



## BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

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18<sup>th</sup> January 2023

Dear Councillor,

You are summoned to attend the **Meeting of the Braunstone Town Council** to be held in the Council Chamber at Braunstone Civic Centre on **Thursday 26<sup>th</sup> January 2023** commencing at **8.00pm** for the transaction of the business set out below.

Alternatively, members of the public may observe this meeting, and make contributions under the Public Session item, using Zoom video and web conferencing software (details below).

Join Zoom Meeting

<https://us06web.zoom.us/j/85079604967?pwd=cIZsZHBZVFg2NStaaU5GdHRHOWRRZz09>

Meeting ID: 850 7960 4967

Passcode: 185115

Yours sincerely,

Darren Tilley  
Chief Executive & Town Clerk

To: The Town Mayor and Members of Braunstone Town Council.

## **AGENDA**

1. **Apologies**  
To receive apologies for absence.
2. **Disclosures of Interest**  
To receive disclosures of Interest in respect of items on this agenda:
  - a) Disclosable Pecuniary Interests,
  - b) Other Interests (Non-Pecuniary).
3. **Public Session**  
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes**  
To confirm the accuracy of the Minutes of the Meeting of Braunstone Town Council held on 17<sup>th</sup> November 2022 to be signed by the Chairperson (**Enclosed**).
5. **Business Plan 2023/2024**  
To consider the Council's Strategic Aims and Delivery Objectives, along with Service Objectives, in order to determine whether they are relevant to address current and emerging issues faced by the Council and the community (**Enclosed**).
6. **Capital Plan 2023/2024**  
To consider priorities and projects for 2023/2024 Capital Plan (**Enclosed**).
7. **Budget (including Fees and Charges) and Precept for 2023/2024 and future estimates**  
To consider the budget and precept for 2023/2024, including fees and charges, and to set out proposed estimates for future years (**Enclosed**).
8. **Announcements**  
To receive announcements/reports (if any):
  - a) Town Mayor,
  - b) Leader of the Council,
  - c) Chief Executive and Town Clerk.
9. **Questions from Councillors**  
To answer questions from Councillors where notice has been given in accordance with Standing Order 4.11 (if any).

**10. Reports of Standing Committees**

To receive reports and minutes of Standing Committees (**Enclosed**):

- |                                     |            |       |
|-------------------------------------|------------|-------|
| a) Community Development Committee  | 01/12/2022 | p7579 |
| b) Planning & Environment Committee | 08/12/2022 | p7589 |
| c) Policy & Resources Committee     | 12/01/2023 | p7603 |

**11. Motions on Notice**

To receive and consider motions moved on notice in accordance with Standing Order 4.13 (if any).

**12. Sealing of Documents**

To authorise the sealing of the following document:

- a) Copyright Assignment Agreement – “Braunstone’s Humble Past” and “When Life Was Transformed in Braunstone and the Role of the Parish Council in the 1920s/30s”.

**13. County and District Councillor Reports**

To receive reports from the Town’s elected representatives on:

- a) Leicestershire County Council  
b) Blaby District Council

*Next Scheduled Meeting: 8pm, Thursday 23<sup>rd</sup> March 2023.*

*Deadline for submission of Questions on Notice and Motions on Notice:  
12noon, Tuesday 14<sup>th</sup> March 2023.*



**NOTE:**

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its EQUALITIES ACT 2010*

*Braunstone Town Council has a duty in carrying out its functions to have due regard to:-*

- *eliminate unlawful discrimination, harassment and victimisation;*
- *advance equality of opportunity between different groups; and;*
- *foster good relations between different groups*

*To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF THE COUNCIL MEETING**

**17<sup>th</sup> NOVEMBER 2022 at 8.00PM**

**PRESENT:** Councillor Satindra Sangha (Town Mayor), Councillor Tracey Shepherd (Deputy Town Mayor) and Councillors Anthea Ambrose, Shabbir Aslam, Ajmer Basra, Nick Brown, Callistus Fonjong, Sam Fox-Kennedy, Amanda Hack, Paul Kennedy, Rebecca Lunn-Scoppie, Sam Maxwell, Christiane Startin-Lorent, Marion Waterton and Robert Waterton.

**Officers in Attendance:** Darren Tilley, Chief Executive & Town Clerk and Pauline Snow, Deputy Chief Executive and Community Services Manager.

There were two members of the public present at the meeting (one via Zoom Video Conferencing).

**COUNCILLOR SATINDRA SANGHA, TOWN MAYOR, IN THE CHAIR**

**6073 Apologies**

Apologies for absence were received from Councillors Parminder Basra, Sohan Johal, Leanne Lee, Dipen Nathwani and Darshan Singh.

**6074 Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

**6075 Public Session**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were two members of the public present at the meeting.

**6076 Minutes**

The Minutes of the meeting of Braunstone Town Council held on 6<sup>th</sup> October 2022 were circulated (item 4 on the agenda).

It was proposed by the Town Mayor and seconded by the Deputy Town Mayor and was

**RESOLVED** that the Minutes of the Meeting of Braunstone Town Council held on 6<sup>th</sup> October 2022 be approved and signed by the Chairperson as a correct record.

## **6077 Medium Term Priorities and Financial Planning**

The Council received a report setting out the context for the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategies (item 5 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and was

### **RESOLVED**

1. that the current projections attached at Appendix 1, based on known financial pressures identified in the report, be noted;
2. that the Council's Priorities and Objectives, attached at Appendix 2, be used as the basis for calculating the annual budget and any external funding sought;
3. that the Council's General Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations; and
4. that the Financial, Treasury Management, Investment and Reserves Strategies, as set out in the report, be adopted.

### *Reasons for Decision*

1. *To provide a foundation for preparing budget estimates for 2023/2024 and beyond.*
2. *To ensure the Council focusses its activity and spending on its key priorities and objectives given the future financial uncertainties.*
3. *To ensure the highest possible standards within the resources available in the future.*
4. *To effectively manage the Council's cash flows, borrowing and investments, taking into account the associated risks.*

## **6078 Carbon Reduction Initiatives – Borrowing Application**

The Council considered whether to seek approval from the Secretary of State for Levelling up, Housing and Communities to borrow up to £196,056 towards the cost of installing solar panels and battery storage, an air source heat pump, and electric vehicle charging points at the Council's Community Facilities (item 6 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and was

### **RESOLVED**

1. That the following resolutions be approved:
  - a) "to seek the approval of the Secretary of State for Levelling Up, Housing

and Communities to apply for a PWLB loan of £196,056 over the borrowing term of 15 years towards the cost of installing solar panels and battery storage, an air source heat pump, and electric vehicle charging points at the Council's Community Facilities; the annual loan repayments will come to around £18,225.88"; and

- b) "it is not intended to increase the council tax precept for the purpose of the loan repayments"; and
2. that delegated authority be given to the Chief Executive & Town Clerk, to put together and submit the borrowing application with supporting evidence.

*Reasons for Decision*

1. *To enable the Council to reduce dependence on carbon technology, meet more of its own energy needs, reduce its CO2 emissions and generate savings and additional income, from which funds would be available to finance the loan repayments.*
2. *To enable the detailed supporting evidence to be gathered and submitted with the Council's application without undue delay.*

**6079 Committee Appointments**

Council considered Committee Appointments following changes in the membership of the Council (item 7 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and was

**RESOLVED** that Councillor Callistus Fonjong be appointed to Planning & Environment Committee and the Councillor membership be increased to eleven.

*Reason for Decision*

*To enable the efficient and effective transaction of the Council's business.*

**6080 Announcements**

a) Town Mayor

The Town Mayor reported that she had attended several events over the last few months including:

- 21<sup>st</sup> October: Diwali Celebrations at the Civic Centre;
- 30<sup>th</sup> October: Sikh War Memorial Unveiling at Victoria Park;
- 30<sup>th</sup> October: Children's Halloween Disco at Thorpe Astley Community Centre;
- 11<sup>th</sup> November: Armistice Day at the Civic Memorial Garden; and
- 13<sup>th</sup> November: Remembrance Sunday at St Crispin's Church.

In addition, the Deputy Town Mayor had attended the Remembrance Sunday Service on the 13<sup>th</sup> November at Christchurch.

Forthcoming engagements included:

- Christmas Craft Fair at Braunstone Civic Centre on 19<sup>th</sup> November between 11am and 3pm;
- Christmas Movie Night at Thorpe Astley Community Centre on 2<sup>nd</sup> December at 5:30pm;
- Pantomime at Braunstone Civic Centre on 4<sup>th</sup> December at 4pm;
- Christmas Carol Service at Blaby Council Offices on 7<sup>th</sup> December at 6:30pm; and
- Harvest Church Carol Service at Braunstone Civic Centre on 11<sup>th</sup> December at 6:30pm.

b) Leader of the Council

No announcements were made

c) Chief Executive and Town Clerk

No announcements were made.

**6081 Questions from Councillors**

No questions had been submitted.

**6082 Reports of Standing Committees: Community Development Committee – 13<sup>th</sup> October 2022**

Council received the Report of the meeting of the Community Development Committee held on the 13<sup>th</sup> October 2022 (p7545-7551).

It was moved by Councillor Anthea Ambrose and

**RESOLVED** that the Report be adopted.

**6083 Reports of Standing Committees: Planning & Environment Committee – 27<sup>th</sup> October 2022**

Council received the Report of the meeting of the Planning & Environment Committee held on 27<sup>th</sup> October 2022 (p7552 – p7560).

**Page 7559, Minute 39 – Proposed Conservation Area for Braunstone Village**

Councillor Robert Waterton confirmed that work on the proposed Conservation Area was still progressing and Blaby District Council had confirmed that they were liaising with Leicester City Council with a view to considering extending the existing Braunstone conservation area in Leicester City's administrative area to cover the parts of Braunstone Village within the Parish / District's administrative area.

Councillor Sam Maxwell confirmed that Blaby District Council had agreed a motion to progress the project but it would be a slow process.

It was moved by Councillor Robert Waterton.

**RESOLVED** that the Report be adopted.

**6084 Reports of Standing Committees: Policy & Resources Committee – 3<sup>rd</sup> November 2022**

Council received the Report of the meeting of Policy & Resources Committee held on 3<sup>rd</sup> November 2022 (p7561– p7571).

Page 7563, Minute 48 – Queen’s green Canopy

Councillor Nick Brown advised that a short consultation was currently underway regarding the two proposed places for the planting of the Queen’s Green Canopy trees. Members were asked to submit their comments through the consultation.

Page 7569, Minute 60 – Improvements to Walking and Cycle Routes

Councillor Amanda Hack expressed concern at the frequent flooding of the Narborough Road South subways and had raised this with officers at Leicestershire County Council and had been advised that repairs were awaited on the pump system. Leicestershire County Council were responsible for the maintenance and repair of the pumps and subways but Blaby District Council were responsible for cleansing and clearing up the mess following issues with flooding.

Councillor Sam Maxwell advised that this causes pressures on the budget costs for the cleansing at Blaby District Council and a long-term solution to the frequent flooding issues with the subways would be needed.

It was moved by Councillor Nick Brown and

**RESOLVED** that the report by adopted.

**6085 Motions on Notice**

No Motions on Notice had been submitted.

**6086 Sealing of Documents**

There were no documents for sealing.



## 6087 County and District Councillor Reports

### a) Leicestershire County Council

Councillor Amanda Hack, as County Councillor for Braunstone Division, reported on the following matters:

1. Melton Mowbray distributor Road had a 40% uplift in its costs and was now overbudget; however, the project was likely to go ahead with the County Council funding the uplift given it was likely to cost more to scrap the project at this stage;
2. a performance compendium on accidents on roads was currently underway particularly following the tragic death of a young person in Braunstone Town; roads would be assessed to ascertain if the road/layout etc. contributed to the accidents; and
3. Scrutiny Commission had been advised that the County Council had a £50 deficit in the budget and had already overspent on the Special Education Needs budget due to increasing demand; there were acute pressures on this service area and parents of Special Educational Needs children were having to wait too long for support.

Councillor Sam Maxwell advised that social services all over the county were stretched and social worker numbers were decreasing. The threshold criteria for assessing special educational needs had now increased resulting in a lot more children being referred by schools for support.

### b) Blaby District Council

Councill Sam Maxwell, as District Councillor for Ravenhurst and Fosse Ward, reported on the following matters:

1. Budget Scrutiny Meeting would shortly be considering budgets prior to the Executive meeting in January where budgets would be set;
2. there was concern over the lack of affordable housing in the District and the District was not meeting its targets; a Scrutiny report had been submitted to Cabinet and a response was awaited;
3. following approval of Ward boundary changes, polling places and stations were being reviewed ahead of the local elections in May 2023.

Councillor Nick Brown advised that the boundary changes were for new Millfield Ward, with a new polling place at St Crispin's Church, however, the polling place for most residents would remain unchanged.

Councillor Robert Waterton added that the New Lubbesthorpe was a major source of affordable housing but progress was very slow.

Councillor Amanda Hack advised that along with social housing consideration should be made on affordable rents. Blaby District Council need to view what was available for affordable rent.

Councillor Sam Maxwell advised that Blaby District Council needed to work with developers to ensure that affordable housing would be in place although developers say it was not viable to provide a higher percentage of affordable housing. At the planning stages developers wanted to place all affordable housing in one area but Blaby District Council prevented this and stated that affordable housing had to be mixed in with privately owned houses and be of the same design.

Councillor Bob Waterton advised that more one bed homes at New Lubbesthorpe would be made available.

Councillor Callistus Fonjong queried if schools in New Lubbesthorpe were yet open. Councillor Amanda Hack advised that the primary school was now open and a secondary school would be delivered once the required number of homes had been sold and occupied.

The meeting closed at 9.05pm.

**NOTE:**

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

## BRAUNSTONE TOWN COUNCIL

26<sup>th</sup> JANUARY 2023

### Item 5 – Business Plan 2023/2024

#### Purpose

To consider the Council's Strategic Aims and Delivery Objectives, along with Service Objectives, in order to determine whether they are relevant to address current and emerging issues faced by the Council and the community.

#### Background

On 3rd November 2022, Policy & Resources Committee considered the Council's medium term priorities and financial planning for recommendation to Council, which was adopted by Council on 17th November 2022. This sets the context for each Standing Committee to review and, where appropriate, update its objectives, alongside making recommendations for the 2023/2024 budget.

#### Town Council Mission

The Council's Mission Statement sets out a vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

#### **Mission Statement - We exist:**

1. *to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town;*
2. *to provide a focus for civic pride;*
3. *to listen, identify and respond to agreed local needs; and*
4. *to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.*

*"Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

There are no proposed changes to the Mission Statement.

#### Strategic Aims and Delivery Objectives

Last year the Council refocussed its 10 priorities into 4 Strategic Aims for the medium term. Each Strategic Aim has Delivery Objectives for the financial year, which the Council intends to review annually as part of the annual review of the Council's Business Plan, Capital Plan and the annual setting of the budget and Council Tax precept.

The 2022/2023 Delivery Objectives are set out below with an update on progress,

along with proposed amendments and new Delivery Objectives for 2023/2024:

**1. Protect and Enhance our Parks and Open Spaces**

**Aim:** To invest in and maintain high quality urban green spaces for sport, recreation and play, while enriching the natural environment.

<b>Delivery Objectives</b>		
<b>Ref</b>	<b>Objective</b>	<b>Progress/Notes/Recommendation</b>
(a)	Complete Phase 2 and 3 of the Shakespeare Park refurbishment: Tennis Courts and Playground	The Tennis Courts were completed and opened in July 2022.  Funding is currently being sought for the playground improvements, which if approved could be delivered in April/May 2023. <b>Roll into 2023/24.</b>
(b)	Open the New Shakespeare Pavilion building and site for use by sports clubs and the community	Opened for Sports Clubs in April 2022. Open day held in June 2022.  The facility will be open for use by the community once the Licence agreements have been agreed and are in place (scheduled for April 2023). <b>Roll into 2023/24.</b>
(c)	Support existing Clubs at Shakespeare Park to grow while supporting new sporting activities, such as Tennis and Petanque	One off Grant fund. Support for Bowls Green costs. Pick up Tennis & Petanque after Christmas. <b>Roll into 2023/24.</b>
(d)	Invest in and enhance tennis provision through Tap4Tennis.	Delivered investment in System and Shakespeare Courts improvements.  <b>Roll onto 2023/24</b> for Thorpe Astley Courts improvements and tennis initiatives.
(e)	Continue to work with Blaby District Council and the developer to ensure improvements are made to the culvert at Thorpe Astley Park.	To be scheduled in January 2023 and delivered in Spring/Summer 2023. <b>Roll onto 2023/24.</b>
(f)	Carry out repairs to the Culvert and Bridge at Mossdale Meadows.	Tenders received. Revised project to be considered by Policy & Resources Committee in January 2023. <b>Roll onto 2023/24.</b>

The following new Delivery Objective is proposed for 2023/24:

<b>PROPOSED NEW Delivery Objectives (2023/24)</b>		
<b>Ref</b>	<b>Objective</b>	<b>Progress/Notes</b>
(g)	Refurbish and enhance Impey Close Play Area and surrounding open space.	Resurface playground with rubber mulch under play equipment and pathway (Rubber tiles damaged and in places missing. Surfaces damaged subject to continued vandalism). Install new and replace vandalised equipment. Improve paths, including gravel path “yellow brick road” and planting in surrounding open space.

## **2. Provide Vibrant Community Facilities**

**Aim:** To provide vibrant, accessible and cost effective community facilities, which continue to be used by and respond to the needs of our community.

<b>Delivery Objectives</b>		
<b>Ref</b>	<b>Objective</b>	<b>Progress/Notes/Recommendation</b>
(a)	Deliver Civic Centre Capital improvements: refurbishment of toilets, provide a changing places toilet and deliver essential works on the building fabric.	Toilets & changing places to be delivered by March 2023.  <b>Roll onto 2023/24</b> deliver essential works on the building fabric.
(b)	Expand the Bar Service to include a weekday Civic Centre café service along with outreach services at Thorpe Astley Community Centre.	To be delivered following refurbishment of toilets at Civic Centre. <b>Roll onto 2023/24.</b>
(c)	Implement revised Community Centres hire arrangements	<b>COMPLETED</b>
(d)	Attract new activities and hires to Thorpe Astley Community Centre in response to the residents’ survey	<b>COMPLETED</b>
(e)	Provide new outreach services at Thorpe Astley Community Centre; for example, Local Area Coordination (LAC) and Library Services	<ul style="list-style-type: none"> <li>• Donated books.</li> <li>• LAC tried but no interest.</li> <li>• Information about Library services.</li> <li>• Exploring Story Time and Coffee morning; <b>to be complete by March 2023.</b></li> </ul>

### 3. Support and Connect the Local Community

**Aim:** To both nurture and enhance the Town's community life and connect our communities to reduce isolation and build community cohesion.

<b>Delivery Objectives</b>		
<b>Ref</b>	<b>Objective</b>	<b>Progress/Notes/Recommendation</b>
(a)	Work to establish a Good Neighbour's Scheme	Only one resident interested; advertised but no other interest. <b>Propose not to include from 2023/24.</b>
(b)	Support new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events	Ongoing - <b>Roll onto 2023/24.</b> The Committee have reviewed the Scheme. Mini programme of events to be held for King's Coronation in May 2023.
(c)	Co-ordinate community events, such as Apple Day and the Queen's Jubilee commemorations, and hold open days at both Shakespeare Park Pavilion and Thorpe Astley Community Centre	<b>COMPLETED</b> <b>Include in 2023/24:</b> Apple Day, Coronation, and Thorpe Astley Summer Event – Thorpe Astley by the Sea.
(d)	Develop Library events, initiatives and continue community engagement; including children's reading, heritage displays and arts & craft events	Successful summer of events, reading, heritage displays and craft events in place. <b>Roll into 2023/24.</b>
(e)	Support the Local Area Coordination Project	Ongoing - <b>Roll onto 2023/24.</b>

#### 4. Respond to Climate Change and champion sustainable development

**Aim:** To embed climate and environmental awareness in our decision making and actions and play our part in supporting the community to do the same.

<b>Delivery Objectives</b>		
<b>Ref</b>	<b>Objective</b>	<b>Progress/Notes/Recommendation</b>
(a)	Deliver actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030;	Action Plan approved. Preparation work, tenders etc underway. Aim to have Solar, heat pump and EVCPs in installed April/May 2023. <b>Roll into 2023/24.</b>
(b)	Implement an Environment and Biodiversity Strategy to enhance nature and biodiversity on our urban green spaces.	Strategy Approved. <b>Proposed update for 2023/24:</b> Undertake surveys and produce Management Plans to enhance the biodiversity of our parks and open spaces.
(c)	Support and facilitate initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian.	GCW Phase 2 near to delivery stage but will need to <b>Roll onto 2023/24</b> for completion and for further projects and initiatives.
(d)	Provide secure cycle lock up facilities at our community centres and open spaces.	Provided at Shakespeare Park. <b>Scheduled to deliver Community Centres by March 2023.</b>
(e)	Work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations.	Ongoing <b>Roll onto 2023/24.</b>

At its meeting on 24th November 2022, the Citizens' Advisory Panel considered the Strategic Aims & Delivery Objectives were relevant to address current and emerging issues faced by the Council and the community (*Citizens' Advisory Panel Minute 4*).

On 1st December 2022, the Community Development Committee agreed "*that, with the exception of those which have been completed, the Community Development Delivery Objectives set out in the report, as amended where appropriate, be included in the 2023/24 Business Plan*" (*Community Development Committee Minute 69*).

On 8th December 2022, the Planning & Environment Committee agreed “*that, with the exception of those which have been completed, the Planning & Environment Delivery Objectives set out in the report, as amended where appropriate, be included in the 2023/24 Business Plan*” (Planning & Environment Committee Minute 57).

To focus the Council’s resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects, given the limits on resources; on 13th January 2022, Policy & Resources Committee agreed that the Town Council Priorities for 2021/2022 be consolidated into four medium term Strategic Aims for 2022/2023, supported by annual delivery objectives (Policy & Resources Committee Minute 70). It is recommended that this approach continue in 2023/2024. A copy of the proposed Strategic Aims and Delivery Objectives 2023/2024, taking into account the recommendations in this report, is attached at Appendix 1.

### Town Council Objectives

In addition, the Council has key objectives relating to its Committees and Service Areas, which are reviewed on an annual basis, and are included in the Business Plan.

On 24th November 2022, Citizens’ Advisory Panel members raised the following points concerning the Planning & Environment Service Objectives:

1. Panel members asked if an additional comment could be included in Objective 1 to keep the distinctiveness of the existing built environment. Therefore it is recommended that Planning and Environment Committee Objective 1 be reworded “*To ensure sustainable development, which meets the needs of the present generation without prejudicing the existing built environment and the needs of future generations*”.
2. Panel members also queried Objective 3 “*To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government*”. Panel members queried what constituted a major planning proposal and who determined if it was a major proposal; it was asked if a footnote be included to clarify this. The Business Plan isn’t necessarily the place to do this; however, the questions can be considered by Planning & Environment Committee to determine and the response published in a suitable place.

(Citizens’ Advisory Panel 24th November 2022, Minute 4).

On 1st December 2022, the Community Development Committee considered the Community Development Objectives and resolved “*that the Community Development Committee/Service Objectives, as set out in the report, be approved; subject to Objective 3 being amended to “Working with the Police, reduce opportunities for crime, increase public safety and establish a community spirit*” (Community Development Committee Minute 69).

On 8th December 2022, the Planning & Environment Committee agreed that the Planning & Environment Objectives were relevant and reflected changing issues within the community (Planning & Environment Committee Minute 57).



A copy of the proposed Committee/Service Objectives for 2023/2024, taking into account the recommendations in this report, is attached at Appendix 1.

### Policy & Resources Committee Consideration

Policy & Resources Committee on 12th January 2023, considered the Council's Strategic Aims and Delivery Objectives, along with Service Objectives, in order to determine whether they were relevant to address current and emerging issues faced by the Council and the community. The Committee resolved to recommend to Council:

1. that the Council's Mission Statement remain unchanged;
2. that the progress with the 2022/2023 Delivery Objectives, including recommendations for 2023/2024, as set out in the report, be received, noted and endorsed;
3. that the proposals to amend the Council's Service Objectives, as set out in the report, be noted and endorsed; and
4. that the proposed Business Plan for 2023/2024, attached at Appendix 1 of the report, be approved and adopted.

*(Policy & Resources Committee Minute 66).*

### Recommendations

1. That the Council's Mission Statement remain unchanged;
2. that the progress with the 2022/2023 Delivery Objectives, including recommendations for 2023/2024, as set out in the report, be received, noted and endorsed;
3. that the proposals to amend the Council's Service Objectives, as set out in the report, be noted and endorsed; and
4. that the proposed Business Plan for 2023/2024, attached at Appendix 1 of the report, be approved and adopted.

### Reasons

1. The Mission Statement sets out the Council's vision to provide high quality services and support the needs of the community, recognising that this would be within available resources.
2. To note progress with the implementation of the 2022/2023 Delivery Objectives so far and set out proposals for 2023/2024.
3. To ensure that the Council's objectives were relevant and reflected changing issues within the community.
4. To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects given the limits on resources.



## **BRAUNSTONE TOWN COUNCIL**

Serving the communities of Braunstone Town and Thorpe Astley

### ***BUSINESS PLAN 2023/2024***

## **Strategic Aims & Delivery Objectives**

### **Town Council Mission**

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

#### **Mission Statement - We exist:**

1. *to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town;*
2. *to provide a focus for civic pride;*
3. *to listen, identify and respond to agreed local needs; and*
4. *to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.*

*"Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

### **Strategic Aims and Delivery Objectives (2023/2024)**

The Council has four Strategic Aims for the medium term, which are set out below. Each Aim is supported by specific delivery objectives for the year, which are reviewed and developed as part of the annual review of the Council's Business Plan and Capital Plan and the annual setting of the budget and Council Tax precept.

