

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 Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

Notice is hereby given that a meeting of the **POLICY AND RESOURCES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday, 7th November 2017** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.30pm**, when it is hoped to transact the following business.

AGENDA

1. CHAIRMAN'S OPENING REMARKS & HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING 5TH SEPTEMBER 2017
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) – page 5

POLICY

7. STATEMENT OF INTENT COMMUNITY ENGAGEMENT ([Appendix 2](#)) – page 6 **DECISION ITEM**

The original statement was adopted in October 2011 and whilst a review was proposed last November this did not proceed as far as the present Town Clerk can ascertain.

It is **RECOMMENDED** that the Committee review the revised statement adopting it if appropriate with a **recommendation to Council**. The Town Clerk would like to highlight to the Committee that this statement may form part of a Strategic Plan in due course.

8. LONE WORKER POLICY ([Appendix 3](#)) page 10 **DECISION ITEM**

The Personnel Sub-Committee **RESOLVED** the Policy 25th September 2017 and it is presented to P&R with the **RECOMMENDATION** to adopt the policy and **recommend its adoption to Council**.

9. P&R PDG ([Appendix 4](#)) page 12 **DECISION ITEM**

The Committee are asked to consider the **RECOMMENDATION** within the report that those ideas be put forward to the community as the preferred expenditure of CIL receipts.

The Committee are asked to consider the ideas submitted by Councillors with regard to SBC Regulation 123 Infrastructure list.

10. REPORT 2662 – NEIGHBOURHOOD PLAN ([Appendix 5](#)) page 13

CONFIDENTIAL

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

It is **RECOMMENDED** 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)

12. STAFF – MINUTES OF THE PERSONNEL SUB-COMMITTEE 25TH SEPTEMBER 2017 ([Appendix 6](#) and Confidential Appendix 1) page 15 **DECISION ITEM**

This confidential item needs to be presented early in the meeting as it has an impact on agenda item 22.

RESOURCES

13. NOTICE BOARDS

Six boards are located around the Town and with the closure of the Post Office, it seemed a logical time to consider whether the boards are best sited

Current positions:

Outside 67 Elm Road (old board)

Rectory Grove – near the Post Office and bus stops (new board)

New Road – by the Ship pub (old board)

London Road – traffic lights Sutherland Boulevard (new board)

London Road – nr Elms by Yantlet Houses and bus stop (new board)

Leigh Road – corner of Cliffsea by the church (new board)

Should the Committee wish to make a decision, the Town Clerk has allocated a provisional sum to the 2018/19 budget.

14. LTC MAGAZINE

We are just approaching the 6th issue of the magazine. As all services and events provided by the Council should be reviewed periodically, it is **RECOMMENDED** that a P&R PDG be held for the purpose of reviewing and appraising the news magazine.

FINANCIAL

15. COMMITTEE AND COUNCIL BUDGETS 2017/18

- P&R Budget Reports as at 27th October 2017 ([Appendix 7](#)) – page 16
- Leigh Town Council Main Budget Report as at 27th October 2017 ([Appendix 8](#)) – page 18

16. QUARTERLY FINANCE CHECK

Cllr Herbert has undertaken the 2nd quarter check and all was found to be in order.

17. BANK RECONCILIATION CHECK

Cllr D Mulroneu undertook the 1st quarter reconciliations check and all was found to be in order. The second check will be undertaken imminently.

18. EXTERNAL AUDIT

The first visit for 2017/18 will be undertaken 7th and 9th November.

19. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 9](#)) – page 19 **DECISION ITEM**

The Committee is asked to **NOTE** the account transfers and **RECOMMEND** the expenditure to Council.

20. BANK ACCOUNT BALANCES AS AT 20th October 2017

HSBC Current	£26,605.75
HSBC BMM	£225,503.15
HSBC Payroll	£2,468.44
HSBC Imprest	£563.23
CCLA (PSDF)	£389,220.05

21. TRANSFER OF FUNDS

In accordance with Financial Regulation 5.5c the committee are asked to **NOTE** that after 20th October 2017, £75,000 has been transferred to the public sector deposit fund (CCLA).

22. P&R BUDGET 2018/19 ([Appendix 10](#)) page 23

The Committee is requested to consider the draft budget for 2018/19 set out in Appendix 10 and if resolved to move to agenda item 23.

23. COUNCIL BUDGET 2018/19 ([Appendix 11](#)) page 25

All Committees have resolved their budgets with **RECOMMENDATION to P&R Committee for approval and subsequent recommendation to Council**. P&R Committee is requested to consider and **RECOMMEND** the draft Council Budget for 2018/19 to Council.

The Town Clerk has been advised that the tax base information which is required to calculate the Band D precept will not be available until 1st December 2017 from Southend Borough Council. Until this is received, all budgets remain draft versions.

CONFIDENTIAL

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

It is RECOMMENDED 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) data protection)

25. GRANT AWARD APPLICATIONS (Confidential Appendix 2) **DECISION ITEM**


Grant requests have been made as follows:

N-Act Theatre in Education Co.	£500	(towards room hire at LCC & promotional video)
The Olive Tree Centre	£500	(furniture at their centre)
NTFLAG	£200	(for room hire & services at LCC)
Leigh Art Trail Association	£500	(towards Art Trail costs for 2018)
Cancer Rehab Exercise	£429	(for room hire at LCC)

Total requests £2,129

The maximum grant is £500 under the Grant Award Scheme. 2017/18 remaining fund is £2,740 from which to make awards. There remains an earmarked reserve £3,471.18

It is **RECOMMENDED** that the Committee consider the applications received and decide which they wish to grant.



Helen Symmons
Town Clerk
1st November 2017

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

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2017/18

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
P&R 05-09-17	26. Action Plan Review	RESOLVED	05-09-17	Resolved by Council 19-09-17 Review 03/2018 diarised	NFA	
P&R 05-09-17	27. Procurement & Implementation Protocol	RESOLVED	05-09-17	Updated & Published. Review 07/2019 diarised	NFA	
P&R 05-09-17	28. Training & Development Policy	RESOLVED	05-09-17	RESOLVED by Council 19-09-17. Review 09/2020 diarised	NFA	
P&R 05-09-17	29. Safeguarding Policy	RESOLVED	05-09-17	RESOLVED by Council 19-09-17. Review 09/2020 diarised	NFA	
P&R 05-09-17	31. Staff	RESOLVED to review Staff Handbook RESOLVED to set up childcare voucher scheme	24-10-17	Consultant instructed Scheme set up	NFA	TC
P&R 05-09-17	38. To note internal account tfrs and approve expenditure	RESOLVED	05-09-17	RESOLVED by Council 19-09-17	NFA	

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DRAFT REVISED STATEMENT OF INTENT – COMMUNITY ENGAGEMENT

INTRODUCTION

Local Councils have an overarching role to play in their area which no other body can provide. In performing a community leadership role, Councils can articulate and represent the views and needs of the local community more effectively. This will involve listening to the local community and communicating what it is doing through a variety of mediums. If the community knows and understands what the Council is doing for them, its reputation will be higher.

