



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk
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4th January 2023

To: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Sohan Johal, Leanne Lee, Sam Maxwell, Phil Moitt, Tracey Shepherd and Robert Waterton.

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the **Ravenhurst Room** at Braunstone Civic Centre on **Thursday, 12th January 2023** commencing at **7.30pm**, for the transaction of the business as 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/89799276717?pwd=R25ycEVldW5FbW1GTmFDN3N6cEldz09>

Meeting ID: 897 9927 6717

Passcode: 584990

Yours sincerely,

Chief Executive & Town Clerk

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 Participation**
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 held on 3rd November 2022 to be signed by the Chairperson (**Enclosed**).
5. **Business Plan 2023/2024**
To consider, for recommendation to Council, 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, for recommendation to Council, priorities and projects for the 2023/2024 Capital Plan (**Enclosed**).
7. **Budget (including Fees & Charges) and Precept 2023/2024 and future estimates**
To consider, for recommendation to Council, the budget and precept for 2023/2024, including fees and charges and to set out proposed estimates for future years (**Enclosed**).
8. **Shakespeare Park – Improvement & Development**
To receive a final report on phases 1 and 2 of the project and an update on financing for phase 3. To receive an update on arrangements for future management of the pavilion and site. (**Enclosed**).
9. **Improvements to Walking and Cycle Routes**
To receive an update on the delivery of proposals for improvements to the connections between walking and cycling routes (**Enclosed**).
10. **Civic Centre Facilities Improvements**
To receive and update on the contract and timescales to refurbish the Civic Centre Toilets and Civic Centre Bar/Café kitchen and confirm how the scheme will be financed (**Enclosed**).
11. **Corporate Warning and Banning Policy & Procedure**
To consider, following consultation, adopting a framework for a corporate warning and banning system (**Enclosed**).
12. **Review of Pitches Policy & Procedure**
To consider proposed amendments to the Council's Pitches Policy & Procedure and to approve these for consultation (**Enclosed**).

13. **Draft Sustainable Procurement Objectives**
To consider for consultation a Statement of Sustainable Procurement Objectives and a plan for its implementation (**Enclosed**).
14. **Blaby District Parish Councils Group**
To provide feedback from the Blaby District Parish Councils Group and to identify issues to be raised at future meetings.
15. **Financial Comparisons**
To receive Financial Comparisons for the period 1st April 2022 to 30th November 2022 (**Enclosed**).
16. **Approval of Accounts**
To consider payments from 26th October 2022 until 31st December 2022 (**Enclosed**).
17. **Procurement of Items identified in the Climate Audit**
RECOMMENDED: - That in view of the special / confidential nature of the business to be transacted, it is recommended that the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reason for exception – Commercial Interest.

To determine the works and financing for the installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (**Enclosed for Councillors**).
18. **Mossdale Meadows Culvert**
RECOMMENDED: - That in view of the special / confidential nature of the business to be transacted, it is recommended that the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reason for exception – Commercial Interest.

To determine a revised project scope and proposed financing for rebuilding Mossdale Meadows Culvert (**Enclosed for Councillors**).

Next Scheduled Meeting: 9th 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 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.

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 3rd NOVEMBER 2022 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Leanne Lee, Darshan Singh (substituting for Councillor Sohan Johal) and Robert Waterton.

Observing the meeting, via Zoom Video conferencing, was Councillor Christiane Startin-Lorent.

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

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

42. Apologies

Apologies for absence were received from Councillors Sohan Johal, Sam Maxwell and Tracey Shepherd.

43. Disclosures of Interest

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

44. 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.

45. Minutes

The Minutes of the meeting held on 27th September 2022 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 27th September 2022 be approved and signed by the Chairperson as a correct record.

46. Medium Term Priorities & Financial Planning

The Committee received a report setting out the context for the Council's medium term priorities and financial planning (item 5 on the agenda).

Following the publication of the Supplementary Report for agenda item 18, which included estimated savings/income from the proposed Solar PV Panels and proposed Air Source Heat Pump, the projected savings/income generation in the 5 year Income/Expenditure Projections at Appendix 1 had been updated and was circulated (filed with these minutes).

RESOLVED

1. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to update the Report and the financial projections at Appendix 1, if necessary, following the announcement of the Government's Medium-term Fiscal Plan and publication of the Office for Budget Responsibility's "Economic and fiscal outlook" report, due to be published on 17th November 2022;

THAT IT BE RECOMMENDED TO COUNCIL

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

Reasons for Decision

1. *To ensure that the latest economic and fiscal assessments were considered as part of the Medium Term Priorities and Financial Planning process prior to its adoption.*
2. *To provide a foundation for preparing budget estimates for 2022/2023 and beyond.*
3. *To ensure the Council focusses its activity and spending on its key priorities and objectives given the future financial uncertainties.*
4. *To ensure the highest possible standards within the resources available in the future.*
5. *To effectively manage the Council's cash flows, borrowing and investments, taking into account the associated risks.*

47. **Shakespeare Park – Improvement & Development**

The Committee received a progress report on the improvement project and financing for phase 2; and received an update on arrangements for future management of the pavilion and site (item 6 on the agenda).

RESOLVED

1. that progress with the Project: *Pavilion and Site Works, Tennis Courts improvements, Playground Improvements and Future Management Arrangements*, as set out in the relevant section of the report, be noted; and
2. that the revised timescales for the project, attached at Appendix 1, be approved.

Reasons for Decision

1. *To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire, was delivered efficiently and effectively.*
2. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

48. **Queen's Green Canopy**

The Committee considered suitable locations in Braunstone Town and Thorpe Astley for the planting of new trees as part of the Queen's Green Canopy (item 7 on the agenda).

RESOLVED

1. that the two potential sites for planting trees for the Queen's Green Canopy, as shown at Appendix 1 of the report, be endorsed;
2. that suggested types of trees for each site be approved and that the trees be planted to form an appropriate design/layout;
3. that a short survey be undertaken with residents to ascertain their views on the potential sites and the results forwarded to the meeting of the Citizen's Advisory Panel on 24th November;
4. that delegated authority be approved for the Chief Executive & Town Clerk in consultation with the Leader and Deputy Leader to confirm the final planting areas; and
5. that consideration be given to initiatives which give a common identity to the Town's Public Open Spaces.

Reasons for Decision

1. *To consider appropriate planting areas for the Queen's Green Canopy.*
2. *To ensure that the type of trees selected to be planted at each site were appropriate and that the plantations would be identifiable as a special feature.*
3. *To ensure that the community would be consulted on the proposals for the Queen's Canopy initiative to commemorate the Queen's Platinum Jubilee.*
4. *To ensure that the final two planting areas for the trees would be appropriate and suitable.*
5. *To connect the community with all of its parks and open spaces.*

49. Parks and Open Spaces Winter Works Programme 2022/2022

The Committee considered items for inclusion on the Winter Works Programme for 2022/2023 for the Councils Parks, Open Spaces and Grounds (item 8 on the agenda).

RESOLVED

1. that the Winter Works Programme 2022/2023, attached at Appendix 1, be approved; and
2. that consideration be given to including an item on the Capital Plan to make improvements to the Gravel Path at the Village Green (Thorpe Astley).

Reasons for Decision

1. *To ensure that parks and open spaces in Braunstone Town and Thorpe Astley would be maintained to a high level.*
2. *To recognise that there was continuous erosion and surface water run off and that a permanent solution would be needed.*

50. Dignity at Work Policy

The Committee considered, following consultation, adopting a Dignity at Work Policy setting out principles and standards of acceptable behaviour, relevant processes for raising complaints and a register of complaints and incidents (item 9 on the agenda).

RESOLVED that the Dignity at Work Policy, attached at Appendix 1 of the report, be approved and adopted with effect from Monday 7th November 2022.

Reason for Decision

To ensure that the Council had a policy in place to meet its commitment to create workplaces that allow people to maintain their dignity at all times.

51. Draft Corporate Warning and Banning Policy & Procedure

The Committee received, for consultation, the framework for a corporate warning and banning system (item 10 on the agenda).

RESOLVED

1. that the term “members of the public” should be used consistently in the proposed Policy & Procedure (as opposed to another description such as customer);
2. that, subject to 1 above, the proposed draft Corporate Warning and Banning Policy and Procedure, attached at Appendix 1 of the report, be approved for consultation with residents, customers, users, staff, Councillors, volunteers, partners and the Council’s HR Advisor, as detailed in the *Timescales and Implementation* section of the report; and
3. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for the 12th January 2023, for consideration and approval.

Reasons for Decision

1. *To ensure clarity and consistency in the terms and descriptions used.*
2. *To ensure that residents, customers, users, staff, Councillors, volunteers, partners and the Council’s HR Advisor could input into the proposed Corporate Warning and Banning Policy to ensure that it would be practical and fit for purpose.*
3. *To define the process of either issuing a warning and/or banning a member of the public from using the Council’s services following an incident of inappropriate behaviour.*

52. Complaints Monitoring

The Committee received details of formal complaints dealt with and determined whether there should be policy or procedural changes to ensure that future reoccurrence is minimised (item 11 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

The Procedure by including all complaints, whether minor or major, simple or complex, and providing for the informal stage and formal stage to deal with these as appropriate results in complaints being resolved and/or closed effectively.

53. External Audit 2021/2022

The Committee noted that the External Audit for the 2021/2022 financial year was completed on 26th September 2022 (item 12 on the agenda).

RESOLVED that it be noted that the External Audit 2021/2022 was completed on 26th September 2022 and that no matters were raised concerning the Town Council's accounts and governance arrangements for the year ended 31st March 2022.

Reason for Decision

An unqualified opinion was given by the External Auditor, PKF Littlejohn LLP, on the Council's Annual Governance and Accountability Return 2021/2022.

54. Blaby District Parish Councils Group

The Committee considered whether there was any feedback from the Blaby District Parish Councils Group and whether to identify issues to be raised at future meetings.

Councillor Waterton advised that there was nothing to report and that the next meeting was scheduled in December.

55. Banking Arrangements

The Committee considered changes to the Council's banking arrangements (item 14 on the agenda).

RESOLVED

1. that the principal of opening a third bank account to hold monies relating to the Council's major Capital Projects be approved; and
2. that delegated authority be given to the Responsible Financial Officer to identify a suitable bank account with the Council's existing or alternative bank.

Reasons for Decision

1. *To add transparency to the Council's banking in terms of separating transactions for operational expenditure from those of its major capital projects.*
2. *To provide flexibility to officers to identify and open a bank account which offers competitive terms and meets the Council's needs.*

56. End of Quarter Financial Positions – Cashbook and reserves

The Committee received a summary of the Council's Cash and reserves for the period 1st April 2022 to 30th September 2022 (item 15 on the agenda)

RESOLVED that the end of quarter financial position be noted.

Reason for Decision

There were no issues of concern with management of the Council's Finances.

57. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2022 to 30th September 2022 (item 16 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.

58. Approval of Accounts

The Committee considered payments from 31st August 2022 until 25th October 2022 (item 17 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 31st August 2022 until 25th October 2022 be approved.

Reason for Decision

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

59. 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 identified preferred contractors for the installation of Solar PV Panels, Electric Vehicle Charging Points and an Air Source Heat Pump and determined financing for the schemes (item 18 on the agenda).

A supplementary report, setting out costs and identified funding sources for the installation of Solar PV Panels and battery storage, Electric Vehicle Charging Points and an Air Source Heat Pump; along with timescales and milestones for delivery and an assessment of risks for the project, was submitted (filed with these minutes).

RESOLVED

1. that tenders SP2 and SP3 for the installation of *Solar PV Panels and associated Battery Storage*, as detailed in Appendix 2, be shortlisted;

2. that tender HP1 to install an *air source heat pump* at Thorpe Astley Community Centre, as detailed at Appendix 3, be provisionally accepted;
3. that tenders EV3, EV5, EV6 and EV8 for the installation of *Electric Vehicle Charging points*, as detailed at Appendix 4, be shortlisted;
4. that further examination of the shortlisted/provisionally accepted tenders be undertaken, including clarification and obtaining omitted/missing information where appropriate;
5. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to;
 - a) select a preferred contractor and reserve contractors for the installation of *Solar Panels and associated Battery Storage* and for the installation Electric Vehicle Charging points, and
 - b) determine the detailed arrangements, timings and work schedules,
 - c) 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
 - d) award contracts and commission works.
6. THAT IT BE RECOMMENDED TO COUNCIL that the following resolution be approved “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 £18,128”;
7. that delegated authority be given to the Chief Executive & Town Clerk, to put together a borrowing application, with supporting evidence, including a financial appraisal, for submission to Council;
8. that the *Next Steps and Timescales*, as set out in the report, and the detailed timescales and milestones set out at Appendix 5, be approved; and
9. that the Risk Assessment, set out at Appendix 6, be adopted.

Reasons for Decision

1. *The tenders shortlisted represented best value when balanced against cost, timescales and ability to undertake the proposed works. These tenders could be examined further to ensure deliverability against the Council’s carbon reduction objectives.*
2. *The tender from Contractor D represented best value when balanced against cost, timescales and ability to undertake the proposed works and was recommended by the heat loss consultant.*
3. *The tenders shortlisted represented best value when balanced against cost, timescales and ability to undertake the proposed works. These tenders could be examined further to ensure cost and deliverability represented good value.*
4. *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.*

5. *To allow detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*
6. *To enable the application assessment to be progressed and submitted for consideration by the Assessor on behalf of the Secretary of State for Levelling Up, Housing and Communities.*
7. *To enable the detailed supporting evidence to be gathered and submitted with the Council's application without undue delay. To ensure best financial management to meet the Project's costs.*
8. *To provide an outline plan for the procurement and assessment process and for delivering the installations.*
9. *To identify the potential risks and barriers to delivering the project and to identify measures to mitigate these.*

60. Improvements to Walking and Cycle Routes

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 received an update on the delivery of proposals for improvements to the connections between walking and cycle routes (item 19 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;
2. that the revised general arrangement for the Mosssdale Meadows section of the scheme, as set out at Appendix 3, be approved; subject to satisfactory resolution of the outstanding matters listed in the *Mosssdale Meadows* section of the report; and
3. 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.

Reasons 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. *The proposals would improve the standard of the pathway for pedestrians and cyclists, both users of Mosssdale Meadows and those travelling through.*

3. *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 Mossdale Meadows.*

61. Civic Centre Facilities Improvements

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 received a schedule of works, determined financing and appointed a contractor to undertake the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen.

RESOLVED

1. that the provisionally accepted tender from Contractor D to undertake improvements to the facilities at Braunstone Civic Centre, be accepted; and
2. that delegated authority be given to the Chief Executive & Town Clerk to liaise with the selected contractor to
 - (a) determine the detailed arrangements, timings and work schedules,
 - (b) 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
 - (c) award the contract.

Reasons for Decision

1. The tender from Contractor D represented best value when balanced against cost, timescales and ability to undertake the proposed works.
2. To allow detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.

The meeting closed at 9.20pm.

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 12th January 2023.

DRAFT

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE - 12th JANUARY 2023

Item 5 – Business Plan 2023/2024

Purpose

To consider, 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.

Background

On 3rd November 2022, the 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.

| Delivery Objectives | | |
|----------------------------|--|--|
| Ref | Objective | Progress/Notes/Recommendation |
| (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. Roll into 2023/24. |
| (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). Roll into 2023/24. |
| (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. Roll into 2023/24. |
| (d) | Invest in and enhance tennis provision through Tap4Tennis. | Delivered investment in System and Shakespeare Courts improvements. Roll onto 2023/24 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. Roll onto 2023/24. |

| Delivery Objectives | | |
|----------------------------|--|---|
| Ref | Objective | Progress/Notes/Recommendation |
| (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. Roll onto 2023/24. |

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

| PROPOSED NEW Delivery Objectives (2023/24) | | |
|---|---|---|
| Ref | Objective | Progress/Notes |
| (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.

| Delivery Objectives | | |
|----------------------------|---|--|
| Ref | Objective | Progress/Notes/Recommendation |
| (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. Roll onto 2023/24 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. Roll onto 2023/24. |
| (c) | Implement revised Community Centres hire arrangements | COMPLETED |
| (d) | Attract new activities and hires to Thorpe Astley Community Centre in response to the residents' survey | COMPLETED |

| Delivery Objectives | | |
|---------------------|--|---|
| Ref | Objective | Progress/Notes/Recommendation |
| (e) | Provide new outreach services at Thorpe Astley Community Centre; for example, Local Area Coordination and Library Services | Donated books. LAC tried but no interest. Information about Library services. Exploring Story Time and Coffee morning; to be complete by March 2023. |

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 | | |
|---------------------|---|--|
| Ref | Objective | Progress/Notes/Recommendation |
| (a) | Work to establish a Good Neighbour's Scheme | Only one resident interested; advertised but no other interest. Propose not to include from 2023/24. |
| (b) | Support new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events | Ongoing - Roll onto 2023/24. 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 | COMPLETED Include in 2023/24: 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. Roll into 2023/24. |
| (e) | Support the Local Area Coordination Project | Ongoing - Roll onto 2023/24. |

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 | | |
|----------------------------|--|---|
| Ref | Objective | Progress/Notes/Recommendation |
| (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. Roll into 2023/24. |
| (b) | Implement an Environment and Biodiversity Strategy to enhance nature and biodiversity on our urban green spaces. | Strategy Approved. Proposed update for 2023/24: 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 Roll onto 2023/24 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. Scheduled to deliver Community Centres by March 2023. |
| (e) | Work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations. | Ongoing Roll onto 2023/24. |

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.

Recommendations

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

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

POLICY & RESOURCES COMMITTEE – 12th JANUARY 2023

Item 6 – Capital Plan 2023/2024

Purpose

To consider, for recommendation to Council, 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 11th 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 27th 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:

| Completed Community Centres Projects | | |
|---|--|--|
| Building | Project | Completed |
| 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:

| Scheduled Community Centres Projects | | |
|---|--|-----------------------|
| Location | Project | Scheduled |
| 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). | |

| Scheduled Library Projects | |
|---|------------------|
| Project | Scheduled |
| 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 |

| General Projects | |
|---|------------------|
| Project | Scheduled |
| 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) | Scheduled for 2022/23 Winter works Medium to Long Term |
| 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). Install new and replace vandalised equipment. Improve paths, including gravel path “yellow brick road” and planting in surrounding open space. | Cost £17k, funding to be identified Short Term Priority Project for 2023/2024 |
| 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> | Priority Project for 2022/23 2023/2024 |
| | Bridle path resurfacing (from Kingsway entrance through to Jelson owned land) | On hold pending review and availability of resources |
| | Possible resurfacing of footpaths | Medium to Long Term |
| | Toddler swings (estimated five year life span – medium risk) MM | On hold pending review and availability of resources Short to Medium Term |
| | 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> | Once Shakespeare Park Improvements completed Short to Medium Term |

| Parks and Open Spaces Projects | | |
|--------------------------------|--|--|
| Park | Project | Notes |
| | New Roof and Roof Insulation at Mossdale 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> | Once Shakespeare Park Improvements completed Short to Medium Term |
| Shakespeare Park | Additional balance in play area (2-5 or 5 – 12 age group) | Part of Shakespeare Park Improvement and Development Project, Priority Project underway and scheduled for completion early in 2022/23 2023/24 |
| | 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> | Schedule 2022/23 Fundamental to building integrity Priority Project for 2023/24. |
| | 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> | Schedule 2022/23 Health & Safety can't be maintained. Consider through next Carbon Audit Short to Medium Term |
| | 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 Short to Medium Term |

| 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 Short to Medium Term |
| | Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Heating/Air Conditioning • Mood Lighting <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 Await Carbon Audit and obtain quotes Consider once roof replaced and through next Carbon Audit Short to Medium Term |
| | Council Chamber internal refurbishment: <ul style="list-style-type: none"> • 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, training and social events.</i> | On-hold pending review and availability of resources and roof replacement Await Carbon Audit and obtain quotes |
| | Refurbish/Replace Fire Doors in Council Chamber, Fosse Room and Millfield Hall kitchen Civic Centre (except Millfield Hall) . Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency. | Currently scheduled for 2022/23 pending resources Priority Project for 2023/24 |
| | 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). | Postpone to 2023/24 Short to Medium Long Term |
| | 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> | Short to Medium Long Term |

| 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> | Priority Project for 2022/23 2023/24 |
| | Council Chamber & 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> | Short to Medium Long Term |
| 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 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 and potentially presentedpresenting difficulties for wheel chair users and those who are less able.</i> | Schedule dependent on Reserves Short to Medium Term |
| 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. | Priority Project for 2022/23 2023/24 Scheduled to Complete May 2023 |
| Installation of Electric Vehicle Charging points at community facilities | To provide fast charging for service users, hirers and staff who use an electric vehicle. | Priority Project for 2022/23 2023/24 Scheduled to Complete May 2023 |
| 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. | Short to Medium Term |

| 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. | Short to Medium Term |
| 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. Short to Medium Term |
| 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. Medium Term |
| 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. Rolling over Medium Term |

| Potential Parks and Open Spaces Projects | | |
|---|--|---------------------------------|
| Park and Project Details | Reasons for Proposed Addition | Notes |
| 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. | Rolling over Medium Term |

| Potential Community Centres Projects | | |
|--|--|--|
| Building/Project Details | Reasons for Proposed Addition | Notes |
| 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. | Priority Project for 2023/23 |
| Civic Centre Kitchens refurbishment | Kitchens approximately 40 years old. Poor quality by modern standards and require extra cleaning and maintenance | Medium to Long Term |
| Millfield Hall and Council Chamber Floor stripping and revarnishing | Floors wearing and risk damage from use and liquid if not sealed and treated. | Priority Project for 2023/23 <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. | Medium to Long Term |
| 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. | Medium to Long Term |
| 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. | Medium to Long Term |
| 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).

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

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 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

| Parks and Open Spaces Projects 2023/2024 | | |
|--|--|--|
| Park | Project | Notes/Finance |
| 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 & 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"> 1. Resurface playground with rubber mulch under play equipment and pathway. 2. Install new and replace vandalised equipment. 3. Improve paths, including gravel path "yellow brick road" and planting in surrounding open space. <i>Rubber tiles damaged and in places missing. Surfaces damaged/vandalised and pathways eroded.</i> | Estimated: £50k <i>External Grants, Annual Capital Budget & 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 & 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 & 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. | Scheduled to Complete May 2023 <i>External Grant & 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. | Scheduled to Complete May 2023 <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 & 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 & Section 106</i> |

| Short to Medium Term Parks and Open Spaces Projects | | |
|--|--|--|
| Park | Project | Notes/Finance |
| 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 & 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 & 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> |

| Short to Medium Term Community Centres Projects | | |
|--|--|--|
| Building | Project | Notes/Finance |
| 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> |

| Short to Medium Term Community Centres Projects | | |
|--|--|--|
| Building | Project | Notes/Finance |
| | 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"> • Heating/Air Conditioning • Mood Lighting <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> |

| Short to Medium Term General Projects | | |
|---|--|---|
| Location | Project | Notes/Finance |
| 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 & 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)

| Medium to Long Term Parks and Open Spaces Projects | | |
|---|---|--|
| Park | Project | Notes/Finance |
| 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 & Annual Capital Budget</i> |

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

| Medium to Long Term Community Centres Projects | | |
|---|---|--|
| Building | Project | Notes/Finance |
| Civic Centre | Council Chamber internal refurbishment: <ul style="list-style-type: none"> • 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, 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 & 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 & 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

POLICY & RESOURCES COMMITTEE – 12th JANUARY 2023

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

Purpose

To consider, for recommendation to Council, 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 £1,381,091. 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 £783,035 for 2023/2024.

The requirement of £783,035 is £20,922 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 8.33% (8.70% increase to the 2022/2023 base budget) resulting in an increase of £12.29 per annum on Band D and £9.56 per annum on Band B.

In order to spread the impact on the Council Tax precept over two years, this budget considers using £10,000 of non-earmarked reserves in 2023/2024. This leaves a net precept requirement of £773,035. This would result in a percentage increase on the precept of 6.95% (7.31% increase to the 2022/2023 base budget) resulting in an increase of £10.25 per annum on Band D and £7.97 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 £10,000 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 | £81,898.64 |
| Planning & Environment | £35,577.35 | £36,237.87 | £37,765.91 | £44,800.18 |
| TOTAL | £665,304 | £700,961 | £722,856 | £783,035 |
| Use of Reserves | £9,000 | £9,000 | £0 | £10,000 |
| Library Transfer Grant | £10,000 | £10,000 | £2,500 | £0 |
| Precept Requirement | £646,304 | £681,961 | £720,356 | £773,035 |

Proposed Council Tax for 2023/2024

With a precept base of 4,904.03 and a precept requirement of £773,035, 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 |
| SCALED CHARGES FOR 2023/2024 | £87.57 | £105.09 | £122.60 | £140.12 | £157.63 | £192.66 | £227.69 |
| 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>£6.84</i> | <i>£7.97</i> | <i>£9.12</i> | <i>£10.25</i> | <i>£12.53</i> | <i>£14.81</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 to £3,500.

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. To date, the budget in 2022/23 is 50% overspent. However, there is a proposal to merge the Thorpe Astley Open Day into a Gala event, for which provision is set out below.

Therefore, the current budget of £1,000 for this purpose is considered suitable.

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.

The 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 £3,500 be included in the budget.

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 impact of the Covid-19 pandemic on community groups and activities, it is recommended the Community Grants budget continue to be set at £6,000. Funding for volunteer social inclusion activities being funded from other resources.

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.

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.

Therefore, it is recommended that the revenue budget is increased by £1,100, 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%.

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 |
| TOTAL | £1,006,230.97 | | £68,915.78 | | |

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).

