

Sevenoaks Town Council

FINAL

**GRAND SUMMARY
OF
REVENUE ESTIMATES**

2015/16

General assumptions

Allows for salaries and general costs to rise up to 2% for 2015/16 and thereafter

No account currently taken of additional revenue costs or income arising out of capital projects - eg increased insurance cost, temporary office accommodation, costs of transferring services currently offered by Raleys gym

The cost of uptake of the auto-enrolment pension scheme required to be introduced from 1 April 2015 has been estimated at £5k, and spread across appropriate cost centres

No estimates are currently available for the rolling capital programme 2017/18 - however it is anticipated that income from the Community Infrastructure Levy will cover certain capital projects

The budget has been drawn up on the basis of achieving an impact on council tax consistent with 2014/15.
The council tax base (ie band D equivalents) has been provided by Sevenoaks District Council.

Raleys is included at present. Once trading ceases, the budget will be amended to eliminate the balance of net gymnasium costs against rental income from the Raleys properties which are approximately the same value. The small balance remaining will be transferred to the contingency budget code.

**Sevenoaks Town Council
2015/16 Estimates**

PLANNING COMMITTEE (including Licensing)

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Gross Pay - Administration	4010	26,733	29,200	29,492	30,086	30,688	31,301
Computer/database	6240	270	270	280	286	291	297
Professional Fees	6630	2,500	7,119	2,500	2,000	2,040	2,081
Books and Periodicals	6720	0	143	150	153	156	159
Sevenoaks Conservation Council	7500	125	125	150	153	156	159
Neighbourhood plan	1851	0	0	0	12,000		
Neighbourhood plan tfr to prov'n	1852				(12,000)		
		29,628	36,857	32,572	32,678	33,331	33,998

Notes on Planning

4010 **Gross Pay - Administration**
2% cost of living increase has been allowed for 2015/16.

1851/2 **Neighbourhood Plan**
Funding to come from remaining contingency provision - both costs and provision are shown for information

6630 **Professional fees**
Represent fees associated with planning appeal fees - which while they can be substantial are happening less in general now - budget reduced to reflect this

**Sevenoaks Town Council
2015/16 Estimates**

OPEN SPACES - SPORTS PITCHES, PARKS ETC.

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Gross Pay - Administration	4010	120,819	135,006	140,666	137,371	143,801	146,677
Employers Pension Contribution	4270	2,182	3,792	3,839	7,702	8,062	8,224
Vine Area -Gen. Maintenance	5010	1,427	1,532	3,200	3,200	3,264	3,329
Property maintenance (from rolling capital progr	5011	13,685	9,294	3,000	7,500	5,000	0
Graffiti and gum removal	5013	3,000	0	1,500	1,530	1,561	1,592
Vine Public Conveniences	5020	4,026	4,348	5,500	5,500	5,610	5,722
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	6,657	7,818	8,860	8,860	9,037	9,218
St Nicholas' Burial Grnd-Maint	5030	8	0	165	165	168	172
Footpaths,Bridleways,Rts Way	5040	0	0	215	215	219	224
Seats & Litter Bins (Exc Vine)	5050	36	2,106	2,400	2,400	2,448	2,497
Sev Common maint'ce & improve	5060	1,945	3,315	3,250	3,315	3,381	3,449
Tree Safety Survey	5065	0	0	3,000	1,500	1,500	1,530
Woodlands	5070	1,685	3,646	3,000	3,060	3,121	3,184
Raleys/ Knole Paddock and Pavilion	5110	436	866	2,885	2,000	2,040	2,081
Raleys/K P Pitch and ground maintenance	5120	28,032	4,836	4,565	4,656	4,749	4,844
Misc. Open Spaces and play areas	5310	5,486	5,263	6,000	6,120	6,242	6,367
Skate Park maintenance	5316	2,373	1,107	2,500	2,550	2,601	2,653
Raleys car park	5317	0	1,092	460	460	469	479
Fertilisers	5320	571	1,460	1,420	1,420	1,448	1,477
Grass Seed	5330	1,711	1,378	1,850	1,850	1,887	1,925
Plants	5340	1,656	2,018	2,550	2,550	2,601	2,653
Repairs and general maintenance	5410	601	348	540	551	562	573
Equipment - Hired & New	5500	4,908	6,574	7,720	7,720	7,874	8,032
Equipment Maintenance (incl tractor)	5525	7,962	6,353	8,975	7,500	7,650	7,803
Vehicle expenses (incl vans)	5550	2,905	3,244	3,195	3,259	3,324	3,391
Fuel	5700	6,665	7,824	8,140	8,140	8,303	8,469
Water	6000	3,345	2,812	3,475	3,200	3,264	3,329
Light Heat and Cleaning	6010	1,586	1,176	1,800	1,400	1,428	1,457
Telephone	6101	147	142	200	200	204	208
Mobile Telephone	6104	163	131	200	150	153	156
Printing and stationery	6200	156	9	160	0	0	0
Postage & courier	6210	0	22	0	0	0	0
Computers and database	6240	0	0	260	265	271	276
Furniture/equipment	6281	0	65	0	0	0	0
Staff Training	6320	1,515	1,445	1,855	1,855	1,892	1,930
Welfare/hospitality	6330	161	93	330	330	337	343
Subscriptions and professional fees	6730	167	161	520	250	255	260
Road Dues - Oakhill Rd/Woodside	6812	1,362	1,601	2,000	1,633	1,666	1,699
Bus Shelter Maintenance	6851	0	0	165	165	168	172
Sundry Expenses	6900	100	100	155	100	102	104
Health & Safety/ legal advice	6922	0	250	540	1,551	1,582	1,613
Alarm maintenance (new cost from 14/15)	6930				600	612	624
CCTV Maintenance	6931	1,380	900	1,633	1,750	1,785	1,821
Waste collection - Dog bins	6934	1,508	1,170	1,770	2,301	2,347	2,394
Waste collection and disposal - Bins	6935	1,930	2,408	4,040	3,500	3,570	3,641
Protective clothing	6952	963	661	1,195	1,195	1,219	1,243
Letting and Hire of Facilities	1022	(16,068)	(19,063)	(16,550)	(16,881)	(17,219)	(17,563)
Raleys car park	1316	0	(1,408)	(1,460)	(1,750)	(1,750)	(1,785)
Forestry commission grants	1330	(736)	(1,000)	(368)	0	0	0
Income from other depts.	1470	(745)	(1,188)	(840)	(857)	(874)	(891)
Lady Boswell's School-income	1800	(1,938)	0	0	0	0	0
Log Sales	1850	(720)	(889)	(940)	(1,000)	(1,020)	(1,040)
Vine Club Insurance Contrib.	1870	(1,000)	(1,415)	(1,460)	(1,268)	(1,293)	(1,319)
Sundry Income	1990	(324)	(511)	(324)	(330)	(337)	(344)
		211,728	200,892	227,751	229,453	235,286	234,891

