

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2023

Item 10 – Civic Centre Facilities Improvements

Purpose

To receive an update on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café Kitchen.

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 (minute 61).

Funding for the project has been secured; central government grant funding of £19,941 towards the cost of providing a Changing Places Toilet; £114,297 Public Works Loan; and £50,000 of the earmarked reserve Civic Centre Capital Plan Priority Projects.

Progress

Work commenced on Monday 16th January 2023 and the building, renovation and toilet installations were all complete by the end of April.

On 31st May 2023 training, handover and commissioning of the Changing Places toilet was undertaken. Registration of the Changing Places toilet and, therefore, its availability for use will be undertaken once a plaque recognising Department of Levelling Up, Housing and Communities funding for the project has been commissioned and installed.

Due to concerns about the liquidity of the supplier and installer, the purchase and installation of the equipment, fixtures and fittings in the Café kitchen was delayed while alternative suppliers were found. Equipment of a similar specification has now been sourced from various suppliers and is being delivered. Once all the equipment has been delivered, KM Beesley and their electricians and plumbers will return to install and fit the Café kitchen.

Currently it is anticipated that the outstanding works can be completed by the end of June.

Four valuations have been certified by the quantity surveyor so far, which come to a total of £152,671.80. 5% will be retained, half of which is paid on completion and the other half retained for 12 months pending any snags. Therefore, £145,038.21 has been paid to the contractor for works completed so far.

Some snagging works may be required in the coming months but these will not have a significant impact on the users of the new facilities.

Recommendations

1. That the *Progress* of the refurbishment, as detailed in the relevant section of the report, be received and noted; and
2. that delegated authority be given to the Chief Executive & Town Clerk to liaise with the contractor to 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.

Reasons

1. The building works and toilet installations were now complete, with the Café Kitchen due to be fitted and the Changing Places toilet registered by the end of the month.
2. To allow for practical modifications to be made and additional miscellaneous items to be incorporated where necessary.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2023

Item 11 – Update on Climate Initiatives

Purpose

To receive and update on Climate Initiative Projects: installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump.

Background

On 9th March 2023, the Committee received a report to finalise the contract selection process and identify financing for the installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump.

Solar PV Panels and associated Battery Storage

Both Blaby District Council and Leicestershire County Council have approved the Council's request to install Solar PV Panels at Thorpe Astley Community Centre and Braunstone Town Library respectively.

Energy Efficient Solutions have been appointed as the contractor for the installation of Solar PV Panels and commissioning and surveying work has now begun. A pre-start meeting is also being arranged.

Applications to authorise the selected contractor to apply to the District Network Operator (National Grid) to install Solar PV Panels at all three sites has been completed.

It is anticipated that installation works will begin in July and be completed in August.

Once installed, the Council will need to select a utility provider and set up an electricity smart export tariff.

In terms of battery storage, the selected contractor has recommended that once the Solar Panels are installed; then the data for each site can be assessed to determine whether battery storage would be advantageous and, if so, what would be the most appropriate battery capacity.

Electric Vehicle Charging points (EVCPs)

Dfp Services were appointed as the contractor for the installation of Electric Vehicle Charging Points. Four EVCPs have been installed at the overflow car park at Braunstone Civic Centre and four EVCPs have been installed at Thorpe Astley Community Centre.

The distribution board at Braunstone Civic Centre has also been upgraded to accommodate the Electric Vehicle Charging Points and other expansions, e.g. Solar Panel equipment.

The Council have arranged the line marking of the parking spaces at both sites, which includes the relocation of two of the three disabled parking spaces at Thorpe Astley. The cost of which needs to be finalised but is anticipated to be just under £1,000. The budgeted amount for line marking is £1,500, which leaves some funding for signage. The line marking should be complete before the end of the month.

As part of their tender for installing the EVCPs, Dfp Services submitted details of the ongoing subscriptions required to operate the EVCPs and undertake their maintenance. This service was offered through Fuuse. Details of the options and costs are set out at Appendix 1 for Braunstone Civic Centre and Appendix 2 for Thorpe Astley Community Centre.

The Fuuse Public module includes the promotion of the chargers to all the major mapping services and in-car satnavs as well as providing the accessibility for company car drivers/fleet vehicles to use their Electroverse and Allstar charge cards.

There are also three alternative levels of Driver Support as additional options.

It is recommended that Council subscribes at both sites for a period of 3 years and opts for Fuuse Public and for the Driver Support Comprehensive option.

This will result in a total cost for three years for both sites of £10,158 (£3,386 per year) plus £55 for the QR codes.

Advice has been sought from Fuuse and users of electric vehicles, which suggest the average charge for use of an EVCP is 60 to 70p per KWh. The electricity charges at Braunstone Civic Centre are 39p per day plus 25p per KWh and at Thorpe Astley Community Centre 41p per KWh. The Committee have also discussed the merits of introducing measures to prevent Charge Points being unusable due to a vehicle being left connected once fully charged.

Below are proposed charges for use of the EVCPs:

TABLE 1 – EVCP Charges	
Charge	Amount
Connection Charge	None
Charge per KWh	40p between 8am and 4pm (solar energy generated); 60p between 4pm and 8am. <i>Connection of any future Braunstone Town Council electric fleet vehicle will be exempt from charges.</i>
Overstay Charges	£5 after 30 minutes; then £1 per minute. (Overstay not applicable between 1am and 7am)*

* *subject to system functionality confirmation.*

Fuuse can also process all the payments, which attracts an 8% transaction fee and it is recommended that the Council utilise this service.

The Fuuse system has several functionalities and therefore, there may be other charge scenarios not considered. In order to avoid delays setting up and commissioning the Chargers for use, it is recommended that delegated authority be given to the Chief Executive & Town Clerk to determine any other charges as required on an interim basis, in consultation with the Leader & Deputy Leader, subject to full consideration at the next scheduled meeting of Policy & Resources Committee.

Air Source Heat Pump

Hex Energy have been appointed to install an air source heat pump at Thorpe Astley Community Centre.

Following pre-planning advice, which was sought from the Planning Authority earlier in the project, plans have been prepared and a planning application submitted for the external fans. On 31st May, the Planning Case Officer questioned whether the Council needed planning permission and liaised with the architect. On 7th June 2023, confirmation was received that the Planning Authority consider the installation to be permitted development, as follows:

I have done some digging into the General Permitted Development Order and I am under the impression that the application meets the criteria under Part 12 of the GPDO. As such, I will return the application with the fee and the applicant can install the Air source heat pump. In addition to this, the Thorpe Astley Community Centre was approved under planning application 07/1123/1/PXCS and there are no conditions restricting the construction of an Air Source Heat Pump. I would advise that the ASHP noise is kept to a minimum to mitigate the possible noise and disturbance.

Therefore, the Chief Executive & Town Clerk will now liaise with the selected supplier and place an order to commence the work.

Finance

On 3rd February 2023, the Department of Levelling Up, Housing and Communities approved the Council's application to borrow up to £196,056 towards the cost of installing solar panels and battery storage, an air source heat pump, and electric vehicle charging points.

Scheme costs are set out below:

Scheme	Installation	Other Costs	Status
Solar PV Panels	£128,876	N/A	Ordered
Air Source Heat Pump	£38,370	£2,850	Pending
Electric Vehicle Charging Points	£19,243	£2,628	Delivered
TOTAL	£186,489	£5,478	

The estimated annual savings/income (in year 1) is set out in the following table:

Building	Electricity*	Gas	Total
<i>Civic Centre</i>	£10,923	£0	£10,923
<i>Thorpe Astley</i>	£7,190	£5,118	£12,308
<i>Library</i>	£8,812	£0	£8,812
TOTAL	£26,925*	£5,118	£32,043

* *Electricity is a combination of savings and income from the Solar PV.*

Next Steps and Timescales

With finance in place the Chief Executive & Town Clerk will continue to liaise with the appointed suppliers to deliver the proposals. Timescales have been updated and are attached at Appendix 3 for consideration.

Recommendations

1. That the update on the *Solar PV Panels and associated Battery Storage, Electric Vehicle Charging points (EVCPs), and Air Source Heat Pump*, as set out in the respective sections of the report, be endorsed;
2. that the packages to use Fuuse for the operation and servicing of the Electric Vehicle Charging Points, as set out in the respective section of the report and at Appendices 1 and 2, be approved;
3. that the Electric Vehicle Charging Point Charges, as set out in Table 1 of the report, be approved;
4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to:
 - (a) liaise with the selected contractors for the installation of *Solar PV Panels* and for the installation of an *Air Source Heat Pump*,
 - (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
 - (c) determine the detailed arrangements, timings and work schedules,
 - (d) award contracts and commission work,
 - (e) select a utility provider and set up an electricity smart export tariff, and
 - (f) determine any other charges for use of the Electric Vehicle Charging Points as required on an interim bases (subject to consideration at the next scheduled meeting of the Committee); and
5. that the *Next Steps and Timescales*, as set out in the report, and at Appendix 3, be approved.

Reasons

1. To deliver the Council's Climate Change & Environmental Objectives, reduce the Council's Carbon footprint, make savings and generate revenue.
2. To enable use of the Electric Vehicle Charging Points to be maximised.

3. To set charges, which would be competitive, balancing the cost of electricity consumption from the National Grid with that generated from solar PV; while providing incentives to disconnect vehicles from the charge point once fully charged.
4. To allow detailed arrangements for the work and commissioning to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.
5. To provide a timescales for delivering and commissioning the installations.



Fuuse Subscription Quote - Braunstone Town Council - Civic Centre

Braunstone Town Council

LE3 2PP

United Kingdom

Reference: 20230523-062733253

Quote created: May 23, 2023

Quote expires: August 21, 2023

Lydia Assi

lydia.assi@braunstonetowncouncil.org.uk

Comments from Matt Chambers

8% Transaction Fee

Should you wish drivers to pay for their charging sessions, we will activate Fuuse Billing. The revenue from these sessions will be subject to payment processing fees of 8% on the total revenue each month.

DRIVER SUPPORT OPTIONS

(please advise which option you would like add to the quote)

Driver Support Essential

£480 total for 3 years, £120 per charger

- 24/7 access to our Driver Support helpline supporting you and your drivers, remotely for any issues you may encounter with your Charge Points

Driver Support Professional

£960 total for 3 years, £240 per charger

- 24/7 access to our Driver Support helpline supporting you and your drivers, remotely for any issues you may encounter with your Charge Points

- Proactive reporting of charge point faults where we will be alerted to most faults on your charge point by the charge point without your intervention, we will resolve the issue remotely where possible.

Driver Support Comprehensive

£3999 total for 3 years, £999.75 per charger

- 24/7 access to our Driver Support helpline supporting you and your drivers, remotely for any issues you may encounter with your Charge Points

- Proactive reporting of charge point faults where we will be alerted to most faults on your charge point by the charge point without your intervention, we will resolve the issue remotely where possible.

- Cost of site visits if a charger fault cannot be resolved remotely (but does not include the cost of replacement parts). Inclusive site visits for faulty charges, will be administered via our network of maintenance providers

- Annual servicing of the chargers which covers:

- Electrical testing of chargers including distribution board (demarcated at the point of supply to the chargers (i.e. electrical testing to the fuse or distribution board supplying the charge point equipment).
- Cleanse of ChargePoint inside and out and check integrity of device
- Ensure all cables are clamped/connectors tightened correctly
- Check functionality of device to back office
- Provide certificate of testing

Products & Services

Item & Description	Quantity	Unit Price	Total	Invoice Trigger
<p>Fuuse Core (AC) - 3 Year Subscription</p> <p>36 months subscription to Fuuse charge point management software. Includes live monitoring of charge point network, including charge sessions, access controls, manage tariffs and payments, maintenance and reporting</p>	4	£180.00 / 3 years	£720.00 / 3 years for 3 years	Upfront - Quote Signed
<p>Fuuse Public AC</p> <p>Promotion of chargers and site on location and mapping services; and accessibility through charge cards. This will also include charger booking.</p>	4	£90.00 / 3 years	£360.00 / 3 years for 3 years	Upfront - Quote Signed
<p>Commissioning - (AC)</p> <p>Remote commissioning carried out by Fuuse, including setup of charge points on Fuuse, configuration and testing plus training.</p>	4	£30.00	£0.00 after 100% discount	Upfront - Quote Signed
<p>8 x QR Code Stickers - size 86 x40 (to be used at both locations)</p> <p>Size 86 x40 UV Safe Outdoor Labels with QR Code generation, trimmed, boxed and delivery included</p>	1	£55.00	£55.00	
Subtotals				
Per three years subtotal				£1,080.00
One-time subtotal				£55.00 after £120.00 discount
			Total	£1,135.00

All prices shown are exclusive of VAT and will be subject to regional tax rates.

Terms & Conditions

[Full Terms & Conditions](#)

Comments from Buyer

If you would like to leave any comments or a PO reference number please use the following [LINK](#). Please do this before verifying to sign the quote so we can match all information in our accountancy records

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Lydia Assi

lydia.assi@braunstonetowncouncil.org.uk

[sig|req|signer1]

Questions? Contact me



Matt Chambers
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White Cross Business Park
South Road
Lancaster, Lancashire LA1 4XQ
United Kingdom

Fuuse Subscription Quote - Braunstone Town Council - Thorpe Astley Community Centre Quote

Braunstone Town Council

LE3 2PP

United Kingdom

Reference: 20230523-063838353

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(please advise if any of the below is to be included):

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<p>Fuuse Public AC</p> <p>Promotion of chargers and site on location and mapping services; and accessibility through charge cards. This will also include charger booking.</p>	4	£90.00 / 3 years	£360.00 / 3 years	Upfront - Quote Signed
<p>Commissioning - (AC)</p> <p>Remote commissioning carried out by Fuuse, including setup of charge points on Fuuse, configuration and testing plus training.</p>	4	£30.00	£0.00 after 100% discount	Upfront - Quote Signed
Subtotals				
Per three years subtotal				£1,080.00
One-time subtotal				£0.00 after £120.00 discount
			Total	£1,080.00

All prices shown are exclusive of VAT and will be subject to regional tax rates.

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[Full Terms & Conditions](#)

Comments from Buyer

If you would like to leave any comments or a PO reference number please use the following [LINK](#). Please do this before verifying to sign the quote so we can match all information in our accountancy records

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Lydia Assi

lydia.assi@braunstonetowncouncil.org.uk

[sig|req|signer1]

Questions? Contact me



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CLIMATE INITIATIVES – TIMESCALES

June 2023	<ul style="list-style-type: none">• Lead in for Solar PV installations• Management Team and Policy & Resources Committee receive project update, including milestones, risks, financing.• Commissioning of Electric Vehicle Charging Points
July 2023	<ul style="list-style-type: none">• Commencement of Solar PV installation• Draw down of borrowing.
August 2023	<ul style="list-style-type: none">• Planning Decision• Lead in for Air Source Heat Pump installation at Thorpe Astley Community Centre• Completion of Solar PV installation• Management Team receive project update, including milestones, risks, financing.
September 2023	<ul style="list-style-type: none">• Commencement of Air Source Heat Pump installation at Thorpe Astley Community Centre• Policy & Resources Committee receive project update, including milestones, risks, financing and determine whether any slippage is required and the implications.
October 2023	<ul style="list-style-type: none">• Completion of Air Source Heat Pump.• Management Team receives final project report.
November 2023	<ul style="list-style-type: none">• Policy & Resources Committee receives final project report.
June 2024 – September 2024	<ul style="list-style-type: none">• Consideration of annual Solar PV data and determine whether to purchase and install battery storage.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2023

Item 12 – Thorpe Astley Park Culvert

Purpose

To receive an update on proposals and timescales to replace the culvert and pedestrian bridge over Lubbesthorpe Brook at Thorpe Astley Park.

Background

Braunstone Town Council has been working in partnership with Blaby District Council and Persimmon to install a proposed new bridge at the culvert over Lubbesthorpe Brook to ensure that was in a suitable condition in order for the legal transfer of Thorpe Astley Park to Braunstone Town Council to take place.

Due to the Covid-19 pandemic, work on the new bridge had been delayed and Persimmon had also confirmed a delay had been experienced with the project due to a change of personnel.

In February 2022 a meeting had been held with new representatives of Persimmon Homes to discuss the Thorpe Astley culvert. It was confirmed that Persimmon wished to progress the project and confirmed that they would fund the works.

Several meetings have been held since this initial meeting and plans for the work now approved.

Regular updates have been requested from Persimmon on the progress of the project and in April 2023 Persimmon confirmed that a meeting had been held with the contractors who will be carrying out the work and they confirmed that they have set a date for end of July for the works to be undertaken, as they have deemed this as the ideal environment for ground conditions.

A temporary footpath diversion order would also be required from Leicestershire County Council in order for the work to commence.

Further updates have been requested from Persimmon which will be reported to the committee if received.

Recommendation

That the update report on progress with Thorpe Astley Culvert be noted.

Reason

To ensure that the Town Council's desire to complete the transfer of Thorpe Astley Park, a significant asset that should be owned by the Town Council, without further delays and additional cost.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2023

Item 13 – ROSPA Reports

Purpose

To receive a report concerning the annual ROSPA reports on Parks and Open Spaces and to determine any action to be taken.

Background

Each year in May, ROSPA are requested to undertake annual inspections of all Braunstone Town Council play areas including play areas, Multi Sports areas, teenage areas, skate park area, outdoor gym equipment/trim trails and tennis courts

Three high priority items were noted at three of the Town Council's areas as follows:

Mossdale Meadows Skate park surface transition points uneven	High Risk 14
Holmfield Park Swing – bolts loose (tightened and now secure)	High Risk 14
Thorpe Astley Gym – overhead bars – decayed timber	High Risk 14

Items of medium priority with a risk of 9 or above would be attended to by the ground staff during the summer Programme of work. However, due to the long-term absence of one of the ground staff, delays had already been encountered with outstanding Winter Works programme projects and the start of the summer work programme.

Recommendation

That it be noted that repairs to the High-Risk items listed in the report be under taken as soon as possible and a work programme for other medium priority items with a risk factor of 9 in Braunstone Town (Appendix 1) and Thorpe Astley (Appendix 2) be approved for completion during the summer; with medium priority items with a risk factor of 8 and below to be included in the Winter Works Programme 2023/2024.

Reason

To ensure that all Braunstone Town Council's play areas and parks equipment were maintained to a safe standard.

