

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 Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

Members are requested to attend a meeting of the
POLICY AND RESOURCES COMMITTEE of Leigh-on-Sea Town Council on
Tuesday, 6th November 2018 at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea
commencing at **7.30 p.m.**

Committee Membership

Cllrs: Mark Bromfield, John Duprey, Patrick Fox, Jill Healey, Valerie Morgan, Carole Mulroney,
Declan Mulroney (Chairman), Ron Owen and Vivien Rosier

AGENDA

1. CHAIRMAN'S OPENING REMARKS & HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING [4TH SEPTEMBER 2018](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 4

Unfortunately there was a break-in to the external storage area at the Community Centre and some facilities equipment was stolen. The value is approximately £1,300 so an insurance claim is being submitted. Once the remodel works are undertaken there will be no external storage facilities.

POLICY

7. COMMUNITY INFRASTRUCTURE LEVY ([Appendix 2](#)) page 5 **DECISION ITEM**

RESOURCES

8. COMMUNICATIONS SYSTEM ([Appendix 3](#)) page 9 **DECISION ITEM**
9. LTC MAGAZINE

The ninth edition has now been delivered. The Leigh Times has confirmed that all areas will have received a copy by the end of October.

10. COMMUNITY SPECIAL CONSTABLES

The latest report from Essex Police indicates that two volunteers are progressing through the recruitment process. One is due to start the training course February 2019 and the other is due to attend the Assessment interview at the end of this month.

11. YOUTH GROUP

Youth Club Sessions commenced the beginning of October and the Youth Forum took place at the beginning of half term. The Youth Group meeting is scheduled imminently to discuss the outcome further and a report will be submitted in due course.

REFERENCES FROM OTHER COMMITTEES AND GROUPS

12. COMMITTEE DRAFT BUDGETS 2019/20 ([Appendix 4](#)) page 10 **DECISION ITEM**

Resolved draft budgets from Committees are submitted for **approval and recommendation to Council**. The Staffing Committee have included the provision of an Administrative Apprentice although this is yet to be approved by Council but will be on the November Agenda along with draft budgets of all Committees and Council.

FINANCIAL

13. COMMITTEE AND COUNCIL BUDGETS 2018/19

- P&R Budget Reports as at 24th October 2018 ([Appendix 5](#)) page 13
- Leigh Town Council Main Budget Report as at 24th October 2018 ([Appendix 6](#)) page 15

14. P&R AND COUNCIL DRAFT BUDGET FOR 2019/20 ([Appendix 7](#)) page 16 **DECISION ITEM**

Draft budgets are submitted for **approval and recommendation to Council**. Until the Tax Base is known then the precept per Band D figure cannot be calculated. However the prediction is that with the budget presented at the meeting, it will be a nominal rise (around 1.7%, 0.80p for the year). The medium term financial plan will be submitted to Council in November.

15. QUARTERLY FINANCE CHECK

Cllr D Mulroney will be undertaking this quarter's check imminently.

16. BANK RECONCILIATION CHECK

Cllr Duprey has completed reconciliation checks up until the end of August. There were a couple of queries but these were resolved. He will be completing further months imminently.

17. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 8](#)) page 18 **DECISION ITEM**

The Committee is asked to **NOTE** the account transfers and **RECOMMEND the expenditure to Council**.

18. BANK ACCOUNT BALANCES AS AT 29TH OCTOBER 2018

| | |
|--------------|-------------|
| HSBC Current | £ 32,452.51 |
| HSBC BMM | £224,105.72 |
| HSBC Payroll | £ 8,299.18 |
| HSBC Imprest | £ 720.12 |
| CCLA (PSDF) | £516,260.49 |

CONFIDENTIAL

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

RECOMMENDED 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)

20. GRANT AID AWARDS (Confidential Papers – for Committee members only) **DECISION ITEM**

Grant requests have been made as follows:

| | | |
|------------------------------|---------|--------------------|
| Leigh-on-Sea Endeavour Trust | £388.00 | (LCC Room Hire) |
| Beat It Cancer | £429.00 | (LCC Room Hire) |
| Southend YMCA | £500.00 | (LCC Room Hire) |
| North Thames FLAG | £200.00 | (LCC Room Hire) |
| CRE4TE Collab | £500.00 | (Exhibition costs) |
| Fusion Youth & Kids | £500.00 | (Equipment) |
| Boomerang Bags Leigh-on-Sea | £500.00 | (Project costs) |

The Grant Award budget for 2018/19 is £5,000 in total. Grant applications awarded in May totalled £1,894.65. The amount of Grants requested in these applications totals £3,017. There is an Earmarked Reserve of £3,971.18

The Town Council has a policy with regard to the conditions of funding and use or purpose of the Grant and these will be considered in the decision making process.

Helen Symmons

Helen Symmons
Town Clerk
1st November 2018

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

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

| Committee | Minute No. and Subject | Completion Status | Completion Date | Outcome | Forward Action Required | Responsible |
|------------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------|--------------------------------|--------------------|
| P&R 05-09-17 | 31. Staff | RESOLVED to review Staff Handbook | | Consultant instructed. | Review ongoing | TC |
| P&R 06-03-18 | 97. CFC Minute 80 | RESOLVED with recommendation to Council only when confirmation of exact amount and that 2 nd phase proceeding | | Some information received but more required with regard to community project | Ongoing communication | EPO |
| P&R 04-09-18 | 27. Review of Volunteer Policy | RESOLVED with amendments for recommendation to Council | 18-09 | Added to Council agenda | NFA | |
| P&R 04-09-18 | 30. Youth Group | RESOLVED to have Youth Club sessions delivered by YMCA Southend | 04-09 | Officers will liaise with Southend YMCA regarding the matter | NFA | |
| P&R 04-09-18 | 34. To Note Internal Tfrs and approve Expenditure | RECOMMENDED to Council | 04-09 | Added to Council agenda | NFA | |
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[Agenda](#)



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REPORT 2704/HS

INTRODUCTION AND PURPOSE

A P&R PDG meeting was held in June to discuss the results of the Community Infrastructure Levy (CIL) survey. From that meeting the group decided to research several ideas. Southend Borough Council have been contacted regarding all of them but despite chasing no definitive response has been received at this time. At the time of the meeting CIL receipts totalled £6,719.60.

Since the meeting the 2017/18 receipt has been received for £19,591.90. There is therefore a total of £26,311.50

USE OF CIL BY THE TOWN COUNCIL

The way that the Town Council can use the CIL funds is set out in the regulations:

Application of CIL by local councils

59C *A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding –*

- a) *The provision, improvement, replacement, operation or maintenance of infrastructure; or*
- b) *Anything else that is concerned with addressing the demands that development places on an area*

RECOVERY OF CIL BY SBC

Funds which remain unspent or have been misused may be recovered by SBC.

59E a) *has not applied to support the development of its area within 5 years of receipt*

b) *has applied otherwise than in accordance with regulation 59C*

LEIGH TOWN COUNCIL STRATEGIC OBJECTIVES

Recently the Council resolved three strategic objectives:

To be proactive in creating effective partnership working between Southend Borough Council and Leigh Town Council to ensure a shared vision for Leigh-on-Sea;

To identify community facilities that would enhance the quality of life of local residents and to explore ways of securing the necessary resources with minimum impact on the precept;

To raise awareness of local environmental issues and to create opportunities for residents to engage with Leigh Town Council in finding and implementing solutions.

REQUEST TO CONSIDER THE APPLICATION OF CIL MONEY IN A PARTNERSHIP PROJECT

Recently the Town Clerk has been approached by Southend Borough Council with regard to the demolished toilet and viewing platform on Cliff Gardens. The Borough, in demolishing the toilet area under the viewing platform which was deemed unsafe exposed the coping stones. Local historians had known about these for some time and were concerned that they be preserved because of the many areas of historic graffiti on them. Councillor Carole Mulrone approached the Borough Council when it was known the demolition was to take place and arranged for the stones to be carefully removed, kept in order and as part of the refurbishment of the platform at a lower level as a seating area, and replaced.

That is as far as existing funds which were allocated to the project by the Borough Council were able to proceed.

However, Borough Council officers recognise the historic significance of the stones and the potential of the reconstituted area as an amenity for residents and visitors together with their heritage, community and environmental enhancement of the cliff area and have contacted Leigh Town Council to ascertain whether it would be willing to become a partner in establishing a significant Leigh feature.





