



Leigh-on-Sea Town Council

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Chairman: Cllr Doug Cracknell | **Vice Chairman:** Cllr Keith Evans

Town Clerk: Helen Symmons PSLCC



Members are requested to attend a meeting of the
FINANCE & GOVERNANCE COMMITTEE
of Leigh-on-Sea Town Council
on **Tuesday 2nd November 2021** commencing at **7.30 p.m.**
at Leigh-on-Sea Community Centre, 71-73 Elm Road,
Leigh-on-Sea, SS9 1SP

Committee Membership

Cllrs: *David Bowry (Chairman), Vinice Cowell, Doug Cracknell, Keith Evans, Anita Forde, Jill Healey and Carole Mulroney (Vice Chairman)*

Helen Symmons

Helen Symmons
Town Clerk
28th October 2021

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

AGENDA / BUSINESS TO BE TRANSACTED

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING [4TH MAY 2021](#)
5. PUBLIC REPRESENTATIONS

'Thank you' correspondence was received from all grant recipients awarded in May 2021

6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 5

POLICY DECISIONS

Copies of all the documents below were provided to the Committee in advance of the meeting.

7. RESERVES POLICY – **DECISION ITEM**

It is **RECOMMENDED** that the Committee adopt this new policy with **recommendation to Council.**

8. REVIEW OF CO-OPTION PROCEDURES – **DECISION ITEM**

It is **RECOMMENDED** that the Committee undertake the scheduled review and adoption of the Co-option Procedures with **recommendation to Council.**

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| RESOURCES |
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9. SPATIAL PLAN **DECISION ITEM**

Council have asked F&G Committee to review the Spatial Plan. It is **RECOMMENDED** that a PDG meeting be held to undertake this review prior to the next Committee meeting in March.

10. STRATEGIC PLAN 2023-2027 **DECISION ITEM**

In 2022, work is due to start on preparation of the new Strategic Plan for 2023-2027. A Strategic plan is a method for establishing the purpose of the council, along with its short-term and long-term objectives and the resources required to achieve them. Producing a strategic plan can sometimes be hindered due to local factors which make it difficult to see the 'wood for the trees'.

It is therefore **RECOMMENDED** that Local Council Consultancy (LCC) be the support in producing the plan. LCC was launched by the Society of Local Council Clerks in 2018 as an additional capability to the advisory and membership services and seeks to provide councils with a value for money, sector-leading consultancy service. LCC operates on a 'profit-for purpose' basis, reinvesting all surpluses to further development of the parish and town council sector.

Outline Process for Development of the Strategic Plan:

- Initial engagement to confirm scope, desired outputs, timelines and engagement process.
- Research and analysis of council documentation including previous Strategic Plan, Governance Review, Annual Reports, Financials, Minutes and Asset Register to establish the current position.
- Engagement with councillors and staff to understand aspirations, appetite for change, priorities and capability moving forward. This would be carried out both remotely and face-to-face as agreed during the research phase (with any face-to face engagement complying with Covid-19 guidelines in place at the time).
- Developing a draft Strategic Plan, sharing options and evolving them collaboratively.
- Updating the plan and producing a final version for adoption by council.

The day rate would be £350 per day with the number of days required being dependent on the support requested. It is **RECOMMENDED** that 5 days in total be allocated for the work and that a review takes place mid-way to assess progress and the remaining time required to complete the Plan. Should the work be completed in less time, the invoice would be reduced accordingly e.g. updating the plan and producing a final version for adoption could be completed internally once a draft plan is submitted.

A budget of £1750 + VAT has been incorporated in to the 2022/23 budget for this purpose.

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| FINANCIAL |
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11. COMMITTEE BUDGET 2021/22 UPDATE ([Appendix 2](#)) page 612. ANNUAL BUDGETING PROCESS ([Appendix 3](#)) page 8

The draft budget for F&G Committee is submitted for **approval and recommendation to Council**.

In submitting the budget the following has been included:

- Reduction of Grant Award fund as substantial Earmarked Reserves have accrued which can be used
- Reduction of Volunteer Programme budget as an Earmarked Reserve has accrued which can be used
- Reduction of Renewals Fund budget as an Earmarked Reserve has accrued which can be used for any purchases in 2022/23
- Reduction of LCC Premises Use Grant as this is now monitored and charged according to actual room hire.

- Photocopying budget – whilst there is an increase of £750 in this budget, this is offset by the reduction in IT budget of £3,000 due to a billing adjustment following a change of contractor.

Resolved draft budgets from Staffing and Community & Culture Committees are submitted for **approval and recommendation to Council**.

In approving their budgets, the Committees budgets included the following:

Community & Culture:

Income

- 66% increase in Community Centre hire income (this is still below the pre-Covid levels being cautionary)
- £2,000 skate park user fee income (relates to commission from lessons given at the park)
- £1,900 Old Mess Room hire income (as forecasted in Report 2767b)

Expenditure

- £10,000 set aside for repairs to the Leigh Paddling Pool (CIL money can be used if additional funding required)
- £5,000 set aside for a hanging basket scheme similar to 2021
- £15,625 set aside for Festive Light trail over a 3 week period including additional activities at weekends (Leigh Lights pre Covid was costing £17k+ for a four hour event, most of which was spent on road closures and security). The Committee should note that sponsorship for the Festive Light trail is proving more popular than previous Leigh Lights events and therefore this will offset costs and enable more feature in Library Gardens in 2022.
- £2,500 for a platinum Jubilee event
- £2,300 annual budget for the Old Mess Room

Staffing

- Town Clerk working hours reduced to 30 per week (request to be submitted to Council)
- Senior Caretaker moves 2 incremental points based on an outstanding appraisal review
- Maternity cover provided
- Kick Starter programme candidate awarded permanent contract
- HR support contract extended
- 1 additional Caretaker employed on 30 hours
- Employers National Insurance increase covered
- National pay rise of 2% forecasted

Based on recommended Committee budgets, additionally, the draft Council budget is also submitted for **approval and recommendation to Council**. Until the Tax base is known then the precept per Band D figure cannot be calculated.

13. QUARTERLY FINANCE CHECK

The quarter checks for the current financial year will be completed imminently.

