

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 12th 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 3rd November 2022 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 3rd 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 9th 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 16th 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 9th 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 9th 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 30th 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 26th October 2022 until 31st December 2022 (item 16 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 26th October 2022 until 31st 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 9th March 2023.

Signed:

Date: