Houses in Multiple Occupation / Caravan Site Licences	(3,250)	(4,100)	(5,200)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	67,900	68,550	71,900
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	1,550	1,550	1,600
Information Technology Expenses	3,050	4,050	3,950
Departmental Administrative Expenses	23,100	22,050	22,200
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>95,600</b>	<b>96,200</b>	<b>99,650</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.69	1.60	1.61

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

**11. PUBLIC HEALTH ACT 1984**

**Employees**

Salaries

1,700

1,650

1,750

**Third Party Payments**

Funeral Expenses

5,000

5,000

5,000

**Sub-total**

6,700

6,650

6,750

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

550

550

550

Departmental Administrative Expenses

650

550

550

**TO SUMMARY**

7,900

7,750

7,850

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

0.05

0.05

0.05

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

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

**Employees**

Salaries

28,100

26,600

27,950

**Less Income**

Fees & Charges

(9,750)

(9,300)

(9,300)

**Sub-total**

18,350

17,300

18,650

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

1,350

1,350

1,400

Information Technology Expenses

4,400

5,900

5,750

Departmental Administrative Expenses

10,500

10,050

10,150

**TO SUMMARY**

**34,600**

**34,600**

**35,950**

**Full Time Equivalent Number of Staff**

(including Support Service Staff)

0.75

0.71

0.71

**Memorandum**

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

Total from above

34,600

34,600

35,950

Share of:

Democratic Administration

4,400

3,950

4,250

Corporate Management

1,900

1,700

1,850

Non Distributed Costs

5,250

4,550

5,050

Full Cost of LAPPC / LA-IPPC

46,150

44,800

47,100

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

**13. ENVIRONMENTAL PROTECTION**

**Employees**

Salaries	207,000	190,000 a)	199,450 b)
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**Supplies & Services**

Purchases - Equipment & Materials	1,000	500	500
Maintenance - Calibration of Instruments	2,000	2,000	2,000
Miscellaneous Insurance	950	550	500

**Third Party Payments**

Water Sampling	500	500	500
General	1,000	1,000	1,000
Air Quality	11,750	17,100 c)	11,750
Contaminated Land - Site Inspections	2,000	2,000	2,000

<hr/>	226,200	213,650	217,700
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**Less Income**

Government Grant	-	(5,350) c)	-
Fees & Charges			
Water Sampling	(750)	(800)	(950)
Provision of Information	(1,000)	(1,100)	(1,250)

<hr/>	(1,750)	(7,250)	(2,200)
-------	---------	---------	---------

**Sub-total**

<hr/>	224,450	206,400	215,500
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	17,800	18,600	18,950
Information Technology Expenses	8,950	11,900	11,600
Departmental Administrative Expenses	82,150	73,650 a)	74,550 a)

**Depreciation & Impairment**

Non-Current Asset Depreciation	5,850	5,800	5,850
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**TO SUMMARY**

<hr/>	339,200	316,350	326,450
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**Full Time Equivalent Number of Staff**

(including Support Service Staff)	5.40	4.81	4.84
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- a) Reduced hours being worked by Scientific Officer.
- b) Includes, amongst other things, provision for a pay award.
- c) Anti-idling project at five schools across the borough grant funded by the Department for Environment, Food and Rural Affairs. See Cabinet Member Decision D220047MEM dated 13 May 2022.

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

**14. FOOD & SAFETY**

**(a) GENERAL**

**Employees**

Salaries

111,100                      97,350 a)                      103,100 b)

**Supplies & Services**

Protective Clothing

150                              150                              150

Health General

500                              500                              500

Miscellaneous Insurance

550                              550                              600

**Sub-total**

112,300                      98,550                      104,350

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

10,100                      10,550                      10,750

Information Technology Expenses

8,650                              11,550                      11,300

Departmental Administrative Expenses

54,600                      42,600 a)                      43,450 a)

**185,650                      163,250                      169,850**

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

3.18                              2.55                              2.58

a) Reassessment of support required from the Administration Section.

b) Includes, amongst other things, provision for a pay award.

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

**14. FOOD & SAFETY (continued)**

**(b) FOOD SAFETY**

**Employees**

Salaries

123,100                      112,250 **a)**                      118,950 **b)**

**Supplies & Services**

Health General

400                              400                              400

Other Expenses

500                              500                              500

**Third Party Payments**

Food Sampling

200                              100                              200

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124,200                      113,250                      120,050

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**Less Income**

Food Hygiene Rating Systems Re-inspections

(350)                              (700)                              (850)

Court Costs

(500)                              -                              -

Fees & Charges

Food Inspection

(1,500)                              (1,600)                              (1,900)

Training Courses

(3,000)                              - **c)**                              (3,000)

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(5,350)                              (2,300)                              (5,750)

---

**Sub-total**

118,850                      110,950                      114,300

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

7,950                              8,450                              8,550

Information Technology Expenses

8,800                              11,700                              11,400

Departmental Administrative Expenses

58,450                              49,100 **a)**                              50,000 **a)**

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**194,050                      180,200                      184,250**

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**Full Time Equivalent Number of Staff**

(including Support Service Staff)

3.35                              2.85                              2.89

**FOOD & SAFETY**

**(a) GENERAL**

**185,650                      163,250                      169,850**

**(b) FOOD SAFETY**

**194,050                      180,200                      184,250**

**TO SUMMARY**

**379,700                      343,450                      354,100**

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**FOOD & SAFETY - FOOD SAFETY**

- a) Reassessment of support required from the Administration Section.
- b) Includes, amongst other things, provision for a pay award.
- c) Training courses postponed due to staff resources being directed towards catch-up inspections post Covid-19.

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>15. <u>PUBLIC HEALTH</u></b>			
<b>(a) <u>HEALTHY LIVING</u></b>			
<b>Employees</b>			
Salaries	144,900	102,150 a)	107,600 b)
<b>Supplies &amp; Services</b>			
Healthy Living Initiatives	18,000	18,000	18,000
	<hr/>	<hr/>	<hr/>
	162,900	120,150	125,600
<b>Less Income</b>			
Public Health Funding	(120,700)	(124,100)	(124,100)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	42,200	(3,950)	1,500
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	2,100	2,150	2,200
Information Technology Expenses	250	350	350
Departmental Administrative Expenses	73,400	42,550 a)	43,050 a)
	<hr/>	<hr/>	<hr/>
	<b>117,950</b>	<b>41,100</b>	<b>47,100</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	5.04	2.73	2.74

- a) Decrease reflects changes to the Healthy Living team establishment approved by General Purposes Committee on 31 January 2022.
- b) Includes, amongst other things, provision for a pay award.

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

**15. PUBLIC HEALTH (continued)**

**(b) GENERAL**

**Employees**

Salaries

17,600

12,450 a)

13,200 a)

**Central, Departmental & Technical  
Support Services**

Departmental Administrative Expenses

4,350

3,150

3,200

**21,950**

**15,600**

**16,400**

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

0.24

0.17

0.17

**PUBLIC HEALTH**

**(a) HEALTHY LIVING**

117,950

41,100

47,100

**(b) GENERAL**

21,950

15,600

16,400

**TO SUMMARY**

139,900

56,700

63,500

a) Reassessment of time spent on general public health activities by the Director of Planning, Housing and Environmental Health.

