



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
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Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

Notice is hereby given that an Extra-Ordinary meeting of the **POLICY AND RESOURCES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Thursday, 8th December 2016** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **6.30pm**, when it is hoped to transact the following business.

## AGENDA

1. THE MEETING HAS BEEN CALLED UNDER STANDING ORDER 7

The Committee is **requested** to agree the suspension of Standing Orders 3b and 3c being the requirement to give three clear days' notice of the meeting excluding the day of issue of the agenda and the day of the meeting.

2. APOLOGIES FOR ABSENCE

3. DECLARATION OF MEMBERS' INTERESTS

4. APPROVAL OF THE MINUTES OF THE EXTRAORDINARY MEETING OF 29<sup>th</sup> NOVEMBER 2016

5. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

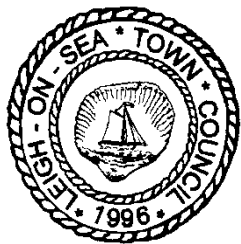
That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) and 24(a) - (staffing))

6. STAFFING ISSUES

To receive the report of the Personnel Sub-Committee

Jane Ward  
Chairman of Policy and Resources Committee  
Leigh-on-Sea Town Council  
5 December 2016

Please Note: Any member who is unable to attend the meeting should send their apologies to the Chairman of the Council.



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## MINUTES OF AN EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY 29<sup>th</sup> NOVEMBER 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Jane Ward (Chairman), Richard Herbert, Declan Mulrone, Ron Owen and Valerie Morgan

In Attendance: Paul Beckerson (Town Clerk)

### *The meeting opened at 7.31pm*

#### 59. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting.

#### 60. APOLOGIES FOR ABSENCE

Cllrs Donald Fraser, Carole Mulrone and Caroline Parker

#### 61. DECLARATION OF MEMBERS' INTERESTS

There were none.

#### 62. APPROVAL OF THE MINUTES

The minutes of the meeting 1<sup>st</sup> November 2016 were **AGREED** and signed by the Chairman.

#### 63. PUBLIC REPRESENTATIONS

There were none

### POLICY

#### 64. APPOINTMENT OF LTC REPRESENTATIVE TO THE NORTH THAMES LOCAL FISHERMAN'S ACTION GROUP

**RESOLVED** Cllr Carole Mulrone be elected (Proposed Cllr Richard Herbert, seconded Cllr Jane Ward).

### RESOURCES

#### 65. GRANT AID APPLICATIONS (Appendix 5 to the Policy and Resources agenda 1<sup>st</sup> November 2016)

The Committee **RESOLVED** to grant £250 to the 3<sup>rd</sup> Chalkwell Bay Sea Scout Group to assist in the purchase of a new boat. (Proposed Cllr Jane Ward, seconded Cllr Richard Herbert)

#### 66. COUNCIL BUDGET 2017/18 REPORT 2630A/PB (Appendix 1 to the agenda)

The report contained a number of recommendations, the Committee resolved as follows:

**RESOLVED** that an entry of £700 be entered against the LCC Catering Expenditure Budget to cover the payments for Coffee Supplies

**RESOLVED** that an expenditure budget entry of £100 be put against the LCC Website Expenditure Budget and £100 against the Policy and Resources Website Expenditure Budget

**RESOLVED** that the LCC Communications Budget be increased from £1,700 to £1,900

67. COUNCIL BUDGET 2017/18 (Appendix 2 to the agenda)

The Committee considered the Council Budget in Appendix 2 as amended by Minute 66 above.

Cllr Richard Herbert had produced a report proposing an increase in the LCC External Maintenance Budget of £25,000. This proposal was not seconded.

Cllr Richard Herbert made a further proposal that the LCC External Maintenance Budget be increased by £25,000 over two years and that this year £10,000 in the P&R Volunteer Budget and £4,000 in the P&R Intern Budget be moved to the LCC External Maintenance Budget (£14,000)

The Committee **RESOLVED** that the LCC External Maintenance Budget be increased by £25,000 over two years. This year increase the LCC External Maintenance Budget by £14,000 to £42,000, the Volunteer Budget be reduced by £10,000 and the Intern Budget be reduced by £4,000 (Proposed Cllr Valerie Morgan, seconded Cllr Ron Owen)

The Committee **RECOMMENDED** the budget for 2017/18 as amended and attached as Appendix 1 to Council for adoption.