#### **1. Protect and Enhance our Parks and Open Spaces**

**Aim:** To invest in and maintain high quality urban green spaces for sport, recreation and play, while enriching the natural environment.

#### **Delivery Objectives for 2023/2024:**

- (a) Complete Phase 3 of the Shakespeare Park refurbishment: Playground;
- (b) open the New Shakespeare Pavilion building for use by the community;
- (c) support existing Clubs at Shakespeare Park to grow while supporting new sporting activities, such as Tennis and Petanque;
- (d) invest in Thorpe Astley Park Tennis Courts and deliver tennis initiatives to enhance participation;
- (e) continue to work with Blaby District Council and the developer to ensure improvements are made to the culvert at Thorpe Astley Park;
- (f) carry out repairs to the Culvert and Bridge at Mossdale Meadows; and
- (g) refurbish and enhance Impey Close Play Area and surrounding open space.

## **2. Provide Vibrant Community Facilities**

**Aim:** To provide vibrant, accessible and cost effective community facilities, which continue to be used by and respond to the needs of our community.

### **Delivery Objectives for 2023/2024:**

- (a) Deliver essential works on the Civic Centre building fabric; and
- (b) expand the Bar Service to include a weekday Civic Centre café service along with outreach services at Thorpe Astley Community Centre.

## **3. Support and Connect the Local Community**

**Aim:** To both nurture and enhance the Town's community life and connect our communities to reduce isolation and build community cohesion.

### **Delivery Objectives for 2023/2024:**

- (a) Support new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events;
- (b) co-ordinate community events, such as Apple Day, Coronation of King Charles III, and a Thorpe Astley Summer Event – Thorpe Astley by the Sea;
- (c) develop Library events, initiatives and continue community engagement; including children's reading, heritage displays and arts & craft events; and
- (d) support the Local Area Coordination Project.

## **4. Respond to Climate Change and champion sustainable development**

**Aim:** To embed climate and environmental awareness in our decision making and actions and play our part in supporting the community to do the same.

### **Delivery Objectives for 2023/2024:**

- (a) Deliver actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030;
- (b) undertake surveys and produce Management Plans to enhance the biodiversity of our parks and open spaces;
- (c) support and facilitate initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian; and
- (d) work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations.

## **Objectives**

In addition to the Mission Statement and Strategic Aims and Delivery Objectives, the Council's Committees and Service Areas have operational objectives.

### **Planning and Environment Objectives**

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the existing built environment and the needs of future generations.
2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
4. To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government.
5. To work with others to minimise the impact from:
  - (a) traffic; and
  - (b) air and light pollution.
6. To promote responsible dog ownership and waste disposal.
7. To provide and maintain street seats and notice boards at key locations.
8. To monitor the New Lubbesthorpe development and to respond to any implications of that development for the environment of the Town.

### **Community Development Objectives**

Nurturing and enhancing community life, equal opportunities and social inclusion.

#### *Young people*

1. To create opportunities for young people to have a voice
2. To identify young people's needs and give support to new local initiatives including summer holiday activities

#### *Crime reduction services*

3. Working with the Police, reduce opportunities for crime, increase public safety and establish a community spirit.

#### *Social inclusion, recreation & culture*

4. To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
5. To provide support for the Office of Town Mayor
6. To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
7. To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
8. To organise arts events/ entertainment's/ Civic Occasions which bring people together
9. To encourage the formation of new community groups by promoting free/subsidised use of the Council's Community Facilities

10. To promote social inclusion

#### Corporate Management & Capital Project Objectives

1. To ensure effective management of the authority
2. To ensure effective implementation of the Council's policies and priorities
3. To ensure the Council's management arrangements, facilitate performance and efficient use of resources
4. To provide efficient and effective office services to support the Council's activities
5. To provide efficient and effective support to the democratically elected members to enable them to make policy decisions
6. To provide efficient and effective information to committees
7. To deal with telephone calls, and personal callers, promptly, courteously and efficiently
8. To ensure and arrange effective staff training
9. To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
10. To maintain adequate personal records, health and safety controls, and fire evacuation polices
11. To manage and control land and property belonging to the Council
12. To maintain an effective filing and retrieval system
13. To undertake capital projects for the benefit of the citizens of Braunstone Town
14. To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
15. To provide office accommodation for the Council's administrative staff
16. To ensure the Council engages with the Community concerning its activities, including with consultative bodies, such as the Citizens' Advisory Panel.

#### Community Centres Objectives

1. To provide and maintain high quality function rooms for use by hirers
2. To provide and maintain quality meeting rooms for Council and local community groups at low cost
3. To provide a Licensed Bar/Catering service for use by hirers and community groups at prices that are comparable with other similar establishments in the area
4. To maintain usage of the Centres for the benefit of the community

#### Open Spaces & Parks Objectives

1. To provide and maintain parks and open spaces to a high standard
2. To provide quality sports facilities to meet identified needs
3. To provide and maintain play equipment to a high and safe standard
4. To help fight pollution and climate change by planting trees on our parks

## **BRAUNSTONE TOWN COUNCIL**

**26<sup>th</sup> JANUARY 2023**

### **Item 6 – Capital Plan 2023/2024**

#### **Purpose**

To consider priorities and projects for the 2023/2024 Capital Plan.

#### **Background**

The Council's Capital Projects have been identified through emerging priorities, the Annual Survey, the Citizens' Advisory Panel and the Parish Plan. A review of the Council's Open Spaces and Parks identified priorities for Capital improvements should external funding be available, as a result Policy & Resources Committee on 11<sup>th</sup> April 2013 adopted "Proposals and Priorities for Improvements to Our Parks and Open Spaces", which form part of this programme. The current Capital Plan was approved by Council on 27<sup>th</sup> January 2022 (Council Minute Reference 5996).

Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding availability and priorities. The Capital Plan forms the foundation of the investment and improvement works undertaken by the Town Council. The Capital Plan proposals for the year ahead and beyond are considered and approved at Full Council in January when the budget and precept is set.

#### **Annual Capital Plan Review**

##### **a) Completed Projects**

The following projects have been completed during 2022/2023 and are recommended for removal from the 2023/2024 Capital Plan:

<b>Completed Community Centres Projects</b>		
<b>Building</b>	<b>Project</b>	<b>Completed</b>
Civic Centre	Refurbish/Replace Fire Doors in Civic Centre (except Millfield Hall). <i>Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	Ravenhurst Room and Council Chamber Kitchen. May 2022

**b) Projects Scheduled for Completion**

The following projects are due for completion prior to the end of the current plan period and are recommended for removal from the 2023/2024 Capital Plan:

<b>Scheduled Community Centres Projects</b>		
<b>Location</b>	<b>Project</b>	<b>Scheduled</b>
Civic Centre	Refurbishment of both sets of Toilets including exploring the provision of a Changing Places Toilet. <i>The current toilets are approximately 40 years old. The refurbishment of the toilets provided an opportunity to ensure that the Civic Centre toilet facilities are fully accessible.</i>	January to March 2023
	Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities (To enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space).	

<b>Scheduled Library Projects</b>	
<b>Project</b>	<b>Scheduled</b>
Installation of LED lighting at the Library. <i>The Library building has not been converted to LED lighting; conversion will reduce energy use and costs.</i>	March 2023

<b>General Projects</b>	
<b>Project</b>	<b>Scheduled</b>
Cycle lock-up rails are available at both Centres and will be available at the new Shakespeare Pavilion. To encourage cycling and to ensure parked cycles are safe – consider covers, lock ups, better signage and CCTV coverage.	March 2023

### c) Current Projects

The following projects are currently included on the Capital Plan and are recommended for inclusion on the Capital Plan for 2023/2024; these are highlighted with proposed amendments, including recommended timescales for delivery:

Parks and Open Spaces Projects		
Park	Project	Notes
Franklin park	Improvement items identified by the Franklin Park Working Group: creation of path in orchard (to enable access to lower part when the ground is water logged)	<del>Scheduled for 2022/23 Winter works</del> <b>Medium to Long Term</b>
Impey Close playground and Open Space	Resurface playground with rubber mulch under play equipment and pathway (Rubber tiles damaged and in places missing. Surfaces having been damaged subject to continued vandalism). <del>Install new and replace vandalised equipment. Improve paths, including gravel path “yellow brick road” and planting in surrounding open space.</del>	<del>Cost £17k, funding to be identified</del> <b>Short Term Priority Project for 2023/2024</b>
Mosssdale Meadows & Merrileys	Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows. <i>Existing culverts are not suitable for flow of water which causes flooding on the park on a regular basis</i>	<b>Priority Project for 2022/23 2023/2024</b>
	Bridle path resurfacing (from Kingsway entrance through to Jelson owned land)	<del>On hold pending review and availability of resources</del>
	Possible resurfacing of footpaths	<b>Medium to Long Term</b>
	Toddler swings (estimated five year life span – medium risk) MM	<del>On hold pending review and availability of resources</del> <b>Short to Medium Term</b>
	Refurbishment of Changing Rooms and Sports facilities at Mosssdale Pavilion. <i>The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.</i>	<del>Once Shakespeare Park Improvements completed</del> <b>Short to Medium Term</b>



Parks and Open Spaces Projects		
Park	Project	Notes
	<b>New Roof and</b> Roof Insulation at Mossdale Depot and Sports Changing Rooms <b>and</b> installation of new electric heating and LED Lighting. <i>A Structural Survey has identified that the roof is deteriorating and isn't strong enough to hold solar panels (as recommended by the Carbon Audit). There is currently no central heating at the premises, with electric heaters for the staff room at the Depot. The building is not energy efficient and needs to be both in the short and long term to reduce carbon, energy use and costs.</i>	<del>Once Shakespeare Park Improvements completed</del>  <b>Short to Medium Term</b>
Shakespeare Park	Additional balance in play area (2-5 or 5 – 12 age group)	Part of Shakespeare Park Improvement and Development Project, <b>Priority Project underway and scheduled for completion early in 2022/23 2023/24</b>
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
	Safety Surface in play area	

Community Centres Projects		
Building	Project	Notes
Civic Centre	Civic Centre Roof Refurbishment; Council Chamber side. <i>The roof on the Council Chamber and Fosse Room is leaking and has received several patches. Advice is that the roof has passed its life expectancy and will need refurbishing in the short term.</i>	<del>Schedule 2022/23</del> Fundamental to building integrity <b>Priority Project for 2023/24.</b>
	Replacement of Civic Centre Windows. <i>The windows are over 20 years old and do not meet modern insulation standards. Some are unsafe to open.</i>	<del>Schedule 2022/23</del> Health & Safety can't be maintained. <b>Consider through next Carbon Audit</b> <b>Short to Medium Term</b>
	Replacement of Civic Centre foyer skylight and corridor frame and windows. <i>Both the foyer skylight and the corridor and windows are over 25 years old and do not meet modern insulation standards.</i>	<b>Consider through next Carbon Audit</b> <b>Short to Medium Term</b>

Community Centres Projects		
Building	Project	Notes
Civic Centre Continued	Civic Centre radiator replacement and review of location. <i>Some areas of the building are well provided for with radiators and are hot, while other areas of the building have limited radiators and are cold.</i>	Consider through next Carbon Audit <b>Short to Medium Term</b>
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Heating/Air Conditioning</li> <li>• Mood Lighting</li> </ul> <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	<del>On-hold pending review and availability of resources</del> Await Carbon Audit and obtain quotes Consider once roof replaced and through next Carbon Audit <b>Short to Medium Term</b>
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Audio / Visual Equipment, including sound and loop system and fixed projector.</li> </ul> <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources <del>and roof replacement</del> <del>Await Carbon Audit and obtain quotes</del>
	Refurbish/Replace Fire Doors in <b>Council Chamber, Fosse Room and Millfield Hall kitchen Civic Centre (except Millfield Hall)</b> . <del>Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</del>	<del>Currently scheduled for 2022/23 pending resources</del> <b>Priority Project for 2023/24</b>
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector (The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training).	<del>Postpone to 2023/24</del> <b>Short to Medium Long Term</b>
	Installation of Sound systems in the Millfield Hall, Council Chamber and Thorpe Astley Main Hall. <i>To make the facilities attractive for hire. Some regular hirers have commented that provision of a sound system means there is less need to move equipment or need storage.</i>	<b>Short to Medium Long Term</b>

Community Centres Projects		
Building	Project	Notes
Thorpe Astley Community Centre	Install a hybrid air source heat pump. <i>To decarbonise Community Centre heating; 10% reduction of total Council emissions.</i>	<b>Priority Project for 2022/23 2023/24</b>
	<del>Council Chamber &amp;</del> Thorpe Astley main hall Mood Lights. <i>To make the facilities attractive for function hire. Hirers of the Millfield Hall provide positive feedback on the mood lighting.</i>	<b>Short to Medium Long Term</b>
Both Centres	Installation of hearing loop systems in main rooms at both Community Centres. <i>Item already included where refurbishment of specific rooms has been identified.</i>	To be scheduled.  Rolling Programme from 2023/24.

General Projects		
Location	Project	Notes
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails <b>and lighting</b> along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is <b>not well lit and considered steep and potentially presentedpresenting</b> difficulties for wheel chair users and those who are less able.</i>	Schedule dependent on Reserves  <b>Short to Medium Term</b>
Installation of Solar Panels at both Community Centres	The Town Council has undertaken energy saving projects such as LED Lighting and installation of new heating and air conditioning systems. Shakespeare Park Pavilion will be built to current efficiency standards. The next stage for both reducing the impact on climate change and making savings is generation of some of the Council's electricity from renewable sources.	<b>Priority Project for 2022/23 2023/24</b>  <b>Scheduled to Complete May 2023</b>
Installation of Electric Vehicle Charging points at community facilities	To provide fast charging for service users, hirers and staff who use an electric vehicle.	<b>Priority Project for 2022/23 2023/24</b>  <b>Scheduled to Complete May 2023</b>
Gateway signage to the Town on the new road from Lubbesthorpe	The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could explore incorporating speed reminders and/or safety messages.	<b>Short to Medium Term</b>

General Projects		
Location	Project	Notes
Provide new, improved and enhanced notice boards at key locations	Over the past few years, many notice boards have fallen into disrepair and have been removed. Some existing notice boards are in need of refurbishment and replacement. Some notice boards are located where there isn't a high level of footfall, while some key locations do not have notice boards.	Rolling programme over 5 years.  Focus on Notice Boards on Council land in 2022/2023

#### d) Proposed New Projects

The following projects have been identified as requiring future investment and are recommended for inclusion on the Capital Plan for 2023/2024;

Potential Parks and Open Spaces Projects		
Park and Project Details	Reasons for Proposed Addition	Notes
Refurbishment of Thorpe Astley Park Tennis Courts	Tap4tennis installed and income being generated. Perimeter fencing regularly vandalised and playing surface improvements would enhance the facility for users.	<b>Short to Medium Term</b>
Improve drainage on Lubbesthorpe Bridleway at Mossdale Meadows	Length of concrete bridleway, which slopes down from Shakespeare Drive to Mossdale Meadows floods and produces a heavy amount of surface water run off during heavy and prolonged rain causing flooding around the depot and football pitches, as well as on the bridleway.	Schedule once Cycle Route open and Culvert replaced. <b>Short to Medium Term</b>
Widen and make improvements to path through Franklin Park	Path connects residential areas of the Town with local amenities and is well used. The path would benefit from being a shared use path to facilitate movements on foot and by cycling. The path was identified in the Blaby District Open Spaces Audit as substandard and in need of improvement.	Once GCW Phase 2 Cycle Route open; consider for external funding working with Walk & Ride Blaby. <b>Medium Term</b>
All Play Areas – rolling programme of identifying and replacing play equipment and installing mulch safety surfaces where these are near end of life.	Most of the Council's play equipment and safety surfaces are over 10 years old, a significant amount of equipment is over 20 years old. Overall many Play areas risk deterioration and maintenance costs increasing if equipment and safety surfaces are not replaced.	Prioritise based on: ROSPA, funding streams and maintenance costs. <b>Rolling over Medium Term</b>

<b>Potential Parks and Open Spaces Projects</b>		
<b>Park and Project Details</b>	<b>Reasons for Proposed Addition</b>	<b>Notes</b>
All Parks – rolling programme of tree surveys and works	Currently maintenance budgets are stretched and tree maintenance and works is reactionary. Over a 5/6 year period undertake a rolling programme.	<b>Rolling over Medium Term</b>

<b>Potential Community Centres Projects</b>		
<b>Building/Project Details</b>	<b>Reasons for Proposed Addition</b>	<b>Notes</b>
Civic Centre kitchens – replacement of Gas Cookers with Electric Cookers	CO2 monitor and annual inspection identifies them as not being to standard. When Gas safety due for renewal, advised likely to be condemned. Replacing with electric in context of solar PV installation will contribute towards carbon reduction.	<b>Priority Project for 2023/23</b>
Civic Centre Kitchens refurbishment	Kitchens approximately 40 years old. Poor quality by modern standards and require extra cleaning and maintenance	<b>Medium to Long Term</b>
Millfield Hall and Council Chamber Floor stripping and revarnishing	Floors wearing and risk damage from use and liquid if not sealed and treated.	<b>Priority Project for 2023/23</b> <i>See also below</i>
Millfield Hall and Council Chamber Floor replacement	Wooden floors 40 years old and maintenance costs are high. Need to replace with modern low maintenance flooring.	<b>Medium to Long Term</b>
Millfield Hall – Creation of small external storage area next to the Millfield Hall and kitchen for furniture.	Providing space for hirers. This can be accommodated by relocating the bin store since the mini-bus compound is no longer in use.	<b>Medium to Long Term</b>
Refurbishment of Millfield Hall Stage Area	Lighting Box, sound system and casing old and constantly needs adjusting, difficult for hirers to use. Stage lighting needs upgrading to LED – can't get replacement bulbs.	<b>Medium to Long Term</b>
Civic Centre Ravenhurst Room & corridor – new floor	Consider replacing carpet with laminate floor or similar for multiple uses and users and for cleaning.	Schedule following Building Improvements

Potential General Projects		
Location	Reasons for Proposed Addition	Notes
Improved Signage in and around Community Buildings	Signage outdated, not dementia friendly. Sometimes signage not relevant, sometimes doesn't sign/advertise new services. Creation of Corporate Image.	Schedule following improvements to Civic Centre. External signs may need planning permission depending on proposals.

#### e) Projects proposed for Deletion

The following projects are currently included on the Capital Plan and are no longer required; therefore, they are recommended for deletion:

Parks and Open Spaces Projects for Deletion	
Details of Project	Reason for Proposed Deletion
Purchase of a wood chipper. <i>To enable the installation of a bio-fuel boiler at Mossdale Depot and Sports Changing Rooms. To reduce waste and waste tipping costs to tip hedge and tree cuttings, which could be reused to fuel heating system in pavilion. Chippings can also be used to make natural pathways.</i>	Carbon Audit recommendation not to go ahead with installation of a bio-fuel boiler, as a result the item was deleted from the Capital Plan in June 2022.  The limitations on use of the chippings would not justify the cost of purchase.

#### Committee Consideration

On 24th November 2022, Citizens' Advisory Panel members raised the following:

1. It was queried if storage for groups at the Town Council venues could be included in any forward planning when undertaking any refurbishment work. There are currently no further reorganisation or building works scheduled.
2. Panel members queried if the Civic Centre parking lines could be remarked. Work at the Civic Centre car park is included in the Capital Plan.

*(Citizens' Advisory Panel 24th November 2022, Minute 4).*

On 8th December 2022, Planning & Environment Committee recommended *that both Capital Plan items "Gateway signage to the Town on the new road from Lubbesthorpe" and "Provide new, improved and enhanced notice boards at key locations" be rolled forward onto the 2023/24 Capital Plan (Planning & Environment Committee Minute 58).* Both items are recommended for rolling forward.

No items were identified for inclusion or change on the Capital Plan by Community Development Committee (1st December 2022).

On 12th January 2023, Policy & Resources Committee considered priorities and projects for the 2023/2024 Capital Plan and resolved to recommend to Council:

1. that the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
2. that the projects due for completion (section b) be removed, assuming their completion prior to the end of the plan period, otherwise to be included on the 2023/2024 Capital Plan (Appendix 1);
3. that the Current Projects (section c) be rolled forward, as amended, on to the 2023/2024 Capital Plan (Appendix 1);
4. that the Proposed New Projects (section d) be added to the 2023/2024 Capital Plan (Appendix 1);
5. that the Projects proposed for Deletion (section e) be removed from the rolling programme of Capital Projects; and
6. that, subject to 2 above, the Proposed Capital Plan for 2023/2024 be approved, as set out in Appendix 1 one of the report, including the timescales for delivery, estimated costs and potential funding sources.

*(Policy & Resources Committee minute 67).*

#### Proposed Capital Plan 2023/2024

As a result of the proposed amendments set out in this report, a proposed Capital Plan for 2023/2024 is set out at Appendix 1.

The document has been restructured to identify:

- Priority Projects for the next year (2023/2024);
- Short to Medium Term Projects (the aim to deliver within the next 5 years); and
- Medium to Long Term Projects (the aim to deliver within the next 10 years).

In addition, the Notes column has been updated to include estimated costs and potential funding sources.

#### Recommendations

1. That the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
2. that the projects due for completion (section b) be removed, assuming their completion prior to the end of the plan period, otherwise to be included on the 2023/2024 Capital Plan (Appendix 1);
3. that the Current Projects (section c) be rolled forward, as amended, on to the 2023/2024 Capital Plan (Appendix 1);
4. that the Proposed New Projects (section d) be added to the 2023/2024 Capital Plan (Appendix 1);
5. that the Projects proposed for Deletion (section e) be removed from the rolling programme of Capital Projects; and
6. that, subject to 2 above, the Proposed Capital Plan for 2023/2024 be approved, as set out at Appendix 1 of the report, including the timescales for delivery, estimated costs and potential funding sources.

## Reasons

1. To confirm that the projects had been completed and there was no further work outstanding.
2. To ensure the plan was updated accordingly reflecting progress with its delivery.
3. To confirm that the projects were outstanding and were still required.
4. To recognise the need to undertake investment and improvement as identified.
5. To recognise that, following review, these Projects were no longer required.
6. To provide a realistic and deliverable plan for investment in and improvement to the Council's infrastructure.





## **BRAUNSTONE TOWN COUNCIL**

Serving the communities of Braunstone Town and Thorpe Astley

### ***CAPITAL PLAN 2022/2023***

The Council's Capital Projects have been identified through emerging priorities, surveys and consultation, the Citizens' Advisory Panel and the Council's Committees. Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding and priorities. The Capital Plan forms the foundation of the strategic investment and improvement works undertaken by the Town Council in the year ahead. The Capital Plan proposals are considered and approved at Full Council in January when the budget and precept is set.

