



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, 2nd January 2018** 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 7TH NOVEMBER 2017
5. PUBLIC REPRESENTATIONS (Appendix 1 & 2) page 4

Appendix 1 – Thank you letter from The Olive Tree Centre

Appendix 2 – Letter from Manchester Allotment Society

This is submitted as the Society's committee is asking Council to change its procedures with regard to accountability for service provision. Additionally it wishes to make known of the disquiet as to the make-up of the Council's allotment committee.

The Town Clerk sought to clarify with the Chairman of the Society that the Council's allotment committee has not been in existence since May 2015 and that E&L has been the Committee overseeing the allotment function. However there was no indication from the Society that they wished for this section of the letter to be withdrawn.

Additionally the Society have been advised by the Town Clerk that there is an annual cost to the Council in providing the whole allotment facilities and this also includes the cost of staff in fulfilling this service provision. The same is shown in the income and expenditure and budgeting for providing other Council services and therefore fully reflects the cost and precept contribution for each facility/service provided by the Council.

To aid members, the Town Clerk has submitted relevant financial information at Appendix 2 in relation to the cost of providing the allotments.

6. TOWN CLERK'S REPORT ([Appendix 3](#)) – page 7

POLICY

7. USE OF SOCIAL MEDIA, INTERNET & EMAIL POLICY ([Appendix 4](#)) – page 8 **DECISION ITEM**

The original policy was adopted in 2013 and has not been reviewed since. At that time the Council did not engage in social media and therefore the policy has been rewritten after

reference to nationwide Town Council practises and the changes that will be coming in May 2018 with regard to data protection.

It is **RECOMMENDED** that the Committee review the rewritten policy adopting it if appropriate for **recommendation to Council**. The existing policy can be viewed on the Council website at http://www.leighonseatowncouncil.gov.uk/uploads/assets/Council/Council%20Policies/Report_2_293a_IT_Policy_27-11-2013.pdf

RESOURCES

8. STAFF – MINUTES OF PERSONNEL SUB-COMMITTEE (Appendix 5) - page 12

Minutes of 24th October and 13th December 2017 are submitted for noting.

9. REPORT OF P&R PDG 2676 (Appendix 6) – page 14 **DECISION ITEM**

There are recommendations within the report for consideration by the Committee.

10. COMMUNITY SPECIAL CONSTABLES **DECISION ITEM**

Council resolved 19th September 2017 that a provision of £5,000 be made in 2018/19 budget for the funding of 3 Community Special Constables. Since then, the Town Clerk has kept members informed in weekly news (email 23rd November) of the progress in creating a programme having met with the Specials Supported Policing Coordinator. After full liaison with Essex Police, the programme is in place and with the budget set, there is the potential to fund up to 5 Community Special Constables. Recruitment media is now in circulation and the next stage is to sign the Special Police Services Agreement which has been reviewed and agreed by the Town Clerk. It is very much hoped that the service will become 'live' in Leigh shortly thereafter.

It is **RECOMMENDED** that the Committee give agreement for the Town Clerk to sign the Special Police Services Agreement for Leigh Town Council to fund up to 5 Community Special Constables. The Town Clerk will be the nominated representative to liaise with the Chief Constable's nominated representatives concerning all aspects of the Agreement.

FINANCIAL

11. COMMITTEE AND COUNCIL BUDGETS 2017/18

- P&R Budget Reports as at 19th December 2017 ([Appendix 7](#)) – page 16
- Leigh Town Council Main Budget Report as at 19th December 2017 ([Appendix 8](#)) – page 17

12. QUARTERLY FINANCE CHECK

The third quarter check is now to be undertaken.

13. BANK RECONCILIATION CHECK

Cllr D Mulrone is in the process of completing all checks up to date and will provide a verbal report at the meeting.

14. 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**.

15. BANK ACCOUNT BALANCES AS AT 15th December 2017
HSBC Current £23,455.22

HSBC BMM	£93,287.46
HSBC Payroll	£2,832.07
HSBC Imprest	£953.01
CCLA (PSDF)	£464,340.10

16. COUNCIL BUDGET 2018/19 ([Appendix 10](#)) - page 25

The tax base information has now been received and this has enabled the Town Clerk to provide a budget pack to the Committee for review and **RECOMMENDATION to Council**.

There have been a few minor alterations to the draft budget previously approved. This is in the main due to budgeting for a salary increase higher than anticipated in the previously submitted draft budget as the Town Clerk has been advised that this is under consideration at a national level.

Should this budget be put forward for recommendation to Council, it shows a small increase of 0.90p to the annual precept for Band D



Helen Symmons
Town Clerk
22nd December 2017

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



enquiries@olivetreecentre.org.uk
www.olivetreecentre.org.uk
Contact 01702524346 Mob: 078177106295

21 November 2017

Ms Helen Symmons
Town Clerk
Leigh-on-Sea Town Council
71-73 Elm Road
Leigh-on-Sea
Essex
SS9 1SP

Dear Helen

Thank you very much for your generous funding of £250.00 towards our suitable furniture for our family centred counselling room.

Your funding is much appreciated and will make such a difference to the children and families that come here for help.

Once again a very big THANK YOU for the funding.

Yours sincerely

M.D.A.S
MANCHESTER ALLOTMENT SOCIETY



28th November 2017

Dear Mrs Symmonds,

I am writing this on behalf of the MDAS committee. At our last meeting we discussed the councils 4% annual increase in rent and the sum of £5000 which was deemed to be a loss to the Council, or an administration charge, we were not quite sure which, and it was felt we needed more detail on the sum as it is hardly a detailed amount calculated of xhours at £y,and instead equates to an arbitrary sum.

The committee sees little justification for this charge to the accounting and request this practise stop and a 5 year moratorium to be placed on annual rents. Should the Council feel this request to be unreasonable, will they please supply this society with a full breakdown of how such a sum has been calculated.

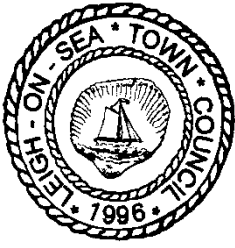
While writing, we would like it to be made known we have some disquiet as to the make up of the Councils allotment committee. It is noted there are people who have little or no knowledge of the needs of allotments (admittedly, always have been)and of those who have any-one of whom has always had a downer on this society. A review of our committee minutes over many years are littered with negative attitudes and reports of unacceptable behaviour by him-not someone we would want to be in a position to influence future relationships with the Council.

INCOME	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	DRAFT Budget 2018/19
Allotments					
Manchester Drive Rent	£ 6,540.94	£ 6,444.31	£ 6,000.00	£ 7,400.00	£ 7,700.00
Leigh Site Rent	£ 3,050.50	£ 2,990.50	£ 3,000.00	£ 3,100.00	£ 3,200.00
Marshall Close Rent	£ 429.50	£ 430.00	£ 500.00	£ 450.00	£ 470.00
Manchester Drive Water	£ 1,070.00	£ 1,061.00	£ 1,070.00	£ 1,200.00	£ 1,200.00
Leigh Water	£ 472.00	£ 438.00	£ 472.00	£ 430.00	£ 450.00
Marshall Close Water	£ 69.00	£ 64.50	£ 69.00	£ 60.00	£ 65.00
	£11,631.94	£11,428.31	£11,111.00	£12,640.00	£13,085.00
EXPENDITURE	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	DRAFT Budget 2018/19
Allotments					
Maintenance Costs	£ 939.81	£ 1,003.70	£ 1,500.00	£ 2,850.00	£ 2,500.00
Protective Clothing					
Waste Clearance/Tree Work	£ 983.33	£ 880.00	£ 500.00	£ 1,000.00	£ 1,000.00
ASA Leigh Site	£ 1,600.00	£ 1,600.00	£ 1,600.00	£ 1,600.00	£ 1,600.00
ASA Manchester Drive	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00
ASA Marshall Close	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
Capital Expenditure	£ 281.29	£ 116.58	£ 1,250.00	£ 2,000.00	£ 1,000.00
Affiliations	£ -	£ 55.00	£ 60.00	£ 60.00	£ 65.00
Water Rates	£ 1,879.27	£ 3,233.74	£ 2,700.00	£ 2,635.00	£ 2,800.00
MDAS commission	£ 820.00	£ 810.00	£ 1,000.00	£ 830.00	£ 875.00
Staff Costs	£ 5,647.50	£ 8,900.76	£ 8,600.00	£ 8,368.00	£ 8,517.00
	£15,651.20	£20,099.78	£20,710.00	£22,843.00	£21,857.00
NET DEFICIT	£ 4,019.26	£ 8,671.47	£ 9,599.00	£ 10,203.00	£ 8,772.00
Staff costs as % of overall LTC staff costs	2.35%	3.46%	3%		3.05%
In the main 4 members of staff are involved in full provision of the allotment service: administration, finance, maintenance and management					
It has been allocated that in the course of a year 15% of time is spent on allotment administration, 5% spent on finance related matters and 10% on allotment maintenance issues.					
No percentage is allocated with regards to management costs for this council service direct to this budget.					

