



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 Keith Evans | **Vice Chairman:** Cllr Dr. David Bowry

Town Clerk: Helen Symmons PSLCC



Members are requested to attend a meeting of the
FINANCE & GOVERNANCE COMMITTEE
of Leigh-on-Sea Town Council
on **Tuesday 1st November 2022** commencing at **7.30 p.m.**
at Leigh-on-Sea Community Centre, 71-73 Elm Road,
Leigh-on-Sea, SS9 1SP

Committee Membership

Cllrs: *David Bowry (Chairman), Vinice Cowell, Doug Cracknell, Keith Evans, Anita Forde, Paul Gilson, Jill Healey, Carole Mulroney and Andy Wilkins*

Helen Symmons

Helen Symmons
Town Clerk
27th October 2022

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

AGENDA / BUSINESS TO BE TRANSACTED

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING
2. APOLOGIES FOR ABSENCE
Cllr Mulroney submitted apologies prior to the agenda being published.
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING [6TH SEPTEMBER 2022](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 5

POLICY DECISIONS

There are no policies due for review at this meeting.

RESOURCES DECISIONS

7. OLD MESS ROOM FURTHER LEASE NEGOTIATION

Upon receipt of the draft lease, all the Heads of Term points that had been discussed (and without any advice to the Town Clerk that they had not been agreed) had been removed and replaced with different terms. The Town Clerk has clarified the Council's position and advised that if the previous terms cannot now be agreed then the matter will have to revert to Council. A response is awaited from the City Council.

8. REPORT FROM WARM SPACES WORKING PARTY ([Appendix 2](#)) page 6

There is no financial recommendation to the Committee but suggestions made regarding a signposting facility. The Town Clerk had already set up a signposting page which will be updated when appropriate and can include a list of warm space hubs in the area when made known to staff. The Council's social media pages already promote the café and Over 60's social club as well as the Listening Room, Blues Nights and all classes at Leigh Community Centre.

9. RECOMMENDATION FROM C&C COMMITTEE REGARDING COMMUNITY CAFÉ ([Appendix 3](#)) page 7

The Directors of Lorna & Lottie's Community Interest Company gave their notice to retire at the end of the year. A copy of the report provided to C&C Committee is at Appendix 3. The Town Clerk requested further information from the Directors with a deadline date 27th October so an up-to-date financial assessment could be undertaken by this committee to enable a decision to be made. Unfortunately, despite chasing, this has not been provided. A final decision cannot be made without this information as it relates to transferable contracts, inventory lists and café staff financials.

The only option at this stage is to chase again for the information with a deadline date of 21st November and **RECOMMEND** to Council that the operation of the café be incorporated in to the Council structure with any surplus being a source of income generation for the Council to cover utility costs of the Community Centre that the café use and this in turn helps to keep the precept lower. The Town Clerk will oversee the operational and administrative functions, with existing café staff being employed by the Council on zero hours contracts, managing and running the daily operations. The increase in financial administration will be covered by Council staff and financial information reported to C&C Committee as part of Leigh Community Centre.

FINANCIAL

10. COMMITTEE AND COUNCIL BUDGET UPDATE 2022/23 ([Appendix 4](#)) page 9 **DECISION ITEM**

Following the resignation of a Highlands Ward Councillor, it was hoped that the vacancy would go to co-option given that the term is only till May 2023. However, a by-election has been called and added to the one called in August, the election budget will now be exceeded. The cost of a by-election is approximately £4,000-£5,000 and this is with a generous discount. It is **RECOMMENDED** that the Elections Earmarked reserve be used to fund the shortfall in the current financial year.

Whilst the Elections Earmarked reserve is at a healthy level, should all wards go to election in May 2023 (being a full election year), then the cost could be in the region of £40,000. With two by-elections this year, this means that the reserve that was building year on year to cover this potential cost won't be achieved and therefore there will have to be additional budget set aside in 2023/24.

11. INTERNAL AUDIT – INTERIM REPORT ([Appendix 5](#)) page 12

The recommendation regarding the addition to the Risk Register will be undertaken.

12. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST COUNCIL MEETING ([Appendix 6](#)) page 17 **DECISION ITEM**

13. QUARTERLY FINANCE CHECKS

Cllr Evans is currently undertaking the checks for the first two quarters of 2022.

14. BANK RECONCILIATION CHECKS

Cllrs Bowry and Healy are undertaking July and August 2022 reconciliations.

15. BANK ACCOUNT BALANCES AS AT 25TH OCTOBER 2022

Current Account	£17,683.85
Payroll Account	£8,590.46
Imprest Account	£1,000.00
Deposit Account	£300,387.06
PSDF Account	£525,006.76

16. ANNUAL BUDGETING PROCESS ([Appendix 7](#)) page 20 **DECISION ITEM**

The draft budget for F&G Committee is submitted for **approval and recommendation to Council**.

In submitting the budget, the following has been included or should be noted:

- Overall reduction to the budget of £16,600
- Continued reduction in Grant Award Fund budget using the earmarked reserves accrued
- Reduction in Furniture & Equipment budget using the earmarked reserves accrued
- Increase to Elections budget to cover the cost of by-elections in 2022 affecting the Earmarked reserve being created for elections in 2023
- Increase in Community Engagement budget due to continued rise in paper costs for the magazine. We have reduced the paper quality without affecting the look of the magazine plus reduced the magazine size to lessen the increase. £400 annual cost of the new Community Engagement app is included in the budget increase.
- Increase in LTC Website to cover some amendments that are required
- No budget for Strategic Objectives projects set in 2023/24 as the proposed budget of £15,000 in the Medium Term Plan will be directly allocated to the paddling pool works under Community & Culture Committee
- Reduction in audit costs due to new contractor

Resolved draft budgets from Staffing and Community & Culture Committees are submitted for **approval and recommendation to Council**.

In approving their budgets, the Committees budgets included the following or should be noted:

Staffing

- Overall increase to budget £33,500
- A 3% national pay rise has been budgeted
- A 0.7% increase in employers pension contributions has been budgeted
- No member of staff will be paid below the national living wage minimum. This resulted in 3 members of staff have wage increments plus further standard appraisal increments have been applied for other relevant members of staff.

Community & Culture

- Overall reduction to budget £2,195
- Community Centre income of £130,000 is based on this year's prediction of which should be achievable.

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2022/23

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
F&G 01-03-22	26. Spatial Plan	TC asked to make enquiries with City Council		Appropriate officers and portfolio holders contacted in June following City elections	Chased and response awaited	TC
F&G 28-06-22	9. CIL	RESOLVED to defer decision re War Memorial			Awaiting further details – expected October but nothing received as yet	
F&G 06-09-22	17 & 18. Policies	RESOLVED with recommendation to Council	06-09-22	Added to Council agenda	NFA	
F&G 06-09-22	19. Community Engagement App	RESOLVED	06-09-22	Town Clerk has actioned the decision	Administration will be dealt with by the office NFA under this minute	
F&G 06-09-22	22. Approve expenditure	RESOLVED with recommendation to Council	06-09-22	Added to Council agenda	NFA	

[Agenda](#)



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Report 2796/KE

Warm Space Working Party held 17 October 2022

Membership : Cllrs Cowell, Evans, Gilson, Parris, Wilkins.

The meeting was held via Zoom video conference
The working party considered and discussed 3 options

- Set up a warm space within the community centre.
- Signpost residents to warm spaces that are being set up in the community.
- Do nothing.

The 3rd option to do nothing was discounted immediately.

Discussions took place surrounding options 1 & 2

The working party were concerned about the resources required to set aside and facilitate a warm space.

It is not within the scope of the council to provide free or discounted refreshment from the café, as this is not under our control.

It is unclear what the city council are doing although it was noted a city working party had been set up and had met. Any outcomes would be circulated to the working party when known.

The working party agreed that any proposals made from the City council requiring a warm space provision would be considered but would need to be referred to full Council.

It was noted that the LTC website already has a page that signposts residents to the city council regarding the cost-of-living emergency.

The council have also already shared social media posts regarding free breakfasts etc that have been advertised.

It was recommended that a directory of warm spaces within the LTC area and just outside the boundary be collated and shared to residents. These included churches and other organisations who may also run clubs.

The promotion of Lorna and Lottie's for a cup of coffee was also suggested along with LTC over 60s social club and similar clubs operating by hirers in the community centre.

Members agreed that they wished to keep the situation under review.

[Agenda](#)



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Report 2794/HS

Option for Council to run a community centre café

Background and Financials

The café within the community centre has been run by three franchisees since 2013, the last two being community interest companies. The Council has had a licence with the operators and received 50% of the surplus after ALL expenditure including directors' remuneration.

Since 2017 the café has been running profitably with the Council receiving a licence fee as follows:

2017	£2,177
2018	£3,582
2019	£3,922
2020	£0 (but the café broke even having received grants during lockdown)
2021	£0 (but awaiting final accounts – believe a small profit was made)
2022	£1802 (first 6 months)

The present proprietor of the café employs 6 staff all on zero contract hours as hours do fluctuate seasonally. All staff have received hygiene training and take on additional duties at present e.g. admin, shopping

The core hours of the café are 9-3pm Monday to Saturday. Any additional catering jobs via room hire bookings at the Community Centre cover the additional staffing hours.

The Town Clerk has been receiving monthly figures from the café since 2017 and is aware that staff are fully invested in the success of the café.

Projection for 2023 if council running:

Sales	£72,500
Café supplies	£18,750
Salaries	£44,500
Misc costs	<u>£1,800</u>
INCOME SURPLUS	£7,450

Can the Council legally run the café?

The Council is a not-for-profit organisation – any funds realised above operating costs would go straight back into the Council's budget, so no profit is actually realised. The Council would not be entering into a trading relationship with a private company or individuals where that second party could realistically expect to realise a true profit. The Council would be acting alone to generate income.

The community cafe would be “income generation” as this is not a “commercial” venture in the true sense of the word. The cafe would be an addition to the Council’s existing income generation work, including room hire, allotment rent, sponsorship income, markets etc – none of which are operated by a separate company. As you are aware from the Council’s budget documents, the income already generated by these workstreams goes straight back into the Council’s budgets.

We are also covered legally and reference the case of *R (Peters) v Haringey LBC* 2018 where the Courts acknowledged that under s.4 of the 2011 Act, a local authority carrying out activities for a commercial purpose had to do so through a company. However, the purpose of s.1 of the Act was to broaden the range of local authorities' powers and it did not require them to use a company for activities which they could previously have done without a company. Prior to the 2011 Act, the Council would have been able to set up such a cafe without a company. Furthermore, Leigh Town Council have the General Power of Competence giving it the power to operate the café.

The courts also confirmed that it was not the case that commonplace activities connected with local authorities' land or assets, and which might generate a return, could only lawfully be done through a company (see paras 131-132 of judgment). The local authority's purpose was deemed not to be commercial. The fact that it might achieve a profit over expenditure did not make the purpose commercial. The local authority was not seeking to make a profit, rather its aim was to achieve its social objectives, and it was obliged to be financially prudent in order to produce returns that could be used to further those objectives.

The Council would be acting completely lawfully in this endeavour.

The Council would be operating the community café completely legally in its intentions to generate income to go straight into the Council’s budgets to continue to provide a high standard of services to those who live, work, learn and visit our town, and to make the most efficient and effective use of the funds that the Council receives from the public purse.

Advantages

- Existing staff retain their jobs
- More control by Council
- Better team working
- Increased income generation

Risks

- Administrative burden on existing staff

[Agenda](#)

FINANCE & GOVERNANCE DETAILED BUDGET										
INCOME	Budget 2022/23	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2022/23	Expenditure	Balance	% Spent
Precept	£ 452,880.00	£ 452,880.00	£ -	100.00%	Grant Award Fund	£ 7,471.18	£ 3,000.00	£ 3,318.15	-£ 318.15	31.69%
Grants Received		£ 15,085.00			Furniture & Equipment	£ 5,500.00	£ 2,000.00	£ 800.59	£ 1,199.41	10.67%
Bank Interest	£ 150.00	£ 2,366.20	-£ 2,216.20	1577.47%	Elections	£ 31,344.77	£ 4,000.00	£ -	£ 4,000.00	0.00%
Other Income	£ 1,000.00	£ 633.21	£ 366.79	63.32%	Legal Costs	£ 4,855.00	£ 1,000.00	£ -	£ 1,000.00	0.00%
VAT Refund (for info only)		£ 1,441.85			Annual Town Meeting		£ 1,000.00	£ 254.78	£ 745.22	25.48%
					Community Engagement		£ 12,250.00	£ 6,918.16	£ 5,331.84	56.47%
					Volunteer Programme	£ 4,504.00	£ 2,500.00	£ 2.99	£ 2,497.01	0.04%
					LTC Website		£ 500.00	£ 140.00	£ 360.00	28.00%
					Civic		£ 250.00	£ 414.22	-£ 164.22	165.69%
					Renewals Fund	£ 19,586.02	£ 7,000.00	£ 9,437.91	-£ 2,437.91	35.50%
					Other Expenditure		£ 1,300.00	£ 843.00	£ 457.00	64.85%
					Localism Act		£ 1,750.00	£ -	£ 1,750.00	0.00%
					Social Isolation Projects	£ 4,767.60	£ 1,000.00	£ 3.16	£ 5,764.44	0.05%
					Emergency Community Fund	£ 7,363.50	£ -	£ 20.19	£ 7,343.31	0.27%
TOTAL INCOME	£ 454,030.00	£ 470,964.41	-£ 1,849.41	103.73%	TOTAL EXPENDITURE		£ 37,550.00	£ 22,129.80	£ 15,420.20	58.93%
CIL Receipt		£ 37,678.73			Strategic Plan Projects	£ 20,000.00	£ 15,000.00		£ 35,000.00	
					CIL Expenditure			£ 14,333.77	-£ 14,333.77	