#### **Priority Projects for 2023/2024**

<b>Parks and Open Spaces Projects 2023/2024</b>		
<b>Park</b>	<b>Project</b>	<b>Notes/Finance</b>
Shakespeare Park	Additional balance in play area (2-5 or 5 – 12 age group)	Part of Shakespeare Park Improvement and Development Project.  Cost: £57,231 <i>External Grants, Annual Capital Budget, Section 106 &amp; Earmarked Reserves.</i>
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
	Safety Surface in play area	
Mossdale Meadows & Merrileys	Replace vehicle and pedestrian culvert bridges at Mossdale Meadows. <i>Existing culverts are not suitable for flow of water which causes flooding on the park on a regular basis</i>	Estimated: £150k <i>Borrowing</i>
Impey Close playground and Open Space	<ol style="list-style-type: none"> <li>1. Resurface playground with rubber mulch under play equipment and pathway.</li> <li>2. Install new and replace vandalised equipment.</li> <li>3. Improve paths, including gravel path "yellow brick road" and planting in surrounding open space.</li> </ol> <i>Rubber tiles damaged and in places missing. Surfaces damaged/vandalised and pathways eroded.</i>	Estimated: £50k <i>External Grants, Annual Capital Budget &amp; Section 106</i>

Community Centres Projects 2023/2024		
Building	Project	Notes/Finance
Civic Centre	Civic Centre Roof Refurbishment; Council Chamber side. <i>The roof on the Council Chamber and Fosse Room is leaking and has received several patches. Advice is that the roof has passed its life expectancy and will need refurbishing in the short term.</i>	Fundamental to building integrity  Estimated: £50k <i>External Grants, Annual Capital Budget &amp; Reserves</i>
	Refurbish/Replace Fire Doors in Council Chamber, Fosse Room and Millfield Hall kitchen. <i>Doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	Estimated: £5k <i>Annual Capital Budget</i>
	Kitchens – replacement of Gas Cookers with Electric Cookers <i>CO2 monitor and annual inspection identifies them as not being to standard. When Gas safety due for renewal, advised likely to be condemned. Replacing with electric in context of solar PV installation will contribute towards carbon reduction.</i>	Estimated: £5k <i>Annual Capital and Maintenance Budgets</i>
	Millfield Hall and Council Chamber Floor stripping and revarnishing <i>Floors wearing and risk damage from use and liquid if not sealed and treated.</i>	Estimated: £5k <i>Maintenance Budget</i>  See proposed replacement below (Medium to Long Term)
Thorpe Astley Community Centre	Install a hybrid air source heat pump. <i>To decarbonise Community Centre heating; 10% reduction of total Council emissions.</i>	Cost: £33k <i>External Grant &amp; Borrowing (part)</i>

General Projects 2023/2024		
Location	Project	Notes/Finance
Installation of Solar Panels at both Community Centres	The Town Council has undertaken energy saving projects such as LED Lighting and installation of new heating and air conditioning systems. Shakespeare Park Pavilion will be built to current efficiency standards. The next stage for both reducing the impact on climate change and making savings is generation of some of the Council's electricity from renewable sources.	<b>Scheduled to Complete May 2023</b> <i>External Grant &amp; Borrowing (part)</i>

General Projects 2023/2024		
Location	Project	Notes/Finance
Installation of Electric Vehicle Charging points at community facilities	To provide fast charging for service users, hirers and staff who use an electric vehicle.	<b>Scheduled to Complete May 2023</b> <i>Borrowing (part)</i>

### Short to Medium Term Projects (within the next 5 years)

Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
Mosssdale Meadows & Merrileys	Replacement of Toddler swings (estimated end of life – medium risk)	Estimated: £10k <i>Annual Capital Budget</i>
	New Roof and Roof Insulation at Mosssdale Depot and Sports Changing Rooms and installation of new electric heating and LED Lighting. <i>A Structural Survey has identified that the roof is deteriorating and isn't strong enough to hold solar panels (as recommended by the Carbon Audit). There is currently no central heating at the premises, with electric heaters for the staff room at the Depot. The building is not energy efficient and needs to be both in the short and long term to reduce carbon, energy use and costs.</i>	Estimated: £100k <i>External Grant, Annual Capital Budget &amp; Section 106</i>
	Refurbishment of Changing Rooms and Sports facilities at Mosssdale Pavilion. <i>The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.</i>	
	Improve drainage on Lubbesthorpe Bridleway at Mosssdale Meadows <i>Length of concrete bridleway, which slopes down from Shakespeare Drive to Mosssdale Meadows floods and produces a heavy amount of surface water run off during heavy and prolonged rain causing flooding around the depot and football pitches, as well as on the bridleway.</i>	Schedule once Cycle Route open and Culvert replaced.  Estimated: £50k <i>External Grant, Annual Capital Budget &amp; Section 106</i>

<b>Short to Medium Term Parks and Open Spaces Projects</b>		
<b>Park</b>	<b>Project</b>	<b>Notes/Finance</b>
Thorpe Astley Park	Refurbishment of Thorpe Astley Park Tennis Courts <i>Tap4tennis installed and income being generated. Perimeter fencing regularly vandalised and playing surface improvements would enhance the facility for users.</i>	Estimated £30k. <i>External Grant, Annual Capital Budget &amp; Section 106</i>
Franklin Park	Widen and make improvements to path. <i>Path connects residential areas of the Town with local amenities and is well used. The path would benefit from being a shared use path to facilitate movements on foot and by cycling. The path was identified in the Blaby District Open Spaces Audit as substandard and in need of improvement.</i>	Once GCW Phase 2 Cycle Route open. Estimated £75k. <i>Explore external funding working with Walk &amp; Ride Blaby.</i>
All Play Areas	Rolling programme of identifying and replacing play equipment and installing mulch safety surfaces where these are near end of life. <i>Most of the Council's play equipment and safety surfaces are over 10 years old, a significant amount of equipment is over 20 years old. Overall many Play areas risk deterioration and maintenance costs increasing if equipment and safety surfaces are not replaced on a rolling basis.</i>	Prioritise according to ROSPA reports, funding streams and increases in maintenance costs. <i>Annual Budgets</i>
All Parks	Rolling programme of tree surveys and works <i>Currently maintenance budgets are stretched and tree maintenance and works is reactionary.</i>	Over a 5/6 year period undertake a rolling programme. <i>Annual Budgets</i>

<b>Short to Medium Term Community Centres Projects</b>		
<b>Building</b>	<b>Project</b>	<b>Notes/Finance</b>
Civic Centre	Civic Centre Ravenhurst Room & corridor – new floor <i>Consider replacing carpet with laminate floor or similar for multiple uses and users and for cleaning.</i>	Schedule following Building Improvements Estimated £5k <i>Annual Capital Budget</i>
	Replacement of Civic Centre Windows. <i>The windows are over 20 years old and do not meet modern insulation standards. Some are unsafe to open.</i>	Health & Safety Risk. Consider through next Carbon Audit Estimated: £50k <i>External Grant, Annual Capital Budget</i>

<b>Short to Medium Term Community Centres Projects</b>		
<b>Building</b>	<b>Project</b>	<b>Notes/Finance</b>
	Replacement of Civic Centre foyer skylight and corridor frame and windows. <i>Both the foyer skylight and the corridor and windows are over 25 years old and do not meet modern insulation standards.</i>	Consider through next Carbon Audit Estimated: £50k <i>External Grant, Annual Capital Budget</i>
	Civic Centre radiator replacement and review of location. <i>Some areas of the building are well provided for with radiators and are hot, while other areas of the building have limited radiators and are cold.</i>	Consider through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Heating/Air Conditioning</li> <li>• Mood Lighting</li> </ul> <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	Consider once roof replaced and through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training.</i>	Estimated: £5k <i>Annual Capital Budget</i>
Thorpe Astley Community Centre	Thorpe Astley main hall Mood Lights. <i>To make the facilities attractive for function hire. Hirers of the Millfield Hall provide positive feedback on the mood lighting.</i>	Estimated: £5k <i>Annual Capital Budget</i>
Both Centres	Installation of hearing loop systems in main rooms at both Community Centres. <i>Item already included where refurbishment of specific rooms has been identified.</i>	Rolling Programme from 2023/24. <i>Annual Budgets</i>
	Installation of Sound systems in the Millfield Hall, Council Chamber and Thorpe Astley Main Hall. <i>To make the facilities attractive for hire. Some regular hirers have commented that provision of a sound system means there is less need to move equipment or need storage.</i>	Estimated: £6-9k <i>Annual Capital Budget</i>

<b>Short to Medium Term General Projects</b>		
<b>Location</b>	<b>Project</b>	<b>Notes/Finance</b>
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails and lighting along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is not well lit and considered steep potentially presenting difficulties for wheel chair users and those who are less able.</i>	Estimated: £80k <i>Annual Capital Budget &amp; Reserves</i>
Gateway signage to the Town on the new road from Lubbesthorpe	The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could explore incorporating speed reminders and/or safety messages.	Estimated: £3k <i>Annual Budgets</i>
Provide new, improved and enhanced notice boards at key locations	Over the past few years, many notice boards have fallen into disrepair and have been removed. Some existing notice boards are in need of refurbishment and replacement. Some notice boards are located where there isn't a high level of footfall, while some key locations do not have notice boards.	Rolling programme over 5 years. Focus on Notice Boards on Council land in 2022/2023 <i>Annual Budgets</i>
Improved Signage in and around Community Buildings	Signage outdated, not dementia friendly. Sometimes signage not relevant, sometimes doesn't sign/advertise new services. Creation of Corporate Image.	Schedule after Civic Centre improvements. External signs may need planning permission. Estimated: £3-5k. <i>Annual Capital Budget</i>

### **Medium to Long Term Projects (within the next 10 years)**

<b>Medium to Long Term Parks and Open Spaces Projects</b>		
<b>Park</b>	<b>Project</b>	<b>Notes/Finance</b>
Franklin park	Improvement items identified by the Franklin Park Working Group: creation of path in orchard (to enable access to lower part when the ground is water logged)	Estimated: £10k <i>External Grant &amp; Annual Capital Budget</i>

<b>Medium to Long Term Parks and Open Spaces Projects</b>		
<b>Park</b>	<b>Project</b>	<b>Notes/Finance</b>
Mosssdale Meadows & Merrileys	Bridle path resurfacing (from Kingsway entrance through to Jelson owned land)	Estimated: £10k <i>External Grant &amp; Annual Capital Budget</i>
	Possible resurfacing of footpaths	<i>External Grant &amp; Annual Capital Budget</i>

<b>Medium to Long Term Community Centres Projects</b>		
<b>Building</b>	<b>Project</b>	<b>Notes/Finance</b>
Civic Centre	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Audio / Visual Equipment, including sound and loop system and fixed projector.</li> </ul> <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources and roof replacement Estimated: £10k <i>Annual Capital Budget</i>
	Civic Centre Kitchens refurbishment <i>Kitchens approximately 40 years old. Poor quality by modern standards and require extra cleaning and maintenance</i>	Estimated: £30k <i>External Grant &amp; Annual Capital Budget</i>
	Millfield Hall and Council Chamber Floor replacement <i>Wooden floors 40 years old and maintenance costs are high. Need to replace with modern low maintenance flooring.</i>	Estimated: £50k <i>External Grant &amp; Annual Capital Budget</i>
	Millfield Hall – Creation of small external storage area next to the Millfield Hall and kitchen for furniture. <i>Providing space for hirers. This can be accommodated by relocating the bin store since the mini-bus compound is no longer in use.</i>	Estimated: £10k <i>Annual Capital Budget</i>
	Refurbishment of Millfield Hall Stage Area. <i>Lighting Box, sound system and casing old and constantly needs adjusting, difficult for hirers to use. Stage lighting needs upgrading to LED – can't get replacement bulbs.</i>	Estimated: £30k <i>Annual Capital Budget</i>

## **BRAUNSTONE TOWN COUNCIL**

**26<sup>th</sup> JANUARY 2023**

### **Item 7 – Budget (including Fees & Charges) and Precept 2023/2024 and future estimates**

#### Purpose

To consider the budget and precept for 2023/2024, including fees and charges and to set out proposed estimates for future years.

#### Precept Calculation

Section 50 of the Local Government Finance Act 1992 specifies the calculation of the budget requirement for local precepting authorities and a summary of this section of the Act is set out below.

The following items of expenditure should be added together:

- Estimated expenditure incurred in carrying out duties which will be charged to a revenue account;
- Any contingency allowance for the year;
- Any amounts to be raised to increase reserves for estimated future expenditure in respect of:
  - Working balances to cover payments in advance of receipts on revenue account in the following year,
  - Expenditure which will be incurred and charged to revenue account in the following or subsequent financial years.
- Any amount required to meet accumulated deficits. A local precepting authority must calculate its estimated income by adding together:-
  - Estimated income which will be credited to a revenue account, but excluding any estimated precept receipts;
  - An estimate of the amount of reserves to be used during the financial year in respect of carrying out its duties and any contingency allowance.

The budget requirement for the year is the difference between expenditure and income calculated in accordance with Section 50.

Therefore for 2023/2024, expenditure, taking into account the above, will be £1,377,091. Income, taking into account projected interest on investments, grants, loans and fees and charges, is projected to be £598,056. This leaves a net requirement of £779,035 for 2023/2024.

The requirement of £779,035 is £16,922 higher than predicted in the Medium Term Priorities and Financial Planning assessment considered by Council on 17th November 2022. This is primarily down to a miscalculation of the 2022/2023 salary increases, whereby the percentage being offered by the employers was added to the 2023/24 predictions, without adjusting the 2022/2023 salary base to take account of



the difference between the 2.5% budgeted and the 4.04% offer. This would result in a percentage increase on the precept of 7.79% (8.15% increase to the 2022/2023 base budget) resulting in an increase of £11.48 per annum on Band D and £8.92 per annum on Band B.

The Council's 2023/2024 budget includes some one-off items/increase for the coming year only. These include the Elections budget being increased from £1,000 to £4,000 and a one-off Grants budget of £1,000 to assist community groups with celebrating the forthcoming coronation of King Charles III. Therefore, £3,000 can be reasonably earmarked in the reserves either for identifying efficiency savings during the year or, failing that, covering these potential one-off costs.

This leaves a net precept requirement of £776,035. This would result in a percentage increase on the precept of 7.37% (7.73% increase to the 2022/2023 base budget) resulting in an increase of £10.86 per annum on Band D and £8.45 per annum on Band B.

The proposed income and expenditure budgets for 2023/2024 are attached as Appendix 1.

Comparative figures showing last year's outturn (31st March 2022), the current year budget and spend to 31st December 2022 and the proposed budget for 2023/2024 for each of the Committee budgets and budget headings is attached as Appendix 2.

The projections for the next 5 years have been recalculated to take account of the additional percentage pay rises in 2022/2023 and predicting a similar pay increase in 2023/2024. In addition, the projections take into account the use of £3,000 of non-earmarked reserves to balance the 2023/2024 budget, and put back by a year the repayment into the reserves. The revised figures are set out at Appendix 3 and will be subject to reassessment in November 2023 prior to the budget preparations for 2024/2025.

The precept must be agreed at a meeting of Braunstone Town Council (scheduled for 26th January 2023) and notified to Blaby District Council by 1st February.

## Budget and Precept Comparisons

<u>SERVICE</u>	<u>2020/2021</u>	<u>2021/2022</u>	<u>2022/2023</u>	<u>2023/2024</u>
Corporate Management	£88,531.70	£94,811.13	£101,917.76	£120,632.12
Braunstone Civic Centre	£123,853.77	£148,431.69	£135,334.73	£140,125.95
Thorpe Astley Centre	£59,450.33	£74,761.82	£70,562.20	£69,461.79
Parks & Open Spaces	£196,646.60	£212,280.47	£227,333.95	£248,105.77
Library	£108,211.26	£64,236.60	£76,997.65	£78,010.56
Community Development	£53,032.99	£70,201.41	£72,943.80	£78,898.64
Planning & Environment	£35,577.35	£36,237.87	£37,765.91	£43,800.18
<b>TOTAL</b>	<b>£665,304</b>	<b>£700,961</b>	<b>£722,856</b>	<b>£779,035</b>
Use of Reserves	£9,000	£9,000	£0	£3,000
Library Transfer Grant	£10,000	£10,000	£2,500	£0
<b>Precept Requirement</b>	<b>£646,304</b>	<b>£681,961</b>	<b>£720,356</b>	<b>£776,035</b>

## Proposed Council Tax for 2023/2024

With a precept base of 4,904.03 and a precept requirement of £776,035, the scaled charges for the precept (Council Tax) are as follows:

COUNCIL TAX BANDS	A(+D/R) (5/9)	A (6/9)	B (7/9)	C (8/9)	D (9/9)	E (11/9)	F (13/9)
NUMBER OF PROPERTIES IN EACH BAND (January 2022)	6	917	3646	1511	728	219	3
<b>SCALED CHARGES FOR 2023/2024</b>	<b>£87.91</b>	<b>£105.50</b>	<b>£123.08</b>	<b>£140.66</b>	<b>£158.24</b>	<b>£193.41</b>	<b>£228.58</b>
Charges in 2022/2023	N/A	£98.25	£114.63	£131.00	£147.38	£180.13	£212.88
<i>Cash Increase</i>	<i>N/A</i>	<i>£7.25</i>	<i>£8.45</i>	<i>£9.66</i>	<i>£10.86</i>	<i>£13.28</i>	<i>£15.70</i>

## Summer Fete

The Summer Fete at Mossdale Meadows continues to be a popular event. Since the pandemic there has been renewed efforts to provide new and alternative attractions at the event. In addition, there are a limited number of companies that provide inflatables who have a level of insurance cover, which is acceptable to the Council's insurers.

Both last year and this year the Fete budget has been overspent. Next year, further increases in cost are anticipated due to the recent increases in the rate of inflation. Therefore, it is recommended that the budget is increased by £600 to £3,000 and that Community Development Committee review pricing in order to obtain additional income for the Council from stall holders.

## Thorpe Astley Summer Event

Following a recent Community Governance Review, Policy & Resources Committee on 27th September 2022 considered whether the Town Council could take any additional actions to address some of the comments received during the Review.

Policy & Resources Committee agreed that the Town Council should recognise Thorpe Astley as a distinct community and settlement within the Parish of Braunstone. However, recognising Thorpe Astley as a distinct community has practical implications, for example, the community holding a regular Town Council organised annual gala event. Therefore, Policy & Resources Committee resolved “that Community Development Committee be asked to consider and assess whether a Town Council organised annual gala event should be held in Thorpe Astley and if so, when and in what form”. On 1st December 2022, Community Development Committee approved proposals to organise an annual “Thorpe Astley by the Sea” event at Thorpe Astley Park and Community Centre and that any income from pitch space be used to fund some activities at the event (Community Development Committee minute 65).

To provide the balance of resources for the event it is recommended that £3,000 be included in the budget.

## General Events

In addition to the Summer Fete and the Programme of Events, the Council from time to time hosts other community events, such as Apple Day and Open Days. Following the success of Apple Day in 2021 and 2022, the Committee has expressed its desire to continue to hold similar events. In 2022 Open Days were held for the opening of Shakespeare Park Sports Pavilion and for showcasing and attracting groups/hirers to Thorpe Astley Community Centre.

However, there is a proposal to merge the Thorpe Astley Open Day into a Gala event, for which provision is set out above. Therefore, the current budget of £1,000 can be halved to £500.

## Grants for Community Events to Celebrate the Coronation of King Charles III

Last year, Community Development Committee approved a one off mini-programme of events in June 2022 along with a specific grants scheme to support local community groups with organising and holding community celebratory events to mark the Queen's Platinum Jubilee. A budget of £1,000 was included for 2022/2023 to provide community grants in order to arrange events for the Platinum Jubilee.

Due to the death of the late HM Queen Elizabeth II; Charles has been proclaimed King Charles III. The coronation has been announced for Saturday 6th May 2023, with an additional bank holiday on Monday 8th May 2023.

Therefore, the budget of £1,000 can be retained in 2023/24 to provide community

grants for community events to celebrate.

### Community Grants

When reviewing amendments to the Community Grants Scheme, Community Development Committee on 13th October 2022, resolved “*that consideration be given, as part of the annual budget process, to allocating a portion of the community grant scheme budget to supporting Town Council led volunteer activities*” (minute 46, resolution 3).

Given the budget is underspent this year, it is recommended that the budget be reduced by £1,000. However, the Community Development Committee may need to review the recent uplift to a maximum of £500 and/or set a higher bar and not always award full amount.

### Citizens' Advice Bureau (CAB)

In 2006, Braunstone Town Council and CAB made a Service Level Agreement to formalise the provision of Citizens' Advice Services from Braunstone Civic Centre. Since then the agreements have been renewed in 2009, 2012, 2015 and 2018.

Under the previous agreement Braunstone Town Council granted the CAB £3,000 per annum in return for an outreach advice session for 4 hours every week.

However, CAB have not provided any service from Braunstone Civic Centre since March 2020 and their services continue to be delivered remotely via the telephone, email or online. Currently there doesn't appear to be any prospect that branch services will resume. Therefore, it is proposed to delete the £3,150 budget and use the resources elsewhere.

### Social Inclusion Initiatives

Following the Covid-19 pandemic and the realisation that activities needed to be provided to prevent isolation and loneliness, several initiatives had been set up in the Braunstone Town Community Library. Volunteers were invited from the community to run these activities and three activities are now running successfully. The volunteers manage, run and arrange all the activities with support from Town Council officers but have no financial support apart from asking for very small donations from users of the services to cover costs for refreshments. Requests had been received from the volunteers to the Town Council for small amounts of funding to help with the activities but as these are volunteers running events on behalf of the Town Council, they are not constituted community groups and therefore not eligible to apply for a Community Group.

Community Development Committee considered options to support the ongoing viability of community activity when it reviewed the Community Grants Scheme on 13th October 2022 (minute 46, resolution 3). Therefore, to ensure that important events and social inclusion activities run by local volunteers supported by the Town

Council have sufficient funds to remain viable, a small budget of £1,000 is proposed to support Town Council activities and volunteers running events on an informal basis.

### Civic Events

A budget of £1,850 was provided for Civic Events in 2022/2023. However, with budget pressures, it is recommended that this be reduced by £350 to £1,500 and that Officers explore ways of making savings or reducing the number of functions.

### Waste Services

In 2019, the budget for waste services was reduced from £8,300 to £5,300 given that the Council had changed the supplier for dog waste bin emptying and also, following review, reduced the number and frequency of bin emptying.

Last year, due to rising treatment and transport costs, market pressures, and an increase in waste fees, the budget was increased to £7,570 per annum.

The quarterly figure for bin emptying is now £2,138.50; therefore the annual figure for 2022/2023 will be £8,554. Therefore, it is recommended that the 2023/24 budget be increased to £9,538 taking into account both current costs and inflation at 10%.

### Street Furniture

The Capital Plan item "To provide new, improved and enhanced notice boards at key locations over 5 years", which is also provided for in the Planning & Environment objectives (7), will need funding over the 5 year period (2021/22 until 2025/26). As set out in the Priorities and Objectives item, due to resources pressures during 2022/23 the rolling programme should focus on notice boards on Council land.

On 5th May 2022, the Committee approved in principle a request for the Town Council to adopt and maintain three planters, which are proposed at two gateway locations to Braunstone Town off Narborough Road South (minute 103 2021/2022). The ongoing costs would be staff time, insurance and cost of the plants and any painting, cleaning and maintenance of the planters. Insurance would be negligible and covered under the Corporate Management recharges. Planting and maintenance costs are unlikely to exceed £1,000 for all three planters per annum; £500 is considered to be a reasonable estimate for inclusion in the 2023/24 budget, particularly as the planters would be new. This figure can be reviewed in future years if necessary.

Due to budget pressures it is recommended that the number of notice board replacements in 2023/2024 is half that of 2022/2023; i.e. 2. This will save approximately £1,000 offsetting part of the increase for the plants. Therefore, based on the predicted outturn figure for 2022/23 (having replaced four notice boards), including £500 for gateway planter maintenance and allowing for inflation of 10%, it is recommended that the revenue budget is increased by £100.

## Consumer Products

The Town Council purchases for resale consumer products in pursuance of Planning & Environment Objective 6; “To promote responsible dog ownership and waste disposal”. The aim is to break even or make a small profit.

Waste & Garden Bags are no longer provided since the service has been withdrawn by Blaby District Council. Therefore both the income code and expenditure codes are proposed for deletion.

Poop Scoops have been changed to biodegradable bags, which are more expensive. Some of the cost has been passed on to the customer but due to charging round amounts for simplicity, the profit margin has reduced. Over the past couple of years income and expenditure has been around £1,000 and the proposed 2023/24 budget has been adjusted to reflect this.

## Utility Costs

Utility costs for Braunstone Civic Centre, Thorpe Astley Community Centre and Braunstone Town Library have been reduced by a total of £32,043 to take account of the savings and additional income which would be generated from the installation of Solar PV Panels, an air source heat pump at Thorpe Astley Community Centre and electric vehicle charging points. With the current fuel cap for non-domestic energy supplies due to end on 31st March 2023, Utility Budgets for Mossdale Meadows have been increased by 10% for 2023/24 to account for the rising costs of electricity.

## Public Works Loans

Two of the Council's loans matured in May 2022, therefore, half of the annual repayment cost, £13,486, is saved in 2023/24. The Council has approval to borrow £114,297 over the borrowing term of 15 years towards the cost of the refurbishment of Braunstone Civic Centre toilets and Bar/Café kitchen; the annual loan repayments are estimated to come to around £11,091. Further to this, the Council has submitted a further loan application for £196,056 over the borrowing term of 15 years towards the cost of installing solar panels and battery storage, an air source heat pump, and electric vehicle charging points at the Council's Community Facilities. The annual loan repayments will come to around £18,128 and will be offset against the £32,043 savings and additional income to utilities budgets leaving a net saving of £13,915. Due to the timescales, works are not anticipated to commence until April/May 2023 and therefore the first repayments would not be due until November 2023. Therefore, half the repayments £9,065 have been included in the 2023/2024 budget with the full £18,128 from 2024/2025.

Loan repayment figures at Appendix 1 for the Civic Centre, Thorpe Astley Community Centre and for Parks and Open Spaces have been adjusted accordingly.

## Staffing Costs

The National Joint Council (NJC) has yet to commence pay negotiations for 2023/2024. Agreement between the employers and unions in respect of the pay deal for 2022/2023 was reached on 1st November 2022 as follows:

- with effect from 1st April 2022, an increase of £1,925 on all NJC pay points 1 and above and an increase of 4.04% per cent on all allowances,
- with effect from 1st April 2023, an increase of one day to all employees' annual leave entitlement and the deletion of pay point 1 from the NJC pay spine.

The lowest scale point the Council has on its establishment is point 5, and the agreement increases this rate of pay from £10.19 per hour to £11.18 per hour, which is backdated to 1st April 2022.

As part of the staffing reorganisation approved in April 2021, an annual saving of approximately £8,177 was achieved. However, the Job Evaluation of the Council's Management remained outstanding. These reviews were completed in January 2022 and cost an additional £10,492 in the first year. This increase in establishment costs, along with a 4.04% increase on the base and a predicted 4.5% increase in 2023/2024 have now been factored into the 2023/2024 base budget at Appendix 1 and the 5 year projections at Appendix 3.

The overall uplift in staffing costs in 2023/2024 is 12.01%.

## Pension Costs

All eligible staff have been auto-enrolled in the pension scheme and no eligible staff have opted out.

The actuarial valuation of the Leicestershire County Council Pension Fund is undertaken every three years, with that last valuation based on the position of each employing body at 31st March 2022.

Braunstone Town Council's employers' contribution rates for the three year period commencing 1st April 2022 has reduced from 22.1% to 21.4%.

However, the most significant pressure placed on pensions will be the requirement to meet the extra entitlements resulting from the pay increases and implementation of the job evaluation proposals.

Overall the uplift in pension costs is 4.82%.

## Advertisements

Recommended that this is doubled from £4,000 in 2022/23 to £8,000 in 2023/24 to cover additional second page in each issue of the Braunstone Life and uplift in those costs due to inflation.

## Inflation

The significant rise in inflation and the likelihood that high inflation will be a feature for at least 12 to 18 months represents a significant pressure on the Council's operational budgets. There has been and will continue to be significant increases in utility costs, fuel costs and in the cost of goods generally, which in particular puts pressure on the Parks and Open Spaces budget and on the cleaning budgets. Uplifts are highlighted yellow at Appendix 1.

## Pressure on income from Facility Hires

Since re-opening of the Council's Community Facilities following the Covid-19 restrictions, there has been an uptake in one-off bookings (e.g. party/functions). It is difficult to assess at this stage whether this is a backlog of functions due to the pandemic or a potential increase in custom which can be sustained. Most of the regular hirers have returned, along with new hirers joining the regular hirer's scheme.

