



# BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*  
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19<sup>th</sup> April 2023

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

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the **Ravenhurst Room** at Braunstone Civic Centre on **Thursday, 27<sup>th</sup> April 2023** commencing at **7.30pm**, for the transaction of the business as set out below.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/88930585085?pwd=NXFVbXNRbFdFRW54UkZJSFBjWHBsQT09>

Meeting ID: 889 3058 5085

Passcode: 126088

Yours sincerely,

Chief Executive & Town Clerk

## **AGENDA**

1. **Apologies**  
To receive apologies for absence.
2. **Disclosures of Interest**  
To receive disclosures of Interest in respect of items on this agenda:
  - a) Disclosable Pecuniary Interests,
  - b) Other Interests (Non-Pecuniary).

3. **Public Participation**  
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes**  
To confirm the accuracy of the Minutes of the meeting held on 9<sup>th</sup> March 2023 to be signed by the Chairperson (**Enclosed**).
5. **Civic Centre Facilities Improvement**  
To receive an update on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café Kitchen (**Enclosed**).
6. **Improvements to Walking and Cycle Routes**  
To receive an update on the delivery of proposals for improvements to the connections between walking and cycling routes (**Enclosed**).
7. **Shakespeare Park – Improvement and Development**  
To receive an update on project timescales and financing for phase 3 to improve the play facilities. To receive an update on arrangements for future management of the pavilion and site (**Enclosed**).
8. **Annual Report 2023**  
To receive the draft Annual Report 2023 for recommending to the Annual Meeting of the Full Council for adoption (**Enclosed**).
9. **Employment Contract Update**  
To consider proposed amendments to the Council's Employment Contract (**Enclosed**).
10. **Sports Pitch Allocations 2023/2024**  
To receive applications for sports pitches for 2023/2024 season and to determine their allocation (**Enclosed**).
11. **Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct**  
To review the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct and recommend adoption at the Annual Council Meeting (**Enclosed**).
12. **Draft Schedule of Meetings**  
To receive a draft schedule of Meetings for 2023/2024 for recommendation to Full Council for adoption (**Enclosed**).
13. **Blaby District Parish Councils Group**  
To provide feedback from the Blaby District Parish Councils Group and to identify issues to be raised at future meetings.

14. **End of Financial Year – Cashbook and Reserves**

To receive a summary of the Council's Cash and Reserves for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 (**Enclosed**).

15. **Financial Comparisons**

To receive Financial Comparisons for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 (**Enclosed**).

16. **Approval of Accounts**

To consider payments from 1<sup>st</sup> March 2023 until 31<sup>st</sup> March 2023 (**Enclosed**).

17. **Shakespeare Park – Proposed Management Committee and Pitch Arrangements**

*RECOMMENDED: - That in view of the special / confidential nature of the business to be transacted, it is recommended that the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reason for exception – Legal Advice.*

To consider legal agreements, subject to final VAT advice, for the Management Association to run the Sports Pavilion and license agreements for the Shakespeare Park sports pitches (**Enclosed for Councillors**).

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

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

To finalise the arrangements for the installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (**Enclosed for Councillors**).

19. **Mossdale Meadows Culvert**

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

To consider updated tenders and proposed financing for rebuilding Mossdale Meadows Culvert and associated works and to appoint a preferred contractor to undertake the works (**Enclosed for Councillors**).

**20. Parks Fleet Vehicles**

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

To consider renewal of leases for the parks fleet vehicles (**Enclosed for Councillors**).

*Next Scheduled Meeting: 15<sup>th</sup> June 2023 (subject to confirmation at the Annual Council meeting on 18<sup>th</sup> May 2023).*



**NOTE:**

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

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

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

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

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 9<sup>th</sup> MARCH 2023 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), and Councillors Anthea Ambrose, Shabbir Aslam, Sam Fox-Kennedy (substituting for Councillor Amanda Hack), Paul Kennedy (substituting for Councillor Sam Maxwell), Tracey Shepherd and Robert Waterton.

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

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

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

**80. Apologies**

Apologies for absence were received from Councillors Amanda Hack, Sohan Johal, Leanne Lee and Sam Maxwell.

**81. Disclosures of Interest**

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

**82. Public Participation**

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

There were no members of the public at the meeting.

**83. Minutes**

The Minutes of the meeting held on 12<sup>th</sup> January 2023 (item 4 on the agenda) were circulated.

**RESOLVED** that the Minutes of the meeting held on 12<sup>th</sup> January 2023 be approved and signed by the Chairperson as a correct record.

#### **84. Civic Centre Facilities Improvements**

The Committee received an update on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café Kitchen (item 5 on the agenda).

#### **RESOLVED**

1. that the progress and Next Stages of the refurbishment, as detailed in the relevant section of the report, be received and noted;
2. that the Modifications, as detailed in the relevant section of the report, be endorsed; and
3. 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 for Decision*

1. *The works were progressing, with building work due to be complete by Easter and specialist fittings to be installed by the end of April/beginning of May.*
2. *Structural Assessments of the joist strength meant that the alternative solution to rainwater harvesting could not be financed by this project; however, the option to retrofit would be provided. Minor changes to the Changing Places specification had been made to keep costs within budget; however, these were not considered to have a detrimental impact.*
3. *To allow for practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*

#### **85. Improvements to Walking and Cycling Routes**

The Committee received an update on the delivery of proposals for improvements to the connections between walking and cycling routes (item 6 on the agenda).

The Chief Executive & Town Clerk updated the Committee as follows:

- a) work at Mossdale Meadows was progressing with the contractor commencing work on the section of pathway adjacent to the play area; and
- b) Meridian Leisure was due to commence work on site on 24th April 2023.

#### **RESOLVED**

1. that progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed; and

2. that delegated authority be given to the Chief Executive & Town Clerk to approve any minor modifications to the design and layout for Mossdale Meadows for practical reasons, which would not impact on the essential elements of the improvement works.

*Reasons for Decision*

1. *The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.*
2. *To enable modifications to be made to deliver the scheme at Mossdale Meadows avoiding delays to the timescales.*

**86. Shakespeare Park – Improvement and Development**

The Committee received an update on project timescales and financing for phase 3 to improve the play facilities; along with an update on arrangements for future management of the pavilion and site (item 7 on the agenda).

**RESOLVED**

1. that progress with *Phase 3 – Playground Improvements*, including the funding update, as set out in the relevant section of the report and in Table 1, be noted;
2. that Policy & Resources Committee, scheduled for 27<sup>th</sup> April 2023, determine where the remaining balance of the earmarked reserves for phases 1 and 2 of the Shakespeare Park Improvement Project, be utilised;
3. that progress with the *Future Management Arrangements*, as set out in the relevant section of the report, be noted and endorsed; and
4. that the revised timescales for the remaining stages of the project, attached at Appendix 1, be approved; subject to closure of the play area being avoided during the school summer holidays.

