



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



ANNUAL BUDGETING PROCESS

1. The Town Clerk with consideration of the Council Action Plan (Appendix to the Strategic Plan) prepares Committee budget for the following financial year as follows:
 - **October Meetings**

Community & Culture Committee (C&C)
Planning, Highways & Licensing Committee (P,H,L)
Staffing Committee
 - **November Meetings**

Finance & Governance Committee (F&G)

Each Committee (other than F&G) reviews its budget to be resolved with recommendation to F&G in November.
2. F&G at its November meeting reviews the Council budget having regard to Committee budgets and if acceptable resolves all budgets with recommendation to Council.
3. A draft Council budget along with a 3-yr budget forecast is submitted to Council at the November meeting.
4. If any Committee budget is not approved then alterations required are returned to Committees for consideration at December meetings and then re-submitted to Council in January with revised draft budget.
5. The draft Tax Base figure is advised by Southend Borough Council in December. At its January meeting full Council resolve the Town Council budget and set the precept for the forthcoming financial year subject to the draft Tax Base being resolved by SBC.