



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

Chairman: Cllr Valerie Morgan

Vice Chairman: Cllr Jill Healey

Town Clerk: Helen Symmons



## ANNUAL BUDGETING PROCESS

1. The Town Clerk with consideration of the Council Action Plan and reference to Committee Chairmen (if necessary), prepares Committee budgets for the following financial year as follows:

- **October Meetings**

Environment & Leisure Committee

Community Facilities Committee

Planning, Highways & Licensing Committee

Staffing Committee

- **November Meeting**

Policy & Resources Committee

These are reviewed by the Committees with recommendations submitted to Policy & Resources Committee from the October Meetings and then Council for all Committees.

2. A draft Council budget along with a 3-yr budget forecast is submitted to Council at the November meeting.
3. If any Committee budget is not approved, alterations required are returned to Committees for consideration at December meetings and then re-submitted to P&R in January along with a full Council revised draft budget.
4. If the Tax Base and Local Govt. Grant Support figures are confirmed by Southend Borough Council prior to the January Council meeting then the budget and precept can be resolved at that meeting. If not then the planned Council meeting in February will proceed to resolve the Town Council budget and set the precept for the forthcoming financial year once these figures are confirmed.