



# Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson



Report 2465/PB

## REVISED BUDGET SETTING PROCEDURE

There has been some ambiguity regarding how to deal with referrals; if for example F&GPC don't agree to the proposals and how many times this process should take place. This report seeks to rationalise the process and ensure that the procedure is completed in a timely manner.

### FIRST STAGE

#### November with the exception of Allotments in September

- Committees formulate draft first round budgets together with three year forecast and submit to F&GPC for approval.
- If F&GPC do not agree to the proposal the draft budget is referred back to the Committee for reconsideration.
- In the case of the F&GPC Budget this is forwarded to Council, if Council is not in agreement it will be referred back to F&GPC for reconsideration. If it is not referred back then the budget cannot be altered (SO 8) until the third stage of the process at Council.

### SECOND STAGE

#### December

- If any budgets have been referred back to Committees for reconsideration then Committee decides whether to amend or stick with their original proposals.
- Committees can identify underspends from its budget at this stage and recommend such to F&GPC for approval.
- Referred draft budgets are then sent back to F&GPC for approval. At this stage F&GPC can approve the budget and recommend it to Council for adoption if it is in agreement with the proposals.
- If F&GPC cannot agree to the proposals it will be forwarded to Council for decision without a recommendation and its reasons for non-agreement on the draft budgets.
- Any budget at this stage will come under SO 8 as far as the Committees are concerned with only Council able to amend or alter the budgets.

### THIRD STAGE

#### January

- Council considers budget and can amend it before final approval and ratification.
- Underspends can be proposed but these must be given as a formal motion and included in the agenda for consideration.

**FIRST STAGE**



**SECOND STAGE**



**THIRD STAGE**

