

# SWANSCOMBE & GREENHITHE TOWN COUNCIL



## ANNUAL ESTIMATES FOR 2018-19

Prepared by Mr Martin Harding  
(Responsible Financial Officer)

Agreed by the Finance & General Purposes  
Committee (minute 403/17-18)

and approved by

Full Council – 11 January 2018 (minute 408/17-18)

## CALCULATION OF COUNCIL TAX 2017/18 AS REQUIRED BY SWANSCOMBE & GREENHITHE TOWN COUNCIL

Balance at Bank 1st April 2016	547,238
Plus Precept - 2016/17	494,491
Plus Section 136 - 2016/17	12,695
Plus Government Grant 2016/17	33,688
	1,088,112
Less probable expenditure 2016/17	561,230
Less reserve account	385,536
Less working balance	40,000
Less Earmarked from 2016/17 Balances	0
Available Balance	101,346
Estimated expenditure 2017/18	621,984
Less available balance	101,346
	520,638
Less Section 136 Contribution	7,253
Less Transitional Government Grant	19,246
Total Amount Required	494,139

### **COUNCIL TAX CALCULATION**

Basic rate for calculation as provided by  
Dartford Borough Council  
5122.94 properties

Band	2018/19
A	£64.30
B	£75.02
C	£85.74
D	£96.46
E	£117.89
F	£139.33
G	£160.76
H	£192.91

		2016/17	2017/18	2017/18	2018/19
		ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
<b>Cost Centre 1</b>	<b>Public Lighting</b>				
Code	Description				
1	Supply & Maintenance	2200	2498	2498	2598
3	Christmas Lighting	1300	3700	2500	7000
4	Repairs	1000	1000	1000	1000
5	Long Term Financial Risks	1450	1450	1450	1450
6	Long-term Maintenance	0	125	125	125
	Total Expenditure	5950	8773	7573	12173
7	Miscellaneous Income	1	1	1	1
	Total Income	1	1	1	1
<b>Total to Public Lighting Summary</b>		<b>5949</b>	<b>8772</b>	<b>7572</b>	<b>12172</b>
<b>Cost Centre 2</b>	<b>Grove Car Park</b>				
Code	Description				
20	Rates	3400	3700	3681	3825
21	Repairs & Maintenance	500	10000	10000	3000
22	Long Term Financial Risks	3590	3590	3590	2390
23	Long Term Maintenance	50	200	200	200
	Total Expenditure	7540	17490	17471	9415
<b>Total to Car Parks Summary</b>		<b>7540</b>	<b>17490</b>	<b>17471</b>	<b>9415</b>
<b>Cost Centre 4</b>	<b>Parks Establishment</b>				
Code	Description				
40	Wages	85475	110000	90000	103500
41	Equipment/Materials	32000	50000	47000	47300
43	Fuel	2850	2921	2500	3038
44	Fencing	5000	5000	5000	5000
45	Telephone	350	502	450	522
45	Vehicles	1750	5600	3000	4750
47	Water Rates	1500	1204	1500	1560
48	Gas / Electricity	2000	1871	2000	2080
49	Playground Equipment & Maintenance	10500	8500	8500	10500
50	Training	1000	1000	1000	1500
51	Knockhall Changing Rooms	200	400	400	1100
52	Parks Works Area	500	1000	500	1000
53	Vandalism	1000	1000	1000	1000
54	Trees	3000	3000	3000	3000
55	New Recreational Facilities	5000	15000	10500	4500
56	Unexpected/Emergency Works	400	1500	1500	1500
57	Long Term Financial Risks	9725	7225	7225	9125
58	New Community Facility	0	10000	0	0
	Total Expenditure	162250	225723	185075	200975
66	Miscellaneous Income	1000	1000	1000	1000
	Total Income	1000	1000	1000	1000
<b>Total to Parks Summary</b>		<b>161250</b>	<b>224723</b>	<b>184075</b>	<b>199975</b>
<b>Cost Centre 5</b>	<b>Swanscombe Park</b>				
Code	Description				
71	Long Term Financial Risks	3680	3180	3180	3030
72	Long Term Maintenance	500	500	500	500
	Total Expenditure	4180	3680	3680	3530
75	Bowls	3159	3222	3250	3377
	Total Income	3159	3222	3250	3377
<b>Total to Parks Summary</b>		<b>1021</b>	<b>458</b>	<b>430</b>	<b>153</b>