Coping Stones

Although graffiti is generally deemed a negative pastime, the inscription often found on coping stones can tell us a lot about the people that have lived in an area and their personal experiences of a place or time. The inscribed dates, initials and symbols on these coping stones, the earliest of which appears to be 1911, gives an insight into the viewing platform as it was and the people who enjoyed it, possibly inscribing their names and a date and sometimes a motif to signify an important or sentimental moment. The stones are now there for everyone to enjoy.



Project Plan



By further restoration this area could become a significant feature in Leigh life providing a community area for artistic, health and well-being and educational projects as well as a wonderful place just to sit and take in the magnificent views of the estuary they provide. The Borough believe they will be able to obtain some grant funding but to enable this a contribution from Leigh Town Council would provide better opportunities. By considering this as a CIL project, it is using the contribution from developments in the area rather than precept money.

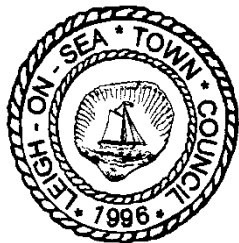
The basic outline plan (which we would be able to contribute to) is to install a footpath, railings, planting and maybe create a mural feature on the surrounding wall facing out to sea, maybe with an historical connection with the armed forces on the basis that in the past the area was used as a look out point and some of the inscriptions may well be couples caught up in war time.

An initial budget projection is £30,000. If £15,000 of CIL money is allocated to this project, it would still leave £11,311.50 for other projects and further CIL money will be received next year.

This would be a contribution towards the completion of the project only and would not carry any future maintenance requirements on the Town Council.

If members have time before the meeting they may like to go down and have a look at the area and the new seating.

[Agenda](#)



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REPORT 2703/ES

Upgrade of Communication System

The Council and Community Centre currently have 5 lines for which we pay line rental on each (2 telephone lines, card machine line, alarm line and broadband). The line rental charges alone on these lines is now in excess of £205 per month.

BT visited the office to discuss the options with regard to the phone system and lines in general. Their recommendation was to upgrade the phones to a Cloud solution for 8 users with the following services:

- 8 handsets
- a 24 port POE LAN (the phones plug in to this)
- 1 line for broadband (existing)
- 1 line for card machine (existing)
- 1 line for the alarm (existing)

BT provided the following cost comparison

| | Current | Lease option | Purchase option |
|----------------|----------------|----------------|-----------------|
| Line rental | £210.00 | £49.50 | £49.50 |
| Call charges | £91.00 | Included | Included |
| Broadband | £48.80 | £48.80 | £48.80 |
| Lease rental | n/a | £52.00 | n/a |
| Cloud licenses | n/a | £131.00 | £131.00 |
| Total | £349.80 | £281.30 | £229.30 |
| Upfront | | | £1882.00 |

The Renewals Fund has sufficient available funds to pursue the purchase option which would secure the bespoke pricing for all our services from BT for the next 5 years. If we leased the handsets, the cost over 5 years would be £3,120 as opposed to an outright purchase of £1,882. By switching to the Cloud system line rental and call charges the Town Clerk predicts it will be a gross saving of over £7,230 over 5 years (net £5,348 after the purchase of the handsets).

In addition to the cost saving, by converting to a cloud solution it also provides business continuity support as we are not reliant on landlines and therefore the system becomes portable.

It is **RECOMMENDED** that the Committee approve the communication system upgrade opting for the purchase option from the Renewals Fund. The monthly line rental, Broadband and Cloud Licences will be split between the Office Communications budget and Leigh Community Centre Communications budget and this is reflected in the draft budget figures for 2019/20.

