

Draft Revenue Estimates

2025/26



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Overview & Scrutiny Committee 23 January 2025**General Fund Revenue Estimates 2025/26****SUMMARY**

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
Corporate Services	4,093,000	4,070,350	4,415,500
Chief Executive	1,106,400	1,127,150	990,050
Director of Central Services	1,006,300	1,937,350	1,096,300
Director of Finance & Transformation	(265,700)	(684,000)	(58,000)
Director of Planning, Housing & Environmental Health	5,064,150	6,771,350	6,312,400
Director of Street Scene, Leisure & Technical Services	9,042,750	8,495,750	7,320,400
Sub Total	20,046,900	21,717,950	20,076,650
Capital Accounting Reversals			
Non-Current Asset Depreciation	(2,874,800)	(2,874,800)	(2,874,800)
Contributions to / (from) Reserves			
Building Repairs Reserve			
Withdrawals to fund expenditure	(1,354,400)	(1,438,090)	(1,388,650)
Contribution to Reserve	750,000	750,000	750,000
Earmarked Reserves (see page S 2)			
Contributions from Reserves	(2,028,950)	(4,238,150)	(2,671,550)
Contributions to Reserves	7,559,750	8,059,850	1,357,200
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(7,125,000)	(4,949,000)	(5,600,000)
Revenue Expenditure Funded from Capital	(158,000)	(158,000)	(146,000)
Other contributions to / (from) Reserve (net)	1,315,000	1,579,500	1,399,000
Capital Expenditure Charged to General Fund	7,125,000	4,949,000	5,600,000
Government Grants			
New Homes Bonus	(343,400)	(343,400)	(517,000)
Under-indexing Business Rates Multiplier	(464,300)	(464,300)	(482,700)
Services Grant	(16,050)	(16,050)	0
Funding Guarantee/Funding Floor	(2,510,300)	(2,510,300)	(1,785,450)
Contributions from KCC	-	(200,000)	-
Sub Total	19,921,450	19,864,210	13,716,700
Revenue Support Grant	(146,400)	(146,400)	(167,350)
National Non-Domestic Rates			
Share of National Non-Domestic Rates	(31,040,522)	(31,040,522)	(29,851,032)
Tariff	27,167,177	27,167,177	27,544,937
Levy	15,713	54,720	0
Business Rates Pool	914,964	823,789	428,688
Small Business Rate Relief Grant	(953,226)	(997,817)	(998,220)
Supporting Small Business Rate Relief Grant	-	(176,247)	(190,323)
Business Rates Relief Measures	(2,281,233)	(2,016,719)	(1,137,067)
Public Toilets Relief Grant	(7,239)	(6,552)	(6,752)
Collection Fund Adjustments			
Council Tax (Surplus) / Deficit	(81,118)	(81,118)	54,644
National Non-Domestic Rates (Surplus) / Deficit	(1,838,086)	(1,838,086)	454,386
Sub Total	11,671,480	11,606,435	9,848,611
Contribution to / (from) General Revenue Reserve	1,064,824	1,129,869	TBD
Balance to be met from Council Tax Payers	12,736,304	12,736,304	13,209,360

Overview & Scrutiny Committee 23 January 2025**General Fund Revenue Estimates 2025/26****EARMARKED RESERVES**

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
Contributions from Earmarked Reserves			
Budget Stabilisation Reserve	(647,150)	(1,028,950)	(256,150)
Business Rates Retention Scheme Reserve	(160,350)	(148,350)	(124,700)
Climate Change Reserve	(82,400)	(384,600)	(241,000)
Democratic Representation Reserve	-	(1,650)	-
Domestic Abuse Act Reserve	(92,850)	(98,250)	(3,400)
Election Reserve	-	-	-
Homelessness Reserve	(570,000)	(1,092,700)	(834,200)
Housing Assistance Reserve	-	(54,600)	(44,350)
Housing & Welfare Reform Reserve	-	-	-
Invest to Save Reserve	-	(142,300)	-
Peer Review Reserve	(21,300)	(31,550)	(21,800)
Planning Services Reserve	(339,400)	(777,100)	(853,550)
Regeneration of Tonbridge	-	(185,600)	(78,300)
Tonbridge & Malling Leisure Trust Reserve	(83,000)	(83,000)	(86,200)
Transformation Reserve	(32,500)	(209,500)	(127,900)
	(2,028,950)	(4,238,150)	(2,671,550)
Contributions to Earmarked Reserves			
Budget Stabilisation Reserve	1,300,000	1,300,000	0
Business Rates Retention Scheme Reserve	686,200	617,850	321,500
Regeneration of Tonbridge	1,850,000	2,050,000	0
Climate Change Reserve	500,000	500,000	0
Domestic Abuse Act Reserve	72,650	72,650	0
Election Expenses Reserve	35,000	35,000	35,000
Homelessness Reserve	2,015,050	2,198,200	834,200
Planning Services Reserve	425,000	530,000	166,500
Transformation Reserve	675,850	756,150	0
	7,559,750	8,059,850	1,357,200

CORPORATE SERVICES**SUMMARY**

	2024/25		2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 SALARIES AND ONCOSTS	14,731,050	15,500,750	15,809,100
2 OVERHEAD EXPENSES	5,242,050	5,471,700	5,474,650
3 RECHARGES TO SERVICE BUDGETS	(18,024,950)	(19,149,400)	(19,206,550)
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NON DISTRIBUTED COSTS	1,948,150	1,823,050	2,077,200
4 DEMOCRATIC REPRESENTATION	1,419,300	1,438,400	1,496,600
5 CORPORATE MANAGEMENT	725,550	808,900	841,700
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	4,093,000	4,070,350	4,415,500
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Full Time Equivalent Number of Staff (including Support Service Staff)	19.23	20.12	19.90

CORPORATE SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 <u>SALARIES AND ONCOSTS</u>			
(a) <u>Salaries</u>			
Salaries (see analysis on page CS 16)	9,967,500	10,670,600 a)	10,574,300 b)
Employers' National Insurance Contributions	1,021,850	1,058,200 a)	1,365,800 b)
Employers' Superannuation Contributions	1,976,750	2,010,450 a)	2,096,150 b)
Superannuation Backfunding Lump Sum	1,481,000	1,481,000	1,534,000 c)
Staff Turnover Saving	(144,000)	(84,000) d)	(144,000)
Apprenticeship Scheme / Levy	55,400	37,000 e)	63,700
Ring-fenced sums (Establishment Reviews)	14,100	-	-
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	14,372,600	15,173,250	15,489,950
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Full Time Equivalent Number of Staff (including Support Service Staff)	233.92	249.99	245.99
(b) <u>Termination Payments</u>			
Additional Annual Pension Contributions	212,000	218,000 f)	221,700 f)
Long Service Awards	-	300	-
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	212,000	218,300	221,700
	<hr/>	<hr/>	<hr/>
(c) <u>Recruitment & Training</u>			
Advertising & Other Recruitment Costs	58,000	20,550 g)	8,800
Training - Course Fees & Expenses	80,000	80,000	80,000
Health Screening & Miscellaneous	5,500	5,500	5,500
Employee Support Scheme	2,950	3,150	3,150
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	146,450	109,200	97,450
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	14,731,050	15,500,750	15,809,100
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CORPORATE SERVICES**SALARIES**

- a) Revised estimate reflects establishment changes and increased use of agency staff.
- b) Forward estimate reflects the full year effect of establishment changes approved during the current financial year, an increase in the level of National Insurance contributions payable following Autumn 2024 budget, and provision for a pay award. Full year market supplements are included in the forward estimates which are partially funded by reserves.
- c) Annual uplift in respect of superannuation back funding payment.
- d) Revised estimate reflects projected savings arising from staff turnover for the remainder of the financial year.
- e) Provision for apprentices not required in current year.

TERMINATION PAYMENTS

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

RECRUITMENT & TRAINING

- g) Additional recruitment expenditure to fill a number of vacant posts currently covered by temporary staffing arrangements. Budget provision for the staff recognition initiative as reported to Cabinet 05 December 2023 is now reflected in the revised salary estimates.

CORPORATE SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
(a) <u>COUNCIL OFFICES</u>			
Employees			
Salaries	178,350	182,950	235,650 a)
Premises Related Expenses			
Maintenance of Grounds	4,150	4,150	4,150
Energy Costs :			
Electricity	125,000	125,000	125,000
Gas	60,000	60,000	60,000
Rates	368,600	367,700	373,950 b)
Water Services :			
Water Charges (metered)	10,000	7,000	7,000
Sewerage & Environmental Services	10,000	7,000	7,000
Fixture & Fittings	3,000	3,000	500
Cleaning & Domestic Supplies	6,000	6,500	6,500
Insurance	17,950	17,950	18,900
Repairs expenditure	140,750	131,700	179,200 c)
Supplies & Services			
Equipment, Furniture & Materials	1,350	2,350	1,350
Catering Provisions	2,500	2,500	2,500
Clothing, Uniforms & Laundry	3,750	3,750	3,750
Trade Refuse Charges	10,200	11,500	10,700
Security / Cleaning	38,250	47,050 d)	48,850
Miscellaneous Services	7,000	7,000	7,000
Licences	2,700	-	2,000 e)
Third Party Payments			
Ground Maintenance Contract	2,500	2,400	2,400
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	992,050	989,500	1,096,400
	<hr/>	<hr/>	<hr/>
Less Income			
Solemnization of Marriages	(5,000)	(5,500)	(5,500)
Hire of Tonbridge Council Chamber	(23,000)	(20,000)	(20,000)
Castle Catering	(7,000)	(7,000)	(7,000)
Police Accommodation Licence Fee	(39,200)	(39,200)	(39,200)
Rent - Tonbridge Castle	(28,700)	(28,700)	(28,700)
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	(102,900)	(100,400)	(100,400)
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<u>Sub-total</u>	889,150	889,100	996,000
Central, Departmental & Technical Support Services			
Central Salaries & Administration	36,000	40,400	47,100 f)
Information Technology Expenses	2,500	2,500	2,500
Departmental Administrative Expenses	36,800	35,750	52,600 a)
Depreciation & Impairment			
Non-Current Asset Depreciation	118,100	118,100	118,100
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	1,082,550	1,085,850	1,216,300
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Full Time Equivalent Number of Staff (including Support Service Staff)	5.75	6.21	7.21

CORPORATE SERVICES

COUNCIL OFFICES

- a) Reassessment of staff resources from Customer Services team following cessation of Tonbridge Gateway agreement.
- b) Assumes NNDR "multiplier" will increase by 1.7% from April 2025.
- c) Includes relining of the canteen gutter (£15,000) and Gibson East internal decoration (£24,000).
- d) Reflects an increase in the cost of the security contract.
- e) Renewal of Kent County Council wedding licence payable every three years.
- f) Reassessment of staff resources from Head of Licensing, Community Safety and Customer Services and includes provision for a pay award.

CORPORATE SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2			
<u>OVERHEAD EXPENSES-Continued</u>			
(b) <u>PRINT & POSTAL ROOM</u>			
Employees			
Salaries	71,700	75,050	79,400
Supplies & Services			
Purchases	1,000	1,000	1,000
Print Room Maintenance & Copy Charges	15,000	15,000	15,000
Multi Function Device Copy Charges	2,000	2,300	2,300
Multi Function Device Leasing Charges	6,000	5,800	5,800
Paper	13,000	12,000	12,000
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	108,700	111,150	115,500
	<hr/>	<hr/>	<hr/>
Less Income			
Sales	(15,000)	(15,000)	(15,000)
Recharges to non M&A Service Budgets	(14,000)	(31,000) a)	(14,000)
	<hr/>	<hr/>	<hr/>
	(29,000)	(46,000)	(29,000)
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<u>Sub-total</u>	79,700	65,150	86,500
Central, Departmental & Technical Support Services			
Office Accommodation	41,450	41,200	43,900
Central Salaries & Administration	10,150	9,200	9,550
Information Technology Expenses	11,500	11,500	11,500
Departmental Administrative Expenses	10,450	8,700	9,500
Depreciation & Impairment			
Non-Current Asset Depreciation	16,800	16,800	16,800
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	170,050	152,550	177,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.26	2.23	2.25

- a) Additional income from work undertaken for the Police and Crime Commissioner election in May 2024 and the Parliamentary election in July 2024.

CORPORATE SERVICES

	2024/25	2025/26
ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
£	£	£
2		
<u>OVERHEAD EXPENSES-Continued</u>		
(d) <u>GENERAL ADMINISTRATION</u>		
Employees		
Salaries	5,050	4,900
Supplies & Services		
Insurance	118,050	118,050
Copyright Licence	2,500	2,500
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<u>Sub-total</u>	125,600	125,450
Central, Departmental & Technical Support Services		
Central Salaries & Administration	5,800	6,650
Departmental Administrative Expenses	600	550
	<hr/>	<hr/>
	132,000	132,650
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.22	0.26
		0.35

a) Provision for anticipated insurance premium increases in 2025/26.

b) Reassessment of staff resources from Chief Executive's Service.

CORPORATE SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 <u>OVERHEAD EXPENSES-Continued</u>			
(e) <u>DEPARTMENTAL ADMINISTRATION</u>			
Staff Transport Related Expenses			
Car & Travelling Allowances	159,200	153,700 a)	158,500
Supplies & Services			
Equipment, Furniture & Materials	8,000	6,100	6,000
Protective Clothing	850	700	700
First Aid Supplies	250	-	-
Stationery	4,000	3,700	3,750
Reference Books & Publications	26,600	28,450	29,650
Legal Expenses	50,000	50,000	50,000
Contracted Services	206,000	205,000	211,150 b)
Consultancy / Professional Fees	-	2,000	2,000
Health & Safety	6,250	6,650	6,650
Postage	18,950	31,450 c)	28,950
Telephones - Calls	100	100	100
Telephones - Other Costs	6,200	5,900	5,900
Mobile Telephones	4,500	12,100 d)	10,600
Professional Membership Fees	16,850	16,700	16,800
Subscriptions to Organisations	27,850	44,150 e)	39,250 e)
Other Expenses (Counter Fraud)	700	2,800 f)	750
Data Protection Act Registration	3,000	3,000	3,000
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	539,300	572,500	573,750
Less Income			
Recovery of Court Costs	(5,000)	(5,000)	(5,000)
Customer & Client Receipts	(5,000)	(5,000)	(5,000)
Partnership Receipts	(10,000)	(11,000)	(11,400)
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	(20,000)	(21,000)	(21,400)
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<u>Sub-total</u>	519,300	551,500	552,350
Depreciation & Impairment			
Non-Current Asset Depreciation	1,350	1,350	1,350
	<hr/>	<hr/>	<hr/>
	520,650	552,850	553,700
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CORPORATE SERVICES**DEPARTMENTAL ADMINISTRATION**

- a) Lower level of mileage claims and reduction in essential user allowances.
- b) Includes annual uplift of the fee payable to KCC for the provision of internal audit and counter fraud services.
- c) Includes provision for additional postage associated with: requirement to consult on new parking charges; garden waste renewal letters; and notifying changes to refuse and recycling rounds.
- d) Includes cost of new SIM cards for Civil Enforcement Officer mobile telephones to address issues with coverage in parts of the borough.
- e) Reflects increased cost of online planning resource and provision for inflation. Revised estimate includes the one-off cost (£5.5k) for a Collection Fund accounting tool.
- f) Includes fee payable to the Cabinet Office for data matching undertaken as part of the National Fraud Initiative.

CORPORATE SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2			
<u>OVERHEAD EXPENSES-Continued</u>			
(f) <u>INFORMATION TECHNOLOGY SERVICES</u>			
Employees			
Salaries	1,208,600	1,151,250 a)	1,255,700 a)
Transport Related Expenses			
Public Transport	500	200	200
Supplies & Services			
Equipment - Purchases	13,000	13,000	13,000
Equipment - Maintenance	52,500	53,000	54,500
Printing Consumables	2,000	1,000	1,000
Insurance	6,500	6,500	6,800
Professional Services / Consultancy	15,000	205,000 b)	15,000
Other Expenses	7,250	11,500	11,500
Software Support, Hire & Maintenance	968,400	1,158,000 c)	1,066,600 c)
Telephone leased lines and modems	21,100	21,100	21,100
Kent Connects	20,000	20,000	20,000
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<u>Sub-total</u>	2,314,850	2,640,550	2,465,400
Central, Departmental & Technical Support Services			
Office Accommodation	124,400	123,950	139,300 d)
Central Salaries & Administration	81,150	83,000	86,700
Departmental Administrative Expenses	117,000	98,500 e)	102,650
Depreciation & Impairment			
Non-Current Asset Depreciation	151,200	151,200	151,200
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	2,788,600	3,097,200	2,945,250
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Full Time Equivalent Number of Staff (including Support Service Staff)	23.22	22.05	22.74

CORPORATE SERVICES**INFORMATION TECHNOLOGY SERVICES**

- a) Savings arising from staff turnover within Information Technology Services. Forward estimate reflects full establishment and provision for a pay award.
- b) Includes delayed implementation of the new Agile System (£13,700), and provision for the back scanning project (£170,000) to rationalise office space and facilitate the scaling back of office accommodation. Phase 1 costs were originally included in 2023/24 revised estimate but slipped to 2024/25 and now complete. £50k has been included for phase 2 costs.
- c) Includes one-off project costs to deliver enhanced functionality in the Agile operating system (£74,660), expansion of lookup functionality of customer portals (£9,450) and enhancements to the customer contact centre (£9,410). These have been funded from the Invest to Save and Transformation reserves. 2025/26 includes provision for extension of IDOX licences in the event that the March deadline is missed, as recognised as the Strategic Risk Register.
- d) Reallocation of office accommodation costs across all service budget headings (see page CS 3).
- e) Reduction in Customer Services costs which in turn have been reallocated across all service budget headings (see page CS 5).