OFFICE ADMIN DETAILED BUDGET				
EXPENDITURE	Budget 2022/23	Expenditure	Balance	% Spent
Premises				
Office Rental	£ 5,150.00		£ 5,150.00	0.00%
LCC Premises Use Grant	£ 5,000.00	£ 1,102.85	£ 3,897.15	22.06%
EMR - Office Rent £3300	£ 10,150.00	£ 1,102.85	£ 9,047.15	10.87%
EMR - Office Admin £10600, IT £4,000				
Stationery	£ 1,000.00	£ 250.49	£ 749.51	25.05%
Insurance	£ 4,000.00	£ 3,285.18	£ 714.82	82.13%
Library	£ 200.00	£ 141.00	£ 59.00	70.50%
Communication	£ 2,000.00	£ 725.43	£ 1,274.57	36.27%
Photocopying	£ 3,250.00	£ 1,504.29	£ 1,745.71	46.29%
Subscriptions	£ 500.00	£ -	£ 500.00	0.00%
Postage	£ 750.00	£ 398.00	£ 352.00	53.07%
Entertaining	£ 250.00	£ 50.00	£ 200.00	20.00%
Licences	£ 50.00	£ 35.00	£ 15.00	70.00%
Bank Charges	£ 500.00	£ 152.14	£ 347.86	30.43%
Miscellaneous	£ 300.00	£ -	£ 300.00	0.00%
Professional Advice	£ 1,500.00	£ -	£ 1,500.00	0.00%
Audit	£ 3,750.00	£ 1,300.00	£ 2,450.00	34.67%
IT	£ 3,500.00	£ 1,170.25	£ 2,329.75	33.44%
Training EMR £5500				
Training - Staff	£ 2,500.00	£ 784.00	£ 1,716.00	31.36%
Expenses/Travel Costs - Cllrs	£ 500.00	£ -	£ 500.00	0.00%
Training - Cllrs	£ 1,500.00	£ 458.74	£ 1,041.26	30.58%
Mileage & Expenses - Staff	£ 1,500.00	£ 259.18	£ 1,240.82	17.28%
	£ 27,550.00	£ 10,513.70	£ 17,036.30	38.16%
	£ 37,700.00	£ 11,616.55	£ 26,083.45	30.81%

Leigh Town Council Main Budget Report										
INCOME	Budget 2022/23	Income Received	Balance	% Received		EXPENDITURE	Budget 2022/2023	Expenditure	Balance	% Spent
General Reserve B/F		£ 100,447.00								
Finance & Governance Committee						Finance & Governance Committee				
Precept	£ 452,880.00	£ 452,880.00	£ -	100.00%		Policy & Council Resources	£ 37,550.00	£ 22,129.80	£ 15,420.20	58.93%
Grants Received	£ -	£ 15,085.00	-£ 15,085.00			Office & Council Administration	£ 37,700.00	£ 11,616.55	£ 26,083.45	30.81%
Interest	£ 150.00	£ 2,366.20	-£ 2,216.20	1577.47%		Strategic Plan Projects Expenditure	£ 15,000.00		£ 15,000.00	0.00%
CIL Income		£ 37,678.73				CIL Expenditure		£ 14,333.77	-£ 14,333.77	
Other Committee Income	£ 1,000.00	£ 633.21	£ 366.79	63.32%			£ 90,250.00	£ 48,080.12	£ 42,169.88	53.27%
	£ 454,030.00	£ 508,643.14	-£ 16,934.41	112.03%						
						Staffing Committee				
						Council Staffing	£ 97,000.00	£ 40,236.71	£ 56,763.29	41.48%
Community & Culture Committee						Community & Culture Committee				
Leigh Community Centre	£ 100,000.00	£ 56,771.08	£ 43,228.92	56.77%		Leigh Community Centre	£ 53,150.00	£ 21,353.80	£ 31,796.20	40.18%
						Community Centre Staffing	£ 148,000.00	£ 67,806.61	£ 80,193.39	45.82%
Allotments	£ 19,325.00	£ 8,008.75	£ 11,316.25	41.44%		Allotments	£ 29,200.00	£ 5,867.03	£ 23,332.97	20.09%
Community Facilities	£ 3,900.00	£ 1,675.83	£ 2,224.17			Community Facilities	£ 23,275.00	£ 19,947.96	£ 3,327.04	85.71%
Health & Wellbeing Programme	£ 4,750.00	£ 1,031.85	£ 3,718.15	21.72%		Health & Wellbeing Programme	£ 21,600.00	£ 14,935.62	£ 6,664.38	69.15%
Environment Facilities & Services		£ -	£ -			Community Services Funding	£ 5,700.00	£ -	£ 5,700.00	0.00%
Friends of LCC	£ -	£ 54.00	-£ 54.00			Community Partnership Programmes	£ 6,250.00	£ 416.25	£ 5,833.75	6.66%
		£ -				Environment Facilities & Services	£ 35,675.00	£ 5,249.87	£ 30,425.13	14.72%
						Committee Staffing	£ 15,250.00	£ 5,381.61	£ 9,868.39	35.29%
	£ 127,975.00	£ 67,541.51	£ 60,433.49	52.78%		Friends of LCC		£ 49.27		
							£ 338,100.00	£ 141,008.02	£ 197,091.98	41.71%
Chairman's Charity Collection		£ 276.32				Planning, Highways & Licensing	£ 15,000.00	£ 5,634.32	£ 9,365.68	37.56%
Total Income	£ 582,005.00	£ 576,460.97	£ 43,499.08	99.05%		Resolved Capital Projects				
						LCC Refurbishment	£ 40,000.00	£ 9,392.00	£ 30,608.00	23.48%
	YR end 21/22		YR end 22/23				£ 40,000.00	£ 9,392.00	£ 30,608.00	23.48%
Capital Reserves	£ 64,975.03					Total Expenditure	£ 580,350.00	£ 244,351.17	£ 335,998.83	
Earmarked Reserves	£ 303,522.50					General Reserves		£ 432,556.80		
CIL Reserve	£ 34,611.03					Forecast General Reserve @ yr end		£ 110,000.00		
3rd Party monies	£ 11,034.44									

HEELIS & LODGE

Local Council Services • Internal Audit

Interim Internal Audit Report for Leigh-on-Sea Town Council – 2022/2023

The following Internal Audit was carried out on the adequacy of systems of control. The following recommendations/comments have been made:

Proper book-keeping Cash Book, regular reconciliation of books and bank statements.
Supporting vouchers, invoices and receipts

All were found to be in order. The Council hold the General Power of Competence and LGAs137 does not apply.

The Council use Edge accounting software. cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes

Reviewed: 24/5/2022 (Ref: 11.c)

Financial Regulations in place: Yes

Reviewed: 24/5/2022 (Ref: 11.c)

VAT reclaimed during the year: Yes Registered: Yes

An examination of Quarter One was undertaken and all was found to be in order.

General Power of Competence: Yes

Adoption of the Code of Conduct: Yes (24/5/2022 – Ref: 11.c)

There were no tenders during the year that exceeded the £25,000 Public Contract Regulations threshold.

The Council reviewed GDPR Governance documents at a meeting held on 24/5/2022 (Ref: 11.c).