| Leigh Town Council 2019/20 Budget Document | | | | | | Committee - Environment & Leisure | | | | | |
|--------------------------------------------|-----------------|-----------------|------------------|--------------------------|----------------|-----------------------------------|-----------------|-----------------|----------------|--------------------------|----------------|
| INCOME | Actuals 2016/17 | Actuals 2017/18 | Budget 2018/19 | Yr End Projected Actuals | Budget 2019/20 | EXPENDITURE | Actuals 2016/17 | Actuals 2017/18 | Budget 2018/19 | Yr End Projected Actuals | Budget 2019/20 |
| Allotments | | | | | | Leigh Lights | | | | | |
| Manchester Drive Rent | £ 6,444.31 | £ 7,369.94 | £ 7,700.00 | £ 7,700.00 | £ 8,000.00 | Column Testing 1/3 | £ 3,500.00 | £ - | £ 1,300.00 | £ 1,750.00 | £ 1,750.00 |
| Leigh Site Rent | £ 2,990.50 | £ 3,289.50 | £ 3,200.00 | £ 3,400.00 | £ 3,500.00 | Installation Removal & Storage | £ 9,150.00 | £ 9,150.00 | £ 9,150.00 | £ 9,150.00 | £ 9,600.00 |
| Marshall Close Rent | £ 430.00 | £ 449.40 | £ 470.00 | £ 470.00 | £ 500.00 | Electricity | £ 381.63 | £ 397.53 | £ 420.00 | £ 420.00 | £ 450.00 |
| | | | | | | Repairs & Renewals | £ - | £ - | £ 1,000.00 | £ 500.00 | £ 1,000.00 |
| Manchester Drive Water | £ 1,061.00 | £ 1,183.00 | £ 1,200.00 | £ 1,400.00 | £ 1,750.00 | Security | £ 5,436.30 | £ 6,174.88 | £ 6,200.00 | £ 6,200.00 | £ 6,400.00 |
| Leigh Water | £ 438.00 | £ 452.50 | £ 450.00 | £ 560.00 | £ 700.00 | Entertainment/Outside Assistance | £ 305.00 | £ 425.00 | £ 2,700.00 | £ 2,500.00 | £ 2,500.00 |
| Marshall Close Water | £ 64.50 | £ 59.50 | £ 65.00 | £ 75.00 | £ 90.00 | Road Closures & Licences | £ 4,897.07 | £ 5,242.40 | £ 5,200.00 | £ 5,500.00 | £ 5,500.00 |
| | £ 11,428.31 | £ 12,803.84 | £ 13,085.00 | £ 13,605.00 | £ 14,540.00 | First Aid, Cleansing & promotion | £ 560.53 | £ 1,341.70 | £ 1,000.00 | £ 1,250.00 | £ 1,250.00 |
| Leigh Lights | | | | | | Capital Renewals | £ 4,680.00 | £ 9,012.00 | £ 10,000.00 | £ 10,000.00 | £ 5,000.00 |
| Traders donations | £ 1,500.00 | £ 2,250.00 | £ 2,000.00 | £ 2,000.00 | £ 2,000.00 | | £ 28,910.53 | £ 31,743.51 | £ 36,970.00 | £ 37,270.00 | £ 33,450.00 |
| Other income | £ 820.00 | £ 790.00 | £ 750.00 | £ 700.00 | £ 750.00 | Community Transport | | | | | |
| | £ 2,320.00 | £ 3,040.00 | £ 2,750.00 | £ 2,700.00 | £ 2,750.00 | Ticket Purchases | £ 1,888.30 | £ 588.65 | £ 2,000.00 | £ 1,000.00 | £ 1,500.00 |
| Community Transport | | | | | | Travel Costs | £ 627.60 | £ 386.14 | £ 750.00 | £ 500.00 | £ 750.00 |
| Trip Sales | £ 3,182.70 | £ 1,267.00 | £ 2,500.00 | £ 2,500.00 | £ 2,500.00 | Driver Costs | £ 389.06 | £ 361.00 | £ 300.00 | £ 200.00 | £ 300.00 |
| | £ 3,182.70 | £ 1,267.00 | £ 2,500.00 | £ 2,500.00 | £ 2,500.00 | Refreshments | £ 702.47 | £ 535.54 | £ 700.00 | £ 600.00 | £ 700.00 |
| Farmers' Market Fees | | | | | | CTA Membership | £ 254.17 | £ 254.17 | £ 270.00 | £ 270.00 | £ 280.00 |
| Pitch income | £ 2,000.00 | £ 3,364.00 | £ 2,500.00 | £ 3,400.00 | £ 3,500.00 | Miscellaneous | £ 774.77 | £ 20.99 | £ 50.00 | £ 50.00 | £ 100.00 |
| | £ 2,000.00 | £ 3,364.00 | £ 2,500.00 | £ 3,400.00 | £ 3,500.00 | Staff Costs | £ 4,404.39 | £ 3,471.94 | £ 2,796.00 | £ 1,433.00 | £ 5,434.00 |
| General Events | | | | | | | £ 9,040.76 | £ 5,618.43 | £ 6,866.00 | £ 3,053.00 | £ 7,564.00 |
| Summer Series Strand Wharf | £ 345.00 | £ 450.00 | £ 400.00 | £ 450.00 | £ 400.00 | Farmers Market | | | | | |
| Other Events | | | £ - | £ 750.00 | £ 500.00 | Hall Hire | £ 792.00 | £ 700.00 | £ 900.00 | £ 900.00 | £ 900.00 |
| Loaned Equipment | £ 225.00 | £ 40.00 | £ 50.00 | £ 40.00 | £ 50.00 | Leaflets/Publicity | £ 521.30 | £ 200.00 | £ 200.00 | £ 200.00 | £ 500.00 |
| | £ 570.00 | £ 490.00 | £ 450.00 | £ 1,240.00 | £ 950.00 | Banners | £ 185.00 | £ 191.00 | £ 200.00 | £ 200.00 | £ 200.00 |
| | £ 19,501.01 | £ 20,964.84 | £ 21,285.00 | £ 23,445.00 | £ 24,240.00 | Miscellaneous | £ 19.98 | £ 36.46 | £ 50.00 | £ 50.00 | £ 100.00 |
| | | | | | | Staff Costs | £ - | £ 1,053.37 | £ 3,717.00 | £ 4,766.00 | £ 6,443.00 |
| | | | | | | | £ 1,518.28 | £ 2,180.83 | £ 5,067.00 | £ 6,116.00 | £ 8,143.00 |
| | | | | | | General Events | | | | | |
| EXPENDITURE | | | | | | Summer Series Strand Wharf | £ 3,508.88 | £ 2,891.30 | £ 2,250.00 | £ 2,083.00 | £ 2,500.00 |
| Allotments | | | | | | Carols on Strand Wharf | £ 584.21 | £ 987.00 | £ 1,000.00 | £ 1,000.00 | £ 1,000.00 |
| Maintenance Costs | £ 1,003.70 | £ 2,858.21 | £ 2,500.00 | | £ 2,500.00 | Easter Programme | £ 767.00 | £ 1,178.80 | £ 1,000.00 | £ 1,000.00 | £ 1,000.00 |
| Protective Clothing | | | | | | Other Events | £ 366.03 | £ 884.39 | £ 1,000.00 | £ 750.00 | £ 1,500.00 |
| Waste Clearance/Tree Work | £ 880.00 | £ 135.50 | £ 1,000.00 | £ 4,883.00 | £ 1,000.00 | Events Equipment | £ 411.50 | £ 89.12 | £ 500.00 | £ 500.00 | £ 500.00 |
| ASA Leigh Site | £ 1,600.00 | £ 1,600.00 | £ 1,600.00 | £ 1,600.00 | £ 1,600.00 | LCC Room Hire | £ 299.25 | £ - | £ - | £ - | £ - |
| ASA Manchester Drive | £ 3,000.00 | £ 3,000.00 | £ 3,000.00 | £ 3,000.00 | £ 3,000.00 | | £ 5,936.87 | £ 6,030.61 | £ 5,750.00 | £ 5,333.00 | £ 6,500.00 |
| ASA Marshall Close | £ 500.00 | £ 500.00 | £ 500.00 | £ 500.00 | £ 500.00 | General Services | | | | | |
| Capital Expenditure | £ 116.58 | £ 1,590.00 | £ 1,000.00 | £ 1,000.00 | £ 1,000.00 | Flower Baskets | £ 5,057.00 | £ 5,650.20 | £ 5,650.00 | £ 5,649.00 | £ 5,750.00 |
| Affiliations | £ 55.00 | £ 55.00 | £ 65.00 | £ 60.00 | £ 65.00 | First Aid Post | £ 883.13 | £ 860.00 | £ 1,000.00 | £ 900.00 | £ 1,000.00 |
| Water Rates | £ 3,233.74 | £ 2,635.13 | £ 2,800.00 | £ 2,800.00 | £ 3,000.00 | Good for Leigh | | £ - | £ 500.00 | £ 341.00 | £ 500.00 |
| MDAS commission | £ 810.00 | £ 828.62 | £ 875.00 | £ 900.00 | £ 875.00 | Community Initiatives | £ - | £ - | £ - | £ - | £ - |
| Staff Costs | £ 8,900.76 | £ 8,014.19 | £ 8,517.00 | £ 8,498.00 | £ 13,197.00 | | £ 5,940.13 | £ 6,510.20 | £ 7,150.00 | £ 6,890.00 | £ 7,250.00 |
| | £ 20,099.78 | £ 21,216.65 | £ 21,857.00 | £ 23,241.00 | £ 26,737.00 | E&L Staffing Costs | £ 22,088.71 | £ 14,917.27 | £ 12,260.00 | £ 11,760.00 | £ 13,376.00 |
| | | | | | | | £ 22,088.71 | £ 14,917.27 | £ 12,260.00 | £ 11,760.00 | £ 13,376.00 |
| EMR as at 31-03-18 | | | | | | | £ 93,535.06 | £ 88,217.50 | £ 95,920.00 | £ 93,663.00 | £ 103,020.00 |
| Allotments General | £ 2,620.19 | | budget virements | | | | | | | | |
| Allotments Infrastructure | £ 6,256.73 | | | | | | | | | | |
| E&L General Services | £ 5,900.00 | | | | | | | | | | |
| E&L General Events | £ 6,086.30 | | | | | | | | | | |
| Leigh Lights | £ 10,159.00 | | | | | | | | | | |