*Reasons for Decision*

1. *To progress plans to improve play facilities in a Ward which had high rankings of multiple deprivation across a range of domains.*
2. *To note that the first and second phases of the project had been delivered efficiently and effectively and to schedule determination of how the remaining earmarked reserves would be spent once the funding position for Phase 3 was known.*
3. *To ensure that the Pavilion facility would be operated in the interests of the community and provide for an increase in sport participation.*
4. *To provide a guide for the progression of the remaining stages of the project, which could be amended accordingly as appropriate. It was noted that the Playground improvements could take around 4 to 6 weeks and it was important to avoid the closure period for the works wholly coinciding with the school summer holiday period.*

**87. Revision to Library Opening Hours**

The Committee considered proposals to slightly amend the Library Opening Times (item 8 on the agenda).

A summary of the consultation results regarding the proposed change of hours was circulated (filed with these minutes).

**RESOLVED**

1. that the opening hours for the Braunstone Town Community Library be amended to close at 6pm on Monday evenings and remain open until 1pm on Wednesday lunchtime;
2. that delegated authority be given to the Chief Executive & Town Clerk to determine the implementation date for the revised opening hours (set out in 1 above); and
3. that the revised Library opening hours be reviewed six months after implementation.

*Reasons for Decision*

1. *To take into account that very few users came to the library after 6pm on Monday evenings but the library was very busy with the Coffee Morning on Wednesday mornings.*
2. *To enable the proposed changes to be considered and approved by Leicestershire County Council and for sufficient notice to be given to customers and users.*
3. *To review the position and receive feedback from customers and users on whether the opening times met their needs.*

**88. Pitch Allocations 2023/2024**

The Committee considered pitch capacity and set the fees and process for allocations for the 2023/2024 season (item 9 on the agenda).

**RESOLVED**

1. that one Senior pitch at Mossdale Meadows be designated a large junior pitch to accommodate the older junior teams;
2. that the pitch type and capacity as set out in Table 1 of the Pitch Capacity section of the report be approved;
3. that the pitch fees be confirmed and the availability of pitches be advertised, as set out at Appendix 1, with a closing date for applications on Monday 17<sup>th</sup> April 2023; and
4. that delegated authority be given to the Chief Executive & Town Clerk to extend the bespoke interim arrangements in respect of Bowls and Football pitches at Shakespeare Park, should this be required prior to the 10 year pitch licences being finalised and issued.



*Reasons for Decision*

1. To ensure that suitable pitches would be available for all junior age teams.
2. To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of park users.
3. To allow suitable time for applications while acknowledging clubs need the certainty by April of a home playing ground in order to participate in the league.
4. To ensure that arrangements remain in place for Shakespeare Park Bowls Club and Braunstone Athletic Football Club in respect of their usage of Shakespeare Park while arrangements were finalised for a longer term 10 year agreement alongside the establishment of the Management Association for the new Sports Pavilion.

**89. Open Spaces & Parks Winter Works Programme – Progress Report**

The Committee received a progress report on the Winter Works Programme for 2022/2023 (item 10 on the agenda).

**RESOLVED** that the progress of the Winter Works Programme 2022/2023 be received and noted.

*Reasons for Decision*

*To ensure that the winter works tasks were on schedule to be completed before the end of the winter works period.*

**90. Pitches Policy & Procedure**

The Committee considered, following consultation, a revised and updated Pitches Policy & Procedure for adoption (item 11 on the agenda).

**RESOLVED** that the revised Pitches Policy & Procedure, including the Football Pitches Terms & Conditions, attached at Annex 1 of the report, be approved and implemented with immediate effect and apply to the forthcoming season.

*Reason for Decision*

*To set out the relationship between Pitch provision and the provision of Open Spaces and Parks in the Town.*

**91. Sustainable Procurement Objectives**

The Committee considered a Statement of Sustainable Procurement Objectives and a plan for its implementation (item 12 on the agenda).

## RESOLVED

1. that the Sustainable Procurement Objectives, attached at Appendix 2 of the report, be approved; subject to the last sentence of the penultimate paragraph reading “*The Council will select suppliers based on the information available, this will be proportionate to the size and scale of the contract*”; and
2. that the Sustainable Procurement Objectives be implemented as set out in the *Timescales and Implementation* section of the report.

### *Reasons for Decision*

1. *To provide a reference for procurement and purchasing so that the no occasion would be missed to guide procurement expenditures towards efficient low-carbon choices in products, services and public works.*
2. *To allow industry standards and practices to develop, to enable effective judgement and implementation of the objectives by the Council, and to give suppliers notice.*

## 92. **Policy Reviews**

The Committee considered revisions to the schedule of Policy Reviews (item 13 on the agenda).

## RESOLVED

1. that the *Proposed Schedule of Policy Reviews*, as set out in the report, be approved; and
2. that the Council's Policies be reviewed at least on a 4 year cycle or sooner if required by legislative changes.

### *Reasons for Decision*

1. *To ensure policy reviews would be carried out in a timely fashion while not hindering the delivery of the Council's projects and services.*
2. *To provide for review if required by legislative changes and ensure that policies would be reviewed in a Council Term.*

## 93. **NJC Pay Agreement 2022/2023 – additional Annual Leave**

The Committee considered whether to adopt an additional day paid annual leave from 1<sup>st</sup> April 2023 as part of the NJC Pay Agreement (item 14 on the agenda).

**RESOLVED** that the first sentence of the first paragraph of Section 11, Holiday Entitlement, of Braunstone Town Council's Employment Contract be amended on 1st April 2023 to read “*Full time staff are entitled to 25 days paid leave per annum, increasing to 30 days after five years continuous employment, plus 8 Bank Holidays (Spring Bank Holiday, Good Friday, Easter*

Monday, May Day, August Bank Holiday, Christmas Day, Boxing Day and New Year's Day)".

*Reason for Decision*

*To apply the NJC pay agreement for 2022/2023 in full to employees of Braunstone Town Council; given the local government employers and trade unions agreed the additional day of annual leave as part of the overall settlement.*

**94. Outside Bodies Report**

The Committee received reports and feedback from recent meetings of Outside Bodies as follows:

- a) Leicestershire & Rutland Association of Local Councils (item 15a on the agenda); and
- b) Blaby District Parish Councils Group and Blaby District Parish Liaison (circulated as item 15b and filed with these minutes).

**RESOLVED** that the reports of and to recent meetings of Outside Bodies (detailed at items 15a and 15b circulated and filed with these minutes) be received and noted.

*Reason for Decision*

*To keep up to date with the discussions and work of LRALC and the local liaison groups and to provide an opportunity to raise any relevant issues.*

**95. End of Quarter Financial Position – Cashbook and Reserves**

The Committee received a summary of the Council's Cash and Reserves for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> December 2022 (item 16 on the agenda).