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	31. Staff	RESOLVED to review Staff Handbook		Consultant instructed	Ongoing TC is in contact	
P&R 07-11-17	46. Statement of Intent	RESOLVED with recommendation to Council	07-11-17	Resolved at Council	NFA	
P&R 07-11-17	47. Lone Worker Policy	RESOLVED with recommendation to Council	07-11-17	Resolved at Council	NFA	
P&R 07-11-17	48. P&R PDG	RESOLVED to revisit ideas prior to public consultation	07-11-17	On P&R Agenda 02-01-18	NFA under this minute	
P&R 07-11-14	51. Staff	RESOLVED to increase reception hours and employ 2 nd receptionist	07-11-17	Interviewing 3 rd January and new contracts January 2018	NFA under this minute	
P&R 07-11-17	53. LTC magazine	RESOLVED to hold PDG 14-12-17	07-11-17	On P&R Agenda 02-01-18	NFA under this minute	
P&R 07-11-17	58. Note internal transfers and approve expenditure	Noted and RESOLVED with recommendation to Council	07-11-17	Resolved at Council	NFA	
P&R 07-11-17	61.P&R budget 2018/19	RESOLVED with amendment	07-11-17		NFA under this minute	
P&R 07-11-17	62. Council Budget 2018/19	Noted – will recommend to Council once tax base info known		On P&R Agenda 02-01-18	NFA under this minute	
P&R 07-11-17	64. Grant Award applications	RESOLVED all awards submitted with one revision	07-11-17	Recipients advised. Press undertaken	NFA under this minute	

[Agenda](#)



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USE OF SOCIAL MEDIA, INTERNET & EMAIL POLICY

Rewritten: January 2018

To be reviewed: January 2021

1. Introduction

The Council recognises that email and internet are important information and communication systems which are used during the course of Council business. This policy provides guidelines and procedures to protect users and the Council.

2. Scope of the policy

All employees, Councillors and volunteers are expected to comply with this policy at all times to protect the privacy, confidentiality and interests of the Council.

Breach of this policy by employees and Councillors may be dealt with under the adopted Code of Conduct or Disciplinary Procedure and in serious cases may be treated as gross misconduct leading to summary dismissal in the case of employees.

3. Responsibility for implementation of the policy

The Council has overall responsibility for the effective operation of this policy.

The Town Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to work.

All employees, Councillors and volunteers should ensure that they take the time to read and understand this policy. Any breach of it should be reported to the Town Clerk. Questions regarding the content or application of this policy should be directed to the Town Clerk.

4. Social Media

Only certain members of staff have the authority from (and in consultation with) the Town Clerk to post material on the Council's websites and social media accounts (Twitter and Facebook only) in the Council's name and on behalf of the Council.

❖ Rules for Social Media

Whenever permitted to use social media in accordance with this policy, the following general rules must be adhered to:

- Do not upload post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.

- Any employee, Councillor or volunteer who feels that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto a social media website should inform the Town Clerk.
- Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether information to be shared falls within one of these categories, this should be discussed beforehand with the Town Clerk.
- Before including a link to a third party website, check that any terms and conditions of that website permit you to link it.
- When making use of any social media platform its terms of use must be read and complied with.
- Be honest and open but be mindful of the impact a contribution might make to people's perceptions of the Council.
- Employees, Councillors and volunteers are personally responsible for any content they publish into social media tools.
- Do not escalate heated discussions. Try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- Do not discuss employees, Councillors and volunteers without their prior approval.
- Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- Do not publish personal contact details where they can be accessed and used widely and never publish anyone else's personal contact details.

❖ **Monitoring use of Social Media**

- a) Employees, Councillors and volunteers should be aware that any use of social media (whether or not accessed for Council purposes) may be monitored and where breaches of this policy are found action may be taken under the scope of this policy.
- b) Misuse of social media can in certain circumstances constitute a criminal offence or otherwise give rise to legal liability against the Council and its employees.
- c) In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website whether in a professional or personal capacity will probably amount to gross misconduct/breach of the Code of Conduct (this list is not exhaustive):
 - Material in breach of copyright or other intellectual property rights or which invades the privacy of any person
 - Pornographic material (that is writing, pictures, films and video clips of a sexually explicit or arousing nature)
 - A false and defamatory statement about any person or organisation
 - Material which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to the Council, Councillors, employees or volunteers
 - Confidential information about the Council or anyone else
 - Any other statement which is likely to create any liability (whether criminal or civil and whether for employees or the Council).
- d) Where evidence of misuse is found a more detailed investigation involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any

witnesses involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

- e) Any breach of the policy should be reported to the Town Clerk in accordance with the Council's Whistle Blowing policy within the Staff Handbook.

5. Email

- a) Use of email is encouraged as it provides an efficient system of communication.
- b) Email should be regarded as written paper documents for the purposes of production, use retention and disclosure and can be called upon under the Freedom of Information Act 2000. Personal information should be kept in accordance with the principles established in the Data Protection Act 1998.
- c) The Council reserves the right to open any email file stored on the Council's computer system.

❖ Email Etiquette

All employees, Councillors and volunteers must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council:

- Only agreed email signatures may be used
- All messages must use appropriate business language
- A waiver clause will be included at the end of each email message
- The circulating of offensive, indecent or obscene material or anything which breaches the Equal Opportunities Policy is strictly prohibited.
- Confidential material should not be disclosed
- Only attachments from a trusted source may be downloaded
- Ensure that the address of the recipient is correct before sending emails
- Ensure that a 'reply to all' is appropriate
- Ensure that essential files are saved before deleting the message in which they were received.
- Emails which create obligations or give instructions on behalf of the Council must be sent by officers only, not Councillors

❖ Reporting and sanctions

If a staff member or Councillor receives an email from a staff member or Councillor which they believe is contrary to the guidance provided in this policy it should be reported to the Town Clerk who will consider the use of formal disciplinary procedure/grievance or reporting through Code of Conduct or refer the matter to the Personnel Sub-committee depending on the severity of the event.

6. Internet

- a) Staff members are encouraged to use the internet responsibly as part of their official and professional activities.
- b) Information obtained via the internet and published in the name of the Council must be relevant and professional. A disclaimer must be stated where personal views are expressed.
- c) The use of the internet to access and/or distribute any kind of offensive material will not be tolerated and staff may be subject to disciplinary action.

- d) The equipment, services and technology used to access the internet are the property of the Council. The Council reserves the right to monitor internet traffic and monitor and access data that is composed, send or received through its online connections.

❖ **Unacceptable use of the internet**

This includes but is not limited to:

- Sending or posting discriminatory, harassing or threatening messages or images
- Using computers to perpetrate any form of fraud and/or software, film or music piracy
- Obtaining, using or disclosing another staff member's password without authorisation
- Sharing confidential material or proprietary information outside of the Council
- Hacking into unauthorised areas
- Sending or posting information that is defamatory to the Council, its services, Councillors and/or members of the public
- Introducing malicious software onto Council computers and/or jeopardising the security of the Council's electronic communication systems
- Sending or posting chain letter, solicitations or advertisements not related to Council business activities
- Passing off personal views as those representing the Council

7. Security

Only software purchased by the Council shall be installed on the Council's computer system. Software licences shall be retained.

[Agenda](#)



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MINUTES OF A MEETING OF PERSONNEL SUB-COMMITTEE
HELD ON MONDAY 24TH OCTOBER 2017
AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

PERSONNEL SUB COMMITTEE MINUTES

24th October 2017 at 7.30

7. Apologies: Ron Owen ATTENDING: Patrick Fox, Chaired, Carole Mulroney, Valerie Morgan, Richard Herbert, Jane Ward
8. Declaration of members interests: none
9. Minutes of previous meeting: none
10. Motion to exclude the public- none attending
11. Review and Appraisal of the Town Clerk

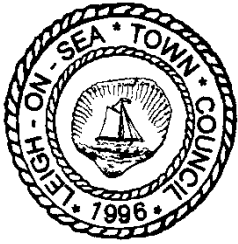
Motion to suspend SO 24c to allow substitution of vice chairman of PSC for vice chairman of council.

