



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

You are hereby summoned to an **EXTRAORDINARY** meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 2nd February 2016** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.00pm** when it is hoped to transact the following business.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 19th JANUARY 2016
5. LOCAL COUNCIL AWARD SCHEME - **DECISION ITEM**

The complimentary Foundation year expires shortly. Council resolved to apply for the Gold Award but EALC advice is to go through each award level to obtain the Gold standard. All documentation has been prepared in connection with this and the website updated to conform to the accreditation process.

As part of the application process Council is **REQUIRED** to confirm by resolution that:

- a) required documents to meet the accreditation process are held
- b) it publishes on line required documents to meet the accreditation process.

RECOMMENDED to confirm all necessary documents are held and published on the website in accordance with the requirements of the Local Council Award Scheme Foundation Level.

6. BUDGET 2016/17 (Appendix 1) – **DECISION ITEM**

To receive the budget following amendments resolved at Committees since Council meeting 17th November 2015 and to agree the budget as set in Appendix 1.

7. TO SET THE PRECEPT FOR 2016/17 – **DECISION ITEM**

Helen Symmons
Acting Town Clerk
28th January 2016

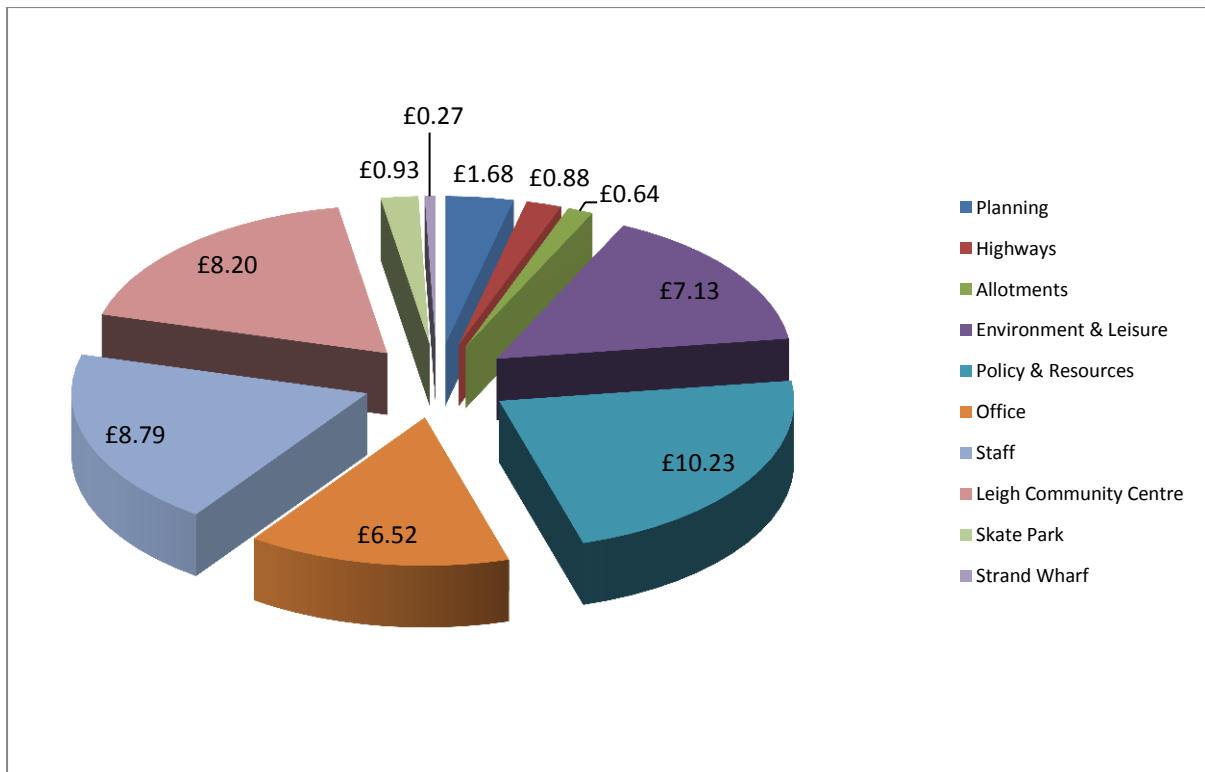
Any member unable to attend the meeting should send their apologies before the meeting.