CORPORATE SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
3 <u>SALARIES & OVERHEADS</u>			
Salaries & Oncosts	14,731,050	15,500,750	15,809,100
Overheads			
(a) Council Offices	1,082,550	1,085,850	1,216,300
(b) Print & Postal Room	170,050	152,550	177,750
(c) Customer Services	548,200	450,600	435,000
(d) Administration - General	132,000	132,650	146,650
(e) Administration - Departmental	520,650	552,850	553,700
(f) Information Technology Services	2,788,600	3,097,200	2,945,250
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	19,973,100	20,972,450	21,283,750
Less Recharge to :	<hr/>	<hr/>	<hr/>
Planning, Housing & Environmental Health	(6,295,150)	(6,942,100)	(6,555,750)
Street Scene, Leisure & Technical	(3,230,500)	(3,147,400)	(3,395,800)
Central Services	(1,404,350)	(1,818,300)	(1,975,450)
Finance & Transformation	(2,253,900)	(2,329,800)	(2,362,700)
Corporate Services	(1,584,200)	(1,627,450)	(1,651,600)
Chief Executive	(738,900)	(837,200)	(733,250)
Other Services	(700)	(750)	(800)
Holding Accounts	(2,517,250)	(2,446,400)	(2,531,200)
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	(18,024,950)	(19,149,400)	(19,206,550)
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<u>Sub-total</u>	1,948,150	1,823,050	2,077,200
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<u>TO SUMMARY</u>	1,948,150	1,823,050	2,077,200
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CORPORATE SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
4 <u>DEMOCRATIC REPRESENTATION & MANAGEMENT</u>			
(a) <u>DEMOCRATIC ADMINISTRATION</u>			
Employees			
# Salaries	375,850	390,750 a)	379,950
Premises Related Expenses			
Accommodation Expenses (Forum/Area1)	1,600	1,600	1,600
Supplies & Services			
Members' Meeting Expenses	4,000	3,000	3,000
Subscriptions	24,200	24,050	24,650
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<u>Sub-total</u>	405,650	419,400	409,200
Central, Departmental & Technical Support Services			
Accommodation & Printing Services	46,600	44,150	50,100 b)
# Central Salaries & Administration	253,950	285,600 c)	293,000
Information Technology Expenses	19,300	23,450	22,050
# Departmental Administrative Expenses	138,250	129,450 d)	133,750
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	863,750	902,050	908,100
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Full Time Equivalent Number of Staff (including Support Service Staff)	10.68	11.26	10.94

Memorandum

Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services	274,850	287,100	304,450
Chief Executives' Service	75,450	83,450	80,850
Environmental Health & Hsg Services	30,300	47,300	38,250
Financial Services	92,000	94,300	98,650
Legal Services	15,800	18,200	16,400
Planning Services	147,200	155,550	144,850
Street Scene & Leisure Services	111,800	98,800	101,250
Technical Services	20,650	21,100	22,050
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	768,050	805,800	806,750
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- a) Includes increased cost of Planning Development Management Section and Housing Needs staff section, as a result of additional temporary staffing costs.
- b) Increase in the cost of office accommodation attributable to Members (see page CS 3).
- c) Includes increased cost of Estates staff section resulting from additional fixed term staffing costs.
- d) Reduction in Customer Services costs which in turn have been reallocated across all service budget headings (see page CS 5).

CORPORATE SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
(b) <u>PAYMENTS TO MEMBERS</u>			
Transport Related Expenses			
Members' Travel & Subsistence	2,100	2,100	2,200
Supplies and Services			
Basic Allowance	239,100	237,800	246,250 a)
Special Responsibility Allowance	128,150	116,650 a)	131,950 a)
Mayors' and Deputy Mayors' Allowance	7,900	7,900	8,150
Members' National Insurance	9,150	9,150	24,800 b)
Carers' Allowance	50	50	50
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	386,450	373,650	413,400
Central, Departmental & Technical Support Services			
Central Salaries & Administration	19,400	19,600	20,900
Information Technology Expenses	1,650	2,050	1,900
	<hr/>	<hr/>	<hr/>
	407,500	395,300	436,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.30	0.31	0.33

a) A reduced number of Special Responsibility allowances are being paid in the current year, as some Members have more than one Chair or Vice Chair role but are only able to receive one allowance. Forward estimate includes provision for an increase in Members allowances.

b) Increased level of National Insurance contributions payable following Autumn 2024 budget.

CORPORATE SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
(c) <u>MAYORAL & OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u>			
Employees			
Salaries	1,900	2,400	1,500
Transport Related Expenses			
Mayors' Transport Allowance	10,000	5,000	10,000
Supplies and Services			
Stationery	100	100	100
Insurance	200	200	200
Civic Hospitality	5,000	5,000	5,000
Mobile Telephones	150	100	100
Other Expenses	1,500	1,500	1,500
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	18,850	14,300	18,400
Central, Departmental & Technical Support Services			
Central Salaries & Administration	95,850	93,400	100,600
Information Technology Expenses	32,900	33,000	32,950
Departmental Administrative Expenses	450	350	350
	<hr/>	<hr/>	<hr/>
	148,050	141,050	152,300
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.78	1.79	1.81
<u>SUMMARY</u>			
(a) DEMOCRATIC ADMINISTRATION	863,750	902,050	908,100
(b) PAYMENTS TO MEMBERS	407,500	395,300	436,200
(c) MAYORAL & OTHER MEMBER SUPPORT INC. MEMBER TRAINING	148,050	141,050	152,300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,419,300	1,438,400	1,496,600
	<hr/>	<hr/>	<hr/>

CORPORATE SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
5 <u>CORPORATE MANAGEMENT</u>			
(a) <u>CORPORATE POLICY</u>			
Employees			
# Salaries	87,500	84,000	65,850 a)
Supplies and Services			
Consultation & Other Expenses	-	1,400	1,400
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	87,500	85,400	67,250
Central, Departmental & Technical Support Services			
# Central Salaries & Administration	375,250	352,250 b)	375,800
# Departmental Administrative Expenses	23,400	18,400	18,250
	<hr/>	<hr/>	<hr/>
	486,150	456,050	461,300
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	5.09	4.93	4.91
(b) <u>PROCUREMENT</u>			
Employees			
# Salaries	-	17,700 c)	16,650
Supplies and Services			
Professional Fees	-	93,850 d)	91,500
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	-	111,550	108,150
Central, Departmental & Technical Support Services			
# Central Salaries & Administration	-	10,450 c)	10,850
# Departmental Administrative Expenses	-	4,950 c)	5,050
	<hr/>	<hr/>	<hr/>
	-	126,950	124,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.00	0.38	0.38

CORPORATE SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
Memorandum			
# Service Allocations to Corporate Policy			
Admin & Property Services	71,250	49,950	57,550
Chief Executives' Service	172,700	175,400	185,250
Environmental Health & Housing Services	15,250	23,050	18,700
Financial Services	129,850	126,100	132,250
Legal	1,450	800	750
Planning Services	64,450	49,450	34,900
Street Scene & Leisure Services	31,200	29,900	30,500
	486,150	454,650	459,900
	486,150	454,650	459,900

CORPORATE POLICY

- a) Reduction in cost of Planning Development Management Section as temporary staffing arrangements have ended.
- b) Reflects redistribution of staff resources from Administration & Property to new 'Regeneration of Tonbridge' budget heading under Central Services. Revised estimate also reflects the part year effect of secondment arrangements.

PROCUREMENT

- c) Reallocation of staff resources to support the corporate procurement of contracts.
- d) Agreement with Mid Kent Procurement Partnership to provide external support in contract procurement, funded from Transformation reserve for 2 years. Revised estimate includes £5k for ad-hoc procurement advice provided by Dartford Borough Council.

CORPORATE SERVICES

	2024/25	2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
(c) <u>PUBLIC ACCOUNTABILITY</u>		ESTIMATE
		£
Supplies and Services		
Professional Fees	1,600	1,600
Advertising	250	300
External Audit Fees	143,750	147,450
	<hr/>	<hr/>
	145,600	149,350
Less Income		
Government Grant	(18,150)	(38,950) a)
	<hr/>	<hr/>
<u>Sub-total</u>	127,450	134,250
Central, Departmental & Technical Support Services		
Central Salaries & Administration	111,850	115,400
Information Technology Expenses	100	100
	<hr/>	<hr/>
	239,400	225,900
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.38	1.45
		1.53
<u>SUMMARY</u>		
(a) CORPORATE POLICY	486,150	456,050
(b) PROCUREMENT	-	126,950
(c) PUBLIC ACCOUNTABILITY	239,400	225,900
	<hr/>	<hr/>
<u>TO SUMMARY</u>	725,550	808,900
	<hr/>	<hr/>

PUBLIC ACCOUNTABILITY

- a) Announcement on funding was not received until new financial year therefore amount includes 2023/24 funding

EMPLOYEES - SALARIES**SERVICE ANALYSIS OF EXPENDITURE**

	Basic Salaries	Overtime	Temporary Staff	Total Salaries	Council Contributions Nat. Ins.	Supern.	Total Salaries & Oncosts
	£	£	£	£	£	£	£
<u>2024/25 ESTIMATE</u>							
Original Estimate	9,850,350	23,050	94,100	9,967,500	1,021,850	1,976,750	12,966,100
Revised Estimate	10,087,950	56,750	525,900	10,670,600	1,058,200	2,010,450	13,739,250
<u>2025/26 ESTIMATE</u>							
Service							
Administration & Property	897,950	8,850	-	906,800	115,000	185,550	1,207,350
Environmental Health & Housing	1,518,500	-	-	1,518,500	195,500	291,350	2,005,350
Executive	502,600	5,000	16,000	523,600	68,100	102,250	693,950
Finance	1,546,250	1,200	-	1,547,450	200,550	305,000	2,053,000
Information Technology	979,250	-	-	979,250	131,100	191,600	1,301,950
Legal	523,400	1,200	-	524,600	68,950	107,100	700,650
HR & Customer Services	575,350	6,400	2,000	583,750	69,500	110,100	763,350
Planning	2,133,350	-	-	2,133,350	284,900	433,900	2,852,150
Street Scene & Leisure	1,052,050	-	-	1,052,050	134,700	208,850	1,395,600
Technical	804,950	-	-	804,950	97,500	160,450	1,062,900
	10,533,650	22,650	18,000	10,574,300	1,365,800	2,096,150	14,036,250

CHIEF EXECUTIVE**SUMMARY**

	2024/25	2025/26	
	ORIGINAL ESTIMATE	REVISED ESTIMATE	
	£	£	
		ESTIMATE	
		£	
1 COMMUNITY DEVELOPMENT	32,150	30,550	30,700
2 SAFEGUARDING	16,950	19,550	23,850
3 ELECTIONS	426,850	444,800	442,250
4 GRANTS & PAYMENTS	223,350	213,900	124,850
5 CLIMATE CHANGE	140,200	152,400	146,200
6 ECONOMIC DEVELOPMENT & REGENER'N	195,800	152,400	177,850
7 UK SHARED PROSPERITY FUND	64,950	72,750	38,400
8 REFUGEE ASSISTANCE	6,150	40,800	5,950
	1,106,400	1,127,150	990,050
Full Time Equivalent Number of Staff (including Support Service Staff)	9.54	10.90	9.14

CHIEF EXECUTIVE

	2024/25		2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 <u>COMMUNITY DEVELOPMENT</u>			
Employees			
Salaries	18,150	17,650	17,400
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,100	5,900	6,200
Departmental Administrative Expenses	7,900	7,000	7,100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	32,150	30,550	30,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.46	0.44	0.42
2 <u>SAFEGUARDING</u>			
Employees			
Salaries	5,150	7,350	10,200 a)
Supplies & Services			
Safeguarding	4,000	4,150	4,250
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	9,150	11,500	14,450
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,100	5,850	6,150
Departmental Administrative Expenses	1,700	2,200	3,250
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	16,950	19,550	23,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.16	0.21	0.25

a) Includes cost of fixed term Safeguarding Officer post met from Peer Review reserve.

CHIEF EXECUTIVE

	2024/25	2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
3 ELECTIONS		
(a) ELECTORAL REGISTRATION		
Employees		
Salaries	119,700	128,100 a)
Supplies & Services		
Equipment & Materials - Purchases	1,000	1,000
Maintenance	500	1,100
Printing	6,000	6,000
Stationery	4,000	3,500
Electronic Elector Registration Responses	8,000	9,000
Postages	44,000	43,000
	<hr/>	<hr/>
	183,200	191,700
Less Income		
Sale of Registers	(3,000)	(3,000)
	<hr/>	<hr/>
<u>Sub-total</u>	180,200	188,700
Central, Departmental & Technical Support Services		
Central Salaries & Administration	14,350	14,450
Information Technology Expenses	41,650	50,550 b)
Departmental Administrative Expenses	46,700	42,450
Depreciation & Impairment		
Non-Current Asset Depreciation	1,200	1,200
	<hr/>	<hr/>
	284,100	297,350
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	2.84	2.69
	<hr/>	<hr/>
		2.71

a) Additional staff resources were required to support the Police & Crime Commissioner election in May 2024 and the Parliamentary election in July 2024.

b) Reflects reallocation of additional IT Services costs across all service budget headings (see page CS 9).

CHIEF EXECUTIVE

	2024/25		2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
(b) <u>CONDUCT OF ELECTIONS</u>			
Employees			
Salaries	53,600	57,350	55,150
Premises Related Expenses			
Rent	-	-	-
Supplies & Services			
Equipment & Materials - Purchases	-	-	-
Printing	-	-	-
Polling Fees (Staff)	-	-	-
Postage	-	-	-
	<hr/>	<hr/>	<hr/>
	53,600	57,350	55,150
Less Income			
Fees & Charges	-	-	-
Contributions from Other Bodies	-	-	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	53,600	57,350	55,150
Central, Departmental & Technical Support Services			
Central Salaries & Administration	49,950	48,850	52,550
Information Technology Expenses	18,300	22,250	20,950
Departmental Administrative Expenses	20,900	19,000	20,450
	<hr/>	<hr/>	<hr/>
	142,750	147,450	149,100
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.76	1.70	1.72
 <u>ELECTIONS</u>			
<u>SUMMARY</u>			
(a) ELECTORAL REGISTRATION	284,100	297,350	293,150
(b) CONDUCT OF ELECTIONS	142,750	147,450	149,100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	426,850	444,800	442,250
	<hr/>	<hr/>	<hr/>

CHIEF EXECUTIVE

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
4 GRANTS & PAYMENTS			
Supplies & Services			
Grants to Citizens Advice Bureaux	95,000	90,000 a)	90,000
Grants to Other Charitable & Voluntary Org.	32,900	28,500 a)	28,500
Household Support Grants	-	270,500 b)	-
Community Grants Scheme	87,000	87,000 c)	-
Tonbridge Historic Society Accommodation	2,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
	216,900	478,000	120,500
Less Income			
Contributions from Other Bodies	-	(270,500) b)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	216,900	207,500	120,500
Central, Departmental and Technical Support Services			
Central Salaries & Administration	6,450	6,350	4,350
Information Technology Expenses	-	50	-
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	223,350	213,900	124,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.08	0.09	0.05
5 CLIMATE CHANGE			
Employees			
Salaries	75,450	85,300 d)	80,150 d)
Supplies & Services			
Initiatives	30,000	30,000	30,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	105,450	115,300	110,150
Central, Departmental and Technical Support Services			
Central Salaries & Administration	8,000	8,000	8,400
Departmental Administrative Expenses	26,750	29,100	27,650
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	140,200	152,400	146,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.53	1.83	1.61

CHIEF EXECUTIVE

GRANTS & PAYMENTS

- a) Reduction in grant funding following review reported to Cabinet 02 April 2024.
- b) Reflects payments anticipated to be made to support vulnerable and low income households from tranche 5 and 6 grant allocations - Decision notices D240072CAB and D240139MEM.
- c) Funding of £50,000 has been allocated to the 50th Anniversary Grant Scheme with the balance of £37,000 ringfenced to support further community initiatives in 2025/26, potentially including phase 2 of the borough wide Community Enforcement Team pilot as reported to Cabinet 10 December 2024.