BRAUNSTONE TOWN ROSPA REPORT 2023**ITEMS WITH RISK SCORE 8 AND ABOVE FOR ACTION DURING SUMMER****MOSSDALE MEADOWS**

Fencing	Missing or loose bolts – replace	Medium Risk	Score 9
Gate	Violent action – adjust closing time	Medium Risk	Score 9
Picnic table	Bolts loose – tighten	Medium Risk	Score 8
Slide	Timber is decayed – Replace affected parts	Medium Risk	Score 8
Toddler Swing	Decay to timber post – recommend resistance test	Medium Risk	Score 10
MUGA	Wheeled Sport – Transition point exceeds 5mm – repair	High Risk	Score 13
MUGA	Wheeled Sport – Surface is cracking – repair	Medium Risk	Score 10
MUGA	Wheeled Sport – surface should be even and closed – repair	High Risk	Score 14
MUGA	Quarter pipe – Transition point exceeds 5mm – repair	High Risk	Score 13
Gym Pull Down	Bearings Worn – replace	Medium Risk	Score 8
Gym Skier	Loose bolts on footplate – secure	Medium Risk	Score 9
Gym Rower	Bearings worn – replace	Medium Risk	Score 8
Signage	Appropriate sign to be installed	Medium Risk	Score 8

FRANKLIN PARK

Fencing	Loose or missing bolts	Medium Risk	Score 10
Multiplay	2 x net connectors damaged – replace	Medium Risk	Score 9
Toddler Swing	Fixtures loose or missing – replace and tighten	Medium Risk	Score 8

HOLMFIELD PARK

Swing	Bolts loose – tighten (completed)	High	Score 14
Youth Shelter	Trip points – remove	Medium Risk	Score 9
MUGA	Encroaching vegetation – remove	Medium Risk	Score 8

THORPE ASTLEY ROSPA REPORT 2023**ITEMS WITH MEDIUM RISK SCORE 8 AND ABOVE FOR ACTION DURING SUMMER****OUTDOOR GYM**

Balance beam	Timber decayed support posts decayed	Medium Risk	Score 9
Overhead bars	Loose in ground – reset item	Medium Risk	Score 10
Overhead bars	Timber decayed – replace	High Risk	Score 14

LAKIN DRIVE

Carousel	Geo textile exposed – top up play bark	Medium Risk	Score 8
Carousel	Rubber seal on underside missing – replace	Medium Risk	Score 8
Multitplay	Post connector rubber is damaged – replace	Medium Risk	Score 10
Climber	Chain fixing pins worn – replace	Medium Risk	Score 9
Swings	Supporting components to be checked	Medium Risk	Score 8
Swings	Surface is damaged – rubber worn to stone	Medium Risk	Score 12
Swings	Swing seats damaged – replace 2	Medium Risk	Score 9
Swings	Chain links worn – replace	Medium Risk	Score 9
Rotator Bowl	Item is damaged – replace	Medium Risk	Score 10

THORPE ASTLEY MUGA

Fence	Top three panels missing	Medium Risk	Score 8
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IMPEY CLOSE

Multiplay	Surface shrinkage – repair	Medium Risk	Score 8
Swing	Wear to chains – replace	Medium Risk	Score 9
Swing	Loose swing eye bolts – tighten	Medium Risk	Score 8
Swing	Seat at wrong height – adjust	Medium Risk	Score 8
Swing	Gaps between surface tiles – trip hazard	Medium Risk	Score 8

HILCOTT GREEN

Fencing	Bolt missing – replace	Medium Risk	Score 8
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BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2023

Item 14 – Review of Health & Safety Policy

Purpose

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

Background

Under the Health and Safety at Work etc Act 1974, Braunstone Town Council is responsible for the health and safety of its workforce and any other persons who use its facilities and services or who may be affected by our activities.

The current Health and Safety Policy Statement was adopted on 30th April 2018 and therefore, is scheduled for review to ensure that it is fit for purpose for the nature and scale of the Town Council's activities.

The main changes in Health & Safety obligations since 2018 are as follows:

1. **Building Safety** (*Building Safety Act 2022*) – this relates to multi-residential high rise buildings and the Town Council are not responsible for any.
2. **Fire Safety** (*The Fire Safety (England) Regulations 2023*) – this also mainly relates to high rise buildings; there are requirements concerning quarterly inspections of fire doors, which the Town Council already undertakes.
3. **Mental Health** - The Health & Safety Executive has put the reduction of work-related ill health, with a specific focus on mental health and stress, at the centre of its 2023 strategy and says that it intends to "deliver interventions that make a real difference". Employers have a duty to employees and other workers (which includes contractors) to ensure, so far as reasonably practicable, their health, safety and welfare (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974). This includes mental as well as physical health. This duty is not new, but has not, until recently, been the principal area of activity for health and safety regulators, whose enforcement action has focused on risks to physical health and safety.
4. **Homeworking** – The Health & Safety Executive has made it clear that organisations that continue with homeworking or hybrid-working following the Covid-19 pandemic should keep under review how they are meeting their duties to ensure a safe and healthy working environment, being mindful of the differences in the risks to employees of working from home and remotely and working in an office environment. The Town Council permits hybrid working and therefore it is to revisit systems for managing risks, including in the areas of

mental health, lone working and ergonomics, to make sure they remain fit for purpose in supporting the Council to meet its health and safety duties.

5. **Protect Duty** (*draft legislation*) – new legislation is intended to tighten security at venues in the wake of the Manchester Arena bombing. They require venues and local authorities to have preventative action plans against terror attacks. The protect duty applies to public venues (including Community Centres and Libraries) and public spaces (including parks and playgrounds).

Proposed Revised Policy Statement

A proposed revised Policy Statement is attached at Annex 1, with proposed amendments highlighted.

The main areas of change in the revised policy are incorporation of:

- (a) Employee Induction Health & Safety Training;
- (b) Job Roles and Responsibilities;
- (c) Mental Health;
- (d) Homeworking; and
- (e) Prevention of Terrorism.

The proposed revisions to the Health & Safety Policy Statement are highlighted at Annex 1 and is set out in two parts. The first part sets out our approach to managing Health and Safety, paragraph 9 deals with shared work places. The second part sets out our approach to dealing with risks, Appendix 1 provides guidance to assessing and undertaking a Risk Assessment.

To ensure that the Policy Statement is an easy and reliable reference document for all health and safety matters, it continues to include references to relevant forms and guidance includes references to relevant legislation.

Appendix 2, lists the Council's operational risk assessments, the service areas to which they apply and the date they were last reviewed. Appendix 3, is a reference document for key contacts and health and safety responsibilities. Both Appendix 2 and Appendix 3 are designed to be updated on a regular basis.

Timescales and Implementation

It is proposed to hold a consultation with the Council's Health & Safety Consultative Group, residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor on the proposed revised Health & Safety Policy Statement to ensure that it would be practical and fit for purpose.

The consultation is proposed to run from 26th June until 12 noon on Monday 14th August 2023. The post consultation version of the Policy & Procedure will be submitted to Policy & Resources Committee, proposed for 7th September 2023. At this stage it is proposed the decision take effect from Monday 11th September 2023.

Recommendations

1. That the proposed revisions to the Health & Safety Policy Statement, attached at Annex 1 of the report, be approved for consultation with the Council's Health & Safety Consultative Group, 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
2. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 7th September 2023, for consideration and approval.

Reasons

1. To ensure that residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor could input into the proposed changes to the Health & Safety Policy Statement to ensure that it would be practical and fit for purpose.
2. To ensure that the policy would be compliant with statutory guidance and good practice issued by the Health & Safety Executive and the Council's Insurers; and that the policy statement reflected the nature and scale of activities undertaken by the Town Council.



BRAUNSTONE TOWN COUNCIL

HEALTH AND SAFETY **POLICY STATEMENT**

Adopted 30th APRIL 2018
(revised 11th SEPTEMBER 2023)

DATE ADOPTED	30th April 2018	FREQUENCY OF REVIEW	3-4 years or legislative changes
REVISED DATE/S	11th September 2023		

BRAUNSTONE TOWN COUNCIL

HEALTH AND SAFETY POLICY STATEMENT

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BRAUNSTONE TOWN COUNCIL

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health & Safety Policy Statement of Braunstone Town Council

1. PURPOSE

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions

2. GENERAL STATEMENT

The health and safety of our employees, [councillors](#), [volunteers](#), [customers and service users](#) is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are and will continue to be, implemented following the identification of work related hazards and assessment of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out in this policy and in associated risk assessments and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them (see Appendix 3 for details of the Council's advisors).

The objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use our premises e.g. members of the public (hirers, customers, users), Councillors, contractors, [volunteers](#) and visitors.

The contents of this policy statement is informed by statutory guidance and good practice issued by the Health & Safety Executive and the Council's Insurers. The Policy will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation/establishment. We will review its effectiveness at least annually and a formal review will be undertaken every [three-four](#) years.

3. [ROLES AND RESPONSIBILITIES](#)

Overall and final responsibility for health and safety matters rests with the Council's Policy & Resources Committee, who review and revise this policy as necessary at regular intervals. The Corporate Governance Sub-Committee has oversight of the systems and processes which ensure the Council undertakes its responsibilities in accordance with the law.

Day to day responsibility for ensuring this policy is put into practice is delegated to the [Chief Executive Officer](#) & Town Clerk.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Service Area	Responsible Manager
Braunstone Civic Centre	Resources & Facilities Manager
Community Development	Community Services Manager
Corporate Management	Chief Executive Officer & Town Clerk
Parks & Open Spaces	Community Services Manager
Planning & Environment	Chief Executive Officer & Town Clerk
Thorpe Astley Community Centre	Resources & Facilities Manager

All employees have to:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Supervision of **trainees/work experience** will be arranged, undertaken and monitored by the Line Manager / Supervisor of the service.

PART 1 – APPROACH TO MANAGING HEALTH AND SAFETY

4. ACCIDENTS

Health and Safety at Work etc Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

If someone has been hurt or fallen ill at work it's important to take care of them straight away, and make any dangerous conditions safe.

Reporting accidents and ill health at work is a legal requirement. The enforcing authorities use the information to see the big picture of where injuries, ill health and accidental losses are occurring, and to advise on preventive action.

Reporting and Recording Accidents

Braunstone Town Council recognises its **duty to report and record all accidents** at work.

Details of all accidents involving employees or members of the public shall be recorded on an **Accident Report Form** and submitted to the Responsible Manager.

Individual employees are responsible for reporting accidents and potential accidents/near misses that occur at work on the mandatory Accident Report Form, which is available from Centre Receptions, on General Share, from the [Chief Executive Officer](#) & Town Clerk's Office or from your Line Manager.

The ~~Executive Officer & Town Clerk~~ [Resources & Facilities Manager](#) will record all accidents/near misses in an **Accident Book** and will be responsible for reporting 'Lost Time' accidents. All accidents and cases of ill health as a result of an accident at work are to be recorded in the accident book. The book is kept by the ~~Executive Officer & Town Clerk~~ [Resources & Facilities Manager](#).

The Responsible Manager will ensure that **accidents and work related causes of sickness absences are investigated** and that the causes are analysed to assist in formulating preventative measures and will report to the Council's Officer Management Team and Health & Safety Consultative Group. The Responsible Manager will ensure the agreed preventative measures are implemented.

The [Chief Executive Officer](#) & Town Clerk is responsible, where required by law, for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

5. EMPLOYEE CONSULTATION

Health and Safety (Consultation with Employees) Regulations 1996

Safety Representatives and Safety Committees Regulations 1977

Each Staff Team:

- Administration
- Cleaning & Premises

- Community Centres [Duty Officers & Customer Services](#)
- [Customer Library](#) & Information Services and Community Services & Engagement
- Parks & Open Spaces (Grounds Staff)

will appoint a representative for consultation in respect of Health & Safety matters.

Consultation with employees is provided at:

- Health & Safety Consultative Group
- Service Team Meetings
- One to one meetings with individual staff members

Members of the Health & Safety Group are attached at Appendix 3.

6. FIRE & EVACUATION PROCEDURES

Fire Prevention

*Dangerous Substances and Explosive Atmospheres Regulations 2002
Regulatory Reform (Fire Safety) Order 2015*

Each year many people suffer burns caused by the flammable materials they work with. The wide variety of flammable substances found in the workplace ranges from the obvious, e.g. heating fuel, petrol, paint thinners and welding gases to the less obvious, e.g. packaging materials, dusts from wood, flour and sugar. For a fire to start, fuel, air and a source of ignition are needed. Controlling these can prevent fires.

The Responsible Manager is responsible for ensuring the **fire risk assessment** is undertaken and implemented, including appropriate provision of fire exits, alarms and extinguishers.

Safety Checks at the Council's Community Centres will be carried out under the direction of the Resources & Facilities Manager as follows:

- a) Centres Staff (Cleaning & Premises, Customer Services, and Duty Officers) are responsible for ensuring that the foyers, corridors and exit routes are free from obstructions at regular intervals during their shift;
- b) Centres Staff will test alarms every week and undertake emergency evacuation on a quarterly basis;
- c) Cleaning & Premises Operatives will check and that firefighting equipment and extinguishers are maintained and checked on a quarterly basis.

Safety Checks at the Council's Parks Premises will be carried out under the direction of the Deputy Executive Officer and Community Centres Manager, with Senior Ground staff responsible for ensuring that:

- a) exit routes are free from obstructions on a regular basis throughout the day;
- b) alarms are tested every week and undertake emergency evacuation on a quarterly basis;
- c) that firefighting equipment and extinguishers are maintained and checked on a quarterly basis.

Evacuation Procedure

Community Centres Reception staff must wear **lapel badges** at all times so that they can be identified by visitors to the Centre.

Fire action notices are positioned around all of the Council's premises to inform staff and visitors of the action to be taken in an emergency.

Community Centres Reception staff are required to ensure the evacuation of the premises giving assistance to disabled and sensory impaired persons. Evacuation should be completed in a calm manner - do not run. Staff are advised not to attempt to re-enter the premises for any reason after the alarm has sounded.

At both Braunstone Civic Centre and Thorpe Astley Community Centre, Reception staff must ensure that a 999 telephone call to the appropriate Emergency Service is made immediately.

At other premises, the person discovering the fire should ensure that a 999 telephone call to the appropriate Emergency Service is made immediately.

In the event of a fire, employees are requested to leave the premises by the nearest available exit:

- Braunstone Civic Centre – Assemble on the KINGSWAY CENTRAL RESERVATION
- Thorpe Astley Community Centre – Assemble near the FAR RIGHT CORNER OF CAR PARK

In the event of an evacuation due to fire, on arrival the Fire Brigade should be directed to the FIRE BOXES, which contain information on the premises, such as gas cut off points, etc. The Fire Boxes are located in the Interview Room at the Civic Centre and the Reception/Office at the Thorpe Astley Community Centre and the Mossdale Meadows Workshop.

Gas Leak Action

Notices advising what to do in the event of a gas leak are displayed in Civic Centre kitchens and boiler room and at the Thorpe Astley Community Centre in the boiler room and Reception/Office.

7. FIRST-AID

The Health and Safety (First Aid) Regulations 1981

First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved and minor injuries prevented from beginning major ones.

All Community Centres and parks and grounds staff are required to attend a "First Aid at Work Appointed Person Course".

The Civic and Community Centres' Reception staff must wear label badges at all times to ensure that they can be identified by visitors to the Centre.

First Aid Boxes are held at the following locations:-

Civic Centre	- General Office - Licensed Bar
Thorpe Astley Community Centre	- Reception Desk/Office
Parks & Grounds	- Staff Break Room - Pick-up Trucks

The appointed persons/first aiders are listed at Appendix 3.

Centres Staff (Customer Services and Duty Officers) are responsible for advising hirers of the Community Centres accommodation of the identity of First Aiders and the location of First Aid boxes (BTC 5). Cleaning & Premises Staff are responsible for checking the contents of First Aid boxes in accordance with the Council's procedures (ZM 7)

The Deputy Executive Officer & Community Services Manager is responsible for advising Sports Clubs/User Groups at the Council's parks of the Council's requirements regarding First Aid (BTC 54). Senior Grounds persons are responsible for checking the contents of First Aid Boxes in accordance with the Council's Procedures (ZM 7).

8. CONTRACTORS/VISITORS

Fire & Evacuation Procedures

Fire action notices are positioned around all of the Council's premises to inform visitors of the action to be taken in an emergency. The Centres Reception staff are responsible for ensuring that visitors, regular users and hirers of accommodation at the Council's Community Centres are aware of the Emergency Procedures (BTC 51) and for advising Contractors of the Council's Emergency Procedures and Health & Safety requirements (BTC 52).

The Licensed Bar Contract places responsibility upon the Licensee for ensuring that his/her employees are aware of the Council's Emergency Procedures.

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that Sports Clubs using the Council's facilities at Shakespeare Park, Holmfield Park and Mossdale Meadows are advised of the Council's Emergency Procedures (BTC 54).

Permit to Work

The Centres Reception staff/Parks & Grounds staff are responsible for issuing 'Permits to Work' to Contractors (BTC75). A permit must be drawn up for any potentially

hazardous activity requiring control procedures in order to achieve safety. Permits are not required for activities which are part of normal routines, the safety of which is covered by other means such as written work instructions or for very simple safe activities.

It is often advisable to use a permit procedure when, to achieve safety, there is a need to co-ordinate the activities of separate participants, i.e. Staff and Contractors. Careful judgement must be exercised to ensure that permits are issued only when necessary as indiscriminate use would overload the system and lower the effectiveness of the permit.

Examples of the need for a Permit are:-

- a) Hot Work – Hot work includes welding, flame cutting, brazing, grinding or any activity likely to produce heat or sparks. Permits are not required for safe areas designated for such work such as welding bays in maintenance workshops.
- b) Confined spaces – A confined space is an area that is substantially enclosed. A permit to work is required in all circumstances involving this type of work. A safety person who is familiar with the premises, the activity and who has been briefed as to the action to take in the event of a problem arising is to be present at all times a person is within the confined space. The area must be isolated of all the services to the enclosed space and consideration must be given to the activity being carried out. For instance hot work may require special extraction and or breathing apparatus. The temperature of and the time duration a person may be in the enclosed space should be considered and specified on the Permit to Work. If fumes are known to have existed they must be tested to be clear before entry is allowed.
- c) Work at Height – Any work involving access to roofs and or trenches must be covered by a Permit to Work. Work within premises where there is a risk from falling objects that would endanger personnel or equipment should also be covered by a Permit to Work.
- d) Chemical or Highly Flammable Areas – A permit is to be used where electrical equipment is to be used in chemical areas where highly flammable chemicals are present. For example – drills.
- e) Electrical Systems – A Permit to Work will be required where there is a hazard to personnel working which cannot be covered by normal isolation practices or safe systems of work.
- f) Safety and Emergency Systems – Where there is a hazard to personnel working which cannot be covered by normal isolation practices or safe systems of work.
- g) Lone Working – Where a person is to work alone within an area of premises away from other personnel who can reasonably be communicated with then a Permit to Work is to be issued. The person and checkers are to be briefed on the procedure for lone working.

h) Asbestos – An assessment of the potential risk must be undertaken before work commences. Provide information on the location and condition of material to anyone who is liable to work on or disturb it.

