

Leigh-on-Sea Town Council

Budget Pack 2010/11

To Council 13th Jan 2010

Final

| 5th draft Council budget as amended 5-1-10 | | | |
|---|---------|----------|-----------------------|
| NOTE: AS THIS BUDGET IS INCOMPLETE AND IS A DRAFT, NO CONCLUSIONS SHOULD BE DRAWN FROM IT | | | |
| | £ | £ | |
| Anticipated reserves at 31 March 2009 | | | |
| General Reserves | 41185 | | From attached sheet 1 |
| Capital Reserves | 74408 | | |
| Add | | 115593 | |
| draft budget income from committees | 0 | | From attached sheet 2 |
| Planning | 0 | | From attached sheet 3 |
| Transport & Highways | 0 | | From attached sheet 4 |
| Allotments | 8270 | | From attached sheet 5 |
| Leisure Foreshore and Environment | 13024 | | From attached sheet 6 |
| Finance & G.P. | 0 | | From attached sheet 7 |
| Office | 0 | | From attached sheet 8 |
| Staff | 0 | | |
| Room Hire | 2800 | | |
| Committee Total | | 24094 | |
| Deduct | | | |
| draft budget expenditure from committees | | | |
| Planning | 6000 | | From attached sheet 2 |
| Transport & Highways | 16250 | | From attached sheet 3 |
| Allotments | 17268 | | From attached sheet 4 |
| Leisure Foreshore and Environment | 58443 | | From attached sheet 5 |
| Strand Wharf | 74408 | | From Capital reserves |
| Finance & G.P. | 8000 | | From attached sheet 6 |
| Office | 36460 | | From attached sheet 7 |
| Staff | 72473 | | From attached sheet 8 |
| Committee and overhead Total | | 289302 | |
| Deduct | | | |
| Planned reserve at 31 March 2011* | | 50,000 | |
| Nett shortfall = Precept required | | -199,615 | |
| £50,000 is the Town Clerk's recommended reserve level | | | |
| Finance & G.P. or Council are welcome to vary it up or down as they see fit | | | |
| The Paddling Pool, being a donation for this purpose, is ring fenced and will have no impact on the precept | | | |
| Proposed increase/decrease in precept | 18.89 % | | |
| Proposed Band D equivalent at Tax base of £8717.80 | 22.90 | | |

Sheet 1

| | | |
|--|----------|-----------|
| Anticipated underspends by Committees | £ | |
| Planning | 2000.00 | |
| Transport & Highways | 6250.00 | |
| Allotments | 1500.00 | |
| Leisure Foreshore and Environment | 18500.00 | |
| Finance & G.P. | 11564.00 | |
| Office | -2200.00 | Overspend |
| Staff | -2500.00 | Overspend |
| Total | 35114.00 | |
| Anticipated general reserve from Budget report | 6071.00 | |
| General Reserves carried forward | 41185.00 | |

Sheet 2

2nd Draft Planning budget 24-11-09

| Heading | Income | Expenditure |
|-----------------------|--------|-------------|
| Staff costs | 0 | 3,500 |
| Planning | 0 | 500 |
| Southend Airport | 0 | 2,000 |
| Other items (specify) | 0 | 0 |
| Total | 0 | 6,000 |

Sheet 3

T & H Budget 2nd draft as agreed by Transport & Highways - 18-11-09

| Heading | Income | Expenditure |
|-------------------------------------|--------|-------------|
| School Crossing Patrols | 0 | 7,500 |
| Bus Shelter Cleaning/Maintenance | 0 | 3,000 |
| New Bus shelters | 0 | 3,500 |
| Highways Improvements | 0 | 1,000 |
| Bollards | 0 | 500 |

| | | |
|----------------|--|--------|
| Seats and bins | | 750 |
| Total | | 16,250 |
| | | |

Sheet 4

2nd draft of allotments budget 2010/11 25-11-09

| Heading | Income | Expenditure | |
|-----------------------|--------|-------------|--|
| Rents | | | |
| Manchester Drive | 5600 | | Increase due to anticipated water increase |
| Leigh | 2350 | | Increase due to anticipated water increase |
| Marshall Close | 320 | | Increase due to anticipated water increase |
| Plot clearance | | 500 | |
| Rubbish clearance | | 650 | |
| Equipment | | 500 | |
| Water Rates | | 3100 | ** |
| Staff Costs | | 9118 | |
| Maintenance | | 250 | |
| Miscellaneous | | 300 | |
| Training | | 100 | |
| Vehicle | | 750 | |
| Capital improvements* | | 2000 | Hedging, fencing, roadways etc. |
| Keys | | 0 | |
| Totals | 8270 | 17268 | |
| Nett cost (exp - inc) | 8998 | | |

Revenue

Capital*

** Water increase due to Leigh site having their own supply which might increase usage. However, it mostly depends on weather.

