

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 Helen Robertson
Town Clerk: Paul Beckerson

Notice is hereby given that an **EXTRAORDINARY** meeting of the **POLICY AND RESOURCES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 29th November 2016** at the 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 1st NOVEMBER 2016](#) (Page 2)
5. PUBLIC REPRESENTATIONS
6. TO APPOINT A LTC REPRESENTATIVE TO THE NORTH THAMES LOCAL FISHERMAN'S ACTION GROUP – **DECISION ITEM**

The Committee is **requested** to appoint a representative to the group and recommend same to Council.

RESOURCES

7. GRANT AID APPLICATION – (Appendix 5 to the Policy and Resources agenda 1st November 2016) (Further information circulated 22nd November 2016) **DECISION ITEM**

The Committee is requested to **determine** Application 3 in the sum of £500 requested.

8. BUDGET REPORT 2630A/PB ([Appendix 1](#)) – **DECISION ITEM** (Page 5)

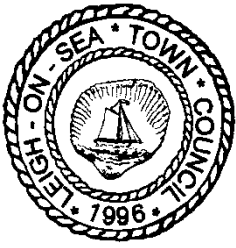
The Committee is **requested** to consider the recommendations set out in the report.

9. COUNCIL BUDGET 2017/18 ([Appendix 2](#)) – **DECISION ITEM** (Page 8)

The Committee is requested to consider and **RECOMMEND** the Council Budget for 2017/18 to Council as set out in Appendix 2.

Paul Beckerson
Town Clerk
24th November 2016

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



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MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY 1st NOVEMBER 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Jane Ward (Chairman), Donald Fraser, Richard Herbert, Carole Mulrone, Declan Mulrone, Ron Owen, Valerie Morgan, Caroline Parker (until Min 55) and Helen Robertson

In Attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.30pm

41. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting.

42. APOLOGIES FOR ABSENCE

There were none.

43. DECLARATION OF MEMBERS' INTERESTS

There were none.

44. APPROVAL OF THE MINUTES

The minutes of the meeting 6th September 2016 were **AGREED** and signed by the Chairman.

45. MINUTES OF THE PERSONNEL SUB-COMMITTEE 19th OCTOBER 2106 (Appendix 1 to the agenda)

The minutes of the meeting 19th October 2016 were presented to the meeting and **noted**.

46. PUBLIC REPRESENTATIONS

There were none

POLICY

47. TOWN CLERK'S ATTENDANCE AT THE SLCC NATIONAL CONFERENCE – REPORT 2623/PB (Appendix 2 to the agenda)

The Committee **noted** the report and requested that in future an executive summary be provided giving an overview of the knowledge that benefited the Council.

48. LTC STATEMENT OF INTENT OF COMMUNITY ENGAGEMENT – REPORT 2620/PB (Appendix 3 to the agenda)

The Committee **deferred** the item to the Chairman, Cllr Carole Mulrone and the Town Clerk to review and bring back to the Committee for further consideration. (Proposed Cllr Carole Mulrone, seconded Cllr Jane Ward)

REFERENCES FROM P&R GROUPS AND OTHER COMMITTEES

49. POLICY AND RESOURCES PDG 26th SEPTEMBER 2016 (Appendix 4 to the agenda)

The Committee **RESOLVED** to take no further action on the Volunteer Programme at this time and to leave the appointment of a Co-Ordinator in abeyance.

RESOURCES

50. GRANT AID APPLICATIONS (Appendix 5 to the agenda)

The Committee **deferred** consideration of the applications pending further information as follows:

Application 1: Supply a set of accounts

Application 2: Supply a set of accounts

Application 3: An explanation as to why the legacy monies cannot be used to purchase the boats.

The Committee asked that any recipient of a grant be asked to acknowledge it in any publicity appertaining to it.

51. INTERNAL AUDITORS INTERIM REPORT 2016/17 (Appendix 6 to the agenda)

The Committee **noted** the report and wish to pass its thanks on to the Finance Team for their input into achieving such a good report.

52. EXTERNAL AUDITORS' CERTIFICATE (Appendix 7 to the agenda)

The Committee **RECOMMENDED** the Certificate to Council for noting, the comments regarding the asset value were noted and after advice from the internal auditor it is intended to confirm the value as stated in the return.

53. COMMITTEE AND COUNCIL BUDGETS 2016/17 (Appendix 8 and 9 to the agenda)

The Committee **NOTED** the reports.

54. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING – REPORT 2625/I&E (Appendix 10 to the agenda)

The Committee **NOTED** the income.

The Committee **RESOLVED** to **RECOMMEND** the expenditure to Council. (Proposed Cllr Carole Mulroney, seconded Cllr Richard Herbert)

55. POLICY AND RESOURCES COMMITTEE BUDGET 2017/18 (Appendix 11 to the agenda)

Cllr Caroline Parker left the meeting

The Committee **RESOLVED** to agree the budget as set out in the report (Proposed Cllr Richard Herbert, seconded Cllr Helen Robertson)

56. BANK ACCOUNT BALANCES

The Committee **NOTED** the balances.

CONFIDENTIAL MATTERS

57. MOTION TO EXCLUDE PUBLIC AND PRESS – The Public Bodies (Admission to Meetings) Act 1960

The Committee **RESOLVED** that in view of the confidential nature of the business to be transacted, the public and press be excluded and instructed to withdraw (SO 3(d) – staffing)

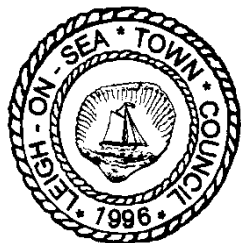
Start of Confidential Business

58. STAFFING MATTERS (Minute 15 Personnel Sub-Committee 19th October 2016)

The Committee **RESOLVED** to agree the recommendations as set out in the minute. (Proposed Cllr Carole Mulroney, seconded Cllr Helen Robertson)

Close of Confidential Business

The meeting closed at 8.34 pm



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REPORT 2630A/PB

Budget Report to Policy & Resources 29th November 2016

Community Facilities Committee Budget 9th November 2016

A number of points were raised at the CFC meeting on 9th November 2016 and that are now the subject of **recommendations** to Policy and Resources:

CFC added a budget head in the LCC Other Income Budget of £1,500 this is was made up of two different streams of income in 2015/16

1. Recovery of Lorna and Lottie's Coffee Machine Costs
2. Cards for Good Causes Donation

As the Coffee Machine Costs are a recovery for money paid to Verde Coffee by direct debit it is proposed that a corresponding entry to cover the expenditure be put against the Catering Expenditure Budget for 2017/18 it is calculated that this element of the Budget will be in the region of £700.