14. BANK RECONCILIATION CHECK

Reconciliation checks are up to date till the end of July with no issues raised. The next quarter will be completed imminently.

CONFIDENTIAL

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

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d)

16. LEIGH COMMUNITY CENTRE DEBTOR (Confidential Appendix 1) **DECISION ITEM**
17. GRANT AID AWARDS (Confidential Papers – for Committee members only) - **DECISION ITEM**

Grant requests have been made as follows:

| | |
|-----------------------------------|---|
| Leigh SEND families support group | £424.80 LCC hire |
| Beat IT Cancer Rehab | £500 LCC hire and storage |
| PEAC(e) | £300 LCC hire and printing costs |
| Counselling & Support Services | £500 LCC hire, speaker & operating expenses |
| Active Life | £500 LCC hire or elsewhere plus tutor |
| Endeavour Trust | £200 LCC room hire |
| Southend Drama Society | £300 Hall hire elsewhere, props & costumes |
| Safe Sun | £500 Sun cream dispensers Chalkwell & Leigh |
| Leigh Folk Arts Assoc | £500 Garden Gatherings (retrospective) |
| Yantlet | £350 Community Garden & winter supper |
| Lita Freeguard fitness | £500 hall hire at LRBC and equipment |
| Art Ministry | £500 Children's programme art & craft events |
| Carers First | £358 LCC hire, refreshments & transport |
| Gift Card CIC | £500 Gift cards to spend Havens hospice shops |

Total grant requests received £5,932.80

£2500 left in Grant Awards budget for 2021/22 with EMR of £7,471.18 (£2,000 is allocated for 2022/23 budget)

With reference to minute 65 (4th May 2021) the Town Clerk in consultation with the F&G Chairman received further information from Edible Leigh and an award of £250 was made.

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2021/22

| Committee | Minute No. and Subject | Completion Status | Completion Date | Outcome | Forward Action Required | Responsible |
|------------------|-------------------------------|--|------------------------|---|---|--------------------|
| P&R 05-03-19 | 83. CIL Projects | RESOLVED £6,000 of CIL for Belton Hills nature boards | | Working draft of the boards seen and LTC logo submitted to on boards | Awaiting further details from SBC. Town Clerk has been chasing every few months | TC |
| F&G 03-03-20 | 55. Investment Product | RESOLVED £100k to invest in CCLA Property Fund | 10-03-20 | Before investment was arranged fund closed to new applicants due to COVID | The Fund has reopened and the Town Clerk in process of assessing suitability following COVID pandemic lockdowns | TC |
| F&G 04-05-21 | 53-56 Review of Policies | RESOLVED all with recommendation to Council | 04-05-21 | Added to Council Agenda | NFA | |
| F&G 04-05-21 | 57. Community Engagement PDG | RESOLVED with recommendation to Council online residents forum and awards evening using ATM budget | 04-05-21 | Added to Council Agenda | NFA | |
| F&G 04-05-21 | 62. Approve Expenditure | RESOLVED to recommend to Council | 04-05-21 | Added to Council Agenda | NFA | |
| F&G 04-05-21 | 65. Grant Aid Awards | RESOLVED 6 awards, deferred one for more information RESOLVING Town Clerk in consultation with Chairman of Committee be delegated to review and decide | 04-05-21 | Applicants advised. Deferred application was reviewed in consultation and £250 awarded | NFA | |
| | | | | | | |

[Agenda](#)

Agenda

| FINANCE & GOVERNANCE DETAILED BUDGET | | | | | | | | | | |
|---|---------------------|---------------------|-------------------|----------------|---------------------------|-----------------------|--------------------|--------------------|--------------------|---------------|
| INCOME | Budget 2021/22 | Income Received | Balance | % Received | EXPENDITURE | Earmarked Reserves | Budget 2021/22 | Expenditure | Balance | % Spent |
| Precept | £ 443,217.00 | £ 443,217.00 | £ - | 100.00% | Grant Award Fund | £ 7,471.18 | £ 5,000.00 | £ 2,728.00 | £ 2,272.00 | 21.87% |
| Settlement of insurance claim | | £ 1,430.02 | | | Furniture & Equipment | £ 4,500.00 | £ 2,000.00 | £ 664.00 | £ 1,336.00 | 10.22% |
| Bank Interest | £ 700.00 | £ 67.32 | £ 632.68 | 9.62% | Elections | £ 27,344.77 | £ 4,000.00 | £ - | £ 4,000.00 | 0.00% |
| Other Income | £ 1,300.00 | £ 819.64 | £ 480.36 | 63.05% | Legal Costs | £ 3,855.00 | £ 1,000.00 | £ - | £ 1,000.00 | 0.00% |
| VAT Refund (for info only) | | £ 6,237.40 | | | Annual Town Meeting | | £ 750.00 | £ - | £ 750.00 | 0.00% |
| | | | | | Community Engagement | | £ 12,000.00 | £ 6,057.11 | £ 5,942.89 | 50.48% |
| | | | | | Volunteer Programme | £ 4,004.40 | £ 2,500.00 | £ 1,016.49 | £ 1,483.51 | 15.63% |
| | | | | | LTC Website | | £ 500.00 | £ 140.00 | £ 360.00 | 28.00% |
| | | | | | Civic | | £ 250.00 | £ - | £ 250.00 | 0.00% |
| | | | | | Renewals Fund | £ 26,586.02 | £ 1,000.00 | £ 216.70 | £ 783.30 | 0.79% |
| | | | | | Other Expenditure | | £ 1,300.00 | £ 763.80 | £ 536.20 | 58.75% |
| | | | | | Localism Act | | £ 150.00 | £ - | £ 150.00 | 0.00% |
| | | | | | Social Isolation Projects | £ 4,767.60 | | | £ 4,767.60 | 0.00% |
| | | | | | Community Recovery Award | £ 8,580.00 | | £ 1,182.50 | £ 7,397.50 | 13.78% |
| TOTAL INCOME | £ 445,217.00 | £ 445,533.98 | £ 1,113.04 | 100.07% | TOTAL EXPENDITURE | | £ 30,450.00 | £ 11,586.10 | £ 18,863.90 | 38.05% |
| CIL Receipt | | £ 2,558.04 | | | Strategic Plan Projects | £ 15,000.00 | £ 10,000.00 | | £ 25,000.00 | |
| | | | | | CIL Expenditure | | | | £ - | |