Sheet 5

LFE Budget 3rd draft as agreed by LFE - 17-12-09

| Heading | Income | Expenditure |
|---|--------|-------------|
| Community Transport* | 6124 | 10624 |
| Flower baskets | 0 | 5000 |
| First Aid Provision | 0 | 1200 |
| Farmers Market* | 1800 | 1840 |
| Strand Wharf | 0 | 0 |
| Leigh Lights* | 4300 | 26420 |
| Paddling Pool | 0 | 0 |
| Grants to outside organisations | 0 | 1750 |
| Fishing Festival | 800 | 2800 |
| May Day | 0 | 500 |
| Carols on Strand Wharf | 0 | 500 |
| Easter Event | | 800 |
| Good for Leigh | | 500 |
| Community initiatives and recreational facilities | | 0 |
| Staff costs | | 6509 |
| | | |
| Totals | 13024 | 58443 |
| Nett cost | | 45419 |

* see separate budgets below

| Community Transport | Income | Expenditure |
|---------------------|--------|-------------|
| Staff costs | | 3675 |
| Ticket sales | 6124 | |
| Trip costs | | 4752 |
| Minibus hire | | 1265 |

| | | |
|----------------|------|-------|
| CRB checks | | 70 |
| Petrol | | 144 |
| Refreshments | | 422 |
| CTA membership | | 150 |
| Midas Training | | 146 |
| Totals | 6124 | 10624 |
| Nett cost | | 4500 |

| Farmers Market | Income | Expenditure |
|-----------------------|---------------|--------------------|
| Stall hire | 1800 | |
| Hall Hire | | 1090 |
| Leaflet | | 550 |
| Banners | | 200 |
| Totals | 1800 | 1840 |
| Nett cost | | 40 |

| Leigh Lights ** | Income | Expenditure |
|------------------------------------|---------------|--------------------|
| Column testing | | 785 |
| Installation and removal | | 4838 |
| Replacement bulbs | | 1015 |
| Traders contributions | 3500 | |
| Switch-on security | | 2500 |
| Entertainers | | 2600 |
| Road closures, licences etc. | | 1400 |
| Donations | | 500 |
| Charges to stalls, fairs | 800 | |
| New lights 3 crossovers | | 4525 |
| Installation of new lights | | 724 |
| New lights - 1 in Leigh Road | | 600 |
| Installation of new lights | | 248 |
| Support columns - purchase | | 5505 |
| Support columns - erect and remove | | 1180 |
| Totals | 4300 | 26420 |
| Nett cost | | 22120 |

** This includes adding set pieces for 2010, which the committee can include or exclude

Sheet 6

Finance & G.P. 2nd draft budget as agreed by F & G.P. 1-12-09

| Heading | Income | Expenditure |
|---------------------|---------------|--------------------|
| Crime Prevention | 0 | 0 |
| Schools | 0 | 0 |
| Community Affairs | 0 | 1000 |
| Premises | 0 | 1000 |
| Elections | 0 | 0 |
| Legal Costs | 0 | 500 |
| Annual Town Meeting | 0 | 500 |
| Publicity | 0 | 1000 |
| Youth Facility | 0 | 4000 |
| | | |
| Totals | 0 | 8000 |
| Nett cost | | 8000 |