RECOMMENDED that an entry of £700 be entered against the LCC Catering Expenditure Budget to cover the payments

A discussion took place regarding any ongoing Website costs for hosting. Phuse have confirmed that the hosting charge is £200 per annum for both websites so there will need to be a budget entry of £100 in the LCC Website Expenditure budget and £100 in the Policy and Resources Council Website Expenditure Budget (The first year was covered in the initial payment of £2,372.61 in 2015/16).

RECOMMENDED that an expenditure budget entry of £100 be put against the LCC Website Expenditure Budget and £100 against the Policy and Resources Council Website Expenditure Budget

LCC Communications Expenditure Budget was £1,700. Having recalculated the predicted expenditure from the latest outturn which is £1,857 it would be prudent to increase to £1,900.

RECOMMENDED that the LCC Communications Budget be increased from £1,700 to £1,900

The LCC External Maintenance Budget has been increased to £28,000 from £6,500 by CFC this is made up of £3,000 from the Highways Bus Shelter Budget (LTC are no longer responsible for the Bus Shelters) and £18,500 from the General Reserve surplus accrued in 2015/16 (see later in the report for a breakdown of variances in the 2015/16 budget), the LCC Income Budget was £18,134 over budget in 2015/16.

An annual comparison LCC Income and Expenditure is set out in Appendix 1 of the report (accounting period August to July).

Other Variables that will impact on the precept

The present budget pack allows for a £7,000 Local Council Tax Support Grant (£14,220 in 2015/16), this is an estimate and SBC have been asked to give their best estimate as soon as this is available. The actual figure will not be known until the Local Government Revenue support Grant Levels are announced in December 2016. There is a possibility it could be reduced to zero if this is the case it would give a Council Tax Band D rise of £1.26 over 2015/16 or a 2.78% rise (this assumes that the current Tax Base figure of 8645.94 remains the same).

In reality the Council Tax Base figure is likely to increase, in 2015/16 it was increased by 203.03 for the year 2016/17 mainly due to new builds in the Town Council area this reduces the amount of Council Tax per household.

OTHER OPTIONS	
REASON FOR RECOMMENDATION	To agree a budget and recommend to Council
CORPORATE IMPLICATIONS Contribution to Council's Aims and Objectives as set out in Leigh-on-Sea Town Council's Core Strategy	Provide high standard, value for money services to help meet the needs and wishes of the community; To promote the provision of accessible social, recreational, educational and cultural facilities within the town for the benefit of the community and visitors.
FINANCIAL IMPLICATIONS FUNDING SOURCE	Maintain a balanced budget at a reasonable cost to precept while providing effective and efficient services
TIMESCALE	January 2017
PEOPLE IMPLICATIONS	No additional
DELEGATION ARRANGEMENTS	None
RISK ASSESSMENT	Low