CLIMATE CHANGE

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

CHIEF EXECUTIVE

	2024/25	2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
6 <u>ECONOMIC DEVELOPMENT & REGENERATION</u>		
Employees		
Salaries	16,800	20,400
		40,150 a)
Supplies & Services		
Economic Development Expenses	3,250	3,250
Business Growth Programme	10,000	10,000
Economic Development & Reg'n Initiatives	150,000	101,250 b)
Visit Kent	4,800	4,800
	5,000	100,000 b)
	4,800	5,000
<u>Sub-total</u>	184,850	139,700
		158,400
Central, Departmental & Technical Support Services		
Central Salaries & Administration	5,250	5,800
Information Technology Expenses	250	350
Departmental Administrative Expenses	5,450	6,550
	6,200	300
	12,950 a)	12,950 a)
<u>TO SUMMARY</u>	195,800	152,400
	177,850	177,850
Full Time Equivalent Number of Staff (including Support Service Staff)	0.36	0.48
		0.81

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

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

CHIEF EXECUTIVE

	2024/25	2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
7 <u>UK SHARED PROSPERITY FUND</u>		
Employees		
Salaries	60,100	67,550
		26,550 a)
Supplies & Services		
Initiatives	325,000	325,000
Capital Grants & Contributions (RECS)	440,000	-
	825,100	-
		26,550
Less Income		
Government Grant	(343,800)	(343,800)
Capital Grants Received (RECS)	(440,000)	-
	41,300	-
<u>Sub-total</u>	41,300	48,750
		26,550
Central, Departmental & Technical Support Services		
Central Salaries & Administration	4,650	4,050
Departmental Administrative Expenses	19,000	19,950
	64,950	4,300
		7,550 a)
<u>TO SUMMARY</u>	64,950	72,750
		38,400
Full Time Equivalent Number of Staff (including Support Service Staff)	1.09	1.27
		0.46

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

CHIEF EXECUTIVE

	2024/25	2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
8 REFUGEE ASSISTANCE		
Employees		
Salaries	62,950	110,600 a)
Supplies & Services		
Rent Deposits / Rent in Advance		
- Payments to Landlords	25,000	30,000
Other Expenses	30,000	10,000
	<hr/>	<hr/>
	117,950	150,600
		100,400
Less Income		
Rent Deposits / Rent in Advance	(15,000)	-
Contributions from Other Bodies	(134,350)	(154,000) b)
	<hr/>	<hr/>
<u>Sub-total</u>	(31,400)	(3,400)
Central, Departmental & Technical Support Services		
Central Salaries & Administration	17,800	6,800 c)
Departmental Administrative Expenses	19,750	37,400 a)
	<hr/>	<hr/>
<u>TO SUMMARY</u>	6,150	40,800
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.26	2.19
		1.11

- a) Includes cost of fixed term Resettlement Officer post to June 2025 and adjustment of staff resources from Corporate Services staff section.
- b) Reflects current allocation of grant funding received from Kent County Council in respect of the Homes for Ukraine scheme. Remaining grant funding yet to be allocated to specific initiatives.
- c) Reassessment of staff allocations from Chief Executive's Service.

DIRECTOR OF CENTRAL SERVICES**SUMMARY**

	2024/25		2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 TONBRIDGE CASTLE GATEHOUSE	380,900	485,150	138,650
2 EVENTS DEVELOPMENT	153,300	150,950	182,800
3 COMMUNITY SAFETY	243,850	249,200	201,000
4 MEDIA & COMMUNICATIONS	325,200	321,750	336,150
5 LOCAL LAND CHARGES	5,400	30,200	42,100
6 INDUSTRIAL ESTATE	(73,000)	(70,550)	(69,550)
7 COMMERCIAL PROPERTY	(265,600)	(251,200)	(255,700)
8 VALE RISE DEPOT	-	-	-
9 LAND REVIEW	110,000	519,100	100,750
10 REGENERATION OF TONBRIDGE	-	396,650	292,000
11 CHRISTMAS LIGHTING (PARISH AREAS)	13,500	14,000	13,550
12 LICENCES	112,750	92,100	114,550
	1,006,300	1,937,350	1,096,300
Full Time Equivalent Number of Staff (including Support Service Staff)	25.30	28.66	30.15

Note: Events Development and Christmas Lighting (Parish Areas) budgets have been transferred from Street Scene & Leisure Directorate.

DIRECTOR OF CENTRAL SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
1 <u>TONBRIDGE CASTLE GATEHOUSE</u>			
Employees			
Salaries	12,900	21,500 a)	59,300 b)
Premises Related Expenses			
Building Repairs Expenditure	345,900	446,650 c)	38,500 c)
Rates	300	300	300
Premises Insurance	10,450	10,450	10,900
Supplies & Services			
Purchases - Equipment & Materials	2,000	2,000	2,000
Purchases - Exhibits	2,000	2,000	2,000
Maintenance - General	4,500	2,000	4,500
Professional Fees	-	3,000 d)	3,500 d)
Leasing Charges	5,500	5,500	5,600
Subscriptions	250	250	250
	<hr/>	<hr/>	<hr/>
	383,800	493,650	126,850
Less Income			
Fees & Charges			
Weddings / Hire of Gatehouse	(2,500)	(3,500)	(3,500)
Commission	-	(200)	(200)
Tonbridge Castle Attraction	(25,000)	(29,750)	(30,050)
Profit / Loss on Stock Sales	(6,000)	(10,000)	(11,000)
	<hr/>	<hr/>	<hr/>
	(33,500)	(43,450)	(44,750)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	350,300	450,200	82,100
Central, Departmental & Technical Support Services			
Central Salaries & Administration	22,300	24,350	29,300 e)
Information Technology Expenses	1,500	1,800	1,700
Departmental Administrative Expenses	6,650	8,650 a)	25,400 b)
Depreciation & Impairment			
Non-Current Asset Depreciation	150	150	150
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	380,900	485,150	138,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.76	1.03	2.14

DIRECTOR OF CENTRAL SERVICES

TONBRIDGE CASTLE GATEHOUSE

- a) Reassessment of staff resources from Events team following establishment changes.
- b) Reassessment of staff resources from Customer Services team following cessation of Tonbridge Gateway agreement.
- c) Revised estimate reflects major Gatehouse roof repairs (£400,000) and renewal of lighting in the Great Hall (£40,000). Forward estimates includes provision for remaining roof repair work (£35,000).
- d) Three specialist pieces of work are to be undertaken as part of the review of Tonbridge Castle: heritage assessment, architectural designer work and commercial activity market viability.
- e) Reassessment of staff resources from Head of Licensing, Community Safety and Customer Services.

DIRECTOR OF CENTRAL SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 EVENTS DEVELOPMENT			
Employees			
Salaries	95,900	110,300	147,300 a)
Supplies & Services			
Events Support	18,000	14,000	14,000
Marketing	4,000	4,000	4,000
Licences	1,000	1,000	1,200
Children's Holiday Activities - Leisure Pass Subsidy	3,000	3,000	3,000
	<hr/>	<hr/>	<hr/>
	121,900	132,300	169,500
Less Income			
Events Income	(50,600)	(50,600)	(69,000) b)
Marketing Income	(1,000)	(500)	(1,000)
	<hr/>	<hr/>	<hr/>
	70,300	81,200	99,500
Sub-total			
	<hr/>	<hr/>	<hr/>
	70,300	81,200	99,500
Central, Departmental & Technical Support Services			
Central Salaries & Administration	38,750	29,750	28,000
Information Technology Expenses	800	1,000	950
Departmental Administrative Expenses	43,450	39,000	54,350 a)
	<hr/>	<hr/>	<hr/>
	153,300	150,950	182,800
TO SUMMARY			
	<hr/>	<hr/>	<hr/>
	153,300	150,950	182,800
Full Time Equivalent Number of Staff (including Support Service Staff)	2.93	3.46	4.26

Note: Budgets were previously included within Street Scene & Leisure Directorate.

- a) Reassessment of staff resources from Customer Services staff section following cessation of Tonbridge Gateway agreement.
- b) Increase in events income resulting from new business event plan proposal.

DIRECTOR OF CENTRAL SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
3 <u>COMMUNITY SAFETY</u>			
Employees			
Salaries	172,500	177,750 a)	123,200
Supplies & Services			
Community Safety / Domestic Abuse Initiatives	15,250	15,600	15,600
Anti Social Behaviour Enforcement	61,000	62,000	- b)
	<hr/>	<hr/>	<hr/>
	248,750	255,350	138,800
Less Income			
Government Grant	(36,800)	(36,800)	- c)
Anti Social Behaviour Fixed Penalty Notice	-	(300)	(500)
Contributions from Other Bodies	(35,850)	(35,850)	- c)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	176,100	182,400	138,300
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,500	9,600	9,400
Information Technology Expenses	50	50	50
Departmental Administrative Expenses	59,200	57,150	53,250
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	243,850	249,200	201,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.09	4.21	2.95
4 <u>MEDIA & COMMUNICATIONS</u>			
Employees			
Salaries	208,300	207,350	219,850 d)
Supplies & Services			
Media & Communications	23,100	25,600	26,100
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	231,400	232,950	245,950
Central, Departmental & Technical Support Services			
Central Salaries & Administration	9,250	8,450	9,550
Information Technology Expenses	6,100	7,400	6,950
Departmental Administrative Expenses	78,450	72,950	73,700
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	325,200	321,750	336,150
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.78	4.79	4.74

DIRECTOR OF CENTRAL SERVICES

COMMUNITY SAFETY

- a) Includes cost of fixed term Domestic Abuse Coordinator post to March 2025 met from grant funding.
- b) Extension of Anti Social Behaviour Enforcement team contract subject to Member approval.
- c) Grant funding for both this Council and Tunbridge Wells Borough Council awarded following the introduction of the Domestic Abuse Act, has now been rolled into the overall Settlement Funding Assessment.

MEDIA & COMMUNICATIONS

- d) Forward estimate includes full year cost of Internal Communications Officer post and provision for a pay award.

DIRECTOR OF CENTRAL SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
5 LOCAL LAND CHARGES			
Employees			
Salaries	136,700	142,750	144,000
Supplies & Services			
Consultancy Fees	-	7,200 a)	-
Insurance	2,350	2,350	2,500
Kent Highways	7,000	5,500	6,000
	<u>146,050</u>	<u>157,800</u>	<u>152,500</u>
Less Income			
Government Grant	(25,000)	(37,700) b)	-
Fees & Charges	(230,000)	(210,000) c)	(230,000)
	<u>(255,000)</u>	<u>(247,700)</u>	<u>(230,000)</u>
	<u>(108,950)</u>	<u>(89,900)</u>	<u>(77,500)</u>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	22,350	22,500	22,400
Information Technology Expenses	34,150	41,450 d)	39,000
Departmental Administrative Expenses	57,850	56,150	58,200
	<u>5,400</u>	<u>30,200</u>	<u>42,100</u>
TO SUMMARY			
Full Time Equivalent Number of Staff (including Support Service Staff)	3.85	3.85	3.86

Memorandum

Surplus from above	5,400	30,200	42,100
Share of:			
Democratic Administration	21,050	20,200	21,150
Corporate Management	10,750	11,300	12,000
Non Distributed Costs	24,400	23,200	23,900
	<u>61,600</u>	<u>84,900</u>	<u>99,150</u>
Deficit (Surplus) for Trading Purposes			

- a) Fee payable for extending the implementation of the Agile Land Charges project to be funded from HM Land Registry transition payment / new burdens grant.
- b) Increase reflects new burdens funding received for work undertaken to migrate Land Charges data to the HM Land Registry Register and ongoing maintenance of the Register.
- c) Reflects reduction in market demand for property searches in current year.
- d) Reflects reallocation of additional IT Services costs across all service budget headings (see page CS 9).

DIRECTOR OF CENTRAL SERVICES

	2024/25	2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
6 <u>INDUSTRIAL ESTATE</u>		ESTIMATE
		£
Employees		
Salaries	1,300	3,750
	<hr/>	<hr/>
	1,300	3,750
Less Income		
Rents	(78,600)	(78,600)
	<hr/>	<hr/>
<u>Sub-total</u>	(77,300)	(74,850)
Central, Departmental and Technical Support Services		
Central Salaries & Administration	2,850	2,400
Information Technology Expenses	100	100
Departmental Administrative Expenses	1,350	1,800
	<hr/>	<hr/>
<u>TO SUMMARY</u>	(73,000)	(70,550)
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.08	0.12
		<hr/>
		0.13

DIRECTOR OF CENTRAL SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
7 <u>COMMERCIAL PROPERTY</u>			
Employees			
Salaries	4,850	10,050 a)	10,050
Premises Related Expenses			
Insurance	1,100	1,100	1,200
Rates	1,100	-	-
Repairs Expenditure	7,500	12,500 b)	11,500
	<hr/>	<hr/>	<hr/>
	14,550	23,650	22,750
	<hr/>	<hr/>	<hr/>
Less Income			
Rents - Land	(5,500)	(8,000)	(5,500)
- Shops & Maisonettes	(260,200)	(255,000)	(260,000)
- Offices	(37,000)	(37,000)	(37,000)
	<hr/>	<hr/>	<hr/>
	(302,700)	(300,000)	(302,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(288,150)	(276,350)	(279,750)
Central, Departmental and Technical Support Services			
Central Salaries & Administration	15,400	17,250	16,350
Information Technology Expenses	550	650	650
Departmental Administrative Expenses	5,950	6,600	6,400
Depreciation & Impairment			
Non-Current Asset Depreciation	650	650	650
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(265,600)	(251,200)	(255,700)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.33	0.42	0.41

a) Reflects establishment changes in Estates team.

b) Increase reflects water main repairs at Twisden Road (£4,000).

DIRECTOR OF CENTRAL SERVICES

	2024/25	2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE
	£	£
		ESTIMATE
		£
8 VALE RISE DEPOT		
Employees		
Salaries	5,250	6,950
Premises Related Expenses		
Premises Insurance	150	150
Rates	17,350	19,950
Repairs Expenditure	2,000	5,000
	<hr/>	<hr/>
	24,750	32,050
Less Recharges to Other Services	(40,400)	(47,950)
	<hr/>	<hr/>
<u>Sub-total</u>	(15,650)	(15,900)
Central, Departmental and Technical Support Services		
Central Salaries & Administration	900	900
Departmental Administrative Expenses	2,550	2,800
Depreciation & Impairment		
Non-Current Asset Depreciation	12,200	12,200
	<hr/>	<hr/>
<u>TO SUMMARY</u>	-	-
	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.12	0.15
	<hr/>	<hr/>

DIRECTOR OF CENTRAL SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
9 LAND REVIEW			
Employees			
Salaries	30,200	28,600	29,300
Premises Related Expenses			
Depot	1,850	2,050	2,300
Estate Management	1,000	1,000	1,000
Rates	-	8,950 a)	8,950
Insurance	350	350	400
Repairs Expenditure	12,600	21,600 b)	12,600
Supplies & Services			
Professional Fees	35,000	35,000	35,000
Asset Review	-	410,000 c)	-
	<hr/>	<hr/>	<hr/>
	81,000	507,550	89,550
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges - General	(1,000)	(1,000)	(1,000)
Castle Lodge Rent	(7,000)	(7,000)	(7,000)
Wayleaves	(500)	(500)	(500)
	<hr/>	<hr/>	<hr/>
	(8,500)	(8,500)	(8,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	72,500	499,050	81,050
Central, Departmental and Technical Support Services			
Central Salaries & Administration	2,950	3,050	3,300
Information Technology Expenses	250	300	300
Departmental Administrative Expenses	34,300	16,700 d)	16,100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	110,000	519,100	100,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.02	0.71	0.69

- a) Rates payable in respect of former car park at Maidstone Road, Bluebell Hill.
- b) Increased requirement for maintenance work on Community Areas and includes Castle Lodge Energy Performance Certificate works (£5,000).
- c) Payment was required in order to remove the covenants affecting the Gibson site, as far as they benefitted Kent County Council and the remaining land held by Kent County Council at Kings Hill. Report to Cabinet 02 April 2024 refers.
- d) Reflects reallocation of staff resources from Estates team.

DIRECTOR OF CENTRAL SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
10 <u>REGENERATION OF TONBRIDGE</u>			
Employees			
Salaries	-	139,450 a)	165,950 a)
Supplies & Services			
Professional Fees			
Angel Centre	-	75,000 b)	-
Tonbridge Farm Sportsground	-	15,000 b)	-
East of High Street, Tonbridge	-	75,750 b)	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	-	305,200	165,950
Central, Departmental and Technical Support Services			
Central Salaries & Administration	-	45,200 c)	64,350 c)
Departmental Administrative Expenses	-	46,250 a)	61,700 a)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	-	396,650	292,000
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.00	2.61	3.50
11 <u>CHRISTMAS LIGHTING (PARISH AREAS)</u>			
Supplies & Services			
Borough Christmas Lighting	12,800	13,300	12,800
Central, Departmental and Technical Support Services			
Central Salaries & Administration	50	50	50
Departmental Administrative Expenses	650	650	700
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	13,500 d)	14,000 d)	13,550 d)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.01	0.01	0.01

a) Cost of fixed term Tonbridge Town Centre Programme Manager to co-ordinate various town centre projects, and to develop and manage a town centre wide programme. Costs to be met from a reserve - report to Cabinet 02 April 2024 refers.

b) Specific town centre wide projects met from reserves.

c) Reallocation of staff resources to support regeneration of Tonbridge initiatives.

d) Budgets were previously included within Street Scene & Leisure Directorate.