Notes on Open Spaces - Estimates

4010 **Gross Pay - Administration**
2% cost of living increase has been allowed for 2015/16 and thereafter and 3% long service awards incorporated.
2015/16 salary costs have been reduced by £3,610 to reflect the use of the remaining apprenticeship provision established in 2013/14

4270 **Employer's pension contribution**
Pensions costs for 2015/16 include £2,207 reflecting an estimate for costs arising from the auto-enrolment scheme.

5011	Property Maintenance	2015/16	2016/17	2017/18
	Includes the following from the rolling capital programme	£	£	£
	Greatness recreation ground - replace skatepark surface	1,000	1,000	
	War Memorial repointing	0		
	St Nicholas - Repairs on South path	1000		
	Millpond maintenance		5,000	
	Pontoise new signage	500		
	Middlings Wood new steps to Britans Lane	1,000		
	Littlewood Coppice alder trees	4,000		
		<u>7,500</u>	<u>6,000</u>	
5065	Tree safety survey Tree safety survey for 14/15 out to quote. Costs of subsequent surveys therefore estimated based on estimates included in 14/15 budget			
5110	Raleys/Knole Paddock and Pavilion Spend in 2014/15 is high due to lock repairs and improvements following break-ins. Next year costs should be lower so 2015/16 budget reduced.			
5317/1316	Raley's car park Raley's car park permits income (35 @£50) and associated car park costs have been included in the budget following legal advice that the Town Council is permitted to charge for car parking.			
5525	Equipment maintenance 2015/16 budget reduced as new tractor to be purchased in 2014/15			
6010	Light and heat 14/15 budget seems high - budget 15/16 level reduced			
6922	Health & Safety 2015/16 budget includes £1,000 health monitoring for staff as advised - audiometry and hand/arm vibration. It has been assumed that other relevant costs occur in future years so a higher budget level has been maintained. Plus an element of central costs apportioned across cost centres			
6934/6935	Waste collection Costs have increased due to an undercharge re dog bin collection in 13/14, and an additional small bin collected from 14/15			
1870	Vine Club Insurance contribution Recharged amount based on advice from Zurich			

**Sevenoaks Town Council
2015/16 Estimates**

GREATNESS CEMETERY

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Gross Pay - Administration	4010	50,763	55,794	55,737	56,290	57,416	58,564
Employers Pension Contribution	4270	4,849	4,451	4,508	5,516	5,626	5,739
Cem - Chapel and Office	5210	457	70	160	163	166	170
Workshop/messroom maintenance	5230	0	180	160	163	166	170
Fertilisers	5320	0	55	0	0	0	0
Plants	5340	757	789	1,400	0	0	0
Repairs & General Maint. (from rolling capital p	5410	999	5,246	4,500	2,600	0	0
Equipment - Hired & New	5500	1,563	3,273	1,795	1,831	1,868	1,905
Equipment Maintenance	5525	1,386	764	2,265	2,310	2,357	2,404
Fuel	5700	827	627	875	893	910	929
Rent, Rates and Water	6000	5,344	5,160	5,665	5,500	5,610	5,722
Light Heat & Cleaning	6010	986	985	1,805	1,200	1,224	1,248
Telephone	6101	230	545	690	704	718	732
Mobile Telephone	6104	27	20	120	30	31	31
Printing Postage and Stationery	6200	15	47	250	50	51	52
Computer - cemetery database	6240	239	334	360	367	375	382
Recruitment costs	6315	285	0	0	500	510	520
Training	6320	968	1,013	1,030	1,530	1,561	1,592
Welfare/hospitality	6330	98	88	150	153	156	159
Professional fees	6630	0	90	100	103	106	108
Subscriptions	6730	90	0	0	0	0	0
Trees, Turf & Fertilisers	6802	166	453	596	1,250	1,275	1,301
Roads, Paths and Boundaries	6822	582	115	530	530	541	551
Lawn/ Wall of Remembrance	6832	370	383	350	357	364	371
Sundry expenses	6900	8	10	150	50	51	52
Health & Safety/ Legal Advice	6922	0	250	264	269	275	280
Alarm Maintenance	6930	527	590	950	750	765	780
Cemetery security	6932	4,194	4,447	4,350	4,437	4,526	4,616
Waste collection and disposal	6935	936	937	1,095	1,117	1,139	1,162
Protective Clothing	6952	559	839	664	664	677	691
Cem. Lodge water contribution	1011	(180)	(198)	(201)	(205)	(209)	(213)
Cemetery Income	1700	(76,019)	(67,675)	(70,034)	(72,135)	(73,578)	(75,049)
		1,026	19,682	20,283	16,987	14,676	14,969

