



Leigh-on-Sea Town Council

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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:

- **September Meetings**

Finance & Governance Committee (F&G)

- **October Meetings**

Community & Culture Committee (C&C)

Planning, Highways & Licensing Committee (P,H,L)

Staffing Committee

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 F&G in January along with a full Council revised draft budget.
5. If the Tax Base and Local Govt. Grant Support figures are confirmed by Southend Borough Council prior to the January Council meeting then the budget and precept can be resolved at that meeting. If not then an Extra Ordinary meeting of Council will be required in early February to resolve the Town Council budget and set the precept for the forthcoming financial year once these figures are confirmed.