Civic Centre hire income received up to 31st December is £58,548, which is 87% of the 2022/2023 budget of £67,384. Thorpe Astley Community Centre hire income for the same period is £9,563, which is 99% of the 2022/2023 budget of £9,632. Both figures include advance bookings but do not include income from the Bar, NHS or Nursery/Pre-School. Due to reductions to support the providers, the nursery/pre-school will be paying £19,244 out of the budgeted £26,815 and the Bar operator will only be paying £12,000 out of the budgeted £17,000. In 2023/2024 the bar operator will return to paying £17,000 per annum; while the nursery/pre-school fees will be reviewed it is not likely they will return to the budget of £26,815.

It is difficult to predict whether the current squeeze on household incomes, which is likely to continue in the 2023/24 financial year, will have an impact on the Council's facilities income and if so in what way. A squeeze on living standards could result in less hires and less hirers. As a result there could be a downturn in function hires but regular hirers may face reduced custom making their activities less sustainable. The Council may have to make an economic as well as a social judgement as to whether it makes sense to reduce charges in order to sustain bookings / activities at Community Facilities. However, it may be that bookings can be sustained as customers who would previously have booked their events in the higher end of the market (e.g. at hotels and conference facilities) look for cheaper options.

Given the economic pressures many are facing, to increase hire charges in line with inflation or the projected increase in precept over the next 2 years is likely to have an additional negative impact on the net income from room hire and more widely on the offer and appeal the centres have in the community. In fact it is more likely that the Council will need to consider further discounting hire prices and offering packages in order to retain the current level of usage.

In the case of the Civic Centre, the facility will be more attractive with the delivery of the priority Capital Project to improve the toilet facilities and the kitchen facilities of the Civic Community Lounge to enable it to operate a Café service.



The budgets at Appendix 1 assume that the income from facilities hires will remain steady; the figures do include the cost of a full staff establishment. There are currently some Duty Officer vacancies and this post has a regular turnover of personnel; therefore, in the short term there is potential to manage vacancies, staff recruitment and contracted hours to balance budgets in the event of a downturn in facilities income. Equally if hires/bookings and the associated income starts to climb, resources will be available to pay staff additional hours to avoid large accumulations of hours.

### Christmas Lights and Decorations

To ensure that the Council's facilities were appropriately decorated for future Christmas seasons; the 2022/23 budgets included a one-off amounts of £2,000 for the Civic Centre site (including the Library) and £1,000 for Thorpe Astley Community Centre for purchasing Christmas lights and associated fixings (including the electrical installation). £500 has been transferred from the Civic Centre to the Library and the budgets retained and renamed in 2023/2024 to "Seasonal Decorations" to cover any other festivals. In addition, the amounts will be used to hire equipment, such as a cherry picker, needed to put up and dismantle the Christmas lights.

### Projects

Additional funding was included in 2022/2023 for the Council's services to deliver specific projects, for example, responding to Climate Change. Based on the approved Climate & Environmental Action Plan, these have been adjusted with provision in 2023/2024 only in the Parks & Open Spaces budget to deliver actions in support of the Environment & Biodiversity Strategy.

### The Council Tax Base and Town / Parish Precepts

The Council Tax Base is calculated by Blaby District Council each year. It is calculated for the District as a whole and also for each individual parish. The Council Tax Base represents the number of Band D equivalent dwellings within the District or Parish adjusted for the following items:-

- Exemptions;
- Discounts;
- New Properties;
- The Collection Rate Percentage.

Once agreed the parish Tax Base is used to calculate the Town/Parish element of each Council Tax Bill.

### Council Tax Property Bands

All domestic properties in England and Wales became liable to a local tax called Council Tax from 1st April 1993. The council tax has a property element and a personal element.

The property element depends on the valuation band to which the property is allocated.

Assessments are based on a number of factors, such as a property's:

- size
- layout
- character
- location
- change in use
- value on 1st April 1991.

A property that's increased in size may move to a higher band when it's next purchased.

The personal element is related to the number of adults resident in the property. The basic bill assumes that there are two adults resident in the property and in this case the personal element and the property element will each comprise 50% of the bill. If there are more than two resident adults, the bill is not increased. However, if there are fewer than two residents, the bill is discounted accordingly. The bill for a one-adult household will be 75% of the basic bill. Of this, 50% represents the property element and 25% the personal element.

#### Loans (Public Works Loan Board)

Public Works Loan Board loans have fixed interest rates and repayments are made twice yearly, i.e. each May and November. The total balance on loans outstanding at the beginning of 2022 was £1,061,861.96. Loans 477930 and 501336 matured on 7th May 2022, the annual capital and interest repayments for these loans was £26,971.78.

Loans outstanding at the end of 2022:-

<u>Loan No.</u>	<u>Balance outstanding</u>	<u>Service</u>	<u>Annual Capital and Interest Repayment</u>	<u>Rate</u>	<u>Maturity Date</u>
235384	£420,939.68	5 OS	£17,723.86	2.63%	07.05.2060
292038	£482,844.95	5 OS	£17,808.16	1.87%	07.11.2060
480508	£4,387.44	2 CC	£4,586.04	6.00%	07.11.2023
482623	£22,330.07	2 CC	£9,647.56	5.25%	07.05.2025
485188	£9,710.15	5 OS	£3,525.80	5.00%	07.05.2025
485557	£18,272.49	2 CC	£5,783.06	5.25%	07.05.2026
487506	£26,746.19	5 OS	£6,033.30	4.50%	07.11.2027
490422	£21,000.00	6 CS	£3,808.00	4.50%	07.05.2030
<b>TOTAL</b>	<b>£1,006,230.97</b>		<b>£68,915.78</b>		

*The annual capital and interest repayments made on loans in the previous three financial years is included in the Reserves Table in the next section.*

The Council has approval to borrow £114,297 over 15 years towards the Civic

Centre Facilities Improvements; the annual repayments are estimated to be £11,091. The loan is expected to be drawn down in full by the end of March 2023, therefore, the first repayment will be due in May 2023.

The Council has also submitted a borrowing application for £196,056 over 15 years towards the cost of installing solar panels and battery storage, an air source heat pump, and electric vehicle charging points at the Council's Community Facilities; the annual repayments are estimated to be £18,226. A decision is expected in February 2023. The first tranche of the loan is not expected to be drawn down until May 2023, meaning that the first repayment could be made in November 2023.

Any amount to be borrowed must not be less than the maximum amount the Council is entitled to spend under Section 137 i.e. £8.82 (2022/23) times the number on the electoral role on 1st April. On 1st April 2022 the number on the electoral role in Braunstone Town was 12,525, meaning the amount to be borrowed must not be less than £110,470.

#### Estimated Reserves for 2022/2023

	2019/2020 (Actual)	2020/2021 (Actual)	2021/2022 (Actual)	2022/2023 (Estimated)
Balance b/f	£236,782.01	£245,340.26	£618,174.73	£243,220.55
Annual Precept	£604,817.00	£646,304.00	£681,961.00	£720,356.00
Other Income	£222,249.08	£1,124,854.83	£172,030.00	£152,331.83
Staff Costs	£479,395.64	£485,277.95	£434,301.32	£535,831.97
Loan Repayments	£60,765.04	£66,628.11	£94,185.39	£55,630.99
Other Expenditure	£278,347.15	£846,418.30	£657,361.80	£378,348.42
Balance c/f	£245,340.26	£618,174.73*	£243,220.55	£137,097.00

\* It should be noted that the full loan of £936,936 for the Shakespeare Park Improvements was drawn down in 2020/21. While at the end of the financial year £394,415 of payments remained due since the works were not complete until the summer and also 2.5% of the total cost was retained to 2022/2023.

#### Local Government Finance Act 1992 (Section 106)

Members are reminded that when a local council is considering budgetary items any councillor who is in arrears for more than two months with his/her Council Tax payments, he/she must declare that Section 106 applies and neither speak nor vote on the matter before the council. It is a criminal offence for a 'Councillor to vote on Council Tax level or Council Budget in these circumstances'.

#### Committee Consideration

Community Development Committee on 1st December 2022 considered the draft budget estimates for its services and recommended:

1. that a budget of £1,000 be included as a one-off in the 2023/2024 budget for Grants for community events to mark the Coronation of King Charles III;

2. that the Citizens' Advice Bureau SLA budget be deleted;
  3. that a new budget of £3,500 be included for Thorpe Astley Summer Event;
  4. that a new budget of £1,000 be included for Social Inclusion Initiatives; and
  5. that the draft Estimates for the Community Development Committee [included at Appendix 1] be included in the Budget Estimates for 2023/2024.
- (Community Development Committee minute 71).

Planning & Environment Committee on 8th December 2022 considered the draft budget estimates for its services and recommended:

1. that the *Waste Services* budget be increased from £ 7,570 per annum to £9,538 per annum;
2. that the *Street Furniture* revenue budget be increased from £2,500 to £3,600;
3. that for *Consumer Products – Poop Scoops*, income be reduced by £550 to £1,150 and expenditure reduced by £500 to £1,100;
4. that both the income and expenditure headings for *Consumer Products – Waste & Garden Bags* be deleted; and
5. that the draft Estimates for the Planning and Environment Committee [included at Appendix 1] be included in the Budget Estimates for 2023/2024.

(Planning & Environment Committee minute 58).

Policy & Resources Committee on 12th January 2023 considered a proposed budget and precept for 2023/2024, along with proposed estimates for future years. The Committee resolved to make the following amendments to the proposed budgets for 2023/2024, enclosed with the agenda:

- a) Community Development – Summer Fete and Thorpe Astley Summer Event: reduce both by £500 to £3,000 each;
- b) Community Development – Civic Functions: reduce by £500 to £1,500;
- c) Community Development – Community Grants: reduce by £1,000 to £5,000;
- d) c) Community Development – General Events: reduce by £500 to £500; and
- e) Planning & Environment Committee – Street Furniture: reduce by £1,000 to £2,600.

The Reason was to identify savings/postpone growth, which would not have a significant impact on service delivery during 2023/2024:

- a) Provision for the Summer Fete would increase by £600 rather than £1,100; Thorpe Astley Summer Event would be a new budget of £3,000 rather than £3,500; pricing both could be reviewed in order to obtain additional income for the Council from stall holders to cover the remaining £500 in both cases;
- b) Officers could look at ways to reduce costs/cut back on Civic Functions;
- c) the Community Grants budget was likely to be underspent this year, and Community Development Committee could review the recent uplift to a maximum of £500 and/or set a higher bar and not always award full amount;
- d) the General Events budget had previously been used towards the costs of the Thorpe Astley Community Centre open day; which would now be part of the summer event and had a separate budget; and
- e) the frequency at which Notice Boards would be replaced could be halved.

Further to the above amendments, the Policy & Resources Committee resolved to recommend to Council:

1. that a budget of £1,000 be included as a one-off in 2023/2024 budget for Grants for community events to mark the King's Coronation;
2. that the following budgets be created from 2023/2024:
  - (a) £3,000 be included for *Thorpe Astley Summer Event*, and
  - (b) £1,000 be included for *Social Inclusion Initiatives*;
3. that the following budgets be deleted from 2023/2024:
  - (a) *Citizens' Advice Bureau SLA* budget; and
  - (b) both the income and expenditure headings for *Consumer Products – Waste & Garden Bags*; and
4. that the Christmas Decorations budget, be retained and renamed "Seasonal Decorations" from 2023/24 and that £500 be transferred from the Braunstone Civic Centre budget to the Library budget;
5. that no percentage increase be applied to Community Centres, sports pitches and miscellaneous fees and charges;
6. that £3,000 be earmarked in the reserves in 2023/24 to balance the funding gap between income and expenditure budgets;
7. that the Estimates for 2023/2024, as attached at Appendix 1 of the report (as amended by 1 above), be approved as the Council's Budget for 2023/2024; and
8. that a Net Precept Requirement for £776,035 for the financial year 2023/2024 be submitted to Blaby District Council.

(Policy & Resources Committee minute 68).

### Recommendations

1. That a budget of £1,000 be included as a one-off in 2023/2024 budget for Grants for community events to mark the King's Coronation;
2. that the following budgets be created from 2023/2024:
  - (a) £3,000 be included for *Thorpe Astley Summer Event*, and
  - (b) £1,000 be included for *Social Inclusion Initiatives*;
3. that the following budgets be deleted from 2023/2024:
  - (a) *Citizens' Advice Bureau SLA* budget; and
  - (b) both the income and expenditure headings for *Consumer Products – Waste & Garden Bags*; and
4. that the Christmas Decorations budget, be retained and renamed "Seasonal Decorations" from 2023/24 and that £500 be transferred from the Braunstone Civic Centre budget to the Library budget;
5. that no percentage increase be applied to Community Centres, sports pitches and miscellaneous fees and charges;
6. that £3,000 be earmarked in the reserves in 2023/24 to balance the funding gap between income and expenditure budgets;
7. that the Estimates for 2023/2024, as attached at Appendix 1 of the report (as amended by 1 above), be approved as the Council's Budget for 2023/2024; and
8. that a Net Precept Requirement for £776,035 for the financial year 2023/2024 be submitted to Blaby District Council.

## Reasons

1. To ensure appropriate financial support to enable King's Coronation celebratory events to be organised and to ensure their success.
2. To create new budgets to:
  - (a) provide the resources for a summer annual event at Thorpe Astley Park, and
  - (b) ensure that important events and social inclusion activities run by local volunteers supported by the Town Council had sufficient funds to remain viable.
3. To remove budgets no longer required:
  - (a) Citizens Advice services continue to be delivered remotely via the telephone, email or online and there didn't appear to be any prospect that branch services would resume, and
  - (b) the Waste & Garden Bags service had been withdrawn by Blaby District Council.
4. To cover the cost of hiring equipment, such as a cherry picker, needed to put up and dismantle the Christmas lights and to cover any other festivals.
5. It was difficult to predict whether the current squeeze on household incomes, which was likely to continue in the 2023/24 financial year, would have an impact on the Council's facilities income and, if so, in what way.
6. To allocate funding to cover costs, which may result in efficiency savings during the year or, failing that, covering the one-off costs in 2023/2024.
7. To meet the Town Council's operating budgets for 2023/2024 along with funding for the Capital Plan and service pressures as identified in the report on Medium Term Priorities and Financial Planning.
8. The precept requirement for the year being the difference between expenditure and income, calculated in accordance with Section 50 of the Local Government Finance Act 1992.

# APPENDIX 1 - BRAUNSTONE TOWN COUNCIL

## DRAFT ESTIMATES 2023/2024

**Represents an increase in Council Tax paid of 7.37%**

<b><u>COUNCIL TAX CALCULATION</u></b>		£
<b>COMMITTEE REQUIREMENT</b>		
Corporate Management	£120,632.12	
Braunstone Civic Centre	£140,125.95	
Thorpe Astley Centre	£69,461.79	
Parks & Open Spaces	£248,105.77	
Library	£78,010.56	
Community Development	£78,898.64	
Planning & Environment	£43,800.18	
<b>TOTAL REQUIREMENT</b>	<b>£779,035.00</b>	<b>£779,035.00</b>
<b>DEDUCT FROM RESERVES</b>		<b>£3,000.00</b>
<b>NET REQUIREMENT</b>		<b>£776,035.00</b>
<b>SCALED COUNCIL TAX BASE</b>		<b>4,904.03</b>
<b>NET REQUIREMENT ÷ SCALED COUNCIL TAX BASE = BAND 'D' COUNCIL TAX</b>		<b>£158.24</b>

COUNCIL TAX BANDS	A(+D/R) (5/9)	A (6/9)	B (7/9)	C (8/9)	D (9/9)	E (11/9)	F (13/9)
NUMBER OF PROPERTIES IN EACH BAND	6	917	3646	1511	728	219	3
ANNUAL PAYMENT	<b>£87.91</b>	<b>£105.50</b>	<b>£123.08</b>	<b>£140.66</b>	<b>£158.24</b>	<b>£193.41</b>	<b>£228.58</b>

**7.37% Increase**

**KEY TO ACTS (followed by Section Number in Brackets)**

1. Local Government Act 1972
2. Parish Councils Act 1957
3. Local Government and Ratings Act 1997
4. Local Government (Miscellaneous Provisions) Act 1976
5. Local Government Finance Act 1992
6. Representation of the People Act 1983 and 85 (as amended by the Local Government Finance (Repeals and Consequential Amendments) Order 1991)
7. Open Spaces Act 1906
8. Litter Act 1983
9. Local Government Pension Scheme Regulations 1995
10. Local Authorities (Members' Allowances) (England) Regulations 2003 (As amended by the Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004)
11. Local Government & Housing Act 1989
12. The Climate Change and Sustainable Energy Act 2006
13. Localism Act 2011 (s1 - 8 to be used as the power of last resort)
14. Local Government Act 2003

**BRAUNSTONE TOWN COUNCIL**  
**POLICY & RESOURCES COMMITTEE**  
**RESOURCES & FACILITIES: CORPORATE MANAGEMENT**  
**DRAFT ESTIMATES 2023/2024**

KEY	EXPENDITURE	
	ADMINISTRATION AND CAPITAL PROJECTS	
1.(s112)	<b>Staff Salaries</b>	<b>477,251.00</b>
9.	<b>Pensions</b>	<b>104,762.00</b>
1.(s111)	<b>Supplies, Stationery &amp; Postage</b>	<b>2,000.00</b>
1.(s174)	Staff Expenses	300.00
1.(s111)	Telephones	2,530.00
1.(ss111&114)	<b>Insurance</b>	<b>15,400.00</b>
1.(s111)	<b>Photocopier</b>	<b>2,200.00</b>
1.(s111)	Computer Supplies, Training, Service Contract	10,000.00
1.(s111)	Audit	2,500.00
	<b>TOTAL</b>	<b>616,943.00</b>
	<b>Management &amp; Administration Apportioned to services as follows:-</b>	
	Community Centres	29.92% 184,589.74
	Open Spaces / Parks Management	26.88% 165,854.77
	Library / Customer Service Shop	14.26% 87,975.56
	Planning & Environment	5.10% 31,462.18
	Community Development	8.69% 53,618.64
	<b>Corporate Management</b>	<b>15.15% 93,442.12</b>
10.(s25)	Councillors Allowances	6,000.00
10.(s26)	Councillors Expenses	300.00
5.(s50)	Contingency	0.00
1.(s222)	<b>Legal Fees</b>	<b>1,250.00</b>
6.(s36)	<b>Elections</b>	<b>4,000.00</b>
1.(s111)	Staff Training	2,500.00
1.(s111)	Councillor Training	1,000.00
1.(s175 & s143)	<b>Subscriptions</b>	<b>5,000.00</b>
1.(s142)	<b>Advertisements</b>	<b>8,000.00</b>
	Fees on Cambridge Saver	
13	Miscellaneous	700.00
	<b>TOTAL EXPENDITURE</b>	<b>122,192.12</b>
KEY	INCOME	
	ADMINISTRATION AND CAPITAL PROJECTS	
	Sale Of Assets	
	Photocopying	150.00
	Interest on No 1 Interest on No 1 Account	400.00
	Interest on No 2 Account	10.00
	Interest on Cambridge Saver	1,000.00
	<b>TOTAL INCOME</b>	<b>1,560.00</b>
	<b>NET REQUIREMENT</b>	<b>120,632.12</b>

**Staffing Costs increased in line with Job Evaluation and Pay Increase**  
**Pensions - adjusted in line with recent fund valuation**  
**Whole Authority Elections May 2023 - one off increase from £1,000 to £4,000**  
**Income and Expenditure items adjusted based on the current year projected**  
**outturn for actual costs.**



**BRAUNSTONE TOWN COUNCIL**  
**POLICY & RESOURCES COMMITTEE**  
**RESOURCES & FACILITIES: COMMUNITY CENTRES**  
**DRAFT ESTIMATES 2023/2024**

KEY	EXPENDITURE	BRAUNSTONE CIVIC CENTRE	THORPE ASTLEY	TOTAL EXPENDITURE
1.(s112)	<b>Management &amp; Administration</b> Apportioned to services as follows:-	59%	41%	
	29.92%	<b>108,907.95</b>	<b>75,681.79</b>	<b>184,589.74</b>
4.(s19)	<b>Capital Projects</b>	<b>107,991.00</b>	<b>94,117.00</b>	<b>202,108.00</b>
1.(s144)&4.(s19)	<b>Special Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
7.(ss9&10)	<b>LOAN INTEREST &amp; REPAYMENTS</b> (Nos. 480508, 482623, 485557 + Civic Centre Improvements & Climate Initiatives)	<b>35,665.00</b>	<b>2,643.00</b>	<b>38,308.00</b>
1.(s144)&4.(s19)	<b>GENERAL EXPENDITURE</b> (Community Rooms/Office) (VAT Treatment - Partial Exempt - 68% Exempt: 32% Non Business)			
1.(s222)	Legal Fees			0.00
1.(s144)&4.(s19)	Clothing	500.00		500.00
1.(s144)&4.(s19)	<b>Cleaning Materials</b>	<b>2,000.00</b>	1,000.00	<b>3,000.00</b>
1.(s144)&4.(s19)	<b>Utility Bills</b>	<b>10,937.00</b>	<b>4,525.00</b>	<b>15,462.00</b>
1.(s144)&4.(s19)	Waste Services	8,000.00	2,500.00	10,500.00
1.(s144)&4.(s19)	Laundry Services	500.00	250.00	750.00
1.(s144)&4.(s19)	<b>Rates</b>	<b>23,550.00</b>	<b>8,500.00</b>	<b>32,050.00</b>
1.(s111)	Catering for Hirers (VAT)			0.00
1.(s111)	Miscellaneous Services for Hirers (VAT)			0
1.(s111)	<b>Credit Card and Transit fees</b>	<b>2,000.00</b>	<b>500.00</b>	2,500.00
1.(s144)&4.(s19)	Building Repairs & Maintenance	12,000.00	3,000.00	15,000.00
1.(s144)&4.(s19)	Equipment Repairs & Maintenance	6,000.00	4,500.00	10,500.00
1.(s144)&4.(s19)	Miscellaneous	150.00	150.00	300.00
	<b>SUB TOTAL</b>	<b>65,637.00</b>	<b>24,925.00</b>	<b>90,562.00</b>
	<b>GENERAL EXPENDITURE</b> (Community Rooms only) (Exempt VAT Supplies)			
1.(s142)	Printing & Copying	600.00	300.00	900.00
1.(s144)&4.(s19)	<b>Seasonal Decorations</b>	<b>1,500.00</b>	<b>1,000.00</b>	<b>2,500.00</b>
1.(s144)&4.(s19)	Telephones	1,000.00	1,000.00	2,000.00
1.(s144)&4.(s19)	Licences	1,300.00	400.00	1,700.00
1.(s144)&4.(s19)	Refundable Deposits	0.00	0.00	0.00
	<b>SUB TOTAL</b>	<b>4,400.00</b>	<b>2,700.00</b>	<b>7,100.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>322,600.95</b>	<b>200,066.79</b>	<b>522,667.74</b>
KEY	INCOME	BRAUNSTONE CIVIC CENTRE	THORPE ASTLEY	TOTAL INCOME
	<b>Capital Grants</b>	<b>0.00</b>	<b>37,317.00</b>	<b>37,317.00</b>
	<b>Loans</b>	<b>97,991.00</b>	<b>56,800.00</b>	<b>154,791.00</b>
	Room Hire	67,384.00	36,448.00	103,832.00
	Catering for Hirers (VAT)	100.00	40.00	140.00
	Licensed Bar	17,000.00		17,000.00
	Miscellaneous			0.00
	<b>TOTAL INCOME</b>	<b>182,475.00</b>	<b>130,605.00</b>	<b>313,080.00</b>
	<b>NET REQUIREMENT</b>	<b>140,125.95</b>	<b>69,461.79</b>	<b>209,587.74</b>

**Special Projects: one off non-capital expenditure not planned in 2023/24.**

**Seasonal Decorations, transferred £500 from Civic Centre to Library; provision for new decorations for seasonal events and for equipment to install christmas lights annually**

**Capital Grants, Loans, utilities & Capital Projects: Climate Reduction Initiatives.**

**Utilities: reduced in line with predicted savings/income from solar panels and heat pump.**

**Loan Interest & Repayment: includes two new loans and excludes a matured loan.**

**Capital Projects: includes essential Civic Centre projects for 2023/2024.**

**Income and Expenditure items adjusted based on the current year projected outturn for actual costs.**

**BRAUNSTONE TOWN COUNCIL  
POLICY & RESOURCES COMMITTEE  
COMMUNITY SERVICES: PARKS & OPEN SPACES  
DRAFT ESTIMATES 2023/2024**

KEY	EXPENDITURE	
	OPEN SPACES & PARKS MANAGEMENT	
	<b>Management &amp; Administration</b>	
	Apportioned to services as follows:-	
	26.88%	<b>165,854.77</b>
4.(s19)	<b>Capital Projects</b>	<b>209,000.00</b>
1.(s144)&4.(s19)	<b>Special Projects</b>	<b>2,000.00</b>
7.(ss9&10)	<b>LOAN INTEREST &amp; REPAYMENTS</b> (Nos. 485188, 487506, 235384 + 292038)	<b>45,091.00</b>
1.(s222)	<b>Legal Fees</b>	<b>2,000.00</b>
4.(s19)	Clothing	500.00
4.(s19)	Cleaning Materials	1,000.00
4.(s19)	Telephones	410.00
4.(s19)	<b>Utility Bills</b>	<b>6,000.00</b>
4.(s19)	Waste Services	2,000.00
4.(s19)	Laundry Services	500.00
4.(s19)	<b>Sports Pitches &amp; Facilities</b>	<b>3,000.00</b>
4.(s19)	Building Repairs & Maintenance	4,800.00
4.(s19)	Equipment Repairs & Maintenance	10,000.00
4.(s19)	<b>Site Maintenance</b>	<b>5,000.00</b>
4.(s19)	Equipment Purchase	2,000.00
4.(s19)	<b>Vehicle Costs</b>	<b>11,000.00</b>
4.(s19)	Machinery Hire	500.00
4.(s19)	<b>Petrol for equipment</b>	<b>7,600.00</b>
4.(s19)	Miscellaneous	100.00
	<b>SUB TOTAL</b>	<b>56,410.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>478,355.77</b>
KEY	INCOME	
	<b>Capital Grants</b>	<b>56,000.00</b>
	Thorpe Astley Commuted Sums	21,500.00
	<b>Loans</b>	<b>150,000.00</b>
	Agency Fees	150.00
	Sports Pitches & Facilities	2,500.00
	Miscellaneous	100.00
	<b>TOTAL INCOME</b>	<b>230,250.00</b>
	<b>NET REQUIREMENT</b>	<b>248,105.77</b>

