

Sevenoaks District Council

Budget 2010/11



Budget 2010/2011

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Introduction

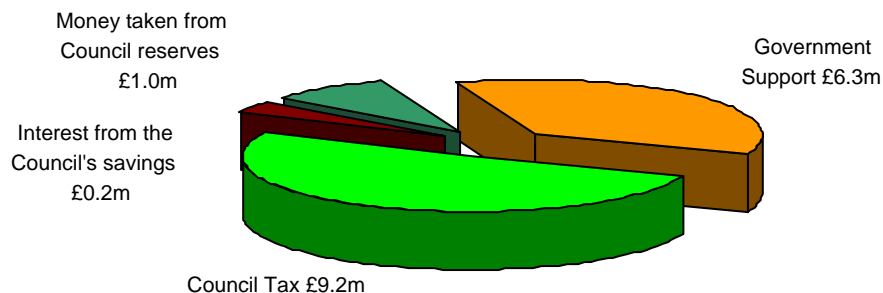
The 2010/11 budget process started in summer 2009 and included a review of all services and scrutiny by Councillors. Sevenoaks District Council set its budget for 2010/11 at a meeting of the Council on 23 February 2010. Overall the Council's net revenue budget has decreased from £17.3 million in 2009/10 to £16.7 million in 2010/11.

A key element of the budget is the Council's four-year financial plan. This continues to meet the primary financial objective of reducing reliance on reserves, whilst enabling the Council to invest in priority services.

The effects of the current economic situation have been taken into account when setting the budget. Several income streams have reduced such as Local Land Charges and Interest from Investments whilst there is higher demand for other services such as Housing Benefits.

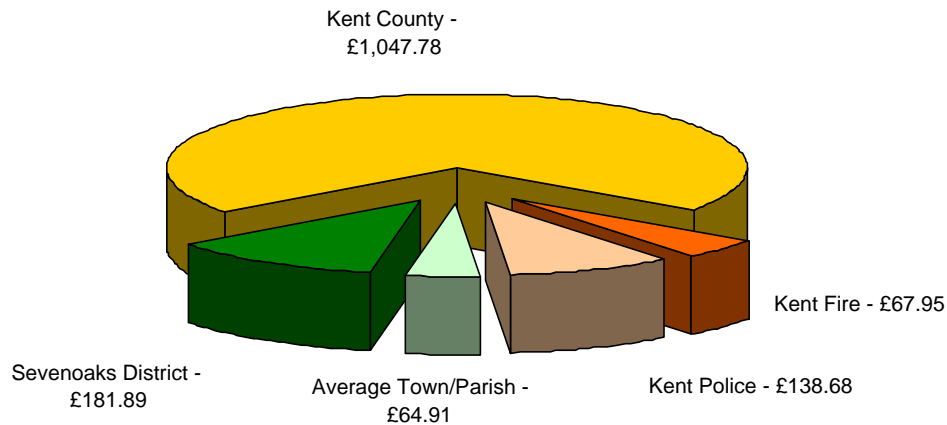
Government Grant has increased by only 0.5% in 2010/11 which is significantly below the rate of inflation. The Council aims to make £1.2 million of savings in 2010/11 to reduce the impact on Council Tax.

Funding of Council Expenditure 2010/11



Against this backdrop, Sevenoaks' Council Tax has increased by 2.9%, from £176.76 to £181.89 at Band D. After taking account of the changes in the tax elements for the County Council, Kent Fire Service and Kent Police the headline total for Council Tax for 2010/11, including an average Parish figure, is £1,501.21 at Band D, an increase of £35.17 or 2.4%.

Share of Band D Council Tax 2010/11



The prospects for the future remain difficult. However, the budget with the level of Council Tax set will ensure the Council is in a stronger, more sustainable position.

This book shows the agreed Revenue Budget and the Council's Capital Budget. Additional information relating to the Council's financial position in 2010/11 and the Council Tax, with Parish Precept information, is also included.

The revenue budget for 2010/11 is in the form of a summary for the whole authority, followed by an analysis for each Council service by responsible manager.

It is hoped this document is informative and easy to read. If you have any questions or would like to suggest ways to improve the document's content or layout, please contact Adrian Rowbotham, Finance Manager, Council Offices, Argyle Road, Sevenoaks, TN13 1HG (01732 227153, finance@sevenoaks.gov.uk).

Users Guide

Financial Plan

This looks beyond the next financial year by predicting the financial position of the Council after allowing for known and predicted changes.

Reserves Statement

Several provisions and reserves exist for specific purposes and this document forecasts the annual balances for them all going forward three years.

The General Fund Reserve is also included which is the balance of Council monies that are not allocated for specific purposes.

Summary of Council Expenditure and Council Tax

This shows the net expenditure budget for the Council and how it is being funded. The Band D Council Tax of the District Council as well as the precepting authorities is also shown.

Net Service Expenditure analysed by budget area

A page for each Head of Service that shows the budget analysed by service area.

Net Service Expenditure analysed subjectively

A page for each Head of Service that shows the budget analysed by subjective category.

Support Services Allocations

Budgets for Support Services have to be allocated to front line services to arrive at the true full cost of providing those services. This method complies with the CIPFA Best Value Accounting Code of Practice.

Pay Cost Estimates Summary

The pay budgets and staff numbers analysed by the management structure. This differs from the pay costs shown on the Net Service Expenditure pages which shows staff costs reallocated by service area.

Asset Maintenance Fund

Asset maintenance is funded at present from a separate earmarked reserve. The allocation of these budgets to individual areas is made in accordance with the asset maintenance plan, reflecting backlog maintenance, health & safety and income generation as priorities.

Capital Programme

This shows the capital programme for the next three years including the funding sources. The expected balance of unused capital receipts is also included.

Town/Parish Council Precepts

The precept, tax base and Band D charge for every town and parish.

Financial Plan 2009/10 - 2014/15

		Budget 2009/10	Plan 2010/11	Plan 2011/12	Plan 2012/13	Plan 2013/14	Plan 2014/15	
	Note	£000	£000	£000	£000	£000	£000	
1	Base Budget	14,652	13,981	13,082	12,079	11,664	10,374	
2	Pension Fund Deficit	1,927	2,012	2,401	2,493	2,609	2,716	
3	Growth and compensating items (approved in previous years)	199	-59	0	0	0	0	
4	Savings items (approved in pre- vious years)	-870	-89	-180	0	0	0	
5	New growth items (Appendix A)		342	355	45	0	0	
6	New savings items (Appendix A)		-1,093	-146	-11	-25	0	
7	Inflation	1	621	845	1,343	1,853	2,528	3,217
8	DWP grant reduction		34	34	0	0	0	
9	Asset Maintenance		729	738	747	756	756	
10	Net Service Expenditure excl.	17,292	16,711	17,602	17,215	17,532	17,063	
11	Contributions to Reserves	5	448	681	726	740	740	
12	Non Service Income							
13	Interest Receipts	2	-602	-192	-343	-441	-414	-362
14	Government Support	3	-6,317	-6,348	-5,713	-5,427	-5,156	-5,156
15	Approp from Reserves		-1,710	-1,680	-1,747	-1,813	-1,268	-756
16	Council Tax	4	-8,842	-9,172	-9,493	-9,825	-10,169	-10,525
17	Total non-service income		-17,471	-17,392	-17,296	-17,506	-17,007	-16,799
18	SAVINGS REQUIRED*		0	0	1,032	449	1,265	1,004
19	General Fund Deficit/Surplus(-)		269	0	0	0	0	
20	General Reserve Forecast							
21	Opening Balance as at 1st April		3,713	1,944	1,744	1,744	1,744	
22	Required Minimum Balance		-1,500	-200	0	0	0	
23	General Fund Deficit(-)/Surplus		-269	0	0	0	0	
24	Available Balance		1,944	1,744	1,744	1,744	1,744	
25	Taxbase		50,021	50,427				
26	Council Tax @ Band D		176.76	181.89				

* Savings required assumes that savings are achieved each year and not accumulated.

