

Sevenoaks Town Council

**GRAND SUMMARY
OF
REVENUE ESTIMATES**

2011/12

Sevenoaks Town Council

2011/12 Estimates

PLANNING COMMITTEE (including Licensing)

Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £	
Gross Pay - Administration	1	26,030	26,030	26,030	26,271	26,271	26,534	26,799
Computer/database	2	155	250	125	250	250	253	260
Professional Fees	3	190	10,000	5,000	10,000	5,000	5,050	5,202
Books and Periodicals	4	0	100	50	100	100	101	104
Sevenoaks Conservation Council	5	125	250	250	250	250	253	260
		26,500	36,630	31,455	36,871	31,871	32,190	32,625

Notes on Planning

1 ***Gross Pay - Administration***

No cost of living increase has been assumed for 2011/12. Increase reflects 1% increase in Employer's NIC.

Sevenoaks Town Council

2011/12 Estimates

OPEN SPACES - SPORTS PITCHES, PARKS ETC.

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Gross Pay - Administration	1	110,802	151,339	140,900	142,233	142,233	143,655	145,092
Employers Pension Contribution	2	4,260	3,100	3,100	3,100	3,100	3,131	3,162
Fertilisers	3	1,850	825	1,056	850	850	876	902
Grass Seed	4	1,481	1,900	1,900	1,957	1,700	1,751	1,804
Plants	5	2,430	3,050	2,778	3,050	2,550	2,627	2,705
Vine Area -Gen. Maintenance	6	4,163	3,800	5,594	3,800	3,100	3,193	3,289
Public Conveniences - Vine	7	7,110	6,550	6,606	6,878	6,878	7,084	7,297
Public Conveniences - Lr St John's	8	0	11,500	10,000	12,075	12,075	12,437	12,810
Property maintenance	9	2,538	14,400	15,400	15,300	6,650	15,300	15,759
Graffiti and gum removal	10	1,677	1,000	1,897	2,500	2,500	3,000	3,090
Misc. Open Spaces and play areas	11	13,405	6,000	4,621	6,000	6,000	6,180	6,365
Skate Park - maintenance and CCTV	12	305	4,820	3,683	4,965	4,165	4,290	4,419
Woodlands	13	1,785	2,360	1,690	2,430	2,430	2,503	2,578
Sev Common maint'ce & improve	14	2,321	3,300	3,300	3,399	3,399	3,501	3,606
St Nicholas' Burial Grnd-Maint	15	90	250	125	250	150	155	159
Footpaths,Bridleways,Rts Way	16	0	200	100	200	200	206	212
Seats & Litter Bins (Exc Vine)	17	1,004	2,650	1,038	2,730	2,230	2,297	2,366
Raleys/Knole Paddock and Pavilion	18	9,821	8,000	9,500	10,420	10,420	10,733	11,055
Repairs and general maintenance	19	2,410	500	500	500	500	515	530
Equipment - Hired & New	20	4,930	9,900	7,219	9,900	7,100	7,313	7,532
Equipment Maintenance	21	7,721	7,700	7,913	8,085	8,085	8,328	8,577
Fuel and Vehicle expenses	22	5,668	6,250	6,998	6,563	6,563	6,760	6,963
Recruitment costs	23	566	0	75	0	0	0	0
Telephone - Raleys Pavilion & mobile	24	382	450	359	450	450	464	477
Computers and database	25	0	250	125	250	250	258	265
Welfare/hospitality	26	346	320	234	320	320	330	339
Staff Training	27	636	2,300	1,328	2,300	2,000	2,060	2,122
Subscriptions and professional fees	28	138	490	788	490	490	505	520
Road Dues - Oakhill Rd/Woodside	29	4,501	2,620	2,620	2,699	2,699	2,780	2,863
Bus Shelter Maintenance	30	0	200	100	200	150	155	159
Sundry Expenses	31	212	60	75	60	60	62	64
Waste collection and disposal	32	3,275	3,140	3,167	3,300	3,300	3,399	3,501
Protective clothing	33	1,046	1,290	981	1,290	1,100	1,133	1,167
Letting and Hire of Facilities	34	(17,002)	(18,950)	(21,004)	(19,519)	(19,519)	(20,105)	(20,708)
Sundry Income	35	(295)	(300)	(300)	(300)	(300)	(309)	(318)
Lady Boswell's School-income	36	(3,991)	(4,110)	(4,138)	(4,234)	(4,292)	(4,421)	(4,553)
Log Sales	37	(1,196)	(845)	(845)	(870)	(870)	(896)	(923)
Forestry grants	38	(736)	(736)	(736)	(736)	(736)	(736)	(736)
Vine Club Insurance Contrib.	39	74	(530)	(475)	(546)	(546)	(562)	(579)
Income from other depts.	40	(2,531)	(750)	(750)	(773)	(773)	(796)	(820)
		171,196	234,293	217,522	231,566	216,661	229,152	233,113