| Leigh Town Council 2019/20 Budget Document | | | | | | | | | | | |
|--------------------------------------------|-----------------|-----------------|----------------|--------------------------|----------------|---------------------------------|-----------------|---------------------------|----------------|--------------------------|----------------|
| Committee - Community Facilities | | | | | | | | | | | |
| INCOME | Actuals 2016/17 | Actuals 2017/18 | Budget 2018/19 | Yr End Projected Actuals | Budget 2019/20 | EXPENDITURE | Actuals 2016/17 | Actuals 2017/18 | Budget 2018/19 | Yr End Projected Actuals | Budget 2019/20 |
| Community Centre | | | | | | Paddling Pool | | | £ 500.00 | 0 | £ - |
| Room Hire | £ 114,333.58 | £ 124,333.29 | £ 129,000.00 | £131,000.00 | £ 131,000.00 | Community Centre | | | | | |
| LTC Building Contribution | £ 25,000.00 | £ 27,000.00 | £ 27,000.00 | £ 27,000.00 | £ 27,000.00 | Insurance | £ 2,746.49 | £ 2,827.00 | £ 2,900.00 | £ 2,600.00 | £ 2,800.00 |
| LTC Events Hire | £ 299.25 | £ - | £ - | £ - | £ - | Business Rates | £ 7,986.00 | £ 7,689.00 | £ 8,500.00 | £ 7,920.00 | £ 8,300.00 |
| Events at LCC | £ 2,908.61 | £ 6,400.60 | £ 3,500.00 | £ 6,500.00 | £ 6,500.00 | Gas | £ 6,748.52 | £ 3,859.00 | £ 7,000.00 | £ 4,500.00 | £ 5,000.00 |
| Other Income | £ 1,143.61 | £ 618.95 | £ 1,000.00 | £ 800.00 | £ 500.00 | Electricity | £ 8,756.33 | £ 7,129.00 | £ 9,200.00 | £ 6,500.00 | £ 7,000.00 |
| | £ 143,685.05 | £ 158,352.84 | £ 160,500.00 | £165,300.00 | £ 165,000.00 | Water | £ 1,593.04 | £ 1,605.00 | £ 1,850.00 | £ 1,600.00 | £ 1,750.00 |
| Strand Wharf | | | | | | Catering | £ 176.60 | £ - | £ 1,000.00 | £ 200.00 | £ 500.00 |
| Memorial Plaques | £ 4,000.00 | £ - | £ - | £ - | £ - | Communications | £ 1,863.33 | £ 1,750.00 | £ 2,150.00 | £ 1,650.00 | £ 1,700.00 |
| | £ 4,000.00 | £ - | £ - | £ - | £ - | Cleaning & Waste / H&S | £ 6,239.58 | £ 6,460.00 | £ 7,000.00 | £ 6,500.00 | £ 6,800.00 |
| Community Facilities | | | | | | Advertising | £ 871.15 | £ - | £ 1,000.00 | £ 300.00 | £ 1,000.00 |
| Red Phone Box | £ 300.00 | £ 300.00 | £ - | £ - | £ - | Security & Alarms | £ 1,165.21 | £ 1,007.00 | £ 500.00 | £ 700.00 | £ 750.00 |
| | £ 300.00 | £ 300.00 | £ - | £ - | £ - | Miscellaneous | £ 542.98 | £ 382.00 | £ 1,000.00 | £ 500.00 | £ 750.00 |
| | | | | | | Licences | £ - | £ 1,649.00 | £ 3,000.00 | £ 3,000.00 | £ 2,000.00 |
| | £ 147,985.05 | £ 158,652.84 | £ 160,500.00 | £165,300.00 | £ 165,000.00 | IT & Website | £ 157.45 | £ 545.00 | £ 1,000.00 | £ 500.00 | £ 1,000.00 |
| | | | | | | Janitorial Costs (Uniforms Etc) | £ - | £ 483.00 | £ 250.00 | £ 250.00 | £ 500.00 |
| EXPENDITURE | Actuals 2016/17 | Actuals 2017/18 | Budget 2018/19 | Yr End Projected Actuals | Budget 2019/20 | | | | | | |
| Strand Wharf | | | | | | Contingencies | £ - | £ - | £ 2,000.00 | £ - | £ 2,000.00 |
| Security Costs | £ 35.00 | £ - | £ - | £ - | £ - | Events at LCC | £ 1,967.08 | £ 3,720.00 | £ 2,000.00 | £ 5,000.00 | £ 5,000.00 |
| Maintenance | £ 794.39 | £ 779.35 | £ 500.00 | £ 150.00 | £ 500.00 | Professional Fees | £ - | £ 5,735.00 | £ 1,000.00 | £ 500.00 | £ 1,000.00 |
| Electricity | £ 188.51 | £ 192.08 | £ 200.00 | £ 215.00 | £ 230.00 | Card Processing charges | £ 798.18 | £ 826.00 | £ 850.00 | £ 900.00 | £ 1,000.00 |
| Planters | £ 365.28 | £ 593.05 | £ - | £ 45.00 | £ - | Internal Maintenance | £ 8,328.94 | £ 5,058.00 | £ - | £ 3,000.00 | £ 5,000.00 |
| | £ 1,383.18 | £ 1,564.48 | £ 700.00 | £ 410.00 | £ 730.00 | External Maintenance | £ 1,258.74 | £ 259.00 | £ - | £ 400.00 | £ 5,000.00 |
| Community Facilities | | | | | | Staffing Costs | £ 124,715.33 | £ 138,926.26 | £ 135,865.00 | £ 132,057.00 | £ 128,464.00 |
| School Crossing Patrol | £ 4,291.75 | £ 4,291.75 | £ 4,400.00 | £ 4,300.00 | £ 4,400.00 | | £ 175,914.95 | £ 189,909.26 | £ 188,065.00 | £ 178,577.00 | £ 187,314.00 |
| Highways infrastructure | £ 1,538.50 | £ - | £ - | £ - | £ - | LCC costs less staffing | £ 51,199.62 | £ 50,983.00 | £ 52,200.00 | £ 46,520.00 | £ 58,850.00 |
| Red Phone Box | £ 300.00 | £ 300.00 | £ 300.00 | £ 300.00 | £ 300.00 | | £ 189,612.38 | £ 201,710.18 | £ 203,070.00 | £ 191,326.00 | £ 202,545.00 |
| | £ 6,130.25 | £ 4,591.75 | £ 4,700.00 | £ 4,600.00 | £ 4,700.00 | Repair Programme Remodel | | | £ 112,000.00 | £ 112,000.00 | £ 70,000.00 |
| Skate Park | | | | | | | | | | | £ 25,000.00 |
| Rent | £ 50.00 | £ 50.00 | £ 50.00 | £ 50.00 | £ 50.00 | EMR as at 31/03/17 | | | | | |
| Cleaning | £ 791.61 | £ 830.02 | £ 1,000.00 | £ 1,000.00 | £ 1,100.00 | Strand Wharf Memorial Planters | £ 3,041.67 | | | | |
| Electricity | £ 233.79 | £ 174.53 | £ 300.00 | £ 230.00 | £ 250.00 | Skate Park | £ 4,902.25 | | | | |
| Miscellaneous | £ 333.61 | £ 143.15 | £ 300.00 | £ 200.00 | £ 300.00 | CFC Other | £ 1,831.03 | | | | |
| Grass Cutting | £ 450.00 | £ 450.00 | £ 500.00 | £ 450.00 | £ 500.00 | Community Centre - general | £ 20,594.88 | | | | |
| Maintenance | £ 695.00 | £ 200.00 | £ 1,000.00 | £ 1,000.00 | £ 1,000.00 | Community Centre - refurb | £ 69,576.68 | vired to repair programme | | | |
| Staffing Costs | £ 3,629.99 | £ 3,796.99 | £ 5,955.00 | £ 4,809.00 | £ 6,601.00 | Paddling Pool | £ 2,159.70 | | | | |
| | £ 6,184.00 | £ 5,644.69 | £ 9,105.00 | £ 7,739.00 | £ 9,801.00 | | | | | | |

| LTC Staffing 2019/20 | | | | |
|--------------------------------|--------------------|--|----------------------|---------------------|
| Allocations | | | Budget | Projected |
| | | | 2018/19 | |
| P&R | £105,308.00 | | £ 92,549.00 | £ 91,462.00 |
| LCC | £128,464.00 | | £ 135,865.00 | £ 132,057.00 |
| Skatepark | £6,601.00 | | £ 5,955.00 | £ 4,809.00 |
| Allotments | £13,197.00 | | £ 8,517.00 | £ 8,498.00 |
| Com Transp | £5,434.00 | | £ 4,796.00 | £ 1,433.00 |
| Farmers Market | £6,443.00 | | £ 3,717.00 | £ 4,766.00 |
| E&L | £13,376.00 | | £ 12,260.00 | £ 11,760.00 |
| Planning | £12,145.00 | | £ 9,828.00 | £ 10,473.00 |
| Volunteer | £3,888.00 | | £ 5,519.00 | £ 5,491.00 |
| | £294,856.00 | | £ 279,006.00 | £ 270,749.00 |
| Gradings 2019/20 predic | | | | |
| | Gross Wage | | Full Time | Part Time |
| Apprentice | £9,620.00 | | 1 | |
| SCP 11 | £17,516.00 | | | 1 |
| SCP 12 | £17,688.00 | | | 1 |
| SCP 13 | £17,913.00 | | 1 | 2 |
| SCP 14 | £18,211.00 | | | 2 |
| LC1 17 | £19,139.00 | | 1 | |
| LC1 20 | £20,314.00 | | 1 | |
| LC1 21 | £21,054.00 | | | 1 |
| LC1 22 | £21,600.00 | | | 1 |
| LC2 28 | £26,100.00 | | 1 | 1 |
| LC3 45 | £41,879.00 | | 1 | |
| | | | | |
| Total on costs | £58,019.00 | | 56642 (18/19) | |