Leigh-on-Sea Town Council

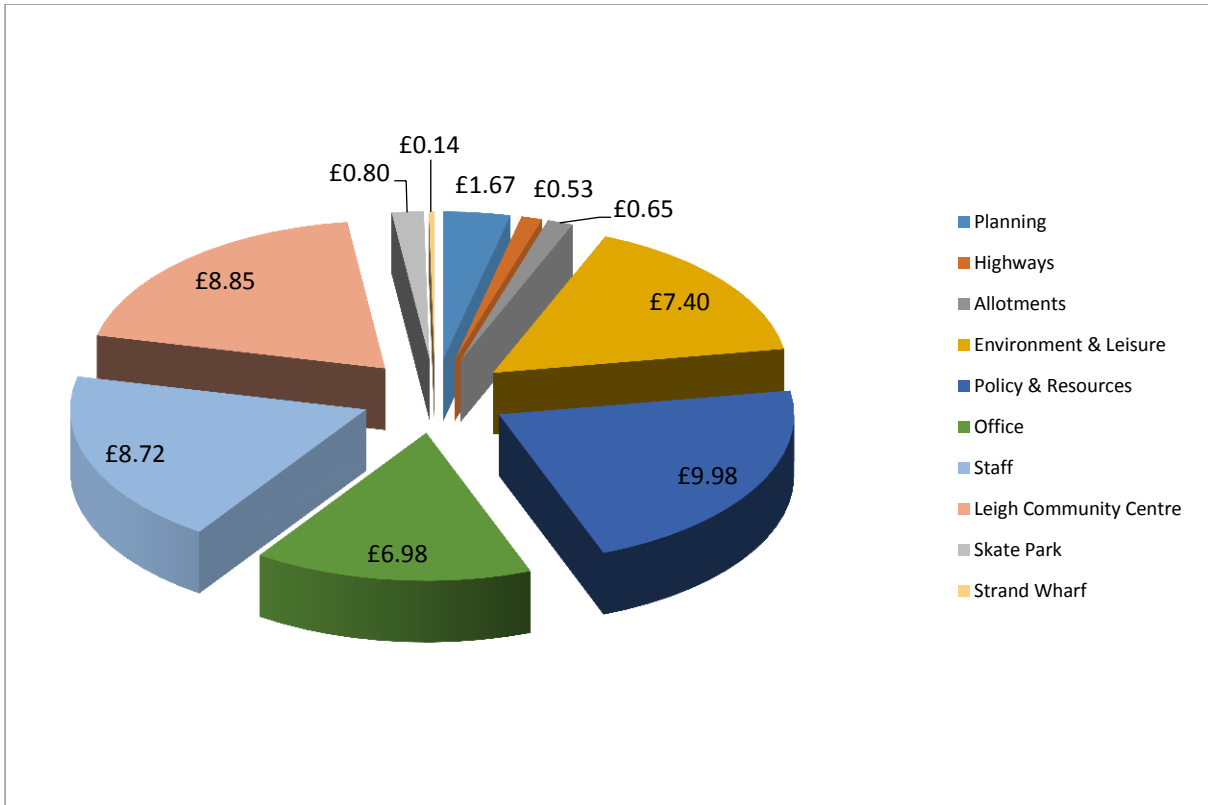
Budget Pack 2017/18

Policy and Resources

22-11-16

1st Draft

First Draft Council Budget 21/11/16						
NOTE: AS THIS BUDGET IS INCOMPLETE AND IS A DRAFT, NO CONCLUSIONS SHOULD BE DRAWN FROM IT						
Anticipated reserves at 31 March	2015/16	2015/16	2016/17	2016/17	2017/18	
	Budget	Actual	Budget	Projected	Budget	
General Reserves	£ 82,847	£ 82,847	£ 76,161	£ 109,607	£ 109,607	
Planning Reserve	£ 2,000	£ 2,000	£ 2,000	£ 2,000	£ 2,000	From attached sheet 2
Capital Reserves	£ 117,195	£ 117,195	£ 87,357	£ 125,487	£ 125,487	
Add	£ 202,042	£ 202,042	£ 165,518	£ 237,094	£ 237,094	
draft budget income from committees						
Planning				£ -	£ -	From attached sheet 2
Highways		£ 300	£ 300	£ 300	£ 300	From attached sheet 3
Allotments	£ 12,875	£ 10,812	£ 11,713	£ 11,146	£ 11,011	From attached sheet 4
Environment & Leisure	£ 8,890	£ 9,131	£ 7,652	£ 9,069	£ 7,450	From attached sheet 5
Policy & Resources				£ 3,230	£ 2,200	From attached sheet 6
Office					£ -	From attached sheet 7
Staff					£ -	From attached sheet 8
Strand Wharf Income					£ -	From attached sheet 10
Leigh Community Centre Hire Income	£ 121,000	£ 139,386	£ 131,600	£ 148,500	£ 155,300	From attached sheet 9
Committee Total	£ 142,765	£ 159,630	£ 151,265	£ 172,245	£ 176,261	
Deduct						
draft budget expenditure from committees						
Neighbourhood Plan	£ 2,000	£ 2,000	£ 2,000	£ 2,000	£ 2,000	From attached sheet 2
Planning	£ 7,531	£ 12,426	£ 15,318	£ 13,300	£ 15,800	From attached sheet 2
Highways	£ 8,460	£ 2,135	£ 8,300	£ 12,300	£ 5,300	From attached sheet 3
Allotments	£ 18,789	£ 14,899	£ 17,537	£ 16,123	£ 17,123	From attached sheet 4
Environment & Leisure	£ 75,615	£ 47,895	£ 72,505	£ 74,170	£ 77,321	From attached sheet 5
Strand Wharf	£ 67,195	£ 67,195			£ -	Project completed 2016/17
Major Project Fund	£ 50,000	£ 50,000	£ 87,357	£ 125,487	£ 125,487	From Capital reserves
Policy & Resources	£ 85,621	£ 19,649	£ 94,250	£ 48,900	£ 96,500	From attached sheet 6
Office	£ 57,000	£ 54,527	£ 58,100	£ 63,550	£ 65,950	From attached sheet 7
Staff	£ 86,490	£ 80,564	£ 80,019	£ 78,000	£ 82,400	From attached sheet 8
Leigh Community Centre	£ 197,964	£ 182,074	£ 206,246	£ 206,750	£ 238,900	From attached sheet 9
Skate Park		£ 5,890	£ 8,471	£ 7,950	£ 7,550	From attached sheet 10
Strand Wharf			£ 2,450	£ 1,510	£ 1,300	From attached sheet 10
Committee Total	£ 656,665	£ 539,255	£ 652,553	£ 650,040	£ 735,631	
Deduct						
Planned reserve at 31 March*	£ 70,000	£ 70,000	£ 70,000	£ 70,000	£ 80,000	
Nett shortfall = Precept required	-£ 381,858	-£ 247,584	-£ 405,770	-£ 310,701	-£ 402,276	
Less LCTS Grant	-£ 19,750	-£ 19,750	-£ 14,220	-£ 14,220	-£ 7,000	Estimated SBC to inform
	-£ 362,108	-£ 227,834	-£ 391,550	-£ 296,481	-£ 395,276	395,292
*£80,000 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			5.35		%	
Proposed Band D equivalent at Tax base			45.72			Divisible by 9
			45.72			Band D 2017/18
An increase of	£0.45		0.99		%	Band D 2016/17
						5.08
						£45.27
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	109,607
General Reserves carried forward	109,607

Sheet 2								
Planning 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				21/11/2016				
							£ -	
Total	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
EXPENDITURE								
Staff costs	£ 12,009.44	£ -	£ 14,818.00	£ 5,396.89	£ 9,421.11	£ 12,800.00	£ 15,300.00	3%
Planning Equipment	£ 416.67	£ -	£ 500.00	£ -	£ 500.00	£ 500.00	£ 500.00	0%
Neighbourhood Plan	£ -	£ 2,000.00	£ -	£ -	£ 2,000.00		£ -	
Other items (specify)	£ -	£ -	£ -	£ -	£ -		£ -	
Total	£ 12,426.11	£ 2,000.00	£ 15,318.00	£ 5,396.89	£ 9,921.11	£ 13,300.00	£ 15,800.00	3%
	Discretionary Expenditure							
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				21/11/2016				
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								-100%
Cleaning/Maintenance #	£ 1,835.00		£ 3,000.00	£ 38.50	£ 2,961.50	£ 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	£ 5,300.00	-36%
	*NB School Crossing Patrol is an accrual							
	# Bus Shelter Budget no longer needed as now SBC responsibility, Committee to consider future commitment							
	EMR is Ear Marked Reserve (A reserve allocated for a specific purpose)							
	Discretionary Expenditure							