| OFFICE ADMIN DETAILED BUDGET | | | | |
|--|--------------------|--------------------|--------------------|---------------|
| EXPENDITURE | Budget 2021/22 | Expenditure | Balance | % Spent |
| Premises | | | | |
| Office Rental | £ 5,150.00 | | £ 5,150.00 | 0.00% |
| LCC Premises Use Grant | £ 10,000.00 | £ 1,100.35 | £ 8,899.65 | 11.00% |
| | £ 15,150.00 | £ 1,100.35 | £ 14,049.65 | 7.26% |
| EMR - Office Admin £9750, IT £2,500 | | | | |
| Stationery | £ 750.00 | £ 509.08 | £ 240.92 | 67.88% |
| Insurance | £ 3,500.00 | £ 3,537.24 | -£ 37.24 | 101.06% |
| Library | £ 200.00 | £ - | £ 200.00 | 0.00% |
| Communication | £ 1,750.00 | £ 934.22 | £ 815.78 | 53.38% |
| Photocopying | £ 2,500.00 | £ 1,808.19 | £ 691.81 | 72.33% |
| Subscriptions | £ 350.00 | £ - | £ 350.00 | 0.00% |
| Postage | £ 750.00 | £ 314.87 | £ 435.13 | 41.98% |
| Entertaining | £ 250.00 | £ - | £ 250.00 | 0.00% |
| Licences | £ 50.00 | £ 35.00 | £ 15.00 | 70.00% |
| Bank Charges | £ 750.00 | £ 116.83 | £ 633.17 | 15.58% |
| Miscellaneous | £ 300.00 | £ 150.00 | £ 150.00 | 50.00% |
| Professional Advice | £ 1,500.00 | £ - | £ 1,500.00 | 0.00% |
| Audit | £ 3,000.00 | £ 1,300.00 | £ 1,700.00 | 43.33% |
| IT | £ 6,500.00 | £ 2,552.91 | £ 3,947.09 | 39.28% |
| Training EMR £4500 | | | | |
| Training - Staff | £ 2,500.00 | £ 988.00 | £ 1,512.00 | 39.52% |
| Expenses/Travel Costs - Cllrs | £ 750.00 | £ - | £ 750.00 | 0.00% |
| Training - Cllrs | £ 1,500.00 | £ 500.00 | £ 1,000.00 | 33.33% |
| Mileage & Expenses - Staff | £ 1,500.00 | £ 325.25 | £ 1,174.75 | 21.68% |
| | £ 28,400.00 | £ 13,071.59 | £ 15,328.41 | 46.03% |
| | £ 43,550.00 | £ 14,171.94 | £ 29,378.06 | 32.54% |