Proposed Richard Herbert, seconded Jane Ward. Carried.

The sub committee considered the recommendation and RESOLVED that a further interim review takes place before April 2018. The results of the review and appraisal to be reported to PSC for approval.

Proposed Patrick Fox, seconded Jane Ward, carried.

The meeting ended at 8.10 pm



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MINUTES OF A MEETING OF PERSONNEL SUB-COMMITTEE
HELD ON WEDNESDAY 13TH DECEMBER 2017
AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

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

Also Present: Helen Symmons Town Clerk

The meeting commenced at 7.30pm.

17. APOLOGIES FOR ABSENCE

None

18. DECLARATION OF MEMBERS' INTERESTS

None

19. MINUTES OF PREVIOUS MEETINGS 25TH SEPTEMBER AND 24TH OCTOBER 2017

The minutes of the meeting of 25th September were agreed and signed by the Chairman.

The minutes of the meeting 24th October were signed by the Chairman following an amendment to minute 11 - Review and Appraisal of the Town Clerk:

Motion to suspend Standing Order 24c and recommended that the Chairman of the Personnel Sub-Committee, the Vice Chairman of PSC together with the Chairman of Council conduct a review of performance and annual appraisal of the work of the Town Clerk and that a further interim review takes place before April 2018. The results of the review and appraisal to be reported to PSC for approval.

Proposed Richard Herbert

Seconded Jane Ward

Passed

20. 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)

21. TOWN CLERK REVIEW

Following an extensive discussion it was **RESOLVED** that the Town Clerk would present 4-5 objectives for herself to undertake over the next 6 months and that a further review will take place in April/May and that the documentation at that time will have been set via the P&R Committee.

The meeting ended at 8.45 pm



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REPORT 2676/HS

P&R PDG – LTC NEWS REVIEW, CONSIDERING CIL AND CONSULTATION RESPONSE

Present: Cllrs: Richard Herbert (Chairman), Valerie Morgan, Carole Mulroney, Declan Mulroney, Ron Owen, Vivien Rosier and Jane Ward

Also: Helen Symmons (Town Clerk) and Francesca Smith (Marketing Officer) – for the magazine review only.

LTC NEWS REVIEW

The review was undertaken as it is 3 years since the first magazine. There was general discussion with regard to the timing of the magazine, the fact that for the Local Council Award Scheme Gold level another 2 newsletters have to be produced and future proofing of the magazine with continuity for both Councillors and the office.

Additional items that could be more of a regular feature included standard information per edition e.g. Councillor contact details. It was felt the magazine should be more about Council life with external features where there was space.

It was also important to ensure the Council continues to be able to publish the magazine for the best value price.

RECOMMENDATION TO P&R by the group:

1. Change the publication dates for the main LTC news magazine to the end of March and late October (subject to distribution dates) and have interim news page in the Leigh Times
2. Create an editorial team with those attending the bi-monthly Chairmen's Forum meetings and add this to each agenda for those meetings.
3. Check that the Council are getting the best deal on printing costs for the standard being published.

COMMUNITY INFRASTRUCTURE LEVY (CIL)

The group re-visited the previous ideas considered in view of the potential increase in CIL receipts and the update from the Town Clerk.

Several items from the previous report were removed for various reasons and the Park and Ride scheme at weekends needed further investigation in due course.

RECOMMENDATION to P&R by the group that the following are included in the next magazine edition for residents to decide upon:

1. Improvements in Library Gardens
2. Photographic display stands in the Town
3. Identifying, cleaning up, signing and making existing footpaths more accessible.
4. Replacement of notice boards along Marine Parade

Additionally the group wish to **RECOMMEND to P&R** that the Town Clerk write to SBC to ask for the following to be added to the 123 Infrastructure List:

Under Leisure and Recreation, childrens' play areas – Library Gardens

At the same time mention the idea of a cycle path along Eastwood Road North as a project under the Highways and Transport section, Local walking and cycling measure to upgrade network.

AMBITION SOUTHEND

As per the recent Council resolution (Council 21/11/17 minute 75), the group completed the consultation response for the Town Clerk to submit.

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	£ 4,058.00	£ 4,413.00	47.90%
Bank Interest	£ 1,000.00	£ 524.13	£ 475.87	52.41%	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		£ 14,784.23	-£ 14,784.23		Annual Town Meeting		£ 500.00	£ 232.38	£ 267.62	46.48%
CIL Income - FOR NOTING		£ 5,834.54	-£ 5,834.54		Community Engagement		£ 11,000.00	£ 9,798.55	£ 1,201.45	89.08%
					Volunteer Programme	£ 19,504.40	£ 5,000.00	£ 3,297.06	£ 21,207.34	13.45%
					Website		£ 100.00		£ 100.00	
					Civic		£ 200.00	£ 129.77	£ 70.23	64.89%
					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	£ 433,140.69	-£ 20,236.69	104.90%	TOTAL EXPENDITURE	£ 63,327.01	£ 29,300.00	£ 18,872.99	£ 73,754.02	64.41%
* 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	£ 695.19	£ 1,304.81	34.76%
Insurance	£ 6,300.00	£ 6,511.51	-£ 211.51	103.36%
Library	£ 300.00	£ 69.94	£ 230.06	23.31%
Communication	£ 2,450.00	£ 1,386.93	£ 1,063.07	56.61%
Photocopying	£ 3,500.00	£ 2,076.75	£ 1,423.25	59.34%
Subscriptions	£ 2,300.00	£ 1,793.16	£ 506.84	77.96%
Postage	£ 1,700.00	£ 751.76	£ 948.24	44.22%
Entertaining	£ 250.00	£ 120.00	£ 130.00	48.00%
Licences	£ 500.00	£ 35.00	£ 465.00	7.00%
Bank Charges	£ 1,200.00	£ 713.32	£ 486.68	59.44%
Miscellaneous	£ 500.00	£ 16.67	£ 483.33	3.33%
Professional Advice	£ 1,000.00	£ 291.66	£ 708.34	29.17%
Audit	£ 2,700.00	£ 2,560.00	£ 140.00	94.81%
IT	£ 4,500.00	£ 3,370.60	£ 1,129.40	74.90%
Training - Staff	£ 3,000.00	£ 849.40	£ 2,150.60	28.31%
Expenses/Travel Costs - Cllrs	£ 600.00	£ 339.77	£ 260.23	56.63%
Training - Cllrs	£ 2,000.00	£ 567.52	£ 1,432.48	28.38%
Mileage & Expenses - Staff	£ 650.00	£ 496.71	£ 153.29	76.42%
	£ 35,450.00	£ 22,645.89	£ 12,804.11	63.88%
	£ 65,950.00	£ 36,145.89	£ 29,804.11	54.81%

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	£ 18,872.99	£ 10,427.01	64.41%
Local Council Tax Support Grant	£ 9,800.00	£ 9,800.00	£ -	100.00%	Office & Admin	£ 65,950.00	£ 36,145.89	£ 29,804.11	54.81%
Interest	£ 1,000.00	£ 524.13	£ 475.87	52.41%	Staffing	£ 98,153.00	£ 83,286.58	£ 14,866.42	84.85%
Other Income	£ 1,200.00	£ 16,078.02	-£ 14,878.02	1339.84%	Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
CIL Income (for noting)		£ 5,834.54	-£ 5,834.54			£ 243,403.00	£ 138,305.46	£ 105,097.54	56.82%
	£ 412,904.00	£ 433,140.69	-£ 14,402.15	104.90%					
Community Facilities					Community Facilities				
LCC Hire Income	£ 125,000.00	£ 80,730.07	£ 44,269.93	64.58%	LCC Expenditure	£ 114,000.00	£ 41,666.33	£ 72,333.67	36.55%
LTC Contribution	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%	LCC Staffing	£ 139,800.00	£ 85,110.74	£ 54,689.26	60.88%
Strand Wharf	£ -	£ -	£ -		Highway Facilities	£ 5,300.00	£ 300.00	£ 5,000.00	5.66%
Other Income	£ 4,175.25	£ 6,095.85	-£ 1,920.60	146.00%	Strand Wharf Expenditure	£ 1,300.00	£ 892.42	£ 407.58	68.65%
LCC Fund-Raising		£ 183.94	-£ 183.94		Skate Park Expenditure	£ 3,550.00	£ 1,243.79	£ 2,306.21	35.04%
					Skate Park Staffing	£ 4,000.00	£ 2,546.55	£ 1,453.45	63.66%
					Paddling Pool	£ 500.00	£ -	£ -	0.00%
	£ 156,175.25	£ 100,509.86	£ 55,665.39	64.36%	Strand Wharf Capital Expenditure	£ -	£ 2,880.00	-£ 2,880.00	
						£ 268,450.00	£ 134,639.83	£ 133,310.17	50.15%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 11,111.00	£ 14,318.84	-£ 3,207.84	128.87%	Allotments Expenditure	£ 12,110.00	£ 11,057.46	£ 1,052.54	91.31%
					Allotments Staffing	£ 8,600.00	£ 5,634.63	£ 2,965.37	65.52%
Community Transport Fees	£ 3,200.00	£ 1,122.00	£ 2,078.00	35.06%	Community Transport Expenditure	£ 4,330.00	£ 719.81	£ 3,610.19	16.62%
					Community Transport Staffing	£ 4,400.00	£ 2,336.54	£ 2,063.46	53.10%
Farmers' Market Fees	£ 2,000.00	£ 2,074.00	-£ 74.00	103.70%	Farmers' Market Expenditure	£ 1,350.00	£ 1,339.08	£ 10.92	99.19%
Leigh Lights Income	£ 2,000.00	£ 3,250.00	-£ 1,250.00	162.50%	Leigh Lights Expenditure	£ 35,750.00	£ 27,546.28	£ 8,203.72	77.05%
Other Events Income	£ 550.00	£ 465.00	£ 85.00	84.55%	Events & Other Expenditure	£ 17,000.00	£ 9,899.13	£ 7,100.87	58.23%
Other E&L Income	£ 50.00	£ 40.00	£ 10.00	80.00%	E&L Staffing	£ 15,319.00	£ 10,669.34	£ 4,649.66	69.65%
	£ 18,911.00	£ 21,269.84	-£ 2,358.84	112.47%		£ 98,859.00	£ 69,202.27	£ 29,656.73	70.00%
Planning, Highways & Licensing					Planning Highways & Licensing				
		£ -	£ -		Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 10,500.00	£ 9,526.61	£ 973.39	90.73%
	£ -	£ -	£ -			£ 11,000.00	£ 9,526.61	£ 1,473.39	86.61%
Total Income	£ 587,990.25	£ 554,920.39	£ 38,904.40	94.38%	Total Expenditure	£ 621,712.00	£ 351,674.17	£ 269,537.83	56.57%
Capital Reserves 31/03/17	£ 120,684.00	YR END EST	£ 170,000.00		Balances Remaining C/F		£ 607,011.22		
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		£ 330,507.22		
					Estimated General Reserves 31/3/17		£ 118,000.00		



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 21st Oct 2017- 15th Dec 2017 Report 2676/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102303	£89.13	Viking	Stationery
102304	£33.00	Miskos Ltd	Update Flash Player
102305	£28.00	SEEOG	Donation for half term kids events
102306	£54.60	Acumen Wages Service	Payroll processing fee
102307	£231.69	Essex Supplies (UK) Ltd	Cleaning materials Comm Centre & Skate Park
102308	£70.00	Southend BC	Annual premises licence re Leigh Lights
102309	£15.00	Wyvern Community Transport	Annual membership fee
102310	£73.80	Helen Symmons	Mileage – NALC – Milton Keynes
102311	£100.00	EALC	Local council Award scheme/Quality
102312	£126.00	Miskos Ltd	Server monitoring/Spam filter
102313	£66.00	The National Allotment Society	Annual membership
102314	£25.00	The Corner Club LOS Ltd	Refund LL programme donation
102315	£540.00	Southend BC	Grass cutting at Skate Park 2017
102316	£15.00	Mrs C Hopping	Plot deposit refund
102317	£99.00	M Frost & Associates Ltd	Display Energy Certificate renewal Comm Centre
102318	£250.00	The Olive Tree Centre	Grant award for furniture
102320	£409.00	N-Act Theatre	Grant Award – room hire & promotional video costs
102321	£500.00	Leigh Art Trail	Grant Award – supporting Art Trail 2018
102322	£1158.58	PRS for Music	PRS licence Community Centre
102323	£566.50	DJ Elcock	Leigh Lights programme printing

102324	£1008.00	Auditing Solutions Ltd	Internal audit interim visits
102325	£16.50	Miskos Ltd	Email assistance
102326	£10.00	Kelly Phillips	Rfnd stall holder Farmers Mkt
102327	£57.80	Wyvern Community Transport	Minibus hire, CT trip to Alton Gdn Centre 9/11/17
102328	£18.00	E. Carr	Refund room hire (replacement chq)
102329	£15.57	SSE	Strand Wharf , October electrics
102330	£74.70	Fulton Paper	Copier paper
102331	£72.00	RCH Heating & Plumbing Ltd	To fix Main Mersea water heater
102332	£20.00	Cancelled	Lost/replacement issued
102333	£132.00	Urban Design & Print	Leigh Lights road signs
102334	£120.00	Leigh Times Series Ltd	Display ad re LTC road closure.
102335	£75.00	Karen Tranded	Pre Parade arts activity at CC
102336	£69.55	Anita Forde	Travel exps for 2 Councillor training days
102337	£21.84	Recognition Express Essex	Name badges-S.Bedwell-Smith CT, A. Curtis
102338	£50.00	Southend BC	Annual lease of Leigh Marshes – Skate Park
102339	£27.96	Viking	Stationery
102340	£70.00	Potherbs	2 x Christmas tree
102341	£19049.40	Aylesford Electrical Contractors Ltd	Installation & additions to Leigh Lights lighting.
102342	£1080.00	Southend BC	Hedge cutting at Manchester Drive Allotments
102343	£54.60	Acumen Wages Service	Payroll processing
102344	£4453.20	Icicle Graphic Design	Production of newsletter and 21 st celebration banner
102345	£120.00	Hannah Mumford	Production of tablecloths for Council use
102346	£35.00	Southend Carnival CIC	Road closure barriers at Leigh Lights
102347	£171.77	Essex Supplies (UK) Ltd	Cleaning materials
102348	£504.00	Leigh Times Series Ltd	Distribution of 10,000 LTC newsletters
102349	£1402.40	Southend BC	Leigh Lights traffic mgmt
102350	£5753.86	VIP Security Services	Leigh Lights switch on security
102351	£242.40	St John Ambulance	First Aid cover at Leigh Lights
102352	£18.30	Mencap Southend	Distribution of collection at Leigh Lights
102353	£154.46	Southend Sunflower Trust	Distribution of collection at Leigh Lights

102354	£89.77	Southend Mencap Showstoppers	Distribution of collection at Leigh Lights
102355	£26.87	Alzheimers Society	Distribution of collection at Leigh Lights
102356	£88.10	Southend Cystic Fibrosis Association	Distribution of collection at Leigh Lights
102357	£26.65	Cancer Research UK	Distribution of collection at Leigh Lights
102358	£0.00	Cancelled	Cancelled & reissued
102359	£37.79	Southend Hospital Stroke Unit	Distribution of collection at Leigh Lights
102360	£99.36	Southend Scout & Guide Gang Show	Distribution of collection at Leigh Lights
102361	£112.16	Alzheimers Society	Distribution of collection at Leigh Lights
102362	£57.03	St John Ambulance	Distribution of collection at Leigh Lights
102363	£275.00	Southend Carnival	Donation re assistance at Leigh Lights
102364	£75.00	The Art Ministry	Donation re assistance at Leigh Lights
102365	£100.00	Alzheimers Society	Prize winners donation re Leigh Lights
102366	£150.00	Southend Scout & Guide Gang Show	Prize winners donation re Leigh Lights
102367	£54.00	Phoenix Water Coolers Ltd	Community Centre cups
102368	£4,332.00	Regiment Traffic Mgmt	Leigh Lights traffic management
102369	£20.00	Mrs JL Reeves	Refund Christmas Fair pitch fee
102370	£10.00	Mrs Z Moore	Partial refund Christmas Fair pitch fee
102371	£48.23	Viking	Stationery
102372	£268.70	Alzheimers Research	Proceeds of collection at Carols on Strand Wharf
102373	£30.00	Salvation Army	Donation for assistance at Strand Wharf Carols
102374	£25.00	Southend YMCA	Donation for assistance at Strand Wharf Carols
102375	£40.00	Lions Club of Leigh-on-Sea	Donation for assistance at Strand Wharf Carols
102376	£42.80	Hilary Le Marie	Volunteer expenses
102377	£55.33	Allen Bros. Electrical (Factors) Ltd	Light bulbs
102378	£140.00	Cash	Top up petty cash