Notes

- Inflation
Assumptions for 2009/10 budget: Pay 2.5%, Increments 1.5%, Other 2.5%, Income 2.5%
Assumption changes: Pay 09/10 1%, 10/11 0%, 11/12 1%, 12/13 1%, 13/14 onwards 2.5%
- Interest Receipts: 10/11 1%, 11/12 2.75%, 12/13 4.25%, 13/14 onwards 4.8%
- Government Support: 11/12 -10%, 12/13 -5%, 13/14 -5%, 14/15 onwards 0%
- Council Tax: 10/11 2.9%, 11/12 onwards 3.5%
- Contribution to Reserves: 10/11 Asset Maintenance 260, Capital 456, Action & Development -35

Balance Sheet

		31/3/09	31/3/10	31/3/11	31/3/12	31/3/13	31/3/14
	Note	Actual £000	Plan £000	Plan £000	Plan £000	Plan £000	Plan £000
Long Term Assets							
Fixed Assets	1	19,635	19,175	16,897	16,719	16,541	16,363
Long-term Investments	2	3,138	0	0	0	0	0
Long Term Debtors	3	409	360	312	264	239	214
		<u>23,182</u>	<u>19,535</u>	<u>17,209</u>	<u>16,983</u>	<u>16,780</u>	<u>16,577</u>
Current Assets							
Short-term Investments	2	18,223	15,405	13,800	12,193	11,115	9,963
Debtors		3,737	3,737	3,737	3,737	3,737	3,737
Other		268	268	268	268	268	268
		<u>22,228</u>	<u>19,410</u>	<u>17,805</u>	<u>16,198</u>	<u>15,120</u>	<u>13,968</u>
Current Liabilities		-5,617	-4,740	-4,740	-4,740	-4,740	-4,740
Deferred Creditors		-373	-373	-373	-373	-373	-373
Provisions:							
Edenbridge Relief Road Comp.		-1,557	0	0	0	0	0
Redundancies		0	0	0	0	0	0
First Time Sewerage		-888	-818	0	0	0	0
		<u>-2,445</u>	<u>-818</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Grants Deferred Account		-138	-135	-132	-129	-126	-123
Pensions Liabilities	4,5	-34,570	-33,160	-31,750	-30,340	-28,930	-27,520
TOTAL ASSETS LESS LIABILITIES		<u>2,267</u>	<u>-281</u>	<u>-1,981</u>	<u>-2,401</u>	<u>-2,269</u>	<u>-2,211</u>

Notes

- 1 Fixed Assets assumptions: property will depreciate and will not be replaced, vehicles will depreciate and be replaced.
- 2 Investments: £1m invested in Landsbanki is still included based on latest advice from CIPFA. The year end position is based on the level of reserves and provisions.
- 3 Long Term Debtors: Sencio received a £250,000 loan on 29/04/08 to be repaid over 10 years.
- 4 Pensions liability decrease due to payments being made to reduce the deficit.
- 5 Pensions figures are based on the actual FRS17 figures required to be included in the statutory accounts. An actuarial revaluation is completed every three years which is used to calculate the true position of the pension scheme.

Balance Sheet cont.

	31/3/09	31/3/10	31/3/11	31/3/12	31/3/13	31/3/14	
	Actual	Plan	Plan	Plan	Plan	Plan	
Note	£000	£000	£000	£000	£000	£000	
Deferred Capital Receipts	70	46	23	0	0	0	
Capital Adjustment Account	18,298	17,706	15,431	15,256	15,081	14,906	
Revaluation Reserve	1,334	1,334	1,334	1,334	1,334	1,334	
Financial Instruments Adj Account	-106	0	0	0	0	0	
Usable Capital Receipts Reserve	353	239	924	1,244	1,958	1,958	
Earmarked Reserves:							
Action and Development	161	161	161	161	161	161	
Asset Maintenance	5,087	4,583	4,105	3,458	2,793	2,163	
Capital	631	0	3	6	6	6	
Carry Forward Items	265	0	0	0	0	0	
Employer's Superannuation	4,492	3,511	2,569	1,569	512	0	
Housing Benefit subsidy	561	511	461	411	361	311	
Local Plan / LDF	337	118	173	60	0	0	
Re-organisation	329	329	229	129	129	129	
Vehicle Insurance	229	200	200	200	200	200	
Vehicle Renewal	630	423	423	423	423	423	
Others	460	274	289	244	259	274	
	13,182	10,110	8,613	6,661	4,844	3,667	
Pensions Reserve	4,5	-34,570	-33,160	-31,750	-30,340	-28,930	-27,520
General Fund Reserve		3,713	3,444	3,444	3,444	3,444	3,444
Collection Fund		-7	0	0	0	0	0
TOTAL NET WORTH		2,267	-281	-1,981	-2,401	-2,269	-2,211

Summary of Council Expenditure & Council Tax

	2009/10 <i>Budget Net Expenditure</i> £	2010/11 Budget Net Expenditure £
Service expenditure before Support Services and Capital Charges including trading accounts	17,564,415	16,974,438
Capital Charges and Support Services charged outside the General Fund	-272,000	-263,000
Sub Total	17,292,415	16,711,438
Non allocated expenditure:		
Collection Fund adjustment	0	0
Net Service Expenditure excluding Capital Charges	17,292,415	16,711,438
Government Grant	-6,317,301	-6,348,311
Council Tax Requirement - Sevenoaks DC	-8,841,721	-9,172,076
Grant & Council Tax income	-15,159,022	-15,520,387
Net Expenditure after Grant & Council Tax, before interest	2,133,393	1,191,051
Less: Interest and Investment in-	-602,000	-192,000
Amount to be met from Reserves	1,531,393	999,051
Contributions to and from reserves		
Earmarked Reserves		
Pension Fund Deficit	981,000	942,000
Asset Maintenance	469,000	478,000
Capital	0	-455,949
Action and Development	-188,169	35,000
Planned contribution from Gen Fund Reserve	269,562	0
	1,531,393	999,051

	2008/09	2009/10	2010/11
Taxbase	49,188	50,021	50,427
	£	£	£
Council Tax @ Band D	177.88	176.76	181.89

Council Tax Summary

Band D charge

			%		%
Kent County	1,001.79	1,026.27	70.0	1,047.78	69.8
Kent Fire	63.81	66.06	4.5	67.95	4.5
Kent Police	128.25	134.65	9.2	138.68	9.2
	<u>1,193.85</u>	<u>1,226.98</u>	<u>83.7</u>	<u>1,254.41</u>	<u>83.6</u>
Sevenoaks District	177.88	176.76	12.1	181.89	12.1
Average Town/Parish	60.46	62.30	4.2	64.91	4.3
	<u>1,432.19</u>	<u>1,466.04</u>	<u>100.0</u>	<u>1,501.21</u>	<u>100.0</u>

Interest Receipts Summary

Investment interest	635,000	225,000
Mortgage and other interest	2,000	2,000
Allocations to Provisions	<u>-35,000</u>	<u>-35,000</u>
Net Revenue contribution	<u>602,000</u>	<u>192,000</u>

Net Service Expenditure analysed by Head of Service

	Actuals 08/09	Budget 09/10	Budget 10/11
	£	£	£
Community Development	1,334,552	1,407,701	1,275,852
Development Services	2,023,122	1,973,981	1,829,041
Direct Services	-	- 48,500	- 63,500
Environmental and Operations	4,325,273	4,308,534	4,037,361
Finance and Human Resources	5,426,132	5,517,638	5,646,883
Housing	914,539	950,601	868,484
IT and Facilities Management	1,645,337	1,742,916	1,749,073
Legal and Committee Services	582,462	558,841	564,800
Policy and Performance	1,164,541	1,152,703	1,066,444
Total Service expenditure before re-allocation of Support Services and Capital Charges	17,415,958	17,564,415	16,974,438

