



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson



MINUTES OF AN EXTRAORDINARY MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 28th JANUARY 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Syrie Cox, Jerry Holden, Pat Holden, Paul Lawrence, Valerie Morgan, Carole Mulroney, Patsy Ryan, David Stanley and Jane Ward

Also in attendance: Paul Beckerson (Town Clerk), Paul Nizinskyj (Echo Reporter)

The meeting opened at 8.46pm

97. CHAIRMAN'S OPENING REMARKS

There were none.

98. DECLARATIONS OF INTEREST

There were none

99. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield, Margaret Cotgrove, Geoff Crawford, Donald Fraser, Caroline Parker and John Wren

100. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of 14th January 2015 were agreed as a correct record and signed by the Chairman.

101. BUDGET 2015/16

Council considered the recommendation from F&GPC for a budget of £361,876.

The remaining proposals from the paper by Cllr Richard Herbert were considered.

ADD: General Purposes

Community Engagement	£5,000
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DEDUCT: General Purposes

S&TPSC	£3,000
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LCCC

Advertising	£1,500
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Effect on budget = + £500

Proposed Cllr Richard Herbert; seconded Cllr Carole Mulroney

Council **RESOLVED** to agree the amendments.

The proposed budget for 2015/16 was **£362,108** as set out in Appendix 1.

A recorded vote was requested.

For the proposal: Cllrs Syrie Cox, Richard Herbert, Valerie Morgan, Carole Mulroney, Patsy Ryan, David Stanley and Jane Ward **(7)**

Against the proposal: Cllrs Jerry Holden, Pat Holden and Paul Lawrence **(3)**

The Council **RESOLVED** that the budget for the financial year 2015/16 shall be **£381,858** less £19,750 Local Council Tax Support Grant giving **£362,108** to be raised through Council Tax.

102. TO SET PRECEPT 2015/16

The precept of **£362,108** would mean a Council Tax Rate of **£42.89** at Band D giving a rise of £6.55 (18.02%).

A recorded vote was requested.

For the proposal: Cllrs Syrie Cox, Richard Herbert, Valerie Morgan, Carole Mulroney, Patsy Ryan, David Stanley and Jane Ward **(7)**

Against the proposal: Cllrs Pat Holden and Paul Lawrence **(2)**

Abstentions: Cllr Jerry Holden **(1)**

As a Council Tax Rate of **£44.89** is not divisible by 9 it gives a figure of £4.76556 this will therefore become (9 x £4.76 = **£42.84** which means a reduction of £414.

The Council **RESOLVED** that the precept for 2015/16 shall be **£361,694** and would mean a Council Tax rate of **£42.84** at Band D giving a rise of £6.50 (17.89%)

The meeting closed at 8.59pm

Leigh-on-Sea Town Council

Budget Pack 2015/16

Council
28-01-15

Final Budget

Council budget 28/01/15

	£	£
Anticipated reserves at 31 March 2015		
General Reserves	82,847	From attached sheet 1
Planning Reserve	2,000	
Capital Reserves	117,195	
Add		202,042
draft budget income from committees		
Planning	0	From attached sheet 2
Transport & Highways	0	From attached sheet 3
Allotments	12,875	From attached sheet 4
Leisure Foreshore and Environment	8,890	From attached sheet 5
Finance & G.P.	0	From attached sheet 6
Office	0	From attached sheet 7
Staff	0	From attached sheet 8
Leigh Community Centre Hire Income	121,000	From attached sheet 9
Committee Total		142,765
Deduct		
draft budget expenditure from committees		
Neighbourhood Plan	2,000	From attached sheet 2
Planning	7,531	From attached sheet 2
Transport & Highways	8,460	From attached sheet 3
Allotments	18,789	From attached sheet 4
Leisure Foreshore and Environment	75,615	From attached sheet 5
Strand Wharf	67,195	From Capital reserves
Major Project Fund	50,000	From Capital reserves
Finance & G.P.	85,621	From attached sheet 6
Office	57,000	From attached sheet 7
Staff	86,490	From attached sheet 8
Leigh Community Centre	197,964	From attached sheet 9
Committee Total		656,665
Deduct		
Planned reserve at 31 March 2016*		70,000
Nett shortfall = Precept required		-381,858
Less LCTS Grant	-19,750	
	-362,108	361,694