DIRECTOR OF CENTRAL SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
12 LICENCES			
(a) FEE PAYING			
Employees			
Salaries	270,200	260,150 a)	282,200 a)
Premises Related Expenses			
Rents	100	100	100
Supplies & Services			
Purchases - Equipment & Materials	7,000	7,000	7,000
Professional Fees	8,000	8,000	8,000
Advertising	500	250	250
	<hr/>	<hr/>	<hr/>
	285,800	275,500	297,550
	<hr/>	<hr/>	<hr/>
Less Income			
Licence Fees			
Animal Boarding Establishments	(3,600)	(5,150)	(2,000)
Dog Breeding	(1,200)	(2,350)	(1,300)
Selling Animals as Pets	-	-	(2,750)
Hackney Carriages & Private Hire	(250,000)	(250,850)	(258,350) b)
Hiring Out Horses	-	(3,050)	(3,150)
Alcohol & Entertainment - Premises	(94,000)	(94,000)	(94,000)
Acupuncture / Tattooing / Ear Piercing	(1,750)	(1,750)	(1,750)
Pleasure Boats & Boatmen	(550)	(400)	(550)
Pavement Licences	(700)	-	(700)
Alcohol & Entertainment - Personal	(1,000)	(1,850)	(1,900)
Sex Establishments/Sexual Entertainment	(2,000)	(2,000)	(2,000)
Dangerous Wild Animals	(800)	-	-
Gambling	(5,200)	(6,400)	(6,400)
Scrap Metal Dealers	(300)	(350)	-
Contributions from Other Bodies			
Government Grant	(600)	-	-
	<hr/>	<hr/>	<hr/>
	(361,700)	(368,150)	(374,850)
	<hr/>	<hr/>	<hr/>
Sub-total	(75,900)	(92,650)	(77,300)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	17,100	17,500	18,550
Information Technology Expenses	11,800	14,350	13,500
Departmental Administrative Expenses	107,750	101,800	105,600
	<hr/>	<hr/>	<hr/>
	60,750	41,000	60,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	6.52	6.48	6.49

DIRECTOR OF CENTRAL SERVICES

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
(b) <u>NON FEE PAYING</u>			
Employees			
Salaries	35,200	34,900	37,350
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,400	2,450	2,500
Departmental Administrative Expenses	14,400	13,750	14,350
	52,000	51,100	54,200
Full Time Equivalent Number of Staff (including Support Service Staff)	0.81	0.82	0.82
 <u>LICENCES</u>			
<u>SUMMARY</u>			
(a) FEE PAYING	60,750	41,000	60,350
(b) NON FEE PAYING	52,000	51,100	54,200
	112,750	92,100	114,550
<u>TO SUMMARY</u>			

LICENCES - FEE PAYING / NON FEE PAYING

- a) Savings arising from a vacancy within the Licensing team. Forward estimate reflects full establishment and provision for a pay award.
- b) Reflects anticipated increased demand and proposed increase in fees from April 2025 approved by the Licensing and Appeals Committee on 27 November 2024.

DIRECTOR OF FINANCE & TRANSFORMATION**SUMMARY**

	2024/25	2025/26	
	ORIGINAL ESTIMATE	REVISED ESTIMATE	
	£	£	
		ESTIMATE	
		£	
1 HOUSING BENEFITS	368,150	380,450	445,350
2 LOCAL REVENUE & NNDR COLLECTION	569,650	546,150	609,250
3 COUNCIL TAX SUPPORT	316,050	320,950	336,100
4 TREASURY MANAGEMENT & BANKING	(2,129,900)	(2,570,650)	(2,074,000)
5 DRAINAGE BOARDS SPECIAL LEVIES	509,800	503,500	518,600
6 LIAISON, SUPPORT & ADVICE (PARISH COUNCILS)	97,700	95,550	98,550
7 STREET NAMING & NUMBERING	(2,150)	21,900	3,150
	<hr/>	<hr/>	<hr/>
ANNUAL ESTIMATES	(270,700)	(702,150)	(63,000)
8 CONTRIBUTIONS TO PROVISIONS	5,000	16,500	5,000
9 ITEMS FUNDED FROM RESERVES	-	1,650	-
	<hr/>	<hr/>	<hr/>
	(265,700)	(684,000)	(58,000)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	34.67	35.30	35.38

DIRECTOR OF FINANCE & TRANSFORMATION

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
1 HOUSING BENEFITS			
Employees			
Salaries	231,900	245,050 a)	242,450
Supplies & Services			
Stationery	200	200	200
Reference Books & Publications	-	1,400	1,500
Audit Fee	30,000	35,500 b)	36,000
Postages	1,000	1,000	1,000
Subscriptions	1,500	1,500	1,500
Compensation Scheme	100	100	100
Other Expenses	-	22,100 c)	-
Housing Benefits			
Rent Allowances	23,495,000	22,557,800 d)	21,880,900 e)
Non HRA Rent Rebates	1,100,000	1,004,000 d)	1,004,000 e)
Local Scheme	66,500	51,600 d)	51,600 e)
Discretionary Housing Payments	180,000	158,700 d)	158,700 e)
Overpayments	(375,000)	(360,000) d)	(340,000) e)
Contribution to Bad Debt Provision	(37,050)	(5,400) d)	(39,800) e)
	<hr/>	<hr/>	<hr/>
	24,694,150	23,713,550	22,998,150
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant	-	(102,400) f)	-
Rent Allowance Subsidy	(23,350,000)	(22,366,900) d)	(21,695,900) e)
Non HRA Rent Rebate Subsidy	(915,000)	(833,600) d)	(833,600) e)
Local Scheme Subsidy	(43,900)	(51,600) d)	(51,600) e)
Discretionary Housing Payment Contribution	(180,000)	(158,700) d)	(158,700) e)
Administration Grant	(166,300)	(169,900)	(169,900)
	<hr/>	<hr/>	<hr/>
	(24,655,200)	(23,683,100)	(22,909,700)
	<hr/>	<hr/>	<hr/>
	<u>Sub-total</u>		
	38,950	30,450	88,450
Central, Departmental & Technical Support Services			
Central Salaries & Administration	128,050	137,100 g)	146,600 g)
Information Technology Expenses	73,650	89,450 h)	84,100
Departmental Administrative Expenses	127,500	123,450	126,200
	<hr/>	<hr/>	<hr/>
	<u>TO SUMMARY</u>		
	368,150	380,450	445,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	9.10	9.53	9.47

DIRECTOR OF FINANCE & TRANSFORMATION**HOUSING BENEFITS**

- a)** Increased allocation from Housing Services as a result of the additional staff resources required to reduce escalating temporary accommodation costs.
- b)** Additional housing subsidy audit fee payable for prior year, anticipated to continue for future years.
- c)** Upgrades to the Revenues & Benefits IT system funded by government grant.
- d)** Revised estimates reflect current levels of benefit payments and subsidy due, together with a reassessment of the bad debts provision on overpayments, having regard to the age and size of the debt and level of write-offs. Overall the budget is £55,350 more than the 2024/25 original estimate.
- e)** Reflects anticipated reduction in rent allowances as existing working age housing benefits claimants move onto Universal Credit. Overall the budget is £35,050 more than the 2024/25 original estimate.
- f)** Grants awarded to assist with the administrative costs of implementing welfare reform and other changes. £22,100 has been used on upgrades to the IT system - see note c). The balance is transferred to an earmarked reserve for use on transformation initiatives.
- g)** Reflects effect of establishment changes within Exchequer Services staff section reported to General Purposes Committee 12 June 2024.
- h)** Reflects reallocation of additional IT Services costs across all service budget headings (see page CS 9).

DIRECTOR OF FINANCE & TRANSFORMATION

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
2 LOCAL REVENUE & NNDR COLLECTION			
Employees			
Salaries	420,800	422,050	430,850 a)
Supplies & Services			
Equipment, Furniture & Materials - Purchases	500	500	500
Direct Debit / Bank Charges	2,000	-	-
Court Fees	3,000	5,000	3,000
Debt Recovery Fees	10,000	10,000	10,000
Other Expenses / KIN	15,400	17,000	17,000
Stationery	5,500	3,500	3,500
Reference Books & Publications	450	450	500
Bar Code Payment Charges	2,000	1,000	1,000
Tracing Services	20,000	20,000	20,000
Advertising	400	400	400
Postages	60,500	75,500 b)	78,000
Compensation Scheme	100	100	100
	<hr/>	<hr/>	<hr/>
	540,650	555,500	564,850
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant			
- Allowances for Cost of NNDR Collection	(159,850)	(161,500)	(161,500)
Summons Costs Recovered	(335,000)	(400,000) c)	(350,000)
Civil Penalty	(3,000)	(3,000)	(3,000)
Contributions from Other Bodies	(25,000)	(25,000)	(25,000)
	<hr/>	<hr/>	<hr/>
	(522,850)	(589,500)	(539,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	17,800	(34,000)	25,350
Central, Departmental & Technical Support Services			
Central Salaries & Administration	162,500	170,100 d)	177,300 d)
Information Technology Expenses	152,650	185,400 e)	174,300
Departmental Administrative Expenses	236,700	224,650 f)	232,300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	569,650	546,150	609,250
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	15.00	15.03	15.11

DIRECTOR OF FINANCE & TRANSFORMATION

LOCAL REVENUE & NNDR COLLECTION

- a)** Reflects full year effect of establishment changes within the Revenues and Benefits staff section, together with provision for a pay award
- b)** Increased level of recovery action and higher postage prices.
- c)** Reflects continuing impact of reintroduction of court hearings and current economic climate.
- d)** Reflects effect of establishment changes within Exchequer Services staff section reported to General Purposes Committee 12 June 2024.
- e)** Reflects reallocation of additional IT Services costs across all service budget headings (see page CS 9).
- f)** Reduction in Customer Services costs which in turn have been reallocated across all service budget headings (see page CS 5).

DIRECTOR OF FINANCE & TRANSFORMATION

	2024/25		2025/26
	ORIGINAL ESTIMATE	REVISED ESTIMATE	ESTIMATE
	£	£	£
3 COUNCIL TAX SUPPORT			
Employees			
Salaries	250,550	251,250	256,500
Supplies & Services			
Council Tax Support Scheme	4,500	4,500	12,500 a)
Council Tax Support Fund	171,950	171,950	- b)
	427,000	427,700	269,000
Less Income			
Government Grant			
Administration			
- Dept. for Work and Pensions	(63,100)	(64,500)	(64,500)
Council Tax Support Fund	(171,950)	(171,950)	- b)
Contributions from Other Bodies	(136,700)	(136,700)	(136,700)
	(371,750)	(373,150)	(201,200)
	Sub-total	54,550	67,800
Central, Departmental & Technical Support Services			
Central Salaries & Administration	59,700	59,500	61,250
Information Technology Expenses	60,200	73,150 c)	68,750
Departmental Administrative Expenses	140,900	133,750 d)	138,300
	TO SUMMARY	320,950	336,100
	316,050	320,950	336,100
Full Time Equivalent Number of Staff (including Support Service Staff)	7.87	7.82	7.82

- a) Includes provision to potentially undertake a Council Tax Reduction Scheme consultation in 2025/26 due to uncertainty around continuation of the existing incentive payment received from Kent County Council.
- b) Additional Council Tax Support Fund grant funding received to support vulnerable households is not anticipated to be received in future years.
- c) Reflects reallocation of additional IT Services costs across all service budget headings (see page CS 9).
- d) Reduction in Customer Services costs which in turn have been reallocated across all service budget headings (see page CS 5).

DIRECTOR OF FINANCE & TRANSFORMATION

	2024/25		2025/26
	ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
4 <u>TREASURY MANAGEMENT & BANKING ARRANGEMENTS</u>			
Employees			
Salaries	35,050	37,550	40,900
Supplies & Services			
Treasury Advisor & Dealing Fees	16,000	17,000	18,000
Credit / Debit Card Charges	51,500	47,000	47,000
Bank Charges	18,000	18,000	18,000
Transfers in Lieu of Interest	194,150	224,000 a)	167,500 a)
	<hr/>	<hr/>	<hr/>
	314,700	343,550	291,400
	<hr/>	<hr/>	<hr/>
Less Income			
Interest on:			
Cash Flow Investments	(1,433,000)	(965,000) b)	(686,000) b)
Core Cash Investments	(676,000)	(1,730,000) b)	(1,486,000) b)
Property Fund Investments	(185,000)	(105,000) c)	(72,000) c)
Multi Asset Income Fund Investments	(183,500)	(148,750) d)	(157,250) d)
	<hr/>	<hr/>	<hr/>
	(2,477,500)	(2,948,750)	(2,401,250)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(2,162,800)	(2,605,200)	(2,109,850)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,650	13,400	14,250
Information Technology Expenses	1,100	1,350	1,250
Departmental Administrative Expenses	19,150	19,800	20,350
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	(2,129,900)	(2,570,650)	(2,074,000)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.91	0.98	1.04

- a) Reflects balances held on which interest is payable, together with the effect of predicted levels of investment rate returns.
- b) Increased interest receipts due to the Bank base rate being held at 5.25% for longer than originally anticipated. Forward estimate reflects anticipated reduction in the Bank base rate.
- c) Lower level of investment income anticipated mainly due to the Lothbury Property Trust being terminated on 30th May 2024.
- d) Reflects fluctuations in the performance of the Multi-Asset Diversified Income Funds.

DIRECTOR OF FINANCE & TRANSFORMATION

DRAINAGE BOARDS SPECIAL LEVIES

- a) Reflects 3% increase for inflation (CPI).

STREET NAMING & NUMBERING

- b) Redistribution of staff allocations in GIS staff section.
- c) Reduction in anticipated income resulting from a delay in processing applications.

DIRECTOR OF FINANCE & TRANSFORMATION

	2024/25	2025/26
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	ESTIMATE £
8 <u>CONTRIBUTIONS TO PROVISIONS</u>		
General Bad Debts Provision	5,000	5,000
	<hr/>	<hr/>
<u>TO SUMMARY</u>	5,000	5,000
	<hr/>	<hr/>
9 <u>ITEMS FUNDED FROM RESERVES</u>		
Aldermen / Freedom Ceremonies / Other	-	-
	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,650	-
	<hr/>	<hr/>

- a) Reassessment of the bad debts provision having regard to the age and size of the debt and level of write-offs.

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

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1 DEVELOPMENT MANAGEMENT	797,700	1,299,600	912,650
2 CONSERVATION	106,050	106,550	108,750
3 BUILDING CONTROL	87,000	235,150	233,250
4 PLANNING POLICY	1,221,700	1,359,650	1,670,100
5 HOUSING STRATEGY & ENABLING ROLE	316,150	517,550	401,750
6 HOMELESSNESS	1,002,550	1,455,400	1,290,850
7 HOUSING ADVICE & PREVENTION	213,050	335,900	268,800
8 HOME SAFETY	4,400	4,400	4,800
9 PRIVATE SECTOR HOUSING RENEWAL	324,500	379,700	358,100
10 PRIVATE SECTOR HOUSING STANDARDS	104,100	115,450	118,650
11 PEST CONTROL	35,400	25,050	24,450
12 PUBLIC HEALTH ACT 1984	8,200	9,200	6,500
13 ENVIRONMENTAL PROTECTION ACT - PART 1	40,700	38,150	39,150
14 ENVIRONMENTAL PROTECTION	354,250	360,200	357,050
15 FOOD & SAFETY	383,700	373,800	380,950
16 PUBLIC HEALTH	64,700	91,950	71,600
17 GYPSY TRAVELLER SITES	0	63,650	65,000
	5,064,150	6,771,350	6,312,400
Full Time Equivalent Number of Staff (including Support Service Staff)	93.23	102.35	95.21

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**1. DEVELOPMENT MANAGEMENT**

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
Employees			
Salaries	1,481,800	1,531,300 a)	1,462,300 b)
Supplies & Services			
Professional Fees	9,000	15,900 c)	- d)
Application & Appeals	50,000	396,000 e)	100,000 f)
Advertising	13,100	8,900	8,900
	<hr/>	<hr/>	<hr/>
	1,553,900	1,952,100	1,571,200
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Planning Applications	(1,290,000)	(1,150,400) g)	(1,169,950) h)
Pre-Planning Advice	(95,000)	(110,000) i)	(113,850) j)
Planning Performance Agreements	(70,000)	(95,000) k)	(98,300) l)
Viability Assessments	(9,100)	- m)	- m)
s.106 Agreement Monitoring	(37,000)	(25,000) n)	(25,000) n)
Government Grant	-	(25,000)	- o)
	<hr/>	<hr/>	<hr/>
	(1,501,100)	(1,405,400)	(1,407,100)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	52,800	546,700	164,100
Central, Departmental & Technical Support Services			
Central Salaries & Administration	128,700	141,400	133,500
Information Technology Expenses	116,000	140,900 p)	132,450 p)
Departmental Administrative Expenses	500,200	470,600 q)	482,600 r)
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	797,700	1,299,600	912,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	32.93	31.28	30.43
(including Support Service Staff)			

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

- a) Increased use of agency staff to fill vacant posts due to difficulties in recruiting.
- b) Reflects cessation of agency staff arrangements, effect of establishment changes and includes provision for a pay award.
- c) Increased enforcement to tackle illegal activity on greenfield sites funded from external funding held in the Planning Reserve.
- d) Change in the process for Financial Viability Assessments where these are now paid directly to the third party provider.
- e) Increased level of appeals with £311,000 funded from the planning reserve as agreed in 2023/24.
- f) Estimate assumes that appeals will return to base level. However, the revised Local Plan timetable means that the period for potential 'speculative development' is longer, which may create a significant risk in returning this budget to a lower level.
- g) Reduction in number of planning applications, particularly minor developments and household applications, likely linked to economic climate. The Revised estimate of £1,150,400 is based on 20 Majors and 786 minors (minors and others).
- h) Fees to be increased from April 2025 by September 2024 CPI at 1.7%. Estimate is based on average income for 20 major applications and 786 minor and other applications.
- i) Estimate reflects an increase in requests for this service.
- j) Internally set fees - these fees have been increased by the agreed inflationary measure assumed at 3.5%.
- k) Estimate reflects an increase in requests for this service. The additional income over and above the 24/25 Original Estimate will be added to the Planning reserve to fund a Planning Officer on a one-year Fixed term Contract.
- l) Internally set fees - these fees have been increased by the agreed inflationary measure assumed at 3.5%. The additional income over and above the 24/25 Original Estimate will be added to the Planning reserve to fund a Planning Officer on a one-year Fixed term Contract.
- m) The viability assessment fee is now paid directly to providers.
- n) Lower than anticipated planning applications attracting S106 fee. Funds are used to offset salary costs for Section 106 Monitoring officer.
- o) Planning Skills Delivery Fund earmarked for use in 2024/25
- p) Reflects reallocation of several one-off IT Services costs across all service budget headings in current year forward estimate reflects a normal level of IT Services costs being distributed budget headings (see page CS 5).
- q) Reduction in Customer Services costs which in turn have been reallocated across all service
- r) Increased cost of office accommodation attributable to Planning Services (see page CS 3).