The following were reviewed and adopted at a meeting held on 24/5/2022:

- *Complaints Procedure*
- *Land and Assets*
- *Publication Scheme*
- *Media Policy*

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: **Yes**

Data Protection registration: **Yes (Ref: Z5797454)**

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. It is advised that, due to the financial risk associated with the new Data Protection Regulations, this should form part of the Council's Risk Register.

Recommendation: *To include reference to GDPR in the Council's Risk Register.*

Privacy Policy published: **Yes**

Insurance was in place for the year of audit. A review was undertaken at a meeting held on 24/5/2022 (Ref: 19).

The Risk Management Strategy was last reviewed at a meeting held on 22/3/2022 and is next due for review in March 2023 by the Finance & Governance Committee.

The Risk Register, including internal controls, was last reviewed at a meeting held on 22/3/2022 (Ref: 124.d). The next review is due in March 2023.

The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

Bank signatories were reviewed and approved at a meeting held on 24/5/2022 (Ref: 23).

Quarterly financial checks are undertaken and the report presented to the Finance & Governance Committee.

Fidelity Cover: £1,000,000

The level of Fidelity cover is within the recommended guidelines of year end balances plus 50% of the precept.

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: www.leighonseatowncouncil

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

2022 Annual Return, Section One Published – Yes

2022 Annual Return, Section Two Published – Yes

2022 Annual Return, Section Three Published – Yes

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights

Published – Yes

Period of Exercise of Public Rights

Start Date **24/6/2022**

End Date **5/8/2022**

Budgetary controls

Verifying the budgetary process with reference to council minutes and supporting documents

Precept: £452,880 (2022-2023)

Date: 18/1/2022 (Ref: 108)

Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.

Allotment fees were reviewed on 16/8/2022 (Ref: 37). The rent increase for 2022/23, which was advised to tenants in September 2021 has been implemented. It was resolved to not increase the rent for 2023-2024.

Petty Cash Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork.

Payroll controls PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: **Yes**
Employer's Reference: **662/L988**
P60s issued: **Yes**

The Council operate RTI in accordance with HMRC regulations. Payroll is outsourced. All supporting paperwork is in place and P60s have been produced as part of the year end process. Eligible staff have joined the LGPS pension scheme.

A sample of payroll audit trails were carried out over the months of April 2022 – September 2022. All were found to be in order.

A staff appraisal system is in place.

Asset control Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value/insurance value. The total value of assets are recorded at £629,860 (cost value). A further examination will take place at the year end.

Bank Reconciliation Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. A sample of bank reconciliations were examined and all found to be in order.

Bank Balances at 31 August were confirmed as:

<i>HSBC Current</i>	<i>xxxx9162</i>	<i>£12,994.88</i>
<i>HSBC Imprest</i>	<i>xxxx9154</i>	<i>£846.46</i>
<i>HSBC Payroll</i>	<i>xxxx9170</i>	<i>£7,444.77</i>
<i>HSBC Savings</i>	<i>xxxx9189</i>	<i>£109,941.35</i>
<i>Petty Cash</i>		<i>£40.00</i>
<i>PSDA</i>	<i>xxxx4741</i>	<i>£524,287.24</i>

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council reviewed their Investment Strategy at a meeting held on 24/5/2022 (Ref: 11.c). An examination on reserves will be carried out at the year end audit.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on an Income & Expenditure basis. An examination will take place at the year end.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is not a sole trustee.

Internal Audit Procedures

The 2021 Internal Audit report was considered by the Council at a meeting held on 6 September 2022 (Ref: 16). The 2021-2022 Internal Audit was carried out by Auditing Solutions Ltd.

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 6/9/2022 (Ref: 17).

External Audit

The Council formally approved the 2021 AGAR at a meeting of the full Council held on 24/5/2022 (Ref: 24 & 25).

There were no matters arising from the External Audit.

Additional Comments/Recommendations

- The Annual Town Council meeting was held on 24/5/2022. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to take this opportunity to compliment the quality of documentation presented for the audit and the clarity of the website for users.
- I would like to record my appreciation to the Clerk and Finance Officer for their assistance during the course of the audit work



Heather Heelis

HEELIS & LODGE

6 October 2022

[Agenda](#)



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 Keith Evans | **Vice Chairman:** Cllr David Bowry

Town Clerk: Helen Symmons PSLCC



Payments List 25th August- 25th Oct 2022 Report 2795/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
BK TRS	£302.40	Tormax UK Ltd	Maintenance contract front doors
BK TRS	£1104.00	Auditing Solutions Ltd	Internal audit fee
BK TRS	£130.00	Entertainer	Children's event
BK TRS	£35.97	Amazon	Decorations
BK TRS	£95.00	M Frost Associates Ltd	DEC renewal
BK TRS	£30.00	Manchester Drive Allotment Society	Retained deposit
BK TRS	£52.20	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£320.00	Phox Cleave Ltd	Bunting workshops
BK TRS	£141.80	SLCC Enterprises Ltd	Up to date edition of CAB
BK TRS	£6.75	Room hirer	Refund overpayment
BK TRS	£37.79	Couno Office Solutions Ltd	Photocopying
BK TRS	£19.93	Mark One Hire Ltd	Equipment hire
BK TRS	£115.20	James Todd & Co Ltd	Payroll processing
BK TRS	£3300.00	Havens Hospices	Herds in the City 1 st installment
BK TRS	£2376.00	Kieran Lucas Contractors Ltd	Removal and installation of notice boards
BK TRS	£25.00	Plot Holder	Refund of plot deposit
BK TRS	£30.00	Plot Holder	Refund of plot deposit
BK TRS	£50.58	Viking Direct	Stationery
BK TRS	£20.00	Stall holder	Refund of fee
BK TRS	£450.07	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£186.70	Staff member	Refund of expenses
BK TRS	£18.63	Amazon	Door stops and glasses

BK TRS	£84.00	Quantum Services	Lift call out
BK TRS	£1560.00	PKF Littlejohn LLP	External Audit fee
BK TRS	£505.80	Veolia Environmental Services (UK)	Garden waste sacks
BK TRS	£24000.00	Payroll	September payroll
BK TRS	£10.99	Amazon	Padlock
BK TRS	£42.81	Couno Office Solutions	Photocopying
BK TRS	£720.00	Phuse Media	LCC website development
BK TRS	£15.00	Hertfordshire Assoc	Councillor training
BK TRS	£19.28	Mark One Hire	Acrow prop hire
BK TRS	£108.00	James Todd & Co Ltd	Payroll processing
BK TRS	£250.00	Daisy First Aid	Staff training
BK TRS	£49.20	Amazon	Decorations
BK TRS	£360.00	BT Payphones	Red telephone box
BK TRS	£370.00	Heelis & Lodge	Internal audit
BK TRS	£20.00	Staff member	Expenses
BK TRS	£2394.00	Aubergine 262 Ltd	Community App
BK TRS	£25.00	Plot holder	Refund plot deposit
BK TRS	£25.00	Plot holder	Refund plot deposit
BK TRS	£50.00	Plot holder	Refund plot deposit
BK TRS	£50.00	Plot holder	Refund plot deposit
BK TRS	£70.00	Southend Estuary District Explorer Scouts	Minibus hire
BK TRS	£149.40	The Lock Father	Door lock replacement
BK TRS	£60.06	Volunteer	Volunteer expenses
BK TRS	£23000.00	Payroll	October payroll
		Expenditure – Imprest Items	
	£3.90	Little Card Shop	Card
	£18.75	Co-op	Refreshments
	£232.00	Towngate Theatre	Panto tickets Community Transport
	£6.80	Tesco	Refreshments
	£2.50	Best Wishes	Napkins
	£4.99	The Children's Society	Vases
	£22.00	Leigh-on-Sea Florist	Civic flowers
	£11.99	Zoom Communications	Subscription