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

**SUMMARY**

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
1. REFUSE COLLECTION	1,499,850	1,550,650	1,694,750
2. RECYCLING	1,057,650	945,900	824,450
3. STREET SCENE	1,113,050	1,135,650	1,231,950
4. PUBLIC CONVENIENCES	137,100	204,300	137,750
5. PEST CONTROL	22,150	25,650	26,000
6. TONBRIDGE & MALLING LEISURE TRUST	143,000	898,450	905,250
7. LARKFIELD LEISURE CENTRE	988,600	1,194,450	1,208,450
8. ANGEL CENTRE	488,400	483,150	484,100
9. TONBRIDGE SWIMMING POOL	678,250	736,450	700,550
10. POULT WOOD GOLF CENTRE	199,500	185,050	187,800
11. SPORTS GROUNDS	642,150	495,400	719,950
12. PLEASURE GROUNDS & OPEN SPACES	767,450	851,350	865,400
13. ALLOTMENTS	7,350	7,450	7,200
14. CHURCHYARDS	11,800	12,450	13,100
15. TONBRIDGE CEMETERY	29,550	39,750	25,750
16. YOUTH PARTNERSHIPS	57,300	35,750	-
17. SPORTS PARTNERSHIPS	64,950	46,200	-
18. EVENTS DEVELOPMENT	104,350	126,250	126,650
19. LEISURE STRATEGY	99,600	85,500	88,050
20. CHRISTMAS LIGHTING	46,500	52,450	46,900
21. PARKING SERVICES	(1,068,300)	(920,900)	(987,600)
22. TRANSPORTATION	148,800	149,050	151,750
23. SECURITY SERVICES MANAGEMENT (CCTV)	61,850	64,500	69,750
24. BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	568,200	191,400	200,650
25. CIVIL CONTINGENCIES	166,450	152,900	148,650
	<b>8,035,550</b>	<b>8,749,200</b>	<b>8,877,250</b>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	53.84	55.17	53.30

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>1. <u>REFUSE COLLECTION</u></b>			
<b>Employees</b>			
Salaries	156,150	165,200 a)	159,950
<b>Premises Related Expenses</b>			
Vale Rise Depot Recharge	32,900	32,650	33,000
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	3,000	3,000	3,000
Publicity & Promotion	2,000	2,000	- b)
Emergency Arrangements	50	50	50
Information Leaflets	1,000	1,000	- b)
Other Expenses	20,000	20,000	2,000 c)
<b>Third Party Payments</b>			
Residual Waste Collection	1,255,000	1,287,000 d)	1,470,000 e)
Commercial Waste Collection	500	500	500
	<hr/>	<hr/>	<hr/>
	1,470,600	1,511,400	1,668,500
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges			
Bulky Waste Collection	(135,000)	(136,000)	(147,000) f)
Additional Collections	(200)	(100)	(100)
Commercial Waste Collection	(500)	(500)	(500)
	<hr/>	<hr/>	<hr/>
	(135,700)	(136,600)	(147,600)
	<hr/>	<hr/>	<hr/>
	1,334,900	1,374,800	1,520,900
	<hr/>	<hr/>	<hr/>
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	13,350	20,450 g)	21,250 g)
Information Technology Expenses	5,800	7,700	7,550
Departmental Administrative Expenses	87,700	89,300	88,650
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	58,100	58,400	56,400
	<hr/>	<hr/>	<hr/>
	<b>1,499,850</b>	<b>1,550,650</b>	<b>1,694,750</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	4.82	5.02	4.80

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

### **REFUSE COLLECTION**

- a) Increase reflects extension of temporary Waste Contract Officer post to December 2022 to support roll-out of new service to flats.
- b) Transferred to Media & Communications budget - see page CEN 3.
- c) 2022/23 estimates include provision for legal costs assumed not required in 2023/24.
- d) Increase reflects waste collections on two additional bank holidays in 2022, review of property numbers and higher than anticipated inflationary increase in April 2022; partly off-set by permanent cessation of Saturday Bulky Refuse Freighter service as approved by Cabinet on 7 September 2022.
- e) Assumes 16.3% increase for inflation and fuel prices from April 2023 plus provision for waste collection from new housing developments (additional 500 properties per annum).
- f) Includes proposed increase in fees from April 2023 approved by Cabinet on 8 November 2022.
- g) Increase reflects senior Finance staff input on waste contract matters.

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

**2. RECYCLING**

**Employees**

Salaries

184,100                      205,050 **a)**                      202,400 **b)**

**Premises Related Expenses**

Recycling Centres - Servicing

4,000                      20,500 **c)**                      7,000 **c)**

Rates

1,000                      1,000                      1,100

**Transport Related Expenses**

Glass Collection

12,550                      23,300 **d)**                      25,650 **e)**

**Supplies & Services**

Purchases - Equipment & Materials

2,000                      2,000                      2,000

Direct Debit / Bank Charges

200                      200                      200

Credit / Debit Card Charges

4,000                      4,000                      4,000

Publicity & Promotion

7,450                      7,450                      - **f)**

Contribution to Kent Resource Partnership

15,000                      15,000                      15,000

Other Expenses

1,300                      1,300                      1,300

**Third Party Payments**

Kerbside Waste Collection

Dry Recycling

998,000                      1,053,000 **g)**                      1,206,000 **h)**

Food Recycling

381,000                      408,000 **g)**                      468,000 **h)**

Garden Waste Recycling

414,000                      461,000 **i)**                      433,000 **h)**

Bring Sites Waste Collection

Cardboard Recycling

-                      14,450 **d)**                      15,900 **e)**

Plastic Recycling

28,450                      55,800 **d)**                      47,450 **j)**

Paper Recycling

5,850                      8,650 **d)**                      9,500 **e)**

Mixed Dry Recycling

49,800                      - **d)**                      - **d)**

**Carried Forward**

2,108,700                      2,280,700                      2,438,500

## DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

### RECYCLING

- a) Increase reflects extension of temporary Waste Contract Officer post to December 2022 to support roll-out of new service to flats.
- b) Increased support from the Administration Section and provision for a pay award.
- c) Increased levels of cleansing required at bring sites and one-off cost of removing banks from non-strategic sites (£10,000).
- d) Contrary to plans envisaged when the new kerbside waste collection was introduced in 2019, the Council will continue to provide separate recycling facilities for cardboard, glass, paper and plastic at bring sites, rather than mixed recycling and collected by different contractors to the kerbside waste contractor. Increased cost £42,000.
- e) Assumes 10.1% increase for inflation (CPI).
- f) Transferred to Media & Communications budget - see page CEN 3.
- g) Increase reflects waste collections on two additional bank holidays in 2022, review of property numbers and higher than anticipated inflationary increase in April 2022.
- h) Assumes 16.3% increase for inflation and fuel prices from April 2023 plus provision for waste collection from new housing developments (additional 500 properties per annum).
- i) Increase reflects one-off payment to contractor for re-instatement of the garden waste service (see Emergency Decision D220006URG); waste collections on two additional bank holidays in 2022; review of property numbers; and higher than anticipated inflationary increase in April 2022. The cost of the re-instatement (£92,100) is to be funded from the Budget Stabilisation Reserve.
- j) Reflects removal of plastics recycling banks at the Angel car park.