***The meeting closed at 8.10pm***

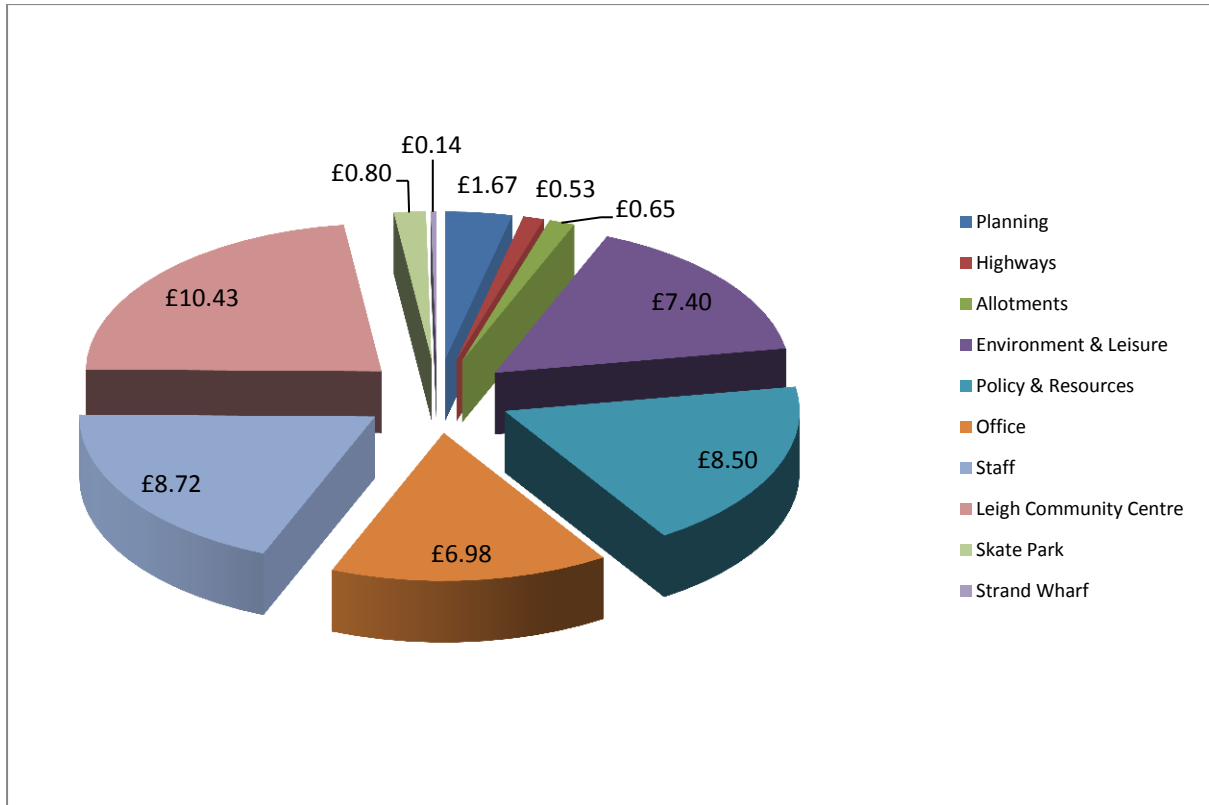
# Leigh-on-Sea Town Council

## Budget Pack 2017/18

### Policy and Resources 29-11-16

P&R Recommendation

P&R Council Budget 29/11/16						
<b>NOTE: AS THIS BUDGET IS INCOMPLETE AND IS A DRAFT, NO CONCLUSIONS SHOULD BE DRAWN FROM IT</b>						
Anticipated reserves at 31 March	2015/16	2015/16	2016/17	2016/17	2017/18	
	Budget	Actual	Budget	Projected	Budget	
General Reserves	£ 82,847	£ 82,847	£ 76,161	£ 109,607	£ 109,607	
Planning Reserve	£ 2,000	£ 2,000	£ 2,000	£ 2,000	£ 2,000	From attached sheet 2
Capital Reserves	£ 117,195	£ 117,195	£ 87,357	£ 125,487	£ 125,487	
<b>Add</b>	<b>£ 202,042</b>	<b>£ 202,042</b>	<b>£ 165,518</b>	<b>£ 237,094</b>		<b>£ 237,094</b>
draft budget income from committees						
Planning				£ -	£ -	From attached sheet 2
Highways		£ 300	£ 300	£ 300	£ 300	From attached sheet 3
Allotments	£ 12,875	£ 10,812	£ 11,713	£ 11,146	£ 11,011	From attached sheet 4
Environment & Leisure	£ 8,890	£ 9,131	£ 7,652	£ 9,069	£ 7,450	From attached sheet 5
Policy & Resources				£ 3,230	£ 2,200	From attached sheet 6
Office					£ -	From attached sheet 7
Staff					£ -	From attached sheet 8
Strand Wharf Income					£ -	From attached sheet 10
Leigh Community Centre Hire Income	£ 121,000	£ 139,386	£ 131,600	£ 148,500	£ 155,300	From attached sheet 9
<b>Committee Total</b>	<b>£ 142,765</b>	<b>£ 159,630</b>	<b>£ 151,265</b>	<b>£ 172,245</b>		<b>£ 176,261</b>
<b>Deduct</b>						
draft budget expenditure from committees						
Neighbourhood Plan	£ 2,000	£ 2,000	£ 2,000	£ 2,000	£ 2,000	From attached sheet 2
Planning	£ 7,531	£ 12,426	£ 15,318	£ 13,300	£ 15,800	From attached sheet 2
Highways	£ 8,460	£ 2,135	£ 8,300	£ 12,300	£ 5,300	From attached sheet 3
Allotments	£ 18,789	£ 14,899	£ 17,537	£ 16,123	£ 17,123	From attached sheet 4
Environment & Leisure	£ 75,615	£ 47,895	£ 72,505	£ 74,170	£ 77,321	From attached sheet 5
Strand Wharf	£ 67,195	£ 67,195			£ -	Project completed 2016/17
Major Project Fund	£ 50,000	£ 50,000	£ 87,357	£ 125,487	£ 125,487	From Capital reserves
Policy & Resources	£ 85,621	£ 19,649	£ 94,250	£ 48,900	£ 82,500	From attached sheet 6
Office	£ 57,000	£ 54,527	£ 58,100	£ 63,550	£ 65,950	From attached sheet 7
Staff	£ 86,490	£ 80,564	£ 80,019	£ 78,000	£ 82,400	From attached sheet 8
Leigh Community Centre	£ 197,964	£ 182,074	£ 206,246	£ 206,750	£ 253,800	From attached sheet 9
Skate Park		£ 5,890	£ 8,471	£ 7,950	£ 7,550	From attached sheet 10
Strand Wharf			£ 2,450	£ 1,510	£ 1,300	From attached sheet 10
<b>Committee Total</b>	<b>£ 656,665</b>	<b>£ 539,255</b>	<b>£ 652,553</b>	<b>£ 650,040</b>		<b>£ 736,531</b>
<b>Deduct</b>						
Planned reserve at 31 March*	£ 70,000	£ 70,000	£ 70,000	£ 70,000		£ 80,000
Nett shortfall = Precept required	-£ 381,858	-£ 247,584	-£ 405,770	-£ 310,701		-£ 403,176
Less LCTS Grant	-£ 19,750	-£ 19,750	-£ 14,220	-£ 14,220		-£ 7,000
	<b>-£ 362,108</b>	<b>-£ 227,834</b>	<b>-£ 391,550</b>	<b>-£ 296,481</b>		<b>-£ 396,176</b>
						<b>396,071</b>
*£80,000 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			5.58		%	
Proposed Band D equivalent at Tax base			45.82			Divisible by 9
			<b>45.81</b>			Band D 2017/18
An increase of	£0.54		1.19		%	Band D 2016/17
						£45.27
Tax Base 2016/17 8645.94						
An increase of 203.03						



Sheet 1	
Anticipated underspends by Committees	£
Planning	0
Community Centre	0
Strand Wharf	0
Highways	0
Allotments	0
Environment & Leisure	0
Policy & Resources	
Office	0
Staff	0
Total	0
Anticipated general reserve from Budget report	109,607
General Reserves carried forward	109,607

Sheet 2								
Planning Budget								
Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>INCOME</b>				21/11/2016				
							£ -	
<b>Total</b>	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
<b>EXPENDITURE</b>								
Staff costs	£ 12,009.44	£ -	£ 14,818.00	£ 5,396.89	£ 9,421.11	£ 12,800.00	£ 15,300.00	3%
Planning Equipment	£ 416.67	£ -	£ 500.00	£ -	£ 500.00	£ 500.00	£ 500.00	0%
Neighbourhood Plan	£ -	£ 2,000.00	£ -	£ -	£ 2,000.00		£ -	
Other items (specify)	£ -	£ -	£ -	£ -	£ -		£ -	
<b>Total</b>	£ 12,426.11	£ 2,000.00	£ 15,318.00	£ 5,396.89	£ 9,921.11	£ 13,300.00	£ 15,800.00	3%
	Discretionary Expenditure							
Sheet 3								
Highways Budget								
Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>INCOME</b>				21/11/2016				
Red Telephone Box	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	£ 300.00	£ 300.00	0%
<b>Total</b>	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	£ 300.00	£ 300.00	0%
<b>EXPENDITURE</b>								
School Crossing Patrols*		£ 4,500.00	£ 4,500.00	£ -	£ 9,000.00	£ 9,000.00	£ 4,500.00	0%
Bus Shelter								-100%
Cleaning/Maintenance #	£ 1,835.00		£ 3,000.00	£ 38.50	£ 2,961.50	£ 3,000.00	£ -	
New Bus shelters				£ -	£ -		£ -	
Highways Infrastructure	£ -	£ 331.03	£ 500.00	£ -	£ 831.03	£ -	£ 500.00	0%
Red Telephone Box	£ 300.00		£ 300.00	£ 300.00	£ -	£ 300.00	£ 300.00	0%
Staff Costs			£ -		£ -		£ -	
<b>Total</b>	£ 2,135.00	£ 4,831.03	£ 8,300.00	£ 338.50	£ 12,792.53	£ 12,300.00	£ 5,300.00	-36%
	*NB School Crossing Patrol is an accrual							
	# Bus Shelter Budget no longer needed as now SBC responsibility, Committee to consider future commitment							
	<b>EMR is Ear Marked Reserve (A reserve allocated for a specific purpose)</b>							
	Discretionary Expenditure							

Sheet 4								
Allotments budget								
Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>INCOME</b>				<b>21/11/2016</b>				
<b>Rents</b>								
Manchester Drive	£ 5,720.94		£ 6,700.00	£ 397.44	£ 6,302.56	£ 6,700.00	£ 6,000.00	-10%
Leigh	£ 3,050.50		£ 2,964.00	£ 2,646.00	£ 318.00	£ 2,400.00	£ 3,000.00	1%
Marshall Close	£ 429.50		£ 399.00	£ 430.00	-£ 31.00	£ 400.00	£ 400.00	0%
<b>Water Rates</b>								
Manchester Drive	£ 1,070.00		£ 1,159.00	£ 68.00	£ 1,091.00	£ 1,156.00	£ 1,070.00	-8%
Leigh	£ 472.00		£ 433.00	£ 396.00	£ 37.00	£ 430.00	£ 472.00	9%
Marshall Close	£ 69.00		£ 58.00	£ 64.50	-£ 6.50	£ 60.00	£ 69.00	19%
<b>Totals</b>	<b>£ 10,811.94</b>	<b>£ -</b>	<b>£ 11,713.00</b>	<b>£ 4,001.94</b>	<b>£ 7,711.06</b>	<b>£ 11,146.00</b>	<b>£ 11,011.00</b>	<b>-6%</b>
<b>EXPENDITURE</b>								
MDAS Commission			£ 1,000.00		£ 1,000.00	£ 1,000.00	£ 1,000.00	0%
Waste Clearance†	£ 983.33		£ 750.00		£ 750.00	£ 400.00	£ 500.00	-33%
Affiliations			£ 60.00	£ 55.00	£ 5.00	£ 60.00	£ 60.00	0%
Water Rates	£ 1,879.27		£ 2,500.00	£ 2,363.70	£ 136.30	£ 2,712.00	£ 2,700.00	8%
Staff Costs	£ 5,647.50		£ 4,877.00	£ 5,036.67	-£ 159.67	£ 4,851.00	£ 5,013.00	3%
Maintenance#	£ 939.81	£ 1,120.02	£ 2,000.00	£ 23.70	£ 3,096.32	£ 2,000.00	£ 1,500.00	-25%
Miscellaneous			£ -		£ -			
Capital improvements*	£ 281.29	£ 3,876.73	£ 1,250.00	£ 116.58	£ 5,010.15		£ 1,250.00	0%
Grass Cutting			£ -		£ -			
Keys	£ 68.17		£ -	£ 100.00	-£ 100.00			
MDAS Grant	£ 3,000.00		£ 3,000.00	£ 2,250.00	£ 750.00	£ 3,000.00	£ 3,000.00	0%
LA Grant	£ 1,600.00		£ 1,600.00	£ 1,200.00	£ 400.00	£ 1,600.00	£ 1,600.00	0%
MC Grant	£ 500.00		£ 500.00	£ 375.00	£ 125.00	£ 500.00	£ 500.00	0%
<b>Totals</b>	<b>£ 14,899.37</b>	<b>£ 4,996.75</b>	<b>£ 17,537.00</b>	<b>£ 11,520.65</b>	<b>£ 11,013.10</b>	<b>£ 16,123.00</b>	<b>£ 17,123.00</b>	<b>-2%</b>
Nett cost (exp - inc)					£ 6,112.00			
† Budget has nil spend in 2016/17 so reduce in 2017/18 and EMR balance								
* Includes Capital Equipment								
# Adjust downwards in line with spend								
Proposed added EMR of £700 for 2016/17 bringing it to £5696.92								
Discretionary Expenditure								