| POLICY & RESOURCES DETAILED BUDGET | | | | | 2018/19 | | | | | |
|-----------------------------------------------|---------------------|---------------------|------------------|----------------|--------------------------|--------------------|--------------------|-------------------|---------------------|--------------|
| INCOME | Budget 2018/19 | Income Received | Balance | % Received | EXPENDITURE | Earmarked Reserves | Budget 2018/19 | Expenditure | Balance | % Spent |
| Precept | £ 411,692.00 | £ 411,692.00 | £ - | 100.00% | Grant Award Fund | £ 3,971.18 | £ 5,000.00 | £ 2,041.27 | £ 6,929.91 | 22.75% |
| Council Tax Support Grant | £ 6,860.00 | £ 6,860.00 | £ - | 100.00% | Furniture & Equipment | | £ 4,000.00 | £ 273.49 | £ 3,726.51 | 6.84% |
| Bank Interest | £ 800.00 | £ 1,409.60 | -£ 609.60 | 176.20% | Elections | £ 19,344.77 | £ 3,000.00 | £ - | £ 22,344.77 | 0.00% |
| Other Income | £ 1,200.00 | £ 1,286.69 | -£ 86.69 | 107.22% | Legal Costs | £ 3,475.00 | £ 3,500.00 | £ - | £ 6,975.00 | 0.00% |
| | | | | | Annual Town Meeting | | £ 500.00 | £ 164.95 | £ 335.05 | 32.99% |
| | | | | | Community Engagement | | £ 12,000.00 | £ 716.38 | £ 11,283.62 | 5.97% |
| CIL Income - FOR NOTING | | £ 19,591.90 | | | Volunteer Programme | £ 19,504.40 | £ 6,000.00 | £ 2,327.99 | £ 23,176.41 | 9.13% |
| Leigh Partnership Group - FOR NOTING | | £ 9,028.37 | | | Website | | £ 460.00 | £ 120.00 | £ 340.00 | 26.09% |
| | | | | | Civic | | £ 250.00 | £ 17.00 | £ 233.00 | 6.80% |
| | | | | | Renewals Fund | £ 16,086.02 | £ 5,000.00 | £ - | £ 21,086.02 | 0.00% |
| | | | | | Other Expenditure | | £ 1,200.00 | £ 1,213.98 | -£ 13.98 | 101.17% |
| | | | | | Localism Act | | £ 300.00 | £ - | £ 300.00 | 0.00% |
| | | | | | Community Specials | | £ 5,000.00 | | £ 5,000.00 | 0.00% |
| | | | | | Old Town Spatial Plan | £ 2,000.00 | £ 3,000.00 | | £ 5,000.00 | 0.00% |
| | | | | | Youth Group | | £ 500.00 | | £ 500.00 | 0.00% |
| TOTAL INCOME | £ 420,552.00 | £ 449,868.56 | -£ 696.29 | 106.97% | TOTAL EXPENDITURE | £ 64,381.37 | £ 49,710.00 | £ 6,875.06 | £ 107,216.31 | 6.03% |
| | | | | | Capital Fund | £ 30,000.00 | | | £ 30,000.00 | 0.00% |

| OFFICE ADMIN DETAILED BUDGET | | | | 2018/19 |
|-------------------------------------|--------------------|--------------------|--------------------|----------------|
| EXPENDITURE | Budget 2018/19 | Expenditure | Balance | % Spent |
| Premises | | | | |
| Office Rental | £ 3,500.00 | £ - | £ 3,500.00 | 0.00% |
| LCC Premises Use Grant | £ 27,000.00 | £ 13,500.00 | £ 13,500.00 | 50.00% |
| | £ 30,500.00 | £ 13,500.00 | £ 17,000.00 | 44.26% |
| Office Admin - EMR £4750 | | | | |
| Stationery | £ 1,500.00 | £ 619.15 | £ 880.85 | 41.28% |
| Insurance | £ 6,700.00 | £ 6,624.62 | £ 75.38 | 98.87% |
| Library | £ 300.00 | £ 18.82 | £ 281.18 | 6.27% |
| Communication | £ 2,450.00 | £ 939.94 | £ 1,510.06 | 38.36% |
| Photocopying | £ 3,000.00 | £ 1,455.64 | £ 1,544.36 | 48.52% |
| Subscriptions | £ 2,150.00 | £ 1,833.45 | £ 316.55 | 85.28% |
| Postage | £ 1,000.00 | £ 841.25 | £ 158.75 | 84.13% |
| Entertaining | £ 250.00 | £ - | £ 250.00 | 0.00% |
| Licences | £ 500.00 | £ 35.00 | £ 465.00 | 7.00% |
| Bank Charges | £ 1,200.00 | £ 506.54 | £ 693.46 | 42.21% |
| Miscellaneous | £ 500.00 | £ 185.56 | £ 314.44 | 37.11% |
| Professional Advice | £ 1,000.00 | £ 325.00 | £ 675.00 | 32.50% |
| Audit | £ 2,800.00 | £ 1,720.00 | £ 1,080.00 | 61.43% |
| IT | £ 15,000.00 | £ 2,896.80 | £ 12,103.20 | 19.31% |
| Training EMR £1500 | | | | |
| Training - Staff | £ 2,000.00 | £ 1,210.00 | £ 790.00 | 60.50% |
| Expenses/Travel Costs - Cllrs | £ 500.00 | £ 33.95 | £ 466.05 | 6.79% |
| Training - Cllrs | £ 1,500.00 | £ 820.00 | £ 680.00 | 54.67% |
| Mileage & Expenses - Staff | £ 700.00 | £ 400.71 | £ 299.29 | 57.24% |
| | £ 43,050.00 | £ 20,466.43 | £ 22,583.57 | 47.54% |
| | £ 73,550.00 | £ 33,966.43 | £ 39,583.57 | 46.18% |

Policy and Resources Committee 6th November 2018 – Appendix 6

| Leigh Town Council Main Budget Report | | | | | 2018/19 | | | | |
|-------------------------------------------|---------------------|---------------------|--------------------|---------------|------------------------------------------|---------------------|---------------------|---------------------|---------------|
| INCOME | Budget 2018/19 | Income Received | Balance | % Received | EXPENDITURE | Budget 2018/19 | Expenditure | Balance | % Spent |
| Balances B/F | | £ 514,106.00 | | | | | | | |
| Policy & Resources | | | | | Policy & Resources | | | | |
| Precept | £ 411,692.00 | £ 411,692.00 | £ - | 100.00% | P & R Expenditure | £ 49,710.00 | £ 6,875.06 | £ 42,834.94 | 13.83% |
| Local Council Tax Support Grant | £ 6,860.00 | £ 6,860.00 | £ - | 100.00% | Office & Admin | £ 73,550.00 | £ 33,966.43 | £ 39,583.57 | 46.18% |
| Interest | £ 800.00 | £ 1,409.60 | -£ 609.60 | 176.20% | Staffing | £ 92,549.00 | £ 54,781.49 | £ 37,767.51 | 59.19% |
| Other Income | £ 1,200.00 | £ 1,286.69 | -£ 86.69 | 107.22% | Capital Projects | | £ - | £ - | |
| CL Income | | £ 19,591.90 | -£ 19,591.90 | | | £ 215,809.00 | £ 95,622.98 | £ 120,186.02 | 44.31% |
| | £ 420,552.00 | £ 440,840.19 | -£ 696.29 | 104.82% | | | | | |
| Community Facilities | | | | | Community Facilities | | | | |
| LCC Hire Income | £ 129,000.00 | £ 65,546.87 | £ 63,453.13 | 50.81% | LCC Expenditure | £ 52,200.00 | £ 21,196.74 | £ 31,003.26 | 40.61% |
| LTC Contribution | £ 27,000.00 | £ 13,500.00 | £ 13,500.00 | 50.00% | LCC Staffing | £ 135,865.00 | £ 55,805.11 | £ 80,059.89 | 41.07% |
| | | | | | Highways Expenditure | £ 4,700.00 | £ 4,291.75 | £ 408.25 | 91.31% |
| Other Income | £ 4,500.00 | £ 6,512.09 | -£ 2,012.09 | 144.71% | Strand Wharf Expenditure | £ 700.00 | £ 132.85 | £ 567.15 | 18.98% |
| | | | | | Skate Park Expenditure | £ 3,150.00 | £ 98.72 | £ 3,051.28 | 3.13% |
| | | | | | Skate Park Staffing | £ 5,955.00 | £ 2,028.72 | £ 3,926.28 | 34.07% |
| | | | | | Paddling Pool | £ 500.00 | £ - | £ 500.00 | 0.00% |
| | | | | | Repair Project | £ 112,000.00 | £ 11,739.14 | £ 100,260.86 | 10.48% |
| | £ 160,500.00 | £ 85,558.96 | £ 74,941.04 | 53.31% | | £ 315,070.00 | £ 95,293.03 | £ 219,776.97 | 30.25% |
| Environment & Leisure | | | | | Environment & Leisure | | | | |
| Allotments Income | £ 13,085.00 | £ 4,083.00 | £ 9,002.00 | 31.20% | Allotments Expenditure | £ 13,340.00 | £ 9,940.39 | £ 3,399.61 | 74.52% |
| Community Transport Fees | £ 2,500.00 | £ 1,846.33 | £ 653.67 | 73.85% | Allotments Staffing | £ 8,517.00 | £ 4,297.92 | £ 4,219.08 | 50.46% |
| Farmers' Market Fees | £ 2,500.00 | £ 1,574.00 | £ 926.00 | 62.96% | Community Transport Expenditure | £ 4,070.00 | £ 1,366.11 | £ 2,703.89 | 33.57% |
| Leigh Lights Income | £ 2,750.00 | £ 1,398.34 | £ 1,351.66 | 50.85% | Community Transport Staffing | £ 2,796.00 | £ 1,438.14 | £ 1,357.86 | 51.44% |
| Other Events Income | £ 450.00 | £ 1,189.69 | -£ 739.69 | 264.38% | Farmers' Market Expenditure | £ 5,067.00 | £ 2,780.44 | £ 2,286.56 | 54.87% |
| Other E&L Income | | | £ - | | Leigh Lights Expenditure | £ 36,970.00 | £ 1,797.00 | £ 35,173.00 | 4.86% |
| | £ 21,285.00 | £ 10,091.36 | £ 11,193.64 | 47.41% | Events & Other Expenditure | £ 12,900.00 | £ 9,229.66 | £ 3,670.34 | 71.55% |
| | | | | | E&L Staffing | £ 12,260.00 | £ 4,936.73 | £ 7,323.27 | 40.27% |
| | | | | | | £ 95,920.00 | £ 35,786.39 | £ 60,133.61 | 37.31% |
| Planning, Highways & Licensing | | | | | Planning Highways & Licensing | | | | |
| | | £ - | £ - | | Planning Expenditure | £ 1,500.00 | £ - | £ 1,500.00 | 0.00% |
| | | | | | Staffing | £ 9,828.00 | £ 1,742.44 | £ 8,085.56 | 17.73% |
| | £ - | £ - | £ - | | | £ 11,328.00 | £ 1,742.44 | £ 9,585.56 | 15.38% |
| Total Income | £ 602,337.00 | £ 536,490.51 | £ 85,438.39 | 89.07% | Total Expenditure | £ 638,127.00 | £ 228,444.84 | £ 409,682.16 | 35.80% |
| Capital Reserves 31/03/18 | £ 168,407.95 | YR END EST | £ 30,000.00 | | Balances Remaining C/F | | £ 822,151.67 | | |
| Earmarked Reserves 31/03/18 | £ 236,558.40 | YR END EST | £ 320,000.00 | | Est. General Reserves @ 31st March 2019 | | £ 133,484.73 | | |
| 3rd Party monies | | YR END EST | £ 14,422.50 | | | | | | |