**RESOLVED** that the end of quarter financial position be noted.

*Reason for Decision*

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

**96. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 31<sup>st</sup> January 2023 (item 17 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

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

**97. Approval of Accounts**

The Committee considered payments from 1<sup>st</sup> January 2023 until 28<sup>th</sup> February 2023 (item 18 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 1<sup>st</sup> January 2023 until 28<sup>th</sup> February 2023 be approved.

*Reason for Decision*

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

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

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

The Committee received an update on the procurement process and financing for the installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (item 19 on the agenda).

The Chief Executive & Town Clerk updated the Committee as follows:

- a) The Structural Engineer's report had been received and both the preferred and second place suppliers' proposals for the installation of Solar PV Panels had been assessed. The report concluded that the roof structures were suitable; however, the load of the panels should be transferred to the structure (i.e. beams, trusses and purlins) and sealed rather than fixing to the roof cladding, which would not be suitable.
- b) The highest ranked contractor for the installation of Electric Vehicle Charging Points had confirmed that the charging power of the units was 22kw.
- c) The Council had not been successful with its grant application to the Public Sector Decarbonisation Scheme. The scheme had been oversubscribed and applications submitted ahead of the Councils had been awarded the available funding. A technical assessment of the Council's application would still be undertaken and feedback given in order to assist the Council with future applications and to provide data to Government policy makers on the potential decarbonisation required within the public sector.

**RESOLVED**

1. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to:
  - (a) further examine the provisionally selected tenders, including clarification and obtaining omitted/missing information and

- reassessing the tenders where appropriate,
  - (b) select a preferred contractor for the installation of *Solar PV Panels and associated Battery Storage* and for the installation of *Electric Vehicle Charging points*,
  - (c) determine the detailed arrangements, timings and work schedules,
  - (d) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations, and
  - (e) award contracts and commission works; and
2. that the *Next Steps and Timescales*, as set out in the report, and at Appendix 2, be approved.

#### *Reasons for Decision*

1. *To ensure that tenders were properly assessed in order to determine which offered the best value in terms of cost/savings/income, quality, deliverability and achievement of the Council's Carbon reduction commitment. To allow detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*
2. *To provide an outline plan for the procurement and assessment process and for delivering the installations.*

### **99. Shakespeare Park – Proposed Management and Pitch Arrangements**

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

The Committee considered updated legal agreements for the Management Association to run the Sports Pavilion and licence agreements for the Shakespeare Park sports pitches (item 20 on the agenda).

#### **RESOLVED**

1. that the draft Licence agreement between the Council and the Shakespeare Park Sports Pavilion Management Association, attached at Appendix 1 of the report, be endorsed;
2. that the draft Pitch Licence for the Bowling Green at Shakespeare Park, attached at Appendix 2 of the report, be endorsed;
3. that the draft Pitch Licence for the Football Pitches at Shakespeare Park, attached at Appendix 3 of the report, be endorsed;
4. that, in respect of recommendations 1, 2 and 3 above, further legal and VAT advice be sought and consultation and engagement take place with the members of the informal Management Committee, Shakespeare Park Bowls Club and Braunstone Athletic Football Club, to progress;
5. that the draft Association Constitution for the Shakespeare Park Sports Pavilion Management Association, attached at Appendix 4 of the report, be supported;

6. that the Next Steps, as set out in the report, be endorsed; and
7. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the members of the Shakespeare Park Improvement Project Sub-Committee:
  - (a) to make modifications to the draft documents approved in 1, 2 and 3 above following consultation, legal and VAT advice;
  - (b) to make amendments to the draft Association Constitution approved in 5 above following consultation responses from the members of the Informal Management Committee, from Braunstone Athletic Football Club and from Shakespeare Park Bowls Club;
  - (c) to finalise the licences and Association Constitution and approve them; and
  - (d) issue the approved licences for agreement by the relevant organisation.

#### *Reasons for Decision*

1. *To ensure that the long term management arrangements of the Pavilion would be sustainable and that there would be certainty of longer term tenure in order to expand sporting and community provision and maximise revenue opportunities.*
2. *To provide certainty of longer term tenure to the Shakespeare Park Bowls Club recognising its legal status as an association, in order to assist it with expanding sporting provision.*
3. *To provide certainty of longer term tenure to Braunstone Athletic Football Club recognising its legal status as an association, in order to assist it with expanding sporting provision.*
4. *To enable detailed legal work to be undertaken and to enable input from the Sports Clubs.*
5. *To ensure that the Management Association was properly established and responsibilities and necessary processes were clearly set out.*
6. *To set an outline plan of the stages in order to focus on delivering the proposals.*
7. *To enable detailed arrangements to be put in place to progress the proposals as well as manage the facility; and for practical and detailed modifications to be made to the final legal documents where necessary.*

#### **100. Mosssdale Meadows Culvert**

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

The Committee received tenders, financing options, and next steps for rebuilding Mosssdale Meadows Culvert (item 21 on the agenda).

#### **RESOLVED**

1. that contractors 1 and 3, who submitted a tender for the works on the culvert and vehicular bridge over Lubbesthorpe Brook at Mosssdale

- Meadows be shortlisted;
2. that contractors 2 and 4, who submitted a tender for the works on the culvert and vehicular bridge over Lubbethorpe Brook at Mossdale Meadows and who had also submitted tenders for the larger scheme previously proposed, be rejected;
  3. that the two contractors (1 and 3) shortlisted in 1 above, who had not submitted tenders for the original proposal be contacted to ascertain if they would be interested in providing a quotation to undertake works on the bank as well as culvert and bridge at Lubbethorpe Brook, Mossdale Meadows; and
  4. that any new quotations received for the larger scheme works be considered at the next meeting of the Committee in April 2023.

#### *Reasons for Decision*

1. *The tenders received represented good value for the proposed works.*
2. *These contractors submitted the highest tender amounts in both the current and previous tender rounds.*
3. *To receive quotations for the proposals for Mossdale Meadows culvert, vehicular bridge and bank works from the two contractors who did not apply in the first tender round, in order to assess and compare these against the Council's financial options.*
4. *To ensure that the work could commence and be completed before the Autumn/Winter 2023.*

The meeting closed at 9.15pm.

#### NOTE:

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

#### EQUALITIES ACT 2010

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 27<sup>th</sup> April 2023.*

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 27<sup>th</sup> APRIL 2023**

#### **Item 5 – 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 16<sup>th</sup> January 2023. Work completed to date includes:

- (a) conversion of the Winstanley Room;
- (b) creation of Ravenhurst Room Store;
- (c) creation of new cleaning cupboard;
- (d) refurbishment of both sets of toilets adjacent to the Bar; and
- (e) creation of the room for the Café kitchen (services completed but remains to be fitted);
- (f) fixtures, fittings, plastering, tiles, flooring, electrical works and plumbing of the reception toilets adjacent to the Bar;
- (g) structural loading report confirmed that the ceiling joists in the Changing Places toilet would be suitable to hold the ceiling track and hoist;
- (h) fixtures, fittings, plastering, tiles, electrical works and plumbing for the Changing Places Toilet; and
- (i) under stage storage.