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

**2. RECYCLING (continued)**

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b><u>Brought Forward</u></b>	2,108,700	2,280,700	2,438,500
<b>Less Income</b>			
Garden Waste Collection	(700,000)	(900,000) <b>k)</b>	(1,240,000) <b>l)</b>
Textile Recycling	(6,000)	(6,000)	(6,000)
Performance Payment	(570,000)	(686,000) <b>m)</b>	(628,000) <b>m)</b>
	<hr/>	<hr/>	<hr/>
	(1,276,000)	(1,592,000)	(1,874,000)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	832,700	688,700	564,500
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	12,850	13,450	13,850
Information Technology Expenses	25,400	33,850 <b>n)</b>	33,050 <b>n)</b>
Departmental Administrative Expenses	95,450	106,300 <b>a)</b>	106,450
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	91,250	103,600	106,600
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>1,057,650</b>	<b>945,900</b>	<b>824,450</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	5.56	6.17	5.98

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

**RECYCLING (continued)**

- k)** Reflects a 90% take-up of renewals post suspension, a low and steady level of new subscriptions and an in-year increase in fees from January 2023 approved by Cabinet on 8 November 2022.
- l)** Assumes no further attrition on renewals, a low and steady level of new subscriptions and includes proposed increase in fees from April 2023 approved by Cabinet on 8 November 2022.
- m)** Reflects anticipated recycling performance payment based on current tonnages. Revised estimate includes payment in respect of prior year.
- n)** Increased cost of IT infrastructure - see page CS 9.

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

**3. STREET SCENE**

**Employees**

Salaries	123,100	132,700 a)	129,650 b)
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**Supplies & Services**

Purchases - Equipment & Materials	10,000	15,000	10,000
Abatement Initiatives (Self Help)	15,000	10,000	15,000
Dog Bin Emptying	11,000	11,350	13,200
Graffiti Removal	4,000	1,000	1,000
Dog Warden	68,500	92,000 c)	75,400 d)
Emergency Arrangements	50	50	50

**Third Party Payments**

Amenity & Street Cleansing	823,000	806,000 e)	921,000 f)
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1,054,650	1,068,100	1,165,300
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**Less Income**

Fees & Charges			
Stray Dogs Redemption Fees	(4,150)	(4,150)	(4,550)
Fixed Penalty Notices	(3,000)	- g)	- g)
Clearance Costs and Contributions from Other Bodies	(6,800)	(6,800)	(6,800)

(13,950)	(10,950)	(11,350)
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**Sub-total**

1,040,700	1,057,150	1,153,950
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	9,150	9,350	9,700
Information Technology Expenses	4,200	5,600	5,500
Departmental Administrative Expenses	59,000	63,550 a)	62,800

**TO SUMMARY**

1,113,050	1,135,650	1,231,950
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**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

3.45	3.72	3.55
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## **DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**

### **STREET SCENE**

- a) Increased support from the Administration Section.
- b) Includes, amongst other things, provision for a pay award.
- c) Increase in stray/abandoned dogs not being claimed. Likely linked to post Covid-19 and financial hardship.
- d) Assumes return to historic levels of stray/abandoned dogs, off-set by a 10.1% increase for inflation (CPI).
- e) Lower than anticipated "ad-hoc" street cleansing works required.
- f) Assumes 16.3% increase for inflation and fuel prices from April 2023 plus provision for cleansing of new housing developments.
- g) The Council will not receive Fixed Penalty Notices income following the outsourcing of the enforcement function. See Cabinet Member Decision D220071MEM dated 10 August 2022.

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>4. <u>PUBLIC CONVENIENCES</u></b>			
<b>Employees</b>			
Salaries	20,150	11,850 a)	11,500 a)
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	10,800	47,350 b)	11,300
Electricity	6,500	1,000 c)	6,500
Water Charges (Metered)	5,700	5,700	5,700
Sewerage & Environmental Services	8,500	5,000	5,000
Premises Insurance	2,300	1,400	1,200
<b>Supplies &amp; Services</b>			
Contribution to Other Bodies	-	9,000 d)	-
<b>Third Party Payments</b>			
Public Conveniences Cleansing	25,500	54,800 e)	28,100 f)
	<hr/>	<hr/>	<hr/>
	79,450	136,100	69,300
<b>Less Income</b>			
Fees & Charges			
Radar Keys	(50)	(50)	(50)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	79,400	136,050	69,250
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	5,950	6,600	6,900
Information Technology Expenses	400	500	500
Departmental Administrative Expenses	11,400	6,450 a)	6,400 a)
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	39,950	54,700 g)	54,700 g)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>137,100</b>	<b>204,300</b>	<b>137,750</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.68	0.45	0.43

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

### **PUBLIC CONVENIENCES**

- a)** Reduced officer and management support due to reduction in number of sites.
- b)** Aylesford public convenience conversion (£25,000) slipped from 2021/22 to 2022/23.
- c)** Reflects refunds on previous year's bills.
- d)** Payment to Wrotham Parish Council on handover of the public conveniences.
- e)** Delay to renewal of public conveniences cleansing contract has led to increased costs.
- f)** Assumes new contract starts in April 2023.
- g)** Increase attributable to West Malling public conveniences remaining open.

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

**5. PEST CONTROL**

**Employees**

Salaries

8,550

9,550

9,750

**Financial Hardship Subsidy**

1,000

1,000

1,000

**Sub-total**

9,550

10,550

10,750

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

2,300

2,300

2,450

Information Technology Expenses

5,500

7,350

7,200

Departmental Administrative Expenses

4,800

5,450

5,600

**TO SUMMARY**

22,150

25,650

26,000

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

0.37

0.40

0.41

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>6. <u>TONBRIDGE &amp; MALLING LEISURE TRUST</u></b>			
<b>Employees</b>			
Salaries	45,150	47,450	49,600
<b>Third Party Payments</b>			
Employers' Superannuation Costs	64,500	64,500	67,700
General	-	750,000 a)	750,000 a)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	109,650	861,950	867,300
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	12,550	14,750	15,450
Information Technology Expenses	50	50	50
Departmental Administrative Expenses	20,750	21,700	22,450
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>143,000</b>	<b>898,450</b>	<b>905,250</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.32	1.41	1.42

- a) As a result of the current adverse economic conditions including the high cost of energy the Tonbridge and Malling Leisure Trust will require financial support from the Council in 2022/23. For financial planning purposes it has been assumed a similar level of support will be required in 2023/24. To be funded from the Budget Stabilisation Reserve.

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>7. <u>LARKFIELD LEISURE CENTRE</u></b>			
<b>Employees</b>			
Salaries	1,150	1,200	1,250
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	130,650	325,950 a)	350,900 b)
Premises Insurance	29,100	18,700 c)	17,050 c)
<b>Third Party Payments</b>			
General	-	-	15,000 d)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	160,900	345,850	384,200
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	16,550	19,150	20,000
Information Technology Expenses	150	200	200
Departmental Administrative Expenses	450	450	450
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	810,550	828,800	803,600
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>988,600</b>	<b>1,194,450</b>	<b>1,208,450</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	0.26	0.32	0.32

- a) Includes servicing of plant and equipment (£95,100), sports hall roof re-felting (£90,000), window/door repairs (£25,000), plant renewals (£20,000), BMS system maintenance/upgrade (£16,900), fitness pool roof repairs (£15,000) and legionella works (£12,100).
- b) Includes servicing of plant and equipment (£162,500), sports hall stores retaining wall replacement (£40,000), top toilet refurbishment (£40,000), window/door repairs (£20,000), fitness pool roof repairs (£15,000) and IEE testing (£12,000).
- c) Reflects the outcome of the retender of the insurance contract.
- d) Reflects extension of maintenance agreement in respect of fitness equipment.