Notes on Open Spaces - Greatness Cemetery

4010 Gross Pay - Administration

2% cost of living increase has been allowed for 2015/16 and thereafter and 3% long service awards incorporated.

5320/5340/6802 Trees, turf and fertilisers

Includes fertilisers and plants previously included within account 5320 and 5340

5410 Repairs & General Maintenance

Includes the following from the rolling capital programme

	2015/16 £	2016/17 £	2017/18 £
Cemetery railings - adjacent to Greatness	2,000		
Cemetery wall of remembrance repair corner coping	600		
	2,600	0	0

6000/ 6010 Rent, rates and utilities

14/15 budget seems high - budget 15/16 level reduced

6320 Training

2015/16 budget increased by £500 reflecting additional training required re health and safety

6922 Health & Safety

Reflects central costs apportioned across cost centres

1700 Cemetery Income

Increase of 3.0% has been assumed for 2015/16 and 2% thereafter.

**Sevenoaks Town Council
2015/16 Estimates**

ALLOTMENTS

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
General Maintenance	5410	7	338	164	422	430	439
Rent Rates & Water	6000	100	173	286	250	255	260
Rental Income	1010	(430)	(435)	(450)	(672)	(685)	(699)
		(323)	76	0	0	0	0

Notes on Open Spaces - Allotments

1010 Allotments income

Based on £2.40 per rod for 280 rods at Bradbourne - allotment holders advised in Sept 2013

5410 General maintenance

14/15 maintenance currently exceeding budget - so 2015/16 budget increased.

STREET LIGHTING AND GENERAL

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Public Clock Maintenance	6861	276	485	530	541	551	562
Street Lighting	6862	10,739	8,971	8,695	11,510	11,740	11,975
Hanging Baskets	6865	7,650	7,650	7,980	9,802	9,998	10,198
Summer concerts	6868	2,939	3,405	3,875	3,953	4,032	4,112
Hanging Baskets - contributions	1990	(1,140)	(775)	(775)	(944)	(962)	(982)
Street Lighting - recharges	1263	(3,803)	(3,129)	(2,610)	(3,500)	(3,570)	(3,641)
Arts & Crafts stalls income	1022				(1,000)	(1,020)	(1,040)
		16,661	16,607	17,695	20,362	20,769	21,184

Notes on Open Spaces - Street Lighting and General

6862/1263 Street lighting

Charges allow an increase above previous years levels to reflect higher charges incurred in the current year.

Assumes street lighting continues to be provided for the private roads which currently do not pay STC for their and the provision.

6865/1990 Hanging baskets

Costs and recharges based on 14/15 actual costs incurred/donations, ie 95 baskets + additional displays at Stag/Post Office

1022 Arts and crafts stalls

Assumed these continue for a 2nd year to enable them to become established

OPEN SPACES & LEISURE - GYMNASIUM

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Gross Pay - Administration	4010	22,542	22,803	25,296	24,911	25,409	25,917
Employers Pension Contribution	4270	535	625	665	933	952	971
Gym Instructors - Summer Term	4600	6,791	6,455	6,801	7,500	7,650	7,803
Gym Instructors - Autumn Term	4604	8,168	6,334	7,721	7,500	7,650	7,803
Gym Instructors - Spring Term	4608	4,645	7,979	7,119	7,500	7,650	7,803
Gym Instructors - Summer Hols	4613	541	1,266	1,215	1,200	1,224	1,248
Gym Instructors - Easter Hols	4617	457	531	1,100		0	0
Repairs and General Maintenance	5410	3,474	559	1,319	600	612	624
Equipment Maintenance	5525	371	258	328	335	341	348
Rent and Rates	6000	2,700	2,772	3,028	3,089	3,150	3,213
Light Heat & Cleaning	6010	2,691	3,900	3,232	3,297	3,363	3,430
Insurance	6020	903	881	907	925	944	963
Telephone	6101	218	188	264	269	275	280
Printing and Stationery	6200	1,284	1,866	1,375	1,403	1,431	1,459
Postage and courier	6210	60	54	75	77	78	80
Computer/ Database/ WP's	6240	255	255	328	335	341	348
Website costs	6241	110	85	125	128	130	133
Furniture & Equipment	6281	623	820	815	831	848	865
Recruitment Advertising	6315	300	0	515	525	536	547
Training	6320	0	410	515	525	536	547
Welfare/hospitality	6330	30	79	106	108	110	112
Staff uniforms	6340	219	230	319	325	332	339
Publicity	6460	2,635	3,358	3,750	3,825	3,902	3,980
Badges and Merchandise for resale	6560	208	563	300	306	312	318
Judo Grading	6567	0	84	100	102	104	106
Course Material and First Aid	6568	0	3	109	111	113	116
Professional fees licensing	6635	180	180	191	195	199	203
Gym Equipment	6871	558	500	607	500	510	520
Gym Equipment - Repairs & Mntc	6872	190	194	211	215	220	224
Sundries	6900	458	425	422	430	439	448
Health & Safety/Legal advice	6922	0	250	264	269	275	280
Healthcare services	6939				700	700	700
Letting and Hire of Facilities	1022	(7,272)	(8,824)	(5,807)	(6,000)	(6,120)	(6,242)
Sale of merchandise	1260	(743)	(640)	(390)	(400)	(408)	(416)
Judo Grading	1567	(335)	(277)	(306)	(300)	(306)	(312)
Insurance contributions	1020	(861)	(664)	(790)	(800)	(816)	(832)
Classes & Courses - Summer Trm	1600	(15,953)	(13,864)	(14,625)	(12,000)	(12,240)	(12,485)
Classes & Courses -Autumn Term	1604	(18,663)	(13,959)	(16,887)	(12,000)	(12,240)	(12,485)
Classes & Courses -Spring Term	1608	(12,655)	(12,809)	(15,541)	(12,000)	(12,240)	(12,485)
Classes & Courses - Summer Hol	1613	(910)	(2,149)	(2,000)	(2,000)	(2,040)	(2,081)
Classes & Courses - Easter Hol	1617	(319)	(1,433)	(1,400)	0	0	0
Sundry Income	1990	(33)	0	(53)	(54)	(55)	(56)
		3,402	9,288	11,323	23,415	23,869	24,332