Three valuations have been certified by the quantity surveyor so far, which come to a total of £97,673.75. 5% will be retained, half of which is paid on completion and the other half retained for 12 months pending any snags. Therefore, £92,790.06 has been paid to the contractor for works undertaken so far.



## Modifications

The following items have been removed:

- rainwater harvesting; although plumbing in place for retrofit; and
- suspended ceiling from Café kitchen.

The following items have been modified:

- ceiling tiles in Café kitchen changed to plasterboard;
- doorway at end of Reception corridor bulkhead for existing ceiling tiles then plaster remainder when doorway removed (rather than use ceiling tiles);
- lighting in storage under stage changed from wall to ceiling;
- hand dryers in Reception toilets to be more powerful (than those installed in Bar toilets); and
- Changing Places toilet: height adjustable sink manual rather than electronic and the privacy screen will be free standing rather than fixed (both agreed to off-set price increase and the change in specification was considered inconsequential since a user of a changing places facility will be accompanied by a carer).

The following items have been added:

- liquid DPN applied to the floors;
- fire break under stage between storage accesses (required following building inspection);
- fire exit door (however, this was installed at the request of the contractor to facilitate the works); and
- Radar key fittings to Disabled toilet and Changing Places toilet doors.

## Additional Fire Exit

A works entrance to the main car park was created to ensure the public and work areas remain separate. A planning application was being submitted to ascertain whether the Council could leave this in as a permanent fire exit after the works have been completed. The Planning Authority have confirmed that an additional fire exit and the closure of the adjacent parking space is considered permitted development and have returned the application fee.

## Remaining Stages

At the time of report publication; the following remained outstanding:

- fitting out of the Café Kitchen; the contractor has been consulted on whether the hob will be a standard electric or an induction hob (gas has not been offered since it would be contradictory to the Council's commitment in the Climate Change & Environmental Strategy to take steps to reduce its carbon footprint and be carbon neutral by 2030); the contractor prefers an induction hob, confirmation is subject to funding;
- painting and woodwork in reception toilets;
- Reception corridor;
- painting, woodwork, fixtures and fittings in staff kitchen.

The building works are due to be complete by the end of this month. Any remaining fittings should be complete by mid-May. 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* and *Remaining Stages* of the refurbishment, as detailed in the relevant section of the report, be received and noted;
2. that the *Modifications*, as detailed in the relevant section of the report, be endorsed; and
3. 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 works were progressing, with building work due to be complete by the end of April and specialist fittings to be installed by mid-May.
2. To note that practical modifications had been made, which did not impact on the scheme concept, and design modifications had been made to comply with building regulations.
3. To allow for practical modifications to be made and additional miscellaneous items to be incorporated where necessary.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 27<sup>th</sup> APRIL 2023**

#### **Item 6 – Improvements to Walking and Cycling Routes**

##### Purpose

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

##### Background

The Town Council is working with Leicester City Council and others to provide enhanced walking and cycling connectivity between existing networks along the Great Central Way through to Braunstone Town and on to New Lubbethorpe. The routes will enable residents to access local facilities by non-motorised methods of transport.

A map showing the route and improvements is attached at Appendix 1.

An updated schedule is attached at Appendix 2.

##### Mosssdale Meadows

The essential elements of the improvement work consist of:

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

Work commenced on site on 6th February 2023 and the ground and path works are nearing completion and due to complete by the end of the month.

There have been delays to the lighting installation, this is now scheduled for the first part of May; following the installation of the lighting the CCTV will be installed.

Following a review of the project, widening and upgrading the section of pathway from the Mosssdale Meadows Car Park to the Kingsway will now be included in the scheme. The Chief Executive & Town Clerk, following consultation with the Leader and Deputy Leader of the Council, approved the designs for this section under the delegation approved by Committee on 12<sup>th</sup> January 2023 (minute 70, resolution 2).

Works will commence on improving the section of the pathway from the car park to the Kingsway on completion of the path and ground works through the main park and prior to the lighting and CCTV installation work.

## Meridian Leisure Link

The link between Meridian Leisure and Mossdale Meadows will open once works on both sides have been completed and the lighting and CCTV becomes operational.

Currently Savills are revisiting their designs to mitigate unauthorised access at the rear of the adjacent buildings on their site. Depending on the nature of the changes to the designs will depend on whether a planning variation application needs to be submitted. This in turn will affect the delivery timescales.

When work at Meridian Leisure commences, it is expected to take around a month to complete.

## Thorpe Astley

In terms of the footpath widening in Thorpe Astley, designs are being finalised and need to be signed off by the County Council. Once these have been signed off, the lanes will be coned off for a trial before final approval is given and the works commence. The delivery timescales were reviewed at the Project Meeting on 29<sup>th</sup> March and it is now anticipated that the works will commence in September at the earliest.

## Aylestone Meadows

Plans are being finalised for the new boardwalk / bridge from Kingsway.

Works to Aylestone Meadows still needs to be scheduled, nevertheless the funding received is secured, since the funding also covers another link elsewhere and this scheme has commenced.

