

# Revenue & Capital Outturn

2023 2024

## Index

<b>Revenue Expenditure</b>	<b>Page</b>
<b>Service</b>	
Revenue Outturn Summary	S 1 - S 2
Corporate Services	CS 1 - CS 15
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 22
Director of Street Scene, Leisure & Technical Services	SSLTS 1 - SSLTS 37
<b>Capital Plan</b>	<b>CP 1 - CP 13</b>

**General Fund Revenue Outturn 2023/24**  
**SUMMARY**

	<b>2023/24</b>		
	<b>ORIGINAL ESTIMATE £</b>	<b>REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>Corporate Services</b>	4,187,150	3,796,650	3,796,452
<b>Chief Executive</b>	1,321,300	1,259,700	1,067,765
<b>Director of Central Services</b>	379,050	929,500	506,685
<b>Director of Finance &amp; Transformation</b>	570,750	(473,050)	(1,485,735)
<b>Director of Planning, Housing &amp; Environmental Health</b>	5,007,900	6,132,700	6,857,316
<b>Director of Street Scene, Leisure &amp; Technical Services</b>	9,027,250	9,583,900	9,150,534
Sub Total	20,493,400	21,192,400	19,893,017
<b>Capital Accounting Reversals</b>			
Non-Current Asset Depreciation	(2,856,350)	(2,735,640)	(2,513,821)
Non-Current Asset Impairment	-	-	(996,228)
<b>Contributions to / (from) Reserves</b>			
Building Repairs Reserve			
Withdrawals to fund expenditure	(1,144,650)	(1,569,300)	(1,240,923)
Contribution to Reserve	750,000	750,000	1,063,347
Earmarked Reserves (see page S 2)			
Contributions from Reserves	(2,947,550)	(3,781,300)	(3,305,368)
Contributions to Reserves	2,495,150	3,821,650	4,706,416
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(6,851,000)	(1,904,000)	(667,263)
Revenue Expenditure Funded from Capital	(206,000)	(166,000)	(160,941)
Other contributions to / (from) Reserve (net)	1,494,000	2,325,000	2,382,500
<b>Capital Expenditure Charged to General Fund</b>	6,851,000	1,904,000	667,263
<b>Government Grants</b>			
New Homes Bonus	(610,500)	(610,500)	(610,499)
Under-indexing Business Rates Multiplier	(406,750)	(600,000)	(496,334)
Services Grant	(89,400)	(93,100)	(93,093)
Funding Guarantee	(1,765,700)	(1,762,000)	(1,762,008)
Other Grants	-	-	(3,128)
<b>Sports &amp; Leisure VAT Refund including Interest</b>	-	(2,042,500)	(2,042,496)
<b>Contributions from KCC</b>	-	(200,000)	(209,503)
<b>Revenue Adjustments</b>	-	-	(118,980)
Sub Total	15,205,650	14,528,710	14,491,960
<b>Revenue Support Grant</b>	(137,300)	(137,300)	(137,323)
<b>National Non-Domestic Rates</b>			
Share of National Non-Domestic Rates	(25,455,018)	(25,455,018)	(25,455,018)
Tariff	25,854,000	25,884,155	25,884,115
Levy	-	16,045	45,641
Business Rates Pool	141,404	391,195	332,071
Small Business Rate Relief Grant	(1,025,828)	(912,594)	(1,153,356)
Business Rates Relief Measures	(2,462,491)	(2,074,949)	(1,831,001)
Public Toilets Relief Grant	(5,576)	(9,606)	(9,606)
<b>Collection Fund Adjustments</b>			
Council Tax (Surplus) / Deficit	(85,040)	(85,040)	(85,040)
National Non-Domestic Rates (Surplus) / Deficit	(1,199,330)	(1,199,330)	(1,199,330)
Sub Total	10,830,471	10,946,268	10,883,112
<b>Contribution to / (from) General Revenue Reserve</b>	1,356,800	1,241,003	1,304,159
<b>Balance to be met from Council Tax Payers</b>	<b>12,187,271</b>	<b>12,187,271</b>	<b>12,187,271</b>

**General Fund Revenue Outturn 2023/24**

**EARMARKED RESERVES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>Contributions from Earmarked Reserves</b>			
Asset Review Reserve	-	-	(11,735)
Budget Stabilisation Reserve	(900,000)	(947,250)	(833,964)
Business Rates Retention Scheme Reserve	(267,650)	(260,750)	(166,802)
Climate Change Reserve	(301,150)	(304,650)	(340,762)
Domestic Abuse Act Reserve	(46,300)	(91,100)	(72,675)
Elections Reserve	(157,850)	(57,700)	(85,113)
Homelessness Reserve	(780,300)	(1,073,300)	(1,097,501)
Housing Assistance Reserve	-	-	(1,650)
Housing & Welfare Reform Reserve	(10,000)	-	-
Peer Review Reserve	(22,450)	(24,050)	(24,053)
Planning Services Reserve	(449,350)	(821,100)	(521,313)
Regeneration of Tonbridge	-	(50,000)	-
Tonbridge & Malling Leisure Trust Reserve	-	(79,800)	(79,800)
Transformation Reserve	(12,500)	(71,600)	(70,000)
	<b>(2,947,550)</b>	<b>(3,781,300)</b>	<b>(3,305,368)</b>
<b>Contributions to Earmarked Reserves</b>			
Budget Stabilisation Reserve	1,200,000	1,200,000	1,200,000
Business Rates Retention Scheme Reserve	406,050	593,400	549,053
Climate Change Reserve	-	618,000	618,000
Domestic Abuse Act Reserve	71,350	76,750	76,750
Elections Reserve	35,000	35,000	35,000
Homelessness Reserve	702,750	1,062,850	921,923
Housing & Welfare Reform Reserve	-	-	74,518
Planning Services Reserve	80,000	80,000	480,000
Regeneration of Tonbridge	-	150,000	650,000
Training Reserve	-	-	33,320
Transformation Reserve	-	5,650	67,852
	<b>2,495,150</b>	<b>3,821,650</b>	<b>4,706,416</b>

**CORPORATE SERVICES**

**SUMMARY**

	<b>ORIGINAL ESTIMATE</b>	<b>2023/24 REVISED ESTIMATE</b>	<b>PROVISIONAL OUTTURN</b>
	<b>£</b>	<b>£</b>	<b>£</b>
1 SALARIES AND ONCOSTS	13,854,900	14,398,100	14,228,255
2 OVERHEAD EXPENSES	5,238,500	5,249,050	4,923,387
3 RECHARGES TO SERVICE BUDGETS	(16,871,150)	(18,014,750)	(17,479,286)
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NON DISTRIBUTED COSTS	<b>2,222,250</b>	<b>1,632,400</b>	<b>1,672,356</b>
4 DEMOCRATIC REPRESENTATION	1,358,200	1,378,550	1,347,295
5 CORPORATE MANAGEMENT	606,700	748,700	776,801
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	<b>4,187,150</b>	<b>3,759,650</b>	<b>3,796,452</b>
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<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	19.26	19.91	

**CORPORATE SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>1 <u>SALARIES AND ONCOSTS</u></b>			
<b>(a) <u>Salaries</u></b>			
Salaries (see analysis on page CS 15)	9,355,050	9,914,050	9,774,009
Employers' National Insurance Contributions	941,200	924,250	914,943
Employers' Superannuation Contributions	1,866,000	1,795,650	1,737,150
Superannuation Backfunding Lump Sum	1,430,000	1,430,000	1,430,000
Staff Turnover Saving	(120,000)	(70,000)	-
Apprenticeship Scheme / Levy	51,600	41,850	31,476
Ring-fenced sums (Establishment Reviews)	6,350	14,100	-
	<hr/>	<hr/>	<hr/>
	13,530,200	14,049,900	13,887,578 a)
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<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	238.50	241.91	
<b>(b) <u>Termination Payments</u></b>			
Additional Annual Pension Contributions	228,000	212,000	209,434
Long Service Awards	-	800	1,689
Capitalised Pension Contributions	-	1,450	1,443
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	228,000	214,250	212,566
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<b>(c) <u>Recruitment &amp; Training</u></b>			
Advertising & Other Recruitment Costs	8,000	45,500	72,220 b)
Training - Course Fees & Expenses	80,000	80,000	46,681 c)
Health Screening & Miscellaneous	5,500	5,500	5,648
Employee Support Scheme	3,200	2,950	3,562
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	96,700	133,950	128,111
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	<b>13,854,900</b>	<b>14,398,100</b>	<b>14,228,255</b>
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## **CORPORATE SERVICES**

### **SALARIES**

- a) Management savings generated on the permanent establishment.

### **RECRUITMENT & TRAINING**

- b) Reflects difficulty experienced in recruiting to a number of vacant posts currently covered by temporary staffing arrangements.
- c) Reduction in level of training and development expenditure in current year. Balance to be transferred to the Training reserve.

**CORPORATE SERVICES**

2	<b><u>OVERHEAD EXPENSES</u></b>	<b>2023/24</b>	<b>2023/24</b>	<b>PROVISIONAL</b>
		<b>ORIGINAL</b>	<b>REVISED</b>	<b>OUTTURN</b>
		<b>£</b>	<b>£</b>	<b>£</b>
	<b>(a) <u>COUNCIL OFFICES</u></b>			
	<b>Employees</b>			
	Salaries	176,250	155,400	143,024 a)
	<b>Premises Related Expenses</b>			
	Maintenance of Grounds	4,150	4,150	848
	Energy Costs :			
	Electricity	132,000	132,000	147,638 b)
	Gas	60,000	65,000	64,342
	Rates	352,250	350,200	350,324
	Water Services :			
	Water Charges (metered)	11,250	6,000	3,658 c)
	Sewerage & Environmental Services	12,250	8,000	5,240 c)
	Fixture & Fittings	3,000	2,000	-
	Cleaning & Domestic Supplies	6,000	6,000	6,559
	Insurance	15,250	16,500	16,526
	Repairs expenditure	138,900	119,050	78,418 d)
	<b>Supplies &amp; Services</b>			
	Equipment, Furniture & Materials	1,350	1,300	577
	Catering Provisions	-	2,500	3,054
	Clothing, Uniforms & Laundry	4,250	3,750	2,758
	Trade Refuse Charges	9,700	10,200	9,960
	Security / Cleaning	11,000	38,250	45,200 e)
	Miscellaneous Services	7,000	6,000	6,498
	Licences	-	2,700	283
	<b>Third Party Payments</b>			
	Ground Maintenance Contract	2,300	2,300	2,326
		<hr/>	<hr/>	<hr/>
		946,900	931,300	887,233
		<hr/>	<hr/>	<hr/>
	<b>Less Income</b>			
	Solemnization of Marriages	(6,000)	(6,000)	(6,225)
	Hire of Tonbridge Council Chamber	(21,000)	(28,500)	(22,972) f)
	Castle Catering	-	(8,000)	(10,216)
	Police Accommodation Licence Fee	(30,950)	(36,650)	(32,187) g)
	Rent - Gibson Building	(7,300)	(5,400)	(3,861) h)
	Rent - Tonbridge Castle	(18,700)	(26,300)	(25,906)
		<hr/>	<hr/>	<hr/>
		(83,950)	(110,850)	(101,367)
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	<b><u>Sub-total</u></b>	862,950	820,450	785,866
	<b>Central, Departmental &amp; Technical Support Services</b>			
	Central Salaries & Administration	33,800	34,550	32,989
	Information Technology Expenses	2,500	2,500	2,500
	Departmental Administrative Expenses	35,500	34,350	33,693
	<b>Depreciation &amp; Impairment</b>			
	Non-Current Asset Depreciation	119,350	119,400	119,405
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		<b>1,054,100</b>	<b>1,011,250</b>	<b>974,453</b>
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	<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	6.19	5.75	

## **CORPORATE SERVICES**

### **COUNCIL OFFICES**

- a) Savings arising from vacant posts within Caretaking section.
- b) Increased energy costs associated with winter events held at Tonbridge Castle.
- c) Infrequent meter readings have made it difficult to determine the cost of water usage during the year.
- d) Cyclical and routine servicing expenditure was lower than anticipated.
- e) Reflects increased cost of employing an external security contractor at Tonbridge Castle .
- f) Reduction in the use of conference facilities at Tonbridge Castle.
- g) Revised estimate anticipated an increase in rental income due.
- h) Reflects cessation of a tenancy at Gibson Building during 2023.

**CORPORATE SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>2    <u>OVERHEAD EXPENSES-Continued</u></b>			
<b>(b)   <u>PRINTING SECTION &amp; MULTI FUNCTION DEVICES</u></b>			
<b>Employees</b>			
Salaries	67,650	65,350	65,082
<b>Supplies &amp; Services</b>			
Purchases	1,000	1,000	741
Print Room Maintenance & Copy Charges	15,000	15,000	12,436
Multi Function Device Copy Charges	3,000	2,000	1,800
Multi Function Device Leasing Charges	6,000	6,000	5,972
Paper	11,000	13,000	15,716 a)
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	103,650	102,350	101,747
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<b>Less Income</b>			
Sales	(15,000)	(15,000)	(17,958) a)
Recharges to non M&A Service Budgets	(14,000)	(14,000)	(18,505) b)
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	(29,000)	(29,000)	(36,463)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	74,650	73,350	65,284
<b>Central, Departmental &amp; Technical Support Services</b>			
Office Accommodation	40,300	39,250	38,110
Central Salaries & Administration	9,800	10,200	9,989
Information Technology Expenses	11,500	11,500	11,500
Departmental Administrative Expenses	9,500	9,450	8,948
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	25,600	14,800	10,599
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	<b>171,350</b>	<b>158,550</b>	<b>144,430</b>
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<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	2.27	2.26	

- a) A higher level of external sales and specific internal printing requirements has resulted in an increase in the amount of paper required than originally anticipated.
- b) Increase in printing expenditure charged directly to specific service budgets in the current year, including for the Borough Election and the Police and Crime Commissioner Election.

**CORPORATE SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>2    <u>OVERHEAD EXPENSES-Continued</u></b>			
<b>(c) <u>CUSTOMER SERVICES</u></b>			
<b>Employees</b>			
Salaries	331,750	341,300	330,979 a)
<b>Supplies &amp; Services</b>			
Purchases	650	650	533
Stationery	50	50	-
Mobile Telephones	250	250	150
Office Security	37,800	37,800	37,572
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	370,500	380,050	369,234
<b>Less Income</b>			
Tonbridge Gateway Agreement / Licence	(149,000)	(152,700)	(152,672)
Gateway Partner Receipts	(500)	(3,000)	(2,616)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	221,000	224,350	213,946
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	16,900	17,450	16,037
Information Technology Expenses	4,350	4,350	4,350
Departmental Administrative Expenses	184,650	184,050	183,061
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	<b>426,900</b>	<b>430,200</b>	<b>417,394</b>
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<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	11.49	11.75	

a) Savings arising from vacant posts within Customer Services team.

**CORPORATE SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>2    <u>OVERHEAD EXPENSES-Continued</u></b>			
<b>(d) <u>GENERAL ADMINISTRATION</u></b>			
<b>Employees</b>			
Salaries	5,100	4,250	3,776
<b>Supplies &amp; Services</b>			
Insurance	99,400	106,900	106,989
Copyright Licence	2,400	2,400	2,346
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	106,900	113,550	113,111
<b>Less Income</b>			
Fees & Charges	-	-	(6)
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<b><u>Sub-total</u></b>	106,900	113,550	113,105
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	4,200	6,000	5,885
Departmental Administrative Expenses	600	550	549
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	<b>111,700</b>	<b>120,100</b>	<b>119,539</b>
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<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.23	0.24	

**CORPORATE SERVICES**

**2 OVERHEAD EXPENSES-Continued**

**(e) DEPARTMENTAL ADMINISTRATION**

**Staff Transport Related Expenses**

Car & Travelling Allowances	166,650	148,750	139,213 a)
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**Supplies & Services**

Equipment, Furniture & Materials	10,650	8,000	1,449
Office Equipment - Maintenance	1,450	-	-
Protective Clothing	850	850	267
First Aid Supplies	250	250	-
Stationery	4,500	4,000	4,352
Reference Books & Publications	26,650	26,600	26,576
Legal Expenses	50,000	62,500	81,989 b)
Contracted Services	200,800	197,000	197,804
Consultancy / Professional Fees	-	75,000	75,000
Health & Safety	6,250	6,250	6,929
Postage	14,000	25,500	30,468 c)
Telephones - Calls	100	100	119
Telephones - Other Costs	5,700	6,100	5,593
Mobile Telephones	5,700	12,100	6,241 d)
Professional Membership Fees	16,300	16,150	14,163
Subscriptions to Organisations	24,400	27,050	31,428 e)
Other Expenses (Counter Fraud)	700	3,300	2,662
Data Protection Act Registration	3,000	3,000	2,935

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	537,950	622,500	627,188

**Less Income**

Recovery of Court Costs	(5,000)	(65,000)	(60,127)
Customer & Client Receipts	(5,000)	(5,000)	(5,950)
Partnership Receipts	(9,850)	(10,000)	(10,000)

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	(19,850)	(80,000)	(76,077)

**Sub-total**

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	518,100	542,500	551,111

**Depreciation & Impairment**

Non-Current Asset Depreciation	2,700	1,350	1,356
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	520,800	543,850	552,467
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## **CORPORATE SERVICES**

### **DEPARTMENTAL ADMINISTRATION**

- a)** Lower level of essential user allowances and mileage claims than originally anticipated in part due to staff vacancies.
- b)** Includes the cost of external legal advice related to planning related issues.
- c)** Overall increase in postage prices.
- d)** Full provision was not required in year for the cost associated with new SIM cards for Civil Enforcement Officer mobile telephones to address issues with coverage in parts of the borough.
- e)** Reflects subscription to LG Futures Collection Fund tool.