	£14.90	Tesco	CT Social refreshments
	£14.80	Bellerose Flower Boutique	Civic flowers
	£100.00	Royal British Legion	Remembrance Wreaths
	£24.76	Waitrose	Fuel CT Trip
	£45.00	Ingatestone Hall	CT trip entrance
	£23.31	Google	LTC App fee
	£86.98	Vistaprint	Memorial photobook
	£36.50	Baker Ross Ltd	Poppy decoration kits
	£9.72	Co-op	CT Social refreshments
	£184.84	Brilliant Wall Art	Christmas Post box
	£11.99	Zoom Communications	Subscription
	£9.00	Co-op	CT Social refreshments

[Agenda](#)

Leigh Town Council 2023/24 Budget Document						
Committee - Finance & Governance						
INCOME	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24	Budget Difference
Policy & Resources						
Interest	£ 938.59	£ 263.01	£ 150.00		£ 150.00	→ 0.00
Other Income	£ 224.25	£ 2,216.88	£ 1,000.00		£ 1,100.00	↑ 100.00
	£ 1,162.84	£ 2,479.89	£ 1,150.00	£ -	£ 1,250.00	↑ 100.00
EXPENDITURE						
	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24	
Policy & Resources						
Grant Award Fund	£ 1,025.20	£ 5,437.50	£ 3,000.00	£ 6,000.00	£ 3,000.00	→ 0.00
Furniture & Equipment	£ 1,231.46	£ 664.00	£ 2,000.00	£ 1,500.00	£ -	→ -2000.00
Elections	£ 4,087.75	£ -	£ 4,000.00	£ 8,500.00	£ 8,000.00	↑ 4000.00
Legal Costs	£ 825.00	£ -	£ 1,000.00	£ -	£ 1,000.00	→ 0.00
Annual Town Meeting	£ -	£ 704.85	£ 1,000.00	£ 1,000.00	£ 1,000.00	→ 0.00
Community Engagement	£ 10,647.90	£ 12,650.05	£ 12,250.00	£ 14,000.00	£ 15,000.00	↑ 2750.00
Volunteer Programme	£ 2,628.29	£ 1,732.81	£ 2,500.00	£ 500.00	£ 500.00	↓ -2000.00
LTC Website	£ 260.00	£ 225.00	£ 500.00	£ 500.00	£ 1,000.00	↑ 500.00
Civic	£ 145.00	£ 457.19	£ 250.00	£ 450.00	£ 500.00	↑ 250.00
Renewals Fund	£ -	£ 1,006.20	£ 7,000.00	£ 9,500.00	£ 2,000.00	↓ -5000.00
Localism Act	£ -	£ -	£ 1,750.00	£ 1,750.00	£ 250.00	↓ -1500.00
Other Expenditure	£ -	£ 1,145.70	£ 1,300.00	£ 1,300.00	£ 1,500.00	↑ 200.00
Social Isolation Projects	£ 232.40	£ -	£ 1,000.00	£ 1,000.00	£ -	↓ -1000.00
Emergency Community Fund	£ 1,420.00	£ 1,216.50		£ 1,000.00	£ -	↓ 0.00
	£ 22,503.00	£ 25,239.80	£ 37,550.00	£ 47,000.00	£ 33,750.00	↓ -3800.00
Strategic Objectives Projects	£ -	£ 970.00	£ 10,000.00	£ 5,000.00	£ -	

Town Council Office							
<i>Premises</i>							
Office Rental	£ 3,500.00	£ 3,500.00	£ 5,150.00	£ 6,000.00	£ 5,600.00	↑	450.00
LCC Premises Use Grant	£ -	£ 2,024.19	£ 5,000.00	£ 2,500.00	£ 2,500.00	↓	-2500.00
<i>Administration</i>							
Stationery	£ 364.16	£ 816.05	£ 1,000.00	£ 750.00	£ 1,000.00	→	0.00
Insurance	£ 3,475.24	£ 3,537.24	£ 4,000.00	£ 3,300.00	£ 3,500.00	↓	-500.00
Library	£ -	£ -	£ 200.00	£ 150.00	£ 200.00	→	0.00
Communication	£ 1,540.34	£ 1,307.61	£ 2,000.00	£ 2,000.00	£ 2,250.00	↑	250.00
Photocopying	£ 2,119.08	£ 3,219.95	£ 3,250.00	£ 3,250.00	£ 3,500.00	↑	250.00
Subscriptions	£ 2,410.95	£ 406.00	£ 500.00	£ 500.00	£ 550.00	↑	50.00
Postage	£ 936.92	£ 716.12	£ 750.00	£ 750.00	£ 750.00	→	0.00
Entertaining	£ -	£ 169.01	£ 250.00	£ 250.00	£ 250.00	→	0.00
Licences	£ 35.00	£ 105.00	£ 50.00	£ 50.00	£ 100.00	↑	50.00
Bank Charges	£ 230.90	£ 254.75	£ 500.00	£ 350.00	£ 400.00	↓	-100.00
Miscellaneous	£ 50.00	£ 150.00	£ 300.00	£ 300.00	£ 300.00	→	0.00
Professional Advice	£ -	£ 3,687.50	£ 1,500.00	£ -	£ 1,500.00	→	0.00
Audit	£ 3,445.00	£ 2,600.00	£ 3,750.00	£ 2,250.00	£ 2,750.00	↓	-1000.00
IT	£ 4,773.92	£ 4,074.23	£ 3,500.00	£ 3,500.00	£ 4,000.00	↑	500.00
<i>Training & Expenses</i>							
Training - Staff	£ 2,850.44	£ 2,157.00	£ 2,500.00	£ 1,500.00	£ 2,500.00	→	0.00
Expenses/Travel Costs - Cllrs	£ -	£ 27.40	£ 500.00	£ -	£ 250.00	↓	-250.00
Training - Cllrs	£ 2,407.90	£ 550.00	£ 1,500.00	£ 750.00	£ 1,500.00	→	0.00
Mileage & Expenses - Staff	£ 782.46	£ 496.75	£ 1,500.00	£ 1,000.00	£ 1,500.00	→	0.00
	£ 28,922.31	£ 29,798.80	£ 37,700.00	£ 29,150.00	£ 34,900.00	↓	-2800.00
EMR as at 31-03-22							
Elections	£ 31,344.77						
Renewals Fund	£ 19,586.02						
Grant Aid Awards	£ 7,471.18						
Volunteer Programme	£ 4,504.00						
Office Admin	£ 10,600.00						
Training	£ 5,500.00						
Legal Costs	£ 4,855.00						
IT	£ 4,000.00						
Social Isolation Projects	£ 4,767.60						
Emergency Community fund	£ 7,363.50						
Furniture & Equipment	£ 5,500.00						
Strategic Plan Projects	£ 20,000.00						