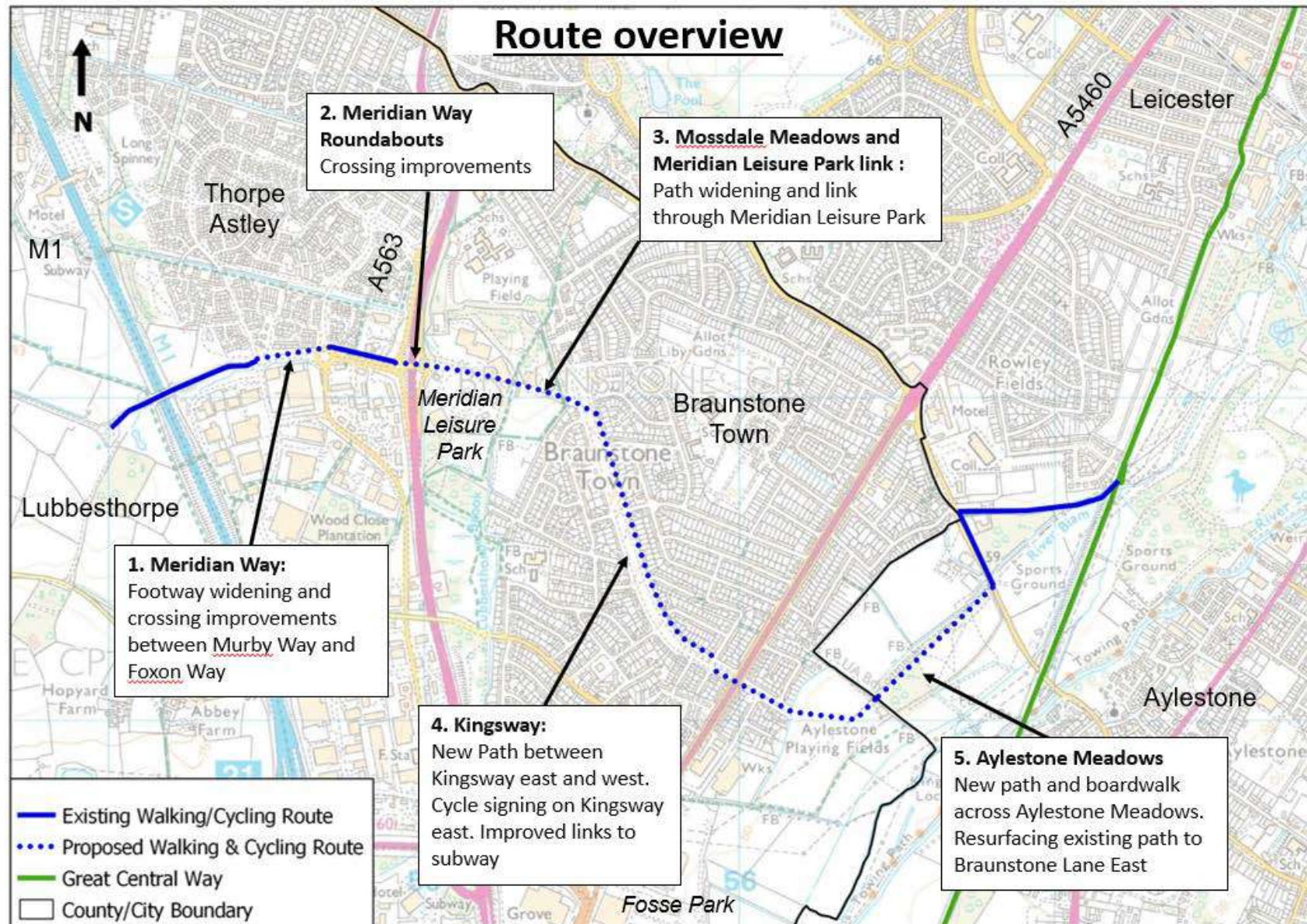
## Recommendations

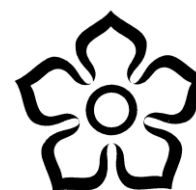
1. That progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed; and
2. that delegated authority be given to the Chief Executive & Town Clerk to approve any minor modifications to the design and layout for Mossdale Meadows for practical reasons, which would not impact on the essential elements of the improvement works.

## Reasons

1. The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.
2. To enable practical modifications to be made to deliver the scheme at Mossdale Meadows avoiding delays to the timescales.

## APPENDIX 1 – ROUTE OVERVIEW





Leicester  
City Council

**Date:** March 2023

**RE:** Great Central Way Budget and Programme Update

**Programme:**

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

Phases	Detailed Design	Construction*
Murby Way to Foxon Way	Start: June 2022 Finish: April 2023	Start: September 2023 Finish: December 2023
Meridian Way Roundabout	Start: June 2022 Finish: April 2023	Start: September 2023 Finish: December 2023
Mossdale Meadows	Start: June 2022 Finish: December 2022	Start: 6 <sup>th</sup> February 2023 Finish: 28 <sup>th</sup> April 2023
Kingsway and Mossdale Entrance	Start: June 2022 Finish: December 2022	Start: 2 <sup>nd</sup> May 2023 Finish: 2 <sup>nd</sup> June 2023
Aylestone Meadows	Start: April 2022 Finish: April 2023 (subject to design change following testing results)	Start: 5th June 2023 Finish: August/September 2023



## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 27<sup>th</sup> APRIL 2023**

#### **Item 7 – Shakespeare Park - Improvement & Development**

##### **Purpose**

To receive an update on project timescales and financing for phase 3 to improve the play facilities. To receive an update on arrangements for future management of the pavilion and site.

##### **Background**

On 12th January 2023, the Committee received a final report on phase 1, pavilion and site improvements, and phase 2, tennis courts improvements, and noted there was a total underspend against the agreed budgets of £26,057 on phase 1 and £6,678 on phase 2.

On 9<sup>th</sup> March 2023, since the funding position for phase 3, playground improvements, remained unconfirmed, the Committee resolved to determine where the remaining balance of the earmarked reserves for phases 1 and 2 of the Shakespeare Park Improvement Project would be utilised on 27<sup>th</sup> April 2023 (minute 86, resolution 2).

##### **Phase 3 – Playground Improvements**

Total quoted costs in August 2021 for the refurbishment of the playground, including the installation of new safety surfaces, sensory garden and agility trail, was £57,231. The preferred contractor has reassessed their quote to £64,295.

The contractor states “We had to make a couple of changes due to an update to the surfacing requirements. Any Eco Tumble we now install under moving items, will require a Wetpour wear pad which is all included in the attached quote”.

A Consumer Price Index check has been carried out on today’s equivalent of £57,231, which is £64,916; therefore, the uplift is within the inflation increase.

The table below sets out the funding requested and secured to undertake the project.

<b>TABLE 1 – Funding for Shakespeare Park Playground Improvements</b>		
<b>Funding Source</b>	<b>Funding Requested</b>	<b>Funding Secured</b>
Tesco	£1,000	£1,000
Section 106 Funding	£3,545	£3,545
National Lottery	£45,000	<i>Pending</i>
<b>Total</b>	<b>£49,545</b>	<b>£4,545</b>
<b><i>Credit/Deficit</i></b>	<b><i>-£14,750</i></b>	<b><i>-£59,750</i></b>

The second stage of the application to the National Lottery for the Shakespeare Park playground project had now been submitted and would be considered by their Grants Panel on Thursday 27<sup>th</sup> April 2023. Due to the quote uplift, the grant application has been increased to £45,000.

Should the National Lottery Grant application be approved there will be a shortfall of £14,750; which it is recommended is funded from the underspend from phase 1 of the project. This will also provide a contingency fund if necessary.

If the National Lottery Grant application is not successful, then other funding sources will need to be found to deliver the Project. There is the potential to apply for £32,503 in Developer Contributions, which are required prior to commencement of development of the Land to the Rear of 27-45 Avon Road. The funds can be used towards the provision, enhancement and/or development of open space and recreational facilities within the Parish of Braunstone. However, the discharge of the conditions for this site remains outstanding and therefore there are no timescales on when this funding may become available. This would result in delays to the project along with a funding shortfall of £27,246, which would need to be met.