**CORPORATE SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>2    <u>OVERHEAD EXPENSES-Continued</u></b>			
<b>(f)   <u>INFORMATION TECHNOLOGY SERVICES</u></b>			
<b>Employees</b>			
Salaries	1,166,950	1,122,500	1,127,278
<b>Transport Related Expenses</b>			
Public Transport	500	500	203
<b>Supplies &amp; Services</b>			
Equipment - Purchases	13,000	13,000	14,080
Equipment - Maintenance	33,100	52,500	48,161
Printing Consumables	1,500	2,000	1,853
Insurance	6,000	6,150	6,160
Professional Services / Consultancy	165,000	217,500	86,876 a)
Other Expenses	7,000	7,250	11,682
Software Support, Hire & Maintenance	999,800	1,040,400	974,088 b)
Telephone leased lines and modems	22,300	21,100	20,542
Kent Connects	20,000	20,000	20,000
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	2,435,150	2,502,900	2,310,923
<b>Less Income</b>			
Fees & Charges - General	-	(200)	(683)
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<b><u>Sub-total</u></b>	2,435,150	2,502,700	2,310,240
<b>Central, Departmental &amp; Technical Support Services</b>			
Office Accommodation	122,000	116,150	111,828
Central Salaries & Administration	77,000	81,050	79,947
Departmental Administrative Expenses	102,550	100,900	100,101
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	216,950	184,300	112,988 c)
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	<b>2,953,650</b>	<b>2,985,100</b>	<b>2,715,104</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	23.54	23.23	

- a) Reflects a delay in commencing the back scanning project to rationalise office space and scaling back of office accommodation. Remaining provision will be required in 2024/25.
- b) Reflects reprofiling of software support, hire & maintenance payments to match contract period.
- c) Lower than anticipated expenditure on renewal of IT equipment.

**CORPORATE SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>3 <u>SALARIES &amp; OVERHEADS</u></b>			
<b>Salaries &amp; Oncosts</b>	13,854,900	14,398,100	14,228,255
<b>Overheads</b>			
(a) Council Offices	1,054,100	1,011,250	974,453
(b) Printing & Multi Function Devices	171,350	158,550	144,430
(c) Customer Services	426,900	430,200	417,394
(d) Administration - General	111,700	120,100	119,539
(e) Administration - Departmental	520,800	543,850	552,467
(f) Information Technology Services	2,953,650	2,985,100	2,715,104
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	19,093,400	19,647,150	19,151,642
<b>Less Recharge to :</b>	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>
Planning, Housing & Environmental Health	(5,878,400)	(6,494,600)	(6,256,955)
Street Scene, Leisure & Technical	(2,964,300)	(3,133,600)	(3,073,817)
Central Services	(1,302,900)	(1,394,400)	(1,329,467)
Finance & Transformation	(2,105,300)	(2,275,950)	(2,158,252)
Corporate Services	(1,483,800)	(1,604,450)	(1,597,034)
Chief Executive	(732,900)	(769,950)	(753,433)
Other Services	(700)	(700)	(702)
Holding Accounts	(2,402,850)	(2,341,100)	(2,309,626)
	<hr/>	<hr/>	<hr/>
	(16,871,150)	(18,014,750)	(17,479,286)
	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>
<b><u>Sub-total</u></b>	2,222,250	1,632,400	1,672,356
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>2,222,250</b>	<b>1,632,400</b>	<b>1,672,356</b>
	<hr/>	<hr/>	<hr/>

**CORPORATE SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>4 <u>DEMOCRATIC REPRESENTATION &amp; MANAGEMENT</u></b>			
<b>(a) <u>DEMOCRATIC ADMINISTRATION</u></b>			
<b>Employees</b>			
# Salaries	353,400	377,750	372,992
<b>Premises Related Expenses</b>			
Accommodation Expenses (Forum/Area1)	-	1,600	1,616
<b>Supplies &amp; Services</b>			
Members' Meeting Expenses	4,000	4,000	2,660
Twinning Committee Expenses	-	-	43
Remuneration Panel Expenses	-	1,150	1,156
Subscriptions	24,200	23,250	23,226
	<hr/>	<hr/>	<hr/>
<b>Sub-total</b>	381,600	407,750	401,693
<b>Central, Departmental &amp; Technical Support Services</b>			
Accommodation & Printing Services	40,950	43,400	41,958
# Central Salaries & Administration	234,550	255,600	253,189
Information Technology Expenses	15,700	23,800	18,024
# Departmental Administrative Expenses	129,700	130,800	126,398
	<hr/>	<hr/>	<hr/>
	<b>802,500</b>	<b>861,350</b>	<b>841,262</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	10.63	11.02	

**Memorandum**

# Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	265,050	260,000	248,686
Chief Executives' Service	62,800	77,050	82,587
Environmental Health & Hsg Services	34,350	36,700	35,865
Financial Services	87,900	93,250	91,728
Legal Services	15,250	15,350	16,507
Planning Services	129,150	155,500	151,919
Street Scene & Leisure Services	103,700	106,600	105,439
Technical Services	19,450	19,700	19,848
	<hr/>	<hr/>	<hr/>
	717,650	764,150	752,579
	<hr/>	<hr/>	<hr/>

**CORPORATE SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>(b) <u>PAYMENTS TO MEMBERS</u></b>			
<b>Transport Related Expenses</b>			
Members' Travel & Subsistence	2,100	2,100	1,930
<b>Supplies and Services</b>			
Basic Allowance	243,650	231,900	231,897
Special Responsibility Allowance	131,100	109,000	108,988
Mayors' and Deputy Mayors' Allowance	7,500	7,500	7,482
Members' National Insurance	8,700	8,700	7,841
Carers' Allowance	50	50	-
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	393,100	359,250	358,138
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	18,300	18,700	18,335
Information Technology Expenses	1,350	2,050	1,558
	<hr/>	<hr/>	<hr/>
	<b>412,750</b>	<b>380,000</b>	<b>378,031</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.30	0.30	

**CORPORATE SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>(c) <u>MAYORAL &amp; OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u></b>			
<b>Employees</b>			
Salaries	1,800	2,900	2,951
<b>Transport Related Expenses</b>			
Mayors' Transport Allowance	10,000	5,000	980
<b>Supplies and Services</b>			
Stationery	100	100	73
Insurance	150	150	174
Civic Hospitality	5,000	5,000	903
Mobile Telephones	150	150	36
Other Expenses	1,500	1,500	2,302
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	18,700	14,800	7,419
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	90,950	88,950	87,264
Information Technology Expenses	32,850	33,000	32,888
Departmental Administrative Expenses	450	450	431
	<hr/>	<hr/>	<hr/>
	<b>142,950</b>	<b>137,200</b>	<b>128,002</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.80	1.78	
 <b><u>SUMMARY</u></b>			
<b>(a) DEMOCRATIC ADMINISTRATION</b>	802,500	861,350	841,262
<b>(b) PAYMENTS TO MEMBERS</b>	412,750	380,000	378,031
<b>(c) MAYORAL &amp; OTHER MEMBER SUPPORT     INC. MEMBER TRAINING</b>	142,950	137,200	128,002
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>1,358,200</b>	<b>1,378,550</b>	<b>1,347,295</b>
	<hr/>	<hr/>	<hr/>

**CORPORATE SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>5 <u>CORPORATE MANAGEMENT</u></b>			
<b>(a) <u>CORPORATE POLICY</u></b>			
<b>Employees</b>			
# Salaries	82,900	110,000	110,569
<b>Supplies and Services</b>			
Consultation & Other Expenses	-	-	1,300
<b><u>Sub-total</u></b>	<b>82,900</b>	<b>110,000</b>	<b>111,869</b>
<b>Central, Departmental &amp; Technical Support Services</b>			
# Central Salaries & Administration	354,750	377,700	394,190
Information Technology Expenses	-	-	13
# Departmental Administrative Expenses	22,450	22,800	22,399
	<b>460,100</b>	<b>510,500</b>	<b>528,471</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	5.19	5.43	
<b>(b) <u>PUBLIC ACCOUNTABILITY</u></b>			
<b>Supplies and Services</b>			
Professional Fees	900	2,100	2,783
Advertising	250	800	800
External Audit Fees	59,900	136,900	130,872 <b>a)</b>
	61,050	139,800	134,455
<b>Less Income</b>			
Government Grant	(18,150)	(18,150)	- <b>b)</b>
<b><u>Sub-total</u></b>	<b>42,900</b>	<b>121,650</b>	<b>134,455</b>
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	103,650	116,450	113,799
Information Technology Expenses	50	100	76
	<b>146,600</b>	<b>238,200</b>	<b>248,330</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.34	1.38	
<b><u>SUMMARY</u></b>			
<b>(a) CORPORATE POLICY</b>	460,100	510,500	528,471
<b>(b) PUBLIC ACCOUNTABILITY</b>	146,600	238,200	248,330
<b><u>TO SUMMARY</u></b>	<b>606,700</b>	<b>748,700</b>	<b>776,801</b>

## CORPORATE SERVICES

	<b>ORIGINAL ESTIMATE</b>	<b>2023/24 REVISED ESTIMATE</b>	<b>PROVISIONAL OUTTURN</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Memorandum</b>			
<b># Service Allocations to Corporate Policy</b>			
Admin & Property Services	64,050	67,800	58,782
Chief Executives' Service	165,200	176,400	204,126
Environmental Health & Housing Services	17,050	18,050	17,770
Financial Services	124,050	132,150	129,781
Legal	1,400	1,400	1,501
Planning Services	60,050	85,000	85,788
Street Scene & Leisure Services	28,300	29,700	29,410
	<hr/>	<hr/>	<hr/>
	460,100	510,500	527,158
	<hr/>	<hr/>	<hr/>

## PUBLIC ACCOUNTABILITY

- a) Includes write back of prior year provisions.
- b) New burdens grant no longer expected to be received.

**EMPLOYEES - SALARIES**

**SERVICE ANALYSIS OF EXPENDITURE**

	Basic Salaries	Overtime	Temporary Staff	Total Salaries	Council Contributions Nat. Ins.	Supern.	Total Salaries & Oncosts
	£	£	£	£	£	£	£
<b><u>2023/24 ESTIMATE</u></b>							
Original Estimate	9,313,200	20,650	21,200	9,355,050	941,200	1,866,000	12,162,250
Revised Estimate	9,003,100	35,250	875,700	9,914,050	924,250	1,795,650	12,633,950
<b><u>2023/24 OUTTURN</u></b>							
Service							
Administration & Property	595,543	9,402	79,124	684,069	60,180	125,238	869,487
Environmental Health & Housing	1,342,815	4,169	17,327	1,364,311	138,719	258,623	1,761,653
Executive	518,283	7,192	7,068	532,543	61,053	94,231	687,827
Finance	1,325,976	18,679	39,718	1,384,373	138,148	260,155	1,782,676
Information Technology	866,587	-	-	866,587	95,128	167,806	1,129,521
Legal	447,031	625	133,670	581,326	46,517	91,755	719,598
Personnel	418,946	3,526	22,946	445,418	34,135	87,029	566,582
Planning	1,623,987	-	664,327	2,288,314	175,759	325,608	2,789,681
Street Scene & Leisure	1,030,880	548	1,190	1,032,618	106,924	210,274	1,349,816
Technical	592,246	134	2,070	594,450	58,380	116,431	769,261
	8,762,294	44,275	967,440	9,774,009	914,943	1,737,150	12,426,102

**CHIEF EXECUTIVE**

**SUMMARY**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
1 COMMUNITY DEVELOPMENT	40,350	31,150	31,731
2 SAFEGUARDING	24,850	17,750	18,698
3 ELECTIONS	574,550	510,050	483,691
4 GRANTS & PAYMENTS	136,100	133,650	134,706
5 CLIMATE CHANGE	125,100	145,150	116,932
6 ECONOMIC DEVELOPMENT & REGENER'N	263,750	242,050	161,693
7 UK SHARED PROSPERITY FUND	145,700	77,100	111,945
8 REFUGEE ASSISTANCE	10,900	102,800	8,369
	<b>1,321,300</b>	<b>1,259,700</b>	<b>1,067,765</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	10.75	10.65	

**CHIEF EXECUTIVE**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>1 <u>COMMUNITY DEVELOPMENT</u></b>			
<b>Employees</b>			
Salaries	24,150	17,800	17,573
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	6,600	5,800	6,830
Departmental Administrative Expenses	9,600	7,550	7,328
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>40,350</b>	<b>31,150</b>	<b>31,731</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.61	0.48	
 <b>2 <u>SAFEGUARDING</u></b>			
<b>Employees</b>			
Salaries	13,650	6,000	5,850
<b>Supplies &amp; Services</b>			
Safeguarding	1,500	4,000	4,060
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	<b>15,150</b>	<b>10,000</b>	<b>9,910</b>
	<hr/>	<hr/>	<hr/>
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	5,300	5,800	6,845
Departmental Administrative Expenses	4,400	1,950	1,943
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>24,850</b>	<b>17,750</b>	<b>18,698</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.34	0.19	

**CHIEF EXECUTIVE**

**3 ELECTIONS**

**(a) ELECTORAL REGISTRATION**

**Employees**

Salaries	122,800	114,950	112,806
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**Supplies & Services**

Equipment & Materials - Purchases	1,000	1,000	814
Maintenance	500	500	1,085
Printing	6,000	10,000	5,377
Stationery	4,000	4,000	3,586
Electronic Elector Registration Responses	7,500	8,000	8,059
Postages	41,000	72,500	41,426 <b>a)</b>

<hr/>		<hr/>	<hr/>
182,800	210,950	173,153	

**Less Income**

Government Grant	-	(3,700)	(3,697)
Sale of Registers	(3,000)	(3,000)	(3,996)

**Sub-total**

179,800	204,250	165,460
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	13,650	13,700	14,404
Information Technology Expenses	33,900	51,300	38,877 <b>b)</b>
Departmental Administrative Expenses	48,700	41,800	42,274

**Depreciation & Impairment**

Non-Current Asset Depreciation	1,850	-	-
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<hr/>	<hr/>	<hr/>
<b>277,900</b>	<b>311,050</b>	<b>261,015</b>
<hr/>	<hr/>	<hr/>

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

3.29	2.82
------	------

**a)** Revised estimate included provision for a household letter refresh which was deferred.

**b)** Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

**CHIEF EXECUTIVE**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>(b) <u>CONDUCT OF ELECTIONS</u></b>			
<b>Employees</b>			
Salaries	55,000	51,450	50,510
<b>Premises Related Expenses</b>			
Rent	20,000	23,350	22,665 a)
<b>Supplies &amp; Services</b>			
Equipment & Materials - Purchases	5,000	4,900	4,895 a)
Printing	20,000	16,200	16,184 a)
Polling Fees (Staff)	65,000	74,100	92,534 a)
Postage	80,000	21,500	21,534 a)
	<hr/>	<hr/>	<hr/>
	245,000	191,500	208,322
<b>Less Income</b>			
Government Grant	(32,150)	(49,000)	(39,319) a)
Fees & Charges	-	(33,350)	(33,365) a)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	212,850	109,150	135,638
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	47,100	48,600	51,000
Information Technology Expenses	14,900	22,550	17,109 b)
Departmental Administrative Expenses	21,800	18,700	18,929
	<hr/>	<hr/>	<hr/>
	<b>296,650</b>	<b>199,000</b>	<b>222,676</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	1.97	1.75	
 <b><u>ELECTIONS</u></b>			
<b><u>SUMMARY</u></b>			
(a) ELECTORAL REGISTRATION	277,900	311,050	261,015
(b) CONDUCT OF ELECTIONS	296,650	199,000	222,676
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>574,550</b>	<b>510,050</b>	<b>483,691</b>
	<hr/>	<hr/>	<hr/>

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

b) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

**CHIEF EXECUTIVE**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<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.	32,900	32,900	33,420
Household Support Grants	-	275,550	297,693 a)
Tonbridge Historic Society Accommodation	2,000	2,000	2,000
Other Expenses	-	-	28,263 a)
	129,900	405,450	456,376
<b>Less Income</b>			
Contributions from Other Bodies	-	(278,550)	(328,562) a)
	<b><u>Sub-total</u></b>	126,900	127,814
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	6,200	6,750	6,866
Information Technology Expenses	-	-	26
	<b><u>TO SUMMARY</u></b>	<b>133,650</b>	<b>134,706</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)			
	0.08	0.09	
<b>5 CLIMATE CHANGE</b>			
<b>Employees</b>			
Salaries	64,700	79,150	77,413
<b>Supplies &amp; Services</b>			
Initiatives	30,000	30,000	2,777 b)
	<b><u>Sub-total</u></b>	109,150	80,190
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	7,500	7,850	8,827
Information Technology Expenses	-	-	3
Departmental Administrative Expenses	22,900	28,150	27,912
	<b><u>TO SUMMARY</u></b>	<b>145,150</b>	<b>116,932</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)			
	1.44	1.83	

a) Support to vulnerable and low income households and Policy in Practice software (£20,000), met from Household Support grant funding and contribution from Kent County Council.

b) Expenditure in support of climate change initiatives in year lower than anticipated. Costs met from an earmarked reserve.

