

Revenue and Capital Outturn

2024 - 2025

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General Fund Revenue Outturn 2024/25
SUMMARY

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Corporate Services	4,093,000	4,075,750	3,981,509
Chief Executive	1,106,400	1,127,150	949,854
Director of Central Services	1,006,300	1,937,350	1,385,269
Director of Finance & Transformation	(265,700)	(684,000)	(1,060,321)
Director of Planning, Housing & Environmental Health	5,064,150	6,771,350	6,841,208
Director of Street Scene, Leisure & Technical Services	9,042,750	8,495,750	9,001,121
Sub Total	20,046,900	21,723,350	21,098,640
Capital Accounting Reversals			
Non-Current Asset Depreciation	(2,874,800)	(2,874,800)	(2,609,394)
Non-Current Asset Impairment	-	-	(1,436,627)
Contributions to / (from) Reserves			
Building Repairs Reserve			
Withdrawals to fund expenditure	(1,354,400)	(1,438,090)	(1,010,203)
Contribution to Reserve	750,000	750,000	1,000,000
Earmarked Reserves (see page S 2)			
Contributions from Reserves	(2,028,950)	(4,243,550)	(4,411,925)
Contributions to Reserves	7,559,750	8,059,850	10,584,702
Revenue Reserve for Capital Schemes			
Withdrawals to fund expenditure			
Non-Current Assets	(7,125,000)	(4,789,000)	(2,646,762)
Revenue Expenditure Funded from Capital	(158,000)	(158,000)	(237,282)
Other contributions to / (from) Reserve (net)	1,315,000	1,579,500	1,565,999
Capital Expenditure Charged to General Fund	7,125,000	4,789,000	2,646,762
Government Grants			
New Homes Bonus	(343,400)	(343,400)	(343,373)
Under-indexing Business Rates Multiplier	(464,300)	(464,300)	(1,272,270)
Services Grant	(16,050)	(16,050)	(16,069)
Funding Guarantee	(2,510,300)	(2,510,300)	(2,510,262)
Other Grants	-	-	(123,938)
Contributions from KCC	-	(200,000)	(253,727)
Revenue Adjustments	-	-	(1,391)
Sub Total	19,921,450	19,864,210	20,022,880
Revenue Support Grant	(146,400)	(146,400)	(146,419)
National Non-Domestic Rates			
Share of National Non-Domestic Rates	(31,040,522)	(31,040,522)	(31,040,522)
Tariff	27,167,177	27,167,177	27,197,372
Levy	15,713	54,720	7,048
Business Rates Pool	914,964	823,789	589,382
Small Business Rate Relief Grant	(953,226)	(997,817)	(1,011,029)
Supporting Small Business Rate Relief Grant	-	(176,247)	(185,956)
Business Rates Relief Measures	(2,281,233)	(2,016,719)	(2,058,762)
Public Toilets Relief Grant	(7,239)	(6,552)	(6,552)
Retail Relief (Prior Years)	-	-	166,020
Covid 19 Relief	-	-	15,262
Rural Rate Relief	-	-	(679)
Improvement Relief	-	-	(1,029)
Collection Fund Adjustments			
Council Tax (Surplus) / Deficit	(81,118)	(81,118)	(81,118)
National Non-Domestic Rates (Surplus) / Deficit	(1,838,086)	(1,838,086)	(1,838,086)
Sub Total	11,671,480	11,606,435	11,627,811
Contribution to / (from) General Revenue Reserve	1,064,824	1,129,869	1,108,493
Balance to be met from Council Tax Payers	12,736,304	12,736,304	12,736,304

General Fund Revenue Outturn 2024/25

EARMARKED RESERVES

	2024/25		
	ORIGINAL	REVISED	PROVISIONAL
	ESTIMATE	ESTIMATE	OUTTURN
	£	£	£
Contributions from Earmarked Reserves			
Asset Review Reserve	-	-	(4,550)
Budget Stabilisation Reserve	(647,150)	(1,028,950)	(1,015,433)
Business Rates Retention Scheme Reserve	(160,350)	(148,350)	(61,853)
Climate Change Reserve	(82,400)	(384,600)	(737,383)
Democratic Representation Reserve	-	(1,650)	(1,604)
Domestic Abuse Act Reserve	(92,850)	(98,250)	(96,878)
Elections Reserve	-	-	0
Homelessness Reserve	(570,000)	(1,092,700)	(1,250,513)
Housing Assistance Reserve	-	(54,600)	-
Housing & Welfare Reform Reserve	-	-	-
Invest to Save Reserve	-	(142,300)	(67,858)
Peer Review Reserve	(21,300)	(31,550)	(28,014)
Planning Services Reserve	(339,400)	(777,100)	(731,384)
Regeneration of Tonbridge	-	(185,600)	(158,007)
Tonbridge & Malling Leisure Trust Reserve	(83,000)	(83,000)	(83,000)
Transformation Reserve	(32,500)	(209,500)	(170,048)
Public Health Reserve	-	(5,400)	(5,400)
	(2,028,950)	(4,243,550)	(4,411,925)
Contributions to Earmarked Reserves			
Budget Stabilisation Reserve	1,300,000	1,300,000	1,387,000
Business Rates Retention Scheme Reserve	686,200	617,850	617,850
Climate Change Reserve	500,000	500,000	500,000
Domestic Abuse Act Reserve	72,650	72,650	72,681
Elections Reserve	35,000	35,000	90,675
Homelessness Reserve	2,015,050	2,198,200	2,285,214
Housing & Welfare Reform Reserve	-	-	-
Planning Services Reserve	425,000	530,000	854,770
Regeneration of Tonbridge	1,850,000	2,050,000	3,823,768
Training Reserve	-	-	21,055
Tree Reserve	-	-	25,000
Transformation Reserve	675,850	756,150	906,689
	7,559,750	8,059,850	10,584,702

CORPORATE SERVICES

SUMMARY

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 SALARIES AND ONCOSTS	14,731,050	15,506,150	15,327,085
2 OVERHEAD EXPENSES	5,242,050	5,471,700	5,278,289
3 RECHARGES TO SERVICE BUDGETS	(18,024,950)	(19,149,400)	(18,857,979)
NON DISTRIBUTED COSTS	1,948,150	1,828,450	1,747,395
4 DEMOCRATIC REPRESENTATION	1,419,300	1,438,400	1,415,477
5 CORPORATE MANAGEMENT	725,550	808,900	818,637
	4,093,000	4,075,750	3,981,509
Full Time Equivalent Number of Staff (including Support Service Staff)	19.23	20.12	

CORPORATE SERVICES

1 SALARIES AND ONCOSTS

(a) Salaries

Salaries (see analysis on page CS 16)	9,967,500	10,674,850	10,520,078
Employers' National Insurance Contributions	1,021,850	1,058,500	1,032,584
Employers' Superannuation Contributions	1,976,750	2,011,300	1,939,619
Superannuation Backfunding Lump Sum	1,481,000	1,481,000	1,480,000
Staff Turnover Saving	(144,000)	(84,000)	-
Apprenticeship Scheme / Levy	55,400	37,000	36,361
Ring-fenced sums (Establishment Reviews)	14,100	-	-
	14,372,600	15,178,650	15,008,642 a)

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

233.92 249.99

(b) Termination Payments

Additional Annual Pension Contributions	212,000	218,000	216,033
Long Service Awards	-	300	735
	212,000	218,300	216,768

(c) Recruitment & Training

Advertising & Other Recruitment Costs	58,000	20,550	32,594 b)
Training - Course Fees & Expenses	80,000	80,000	58,945 c)
Health Screening & Miscellaneous	5,500	5,500	6,985
Employee Support Scheme	2,950	3,150	3,151
	146,450	109,200	101,675
	14,731,050	15,506,150	15,327,085

CORPORATE SERVICES

SALARIES

- a) Management savings generated on the permanent establishment.

RECRUITMENT & TRAINING

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

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(a) COUNCIL OFFICES			
Employees			
Salaries	178,350	182,950	175,606
Premises Related Expenses			
Maintenance of Grounds	4,150	4,150	1,717
Energy Costs :			
Electricity	125,000	125,000	108,823 a)
Gas	60,000	60,000	36,542 a)
Rates	368,600	367,700	367,686
Water Services :			
Water Charges (metered)	10,000	7,000	6,915
Sewerage & Environmental Services	10,000	7,000	4,376
Fixture & Fittings	3,000	3,000	-
Cleaning & Domestic Supplies	6,000	6,500	5,903
Insurance	17,950	17,950	20,407
Repairs expenditure	140,750	131,700	111,780 b)
Supplies & Services			
Equipment, Furniture & Materials	1,350	2,350	4,900
Catering Provisions	2,500	2,500	3,053
Clothing, Uniforms & Laundry	3,750	3,750	2,967
Trade Refuse Charges	10,200	11,500	14,598
Security / Cleaning	38,250	47,050	46,378
Miscellaneous Services	7,000	7,000	5,986
Licences	2,700	-	-
Third Party Payments			
Ground Maintenance Contract	2,500	2,400	2,609
	992,050	989,500	920,246
Less Income			
Solemnization of Marriages	(5,000)	(5,500)	(8,082)
Hire of Tonbridge Council Chamber	(23,000)	(20,000)	(22,800)
Castle Catering	(7,000)	(7,000)	(9,367)
Police Accommodation Licence Fee	(39,200)	(39,200)	(38,182)
Rent - Tonbridge Castle	(28,700)	(28,700)	(24,710)
	(102,900)	(100,400)	(103,141)
Sub-total	889,150	889,100	817,105
Central, Departmental & Technical Support Services			
Central Salaries & Administration	36,000	40,400	39,568
Information Technology Expenses	2,500	2,500	2,500
Departmental Administrative Expenses	36,800	35,750	34,597
Depreciation & Impairment			
Non-Current Asset Depreciation	118,100	118,100	116,902
	1,082,550	1,085,850	1,010,672
Full Time Equivalent Number of Staff (including Support Service Staff)	5.75	6.21	

CORPORATE SERVICES

COUNCIL OFFICES

- a)** Reflects a reduction in energy usage and cost.
- b)** Cyclical and routine servicing expenditure was lower than anticipated.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2 <u>OVERHEAD EXPENSES-Continued</u>			
(b) <u>PRINT & POSTAL ROOM</u>			
Employees			
Salaries	71,700	75,050	74,782
Supplies & Services			
Purchases	1,000	1,000	498
Print Room Maintenance & Copy Charges	15,000	15,000	10,988
Multi Function Device Copy Charges	2,000	2,300	2,151
Multi Function Device Leasing Charges	6,000	5,800	5,782
Paper	13,000	12,000	15,708
	108,700	111,150	109,909
Less Income			
Sales	(15,000)	(15,000)	(17,999)
Recharges to non M&A Service Budgets	(14,000)	(31,000)	(34,505)
	(29,000)	(46,000)	(52,504)
<u>Sub-total</u>	79,700	65,150	57,405
Central, Departmental & Technical Support Services			
Office Accommodation	41,450	41,200	37,918
Central Salaries & Administration	10,150	9,200	9,104
Information Technology Expenses	11,500	11,500	11,500
Departmental Administrative Expenses	10,450	8,700	8,390
Depreciation & Impairment			
Non-Current Asset Depreciation	16,800	16,800	18,289
	170,050	152,550	142,606
Full Time Equivalent Number of Staff (including Support Service Staff)	2.26	2.23	

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(c) CUSTOMER SERVICES

Employees

Salaries

364,250

374,950

366,150 a)

Supplies & Services

Purchases

350

550

485

Stationery

50

-

-

Mobile Telephones

200

200

134

Office Security

11,000

38,000

43,040 b)

375,850

413,700

409,809

Less Income

Tonbridge Gateway Agreement / Licence

(38,150)

(158,000)

(160,282)

Gateway Partner Receipts

(1,000)

(500)

(539)

Sub-total

336,700

255,200

248,988

Central, Departmental & Technical Support Services

Central Salaries & Administration

18,000

16,550

15,951

Information Technology Expenses

4,350

4,350

4,350

Departmental Administrative Expenses

189,150

174,500

173,816

548,200

450,600

443,105

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

11.74

11.70

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

b) Reflects an increase in the cost of the external security contract.

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2 <u>OVERHEAD EXPENSES-Continued</u>			
(d) <u>GENERAL ADMINISTRATION</u>			
Employees			
Salaries	5,050	4,900	4,622
Supplies & Services			
Insurance	118,050	118,050	127,103 a)
Copyright Licence	2,500	2,500	2,456
	125,600	125,450	134,181
Less Income			
Fees & Charges	-	-	(6)
<u>Sub-total</u>	125,600	125,450	134,175
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,800	6,650	6,526
Departmental Administrative Expenses	600	550	543
	132,000	132,650	141,244
Full Time Equivalent Number of Staff (including Support Service Staff)	0.22	0.26	

a) The cost of the annual insurance premium renewal was higher than previously budgeted.

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(e) DEPARTMENTAL ADMINISTRATION

Staff Transport Related Expenses

Car & Travelling Allowances	159,200	153,700	142,937 a)
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Supplies & Services

Equipment, Furniture & Materials	8,000	6,100	5,046
Protective Clothing	850	700	487
First Aid Supplies	250	-	-
Stationery	4,000	3,700	3,594
Reference Books & Publications	26,600	28,450	28,472
Legal Expenses	50,000	50,000	138,140 b)
Contracted Services	206,000	205,000	204,022
Consultancy / Professional Fees	-	2,000	2,000
Health & Safety	6,250	6,650	5,635
Postage	18,950	31,450	31,147
Telephones - Calls	100	100	94
Telephones - Other Costs	6,200	5,900	5,807
Mobile Telephones	4,500	12,100	16,701
Professional Membership Fees	16,850	16,700	14,225
Subscriptions to Organisations	27,850	44,150	44,992
Other Expenses (Counter Fraud)	700	2,800	2,813
Data Protection Act Registration	3,000	3,000	2,895

539,300

572,500

649,007

Less Income

Recovery of Court Costs	(5,000)	(5,000)	(2,286)
Customer & Client Receipts	(5,000)	(5,000)	(8,774)
Partnership Receipts	(10,000)	(11,000)	(10,000)

(20,000)

(21,000)

(21,060)

Sub-total

519,300

551,500

627,947

Depreciation & Impairment

Non-Current Asset Depreciation	1,350	1,350	3,102
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520,650

552,850

631,049

a) Lower level of essential user allowances and mileage claims than originally anticipated in part due to staff vacancies.

b) Includes the cost of external legal advice related to planning appeals in respect of: Land at former Court Lane Nurseries, Hadlow (£45,750); Land part of Wrotham Water Farm, Wrotham (£22,675); and Land opposite Grange Road, Maidstone Road, St Mary's Platt (£38,383).

CORPORATE SERVICES

2 OVERHEAD EXPENSES-Continued

(f) INFORMATION TECHNOLOGY SERVICES

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Employees			
Salaries	1,208,600	1,151,250	1,150,337
Transport Related Expenses			
Public Transport	500	200	344
Supplies & Services			
Equipment - Purchases	13,000	13,000	10,335
Equipment - Maintenance	52,500	53,000	33,949 a)
Printing Consumables	2,000	1,000	854
Insurance	6,500	6,500	7,186
Professional Services / Consultancy	15,000	205,000	200,073
Other Expenses	7,250	11,500	12,404
Software Support, Hire & Maintenance	968,400	1,158,000	1,067,528 b)
Telephone leased lines and modems	21,100	21,100	15,593
Kent Connects	20,000	20,000	20,000
<u>Sub-total</u>	2,314,850	2,640,550	2,518,603
Central, Departmental & Technical Support Services			
Office Accommodation	124,400	123,950	115,438
Central Salaries & Administration	81,150	83,000	82,092
Departmental Administrative Expenses	117,000	98,500	97,907
Depreciation & Impairment			
Non-Current Asset Depreciation	151,200	151,200	95,573 c)
	2,788,600	3,097,200	2,909,613
Full Time Equivalent Number of Staff (including Support Service Staff)	23.22	22.05	

- a) Maintenance costs for both ancillary and computer equipment were lower than anticipated.
- b) Combination of lower than budgeted software support, hire & maintenance costs and reprofiling to match contract period.
- c) Lower than anticipated expenditure on renewal of IT equipment.