9. CO-OPERATION IN SHARED WORKPLACES

Braunstone Civic Centre

The Resources & Facilities Manager is responsible for the co-operation of Health & Safety matters with the occupiers of these premises.

Licensed Bar Facilities

The Contractor shall at all times comply with the requirements of the Health and Safety at Work Act and the Management of Health & Safety at Work Regulations 1992 and of any other Acts Regulations or Orders pertaining to the health and safety of employees

The Contractor shall identify risks to the health and safety of employees and others and provide the Resources & Facilities Manager with Risk Assessments, particularly in connection with the following:-

- (1) Food Safety (General Food Hygiene) Regulations
- (2) Food Safety (Temperature Control) Regulations
- (3) Pressure Systems and Transportable Gas Containers Regulations
- (4) Manual Handling Operations Regulations

The Contractor shall have regard to the Council's Safety Policy. Whilst on premises owned by the Council the Contractor shall ensure that his employees comply with the Council's Health & Safety Policy.

The Contractor or a competent deputy duly authorised by the Contractor to act on his/her behalf must be present at the Location and shall be available to the Council's Management and member of staff on duty (Duty Officer or Customer & Information Services Advisor) in person at all times during which the Service is provided. The Contractor or a competent deputy must wear lapel badges (bearing the words "Bar Manager") at all times so that they can be identified by the Council's employees and visitors for the purposes of customer safety and the preservation of order.

The Chief Executive Officer & Town Clerk shall be empowered to suspend the provision of the Service in the event of non-compliance by the Contractor with health and safety matters. The Contractor shall not resume provision of the Service until the Chief Executive Officer & Town Clerk is satisfied that the non-compliance has been rectified. In respect of any such period of suspension the default provisions as set out in the Contract shall apply.

Thorpe Astley Community Centre

The Resources & Facilities Manager is responsible for co-operation on Health & Safety Matters with occupiers of rooms provided for the Police and National Health Service. The Resources & Facilities Manager is responsible for co-operation on Health & Safety Matters with the pre-school provider.

The Police, National Health Service and Pre-school provider will have regard to the Council's Health & Safety Policy. Whilst on premises owned by the Council, the occupiers of the Police and National Health Service rooms and the Pre-school provider must ensure that their employees comply with the Council's Health & Safety Policy.

The Chief Executive Officer & Town Clerk shall be empowered to suspend the occupation of these rooms, in accordance with the Licence, until any non-compliance has been rectified.

10. PERSONAL PROTECTIVE EQUIPMENT

The Responsible Manager will be responsible for ensuring that a Personal Protective Equipment Assessment is completed to ensure that appropriate information, equipment, instruction and training is issued.

BTC 48 (Community Centres Cleaners)
BTC 46 (Parks & Grounds)
BTC 11 (Risk Assessment)

The Cleaner & Premises Operatives (Community Centres) and Senior Grounds persons (Parks & Grounds) will be responsible for completing periodic reviews (BTC 46 Parks & Grounds, BTC 10 Community Centres) to ensure that Personal Protective Equipment is compatible with the wearer, in hygienic condition, in effective working order and that adequate storage facilities have been provided.

11. RISK ASSESSMENTS

Risk assessments will be undertaken by the Responsible Manager. Where technical expertise is required and/or there are serious/significant risks being assessed, the Responsible Manager will commission qualified experts to advise and undertake the assessment.

Guidance on undertaking a Risk Assessment is set out at Appendix 1.

The findings of the risk assessments will be reported to the:

- Health & Safety Consultative Group; and
- Council's Officer Management Team.

Action required to remove/control risks will be approved by the Executive Officer & Town Clerk.

The Responsible Manager will be **responsible for ensuring the action required is implemented** and will check that the implemented actions have removed/reduced the risks.

Risk Assessments will be reviewed every 3-4 years or when the work activity changes, whichever is soonest. The Council's current Risk Assessments, including the review date, are set out at Appendix 2.

12. TRAINING

Induction training

Induction training will be provided for all employees by the Line Manager who will ensure that all new employees complete the Induction Checklist set out in the Employee's Handbook.

Where specific jobs require special training, the Responsible Manager will make arrangements for this to be undertaken, which can be by a work colleague or by attendance on a training course.

Full Health & Safety training is provided at the start of the Probation Period, which will include, but not limited to:

- Checking In/Out Procedures / Lone Working
- Emergency Fire Exits, Alarm Points, and Extinguishers, Meeting Point
- Fire Evacuation Procedures
- Fire Safety Training Video
- Health & Safety Policy
- Risk Assessments (relevant to service area)
- Display Screen Equipment
- Location of First Aid Box
- Manual Handling
- Electrical Safety
- Personal Protective Equipment (Parks Staff and Cleaners)
- Driving vehicles/tractor (Parks Staff)
- First Aid in the Workplace (Parks, Cleaners, Centres, Library Staff)
- Pesticide Application Course (Parks Staff)
- Snow Warden Duties (Parks Staff)

Ongoing Training

Training will be identified, arranged and monitored by the Line Manager who will also make arrangements for the following refresher training to be completed on an annual basis:

Parks & Grounds Staff Only
(Annual prior to grass cutting season)
- Assessment Forms (BTC 21)

- Tractor Action Video
- Training Guide (BTC 20)
- Power Take Off Shafts (BTC 19)
- Prevention of Tractors averting Leaflet (BTC 22)

All Employees

- Fire Extinguishers 'What you need to know' Video and Assessment (Annually)
- First Aid Video and Assessment (annually)

Training records are kept by the Personal Assistant and Administrative Officer, who is also responsible for ensuring that any changes to the Council's Health and Safety Procedures are made to the 'Master File' and copies distributed to all relevant members of staff.

13. WORKPLACES (HEALTH, SAFETY & WELFARE)

The Service Manager is responsible for ensuring that a periodic review is undertaken in their services to check working conditions and ensure safe working practices are being followed (NALC - Workplace Risk Assessment Form).

The Cleaner & Premises Operatives (Community Centres) and the Senior Grounds persons (Parks & Grounds) are responsible for regular Fire Check Lists (BTC 45), Internal Inspections (ZM Form 7), Cleansing Specifications (BTC 12), Work Equipment and Maintenance Schedule (BTC 60), Completing IWS Legionellosis checks and monitoring Log Books, etc. The Council's requirements for good housekeeping and the maintenance, repair and servicing of equipment is set out in the Centres and Parks & Grounds Health and Safety Inspection Regime Folders.

The Senior Grounds persons are responsible for all regular external inspections (ZM Form 8).

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that any conditions attached to the Public Entertainments Licence are complied with.

Centres Staff (Customer Services, Duty Officers and Cleaner & Premises Operatives) and the Senior Grounds persons are responsible for ensuring that all Health & Safety Weekly Report Sheets are completed in a timely manner BTC 50 (Civic Centre and Thorpe Astley Community Centre) and BTC 44 (Parks & Grounds).

The Council recognises its responsibility to protect non-smokers from discomfort caused by tobacco smoke. Employees are therefore prohibited from smoking in all of the Council's buildings and vehicles as follows:

- a) Offices, function rooms and all areas at the Civic and Community Centres.
- b) All Town Council vehicles
- c) The Council's Parks' properties and Workshop

All Managers and Supervisors are responsible for implementing this policy and ensuring that sufficient no smoking signs are displayed.

The Cleaner & Premises Operatives and the Senior Grounds persons are responsible for ensuring that break rooms/kitchens/eating facilities (as appropriate) are kept clean to a suitable hygiene standard.

Members of the Health & Safety Consultative Group will keep the Council's Risk Assessments under review to reflect changes in activities, etc.

All Employees have a duty to familiarise themselves with the Risk Assessments (see Appendix 2) relevant to their work and adopt the procedures and working practices contained within them.

PART 2 – DEALING WITH RISKS TO HEALTH AND SAFETY

14. ASBESTOS

The Control of Asbestos Regulations 2012

Asbestos is the largest single cause of work related fatal disease and ill health in Great Britain. Almost all asbestos related deaths and ill health are from exposures several decades ago, but where people work with asbestos, or come into contact with it during repair and maintenance work they are at risk. Working with asbestos should be avoided if possible, but if not, it must be done safely.

Asbestos can be found in buildings from 1950 to 1999 in many forms. It may also be found in some vehicle brake pads and clutch linings.

The Control of Asbestos at Work Regulations 2002 (CAWR) introduces an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure to asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

The Responsible Manager is responsible for ensuring that a copy of the Council's 'Asbestos Risk Assessment' is issued to Employees/Contractors who carry out any type of maintenance, repair or refurbishment work. Suitable guidance notes (Health & Safety Leaflet C300) must also be provided.

15. DISPLAY SCREEN EQUIPMENT

Health and Safety (Display Screen Equipment) Regulations 1992

Using a computer or other kinds of display screen equipment (visual display units) can give rise to back problems, repetitive strain injury, or other musculoskeletal disorders. These health problems may become serious if no action is taken. They can be caused by poor design of work stations (and associated equipment such as chairs), insufficient space, lack of training or not taking breaks from display screen work. Work with a screen does not cause eye damage, but many users experience temporary eye strain or stress. This can lead to reduced work efficiency or taking time off work.

Guidance Notes are displayed in the General Office at the Braunstone Civic Centre and the Reception/Office at the Thorpe Astley Community Centre (FS327 A2).

The Responsible Manager is responsible for ensuring that all relevant employees, [both at the workplace and at the employees home \(where the employee is also permitted to work at home\)](#):

- i. are given the necessary training (ZM 28/29),
- ii. complete a display screen risk assessment (BTC 63),
- iii. implement any necessary control measures to eliminate or reduce the identified risks.

Where applicable, staff will be able to arrange eye tests at appropriate intervals, for which reimbursement of the cost can be claimed from Braunstone Town Council.

16. FOOD HYGIENE

Centres Staff (Customer Services and Duty Officers) are responsible for ensuring that Community Groups are issued with Food Safety Guidance leaflets (BTC 51).

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that Sports Clubs using the Council's parks facilities are issued with Food Safety Guidance Leaflets (BTC 54).

The Licensed Bar Contractor provides a function/catering package at the request of customers. The Contract between the Council and Licensed Bar Contractor requires the Licensed Bar Contractor to comply fully with The Food Premises (Registration) Regulations 1991, the relevant provisions of The Food Act 1984, and with all Regulations made thereunder, including The Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1966 as amended, or any other statutory enactment relating to food/hygiene for the time being in force.

17. HAZARDOUS SUBSTANCES

Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Classification, Labelling and Packaging Regulations 2008 (CLP)
Control of Lead at Work Regulations 2002

Thousands of people are exposed to all kinds of hazardous substances at work. These can include chemicals that people make or work with directly, and also dust,

fume and bacteria which can be present in the workplace. Exposure can happen by breathing them in, contact with the skin, splashing them into the eyes or swallowing them. If exposure is not prevented or properly controlled, it can cause serious illness, including cancer, asthma and dermatitis, and sometimes even death.

COSHH

COSHH safety notices and Guidance Procedures are displayed at the chemical store, Shakespeare Park, Workshop, Mosssdale Meadows and cleaners store at both Community Centres (BTC 16).

The Responsible Manager will be responsible for **identifying substances** which need a COSHH assessment

Staff who use hazardous substances will be responsible for undertaking COSHH assessments.

The Cleaner & Premises Operatives and the Senior Grounds persons are responsible for notifying their Responsible Manager of any hazardous substances for use in order that the Product Data Sheets can be obtained and Risk Assessments of the substance and appropriate control measures can be identified (BTC Forms 47, BTC Forms 49/1 – Civic Centre and 49/2 Thorpe Astley Community Centre)

The Responsible Manager will be responsible for ensuring that all **actions identified** in the assessments are implemented.

The Line Manager will be responsible for ensuring that all of their relevant employees are informed about the COSHH assessments.

The Responsible Manager will check that new substances can be used safely before they are purchased. Assessments will be reviewed every 3 years or when the work activity changes, whichever is soonest

Safety Data Sheets from suppliers are maintained in folders in the Civic Centre General Office, the Reception/Office at the Thorpe Astley Community Centre and chemical store, Shakespeare Park.

The Senior Grounds persons and Assistant Grounds person are required to obtain certificates of **competence for the safe use of chemicals**.

The Senior Grounds persons and Assistant Grounds person are responsible for ensuring that the **chemical application book** is completed and warning sign used whenever chemicals are applied.

Spill Control

The Responsible Managers are responsible for ensuring that all staff are aware of procedures in the event of a spillage of hazardous substances and for ensuring that stocks of spill control equipment are maintained at the Civic Centre, Chemical Store, Shakespeare Park and Garage, Mosssdale Meadows (BTC 15).

18. HOMEWORKING

The work that employees carry out at home is paper-based or computer-based work and in general such work is not high risk. Nevertheless, Braunstone Town Council has responsibilities under health and safety legislation when employees are working from home, which undertaking a Display Screen Equipment Assessment.

Staff authorised to work from home will be provided with equipment which is appropriate for their job roles and in line with any reasonable adjustments that an individual has. This will include a laptop (with external mouse and keyboard), telephone extension and Teams software.

Responsible Managers will agree with homeworkers:

- the hours/frequency the employee is permitted to work from home / at the office;
- the requirement to be available and keep in touch;
- the need for the employees homeworking workspace/workstation to comply with the requirements of the Health & Safety Policy; and
- the importance of managing the employees workload and work / home life balance.

18.19. HEIGHTS

Provision and Use of Work Equipment Regulations 1998
Lifting Operations and Lifting Equipment Regulations 1998
Construction (Design & Management) Regulations 2015

Falls from a height account for around 70 fatalities and 4000 major injuries every year. One of the main causes is falls from ladders. To help prevent falls from height we consider the risks to workers, ensure they are trained and have suitable and safe equipment for the tasks, and ensure they are properly managed and supervised. We will also ensure that sufficient protection measures (e.g. suitable and sufficient personal protective equipment) are in place while they are working at height.

19.20. LEGIONELLOSIS

As legionella bacteria are commonly encountered in environmental sources they may eventually colonise manufactured water systems and be found in cooling tower systems, hot and cold water systems and other plant which use or store water. To reduce the possibility of creating conditions in which the risk from exposure to legionella bacteria is increased, the Council recognises that it is important to control the risk by introducing measures which:

- Do not allow proliferation of the organisms in the water systems; and
- Reduce, as far as is reasonably practicable, exposure to water droplets and aerosols.

Integrated Water Services (IWS) has been commissioned to undertake Risk Assessments in accordance with The Prevention or Control of Legionellosis Approved Code of Practice (Health & Safety at Work Act 1974).

The IWS Assessment and Management Plan are available for inspection in the [Chief Executive Officer](#) & Town Clerk's office. The Assessment contains three sets of recommendations:-

- i. Measures to improve management and records
- ii. Remedial Action on Systems: the Responsible Manager is responsible for ensuring all 'high risk' improvements detailed in the IWS assessments is implemented.
- iii. Health & Safety Controls: the Responsible Manager will ensure all Controls detailed in the assessment are implemented, which includes:-
 - Little used outlets should be flushed for a minimum of two minutes (weekly)
 - Hot Water Outlets (where no Thermostatic Mixing Valve (TMV) fitted) and pre TMV hot water should reach 50°C within 1 minute of full flow operation water outlets and the cold feed to TMVs should be less than 20°C within two minutes of full flow operation. Output from calorifiers at least 60°C, return at least 50°C (Monthly)
 - Shower heads and hoses should be removed, dismantled and cleaned using a shower head descaler (quarterly)
 - Complete Representative Outlet Temperature Monitoring Log. All domestic cold water storage tanks (cisterns) should be inspected for cleanliness once per year, cleaning and disinfection will be required if found to be dirty or contaminated (Annually)
 - Temperatures of all domestic cold water storage tanks should be checked six monthly. Inlet (at ball valve) and storage temperature should be less than 20°C. (Six Monthly)

Additional assets should be monitored and inspected in line with the recommendations of the water hygiene risk assessment.

The Responsible Manager will be responsible for arranging any necessary remedial action highlighted in the IWS Log.

Routine Monitoring Records will be retained for at least 5 years and annual summary report forms will be lodged with the Responsible Manager in a timely manner.

20-21. LONE WORKING

Braunstone Town Council has a specific Lone Working Policy & Procedure, which is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to give guidance on how to manage such risks.

In accordance with the Lone Working Policy & Procedure, the Service Manager is responsible for completing risk assessments, maintaining procedures and implementing improvements when necessary.

Controls on lone working is incorporated in the 'Our Controls' Column of the Council's Risk Assessments, which are issued to all lone workers.

As a condition of their terms of employment all members of staff are expected to respond to emergency call outs from lone workers when required. The Resources &

Facilities Manager is responsible for updating the Key holders/Callout list and distributing a copy to each member of staff whenever amendments are made.

21-22. MACHINERY

Management of Health and Safety at Work Regulations 1999
Provision and Use of Work Equipment Regulations 1998

Vibration from work with powered hand held tools, equipment or processes can damage the hands and arms of users causing 'hand-arm vibration syndrome'. This is a painful, irreversible condition which includes 'vibration white finger' and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly.

Back damage can be caused by vibration from a vehicle or machine passing through the seat into the driver's body through the buttocks – known as whole body vibration. Whole body vibration can also be caused by standing on the platform of a vehicle or machine, so vibration passes into the operator through their feet.

The Service Manager is responsible for ensuring that an assessment is carried out in respect of all new machinery and equipment (NALC - Work Equipment Risk Assessment-64).

The Service Managers and Supervisors are responsible for maintaining the Work Equipment Inventory and Maintenance Schedule (BTC 60, 61 & 62).

Staff are advised to report any faults immediately to their Manager/Supervisor.

The use of the Council's equipment is restricted to only the trained operatives and staff as set out in the Work Equipment Maintenance Schedule (BTC 60, 61, & 62).

22-23. MAINTENANCE AND BUILDING WORK

Construction (Design & Management) Regulations 2015
Construction (Design and Management) Regulations 1994
Lifting Operations and Lifting Equipment Regulations 1998
Provision and Use of Work Equipment Regulations 1998
Confined Spaces Regulations 1997

It's easy to overlook these activities because they happen now and again, and it's often a contractor or service agency doing the work. Sometimes people are in places where no one normally goes e.g. the roof or electrical switchboard. They may be fault finding, trying to repair something quickly – often outside the routine. Not surprisingly there are many accidents. Falls from heights, e.g. ladders, are the most common cause of serious injury.

All contractors should be qualified and competent and issued with a permit to work, which is detailed under the section Contractors/Visitors.