Recommendations

That it be recommended 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) £3,500 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 £10,000 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, be approved as the Council's Budget for 2023/2024; and
8. that a Net Precept Requirement for £773,035 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 to hire 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 spread the impact on the Council Tax precept of NJC employee job evaluation and annual pay rises over two years.
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 6.95%

| COUNCIL TAX CALCULATION | | £ |
|---|--------------------|--------------------|
| COMMITTEE REQUIREMENT | | |
| 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 | £81,898.64 | |
| Planning & Environment | £44,800.18 | |
| TOTAL REQUIREMENT | £783,035.00 | £783,035.00 |
| DEDUCT FROM RESERVES | | £10,000.00 |
| NET REQUIREMENT | | £773,035.00 |
| SCALED COUNCIL TAX BASE | | 4,904.03 |
| NET REQUIREMENT ÷ SCALED COUNCIL TAX BASE = BAND 'D' COUNCIL TAX | | £157.63 |

| 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 | £87.57 | £105.09 | £122.60 | £140.12 | £157.63 | £192.66 | £227.69 |

6.95% 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) | Staff Salaries | 477,251.00 |
| 9. | Pensions | 104,762.00 |
| 1.(s111) | Supplies, Stationery & Postage | 2,000.00 |
| 1.(s174) | Staff Expenses | 300.00 |
| 1.(s111) | Telephones | 2,530.00 |
| 1.(ss111&114) | Insurance | 15,400.00 |
| 1.(s111) | Photocopier | 2,200.00 |
| 1.(s111) | Computer Supplies, Training, Service Contract | 10,000.00 |
| 1.(s111) | Audit | 2,500.00 |
| | TOTAL | 616,943.00 |
| | Management & Administration Apportioned to services as follows:- | |
| | <i>Community Centres</i> | 29.92% 184,589.74 |
| | <i>Open Spaces / Parks Management</i> | 26.88% 165,854.77 |
| | <i>Library / Customer Service Shop</i> | 14.26% 87,975.56 |
| | <i>Planning & Environment</i> | 5.10% 31,462.18 |
| | <i>Community Development</i> | 8.69% 53,618.64 |
| | Corporate Management | 15.15% 93,442.12 |
| 10.(s25) | Councillors Allowances | 6,000.00 |
| 10.(s26) | Councillors Expenses | 300.00 |
| 5.(s50) | Contingency | 0.00 |
| 1.(s222) | Legal Fees | 1,250.00 |
| 6.(s36) | Elections | 4,000.00 |
| 1.(s111) | Staff Training | 2,500.00 |
| 1.(s111) | Councillor Training | 1,000.00 |
| 1.(s175 & s143) | Subscriptions | 5,000.00 |
| 1.(s142) | Advertisements | 8,000.00 |
| | Fees on Cambridge Saver | |
| 13 | Miscellaneous | 700.00 |
| | TOTAL EXPENDITURE | 122,192.12 |
| 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 |
| | TOTAL INCOME | 1,560.00 |
| | NET REQUIREMENT | 120,632.12 |

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) | Management & Administration | 59% | 41% | |
| | Apportioned to services as follows:- | | | |
| | 29.92% | 108,907.95 | 75,681.79 | 184,589.74 |
| 4.(s19) | Capital Projects | 107,991.00 | 94,117.00 | 202,108.00 |
| 1.(s144)&4.(s19) | Special Projects | 0.00 | 0.00 | 0.00 |
| 7.(ss9&10) | LOAN INTEREST & REPAYMENTS (Nos. 480508, 482623, 485557 + Civic Centre Improvements & Climate Initiatives) | 35,665.00 | 2,643.00 | 38,308.00 |
| 1.(s144)&4.(s19) | GENERAL EXPENDITURE (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) | Cleaning Materials | 2,000.00 | 1,000.00 | 3,000.00 |
| 1.(s144)&4.(s19) | Utility Bills | 10,937.00 | 4,525.00 | 15,462.00 |
| 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) | Rates | 23,550.00 | 8,500.00 | 32,050.00 |
| 1.(s111) | Catering for Hirers (VAT) | | | 0.00 |
| 1.(s111) | Miscellaneous Services for Hirers (VAT) | | | 0 |
| 1.(s111) | Credit Card and Transit fees | 2,000.00 | 500.00 | 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 |
| | SUB TOTAL | 65,637.00 | 24,925.00 | 90,562.00 |
| | GENERAL EXPENDITURE (Community Rooms only) (Exempt VAT Supplies) | | | |
| 1.(s142) | Printing & Copying | 600.00 | 300.00 | 900.00 |
| 1.(s144)&4.(s19) | Seasonal Decorations | 1,500.00 | 1,000.00 | 2,500.00 |
| 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 |
| | SUB TOTAL | 4,400.00 | 2,700.00 | 7,100.00 |
| | TOTAL EXPENDITURE | 322,600.95 | 200,066.79 | 522,667.74 |
| KEY | INCOME | BRAUNSTONE CIVIC CENTRE | THORPE ASTLEY | TOTAL INCOME |
| | Capital Grants | 0.00 | 37,317.00 | 37,317.00 |
| | Loans | 97,991.00 | 56,800.00 | 154,791.00 |
| | 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 |
| | TOTAL INCOME | 182,475.00 | 130,605.00 | 313,080.00 |
| | NET REQUIREMENT | 140,125.95 | 69,461.79 | 209,587.74 |

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

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 | |
|------------------|--|-------------------|
| | SOCIAL INCLUSION | |
| | Management & Administration Apportioned to services as follows:- | |
| | | 14.26% |
| | | 87,975.56 |
| 4.(s19) | Capital Projects | 41,245.00 |
| 7.(ss9&10) | LOAN INTEREST & REPAYMENTS (Climate Initiatives) | 1,914.00 |
| 1.(s144)&4.(s19) | Special Projects | 0.00 |
| 1.(s111) | Utility Bills | -4,858.00 |
| 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) | Seasonal Decorations | 500.00 |
| 13 | Miscellaneous | 800.00 |
| | TOTAL EXPENDITURE | 129,926.56 |
| KEY | INCOME | |
| | Service Charges | 1,052.00 |
| | Grant - Leicestershire County Council | 8,069.00 |
| | Loans | 41,245.00 |
| | Fines | 1,500.00 |
| | Miscellaneous | 50.00 |
| | TOTAL INCOME | 51,916.00 |
| | NET REQUIREMENT | 78,010.56 |

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 | |
|------------|--|------------------|
| | SOCIAL INCLUSION | |
| | Management & Administration Apportioned to services as follows:- | |
| | | 8.69% |
| | | 53,618.64 |
| 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) | Summer Fete | 3,500.00 |
| | Thorpe Astley Summer Event | 3,500.00 |
| 13 | Civic Functions | 2,000.00 |
| 13 | Community Grants | 6,000.00 |
| 1.(s112) | Grants for the Queen's Platinum Jubilee (2022) | 0.00 |
| 1.(s145) | General Events | 1,000.00 |
| 1.(s112) | Grants for the Coronation (2023) | 1,000.00 |
| 7.(ss9&10) | Loan Interest & Repayments (No.490422) | 4,430.00 |
| 13 | Citizens Advice Bureau SLA | 0.00 |
| 13 | Social Inclusion Initiatives | 1,000.00 |
| 1.(s31) | Community Safety | 500.00 |
| 3.(s31) | Consumer Products (Purchase for resale) Crime Prevention | 100.00 |
| 13 | Miscellaneous | 100.00 |
| | TOTAL EXPENDITURE | 81,998.64 |
| KEY | INCOME | |
| | Civic Functions | 0.00 |
| | Consumer Products (Sales) General | 50.00 |
| | Consumer Products (Sales) Crime Prevention | 50.00 |
| | Miscellaneous | 0.00 |
| | TOTAL INCOME | 100.00 |
| | NET REQUIREMENT | 81,898.64 |

Summer Fete increase from £2,400 to predicted Outturn £3,331 + 10% Inflation.

Civic Functions inflationary increase from £1,850 to £2,000.

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

Estimated Budget needed for proposed annual event at Thorpe Astley.

£2,000 to support Council social inclusion activities, including volunteer led activities.

£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% | 31,462.18 |
| 1.(s222) | Professional Fees | 250.00 |
| 8.(ss5&6) | Waste Services | 9,538.00 |
| 2.(ss2&3) | Street Furniture | 3,600.00 |
| 8.(ss5&6) | Consumer Products (Purchase for resale) Poop Scoops | 1,100.00 |
| 3.(s31) | Consumer Products (Purchase for resale) Waste & Garden Bags | 0.00 |
| | TOTAL EXPENDITURE | 45,950.18 |
| KEY | INCOME | |
| | Consumer Products (Sales) Poop Scoops | 1,150.00 |
| | Consumer Products (Sales) Waste & Garden Bags | 0.00 |
| | TOTAL INCOME | 1,150.00 |
| | NET REQUIREMENT | 44,800.18 |

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: increased by £1,100 based on £500 uplift for Gateway planters maintenance, predicted outturn and 10% inflation.

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% | 80,180.26 |
| 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% | 24,817.91 |
| 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% | 58,900.10 |
| 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% | 106,637.15 |
| 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% | 46,568.22 |
| 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% | 27,164.55 |
| RESOURCES & FACILITIES MANAGER | 26,861.40 50% | 24,175.26 45% | 1,074.46 2% | 1,074.46 2% | 537.23 1% | 0 0% | 53,722.80 |
| 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% | 17,458.89 |
| CLEANER & PREMISES OPERATIVE | 0.00 0% | 30,471.47 60% | 10,157.16 20% | 10,157.16 20% | 0.00 0% | 0.00 0% | 50,785.78 |
| LIBRARY STAFF | 0.00 0% | 0.00 0% | 0.00 0% | 32,676.13 95% | 1719.80 5% | 0.00 0% | 34,395.93 |
| 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% | 83,492.05 |
| TOTALS | 88,471.30 15.15% | 174,770.17 29.92% | 157,031.83 26.88% | 83,295.55 14.26% | 50,766.30 8.69% | 29,788.49 5.10% | 584,123.64 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive.

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

| | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 | |
|--|---------------------------------|--------------------|--------------------|--------------------|-------------------|--------------------|
| 1. P&R - Corporate Management | | | | | | |
| Income | | | | | | |
| 101 | Precept | £681,961.00 | £720,356.00 | £720,356.00 | £0.00 | £773,035.00 |
| 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 | £25.48 | £-124.52 | £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 |
| Total Income | | £690,854.99 | £721,916.00 | £720,381.48 | £-1,534.52 | £774,595.00 |
| Expenditure | | | | | | |
| 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 | £75,301.59 | £24,638.41 | £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 | Total | £1,176.40 | £0.00 | £0.00 | £0.00 | £0.00 |
| 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.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------------------------|--|--------------------------------|--------------------|--------------------|--------------------|--------------------|
| 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 | £1,446.35 | £1,553.65 | £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 | £1,173.37 | £826.63 | £2,200.00 |
| 1420 | Computer Supplies, Training, Service Contract | £10,281.35 | £10,000.00 | £5,914.65 | £4,085.35 | £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 |
| Total Expenditure | | £490,870.25 | £580,921.00 | £440,273.43 | £140,647.57 | £645,693.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|----------------------------------|----------------------------|------------------------|-------------------|-------------------|--------------------|--------------------|
| 2. P&R - Civic Centre | | | | | | |
| Income | | | | | | |
| 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 | £58,547.95 | -£8,836.05 | £67,384.00 |
| 251 | Catering for Hirers (VAT) | £787.39 | £100.00 | £125.32 | £25.32 | £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 | £360.61 | £360.61 | £0.00 |
| Total Income | | £74,659.97 | £84,484.00 | £68,043.88 | -£16,440.12 | £182,475.00 |
| Expenditure | | | | | | |
| 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 | Total | £3,875.00 | £8,000.00 | £1,045.00 | £6,955.00 | £107,991.00 |
| 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 | Total | £1,732.30 | £2,500.00 | £4,462.50 | -£1,962.50 | £0.00 |
| 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.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------|---|------------------------|-------------------|-------------------|--------------|-------------------|
| 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 | Total | £35,994.44 | £28,006.00 | £28,005.45 | £0.55 | £35,665.00 |
| 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 | £1,403.95 | £-403.95 | £1,000.00 |
| 2430 | Utility Bills | £17,008.07 | £21,860.00 | £11,056.47 | £10,803.53 | £10,937.00 |
| 2440 | Waste Services | £10,312.41 | £8,000.00 | £7,803.47 | £196.53 | £8,000.00 |
| 2450 | Laundry Services | £0.00 | £500.00 | £0.00 | £500.00 | £500.00 |
| 2460 | Rates | £19,585.75 | £21,500.00 | £15,667.75 | £5,832.25 | £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 | £2,044.18 | £-344.18 | £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.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------------------------|---------------------------|--------------------------------|------------------|-------------------|----------------|------------------|
| 2610/2 | Fire Extinguisher Service | £429.94 | £400.00 | £75.84 | £324.16 | £400.00 |
| 2610/3 | Alarm Maintenance | £738.40 | £1,000.00 | £1,871.73 | -£871.73 | £1,000.00 |
| 2610 | Total | £10,328.13 | £6,000.00 | £4,939.74 | £1,060.26 | £6,000.00 |
| 2990 | Miscellaneous | -£71.85 | £150.00 | £270.01 | -£120.01 | £150.00 |
| Total Expenditure | | £117,310.52 | £117,216.00 | £95,922.93 | £21,293.07 | £213,693.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive.

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

| | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 | |
|--|---------------------------|-------------------|-------------------|-------------------|--------------------|--------------------|
| 3. P&R - Thorpe Astley Community Centre | | | | | | |
| Income | | | | | | |
| 305 | Capital Grants | £0.00 | £0.00 | £0.00 | £37,317.00 | |
| 307 | Projects | £0.00 | £0.00 | £0.00 | £0.00 | |
| 308 | Loans | £0.00 | £0.00 | £0.00 | £56,800.00 | |
| 325 | Service Charges | £0.00 | £0.00 | £7.14 | £0.00 | |
| 350 | Room Hire | | | | | |
| 350/1 | Room Hires | £9,971.21 | £9,632.35 | £9,563.18 | -£69.17 | £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 | £25,890.22 | -£10,557.78 | £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 |
| | Total Income | £36,960.09 | £36,488.00 | £26,092.29 | -£10,395.71 | £130,605.00 |
| Expenditure | | | | | | |
| 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.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------|---|------------------------|------------|------------|------------|-----------|
| 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 | £390.44 | £609.56 | £1,000.00 |
| 3400 | Telephones | £558.77 | £1,000.00 | £797.12 | £202.88 | £1,000.00 |
| 3430 | Utility Bills | £13,705.87 | £10,650.00 | £11,154.41 | £-504.41 | £4,525.00 |
| 3440 | Waste Services | £1,288.01 | £2,500.00 | £441.19 | £2,058.81 | £2,500.00 |
| 3450 | Laundry Services | £0.00 | £250.00 | £0.00 | £250.00 | £250.00 |
| 3460 | Rates | £7,110.75 | £7,700.00 | £5,688.75 | £2,011.25 | £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 | £911.82 | £2,088.18 | £3,000.00 |
| 3610 | Total | £2,942.65 | £4,500.00 | £1,627.32 | £2,872.68 | £4,500.00 |
| 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.

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

| | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------------------------|--------------------------------|------------------|-------------------|----------------|------------------|
| Total Expenditure | £31,353.74 | £35,750.00 | £25,733.43 | £10,016.57 | £124,385.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|---|--|------------------------|------------|-------------|-------------|-------------|
| 5. P&R - Parks & Open Spaces | | | | | | |
| Income | | | | | | |
| 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 | Total | £1,577.92 | £2,500.00 | £1,935.17 | £-564.83 | £2,500.00 |
| 599 | Miscellaneous | £1,500.00 | £100.00 | £0.00 | £-100.00 | £100.00 |
| Total Income | | £21,077.92 | £41,463.00 | £7,955.17 | £-33,507.83 | £230,250.00 |
| Expenditure | | | | | | |
| 5050 | Capital Projects | | | | | |
| 5050/1 | General | £3,550.00 | £1,000.00 | £875.00 | £125.00 | £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 | Total | £387,274.32 | £22,213.00 | £100,769.42 | £-78,556.42 | £209,000.00 |
| 5070 | Projects | | | | | |

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------|-------------------------------------|--------------------------------|------------------|-------------------|----------------|------------------|
| 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 | £276.35 | £223.65 | £500.00 |
| 5330 | Cleaning Materials | £330.43 | £1,000.00 | £171.83 | £828.17 | £1,000.00 |
| 5400 | Telephones | £0.00 | £410.00 | £3.49 | £406.51 | £410.00 |
| 5430 | Utility Bills | £7,657.42 | £3,500.00 | £4,502.19 | -£1,002.19 | £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 | £1,789.75 | -£789.75 | £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 | £948.48 | -£948.48 | £0.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------------------------|---------------------------------|--------------------------------|--------------------|--------------------|--------------------|--------------------|
| 5600 | Total | £2,272.24 | £4,800.00 | £2,753.60 | £2,046.40 | £4,800.00 |
| 5610 | Equipment Repairs & Maintenance | | | | | |
| 5610/1 | General Maintenance | £5,988.64 | £4,000.00 | £2,923.08 | £1,076.92 | £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 | £9,198.33 | £801.67 | £10,000.00 |
| 5620 | Site Maintenance | | | | | |
| 5620/1 | General | £4,860.68 | £1,000.00 | £898.95 | £101.05 | £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 | £4,816.45 | £-816.45 | £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 | £9,981.61 | £18.39 | £11,000.00 |
| 5660 | Machinery Hire | £442.50 | £500.00 | £0.00 | £500.00 | £500.00 |
| 5670 | Petrol | £3,402.58 | £3,800.00 | £4,864.61 | £-1,064.61 | £7,600.00 |
| 5990 | Miscellaneous | £344.68 | £100.00 | £108.86 | £-8.86 | £100.00 |
| Total Expenditure | | £506,375.88 | £118,911.00 | £193,359.45 | £-74,448.45 | £312,501.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------------------------------------|---------------------------------------|------------------------|------------------|------------------|-------------------|-------------------|
| 6. P&R - Library Services | | | | | | |
| Income | | | | | | |
| 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 | £3,783.50 | £2,731.50 | £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 |
| | Total Income | £14,594.87 | £9,937.00 | £4,413.65 | £-5,523.35 | £51,916.00 |
| Expenditure | | | | | | |
| 6050 | Capital Projects | | | | | |
| 6050/1 | General Refurbishment | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 6050/2 | Climate Initiatives | £0.00 | £0.00 | £0.00 | £0.00 | £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.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------------------------|---|--------------------------------|------------------|-------------------|------------------|-------------------|
| 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 | £1,119.99 | £1,760.01 | -£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 |
| Total Expenditure | | £10,773.77 | £8,230.00 | £2,900.64 | £5,329.36 | £41,951.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|---------------------------------|--|------------------------|----------------|------------------|------------------|----------------|
| 7. Community Development | | | | | | |
| Income | | | | | | |
| 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 | £1,558.94 | £1,558.94 | £0.00 |
| 771/2 | Next Year | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 771 | Total | -£74.90 | £0.00 | £1,558.94 | £1,558.94 | £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 | £250.00 | £250.00 | £0.00 |
| 799 | Miscellaneous | £10.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Income | | £14,674.96 | £100.00 | £5,256.12 | £5,156.12 | £100.00 |
| Expenditure | | | | | | |
| 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.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------|---|------------------------|-----------|------------|------------|-----------|
| 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 | £3,061.84 | £938.16 | £4,000.00 |
| 7710 | Summer Fete | | | | | |
| 7710/1 | Current Year | £2,298.29 | £2,100.00 | £3,331.11 | -£1,231.11 | £3,000.00 |
| 7710/2 | Next Year | £0.00 | £300.00 | £0.00 | £300.00 | £500.00 |
| 7710 | Total | £2,298.29 | £2,400.00 | £3,331.11 | -£931.11 | £3,500.00 |
| 7715 | Thorpe Astley Summer Event | £0.00 | £0.00 | £0.00 | £0.00 | £3,500.00 |
| 7720 | General Events | | | | | |
| 7720/1 | General | £0.00 | £0.00 | £24.55 | -£24.55 | £0.00 |
| 7720/2 | Apple Day | £0.00 | £500.00 | £1,105.28 | -£605.28 | £500.00 |
| 7720/3 | Open Days | £0.00 | £500.00 | £430.17 | £69.83 | £500.00 |
| 7720 | Total | £0.00 | £1,000.00 | £1,560.00 | -£560.00 | £1,000.00 |
| 7750 | Civic Functions | £1,331.17 | £1,850.00 | £2,623.72 | -£773.72 | £2,000.00 |
| 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 | £4,908.58 | £1,091.42 | £6,000.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------------------------|---|------------------------|-------------------|-------------------|------------------|-------------------|
| 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 | Total | £0.00 | £100.00 | £0.00 | £100.00 | £100.00 |
| 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 | Total | £0.00 | £0.00 | £257.56 | -£257.56 | £1,000.00 |
| 7950 | Community Safety | £658.57 | £500.00 | £238.70 | £261.30 | £500.00 |
| 7990 | Miscellaneous | £9.00 | £100.00 | £139.92 | -£39.92 | £100.00 |
| Total Expenditure | | £14,176.33 | £25,780.00 | £23,719.22 | £2,060.78 | £28,380.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive.

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

| | | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------------------------------------|---|------------------------|------------|------------|------------|------------|
| 8. Planning & Environment | | | | | | |
| Income | | | | | | |
| 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 | £764.93 | -£935.07 | £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 | £764.93 | -£1,495.07 | £1,150.00 |
| Total Income | | £1,014.98 | £2,260.00 | £764.93 | -£1,495.07 | £1,150.00 |
| Expenditure | | | | | | |
| 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 | £3,600.00 |
| 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 |
| Total Expenditure | | £5,784.05 | £12,340.00 | £9,810.82 | £2,529.18 | £14,488.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive.

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

| | Previous Year's Net | 2022/2023 | Actual Net | Balance | 2023/2024 |
|--------------------------|--------------------------------|-------------------|-------------------|----------------|--------------------|
| Total Income | £853,837.78 | £896,648.00 | £832,907.52 | | £1,371,091.00 |
| Total Expenditure | £1,176,644.54 | £899,148.00 | £791,719.92 | | £1,381,091.00 |
| Total Net Balance | -£322,806.76 | -£2,500.00 | £41,187.60 | | -£10,000.00 |

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 | £307,394 | £314,974 | £314,537 | £311,096 |
| Plus Increase in costs | | £18,022 | £45,726 | £15,370 | £9,449 | £9,436 | £9,333 |
| 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 | £307,394 | £314,974 | £314,537 | £311,096 | £314,036 |
| Pension Provision | | £99,940 | £104,762 | £106,857 | £109,529 | £111,719 | £114,512 |
| Staffing Costs | | £426,061 | £477,251 | £489,182 | £498,966 | £511,440 | £521,669 |
| 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 | £9,065 | £18,128 | £18,128 | £18,128 | £18,128 |
| | Mossdale | £0 | £0 | £10,325 | £10,325 | £10,325 | £10,325 |
| Non-Earmarked Reserves | | -£2,500 | -£10,000 | £0 | £15,000 | £35,000 | £40,000 |
| (Balance of Reserves) | | £81,952 | £71,952 | £71,952 | £86,952 | £121,952 | £161,952 |
| Contingency | | -£20,000 | -£20,000 | -£20,000 | -£15,000 | £0 | £10,000 |
| (Balance for Financial Year) | | £0 | £0 | £0 | £5,000 | £20,000 | £30,000 |
| Capital Projects | | -£10,000 | -£12,700 | -£12,700 | £4,300 | £5,000 | £12,300 |
| (Balance for Financial Year) | | £15,700 | £13,000 | £13,000 | £30,000 | £35,000 | £47,300 |
| TOTAL EXPENDITURE | | £896,648 | £949,327 | £995,736 | £1,038,168 | £1,075,613 | £1,110,983 |
| Less Income from Hires/Fees | | £176,292 | £176,292 | £178,056 | £181,617 | £187,065 | £192,676 |
| Net Precept | | £720,356 | £773,035 | £817,680 | £856,551 | £888,548 | £918,307 |
| Band D (scaled Tax Base) | 4,904.03 | £147.38 | £157.63 | £166.74 | £174.66 | £181.19 | £187.26 |
| % Increase | | 5.66% | 6.96% | 5.78% | 4.75% | 3.74% | 3.35% |
| Average % Increase | | N/A | | | 4.91% | | |
| £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

POLICY & RESOURCES COMMITTEE – 12th January 2023

Item 8 – Shakespeare Park - Improvement & Development

Purpose

To receive a final report on phases 1 and 2 of the project and an update on financing for phase 3. To receive an update on arrangements for future management of the pavilion and site.

Phase 1 – Pavilion and Site Works

Fifteen interim valuations were undertaken and the final valuation was undertaken in November 2022 and all payments have now been made. The final value of the work executed and of materials and goods is £980,454.17. Valuation 15 and the final valuation includes items for which the Council was awarded £17,213.35 in Section 106 funding and an application to draw down these funds is being processed.

An assessment of the funding secured and utilised is set out in Table 1 below.

| Funding Source | Funding Secured | Funding Used |
|--------------------------------------|------------------------|---------------------|
| Public Works Loan (over 2 years) | £936,936 | £936,936 |
| Sport England – Community Asset Fund | £100,000 | £100,000 |
| Capital Budget (over 2 years) | £20,000 | £8,264 |
| Section 106 Funding | £17,213 | £17,213 |
| Earmarked Reserves | £53,707 | £0 |
| Total | £1,127,856 | £1,062,413 |

A breakdown of the budget and actual expenditure is set out in Table 2 below.

| Item | Budget | Actual |
|--|-------------------|------------------|
| Contract Works | £1,044,271 | £980,454 |
| Architects Fees – Technical Design to completion | £62,656 | £61,700 |
| Quantity Surveyor – Post-tender | £5,450 | £6,080 |
| Mechanical & Engineering – Post Tender Duties | £4,239 | £4,239 |
| Civil Engineering – Drainage | - | £2,950 |
| Health & Safety | £4,800 | £4,800 |
| Contingency | £6,440 | £2,190 |
| Total | £1,127,856 | 1,062,413 |
| Balance | | £65,443 |
| Transfer to Phase 2: Tennis Courts | | £39,386 |
| Total Underspend | | £26,057 |

Phase 2 – Tennis Courts Improvements

Full reinstatement of the external perimeter of the tennis courts was completed on 30th September 2022, completing the tennis courts works. All invoices have been paid. The final cost of the contract works was £66,650. The cost of installing the Tap4Tennis Gate, for which full LTA grant funding was received, is £6,020.

The funding sources and actual expenditure for the project is set out in Table 3 below.

| TABLE 3 – Funding & Expenditure for Shakespeare Park Tennis Courts | | | |
|---|----------------|----------------------|----------------|
| Project Funding | | Project Costs | |
| Earmarked Reserves | £34,000 | Contract Works | £66,650 |
| Lawn Tennis Association | £6,020 | Tap4Tennis Gate | £6,020 |
| Phase 1 Underspend | £39,386 | Additional Items | £58 |
| Total | £79,406 | Total | £72,728 |
| Total Underspend | | | £6,678 |

Phase 3 – Playground Improvements

Total quoted costs for the refurbishment of the playground, including the installation of new safety surfaces, sensory garden and agility trail, is £57,231.

Table 4 below sets out the funding requested and secured to undertake the project.

| TABLE 4 – Funding for Shakespeare Park Playground Improvements | | |
|---|--------------------------|---------------------------|
| Funding Source | Funding Requested | Funding Secured |
| Tesco | £1,000 | £1,000 |
| Section 106 Funding | £3,545 | £3,545 |
| National Lottery | £35,000 | <i>Pending</i> |
| Wooden Spoon | £25,000 | <i>Interest Expressed</i> |
| Total | £64,545 | £4,545 |
| Credit/Deficit | £7,314 | -£52,686 |

The £3,545.71 of Section 106 monies secured must be applied towards the Agility Trail and/or Sensory Garden only, since these are new facilities and are eligible for funding.

£32,503 in Developer Contributions are required prior to commencement of development of the Land to the Rear of 27-45 Avon Road. The funds can be used towards the provision, enhancement and/or development of open space and recreational facilities within the Parish of Braunstone.

In order to discharge the planning condition, the contractor will identify sites that include the same sensory equipment proposed for installation at Shakespeare. The contractor will then take decibel readings at 40 and 70 metres; which is the same distance to the rear of the properties on Balmoral Drive and Avon Road respectively from where the equipment would be installed at Shakespeare Park. One reading will

be taken without the equipment being used and one reading with the equipment being used.

Once the Council has the results a report will be prepared for submission to the planning authority detailing the location and distances to the nearby housing, the consultation exercise the Council undertook and the responses, and will include the decibel readings.

With lead in times, the earliest the works could commence would be in May 2023.

Future Management Arrangements

A meeting of the Shakespeare Park Interim Management Committee was held on 3rd October 2022 at which representatives from both Shakespeare Park Bowls Club and Braunstone Athletic Football Club expressed support for the following arrangements for the Future Management of the Shakespeare Park Pavilion Facility.

In summary, the arrangements would be:

1. The Council assists the reps from the Bowls Club and Football Club to form a Management Committee and set it up as an Association; a service the Council provides for Community Groups and for which model constitutions exist. The Management Committee will need to set up a Bank Account.
2. The Council Licences the management of the shared parts of the Pavilion to the Management Committee for £1 per annum, who are able to hire the Club Room and able to determine what to charge the respective clubs for using the pavilion (if anything). The Management Committee pays the utility bills and the fixtures and fittings maintenance.
3. The Council retains responsibility for the structural maintenance of the building and the buildings insurance and meets this cost.
4. The Council allocates the pitches and licences the store rooms separately and directly with the Clubs; with a separate licence the football pitches will be licenced to the football club for their annual matches for a similar fee. The Store Facilities in both cases would be Licenced for £1.
5. The Licences are aligned so they are issued at the same time for the same term. The Management Committee constitution will include a provision that a Club to be able to serve on the Committee must have a Pitch Licence with the Council.

The Heads of Terms for the Licence of the Pavilion to the Management Committee and for the Pitch Licences to the Sports Clubs have been drafted, along with the associated plans, and are attached at Appendix 1.

Work is now being undertaken by the Council's Legal Advisors drafting the licence documents for consideration. It is anticipated that the Shakespeare Park Interim Management Committee will be able to comment on these in February 2023 prior to submission to Policy & Resources Committee in March 2023 for approval. Should the documents be approved, the new arrangements can be implemented from April 2023 with the Management Committee taking responsibility for managing the Pavilion facility and making it available for hire and community use.

Timescales

Revised timescales, taking into account the content and recommendations of this report, are attached at Appendix 2.

Recommendations

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

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.