Notes on Open Spaces - General Estimates

1 **Gross Pay - Administration**

No cost of living increase has been assumed for 2011/12. Increase reflects 1% increase for Employers NIC

9 **Property Maintenance**

Includes the following from the rolling capital programme

	2011/12 £	2012/13 £
Upper High street gardens - repair front wall	1,000	
Knole Paddock pavilion - external paint and stain and timber repairs	2,500	
War memorial pointing repairs	400	
St Nicholas Church path repairs by south door	2,500	
Upper High street gardens - shelter repairs to roof	250	
Pontoise close - pointing to patch repairs to wall to shoreham lane		2,500
Greatness recreation ground - replace skatepark surface		3,000
Vine gardens paths respray and chippings		8,000
Mount close repairs to steps and handrail		500
Greatness recreation ground - reapply roadstone to inner car park		1,000
Lower St John's public conveniences - paint and stain external woodwork		300

29 **Road dues**

An agreement was reached with Oakhill Road in Jun 2009 to settle the road due arrears subject to one further clause being added. This is still currently under negotiation.

Sevenoaks Town Council

2011/12 Estimates

GREATNESS CEMETERY

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Gross Pay - Administration	1	67,448	58,770	58,770	59,363	59,363	61,144	61,755
Employers Pension Contribution	2	5,228	5,250	5,250	5,250	5,250	5,408	5,462
Cem - Chapel and Office	3	467	450	450	450	450	464	477
Workshop/messroom maintenance	4	50	420	50	420	420	433	446
Repairs & General Maint.	5	2,025	8,150	4,833	20,380	3,880	6,000	2,000
Equipment - Hired & New	6	1,096	2,650	1,564	2,650	1,650	1,700	1,750
Equipment Maintenance	7	1,256	3,360	1,831	3,528	3,028	3,119	3,212
Fuel	8	536	700	691	735	735	757	780
Rent, Rates and Water	9	5,672	5,350	5,249	5,600	5,600	5,768	5,941
Light Heat & Cleaning	10	1,548	1,700	1,805	1,995	1,995	2,055	2,116
Telephone	11	525	600	495	600	600	618	637
Printing and Stationery	12	35	155	77	155	155	160	164
Computer/database	13	191	340	170	340	340	350	361
Staff recruitment	14	75	0	0	0	0	0	0
Professional fees and subscriptions	15	665	90	45	90	90	93	95
Training	16	0	950	493	950	950	979	1,008
Welfare/hospitality	17	111	195	128	195	195	201	207
Trees, Plants, Turf, Fert.	18	1,712	2,410	2,457	2,410	2,410	2,482	2,557
Roads, Paths and Boundaries	19	545	500	250	500	500	515	530
Lawn/ Wall of Remembrance	20	0	150	75	150	150	155	159
Sundry expenses	21	120	50	25	50	50	52	53
Alarm Maintenance	22	498	900	807	900	900	927	955
Cemetery security	23	3,593	3,900	3,450	3,900	3,900	4,017	4,138
Protective Clothing	24	528	820	464	820	820	845	870
Cem. Lodge water contribution	25	(168)	(252)	(217)	(252)	(252)	(260)	(267)
Cemetery Income	26	(45,068)	(52,000)	(47,237)	(52,000)	(52,000)	(53,560)	(55,167)
Sundry income	27	0	0	0	0	0	0	0
		48,688	45,608	41,975	59,179	41,179	44,418	40,239

Notes on Open Spaces - Greatness Cemetery

1 **Gross Pay - Administration**

No cost of living increase has been assumed for 2011/12. Increase reflects 1% increase in Employers NIC.

