

Leigh-on-Sea Town Council

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Chairman: Cllr. Carole Mulroney
Vice Chairman: Cllr. Caroline Parker
Town Clerk: Paul Beckerson



29th November 2012

Notice is hereby given that the next meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 4th December 2012** in Room 6, Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 6th November 2012

GENERAL PURPOSES

5. CHRISTMAS CLOSURE OF LTC OFFICE AND LEIGH COMMUNITY CENTRE

It is proposed that the office will shut at midday on Monday 24th December 2012 and reopen at 9am on Wednesday 2nd January 2013. The Centre will be opened by Janitorial staff within this period for hiring as required and it is economically viable.

6. ROYAL MAIL SORTING OFFICE (Progress Report)
7. LIBRARY CONSULTATION UPDATE IF ANY
8. ACQUISITION OF PDQ MACHINE

As members are aware the number of monetary transactions (in the hundreds) that the Council are dealing with each month has increased enormously. There is an increased demand to be able to use debit and credit cards when paying for hiring's etc. It would be advantageous to be able to offer the ability to receive card payments; this would reduce staff time in processing cash and cheques.

A costing has been obtained from our bank for the installation of a portable terminal.

Set up charge	£292 excl. VAT
Visa Credit card/non UK issued debit card charge	1.77% per transaction
MasterCard Credit card /non UK issued debit card charge	1.77% per transaction
Mastercard debit card charge	26p per transaction
Electron/Visa debit card charge	26p per transaction
Maestro/Solo debit card charge	26p per transaction
Monthly terminal rental	£00.00+VAT
There is no monthly minimum service charge per outlet. These terms assume a 12 month contract.	

9. APPOINTMENT OF REPRESENTATIVE ON THE LOCAL GOVERNMENT CONSULTATIVE COMMITTEE OF THE EALC – EMAIL ONLY - NO MEETINGS
10. CAR PARKING PERMITS ELM ROAD CAR PARK FOR VISITOR OVERFLOW (Motion from Cllr C Parker)

Southend BC is able to supply temporary parking permits for use in the event the LCC car park is oversubscribed.

11. FIX DATE FOR AN INTERNAL & EXTERNAL AUDIT WORKING PARTY to continue review of Standing Orders and Risk Assessment Register.
12. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2133/GP 27th November 2012 (Appendix 1)

FINANCE

13. REFERENCES FROM OTHER COMMITTEES

There were none.

14. INTERIM INTERNAL AUDIT REPORT (Appendix 2)

15. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2132/FGP 27th November 2012 (Appendix 3)
- Committee Income and Expenditure Report 2134/FGP 27th November 2012 (Appendix 4)

16. LOCALISING COUNCIL TAX SUPPORT – IMPLICATIONS FOR LOCAL COUNCILS (Appendix 5)

17. DRAFT COUNCIL BUDGET for 2013/14 (Appendix 6)

18. CCLA DEPOSIT ACCOUNT TO NOTE BALANCE & CONSIDER LEVEL OF INVESTMENT

19. INCOME AND EXPENDITURE SINCE LAST MEETING

See report 2131/I&E (Appendix 7)

20. BANK ACCOUNT BALANCES as at 27th November 2012

CCLA	£ 25,000.00
HSBC BMM A/c	£ 105,118.24
HSBC Current A/c	£ 66,045.35
HSBC Community Centre A/c	£ 13,083.73
HSBC Payroll A/c	£ 6,267.19
HSBC Imprest A/c	£ 573.67

21. REVIEW OF FINANCIAL PROCEDURES (Confidential Business) (Appendix 8)



Paul Beckerson
Town Clerk
29th November 2012

Please Note: Any member who is unable to attend the meeting should send their apologies before the meeting

Finance & General Purposes Committee Budget 2012/13

Heading	B/F 2011/12	Budget		Spent to Date	Committed	Balance	% Spent
		Income	Expenditure				
Crime Prevention		0	0	0.00		0	
Schools		0	0	0.00		0	
Donations		0	0	0.00		0	
Community Affairs		0	0	313.41		-313	
Premises		0	500	47.37		453	9
Elections	5,000	0	5,000	3,788.49		6,212	38
Legal Costs		0	500	0.00		500	0
Annual Town Meeting		0	500	72.36		428	14
Publicity		0	1,000	125.00		875	13
Civic			0	0.00		0	
Renewals Fund			11,000	2,006.50		8,994	18
Strategy Sub-Committee			0	0.00		0	
						0	
Totals	5000	0	18,500	6,353.13	0.00	17,147	34
Nett cost			18,500				

Leigh-On-Sea Town Council

Internal Audit Report 2012-13 (Interim)

Prepared by Nigel Archer

Stuart J Pollard

Director
Auditing Solutions Limited

Background and Scope

The Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied accordingly, in terms of independence from the Council decision making process, appointing a local practice to provide the service for the Council. However, subsequent to the retirement of the previous Clerk and the recruitment of the present incumbent, alternate suppliers from the EALC recommended list were asked to submit their expressions of interest and, as a result, Auditing Solutions Limited were appointed for 2010-11 and beyond.