AIMS & OBJECTIVES

Leigh-on-Sea Town Council is committed to high standards of engagement with its community. Our Council is part of a tier of local government which belongs to, is part of and is directly accountable to its local community. Councillors play an important role as they are elected to make decision on matters affecting our Parish. We aim to make a measurable difference to the quality of life of the community we serve and to be responsive to the needs of our community. This statement sets out how we ensure the community is kept informed about and can contribute to the activities and decision-making of this Council to the benefit of this Parish.

WHAT IS OUR COMMUNITY?

We believe our community is everyone within the boundaries of our Parish including all ages, any organisations, groups and individuals within it. We also recognise that residents pay for the activities of the Town Council and that visitors to our community form an important part of the vibrancy of community life. We understand that there are certain bodies that are crucial to local quality of life and we will strive to achieve excellent working relationships with these bodies including Town organisations, the Police and Southend Borough Council.

PROVISION OF INFORMATION TO THE COMMUNITY

Leigh-on-Sea Town Council has many avenues through which it communicates with its community.

These include:

- The Councils website – www.leighonseatowncouncil.gov.uk – a wealth of information including:
 - Councillor details
 - Freedom of Information Scheme
 - Links to other organisations including Southend Borough Council (primary authority)
 - Annual Report (hard copies available at the Annual Town Meeting)
 - Agendas and Minutes of Council and Committees
- Six noticeboards around the Town
- Annual Town Meeting
- Bi-annual publication - LeighTown Council magazine
- Annual External Audit
- Social Media – Facebook and Twitter accounts
- The Community Centre and Town Council Office

OPPORTUNITIES FOR COMMUNITY INVOLVEMENT

Leigh-on-Sea Town Council makes every opportunity available to the electorate to ensure excellent community involvement. These will include the following methods:

- Public Representation agenda item on every Council and Committee meeting where the electorate can raise issues “in relation to the business on the agenda or request matters to be discussed at a subsequent meeting”.

- At all Committee meetings the public are permitted to ask questions and provide input at the discretion of the Chairman.
- The website will contain a feedback form to enable residents to input into current issues and raise concerns.

OPPORTUNITIES FOR FORMAL REPRESENTATIONS TO THE COUNCIL

This 'Statement of Intent' has elsewhere listed the many opportunities that exist for the public to make formal representations to the Town Council. Issues received in writing, providing they are received before the deadline for closure of the agenda, are considered for inclusion as a stated item on the next agenda.

It is a target that correspondence received from a member of the public is at least acknowledged, wherever possible, within two working days and actioned within 10 working days.

INVOLVEMENTS IN PARTNERSHIPS

Leigh-on-Sea Town Council has representation on various partnerships, and committees. Representatives are elected at the Annual Council Meeting. The Town Council encourages and supports public meetings organised by the Police, Health Authority, and Southend-on-Sea Borough Council where they feel information should be made available to the residents of Leigh-on-Sea.

ROLE OF COUNCIL MEMBERS AND OFFICERS

As an open and transparent Town Council, both Members and officers seek to offer a high quality professional service to all whom they serve. Both Members and Officers are keen to maintain relevant Codes of Conduct in their business, and see the community as "customers" rather than an electorate.

SPECIFIC AREAS FOR COMMUNITY INVOLVEMENT

Where there is a specific issue, or a new project, that the Town Council wish to consider, it is of value to the Town Council to seek the views of the community who will be most affected. The residents of the Town can have confidence that their "voice" will be heard, and that the Council will work with the community to reach a common goal.



OLD STATEMENT

Leigh-on-Sea Town Council



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Chairman: Cllr Pat Holden
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

Report 1934c/TC

STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

(WITH REFERENCE TO THE POWER OF WELL-BEING)

MAIN STATEMENT OF INTENT

Aims and Objectives

Leigh-on-Sea Town Council is an open and transparent Council, which values the opinions of the community, which it serves. It has in the past, and will continue to do so in the future, listen to the needs and concerns of that community, and will do everything within its power and financial constraints, to make Leigh-on-Sea a better place to live, and work.

Defining the Community

Leigh-on-Sea Town Council is keen to reach all groups and individuals who work, or live in the area. It has historical links with local Church Groups, educational establishments and the many voluntary groups working for the good of the Town, to ensure that as wide a cross section as possible of the community can have access to the Council, its Members, and its staff.

Provision of Information to the Community

Leigh-on-Sea Town Council has many avenues through which it communicates with its community. These include:

A web site that gives Councillor details and a statement about the Council's 'Freedom of Information' scheme, as well as going beyond the work of the Town Council, and provides links to many other useful services, including the principal authority. An Annual Report is published on the website and in hard copy. Publishing of agendas, outside the Town Council Office plus four other noticeboards around the town and on the web site for all Council and committee meetings. Publishing of minutes, on the Council web site, for all Council and Committee meetings. The Towns involvement in the Annual Town Meeting, with its public question time. The Town Council will use the website and other forms of communication to consult its electorate.

The Town Council publishes a newsletter once a quarter 'Leigh Matters' to inform residents of issues and events within the town. The annual External Audit offers the opportunity for questions to be asked about the latest Statement of Accounts. A synopsis of the financial accounts is published within the Annual report.

Opportunities for Community Involvement

Leigh-on-Sea Town Council makes every opportunity available to the electorate to ensure excellent community involvement. These will include the following methods:

The Town Council has a public question session at every Council meeting, where the electorate can raise issues “in relation to the business on the agenda or request matters to be discussed at a subsequent meeting”.

Once a month on the first Saturday Leigh Town Councillors conduct an open surgery to enable residents to put concerns and questions to the Council.

At all Committee meetings the public are permitted to ask questions and provide input at the discretion of the Chairman.

The website will contain a feedback form to enable residents to input into current issues and raise concerns.

Opportunities for Formal Representations to the Council

Issues received in writing, providing they are received before the deadline for closure of the agenda, are considered for inclusion as a stated item on the next agenda.