**CHIEF EXECUTIVE**

**6 ECONOMIC DEVELOPMENT & REGENERATION**

**Employees**

Salaries

35,150

18,200

17,684

**Supplies & Services**

Economic Development Expenses

3,250

3,300

3,300

Business Growth Programme

10,000

10,000

10,000

Economic Development & Reg'n Initiatives

194,450

194,450

114,221 a)

Visit Kent

4,400

4,550

4,533

**Sub-total**

247,250

230,500

149,738

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

4,950

5,200

5,674

Information Technology Expenses

200

350

251

Departmental Administrative Expenses

11,350

6,000

6,030

**TO SUMMARY**

263,750

242,050

161,693

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

0.77

0.45

- a) Expenditure in support of economic development and regeneration initiatives in year lower than anticipated. Costs met from an earmarked reserve(s).

**CHIEF EXECUTIVE**

**7 UK SHARED PROSPERITY FUND**

**Employees**

Salaries

73,650

57,300

56,081

**Supplies & Services**

Initiatives

109,450

109,450

115,066 a)

Capital Grants & Contributions (RECS)

95,000

207,000

215,407 a)

278,100

373,750

386,554

**Less Income**

Government Grant

(107,450)

(116,950)

(116,965) a)

Capital Grants Received (RECS)

(50,000)

(202,000)

(179,920) a)

**Sub-total**

120,650

54,800

89,669

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

1,850

4,750

4,910

Departmental Administrative Expenses

23,200

17,550

17,366

**TO SUMMARY**

**145,700**

**77,100**

**111,945**

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

1.44

1.15

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

**CHIEF EXECUTIVE**

**8 REFUGEE ASSISTANCE**

**Employees**

Salaries

30,550

85,600

84,686

**Supplies & Services**

Temporary Accommodation

-

-

525

Rent Deposits / Rent in Advance

- Payments to Landlords

-

25,000

67,247 a)

Other Expenses

-

30,000

4,795 a)

Homelessness Reduction Initiatives

-

94,800

- b)

30,550

235,400

157,253

**Less Income**

Rent Deposits / Rent in Advance

-

(15,000)

(1,650) a)

Contributions from Other Bodies

(48,800)

(162,750)

(194,660) c)

**Sub-total**

(18,250)

57,650

(39,057)

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

18,900

17,300

19,572

Departmental Administrative Expenses

10,250

27,850

27,854

**TO SUMMARY**

**10,900**

**102,800**

**8,369**

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

0.81

1.89

a) Ongoing support and initiatives funded from the Homes for Ukraine scheme.

b) Initiatives funded from Homelessness grant deferred to 2024/25.

c) Reflects allocation of grant funding received from Kent County Council in respect of the Homes for Ukraine scheme. The balance of grant funding received will be allocated to ongoing support and initiatives in 2024/25.

**DIRECTOR OF CENTRAL SERVICES**

**SUMMARY**

	<b>ORIGINAL ESTIMATE</b>	<b>2023/24 REVISED ESTIMATE</b>	<b>PROVISIONAL OUTTURN</b>
	<b>£</b>	<b>£</b>	<b>£</b>
1 TONBRIDGE CASTLE GATEHOUSE	25,500	107,800	64,370
2 COMMUNITY SAFETY	163,050	189,850	183,049
3 MEDIA & COMMUNICATIONS	315,150	312,300	308,838
4 LOCAL LAND CHARGES	(7,600)	66,550	41,542
5 INDUSTRIAL ESTATE	(70,700)	(72,100)	(70,264)
6 COMMERCIAL PROPERTY	(186,950)	103,000	(179,464)
7 VALE RISE DEPOT	-	-	-
8 LAND REVIEW	76,500	132,750	100,428
9 LICENCES	64,100	89,350	58,186
	<b>379,050</b>	<b>929,500</b>	<b>506,685</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	22.18	22.51	

**DIRECTOR OF CENTRAL SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>1 <u>TONBRIDGE CASTLE GATEHOUSE</u></b>			
<b>Employees</b>			
Salaries	11,850	12,150	11,870
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	3,150	45,500	46,126
Rates	250	300	280
Premises Insurance	9,000	9,650	9,617
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	1,000	1,000	365
Purchases - Exhibits	2,000	2,000	1,063
Maintenance - General	4,500	4,500	349
Professional Fees	-	13,500	3,806 <b>a)</b>
Leasing Charges	4,500	23,650	20,889
Streamline Service	800	-	-
Subscriptions	250	250	236
	<hr/>	<hr/>	<hr/>
	37,300	112,500	94,601
<b>Less Income</b>			
Fees & Charges			
Weddings / Hire of Gatehouse	(4,000)	(3,500)	(3,821)
Commission	(600)	-	(272)
Tonbridge Castle Attraction	(30,000)	(25,000)	(43,942) <b>b)</b>
Profit / Loss on Stock Sales	(6,000)	(6,000)	(10,665)
	<hr/>	<hr/>	<hr/>
	(40,600)	(34,500)	(58,700)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(3,300)	78,000	35,901
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	21,000	21,350	20,510
Information Technology Expenses	1,200	1,850	1,395
Departmental Administrative Expenses	6,450	6,450	6,423
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	150	150	141
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>25,500</b>	<b>107,800</b>	<b>64,370</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.76	0.76	

**a)** Reflects delay in completion of the specialist pieces of work undertaken as part of the review of Tonbridge Castle.

**b)** The Castle Attraction did better than anticipated.

**DIRECTOR OF CENTRAL SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>2 <u>COMMUNITY SAFETY</u></b>			
<b>Employees</b>			
Salaries	147,850	163,600	161,476
<b>Supplies &amp; Services</b>			
Community Safety / Domestic Abuse Initiatives	24,100	38,000	37,746
	<hr/>	<hr/>	<hr/>
	171,950	201,600	199,222
<b>Less Income</b>			
Government Grant	(36,150)	(36,150)	(36,133)
Anti Social Behaviour Fixed Penalty Notice	-	(200)	(2,300)
Contributions from Other Bodies	(35,200)	(40,600)	(40,604)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	100,600	124,650	120,185
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	6,650	9,100	8,827
Information Technology Expenses	50	50	34
Departmental Administrative Expenses	55,750	56,050	54,003
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>163,050</b>	<b>189,850</b>	<b>183,049</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	3.84	4.21	
<b>3 <u>MEDIA &amp; COMMUNICATIONS</u></b>			
<b>Employees</b>			
Salaries	199,800	195,050	194,327
<b>Supplies &amp; Services</b>			
Media & Communications	26,550	26,550	27,473
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	226,350	221,600	221,800
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	8,700	8,850	8,565
Information Technology Expenses	4,950	7,500	5,673
Departmental Administrative Expenses	75,150	74,350	72,800
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>315,150</b>	<b>312,300</b>	<b>308,838</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	4.83	4.86	

**DIRECTOR OF CENTRAL SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>4 LOCAL LAND CHARGES</b>			
<b>Employees</b>			
Salaries	127,000	169,900	148,418 a)
<b>Supplies &amp; Services</b>			
Insurance	2,250	2,350	2,381
Kent Highways	7,000	5,500	6,124
	<hr/>	<hr/>	<hr/>
	136,250	177,750	156,923
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Government Grant	-	(50,000)	(50,000)
Fees & Charges	(250,000)	(180,000)	(173,306)
	<hr/>	<hr/>	<hr/>
	(250,000)	(230,000)	(223,306)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(113,750)	(52,250)	(66,383)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	23,100	22,400	22,466
Information Technology Expenses	27,850	42,050	31,879 b)
Departmental Administrative Expenses	55,200	54,350	53,580
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>(7,600)</b>	<b>66,550</b>	<b>41,542</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	3.87	3.84	

**Memorandum**

Surplus from above	(7,600)	66,550	41,542
Share of:			
Democratic Administration	21,000	24,750	21,617
Corporate Management	9,050	13,450	12,463
Non Distributed Costs	24,950	29,650	26,832
	<hr/>	<hr/>	<hr/>
Deficit (Surplus) for Trading Purposes	47,400	134,400	102,454

a) Additional temporary staff resource to assist with the transfer of the LLC1 search to Land Registry not fully needed.

b) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

**DIRECTOR OF CENTRAL SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>5 <u>INDUSTRIAL ESTATE</u></b>			
<b>Employees</b>			
Salaries	1,200	1,600	1,622
	<hr/>	<hr/>	<hr/>
	1,200	1,600	1,622
<b>Less Income</b>			
Rents	(75,950)	(77,950)	(75,955)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(74,750)	(76,350)	(74,333)
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	2,700	2,900	2,822
Information Technology Expenses	50	100	73
Departmental Administrative Expenses	1,300	1,250	1,174
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>(70,700)</b>	<b>(72,100)</b>	<b>(70,264)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.08	0.08	

**DIRECTOR OF CENTRAL SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>6 COMMERCIAL PROPERTY</b>			
<b>Employees</b>			
Salaries	4,550	5,400	5,457
<b>Premises Related Expenses</b>			
Insurance	950	950	936
Rates	1,100	(800)	(791)
Repairs Expenditure	87,600	378,150	99,745 a)
	<hr/>	<hr/>	<hr/>
	94,200	383,700	105,347
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Rents - Land	(5,500)	(5,500)	(20,926) b)
- Shops & Maisonettes	(260,200)	(260,200)	(251,037) c)
- Offices	(37,000)	(37,000)	(35,000)
	<hr/>	<hr/>	<hr/>
	(302,700)	(302,700)	(306,963)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(208,500)	81,000	(201,616)
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	14,750	15,150	15,848
Information Technology Expenses	450	700	518
Departmental Administrative Expenses	5,700	5,500	5,119
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	650	650	667
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>(186,950)</b>	<b>103,000</b>	<b>(179,464)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.33	0.33	

- a) Contribution towards repairs to the walkway at Martin Square and Twisden Road under the terms of the lease agreement with Clarion Homes has been deferred.
- b) Reflects a lease of land at River Walk in Tonbridge.
- c) Reflects a vacant shop unit at 16A Chapman Way, East Malling and renegotiation of a lease at Martin Square.

**DIRECTOR OF CENTRAL SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>7 VALE RISE DEPOT</b>			
<b>Employees</b>			
Salaries	4,750	5,250	5,274
<b>Premises Related Expenses</b>			
Premises Insurance	100	150	129
Rates	15,850	16,500	16,498
Repairs Expenditure	2,000	2,000	1,014
	<hr/>	<hr/>	<hr/>
	22,700	23,900	22,915
<b>Less Recharges to Other Services</b>	(38,100)	(39,450)	(38,314)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(15,400)	(15,550)	(15,399)
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	850	950	914
Departmental Administrative Expenses	2,350	2,400	2,285
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	12,200	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>	0.12	0.12	

**DIRECTOR OF CENTRAL SERVICES**

	<b>ORIGINAL ESTIMATE</b>	<b>2023/24 REVISED ESTIMATE</b>	<b>PROVISIONAL OUTTURN</b>
	£	£	£
<b>8 <u>LAND REVIEW</u></b>			
<b>Employees</b>			
Salaries	28,300	35,400	35,610
<b>Premises Related Expenses</b>			
Depot	1,900	2,000	1,979
Estate Management	1,000	1,000	7,910 a)
Insurance	250	300	311
Repairs Expenditure	12,600	36,100	23,712 b)
<b>Supplies &amp; Services</b>			
Professional Fees	5,000	40,000	15,200 c)
Asset Review	-	-	11,735 d)
	<hr/>	<hr/>	<hr/>
	49,050	114,800	96,457
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges - General	(1,000)	(1,000)	(950)
De-Minimus Capital Receipts	-	(8,700)	(10,700)
Castle Lodge Rent	(7,000)	(7,000)	(7,000)
Wayleaves	(500)	(500)	(568)
Contributions from Other Bodies	-	-	(9,698) e)
	<hr/>	<hr/>	<hr/>
	(8,500)	(17,200)	(28,916)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	40,550	97,600	67,541
<b>Central, Departmental and Technical Support Services</b>			
Central Salaries & Administration	2,750	3,100	2,975
Information Technology Expenses	200	300	243
Departmental Administrative Expenses	33,000	31,750	29,669
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>76,500</b>	<b>132,750</b>	<b>100,428</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	1.02	1.01	

- a) Costs in respect of public conveniences closed at the end of March 2021 whilst awaiting the next step, e.g. disposal, alternative use.
- b) Castle Lodge Energy Performance Certificate works (£5,000) and Community Areas maintenance work (£4,000) slipped to 2024/25.
- c) The cost of the annual asset valuations carried out externally was lower than budgeted.
- d) Specialist advice sought in relation to the Gibson Building site, met from an earmarked reserve.
- e) Contribution from West Malling Parish Council towards the costs of keeping West Malling public conveniences open prior to transfer.

**DIRECTOR OF CENTRAL SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>9 LICENCES</b>			
<b>(a) FEE PAYING</b>			
<b>Employees</b>			
Salaries	250,650	257,050	244,952 a)
<b>Premises Related Expenses</b>			
Rents	100	100	89
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	7,000	7,000	7,082
Professional Fees	10,000	8,000	7,274
Advertising	350	350	1,050
	<hr/>	<hr/>	<hr/>
	268,100	272,500	260,447
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Licence Fees			
Animal Licensing	(10,000)	(1,750)	-
Animal Boarding Establishments	-	(3,500)	(7,424)
Dog Breeding	-	(1,200)	-
Selling Animals as Pets	-	-	(852)
Hackney Carriages & Private Hire	(245,000)	(250,000)	(242,718)
Hiring Out Horses	-	-	(975)
Alcohol & Entertainment - Premises	(94,000)	(94,000)	(99,634)
Acupuncture / Tattooing / Ear Piercing	(1,750)	(1,750)	(2,287)
Pleasure Boats & Boatmen	(550)	(550)	(616)
Street Trading	(15,000)	-	-
Pavement Licences	(1,000)	(800)	(800)
Alcohol & Entertainment - Personal	(2,500)	(950)	(2,036)
Sex Establishments/Sexual Entertainment	(2,000)	(2,000)	-
Dangerous Wild Animals	-	(800)	(790)
Gambling	(7,000)	(5,200)	(11,140)
Scrap Metal Dealers	(2,000)	(600)	(630)
Contributions from Other Bodies			
Government Grant	-	(600)	(5,025)
	<hr/>	<hr/>	<hr/>
	(380,800)	(363,700)	(374,927)
	<hr/>	<hr/>	<hr/>
<b>Sub-total</b>	(112,700)	(91,200)	(114,480)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	16,150	16,600	16,253
Information Technology Expenses	9,600	14,550	11,022
Departmental Administrative Expenses	102,000	100,200	97,670
	<hr/>	<hr/>	<hr/>
	15,050	40,150	10,465
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	6.51	6.49	

**DIRECTOR OF CENTRAL SERVICES**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>(b) <u>NON FEE PAYING</u></b>			
<b>Employees</b>			
Salaries	32,950	33,500	32,178
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	2,350	2,350	2,363
Information Technology Expenses	-	-	5
Departmental Administrative Expenses	13,750	13,350	13,175
	<b>49,050</b>	<b>49,200</b>	<b>47,721</b>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.82	0.81	
<b><u>LICENCES</u></b>			
<b><u>SUMMARY</u></b>			
(a) FEE PAYING	15,050	40,150	10,465
(b) NON FEE PAYING	49,050	49,200	47,721
	<b>64,100</b>	<b>89,350</b>	<b>58,186</b>
<b><u>TO SUMMARY</u></b>			

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

- a) Management savings arising from vacant Licensing Officer post.