CORPORATE SERVICES

3 SALARIES & OVERHEADS

Salaries & Oncosts

14,731,050

15,506,150

15,327,085

Overheads

(a) Council Offices

1,082,550

1,085,850

1,010,672

(b) Print & Postal Room

170,050

152,550

142,606

(c) Customer Services

548,200

450,600

443,105

(d) Administration - General

132,000

132,650

141,244

(e) Administration - Departmental

520,650

552,850

631,049

(f) Information Technology Services

2,788,600

3,097,200

2,909,613

19,973,100

20,977,850

20,605,374

Less Recharge to :

Planning, Housing & Environmental Health

(6,295,150)

(6,942,100)

(6,931,220)

Street Scene, Leisure & Technical

(3,230,500)

(3,147,400)

(3,002,172)

Central Services

(1,404,350)

(1,818,300)

(1,779,342)

Finance & Transformation

(2,253,900)

(2,329,800)

(2,293,746)

Corporate Services

(1,584,200)

(1,627,450)

(1,608,252)

Chief Executive

(738,900)

(837,200)

(830,826)

Other Services

(700)

(750)

(724)

Holding Accounts

(2,517,250)

(2,446,400)

(2,411,697)

(18,024,950)

(19,149,400)

(18,857,979)

Sub-total

1,948,150

1,828,450

1,747,395

TO SUMMARY

1,948,150

1,828,450

1,747,395

CORPORATE SERVICES

4 DEMOCRATIC REPRESENTATION & MANAGEMENT

(a) DEMOCRATIC ADMINISTRATION

Employees

Salaries

375,850

390,750

387,388

Premises Related Expenses

Accommodation Expenses (Forum/Area1)

1,600

1,600

1,691

Supplies & Services

Members' Meeting Expenses

4,000

3,000

3,260

Remuneration Panel Expenses

-

-

1,686

Subscriptions

24,200

24,050

24,055

Sub-total

405,650

419,400

418,080

Central, Departmental & Technical Support Services

Accommodation & Printing Services

46,600

44,150

43,377

Central Salaries & Administration

253,950

285,600

283,005

Information Technology Expenses

19,300

23,450

22,450

Departmental Administrative Expenses

138,250

129,450

125,519

863,750

902,050

892,431

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

10.68

11.26

Memorandum

Service Salary & Overhead Allocations to Democratic Administration

Administration & Property Services

274,850

287,100

284,091

Chief Executives' Service

75,450

83,450

82,279

Environmental Health & Hsg Services

30,300

47,300

46,388

Financial Services

92,000

94,300

93,564

Legal Services

15,800

18,200

18,194

Planning Services

147,200

155,550

152,573

Street Scene & Leisure Services

111,800

98,800

97,956

Technical Services

20,650

21,100

20,867

768,050

805,800

795,912

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>PAYMENTS TO MEMBERS</u>			
Transport Related Expenses			
Members' Travel & Subsistence	2,100	2,100	1,331
Supplies and Services			
Basic Allowance	239,100	237,800	236,905
Special Responsibility Allowance	128,150	116,650	117,013
Mayors' and Deputy Mayors' Allowance	7,900	7,900	7,856
Members' National Insurance	9,150	9,150	8,716
Carers' Allowance	50	50	-
<u>Sub-total</u>	386,450	373,650	371,821
Central, Departmental & Technical Support Services			
Central Salaries & Administration	19,400	19,600	19,068
Information Technology Expenses	1,650	2,050	1,941
	407,500	395,300	392,830
Full Time Equivalent Number of Staff (including Support Service Staff)	0.30	0.31	

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(c) <u>MAYORAL & OTHER MEMBER SUPPORT (INC. MEMBER TRAINING)</u>			
Employees			
Salaries	1,900	2,400	2,384
Transport Related Expenses			
Mayors' Transport Allowance	10,000	5,000	2,097
Supplies and Services			
Stationery	100	100	-
Insurance	200	200	200
Civic Hospitality	5,000	5,000	588
Mobile Telephones	150	100	57
Other Expenses	1,500	1,500	1,293
<u>Sub-total</u>	18,850	14,300	6,619
Central, Departmental & Technical Support Services			
Central Salaries & Administration	95,850	93,400	90,291
Information Technology Expenses	32,900	33,000	32,983
Departmental Administrative Expenses	450	350	323
	148,050	141,050	130,216
Full Time Equivalent Number of Staff (including Support Service Staff)	1.78	1.79	
 <u>SUMMARY</u>			
(a) DEMOCRATIC ADMINISTRATION	863,750	902,050	892,431
(b) PAYMENTS TO MEMBERS	407,500	395,300	392,830
(c) MAYORAL & OTHER MEMBER SUPPORT INC. MEMBER TRAINING	148,050	141,050	130,216
<u>TO SUMMARY</u>	1,419,300	1,438,400	1,415,477

CORPORATE SERVICES

5 CORPORATE MANAGEMENT

(a) CORPORATE POLICY

Employees

Salaries

87,500

84,000

83,249

Supplies and Services

Professional Fees

-

-

4,132 a)

Consultation & Other Expenses

-

1,400

-

Sub-total

87,500

85,400

87,381

Central, Departmental & Technical Support Services

Central Salaries & Administration

375,250

352,250

349,957

Information Technology Expenses

-

-

16

Departmental Administrative Expenses

23,400

18,400

17,803

486,150

456,050

455,157

Full Time Equivalent Number of Staff

(including Support Service Staff)

5.09

4.93

(b) PROCUREMENT

Employees

Salaries

-

17,700

17,805

Supplies and Services

Professional Fees

-

93,850

91,348

Sub-total

-

111,550

109,153

Central, Departmental & Technical Support Services

Central Salaries & Administration

-

10,450

10,435

Departmental Administrative Expenses

-

4,950

4,840

-

126,950

124,428

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.00

0.38

- a) Contribution towards cost of Price Waterhouse Coopers work associated with Local Government re-organisation in Kent.

CORPORATE SERVICES

Memorandum

Service Allocations to Corporate Policy

Admin & Property Services
 Chief Executives' Service
 Environmental Health & Housing Services
 Financial Services
 Legal
 Planning Services
 Street Scene & Leisure Services

ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
71,250	49,950	49,583
172,700	175,400	174,364
15,250	23,050	22,639
129,850	126,100	125,182
1,450	800	827
64,450	49,450	48,729
31,200	29,900	29,685
486,150	454,650	451,009

CORPORATE SERVICES

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(c) PUBLIC ACCOUNTABILITY			
Supplies and Services			
Professional Fees	1,600	1,600	1,900
Advertising	250	300	-
External Audit Fees	143,750	147,450	160,828 a)
	145,600	149,350	162,728
Less Income			
Government Grant	(18,150)	(38,950)	(39,094)
<u>Sub-total</u>	127,450	110,400	123,634
Central, Departmental & Technical Support Services			
Central Salaries & Administration	111,850	115,400	115,324
Information Technology Expenses	100	100	94
	239,400	225,900	239,052
Full Time Equivalent Number of Staff (including Support Service Staff)	1.38	1.45	
<u>SUMMARY</u>			
(a) CORPORATE POLICY	486,150	456,050	455,157
(b) PROCUREMENT	-	126,950	124,428
(c) PUBLIC ACCOUNTABILITY	239,400	225,900	239,052
<u>TO SUMMARY</u>	725,550	808,900	818,637

PUBLIC ACCOUNTABILITY

- a) Increase in the audit fee payable for 2024/25, partly offset by the write back of a prior year provision.

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	10,092,200	56,750	525,900	10,674,850	1,058,500	2,011,300	13,744,650
<u>2024/25 OUTTURN</u>							
Service							
Administration & Property	736,026	12,600	73,680	822,306	76,128	153,286	1,051,720
Environmental Health & Housing	1,572,979	13,188	104,203	1,690,370	163,918	307,430	2,161,718
Executive	510,792	8,701	20,793	540,286	60,868	101,525	702,679
Finance	1,398,137	23,068	60,480	1,481,685	149,620	279,169	1,910,474
Information Technology	887,215	-	10,588	897,803	97,850	177,599	1,173,252
Legal	453,554	1,820	148,368	603,742	48,500	92,615	744,857
Personnel	535,152	8,501	2,044	545,697	46,036	105,434	697,167
Planning	1,955,318	1,441	340,834	2,297,593	217,035	397,496	2,912,124
Street Scene & Leisure	1,021,082	-	-	1,021,082	109,083	202,675	1,332,840
Technical	618,436	841	237	619,514	63,546	122,390	805,450
	9,688,691	70,160	761,227	10,520,078	1,032,584	1,939,619	13,492,281

CHIEF EXECUTIVE

SUMMARY

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 COMMUNITY DEVELOPMENT	32,150	30,550	30,249
2 SAFEGUARDING	16,950	19,550	19,360
3 ELECTIONS	426,850	444,800	395,227
4 GRANTS & PAYMENTS	223,350	213,900	126,790
5 CLIMATE CHANGE	140,200	152,400	125,708
6 ECONOMIC DEVELOPMENT & REGENER'N	195,800	152,400	61,767
7 UK SHARED PROSPERITY FUND	64,950	72,750	149,829
8 REFUGEE ASSISTANCE	6,150	40,800	40,924
	1,106,400	1,127,150	949,854
Full Time Equivalent Number of Staff (including Support Service Staff)	9.54	10.90	

CHIEF EXECUTIVE

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 <u>COMMUNITY DEVELOPMENT</u>			
Employees			
Salaries	18,150	17,650	17,529
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,100	5,900	5,912
Departmental Administrative Expenses	7,900	7,000	6,808
<u>TO SUMMARY</u>	32,150	30,550	30,249
Full Time Equivalent Number of Staff (including Support Service Staff)	0.46	0.44	
2 <u>SAFEGUARDING</u>			
Employees			
Salaries	5,150	7,350	7,199
Supplies & Services			
Safeguarding	4,000	4,150	4,139
<u>Sub-total</u>	9,150	11,500	11,338
Central, Departmental & Technical Support Services			
Central Salaries & Administration	6,100	5,850	5,856
Departmental Administrative Expenses	1,700	2,200	2,166
<u>TO SUMMARY</u>	16,950	19,550	19,360
Full Time Equivalent Number of Staff (including Support Service Staff)	0.16	0.21	

CHIEF EXECUTIVE

3 ELECTIONS

(a) ELECTORAL REGISTRATION

Employees

Salaries

119,700

128,100

130,426

Supplies & Services

Equipment & Materials - Purchases

1,000

1,000

1,193

Maintenance

500

1,100

3,512

Printing

6,000

6,000

7,422

Stationery

4,000

3,500

3,663

Electronic Elector Registration Responses

8,000

9,000

6,409

Postages

44,000

43,000

53,408 a)

183,200

191,700

206,033

Less Income

Sale of Registers

(3,000)

(3,000)

(6,721)

Sub-total

180,200

188,700

199,312

Central, Departmental & Technical Support Services

Central Salaries & Administration

14,350

14,450

14,369

Information Technology Expenses

41,650

50,550

48,421

Departmental Administrative Expenses

46,700

42,450

41,817

Depreciation & Impairment

Non-Current Asset Depreciation

1,200

1,200

-

284,100

297,350

303,919

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

2.84

2.69

a) Reflects a higher than anticipated increase in the price charged for outgoing mail.

CHIEF EXECUTIVE

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) CONDUCT OF ELECTIONS			
Employees			
Salaries	53,600	57,350	58,400
Premises Related Expenses			
Rent	-	-	-
Supplies & Services			
Equipment & Materials - Purchases	-	-	-
Printing	-	-	805 a)
Polling Fees (Staff)	-	-	-
Postage	-	-	2,458 a)
	53,600	57,350	61,663
Less Income			
Government Grant	-	-	(6,027) b)
Fees & Charges	-	-	(14)
Contributions from Other Bodies	-	-	(52,897) c)
<u>Sub-total</u>	53,600	57,350	2,725
Central, Departmental & Technical Support Services			
Central Salaries & Administration	49,950	48,850	48,550
Information Technology Expenses	18,300	22,250	21,309
Departmental Administrative Expenses	20,900	19,000	18,724
	142,750	147,450	91,308
Full Time Equivalent Number of Staff (including Support Service Staff)	1.76	1.70	
 <u>ELECTIONS</u>			
<u>SUMMARY</u>			
(a) ELECTORAL REGISTRATION	284,100	297,350	303,919
(b) CONDUCT OF ELECTIONS	142,750	147,450	91,308
<u>TO SUMMARY</u>	426,850	444,800	395,227

a) Costs attributable to Borough by-election met from an earmarked reserve.

b) Additional new burdens grant received in respect of costs incurred with the voter identification requirement at elections.

c) Represents the balance of contributions received in respect of third party elections, following the reconciliation of final amounts due to the Council.

CHIEF EXECUTIVE

4 GRANTS & PAYMENTS

Supplies & Services

Grants to Citizens Advice Bureaux	95,000	90,000	90,000
Grants to Other Charitable & Voluntary Org.	32,900	28,500	28,500
Household Support Grants	-	270,500	268,026
Community Grants Scheme	87,000	87,000	- a)
Tonbridge Historic Society Accommodation	2,000	2,000	2,000

216,900

478,000

388,526

Less Income

Contributions from Other Bodies	-	(270,500)	(267,990)
---------------------------------	---	-----------	-----------

Sub-total

216,900

207,500

120,536

Central, Departmental and Technical Support Services

Central Salaries & Administration	6,450	6,350	6,222
Information Technology Expenses	-	50	32

TO SUMMARY

223,350

213,900

126,790

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

0.08

0.09

5 CLIMATE CHANGE

Employees

Salaries	75,450	85,300	83,605
----------	--------	--------	--------

Supplies & Services

Initiatives	30,000	30,000	5,512 b)
-------------	--------	--------	----------

Sub-total

105,450

115,300

89,117

Central, Departmental and Technical Support Services

Central Salaries & Administration	8,000	8,000	7,992
Departmental Administrative Expenses	26,750	29,100	28,595

TO SUMMARY

140,200

152,400

125,708

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

1.53

1.83

CHIEF EXECUTIVE

GRANTS & PAYMENTS

- a) Funding of £50,000 allocated to the 50th Anniversary Grant Scheme and the remaining £37,000 to support further community initiatives, has been transferred to the Budget Stabilisation reserve to be used in 2025/26.

CLIMATE CHANGE

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

CHIEF EXECUTIVE

6 ECONOMIC DEVELOPMENT & REGENERATION

Employees

Salaries

16,800

20,400

19,886

Supplies & Services

Economic Development Expenses

3,250

3,250

3,200

Business Growth Programme

10,000

10,000

10,000

Economic Development & Reg'n Initiatives

150,000

101,250

14,958 a)

People & Skills Fund Grants

-

-

7,284 b)

Visit Kent

4,800

4,800

4,816

184,850

139,700

60,144

Less Income

Government Grant - Covid 19

Discretionary Business Support Grant

-

-

(3,671) c)

Developer Contributions

-

-

(7,284) b)

Sub-total

184,850

139,700

49,189

Central, Departmental & Technical Support Services

Central Salaries & Administration

5,250

5,800

5,782

Information Technology Expenses

250

350

313

Departmental Administrative Expenses

5,450

6,550

6,483

TO SUMMARY

195,800

152,400

61,767

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

0.36

0.48

- a) Expenditure in support of economic development and regeneration initiatives in year lower than anticipated. Costs are met from an earmarked reserve(s).
- b) Local employment and skill initiative grants are fully funded from the developer contribution received in respect of the redevelopment of the Former Aylesford Newsprint site.
- c) Reflects the write back of a prior year provision no longer required.

CHIEF EXECUTIVE

7 UK SHARED PROSPERITY FUND

Employees

Salaries

60,100

67,550

66,144

Supplies & Services

Initiatives

325,000

325,000

309,258

Capital Grants & Contributions (RECS)

440,000

-

490,972 a)

825,100

392,550

866,374

Less Income

Government Grant

(343,800)

(343,800)

(343,807)

Capital Grants Received (RECS)

(440,000)

-

(396,507) a)

Sub-total

41,300

48,750

126,060

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

4,650

4,050

4,073

Departmental Administrative Expenses

19,000

19,950

19,696

TO SUMMARY

64,950

72,750

149,829

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

1.09

1.27

- a) Reflects the projects / initiatives funded from the capital element of the UK Shared Prosperity Fund and Rural England Prosperity Fund grant awards. The balance of grant funding is due to be received in 2025/26.