Draft Heads Of Terms – Shakespeare Park Sports Pavilion

Subject To Contract

Without Prejudice

A Licence to Occupy

Between

Shakespeare Park Management Committee [Licensee]

And

Braunstone Town Council [licensor]

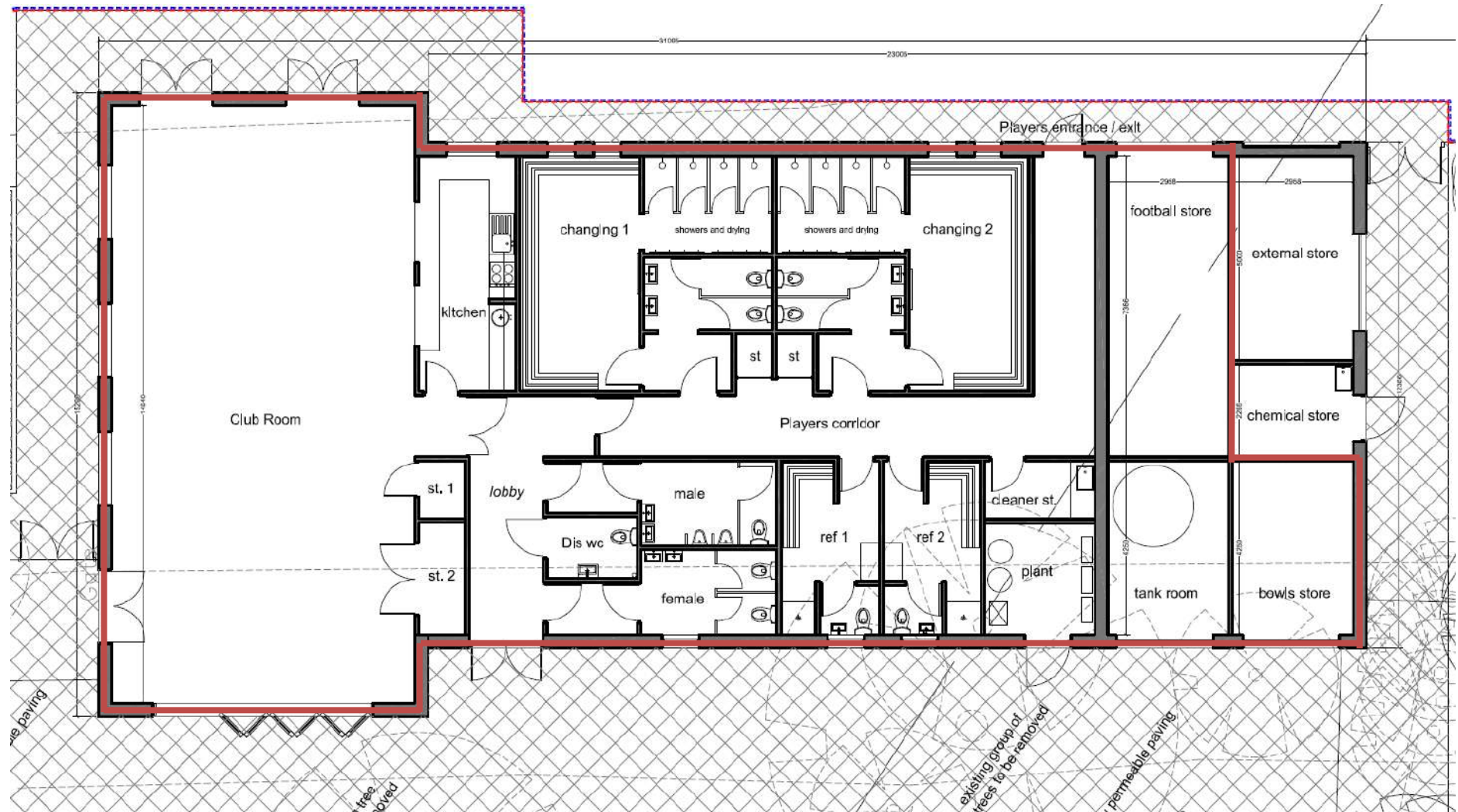
Of Shakespeare Park Sports Pavilion, Shakespeare Park, Avon Road, Braunstone Town, Leicester, LE3 3AB. [name and address of premises]

Which comprises of 356 sqm of the Shakespeare Park Pavilion as shown on the attached plan; and the shared curtilage shown on the attached plan.

The principal terms of the licence shall be as follows:

| | |
|---------------------------|--|
| Term | 10 years |
| Initial Rent | £1pa |
| Annual Maintenance Charge | £0 |
| Annual Service Charge | £0 |
| Business Rates | All sums Payable by Licensee. |
| VAT | Payable on all sums at Standard Rate |
| repair obligations | Fixtures and fittings repair and maintenance |
| Access and Hours Of Use | 7.30am-11pm Monday-Thursday; 7.30am-Midnight Friday and Saturday; and 9am-10.30pm Sundays and Bank Holidays. |
| Permitted use | Amateur Sports and Community Facility |
| Other matters considered | Able to Hire the Club Room (including kitchen) and able to determine what to charge the respective clubs for using the pavilion (if anything) and retain the income. |
| Legal Costs | None |

SHAKESPEARE PARK SPORTS PAVILION: EXTENT OF OCCUPATIONAL LICENCE



SHAKESPEARE PARK SPORTS PAVILION: PLAN OF SHARED CURTILAGE



Draft Heads Of Terms – Shakespeare Park Bowling Green

Subject To Contract

Without Prejudice

A Licence to Occupy

Between

Shakespeare Park Bowls Club [Licensee]

And

Braunstone Town Council [licensor]

Of Shakespeare Park Bowling Green, Shakespeare Park, Avon Road, Braunstone Town, Leicester, LE3 3AB. [name and address of premises]

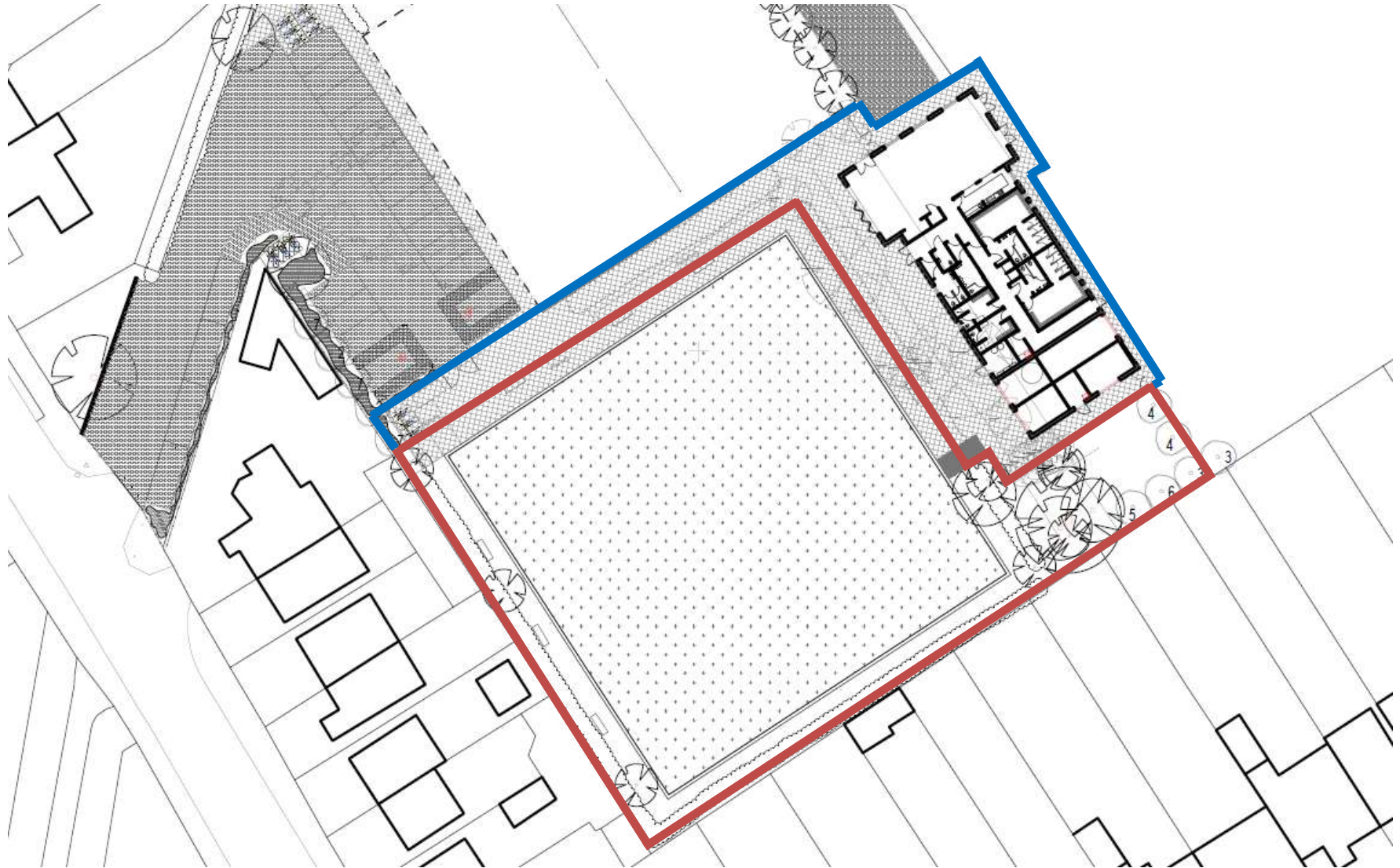
Which comprises of [size of space i.e sqm or sqft] the Bowling Green and curtilage shown on the attached plan

The principal terms of the licence shall be as follows:

| | |
|---------------------------|---|
| Term | 10 years |
| Initial Rent | £1pa |
| Annual Maintenance Charge | £0 |
| Annual Service Charge | £0 |
| Business Rates | N/A |
| VAT | Payable on all sums at Standard Rate |
| repair obligations | Maintenance and repair of the Green and its curtilage, shown on the attached plan. |
| Access and Hours Of Use | 7.30am-11pm Monday-Thursday; 7.30am-Midnight Friday and Saturday; and 9am-10.30pm Sundays and Bank Holidays. |
| Permitted use | Lawn Bowling Green. |
| Other matters considered | Organise and promote at least 7 public lawn bowls coaching sessions during the season (preferably at monthly intervals). May ad-hoc hire the Green to an organisation wishing to play bowls. |
| Legal Costs | None |

BOWLING GREEN CURTILAGE

— Exclusive
— Shared



Draft Heads Of Terms – Shakespeare Park Football Pitches

Subject To Contract

Without Prejudice

A Licence to Occupy

Between

Braunstone Athletic Football Club [Licensee]

And

Braunstone Town Council [licensor]

Of Shakespeare Park Recreation Ground, Shakespeare Park, Avon Road, Braunstone Town, Leicester, LE3 3AB. [name and address of premises]

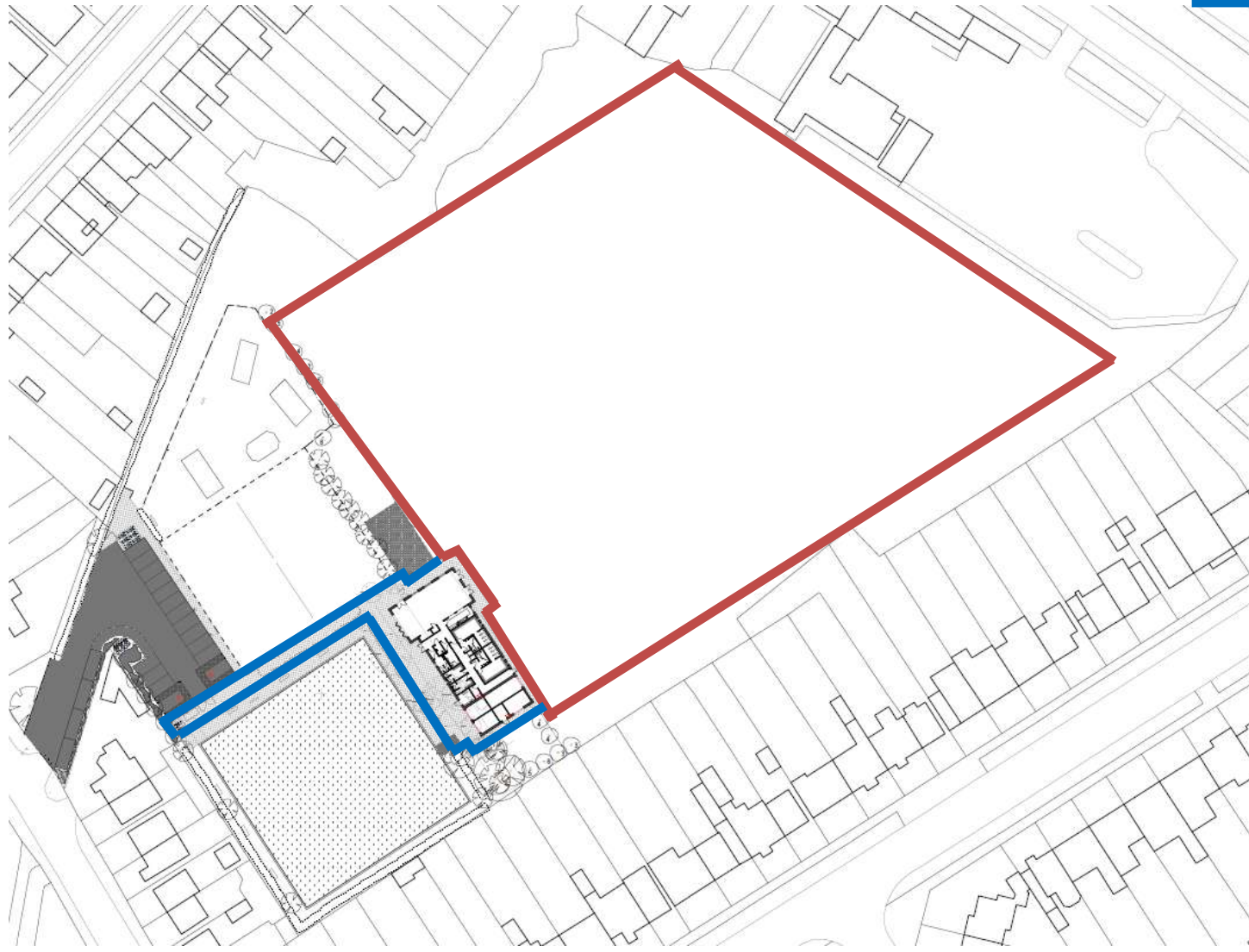
Which comprises of the two football sports pitches shown on the attached plan

The principal terms of the licence shall be as follows:

| | |
|---------------------------|--|
| Term | 10 years |
| Initial Rent | £1pa |
| Annual Maintenance Charge | £400 (initial sum) in 2023/24 season. Thereafter, a sum equal to the sum paid in the previous season plus CPI increase. |
| Annual Service Charge | £0 |
| Business Rates | N/A |
| VAT | Payable on all sums at Standard Rate |
| repair obligations | None. |
| Access and Hours Of Use | 7.30am-11pm Monday-Thursday; 7.30am-Midnight Friday and Saturday; and 9am-10.30pm Sundays and Bank Holidays. |
| Permitted use | Amateur football matches and training. |
| Other matters considered | The Council will line mark the pitches at the beginning of each season and the club will be responsible for refreshing the line marking during the season. |
| Legal Costs | None |

FOOTBALL PITCHES CURTILAGE

- Contains Pitches (Public Area)
- Shared



APPENDIX 2 – TIMESCALES

The following is the proposed updated timescales for delivery of the project, taking into account the statements set out in the report:

| | |
|---------------|--|
| January 2023 | <ul style="list-style-type: none">• Informal meeting of Shakespeare Park Sports Pavilion Management Committee• Further legal work on future management arrangements |
| February 2023 | <ul style="list-style-type: none">• Further informal meeting of Shakespeare Park Sports Pavilion Management Committee• Finalising legal documentation• Grant funding decisions for Playground Works• Discharge of Playground Planning Condition |
| March 2023 | <ul style="list-style-type: none">• Policy & Resources Committee determines New Pavilion Management arrangements and funding arrangements for the Playground works• Potential establishment of Shadow Shakespeare Park Sports Pavilion Management Committee• Funding applications for Playground Works (if pending grant funding not successful) |
| April 2023 | <ul style="list-style-type: none">• Agreements in place with Clubs and Management Committee |
| May 2023 | <ul style="list-style-type: none">• Establishment of Shakespeare Park Sports Pavilion Management Committee• Commencement of works on Playground |
| June 2023 | <ul style="list-style-type: none">• Completion of works on Playground |

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 12th JANUARY 2023

Item 9 – Improvements to Walking and Cycling Routes

Purpose

To receive an update on the delivery of proposals for improvements to the connections between walking and cycling routes.

Background

Leicester City Council, in partnership with Blaby District Council, has secured funding from Leicester and Leicestershire Enterprise Partnership, Leicestershire Business Rates Pool and the Department for Transport to undertake a series of walking and cycling route improvements. Part of these improvements will provide enhanced connectivity between existing networks along the Great Central Way through to Braunstone Town and on to New Lubbethorpe. The routes will enable residents to access local facilities by non-motorised methods of transport. A map showing the route and improvements is attached at Appendix 1.

On the 3rd November 2022, the Committee received an update on the delivery of proposals, approved the revised general arrangement for the Mosssdale Meadows section of the scheme, subject to satisfactory resolution of the outstanding matters listed in the report; and gave delegated authority to approve the final designs and work schedules for Mosssdale Meadows, including the arrangements and timescales (minute 60).

A schedule is attached at Appendix 2.

Mosssdale Meadows

The specific improvement works consist of:

- existing path through Mosssdale Meadows, from Parks Depot/Meridian Leisure access point, through to Kingsway to be widened from 1.5m to 3m;
- hedgerow to be trimmed at bend to aid visibility; and
- lighting and CCTV to be installed to create a more attractive and safer environment for all users.

The lamppost designs have been finalised and are expected early in January (an update will be provided at the meeting).

Designs and costings are being undertaken by the City Council to incorporate drainage at the entrance to the car park to resolve the flooding. This aspect will need to be paid for by the Town Council and the pipe will be installed under the new path to drain into the nearby ditch.

Caution signs will be included around the Parks Depot and will be commissioned and included as part of the project.

The design for the extra work to the tarmac the area by the Parks Depot and between the end of the path to Kingsway is being considered and will be sent to the Town Council in January for approval (an update will be provided at the meeting).

The contractors have assessed the work where the route crosses Lubbesthorpe Bridle Path (filling in the cattle grid and resurfacing) and have confirmed that the right of way will remain open whilst the work is being undertaken and therefore no footpath diversion application is required.

Taking into account the above, detailed arrangements for the Mosssdale section of this scheme are now being finalised. The timescales remain that the work on Mosssdale Meadows will start in February 2023 and be completed by April 2023. During most of this time, the footway between the car park and the depot will be closed for safety reasons.

Meridian Leisure Link

The Planning Application to remove the restrictions on access to Meridian Leisure was approved in October and works to enable the rear access to the site are scheduled to commence following the completion of the works on Mosssdale Meadows.

It is anticipated that link will be complete by early Summer.

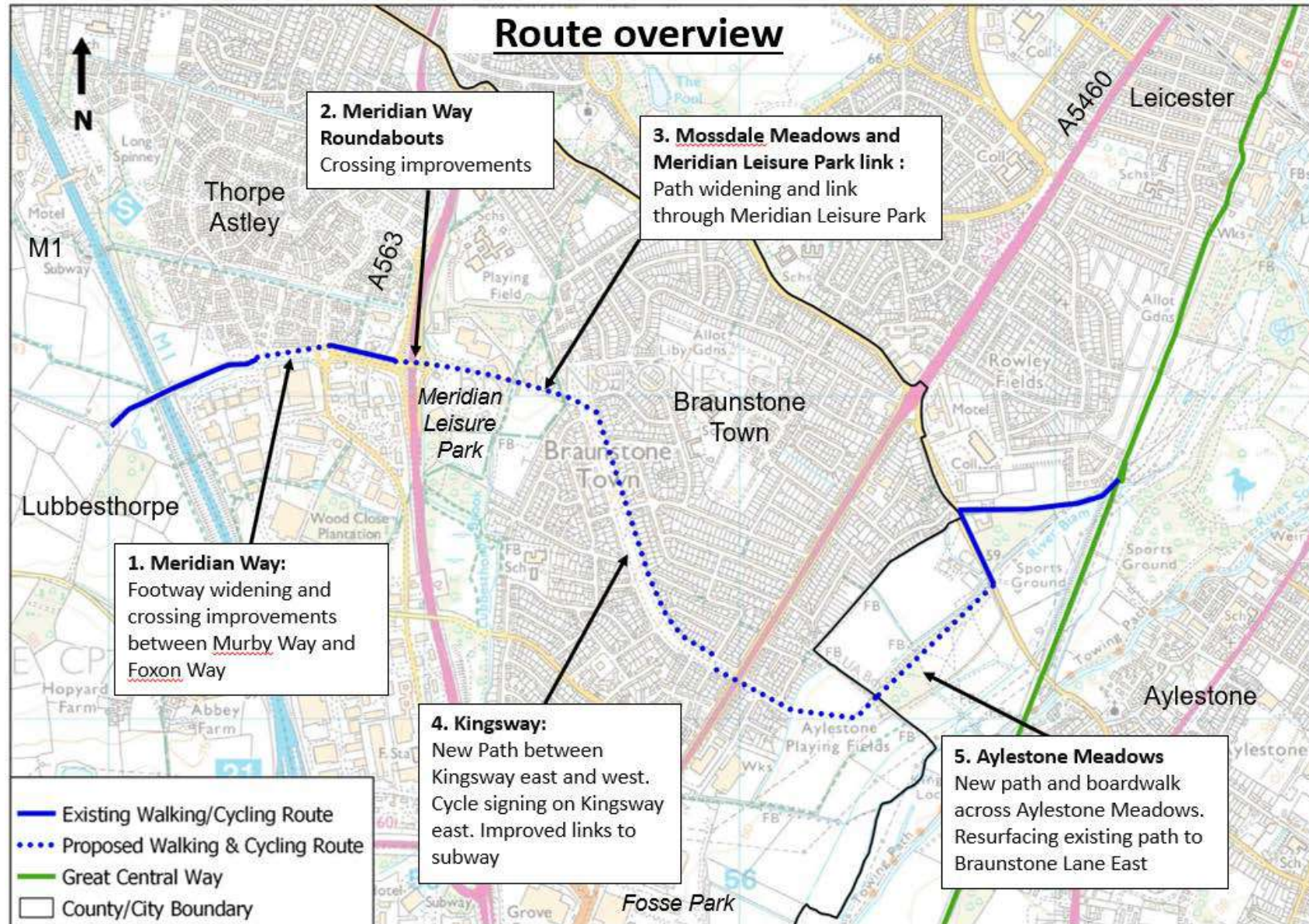
Recommendations

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;
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.

Reasons

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.

APPENDIX 1 – ROUTE OVERVIEW



Great Central Way Phase 2 Programme

*These dates are provisional until the detailed design is finalised and a full construction work package issued to the contractor

| Phases | Detailed Design | Construction* |
|-------------------------|---|--|
| Murby Way to Foxon Way | Start: June 2022 Finish: February 2023 | Start: May 2023 Finish: July 2023 |
| Meridian Way Roundabout | Start: June 2022 Finish: February 2023 | Start: May 2023 Finish: July 2023 |
| Mossdale Meadows | Start: June 2022 Finish: December 2022 | Start: February 2023 Finish: April 2023 |
| Kingsway | Start: June 2022 Finish: December 2022 | Start: Feb 2023 Finish: Apr 2023 |
| Aylestone Meadows | Start: April 2022 Finish: January 2023 (subject to boardwalk and further contamination testing) | Start: March 2023 Finish: June 2023 |

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 12th JANUARY 2023

Item 10 – Civic Centre Facilities Improvements

Purpose

To receive and update on the contract and timescales to refurbish the Civic Centre Toilets and Civic Centre Bar/Café kitchen and confirm how the scheme will be financed.

Background

On 3rd November 2022, the Committee accepted the tender (which had been provisionally accepted on 16th June) submitted by Contractor D, KM Beesley, for £181,973 to undertake the refurbishment works. The Committee also gave delegated authority to the Chief Executive & Town Clerk to liaise with the selected contractor to:

- a) determine the detailed arrangements, timings and work schedules,
- b) 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
- c) award the contract.

(minute 61).

Finance

The approved contractor's price is £181,973.

On 24th March 2022, the Town Council was awarded central government grant funding of £17,676 towards the cost of providing a Changing Places Toilet.

On 27th September 2022, the Committee recommended to Council that a borrowing application for £114,297 over 15 years be prepared and submitted (minute 40); which the Council approved on 6th October 2022 (Council Minute 6063). The borrowing application was approved by the Department of Levelling Up, Housing and Communities on 1st December 2022.

Unfortunately an application to the SUEZ Communities Trust for £50,000 was unsuccessful, leaving a £50,000 shortfall.

However, with earmarked reserves of £60,000 for Civic Centre Capital Plan Priority Projects (approved on 20th August 2020, minute 122), funding is available to progress the project.

Arrangements

A contract pre start meeting was held on Monday 12th December 2022 to finalise the details for the delivery of the works:

- (a) The proposed start date for work to commence is Monday 16th January 2023 and the works are estimated to take 10 weeks to complete (meaning they should be complete by the end of the financial year).
- (b) Works will commence by converting the Winstanley Room and refurbishing the toilets adjacent to the Bar and a temporary disabled toilet will be created here. The toilets and adjacent corridor will be closed during the work. Works access will be via the Bar fire exit to the Overflow Car Park (there will be no disruption to the Bar since a doorway will be created from the fire exit corridor into the current male toilet to provide access).
- (c) Once (b) is complete, the Reception toilets will be closed for refurbishment and the Changing Places will be installed (likely to be sub-contracted), the adjacent corridor will also be closed and a temporary works entrance created to the car park. The parking spaces adjacent to the Millfield Hall will be temporarily closed off as a compound and the footway will be temporarily diverted.
- (d) Finally the kitchen facility for the Civic Community Lounge will be created.

The works will be carried out Monday to Friday, between 7.30am and 4pm. During the works all services at the Civic Centre and Library site will remain open for use. Although there will potentially be noise disruption for users in the Ravenhurst Room and at Reception. Customers are now being given advance notice of the works and potential noise disruption.

A plan of the new layout is attached at Appendix 1 for reference.

Recommendations

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

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.

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Energy Efficiency Requirements:
In accordance with Part 6 of the Building Regulations, if a building is extended or renovated, the energy efficiency of the existing building or part of it may need to be upgraded.

Notification of Work:
Building work is to be notified to the local authority building control body under the works are self-certified by a registered competent person or third party if the work is exempt from the need to notify by regulation 12(A) of, or schedule 4 to, the Building Regulations.

Responsibility for Compliance:
People who are responsible for the building work must ensure that the work complies with all applicable requirements of the Building Regulations. The building owner may also be responsible and should not comply with the Building Regulations, the building owner may be served with an enforcement notice.

WORKS TO EXISTING BUILDINGS
Contractor must carry out his statutory requirements under the Construction (Design and Management) Regulations.

All work shall comply with the relevant Building Regulations, and the contractor shall provide the necessary notice to the Building Inspector for inspection at the required stages.

All dimensions are to be checked by the contractor on site before work commences.

All building work is to be carried out with proper materials appropriate for the circumstances in a workmanlike manner.

Contractor shall incorporate Accredited Construction Details (where applicable) as specified in SAP Build Standards. A signed copy of each ACD will be required upon issuing the final certificates. Failure to work to ACD's and other specified details will risk the project not complying with Part L and so incur further costs.

Contractor to expose/check existing foundations where necessary to determine their suitability to carry any extra load, and to agree any additional work required with the Building Inspector.

Contractor to check existing walls and verify whether they are load-bearing before removing/altering, and taking appropriate precautions.

Contractor to check existing structure where opened for any evidence of decay from fungal and insect attack, and inform client of any additional work required.

DEMOLITION
All demolition must be carried out in accordance with the Construction Design and Management Regulations. Any work involving the disturbance and/or removal of any Asbestos material must be notified and strictly carried out in accordance with HSE procedures and Codes of Practice.

REMEDIAL WORK
Any additional remedial work which may be considered necessary but is not indicated on the drawings or specifications, please consult the Local Authority before carrying out the work.

Weathered brickwork/stone to be replaced and weathered joints raked out and repointed with a suitable mortar.

All existing timbers to be inspected for woodworm and rot and replaced or treated by approved specialist.

All existing external and internal ground floor walls to have a silicone injected damp proof course by approved specialist if no DPC is present.

Revision Notes:
Drawing Status:

BUILDING REGS

hssp architects

Pera Business Park, Nottingham Road
Milton Mowbray, LE13 0PB

Telephone: 01664 563 288 Fax: 01664 563 360
E-Mail: info@hssparchitects.co.uk Web: www.hssparchitects.co.uk

Proposed Internal Alterations
Braunstone Civic Centre
209 Kingsway, Braunstone
for Braunstone Town Council

Title:
Proposed Plan

| | | | |
|-------------|-----------|----------|------------|
| Scale: | Drawn: | Checked: | Date: |
| 1:50 | KES | - | April 2021 |
| Drawing No: | Revision: | | |
| 7570_04_001 | H | | |

GENERAL NOTES:

All dimensions and levels are to be checked on site prior to works commencing and any discrepancies reported to HSSP Architects immediately. All proposed levels are to be confirmed onsite and taken from the survey data.

Dimensions indicated are from finish to finish.

All fittings and furniture shown are by others, this drawing is for reference only.

All standards, specifications and details are to be fully compliant with the current building regulations and other associated legislation. All materials used must be suitably certified.

Contractor to confirm the location of the existing storm and foul drainage on site. All new storm and foul drainage is to connect to the existing. Drainage layout shown is indicative for the purpose of building regulation compliance. Contractor to confirm location of existing drainage on site and invert levels.

Mechanical extract to be in accordance with approved document F and M&E engineers details and specification. Ventilation extract locations through the fabric are indicative only and any penetrations through the roof and facade must be kept to a minimum and agreed on site prior to works commencing.

Radiators throughout to be correctly sized based upon the performance and the heating system employed. To be confirmed by the M&E engineer. This drawing shows indicative positioning only.

All smoke and heat detectors to be mains operated with battery back-up to BS5446-1 and 2. They should be located a minimum of 300mm away from light fittings or any vertical surfaces.

To be read in conjunction with the following drawings:

- 7570_04_002 Proposed sections
- 7570_04_010 Proposed Indicative electrical layout
- 7570_04_011 Proposed door & window schedule (sheet 1)
- 7570_04_012 Proposed door & window schedule (sheet 2)

and Proposed Finishes Schedule.

