

# Leigh-on-Sea Town Council

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



22<sup>nd</sup> January 2015

Notice is hereby given that an **Extraordinary** meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Wednesday 28<sup>th</sup> January 2015** at the Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 6<sup>th</sup> JANUARY 2015

## FINANCE

5. DRAFT BUDGET 2015/16 (Appendix 1)

To agree the draft budget for 2015/16 and to make recommendations to Council

Paul Beckerson  
Town Clerk  
22<sup>nd</sup> January 2015

***Please Note: Any member who is unable to attend the meeting should send their apologies before the meeting.***

# Leigh-on-Sea Town Council

## Budget Pack 2015/16

**F&GPC  
28-01-15**

2<sup>nd</sup> Draft Budget

2<sup>nd</sup> Draft Council budget 28/01/15**NOTE: AS THIS BUDGET IS INCOMPLETE AND IS A DRAFT, NO CONCLUSIONS SHOULD BE DRAWN FROM IT**

	£	£
Anticipated reserves at 31 March 2015		
General Reserves	82,847	From attached sheet 1
Planning Reserve	2,000	
Capital Reserves	67,195	
<b>Add</b>		152,042
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	7,890	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	117,000	From attached sheet 9
Committee Total		137,765
<b>Deduct</b>		
draft budget expenditure from committees		
Neighbourhood Plan	2,000	From attached sheet 2
Planning	7,531	From attached sheet 2
Transport & Highways	12,460	From attached sheet 3
Allotments	18,789	From attached sheet 4
Leisure Foreshore and Environment	74,615	From attached sheet 5
Strand Wharf	67,195	From Capital reserves
Finance & G.P.	83,621	From attached sheet 6
Office	57,000	From attached sheet 7
Staff	86,490	From attached sheet 8
Leigh Community Centre	199,732	From attached sheet 9
LCC Refurbishment Fund	0	From attached sheet 9
Committee Total		609,433
<b>Deduct</b>		
Planned reserve at 31 March 2016*		70,000
Nett shortfall = Precept required		-389,626
Less LCTS Grant	-19,750	
	<b>-369,876</b>	<b>-368,873</b>

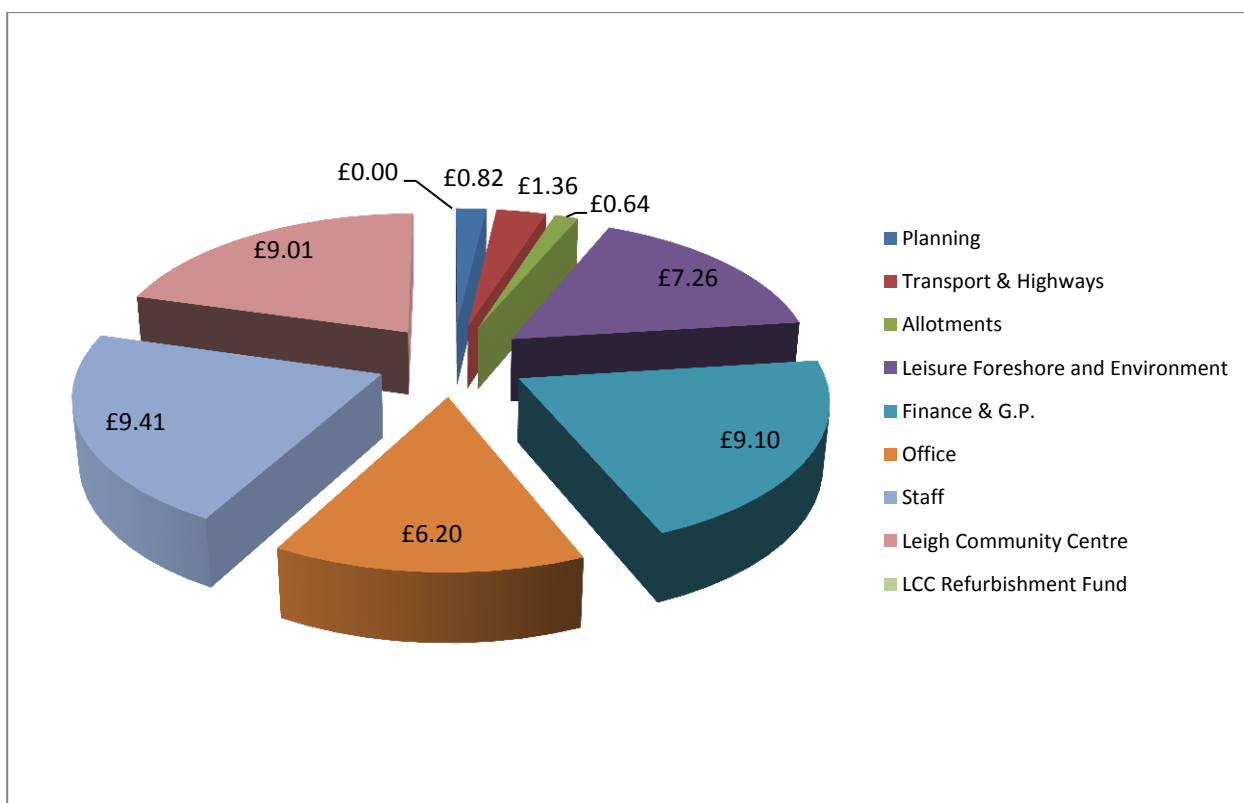
\*£70,000 is the Town Clerk's recommended reserve level