5 **Repairs & General Maintenance**

Includes the following from the rolling capital programme

	2011/12 £	2012/13 £
Chapel - repairs to the gutter	600	
Mausoleum - replace roof and stone repairs	2,000	
Repaint main gates		1,500
Chapel - internal repaint		2,500

26 **Cemetery Income**

Expected to remain consistent with previous year.

Sevenoaks Town Council

2011/12 Estimates

ALLOTMENTS

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
General Maintenance	1	515	400	495	495	495	510	525
Rental Income	2	(456)	(400)	(450)	(495)	(495)	(510)	(525)
		59	0	45	0	0	0	0

STREET LIGHTING AND GENERAL

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Public Clock Maintenance	1	274	500	250	500	500	515	530
Street Lighting	2	3,383	2,774	5,884	2,857	5,957	6,136	6,320
Hanging Baskets	3	9,275	9,500	9,568	9,500	9,500	9,785	10,079
Summer concerts	4	1,879	3,000	2,539	3,000	3,000	3,090	3,183
Town Warden	5	20,634	0	0	0	0	0	0
Hanging Baskets - contributions	6	(480)	(1,575)	(905)	(900)	(900)	(927)	(955)
Income from other departments	7	0	0	0	0	0	0	0
		34,965	14,199	17,336	14,957	18,057	18,599	19,157

Notes on Open Spaces - Street Lighting and General

2 *Street Lighting*

Fixed price maintenance contract signed from 1st August 2009.
The energy costs were previously incurred by KCC. From 1 April 2010 the energy costs are to be passed onto the Town Council.

5/7 *Town Warden/Income from Other Departments*

Town warden costs and Income from Other Departments transferred to Open Spaces Department from 2010/11.

Sevenoaks Town Council

2011/12 Estimates

OPEN SPACES & LEISURE - GYMNASIUM

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Gross Pay - Administration	1	28,717	28,892	26,500	26,745	26,745	27,547	27,823
Gym Instructors - Summer Term	2	9,452	9,505	8,890	7,522	7,522	7,748	7,980
Gym Instructors - Autumn Term	3	7,525	9,505	8,890	8,206	8,206	8,452	8,706
Gym Instructors - Spring Term	4	6,945	8,655	8,206	7,522	7,522	7,748	7,980
Gym Instructors - Summer Hols	5	1,345	2,234	677	1,500	1,500	1,545	1,591
Gym Instructors - Easter Hols	6	520	700	338	700	700	721	743
Repairs and General Maintenance	7	2,611	1,925	1,925	1,975	1,975	2,034	2,095
Rent and Rates	8	2,663	4,750	2,484	2,732	2,732	2,814	2,898
Light Heat & Cleaning	9	2,527	2,345	2,722	2,790	2,790	2,874	2,960
Telephone	10	497	300	300	310	310	319	329
Printing, Postage and Stationery	11	976	600	1,200	1,230	1,230	1,267	1,305
Furniture & Equipment	12	1,162	750	750	750	750	773	796
Recruitment Advertising	13	823	500	1,000	1,000	1,000	1,030	1,061
Training	14	219	300	350	550	550	567	583
Publicity	15	4,310	4,250	4,250	4,360	4,360	4,491	4,626
Merchandise for resale	16	1,394	700	1,100	1,130	1,130	1,164	1,199
Staff uniforms	17	292	300	300	300	300	309	318
Course Material and First Aid	18	8	250	100	100	100	103	106
Gym Equipment	19	310	500	500	1,950	550	1,200	1,236
Gym Equipment - Repairs & Mntc	20	0	330	330	330	330	340	350
Sundries and staff welfare	21	533	180	550	550	550	567	583
Insurance	22	176	0	0	0	0	0	0
Sale of merchandise	23	(1,162)	(1,100)	(1,310)	(1,345)	(1,345)	(1,385)	(1,427)
Letting and Hire of Facilities	24	(6,099)	(5,000)	(7,750)	(7,750)	(7,750)	(7,983)	(8,222)
Sundry Income	25	(42)	0	(50)	(50)	(50)	(52)	(53)
Judo Grading	26	(36)	0	0	0	0	0	0
Classes & Courses - Summer Trm	27	(22,363)	(25,771)	(20,461)	(20,672)	(20,672)	(21,292)	(21,931)
Classes & Courses -Autumn Term	28	(25,036)	(25,771)	(20,174)	(22,551)	(22,551)	(23,228)	(23,924)
Classes & Courses -Spring Term	29	(13,327)	(23,596)	(20,016)	(20,672)	(20,672)	(21,292)	(21,931)
Classes & Courses - Summer Hol	30	(3,530)	(4,152)	(1,016)	(3,500)	(3,500)	(3,605)	(3,713)
Classes & Courses - Easter Hol	31	(1,150)	(1,000)	(509)	(1,000)	(1,000)	(1,030)	(1,061)
		260	(8,919)	77	(5,288)	(6,688)	(6,255)	(6,994)