Sheet 4								
Allotments 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				21/11/2016				
Rents								
Manchester Drive	£ 5,720.94		£ 6,700.00	£ 397.44	£ 6,302.56	£ 6,700.00	£ 6,000.00	-10%
Leigh	£ 3,050.50		£ 2,964.00	£ 2,646.00	£ 318.00	£ 2,400.00	£ 3,000.00	1%
Marshall Close	£ 429.50		£ 399.00	£ 430.00	-£ 31.00	£ 400.00	£ 400.00	0%
Water Rates								
Manchester Drive	£ 1,070.00		£ 1,159.00	£ 68.00	£ 1,091.00	£ 1,156.00	£ 1,070.00	-8%
Leigh	£ 472.00		£ 433.00	£ 396.00	£ 37.00	£ 430.00	£ 472.00	9%
Marshall Close	£ 69.00		£ 58.00	£ 64.50	-£ 6.50	£ 60.00	£ 69.00	19%
Totals	£ 10,811.94	£ -	£ 11,713.00	£ 4,001.94	£ 7,711.06	£ 11,146.00	£ 11,011.00	-6%
EXPENDITURE								
MDAS Commission			£ 1,000.00		£ 1,000.00	£ 1,000.00	£ 1,000.00	0%
Waste Clearance†	£ 983.33		£ 750.00		£ 750.00	£ 400.00	£ 500.00	-33%
Affiliations			£ 60.00	£ 55.00	£ 5.00	£ 60.00	£ 60.00	0%
Water Rates	£ 1,879.27		£ 2,500.00	£ 2,363.70	£ 136.30	£ 2,712.00	£ 2,700.00	8%
Staff Costs	£ 5,647.50		£ 4,877.00	£ 5,036.67	-£ 159.67	£ 4,851.00	£ 5,013.00	3%
Maintenance#	£ 939.81	£ 1,120.02	£ 2,000.00	£ 23.70	£ 3,096.32	£ 2,000.00	£ 1,500.00	-25%
Miscellaneous			£ -		£ -			
Capital improvements*	£ 281.29	£ 3,876.73	£ 1,250.00	£ 116.58	£ 5,010.15		£ 1,250.00	0%
Grass Cutting			£ -		£ -			
Keys	£ 68.17		£ -	£ 100.00	-£ 100.00			
MDAS Grant	£ 3,000.00		£ 3,000.00	£ 2,250.00	£ 750.00	£ 3,000.00	£ 3,000.00	0%
LA Grant	£ 1,600.00		£ 1,600.00	£ 1,200.00	£ 400.00	£ 1,600.00	£ 1,600.00	0%
MC Grant	£ 500.00		£ 500.00	£ 375.00	£ 125.00	£ 500.00	£ 500.00	0%
Totals	£ 14,899.37	£ 4,996.75	£ 17,537.00	£ 11,520.65	£ 11,013.10	£ 16,123.00	£ 17,123.00	-2%
Nett cost (exp - inc)					£ 6,112.00			
† Budget has nil spend in 2016/17 so reduce in 2017/18 and EMR balance								
* Includes Capital Equipment								
# Adjust downwards in line with spend								
Proposed added EMR of £700 for 2016/17 bringing it to £5696.92								
Discretionary Expenditure								

Sheet 5								
E&L Budget								
Heading	Actual 2015/16	Earmarked Reserves B/F 2016/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
INCOME								
	21/11/2016							
Community Transport*	£ 3,436.92	£ -	£ 3,200.00	£ 2,451.00	£ 749.00	£ 3,144.00	£ 3,200.00	0%
Farmers' Market*	£ 1,637.00	£ -	£ 2,002.00	£ 1,376.00	£ 626.00	£ 1,650.00	£ 1,650.00	-18%
Leigh Lights*	£ 1,670.00	£ -	£ 2,000.00	£ 1,610.00	£ 390.00	£ 1,900.00	£ 2,000.00	0%
General Services*	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
General Events*	£ 2,387.48	£ -	£ 450.00	£ 383.26	-£ 45.00	£ 2,375.00	£ 600.00	33%
Totals	£ 9,131.40	£ -	£ 7,652.00	£ 5,820.26	£ 1,720.00	£ 9,069.00	£ 7,450.00	-3%
Allotments - Separate Budget	£ 10,811.94	£ -	£ 11,713.00	£ 4,001.94	£ 7,711.06		£ 11,011.00	-6%
Totals Including Allotments	£ 19,943.34	£ -	£ 19,365.00	£ 9,822.20	£ 9,431.06	£ 9,069.00	£ 18,461.00	-5%
EXPENDITURE								
Community Transport*	£ 7,677.43	£ -	£ 8,307.00	£ 5,075.68	£ 3,231.32	£ 8,580.00	£ 8,730.00	5%
Farmers' Market*	£ 820.02	£ -	£ 1,550.00	£ 699.05	£ 850.95	£ 1,650.00	£ 1,250.00	-19%
Leigh Lights*	£ 17,244.23	£ 4,659.00	£ 30,455.00	£ 3,778.60	£ 31,335.40	£ 30,917.00	£ 35,750.00	17%
General Services*	£ 1,039.40	£ 1,000.00	£ 9,200.00	£ 43.13	£ 10,156.87	£ 8,700.00	£ 8,700.00	-5%
General Events*	£ 6,064.50	£ 1,728.30	£ 8,800.00	£ 4,668.99	£ 5,859.31	£ 10,223.28	£ 8,300.00	-6%
Staff costs	£ 15,049.75		£ 14,193.00	£ 12,472.61	£ 1,720.39	£ 14,100.00	£ 14,591.00	3%
Totals	£ 47,895.33	£ 7,387.30	£ 72,505.00	£ 26,738.06	£ 53,154.24	£ 74,170.28	£ 77,321.00	7%
Allotments - Separate Budget	£ 14,899.37	£ 4,996.75	£ 17,537.00	£ 11,520.65	£ 11,013.10		£ 17,123.00	-2%
Total Including Allotments	£ 62,794.70	£ 12,384.05	£ 90,042.00	£ 38,258.71	£ 64,167.34	£ 74,170.28	£ 94,444.00	5%
Nett cost							£ 75,983.00	
* see separate budgets below								
Community Transport								
	Actual 2015/16	Earmarked Reserves B/F 2016/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	
INCOME								
Ticket sales	£ 3,436.92		£ 3,200.00	£ 2,451.00	£ 749.00	£ 3,144.00	£ 3,200.00	0%
Totals	£ 3,436.92	£ -	£ 3,200.00	£ 2,451.00	£ 749.00	£ 3,144.00	£ 3,200.00	0%
EXPENDITURE								
Staff costs	£ 3,803.45		£ 4,377.00	£ 2,503.08	£ 1,873.92	£ 4,300.00	£ 4,400.00	1%
Trip costs*	£ 1,841.30		£ 1,400.00	£ 1,130.30	£ 269.70	£ 2,100.00	£ 2,200.00	57%
Travel Costs	£ 950.90		£ 750.00	£ 412.40	£ 337.60	£ 800.00	£ 750.00	0%
Driver Costs	£ 80.00		£ 260.00		£ 260.00	£ 260.00	£ 260.00	0%
Refreshments	£ 683.09		£ 1,200.00	£ 333.60	£ 866.40	£ 800.00	£ 800.00	
CTA membership	£ 254.17		£ 270.00		£ 270.00	£ 270.00	£ 270.00	0%
Misc	£ 64.52		£ 50.00	£ 696.30	-£ 646.30	£ 50.00	£ 50.00	0%
Totals	£ 7,677.43	£ -	£ 8,307.00	£ 5,075.68	£ 3,231.32	£ 8,580.00	£ 8,730.00	5%
Nett cost							-£ 4,330.00	
* Increased Trip cost but compensated for by ticket sales								