**Special Projects: increased by £1,000 to cover items in Biodiversity Action Plan.**

**Loan Interest & Repayment: excludes a matured loan.**

**Capital Grants, Loans, legal fees & Capital Projects: Shakespeare Park Playground & Mosssdale Meadows Culvert.**

**Legal Fees: legal & VAT advice for establishing Management Committee.**

**Capital Projects: includes provision for Capital Plan 2023/2024.**

**Income and Expenditure items adjusted based on the current year projected outturn for actual costs plus inflation.**

**BRAUNSTONE TOWN COUNCIL  
POLICY & RESOURCES COMMITTEE  
COMMUNITY SERVICES: LIBRARY  
DRAFT ESTIMATES 2023/2024**

KEY	EXPENDITURE	
	<b>SOCIAL INCLUSION</b>	
	Management & Administration Apportioned to services as follows:-	
		14.26%
		<b>87,975.56</b>
4.(s19)	<b>Capital Projects</b>	<b>41,245.00</b>
7.(ss9&10)	<b>LOAN INTEREST &amp; REPAYMENTS</b> (Climate Initiatives)	<b>1,914.00</b>
1.(s144)&4.(s19)	<b>Special Projects</b>	<b>0.00</b>
1.(s111)	<b>Utility Bills</b>	<b>-4,858.00</b>
1.(s111)	Telephones	200.00
1.(s111)	Photocopier	800.00
1.(s142)	Printing & Copying	150.00
1.(s142)	Advertisements	200.00
1.(s145)	Programme of Events	800.00
1.(s144)&4.(s19)	Cleaning Materials	200.00
1.(s144)&4.(s19)	<b>Seasonal Decorations</b>	<b>500.00</b>
13	Miscellaneous	800.00
	<b>TOTAL EXPENDITURE</b>	<b>129,926.56</b>
KEY	INCOME	
	Service Charges	1,052.00
	<b>Grant - Leicestershire County Council</b>	<b>8,069.00</b>
	<b>Loans</b>	<b>41,245.00</b>
	Fines	1,500.00
	Miscellaneous	50.00
	<b>TOTAL INCOME</b>	<b>51,916.00</b>
	<b>NET REQUIREMENT</b>	<b>78,010.56</b>

**Seasonal Decorations, transferred £500 from Civic Centre to Library; provision for new decorations and for equipment to install lights annually**

**Special Projects: one off non-capital expenditure (e.g. Climate Change).**

**Loans, utilities & Capital Projects: Climate Reduction Initiatives.**

**Utilities: reduced in line with predicted savings/income from solar panels.**

**Loan Interest & Repayment: includes new loan.**

**LCC Grant increased in line with CPI.**

**BRAUNSTONE TOWN COUNCIL  
COMMUNITY DEVELOPMENT COMMITTEE  
DRAFT ESTIMATES 2023/2024**

KEY	EXPENDITURE	
	<b>SOCIAL INCLUSION</b>	
	Management & Administration Apportioned to services as follows:-	
		8.69%
		<b>53,618.64</b>
1.(s15(5))	Town Mayor's Travel & Subsistence Allowance	375.00
1.(s15(5))	Town Mayor's Entertainment Allowance	375.00
3.(s31)	Signs	500.00
1.(s145)	Programme of Events	4,000.00
11.(s28)	<b>Summer Fete</b>	<b>3,000.00</b>
	<b>Thorpe Astley Summer Event</b>	<b>3,000.00</b>
13	<b>Civic Functions</b>	<b>1,500.00</b>
13	<b>Community Grants</b>	<b>5,000.00</b>
1.(s112)	<del>Grants for the Queen's Platinum Jubilee (2022)</del>	<del>0.00</del>
1.(s145)	<b>General Events</b>	<b>500.00</b>
1.(s112)	<b>Grants for the Coronation (2023)</b>	<b>1,000.00</b>
7.(ss9&10)	Loan Interest & Repayments (No.490422)	4,430.00
13	<del>Citizens Advice Bureau SLA</del>	<del>0.00</del>
13	<b>Social Inclusion Initiatives</b>	<b>1,000.00</b>
1.(s31)	Community Safety	500.00
3.(s31)	Consumer Products (Purchase for resale) Crime Prevention	100.00
13	Miscellaneous	100.00
	<b>TOTAL EXPENDITURE</b>	<b>78,998.64</b>
KEY	INCOME	
	Civic Functions	0.00
	Consumer Products (Sales) General	50.00
	Consumer Products (Sales) Crime Prevention	50.00
	Miscellaneous	0.00
	<b>TOTAL INCOME</b>	<b>100.00</b>
	<b>NET REQUIREMENT</b>	<b>78,898.64</b>

**Summer Fete costs predicted to increase by £1,100; £600 growth, £500 stall income.**

**Civic Functions slight reduction of £350 with the aim to reduce costs.**

**£1,000 One-off: Grants for King's Coronation celebratory Community Events.**

**Estimated for proposed annual event at Thorpe Astley; with £500 stall income.**

**Community Grants: reduce by £1,000 due to expected outturn being lower than budget.**

**£1,000 to support Council social inclusion activities, including volunteer led activities.**

**General Events: reduce by £500, Open Day at Thorpe Astley now part of Summer Event.**

**£1,000 Grants for the Queen's Platinum Jubilee was one-off in 2022/23.**

**£3,150 Citizens' Advice SLA never renewed.**

**BRAUNSTONE TOWN COUNCIL**  
**PLANNING & ENVIRONMENT COMMITTEE**  
**DRAFT ESTIMATES 2023/2024**

KEY	EXPENDITURE	
	Management & Administration Apportioned to services as follows:-	
	5.10%	<b>31,462.18</b>
1.(s222)	Professional Fees	250.00
8.(ss5&6)	<b>Waste Services</b>	<b>9,538.00</b>
2.(ss2&3)	<b>Street Furniture</b>	<b>2,600.00</b>
8.(ss5&6)	<b>Consumer Products (Purchase for resale) Poop Scoops</b>	<b>1,100.00</b>
3.(s31)	<del>Consumer Products (Purchase for resale) Waste &amp; Garden Bags</del>	<del>0.00</del>
	<b>TOTAL EXPENDITURE</b>	<b>44,950.18</b>
KEY	INCOME	
	<b>Consumer Products (Sales) Poop Scoops</b>	<b>1,150.00</b>
	<del>Consumer Products (Sales) Waste &amp; Garden Bags</del>	<del>0.00</del>
	<b>TOTAL INCOME</b>	<b>1,150.00</b>
	<b>NET REQUIREMENT</b>	<b>43,800.18</b>

**Waste Services: increased by £1,968 based on predicted outturn and 10% inflation.**

**Poop Scoops: Reduced base on predicted outturn and previous year. Plus biodegradable bags cost more and therefore have a smaller profit margin.**

**Street Furniture: increase by £100 based on £500 uplift for Gateway planters maintenance and two notice board replacements (instead of four in 2022/23).**

**Waste & Garden Bags: are no longer provided since the service was withdrawn by BDC.**

**BRAUNSTONE TOWN COUNCIL  
APPORTIONMENT OF SALARIES 2023/2024**

	POLICY & RESOURCES				COMMUNITY DEVELOPMENT	PLANNING & ENVIRONMENT	TOTAL
	CORPORATE MANAGEMENT	COMMUNITY CENTRES	PARKS & OPEN SPACES	LIBRARY			
CHIEF EXECUTIVE & TOWN CLERK	28,063.09 35%	12,027.04 15%	8,018.03 10%	8,018.03 10%	8,018.03 10%	16,036 20%	<b>80,180.26</b>
PERSONAL ASSISTANT & ADMINISTRATIVE OFFICER	12,408.96 50%	1,240.90 5%	1,240.90 5%	1,240.90 5%	1,240.90 5%	7,445 30%	<b>24,817.91</b>
DEPUTY CHIEF EXECUTIVE & COMMUNITY SERVICES MANAGER	8,835.02 15%	0.00 0%	17,670.03 30%	17,670.03 30%	12,958.02 22%	1,767 3%	<b>58,900.10</b>
PARKS & OPEN SPACES STAFF	2,132.74 2%	5,331.86 5%	95,973.44 90%	0.00 0%	2,132.74 2%	1,066 1%	<b>106,637.15</b>
CUSTOMER & INFORMATION SERVICES ADVISORS	1,397.05 3%	23,284.11 50%	11,642.06 25%	4,656.82 10%	4,656.82 10%	931 2%	<b>46,568.22</b>
COMMUNITY SERVICES & ENGAGEMENT OFFICER	4,074.68 15%	2,716.46 10%	2,716.46 10%	2,716.46 10%	13,582.28 50%	1,358 5%	<b>27,164.55</b>
RESOURCES & FACILITIES MANAGER	26,861.40 50%	24,175.26 45%	1,074.46 2%	1,074.46 2%	537.23 1%	0 0%	<b>53,722.80</b>
FINANCE ASSISTANT & RECEPTION	523.77 3%	8,729.45 50%	4,364.72 25%	1,745.89 10%	1,745.89 10%	349.18 2%	<b>17,458.89</b>
CLEANER & PREMISES OPERATIVE	0.00 0%	30,471.47 60%	10,157.16 20%	10,157.16 20%	0.00 0%	0.00 0%	<b>50,785.78</b>
LIBRARY STAFF	0.00 0%	0.00 0%	0.00 0%	32,676.13 95%	1719.80 5%	0.00 0%	<b>34,395.93</b>
DUTY OFFICER - COMMUNITY CENTRES	4,174.60 5%	66,793.64 80%	4,174.60 5%	3,339.68 4%	4,174.60 5%	835 1%	<b>83,492.05</b>
<b>TOTALS</b>	<b>88,471.30</b> 15.15%	<b>174,770.17</b> 29.92%	<b>157,031.83</b> 26.88%	<b>83,295.55</b> 14.26%	<b>50,766.30</b> 8.69%	<b>29,788.49</b> 5.10%	<b>584,123.64</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
<b>1. P&amp;R - Corporate Management</b>						
<b>Income</b>						
101	Precept	£681,961.00	£720,356.00	£720,356.00	£0.00	£776,035.00
107	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
113	Staff Salaries Grant (Furlough)	£5,373.88	£0.00	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00	£0.00	£0.00
141	Photocopying	£58.01	£150.00	£31.23	-£118.77	£150.00
181	Interest on No 1 Account	£0.00	£400.00	£0.00	-£400.00	£400.00
182	Interest on No 2 Account	£0.00	£10.00	£0.00	-£10.00	£10.00
183	Interest on Cambridge Saver	£661.84	£1,000.00	£0.00	-£1,000.00	£1,000.00
199	Miscellaneous	£2,800.26	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£690,854.99</b>	<b>£721,916.00</b>	<b>£720,387.23</b>	<b>-£1,528.77</b>	<b>£777,595.00</b>
<b>Expenditure</b>						
1010	Staff Salaries	£344,799.02	£426,061.00	£316,979.23	£109,081.77	£477,251.00
1015	Staff Expenses	£80.59	£300.00	£55.60	£244.40	£300.00
1020	Pensions	£82,932.90	£99,940.00	£84,894.75	£15,045.25	£104,762.00
1030	Councillors Allowances	£5,693.40	£6,000.00	£6,036.00	-£36.00	£6,000.00
1035	Councillors Expenses	-£40.00	£300.00	£0.00	£300.00	£300.00
1060	Contingency	£0.00	£0.00	£0.00	£0.00	£0.00
1070	Projects					
1070/1	Climate Change	£1,176.40	£0.00	£0.00	£0.00	£0.00
1070	<b>Total</b>	<b>£1,176.40</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
1090	Covid-19 Recovery	£14.98	£0.00	£0.00	£0.00	£0.00
1150	Insurance	£12,231.96	£14,000.00	£15,302.96	-£1,302.96	£15,400.00
1160	Audit	£2,455.00	£2,500.00	£2,000.00	£500.00	£2,500.00
1170	Legal Fees	£2,247.60	£250.00	£1,061.33	-£811.33	£1,250.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
1180	Elections	£0.00	£1,000.00	£0.00	£1,000.00	£4,000.00
1210	Staff Training	£1,389.19	£2,500.00	£0.00	£2,500.00	£2,500.00
1230	Councillor Training	£180.00	£1,000.00	£0.00	£1,000.00	£1,000.00
1300	Supplies, Stationery & Postage	£3,402.82	£3,000.00	£1,743.06	£1,256.94	£2,000.00
1350	Subscriptions	£6,414.07	£4,000.00	£5,211.79	-£1,211.79	£5,000.00
1360	Advertisements	£8,616.00	£4,840.00	£7,592.40	-£2,752.40	£8,000.00
1400	Telephones	£2,964.17	£2,530.00	£1,805.70	£724.30	£2,530.00
1410	Photocopier	£2,016.59	£2,000.00	£1,565.67	£434.33	£2,200.00
1420	Computer Supplies, Training, Service Contract	£10,281.35	£10,000.00	£6,163.65	£3,836.35	£10,000.00
1830	Fees on Cambridge Saver	£123.29	£0.00	£123.29	-£123.29	£0.00
1990	Miscellaneous	£3,890.92	£700.00	£269.17	£430.83	£700.00
1991	Paid from Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00	£0.00
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>		<b>£490,870.25</b>	<b>£580,921.00</b>	<b>£450,804.60</b>	<b>£130,116.40</b>	<b>£645,693.00</b>



# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
<b>2. P&amp;R - Civic Centre</b>						
<b>Income</b>						
205	Capital Grants	£0.00	£0.00	£0.00	£0.00	£0.00
207	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
208	Loans	£0.00	£0.00	£10.00	£10.00	£97,991.00
250	Room Hire	£63,112.14	£67,384.00	£59,847.58	-£7,536.42	£67,384.00
251	Catering for Hirers (VAT)	£787.39	£100.00	£136.98	£36.98	£100.00
257	Licensed Bar	£10,358.84	£17,000.00	£9,000.00	-£8,000.00	£17,000.00
299	Miscellaneous	£401.60	£0.00	£310.61	£310.61	£0.00
<b>Total Income</b>		<b>£74,659.97</b>	<b>£84,484.00</b>	<b>£69,305.17</b>	<b>-£15,178.83</b>	<b>£182,475.00</b>
<b>Expenditure</b>						
2050	Capital Projects					
2050/1	Toilets/Bar Refurbishment	£3,875.00	£6,500.00	£1,045.00	£5,455.00	£0.00
2050/2	General Refurbishment	£0.00	£1,500.00	£0.00	£1,500.00	£10,000.00
2050/3	Climate Initiatives	£0.00	£0.00	£0.00	£0.00	£97,991.00
2050	<b>Total</b>	<b>£3,875.00</b>	<b>£8,000.00</b>	<b>£1,045.00</b>	<b>£6,955.00</b>	<b>£107,991.00</b>
2070	Projects					
2070/1	Climate Change	£1,732.30	£2,000.00	£262.50	£1,737.50	£0.00
2070/2	General	£0.00	£500.00	£4,200.00	-£3,700.00	£0.00
2070	<b>Total</b>	<b>£1,732.30</b>	<b>£2,500.00</b>	<b>£4,462.50</b>	<b>-£1,962.50</b>	<b>£0.00</b>
2080	Loan Interest & Repayments					
2080/1	PWLB 477930	£15,977.78	£7,988.00	£7,988.79	-£0.79	£0.00
2080/2	PWLB 480508	£4,586.04	£4,586.00	£4,586.04	-£0.04	£4,586.00
2080/3	PWLB 482623	£9,647.56	£9,648.00	£9,647.56	£0.44	£9,648.00
2080/4	PWLB 485557	£5,783.06	£5,784.00	£5,783.06	£0.94	£5,784.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
2080/5	NEW PWL Civic Centre Improvements	£0.00	£0.00	£0.00	£0.00	£11,091.00
2080/6	Proposed: New PWL Climate Initiatives	£0.00	£0.00	£0.00	£0.00	£4,556.00
2080	<b>Total</b>	<b>£35,994.44</b>	<b>£28,006.00</b>	<b>£28,005.45</b>	<b>£0.55</b>	<b>£35,665.00</b>
2090	Covid-19 Recovery	£732.45	£0.00	£0.00	£0.00	£0.00
2170	Legal Fees	£0.00	£0.00	£0.00	£0.00	£0.00
2250	Service Charges	£0.00	£0.00	£0.00	£0.00	£0.00
2290	Clothing	£350.11	£500.00	£221.49	£278.51	£500.00
2320	Printing & Copying	£146.20	£600.00	£0.00	£600.00	£600.00
2330	Cleaning Materials	£1,608.49	£1,600.00	£1,993.07	£-393.07	£2,000.00
2400	Telephones	£2,423.53	£1,000.00	£1,666.82	£-666.82	£1,000.00
2430	Utility Bills	£17,008.07	£21,860.00	£10,957.69	£10,902.31	£10,937.00
2440	Waste Services	£10,312.41	£8,000.00	£8,633.55	£-633.55	£8,000.00
2450	Laundry Services	£0.00	£500.00	£0.00	£500.00	£500.00
2460	Rates	£19,585.75	£21,500.00	£17,626.75	£3,873.25	£23,550.00
2490	Seasonal Decorations	£216.53	£2,000.00	£2,394.58	£-394.58	£1,500.00
2500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
2510	Catering for Hirers (VAT)	£348.20	£0.00	£261.31	£-261.31	£0.00
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
2570	Licences	£472.50	£1,300.00	£1,476.16	£-176.16	£1,300.00
2580	Card Card and Transit fees	£1,593.66	£1,700.00	£2,061.03	£-361.03	£2,000.00
2600	Building Repairs & Maintenance	£10,654.60	£12,000.00	£12,877.80	£-877.80	£12,000.00
2610	Equipment Repairs & Maintenance					
2610/1	General	£9,159.79	£4,600.00	£2,992.17	£1,607.83	£4,600.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
2610/2	Fire Extinguisher Service	£429.94	£400.00	£75.84	£324.16	£400.00
2610/3	Alarm Maintenance	£738.40	£1,000.00	£2,655.77	-£1,655.77	£1,000.00
2610	Total	£10,328.13	£6,000.00	£5,723.78	£276.22	£6,000.00
2990	Miscellaneous	-£71.85	£150.00	£270.01	-£120.01	£150.00
<b>Total Expenditure</b>		£117,310.52	£117,216.00	£99,676.99	£17,539.01	£213,693.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Previous Year's Net	2022/2023	Actual Net	Balance	2023/2024
<b>3. P&amp;R - Thorpe Astley Community Centre</b>						
<b>Income</b>						
305	Capital Grants	£0.00	£0.00	£0.00	£0.00	£37,317.00
307	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
308	Loans	£0.00	£0.00	£0.00	£0.00	£56,800.00
325	Service Charges	£0.00	£0.00	£7.14	£7.14	£0.00
350	Room Hire					
350/1	Room Hires	£9,971.21	£9,632.35	£10,640.05	£1,007.70	£10,670.35
350/2	Pre-School Contract	£21,832.76	£26,815.65	£11,054.84	£-15,760.81	£20,815.65
350/3	NHS Facility	£4,962.11	£0.00	£5,272.20	£5,272.20	£4,962.00
350	Total	£36,766.08	£36,448.00	£26,967.09	£-9,480.91	£36,448.00
351	Catering for Hirers (VAT)	£1.01	£40.00	£0.00	£-40.00	£40.00
399	Miscellaneous	£193.00	£0.00	£194.93	£194.93	£0.00
	<b>Total Income</b>	<b>£36,960.09</b>	<b>£36,488.00</b>	<b>£27,169.16</b>	<b>£-9,318.84</b>	<b>£130,605.00</b>
<b>Expenditure</b>						
3050	Capital Projects					
3050/1	General Improvements	£0.00	£1,000.00	£0.00	£1,000.00	£0.00
3050/2	NHS Facility	£0.00	£0.00	£0.00	£0.00	£0.00
3050/3	Climate Initiatives	£0.00	£0.00	£0.00	£0.00	£94,117.00
3050	Total	£0.00	£1,000.00	£0.00	£1,000.00	£94,117.00
3070	Projects					
3070/1	Climate Change	£1,203.60	£1,000.00	£262.50	£737.50	£0.00
3070/2	General	£0.00	£500.00	£0.00	£500.00	£0.00
3070	Total	£1,203.60	£1,500.00	£262.50	£1,237.50	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
3080	Proposed: New PWL Climate Initiatives	£0.00	£0.00	£0.00	£0.00	£2,643.00
3090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00	£0.00
3290	Clothing	£0.00	£0.00	£0.00	£0.00	£0.00
3320	Printing & Copying	£0.00	£300.00	£0.00	£300.00	£300.00
3330	Cleaning Materials	£717.02	£1,000.00	£740.91	£259.09	£1,000.00
3400	Telephones	£558.77	£1,000.00	£1,000.46	£-0.46	£1,000.00
3430	Utility Bills	£13,705.87	£10,650.00	£11,925.71	£-1,275.71	£4,525.00
3440	Waste Services	£1,288.01	£2,500.00	£913.26	£1,586.74	£2,500.00
3450	Laundry Services	£0.00	£250.00	£0.00	£250.00	£250.00
3460	Rates	£7,110.75	£7,700.00	£6,399.75	£1,300.25	£8,500.00
3490	Seasonal Decorations	£383.94	£1,000.00	£198.74	£801.26	£1,000.00
3500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£42.62	£-42.62	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
3570	Licences	£697.19	£400.00	£339.00	£61.00	£400.00
3580	Credit Card and Transit Fees	£133.57	£800.00	£274.80	£525.20	£500.00
3600	Building Repairs & Maintenance	£2,612.37	£3,000.00	£4,325.09	£-1,325.09	£3,000.00
3610	Equipment Repairs & Maintenance					
3610/1	General	£1,294.49	£1,150.00	£715.50	£434.50	£1,150.00
3610/2	Fire Extinguisher Service	£93.04	£350.00	£0.00	£350.00	£350.00
3610/3	Alarm Maintenance	£1,555.12	£3,000.00	£1,609.52	£1,390.48	£3,000.00
3610	<b>Total</b>	<b>£2,942.65</b>	<b>£4,500.00</b>	<b>£2,325.02</b>	<b>£2,174.98</b>	<b>£4,500.00</b>
3990	Miscellaneous	£0.00	£150.00	£191.45	£-41.45	£150.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
<b>Total Expenditure</b>	£31,353.74	£35,750.00	£28,939.31	£6,810.69	£124,385.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
<b>5. P&amp;R - Parks &amp; Open Spaces</b>						
<b>Income</b>						
505	Capital Grants	£0.00	£17,213.00	£6,020.00	£11,193.00	£56,000.00
507	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
508	Loans	£0.00	£0.00	£0.00	£0.00	£150,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£18,000.00	£21,500.00	£0.00	£21,500.00	£21,500.00
527	Agency Fees	£0.00	£150.00	£0.00	£150.00	£150.00
555	Sports Pitches & Facilities					
555/1	Pitch Season Fees	£1,563.00	£2,500.00	£1,443.00	£1,057.00	£2,500.00
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£83.33	£83.33	£0.00
555/3	Court/Multi Play (VAT)	£14.92	£0.00	£408.84	£408.84	£0.00
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
555	<b>Total</b>	<b>£1,577.92</b>	<b>£2,500.00</b>	<b>£1,935.17</b>	<b>£564.83</b>	<b>£2,500.00</b>
599	Miscellaneous	£1,500.00	£100.00	£0.00	£100.00	£100.00
	<b>Total Income</b>	<b>£21,077.92</b>	<b>£41,463.00</b>	<b>£7,955.17</b>	<b>£33,507.83</b>	<b>£230,250.00</b>
<b>Expenditure</b>						
5050	Capital Projects					
5050/1	General	£3,550.00	£1,000.00	£1,170.00	£170.00	£3,000.00
5050/2	Shakespeare Park Improvement Project	£332,532.32	£17,213.00	£77,664.42	£60,451.42	£0.00
5050/3	Shakespeare Tennis Courts	£51,048.00	£2,000.00	£22,230.00	£20,230.00	£0.00
5050/4	Shakespeare Playground	£144.00	£2,000.00	£0.00	£2,000.00	£56,000.00
5050/5	Mossdale Culvert	£0.00	£0.00	£0.00	£0.00	£150,000.00
5050	<b>Total</b>	<b>£387,274.32</b>	<b>£22,213.00</b>	<b>£101,064.42</b>	<b>£78,851.42</b>	<b>£209,000.00</b>
5070	Projects					