Pressure Systems

Pressure Systems Safety Regulations 2000

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG 2009)

Transportable Pressure Vessels Regulations 2001

Pressure cookers, boilers, steam heating systems, gas cylinders and air compressors are common examples of equipment and systems containing a fluid under pressure. They can cause death or injury to people, and serious damage to property, if the contents are released unintentionally. There are about 150 incidents of this kind every year. They mainly happen when equipment fails through poor design, incorrect fitting or maintenance or when the method of work is unsafe, or someone makes an operating mistake.

All contractors working on pressure systems should be qualified and competent and should be issued with a permit to work, which is detailed under the section Contractors/Visitors.

23:24. MANUAL HANDLING

Manual Handling Operations Regulations 1992

Management of Health and Safety at Work Regulations 1999

Manual handling is transporting or supporting loads by hand or using bodily force. Many people hurt their back, arms, hands or feet lifting everyday loads, not just when the load is too heavy. More than a third of all over three day injuries reported each year to HSE and to local authorities are the result of manual handling. These can result in those injured taking an average of 11 working days off each year.

'Upper limbs' refers to the neck, shoulders, arms, wrists, hands and fingers. Upper limb disorders (sometimes called repetitive strain injury (RSI)) can happen in almost any workplace where people do repetitive, or forceful manual activities in awkward postures, for prolonged periods of time. These can cause muscular aches and pains, which may initially be temporary, but if such work is not properly managed, and the early symptoms are not recognised and treated, can progress to a chronic and disabling disorder. Cumulative damage can build up over time causing pain and discomfort in people's backs, arms, hands and legs. Most cases can be avoided by providing suitable lifting equipment that is regularly maintained, together with relevant training on both manual handling and using the equipment safely.

Line Managers and Supervisors are responsible for ensuring that the staff that report to them receive appropriate training (BTC 56)

New employees will be required to complete a Manual Handling Risk Assessment checklist (ZM Form 5). Line Managers and Supervisors should also ensure that Risk Assessments are completed (ZM Form 5) and implementing controls to reduce the risk of injury.

The Resources & Facilities Manager is responsible for ensuring that appropriate guidelines are followed when the Q Stage System is erected and dismantled (BTC 14).

25. MENTAL HEALTH

[Sections 2 and 3 of the Health and Safety at Work etc. Act 1974](#)

[Braunstone Town Council is committed to supporting its employees, Councillors and volunteers with their wellbeing and mental health. The Council also recognises that talking about mental health can be uncomfortable.](#)

[Anyone can have mental health concerns, which can last a few weeks, months, or be longer term. Braunstone Town Council will:](#)

- [• listen to its employees, Councillors and volunteers who have mental health concerns;](#)
- [• keep information about mental health confidential;](#)
- [• support those experiencing mental health issues, making reasonable adjustments where needed;](#)
- [• treating those with metal health concerns with respect, not making judgements or assumptions about them;](#)
- [• raise awareness of mental health issues;](#)
- [• identify mental health risks and appropriate controls/mitigating actions when undertaking risk assessments; and](#)
- [• treat any issues of bullying and harassment in relation to mental health issues seriously.](#)

[Where both the Council and the individual consider it appropriate, the Council supports the development of Individual Wellbeing Action Plans to identify how individuals can keep well at work, what causes them to become unwell and the support they would like to receive to boost their wellbeing or support their recovery.](#)

24.26. NOISE AT WORK

The Control of Noise at Work Regulations 2005
Noise at Work Regulations 1989

High levels of noise at work can cause hearing loss. This can take many years to become serious. Young people can be damaged as easily as the old and premature deafness is even worse. Sufferers often first start to notice hearing loss when they cannot keep up with conversations in a group, or when the rest of their family complains they have the television on too loud. Deafness can make people feel isolated from their family, friends and colleagues.

[Deciding whether an assessment is needed](#)

A preliminary decision on whether an assessment is needed can usually be reached without making detailed noise measurements.

As a rough guide, an assessment of daily personal exposure (Lep,d) will usually be needed wherever people have to shout or have difficulty being heard clearly by someone about 2 metres away, or they find it difficult to talk to each other.

Whenever it is decided that a more detailed assessment is needed the Line Manager / Supervisor will complete Form FS 181.

25.27. PLANT, MECHANICAL AND ELECTRICAL EQUIPMENT

Provision and Use of Work Equipment Regulations 1998

Lifting Operations and Lifting Equipment Regulations 1998

Supply of Machinery (Safety) (Amendment) Regulations 2011

Work equipment covers an enormous range spanning process machinery, machine tools, office machines, lifting equipment, hand tools, ladders and pressure washers. Important points include: selecting the right equipment for the job, making sure equipment is safe to use and keeping it safe through regular maintenance, inspection and if, appropriate, thorough examination, training employees to use equipment safely and following manufacturers' or suppliers' instructions. Accidents involving work equipment happen all the time – many serious, some fatal.

Braunstone Town Council is committed to ensuring that all equipment is suitable for its intended use.

Employee Safety Representatives will be consulted in connection with the use of new machinery and equipment.

The Responsible Manager will:

- a) be responsible for ensuring effective maintenance procedures are drawn up;
- b) be responsible for ensuring that all identified maintenance is implemented;
- c) will check that new plant and equipment meets health and safety standards before it is purchased;
- d) maintain the register of all plant, mechanical and electrical items and ensuring that all inspection and maintenance regimes are complied with, to include:-
 - Description of Equipment
 - Location
 - Restricted Users
 - Supervisor Responsible
 - Inspection Maintenance Regime
 - Service Engineers
- e) arrange for periodic inspections of portable items (BTC60, 61 and 62)
- f) ensure all persons are adequately trained in using electrical equipment (BTC 55 and 57)
- g) ensure the use of residual current devices especially if equipment is used outside

The Senior Grounds persons will be responsible for identifying all **parks equipment/plant** needing maintenance. Any problems found with parks plant/equipment should be reported to Senior Grounds persons.

The following are responsible for advising that equipment should be subject to periodic inspection:

- a) Centres Reception staff are responsible for advising the Regular Users/Hirers that their equipment should be subject to periodic inspection (BTC 51),
- b) Deputy Executive Officer & Community Services Manager are responsible for advising Sports Clubs/Users of the Council's parks facilities that their equipment should be subject to periodic inspection (BTC 54),
- c) Responsible Managers are responsible for advising Contractors that they must provide proof of electrical testing before their equipment is used on Council property (BTC 52).

Electrical Equipment

Electricity at Work Regulations 1989

Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

User checks on **electrical equipment** can be made by the person using the equipment. Aspects to look for should include damage to the plug, cable or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to conditions for which it is not suitable, e.g., a wet environment. Formal visual inspections and changing plugs or altering electrical equipment must be completed by a qualified electrician.

Any items that have not been registered in the inventory and checked must not be connected to the Council's electricity supply.

Any faults should be reported immediately to the Supervisor responsible for the maintenance and the equipment taken out of use immediately.

26-28. PLAY EQUIPMENT

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that all play equipment is subject to a detailed inspection by independent specialists at least annually – ROSPA (Playsafety Ltd) The Old Barn, Wicklesham Lodge, Faringdon, SN7 7NP. Tel: 01367 244600.

These detailed inspections should be supplemented with more frequent inspections by the Council's own staff, Senior Grounds persons and Assistant Grounds person. A brief visual inspection is carried out on a daily basis to check for any obvious vandalism, wear and tear, broken glass, dog fouling etc. A more detailed inspection

should be undertaken monthly (ZM Form 9). All inspections should be formally recorded.

Any equipment found to be unsafe should be immobilised and taken out of use. In some cases it may be sufficient to cordon off the area, in others it may be necessary to remove the item completely to ensure the safety of users. DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer. The Senior Grounds persons are responsible for ensuring that repairs are carried out by a competent person. Where a safety surface has been installed, more regular inspection and maintenance may be required to ensure that it remains in good condition.

27. PREVENTION OF TERRORISM

Braunstone Town Council will:

- promote and support activities that are designed to prevent or stop terrorism; including working with Leicestershire Police and other partners, as well as with the local community, to reduce the risks presented by those who might engage in an act of extreme violence;
- provide training and information sharing,
- develop and complete a preparedness plan, and
- undertake an additional risk assessment that will inform the development and implementation of a security plan.

Employees, Councillors and Volunteers should be vigilant regarding suspicious behaviour:

- people in stationary vehicles watching a building or structure, for no apparent reason;
- vehicles moving slowly near public buildings, structures or bridges, or parked in suspicious circumstances;
- people using recording equipment, including camera phones, or seen making notes or sketches of security details for no apparent reason;
- someone paying close attention to specific entry and exit points; corridors, thoroughfares, fire escapes for no apparent reason;
- People loitering at or near premises for long periods, watching patrons, for no apparent reason;
- people asking detailed or unusual questions about buildings and business operations, facilities (such as room layouts), security or parking for no apparent reason; and
- members of the public in offices and 'off limits' areas, plant rooms and similar locations.

Staff and Volunteers should:

- wear ID cards;
- ensure that all visitors to non-public areas are signed in or accompanied at all times;
- be aware of people Tailgating through doors;
- challenge people you do not know in restricted areas; and
- ensure you are familiar with the building escape routes and assembly points.

Premises and Duty Staff should ensure that:

- rooms are locked and secured when not in use;
- the Reception area / non-public areas are secured when unoccupied; and
- use of fire doors for accessing rooms is limited to loading and unloading and the hirer ensures no one accesses the premises through the fire door and that the fire door is closed and not left open.

Staff, Councillors and Volunteers who hear anything that could be terrorist-related should trust their instincts and call the Anti-Terrorist Hotline on 0800 789 321 or in an emergency call 999.

28.29. RADIATION

Ionising Radiation Regulations 2017

Management of Health and Safety at Work Regulations 1999

Various kinds of radiation, both ionising and non-ionising, may affect us.

1) Non-ionising radiation:

- UV radiation (e.g. from the sun) can damage the skin and lead to skin cancer
- Lasers can cause burns and damage the eye

2) Ionising radiation:

- Naturally occurring radon gas from the ground
- Radiography or thickness measuring gauges

Excess doses of ionising radiation can cause burns, sickness and can have other adverse health effects.

The Responsible Manager will be responsible for ensuring that jobs at risk of the effects of radiation are **risk assessed** and all **actions identified** in the assessments are implemented.

29.30. STRESS AT WORK

Management of Health and Safety at Work Regulations 1999

Many people argue about the definition and sometimes even the existence of 'stress'. However, research has shown that whatever you choose to call it, there is a clear link between poor work organisation and subsequent ill health. The Health & Safety Executive defines stress as "*the adverse reaction people have to excessive pressure or other types of demand placed on them*".

Stress at work can be tackled in the same way as any other risk to health – by identifying the hazards, assessing who is at risk and the level of risk, deciding how to manage the risk and putting the plans into action.

In order to reduce stress in the organisation, Line Managers and the staff they are responsible for should keep in regular contact. Responsible Managers should ensure they hold regular team meetings and one to one meetings with individual members of staff, providing for an opportunity for all to raise any issues of concern and explore a way to resolve them.

The Town Council has an approved Absence Management Policy which is designed to reduce sickness absence by addressing the causes. Any member of staff who is absent from work, even for one day, should complete a return to work form and have a conversation with their Line Manager about the reasons for absence and whether any support or action can be taken to prevent future reoccurrences.

30-31. TRIP AND OTHER DANGEROUS HAZARDS

Workplace (Health, Safety and Welfare) Regulations 1992

The most common cause of injuries at work is the slip or trip, resulting in falls which can be serious. It's a particularly important subject since members of the public use our premises. Measures to prevent such injuries are often simple, cheap and lead to other benefits.

Centres and Grounds staff are responsible for regular visual checks of their respective premises to ensure there are no trip hazards, sharp objects or obstructions.

Where any member of staff discovers spillages, wet surfaces, broken objects, damaged furniture or equipment, they must take every step to initially make the area safe and where the member of staff can deal with the danger safely, they must do so. Otherwise it should be immediately reported to the appropriate responsible officer.

31-32. VEHICLES

Workplace (Health, Safety and Welfare) Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Construction (Design & Management) Regulations 2015

Every year about 70 people are killed and about 2500 seriously injured in accidents involving vehicles at the workplace. Being stuck or run over by moving vehicles, items falling from vehicles, or vehicles over turning are the most common causes. Braunstone Town Council uses vehicles in its public places, which includes the workplace, and examples include vans, tractors and mowers. Often there is significantly more danger from vehicles on parks and open spaces and at depots than on the public highway since the operating conditions are different.

All staff using vehicles should have the relevant licence and receive appropriate training and must operate and use the vehicle in accordance with the manufacturer's instructions and solely for the purpose intended by Braunstone Town Council.

APPENDIX 1 – ASSESSING RISK

Management of Health and Safety at Work Regulations 1999 (risk assessment)

The law requires organisations with five or more employees and organisations which manage public places to have a written health and safety policy statement and do risk assessments – careful examinations of what could cause harm to people, and record the significant findings.

Controlling dangers in work and public places is no different from tackling any other task:

1. recognise potential problems (assess the risk),
2. analyse the problem (find out more about the risk),
3. deciding what to do (identify mitigation measures/controls),
4. put the solution into practice (implement identified measure/controls).

UNDERTAKING A RISK ASSESSMENT

The Health & Safety Executive provide the following guidance on undertaking a Risk Assessment:

Hazards

- Walk around your workplace and look for significant hazards which could result in harm to several people
- Ask your employees/their representative what they think
- Look at manufacturers' instructions and accident and ill health records
- Consider whether any of the hazards covered in this leaflet exist in your workplace

Who might be harmed and how?

- Think about groups of people doing similar work
- Pay special attention to vulnerable groups e.g. young people, people with disabilities, lone workers
- Don't forget those who may not be in your workplace all the time e.g. cleaners, contractors, people you share your workplace with or members of the public who may be harmed by your activities

Aim to make the risk small

For the hazards listed, do the existing precautions:

- Meet the standards set by legal requirements?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

Have you provided adequate information, instruction or training and adequate systems or procedures? If so, the risks are adequately controlled, but you need to indicate the precautions you have in place.

If risks remain, write an 'action list' of what else you need to do, giving priority to higher risks or those which could affect most people. Try to either get rid of the risk or control it so harm is unlikely.

Record your findings

If you have fewer than five employees, you do not have to write anything down, but it is helpful. If you have more than five employees, you must write down your significant hazards and conclusions and tell your employees about your findings. Keep your written record for future reference.

Review your assessment and revise if necessary

It is good practice to review your assessment from time to time to make sure that precautions are still working. Set a date for reviewing the assessment.

IDENTIFYING RISKS

Below are examples of risks and some of the questions which should be explored when assessing these risks. These risks and the assessment questions are adapted examples, which have been identified by the Health & Safety Executive, they are not exhaustive.

Accidents – dealing with them

- Do we have at least the minimum first aid provision at our workplace? As an employer we must provide first aid equipment and facilities appropriate for the circumstances in your workplace. The minimum would be a suitably stocked first aid box and a person appointed to take charge of first aid arrangements.
- Do we know whether we might need to provide more than the minimum?
- Do we know which accidents and ill health cases to report, including who should do it, when and how? Employers, the self-employed and people in control of work premises all have duties.
- Do we know what accidents cost – and that insurance policies do not cover all the costs?

Asbestos

- Do we know whether there is asbestos in our premises? It is often found in roofs and exterior walls, boilers, vessels and pipework, ceilings, interior walls and panels, flooring materials, air conditioning systems, domestic appliances, brake/clutch linings, fire blankets, etc.
- In undertaking building work, maintenance and repair of premises, are we likely to disturb asbestos?
- Are we familiar with the rules about removing asbestos? In most cases, such work requires the use of a contractor licensed by HSE to work with asbestos.
- Do we know how to find someone licensed to do this work?
- Do we know whether there is asbestos in any of the materials we work with?

Computers and display screen equipment

- Is there regular use of display screens as a significant part of the work?
- Does anyone use a keyboard, mouse or other input device?
- Are people complaining of discomfort, aches and pains?

- [Does the employee use equipment at home and are appropriate arrangements in place?](#)

Electricity

- Does anyone do electrical work? Only those with appropriate technical knowledge and experience should be allowed to do this.
- Is our electrical equipment suitable for its working environment e.g. waterproof or dustproof?
- Do we dig near buildings or installations? Knowing the proper precautions for avoiding underground cables is essential.
- Do we work near or under overhead powerlines? There are essential safety precautions to follow.

Equipment

- Do we use ladders or other equipment for working at heights? For example, it may often be safer to use an access tower or mobile elevating work platform than a ladder.
- Do we have machinery of any kind? Are the parts that could cause injury guarded? Do we have the right controls, especially for starting and stopping, clean, or clear blockages in a safe way, and carry out preventative checks, maintenance and inspection?
- Are hand tools used, e.g. screwdrivers, knives, hand saws, meat cleavers, hammers?
- Do we have lifting equipment such as pulley blocks, cranes, and lift trucks? Most lifting equipment will require regular thorough examination by a competent person.

Fire or explosion prevention

- Do we keep or use flammable substances?
- Do we use or store gas in cylinders (e.g. propane)? A small amount of released gas can fill a large area with a potentially explosive mixture.
- Do we work with flammable dusts? They can explode.
- Do we work with plastic foams or polyester wadding? Some types will ignite easily, burn fiercely and give off dense black smoke.
- Do we spray flammable paints? Vapours are heavier than air and collect at low level
- Do we know the dangers of putting flammable liquids on fires to make them burn more intensely?
- Do we use oxygen, e.g. in cylinders, for welding?

Hazardous Substances

- Do we use chemicals at work (including cleaning materials)?
- Do we know suppliers of hazardous substances have to provide information to users, including safety data sheets and proper labelling?
- Is there dust and fumes present in your workplace?
- Do we have any water systems which could be colonised by legionella?
- Do we work with animals or their products? These may cause skin or respiratory sensitisation or be infected with bacteria or viruses.

Heights – working at

- Do we carry out simple maintenance or cleaning tasks that require working at heights?
- Do we have the most appropriate equipment for the task? It may often be safer to use an access tower or mobile elevation work platform rather than a ladder.
- Do we know what work is done at height and how it is performed? For example, does anyone ever have to work on the roof, or on or near fragile surfaces?
- Are our employees trained in the use of the particular equipment they use for working at height?

Maintenance and building work

Includes responsibility for contractors, service engineers, etc. who undertake work for Braunstone Town Council

- Does anyone ever have to work on the roof, at a height or on fragile materials?
- Does anyone have to fault find and repair machinery or equipment when it breaks down?
- Is there a tank, pit, silo or similar confined space into which someone might go – and would we know if they did?
- Have we found out whether there is any asbestos in our building or plant which could be disturbed during maintenance or alterations?