| Leigh Town Council 2022/23 Budget Document | | | | | | |
|---|--------------------|--------------------|-------------------|--------------------------------|-------------------|----------------------|
| Committee - Finance & Governance | | | | | | |
| INCOME | Actuals 2019/20 | Actuals 2020/21 | Budget 2021/22 | Yr End Projected Actuals | Budget 2022/23 | Budget Difference |
| Policy & Resources | | | | | | |
| Interest | £ 3,836.51 | £ 938.59 | £ 700.00 | £ 120.00 | £ 150.00 | ↓ -550.00 |
| Other Income | £ 2,676.50 | £ 224.25 | £ 1,300.00 | £ 900.00 | £ 1,000.00 | ↓ -300.00 |
| | £ 6,513.01 | £ 1,162.84 | £ 2,000.00 | £ 1,020.00 | £ 1,150.00 | ↓ -850.00 |
| | | | | | | |
| EXPENDITURE | Actuals 2019/20 | Actuals 2020/21 | Budget 2021/22 | Yr End Projected Actuals | Budget 2022/23 | Budget Difference |
| Policy & Resources | | | | | | |
| Grant Award Fund | £ 5,052.40 | £ 1,025.20 | £ 5,000.00 | £ 5,000.00 | £ 3,000.00 | ↓ -2000.00 |
| Furniture & Equipment | £ 1,882.00 | £ 1,231.46 | £ 2,000.00 | £ 1,000.00 | £ 2,000.00 | → 0.00 |
| Elections | £ - | £ 4,087.75 | £ 4,000.00 | £ - | £ 4,000.00 | → 0.00 |
| Legal Costs | £ - | £ 825.00 | £ 1,000.00 | £ 1,000.00 | £ 1,000.00 | → 0.00 |
| Annual Town Meeting | £ - | £ - | £ 750.00 | £ 750.00 | £ 1,000.00 | ↑ 250.00 |
| Community Engagement | £ 10,948.05 | £ 10,647.90 | £ 12,000.00 | £ 12,100.00 | £ 12,250.00 | ↓ 250.00 |
| Volunteer Programme | £ 2,900.53 | £ 2,628.29 | £ 4,500.00 | £ 2,000.00 | £ 2,500.00 | ↓ -2000.00 |
| LTC Website | £ 1,350.98 | £ 260.00 | £ 500.00 | £ 250.00 | £ 500.00 | → 0.00 |
| Civic | £ 100.00 | £ 145.00 | £ 250.00 | £ 250.00 | £ 250.00 | → 0.00 |
| Renewals Fund | £ - | £ - | £ 1,000.00 | £ 1,750.00 | £ - | ↓ -1000.00 |
| Localism Act | £ 192.55 | | £ 150.00 | £ - | £ 1,750.00 | ↑ 1600.00 |
| Other Expenditure | £ 1,312.51 | | £ 1,300.00 | £ 800.00 | £ 1,300.00 | → 0.00 |
| Social Isolation Projects | | £ 232.40 | | £ - | £ 1,000.00 | 1000.00 |
| Emergency Community Fund | | £ 1,420.00 | | £ 1,182.50 | £ - | 0.00 |
| | £ 23,739.02 | £ 22,503.00 | £ 32,450.00 | £ 26,082.50 | £ 29,550.00 | ↓ -2900.00 |
| | | | | | | |
| Strategic Objectives Projects | £ - | £ - | £ 10,000.00 | £ 5,000.00 | £ 15,000.00 | |
| | | | | | | |
| Town Council Office | | | | | | |
| <i>Premises</i> | | | | | | |
| Office Rental | £ 3,500.00 | £ 3,500.00 | £ 5,150.00 | £ 5,150.00 | £ 5,150.00 | → 0.00 |
| LCC Premises Use Grant | £ 27,000.00 | £ - | £ 10,000.00 | £ 2,000.00 | £ 5,000.00 | ↓ -5000.00 |
| <i>Administration</i> | | | | | | |
| Stationery | £ 695.19 | £ 364.16 | £ 750.00 | £ 750.00 | £ 1,000.00 | ↑ 250.00 |
| Insurance | £ 3,447.97 | £ 3,475.24 | £ 3,500.00 | £ 3,537.00 | £ 4,000.00 | ↑ 500.00 |
| Library | £ 47.50 | £ - | £ 200.00 | £ - | £ 200.00 | → 0.00 |
| Communication | £ 1,309.46 | £ 1,540.34 | £ 1,750.00 | £ 1,800.00 | £ 2,000.00 | ↑ 250.00 |
| Photocopying | £ 2,371.24 | £ 2,119.08 | £ 2,500.00 | £ 3,000.00 | £ 3,250.00 | ↑ 750.00 |
| Subscriptions | £ 2,312.80 | £ 2,410.95 | £ 350.00 | £ 450.00 | £ 500.00 | ↑ 150.00 |
| Postage | £ 1,119.32 | £ 936.92 | £ 750.00 | £ 600.00 | £ 750.00 | → 0.00 |
| Entertaining | £ - | £ - | £ 250.00 | £ 250.00 | £ 250.00 | → 0.00 |
| Licences | £ 35.00 | £ 35.00 | £ 50.00 | £ 35.00 | £ 50.00 | → 0.00 |
| Bank Charges | £ 902.00 | £ 230.90 | £ 750.00 | £ 300.00 | £ 500.00 | ↓ -250.00 |
| Miscellaneous | £ 100.00 | £ 50.00 | £ 300.00 | £ 300.00 | £ 300.00 | → 0.00 |
| Professional Advice | £ - | £ - | £ 1,500.00 | £ 1,500.00 | £ 1,500.00 | → 0.00 |
| Audit | £ 2,620.00 | £ 3,445.00 | £ 3,000.00 | £ 3,500.00 | £ 3,750.00 | ↑ 750.00 |
| IT | £ 13,921.24 | £ 4,773.92 | £ 6,500.00 | £ 3,750.00 | £ 3,500.00 | ↓ -3000.00 |
| <i>Training & Expenses</i> | | | | | | |
| Training - Staff | £ 1,356.00 | £ 2,850.44 | £ 2,500.00 | £ 1,500.00 | £ 2,500.00 | → 0.00 |
| Expenses/Travel Costs - Cllrs | £ 229.70 | £ - | £ 750.00 | £ - | £ 500.00 | ↓ -250.00 |
| Training - Cllrs | £ 210.00 | £ 2,407.90 | £ 1,500.00 | £ 750.00 | £ 1,500.00 | → 0.00 |
| Mileage & Expenses - Staff | £ 1,418.38 | £ 782.46 | £ 1,500.00 | £ 500.00 | £ 1,500.00 | → 0.00 |
| | £ 62,595.80 | £ 28,922.31 | £ 43,550.00 | £ 29,672.00 | £ 37,700.00 | ↓ -5850.00 |

| LTC Staffing 2022/23 | | | | |
|-----------------------------|--------------------|--|---------------------|---------------------|
| Allocations | | | Budget | Projected |
| | | | 2021/22 | |
| Council Staffing | £88,750.00 | | £ 104,500.00 | £ 113,000.00 |
| LCC | £148,000.00 | | £ 123,000.00 | £ 116,000.00 |
| Skatepark | £5,000.00 | | £ 4,750.00 | £ 4,700.00 |
| Allotments | £13,500.00 | | £ 11,000.00 | £ 10,000.00 |
| Com Transp | £4,500.00 | | £ 5,250.00 | £ 4,300.00 |
| Farmers Market | £7,250.00 | | £ 8,000.00 | £ 6,000.00 |
| C&C | £15,250.00 | | £ 15,000.00 | £ 14,000.00 |
| Planning | £15,000.00 | | £ 12,500.00 | £ 13,000.00 |
| Volunteer | £0.00 | | £ 2,000.00 | £ 1,750.00 |
| | £297,250.00 | | £ 286,000.00 | £ 282,750.00 |