Notes on Gymnasium

1 **Gross Pay - Administration**

Includes supervisors and caretaker. No cost of living increase has been included for 2011/12. Increase reflects 1% increase for Employers NIC.

27 - 31 **Classes and Courses**

The 2011/12 estimates assume a 3% price increase and courses run over a 34 week period compared to 38 weeks in 2010/11.

The 2011/12 estimate has been prepared on the assumption that work on the redevelopment of the gym and Raleys Centre will not commence before April 2012.

Sevenoaks Town Council

2011/12 Estimates

CENTRAL SERVICES								
	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Gross Pay - Administration	1	176,041	154,535	160,000	164,593	164,593	169,531	171,226
Employers Pension Contribution	2	11,351	9,000	9,000	9,000	9,000	9,270	9,363
Pension Contribution - Deficiency	3	37,540	19,000	19,000	25,000	20,000	20,600	20,806
Insurance Cost	4	24,360	25,260	28,125	29,530	29,530	30,416	31,328
Telephone	5	1,751	2,050	1,845	1,900	1,900	1,957	2,016
Facsimile Costs	6	206	200	200	206	206	212	219
Printing & Stationery	7	6,962	5,500	4,950	5,100	5,100	5,253	5,411
Postage and Courier	8	3,783	3,700	3,330	3,430	3,430	3,533	3,639
Office Furniture/ Machinery	9	2,864	2,500	1,674	2,575	1,500	1,545	1,591
IT maintenance/ website/ equipment	10	11,890	3,500	5,750	5,924	5,924	6,102	6,285
Accountancy IT support	11	3,721	2,500	3,000	2,575	2,575	2,652	2,732
Staff Recruitment Costs	12	1,374	0	500	0	0	0	0
Staff Training	13	2,301	1,470	2,000	2,000	2,000	2,060	2,122
Investors in People	14	2,755	250	1,200	250	250	258	1,265
Quality Parish	15	230	0	0	0	0	3,000	0
Welfare / Hospitality	16	1,213	1,550	1,320	1,597	1,000	1,030	1,061
Civic Expenses/Ann Reception	17	1,137	1,700	1,125	1,751	1,200	1,236	1,273
Annual Parish Meeting	18	0	280	140	288	100	103	106
Honours Board, Badges, Insignia	19	559	310	232	319	200	206	212
Mayoral Allowances	20	3,269	4,500	4,500	4,635	4,635	4,774	4,917
Mayoral Allowances - Car Hire	21	2,889	2,000	2,000	2,060	2,060	2,122	2,185
Members' Expenses and Allowces.	22	1,686	4,630	4,630	4,630	4,630	4,769	4,912
Press Notices	23	820	1,900	1,900	1,957	1,200	1,236	1,273
Bye Laws	24	0	100	50	100	100	103	106
Publicity	25	1,278	1,050	2,300	2,370	1,288	1,327	1,366
Audit Fees - Internal and external	26	7,490	4,300	4,300	8,000	8,000	8,240	8,487
Legal and Other Professional	27	4,665	4,200	3,926	4,326	4,000	4,120	4,244
Annual Survey/Five-yearly Valuation	28	3,000	0	0	3,400	1,250	750	750
Conference Fees & Expenses	29	2,215	1,500	913	1,545	1,500	1,591	1,639
Books and Periodicals	30	270	320	160	330	330	340	350
Subscriptions	31	2,631	2,520	2,520	2,596	2,400	2,472	2,546
Sundry Expenses and adjustments	32	137	70	190	200	200	206	212
Health & Safety/risk assessments	33	681	3,650	3,650	3,760	4,156	4,281	4,409
Bank Charges	34	650	770	770	793	793	817	841
Election Expenses	35	0	0	4,613	15,000	15,000	5,000	5,000
Sundry Income	36	(77)	(50)	(50)	(52)	(52)	(54)	(55)
							0	0
		321,642	264,765	279,763	311,688	299,998	301,057	303,838