This report sets out those areas examined during the course of our recent interim visit for 2012-13, which took place on 6th November 2012.

Further work will be undertaken at subsequent visits as considered necessary, extending testing on those areas already examined together with the remainder of the previously agreed programme of work for the year, including the Council's Statement of Accounts, Annual Return and supporting documentation. We shall also, in conjunction with the Clerk, update the content of this report following due consideration of the additional work requested at the time of this interim visit: detail of the potential time required, and possible dates if necessary will be subject to separate correspondence.

Our programme of coverage continues to be designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner appropriate to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme of cover is also designed to facilitate our certification of the Annual Return that forms the Council's formal Statement of Accounts subject to external audit certification.

Internal Audit Approach

In commencing our review for the current year, we have continued to have regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, employing a range of selective sampling techniques (or 100% substantive testing if appropriate) across a range of the Council's activities in accord with our previously circulated Programme of Work.

Overall Conclusion

We are pleased to report that no significant issues have been identified in our regular reviews at this initial visit for the year that warrant any formal recommendation: any minor matters arising having been discussed and agreed with the Clerk during the course of our visit: consequently, no Action Plan is considered necessary at present.

Detailed Report

Review of Accounts and Accounting Arrangements

Our objective has been to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have, to date, undertaken the following checks in this area:

- Ensured that an appropriate nominal ledger coding structure is in place, previously noting that this had been streamlined in accord with current Committee structures to further assist the budget monitoring and reporting processes;
- Checked and agreed transactions on the Current bank account, as recorded on the Edge accounting system software, with the entries on the relevant HSBC bank statements for April & September 2012;
- Similarly checked and agreed all transactions for the same two months on the new Community Centre and the other remaining three Reserve, Imprest and Payroll accounts to relevant HSBC bank statements; and
- Verified that regular, monthly bank reconciliations continue to be undertaken on all accounts, noting that appropriate hard copies are retained on file: we have checked and agreed those as at 30th September 2012.

Conclusions

No issues requiring formal recommendation have arisen in this area to date with no long-standing, unpresented items on the Current account: we shall verify the closing bank reconciliations at 31st March 2012 as part of our final audit review.

Review of Corporate Governance

Our objective is to ensure that the Council has robust Corporate Governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have undertaken the following work to date: -

- Examined the minutes of meetings of the Full Council and its Standing Committees (except Planning) for the current financial year to early October 2012 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred. We note the migration of the Town Council from its previously rented premises at 67 Elm Road to the renovated offices in the nearby Community Centre and that other refurbishment works in other parts of the building are still in progress. We are aware of some concerns of certain members of the Council and, as noted in the introduction to this report, we shall consider the scope of any additional works as requested as part of separate correspondence in the near future;

- Noted that the Council has properly adopted the revised Members' Code of Conduct, based on the Southend Council's "proforma", which was re-affirmed at the September 2012 meeting; and
- We have previously reported on the completion of revised Standing Orders and Financial Regulations, which were formally adopted in April 2011, and note that the latter (FRs) have been subject to further review and wording updated as adopted at the Council's meeting in September 2012. A further review of the former (SOs) appears to have been deferred to the Audit Working Group and no formal comment is considered necessary in this area at present.

Conclusions

No significant issues arise in this area of our review at present: we shall undertake further work at future visits, also extending the examination of minutes for the full financial year.

Review of Purchasing and Payment Procedures

We have selected a sample of supplier payments made during the financial year to 30th September 2012, examining all those individually in excess of £1,000 together with a more random sample of every 20th payment, irrespective of value. This sample comprises approximately 35 payments in all, totalling £47,500 and representing 61% of all non-pay related items processed to that date. We have examined the test sample measuring performance against the following criteria to ensure that each payment is:

- Supported by a trade invoice or other appropriate form of supporting documentation;
- Supported by an official order, where appropriate;
- Supported by proper quotations and / or a formal tender process where applicable under the terms of the Council's Financial Regulations;
- Posted accurately to the Edge software nominal ledger expenditure headings;
- Authorised as seen by members during the course of the cheque approval processes and subsequently summarised for adoption by Full Council; and
- That the calculation and recording of VAT to the VAT control account for subsequent recovery has been actioned correctly.