LTC Staffing 2023/24					
Allocations			Budget	Projected	2021/22
			2022/23	with payrise	Actuals
Council Staffing	£122,500.00		£ 97,000.00	£ 99,750.00	£ 111,095.00
LCC	£146,750.00		£ 148,000.00	£ 149,500.00	£ 126,361.00
Skatepark	£6,500.00		£ 5,000.00	£ 5,500.00	£ 4,661.00
Allotments	£15,750.00		£ 13,500.00	£ 15,000.00	£ 9,907.00
Com Transp	£4,750.00		£ 4,500.00	£ 6,750.00	£ 7,254.00
Farmers Market	£6,250.00		£ 7,250.00	£ 9,000.00	£ 7,312.00
C&C	£25,500.00		£ 15,250.00	£ 9,750.00	£ 10,215.00
Planning	£15,750.00		£ 15,000.00	£ 15,000.00	£ 12,507.00
	£343,750.00		£ 305,500.00	£ 310,250.00	£ 289,312.00

Leigh Town Council 2023/24 Budget Document																	
Committee - Community & Culture																	
INCOME	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24	EXPENDITURE	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24	Budget Difference					
Leigh Community Centre						Leigh Community Centre											
Room Hire	£ 6,642.18	£ 89,201.08	£ 100,000.00	£ 123,500.00	£ 130,000.00	Insurance	£ 2,726.70	£ 2,808.50	£ 3,000.00	£ 3,064.07	£ 3,250.00	£ 250.00	↑				
Other Income	£ -		£ -	£ -	£ -	Business Rates	£ -	£ 2,101.46	£ 8,500.00	£ 5,000.00	£ 8,500.00	£ 0.00	→				
	£ 6,642.18	£ 89,201.08	£ 100,000.00	£ 123,500.00	£ 130,000.00	Gas	£ 3,453.40	£ 4,241.95	£ 3,500.00	£ 13,250.00	£ 13,250.00	£ 9750.00	↑				
Community Facilities						Electricity	£ 3,746.44	£ 5,888.12	£ 6,000.00	£ 8,500.00	£ 8,500.00	£ 2500.00	↑				
Skate Park User Fee	£ -	£ 1,655.50	£ 2,000.00	£ 750.00	£ 750.00	Water	£ 2,517.76	£ 550.38	£ 2,000.00	£ 3,000.00	£ 3,500.00	£ 1500.00	↑				
SW Memorial Plaques/User fee	£ -	£ 462.50	£ -	£ 1,000.00	£ 500.00	Catering	£ -	£ -	£ 150.00	£ -	£ 150.00	£ 0.00	→				
Loaned Equipment	£ -	£ -	£ -	£ 83.00	£ -	Communications	£ 2,210.75	£ 2,071.97	£ 2,000.00	£ 2,250.00	£ 2,500.00	£ 500.00	↑				
Old Mess Room	£ -		£ 1,900.00	£ -	£ 1,900.00	Cleaning & Waste / H&S	£ 3,498.71	£ 6,179.46	£ 5,500.00	£ 5,500.00	£ 6,000.00	£ 500.00	↑				
	£ -	£ 2,118.00	£ 1,900.00	£ 1,833.00	£ 3,150.00	Advertising	£ -	£ 650.00	£ 1,000.00	£ 1,000.00	£ 1,250.00	£ 250.00	↑				
Environment Fac & Services						Security & Alarms	£ 2,476.61	£ 1,338.62	£ 2,000.00	£ 2,000.00	£ 2,250.00	£ 250.00	↑				
Christmas Lighting Sponsorship	£ -	£ -	£ -	£ -	£ -	Miscellaneous	£ 179.19	£ 361.94	£ 500.00	£ 500.00	£ 500.00	£ 0.00	→				
Hanging Basket Sponsorship	£ -	£ -	£ -	£ -	£ -	Licences	£ 540.91	£ 4,370.58	£ 1,500.00	£ 1,500.00	£ 1,750.00	£ 250.00	↑				
	£ -	£ -	£ -	£ -	£ -	IT & Website	£ 830.40	£ 843.96	£ 1,250.00	£ 1,250.00	£ 1,000.00	£ -250.00	↓				
						Contingencies	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	£ 0.00	→				
						Postage		£ 99.00	£ 100.00	£ -	£ 100.00	£ 0.00	→				
						Professional Fees	£ -	£ 999.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 0.00	→				
EXPENDITURE	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24	Card Processing charges	£ 641.18	£ 469.43	£ 500.00	£ 500.00	£ 500.00	£ 0.00	→				
Community Facilities						Operational Maintenance	£ 21,336.02	£ 7,775.04	£ 12,000.00	£ 7,750.00	£ 10,000.00	£ -2000.00	↓				
Strand Wharf						Furniture, Fixtures & Fittings	£ -	£ 1,681.09	£ 500.00	£ 500.00	£ 500.00	£ 0.00	→				
Maintenance	£ 72.00	£ 1,807.25	£ 300.00	£ 300.00	£ 1,000.00		£ 43,076.25	£ 42,430.50	£ 53,000.00	£ 56,564.07	£ 66,500.00	£ 13500.00	↑				
Electricity	£ 193.23	£ 166.44	£ 275.00	£ 275.00	£ 750.00	Community Centre Staffing	£ 76,179.62	£ 126,361.36	£ 148,000.00	£ 149,500.00	£ 146,750.00	£ -1250.00	↓				
Planters	£ 72.35	£ 62.35	£ 500.00	£ 1,000.00	£ 250.00												
	£ 337.58	£ 2,036.04	£ 1,075.00	£ 1,575.00	£ 2,000.00	Old Mess Room											
Defibrillators	£ 257.00	£ -	£ 250.00	£ 250.00	£ 250.00	Maintenance			£ 250.00	£ 250.00	£ 250.00						
Events Equipment	£ -	£ 573.66	£ 250.00	£ -	£ 250.00	Rent & Rates			£ 600.00	£ 600.00	£ 600.00						
Paddling Pool	£ -	£ -	£ 10,000.00	£ 4,776.00	£ 15,000.00	Utilities			£ 1,000.00	£ 1,000.00	£ 1,000.00						
Red Phone Box	£ 300.00	£ 300.00	£ 300.00		£ 300.00	Insurance & Security			£ 450.00	£ 450.00	£ 450.00						
	£ 557.00	£ 873.66	£ 10,550.00	£ 4,776.00	£ 15,800.00	Totals added to Community Facility			£ 2,300.00	£ 2,300.00	£ 2,300.00						
Skate Park																	
Rent	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	Repair Programme	£ 48,708.90	£ 20,765.74	£ 40,000.00	£ 15,000.00	£ 30,000.00						
Cleaning	£ 1,036.87	£ 1,180.93	£ 1,250.00	£ 750.00	£ 1,000.00	Remodel	£ 168,075.50	£ 5,319.75	£ -	£ -	£ -						
Electricity	£ 239.34	£ 193.80	£ 300.00	£ 600.00	£ 900.00	EMR as at 31/03/21											
Miscellaneous	£ 191.10	£ 565.11	£ 250.00	£ 250.00	£ 250.00	Strand Wharf Memorial Planters	£ 3,541.67	Skate Park	£ 10,497.75								
Grass Cutting	£ -	£ -	£ 250.00	£ 250.00	£ 250.00	Community Centre - general	£ 35,119.88	CFC Other	£ 1,831.03								
Maintenance	£ 5,000.00	£ 244.09	£ 2,000.00	£ 1,500.00	£ 1,000.00	Paddling Pool	£ 2,659.70	Old Mess Room	£ 4,030.00								
Staffing Costs	£ 5,071.06	£ 4,661.08	£ 5,000.00	£ 4,500.00	£ 6,500.00												
	£ 11,588.37	£ 6,895.01	£ 9,100.00	£ 7,900.00	£ 9,950.00												
Totals	£ 12,482.95	£ 9,804.71	£ 23,025.00	£ 16,551.00	£ 30,050.00												