Notes on Central Services

1 **Gross Pay - Administration**

The revised estimate for 2010/11 is based on reviewed actuals.

The estimate for 2011/12 is based on reviewed actuals plus 1% increase for Employers NIC.

The estimate for 2011/12 includes no cost of living increase.

3 **Pension Contribution - Deficiency**

The new rates for 2011/12 have not been notified by the actuary and so this line of the estimates is subject to change.

Sevenoaks Town Council

2011/12 Estimates

F&GP - GENERAL

Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Publicity	1	0	0	0	0	0	0
Christmas Decorations	2	19,216	18,000	18,000	18,000	18,540	19,096
Remembrance Day/Civic Services	3	1,353	1,470	1,470	1,470	1,514	1,560
Charity Fair	4	0	0	0	0	0	0
Community Support Officer	5	15,235	0	0	0	0	0
Boundary Notices	6	0	0	0	0	0	0
Special event - Vine Cricket	7	454	0	0	0	0	0
		36,258	19,470	19,470	19,470	20,054	20,656

Notes on F & G P General

Sevenoaks Town Council

2011/12 Estimates

COUNCIL OFFICES

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Gross Pay	1	7,425	6,723	7,360	7,430	7,430	7,653	7,729
Employers Pension Contribution	2	94	240	240	240	240	247	250
Repairs & Gen. Maintenance	3	4,956	3,000	3,000	3,000	3,000	3,090	3,183
Rent and Rates	4	17,703	18,950	18,950	19,900	19,900	20,497	21,112
Light Heat & Cleaning	5	6,572	4,750	6,580	6,777	6,777	6,980	7,190
Wi-fi service	6	136	260	260	268	268	276	284
Catering Expenses	7	15	100	100	100	100	103	106
Civil Ceremonies	8	0	1,400	1,450	0	0	750	750
Sundry Expenses	9	0	50	50	50	50	52	53
Alarm Maintenance	10	0	850	850	876	876	902	929
Letting and Hire of Facilities	11	(11,437)	(10,800)	(8,743)	(10,800)	(11,124)	(11,458)	(11,801)
Civil Ceremonies Income	12	(218)	(440)	(440)	(440)	(453)	(467)	(481)
Job Club	13	126	0	1,000	1,100	500	515	530
		25,372	25,083	30,657	28,501	27,564	29,141	29,835

Notes on Council Offices

- 1 **Gross Pay - Administration**
No cost of living increase has been assumed for 2011/12. Increase reflects 1% increase in Employers NIC.
- 8 **Civic Ceremonies**
Venue licence renewable every three years.