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
5070/1	Climate Change	£2,270.35	£500.00	£262.50	£237.50	£1,000.00
5070/2	General	£0.00	£500.00	£0.00	£500.00	£1,000.00
5070	Total	£2,270.35	£1,000.00	£262.50	£737.50	£2,000.00
5080	Loan Interest & Repayments					
5080/1	PWLB 485188	£3,525.80	£3,526.00	£3,525.80	£0.20	£3,526.00
5080/2	PWLB 487506	£6,033.30	£6,033.00	£6,033.30	-£0.30	£6,033.00
5080/3	PWLB 501336	£10,994.00	£5,497.00	£5,496.99	£0.01	£0.00
5080/4	PWLB - Shakespeare Park (235384)	£33,672.35	£17,724.00	£35,532.02	-£17,808.02	£17,724.00
5080/5	PWLB - Shakespeare Park (292038)	£0.00	£17,808.00	£0.00	£17,808.00	£17,808.00
5080/6	Potential PWL Mossdale	£0.00	£0.00	£0.00	£0.00	£0.00
5080	Total	£54,225.45	£50,588.00	£50,588.11	-£0.11	£45,091.00
5090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00	£0.00
5170	Legal Fees	£508.50	£1,000.00	£1,424.17	-£424.17	£2,000.00
5290	Clothing	£477.09	£500.00	£300.74	£199.26	£500.00
5330	Cleaning Materials	£330.43	£1,000.00	£199.73	£800.27	£1,000.00
5400	Telephones	£0.00	£410.00	£3.49	£406.51	£410.00
5430	Utility Bills	£7,657.42	£3,500.00	£6,766.22	-£3,266.22	£6,000.00
5440	Waste Services	£918.08	£2,000.00	£1,051.88	£948.12	£2,000.00
5450	Laundry Services	£0.00	£500.00	£0.00	£500.00	£500.00
5550	Sports Pitches & Facilities	£634.33	£1,000.00	£1,909.75	-£909.75	£3,000.00
5600	Building Repairs & Maintenance					
5600/1	Mossdale Meadows	£456.24	£4,800.00	£1,805.12	£2,994.88	£4,800.00
5600/2	Shakespeare Park	£1,816.00	£0.00	£960.14	-£960.14	£0.00



# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
5600	Total	£2,272.24	£4,800.00	£2,765.26	£2,034.74	£4,800.00
5610	Equipment Repairs & Maintenance					
5610/1	General Maintenance	£5,988.64	£4,000.00	£3,511.81	£488.19	£4,000.00
5610/2	Playgrounds	£8,108.36	£6,000.00	£6,275.25	-£275.25	£6,000.00
5610	Total	£14,097.00	£10,000.00	£9,787.06	£212.94	£10,000.00
5620	Site Maintenance					
5620/1	General	£4,860.68	£1,000.00	£1,026.29	-£26.29	£1,000.00
5620/2	Trees	£4,295.50	£3,000.00	£1,747.50	£1,252.50	£4,000.00
5620/3	Bowling Green	£0.00	£0.00	£2,170.00	-£2,170.00	£0.00
5620	Total	£9,156.18	£4,000.00	£4,943.79	-£943.79	£5,000.00
5630	Equipment Purchase	£2,060.59	£2,000.00	£796.30	£1,203.70	£2,000.00
5650	Vehicle Costs	£20,304.14	£10,000.00	£10,715.12	-£715.12	£11,000.00
5660	Machinery Hire	£442.50	£500.00	£0.00	£500.00	£500.00
5670	Petrol	£3,402.58	£3,800.00	£6,364.11	-£2,564.11	£7,600.00
5990	Miscellaneous	£344.68	£100.00	£172.94	-£72.94	£100.00
<b>Total Expenditure</b>		<b>£506,375.88</b>	<b>£118,911.00</b>	<b>£199,115.59</b>	<b>-£80,204.59</b>	<b>£312,501.00</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Previous Year's Net	2022/2023	Actual Net	Balance	2023/2024
<b>6. P&amp;R - Library Services</b>						
<b>Income</b>						
607	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
608	Loans	£0.00	£0.00	£0.00	£0.00	£41,245.00
609	Covid-19 Library Grant	£0.00	£0.00	£0.00	£0.00	£0.00
625	Service Charges	£1,053.48	£1,052.00	£5,675.25	£4,623.25	£1,052.00
626	Service Level Agreements					
626/1	Grant - Leicestershire County Council	£3,567.00	£7,335.00	£0.00	£-7,335.00	£8,069.00
626	Total	£3,567.00	£7,335.00	£0.00	£-7,335.00	£8,069.00
690	Consumer Products (Sales)					
690/1	Stamps	£9.02	£0.00	£36.60	£36.60	£0.00
690	Total	£9.02	£0.00	£36.60	£36.60	£0.00
698	Fines	£182.04	£1,500.00	£213.13	£-1,286.87	£1,500.00
699	Miscellaneous	£9,783.33	£50.00	£380.42	£330.42	£50.00
<b>Total Income</b>		<b>£14,594.87</b>	<b>£9,937.00</b>	<b>£6,305.40</b>	<b>£-3,631.60</b>	<b>£51,916.00</b>
<b>Expenditure</b>						
6050	Capital Projects					
6050/1	General Refurbishment	£0.00	£0.00	£0.00	£0.00	£0.00
6050/2	Climate Initiatives	£0.00	£1,700.00	£0.00	£1,700.00	£41,245.00
6050	Total	£0.00	£1,700.00	£0.00	£1,700.00	£41,245.00
6070	Projects					
6070/1	Climate Change	£1,009.80	£250.00	£687.50	£-437.50	£0.00
6070/2	General	£0.00	£250.00	£179.96	£70.04	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
6070	Total	£1,009.80	£500.00	£867.46	-£367.46	£0.00
6080	Proposed: New PWL Climate Initiatives	£0.00	£0.00	£0.00	£0.00	£1,914.00
6090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00	£0.00
6320	Printing & Copying	£52.88	£150.00	£22.42	£127.58	£150.00
6330	Cleaning Materials	£51.90	£200.00	£0.00	£200.00	£200.00
6360	Advertisements	£0.00	£200.00	£0.00	£200.00	£200.00
6400	Telephones	£0.00	£200.00	£0.00	£200.00	£200.00
6410	Photocopier	£0.00	£800.00	£0.00	£800.00	£800.00
6430	Utility Bills	£3,151.70	£2,880.00	£1,324.60	£1,555.40	-£4,858.00
6490	Seasonal Decorations	£0.00	£0.00	£0.00	£0.00	£500.00
6700	Programme of Events	£0.00	£800.00	£93.86	£706.14	£800.00
6900	Consumer Products (Purchase for resale)					
6900/1	Stamps	£106.26	£0.00	£149.22	-£149.22	£0.00
6900	Total	£106.26	£0.00	£149.22	-£149.22	£0.00
6990	Miscellaneous	£6,401.23	£800.00	£647.69	£152.31	£800.00
<b>Total Expenditure</b>		<b>£10,773.77</b>	<b>£8,230.00</b>	<b>£3,105.25</b>	<b>£5,124.75</b>	<b>£41,951.00</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Previous Year's Net	2022/2023	Actual Net	Balance	2023/2024
<b>7. Community Development</b>						
<b>Income</b>						
707	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
770	Programme of Events	£24.17	£0.00	£475.00	£475.00	£0.00
771	Summer Fete					
771/1	Current Year	-£74.90	£0.00	£1,545.19	£1,545.19	£0.00
771/2	Next Year	£0.00	£0.00	£0.00	£0.00	£0.00
771	Total	-£74.90	£0.00	£1,545.19	£1,545.19	£0.00
775	Civic Functions	£310.70	£0.00	£2,751.30	£2,751.30	£0.00
776	Town Mayor's Charity - Pre May	£1,200.00	£0.00	£15.00	£15.00	£0.00
777	Town Mayor's Charity - after May	£3,204.99	£0.00	£205.88	£205.88	£0.00
786	Community / Social Inclusion Project Grant	£10,000.00	£0.00	£0.00	£0.00	£0.00
790	Consumer Products (Sales)					
790/1	History Publications	£0.00	£0.00	£0.00	£0.00	£0.00
790/2	Crime Prevention	£0.00	£50.00	£0.00	-£50.00	£50.00
790/3	General	£0.00	£50.00	£0.00	-£50.00	£50.00
790	Total	£0.00	£100.00	£0.00	-£100.00	£100.00
794	Warm Spaces Initiative	£0.00	£0.00	£750.00	£750.00	£0.00
799	Miscellaneous	£10.00	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£14,674.96</b>	<b>£100.00</b>	<b>£5,742.37</b>	<b>£5,642.37</b>	<b>£100.00</b>
<b>Expenditure</b>						
7040	Town Mayor's Allowance					
7040/1	Town Mayor's Travel & Subsistence Allowance	£0.00	£375.00	£0.00	£375.00	£375.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
7040/2	Town Mayor's Entertainment Allowance	£170.00	£375.00	£105.00	£270.00	£375.00
7040	Total	£170.00	£750.00	£105.00	£645.00	£750.00
7070	Projects					
7070/1	Climate Change	£707.20	£0.00	£0.00	£0.00	£0.00
7070	Total	£707.20	£0.00	£0.00	£0.00	£0.00
7080	Loan Interest & Repayments (PWL B 490422)	£3,965.50	£4,430.00	£3,839.50	£590.50	£4,430.00
7260	Service Level Agreements (CAB)	£0.00	£3,150.00	£0.00	£3,150.00	£0.00
7340	Signs	£0.00	£500.00	£0.00	£500.00	£500.00
7700	Programme of Events	£1,386.60	£4,000.00	£3,125.84	£874.16	£4,000.00
7710	Summer Fete					
7710/1	Current Year	£2,298.29	£2,100.00	£3,331.11	-£1,231.11	£2,800.00
7710/2	Next Year	£0.00	£300.00	£0.00	£300.00	£200.00
7710	Total	£2,298.29	£2,400.00	£3,331.11	-£931.11	£3,000.00
7715	Thorpe Astley Summer Event	£0.00	£0.00	£0.00	£0.00	£3,000.00
7720	General Events					
7720/1	General	£0.00	£0.00	£24.55	-£24.55	£0.00
7720/2	Apple Day	£0.00	£500.00	£1,125.28	-£625.28	£400.00
7720/3	Open Days	£0.00	£500.00	£430.17	£69.83	£100.00
7720	Total	£0.00	£1,000.00	£1,580.00	-£580.00	£500.00
7750	Civic Functions	£1,331.17	£1,850.00	£2,623.72	-£773.72	£1,500.00
7760	Town Mayor's Charity - Pre May	£1,300.00	£0.00	£3,207.74	-£3,207.74	£0.00
7770	Town Mayor's Charity - after May	£0.00	£0.00	£99.88	-£99.88	£0.00
7850	Community Grants	£2,350.00	£6,000.00	£4,942.00	£1,058.00	£5,000.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
7860	Community / Social Inclusion Project Grant	£0.00	£0.00	£0.00	£0.00	£0.00
7870	Grants for Queen's Platinum Jubilee	£0.00	£1,000.00	£345.67	£654.33	£0.00
7880	Grants for King's Coronation	£0.00	£0.00	£0.00	£0.00	£1,000.00
7900	Consumer Products (Purchase for resale)					
7900/1	History Publications	£0.00	£0.00	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£0.00	£100.00	£0.00	£100.00	£100.00
7900	<b>Total</b>	<b>£0.00</b>	<b>£100.00</b>	<b>£0.00</b>	<b>£100.00</b>	<b>£100.00</b>
7940	Social Inclusion Initiatives					
7940/1	General	£0.00	£0.00	£0.00	£0.00	£800.00
7940/2	Warm Spaces Initiative	£0.00	£0.00	£257.56	-£257.56	£200.00
7940	<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£257.56</b>	<b>-£257.56</b>	<b>£1,000.00</b>
7950	Community Safety	£658.57	£500.00	£254.21	£245.79	£500.00
7990	Miscellaneous	£9.00	£100.00	£139.92	-£39.92	£100.00
<b>Total Expenditure</b>		<b>£14,176.33</b>	<b>£25,780.00</b>	<b>£23,852.15</b>	<b>£1,927.85</b>	<b>£25,380.00</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
<b>8. Planning &amp; Environment</b>						
<b>Income</b>						
807	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
890	Consumer Products (Sales)					
890/1	General	£6.72	£0.00	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,008.26	£1,700.00	£772.13	-£927.87	£1,150.00
890/3	Waste & Garden Bags	£0.00	£560.00	£0.00	-£560.00	£0.00
890	Total	£1,014.98	£2,260.00	£772.13	-£1,487.87	£1,150.00
<b>Total Income</b>		<b>£1,014.98</b>	<b>£2,260.00</b>	<b>£772.13</b>	<b>-£1,487.87</b>	<b>£1,150.00</b>
<b>Expenditure</b>						
8070	Projects					
8070/1	Climate Change	£400.35	£0.00	£0.00	£0.00	£0.00
8070	Total	£400.35	£0.00	£0.00	£0.00	£0.00
8190	Professional Fees	£0.00	£250.00	£0.00	£250.00	£250.00
8440	Waste Services (Dog Bins)	£6,843.20	£7,570.00	£6,415.50	£1,154.50	£9,538.00
8460	Furniture	-£2,500.00	£2,500.00	£2,794.32	-£294.32	£2,600.00
8900	Consumer Products (Purchase for resale)					
8900/1	Poop Scoops	£1,040.50	£1,600.00	£601.00	£999.00	£1,100.00
8900/2	Waste & Garden Bags	£0.00	£420.00	£0.00	£420.00	£0.00
8900	Total	£1,040.50	£2,020.00	£601.00	£1,419.00	£1,100.00
<b>Total Expenditure</b>		<b>£5,784.05</b>	<b>£12,340.00</b>	<b>£9,810.82</b>	<b>£2,529.18</b>	<b>£13,488.00</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	<b>Previous Year's Net</b>	<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/2024</b>
Total Income	£853,837.78	£896,648.00	£837,636.63		£1,374,091.00
Total Expenditure	£1,176,644.54	£899,148.00	£815,304.71		£1,377,091.00
<b>Total Net Balance</b>	<b>-£322,806.76</b>	<b>-£2,500.00</b>	<b>£22,331.92</b>		<b>-£3,000.00</b>



**APPENDIX 3 – UPDATED 5 YEAR INCOME / EXPENDITURE PROJECTIONS**

		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Operational Requirement		£302,661	£307,197	£303,395	£310,774	£310,211	£306,641
Plus Increase in costs		£18,022	£41,727	£15,170	£9,323	£9,306	£9,199
Less Savings / Income Generation		£0	£32,043	£3,204	£3,300	£3,399	£3,501
Less Payments for Matured Loans		£13,486	£13,486	£4,586	£6,586	£9,478	£2,892
Total including Savings		£307,197	£303,395	£310,774	£310,211	£306,641	£309,447
Pension Provision		£99,940	£104,762	£107,905	£111,142	£114,476	£117,911
Staffing Costs		£426,061	£477,251	£491,569	£506,316	£521,505	£537,150
Existing Borrowing Repayments		£95,950	£82,464	£77,878	£71,292	£61,814	£58,922
Additional Borrowing Repayments (Civic Centre Improvements)		£0	£11,091	£11,091	£11,091	£11,091	£11,091
Potential Borrowing Repayments	Climate	£0	£9,064	£18,128	£18,128	£18,128	£18,128
	Mossdale	£0	£0	£10,325	£10,325	£10,325	£10,325
Non-Earmarked Reserves		-£2,500	-£3,000	£0	£13,000	£30,000	£40,000
(Balance of Reserves)		£81,952	£78,952	£78,952	£91,952	£121,952	£161,952
Contingency		-£20,000	-£20,000	-£20,000	-£10,000	£0	£0
(Balance for Financial Year)		£0	£0	£0	£10,000	£20,000	£20,000
Capital Projects		-£10,000	-£12,700	-£8,700	£0	£5,000	£11,300
(Balance for Financial Year)		£15,700	£13,000	£17,000	£25,700	£30,700	£42,000
<b>TOTAL EXPENDITURE</b>		<b>£896,648</b>	<b>£952,327</b>	<b>£998,970</b>	<b>£1,041,505</b>	<b>£1,078,980</b>	<b>£1,114,274</b>
Less Income from Hires/Fees		£176,292	£176,292	£178,056	£181,617	£187,065	£192,676
Net Precept		£720,356	£776,035	£820,914	£859,888	£891,915	£921,598
Band D (scaled Tax Base)	4,904.03	£147.38	£158.24	£167.40	£175.34	£181.87	£187.93
% Increase		5.66%	7.37%	5.78%	4.75%	3.72%	3.33%
Average % Increase		N/A			4.99%		
£5 Increase on Band D			£152.38	£157.38	£162.38	£167.38	£172.38
(% increase)		N/A	3.39%	3.28%	3.18%	3.08%	2.99%
Receipt			£747,276	£771,796	£796,316	£820,837	£845,357



**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 1<sup>st</sup> DECEMBER 2022 AT 7.30pm**

**PRESENT:** Councillor Anthea Ambrose (Chair), Councillor Tracey Shepherd (Vice-Chair) and Councillors Nick Brown, Sam Fox-Kennedy, Paul Kennedy, Dipen Nathwani and Marion Waterton.

**Officers in attendance:** Darren Tilley, Chief Executive & Town Clerk and Pauline Snow, Deputy Chief Executive & Community Services Manager

Councillor Christiane Startin-Lorent observed the meeting remotely through Zoom Video Conferencing.

**53. Apologies**

Apologies for absence were received from Councillors Amanda Hack and Sam Maxwell.

**54. Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by Members.

**55. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public present.

**56. Minutes of the Meeting held 13<sup>th</sup> October 2022**

The Minutes of the Meeting held on 13<sup>th</sup> October 2022 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 13<sup>th</sup> October 2022 be approved and signed by the Chairperson as a correct record.

**57. Town Mayor's Report**

The Committee received a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (item 5 on the agenda).

It was noted that the Town Mayor would be attending the Movie Night at Thorpe Astley on 2<sup>nd</sup> December 2022 and the family Pantomime on Sunday 4<sup>th</sup> December 2022.

**RESOLVED** that the update be noted.

*Reason for Decision*

*To monitor and review the effectiveness of the Town Council's community engagement activities.*

**58. Report from Commbus**

The Committee received an update on the Commbus Community Transport Service (item 6 on the agenda).

The Chairperson introduced Kim Richardson and Nigel Calver from Commbus and invited them to give an update on the Commbus Transport Service.

The service had been operating throughout Blaby District for many years and due to the Braunstone Town Community Minibus folding in December 2021 Commbus Community Transport had taken over the provision of a community minibus service in Braunstone Town and Thorpe Astley. It was noted that there had been a disappointing uptake in the use of the Commbus in Braunstone but Commbus confirmed that the service would continue to be provided. They advised that they provided trips to supermarkets every day of the week and organised special trips on Fridays to garden centres and local towns.

Posters and flyers had been circulated and the Town Council were asked to continue promotion of the services through the website, social media and posters.

It was queried if the Local Area Co-ordinator was aware of the service to pass on details to local residents.

Members advised that the Office of National Statistics provided information on the concentration of elder residents in the Town that could be used to target promotion to encourage residents to use the service.

Members were also reminded that the Commbus was for everyone to use, not just the elderly or vulnerable and that all the buses had wheelchair access if required.

**RESOLVED** that the update be received and that the Town Council continues to support the promotion of the service.

*Reason for decision*

*To ensure that residents were aware of the service and what it had to offer.*

## **59. Crime Statistics**

The Committee received the latest crime statistics, including comparative figures (item 7 on the agenda).

At the previous meeting held on 13<sup>th</sup> October 2022 members had requested up to date crime statistics. Figures up to September 2022 were circulated for members with the agenda.

Members had also requested clarification on what constituted “Violence against the person”. The Police website advised that Violence against the Person “*includes a range of offences from minor offences such as harassment and common assault, to serious offences such as murder, actual bodily harm and grievous bodily harm*”.

**RESOLVED** that the updated statistics be received and noted.

*Reason for decision*

*Large percentage changes were due to the relatively low number of actual incidents.*

## **60. Community Safety and Neighbourhood Policing Update**

The Committee were advised that the Police were unable to attend the meeting but asked that any issues or concerns be forwarded to them following the meeting.

Members raised concerns regarding the ongoing issue of parking on pavements around the Meridian business park. It was noted that users of wheelchairs and pushchairs could not use the pavements at some points and were having to go on the road. Enforcement of illegal parking was the responsibility of the police but Leicestershire County Council had responsibility for the highways. It was suggested that collaborative work between the police, highways and local business could be undertaken to reduce the parking on the pavements.

The Chief Executive & Town Clerk updated the committee on recent anti-social behaviour encountered from a group of teenagers at the Civic Centre and Library site. A recent incident involved youths entering a private function that was taking place at Braunstone Civic Centre. The police had been called but the youths had left before the police arrived.

Since the incident four youths had been issued with letters from the Town Council banning them from all premises for a period of six months. Four youths had also attended a meeting with the police and Blaby District Council officers and had been issued with Acceptable Behaviour Contracts. It was

also reported that unidentified youths had thrown rocks at Thorpe Astley Community Centre.

Members did acknowledge that there were very few activities for young people to get involved in the area following the closure of the youth clubs and youth activities previously run by the County Council and district council. It was suggested that any events going on for young people such as roller skating at Braunstone Civic Centre, be promoted through appropriate channels.

Members noted that there had recently been a change in police personnel with PC Jenny Morris and PC Stuart Clough moving to new areas.

It was suggested that a meeting be set up with the new sergeant and Police officers with the chair of Community Development and relevant Town Council officers to meet the new police staff.

### **RESOLVED**

1. that the update be noted;
2. that a meeting be arranged with new members of the police team and the Chair of Community Development committee and officers; and
3. that the police be asked to assist with addressing parking obstructing the pavement on Meridian Business Park.

#### *Reasons for Decision*

1. *To ensure that current community safety and policing updates were received.*
2. *To welcome new officers to the area and to highlight the current crime concerns of the Town Council.*
3. *To address highway safety concerns, particularly for pedestrians.*

#### **61. Speed Sign Data**

The Committee considered the latest speed sign data from Braunstone Lane and Withers Way (item 9 on the agenda).

**RESOLVED** that the speed signs be re-installed on Braunstone Lane further along the Lane towards Hinckley Road crossroads and also at Withers Way, further into the estate and facing the other direction.

#### *Reason for decision*

*To ensure that any concerns of speeding on roads within the Town would be monitored and data collected.*

#### **62. Outside Body Report**

The Committee noted that there was no further update on the activities at

Braunstone West Social Centre.

**63. School Governing Body Reports**

The Committee received a report from a member of a School Governing Body (item 11 on the agenda).

**RESOLVED** that the report be received and noted.

*Reason for Decision*

*To ensure all members of the community had the opportunity to access the work of the school governors in the area.*

**64. Celebration of the Coronation of His Majesty King Charles III**

The Committee considered arrangements for a one off mini-programme of events in May 2023 along with a specific grants scheme to support local community groups with organising and holding community celebratory events to mark the Coronation of His Majesty King Charles III (item 12 on the agenda).

Members suggested that the Town Council consider arranging events to mark the coronation. It was suggested that volunteers running the coffee morning in the Library could arrange a Coronation tea party and the Braunstone Heritage Archive Group be asked to arrange displays. Bunting and decorations would also be put up in the centres to commemorate the event.

**RESOLVED**

1. that a programme of events for the Coronation of the King be co-ordinated by the Town Council to be operated over the bank holiday weekend 6<sup>th</sup> – 8<sup>th</sup> May 2023 and based on the same principles as the Annual Programme of Events; and
2. that consideration be made to include a budget of £1000 for 2023/2024 to provide community grants in order to arrange events for the Coronation.

*Reasons for Decision*

1. *To provide a coordinating role for community celebrations for the King's Coronation.*
2. *To ensure appropriate events and financial support to enable events to be organised and ensure their success.*

**65. Thorpe Astley Annual Gala Event**

The Committee considered and assessed whether a Town Council organised gala event should be held in Thorpe Astley (item 13 on the agenda).

Members considered ideas for an annual gala event to be held in Thorpe Astley including the proposal of a “Thorpe Astley By The Sea”. The event could include activities such as donkey rides, fairground rides, hook a duck, sand pit, deckchairs, Punch & Judy etc.

This would provide an alternative to the Summer Fete that was held on Mosssdale Meadows each year. Members suggested that sports facilities at Thorpe Astley could also be utilised during the event such as arranging tennis coaching, football coaching etc. to promote sports at the Centre.

It was suggested that the event be held the last week of June or first week of July.

## **RESOLVED**

1. that the proposal to organise an annual “Thorpe Astley by the Sea” event at Thorpe Astley Park and Community Centre, as outlined in the report, be approved;
2. that a tennis coach be sought for activities on the tennis courts, failing that, rackets and tennis balls be provided along with other sports based activities provided at the event;
3. that any income from pitch space be used to fund some activities at the event and that a budget of £3,500 be approved for inclusion in the 2023/2024 budget to meet the rest of the costs.

### *Reasons for Decisions*

1. *In recognising Thorpe Astley as a distinct community, the Town Council recognises the practical implications for service provision, which included organising an annual gala event, equivalent to the Summer Fete at Mosssdale Meadows.*
2. *To promote use of the sports facilities at Thorpe Astley park.*
3. *In order to organise a successful first event a budget will need to be allocated to provide the necessary activities and infrastructure.*

## **66. Library – Community engagement/involvement and social inclusion**

The Committee received an update on initiatives to develop involvement in Braunstone Town Library and provide for social inclusion (item 14 on the agenda).

Members received an update on the activities and projects taking place in the community library. These included the Coffee Morning, Story time, Craft and Chatter, Yoga and relaxation classes and Arts and Crafts on Saturdays.

Volunteers running these activities had also been very proactive in supporting the proposal to provide a Warm Space initiative in the Civic Centre. Following a recent successful funding bid, the Warm Space project would commence on 13<sup>th</sup> December 2022 run by the volunteers. In order to run the project at least one of the volunteers had to successfully gain a Level



2 Food Safety Certificate. It was agreed that the Town Council would cover the cost of the training and three of the volunteers had now successfully achieved the certificate.

**RESOLVED** that the proposed community events to take place in the library, as detailed in the report, be approved; and

*Reason for Decision*

*To promote the wider use of the library as a community hub and provide activities and events for the community to participate in.*

**67. Summary of Grant Applications**

The Committee received a list of grants paid to date and applied for from external sources, along with acknowledgements for Town Council Grants (item 15 on the agenda).