Leigh-on-Sea Town Council

Budget Pack 2016/17

Council
02-02-16
Final

Final Council Budget				
Anticipated reserves at 31 March 2016				
General Reserves			76,161	
Planning Reserve			2,000	From attached sheet 2
Capital Reserves			87,357	
Add				165,518
draft budget income from committees				
Planning			0	From attached sheet 2
Highways			0	From attached sheet 3
Allotments			11,713	From attached sheet 4
Environment & Leisure			7,652	From attached sheet 5
Policy & Resources			0	From attached sheet 6
Office			0	From attached sheet 7
Staff			0	From attached sheet 8
Leigh Community Centre Hire Income			131,600	From attached sheet 9 & 10
Committee Total				150,965
Deduct				
draft budget expenditure from committees				
Neighbourhood Plan			2,000	From attached sheet 2
Planning			15,318	From attached sheet 2
Highways			8,000	From attached sheet 3
Allotments			17,537	From attached sheet 4
Environment & Leisure			72,505	From attached sheet 5
Strand Wharf			0	Project completed 2015/16
Major Project Fund			87,357	From Capital reserves
Policy & Resources			93,050	From attached sheet 6
Office			59,300	From attached sheet 7
Staff			80,019	From attached sheet 8
Leigh Community Centre			206,246	From attached sheet 9
Skate Park			8,471	From attached sheet 10
Strand Wharf			2,450	From attached sheet 10
Committee Total				652,253
Deduct				
Planned reserve at 31 March 2017*			70,000	
Nett shortfall = Precept required			-405,770	
Less LCTS Grant			-14,220	
			-391,550	391,402
*£70,000 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 budget			6.26 %	
Proposed Band D equivalent at Tax base			45.29	Divisible by 9
			45.27	Band D 2016/17 5.0322222
An increase of	£2.43		5.67 %	Band D 2015/16 £42.84
Tax Base 2016/17	8645.94			
An increase of	203.03			



Sheet 1

Anticipated underspends by Committees	£
Planning	0
Community Centre	0
Strand Wharf	0
Highways	0
Allotments	0
Environment & Leisure	0
Policy & Resources	0
Office	0
Staff	0
Total	0
Anticipated general reserve from Budget report	76,161
General Reserves carried forward	76,161

Sheet 2

Planning Budget

Heading	B/F 2015/16	Income	Expenditure
Staff costs		0	14,818
Planning		0	500
Neighbourhood Plan	2,000	0	0
Other items (specify)		0	0
Total	2,000	0	15,318

Sheet 3

Highways Budget

Heading	Income	Expenditure
School Crossing Patrols	0	4,500
Bus Shelter Cleaning/Maintenance	0	3,000
New Bus shelters	0	0
Highways Infrastructure	0	500
Staff Costs	0	
Total		8,000

Sheet 4

Allotments budget

Heading	B/F 2015/16	Income	Expenditure
Rents			
Manchester Drive		6,700	
Leigh		2,964	
Marshall Close		399	
MDAS Commission			1,000
Plot clearance			500
Rubbish clearance			250
Affiliations			60
Water Rates		1,650	2,500
Staff Costs			4,877
Maintenance			2,000
Miscellaneous			0
Capital improvements*	4,158		1,000
Capital Equipment			250
Grass Cutting			0
Keys			0
MDAS Grant			3,000
LA Grant			1,600
MC Grant			500
Totals		£11,713	£17,537
Nett cost (exp - inc)		£5,824	