Mental Health

- [What are the mental health risks associated with the activity?](#)
- [How can mental health risks be controlled and mitigated?](#)

Noise in the workplace

- Is anywhere so noisy that people have to shout to each other at normal speaking distance to make themselves heard? If so, there is likely to be a danger to hearing.
- Does anyone go home with ringing in their ears? Also a sign of a noise problem.
- Are tools or equipment used which make loud, explosive noises, e.g. a cartridge operated fixing tool?
- Do people wear ear protection in some areas? Noise control may need checking to make sure it is working well enough.

Pressure systems

- Do we have any pressure systems or equipment that contain a fluid under pressure?
- Do we know that most pressure systems have to be designed, installed, maintained and periodically examined so as to prevent danger?
- Are we aware that it's our job to choose a competent person to carry out examinations of the pressure systems?

Prevention of Terrorism

- [Which activities, areas, events and buildings are at risk?](#)
- [Has training and awareness been undertaken?](#)
- [What controls and mitigating measures should be implemented by staff and how?](#)

Radiation

- Do people spend a lot of time working outdoors?
- Do we have equipment which gives off ultra violet radiation e.g. for curing plastics or inks?
- Do we work with lasers?
- Do we work in an area where levels of radon are higher than average?

- Are any radioactive sources used at our premises by a specialist contractor, or do we transport them?
- Is X-ray equipment used?

Slips, trips and falls

- Do we have floors which are, or can become, slippery, e.g. when wet?
- Does spillage or contamination occur and is it dealt with quickly?
- Do people use unlit areas such as paths or yards in the dark?
- When temporary work such as maintenance or alterations take place, could it introduce slipping and tripping hazards such as trailing cables?
- Do we use the right methods and materials for cleaning floors?

Sprains, strains and pains

- Does the work include strenuous lifting, carrying, pushing, pulling, reaching or repetitive handling?
- Does the work have repetitive finger, hand or arm movements, which are frequent, forceful or awkward?
- Does the work involve twisting, squeezing, hammering or pounding?

Stress at work

- Do we have a high staff turnover, low productivity or low morale?
- Are there examples of bullying, changes in behaviour, staff working late or increased sickness absence?
- Do our employees seem happy to come into work?
- Are we aware that there are individual differences in vulnerability to stress and that situations outside work can also affect the ability to cope with excessive pressure at work?

Vibration

- Does anyone work with powered hand held tools such as angle grinders, needle guns, chipping hammers or concrete breakers?
- Does anyone doing this work get tingling or numbness in the fingers or hands?
- Does anyone often drive off road machinery such as tractors, dumper trucks or excavators or unsuspended vehicles such as fork lift trucks?

Vehicles and Plant

- Do we have vehicles in operation at our workplace? If so what kinds of vehicles are they?
- Do we know who is allowed to drive or operate them? They should be trained and competent.
- Do our drivers know which routes around the workplace they are allowed to use?
- Do vehicles have to do reversing manoeuvres?
- How are loading and unloading operations carried out?
- Are pedestrians separated from vehicle movements as much as possible?
- Are all vehicles properly maintained?
- Do we actively control driving behaviour?

APPENDIX 2 – BRAUNSTONE TOWN COUNCIL RISK ASSESSMENTS

<u>Circulation to Staff</u>	<u>Last Updated</u>	<u>Admin</u>	<u>Com Centres</u>	<u>Parks</u>	<u>Cleaners</u>	<u>Volunteers</u>
<u>Asbestos</u>	<u>08/01/19</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	
<u>Building Condition – General</u>	<u>08/06/21</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	
<u>Car Parks – General</u>	<u>08/06/21</u>			<u>✓</u>	<u>✓</u>	
<u>Cash Handling and Transport</u>	<u>08/01/19</u>	<u>✓</u>	<u>✓</u>			
<u>Cleaning Duties – General</u>	<u>08/06/21</u>			<u>✓</u>	<u>✓</u>	
<u>Community Centres / Village Halls</u>	<u>08/06/21</u>	<u>✓</u>	<u>✓</u>		<u>✓</u>	
<u>Contractors – Use of</u>	<u>08/06/21</u>	<u>✓</u>		<u>✓</u>		
<u>Display Screen Equipment / Computer Screens</u>	<u>08/06/21</u>	<u>✓</u>	<u>✓</u>			
<u>Erecting Fencing</u>	<u>08/06/21</u>			<u>✓</u>		
<u>Family Fun Day/Community Event</u>	<u>08/06/21</u>	<u>✓</u>		<u>✓</u>		
<u>Fire</u>	<u>08/06/21</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	
<u>Firework Displays and Bonfires</u>	<u>08/06/21</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>		
<u>Football Posts and Installation</u>	<u>08/06/21</u>			<u>✓</u>		
<u>Halls – Use and Hire of</u>	<u>08/06/21</u>	<u>✓</u>	<u>✓</u>		<u>✓</u>	
<u>Handling Sharps (Hypodermic needles)</u>	<u>08/06/21</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	
<u>Hedge Cutting –use of Tractor Mounted Rotary Flail</u>	<u>08/06/21</u>			<u>✓</u>		
<u>Hedge Trimming</u>	<u>11/05/22</u>			<u>✓</u>		
<u>Herbicides – Use of</u>	<u>11/05/22</u>			<u>✓</u>		
<u>Icy Surfaces – General</u>	<u>29/11/22</u>			<u>✓</u>		
<u>Ladders / Stepladders – Use of</u>	<u>08/06/21</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	
<u>Leaf Blowing</u>	<u>11/05/22</u>			<u>✓</u>		
<u>Litter Picking</u>	<u>11/05/22</u>			<u>✓</u>	<u>✓</u>	
<u>Lone Working / Violence at Work (TA, Parks, CC)</u>	<u>08/06/21</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	
<u>Manual Handling General</u>	<u>11/05/22</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	
<u>Mowing / Strimming</u>	<u>11/05/22</u>			<u>✓</u>		
<u>Offices</u>	<u>11/05/22</u>	<u>✓</u>	<u>✓</u>			
<u>Open Spaces & Parks – General</u>	<u>11/05/22</u>			<u>✓</u>		
<u>Outdoor Working</u>	<u>11/05/22</u>			<u>✓</u>		
<u>Play Equipment – Basic Maintenance</u>	<u>11/05/22</u>			<u>✓</u>		
<u>Playing Fields – General</u>	<u>11/05/22</u>			<u>✓</u>		
<u>Ponds and Water</u>	<u>29/11/22</u>			<u>✓</u>		<u>✓</u>
<u>Speed Activation Sign</u>	<u>29/11/22</u>	<u>✓</u>		<u>✓</u>		
<u>Spraying and Storing Pesticides</u>	<u>29/11/22</u>			<u>✓</u>		
<u>Storage of Chemicals</u>	<u>29/11/22</u>			<u>✓</u>	<u>✓</u>	
<u>Storage of Petrol</u>	<u>29/11/22</u>			<u>✓</u>		
<u>Stress at Work</u>	<u>29/11/22</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	
<u>Tree Maintenance</u>	<u>29/11/22</u>			<u>✓</u>		
<u>Vehicles – Use of</u>	<u>29/11/22</u>			<u>✓</u>		
<u>Working at Height</u>	<u>29/11/22</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	
<u>Working on the Highway</u>	<u>29/11/22</u>			<u>✓</u>		

APPENDIX 3 – HEALTH & SAFETY RESPONSIBILITIES

KEY PERSONNEL

Responsibility	Responsible Body/Person
Overall and final responsibility	Policy & Resources Committee <i>Chair: Councillor Nick Brown</i>
Compliance Oversight	Corporate Governance Sub-Committee <i>Chair: Councillor Nick Brown</i>
Ensuring policy is implemented and compliance with legal obligations	Chief Executive Officer & Town Clerk <i>Darren Tilley</i>

MANAGEMENT RESPONSIBILITIES

The following Managers are responsible for ensuring health and safety standards are maintained and improved in their service and are members of the Health & Safety Consultative Group:

Responsibility	Responsible Manager
Braunstone Civic Centre and Thorpe Astley Community Centre	Resources & Facilities Manager <i>Lydia Assi</i>
Community Development and Parks & Open Spaces	Community Services Manager <i>Pauline Snow</i>
Corporate Management and Planning & Environment	Chief Executive Officer & Town Clerk <i>Darren Tilley</i>
Licensed Bar Contractor	Licensed Bar Manager Jo Abbott Anand Bapodra

EMPLOYEE REPRESENTATIVES

The following are Employee Representatives for Health & Safety matters in their service and are members of the Health & Safety Consultative Group:

Service	Representative(s)
Administration	Kim Cusack Debbie Almey
Cleaning & Premises	<i>Amanda Mead</i>
Community Centres Duty Officers & Receptions	Emma Browne / Julie Grant Laura O'Connor
Customer Library & Information Services and Community Services & Engagement	Kath Rainer Liz Hickenbotham
Parks & Open Spaces (Grounds Staff)	<i>Ian Kennett</i>

LIST OF APPOINTED FIRST AIDERS

Service	Qualified First Aiders
Community Centres & Customer Services	Angela Bailey, Emma Browne, Julie Grant, Alan McIlmoyle, Amanda Mead, Kath Rainer, Paula Smith, & Ann Wistance. To be updated
Parks & Open Spaces	<i>Phil Jepson, Ian Kennett & David Sibson</i>

ADVISORS

The Health and Safety Law poster is displayed:

- Braunstone Civic Centre: by the Photocopier in the General Office
- Mossdale Meadows Workshop: in the staff break room
- Thorpe Astley Community Centre: in the staff office

Health & Safety leaflets are issued by the Health & Safety Executive.

Health and safety advice is available from:

Area of Health & Safety	Organisation/Person
Enforcement – National	Health & Safety Executive 900 Pavilion Drive Northampton Business Park Northampton NN4 7RG Tel: 0300 003 1647
Enforcement – Local	Blaby District Council, Council Offices Narborough, Leicester, LE19 5EP Tel: 116 2750555
First Aid Training	SkillBase First Aid The Coach House, Desford Hall, Desford, LE9 9JJ Tel: 0330 335 1234
Insurance & Risk	Jim Nicholson, Risk Services Consultant WPS Insurance Brokers & Risk Services Spargo House, 10 Budshead Way, Plymouth, PL6 5FE. Tel: 01752 675454 To be updated
Legionellosis	Integrated Water Services Wood End Lane, Fradley, Lichfield WS3 8NF Tel: 01543 445700
Playgrounds	Playsafety Ltd (ROSPA) The Old Barn, Wicklesham Lodge, Faringdon SN7 7NP Tel: 01367 244600
Staffing & Employment	Chris Moses Personnel Advice & Solutions Ltd 5b Carre Street, Sleaford, Lincolnshire, NG34 7TW Tel: 01529 305056

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2023

Item 15 – NALC’s Council of the Year

Purpose

To consider whether the Council should submit an entry to NALC’s Council of the Year Award Scheme.

Background

The National Association of Local Councils (NALC) has opened nominations for its Star Council Awards 2023 to celebrate the achievements of the local (parish and town) council sector.

The Star Council Awards are the only awards programme in England specifically designed to acknowledge the impact and contribution of local councils in their communities.

The nomination period ends on 28th July 2023, and the winners will be announced at a ceremony in the House of Lords on 29th November 2023, where they will be presented with their awards.

NALC’s Council of the Year will stand apart, raising the bar for the sector with outstanding work across service delivery, service impact, community engagement, partnerships and collaborative working.

Anyone can nominate for this award, including council members (councillors, clerks and council staff) and the general public.

A public vote will decide the winner of this award.

Criteria

Nominations need to provide a 150-word supporting statement using examples for each criterion. The four criteria are set out below, with examples of Braunstone Town Council’s achievement.

1. How the council has established, maintained and managed effective relationships with other local authorities and/or organisations:
 - a) Blaby District Council – Covid-19 Support;
 - b) Leicester City Council, Leicestershire County Council and Blaby District Council – Walking and Cycling Connections and Improvements;
 - c) Kingsway Surgery (Thorpe Astley Branch) – set up, building adjustments, expansion, Covid-19 vaccinations;
 - d) Pop Up Care Clubs delivering events and activities, Covid-19 support;

- e) Drummond – new Parkland at Thorpe Astley.
2. How the council has ensured effective service delivery to residents, improving the quality and range of local services.
 - a) Management of the Library, including social inclusion and community events, children’s activities, outreach services, and provided opportunities for volunteers;
 - b) Shakespeare Park Improvements – Pavilion, Site, Tennis Courts, Playground (including Sensory Play Area), support for the Sports Clubs;
 - c) Civic Centre Toilets, Changing Places, Civic Community Lounge kitchen;
 - d) Tap4Tennis;
 - e) Community Centres Hire Arrangements; attracted new activities
 3. How the council maintains two-way communication with the community and how the community has responded.
 - a) regular Braunstone Life Articles;
 - b) Citizens’ Advisory Panel;
 - c) Consultations on Initiatives, Policy Reviews and Borrowing;
 - d) Engagement on Community Centre activities at Thorpe Astley;
 - e) Public meetings; e.g. Library changes and provision of GP Services.
 4. How the council pushes boundaries and works above and beyond expectations.
 - a) Climate Change, Environment and Biodiversity Agenda;
 - b) Carbon Reduction Initiatives;
 - c) Warm Spaces;
 - d) Support for Community Groups;
 - e) Programme of Events and Grants to support the community celebrate special Occasions.

Recommendations

1. That Braunstone Town Council submit a nomination for NALC’s Star Council Awards 2023 - Council of the Year; and
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to prepare and submit a nomination on behalf of the Town Council.

Reasons

1. The Council has invested in local infrastructure and services, responded to community need, protected and enhanced services and worked with a range of partners at different levels to provide/support local services and deliver quality of life improvements.
2. To enable a detailed and focussed nomination to be submitted by the deadline of 28th July 2023.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2023

Item 17 – Bank Account Signatories

Purpose

To consider revisions and updates to the Bank Account Signatories list.

Banking Arrangements

Financial Regulation 5.1, sets out that the Council's banking arrangements, including the bank mandate, will be made by the Responsible Financial Officer (RFO) and approved by the Policy & Resources Committee as follows:

- a) individual named Councillors and Officers may be approved for adding to the bank mandate and/or particular role holders may be approved for adding to the bank mandate;
- b) specific authorisation arrangements and restrictions can be applied to named individuals and specific roles;
- c) where an individual named on the bank mandate ceases to be a member or employee of the authority, then the RFO is able make arrangements to remove the individual from the bank mandate; and
- d) where a particular role holder has been approved for including on the bank mandate, the RFO is able to update the bank mandate with the incumbent's details.

Co-operative Bank Accounts (linked)

The following individual named Councillors are recommended for approval as Account Signatories (*italics* denotes existing):

- *Councillor Anthea Ambrose*
- Councillor Shabbir Aslam
- *Councillor Nick Brown*
- *Councillor Sam Fox-Kennedy*
- *Councillor Paul Kennedy*
- Councillor Leanne Lee
- *Councillor Sam Maxwell*
- Councillor Gary Sanders
- *Councillor Tracey Shepherd*
- Councillor Imran Uddin
- Councillor Marion Waterton
- *Councillor Robert Waterton*

The following role holders are recommended for approval as Account Signatories (*italics* denotes existing):

- Chief Executive & Town Clerk, RFO (*Darren Tilley*)
- Resources & Facilities Manager, Deputy RFO* (*Lydia Assi*)
- Deputy Chief Executive & Community Services Manager* (*Pauline Snow*)
- Finance Assistant & Receptionist* (Rita Patel)
- Personal Assistant & Administrative Officer* (Debbie Almey)

* *Council employees who are added to the account signatories list for the Co-operative Bank Accounts in order to effectively undertake the banking, including*

enquiries and processing of payments, particularly by internet banking, and so they can be issued with internet banking codes and security fobs in accordance with the Council's Financial Regulations.

The following account signatories will be removed by the RFO since they are no longer members of the Council:

- Parminder Basra
- Amanda Hack
- Phil Moitt

Cambridge Building Society

The following individual named Councillors are recommended for approval as Account Signatories (*italics* denotes existing):

- Councillor Anthea Ambrose
- *Councillor Nick Brown*
- Councillor Robert Waterton

The following role holder is recommended for approval as an Account Signatory (*italics* denotes existing):

- Chief Executive & Town Clerk, RFO* (*Darren Tilley*)

* *The Chief Executive & Town Clerk is added to the account signatories list for the Cambridge Building Society in order to effectively undertake the banking, including enquiries and processing of payments in accordance with the Council's Financial Regulations.*

The following account signatories will be removed by the RFO since they are no longer members of the Council:

- Amanda Hack
- Phil Moitt

Recommendation

That the individual named Councillors and role holders, as detailed in the relevant section of the report:

- i. Co-operative Bank Accounts (linked),
 - ii. Cambridge Building Society,
- be authorised as Bank Account Signatories.

Reason

To update the account signatories following changes in the Council's membership and staffing. To identify role holders as account signatories, following an update to the Council's Financial Regulations.