- PHEH 2a -

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

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	58,250	60,050	58,500
Supplies & Services			
Archaeological Advice	9,350	9,350	9,700
Third Party Payments			
Conservation	16,000	15,000 a)	17,500 a)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	83,600	84,400	85,700
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,700	2,300	2,550
Information Technology Expenses	100	100	100
Departmental Administrative Expenses	20,650	19,750	20,400
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	106,050	106,550	108,750
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.26	1.22	1.20

a) Reflects actual costs of service from TWBC based on Q1 and proposed fee increase for 25/26.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
3. <u>BUILDING CONTROL</u>			
Employees			
Salaries	319,050	360,800 a)	365,850 a)
Supplies & Services			
Professional Fees	13,000	13,000	13,000
Subscriptions	2,250	2,350	2,350
Competent Persons Scheme	3,000	2,000	2,000
	<hr/>	<hr/>	<hr/>
	337,300	378,150	383,200
Less Income			
Fees & Charges			
Building Regulations	(421,000)	(330,000) b)	(341,550) c)
	<hr/>	<hr/>	<hr/>
	(83,700)	48,150	41,650
<u>Sub-total</u>			
Central, Departmental & Technical Support Services			
Central Salaries & Administration	14,550	15,500	16,100
Information Technology Expenses	33,650	40,850 d)	38,400 d)
Departmental Administrative Expenses	122,500	130,650 e)	137,100 f)
	<hr/>	<hr/>	<hr/>
	87,000	235,150	233,250
<u>TO SUMMARY</u>			
Full Time Equivalent Number of Staff	7.08	7.96	7.95
(including Support Service Staff)			

- a) Reflects establishment changes in Building Control team. Forward estimate includes provision for a pay award.
- b) Lower than anticipated requests for service. As market share remains similar this is likely due to poor economic climate.
- c) Reflects a 3.5% increase in fees to be agreed at Housing and Planning Scrutiny Select Committee on 3rd December 2024.
- d) Reflects reallocation of several one-off IT Services costs across all service budget headings in current year. Forward estimate reflects a normal level of IT Services costs being distributed (see page CS 9).
- e) Reduction in Customer Services costs which in turn have been reallocated across all service budget headings (see page CS 5).
- f) Increased cost of office accommodation attributable to Planning Services (see page CS 3).

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

Salaries

375,950

412,700 a)

370,800 a)

Supplies & Services

Development of Local Plan

270,000

395,950 b)

789,950 b)

Sub-total

645,950

808,650

1,160,750

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

17,400

19,750

18,300

Information Technology Expenses

650

750

700

Departmental Administrative Expenses

99,800

100,650

100,600

763,800**929,800****1,280,350****Full Time Equivalent Number of Staff
(including Support Service Staff)**

6.53

6.64

6.31

- a) Includes temporary staffing arrangements in Planning Policy team to assist with developing a Local Plan. Forward estimate reflects cessation of these temporary arrangements.
- b) The Council has undertaken work to understand the likely budget requirements to deliver a Local Plan considering the proposed revisions to the NPPF and the proposed timescales to submit a plan to the Planning Inspectorate. A report will be reviewed by Cabinet on 3rd December 2024.

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

Salaries

333,700

319,300 a)

281,800 a)

Supplies & Services

Transport Policy Consultancy

5,000

5,000

5,000

AONB Management

6,100

5,800

6,000

Local Wildlife Sites Register Update

3,900

3,500

3,500

Sub-total

348,700

333,600

296,300

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

15,400

12,650

11,900

Information Technology Expenses

3,050

3,750

3,500

Departmental Administrative Expenses

90,750

79,850 b)

78,050 b)

457,900**429,850****389,750****Full Time Equivalent Number of Staff
(including Support Service Staff)**

6.03

5.50

5.04

PLANNING POLICY**(a) DEVELOPMENT OF LOCAL PLAN****763,800****929,800****1,280,350****(b) PLANNING POLICY****457,900****429,850****389,750****TO SUMMARY****1,221,700****1,359,650****1,670,100**

- a) Includes temporary staffing arrangements in Planning Policy team. Forward estimate reflects cessation of these temporary arrangements.
- b) Reflects reallocation of Customer Services costs across all service budget headings (see page CS 5).

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

Salaries

75,200

130,050 a)

97,050 a)

Supplies & Services

Support for External Agencies

3,500

3,500

3,650

Sub-total

78,700

133,550

100,700

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

4,350

4,750

5,100

Information Technology Expenses

750

900

850

Departmental Administrative Expenses

24,250

32,400 b)

27,950 b)

108,050**171,600****134,600****Full Time Equivalent Number of Staff**

1.64

2.82

2.15

(including Support Service Staff)

- a) Increase reflects changes to the permanent establishment reported to General Purposes Committee on 13 March 2024, together with additional fixed term posts employed to seek to reduce escalating temporary accommodation costs. These have been funded from the Homelessness Prevention Grant. Forward estimate reflects end of the fixed term arrangements.
- b) Reflects primarily the re-distribution of overhead costs arising from additional temporary and permanent posts.

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

Salaries

140,550

258,650 a)

190,750 a)

Third Party Payments

Choice Based Lettings

11,200

10,300

10,800

Sub-total

151,750

268,950

201,550

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

6,100

6,050

6,200

Information Technology Expenses

2,050

2,500

2,350

Departmental Administrative Expenses

48,200

68,450 b)

57,050 b)

208,100**345,950****267,150****Full Time Equivalent Number of Staff**

(including Support Service Staff)

3.23

6.04

4.40

HOUSING STRATEGY & ENABLING ROLE**(a) HOUSING STRATEGY****108,050****171,600****134,600****(b) HOUSING REGISTER****208,100****345,950****267,150****TO SUMMARY****316,150****517,550****401,750**

- a) Increase reflects changes to the permanent establishment reported to General Purposes Committee on 13 March 2024, together with additional fixed term posts employed to seek to reduce escalating temporary accommodation costs. These have been funded from the Homelessness Prevention Grant. Forward estimate reflects end of the fixed term arrangements.
- b) Reflects primarily the re-distribution of overhead costs arising from additional temporary and permanent staff.

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

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	347,700	483,200 a)	421,900 a)
Premises Related Expenses			
Repairs & Maintenance to Buildings	13,500	30,000 b)	20,000 c)
Maintenance of Grounds	2,500	1,600 d)	1,600 d)
Electricity	14,250	9,550 e)	1,500 f)
Gas	100	100	200
Rates	1,000	1,000	1,000
Council Tax	10,000	21,000 g)	10,000
Water Charges (Metered)	600	900	600
Fixtures & Fittings	2,500	1,000	1,000
Premises Insurance	3,600	3,600	3,800
Transport Related Expenses			
Parking	1,000	500	500
Public Transport	250	100	100
Supplies & Services			
Purchases - Equipment & Materials	2,500	1,500	1,500
Maintenance - General	1,000	500	500
Rough Sleeping Initiative	309,800	426,400 h)	309,800 i)
Temporary Accommodation	1,400,000	2,406,000 j)	2,254,800 k)
Storage of Furniture, Transport, etc.	500	2,200	500
Rent Deposits / Rent in Advance - Payments	33,550	33,550	33,550
Telephones & Broadband	700	800	800
Contain Outbreak Management Fund	-	-	-
Homelessness Reduction Initiatives	72,000	40,000 l)	401,800 l)
Contribution to Bad Debt Provision	30,000	9,000 m)	30,000
Third Party Payments			
Property Management	76,550	5,000 n)	20,000 o)
Medical Assessments	100	200	100
	<hr/>	<hr/>	<hr/>
<u>Carried Forward</u>	2,323,700	3,477,700	3,515,550
	<hr/>	<hr/>	<hr/>

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

- a) Increase reflects changes to the permanent establishment reported to General Purposes Committee on 13 March 2024, together with additional fixed term posts employed to seek to reduce escalating temporary accommodation costs. These have been funded from the Homelessness Prevention Grant. Forward estimate reflects end of the fixed term arrangements.
- b) Higher than anticipated repairs and maintenance required to maintain TMBC owned Temporary Accommodation property.
- c) Assumes a reduction in essential repairs to TMBC owned Temporary Accommodation properties.
- d) Lower than anticipated maintenance of grounds.
- e) A reduction in the level of void periods at TMBC owned temporary accommodation has resulted in lower than anticipated electricity costs.
- f) The forward estimate assumes no void periods in Council owned Temporary Accommodation. This estimate covers the electricity costs for the office and communal areas.
- g) Higher than anticipated number of empty properties due to essential maintenance has resulted in the Council having to meet the Council Tax costs.
The Revised Estimate assumes a 50% reduction in voids for rest of year.
- h) Revised Estimate includes the third year of Rough sleeping Initiative (RSI) funding, allowing the Council to continue to fund its partnership work with Look Ahead and Porchlight to tackle rough sleeping. The increase in the estimate also includes a late submitted invoice from 2020/21, in relation to the scheme. The cost of this invoice is to be met from RSI funding which was being held in the homelessness reserve. In addition to this, the estimate also includes an invoice paid to Bloomfield.
- i) Continuation of Rough sleeping Initiatives, fully funded by Government Grant.
- j) The Original Estimate was calculated based on the caseload dropping to 100 for the 2024/25 financial year. However, caseload figures as at September 2024 were 145. The Council is still experiencing the impact of rising cost of living costs, including increasing private sector rental costs. The revised estimate assumes that the caseload will reduce between now and year end, with the final caseload estimated to be 135.
- k) Various work streams are underway with the aim of reducing the temporary accommodation unit cost and caseload. The forward estimate is based on the caseload reducing to around 120 households alongside maximising subsidy, managing arrears and proactively management of unit costs.
- l) Reflects proposed incentives to prevent homelessness to save on temporary accommodation costs; any unbudgeted contribution will be added to the Homelessness Reserve.
- m) The level of Bad Debt provision is reviewed annually to ensure that it is sufficient to cover any potential write offs. Although the level of housing debt continues to grow, there are plans forthcoming to increase recovery. Write offs have been kept at a minimum for a number of years, but a review of all debt is needed to ensure that the Council is maximising its recovery rates.
- n) Revised Estimate reflects the move from third party provider to in-house options.
- o) Reflects new property management proposals yet to be fully costed and agreed.

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

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	2,323,700	3,477,700	3,515,550
Less Income			
Government Grant	(715,100)	(903,450) p)	(1,144,000) q)
Rent Deposits/Rent in Advance - Recharges	(33,550)	(33,550)	(33,550)
Customer & Client Receipts - Accommodation	(728,000)	(1,251,100) r)	(1,172,500) s)
Customer & Client Receipts - Service Charge	(15,400)	(26,450)	(24,800)
Rent of Temporary Accommodation	(210,000)	(206,300) t)	(247,550) u)
	<hr/>	<hr/>	<hr/>
	(1,702,050)	(2,420,850)	(2,622,400)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	621,650	1,056,850	893,150
Central, Departmental & Technical Support Services			
Central Salaries & Administration	192,550	192,850	197,450
Information Technology Expenses	21,100	25,650	24,100
Departmental Administrative Expenses	115,200	128,000 v)	124,100 v)
Depreciation & Impairment			
Non-Current Asset Depreciation	52,050	52,050	52,050
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,002,550	1,455,400	1,290,850
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	10.87	13.79	12.42
(including Support Service Staff)			

Temporary Accommodation	1,400,000	2,406,000	2,254,800
Customer & Client Receipts - Accommodation	(728,000)	(1,251,100)	(1,172,500)
Customer & Client Receipts - Service Charge	(15,400)	(26,450)	(24,800)
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	756,600	1,288,450	1,242,500
	<hr/>	<hr/>	<hr/>

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

- p) Reflects actual Homelessness prevention and Rough Sleeping initiative grants. The Home Office Asylum grant of £5,250 will offset any costs of temporary accommodation for any households who are in asylum dispersal accommodation, spend above this level can be drawn from the homelessness reserve.
- q) Made up of £834,200 Homeless Prevention Funding and £309,800 Rough sleeping Initiative funding.
- r) Reflects increased numbers in TA - see note j)
- s) Reflects declining numbers in TA - see note k)
- t) Reflects reducing number of voids
- u) Assumes full occupancy of TMBC owned accommodation.
- v) Reflects primarily the re-distribution of overhead costs arising from additional temporary and permanent posts.

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

Salaries

141,000

244,250 a)

187,400 a)

Central, Departmental & Technical**Support Services**

Central Salaries & Administration

16,300

17,250

16,800

Information Technology Expenses

7,800

9,450

8,900

Departmental Administrative Expenses

47,950

64,950 b)

55,700 b)

TO SUMMARY**213,050****335,900****268,800****Full Time Equivalent Number of Staff**

(including Support Service Staff)

3.47

5.94

4.54

- a) Increase reflects changes to the permanent establishment reported to General Purposes Committee on 13 March 2024, together with additional fixed term posts employed to seek to reduce escalating temporary accommodation costs. These have been funded from the Homelessness Prevention Grant. Forward estimate reflects end of the fixed term arrangements
- b) Reflects primarily the re-distribution of overhead costs arising from additional temporary and permanent posts.

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

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	2,850	2,950	3,200
Central, Departmental & Technical Support Services			
Central Salaries & Administration	600	600	650
Departmental Administrative Expenses	950	850	950
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	4,400	4,400	4,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	0.07	0.07	0.08

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
9. PRIVATE SECTOR			
<u>HOUSING RENEWAL</u>			
Employees			
Salaries	203,050	228,400 a)	232,000 b)
Supplies & Services			
Purchases - Equipment & Materials	50	650	50
Professional Fees	40,750	40,750	250 c)
Better Care Fund Initiatives	0	5,000 d)	7,250 d)
Housing & Health Co-ordinator (Pemb)	7,050	7,050	7,050
Housing & Health Co-ordinator (Maids)	33,200	33,200	33,200
Handy Person Service (Pembury)	30,900	30,900	30,900
Handy Person Service (Boroughwide)	17,550	17,550	17,550
Miscellaneous	650	650	650
Energy Efficiency Initiatives	4,000	30,000 e)	-
Capital Grants & Contributions (RECS)	1,110,000	1,110,000	1,110,000
	<hr/>	<hr/>	<hr/>
	1,447,200	1,504,150	1,438,900
	<hr/>	<hr/>	<hr/>
Less Income			
Government Grant - Better Care Fund	(89,350)	(94,350) f)	(96,600) f)
Fees & Charges	(4,000)	-	-
Fixed Penalty Notices	-	-	-
Contribution from other bodies	(40,500)	(40,500) g)	- g)
Capital Grants Received (RECS)	(1,080,000)	(1,080,000)	(1,080,000)
	<hr/>	<hr/>	<hr/>
	(1,213,850)	(1,214,850)	(1,176,600)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	233,350	289,300	262,300
Central, Departmental & Technical Support Services			
Central Salaries & Administration	11,100	11,600	12,400
Information Technology Expenses	12,550	15,200	14,300
Departmental Administrative Expenses	67,500	63,600	69,100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	324,500	379,700	358,100
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.53	5.00	5.04

- a) Increase reflects cost of fixed term Empty Homes Officer post established for a two-year period reported to Cabinet 02 April 2024.
- b) Includes provision for a pay award.
- c) The budget relates to HUG2 revenue funding, this will cease in 25/26 as it was a one-off contribution relating to the scheme.
- d) Includes additional £5,000 of DFG costs and 3.5% inflation costs. See note f)
- e) Creation of £30,000 budget to fund work that enabled the facilitation of empty homes being brought back to use as approved at cabinet on 19/03/2024, decision notice D240036CAB.
- f) Additional £5,000 funding for DFGs to offset revenue cost of capital projects.
- g) The 24/25 original budget relates to a one off revenue grant in respect to the HUG2 scheme.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
10. PRIVATE SECTOR HOUSING STANDARDS			
Employees			
Salaries	74,050	85,600 a)	83,950 a)
Supplies & Services			
Other Expenses	6,450	6,450	6,450
	<hr/>	<hr/>	<hr/>
	80,500	92,050	90,400
Less Income			
Houses in Multiple Occupation / Caravan Site Licences	(6,800)	(6,800)	(3,500)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	73,700	85,250	86,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	1,700	1,800	1,900
Information Technology Expenses	4,850	5,900	5,550
Departmental Administrative Expenses	23,850	22,500	24,300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	104,100	115,450	118,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	1.57	1.74	1.74
 (including Support Service Staff)			

- a) Increase reflects cost of fixed term Empty Homes Officer post established for a two-year period reported to Cabinet 02 April 2024.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**11. PEST CONTROL**

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
Employees			
Salaries	10,450	6,900	6,950
Supplies and Services			
Financial Hardship Subsidy	7,650	600 a)	350 a)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	18,100	7,500	7,300
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,850	10,750	10,100
Information Technology Expenses	2,550	2,650	2,750
Departmental Administrative Expenses	5,900	4,150	4,300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	35,400	25,050	24,450
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.41	0.33	0.33
(including Support Service Staff)			

a) New arrangements with customers on CTR paying part fee and TMBC subsidising remaining.