Leigh Town Council 2023/24 Budget Document						Committee - Community & Culture continued						
INCOME	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24	EXPENDITURE	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24	Budget Difference
Allotments						Health & Wellbeing						
Manchester Drive Rent	£ 8,540.00	£ 8,261.00	£ 9,000.00	£ 8,600.00	£ 8,600.00	Festive Light Trail						
Leigh Site Rent	£ 3,556.80	£ 3,657.00	£ 3,500.00	£ 3,500.00	£ 3,900.00	Security	£ 1,020.00	£ 1,532.97				
Marshall Close Rent	£ 468.00	£ 481.00	£ 525.00	£ 500.00	£ 520.00	Entertainment/Outside Assistance	£ 10,895.03	£ 12,482.51				
Non Resident Allotment levy	£ 2,479.98	£ 2,240.00	£ 2,300.00	£ 2,300.00	£ 2,300.00	Road Closures & Licences	£ 70.00	£ 118.40				
Manchester Drive Water	£ 2,797.02	£ 1,821.00	£ 2,000.00	£ 3,381.00	£ 3,500.00	First Aid, Cleansing & promotion	£ 68.45	£ 279.50				
Leigh Water	£ 1,407.50	£ 1,223.00	£ 1,500.00	£ 1,146.00	£ 1,000.00	Sub-total	£ 12,053.48	£ 14,413.38	£ -	£ -	£ -	
Marshall Close Water	£ 685.00	£ 510.00	£ 500.00	£ 270.00	£ 250.00	Community Transport						
	£ 19,934.30	£ 18,193.00	£ 19,325.00	£ 19,697.00	£ 20,070.00	Ticket Purchases	£ -	£ 233.62	£ 1,000.00	£ 1,000.00	£ 1,000.00	0.00
						Social Club	£ -	£ 1,369.42	£ 700.00	£ 1,500.00	£ 1,500.00	800.00
Health & Wellbeing						Travel Costs	£ -	£ -	£ 500.00	£ 500.00	£ 500.00	0.00
Festive Light Trail						Driver Costs	£ -	£ -	£ 250.00	£ -	£ 250.00	0.00
Sponsorship & adverts	£ -	£ 1,700.01		£ -	£ -	Refreshments	£ -	£ -	£ 500.00	£ 500.00	£ 250.00	-250.00
	£ -	£ 1,700.01	£ -	£ -	£ -	Miscellaneous	£ -	£ -	£ 250.00	£ 250.00	£ 250.00	0.00
						Staff Costs	£ 6,127.22	£ 7,254.33	£ 4,500.00	£ 6,500.00	£ 4,750.00	250.00
Community Transport						Sub-total	£ 6,127.22	£ 8,857.37	£ 7,700.00	£ 7,750.00	£ 8,500.00	800.00
Social Club	£ -	£ 1,381.80	£ 1,250.00	£ 1,500.00	£ 1,500.00	Farmers Market						
Trip Sales	£ -	£ 238.84	£ 1,000.00	£ 750.00	£ 1,000.00	Hall Hire	£ -	£ 1,133.00	£ 1,800.00	£ 500.00	£ 1,800.00	0.00
	£ -	£ 1,620.64	£ 2,250.00	£ 2,250.00	£ 2,500.00	Leaflets/Publicity	£ -	£ 157.04	£ 150.00	£ 150.00	£ 150.00	0.00
Farmers' Market Fees						Banners	£ -	£ 138.96	£ 100.00	£ 100.00	£ 100.00	0.00
Pitch income	-£ 200.00	£ 2,684.00	£ 1,500.00	£ 250.00	£ 1,500.00	Miscellaneous	£ -	£ 71.66	£ 100.00	£ 100.00	£ 100.00	0.00
	-£ 200.00	£ 2,684.00	£ 1,500.00	£ 250.00	£ 1,500.00	Staff Costs	£ 7,634.60	£ 7,312.55	£ 7,250.00	£ 8,750.00	£ 6,250.00	-1000.00
General Events						Sub-total	£ 7,634.60	£ 8,813.21	£ 9,400.00	£ 9,600.00	£ 8,400.00	-1000.00
Events at LCC	£ 52.20	£ 1,184.91	£ 1,000.00	£ 500.00	£ 1,000.00	General Events						
Town Events	£ 16.67	£ -	£ -	£ -	£ -	Events at LCC	£ 465.38	£ 1,611.50	£ 2,000.00	£ 1,500.00	£ 2,000.00	0.00
	£ 52.20	£ 1,201.58	£ 1,000.00	£ 500.00	£ 1,000.00	Town Events	£ -	£ 1,260.40	£ 2,500.00	£ 5,000.00	£ 2,500.00	0.00
H&W TOTAL	-£ 147.80	£ 7,206.23	£ 4,750.00	£ 3,000.00	£ 5,000.00	Sub-total	£ 465.38	£ 2,871.90	£ 4,500.00	£ 6,500.00	£ 4,500.00	0.00
						H&W TOTAL	£ 26,280.68	£ 34,955.86	£ 21,600.00	£ 23,850.00	£ 21,400.00	-200.00
EXPENDITURE	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24	EXPENDITURE	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24	Budget Difference
Allotments						Environment Facilities & Services						
Maintenance Costs	£ 2,944.37	£ 1,121.30	£ 2,000.00	£ 2,000.00	£ 1,000.00	Hanging Baskets	£ -	£ 3,188.00	£ 5,000.00	£ 5,207.50	£ 6,300.00	1300.00
Waste Clearance/Tree Work	£ 3,233.33	£ 1,840.00	£ 2,000.00	£ 1,000.00	£ 3,000.00	Good for Leigh	£ -	£ -	£ 500.00		£ 500.00	0.00
ASA Leigh Site	£ 1,600.00	£ 1,200.00	£ 1,600.00	£ 1,600.00	£ 1,600.00	Christmas Lighting						
ASA Manchester Drive	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	Column Testing 1/3	£ -	£ 2,000.00	£ 2,000.00	£ 3,000.00	£ 2,000.00	0.00
ASA Marshall Close	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	Installation Removal & Storage	£ 9,150.00	£ 9,150.00	£ 29,250.00	£ 29,250.00	£ 29,250.00	0.00
Capital Expenditure	£ 825.00	£ -	£ 2,000.00	£ 2,000.00	£ 1,000.00	Electricity	£ -	£ -	£ 450.00	£ 450.00	£ 450.00	0.00
Affiliations	£ 55.00	£ 55.00	£ 100.00	£ 100.00	£ 100.00	Christmas Tree	£ -	£ -	£ 3,200.00	£ 3,200.00	£ 3,500.00	300.00
Water Rates	£ 3,500.00	£ 4,486.41	£ 4,000.00	£ 4,250.00	£ 4,750.00	Repairs & Renewals	£ -	£ 5,857.00	£ -	£ -	£ -	0.00
Admin System Licence	£ 347.50	£ 453.50	£ 500.00	£ 500.00	£ 600.00	Sub-total	£ 9,150.00	£ 20,195.00	£ 40,400.00	£ 41,107.50	£ 42,000.00	1600.00
Staff Costs	£ 10,750.80	£ 9,907.49	£ 13,500.00	£ 14,500.00	£ 15,750.00	Community Partnership Programmes						
	£ 26,756.00	£ 22,563.70	£ 29,200.00	£ 29,450.00	£ 31,300.00	Special Constables	£ -	£ -	£ 1,000.00	£ -	£ -	-1000.00
						Youth Group	£ -	£ 5,001.35	£ 5,250.00	£ 2,500.00	£ 5,500.00	250.00
							£ -	£ 5,001.35	£ 6,250.00	£ 2,500.00	£ 5,500.00	-750.00
EMR as at 31-03-22						Community Services Funding						
Community Specials	£ 7,500.00					First Aid Post	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00	0.00
Allotments General	£ 6,620.19					School Crossing Patrol	£ 4,500.00	£ -	£ 4,700.00	£ 4,700.00	£ 4,700.00	0.00
Allotments Infrastructure	£ 4,660.28						£ 4,500.00	£ -	£ 5,700.00	£ 4,700.00	£ 5,700.00	0.00
ASA Leigh Site	£ 400.00					C&C Staffing Costs	£ 8,593.72	£ 10,215.11	£ 15,250.00	£ 24,500.00	£ 25,500.00	10250.00
H&W General Services	£ 2,788.00											
H&W General Events	£ 13,825.90											
Xmas Lights Structure	£ 9,002.00											
Community Transport	£ 800.00											