MATERIALS & WORKMANSHIP

To be in accordance with Regulation 7, building work must be carried out in a workmanlike manner using adequate and proper materials which are appropriate for the circumstances used, adequately mixed or prepared and applied/ fixed / used so as adequately to perform the functions for which they're designed.

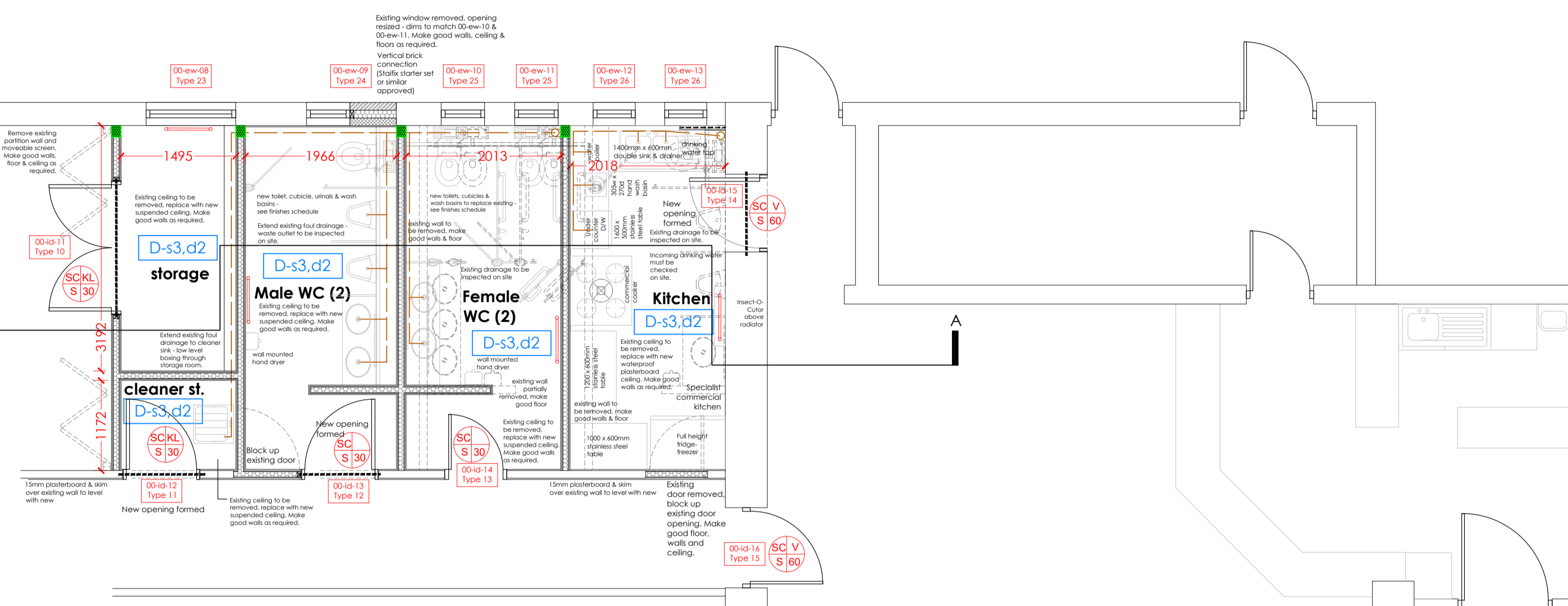
The Construction Products Regulation requires that construction products that are covered by a harmonised European product standard or conform to a European Technical Assessment should normally have CE marking.

When using materials, the following can be used as a means to determine the materials suitability:

1. CE marking under the Construction Products Regulation
2. CE marking under other EU directives and regulations
3. British & European Standards
4. Other national and international technical specifications Independent Certification Schemes
5. Tests and calculations
6. Past Experience

Building Work:

To be in accordance with Regulation 3 and 4 of the Building Regulations. Building work should be carried out in such a way that, when work is complete, the work and building comply with the building regulations.



area not surveyed

DRAWING KEY

- Existing building fittings & furnishings to be removed as indicated
- Extract Cooker Hood
- Radiator
- Rigid Insulation Board
- Mineral Fibre / Glass Wool
- Blown Insulation
- A1 Rated Cavity Barrier
- Self Vent Pipe
- Foul Drainage 1:40 Fall
- Lintel

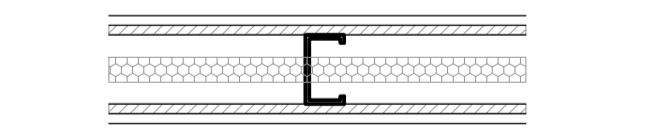
Doors

- V Vision Panel
- SC Self Closing
- FC Fire Resistant
- S Smoke Seal
- KL Keyed Lintel
- FB Push Bar

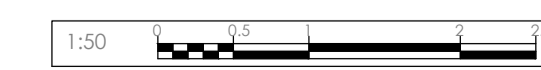
Classification of Internal Linings

- Small rooms of maximum internal floor area:
 - a. 4m² in residential accommodation: D-s3,d2
 - b. 30m² in non-residential accommodation: C-s3,d2
- Other circulation spaces: B-s3,d2

Proposed wall type - Internal Wall, Insulated, Plywood



| | |
|----------------------------------|--|
| Construction | 1 x 15mm British Gypsum Wallboard both sides (or similar and approved) Taped joints and sealed edges 12mm plywood potting (both sides) 70mm Gyproframe 'C' Studs at 600mm centres 20mm loose acoustic partition roll between studs All penetrations suitably stopped and all joints sealed Total thickness = 124mm |
| Fire Rating | Inherently achieves 30 minutes |
| Classification of Linings | National Class 3 |
| U'Value | N/A |
| Finishes | See finishes schedule |
| Height | Maximum 3800mm |
| Location | Various Internal |
| Other | BS476:1987 NOTE: Gyproc Moisture Resistant boards to areas which are prone to increased moisture levels and variations to the relative humidity. NOTE: Areas with wall lining i.e. toilets, to have Glasroc H Fibrebacker board or similar approved. |



suspended ceiling

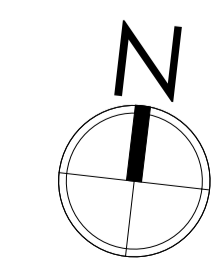
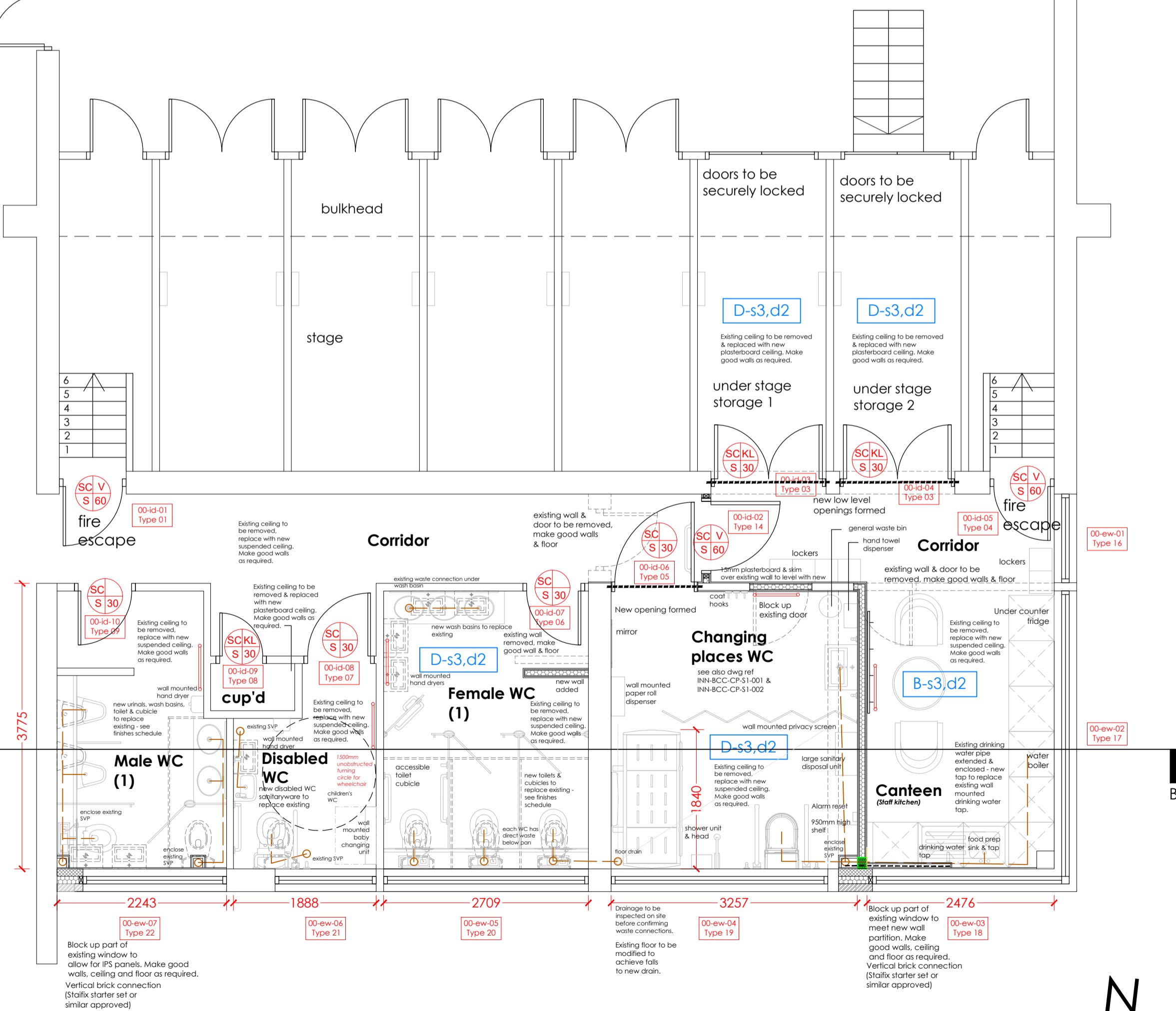
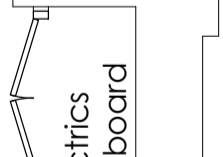
entrance lobby

area not surveyed

offices

reception

office



BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 12th JANUARY 2023

Item 11 – Corporate Warning and Banning Policy & Procedure

Purpose

To consider, following consultation, adopting a framework for a corporate warning and banning system.

Background

On 3rd November 2022, the Committee received the framework for a corporate warning and banning system for consideration and consultation and agreed:

1. that the term “members of the public” should be used consistently in the proposed Policy & Procedure (as opposed to another description such as customer);
2. that, subject to 1 above, the proposed draft Corporate Warning and Banning Policy and Procedure, attached at Appendix 1 of the report, be approved for consultation with residents, customers, users, staff, Councillors, volunteers, partners and the Council’s HR Advisor, as detailed in the *Timescales and Implementation* section of the report; and
3. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for the 12th January 2023, for consideration and approval.

(minute 51)

The Policy & Procedure applies to members of the public and identifies:

- unreasonable behaviour/contact;
- the process for recording incidents and gathering evidence;
- the process for determining whether a warning should be issued or a ban applied, and the terms of any ban;
- the terms of banning orders;
- communication with the member of the public concerned;
- managing a banning order; and
- information and record keeping.

Consultation

To ensure that it would be practical and fit for purpose, a consultation on the proposed Corporate Warning and Banning Policy & Procedure was open to residents, customers, users, staff, Councillors, volunteers, partners (including the police) and the Council’s HR Advisor from 7th November until 9am on Monday 19th December 2022.

No consultation feedback was received.

New Policy

The proposed Corporate Warning and Banning Policy & Procedure, amended following the incorporation of resolution 1 of minute 51 (see above) of Policy & Resources Committee on 7th November 2022, is attached at Appendix 1 and it is proposed to implement it from Monday 16th January 2023.

Recommendation

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

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



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

CORPORATE WARNING AND BANNING POLICY AND PROCEDURE

Purpose and Principles

1. Braunstone Town Council has a duty to ensure that staff and volunteers working for the Council, Councillors and customers, hirers and users of the Council's services are able to undertake their work or access the Council's services free from all types of discrimination, abuse, threatening behaviour and harassment. The Council has a duty to protect the safety and welfare of its staff, volunteers, Councillors, customers, hirers and users and will not tolerate unacceptable behaviour.
2. The purpose of the Corporate Warning and Banning Policy and Procedure is to define the process of either issuing a warning and/or banning a member of the public from using the Council's services following an incident of inappropriate behaviour.
3. An unreasonable or unreasonably persistent member of the public is one which, because of the frequency or nature of their contact, hinders the effective delivery of the Council's services; examples include:
 - a) antisocial behaviour;
 - b) damage to property;
 - c) danger to and breaches of health & safety;
 - d) physical assault or perceived threat of physical assault;
 - e) verbal assault;
 - f) inappropriate behaviour of a sexual nature;
 - g) discriminatory behaviour or language in relation to race, gender, age, disability, sexual orientation;
 - h) inappropriate use of facilities;
 - i) substance abuse – includes being under the influence of alcohol or drugs;
 - j) activities deemed to be abusive, threatening or inappropriate; and
 - k) theft or fraud.
4. It is a formal process, which involves formally recording and issuing a warning and/or a ban.

Scope

5. This policy applies to members of the public who engage in abusive, threatening or inappropriate behaviour.

6. This policy is not intended to prevent members of the public from raising legitimate and important concerns, enquiries or requests, or from pursuing them.
7. In this Policy & Procedure, members of the public includes residents, hirers, users, customers (anyone who is not a Town Councillor, Town Council employee or Town Council volunteer).

Process

8. For one-off occurrences of poor behaviour an individual can be asked to leave the premises by a member of staff.
9. If a member of staff, volunteer, councillor or member of the public experiences or witnesses inappropriate behaviour they are advised to report to a staff member who will apply the policy, procedure and guidance. A decision to issue a ban will be based on:
 - a) Staff reports of an incident or a behaviour
 - b) Recorded evidence of existing and/or previous unacceptable behaviour
10. If a member of staff, volunteer, councillor or member of the public experiences or witnesses inappropriate behaviour they are advised to report to a staff member who will apply the policy, procedure and guidance.
11. A member of staff on duty should gather evidence and record details relating to the behaviour/incident using the appropriate procedure which typically would involve recording the details in the Incident Book or on the Incident Report form.
12. The Chief Executive and Town Clerk and/or relevant Service Manager will assess the evidence and recorded incidents in order to determine whether to formally log and issue a warning / ban to a member of the public.
13. Evidence includes:
 - a) Staff reports of an incident/behaviour
 - b) CCTV images
 - c) recorded evidence of existing and/or previous unacceptable behaviour
 - d) Intelligence from local PCSO/police
14. Prior communications with any member of the public who is exhibiting unreasonable or unreasonably persistent behaviour will have included a verbal warning that their behaviour is unacceptable, and so it is important that this is recorded.

Banning Orders

15. The Chief Executive & Town Clerk and/or responsible Service Manager will determine the length of the banning period based on the severity of the behaviour/incident.

16. The person responsible for issuing the banning order will determine the length of the banning period based on the severity of the behaviour/incident/repeat offending as follows:
 - a) 2 weeks
 - b) 1 month
 - c) 3 months
 - d) 6 months
 - e) 12 months

17. A 12 months ban will apply in the following circumstances:
 - a) physical assault or perceived threat of physical assault (towards staff or members of the public)
 - b) verbal assault (towards staff or members of the public)
 - c) inappropriate behaviour of a sexual nature (towards staff or members of the public)
 - d) discriminatory behaviour or language in relation to race, gender, age, disability, sexual orientation (towards staff or members of the public)
 - e) inappropriate use of Council equipment
 - f) theft

18. Where it is felt appropriate to issue a ban of more than 12 months, the Chief Executive & Town Clerk will report to Policy & Resources Committee in private session and the Committee will determine, using the evidence before it, whether to approve the recommendation or make an alternative decision. The individual subject to the ban has no right to attend or contribute to the item in private session; however, the individual will have the right of appeal using the Council's Complaints Procedure.

19. The Council will do its best to communicate with the individual concerned where a warning has been issued or a ban has been applied by
 - a) sending either a paper copy of the policy or a link
 - b) explaining why they are applying the policy to the individual
 - c) detailing what it means for their future contact with the Council and how long any restrictions will last
 - d) explain how the individual may challenge this if they disagree with the course of action by using the Council's Complaints Procedure

20. Behaviour considered to be harassment, aggressive or a threat to safety and welfare may also lead to police involvement or legal action. In such cases, where there is a need or justification for protecting staff, volunteers, Councillors, other customers, hires and service users, the Council may not need to give the individual concerned prior warning of this action.

21. The relevant Service Manager will inform appropriate staff of any banning order applied and its terms.

22. If a member of the public has received a number of verbal warnings; then the Chief Executive & Town Clerk and/or relevant Service Manager can decide to impose a banning order.
23. Where a member of the public has received several banning orders, the Chief Executive & Town Clerk and/or relevant Service Manager can decide to impose a longer ban

Appealing a ban

24. Where a member of the public is unhappy with the application of a ban, which could either be the ban itself or the terms of the ban, the individual should raise their objections using the Council’s Complaints Procedure. Any complaint submitted in this respect will be considered at the Formal Stage of that Procedure (the outcome of which can be appealed).

Managing a Banning Order

25. Where a member of the public has a live banning order, staff and volunteers should ask the individual to leave any premises where the ban is applicable and should record this in the Incident Book or using the appropriate report forms.
26. If the individual concerned refuses to leave and/or keeps returning, then the police should be called on 101. Where there is an immediate threat to staff/public safety then call 999 or activate the attack alarm. These incidents must be recorded.

Information and Record Keeping

27. The Council will maintain a Corporate Warning and Banning Register detailing Written Warnings and Bans issued under this policy & procedure.
28. Whenever this policy is applied, we will record in the Corporate Warning and Banning Register in line with GDPR requirements:
 - a) any correspondence or interactions with the member of the public written or verbal
 - b) name, contact details, images of the individual, as appropriate, the details of the warning or the ban, and the reasons for issuing it.

Review of the Policy

29. This Policy will be reviewed by the Policy & Resources Committee every three years following consultation with residents, customers, users, councillors, staff and volunteers.

| | | | |
|----------------|-------------------|-------------|--------------|
| DATE ADOPTED | 16th January 2023 | REVIEW DATE | January 2026 |
| REVISED DATE/S | | | |

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 12th JANUARY 2023

Item 12 – Review of Pitches Policy & Procedure

Purpose

To consider proposed amendments to the Council's Pitches Policy & Procedure and to approve these for consultation.

Background

Braunstone Town Council provides sports pitches as part of providing community sporting facilities within public parks and open spaces that are open to all in the Town to use and enjoy.

Following consultation in autumn 2014, Policy & Resources Committee adopted a Pitches Policy & Procedure on 15th January 2015 (minute 6b 15th January 2015).

The Pitches Policy & Procedure sets out the relationship between Pitch provision and the provision of Open Spaces and Parks in the Town. Its purpose is to ensure the provision of quality sports facilities to meet identified needs within the context of providing and maintaining parks and open spaces to a high standard. To that extent the Policy provides the framework for identifying sporting needs, which in turn identifies the level and type of provision, balanced with the multiple uses of the Town's Open Spaces and Parks, which includes play facilities.

The Pitches Policy & Procedure sets out how the Council will determine provision and the basis upon which pitch allocations will be made. It identifies the responsibilities of the Town Council, the sporting teams using the pitches and the facilities, how they work together and also how they work with the wider community for the mutual benefit of the Town. The procedure also provides a framework for ensuring fairness and transparency and resolving any disputes which may arise.

Review of Policy & Procedure

The Pitches Policy & Procedure has been part of the Council's Service Policies for eight years. During that time it has operated effectively and has achieved its primary aims of balancing multiple uses of the Council's parks and providing the foundation for cooperation between the sports clubs, Town Council and parks users. Where issues have arisen, it has provided clarity and a framework for matters to be resolved in a timely fashion.

Therefore, no substantial changes are proposed to the Policy & Procedure; however, a few minor amendments are proposed, which are highlighted at Annex 1. The proposed amendments are:

- a) date changes to the Pitch Allocations Process (section 5) to reflect the

- amended Committee timetable;
- b) provision to allow the Town Council to close the pitches in adverse weather (section 7);
- c) an update to the Sporting Facilities (section 8) reflecting new provision at Shakespeare; and
- d) an update to Appendix 1 – Current Standard Terms and Conditions for Football, which will apply only to Mossdale Meadows and Thorpe Astley Park; to clarify cancellation procedures, deposits for keys, removing items from the changing rooms and regulations around serving food;
- e) Appendix 2 – Current Standard Terms and Conditions for Shakespeare Park Bowling Green are proposed for removal given the new arrangements will supersede these.

Given the legal agreements are being finalised for the management of the Pavilion facility at Shakespeare Park and for medium term pitch licences to both the football and bowls clubs at the park, further amendments are likely to be required to the Pitches Policy & Procedure to reflect the final arrangements once agreed.

Timescales and Implementation

It is proposed to hold a consultation with the sports clubs, residents, staff and Councillors on the proposed amendments to the Pitches Policy & Procedure (and associated Football Terms & Conditions) at Annex 1 to ensure that it would be practical and fit for purpose.

The consultation is proposed to run from week commencing 16th January 2023 until 9am on Monday 27th February 2023. The post consultation version of the Policy & Procedure will be submitted to Policy & Resources Committee, proposed for 9th March 2023. At this stage it is proposed the decision take effect from Monday 13th March 2023.

Recommendations

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

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.



BRAUNSTONE TOWN COUNCIL

PITCHES POLICY AND PROCEDURE

***SETTING THE CONTEXT FOR THE PROVISION OF PITCH FACILITIES
WITHIN THE COUNCIL'S PARKS AND OPEN SPACES,
THE TERMS AND CONDITIONS OF USE
AND THE RELATIONSHIPS BETWEEN THE TOWN COUNCIL, USERS
AND MEMBERS OF THE PUBLIC***

| | | | |
|----------------|------------------------|---------------------|---|
| DATE ADOPTED | 29 January 2015 | FREQUENCY OF REVIEW | As required and at least every 5 years |
| REVISED DATE/S | 13th March 2023 | | |

BRAUNSTONE TOWN COUNCIL

PITCHES POLICY AND PROCEDURE

C O N T E N T S

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BRAUNSTONE TOWN COUNCIL

PITCHES POLICY AND PROCEDURE

1. CONTEXT

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 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; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and 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"*

On 8th September 2011, the Council approved objectives for each of its service areas as part of the delegation arrangements to Committees and the Chief Executive and Town Clerk. There are four objectives in relation to Open Spaces and Parks.

Open Spaces & Parks Objectives

- To provide and maintain parks and open spaces to a high standard
- To provide quality sports facilities to meet identified needs
- To provide and maintain play equipment to a high and safe standard
- To help fight pollution by planting trees on our parks

In providing pitches, the Council does so as part of its mission to the community and in fulfilling the wider Open Spaces and Parks Objectives in the Town.

2. PURPOSE

The Pitches Policy sets out the relationship between Pitch provision and the provision of Open Spaces and Parks in the Town. Its purpose is to ensure the provision of quality sports facilities to meet identified needs within the context of providing and maintaining parks and open spaces to a high standard. To that extent Braunstone Town Council provides pitches as part of providing sporting facilities within public parks and open spaces that are open to all in the Town to use and enjoy. The Policy provides the framework for identifying sporting needs, which in turn identifies the level and type of provision, balanced with the multiple uses of our Open Spaces and Parks, which includes play facilities.

The Pitches Procedure sets out how the Council will determine provision and the basis upon which pitch allocations will be made. It identifies the responsibilities of the Town Council, the sporting teams using the pitches and the facilities, how they work together and also how they work with the wider community for the mutual benefit of the Town. The procedure also provides a framework for ensuring fairness and transparency and resolving any disputes which may arise.

3. ROLES AND RESPONSIBILITIES

Town Council

Responsible owner of the Town's open spaces and parks, including pitches and sporting facilities, responsible for the overall provision and funding and ensuring that the Council's Objectives are met, which includes:

- a) setting strategic policy and objectives;
- b) setting the maintenance budget;
- c) approving a capital plan for investment in the improvement and development of the facilities, including identifying funding; and
- d) providing appropriate staffing resources to ensure high standards and safety requirements are met.

Town Councillors

Town Councillors collectively form the Town Council and collectively make decisions which the Town Council is responsible for. Collectively they form the corporate body of the Town Council, which has its own legal and continuing identity. As individual Councillors they have no decision-making power, however, they provide an important link between the Town Council's decision-making processes and the community and individuals of the Town. Town Councillors represent all who live in their ward, whether they voted for them or not.

Committee (Policy and Resources)

Responsible for determining the provision of individual facilities and services and the overall maintenance plan of open spaces and parks, including pitches and sporting facilities. In relation to pitches and sporting facilities, this includes:

- a) determining the types and levels of pitch provision, including capacity;
- b) setting the season fees and hire fees;
- c) setting the criteria for considering requests for a pitch allocation;
- d) setting the terms and conditions of pitch allocations and hires, including the terms and conditions of using the associated facilities; and
- e) allocating pitches where requests for an allocation exceed capacity.

The Proper Officer (Chief Executive and Town Clerk)

Action, undertake activity and responsibilities instructed by decision of the Council or Committee (as appropriate) or contained in standing orders, delegated powers or approved policies and procedures. In relation to pitches and sporting facilities, this includes:

- a) ensuring protection from damage or unsustainable usage;
- b) maintenance to ensure high standards and safety requirements are met;
- c) initiating spot checks to be undertaken to ensure users and hires are complying with the terms and conditions;
- d) allocating and reallocating pitches where requests for an allocation/reallocation can be met within capacity; and
- e) providing legal, financial and policy advice to the Council and Committee on types and levels of pitch provision (including capacity), fees and hire charges, the criteria used for determining allocation and the terms and conditions to be set.

Sports Clubs

To treat the Town's Parks and Open Spaces, including its pitches and associated facilities, and all other sports clubs and users of the open spaces and parks with courtesy and respect, this includes:

- a) no use of violence, intimidation or abusive behaviour under any circumstances;
- b) using the set procedures and channels to resolve issues of contention, dispute or grievance;
- c) respecting and cooperating with Town Council officials, sports association and league officials, including match officials;
- d) ensuring adherence to legislation, including child protection, equalities and health and safety;
- e) complying with all terms and conditions of the pitch allocation and terms and conditions of hire;
- f) ensuring that payment of the fees is made by the due date;
- g) recognising that the open spaces and parks, including the pitches and associated facilities are multi-use community shared facilities, to which all users have a responsibility to respect in accordance with the Town Council's policies and objectives.

Club Officials (e.g. Secretary)

Club officials are responsible for ensuring that their clubs, members, families and friends, fans, including those of opposing teams adhere to the principles of courtesy and respect set out above. Club Officials are responsible for establishing an effective relationship with Town Council officials, sports association and league officials, including match officials. Club Officials are also responsible for ensuring courtesy and respect in relation to their pitch allocations/hires by:

- a) reporting inappropriate behaviour from opposing teams and those associated with the team to sports association, league and match officials as appropriate;
- b) dealing with inappropriate behaviour within the club and those associated with the club by using the club's disciplinary proceedings;
- c) reporting to the Chief Executive and Town Clerk any breaches of Terms and Conditions by their Club and any likely delay in payment, along with proposals to rectify the breach and actions to avoid future re-occurrence;
- d) reporting to the Chief Executive and Town Clerk any breaches of Terms and Conditions by other Clubs.

4. RELATIONSHIPS

In accordance with the Equality Act 2010 no one will discriminate, harass, victimise or treat less favourably another person or group because of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion and belief
- sex
- sexual orientation

Under the Act, Braunstone Town Council has a duty to have due regard to:

- eliminating unlawful discrimination, harassment and victimisation;

- advancing equality of opportunity, and
- fostering good relations between different groups.

To that extent, Braunstone Town Council supports the national taskforce campaign Kick it Out, which works to tackle racism and discrimination in football. In accordance with this stance, we may ultimately consider withdrawing the use of our pitches and facilities from clubs, teams or individuals found in breach of these obligations, particularly where no proactive action has been taken concerning incidents of discrimination and where no steps are in place to prevent further discrimination in the future.

Under no circumstances will there be any violence, intimidation or abusive behaviour. Clubs and teams must respect and cooperate with Town Council officials, sports association and league officials, including match officials. Clubs and teams must also cooperate with and respect each other. Individuals, Teams and Clubs are urged to resolve any issues of dispute with those concerned in an informal and constructive manner. Should the issue not be resolved or continue then there are set procedures and channels, which must be used for resolving issues of contention, dispute or grievance.

Failure to comply with the above may ultimately result in us withdrawing the use of our pitches and facilities from clubs, teams or individuals found to be in breach of these obligations, particularly where no proactive action has been taken concerning incidents and where no steps are in place to prevent further reoccurrence.

The Chief Executive and Town Clerk may initiate spot checks to be undertaken to ensure users and hires are complying with the provisions of this policy and the terms and conditions of their pitch allocation or ad-hoc hire.