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Involvement in Partnerships

Leigh-on-Sea Town Council has representation on various partnerships, and committees. Representatives are elected at the Annual Council Meeting. The Town Council encourages and supports public meetings organised by the Police, Health Authority, and Southend-on-Sea Borough Council where they feel information should be made available to the residents of Leigh-on-Sea.

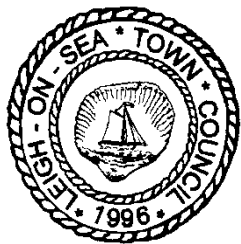
Role of Council members and Officers

As an open and transparent Town Council, both Members and officers seek to offer a high quality professional service to all whom they serve. Both Members and Officers are keen to maintain relevant Codes of Conduct in their business, and see the community as “customers” rather than an electorate.

Specific Areas for Community Involvement

Where there is a specific issue, or a new project, that the Town Council wish to consider, it is of value to the Town Council to seek the views of the community who will be most affected. The residents of the Town can have confidence that their “voice” will be heard, and that the Council will work with the community to reach a common goal.

[Agenda](#)



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LONE WORKING POLICY

Policy Statement

In the interest of staff working alone this policy is committed to ensuring that employees are aware of the risks presented by lone working whilst they are engaged in any activity associated with Leigh Town Council.

Definitions

Lone working includes both members of staff alone in a building and those whose duties involve working outside where there is no close, frequent or regular contact with other colleagues.

Policy Objective

- To ensure Leigh Town Council (LTC) comply with statutory duties with regard to lone working, the Council will through procedures adopted at all levels avoid the need for lone working wherever possible.
- To ensure that employees who are required to work alone are protected from risks to their health, safety and welfare.
- To ensure any potential risks are identified and discussed with the line manager prior to undertaking any lone working.
- To encourage employees to take responsibility for their own safety and understand that they must remove themselves immediately from any such situation. Such action and concerns must be reported immediately to the line manager.

Assessing the Risk

In order to promote a safe environment for employees the following issues should be considered, as and when appropriate:

- The Environment – location, security and access
- The Context – nature of the task, any special circumstances
- The individuals concerned – indicators of potential or actual risk
- History – any previous incidents in similar situations?
- Who to contact in case of an emergency and how? Employees must not assume that having a mobile phone is a sufficient safeguard in itself.
- Any other special circumstances to be aware of

Personal Safety

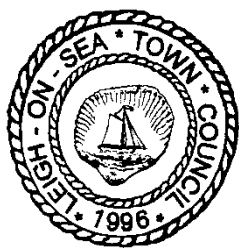
- Employees must inform their line manager or other identified person when they will be working alone, giving accurate description of their location and following an agreed plan to inform that person when the task is completed.
- If a member of staff does not report in as expected, an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate using emergency contact information if necessary.

- Be aware of the environment around you. Know what measures are in place – check out alarm systems and procedures, exits and entrances and the location of first aid supplies.
- Employees should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

POLICY ADOPTED: NOVEMBER 2017

POLICY REVIEW: NOVEMBER 2020

[Agenda](#)



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REPORT 2664/HS

P&R PDG – CONSIDERING CIL AND COUNCIL PROFILE

Present: Cllrs: Richard Herbert (Chairman), Donald Fraser, Jill Healey, Valerie Morgan, Carole Mulroney, Declan Mulroney and Jane Ward

Also: Helen Symmons (Town Clerk)

COMMUNITY INFRASTRUCTURE LEVY (CIL)

The background to CIL receipts was explained along with the restrictions and reporting process. It was felt that it would be an area where we could engage with the community as to their preferences for spending the receipts.

Ideas were submitted as follows with the **RECOMMENDATION to P&R** that these form part of a voting list for residents to decide upon:

1. Improvements in Library Gardens (may include play equipment aimed at older children depending on cost and Borough Council approval to siting)
2. Cycle path along Eastwood Road North
3. Air pollution monitors for West Leigh School and Chalkwell School
4. Repair of notice boards along Marine Parade
5. Proper footpath from Belton Way down to the Old Town
6. Park and Ride scheme at weekends

Two other ideas were submitted but following the meeting the Town Clerk checked with the Borough and they were not deemed within the scope of the regulations.

If resolved by P&R, an article will appear in LTC News and a social media campaign would coincide to allow all to vote.

SBC REGULATION 123 INFRASTRUCTURE LIST

Following a discussion, the Town Clerk will email all Councillors again with the list requesting specific ideas for Leigh so a letter can be sent to the Borough requesting their inclusion for consideration e.g. add Leigh Library Gardens under Leisure and Recreation – Children's Play areas. This will be added to the P&R agenda.

RAISING THE COUNCIL PROFILE

The Marketing & Profile Officer (MO) has submitted a report with ideas that were discussed by those present.

Not all of the ideas were deemed suitable. The Town Clerk made a note of those that the MO could progress with.



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REPORT 2662/HS

NEIGHBOURHOOD PLANNING

BACKGROUND

Following on from the internal workshops at the beginning of the year another stage of getting started in the Neighbourhood Plan process (NHPP) is to have a dialogue with the local planning authority – Southend Borough Council (SBC). It is important to work in co-operation with SBC as this will avoid conflicts at later stages and will ensure the finished plan is robust and not easily challenged.

The first formal step of the NHPP is to designate the neighbourhood area. Once the area has been identified, it will need to be submitted to SBC for designation and publication of the application for 6 weeks. SBC has the power to amend the boundary of the proposed area if it is thought necessary.

It is also recommended to align the NHP timetable with any emerging local plans to avoid issues of conformity at a later date and at all times during the process the evolving policy has to conform to any local plans. LTC should also look at the evidence underpinning the local plan as this will link to the NHP.

Once the neighbourhood are is designated by SBC, they are legally required to provide evidence and assistance plus advice during our process.

The Town Clerk therefore sought a meeting with the appropriate Officers at SBC.

COURTESY MEETING

This took place Wednesday 27th September 2017 at Civic Centre.

In attendance:
Team Leader and Officer Strategic Planning, SBC
Town Clerk and Chairman, LTC

It was confirmed that the local planning documents of SBC are the Core Strategy 2007 (CS) in conjunction with the Development Management Document 2015 (DMD) and Supplementary Planning Document 2009 (SPD).

The CS as the overall local plan is being reviewed at present and SBC are just nearing the end of the evidence gathering stage. It is hoped that during the winter 2017/18 they will go out for consultation on the initial issues, with the preferred approach stage being reached at some point in the summer 2018.