Sheet 5								
E&L Budget								
Heading	Actual 2015/16	Earmarked Reserves B/F 2016/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>INCOME</b>								
	21/11/2016							
Community Transport*	£ 3,436.92	£ -	£ 3,200.00	£ 2,451.00	£ 749.00	£ 3,144.00	£ 3,200.00	0%
Farmers' Market*	£ 1,637.00	£ -	£ 2,002.00	£ 1,376.00	£ 626.00	£ 1,650.00	£ 1,650.00	-18%
Leigh Lights*	£ 1,670.00	£ -	£ 2,000.00	£ 1,610.00	£ 390.00	£ 1,900.00	£ 2,000.00	0%
General Services*	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
General Events*	£ 2,387.48	£ -	£ 450.00	£ 383.26	-£ 45.00	£ 2,375.00	£ 600.00	33%
<b>Totals</b>	<b>£ 9,131.40</b>	<b>£ -</b>	<b>£ 7,652.00</b>	<b>£ 5,820.26</b>	<b>£ 1,720.00</b>	<b>£ 9,069.00</b>	<b>£ 7,450.00</b>	<b>-3%</b>
Allotments - Separate Budget	£ 10,811.94	£ -	£ 11,713.00	£ 4,001.94	£ 7,711.06		£ 11,011.00	-6%
<b>Totals Including Allotments</b>	<b>£ 19,943.34</b>	<b>£ -</b>	<b>£ 19,365.00</b>	<b>£ 9,822.20</b>	<b>£ 9,431.06</b>	<b>£ 9,069.00</b>	<b>£ 18,461.00</b>	<b>-5%</b>
<b>EXPENDITURE</b>								
Community Transport*	£ 7,677.43	£ -	£ 8,307.00	£ 5,075.68	£ 3,231.32	£ 8,580.00	£ 8,730.00	5%
Farmers' Market*	£ 820.02	£ -	£ 1,550.00	£ 699.05	£ 850.95	£ 1,650.00	£ 1,250.00	-19%
Leigh Lights*	£ 17,244.23	£ 4,659.00	£ 30,455.00	£ 3,778.60	£ 31,335.40	£ 30,917.00	£ 35,750.00	17%
General Services*	£ 1,039.40	£ 1,000.00	£ 9,200.00	£ 43.13	£ 10,156.87	£ 8,700.00	£ 8,700.00	-5%
General Events*	£ 6,064.50	£ 1,728.30	£ 8,800.00	£ 4,668.99	£ 5,859.31	£ 10,223.28	£ 8,300.00	-6%
Staff costs	£ 15,049.75		£ 14,193.00	£ 12,472.61	£ 1,720.39	£ 14,100.00	£ 14,591.00	3%
<b>Totals</b>	<b>£ 47,895.33</b>	<b>£ 7,387.30</b>	<b>£ 72,505.00</b>	<b>£ 26,738.06</b>	<b>£ 53,154.24</b>	<b>£ 74,170.28</b>	<b>£ 77,321.00</b>	<b>7%</b>
Allotments - Separate Budget	£ 14,899.37	£ 4,996.75	£ 17,537.00	£ 11,520.65	£ 11,013.10		£ 17,123.00	-2%
<b>Total Including Allotments</b>	<b>£ 62,794.70</b>	<b>£ 12,384.05</b>	<b>£ 90,042.00</b>	<b>£ 38,258.71</b>	<b>£ 64,167.34</b>	<b>£ 74,170.28</b>	<b>£ 94,444.00</b>	<b>5%</b>
Nett cost							£ 75,983.00	
* see separate budgets below								
<b>Community Transport</b>								
	Actual 2015/16	Earmarked Reserves B/F 2016/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	
<b>INCOME</b>								
Ticket sales	£ 3,436.92		£ 3,200.00	£ 2,451.00	£ 749.00	£ 3,144.00	£ 3,200.00	0%
<b>Totals</b>	<b>£ 3,436.92</b>	<b>£ -</b>	<b>£ 3,200.00</b>	<b>£ 2,451.00</b>	<b>£ 749.00</b>	<b>£ 3,144.00</b>	<b>£ 3,200.00</b>	<b>0%</b>
<b>EXPENDITURE</b>								
Staff costs	£ 3,803.45		£ 4,377.00	£ 2,503.08	£ 1,873.92	£ 4,300.00	£ 4,400.00	1%
Trip costs*	£ 1,841.30		£ 1,400.00	£ 1,130.30	£ 269.70	£ 2,100.00	£ 2,200.00	57%
Travel Costs	£ 950.90		£ 750.00	£ 412.40	£ 337.60	£ 800.00	£ 750.00	0%
Driver Costs	£ 80.00		£ 260.00		£ 260.00	£ 260.00	£ 260.00	0%
Refreshments	£ 683.09		£ 1,200.00	£ 333.60	£ 866.40	£ 800.00	£ 800.00	
CTA membership	£ 254.17		£ 270.00		£ 270.00	£ 270.00	£ 270.00	0%
Misc	£ 64.52		£ 50.00	£ 696.30	-£ 646.30	£ 50.00	£ 50.00	0%
<b>Totals</b>	<b>£ 7,677.43</b>	<b>£ -</b>	<b>£ 8,307.00</b>	<b>£ 5,075.68</b>	<b>£ 3,231.32</b>	<b>£ 8,580.00</b>	<b>£ 8,730.00</b>	<b>5%</b>
Nett cost							-£ 4,330.00	
* Increased Trip cost but compensated for by ticket sales								