Farmers Market	Actual 2015/16	Earmarked Reserves B/F 2016/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
INCOME								
Stall hire*	£ 1,637.00		£ 2,002.00	£ 1,376.00	£ 626.00	£ 1,650.00	£ 1,650.00	-18%
Totals	£ 1,637.00	£ -	£ 2,002.00	£ 1,376.00	£ 626.00	£ 1,650.00	£ 1,650.00	-18%
EXPENDITURE								
Hall Hire	£ 792.00		£ 800.00	£ 576.00	£ 224.00	£ 1,100.00	£ 800.00	0%
Leaflet**			£ 500.00	£ 111.00	£ 389.00	£ 300.00	£ 200.00	-60%
Banners			£ 200.00		£ 200.00	£ 200.00	£ 200.00	0%
Misc.	£ 28.02		£ 50.00	£ 12.05	£ 37.95	£ 50.00	£ 50.00	0%
Totals	£ 820.02	£ -	£ 1,550.00	£ 699.05	£ 850.95	£ 1,650.00	£ 1,250.00	-19%
Nett cost							-£ 752.00	
* Decline in stall takeup								
** Leaflet style changed with lower cost								
Leigh Lights								
INCOME								
Traders contributions	£ 1,670.00		£ 1,600.00	£ 1,225.00	£ 375.00	£ 1,500.00	£ 1,600.00	0%
Charges to stalls, fairs			£ 400.00	£ 385.00	£ 15.00	£ 400.00	£ 400.00	0%
Totals	£ 1,670.00	£ -	£ 2,000.00	£ 1,610.00	£ 390.00	£ 1,900.00	£ 2,000.00	0%
EXPENDITURE								
Leigh Lights Reserve		£ 4,659.00			£ 4,659.00	£ 1,296.00		
Column testing 1/3§			£ 1,450.00	£ 3,500.00	-£ 2,050.00	£ 3,500.00	£ 1,300.00	-10%
Installation and Storage	£ 8,800.00		£ 9,500.00		£ 9,500.00	£ 9,500.00	£ 9,150.00	-4%
Power	£ 312.98		£ 330.00		£ 330.00	£ 330.00	£ 350.00	6%
Replacement bulbs / renewal			£ 1,100.00		£ 1,100.00	£ 1,000.00	£ 1,100.00	0%
					£ -		£ -	
Switch-on security*	£ 3,646.25		£ 3,500.00		£ 3,500.00	£ 5,500.00	£ 6,000.00	71%
External Assistance	£ 260.00		£ 1,000.00		£ 1,000.00	£ 500.00	£ 1,000.00	0%
Road closures, licences etc.	£ 472.20		£ 6,000.00	£ 229.27	£ 5,770.73	£ 6,000.00	£ 6,000.00	0%
First Aid	£ 151.80		£ 175.00		£ 175.00	£ 191.00	£ 200.00	14%
Cleaning			£ 500.00		£ 500.00	£ 500.00	£ 550.00	10%
Promotion			£ 100.00	£ 49.33	£ 50.67	£ 100.00	£ 100.00	0%
Capital Renewals**	£ 3,601.00		£ 5,000.00		£ 5,000.00	£ 2,500.00	£ 10,000.00	100%
					£ -		£ -	
Support columns - erect and remove plus storage†			£ 1,800.00		£ 1,800.00	£ -		-100%
Totals	£ 17,244.23	£ 4,659.00	£ 30,455.00	£ 3,778.60	£ 31,335.40	£ 30,917.00	£ 35,750.00	17%
Nett cost							£ 33,750.00	
* Less Policing presence increased security to compensate								
** Enhanced renewals programme agreed by Committee								
† Columns left in place 2016-17								
§ Contract carried out in 2016/17 1/3 cost budgeted in 2017/18								
General Events								
INCOME								
Maritime Festival	£ 405.00		£ 250.00	£ 295.00	-£ 45.00	£ 295.00	£ 300.00	20%
Spring Spectacular	£ 255.00		£ 200.00			£ 200.00	£ 250.00	25%
Event Collections	£ 1,727.48			£ 88.26		£ 1,880.00	£ 50.00	
Totals	£ 2,387.48	£ -	£ 450.00	£ 383.26	-£ 45.00	£ 2,375.00	£ 600.00	33%
EXPENDITURE								
General Events Reserve		£ 1,728.30			£ 1,728.30			
Maritime Festival	£ 1,928.60		£ 3,750.00	£ 3,508.00	£ 242.00	£ 3,508.00	£ 3,750.00	0%
Spring Spectacular	£ 644.95		£ 1,250.00		£ 1,250.00	£ 1,250.00	£ 1,250.00	0%
90 for 90*			£ 500.00	£ 366.03	£ 133.97	£ 366.03		-100%
Carols on Strand Wharf	£ 745.40		£ 1,000.00	£ 84.21	£ 915.79	£ 1,000.00	£ 1,000.00	0%
Other Events			£ 1,500.00		£ 1,500.00	£ 1,500.00	£ 1,500.00	0%
Event Collections	£ 1,804.87					£ 1,800.00		
Events Equipment	£ 645.68		£ 500.00	£ 411.50	£ 88.50	£ 500.00	£ 500.00	0%
LCC Room Hire	£ 295.00		£ 300.00	£ 299.25	£ 0.75	£ 299.25	£ 300.00	0%
Totals	£ 6,064.50	£ 1,728.30	£ 8,800.00	£ 4,668.99	£ 5,859.31	£ 10,223.28	£ 8,300.00	-6%
* No event in 2017-18								