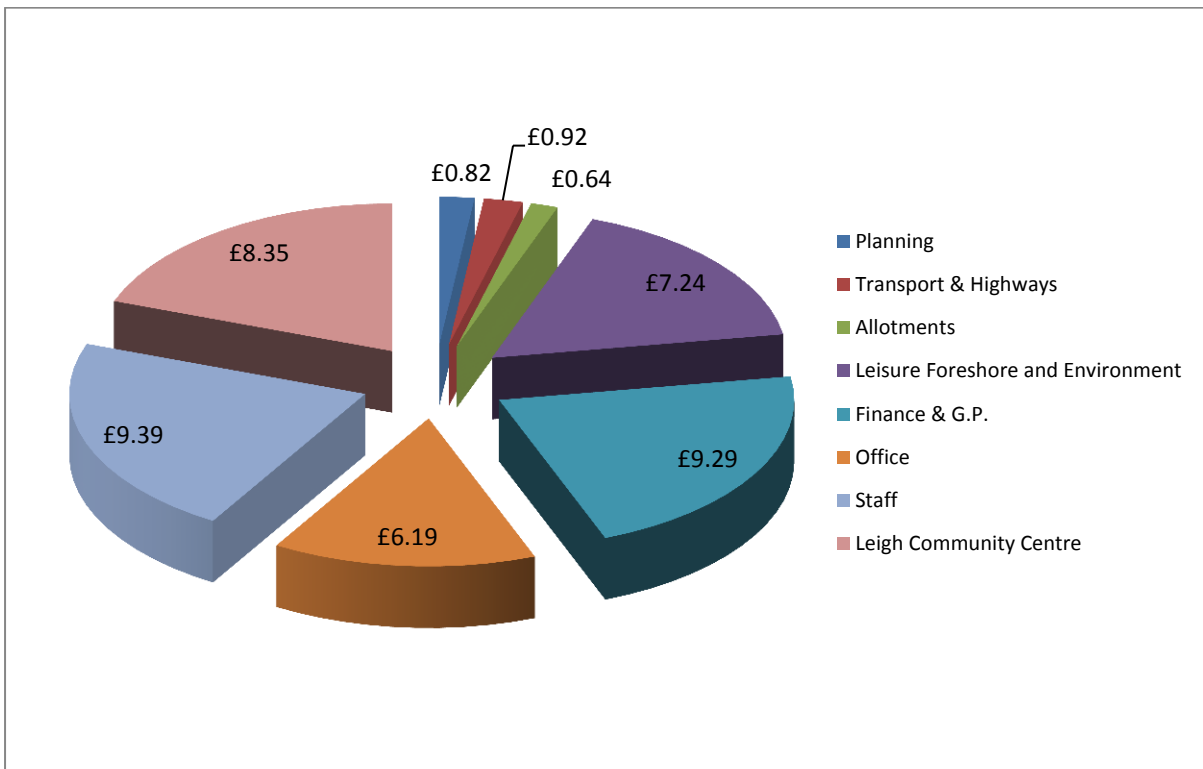
*£70,000 is the Town Clerk's recommended reserve level

The Paddling Pool, being a donation for this purpose, is ring fenced and will have no impact on the precept

Proposed increase/decrease in budget	17.48	%		
Proposed Band D equivalent at Tax base	42.89			
	42.84	Divisible by 9	4.76556	
An increase of £6.50	17.89	%	Band D 2014/15	£36.34
Tax Base 2015/16 8442.91				
An Increase of 116.47				

Sheet 1

Anticipated underspends by Committees	£
Planning	0
Transport & Highways	3,500
Allotments	0
Leisure Foreshore and Environment	0
Finance & G.P.	0
Office	0
Staff	0
Total	3,500
Anticipated general reserve from Budget report	95,970
Less VAT Exempt Payment	16,623
General Reserves carried forward	82,847



Sheet 2

1st Planning Budget

Heading	B/F 2013/14	Income	Expenditure
Staff costs		0	7,031
Planning		0	500
Neighbourhood Plan	2,000	0	0
Other items (specify)		0	0
Total	2,000	0	7,531