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance
1. P&R - Corporate Management					
Income					
101	Precept	£776,035.00	£0.00	£388,018.00	-£388,017.00
107	Projects	£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	£3.80	-£146.20
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		£777,595.00	£0.00	£388,021.80	-£389,573.20
Expenditure					
1010	Staff Salaries	£477,251.00	£0.00	£74,882.74	£402,368.26
1015	Staff Expenses	£300.00	£0.00	£5.83	£294.17
1020	Pensions	£104,762.00	£0.00	£19,337.08	£85,424.92
1030	Councillors Allowances	£6,000.00	£0.00	£0.00	£6,000.00
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
1150	Insurance	£15,400.00	£0.00	£0.00	£15,400.00
1160	Audit	£2,500.00	£0.00	£0.00	£2,500.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance
1170	Legal Fees	£1,250.00	£0.00	£1,150.00
1180	Elections	£4,000.00	£0.00	£4,000.00
1210	Staff Training	£2,500.00	£0.00	£2,500.00
1230	Councillor Training	£1,000.00	£0.00	£1,000.00
1300	Supplies, Stationery & Postage	£2,000.00	£0.00	£1,834.42
1350	Subscriptions	£5,000.00	£0.00	£2,912.12
1360	Advertisements	£8,000.00	£0.00	£5,623.28
1400	Telephones	£2,530.00	£0.00	£2,329.38
1410	Photocopier	£2,200.00	£0.00	£1,990.05
1420	Computer Supplies, Training, Service Contract	£10,000.00	£0.00	£8,201.30
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£0.00	£580.41
1991	Paid from Number 1 Account in Error	£0.00	£0.00	£0.00
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£0.00
Total Expenditure	<u>£645,693.00</u>	<u>£0.00</u>	<u>£101,284.69</u>	<u>£544,408.31</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	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	£97,991.00	£0.00	£0.00	-£97,991.00
225	Service Charges	£0.00	£0.00	£3,025.00	£3,025.00
250	Room Hire	£67,384.00	£0.00	£9,226.96	-£58,157.04
251	Catering for Hirers (VAT)	£100.00	£0.00	£0.00	-£100.00
257	Licensed Bar	£17,000.00	£0.00	£1,000.00	-£16,000.00
299	Miscellaneous	£0.00	£0.00	£4.00	£4.00
Total Income		£182,475.00	£0.00	£13,255.96	-£169,219.04
Expenditure					
2050	Capital Projects				
2050/1	Toilets/Bar Refurbishment	£0.00	£0.00	£1,626.25	-£1,626.25
2050/2	General Refurbishment	£10,000.00	£0.00	£52,248.15	-£42,248.15
2050/3	Climate Initiatives	£97,991.00	£0.00	£10,748.95	£87,242.05
2050	Total	£107,991.00	£0.00	£64,623.35	£43,367.65
2070	Projects				
2070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
2070/2	General	£0.00	£0.00	£0.00	£0.00
2070	Total	£0.00	£0.00	£0.00	£0.00
2080	Loan Interest & Repayments				

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance
2080/1	PWLB 477930	£0.00	£0.00	£0.00	£0.00
2080/2	PWLB 480508	£4,586.00	£0.00	£0.00	£4,586.00
2080/3	PWLB 482623	£9,648.00	£0.00	£0.00	£9,648.00
2080/4	PWLB 485557	£5,784.00	£0.00	£0.00	£5,784.00
2080/5	NEW PWL Civic Centre Improvements	£11,091.00	£0.00	£0.00	£11,091.00
2080/6	Proposed: New PWL Climate Initiatives	£4,556.00	£0.00	£0.00	£4,556.00
2080	Total	£35,665.00	£0.00	£0.00	£35,665.00
2170	Legal Fees	£0.00	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£0.00	£0.00	£500.00
2320	Printing & Copying	£600.00	£0.00	£0.00	£600.00
2330	Cleaning Materials	£2,000.00	£0.00	£14.95	£1,985.05
2400	Telephones	£1,000.00	£0.00	£237.83	£762.17
2430	Utility Bills	£10,937.00	£0.00	£3,463.55	£7,473.45
2440	Waste Services	£8,000.00	£0.00	£7,692.88	£307.12
2450	Laundry Services	£500.00	£0.00	£0.00	£500.00
2460	Rates	£23,550.00	£0.00	£4,119.75	£19,430.25
2490	Seasonal Decorations	£1,500.00	£0.00	£0.00	£1,500.00
2500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00
2510	Catering for Hirers (VAT)	£0.00	£0.00	£95.76	-£95.76
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance
2570	Licences	£1,300.00	£0.00	£0.00	£1,300.00
2580	Card Card and Transit fees	£2,000.00	£0.00	£41.35	£1,958.65
2600	Building Repairs & Maintenance	£12,000.00	£0.00	£2,861.11	£9,138.89
2610	Equipment Repairs & Maintenance				
2610/1	General	£4,600.00	£0.00	£140.68	£4,459.32
2610/2	Fire Extinguisher Service	£400.00	£0.00	£0.00	£400.00
2610/3	Alarm Maintenance	£1,000.00	£0.00	£0.00	£1,000.00
2610	Total	£6,000.00	£0.00	£140.68	£5,859.32
2990	Miscellaneous	£150.00	£0.00	£162.06	-£12.06
Total Expenditure		£213,693.00	£0.00	£83,453.27	£130,239.73

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance
3. P&R - Thorpe Astley Community Centre					
Income					
305	Capital Grants	£37,317.00	£0.00	£0.00	-£37,317.00
307	Projects	£0.00	£0.00	£0.00	£0.00
308	Loans	£56,800.00	£0.00	£0.00	-£56,800.00
325	Service Charges	£0.00	£0.00	£0.00	£0.00
350	Room Hire				
350/1	Room Hires	£10,670.35	£0.00	£916.99	-£9,753.36
350/2	Pre-School Contract	£20,815.65	£0.00	£0.00	-£20,815.65
350/3	NHS Facility	£4,962.00	£0.00	£0.00	-£4,962.00
350	Total	£36,448.00	£0.00	£916.99	-£35,531.01
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	-£40.00
399	Miscellaneous	£0.00	£0.00	£0.00	£0.00
Total Income		£130,605.00	£0.00	£916.99	-£129,688.01
Expenditure					
3050	Capital Projects				
3050/1	General Improvements	£0.00	£0.00	£2,475.00	-£2,475.00
3050/3	Climate Initiatives	£94,117.00	£0.00	£9,745.78	£84,371.22
3050	Total	£94,117.00	£0.00	£12,220.78	£81,896.22
3070	Projects				
3070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
3070/2	General	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance
3070	Total	£0.00	£0.00	£0.00	£0.00
3080	Proposed: New PWL Climate Initiatives	£2,643.00	£0.00	£0.00	£2,643.00
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	£244.05	£755.95
3400	Telephones	£1,000.00	£0.00	£85.48	£914.52
3430	Utility Bills	£4,525.00	£0.00	£5,231.43	-£706.43
3440	Waste Services	£2,500.00	£0.00	£165.00	£2,335.00
3450	Laundry Services	£250.00	£0.00	£0.00	£250.00
3460	Rates	£8,500.00	£0.00	£1,633.36	£6,866.64
3490	Seasonal Decorations	£1,000.00	£0.00	£0.00	£1,000.00
3500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
3570	Licences	£400.00	£0.00	£0.00	£400.00
3580	Credit Card and Transit Fees	£500.00	£0.00	£250.31	£249.69
3600	Building Repairs & Maintenance	£3,000.00	£0.00	£163.60	£2,836.40
3610	Equipment Repairs & Maintenance				
3610/1	General	£1,150.00	£0.00	£0.00	£1,150.00
3610/2	Fire Extinguisher Service	£350.00	£0.00	£0.00	£350.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance
3610/3 Alarm Maintenance	£3,000.00	£0.00	£201.74	£2,798.26
3610 Total	£4,500.00	£0.00	£201.74	£4,298.26
3990 Miscellaneous	£150.00	£0.00	£0.00	£150.00
Total Expenditure	£124,385.00	£0.00	£20,195.75	£104,189.25

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance
5. P&R - Parks & Open Spaces					
Income					
505	Capital Grants	£56,000.00	£0.00	£17,213.35	-£38,786.65
507	Projects	£0.00	£0.00	£0.00	£0.00
508	Loans	£150,000.00	£0.00	£0.00	-£150,000.00
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	£1,350.50	-£1,149.50
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£0.00	£0.00
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£96.22	£96.22
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00
555	Total	£2,500.00	£0.00	£1,446.72	-£1,053.28
599	Miscellaneous	£100.00	£0.00	£0.00	-£100.00
Total Income		£230,250.00	£0.00	£18,660.07	-£211,589.93
Expenditure					
5050	Capital Projects				
5050/1	General	£3,000.00	£0.00	£0.00	£3,000.00
5050/2	Shakespeare Park Improvement Project	£0.00	£0.00	£0.00	£0.00
5050/3	Shakespeare Tennis Courts	£0.00	£0.00	£0.00	£0.00
5050/4	Shakespeare Playground	£56,000.00	£0.00	£0.00	£56,000.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance
5050/5	Mossdale Culvert	£150,000.00	£0.00	£150,000.00
5050	Total	£209,000.00	£0.00	£209,000.00
5070	Projects			
5070/1	Climate Change	£1,000.00	£0.00	£1,000.00
5070/2	General	£1,000.00	£0.00	£1,000.00
5070	Total	£2,000.00	£0.00	£2,000.00
5080	Loan Interest & Repayments			
5080/1	PWLB 485188	£3,526.00	£0.00	£3,526.00
5080/2	PWLB 487506	£6,033.00	£0.00	£6,033.00
5080/3	PWLB 501336	£0.00	£0.00	£0.00
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£0.00	£17,724.00
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	£45,091.00	£0.00	£45,091.00
5090	Covid-19 Recovery	£0.00	£0.00	£0.00
5170	Legal Fees	£2,000.00	£0.00	£2,000.00
5290	Clothing	£500.00	£0.00	£500.00
5330	Cleaning Materials	£1,000.00	£0.00	£1,000.00
5400	Telephones	£410.00	£0.00	£410.00
5430	Utility Bills	£6,000.00	£0.00	£4,795.07

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance
5440	Waste Services	£2,000.00	£0.00	£2,000.00
5450	Laundry Services	£500.00	£0.00	£500.00
5460	Rates	£0.00	£631.70	-£631.70
5550	Sports Pitches & Facilities	£3,000.00	£0.00	£2,398.60
5600	Building Repairs & Maintenance			
5600/1	Mossdale Meadows	£4,800.00	£0.00	£4,800.00
5600/2	Shakespeare Park	£0.00	£71.41	-£71.41
5600	Total	£4,800.00	£71.41	£4,728.59
5610	Equipment Repairs & Maintenance			
5610/1	General Maintenance	£4,000.00	£0.00	£3,785.46
5610/2	Playgrounds	£6,000.00	£0.00	£4,611.50
5610	Total	£10,000.00	£0.00	£8,396.96
5620	Site Maintenance			
5620/1	General	£1,000.00	£0.00	£193.80
5620/2	Trees	£4,000.00	£0.00	£4,000.00
5620/3	Bowling Green	£0.00	£0.00	£0.00
5620	Total	£5,000.00	£0.00	£4,193.80
5630	Equipment Purchase	£2,000.00	£0.00	£1,617.87
5650	Vehicle Costs	£11,000.00	£0.00	£7,263.91
5660	Machinery Hire	£500.00	£0.00	£500.00
5670	Petrol	£7,600.00	£0.00	£7,574.67

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance
5990 Miscellaneous	£100.00	£0.00	£9.98	£90.02
Total Expenditure	<u>£312,501.00</u>	<u>£0.00</u>	<u>£9,072.21</u>	<u>£303,428.79</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance
6. P&R - Library Services					
Income					
605	Capital Grants	£0.00	£0.00	£0.00	£0.00
607	Projects	£0.00	£0.00	£0.00	£0.00
608	Loans	£41,245.00	£0.00	£0.00	-£41,245.00
625	Service Charges	£1,052.00	£0.00	£0.00	-£1,052.00
626	Service Level Agreements				
626/1	Grant - Leicestershire County Council	£8,069.00	£0.00	£2,059.00	-£6,010.00
626	Total	£8,069.00	£0.00	£2,059.00	-£6,010.00
690	Consumer Products (Sales)				
690/1	Stamps	£0.00	£0.00	£0.00	£0.00
690	Total	£0.00	£0.00	£0.00	£0.00
698	Fines	£1,500.00	£0.00	£8.75	-£1,491.25
699	Miscellaneous	£50.00	£0.00	£41.24	-£8.76
Total Income		£51,916.00	£0.00	£2,108.99	-£49,807.01
Expenditure					
6050	Capital Projects				
6050/1	General Refurbishment	£0.00	£0.00	£0.00	£0.00
6050/2	Climate Initiatives	£41,245.00	£0.00	£0.00	£41,245.00
6050	Total	£41,245.00	£0.00	£0.00	£41,245.00
6070	Projects				

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Reserve Movements	Actual Net	Balance
6070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
6070/2	General	£0.00	£0.00	£0.00	£0.00
6070	Total	£0.00	£0.00	£0.00	£0.00
6080	Proposed: New PWL Climate Initiatives	£1,914.00	£0.00	£0.00	£1,914.00
6320	Printing & Copying	£150.00	£0.00	£0.00	£150.00
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	-£4,858.00	£0.00	£217.29	-£5,075.29
6490	Seasonal Decorations	£500.00	£0.00	£0.00	£500.00
6700	Programme of Events	£800.00	£0.00	£0.00	£800.00
6900	Consumer Products (Purchase for resale)				
6900/1	Stamps	£0.00	£0.00	£48.30	-£48.30
6900	Total	£0.00	£0.00	£48.30	-£48.30
6990	Miscellaneous	£800.00	£0.00	£45.46	£754.54
Total Expenditure		£41,951.00	£0.00	£311.05	£41,639.95

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	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	£87.50	£87.50
771	Summer Fete				
771/1	Current Year	£0.00	£0.00	£216.68	£216.68
771/2	Next Year	£0.00	£0.00	£0.00	£0.00
771	Total	£0.00	£0.00	£216.68	£216.68
775	Civic Functions	£0.00	£0.00	£731.42	£731.42
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£135.00	£135.00
777	Town Mayor's Charity - after May	£0.00	£0.00	£77.00	£77.00
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	£1,247.60	£1,147.60
Expenditure					
7040	Town Mayor's Allowance				

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	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	£84.00	£291.00
7040	Total	£750.00	£0.00	£84.00	£666.00
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	£0.00	£4,430.00
7340	Signs	£500.00	£0.00	£0.00	£500.00
7700	Programme of Events	£4,000.00	£0.00	£1,139.00	£2,861.00
7710	Summer Fete				
7710/1	Current Year	£2,800.00	£0.00	£0.00	£2,800.00
7710/2	Next Year	£200.00	£0.00	£0.00	£200.00
7710	Total	£3,000.00	£0.00	£0.00	£3,000.00
7715	Thorpe Astley Summer Event	£3,000.00	£0.00	£279.50	£2,720.50
7720	General Events				
7720/1	General	£0.00	£0.00	£0.00	£0.00
7720/2	Apple Day	£400.00	£0.00	£0.00	£400.00
7720/3	Open Days	£100.00	£0.00	£0.00	£100.00
7720	Total	£500.00	£0.00	£0.00	£500.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance
7750	Civic Functions	£1,500.00	£0.00	£1,500.00
7760	Town Mayor's Charity - Pre May	£0.00	£4,953.49	-£4,953.49
7770	Town Mayor's Charity - after May	£0.00	£0.00	£0.00
7850	Community Grants	£5,000.00	£1,506.46	£3,493.54
7860	Community / Social Inclusion Project Grant	£0.00	£20.60	-£20.60
7880	Grants for King's Coronation	£1,000.00	£0.00	£1,000.00
7900	Consumer Products (Purchase for resale)			
7900/1	History Publications	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£100.00	£0.00	£100.00
7900	Total	£100.00	£0.00	£100.00
7940	Social Inclusion Initiatives			
7940/1	General	£800.00	£109.20	£690.80
7940/2	Warm Spaces Initiative	£200.00	£0.00	£200.00
7940	Total	£1,000.00	£109.20	£890.80
7950	Community Safety	£500.00	£0.00	£500.00
7990	Miscellaneous	£100.00	£21.71	£78.29
Total Expenditure	£25,380.00	£0.00	£8,113.96	£17,266.04

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	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	£1,150.00	£0.00	£83.80	-£1,066.20
890	Total	£1,150.00	£0.00	£83.80	-£1,066.20
Total Income		£1,150.00	£0.00	£83.80	-£1,066.20
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)	£9,538.00	£0.00	£2,545.83	£6,992.17
8460	Furniture	£2,600.00	£0.00	£0.00	£2,600.00
8900	Consumer Products (Purchase for resale)				
8900/1	Poop Scoops	£1,100.00	£0.00	£0.00	£1,100.00
8900	Total	£1,100.00	£0.00	£0.00	£1,100.00
Total Expenditure		£13,488.00	£0.00	£2,545.83	£10,942.17

Financial Budget Comparison

Comparison between 01/04/23 and 31/05/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/2024	Reserve Movements	Actual Net	Balance
Total Income	£1,374,091.00	£0.00	£424,295.21	
Total Expenditure	£1,377,091.00	£0.00	£224,976.76	
Total Net Balance	<u>-£3,000.00</u>		<u>£199,318.45</u>	