5. PITCH ALLOCATIONS PROCESS

Pitches will be allocated for a season on an annual basis and the annual process will be as follows:

1. **Setting of Fees** – will be determined by Policy and Resources Committee no later than ~~February~~ **March**;
2. **Determining the types and levels of pitch provision, including capacity** – Policy and Resources Committee will decide by ~~February~~ **March** on the types and levels of pitch provision and the capacity of the provision, having received advice from the Chief Executive and Town Clerk on the standard of the pitches. The Chief Executive and Town Clerk will receive assessments and professional advice from the Council's Grounds Staff and/or any other professional who the Chief Executive and Town Clerk and the Policy and Resources Committee determine as appropriate;
3. **Terms and conditions of pitch allocations and hires** – including the terms and conditions of using the associated facilities; will be reviewed and approved, at least on an annual basis and will be determined by Policy and Resources Committee no later than ~~February~~ **March**; where terms and conditions are silent it cannot be assumed there is implicit consent, Clubs and Teams must seek advice from the Council concerning matters which are not specified;

4. **The criteria for considering requests for a pitch allocation** – will be reviewed and a criteria approved, including how applications will be dealt with if the number exceeds pitch capacity, at least on an annual basis and will be determined by Policy and Resources Committee no later than February March;
5. **Publicising the availability of Pitches** – the Town Council will publicise during February and March, the availability of pitch allocations for the forthcoming season and the notice will make clear:
 - a) the number of pitches available, their type and capacity,
 - b) the fees payable for each type of pitch and the number of games permitted (including training sessions, pre-season games and friendlies),
 - c) the availability of storage space and any fees payable,
 - d) any additional fees and deposits which may be charged, for using facilities and other ancillary fees and deposits, such as key deposits,
 - e) that Terms and Conditions apply to the usage of the pitches and associated facilities and how a copy of these terms and conditions can be obtained,
 - f) the deadline for applications, and
 - g) a named contact, including contact details, for further information, queries or clarification;
6. **Allocation of pitches** – will be by April and will be undertaken by the Chief Executive and Town Clerk in the event that requests for allocations can be met within capacity; where requests for pitch allocations exceeds capacity then allocations will be determined by Policy and Resources Committee;
7. **Accepting an Allocation** – sports clubs will receive notification from the Chief Executive and Town Clerk of their allocations, along with the terms of payment and the terms and conditions of use; club officials will be expected to sign and date and return a copy to the Town Council before any matches can be played; the return will detail the name, address and contact details of the Club Official who will be responsible for ensuring adherence by the Sports Club to the terms and conditions, details of payment and this policy and procedure;
8. **Sports Teams Meeting** – after the allocations process and prior to the new season commencing, there will be a meeting of the club officials representing the Sports Teams who have been granted an allocation; this meeting will:
 - a) discuss how the clubs and teams will work together to share pitches and facilities, where applicable;
 - b) consider general issues which have arisen during the previous season or any other current general issues (the meeting is not convened to discuss individual relationship issues);
 - c) ensure that information is shared concerning preparations for the new season; including dates when the pitches will be ready and marked out; and
 - d) any ideas for improvements to the pitches, facilities and services.
9. **Preparation of Pitches** – after the end of the season there will be a period in which the pitches will not be in use and no ad-hoc hires will be permitted; during this period general maintenance and preparation will take place, including marking out of pitches where appropriate.

Teams allocated a sports pitch do not own the pitch, the Council reserves the right to allow other teams to hold pitch allocations on the same pitch and to allow ad-hoc hiring of pitches.

6. AD-HOC PITCH HIRES

The Council reserves the right to allow ad-hoc hiring of pitches where it has taken a decision to do so. Ad-hoc hires will only be allowed in circumstances where the condition of the pitch allows and is not to the detriment of those who hold a pitch allocation. The Council reserves the right to postpone or discontinue ad-hoc pitch hires if the condition of pitches deteriorate. In the event of a decision to postpone ad-hoc hires due to a deterioration of the pitch and a booking has been made and payment received, the Town Council will work closely with those affected to make alternative arrangements and should this not be possible, to accommodate those affected at other times or refund the payment. Conditions of use of pitches on an ad-hoc basis will be the same, unless otherwise specified, as those for pitch allocations.

7. MAINTENANCE AND UPKEEP

Braunstone Town Council will maintain its open spaces and parks, including pitches and sporting facilities, to a high and safe standard, therefore, the Town Council will:

1. **Set a Maintenance Budget** – Policy and Resources Committee will make recommendations to Council for approval in January;
2. **Maintain a Capital Programme** – the programme will include a list of investment and development work, to ensure continued high standards for future generations;
3. **Works Programme** – an annual maintenance programme is developed for works to be carried out on the Council's Parks, Open Spaces and Sporting Facilities; each year Policy and Resources approves a Winter Works Programme which includes most of the annual maintenance works, taking place outside of the cutting season; however, it is recognised that annual maintenance works on pitches and sporting facilities will mostly take place out of season.

Braunstone Town Council may at any time close pitches and facilities in order to undertake emergency works. The Council also may determine that pitches should be closed for a period of time if there is a significant deterioration in the playing service which may compromise the long-term standard of the pitch. In such circumstances, the Town Council will work closely with those affected to make alternative arrangements and should this not be possible, to accommodate those affected at other times or refund pro-rata of fees and charges.

The Town Council may on, occasion close pitches if surface conditions are deemed unsafe or unusable due to weather conditions. In this case any matches booked by teams would be reallocated to another date.

The Town Council will prepare football pitches prior to the season, which includes the initial marking out. Terms and Conditions relating to individual sports will be issued as part of the allocation of pitches and these will set out clearly the responsibilities of the Town Council and the sports clubs and teams concerning maintenance and upkeep.

8. SPORTING FACILITIES

The Council's pitches have associated sporting facilities. Pitches on Mosssdale Meadows, Shakespeare Park and Thorpe Astley Park have changing facilities;

Mossdale Meadows and Shakespeare Park have equipment storage facilities; Shakespeare Park Bowling Green and Football Pitches have an associated Pavilion. Policy and Resources Committee will determine when setting fees and terms and conditions and the criteria, the relationship between a pitch allocation and use of the facilities and whether any additional charges or terms and conditions should be applied.

9. RESOLVING DISPUTES

All parties should work hard to ensure that issues of contention, dispute or grievance are avoided. Where issues arise, the Town Council, individuals, clubs and teams should seek to resolve these informally through constructive discussion and dialogue.

Where attempts have been made by individuals, clubs and teams to resolve issues of contention, dispute or grievance informally and this has not been successful, or the problem reoccurs, then resolution can be sought through the formal procedure set out at paragraph 10 below.

Where the Town Council wishes to take action against a club or team because it has contravened this policy and/or breached the terms and conditions of the pitch allocation or ad-hoc hire, then it will apply the procedure set out at paragraph 11 below.

10. FORMAL PROCEDURE FOR CLUBS AND TEAMS TO RESOLVE DISPUTES

The following procedure applies to teams and clubs where there are issues of contention, dispute or grievance, which cannot be resolved informally. Where an individual had a dispute which has not been resolved informally, it can only be dealt with under this procedure if the club/team considers it to be a dispute affecting the club/team.

The procedure is as follows:

- a) The complaint must be set out in writing and sent to the Chief Executive and Town Clerk. The complainant should stick to the facts and avoid language that is insulting or abusive.
- b) The Chief Executive and Town Clerk must invite the complainant within five working days to attend a meeting to discuss their complaint. The Chief Executive and Town Clerk must invite any other parties related to the complaint to attend a meeting to put forward their perspective.
- c) The Chief Executive and Town Clerk will consider whether any other facts, material or witnesses will assist in resolving the matter. Mediation between the conflicting parties can also be considered.
- d) The Chief Executive and Town Clerk must reach a conclusion on the case and inform all affected parties and set out the terms of resolution. An Appeal can be made against the terms of resolution. Failure to comply with the terms of resolution will constitute a breach of the terms and conditions of pitch allocation or ad-hoc hire and can be dealt with by the Town Council under paragraph 11.
- e) An Appeal can be launched by an affected party against the terms of resolution. A club/team wishing to appeal should inform the Chief Executive and Town Clerk in writing within five working days of their wish to appeal. An Appeals Committee made up from three Members of the Council will hear appeals against the terms of resolution. The appellant and the Chief Executive and

Town Clerk will put their respective case and the Appeal Committee will determine whether to nullify, make amendments, or set different terms of resolution. The decision of the Appeals Committee is final.

11. FORMAL PROCEDURE FOR DEALING WITH BREACHES TO THE POLICY AND THE TERMS AND CONDITIONS

The following procedure applies to Town Council when it becomes aware of a breach by a club, team or individual associated with a club/team of this policy and/or the terms and conditions of allocation and ad-hoc hire and the terms of resolution set out in paragraph 9.

The procedure is as follows:

- a) The Chief Executive and Town Clerk must set out in writing to the Club Official the nature of the allegation and invite the Club Official to attend a meeting to discuss the issue. The Chief Executive and Town Clerk must invite any other parties related to the complaint to attend a meeting to put forward their perspective.
- b) The Chief Executive and Town Clerk will consider whether any other facts, material or witnesses will assist in resolving the matter. Mediation will also be considered.
- c) The Chief Executive and Town Clerk must reach a conclusion on the case and inform the Club Official accused of any breach of the conclusion and set out the terms of resolution. An Appeal can be made against the terms of resolution. .
- d) An Appeal can be launched by the affected team/club against the terms of resolution. A club/team wishing to appeal will do so by the Club Official writing to the Chief Executive and Town Clerk within five working days. An Appeals Committee made up from three Members of the Council will hear appeals against the terms of resolution. The appellant and the Chief Executive and Town Clerk will put their respective case and the Appeal Committee will determine whether to nullify, make amendments, or set different terms of resolution. The decision of the Appeals Committee is final.

12. CHANGES TO THIS POLICY

Changes to this policy can be made by the Council's Policy and Resources Committee, subject to this being within their powers of delegation given to them by the Town Council.

13. CONTACT

Any queries concerning this policy should be directed to the Chief Executive and Town Clerk, Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP.

APPENDIX 1 – CURRENT STANDARD TERMS AND CONDITIONS (FOOTBALL)
(Mossdale Meadow and Thorpe Astley)

The permission for your pitch allocation is subject to :

Fee Payments

- (1) Your club paying the season fee by the specified dates. If they fail to do so the Club shall not be entitled to use the pitch for the purposes of playing football at any time during the season.
- (2) If on, or after the signing of the Agreement the Club disbands or resigns from the Football League, the Club shall give written notice to the Council within seven days thereafter. Upon receipt of such notification the Council may refund to the Club a percentage of the hire charge pro rata depending in the number of weeks remaining in the football season on the provision that the Club shall not be entitled to any refund if it fails to notify the Council within seven days.

Pitch Marking

- (3) ~~Subject to receiving at least 7 days' notice,~~ The Council will mark out the pitches at the commencement of each season, thereafter each club will be responsible for white lining a pitch as and when required.

Match Fixtures

- (4) The Club Secretary is required to submit a fixtures list to the Chief Executive & Town Clerk before the commencement of the season.
- (5) A club which shares facilities (pavilion/changing rooms, pitches etc) shall come to mutually agreeable arrangements with other clubs sharing those facilities for the timing of matches and for the general maintenance and cleanliness of dressing rooms etc.
- (6) At the end of the season no matches/training sessions shall take place on the pitches after **31st May**.

Cancellation of Matches

- (7) It will be the responsibility of the appointed referee **and/or the team manager** to decide whether or not play should take place **if the playing surface or weather conditions are deemed to be unsafe**.
- (8) Should the clubs Team Manager/Representative consider the pitch to be unfit for play on any particular match day he/she should set out his/her reasons in writing and hand a copy to the appointed Referee. A copy of the clubs' representations should also be forwarded to the Chief Executive & Town Clerk, so as to be received on the day immediately following the date of the match concerned. In these circumstances the Council will not hold the club responsible for any damage caused to the pitch. However, the clubs may be held responsible for damage caused to pitches due to over-usage and additional games not included on the fixture list.

The Town Council may on, occasion close pitches if surface conditions are deemed unsafe or unusable due to weather conditions. In this case any matches booked by teams would be reallocated to another date.

- (9) The Council shall not be responsible for any loss or damage howsoever arising or for any loss due to any acts or restrictions imposed on the Council, which may cause the pitch to be temporarily closed or the hiring to be interrupted or cancelled.

Keyholders

- ~~(10) Your club will appoint a "Keyholder". Please check the enclosed Keyholders List and let me know if there have been any alterations. Should any future change take place, the name, address and telephone number of the new keyholders must, immediately, be notified to the Executive Officer & Town Clerk.~~

~~Please advise your Club's Keyholders that they are responsible for:-~~

Team managers are required to collect keys for the Mossdale Meadows pavilion on the day of the match with a £20 refundable deposit. The keys are to be returned after the match for the £20 to be refunded. Matches taking place at Thorpe Astley must be booked in at least three days before the match in order for staff to be allocated to unlock the building.

It is the team managers are responsible for:

- (a) ensuring that all doors (**including fire doors**), garages, sheds, park gates and premises are locked and made secure **for the duration of matches** at the **end of each day's play** whenever the facilities have been used by your club.
- (b) ensuring that the club rooms/changing rooms etc are left in a clean and tidy condition. Ensuring cleanliness of the pitches in surrounding areas, ie. **litter picking following the match**.
- (c) ensuring that any damage to the Council's property or equipment is immediately notified to the Chief Executive & Town Clerk.
- (d) To ensure that any equipment or articles belonging to the Club are removed from the changing rooms facilities **in order for them to be left clean for the next user**.

Parking (Applicable to Mossdale Meadows only)

- (11) Pitch allocations at Mossdale Meadows are conditional upon your club appointing a Warden to ensure that there is not inconsiderate parking on the Kingsway Grass Verges. The Warden should advise visitors to use the car parking facilities off Kingsway or the extra car parking available at the Braunstone Civic Centre (ie. No vehicular access to the pavilion and pitch via the bridle road).

Emergencies & Health & Safety Information

(12) Fire & other Emergencies

In the unlikely event of an emergency we would ask that you comply with the action stated on the attached 'Fire Notice'.

We suggest that your club appoints a responsible person to summon the emergency services and that they should always be equipped with a mobile telephone for this purpose.

(13) First Aid

First aid provision -

Your club is advised to provide adequate and appropriate equipment and facilities, or ensure that they are provided, for members. We suggest that you appoint First Aiders and provide first aid boxes.

The following organisations provide 'First Aider' training courses:-

St John's Ambulance, 112 Regent Road, Leicester, LE3 7LT, Telephone 0116 2553954

British Red Cross, 244 London Road, Leicester, LE2 1RH, Telephone 0116 2705087

Box Contents -

First aid boxes should be marked with a white cross on a green background, and should be kept fully stocked with only approved items, i.e. **no** medicines, pills, ointments etc. in case of possible adverse reactions on the part of persons being treated. Regular checks should be made to ensure compliance. The suggested contents are as shown in the table below.

| FIRST AID BOXES - RECOMMENDED TYPE AND QUANTITY OF ITEMS | | | |
|---|------------------------|--------|---------|
| ITEM | NUMBER OF CLUB MEMBERS | | |
| | 1 - 5 | 6 - 10 | 11 - 50 |
| GUIDANCE CARDS | | 1 | 1 |
| INDIVIDUALLY WRAPPED STERILE ADHESIVE DRESSINGS | 20 | 20 | 40 |
| STERILE EYE PADS, WITH ATTACHMENTS | 1 | 2 | 4 |
| TRIANGULAR BANDAGES | 1 | 2 | 4 |
| STERILE COVERINGS FOR SERIOUS WOUNDS | 1 | 2 | 4 |
| SAFETY PINS | 6 | 6 | 12 |
| MEDIUM STERILE UNMEDICATED DRESSINGS | 3 | 6 | 8 |
| LARGE STERILE UNMEDICATED DRESSINGS | 1 | 2 | 4 |
| EXTRA LARGE STERILE UNMEDICATED DRESSINGS | 1 | 2 | 4 |

(14) Personal Property

The Council shall not be responsible for any loss or damage to any property arising out of the hiring.

(15) Insurance

Hirers of the Council's facilities should have their own public liability insurance. As a general rule, the Limit of Indemnity under such a policy should not be less than £5,000,000.

(16) Electrical Equipment

You are asked to provide proof of electrical testing before any of your equipment is connected to the Council's power supply. No electrical fittings or appliances in the premises may be altered, removed or interfered with in any way, or additional fittings or appliances installed without prior approval of the Council.

- (17) Alterations to Premises and Defect Reporting
No alterations or additions will be made to the town Council's premises without the consent of the Council.
- (18) Serving Food
~~Please find enclosed a copy of the Food Standards Agency's Leaflet 'Food Hygiene – A guide for Businesses'. I hope you will find the leaflet helpful - further~~ Clubs should ensure that any member serving food is adequately trained. Information about training for food handlers etc. may be obtained from the Environmental Department at Blaby District Council, Tel 0116 2750555
- (19) Slips and Falls
To reduce the risk of accidents, organisers are asked to respond quickly to spillages etc. Floors should not be too highly polished.
- (20) Health & Safety Policy Statement
A copy of the Council's Health & Safety Policy Statement may be inspected at the Chief Executive & Town Clerk's office. Should you require any further information please do not hesitate to contact me - the Town Council.
- (21) Child Protection Policies
Allocation of Football Pitches will be conditional upon CRB Enhanced Disclosure being obtained in accordance with the FA CRB Unit Guidance and the Disclosure & Barring Scheme Service.

Braunstone Town Council requires that your Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. You must subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

You must ensure that all current and new club members with direct access to children and young people are required to complete a CRB Enhanced Disclosure via The FA CRB Unit.

Further advice on child protection matters can be obtained from:

- o The County Football Association's Child Protection Officer, whose details can be found in the County Handbook.
- o The Football Association/NSPCC Child Protection 24 Hour Helpline 0808 800 5000
- o The FA child protection team on 0207 745 4649.

A copy of the Town Council's Safeguarding Children and Child Protection Policy is issued to all teams using the Council's facilities.

- (22) Members of your football club shall not, without prior written consent of the Council, assign or sublet the pitches or changing rooms to other teams not listed on the allocations list.

APPENDIX 2 – CURRENT STANDARD TERMS AND CONDITIONS SHAKESPEARE PARK BOWLING GREEN

Your club's permission to use the facilities at Shakespeare Park is ~~therefore~~ subject to the following conditions:-

~~(1) A season fee of **£4,748**. The season fee to be reduced subject to the following arrangements being put in place:-~~

~~i) Public Coaching Sessions – The club will organise and promote at least 7 public coaching sessions during the season (preferably at monthly intervals). Each session to be given widespread publicity, i.e. notices at the Civic Centre, libraries, Community Centres, Bowling Green, Notice Boards and a series of advertisements in the Braunstone Life.~~

~~**Discount £578**~~

~~ii) Bowling Green Maintenance. The Bowls Club will employ a suitably qualified contractor to supply all materials and undertake the following work :-~~

~~**Discount £1,941**~~

~~OCTOBER supply and spread 6 tonnes of Top Dressing, spread seed with dimple spreader~~

~~JAN / FEB supply and treat with weedkiller~~

~~MARCH supply and apply Moss/Worm/Turf Tonic Treatment~~

~~APRIL supply and apply fertiliser and weedkiller~~

~~JUNE supply and apply fertiliser and weedkiller~~

~~Every fourth year hollow tine the green and apply additional top dressing~~

~~iii) Summer Green Cutting (3 cuts per week) **Discount £2,883**~~

~~iv) Security Alarm Systems. Provision and maintenance by the Club of the Club House/Pavilion Alarm and keyholder call-out in the event of activation of either the Braunstone Town Council Store Rooms security alarm or the Club House/Pavilion Alarm. **Free**~~

~~The net cost to the Council will therefore be **£803**. I acknowledge receipt of the paid invoices covering the above work and I will arrange for a transfer of £803 into your bank account in due course.~~

~~(2) Public Use – The club will make two rinks available for public use to coincide with the Club's Home Fixtures and the Club shall provide appropriate signage indicating that the facility is open to the Public Use.~~

~~Bowling Green Assistants will be available during these times in accordance with the previously agreed Badge Identification Scheme.~~

~~(3) Fees – the club will be entitled to keep any fees paid by members of the public for casual use and coaching sessions. Charges for casual hire will remain at £1 per person, per hour.~~

~~(4) A club which shares facilities (pavilion/changing rooms, pitches, etc) shall come to mutually agreeable arrangements with other clubs sharing those facilities for the timing for matches and for the general maintenance and cleanliness of dressing rooms, etc.~~

~~(5) It will be the responsibility of the individual green ranger to decide whether or not play should take place. Clubs will be responsible for any damage caused to a green through playing in unsuitable conditions.~~

~~(6) You club will appoint a "Keyholder". Please check and return the enclosed Keyholders List with any alterations as soon as possible. Should any future change take place, the name, address and telephone number of the new keyholders must, immediately, be notified to the Executive Officer & Town Clerk.~~

~~Please advise your club's keyholders that they are responsible for:-~~

~~(a) ensuring that all doors, garages, sheds, park gates and premises are locked, made secure and alarmed at the end of each day's play whenever the facilities have been used by the club.~~

~~(b) ensuring that the club rooms/changing rooms etc are left in a clean and tidy condition.~~

~~(c) ensuring that any damage to the Council's property or equipment is immediately notified to the Executive Officer & Town Clerk.~~

~~The Town Council has agreed that additional keys may also be issued to all Club Members subject to:-~~

~~i) The Club Secretary maintaining an up to date list of keyholders.~~

~~ii) The club shall be responsible for securing the return of any keys from players who may, from time to time, give up their membership to the club.~~

~~iii) The club will ensure that all members issued with a key will receive the necessary training in connection with the "Keyholder" responsibilities as set out above.~~

~~iv) The Shakespeare Park Bowling Club will indemnify Braunstone Town Council against any loss or damage caused to the green or premises due to the gates or clubhouse, etc being left unlocked.~~

~~(7) Bowls Club Use — This agreement covers the exclusive use of four of the six rinks daily, subject to two rinks being made available for members of the public.~~

~~(8) The use of the pavilion facilities to be shared by the Bowls Club and members of the public.~~

~~(9) Any further services or facilities which you intend to provide for use by members of the public and for which a charge will be made, must first be approved by the Council's Policy & Resources Committee.~~

(10) ~~Emergencies & Health & Safety Information~~

~~a) Fire & other Emergencies~~

~~In the unlikely event of an emergency we would ask that you comply with the action stated on the attached 'Fire Notice'.~~

~~We suggest that your club appoints a responsible person to summon the emergency services and that they should always be equipped with a mobile telephone for this purpose.~~

~~b) First Aid~~

~~**First aid provision**~~

~~Your club is advised to provide adequate and appropriate equipment and facilities, or ensure that they are provided, for members. We suggest that you appoint First Aiders and provide first aid boxes.~~

~~The following organisations provide 'First Aider' training courses:-~~

~~St John's Ambulance, 112 Regent Road, Leicester, LE3 7LT, Telephone 0116 2553954~~

~~British Red Cross, 244 London Road, Leicester, LE2 1RH, Telephone 0116 2705087~~

~~**Box Contents**~~

~~First aid boxes should be marked with a white cross on a green background, and should be kept fully stocked with only approved items, i.e. **no** medicines, pills, ointments etc. in case of possible adverse reactions on the part of persons being treated. Regular checks should be made to ensure compliance. The suggested contents are as shown in the table below.~~

| FIRST AID BOXES - RECOMMENDED TYPE AND QUANTITY OF ITEMS | | | |
|---|------------------------|------|-------|
| ITEM | NUMBER OF CLUB MEMBERS | | |
| | 1-5 | 6-10 | 11-50 |
| GUIDANCE CARDS | | 4 | 4 |
| INDIVIDUALLY WRAPPED STERILE ADHESIVE DRESSINGS | 20 | 20 | 40 |
| STERILE EYE PADS, WITH ATTACHMENTS | 4 | 2 | 4 |
| TRIANGULAR BANDAGES | 4 | 2 | 4 |
| STERILE COVERINGS FOR SERIOUS WOUNDS | 6 | 6 | 12 |
| SAFETY PINS | 3 | 6 | 8 |
| MEDIUM STERILE UNMEDICATED | 4 | 2 | 4 |

| | | | |
|---|---|---|---|
| DRESSINGS | 4 | 2 | 4 |
| LARGE STERILE UNMEDICATED DRESSINGS | | | |
| EXTRA LARGE STERILE UNMEDICATED DRESSINGS | | | |

e) Serving Food

~~Please find enclosed a copy of the Food Standards Agency's Leaflet 'Food Hygiene – A guide for Businesses'. I hope you will find the leaflet helpful - further information about training for food handlers etc. may be obtained from the Environmental Department at Blaby District Council, Tel 0116 2750555~~

d) Insurance

~~Hirers of the Council's facilities should have their own public liability insurance. As a general rule, the Limit of Indemnity under such a policy should not be less than £5,000,000.~~

e) Alterations to Premises and Defect Reporting

~~No alterations or additions will be made to the town Council's premises without the consent of the Council. Defects noticed by staff or visitors must be reported in writing to the Executive Officer & Town Clerk as soon as possible.~~

f) Slips and Falls

~~To reduce the risk of accidents, organisers are asked to respond quickly to spillages etc. Floors should not be too highly polished.~~

g) Electrical Equipment

~~You are asked to provide proof of electrical testing before any of your equipment is connected to the Council's power supply. No electrical fittings or appliances in the premises may be altered, removed or interfered with in any way, or additional fittings or appliances installed without prior approval of the Council.~~

h) Health & Safety Policy Statement

~~A copy of the Council's Health & Safety Policy Statement may be inspected at the Executive Officer & Town Clerk's office. Should you require any further information please do not hesitate to contact me.~~

i) Use of Contractors

~~Please let me know the name and address of the person appointed by the Club with overall responsibility for supervising the grass cutting and green maintenance contract. The Contractor employed by the Club should be supplied with a copy of the Council's Health & Safety Policy Statement. The following controls must be implemented:-~~

- ~~• All Contractors asked for Health and Safety Policy~~
- ~~• Contractors asked to produce risk assessments for the associated work activities~~
- ~~• Contractor to have public liability insurance cover of at least £2million~~
- ~~• Work of all Contractors is monitored~~
- ~~• Records of monitoring activities are kept~~

~~The Council reserves the right to monitor the Contractor's performance in order to check on compliance with the agreed safety arrangements. If Contractors are acting in a way which is deemed to be unsafe then the work will be stopped. As the principal to the contract, the Council has not only the power to do this but the responsibility to ensure the safety of employees, visitors and the Contractors themselves.~~

~~Copies of the Council's Risk Assessments (which include 'mowing', 'manual handling' and 'lone working', etc) available for inspection in the Executive Officer & Town Clerk's office, may be of assistance to the person appointed by the Club to supervise the Contract.~~

~~(21) Child Protection Policies~~

~~Braunstone Town Council requires that your Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. You must subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.~~

~~Further advice on child protection matters can be obtained from:~~

- ~~o The County Football Association's Child Protection Officer, whose details can be found in the County Handbook.~~
- ~~o The Football Association/NSPCC Child Protection 24 Hour Helpline 0808 800 5000~~
- ~~o The FA child protection team on 0207 745 4649.~~

~~A copy of the Town Council's Safeguarding Children and Child Protection Policy is issued to all teams using the Council's facilities.~~

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 12th JANUARY 2023

Item 13 – Draft Sustainable Procurement Objectives

Purpose

To consider for consultation a Statement of Sustainable Procurement Objectives and a plan for its implementation.

Background

Following approval of a motion at the Annual Towns' Meeting on 13th May 2021, the Town Council developed and then adopted, on 23rd September 2021, a Climate Change and Environmental Strategy (Council Minute 5966), which included a chapter (5) relating to Procurement. This Chapter has been extracted and included at Appendix 1 for reference.

Underpinning the Strategy is the need to take action and on the 16th June 2022, the Committee considered and approved an action plan to deliver the Climate Change and Environmental Strategy's Objectives (minute 5). One of the actions for delivery between January and March 2023 is to "Develop and implement sustainable Procurement objectives".

Proposed Sustainable Procurement Objectives

Proposed Sustainable Procurement Objectives are attached at Appendix 2 for consideration. The aim of the objectives is to provide a reference for procurement and purchasing so that the no occasion is missed to guide procurement expenditures towards efficient low-carbon choices in products, services and public works.

Timescales and Implementation

It is proposed to hold a consultation with the stakeholders, residents, staff and Councillors on the proposed Sustainable Procurement Objectives at Appendix 2 to ensure that it would be practical and fit for purpose.

The consultation is proposed to run from week commencing 16th January 2023 until 9am on Monday 27th February 2023. The post consultation version of the Objectives will be submitted to Policy & Resources Committee, proposed for 9th March 2023.

Once approved, it is recommended that the objectives will take effect for all new contracts and suppliers with a contract value of £5,000 or more from 1st April 2023.