CHIEF EXECUTIVE

8 REFUGEE ASSISTANCE

Employees

Salaries

62,950

110,600

110,789

Supplies & Services

Rent Deposits / Rent in Advance

- Payments to Landlords

Other Expenses

25,000

30,000

30,000

10,000

72,841 a)

1,616 a)

117,950

150,600

185,246

Less Income

Rent Deposits / Rent in Advance

Contributions from Other Bodies

(15,000)

(134,350)

-

(154,000)

(600)

(187,446) a)

Sub-total

(31,400)

(3,400)

(2,800)

Central, Departmental & Technical

Support Services

Central Salaries & Administration

Departmental Administrative Expenses

17,800

19,750

6,800

37,400

6,773

36,951

TO SUMMARY

6,150

40,800

40,924

Full Time Equivalent Number of Staff

(including Support Service Staff)

1.26

2.19

- a) Reflects current allocation of grant funding received from Kent County Council in respect of the Homes for Ukraine scheme. Remaining grant funding has been rolled forward to provide ongoing support in 2025/26.

DIRECTOR OF CENTRAL SERVICES

SUMMARY

	ORIGINAL ESTIMATE	2024/25 REVISED ESTIMATE	PROVISIONAL OUTTURN
	£	£	£
1 TONBRIDGE CASTLE GATEHOUSE	380,900	485,150	272,165
2 EVENTS DEVELOPMENT	153,300	150,950	164,279
3 COMMUNITY SAFETY	243,850	249,200	246,786
4 MEDIA & COMMUNICATIONS	325,200	321,750	321,333
5 LOCAL LAND CHARGES	5,400	30,200	55,824
6 INDUSTRIAL ESTATE	(73,000)	(70,550)	(68,003)
7 COMMERCIAL PROPERTY	(265,600)	(251,200)	(256,003)
8 VALE RISE DEPOT	-	-	-
9 LAND REVIEW	110,000	519,100	213,116
10 REGENERATION OF TONBRIDGE	-	396,650	345,077
11 CHRISTMAS LIGHTING (PARISH AREAS)	13,500	14,000	12,116
12 LICENCES	112,750	92,100	78,579
	1,006,300	1,937,350	1,385,269
Full Time Equivalent Number of Staff (including Support Service Staff)	25.30	28.66	

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

DIRECTOR OF CENTRAL SERVICES

1 TONBRIDGE CASTLE GATEHOUSE

Employees

Salaries	12,900	21,500	21,183
----------	--------	--------	--------

Premises Related Expenses

Building Repairs Expenditure	345,900	446,650	240,387 a)
Rates	300	300	299
Premises Insurance	10,450	10,450	11,813

Supplies & Services

Purchases - Equipment & Materials	2,000	2,000	2,172
Purchases - Exhibits	2,000	2,000	-
Maintenance - General	4,500	2,000	1,810
Professional Fees	-	3,000	1,240
Leasing Charges	5,500	5,500	6,000
Subscriptions	250	250	247

	383,800	493,650	285,151
--	---------	---------	---------

Less Income

Fees & Charges			
Weddings / Hire of Gatehouse	(2,500)	(3,500)	(2,967)
Commission	-	(200)	(286)
Tonbridge Castle Attraction	(25,000)	(29,750)	(35,412) b)
Profit / Loss on Stock Sales	(6,000)	(10,000)	(8,740)

	(33,500)	(43,450)	(47,405)
--	----------	----------	----------

Sub-total

	350,300	450,200	237,746
--	---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	22,300	24,350	24,287
Information Technology Expenses	1,500	1,800	1,737
Departmental Administrative Expenses	6,650	8,650	8,386

Depreciation & Impairment

Non-Current Asset Depreciation	150	150	9
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TO SUMMARY

	380,900	485,150	272,165
--	---------	---------	---------

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

0.76	1.03
------	------

a) Reflects slippage of remaining Gatehouse roof repairs (£183,000) and lighting work in the Great Hall (£20,000) to 2025/26.

b) The Castle attraction did better than originally projected.

DIRECTOR OF CENTRAL SERVICES

2 EVENTS DEVELOPMENT

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
Employees			
Salaries	95,900	110,300	108,929
Supplies & Services			
Events & Grant Support	18,000	14,000	15,024
Marketing	4,000	4,000	2,862
Licences	1,000	1,000	1,046
Contribution to Bad Debt Provision	-	-	8,638 a)
Children's Holiday Activities - Leisure Pass Subsidy	3,000	3,000	273
	121,900	132,300	136,772
Less Income			
Events Income	(50,600)	(50,600)	(43,302) b)
Billboard & Banners Income	(1,000)	(500)	(895)
<u>Sub-total</u>	70,300	81,200	92,575
Central, Departmental & Technical Support Services			
Central Salaries & Administration	38,750	29,750	33,770
Information Technology Expenses	800	1,000	949
Departmental Administrative Expenses	43,450	39,000	36,985
<u>TO SUMMARY</u>	153,300	150,950	164,279
Full Time Equivalent Number of Staff (including Support Service Staff)	2.93	3.46	

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

- a) Outstanding Castlemas debt has been written off as no prospect for financial recovery.
- b) Parking income received following Castle events has been transferred to off-street parking budgets.

DIRECTOR OF CENTRAL SERVICES

3 COMMUNITY SAFETY

Employees

Salaries

172,500

177,750

168,464 a)

Supplies & Services

Community Safety / Domestic Abuse

Initiatives

15,250

15,600

22,271 b)

Anti Social Behaviour Enforcement

61,000

62,000

63,783

248,750

255,350

254,518

Less Income

Government Grant

(36,800)

(36,800)

(36,814)

Anti Social Behaviour Fixed Penalty Notice

-

(300)

(1,000)

Contributions from Other Bodies

(35,850)

(35,850)

(35,867)

Sub-total

176,100

182,400

180,837

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

8,500

9,600

9,508

Information Technology Expenses

50

50

42

Departmental Administrative Expenses

59,200

57,150

56,399

TO SUMMARY

243,850

249,200

246,786

Full Time Equivalent Number of Staff

4.09

4.21

(including Support Service Staff)

4 MEDIA & COMMUNICATIONS

Employees

Salaries

208,300

207,350

206,749

Supplies & Services

Media & Communications

23,100

25,600

28,129

Sub-total

231,400

232,950

234,878

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

9,250

8,450

8,367

Information Technology Expenses

6,100

7,400

7,066

Departmental Administrative Expenses

78,450

72,950

71,022

TO SUMMARY

325,200

321,750

321,333

Full Time Equivalent Number of Staff

4.78

4.79

(including Support Service Staff)

DIRECTOR OF CENTRAL SERVICES

COMMUNITY SAFETY

- a)** Savings arising from a vacancy within the Community Safety team.
- b)** Includes the cost of specific Domestic Abuse training courses met from grant funding.

DIRECTOR OF CENTRAL SERVICES

5 LOCAL LAND CHARGES

Employees

Salaries

136,700

142,750

142,028

Supplies & Services

Consultancy Fees

-

7,200

7,200

Insurance

2,350

2,350

2,805

Kent Highways

7,000

5,500

3,890

146,050

157,800

155,923

Less Income

Government Grant

(25,000)

(37,700)

(37,711)

Fees & Charges

(230,000)

(210,000)

(180,078) a)

(255,000)

(247,700)

(217,789)

Sub-total

(108,950)

(89,900)

(61,866)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

22,350

22,500

22,396

Information Technology Expenses

34,150

41,450

39,705

Departmental Administrative Expenses

57,850

56,150

55,589

TO SUMMARY

5,400

30,200

55,824

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

3.85

3.85

Memorandum

Surplus from above

5,400

30,200

55,824

Share of:

Democratic Administration

21,050

20,200

20,192

Corporate Management

10,750

11,300

11,619

Non Distributed Costs

24,400

23,200

24,712

Deficit (Surplus) for Trading Purposes

61,600

84,900

112,347

a) Reflects reduction in market demand for property searches in current year.

DIRECTOR OF CENTRAL SERVICES

6 INDUSTRIAL ESTATE

Employees
Salaries

1,300

3,750

3,735

1,300

3,750

3,735

Less Income
Rents

(78,600)

(78,600)

(75,955)

Sub-total

(77,300)

(74,850)

(72,220)

**Central, Departmental and Technical
Support Services**

Central Salaries & Administration

2,850

2,400

2,339

Information Technology Expenses

100

100

91

Departmental Administrative Expenses

1,350

1,800

1,787

TO SUMMARY

(73,000)

(70,550)

(68,003)

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

0.08

0.12

DIRECTOR OF CENTRAL SERVICES

7 COMMERCIAL PROPERTY

Employees

Salaries

4,850

10,050

10,013

Premises Related Expenses

Insurance

1,100

1,100

1,269

Rates

1,100

-

-

Repairs Expenditure

7,500

12,500

36,677 a)

14,550

23,650

47,959

Less Income

Rents - Land

(5,500)

(8,000)

(25,464) b)

- Shops & Maisonettes

(260,200)

(255,000)

(265,298)

- Offices

(37,000)

(37,000)

(38,962)

(302,700)

(300,000)

(329,724)

Sub-total

(288,150)

(276,350)

(281,765)

**Central, Departmental and Technical
Support Services**

Central Salaries & Administration

15,400

17,250

17,185

Information Technology Expenses

550

650

645

Departmental Administrative Expenses

5,950

6,600

6,518

Depreciation & Impairment

Non-Current Asset Depreciation

650

650

1,414

TO SUMMARY

(265,600)

(251,200)

(256,003)

Full Time Equivalent Number of Staff

(including Support Service Staff)

0.33

0.42

a) Reflects roof maintenance work at a Martin Square shop unit.

b) Income received for using land at River Walk, Tonbridge as a site compound.

DIRECTOR OF CENTRAL SERVICES

8 VALE RISE DEPOT

Employees

Salaries

5,250

6,950

6,906

Premises Related Expenses

Premises Insurance

150

150

160

Rates

17,350

19,950

19,960

Repairs Expenditure

2,000

5,000

3,537

24,750

32,050

30,563

Less Recharges to Other Services

(40,400)

(47,950)

(42,378)

Sub-total

(15,650)

(15,900)

(11,815)

**Central, Departmental and Technical
Support Services**

Central Salaries & Administration

900

900

932

Departmental Administrative Expenses

2,550

2,800

2,732

Depreciation & Impairment

Non-Current Asset Depreciation

12,200

12,200

8,151

TO SUMMARY

-

-

-

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

0.12

0.15

DIRECTOR OF CENTRAL SERVICES

9 LAND REVIEW

Employees

Salaries

30,200

28,600

28,447

Premises Related Expenses

Depot

1,850

2,050

1,622

Estate Management

1,000

1,000

(8,811) a)

Rates

-

8,950

- b)

Insurance

350

350

380

Repairs Expenditure

12,600

21,600

3,734 c)

Supplies & Services

Professional Fees

35,000

35,000

23,682

Asset Review

-

410,000

414,050

81,000

507,550

463,104

Less Income

Fees & Charges - General

(1,000)

(1,000)

(12,425) d)

Castle Lodge Rent

(7,000)

(7,000)

(7,000)

Wayleaves

(500)

(500)

(250,413) d)

(8,500)

(8,500)

(269,838)

Sub-total

72,500

499,050

193,266

Central, Departmental and Technical Support Services

Central Salaries & Administration

2,950

3,050

3,058

Information Technology Expenses

250

300

303

Departmental Administrative Expenses

34,300

16,700

16,489

TO SUMMARY

110,000

519,100

213,116

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

1.02

0.71

- a) Credit notes received offsetting prior year costs in respect of public conveniences that were closed at the end of March 2021.
- b) Budget anticipated rates liability in respect of former car park at Maidstone Road, Bluebell Hill.
- c) Castle Lodge Energy Performance Certificate works (£5,000) and Community Areas maintenance work (£9,000) slipped to 2025/26.
- d) Fees agreed to allow the variation of the terms of an existing lease.

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
10 <u>REGENERATION OF TONBRIDGE</u>			
Employees			
Salaries	-	139,450	138,769
Supplies & Services			
Professional Fees			
Angel Centre	-	75,000	72,100
Tonbridge Farm Sportsground	-	15,000	16,557
East of High Street, Tonbridge	-	75,750	27,300 a)
<u>Sub-total</u>	-	305,200	254,726
Central, Departmental and Technical Support Services			
Central Salaries & Administration	-	45,200	45,024
Departmental Administrative Expenses	-	46,250	45,327
<u>TO SUMMARY</u>	-	396,650	345,077
Full Time Equivalent Number of Staff (including Support Service Staff)	0.00	2.61	
11 <u>CHRISTMAS LIGHTING (PARISH AREAS)</u>			
Supplies & Services			
Borough Christmas Lighting	12,800	13,300	11,416
Central, Departmental and Technical Support Services			
Central Salaries & Administration	50	50	42
Departmental Administrative Expenses	650	650	658
<u>TO SUMMARY</u>	13,500	14,000	12,116
Full Time Equivalent Number of Staff (including Support Service Staff)	0.01	0.01	

a) Reflects proportion of the fee payable for work undertaken to date on Tonbridge Town Centre, east of High Street Masterplan.

DIRECTOR OF CENTRAL SERVICES

12 LICENCES

(a) FEE PAYING

Employees

Salaries

270,200

260,150

245,364 a)

Premises Related Expenses

Rents

100

100

93

Supplies & Services

Purchases - Equipment & Materials

7,000

7,000

10,529

Professional Fees

8,000

8,000

11,378

Advertising

500

250

203

285,800

275,500

267,567

Less Income

Licence Fees

Animal Boarding Establishments

(3,600)

(5,150)

(6,707)

Dog Breeding

(1,200)

(2,350)

(2,836)

Selling Animals as Pets

-

-

(627)

Hackney Carriages & Private Hire

(250,000)

(250,850)

(238,462)

Hiring Out Horses

-

(3,050)

(5,023)

Alcohol & Entertainment - Premises

(94,000)

(94,000)

(94,785)

Acupuncture / Tattooing / Ear Piercing

(1,750)

(1,750)

(3,579)

Pleasure Boats & Boatmen

(550)

(400)

(407)

Pavement Licences

(700)

-

(900)

Alcohol & Entertainment - Personal

(1,000)

(1,850)

(2,693)

Sex Establishments/Sexual Entertainment

(2,000)

(2,000)

(2,000)

Dangerous Wild Animals

(800)

-

(1,290)

Gambling

(5,200)

(6,400)

(8,110)

Scrap Metal Dealers

(300)

(350)

(347)

Government Grant

(600)

-

-

Fixed Penalty Notices

-

-

(640)

(361,700)

(368,150)

(368,406)

Sub-total

(75,900)

(92,650)

(100,839)

Central, Departmental & Technical Support Services

Central Salaries & Administration

17,100

17,500

17,177

Information Technology Expenses

11,800

14,350

13,729

Departmental Administrative Expenses

107,750

101,800

99,349

60,750

41,000

29,416

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

6.52

6.48

DIRECTOR OF CENTRAL SERVICES

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
(b) <u>NON FEE PAYING</u>			
Employees			
Salaries	35,200	34,900	33,100
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,400	2,450	2,442
Departmental Administrative Expenses	14,400	13,750	13,615
	52,000	51,100	49,163
 Full Time Equivalent Number of Staff (including Support Service Staff)	 0.81	 0.82	
 <u>LICENCES</u>			
<u>SUMMARY</u>			
(a) FEE PAYING	60,750	41,000	29,416
(b) NON FEE PAYING	52,000	51,100	49,163
	112,750	92,100	78,579
<u>TO SUMMARY</u>			

LICENCES - FEE PAYING / NON FEE PAYING

- a) Savings arising from a vacancy within the Licensing team.