Farmers Market	Actual 2015/16	Earmarked Reserves B/F 2016/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>INCOME</b>								
Stall hire*	£ 1,637.00		£ 2,002.00	£ 1,376.00	£ 626.00	£ 1,650.00	£ 1,650.00	-18%
<b>Totals</b>	<b>£ 1,637.00</b>	<b>£ -</b>	<b>£ 2,002.00</b>	<b>£ 1,376.00</b>	<b>£ 626.00</b>	<b>£ 1,650.00</b>	<b>£ 1,650.00</b>	<b>-18%</b>
<b>EXPENDITURE</b>								
Hall Hire	£ 792.00		£ 800.00	£ 576.00	£ 224.00	£ 1,100.00	£ 800.00	0%
Leaflet**			£ 500.00	£ 111.00	£ 389.00	£ 300.00	£ 200.00	-60%
Banners			£ 200.00		£ 200.00	£ 200.00	£ 200.00	0%
Misc.	£ 28.02		£ 50.00	£ 12.05	£ 37.95	£ 50.00	£ 50.00	0%
<b>Totals</b>	<b>£ 820.02</b>	<b>£ -</b>	<b>£ 1,550.00</b>	<b>£ 699.05</b>	<b>£ 850.95</b>	<b>£ 1,650.00</b>	<b>£ 1,250.00</b>	<b>-19%</b>
Nett cost							-£ 752.00	
* Decline in stall takeup								
** Leaflet style changed with lower cost								
<b>Leigh Lights</b>								
<b>INCOME</b>								
Traders contributions	£ 1,670.00		£ 1,600.00	£ 1,225.00	£ 375.00	£ 1,500.00	£ 1,600.00	0%
Charges to stalls, fairs			£ 400.00	£ 385.00	£ 15.00	£ 400.00	£ 400.00	0%
<b>Totals</b>	<b>£ 1,670.00</b>	<b>£ -</b>	<b>£ 2,000.00</b>	<b>£ 1,610.00</b>	<b>£ 390.00</b>	<b>£ 1,900.00</b>	<b>£ 2,000.00</b>	<b>0%</b>
<b>EXPENDITURE</b>								
Leigh Lights Reserve		£ 4,659.00			£ 4,659.00	£ 1,296.00		
Column testing 1/3§			£ 1,450.00	£ 3,500.00	-£ 2,050.00	£ 3,500.00	£ 1,300.00	-10%
Installation and Storage	£ 8,800.00		£ 9,500.00		£ 9,500.00	£ 9,500.00	£ 9,150.00	-4%
Power	£ 312.98		£ 330.00		£ 330.00	£ 330.00	£ 350.00	6%
Replacement bulbs / renewal			£ 1,100.00		£ 1,100.00	£ 1,000.00	£ 1,100.00	0%
					£ -		£ -	
Switch-on security*	£ 3,646.25		£ 3,500.00		£ 3,500.00	£ 5,500.00	£ 6,000.00	71%
External Assistance	£ 260.00		£ 1,000.00		£ 1,000.00	£ 500.00	£ 1,000.00	0%
Road closures, licences etc.	£ 472.20		£ 6,000.00	£ 229.27	£ 5,770.73	£ 6,000.00	£ 6,000.00	0%
First Aid	£ 151.80		£ 175.00		£ 175.00	£ 191.00	£ 200.00	14%
Cleaning			£ 500.00		£ 500.00	£ 500.00	£ 550.00	10%
Promotion			£ 100.00	£ 49.33	£ 50.67	£ 100.00	£ 100.00	0%
Capital Renewals**	£ 3,601.00		£ 5,000.00		£ 5,000.00	£ 2,500.00	£ 10,000.00	100%
					£ -		£ -	
Support columns - erect and remove plus storage†			£ 1,800.00		£ 1,800.00	£ -		-100%
<b>Totals</b>	<b>£ 17,244.23</b>	<b>£ 4,659.00</b>	<b>£ 30,455.00</b>	<b>£ 3,778.60</b>	<b>£ 31,335.40</b>	<b>£ 30,917.00</b>	<b>£ 35,750.00</b>	<b>17%</b>
Nett cost							£ 33,750.00	
* Less Policing presence increased security to compensate								
** Enhanced renewals programme agreed by Committee								
† Columns left in place 2016-17								
§ Contract carried out in 2016/17 1/3 cost budgeted in 2017/18								
<b>General Events</b>								
<b>INCOME</b>								
Maritime Festival	£ 405.00		£ 250.00	£ 295.00	-£ 45.00	£ 295.00	£ 300.00	20%
Spring Spectacular	£ 255.00		£ 200.00			£ 200.00	£ 250.00	25%
Event Collections	£ 1,727.48			£ 88.26		£ 1,880.00	£ 50.00	
<b>Totals</b>	<b>£ 2,387.48</b>	<b>£ -</b>	<b>£ 450.00</b>	<b>£ 383.26</b>	<b>-£ 45.00</b>	<b>£ 2,375.00</b>	<b>£ 600.00</b>	<b>33%</b>
<b>EXPENDITURE</b>								
General Events Reserve		£ 1,728.30			£ 1,728.30			
Maritime Festival	£ 1,928.60		£ 3,750.00	£ 3,508.00	£ 242.00	£ 3,508.00	£ 3,750.00	0%
Spring Spectacular	£ 644.95		£ 1,250.00		£ 1,250.00	£ 1,250.00	£ 1,250.00	0%
90 for 90*			£ 500.00	£ 366.03	£ 133.97	£ 366.03		-100%
Carols on Strand Wharf	£ 745.40		£ 1,000.00	£ 84.21	£ 915.79	£ 1,000.00	£ 1,000.00	0%
Other Events			£ 1,500.00		£ 1,500.00	£ 1,500.00	£ 1,500.00	0%
Event Collections	£ 1,804.87					£ 1,800.00		
Events Equipment	£ 645.68		£ 500.00	£ 411.50	£ 88.50	£ 500.00	£ 500.00	0%
LCC Room Hire	£ 295.00		£ 300.00	£ 299.25	£ 0.75	£ 299.25	£ 300.00	0%
<b>Totals</b>	<b>£ 6,064.50</b>	<b>£ 1,728.30</b>	<b>£ 8,800.00</b>	<b>£ 4,668.99</b>	<b>£ 5,859.31</b>	<b>£ 10,223.28</b>	<b>£ 8,300.00</b>	<b>-6%</b>
* No event in 2017-18								

	Actual 2015/16	Earmarked Reserves B/F 2016/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>General Services</b>								
<b>INCOME</b>								
Totals	£ -	£ -	£ -	£ -	£ -	£ -	£ -	
<b>EXPENDITURE</b>								
General Services Reserve		£ 1,000.00			£ 1,000.00			
Flower baskets			£ 6,600.00		£ 6,600.00	£ 6,600.00	£ 6,600.00	0%
First Aid Provision	£ 1,039.40		£ 1,100.00	£ 43.13	£ 1,056.87	£ 1,100.00	£ 1,100.00	0%
Good for Leigh			£ 500.00		£ 500.00	£ 500.00	£ 500.00	0%
Community Initiatives§			£ 1,000.00		£ 1,000.00	£ 500.00	£ 500.00	-50%
Totals	£ 1,039.40	£ 1,000.00	£ 9,200.00	£ 43.13	£ 10,156.87	£ 8,700.00	£ 8,700.00	-5%
	Discretionary Expenditure							
	§ No spend in 2016-17 so far, possible EMR and lower budget 2017-18							

Sheet 6

<b>Policy &amp; Resources</b>								
Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>INCOME</b>				21/11/2016				
Precept	£ 361,694.00		£ 391,550.00	£ 391,550.00	£ -			
Council Tax Support Grant	£ 19,750.00		£ 14,220.00	£ 14,220.00	£ -			
Bank Interest	£ 1,374.90		£ 1,050.00	£ 489.42	£ 560.58	£ 800.00	£ 1,000.00	-5%
Other Income	£ 42.84			£ 45.30	-£ 45.30	£ 45.30		
CIL Income*				£ 885.06	-£ 885.06	£ 885.06		
Sale of Garden Sacks	£ 1,485.80		£ 1,200.00	£ 1,165.20	£ 34.80	£ 1,500.00	£ 1,200.00	0%
<b>Totals</b>	<b>£ 384,347.54</b>	<b>£ -</b>	<b>£ 408,020.00</b>	<b>£ 408,354.98</b>	<b>-£ 334.98</b>	<b>£ 3,230.36</b>	<b>£ 2,200.00</b>	
	* Suggested that CIL Income becomes an EMR							
<b>EXPENDITURE</b>								
Grant Award Fund*	£ 294.18	£ 971.18	£ 5,000.00	£ 1,735.00	£ 4,236.18	£ 5,000.00	£ 5,000.00	0%
Furniture / Equipment	£ 16.66		£ 500.00		£ 500.00	£ 300.00	£ 500.00	0%
Elections		£ 22,265.59	£ -		£ 22,265.59	£ -		
Legal Costs ***	£ 510.00		£ 1,500.00	-£ 60.00	£ 1,560.00	£ 1,500.00	£ 3,500.00	133%
Annual Town Meeting	£ 357.72		£ 500.00		£ 500.00	£ 400.00	£ 500.00	0%
Community Engagement§	£ 10,204.54		£ 10,000.00	£ 5,075.29	£ 4,924.71	£ 10,100.00	£ 11,000.00	10%
Volunteer Programme	£ 2,495.60	£ 5,004.40	£ 15,000.00	£ 177.06	£ 19,827.34	£ 20,000.00	£ 5,000.00	-67%
Council Website	£ 750.00				£ -		£ 100.00	
Civic	£ 145.00		£ 200.00	£ 134.25	£ 65.75	£ 200.00	£ 200.00	0%
Renewals Fund**	£ 1,251.67	£ 14,586.02	£ 3,000.00	£ 1,017.00	£ 16,569.02	£ 3,000.00	£ 2,000.00	-33%
Capital Fund		£ 75,486.67	£ 50,000.00		£ 125,486.67	£ -	£ 50,000.00	0%
Localism Act	£ 6.00		£ 300.00		£ 300.00	£ 100.00	£ 300.00	0%
Intern	£ 2,400.50		£ 4,000.00		£ 4,000.00	£ 4,000.00	£ -	-100%
GP Janitorial			£ 3,050.00		£ 3,050.00	£ 3,100.00	£ 3,200.00	5%
Garden Sacks	£ 1,217.20		£ 1,200.00	£ 919.77	£ 280.23	£ 1,200.00	£ 1,200.00	0%
Totals	£ 19,649.07	£ 118,313.86	£ 94,250.00	£ 8,998.37	£ 203,565.49	£ 48,900.00	£ 82,500.00	-12%
	* Grant Aid Budget subject to advertising and application							
	** Rolling Renewals Programme less top-up required (Maintain at £18,000)							
	*** Increased to cover Strand Wharf Lease costs							
	§ Community Engagement increase in costs							
	Discretionary Expenditure							

