



Leigh-on-Sea Town Council



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Chairman: Cllr Carole Mulronee
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

Notice is hereby given that an **EXTRA-ORDINARY** meeting of the **COMMUNITY FACILITIES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Wednesday 9th November 2016** at 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. TO APPROVE THE MINUTES OF THE CFC MEETING OF 4th OCTOBER 2016
5. PUBLIC REPRESENTATIONS
6. CFC SUB-COMMITTEE APPOINTMENT OF MEMBERS

The Committee is **requested** to elect five members to the Sub-Committee

FINANCIAL

7. COMMITTEE BUDGET 2017/18 – (Appendix 1) – **DECISION ITEM**

The Committee is **requested** to consider the draft budget for 2017/18 set out in Appendix 1 and then recommend the outcome to Policy and Resources and Council for adoption.

Paul Beckerson
Town Clerk
3rd November 2016

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

Community Facilities							
Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18
INCOME							
LCC Income	£ 139,386.29	£ -	£130,600.00	£ 77,609.16	£ 52,990.84	£152,654.78	£154,100.00
Strand Wharf Income	£ -	£ -	£ 1,000.00	£ 3,000.00	-£ 2,000.00	£ 3,000.00	£ -
Totals	£ 139,386.29	£ -	£131,600.00	£ 80,609.16	£ 50,990.84	£155,654.78	£154,100.00
EXPENDITURE							
LCC Expenditure	£ 66,044.38	£ 25,371.56	£ 71,770.00	£ 35,355.70	£ 61,785.86	£ 75,466.60	£ 76,400.00
LCC Staffing	£ 116,029.44	£ -	£134,476.00	£ 73,533.22	£ 60,942.78	£130,175.00	£139,759.00
Highways	£ 2,135.00	£ 4,831.03	£ 8,300.00	£ 338.50	£ 12,792.53	£ 12,300.00	£ 8,300.00
Skate Park Expenditure	£ 2,327.61	£ 2,402.25	£ 4,550.00	£ 1,030.78	£ 5,921.47	£ -	£ 3,550.00
Skate Park Staffing	£ 3,562.47	£ -	£ 3,921.00	£ 2,074.24	£ 1,846.76	£ 3,887.00	£ 3,986.00
Strand Wharf Expenditure	£ -	£ -	£ 2,450.00	£ 1,238.08	£ 1,211.92	£ 1,510.00	£ 1,300.00
Strand Wharf Staffing	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	£ -	£ -
Totals	£ 190,098.90	£ 32,604.84	£227,467.00	£ 113,570.52	£146,501.32	£223,338.60	£233,295.00

Sheet 3								
Highways Budget								
Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
INCOME								
Red Telephone Box	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	£ 300.00	£ 300.00	0%
Total	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	£ 300.00	£ 300.00	0%
EXPENDITURE								
School Crossing Patrols*		£ 4,500.00	£ 4,500.00	£ -	£ 9,000.00	£ 9,000.00	£ 4,500.00	0%
Bus Shelter								0%
Cleaning/Maintenance #	£ 1,835.00		£ 3,000.00	£ 38.50	£ 2,961.50	£ 3,000.00	£ 3,000.00	
New Bus shelters				£ -	£ -		£ -	
Highways Infrastructure	£ -	£ 331.03	£ 500.00	£ -	£ 831.03	£ -	£ 500.00	0%
Red Telephone Box	£ 300.00		£ 300.00	£ 300.00	£ -	£ 300.00	£ 300.00	0%
Staff Costs			£ -		£ -		£ -	
Total	£ 2,135.00	£ 4,831.03	£ 8,300.00	£ 338.50	£ 12,792.53	£ 12,300.00	£ 8,300.00	0%
*NB School Crossing Patrol is an accrual								
# Bus Shelter Budget no longer needed as now SBC responsibility, Committee to consider future commitment								
Discretionary Expenditure								