Notes on Gymnasium

4010 **Gross Pay - Administration**

2% cost of living increase has been assumed for 2015/16 and thereafter and 3% long service awards incorporated.

4270 **Employer's pension contribution**

Pensions costs include £284 reflecting an estimate for costs arising from the auto-enrolment scheme.

4600 - 4608 **Gym instructors**

Estimate includes use of agency staff. Termtime costs based on actual costs of summer term in 2014

1600-1617 **Classes and Courses**

Estimates of course incomes based on actual performances for summer 2014 and realistic estimates for autumn and spring terms. Assumed that Easter courses do not run due to poor attendance in 2014/15

Note The 2015/16 estimate has been prepared excluding the impact of the redevelopment of the gym and Raleys Centre. It is estimated that up to end July 2014, budgeted costs would reduce by approx £16k, excluding any additional costs which may result from the closure. 7

**Sevenoaks Town Council
2015/16 Estimates**

CENTRAL SERVICES

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Gross Pay - Administration	4010	197,973	211,875	214,970	223,783	232,084	238,000
Employers Pension Contribution	4270	9,284	10,422	9,954	11,921	12,159	12,403
Pension Contribution - Deficiency	4271	15,000	10,000	55,000	57,000	60,000	60,000
Equipment Hired and New	5500	257	300	325	332	338	345
Insurance Cost	6020	21,935	22,527	25,000	18,518	18,889	19,266
Telephone	6101	1,266	1,390	1,395	1,423	1,451	1,480
Facsimile Costs	6103	125	133	150	153	156	159
Printing & Stationery	6200	5,633	8,158	5,545	5,656	5,769	5,884
Postage and Courier	6210	4,046	3,197	3,730	3,805	3,881	3,958
Computer/Database/WP's	6240	10,828	12,356	12,722	12,976	13,236	13,501
Website costs	6241	357	729	825	842	858	875
IT infrastructure development	6242	5,547	5,000	5,000	5,100	5,202	5,306
Office Furniture/ Machinery	6281	867	1,335	1,305	1,331	1,358	1,385
Computers Accountancy	6300	2,574	2,015	2,720	2,774	2,830	2,886
Staff Training	6320	656	1,958	1,803	4,839	4,936	5,035
Investors in People	6321	0	500	775	775	775	775
Welfare / Hospitality	6330	1,209	1,693	1,275	1,301	1,327	1,353
Civic Expenses/Annual Reception	6410	1,409	968	1,236	1,261	1,286	1,312
Gifts/Hospitality	6415	83	171	272	277	283	289
Annual Parish Meeting	6420	0	21	100	100	100	100
Honours Board, Badges, Insignia	6421	90	555	218	222	227	231
Mayoral Allowances	6412	4,774	4,774	4,822	4,918	5,017	5,117
Mayoral Car/Travel Allowances	6414	2,122	2,122	2,143	2,186	2,230	2,274
Mayoral Allowances - prior year	6430	(397)	0	0	0	0	0
Mayoral Car/Travel Allowances - prior year	6431	(1,027)	0	0	0	0	0
Members' Expenses and Allowances.	6435	3,153	2,838	4,170	3,721	3,795	3,871
Press Notices	6440	917	1,317	1,339	1,366	1,393	1,421
Bye Laws	6450	0	0	100	100	100	100
Publicity/Democratic notices	6460	0	234	2,015	2,055	2,096	2,138
Audit Fees - Internal and external	6610	3,825	2,950	3,475	3,100	3,162	3,225
Irrecoverable VAT	6619	0	0	10,000	8,000	8,000	8,000
Legal Expenses	6620	3,290	9,053	6,000	6,120	6,242	6,367
Professional Fees	6630		4,538				
Professional Fees Licensing	6635	70	90	250	255	260	265
Conference Fees & Expenses	6710	1,877	1,457	1,957	1,996	2,036	2,077
Books and Periodicals	6720	440	240	358	365	372	380
Subscriptions	6730	2,460	2,805	3,193	3,257	3,322	3,388
Special events	6869	(39)	0	0	0	0	0
Sundry Expenses	6900	19	158	218	222	227	231
Health & Safety/risk assessments	6922	2,050	2,082	2,163	2,206	2,250	2,295
Bank Charges	6975	970	1,071	1,267	1,292	1,318	1,345
Credit card charges	6976				481	491	500
Election Expenses	7010	2,985	3,000	3,000	3,000	3,000	3,000
Contingency provision	7611	39,590	36,376	20,206	15,500	15,500	15,500
Stag Reserve	7614	1,000	1,000	1,000	1,000	1,000	1,000
Sundry Income (including net banner income)	1990	(579)	(718)	(515)	(1,500)	(1,530)	(1,561)
		346,639	370,690	411,481	414,030	427,426	435,480