The Council needs to undertake decibel readings for the proposed musical, drum and chime panels for the sensory garden. The contractor attempted to undertake these at locations where they have been installed; however, the readings aren't definitive because of there being a number of variables. The contractor has submitted alternative proposals for play panels rather than musical items (this would reduce the cost by £428). A comparison between the agreed Sensory Play Area and a proposed alternative is set out at Appendix 1.

Given there is a minimal saving and the new equipment would be a different specification to the Council's vision for a sensory garden and potentially that of the grant funding bodies; it is recommended that consideration is given to a further attempt to satisfy the planning authority on the decibel readings alongside a review of the alternative options. The review of the alternative options will examine whether the change would mean the Council should reconsult, reconsider the original tenders and/or submit a variation application to the grant funding bodies.

To avoid delays it is recommended that delegated authority be given to the Chief Executive & Town Clerk to liaise with the contractor and the planning authority to satisfy the requirements of the planning authority. This may include providing decibel readings and progressing with the existing proposal, selecting the alternative proposal or a combination of each (Appendix 1).

### Future Management Arrangements

The first meeting of the Committee of the Shakespeare Park Management Association was held on Monday 27<sup>th</sup> March. The Committee appointed a Chair, Treasurer and Secretary. The Committee also adopted a constitution and authorised the Treasurer to set up a Bank Account.



The next meeting of the Committee of the Management Association is scheduled for 27<sup>th</sup> April at 5.30pm. The aim is for the Licence to Occupy and Manage the Pavilion will be ready for their consideration and approval (there is a separate item on the agenda relating to the Pavilion and Pitch Licences for Shakespeare Park).

The Management Association has also asked the Council to provide a cost for administering the bookings, which will be considered at their meeting scheduled for 27<sup>th</sup> April.

### Timescales

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

### Recommendations

1. That delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to determine:
  - a) whether to pursue the current proposal for the sensory garden and make a further attempt to satisfy the planning authority on the decibel readings for the sensory play equipment;
  - b) to review the options for the sensory equipment, including those set out at Appendix 1, and determine whether to amend the scheme in full or part;
  - c) to reconsult with the public on the proposals, and
  - d) determine the detailed arrangements, timings and work schedules,
  - e) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations, and
  - f) award the contract;
2. that if the funding application for £45,000 from the National Lottery was successful, then the shortfall of £14,750 be met by earmarking the same in the "Shakespeare Park Pavilion & Site Capital Works" reserve; should the application be unsuccessful then alternative funding options be considered at the next meeting of Policy & Resources Committee (scheduled for June 2023);
3. that progress with the *Future Management Arrangements*, as set out in the relevant section of the report, be noted and endorsed; and
4. that the revised timescales for the remaining stages of the project, attached at Appendix 2, be approved.

### Reasons

1. The proposed alternative sensory play equipment would be within budget; however, the specification would be a deviation from the original concept and this may require a reassessment of the project and options before a final decision could be made. Given the support for the proposals, a further attempt to satisfy the planning authority should also be considered. To make detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary, while avoiding further delays.

2. Should most of the funding be in place, then the remaining balance could be funded utilising part of the underspend from phase 1; this would also provide a contingency fund if necessary.
3. To ensure that the Pavilion facility would be operated in the interests of the community and provide for an increase in sport participation.
4. To provide a guide for the progression of the remaining stages of the project, which could be amended accordingly as appropriate.

**Braunstone Town Council  
Shakespeare Play Area**

4/77623 - Iss: 1 - Date: 17/09/20 - Designer 9 Note:-  
THIS IS AN ARTIST'S ILLUSTRATION ONLY AND IS NOT TO SCALE.  
PLEASE REFER TO PLAN FOR SCALED DETAIL.

**Sensory Island  
Play List**

- A. Coming or Going
- B. Topsy Turvy
- C. Drum Play Panel
- D. Eden Eco Chimes
- E. Chime Quartet
- F. Bongos
- G. Piano Play Panel
- H. Animal Maze
- I. Sands of Time



Our tactile sensory path, featuring a wide array of textures and sensations perfect for sensory engagement. Your path can include bumpy wooden logs, colourful pebble resin, natural EPDM colours, Artificial Grass & Block Paving.



Alternatives for Sensory Garden	
Current Sensory Play Equipment	Alternative (non-musical)
 <p><b>Bongos</b></p>	 <p><b>Shaker</b></p>
 <p><b>Drum Panel</b></p>	 <p><b>Noughts &amp; Crosses</b></p>
 <p><b>Chime Quartet</b></p>	 <p><b>Butterfly Game Station</b></p>
 <p><b>Chime</b></p>	 <p><b>Minibeast Sensory Panel</b></p>

## **APPENDIX 2 – TIMESCALES**

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

April 2023	<ul style="list-style-type: none"> <li>• Establishment of Shakespeare Park Sports Pavilion Management Association</li> <li>• Finalising Pitch and Pavilion licences with legal and VAT advisors</li> <li>• Outcome of National Lottery Grant Application for Playground Improvements</li> <li>• Policy &amp; Resources Committee receives an update and determines New Pavilion Management arrangements, funding arrangements for the Playground works and use of unspent earmarked reserves from phases 1 and 2 of the project.</li> </ul>
May 2023	<ul style="list-style-type: none"> <li>• Agreements in place with Clubs and Management Association</li> <li>• Further attempt to undertake decibel readings and review of alternative options for sensory play area (including consultation where necessary)</li> <li>• Application to discharge Playground Planning Condition (if necessary)</li> <li>• Confirmation of works and arrangements for Playground Improvements (if alternative options sought and funding confirmed)</li> </ul>
June 2023	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee considers progress with the management arrangements and the playground improvements and, if necessary, determines alternative options and funding to deliver the play area improvements.</li> </ul>
July / August 2023	<ul style="list-style-type: none"> <li>• Lead in time for playground works</li> </ul>
September 2023	<ul style="list-style-type: none"> <li>• Commencement of works on Playground</li> </ul>
October 2023	<ul style="list-style-type: none"> <li>• Completion of works on Playground</li> </ul>

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 27th APRIL 2023**

#### **Item 8 – Annual Report 2023**

##### **Purpose**

To receive the draft Annual Report 2023 for recommending to the Annual Meeting of the Full Council for adoption.

##### **Background**

Each year the Council publishes an Annual Report, presented at the Annual Towns Meeting and the Annual Meeting of the Town Council in May, which sets out its achievements during the previous 12 months and priorities for the forthcoming year.

Following adoption of the Annual Report by the Annual Meeting of the Town Council, it is published in the Braunstone Life (in place of the standard monthly pages for the month) and will be available on the Council's website and from Customer Services.

The proposed 2023 Annual Report is attached at Appendix 1. Please note that some detail remains to be included, for example, the accounts information for 31st March 2023.