Net Service Expenditure - Subjective Summary

	Actuals 08/09	Budget 09/10	Budget 10/11
	£	£	£
Pay Costs	9,245,616	10,663,679	10,295,881
Pay Costs - Externally funded	144,576	153,426	152,426
Premises and Grounds	1,527,139	1,140,503	1,181,757
Transport	84,900	105,719	65,212
Supplies and Services	2,619,817	2,652,232	2,736,677
Agency and Contracted	5,048,258	3,963,208	3,985,023
Agency and Contracted - Direct Services	3,759,747	3,973,002	3,978,771
Transfer Payments - Benefits	26,046,431	24,981,463	29,685,972
Transfer Payments - Other	548,273	746,184	589,033
Departmental Management and Other Heads of Service	998,435	922,678	997,177
Funds drawn from Reserves	62,527	179,020	170,125
Income	- 6,684,247	- 6,946,188	- 7,166,044
Income - Housing Benefits	- 26,716,463	- 25,624,727	- 30,345,319
Recharges	-	- 26,284	- 26,753
Trading Account - Pay	3,158,432	3,344,540	3,197,901
Trading Account - Expenditure	200,979	3,704,973	3,758,420
Trading Account - External Income	-	- 1,649,148	- 1,644,377
Trading Account - SDC Charges	-	- 5,448,865	- 5,375,444
Trading Account - net income	- 3,359,411	-	-
Asset Maintenance	615,889	607,800	613,800
Asset Maintenance - IT	8,810	8,000	13,365
Asset Maintenance - Agency and Contracted	14,321	15,200	15,200
Asset Maintenance - Pay Costs	56,929	63,000	57,635
Asset Maintenance - Support	35,001	35,000	38,000
Total Service expenditure before re-allocation of Support Services and Capital Charges	17,415,958	17,564,415	16,974,438

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Community Development			
8 to 12 project	19,644	25,752	23,380
Arts Development	6,334	7,229	5,358
All Weather Pitch	- 2,080	- 2,000	- 2,000
Community Safety	155,489	205,449	176,415
The Community Plan	68,559	75,438	53,980
Economic Development	38,270	15,878	21,182
Grants to Organisations	266,590	267,569	226,839
Health Improvements	49,890	55,634	55,942
Leisure Contract	406,255	419,567	398,135
Leisure Development	20,000	20,886	21,259
Partnership - Child	-	-	-
Partnership - Home Office	-	-	-
Administrative Expenses - Community Dev.	10,971	12,991	13,980
Sevenoaks Playhouse	104,387	100,000	100,000
Sustainability	19,673	24,500	25,333
Tourism	43,098	41,621	39,262
Choosing Health WK PCT	-	-	-
Falls Prevention	-	-	-
Virtual Healthy Living Centre (NOF)	-	-	-
Kent Community Alcohol Partnership	-	-	-
Healthy Lifestyles	-	-	-
PCT Initiatives	-	-	-
External Partnership - Childrens Play	-	-	-
Skateboarding	-	-	-
West Kent Partnership	-	-	-
Youth	127,473	137,187	116,787
Total Service Expenditure	1,334,552	1,407,701	1,275,852

Service Description

Providing a service working in partnership to promote community safety, provision for children and young people, community involvement, support to the voluntary sector, arts, tourism, leisure, economic development, health and well being to achieve the aims of the Sevenoaks District Sustainable Community Plan.

* Recharged to Services

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Community Development			
Pay Costs	494,795	518,708	453,255
Pay Costs - Externally funded	144,576	153,426	152,426
Premises and Grounds	129,074	67,730	57,123
Transport	6,623	15,961	8,191
Supplies and Services	118,993	131,681	133,962
Agency and Contracted	1,043,905	1,000,965	826,006
Departmental Management and Other Heads of Service	28,833	33,477	29,133
Funds drawn from Reserves	- 3,774	-	-
Income	- 628,475	- 514,247	- 384,244
Asset Maintenance	-	-	-
Service expenditure before re-allocation of Support Services and Capital charges	1,334,552	1,407,701	1,275,852

Analysis of budget changes between 09/10 and 10/11

Base Budget 2009/10			1,407,701
Inflation			19,617
Growth in Plan			-
Planned Savings	SIA 22	Reduce Grants Budget	- 7,000
	SIA 23	Project Reductions	- 8,000
	SIA 24	Reduce Leisure Budget	- 10,000
SAPPS and SCIAS for 2010/11	SCIA 25	Leisure Contract - no inflation	- 7,000
	SCIA 26	Grants - appraisal process	- 10,000
	SCIA 27	Youth - transport budget	- 8,000
	SCIA 28	West Kent Partnership - Leader Project	- 5,000
	SCIA 29	Heart of Kent Tourism - partner funding	- 3,000
	SCIA 30	West Kent Arts - reduce contribution	- 2,000
	SCIA 31	Management restructure	- 60,000
Further Savings (SIA)	(a)	Leisure Contract management fee	- 15,000
	(b)	Summer Programme	- 15,000
	(c)	Community Grants Scheme	- 10,000
Adjustments between services		Staff training	756
		LEADER project	10,000
		Minor changes - External projects	1,236
		Salary allocations compared to inflation model	- 3,458
Approved Budget 2010/11			1,275,852

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Development Services			
Bridleways / Footpath Diversions	1,235	1,610	1,575
Conservation	178,826	20,940	84,039
Local Development Framework	413,384	530,644	516,000
Planning - Appeals	295,654	239,901	207,229
Planning - Counter	- 622	- 427	- 600
Planning - Development Control	779,021	840,022	697,085
Planning - Enforcement	286,420	298,931	291,961
Fort Halstead	-	-	-
Planning - Office Refurbishment	436	-	-
Administrative Expenses - Development Control *	67,088	42,305	31,752
Administrative Expenses - Policy and Env. *	1,680	55	-
Planning Delivery (Ext)	-	-	-
Total Service Expenditure	2,023,122	1,973,981	1,829,041

Service Description

The Management of development so as to support the local Sustainable Community Plan. The statutory functions of the Planning Act — the preparation of Planning Policy and the determination of planning applications, as well as the associated appeal and enforcement activities.

*Recharged to Services

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Development Services			
Pay Costs	1,539,511	2,173,955	2,066,030
Premises and Grounds	3,118	1,000	1,018
Transport	2,370	853	375
Supplies and Services	199,427	107,213	74,922
Agency and Contracted	799,799	125,657	85,889
Transfer Payments - Other	-	-	-
Departmental Management and Other Heads of Service	59,996	64,510	65,587
Funds drawn from Reserves	- 4,806	143,895	140,000
Income	- 576,293	- 643,102	- 604,780
Service expenditure before re-allocation of Support Services and Capital charges	2,023,122	1,973,981	1,829,041

Analysis of budget changes between 09/10 and 10/11

Base Budget 2009/10			1,973,981
Inflation			8,123
Growth in Plan			-
Planned Savings	SIA 29	Reduce Specialist Officer	- 46,000
Growth and Savings for 2010/11	SCIA 01	Development Control - decreased fee income	75,000
	SCIA 01	Development Control - various savings	- 64,000
	SCIA 32	Development Control - Efficiency Review	- 25,000
	SCIA 33	Planning Policy - one-off income	- 23,000
	SCIA 57	Procurement - Local Development Framework	- 3,000
Adjustments between services		Staff training	- 3,607
		Building Control Admin Expenses	- 6,713
		Housing Stock Survey t/fer Housing	- 15,000
		LEADER project recharge	- 10,000
		Public Notice Advertising savings	- 30,270
		Other, inc variances from model inflation	- 1,473
Approved Budget 2010/11			1,829,041