Sevenoaks Town Council

2011/12 Estimates

FINANCE COSTS

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Loan charges	1	0	0	0	0	0	0	0
Interest - on deposits	2	(1,093)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
		(1,093)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)

Sevenoaks Town Council

2011/12 Estimates

TOURIST INFORMATION CENTRE

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Gross Pay	1	43,804	41,950	41,950	42,358	42,358	43,629	44,065
Employers Pension Contribution	2	2,068	2,070	2,070	2,070	2,070	2,132	2,153
Rent and Rates	3	6,362	4,600	6,500	5,000	5,000	5,150	5,305
Light Heat & Cleaning	4	1,936	970	2,500	1,000	0	0	0
Telephone	5	912	1,160	1,160	1,195	1,195	1,231	1,268
Printing, Stationery & Postage	6	941	750	750	772	772	795	819
Office Furniture/ Machinery	7	654	680	680	700	700	721	743
Staff Recruitment	8	0	0	0	0	0	0	0
Staff Uniforms	9	319	400	400	400	200	206	212
Training	10	258	450	450	450	450	464	477
Staff Welfare/Hospitality	11	164	170	170	170	170	175	180
Publicity	12	0	400	0	400	0	0	0
Goods for Resale-Maps,Souvns	13	3,273	2,950	2,950	2,950	3,424	3,527	3,633
Ticket Bookings	14	40,677	28,763	5,000	5,000	5,000	5,150	5,305
Conference Fees & Expenses	15	0	100	0	100	100	103	106
Subscriptions	16	0	0	0	0	0	0	0
General Maintenance	17	142	100	200	100	100	103	106
Sundry Expenses	18	2	50	50	50	50	52	53
Sale of Goods	19	(4,375)	(4,500)	(4,500)	(4,500)	(5,227)	(5,384)	(5,545)
Commissions Earned	20	(1,025)	(825)	(825)	(825)	(825)	(850)	(875)
Ticket sales	21	(39,679)	(30,025)	(5,265)	(5,265)	(5,265)	(5,423)	(5,586)
Photocopying recoveries	22	(15)	0	(20)	(20)	(20)	(21)	(21)
		56,418	50,213	54,220	52,105	50,252	51,760	52,397

Note on Tourist Information Centre

1 *Gross Pay - Administration*

No cost of living increase has been assumed for 2011/12. Increase reflects 1% increase in Employers NIC.

Sevenoaks Town Council

2011/12 Estimates

COMMUNITY CENTRE

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Gross Pay	1	25,350	25,736	24,300	24,300	25,583	26,351	26,614
Employers Pension Contribution	2	692	700	700	700	700	721	728
Buildings Repairs & Maint.	3	15,433	10,440	9,500	9,740	9,740	10,032	10,333
Rates and water	4	7,489	5,550	5,550	5,825	5,825	6,000	6,180
Electricity	5	2,190	2,215	2,050	2,000	2,000	2,060	2,122
Gas	6	2,731	2,400	2,750	2,775	2,775	2,858	2,944
Cleaning (Incl. Materials)	7	1,342	1,300	927	950	950	979	1,008
Telephone	8	172	215	225	230	230	237	244
Telephone - Pay Phone	9	358	390	300	230	230	237	244
Printing and Stationery	10	6	50	10	20	20	21	21
Furniture/ Machinery	11	0	500	250	500	500	515	530
Furnishings, Furniture & Equipment	12	1,040	1,435	500	750	750	773	796
Training	13	0	310	150	150	150	155	159
Publicity	14	0	500	250	250	2,000	2,060	2,122
Refreshments For Resale	15	1,067	1,025	1,025	1,040	1,040	1,071	1,103
Copyright Fees/Royalties	16	214	440	317	350	350	361	371
Professional fees - licensing	17	180	200	180	190	190	196	202
Grounds Maintenance	18	720	1,540	745	1,000	1,000	1,030	1,061
Sundry Expenses	19	132	50	50	50	50	52	53
Alarm Maintenance	20	1,368	1,180	1,425	1,300	1,300	1,339	1,379
CCTV Maintenance	21	257	305	265	273	273	281	290
Waste Disposal	22	804	1,700	1,892	1,080	1,080	1,112	1,146
Healthcare Services	23	2,333	2,255	2,146	2,150	2,150	2,215	2,281
Letting and Hire of Facilities	24	(57,696)	(56,800)	(48,000)	(48,000)	(59,740)	(61,532)	(63,378)
Sale of Refreshments	25	(1,661)	(1,575)	(1,575)	(1,600)	(1,600)	(1,648)	(1,697)
Pay Phone Income	26	(9)	(5)	(10)	(5)	(5)	(5)	(5)
Outdoor Activities	27	(469)	(500)	(250)	(500)	(515)	(530)	(546)
Indoor Activities	28	(1,975)	(1,700)	(1,700)	(1,700)	(1,751)	(1,804)	(1,858)
		2,068	(144)	3,972	4,048	(4,725)	(4,867)	(5,554)