##### **Recommendations**

1. that delegated authority be given to the Chief Executive and Town Clerk to include final data and information and to finalise the presentation and formatting to the proposed Annual Report 2023 (Appendix 1); and
2. that subject to 1 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2023, attached as Appendix 1, be received and adopted.

##### **Reasons**

1. To enable the inclusion of the provisional year end accounts and ensure that the document would be finalised and presented for public consumption.
2. To report on the Town Council's achievements and to set out its priorities for the forthcoming year.



## BRAUNSTONE TOWN COUNCIL

# Welcome to our Annual Report 2023

By Councillor Nick Brown, Leader of Braunstone Town Council

Despite these challenging times, the Town Council continues to provide important services to the community, this Annual Report provides a summary of our achievements during 2022/2023 and looks ahead to our aspirations for the next 12 months.

A full list of our achievements is set out overleaf, however, I wish to reflect on a three of them here.

This year work commenced on improving Walking and Cycling Connections; with the new pathway through Mossdale Meadows completed. The next stages include the path being linked through Meridian Leisure. Further works are due to be carried out later this year to improve the pathway and crossing points along Meridian Way. This is a significant development for our community providing better access to Meridian Leisure and Business Park for Braunstone Town residents and to the Civic Centre/Library and Mossdale Meadows for Thorpe Astley residents. Work to improve access to Aylestone Meadows from Kingsway is also due to take place this year.



Improvement Works have been undertaken to the Civic Centre Facilities. A new kitchen facility enables the Civic Community Lounge to offer hot and cold food through the day providing a community meeting place. The refurbished toilets includes a new Changing Places toilet for individuals who need assistance when using the toilet, making our facilities accessible for everyone.

The new Pavilion facility, site improvements and refurbished tennis courts at Shakespeare Park have been fully completed and delivered under budget by £32,735. The Council and the sports clubs hosted a successful community open day in June showcasing our new Sports Pavilion facilities. Work is underway on the future management arrangements with the Sports Clubs to enable the new Pavilion facility to be available for hire and community use during the coming year. Also in the coming year we aim to deliver the final stage of our improvements: refurbishment of the playground, which includes the installation of sensory play equipment, providing for those children with special needs to play alongside their siblings.

With finance and contractors now in place, in the summer of 2023 we will be installing solar PV panels on our buildings and an air source heat pump at Thorpe Astley Community Centre. With energy bills increasing this project has become a top priority for the Council, not only in response to the challenges of climate change but also to protect the Council's finances and to avoid excessive Council Tax increases.

A full list of the Council's Capital Projects and Delivery Objectives for the coming year, along with information on our services can be found on our website at [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk) or by contacting Customer Services.

Once again, thank you for your time.

### ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2023

YEAR ENDED 31ST MARCH 2022		YEAR ENDED 31ST MARCH 2023
£		£
618,174.73	<b>BALANCE BROUGHT FORWARD</b>	TBC
681,961.00	(+) Annual Precept	TBC
172,030.00	(+) Total other receipts	TBC
434,301.32	(-) Staff costs	TBC
94,185.39	(-) Loan interest / capital repayments	TBC
657,361.80	(-) Total other payments	TBC
286,317.22	(=) Balances carried forward	TBC
243,220.55	<b>Total cash and short term investments</b>	TBC
5,400,445.75	<b>Total fixed assets and long term assets</b>	TBC
1,061,861.96	<b>Total borrowings</b>	TBC

#### Mission Statement

We exist:

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





# BRAUNSTONE TOWN COUNCIL

## Achievements (2022/2023)



The Council provides a wide range of services together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.



# BRAUNSTONE TOWN COUNCIL ACHIEVEMENTS 2022/2023

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

- Completed the second phase of the Shakespeare Park Improvements with the refurbishment of the Park Tennis Courts;
- Opened the New Shakespeare Pavilion building and site for use by the sports clubs; with a successful community open day in June 2022;
- Supported the sports clubs at Shakespeare Park to grow with one-off grant fund;
- Further invested in and enhanced tennis provision through Tap4Tennis; rolling out the scheme at Shakespeare Park tennis courts;
- Approved designs and received tenders for improvements to the Culvert and bridge over Lubbesthorpe Brook at Mossdale Meadows.



**BRAUNSTONE TOWN COUNCIL**  
**TAP 4 TENNIS!**  
 AT THORPE ASTLEY PARK AND SHAKESPEARE PARK

FOR MORE INFORMATION GO TO:  
[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

FOR ALL ENQUIRIES PLEASE EMAIL:  
[ENQUIRIES@BRAUNSTONETOWNCOUNCIL.ORG.UK](mailto:ENQUIRIES@BRAUNSTONETOWNCOUNCIL.ORG.UK) OR  
 CALL: 016 2890045







### 2. Provide Vibrant Community Facilities

- Refurbished customer toilets at Braunstone Civic Centre, including the provision of a changing places toilet to ensure our facilities are accessible to everyone;
- Provided kitchen facilities to enable the Civic Community Lounge to offer a weekday café service;
- Implemented revised Community Centres hire arrangements providing discounts for regular users, community groups & residents;
- Attracted new activities and hires to Thorpe Astley Community Centre in response to a residents' survey;
- Provided both Library outreach services and support and advice services at Thorpe Astley Community Centre.



### 3. Support and Connect the Local Community

- Established a weekly Warm Welcome Space over the winter months at Braunstone Civic Centre;
- Supported new and existing community activities and initiatives through our enhanced Community Grants Schemes and our Programme of Events;
- Co-ordinated and supported successful community events, such as Apple Day; the Queen's Jubilee commemorations, and open days at both Shakespeare Park Pavilion and Thorpe Astley Community Centre; and
- Developed successful Library community events and initiatives; including children's reading, heritage displays and arts & craft events.



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

- Developed an Action Plan to deliver the actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030;
- Completed designs, appointed preferred contractors and secured funding for the installation of Solar PV Panels, an air source heat pump and Electric Vehicle Charging Points;
- Adopted an Environment and Biodiversity Strategy in order to enhance nature and biodiversity on our urban green spaces;
- Supported and facilitated initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian;
- with phase 1, improvements at Mossdale Meadows, delivered; and
- Implemented a Bike to Work Scheme.



### Your Views

Throughout the year we undertake a range of consultations and surveys to ascertain the views of residents on major projects, such as our improvement proposals, other priorities and services and also to help us to articulate the needs and aspirations of the community.

We have a dedicated Consultation page on our website (found under Town Council).