		2016/17	2017/18	2018/19	2018/19
		ACTUAL	ESTIMATE	PROBABLE	ESTIMATE
<b>Cost Centre 6</b>	<b>Knockhall Playing Field</b>				
Code	Description				
80	Rates	130	140	138	143
81	Long Term Financial Risks	1200	1200	1200	1200
	Total Expenditure	1330	1340	1338	1343
85	Football	3800	3895	4370	4479
	Total Income	3800	3895	4370	4479
<b>Total to Parks Summary</b>		<b>-2470</b>	<b>-2555</b>	<b>-3032</b>	<b>-3136</b>
<b>Cost Centre 7</b>	<b>Broomfield Sports Ground</b>				
Code	Description				
90	Long Term Financial Risks	1400	1400	1400	1400
91	Long Term Maintenance	500	500	500	500
	Total Expenditure	1900	1900	1900	1900
95	Football	5350	5484	6422	5621
96	Cricket	1844	1890	1890	1937
	Total Income	7194	7374	8562	7558
<b>Total to Parks Summary</b>		<b>-5294</b>	<b>-5474</b>	<b>-6662</b>	<b>-5658</b>
<b>Cost Centre 8</b>	<b>Churchyard - SP &amp; SP</b>				
Code	Description				
110	Maintenance	2000	5000	4000	5000
	Total Expenditure	2000	5000	4000	5000
<b>Total to Parks Summary</b>		<b>2000</b>	<b>5000</b>	<b>4000</b>	<b>5000</b>
<b>Cost Centre 9</b>	<b>Other Projects</b>				
Code	Description				
121	General Projects (inc Sum Etment)	3200	7500	7700	15600
	Total Expenditure	3200	7500	7700	15600
<b>Total to Parks Summary</b>		<b>3200</b>	<b>7500</b>	<b>7700</b>	<b>15600</b>
<b>Cost Centre 10</b>	<b>Bus Shelters</b>				
Code	Description				
130	Maintenance	1500	1500	1500	1500
	Total Expenditure	1500	1500	1500	1500
<b>Total to Parks Summary</b>		<b>1500</b>	<b>1500</b>	<b>1500</b>	<b>1500</b>
<b>Cost Centre 19</b>	<b>Heritage Park</b>				
Code	Description				
100	Maintenance / Rent	500	500	500	2000
104	Long Term Financial Risks	1250	0	0	0
	Total Expenditure	1750	500	500	2000
<b>Total to Parks Summary</b>		<b>1750</b>	<b>500</b>	<b>500</b>	<b>2000</b>
<b>Cost Centre 11</b>	<b>Leisure Centre</b>				
Code	Description				
146	Rates & Ins Rent - DBC	23900	27400	27303	28368
155	GCLL Management Fee	57000	57000	57000	57000
	Total Expenditure	80900	84400	84303	85368
<b>Total To Leisure Centre Summary</b>		<b>80900</b>	<b>84400</b>	<b>84303</b>	<b>85368</b>

		2016/17	2017/18	2018/19
		ACTUAL	ESTIMATE PROBABLE	ESTIMATE
<b>Cost Centre 13 Squash Courts</b>				
Code	Description			
200	Maintenance	250	1000	1000
201	Long Term Financial Risks	0	0	0
	Total Expenditure	250	1000	1000
<b>Total to Squash Courts Summary</b>		<b>250</b>	<b>1000</b>	<b>1000</b>
<b>Cost Centre 14 Allotments</b>				
Code	Description			
210	Rents / Licences	200	245	245
211	Repairs / Maintenance	50	250	250
213	Long Term Financial Risks	2135	2135	2135
	Total Expenditure	2385	2630	2630
218	Rent	1535	1765	2030
	Total Income	1535	1765	2030
<b>Total To Allotment Summary</b>		<b>850</b>	<b>865</b>	<b>600</b>
<b>Cost Centre 15 Administration</b>				
Code	Description			
230	Wages	132000	141000	136500
231	Furniture (F&F) & Equipment	500	1500	1500
232	Photocopier	1950	2050	1500
233	Stationery, Advertising, Postage	1500	2300	2300
234	Telephone / Internet	3450	3536	3678
235	Mileage Allowance	500	700	728
236	Insurance	12500	14150	14150
237	Subscriptions / Publications	3600	4675	4862
238	Town Mayor's Allowance	1500	1500	1500
239	Civic Reception	1500	1500	1500
240	Chairs of Office	250	250	250
241	Legal Fees	3500	6000	8500
242	External Audit Fees	1300	1300	1300
243	Internal Audit Fees	250	250	250
244	Local Funding	2000	7000	7000
245	Miscellaneous	500	1250	7750
246	Election Expenses	2000	2000	2000
247	Training	1500	1500	1500
248	Member Training	1000	1000	1500
249	IT Services	3150	4150	6000
250	Handyman (including seasonal Park staff)	500	1500	1500
251	Council Offices Building Maintenance	15000	20000	22000
252	Water Rates	1000	1281	1332
253	Gas	1600	2311	2403
254	Electricity	4750	4869	5064
255	Rates (NNDR)	22800	21000	21304
256	Long Term Financial Risks	5000	5000	5000
257	Long Term Maintenance	2875	2875	2625
	Total Expenditure	227975	256447	265496
<b>Total to Administration Summary</b>		<b>227975</b>	<b>256447</b>	<b>265496</b>