Conclusions

As a "non-registered" body with no Vatable supplies, formal quarterly returns are not required to be submitted to HMRC: we have previously verified the March 2012 year-end reclaim detail at last year's final visit; therefore no further testing has been undertaken in this area to date.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have: -

- Previously noted that an appropriate review of the risk assessment register for all principal areas of the Council's activities was undertaken by the Audit Working Party, its recommendations being formally adopted by the Finance Committee in October 2011, and have not noted any subsequent consideration of the Register relating to the current financial year; and
- Examined the Council's current (to mid August 2013) insurance schedule, noting that cover continues to be provided by Aviva: appropriate amendment has been made to reflect the migration to the Community Centre. Both Public and Employer's Liability cover stands at £10 million, whilst Fidelity Guarantee cover remains at £300,000: we consider these levels to be more than adequate to meet the needs of the Council at present.

Conclusions

No issues were identified at this interim stage, although we would remind the clerk and members of the need to review and re-adopt the Financial Risk Register annually: we shall compare and contrast the detailed levels of asset cover afforded by the insurance policy with the Fixed Asset Register as part of the final audit work at a later date.

Budgetary Control and Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the local Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. To meet this objective:

- We note from minutes and other documentation that the budget and precept deliberations for 2013-14 were just underway, therefore no formal conclusions can be drawn at present;
- We are pleased to record that members continue to be provided with sound, periodic and comprehensive management accounting information in order to provide an appropriate means for monitoring budgetary performance during the current year; and
- We note from the closing Statement of Accounts for 2011-12, that several specific Earmarked Reserves were established with the minutes indicating occasional virement and some utilisation in respect of the Community Centre. Any further considerations in this area will be afforded as part of the potential additional work to be undertaken as requested.

Conclusions

No matters arise to warrant formal comment at this stage of the audit process: we shall examine the closing budget outturn for the year and consider the levels of Earmarked Reserves and General Funds at future audit visits accordingly.

Review of Income

In this area of our review work, we aim to ensure that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale, also that it is banked promptly in accordance with the Council's Financial Regulations. In addition to the precept, the Council's principal sources of income have been allotment rentals, monthly farmers' market pitch fees, community transport ticket sales and ad-hoc activities such as Xmas Lights and Fishing Festivals. Clearly, future revenues will be boosted by the letting facilities to be made available in the refurbished Community Centre and we note the acquisition of bespoke bookings software (from accountancy providers Edge to ensure the two processes can be integrated to avoid any unnecessary duplication).

We note that appropriate scales of fees and charges for the Market Stall holders, allotment plots and Community Centre rooms have been considered and adopted by members for 2012-13.

Conclusions

Other than the sample testing of cashbook receipts to relevant bank statements noted earlier in this report, no time remained for any detailed testing in this area at this interim visit. Consequently, we shall revisit this area at a future visit and report any conclusions accordingly.

Petty Cash Account

A relatively limited petty cash account is operated in the Council's office on a straightforward "top-up as required" basis: we have previously noted that a maximum encashment of £200 per week had been authorised by members, although we have now noted, from examination of the most recent FRs (September 2012), that "the account shall be held by the RFO to meet small bills paid in cash and that the account shall be checked and signed by the Chair or the Vice Chair of F&GPC at least three times per year" with no formal monetary limit expressed.

Payment transactions are entered into the Edge Paid Expenditure reports in the same manner as other cheque payments with full details of the payee and goods with VAT separately recorded for periodic recovery.

We have previously examined the operation of this petty cash scheme during last year's review process year and have not considered it necessary to repeat that work at this interim stage.

Conclusions

There are no issues worthy of formal comment in this area at present.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended with effect from 1st April 2012, as regards employee contribution bandings. To meet that objective, we have: -

- Ensured that the Council reviews and approves pay scales for staff annually;
- Noted previously that a payroll bureau provider (Acumen) was engaged to provide their services in 2010-11, following the retirement of the previous Clerk: we consider that the work they undertake is of a high cost efficient standard;
- Agreed the amounts paid to employees by reference to the approved pay scale on the NJC annual schedule of rates payable, where applicable, or to the individuals' letters of annual amendment where not paid on those scales, examining a sample of all those salary payments made in September 2012;
- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NI Table;
- Checked that the correct superannuation percentage deductions, as amended from 1st April 2012, are being applied;
- Checked and agreed the net payments to staff from copy payslips to the cashbooks; and
- Similarly checked and agreed the payment over of deductions to HMRC and Essex County Council from copy payroll reports to cashbooks and have, as part of the supplier payments testing noted earlier, summarised the month by month total payments with explanations obtained for any variances arising therein.