Sheet 3

T & H Budget 1st Draft 2015/16

Heading	Income	Expenditure
School Crossing Patrols	0	4,500
Bus Shelter Cleaning/Maintenance	0	3,000
New Bus shelters	0	0
Highways Infrastructure	0	0
Bollards	0	250
Phone Box	0	300
Staff Costs	0	410
Total		8,460

Sheet 4

1st draft of allotments budget 2015/16 17/09/14

Heading	B/F 2014/15	Income	Expenditure
Rents			
Manchester Drive		7,412	
Leigh		3,222	
Marshall Close		431	
MDAS Commission			926
Plot clearance			
Rubbish clearance			
Equipment			
Water Rates		1,810	2,700
Staff Costs			5,503
Maintenance			1,000
Miscellaneous			60
Training			
Vehicle			
Hedge Cutting			1,000
Capital improvements*			2,500
Grass Cutting			0
Keys			0
MDAS Grant			3,000
LA Grant			1,600
MC Grant			500
Totals		£12,875	£18,789
Nett cost (exp - inc)		£5,914	

Sheet 5

LFE Budget 3rd Draft - 28-01-15

Heading	Income	Expenditure
Community Transport*	3800	8263
Flower baskets	0	6000
First Aid Provision	0	1000
Farmers' Market*	2040	1650
Skate Park		7172
Strand Wharf	0	2150
Leigh Lights*	3050	29060
Paddling Pool	0	0
Grants to outside organisations	0	2000
Maritime Festival	0	3700
May Day	0	600
Carols on Strand Wharf	0	200
Easter Event	0	1000
Other Events		500
Good for Leigh		500
Events Equipment		500
LCC Event Hire (3 Events)		£600
Community facilities		2000
Staff costs		8719.78
Totals	8890	75614.78
Nett cost		66724.78

* see separate budgets below

Community Transport	Income	Expenditure
Staff costs		4203
Ticket sales	3800	
Trip costs		1500
Minibus hire		1300
CRB checks		200
Petrol		200
Refreshments		200
CTA membership		270
Midas Training		200
Misc		130
Driver Licence Verification		60
Totals	3800	8263
Nett cost		4463

Farmers Market	Income	Expenditure
Stall hire	2040	
Hall Hire		1000
Leaflet		450
Banners		200
Totals	2040	1650
Nett cost		-390

Skate Park	Income	Expenditure
Rent		50
Cleaning		2000
Electricity		450
Miscellaneous		200
Grass Cutting		700
Staff costs		2772
Skate Park Maintenance		1000
Totals		7172

Strand Wharf	Income	Expenditure
Cleaning Staff Costs		2000
Electricity		150
		2150

Leigh Lights	Income	Expenditure
Column testing 1/3		1450
Installation and removal		7100
Storage		2400
Power		300
Replacement bulbs / renewal		1100
Traders contributions	2000	
Switch-on security		3200
Entertainers		1000
Road closures, licences etc.		4500
Donations	700	700
First Aid		180
Capital Renewals		5530
Charges to stalls, fairs	350	
Support columns - erect and remove plus storage		1600
Totals	3050	29060
Nett cost		26010

Sheet 6

2015/16

General Purposes – 3rd draft budget F & G.P. 28-01-15

Heading	Income	Expenditure
Bursary Fund LCC*	0	1,400
Furniture / Equipment	0	500
Elections	0	7,000
Legal Costs	0	1,500
Annual Town Meeting	0	500
Community Engagement	0	9,000
Civic	0	200
Renewals Fund**	0	8,000
Strategy & Town Plan SC	0	0
Capital Fund	0	50,000
Localism Act	0	300
Intern		4,000
GP Janitorial	0	3,221
Totals	0	85,621
Nett cost	0	85,621