**DIRECTOR OF FINANCE & TRANSFORMATION**

**SUMMARY**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
1 HOUSING BENEFITS	380,200	441,800	435,713
2 LOCAL REVENUE & NNDR COLLECTION	587,100	612,050	521,530
3 COUNCIL TAX SUPPORT	291,700	296,000	247,540
4 TREASURY MANAGEMENT & BANKING	(1,273,600)	(2,411,150)	(3,262,708)
5 DRAINAGE BOARDS SPECIAL LEVIES	484,350	484,400	484,400
6 LIAISON, SUPPORT & ADVICE	88,800	97,250	93,402
7 STREET NAMING & NUMBERING	7,200	1,600	1,384
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	565,750	(478,050)	(1,478,739)
8 CONTRIBUTIONS TO PROVISIONS	5,000	5,000	(7,182)
9 ITEMS FUNDED FROM RESERVES	-	-	186
	<hr/>	<hr/>	<hr/>
	<b>570,750</b>	<b>(473,050)</b>	<b>(1,485,735)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	34.81	34.52	

**DIRECTOR OF FINANCE & TRANSFORMATION**

	<b>ORIGINAL ESTIMATE</b>	<b>2023/24 REVISED ESTIMATE</b>	<b>PROVISIONAL OUTTURN</b>
	£	£	£
<b>1 HOUSING BENEFITS</b>			
<b>Employees</b>			
Salaries	219,350	231,850	231,357
<b>Supplies &amp; Services</b>			
Stationery	200	200	109
Reference Books & Publications	1,500	-	-
Audit Fee	18,400	18,400	28,170 a)
Postages	3,000	1,000	1,471
Subscriptions	500	1,500	1,773
Compensation Scheme	100	100	-
Other Expenses	-	16,500	20,978 b)
Practical Support For Those Self-Isolating	-	62,900	- c)
<b>Housing Benefits</b>			
Rent Allowances	21,495,000	23,495,000	23,323,053 d)
Non HRA Rent Rebates	650,000	950,000	935,550 d)
Local Scheme	66,500	66,500	32,815 d)
Discretionary Housing Payments	150,000	180,000	195,231 d)
Overpayments	(300,000)	(395,000)	(289,672) d)
Contribution to Bad Debt Provision	90,000	127,500	53,700 d)
	<hr/>	<hr/>	<hr/>
	22,394,550	24,756,450	24,534,535
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Government Grant	-	(68,550)	(88,830) e)
Rent Allowance Subsidy	(21,410,000)	(23,402,000)	(23,133,498) d)
Non HRA Rent Rebate Subsidy	(550,000)	(790,000)	(709,927) d)
Local Scheme Subsidy	(43,900)	(43,900)	(32,815) d)
Discretionary Housing Payment Contribution	(150,000)	(180,000)	(269,749) d)
Administration Grant	(166,750)	(169,700)	(169,670)
Contributions from Other Bodies	-	-	(5,272)
	<hr/>	<hr/>	<hr/>
	(22,320,650)	(24,654,150)	(24,409,761)
	<hr/>	<hr/>	<hr/>
<b>Sub-total</b>	73,900	102,300	124,774
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	121,000	126,850	124,770
Information Technology Expenses	59,900	90,700	68,743 f)
Departmental Administrative Expenses	125,400	121,950	117,426
	<hr/>	<hr/>	<hr/>
<b>TO SUMMARY</b>	<b>380,200</b>	<b>441,800</b>	<b>435,713</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	9.23	9.20	

## DIRECTOR OF FINANCE & TRANSFORMATION

### HOUSING BENEFITS

- a) Increased Audit fee payable following new contract.
- b) Upgrades to the Revenues & Benefits IT system funded by government grant.
- c) Provision for contribution to Kent County Council for providing practical support for those self isolating as a result of the Covid-19 pandemic not required.
- d) Outturn reflects 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 £96,588 more than the 2023/24 revised estimate.
- e) Grants awarded to assist with the administrative costs of implementing welfare reform and other changes. £20,978 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) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

**DIRECTOR OF FINANCE & TRANSFORMATION**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>2 LOCAL REVENUE &amp; NNDR COLLECTION</b>			
<b>Employees</b>			
Salaries	390,250	411,600	411,347
<b>Supplies &amp; Services</b>			
Equipment, Furniture & Materials - Purchases	500	500	153
Direct Debit / Bank Charges	2,000	2,000	-
Court Fees	3,000	3,000	1,244
Debt Recovery Fees	10,000	10,000	(4,114) a)
Other Expenses / KIN	15,400	15,400	67,953 b)
Stationery	5,000	5,500	3,186
Reference Books & Publications	400	450	395
Bar Code Payment Charges	2,000	2,000	833
Tracing Services	15,100	20,000	8,519
Advertising	400	400	750
Postages	58,000	58,000	78,945 c)
Compensation Scheme	100	100	100
Local Restrictions Support (Addendum)	-	(22,950)	-
	<hr/>	<hr/>	<hr/>
	502,150	506,000	569,311
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Government Grant			
- Allowances for Cost of NNDR Collection	(153,200)	(159,850)	(159,872)
Government Grant - Covid 19			
- Local Restrictions Support Grant	-	22,950	-
Summons Costs Recovered	(250,000)	(300,000)	(372,705) d)
Civil Penalty	(3,000)	(3,000)	(2,030)
Contributions from Other Bodies	(20,000)	(25,000)	(30,328)
	<hr/>	<hr/>	<hr/>
	(426,200)	(464,900)	(564,935)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	75,950	41,100	4,376
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	155,850	159,100	159,257
Information Technology Expenses	124,200	188,000	142,523 e)
Departmental Administrative Expenses	231,100	223,850	215,374
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>587,100</b>	<b>612,050</b>	<b>521,530</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	15.02	14.87	

## DIRECTOR OF FINANCE & TRANSFORMATION

### LOCAL REVENUE & NNDR COLLECTION

- a) Fees from historical bankruptcy/charging order claims recovered by Greenhalgh Kerr.
- b) Kent Intelligence Network fees for finding new properties / increasing Rateable Values as per contract.
- c) More Council Tax documents were issued together with an increase in postage prices.
- d) Reflects continuing impact of reintroduction of court hearings and current economic climate.
- e) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

**DIRECTOR OF FINANCE & TRANSFORMATION**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>3 COUNCIL TAX SUPPORT</b>			
<b>Employees</b>			
Salaries	232,300	245,050	244,884
<b>Supplies &amp; Services</b>			
Council Tax Support Scheme	14,500	4,500	4,500
Energy Rebate Scheme (Main)	-	206,700	206,700
Energy Rebate Scheme (Discretionary)	-	23,450	23,464
Energy Bill Support Scheme Alternative Funding	-	43,200	43,200
Alternative Fuel Payment Alternative Fund	-	25,200	25,200
Council Tax Support Fund	171,950	171,950	- a)
<b>Transfer Payments</b>			
Benefits	-	-	(7)
	<hr/>	<hr/>	<hr/>
	418,750	720,050	547,941
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Government Grant			
Administration			
- Dept. for Work and Pensions	(63,300)	(64,400)	(64,409)
Government Grant - Energy Rebate Scheme			
Energy Rebate Grant	-	(298,550)	(298,564)
New Burdens Grant	-	(18,050)	(30,050) b)
Council Tax Support Fund	(171,950)	(171,950)	(12,578) a)
Contributions from Other Bodies	(136,700)	(136,700)	(137,987)
	<hr/>	<hr/>	<hr/>
	(371,950)	(689,650)	(543,588)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	46,800	30,400	4,353
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	58,350	58,150	58,747
Information Technology Expenses	49,000	74,150	56,223 c)
Departmental Administrative Expenses	137,550	133,300	128,217
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>291,700</b>	<b>296,000</b>	<b>247,540</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	7.87	7.79	

## DIRECTOR OF FINANCE & TRANSFORMATION

### COUNCIL TAX SUPPORT

- a) Council Tax Support Fund payments and associated grant to be applied in 2024/25.
- b) Additional New Burdens Grant received for administering the Council Tax Energy Rebate Schemes.
- c) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

**DIRECTOR OF FINANCE & TRANSFORMATION**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>4 <u>TREASURY MANAGEMENT &amp; BANKING ARRANGEMENTS</u></b>			
<b>Employees</b>			
Salaries	33,500	32,650	30,268
<b>Supplies &amp; Services</b>			
Treasury Advisor & Dealing Fees	12,100	17,000	17,323
Credit / Debit Card Charges	46,000	51,500	38,802 a)
Bank Charges	20,000	18,000	17,685
Transfers in Lieu of Interest	42,000	190,000	219,912 b)
	<hr/>	<hr/>	<hr/>
	153,600	309,150	323,990
<b>Less Income</b>			
Interest on:			
Cash Flow Investments	(526,000)	(1,277,000)	(1,565,433) c)
Core Cash Investments	(599,000)	(1,103,000)	(1,641,582) c)
Property Fund Investments	(180,000)	(175,000)	(179,357)
Multi Asset Income Fund Investments	(153,000)	(175,000)	(209,765) d)
Other Miscellaneous Interest	-	(29,400)	(29,397)
	<hr/>	<hr/>	<hr/>
	(1,458,000)	(2,759,400)	(3,625,534)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(1,304,400)	(2,450,250)	(3,301,544)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	11,950	12,350	12,215
Information Technology Expenses	900	1,350	1,028
Departmental Administrative Expenses	17,950	25,400	25,593
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>(1,273,600)</b>	<b>(2,411,150)</b>	<b>(3,262,708)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	0.91	0.91	

- a) Charges for the use of credit and debit cards as a payment method were lower than anticipated.
- b) Reflects recent receipt of developer contributions and the effect of interest rate rises.
- c) Improvement in investment returns following the interest rate rises earlier in the year and the ability to react swiftly to secure favourable investments.
- d) Multi-Asset Diversified Income Funds performed better than anticipated.

**DIRECTOR OF FINANCE & TRANSFORMATION**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>5 <u>DRAINAGE BOARDS SPECIAL LEVIES</u></b>			
<b>Payments to Drainage Boards</b>	484,050	484,050	484,069
<b>Central, Departmental &amp; Technical     Support Services</b>			
Central Salaries & Administration	300	350	331
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>484,350</b>	<b>484,400</b>	<b>484,400</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.00	0.00	
<b>6 <u>LIAISON, SUPPORT &amp; ADVICE</u></b>			
<b>Employees</b>			
Salaries	47,150	54,350	53,938
<b>Central, Departmental &amp; Technical     Support Services</b>			
Central Salaries & Administration	25,350	26,150	23,112
Information Technology Expenses	-	-	5
Departmental Administrative Expenses	16,300	16,750	16,347
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>88,800</b>	<b>97,250</b>	<b>93,402</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.18	1.22	
<b>7 <u>STREET NAMING &amp; NUMBERING</u></b>			
<b>Employees</b>			
Salaries	-	16,650	16,598
<b>Less Income</b>			
Street / House Naming & Numbering	(40,450)	(40,450)	(35,163)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	<b>(40,450)</b>	<b>(23,800)</b>	<b>(18,565)</b>
	<hr/>	<hr/>	<hr/>
<b>Central, Departmental &amp; Technical     Support Services</b>			
Central Salaries & Administration	800	850	828
Information Technology Expenses	46,850	22,200	16,824 a)
Departmental Administrative Expenses	-	2,350	2,297
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>7,200</b>	<b>1,600</b>	<b>1,384</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.60	0.53	

## DIRECTOR OF FINANCE & TRANSFORMATION

### STREET NAMING & NUMBERING

- a) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

**DIRECTOR OF FINANCE & TRANSFORMATION**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>8 <u>CONTRIBUTIONS TO PROVISIONS</u></b>			
General Bad Debts Provision	5,000	5,000	(7,182) a)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>5,000</b>	<b>5,000</b>	<b>(7,182)</b>
	<hr/>	<hr/>	<hr/>
<b>9 <u>ITEMS FUNDED FROM RESERVES</u></b>			
Aldermen / Freedom Ceremonies / Other	-	-	186
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>-</b>	<b>-</b>	<b>186</b>
	<hr/>	<hr/>	<hr/>

a) Reflects a reduction in the level of provision required.

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

**SUMMARY**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
1. DEVELOPMENT MANAGEMENT	973,100	1,454,400	1,365,302
2. CONSERVATION	94,650	106,350	104,053
3. BUILDING CONTROL	8,250	96,300	132,729
4. PLANNING POLICY	1,230,700	1,517,250	1,196,407
5. HOUSING STRATEGY & ENABLING ROLE	362,400	419,350	422,134
6. HOMELESSNESS	898,600	970,500	2,164,357
7. HOUSING ADVICE & PREVENTION	241,100	261,250	254,060
8. HOME SAFETY	4,050	4,300	4,123
9. PRIVATE SECTOR HOUSING RENEWAL	307,550	330,100	286,360
10. PRIVATE SECTOR HOUSING STANDARDS	99,650	110,400	107,999
11. PUBLIC HEALTH ACT 1984	7,850	8,100	3,772
12. ENVIRONMENTAL PROTECTION ACT-PART 1	35,950	39,950	34,724
13. ENVIRONMENTAL PROTECTION	326,450	351,600	351,058
14. FOOD & SAFETY	354,100	370,850	356,246
15. PUBLIC HEALTH	63,500	55,050	42,194
16. PEST CONTROL	26,000	36,950	31,798
	<b>5,033,900</b>	<b>6,132,700</b>	<b>6,857,316</b>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	97.33	99.62	

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>1. <u>DEVELOPMENT MANAGEMENT</u></b>			
<b>Employees</b>			
Salaries	1,278,150	1,576,000	1,527,094 <b>a)</b>
<b>Supplies &amp; Services</b>			
Professional Fees	9,000	17,450	16,858
Planning Enforcement Fund	0	12,600	12,604
Application & Appeals	25,000	125,000	123,496
Advertising	13,100	13,100	8,579
	<hr/>	<hr/>	<hr/>
	1,325,250	1,744,150	1,688,631
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges			
Planning Applications	(850,000)	(850,000)	(866,652) <b>b)</b>
Pre-Planning Advice	(86,000)	(90,000)	(88,480)
Planning Performance Agreements	(52,000)	(60,000)	(65,500)
Viability Assessments	(9,100)	(2,550)	0
s.106 Agreement Monitoring	(38,500)	(29,050)	(23,520)
	<hr/>	<hr/>	<hr/>
	(1,035,600)	(1,031,600)	(1,044,153)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	289,650	712,550	644,478
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	124,950	126,300	149,780 <b>c)</b>
Information Technology Expenses	94,400	142,850	108,305 <b>d)</b>
Departmental Administrative Expenses	464,100	472,700	462,739 <b>e)</b>
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>973,100</b>	<b>1,454,400</b>	<b>1,365,302</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	32.11	33.19	

## DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

### DEVELOPMENT MANAGEMENT

- a) Successful recruitment reduced anticipated reliance on Agency staff.
- b) Application income remains low but a small number of very large applications has brought in income above anticipated.
- c) Reflects legal costs (£41,558) in respect of the Bushey Wood, Eccles planning appeal.
- d) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment. (see page CS 8).
- e) Lower than estimated office accommodation costs (see page CS 3), essential car user allowances (see page CS 7) and direct service expenditure attributable to Development Management.

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>2. <u>CONSERVATION</u></b>			
<b>Employees</b>			
Salaries	50,250	60,950	59,094
<b>Supplies &amp; Services</b>			
Archaeological Advice	8,100	8,900	8,864
<b>Third Party Payments</b>			
Conservation	15,400	15,200	15,135
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	73,750	85,050	83,093
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	1,600	1,800	1,730
Information Technology Expenses	50	100	81
Departmental Administrative Expenses	19,250	19,400	19,149
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>94,650</b>	<b>106,350</b>	<b>104,053</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	1.23	1.26	

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>3. <u>BUILDING CONTROL</u></b>			
<b>Employees</b>			
Salaries	307,800	307,300	303,691
<b>Supplies &amp; Services</b>			
Professional Fees	13,000	13,000	19,474
Subscriptions	2,350	2,150	2,141
Competent Persons Scheme	4,000	3,000	2,000
	<hr/>	<hr/>	<hr/>
	327,150	325,450	327,306
<b>Less Income</b>			
Fees & Charges			
Building Regulations	(484,000)	(400,000)	(322,121) a)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(156,850)	(74,550)	5,185
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	13,800	14,900	(22,087) b)
Information Technology Expenses	27,400	41,400	31,395
Departmental Administrative Expenses	123,900	114,550	118,236
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>8,250</b>	<b>96,300</b>	<b>132,729</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	7.38	7.06	

- a) Lower than anticipated demand for services due to challenging market conditions.
- b) Reflects recovery of legal fees incurred in connection with works in default for a property in Wateringbury.

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

**4. PLANNING POLICY**

**(a) DEVELOPMENT OF LOCAL PLAN**

**Employees**

Salaries

330,300

360,400

343,883 a)

**Supplies & Services**

Development of Local Plan

350,000

590,550

335,679 b)

**Sub-total**

680,300

950,950

679,562

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

16,750

17,150

18,101

Information Technology Expenses

500

800

590

Departmental Administrative Expenses

97,950

89,800

88,375

**795,500**

**1,058,700**

**786,628**

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

6.63

6.16

a) Successful recruitment reduced anticipated reliance on agency staff.

b) Payment for anticipated work required delayed until 2024/25. To be funded from identified reserve.

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

**4. PLANNING POLICY (continued)**

**(b) PLANNING POLICY**

**Employees**

Salaries	291,600	319,800	303,925 a)
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**Supplies & Services**

Transport Policy Consultancy	5,000	5,000	26,116 b)
Borough Green Gardens	25,000	21,600	19,568
AONB Management	4,450	5,800	5,589
Local Wildlife Sites Register Update	3,550	3,700	3,500

<hr/>	329,600	355,900	358,698
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**Less Income**

Government Grant	0	0	(26,783) c)
Fees & Charges - General	0	0	(41)
Contribution from Other Bodies	0	0	(22,853) b)

**Sub-total**

<hr/>	329,600	355,900	309,021
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	14,950	15,800	16,175
Information Technology Expenses	2,500	3,800	2,868
Departmental Administrative Expenses	88,150	83,050	81,715

<hr/>	435,200	458,550	409,779
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**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

6.15	5.90
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**PLANNING POLICY**

<b>(a) DEVELOPMENT OF LOCAL PLAN</b>	<b>795,500</b>	<b>1,058,700</b>	<b>786,628</b>
<b>(b) PLANNING POLICY</b>	<b>435,200</b>	<b>458,550</b>	<b>409,779</b>

**TO SUMMARY**

<hr/>	1,230,700	1,517,250	1,196,407
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- a) Successful recruitment reduced anticipated reliance on agency staff.
- b) Additional work on footpaths in Snodland fully offset by grant from KCC (22,853).
- c) Biodiversity Net Gain Grant awarded by the Department for Environment, Food and Rural Affairs. The net underspend has been transferred to an earmarked reserve for future use.