DIRECTOR OF FINANCE & TRANSFORMATION

SUMMARY

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1 HOUSING BENEFITS	368,150	380,450	448,086
2 LOCAL REVENUE & NNDR COLLECTION	569,650	546,150	512,703
3 COUNCIL TAX SUPPORT	316,050	320,950	309,865
4 TREASURY MANAGEMENT & BANKING	(2,129,900)	(2,570,650)	(2,943,995)
5 DRAINAGE BOARDS SPECIAL LEVIES	509,800	503,500	503,542
6 LIAISON, SUPPORT & ADVICE (PARISH COUNCILS)	97,700	95,550	94,430
7 STREET NAMING & NUMBERING	(2,150)	21,900	(7,144)
ANNUAL ESTIMATES	(270,700)	(702,150)	(1,082,513)
8 CONTRIBUTIONS TO PROVISIONS	5,000	16,500	20,588
9 ITEMS FUNDED FROM RESERVES	-	1,650	1,604
	(265,700)	(684,000)	(1,060,321)
Full Time Equivalent Number of Staff (including Support Service Staff)	34.67	35.30	

DIRECTOR OF FINANCE & TRANSFORMATION

1 HOUSING BENEFITS

Employees

Salaries

231,900

245,050

245,122

Supplies & Services

Stationery

200

200

7

Reference Books & Publications

-

1,400

1,395

Audit Fee

30,000

35,500

34,281

Postages

1,000

1,000

149

Subscriptions

1,500

1,500

520

Compensation Scheme

100

100

-

Other Expenses

-

22,100

22,737

Housing Benefits

Rent Allowances

23,495,000

22,557,800

22,395,119 a)

Non HRA Rent Rebates

1,100,000

1,004,000

974,120 a)

Local Scheme

66,500

51,600

45,247 a)

Discretionary Housing Payments

180,000

158,700

158,698 a)

Overpayments

(375,000)

(360,000)

(229,225) a)

Contribution to Bad Debt Provision

(37,050)

(5,400)

(138,723) a)

24,694,150

23,713,550

23,509,447

Less Income

Government Grant

-

(102,400)

(53,575) b)

Rent Allowance Subsidy

(23,350,000)

(22,366,900)

(22,020,658) a)

Non HRA Rent Rebate Subsidy

(915,000)

(833,600)

(922,926) a)

Local Scheme Subsidy

(43,900)

(51,600)

(45,247) a)

Discretionary Housing Payment Contribution

(180,000)

(158,700)

(158,698) a)

Administration Grant

(166,300)

(169,900)

(169,917)

Miscellaneous Income

-

-

(27,436) c)

(24,655,200)

(23,683,100)

(23,398,457)

Sub-total

38,950

30,450

110,990

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

128,050

137,100

132,665

Information Technology Expenses

73,650

89,450

85,620

Departmental Administrative Expenses

127,500

123,450

118,811

TO SUMMARY

368,150

380,450

448,086

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

9.10

9.53

DIRECTOR OF FINANCE & TRANSFORMATION

HOUSING BENEFITS

- a)** Outturn reflects current levels of benefit payments and subsidy due, together with a reassessment of the bad debts provision on overpayments, having regard to the age and size of the debt and level of write-offs. Overall the budget is £61,807 more than the 2024/25 revised estimate.
- b)** Grants awarded to assist with the administrative costs of implementing welfare reform and other changes. Revised estimate included £52,900 which should have been treated as subsidy income.
- c)** Prior year subsidy claim adjustment.

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2 <u>LOCAL REVENUE & NNDR COLLECTION</u>			
Employees			
Salaries	420,800	422,050	423,223
Supplies & Services			
Equipment, Furniture & Materials - Purchases	500	500	-
Direct Debit / Bank Charges	2,000	-	-
Court Fees	3,000	5,000	1,310
Debt Recovery Fees	10,000	10,000	(7,680) a)
Other Expenses / KIN	15,400	17,000	22,064 b)
Stationery	5,500	3,500	5,561
Reference Books & Publications	450	450	350
Bar Code Payment Charges	2,000	1,000	961
Tracing Services	20,000	20,000	8,461
Advertising	400	400	-
Postages	60,500	75,500	85,823 c)
Compensation Scheme	100	100	-
	540,650	555,500	540,073
Less Income			
Government Grant			
- Allowances for Cost of NNDR Collection	(159,850)	(161,500)	(161,510)
Summons Costs Recovered	(335,000)	(400,000)	(404,388)
Civil Penalty	(3,000)	(3,000)	(1,890)
Contributions from Other Bodies	(25,000)	(25,000)	(20,593)
	(522,850)	(589,500)	(588,381)
<u>Sub-total</u>	17,800	(34,000)	(48,308)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	162,500	170,100	167,547
Information Technology Expenses	152,650	185,400	177,514
Departmental Administrative Expenses	236,700	224,650	215,950
<u>TO SUMMARY</u>	569,650	546,150	512,703
Full Time Equivalent Number of Staff (including Support Service Staff)	15.00	15.03	

DIRECTOR OF FINANCE & TRANSFORMATION

LOCAL REVENUE & NNDR COLLECTION

- a)** Fees from historical bankruptcy/charging order claims recovered by Greenhalgh Kerr.
- b)** Kent Intelligence Network fees for finding new properties / increasing Rateable Values as per contract.
- c)** Increased level of recovery action and higher postage prices.

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
3 COUNCIL TAX SUPPORT			
Employees			
Salaries	250,550	251,250	251,954
Supplies & Services			
Council Tax Support Scheme	4,500	4,500	4,500
Council Tax Support Fund	171,950	171,950	- a)
Transfer Payments			
Benefits	-	-	496
	427,000	427,700	256,950
Less Income			
Government Grant			
Administration			
- Dept. for Work and Pensions	(63,100)	(64,500)	(64,507)
Government Grant - Energy Rebate Scheme			
Energy Rebate Grant	-	-	(1,032)
Council Tax Support Fund	(171,950)	(171,950)	- a)
Contributions from Other Bodies	(136,700)	(136,700)	(140,301)
	(371,750)	(373,150)	(205,840)
<u>Sub-total</u>	55,250	54,550	51,110
Central, Departmental & Technical Support Services			
Central Salaries & Administration	59,700	59,500	60,168
Information Technology Expenses	60,200	73,150	70,027
Departmental Administrative Expenses	140,900	133,750	128,560
<u>TO SUMMARY</u>	316,050	320,950	309,865
Full Time Equivalent Number of Staff (including Support Service Staff)	7.87	7.82	

a) Council Tax Support Fund payment and associated grant to be reviewed in 2025/26.

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
4 TREASURY MANAGEMENT & BANKING ARRANGEMENTS			
Employees			
Salaries	35,050	37,550	37,465
Supplies & Services			
Treasury Advisor & Dealing Fees	16,000	17,000	15,484
Credit / Debit Card Charges	51,500	47,000	47,301
Bank Charges	18,000	18,000	17,974
Transfers in Lieu of Interest	194,150	224,000	229,148
	314,700	343,550	347,372
Less Income			
Interest on:			
Cash Flow Investments	(1,433,000)	(965,000)	(1,396,112) a)
Core Cash Investments	(676,000)	(1,730,000)	(1,572,085) a)
Property Fund Investments	(185,000)	(105,000)	(146,527) b)
Multi Asset Income Fund Investments	(183,500)	(148,750)	(209,630) c)
	(2,477,500)	(2,948,750)	(3,325,833)
<u>Sub-total</u>	(2,162,800)	(2,605,200)	(2,978,461)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	12,650	13,400	12,971
Information Technology Expenses	1,100	1,350	1,281
Departmental Administrative Expenses	19,150	19,800	20,214
<u>TO SUMMARY</u>	(2,129,900)	(2,570,650)	(2,943,995)
Full Time Equivalent Number of Staff (including Support Service Staff)	0.91	0.98	

- a) Increased interest receipts due to the slower than anticipated reduction in the Bank Rate, which has resulted in sustained higher interest yields on deposits.
- b) Revised estimate reflected a lower level of investment income mainly due to the Lothbury Trust being terminated on 30th May 2024. An unbudgeted dividend of circa £32,000 was received in 2024/25.
- c) Multi-Asset Diversified Income Funds performed better than anticipated.

DIRECTOR OF FINANCE & TRANSFORMATION

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
5 <u>DRAINAGE BOARDS SPECIAL LEVIES</u>			
Payments to Drainage Boards	509,500	503,150	503,193
Central, Departmental & Technical Support Services			
Central Salaries & Administration	300	350	349
<u>TO SUMMARY</u>	509,800	503,500	503,542
Full Time Equivalent Number of Staff (including Support Service Staff)	0.00	0.01	
6 <u>LIAISON, SUPPORT & ADVICE (PARISH COUNCILS)</u>			
Employees			
Salaries	53,200	55,200	54,727
Central, Departmental & Technical Support Services			
Central Salaries & Administration	26,750	23,600	23,556
Departmental Administrative Expenses	17,750	16,750	16,141
<u>TO SUMMARY</u>	97,700	95,550	94,430
Full Time Equivalent Number of Staff (including Support Service Staff)	1.22	1.18	
7 <u>STREET NAMING & NUMBERING</u>			
Employees			
Salaries	17,500	37,500	40,778
Less Income			
Street / House Naming & Numbering	(45,000)	(25,000)	(57,019) a)
<u>Sub-total</u>	(27,500)	12,500	(16,241)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	850	900	874
Information Technology Expenses	21,850	3,250	3,135
Departmental Administrative Expenses	2,650	5,250	5,088
<u>TO SUMMARY</u>	(2,150)	21,900	(7,144)
Full Time Equivalent Number of Staff (including Support Service Staff)	0.57	0.75	

a) Includes fees due from two large development applications.

DIRECTOR OF FINANCE & TRANSFORMATION

8 CONTRIBUTIONS TO PROVISIONS

General Bad Debts Provision

TO SUMMARY

9 ITEMS FUNDED FROM RESERVES

Aldermen / Freedom Ceremonies / Other

TO SUMMARY

ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
5,000	16,500	20,588
5,000	16,500	20,588
-	1,650	1,604
-	1,650	1,604

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

SUMMARY

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
1. DEVELOPMENT MANAGEMENT	797,700	1,299,600	1,416,207
2. CONSERVATION	106,050	106,550	104,998
3. BUILDING CONTROL	87,000	235,150	233,546
4. PLANNING POLICY	1,221,700	1,359,650	990,309
5. HOUSING STRATEGY & ENABLING ROLE	316,150	517,550	507,654
6. HOMELESSNESS	1,002,550	1,455,400	1,814,338
7. HOUSING ADVICE & PREVENTION	213,050	335,900	329,347
8. HOME SAFETY	4,400	4,400	4,379
9. PRIVATE SECTOR HOUSING RENEWAL	324,500	379,700	402,602
10. PRIVATE SECTOR HOUSING STANDARDS	104,100	115,450	113,578
11. PUBLIC HEALTH ACT 1984	8,200	9,200	11,560
12. ENVIRONMENTAL PROTECTION ACT - PART 1	40,700	38,150	36,809
13. ENVIRONMENTAL PROTECTION	354,250	360,200	357,361
14. FOOD & SAFETY	383,700	373,800	361,933
15. PUBLIC HEALTH	64,700	91,950	67,779
16. PEST CONTROL	35,400	25,050	24,757
17. GYPSY TRAVELLER SITES	0	63,650	64,051
	5,064,150	6,771,350	6,841,208
Full Time Equivalent Number of Staff	93	95	
(including Support Service Staff)			

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

1. DEVELOPMENT MANAGEMENT

Employees

Salaries	1,481,800	1,531,300	1,502,803 a)
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Supplies & Services

Professional Fees	9,000	15,900	4,370
Legal fees	0	0	2,000
Application & Appeals	50,000	396,000	418,043 b)
Advertising	13,100	8,900	9,007

1,553,900	1,952,100	1,936,223

Less Income

Fees & Charges			
Planning Applications	(1,290,000)	(1,150,400)	(1,058,666 c)
Pre-Planning Advice	(95,000)	(110,000)	(125,263 d)
Planning Performance Agreements	(70,000)	(95,000)	(118,105 e)
Viability Assessments	(9,100)	0	0
s.106 Agreement Monitoring	(37,000)	(25,000)	(15,660)
Government Grant	0	(25,000)	(25,000)

(1,501,100)	(1,405,400)	(1,342,693)

Sub-total

52,800	546,700	593,530
--------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	128,700	141,400	232,721 f)
Information Technology Expenses	116,000	140,900	134,895
Departmental Administrative Expenses	500,200	470,600	455,061 g)

TO SUMMARY

797,700	1,299,600	1,416,207

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

32	33
----	----

DEVELOPMENT MANAGEMENT

- a) Management savings arising from staff turnover within the Development Management team.
- b) This year the Council has had a higher number of medium costs appeal in addition to one large appeal. Includes three Public Inquiries near year end with increased costs due to engaging Barristers and consultants - £311,000 funded from planning reserve.
- c) Lower than anticipated number of planning applications. This position reflects the national picture.
- d) Higher than anticipated demand for pre-application advice.
- e) Outturn reflects higher than anticipated demand and pro-active action by Major Projects Team.
- f) Reflects recharge of legal costs in respect of planning appeals in respect of: Land at former Court Lane Nurseries, Hadlow (£45,750); Land part of Wrotham Farm, Wrotham (£22,675); and Land opposite Grange Road, Maidstone Road, St Mary's Platt (£38,383).
- g) Lower than estimated office accommodation costs (see page CS 3) and direct service expenditure attributable to Development Management.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

2. CONSERVATION

Employees

Salaries

58,250

60,050

58,725

Supplies & Services

Archaeological Advice

9,350

9,350

9,219

Third Party Payments

Conservation

16,000

15,000

15,329

Sub-total

83,600

84,400

83,273

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,700

2,300

2,270

Information Technology Expenses

100

100

101

Departmental Administrative Expenses

20,650

19,750

19,354

TO SUMMARY

106,050

106,550

104,998

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

1

1

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

3. BUILDING CONTROL

Employees

Salaries	319,050	360,800	350,718 a)
----------	---------	---------	------------

Supplies & Services

Professional Fees	13,000	13,000	13,150
Subscriptions	2,250	2,350	5,474
Competent Persons Scheme	3,000	2,000	1,400

337,300	378,150	370,742

Less Income

Fees & Charges			
Building Regulations	(421,000)	(330,000)	(324,529)
Contribution from Other Bodies	0	0	(2,891)

Sub-total

(83,700)	48,150	43,323

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	14,550	15,500	15,369
Information Technology Expenses	33,650	40,850	39,104
Departmental Administrative Expenses	122,500	130,650	135,750

87,000	235,150	233,546

TO SUMMARY

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

7	7	
---	---	--

a) Vacant Building Control Officer post for part year.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY

(a) DEVELOPMENT OF LOCAL PLAN

Employees

Salaries

375,950

412,700

417,621

Supplies & Services

Development of Local Plan

270,000

395,950

328,398 a)

Sub-total

645,950

808,650

746,019

Less Income

Government Grants

0

0

(297,963) b)

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

17,400

19,750

19,720

Information Technology Expenses

650

750

734

Departmental Administrative Expenses

99,800

100,650

97,836

763,800

929,800

566,347

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

7

6

a) Some works carried into 2025/26; Funded by reserves.

b) Local Plan Fund Grant and Green Belt Funding received in March 2025, both grants have been added to the planning reserve and will be drawn down in future years.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

4. PLANNING POLICY (continued)

(b) PLANNING POLICY

Employees

Salaries	333,700	319,300	323,021
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Supplies & Services

Transport Policy Consultancy	5,000	5,000	24,757 a)
AONB Management	6,100	5,800	5,683
Local Wildlife Sites Register Update	3,900	3,500	3,500

348,700	333,600	356,961

Less Income

Government Grant	0	0	(26,807) b)
Planning Policy Fees & Charges - General	0	0	(96)

348,700	333,600	330,058

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	15,400	12,650	12,579
Information Technology Expenses	3,050	3,750	3,572
Departmental Administrative Expenses	90,750	79,850	77,753

457,900	429,850	423,962

Full Time Equivalent Number of Staff	6	6	
(including Support Service Staff)			

PLANNING POLICY

(a) DEVELOPMENT OF LOCAL PLAN

763,800	929,800	566,347
---------	---------	---------

(b) PLANNING POLICY

457,900	429,850	423,962

TO SUMMARY

1,221,700	1,359,650	990,309

a) Higher than anticipated, however spend offset by biodiversity net gains grant.

b) Biodiversity Net Gains Grant, added to the planning reserve, following the draw down of expenditure in year.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

**5. HOUSING STRATEGY
& ENABLING ROLE**

(a) HOUSING STRATEGY

Employees

Salaries	75,200	130,050	127,733
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Supplies & Services