| Leigh Town Council 2022/23 Budget Document | | | | | | | | | | | | |
|--|--------------------|--------------------|-------------------|--------------------------------|-------------------|---|--------------------|--------------------|-------------------|--------------------------------|-------------------|----------------------|
| Committee - Community & Culture | | | | | | | | | | | | |
| | Actuals 2019/20 | Actuals 2020/21 | Budget 2021/22 | Yr End Projected Actuals | Budget 2022/23 | | Actuals 2019/20 | Actuals 2020/21 | Budget 2021/22 | Yr End Projected Actuals | Budget 2022/23 | Budget Difference |
| INCOME | | | | | | EXPENDITURE | | | | | | |
| Leigh Community Centre | | | | | | Leigh Community Centre | | | | | | |
| Room Hire | £ 125,547.13 | £ 6,642.19 | £ 60,000.00 | £ 60,000.00 | £ 100,000.00 | Insurance | £ 2,647.28 | £ 2,726.70 | £ 3,000.00 | £ 2,809.00 | £ 3,000.00 | → 0.00 |
| LTC Building Contribution | £ 25,000.00 | £ - | £ 10,000.00 | £ - | £ - | Business Rates | £ 8,101.50 | £ - | £ 8,500.00 | £ 2,615.00 | £ 8,500.00 | → 0.00 |
| Other Income | £ - | £ - | £ - | £ - | £ - | Gas | £ 3,137.36 | £ 3,453.40 | £ 4,000.00 | £ 3,000.00 | £ 3,500.00 | ↓ -500.00 |
| | £ 150,547.13 | £ 6,642.19 | £ 70,000.00 | £ 60,000.00 | £ 100,000.00 | Electricity | £ 7,425.30 | £ 3,746.44 | £ 7,500.00 | £ 5,000.00 | £ 6,000.00 | ↓ -1500.00 |
| Community Facilities | | | | | | Water | £ 2,085.39 | £ 2,517.76 | £ 2,250.00 | £ 1,500.00 | £ 2,000.00 | ↓ -250.00 |
| Skate Park User Fee | | | | £ 1,750.00 | £ 2,000.00 | Catering | £ 98.30 | £ - | £ 250.00 | £ - | £ 150.00 | ↓ -100.00 |
| SW Memorial Plaques/User fee | | £ - | £ 1,000.00 | £ 50.00 | £ - | Communications | £ 2,711.17 | £ 2,210.75 | £ 2,000.00 | £ 1,800.00 | £ 2,000.00 | → 0.00 |
| Loaned Equipment | £ 20.83 | £ - | £ - | £ - | £ - | Cleaning & Waste / H&S | £ 6,787.57 | £ 3,498.71 | £ 7,000.00 | £ 5,000.00 | £ 5,500.00 | ↓ -1500.00 |
| Old Mess Room | | | | | £ 1,900.00 | Advertising | £ - | £ - | £ 1,000.00 | £ 650.00 | £ 1,000.00 | → 0.00 |
| | £ 20.83 | £ - | £ 1,000.00 | £ 1,800.00 | £ 3,900.00 | Security & Alarms | £ 579.24 | £ 2,476.61 | £ 1,750.00 | £ 1,750.00 | £ 2,000.00 | ↑ 250.00 |
| Environment Fac & Services | | | | | | Miscellaneous | £ 1,338.74 | £ 179.19 | £ 750.00 | £ 300.00 | £ 500.00 | ↓ -250.00 |
| Christmas Lighting Sponsorship | £ 416.65 | £ - | £ 400.00 | £ - | £ - | Licences | £ 2,923.30 | £ 540.91 | £ 2,400.00 | £ 3,500.00 | £ 1,500.00 | ↓ -900.00 |
| Hanging Basket Sponsorship | £ 1,124.98 | £ - | £ 1,000.00 | £ - | £ - | IT & Website | £ 1,311.34 | £ 830.40 | £ 500.00 | £ 1,000.00 | £ 1,250.00 | ↑ 750.00 |
| | £ 1,541.63 | £ - | £ 1,400.00 | £ - | £ - | Janitorial Costs (Uniforms Etc) | £ 645.00 | £ - | £ 250.00 | £ 250.00 | £ 250.00 | → 0.00 |
| | | | | | | Contingencies | £ - | £ - | £ 2,000.00 | £ - | £ 2,000.00 | → 0.00 |
| | | | | | | Postage | £ 200.00 | £ - | £ 250.00 | | | ↓ -250.00 |
| EXPENDITURE | | | | | | Professional Fees | £ 275.00 | £ - | £ 250.00 | £ 1,000.00 | £ 1,000.00 | ↑ 750.00 |
| Community Facilities | | | | | | Card Processing charges | £ 740.18 | £ 641.18 | £ 750.00 | | | ↓ -750.00 |
| Strand Wharf | | | | | | Daily Maintenance | £ 12,010.06 | £ 21,336.02 | £ 10,000.00 | £ 10,000.00 | £ 12,000.00 | ↑ 2000.00 |
| Maintenance | £ 159.95 | | £ 250.00 | £ 250.00 | £ 300.00 | Furniture, Fixtures & Fittings | £ - | £ - | £ - | £ 500.00 | £ 500.00 | ↑ 500.00 |
| Electricity | £ 249.10 | | £ 275.00 | £ 150.00 | £ 275.00 | | £ 53,016.73 | £ 43,076.25 | £ 54,400.00 | £ 40,674.00 | £ 52,650.00 | ↓ -1750.00 |
| Planters | £ - | | £ 500.00 | £ 500.00 | £ 500.00 | Community Centre Staffing | £ 123,529.56 | £ 76,179.62 | £ 123,000.00 | £ 116,000.00 | £ 148,000.00 | ↑ 25000.00 |
| | £ 409.05 | £ - | £ 1,025.00 | £ 900.00 | £ 1,075.00 | | | | | | | |
| Defibrillators | | | | | £ 250.00 | Old Mess Room | | | | | | |
| Events Equipment | £ - | | £ 250.00 | £ 250.00 | £ 250.00 | Maintenance | | | | £ 250.00 | | |
| Paddling Pool | | | | £ 2,500.00 | £ 10,000.00 | Rent & Rates | | | | £ 600.00 | | |
| Red Phone Box | £ 300.00 | | £ 300.00 | £ 300.00 | £ 300.00 | Utilities | | | | £ 1,000.00 | | |
| | £ 300.00 | £ - | £ 550.00 | £ 3,050.00 | £ 10,800.00 | Insurance & Security | | | | £ 450.00 | | |
| Skate Park | | | | | | Totals added to Community Facility | | | | £ 2,300.00 | | |
| Rent | £ 50.00 | | £ 50.00 | £ 50.00 | £ 50.00 | Repair Programme | £ 9,736.99 | £ 48,708.90 | £ 40,000.00 | £ 30,000.00 | £ 40,000.00 | |
| Cleaning | £ 943.70 | | £ 1,000.00 | £ 1,000.00 | £ 1,250.00 | Remodel | £ 62,754.25 | £ 168,075.50 | | | £ - | |
| Electricity | £ 231.68 | | £ 275.00 | £ 275.00 | £ 300.00 | EMR as at 31/03/21 | | | | | | |
| Miscellaneous | £ 314.80 | | £ 250.00 | £ 100.00 | £ 250.00 | Strand Wharf Memorial Planters | £ 3,041.67 | Skate Park | £ 6,902.25 | | | |
| Grass Cutting | £ 450.00 | | £ 250.00 | £ 250.00 | £ 250.00 | Community Centre - general | £ 23,119.88 | CFC Other | £ 1,831.03 | | | |
| Maintenance | £ - | £ - | £ 2,500.00 | £ 500.00 | £ 2,000.00 | Paddling Pool | £ 2,659.70 | | | | | |
| Staffing Costs | £ 7,418.50 | | £ 4,750.00 | £ 4,700.00 | £ 5,000.00 | | | | | | | |
| | £ 9,408.68 | £ - | £ 9,075.00 | £ 6,875.00 | £ 9,100.00 | | | | | | | |
| Totals | £ 10,117.73 | £ - | £ 10,650.00 | £ 10,825.00 | £ 23,275.00 | | | | | | | |

