



# LEIGHTON-LINSLADE TOWN COUNCIL

## Policy and Finance Committee

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**Date:** 29 July 2019

**Title:** Budget process 2020-2021

**Purpose of the Report:** To provide the Committee with a proposed timescale for the 2020-2021 budget setting process.

**Contact Officer:** Mark Saccoccio – Town Clerk  
Clare Cummins – Finance Officer

<b>Corporate Objective/s</b>	To consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council.	
<b>Implications:</b>		
<b>Financial</b>		
<b>Human Resources</b>		
<b>Operational/Service delivery</b>	√	
<b>Procedural/Legal</b>		
<b>Risk/Health &amp; Safety</b>		

### 1. RECOMMENDATION

**Should the Policy and Finance Committee be minded:-**

**1.1 To note the proposed timetable for the 2020-2021 budget setting process.**

### 2 BACKGROUND

2.1 In accordance with established practice, the Town Council will be expected to have set a precept and to have notified the billing authority (Central Bedfordshire Council) of that amount by January 2020. Whilst extremely rare, a failure to do so could mean that the billing authority will not precept on behalf of the Town Council.

2.2 In order to meet the submission deadline, the budget setting process begins in earnest in August culminating in a budget being taken to Council in January for its ratification.

2.3 Key to better understanding the financial implications of any likely budget, the council tax base is not usually available until December. For a growth town, this

information is critical as it can have a significant impact upon the Band D equivalent figure.

### 3 BUDGET SETTING PROCESS

<b>Stage</b>	<b>Purpose</b>	<b>When</b>	<b>Aim</b>	<b>By Whom</b>
Stage 1	Scoping	Summer/Autumn 2019	To consider priority projects for 2020-21 and to offer a steer in respects of council tax strategy.	Group, Councillor/Officer, Standing Committees with budgetary responsibilities
Stage 2	Representations made to the Standing Committees with budgetary responsibility.	September 2019	To present the first iteration of a draft committee budget and to seek endorsement of the various standing committees to the projects proposed for the coming financial year.	Standing Committees
Stage 3	Draft budget presentation	18 November 2019	To present the first iteration of a total draft committee budget and to seek its endorsement to the projects proposed for the coming financial year. (to include anticipated impact upon General Reserves and Earmarked Reserves).	Policy and Finance Committee
Stage 4	Draft Budget	December 2019	To seek endorsement from the various Standing Committees in respect of the proposed	Standing Committees

			budget for their various committees.	
Stage 5	Budget	20 January 2020	To recommend to Council the precept for the purposes of submission to the billing authority.	Policy and Finance Committee
Stage 6	Budget	27 January 2020	To endorse any recommendation made by the Policy and Finance Committee in respects of the setting of the precept.	Full Council