**Cost Centre 16 Church Road Hall**

Code	Description	2016/17 ACTUAL	2017/18 ESTIMATE	2018/19 PROBABLE	2018/19 ESTIMATE
280	Wages	4800	5228	4900	5359
281	Repairs & Maintenance	2000	3500	3000	3500
282	Gas & Electricity	800	1102	1102	1146
283	Cleaning Materials	100	100	100	100
284	Furniture & Fittings	100	100	100	100
285	Rates (NNDR)	1120	1200	1189	1235
287	Misc Expenditure	125	125	125	125
288	Long Term Financial Risks	890	885	0	0
289	Long Term Maintenance	1945	1945	0	0
290	Telephone / Broadband	0	1100	600	600
	<b>Total Expenditure</b>	<b>11880</b>	<b>15285</b>	<b>11116</b>	<b>12165</b>
295	Hire Income	3225	3306	3400	3388
	<b>Total Income</b>	<b>3225</b>	<b>3306</b>	<b>3400</b>	<b>3388</b>

**Total To Community Halls Summary      8655      11979      7716      8777**

**Cost Centre 17 Grove Hall**

Code	Description	2016/17 ACTUAL	2017/18 ESTIMATE	2018/19 PROBABLE	2018/19 ESTIMATE
301	Repairs & Maintenance	700	700	200	700
302	Gas & Electricity	0	0	100	100
	<b>Total Expenditure</b>	<b>710</b>	<b>710</b>	<b>310</b>	<b>810</b>

**Total To Community Halls Summary      710      710      310      810**

**Cost Centre 18 Heritage Community Hall**

Code	Description	2016/17 ACTUAL	2017/18 ESTIMATE	2018/19 PROBABLE	2018/19 ESTIMATE
320	Wages	6010	6160	6160	6314
321	Repairs & Maintenance	3800	1800	1800	1800
322	Gas & Electricity	1200	1589	1589	1653
323	Cleaning Materials	195	195	195	195
324	Furniture & Fittings	500	1000	500	1000
325	Rates (NNDR)	2160	2300	2261	2349
326	Water Rates	500	641	641	667
327	Misc Expenditure	70	260	260	260
328	Long Term Financial Risks	1975	1950	0	0
329	Long Term Maintenance Requirements	2350	2350	0	0
	<b>Total Expenditure</b>	<b>18760</b>	<b>18245</b>	<b>13406</b>	<b>14238</b>
335	Hire Income	15000	13043	17000	15000
	<b>Total Income</b>	<b>15000</b>	<b>13043</b>	<b>17000</b>	<b>15000</b>

**Total To Community Halls Summary      3760      5202      -3594      -762**

**Cost Centre 20 Sports Pavilion**

Code	Description	2016/17 ACTUAL	2017/18 ESTIMATE	2018/19 PROBABLE	2018/19 ESTIMATE
340	Gas & Electricity	600	615	615	640
341	Water Rates	450	461	461	480
342	Maintenance & Cleaning Contribution	1750	1750	1750	1750
344	Building Insurance	2025	2025	1500	2025
345	Misc Expenditure	50000	0	0	0
346	Long Term Financial Risks	17000	27000	27000	27000
	<b>Total Expenditure</b>	<b>71825</b>	<b>31851</b>	<b>31326</b>	<b>31894</b>
350	Rent	16861	17198	17198	17869
	<b>Total Income</b>	<b>16861</b>	<b>17198</b>	<b>17198</b>	<b>17869</b>