Notes on Central Services

- 1990 **Banner income**
2015/16 budget reflects banner income based on receipts for the first half of 2014/15
- 4010 **Gross Pay - Administration**
2% cost of living increase has been allowed for 2015/16 and thereafter and 3% long service awards incorporated. Salary costs for 2015/16 and £2016/17 have been reduced by £5,000 and £1,250 respectively to reflect usage of remaining staff duplication provision established in 2013/14
- 4270 **Employer's pension contribution**
Pensions costs include £1,260 reflecting an estimate for costs arising from the auto-enrolment scheme.
- 4271 **Pension Contribution - Deficiency**
Increased in accordance with latest actuarial valuation.
- 6020 **Insurance**
Health and safety and vehicle insurance are included here in addition to main policy with Zurich
The last property valuation was performed by Chesterton/Humberts in 2009, and cost £3,450. Zurich recommend that assets are revalued on a 5 yearly basis.

It has been assumed that the necessary external valuation will take place out of the 2014/15 insurance budget, and no additional funds have therefore been allocated for this purpose for the 2015/16 or subsequent forecasts. However, a £1,500 increase in insurance cost has been assumed for 2015/16 to reflect possible increases in values, together with new asset purchases.

- 6240 **Computer/database/WPs**
This cost code includes IT support and licenses; internet charges and Information Pods ipad charges
- 6320 **Training**
2015.16 budget increased to allow for new Councillors training
- 6435 **Members allowances**
Members allowances based on 13/14 allowances increased by 1% in 14/15 and 2% in 15/16, assuming 14 councillors claim (11 claimed in 13/14)
- 6460 **Publicity**
Reflects costs of printing Town Crier; promotional signs and banners
- 6619 **Irrecoverable VAT**
A provision of £8,000 is based on 14/15 estimates and assumes that irrecoverable VAT associated with the Raleys development is charged against the Capital Receipts Reserve.
- 6976 **Credit card charges**
Assumes credit card payments are accepted at a transaction rate of 2.75%, and applied to £17,500 income (approx 50% Raley's Gym fees)
- 7010 **Election expenses**
No increase required next year as £11,000 built-up provision can be used to cover additional expenses in 2015/16
- 7611 **Contingency provision**
Balance to allow precept in line with 14/15

Sevenoaks Town Council
2015/16 Estimates

F&GP - GENERAL

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Christmas Decorations	6490	23,064	25,691	22,540	22,000	21,870	21,737
Remembrance Day/Civic Services	6491	1,738	2,459	1,800	1,800	1,836	1,873
Diamond Jubilee	7612	9,418	0	0	0	0	0
Olympics	7613	4,490	0	0	0	0	0
Events	6869	0	4,497	5,000	5,000	5,100	5,202
Contributions towards Christmas decorations	1990	(4,840)	(7,043)	(2,970)	(3,000)	(3,060)	(3,121)
		33,870	25,604	26,370	25,800	25,746	25,691

**Sevenoaks Town Council
2015/16 Estimates**

COUNCIL OFFICES

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Gross pay	4010	3,555	4,070	3,591	4,801	4,897	4,995
Employers Pension Contribution	4270	206	306	283	387	395	403
Repairs & Gen. Maintenance	5410	2,794	2,194	1,849	2,000	7,040	7,181
Rent and rates	6000	21,061	21,544	23,675	22,824	23,280	23,746
Light Heat & Cleaning	6010	6,160	5,539	5,665	5,600	5,712	5,826
Catering Expenses	6510	0	0	108	110	112	115
Job Club	6705	671	188	546	0	0	0
Sundry Expenses	6900	0	0	57	58	59	60
Health & Safety/Legal advice	6922	0	250	264	269	275	280
Alarm Maintenance	6930	1,195	783	1,268	1,293	1,319	1,346
Waste Bin Disposal	6935	0	100		100		
Letting and Hire of Facilities	1022	(4,926)	(8,504)	(5,700)	(10,000)	(10,200)	(10,404)
Civil Ceremonies Income	1281	(135)	(211)	0	0	0	0
		30,581	26,259	31,606	27,442	32,889	33,547

Notes on Council Offices

4010 **Gross Pay - Administration**
2% cost of living increase has been allowed for 2015/16.

6700 **Civic Ceremonies**
Venue licence not renewed when expired in December 2014.

6705 **Job Club**
Job club discontinued in 2013/14.