Policy and Resources Committee 29<sup>th</sup> November 2016 – Appendix 1

Office Budget										For information Office budget and expenditure			
Budget	Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase		Budget	Expenditure	% spent
2015/16										21/11/2016			
<b>EXPENDITURE</b>													
<b>Premises</b>													
£ 3,500.00	Office Rental		£ 3,500.00	£ 3,500.00	£ 7,000.00	£ -	£ 7,000.00	£ 3,500.00		1997/8	14,515	13,122	90
£ 25,000.00	LCC Premises Use Grant	£ 25,000.00		£ 25,000.00	£ 12,500.00	£ 12,500.00	£ 25,000.00	£ 27,000.00		1998/9	17,260	14,401	83
£ 28,500.00		£ 25,000.00	£ 3,500.00	£ 28,500.00	£ 19,500.00	£ 12,500.00	£ 32,000.00	£ 30,500.00		1999/2000	14,075	10,850	77
<b>Administration</b>													
£ 1,400.00	Stationery†	£ 1,901.09		£ 1,600.00	£ 659.38	£ 940.62	£ 1,000.00	£ 2,000.00	25%	2000/1	12,505	11,467	92
£ 5,500.00	Insurance	£ 6,026.52		£ 6,100.00	£ 6,189.48	-£ 89.48	£ 6,200.00	£ 6,300.00	3%	2001/2	12,865	11,130	87
£ 300.00	Library	£ 49.99		£ 300.00	£ 169.46	£ 130.54	£ 200.00	£ 300.00	0%	2002/3	14,690	12,229	83
£ 2,000.00	Communications§	£ 1,636.72		£ 1,500.00	£ 1,367.75	£ 132.25	£ 2,050.00	£ 2,450.00	63%	2003/4	13,925	15,560	112
£ 2,700.00	Photocopying#	£ 2,750.54		£ 3,000.00	£ 1,676.64	£ 1,323.36	£ 2,500.00	£ 3,500.00	17%	2004/5	16,000	15,418	96
£ 2,300.00	Subscriptions	£ 2,205.14		£ 2,300.00	£ 2,042.49	£ 257.51	£ 2,300.00	£ 2,300.00	0%	2005/6	21,000	20,766	99
£ 1,700.00	Postage	£ 1,384.39		£ 1,700.00	£ 454.28	£ 1,245.72	£ 1,500.00	£ 1,700.00	0%	2006/7	29,110	29,003	100
£ 250.00	Entertaining			£ 250.00	£ -	£ 250.00	£ -	£ 250.00	0%	2007/8	28,360	29,164	103
£ 500.00	Licences	£ 285.00		£ 500.00	£ 35.00	£ 465.00	£ 500.00	£ 500.00	0%	2008/9	32,060	31,867	99
£ 600.00	Expenses/Travel Costs - Cllrs*	£ 42.76		£ 600.00	£ 43.20	£ 556.80	£ 600.00	£ 600.00	0%	2009/10	33,570	32,998	98
£ 1,200.00	Bank Charges	£ 1,139.75		£ 1,200.00	£ 754.36	£ 445.64	£ 1,100.00	£ 1,200.00	0%	2010/11	36,460	36,606	100
£ 500.00	Miscellaneous			£ 500.00	£ 80.00	£ 420.00	£ 500.00	£ 500.00	0%	2011/12	40,020	44,807	112
£ 2,000.00	Audit	£ 2,640.00		£ 2,500.00	£ 2,550.00	-£ 50.00	£ 2,600.00	£ 2,700.00	8%	2012/13	42,950	43,395	101
£ 2,000.00	IT**	£ 3,229.91		£ 2,000.00	£ 3,123.74	-£ 1,123.74	£ 3,900.00	£ 4,500.00	125%	2013/14	44,760	46,187	103
	Professional Advice	£ 1,030.00			£ 992.25	-£ 992.25	£ 1,000.00	£ 1,000.00		2014/15	47,960	48,447	101
£ 2,000.00	Training - Staff	£ 3,528.00		£ 3,000.00	£ 689.00	£ 2,311.00	£ 3,000.00	£ 3,000.00	0%	2015/16	57,000	54,527	96
£ 2,000.00	Training - Cllrs	£ 1,056.80		£ 2,000.00	£ 625.00	£ 1,375.00	£ 2,000.00	£ 2,000.00	0%				
£ 550.00	Mileage & Expenses - Staff§§	£ 620.87		£ 550.00	£ 405.32	£ 144.68	£ 600.00	£ 650.00	18%				
£ 27,500.00		£ 29,527.48	£ -	£ 29,600.00	£ 21,857.35	£ 7,742.65	£ 31,550.00	£ 35,450.00	20%				
£ 56,000	<b>Total</b>	£ 54,527.48	£ 3,500.00	£ 58,100.00	£ 41,357.35	£ 20,242.65	£ 63,550.00	£ 65,950.00	14%				

\* Now including LTC area

\*\*Renewals element included in Renewals Fund P&R Budget, Server Monitoring at £900 per annum and Edge Licences £1344 (User increase and Turnover)

§ Communications, Mis Post last year when corrected would have meant an outturn of £1,800.52 - Predicted outturn this year of £2,000 so with inflation 2017-18 £2,450

† Toner purchases caused an increased spend in 2015/16, this is likely to be repeated in 2017/18

# Photocopy costs have increased due to in house production of coloured leaflets

§§ Increased mileage claims in 2015/16 budget increased in line

Sheet 8							
Salaries budget							
Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18
Town Clerk*				<b>21/11/2016</b>			
Pay	£ 43,505.63		£ 40,310.00	£ 25,957.64	£ 14,352.36	£ 43,200.00	£ 43,600.00
Other staff (proportionate)*							
Pay	£ 35,587.74		£ 38,923.00	£ 21,235.35	£ 17,687.65	£ 33,100.00	£ 37,000.00
Additional Agreed							
			<b>£ 79,233.00</b>	<b>£ 47,192.99</b>	<b>£ 32,040.01</b>	<b>£ 76,300.00</b>	£ 80,600.00
Payroll Costs	£ 530.85		£ 786.00	£ 337.90	£ 448.10	£ 800.00	£ 800.00
Recruitment	£ 940.00			£ 24.46		£ 900.00	£ 1,000.00
<b>Total</b>	<b>£ 80,564.22</b>	<b>£ -</b>	<b>£ 80,019.00</b>	<b>£ 47,555.35</b>	<b>£ 32,488.11</b>	<b>£ 78,000.00</b>	<b>£ 82,400.00</b>
* some elements of pay are allocated to committee budgets							