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

**8. ANGEL CENTRE**

**Employees**

Salaries	3,200	3,050	3,300
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**Premises Related Expenses**

Building Repairs Expenditure	124,050	146,050 a)	149,050 b)
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Premises Insurance	14,200	10,000 c)	9,900 c)
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**Third Party Payments**

General	-	20,000 d)	-
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**Sub-total**

141,450	179,100	162,250
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	6,800	9,600	10,100
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Information Technology Expenses	150	150	150
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Departmental Administrative Expenses	800	850	900
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**Depreciation & Impairment**

Non-Current Asset Depreciation	339,200	293,450 e)	310,700 f)
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**TO SUMMARY**

<b>488,400</b>	<b>483,150</b>	<b>484,100</b>
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**Full Time Equivalent Number of Staff**

(Including Support Service Staff)	0.19	0.24	0.24
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- a) Includes gym flat roof renewal (£47,000), servicing of plant and equipment (£48,400), ventilation control panel replacement (£15,000) and duct cleaning (£10,000).
- b) Includes servicing of plant and equipment (£98,700) and changing room works (£30,000).
- c) Reflects the outcome of the retender of the insurance contract.
- d) Reflects extension of maintenance agreement in respect of fitness equipment.
- e) Reflects the outcome of the revaluation undertaken at the end of 2021/22 and deferral of capital renewals.
- f) Reflects the outcome of the revaluation undertaken at the end of 2021/22 and anticipated capital renewals.

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

**9. TONBRIDGE SWIMMING POOL**

**Employees**

Salaries

3,200                      3,050                      3,300

**Premises Related Expenses**

Building Repairs Expenditure

165,300                      212,900 a)                      169,450 b)

Premises Insurance

22,150                      16,750 c)                      16,600 c)

**Sub-total**

190,650                      232,700                      189,350

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

12,000                      14,550                      15,250

Information Technology Expenses

150                      200                      200

Departmental Administrative Expenses

800                      850                      850

**Depreciation & Impairment**

Non-Current Asset Depreciation

474,650                      488,150                      494,900

**TO SUMMARY**

**678,250                      736,450                      700,550**

**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

0.26                      0.32                      0.32

- a) Includes disinfection system replacement (£60,000), servicing of plant and equipment (£40,800), BMS system maintenance/upgrade (£40,200), carbon descent report (£11,000), duct cleaning (£10,000), plant renewals (£10,000) and pool tile repairs (£10,000).
- b) Includes repair of glulam beams (£50,000), servicing of plant and equipment (£38,000), pool control panel renewals (£20,000), plant renewals (£10,000) and pool tile repairs (£10,000).
- c) Reflects the outcome of the retender of the insurance contract.

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>10. <u>POULT WOOD GOLF CENTRE</u></b>			
<b>Employees</b>			
Salaries	1,500	1,550	1,550
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	20,250	32,000 a)	29,200 b)
Maintenance of Grounds	950	1,000	1,150
Premises Insurance	5,550	3,650	3,550
<b>Transport Related Expenses</b>			
Transport Insurance	6,150	6,850	7,800
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	34,400	45,050	43,250
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	8,150	10,050	10,500
Information Technology Expenses	100	100	100
Departmental Administrative Expenses	600	700	700
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	156,250	129,150 c)	133,250 c)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	199,500	185,050	187,800
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	0.15	0.20	0.20

a) Includes servicing of plant and equipment (£19,800).

b) Includes servicing of plant and equipment (£13,100) and showers refurbishment (£7,000).

c) Reflects the outcome of the revaluation undertaken at the end of 2021/22.

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>11. <u>SPORTS GROUNDS</u></b>			
<b>Employees</b>			
Salaries	42,950	45,950	47,400
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	171,750	12,050 a)	180,500 a)
Maintenance of Grounds	20,650	20,650	21,050
Premises Insurance	2,650	2,000	2,150
<b>Transport Related Expenses</b>			
Repairs & Maintenance	200	150	150
Licences	150	150	150
Petrol / Oil	750	850	850
Car Allowances	400	200	200
Transport Insurance	200	250	300
<b>Supplies &amp; Services</b>			
Clothing, Uniform & Laundry	150	150	150
Stationery	50	100	100
Professional Fees	-	4,900 b)	-
Gates / Security	3,650	4,150	4,550
Honoraria	1,100	1,100	1,100
Postages	50	50	50
Telephones	100	100	100
Licences	100	100	100
<b>Third Party Payments</b>			
Grounds Maintenance Contract	256,400	265,050 c)	286,800 c)
	<hr/>	<hr/>	<hr/>
	501,300	357,950	545,700
<b>Less Income</b>			
Rents			
Rents	(16,250)	(14,400) d)	(14,550) d)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	485,050	343,550	531,150
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	12,750	13,500	14,150
Information Technology Expenses	500	650	650
Departmental Administrative Expenses	20,400	22,250	22,950
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	123,450	115,450	151,050 e)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>642,150</b>	<b>495,400</b>	<b>719,950</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.41	1.51	1.51

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

### **SPORTS GROUNDS**

- a) Replacement of Tonbridge Farm Pavilion roof (£160,000) slipped from 2022/23 to 2023/24.
- b) An external consultant has been commissioned to undertake an initial options review for the retender of the Council's Grounds Maintenance Contract. The work is to be funded from the Invest to Save Reserve. See Cabinet Member Decision D220073MEM dated 3 August 2022.
- c) Assumes 10.1% increase for inflation in January 2023 and an increase of 3% in January 2024.
- d) No longer receiving income from outdoor gym company for using Tonbridge Racecourse Sportsground.
- e) Includes the refurbishment of Tonbridge Farm and Tonbridge Racecourse play areas.

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>12. PLEASURE GROUNDS &amp; OPEN SPACES</b>			
<b>(a) TONBRIDGE CASTLE GROUNDS</b>			
<b>Employees</b>			
Salaries	17,950	19,300	20,100
<b>Premises Related Expenses</b>			
Maintenance of Grounds	4,500	4,500	4,500
Electricity	800	800	800
Rates	1,300	1,250	1,400
Premises Insurance	50	50	50
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	10,000	10,000	10,000
Licences	300	300	300
<b>Third Party Payments</b>			
Grounds Maintenance Contract	89,200	91,800 a)	99,300 a)
Tonbridge Hanging Baskets	5,000	5,000	5,000
	<hr/>	<hr/>	<hr/>
	129,100	133,000	141,450
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges - Mooring Fees	(300)	(300)	(300)
Rents			
Rights over Water	(2,100)	(2,200)	(2,500)
	<hr/>	<hr/>	<hr/>
	(2,400)	(2,500)	(2,800)
	<hr/>	<hr/>	<hr/>
	126,700	130,500	138,650
	<hr/>	<hr/>	<hr/>
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	2,700	2,700	2,800
Information Technology Expenses	200	300	300
Departmental Administrative Expenses	7,800	8,900	9,150
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	11,650	8,300	14,600
	<hr/>	<hr/>	<hr/>
	<b>149,050</b>	<b>150,700</b>	<b>165,500</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	0.55	0.60	0.61

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

**PLEASURE GROUNDS & OPEN SPACES - TONBRIDGE CASTLE GROUNDS**

- a) Assumes 10.1% increase for inflation in January 2023 and an increase of 3% in January 2024.