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Environmental and Operations			
Asset Maintenance	61,598	107,000	103,800
Building Control	39,909	- 15,883	- 54,133
Car Parks	- 1,351,505	- 1,403,278	- 1,427,732
CCTV	299,317	315,197	276,272
Clean Air	96,631	116,460	117,158
Contaminated Land	59,817	57,361	54,062
Dangerous Structures	16,076	28,430	24,181
On Street Parking	25,949	- 229,219	- 247,845
Edenbridge Comm Warden	31,050	-	-
Emergency	52,427	57,126	57,787
Estates Management - Grounds	81,967	89,135	90,322
Licensing Health	34,644	34,468	35,290
Licensing Partnership	-	-	- 15,000
Licensing Regime	62,363	32,011	33,109
Minibus	314,155	332,451	333,212
Noise Control	102,407	110,663	110,745
Parks and Rec.Grds	117,552	107,547	108,949
Parks - Rural	122,438	117,156	93,490
Pest Control	6,179	7,869	5,982
Public Health	506,127	535,449	538,285
Public Transport Support	4,114	1,490	1,480
Refuse Collection	2,082,803	2,253,544	2,181,501
Administrative Expenses - Building Control *	-	-	8,743
Administrative Expenses - Community Director *	16,159	13,306	15,212
Administrative Expenses - Direct Services *	31,821	48,283	50,297
Administrative Expenses - Health *	17,293	21,688	23,046
Administrative Expenses - Transport and Parking *	4,917	6,633	9,754
Street Naming	44,235	49,187	10,985
Street Cleansing	1,303,733	1,383,098	1,399,549
Taxi Licensing	- 25,857	- 13,335	- 15,824
Public Conveniences	166,956	144,697	114,684
Air Quality (Ext Funded)	-	-	-
Smokefree Sevenoaks (Ext Funded)	-	-	-
Total Service Expenditure	4,325,273	4,308,534	4,037,361

Service Description

Providing services covering the following key objectives in the Community Plan, of safe and caring communities; green and healthy environment and dynamic and sustainable economy. Covers, Direct Services, Licensing, Environmental Health, Building Control and Parking and Amenity Services.

* Recharged to Services

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Environmental and Operations			
Pay Costs	2,455,734	2,776,225	2,660,407
Premises and Grounds	459,035	344,391	406,465
Transport	52,841	30,790	28,979
Supplies and Services	521,765	514,514	587,962
Agency and Contracted	467,087	328,730	517,220
Agency and Contracted - Direct Services	3,710,220	3,924,559	3,877,629
Departmental Management and Other Heads of Service	35,242	38,060	39,137
Support Services	-	0	0
Funds drawn from Reserves	700	0	0
Income	-3,438,949	-3,755,735	-4,184,238
Asset Maintenance	61,598	107,000	103,800
Service expenditure before re-allocation of Support Services and Capital charges	4,325,273	4,308,534	4,037,361

Analysis of budget changes between 09/10 and 10/11

Base Budget 2009/10			4,308,534
Inflation			858
Growth/Savings in Plan - Asset Maintenance	Review of Asset Maintenance Programme		-3,200
Planned Savings	WPEG Grant funding from reserves ends		-59,000
	Toilet Closures delayed one year		-27,000
SAPPS and SCIAS for 2010/11	SCIA 04	WPEG grant ceases	59,000
	SCIA 09	Car Parks NNDR	40,000
	SCIA 02	Building Control - Review Team	-5,000
	SCIA 03	Dangerous Structures - Review BC team	-5,000
	SCIA 05	Pest Control	-2,000
	SCIA 06	Closure 4 Public Conveniences	-5,000
	SCIA 07	Contaminated Land - Consultants	-5,000
	SCIA 09	Car Parks Charges 2% over Plan	-37,000
	SCIA 10	On Street Parking Charges 2% over Plan	-12,000
	SCIA 11	Street Naming - Charging/Save maintenance	-10,000
	SCIA 34	Refuse - Round review	-100,000
	SCIA 35	Street Naming - Efficiency Review	-32,000
	SCIA 36	Building Control - House Condition Survey (net)	-15,000
	SCIA 37	Licensing - Enlarge Partnership (net)	-15,000
	SCIA 38	Parks Rural - Review Ranger service	-27,000
	SCIA 39	see SCIA 09	
	SCIA 40	Env. Health - Shared Services	-10,000
Further Savings (SIA)	(a)	Minibuses - increase permits to £12	-4,000
	(b)	CCTV - Staffing	-40,000
		National Non Domestic Rates	12,763
		Standby call out payments	13,328
		Staff training	8,819
		Building Control Admin ex Dev Serv	6,713
		Public notice Advertising	-400
		Other inc variances from model inflation	946
Approved Budget 2010/11			4,037,361

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Finance and Human Resources			
Asset Maintenance	464,366	422,000	434,200
Benefits Administration	880,077	931,717	939,573
Benefits Grants	- 670,032	- 643,264	- 659,347
Bus Station	8,111	11,920	12,003
Civic Expenses	44,751	67,417	44,111
Civil Protection	36,090	42,177	42,785
Concessionary Fares	257,266	365,163	433,220
Estates Management - Buildings	17,051	- 57,045	- 65,657
Housing Advances	4,330	3,914	5,702
Housing Premises	- 11,125	- 124	- 9,340
Local Tax	191,450	278,541	279,566
Markets	- 178,021	- 198,671	- 187,941
Members	258,331	287,234	334,805
Miscellaneous Finance	2,042,754	1,792,985	1,874,548
Administrative Expenses - Corporate Director *	8,312	4,819	4,816
Administrative Expenses - Chief Executive *	8,677	19,276	21,080
Administrative Expenses - Finance *	65,111	40,738	37,851
Administrative Expenses - Personnel *	13,239	12,742	12,972
Administrative Expenses - Property *	2,262	10,589	4,548
Support - Audit Function *	115,539	182,126	151,664
Support - Central Offices *	384,660	407,305	405,999
Support - Contact Centre *	416,496	459,188	460,269
Support - Exchequer and Procurement *	180,711	203,906	197,217
Support - Finance Function *	229,098	256,623	256,042
Support - General Admin *	222,044	206,233	190,359
Support - Health and Safety *	52,495	56,822	54,697
Support - Local Offices *	47,213	45,710	46,735
Support - Nursery *	4,436	2,500	2,563
Support - Personnel *	165,552	143,614	144,954
Support - Property Function *	80,763	73,702	83,272
Treasury Management *	84,123	87,781	93,617
Additional Admin Subsidy	-	-	-
Employment & Support Allowance	-	-	-
HB - Data Scan	-	-	-
Local Housing Allowance	-	-	-
Total Service Expenditure	5,426,132	5,517,638	5,646,883

Service Description

Finance and HR : Collection of local taxes, administration of benefits and concessionary fares, first point of contact for the public through reception and contact centre services and the provision of financial and HR services to the organisation

Responsibility for Local Offices and Contact Centre transferred to Finance and Human resources during 08/09

* Recharged to services

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Finance and Human Resources			
Pay Costs	2,642,497	2,935,956	2,954,505
Premises and Grounds	763,344	617,434	663,566
Transport	15,694	37,680	14,988
Supplies and Services	771,236	791,079	827,102
Agency and Contracted	2,326,843	1,920,648	1,990,553
Agency and Contracted - Direct Services	41,559	42,744	41,879
Transfer Payments - Benefits	26,046,431	24,981,463	29,685,972
Transfer Payments - Other	457,178	590,596	508,885
Departmental Management and Other Heads of Service	2,043	2,768	-
Funds drawn from Reserves	-	-	-
Income	- 1,388,595	- 1,173,719	- 1,102,695
Income - Housing Benefits	- 26,716,463	- 25,624,727	- 30,345,319
Recharges	-	- 26,284	- 26,753
Asset Maintenance	349,305	300,800	310,000
Asset Maintenance - IT	8,810	8,000	13,365
Asset Maintenance - Agency and Contracted	14,321	15,200	15,200
Asset Maintenance - Pay Costs	56,929	63,000	57,635
Asset Maintenance - Support	35,001	35,000	38,000
Service expenditure before re-allocation of Support Services and Capital charges	5,426,132	5,517,638	5,646,883