Our NHPP was discussed at length and at that point it seemed prudent to wait for the preferred approach stage as this will provide a better view of how the local plan is developing. In the meantime we could consider the area for our plan alongside the officers at SBC and also as a courtesy the SB Councillors relevant to Leigh as a whole. Additionally we can also begin collating community data which will be relevant to the preparation of LTC Strategic plan prior to a NHP.

EALC NEIGHBOURHOOD PLANNING BRIEFING

Following the meeting at SBC, Cllrs Ward and Rosier as well as the Town Clerk and Assistant Proper Officer attended this Saturday morning session at Great Dunmow where the Town Clerk of Great Dunmow gave a presentation on the process and aspects of Neighbourhood Planning having successfully had their plan passed.

Great Dunmow's plan took 4 years from beginning to end and cost £56k for a residency of 9,000 with 4,000 households.

Salient points that emerged were:

- Neighbourhood planning is all about shaping development in the area.
- SBC would have a duty to help and the referendum is organised and paid for by them.
- Policies have to stand up in planning terms but still does not necessarily mean they will not be overruled at times.
- At no time can any of the policies be in conflict with the Local Plan or National Policy.
- The NHP during the process will have to be adaptable to any emerging Local Plan and even if adopted has to be continually reviewed and revisited during its lifetime.
- A NHP is all about the planning elements and not the aspirational wishes of the council or residents.
- Any elements aspirational relate more to a Strategic Plan or Action Plan
- A NHP gives more weight behind objections but only in relation to planning
- You have to wait for the Local Plan to start taking shape before starting to formulate a NHP
- It is like to be a lengthy, expensive process (especially if additional staffing required).
- Ideal to identify the key issues and themes and have small groups work on each one.

NHPP – NEXT STAGE

In the Town Clerk's opinion, the creation of a four year LTC Strategic Plan will focus further as to whether Council wish to proceed to the next stage of neighbourhood planning.

That said it seems imperative to await the emergence of the Local Plan as nothing can be formulated in terms of positions relating to a NHP. In this respect if there is scope to work with SBC in terms of Leigh then this may negate requiring a NHP.

If Council still wished to proceed further, the next stages in the process would be:

- Resolution by Council to prepare a neighbourhood plan
- Identify and contact key local partners
- Set up a NHP Sub-Committee with co-option.
- Produce a project plan with costings (check for grants Visit http://mycommunity.org.uk/take-action/neighbourhood-planning/?_a=funding). Current grant £9,000, maybe upto £15,000 for more complex plans. Expenditure must be completed within 6 months or before 31st March 2018)
- Determine the neighbourhood area (in consultation with SBC and SB Councillors)
- Submit area proposal
- SBC consults (minimum 6 weeks)
- SBC approve the area proposal

Agenda



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MINUTES OF A MEETING OF PERSONNEL SUB-COMMITTEE
HELD ON MONDAY 25TH SEPTEMBER 2017
AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Ron Owen (Chairman), Patrick Fox, Carole Mulrone and Jane Ward.

Also Present: Helen Symmons Town Clerk

The meeting commenced at 7.05pm.

26. APOLOGIES FOR ABSENCE

Cllr Richard Herbert

27. DECLARATION OF MEMBERS' INTERESTS

None

28. MINUTES OF PREVIOUS MEETING 10TH MARCH 2017

The minutes of the meeting of 10th March were agreed and signed by the Chairman

29. LONE WORK POLICY

The Committee **RESOLVED** the policy with recommendation to P&R to adopt.

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

RESOLVED: 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)

31. STAFFING STRUCTURE

The Town Clerk presented a confidential report to the Sub-Committee. Members' comments were invited and questions raised which were answered in full.

Following a staff resignation, the Committee **RESOLVED** to offer a permanent contract as recommended by the Town Clerk and apply an administrative procedure.

The Committee **RESOLVED** to amend the Receptionist structure as recommended by the Town Clerk **which will be RECOMMENDED to the P&R Committee.**

The Committee **RESOLVED** to the staff re-grade as recommended by the Town Clerk **which will be RECOMMENDED to the P&R Committee.**

The meeting ended at 7.28 pm

[Agenda](#)

POLICY & RESOURCES DETAILED BUDGET					2017/18					
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent
					P&R Accruals 2016/17			-£ 1,600.00		
Precept	£ 400,904.00	£ 400,904.00	£ -	100.00%	Crime Prevention		£ -	£ -	£ -	
Council Tax Support Grant	£ 9,800.00	£ 9,800.00	£ -	100.00%	Grant Award Fund	£ 3,471.00	£ 5,000.00	£ 2,756.80	£ 5,714.20	32.54%
Bank Interest	£ 1,000.00	£ 404.08	£ 595.92	40.41%	Furniture & Equipment		£ 500.00	£ 126.95	£ 373.05	25.39%
Other Income*		£ 245.99	-£ 245.99		Elections	£ 22,265.59	£ -	£ -	£ 22,265.59	
Sale of Garden Waste Sacks*	£ 1,200.00	£ 1,047.80	£ 152.20	87.32%	Legal Costs		£ 3,500.00	£ -	£ 3,500.00	
VAT received		£ 9,545.00	-£ 9,545.00		Annual Town Meeting		£ 500.00	£ 112.38	£ 387.62	22.48%
CIL Income - FOR NOTING		£ 5,834.54	-£ 5,834.54		Community Engagement		£ 11,000.00	£ 4,900.25	£ 6,099.75	44.55%
					Volunteer Programme	£ 19,504.40	£ 5,000.00	£ 2,852.09	£ 21,652.31	11.64%
					Website		£ 100.00		£ 100.00	
					Civic		£ 200.00	£ 75.00	£ 125.00	37.50%
					Renewals Fund	£ 16,086.02	£ 2,000.00	£ 1,642.20	£ 16,443.82	9.08%
					Garden Sacks		£ 1,200.00	£ 1,038.08	£ 161.92	86.51%
					Localism Act	£ 2,000.00	£ 300.00	£ 150.00	£ 2,150.00	6.52%
TOTAL INCOME	£ 412,904.00	£ 427,781.41	-£ 14,877.41	103.60%	TOTAL EXPENDITURE	£ 63,327.01	£ 29,300.00	£ 12,053.75	£ 80,573.26	41.14%
* Other Income in Main Budget Sheet										
CIL EMR £885.06					Capital Fund	£120,684.48	£ 50,000.00	£ -	£ 170,684.48	0.00%

[Agenda](#)