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	19.87	%		
Proposed Band D equivalent at Tax base	43.81			
	<b>43.81</b>		Divisible by 9	
An increase of	£7.47	20.56	%	Band D 2014/15
Tax Base 2015/16	8442.91			£36.34
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

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

## Sheet 3

## T &amp; 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	4,000
Bollards	0	250
Phone Box	0	300
Staff Costs	0	410
<b>Total</b>		<b>12,460</b>

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	

Revenue

Capital\*



Revised costings

\*\* Includes an element for travel

## Sheet 5

## LFE Budget 2nd Draft - 18-12-14

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*	2050	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		1000
Staff costs		8719.78
Totals	7890	74614.78
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



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

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

<b>Strand Wharf</b>	<b>Income</b>	<b>Expenditure</b>
Cleaning Staff Costs		2000
Electricity		150
		2150

<b>Leigh Lights</b>	<b>Income</b>	<b>Expenditure</b>
Column testing 1/3		1450
Installation and removal		7100
Storage		2400
Power		300
Replacement bulbs / renewal		1100
Traders contributions	1000	
Switch-on security		3200
Entertainers		1000
Road closures, licences etc.		4500
Donations	700	700
First Aid		180
<b>Capital Renewals</b>		5530
Charges to stalls, fairs	350	
Support columns - erect and remove plus storage		1600
Totals	2050	29060
Nett cost		27010

Sheet 6

**2015/16**

General Purposes - 2nd draft budget F &amp; G.P. 04-11-14

<b>Heading</b>	<b>Income</b>	<b>Expenditure</b>
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	4,000
Civic	0	200
Renewals Fund**	0	8,000
Strategy & Town Plan SC	0	3,000
Capital Fund	0	50,000
Localism Act	0	300
Intern		4,000
GP Janitorial	0	3,221
Totals	0	83,621
Nett cost	0	83,621

\* 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
	<b>LCC Support Grant</b>		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
<b>23,500</b>		<b>28,500</b>	2001/2	12,865	11,130	87
	<b>Administration</b>		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				
<b>24,460</b>		<b>28,500</b>				
<b>47,960</b>	<b>Total</b>	<b>57,000</b>				

\* Now including LTC area

\*\*Renewals element included in Renewals Fund GP Budget



Sheet 9

**LCC Budget 2015/16**

	<b>Income Budget</b>	<b>Expenditure Budget</b>
Hiring Income	£90,000.00	
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		£2,500.00
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		£9,024.00
		<b>£199,732.00</b>
Major Projects		£0.00
LCC Refurbishment Fund		£0.00
Non Recoverable VAT		£0.00
<b>Totals</b>	<b>£117,000.00</b>	<b>£199,732.00</b>
Net Revenue Budget Deficit		£82,732.00

## 2nd Draft Council budget 09/01/15

**3 YEAR FORECAST**

	2015/16		2016/17		2017/18	
	£	£	£	£	£	£
Anticipated reserves at 31 March 2015						
General Reserves	79,347		70,000		70,000	
Capital Reserves	67,195					
<b>Add</b>		146,542		70,000		70,000
draft budget income from committees						
Allotments	12,875		12,875		13,004	
Leisure Foreshore and Environment	7,890		7,890		7,890	
Leigh Community Centre Hire Income	117,000		118,170		119,352	
Committee Total		137,765		138,935		140,245
<b>Deduct</b>						
draft budget expenditure from committees						
Planning	7,531		7,682		7,835	
Transport & Highways	12,460		12,709		12,963	
Allotments	18,789		19,165		19,548	
Leisure Foreshore and Environment	74,615		79,107		85,689	
Strand Wharf	67,195					
Finance & G.P.	83,621		84,457		86,146	
Office	57,000		57,570		58,434	
Staff	86,490		88,220		89,984	
Leigh Community Centre	199,732		203,727		207,801	
Committee Total		607,433		552,637		568,401
<b>Deduct</b>						
Planned reserve at 31 March 2016*		70,000		70,000		70,000
Nett shortfall = Precept required		-393,126		-413,702		-428,156
Less LCT Grant		-19,750				
		<b>-373,376</b>		<b>-413,702</b>		<b>-428,156</b>