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

Salaries

1,900

2,000

2,150

Third Party Payments

Funeral Expenses

5,000

6,000

3,000 a)

Sub-total

6,900

8,000

5,150

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

600

600

650

Information Technology Expenses

50

50

50

Departmental Administrative Expenses

650

550

650

TO SUMMARY**8,200****9,200****6,500****Full Time Equivalent Number of Staff**

0.05

0.05

0.05

(including Support Service Staff)

a) Reduced to reflect lower number of requests.

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

Salaries

29,800

29,350

30,050

Less Income

Fees & Charges

(8,650)

(10,750)

(10,750)

Sub-total

21,150

18,600

19,300

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,500

1,550

1,650

Information Technology Expenses

7,050

8,550

8,050

Departmental Administrative Expenses

11,000

9,450

10,150

TO SUMMARY**40,700****38,150****39,150****Full Time Equivalent Number of Staff**

(including Support Service Staff)

0.71

0.69

0.69

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

41,500

38,150

39,150

Share of:

Democratic Administration

4,300

3,900

4,150

Corporate Management

2,200

2,150

2,350

Non Distributed Costs

4,950

4,450

4,700

Full Cost of LAPPC / LA-IPPC

52,950

48,650

50,350

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**14. ENVIRONMENTAL PROTECTION**

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	212,350	215,750	214,600
Supplies & Services			
Purchases - Equipment & Materials	500	300	300
Maintenance - Calibration of Instruments	2,000	2,500	2,500
Miscellaneous Insurance	550	550	600
Third Party Payments			
Water Sampling	500	500	500
General	1,000	4,750	1,000
Air Quality	14,550	18,000 a)	18,000 a)
Contaminated Land - Site Inspections	2,000	4,400	2,300
	<hr/>	<hr/>	<hr/>
	233,450	246,750	239,800
Less Income			
Fees & Charges			
Water Sampling	(950)	(700)	(700)
Provision of Information	(1,650)	(2,000)	(2,050)
	<hr/>	<hr/>	<hr/>
	(2,600)	(2,700)	(2,750)
	<hr/>	<hr/>	<hr/>
Sub-total	230,850	244,050	237,050
Central, Departmental & Technical Support Services			
Central Salaries & Administration	19,800	20,700	20,700
Information Technology Expenses	14,250	17,350	16,300
Departmental Administrative Expenses	80,400	69,150 b)	74,050 b)
Depreciation & Impairment			
Non-Current Asset Depreciation	8,950	8,950	8,950
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	354,250	360,200	357,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	4.84	4.66	4.66

- a) Reflects increases in Air Quality Partnership fees, servicing costs, and annual analysis of testing tubes.
- b) Reflects primarily the re-distribution of overhead costs across Environmental Health & Housing staff cost centres.

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

Salaries

110,100

108,150

110,150

Supplies & Services

Protective Clothing

100

100

100

Health General

250

250

250

Miscellaneous Insurance

750

750

800

Sub-total

111,200

109,250

111,300

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

11,200

12,350

12,050

Information Technology Expenses

13,850

16,850

15,850

Departmental Administrative Expenses

46,650

40,000 a)

42,950 a)

182,900**178,450****182,150****Full Time Equivalent Number of Staff**

2.58

2.46

2.47

(including Support Service Staff)

- a) Reflects primarily the re-distribution of overhead costs across Environmental Health & Housing staff cost centres.

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

Salaries

127,000

125,950

127,600

Supplies & Services

Health General

250

250

250

Other Expenses

500

250

250

Third Party Payments

Food Sampling

200

300

300

127,950

126,750

128,400**Less Income**

Food Hygiene Rating Systems Re-inspections

(1,900)

(2,800)

(2,800)

Fees & Charges

Food Inspection

(1,900)

(1,600)

(1,650)

(3,800)

(4,400)

(4,450)**Sub-total**

124,150

122,350

123,950

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

8,850

9,800

9,200

Information Technology Expenses

14,050

17,050

16,050

Departmental Administrative Expenses

53,750

46,150 a)

49,600 a)

200,800

195,350

198,800**Full Time Equivalent Number of Staff**

2.89

2.75

2.76

(including Support Service Staff)

FOOD & SAFETY**(a) GENERAL****182,900****178,450****182,150****(b) FOOD SAFETY****200,800****195,350****198,800****TO SUMMARY**

383,700

373,800

380,950

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

FOOD & SAFETY - FOOD SAFETY

- a) Reflects primarily the re-distribution of overhead costs across Environmental Health & Housing staff cost centres.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
16. <u>PUBLIC HEALTH</u>			
(a) <u>HEALTHY LIVING</u>			
Employees			
Salaries	104,950	121,950 a)	109,600 b)
Supplies & Services			
Healthy Living Initiatives	14,000	14,000	14,000
	<hr/>	<hr/>	<hr/>
	118,950	135,950	123,600
Less Income			
Other Grants & Contributions	-	12,500 c)	-
Public Health Funding	(124,100)	(128,900) d)	(124,100) e)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(5,150)	19,550	(500)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,300	2,500	2,550
Information Technology Expenses	400	500	500
Departmental Administrative Expenses	49,400	50,700	51,000
	<hr/>	<hr/>	<hr/>
	46,950	73,250	53,550
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	2.78	3.25	2.79
(including Support Service Staff)			

- a) Increase reflects cost of a one-year fixed term administrative post.
- b) Reflects provision for a pay award.
- c) Includes funding for Admin resource offset within staff costs.
- d) Includes top-up to grant to ensure cost of service remains fully funded.
- e) Assumes no increase to standard KCC funding.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**16. PUBLIC HEALTH (continued)****(b) GENERAL****Employees**

Salaries

14,250

15,550

14,650

**Central, Departmental & Technical
Support Services**

Departmental Administrative Expenses

3,500

3,150

3,400

17,750**18,700****18,050****Full Time Equivalent Number of Staff**
(including Support Service Staff)

0.17

0.16

0.16

PUBLIC HEALTH**(a) HEALTHY LIVING****46,950****73,250****53,550****(b) GENERAL****17,750****18,700****18,050****TO SUMMARY****64,700****91,950****71,600**

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH**17. GYPSY TRAVELLER SITES****(b) GENERAL****Supplies & Services**

Management fees

63,650 a)

65,000 b)

0**63,650****65,000****Full Time Equivalent Number of Staff**
(including Support Service Staff)

0.17

0.00

0.00

- a) This is funded by reserves. Agreed the first years management fee for 24/25 to be funded from the budget stabilisation reserve at cabinet as at March 5th 2024.
- b) Fee for ongoing management of the Windmill Lane Gypsy and Traveller site.

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

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1 REFUSE COLLECTION	1,784,750	1,868,400	1,547,250
2 RECYCLING	792,000	625,250	(274,000)
3 STREET SCENE	1,394,400	1,375,350	1,412,050
4 PUBLIC CONVENIENCES	170,300	153,350	150,500
5 TONBRIDGE & MALLING LEISURE TRUST	691,500	441,550	437,700
6 LARKFIELD LEISURE CENTRE	1,151,750	1,292,400	1,298,050
7 ANGEL CENTRE	531,900	449,350	551,250
8 TONBRIDGE SWIMMING POOL	617,250	688,700	713,300
9 POULT WOOD GOLF CENTRE	312,450	346,250	347,900
10 SPORTS GROUNDS	766,700	621,750	805,600
11 PLEASURE GROUNDS & OPEN SPACES	940,700	1,036,800	1,028,200
12 ALLOTMENTS	6,950	7,100	7,200
13 CHURCHYARDS	13,500	14,400	18,050
14 TONBRIDGE CEMETERY	38,400	31,950	16,150
15 LEISURE MARKETING / PROMOTION	94,450	85,750	88,150
16 TONBRIDGE CHRISTMAS LIGHTING	37,050	37,750	38,800
17 PARKING SERVICES	(884,900)	(1,135,950)	(1,453,250)
18 TRANSPORTATION	160,350	166,450	165,950
19 SECURITY SERVICES MANAGEMENT (CCTV)	71,000	71,400	71,350
20 BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	199,450	193,050	190,550
21 CIVIL CONTINGENCIES	152,800	124,700	159,650
	9,042,750	8,495,750	7,320,400
Full Time Equivalent Number of Staff (Including Support Service Staff)	54.43	52.64	56.21

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
1. REFUSE COLLECTION			
Employees			
Salaries	181,300	187,000	186,800
Premises Related Expenses			
Vale Rise Depot Recharge	36,650	43,850	41,650
Supplies & Services			
Purchases - Equipment & Materials	1,000	500	500
Emergency Arrangements	50	50	50
Other Expenses	4,000	6,000	6,000
Consultancy Fees	-	60,000 a)	-
Third Party Payments			
Residual Waste Collection	1,530,150	1,541,750 b)	1,595,700 c)
Commercial Waste Collection	550	600	600
	<hr/>	<hr/>	<hr/>
	1,753,700	1,839,750	1,831,300
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Bulky Waste Collection	(157,300)	(160,000)	(165,600) d)
Additional Collections	(1,450)	(1,450)	(1,450)
Commercial Waste Collection	(700)	(650)	(650)
Government Grant	-	-	(309,100) e)
	<hr/>	<hr/>	<hr/>
	(159,450)	(162,100)	(476,800)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,594,250	1,677,650	1,354,500
Central, Departmental & Technical Support Services			
Central Salaries & Administration	22,200	23,450	23,750
Information Technology Expenses	9,250	11,200	10,550
Departmental Administrative Expenses	96,650	93,700	96,050
Depreciation & Impairment			
Non-Current Asset Depreciation	62,400	62,400	62,400
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,784,750	1,868,400	1,547,250
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	5.04	5.08	4.99
(including Support Service Staff)			

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

- a) A virement was approved by the Director of Street Scene, Leisure & Technical Services in May 2024 to fund the recommissioning costs of the new waste contract. This has been funded from a reduction in the cost of the waste contract due to lower than anticipated inflation in 2024/25.
- b) Reflects lower than anticipated inflation (5% to 3.65%), this saving was used to vire funds to support the recommissioning of the refuse contract. Revised estimate also includes an increase due to the part b costs of the contract being higher than anticipated when setting the original estimate.
- c) Forward estimate includes an increase in fees from April 2025, approved by Cabinet on 12 November 2024.
- d) Estimate has been increased by 3.5% in line with the agreed Fees & Charges uplift for 2025/26.
- e) DEFRA Polluter Pay funding, following new legislation'

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

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
Employees			
Salaries	229,750	234,100	234,500
Premises Related Expenses			
Recycling Centres - Servicing	8,350	31,000 a)	- b)
Rates	1,050	1,050	1,050
Transport Related Expenses			
Glass Collection	15,050	2,050 c)	- c)
Supplies & Services			
Purchases - Equipment & Materials	1,500	1,500	1,500
Credit / Debit Card Charges	0	0	0
Contribution to Kent Resource Partnership	15,000	- d)	15,000
Other Expenses	1,300	1,300	1,300
Third Party Payments			
Kerbside Waste Collection			
Dry Recycling	1,245,050	1,237,750 e)	1,281,050 f)
Food Recycling	483,500	474,250 e)	490,850 f)
Garden Waste Recycling	445,200	445,150 e)	460,750 f)
Bring Sites Waste Collection			
Cardboard Recycling	20,350	2,700 b)	- b)
Plastic Recycling	58,550	9,300 b)	- b)
Paper Recycling	11,350	2,400 b)	- b)
	<hr/>	<hr/>	<hr/>
<u>Carried Forward</u>	2,536,000	2,442,550	2,486,000
	<hr/>	<hr/>	<hr/>

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

- a) Includes cleaning of sites until the end of September, removal of banks and reparation works to bring sites back to car park status.
- b) All recycling bring sites have been removed, resulting in a Nil budget requirement from 2025/26.
- c) This service ceased during 2024/25 with the removal of all bring sites.
- d) The Kent Resource Partnership fee has been waived for 2024/25 due to vacancies.
- e) Reflects lower than anticipated inflation (5% to 3.65%), this saving was used to vire funds to support the recommissioning of the refuse contract. Revised estimate also includes an increase due to the part b costs of the contract being higher than anticipated when setting the original estimate.
- f) Reflects a 3.5% increase in contract costs from April 2025.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**2. RECYCLING (continued)**

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
<u>Brought Forward</u>	2,536,000	2,442,550	2,486,000
Less Income			
Garden Waste Collection	(1,390,000)	(1,482,600) g)	(1,753,400) h)
Textile Recycling	(16,450)	(2,300) b)	- b)
Performance Payment	(628,000)	(628,000)	(628,000)
Government Grant	-	-	(674,500) i)
	<u>(2,034,450)</u>	<u>(2,112,900)</u>	<u>(3,055,900)</u>
<u>Sub-total</u>	501,550	329,650	-569,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	15,050	16,150	16,500
Information Technology Expenses	40,600	49,300	46,350
Departmental Administrative Expenses	116,800	112,150	115,050
Depreciation & Impairment			
Non-Current Asset Depreciation	118,000	118,000	118,000
	<u>792,000</u>	<u>625,250</u>	<u>-274,000</u>
<u>TO SUMMARY</u>			
Full Time Equivalent Number of Staff (including Support Service Staff)	6.31	6.27	6.17

RECYCLING (continued)

- g)** There has been a higher than anticipated take up of renewals and fewer than anticipated cancellations during 2024/25.
- h)** Based on the level of subscriptions in November 2024 and includes the increase in fees from April 2025 approved by Cabinet on 12 November 2024.
- i)** DEFRA Polluter Pay funding, following new legislation.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**3. STREET SCENE**

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	145,450	145,900	148,800
Supplies & Services			
Purchases - Equipment & Materials	10,000	10,000	10,000
Abatement Initiatives (Self Help)	15,000	15,000	15,000
Dog Bin Emptying	14,150	13,700	14,200
Graffiti Removal	1,000	1,000	1,000
Dog Warden	116,200	106,850 a)	110,600 b)
Emergency Arrangements	50	50	50
Third Party Payments			
Amenity & Street Cleansing	1,019,550	1,013,900 c)	1,039,000 d)
	<hr/>	<hr/>	<hr/>
	1,321,400	1,306,400	1,338,650
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Stray Dogs Redemption Fees	(5,050)	(5,050)	(5,550)
Clearance Costs and Contributions from Government grants	(7,500)	(7,500)	(7,500)
	-	(2,950)	-
	<hr/>	<hr/>	<hr/>
	(12,550)	(15,500)	(13,050)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	1,308,850	1,290,900	1,325,600
Central, Departmental & Technical Support Services			
Central Salaries & Administration	10,200	10,900	11,400
Information Technology Expenses	6,750	8,200	7,700
Departmental Administrative Expenses	68,600	65,350	67,350
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,394,400	1,375,350	1,412,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	3.73	3.71	3.72

STREET SCENE

- a) Forecast has been based on average charges received to date.
- b) The Forward Estimate includes a 3.5% inflation increase in April 2025.
- c) Reflects lower than anticipated inflation (5% to 3.65%), this saving was used to vire funds to support the recommissioning of the refuse contract, see note b) under Refuse. Revised estimate also includes an increase due to the part b costs of the contract being higher than anticipated when setting the original estimate.
- d) Reflects 3.5% inflation increase in April 2025.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**4. PUBLIC CONVENIENCES**

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
Employees			
Salaries	13,150	13,350	13,300
Premises Related Expenses			
Building Repairs Expenditure	15,400	14,400	17,300
Electricity	12,000	12,000	12,000
Water Charges (Metered)	5,700	2,650	2,650
Sewerage & Environmental Services	5,000	3,000	3,000
Premises Insurance	1,450	1,450	1,500
Third Party Payments			
Public Conveniences Cleansing	55,500	44,450 a)	38,200 a)
	<hr/>	<hr/>	<hr/>
	108,200	91,300	87,950
Less Income			
Fees & Charges			
Radar Keys	(50)	(50)	(50)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	108,150	91,250	87,900
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,300	7,400	7,800
Information Technology Expenses	600	750	700
Departmental Administrative Expenses	7,050	6,750	6,900
Depreciation & Impairment			
Non-Current Asset Depreciation	47,200	47,200	47,200
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	170,300	153,350	150,500
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.45	0.45	0.45
(including Support Service Staff)			