Conclusions

We are pleased to report that no errors or omissions have been identified to date in this area of our review process.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

Conclusions

Currently the Council holds no specific investments, Treasury Term deposits, or PWLB loans, any “surplus” funds being held for instant access in the HSBC’s Business Money Manager Savings Account.

We have previously noted that the bank has erroneously started to pay the Council’s monthly interest net of income tax deducted at source, as if the account holder was an individual, instead of gross as required for corporate bodies; it appears that this remains the case during the opening months of 2012-13.

We therefore need to repeat our previous “gentle reminder” that the interest should be paid gross and appropriate action be taken to ensure recovery of the tax deducted to date, whilst we acknowledge that the amounts concerned are immaterial at present due to the extremely low rates of return in the current economic climate.

Office Budget for 2012-13

Budget	Heading	Budget 2012/13	Spend to Date	Committed	Balance	% Spent
2011/12						
	Premises					
10,500.00	Rent	13,000.00	7,654.10		5,346	58.88
5,000.00	Insurance	4,500.00	4,061.13		439	90.25
5,400.00	General Rates	5,600.00	1,446.99		4,153	25.84
280.00	Water Rates	300.00	228.04		72	76.01
960.00	Gas	1,250.00	843.80		406	67.50
650.00	Electricity	750.00	601.50		149	80.20
2,300.00	Office Cleaning	2,300.00	883.00		1,417	38.39
300.00	Premises Repairs & Services	0.00	1,472.96		-1,473	
300.00	Office Tools	150.00	0.00		150	0.00
100.00	Contingencies	300.00	189.61		110	63.20
		28,150.00	17,381.13	0.00	10,769	61.74
	Administration					
1,450.00	Stationery	800.00	802.29		-2	100.29
50.00	Library	50.00	73.35		-23	146.70
1,750.00	Communication	1,750.00	1,368.54		381	78.20
830.00	Photocopying	2,400.00	1,295.01		1,105	53.96
1,600.00	Subscriptions	1,600.00	1,991.68		-392	124.48
1,900.00	Postage	1,700.00	890.59		809	52.39
50.00	Entertaining	50.00	0.00		50	0.00
100.00	Licences	100.00	397.00		-297	397.00
400.00	Expenses/Travel Costs - Cllrs	400.00	276.26		124	69.07
300.00	Miscellaneous	500.00	12.00		488	2.40
	Professional Advice		350.00			
1,200.00	Audit	2,000.00	1,265.00		735	63.25
2,600.00	IT	1,000.00	755.52		244	75.55
0.00	Waste Sacks	0.00	444.64			
600.00	Training - Staff	1,000.00	846.50		154	84.65
1,000.00	Training - Cllrs	1,000.00	27.50		973	2.75
400.00	Mileage & Expenses - Staff	450.00	284.47		166	63.22
		14,800.00	11,080.35	0.00	3,720	74.87
40,020.00	Total	42,950.00	28,461.48	0.00	14,488.52	66.27

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

27/11/2012

Budgets Spend vs Budget to 31st March 2013

Committee	Item	Budget		Spend to date	Balance	% spent	2011/12 spend
		2011/12	2012/13				
Council	Office Admin	0	42,950	28,461	14,489	66	44,807
	Salaries	0	66,497	43,724	22,773	66	74,694
		0	109,447	72,185	37,262	66	119,501
Leisure	Community Transport A	0	5,382	3,001	2,381	56	4,034
Foreshore & Environment	Flower Baskets	0	600	0	600	0	5,000
	First Aid Provision	0	1,000	1,073	-73	107	875
	Farmers Market A	0	526	-405	931	-77	271
	Strand Wharf	74,408	0	0	74,408	0	0
	Leigh Lights A		13,337	-780	14,117	-6	14,049
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth D	3,078	5,785	6,923	1,940	120	3,517
	Various B	0	23,218	8,913	14,305	38	11,657
		79,284	49,848	18,725	110,407	15	39,402
Transport & Highways	School Crossing Patrols	0	4,500	0	4,500	0	0
	Bus Shelter Cleaning/Maint	0	5,000	3,813	1,188	76	1,119
	New Bus Shelters	0	2,500	0	2,500	0	-532
	Highway Infrastructure	0	1,450	0	1,450	0	0
	Bollards	0	250	0	250	0	0
	Staffing Costs	0	2,462	330	2,132	13	0
	Phone Box		300	300	0	0	1,180
		0	16,462	4,443	12,019	27	1,767
Planning	Planning	0	5,823	2,163	3,660	37	3,031
	Southend Airport	0	0	0	0	0	0
		0	5,823	2,163	3,660	37	3,031
General Purposes	Various C	0	0	313	-313	0	40
	Premises	0	500	47	453	9	1,160
	Renewals Budget	0	11,000	2,007	8,994	18	
	Elections	5,000	5,000	3,788	6,212	38	5,654
	Legal costs	0	500	0	500	0	0
	Annual Town Meeting	0	500	72	428	14	105
	Publicity	0	1,000	125	875	13	356
		5,000	18,500	6,353	17,147	34	7,316
Community Centre	Set-Up Budget	0	28,125	21,318	6,807	68	
	LCC Revenue Budget E	0	37,321	19,260	18,061	52	
	LCC Fund Balance	0	2,857	0	2,857	0	
		0	68,303	40,578	27,725	59	
Allotments	Revenue A	0	8,817	6,646	2,171	75	4,646
	Capital Improvements	0	2,500	640	1,860	26	4,590
		0	11,317	7,286	4,031	64	9,236
Total		84,284	279,700	151,733	212,251	42	180,253