It was noted that the grant application to the Shires Grant scheme to replace the current lighting in the library to LED lamps had been successful and a grant in the sum of £2880.55 had been approved.

A further grant to the Shires Scheme had also just been submitted in the sum of £500 for further funds to support the Warm Space project.

**RESOLVED** that the report be noted.

*Reason for Decision*

*To monitor progress with supporting community groups with identifying sources of funding and with the award of grants under the Council's Community Grants scheme.*

**68. Community Grant Applications**

The Committee considered a Community Grant Application which had been received (item 16 on the agenda).

**RESOLVED** that the following grant application be approved subject to the group encouraging recruitment of members from Braunstone Town to the club:

a) Crafty Stitchers - £288.

*Reason for Decision*

*The grant application met the scheme criteria.*

**69. Community Development Priorities and Objectives**

The Committee considered the Community Development Priorities and

Objectives and determined whether they were relevant to address the current and emerging issues faced by the Council and the community (item 17 on the agenda).

## **RESOLVED**

1. that the progress with the Community Development Delivery Objectives (2022/2023), as set out in the report, be received and noted;
2. that the review of Civic Memorial Annual Remembrance Events, approved by the Committee on 6th February 2020 (Minute 69 2019 – 2021), be postponed and considered for rescheduling as part of the 2023 annual review of Objectives, along with plans to mark the anniversary of the D-Day Landings in June 2024,

THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE  
THAT IT BE RECOMMENDED TO COUNCIL

3. that, with the exception of those which have been completed, the Community Development Delivery Objectives set out in the report, as amended where appropriate, be included in the 2023/24 Business Plan; and
4. that the Community Development Committee/Service Objectives, as set out in the report, be approved; subject to Objective 3 being amended to “Working with the Police, reduce opportunities for crime, increase public safety and establish a community spirit.

### *Reasons for Decision*

1. *To note progress with the implementation of the 2022/23 Community Development Delivery Objectives so far.*
2. *To focus on delivering initiatives and projects within the Strategic Aims and Delivery Objectives.*
3. *To focus the Council’s resources on four main areas of activity in 2022/2023 and focus resources to commemorate significant anniversaries.*
4. *The Service Objectives continue to be the focus for nurturing and enhancing community life, equal opportunities and social inclusion. Objective 3 being slightly amended to focus on the importance of working with the Police to both tackle low level incidents and also reassure the community.*

## **70. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 31<sup>st</sup> October 2022.

**RESOLVED** that the report be noted.

### *Reason for Decision*

*There were no issues identified with income and expenditure to date.*

## 71. Capital Plan and Budget Estimates 2023/2024

The Committee considered a Statement of Expenditure for 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022, a list of capital projects for 2023/2024 and beyond and a proposed budget for 2023/2024 for recommendation to Policy & Resources

**RESOLVED** that it be recommended to Policy & Resources Committee that it be recommended to Council

1. that a budget of £1,000 be included as a one-off in the 2023/2024 budget for Grants for community events to mark the Coronation of King Charles III;
2. that the Citizens' Advice Bureau SLA budget be deleted;
3. that a new budget of £3,500 be included for Thorpe Astley Summer Event;
4. that a new budget of £1,000 be included for Social Inclusion Initiatives; and
5. that the draft Estimates for the Community Development Committee, as attached at Appendix 2, be included in the Budget Estimates for 2023/2024.

### *Reasons for Decision*

1. *To ensure appropriate financial support to enable events celebrating the Coronation of King Charles III to be organised and to ensure their success.*
2. *Citizens Advice services continue to be delivered remotely via the telephone, email or online and there didn't appear to be any prospect that branch services would resume.*
3. *To provide the resources for a summer annual event at Thorpe Astley Park.*
4. *To ensure that important events and social inclusion activities run by local volunteers supported by the Town Council had sufficient funds to remain viable.*
5. *To ensure appropriate resources for the Community Development and Social Inclusion Services.*

## 72. Approval of Accounts

The Committee considered payments from 28<sup>th</sup> September until 22<sup>nd</sup> November 2022.

**RESOLVED** that the list of Approved Expenditure Transactions, for the period 28<sup>th</sup> September 2022 until 22<sup>nd</sup> November 2022, be approved.

### *Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

The Meeting closed at 9.10pm

**NOTE:**

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.  
EQUALITIES ACT 2010*

*Braunstone Town Council has a duty in carrying out its functions to have due regard to:-*

- eliminate unlawful discrimination, harassment and victimisation;*
- advance equality of opportunity between different groups; and;*
- foster good relations between different groups*

*To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.*

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled for 2<sup>nd</sup> February 2023.*

DRAFT

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF PLANNING & ENVIRONMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 8<sup>th</sup> DECEMBER 2022**

**PRESENT:** Councillor Robert Waterton (Chair), Councillor Parminder Basra (Vice-Chair) and Councillors Anthea Ambrose, Callistus Fonjong, Becca Lunn Scoppie, Christiane Startin-Lorent and Marion Waterton.

Councillor Sohan Johal observed the meeting through Zoom Video Conferencing.

**Officers in attendance:** Darren Tilley, Chief Executive & Town Clerk.

There were no members of the public present at the meeting.

**44. Apologies**

Apologies for absence were received from Councillors Leanne Lee and Darshan Singh.

**45. Disclosures of Interest**

A disclosure of Non-Pecuniary Interest was made by Councillor Parminder Basra in agenda item 5, Planning & Licensing Applications dealt with under Delegated Authority, and agenda item 6, Planning & Licensing Applications, in respect of Planning Application 22/1016/HH, 1 Bloxoms Close, since Councillor Basra knew the occupants.

**46. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public in attendance.

**47. Minutes of the Meeting held 27<sup>th</sup> October 2022**

The Minutes of the Meeting held on 27<sup>th</sup> October 2022 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 27<sup>th</sup> October 2022 be approved and signed by the Chairperson as a correct record.

#### 48. Planning and Licensing Applications dealt with under Delegated Authority

The Committee received and noted responses to planning and licensing applications taken under Delegated Authority (item 5 on the agenda).

**RESOLVED** that the action taken by the Chief Executive & Town Clerk under delegated authority in forwarding the following observations to Blaby District Council be noted:

##### Planning Applications

- 1. Application No:** 22/1016/HH

**Description:** Retrospective planning application for rear Conservatory and converted single garage into Habitable space

**Location:** 1 Bloxoms Close Braunstone Town Leicestershire LE3 2YA (Millfield Ward)

**Response:** *Braunstone Town Council does not object to the application, subject the proposed off-road parking, as shown in the submitted parking plan, being permanently available for parking.*

**Reasons:** *To avoid additional parking on a cul-de-sac and adjacent to a junction, which could cause obstruction and present highway safety issues.*
- 2. Application No:** 22/1006/HH

**Description:** Two storey side extension and two and single storey rear extension

**Location:** 31 Headley Road Braunstone Town Leicestershire LE3 2PJ (Ravenhurst & Fosse Ward)

**Response:** *Braunstone Town Council objects to the application due to insufficient on-site parking provision for the proposed size of the property.*

**Reason:** *A four-bedroom dwelling should have a parking provision of three off-road spaces to be in accordance with Part 3, Paragraph 3.151 of the Leicestershire Highway Design Guide. There was limited available parking on Headley Road and Francis Avenue due to the need to access residential properties, therefore additional highway parking close to a bend, junction and pedestrian walkway could cause obstruction and present highway safety issues.*

- 3. Application No:** 22/1024/HH
- Description:** Two storey side extension, single storey front & rear extension, along with internal conversion of garage to habitable room
- Location:** 151 Narborough Road South Braunstone Town Leicestershire LE3 2LH (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council does not object to the application.*
- Reasons:** *The proposed development was similar in size and scale to neighbouring properties, the pitched roof on the extension was welcomed in terms of the visual appearance of the street scene and the number of onsite parking spaces was in accordance with the number of bedrooms at the property.*

- 4. Application No:** 22/0827/RM
- Description:** Reserved matters application for the erection of Local Centre 1 to include commercial units (units 1-3 use class E(a), unit 4 use class E(a) and E(b) and unit 5 use class E(b)), medical centre (use class E(e), potential medical centre expansion or offices (use class E(e) and E(g(i))), 66 bed residential care home (use class C2) together with cash point to unit 1 and car parking (details of access, appearance, landscaping, layout and scale)
- Location:** Tay Road New Lubbesthorpe Enderby Leicestershire
- Response:** *Braunstone Town Council has the following comments, which it recommends be considered and the application modified prior to approval:*
- a) the commercial units need an outdoor rear/enclosed area;*
  - b) the design of the car park to the rear of the commercial units needed to facilitate deliveries and collections;*
  - c) the site and buildings should include sustainability measures such as solar PV panels, low carbon heating, rainwater storage and electric vehicle charging points;*
  - d) Cycle hoops should be included at the front of the commercial units along Tay Road and the Cycle hoops proposed for the car park should include a cycle shelter;*
  - e) the purpose of the layby needs to be included on the plans; vehicular movements around the site need to be provided for the intended use;*

- f) *designs for the road junction with Tay Road need to be included; and*
- g) *pedestrian walking routes and additional pedestrian crossing points needed to be included in the public car park, including the extension of the walkway along the north-east where a low growing hedge would be planted.*

**Reasons:**

*The Town Council was interested in ensuring the site was sustainable, usable and also accessible to local residents to avoid unnecessary vehicle journeys out of Lubbethorpe and any adverse impact on the climate and air quality.*

- a) *To provide for bin storage and receive deliveries.*
- b) *Large delivery vehicles would not be able to use the parking spaces.*
- c) *To ensure the site and buildings have a low carbon impact and to mitigate the effects of climate change.*
- d) *Commercial Unit customers using cycles were unlikely to travel to the rear to lock up their cycles, in practice they would lock them to street furniture at the front. However, employees at the site would need a shelter facility to lock up their cycles while at work.*
- e) *It was unclear what purpose the layby serves, e.g. bus stop, taxi rank, deliveries and how the vehicles, particularly buses and lorries, would move around the site to access the layby.*
- f) *To ensure the safety of vehicles (including cyclists) entering and leaving the site, along with those on Tay Road and to ensure pedestrian safety, including safe crossing across the entrance and Tay Road.*
- g) *It was unclear how pedestrians who had parked their vehicles on the northern side of the public car park would safely access the facilities on site, there appeared to be a lack of connecting footways and safe crossing points.*

**5. Application No:** 22/1071/DOC

**Description:** Application to discharge Condition 4 (Demolition Method Statement) to Listed Building Consent 21/1110/LBC

**Location:** Unit 4 254 Braunstone Lane Braunstone Town Leicestershire (Winstanley Ward)

**Response:** *Braunstone Town Council objects to the discharge of Condition 4 (Demolition Method Statement) to Listed Building Consent 21/1110/LBC.*



**Reasons:**

*The submitted documentation appears to be a standard operational method statement and risk assessment and did not address the specific requirements of the condition for the site:*

- a) the parking of vehicles of site operatives and visitors;*
- b) loading/unloading and storage of plant, materials, oils, fuels, and chemicals;*
- c) wheel washing facilities and road cleaning arrangements;*
- d) measures to control the emission of dust and dirt during demolition;*
- e) a scheme for recycling/disposing of waste resulting from demolition works*
- f) hours of demolition, including deliveries and removal of materials;*
- g) full details of any piling technique to be employed, if relevant;*
- h) location of temporary buildings and associated generators, compounds, structures and enclosures;*
- i) full details of any floodlighting to be installed associated with the demolition works)*
- j) Measures to control the emissions of noise during demolition referring to appropriate standards*
- k) site access arrangements for demolition vehicles.*

**6. Application No.** 22/1082/DOC

**Description:**

Application to discharge conditions 3 (external materials), 4 (soft and hard landscaping), 6 (finished floor levels), 10 (foul drainage), 11 (surface water drainage), 12 (surface water management), 14 (construction method statement) & 21 (Waste Strategy) imposed on full application 20/1373/FUL

**Location:**

Land To Rear Of 27 To 45 Avon Road Braunstone Town Leicestershire

**Response:**

*Braunstone Town Council:*

- 1. does not object to the following conditions being discharged, subject to technical advice of the relevant authority: 4, 6, 10, and 11; and*
- 2. objects to the following conditions being discharged: 3, 12, 14 and 21.*

**Reasons:**

- 1. The documents submitted appear to meet the requirements of the condition; however, it was important to recognise that detailed technical assessment and response would need to be provided by the relevant authority.*
- 2. Both the Materials Plan and Waste Strategy Plan referenced in the application could not be found among the application documentation. The*

*Construction Management Plan lacked commitment and detailed action in several places; for example, the “Management of Surface Water” section used the word “avoid”, but doesn’t deal with the situation where work cannot be avoided; “Site Staff Contractor and Visitor Parking” uses the word “hope”, but doesn’t deal with the situation where the number of vehicles exceed the number of available spaces; and “Delivery Times” “avoid” peak traffic and commuter times, but there was no mitigation if these times couldn’t be avoided.*

### Licensing Applications

There were no licensing applications.

### 49. Planning Applications and Licensing Applications

The Committee received details of a planning applications to be considered by Blaby District Council (item 6 on the agenda). The Committee noted that there were no licensing applications.

**RESOLVED** that the following responses be forwarded to Blaby District Council:

1. **Application No:** 22/1069/FUL  
**Description:** Installation of 1x Air Source Heat Pump and Associated Acoustic Fencing  
**Location:** Kingsway Primary School, Kingsway North Braunstone Town Leicestershire (Winstanley Ward)  
**Response:** *Braunstone Town Council supported the proposal; subject to no noise or vibration from the fan unit being perceptible inside any adjacent property and the noise and vibration levels being in accordance with the regulations.*  
**Reason:** *The Council supported and encouraged the transfer to low/non carbon sources of heating; however, it was important to protect the amenity enjoyed by the neighbouring properties in terms of noise and vibration nuisance.*
2. **Application No:** 22/1120/HH  
**Description:** Two storey and single storey side and single storey rear extensions

**Location:** 19 Bromwich Close Braunstone Town Leicestershire LE3 3RT (Thorpe Astley Ward)

**Response:** *Braunstone Town Council does not object to the application; subject to:*  
a) *the on-site parking for 3 vehicles, as shown in the plans, being surfaced with a hardbound permeable material, and permanently available for use; and*  
b) *no windows, doors or openings in the side elevation of the proposed side extension without the explicit consent of the local planning authority.*

**Reasons:**  
a) *To avoid additional parking on a narrow highway close to a road junction; and to provide a suitable surface for parking while avoiding flooding and surfaced water run-off.*  
b) *To protect the amenity enjoyed by the neighbouring property and rear access footpath in terms of privacy and avoiding obstruction.*

3. **Application No:** 22/1016/HH

**Description:** Retrospective permission for single storey rear conservatory extension and conversion of adjoining garage.

**Location:** 1 Bloxoms Close Braunstone Town Leicestershire LE3 2YA (Millfield Ward)

**Response:** *Braunstone Town Council does not object to the application, subject the proposed off-road parking, as shown in the submitted parking plan, being permanently available for parking.*

**Reason:** *To avoid additional parking on a cul-de-sac and adjacent to a junction, which could cause obstruction and present highway safety issues.*

### 50. Additional Planning and Licensing Applications

The Committee received details of a planning applications to be considered by Blaby District Council (item 6 on the agenda). The Committee noted that there were no licensing applications.

**RESOLVED** that the following responses be forwarded to Blaby District Council:

4. **Application No:** 22/0931/FUL
- Description:** Erection of 1x four bedroom detached dwelling and 2x three bedroom semi-detached dwellings
- Amendments have been made to this application:
1. Amended plans removing fourth bedroom from two dwellings (type B houses)
  2. Altered designs of porch and dormers to pitched roof
- Location:** 64 Amy Street Braunstone Town Leicestershire  
LE3 2FB (Ravenhurst & Fosse Ward)
- Responses:** *Braunstone Town Council objects to the application; due to:*
- a) *the development resulting in overdevelopment of the site due to scale and mass; and*
  - b) *concerns raised by the Environment Agency that the proposal would be contrary to the National Planning Policy Framework and its associated planning practice guidance.*
- Reasons:**
- a) *The proposal involved building a detached dwelling and a semi-detached property on a plot size similar to 3 bedroomed semi-detached dwelling. This would result in a cramped living.*
  - b) *The proposed development partially fell within a flood risk vulnerability category that was inappropriate to the Flood Zone in which the application site was located.*
5. **Application No:** 22/1141/HH
- Description:** Two storey side and part rear extension with single storey rear extension (revised scheme of 22/0539/HH)
- Location:** 32 Charlecote Avenue Braunstone Town Leicestershire LE3 2SH (Ravenhurst & Fosse Ward)
- Response:** *Braunstone Town Council objects to the revised scheme; due to insufficient on-site parking provision.*
- Reason:** *The proposed extension would increase the number of bedrooms from 3 to 4; however, there was only provision for two on-site parking spaces since the revised scheme reduces the garage space.*

*Additional parking on the highway close to a sharp bend and junction would present safety concerns for highway users (including pedestrians using the footway).*

- 6. Application No:** 22/1106/FUL
- Description:** Construction of 12 EV charging station to EV charging posts together with electrical infrastructure, sub-stations, lighting, HP/LV cabinets, DNO enclosure, access and associated works
- Location:** Hilton Hotel Junction 21 Approach Braunstone Town Leicestershire
- Response:** *Braunstone Town Council supported the proposal.*
- Reason:** *The Council supported and encouraged the transfer to low/non carbon sources of transport. The site had a large car park and there was unlikely to be an adverse impact on the availability of on-site parking.*
- 7. Application No:** 22/1074/FUL
- Description:** Construction new cosmetic repair unit
- Location:** Former Works Hazel Drive Braunstone Town Leicestershire
- Response:** *Braunstone Town Council does not object to the application; subject to the following being submitted to the local planning authority for approval:*
- a) details of the elevations and floor plans for the proposed building, including measurements;*
  - b) details of the landscaping and boundary treatments;*
  - c) details of signage and CCTV;*
  - d) a statement setting out how construction would be carried out on the site, including measures to mitigate noise and dust;*
  - e) details of the proposed activities on site, hours of operation, and chemicals and materials to be used; and*
  - f) details of existing and proposed parking and a statement on how the impact of any change would be mitigated.*
- Reasons:**
- a) To ensure the building was suitably designed.*
  - b) To protect the character and appearance of the area.*
  - c) To ensure that signage and CCTV would be in keeping with the visual amenity of the area.*

- d) *To avoid nuisance to nearby residents and businesses and avoid flooding, surface water run-off and dirt being transferred to the highway.*
- e) *To protect the amenity enjoyed by the neighbouring properties in terms of noise and activity and to protect the local environment and water courses from pollution.*
- f) *To avoid displacement of parking onto the highway impacting on the safety of highway users.*

## **51. Planning Decisions**

The Committee received and noted planning decisions made by Blaby District Council (item 8 on the agenda).

Additional appendices (C & D) were circulated in respect of planning decision 21/1110/LBC, Demolition of existing building at Unit 4, 254 Braunstone Lane (filed with these minutes).

**RESOLVED** that the decisions be noted.

*Reason for Decision*

*To keep a watching brief on the decisions and to review the impact of Town Council comments upon the decision making process.*

## **52. Feedback on Planning Application Decisions**

The Committee received feedback concerning planning application decisions by Blaby District Council where the Committee had queried the decision as follows:

- a) 22/0407/HH, Single storey rear extension and conversion of side garage including raising of existing roof, at 50 Kirkland: the delegated decision report was circulated at the meeting (filed with these minutes); and
- b) 22/0123/FUL, Erection of 1 semi-detached dwelling including alterations and extensions to No. 2 Pinfold, at Land adjacent 2 Pinfold; the delegated decision report was enclosed at item 9b on the agenda.

The Chief Executive & Town Clerk updated the Committee on the availability of Planning Officer Delegated Decisions. These could not be located on Blaby District Council's website and an enquiry had been submitted to the planning department seeking to clarify how the Town Council could access the documents.

**53. Braunstone Village Conservation Area Extension**

The Committee received an update on the timetable for the process to consider whether to extend the Braunstone Village Conservation Area to the South of Braunstone Lane.

The Chief Executive & Town Clerk advised that Blaby District Council had received confirmation from Leicester City Council that they could support the project. In addition to providing expertise this would also ensure that both Conservation Area reviews were aligned.

**RESOLVED** that the update be received and noted.

*Reason for Decision*

*To note that proposals for considering the extension to the Braunstone Village Conservation Area were being progressed.*

**54. Leicestershire County Council Members' Highway Fund**

The Committee received an update on schemes submitted by County Councillors under the Member's Highway Fund.

The Chief Executive & Town Clerk reported:

- Councillor Amanda Hack had advised that the schemes she submitted to the meeting in late August were progressing and were within the £50,000 budget envelope; and
- Councillor Louise Richardson had advised that she was waiting for an update from officers regarding progress with her submissions.

Councillor Louise Richardson had also forwarded an answer to a question which had been submitted to County Council concerning progress with delivering schemes under the Members Highways Fund (filed with these minutes).

**RESOLVED** that the update be received and noted.

*Reason for Decision*

*To note the current position with progressing the proposals for small scale highways and environmental improvements in Braunstone Town and Thorpe Astley.*

**55. Lubbesthorpe Impacts Group**

The Committee received an update on progress concerning matters relating to the Lubbesthorpe development.

Councillor Robert Waterton advise that the next meeting of the Group would be in January.

Councillor Robert Waterton updated the Committee on the following matters in respect of the Lubbesthorpe development:

- a) on 31st October 2022 there were 812 occupations (which was over half of Phase 1);
- b) the Annual Monitoring Report had been delayed;
- c) the Section 106 highways improvements schedule had been circulated to the Committee at the previous meeting; Councillors were invited to contact the Chair with any further questions and queries; and
- d) Green Energy; a Green Energy Statement had to be submitted as part of the planning approval process for each sub-phase.

**RESOLVED** that the update be noted.

*Reason for Decision*

*To receive details of current and ongoing matters discussed relating to the new Lubbesthorpe development and its impact.*

## **56. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 32st October 2022 (item 14 on the agenda).

**RESOLVED**

1. that the report be noted;
2. THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE that £294.32 be utilised from the *Gateway Signage* reserve to balance expenditure against the budget for heading 8460, *Furniture*.

*Reasons for Decision*

1. *There were no issues of concern with the income and expenditure against the budget for 2022/2023.*
2. *The funding had been earmarked as a result of underspending 8460, Furniture, in previous financial years and therefore, could be used to balance a slight overspend in the current financial year.*

## **57. Planning and Environment Priorities and Objectives**

The Committee considered the Planning & Environment Priorities and Objectives in order to determine whether they were relevant to address current and emerging issues faced by the Council and the community (item 14 on the agenda).

**RESOLVED**

1. That the progress with the Planning & Environment Delivery Objectives (2022/2023), as set out in the report, be received and noted;
2. that Notice Board renewal in 2023/2024 focus on a rolling programme of Notice Board renewal on the Council's own land; and that a report be submitted to Committee early in the Council Year to determine a programme;



THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE  
THAT IT BE RECOMMENDED TO COUNCIL

3. that, with the exception of those which have been completed, the Planning & Environment Delivery Objectives set out in the report, as amended where appropriate, be included in the 2023/24 Business Plan; and
4. that the Planning & Environment Committee/Service Objectives, as set out in the report, be approved.

*Reasons for Decision*

1. *To note progress with the implementation of the 2022/23 Planning & Environment Delivery Objectives so far.*
2. *To focus on delivering initiatives and projects within the Strategic Aims and Delivery Objectives given the limits on resources and to prioritise the locations on Council owned land for Notice Board renewal.*
3. *To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects given the limits on resources.*
4. *The Service Objectives continue to be relevant and reflect changing issues within the community.*

**58. Capital Plan and Budget Estimates 2023/2024**

The Committee considered a Statement of Expenditure for 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022, a list of capital projects for 2023/2024 and beyond and a proposed budget for 2023/2024 for recommendation to Policy & Resources Committee (item 15 on the agenda).

**RESOLVED** THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL

1. that the *Waste Services* budget be increased from £ 7,570 per annum to £9,538 per annum;
2. that the *Street Furniture* revenue budget be increased from £2,500 to £3,600;
3. that for *Consumer Products – Poop Scoops*, income be reduced by £550 to £1,150 and expenditure reduced by £500 to £1,100;
4. that both the income and expenditure headings for *Consumer Products – Waste & Garden Bags* be deleted;
5. that the draft Estimates for the Planning and Environment Committee, as attached at Appendix 2, be included in the Budget Estimates for 2023/2024; and
6. that both Capital Plan items “*Gateway signage to the Town on the new road from Lubbesthorpe*” and “*Provide new, improved and enhanced notice boards at key locations*” be rolled forward onto the 2023/24 Capital Plan.

*Reasons for Decisions*

1. *To ensure that sufficient funds would be available to cover any increase in waste fees for emptying dog waste bins.*

2. *To continue to fund the rolling programme of notice board improvements, taking into account rises in costs, along with providing funds for potential maintenance of gateway planters.*
3. *To reflect current and previous year income and expenditure.*
4. *The Waste & Garden Bags service had been withdrawn by Blaby District Council.*
5. *To ensure appropriate resources for Planning and Environment Services.*
6. *The Town Council was responsible for the Town's place signs and notice boards, which would be a capital asset. The life span of a sign would be approximately 30-40 years and a notice board would be approximately 20-30 years.*

## **59. Approval of Accounts**

The Committee noted that there were no payments from 19<sup>th</sup> October 2022 until 29<sup>th</sup> November 2022.

The meeting closed at 9.15pm.

**NOTE:**

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 16<sup>th</sup> February 2023.*

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 12<sup>th</sup> JANUARY 2023 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Sohan Johal, Leanne Lee, Tracey Shepherd and Robert Waterton.