102379	£159.00	Miskos Ltd	Spam filtering, server monitoring and server issue
102380	£20.00	AG Harding	For Stud 100 tickets sold in error
102381	£151.17	Eastwood Lions Club	Distribution of collection at Leigh Lights
102382	£1656.00	Event Communications Services Ltd	Radios at Leigh Lights
102383	£422.64	Veolia ES (UK) Ltd	Additional litter picking etc at Leigh Lights
102384	£682.80	Vicarage Marquees Ltd	Marquee hire Carols on Strand Wharf
102385	£396.00	Phuse Media	Council website updates
102386	£44.88	WEL Medical Ltd	Defibrillator pads
Bk Trs	£22000.00	Payroll	Cover October payroll
Bk Trs	£280.00	The Art Ministry	Payment of children's event proceeds
Bk Trs	£400.00	LOSALGA	ASA agreement
Bk Trs	£750.00	MDAS	ASA agreement
Bk Trs	£125.00	Marshall Close Allotments	ASA agreement
Bk Trs	£20000.00	Payroll	Cover November payroll
Bk Trs	£200.00	FP Teleset	Postage on account
Bk Trs	£100.00	MDAS	Retained deposits
BK Trs	£100.00	FP Teleset	Postage on account
		Expenditure – Imprest Items	
	£255.20	Kursaal Plant Hire	Digger hire allotment clearance
	£22.93	The Range	Frames for display of councillors
	£13.97	B&Q	Repairs to office tap
	£13.98	B&Q	Plastic sheet & screws
	£28.80	Solopress	Leigh Lights A4 posters
	£38.40	Solopress	Leigh Lights roller banners
	£264.00	Rapid Racking	Attic shelving
	£49.20	Solopress	Christmas cards
	£25.00	Southend BC	Volunteer parking ticket
	£7.15	Evolve Office Ltd	Replacement ink pad
	£269.75	Amazon	Office shredder
	£17.88	First Aid 4 Less	Ice packs
	£27.00	Solopress	Farmers Market leaflets

		Expenditure – Direct Debits	
	£85.67	Biffa Environmental	Skate Park waste
	£74.06	Biffa Environmental	Comm Centre general waste
	£65.93	Biffa Environmental	Comm Centre recycling
	£231.80	British Telecom	Phone services 716288
	£93.48	British Telecom	Line rental 716287
	£32.39	The Calls Warehouse	Call charges 477248
	£560.18	SSE	Electricity Comm Centre
	£396.16	British Telecom	Line rental & broadband chgs re alarm line, broadband line & 477248
	£783.23	Essex & Suffolk Water	MDAS water chgs, May – Oct 2017
	£769.00	Southend BC	Business rates Community Centre
	£196.00	DOTS	Photocopying costs
	£536.52	NWG Business	Water rates Leigh Allotments
	£63.24	GO CARDLESS (Verde Coffee Ltd)	Coffee cost recovered from Lottie & Lorna's
	£430.76	GO CARDLESS (Verde Coffee Ltd)	Coffee machine service cost recovered from Lottie & Lorna's
	£81.40	Biffa Environmental	Comm Centre recycling
	£88.84	Biffa Environmental	Comm Centre general waste
	£415.35	Essex & Suffolk Water	Comm Centre water bill
	£36.12	The Calls Warehouse	Service & call charges 477248
	£650.12	SSE	Comm Centre electricity
	£257.58	Edenred	Staff childcare vouchers
	£63.36	Global Payments	Card processing fee October
	£257.58	Edenred	Childcare vouchers
	£36.12	The Calls Warehouse	Call charges 477248
	£145.35	NWG Business	Water rates Community Centre
	£783.23	Essex & Suffolk Water	Water rates MDAS

	£269.20	NWG Business	Marshall close water rates
	£769.00	Southend BC	Business rates
	£188.76	British Telecom	Broadband service 716287
	£426.53	BNP Paribas Lease Group	Photocopier lease
	£158.24	DOTS	Photocopying costs
	£36.99	GO CARDLESS (Verde Coffee Ltd)	Coffee cost recovered from Lottie & Lorna's
	£43.40	GO CARDLESS (Verde Coffee Ltd)	Coffee cost recovered from Lottie & Lorna's
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Coffee cost recovered from Lottie & Lorna's

[Agenda](#)

Leigh-on-Sea Town Council

Budget Pack 2018/19

For Recommendation to Council

P&R Recommendation January 2018

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					
Interest	£ 1,374.90	£ 1,136.00	£ 1,000.00	£ 700.00	£ 800.00	P & R Expenditure	£ 21,616.89	£ 16,920.09	£ 29,300.00	£ 27,223.00	£ 39,350.00
Other Income	£ 1,528.64	£ 1,632.10	£ 1,200.00	£ 1,200.00	£ 1,200.00	Office & Admin	£ 54,155.31	£ 64,425.27	£ 65,950.00	£ 59,911.00	£ 73,550.00
	£ 2,903.54	£ 2,768.10	£ 2,200.00	£ 1,900.00	£ 2,000.00	Staffing	£ 80,704.72	£ 82,769.26	£ 98,153.00	£ 104,367.00	£ 92,549.00
						Capital Fund/Projects			£ 50,000.00	£ -	£ 50,000.00
							£ 156,476.92	£ 164,114.62	£ 243,403.00	£ 191,501.00	£ 255,449.00
Community Facilities						Community Facilities					
LCC Hire Income	£ 112,590.31	£ 114,333.58	£ 125,000.00	£ 123,000.00	£ 129,000.00	Strand Wharf	£ 15.10	£ 1,383.18	£ 1,300.00	£ 1,600.00	£ 700.00
LTC Contribution	£ 25,000.00	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	LCC Expenditure	£ 72,010.47	£ 53,200.35	£ 114,000.00	£ 63,234.00	£ 114,200.00
Other Income	£ 1,019.05	£ 4,052.22	£ 3,300.00	£ 4,750.00	£ 4,500.00	LCC Staffing	£ 112,466.97	£ 124,715.33	£ 139,800.00	£ 127,646.00	£ 135,865.00
Strand Wharf		£ 4,000.00	£ -	£ -	£ -	CFC Other	£ 6,426.75	£ 6,130.25	£ 5,300.00	£ 4,643.00	£ 4,700.00
Highways	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ -	Paddling Pool		£ -	£ 500.00	£ -	£ 500.00
	£ 138,909.36	£ 147,685.80	£ 155,600.00	£ 155,050.00	£ 160,500.00	Skate Park Expenditure	£ 6,005.02	£ 6,184.00	£ 7,550.00	£ 6,978.00	£ 9,105.00
						Strand Wharf Capital	£ 56,426.00	£ 76,131.27	£ -	£ 2,880.00	£ -
							£ 253,350.31	£ 267,744.38	£ 268,450.00	£ 206,981.00	£ 265,070.00
Environment & Leisure						Environment & Leisure					
Allotments Income	£ 11,631.94	£ 11,428.31	£ 11,111.00	£ 12,640.00	£ 13,085.00	Allotments Expenditure	£ 15,651.20	£ 20,099.78	£ 20,710.00	£ 22,843.00	£ 21,857.00
Community Transport Fees	£ 3,266.84	£ 3,182.70	£ 3,200.00	£ 1,500.00	£ 2,500.00	Community Transport Expenditure	£ 7,733.43	£ 7,152.46	£ 8,730.00	£ 5,708.00	£ 6,866.00
Farmers' Market Fees	£ 1,637.00	£ 2,000.00	£ 2,000.00	£ 2,800.00	£ 2,500.00	Farmers' Market Expenditure	£ 1,298.02	£ 1,518.28	£ 1,350.00	£ 2,736.00	£ 5,067.00
Leigh Lights Income	£ 2,630.00	£ 2,320.00	£ 2,000.00	£ 3,000.00	£ 2,750.00	Leigh Lights Expenditure	£ 24,148.73	£ 28,910.53	£ 35,750.00	£ 31,864.00	£ 34,970.00
Other E&L Income	£ 722.00	£ 570.00	£ 600.00	£ 490.00	£ 450.00	Other Events Costs	£ 5,371.70	£ 5,936.87	£ 8,300.00	£ 5,900.00	£ 7,750.00
	£ 19,887.78	£ 19,501.01	£ 18,911.00	£ 20,430.00	£ 21,285.00	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	£ 12,260.00
							£ 77,792.23	£ 91,646.76	£ 98,859.00	£ 92,247.00	£ 96,420.00
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	£ 9,828.00
		£ -		£ -	£ -		£ 12,426.11	£ 10,928.24	£ 11,000.00	£ 13,834.00	£ 11,328.00
Total Income	£ 161,700.68	£ 169,954.91	£ 176,711.00	£ 177,380.00	£ 183,785.00	Total Expenditure	£ 500,045.57	£ 534,434.00	£ 621,712.00	£ 504,563.00	£ 628,267.00
Capital Reserves 31/03/17	£ 120,684.00			£ 170,000.00		Budget Net Totals per Committee				£ 203,449.00	excl capital
Earmarked Reserves 31/03/17	£ 155,820.00			£ 179,000.00		Policy & Resources				£ 104,570.00	
General Reserves 31/03/17	£ 112,441.47			£ 118,000.00		Community Facilities				£ 75,135.00	
						Environment & Leisure				£ 11,328.00	
						Planning, Highways & Licensing					

BUDGET FUNDING				Budget 2018/19	
Total Income				£ 183,785.00	
Total Expenditure				£ 628,267.00	
Major Project Expenditure				£ 170,000.00	
Net Position				-£ 614,482.00	
		31/03/2017			
Capital Reserves 31/03/18		£ 120,684.00		£ 170,000.00	
General Reserves 31/03/18		£ 112,441.00		£ 118,000.00	
				£ 288,000.00	
GROSS SHORTFALL				-£ 326,482.00	
RECOMMENDED RESERVE				£ 85,000.00	
LCTS GRANT		£ 6,680.00			
BUDGET FUNDING FIGURE				-£ 411,482.00	
2016/17	£ 390,550.00				2.59%
2017/18	£ 401,085.00				
PRECEPT CALCULATION					
Band D figure				-46.87	
divide by 9			46.87	5.207777778	
x 9			5.21		
PROPOSED BAND D				£46.89	
					1.96%
Tax base 2016/17	£8,645.94	£ 391,402.00			
Tax base 2017/18	£8,717.19	£ 400,904.00			
Tax base 2018/19 (TBC by SBC)	£8,779.95		£411,692		
Band D figure 2016/17	45.27				
Band D figure 2017/18	45.99	1.59%			

Leigh Town Council 2018/19 Medium Term Financial Plan						2018/19					
INCOME	2017/18	2018/19	2019/20	2020/21	2021/22	EXPENDITURE	2017/18	2018/19	2019/20	2020/21	2021/22
Policy & Resources						Policy & Resources					
Interest	£ 1,000.00	£ 800.00	£ 600.00	£ 500.00	£ 600.00	P & R Expenditure	£ 29,300.00	£ 39,350.00	£ 38,000.00	£ 41,000.00	£ 39,000.00
Other Income	£ 1,200.00	£ 1,200.00	£ 1,300.00	£ 1,300.00	£ 1,400.00	Office & Admin	£ 65,950.00	£ 73,550.00	£ 65,000.00	£ 66,000.00	£ 67,000.00
						Staffing	£ 98,153.00	£ 92,549.00	£ 95,500.00	£ 96,000.00	£ 98,000.00
						Capital Fund/Projects	£ 50,000.00	£ 50,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00
						PWLB repayments			£ 30,000.00	£ 30,000.00	£ 30,000.00
	£ 2,200.00	£ 2,000.00	£ 1,900.00	£ 1,800.00	£ 2,000.00		£ 243,403.00	£ 255,449.00	£ 248,500.00	£ 253,000.00	£ 254,000.00
Community Facilities						Community Facilities					
LCC Hire Income	£ 125,000.00	£ 129,000.00	£ 129,000.00	£ 140,000.00	£ 147,000.00	Strand Wharf	£ 1,300.00	£ 700.00	£ 700.00	£ 800.00	£ 800.00
LTC Contribution	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	LCC Expenditure	£ 114,000.00	£ 114,200.00	£ 90,000.00	£ 95,000.00	£ 100,000.00
Other Income	£ 3,300.00	£ 4,500.00	£ 2,000.00	£ 4,500.00	£ 4,500.00	LCC Staffing	£ 139,800.00	£ 135,865.00	£ 139,500.00	£ 144,000.00	£ 148,000.00
Strand Wharf	£ -		£ -	£ -	£ -	CFC Other	£ 5,300.00	£ 4,700.00	£ 5,800.00	£ 5,300.00	£ 5,500.00
Highways	£ 300.00	£ -	£ -	£ -	£ -	Paddling Pool	£ 500.00	£ 500.00	£ -	£ -	£ 500.00
						Skate Park Expenditure	£ 7,550.00	£ 9,105.00	£ 7,100.00	£ 7,250.00	£ 7,300.00
	£ 155,600.00	£ 160,500.00	£ 158,000.00	£ 171,500.00	£ 178,500.00		£ 268,450.00	£ 265,070.00	£ 243,100.00	£ 252,350.00	£ 261,300.00
Environment & Leisure						Environment & Leisure					
Allotments Income	£ 11,111.00	£ 13,085.00	£ 13,600.00	£ 14,100.00	£ 14,650.00	Allotments Expenditure	£ 20,710.00	£ 21,857.00	£ 22,200.00	£ 22,500.00	£ 22,750.00
Community Transport Fees	£ 3,200.00	£ 2,500.00	£ 3,000.00	£ 3,250.00	£ 3,500.00	Community Transport Expenditure	£ 8,730.00	£ 6,866.00	£ 7,000.00	£ 7,250.00	£ 7,500.00
Farmers' Market Fees	£ 2,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	Farmers' Market Expenditure	£ 1,350.00	£ 5,067.00	£ 5,200.00	£ 5,200.00	£ 5,300.00
Leigh Lights Income	£ 2,000.00	£ 2,750.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	Leigh Christmas Lights	£ 21,900.00	£ 21,900.00	£ 22,500.00	£ 17,500.00	£ 17,500.00
Other E&L Income	£ 600.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	Leigh Christmas Lights event	£ 13,850.00	£ 13,070.00	£ 13,000.00	£ 13,250.00	£ 13,500.00
						Event costs	£ 8,300.00	£ 7,750.00	£ 7,750.00	£ 7,750.00	£ 8,000.00
						General E&L Services	£ 8,700.00	£ 7,650.00	£ 8,000.00	£ 11,250.00	£ 8,250.00
						E&L Staffing	£ 15,319.00	£ 12,260.00	£ 12,700.00	£ 13,000.00	£ 13,000.00
	£ 18,911.00	£ 21,285.00	£ 22,050.00	£ 22,800.00	£ 23,600.00		£ 98,859.00	£ 96,420.00	£ 98,350.00	£ 97,700.00	£ 95,800.00
Planning & Licensing						Planning & Licensing					
						Planning Expenditure	£ 500.00	£ 1,500.00	£ 5,000.00	£ 10,000.00	£ 10,000.00
						Staffing	£ 10,500.00	£ 9,828.00	£ 10,200.00	£ 10,500.00	£ 10,750.00
		£ -		£ -	£ -		£ 11,000.00	£ 11,328.00	£ 15,200.00	£ 20,500.00	£ 20,750.00
Total Income	£ 176,711.00	£ 183,785.00	£ 181,950.00	£ 196,100.00	£ 204,100.00	Total Expenditure	£ 621,712.00	£ 628,267.00	£ 605,150.00	£ 623,550.00	£ 631,850.00
Year End Reserves											
Capital Reserves 31st March	£ 170,000.00	£ 20,000.00	£ 40,000.00	£ 60,000.00	£ 80,000.00						
Earmarked Reserves 31st March	£ 179,000.00	£ 115,000.00	£ 100,000.00	£ 100,000.00	£ 100,000.00						
General Reserves 31st March	£ 118,000.00	£ 85,000.00	£ 85,000.00	£ 90,000.00	£ 90,000.00						