Revised 04-10-12
Neutral Effect not in Budget

Income	Budget 2010/11	Received to date	Balance	% Rec'd	
Precept 2012/13	0	205,990	205,990	0	199,615
Estimated Interest to 31.3.13	0	0	45	-45	116
Unbudgeted income	0	0	86	0	180
Waste Sacks	0	0	597	0	0
Premises hire	0	2,800	1,570	1,230	2,320
	0	208,790	208,288	1,185	202,231
Add	Est Bank Balance at 27.11.12 inc Petty Cash		216,158		
			217,343		
			8,779		
			226,123		
Less planned expenditure (Balance to spend)			212,251		
Estimated General Reserves at 31.03.13			13,872		
SBC Borrowing Requirement			36,128		
Total Reserve Figure including SBC			50,000		

(Figure is an approximation as accounted for as Payments and Receipts)

- A Community Transport, Allotments Revenue, Leigh Lights and Farmers Market are balances of income and expenditure
- B Includes Community Initiatives, recreational facilities, events & conservation areas and Staff Costs
- C Includes Crime Prevention, community affairs and schools
- D Budget transferred from F&GP to LF&E
- E LLC Budget is balance of income and expenditure

Localising Council Tax Support

Briefing Note on Implications for Local Councils

The Government has just published its decision on how the tax base will be calculated following the introduction of the localising support for council tax scheme. Members will recall that the original intention was that the tax base would be reduced by the value of the support given to council tax payers who were entitled to help under the local schemes introduced by billing authorities. (These schemes will replace the national council tax benefit arrangements currently in place.) The effect of this is that a higher rate of tax will be needed to generate any given amount of revenue.

The proposals meant that, as far as local councils were concerned, local taxpayers would pay more for any given level of precept. How much more would depend upon how much the local tax base was reduced, which would depend upon how much support was given to local taxpayers in the council area. For principal authorities the impact was mitigated by a government grant that will reduce the amount that the councils need to raise, so that, at the taxpayer level, the amount to be paid would stay the same in broad terms.

The problem for local councils was that, as no grant was payable to them, there would be no mitigation and therefore the council tax rate associated with their precepts would rise, possibly quite significantly.

It appeared that this problem was being addressed by HMG by means of a change to the way that the local tax base was to be calculated, so that the impact of the local council tax support schemes would be excluded; effectively putting local councils back into the position they would have been in had the scheme not been introduced.

For some reason HMG has decided not to proceed with these proposals, so the problem will remain. Their preferred approach now is that local councils should agree with their billing authorities to receive a share of the grant, so that all authorities are affected in the same way. There is a clear moral argument for this to happen, since the grant received by billing authorities will include an element that relates to local precepts. The first big question, however, is whether or not billing authorities will agree to relinquish this “windfall” of extra grant, or whether they will keep it and use it to avoid having to cut services or risk levying an excessive council tax increase and triggering a referendum.

If grant is not cascaded down then the tax rate for local councils will rise significantly. This gives rise to the second big question. Will these significant increases in parish tax rates be considered by the government to be “excessive” and therefore subject to a referendum? In other words will the government choose this year to include local councils in the tax capping regime?

If they do, then it may encourage billing authorities to do the decent thing, (or it may not!) If they don't, then there may be some explaining to do locally about why local tax rates have risen, but other than that life would proceed as “normal”.

The next important announcement, then, will be the “capping” (strictly speaking referendum) criteria announcement, due next month. Plenty to ponder, then, and talk to your billing authority about, but put off panicking for a couple of weeks.