Analysis of budget changes between 09/10 and 10/11

Base Budget 2009/10		5,517,638
Inflation		30,854
Growth in Plan - Asset maintenance	Review Asset Maintenance programme	12,200
Planned Savings	SIA 05 Local Tax - Court Costs	-
	SIA 06 Benefits - Reduce by 2 assessors	- 25,000
	SIA 07 Estate Management - increase rents	- 6,000
Reversal one-off items	SIA 06 VAT rate change	45,000
Growth in Plan	Retirement Provisions	85,000
SAPPS and SCIAS for 2010/11	SCIA 16 Members Allowances - new scheme	41,000
	SCIA 41 Concessionary Fares - govt. grant reduction	120,000
	SCIA 12 Civic Expenses - reduction	- 4,000
	SCIA 13 Audit - Partnership income	- 29,000
	SCIA 41 Concessionary Fares one-off	- 60,000
	SCIA 42 Insurance	- 20,000
	SCIA 43 Benefits Fraud Partnership	- 10,000
	SCIA 44 Property - Efficiency Review	- 2,000
	SCIA 45 Property - Use of Buildings - efficiency	- 5,000
	SCIA 46 Civic Expenses -set up transport fund	- 20,000
	SCIA 37 Licensing - Extend Partnership (net)	-
Adjustments between services	National Non Domestic Rates	- 12,763
	Staff training	- 4,329
	Public Notice Advertising	- 2,500
	Other inc variances from model inflation	- 4,217
Approved Budget 2010/11		5,646,883

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Housing			
Home Improvement Agency (prev. Care and Repair)	62,376	64,063	57,830
Energy Efficiency	4,108	38,845	17,797
Gypsy Sites	44,035	5,290	-
Homeless	138,228	150,141	138,970
Housing	431,703	429,549	411,805
Housing Initiatives	28,587	32,680	9,264
Homelessness Prevention	-	-	-
Housing Surveys	-	-	15,000
Housing Option - Trailblazer	-	-	-
Private Sector Housing	167,822	210,293	199,393
Administrative Expenses - Housing *	14,759	14,551	13,465
Homelessness Funding	372	-	-
Leader Programme	22,549	5,189	4,960
Total Service Expenditure	914,539	950,601	868,484

Service Description

This covers being proactive to avoid homelessness with appropriate advice and support, dealing with homelessness, monitoring the Housing Register, Energy Conservation, Gypsy/travellers, licensing of mobile homes/caravans, fitness rating of properties including 'decent homes' standards. Grants (mainly to provide aids and adaptations for older and disabled people), paupers funerals and housing policy/enabling.

* Recharged to Services

Housing

Pay Costs	669,075	696,890	705,354
Premises and Grounds	110,903	26,813	28,263
Transport	539	84	86
Supplies and Services	19,643	17,901	21,475
Agency and Contracted	122,414	200,514	184,941
Transfer Payments - Other	91,095	155,588	80,148
Departmental Management and Other Heads of Service	22,405	25,927	22,714
Transfers drawn from Reserves	56,368	35,125	30,125
Income	- 177,903	-208,241	-204,622
Service expenditure before re-allocation of Support Services and Capital charges	914,539	950,601	868,484

Analysis of budget changes between 09/10 and 10/11

Base Budget 2009/10		950,601
Inflation		5,921
Growth in Plan		-
Planned Savings	SIA 47 Gypsy Sites - Fees and 3 more plots	- 5,000
SAPPS and SCIAS for 2010/11	SCIA 17 Home Improvement Agency -Handy Person	- 10,000
	SCIA 18 Shelter providing Court Desk	- 6,000
	SCIA 47 Homeless - Rent in Advance (one off)	- 10,000
	SCIA 47 Homeless - Deposit Bonds (one off)	- 10,000
	SCIA 48 Private Sector Housing Savings	- 40,000
	SCIA 49 Disabled Facilities Grants saving	- 21,000
	SCIA 50 Support for Under 18s (one off)	- 15,000
	SCIA 51 Gypsy Site Hever Road (one off)	- 7,000
Further Savings (SIA)		-
Adjustments between services	Staff training	- 898
	Housing Stock Survey (prev. Dev. Services)*	15,000
	Salaries contra to DFG (see above)	21,000
	Other inc variances from model inflation	860
Approved Budget 2010/11		868,484

* Contribution to Reserve to equalise expenditure over 5

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
IT and Facilities Management			
Asset Maintenance	204,986	200,000	200,000
Administrative Expenses - IT *	19,150	26,537	24,994
Support - Central Offices - Facilities *	211,816	263,371	262,230
Support - General Administration *	313,617	310,831	283,032
Support - IT *	895,767	942,177	978,817
Total Service Expenditure	1,645,337	1,742,916	1,749,073

Service Description

This service includes the support and implementation of all technology based systems, print services, post room, microfilming, scanning and facilities functions.

* Recharged to Services

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
IT and Facilities Management			
Pay Costs	719,905	843,581	920,461
Premises and Grounds	59,920	69,660	19,322
Transport	5,491	10,456	7,194
Supplies and Services	787,190	802,152	825,147
Agency and Contracted	44,972	4,182	4,257
Agency and Contracted - Direct Services	7,968	5,699	59,263
Departmental Management and Other Heads of Service	43,665	46,972	46,391
Income	- 228,759	-239,786	-332,962
Asset Maintenance	204,986	200,000	200,000
Service expenditure before re-allocation of Support Services and Capital charges	1,645,337	1,742,916	1,749,073

Analysis of budget changes between 09/10 and 10/11

Base Budget 2009/10			1,742,916
Inflation			13,308
Growth in Plan			
Planned Savings			
Growth and Savings 2010/11	SCIA 45	Buildings Efficiency Review (Property)	-3,000
	SCIA 52	Postage procurement	- 6,000
	SCIA 53	GIS Partnership Dartford	- 15,000
	SCIA 54	Printing Partnership Dartford	- 10,000
	SCIA 57	Procurement Savings - Stationery	- 7,000
	SCIA 37	Licensing - Extend Partnership (net)	-
Further Savings (SIA)	SCIA 55	IT Development - Restructure (£50k) Financing item	
Adjustments between services		Staff training	- 2,019
		Reversal one-off salary saving	36,567
		Other inc variances from model inflation	- 699
Approved Budget 2010/11			1,749,073

Responsibility for Local Offices and Contact Centre transferred to Finance and Human Resources during 08/09

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Legal and Committee Services			
Committee Admin	135,125	127,693	129,349
Elections	56,335	60,340	60,569
Land Charges	- 93,299	-122,662	-124,466
Register of Electors	114,017	125,346	131,431
Administrative Expenses - Legal and Committee *	72,366	84,418	86,207
Support - Legal Function *	297,918	283,706	281,710
Total Service Expenditure	582,462	558,841	564,800

Service Description

Legal Services provide legal and administrative services to the Council in addition to providing Electoral and Land Charges services.