In order to test the effectiveness and relevance of the objectives, while avoiding administrative burden, it is recommended that for new contracts with a value of less

than £5,000, the objectives will take effect from 1st April 2024.

To allow industry standards and practices to develop, to enable effective judgement and implementation of the objectives by the Council, and to give suppliers notice, it is recommended that for all existing and ongoing suppliers, the objectives will take effect from 1st April 2025.

Recommendations

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

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.

5. PROCUREMENT

OBJECTIVE: Put climate change at the heart of our procurement policies including moving to the use of renewable energy sources for its activities and encourage its customers and suppliers to do likewise.

The Organisation for Economic Co-operation and Development (OECD) background paper “The Role of Public Procurement in Low-carbon Innovation” for the 33rd Round Table on Sustainable Development (12-13 April 2016) identifies that public procurement expenditures amount to 13% of OECD countries’ gross domestic products. The report states that “no occasion should be missed to guide public procurement expenditures towards efficient low-carbon choices in products, services and public works”. The report sets out how government spending decisions are important for the emergence and diffusion of new products and services.

The Council’s aim will be to reduce dependence on resources; then to source low carbon and environmentally sustainable resources.

The Council’s Sustainable Procurement Objectives will be to:

- (a) initially prioritise implementation for new contracts and suppliers;
- (b) reduce our energy use and increase our energy efficiency;
- (c) reduce dependence on chemicals;
- (d) reduce dependence on carbon technology;
- (e) meet more of our own energy needs, for example through installation of new technologies such as PV Panels, reducing dependence upon the national grid;
- (f) obtain best value in terms of all costs when sourcing energy suppliers; this means balancing financial cost with the cost to the environment and the planet;
- (g) critically assess the short term, medium term and long term benefits of procuring new technologies;
- (h) source the provision of goods, services and works “locally” where possible;
- (i) use suppliers who source their products or goods “locally”;
- (j) use “fairly” traded products; and
- (k) require the submission of an environmental statement when inviting tenders for the provision of goods, services and works in order to assess the overall impact on the environment in terms of carbon and waste.

The Council will commission a carbon audit of our activities to provide both data on the Council’s carbon footprint, including that of its supply chains, along with recommended actions to reduce our carbon footprint. This report will inform the Council’s procurement action plan, which will prioritise the products, services and works to be procured, based on the medium and long term impact of reducing the Council’s carbon footprint and protecting the environment.



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
Telephone: 0116 2890045 Fax: 0116 2824785
Email: enquiries@braunstonetowncouncil.org.uk

www.braunstonetowncouncil.org.uk

Sustainable Procurement Objectives

No occasion should be missed to guide procurement expenditures towards efficient low-carbon choices in products, services and public works. Supporting sustainable supplies and suppliers for the long term benefit both the Council and the Community.

However, implementation of sustainable procurement objectives in the short to medium term may increase the overall cost of procurement and implementation could be difficult where there is limited choice.

Aims

- (a) Firstly, to reduce dependence on resources; then to source low carbon and environmentally sustainable resources; and
- (b) prioritise the products, services and works to be procured, based on the medium and long term impact of reducing the Council's carbon footprint and protecting the environment.

Objectives

The Council will prioritise suppliers that:

- (a) reduce energy use and increase energy efficiency;
- (b) reduce dependence on chemicals;
- (c) reduce dependence on carbon technology;
- (d) both minimise and reuse waste and maximise recycling;
- (e) have obtained either government or independent industry accreditation and recognition for sustainable practices;
- (f) source their supplies "locally" where possible;
- (g) source materials, which are durable and long lasting, made from sustainable sources and compliments the natural environment; and
- (h) use "fairly" traded products.

For goods, services and works with a contract value over £5,000, the Council will require the submission of an environmental statement when inviting tenders in order to assess the overall impact on the environment in terms of carbon and waste.

Additionally suppliers may be excluded from tender exercises for professional misconduct relating to environmental and social legislation or for non-compliance with environmental or social requirements in previous contracts.

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--|---------------------------------|--------------------|----------------------|--------------------|-------------------|
| 1. P&R - Corporate Management | | | | | |
| Income | | | | | |
| 101 | Precept | £720,356.00 | £0.00 | £720,356.00 | £0.00 |
| 107 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 113 | Staff Salaries Grant (Furlough) | £0.00 | £0.00 | £0.00 | £0.00 |
| 120 | Sale Of Assets | £0.00 | £0.00 | £0.00 | £0.00 |
| 141 | Photocopying | £150.00 | £0.00 | £31.23 | -£118.77 |
| 181 | Interest on No 1 Account | £400.00 | £0.00 | £0.00 | -£400.00 |
| 182 | Interest on No 2 Account | £10.00 | £0.00 | £0.00 | -£10.00 |
| 183 | Interest on Cambridge Saver | £1,000.00 | £0.00 | £0.00 | -£1,000.00 |
| 199 | Miscellaneous | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Income | | £721,916.00 | £0.00 | £720,387.23 | -£1,528.77 |
| Expenditure | | | | | |
| 1010 | Staff Salaries | £426,061.00 | £2,453.82 | £274,906.97 | £153,607.85 |
| 1015 | Staff Expenses | £300.00 | £0.00 | £55.60 | £244.40 |
| 1020 | Pensions | £99,940.00 | £0.00 | £75,799.90 | £24,140.10 |
| 1030 | Councillors Allowances | £6,000.00 | £0.00 | £6,036.00 | -£36.00 |
| 1035 | Councillors Expenses | £300.00 | £0.00 | £0.00 | £300.00 |
| 1060 | Contingency | £0.00 | £0.00 | £0.00 | £0.00 |
| 1070 | Projects | | | | |
| 1070/1 | Climate Change | £0.00 | £0.00 | £0.00 | £0.00 |
| 1070 | Total | £0.00 | £0.00 | £0.00 | £0.00 |
| 1090 | Covid-19 Recovery | £0.00 | £0.00 | £0.00 | £0.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | 2022/2023 | Reserve Movements | Actual Net | Balance |
|---|--------------------|------------------------------|--------------------|--------------------|
| 1150 Insurance | £14,000.00 | £0.00 | £15,302.96 | -£1,302.96 |
| 1160 Audit | £2,500.00 | £0.00 | £2,000.00 | £500.00 |
| 1170 Legal Fees | £250.00 | £0.00 | £1,061.33 | -£811.33 |
| 1180 Elections | £1,000.00 | £0.00 | £0.00 | £1,000.00 |
| 1210 Staff Training | £2,500.00 | £0.00 | £0.00 | £2,500.00 |
| 1230 Councillor Training | £1,000.00 | £0.00 | £0.00 | £1,000.00 |
| 1300 Supplies, Stationery & Postage | £3,000.00 | £0.00 | £1,625.00 | £1,375.00 |
| 1350 Subscriptions | £4,000.00 | £0.00 | £4,932.79 | -£932.79 |
| 1360 Advertisements | £4,840.00 | £0.00 | £6,463.80 | -£1,623.80 |
| 1400 Telephones | £2,530.00 | £0.00 | £1,605.08 | £924.92 |
| 1410 Photocopier | £2,000.00 | £0.00 | £1,173.37 | £826.63 |
| 1420 Computer Supplies, Training, Service Contract | £10,000.00 | £0.00 | £5,804.65 | £4,195.35 |
| 1830 Fees on Cambridge Saver | £0.00 | £0.00 | £123.29 | -£123.29 |
| 1990 Miscellaneous | £700.00 | £0.00 | £216.99 | £483.01 |
| 1991 Paid from Number 1 Account in Error | £0.00 | £0.00 | £0.00 | £0.00 |
| 1992 Paid from Number 2 Account in Error | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Expenditure | <u>£580,921.00</u> | <u>£2,453.82</u> | <u>£397,107.73</u> | <u>£186,267.09</u> |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|----------------------------------|----------------------------|-------------------|------------------------------|-------------------|--------------------|
| 2. P&R - Civic Centre | | | | | |
| Income | | | | | |
| 205 | Capital Grants | £0.00 | £0.00 | £0.00 | £0.00 |
| 207 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 208 | Loans | £0.00 | £0.00 | £10.00 | £10.00 |
| 250 | Room Hire | £67,384.00 | £0.00 | £55,099.52 | -£12,284.48 |
| 251 | Catering for Hirers (VAT) | £100.00 | £0.00 | £125.32 | £25.32 |
| 257 | Licensed Bar | £17,000.00 | £0.00 | £9,000.00 | -£8,000.00 |
| 299 | Miscellaneous | £0.00 | £0.00 | £306.29 | £306.29 |
| Total Income | | £84,484.00 | £0.00 | £64,541.13 | -£19,942.87 |
| Expenditure | | | | | |
| 2050 | Capital Projects | | | | |
| 2050/1 | Toilets/Bar Refurbishment | £6,500.00 | £0.00 | £1,045.00 | £5,455.00 |
| 2050/2 | General Refurbishment | £1,500.00 | £0.00 | £0.00 | £1,500.00 |
| 2050/3 | Climate Initiatives | £0.00 | £0.00 | £0.00 | £0.00 |
| 2050 | Total | £8,000.00 | £0.00 | £1,045.00 | £6,955.00 |
| 2070 | Projects | | | | |
| 2070/1 | Climate Change | £2,000.00 | £0.00 | £262.50 | £1,737.50 |
| 2070/2 | General | £500.00 | £0.00 | £4,200.00 | -£3,700.00 |
| 2070 | Total | £2,500.00 | £0.00 | £4,462.50 | -£1,962.50 |
| 2080 | Loan Interest & Repayments | | | | |
| 2080/1 | PWLB 477930 | £7,988.00 | £0.00 | £7,988.79 | -£0.79 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------|--|-------------------|------------------------------|-------------------|----------------|
| 2080/2 | PWLB 480508 | £4,586.00 | £0.00 | £4,586.04 | -£0.04 |
| 2080/3 | PWLB 482623 | £9,648.00 | £0.00 | £9,647.56 | £0.44 |
| 2080/4 | PWLB 485557 | £5,784.00 | £0.00 | £5,783.06 | £0.94 |
| 2080/5 | NEW PWL Civic Centre Improvements | £0.00 | £0.00 | £0.00 | £0.00 |
| 2080/6 | Proposed: New PWL Climate Initiatives | £0.00 | £0.00 | £0.00 | £0.00 |
| 2080 | Total | £28,006.00 | £0.00 | £28,005.45 | £0.55 |
| 2090 | Covid-19 Recovery | £0.00 | £0.00 | £0.00 | £0.00 |
| 2170 | Legal Fees | £0.00 | £0.00 | £0.00 | £0.00 |
| 2250 | Service Charges | £0.00 | £0.00 | £0.00 | £0.00 |
| 2290 | Clothing | £500.00 | £0.00 | £221.49 | £278.51 |
| 2320 | Printing & Copying | £600.00 | £0.00 | £0.00 | £600.00 |
| 2330 | Cleaning Materials | £1,600.00 | £0.00 | £1,993.07 | -£393.07 |
| 2400 | Telephones | £1,000.00 | £0.00 | £1,350.46 | -£350.46 |
| 2430 | Utility Bills | £21,860.00 | £0.00 | £9,931.93 | £11,928.07 |
| 2440 | Waste Services | £8,000.00 | £0.00 | £7,803.47 | £196.53 |
| 2450 | Laundry Services | £500.00 | £0.00 | £0.00 | £500.00 |
| 2460 | Rates | £21,500.00 | £0.00 | £15,667.75 | £5,832.25 |
| 2490 | Seasonal Decorations | £2,000.00 | £0.00 | £531.36 | £1,468.64 |
| 2500 | Refundable Deposits | £0.00 | £0.00 | £0.00 | £0.00 |
| 2510 | Catering for Hirers (VAT) | £0.00 | £0.00 | £246.32 | -£246.32 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------|---|--------------------|------------------------------|-------------------|-------------------|
| 2520 | Miscellaneous Services for Hirers (VAT) | £0.00 | £0.00 | £0.00 | £0.00 |
| 2570 | Licences | £1,300.00 | £0.00 | £1,476.16 | -£176.16 |
| 2580 | Card Card and Transit fees | £1,700.00 | £0.00 | £2,044.18 | -£344.18 |
| 2600 | Building Repairs & Maintenance | £12,000.00 | £0.00 | £12,863.18 | -£863.18 |
| 2610 | Equipment Repairs & Maintenance | | | | |
| 2610/1 | General | £4,600.00 | £0.00 | £2,992.17 | £1,607.83 |
| 2610/2 | Fire Extinguisher Service | £400.00 | £0.00 | £75.84 | £324.16 |
| 2610/3 | Alarm Maintenance | £1,000.00 | £0.00 | £1,871.73 | -£871.73 |
| 2610 | Total | £6,000.00 | £0.00 | £4,939.74 | £1,060.26 |
| 2990 | Miscellaneous | £150.00 | £0.00 | £270.01 | -£120.01 |
| Total Expenditure | | £117,216.00 | £0.00 | £92,852.07 | £24,363.93 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--|---------------------------|-------------------|----------------------|-------------------|--------------------|
| 3. P&R - Thorpe Astley Community Centre | | | | | |
| Income | | | | | |
| 305 | Capital Grants | £0.00 | £0.00 | £0.00 | £0.00 |
| 307 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 308 | Loans | £0.00 | £0.00 | £0.00 | £0.00 |
| 325 | Service Charges | £0.00 | £0.00 | £7.14 | £7.14 |
| 350 | Room Hire | | | | |
| 350/1 | Room Hires | £9,632.35 | £0.00 | £9,531.10 | £-101.25 |
| 350/2 | Pre-School Contract | £26,815.65 | £0.00 | £11,054.84 | £-15,760.81 |
| 350/3 | NHS Facility | £0.00 | £0.00 | £5,272.20 | £5,272.20 |
| 350 | Total | £36,448.00 | £0.00 | £25,858.14 | £-10,589.86 |
| 351 | Catering for Hirers (VAT) | £40.00 | £0.00 | £0.00 | £-40.00 |
| 399 | Miscellaneous | £0.00 | £0.00 | £194.93 | £194.93 |
| Total Income | | £36,488.00 | £0.00 | £26,060.21 | £-10,427.79 |
| Expenditure | | | | | |
| 3050 | Capital Projects | | | | |
| 3050/1 | General Improvements | £1,000.00 | £0.00 | £0.00 | £1,000.00 |
| 3050/2 | NHS Facility | £0.00 | £0.00 | £0.00 | £0.00 |
| 3050/3 | Climate Initiatives | £0.00 | £0.00 | £0.00 | £0.00 |
| 3050 | Total | £1,000.00 | £0.00 | £0.00 | £1,000.00 |
| 3070 | Projects | | | | |
| 3070/1 | Climate Change | £1,000.00 | £0.00 | £262.50 | £737.50 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------|---|------------------|------------------------------|-------------------|----------------|
| 3070/2 | General | £500.00 | £0.00 | £0.00 | £500.00 |
| 3070 | Total | £1,500.00 | £0.00 | £262.50 | £1,237.50 |
| 3080 | Proposed: New PWL Climate Initiatives | £0.00 | £0.00 | £0.00 | £0.00 |
| 3090 | Covid-19 Recovery | £0.00 | £0.00 | £0.00 | £0.00 |
| 3290 | Clothing | £0.00 | £0.00 | £0.00 | £0.00 |
| 3320 | Printing & Copying | £300.00 | £0.00 | £0.00 | £300.00 |
| 3330 | Cleaning Materials | £1,000.00 | £0.00 | £390.44 | £609.56 |
| 3400 | Telephones | £1,000.00 | £0.00 | £754.38 | £245.62 |
| 3430 | Utility Bills | £10,650.00 | £0.00 | £9,240.50 | £1,409.50 |
| 3440 | Waste Services | £2,500.00 | £0.00 | £441.19 | £2,058.81 |
| 3450 | Laundry Services | £250.00 | £0.00 | £0.00 | £250.00 |
| 3460 | Rates | £7,700.00 | £0.00 | £5,688.75 | £2,011.25 |
| 3490 | Seasonal Decorations | £1,000.00 | £0.00 | £198.74 | £801.26 |
| 3500 | Refundable Deposits | £0.00 | £0.00 | £0.00 | £0.00 |
| 3510 | Catering for Hirers (VAT) | £0.00 | £0.00 | £42.62 | -£42.62 |
| 3520 | Miscellaneous Services for Hirers (VAT) | £0.00 | £0.00 | £0.00 | £0.00 |
| 3570 | Licences | £400.00 | £0.00 | £339.00 | £61.00 |
| 3580 | Credit Card and Transit Fees | £800.00 | £0.00 | £274.80 | £525.20 |
| 3600 | Building Repairs & Maintenance | £3,000.00 | £0.00 | £4,325.09 | -£1,325.09 |
| 3610 | Equipment Repairs & Maintenance | | | | |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------|---------------------------|-------------------|------------------------------|-------------------|-------------------|
| 3610/1 | General | £1,150.00 | £0.00 | £715.50 | £434.50 |
| 3610/2 | Fire Extinguisher Service | £350.00 | £0.00 | £0.00 | £350.00 |
| 3610/3 | Alarm Maintenance | £3,000.00 | £0.00 | £911.82 | £2,088.18 |
| 3610 | Total | £4,500.00 | £0.00 | £1,627.32 | £2,872.68 |
| 3990 | Miscellaneous | £150.00 | £0.00 | £191.45 | -£41.45 |
| Total Expenditure | | £35,750.00 | £0.00 | £23,776.78 | £11,973.22 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|---|--|-------------------|----------------------|------------------|--------------------|
| 5. P&R - Parks & Open Spaces | | | | | |
| Income | | | | | |
| 505 | Capital Grants | £17,213.00 | £6,020.00 | £6,020.00 | -£17,213.00 |
| 507 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 508 | Loans | £0.00 | £0.00 | £0.00 | £0.00 |
| 511 | Thorpe Astley Commuted Sums (transfer from) | £21,500.00 | £0.00 | £0.00 | -£21,500.00 |
| 527 | Agency Fees | £150.00 | £0.00 | £0.00 | -£150.00 |
| 555 | Sports Pitches & Facilities | | | | |
| 555/1 | Pitch Season Fees | £2,500.00 | £0.00 | £1,443.00 | -£1,057.00 |
| 555/2 | Individual Match Fees (VAT) | £0.00 | £0.00 | £83.33 | £83.33 |
| 555/3 | Court/Multi Play (VAT) | £0.00 | £0.00 | £405.21 | £405.21 |
| 555/4 | Changing Rooms (VAT) | £0.00 | £0.00 | £0.00 | £0.00 |
| 555 | Total | £2,500.00 | £0.00 | £1,931.54 | -£568.46 |
| 599 | Miscellaneous | £100.00 | £0.00 | £0.00 | -£100.00 |
| Total Income | | £41,463.00 | £6,020.00 | £7,951.54 | -£39,531.46 |
| Expenditure | | | | | |
| 5050 | Capital Projects | | | | |
| 5050/1 | General | £1,000.00 | £0.00 | £875.00 | £125.00 |
| 5050/2 | Shakespeare Park Improvement Project | £17,213.00 | £44,586.48 | £77,664.42 | -£15,864.94 |
| 5050/3 | Shakespeare Tennis Courts | £2,000.00 | £22,230.00 | £22,230.00 | £2,000.00 |
| 5050/4 | Shakespeare Playground | £2,000.00 | £0.00 | £0.00 | £2,000.00 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------|-------------------------------------|------------------------------|-------------------|----------------|
| 5050/5 | Mossdale Culvert | £0.00 | £0.00 | £0.00 |
| 5050 | Total | £22,213.00 | £66,816.48 | -£11,739.94 |
| 5070 | Projects | | | |
| 5070/1 | Climate Change | £500.00 | £0.00 | £237.50 |
| 5070/2 | General | £500.00 | £0.00 | £500.00 |
| 5070 | Total | £1,000.00 | £0.00 | £737.50 |
| 5080 | Loan Interest & Repayments | | | |
| 5080/1 | PWLB 485188 | £3,526.00 | £0.00 | £0.20 |
| 5080/2 | PWLB 487506 | £6,033.00 | £0.00 | -£0.30 |
| 5080/3 | PWLB 501336 | £5,497.00 | £0.00 | £0.01 |
| 5080/4 | PWLB - Shakespeare Park (235384) | £17,724.00 | £0.00 | -£17,808.02 |
| 5080/5 | PWLB - Shakespeare Park (292038) | £17,808.00 | £0.00 | £17,808.00 |
| 5080/6 | Potential PWL Mossdale | £0.00 | £0.00 | £0.00 |
| 5080 | Total | £50,588.00 | £0.00 | -£0.11 |
| 5090 | Covid-19 Recovery | £0.00 | £0.00 | £0.00 |
| 5170 | Legal Fees | £1,000.00 | £0.00 | -£424.17 |
| 5290 | Clothing | £500.00 | £0.00 | £223.65 |
| 5330 | Cleaning Materials | £1,000.00 | £0.00 | £828.17 |
| 5400 | Telephones | £410.00 | £0.00 | £406.51 |
| 5430 | Utility Bills | £3,500.00 | £0.00 | -£2,720.89 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | 2022/2023 | Reserve Movements | Actual Net | Balance | |
|--------|---------------------------------|------------------------------|-------------------|------------------|------------------|
| 5440 | Waste Services | £2,000.00 | £0.00 | £1,051.88 | £948.12 |
| 5450 | Laundry Services | £500.00 | £0.00 | £0.00 | £500.00 |
| 5550 | Sports Pitches & Facilities | £1,000.00 | £0.00 | £1,789.75 | -£789.75 |
| 5600 | Building Repairs & Maintenance | | | | |
| 5600/1 | Mossdale Meadows | £4,800.00 | £0.00 | £1,805.12 | £2,994.88 |
| 5600/2 | Shakespeare Park | £0.00 | £0.00 | £960.14 | -£960.14 |
| 5600 | Total | £4,800.00 | £0.00 | £2,765.26 | £2,034.74 |
| 5610 | Equipment Repairs & Maintenance | | | | |
| 5610/1 | General Maintenance | £4,000.00 | £0.00 | £2,875.58 | £1,124.42 |
| 5610/2 | Playgrounds | £6,000.00 | £0.00 | £6,275.25 | -£275.25 |
| 5610 | Total | £10,000.00 | £0.00 | £9,150.83 | £849.17 |
| 5620 | Site Maintenance | | | | |
| 5620/1 | General | £1,000.00 | £0.00 | £898.95 | £101.05 |
| 5620/2 | Trees | £3,000.00 | £0.00 | £1,747.50 | £1,252.50 |
| 5620/3 | Bowling Green | £0.00 | £0.00 | £0.00 | £0.00 |
| 5620 | Total | £4,000.00 | £0.00 | £2,646.45 | £1,353.55 |
| 5630 | Equipment Purchase | £2,000.00 | £0.00 | £796.30 | £1,203.70 |
| 5650 | Vehicle Costs | £10,000.00 | £0.00 | £9,981.61 | £18.39 |
| 5660 | Machinery Hire | £500.00 | £0.00 | £0.00 | £500.00 |
| 5670 | Petrol | £3,800.00 | £0.00 | £6,364.11 | -£2,564.11 |
| 5990 | Miscellaneous | £100.00 | £0.00 | £172.94 | -£72.94 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------|--------------------|------------------------------|--------------------|-------------------|
| Total Expenditure | <u>£118,911.00</u> | <u>£66,816.48</u> | <u>£194,435.89</u> | <u>-£8,708.41</u> |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------------------|---------------------------------------|-----------|----------------------|------------|------------|
| 6. P&R - Library Services | | | | | |
| Income | | | | | |
| 607 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 608 | Loans | £0.00 | £0.00 | £0.00 | £0.00 |
| 609 | Covid-19 Library Grant | £0.00 | £0.00 | £0.00 | £0.00 |
| 625 | Service Charges | £1,052.00 | £0.00 | £5,675.25 | £4,623.25 |
| 626 | Service Level Agreements | | | | |
| 626/1 | Grant - Leicestershire County Council | £7,335.00 | £0.00 | £0.00 | -£7,335.00 |
| 626 | Total | £7,335.00 | £0.00 | £0.00 | -£7,335.00 |
| 690 | Consumer Products (Sales) | | | | |
| 690/1 | Stamps | £0.00 | £0.00 | £36.60 | £36.60 |
| 690 | Total | £0.00 | £0.00 | £36.60 | £36.60 |
| 698 | Fines | £1,500.00 | £0.00 | £191.22 | -£1,308.78 |
| 699 | Miscellaneous | £50.00 | £0.00 | £351.97 | £301.97 |
| Total Income | | £9,937.00 | £0.00 | £6,255.04 | -£3,681.96 |
| Expenditure | | | | | |
| 6050 | Capital Projects | | | | |
| 6050/1 | General Refurbishment | £0.00 | £0.00 | £0.00 | £0.00 |
| 6050/2 | Climate Initiatives | £0.00 | £0.00 | £0.00 | £0.00 |
| 6050 | Total | £1,700.00 | £0.00 | £0.00 | £1,700.00 |
| 6070 | Projects | | | | |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------|---|------------------|------------------------------|-------------------|------------------|
| 6070/1 | Climate Change | £250.00 | £0.00 | £687.50 | -£437.50 |
| 6070/2 | General | £250.00 | £0.00 | £179.96 | £70.04 |
| 6070 | Total | £500.00 | £0.00 | £867.46 | -£367.46 |
| 6080 | Proposed: New PWL Climate Initiatives | £0.00 | £0.00 | £0.00 | £0.00 |
| 6090 | Covid-19 Recovery | £0.00 | £0.00 | £0.00 | £0.00 |
| 6320 | Printing & Copying | £150.00 | £0.00 | £22.42 | £127.58 |
| 6330 | Cleaning Materials | £200.00 | £0.00 | £0.00 | £200.00 |
| 6360 | Advertisements | £200.00 | £0.00 | £0.00 | £200.00 |
| 6400 | Telephones | £200.00 | £0.00 | £0.00 | £200.00 |
| 6410 | Photocopier | £800.00 | £0.00 | £0.00 | £800.00 |
| 6430 | Utility Bills | £2,880.00 | £0.00 | £1,119.99 | £1,760.01 |
| 6490 | Seasonal Decorations | £0.00 | £0.00 | £0.00 | £0.00 |
| 6700 | Programme of Events | £800.00 | £0.00 | £93.86 | £706.14 |
| 6900 | Consumer Products (Purchase for resale) | | | | |
| 6900/1 | Stamps | £0.00 | £0.00 | £149.22 | -£149.22 |
| 6900 | Total | £0.00 | £0.00 | £149.22 | -£149.22 |
| 6990 | Miscellaneous | £800.00 | £0.00 | £492.04 | £307.96 |
| Total Expenditure | | £8,230.00 | £0.00 | £2,744.99 | £5,485.01 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|---------------------------------|---|-----------|----------------------|------------|-----------|
| 7. Community Development | | | | | |
| Income | | | | | |
| 707 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 770 | Programme of Events | £0.00 | £0.00 | £475.00 | £475.00 |
| 771 | Summer Fete | | | | |
| 771/1 | Current Year | £0.00 | £0.00 | £1,545.19 | £1,545.19 |
| 771/2 | Next Year | £0.00 | £0.00 | £0.00 | £0.00 |
| 771 | Total | £0.00 | £0.00 | £1,545.19 | £1,545.19 |
| 775 | Civic Functions | £0.00 | £0.00 | £2,310.26 | £2,310.26 |
| 776 | Town Mayor's Charity - Pre May | £0.00 | £0.00 | £15.00 | £15.00 |
| 777 | Town Mayor's Charity - after May | £0.00 | £0.00 | £205.88 | £205.88 |
| 786 | Community / Social Inclusion Project Grant | £0.00 | £0.00 | £0.00 | £0.00 |
| 790 | Consumer Products (Sales) | | | | |
| 790/1 | History Publications | £0.00 | £0.00 | £0.00 | £0.00 |
| 790/2 | Crime Prevention | £50.00 | £0.00 | £0.00 | -£50.00 |
| 790/3 | General | £50.00 | £0.00 | £0.00 | -£50.00 |
| 790 | Total | £100.00 | £0.00 | £0.00 | -£100.00 |
| 794 | Warm Spaces Initiative | £0.00 | £0.00 | £0.00 | £0.00 |
| 799 | Miscellaneous | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Income | | £100.00 | £0.00 | £4,551.33 | £4,451.33 |
| Expenditure | | | | | |
| 7040 | Town Mayor's Allowance | | | | |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------|---|------------------|------------------------------|-------------------|----------------|
| 7040/1 | Town Mayor's Travel & Subsistence Allowance | £375.00 | £0.00 | £0.00 | £375.00 |
| 7040/2 | Town Mayor's Entertainment Allowance | £375.00 | £0.00 | £105.00 | £270.00 |
| 7040 | Total | £750.00 | £0.00 | £105.00 | £645.00 |
| 7070 | Projects | | | | |
| 7070/1 | Climate Change | £0.00 | £0.00 | £0.00 | £0.00 |
| 7070 | Total | £0.00 | £0.00 | £0.00 | £0.00 |
| 7080 | Loan Interest & Repayments (PWL B 490422) | £4,430.00 | £0.00 | £3,839.50 | £590.50 |
| 7260 | Service Level Agreements (CAB) | £3,150.00 | £0.00 | £0.00 | £3,150.00 |
| 7340 | Signs | £500.00 | £0.00 | £0.00 | £500.00 |
| 7700 | Programme of Events | £4,000.00 | £0.00 | £3,125.84 | £874.16 |
| 7710 | Summer Fete | | | | |
| 7710/1 | Current Year | £2,100.00 | £0.00 | £3,331.11 | -£1,231.11 |
| 7710/2 | Next Year | £300.00 | £0.00 | £0.00 | £300.00 |
| 7710 | Total | £2,400.00 | £0.00 | £3,331.11 | -£931.11 |
| 7715 | Thorpe Astley Summer Event | £0.00 | £0.00 | £0.00 | £0.00 |
| 7720 | General Events | | | | |
| 7720/1 | General | £0.00 | £0.00 | £24.55 | -£24.55 |
| 7720/2 | Apple Day | £500.00 | £0.00 | £1,105.28 | -£605.28 |
| 7720/3 | Open Days | £500.00 | £0.00 | £430.17 | £69.83 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------|---|-------------------|------------------------------|-------------------|------------------|
| 7720 | Total | £1,000.00 | £0.00 | £1,560.00 | -£560.00 |
| 7750 | Civic Functions | £1,850.00 | £0.00 | £2,623.72 | -£773.72 |
| 7760 | Town Mayor's Charity - Pre May | £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 |
| 7850 | Community Grants | £6,000.00 | £420.58 | £4,654.00 | £1,766.58 |
| 7860 | Community / Social Inclusion Project Grant | £0.00 | £0.00 | £0.00 | £0.00 |
| 7870 | Grants for Queen's Platinum Jubilee | £1,000.00 | £0.00 | £345.67 | £654.33 |
| 7880 | Grants for King's Coronation | £0.00 | £0.00 | £0.00 | £0.00 |
| 7900 | Consumer Products (Purchase for resale) | | | | |
| 7900/1 | History Publications | £0.00 | £0.00 | £0.00 | £0.00 |
| 7900/2 | Crime Prevention | £100.00 | £0.00 | £0.00 | £100.00 |
| 7900 | Total | £100.00 | £0.00 | £0.00 | £100.00 |
| 7940 | Social Inclusion Initiatives | | | | |
| 7940/1 | General | £0.00 | £0.00 | £0.00 | £0.00 |
| 7940/2 | Warm Spaces Initiative | £0.00 | £0.00 | £25.56 | -£25.56 |
| 7940 | Total | £0.00 | £0.00 | £25.56 | -£25.56 |
| 7950 | Community Safety | £500.00 | £0.00 | £238.70 | £261.30 |
| 7990 | Miscellaneous | £100.00 | £0.00 | £139.92 | -£39.92 |
| Total Expenditure | | £25,780.00 | £3,628.32 | £23,296.64 | £6,111.68 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------------------|---|------------------|------------------------------|-------------------|----------------|
| 8. Planning & Environment | | | | | |
| Income | | | | | |
| 807 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 890 | Consumer Products (Sales) | | | | |
| 890/1 | General | £0.00 | £0.00 | £0.00 | £0.00 |
| 890/2 | Poop Scoops | £1,700.00 | £0.00 | £691.33 | -£1,008.67 |
| 890/3 | Waste & Garden Bags | £560.00 | £0.00 | £0.00 | -£560.00 |
| 890 | Total | £2,260.00 | £0.00 | £691.33 | -£1,568.67 |
| Total Income | | £2,260.00 | £0.00 | £691.33 | -£1,568.67 |
| Expenditure | | | | | |
| 8070 | Projects | | | | |
| 8070/1 | Climate Change | £0.00 | £0.00 | £0.00 | £0.00 |
| 8070 | Total | £0.00 | £0.00 | £0.00 | £0.00 |
| 8190 | Professional Fees | £250.00 | £0.00 | £0.00 | £250.00 |
| 8440 | Waste Services (Dog Bins) | £7,570.00 | £0.00 | £6,415.50 | £1,154.50 |
| 8460 | Furniture | £2,500.00 | £0.00 | £2,794.32 | -£294.32 |
| 8900 | Consumer Products (Purchase for resale) | | | | |
| 8900/1 | Poop Scoops | £1,600.00 | £0.00 | £601.00 | £999.00 |
| 8900/2 | Waste & Garden Bags | £420.00 | £0.00 | £0.00 | £420.00 |
| 8900 | Total | £2,020.00 | £0.00 | £601.00 | £1,419.00 |
| Total Expenditure | | £12,340.00 | £0.00 | £9,810.82 | £2,529.18 |