Policy and Resources Committee 29<sup>th</sup> November 2016 – Appendix 1

Sheet 9								
LCC Budget 2017/18								
	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>INCOME</b>				21/11/2016				
Hiring Income	£ 112,749.64		£ 105,000.00	£ 68,062.21	£ 36,937.79	£ 120,000.00	£ 125,000.00	
Other Income	£ 1,636.65		£ -	£ 847.52	-£ 847.52	£ 1,600.00	£ 1,500.00	
Events at LCC				£ 2,035.00	-£ 2,035.00	£ 1,600.00	£ 1,500.00	
LTC Building Contribution	£ 25,000.00		£ 25,000.00	£ 12,500.00	£ 12,500.00	£ 25,000.00	£ 27,000.00	
LTC Events Hire			£ 600.00	£ 299.25	£ 300.75	£ 300.00	£ 300.00	
<b>Totals</b>	<b>£ 139,386.29</b>	<b>£ -</b>	<b>£ 130,600.00</b>	<b>£ 83,743.98</b>	<b>£ 46,856.02</b>	<b>£ 148,500.00</b>	<b>£ 155,300.00</b>	
								The increase represents the predicted outturn plus agreed increase in hiring charges
								Hire Income: Rise %
								2012/13 £ 22,776.62 Part Year
								2013/14 £ 71,296.50 213%
								2014/15 £ 87,298.49 22%
								2015/16 £ 113,452.64 30%
								2016/17 £ 119,060.82 5%
								2017/18 £ 125,013.86 5%
<b>EXPENDITURE</b>								
Insurance	£ 2,702.34		£ 2,800.00	£ 2,746.49	£ 53.51	£ 2,800.00	£ 2,800.00	0%
Rates	£ 7,920.00		£ 8,000.00	£ 6,388.00	£ 1,612.00	£ 8,000.00	£ 8,000.00	0%
Gas	£ 4,839.21		£ 6,500.00	£ 3,381.50	£ 3,118.50	£ 6,000.00	£ 6,500.00	0%
Electric	£ 9,032.00		£ 9,000.00	£ 5,306.43	£ 3,693.57	£ 10,000.00	£ 10,200.00	13%
Water	£ 1,653.08		£ 1,700.00	£ 767.34	£ 932.66	£ 1,500.00	£ 1,700.00	0%
Catering	£ 1,751.31		£ -	£ 312.61	-£ 312.61		£ 700.00	
Communications	£ 1,752.06		£ 1,600.00	£ 1,233.94	£ 366.06	£ 1,850.00	£ 1,900.00	19%
Cleaning & Waste / H&S	£ 6,632.96		£ 7,000.00	£ 4,371.44	£ 2,628.56	£ 6,800.00	£ 7,000.00	0%
Advertising	£ 2,490.24		£ 3,000.00	£ 844.15	£ 2,155.85	£ 3,000.00	£ 3,000.00	0%
Security / Alarms	£ 129.51	£ 2,170.49	£ 2,300.00	£ 680.08	£ 3,790.41	£ 1,600.00	£ 500.00	-78%
Internal Maintenance	£ 8,028.81	£ 1,491.50	£ 10,000.00	£ 4,602.34	£ 6,889.16	£ 8,000.00	£ 13,000.00	30%
External Maintenance	£ 1,867.11	£ 4,632.89	£ 6,500.00	£ 420.68	£ 10,712.21	£ 700.00	£ 42,000.00	546%
Miscellaneous	£ 398.67		£ 2,000.00	£ 318.37	£ 1,681.63	£ 2,000.00	£ 2,000.00	0%
Website	£ 2,372.61				£ -		£ 100.00	
Card Processing Charges	£ 786.50			£ 478.06	-£ 478.06	£ 800.00	£ 800.00	
Licences	£ 4,713.00		£ 3,870.00	-£ 731.00	£ 4,601.00	-£ 200.00	£ 2,300.00	-41%
IT	£ 791.18		£ 1,000.00	£ 157.45	£ 842.55	£ 1,000.00	£ 1,000.00	0%
Professional Fees		£ 5,000.00			£ 5,000.00		£ 2,000.00	
Lease Legal Fees				£ 3,340.84	-£ 3,340.84	£ 3,300.00		
Janitorial Costs			£ 500.00		£ 500.00	£ 500.00	£ 500.00	0%
Contingencies			£ 2,000.00		£ 2,000.00	£ 2,000.00	£ 2,000.00	0%
Events At LCC	£ 939.25			£ 1,478.08	-£ 1,478.08	£ 1,000.00	£ 1,000.00	
Salaries / Payroll	£ 116,029.44		£ 134,476.00	£ 76,488.09	£ 57,987.91	£ 130,200.00	£ 139,800.00	4%
Furniture / Fixtures & Fittings (Capital)	£ 4,314.88	£ 12,076.68			£ 12,076.68	£ 12,000.00	£ 1,000.00	
Infrastructure Costs (Equipment Capital)	£ 2,929.66		£ 4,000.00	£ 150.73	£ 3,849.27	£ 3,900.00	£ 4,000.00	0%
<b>Totals</b>	<b>£ 182,073.82</b>	<b>£ 25,371.56</b>	<b>£ 206,246.00</b>	<b>£ 112,735.62</b>	<b>£ 118,881.94</b>	<b>£ 206,750.00</b>	<b>£ 253,800.00</b>	23%
Net Revenue Budget Deficit	£ 42,687.53	£ 25,371.56	£ 75,646.00	£ 28,991.64	£ 72,025.92	£ 58,250.00	£ 98,500.00	
								The net deficit shows a budget increase of -£ 22,854.00
Expenditure Without Salaries	£ 66,044.38	£ 25,371.56	£ 71,770.00	£ 36,247.53	£ 60,894.03	£ 76,550.00	£ 114,000.00	
								Due to £21,500 added to External Maintenance
								Discretionary Expenditure

Sheet 10								
<b>Budget 2017/18</b>								
Skate Park	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>EXPENDITURE</b>				<b>21/11/2016</b>				
Rent	£ 50.00		£ 50.00		£ 50.00	£ 50.00	£ 50.00	0%
Cleaning*	£ 842.27	£ 1,414.44	£ 2,000.00	£ 604.44	£ 2,810.00	£ 1,500.00	£ 1,000.00	-50% Note
Electricity	£ 567.51		£ 500.00	£ 139.86	£ 360.14	£ 500.00	£ 500.00	0%
Miscellaneous	£ 317.83		£ 300.00	£ 330.08	-£ 30.08	£ 300.00	£ 300.00	0%
Grass Cutting	£ 550.00		£ 700.00	£ 450.00	£ 250.00	£ 700.00	£ 700.00	0%
Staff costs	£ 3,562.47		£ 3,921.00	£ 2,116.51	£ 1,804.49	£ 3,900.00	£ 4,000.00	2%
Skate Park Maintenance		£ 987.81	£ 1,000.00		£ 1,987.81	£ 1,000.00	£ 1,000.00	0%
<b>Totals</b>	<b>£ 5,890.08</b>	<b>£ 2,402.25</b>	<b>£ 8,471.00</b>	<b>£ 3,640.89</b>	<b>£ 7,232.36</b>	<b>£ 7,950.00</b>	<b>£ 7,550.00</b>	<b>-11%</b>
Without Staffing	£ 2,327.61	£ 2,402.25	£ 4,550.00	£ 1,524.38	£ 5,427.87		£ 3,550.00	
* Allowance had been made for bin replacement so budget reduction to service waste only								
Strand Wharf	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18	Budget % Increase
<b>INCOME</b>								
Hire Income	£ -		£ 1,000.00		£ 1,000.00			
Memorial Plaques	£ -			£ 3,500.00	-£ 3,500.00	£ 3,500.00		
<b>Totals</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 1,000.00</b>	<b>£ 3,500.00</b>	<b>-£ 2,500.00</b>	<b>£ 3,500.00</b>	<b>£ -</b>	
<b>EXPENDITURE</b>								
Cleaning Staff Costs*	£ -		£ 2,000.00		£ 2,000.00			-100% Cleaning undertaken by SBC
Maintenance	£ -		£ 300.00	£ 780.57	-£ 480.57	£ 1,000.00	£ 1,000.00	233% Over budget increase to £1000
Electricity	£ -		£ 150.00	£ 106.61	£ 43.39	£ 150.00	£ 150.00	0%
Additional Keys	£ -			£ 35.00	-£ 35.00	£ 40.00	£ 50.00	
Memorial Plaques	£ -			£ 315.90	-£ 315.90	£ 320.00	£ 100.00	
<b>Totals</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 2,450.00</b>	<b>£ 1,238.08</b>	<b>£ 1,211.92</b>	<b>£ 1,510.00</b>	<b>£ 1,300.00</b>	<b>-47%</b>
Without Staffing	£ -	£ -	£ 450.00	£ 1,238.08	-£ 788.08	£ 1,510.00	£ 1,300.00	
Discretionary Expenditure								
*Suggested underspend in 2016/17								