Sheet 10								
Budget 2017/18								
Skate Park	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
EXPENDITURE								
Rent	£ 50.00		£ 50.00		£ 50.00	£ 50.00	£ 50.00	0%
Cleaning*	£ 842.27	£ 1,414.44	£ 2,000.00	£ 604.44	£ 2,810.00	£ 1,500.00	£ 1,000.00	-50% Note
Electricity	£ 567.51		£ 500.00	£ 139.86	£ 360.14	£ 500.00	£ 500.00	0%
Miscellaneous	£ 317.83		£ 300.00	£ 286.48	£ 13.52	£ 300.00	£ 300.00	0%
Grass Cutting	£ 550.00		£ 700.00		£ 700.00	£ 700.00	£ 700.00	0%
Staff costs	£ 3,562.47		£ 3,921.00	£ 2,074.24	£ 1,846.76	£ 3,887.00	£ 3,986.00	2%
Skate Park Maintenance		£ 987.81	£ 1,000.00		£ 1,987.81	£ 1,000.00	£ 1,000.00	0%
Totals	£ 5,890.08	£ 2,402.25	£ 8,471.00	£ 3,105.02	£ 7,768.23	£ 7,937.00	£ 7,536.00	-11%
Without Staffing	£ 2,327.61	£ 2,402.25	£ 4,550.00	£ 1,030.78	£ 5,921.47		£ 3,550.00	
* Allowance had been made for bin replacement so budget reduction to service waste only								
Strand Wharf	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
INCOME								
Hire Income	£ -		£ 1,000.00		£ 1,000.00			
Memorial Plaques	£ -			£ 3,000.00	-£ 3,000.00	£ 3,000.00		
Totals	£ -	£ -	£ 1,000.00	£ 3,000.00	-£ 2,000.00	£ 3,000.00	£ -	
EXPENDITURE								
Cleaning Staff Costs*	£ -		£ 2,000.00		£ 2,000.00			-100% Cleaning undertaken by SBC
Maintenance	£ -		£ 300.00	£ 780.57	-£ 480.57	£ 1,000.00	£ 1,000.00	233% Over budget increase to £1000
Electricity	£ -		£ 150.00	£ 106.61	£ 43.39	£ 150.00	£ 150.00	0%
Additional Keys	£ -			£ 35.00	-£ 35.00	£ 40.00	£ 50.00	
Memorial Plaques	£ -			£ 315.90	-£ 315.90	£ 320.00	£ 100.00	
Totals	£ -	£ -	£ 2,450.00	£ 1,238.08	£ 1,211.92	£ 1,510.00	£ 1,300.00	-47%
Without Staffing	£ -	£ -	£ 450.00	£ 1,238.08	-£ 788.08	£ 1,510.00	£ 1,300.00	
Discretionary Expenditure								
*Suggested underspend in 2016/17								