* Grant Aid Budget subject to advertising and application

**Rolling Renewals Programme

Sheet 7

2nd Provisional Office Budget for 2015-16

For information

Office budget and expenditure

Budget	Heading	2015/16		Budget	Expenditure	% spent
2014/15			1997/8	14,515	13,122	90
	LCC Support Grant		1998/9	17,260	14,401	83
	Office Rental	3,500	1999/2000	14,075	10,850	77
23,500	LCC Premises Use Grant	25,000	2000/1	12,505	11,467	92
23,500		28,500	2001/2	12,865	11,130	87
	Administration		2002/3	14,690	12,229	83
1,400	Stationery	1,400	2003/4	13,925	15,560	112
4,900	Insurance	5,500	2004/5	16,000	15,418	96
150	Library	300	2005/6	21,000	20,766	99
2,000	Communication	2,000	2006/7	29,110	29,003	100
2,700	Photocopying	2,700	2007/8	28,360	29,164	103
2,000	Subscriptions	2,300	2008/9	32,060	31,867	99
1,700	Postage	1,700	2009/10	33,570	32,998	98
50	Entertaining	250	2010/11	36,460	36,606	100
450	Licences	500	2011/12	40,020	44,807	112
600	Expenses/Travel Costs - Cllrs*	600	2012/13	42,950	43,395	101
	Bank Charges	1,200	2013/14	44,760	46,187	103
500	Miscellaneous	500	2014/15	47,960		
2,000	Audit	2,000				
2,000	IT**	2,000				
1,000	Training - Staff	2,000				
2,000	Training - Cllrs	2,000				
550	Mileage & Expenses - Staff	550				
460	Green Waste Sacks	1,000				
24,460		28,500				
47,960	Total	57,000				

* Now including LTC area

**Renewals element included in Renewals Fund GP Budget

Sheet 8

1st Provisional salaries budget	2014/15
Heading	Budget 2014/15
Town Clerk*	
Pay	42,693.31
Other staff (proportionate)*	
Pay	43,010.75
Additional Agreed	
	85,704.06
Payroll Costs	786
Total	£86,490.06

* some elements of pay are allocated to committee budgets

Sheet 9

LCC Budget 2015/16

	Income Budget	Expenditure Budget
Hiring Income	£94,000.00	
LTC Building Contribution	£25,000.00	
Bursary Fund	£1,400.00	
LTC Events Hire	£600.00	
Rates		£8,000.00
Gas		£7,500.00
Electric		£7,000.00
Water		£1,700.00
Catering		£0.00
Communications		£1,500.00
Cleaning Materials Etc.		£1,000.00
Waste Removal / Washroom Serv.		£3,200.00
Insurance		£2,800.00
Advertising		£1,000.00
Security / Alarms		£1,200.00
Internal Maintenance		£10,000.00
External Maintenance		£6,500.00
Miscellaneous		£2,000.00
Licences		£1,000.00
IT		£1,000.00
Janitorial Costs		£500.00
Contingencies		£2,000.00
Salaries / Payroll		£128,308.00
Equipment & Fittings		£3,000.00
Non Recoverable VAT		£8,756.49
Totals	£121,000.00	£197,964.49

Includes 33% of 3 Year
Wedding Licence

Net Revenue Budget Deficit

£76,964.49

Council Budget 28/01/15

3 YEAR FORECAST

	2015/16		2016/17		2017/18	
	£	£	£	£	£	£
Anticipated reserves at 31 March 2015						
General Reserves	82,847		70,000		70,000	
Capital Reserves	67,195					
Add		150,042		70,000		70,000
draft budget income from committees						
Allotments	12,875		12,875		13,004	
Leisure Foreshore and Environment	8,890		8,890		8,890	
Leigh Community Centre Hire Income	121,000		122,210		123,432	
Committee Total		142,765		143,975		145,326
Deduct						
draft budget expenditure from committees						
Planning	7,531		7,682		7,835	
Transport & Highways	8,460		8,629		8,802	
Allotments	18,789		19,165		19,548	
Leisure Foreshore and Environment	75,615		80,127		86,730	
Strand Wharf	67,195					
Finance & G.P.	85,621		86,477		88,207	
Office	57,000		57,570		58,434	
Staff	86,490		88,220		89,984	
Leigh Community Centre	197,964		201,924		205,962	
Committee Total		604,666		549,794		565,502
Deduct						
Planned reserve at 31 March 2016*		70,000		70,000		70,000
Nett shortfall = Precept required		-381,859		-405,819		-420,176
Less LCT Grant		-19,750				
		-362,109		-405,819		-420,176