Sheet 5

E&L Budget

Heading	Income	Expenditure
Community Transport*	3200	8307
Flower baskets	0	6600
First Aid Provision	0	1100
Farmers' Market*	2002	1550
Leigh Lights*	2000	30455
Paddling Pool	0	0
Maritime Festival	250	3750
Carols on Strand Wharf	0	1000
Easter Event	200	1250
Other Events		2000
Good for Leigh		500
Events Equipment		500
LCC Event Hire (3 Events)		300
Community facilities		1000
Staff costs		14193
Totals	7652	72505
Allotments - Separate Budget	11713	17537
Total Including Allotments	19365	90042
Nett cost		70677

* see separate budgets below

Community Transport	Income	Expenditure
Staff costs		4377
Ticket sales	3200	
Trip costs		1400
Travel Costs		750
Driver Costs		260
Refreshments		1200
CTA membership		270
Misc		50
Totals	3200	8307
Nett cost		5107

Farmers Market	Income	Expenditure
Stall hire	2002	
Hall Hire		800
Leaflet		500
Banners		200
Misc.		50
Totals	2002	1550
Nett cost		-452

Leigh Lights	Income	Expenditure
Column testing 1/3		1450
Installation and Storage		9500
Power		330
Replacement bulbs / renewal		1100
Traders contributions	1600	
Switch-on security		3500
Entertainers		1000
Road closures, licences etc.		6000
First Aid		175
Cleaning		500
Promotion		100
Capital Renewals		5000
Charges to stalls, fairs	400	
Support columns - erect and remove plus storage		1800
Totals	2000	30455
Nett cost		28455

Sheet 6

Policy & Resources

Heading	Income	Expenditure
Grant Award Fund*	0	5,000
Furniture / Equipment	0	500
Elections	0	0
Legal Costs	0	1,500
Annual Town Meeting	0	500
Community Engagement	0	10,000
Volunteer Programme	0	15,000
Civic	0	200
Renewals Fund**	0	3,000
Strategy & Town Plan SC	0	0
Capital Fund	0	50,000
Localism Act	0	300
Intern		4,000
GP Janitorial	0	3,050
Totals	0	93,050
Nett cost	0	93,050

* Grant Aid Budget subject to advertising and application

**Rolling Renewals Programme

Sheet 7			For information			
Office Budget			Office budget and expenditure			
Budget	Heading	2016/17		Budget	Expenditure	% spent
2015/16			1997/8	14,515	13,122	90
	LCC Support Grant		1998/9	17,260	14,401	83
3,500	Office Rental	3,500	1999/2000	14,075	10,850	77
25,000	LCC Premises Use Grant	25,000	2000/1	12,505	11,467	92
28,500		28,500	2001/2	12,865	11,130	87
	Administration		2002/3	14,690	12,229	83
1,400	Stationery	1,600	2003/4	13,925	15,560	112
5,500	Insurance	6,100	2004/5	16,000	15,418	96
300	Library	300	2005/6	21,000	20,766	99
2,000	Communication	1,500	2006/7	29,110	29,003	100
2,700	Photocopying	3,000	2007/8	28,360	29,164	103
2,300	Subscriptions	2,300	2008/9	32,060	31,867	99
1,700	Postage	1,700	2009/10	33,570	32,998	98
250	Entertaining	250	2010/11	36,460	36,606	100
500	Licences	500	2011/12	40,020	44,807	112
600	Expenses/Travel Costs - Cllrs*	600	2012/13	42,950	43,395	101
1,200	Bank Charges	1,200	2013/14	44,760	46,187	103
500	Miscellaneous	500	2014/15	47,960	48,447	101
2,000	Audit	2,500	2015/16	57,000		
2,000	IT**	2,000				
2,000	Training - Staff	3,000				
2,000	Training - Cllrs	2,000				
550	Mileage & Expenses - Staff	550				
1,000	Green Waste Sacks	1,200				
28,500		30,800				
57,000	Total	59,300				