OFFICE ADMIN DETAILED BUDGET				2017/18
EXPENDITURE	Budget 2017/18	Expenditure	Balance	% Spent
Premises				
Office Rental	£ 3,500.00	£ -	£ 3,500.00	0.00%
LCC Premises Use Grant	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%
	£ 30,500.00	£ 13,500.00	£ 17,000.00	44.26%
Office Admin - EMR £2,000				
Stationery	£ 2,000.00	£ 559.57	£ 1,440.43	27.98%
Insurance	£ 6,300.00	£ 6,511.51	-£ 211.51	103.36%
Library	£ 300.00	£ 69.94	£ 230.06	23.31%
Communication	£ 2,450.00	£ 1,229.63	£ 1,220.37	50.19%
Photocopying	£ 3,500.00	£ 1,426.11	£ 2,073.89	40.75%
Subscriptions	£ 2,300.00	£ 1,793.16	£ 506.84	77.96%
Postage	£ 1,700.00	£ 551.76	£ 1,148.24	32.46%
Entertaining	£ 250.00	£ 120.00	£ 130.00	48.00%
Licences	£ 500.00	£ 35.00	£ 465.00	7.00%
Bank Charges	£ 1,200.00	£ 582.78	£ 617.22	48.57%
Miscellaneous	£ 500.00	£ 16.67	£ 483.33	3.33%
Professional Advice	£ 1,000.00	£ 208.33	£ 791.67	20.83%
Audit	£ 2,700.00	£ 1,720.00	£ 980.00	63.70%
IT	£ 4,500.00	£ 3,119.35	£ 1,380.65	69.32%
Training - Staff	£ 3,000.00	£ 849.40	£ 2,150.60	28.31%
Expenses/Travel Costs - Cllrs	£ 600.00	£ 227.42	£ 372.58	37.90%
Training - Cllrs	£ 2,000.00	£ 567.52	£ 1,432.48	28.38%
Mileage & Expenses - Staff	£ 650.00	£ 422.91	£ 227.09	65.06%
	£ 35,450.00	£ 20,011.06	£ 15,438.94	56.45%
	£ 65,950.00	£ 33,511.06	£ 32,438.94	50.81%

Leigh Town Council Main Budget Report					2017/18				
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Budget 2017/18	Expenditure	Balance	% Spent
Balances B/F		£ 403,765.00							
Policy & Resources					Policy & Resources				
Precept	£ 400,904.00	£ 400,904.00	£ -	100.00%	P & R Expenditure	£ 29,300.00	£ 12,053.75	£ 17,246.25	41.14%
Local Council Tax Support Grant	£ 9,800.00	£ 9,800.00	£ -	100.00%	Office & Admin	£ 65,950.00	£ 33,511.06	£ 32,438.94	50.81%
Interest	£ 1,000.00	£ 404.08	£ 595.92	40.41%	Staffing	£ 98,153.00	£ 70,091.46	£ 28,061.54	71.41%
Other Income	£ 1,200.00	£ 10,838.79	-£ 9,638.79	903.23%	Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
CIL Income (for noting)		£ 5,834.54	-£ 5,834.54			£ 243,403.00	£ 115,656.27	£ 127,746.73	47.52%
	£ 412,904.00	£ 427,781.41	-£ 9,042.87	103.60%					
Community Facilities					Community Facilities				
LCC Hire Income	£ 125,000.00	£ 61,456.67	£ 63,543.33	49.17%	LCC Expenditure	£ 114,000.00	£ 30,979.92	£ 83,020.08	27.18%
LTC Contribution	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%	LCC Staffing	£ 139,800.00	£ 72,293.17	£ 67,506.83	51.71%
Strand Wharf	£ -	£ -	£ -		Highway Facilities	£ 5,300.00	£ -	£ 5,300.00	0.00%
Other Income	£ 3,680.95	£ 5,106.55	-£ 1,425.60	138.73%	Strand Wharf Expenditure	£ 1,300.00	£ 824.30	£ 475.70	63.41%
LCC Fund-Raising		£ 128.94	-£ 128.94		Skate Park Expenditure	£ 3,550.00	£ 519.59	£ 3,030.41	14.64%
					Skate Park Staffing	£ 4,000.00	£ 2,185.61	£ 1,814.39	54.64%
					Paddling Pool	£ 500.00	£ -	£ -	0.00%
	£ 155,680.95	£ 80,192.16	£ 75,488.79	51.51%	Strand Wharf Capital Expenditure	£ -	£ 2,880.00	-£ 2,880.00	
						£ 268,450.00	£ 109,682.59	£ 158,267.41	40.86%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 11,111.00	£ 4,934.40	£ 6,176.60	44.41%	Allotments Expenditure	£ 12,110.00	£ 5,877.21	£ 6,232.79	48.53%
					Allotments Staffing	£ 8,600.00	£ 4,740.04	£ 3,859.96	55.12%
Community Transport Fees	£ 3,200.00	£ 968.00	£ 2,232.00	30.25%	Community Transport Expenditure	£ 4,330.00	£ 638.84	£ 3,691.16	14.75%
					Community Transport Staffing	£ 4,400.00	£ 2,052.83	£ 2,347.17	46.66%
Farmers' Market Fees	£ 2,000.00	£ 1,805.00	£ 195.00	90.25%	Farmers' Market Expenditure	£ 1,350.00	£ 1,197.61	£ 152.39	88.71%
Leigh Lights Income	£ 2,000.00	£ 1,395.00	£ 605.00	69.75%	Leigh Lights Expenditure	£ 35,750.00	£ 25.00	£ 35,725.00	0.07%
Other Events Income	£ 550.00	£ 465.00	£ 85.00	84.55%	Events & Other Expenditure	£ 17,000.00	£ 9,881.88	£ 7,118.12	58.13%
Other E&L Income	£ 50.00	£ 40.00	£ 10.00	80.00%	E&L Staffing	£ 15,319.00	£ 9,302.84	£ 6,016.16	60.73%
	£ 18,911.00	£ 9,607.40	£ 9,303.60	50.80%		£ 98,859.00	£ 33,716.25	£ 65,142.75	34.11%
Planning, Highways & Licensing					Planning Highways & Licensing				
		£ -	£ -		Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 10,500.00	£ 8,001.18	£ 2,498.82	76.20%
	£ -	£ -	£ -			£ 11,000.00	£ 8,001.18	£ 2,998.82	72.74%
Total Income	£ 587,495.95	£ 517,580.97	£ 75,749.52	88.10%	Total Expenditure	£ 621,712.00	£ 267,056.29	£ 354,155.71	42.95%
Capital Reserves 31/03/17	£ 120,684.00	YR END EST	£ 170,000.00		Balances Remaining C/F		£ 654,289.68		
Earmarked Reserves 31/03/17	£ 155,820.00	YR END EST	£ 179,000.00						
CIL 31/03/17	885.06		6719.60		Current General Reserves		£ 305,289.68		
					Estimated General Reserves 31/3/17		£ 100,063.49		based on full budget spen