Finance & Governance Committee 2nd November 2021 - Appendix 3

| Leigh Town Council 2022/23 Budget Document | | | | | | | | | | | | |
|--|-----------------|-----------------|----------------|--------------------------|----------------|--|-----------------|-----------------|----------------|--------------------------|----------------|-------------------|
| Committee - Community & Culture continued | | | | | | | | | | | | |
| INCOME | Actuals 2019/20 | Actuals 2020/21 | Budget 2021/22 | Yr End Projected Actuals | Budget 2022/23 | EXPENDITURE | Actuals 2019/20 | Actuals 2020/21 | Budget 2021/22 | Yr End Projected Actuals | Budget 2022/23 | Budget Difference |
| Allotments | | | | | | Health & Wellbeing | | | | | | |
| Manchester Drive Rent | £ 7,922.50 | £ 8,540.00 | £ 8,700.00 | £ 8,663.00 | £ 9,000.00 | Festive Light Trail | | | | | | |
| Leigh Site Rent | £ 3,522.00 | £ 3,556.80 | £ 3,750.00 | £ 3,300.00 | £ 3,500.00 | Security | £ 6,326.68 | £ 1,020.00 | £ 2,000.00 | £ 2,000.00 | £ 2,000.00 | → 0.00 |
| Marshall Close Rent | £ 468.30 | £ 468.00 | £ 500.00 | £ 504.00 | £ 525.00 | Entertainment/Outside Assistance | £ 3,189.00 | £ 10,895.03 | £ 12,500.00 | £ 12,500.00 | £ 13,000.00 | ↑ 500.00 |
| Non Resident Allotment levy | £ - | £ 2,479.98 | £ 2,800.00 | £ 2,400.00 | £ 2,300.00 | Road Closures & Licences | £ 5,784.32 | £ 70.00 | £ 70.00 | £ 70.00 | £ 125.00 | ↑ 125.00 |
| Manchester Drive Water | £ 2,051.50 | £ 2,797.02 | £ 2,600.00 | £ 1,863.00 | £ 2,000.00 | First Aid, Cleansing & promotion | £ 2,308.94 | £ 68.45 | £ 500.00 | £ 500.00 | £ 500.00 | → 0.00 |
| Leigh Water | £ 839.00 | £ 1,407.50 | £ 1,500.00 | £ 1,400.00 | £ 1,500.00 | Sub-total | £ 17,608.94 | £ 12,053.48 | £ 15,000.00 | £ 15,070.00 | £ 15,625.00 | ↑ 625.00 |
| Marshall Close Water | £ 141.50 | £ 685.00 | £ 800.00 | £ 555.00 | £ 500.00 | Community Transport | | | | | | |
| | £ 14,944.80 | £ 19,934.30 | £ 20,650.00 | £ 18,685.00 | £ 19,325.00 | Ticket Purchases | £ 1,310.76 | £ - | £ 1,000.00 | £ 300.00 | £ 1,000.00 | → 0.00 |
| Health & Wellbeing | | | | | | Social Club | £ - | £ - | £ 700.00 | £ 500.00 | £ 700.00 | → 0.00 |
| Leigh Lights | | | | | | Travel Costs | £ 765.00 | £ - | £ 500.00 | £ 300.00 | £ 500.00 | → 0.00 |
| Traders donations & Other income | £ 2,876.68 | £ - | £ 1,000.00 | £ 250.00 | £ - | Driver Costs | £ 100.00 | £ - | £ 250.00 | £ 150.00 | £ 250.00 | → 0.00 |
| | £ 2,876.68 | £ - | £ 1,000.00 | £ 250.00 | £ - | Refreshments | £ 322.50 | £ - | £ 500.00 | £ 100.00 | £ 500.00 | → 0.00 |
| Community Transport | | | | | | Miscellaneous | £ 25.00 | £ - | £ 250.00 | £ 100.00 | £ 250.00 | → 0.00 |
| Social Club | £ - | £ - | £ 250.00 | £ 750.00 | £ 1,250.00 | Staff Costs | £ 4,314.90 | £ 6,127.22 | £ 5,250.00 | £ 4,318.00 | £ 4,500.00 | ↓ -750.00 |
| Trip Sales | £ 1,490.33 | £ - | £ 1,000.00 | £ 450.00 | £ 1,000.00 | Sub-total | £ 6,838.16 | £ 6,127.22 | £ 8,450.00 | £ 4,968.00 | £ 7,700.00 | ↓ -750.00 |
| | £ 1,490.33 | £ - | £ 1,250.00 | £ 450.00 | £ 2,250.00 | Farmers Market | | | | | | |
| Farmers' Market Fees | | | | | | Hall Hire | £ 819.40 | £ - | £ 900.00 | £ 1,464.00 | £ 1,800.00 | ↑ 900.00 |
| Pitch income | £ 2,843.00 | £ 200.00 | £ 1,500.00 | £ 1,500.00 | £ 1,500.00 | Leaflets/Publicity | £ 41.47 | £ - | £ 250.00 | £ 250.00 | £ 150.00 | ↑ -100.00 |
| | £ 2,843.00 | £ 200.00 | £ 1,500.00 | £ 1,500.00 | £ 1,500.00 | Banners | £ 23.00 | £ - | £ 200.00 | £ 200.00 | £ 100.00 | ↓ -100.00 |
| General Events | | | | | | Miscellaneous | £ 49.89 | £ - | £ 100.00 | £ 100.00 | £ 100.00 | → 0.00 |
| Events at LCC | £ 4,901.58 | £ 52.20 | £ 1,000.00 | £ - | £ 1,000.00 | Staff Costs | £ 7,401.49 | £ 7,634.60 | £ 8,000.00 | £ 5,995.00 | £ 7,250.00 | → -750.00 |