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

**5. HOUSING STRATEGY & ENABLING ROLE**

**(a) HOUSING STRATEGY**

**Employees**

Salaries	86,250	98,000	96,385
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**Supplies & Services**

Professional Fees	0	20,000	30,338 a)
Support for External Agencies	3,500	3,500	3,500

**Sub-total**

89,750	121,500	130,223
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	4,100	4,500	4,378
Information Technology Expenses	600	900	696
Departmental Administrative Expenses	26,900	28,100	27,594

<b>121,350</b>	<b>155,000</b>	<b>162,891</b>
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**Full Time Equivalent Number of Staff**  
(including Support Service Staff)

2.14	2.31
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- a) Temporary Accommodation Portfolio Review funded by remainder of Community Housing trust funding and Homelessness Reserve (via £20K LGA funding from previous year). This also includes, £12,000 consultancy cost regarding the transfer of Windmill Lane.

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

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

**(b) HOUSING REGISTER**

**Employees**

Salaries

170,050

185,600

182,128

**Third Party Payments**

Choice Based Lettings

7,950

12,150

12,130

**Sub-total**

178,000

197,750

194,258

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

5,950

5,900

5,980

Information Technology Expenses

1,700

2,550

1,935

Departmental Administrative Expenses

55,400

58,150

57,070

**241,050**

**264,350**

**259,243**

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

4.43

4.82

**HOUSING STRATEGY & ENABLING ROLE**

**(a) HOUSING STRATEGY**

121,350

155,000

162,891

**(b) HOUSING REGISTER**

241,050

264,350

259,243

**TO SUMMARY**

**362,400**

**419,350**

**422,134**

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

	<b>ORIGINAL ESTIMATE</b>	<b>2023/24 REVISED ESTIMATE</b>	<b>PROVISIONAL OUTTURN</b>
	£	£	£
<b>6. <u>HOMELESSNESS</u></b>			
<b>Employees</b>			
Salaries	362,950	397,500	384,302
<b>Premises Related Expenses</b>			
Repairs & Maintenance to Buildings	13,500	28,000	29,666
Maintenance of Grounds	5,000	2,500	380
Electricity	15,100	17,350	17,669
Gas	5,000	100	95
Rates	1,000	0	0
Council Tax	9,000	12,350	12,472
Water Charges (Metered)	0	1,150	2,317
Fixtures & Fittings	5,100	2,500	0
Premises Insurance	2,650	3,200	3,185
<b>Transport Related Expenses</b>			
Parking	3,000	1,000	545
Public Transport	200	250	124
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	5,500	2,500	671
Maintenance - General	1,200	1,000	0
Professional Fees	26,250	26,250	35,950 a)
Rough Sleeping Initiative	340,650	340,650	273,892 b)
Temporary Accommodation	1,000,000	1,550,000	1,782,835 c)
Storage of Furniture, Transport, etc.	500	500	(527)
Rent Deposits / Rent in Advance - Payments	33,550	5,000	1,631
Telephones & Broadband	700	700	283
Contain Outbreak Management Fund	0	7,000	0
Homelessness Reduction Initiatives	72,000	119,800	21,134 d)
Contribution to Bad Debt Provision	30,000	30,000	29,666
Homelessness Compensation	0	3,550	3,550
Covid 19 Other Expenses	0	0	6,759
Legal Fees	0	55,000	62,668 e)
<b>Third Party Payments</b>			
Property Management	69,800	72,750	66,941
Medical Assessments	100	100	0
	<hr/>	<hr/>	<hr/>
<b><u>Carried Forward</u></b>	2,002,750	2,680,700	2,736,208
	<hr/>	<hr/>	<hr/>

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

### **HOMELESSNESS**

- a) Includes £3,600 for consultancy on service review options.
- b) Underspend on the Rough sleeping initiative scheme, due to over accruing expenditure in 2022/23. Any unspent grant has been added to the homelessness reserve to support the Rough sleeping population into 2024/25.
- c) Communities and Housing Advisory Board on 15 February 2022 set a target for reducing the number of households in temporary accommodation to 80 by October 2022, noting that the level would fluctuate between 70 and 100. Revised estimates assumed caseload would reduce from 95 in September 2022 to 80 in March 2023, albeit that this was a significant stretch target due to the continued demand pressures on the service and this was indicated by the service during budget setting and all agreed this would continue to be noted in budget discussions. New target has been agreed with Members following homelessness review - range of 90 to 120. Numbers remain towards the top of this range as cost of living, including increasing private sector rental costs, and other demand pressures remain.
- d) Funded by Homelessness prevention Grant with MT agreeing that the funding can now be used to support additional staffing in 2024/25.
- e) Higher than anticipated Legal fees from a Court case regarding unsuitable Temporary Accommodation funded from the homelessness reserve.

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

**6. HOMELESSNESS (continued)**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b><u>Brought Forward</u></b>	2,002,750	2,680,700	2,736,208
<b>Less Income</b>			
Government Grant	(738,950)	(1,098,850)	(919,037) <b>g)</b>
Rent Deposits/Rent in Advance-Recharges	(33,550)	(5,000)	0
Customer & Client Receipts-Accommodation	(520,000)	(806,000)	(804,808)
Customer & Client Receipts-Service Charge	(11,000)	(17,050)	(38,053) <b>f)</b>
Rent of Temporary Accommodation	(138,600)	(147,450)	(89,928) <b>h)</b>
Contribution from Other Bodies	(30,000)	(22,400)	(25,285)
	<hr/>	<hr/>	<hr/>
	(1,472,100)	(2,096,750)	(1,877,112)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	530,650	583,950	859,096
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	182,300	187,750	185,736
Information Technology Expenses	17,200	26,000	19,708 <b>i)</b>
Departmental Administrative Expenses	116,100	120,750	118,874
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	52,350	52,050	52,045
Impairment	0	0	928,898 <b>j)</b>
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>898,600</b>	<b>970,500</b>	<b>2,164,357</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	12.03	12.80	

**Memorandum**

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

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

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

### **HOMELESSNESS (continued)**

- f) Higher Service charges linked to increased net cost of accommodation.
- g) Variance reflects the repayment of unspent Rough Sleeping Grant for 2022/23, alongside the 2023/24 top-up funding being lower than anticipated.
- h) The rental income budget for Temporary accommodation was calculated as an average of the first two months income, which has proven to be a lot higher than the achieved rental income.
- i) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).
- j) Homes have been valued in 2023/24 as existing use, ie Temporary Accommodation and House in multiple occupation residence resulting in value chargeable to revenue in the first instance. This charge is reversed via an entry in the Movement in Reserves Statement and the Capital adjustment account.

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

**7. HOUSING ADVICE & PREVENTION**

**Employees**

Salaries

165,550

179,450

175,317

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

15,550

15,900

16,220

Information Technology Expenses

6,350

9,600

7,276

Departmental Administrative Expenses

53,650

56,300

55,247

**TO SUMMARY**

**241,100**

**261,250**

**254,060**

**Full Time Equivalent Number of Staff**

4.52

4.90

(including Support Service Staff)

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

**8. HOME SAFETY**

**Employees**

Salaries

2,650

2,800

2,644

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

550

600

597

Information Technology Expenses

0

0

5

Departmental Administrative Expenses

850

900

877

**TO SUMMARY**

**4,050**

**4,300**

**4,123**

**Full Time Equivalent Number of Staff**

0.07

0.08

(including Support Service Staff)

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>Employees</b>			
Salaries	2,650	2,800	2,644
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	550	600	597
Information Technology Expenses	0	0	5
Departmental Administrative Expenses	850	900	877
<b><u>TO SUMMARY</u></b>	<b>4,050</b>	<b>4,300</b>	<b>4,123</b>
<b>Full Time Equivalent Number of Staff</b>	0.07	0.08	
(including Support Service Staff)			

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>9. PRIVATE SECTOR HOUSING RENEWAL</b>			
<b>Employees</b>			
Salaries	193,700	207,900	198,454
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	50	50	0
Professional Fees	250	40,750	16,401 a)
Better Care Fund Initiatives	90,000	89,350	90,968
Energy Efficiency Initiatives	4,000	4,000	3,685
Capital Grants & Contributions (RECS)	1,110,000	2,263,000	1,000,065
	<hr/>	<hr/>	<hr/>
	1,398,000	2,605,050	1,309,572
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Government Grant	(90,000)	(89,350)	(90,626)
Fees & Charges	(4,000)	(4,000)	(13,007) b)
Fixed Penalty Notices	0	0	(1,000)
Capital Grants Received (RECS)	(1,080,000)	(2,233,000)	(1,005,611)
Renewal Contribution from Other Bodies	0	(40,500)	0 c)
	<hr/>	<hr/>	<hr/>
	(1,174,000)	(2,366,850)	(1,110,244)
	<hr/>	<hr/>	<hr/>
<b>Sub-total</b>	224,000	238,200	199,328
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	10,550	11,850	11,416
Information Technology Expenses	10,200	15,450	11,703
Departmental Administrative Expenses	62,800	64,600	63,913
	<hr/>	<hr/>	<hr/>
<b>TO SUMMARY</b>	<b>307,550</b>	<b>330,100</b>	<b>286,360</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b>	4.64	5.06	
(including Support Service Staff)			

- a) Budget relates to HUG2 funding which has not been utilised in year due to the timetables for the scheme slipping into 2024/25.
- b) Higher than anticipated referral income from Kent wide Energy Deal.
- c) HUG2 grant funding carried forward to 2024/25, as the scheme has not yet commenced.

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>10. PRIVATE SECTOR HOUSING STANDARDS</b>			
<b>Employees</b>			
Salaries	70,650	77,900	74,772
<b>Supplies &amp; Services</b>			
Other Expenses	6,450	6,450	6,465
	<hr/>	<hr/>	<hr/>
	77,100	84,350	81,237
<b>Less Income</b>			
Houses in Multiple Occupation	0	0	(1,489)
Caravan Site Licences	(5,200)	(4,650)	(627)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	71,900	79,700	79,121
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	1,600	1,800	1,738
Information Technology Expenses	3,950	6,000	4,541
Departmental Administrative Expenses	22,200	22,900	22,599
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>99,650</b>	<b>110,400</b>	<b>107,999</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	1.61	1.76	

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>11. <u>PUBLIC HEALTH ACT 1984</u></b>			
<b>Employees</b>			
Salaries	1,750	1,850	1,763
<b>Third Party Payments</b>			
Funeral Expenses	5,000	5,000	801
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	6,750	6,850	2,564
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	550	600	597
Information Technology Expenses	0	50	26
Departmental Administrative Expenses	550	600	585
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	7,850	8,100	3,772
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b>	0.05	0.05	
 (including Support Service Staff)			

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>12. <u>ENVIRONMENTAL PROTECTION ACT - PART 1</u></b>			
<b>Employees</b>			
Salaries	27,950	28,550	28,498
<b>Less Income</b>			
Fees & Charges	(9,300)	(8,650)	(11,527)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	18,650	19,900	16,971
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	1,400	1,550	1,509
Information Technology Expenses	5,750	8,700	6,588
Departmental Administrative Expenses	10,150	9,800	9,656
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>35,950</b>	<b>39,950</b>	<b>34,724</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b>	0.71	0.71	
(including Support Service Staff)			

**Memorandum**

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

Total from above	35,950	39,950	34,724
Share of:			
Democratic Administration	4,250	3,950	3,903
Corporate Management	1,850	2,150	2,250
Non Distributed Costs	5,050	4,700	4,845
	<hr/>	<hr/>	<hr/>
Full Cost of LAPPC / LA-IPPC	47,100	50,750	45,722
	<hr/>	<hr/>	<hr/>

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>13. <u>ENVIRONMENTAL PROTECTION</u></b>			
<b>Employees</b>			
Salaries	199,450	208,650	208,481
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	500	500	31
Maintenance - Calibration of Instruments	2,000	8,000	9,058
Miscellaneous Insurance	500	550	517
<b>Third Party Payments</b>			
Water Sampling	500	500	508
General	1,000	1,700	2,331
Air Quality	11,750	14,550	19,058
Contaminated Land - Site Inspections	2,000	2,000	1,370
	<hr/>	<hr/>	<hr/>
	217,700	236,450	241,353
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges			
Water Sampling	(950)	(950)	(351)
Provision of Information	(1,250)	(1,500)	(2,430)
	<hr/>	<hr/>	<hr/>
	(2,200)	(2,450)	(2,781)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	215,500	234,000	238,572
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	18,950	19,450	19,378
Information Technology Expenses	11,600	17,550	13,322
Departmental Administrative Expenses	74,550	71,650	70,833
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	5,850	8,950	8,953
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	326,450	351,600	351,058
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	4.84	4.81	

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>14. <u>FOOD &amp; SAFETY</u></b>			
<b>(a) <u>GENERAL</u></b>			
<b>Employees</b>			
Salaries	103,100	105,700	102,721
<b>Supplies &amp; Services</b>			
Protective Clothing	150	100	31
Health General	500	250	195
Miscellaneous Insurance	600	650	656
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	104,350	106,700	103,603
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	10,750	11,350	11,607
Information Technology Expenses	11,300	17,050	12,943 a)
Departmental Administrative Expenses	43,450	41,900	41,826
	<hr/>	<hr/>	<hr/>
	<b>169,850</b>	<b>177,000</b>	<b>169,979</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	2.58	2.56	

- a) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

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

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

**(b) FOOD SAFETY**

**Employees**

Salaries

118,950

122,550

118,996

**Supplies & Services**

Health General

400

250

110

Other Expenses

500

500

196

**Third Party Payments**

Food Sampling

200

200

353

---

120,050

---

123,500

---

119,654

**Less Income**

Food Hygiene Rating Systems Re-inspection:

(850)

(1,900)

0

Court Costs

0

(1,800)

0

Fees & Charges

(1,900)

0

(2,130)

Food Inspection

(3,000)

0

(1,530)

---

(5,750)

---

(3,700)

---

(3,660)

**Sub-total**

114,300

119,800

115,994

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

8,550

8,600

9,064

Information Technology Expenses

11,400

17,300

13,119 a)

Departmental Administrative Expenses

50,000

48,150

48,090

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**184,250**

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**193,850**

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**186,267**

**Full Time Equivalent Number of Staff**

(including Support Service Staff)

2.89

2.86

**FOOD & SAFETY**

**(a) GENERAL**

**169,850**

**177,000**

**169,979**

**(b) FOOD SAFETY**

**184,250**

**193,850**

**186,267**

**TO SUMMARY**

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**354,100**

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**370,850**

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**356,246**

a) Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>15. <u>PUBLIC HEALTH</u></b>			
<b>(a) <u>HEALTHY LIVING</u></b>			
<b>Employees</b>			
Salaries	107,600	101,350	99,512
<b>Supplies &amp; Services</b>			
Healthy Living Initiatives	0	32,150	39,577
Other Expenses	18,000	14,000	0 a)
	<hr/>	<hr/>	<hr/>
	125,600	147,500	139,089
<b>Less Income</b>			
Public Health Funding	(124,100)	(124,100)	(129,100)
Contribution from other bodies	0	(32,150)	(32,155)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	1,500	(8,750)	(22,166)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	2,200	2,400	2,384
Information Technology Expenses	350	500	396
Departmental Administrative Expenses	43,050	43,150	43,816
	<hr/>	<hr/>	<hr/>
	<b>47,100</b>	<b>37,300</b>	<b>24,430</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	2.74	2.75	

- a) Overall underspend as budgets merged and includes Sec106 funded projects within St Peters village area. Underspend to be added to reserves for future years funding.