| Leigh Town Council 2019/20 Budget Document | | | | | |
|---------------------------------------------------|--------------------|--------------------|-------------------|--------------------------------|-------------------|
| Committee - Policy & Resources | | | | | |
| INCOME | Actuals 2016/17 | Actuals 2017/18 | Budget 2018/19 | Yr End Projected Actuals | Budget 2019/20 |
| Policy & Resources | | | | | |
| Interest | £ 1,136.00 | £ 1,090.00 | £ 800.00 | £ 2,000.00 | £ 800.00 |
| Other Income | £ 1,632.10 | £ 1,556.00 | £ 1,200.00 | £ 1,300.00 | £ 1,300.00 |
| | £ 2,768.10 | £ 2,646.00 | £ 2,000.00 | £ 3,300.00 | £ 2,100.00 |
| | | | | | |
| EXPENDITURE | Actuals 2016/17 | Actuals 2017/18 | Budget 2018/19 | Yr End Projected Actuals | Budget 2019/20 |
| Policy & Resources | | | | | |
| Grant Award Fund | £ 2,223.50 | £ 4,412.80 | £ 5,000.00 | £ 5,000.00 | £ 5,000.00 |
| Furniture & Equipment | £ 502.91 | £ 351.74 | £ 4,000.00 | £ 4,000.00 | £ 2,500.00 |
| Elections | £ - | £ 2,920.82 | £ 3,000.00 | £ 3,000.00 | £ 8,000.00 |
| Legal Costs | £ - | £ 25.00 | £ 3,500.00 | £ 3,500.00 | £ 2,500.00 |
| Annual Town Meeting | £ - | £ 464.38 | £ 500.00 | £ 500.00 | £ 750.00 |
| Community Engagement | £ 9,906.50 | £ 10,242.96 | £ 12,000.00 | £ 10,500.00 | £ 11,000.00 |
| Volunteer Programme | £ 212.73 | £ 4,714.24 | £ 6,000.00 | £ 6,000.00 | £ 4,500.00 |
| LTC Website | £ - | £ 210.00 | £ 460.00 | £ 200.00 | £ 500.00 |
| Civic | £ 226.50 | £ 129.77 | £ 250.00 | £ 150.00 | £ 250.00 |
| Renewals Fund | £ 2,617.00 | £ 1,173.94 | £ 5,000.00 | £ 2,500.00 | £ 3,000.00 |
| Localism Act | £ - | £ 150.00 | £ 300.00 | £ - | £ 150.00 |
| Other Expenditure | £ 1,230.95 | £ 1,089.94 | £ 1,200.00 | £ 1,200.00 | £ 1,200.00 |
| Community Specials | | | £ 5,000.00 | £ - | £ 2,500.00 |
| Old Town Spatial Plan | | | £ 3,000.00 | £ 3,000.00 | £ - |
| Youth Group | | | £ 500.00 | £ 500.00 | £ 1,500.00 |
| | £ 16,920.09 | £ 25,885.59 | £ 49,710.00 | £ 40,050.00 | £ 43,350.00 |
| | | | | | |
| Capital Fund/Projects | £ - | £ - | £ - | £ - | £ - |
| | | | | | |
| Town Council Office | | | | | |
| <i>Premises</i> | | | | | |
| Office Rental | £ 10,500.00 | £ 3,500.00 | £ 3,500.00 | £ 3,500.00 | £ 3,750.00 |
| LCC Premises Use Grant | £ 25,000.00 | £ 27,000.00 | £ 27,000.00 | £ 27,000.00 | £ 27,000.00 |
| <i>Administration</i> | | | | | |
| Stationery | £ 1,070.37 | £ 832.85 | £ 1,500.00 | £ 1,250.00 | £ 1,500.00 |
| Insurance | £ 6,136.38 | £ 6,453.16 | £ 6,700.00 | £ 6,625.00 | £ 6,700.00 |
| Library | £ 169.46 | £ 69.94 | £ 300.00 | £ 150.00 | £ 300.00 |
| Communication | £ 1,950.18 | £ 1,852.90 | £ 2,450.00 | £ 1,900.00 | £ 1,300.00 |
| Photocopying | £ 2,938.62 | £ 2,885.47 | £ 3,000.00 | £ 3,000.00 | £ 3,250.00 |
| Subscriptions | £ 2,092.49 | £ 1,843.16 | £ 2,150.00 | £ 2,150.00 | £ 2,200.00 |
| Postage | £ 974.54 | £ 1,436.76 | £ 1,000.00 | £ 1,300.00 | £ 1,300.00 |
| Entertaining | £ - | £ 120.00 | £ 250.00 | £ 250.00 | £ 250.00 |
| Licences | £ 35.00 | £ 35.00 | £ 500.00 | £ 100.00 | £ 250.00 |
| Bank Charges | £ 1,223.54 | £ 1,168.00 | £ 1,200.00 | £ 1,200.00 | £ 1,300.00 |
| Miscellaneous | £ - | £ 89.57 | £ 500.00 | £ 250.00 | £ 250.00 |
| Professional Advice | £ 1,112.25 | £ 3,603.00 | £ 1,000.00 | £ 700.00 | £ 1,000.00 |
| Audit | £ 2,550.00 | £ 2,560.00 | £ 2,800.00 | £ 2,800.00 | £ 3,000.00 |
| IT | £ 5,811.61 | £ 4,038.87 | £ 15,000.00 | £ 5,000.00 | £ 6,000.00 |
| <i>Training & Expenses</i> | | | | | |
| Training - Staff | £ 1,419.00 | £ 1,202.40 | £ 2,000.00 | £ 2,000.00 | £ 2,000.00 |
| Expenses/Travel Costs - Cllrs | £ 78.61 | £ 339.77 | £ 500.00 | £ 500.00 | £ 1,000.00 |
| Training - Cllrs | £ 837.00 | £ 1,362.52 | £ 1,500.00 | £ 1,200.00 | £ 2,500.00 |
| Mileage & Expenses - Staff | £ 526.32 | £ 739.37 | £ 700.00 | £ 700.00 | £ 900.00 |
| | £ 64,425.37 | £ 61,132.74 | £ 73,550.00 | £ 61,575.00 | £ 65,750.00 |
| Salaries | | | | | |
| Town Clerk (certain % until 2017/ | £ 44,467.01 | £ 49,855.00 | £ 52,924.00 | £ 52,661.00 | £ 55,619.00 |
| Other staffing (proportionate) | £ 37,482.15 | £ 45,787.74 | £ 38,125.00 | £ 37,301.00 | £ 38,569.00 |
| Payroll Costs | £ 739.64 | £ 621.80 | £ 1,500.00 | £ 1,500.00 | £ 1,500.00 |
| Ancillary Costs | £ 80.46 | £ 2,139.08 | £ - | £ 5,000.00 | |
| Administration Apprentice | | | | | £ 9,620.00 |
| | £ 82,769.26 | £ 98,403.62 | £ 92,549.00 | £ 96,462.00 | £ 105,308.00 |
| | | | | | |
| | £ 164,114.72 | £ 185,421.95 | £ 215,809.00 | £ 198,087.00 | £ 214,408.00 |
| | | | | | |
| EMR as at 31-03-18 | | | | | |
| Elections | £ 19,344.77 | | | | |
| Renewals Fund | £ 16,086.02 | | | | |
| Grant Aid Awards | £ 3,971.18 | | | | |
| Volunteer Programme | £ 19,504.40 | | | | |
| Office Admin | £ 4,750.00 | | | | |
| Salaries | £ 16,079.00 | | | | |
| Training | £ 1,500.00 | | | | |