| Town Events | £ 4,901.58 | £ 52.20 | £ 1,000.00 | £ - | £ 1,000.00 | Sub-total | £ 8,335.25 | £ 7,634.60 | £ 9,450.00 | £ 8,009.00 | £ 9,400.00 | ↓ -50.00 |
| | £ 4,901.58 | £ 52.20 | £ 1,000.00 | £ - | £ 1,000.00 | General Events | | | | | | |
| H&W TOTAL | £ 12,111.59 | £ 147.80 | £ 4,750.00 | £ 2,200.00 | £ 4,750.00 | Events at LCC | £ 5,471.53 | £ 465.38 | £ 2,000.00 | £ 1,000.00 | £ 2,000.00 | → 0.00 |
| | | | | | | Town Events | £ 3,790.09 | £ - | £ 1,000.00 | £ 500.00 | £ 2,500.00 | → 1500.00 |
| | | | | | | Sub-total | £ 9,261.62 | £ 465.38 | £ 3,000.00 | £ 1,500.00 | £ 4,500.00 | ↑ 1500.00 |
| | | | | | | H&W TOTAL | £ 42,043.97 | £ 26,280.68 | £ 35,900.00 | £ 29,547.00 | £ 37,225.00 | ↑ 1325.00 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| EXPENDITURE | Actuals 2019/20 | Actuals 2020/21 | Budget 2021/22 | Yr End Projected Actuals | Budget 2022/23 | EXPENDITURE | Actuals 2019/20 | Actuals 2020/21 | Budget 2021/22 | Yr End Projected Actuals | Budget 2022/23 | Budget Difference |
| Allotments | | | | | | Environment Facilities & Services | | | | | | |
| Maintenance Costs | £ 1,011.09 | £ 2,944.37 | £ 2,500.00 | £ 1,000.00 | £ 2,000.00 | Hanging Baskets | £ 5,715.90 | £ - | £ 3,112.00 | £ 3,200.00 | £ 5,000.00 | ↑ 1888.00 |
| Waste Clearance/Tree Work | £ 1,574.99 | £ 3,233.33 | £ 2,500.00 | £ 1,500.00 | £ 2,000.00 | Good for Leigh | £ 42.96 | £ - | £ 500.00 | £ 250.00 | £ 500.00 | → 0.00 |
| ASA Leigh Site | £ 1,516.36 | £ 1,600.00 | £ 1,600.00 | £ 1,600.00 | £ 1,600.00 | Christmas Lighting | | | | | | |
| ASA Manchester Drive | £ 3,000.00 | £ 3,000.00 | £ 3,000.00 | £ 3,000.00 | £ 3,000.00 | Column Testing 1/3 | £ 3,800.00 | £ - | £ 2,000.00 | £ 2,000.00 | £ 2,000.00 | → 0.00 |
| ASA Marshall Close | £ 500.00 | £ 500.00 | £ 500.00 | £ 500.00 | £ 500.00 | Installation Removal & Storage | £ 9,150.00 | £ 9,150.00 | £ 9,600.00 | £ 9,150.00 | £ 9,600.00 | → 0.00 |
| Capital Expenditure | £ - | £ 825.00 | £ 2,500.00 | £ - | £ 2,000.00 | Electricity | £ - | £ - | £ 450.00 | £ 450.00 | £ 450.00 | → 0.00 |
| Affiliations | £ 55.00 | £ 55.00 | £ 100.00 | £ 55.00 | £ 100.00 | Repairs & Renewals | £ - | £ - | £ 2,500.00 | £ 5,000.00 | £ 2,500.00 | → 0.00 |
| Water Rates | £ 5,285.61 | £ 3,500.00 | £ 5,000.00 | £ 3,810.00 | £ 4,000.00 | Capital Renewals | £ 6,676.00 | £ - | £ - | £ - | £ - | → 0.00 |
| MDAS commission/New Admin s | £ 976.06 | £ 347.50 | £ - | £ 400.00 | £ 500.00 | Sub-total | £ 25,384.86 | £ 9,150.00 | £ 18,162.00 | £ 20,050.00 | £ 20,050.00 | ↑ 1888.00 |
| Staff Costs | £ 14,762.48 | £ 10,750.80 | £ 11,000.00 | £ 10,000.00 | £ 13,500.00 | Community Partnership Programmes | | | | | | |
| | £ 28,681.59 | £ 26,756.00 | £ 28,700.00 | £ 21,865.00 | £ 29,200.00 | Special Constables | £ - | £ - | £ - | £ - | £ 1,000.00 | ↑ 1000.00 |
| | | | | | | Youth Group | £ 4,226.75 | £ - | £ 5,000.00 | £ 5,000.00 | £ 5,250.00 | ↑ 250.00 |
| | | | | | | | £ 4,226.75 | £ - | £ 5,000.00 | £ 5,000.00 | £ 6,250.00 | ↑ 1250.00 |
| EMR as at 31-03-21 | | | | | | Community Services Funding | | | | | | |
| Community Specials | £ 7,500.00 | | | | | First Aid Post | £ 910.00 | | £ 1,000.00 | £ - | £ 1,000.00 | → 0.00 |
| Allotments General | £ 5,120.19 | | | | | School Crossing Patrol | £ 4,484.60 | £ 4,500.00 | £ 4,700.00 | £ 4,700.00 | £ 4,700.00 | → 0.00 |
| Allotments Infrastructure | £ 2,160.28 | | | | | | £ 5,394.60 | £ 4,500.00 | £ 5,700.00 | £ 4,700.00 | £ 5,700.00 | → 0.00 |
| H&W General Services | £ 5,900.00 | | | | | | | | | | | |
| H&W General Events | £ 17,086.30 | | | | | C&C Staffing Costs | £ 9,103.00 | £ 8,593.72 | £ 15,000.00 | £ 14,000.00 | £ 15,250.00 | ↑ 250.00 |
| Xmas Lights Structure | £ 12,359.00 | | | | | | | | | | | |
| Community Transport | £ 800.00 | | | | | | | | | | | |