Financial Budget Comparison

Comparison between 01/04/22 and 30/11/22 inclusive. Includes due and unpaid transactions.

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

| | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------|-------------------|------------------------------|-------------------|----------------|
| Total Income | £896,648.00 | £6,020.00 | £830,437.81 | |
| Total Expenditure | £899,148.00 | £72,898.62 | £744,024.92 | |
| Total Net Balance | -£2,500.00 | | £86,412.89 | |

Paid Expenditure Transactions

paid between 26/10/22 and 31/12/22

Start of year 01/04/22

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|--------------------------|-----------|---------|----------|-----------|---------|-----------|-------|----------------------------------|---|
| DD221014WA TER1736 | 27/10/22 | 17880 | | £288.50 | £0.00 | £288.50 | 3. TA | Water Plus/STW | TA AC0479003705 Drainage services- 3430 |
| BACS221027E SPO | 27/10/22 | 17912 | | £13.26 | £2.21 | £11.05 | 5. OS | ESPO | Key box 5990 |
| | | 17913/1 | | £149.30 | £24.88 | £124.42 | 3. TA | ESPO | CLEANING 3330 |
| | | 17913/2 | | £29.32 | £4.88 | £24.44 | 3. TA | ESPO | CLEANING 3330 |
| | | 17913/3 | | £10.49 | £1.75 | £8.74 | 1. CM | ESPO | OFFICE SUPPLIES 1300 |
| | | 17913/4 | | £31.08 | £5.18 | £25.90 | 1. CM | ESPO | OFFICE SUPPLIES 1300 |
| | | 17913/5 | | £18.31 | £3.05 | £15.26 | 1. CM | ESPO | OFFICE SUPPLIES 1300 |
| BACS221027E SPO01 | 27/10/22 | 17913 | | £238.50 | £39.74 | £198.76 | | ESPO | 3330 |
| BACS221012A MAZO6057 | 28/10/22 | 17765 | 4070 | £39.96 | £6.66 | £33.30 | 5. OS | Amazon UK | First Aid Kit 90pc Home First Aid Kit Suitable for Home, Car & Travel - Includes x2 Instant Ice Packs, Foil Blanket, Medical Scissors & More 5610/1 |
| | | 17766/1 | | £35.98 | £6.00 | £29.98 | 7. CD | Amazon UK | Halloween Decorations 7700 |
| | | 17766/2 | | £4.89 | £0.82 | £4.07 | 7. CD | Amazon UK | Halloween Decorations 7700 |
| | | 17766/3 | | £24.95 | £4.16 | £20.79 | 7. CD | Amazon UK | Halloween Decorations 7700 |
| BACS221013A MAZON00 | 28/10/22 | 17766 | 4071 | £65.82 | £10.98 | £54.84 | | Amazon UK | Halloween Decorations 7700 |
| BACS221012N PS2223150 | 28/10/22 | 17767 | | £60.00 | £10.00 | £50.00 | 3. TA | NPS NIGEL SUMMERFIELD | Reset Boiler as requested at Civic Centre 3600 |
| BACS220913B ARTON8948 | 28/10/22 | 17768 | | £1,154.48 | £54.98 | £1,099.50 | 5. OS | Barton Petroleum | 1000 litres Derv EN590 5670 |
| BACS221014K OMPAN3007 | 28/10/22 | 17769 | 4054 | £1,601.04 | £266.84 | £1,334.20 | 5. OS | Kompan Ltd | Playground spares for TA from ROSPA 5610/2 |
| BACS220930P ARKIN4072 | 28/10/22 | 17770 | 4072 | £300.00 | £0.00 | £300.00 | 5. OS | The Parkinson Partnership LLP | VAT advice for Shakespeare Park Pavillion 5170 |
| BACS220927P KF3063 | 28/10/22 | 17771 | 4073 | £2,400.00 | £400.00 | £2,000.00 | 1. CM | PKF Little John LLP | Annual Governance & Accountability return for year 2021/2022 1160 |
| BACS221011V ITAL19776 | 28/10/22 | 17774 | 4056 | £48.00 | £8.00 | £40.00 | 6.LS | Vital Property Solutions | Lodgement Fee to thr UK Government Database 6070/1 |
| BACS221011V ITAL19776 | 28/10/22 | 17775 | 4055 | £462.00 | £77.00 | £385.00 | 6.LS | Vital Property Solutions | EPC certificate for library 6070/1 |
| | | 17778/1 | | £87.60 | £0.00 | £87.60 | 2. CC | Amazon UK | Instant Coffee Sticks 2510 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 26/10/22 and 31/12/22

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|--------------------------|-----------|-------|----------|-----------|---------|-----------|-------|--------------------------|---|
| | | | 17778/2 | £49.98 | £0.00 | £49.98 | 2. CC | Amazon UK | One cup Tea Bags 2510 |
| | | | 17778/3 | £38.96 | £0.00 | £38.96 | 2. CC | Amazon UK | Caramelised Biscuits & Long Life Milk 2510 |
| BACS221014A MAZO4102 | 28/10/22 | 17778 | 4073 | £176.54 | £0.00 | £176.54 | | Amazon UK | Coffee Tea bags Milk Biscuits 2510 |
| 110850 | 28/10/22 | 17779 | 4077 | £48.00 | £0.00 | £48.00 | 6.LS | Street News | Payment for Leicester Mercury in library 6990 |
| 110851 | 28/10/22 | 17780 | | £20.00 | £0.00 | £20.00 | 2. CC | Blaby District Council | Small Society Lotteries No. BGSL0073 2570 |
| | | | 17828/1 | £11.99 | £0.00 | £11.99 | 2. CC | Amazon UK | Balloons and Stand 2610/1 |
| | | | 17828/2 | £2.99 | £0.00 | £2.99 | 2. CC | Amazon UK | Halloween 3D Bats 2600 |
| BACS221020A MAZ | 28/10/22 | 17828 | 4079 | £14.98 | £0.00 | £14.98 | | Amazon UK | Bats Balloon 2610/1 |
| BACS221013A MAZO12306 | 28/10/22 | 17830 | | £11.98 | £2.00 | £9.98 | 7. CD | Amazon UK | Halloween Decorations 7750 |
| BACS220523 WALKER9574 | 28/10/22 | 17832 | | £336.00 | £56.00 | £280.00 | 5. OS | Walkers Timber | Scoop of play Bark 5610/2 |
| | | | 17837/3 | £60.00 | £0.00 | £60.00 | 1. CM | Braunstone Town Council | Postage Dave 1300 |
| | | | 17837/5 | £10.25 | £0.00 | £10.25 | 1. CM | Braunstone Town Council | Postage 1300 |
| | | | 17837/8 | £10.00 | £0.00 | £10.00 | 5. OS | Braunstone Town Council | Keys Cut Parks 5600/2 |
| | | | 17837/10 | £28.00 | £4.67 | £23.33 | 5. OS | Braunstone Town Council | Petrol for strimmers 5670 |
| | | | 17837/11 | £3.18 | £0.00 | £3.18 | 2. CC | Braunstone Town Council | Watwe for Hirers 2510 |
| | | | 17837/12 | £11.80 | £0.00 | £11.80 | 7. CD | Braunstone Town Council | Apples for Apple Day 7720/2 |
| 110852 | 28/10/22 | 17837 | | £123.23 | £4.67 | £118.56 | | Braunstone Town Council | Petty Cash 1300 |
| BACS221018S ISSO1863 | 28/10/22 | 17854 | | £2,724.00 | £454.00 | £2,270.00 | 2. CC | Sissons & Allen Ltd | Electrical Condition Report 2600 |
| BACS221026D IRECT8541 | 28/10/22 | 17855 | | £963.98 | £160.66 | £803.32 | 7. CD | Direct Global Trading | Connectable Lit LED Garland Ice White x 3, Manins Power Pack for XP connectable Lighting x 2, 720 Icicle Timer lights Festive Blue Box x 1, 960 Icicle Timer Lights Festive Blue Box x 5 7750 |
| BACS221020C G2022 | 28/10/22 | 17856 | | £200.00 | £0.00 | £200.00 | 7. CD | Punjabi Cultural Society | Community Grant 2022 7850 |
| BACS221026C HIILIGUYS | 28/10/22 | 17858 | 4083 | £850.00 | £0.00 | £850.00 | 7. CD | Chilli Guys | balance of meal for diwali event 7750 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 26/10/22 and 31/12/22

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading | |
|--------------------------|-----------|----------|----------|-----------|---------|-----------|-------|---------------------------|---|--------|
| 110856 | 28/10/22 | 17859 | | £100.00 | £0.00 | £100.00 | 7. CD | Asian Elderly Club | Community Grant Award Community Development Committee minute 3a 2022/2023 | 7850 |
| 110855 | 28/10/22 | 17860 | | £300.00 | £0.00 | £300.00 | 7. CD | SWAGAT | Community Grant Award 2022 | 7850 |
| 110854 | 28/10/22 | 17861 | | £300.00 | £0.00 | £300.00 | 7. CD | Namaste Group | Community Grant Award 2022 | 7850 |
| DD221013LEX 4811 | 28/10/22 | 17869 | | £250.31 | £41.72 | £208.59 | 5. OS | Lex Autolease Limited | BT17GHH 13 September 2022 - 13 October 2022 Leasing charges | 5650 |
| BACS221001X EROXDUPL | 28/10/22 | 17936 | | -£195.91 | -£32.65 | -£163.26 | 1. CM | Xerox | Contra 17198, DUPLICATE | 1410 |
| DD221016WA TERPI2095 | 30/10/22 | 17877 | | £50.39 | £0.00 | £50.39 | 5. OS | Water Plus/STW | MM -Acc. 0955002195 | 5430 |
| | | 17689/4 | | £1.70 | £0.00 | £1.70 | 2. CC | Braunstone Town Council | Milk | 2510 |
| | | 17689/5 | | £8.70 | £0.00 | £8.70 | 1. CM | Braunstone Town Council | Postage | 1300 |
| | | 17689/10 | | £8.89 | £1.48 | £7.41 | 5. OS | Braunstone Town Council | Petrol for strimmers | 5670 |
| | | 17689/13 | | £25.35 | £0.00 | £25.35 | 1. CM | Braunstone Town Council | Postage | 1300 |
| | | 17689/19 | | £20.00 | £3.33 | £16.67 | 7. CD | Braunstone Town Council | Flowers for Mayor - Queens Passing | 7990 |
| | | 17689/21 | | £90.00 | £15.00 | £75.00 | 2. CC | Braunstone Town Council | Keys Cut | 2600 |
| | | 17689/22 | | £1.49 | £0.25 | £1.24 | 2. CC | Braunstone Town Council | Stationery | 2990 |
| | | 17689/23 | | £25.00 | £0.00 | £25.00 | 1. CM | Braunstone Town Council | Postage | 1300 |
| | | 17689/24 | | £20.50 | £0.00 | £20.50 | 1. CM | Braunstone Town Council | Postage | 1300 |
| | | 17689/25 | | £2.85 | £0.00 | £2.85 | 1. CM | Braunstone Town Council | Postage | 1300 |
| | | 17689/26 | | £9.01 | £1.50 | £7.51 | 5. OS | Braunstone Town Council | Petrol for strimmers | 5670 |
| | | 17689/27 | | £4.99 | £0.83 | £4.16 | 7. CD | Braunstone Town Council | Flowers for Mayor - Queens Passing | 7990 |
| 110845 | 31/10/22 | 17689 | | £218.48 | £22.39 | £196.09 | | Braunstone Town Council | Petty Cash | 2510 |
| 110840 | 01/11/22 | 17621 | 4029 | £190.00 | £0.00 | £190.00 | 7. CD | Electric Dreams | provision of DJ for Diwali event in POE | 7700 |
| CARD221101 ONETRA8965 | 01/11/22 | 17884 | 4090 | £96.00 | £16.00 | £80.00 | 6.LS | One Training Services Ltd | Level 2 Food Safety and Hygiene course for 8 volunteers | 6070/2 |
| DD221101BD CRATESTA | 01/11/22 | 17914 | | £711.00 | £0.00 | £711.00 | 3. TA | Blaby District Council | | 3460 |
| DD221101BD CRATESCC | 01/11/22 | 17915 | | £1,959.00 | £0.00 | £1,959.00 | 2. CC | Blaby District Council | | 2460 |
| | | 17909/1 | | £10.00 | £0.00 | £10.00 | 1. CM | Co operative Bank | Service charge | 1990 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 26/10/22 and 31/12/22

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading | |
|--------------------------|-----------|---------|----------|-----------|--------|-----------|-------|-------------------------|---|--------|
| | | 17909/2 | | £36.36 | £0.00 | £36.36 | 1. CM | Co operative Bank | Commision | 1990 |
| BACS221104C OOPSERVIC | 04/11/22 | 17909 | | £46.36 | £0.00 | £46.36 | | Co operative Bank | Service charge | 1990 |
| BACS221107H MRC | 07/11/22 | 17808 | | £7,496.94 | £0.00 | £7,496.94 | 1. CM | H M Revenue & Customs | Tax & NI J | 1010 |
| BACS221024I TSOLU3922 | 07/11/22 | 17864 | 4064 | £96.00 | £16.00 | £80.00 | 1. CM | IT Solutions | 5 port switch set up new email address Ian Wright Set up new starter on computers | 1420 |
| BACS221031 GPR04760 | 07/11/22 | 17865 | | £298.80 | £49.80 | £249.00 | 1. CM | GPR Solutions LTD | Support plan -n Year 1 month 10 | 1420 |
| BACS221101A MAZO2269 | 07/11/22 | 17866 | 4087 | £94.80 | £15.80 | £79.00 | 2. CC | Amazon UK | timers for christmas lights | 2490 |
| BACS221025B &Q6868 | 07/11/22 | 17868 | | £210.63 | £35.12 | £175.51 | 5. OS | B & Q | Cordless drill Philips screw tips Z2 Raw plugs 2 saws Screws ass. Meter cable Female plug adapter | 5610/1 |
| BACS221020Z EROX5125 | 07/11/22 | 17870 | | £251.94 | £41.99 | £209.95 | 1. CM | Xerox | AltaLink C8155v_F Serial no.3774436331 COPY/PRINT/SCAN 01.12.2022 - 28.02.23 | 1410 |
| BACS221101B LIFENOV22 | 07/11/22 | 17874 | | £752.40 | £0.00 | £752.40 | 1. CM | Braunstone Life | 2 x pages for November 2022 edition | 1360 |
| BACS221026A MAZO5239 | 07/11/22 | 17875 | 4084 | £177.00 | £0.00 | £177.00 | 2. CC | Amazon UK | 3 x outdoor christmas decorations for civic centre/library | 2490 |
| BACS221026A MAZO2911 | 07/11/22 | 17876 | 4085 | £199.99 | £33.33 | £166.66 | 2. CC | Amazon UK | Christmas tree for library | 2490 |
| | | 17920/1 | | £8,861.93 | £0.00 | £8,861.93 | 5. OS | Public Works Loan Board | 235384 | 5080/4 |
| | | 17920/2 | | £8,904.08 | £0.00 | £8,904.08 | 5. OS | Public Works Loan Board | 292038 | 5080/4 |
| | | 17920/3 | | £2,293.02 | £0.00 | £2,293.02 | 2. CC | Public Works Loan Board | PW480508 | 2080/2 |
| | | 17920/4 | | £4,823.78 | £0.00 | £4,823.78 | 2. CC | Public Works Loan Board | PW482623 | 2080/3 |
| | | 17920/5 | | £1,762.90 | £0.00 | £1,762.90 | 5. OS | Public Works Loan Board | PW485188 | 5080/1 |
| | | 17920/6 | | £2,891.53 | £0.00 | £2,891.53 | 2. CC | Public Works Loan Board | PW485557 | 2080/4 |
| | | 17920/7 | | £3,016.65 | £0.00 | £3,016.65 | 5. OS | Public Works Loan Board | PW487506 | 5080/2 |
| | | 17920/8 | | £1,904.00 | £0.00 | £1,904.00 | 7. CD | Public Works Loan Board | PW490422 | 7080 |

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| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading | |
|--------------------------|-----------|---------|----------|------------|---------|------------|-------|--|---|--------|
| DD221107PW LB | 07/11/22 | 17920 | | £34,457.89 | £0.00 | £34,457.89 | | Public Works Loan Board | 5080/4 | |
| BACS221710 GALLA7988 | 08/11/22 | 17862 | 4088 | £15,194.48 | £0.00 | £15,194.48 | 1. CM | Arthur J Gallagher Insurance Brokers Limited | AJG Coomunity Schemes - Hiscox Insurance Company Ltd Contract No. 8308048 Term 1.11.22-31.10.23 | 1150 |
| | | 17895/1 | | £159.98 | £26.66 | £133.32 | 3. TA | Christmas Trees Direct | Christmas Tre | 3490 |
| CARD221108 CHRIST2610 | 08/11/22 | 17895 | 4099 | £159.98 | £26.66 | £133.32 | | Christmas Trees Direct | 2 x potted Christmas Trees for TA and BT | 3490 |
| DD221025BG3 995 | 08/11/22 | 17925 | | £106.33 | £5.06 | £101.27 | 6.LS | British Gas | ACC. 603452644 PERIOD 01.10.2022-21.102022 | 6430 |
| DD221031KIN G4013 | 10/11/22 | 17867 | | £20.22 | £3.37 | £16.85 | 2. CC | Kings Armoured Security Services Limited | Transit Fees | 2580 |
| DD221101SA G1186 | 10/11/22 | 17871 | | £55.80 | £9.30 | £46.50 | 1. CM | Sage (UK) Ltd | 01.11.2022-30.11.2022 | 1350 |
| DD2201102EN TA5599 | 10/11/22 | 17872 | | £27.90 | £4.65 | £23.25 | 2. CC | Entanet International Ltd | ADSL305436 - LE3 2PP 01.11.2022-30.11.2022 | 2400 |
| DD221101BYP HONE5640 | 10/11/22 | 17882 | | £240.74 | £40.12 | £200.62 | 1. CM | Byphone Voxbit | RC10115 Acc | 1400 |
| 110853 | 11/11/22 | 17806 | | £184.96 | £0.00 | £184.96 | 1. CM | Wages - C. Fonjong | Salary Oct 2022 | 1010 |
| DD221102ENT ANET6320 | 11/11/22 | 17873 | | £14.40 | £2.40 | £12.00 | 2. CC | Entanet International Ltd | PSTN ELE-094262 01.11.2022-30.11.2022 | 2400 |
| | | 17881/1 | | £126.00 | £21.00 | £105.00 | 2. CC | NPS NIGEL SUMMERFIELD | Gas Boiler Check CC | 2600 |
| | | 17881/2 | | £126.00 | £21.00 | £105.00 | 3. TA | NPS NIGEL SUMMERFIELD | Gas Boilker Check TA | 3600 |
| BACS221103N PS166 | 11/11/22 | 17881 | 4086 | £252.00 | £42.00 | £210.00 | | NPS NIGEL SUMMERFIELD | Gas Boiler Check | 2600 |
| BACS220726R USSEL3389 | 11/11/22 | 17883 | 4089 | £1,069.25 | £171.07 | £898.18 | 5. OS | Russells Group Ltd | Service and service parts for ride on mower FX67BYH | 5650 |
| BACS221105K MBEE3540 | 11/11/22 | 17891 | 4097 | £660.00 | £110.00 | £550.00 | 5. OS | K M Beesley | Second gravel path to back of function room at Shakespeare Pavilion | 5050/2 |
| BACS221101L CCWASTE31 | 11/11/22 | 17896 | | £39.60 | £6.60 | £33.00 | 5. OS | Leicester County Council - Waste | Trade Refuse - BT17GHH 31.10.2022 | 5440 |
| BACS221107B DC4097 | 11/11/22 | 17897 | 4097 | £10.00 | £0.00 | £10.00 | 7. CD | Blaby District Council | HSBC Chairmans Charity Account | 7040/2 |
| BACS221102T EAVIS498 | 14/11/22 | 17886 | 4091 | £77.45 | £12.91 | £64.54 | 5. OS | Travis Perkins | 1 x manhole cover for thorpe astley | 5620/1 |

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|---------------------------|-----------|---------|----------|-----------|---------|-----------|-------|-----------------------------|---|--------|
| BACS220909T RAVIS312 | 14/11/22 | 17887 | 4038 | £65.38 | £10.90 | £54.48 | 5. OS | Travis Perkins | 3 x tarmac repair kits for playgrounds and Mosssdale pavilion | 5610/2 |
| BACS221103T OWER8396 | 14/11/22 | 17892 | 4101 | £1,944.96 | £0.00 | £1,944.96 | 5. OS | Towergate Insurance | annual insurance for New Holland Tractor and Shibaura Mower | 5650 |
| BACS221108T OW20188 | 14/11/22 | 17893 | 4102 | £1,742.04 | £0.00 | £1,742.04 | 5. OS | Towergate Insurance | Annual insurance for Truck (Ian) BT17 GHH | 5650 |
| BACS221108T OWER20188 | 14/11/22 | 17894 | 4103 | £1,589.38 | £0.00 | £1,589.38 | 5. OS | Towergate Insurance | Annual insurance for truck (Phil) BJ67 OWM | 5650 |
| BACS221103T OWER8396+ | 14/11/22 | 17964 | | £50.00 | £0.00 | £50.00 | 5. OS | Towergate Insurance | annual insurance for New Holland Tractor and Shibaura Mower CUSTOMER SERVICE CHARGE | 5650 |
| BACS221115B DCWASTECCO | 15/11/22 | 17144 | | £1,789.84 | £0.00 | £1,789.84 | 2. CC | Blaby District Council | Business Waste Collection 01.04.2022 - 31.03.2022 | 2440 |
| CC221003FRJ ONES | 16/11/22 | 17713 | 4063 | £758.40 | £126.40 | £632.00 | 5. OS | F R Jones & Son | 1 x petrol Sthil brushcutter for parks | 5630 |
| DD221101EO N0020 | 16/11/22 | 17863 | | £400.40 | £66.73 | £333.67 | 2. CC | E.ON Next | CC GAS 01.10.2022-31.10.2022 | 2430 |
| | | 18055/1 | | £29.40 | £4.90 | £24.50 | 2. CC | Global Payments | 01.10.2022 - 31.10.2022 | 2580 |
| | | 18055/2 | | £172.18 | £0.00 | £172.18 | 2. CC | Global Payments | 01.10.2022 - 31.10.2022 | 2580 |
| DD221030GL OBALCC | 16/11/22 | 18055 | | £201.58 | £4.90 | £196.68 | | Global Payments | 01.10.2022 - 31.10.2022 | 2580 |
| | | 18056/1 | | £29.40 | £4.90 | £24.50 | 3. TA | Global Payments | 01.11.2022-30.11.2022 | 3580 |
| | | 18056/2 | | £2.35 | £0.00 | £2.35 | 3. TA | Global Payments | 01.09.2022 - 30.09.2022 | 3990 |
| DD221030GL OBALTA | 16/11/22 | 18056 | | £31.75 | £4.90 | £26.85 | | Global Payments | 01.10.2022 - 30.10.2022 | 3580 |
| CARD221101 ONETRA8965 | 16/11/22 | 18057 | | £96.00 | £16.00 | £80.00 | 6.LS | One Training Services Ltd | Level 2 Food Safety and Hygiene course for 8 volunteers | 6070/2 |
| DD221103BG6 752 | 17/11/22 | 17999 | | £21.30 | £1.01 | £20.29 | 2. CC | British Gas | ACC. 603452645 PERIOD 05.10.2022-28.10.2022 | 2430 |
| DD221106ENT A8945 | 18/11/22 | 17885 | | £51.29 | £8.55 | £42.74 | 3. TA | Entanet International Ltd | ADSL207489 LE3 3RU 05.11.2022 - 04.12.2022 | 3400 |
| BACS221109C HILLICC | 18/11/22 | 17898 | | £61.11 | £10.19 | £50.92 | 2. CC | Chilliclean Window Cleaning | NOV 22 | 2600 |
| BACS221107A MA | 18/11/22 | 17899 | 4096 | £12.58 | £2.10 | £10.48 | 2. CC | Amazon UK | Antiseptic wipes | 2990 |
| BACS221107A MA3 | 18/11/22 | 17900 | | £24.12 | £4.02 | £20.10 | 2. CC | Amazon UK | Ice Packs | 2990 |