Extraordinary Policy and Resources Committee 29th November 2016 – Budget Pack 2017/18 – Appendix 2

Office Budget										For information Office budget and expenditure			
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		Budget	Expenditure	% spent
2015/16					21/11/2016					1997/8	14,515	13,122	90
										1998/9	17,260	14,401	83
EXPENDITURE													
Premises													
£ 3,500.00	Office Rental		£ 3,500.00	£ 3,500.00	£ 7,000.00	£ -	£ 7,000.00	£ 3,500.00		1999/2000	14,075	10,850	77
£ 25,000.00	LCC Premises Use Grant	£ 25,000.00		£ 25,000.00	£ 12,500.00	£ 12,500.00	£ 25,000.00	£ 27,000.00		2000/1	12,505	11,467	92
£ 28,500.00		£ 25,000.00	£ 3,500.00	£ 28,500.00	£ 19,500.00	£ 12,500.00	£ 32,000.00	£ 30,500.00		2001/2	12,865	11,130	87
										2002/3	14,690	12,229	83
Administration													
£ 1,400.00	Stationery†	£ 1,901.09		£ 1,600.00	£ 659.38	£ 940.62	£ 1,000.00	£ 2,000.00	25%	2003/4	13,925	15,560	112
£ 5,500.00	Insurance	£ 6,026.52		£ 6,100.00	£ 6,189.48	-£ 89.48	£ 6,200.00	£ 6,300.00	3%	2004/5	16,000	15,418	96
£ 300.00	Library	£ 49.99		£ 300.00	£ 169.46	£ 130.54	£ 200.00	£ 300.00	0%	2005/6	21,000	20,766	99
£ 2,000.00	Communications§	£ 1,636.72		£ 1,500.00	£ 1,367.75	£ 132.25	£ 2,050.00	£ 2,450.00	63%	2006/7	29,110	29,003	100
£ 2,700.00	Photocopying#	£ 2,750.54		£ 3,000.00	£ 1,676.64	£ 1,323.36	£ 2,500.00	£ 3,500.00	17%	2007/8	28,360	29,164	103
£ 2,300.00	Subscriptions	£ 2,205.14		£ 2,300.00	£ 2,042.49	£ 257.51	£ 2,300.00	£ 2,300.00	0%	2008/9	32,060	31,867	99
£ 1,700.00	Postage	£ 1,384.39		£ 1,700.00	£ 454.28	£ 1,245.72	£ 1,500.00	£ 1,700.00	0%	2009/10	33,570	32,998	98
£ 250.00	Entertaining			£ 250.00	£ -	£ 250.00	£ -	£ 250.00	0%	2010/11	36,460	36,606	100
£ 500.00	Licences	£ 285.00		£ 500.00	£ 35.00	£ 465.00	£ 500.00	£ 500.00	0%	2011/12	40,020	44,807	112
£ 600.00	Expenses/Travel Costs - Cllrs*	£ 42.76		£ 600.00	£ 43.20	£ 556.80	£ 600.00	£ 600.00	0%	2012/13	42,950	43,395	101
£ 1,200.00	Bank Charges	£ 1,139.75		£ 1,200.00	£ 754.36	£ 445.64	£ 1,100.00	£ 1,200.00	0%	2013/14	44,760	46,187	103
£ 500.00	Miscellaneous			£ 500.00	£ 80.00	£ 420.00	£ 500.00	£ 500.00	0%	2014/15	47,960	48,447	101
£ 2,000.00	Audit	£ 2,640.00		£ 2,500.00	£ 2,550.00	-£ 50.00	£ 2,600.00	£ 2,700.00	8%	2015/16	57,000	54,527	96
£ 2,000.00	IT**	£ 3,229.91		£ 2,000.00	£ 3,123.74	-£ 1,123.74	£ 3,900.00	£ 4,500.00	125%	2016/17			
	Professional Advice	£ 1,030.00			£ 992.25	-£ 992.25	£ 1,000.00	£ 1,000.00					
£ 2,000.00	Training - Staff	£ 3,528.00		£ 3,000.00	£ 689.00	£ 2,311.00	£ 3,000.00	£ 3,000.00	0%				
£ 2,000.00	Training - Cllrs	£ 1,056.80		£ 2,000.00	£ 625.00	£ 1,375.00	£ 2,000.00	£ 2,000.00	0%				
£ 550.00	Mileage & Expenses - Staff§§	£ 620.87		£ 550.00	£ 405.32	£ 144.68	£ 600.00	£ 650.00	18%				
£ 27,500.00		£ 29,527.48	£ -	£ 29,600.00	£ 21,857.35	£ 7,742.65	£ 31,550.00	£ 35,450.00	20%				
£ 56,000	Total	£ 54,527.48	£ 3,500.00	£ 58,100.00	£ 41,357.35	£ 20,242.65	£ 63,550.00	£ 65,950.00	14%				

* Now including LTC area

**Renewals element included in Renewals Fund P&R Budget, Server Monitoring at £900 per annum and Edge Licences £1344 (User increase and Turnover)

§ Communications, Mis Post last year when corrected would have meant an outturn of £1,800.52 - Predicted outturn this year of £2,000 so with inflation 2017-18 £2,450

† Toner purchases caused an increased spend in 2015/16, this is likely to be repeated in 2017/18