Support for External Agencies	3,500	3,500	3,500
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<u>Sub-total</u>	<u>78,700</u>	<u>133,550</u>	<u>131,233</u>
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	4,350	4,750	4,701
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Information Technology Expenses	750	900	867
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Departmental Administrative Expenses	24,250	32,400	31,588
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	<u>108,050</u>	<u>171,600</u>	<u>168,389</u>
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Full Time Equivalent Number of Staff

	2	2	
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(including Support Service Staff)

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

5. HOUSING STRATEGY
& ENABLING ROLE (continued)

(b) HOUSING REGISTER

Employees

Salaries

140,550

258,650

253,437

Third Party Payments

Choice Based Lettings

11,200

10,300

10,321

Sub-total

151,750

268,950

263,758

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

6,100

6,050

6,116

Information Technology Expenses

2,050

2,500

2,410

Departmental Administrative Expenses

48,200

68,450

66,981

208,100

345,950

339,265

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

4

5

HOUSING STRATEGY & ENABLING ROLE

(a) HOUSING STRATEGY

108,050

171,600

168,389

(b) HOUSING REGISTER

208,100

345,950

339,265

TO SUMMARY

316,150

517,550

507,654

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

6. HOMELESSNESS

Employees

Salaries	347,700	483,200	475,981
----------	---------	---------	---------

Premises Related Expenses

Repairs & Maintenance to Buildings	13,500	30,000	46,437 a)
Maintenance of Grounds	2,500	1,600	900
Electricity	14,250	9,550	17,958 b)
Gas	100	100	1,339
Rates	1,000	1,000	0
Council Tax	10,000	21,000	10,274 c)
Water Charges (Metered)	600	900	1,197
Fixtures & Fittings	2,500	1,000	0
Premises Insurance	3,600	3,600	3,971

Transport Related Expenses

Parking	1,000	500	0
Public Transport	250	100	80

Supplies & Services

Purchases - Equipment & Materials	2,500	1,500	1,377
Maintenance - General	1,000	500	0
Professional Fees (Rough sleeping initiative)	309,800	426,400	440,308
Temporary Accommodation	1,400,000	2,406,000	2,560,481 d)
Storage of Furniture, Transport, etc.	500	2,200	2,475
Rent Deposits / Rent in Advance - Payments	33,550	33,550	28,761
Telephones & Broadband	700	800	383
Homelessness Reduction Initiatives	72,000	40,000	13,337 e)
Contribution to Bad Debt Provision	30,000	9,000	38,538 f)

Third Party Payments

Property Management	76,550	5,000	0
Medical Assessments	100	200	260

Carried Forward

2,323,700	3,477,700	3,644,057
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HOMELESSNESS

- a) Higher than anticipated essential repairs required to TMBC owned properties.
- b) Higher than anticipated costs at TMBC owned HMOs, void properties during repairs and communal areas.
- c) Lower than anticipated costs; initial costs are passed onto customers.
- d) Revised estimates was based on a reduction to 120 households by year end, unfortunately, demand remains high, with 128 households assessed as requiring temporary accommodation at year end. The high numbers are the result of cost of living and increased private sector rental costs, alongside other demand pressures which still remain.
- e) Lower than anticipated opportunities to utilise Homelessness Prevention Grant funds any underspend will remain in the Homelessness reserve for future initiatives.
- f) Debt levels have risen this year, which has resulted in a larger contribution to the provision.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

6. HOMELESSNESS (continued)

Brought Forward

Less Income

Government Grant	(715,100)	(903,450)	(985,214) g)
Rent Deposits/Rent in Advance	(33,550)	(33,550)	(28,044)
Customer & Client Receipts - Accom.	(728,000)	(1,251,100)	(1,016,252) h)
Customer Receipts - Service Charge	(15,400)	(26,450)	(40,694) i)
Rent of Temporary Accommodation	(210,000)	(206,300)	(136,410) j)

ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
2,323,700	3,477,700	3,644,057

530,650	583,950	1,437,443
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Sub-total

621,650	1,056,850	1,437,443
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	192,550	192,850	190,722
Information Technology Expenses	21,100	25,650	24,547
Departmental Administrative Expenses	115,200	128,000	124,865

Depreciation & Impairment

Non-Current Asset Depreciation	52,050	52,050	36,762 k)
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TO SUMMARY

1,002,550	1,455,400	1,814,338
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Full Time Equivalent Number of Staff
(including Support Service Staff)

12	13	
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Memorandum

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

Temporary Accommodation	1,000,000	1,550,000	1,400,000
Customer & Client Receipts - Accommodation	(520,000)	(806,000)	(728,000)
Customer & Client Receipts - Service Charge	(11,000)	(17,050)	(15,400)
Non HRA Rent Rebates	650,000	950,000	1,100,000
Non HRA Rent Rebate Subsidy	(550,000)	(790,000)	(915,000)

Total including non-HRA rent rebates	569,000	886,950	841,600
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HOMELESSNESS (continued)

- g)** Increased income due to additional rough sleeping grants being awarded in year.
- h)** The rental income budget for temporary accommodation was calculated as an average of the year to date income, actual income has proven to be a lot lower than the budgeted rental income.
- i)** Higher service charges linked to the increased net cost of accommodation.
- j)** Lower than anticipated rental income due to properties requiring essential maintenance and therefore being void for a longer period than projected.
- k)** Reflects current asset valuation as held on the Balance Sheet as at 31/03/2024.
This charge is reversed via an entry in the Movement in Reserves Statement.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

7. HOUSING ADVICE & PREVENTION

Employees

Salaries

141,000

244,250

239,617

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

16,300

17,250

17,156

Information Technology Expenses

7,800

9,450

9,062

Departmental Administrative Expenses

47,950

64,950

63,512

TO SUMMARY

213,050

335,900

329,347

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

0

0

0

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

8. HOME SAFETY

Employees

Salaries

2,850

2,950

2,937

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

600

600

617

Information Technology Expenses

0

0

6

Departmental Administrative Expenses

950

850

819

TO SUMMARY

4,400

4,400

4,379

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

0

0

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

9. PRIVATE SECTOR
HOUSING RENEWAL

Employees

Salaries	203,050	228,400	225,806
----------	---------	---------	---------

Supplies & Services

Purchases - Equipment & Materials	50	650	650
Professional Fees	40,750	40,750	9,307 a)
Better Care Fund Initiatives	0	5,000	4,650
Housing & Health Coordinator (Pembury)	7,050	7,050	6,557
Housing & Health Coordinator (Maidstone)	33,200	33,200	30,876
Handy Person Service (Pembury)	30,900	30,900	28,737
Handy Person Service (Boroughwide)	17,550	17,550	16,336
Miscellaneous	650	650	0
Energy Efficiency Initiatives	4,000	30,000	(5,111) b)
Capital Grants & Contributions (RECS)	1,110,000	1,110,000	1,198,352 c)
	1,447,200	1,504,150	1,516,160

Less Income

Government Grant	(89,350)	(94,350)	0 d)
Fees & Charges	(4,000)	0	(24)
Capital Grants Received (RECS)	(1,080,000)	(1,080,000)	(1,177,961) e)
Renewal Contribution from Other Bodies	(40,500)	(40,500)	(24,031) a)
	(1,213,850)	(1,214,850)	(1,202,016)

Sub-total

233,350	289,300	314,144
---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	11,100	11,600	11,630
Information Technology Expenses	12,550	15,200	14,576
Departmental Administrative Expenses	67,500	63,600	62,252

TO SUMMARY

324,500	379,700	402,602

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

5	5	
---	---	--

- a) These budgets reflect the movement on the HUG2 scheme, which has now concluded. An accrual for £15k was reversed in 24/25, with no invoice being raised.
- b) Solar Together net position, the timing of the mailouts will impact the Outturn position.
- c) Additional expenditure includes a Discretionary Grant element, and is funded by prior year surplus.
- e) Better care funding now coded elsewhere to offset Discretionary Disability Facility Grants.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

10. PRIVATE SECTOR

HOUSING STANDARDS

Employees

Salaries

74,050

85,600

84,683

Supplies & Services

Other Expenses

6,450

6,450

6,465

80,500

92,050

91,148

Less Income

Caravan Site Licences

(6,800)

(6,800)

(6,901)

Sub-total

73,700

85,250

84,247

Support Services

Central Salaries & Administration

1,700

1,800

1,777

Information Technology Expenses

4,850

5,900

5,656

Departmental Administrative Expenses

23,850

22,500

21,898

TO SUMMARY

104,100

115,450

113,578

Full Time Equivalent Number of Staff

(including Support Service Staff)

2

2

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

11. PUBLIC HEALTH ACT 1984

Employees

Salaries	1,900	2,000	1,958
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Third Party Payments

Funeral Expenses	5,000	6,000	8,406
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Sub-total

6,900	8,000	10,364
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	600	600	617
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Information Technology Expenses	50	50	33
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Departmental Administrative Expenses	650	550	546
--------------------------------------	-----	-----	-----

TO SUMMARY

8,200	9,200	11,560
-------	-------	--------

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

0	0
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DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

12. ENVIRONMENTAL

PROTECTION ACT - PART 1

Employees

Salaries

29,800

29,350

29,164

Less Income

Fees & Charges

(8,650)

(10,750)

(11,384)

Sub-total

21,150

18,600

17,780

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

1,500

1,550

1,553

Information Technology Expenses

7,050

8,550

8,206

Departmental Administrative Expenses

11,000

9,450

9,270

TO SUMMARY

40,700

38,150

36,809

Full Time Equivalent Number of Staff

(including Support Service Staff)

1

1

Memorandum

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

Total from above

35,950

39,950

40,700

Share of:

Democratic Administration

4,300

3,900

3,877

Corporate Management

2,200

2,150

2,231

Non Distributed Costs

4,950

4,450

4,746

Full Cost of LAPPC / LA-IPPC

47,400

50,450

51,554

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

13. ENVIRONMENTAL PROTECTION

Employees

Salaries	212,350	215,750	213,884
----------	---------	---------	---------

Supplies & Services

Purchases - Equipment & Materials	500	300	48
Maintenance - Calibration of Instruments	2,000	2,500	4,622
Miscellaneous Insurance	550	550	624

Third Party Payments

Water Sampling	500	500	509
General	1,000	4,750	5,358
Air Quality	14,550	18,000	16,323
Contaminated Land - Site Inspections	2,000	4,400	4,736

233,450

246,750

246,103

Less Income

Government Grant			
Fees & Charges			
Water Sampling	(950)	(700)	(727)
Provision of Information	(1,650)	(2,000)	(2,380)

(2,600)

(2,700)

(3,107)

Sub-total

230,850

244,050

242,996

Central, Departmental & Technical Support Services

Central Salaries & Administration	19,800	20,700	20,718
Information Technology Expenses	14,250	17,350	16,593
Departmental Administrative Expenses	80,400	69,150	67,833

Depreciation & Impairment

Non-Current Asset Depreciation	8,950	8,950	9,222
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TO SUMMARY

354,250

360,200

357,361

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

5

5

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

14. FOOD & SAFETY

(a) GENERAL

Employees

Salaries	110,100	108,150	104,047
----------	---------	---------	---------

Supplies & Services

Protective Clothing	100	100	0
Health General	250	250	368
Miscellaneous Insurance	750	750	787

Sub-total

111,200	109,250	105,202
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	11,200	12,350	12,373
Information Technology Expenses	13,850	16,850	16,121
Departmental Administrative Expenses	46,650	40,000	39,490

182,900	178,450	173,186
----------------	----------------	----------------

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

3	3	
---	---	--

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

14. FOOD & SAFETY (continued)

(b) FOOD SAFETY

Employees

Salaries	127,000	125,950	121,204
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Supplies & Services

Health General	250	250	22
Other Expenses	500	250	96

Third Party Payments

Food Sampling	200	300	137
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127,950	126,750	121,459
---------	---------	---------

Less Income

Food Hygiene Rating Systems Re-inspections	(1,900)	(2,800)	(2,150)
Court Costs	0	(1,600)	(2,223)
Fees & Charges	(1,900)	0	0

(3,800)	(4,400)	(4,373)
---------	---------	---------

Sub-total

124,150	122,350	117,087
---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	8,850	9,800	9,801
Information Technology Expenses	14,050	17,050	16,340
Departmental Administrative Expenses	53,750	46,150	45,519

200,800	195,350	188,747
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Full Time Equivalent Number of Staff
(including Support Service Staff)

3	3	
---	---	--

FOOD & SAFETY

(a) GENERAL

182,900	178,450	173,186
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(b) FOOD SAFETY

200,800	195,350	188,747
----------------	----------------	----------------

TO SUMMARY

383,700	373,800	361,933
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DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

15. PUBLIC HEALTH

(a) HEALTHY LIVING

Employees

Salaries	104,950	121,950	130,854
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Supplies & Services

Healthy Living Initiatives	14,000	14,000	12,770
Voluntary Organisation	0	0	6,498 a)

118,950	135,950	150,121

Less Income

Public Health Funding	(124,100)	(128,900)	(141,400) a)
Contribution from Other Bodies	0	12,500	(10,875)

(5,150)	19,550	(2,154)

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	2,300	2,500	2,495
Information Technology Expenses	400	500	493
Departmental Administrative Expenses	49,400	50,700	48,414

46,950	73,250	49,248

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

3	3	
---	---	--

- a) Additional KCC funding to offset administration costs and additional spend on voluntary organisations.

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

15. PUBLIC HEALTH (continued)

(b) GENERAL

Employees

Salaries

14,250

15,550

15,478

**Central, Departmental & Technical
Support Services**

Departmental Administrative Expenses

3,500

3,150

3,053

17,750

18,700

18,531

Full Time Equivalent Number of Staff

0

0

(including Support Service Staff)

PUBLIC HEALTH

(a) HEALTHY LIVING

46,950

73,250

49,248

(b) GENERAL

17,750

18,700

18,531

TO SUMMARY

64,700

91,950

67,779

DIRECTOR OF PLANNING, HOUSING AND ENVIRONMENTAL HEALTH

16. PEST CONTROL

Employees

Salaries	10,450	6,900	6,363
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Supplies and Services

Financial Hardship Subsidy	7,650	600	2,045
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Less Income

General	0	0	(792)
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Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	8,850	10,750	2,623
Information Technology Expenses	2,550	2,650	10,273
Departmental Administrative Expenses	5,900	4,150	4,245

TO SUMMARY

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

ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
10,450	6,900	6,363
7,650	600	2,045
<u>18,100</u>	<u>7,500</u>	<u>8,408</u>
0	0	(792)
<u>18,100</u>	<u>7,500</u>	<u>7,616</u>
8,850	10,750	2,623
2,550	2,650	10,273
5,900	4,150	4,245
<u>35,400</u>	<u>25,050</u>	<u>24,757</u>
0	0	

17. GYPSY TRAVELLER SITES

(b) GENERAL

Supplies & Services
Management fees

TO SUMMARY

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

ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
0	63,650	64,051
0	63,650	64,051
0	0	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

SUMMARY

		2024/25		
		ORIGINAL ESTIMATE	REVISED ESTIMATE	PROVISIONAL OUTTURN
		£	£	£
1.	REFUSE COLLECTION	1,784,700	1,868,350	1,822,937
2.	RECYCLING	792,000	625,250	538,668
3.	STREET SCENE	1,394,400	1,375,350	1,352,132
4.	PUBLIC CONVENIENCES	170,300	153,350	133,160
5.	TONBRIDGE & MALLING LEISURE TRUST	691,500	441,550	430,913
6.	LARKFIELD LEISURE CENTRE	1,151,750	1,292,400	1,170,724
7.	ANGEL CENTRE	531,900	449,350	405,475
8.	TONBRIDGE SWIMMING POOL	617,250	688,700	581,743
9.	POULT WOOD GOLF CENTRE	312,450	346,250	320,199
10.	SPORTS GROUNDS	766,700	621,750	532,111
11.	PLEASURE GROUNDS & OPEN SPACES	940,700	1,036,800	961,256
12.	ALLOTMENTS	6,950	7,100	7,174
13.	CHURCHYARDS	13,500	14,400	14,425
14.	TONBRIDGE CEMETERY	38,400	31,950	57,818
15.	LEISURE MARKETING / PROMOTION	94,450	85,750	86,004
16.	TONBRIDGE CHRISTMAS LIGHTING	37,050	37,750	36,567
17.	PARKING SERVICES	(884,900)	(1,135,950)	28,855
18.	TRANSPORTATION	160,350	166,450	163,367
19.	SECURITY SERVICES MANAGEMENT (CCTV)	71,000	71,400	71,279
20.	BOROUGH DRAINAGE & LAND DRAINAGE RELATED WORK	199,450	193,050	169,339
21.	CIVIL CONTINGENCIES	152,800	124,700	116,977
		9,042,700	8,495,700	9,001,121
Full Time Equivalent Number of Staff		53	55	
(Including Support Service Staff)				