5410 Repairs & General Maintenance	2015/16	2016/17	2017/18
Includes the following from the rolling capital programme	£	£	£
Remedial works to wall at rear of Town Council		5,000	
	0	5,000	0

1022 **Letting and hire of facilities**
The 2015/16 budget has increase to reflect additional hiring income from church group received in 2014/15.
Upon sale of the council offices this income would cease (phased evenly)

Sevenoaks Town Council
2015/16 Estimates

FINANCE COSTS

Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Interest - on deposits	1115	(6,359)	(4,056)	(4,000)	(4,000)	(4,000)
		(6,359)	(4,056)	(4,000)	(4,000)	(4,000)

Sevenoaks Town Council
2015/16 Estimates

COMMUNITY CENTRE

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Gross Pay	4010	24,145	24,198	25,617	25,734	26,249	26,774
Employers Pension Contribution	4270	336	313	308	912	930	949
Buildings Repairs & Maint.	5410	6,081	6,465	7,500	4,000	4,080	4,162
Equipment Hired and New	5500		(67)				
Rates and water	6000	5,066	5,563	6,180	6,000	6,120	6,242
Electricity	6011	2,271	1,982	2,251	2,200	2,244	2,289
Gas	6012	2,055	2,210	2,596	2,250	2,295	2,341
Cleaning (Incl. Materials)	6013	737	724	1,033	800	816	832
Telephone	6101	269	183	250	250	255	260
Mobile Phone	6104	0	40	60	61	62	64
Printing and Stationery	6200	58	17	65	66	68	69
Office Furniture/ Machinery	6230	0	500	544	555	566	577
Furnishings, Furniture & Equipment	6281	98	1,053	816	832	849	866
Training	6320	267	143	164	167	171	174
Publicity	6460	0	0	500	510	520	531
Refreshments For Resale	6520	755	858	721	735	750	765
Copyright Fees/Royalties	6533	426	355	450	459	468	478
Professional fees - licensing	6635	180	180	200	204	208	212
Grounds Maintenance	6842	567	445	1,055	1,076	1,098	1,120
Sundry Expenses	6900	90	1	55	56	57	58
Health & Safety/ Legal advice	6922	0	250	272	277	283	289
Alarm Maintenance	6930	1,271	937	1,420	2,000	2,040	2,081
CCTV Maintenance	6931	217	270	280	286	291	297
Waste Disposal	6935	1,159	1,246	1,305	1,331	1,358	1,385
Healthcare Services	6939	1,621	1,201	1,500	1,530	1,561	1,592
Letting and Hire of Facilities	1022	(57,480)	(53,879)	(54,500)	(54,500)	(55,590)	(56,702)
Sale of Refreshments	1250	(849)	(738)	(1,030)	(1,051)	(1,072)	(1,093)
Outdoor Activities	1445	(353)	(840)	(559)	(570)	(582)	(593)
Indoor Activities	1457	(2,297)	(2,338)	(1,952)	(1,991)	(2,031)	(2,071)
		(13,310)	(8,728)	(2,899)	(5,819)	(5,935)	(6,054)

Notes on Sevenoaks Community Centre

4010 **Gross Pay - Administration**
This heading includes all part-time caretaker staff whose hours vary in accordance with actual lettings. 2% cost of living increase has been assumed for 2015/16.

4270 **Employer's pension contribution**
Pensions costs include £589 reflecting an estimate for costs arising from the auto-enrolment scheme.

1022 **Letting and hire of facilities**
The 2015/16 estimate is based on a nil price increase.

6010 **Light and heat**
14/15 budget seems high - budget 15/16 level reduced

6930 **Alarm maintenance**
Budget increased to reflect current year's actual charges

It is not envisaged that the new community centre will be operational until April 2016

**Sevenoaks Town Council
2015/16 Estimates**

COMMUNITY GRANTS

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Grant subsidies for SCC	6937	997	501	1,000	1,000	1,020	1,040
Grant subsidies for Council Chamber	6938	1,107	995	1,000	1,000	1,020	1,040
Local Organisations and Youth Grants	7500	8,929	11,915	16,275	16,275	16,601	16,933
Sevenoaks Summer Festival	7502	5,000	5,000	5,000	5,000	5,000	5,000
Twinning Support	7520	500	1,000	1,000	1,000	1,000	1,000
Youth Council	7555	1,000	1,000	500	500	500	500
Stag Community Arts Centre	7556	22,000	27,000	27,000	27,000	27,000	27,000
Youth Outreach	7550/7552	0	15,110	15,000	15,000	15,000	15,000
		39,533	62,521	66,775	66,775	67,141	67,513