Community Facilities Committee 9th November 2016

Community Facilities Staffing 2017-18													
Name	Gross Wage	Pro Rata	Part Year	Actual Gross	Employees NI 13.8%	Pensionable Gross	Employers NI 12%	Employers Pension 18.32%	Total Cost	Cost of Living Allowance	Total Budget Amount	Committee % Appropriation	Actual Committee Cost
(SCP55)	50,816	1.00		50,816.00	6,280.66	44,535.34	6,097.92	8,158.88	65,072.80	0.00	65,072.80	17%	11,062
(SCP20) 18-21	19,430	1.00	0.75	14,572.50	1,279.05	13,293.45	1,748.70	2,435.36	18,756.56	0.00	18,756.56	100%	18,757
(SCP15) 15-17	17,072	1.00	0.25	4,268.00	0.00	4,268.00	512.16	781.90	5,562.06	0.00	5,562.06	100%	5,562
(SCP12) 12-15	16,123	0.68		10,963.64	781.03	10,182.61	1,315.64	1,865.45	14,144.73	0.00	14,144.73	50%	7,072
(SCP25) 21-25	22,658	0.60		13,594.80	1,144.13	12,450.67	1,631.38	2,280.96	17,507.14	0.00	17,507.14	13%	2,276
(SCP25) 23-26	22,658	0.70		15,860.60	1,456.81	14,403.79	1,903.27	2,638.77	20,402.65	0.00	20,402.65	7%	1,428
(SCP24) 22-25	21,962	0.60		13,177.20	1,086.50	12,090.70	1,581.26	2,215.02	16,973.48	0.00	16,973.48	35%	5,941
(SCP15) 15-17	17,072	1.00		17,072.00	1,623.98	15,448.02	2,048.64	2,830.08	21,950.72	0.00	21,950.72	40%	8,780
(SCP23) 21-25	21,268	1.00		21,268.00	2,167.15	19,100.85	2,552.16	3,499.28	27,319.44	0.00	27,319.44	88.50%	24,178
(SCP13) 11-15	16,491	1.00		16,491.00	1,507.93	14,983.07	1,978.92	2,744.90	21,214.82	0.00	21,214.82	93.50%	19,836
(SCP15) 11-15	17,072	0.54		9,218.88	540.25	8,678.63	1,106.27	0.00	10,325.15	0.00	10,325.15	100%	10,325
(SCP12) 12-15	16,123	0.54		8,706.42	469.53	8,236.89	1,044.77	0.00	9,751.19	0.00	9,751.19	100%	9,751
(SCP12) 11-15	16,123	0.54		8,706.42	469.53	8,236.89	1,044.77	0.00	9,751.19	0.00	9,751.19	100%	9,751
Caretaker Cover (Holiday & Sickness)													5,039
													139,759
Skate Park Staffing Budget													
(SCP15)	17,072	0.14		2,390.08	0.00	2,390.08	0.00	0.00	2,390.08	0.00	2,390.08	100%	2,390
(SCP 23) 21-25	21,268	1.00		21,268.00	2,167.15	19,100.85	2,552.16	3,499.28	27,319.44	0.00	27,319.44	5.00%	1,366
Skate Park Cover (Holiday & Sickness)													230
													3,986
2016-17 (Budget Figures)										2%			
LCC Staffing Budget													
(SCP55)	48,743	1.00		48,743.00	5,994.58	42,748.42	5,849.16	7,831.51	62,423.67	1,248.47	63,672.14	17.0%	10,824
(SCP19) 18-21	18,376	1.00		18,376.00	1,803.94	16,572.06	2,205.12	0.00	20,581.12	411.62	20,992.74	100.0%	20,993
(SCP25) 21-25	22,212	0.60		13,327.20	1,107.20	12,220.00	1,599.26	2,238.70	17,165.17	343.30	17,508.47	13.0%	2,276
(SCP24) 23-26	21,530	0.70		15,071.00	1,347.85	13,723.15	1,808.52	2,514.08	19,393.60	387.87	19,781.47	7.0%	1,385
(SCP23) 22-25	20,849	0.60		12,509.40	994.35	11,515.05	1,501.13	2,109.56	16,120.09	322.40	16,442.49	35.0%	5,755
(SCP14) 10-14	16,231	1.00		16,231.00	1,507.93	14,723.07	1,947.72	2,697.27	20,875.99	417.52	21,293.51	40.0%	8,517
(SCP10) 10-14	14,338	1.00		14,338.00	1,246.69	13,091.31	1,720.56	2,398.33	18,456.89	369.14	18,826.03	40.0%	7,530
(SCP22) 21-25	20,253	1.00		20,253.00	2,027.08	18,225.92	2,430.36	3,338.99	26,022.35	520.45	26,542.80	88.5%	23,490
(SCP12) 11-15	15,523	1.00		15,523.00	1,374.34	14,148.66	1,862.76	2,592.03	19,977.79	399.56	20,377.35	93.5%	19,053
(SCP15) 11-15	16,572	0.54		8,948.88	467.11	8,481.77	1,073.87	0.00	10,022.75	200.45	10,223.20	100.0%	10,223
(SCP14) 11-15	16,231	0.54		8,764.74	477.58	8,287.16	1,051.77	0.00	9,816.51	196.33	10,012.84	100.0%	10,013
(SCP12) 11-15	15,523	0.54		8,382.42	424.82	7,957.60	1,005.89	0.00	9,388.31	187.77	9,576.08	100.0%	9,576
Caretaker Cover (Holiday & Sickness)													4840.15
													134,476
Skate Park Staffing Budget													
(SCP15)	16,572	0.14		2,320.08	0.00	2,320.08	0.00	0.00	2,320.08	46.40	2,366.48	100%	2,366
(SCP 22) 21-25	20,253	1.00		20,253.00	2,027.08	18,225.92	2,430.36	3,338.99	26,022.35	520.45	26,542.80	5%	1,327
Skate Park Cover (Holiday & Sickness)													227.55
													3,921