Photocopy costs have increased due to in house production of coloured leaflets

§§ Increased mileage claims in 2015/16 budget increased in line

Sheet 8							
Salaries 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
Town Clerk*				21/11/2016			
Pay	£ 43,505.63		£ 40,310.00	£ 25,957.64	£ 14,352.36	£ 43,200.00	£ 43,600.00
Other staff (proportionate)*							
Pay	£ 35,587.74		£ 38,923.00	£ 21,235.35	£ 17,687.65	£ 33,100.00	£ 37,000.00
Additional Agreed							
			£ 79,233.00	£ 47,192.99	£ 32,040.01	£ 76,300.00	£ 80,600.00
Payroll Costs	£ 530.85		£ 786.00	£ 337.90	£ 448.10	£ 800.00	£ 800.00
Recruitment	£ 940.00			£ 24.46		£ 900.00	£ 1,000.00
Total	£ 80,564.22	£ -	£ 80,019.00	£ 47,555.35	£ 32,488.11	£ 78,000.00	£ 82,400.00
* some elements of pay are allocated to committee budgets							

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Sheet 9								
LCC Budget 2017/18								
	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				21/11/2016				
Hiring Income	£ 112,749.64		£ 105,000.00	£ 68,062.21	£ 36,937.79	£ 120,000.00	£ 125,000.00	
Other Income	£ 1,636.65		£ -	£ 847.52	£ 847.52	£ 1,600.00	£ 1,500.00	
Events at LCC				£ 2,035.00	-£ 2,035.00	£ 1,600.00	£ 1,500.00	
LTC Building Contribution	£ 25,000.00		£ 25,000.00	£ 12,500.00	£ 12,500.00	£ 25,000.00	£ 27,000.00	
LTC Events Hire			£ 600.00	£ 299.25	£ 300.75	£ 300.00	£ 300.00	
Totals	£ 139,386.29	£ -	£ 130,600.00	£ 83,743.98	£ 46,856.02	£ 148,500.00	£ 155,300.00	
EXPENDITURE								
Insurance	£ 2,702.34		£ 2,800.00	£ 2,746.49	£ 53.51	£ 2,800.00	£ 2,800.00	0%
Rates	£ 7,920.00		£ 8,000.00	£ 6,388.00	£ 1,612.00	£ 8,000.00	£ 8,000.00	0%
Gas	£ 4,839.21		£ 6,500.00	£ 3,381.50	£ 3,118.50	£ 6,000.00	£ 6,500.00	0%
Electric	£ 9,032.00		£ 9,000.00	£ 5,306.43	£ 3,693.57	£ 10,000.00	£ 10,200.00	13%
Water	£ 1,653.08		£ 1,700.00	£ 767.34	£ 932.66	£ 1,500.00	£ 1,700.00	0%
Catering	£ 1,751.31		£ -	£ 312.61	-£ 312.61			
Communications	£ 1,752.06		£ 1,600.00	£ 1,233.94	£ 366.06	£ 1,850.00	£ 1,700.00	6%
Cleaning & Waste / H&S	£ 6,632.96		£ 7,000.00	£ 4,371.44	£ 2,628.56	£ 6,800.00	£ 7,000.00	0%
Advertising	£ 2,490.24		£ 3,000.00	£ 844.15	£ 2,155.85	£ 3,000.00	£ 3,000.00	0%
Security / Alarms	£ 129.51	£ 2,170.49	£ 2,300.00	£ 680.08	£ 3,790.41	£ 1,600.00	£ 500.00	-78%
Internal Maintenance	£ 8,028.81	£ 1,491.50	£ 10,000.00	£ 4,602.34	£ 6,889.16	£ 8,000.00	£ 13,000.00	30%
External Maintenance	£ 1,867.11	£ 4,632.89	£ 6,500.00	£ 420.68	£ 10,712.21	£ 700.00	£ 28,000.00	331%
Miscellaneous	£ 398.67		£ 2,000.00	£ 318.37	£ 1,681.63	£ 2,000.00	£ 2,000.00	0%
Website	£ 2,372.61				£ -		£ 100.00	
Card Processing Charges	£ 786.50			£ 478.06	-£ 478.06	£ 800.00	£ 800.00	
Licences	£ 4,713.00		£ 3,870.00	-£ 731.00	£ 4,601.00	-£ 200.00	£ 2,300.00	-41%
IT	£ 791.18		£ 1,000.00	£ 157.45	£ 842.55	£ 1,000.00	£ 1,000.00	0%
Professional Fees		£ 5,000.00			£ 5,000.00		£ 2,000.00	
Lease Legal Fees				£ 3,340.84	-£ 3,340.84	£ 3,300.00		
Janitorial Costs			£ 500.00		£ 500.00	£ 500.00	£ 500.00	0%
Contingencies			£ 2,000.00		£ 2,000.00	£ 2,000.00	£ 2,000.00	0%
Events At LCC	£ 939.25			£ 1,478.08	-£ 1,478.08	£ 1,000.00	£ 1,000.00	
Salaries / Payroll	£ 116,029.44		£ 134,476.00	£ 76,488.09	£ 57,987.91	£ 130,200.00	£ 139,800.00	4%
Furniture / Fixtures & Fittings (Capital)	£ 4,314.88	£ 12,076.68			£ 12,076.68	£ 12,000.00	£ 1,000.00	
Infrastructure Costs (Equipment Capital)	£ 2,929.66		£ 4,000.00	£ 150.73	£ 3,849.27	£ 3,900.00	£ 4,000.00	0%
Totals	£ 182,073.82	£ 25,371.56	£ 206,246.00	£ 112,735.62	£ 118,881.94	£ 206,750.00	£ 238,900.00	16%
Net Revenue Budget Deficit	£ 42,687.53	£ 25,371.56	£ 75,646.00	£ 28,991.64	£ 72,025.92	£ 58,250.00	£ 83,600.00	
Expenditure Without Salaries	£ 66,044.38	£ 25,371.56	£ 71,770.00	£ 36,247.53	£ 60,894.03	£ 76,550.00	£ 99,100.00	
Discretionary Expenditure								

The increase represents the predicted outturn plus agreed increase in hiring charges

Hire Income:	Rise %
2012/13 £ 22,776.62	Part Year
2013/14 £ 71,296.50	213%
2014/15 £ 87,298.49	22%
2015/16 £ 113,452.64	30%
2016/17 £ 119,060.82	5%
2017/18 £ 125,013.86	5%

Increased due to higher bills

Increased due to extra line with broadband

Reduced because of EMR

£2000 for Electrical Inspection

£21,500 added to Repair Programme

Includes 33% of 3 Year Wedding Licence £535

Reduction in PRS Fee to £1217 (Wedding Licence £535 in 2016/17 put into EMR)