Notes on Grants

7500 **Youth Grants**

This heading includes £1,750 for play days as for 2014/15 budget

LETTING OF NON-OPERATIONAL PROPERTY

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Vine Band Practice Room	5012		5				
Maintenance - Tea Kiosk	5014	0	2,000	0	0	0	0
Vine Club	5015		125				
Bungalow & Garage	5103		443				
Maintenance - Raleys Centre	5105	111	35,447	800	800	800	800
Cem. Lodge Maintenance	5211	716	463	4,624	849	866	883
Repairs and General Maintenance	5410	2,133	0	106	109	111	113
Health & Safety/Legal advice	6922	0	0	262	270	278	278
Rental income - Lodge	1012	(14,220)	(14,228)	(14,931)	(14,931)	(14,931)	(14,931)
Rental income - Bungalow	1013	(12,360)	(12,360)	(12,360)	(12,360)	(12,360)	(12,360)
Rental income - Red Cross	1014	(200)	(200)	(200)	(200)	(200)	(200)
Rental income - Raleys Centre	1016	(13,050)	(13,211)	(13,372)	(13,372)	(13,372)	(13,372)
SCC ground rents, wayleaves	1046	(2,743)	(1,500)	(2,742)	(2,742)	(2,742)	(2,742)
Open Spaces rents and wayleaves	1469	(3,874)	(5,320)	(4,811)	(4,811)	(4,811)	(4,811)
Rental income - Pavilion & Kiosk	1805	(3,000)	(3,023)	(3,000)	(3,000)	(3,000)	(3,000)
Rental income - Band Practice Rm	1806	(936)	(897)	(936)	0	0	0
		(47,423)	(12,256)	(46,560)	(49,388)	(49,361)	(49,341)

Note on Non-operational Property Lettings

		2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £
5211	Cem Lodge Maintenance Includes the following from the rolling capital programme Central Heating replacement		3,800	-		
5105	Raleys Centre Maintenance 2013/14 costs include provision for £35,000 development costs credited to Capital Receipts Reserve.					
1806	Band Practice Rm No estimate currently included for café income and associated costs as net income will be allocated to the Vine Pavilion Committee for the upkeep of the Vine cricket ground and pavilion					
1013-1016	Rental income Raleys properties The rental income from these properties will cease upon disposal of the Raleys property, along with costs associated with the Raleys gym. For information purposes, disposal at end July would reduce income by approx £17k, assuming no additional costs of severance					

**Sevenoaks Town Council
2015/16 Estimates**

SEVENOAKS TOWN PARTNERSHIP

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Gross Pay	4010		1,087	1,200			
Printing & Stationery	6200		118				
Computer/Database and other costs	6240	13,648	1,184				
Business Awards	6322		1,974	3,420			
Welfare/Hospitality	6330		10				
Publicity	6460		942				
Conference Fees & Exps	6710		773				
Sundry expenses funded by STC cont'n/excess ir	6900			5,470	5,000	5,000	5,000
Vintage Bus Expenses	7609		15,754	13,000			
Business Awards	1206		(894)	(7,500)			
Business Show	1207		(2,175)				
Vintage Bus income	1435		(5,042)	(10,590)			
Income and Donations receivable	7610	(8,648)	(8,731)	0	0	0	0
		5,000	5,000	5,000	5,000	5,000	5,000

Notes on Sevenoaks Town Partnership

Detailed budget not yet prepared - STC's contribution budgeted to continue at £5,000

Note that the budget excludes excess income from previous years which is held within other creditors on the balance sheet. Funds carried forward from 13/14 amount to £6,681

YOUTH CAFÉ

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Gross Pay	4010	30,251	46,428	46,460	47,099	48,023	48,965
Employers Pension Contribution	4270	821	1,327	1,346	660	673	687
Repairs and General Maintenance	5410	5,266	3,495	2,000	2,000	2,500	2,500
Light Heat & Cleaning	6010	60	204	750	758	3,210	3,210
Telephone	6101	457	588	500	510	520	531
Printing & Stationery	6200	534	755	450	459	468	478
Postage & courier	6210	6	2	10	10	10	11
Computer/Database/WPS	6240	45	59	0	0	0	0
Furnishings, furniture/Eqpt	6281	126	363	150	153	156	159
Recruitment Costs	6315		935		200		
Staff Training	6320	264	414	350	357	364	371
Welfare/Hospitality	6330	46	774	50	51	52	53
Staff Uniforms	6340		100				
Publicity	6460	754	1,545	750	760	780	780
Goods for resale	6500	2,828	2,417	2,000	2,000	2,040	2,081
Catering Expenses	6510		328				
Soundwaves Expenditure	6550	1,360	1,378	1,800	1,200	2,200	2,200
Course Material	6568		1,695				
Music Equipment	6571		959				
IT Equipment	6572		84				
Youth Magazine Expenditure	6573		1,382				
Professional fees licensing	6635	87	89	92	94	96	98
Subscriptions	6730	75	0	80	82	83	85
Sundry Expenses	6900	220	145	250	255	260	265
Health & Safety/Legal Advice	6922		250				
Protective clothing	6952	45	0	0	0	0	0
Letting and Hire of Facilities	1022	(520)	(3,920)	(5,000)	(5,000)	(5,133)	(5,269)
Soundwaves Income	1242	(526)	(1,758)	(2,700)	(1,200)	(3,300)	(3,300)
Sale of Goods	1211	(3,120)	(2,351)	(3,000)	(2,000)	(3,060)	(3,121)
Grant Income	1350	(31,072)	(51,239)	(45,000)	(41,080)	(41,080)	(41,080)
Fundraising	1500	(230)	(284)	(2,000)	(2,000)	(2,000)	(2,000)
Sundry Income	1990		(100)				
		7,777	6,064	(662)	5,368	6,863	7,703

Notes on Sevenoaks Community Centre

4010 **Gross Pay**

Note 2012/13 actual was for a 9 month period.
2% cost of living increase has been allowed for 2015/16.

4270 **Employer's pension contribution**

Pensions costs include £660 reflecting an estimate for costs arising from the auto-enrolment scheme.