<b>Community Facilities</b>							
<b>Heading</b>	<b>Actual 2015/16</b>	<b>Earmarked Reserves B/F 2015/16</b>	<b>Budget 2016/17</b>	<b>Actual to Date 2016/17</b>	<b>Balance Remaining 2016/17</b>	<b>Projected 2016/17</b>	<b>Proposed Budget 2017/18</b>
<b>INCOME</b>				<b>21/11/2016</b>			
LCC Income	£ 139,386.29	£ -	£ 130,600.00	£ 83,743.98	£ 46,856.02	£ 148,500.00	£ 155,300.00
Strand Wharf Income	£ -	£ -	£ 1,000.00	£ 3,500.00	-£ 2,500.00	£ 3,500.00	£ -
<b>Totals</b>	<b>£ 139,386.29</b>	<b>£ -</b>	<b>£ 131,600.00</b>	<b>£ 87,243.98</b>	<b>£ 44,356.02</b>	<b>£ 152,000.00</b>	<b>£ 155,300.00</b>
<b>EXPENDITURE</b>							
LCC Expenditure	£ 66,044.38	£ 25,371.56	£ 71,770.00	£ 36,247.53	£ 60,894.03	£ 76,550.00	£ 114,000.00
LCC Staffing	£ 116,029.44	£ -	£ 134,476.00	£ 76,488.09	£ 57,987.91	£ 130,200.00	£ 139,800.00
Paddling Pool	£ 138.30	£ 1,659.70	£ -		£ 1,659.70		£ 500.00
Highways	£ 2,135.00	£ 4,831.03	£ 8,300.00	£ 338.50	£ 12,792.53	£ 12,300.00	£ 5,300.00
Skate Park Expenditure	£ 2,327.61	£ 2,402.25	£ 4,550.00	£ 1,524.38	£ 5,427.87	£ -	£ 3,550.00
Skate Park Staffing	£ 3,562.47	£ -	£ 3,921.00	£ 2,116.51	£ 1,804.49	£ 3,900.00	£ 4,000.00
Strand Wharf Expenditure	£ -	£ -	£ 2,450.00	£ 1,238.08	£ 1,211.92	£ 1,510.00	£ 1,300.00
Strand Wharf Staffing	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	£ -	£ -
<b>Totals</b>	<b>£ 190,237.20</b>	<b>£ 34,264.54</b>	<b>£ 227,467.00</b>	<b>£ 117,953.09</b>	<b>£ 143,778.45</b>	<b>£ 224,460.00</b>	<b>£ 268,450.00</b>



Policy and Resources Committee 29<sup>th</sup> November 2016 – Appendix 1

Council Budget 22/11/16									
<b>3 YEAR FORECAST</b>									
		2017/18		2018/19		2019/20			
		£	£	£	£	£	£	£	£
Anticipated reserves at end of financial year									
General Reserves		109,607		80,000		80,000			
Planning Reserve		2,000		2,000		2,000			
Capital Reserves		125,487		175,487		225,487			
<b>Add</b>			237,094		257,487				307,487
draft budget income from committees									
Planning		0		0		0			
Highways		300		300		300			
Allotments		11,011		11,011		11,121			
Environment & Leisure		7,450		7,450		7,450			
Policy & Resources		2,200		2,200		2,200			
Office		0		0		0			
Staff		0		0		0			
Strand Wharf Income		0		0		0			
Leigh Community Centre Hire Income		155,300		163,065		171,218			
Committee Total			176,261		184,026				192,289
<b>Deduct</b>									
draft budget expenditure from committees									
Neighbourhood Plan		2,000		2,000		2,000			
Planning		15,800		16,116		16,438			
Highways		5,300		5,406		5,514			
Allotments		17,123		17,465		17,815			
Environment & Leisure		77,321		78,867		80,445			
Strand Wharf		0		0		0			
Major Project Fund		125,487		175,487		225,487			
Policy & Resources		82,500		83,325		84,992			
Office		65,950		66,610		67,609			
Staff		82,400		84,048		85,729			
Leigh Community Centre		253,800		258,876		264,054			
Skate Park		7,550		7,701		7,855			
Strand Wharf Revenue		1,300		1,326		1,353			
Committee Total			736,531		797,227				859,289
<b>Deduct</b>									
Planned reserve at 31 March			80,000		80,000				80,000
Nett shortfall = Precept required			-403,176		-435,714				-439,513
Less LCT Grant			-7,000						
			<b>-396,176</b>		<b>-435,714</b>				<b>-439,513</b>

Policy and Resources Committee 29<sup>th</sup> November 2016 – Appendix 1

<b>Community Facilities Staffing 2017-18</b>													
Name	Gross Wage	Pro Rata	Part Year	Actual Gross	Employees NI 13.8%	Pensionable Gross	Employers NI 12%	Employers Pension 18.32%	Total Cost	Cost of Living Allowance	Total Budget Amount	Committee % Apportionment	Actual Committee Cost
(SCP55)	50,816	1.00		50,816.00	6,280.66	44,535.34	6,097.92	8,158.88	65,072.80	0.00	65,072.80	17%	11,062
(SCP20) 18-21	19,430	1.00	0.75	14,572.50	1,279.05	13,293.45	1,748.70	2,435.36	18,756.56	0.00	18,756.56	100%	18,757
(SCP15) 15-17	17,072	1.00	0.25	4,268.00	0.00	4,268.00	512.16	781.90	5,562.06	0.00	5,562.06	100%	5,562
(SCP12) 12-15	16,123	0.68		10,963.64	781.03	10,182.61	1,315.64	1,865.45	14,144.73	0.00	14,144.73	50%	7,072
(SCP25) 21-25	22,658	0.60		13,594.80	1,144.13	12,450.67	1,631.38	2,280.96	17,507.14	0.00	17,507.14	13%	2,276
(SCP25) 23-26	22,658	0.70		15,860.60	1,456.81	14,403.79	1,903.27	2,638.77	20,402.65	0.00	20,402.65	7%	1,428
(SCP24) 22-25	21,962	0.60		13,177.20	1,086.50	12,090.70	1,581.26	2,215.02	16,973.48	0.00	16,973.48	35%	5,941
(SCP15) 15-17	17,072	1.00		17,072.00	1,623.98	15,448.02	2,048.64	2,830.08	21,950.72	0.00	21,950.72	40%	8,780
(SCP23) 21-25	21,268	1.00		21,268.00	2,167.15	19,100.85	2,552.16	3,499.28	27,319.44	0.00	27,319.44	88.50%	24,178
(SCP13) 11-15	16,491	1.00		16,491.00	1,507.93	14,983.07	1,978.92	2,744.90	21,214.82	0.00	21,214.82	93.50%	19,836
(SCP15) 11-15	17,072	0.54		9,218.88	540.25	8,678.63	1,106.27	0.00	10,325.15	0.00	10,325.15	100%	10,325
(SCP12) 12-15	16,123	0.54		8,706.42	469.53	8,236.89	1,044.77	0.00	9,751.19	0.00	9,751.19	100%	9,751
(SCP12) 11-15	16,123	0.54		8,706.42	469.53	8,236.89	1,044.77	0.00	9,751.19	0.00	9,751.19	100%	9,751
Caretaker Cover (Holiday & Sickness)													5,039
													<b>139,759</b>
<b>Skate Park Staffing Budget</b>													
(SCP15)	17,072	0.14		2,390.08	0.00	2,390.08	0.00	0.00	2,390.08	0.00	2,390.08	100%	2,390
(SCP 23) 21-25	21,268	1.00		21,268.00	2,167.15	19,100.85	2,552.16	3,499.28	27,319.44	0.00	27,319.44	5.00%	1,366
Skate Park Cover (Holiday & Sickness)													230
													<b>3,986</b>
<b>2016-17 (Budget Figures)</b>										2%			
<b>LCC Staffing Budget</b>													
(SCP55)	48,743	1.00		48,743.00	5,994.58	42,748.42	5,849.16	7,831.51	62,423.67	1,248.47	63,672.14	17.0%	10,824
(SCP19) 18-21	18,376	1.00		18,376.00	1,803.94	16,572.06	2,205.12	0.00	20,581.12	411.62	20,992.74	100.0%	20,993
(SCP25) 21-25	22,212	0.60		13,327.20	1,107.20	12,220.00	1,599.26	2,238.70	17,165.17	343.30	17,508.47	13.0%	2,276
(SCP24) 23-26	21,530	0.70		15,071.00	1,347.85	13,723.15	1,808.52	2,514.08	19,393.60	387.87	19,781.47	7.0%	1,385
(SCP23) 22-25	20,849	0.60		12,509.40	994.35	11,515.05	1,501.13	2,109.56	16,120.09	322.40	16,442.49	35.0%	5,755
(SCP14) 10-14	16,231	1.00		16,231.00	1,507.93	14,723.07	1,947.72	2,697.27	20,875.99	417.52	21,293.51	40.0%	8,517
(SCP10) 10-14	14,338	1.00		14,338.00	1,246.69	13,091.31	1,720.56	2,398.33	18,456.89	369.14	18,826.03	40.0%	7,530
(SCP22) 21-25	20,253	1.00		20,253.00	2,027.08	18,225.92	2,430.36	3,338.99	26,022.35	520.45	26,542.80	88.5%	23,490
(SCP12) 11-15	15,523	1.00		15,523.00	1,374.34	14,148.66	1,862.76	2,592.03	19,977.79	399.56	20,377.35	93.5%	19,053
(SCP15) 11-15	16,572	0.54		8,948.88	467.11	8,481.77	1,073.87	0.00	10,022.75	200.45	10,223.20	100.0%	10,223
(SCP14) 11-15	16,231	0.54		8,764.74	477.58	8,287.16	1,051.77	0.00	9,816.51	196.33	10,012.84	100.0%	10,013
(SCP12) 11-15	15,523	0.54		8,382.42	424.82	7,957.60	1,005.89	0.00	9,388.31	187.77	9,576.08	100.0%	9,576
Caretaker Cover (Holiday & Sickness)													4840.15
													<b>134,476</b>
<b>Skate Park Staffing Budget</b>													
(SCP15)	16,572	0.14		2,320.08	0.00	2,320.08	0.00	0.00	2,320.08	46.40	2,366.48	100%	2,366
(SCP 22) 21-25	20,253	1.00		20,253.00	2,027.08	18,225.92	2,430.36	3,338.99	26,022.35	520.45	26,542.80	5%	1,327
Skate Park Cover (Holiday & Sickness)													227.55
													<b>3,921</b>