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

**15. PUBLIC HEALTH (continued)**

**(b) GENERAL**

**Employees**

Salaries

13,200

14,600

14,641

**Central, Departmental & Technical  
Support Services**

Departmental Administrative Expenses

3,200

3,150

3,123

**16,400**

**17,750**

**17,764**

**Full Time Equivalent Number of Staff**

(including Support Service Staff)

0.17

0.17

**PUBLIC HEALTH**

**(a) HEALTHY LIVING**

47,100

37,300

24,430

**(b) GENERAL**

16,400

17,750

17,764

**TO SUMMARY**

**63,500**

**55,050**

**42,194**

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

	<b>ORIGINAL ESTIMATE</b>	<b>2023/24 REVISED ESTIMATE</b>	<b>PROVISIONAL OUTTURN</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>16. <u>PEST CONTROL</u></b>			
<b>Employees</b>			
Salaries	9,750	10,200	10,144
<b>Supplies and Services</b>			
Financial Hardship Subsidy	1,000	7,650	5,594
	<hr/>	<hr/>	<hr/>
	10,750	17,850	15,738
<b>Less Income</b>			
General	0	0	(333)
	<hr/>	<hr/>	<hr/>
	10,750	17,850	15,405
<b><u>Sub-total</u></b>			
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	7,200	10,900	8,248
Information Technology Expenses	2,450	2,600	2,546
Departmental Administrative Expenses	5,600	5,600	5,599
	<hr/>	<hr/>	<hr/>
	<b>26,000</b>	<b>36,950</b>	<b>31,798</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.41	0.41	

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

**SUMMARY**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>1</b> REFUSE COLLECTION	1,758,750	1,788,400	1,803,914
<b>2</b> RECYCLING	910,450	940,950	766,830
<b>3</b> STREET SCENE	1,231,950	1,343,800	1,327,516
<b>4</b> PUBLIC CONVENIENCES	137,750	229,450	221,263
<b>5</b> TONBRIDGE & MALLING LEISURE TRUST	905,250	918,000	870,257
<b>6</b> LARKFIELD LEISURE CENTRE	1,208,450	1,329,050	1,245,433
<b>7</b> ANGEL CENTRE	484,100	451,900	385,465
<b>8</b> TONBRIDGE SWIMMING POOL	700,550	682,300	717,873
<b>9</b> POULT WOOD GOLF CENTRE	187,800	323,400	334,828
<b>10</b> SPORTS GROUNDS	719,950	532,700	506,179
<b>11</b> PLEASURE GROUNDS & OPEN SPACES	865,400	1,005,700	1,128,334
<b>12</b> ALLOTMENTS	7,200	7,200	7,223
<b>13</b> CHURCHYARDS	13,100	13,050	11,255
<b>14</b> TONBRIDGE CEMETERY	25,750	52,900	35,870
<b>15</b> EVENTS DEVELOPMENT	126,650	145,000	142,693
<b>16</b> LEISURE STRATEGY	88,050	105,800	90,621
<b>17</b> CHRISTMAS LIGHTING	46,900	47,300	44,995
<b>18</b> PARKING SERVICES	(987,600)	(907,200)	(1,064,183)
<b>19</b> TRANSPORTATION	151,750	159,700	157,709
<b>20</b> SECURITY SERVICES MANAGEMENT (CCTV)	69,750	70,250	74,814
<b>21</b> BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	200,650	199,000	200,250
<b>22</b> CIVIL CONTINGENCIES	148,650	145,250	141,395
	<hr/> <b>9,001,250</b> <hr/>	<hr/> <b>9,583,900</b> <hr/>	<hr/> <b>9,150,534</b> <hr/>
<b>Full Time Equivalent Number of Staff</b> (Including Support Service Staff)	52.85	54.65	

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>1. <u>REFUSE COLLECTION</u></b>			
<b>Employees</b>			
Salaries	159,950	174,650	174,406
<b>Premises Related Expenses</b>			
Vale Rise Depot Recharge	33,000	35,550	34,499
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	3,000	1,000	495
Emergency Arrangements	50	50	36
Other Expenses	2,000	4,000	11,095 a)
<b>Third Party Payments</b>			
Residual Waste Collection	1,534,000	1,537,150	1,543,145
Commercial Waste Collection	500	550	548
	<hr/>	<hr/>	<hr/>
	1,732,500	1,752,950	1,764,224
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges			
Bulky Waste Collection	(147,000)	(147,000)	(134,222) b)
Additional Collections	(100)	(2,300)	(2,522)
Commercial Waste Collection	(500)	(650)	(698)
	<hr/>	<hr/>	<hr/>
	(147,600)	(149,950)	(137,442)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	1,584,900	1,603,000	1,626,782
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	21,250	22,350	22,393
Information Technology Expenses	7,550	11,400	8,625
Departmental Administrative Expenses	88,650	91,950	90,479
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	56,400	59,700	55,635
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>1,758,750</b>	<b>1,788,400</b>	<b>1,803,914</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	4.80	5.07	

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

**REFUSE COLLECTION**

- a) Increased costs for third party maintenance of wheeled bins.
- b) Lower than anticipated requests for service particularly in quarter four.

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

**2. RECYCLING**

**Employees**

Salaries

202,400

221,300

220,904

**Premises Related Expenses**

Recycling Centres - Servicing

7,000

11,750

14,810

Rates

1,100

1,000

998

**Transport Related Expenses**

Vehicle Contract Costs and Licences

25,650

14,350

10,665

**Supplies & Services**

Purchases - Equipment & Materials

2,000

1,500

5,857

Direct Debit / Bank Charges

200

0

0

Credit / Debit Card Charges

4,000

0

0

Contribution to Kent Resource Partnership

15,000

15,000

15,000

Other Expenses

1,300

1,300

1,230

Contribution to Bad Debt Provision

0

0

(29,607) a)

**Third Party Payments**

**Kerbside Waste Collection**

Dry Recycling

1,260,000

1,251,300

1,252,679

Food Recycling

489,000

486,300

482,687

Garden Waste Recycling

444,000

425,800

429,019

**Bring Sites Waste Collection**

Cardboard Recycling

15,900

19,400

23,064

Plastic Recycling

47,450

55,750

55,747

Paper Recycling

9,500

10,800

10,002

**Carried Forward**

2,524,500

2,515,550

2,493,056

- a) The number of outstanding garden waste renewals has dropped considerably in 2023/24. As a result, a decision was made to release some of the Bad Debt Provision.

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

**2. RECYCLING (continued)**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b><u>Brought Forward</u></b>	2,524,500	2,515,550	2,493,056
<b>Less Income</b>			
Garden Waste Collection	(1,240,000)	(1,270,000)	(1,309,339) <b>b)</b>
Textile Recycling	(6,000)	(15,650)	(10,088)
Performance Payment	(628,000)	(579,000)	(678,647) <b>c)</b>
	<hr/>	<hr/>	<hr/>
	(1,874,000)	(1,864,650)	(1,998,073)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	650,500	650,900	494,982
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	13,850	15,200	15,183
Information Technology Expenses	33,050	50,050	37,927 <b>d)</b>
Departmental Administrative Expenses	106,450	111,100	109,243
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	106,600	113,700	109,495
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>910,450</b>	<b>940,950</b>	<b>766,830</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	5.98	6.33	

- b)** Higher than anticipated demand for service partly offset by increased contract collection costs.
- c)** Higher than anticipated food and recycling tonnage led to improved diversion rates. As a result the council avoided disposal costs and increased income as part of Inter-Authority Agreement with KCC.
- d)** Reflects lower than anticipated expenditure on IT infrastructure and renewal of IT equipment (see page CS 8).

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>3. STREET SCENE</b>			
<b>Employees</b>			
Salaries	129,650	139,200	139,130
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	10,000	15,000	14,817
Abatement Initiatives (Self Help)	15,000	15,000	9,881
Responsible Dog Ownership	13,200	13,300	13,320
Graffiti Removal	1,000	1,000	0
Dog Warden	75,400	108,600	96,779 a)
Emergency Arrangements	50	50	36
<b>Third Party Payments</b>			
Amenity & Street Cleansing	921,000	979,050	986,781
	<hr/>	<hr/>	<hr/>
	1,165,300	1,271,200	1,260,743
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Fees & Charges			
Stray Dogs Redemption Fees	(4,550)	(4,700)	(3,806)
Fixed Penalty Notices	0	0	200
Clearance Costs and Contributions from Other Bodies	(6,800)	(6,800)	(10,089)
	<hr/>	<hr/>	<hr/>
	(11,350)	(11,500)	(13,695)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	1,153,950	1,259,700	1,247,048
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	9,700	10,600	10,383
Information Technology Expenses	5,500	8,300	6,286
Departmental Administrative Expenses	62,800	65,200	63,799
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	1,231,950	1,343,800	1,327,516
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	3.55	3.74	

- a) Increased kennelling costs due to increase in out of hours stray costs offset by reduced service fee in December /January due to contractor staff shortages.

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

	<b>ORIGINAL ESTIMATE</b>	<b>2023/24 REVISED ESTIMATE</b>	<b>PROVISIONAL OUTTURN</b>
	£	£	£
<b>4. <u>PUBLIC CONVENIENCES</u></b>			
<b>Employees</b>			
Salaries	11,500	12,600	12,605
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	11,300	77,350	74,591
Electricity	6,500	12,000	10,145
Water Charges (Metered)	5,700	5,700	3,795
Sewerage & Environmental Services	5,000	5,000	2,038
Premises Insurance	1,200	1,350	1,358
		800	
<b>Supplies &amp; Services</b>			
Contribution to Other Bodies	0	0	9,000 a)
<b>Third Party Payments</b>			
Public Convenience Cleansing	28,100	52,750	53,577
	<hr/>	<hr/>	<hr/>
	69,300	167,550	167,107
<b>Less Income</b>			
Fees & Charges			
Radar Keys	(50)	(50)	(30)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	69,250	167,500	167,077
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	6,900	7,300	7,081
Information Technology Expenses	500	750	582
Departmental Administrative Expenses	6,400	6,700	6,555
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	54,700	47,200	39,967 b)
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	137,750	229,450	221,263
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	0.43	0.45	

- a) Payment to West Malling Parish Council to support them taking on the operation of the facilities.
- b) Depreciation variance of £7k is due to King Street Public Convenience being transferred to West Malling Parish Council.

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

**5. TONBRIDGE & MALLING LEISURE TRUST**

**Employees**

Salaries

49,600

56,950

55,598

**Third Party Payments**

Employers' Superannuation Costs

67,700

182,950

178,813

General / Management Fee

750,000

635,900

595,898 a)

**Sub-total**

867,300

875,800

830,309

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

15,450

16,250

15,987

Information Technology Expenses

50

50

31

Departmental Administrative Expenses

22,450

25,900

23,930

**TO SUMMARY**

905,250

918,000

870,257

**Full Time Equivalent Number of Staff**

(including Support Service Staff)

1.42

1.57

a) Lower than anticipated energy costs across sites.

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

**6. LARKFIELD LEISURE CENTRE**

**Employees**

Salaries

1,250

1,350

1,335

**Premises Related Expenses**

Building Repairs Expenditure

350,900

401,750

368,295 a)

Premises Insurance

17,050

49,450

49,459

**Third Party Payments**

General

15,000

9,200

19,961

**Sub-total**

384,200

461,750

439,050

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

20,000

21,000

20,382

Information Technology Expenses

200

350

252

Departmental Administrative Expenses

450

500

539

**Depreciation & Impairment**

Non-Current Asset Depreciation

803,600

845,450

785,210 b)

**TO SUMMARY**

**1,208,450**

**1,329,050**

**1,245,433**

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

0.32

0.32

- a) Includes costs associated with the heat pump design (£36,000), offset by several items slipped to 2024/25. Servicing of air conditioning / air handling system (£26,700), window / door repairs (£24,200), and reception toilet refurbishments (£19,000).
- b) Revised Estimates included the provision of depreciation for assets purchased in 2023/24. Due to a change in accounting estimates, additions in the current year have not attracted a depreciation charge.

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

**7. ANGEL CENTRE**

**Employees**

Salaries

3,300

3,850

3,821

**Premises Related Expenses**

Building Repairs Expenditure

149,050

111,150

88,753 a)

Premises Insurance

9,900

10,600

10,649

**Third Party Payments**

General

0

50,000

13,517 b)

**Sub-total**

162,250

175,600

116,740

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

10,100

10,350

10,028

Information Technology Expenses

150

250

193

Departmental Administrative Expenses

900

1,050

1,013

**Depreciation & Impairment**

Non-Current Asset Depreciation

310,700

264,650

257,492

**TO SUMMARY**

**484,100**

**451,900**

**385,465**

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

0.24

0.26

- a) The ventilation control panel replacement (£15,000) and toilet refurbishment work (£6,000) have slipped to 2024/25.
- b) Unspent budget for consulting costs relating to the replacement of the Angel centre. The consultancy work has since taken place, and the invoice will be paid in 24/25. This is fully funded from the Tonbridge town town centre reserve.

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

**8. TONBRIDGE SWIMMING POOL**

**Employees**

Salaries

3,300

3,650

3,629

**Premises Related Expenses**

Building Repairs Expenditure

169,450

267,850

311,853 a)

Premises Insurance

16,600

18,050

18,009

Pool Purchases

0

0

4,950 b)

Maintenance-General

0

0

16,789 c)

**Less Income**

Contribution from Other Bodies

0

0

(4,950) b)

**Sub-total**

189,350

289,550

350,280

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

15,250

15,700

15,186

Information Technology Expenses

200

300

218

Departmental Administrative Expenses

850

1,000

977

**Depreciation & Impairment**

Non-Current Asset Depreciation

494,900

375,750

351,212 d)

**TO SUMMARY**

**700,550**

**682,300**

**717,873**

**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

0.32

0.33

- a) Includes costs associated with the heat pump design (£27,300), additional pool tile repair costs (£35,600) offset by health suite works (£25,000) slipped to 2024/25.
- b) Fully recovered cost of pallet truck hire.
- c) Replacement disinfection system partly funded through BREP and a contribution from Leisure trust.
- d) Revised Estimates included the provision of depreciation for assets purchased in 2023/24; Due to a change in the accounting estimates, additions in the current year have not attracted a depreciation charge.

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

**9. POULT WOOD GOLF CENTRE**

**Employees**

Salaries

1,550

1,750

1,698

**Premises Related Expenses**

Building Repairs Expenditure

29,200

75,200

99,907 a)

Maintenance of Grounds

1,150

1,200

1,161

Premises Insurance

3,550

3,700

3,853

**Transport Related Expenses**

Transport Insurance

7,800

7,900

7,921

**Sub-total**

43,250

89,750

114,539

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

10,500

10,700

10,386

Information Technology Expenses

100

150

121

Departmental Administrative Expenses

700

750

810

**Depreciation & Impairment**

Non-Current Asset Depreciation

133,250

222,050

208,972 b)

**TO SUMMARY**

187,800

323,400

334,828

**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

0.20

0.20

- a) Expenditure on general response maintenance items including repairs to the terrace roof were more than anticipated (£18,700).
- b) Revised Estimates included the provision of depreciation for assets purchased in 2023/24. Due to a change in the accounting estimates, additions in the current year have not attracted a depreciation charge.

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

**10. SPORTS GROUNDS**

**Employees**

Salaries

47,400

46,400

47,718

**Premises Related Expenses**

Building Repairs Expenditure

180,500

23,650

15,045

Maintenance of Grounds

21,050

21,050

32,028 a)

Premises Insurance

2,150

2,050

1,960

**Transport Related Expenses**

Repairs & Maintenance

150

250

353

Licences

150

150

0

Petrol / Oil

850

750

434

Car Allowances

200

200

445

Transport Insurance

300

300

355

**Supplies & Services**

Clothing, Uniform & Laundry

150

150

70

Stationery

100

100

0

Gates / Security

4,550

4,150

4,149

Honoraria

1,100

1,100

1,100

Postages

50

0

0

Telephones

100

100

30

Licences

100

100

161

**Third Party Payments**

Grounds Maintenance Contract

286,800

288,800

275,838

**Carried Forward**

545,700

389,300

379,687

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>Employees</b>			
Salaries	47,400	46,400	47,718
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	180,500	23,650	15,045
Maintenance of Grounds	21,050	21,050	32,028 a)
Premises Insurance	2,150	2,050	1,960
<b>Transport Related Expenses</b>			
Repairs & Maintenance	150	250	353
Licences	150	150	0
Petrol / Oil	850	750	434
Car Allowances	200	200	445
Transport Insurance	300	300	355
<b>Supplies &amp; Services</b>			
Clothing, Uniform & Laundry	150	150	70
Stationery	100	100	0
Gates / Security	4,550	4,150	4,149
Honoraria	1,100	1,100	1,100
Postages	50	0	0
Telephones	100	100	30
Licences	100	100	161
<b>Third Party Payments</b>			
Grounds Maintenance Contract	286,800	288,800	275,838
<b><u>Carried Forward</u></b>	<u>545,700</u>	<u>389,300</u>	<u>379,687</u>

a) Additional Health & Safety spend required.

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>10. <u>SPORTS GROUNDS (continued)</u></b>			
<u>Brought Forward</u>	545,700	389,300	379,687
Less Income			
Rents	(14,550)	(16,200)	(18,446)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	531,150	373,100	361,242
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	14,150	15,350	14,848
Information Technology Expenses	650	1,050	797
Departmental Administrative Expenses	22,950	23,300	23,061
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	151,050	119,900	106,232 <b>b)</b>
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>719,950</b>	<b>532,700</b>	<b>506,179</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff</b> (including Support Service Staff)	1.30	1.35	

b) Revised Estimates included the provision of depreciation for assets purchased in 2023/24. Due to a change in the accounting estimates, additions in the current year have not attracted a depreciation charge.