| Leigh Town Council 2019/20 Budget Document | | | | | | | | | | | |
|--------------------------------------------|---------------------|---------------------|---------------------|--------------------------|---------------------|-------------------------------------------|---------------------|---------------------|---------------------|--------------------------|---------------------|
| INCOME | Actuals 2016/17 | Actuals 2017/18 | Budget 2018/19 | Yr End Projected Actuals | Budget 2019/20 | EXPENDITURE | Actuals 2016/17 | Actuals 2017/18 | Budget 2018/19 | Yr End Projected Actuals | Budget 2019/20 |
| Policy & Resources | | | | | | Policy & Resources | | | | | |
| Interest | £ 1,374.90 | £ 1,136.00 | £ 800.00 | £ 2,000.00 | £ 800.00 | P & R Expenditure | £ 16,920.09 | £ 25,885.59 | £ 46,210.00 | £ 40,050.00 | £ 43,350.00 |
| Other Income | £ 1,528.64 | £ 1,632.10 | £ 1,200.00 | £ 1,300.00 | £ 1,300.00 | Office & Admin | £ 64,425.27 | £ 61,132.74 | £ 73,550.00 | £ 61,575.00 | £ 65,750.00 |
| | £ 2,903.54 | £ 2,768.10 | £ 2,000.00 | £ 3,300.00 | £ 2,100.00 | Staffing | £ 82,769.26 | £ 98,403.62 | £ 92,549.00 | £ 96,462.00 | £ 105,308.00 |
| | | | | | | Capital Fund | | | £ - | £ - | £ - |
| | | | | | | | £ 164,114.62 | £ 185,421.95 | £ 212,309.00 | £ 198,087.00 | £ 214,408.00 |
| Community Facilities | | | | | | Community Facilities | | | | | |
| LCC Hire Income | £ 114,333.58 | £ 124,333.29 | £ 129,000.00 | £ 131,000.00 | £ 131,000.00 | Strand Wharf | £ 1,383.18 | £ 1,564.48 | £ 700.00 | £ 410.00 | £ 730.00 |
| LTC Contribution | £ 25,000.00 | £ 27,000.00 | £ 27,000.00 | £ 27,000.00 | £ 27,000.00 | LCC Expenditure | £ 51,199.62 | £ 50,983.00 | £ 52,200.00 | £ 46,520.00 | £ 58,850.00 |
| Other Income | £ 4,351.47 | £ 7,019.55 | £ 4,500.00 | £ 7,300.00 | £ 7,000.00 | LCC Staffing | £ 124,715.33 | £ 138,926.26 | £ 135,865.00 | £ 132,057.00 | £ 128,464.00 |
| Strand Wharf | £ 4,000.00 | £ - | £ - | £ - | £ - | CFC Other | £ 6,130.25 | £ 4,591.75 | £ 4,700.00 | £ 4,600.00 | £ 4,700.00 |
| Highways | £ 300.00 | £ 300.00 | £ - | £ - | £ - | Paddling Pool | £ - | £ - | £ 500.00 | £ - | £ - |
| | £ 147,985.05 | £ 158,652.84 | £ 160,500.00 | £ 165,300.00 | £ 165,000.00 | Skate Park Expenditure | £ 6,184.00 | £ 5,644.69 | £ 9,105.00 | £ 7,739.00 | £ 9,801.00 |
| | | | | | | LCC Repair/Remodel Project | | | £ 112,000.00 | £ 112,000.00 | £ 95,000.00 |
| | | | | | | | £ 189,612.38 | £ 201,710.18 | £ 315,070.00 | £ 303,326.00 | £ 297,545.00 |
| Environment & Leisure | | | | | | Environment & Leisure | | | | | |
| Allotments Income | £ 11,428.31 | £ 12,803.84 | £ 13,085.00 | £ 13,605.00 | £ 14,540.00 | Allotments Expenditure | £ 20,099.78 | £ 21,216.65 | £ 21,857.00 | £ 23,241.00 | £ 26,737.00 |
| Community Transport Fees | £ 3,182.70 | £ 1,267.00 | £ 2,500.00 | £ 2,500.00 | £ 2,500.00 | Community Transport Expenditure | £ 9,040.76 | £ 5,618.43 | £ 6,866.00 | £ 3,053.00 | £ 7,564.00 |
| | | | | | | Farmers' Market Expenditure | £ 1,518.28 | £ 2,180.83 | £ 5,067.00 | £ 6,116.00 | £ 8,143.00 |
| Farmers' Market Fees | £ 2,000.00 | £ 3,364.00 | £ 2,500.00 | £ 3,400.00 | £ 3,500.00 | Leigh Lights Expenditure | £ 28,910.53 | £ 31,743.51 | £ 36,970.00 | £ 37,270.00 | £ 33,450.00 |
| Leigh Lights Income | £ 2,320.00 | £ 3,040.00 | £ 2,750.00 | £ 2,700.00 | £ 2,750.00 | Other Events Costs | £ 5,936.87 | £ 6,030.61 | £ 5,750.00 | £ 5,333.00 | £ 6,500.00 |
| Other E&L Income | £ 570.00 | £ 490.00 | £ 450.00 | £ 1,240.00 | £ 950.00 | General E&L Services | £ 5,940.13 | £ 6,510.20 | £ 7,150.00 | £ 6,890.00 | £ 7,250.00 |
| | £ 19,501.01 | £ 20,964.84 | £ 21,285.00 | £ 23,445.00 | £ 24,240.00 | E&L Staffing | £ 22,088.71 | £ 14,917.27 | £ 12,260.00 | £ 11,760.00 | £ 13,376.00 |
| | | | | | | | £ 93,535.06 | £ 88,217.50 | £ 95,920.00 | £ 93,663.00 | £ 103,020.00 |
| Planning & Licensing | | | | | | Planning & Licensing | | | | | |
| | | | | | | Planning Expenditure | | £ - | £ 1,500.00 | £ - | £ - |
| | | £ - | | £ - | £ - | Staffing | £ 10,928.24 | £ 14,276.75 | £ 9,828.00 | £ 10,473.00 | £ 12,145.00 |
| | | | | | | | £ 10,928.24 | £ 14,276.75 | £ 11,328.00 | £ 10,473.00 | £ 12,145.00 |
| Total Income | £ 170,389.60 | £ 182,385.78 | £ 183,785.00 | £ 192,045.00 | £ 191,340.00 | Total Expenditure | £ 458,190.30 | £ 489,626.38 | £ 634,627.00 | £ 605,549.00 | £ 627,118.00 |
| Capital Reserves 31/03/18 | £ 168,407.95 | | | £ 30,000.00 | | Budget Net Totals per Committee | | | | | £ 212,308.00 |
| Earmarked Reserves 31/03/18 | £ 236,558.40 | | | £ 166,982.00 | | Community Facilities | | | | | £ 37,545.00 |
| General Reserves 31/03/18 | £ 109,139.23 | | | £ 100,000.00 | | Environment & Leisure | | | | | £ 78,780.00 |
| LCC Project Reserves | | | | £ 161,984.63 | | Planning, Highways & Licensing | | | | | £ 12,145.00 |
| | | | | | | LCC Repair/Remodel | | | | | £ 95,000.00 |