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

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

**(b) HAYSDEN COUNTRY PARK**

**Employees**

	2022/23 ESTIMATE ORIGINAL £	REVISED £	2023/24 ESTIMATE £
Salaries	39,300	41,050	42,500

**Premises Related Expenses**

Building Repairs Expenditure	5,700	6,400	3,100
Maintenance of Grounds	9,250	9,250	9,250
Electricity	1,500	1,500	1,500
Water Charges (Metered)	50	5,500 a)	3,000 a)
Sewerage & Environmental Services	1,150	2,300	2,300
Cleaning & Domestic Supplies	7,000	15,300 b)	7,700 c)
Premises Insurance	350	200	150

**Supplies & Services**

Purchases - Equipment & Materials	2,850	2,850	2,850
Maintenance - General	2,300	2,500	2,500
Clothing, Uniforms & Laundry	50	50	50
Cash Collection	1,550	1,550	1,750
Trade Refuse Charges	650	700	750
Dog Bin Emptying	300	300	350
Gates / Security	8,500	7,300	8,200
Rodent Control	350	650	650
Litter Collection	5,800	5,850	6,850
Advertising	700	700	-

**Third Party Payments**

Grounds Maintenance Contract	27,150	27,800 d)	30,050 d)
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**Carried Forward**

114,500	131,750	123,500
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- a) Move from unmetered to metered water supply. Revised estimate includes backdated payments in respect of prior years.
- b) Delay to renewal of public conveniences cleansing contract has led to increased costs - see page SSLTS 6.
- c) Assumes new contract starts in April 2023.
- d) Assumes 10.1% increase for inflation in January 2023 and an increase of 3% in January 2024.

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>12. PLEASURE GROUNDS &amp; OPEN SPACES</b>			
<b><u>(continued)</u></b>			
<b>(b) HAYSDEN COUNTRY PARK (continued)</b>			
<b><u>Brought Forward</u></b>	114,500	131,750	123,500
<b>Less Income</b>			
Fees & Charges			
Car Parking Fees	(78,000)	(67,000) e)	(73,500) f)
Car Park Season Tickets	(17,000)	(14,000) e)	(15,500) f)
Educational Visits	(350)	-	-
Rents			
Rights over Water	(5,350)	(5,450)	(5,600)
Miscellaneous Concessions	(8,200)	(9,400)	(10,450)
	<hr/>	<hr/>	<hr/>
	(108,900)	(95,850)	(105,050)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	5,600	35,900	18,450
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	2,700	2,700	2,800
Information Technology Expenses	1,100	1,450	1,400
Departmental Administrative Expenses	18,300	19,250	19,850
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	34,000	31,750	33,100
	<hr/>	<hr/>	<hr/>
	<b>61,700</b>	<b>91,050</b>	<b>75,600</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	1.18	1.22	1.23

e) Usage levels have reduced post Covid-19.

f) Includes proposed increase in fees from April 2023 approved by Cabinet on 8 November 2022.

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

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

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

**Employees**

Salaries	78,600	80,800	83,650
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**Premises Related Expenses**

Maintenance of Grounds	27,400	27,400	27,400
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Maintenance of Play Equipment	7,500	7,500	7,500
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Bridge Maintenance	30,000	30,000	15,000 a)
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Electricity	3,100	3,100	3,100
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Premises Insurance	2,100	2,250	2,550
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**Supplies & Services**

Purchases - Equipment & Materials	800	800	800
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Dog Bin Emptying	150	150	150
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Rodent Control	150	250	250
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Miscellaneous Insurance	150	100	100
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Telephones	150	150	150
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**Third Party Payments**

Grounds Maintenance Contract	146,150	156,150 b)	169,050 b)
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**Carried Forward**

296,250	308,650	309,700
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a) Assumed ongoing budget required for maintenance of Council owned bridges.

b) Assumes 10.1% increase for inflation in January 2023 and an increase of 3% in January 2024, together with a variation order commencing April 2022 for additional works at Vale Road, Tonbridge; Avenue du Puy, Tonbridge; and Roman Close, Bluebell Hill.

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>12. PLEASURE GROUNDS &amp; OPEN SPACES</b> <b><u>(continued)</u></b>			
<b>(c) <u>OPEN SPACES</u></b> <b><u>&amp; AMENITY AREAS BOROUGH - WIDE</u></b> <b><u>(continued)</u></b>			
<u>Brought Forward</u>	296,250	308,650	309,700
<b>Less Income</b>			
Developer Contributions	(2,200)	(2,300)	(2,500)
Rents			
Land	(18,250)	(21,400)	(23,200)
Wayleave Agreement	(1,250)	(1,250)	(1,250)
	<hr/>	<hr/>	<hr/>
	(21,700)	(24,950)	(26,950)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	274,550	283,700	282,750
<b>Central, Departmental &amp; Technical</b> <b>Support Services</b>			
Central Salaries & Administration	6,450	7,400	7,700
Information Technology Expenses	900	1,150	1,150
Departmental Administrative Expenses	37,100	37,500	38,800
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	34,800	24,750	41,500
	<hr/>	<hr/>	<hr/>
	<b>353,800</b>	<b>354,500</b>	<b>371,900</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	2.23	2.29	2.30

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

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

**(d) PATROLLING**

**Employees**

Salaries	5,800	6,500	6,750
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**Transport Related Expenses**

Repairs & Maintenance	200	150	150
Licences	150	150	150
Petrol / Oil	750	850	850
Transport Insurance	200	250	300

**Supplies & Services**

Clothing, Uniform & Laundry	150	150	150
Gates / Security	3,650	4,100	4,500
Telephones	50	50	50

**Sub-total**

10,950	12,200	12,900
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	1,300	1,300	1,350
Information Technology Expenses	100	100	100
Departmental Administrative Expenses	2,700	3,200	3,300

<b>15,050</b>	<b>16,800</b>	<b>17,650</b>
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**Full Time Equivalent Number of Staff**  
(Including Support Service Staff)

0.18	0.21	0.21
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**DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>12. PLEASURE GROUNDS &amp; OPEN SPACES</b>			
<b><u>(continued)</u></b>			
<b>(e) <u>COUNTRYSIDE / WOODLAND</u></b>			
<b><u>MANAGEMENT</u></b>			
<b>Employees</b>			
Salaries	15,550	17,050	17,600
<b>Premises Related Expenses</b>			
Maintenance of Grounds	8,000	8,000	8,000
Tree Planting Schemes	2,300	2,300	2,300
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	300	300	300
Health & Safety - Trees	40,000	80,000 a)	80,000 a)
Miscellaneous Insurance	50	50	50
<b>Third Party Payments</b>			
Medway Valley Countryside Partnership	9,000	9,000	9,000
	<hr/>	<hr/>	<hr/>
	75,200	116,700	117,250
<b>Less Income</b>			
Partnership Funding	-	(500)	-
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	75,200	116,200	117,250
<b>Central, Departmental &amp; Technical</b>			
<b>Support Services</b>			
Central Salaries & Administration	6,450	6,500	6,800
Information Technology Expenses	900	1,200	1,200
Departmental Administrative Expenses	7,350	8,400	8,650
	<hr/>	<hr/>	<hr/>
	<b>89,900</b>	<b>132,300</b>	<b>133,900</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b>	0.55	0.60	0.61
(Including Support Service Staff)			

- a) Reflects current spend required in respect of tree management. Tree management policy to be reviewed to determine if costs can be contained if not reduced.