1350 **Grant income**

Budgeted grant income for 2015/16 and thereafter assumes that the £41,080pa grant income approved by KCC up to January 2016 is renewed for the remaining forecast period and that no additional grant income is received

1242/1211 **Goods for resale/Soundwaves**

Budgeted costs and income have been adjusted to better reflect actual costs/income experienced in 2014/15

MARKETS

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Gross Pay	4010	0	2,516	3,030	3,300	3,348	3,397
Employers Pension Contribution	4270	0	8	20	0	0	0
SDC Management Charge - Sat from 2015/16	5420	0	32,000	32,000	13,460	13,730	14,004
SDC Management Charge - Wed from 2015/16	5421				19,295	19,681	20,074
Blighs market rent	5422				21,900	22,338	22,785
Equipment Maintenance	5525		26			0	0
Furnishings, furniture/Eqpt	6281	0	13	0	0	0	0
Publicity	6460	0	5,003	3,500	3,500	3,570	3,641
Sundry Expenses	6900		42			0	0
Rental Income Sat Market	1017	0	(24,101)	(25,000)	(25,500)	(26,010)	(26,530)
Rental Income Weds Market	1018	0	(21,102)	(23,000)	(23,460)	(23,929)	(24,408)
Rental Income Blighs Market	1019				(19,118)	(19,501)	(19,891)
		0	(5,595)	(9,450)	(6,623)	(6,773)	(6,927)
Markets reinvestment	6900	0	5,595	4,450	1,623	855	991
		0	0	(5,000)	(5,000)	(5,918)	(5,936)

Notes on Markets

4010 **Gross Pay - Administration**

This heading includes two part-time staff whose hours attributable to market work are recharged from different cost centres according to time allocated to market work

5420/5421 **SDC management charge**

The rent charge for the Wednesday and Saturday markets has been split in the budget for 2015/16, as separate disclosure will aid analysis. It has been assumed that the Wed market will operate for 51 weeks and the Sat market for 52 weeks, and that SDC's management charge will increase by 2% each year.

5422 **Blighs market rent**

The charge reflects the SDC staff recharge of £365 per day, which was increased by 33% in July 2014, for 60 days (2 full weeks prior to Xmas, 6 weeks off after Xmas). The budget for 2015/16 does not reflect any savings which may result in the purchase by STC of new stall equipment.

1017-1019 **Market rental income**

The 2015/16 budget assumes 2% income growth above the 2014/15 budget for the Saturday and Wednesday markets; Blighs market income is based on actual receipts for 2014/15 to August, grossed up to represent a whole year's trading (ie x60/22 days)

**Sevenoaks Town Council
2015/16 Estimates**

FINANCIAL & GENERAL PURPOSES COMMITTEE SUMMARY

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Central Services	1	346,639	370,690	411,481	414,030	427,426	435,480
General	2	33,870	25,604	26,370	25,800	25,746	25,691
Council Offices	3	30,581	26,259	31,606	27,442	32,889	33,547
Finance Costs	4	(6,359)	(4,056)	(4,000)	(4,000)	(4,000)	(4,000)
Community Grants	5	39,533	62,521	66,775	66,775	67,141	67,513
Tourist Information Centre		25,836					
Community Centre	7	(13,310)	(8,728)	(2,899)	(5,819)	(5,935)	(6,054)
Letting of Non-operational Property	8	(47,423)	(12,256)	(46,560)	(49,388)	(49,361)	(49,341)
Sevenoaks Town Partnership	9	5,000	5,000	5,000	5,000	5,000	5,000
Youth Café	10	7,777	6,064	(662)	5,368	6,863	7,703
Markets	11	0	0	(5,000)	(5,000)	(5,918)	(5,936)
		422,144	471,098	482,111	480,208	499,850	509,603

**Sevenoaks Town Council
2015/16 Estimates**

OPEN SPACES & LEISURE COMMITTEE SUMMARY

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
General	1	211,728	200,892	227,751	229,453	235,286	234,891
Greatness Cemetery	2	1,026	19,682	20,283	16,987	14,676	14,969
Allotments	3	(323)	76	0	0	0	0
Street Lighting and General	4	16,661	16,607	17,695	20,362	20,769	21,184
Gymnasium	5	3,402	9,288	11,323	23,415	23,869	24,332
		232,494	246,545	277,053	290,217	294,599	295,377

**Sevenoaks Town Council
2015/16 Estimates**

REVENUE FUND SUMMARY

	Ref.	Actual 2012/13 £	Actual 2013/14 £	Budget 2014/15 £	Estimate 2015/16 £	Forecast 2016/17 £	Forecast 2017/18 £
Planning Committee	1	29,628	36,857	32,572	32,678	33,331	33,998
Open Spaces & Leisure Committee	2	232,494	246,545	277,053	290,217	294,599	295,377
Finance/General Purposes Committee	3	422,144	471,098	482,111	480,208	499,850	509,603
		684,266	754,500	791,736	803,102	827,781	838,979
Less: Government Revenue Support Grant		0	(36,801)	0	0	0	
Add: Appropriation to/(from) Balances		35,034	0	0	0	0	
Precept % increase		719,300	717,699	791,736	803,102	827,781	838,979
				10.316%	1.436%	3.073%	1.353%
Council Tax Base ie. Band D Equivalents			8,890.62	8,926.87	9,055.46		
Council Tax			£80.73	£88.69	£88.69		

Note:

Number of Band D households provided by Roy Parsons from SDC

		% 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%
	2012/13	£77	0.00%
	2013/14	£81	4.95%
	2014/15	£89	9.06%
	2015/16	£89	0.00%