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

1. REFUSE COLLECTION

Employees

Salaries

181,300

187,000

182,642

Premises Related Expenses

Vale Rise Depot Recharge

36,650

43,850

39,342

Supplies & Services

Purchases - Equipment & Materials

1,000

500

29

Consultancy Fees

0

60,000

13,093 a)

Publicity & Promotion

0

0

36

Other Expenses

4,000

6,000

9,765

Third Party Payments

Residual Waste Collection

1,530,150

1,541,750

1,549,105

Commercial Waste Collection

550

600

589

1,753,650

1,839,700

1,794,601

Less Income

Fees & Charges

Bulky Waste Collection

(157,300)

(160,000)

(150,351)

Additional Collections

(1,450)

(1,450)

(1,743)

Commercial Waste Collection

(700)

(650)

(430)

(159,450)

(162,100)

(152,523)

Sub-total

1,594,200

1,677,600

1,642,078

Central, Departmental & Technical Support Services

Central Salaries & Administration

22,200

23,450

23,312

Information Technology Expenses

9,250

11,200

10,743

Departmental Administrative Expenses

96,650

93,700

92,638

Depreciation & Impairment

Non-Current Asset Depreciation

62,400

62,400

54,166

TO SUMMARY

1,784,700

1,868,350

1,822,937

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

5

5

a) Consultancy work on retendering of refuse, recycling contracts slipped into 2025/26.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING

Employees

Salaries	229,750	234,100	228,850
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Premises Related Expenses

Recycling Centres - Servicing	8,350	31,000	27,679
Rates	1,050	1,050	1,438

Transport Related Expenses

Vehicle Contract Costs and Licences	15,050	2,050	2,054
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Supplies & Services

Purchases - Equipment & Materials	1,500	1,500	1,642
Contribution to Kent Resource Partnership	15,000	0	0
Other Expenses	1,300	1,300	693
Contribution to Bad Debt Provision	0	0	2,607

Third Party Payments

Kerbside Waste Collection			
Dry Recycling	1,245,050	1,237,750	1,241,274
Food Recycling	483,500	474,250	474,503
Garden Waste Recycling	445,200	445,150	462,554 a)
Cardboard Recycling	20,350	2,700	2,695
Plastic Recycling	58,550	9,300	9,291
Paper Recycling	11,350	2,400	2,380

Carried Forward

2,536,000	2,442,550	2,457,660
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a) Higher than anticipated additional works for FCC.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

2. RECYCLING (continued)

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	2,536,000	2,442,550	2,457,660
Less Income			
Garden Waste Collection	(1,390,000)	(1,482,600)	(1,463,344)
Textile Recycling	(16,450)	(2,300)	(2,007)
Performance Payment	(628,000)	(628,000)	(797,786) b)
	(2,034,450)	(2,112,900)	(2,263,137)
<u>Sub-total</u>	501,550	329,650	194,524
Central, Departmental & Technical Support Services			
Central Salaries & Administration	15,050	16,150	16,022
Information Technology Expenses	40,600	49,300	47,238
Departmental Administrative Expenses	116,800	112,150	110,906
Depreciation & Impairment			
Non-Current Asset Depreciation	118,000	118,000	165,631 c)
Non-current Asset Impairment	0	0	4,347
<u>TO SUMMARY</u>	792,000	625,250	538,668
Full Time Equivalent Number of Staff (including Support Service Staff)	6	6	

b) Reflects variation in levels of materials collected and variations in disposal costs per material type.

c) Reflects current asset valuation as held on Balance Sheet.
This charge is reversed via an entry in the Movement in Reserves Statement.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

3. STREET SCENE

Employees

Salaries	145,450	145,900	141,594
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Supplies & Services

Purchases - Equipment & Materials	10,000	10,000	8,093
Abatement Initiatives (Self Help)	15,000	15,000	12,233
Responsible Dog Ownership	14,150	13,700	14,966
Graffiti Removal	1,000	1,000	0
Dog Warden	116,200	106,850	107,113
Emergency Arrangements	50	50	37

Third Party Payments

Amenity & Street Cleansing	1,019,550	1,013,900	1,004,893 a)
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1,321,400	1,306,400	1,288,929
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Less Income

Fees & Charges			
Stray Dogs Redemption Fees	(5,050)	(5,050)	(5,688)
Fixed Penalty Notices	0	0	(400)
Clearance Costs and Contributions from Government Grants	(7,500)	(7,500)	(10,653)
	0	(2,950)	(2,976)

(12,550)	(15,500)	(19,716)
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Sub-total

1,308,850	1,290,900	1,269,212
-----------	-----------	-----------

Central, Departmental & Technical Support Services

Central Salaries & Administration	10,200	10,900	10,856
Information Technology Expenses	6,750	8,200	7,830
Departmental Administrative Expenses	68,600	65,350	64,234

TO SUMMARY

1,394,400	1,375,350	1,352,132
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Full Time Equivalent Number of Staff
(including Support Service Staff)

4	4
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a) Lower than anticipated additional works for FCC and 3rd party fly-tip removal costs.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
4. <u>PUBLIC CONVENIENCES</u>			
Employees			
Salaries	13,150	13,350	13,137
Premises Related Expenses			
Building Repairs Expenditure	15,400	14,400	6,043
Electricity	12,000	12,000	8,144
Water Charges (Metered)	5,700	2,650	1,520
Sewerage & Environmental Services	5,000	3,000	3,954
Premises Insurance	1,450	1,450	1,656
Supplies & Services			
Third Party Payments			
Public Convenience Cleansing	55,500	44,450	44,091
	108,200	91,300	78,544
Less Income			
Fees & Charges			
Radar Keys	(50)	(50)	(25)
<u>Sub-total</u>	108,150	91,250	78,519
Central, Departmental & Technical Support Services			
Central Salaries & Administration	7,300	7,400	7,323
Information Technology Expenses	600	750	725
Departmental Administrative Expenses	7,050	6,750	6,625
Depreciation & Impairment			
Non-Current Asset Depreciation	47,200	47,200	39,967 a)
<u>TO SUMMARY</u>	170,300	153,350	133,160
Full Time Equivalent Number of Staff (including Support Service Staff)	0	0	

- a) Reflects current asset valuation as held on the Balance Sheet as at 31/03/2024.
This charge is reversed via an entry in the Movement in Reserves Statement.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

5. TONBRIDGE & MALLING LEISURE TRUST

Employees

Salaries

59,450

55,100

54,572

Third Party Payments

Employers' Superannuation Costs

178,450

182,000

173,428

General / Management Fee

410,000

167,400

166,571

Sub-total

647,900

404,500

394,571

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

16,200

16,550

16,440

Information Technology Expenses

50

50

38

Departmental Administrative Expenses

27,350

20,450

19,864

TO SUMMARY

691,500

441,550

430,913

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

1

2

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

6. LARKFIELD LEISURE CENTRE

Employees

Salaries	1,400	4,350	4,350
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Premises Related Expenses

Building Repairs Expenditure	206,950	312,650	225,686 a)
Premises Insurance	61,200	61,200	70,248 b)
Other expenses	0	1,150	1,162

Third Party Payments

General	0	29,700	22,420
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Sub-total

269,550	409,050	323,866
---------	---------	---------

Less Income

Contribution from other bodies	0	0	(120)
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Central, Departmental & Technical Support Services

Central Salaries & Administration	21,100	21,100	21,054
Information Technology Expenses	250	350	314
Departmental Administrative Expenses	550	1,600	1,562

Depreciation & Impairment

Non-Current Asset Depreciation	860,300	860,300	822,599 c)
Non-Current Asset Impairment	0	0	1,449

TO SUMMARY

1,151,750	1,292,400	1,170,724
------------------	------------------	------------------

Full Time Equivalent Number of Staff

(Including Support Service Staff)	0	0	
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a) Servicing of the fire alarm system (£70,150), and window / door repairs (£40,150) have both slipped to 2025/26.

b) The cost of the annual insurance premium renewal was higher than previously budgeted.

c) Reflects current asset valuation as held on Balance Sheet.
This charge is reversed via an entry in the Movement in Reserves Statement.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
7. <u>ANGEL CENTRE</u>			
Employees			
Salaries	4,100	7,750	7,118
Premises Related Expenses			
Building Repairs Expenditure	187,550	80,300	78,368
Premises Insurance	11,600	11,600	13,007
Third Party Payments			
General	0	20,000	17,323
<u>Sub-total</u>	203,250	119,650	115,816
Central, Departmental & Technical Support Services			
Central Salaries & Administration	10,650	10,450	10,387
Information Technology Expenses	200	250	240
Departmental Administrative Expenses	1,100	2,300	2,216
Depreciation & Impairment			
Non-Current Asset Depreciation	316,700	316,700	275,595 a)
Non- Current Asset Impairment	0	0	1,221
<u>TO SUMMARY</u>	531,900	449,350	405,475
Full Time Equivalent Number of Staff (Including Support Service Staff)	0	0	

- a) Reflects current asset valuation as held on Balance Sheet.
This charge is reversed via an entry in the Movement in Reserves Statement.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

8. TONBRIDGE SWIMMING POOL

Employees

Salaries	3,900	6,950	6,396
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Premises Related Expenses

Building Repairs Expenditure	183,350	251,000	147,298 a)
Premises Insurance	19,400	19,400	21,883
Maintenance-General	0	0	10,000

Less Income

Sub-total

206,650	277,350	185,578
---------	---------	---------

Central, Departmental & Technical Support Services

Central Salaries & Administration	16,100	15,800	15,710
Information Technology Expenses	250	300	271
Departmental Administrative Expenses	1,050	2,050	1,995

Depreciation & Impairment

Non-Current Asset Depreciation	393,200	393,200	377,819 b)
Non-Current Asset Impairment	0	0	370

TO SUMMARY

617,250	688,700	581,743
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**Full Time Equivalent Number of Staff
(Including Support Service Staff)**

0	0
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a) Upgrade and maintenance of the BMS system (£92,200) has slipped to 2025/26.

b) Reflects current asset valuation as held on Balance Sheet.
This charge is reversed via an entry in the Movement in Reserves Statement.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

9. POULT WOOD GOLF CENTRE

Employees

Salaries	1,800	4,750	4,705
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Premises Related Expenses

Building Repairs Expenditure	60,600	90,700	68,532 a)
Maintenance of Grounds	1,250	1,200	1,194
Premises Insurance	4,100	4,100	4,590

Transport Related Expenses

Transport Insurance	8,600	8,600	9,477
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Sub-total

76,350	109,350	88,499
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Central, Departmental & Technical Support Services

Central Salaries & Administration	11,100	10,850	10,771
Information Technology Expenses	150	150	150
Departmental Administrative Expenses	800	1,850	1,845

Depreciation & Impairment

Non-Current Asset Depreciation	224,050	224,050	216,587 b)
Non-Current Asset Impairment	0	0	2,347

TO SUMMARY

312,450	346,250	320,199
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0	0
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a) Servicing of the air conditioning system (£13,800) and planned work to the first-floor patio area (£10,000) have both slipped to 2025/26.

b) Reflects current asset valuation as held on Balance Sheet.
This charge is reversed via an entry in the Movement in Reserves Statement.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

10. SPORTS GROUNDS

Employees

Salaries	41,450	40,800	40,477
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Premises Related Expenses

Building Repairs Expenditure	176,200	38,750	29,553
Maintenance of Grounds	21,450	28,500	26,068
Premises Insurance	2,100	2,100	2,313

Transport Related Expenses

Car Allowances	200	500	0
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Supplies & Services

Stationery	100	100	70
General	0	0	30
Association Casual Users	0	0	380
Honoraria	1,100	1,100	1,100
Telephones	50	50	0
Licences	100	100	140
Recharge	17,650	17,650	16,819

Third Party Payments

Grounds Maintenance Contract	303,750	289,250	296,027
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Carried Forward

564,150	418,900	412,976
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

10. SPORTS GROUNDS (continued)

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	564,150	418,900	412,976
Less Income			
Rents	(16,050)	(16,200)	(17,029)
<u>Sub-total</u>	548,100	402,700	395,948
Central, Departmental & Technical Support Services			
Central Salaries & Administration	13,500	13,750	13,759
Information Technology Expenses	750	900	870
Departmental Administrative Expenses	20,550	20,600	19,666
Depreciation & Impairment			
Non-Current Asset Depreciation	183,800	183,800	101,868 a)
<u>TO SUMMARY</u>	766,700	621,750	532,111
Full Time Equivalent Number of Staff (including Support Service Staff)	1	1	

- a) Reflects current asset valuation as held on Balance Sheet.
This charge is reversed via an entry in the Movement in Reserves Statement.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
11. PLEASURE GROUNDS & OPEN SPACES			
<u>PLEASURE GROUNDS & OPEN SPACES - TONBRIDGE CASTLE GROUNDS</u>			
<u>(a) TONBRIDGE CASTLE GROUNDS</u>			
Employees			
Salaries	21,000	20,400	18,725
Premises Related Expenses			
Maintenance of Grounds	4,500	39,500	3,802 a)
Electricity	1,400	1,400	2,395
Rates	1,400	1,400	(225)
Premises Insurance	50	50	40
Supplies & Services			
Purchases - Equipment & Materials	10,000	10,000	4,382
Licences	300	300	590
Third Party Payments			
Grounds Maintenance Contract	105,400	98,700	98,712
Tonbridge Hanging Baskets	5,000	5,000	10,798
	149,050	176,750	139,218
Less Income			
Fees & Charges - Mooring Fees	(150)	(150)	(83)
Rents			
Rights over water	(2,650)	(1,900)	(1,918)
	(2,800)	(2,050)	(2,001)
<u>Sub-total</u>	146,250	174,700	137,217
Central, Departmental & Technical Support Services			
Central Salaries & Administration	2,950	3,100	4,398
Information Technology Expenses	350	400	402
Departmental Administrative Expenses	9,650	9,400	8,612
Depreciation & Impairment			
Non-Current Asset Depreciation	15,300	15,300	7,063
	174,500	202,900	157,693
Full Time Equivalent Number of Staff (Including Support Service Staff)	1	1	

a) Revetment work around the moat at Tonbridge Castle delayed to 2025/26- funded by BREPP.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES

(continued)

(b) HAYSDEN COUNTRY PARK

Employees

Salaries	43,450	42,900	42,303
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Premises Related Expenses

Building Repairs Expenditure	3,200	7,600	6,783
Maintenance of Grounds	8,950	13,000	7,533
Electricity	6,500	7,700	9,375
Water Charges (Metered)	3,700	3,700	0
Sewerage & Environmental Services	2,650	2,650	925
Cleaning & Domestic Supplies	17,650	27,150	34,837
Premises Insurance	200	200	197

Supplies & Services

Purchases - Equipment & Materials	2,850	5,300	5,011
Maintenance - General	2,500	2,500	2,500
Clothing, Uniforms & Laundry	50	50	282
Cash Collection	1,850	1,850	0
Trade Refuse Charges	800	850	840
Dog Bin Emptying	400	400	378
Gates / Security	7,750	7,550	7,295
Events	300	0	0
Rodent Control	1,400	1,400	1,384
Litter Collection	6,900	5,300	5,319
Advertising	450	450	424

Third Party Payments

Grounds Maintenance Contract	31,900	37,650	37,661
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Carried Forward

143,450	168,200	163,047
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES

(continued)

(b) HAYSDEN COUNTRY PARK (continued)

Brought Forward

Less Income

Fees & Charges

Car Parking Fees

Car Park Season Tickets

Rents

Rights over Water

Mobile Catering Concession

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

Information Technology Expenses

Departmental Administrative Expenses

Depreciation & Impairment

Non-Current Asset Depreciation

Full Time Equivalent Number of Staff

(Including Support Service Staff)