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

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

**(f) LEYBOURNE LAKES COUNTRY PARK**

**Employees**

Salaries	7,850	8,900	9,300
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**Premises Related Expenses**

Building Repairs Expenditure	3,650	4,050	5,200
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Maintenance of Grounds	-	5,300 a)	- b)
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Sewerage & Environmental Services	-	(50)	-
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Premises Insurance	650	600	800
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**Transport Related Expenses**

Transport Insurance	400	500	600
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**Supplies & Services**

Maintenance - General	-	1,300 c)	- b)
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Cash Collection	-	1,000 c)	- b)
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Telephones	-	50	-
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**Third Party Payments**

Management Fee	5,000	5,000	- d)
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**Carried Forward**

17,550	26,650	15,900
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- a) Reflects works to play area (£4,300) funded from developer contributions and a contribution from Tonbridge and Malling Leisure Trust (TMLT); and car park lining work (£1,000).
- b) Assumes TMLT will take over management of car park from April 2023.
- c) Costs associated with car park ticket machines.
- d) Anticipated management fee due to TMLT from Year 3 onwards as reported to Communities and Housing Advisory Board on 20 July 2021.

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

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

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b><u>Brought Forward</u></b>	17,550	26,650	15,900
<b>Less Income</b>			
Contributions from Other Bodies	-	(4,100) e)	- b)
Developer Contributions	-	(3,100) f)	-
	<hr/>	<hr/>	<hr/>
	-	(7,200)	-
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	17,550	19,450	15,900
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	5,000	5,000	5,250
Information Technology Expenses	1,000	1,350	1,300
Departmental Administrative Expenses	2,750	3,600	3,700
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	71,650	76,600	74,700
	<hr/>	<hr/>	<hr/>
	<b>97,950</b>	<b>106,000</b>	<b>100,850</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (Including Support Service Staff)</b>	0.27	0.31	0.31

**PLEASURE GROUNDS & OPEN SPACES**

<b>(a) TONBRIDGE CASTLE GROUNDS</b>	149,050	150,700	165,500
<b>(b) HAYSDEN COUNTRY PARK</b>	61,700	91,050	75,600
<b>(c) OPEN SPACES &amp; AMENITY AREAS</b>	353,800	354,500	371,900
<b>(d) PATROLLING</b>	15,050	16,800	17,650
<b>(e) COUNTRYSIDE / WOODLAND MANAGE'T</b>	89,900	132,300	133,900
<b>(f) LEYBOURNE LAKES COUNTRY PARK</b>	97,950	106,000	100,850
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	767,450	851,350	865,400
	<hr/>	<hr/>	<hr/>

e) Reflects contributions from TMLT towards parking enforcement (£2,900) and play area works (£1,200).

f) Developer contributions used to fund play area works.

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

**13. ALLOTMENTS**

**Employees**

Salaries	550	650	700
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**Premises Related Expenses**

Drainage Rates	50	50	50
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Premises Insurance	100	50	50
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**Third Party Payments**

Management Fee to T.A.G.A.	5,100	5,100	5,100
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**Sub-total**

5,800	5,850	5,900
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	350	350	350
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Departmental Administrative Expenses	250	300	300
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**Depreciation & Impairment**

Non-Current Asset Depreciation	950	950	650
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**TO SUMMARY**

<b>7,350</b>	<b>7,450</b>	<b>7,200</b>
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**Full Time Equivalent Number of Staff**

(Including Support Service Staff)	0.02	0.02	0.02
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**DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>14. <u>CHURCHYARDS</u></b>			
<b>Employees</b>			
Salaries	3,150	3,200	3,300
<b>Premises Related Expenses</b>			
Maintenance of Grounds	1,800	1,800	1,800
<b>Third Party Payments</b>			
Grounds Maintenance Contract	4,500	5,150 a)	5,600 a)
	<hr/>	<hr/>	<hr/>
	9,450	10,150	10,700
<b>Less Income</b>			
Contributions from Other Bodies	(50)	(50)	(50)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	9,400	10,100	10,650
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	950	950	1,000
Information Technology Expenses	100	100	100
Departmental Administrative Expenses	1,350	1,300	1,350
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	11,800	12,450	13,100
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	0.09	0.09	0.09

a) Assumes 10.1% increase for inflation in January 2023 and an increase of 3% in January 2024.

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>15. <u>TONBRIDGE CEMETERY</u></b>			
<b>Employees</b>			
Salaries	27,200	28,800	29,750
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	7,500	11,200 a)	1,700
Maintenance of Grounds	5,600	5,600	5,600
Electricity	3,000	3,000	3,000
Rates	9,900	9,850	10,850
Water Charges (Metered)	250	250	250
Sewerage & Environmental Services	250	250	250
Premises Insurance	850	550	500
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	2,050	2,050	2,050
<b>Third Party Payments</b>			
Grounds Maintenance Contract	60,100	66,200 b)	70,500 b)
	<hr/>	<hr/>	<hr/>
	116,700	127,750	124,450
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges			
Graves - Exclusive Right of Burial	(41,600)	(41,600)	(45,100)
Interments	(49,150)	(49,150)	(53,350)
Memorials - Erection	(6,600)	(6,600)	(7,150)
Memorials - Inscription	(2,850)	(2,850)	(3,100)
Register Search	(1,900)	(1,900)	(2,050)
Memorial Garden - Lease of Tablet / Vault	(23,800)	(23,800)	(25,800)
Memorial Garden - Plaque / Inscription	(2,650)	(2,650)	(2,850)
Use of Chapel	(1,900)	(1,900)	(2,050)
	<hr/>	<hr/>	<hr/>
	(130,450)	(130,450)	(141,450) c)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(13,750)	(2,700)	(17,000)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	6,500	4,700	4,850
Information Technology Expenses	750	1,000	1,000
Departmental Administrative Expenses	12,300	13,300	13,700
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	23,750	23,450	23,200
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>29,550</b>	<b>39,750</b>	<b>25,750</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	0.85	0.88	0.88

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

**TONBRIDGE CEMETERY**

- a) Includes internal decoration (£6,000).
- b) Assumes 10.1% increase for inflation in January 2023 and an increase of 3% in January 2024.
- c) Includes proposed increase in fees from April 2023 as approved by Cabinet on 8 November 2022.

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>16. <u>YOUTH PARTNERSHIPS</u></b>			
<b>Employees</b>			
Salaries	31,000	15,450 a)	-
<b>Supplies &amp; Services</b>			
Leisure Pass Subsidy	3,000	3,000	- b)
Marketing	1,000	1,000	-
Youth Development Initiatives	2,000	2,000	-
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	37,000	21,450	-
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	4,150	4,250	-
Information Technology Expenses	2,250	2,950	-
Departmental Administrative Expenses	13,900	7,100 a)	-
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	57,300	35,750	-
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	0.89	0.49	-

Forward estimates reflect the cessation of youth engagement services, with the exception of the Leisure Pass scheme, as resolved by Cabinet on 8 November 2022.