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

**11. PLEASURE GROUNDS & OPEN SPACES**

**(a) TONBRIDGE CASTLE GROUNDS**

**Employees**

Salaries	20,100	20,050	20,474
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**Premises Related Expenses**

Maintenance of Grounds	4,500	6,000	6,329
Electricity	800	1,400	3,309
Rates	1,400	1,350	1,336
Premises Insurance	50	50	32

**Supplies & Services**

Purchases - Equipment & Materials	10,000	10,000	7,608
Licences	300	300	0

**Third Party Payments**

Grounds Maintenance Contract	99,300	100,150	99,861
Tonbridge Hanging Baskets	5,000	5,000	5,000

<hr/>	141,450	144,300	143,949
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**Less Income**

Fees & Charges - Mooring Fees	(300)	(150)	(75)
Rents			
Rights over water	(2,500)	(2,500)	(2,476)

<hr/>	(2,800)	(2,650)	(2,551)
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**Sub-total**

<hr/>	138,650	141,650	141,398
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**Central, Departmental & Technical Support Services**

Central Salaries & Administration	2,800	3,100	3,014
Information Technology Expenses	300	450	323
Departmental Administrative Expenses	9,150	9,350	9,247

**Depreciation & Impairment**

Non-Current Asset Depreciation	14,600	8,700	8,177
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<hr/>	<b>165,500</b>	<b>163,250</b>	<b>162,159</b>
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**Full Time Equivalent Number of Staff  
(Including Support Service Staff)**

0.61	0.63	
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**DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**

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

**(b) HAYSDEN COUNTRY PARK**

**Employees**

	2023/24		
	ORIGINAL ESTIMATE	REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
Salaries	42,500	41,600	42,870

**Premises Related Expenses**

Building Repairs Expenditure	3,100	7,600	6,766
Maintenance of Grounds	9,250	11,950	22,668 a)
Maintenance of Play Equipment	0	0	574
Electricity	1,500	6,500	7,315
Water Charges (Metered)	3,000	3,700	2,347
Sewerage & Environmental Services	2,300	2,650	925
Cleaning & Domestic Supplies	7,700	17,000	22,378 b)
Premises Insurance	150	150	161

**Supplies & Services**

Purchases - Equipment & Materials	2,850	2,850	4,998
Maintenance - General	2,500	2,500	612
Clothing, Uniforms & Laundry	50	50	0
Cash Collection	1,750	1,750	2,230
Trade Refuse Charges	750	750	760
Dog Bin Emptying	350	350	368
Gates / Security	8,200	7,350	7,884
Events	0	300	0
Rodent Control	650	1,400	1,384
Litter Collection	6,850	6,550	6,523
Advertising	0	450	424

**Third Party Payments**

Grounds Maintenance Contract	30,050	30,350	30,241
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**Carried Forward**

	123,500	145,800	161,426
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- a) Increase due to works at Barden Lake (offset by KCC funding), additional improvement works offset by windfall funding and an increase in works required for Health & Safety.
- b) Reflects higher than anticipated costs for ongoing extension of public conveniences cleansing contract from October 2023. The re-tendering of the contract is progressing.

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

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

**(b) HAYSDEN COUNTRY PARK (continued)**

**Brought Forward**

**Less Income**

Fees & Charges

Car Parking Fees

Car Park Season Tickets

Rents

Rights over Water

Mobile Catering Concession

Partnership Funding

**Sub-total**

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

**Depreciation & Impairment**

Non-Current Asset Depreciation

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b><u>Brought Forward</u></b>	123,500	145,800	161,426
<b>Less Income</b>			
Fees & Charges			
Car Parking Fees	(73,500)	(77,500)	(73,786)
Car Park Season Tickets	(15,500)	(10,000)	(10,853)
Rents			
Rights over Water	(5,600)	(8,200)	(8,222)
Mobile Catering Concession	(10,450)	(19,250)	(20,844)
Partnership Funding	0	(1,550)	(1,556)
	<hr/>	<hr/>	<hr/>
	(105,050)	(116,500)	(115,261)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	18,450	29,300	46,165
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	2,800	3,100	3,014
Information Technology Expenses	1,400	2,150	1,614
Departmental Administrative Expenses	19,850	20,200	19,914
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	33,100	30,000	29,601
	<hr/>	<hr/>	<hr/>
	<b>75,600</b>	<b>84,750</b>	<b>100,308</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (Including Support Service Staff)</b>	1.23	1.28	

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

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

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

**Employees**

Salaries	83,650	82,250	84,329
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**Premises Related Expenses**

Maintenance of Grounds	27,400	27,100	30,992
Maintenance of Play Equipment	7,500	9,500	18,969 a)
Bridge Maintenance	15,000	20,000	14,509
Electricity	3,100	1,400	1,435
Premises Insurance	2,550	2,700	2,704

**Supplies & Services**

Purchases - Equipment & Materials	800	800	600
Dog Bin Emptying	150	200	196
Rodent Control	0	300	0
Miscellaneous Insurance	250	500	516
Telephones	100	150	127
Other Expenses	150	100	36
	0	10,500	10,494

**Third Party Payments**

Grounds Maintenance Contract	169,050	172,200	171,671
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**Carried Forward**

309,700	327,700	336,580
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a) Increase due to unanticipated essential spend for Health and Safety reasons following weekly and annual inspections.

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

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

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b><u>Brought Forward</u></b>	309,700	327,700	336,580
<b>Less Income</b>			
Interest Receipts	(2,500)	(2,500)	(2,503)
Rents			
Land	(23,200)	(27,450)	(27,442)
Wayleave Agreement	(1,250)	(1,250)	(1,248)
	<hr/>	<hr/>	<hr/>
	(26,950)	(31,200)	(31,192)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	282,750	296,500	305,388
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	7,700	8,050	7,853
Information Technology Expenses	1,150	1,750	1,316
Departmental Administrative Expenses	38,800	39,100	38,338
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	41,500	27,250	23,599
	<hr/>	<hr/>	<hr/>
	<b>371,900</b>	<b>372,650</b>	<b>376,493</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (Including Support Service Staff)</b>	2.30	2.37	

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

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

**(d) PATROLLING**

**Employees**

Salaries

6,750

6,550

6,765

**Transport Related Expenses**

Repairs & Maintenance

150

200

353

Licences

150

150

161

Petrol / Oil

850

750

434

Transport Insurance

300

300

355

**Supplies & Services**

Clothing, Uniform & Laundry

150

150

0

Gates / Security

4,500

4,100

4,149

Telephones

50

0

0

**Sub-total**

12,900

12,200

12,217

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

1,350

1,450

1,419

Information Technology Expenses

100

100

98

Departmental Administrative Expenses

3,300

3,350

3,306

**17,650**

**17,100**

**17,039**

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

0.42

0.43

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

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

**(e) COUNTRYSIDE / WOODLAND**  
**MANAGEMENT**

**Employees**

Salaries

17,600                      17,200                      17,736

**Premises Related Expenses**

Maintenance of Grounds

8,000                      8,000                      8,138

Tree Planting Schemes

2,300                      2,300                      2,400

**Supplies & Services**

300                      300                      0

Purchases - Equipment & Materials

80,000                      200,000                      201,263

Health & Safety - Trees

50                      50                      59

Miscellaneous Insurance

**Third Party Payments**

Medway Valley Countryside Partnership

9,000                      9,000                      6,625

**Sub-total**

**117,250                      236,850                      236,222**

**Central, Departmental & Technical**  
**Support Services**

Central Salaries & Administration

6,800                      7,600                      7,339

Information Technology Expenses

1,200                      1,800                      1,351

Departmental Administrative Expenses

8,650                      8,800                      8,703

**133,900                      255,050                      253,615**

**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

0.61                      0.63

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

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

**(f) LEYBOURNE LAKES COUNTRY PARK**

**Employees**

Salaries

ORIGINAL ESTIMATE £	2023/24 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
9,300	8,950	8,819
<b>Premises Related Expenses</b>		
5,200	11,850	17,906 a)
0	1,300	14,425 b)
800	750	768
<b>Transport Related Expenses</b>		
600	600	609
<b>Supplies &amp; Services</b>		
0	0	25,839 c)
0	0	72
0	0	405
<u>15,900</u>	<u>23,450</u>	<u>68,843</u>

**Premises Related Expenses**

Building Repairs Expenditure

Electricity

Premises Insurance

**Transport Related Expenses**

Transport Insurance

**Supplies & Services**

Security

Telephones

Contribution to Bad Debt Provision

**Carried Forward**

- a) Expenditure on general response maintenance items was higher than originally anticipated (£8,300)
- b) Relates to payments for previous years before management transferred to Tonbridge and Malling Leisure Trust.
- c) Additional security during summer 2023 part met by Tonbridge and Malling Borough Council as agreed.

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

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

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

**Brought Forward**

**Sub-total**  
**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration  
Information Technology Expenses  
Departmental Administrative Expenses

**Depreciation & Impairment**

Non-Current Asset Depreciation  
Non-Current Asset Impairment

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

	<b>2023/24</b>	
<b>ORIGINAL ESTIMATE £</b>	<b>REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
15,900	23,450	68,843
<hr/>	<hr/>	<hr/>
15,900	23,450	68,843
1,300	1,950	5,617
5,250	5,800	1,492
3,700	3,600	3,401
74,700	78,100	75,077
0	0	64,289 <b>d)</b>
<hr/>	<hr/>	<hr/>
<b>100,850</b>	<b>112,900</b>	<b>218,719</b>
<hr/>	<hr/>	<hr/>
0.27	0.28	

**PLEASURE GROUNDS & OPEN SPACES**

- (a) TONBRIDGE CASTLE GROUNDS  
(b) HAYSDEN COUNTRY PARK  
(c) OPEN SPACES & AMENITY AREAS  
(d) PATROLLING  
(e) COUNTRYSIDE / WOODLAND MANAGE'T  
(f) LEYBOURNE LAKES COUNTRY PARK

**TO SUMMARY**

165,500	163,250	162,159
75,600	84,750	100,308
371,900	372,650	376,493
17,650	17,100	17,039
133,900	255,050	253,615
100,850	112,900	218,719
<hr/>	<hr/>	<hr/>
<b>865,400</b>	<b>1,005,700</b>	<b>1,128,334</b>
<hr/>	<hr/>	<hr/>

- d)** Asset was valued in 2023/24 to reflect the direct replacement cost (DRC). Charge to revenue due to certain one off costs applied in the initial build which would not be expected to form part of the DRC, ,i.e sewerage costs.

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

**12. ALLOTMENTS**

**Employees**

Salaries

700

650

679

**Premises Related Expenses**

Drainage Rates

50

50

16

Premises Insurance

50

50

66

**Third Party Payments**

Management Fee to T.A.G.A.

5,100

5,100

5,100

---

5,900

---

5,850

---

5,862

**Less Income**

Rents

0

0

(1)

**Sub-total**

---

5,900

---

5,850

---

5,861

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

350

400

374

Information Technology Expenses

0

0

18

Departmental Administrative Expenses

300

300

298

**Depreciation & Impairment**

Non-Current Asset Depreciation

650

650

673

**TO SUMMARY**

---

7,200

---

7,200

---

7,223

**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

0.02

0.02

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

**13. CHURCHYARDS**

**Employees**

Salaries

3,300

3,250

3,328

**Premises Related Expenses**

Maintenance of Grounds

5,600

5,400

5,420

**Third Party Payments**

Grounds Maintenance Contract

1,800

1,800

0

---

10,700

---

10,450

---

8,748

**Less Income**

Contributions from Other Bodies

(50)

(50)

(13)

**Sub-total**

---

10,650

---

10,400

---

8,735

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

1,000

1,100

1,058

Information Technology Expenses

100

200

135

Departmental Administrative Expenses

1,350

1,350

1,327

---

**13,100**

---

**13,050**

---

**11,255**

**TO SUMMARY**

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

0.09

0.09

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

**14. TONBRIDGE CEMETERY**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>Employees</b>			
Salaries	29,750	29,050	29,884
<b>Premises Related Expenses</b>			
Building Repairs Expenditure	1,700	12,100	8,793
Maintenance of Grounds	5,600	9,600	5,910
Electricity	3,000	3,000	2,742
Rates	10,850	7,750	7,735
Water Charges (Metered)	250	250	74
Sewerage & Environmental Services	250	250	91
Premises Insurance	500	550	549
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	2,050	2,300	2,425
<b>Third Party Payments</b>			
Grounds Maintenance Contract	70,500	66,850	68,659
	<hr/>	<hr/>	<hr/>
<b><u>Carried Forward</u></b>	124,450	131,700	126,860
	<hr/>	<hr/>	<hr/>

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

**14. TONBRIDGE CEMETERY (continued)**

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b><u>Brought Forward</u></b>	124,450	131,700	126,860
<b>Less Income</b>			
Fees & Charges			
Graves - Exclusive Right of Burial	(45,100)	(30,000)	(33,776)
Interments	(53,350)	(43,000)	(45,676)
Memorials - Erection	(7,150)	(7,000)	(7,744)
Memorials - Inscription	(3,100)	(5,000)	(3,611)
Register Search	(2,050)	(3,000)	(2,493)
Memorial Garden - Lease of Tablet / Vault	(25,800)	(25,000)	(31,050)
Memorial Garden - Plaque / Inscription	(2,850)	(5,300)	(5,430)
Use of Chapel	(2,050)	(3,850)	(3,864)
	<hr/>	<hr/>	<hr/>
	(141,450)	(122,150)	(133,645) <b>a)</b>
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(17,000)	9,550	(6,784)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	4,850	5,100	4,954
Information Technology Expenses	1,000	1,500	1,128
Departmental Administrative Expenses	13,700	13,850	13,653
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	23,200	22,900	22,919
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>25,750</b>	<b>52,900</b>	<b>35,870</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (Including Support Service Staff)</b>	0.88	0.91	

a) Higher than anticipated requests for services.

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

**15. EVENTS DEVELOPMENT**

**Employees**

Salaries

81,100

91,700

89,238

**Supplies & Services**

Events Support

22,000

18,000

26,371 a)

Marketing

4,000

4,000

2,636

Licences

1,000

1,000

1,180

---

108,100

---

114,700

---

119,425

**Less Income**

Events Income

(50,600)

(48,000)

(50,167)

Marketing Income

(3,300)

(1,000)

(1,255)

**Sub-total**

---

54,200

---

65,700

---

68,002

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

35,650

37,250

36,398

Information Technology Expenses

650

1,000

762

Departmental Administrative Expenses

36,150

41,050

37,531

---

**126,650**

---

**145,000**

---

**142,693**

**TO SUMMARY**

**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

2.72

2.93

- a) This budget moved across to Central Services from Street Scene Technical Services in February 2024. Each cost identified in this cost centre is being reviewed and will be taken out of this budget where appropriate for future years.

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

**16. LEISURE STRATEGY**

**Employees**

Salaries

56,400

60,600

60,276

**Supplies & Services**

Market Research / Audit Programme

4,250

3,700

3,675

Community Group Funding

5,000

5,000

2,855

Professional Fees

0

12,000

0 a)

Children's Holiday Activities - Leisure Pass

3,000

3,000

3,319

**Sub-total**

68,650

84,300

70,125

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

1,250

1,450

1,410

Information Technology Expenses

50

50

44

Departmental Administrative Expenses

18,100

20,000

19,042

**TO SUMMARY**

88,050

105,800

90,621

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

1.04

1.13

Analysis of Salaries:-

Leisure Planning / Policy

£  
30,850

£  
34,200

£  
35,700

Market Research

1,800

1,750

1,850

Liaison with Outside Bodies

23,750

24,650

25,500

56,400

60,600

63,050

a) Cost for technical support on re-tendering of Grounds Maintenance Contract to be met in 2024/25.

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>17. <u>CHRISTMAS LIGHTING</u></b>			
<b>Employees</b>			
Salaries	6,350	6,500	6,510
<b>Supplies &amp; Services</b>			
Christmas Lighting	32,000	32,000	31,412
	<hr/>	<hr/>	<hr/>
	38,350	38,500	37,922
<b>Less Income</b>			
Contributions from Other Bodies	0	0	(1,500) a)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	38,350	38,500	36,422
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	1,200	1,300	1,290
Information Technology Expenses	250	400	286
Departmental Administrative Expenses	2,650	2,650	2,545
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	4,450	4,450	4,452
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	<b>46,900</b>	<b>47,300</b>	<b>44,995</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (Including Support Service Staff)</b>	0.15	0.15	

a) Sponsorship funding from Christmas Tree Contractor.

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

**18. PARKING SERVICES**

**(a) OFF-STREET**

**Employees**

	2023/24		
	ORIGINAL ESTIMATE	REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
Salaries	240,150	246,550	245,016

**Premises Related Expenses**

Maintenance of Grounds	260,000	261,600	269,406
Repairs & Maintenance	30,000	54,400	57,797
Winter Maintenance	10,000	10,000	15,836
Electricity	2,700	4,050	5,213
Rates	294,500	274,100	266,682
Premises Insurance	1,700	1,450	1,692

**Transport Related Expenses**

Repairs & Maintenance	1,200	2,000	1,471
Licences	450	450	305
Petrol / Oil	3,500	2,000	2,191
Transport Insurance	1,200	1,200	1,421

**Supplies & Services**

Refunds	0	0	36,291
Purchases - Equipment & Materials	2,000	2,000	1,058
Maintenance - General	30,000	30,000	18,640 <b>a)</b>
Uniforms	750	1,000	1,074
Stationery	7,500	7,500	3,941
Professional Fees	0	0	50
Cash Collection	71,500	71,500	48,876 <b>b)</b>
Gates / Security	0	1,200	1,222
Payment to Principals / Ticket Refunds	451,000	332,000	293,971 <b>c)</b>
Advertising	500	500	961
Adjudication & Enforcement Services	6,000	9,400	10,595
Security Services Mgt. Recharge (CCTV)	188,500	189,950	185,830

**Carried Forward**

1,603,150	1,502,850	1,469,539
-----------	-----------	-----------

- a) Lower than anticipated general maintenance of parking machines and uniform.
- b) On-going contractor performance issues resulting in lower payments.
- c) Lower than anticipated refunds to supermarkets linked to customer shift to use of parking app.