* Now including LTC area

**Renewals element included in Renewals Fund P&R Budget

Sheet 8

Salaries budget 2016/17

Heading Budget

Town Clerk*

Pay 40,310.00

Other staff (proportionate)*

Pay 38,923.00

Additional Agreed

79,233.00

Payroll Costs 786

Total £80,019.00

* some elements of pay are allocated to committee budgets

Sheet 9

LCC Budget 2016/17

	Income Budget	Expenditure Budget
Hiring Income	£105,000.00	
LTC Building Contribution	£25,000.00	
LTC Events Hire	£600.00	
Insurance		£2,800.00
Rates		£8,000.00
Gas		£6,500.00
Electric		£9,000.00
Water		£1,700.00
Catering		£0.00
Communications		£1,600.00
Cleaning & Waste / H&S		£7,000.00
Advertising		£3,000.00
Security / Alarms		£2,300.00
Internal Maintenance		£10,000.00
External Maintenance		£6,500.00
Miscellaneous		£2,000.00
Licences		£3,870.00
IT		£1,000.00
Janitorial Costs		£500.00
Contingencies		£2,000.00
Salaries / Payroll		£134,476.00
Equipment & Fittings		£4,000.00
Totals	£130,600.00	£206,246.00
Net Revenue Budget Deficit		£75,646.00
		£71,770.00

Sheet 10

Budget 2016/17

Skate Park	Income	Expenditure
Rent		50
Cleaning		2000
Electricity		500
Miscellaneous		300
Grass Cutting		700
Staff costs		3921
Skate Park Maintenance		1000
Totals		8471

Strand Wharf	Income	Expenditure
Income	1000	
Cleaning Staff Costs		2000
Maintenance		300
Electricity		150
	1000	2450

Community Facilities		
	Income	Expenditure
LCC Income	130,600	
LCC Expenditure		71,770
LCC Staffing		134,476
Highways		8,000
Skate Park Expenditure		4,550
Skate Park Staffing		3,921
Strand Wharf Income	1,000	
Strand Wharf Expenditure		450
Strand Wharf Staffing		2,000
	£ 131,600	£ 225,167

Extraordinary Council 2nd February 2016 – Appendix 1

Council Budget 02/02/16																
3 YEAR FORECAST																
				2016/17					2017/18				2018/19			
				£	£				£	£			£	£		
Anticipated reserves at 31 March 2015																
General Reserves				76,161					70,000				70,000			
Planning Reserve				2,000					2,000				2,000			
Capital Reserves				87,357					90,863				140,863			
Add					165,518					72,000				72,000		
draft budget income from committees																
Planning				0												
Transport & Highways				0												
Allotments				11,713					11,713				11,830			
Leisure Foreshore and Environment				7,652					7,652				7,652			
Finance & G.P.				0												
Office				0												
Staff				0												
Leigh Community Centre Hire Income				131,600					138,180				145,089			
Committee Total					150,965					157,545				164,571		
Deduct																
draft budget expenditure from committees																
Neighbourhood Plan				2,000					2,000				2,000			
Planning				15,318					15,624				15,937			
Highways				8,000					8,160				8,323			
Allotments				17,537					17,888				18,245			
Environment & Leisure				72,505					73,955				75,434			
Strand Wharf				0					0				0			
Major Project Fund				87,357					90,863				140,863			
Policy & Resources				93,050					93,981				95,860			
Office				59,300					59,893				60,791			
Staff				80,019					81,619				83,252			
Leigh Community Centre				206,246					210,371				214,578			
Skate Park				8,471					8,640				8,813			
Strand Wharf Revenue				2,450					2,499				2,549			
Committee Total					652,253					665,493				726,647		
Deduct																
Planned reserve at 31 March 2016*					70,000					70,000				70,000		
Nett shortfall = Precept required					-405,770					-505,948				-560,075		
Less LCT Grant					-14,220											
					-391,550					-505,948				-560,075		