Finance & Governance Committee 2nd November 2021 - Appendix 3

| Leigh Town Council 2022/23 Budget Document | | | | | | | | | | | |
|--|---------------------|--------------------|---------------------|--------------------------|---------------------|--|-----------------|-----------------|----------------|--------------------------|----------------|
| INCOME | Actuals 2019/20 | Actuals 2020/21 | Budget 2021/22 | Yr End Projected Actuals | Budget 2022/23 | EXPENDITURE | Actuals 2019/20 | Actuals 2020/21 | Budget 2021/22 | Yr End Projected Actuals | Budget 2022/23 |
| Finance & Governance | | | | | | Finance & Governance | | | | | |
| Interest | £ 3,309.24 | £ 3,836.51 | £ 800.00 | £ 150.00 | £ 150.00 | Policy & Council Resources | £ 27,565.51 | £ 23,739.02 | £ 50,450.00 | £ 26,082.50 | £ 29,550.00 |
| Other Income | £ 2,248.44 | £ 2,676.50 | £ 1,300.00 | £ 900.00 | £ 1,000.00 | Office & Council Administration | £ 58,127.68 | £ 62,595.80 | £ 57,650.00 | £ 29,672.00 | £ 37,700.00 |
| | £ 5,557.68 | £ 6,513.01 | £ 2,100.00 | £ 1,050.00 | £ 1,150.00 | Strategic Objectives Fund | | | £ 10,000.00 | £ 5,000.00 | £ 15,000.00 |
| | | | | | | | £ 85,693.19 | £ 86,334.82 | £ 118,100.00 | £ 60,754.50 | £ 82,250.00 |
| | | | | | | Staffing Committee | | | | | |
| | | | | | | Council Staffing | £ 99,213.50 | £ 99,752.97 | £ 113,257.00 | £ 112,676.00 | £ 88,750.00 |
| Community Facilities | | | | | | Community & Culture | | | | | |
| Leigh Community Centre | £ 125,547.13 | £ 6,642.19 | £ 60,000.00 | £ 60,000.00 | £ 100,000.00 | Leigh Community Centre | £ 53,016.73 | £ 43,076.25 | £ 54,400.00 | £ 40,674.00 | £ 52,650.00 |
| LTC Use of LCC | £ 27,000.00 | £ 25,000.00 | £ 20,000.00 | £ - | £ - | Community Centre Staffing | £ 123,529.56 | £ 76,179.62 | £ 123,000.00 | £ 116,000.00 | £ 148,000.00 |
| Allotments Income | £ 13,538.10 | £ 14,944.80 | £ 19,000.00 | £ 18,685.00 | £ 19,325.00 | Allotments | £ 28,681.59 | £ 26,756.00 | £ 28,700.00 | £ 21,865.00 | £ 29,200.00 |
| Community Facilities | £ 40.00 | £ 20.83 | £ - | £ 1,800.00 | £ 3,900.00 | Community Facilities | £ 10,117.73 | £ - | £ 10,650.00 | £ 10,825.00 | £ 23,275.00 |
| Health & Wellbeing Programme | £ 12,111.59 | -£ 147.80 | £ 4,750.00 | £ 2,200.00 | £ 4,750.00 | Health & Wellbeing | £ 42,043.97 | £ 26,280.68 | £ 35,900.00 | £ 29,547.00 | £ 37,225.00 |
| Environment Facilities & Services | £ 1,541.63 | £ - | £ 1,400.00 | £ - | £ - | Community Services Funding | £ 5,394.60 | £ 4,500.00 | £ 5,700.00 | £ 4,700.00 | £ 5,700.00 |
| | | | | | | Community Partnership Progs. | £ 4,226.75 | £ - | £ 5,000.00 | £ 5,000.00 | £ 6,250.00 |
| | | | | | | Environment Facilities & Services | £ 25,384.86 | £ 9,150.00 | £ 18,162.00 | £ 20,050.00 | £ 20,050.00 |
| | | | | | | Committee Staffing | £ 9,103.00 | £ 8,593.72 | £ 15,000.00 | £ 14,000.00 | £ 15,250.00 |
| | £ 179,778.45 | £ 46,460.02 | £ 105,150.00 | £ 82,685.00 | £ 127,975.00 | | £ 301,498.79 | £ 194,536.27 | £ 296,512.00 | £ 262,661.00 | £ 337,600.00 |
| | | | | | | Planning & Licensing | | | | | |
| Planning & Licensing | | | | | | Staffing | £ 10,857.92 | £ 9,161.47 | £ 12,250.00 | £ 13,000.00 | £ 15,000.00 |
| | | | | | | | £ 10,857.92 | £ 9,161.47 | £ 12,250.00 | £ 13,000.00 | £ 15,000.00 |
| | | £ - | | £ - | £ - | Resolved Capital Projects | | | | | |
| | | | | | | LCC Refurbishment | £ 9,736.99 | £ 48,708.90 | £ 40,000.00 | £ 30,000.00 | £ 40,000.00 |
| Total Income | £ 185,336.13 | £ 52,973.03 | £ 107,250.00 | £ 83,735.00 | £ 129,125.00 | LCC Remodel | £ 62,754.25 | £ 168,075.50 | £ - | £ - | £ - |
| Capital Reserves 31/03/21 | £ 1,942.00 | | | | | | £ 72,491.24 | £ 216,784.40 | £ 40,000.00 | £ 30,000.00 | £ 40,000.00 |
| Earmarked Reserves 31/03/21 | £ 289,722.78 | | | | | | | | | | |
| General Reserves 31/03/21 | £ 100,446.50 | | | | | | | | | | |
| LCC Project EMR | £ 45,498.52 | | | £ - | | | | | | | |
| | | | | | | Total Expenditure | | | | | |
| | | | | | | Budget Net Totals per Committee | | | | | |
| | | | | | | F & G | | | | | £ 81,100.00 |
| | | | | | | C&C | | | | | £ 209,625.00 |
| | | | | | | Staffing | | | | | £ 88,750.00 |
| | | | | | | Planning, Highways & Licensing | | | | | £ 15,000.00 |
| | | | | | | LCC Refurbishment | | | | | £ 40,000.00 |

[Agenda](#)