Leigh Town Council 2023/24 Budget Document											
INCOME	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24	EXPENDITURE	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24
Finance & Governance						Finance & Governance					
Interest	£ 3,836.51	£ 3,836.51	£ 800.00	£ 150.00	£ 150.00	Policy & Council Resources	£ 23,739.02	£ 25,239.80	£ 37,550.00	£ 47,000.00	£ 33,750.00
Other Income	£ 2,676.50	£ 2,676.50	£ 1,300.00	£ -	£ 1,100.00	Office & Council Administration	£ 62,595.80	£ 29,798.80	£ 37,700.00	£ 29,150.00	£ 34,900.00
	£ 6,513.01	£ 6,513.01	£ 2,100.00	£ 150.00	£ 1,250.00	Strategic Objectives Fund		£ 970.00	£ 10,000.00	£ -	£ -
							£ 86,334.82	£ 56,008.60	£ 85,250.00	£ 76,150.00	£ 68,650.00
						Staffing Committee					
						Council Staffing	£ 117,193.84	£ 109,852.84	£ 97,000.00	£ 101,150.00	£ 122,500.00
Community Facilities						Community & Culture					
Leigh Community Centre	£ 6,642.18	£ 89,201.08	£ 100,000.00	£ 123,500.00	£ 130,000.00	Leigh Community Centre	£ 43,076.25	£ 42,430.50	£ 53,000.00	£ 56,564.07	£ 66,500.00
Allotments Income	£ 14,944.80	£ 18,193.00	£ 19,000.00	£ 19,697.00	£ 20,070.00	Community Centre Staffing	£ 76,179.62	£ 126,361.36	£ 148,000.00	£ 149,500.00	£ 146,750.00
Community Facilities	£ 20.83	£ 2,118.00	£ -	£ 1,833.00	£ 3,150.00	Allotments	£ 26,756.00	£ 22,563.70	£ 29,200.00	£ 29,450.00	£ 31,300.00
Health & Wellbeing Programme	-£ 147.80	£ 7,206.23	£ 4,750.00	£ 3,000.00	£ 5,000.00	Community Facilities	£ 12,482.95	£ 9,804.71	£ 23,025.00	£ 16,551.00	£ 30,050.00
Environment Facilities & Services	£ -	£ -	£ -	£ -	£ -	Health & Wellbeing	£ 26,280.68	£ 34,955.86	£ 21,600.00	£ 23,850.00	£ 21,400.00
						Community Services Funding	£ 4,500.00	£ -	£ 5,700.00	£ 4,700.00	£ 5,700.00
						Community Partnership Progs.	£ -	£ 5,001.35	£ 6,250.00	£ 2,500.00	£ 5,500.00
						Environment Facilities & Services	£ 9,150.00	£ 20,195.00	£ 40,400.00	£ 41,107.50	£ 42,000.00
						Committee Staffing	£ 8,593.72	£ 10,215.11	£ 15,250.00	£ 24,500.00	£ 25,500.00
	£ 21,460.01	£ 116,718.31	£ 123,750.00	£ 148,030.00	£ 158,220.00		£ 207,019.22	£ 271,527.59	£ 342,425.00	£ 348,722.57	£ 374,700.00
						Planning & Licensing					
						Staffing	£ 9,161.47	£ 12,507.52	£ 15,000.00	£ 14,806.00	£ 15,750.00
							£ 9,161.47	£ 12,507.52	£ 15,000.00	£ 14,806.00	£ 15,750.00
		£ -		£ -	£ -	Resolved Capital Projects					
						LCC Refurbishment	£ 48,708.90	£ 20,765.74	£ 40,000.00	£ 15,000.00	£ 30,000.00
						LCC Remodel	£ 168,075.50	£ 5,319.75	£ -	£ -	£ -
							£ 216,784.40	£ 26,085.49	£ 40,000.00	£ 15,000.00	£ 30,000.00
							£ 636,493.75	£ 475,982.04	£ 579,675.00	£ 555,828.57	£ 611,600.00
Total Income	£ 27,973.02	£ 123,231.32	£ 125,850.00	£ 148,180.00	£ 159,470.00	Total Expenditure					
Capital Reserves 31/03/22	£ 1,942.00			£ 1,942.00		Budget Net Totals per Committee					£ 67,400.00
Earmarked Reserves 31/03/22	£ 314,556.94			£ 312,000.00		F & G					£ 216,480.00
General Reserves 31/03/22	£ 139,286.18			£ 120,000.00		C&C					£ 122,500.00
LCC Project EMR	£ 63,033.03			£ 88,033.03		Staffing					£ 15,750.00
						Planning, Highways & Licensing					£ 30,000.00
						LCC Refurbishment					