**Total To Community Halls Summary      54964      14653      14128      14025**

**Cost Centre 21    Town Council Offices Community Hall**

Code	Description	2016/17 ACTUAL	2017/18 ESTIMATE	2017/18 PROBABLE	2018/19 ESTIMATE
360	Wages (Caretaker)	13000	13325	9000	9225
361	Repairs & Maintenance	2500	420	420	420
362	Furniture, Fixtures and Fittings	100	100	200	100
363	Cleaning Materials	260	260	260	260
364	Miscellaneous	75	75	75	75
365	Long Term Financial Risks	4550	6300	6300	4300
	<b>Total Expenditure</b>	<b>20485</b>	<b>20480</b>	<b>16255</b>	<b>14380</b>
370	Rent	30500	31300	31300	31263
	<b>Total Income</b>	<b>30500</b>	<b>31300</b>	<b>31300</b>	<b>31263</b>

**Total To Community Halls Summary                      -10015                      -10820                      -15045                      -16883**

**Cost Centre 22    Old Fire Station Café**

Code	Description	2016/17 ACTUAL	2017/18 ESTIMATE	2017/18 PROBABLE	2018/19 ESTIMATE
380	Wages	21000	21840	18500	19240
381	Food/Supplies	3000	3600	3600	4000
382	F, F & Equipment (including leased equipment)	900	750	900	750
383	Advertising	100	100	100	100
384	Rates (NNDR)	1550	1600	1582	1644
385	Electricity & Water	1300	999	999	1039
386	Cleaning Materials	130	130	130	130
387	DBC Maintenance Service Charge	1000	1750	1615	1750
388	Telephone / Internet	1185	1215	1000	1263
389	Maintenance	1000	1000	1250	1000
390	Miscellaneous (and DBC Insurance)	1325	1325	500	1325
391	Long Term Financial Risks	1800	1800	0	0
392	Rent DBC	0	0	0	3000
393	Long Term Maintenance	500	500	0	0
	<b>Total Expenditure</b>	<b>34790</b>	<b>36609</b>	<b>30176</b>	<b>35241</b>
395	Café Income	7400	7500	8000	8000
	<b>Total Income</b>	<b>7400</b>	<b>7500</b>	<b>8000</b>	<b>8000</b>

**Total To Community Café Summary                      27390                      29109                      22176                      27241**

**Cost Centre 23    Ingress Park Community Centre**

Code	Description	2016/17 ACTUAL	2017/18 ESTIMATE	2017/18 PROBABLE	2018/19 ESTIMATE
400	Wages	0	0	0	6300
401	Repairs & Maintenance	0	0	0	1850
402	Gas & Electricity	0	0	0	1600
403	Cleaning Materials	0	0	0	1000
404	Furniture & Fittings	0	0	0	5500
405	Rates (NNDR)	0	0	0	2442
406	Water Rates	0	0	0	650
407	Key Holder Security	0	0	0	800
408	Misc Expenditure	0	0	0	500
409	Long Term Financial Risks	0	0	0	1950
410	Long Term Maintenance	0	0	0	2350
	<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24942</b>
415	Hire Income	0	0	0	4000
416	Commuted Sum	0	0	0	13500
417	Contingency Fund	0	0	0	7500
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25000</b>

**Total to Community Halls Summary                      0                      0                      0                      -58**

**SUMMARY**

Street Lighting	5949	8772	7572	12172
Car Parks	7540	17490	17471	9415
Parks	162957	231652	188511	215434
Leisure Centre	80900	84400	84303	85368
Squash Courts	250	1000	500	1000
Allotments	850	865	931	600
Administration	227975	256447	236901	265496
Community Halls	58074	21725	3515	5909
Community Café	27390	29109	22176	27241
	571885	651459	561880	622634
Deduct Interest on Bank Accounts	650	650	650	650
<b>Total Expenditure</b>	<b>571235</b>	<b>650809</b>	<b>561230</b>	<b>621984</b>

**Reserve Account - Earmarked Funds**

<b>General Reserves</b>		<b>FRA Reserves</b>	
£5,000	Sports Pavilion Bond	£40,964	11/12 FRA
£1,000	Bowls Pavilion Bond	£54,065	12/13 FRA
£3,750	Sports Pavilion Bond	£94,943	13/14 FRA
£1,250	Sports Pavilion Bond	£14,020	13/14 LTM
		£74,823	14/15 FRA
		£6,423	14/15 LTM
		£79,063	15/16 FRA
		£13,283	15/16 LTM
		-£4,868	12/13 FRA Adjustment
		£1,820	16/17 LTM
<b>£11,000</b>		<b>£374,536</b>	
<b>Total in Reserve Account</b>		<b>£385,536</b>	