| Sheet 7 | | | For information | | | | | | | |
|---|----------------------------------|------------|-------------------------------|-----------|--------|-------------|---------|--|--|--|
| Third Provisional Office Budget for 2010-11 | | | Office budget and expenditure | | | | | | | |
| Budget | Heading | Budget | Amended | 1997/8 | Budget | Expenditure | % spent | | | |
| 2009/10 | | (Proposed) | Budget 30/12 | 1998/9 | 14515 | 13122 | | | | |
| 50.00 | Library | 50.00 | 50.00 | 1999/2000 | 14075 | 10850 | 77 | | | |
| 100.00 | Training - Staff | 350.00 | 350.00 | 2000/1 | 12505 | 11467 | 92 | | | |
| 900.00 | Training - Cllrs | 1,600.00 | 1,000.00 | 2001/2 | 12865 | 11130 | 87 | | | |
| 300.00 | Mileage - Staff | 120.00 | 120.00 | 2002/3 | 14690 | 12229 | 83 | | | |
| 1,300.00 | Stationery Cost | 1,500.00 | 1,900.00 | 2003/4 | 13925 | 15560 | 112 | | | |
| 3,400.00 | Insurance | 4,500.00 | 5,000.00 | 2004/5 | 16000 | 15418 | 96 | | | |
| 1,500.00 | Telephone, e-mail & telecomms | 1,300.00 | 1,300.00 | 2005/6 | 21000 | 20766 | 99 | | | |
| 450.00 | Photocopying | 400.00 | 400.00 | 2006/7 | 29110 | 29003 | 100 | | | |
| 1,400.00 | Stamps | 2,000.00 | 1,900.00 | 2007/8 | 28360 | 29164 | 103 | | | |
| 1,900.00 | Subscriptions | 1,750.00 | 1,600.00 | 2008/9 | 32060 | 31867 | 99 | | | |
| 5,200.00 | General Rates | 5,400.00 | 5,400.00 | **** | | | | | | |
| 240.00 | Water Rates | 240.00 | 280.00 | | | | | | | |
| 10,500.00 | Rent | 10,500.00 | 10,500.00 | **** | | | | | | |
| 900.00 | Gas | 960.00 | 960.00 | | | | | | | |
| 650.00 | Electricity | 650.00 | 650.00 | | | | | | | |
| 2,500.00 | Office Cleaning | 2,500.00 | 2,300.00 | | | | | | | |
| 250.00 | Expenses/Travel Costs - Cllrs | 500.00 | 400.00 | | | | | | | |
| 50.00 | Entertaining | 50.00 | 50.00 | | | | | | | |
| 120.00 | Licences | 100.00 | 100.00 | | | | | | | |
| 300.00 | Miscellaneous | 300.00 | 300.00 | | | | | | | |
| 800.00 | Audit | 1,200.00 | 1,200.00 | | | | | | | |
| 310.00 | Accounting software Tech support | 600.00 | 500.00 | | | | | | | |
| 200.00 | Contingencies | 200.00 | 100.00 | | | | | | | |
| 250.00 | Minor Premises Repairs | 100.00 | 100.00 | | | | | | | |
| 33,570.00 | Total | 36,870.00 | 36,460.00 | \$\$ | | | | | | |

This 2nd Provisional Office budget is presented to Finance & G.P. Committee on 5th January 2010. It is not expected to be completely accurate, but is the best estimate at the time of preparation. It is hoped that any small overspends in one area are balanced by underspends in others. The overall office budget has been increased by about 8.6%, which is higher than the general level of inflation, but is mainly due to insurance to cover the new computer system and the new Christmas lights. The audit fees also increased this year, as we crossed an expenditure threshold.

36,460.00

**** In the event that the Town Council moves premises during the year, this figure may change. I leave it to the Committee to decide whether to incorporate a possible move within the budget, which I estimate for a full year would decrease rent by £1,500 (due to the first year 50% discount - other years would increase by £5,000). Rates would increase by £2,500. This would, therefore mean the Office Budget increasing to a total of £36,795. There would also need to be an increase in the Premises budget within Finance & G.P. Committee budget for renovation/redecoration.

&& The reassessment of office budgets is due to a review of the current year's budgets, and shows a reduction of £410, which might help a little in a difficult budgetary year.

Sheet 8

1st Provisional salaries
budget 2010/11

| Heading | Budget 2010/11 |
|------------------------------|-------------------|
| Town Clerk | |
| Pay | 42,732.00 |
| Pension | 7,717.00 |
| National Insurance | 3,048.00 |
| Other staff (proportionate)* | |
| Pay | 15,900.00 |
| Pension | 1,396.00 |
| National Insurance | 1,680.00 |
| Total | 72,473.00 |

* some elements of other staff pay are allocated to committee budgets