*Recharged to Services

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Legal and Committee Services			
Pay Costs	547,495	568,131	552,994
Premises and Grounds	1,323	13,475	6,000
Transport	1,296	9,632	5,129
Supplies and Services	134,622	186,899	172,843
Agency and Contracted	38,799	97,971	100,918
Departmental Management and Other Heads of Service	36,939	26,785	42,488
Funds drawn from Reserves	14,039	-	-
Income	- 204,901	-344,052	-315,572
Service expenditure before re-allocation of Support Services and Capital charges	569,611	558,841	564,800

Analysis of budget changes between 09/10 and 10/11

Base Budget 2009/10			558,841
Inflation			- 397
Superannuation - accounting for contributions			-
Growth in Plan			-
Planned Savings			-
Reversal of 2009/10 one-off items			-
SAPPS and SCIAS for 2010/11	SCIA 20	Electoral Registration - Canvas Fees	7,000
Changes following Government Grant settlement			-
Further Savings 2010/11(SIA)			-
Adjustments between services	Staff Training		278
	Other inc variances from model inflation		-922
Approved Budget 2010/11			564,800

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Policy and Performance			
Action and Development	24,704	15,895	16,179
Consultation and Surveys	9,697	16,313	16,604
Corporate Grants	-	-308	-316
Corp Mgmt	974,901	1,117,811	1,103,601
Corporate Savings	-	-173,274	-260,552
Equalities Legislation	16,415	15,550	15,828
External Comms	140,701	157,327	140,941
Performance Improvement	5,524	27,789	25,285
Administrative Expenses - Policy and Performance *	4,472	7,734	8,874
Support - General Admin *	- 11,871	-32,134	-
Total Service Expenditure	1,164,541	1,152,703	1,066,444

Service Description

This service develops, manages and implements key corporate initiatives in response to Central Government requirements or internal policy direction e.g. Comprehensive Area Assessment, Equalities agenda, Value for Money, Gershon Efficiency targets, Use of Resources and Internal Service Inspections. Managing the councils performance management arrangements, internal and external communications functions and the publication and circulation of the Councils paper InShape.

* Recharged to Services

Net Service Expenditure analysed by Head of Service

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Policy and Performance			
Pay Costs	176,604	150,233	-17,125
Premises and Grounds	422	-	-
Transport	46	263	270
Supplies and Services	59,988	100,793	93,264
Agency and Contracted	198,541	284,541	275,239
Departmental Management and Other Heads of Service	769,313	684,179	751,727
Funds drawn from Reserves	-	-	-
Income	-40,371	-67,306	-36,931
Service expenditure before re-allocation of Support Services and Capital charges	1,164,541	1,152,703	1,066,444

Analysis of budget changes between 09/10 and 10/11

Base Budget 2009/10		1,152,703
Inflation		8,469
Growth in Plan		-
Planned Savings		-
Reversal of 2009/10 one-off items		-
SAPPS and SCIAS for 2010/11	SCIA 56 Performance Management System	- 3,000
	SCIA 56 Corporate Management Consultancy	- 24,000
	SCIA 56 Communications - Apprentice	- 19,000
	SCIA 59 Market Supplements - reduction	- 150,000
Further Savings 2010/11		-
Adjustments between services	Staff training	1,000
	Reduction in vacancy rate to £100k	63,314
	Returns Advertising savings to HoS	33,170
	Other inc variances from model inflation	3,788
Approved Budget 2010/11		1,066,444

Direct Services - Trading Accounts

	Actuals 08/09 £	Budget 09/10 £	Budget 10/11 £
Premises	156,822	159,548	160,261
Transport	2,318,456	2,369,285	2,376,480
Supplies & Services	1,041,284	973,129	1,007,913
Pay costs	3,161,206	3,344,540	3,296,642
Support Services	155,924	155,924	155,924
Capital	55,919	47,087	47,397
Income	-6,903,054	-7,098,013	-7,108,117
Total Service Ex-	-13,443	-48,500	-63,500

Direct Services - Trading Accounts

	Actuals 08/09	Budget 09/10	Budget 10/11
	£	£	£
INCOME			
Refuse Collection	2,031,914	2,119,226	2,046,814
Street Cleaning	1,218,517	1,286,695	1,304,191
Transport Workshop	585,570	584,558	591,623
Pest Control	64,558	82,869	76,982
Premises Cleaning	299,523	261,733	288,371
Cesspool Emptying	267,987	275,000	275,000
Mini Bus Service	429,615	463,451	414,880
Green Waste	312,387	320,599	361,851
Trade Waste	322,471	330,000	387,023
Grounds Maintenance	125,496	129,000	133,660
Clean Kent	80,157	87,359	-
Fleet Management	797,167	827,003	838,628
Depot	326,273	286,689	344,635
Emergency	41,419	43,831	44,459
Total Income	6,903,054	7,098,013	7,108,117

SDC	4,385,092	4,620,556	4,561,089
External	1,394,522	1,523,765	1,523,765
Overheads	1,123,440	953,692	1,023,263

EXPENDITURE			
Refuse Collection	2,162,267	2,156,758	2,046,325
Street Cleaning	1,292,649	1,337,878	1,367,573
Transport Workshop	567,094	564,365	577,204
Pest Control	90,207	90,814	89,266
Premises Cleaning	333,095	309,269	312,546
Cesspool Emptying	227,113	228,899	217,319
Mini Bus Service	453,754	453,529	399,940
Green Waste	219,074	288,194	294,987
Trade Waste	244,294	296,951	373,159
Grounds Maintenance	123,095	131,172	138,969
Clean Kent	80,064	87,359	-
Fleet Management	797,167	827,003	838,628
Depot	277,487	234,048	351,127
Emergency	49,127	43,274	37,574
Total Service Expenditure	6,916,487	7,049,513	7,044,617

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Supporting Information

Support Service Allocations

Summary	Actuals	Budget	Budget
	08/09	09/10	10/11
	£	£	£
Community Development	294,387	282,362	318,626
Development Services	936,466	926,811	922,411
Environmental and Operations	1,054,623	1,071,759	1,171,504
Finance and Human Resources	890,772	855,800	909,115
Housing	269,975	297,218	319,995
Legal and Committee Services	177,186	165,094	178,975
Policy and Performance	319,146	320,341	375,099
Total	3,942,556	3,919,385	4,195,725

Community Development

8 to 12 project	-5,045	-	12,590
Community Safety	109,619	108,416	115,915
Economic Development	7,153	789	1,929
Grants to Organisations	19,353	18,054	12,539
Health Improvements	26,355	24,717	33,833
Leisure Contract	22,192	20,805	27,746
Sustainability	10,308	9,693	13,206
The Community Plan	29,838	27,858	24,941
Tourism	10,843	9,343	10,826
West Kent Partnership	4,084	4,301	4,995
Youth	59,687	58,386	60,106
	294,387	282,362	318,626

Development Services

Conservation	65,567	1,628	23,981
Local Development Framework	131,730	138,088	122,539
Planning - Appeals	84,690	83,243	112,405
Planning - Development Control	532,942	581,243	529,874
Planning - Enforcement	121,537	122,609	133,612
	936,466	926,811	922,411

Environmental and Operations

Building Control	131,946	155,524	148,319
CCTV	60,342	35,814	39,984
Car Parks	71,037	61,670	74,220
Clean Air	29,094	28,891	31,688
Contaminated Land	26,198	20,182	22,931
Dangerous Structures	5,028	7,634	8,341
Edenbridge Comm Warden	4,123	4,543	-
Estates Management - Grounds	3,809	1,511	1,817
Licensing Health	19,984	18,790	21,195
Licensing Partnership	-	-	11,141
Licensing Regime	84,045	65,659	72,983
Noise Control	44,545	43,079	47,426
On Street Parking	78,885	89,523	109,839
Parks - Rural	-	23,519	20,080
Parks and Rec.Grds	4,572	3,122	3,750
Public Conveniences	23,202	23,595	23,850
Public Health	218,819	220,262	248,864
Public Transport Support	1,562	396	476
Refuse Collection	131,023	155,064	174,154
Street Cleansing	77,950	89,537	92,127
Street Naming	12,679	10,109	2,495
Taxi Licensing	25,782	13,335	15,824
	1,054,623	1,071,759	1,171,504