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 Jane Ward
 Vice Chairman: Valerie Morgan
 Town Clerk: Helen Symmons

Payments List 24th Aug 2017- 20 Oct 2017 Report 2665/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102242	£57.60	Acumen Wages Service	Payroll processing August
102243	£150.42	Essex Supplies (UK) Ltd	Cleaning materials
102244	£126.00	Miskos Ltd	Spam filtering & server monitoring
102246	£1,560.00	PKF Littlejohn	External Audit fee re Annual Return
102247	£1845.84	Edge IT Systems Ltd	5 th year of contract for Facilities & Finance Systems
102248	£178.46	Viking Direct	Stationery
102249	£10.92	Recognition Express Essex	Name badge – Claire Broad
102250	£30.00	Taxi Drivers Charity Fund	CT Trip to Priory Park
102251	£125.00	Norman Sutcliffe	Replanting Strand Wharf
102252	£84.60	Fulton Paper	A4 paper
102253	£180.00	Southend BC	Premises licence renewal
102254	£120.00	The Play Inspection Company	Annual inspection of skate park
102255	£13.63	SSE	Electricity Strand Wharf
102256	£20.00	Belfairs Academy	Donation re Music-on-Sea
102257	£10.00	Z Stockdale	Refnd pitch fee
102258	£200.00	Neopost Ltd	Top up franking machine
102259	£1140.00	Essex Arb Ltd	Tree condition survey allotments
102260	£15.00	E Docker	Plot 52C deposit refund
102261	£60.00	Helen Symmons	Travel expenses
102263	£200.00	A Stoa Ltd	First Aid course
102264	£5400.00	Johnson Gillies Ltd	Inspection / condition report LTC
102265	£20.00	Patsy Corang	Refund of key deposit taken in error
102266	£30.00	Mrs Saunders	Deposit refund plot 6A

102267	£30.00	Mrs Kim Ekers	Deposit refund plot 71B
102268	£30.00	Mr James Blake	Deposit refund plot 103A
102269	£57.60	Acumen Wages Svce	Monthly payroll services
102270	£25.00	Paula Burls	Refund deposit & keys plot 1A
102271		Cancelled chq	
102272	£89.45	Viking	Stationery
102273	£100.00	Mark Keeble	Entertainer
102274	£20.00	Wyvern Community Transport	Deposit for minibus hire
102275	£360.00	BT Payphones	Red Telephone box in Old Leigh
102276	£207.82	Essex Supplies (UK) Ltd	Cleaning materials
102277	£126.00	Miskos Ltd	Server monitoring ang spam filtering
102278	£80.40	Urban Design & Print	Summer Season Banner
102279	£10.00	Salina Ventress	Stall hire refund
102280	£311.18	Veolia Environmental Services Ltd	Garden waste sacks
102281	£71.41	Allen Bros Electrical Factors Ltd	Light bulbs & hacksaw blades
102282	£45.90	Helen Symmons	Travel expenses EALC Forum
102283	£30.50	Sue Bedwell-Smith	Travel expenses Council Finance
102284	£250.00	Chq cancelled	
102285	£30.00	Ben Eve	Donation for 21 st tea performance
102286	£20.00	Isabel Oliver	Donation for 21 st tea performance
102287	£1800.00	Greenworks Solutions Ltd	Annual servicing contracr
102288	£36.99	F Smith	Reimburse for helium
102289	£71.74	SLCC Enterprises Ltd	Books for library
102290	£150.30	Alexander's Table & Chair Hire	Table & chair hire 21 st tea
102291	£186.48	Mary Lister	Legacy piece
102292	£120.00	AG Harding	21 st tea prosecco
102293	£531.25	Lorna & Lotties Café	LTC 21 st cream teas
102294	£49.31	SSE	Skate Park electricity
102295	£14.26	SSE	Strand Wharf electricity
102296	£10.00	Clare Cain	Refund stall hire
102297	£30.00	Phoenix Water	Cups
102298	£75.00	RBL Poppy Appeal	Wreath and donation
102299	£196.80	Essex County Council	3 DBS checks
102300	0.00	Cancelled Cheque	
102301	£7.60	New Eastwood U3A	Refund room hire

102302	£150.00	Cash	Petty cash
Bk Trs	£250.00	D Batchelor	Roof repairs Comm Centre
Bk Trs	£325.00	LOSALGA	Retained deposits
Bk Trs	£21000.00	Payroll	Cover September payroll
		Expenditure – Imprest Items	
	£25.00	JD Cycles	Gift voucher – urgent CT volunteer
	£25.20	Solopress	21 st Invitations
	£24.00	Solopress	Flyers Nearly New Fair
	£25.00	Disclosure Scotland	Staff disclosure checks
	£38.40	Solopress	Roller banner for Comm Centre
	£22.47	Halfords	Clear laquer
	£25.18	Dulux Decorator Centre	Woodstain
	£33.13	Promain UK Ltd	Anti slip paint
	£14.98	Shop4Electrical	Trunking
	£298.00	Solopress	Carols on Strand Wharf song books
	£393.08	Dickies Store	Caretaker uniforms
	£79.70	Hobbycraft	Helium balloons etc 21 st Tea
	£7.49	Decathlon	Basketball net Skate Park
	£70.00	Kursaal Plant Hire	Digger hire re allotments
	£96.39	Perspex Sheet Sales	Perspex for use with M Lister legacy piece
	£25.00	Southend BC	Event permit
	£106.00	Vinyl Banners Printing	Christmas Fair banner
	£36.00	Solopress	Christmas Fair flyer
	£40.81	Woleseley UK	Allotments maintenance
	£181.31	Buildbase	Allotments maintenance
	£6.41	The Heating Centre	Allotments maintenance
	£25.13	Direct Heating Ltd	Allotments maintenance
		Expenditure – Direct Debits	
	£85.67	Biffa Environmental	Skate park rubbish
	£132.56	Biffa Environmental	Comm Centre waste
	£186.60	British Telecom	Broadband line rental 716287