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 Valerie Morgan
 Vice Chairman: Jill Healey
 Town Clerk: Helen Symmons

Payments List 29th Aug 2018- 30 Oct 2018 Report 2705/ Expenditure incurred under the General Power of Competence

| Cheque | Expenditure | Payee | Purpose |
|--------|-------------|-------------------------------------|---------------------------------------------------------|
| | | Expenditure - Cheques | |
| 102601 | £180.00 | Southend BC | Premises licence Community Centre |
| 102602 | £71.40 | Wyvern Community Transport | Minibus hire Community Transport trips |
| 102603 | £50.00 | The Beth Chatto Gardens | Deposit for Community Transport trip |
| 102604 | £120.00 | Cash | Top up petty cash |
| 102605 | £70.20 | James Todd & Co Ltd | Payroll processing |
| 102606 | £126.00 | Miskos Ltd | Spam filtering and server monitoring |
| 102607 | £40.00 | Staff member | Reimburse event costs |
| 102608 | £24.00 | Hirer | Refund room hire |
| 102609 | £25.00 | Plot-holder | Refund plot deposit |
| 102610 | £25.00 | Plot-holder | Refund plot deposit |
| 102611 | £28.08 | Allen Bros Electrical (Factors) Ltd | Light bulbs Community Centre |
| 102612 | £26.13 | Viking | Stationery |
| 102613 | £200.00 | Wilkin & Sons Ltd | Community Transport afternoon tea |
| 102614 | £126.75 | Beth Chatto Gardens Ltd | Community Transport entrance charge |
| 102615 | £10.00 | Pitch holder | Refund of table fee |
| 102616 | £112.67 | Essex Supplies (UK) Ltd | Cleaning materials |
| 102617 | £120.00 | The Play Inspection Company | Annual Skate Park inspection |
| 102618 | £1.48 | Royal Mail Group Ltd | Leigh Partnership Group Survey response costs |
| 102619 | £15.00 | Plot-holder | Refund plot deposit |
| 102620 | £140.70 | Wyvern Community Transport | Minibus hire for Beth Chatto Gardens & Tiptree Jam trip |
| 102621 | £24.00 | Room hirer | Refund room hire |

| | | | |
|--------|-----------|----------------------------------------|-------------------------------------------------------|
| 102622 | £9040.57 | Johnson Gillies Ltd | Repair Programme Project Management |
| 102623 | £126.00 | Miskos Ltd | Server monitoring & spam filtering |
| 102624 | £70.20 | James Todd & Co Ltd | Payroll processing fee |
| 102625 | £250.00 | Entertainer | Children's event October half-term |
| 102626 | £131.20 | Essex County Council | Staff disclosure checks |
| 102627 | £360.00 | BT Payphones | Red telephone box in the Old Town |
| 102628 | £1899.60 | Edge IT Systems | Year 1 Facilities & Finance Systems (5 year contract) |
| 102629 | £11484.00 | Quantum Services | Part payment new lift at Community Centre |
| 102630 | £33.70 | Staff member | Reimburse travel expenses |
| 102631 | £23.92 | Viking Direct | Stationery |
| 102632 | £20.00 | Wyvern Community Transport | Deposits for minibus hire |
| 102633 | £495.00 | Veolia Environmental Services (UK) Ltd | Garden waste sacks |
| 102634 | £200.00 | South Essex Detective Project | Children's event entertainer |
| 102635 | £83.00 | Entertainer | Children's event |
| 102636 | £25.00 | EALC | Councillor Conference fee |
| 102637 | £48.60 | Volunteer | Reimburse mileage |
| 102638 | £15.00 | Wyvern Community Transport | Annual membership |
| 102639 | £10.96 | Recognition Express | Name badge for Councillor |
| 102640 | £120.66 | Essex Supplies (UK) Ltd | Cleaning materials |
| 102641 | £504.00 | Leigh Times Series Ltd | Magazine distribution |
| 102642 | £70.00 | Southend BC | Renewal of external Premises licence |
| 102643 | £79287.00 | Mansard Roofing Ltd | Repairs to roof Community Centre |
| 102644 | £100.00 | Royal British Legion | Poppy wreaths |
| | | | |
| Bk Trs | £512.91 | The Art Ministry | Children's event |
| Bk Trs | £1864.00 | RCH Heating & Plumbing Ltd | Deposit for TRV heating valves |
| Bk Trs | 22500.00 | Payroll | October payroll |
| Bk Trs | £195.00 | Team Prevent UK Ltd | HR services |
| Bk Trs | £86.40 | Eclipse Flags Ltd | LTC flag on Strand Wharf |
| Bk Trs | £55.00 | LOSALGA | Retained deposits |
| Bk Trs | £22500.00 | Payroll | September payroll |

| | | Expenditure – Imprest Items | |
|--|---------|------------------------------------|-----------------------------------------------------------------------------------------------|
| | £61.99 | Vinyl Banners Printing | 3 x banners re Brent Geese event |
| | £21.00 | Southend BC | Event notice Leigh Lights |
| | £22.46 | B & Q | Weedkiller |
| | £21.00 | Southend BC | Event notice – Brent Geese |
| | £418.14 | Mole Valley Farmers Ltd | Water troughs for allotments |
| | £26.98 | Jewson Ltd | Materials for minor repairs allotments |
| | £145.80 | Solopress | Leigh Lights flyers, banners Community Centre fairs flyers Community engagement banners |
| | | | |
| | | Expenditure – Direct Debits | |
| | £200.00 | FP Teleset | Postage |
| | £121.81 | Biffa Environmental | Community Centre recycling |
| | £108.29 | Biffa Environmental | Community Centre waste |
| | £92.15 | Biffa Environmental | Skate Park bins |
| | £195.36 | British Telecom | Broadband 716287 |
| | £792.00 | Southend BC | Business rates Community Centre |
| | £12.00 | Annecto Uk Ltd | Card machine charge |
| | £20.72 | DOTS | Photocopying costs |
| | £58.86 | GO CARDLESS (Verde Coffee Ltd) | Coffee costs recovered by LTC |
| | £6.00 | Annecto UK Ltd | Virtual terminal charge |
| | £63.07 | Global Payments | Card processing charges |
| | £65.66 | Global Payments | Card processing charges |
| | £35.00 | Information Commissioner | Registration renewal |
| | £13.79 | SSE | Strand Wharf electricity |
| | £62.38 | The Calls Warehouse | Call charges 477248 |
| | £508.47 | SSE | Community Centre electricity |

| | | | |
|--|---------|-------------------------------|----------------------------------------------------------------|
| | £75.65 | Biffa Environmental | Community Centre recycling |
| | £119.65 | Biffa Environmental | Community Centre waste |
| | £92.15 | Biffa Environmental | Skate Park bins |
| | £96.00 | FP Mailing | Franking machine lease |
| | £12.00 | Annecto UK Ltd | Virtual terminal charge |
| | £792.00 | Southend BC | Business rates Community Centre |
| | £74.14 | DOTS | Photocopying costs |
| | £13.30 | Global Payments | Card processing charges |
| | £15.66 | Global Payments | Card processing charges |
| | £6.00 | Annecto UK Ltd | Virtual terminal charge |
| | £200.00 | FP Teleset | Top up franking machine |
| | £138.53 | Wessex Products (Leasing) Ltd | Hand drier lease |
| | £49.31 | SSE | Skate park electricity |
| | £16.13 | SSE | Strand Wharf electricity |
| | £550.29 | SSE | Electricity Community Centre |
| | £32.75 | The Calls Warehouse | Call charges 477248 |
| | £908.03 | British Telecom | Line rental & charges re 477248 477987 714063 716287 716288 |
| | | | |

[Agenda](#)