<b>Environment &amp; Leisure Staffing</b>													
<b>2016-17</b>													
Name	Gross Wage	Pro Rata	Part Year	Actual Gross	Employees NI 13.8%	Pensionable Gross	Employers NI 12%	Employers Pension 18.32%	Total Cost	Cost of Living Allowance	Total Budget Amount	Committee % Appropriation	Actual Committee Cost
<b>Main E&amp;L Budget</b>													
(SCP55)	50,816	1.00		50,816.00	6,280.66	44,535.34	6,097.92	8,158.88	65,072.80	0.00	65,072.80	8%	5,206
(SCP25) 23-26	22,658	0.70		15,860.60	1,456.81	14,403.79	1,903.27	2,638.77	20,402.65	0.00	20,402.65	46%	9,385
													<b>14,591</b>
<b>Community Transport Budget</b>													
(SCP25) 21-25	22,658	0.60		13,594.80	1,144.13	12,450.67	1,631.38	2,280.96	17,507.14	0.00	17,507.14	25%	<b>4,377</b>
<b>Allotments Budget</b>													
(SCP55)	50,816	1.00		50,816.00	6,280.66	44,535.34	6,097.92	8,158.88	65,072.80	0.00	65,072.80	3%	1,952
(SCP25) 23-26	22,658	0.70		15,860.60	1,456.81	14,403.79	1,903.27	2,638.77	20,402.65	0.00	20,402.65	15%	3,060
													<b>5,013</b>
<b>2016-17 (Budget Figures)</b>													
<b>Main E&amp;L Budget</b>													
(SCP55)	48,743	1.00		48,743.00	5,994.58	42,748.42	5,849.16	7,831.51	62,423.67	1,248.47	63,672.14	8%	5,094
(SCP24) 23-26	21,530	0.70		15,071.00	1,347.85	13,723.15	1,808.52	2,514.08	19,393.60	387.87	19,781.47	46%	9,099
													<b>14,193</b>
<b>Community Transport Budget</b>													
(SCP25) 21-25	22,212	0.60		13,327.20	1,107.20	12,220.00	1,599.26	2,238.70	17,165.17	343.30	17,508.47	25%	<b>4,377</b>
<b>Allotments Budget</b>													
(SCP55)	48,743	1.00		48,743.00	5,994.58	42,748.42	5,849.16	7,831.51	62,423.67	1,248.47	63,672.14	3%	1,910
(SCP24) 23-26	21,530	0.70		15,071.00	1,347.85	13,723.15	1,808.52	2,514.08	19,393.60	387.87	19,781.47	15%	2,967
													<b>4,877</b>

<b>Planning, Highways &amp; Licensing Staffing</b>													
<b>2017-18</b>													
Name	Gross Wage	Pro Rata	Part Year	Actual Gross	Employees NI 13.8%	Pensionable Gross	Employers NI 12%	Employers Pension 18.32%	Total Cost	Cost of Living Allowance	Total Budget Amount	Committee % Approtationment	Actual Committee Cost
<b>P&amp;L Budget</b>													
(SCP55)	50,816	1.00		50,816.00	6,280.66	44,535.34	6,097.92	8,158.88	65,072.80	0.00	65,072.80	5%	3,254
(SCP15) 15-17	17,072	1.00		17,072.00	1,623.98	15,448.02	2,048.64	2,830.08	21,950.72	0.00	21,950.72	29%	6,366
(SCP12) 12-15	16,123	0.68		10,963.64	781.03	10,182.61	1,315.64	1,865.45	14,144.73	0.00	14,144.73	40%	5,658
													15,277
<b>2016-17 (Budget Figures)</b>													
<b>P&amp;L Budget</b>													
(SCP55)	48,743	1.00		48,743.00	5,994.58	42,748.42	5,849.16	7,831.51	62,423.67	1,248.47	63,672.14	5%	3,184
(SCP14) 10-14	16,231	1.00		16,231.00	1,507.93	14,723.07	1,947.72	2,697.27	20,875.99	417.52	21,293.51	29%	6,175
(SCP10) 10-14	14,338	1.00		14,338.00	1,246.69	13,091.31	1,720.56	2,398.33	18,456.89	369.14	18,826.03	29%	5,460
													14,818

<b>Administration Staffing</b>													
<b>2017-18</b>													
Name	Gross Wage	Pro Rata	Part Year	Actual Gross	Employees NI 13.8%	Pensionable Gross	Employers NI 12%	Employers Pension 18.32%	Total Cost	Cost of Living Allowance	Total Budget Amount	Committee % Appropriation	Actual Committee Cost
<b>Admin Staffing Budget</b>													
(SCP55)	50,816	1.00		50,816.00	6,280.66	44,535.34	6,097.92	8,158.88	65,072.80	0.00	65,072.80	67%	43,599
(SCP25) 23-26	22,658	0.70		15,860.60	1,456.81	14,403.79	1,903.27	2,638.77	20,402.65	0.00	20,402.65	32%	6,529
(SCP25) 21-25	22,658	0.60		13,594.80	1,144.13	12,450.67	1,631.38	2,280.96	17,507.14	0.00	17,507.14	62%	10,854
(SCP24) 22-25	21,962	0.60		13,177.20	1,086.50	12,090.70	1,581.26	2,215.02	16,973.48	0.00	16,973.48	65%	11,033
(SCP15) 15-17	17,072	1.00		17,072.00	1,623.98	15,448.02	2,048.64	2,830.08	21,950.72	0.00	21,950.72	31%	6,805
(SCP12) 12-15	16,123	0.68		10,963.64	781.03	10,182.61	1,315.64	1,865.45	14,144.73	0.00	14,144.73	10%	1,414
Wage Administration													780
													<b>81,014</b>
<b>Policy &amp; Resources Budget</b>													
(SCP23) 21-25	21,268	1.00		21,268.00	2,167.15	19,100.85	2,552.16	3,499.28	27,319.44	0.00	27,319.44	6.50%	1,776
(SCP13) 11-15	16,491	1.00		16,491.00	1,507.93	14,983.07	1,978.92	2,744.90	21,214.82	0.00	21,214.82	6.50%	1,379
													<b>3,155</b>
<b>2016-17 (Budget Figures)</b>													
<b>Admin Staffing Budget</b>													
(SCP55)	48,743	1.00		48,743.00	5,994.58	42,748.42	5,849.16	7,831.51	62,423.67	1,248.47	63,672.14	67%	42,660
(SCP24) 23-26	21,530	0.70		15,071.00	1,347.85	13,723.15	1,808.52	2,514.08	19,393.60	387.87	19,781.47	32%	6,330
(SCP25) 21-25	22,212	0.60		13,327.20	1,107.20	12,220.00	1,599.26	2,238.70	17,165.17	343.30	17,508.47	62%	10,855
(SCP23) 22-25	20,849	0.60		12,509.40	994.35	11,515.05	1,501.13	2,109.56	16,120.09	322.40	16,442.49	65%	10,688
(SCP14) 10-14	16,231	1.00		16,231.00	1,507.93	14,723.07	1,947.72	2,697.27	20,875.99	417.52	21,293.51	31%	6,601
(SCP10) 10-14	14,338	1.00		14,338.00	1,246.69	13,091.31	1,720.56	2,398.33	18,456.89	369.14	18,826.03	31%	5,836
Wage Administration													650
													<b>83,620</b>
<b>Policy &amp; Resources Budget</b>													
(SCP22) 21-25	20,253	1.00		20,253.00	2,027.08	18,225.92	2,430.36	3,338.99	26,022.35	520.45	26,542.80	6.50%	1,725
(SCP12) 11-15	15,523	1.00		15,523.00	1,374.34	14,148.66	1,862.76	2,592.03	19,977.79	399.56	20,377.35	6.50%	1,325
													<b>3,050</b>