	£769.00	Southend BC	Comm Centre business rates
	£378.53	BNP Paribas Lease Group	Photocopier lease
	£188.23	DOTS	Photocopying costs
	£35.00	Information Commissioner	Licence renewal
	£62.32	Global Payments	Card processing fees
	£94.72	The Calls Warehouse	Call charges 477248
	£554.11	SSE	Electricity Comm Centre
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Coffee costs recovered by LTC
	£152.84	DOTS	Photocopying costs
	£138.53	Wessex Products (Leasing) Ltd	Hand drier lease
	£769.00	Southend BC	Business rates Comm Centre
	£81.40	Biffa Environmental	Recycling Comm Centre
	£77.41	Biffa Environmental	General waste Comm Centre
	£85.67	Biffa Environmental	Skate Park waste
	£63.06	Global Payments	Card processing fees
	£257.58	Childcare Vouchers	Childcare vouchers & charge

[Agenda](#)

Leigh Town Council 2018/19 Proposed Budget Document					
Committee - Policy & Resources					
INCOME	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Policy & Resources					
Interest	£ 1,374.90	£ 1,136.00	£ 1,000.00	£ 800.00	£ 800.00
Other Income	£ 1,528.64	£ 1,632.10	£ 1,200.00	£ 1,200.00	£ 1,200.00
	£ 2,903.54	£ 2,768.10	£ 2,200.00	£ 2,000.00	£ 2,000.00
EXPENDITURE	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Policy & Resources					
Grant Award Fund	£ 2,262.00	£ 2,223.50	£ 5,000.00	£ 4,820.00	£ 5,000.00
Furniture & Equipment	£ 16.66	£ 502.91	£ 500.00	£ 200.00	£ 500.00
Elections	£ -	£ -	£ -		
Legal Costs	£ 510.00	£ -	£ 3,500.00	£ 2,700.00	£ 3,500.00
Annual Town Meeting	£ 357.72	£ -	£ 500.00	£ 110.00	£ 1,000.00
Community Engagement	£ 10,204.54	£ 9,906.50	£ 11,000.00	£ 9,900.00	£ 12,000.00
Volunteer Programme	£ 2,495.60	£ 212.73	£ 5,000.00	£ 5,700.00	£ 6,000.00
LTC Website	£ 750.00	£ -	£ 100.00	£ 100.00	£ 100.00
Civic	£ 145.00	£ 226.50	£ 200.00	£ 100.00	£ 250.00
Renewals Fund	£ 1,251.67	£ 2,617.00	£ 2,000.00	£ 2,000.00	£ 5,000.00
Localism Act	£ 6.00	£ -	£ 300.00	£ 150.00	£ 300.00
Other Expenditure	£ 1,217.20	£ 1,230.95	£ 1,200.00	£ 1,000.00	£ 1,200.00
Community Specials					£ 5,000.00
Intern	£ 2,400.50		£ -		
	£ 21,616.89	£ 16,920.09	£ 29,300.00	£ 26,780.00	£ 39,850.00
Capital Fund/Projects	£ -	£ -	£ 50,000.00	£ -	£ 50,000.00
Town Council Office					
<i>Premises</i>					
Office Rental		£ 10,500.00	£ 3,500.00	£ 3,500.00	£ 3,500.00
LCC Premises Use Grant	£ 25,000.00	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00
<i>Administration</i>					
Stationery	£ 1,153.00	£ 1,070.37	£ 2,000.00	£ 1,000.00	£ 1,500.00
Insurance	£ 6,026.52	£ 6,136.38	£ 6,300.00	£ 6,511.00	£ 6,700.00
Library	£ 49.99	£ 169.46	£ 300.00	£ 100.00	£ 300.00
Communication	£ 1,636.72	£ 1,950.18	£ 2,450.00	£ 2,300.00	£ 2,450.00
Photocopying	£ 2,750.54	£ 2,938.62	£ 3,500.00	£ 2,800.00	£ 3,000.00
Subscriptions	£ 2,205.14	£ 2,092.49	£ 2,300.00	£ 2,000.00	£ 2,150.00
Postage	£ 1,384.39	£ 974.54	£ 1,700.00	£ 1,000.00	£ 1,000.00
Entertaining	£ -	£ -	£ 250.00	£ 250.00	£ 250.00
Licences	£ 505.00	£ 35.00	£ 500.00	£ 250.00	£ 500.00
Bank Charges	£ 1,247.31	£ 1,223.54	£ 1,200.00	£ 1,200.00	£ 1,200.00
Miscellaneous	£ -	£ -	£ 500.00	£ 50.00	£ 500.00
Professional Advice	£ 1,042.50	£ 1,112.25	£ 1,000.00	£ 1,000.00	£ 1,000.00
Audit	£ 2,640.00	£ 2,550.00	£ 2,700.00	£ 2,700.00	£ 2,800.00
IT	£ 3,229.91	£ 5,811.61	£ 4,500.00	£ 4,500.00	£ 15,000.00
<i>Training & Expenses</i>					
Training - Staff	£ 3,528.00	£ 1,419.00	£ 3,000.00	£ 1,200.00	£ 2,000.00
Expenses/Travel Costs - Cllrs	£ 42.76	£ 78.61	£ 600.00	£ 350.00	£ 500.00
Training - Cllrs	£ 1,056.80	£ 837.00	£ 2,000.00	£ 1,500.00	£ 1,500.00
Mileage & Expenses - Staff	£ 656.73	£ 526.22	£ 650.00	£ 650.00	£ 700.00
	£ 54,155.31	£ 64,425.27	£ 65,950.00	£ 59,861.00	£ 73,550.00

Salaries					
Town Clerk (certain % until 2017/	£ 43,505.63	£ 44,467.01	£ 49,855.00	£ 49,996.00	£ 52,133.00
Other staffing (proportionate)	£ 35,587.74	£ 37,482.15	£ 46,498.00	£ 52,591.00	£ 37,535.00
Payroll Costs	£ 671.35	£ 739.64	£ 800.00	£ 1,780.00	£ 1,500.00
Recruitment	£ 940.00	£ 80.46	£ 1,000.00		
	£ 80,704.72	£ 82,769.26	£ 98,153.00	£104,367.00	£ 91,168.00
	£ 156,476.92	£ 164,114.62	£ 243,403.00	£191,008.00	£ 254,568.00
EMR as at 31-03-17					
Elections	£ 22,265.59				
Renewals Fund	£ 16,086.02				
Grant Aid Awards	£ 3,471.18				
Volunteer Programme	£ 19,504.40				
Office Admin	£ 2,000.00				
Salaries	£ 16,079.00				