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/04/23 and 06/06/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD230401BD CAPRILCC	01/04/23	18492		£2,061.75	£0.00	£2,061.75	2. CC	Blaby District Council	N030002639 Rates 2460
DD230401BD CAPRILSP	01/04/23	18493		£317.70	£0.00	£317.70	5. OS	Blaby District Council	9252050537 Rates 5460
DD230401BD CAPRILTA	01/04/23	18494		£815.36	£0.00	£815.36	3. TA	Blaby District Council	N030084745 Rates 3460
		18476/1		£10.00	£0.00	£10.00	1. CM	Co operative Bank	Service charge 1990
		18476/2		£31.15	£0.00	£31.15	1. CM	Co operative Bank	commision 1990
DD230405CO OP	05/04/23	18476		£41.15	£0.00	£41.15		Co operative Bank	1990
DD230505BG2 102	05/04/23	18499		£110.23	£5.24	£104.99	6.LS	British Gas	603452644 6430
DD230506BG2 652	06/04/23	18496		£385.51	£64.25	£321.26	3. TA	British Gas	603511442 3430
DD230505BG2 651	06/04/23	18497		£1,085.26	£180.87	£904.39	3. TA	British Gas	603511442 3430
BACS230407H MRC	07/04/23	18431		£8,038.95	£0.00	£8,038.95	1. CM	H M Revenue & Customs	Tax & NI J 1010
DD2303311KI NG5976	10/04/23	18395		£20.22	£3.37	£16.85	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580
DD230401BYP HONE4342	12/04/23	18523		£240.74	£40.12	£200.62	1. CM	Byphone Voxbit	RC10115 1400
DD230412ENT A1052	12/04/23	18564		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 5.4.23 - 4.5.23 3400
DD230401OP US6358	13/04/23	18521		£1,184.34	£197.39	£986.95	2. CC	Opus Energy	Account 1465347 26.02.23 - 28.03.23 2430
BACS230331 GPR04818	14/04/23	18392		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan -n Year 2 month 3 1420
BACS230330C OLES7502	14/04/23	18393	4224	£57.00	£9.50	£47.50	5. OS	Coles Nurseries	shrubs fro Thorpe Astley 5620/1
BACS230331P ANJABI	14/04/23	18397		£500.00	£0.00	£500.00	7. CD	Panjabi Cultural Society	Community Grant 7850
BACS230331B RHERITAGE	14/04/23	18398		£250.00	£0.00	£250.00	7. CD	Braunstone Heritage Archive Group	Community Grant 7850
BACS230331S UNNIN1109	14/04/23	18399	4205	£51.85	£8.64	£43.21	5. OS	Sunningdale Landscape Supplies Ltd	6 x bags of salt, 3 Dry Sand 5990
BACS230331C ROCOD7546	14/04/23	18400	4219	£387.60	£64.60	£323.00	2. CC	Crocodile Catering Equipment	Check both dishwashers and supply 2 new filters fortr urns 2610/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/04/23 and 06/06/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
110868	14/04/23	18401		£300.00	£0.00	£300.00	7. CD	Leicester City Perm Allotment Society	Community Grant	7850
		18402/1		£195.00	£32.50	£162.50	2. CC	PRP Consulting Engineers & Surveyors	Structural Design Services	2050/3
		18402/2		£195.00	£32.50	£162.50	6.LS	PRP Consulting Engineers & Surveyors	Structural Design Services	6050/2
		18402/3		£195.00	£32.50	£162.50	3. TA	PRP Consulting Engineers & Surveyors	Structural Design Services	3050/3
		18402/4		£195.00	£32.50	£162.50	5. OS	PRP Consulting Engineers & Surveyors	Structural Design services	5070/1
BACS230331P RP2398	14/04/23	18402		£780.00	£130.00	£650.00		PRP Consulting Engineers & Surveyors		2050/3
BACS230315 MUTTBUTT	14/04/23	18413	4215	£762.00	£127.00	£635.00	8. PE	Mutts Butts / JRB Enterprise LTD	Degradable Poop Scoop Bags - Bag Size 180 x 280 x 380 mm, 17 Micron Thick. 50,000. + Delivery	8900/1
BACS230331B EESL3552	14/04/23	18414		£35,673.91	£5,945.65	£29,728.26	2. CC	K M Beesley	Internal alterations to Civic Centre. Works completed 31 March 2023 as interim certificate	2050/2
BACS230404 GLEN	14/04/23	18432	4235	£700.00	£0.00	£700.00	7. CD	Glenfield Drama Group	Provision of 1 performance of pantomime - Robin Hood on 10th December 2023 as part of POE	7700
		18434/1		£617.16	£0.00	£617.16	1. CM	LRALC	LRALC membership fee 2023-2024	1350
		18434/2		£962.82	£0.00	£962.82	1. CM	LRALC	NALC membership fee 2023-2024	1350
BACS230413L RALC	14/04/23	18434		£1,579.98	£0.00	£1,579.98		LRALC		1350
BACS230406D NAKIDS	14/04/23	18435	4242	£298.80	£49.80	£249.00	7. CD	DNA Kids Ltd	Provision of a second Halloween children's event at TA	7700
DD230401SSE 0029	15/04/23	18645		£189.34	£31.55	£157.79	3. TA	SSE SOUTHERN ELECTRIC	Thorpe Astley Electric	3430
DD230401SA GE9998	17/04/23	18522		£55.80	£9.30	£46.50	1. CM	Sage (UK) Ltd		1350
BCARD230315 AMAZO2600	17/04/23	18528	4212	£25.98	£0.00	£25.98	6.LS	Amazon UK	Book ends	6990
DD230403OP US7251	17/04/23	18570		£577.63	£96.27	£481.36	2. CC	Opus Energy	Account 1465822 02.03.23 - 02.04.23	2430
BCARD230309 EBAY	17/04/23	18651	4202	£164.98	£0.00	£164.98	5. OS	Ebay	Rhino infra red heater	5630

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BCARD230313 BREEDEN	17/04/23	18652	4210	£181.20	£30.20	£151.00	5. OS	Breedon Special Aggregates	2 x ton gravel to repair path at Thorpe Astley - Winter Works	5620/1
BCARD230324 AMAZON144	17/04/23	18653	4228	£154.98	£25.83	£129.15	5. OS	Amazon UK	Drop down bollard for Holmfield Park	5630
BCARD230321 AMAZON734	17/04/23	18654	4218	£7.59	£1.27	£6.32	5. OS	Amazon UK	48 pegs for fixing pegs for mulch matting	5620/1
BCARD230316 AMAZON01	17/04/23	18655	4213	£10.99	£0.00	£10.99	6.LS	Amazon UK	Wooden Easter craft decorations	6490
BCARD230316 AMAZON02	17/04/23	18656	4216	£77.78	£0.00	£77.78	2. CC	Amazon UK	Fairtrade Colombian Instant Coffee Sticks (250 Instant Coffee Sticks) Lakeland Pritchitts Semi Skimmed Milk Sticks - Long Life Sachets (240 Sticks)	2510
BCARD230320 KNIGHTON	17/04/23	18657		£143.64	£23.94	£119.70	3. TA	Knighton Janitorial Ltd		3330
BCARD230317 NALC	17/04/23	18658		£78.44	£0.00	£78.44	1. CM	NALC	Fighting Climate training x 2	1990
BCARD230321 EUROFFICE	17/04/23	18659	4223	£194.47	£32.41	£162.06	2. CC	Eurooffice	Impulse 2000Bookcase Beech Ref 1000052	2990
DD230403EO N0020	18/04/23	18566		£421.95	£70.32	£351.63	5. OS	E.ON Next	01.03.23 - 01.04.23	5430
DD230403OP US7285	18/04/23	18568		£99.28	£16.55	£82.73	5. OS	Opus Energy	Account 1465825 01.01.23 - 02.04.23	5430
DD230403OP US7284	18/04/23	18569		£1,733.84	£288.97	£1,444.87	3. TA	Opus Energy	Account 1465824 01.01.23 - 02.04.23	3430
DD230404WA TERPL9565	18/04/23	18571		£496.77	£0.00	£496.77	2. CC	Water Plus/STW	CC 02.03.23 - 01.04.23	2430
DD230406OP US3595	18/04/23	18660		£99.53	£16.59	£82.94	5. OS	Opus Energy	MM Acc 1465825 01.01.2023 - 02.04.2023	5430
DD230406OP US3594	18/04/23	18661		£1,734.26	£289.04	£1,445.22	3. TA	Opus Energy	TA Acc 1465824 01.01.23 - 02.04.23	3430
DD230404ENT A6464	19/04/23	18557		£14.40	£2.40	£12.00	2. CC	Entanet International Ltd	PSTN ELE-100346 1.4.23 - 30.04.23	2400
DD230402ENT A5841	19/04/23	18560		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 1.4.23 - 30.04.23	2400
SO230426PE RSON15122	20/04/23	18481		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of Retained Personnel Services for April 2023	1170
DD230406WA TERPL4070	20/04/23	18572		£323.66	£0.00	£323.66	3. TA	Water Plus/STW	TA 04.03.23 - 01.04.23	3430

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		18663/1		£29.40	£4.90	£24.50	3. TA	Global Payments	01.03.2023 - 31.03.2023 3580
		18663/2		£1.12	£0.00	£1.12	3. TA	Global Payments	01.03.2023 - 31.03.2023 3580
DD230401GL OBALPAY36	20/04/23	18663		£30.52	£4.90	£25.62		Global Payments	3580
		18664/1		£29.40	£4.90	£24.50	2. CC	Global Payments	01.03.2023 - 31.03.2023 2580
		18664/2		£225.76	£0.00	£225.76	3. TA	Global Payments	01.03.2023 - 31.03.2023 3580
DD230401GL OBALPAY145	20/04/23	18664		£255.16	£4.90	£250.26		Global Payments	2580
BACS230331H SSP	21/04/23	18423		£330.00	£55.00	£275.00	3. TA	HSSP Architeccts Limited	Air Source Heat Pumps Thorpe astley Community Centre 3050/3
BACS220725A MAZON4010	21/04/23	18425		£1,319.86	£220.00	£1,099.86	2. CC	Amazon UK	Recycling Bins with Lids 60 Litres 3 compartments x 8 Recycling Bins with Lids 24 Litres 3 compartments x 6 2330
BACS221123A MAZO1504	21/04/23	18427	4117	£27.19	£0.00	£27.19	5. OS	Amazon UK	Rdruko mens trousers for lan 5290
BACS221123A MAZO1504	21/04/23	18428		£27.19	£0.00	£27.19	5. OS	Amazon UK	Rdruko mens trousers for Dave 5290
DD230408EO N0020	21/04/23	18565		£285.23	£47.84	£237.39	5. OS	E.ON Next	01.03.23 - 31.03.23 5430
BACS230421P LANPORTAL	22/04/23	18467		£149.20	£24.87	£124.33	3. TA	Planning Portal	Planning Portal application fee - Proposed Air Source Heat Pumps - Thorpe Astley Community Centre Lakin Drive Thorpe Astley An application fee of £116.00 + planning portal service charge of £32.20 (£149.20 in total) 3050/3
BACS230424S NOW	24/04/23	18436		£2,578.85	£0.00	£2,578.85	1. CM	██████████	Salary April 23 1010
BACS230424K ENNETT	24/04/23	18437		£1,877.56	£0.00	£1,877.56	1. CM	██████████	Salary April 23 1010
BACS230424A SSI	24/04/23	18438		£2,488.23	£0.00	£2,488.23	1. CM	██████████	Salary April 23 1010
BACS230424 MEAD	24/04/23	18439		£1,463.19	£0.00	£1,463.19	1. CM	██████████	Salary April 23 1010
BACS230424H ALL	24/04/23	18440		£1,155.53	£0.00	£1,155.53	1. CM	██████████	Salary April 23 1010
BACS230424J EPSON	24/04/23	18441		£1,898.16	£0.00	£1,898.16	1. CM	██████████	Salary April 23 1010

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BACS230424T ILLEY	24/04/23	18442		£3,107.92	£0.00	£3,107.92	1. CM	██████████	Salary April 23 1010
BACS230424S IBSON	24/04/23	18443		£1,604.73	£0.00	£1,604.73	1. CM	██████████	Salary April 23 1010
BACS230424L EAVIS	24/04/23	18444		£1,575.14	£0.00	£1,575.14	1. CM	██████████	Salary April 23 1010
BACS230424F URNISS	24/04/23	18445		£160.04	£0.00	£160.04	1. CM	██████████	Salary April 23 1010
BACS230424J OHNSON	24/04/23	18446		£600.93	£0.00	£600.93	1. CM	██████████ ██████████	Salary April 23 1010
BACS230424L YCETT	24/04/23	18447		£312.87	£0.00	£312.87	1. CM	██████████	Salary April 23 1010
BACS230424 MYERS	24/04/23	18448		£1,413.84	£0.00	£1,413.84	1. CM	██████████	Salary April 23 1010
BACS230424B RYAN	24/04/23	18449		£446.14	£0.00	£446.14	1. CM	██████████	Salary April 23 1010
BACS230424H ICKENBOTH	24/04/23	18450		£897.56	£0.00	£897.56	1. CM	██████████	Salary April 23 1010
BACS230424A LMEY	24/04/23	18451		£1,489.32	£0.00	£1,489.32	1. CM	██████████	Salary April 23 1010
BACS230424P ATEL	24/04/23	18452		£1,047.68	£0.00	£1,047.68	1. CM	██████████	Salary April 23 1010
BACS230424C AWLEY	24/04/23	18453		£557.54	£0.00	£557.54	1. CM	██████████	Salary April 23 1010
BACS230424P RENDEGAST	24/04/23	18454		£733.84	£0.00	£733.84	1. CM	██████████ ██████████	Salary April 23 1010
BACS230424 WRIGHT	24/04/23	18455		£924.51	£0.00	£924.51	1. CM	██████████	Salary April 23 1010
BACS230424S MITH	24/04/23	18456		£414.56	£0.00	£414.56	1. CM	██████████, ██████████	Salary April 23 1010
BACS230424T URNER	24/04/23	18457		£1,004.56	£0.00	£1,004.56	1. CM	██████████	Salary April 23 1010
BACS230424P ARMAR	24/04/23	18458		£547.44	£0.00	£547.44	1. CM	██████████	Salary April 23 1010
BACS230424H ANDS	24/04/23	18460		£438.04	£0.00	£438.04	1. CM	██████████	Salary April 23 1010
BACS230424L CCPENSION	24/04/23	18461		£9,767.25	£0.00	£9,767.25	1. CM	Leicestershire County Council Pensions	Pensions 1020

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BACS230424U NISON	24/04/23	18463		£34.00	£0.00	£34.00	1. CM	Unison	Union fees 1010
BACS230424P ENNELL	24/04/23	18464		£928.96	£0.00	£928.96	1. CM	██████████	Salary April 23 1010
BACS230424S LMILEAGE	24/04/23	18465		£2.80	£0.47	£2.33	1. CM	██████████	Mileage 24.04.23 1015
BACS230424L AMILEAGE	24/04/23	18466		£4.20	£0.70	£3.50	1. CM	██████████	Mileage 1015
DD230505BG1 210	24/04/23	18495		£470.13	£78.35	£391.78	3. TA	British Gas	603511442 3430
DD230424ENT A64642421	24/04/23	18559		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.4.23 - 16.05.23 2400
DD230423TVL ICENCECC	24/04/23	18662		£159.00	£0.00	£159.00	1. CM	TV Licensing	CC - 3369739061 Valid 2024 1350
BACS230401 GLENFD9031	26/04/23	18470		£757.80	£126.30	£631.50	5. OS	Glenfield Electrical Ltd	Carry out electrical work as per quote 12900 5620/1
BACS230415B LFEMAY23	26/04/23	18471		£752.24	£0.00	£752.24	1. CM	Braunstone Life	May 23 2 pages 1360
BACS230411 GRAHAM0304	26/04/23	18472		£330.00	£0.00	£330.00	2. CC	Graham Clarkson Associates	Final amendments to schedule of work July 23 - Jan 23 2050/1
BACS230417R USSEL8570	26/04/23	18473		£726.00	£116.16	£609.84	5. OS	Russells Group Ltd	Car Parts shackle Flail, shackle,Boly & nut 5650
BACS230401L CC7618	26/04/23	18474		£66.00	£11.00	£55.00	3. TA	Leicester County Council - Waste	Trade Refuse BJ67OWM 30 March 2023 3440
BACS230420X EROX1342	26/04/23	18475		£251.94	£41.99	£209.95	1. CM	Xerox	Altalink C8155v 3774436331 01/06/23 - 31/08/23 1410
DD230509BG3 483	26/04/23	18675		£15.17	£0.72	£14.45	2. CC	British Gas	603452645 2430
DD230418WA TERPL1083	30/04/23	18573		£53.71	£0.00	£53.71	5. OS	Water Plus/STW	MM 14.03.23 - 01.04.23 5430
DD230501BD CMAYSP	01/05/23	18502		£314.00	£0.00	£314.00	5. OS	Blaby District Council	9252050537 Rates 5460
DD230501BD CMAYTA	01/05/23	18512		£818.00	£0.00	£818.00	3. TA	Blaby District Council	N030084745 Rates 3460
DD230501BD CMAYCC	01/05/23	18539		£2,058.00	£0.00	£2,058.00	2. CC	Blaby District Council	N030002639 Rates 2460
DD230424ENT A64642137	01/05/23	18558		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.4.23 - 13.05.23 2400

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DD230416LEX AUTO3887	01/05/23	18574		£275.82	£45.97	£229.85	5. OS	Lex Autolease Limited	BJ67OWM 064 15.03.23 - 14.04.23	5650
		18468/1		-£143.64	-£23.94	-£119.70	2. CC	Knighton Hygiene	Credit	2330
		18468/2		£161.58	£26.93	£134.65	2. CC	Knighton Hygiene	Cleaning materials	2330
BACS230418K NIGHT8061	02/05/23	18468		£17.94	£2.99	£14.95		Knighton Hygiene	1 x foam soap, 2 x toilet tissue,	2330
CARD230504Z OOM	04/05/23	18490		£143.88	£23.98	£119.90	1. CM	Zoom	Zoom one pro	1350
BACS230424H MRC	07/05/23	18462		£8,100.57	£0.00	£8,100.57	1. CM	H M Revenue & Customs	Tax & NI J	1010
DD230501INT Y0936	08/05/23	18588		£19.74	£3.29	£16.45	1. CM	Inty	CA-1234-2901	1420
BCARD230523 AMAZON	08/05/23	18670		£8.39	£1.40	£6.99	7. CD	Amazon UK	Bamboo napkins	7750
BCARD230523 AMAZON01	08/05/23	18671		£29.98	£5.00	£24.98	7. CD	Amazon UK	Bamboo napkins	7750
DD230502ENT A3608	09/05/23	18561		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 1.5.23 - 31.05.23	2400
DD280423KIN GS6382	10/05/23	18477		£20.22	£3.37	£16.85	2. CC	Kings Armoured Security Services Limited	Transit Fees	2580
DD230505BG9 219	10/05/23	18498		£117.91	£5.61	£112.30	6.LS	British Gas	603511442	6430
DD230511ENT A5281	11/05/23	18562		£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	PSTN ELE-101397 2.5.23 - 1.6.23	2400
BCARD230511 ASDA	11/05/23	18668	4269	£31.38	£5.23	£26.15	7. CD	Asda	Cakes and supplies for Town Mayor's Awards Night	7750
BACS230502T OUCH270	12/05/23	18478	4264	£57.96	£9.66	£48.30	6.LS	Touch Times Greeting Cards	Greeting cards - Library x 162.00	6900/1
BACS230428S HAKESPEAR	12/05/23	18479	4260	£585.00	£0.00	£585.00	7. CD	Shakespeare Park Bowls Club	Payment for signage	7850
BACS230420C HUBB5526	12/05/23	18480		£242.09	£40.35	£201.74	3. TA	Chubb Fire & Security	Work carried out on Intruder Alarm due to Operator Error	3610/3
BACS230428 WILSON7962	12/05/23	18482		£108.00	£18.00	£90.00	5. OS	Wilson Alarm Systems Ltd	Replace back up Battery ay Maintenance Visit	5610/1
BACS230427C ROCO7599	12/05/23	18483		£102.42	£17.07	£85.35	2. CC	Crocodile Catering Equipment	Replace Drip Tray in Coincil Chamber Kitchen	2610/1
BACS230430 GPR04826	12/05/23	18484		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan -n Year 2 month 4	1420