Finance and Human Resources

Benefits Admin	410,626	403,137	428,334
Civil Protection	15,381	13,611	12,657
Concessionary Fares	5,480	2,694	2,852
Estate Management - Buildings	21,034	20,021	18,409
Housing Advances	199	650	675
Local Tax	271,437	251,550	265,105
Markets	5,625	5,115	4,160
Members	143,180	139,396	156,762
Treasury Management	17,811	19,626	20,161
	890,772	855,800	909,115

Housing

Energy Efficiency	-	13,749	14,281
Gypsy Sites	20,602	15,806	18,164
Home Improvement Agency (prev. Care and Homeless)	6,517	6,635	8,090
Homelessness Funding	37,423	36,948	40,850
Housing	12,143	13,570	13,404
Housing Option - Trailblazer	112,111	123,651	133,435
Leader Programme	-	-	11,394
Private Sector Housing	-	2,058	2,076
	81,179	84,801	78,301
	269,975	297,218	319,995

Legal and Committee Services

Committee Administration	56,736	43,914	48,612
Elections	-	13,939	15,251
Land Charges	96,269	86,235	92,845
Register of Electors	24,181	21,006	22,267
	177,186	165,094	178,975

Policy and Performance

Corporate Management	292,299	289,688	341,298
External Communications	26,847	30,653	33,801
	319,146	320,341	375,099

Total allocations to General Fund	3,942,556	3,919,385	4,195,725
Capital Financing Charges	244,857	211,373	<i>included above</i>
Allocations to Direct Services Trading Account		155,924	155,924
Allocations to Capital Projects		28,629	22,381
Allocations to Asset maintenance		35,000	38,000
Support Services within net Expenditure		4,350,311	4,412,030

PAY COST ESTIMATES SUMMARY 2010/2011

Line No.		2009/10 BUDGET	2010/11 BUDGET	2009/10 FTE	2010/11 FTE
Chief Executive's Department					
1	Chief Executive, P.A. & Secretarial	253,239	254,703	3.61	3.61
2	Policy & Performance	256,909	241,287	5.81	5.81
		510,148	495,990	9.42	9.42
Corporate Resources Department					
3	Director, P.A. & Secretarial	211,298	312,177	3.50	7.50
4	Finance & Human Resources	3,086,163	3,097,318	87.64	85.94
5	Legal & Committee Services	698,100	667,433	16.05	15.05
6	Information Technology & Facilities Management	843,581	920,461	26.15	27.15
		4,839,141	4,997,389	133.34	135.64
Community & Planning Services Department					
7	Director, P.A. & Secretarial	241,199	165,814	5.43	2.00
8	Community Development	519,841	454,577	10.71	9.71
9a	Operational Services	573,342	531,643	16.06	17.01
9b	Operational Services (TASK)	3,295,041	3,302,901	120.52	123.57
10	Environmental Health & Licensing	1,008,101	1,163,433	22.76	28.01
11	Development Services	2,176,246	2,069,810	54.34	55.34
12	Building Control	533,167	394,349	11.81	11.81
13	Housing	734,857	697,298	17.38	15.95
14	Parking & Amenity Services	622,243	560,376	18.86	18.86
		9,704,037	9,340,200	277.87	282.27
Other Salary Costs					
15	Vacancy Savings	-162,907	-100,000		
16	Performance Award Contingency	47,983	48,000		
17	Market Premium Review	-	-150,000		
	SUB-TOTAL	14,938,402	14,631,579	420.63	427.33
18	Community Development (Ext Funded)	170,228	169,506	4.97	4.97
19	Operational Services (Ext Funded)	31,534	-	1.00	-
20	Operational Services TASK (Ext Funded)	49,499	-	2.00	-
21	Development Services (Ext Funded)	-	-	-	-
22	Housing (Ext Funded)	86,678	109,404	1.00	2.91
	GRAND TOTAL	15,276,341	14,910,489	429.60	435.21

NOTES

- 1) Externally funded posts (lines 17 to 21) have been excluded from earlier lines. The income will show elsewhere in the 2010/11 budget

Asset Maintenance 2010-13

Head of Service/Scheme	Budget 2009/10 £000	Forecast 2009/10	Budget 2010/11 £000	Budget 2011/12 £000	Budget 2012/13 £000
Community Development					
Leisure	213	213	220		
Direct Services					
CCTV	12	12	15		
Playgrounds	20	20	19		
Public Conveniences	26	26	20		
Depot	30	30	31		
Environmental and Operational Services					
Car Parks	11	11	11		
Countryside	8	8	8		
Sewerage Treatment Plants	8	8	10		
Finance and Human Resources					
Argyle Road	50	85	50		
Support and Salaries	121	121	124		
Other	30	30	30		
Information and Customer Services					
Information Technology - maintenance	200	200	200		
Corporate - to be allocated 45% 10 year assessment				747	765
	729	764	738	747	765

Asset Maintenance Reserve

Balance at 1st April	5,087	5,087	4,583	4,105	3,458
Financing of spend	-729	-764	-738	-747	-765
Revenue contribution	260	260	260	100	100
Balance at 31st March	<u>4,618</u>	<u>4,583</u>	<u>4,105</u>	<u>3,458</u>	<u>2,793</u>

Capital Programme 2010-13

<u>Head of Service/Scheme</u>	Scheme Cost	Budget	2009/10 Forecast	Likely C/F	2010/11 Budget	2011/12 Budget	2012/13 Budget
	£000	£000	£000	£000	£000	£000	£000
Chief Executive							
Blighs phase two		100	100	0	100	0	0
Information Technology							
Information Technology - development		189	189	0	76	100	100
Community Development							
Parish projects		77	77	0	0	0	0
Environmental and Operational Services							
Commercial vehicle replacements		899	899	0	700	700	700
Licensing partnership	54	54	54	0	0	0	0
Playground Improvement programme	215	201	201	0	3	0	0
Housing							
Improvement Grants							
Gross cost		775	775	0	724	724	724
Government DFG Subsidy		-398	-398	0	-347	-347	-347
Hever Road Gypsy/Traveller site							
Gross cost	1,309	1,309	1,309	1,189	0	0	0
CLG Grant	-1,309	-1,309	-1,309	-1,189	0	0	0
Policy and Performance							
Equalities website	53	13	13	0	0	0	0
TOTAL		1,910	1,910	0	1,256	1,177	1,177
<u>Internal Funding</u>							
Vehicle Renewal Fund			899		700	700	700
Capital reserve			631		456	477	477
Capital receipts			380		100	0	0
			1,910		1,256	1,177	1,177
<u>Capital Receipts</u>							
Balance at 1st April			353		239	924	1,244
Expected new receipts			266		785	320	714
Capital Financing			-380		-100	0	0
Balance at 31st March			239		924	1,244	1,958
<u>Capital Reserve</u>							
Balance at 1st April			631		0	0	3
Contributions to the reserve			0		456	480	480
Capital Financing			-631		-456	-477	-477
Balance at 31st March			0		0	3	6