Leigh Town Council 2018/19 Proposed Budget Document											
Committee - Community Facilities											
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
Community Centre						Paddling Pool			£ 500.00	0	£ 500.00
Room Hire	£ 112,590.31	£ 114,333.58	£ 125,000.00	£ 123,000.00	£ 129,000.00						
LTC Building Contribution	£ 25,000.00	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	Community Centre					
LTC Events Hire	£ -	£ 299.25	£ 300.00	£ -	£ -	Insurance	£ 2,702.34	£ 2,746.49	£ 2,800.00	£ 2,827.00	£ 2,900.00
Events at LCC	£ -	£ 2,908.61	£ 1,500.00	£ 5,000.00	£ 3,500.00	Business Rates	£ 7,920.00	£ 7,986.00	£ 8,000.00	£ 8,457.00	£ 8,500.00
Other Income	£ 1,019.05	£ 1,143.61	£ 1,500.00	£ 1,000.00	£ 1,000.00	Gas	£ 7,337.82	£ 6,748.52	£ 6,500.00	£ 6,800.00	£ 7,000.00
	£ 138,609.36	£ 143,685.05	£ 155,300.00	£ 156,000.00	£ 160,500.00	Electricity	£ 9,032.00	£ 8,756.33	£ 10,200.00	£ 9,000.00	£ 9,200.00
Strand Wharf						Water	£ 1,653.08	£ 1,593.04	£ 1,700.00	£ 1,650.00	£ 1,850.00
Memorial Plaques		£ 4,000.00	£ -	£ -	£ -	Catering	£ 1,808.27	£ 176.60	£ 700.00	£ 200.00	£ 1,000.00
	£ -	£ 4,000.00	£ -	£ -	£ -	Communications	£ 1,751.31	£ 1,863.33	£ 1,900.00	£ 1,900.00	£ 2,150.00
Community Facilities						Cleaning & Waste / H&S	£ 6,779.54	£ 6,239.58	£ 7,000.00	£ 6,500.00	£ 7,000.00
Red Phone Box	£ 300.00		£ 300.00	£ 300.00	£ -	Advertising	£ 2,490.24	£ 871.15	£ 3,000.00	£ 1,000.00	£ 1,000.00
	£ 300.00		£ 300.00	£ 300.00	£ -	Security & Alarms	£ 129.51	£ 1,165.21	£ 500.00	£ 400.00	£ 500.00
						Miscellaneous	£ 313.67	£ 542.98	£ 2,000.00	£ 1,300.00	£ 1,000.00
	£ 138,609.36	£ 147,685.05	£ 155,600.00	£ 156,300.00	£ 160,500.00	Licences	£ 4,713.00	£ -	£ 2,300.00	£ 1,700.00	£ 3,000.00
						IT & Website	£ 3,163.79	£ 157.45	£ 1,100.00	£ 600.00	£ 1,000.00
						Janitorial Costs (Uniforms Etc)	£ -	£ -	£ 500.00	£ 500.00	£ 250.00
EXPENDITURE	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19						
Strand Wharf						Contingencies	£ 2,870.00	£ -	£ 2,000.00	£ -	£ 2,000.00
Security Costs	£ -	£ 35.00	£ 50.00	£ -	£ -	Events at LCC	£ 939.25	£ 1,967.08	£ 1,000.00	£ 2,600.00	£ 2,000.00
Maintenance	£ 15.10	£ 794.39	£ 1,000.00	£ 800.00	£ 500.00	Professional Fees	£ -	£ -	£ 2,000.00	£ 6,000.00	£ 1,000.00
Electricity	£ -	£ 188.51	£ 150.00	£ 200.00	£ 200.00	Card Processing charges	£ 786.50	£ 798.18	£ 800.00	£ 800.00	£ 850.00
Planters	£ -	£ 365.28	£ 100.00	£ 600.00	£ -	Internal Maintenance	£ 8,508.50	£ 8,328.94	£ 13,000.00	£ 5,000.00	£ 10,000.00
	£ 15.10	£ 1,383.18	£ 1,300.00	£ 1,600.00	£ 700.00	External Maintenance	£ 1,867.11	£ 1,258.74	£ 42,000.00	£ 500.00	£ 39,000.00
Community Facilities						Infrastructure costs (capital)	£ 7,244.54	£ 2,000.73	£ 5,000.00	£ 5,500.00	£ 13,000.00
School Crossing Patrol	£ 4,291.75	£ 4,291.75	£ 4,500.00	£ 4,343.00	£ 4,400.00	Staffing Costs	£ 112,466.97	£ 124,715.33	£ 139,800.00	£ 127,646.00	£ 135,865.00
Highways infrastructure	£ 1,835.00	£ 1,538.50	£ 500.00	£ -	£ -		£ 184,477.44	£ 177,915.68	£ 253,800.00	£ 190,880.00	£ 250,065.00
Red Phone Box	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	LCC costs less staffing			£ 114,000.00	£ 63,234.00	£ 114,200.00
	£ 6,426.75	£ 6,130.25	£ 5,300.00	£ 4,643.00	£ 4,700.00		£ 196,924.31	£ 191,613.11	£ 268,450.00	£ 204,101.00	£ 265,070.00
Skate Park											
Rent	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	EMR as at 31/03/17					
Cleaning	£ 858.56	£ 791.61	£ 1,000.00	£ 800.00	£ 1,000.00	Strand Wharf Memorial Planters	£ 3,634.72				changes since draft budget
Electricity	£ 666.16	£ 233.79	£ 500.00	£ 250.00	£ 300.00	Skate Park	£ 4,402.25				
Miscellaneous	£ 305.64	£ 333.61	£ 300.00	£ 300.00	£ 300.00	CFC Other	£ 1,331.03				
Grass Cutting	£ 550.00	£ 450.00	£ 700.00	£ 450.00	£ 500.00	CC Feasibility	£ 14,094.88				
Maintenance	£ 12.19	£ 695.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	CC Refurbishment & Equipment	£ 22,576.68				
Staffing Costs	£ 3,562.47	£ 3,629.99	£ 4,000.00	£ 4,128.00	£ 5,955.00	Paddling Pool	£ 1,659.70				
	£ 6,005.02	£ 6,184.00	£ 7,550.00	£ 6,978.00	£ 9,105.00						