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

**18. PARKING SERVICES (continued)**

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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b><u>Brought Forward</u></b>	1,603,150	1,502,850	1,469,539
<b>Less Income</b>			
Fees & Charges			
Car Park Season Tickets	(167,000)	(120,000)	(129,303)
Short Stay Parking	(1,800,000)	(1,730,000)	(1,636,349) <b>d)</b>
Long Stay Parking	(635,000)	(600,000)	(644,218) <b>e)</b>
Penalty Charge Notices	(125,000)	(150,000)	(179,237) <b>f)</b>
General	(32,650)	(38,000)	(32,608) <b>g)</b>
Management of Angel / Botany Car Parks	(116,900)	(110,000)	(110,146)
Rent - Snodland & Tonbridge Town Market	(11,200)	(18,250)	(18,914)
Electric Vehicle Charging	0	(3,350)	(3,541)
	<hr/>	<hr/>	<hr/>
	(2,887,750)	(2,769,600)	(2,754,317)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	(1,284,600)	(1,266,750)	(1,284,779)
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	28,450	30,200	29,666
Information Technology Expenses	39,300	59,450	45,067
Departmental Administrative Expenses	80,050	82,950	82,980
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	86,000	90,400	89,930
	<hr/>	<hr/>	<hr/>
	<b>(1,050,800)</b>	<b>(1,003,750)</b>	<b>(1,037,136)</b>
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	7.92	8.01	

- d)** Short-term car parking lower than anticipated with post-covid return slower than anticipated.
- e)** Higher than anticipated due to an increase in demand.
- f)** Increased issuing of PCNs possible with a full team with minimal vacancies.
- g)** Based on income from parking app provider.

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

**18. PARKING SERVICES (continued)**

**(b) ON-STREET**

**Employees**

Salaries

326,350

335,450

333,203

**Premises Related Expenses**

Repairs & Maintenance

15,000

25,000

25,329

Car Parking Action Plans

15,000

35,500

16,839 a)

**Transport Related Expenses**

Repairs & Maintenance

1,500

1,500

2,264

Licences

350

550

458

Petrol / Oil

3,500

2,500

2,027

Transport Insurance

1,800

1,800

2,131

**Supplies & Services**

Purchases - Equipment & Materials

1,950

1,950

318

Maintenance - General

12,500

12,500

4,729

Uniforms

1,500

1,500

1,036

Stationery

500

500

1,020

Cash Collection

1,650

1,650

2,714

Advertising

1,500

1,500

693

Adjudication & Enforcement Services

6,100

5,000

5,500

**Carried Forward**

389,200

426,900

398,261

a) Additional anticipated work rolled into 2024/25.



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

	<b>ORIGINAL ESTIMATE £</b>	<b>2023/24 REVISED ESTIMATE £</b>	<b>PROVISIONAL OUTTURN £</b>
<b>19. TRANSPORTATION</b>			
<b>Employees</b>			
Salaries	85,200	90,650	91,503
<b>Premises Related Expenses</b>			
Repairs, Alterations & Maintenance	17,000	17,000	15,751
Electricity	500	1,200	527
Vale Rise Depot Recharge	1,800	1,900	1,836
Premises Insurance	50	0	18
<b>Supplies &amp; Services</b>			
Purchases - Equipment & Materials	5,000	5,000	84,416 a)
	<hr/>	<hr/>	<hr/>
<b><u>Sub-total</u></b>	109,550	115,750	194,051
	<hr/>	<hr/>	<hr/>
<b>Less Income</b>			
Capital Grants Received (RECS)	0	0	(78,750) a)
	<hr/>	<hr/>	<hr/>
	109,550	115,750	115,301
<b>Central, Departmental &amp; Technical Support Services</b>			
Central Salaries & Administration	7,300	8,150	7,841
Information Technology Expenses	2,550	3,850	2,900
Departmental Administrative Expenses	32,050	31,650	31,347
<b>Depreciation &amp; Impairment</b>			
Non-Current Asset Depreciation	300	300	320
	<hr/>	<hr/>	<hr/>
<b><u>TO SUMMARY</u></b>	151,750	159,700	157,709
	<hr/>	<hr/>	<hr/>
<b>Full Time Equivalent Number of Staff (including Support Service Staff)</b>	1.94	1.94	

a) Preparatory works to enable electric vehicle charging points to be installed in car parks across the Borough, fully funded by grant income.

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

**20. SECURITY SERVICES MANAGEMENT**

**Employees**

Salaries

30,550

31,500

31,422

**Premises Related Expenses**

Electricity

450

650

274

**Supplies & Services**

Purchases - Equipment & Materials

1,500

1,500

1,360

Maintenance - General

12,000

10,000

8,800

Miscellaneous Insurance

2,350

2,450

2,472

**Third Party Payments**

CCTV Monitoring Station

167,000

167,000

170,939

213,850

213,100

215,266

**Less Income**

Recharge to Parking Services

(188,500)

(189,950)

(185,830)

**Sub-total**

25,350

23,150

29,436

**Central, Departmental & Technical Support Services**

Central Salaries & Administration

5,200

5,800

5,624

Information Technology Expenses

1,000

1,500

1,136

Departmental Administrative Expenses

14,100

14,050

13,957

**Depreciation & Impairment**

Non-Current Asset Depreciation

24,100

25,750

21,620

Non-Current Asset Impairment

0

0

3,041 a)

**TO SUMMARY**

69,750

70,250

74,814

**Full Time Equivalent Number of Staff**

(including Support Service Staff)

0.78

0.78

a) Asset was disposed prior to the expected useful life of the asset has exceeded.

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

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

**Employees**

Salaries

40,650

39,900

41,378

**Supplies & Services**

Purchases - Equipment & Materials

750

50

0

Professional Fees

5,400

5,400

4,950

Capital Grants & Contributions (RECS)

131,000

131,000

131,000

**Third Party Payments**

Contract Payments

2,100

2,100

2,896

**Sub-total**

179,900

178,450

180,224

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

1,900

2,050

2,001

Information Technology Expenses

700

1,050

795

Departmental Administrative Expenses

18,050

17,350

17,138

**Depreciation & Impairment**

Non-Current Asset Depreciation

100

100

92

**TO SUMMARY**

**200,650**

**199,000**

**200,250**

**Full Time Equivalent Number of Staff**

0.93

0.93

(including Support Service Staff)

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

**22. CIVIL CONTINGENCIES**

**Employees**

Salaries

68,000

67,050

69,549

**Supplies & Services**

Purchases - Equipment & Materials

500

500

1,079

Provision of Sandbags

500

700

900

Other Expenses

250

250

232

Contribution to Kent Resilience Forum

17,150

14,650

3,902 a)

**Sub-total**

86,400

83,150

75,662

**Central, Departmental & Technical  
Support Services**

Central Salaries & Administration

31,500

32,200

36,254

Information Technology Expenses

200

300

240

Departmental Administrative Expenses

30,550

29,600

29,239

**TO SUMMARY**

**148,650**

**145,250**

**141,395**

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

1.85

1.85

a) Reduced payments to Kent Resilience forum to cover part 1 only.

**CAPITAL OUTTURN**  
**SUMMARY OF SERVICES**

	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024
	£'000	£'000	£'000
<b>Capital Plan Schemes</b>			
Planning, Housing & Environmental Health	1,278	113	10
Street Scene, Leisure & Technical Services	552	451	370
Corporate	10	318	203
Sub-total	1,840	882	583
<b>Capital Renewals</b>			
Planning, Housing & Environmental Health	n/a	0	0
Street Scene, Leisure & Technical Services	n/a	929	340
Corporate	n/a	505	147
Sub-total	n/a	1,434	487
<b>Total</b>	1,840	2,316	1,070

**CAPITAL OUTTURN**  
**PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024
	£'000	£'000	£'000
<b>Capital Plan Schemes</b>			
Housing			
Grants	n/a	30	(5)
Temporary Accommodation	1,267	83	11
Environmental Health	11	0	4
Sub-total	1,278	113	10
<b>Capital Renewals</b>	n/a	0	0
<b>Total Planning, Housing and Environmental Health</b>	1,278	113	10

**CAPITAL OUTTURN**  
**PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
<b>Housing</b>					
(a) Better Care Fund					
(i) Mandatory Grants	P03AC	n/a	2,053	828	Government grant support of £852k attributed to Mandatory and Discretionary works carried out in 2023/24. This included £90k of grant funding applied to related revenue initiatives in 2023/24. Unused government grant carried forward to 2024/25.
Less repayments		n/a	(10)	(15)	
(ii) Discretionary Grants	P03AT	n/a	150	39	
(iii) Government Grant		n/a	(2,193)	(852)	
Sub-total		n/a	0	0	
(b) Housing Assistance	P03AD	n/a	60	43	
Less repayments		n/a	(30)	(48)	
Sub-total		n/a	30	(5)	
Total Grants to Summary		n/a	30	(5)	
(c) Temporary Accommodation					
(i) 4 Dwellings Pembury Road, Tonbridge	P03AX	2,127	83	11	Revised planned works carried out in 2023/24. The remaining budget will be carried forward to 2024/25 with a view to reviewing future use.
Less Developer Contributions		(860)	0	0	
Sub-total		1,267	83	11	
(ii) Home Upgrade Grant Scheme (HUG)	P03AF				
HUG2		n/a	270	0	
Government Grant		n/a	(270)	0	
Sub-total		0	0	0	
Total Temporary Accommodation to Summary		1,267	83	11	

**CAPITAL OUTTURN**  
**PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
<b>Environmental Health</b>					
(a) Air Quality Monitoring Station	P02EN	11	0	3	
(b) Anti-idling Campaign Project Less Government Grant	P02EM	20 (20)	11 (11)	1 0	
Sub-total		0	0	4	
Total Environmental Health to Summary		11	0	4	

**CAPITAL OUTTURN**  
**STREET SCENE, LEISURE & TECHNICAL SERVICES**

	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024
	£'000	£'000	£'000
<b>Capital Plan Schemes</b>			
<b>Street Scene</b>	n/a	120	116
<b>Leisure</b>			
Sports Grounds	94	116	38
Larkfield Leisure Centre	126	14	4
Open Spaces	72	0	20
Other Leisure Schemes	103	40	35
<b>Technical Services</b>			
Car Parking	0	30	26
Transportation	7	0	0
Land Drainage / Flood Defence	150	131	131
Sub-total	552	451	370
<b>Capital Renewals</b>	n/a	929	340
<b>Total Street Scene, Leisure &amp; Technical Services</b>	552	1,380	710

**CAPITAL OUTTURN**  
**STREET SCENE, LEISURE & TECHNICAL SERVICES**

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
<b>Street Scene</b>					
(a) Green Waste Bins Growth / Replacement	P02BC	n/a	31	60	Due to the ongoing issue with supplier shortage and protracted lead times on recycling and refuse units, continued pressure on the annual budget has created an overspend in 2023/24.
(b) Refuse Bins Growth / Replacement	P02DA	n/a	61	39	
(c) Garden Waste Bin Replacement	P03CF	n/a	28	17	
<b>Total Street Scene to Summary</b>		n/a	120	116	
<b>Sports Grounds</b>					
(d) Racecourse Sports Ground Riverside Revetment Less Grants	P05DD	108 (19)	117 (9)	33 0	Works on site are progressing and project expected to be completed early 2024/25.
Sub-total		89	108	33	
(e) Racecourse Sportsground Rugby Pitch Drainage Less Developer Contributions	P05DE	15 (10)	16 (8)	0 0	
Sub-total		5	8	0	
(f) Racecourse Sportsground/Tonbridge Swimming Pool Bridge	P05DN	n/a	0	5	
Sub-total		0	0	5	
<b>Total Sports Grounds to Summary</b>		94	116	38	
<b>Larkfield Leisure Centre</b>					
(g) Photovoltaic System	P05LR	126	14	4	Scheme completed in 2023/24.
<b>Total Larkfield Leisure Centre to Summary</b>		126	14	4	

**CAPITAL OUTTURN**  
**STREET SCENE, LEISURE & TECHNICAL SERVICES**

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
<b>Open Spaces</b>					
(a) Leybourne Lakes Country Park Facility Improvements Less Grants & Developer Contributions	P05FF	929 (857)	0 0	25 (5)	Additional works required to the surrounding bank to regrade the slope enabling safe maintenance to be carried out.
Sub-total		72	0	20	
Total Open Spaces to Summary		72	0	20	
<b>Other Leisure Schemes</b>					
(b) Ton Cemetery / Closed Churchyards - Memorial Safety Less Grants & Developer Contributions	P05KV	106 (3)	40 0	35 0	
Sub-total		103	40	35	
Total Other Leisure Schemes to Summary		103	40	35	

**CAPITAL OUTTURN**  
**STREET SCENE, LEISURE & TECHNICAL SERVICES**

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
<b>Car Parking</b>					
(a) Existing Car Parks Improvement Rolling Programme Less Grants & Contributions	P01AB	n/a	30	138 (112)	
Sub-total		0	30	26	
Total Car Parking to Summary		0	30	26	
<b>Transportation</b>					
(b) Electric Vehicle Charging Points Less Grants & Contributions	P01EA	7 0	0 0	79 (79)	Preparatory works to enable electrical vehicle charging points to be installed in car parks across the Borough continue to be fully funded by the OnStreet Residential Charging Point Scheme (ORCES).
Sub-total		7	0	0	
Total Transportation to Summary		7	0	0	
<b>Land Drainage / Flood Defence</b>					
(c) Wouldham River Wall	P01HS	25	0	0	
(d) Leigh FSA Enhancement Contribution	P01HV	125	131	131	
Total Land Drainage / Flood Defence to Summary		150	131	131	

**CAPITAL OUTTURN**  
**STREET SCENE, LEISURE & TECHNICAL SERVICES**

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
<b>Capital Renewals</b>					
Sports Grounds & Open Spaces	P05KGBC05	n/a	153	77	} Underspend / carry forward to 2024/25 and will be reviewed Autumn 2024.
Less Grant & Contributions		n/a	0	0	
		n/a	153	77	
<b>Technical Services</b>					
(a) CCTV Capital Renewals	P01BA	n/a	41	8	
(b) Car Parking	P01JF	n/a	0	0	
Sub-total		n/a	194	85	
<b>Leisure Centres</b>					
(c) Angel Centre	P05KGBC01	n/a	72	21	
(d) Larkfield Leisure Centre	P05KGBC02	n/a	602	101	
(e) Tonbridge Swimming Pool	P05KGBC04	n/a	245	40	
(f) Poulton Wood Golf					
Clubhouse	P05KGBC03	n/a	40	19	
Course	P05KGBC07	n/a	9	22	
Grounds Maintenance	P05KGBC06	n/a	82	52	
Provision for inflation	P05KZ	n/a	1,050	255	
Savings Target (assumes 25%)		n/a	(315)		
Sub-total			735	255	
<b>Total Capital Renewals to Summary</b>		n/a	929	340	

**CAPITAL OUTTURN**  
**CORPORATE**

	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024
	£'000	£'000	£'000
<b>Capital Plan Schemes</b>			
Land & Property	10	225	118
Information Technology Initiatives	0	58	49
Other Schemes	0	35	36
Sub-total	10	318	203
<b>Capital Renewals</b>	n/a	505	147
<b>Total Corporate</b>	10	823	350

**CAPITAL OUTTURN**  
**CORPORATE**

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
<b>Land &amp; Property</b>					
(a) Tonbridge Castle Offices: Re-tile Roof	P06AA	10	0	0	Works deferred to 2025/26.
(b) Gibson East Refurbishment	P06AL	n/a	0	0	Work slipped to 2024/25 while agreement on covenant sought.
(c) De-carbonising the Council's Estate	P06AM	n/a	225	118	Works slipped to 2024/25 pending the outcome of an external funding application, subsequently awarded on 26 March 2024.
Total Land and Property to Summary		10	225	118	
<b>Information Technology Initiatives</b>					
(d) General Data Protections Regs	P06DR	0	58	49	Scheme to upgrade the income software to SmartPay6 completed in 2023/24.
Total Information Technology Initiatives to Summary		0	58	49	
<b>Other Schemes</b>					
(e) UK Shared Prosperity Fund Projects/Initiatives:	P06FN				
Mobile CCTV	FN10	21	0	0	
Tonbridge Wayfinding	FN20	10	14	0	
Digital Information Boards	FN30	n/a	40	40	
Shopfront and Vacant Unit Improvements	FN40	n/a	40	34	
Bus Shelter Green Roofs Pilot	FN50	n/a	30	31	
West Kent Green Business Grants	FN60	n/a	25	35	
Less Grants	FN90	(31)	(114)	(104)	
Total Other Schemes to Summary		0	35	36	

**CAPITAL OUTTURN**  
**CORPORATE**

	Code	Expenditure To 31/03/23	2023/24 Including Prior Year Slippage	2023/24 Actual to 31 March 2024	Notes
		£'000	£'000	£'000	
<b>Other Schemes Con't/...</b>					
(f) Rural England Prosperity Fund Projects/Initiatives:	P06F0				
Investment in Micro & Small Enterprises	F010	n/a	58	36	
Existing Cultural, Historic & Heritage Institutions	F040	n/a	54	40	
Less Grants	F090	n/a	(112)	(76)	
<b>Total Other Schemes Con't/... to Summary</b>		0	0	0	



**2023 2024**