- a) Re-allocation of resources by the Events and Partnerships Section from Youth Partnerships to Events Development - see page SSLTS 28.
- b) Leisure Pass Subsidy budget shown under Leisure Strategy (page SSLTS 29).

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

	2022/23 ESTIMATE		2023/24 ESTIMATE
	ORIGINAL £	REVISED £	
<b>17. <u>SPORTS PARTNERSHIPS</u></b>			
<b>Employees</b>			
Salaries	41,500	28,400 a)	-
<b>Supplies &amp; Services</b>			
Sports Development Programme	3,000	3,000	-
	<hr/>	<hr/>	<hr/>
	44,500	31,400	-
<b>Less Income</b>			
Contributions from Other Bodies	(500)	(500)	-
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	44,000	30,900	-
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	1,600	1,550	-
Information Technology Expenses	300	400	-
Departmental Administrative Expenses	19,050	13,350 a)	-
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>64,950</b>	<b>46,200</b>	-
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	1.12	0.77	-

Forward estimates reflect the cessation of sports development services as resolved by Cabinet on 8 November 2022.

- a) Re-allocation of resources by the Events and Partnerships Section from Sports Partnerships to Events Development - see page SSLTS 28.

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>18. <u>EVENTS DEVELOPMENT</u></b>			
<b>Employees</b>			
Salaries	54,400	77,500 a)	81,100 a)
<b>Supplies &amp; Services</b>			
Events Support	22,000	22,000	22,000
Marketing	4,000	4,000	4,000
Licences	1,000	1,000	1,000
	<hr/>	<hr/>	<hr/>
	81,400	104,500	108,100
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Events Income	(35,000)	(46,000) b)	(50,600) c)
Marketing Income	-	(3,000) d)	(3,300) c)
	<hr/>	<hr/>	<hr/>
	(35,000)	(49,000)	(53,900)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	46,400	55,500	54,200
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	33,600	35,050	35,650
Information Technology Expenses	500	700	650
Departmental Administrative Expenses	23,850	35,000 a)	36,150 a)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>104,350</b>	<b>126,250</b>	<b>126,650</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	2.11	2.70	2.72

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

### **EVENTS DEVELOPMENT**

- a)** Re-allocation of resources by the Events and Partnerships Section from partnership work to Events Development.
- b)** Reflects new charging policy for use of Council owned land introduced in January 2022, and additional events. See report to Communities and Environment Scrutiny Select Committee on 19 October 2022.
- c)** Includes proposed increase in fees from April 2023 as approved by Cabinet on 8 November 2022.
- d)** New charge introduced for use of Council owned bill boards.

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

**19. LEISURE STRATEGY**

**Employees**

Salaries

64,250

56,850 a)

56,400 a)

**Supplies & Services**

Children's Holiday Activities - Leisure Pass  
Subsidy

-

-

3,000 b)

Market Research / Audit Programme

4,250

4,250

4,250

Community Group Funding

8,000

5,000

5,000

**Sub-total**

76,500

66,100

68,650

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

1,150

1,300

1,250

Information Technology Expenses

-

-

50

Departmental Administrative Expenses

21,950

18,100 a)

18,100 a)

**TO SUMMARY**

99,600

85,500

88,050

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

1.28

1.07

1.04

Analysis of Salaries:-

Leisure Planning / Policy

£ 31,800

£ 31,700

£ 30,850

Market Research

1,750

1,750

1,800

Liaison with Outside Bodies

30,700

23,400

23,750

64,250

56,850

56,400

a) Re-allocation of resources by the Events and Partnerships Section from Leisure Strategy to Events Development - see page SSLTS 28.

b) Budget transferred from Youth Partnerships (page SSLTS 26).

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>20. <u>CHRISTMAS LIGHTING</u></b>			
<b>Employees</b>			
Salaries	6,100	6,100	6,350
<b>Supplies &amp; Services</b>			
Christmas Lighting	32,000	38,000 a)	32,000
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	38,100	44,100	38,350
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	1,100	1,100	1,200
Information Technology Expenses	150	250	250
Departmental Administrative Expenses	2,700	2,550	2,650
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	4,450	4,450	4,450
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>46,500</b>	<b>52,450</b>	<b>46,900</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.15	0.15	0.15

a) Reflects increased costs in relation to the Tonbridge Christmas lights display.

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

**21. PARKING SERVICES**

**(a) OFF-STREET**

**Employees**

Salaries

232,400                      223,900 **a)**                      240,150 **b)**

**Premises Related Expenses**

Maintenance of Grounds

224,000                      226,000                      260,000 **c)**

Repairs & Maintenance

30,000                      30,000                      30,000

Winter Maintenance

10,000                      10,000                      10,000

Electricity

2,300                      2,500                      2,700

Rates

267,700                      265,200                      294,500 **d)**

Premises Insurance

2,750                      1,850                      1,700

**Transport Related Expenses**

Repairs & Maintenance

1,200                      3,000                      1,200

Licences

450                      450                      450

Petrol / Oil

3,500                      3,500                      3,500

Transport Insurance

800                      1,000                      1,200

**Supplies & Services**

Purchases - Equipment & Materials

2,000                      2,000                      2,000

Maintenance - General

25,000                      30,000 **e)**                      30,000 **e)**

Uniforms

750                      750                      750

Stationery

10,000                      7,500                      7,500

Professional Fees

-                      10,000 **f)**                      -

Cash Collection

65,000                      65,000                      71,500 **g)**

Payment to Principals / Ticket Refunds

451,000                      367,000 **h)**                      451,000 **i)**

Advertising

500                      500                      500

Adjudication & Enforcement Services

6,000                      6,000                      6,000

Security Services Mgt. Recharge (CCTV)

167,300                      174,350                      188,500 **j)**

**Carried Forward**

1,502,650                      1,430,500                      1,603,150

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

### **PARKING SERVICES - OFF-STREET**

- a) Management savings arising from vacant Civil Enforcement Officer posts.
- b) Includes, amongst other things, provision for a pay award.
- c) Increase for inflation in line with contract conditions.
- d) Assumes NNDR "multiplier" will increase by 10% from April 2023.
- e) Additional repairs required to maintain parking meters.
- f) External consultants have been appointed to undertake an updated parking study for Tonbridge to be funded from the Asset Review Reserve. See Cabinet Member Decision D220104MEM dated 9 November 2022.
- g) Assumes 10% increase for inflation.
- h) Economic conditions have resulted in a reduction in usage of Council car parks and consequently a reduction in the number of refunds issued by retailers.
- i) Assumes usage and refunds will return to expected levels in 2023/24.
- j) Reflects allowance for inflation and replacement of CCTV cameras - see page SSLTS 36.