	2024/25	
ORIGINAL ESTIMATE £	REVISED ESTIMATE £	PROVISIONAL OUTTURN £
143,450	168,200	163,047
(82,500)	(85,000)	(93,537) a)
(11,000)	(10,000)	(12,896)
(6,800)	(6,050)	(6,072)
(9,900)	(11,300)	(11,282)
(110,200)	(112,350)	(123,787)
33,250	55,850	39,260
2,950	3,100	3,096
1,750	2,100	2,010
20,750	20,750	19,750
34,400	34,400	29,531
93,100	116,200	93,647
1	1	

a) Higher than anticipated take up of services over winter months.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES

(continued)

(c) OPEN SPACES

& AMENITY AREAS BOROUGH - WIDE

Employees

Salaries	85,950	84,550	82,995
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Maintenance of Grounds	27,800	33,450	42,996
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Maintenance of Play Equipment	7,500	11,900	18,112
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Bridge Maintenance	46,600	52,100	32,534
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Electricity	1,400	1,400	1,247
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Premises Insurance	2,950	2,950	3,265
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Purchases - Equipment & Materials	850	850	305
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Dog Bin Emptying	200	200	202
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Event support	300	0	0
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Rodent Control	500	500	516
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Miscellaneous Insurance	150	150	155
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Telephones	100	50	37
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Grounds Maintenance Contract	181,200	172,900	174,477
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Carried Forward

355,500	361,000	356,841
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES

(continued)

(c) OPEN SPACES

& AMENITY AREAS BOROUGH - WIDE

(continued)

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	355,500	361,000	356,841
Less Income			
Interest Receipts	(2,650)	(2,650)	(2,544)
Rents			
Land	(28,800)	(27,000)	(27,442)
Wayleave Agreement	(1,250)	(1,250)	(1,248)
	(32,700)	(30,900)	(31,233)
<u>Sub-total</u>	322,800	330,100	325,608
Central, Departmental & Technical Support Services			
Central Salaries & Administration	8,150	8,200	8,168
Information Technology Expenses	1,400	1,700	1,639
Departmental Administrative Expenses	40,300	40,050	38,225
Depreciation & Impairment			
Non-Current Asset Depreciation	27,300	27,300	19,233
Non- Current Asset Impairment	0	0	687
	399,950	407,350	393,559
Full Time Equivalent Number of Staff (Including Support Service Staff)	2	2	

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES

(continued)

(d) PATROLLING

Employees

Salaries	13,650	13,450	13,257
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Transport Related Expenses

Repairs & Maintenance	300	750	832
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Licences	300	300	0
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Petrol / Oil	1,500	800	880
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Transport Insurance	650	650	830
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Supplies & Services

Clothing, Uniform & Laundry	300	300	53
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Gates / Security	8,650	8,250	8,228
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Telephones	50	0	19
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			0
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Less Income

Recharge to Sports Grounds	(17,650)	(17,650)	(16,819)
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Subtotal

Subtotal	7,750	6,850	7,280
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Central, Departmental & Technical Support Services

Central Salaries & Administration	2,800	2,900	2,907
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Information Technology Expenses	200	250	243
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Departmental Administrative Expenses	6,900	6,650	6,389
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[illegible]

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	17 650	16 650	16 819
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

Full Time Equivalent Number of Staff	0	0
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES

(continued)

(e) COUNTRYSIDE / WOODLAND
MANAGEMENT

Employees

Salaries	17,900	18,100	17,889
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Premises Related Expenses

Maintenance of Grounds	20,000	20,000	11,939 a)
Tree Planting Schemes	2,300	2,300	2,143

Supplies & Services

Health & Safety - Trees	80,000	110,000	124,193 b)
Miscellaneous Insurance	100	100	70

Third Party Payments

Medway Valley Countryside Partnership	9,000	9,000	8,710
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Sub-total

129,600	159,500	165,032
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	7,150	7,500	7,491
Information Technology Expenses	1,450	1,750	1,683
Departmental Administrative Expenses	9,050	9,050	8,673

147,250	177,800	182,879
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Full Time Equivalent Number of Staff

(Including Support Service Staff)	1	1	
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a) Lower than anticipated need for maintenance.

b) Higher than anticipated need for H&S works from annual tree surveys and emergency works.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES

(continued)

(f) LEYBOURNE LAKES COUNTRY PARK

Employees

Salaries	9,300	7,250	7,125
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Premises Related Expenses

Building Repairs Expenditure	9,500	19,850	23,777
Premises Insurance	600	600	1,069

Transport Related Expenses

Transport Insurance	650	650	1,514
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Supplies & Services

Maintenance - General	0	0	5,536 a)
Dog Bin Emptying	0	0	95
Telephones	0	0	41

Third Party Payments

Carried Forward

20,050	28,350	39,155
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a) Cost for installation of pond dipping platform.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

11. PLEASURE GROUNDS & OPEN SPACES
(continued)

(f) LEYBOURNE LAKES COUNTRY PARK
(continued)

Brought Forward

Sub-total

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	1,600	1,950	1,858
Information Technology Expenses	5,550	5,800	5,768
Departmental Administrative Expenses	3,800	2,550	2,529

Depreciation & Impairment

Non-Current Asset Depreciation

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

PLEASURE GROUNDS & OPEN SPACES

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

TO SUMMARY

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
	20,050	28,350	39,155
	20,050	28,350	39,155
	1,600	1,950	1,858
	5,550	5,800	5,768
	3,800	2,550	2,529
	77,250	77,250	67,349
	108,250	115,900	116,659
	0	0	
	174,500	202,900	157,693
	93,100	116,200	93,647
	399,950	407,350	393,559
	17,650	16,650	16,819
	147,250	177,800	182,879
	108,250	115,900	116,659
	940,700	1,036,800	961,256

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

12. ALLOTMENTS

Employees

Salaries	700	650	648
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Premises Related Expenses

Drainage Rates	50	50	0
Premises Insurance	50	50	82

Third Party Payments

Management Fee to T.A.G.A.	5,100	5,100	5,100
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5,900	5,850	5,830

Less Income

Rents	0	0	(1)
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<u>Sub-total</u>	5,900	5,850	5,829
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	350	550	562
Information Technology Expenses	0	0	22
Departmental Administrative Expenses	300	300	289

Depreciation & Impairment

Non-Current Asset Depreciation	400	400	472
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<u>TO SUMMARY</u>	6,950	7,100	7,174
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Full Time Equivalent Number of Staff
(Including Support Service Staff)

0	0	
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

13. CHURCHYARDS

Employees

Salaries	3,400	3,150	3,092
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Premises Related Expenses

Maintenance of Grounds	5,750	6,700	6,700
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Third Party Payments

Grounds Maintenance Contract	1,800	1,800	1,948
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10,950	11,650	11,740
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Less Income

Contributions from Other Bodies	(50)	(50)	(13)
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Sub-total

10,900	11,600	11,728
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	1,050	1,300	1,274
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Information Technology Expenses	150	200	168
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Departmental Administrative Expenses	1,400	1,300	1,255
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TO SUMMARY

13,500	14,400	14,425
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Full Time Equivalent Number of Staff

(Including Support Service Staff)	0	0	
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

14. TONBRIDGE CEMETERY

Employees

Salaries	30,300	29,400	29,192
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Premises Related Expenses

Building Repairs Expenditure	2,900	6,400	3,047
Maintenance of Grounds	5,600	12,150	11,311
Electricity	3,000	3,000	2,474
Rates	8,150	8,150	7,735
Water Charges (Metered)	250	150	69
Sewerage & Environmental Services	250	100	110
Premises Insurance	600	600	679

Supplies & Services

Purchases - Equipment & Materials	2,300	2,400	2,411
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Third Party Payments

Grounds Maintenance Contract	70,100	71,800	71,847
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Carried Forward

123,450	134,150	128,875
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

14. TONBRIDGE CEMETERY (continued)

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	123,450	134,150	128,875
Less Income			
Fees & Charges			
Graves - Exclusive Right of Burial	(31,600)	(40,000)	(23,206) a)
Interments	(45,250)	(55,000)	(52,935)
Memorials - Erection	(7,350)	(9,000)	(9,982)
Memorials - Inscription	(5,250)	(4,000)	(2,267)
Register Search	(3,150)	(3,000)	(4,958)
Memorial Garden - Lease of Tablet / Vault	(26,300)	(25,000)	(8,371) b)
Memorial Garden - Plaque / Inscription	(5,600)	(6,000)	(7,678)
Use of Chapel	(4,050)	(4,000)	(12,403)
	(128,550)	(146,000)	(121,800)
<u>Sub-total</u>	(5,100)	(11,850)	7,075
Central, Departmental & Technical Support Services			
Central Salaries & Administration	5,150	5,450	5,366
Information Technology Expenses	1,200	1,450	1,406
Departmental Administrative Expenses	14,250	14,000	13,350
Depreciation & Impairment			
Non-Current Asset Depreciation	22,900	22,900	26,455
Non-Current Asset Impairment	0	0	4,166
<u>TO SUMMARY</u>	38,400	31,950	57,818
Full Time Equivalent Number of Staff (Including Support Service Staff)	1	1	

a) Lower than anticipated demand for services over a mild winter period.
Linked to general increase in cremations over burials.

b) Lower than anticipated demand for services.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

15. LEISURE MARKETING / PROMOTION

Employees

Salaries	63,050	57,350	57,079
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Supplies & Services

Market Research / Audit Programme	4,000	4,000	5,000
Community Group Funding	5,000	5,000	4,950
Children's Holiday Activities - Leisure Pass	0	0	52

Sub-total

72,050	66,350	67,081
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	1,300	2,250	2,267
Information Technology Expenses	50	50	54
Departmental Administrative Expenses	21,050	17,100	16,602

TO SUMMARY

94,450	85,750	86,004
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**Full Time Equivalent Number of Staff
(Including Support Service Staff)**

1	1	
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Analysis of Salaries:-

	£	£	£
Leisure Planning / Policy	35,700	36,500	36,310
Market Research	1,850	1,450	1,438
Liaison with Outside Bodies	25,500	19,400	19,331
	<u>63,050</u>	<u>57,350</u>	<u>57,079</u>

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

16. TONBRIDGE CHRISTMAS LIGHTING

Employees

Salaries

6,800

6,650

6,285

Supplies & Services

Christmas Lighting

22,150

22,950

22,233

28,950

29,600

28,518

Less Income

Sub-total

28,950

29,600

28,518

**Central, Departmental & Technical
Support Services**

Central Salaries & Administration

650

650

658

Information Technology Expenses

250

350

313

Departmental Administrative Expenses

2,750

2,700

2,627

Depreciation & Impairment

Non-Current Asset Depreciation

4,450

4,450

4,452

TO SUMMARY

37,050

37,750

36,567

Full Time Equivalent Number of Staff

(Including Support Service Staff)

0

0

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

17. PARKING SERVICES

(a) OFF-STREET

Employees

Salaries	263,750	296,300	254,824
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Premises Related Expenses

Maintenance of Grounds	277,600	265,100	257,419
Repairs & Maintenance	30,000	38,000	48,889
Winter Maintenance	10,000	10,000	12,166
Electricity	4,050	5,850	4,572
Rates	288,450	279,650	292,942
Premises Insurance	1,450	1,450	1,605

Transport Related Expenses

Repairs & Maintenance	1,200	2,000	2,857
Licences	450	600	300
Petrol / Oil	2,000	2,000	1,478
Transport Insurance	1,300	1,300	1,660

Supplies & Services

Purchases - Equipment & Materials	2,000	2,000	6,687 a)
Maintenance - General	30,000	30,000	37,649
Uniforms	750	750	2,793
Stationery	7,500	7,500	6,136
Professional Fees	0	15,000	10,254
Cash Collection	75,250	75,250	35,654 b)
Payment to Principals / Ticket Refunds	332,000	387,850	385,166
Advertising	500	900	760
Adjudication & Enforcement Services	9,400	12,200	12,722
Security Services Mgt. Recharge (CCTV)	192,000	193,000	192,717

Carried Forward

1,529,650	1,626,700	1,569,249
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a) Includes replacement of damaged equipment and additional equipment required for additional CEOs. to cover extended enforcement hours.

b) Contractor underperforming against specification leading to reduced payments.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

17. PARKING SERVICES (continued)

(a) OFF-STREET (continued)

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	1,529,650	1,626,700	1,569,249
Less Income			
Fees & Charges			
Car Park Season Tickets	(120,000)	(112,000)	(127,040) c)
Short Stay Parking	(1,730,000)	(1,975,000)	(1,921,376) d)
Long Stay Parking	(600,000)	(705,000)	(817,557) e)
Penalty Charge Notices	(150,000)	(200,000)	(202,847)
General	(38,000)	(38,900)	(43,646)
Management of Angel / Botany Car Parks	(110,000)	(114,650)	(114,682)
Rent - Snodland & Tonbridge Town Market	(9,950)	(9,950)	(7,522)
Electric Vehicle Charging	(3,400)	(4,400)	(2,180)
	(2,761,350)	(3,159,900)	(3,236,850)
<u>Sub-total</u>	(1,231,700)	(1,533,200)	(1,667,601)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	30,100	32,400	31,610
Information Technology Expenses	48,250	58,650	56,131
Departmental Administrative Expenses	87,400	92,600	91,718
Depreciation & Impairment			
Non-Current Asset Depreciation	92,500	92,500	87,990
Non Current Asset Impairment	0	0	1,420,609 f)
	(973,450)	(1,257,050)	20,457
Full Time Equivalent Number of Staff (including Support Service Staff)	8	8	

c) Higher than anticipated take up of services especially over autumn months.

d) Overall 3% lower than anticipated use of services.

e) Higher than anticipated demand following shift in long term parking use.

f) The revaluation of car parks has given rise to an impairment charge to reflect the existing use value of assets.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

17. PARKING SERVICES (continued)

(b) ON-STREET

Employees

Salaries	359,800	410,350	350,570 a)
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Premises Related Expenses

Repairs & Maintenance	15,000	15,000	15,791
Car Parking Action Plans	15,000	20,000	17,840

Transport Related Expenses

Repairs & Maintenance	1,500	2,000	1,589
Licences	550	600	281
Petrol / Oil	2,500	2,000	1,293
Transport Insurance	1,950	1,950	2,490

Supplies & Services

Purchases - Equipment & Materials	1,950	1,950	3,868
Maintenance - General	12,500	25,000	19,161
Uniforms	1,500	2,000	1,020
Stationery	500	500	2,413
Cash Collection	1,650	1,650	0
Advertising	1,500	1,500	1,199
Adjudication & Enforcement Services	5,000	6,500	8,109

Carried Forward

420,900	491,000	425,624
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a) Management savings arising from vacant Civil Enforcement Officer posts.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

17. PARKING SERVICES (continued)

(b) ON-STREET (continued)

	ORIGINAL ESTIMATE £	2024/25 REVISED ESTIMATE £	PROVISIONAL OUTTURN £
<u>Brought Forward</u>	420,900	491,000	425,624
Less Income			
Fees & Charges			
Business Parking Permits	(31,000)	(26,000)	(30,773)
Residents Parking Permits	(140,000)	(145,000)	(174,392) b)
Visitors Parking Permits	(29,000)	(35,150)	(35,465)
Dispensations	(19,000)	(19,000)	(13,189)
On-street Parking	(63,000)	(72,000)	(73,772)
Penalty Charge Notices	(230,000)	(270,000)	(275,336)
General Income	0	0	(9,724)
	(512,000)	(567,150)	(612,650)
<u>Sub-total</u>	(91,100)	(76,150)	(187,026)
Central, Departmental & Technical Support Services			
Central Salaries & Administration	20,700	21,950	21,483
Information Technology Expenses	36,100	43,800	41,955
Departmental Administrative Expenses	118,050	126,700	126,049
Depreciation & Impairment			
Non-Current Asset Depreciation	4,800	4,800	4,794
Non-Current Asset impairment	0	0	1,144
	88,550	121,100	8,398
Full Time Equivalent Number of Staff (including Support Service Staff)	11	11	

PARKING SERVICES

(a) OFF-STREET

(b) ON-STREET

TO SUMMARY

(973,450)	(1,257,050)	20,457
88,550	121,100	8,398
(884,900)	(1,135,950)	28,855

b) Higher than anticipated demand for services.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

18. TRANSPORTATION

Employees

Salaries	91,000	96,200	93,978
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Premises Related Expenses

Repairs, Alterations & Maintenance	17,000	17,000	16,998
Electricity	0	900	883
Vale Rise Depot Recharge	1,200	2,050	1,413
Premises Insurance	1,900	0	9