Leigh Town Council 2018/19 Proposed Budget Document											
Committee - Environment & Leisure											
	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19		Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
INCOME						EXPENDITURE					
Allotments						Leigh Lights					
Manchester Drive Rent	£ 6,540.94	£ 6,444.31	£ 6,000.00	£ 7,400.00	£ 7,700.00	Column Testing 1/3	£ -	£ 3,500.00	£ 1,300.00	£ -	£ 1,300.00
Leigh Site Rent	£ 3,050.50	£ 2,990.50	£ 3,000.00	£ 3,100.00	£ 3,200.00	Installation Removal & Storage	£ 9,232.50	£ 9,150.00	£ 9,150.00	£ 9,150.00	£ 9,150.00
Marshall Close Rent	£ 429.50	£ 430.00	£ 500.00	£ 450.00	£ 470.00	Electricity	£ 312.98	£ 381.63	£ 350.00	£ 400.00	£ 420.00
						Repairs & Renewals	£ 960.00	£ -	£ 1,100.00	£ 500.00	£ 1,000.00
Manchester Drive Water	£ 1,070.00	£ 1,061.00	£ 1,070.00	£ 1,200.00	£ 1,200.00	Security	£ 3,646.25	£ 5,436.30	£ 6,000.00	£ 6,100.00	£ 6,200.00
Leigh Water	£ 472.00	£ 438.00	£ 472.00	£ 430.00	£ 450.00	Entertainment/Outside Assistance	£ 685.00	£ 305.00	£ 1,000.00	£ 500.00	£ 700.00
Marshall Close Water	£ 69.00	£ 64.50	£ 69.00	£ 60.00	£ 65.00	Road Closures & Licences	£ 5,087.00	£ 4,897.07	£ 6,000.00	£ 5,242.00	£ 5,200.00
	£ 11,631.94	£ 11,428.31	£ 11,111.00	£ 12,640.00	£ 13,085.00	First Aid, Cleansing & Banners	£ 624.00	£ 560.53	£ 850.00	£ 960.00	£ 1,000.00
Leigh Lights						Capital Renewals	£ 3,601.00	£ 4,680.00	£ 10,000.00	£ 9,012.00	£ 10,000.00
Traders donations	£ 1,670.00	£ 1,500.00	£ 1,600.00	£ 2,210.00	£ 2,000.00		£ 24,148.73	£ 28,910.53	£ 35,750.00	£ 31,864.00	£ 34,970.00
Other income	£ 960.00	£ 820.00	£ 400.00	£ 790.00	£ 750.00	Community Transport					
	£ 2,630.00	£ 2,320.00	£ 2,000.00	£ 3,000.00	£ 2,750.00	Ticket Purchases	£ 2,072.84	£ 1,888.30	£ 2,200.00	£ 500.00	£ 2,000.00
Community Transport						Travel Costs	£ 805.90	£ 627.60	£ 750.00	£ 500.00	£ 750.00
Trip Sales	£ 3,266.84	£ 3,182.70	£ 3,200.00	£ 1,500.00	£ 2,500.00	Driver Costs	£ 72.00	£ 389.06	£ 260.00	£ 300.00	£ 300.00
	£ 3,266.84	£ 3,182.70	£ 3,200.00	£ 1,500.00	£ 2,500.00	Refreshments	£ 683.09	£ 702.47	£ 800.00	£ 200.00	£ 700.00
Farmers' Market Fees						CTA Membership	£ 254.17	£ 254.17	£ 270.00	£ 254.00	£ 270.00
Pitch income	£ 1,637.00	£ 2,000.00	£ 2,000.00	£ 2,800.00	£ 2,500.00	Miscellaneous	£ 41.98	£ 774.77	£ 50.00	£ 50.00	£ 50.00
	£ 1,637.00	£ 2,000.00	£ 2,000.00	£ 2,800.00	£ 2,500.00	Staff Costs	£ 3,803.45	£ 4,404.39	£ 4,400.00	£ 4,404.00	£ 4,796.00
General Events							£ 7,733.43	£ 7,152.46	£ 8,730.00	£ 5,708.00	£ 6,866.00
Summer Series Strand Wharf	£ 660.00	£ 345.00	£ 300.00	£ 450.00	£ 400.00	Farmers Market					
Other Events			£ 250.00	£ -	£ -	Hall Hire	£ 792.00	£ 792.00	£ 900.00	£ 792.00	£ 900.00
Loaned Equipment	£ 62.00	£ 225.00	£ 50.00	£ 40.00	£ 50.00	Leaflets/Publicity	£ 428.00	£ 521.30	£ 200.00	£ 200.00	£ 200.00
	£ 722.00	£ 570.00	£ 600.00	£ 490.00	£ 450.00	Banners	£ 50.00	£ 185.00	£ 200.00	£ 119.00	£ 200.00
						Miscellaneous	£ 28.02	£ 19.98	£ 50.00	£ 50.00	£ 50.00
	£ 19,887.78	£ 19,501.01	£ 18,911.00	£ 20,430.00	£ 21,285.00	Staff Costs	£ -	£ -	£ -	£ 1,575.00	£ 3,717.00
							£ 1,298.02	£ 1,518.28	£ 1,350.00	£ 2,736.00	£ 5,067.00
						General Events					
EXPENDITURE						Summer Series Strand Wharf	£ 3,040.67	£ 3,508.88	£ 3,750.00	£ 2,900.00	£ 3,750.00
Allotments						Carols on Strand Wharf	£ 745.40	£ 584.21	£ 1,000.00	£ 1,000.00	£ 1,000.00
Maintenance Costs	£ 939.81	£ 1,003.70	£ 1,500.00	£ 2,850.00	£ 2,500.00	Easter Programme	£ 644.95	£ 767.00	£ 1,250.00	£ 1,000.00	£ 1,000.00
Protective Clothing						Other Events		£ 366.03	£ 1,500.00	£ 850.00	£ 1,500.00
Waste Clearance/Tree Work	£ 983.33	£ 880.00	£ 500.00	£ 1,000.00	£ 1,000.00	Events Equipment	£ 645.68	£ 411.50	£ 500.00	£ 150.00	£ 500.00
ASA Leigh Site	£ 1,600.00	£ 1,600.00	£ 1,600.00	£ 1,600.00	£ 1,600.00	LCC Room Hire	£ 295.00	£ 299.25	£ 300.00		£ -
ASA Manchester Drive	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00		£ 5,371.70	£ 5,936.87	£ 8,300.00	£ 5,900.00	£ 7,750.00
ASA Marshall Close	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	General Services					
Capital Expenditure	£ 281.29	£ 116.58	£ 1,250.00	£ 2,000.00	£ 1,000.00	Flower Baskets	£ 5,650.00	£ 5,057.00	£ 6,600.00	£ 5,650.00	£ 5,650.00
Affiliations	£ -	£ 55.00	£ 60.00	£ 60.00	£ 65.00	First Aid Post	£ 1,039.40	£ 883.13	£ 1,100.00	£ 900.00	£ 1,000.00
Water Rates	£ 1,879.27	£ 3,233.74	£ 2,700.00	£ 2,635.00	£ 2,800.00	Good for Leigh		£ -	£ 500.00	£ 500.00	£ 500.00
MDAS commission	£ 820.00	£ 810.00	£ 1,000.00	£ 830.00	£ 875.00	Community Initiatives	£ 1,850.00	£ -	£ 500.00	£ 500.00	£ 500.00
Staff Costs	£ 5,647.50	£ 8,900.76	£ 8,600.00	£ 8,368.00	£ 8,517.00		£ 8,539.40	£ 5,940.13	£ 8,700.00	£ 7,550.00	£ 7,650.00
	£ 15,651.20	£ 20,099.78	£ 20,710.00	£ 22,843.00	£ 21,857.00	E&L Staffing Costs					
							£ 15,049.75	£ 22,088.71	£ 15,319.00	£ 15,646.00	£ 12,260.00
							£ 15,049.75	£ 22,088.71	£ 15,319.00	£ 15,646.00	£ 12,260.00
EMR as at 31-03-17							£ 77,792.23	£ 91,646.76	£ 98,859.00	£ 92,247.00	£ 96,420.00
Allotments General	£ 2,120.19	(going down to £320.19)									
Allotments Infrastructure	£ 5,006.73										
E&L General Services	£ 4,000.00										
E&L General Events	£ 4,728.30										
Leigh Lights	£ 4,659.00		changed since draft budget								

Leigh Town Council 2018/19 Proposed Budget Document					
Committee - Policy & Resources					
	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
INCOME					
Policy & Resources					
Interest	£ 1,374.90	£ 1,136.00	£ 1,000.00	£ 700.00	£ 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	£ 1,900.00	£ 2,000.00
EXPENDITURE					
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	£ 500.00	£ 500.00
Elections	£ -	£ -	£ -		
Legal Costs	£ 510.00	£ -	£ 3,500.00	£ 2,700.00	£ 3,500.00
Annual Town Meeting	£ 357.72	£ -	£ 500.00	£ 233.00	£ 500.00
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	£ 120.00	£ 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	£ 27,223.00	£ 39,350.00
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	£ 400.00	£ 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	£ 59,911.00	£ 73,550.00
Salaries					
Town Clerk (certain % until 2017/18)	£ 43,505.63	£ 44,467.01	£ 49,855.00	£ 49,996.00	£ 52,924.00
Other staffing (proportionate)	£ 35,587.74	£ 37,482.15	£ 46,498.00	£ 52,591.00	£ 38,125.00
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	£ 92,549.00
	£ 156,476.92	£ 164,114.62	£ 243,403.00	£ 191,501.00	£ 255,449.00
EMR as at 31-03-17					
Elections	£ 22,265.59			changed since draft budget	
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				

Leigh Town Council 2018/19 Proposed Budget Document					
Committee - Planning, Highways & Licensing					
INCOME	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Planning					
	£ -	£ -	£ -	£ -	£ -
EXPENDITURE	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Planning					
Equipment	£ 416.67	£ -	£ 500.00	£ -	
Neighbourhood Plan					£ 1,500.00
Other Expenditure	£ -		£ -		
	£ 416.67	£ -	£ 500.00	£ -	£ 1,500.00
Salaries					
Other staffing (proportionate)	£ 12,009.44	£ 10,928.24	£ 10,500.00	£ 13,834.00	£ 9,828.00
	£ 12,009.44	£ 10,928.24	£ 10,500.00	£ 13,834.00	£ 9,828.00
	£ 12,426.11	£ 10,928.24	£ 11,000.00	£ 13,834.00	£ 11,328.00
EMR as at 31-03-17					
Neighbourhood Plan	£ 2,000.00				

LTC Staffing 2018/19		Budget	Projected
Allocations		2017/18	
Indication 2.5% ave rise			
P&R	£92,549.00	£ 98,153.00	£ 104,367.00
LCC	£135,865.00	£ 139,800.00	£ 127,818.00
Skatepark	£5,955.00	£ 4,000.00	£ 4,128.00
Allotments	£8,517.00	£ 8,600.00	£ 8,368.00
Com Transp	£4,796.00	£ 4,400.00	£ 4,404.00
Farmers Market	£3,717.00	£ -	£ 1,575.00
E&L	£12,260.00	£ 15,319.00	£ 15,646.00
Planning	£9,828.00	£ 10,500.00	£ 13,834.00
Volunteer	£5,519.00	£ 5,000.00	£ 5,138.00
	£279,006.00	£ 285,772.00	£ 285,278.00
Gradings 2017/18 scale	Gross Wage	Full Time	Part Time
SCP10	£15,613.00		1
SCP 11	£15,807.00		1
SCP 12	£16,123.00		1
SCP 13	£16,491.00	1	2
LC1 15	£17,072.00	1	
LC1 19	£18,746.00	2	1
LC1 21	£20,138.00		2
LC2 27	£24,174.00	1	1
LC3 44	£39,177.00	1	
Total on costs	£56,642.00	54658 (17/18)	