Notes on Sevenoaks Community Centre

- 1 **Gross Pay - Administration**
This heading includes all part-time caretaker staff whose hours vary in accordance with actual lettings.
The 2011/12 estimate includes no cost of living increase but does include 1% increase for Employers NIC.
- 14 **Publicity**
The 2011/12 estimate includes cost of publicity drive to improve profile of the centre and attract more hirers.
- 24 **Letting and hire of facilities**
The 2011/12 estimate is based on a 3% price increase and increased revenue from new hirers as a result of publicity drive.

Sevenoaks Town Council

2011/12 Estimates

COMMUNITY GRANTS

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Local Organisations and Youth Grant:	1	11,923	19,100	12,765	19,100	14,000	19,100	19,100
Twinning Support	2	329	1,600	1,600	1,600	1,600	1,648	1,697
Youth Council	3	(733)	1,000	1,000	1,000	1,000	1,000	1,000
Grant subsidies for SCC	4	433	800	800	800	800	824	849
Grant subsidies for Council Chamber	5	0	1,000	1,000	1,000	500	515	530
Sevenoaks Summer Festival	6	15,500	5,000	5,000	5,000	5,000	5,000	5,000
Stag Community Centre subsidy	7	0	27,000	27,000	27,000	27,000	27,000	27,000
		27,452	55,500	49,165	55,500	49,900	55,087	55,177

Notes on Grants

Sevenoaks Town Council

2011/12 Estimates

LETTING OF NON-OPERATIONAL PROPERTY

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Maintenance - Vine Club	1	0	15,000	10,600	40,000	20,000	20,000	0
Maintenance - Band Practice Rm	2	0	11,000	7,000	600	600	0	0
Maintenance - Tea Kiosk	3	0	2,500	0	0	0	2,000	0
Maintenance - Raleys Centre	4	3,888	800	5,515	800	800	800	800
Raleys/Knole Bungalow Maint'ce	5	483	800	800	800	800	6,000	800
Cem. Lodge Maintenance	6	650	800	800	3,000	3,000	824	849
Maintenance - general	7	192	100	100	100	100	103	106
Rental income - Bungalow	8	(12,220)	(12,000)	(12,000)	(12,000)	(12,360)	(12,731)	(13,113)
Rental income - Lodge	9	(11,640)	(13,800)	(13,800)	(13,800)	(14,220)	(14,647)	(15,086)
Rental income - Red Cross	10	(193)	(200)	(200)	(200)	(200)	(200)	(200)
Rental income - Registrar	11	(2,213)	(2,950)	0	0	0	0	0
Rental income - Band Practice Rm	12	(936)	(936)	(936)	(936)	(936)	(964)	(993)
Rental income - Pavilion & Kiosk	13	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,090)	(3,183)
Rental income - Raleys Centre	14	(9,788)	(13,050)	(13,050)	(13,050)	(13,050)	(13,050)	(13,050)
SCC ground rents, wayleaves	15	(2,811)	(1,500)	(1,500)	(1,500)	(2,811)	(1,500)	(1,500)
Open Spaces rents and wayleaves	16	(1,939)	(2,200)	(2,200)	(2,200)	(2,571)	(2,648)	(2,728)
		(39,527)	(18,636)	(21,871)	(1,386)	(23,848)	(19,103)	(47,297)