Supplies & Services

Purchases - Equipment & Materials	5,000	5,000	5,377
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Sub-total

116,100	121,150	118,659
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Less Income

Capital Grants Received (RECS)

Central, Departmental & Technical

Support Services

Central Salaries & Administration	7,700	8,400	8,364
Information Technology Expenses	3,050	3,800	3,611
Departmental Administrative Expenses	33,500	33,100	32,733

TO SUMMARY

160,350	166,450	163,367
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Full Time Equivalent Number of Staff

(including Support Service Staff)

2	2
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

19. SECURITY SERVICES MANAGEMENT

Employees

Salaries	32,700	32,400	30,972
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Premises Related Expenses

Electricity	650	0	414
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Supplies & Services

Purchases - Equipment & Materials	1,500	1,500	77
Maintenance - General	10,000	12,000	15,037
Miscellaneous Insurance	2,650	2,650	2,977

Third Party Payments

CCTV Monitoring Station	167,000	167,000	174,345
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214,500	215,550	223,822
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Less Income

Recharge to Parking Services	(192,000)	(193,000)	(192,717)
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Sub-total

22,500	22,550	31,105
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Central, Departmental & Technical Support Services

Central Salaries & Administration	5,500	5,700	5,723
Information Technology Expenses	1,200	1,500	1,415
Departmental Administrative Expenses	14,700	14,550	14,440

Depreciation & Impairment

Non-Current Asset Depreciation	27,100	27,100	18,308
Non-Current Asset Impairment	0	0	288

TO SUMMARY

71,000	71,400	71,279
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Full Time Equivalent Number of Staff
(including Support Service Staff)

1	1
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DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

20. BOROUGH DRAINAGE

& LAND DRAINAGE RELATED WORK

Employees

Salaries	42,400	38,050	39,593
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Supplies & Services

Purchases - Equipment & Materials	50	50	0
Professional Fees	5,400	5,400	(19,996) a)
Capital Grants & Contributions (RECS)	128,000	128,000	128,000

Third Party Payments

Contract Payments	2,100	2,100	2,600
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Sub-total

177,950	173,600	150,197
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	2,000	2,150	2,101
Information Technology Expenses	850	1,050	990
Departmental Administrative Expenses	18,550	16,150	15,959

Depreciation & Impairment

Non-Current Asset Depreciation	100	100	92
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TO SUMMARY

199,450	193,050	169,339
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Full Time Equivalent Number of Staff

1	1	
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(including Support Service Staff)

a) This credit value is the result of reversing an historic sundry creditor from 2016/17.

DIRECTOR OF STREET SCENE, LEISURE AND TECHNICAL SERVICES

21. CIVIL CONTINGENCIES

Employees

Salaries	71,400	52,200	54,392
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Supplies & Services

Purchases - Equipment & Materials	500	1,000	1,083
Provision of Sandbags	500	500	500
Other Expenses	250	250	104
Contribution to Kent Resilience Forum	14,700	14,700	5,425 a)

Sub-total

87,350	68,650	61,505
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**Central, Departmental & Technical
Support Services**

Central Salaries & Administration	33,500	33,450	33,236
Information Technology Expenses	250	300	299
Departmental Administrative Expenses	31,700	22,300	21,937

TO SUMMARY

152,800	124,700	116,977
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Full Time Equivalent Number of Staff
(including Support Service Staff)

2	2	
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- a) Reduced payments to Kent Resilience forum to cover part 1 only with underspend to be utilised for ongoing training needs.

CAPITAL OUTTURN SUMMARY OF SERVICES			
	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025
	£'000	£'000	£'000
Capital Plan Schemes			
Planning, Housing & Environmental Health	1	429	16
Street Scene, Leisure & Technical Services	683	2,236	649
Corporate	203	690	1,019
Sub-total	887	3,355	1,684
Capital Renewals			
Planning, Housing & Environmental Health	n/a	0	0
Street Scene, Leisure & Technical Services	n/a	997	1,102
Corporate	n/a	595	100
Sub-total	n/a	1,592	1,202
Total	887	4,947	2,886

<u>CAPITAL OUTTURN</u> <u>PLANNING, HOUSING AND ENVIRONMENTAL HEALTH</u>			
	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025
	£'000	£'000	£'000
Capital Plan Schemes			
Housing			
Grants	n/a	30	15
Temporary Accommodation	0	400	0
Home Upgrade Grant Scheme	0	0	0
Environmental Health	1	(1)	1
Sub-total	1	429	16
Capital Renewals	n/a	0	0
Total Planning, Housing and Environmental Health	1	429	16

CAPITAL OUTTURN PLANNING, HOUSING AND ENVIRONMENTAL HEALTH					
	Code	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025	Notes
		£'000	£'000	£'000	
Housing					
(a) Better Care Fund					
(i) Mandatory Grants Less repayments	P03AC	n/a n/a	1,288 (10)	1,121 (26)	Government grant support of £1.115m attributed to Mandatory and Discretionary works carried out in 2024/25. This included £87k of grant funding applied to related revenue initiatives in 2024/25. Unused government grant carried forward to 2025/26.
(ii) Discretionary Grants	P03AT	n/a	261	20	
(iii) Government Grant		n/a	(1,539)	(1,115)	
Sub-total		n/a	0	0	
(b) Housing Assistance Less repayments	P03AD	n/a n/a	60 (30)	58 (43)	
Sub-total		n/a	30	15	
Total Grants to Summary		n/a	30	15	
(c) Temporary Accommodation & Resettlement Scheme					
(i) Temporary Accomodation & Resettlement Scheme	P03AW	0	400	0	
Sub-total		0	400	0	
Total Temporary Accommodation to Summary		0	400	0	
(d) Home Upgrade Grant Scheme (HUG)	P03AF				
(i) HUG2		n/a	168	75	HUG2 was a complex scheme, targeting a limited number of 'off gas' low energy efficient homes, occupied by low-income households. The eligibility and uptake the on this scheme was lower than anticipated.
Government Grant		n/a	(168)	(75)	
Sub-total		0	0	0	
Total Temporary Accommodation to Summary		0	0	0	

CAPITAL OUTTURN PLANNING, HOUSING AND ENVIRONMENTAL HEALTH					
	Code	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025	Notes
Environmental Health		£'000	£'000	£'000	
(b) Anti-idling Campaign Project	P02EM	21	10	1	
Less Government Grant		(20)	(11)	0	
Sub-total		1	(1)	1	
Total Environmental Health to Summary		1	(1)	1	

CAPITAL OUTTURN STREET SCENE, LEISURE & TECHNICAL SERVICES			
	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025
	£'000	£'000	£'000
Capital Plan Schemes			
Street Scene	n/a	167	242
Leisure			
Sports Grounds	127	83	107
Larkfield Leisure Centre	130	10	0
Angel Centre	0	150	13
Other Leisure Schemes	138	5	1
Technical Services			
Car Parking	0	560	154
Transportation	7	33	4
Land Drainage / Flood Defence	281	1,228	128
Sub-total	683	2,236	649
Capital Renewals	n/a	997	1,102
Total Street Scene, Leisure & Technical Services	683	3,233	1,751

CAPITAL OUTTURN STREET SCENE, LEISURE & TECHNICAL SERVICES					
	Code	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025	Notes
		£'000	£'000	£'000	
Street Scene					
(a) Green Waste Bins Growth / Replacement	P02BC	n/a	73	96	Recycling and refuse provisions cater for growth in the number of properties served and the replacement of existing collection bins and boxes which has led to an overspend.
(b) Refuse Bins Growth / Replacement	P02DA	n/a	62	77	
(c) Garden Waste Bin Replacement	P02CF	n/a	32	48	
(d) Food Waste - Communal Properties	P02EP	n/a	30	21	
Less Grants			(30)	0	
Total Street Scene to Summary		n/a	167	242	
Sports Grounds					
(e) Racecourse Sports Ground Riverside Revetment	P05DD	141	84	99	The replacement sections of the existing wooden revetment has now been completed. The overspend is attributed to weather conditions leading to a delay in the works, and the requirement to plant replacement trees.
Less Grants		(19)	(9)	0	
Sub-total		122	75	99	
(f) Racecourse Sportsground Rugby Pitch Drainage	P05DE	15	16	8	
Less Developer Contributions		(10)	(8)	0	
Sub-total		5	8	8	
Total Sports Grounds to Summary		127	83	107	
Larkfield Leisure Centre					
(i) Photovoltaic System	P05LR	130	10	0	Scheme completed.
Total Larkfield Leisure Centre to Summary		130	10	0	
Angel Centre					
(j) Boiler Replacement	P05BF	n/a	150	13	The scheme has been deferred to 2025/26 due to the upcoming replacement of the leisure centre.
Total Angel Centre to Summary		0	150	13	

CAPITAL OUTTURN STREET SCENE, LEISURE & TECHNICAL SERVICES					
	Code	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025	Notes
		£'000	£'000	£'000	
Other Leisure Schemes					
(a) Ton Cemetery / Closed Churchyards - Memorial Safety Less Grants & Developer Contributions	P05KV	141 (3)	5 0	1 0	
Sub-total		138	5	1	
Total Other Leisure Schemes to Summary		138	5	1	

CAPITAL OUTTURN STREET SCENE, LEISURE & TECHNICAL SERVICES					
	Code	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025	Notes
		£'000	£'000	£'000	
Car Parking					
(a) Existing Car Parks Improvement Rolling Programme Less Grants & Contributions	P01AB	n/a	30	107 (53)	Car park lighting has been brought up to LED standard within 24/25.
Sub-total		0	30	54	
(b) Bailey Bridge East Car Park Improvements	P01AE	n/a	300	0	
(c) Introduction of Automatic Number Plate Recognition	P01AF	n/a	70	0	
(d) Parking Amendments to Car Parks & On-Street Parking	P01AG	n/a	160	100	
Total Car Parking to Summary		0	560	154	
Transportation					
(e) Electric Vehicle Charging Points Less Grants & Contributions	P01EA	86 (79)	113 (80)	109 (105)	Project is due for completion in 25/26 and additional spend is expected.
Sub-total		7	33	4	
Total Transportation to Summary		7	33	4	
Land Drainage / Flood Defence					
(f) Wouldham River Wall	P01HS	25	1,100	0	
(g) Leigh FSA Enhancement Contribution	P01HV	256	128	128	
Total Land Drainage / Flood Defence to Summary		281	1,228	128	

CAPITAL OUTTURN STREET SCENE, LEISURE & TECHNICAL SERVICES					
	Code	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025	Notes
		£'000	£'000	£'000	
Capital Renewals					
Sports Grounds & Open Spaces	P05KGBC05	n/a	113	44	} Underspend / carry forward to 2025/26 and will be reviewed Autumn
Less Grant & Contributions		n/a	0	0	
		n/a	113	44	
Technical Services					
(a) CCTV Capital Renewals	P01BA	n/a	40	83	}
Less income			0	(31)	
(b) Car Parking	P01JF	n/a	48	29	}
Sub-total		n/a	201	125	}
					}
Leisure Centres					
(c) Angel Centre	P05KGBC01	n/a	412	327	} Variations in the life span of assets, lasting longer/shorter than anticipated, have led to under/overspend within the Capital Renewals Programme.
(d) Larkfield Leisure Centre	P05KGBC02	n/a	438	367	
(e) Tonbridge Swimming Pool	P05KGBC04	n/a	139	197	
(f) Poulton Wood Golf					
Clubhouse	P05KGBC03	n/a	37	27	}
Course	P05KGBC07	n/a	0	0	}
Grounds Maintenance	P05KGBC06	n/a	111	59	}
			1,137	977	}
Provision for inflation	P05KZ	n/a			}
Savings Target (assumes 25%)		n/a	(341)		}
Sub-total			796	977	}
					}
Total Capital Renewals to Summary		n/a	997	1,102	}

CAPITAL OUTTURN CORPORATE			
	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025
	£'000	£'000	£'000
Capital Plan Schemes			
Land & Property	128	600	878
Information Technology Initiatives	49	90	47
Other Schemes	26	0	94
Sub-total	203	690	1,019
Capital Renewals	n/a	595	100
Total Corporate	203	1,285	1,119

CAPITAL OUTTURN CORPORATE					
	Code	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025	Notes
Land & Property		£'000	£'000	£'000	
(a) Tonbridge Castle Offices: Re-tile Roof	P06AA	10	0	0	Works deferred to 2025/26.
(b) Gibson East Refurbishment	P06AL	n/a	600	97	Work slipped to 2025/26 following completion of covenant agreement and tender exercise.
(c) De-carbonising the Council's Estate	P06AM				
Solar PV at Tonbridge Pool	AM10	97		6	
LED at Tonbridge Pool	AM20	21			
LED at Larkfield Leisure Centre	AM30		60	53	
Solar PV at Larkfield Leisure Centre	AM40		393	329	
Re-felt & roof insulation upgrade at Larkfield Leisure Centre	AM50		575	330	Some works slipped to 2025/26 following confirmation of external grant funding and ensuring works being undertaken in the same area did not clash.
Air Source Heat Pumps at Larkfield Leisure Centre	AM60		189	523	
Sub-metering at Larkfield Leisure Centre & Tonbridge Pool	AM70				
Boiler Replacement at Poult Wood Golf Club	AM80				
Less Grants			(1,217)	(460)	
Total Land and Property to Summary		128	600	878	
Information Technology Initiatives					
(d) General Data Protections Regs	P06DR	49	9	9	Scheme to upgrade the income software to SmartPay6 completed.
(e) Integra Centros Financial Management System	P06DT	n/a	81	38	
Total Information Technology Initiatives to Summary		49	90	47	
Other Schemes					
(f) UK Shared Prosperity Fund Projects/Initiatives:	P06FN				Overspend is offset by underspend within the overall scheme initiatives within UKSPF & RESPF.
Mobile CCTV	FN10	21	7	8	
Tonbridge Wayfinding	FN20	10	0	0	
Digital Information Boards	FN30	40	13	13	
Shopfront and Vacant Unit Improvements	FN40	34	58	60	
Bus Shelter Green Roofs Pilot	FN50	31	0	0	
West Kent Green Business Grants	FN60	35	50	50	
Carbon Descent Plans	FN70	n/a	123	123	
Safer Sustainable Car Parks	FN80	n/a	109	111	
Less Grants	FN90	(145)	(360)	(360)	
Total Other Schemes to Summary		26	0	5	

CAPITAL OUTTURN CORPORATE					
	Code	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025	Notes
		£'000	£'000	£'000	
Other Schemes Con't/...					
(f) Rural England Prosperity Fund Projects/Initiatives:	P06F0				
Investment in Micro & Small Enterprises	F010	36	89	139	
Develop and Promote Visitor Economy	F020	n/a	89	133	
Create/Improvements to Local Green Spaces	F030	n/a	67	25	
Existing Cultural, Historic & Heritage Institutions	F040	40	37	21	
Active Travel Enhancements in the Local Area	F050	n/a	67		
Rural Circular Economy Projects	F060	n/a	22	42	
Less Grants	F090	(76)	(371)	(271)	
					Underspend is offsetting overspend within the overall scheme initiatives within UKSPF & RESPF.
					The final grant installment is due to be received in 25/26.
Total Other Schemes Con't/... to Summary		0	0	89	

CAPITAL OUTTURN					
CORPORATE					
	Code	Expenditure To 31/03/24	2024/25 Including Prior Year Slippage	2024/25 Actual to 31 March 2025	Notes
Capital Renewals		£'000	£'000	£'000	
(a) General :	P06FA				} Underspend / carry forward to 2025/26 and will be reviewed in Autumn } 2025.
Departmental Administration	GR01	n/a	8		
Council Offices	GR02	n/a	3		
Print Unit	GR03	n/a	23	7	
Telephones	GR05	n/a			
Tonbridge Christmas Lighting	GR09	n/a		5	
Elections	GR10	n/a	12		
Sub-total		n/a	46	12	
(b) Information Technology :	P06FB		549		
Desktop Hardware	FB10	n/a		3	
Mobile Hardware	FB20	n/a		85	
Computer Suite	FB30	n/a			
Other Hardware	FB40	n/a			
Network	FB50	n/a			
Corporate Software	FB60	n/a			
Operational Software	FB70	n/a			
User Software	FB80	n/a			
Sub-total		n/a	549	88	
Total Capital Renewals to Summary		n/a	595	100	

2024 2025