Rod Latham
SLCC National Financial Advisor
27th November 2012

Leigh-on-Sea Town Council

Budget Pack 2013/14

To F&GP COMMITTEE

04-12-12

2nd Draft

2nd draft Council budget 27-11-12

NOTE: AS THIS BUDGET IS INCOMPLETE AND IS A DRAFT, NO CONCLUSIONS SHOULD BE DRAWN FROM IT

	£	£
Anticipated reserves at 31 March 2013		
General Reserves	15,016	From attached sheet 1
Capital Reserves	74,408	
Add		89,424
draft budget income from committees	0	
Planning	0	From attached sheet 2
Transport & Highways	0	From attached sheet 3
Allotments	12,960	From attached sheet 4
Leisure Foreshore and Environment	11,090	From attached sheet 5
Finance & G.P.	0	From attached sheet 6
Office	0	From attached sheet 7
Staff	0	From attached sheet 8
LCC Hire Income	70,500	From attached sheet 9
Committee Total		94,550
Deduct		
draft budget expenditure from committees		
Planning	7,315	From attached sheet 2
Transport & Highways	14,876	From attached sheet 3
Allotments	23,011	From attached sheet 4
Leisure Foreshore and Environment	69,723	From attached sheet 5
Strand Wharf	74,408	From Capital reserves
Finance & G.P.	13,532	From attached sheet 6
Office	44,760	From attached sheet 7
Staff	54,455	From attached sheet 8
LCC Expenditure	129,764	From attached sheet 9
Committee and overhead Total		431,843
Deduct		
Planned reserve at 31 March 2013		50,000
Nett shortfall = Precept required		-297,869

£50,000 is the Town Clerk's recommended reserve level

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	44.60	%	
Proposed Band D equivalent at Tax base	33.53		Allows for recouping all the 2012/13 LCC deficit
An increase of	£10.34		Band D 2011/12
			£23.19

Tax Base 2012/13 8884.26

Sheet 1

Anticipated underspends by Committees	£
Planning	0
Transport & Highways	0
Allotments	0
Leisure Foreshore and Environment	0
Finance & G.P.	0
Office	0
Staff	0
Total	0
Anticipated general reserve from Budget report	15,016
General Reserves carried forward	15,016

Sheet 2

2nd Draft Planning budget 27-11-12

Heading	Income	Expenditure
Staff costs	0	4,815
Planning	0	500
Neighbourhood Plan	0	2,000
Other items (specify)	0	0
Total	0	7,315

Sheet 3

T & H Budget Committee Recommendations 2013/14

Heading	Income	Expenditure
School Crossing Patrols	0	4,500
Bus Shelter Cleaning/Maintenance	0	3,000
New Bus shelters	0	1,000
Highways Infrastructure	0	3,900
Bollards	0	250
Phone Box	0	300
Staff Costs	0	1,926
Total		14,876

Sheet 4

2nd draft of allotments budget 2013/14 21-11-12

Heading	B/F 2011/12	Income	Expenditure
Rents			
Manchester Drive		8,340	
Leigh		4,180	
Marshall Close		440	
MDAS Commission			690
Plot clearance			500
Rubbish clearance			650
Equipment			500
Water Rates			4,300
Staff Costs			6,446
Maintenance			1,000
Miscellaneous			375
Training			1,000
Vehicle			2,600
Hedge Cutting			950
Capital improvements			2,500
Grass Cutting			1,300
Keys			0
Plot Letting LA			200
Totals		£12,960	£23,011
Nett cost (exp - inc)		£10,051	

Sheet 5

LFE Budget 2nd Draft (Committee Recommendations) - 18-10-12

Heading	Income	Expenditure
Community Transport*	4500	11,437
Skate Park*		6,538
Flower baskets	0	5,500
First Aid Provision	0	1,000
Farmers Market*	2040	2,264
Strand Wharf	0	0
Leigh Lights*	4250	19,710
Paddling Pool	0	0
Grants to outside organisations	0	1,000
Fishing Festival	0	1,500
May Day	0	500
Carols on Strand Wharf	100	300
Easter Event	200	1,050
Good for Leigh		500
Events Equipment		200
Town Guide		400
Community initiatives and recreational facilities		500
Staff costs		17,324
Totals	11090	69,723
Nett cost		58,633

* see separate budgets below

Community Transport	Income	Expenditure
Staff costs		5,127
Ticket sales	4500	
Trip costs		3,900
Minibus hire		1,300
CRB checks		200
Petrol		150
Refreshments		150
CTA membership		270
Midas Training		150
Misc		130
Driver Licence Verification		60
Totals	4500	11,437
Nett cost		6,937