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

**21. PARKING SERVICES (continued)**

**(a) OFF-STREET (continued)**

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b><u>Brought Forward</u></b>	1,502,650	1,430,500	1,603,150
<b>Less Income</b>			
Fees & Charges			
Car Park Season Tickets	(167,000)	(100,000) <b>k)</b>	(167,000) <b>l)</b>
Short Stay Parking	(1,800,000)	(1,600,000) <b>m)</b>	(1,800,000) <b>l)</b>
Long Stay Parking	(645,000)	(580,000) <b>m)</b>	(635,000) <b>l)</b>
Penalty Charge Notices	(105,000)	(125,000) <b>n)</b>	(125,000) <b>n)</b>
General	(32,000)	(32,650)	(32,650)
Management of Angel / Botany Car Parks	(104,800)	(106,200)	(116,900) <b>o)</b>
Rent	(9,400)	(48,450) <b>p)</b>	(11,200)
	<hr/>	<hr/>	<hr/>
	(2,863,200)	(2,592,300)	(2,887,750)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(1,360,550)	(1,161,800)	(1,284,600)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	27,150	27,350	28,450
Information Technology Expenses	30,200	40,200 <b>q)</b>	39,300 <b>q)</b>
Departmental Administrative Expenses	74,050	78,150	80,050
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	94,650	86,000	86,000
Non-Current Asset Impairment	-	(51,100) <b>r)</b>	-
	<hr/>	<hr/>	<hr/>
	<b>(1,134,500)</b>	<b>(981,200)</b>	<b>(1,050,800)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	7.88	7.97	7.92

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

### **PARKING SERVICES - OFF-STREET (continued)**

- k)** A Tonbridge business which previously purchased season tickets for its employees has been granted a lease for exclusive use of the Sovereign Way East Car Park (see note p below). In addition, economic conditions have resulted in a reduction in season ticket purchases.
- l)** Assumes usage will mostly return to expected levels in 2023/24, together with balance of additional estimated income generated by the fee increases which came into effect in July 2022.
- m)** Economic conditions have resulted in a reduction in usage of Council car parks.
- n)** Reduced staff turnover has resulted in increased levels of penalty charge notices being issued.
- o)** Assumes 10.1% increase for inflation.
- p)** Increase reflects rental income from a Tonbridge business having exclusive use of the Sovereign Way East Car Park (see note k above).
- q)** Increased cost of IT infrastructure - see page CS 9.
- r)** Reversal of prior years impairment.

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

**21. PARKING SERVICES (continued)**

**(b) ON-STREET**

**Employees**

Salaries	315,900	303,800 a)	326,350 b)
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**Premises Related Expenses**

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

**Transport Related Expenses**

Repairs & Maintenance	1,500	3,600	1,500
Licences	350	350	350
Petrol / Oil	3,500	3,500	3,500
Transport Insurance	1,250	1,550	1,800

**Supplies & Services**

Purchases - Equipment & Materials	1,950	1,950	1,950
Maintenance - General	5,200	12,500 c)	12,500 c)
Uniforms	1,500	1,500	1,500
Stationery	500	500	500
Cash Collection	1,500	1,500	1,650
Advertising	1,000	1,500	1,500
Adjudication & Enforcement Services	6,100	6,100	6,100

<hr/>	370,250	368,350	389,200
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**Less Income**

Fees & Charges

Business Parking Permits	(30,000)	(26,000) d)	(31,000) e)
Residents Parking Permits	(145,000)	(139,000) d)	(145,000) e)
Visitors Parking Permits	(25,000)	(29,000) d)	(29,000) e)
Dispensations	(19,000)	(12,000) d)	(19,000) e)
On-street Parking	(44,000)	(66,000) d)	(68,000) e)
Penalty Charge Notices	(185,000)	(195,000) f)	(195,000) f)

<hr/>	(448,000)	(467,000)	(487,000)
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**Sub-total Carried Forward**

<hr/>	(77,750)	(98,650)	(97,800)
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**DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**

**22. TRANSPORTATION**

**Employees**

Salaries	82,800	83,000	85,200
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**Premises Related Expenses**

Repairs, Alterations & Maintenance	17,000	17,000	17,000
Electricity	500	500	500
Vale Rise Depot Recharge	1,800	1,850	1,800
Premises Insurance	100	50	50

**Supplies & Services**

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

107,200	107,400	109,550
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	6,900	7,050	7,300
Information Technology Expenses	1,950	2,550	2,550
Departmental Administrative Expenses	31,500	30,800	32,050

**Depreciation & Impairment**

Non-Current Asset Depreciation	1,250	1,250	300
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**TO SUMMARY**

<b>148,800</b>	<b>149,050</b>	<b>151,750</b>
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**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

1.94	1.93	1.94
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**DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**

**TRANSPORTATION**

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>23. SECURITY SERVICES MANAGEMENT</b>			
<b>Employees</b>			
Salaries	29,200	29,550	30,550
<b>Premises Related Expenses</b>			
Electricity	450	450	450
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	1,500	1,500	1,500
Maintenance - General	12,000	12,000	12,000
Miscellaneous Insurance	3,550	2,450	2,350
<b>Third Party Payments</b>			
CCTV Monitoring Station	156,000	156,000	167,000 a)
	<hr/>	<hr/>	<hr/>
	202,700	201,950	213,850
<b>Less Income</b>			
Recharge to Parking Services	(167,300)	(174,350)	(188,500)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	35,400	27,600	25,350
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	4,950	5,000	5,200
Information Technology Expenses	750	1,000	1,000
Departmental Administrative Expenses	13,750	13,600	14,100
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	7,000	17,300 b)	24,100 b)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>61,850</b>	<b>64,500</b>	<b>69,750</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.77	0.78	0.78

a) Increase reflects allowance for inflation.

b) Reflects replacement of CCTV cameras.

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

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

**Employees**

Salaries	39,300	39,350	40,650
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**Supplies & Services**

Purchases - Equipment & Materials	750	750	750
Professional Fees	4,950	5,400	5,400
Capital Grants & Contributions (RECS)	500,000	125,000 a)	131,000 a)

**Third Party Payments**

Contract Payments	2,100	2,100	2,100
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**Sub-total**

547,100	172,600	179,900
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**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration	1,800	1,850	1,900
Information Technology Expenses	550	700	700
Departmental Administrative Expenses	18,650	16,150	18,050

**Depreciation & Impairment**

Non-Current Asset Depreciation	100	100	100
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**TO SUMMARY**

568,200	191,400	200,650
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**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

0.94	0.89	0.93
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- a) Reprofiting of contribution towards the Environment Agency's Leigh Flood Storage Area Improvement project. (See Capital Plan page CP 16).

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

	2022/23 ESTIMATE		2023/24
	ORIGINAL £	REVISED £	ESTIMATE £
<b>25. CIVIL CONTINGENCIES</b>			
<b>Employees</b>			
Salaries	65,900	66,100	68,000
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	500	500	500
Provision of Sandbags	500	500	500
Out of Hours Call Service	15,450	8,800 a)	- a)
Other Expenses	250	250	250
Contribution to Kent Resilience Forum	17,150	14,600	17,150
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	99,750	90,750	86,400
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	34,950	34,550	31,500
Information Technology Expenses	150	200	200
Departmental Administrative Expenses	31,600	27,400	30,550
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>166,450</b>	<b>152,900</b>	<b>148,650</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.91	1.81	1.85

- a) From November 2022 the Council's out of hours service will be managed by Tunbridge Wells Borough Council as part of the CCTV monitoring contract at no additional cost.