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| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|--------------------------|-----------|----------|----------|-----------|---------|-----------|-------|-------------------------|--|
| BACS221107A MAZAE | 18/11/22 | 17901 | 4095 | £6.95 | £1.16 | £5.79 | 6.LS | Amazon UK | craft supplies for craft fair 6700 |
| BACS221107A MAZ2308 | 18/11/22 | 17902 | | £14.99 | £2.50 | £12.49 | 6.LS | Amazon UK | craft supplies for craft fair 6700 |
| BACS221107A MAZ7692 | 18/11/22 | 17903 | | £8.99 | £1.50 | £7.49 | 6.LS | Amazon UK | craft supplies for craft fair 6700 |
| BACS221107A MAZ2765 | 18/11/22 | 17904 | | £12.99 | £2.17 | £10.82 | 6.LS | Amazon UK | craft supplies for craft fair 6700 |
| BACS221107A MAZ7635 | 18/11/22 | 17905 | | £10.49 | £1.75 | £8.74 | 6.LS | Amazon UK | craft supplies for craft fair 6700 |
| BACS221111 ONLINE9564 | 18/11/22 | 17906 | 4106 | £84.00 | £14.00 | £70.00 | 5. OS | Online Playgrounds | 2 x gate springs 5610/2 |
| BACS221111A MAZO6856 | 18/11/22 | 17907 | 4108 | £32.98 | £5.50 | £27.48 | 6.LS | Amazon UK | 1 x leaflet stand for library 6990 |
| BACS221001A JR4033 | 18/11/22 | 17908 | 4033 | £1,850.00 | £0.00 | £1,850.00 | 3. TA | AJR Decorating | Meeting room £460 labour Hall labour £825 materials 565.00 3600 |
| BACS221102C HUBB5653 | 18/11/22 | 17916 | | £123.36 | £20.56 | £102.80 | 3. TA | Chubb Fire & Security | Service Agreement1554969 Fire Alarm service 201FDASERVICE 3610/3 |
| BACS221109B ROX5489 | 18/11/22 | 17917 | 3986 | £783.60 | £130.60 | £653.00 | 5. OS | Broxap Ltd | 3 x dog bins for Franklin/Mossdale 5610/1 |
| BACS221104B RAND6117 | 18/11/22 | 17918 | 4093 | £11.38 | £1.90 | £9.48 | 2. CC | Brandon Hire Plc | Drain Rods 2600 |
| BACS221109C OLES0706 | 18/11/22 | 17919 | 4109 | £801.00 | £133.50 | £667.50 | 5. OS | Coles Nurseries | Trees for Thorpe Astley Winter Works 5620/2 |
| BACS221115T OWN4111 | 18/11/22 | 17922 | 4111 | £25.00 | £0.00 | £25.00 | 7. CD | Clr Satindra Sangha | Samosa's for Halloween 7040/2 |
| | | 17923/5 | | £6.95 | £0.00 | £6.95 | 1. CM | Braunstone Town Council | Postage 1300 |
| | | 17923/10 | | £20.80 | £3.47 | £17.33 | 5. OS | Braunstone Town Council | Bulb for Truck & Screws 5990 |
| | | 17923/19 | | £7.19 | £1.20 | £5.99 | 5. OS | Braunstone Town Council | Plug Parks 5610/1 |
| | | 17923/27 | | £27.90 | £4.65 | £23.25 | 7. CD | Braunstone Town Council | Refreshme 7750 |
| | | 17923/28 | | £40.00 | £0.00 | £40.00 | 1. CM | Braunstone Town Council | Refreshments for Diwali Dave - Delivery of Reports 10.11.22 1300 |
| | | 17923/29 | | £20.00 | £0.00 | £20.00 | 1. CM | Braunstone Town Council | Dave - Delivery of Reports 27.10.22 Dave - Delivery of Reports 27.10.22 1300 |

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|--------------------------|-----------|----------|----------|-----------|--------|-----------|-------|---------------------------|--|
| | | 17923/30 | | £28.80 | £0.00 | £28.80 | 7. CD | Braunstone Town Council | Halloween Supplies 7750 |
| | | 17923/31 | | £12.00 | £2.00 | £10.00 | 5. OS | Braunstone Town Council | Weldind 5610/1 |
| | | | | | | | | | Welding Wire |
| 110857 | 18/11/22 | 17923 | | £163.64 | £11.32 | £152.32 | | Braunstone Town Council | Petty Cash 1300 |
| DD221104WA TERPL4040 | 18/11/22 | 18000 | | £465.05 | £0.00 | £465.05 | 2. CC | Water Plus/STW | CC -Acc. 0583085823 2430 |
| DD220809QBT M068VO | 22/11/22 | 17921 | | £20.68 | £3.45 | £17.23 | 2. CC | British Telecom | EM 1957 2346 - CC ADSL & FAX LINE 2400 |
| DD2211155EN TA9841 | 23/11/22 | 17924 | | £49.79 | £8.30 | £41.49 | 2. CC | Entanet International Ltd | ADSL192354 - LE3 2PP 14.11.2022- 13.12.2022 2400 |
| SO221123PE RSONELAD | 23/11/22 | 17998 | | £120.00 | £20.00 | £100.00 | 1. CM | PERSONNEL ADVICE | Provision of retained Personnel Services November 2022 1170 |
| BACS221116A MAZO2262 | 24/11/22 | 17926 | 4112 | £5.26 | £0.88 | £4.38 | 6.LS | Amazon UK | Tinsel blue for library 6990 |
| BACS221116A MAZO2262 | 24/11/22 | 17927 | 4113 | £6.99 | £1.17 | £5.82 | 6.LS | Amazon UK | Tinsel silver for library 6990 |
| BACS221108Z EROX31049 | 24/11/22 | 17929 | | £138.92 | £23.15 | £115.77 | 1. CM | Xerox | WC7855i COPY/PRINT/SCAN 01.07.2022 - 22.09.22 1410 |
| BACS221121A MAZO2191 | 24/11/22 | 17931 | 4116 | £32.97 | £5.49 | £27.48 | 3. TA | Amazon UK | Hooks 3490 |
| | | 17932/1 | | £12.95 | £2.16 | £10.79 | 2. CC | Amazon UK | Toilet Seat 2600 |
| | 24/11/22 | 17932 | 4115 | £12.95 | £2.16 | £10.79 | | Amazon UK | Standard Toilet seat 2600 |
| | | 17933/1 | | £27.96 | £4.66 | £23.30 | 5. OS | Amazon UK | Swarfega 5990 |
| | 24/11/22 | 17933 | | £27.96 | £4.66 | £23.30 | | Amazon UK | Swarfega 5990 |
| BACS221121B DH0011908 | 24/11/22 | 17934 | | £90.22 | £15.04 | £75.18 | 5. OS | Blaby District Council | Clearance of a Flytip BTC Land on 03.11.22 5440 |
| BACS221124S NOW | 24/11/22 | 17937 | | £3,234.63 | £0.00 | £3,234.63 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124K ENNETT | 24/11/22 | 17938 | | £2,582.76 | £0.00 | £2,582.76 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124A SSI | 24/11/22 | 17939 | | £3,096.68 | £0.00 | £3,096.68 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124 MEAD | 24/11/22 | 17940 | | £2,397.33 | £0.00 | £2,397.33 | 1. CM | ██████████ | Salary Nov 22 1010 |

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|--------------------------|-----------|-------|----------|-----------|-------|-----------|-------|----------------------|-----------------------|
| BACS221124H ALL | 24/11/22 | 17941 | | £1,613.69 | £0.00 | £1,613.69 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124J EPSON | 24/11/22 | 17942 | | £2,603.16 | £0.00 | £2,603.16 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124T ILLEY | 24/11/22 | 17943 | | £4,716.31 | £0.00 | £4,716.31 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124S IBSON | 24/11/22 | 17944 | | £2,293.55 | £0.00 | £2,293.55 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124L EAVIS | 24/11/22 | 17945 | | £2,184.56 | £0.00 | £2,184.56 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124B ROOKFIELD | 24/11/22 | 17946 | | £311.44 | £0.00 | £311.44 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124H ENDERSON | 24/11/22 | 17947 | | £547.51 | £0.00 | £547.51 | 1. CM | ██████████ ██████ | Salary Nov 22 1010 |
| BACS221124F URNISS | 24/11/22 | 17948 | | £230.56 | £0.00 | £230.56 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124J OHNSON | 24/11/22 | 17949 | | £938.87 | £0.00 | £938.87 | 1. CM | ██████████ ██████ | Salary Nov 22 1010 |
| BACS221124L YCETT | 24/11/22 | 17950 | | £501.59 | £0.00 | £501.59 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124 MYERS | 24/11/22 | 17951 | | £1,969.00 | £0.00 | £1,969.00 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS2201124 BRYAN | 24/11/22 | 17952 | | £1,000.26 | £0.00 | £1,000.26 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124H ICKENBOTH | 24/11/22 | 17953 | | £1,235.72 | £0.00 | £1,235.72 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124D EXTER | 24/11/22 | 17954 | | £771.48 | £0.00 | £771.48 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124A LMEY | 24/11/22 | 17955 | | £2,104.70 | £0.00 | £2,104.70 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124P ATEL | 24/11/22 | 17956 | | £1,501.07 | £0.00 | £1,501.07 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124C AWLEY | 24/11/22 | 17957 | | £927.15 | £0.00 | £927.15 | 1. CM | ██████████ | Salary Nov 22 1010 |
| BACS221124P RENDEGAST | 24/11/22 | 17958 | | £1,169.90 | £0.00 | £1,169.90 | 1. CM | ██████████ ██████ | Salary Nov 22 1010 |
| BACS221124 WRIGHT | 24/11/22 | 17959 | | £942.94 | £0.00 | £942.94 | 1. CM | ██████████ | Salary Nov 22 1010 |

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|--------------------------|-----------|-------|----------|------------|-----------|------------|-------|--|--|--------|
| BACS221124S MITH | 24/11/22 | 17960 | | £595.05 | £0.00 | £595.05 | 1. CM | | Salary Nov 22 | 1010 |
| BACS221124L CCPENSION | 24/11/22 | 17961 | | £13,437.55 | £0.00 | £13,437.55 | 1. CM | Leicestershire County Council Pensions | Pensions | 1020 |
| BACS221124U NISON | 24/11/22 | 17963 | | £34.00 | £0.00 | £34.00 | 1. CM | Unison | Union fees | 1010 |
| BACS221123A MAO2178 | 24/11/22 | 17965 | 4118 | £55.17 | £9.21 | £45.96 | 2. CC | Amazon UK | Hooks for christmas lights Civic and library | 2490 |
| DD221110WA TERPL0772 | 24/11/22 | 18009 | | £28.12 | £0.00 | £28.12 | 5. OS | Water Plus/STW | SP -Acc. 0703064724 | 5430 |
| DD221118ENT A0154 | 25/11/22 | 17930 | | £27.40 | £4.57 | £22.83 | 2. CC | Entanet International Ltd | ADSL364266 LE3 2PPP 17/11/22-16/12/22 | 2400 |
| DD221113LEX 4074 | 28/11/22 | 17928 | | £250.31 | £41.72 | £208.59 | 5. OS | Lex Autolease Limited | BT17GHH 065 14 October 2022 - 13 November 2022 Leasing charges | 5650 |
| DD221115WA TER4238 | 29/11/22 | 18012 | | £376.86 | £0.00 | £376.86 | 3. TA | Water Plus/STW | TA AC0479003705 Drainage services- | 3430 |
| DD221116WA TERPI3579 | 30/11/22 | 18008 | | £50.75 | £0.00 | £50.75 | 5. OS | Water Plus/STW | MM -Acc. 0955002195 | 5430 |
| BACS221101B LIFEDEC22 | 01/12/22 | 17966 | | £1,128.60 | £0.00 | £1,128.60 | 1. CM | Braunstone Life | 3 x pages for December 2022 edition | 1360 |
| BACS221010T ARGET1340 | 01/12/22 | 17967 | | £2,566.20 | £427.70 | £2,138.50 | 8. PE | Target Pest Control & Hygiene | Service charge for collection 47 dog waste bins Oct/Nov/Dec | 8440 |
| BACS221102B EESLEY16 | 01/12/22 | 17968 | | £36,573.83 | £6,095.64 | £30,478.19 | 5. OS | K M Beesley | Valuation No. 16 - Shakespeare improvement project | 5050/2 |
| BACS221105C HAPMA8914 | 01/12/22 | 17969 | 4092 | £22.20 | £3.70 | £18.50 | 5. OS | Chapmans Agriculteral | 1 x roll 3mm strimmer cord | 5610/1 |
| BACS221126I NFINI0910 | 01/12/22 | 17970 | | £84.00 | £14.00 | £70.00 | 3. TA | Infinitas Design Ltd | Thorpe Astley Community Centre - Assistance with preparing and reviewing ASHP tender documents/responses | 3990 |
| BACS221125A LFRESC324 | 01/12/22 | 17971 | 4121 | £383.40 | £63.90 | £319.50 | 7. CD | The Alfresco Film Company | Balance for film night | 7700 |
| BACS221125A MAZO9408 | 01/12/22 | 17973 | 4120 | £60.64 | £10.12 | £50.52 | 5. OS | Amazon UK | 400 Daffodil bulbs | 5990 |
| BACS221129A MAZO2332 | 01/12/22 | 17974 | 4122 | £3.97 | £0.66 | £3.31 | 2. CC | Amazon UK | Christams decorations and crafts for kids in library | 2490 |
| BACS221129A MAZO2324 | 01/12/22 | 17975 | | £16.77 | £2.79 | £13.98 | 2. CC | Amazon UK | Christams decorations and crafts for kids in library | 2490 |
| BACS221128A MAZO2180 | 01/12/22 | 17976 | | £8.49 | £1.42 | £7.07 | 2. CC | Amazon UK | Christams decorations and crafts for kids in library | 2490 |

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|--------------------------|-----------|---------|----------|------------|----------|------------|-------|--|--|--------|
| BACS221124N WL8590 | 01/12/22 | 17977 | | £667.40 | £111.23 | £556.17 | 5. OS | NWL Legal | Professional fees of Kate Hiller in relation to Multi Use sports facility, Establishing a charity. Lease & License agreement NWL2265/3 | 5170 |
| BACS221024C HUBB7271 | 01/12/22 | 17978 | | £1,835.06 | £305.84 | £1,529.22 | 2. CC | Chubb Fire & Security | Contract 22/10/22 - 21/10/23 CCTV Monitoring and Maintenance | 2610/3 |
| BACS221128A MAMZO7426 | 01/12/22 | 17979 | 4123 | £19.99 | £3.33 | £16.66 | 2. CC | Amazon UK | christmas decorations and crafts for kids in library | 2490 |
| BACS221128A MAMZO6526 | 01/12/22 | 17980 | | £26.06 | £4.34 | £21.72 | 2. CC | Amazon UK | christmas decorations and crafts for kids in library | 2490 |
| DD221117EO N0015 | 02/12/22 | 17994 | | £251.52 | £11.98 | £239.54 | 5. OS | E.ON Next | SP GAS 01.10.22 - 16.11.2022 | 5430 |
| DD221117EO N00015 | 02/12/22 | 17995 | | £249.01 | £49.58 | £199.43 | 5. OS | E.ON Next | 01.10..2022 - 16.11.2022 | 5430 |
| | | 17981/1 | | £10.00 | £0.00 | £10.00 | 1. CM | Co operative Bank | Service charge | 1990 |
| | | 17981/2 | | £42.18 | £0.00 | £42.18 | 1. CM | Co operative Bank | Commision | 1990 |
| BACS221104C OOPSERV28 | 05/12/22 | 17981 | | £52.18 | £0.00 | £52.18 | | Co operative Bank | Service charge | 1990 |
| DD221205SSE TA0025 | 05/12/22 | 18015 | | -£1,767.16 | -£294.52 | -£1,472.64 | 3. TA | SSE SOUTHERN ELECTRIC | Thorpe Astley 02.09.22 - 30.11.22 | 3430 |
| BACS221207H MRC | 07/12/22 | 17962 | | £14,116.09 | £0.00 | £14,116.09 | 1. CM | H M Revenue & Customs | Tax & NI J | 1010 |
| DD221202ENT ANET1778 | 09/12/22 | 17993 | | £14.40 | £2.40 | £12.00 | 2. CC | Entanet International Ltd | PSTN ELE-095719 01.12.2022-31.12.2022 | 2400 |
| DD221130KIN G4283 | 10/12/22 | 17972 | | £20.22 | £3.37 | £16.85 | 2. CC | Kings Armoured Security Services Limited | Transit Fees | 2580 |
| DD221206ENT A3060 | 13/12/22 | 17997 | | £51.29 | £8.55 | £42.74 | 3. TA | Entanet International Ltd | ADSL207489 LE3 3RU 05.12.2022 - 04.01.2023 | 3400 |
| | | 18053/1 | | £29.40 | £4.90 | £24.50 | 3. TA | Global Payments | 01.11.2022-30.11.2022 | 3580 |
| | | 18053/2 | | £0.00 | £0.00 | £0.00 | 3. TA | Global Payments | 01.09.2022 - 30.09.2022 | 3990 |
| DD221130GL OBALTA | 14/12/22 | 18053 | | £29.40 | £4.90 | £24.50 | | Global Payments | 01.11.2022-30.11.2022 | 3580 |
| | | 18054/1 | | £29.40 | £4.90 | £24.50 | 2. CC | Global Payments | 01.11.2022 - 30.11.2022 | 2580 |
| | | 18054/2 | | £277.73 | £0.00 | £277.73 | 2. CC | Global Payments | 01.11.2022 - 30.11.2022 | 2580 |
| DD221130GL OBALCC | 14/12/22 | 18054 | | £307.13 | £4.90 | £302.23 | | Global Payments | 01.11.2022 - 30.11.2022 | 2580 |

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| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|--------------------------|-----------|---------|----------|-----------|---------|---------|-------|---------------------|--|
| BACS221130A MAZO2188 | 15/12/22 | 17983 | 4129 | £45.52 | £7.58 | £37.94 | 3. TA | Amazon UK | Hooks for christmas decorations 3490 |
| BACS221130A MAZOAEUI | 15/12/22 | 17984 | 4128 | £30.68 | £5.12 | £25.56 | 7. CD | Amazon UK | 2 x ladles for warm spaces 7940/2 |
| BACS221130 GPR04776 | 15/12/22 | 17985 | | £298.80 | £49.80 | £249.00 | 1. CM | GPR Solutions LTD | Support plan -n Year 1 month 11 1420 |
| BACS221129S ISSON1888 | 15/12/22 | 17986 | 4075 | £379.85 | £63.31 | £316.54 | 2. CC | Sissons & Allen Ltd | 1. Replace 2no. faulty lights in the Council Chamber Kitchen - £174.80 2. Replace Faulty LED Tubes to Council Chamber Lights - £72.51 3. Replace faulty time clock in boiler house for outside lighting - £69.23 2600 |
| | | 17987/1 | | £564.25 | £94.04 | £470.21 | 2. CC | Sissons & Allen Ltd | Braunstone Civic Centre 2600 |
| | | 17987/2 | | £578.54 | £96.42 | £482.12 | 2. CC | Sissons & Allen Ltd | Mosssdale Meadows 5600/1 |
| BACS221129S ISSON1889 | 15/12/22 | 17987 | 4074 | £1,142.79 | £190.46 | £952.33 | | Sissons & Allen Ltd | Braunstone Civic Centre □ Item 11 Install RCD feeding outdoor socket - £153.19 □ Item 12 Install RCD feeding outdoor socket - £153.19 □ Item 22 Replace outdoor socket missing IP rated lid - £62.86 □ Item 23 Replace HRC fuse for correct size - £15.57 □ Item 24 Replace HRC fuse for correct size - £14.57 □ Item 26 Replace HRC fuse for correct size - £15.57 □ Item 27 Replace missing Fuse Carrier - £27.63 □ Item 28 Replace Missing Fuse Carrier - £27.63 Mosssdale Meadows □ Item 1 Install RCD feeding circuit 1 on DB1 - £158.14 □ Item 2 Install RCD feeding circuit 1 on DB3 - £158.14 □ Item 6 Replace Missing Fuse Carriers - £165.84 2600 |
| BACS221129S ISSON1889 | 15/12/22 | 17988 | 4076 | £471.51 | £78.58 | £392.93 | 3. TA | Sissons & Allen Ltd | Thorpe Astley Community Centre □ Investigate and repair fault on cable feeding the external lighting - £392.92 3600 |

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| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|--------------------------|-----------|-------|----------|-----------|---------|-----------|-------|----------------------------|--|
| BACS221201A MAZO9451 | 15/12/22 | 17989 | 4127 | £110.74 | £22.45 | £88.29 | 7. CD | Amazon UK | bowls for warm space project 7940/2 |
| BACS221201A MAZO6567 | 15/12/22 | 17990 | 4126 | £31.98 | £5.33 | £26.65 | 7. CD | Amazon UK | spoons for Warm spaces project 7940/2 |
| BACS221201A MAZOAEUI | 15/12/22 | 17991 | 4125 | £14.99 | £2.50 | £12.49 | 6.LS | Amazon UK | 1 x kettle for library 6990 |
| BACS221201A MAZO6197 | 15/12/22 | 17992 | 4124 | £140.47 | £23.41 | £117.06 | 7. CD | Amazon UK | 2 x soup urns for Warm Space project 7940/2 |
| BACS221202I TSOL3986 | 15/12/22 | 17996 | | £132.00 | £22.00 | £110.00 | 1. CM | IT Solutions | Site Vivis to vreate 2 new users & swap LCD Laptop screens for DT Laptopn 15.30-17.30 1420 |
| DD221201BYP HONE6936 | 15/12/22 | 18005 | | £240.74 | £40.12 | £200.62 | 1. CM | Byphone Voxbit | RC10115 Acc 1400 |
| DD221205SSE TA0026 | 15/12/22 | 18016 | | £1,779.68 | £296.61 | £1,483.07 | 3. TA | SSE SOUTHERN ELECTRIC | Thorpe Astley 02.09.22 - 01.12.22 3430 |
| BACS221215S ISSON1907 | 15/12/22 | 18019 | 4105 | £2,235.86 | £372.64 | £1,863.22 | 2. CC | Sissons & Allen Ltd | Installation of power for for christmas lights at Thorpe Astley, civic centre and library 2490 |
| DD221201SSE TA0024 | 18/12/22 | 18007 | | £1,767.16 | £294.52 | £1,472.64 | 3. TA | SSE SOUTHERN ELECTRIC | Thorpe Astley 02.09.22 - 30.11.22 3430 |
| DD2211204W ATERPL2352 | 18/12/22 | 18010 | | £450.05 | £0.00 | £450.05 | 2. CC | Water Plus/STW | CC -Acc. 0583085823 2430 |
| DD221206WA TER3451 | 20/12/22 | 18013 | | £430.84 | £0.00 | £430.84 | 3. TA | Water Plus/STW | TA AC0479003705 Drainage services- 3430 |
| DD221216BG9 400 | 20/12/22 | 18014 | | £67.01 | £3.19 | £63.82 | 2. CC | British Gas | ACC. 603452645 PERIOD 29.10.2022-28.11.2022 2430 |
| BACS230101S LCC1976 | 21/12/22 | 18001 | | £279.00 | £0.00 | £279.00 | 1. CM | SLCC | Full membership to SLCC for Darren Tilley 1350 |
| BACS221208A MAZO9363 | 21/12/22 | 18002 | 4133 | £17.54 | £2.92 | £14.62 | 2. CC | Amazon UK | Philips Master PL-L Compact Fluorescent Bulb 840 4-Pin 2G11 / 36W / Cool White 2600 |
| BACS221208A MAZO3101 | 21/12/22 | 18003 | 4131 | £57.00 | £9.50 | £47.50 | 5. OS | Amazon UK | Rhino TQ3 Infrared Halogen Ruby Heater Lamp 1400 Watt 348mm 240v 5610/1 |
| BACS221208A MAZO7731 | 21/12/22 | 18004 | 4132 | £14.99 | £0.00 | £14.99 | 2. CC | Amazon UK | Lotus Caramelised Biscoff individually wrapped biscuits (300 per box) 2510 |
| BACS221220T OUCH054 | 21/12/22 | 18049 | | £68.11 | £11.35 | £56.76 | 6.LS | Touch Times Greeting Cards | 86 Greeting cards 6990 |
| BACS221220C RAFTYSTIT | 21/12/22 | 18050 | | £288.00 | £0.00 | £288.00 | 7. CD | Crafty Stitches | Community Group grant 7850 |
| 110859 | 21/12/22 | 18051 | | £86.40 | £0.00 | £86.40 | 6.LS | Street News | Payment for Leicester Mercury in library 6990 |

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| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|--------------------------|-----------|-------|----------|-----------|---------|-----------|-------|------------------------------------|--|
| DD221207EO N0021 | 22/12/22 | 18006 | | £614.27 | £102.38 | £511.89 | 2. CC | E.ON Next | CC GAS 01.11.2022-04.12.2022 2430 |
| DD221215ENT A5561 | 22/12/22 | 18017 | | £49.79 | £8.30 | £41.49 | 2. CC | Entanet International Ltd | ADSL192354 - LE3 2PP 14.12.2022- 13.01.2023 2400 |
| BACS221220 GREENMACHI | 22/12/22 | 18048 | | £2,170.00 | £0.00 | £2,170.00 | 5. OS | The Green Machine | Winter renovations as agreed + Extra seed 5620/3 |
| BACS221224S NOW | 23/12/22 | 18020 | | £2,531.66 | £0.00 | £2,531.66 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223K ENNETT | 23/12/22 | 18021 | | £1,877.36 | £0.00 | £1,877.36 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223A SSI | 23/12/22 | 18022 | | £2,423.07 | £0.00 | £2,423.07 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223 MEAD | 23/12/22 | 18023 | | £1,677.45 | £0.00 | £1,677.45 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223H ALL | 23/12/22 | 18024 | | £1,126.24 | £0.00 | £1,126.24 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223T ILLEY | 23/12/22 | 18025 | | £2,995.20 | £0.00 | £2,995.20 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223S IBSON | 23/12/22 | 18026 | | £1,581.95 | £0.00 | £1,581.95 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223L EAVIS | 23/12/22 | 18027 | | £1,565.86 | £0.00 | £1,565.86 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223F URNISS | 23/12/22 | 18028 | | £177.75 | £0.00 | £177.75 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223J OHNSON | 23/12/22 | 18029 | | £590.03 | £0.00 | £590.03 | 1. CM | ████████████████████ ██████████ | Salary Dec 22 1010 |
| BACS221223L YCETT | 23/12/22 | 18030 | | £315.11 | £0.00 | £315.11 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223 MYERS | 23/12/22 | 18031 | | £1,423.18 | £0.00 | £1,423.18 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223B RYAN | 23/12/22 | 18032 | | £575.06 | £0.00 | £575.06 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223H ICKENBOTH | 23/12/22 | 18033 | | £881.25 | £0.00 | £881.25 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223D EXTER | 23/12/22 | 18034 | | £583.63 | £0.00 | £583.63 | 1. CM | ████████████████████ | Salary Dec 22 1010 |
| BACS221223A LMEY | 23/12/22 | 18035 | | £1,527.87 | £0.00 | £1,527.87 | 1. CM | ████████████████████ | Salary Dec 22 1010 |

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|--------------------------|-----------|-------|----------|-------------|------------|-------------|-------|----------------|-----------------------------|
| BACS221223P ATEL | 23/12/22 | 18036 | | £1,036.08 | £0.00 | £1,036.08 | 1. CM | [REDACTED] | Salary Dec 22 1010 |
| BACS221223C AWLEY | 23/12/22 | 18037 | | £547.44 | £0.00 | £547.44 | 1. CM | [REDACTED] | Salary Dec 22 1010 |
| BACS221223P RENDEGAST | 23/12/22 | 18038 | | £500.04 | £0.00 | £500.04 | 1. CM | [REDACTED] | Salary Dec 22 1010 |
| BACS221223 WRIGHT | 23/12/22 | 18039 | | £910.16 | £0.00 | £910.16 | 1. CM | [REDACTED] | Salary Dec 22 1010 |
| BACS221223S MITH | 23/12/22 | 18040 | | £438.04 | £0.00 | £438.04 | 1. CM | [REDACTED] | Salary Dec 22 1010 |
| BACS221223T URNER | 23/12/22 | 18041 | | £175.73 | £0.00 | £175.73 | 1. CM | [REDACTED] | Salary Dec 22 1010 |
| BACS221223P ARMAR | 23/12/22 | 18042 | | £182.94 | £0.00 | £182.94 | 1. CM | [REDACTED] | Salary Dec 22 1010 |
| BACS221223P ENNELL | 23/12/22 | 18043 | | £380.91 | £0.00 | £380.91 | 1. CM | [REDACTED] | Salary Dec 22 1010 |
| BACS221223J EPSON | 23/12/22 | 18044 | | £1,898.16 | £0.00 | £1,898.16 | 1. CM | [REDACTED] | Salary Dec 22 1010 |
| BACS221224U NISON | 23/12/22 | 18047 | | £34.00 | £0.00 | £34.00 | 1. CM | Unison | Union fees 1010 |
| DD221010WA TERPL9127 | 24/12/22 | 18011 | | £27.76 | £0.00 | £27.76 | 5. OS | Water Plus/STW | SP -Acc. 0703064724 5430 |
| Total | | | | £243,906.15 | £11,397.24 | £232,508.91 | | | |