Note on Non-operational Property Lettings

		2011/12 £	2012/13 £
1	Maintenance - Vine Club Includes the following from the rolling capital programme Vine Pavilion - replace flat roof Vine Bandstand renovation	20,000	20,000
2	Maintenance - Band Practice Rm Includes the following from the rolling capital programme Roof minor repairs	600	
3	Maintenance - Tea Kiosk Includes the following from the rolling capital programme Paint exterior		2,000
5	Raleys/Knole Bungalow Maint'ce Includes the following from the rolling capital programme Bungalow external paint and stain		6,000
6	Cem. Lodge Maintenance Includes the following from the rolling capital programme Repair and repaint exterior	3,000	

Sevenoaks Town Council**2011/12 Estimates****FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY**

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Central Services	1	321,642	264,765	279,763	311,688	299,998	301,057	303,838
General	2	36,258	19,470	19,470	19,470	19,470	20,054	20,656
Council Offices	3	25,372	25,083	30,657	28,501	27,564	29,141	29,835
Finance Costs	4	(1,093)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Community Grants	5	27,452	55,500	49,165	55,500	49,900	55,087	55,177
Tourist Information Centre	6	56,418	50,213	54,220	52,105	50,252	51,760	52,397
Community Centre	7	2,068	(144)	3,972	4,048	(4,725)	(4,867)	(5,554)
Letting of Non-operational Property	8	(39,527)	(18,636)	(21,871)	(1,386)	(23,848)	(19,103)	(47,297)
		428,590	393,251	412,376	466,926	415,611	430,129	406,051

Sevenoaks Town Council

2011/12 Estimates

OPEN SPACES & LEISURE COMMITTEE SUMMARY

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
General	1	171,196	234,293	217,522	231,566	216,661	229,152	233,113
Greatness Cemetery	2	48,688	45,608	41,975	59,179	41,179	44,418	40,239
Allotments	3	59	0	45	0	0	0	0
Street Lighting and General	4	34,965	14,199	17,336	14,957	18,057	18,599	19,157
Gymnasium	5	260	(8,919)	77	(5,288)	(6,688)	(6,255)	(6,994)
		255,168	285,181	276,955	300,414	269,209	285,913	285,515

Sevenoaks Town Council

2011/12 Estimates

REVENUE FUND SUMMARY (Including contribution to Stag Community Arts Centre)

	Ref.	Actual 2009/10 £	Estimate 2010/11 £	Revised 2010/11 £	Estimate 2011/12 £	Revised 2011/12 £	Forecast 2012/13 £	Forecast 2013/14 £
Planning Committee	1	26,500	36,630	31,455	36,871	31,871	32,190	32,625
Open Spaces & Leisure Committee	2	255,168	285,181	276,955	300,414	269,209	285,913	285,515
Finance/General Purposes Committee	3	428,590	393,251	412,376	466,926	415,611	430,129	406,051
		710,258	715,062	720,786	804,211	716,691	748,232	724,190

Add: Appropriation to/(from) Balances (62) (5,786) (1,691) (11,782) 34,353

Precept	715,000	715,000	804,211	715,000	736,450	758,544
% increase			12.477%	0.000%	3.000%	3.000%

Council Tax Base
ie. Band D Equivalents 9,226.54 9,226.54 9,226.73 9,226.73

Council Tax **£77.49** **£77.49** **£87.16** **£77.49**

Per resident cost **£38.53** **£43.33** **£38.53**
Per resident cost per week **£0.74** **£0.83** **£0.74**

		% INCREASE	
NB :	1999/2000	£47	
	2000/01	£48	2.76%
	2001/02	£50	2.42%
	2002/03	£49	-0.81%
	2003/04	£50	2.14%
	2004/05	£54	8.09%
	2005/06	£59	8.43%
	2006/07	£62	4.68%
	2007/08	£63	2.88%
	2008/09	£74	16.79%
	2009/10	£76	3.15%
	2010/11	£77	1.57%
	2011/12	£77	0.00%