**Officers in Attendance:** Darren Tilley, Chief Executive & Town Clerk.

There were no members of the public present at the meeting.

**62. Apologies**

An apology for absence was received from Councillor Sam Maxwell.

**63. Disclosures of Interest**

There were no disclosures of any Disclosable Pecuniary or Non-Pecuniary Interests by members.

**64. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

**65. Minutes**

The Minutes of the meeting held on 3<sup>rd</sup> November 2022 (item 4 on the agenda) were circulated.

**RESOLVED** that the Minutes of the meeting held on 3<sup>rd</sup> November 2022 be approved and signed by the Chairperson as a correct record.

**66. Business Plan 2023/2024**

The Committee considered, for recommendation to Council, the Council's Strategic Aims and Delivery Objectives, along with Service Objectives, in order to determine whether they were relevant to address current and

emerging issues faced by the Council and the community (item 5 on the agenda).

**RESOLVED THAT IT BE RECOMMENDED TO COUNCIL**

1. that the Council's Mission Statement remain unchanged;
2. that the progress with the 2022/2023 Delivery Objectives, including recommendations for 2023/2024, as set out in the report, be received, noted and endorsed;
3. that the proposals to amend the Council's Service Objectives, as set out in the report, be noted and endorsed; and
4. that the proposed Business Plan for 2023/2024, attached at Appendix 1 of the report, be approved and adopted.

*Reasons for Decision*

1. *The Mission Statement sets out the Council's vision to provide high quality services and support the needs of the community, recognising that this would be within available resources.*
2. *To note progress with the implementation of the 2022/2023 Delivery Objectives so far and set out proposals for 2023/2024.*
3. *To ensure that the Council's objectives were relevant and reflected changing issues within the community.*
4. *To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects given the limits on resources.*

**67. Capital Plan 2023/2024**

The Committee considered, for recommendation to Council, priorities and projects for the 2023/2024 Capital Plan (item 6 on the agenda).

**RESOLVED THAT IT BE RECOMMENDED TO COUNCIL**

1. that the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
2. that the projects due for completion (section b) be removed, assuming their completion prior to the end of the plan period, otherwise to be included on the 2023/2024 Capital Plan (Appendix 1);
3. that the Current Projects (section c) be rolled forward, as amended, on to the 2023/2024 Capital Plan (Appendix 1);
4. that the Proposed New Projects (section d) be added to the 2023/2024 Capital Plan (Appendix 1);
5. that the Projects proposed for Deletion (section e) be removed from the rolling programme of Capital Projects; and
6. that, subject to 2 above, the Proposed Capital Plan for 2023/2024 be approved, as set out in Appendix 1 one of the report, including the timescales for delivery, estimated costs and potential funding sources.

### *Reasons for Decision*

1. *To confirm that the projects had been completed and there was no further work outstanding.*
2. *To ensure the plan was updated accordingly reflecting progress with its delivery.*
3. *To confirm that the projects were outstanding and were still required.*
4. *To recognise the need to undertake investment and improvement as identified.*
5. *To recognise that, following review, these Projects were no longer required.*
6. *To provide a realistic and deliverable plan for investment in and improvement to the Council's infrastructure.*

### **68. Budget (including Fees & Charges) and Precept 2023/2024 and future estimates**

The Committee considered, for recommendation to Council, the budget and precept for 2023/2024, including fees and charges and to set out proposed estimates for future years (item 7 on the agenda).

The Chief Executive & Town Clerk reported on the recent NJC pay increase, which had been significantly higher than had been budgeted for in the 2022/2023 budgets. The difference in the 2022/2023 base budget had not been taken into account in the 5 year projection figures reported in November. Therefore, the additional costs put significant pressure on the budget for the coming year.

Proposed adjustments to the budget/precept proposals for 2023/2024 was circulated by the Leader of the Council (filed with these minutes). The aim of the proposals was to balance addressing the budget pressures while minimising the impact upon Council Tax payers.

### **RESOLVED**

1. that the following amendments be made to the proposed budgets for 2023/2024, enclosed at Appendices 1 and 2 of the agenda:
  - a) Community Development – *Summer Fete* and *Thorpe Astley Summer Event*: reduce both by £500 to £3,000 each;
  - b) Community Development – *Civic Functions*: reduce by £500 to £1,500;
  - c) Community Development – *Community Grants*: reduce by £1,000 to £5,000;
  - d) c) Community Development – *General Events*: reduce by £500 to £500; and
  - e) Planning & Environment Committee – *Street Furniture*: reduce by £1,000 to £2,600;

## THAT IT BE RECOMMENDED TO COUNCIL

2. that a budget of £1,000 be included as a one-off in 2023/2024 budget for Grants for community events to mark the King's Coronation;
3. that the following budgets be created from 2023/2024:
  - (a) £3,000 be included for *Thorpe Astley Summer Event*, and
  - (b) £1,000 be included for *Social Inclusion Initiatives*;
4. that the following budgets be deleted from 2023/2024:
  - (a) *Citizens' Advice Bureau SLA* budget; and
  - (b) both the income and expenditure headings for *Consumer Products – Waste & Garden Bags*; and
5. that the Christmas Decorations budget, be retained and renamed "*Seasonal Decorations*" from 2023/24 and that £500 be transferred from the Braunstone Civic Centre budget to the Library budget;
6. that no percentage increase be applied to Community Centres, sports pitches and miscellaneous fees and charges;
7. that £3,000 be earmarked in the reserves in 2023/24 to balance the funding gap between income and expenditure budgets;
8. that the Estimates for 2023/2024, as attached at Appendix 1 of the report (as amended by 1 above), be approved as the Council's Budget for 2023/2024; and
9. that a Net Precept Requirement for £776,035 for the financial year 2023/2024 be submitted to Blaby District Council.

### *Reasons for Decision*

1. *To identify savings/postpone growth, which would not have a significant impact on service delivery during 2023/2024:*
  - (a) *Provision for the Summer Fete would increase by £600 rather than £1,100; Thorpe Astley Summer Event would be a new budget of £3,000 rather than £3,500; pricing both could be reviewed in order to obtain additional income for the Council from stall holders to cover the remaining £500 in both cases;*
  - (b) *Officers could look at ways to reduce costs/cut back on Civic Functions;*
  - (c) *the Community Grants budget was likely to be underspent this year, and Community Development Committee could review the recent uplift to a maximum of £500 and/or set a higher bar and not always award full amount;*
  - (d) *the General Events budget had previously been used towards the costs of the Thorpe Astley Community Centre open day; which would now be part of the summer event and had a separate budget; and*
  - (e) *the frequency at which Notice Boards would be replaced could be halved.*
2. *To ensure appropriate financial support to enable King's Coronation celebratory events to be organised and to ensure their success.*
3. *To create new budgets to:*
  - (a) *provide the resources for a summer annual event at Thorpe Astley Park, and*
  - (b) *ensure that important events and social inclusion activities run by*

*local volunteers supported by the Town Council had sufficient funds to remain viable.*

4. *To remove budgets no longer required:
  - (a) *Citizens Advice services continue to be delivered remotely via the telephone, email or online and there didn't appear to be any prospect that branch services would resume, and*
  - (b) *the Waste & Garden Bags service had been withdrawn by Blaby District Council.**
5. *To cover the cost of hiring equipment, such as a cherry picker, needed to put up and dismantle the Christmas lights and to cover any other festivals.*
6. *It was difficult to predict whether the current squeeze on household incomes, which was likely to continue in the 2023/24 financial year, would have an impact on the Council's facilities income and, if so, in what way.*
7. *To allocate funding to cover costs, which may result in efficiency savings during the year or, failing that, covering the one-off costs in 2023/2024.*
8. *To meet the Town Council's operating budgets for 2023/2024 along with funding for the Capital Plan and service pressures as identified in the report on Medium Term Priorities and Financial Planning.*
9. *The precept requirement for the year being the difference between expenditure and income, calculated in accordance with Section 50 of the Local Government Finance Act 1992.*

#### **69. Shakespeare Park – Improvement & Development**

The Committee received a final report on phase 1 and 2 of the project; along with an update on financing for phase 3; and an update on arrangements for future management of the pavilion and site (item 8 on the agenda).

In respect of Table 4 in the report, funding for Shakespeare Park Playground Improvements, the Chief Executive & Town Clerk reported that after initial discussions with the Grant Officer at the National Lottery, the grant application had been increased to £40,000 to take into account potential uplifts in the contract price. The decision making process was a two staged process and the Council would know early next week whether our application had been approved to be considered at the second stage. In addition, due to the time which had elapsed it was suspected that the application to Wooden Spoon was unsuccessful, but clarification was being sought.

#### **RESOLVED**

1. that the completion of Phase 1, *Pavilion and Site Works*, and Phase 2, *Tennis Courts improvements*, as set out in the relevant section of the report, be noted;
2. that the underspend on both Phases 1 and 2 of the project, as set out in Tables 2 and 3, be noted and that Policy & Resources Committee, scheduled for 9<sup>th</sup> March 2023, determine where the remaining balance of the earmarked reserves should be utilised;
3. that progress with the *Playground Improvements*, as set out in the relevant section of the report, be noted;

4. that progress with the *Future Management Arrangements*, as set out in the relevant section of the report and attached at Appendix 1, be noted and endorsed; and
5. that the revised timescales for the remaining stages of the project, attached at Appendix 2, be approved.

*Reasons for Decision*

1. *To note that Phases 1 and 2 of the project, which would provide for an increase in sport participation and improve recreation facilities in a Ward with high rankings of multiple deprivation across a range of domains, had been completed.*
2. *To note that the first and second phases of the project had been delivered efficiently and effectively and to schedule determination of how the remaining earmarked reserves would be spent once the funding position for Phase 3 was known.*
3. *To progress plans to improve play facilities in a Ward which had high rankings of multiple deprivation across a range of domains.*
4. *To ensure that the Pavilion facility would be operated in the interests of the community and provide for an increase in sport participation.*
5. *To provide a guide for the progression of the remaining stages of the project, which could be amended accordingly as appropriate.*

**70. Improvements to Walking and Cycle Routes**

The Committee received an update on the delivery of proposals for improvements to the connections between walking and cycling routes (item 9 on the agenda).

**RESOLVED**

1. that progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed; and
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader & Deputy Leader of the Council, to approve the final designs and work schedules for Mosssdale Meadows and to determine the arrangements and timescales for the works to be undertaken at Mosssdale Meadows.

*Reason for Decision*

1. *The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.*
2. *To find a balance between ensuring that the outstanding matters identified would be included in the approved designs and schedules, while avoiding delays to the timescales for the delivery of the works at Mosssdale Meadows.*



## **71. Civic Centre Facilities Improvements**

The Committee received an update on the contract and timescales to refurbish the Civic Centre Toilets and Civic Centre Bar/Café kitchen and confirm how the scheme would be financed (item 10 on the agenda).

### **RESOLVED**

1. that the *Arrangements*, as set out in the report, to undertake improvements to the facilities at Braunstone Civic Centre, be accepted;
2. that the earmarked reserve “Civic Centre Capital Plan Priority Projects” be utilised to cover the £50,000 funding deficit; and
3. that, delegated authority be given to the Chief Executive & Town Clerk to liaise with the contractor, architect and surveyor to make arrangements for the installation of the Changing Places toilet, including selecting a preference from the four quotes received.

#### *Reasons for Decision*

1. *To confirm detailed arrangements and timescales for the work to be undertaken.*
2. *To allocate funding to ensure that the approved works would be financed.*
3. *To ensure that a suitable supplier/sub-contractor was appointed to undertake the specialist Changing Places Toilet installation.*

## **72. Corporate Warning and Banning Policy & Procedure**

The Committee considered, following consultation, adopting a framework for a corporate warning and banning system (item 11 on the agenda).

**RESOLVED** that the Corporate Warning and Banning Policy & Procedure, attached at Appendix 1 of the report, be approved and adopted with effect from Monday 16<sup>th</sup> January 2023.

#### *Reason for Decision*

*To define the process of either a warning and/or banning a member of the public from using the Council's services following an incident of inappropriate behaviour.*

## **73. Review of Pitches Policy & Procedure**

The Committee considered proposed amendments to the Council's Pitches Policy & Procedure for consultation (item 12 on the agenda).

### **RESOLVED**

1. that the proposed amendments to the Pitches Policy & Procedure (and associated Football Terms & Conditions), attached at Appendix 1 of the

- report, be approved for consultation with the sports clubs, residents, staff and Councillors, as detailed in the *Timescales and Implementation* section of the report; and
2. that any proposed amendments, along with any changes required to reflect agreed arrangements at Shakespeare Park, be presented to the next meeting of Policy & Resources Committee, proposed for 9<sup>th</sup> March 2023, for consideration and approval.

*Reasons for Decision*

1. *To ensure that the sports clubs, residents, staff and Councillors could input into the proposed changes to the Pitches Policy & Procedure to ensure that these would be practical and fit for purpose.*
2. *To set out the relationship between Pitch provision and the provision of Open Spaces and Parks in the Town.*

**74. Draft Sustainable Procurement Objectives**

The Committee considered for consultation, a proposed Statement of Sustainable Procurement Objectives and a plan for its implementation (item 13 on the agenda).

**RESOLVED**

1. that the proposed Sustainable Procurement Objectives, attached at Appendix 2 of the report, be approved for consultation with stakeholders, residents, staff and Councillors, as detailed in the *Timescales and Implementation* section of the report; and
2. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 9<sup>th</sup> March 2023, for consideration and approval.

*Reasons for Decision*

1. *To ensure that stakeholders, residents, staff and Councillors could input into the proposed Sustainable Procurement Objectives to ensure that it would be practical and fit for purpose.*
2. *To provide a reference for procurement and purchasing so that the no occasion would be missed to guide procurement expenditures towards efficient low-carbon choices in products, services and public works.*

**75. Blaby District Parish Councils Group**

There was nothing to report.

**76. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 30<sup>th</sup> November 2022 (item 15 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with income and expenditure against the budget for 2022/2023.*

**77. Approval of Accounts**

The Committee considered payments from 26<sup>th</sup> October 2022 until 31<sup>st</sup> December 2022 (item 16 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 26<sup>th</sup> October 2022 until 31<sup>st</sup> December 2022 be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

**78. Procurement of Items identified in the Climate Audit**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interest.*

The Committee considered further assessments of tenders received, along with an update on financing, for the installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (item 17 on the agenda).

**RESOLVED**

1. that tender SP3 be identified as the preferred contractor for the installation of *Solar PV Panels and associated Battery Storage*, as detailed at Appendix 1;
2. that tender SP2 be selected as the second place contractor for the installation of *Solar PV Panels and associated Battery Storage*, as detailed at Appendix 1;
3. that tender EV6 be provisionally selected as the preferred supplier for the installation *Electric Vehicle Charging points*, as detailed at Appendix 2;
4. that further information from contractor be requested, in respect of tender EV3, as outlined in the report and at Appendix 2, and that delegated authority be given to the Chief Executive & Town Clerk to reassess the tender;
5. that, subject to 4 above, tender EV8 be provisionally selected as the second choice supplier in the event that the reassessment changes the ranking of tender EV3;
6. that delegated authority be given to the Chief Executive & Town Clerk, in

consultation with the Leader and Deputy Leader of the Council, to:

- (a) further examine the provisionally selected tenders, including clarification and obtaining omitted/missing information and reassessing the tenders where appropriate,
  - (b) select a preferred contractor for the installation of *Solar PV Panels and associated Battery Storage* and for the installation of *Electric Vehicle Charging points*,
  - (c) determine the detailed arrangements, timings and work schedules,
  - (d) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations, and
  - (e) award contracts and commission works; and
7. that the *Next Steps and Timescales*, as set out in the report, and at Appendix 3, be approved.

#### *Reasons for Decision*

1. *Tender SP3 currently offered best value when balanced against cost, lifetime savings and deliverability against the Council's carbon reduction objectives; however, a further detailed assessment would be needed to confirm the details.*
2. *Tender SP2 represented good value compared to SP3 and following detailed assessment could be the better offer.*
3. *Tender EV6 had the lowest cost and the second highest return and overall appeared to represent best value; however, a further detailed assessment would be needed to confirm the details.*
4. *Tender EV3 had the best return; however, there were no details of the annual costs of the back office system.*
5. *Tender EV8 represented good value; it utilised a widespread customer system and a further detailed assessment may confirm it as a viable alternative to EV3.*
6. *To ensure that tenders were properly assessed in order to determine which offered the best value in terms of cost/savings/income, quality, deliverability and achievement of the Council's Carbon reduction commitment. To allow detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*
7. *To provide an outline plan for the procurement and assessment process and for delivering the installations.*

#### **79. Mossdale Meadows Culvert**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interest.*

The Committee considered a revised project scope and proposed financing for rebuilding Mossdale Meadows Culvert (item 18 on the agenda).

## RESOLVED

1. that amended specifications for the improvement work to Mossdale Meadows culvert for the removal and replacement of the existing vehicular bridge, attached at Appendix 1, be approved;
2. that the amended documentation to invite tenders for the proposed works attached at Appendix 2, be approved; and
3. that delegated authority be given to the Chief Executive & Town Clerk to finalise the tender documentation, determine timescales and invite tenders.

### *Reasons for Decision*

1. *To implement construction work to reduce the level of flooding issues on Mossdale Meadows to protect the brook, banks and surrounding land.*
2. *To comply with financial regulations and relevant procurement legislation.*
3. *To enable minor modifications to be made if necessary and to provide flexibility.*

The meeting closed at 9.05pm.

#### NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

#### EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 9<sup>th</sup> March 2023.*

## **BRAUNSTONE TOWN COUNCIL**

**26<sup>th</sup> JANUARY 2023**

### **Item 12(a) – Sealing of Documents: Copyright Assignment Agreement**

#### **Purpose**

To consider sealing a Copyright Assignment Agreement for two books:

- (a) “Braunstone’s Humble Past”; and
- (b) “When Life Was Transformed in Braunstone and the Role of the Parish Council in the 1920s/30s”;

in accordance with Standing Order 4.24.

#### **Background**

In March 2022, local resident and Braunstone Heritage Archive Group member, Jack Haselgrove approached the Town Council to suggest the Town’s Library both store and sell copies of his two books:

- (a) “Braunstone’s Humble Past”; and
- (b) “When Life Was Transformed in Braunstone and the Role of the Parish Council in the 1920s/30s”.

If this was agreeable to the Town Council, Jack suggested that ownership of the remaining stock be transferred to the Town Council, complete with a declaration assigning all rights of copyright and ownership, together with authority to apply any income from sales to fund the Town’s Community Library.

#### **Copyright Assignment**

There is around 200 copies of each book remaining in stock, which sell for £5 each.

In accordance with specific delegation 37 to Officers, the Chief Executive & Town Clerk is able to enter into contractual arrangements on behalf of the Town Council where the contract value is no more than £3,000. Therefore, the Chief Executive & Town Clerk commissioned the Town Council’s legal advisors to develop a Copyright Assignment agreement (attached at Appendix 1).

The agreement has been approved and signed by Jack Haselgrove.

In accordance with Standing Order 4.24, Council is asked to authorise the sealing of the agreement by resolution.

### Recommendation

That, in accordance with Standing Order 4.24, the Council's common seal be applied to the Copyright Assignment Agreement relating to "Braunstone's Humble Past"; and "When Life Was Transformed in Braunstone and the Role of the Parish Council in the 1920s/30s"; copy attached at Appendix 1.

### Reason

To implement the wishes of the author to assign all rights of copyright and ownership to Braunstone Town Council, together with authority to apply any income from sales towards the operation of Braunstone Town Community Library.



Copyright Assignment Agreement  
“Braunstone’s Humble Past”  
&  
“When Life Was Transformed In  
Braunstone And The Role Of The Parish  
Council in The 1920/30s”

**Version:** 1.2  
**Issued:** January 2023  
**Reference:** NWL2265/4





This deed is dated

## **Parties**

- (1) Jack Haselgrove of 18 Mossdale Road, Braunstone Town, Leicester, LE3 2US  
**(Assignor)**
- (2) Braunstone Town Council of Braunstone Civic Centre, 209 Kingsway, Leicester LE3 2PP  
**(Assignee)**

## **BACKGROUND**

- (A) The Assignor has created the Works (as defined below) and owns the copyright and any database rights in the Works.
- (B) The Assignor has agreed to assign to the Assignee all copyright and database rights in the Works on the terms set out in this agreement.

## **Agreed terms**

### **1. Interpretation**

The following definitions and rules of interpretation apply in this agreement.

#### 1.1 Definitions:

**Works:** the books entitled:

- a) "Braunstone's Humble Past"; and
- b) "When Life Was Transformed In Braunstone And The Role Of The Parish Council in The 1920/30s".

1.2 Clause, Schedule and paragraph headings shall not affect the interpretation of this agreement.

1.3 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

1.4 The Schedules form part of this agreement and shall have effect as if set out in full in the body of this agreement. Any reference to this agreement includes the Schedules.

1.5 References to clauses and Schedules are to the clauses and Schedules of this agreement.

1.6 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.

- 1.7 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.8 This agreement shall be binding on, and enure to the benefit of, the parties to this agreement and their respective personal representatives, successors and permitted assigns, and references to any party shall include that party's personal representatives, successors and permitted assigns.
- 1.9 A reference to legislation or a legislative provision is a reference to it as it is in force as at the date of this agreement.
- 1.10 A reference to **writing** or **written** excludes fax but not email.
- 1.11 Any words following the terms **including, include, in particular, for example** or any similar expression shall be interpreted as illustrative and shall not limit the sense of the words preceding those terms.

## **2. Assignment**

- 2.1 In consideration of the Assignee covenanting to spend all proceeds derived from the Works on costs associated with the Braunstone Town Community Library (or any successor performing substantially the same function), the Assignor hereby assigns to the Assignee absolutely with full title guarantee the following rights:
- (a) the entire copyright and all other rights in the nature of copyright subsisting in the Works;
  - (b) any database right subsisting in the Works; and
  - (c) all other rights in the Works of whatever nature, whether now known or created in the future, to which the Assignor is now, or at any time after the date of this agreement may be, entitled by virtue of the laws in force in the United Kingdom and in any other part of the world,

in each case for the whole term including any renewals, reversions, revivals and extensions and together with all related rights and powers arising or accrued, including the right to bring, make, oppose, defend, appeal proceedings, claims or actions and obtain relief (and to retain any damages recovered) in respect of any infringement, or any other cause of action arising from ownership, of any of these assigned rights, whether occurring before, on, or after the date of this agreement.

- 2.2 On or before the execution of this agreement, the Assignor shall transfer to the Assignee all printed copies of the Works in his possession, subject to the condition under clause 2.1 of this agreement that the proceeds of any sales of those printed copies shall be spent on costs associated with the Braunstone Town Community Library (or any successor performing substantially the same function).

### **3. Warranties**

The Assignor warrants that, as at the date of this agreement:

- (a) the Works are his original work and have not been copied wholly or substantially from any other work or material or any other source;
- (b) the Assignor is the sole legal and beneficial owner of the rights assigned by this agreement and is the sole author of the Works;
- (c) the Assignor has not assigned or licensed any of the rights assigned by this agreement;
- (d) the rights assigned by this agreement are free from any security interest, option, mortgage, charge or lien;
- (e) the Assignor is unaware of any infringement, or likely infringement of, any of the rights assigned by this agreement;
- (f) so far as it is aware, the exploitation of the rights assigned by this agreement will not infringe the rights of any third party; and
- (g) the Works contain nothing that is defamatory or indecent.

### **4. Indemnity**

4.1 The Assignor shall indemnify the Assignee against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) suffered or incurred by the Assignee arising out of or in connection with:

- (a) any breach by the Assignor of the warranties contained in clause 4 above.
- (b) the enforcement of this agreement.

4.2 At the request of the Assignee and at the Assignor's own expense, the Assignor shall provide all reasonable assistance to enable the Assignee to resist any claim, action or proceedings brought against the Assignee as a consequence of that breach.

4.3 Nothing in this clause shall restrict or limit the Assignee's general obligation at law to mitigate a loss it may suffer or incur as a result of an event that may give rise to a claim under this indemnity.

### **5. Moral rights**

The Assignor, being the sole author of the Works, waives absolutely his moral rights arising under the Copyright, Designs and Patents Act 1988 and, so far as is legally possible, any broadly equivalent rights they may have in any territory of the world.

## **6. Waiver**

- 6.1 A waiver of any right or remedy is only effective if given in writing and shall not be deemed a waiver of any subsequent right or remedy.
- 6.2 A delay or failure to exercise, or the single or partial exercise of, any right or remedy shall not waive that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy.

## **7. Entire agreement**

- 7.1 This agreement constitutes the entire agreement between the parties.
- 7.2 Each party acknowledges that in entering into this agreement it does not rely on any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement. Each party agrees that it shall have no claim for innocent or negligent misrepresentation based on any statement in this agreement.

## **8. Variation**

No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

## **9. Severance**

- 9.1 If any provision or part-provision of this agreement is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this agreement.
- 9.2 If any provision or part-provision of this agreement is deemed deleted under clause 11.1, the parties shall negotiate in good faith to agree a replacement provision that, to the greatest extent possible, achieves the intended commercial result of the original provision.

## **10. Third party rights**

- 10.1 This agreement does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement.
- 10.2 The rights of the parties to rescind or vary this agreement are not subject to the consent of any other person.

## **11. Governing law**

This agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

## **12. Jurisdiction**

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this agreement or its subject matter or formation.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

**EXECUTED** (but not delivered until the date hereof)

**AS A DEED** by affixing the Common Seal of  
**BRAUNSTONE TOWN COUNCIL**

in the presence of:

.....

Authorised Signatory

**EXECUTED** (but not delivered until the date hereof)

**AS A DEED** by **JACK HASELGROVE**

.....

Signature

In the presence of:

[NAME,

ADDRESS

AND OCCUPATION OF WITNESS]

.....

Witness Signature