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BACS250423L CC87268	12/05/23	18489		£144.00	£24.00	£120.00	1. CM	Leicestershire County Council	Recruitment Advertising - Senior Customer Services & Centres Officer	1360
110870	12/05/23	18491	4263	£190.00	£0.00	£190.00	7. CD	Electric Dreams	Disco for Diwali November 2023	7700
BACS230505H SSP6686	12/05/23	18500		£1,555.50	£259.25	£1,296.25	2. CC	HSSP Architeccts Limited	7570 Contract Preparation & meetings in line with Samantha Griffins email 16 Dec 2022. For period 25 Feb 23 - 27 Apr 2023	2050/1
BACS230505H SSP6696	12/05/23	18501		£2,970.00	£495.00	£2,475.00	3. TA	HSSP Architeccts Limited	8897 Air source Heat Pumps. Fee for purchase data, prep of existing site location plan & planning application.	3050/1
BACS230505R OSPA0403	12/05/23	18524	4267	£1,126.20	£187.70	£938.50	5. OS	Rospa Play Safety	Braunstone Town annual playground inspections	5610/2
BACS230505R OSPA0402	12/05/23	18525	4266	£540.00	£90.00	£450.00	5. OS	Rospa Play Safety	Thorpe Astley playground annual inspections	5610/2
BACS221213 MYPOST001	12/05/23	18526	4136	£52.49	£4.16	£48.33	1. CM	Post Office Shop	50 x 1st Class stamps	1300
BACS230430S UNNIN1386	12/05/23	18527	4245	£20.85	£3.47	£17.38	5. OS	Sunningdale Landscape Supplies Ltd	3 bags post mix	5620/1
BACS230316A MAZO3352	12/05/23	18529		£17.98	£0.00	£17.98	2. CC	Amazon UK	Semi skimmed milk sticks x 240	2510
BACS230428 MICHEL8600	12/05/23	18530		£36.00	£6.00	£30.00	5. OS	Micheldever Tyre Services Ltd	Puncture & Balance Repair BJ67OWM	5650
BACS230429C HAPMA9070	12/05/23	18531	4233	£101.50	£16.92	£84.58	5. OS	Chapmans Garden Machinery Limited	Carburetor for garden blower and air filter kit	5610/1
110872	12/05/23	18532		£4,079.17	£0.00	£4,079.17	7. CD	Rainbows	Twon Mayors Charity	7760
110873	12/05/23	18533		£626.83	£0.00	£626.83	7. CD	St Crispins Church	Proceeds from POE	7760
110871	12/05/23	18534		£247.49	£0.00	£247.49	7. CD	Ratby Co Op Band	Proceeds from POE	7760
		18535/1		£20.60	£0.00	£20.60	7. CD	Petty Cash	soup for warm spaces	7860
		18535/2		£16.69	£2.78	£13.91	5. OS	Petty Cash	screws hinges & jubilee clips	5600/2
		18535/3		£42.25	£0.00	£42.25	1. CM	Petty Cash	postage	1300
		18535/4		£9.00	£1.50	£7.50	5. OS	Petty Cash	keys for parks	5600/2
		18535/5		£30.40	£5.07	£25.33	5. OS	Petty Cash	petrol	5670
		18535/6		£26.05	£4.34	£21.71	7. CD	Petty Cash	cup cakes for kings coronation	7990
110874	12/05/23	18535		£144.99	£13.69	£131.30		Petty Cash		7860
DD230428OP US8670	13/05/23	18589		£1,483.85	£247.31	£1,236.54	2. CC	Opus Energy	Account 1465347 29.03.23 - 27.04.23	2430

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		18585/1		£29.40	£4.90	£24.50	3. TA	Global Payments	TA - 39854961 3580
		18585/2		£0.05	£0.00	£0.05	3. TA	Global Payments	TA - 39854961 3580
DD230430GP AYTA37	14/05/23	18585		£29.45	£4.90	£24.55		Global Payments	TA - 39854961 3580
		18587/1		£29.40	£4.90	£24.50	2. CC	Global Payments	CC - 05760171 2580
		18587/2		£225.76	£0.00	£225.76	3. TA	Global Payments	CC - 05760171 3580
DD230401GP AYCC45	14/05/23	18587		£255.16	£4.90	£250.26		Global Payments	CC - 05760171 2580
		18665/1		£29.40	£4.90	£24.50	2. CC	Global Payments	01.04.2023 - 28.04.2023 2580
		18665/2		£182.56	£0.00	£182.56	3. TA	Global Payments	01.04.2023 - 28.04.2023 3580
DD230401GL OBALPAY146	14/05/23	18665		£211.96	£4.90	£207.06		Global Payments	2580
DD230412BD C0013034	15/05/23	18485		£1,923.22	£0.00	£1,923.22	2. CC	Blaby District Council	BusinessRefuse Waste 1100 litre bin rental 1.4.23 - 31.3.23 2440
DD230501SA GE9736	15/05/23	18575		£55.80	£9.30	£46.50	1. CM	Sage (UK) Ltd	Sunscption 01.05.23 - 31.05.23 1350
		18666/1		£29.40	£4.90	£24.50	3. TA	Global Payments	01.04.2023 - 28.04.2023 3580
		18666/2		£0.05	£0.00	£0.05	3. TA	Global Payments	01.04.2023 - 28.04.2023 3580
DD230430GL OBALPAY37	15/05/23	18666		£29.45	£4.90	£24.55		Global Payments	3580
DD230502EO N0021	17/05/23	18567		£261.10	£43.52	£217.58	5. OS	E.ON Next	02.04.23 - 30.04.23 5430
BCARD230517 CRESSWELL	17/05/23	18667	4276	£58.68	£9.78	£48.90	6.LS	Gresswell Library supplies	Adaptaroll for books 6990
DD230511ENT A6664	18/05/23	18563		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 5.5.23 - 4.6.23 3400
DD230507BTQ 123YC	21/05/23	18548		£168.84	£28.14	£140.70	2. CC	British Telecom	EM15369632 Charges 01.04.23 - 31.07.23 2430
BACS230510C HILLI3395	22/05/23	18536		£63.60	£0.00	£63.60	3. TA	Chilliclean Window Cleaning	Window cleaning 3600
BACS230509C HILLI3376	22/05/23	18537		£61.11	£0.00	£61.11	2. CC	Chilliclean Window Cleaning	Window cleaning 2600
BACS230502P JJBGL4122	22/05/23	18538		£1,420.00	£220.00	£1,200.00	2. CC	P.J & J.B Glennon & sons Ltd	Box Gutter over Toilets, Council Chamber & Fosse Room 2600
DD230507BTQ 051KG	22/05/23	18549		£145.48	£24.25	£121.23	3. TA	British Telecom	EM22854032 Charges 01.04.23 - 31.07.23 3430

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DD230508BTQ 105ZY	22/05/23	18550		£145.48	£24.25	£121.23	2. CC	British Telecom	EM16631367 Charges 01.04.23 - 31.07.23 Fax Line	2430
DD230508BTQ 051JK	22/05/23	18551		£145.48	£24.25	£121.23	3. TA	British Telecom	EM22853976 Charges 01.04.23 - 31.07.23 ADSL	3430
BACS230512J AAAKAWARD	22/05/23	18552		£84.00	£0.00	£84.00	7. CD	JAAAK LTD	3 White & 3 Red bottles of wine for Mayors Awards Night 11.05.23	7040/2
BACS230512N PS2427	22/05/23	18553		£120.00	£20.00	£100.00	3. TA	NPS NIGEL SUMMERFIELD	To attend site at Thorpe Astley as Requested	3600
BACS230512N PS2428	22/05/23	18554		£60.00	£10.00	£50.00	5. OS	NPS NIGEL SUMMERFIELD	To attend site at Shakespeare Park as Requested	5600/2
BACS230308 WALKER7822	22/05/23	18555		£126.09	£21.01	£105.08	5. OS	Walkers Tyre Service Ltd	New Tyre for Ian's Truck	5650
DD230515ENT A7505	22/05/23	18576		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.5.23 - 13.06.23	2400
BACS230515A MAZO2321	22/05/23	18577	4272	£20.39	£3.40	£16.99	6.LS	Amazon UK	bubble machine for library	6990
BACS230515A MAZO9842	22/05/23	18578	4273	£2.99	£0.50	£2.49	6.LS	Amazon UK	Well done stickers	6990
BACS230501L CC7645	22/05/23	18580		£132.00	£22.00	£110.00	3. TA	Leicester County Council - Waste	Trade Refuse BJ67OWM 26 April 2023	3440
BACS230515H NSSIG1097	22/05/23	18581	4274	£90.00	£15.00	£75.00	1. CM	HNS Signs Ltd	Lettering for honours board 2023	1300
BACS230412V IPANS2690	22/05/23	18582	4237	£105.60	£17.60	£88.00	5. OS	Vipans Ltd	1 x Knap sack sprayer	5630
DD230508BTQ 0723Z	22/05/23	18583		£42.83	£7.14	£35.69	2. CC	British Telecom	EM19572346 Charges 01.05.23 - 31.07.23 ADSL	2400
BACS230403T ARGET3173	22/05/23	18584		£3,055.00	£509.17	£2,545.83	8. PE	Target Pest Control & Hygiene	Collection 47 Dog Waste Bins - Portion April 23 & May/June 23	8440
BCARD230522 BEAVER	22/05/23	18669	4279	£120.12	£20.02	£100.10	2. CC	Beaverswood Supply Co Ltd	EVC charging point stencil kit	2050/3
DD230509BG2 239	23/05/23	18674		£77.75	£3.70	£74.05	2. CC	British Gas	603452645	2430
DD230509EO N0021	24/05/23	18590		£187.90	£8.95	£178.95	5. OS	E.ON Next	01.04.23 - 30.04.23	5430
BACS230524U NISON	24/05/23	18594		£34.00	£0.00	£34.00	1. CM	Unison	Union fees	1010
BACS230524S NOW	24/05/23	18597		£2,578.85	£0.00	£2,578.85	1. CM	██████████	Salary May 23	1010

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BACS230524K ENNETT	24/05/23	18598		£1,877.36	£0.00	£1,877.36	1. CM	██████████	Salary May 23 1010
BACS230524A SSI	24/05/23	18599		£2,484.33	£0.00	£2,484.33	1. CM	██████████	Salary May 23 1010
BACS230524 MEAD	24/05/23	18600		£1,488.76	£0.00	£1,488.76	1. CM	██████████	Salary May 23 1010
BACS230524H ALL	24/05/23	18601		£1,176.99	£0.00	£1,176.99	1. CM	██████████	Salary May 23 1010
BACS230524J EPSON	24/05/23	18602		£1,897.96	£0.00	£1,897.96	1. CM	██████████	Salary May 23 1010
BACS230524T ILLEY	24/05/23	18603		£3,502.42	£0.00	£3,502.42	1. CM	██████████	Salary May 23 1010
BACS230524S IBSON	24/05/23	18604		£1,604.53	£0.00	£1,604.53	1. CM	██████████	Salary May 23 1010
BACS230524L EAVIS	24/05/23	18605		£1,058.12	£0.00	£1,058.12	1. CM	██████████	Salary May 23 1010
BACS230524F URNISS	24/05/23	18606		£160.04	£0.00	£160.04	1. CM	██████████	Salary May 23 1010
BACS230524J OHNSON	24/05/23	18607		£600.73	£0.00	£600.73	1. CM	██████████ ██████████	Salary May 23 1010
BACS230524L YCETT	24/05/23	18608		£312.87	£0.00	£312.87	1. CM	██████████	Salary May 23 1010
BACS230524 MYERS	24/05/23	18609		£1,413.84	£0.00	£1,413.84	1. CM	██████████	Salary May 23 1010
BACS230524B RYAN	24/05/23	18610		£445.94	£0.00	£445.94	1. CM	██████████	Salary May 23 1010
BACS230524H ICKENBOTH	24/05/23	18611		£897.56	£0.00	£897.56	1. CM	██████████	Salary May 23 1010
BACS230524A LMEY	24/05/23	18612		£1,469.05	£0.00	£1,469.05	1. CM	██████████	Salary May 23 1010
BACS230524P ATEL	24/05/23	18613		£1,047.68	£0.00	£1,047.68	1. CM	██████████	Salary May 23 1010
BACS230524C AWLEY	24/05/23	18614		£557.54	£0.00	£557.54	1. CM	██████████	Salary May 23 1010
BACS230524P RENDEGAST	24/05/23	18615		£508.14	£0.00	£508.14	1. CM	██████████ ██████████	Salary May 23 1010
BACS230524 WRIGHT	24/05/23	18616		£924.31	£0.00	£924.31	1. CM	██████████	Salary May 23 1010

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BACS230524S MITH	24/05/23	18617		£414.56	£0.00	£414.56	1. CM	██████████	Salary May 23	1010
BACS230524T URNER	24/05/23	18618		£1,004.56	£0.00	£1,004.56	1. CM	██████████	Salary May 23	1010
BACS230524P ARMAR	24/05/23	18619		£547.44	£0.00	£547.44	1. CM	██████████	Salary May 23	1010
BACS230524P ENNELL	24/05/23	18620		£596.46	£0.00	£596.46	1. CM	██████████	Salary May 23	1010
BACS230524H ANDS	24/05/23	18621		£438.04	£0.00	£438.04	1. CM	██████████	Salary May 23	1010
SO230524PE RSON15197	24/05/23	18673		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of Retained Personnel Services for April 2023	1170
BACS230512B EESL3553	25/05/23	18591		£62,697.78	£10,449.63	£52,248.15	2. CC	K M Beesley	Internal alterations to Civic Centre. Works completed 3 May 2023 as interim certificate	2050/2
DD230518ENT A7847	25/05/23	18593		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.05.23 - 16.06.23	2400
BACS230524L CCPENSION	26/05/23	18596		£9,569.83	£0.00	£9,569.83	1. CM	Leicestershire County Council Pensions	Pensions	1020
DD230514LEX AUTO0999	29/05/23	18622		£526.13	£87.69	£438.44	5. OS	Lex Autolease Limited	BJ67OWM 065 15.04.23 - 14.05.23	5650
BACS230522 GRIFFI6578	30/05/23	18623	4283	£279.50	£0.00	£279.50	7. CD	Griffin Designs	Banners for TA on the beach event	7715
BACS230522 WESSEX5724	30/05/23	18624	4277	£143.11	£23.85	£119.26	5. OS	Wessex Interntaional	8 blades for muthing deck	5650
BACS230515 MORGAN4834	30/05/23	18625	4271	£66.39	£11.06	£55.33	2. CC	MORGANS	Internal Civic Centre key cut 83354C x 2	2610/1
BACS230518R USSEL4287	30/05/23	18626	4265	£2,608.34	£434.72	£2,173.62	5. OS	Russells Group Ltd	End cap assembly for Wessex Mower	5650
BACS230517K NIGHT9017	30/05/23	18627	4275	£149.22	£24.87	£124.35	3. TA	Knighton Hygiene	WH901AWhite 2ply 210m£45.952£91.90 CH0285L bulk refill£11.751£11.75 WH1595L bulk concentrateWH901AWhite 2ply 210m£45.952£91.90 CH0285L bulk refill£11.751£11.75 WH1595L bulk concentrate	3330
BACS230504I TSOL4174	30/05/23	18628	4241	£573.00	£95.50	£477.50	1. CM	IT Solutions	Xerox printer for TA	1420
BACS230516I TSOL4178	30/05/23	18629		£968.10	£161.35	£806.75	1. CM	IT Solutions	HP ProBook 450 Win 10 - Installation & set up for Lydia	1420

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BACS230523A MAZOABEI	30/05/23	18630	4280	£8.97	£1.50	£7.47	7. CD	Amazon UK	Craft supplies for Craft and Chatter 7940/1
BACS230520B LFEJUNE23	30/05/23	18631		£1,504.48	£0.00	£1,504.48	1. CM	Braunstone Life	June 23 4 pages 1360
BACS230523S 2BCOLLECT	30/05/23	18632		£500.00	£0.00	£500.00	7. CD	Space To Breath Collective	Community Grant 7850
BACS230522A MAZO7584	30/05/23	18634		£8.99	£1.50	£7.49	7. CD	Amazon UK	Craft supplies for Craft N Chatter group 7940/1
BACS230522A MAZO2328	30/05/23	18635		£16.99	£2.83	£14.16	7. CD	Amazon UK	Craft supplies for Craft N Chatter group 7940/1
BACS230522A MAZO3158	30/05/23	18636		£28.97	£4.83	£24.14	7. CD	Amazon UK	Craft supplies for Craft N Chatter group 7940/1
BACS230522A MAZO4805	30/05/23	18637		£16.82	£2.80	£14.02	7. CD	Amazon UK	Craft supplies for Craft N Chatter group 7940/1
BACS230523A MAZO7730	30/05/23	18638		£24.95	£4.16	£20.79	7. CD	Amazon UK	Craft supplies for Craft N Chatter group 7940/1
BACS230523A MAZO3375	30/05/23	18639	4282	£6.79	£1.13	£5.66	7. CD	Amazon UK	Craft supplies for Craft N Chatter group 7940/1
BACS230523A MAZO8901	30/05/23	18640		£6.59	£1.10	£5.49	7. CD	Amazon UK	Craft supplies for Craft N Chatter group 7940/1
BACS230526A MAZOABEI	30/05/23	18647	4286	£11.98	£2.00	£9.98	5. OS	Amazon UK	2 x sunscreen for parks staff 5990
DD230601BD CJUNESP	01/06/23	18503		£314.00	£0.00	£314.00	5. OS	Blaby District Council	9252050537 Rates 5460
DD230601BD CJUNETA	01/06/23	18513		£818.00	£0.00	£818.00	3. TA	Blaby District Council	N030084745 Rates 3460
DD230601BD CJUNECC	01/06/23	18540		£2,058.00	£0.00	£2,058.00	2. CC	Blaby District Council	N030002639 Rates 2460
BACS230501C IA5813	06/06/23	18641		£721.68	£120.28	£601.40	5. OS	CIA Fire and Security	Tap 4 Tennis 01.06.23 - 31.05.24 5550
BACS230526D FPSER4175	06/06/23	18642	4230	£1,353.00	£225.50	£1,127.50	2. CC	DFP Serivces Ltd	Upgrade of fuse board at Braunstone Civic Centre Plant Room 2050/3
		18643/1		£11,545.74	£1,924.29	£9,621.45	2. CC	DFP Serivces Ltd	Installation Charging Points 2050/3
		18643/2		£11,545.74	£1,924.29	£9,621.45	3. TA	DFP Serivces Ltd	Installation of Charging Points etc 3050/3

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BACS230526D FPSER4189	06/06/23	18643	4231	£23,091.48	£3,848.58	£19,242.90		DFP Serivces Ltd	Installation and associated cabling, electrical and engineering works for 22kw Electric Vehicle Charging Points, four at Braunstone Civic Centre and four at Thorpe Astley Community Centre: £19,242.90 +VAT; as detailed in quote Q26931	2050/3
BACS230526A MAZO3156	06/06/23	18646	4285	£47.97	£8.01	£39.96	5. OS	Amazon UK	Torches	5610/1
BACS230502P JL4122+1	06/06/23	18648		£1,420.00	£220.00	£1,200.00	2. CC	P.J & J.B Glennon & sons Ltd	Box Gutter over Toilets,	2600
BACS230502P JL4122+2	06/06/23	18649		£480.00	£80.00	£400.00	2. CC	P.J & J.B Glennon & sons Ltd	Repair over fire exit door	2600
BACS230601 GPR04833	06/06/23	18650		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan -n Year 2 month 4	1420
Total				£284,028.52	£27,142.70	£256,885.82				