PUBLIC CONVENIENCES

- a) Reflects higher prices due to contract extension. The estimate for this contract is currently being reviewed by The Director of Street Scene, Leisure & Technical Services.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
5. TONBRIDGE & MALLING LEISURE TRUST			
Employees			
Salaries	59,450	55,100	56,600
Third Party Payments			
Management Fee (Utilities)	410,000	167,400 a)	165,500 a)
Management Fee (Service)	0	0	0
Employers' Superannuation Costs	178,450	182,000	177,200 b)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	647,900	404,500	399,300
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	16,200	16,550	17,150
Information Technology Expenses	50	50	50
Departmental Administrative Expenses	27,350	20,450	21,200
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	691,500	441,550	437,700
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.57	1.24	1.24

- a) Utility prices and energy increases are now stabilising to cause a reduction in the estimates, and 2024/25 allows for a rebate from the Energy Supplier.
- b) Following the departure of the former Chief Executive the forward (25/26) estimate for superannuation has been reduced.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**6. LARKFIELD LEISURE CENTRE**

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	1,400	4,350	4,500
Premises Related Expenses			
Building Repairs Expenditure	206,950	312,650 a)	344,950 b)
Premises Insurance	61,200	61,200	64,250
Other expenses	-	1,150	-
Third Party Payments			
General	0	29,700 c)	0
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	269,550	409,050	413,700
Central, Departmental & Technical Support Services			
Central Salaries & Administration	21,100	21,100	22,100
Information Technology Expenses	250	350	300
Departmental Administrative Expenses	550	1,600	1,650
Depreciation & Impairment			
Non-Current Asset Depreciation	860,300	860,300	860,300
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	1,151,750	1,292,400	1,298,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.33	0.38	0.39
(Including Support Service Staff)			

- a) Includes window/door repairs (£62,000), servicing of air handling equipment (£30,750), and servicing of fire alarms/emergency lighting (£72,000).
- b) Includes Prima Dance studio toilet refurbishment (£15,000), repairs to changing areas (£20,000), external decoration (£35,000), carpet / floor laying in public areas (£70,000), and servicing of air handling equipment (£40,000).
- c) Service contract for gym equipment pending capital purchase of new equipment.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**7. ANGEL CENTRE****Employees**

Salaries

4,100 7,750 8,700

Premises Related Expenses

Building Repairs Expenditure

187,550 80,300 a) 200,050 b)

Premises Insurance

11,600 11,600 12,150

Third Party Payments

General

- 20,000 c) -

Sub-total

203,250 119,650 220,900

Central, Departmental & Technical Support Services

Central Salaries & Administration

10,650 10,450 10,950

Information Technology Expenses

200 250 250

Departmental Administrative Expenses

1,100 2,300 2,450

Depreciation & Impairment

Non-Current Asset Depreciation

316,700 316,700 316,700

TO SUMMARY

531,900 449,350 551,250

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0.26 0.33 0.35

a) Includes toilet refurbishments (£13,000).

b) Includes carpet / floor laying in public areas (£46,000), servicing of the lift (£32,000), and servicing of fire alarms / emergency lighting (£51,500).

c) Service contract for gym equipment pending capital purchase of new equipment.

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

Salaries

3,900 6,950 7,850

Premises Related Expenses

Building Repairs Expenditure

183,350 251,000 a) 272,900 b)

Premises Insurance

19,400 19,400 20,350

Sub-total

206,650 277,350 301,100

Central, Departmental & Technical Support Services

Central Salaries & Administration

16,100 15,800 16,550

Information Technology Expenses

250 300 250

Departmental Administrative Expenses

1,050 2,050 2,200

Depreciation & Impairment

Non-Current Asset Depreciation

393,200 393,200 393,200

TO SUMMARY**617,250 688,700 713,300****Full Time Equivalent Number of Staff**

0.33 0.39 0.41

(Including Support Service Staff)

a) Includes Health Suite works (£25,000), and BMS System maintenance / upgrade (£97,000).

b) Includes repairs to pool tiles (£100,000) and external decoration (£40,000).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
9. <u>POULT WOOD GOLF CENTRE</u>			
Employees			
Salaries	1,800	4,750	4,900
Premises Related Expenses			
Building Repairs Expenditure	60,600	90,700 a)	90,950 a)
Maintenance of Grounds	1,250	1,200	1,200
Premises Insurance	4,100	4,100	4,300
Transport Related Expenses			
Transport Insurance	8,600	8,600	9,050
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	76,350	109,350	110,400
Central, Departmental & Technical Support Services			
Central Salaries & Administration	11,100	10,850	11,350
Information Technology Expenses	150	150	150
Departmental Administrative Expenses	800	1,850	1,950
Depreciation & Impairment			
Non-Current Asset Depreciation	224,050	224,050	224,050
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	312,450	346,250	347,900
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.20	0.25	0.25

- a) Includes external stair repairs (£10,000), first floor patio works (£10,000) and serving of air conditioning units. (£15,000). Forward estimate includes conservatory works (£25,000), refurbishment of showers (£10,000) and window / door repairs (£10,000).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
10. <u>SPORTS GROUNDS</u>			
Employees			
Salaries	41,450	40,800	42,350
Premises Related Expenses			
Building Repairs Expenditure	176,200	38,750 a)	185,900 a)
Maintenance of Grounds	21,450	28,500	21,650
Premises Insurance	2,100	2,100	2,200
Transport Related Expenses			
Car Allowances	200	500	-
Supplies & Services			
Stationery	100	100	100
Honoraria	1,100	1,100	1,100
Telephones	50	50	50
Licences	100	100	100
Recharge	17,650	17,650	17,650
Third Party Payments			
Grounds Maintenance Contract	303,750	289,250 b)	330,050 c)
	<hr/>	<hr/>	<hr/>
	564,150	418,900	601,150
Less Income			
Rents	(16,050)	(16,200)	(16,200)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	548,100	402,700	584,950
Central, Departmental & Technical Support Services			
Central Salaries & Administration	13,500	13,750	14,550
Information Technology Expenses	750	900	850
Departmental Administrative Expenses	20,550	20,600	21,450
Depreciation & Impairment			
Non-Current Asset Depreciation	183,800	183,800	183,800
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	766,700	621,750	805,600
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	1.31	1.31	1.31

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

SPORTS GROUNDS

- a) Reflects slippage of repairs to the roof at Tonbridge Farm Pavilion to 2025/26 (£160,000).
- b) Reflects changes in contract price from January 2025 following retender.
- c) Forward Estimate includes an additional 3.5% inflation from January 2026.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
(a) <u>TONBRIDGE CASTLE GROUNDS</u>			
Employees			
Salaries	21,000	20,400	20,800
Premises Related Expenses			
Maintenance of Grounds	4,500	39,500 a)	4,500
Electricity	1,400	1,400	1,400
Rates	1,400	1,400	1,400
Premises Insurance	50	50	50
Supplies & Services			
Purchases - Equipment & Materials	10,000	10,000	10,000
Licences	300	300	-
Third Party Payments			
Grounds Maintenance Contract	105,400	98,700 b)	87,150 c)
Tonbridge Hanging Baskets	5,000	5,000	5,000
	<hr/>	<hr/>	<hr/>
	149,050	176,750	130,300
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges - Mooring Fees	(150)	(150)	(150)
Rights over Water	(2,650)	(1,900)	(2,550)
	<hr/>	<hr/>	<hr/>
	(2,800)	(2,050)	(2,700)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	146,250	174,700	127,600
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,950	3,100	17,350 d)
Information Technology Expenses	350	400	400
Departmental Administrative Expenses	9,650	9,400	9,400
Depreciation & Impairment			
Non-Current Asset Depreciation	15,300	15,300	15,300
	<hr/>	<hr/>	<hr/>
	174,500	202,900	170,050
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.61	0.61	0.88

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

PLEASURE GROUNDS & OPEN SPACES - TONBRIDGE CASTLE GROUNDS

- a) Repair costs in relation to the revetment around the moat at Tonbridge Castle.
- b) Reflects changes in contract price from January 2025 following retender.
- c) Reflects additional 3.5% inflation from January 2026.
- d) Reassessment of staff resources from Customer Services staff section following cessation of Tonbridge Gateway agreement.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(b) HAYSDEN COUNTRY PARK			
Employees			
Salaries	43,450	42,900	44,850
Premises Related Expenses			
Building Repairs Expenditure	3,200	7,600 a)	14,600 b)
Maintenance of Grounds	8,950	13,000 c)	13,000 c)
Electricity	6,500	7,700	7,700
Water Charges (Metered)	3,700	3,700	3,700
Sewerage & Environmental Services	2,650	2,650	2,650
Cleaning & Domestic Supplies	17,650	27,150 d)	38,200 e)
Premises Insurance	200	200	200
Supplies & Services			
Purchases - Equipment & Materials	2,850	5,300	2,850
Maintenance - General	2,500	2,500	2,500
Clothing, Uniforms & Laundry	50	50	50
Cash Collection	1,850	1,850	1,850
Trade Refuse Charges	800	850	1,000
Dog Bin Emptying	400	400	400
Gates / Security	7,750	7,550	7,550
Events	300	-	-
Rodent Control	1,400	1,400	1,400
Litter Collection	6,900	5,300	1,150
Advertising	450	450	450
Third Party Payments			
Grounds Maintenance Contract	31,900	37,650 f)	57,750 g)
	<hr/>	<hr/>	<hr/>
<u>Carried Forward</u>	143,450	168,200	201,850
	<hr/>	<hr/>	<hr/>

- a) Reflects additional response maintenance requirement.
- b) Includes hand dryer replacements (£3,000) and provision of staff toilets (£8,000).
- c) Increased spend due to Health & Safety commitments as shown over recent years.
- d) Reflects higher prices due to contract extension. Contracts are currently being reviewed by the Director of Street Scene, Leisure & Technical Services.
- e) Subject to contract tender prices. Contracts are currently being reviewed by The Director of Street Scene, Leisure & Technical Services.
- f) Reflects changes in contract price from January 2025 following retender.
- g) Forward Estimate reflects an additional 3.5% inflation from January 2026.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
<u>(b) HAYSDEN COUNTRY PARK (continued)</u>			
<u>Brought Forward</u>	143,450	168,200	201,850
Less Income			
Fees & Charges			
Car Parking Fees	(82,500)	(85,000)	(85,000)
Car Park Season Tickets	(11,000)	(10,000)	(10,000)
Rents			
Rights over Water	(6,800)	(6,050)	(6,050)
Miscellaneous Concessions	(9,900)	(11,300) h)	(9,950)
	<u>(110,200)</u>	<u>(112,350)</u>	<u>(111,000)</u>
<u>Sub-total</u>	33,250	55,850	90,850
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,950	3,100	3,300
Information Technology Expenses	1,750	2,100	1,950
Departmental Administrative Expenses	20,750	20,750	21,650
Depreciation & Impairment			
Non-Current Asset Depreciation	34,400	34,400	34,400
	<u>93,100</u>	<u>116,200</u>	<u>152,150</u>
Full Time Equivalent Number of Staff (Including Support Service Staff)	1.24	1.23	1.24

h) Includes one-off funding from Tonbridge School for aquatic plants and fencing.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(c) <u>OPEN SPACES</u>			
<u>& AMENITY AREAS BOROUGH - WIDE</u>			
Employees			
Salaries	85,950	84,550	87,550
Premises Related Expenses			
Maintenance of Grounds	27,800	33,450 a)	34,600 a)
Maintenance of Play Equipment	7,500	11,900 b)	10,000 c)
Bridge Maintenance	46,600	52,100 d)	46,600
Electricity	1,400	1,400	1,400
Premises Insurance	2,950	2,950	4,000
Supplies & Services			
Purchases - Equipment & Materials	850	850	850
Dog Bin Emptying	200	200	200
Events	300	-	-
Rodent Control	500	500	500
Miscellaneous Insurance	150	150	150
Telephones	100	50	50
Third Party Payments			
Grounds Maintenance Contract	181,200	172,900 e)	162,600 f)
	<hr/>	<hr/>	<hr/>
<u>Carried Forward</u>	355,500	361,000	348,500
	<hr/>	<hr/>	<hr/>

- a)** Reflects additional works required for Health & Safety reasons and 3.5% contract increases in April 2025.
- b)** Increased due to essential Health & Safety spend.
- c)** Increased to more realistic levels based on the expenditure incurred in recent years.
- d)** Includes £5.5K underspend from previous years carried forward.
- e)** Reflects changes in contract price from January 2025 following retender. Original estimate included CPI at 5.25%, actual CPI was 4%.
- f)** Forward Estimate reflects an additional 3.5% inflation from January 2026.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(c) <u>OPEN SPACES</u>			
<u>& AMENITY AREAS BOROUGH - WIDE</u>			
<u>(continued)</u>			
<u>Brought Forward</u>	355,500	361,000	348,500
Less Income			
Developer Contributions	(2,650)	(2,650)	(2,650)
Rents			
Land	(28,800)	(27,000)	(27,000)
Wayleave Agreement	(1,250)	(1,250)	(1,250)
	<hr/>	<hr/>	<hr/>
	(32,700)	(30,900)	(30,900)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	322,800	330,100	317,600
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,150	8,200	8,500
Information Technology Expenses	1,400	1,700	1,600
Departmental Administrative Expenses	40,300	40,050	41,600
Depreciation & Impairment			
Non-Current Asset Depreciation	27,300	27,300	27,300
	<hr/>	<hr/>	<hr/>
	399,950	407,350	396,600
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	2.30	2.26	2.26
(Including Support Service Staff)			

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
<u>(d) PATROLLING</u>			
Employees			
Salaries	13,650	13,450	13,900
Transport Related Expenses			
Repairs & Maintenance	300	750	750
Licences	300	300	300
Petrol / Oil	1,500	800	800
Transport Insurance	650	650	700
Supplies & Services			
Clothing, Uniform & Laundry	300	300	300
Gates / Security	8,650	8,250	8,250
Telephones	50	-	-
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	25,400	24,500	25,000
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,800	2,900	3,100
Information Technology Expenses	200	250	250
Departmental Administrative Expenses	6,900	6,650	6,950
	<hr/>	<hr/>	<hr/>
	35,300	34,300	35,300
	<hr/>	<hr/>	<hr/>
Less Income			
# Recharge to Sports Grounds	(17,650)	(17,650)	(17,650)
	<hr/>	<hr/>	<hr/>
	17,650	16,650	17,650
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.42	0.41	0.41
 (Including Support Service Staff)			

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(e) <u>COUNTRYSIDE / WOODLAND</u>			
<u>MANAGEMENT</u>			
Employees			
Salaries	17,900	18,100	18,750
Premises Related Expenses			
Maintenance of Grounds	20,000	20,000	20,000
Tree Planting Schemes	2,300	2,300	2,300
Supplies & Services			
Purchases - Equipment & Materials	300	-	-
Health & Safety - Trees	80,000	110,000 a)	109,000 b)
Miscellaneous Insurance	100	100	100
Third Party Payments			
Medway Valley Countryside Partnership	9,000	9,000	9,000
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	129,600	159,500	159,150
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical			
Support Services			
Central Salaries & Administration	7,150	7,500	8,000
Information Technology Expenses	1,450	1,750	1,650
Departmental Administrative Expenses	9,050	9,050	9,400
	<hr/>	<hr/>	<hr/>
	147,250	177,800	178,200
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.61	0.61	0.62
(Including Support Service Staff)			

a) Higher than anticipated costs from annual inspection and resulting works.

b) Cabinet approved a one-off additional budget in 2025/26 to fund the cost of a consultant to reduce the backlog of tree preservation order requests.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(f) <u>LEYBOURNE LAKES COUNTRY PARK</u>			
Employees			
Salaries	9,300	7,250	7,400
Premises Related Expenses			
Building Repairs Expenditure	9,500	19,850 a)	16,900 b)
Premises Insurance	600	600	650
Transport Related Expenses			
Transport Insurance	650	650	700
	<hr/>	<hr/>	<hr/>
<u>Carried Forward</u>	20,050	28,350	25,650
	<hr/>	<hr/>	<hr/>

a) Reflects additional response maintenance requirement, increased cost of servicing CCTV and intruder alarm systems.

b) Includes external decoration works (£5,100).

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>(continued)</u>			
(f) <u>LEYBOURNE LAKES COUNTRY PARK</u>			
<u>(continued)</u>			
<u>Brought Forward</u>	20,050	28,350	25,650
<u>Sub-total</u>	20,050	28,350	25,650
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,550	5,800	6,200
Information Technology Expenses	1,600	1,950	1,800
Departmental Administrative Expenses	3,800	2,550	2,650
Depreciation & Impairment			
Non-Current Asset Depreciation	77,250	77,250	77,250
	108,250	115,900	113,550
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.28	0.23	0.23
<u>PLEASURE GROUNDS & OPEN SPACES</u>			
(a) TONBRIDGE CASTLE GROUNDS	174,500	202,900	170,050
(b) HAYSDEN COUNTRY PARK	93,100	116,200	152,150
(c) OPEN SPACES & AMENITY AREAS	399,950	407,350	396,600
(d) PATROLLING	17,650	16,650	17,650
(e) COUNTRYSIDE / WOODLAND MANAGE'T	147,250	177,800	178,200
(f) LEYBOURNE LAKES COUNTRY PARK	108,250	115,900	113,550
<u>TO SUMMARY</u>	940,700	1,036,800	1,028,200

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

Salaries

700 650 650

Premises Related Expenses

Drainage Rates

50 50 50

Premises Insurance

50 50 50

Third Party Payments

Management Fee to T.A.G.A.