Farmers Market	Income	Expenditure
Stall hire	2040	
Hall Hire		1,884
Leaflet		380
Banners		0
Totals	2040	2,264
Nett cost		224

Skate Park	Income	Expenditure
Rent		50
Cleaning		850
Electricity		450
Miscellaneous		110
Grass Cutting		760
Staff costs		3,318
Skate Park Maintenance Prog		1,000
Totals		6,538

Leigh Lights	Income	Expenditure
Column testing		800
Installation and removal		6,700
Storage		2,000
Power		300
Replacement bulbs / renewal		1,100
Traders contributions	3000	
Switch-on security		2,000
Entertainers		1,000
Road closures, licences etc.		2,460
Donations	700	700
First Aid		150
Capital Renewals		1,000
Charges to stalls, fairs	550	
Support columns - erect and remove plus storage		1,500
Totals	4250	19,710
Nett cost		15,460

Sheet 6

General Purposes - 3rd draft budget F & G.P. 06-11-12

Heading	Income	Expenditure
Community Affairs*	0	0
Bursary Fund LCC		1,000
Premises	0	0
Elections	0	5,000
Legal Costs	0	500
Annual Town Meeting	0	100
Publicity	0	250
Civic	0	100
Renewals Fund**	0	2,500
Strategy & Town Plan SC	0	2,000
GP (Janitorial)		2,082
Totals	0	13,532
Nett cost	0	13,532

* Grant Aid Budget subject to advertising and application

**Rolling Renewals Programme

Sheet 7

Second Provisional Office Budget for 2013-14

For information

Office budget and expenditure

Budget	Heading	2013/14
2012/13		
	Premises	
13,000	Rent	0
5,600	General Rates	0
300	Water Rates	0
1,250	Gas	0
750	Electricity	0
2,300	Cleaning	0
0	Repairs & Services	0
150	Tools	0
300	Contingencies	0
0	LCC Premises Use Grant	23,500
23,650		23,500
	Administration	
800	Stationery	900
4,500	Insurance	4,200
50	Library	100
1,750	Communication	1,800
2,400	Photocopying	2,400
1,600	Subscriptions	2,040
1,700	Postage	1,700
50	Entertaining	50
100	Licences	120
400	Expenses/Travel Costs - Cllrs	400
500	Miscellaneous	500
2,000	Audit	2,500
1,000	IT	2,000
1,000	Training - Staff	1,200
1,000	Training - Cllrs	500
450	Mileage & Expenses - Staff	550
0	Green & Food Waste Sacks	300
19,300		21,260
42,950	Total	44,760

	Budget	Expenditure	% spent
1997/8	14,515	13,122	90
1998/9	17,260	14,401	83
1999/2000	14,075	10,850	77
2000/1	12,505	11,467	92
2001/2	12,865	11,130	87
2002/3	14,690	12,229	83
2003/4	13,925	15,560	112
2004/5	16,000	15,418	96
2005/6	21,000	20,766	99
2006/7	29,110	29,003	100
2007/8	28,360	29,164	103
2008/9	32,060	31,867	99
2009/10	33,570	32,998	98
2010/11	36,460	36,606	100
2011/12	40,020	44,807	112
2012/13	42,950		

Sheet 8

2nd Provisional salaries budget 2013/14

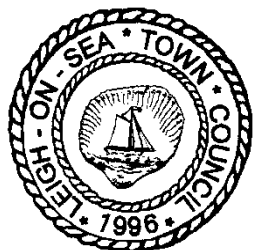
Heading	Budget						
	2013/14		65.0%	15.0%	5.0%	15.0%	
			Admin	LFE	Allot	LCC	
Town Clerk							
Pay	31,369.00	48,260.00	31,369.00	7,239.00	2,413.00	7,239.00	48,260.00
Pension	4,875.81	7,501.24	4,875.81	1,125.19	375.06	1,125.19	7,501.24
National Insurance	3,764.28	5,791.20	3,764.28	868.68	289.56	868.68	5,791.20
			40,009.09	9,232.87	3,077.62	9,232.87	
Other staff (proportionate)*							
Pay	9,129.00						
Pension	1,472.22						
National Insurance	1,095.41						
Cost of Living Rise @ 2%**	1,034.11						
VC Pension (Arrears)	1,315.00						
Payroll Costs	400.00						
Total	54,454.83						