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Leigh Town Council 2018/19 Proposed Budget Document						2018/19					
INCOME	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19	EXPENDITURE	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Policy & Resources						Policy & Resources					
						P & R Expenditure	£ 21,616.89	£ 16,920.09	£ 29,300.00	£ 26,780.00	£ 39,850.00
						Office & Admin	£ 54,155.31	£ 64,425.27	£ 65,950.00	£ 59,861.00	£ 73,550.00
Interest	£ 1,374.90	£ 1,136.00	£ 1,000.00	£ 800.00	£ 800.00	Staffing	£ 80,704.72	£ 82,769.26	£ 98,153.00	£ 104,367.00	£ 91,168.00
Other Income	£ 1,528.64	£ 1,632.10	£ 1,200.00	£ 1,200.00	£ 1,200.00	Capital Fund/Projects			£ 50,000.00	£ -	£ 50,000.00
	£ 2,903.54	£ 2,768.10	£ 2,200.00	£ 2,000.00	£ 2,000.00		£ 156,476.92	£ 164,114.62	£ 243,403.00	£ 191,008.00	£ 254,568.00
Community Facilities						Community Facilities					
						Strand Wharf	£ 15.10	£ 1,383.18	£ 1,300.00	£ 1,300.00	£ 700.00
LCC Hire Income	£ 112,590.31	£ 114,333.58	£ 125,000.00	£ 116,000.00	£ 122,000.00	LCC Expenditure	£ 72,010.47	£ 53,200.35	£ 114,000.00	£ 61,734.00	£ 114,200.00
LTC Contribution	£ 25,000.00	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	LCC Staffing	£ 112,466.97	£ 124,715.33	£ 139,800.00	£ 127,646.00	£ 132,898.00
Other Income	£ 1,019.05	£ 4,052.22	£ 3,300.00	£ 4,750.00	£ 4,500.00	CFC Other	£ 6,426.75	£ 6,130.25	£ 5,300.00	£ 4,643.00	£ 4,700.00
Strand Wharf		£ 4,000.00	£ -	£ -	£ -	Paddling Pool		£ -	£ 500.00	£ -	£ 500.00
Highways	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ -	Skate Park Expenditure	£ 6,005.02	£ 6,184.00	£ 7,550.00	£ 6,978.00	£ 8,970.00
						Strand Wharf Capital	£ 56,426.00	£ 76,131.27	£ -	£ 2,880.00	£ -
	£ 138,909.36	£ 147,685.80	£ 155,600.00	£ 148,050.00	£ 153,500.00		£ 253,350.31	£ 267,744.38	£ 268,450.00	£ 205,181.00	£ 261,968.00
Environment & Leisure						Environment & Leisure					
						Allotments Expenditure	£ 15,651.20	£ 20,099.78	£ 20,710.00	£ 22,180.00	£ 21,227.00
Allotments Income	£ 11,631.94	£ 11,428.31	£ 11,111.00	£ 11,835.00	£ 12,255.00						
Community Transport Fees	£ 3,266.84	£ 3,182.70	£ 3,200.00	£ 2,000.00	£ 2,500.00	Community Transport Expenditure	£ 7,733.43	£ 7,152.46	£ 8,730.00	£ 5,958.00	£ 6,791.00
						Farmers' Market Expenditure	£ 1,298.02	£ 1,518.28	£ 1,350.00	£ 2,736.00	£ 5,008.00
Farmers' Market Fees	£ 1,637.00	£ 2,000.00	£ 2,000.00	£ 2,500.00	£ 2,500.00	Leigh Lights Expenditure	£ 24,148.73	£ 28,910.53	£ 35,750.00	£ 32,600.00	£ 34,970.00
Leigh Lights Income	£ 2,630.00	£ 2,320.00	£ 2,000.00	£ 1,800.00	£ 2,000.00	Other Events Costs	£ 5,371.70	£ 5,936.87	£ 8,300.00	£ 6,300.00	£ 7,750.00
Other E&L Income	£ 722.00	£ 570.00	£ 600.00	£ 490.00	£ 450.00	General E&L Services	£ 8,539.40	£ 5,940.13	£ 8,700.00	£ 7,550.00	£ 7,650.00
						E&L Staffing	£ 15,049.75	£ 22,088.71	£ 15,319.00	£ 15,646.00	£ 12,069.00
	£ 19,887.78	£ 19,501.01	£ 18,911.00	£ 18,625.00	£ 19,705.00		£ 77,792.23	£ 91,646.76	£ 98,859.00	£ 92,970.00	£ 95,465.00
Planning & Licensing						Planning & Licensing					
						Planning Expenditure	£ 416.67	£ -	£ 500.00	£ -	£ 1,500.00
						Staffing	£ 12,009.44	£ 10,928.24	£ 10,500.00	£ 13,834.00	£ 9,679.00
		£ -		£ -	£ -		£ 12,426.11	£ 10,928.24	£ 11,000.00	£ 13,834.00	£ 11,179.00
Total Income	£ 161,700.68	£ 169,954.91	£ 176,711.00	£ 168,675.00	£ 175,205.00	Total Expenditure	£ 500,045.57	£ 534,434.00	£ 621,712.00	£ 502,993.00	£ 623,180.00
Capital Reserves 31/03/17	£ 120,684.00			£ 170,000.00		Budget Net Totals per Committee				£ 202,568.00	excl capital
Earmarked Reserves 31/03/17	£ 155,820.00			£ 179,000.00		Policy & Resources				£ 108,468.00	
General Reserves 31/03/17	£ 112,441.47			£ 114,000.00		Community Facilities				£ 75,760.00	
						Environment & Leisure				£ 11,179.00	
						Planning, Highways & Licensing					

BUDGET FUNDING			Budget 2018/19	
Total Income			£ 175,205.00	
Total Expenditure			£ 623,180.00	
Major Project Expenditure			£ 170,000.00	
Net Position			-£ 617,975.00	
		31/03/2017		
Capital Reserves 31/03/18		£ 120,684.00	£ 170,000.00	
General Reserves 31/03/18		£ 112,441.00	£ 114,000.00	
			£ 284,000.00	
GROSS SHORTFALL			-£ 333,975.00	
RECOMMENDED RESERVE			£ 80,000.00	
LCTS GRANT		£ 6,680.00		
BUDGET FUNDING FIGURE			-£ 413,975.00	
2016/17	£ 390,550.00			3.21%
2017/18	£ 401,085.00			