5,100 5,100 5,100

Sub-total

5,900 5,850 5,850

Central, Departmental & Technical Support Services

Central Salaries & Administration

350 550 650

Departmental Administrative Expenses

300 300 300

Depreciation & Impairment

Non-Current Asset Depreciation

400 400 400

TO SUMMARY

6,950 7,100 7,200

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

0.02 0.02 0.02

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**13. CHURCHYARDS****Employees**

Salaries

3,400 3,150 3,250

Premises Related Expenses

Maintenance of Grounds

1,800 1,800 1,800

Third Party Payments

Grounds Maintenance Contract

5,750 6,700 a) 10,150 b)

10,950 11,650 15,200
Less Income

Contributions from Other Bodies

(50) (50) (50)

10,900 11,600 15,150
Sub-total**Central, Departmental & Technical Support Services**

Central Salaries & Administration

1,050 1,300 1,400

Information Technology Expenses

150 200 150

Departmental Administrative Expenses

1,400 1,300 1,350

13,500 14,400 18,050
TO SUMMARY**Full Time Equivalent Number of Staff**

(Including Support Service Staff)

0.09 0.09 0.09

a) Reflects changes in contract price from January 2025 following retender.

b) Reflects additional 3.5% inflation from January 2026.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**14. TONBRIDGE CEMETERY**

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	30,300	29,400	30,450
Premises Related Expenses			
Building Repairs Expenditure	2,900	6,400 a)	2,300
Maintenance of Grounds	5,600	12,150 b)	5,600
Electricity	3,000	3,000	3,000
Rates	8,150	8,150	8,150
Water Charges (Metered)	250	150	150
Sewerage & Environmental Services	250	100	100
Premises Insurance	600	600	650
Supplies & Services			
Purchases - Equipment & Materials	2,300	2,400	2,500
Third Party Payments			
Grounds Maintenance Contract	70,100	71,800	69,650
	<hr/>	<hr/>	<hr/>
	123,450	134,150	122,550
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Graves - Exclusive Right of Burial	(31,600)	(40,000) c)	(41,400) d)
Interments	(45,250)	(55,000) c)	(56,900) d)
Memorials - Erection	(7,350)	(9,000) c)	(9,300) d)
Memorials - Inscription	(5,250)	(4,000) c)	(4,150) d)
Register Search	(3,150)	(3,000) c)	(3,100) d)
Memorial Garden - Lease of Tablet	(26,300)	(25,000) c)	(25,850) d)
Memorial Garden - Plaque/Inscription	(5,600)	(6,000) c)	(6,200) d)
Use of Chapel	(4,050)	(4,000) c)	(4,150) d)
	<hr/>	<hr/>	<hr/>
	(128,550)	(146,000)	(151,050)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(5,100)	(11,850)	(28,500)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,150	5,450	5,800
Information Technology Expenses	1,200	1,450	1,400
Departmental Administrative Expenses	14,250	14,000	14,550
Depreciation & Impairment			
Non-Current Asset Depreciation	22,900	22,900	22,900
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	38,400	31,950	16,150
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (Including Support Service Staff)	0.88	0.86	0.86

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

TONBRIDGE CEMETERY

- a) Includes repairs to windows / doors and external decoration works (£3,200).
- b) Includes additional costs associated with an exhumation and removal of a hedge for H&S reasons.
- c) Estimates are based on expenditure to date, reflecting the anticipated change in requests for different services.
- d) Reflects a average 3.5% increase in fees as agreed at Cabinet 12 November 2024.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**15. LEISURE STRATEGY****Employees**

Salaries

63,050

57,350

58,850

Supplies & Services

Market Research / Audit Programme

4,000

4,000

4,000

Community Group Funding

5,000

5,000

5,000

Sub-total

72,050

66,350

67,850

Central, Departmental & Technical**Support Services**

Central Salaries & Administration

1,300

2,250

2,600

Information Technology Expenses

50

50

50

Departmental Administrative Expenses

21,050

17,100

17,650

TO SUMMARY**94,450****85,750****88,150****Full Time Equivalent Number of Staff**

0.54

0.95

0.95

(Including Support Service Staff)

Analysis of Salaries:-

Leisure Planning / Policy

£

35,700

£

36,500

£

37,500

Market Research

1,850

1,450

1,500

Liaison with Outside Bodies

25,500

19,400

19,850

63,05057,35058,850

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**16. TONBRIDGE CHRISTMAS LIGHTING**

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
Employees			
Salaries	6,800	6,650	6,800
Supplies & Services			
Christmas Lighting	22,150 a)	22,950 a)	23,750 a)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	28,950	29,600	30,550
Central, Departmental & Technical Support Services			
Central Salaries & Administration	650	650	700
Information Technology Expenses	250	350	300
Departmental Administrative Expenses	2,750	2,700	2,800
Depreciation & Impairment			
Non-Current Asset Depreciation	4,450	4,450	4,450
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	37,050	37,750	38,800
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.15	0.14	0.14
(including Support Service Staff)			

- a) £12,800 grant to Parish Council has been transferred over to Central Services, these estimates now reflect the cost of Christmas lighting in Tonbridge.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**17. PARKING SERVICES****(a) OFF-STREET****Employees**

Salaries 263,750 296,300 a) 349,800 b)

Premises Related Expenses

Maintenance of Grounds 277,600 265,100 c) 263,250 c)

Repairs & Maintenance 30,000 38,000 d) 30,000

Winter Maintenance 10,000 10,000 10,000

Electricity 4,050 5,850 5,850

Rates 288,450 279,650 279,650

Premises Insurance 1,450 1,450 1,500

Transport Related Expenses

Repairs & Maintenance 1,200 2,000 2,000

Licences 450 600 600

Petrol / Oil 2,000 2,000 2,000

Transport Insurance 1,300 1,300 1,350

Supplies & Services

Purchases - Equipment & Materials 2,000 2,000 2,000

Maintenance - General 30,000 30,000 30,000

Uniforms 750 750 750

Stationery 7,500 7,500 7,500

Professional Fees - 15,000 e) -

Cash Collection 75,250 75,250 77,900

Payment to Principals / Ticket Refunds 332,000 387,850 f) 437,850 f)

Advertising 500 900 500

Adjudication & Enforcement Services 9,400 12,200 12,200

Security Services Mgt. Recharge (CCTV) 192,000 193,000 192,900

Carried Forward

1,529,650 1,626,700 1,707,600

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**PARKING SERVICES - OFF-STREET**

- a) Additional Civil Enforcement Officers established from 23 October 2024 following introduction of amended parking charges, report to General Purposes Committee 09 October 2024 refers.
- b) Reflects a full establishment and includes provision for a pay award.
- c) Urbaser and Landscape service contract cost. Landscape services new, lower, contract costs from January 2025.
- d) Estimate has been increased in line with actual expenditure in recent years.
- e) Design works for ANPR in relation to multiple sites.
- f) Following the Cabinet decision to increase Parking Fees, the number of refunds issued will also increase, this increase has been reflected in both the Revised & Forward Estimates.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**17. PARKING SERVICES (continued)****(a) OFF-STREET (continued)**

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
<u>Brought Forward</u>	1,529,650	1,626,700	1,707,600
Less Income			
Fees & Charges			
Car Park Season Tickets	(120,000)	(112,000) g)	(112,000) g)
Short Stay Parking	(1,730,000)	(1,975,000) g)	(2,150,000) g)
Long Stay Parking	(600,000)	(705,000) g)	(780,000) g)
Penalty Charge Notices	(150,000)	(200,000) h)	(300,000) h)
General	(38,000)	(38,900)	(38,900)
Management of Angel / Botany Car Parks	(110,000)	(114,650)	(114,650)
Rent	(9,950)	(9,950)	(9,950)
Electric Vehicle Charging	(3,400)	(4,400)	(4,400)
	<hr/>	<hr/>	<hr/>
	(2,761,350)	(3,159,900)	(3,509,900)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	(1,231,700)	(1,533,200)	(1,802,300)
	<hr/>	<hr/>	<hr/>
Central, Departmental & Technical Support Services			
Central Salaries & Administration	30,100	32,400	34,550
Information Technology Expenses	48,250	58,650 i)	55,100 i)
Departmental Administrative Expenses	87,400	92,600 j)	101,750 j)
Depreciation & Impairment			
Non-Current Asset Depreciation	92,500	92,500	92,500
	<hr/>	<hr/>	<hr/>
	(973,450)	(1,257,050)	(1,518,400)
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff (including Support Service Staff)	8.03	8.86	10.00

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**PARKING SERVICES - OFF-STREET (continued)**

- g)** Income estimates have been revised in line with recent activity.
- h)** Additional PCN income (£230,000 across off and on-street parking) to fund the cost of additional Parking Enforcement Officers.
- i)** Reflects reallocation of several one-off IT Services costs across all service budget headings in current year. Forward estimate reflects a normal level of IT Services costs being distributed (see page CS 9).
- j)** Primarily reflects the re-distribution of overhead costs arising from additional permanent posts.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**17. PARKING SERVICES (continued)****(b) ON-STREET****Employees**

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
Employees			
Salaries	359,800	410,350 a)	490,300 a)
Premises Related Expenses			
Repairs & Maintenance	15,000	15,000	15,000
Car Parking Action Plans	15,000	20,000 b)	15,000
Transport Related Expenses			
Repairs & Maintenance	1,500	2,000	2,000
Licences	550	600	600
Petrol / Oil	2,500	2,000	2,000
Transport Insurance	1,950	1,950	2,050
Supplies & Services			
Purchases - Equipment & Materials	1,950	1,950	1,950
Maintenance - General	12,500	25,000 c)	12,500
Uniforms	1,500	2,000 d)	1,500
Stationery	500	500	500
Cash Collection	1,650	1,650	1,650
Advertising	1,500	1,500	1,500
Adjudication & Enforcement Services	5,000	6,500 e)	6,500 e)
	<hr/>	<hr/>	<hr/>
	420,900	491,000	553,050
	<hr/>	<hr/>	<hr/>
Less Income			
Fees & Charges			
Business Parking Permits	(31,000)	(26,000) f)	(26,000) f)
Residents Parking Permits	(140,000)	(145,000) g)	(145,000) g)
Visitors Parking Permits	(29,000)	(35,150)	(35,150)
Dispensations	(19,000)	(19,000)	(19,000)
On-street Parking	(63,000)	(72,000) h)	(72,000) h)
Penalty Charge Notices	(230,000)	(270,000) i)	(400,000) i)
	<hr/>	<hr/>	<hr/>
	(512,000)	(567,150)	(697,150)
	<hr/>	<hr/>	<hr/>
<u>Sub-total Carried Forward</u>	(91,100)	(76,150)	(144,100)

Premises Related Expenses**Transport Related Expenses****Supplies & Services****Less Income****Fees & Charges****Sub-total Carried Forward**

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**17. PARKING SERVICES (continued)****(b) ON-STREET (continued)**

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
<u>Sub-total Brought Forward</u>	(91,100)	(76,150)	(144,100)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	20,700	21,950 j)	23,200 j)
Information Technology Expenses	36,100	43,800 k)	41,200 k)
Departmental Administrative Expenses	118,050	126,700 l)	140,050 l)
Depreciation & Impairment			
Non-Current Asset Depreciation	4,800	4,800	4,800
	88,550	121,100	65,150
Full Time Equivalent Number of Staff (including Support Service Staff)	10.53	11.97	13.66

PARKING SERVICES

(a) OFF-STREET	(973,450)	(1,257,050)	(1,518,400)
(b) ON-STREET	88,550	121,100	65,150

TO SUMMARY

(884,900)	(1,135,950)	(1,453,250)
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

- a) Additional Civil Enforcement Officers established from 23 October 2024 following introduction of amended parking charges, report to General Purposes Committee 09 October 2024 refers. Forward estimate reflects a full establishment and includes provision for a pay award.
- b) Includes implementation of actions following Kings Hill Parking review.
- c) Includes one-off customisation of machines for 4G connectivity.
- d) Increase in uniform estimate to reflect additional staff.
- e) Increased cost reflects increase in PCNs issued.
- f) Reduced uptake for business permits.
- g) An increase in the number of resident parking permits being issued has resulted in an increase to the revised estimate.
- h) Increase in on-street parking estimates due to recent changes to fees, as agreed by Cabinet.
- i) Additional PCN income (£230,000 across off and on-street parking) to fund the cost of additional Parking Enforcement Officers.
- j) Additional Civil Enforcement Officers established from 23 October 2024 following the introduction of amended parking charges, report to General Purposes Committee 09 October 2024 refers. Forward estimate reflects a full establishment and includes provision for a pay award.
- k) Reflects reallocation of several one-off IT Services costs across all service budget headings in current year. Forward estimate reflects a normal level of IT Services costs being distributed (see page CS 9).
- l) Reflects primarily the re-distribution of overhead costs arising from additional permanent posts.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**18. TRANSPORTATION****Employees**

Salaries

91,000 96,200 94,500

Premises Related Expenses

Repairs, Alterations & Maintenance

17,000 17,000 17,000

Electricity

1,200 900 900

Vale Rise Depot Recharge

1,900 2,050 2,000

Supplies & Services

Purchases - Equipment & Materials

5,000 5,000 5,000

Sub-total

116,100 121,150 119,400

Central, Departmental & Technical**Support Services**

Central Salaries & Administration

7,700 8,400 9,050

Information Technology Expenses

3,050 3,800 3,500

Departmental Administrative Expenses

33,500 33,100 34,000

TO SUMMARY**160,350 166,450 165,950****Full Time Equivalent Number of Staff**

(including Support Service Staff)

1.95 1.97 2.00

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**19. SECURITY SERVICES MANAGEMENT**

	2024/25 ESTIMATE		2025/26
	ORIGINAL	REVISED	ESTIMATE
	£	£	£
Employees			
Salaries	32,700	32,400	33,300
Supplies & Services			
Purchases - Equipment & Materials	1,500	1,500	1,500
Maintenance - General	10,000	12,000	10,000
Miscellaneous Insurance	2,650	2,650	2,800
Third Party Payments			
CCTV Monitoring Station	167,000	167,000	167,000
	<hr/>	<hr/>	<hr/>
	214,500	215,550	214,600
Less Income			
Recharge to Parking Services	(192,000)	(193,000)	(192,900)
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	22,500	22,550	21,700
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,500	5,700	6,050
Information Technology Expenses	1,200	1,500	1,400
Departmental Administrative Expenses	14,700	14,550	15,100
Depreciation & Impairment			
Non-Current Asset Depreciation	27,100	27,100	27,100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	71,000	71,400	71,350
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.78	0.78	0.78
(including Support Service Staff)			

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**20. BOROUGH DRAINAGE
& LAND DRAINAGE RELATED WORK**

	2024/25 ESTIMATE		2025/26
	ORIGINAL £	REVISED £	ESTIMATE £
Employees			
Salaries	42,400	38,050 a)	44,450 b)
Supplies & Services			
Purchases - Equipment & Materials	50	50	50
Professional Fees	5,400	5,400	5,400
Capital Grants & Contributions (RECS)	128,000	128,000	116,000 c)
Third Party Payments			
Contract Payments	2,100	2,100	2,100
	<hr/>	<hr/>	<hr/>
<u>Sub-total</u>	177,950	173,600	168,000
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,000	2,150	2,300
Information Technology Expenses	850	1,050	950
Departmental Administrative Expenses	18,550	16,150	19,200
Depreciation & Impairment			
Non-Current Asset Depreciation	100	100	100
	<hr/>	<hr/>	<hr/>
<u>TO SUMMARY</u>	199,450	193,050	190,550
	<hr/>	<hr/>	<hr/>
Full Time Equivalent Number of Staff	0.93	0.82	0.93
(including Support Service Staff)			

- a) Reallocation of resources from Projects team for ongoing support to Homes for Ukraine scheme during 2024.
- b) Reflects cessation of support from Projects team to Homes for Ukraine scheme.
- c) The scheme value was for £500k which was profiled over the agreed period. The final instalment will be paid over in 25/26.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES**21. CIVIL CONTINGENCIES****Employees**

	2024/25 ESTIMATE ORIGINAL £	2024/25 ESTIMATE REVISED £	2025/26 ESTIMATE £
Salaries	71,400	52,200 a)	75,100 a)
Supplies & Services			
Purchases - Equipment & Materials	500	1,000	1,000
Provision of Sandbags	500	500	500
Out of Hours Call Service	0	0	0
Other Expenses	250	250	250
Contribution to Kent Resilience Forum	14,700	14,700	14,700
	-----	-----	-----
<u>Sub-total</u>	87,350	68,650	91,550
Central, Departmental & Technical Support Services			
Central Salaries & Administration	33,500	33,450	35,000
Information Technology Expenses	250	300	300
Departmental Administrative Expenses	31,700	22,300 b)	32,800 b)
	-----	-----	-----
<u>TO SUMMARY</u>	152,800	124,700	159,650
	-----	-----	-----
Full Time Equivalent Number of Staff	1.86	1.42	1.86
 (including Support Service Staff)			

Supplies & Services**Sub-total****Central, Departmental & Technical Support Services****TO SUMMARY**

- a) Reallocation of resources from Projects team for ongoing support to Homes for Ukraine scheme during 2024.
- b) Reflects cessation of support from Projects team to Homes for Ukraine scheme.