PARISH PRECEPTS				
Parish	2009/10 Precept	2010/11 Precept	2010/11 Tax Base	2010/11 Band D Charge
Ash-cum-Ridley	64,500	65,500	2,550.19	25.68
Brasted	29,030	29,000	740.28	39.17
Chevening	49,088	50,300	1,453.89	34.60
Chiddingstone	28,000	28,500	594.61	47.93
Cowden	12,600	16,000	403.17	39.69
Crockenhill	53,210	54,068	714.01	75.72
Dunton Green	48,000	48,000	905.45	53.01
Edenbridge	428,794	435,538	3,626.68	120.09
Eynsford	65,000	66,500	952.22	69.84
Farningham	33,300	33,300	633.52	52.56
Fawkham	6,593	6,800	289.94	23.45
Halstead	39,748	40,275	748.34	53.82
Hartley	104,000	108,500	2,600.03	41.73
Hever	18,567	18,500	611.63	30.25
Hextable	135,948	135,948	1,712.59	79.38
Horton Kirby & S Darenth	80,000	88,000	1,262.95	69.68
Kemsing	70,000	75,000	1,849.71	40.55
Knockholt	35,430	35,767	622.17	57.49
Leigh	18,500	18,500	849.23	21.78
Otford	102,000	104,550	1,722.54	60.70
Penshurst	20,810	21,060	814.71	25.85
Riverhead	48,000	48,500	1,249.32	38.82
Seal	57,530	58,680	1,222.26	48.01
Sevenoaks Town	700,000	715,000	9,226.54	77.49
Sevenoaks Weald	35,000	35,700	621.18	57.47
Shoreham	42,500	43,500	1,027.74	42.33
Sundridge	50,500	51,500	938.58	54.87
Swanley	540,568	603,500	6,034.97	100.00
Westerham	112,000	150,000	2,038.26	73.59
West Kingsdown	87,000	87,000	2,409.79	36.10
Totals	3,116,216	3,272,986	50,426.50	
Average				64.91

Glossary of Terms

Accounting Period The period of time covered by the accounts, normally 12 months starting on 1st April for local authority accounts.

Accrual Item relating to, and accounted for in, one period but actually paid in another.

Actual The final amount of expenditure or income which is recorded in the Council's accounts.

Agency and Contracted Services Services purchased from another public body or external organisation and subject to a contract. Includes the services provided by Direct Services.

Budget A statement of the Council's plans for net revenue and capital expenditure over a specified period of time.

Budget Requirement Broadly the authority's estimated net revenue expenditure after allowing for movement in reserves and the addition of parish precepts, to be met from revenue support grant, redistributed non-domestic rates and council tax income.

Capital Expenditure The acquisition, construction, enhancement or replacement of tangible fixed assets (i.e. land buildings, structures etc.), the acquisition of investments and the making of grants, advances or other financial assistance towards expenditure by other persons on tangible fixed assets or investments.

Capital Financing Charges The annual charge to revenue expenditure in respect of interest and principal repayments of money borrowed to finance capital expenditure.

Capital Programme The capital projects the Council proposes to undertake over a set period of time.

Capital Receipts Money obtained on the sale of a capital asset.

Collection Fund The fund into which council tax and non-domestic rates are paid, and from which we meet demands by County and District Councils and payments to the non-domestic rates pool.

Corporate and Democratic Core Costs involved in corporate policy making, representing local interests (including civic ceremonials), support to elected bodies and duties arising from public accountability.

Cost Centre An individual unit to which items of income or expenditure are charged for managerial or control purposes.

Council Tax A local tax set by Councils to help pay for local services. There is one bill per dwelling based on its relative value compared to others in the area. There are discounts, including where only one adult lives in the dwelling. Bills will also be reduced for properties with people on low incomes, some people with disabilities and some other special cases.

Council Tax Base The measure of the taxable capacity of an area. It represents the esti-

mated full year equivalent number of chargeable dwellings in an area, expressed as the equivalent number of band D dwellings, after allowing for disabled reduction (relief) and discounts, adjusted for an allowance for non-collection.

Creditors People or firms from whom we have received goods or services and as a consequence owe money to.

Debtors People or firms who owe money to the Council.

Deferred Charges Expenditure which can be deferred but which does not result in a tangible asset, e.g. Improvement grants.

Employee Costs This includes the full costs of employees including salaries, employers contributions to national insurance and superannuation, and costs of leased cars.

Fees and Charges In addition to income from council tax payers and business ratepayers and the government, local authorities charge for some services, e.g. local land charge searches and car parking.

General Fund (GF) The main revenue fund of the Council from which payments are made to provide services and into which receipts are paid, including the District Council's share of council tax.

Government Grants Payments by government towards either the revenue or capital cost of local authority services. These may be either in respect of particular services called specific grants, e.g. housing benefits or in aid of local services generally, e.g. revenue support grant.

Leasing A method of financing the acquisition of equipment, vehicles etc. The items concerned do not belong to the user (or lessee) but are the property of the lessor to whom the lessee pays an annual rental for a specific period of time.

National Non-Domestic Rate (NNDR) Non-domestic rates are levied at a uniform rate in the pound (the NNDR) set by the Government. The proceeds are pooled nationally and then redistributed to each Local Authority in proportion to residential population.

Precept The demand on the collection fund by one authority (e.g. Kent County Council) which is collected from the council tax payer by another (e.g. Sevenoaks). Precepts on Sevenoaks are also made by Town Parish Councils in the District. These are charged to the General Fund.

Premises Expenses Includes expenditure on repairs, buildings, grounds and plant maintenance, energy, rents, rates, water services and cleaning of council buildings.

Recharges The transfer of costs from one account to another.

Reserves The general capital and revenue balances of the Council. There are two types of reserves which might be described as either available or not available to finance expenditure. Revenue reserves which result from monies being set aside or surpluses or delayed expenditure can be spent or earmarked at the discretion of the Council. The useable capital receipts reserve is also available to the extent allowed for by statute. However, other capital reserves

are not available to meet expenditure, e.g. the reserves brought about by the new capital accounting system namely the fixed asset restatement reserve and the capital financing reserve.

Revenue Expenditure Expenditure to meet the continuing cost of services including wages and salaries, purchase of materials and financing charges on capital expenditure.

Revenue Support Grant (RSG) The general Government grant to local authorities. It is payable to all local authorities in support of expenditure in their area.

Revised Estimates The approved estimates for the current year as amended e.g. by supplementary estimates and virement.

SAPPs Service and Performance Plans

SCIA Service Change Impact Assessment

Specific Grant Government grant for specific purposes. The authority does not have the power to apply such grants for other purposes

Standard Spending Assessment (SSA) The amount of revenue expenditure, net of Specific Grants, which it is appropriate for each authority to incur in providing a common level of service consistent with the aggregate figure of Total Standard Spending. The sum of all authorities' Standard Spending Assessments is equal to Total Standard Spending less the total of Specific Grants.

Standard Spending Grant (SSG) An informal alternative name for Revenue Support Grant, which helps to make it clear that the grant is paid in support of expenditure at the level of the Standard Spending Assessment.

Supplies and Services Includes expenditure on equipment and materials.

Support Services The charges made by central services for the services they provide to other departments. These are services which support the provision of services to the public, other support services and the corporate and democratic core. This includes the provision of accommodation, IT, administrative items purchased centrally, (e.g. telephones, stationery and bank charges), central professional services (Personnel, Legal and Property, and Financial Services support) and the cost of providing some centrally provided support service e.g. cashiers, post distribution and contact centre.

Total Standard Spending (TSS) The amount of revenue expenditure which the Secretary of State considers it is appropriate for all local authorities in England to incur in the provision of services and the financing of expenditure.

Transfer Payments Payments to other bodies where no goods or services are received in return by the Authority, e.g. Housing Benefit grants.

Valuation Bands To calculate the relative value of dwellings for council tax purposes each dwelling is placed on a valuation list in one of eight bands ranging from A to H. Within a local area, the Council tax will vary between the different bands according to proportions laid down by law.

Band	Value			Proportion	
A	Up to	£40,000		6/9	
B	Over	£40,000	and up to	£52,000	7/9
C	Over	£52,000	and up to	£68,000	8/9
D	Over	£68,000	and up to	£88,000	9/9
E	Over	£88,000	and up to	£120,000	11/9
F	Over	£120,000	and up to	£160,000	13/9
G	Over	£160,000	and up to	£320,000	15/9
H	Over	£320,000		18/9	

Virement The transfer of Budget provision from one service to another.

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