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

** If Applied

Sheet 9 LCC Budget 2013/14

Budget 2013/14	Income Budget	Expenditure Budget		
Hiring Income	£46,000.00			
LTC Building Contribution	£23,500.00			
Bursary Fund	£1,000.00			
Rates		£7,800.00		
Gas		£3,000.00		
Electric		£3,500.00		
Water		£1,000.00		
Catering		£200.00		
Communications		£2,000.00		
Cleaning Materials Etc.		£4,000.00		
Waste Removal / Washroom Serv.		£2,800.00	Based on bills to date x12	Includes Sani-bins Contract
Insurance		£3,000.00		
Advertising		£1,000.00		
Security / Alarms		£1,000.00		
Internal Maintenance		£8,500.00		
External Maintenance		£7,500.00		
Miscellaneous		£2,000.00		
Licences		£650.00		Includes 33% of 3 Year Wedding Licence
IT		£1,000.00		
Contingencies		£9,500.00		
Salaries / Payroll		£55,114.08		
Existing Admin Salaries Apportioned		£15,600.00		
Admin Services		£600.00		
Totals	£70,500.00	£129,764.08		
Net Deficit		£59,264.08		
Less Existing Salaries		£15,600.00		
LCC Deficit		£43,664.08	Band D Equivalent	£4.91



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

Chairman: Cllr Carole Mulroney
 Vice Chairman: Cllr Caroline Parker
 Town Clerk: Paul Beckerson



QUALITY
TOWN
COUNCIL

Income and Expenditure 31st October to 27th November 2012 Report 2131/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
Leigh Town Council Cheques			
100490	£84.60	Fulton Paper	Paper
100491	£24.00	Swan Gallagher Ltd	Domain Name Renewal - Good for Leigh
100492	£73.46	Viking	Stationery
100493	£100.00	Petty cash	
100494	£284.40	Electron Ltd	Skate Park Repairs
100495	£66.00	NSALG	Subscription
100496	£230.40	London Weekly Newspapers Ltd	Advert for extension to Premises Licence – Xmas Lights
100497	£117.60	Mayfield Cleaning	Carpet Cleaning – 67 Elm Road
100498	£60.01	Cory Environmental Services Ltd	Food waste sacks
100499	£50.40	Cllr Mulroney	Prizes for Leigh in Front & other associated costs
100500	£110.00	Leigh Community Centre	Community Transport – Variety Concert - Ticket purchases
100501	£10.00	Southend Darby & Joan	CRB Check
100502	£82.84	Anglian Water	Sewerage Charge – 67 Elm Road
100503	£366.40	Essex & Suffolk Waster	Water Charge - Manchester Drive Allotments
100504	£222.30	Leigh Community Centre	Farmers' Market - Hall Hire
100505	£46.20	Mayfield Cleaning	Bus Shelter Cleaning
100506	£30.00	Brian Houssart	Community Transport -Taxi Trips for Variety Concert
100507	£263.00	Swan Gallagher Ltd	Farmers' Market leaflets
100508	£14.60	British Gas	Gas - 67 Elm Road final bill
Payroll Transfer	£10,000.00		Pay Tax NI & Pensions for November 12
Bank Transfers			
	£25,000.00	Public Sector Deposit Fund	

Imprest Items

£11.14	Amazon	Bulbs for Projector
£19.92	Comms Express	Modem Shelves
£15.70	Amazon	Halogen Bulb

Direct Debits

£17.85	E.on	Skate Park Electricity
£223.26	BNP Paribas Leasing	Photocopier Lease

Leigh Town Council Income

£620.00	Xmas Lights Donations	Local Traders
£420.00	Xmas Stalls	Stall Holders
£171.00	Farmers' Market	Stall Holders
£187.00	Community Transport	Community Transport Members
£506.00	Allotment Rent	Plot Holders

Community Centre Cheques

100029	£54.20	Knight Security Systems	Keys
100030	£68.95	Essex Supplies (UK) Ltd	Cleaning supplies
100031	£1,800.00	Greenworks Solutions Ltd	Washroom Services – Air fresh Units, Sanitizers Ladycare Units etc
100032	£199.76	Vanda Moyse	Kitchen equipment, decorating materials, phone for back office
100033	£45.60	Electronic Office Automation Ltd	Photocopier Service
100034	£125.21	Cory Environmental Services Ltd	Bin Rental and Collection
100035	£1,600.00	SBC	Wedding Licence Application
100036	£421.61	Corona Energy	Gas
100037	£34.53	WPS Insurance	Insurance for Grand Piano
100038	£72.00	ML Spurgeon	Piano Cleaning & Tuning
100039	£360.00	Polar House	Leigh Community Centre Brand
100040	£264.00	St John Ambulance	First Aid Training
100041	£2,353.52	AIS	CCTV

Community Centre Income

£2,886.86	Room Hire	Hirers
£177.10	Auto Bar	Public