Allows for automatic Pension Enrolment April 2017

The net deficit shows a budget increase of -£ 7,954.00 Due to £21,500 added to External Maintenance

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				21/11/2016				
Rent	£ 50.00		£ 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	£ 330.08	-£ 30.08	£ 300.00	£ 300.00	0%
Grass Cutting	£ 550.00		£ 700.00	£ 450.00	£ 250.00	£ 700.00	£ 700.00	0%
Staff costs	£ 3,562.47		£ 3,921.00	£ 2,116.51	£ 1,804.49	£ 3,900.00	£ 4,000.00	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	£ 3,640.89	£ 7,232.36	£ 7,950.00	£ 7,550.00	-11%
Without Staffing	£ 2,327.61	£ 2,402.25	£ 4,550.00	£ 1,524.38	£ 5,427.87		£ 3,550.00	
* Allowance had been made for bin replacement so budget reduction to service waste only								
	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
Strand Wharf								
INCOME								
Hire Income	£ -		£ 1,000.00		£ 1,000.00			
Memorial Plaques	£ -			£ 3,500.00	-£ 3,500.00	£ 3,500.00		
Totals	£ -	£ -	£ 1,000.00	£ 3,500.00	-£ 2,500.00	£ 3,500.00	£ -	
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							
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				21/11/2016			
LCC Income	£ 139,386.29	£ -	£ 130,600.00	£ 83,743.98	£ 46,856.02	£ 148,500.00	£ 155,300.00
Strand Wharf Income	£ -	£ -	£ 1,000.00	£ 3,500.00	-£ 2,500.00	£ 3,500.00	£ -
Totals	£ 139,386.29	£ -	£ 131,600.00	£ 87,243.98	£ 44,356.02	£ 152,000.00	£ 155,300.00
EXPENDITURE							
LCC Expenditure	£ 66,044.38	£ 25,371.56	£ 71,770.00	£ 36,247.53	£ 60,894.03	£ 76,550.00	£ 99,100.00
LCC Staffing	£ 116,029.44	£ -	£ 134,476.00	£ 76,488.09	£ 57,987.91	£ 130,200.00	£ 139,800.00
Paddling Pool	£ 138.30	£ 1,659.70	£ -		£ 1,659.70		£ 500.00
Highways	£ 2,135.00	£ 4,831.03	£ 8,300.00	£ 338.50	£ 12,792.53	£ 12,300.00	£ 5,300.00
Skate Park Expenditure	£ 2,327.61	£ 2,402.25	£ 4,550.00	£ 1,524.38	£ 5,427.87	£ -	£ 3,550.00
Skate Park Staffing	£ 3,562.47	£ -	£ 3,921.00	£ 2,116.51	£ 1,804.49	£ 3,900.00	£ 4,000.00
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	£ 190,237.20	£ 34,264.54	£ 227,467.00	£ 117,953.09	£ 143,778.45	£ 224,460.00	£ 253,550.00

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Council Budget 22/11/16									
3 YEAR FORECAST									
			2017/18			2018/19			2019/20
			£	£		£	£		£
Anticipated reserves at end of financial year									
General Reserves			109,607			80,000			80,000
Planning Reserve			2,000			2,000			2,000
Capital Reserves			125,487			175,487			225,487
Add				237,094			257,487		307,487
draft budget income from committees									
Planning			0			0			0
Highways			300			300			300
Allotments			11,011			11,011			11,121
Environment & Leisure			7,450			7,450			7,450
Policy & Resources			2,200			2,200			2,200
Office			0			0			0
Staff			0			0			0
Strand Wharf Income			0			0			0
Leigh Community Centre Hire Income			155,300			163,065			171,218
Committee Total				176,261			184,026		192,289
Deduct									
draft budget expenditure from committees									
Neighbourhood Plan			2,000			2,000			2,000
Planning			15,800			16,116			16,438
Highways			5,300			5,406			5,514
Allotments			17,123			17,465			17,815
Environment & Leisure			77,321			78,867			80,445
Strand Wharf			0			0			0
Major Project Fund			125,487			175,487			225,487
Policy & Resources			96,500			97,465			99,414
Office			65,950			66,610			67,609
Staff			82,400			84,048			85,729
Leigh Community Centre			238,900			243,678			248,552
Skate Park			7,550			7,701			7,855
Strand Wharf Revenue			1,300			1,326			1,353
Committee Total				735,631			796,169		858,210
Deduct									
Planned reserve at 31 March				80,000			80,000		80,000
Nett shortfall = Precept required				-402,276			-434,656		-438,434
Less LCT Grant				-7,000					
				-395,276			-434,656		-438,434

Extraordinary Policy and Resources Committee 29th November 2016 – Budget Pack 2017/18 – Appendix 2

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

Environment & Leisure Staffing													
2016-17													
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
Main E&L Budget													
(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	8%	5,206
(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	46%	9,385
													14,591
Community Transport Budget													
(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	25%	4,377
Allotments Budget													
(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	3%	1,952
(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	15%	3,060
													5,013
2016-17 (Budget Figures)													
Main E&L 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	8%	5,094
(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	46%	9,099
													14,193
Community Transport Budget													
(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	25%	4,377
Allotments 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	3%	1,910
(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	15%	2,967
													4,877

Planning, Highways & Licensing 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
P&L Budget													
(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	5%	3,254
(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	29%	6,366
(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	40%	5,658
													15,277
2016-17 (Budget Figures)													
P&L 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	5%	3,184
(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	29%	6,175
(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	29%	5,460
													14,818

Administration 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 % Appropionment	Actual Committee Cost
Admin Staffing Budget													
(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	67%	43,599
(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	32%	6,529
(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	62%	10,854
(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	65%	11,033
(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	31%	6,805
(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	10%	1,414
Wage Administration													780
													81,014
Policy & Resources Budget													
(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	6.50%	1,776
(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	6.50%	1,379
													3,155
2016-17 (Budget Figures)													
										2%			
Admin 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	67%	42,660
(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	32%	6,330
(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	62%	10,855
(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	65%	10,688
(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	31%	6,601
(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	31%	5,836
Wage Administration													650
													83,620
Policy & Resources Budget													
(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	6.50%	1,725
(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	6.50%	1,325
													3,050