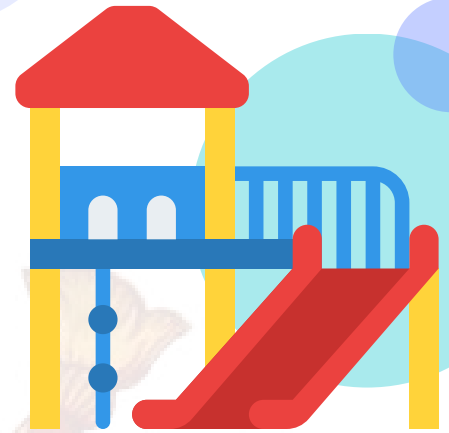


## **1. Protect and Enhance our Parks and Open Spaces**

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

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

- Complete Phase 3 of the Shakespeare Park refurbishment: Playground.
- Open the New Shakespeare Pavilion building for use by the community.
- Support existing Clubs at Shakespeare Park to grow while supporting new sporting activities, such as Tennis and Pétanque.
- Invest in Thorpe Astley Park Tennis Courts and deliver tennis initiatives to enhance participation.
- Continue to work with Blaby District Council and the developer to ensure improvements are made to the culvert at Thorpe Astley Park.
- Carry out repairs to the Culvert and Bridge at Mossdale Meadows.
- Refurbish and enhance Impey Close Play Area and surrounding open space.



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

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

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

- Deliver essential works on the Civic Centre building fabric.
- Expand the Bar Service to include a weekday Civic Centre café service along with outreach services at Thorpe Astley Community Centre.

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

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

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

- Support new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events.
- Co-ordinate community events, such as Apple Day, Coronation of King Charles III, and a Thorpe Astley Summer Event – Thorpe Astley on the Beach.
- Develop Library events, initiatives and continue community engagement; including children’s reading, heritage displays and arts & craft events.
- Support the Local Area Coordination Project.

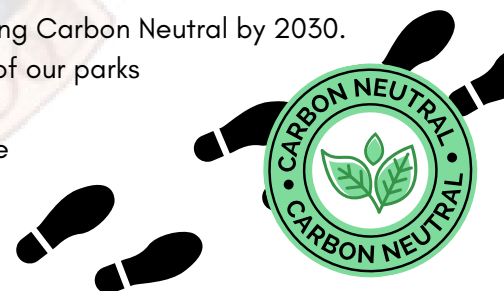


## **4. Respond to Climate Change and champion sustainable development**

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

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

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





## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 27<sup>th</sup> APRIL 2023**

#### **Item 9 – Employment Contract Update**

##### Purpose

To consider proposed amendments to the Council's Employment Contract.

##### Background

Braunstone Town Council employment contract, which is aligned to the National Joint Council for Local Government Services (NJC) Terms and Conditions, with local modifications, was last reviewed and updated as part of the Staffing Review undertaken in late 2020 and early 2021 and approved by Committee on 25<sup>th</sup> February 2021 (minute 183 2019 – 2021).

In 2018 the Government published a "Good Work Plan", which set out how it intended to implement the recommendations of the Taylor Review of Modern Working Practices (July 2017). The proposed amendments to the employment contract relate to the following areas:

- Section 13 – Parental Leave
- Section 17 – Paternity Leave
- Section 18 – Shared Parental Leave Entitlement

and are highlighted below.

##### Section 13 – Parental Leave

Employees with more than 12 months continuous employment and who are parents of children aged under ~~five~~ eighteen years old, are entitled to 18 weeks unpaid leave; pro rata for part time staff.

This entitlement can be taken as a minimum of one week per annum, up to a maximum of four weeks per annum.

When taking Parental Leave, the Council needs to be given the same period of notice as for holidays, and informed that it is specifically Parental Leave that you are taking.

##### Section 17 – Paternity Leave

New Fathers with more than six months continuous employment are entitled to two weeks paid paternity leave, paid at the same rate as SMP.

This leave must be taken within the first eight weeks of the child's birth.

Employees are required to show their line manager a relevant MAT B1 when making a request to take this leave.

~~New Fathers are entitled to convert up to six months of the Maternity Leave entitlement of the Mother of their child to Extended Paternity Leave, twenty weeks after the child's birth.~~

~~Up to three months of this Extended Leave can be paid at the same rate as Statutory Maternity Pay. To qualify for this entitlement both parents of the child must be in employment and qualify for Statutory Maternity Pay. Furthermore, the child's Mother must have formally ended her Maternity Leave.~~

~~Employees wishing to take Extended Paternity Leave must provide their line manager with a minimum of two months prior notice.~~

~~Those Employees wishing to take up to three months Extended Paternity Leave need to provide their line manager with the following evidence as proof of their entitlement:~~

- ~~• A copy of the appropriate MAT B1~~
- ~~• A copy of the child's birth certificate, or adoption details.~~
- ~~• Copies of the Mother's payslips covering the most recent eight week period.~~
- ~~• Confirmation from the Mother's Employer that she is entitled to Statutory Maternity Pay and is returning on the specified date.~~

## Section 18 – Shared Parental Leave Entitlement

Parents who both have 26 weeks or more continuous employment, and who earn above the National Insurance Lower Earnings Limit, can take SPL ~~for children born after the 4th April 2015.~~

Both Parents can share a total of 37 weeks statutory paid leave and 12 week's unpaid leave, following their child's birth.

Mothers must take two weeks compulsory Maternity leave immediately after the birth, (four weeks for manual workers). Following that compulsory period, both Parents can request dates to take leave totalling 37 weeks paid (35 for manual workers) and 12 weeks unpaid.

Leave can be taken by both Parents at the same time, or in alternating periods.

To take leave:

- 1.** Both Parents must qualify in terms of earnings and length of service. An Employee's partner must have been an employed or self-employed earner in Great Britain for a total 26 weeks (not necessarily continuously) in the period of 66 weeks leading up to the week in which the child is due.
- 2.** The Mother must give her Employer eight weeks' notice that she is ending her Maternity Leave. This can be done as early as eight weeks before the birth ~~(starting from February 2014).~~

3. The Council requires eight weeks prior notice of the dates an Employee wishes to take SPL.
4. The Council requires the following evidence that an Employee's Partner/Spouse is also entitled to SPL:
  - The Partner/Spouse's name.
  - Their National Insurance number.
  - Copies of the Partner/Spouse's pay slips for the past eight weeks.
  - A letter from the Partner/Spouse's Employer to confirm that they are entitled to SPL.
5. The Council will automatically allow any requests for just one continuous period of leave.
6. If an Employee requests two or more separate/discontinuous periods of SPL, the Council can discuss dates with the Employee, which are unacceptable for business reasons.

The Council will discuss problem dates with an Employee during the first two weeks of the eight week notice period.

If agreement cannot be reached, the Employee will be entitled to one continuous period of SPL, starting from the date the discontinuous leave request was due to start.
7. Parents are paid at the same rate as Statutory Maternity Pay when taking SPL.

Employees wishing to take SPL will be able to submit a written eight week notice from February 2015, to their Line Manager, specifying the dates they wish to take.

#### Recommendation

That the proposed amendments to the Council's Employment Contract; as set out and highlighted in the relevant section of the report:

- Section 13 – Parental Leave,
- Section 17 – Paternity Leave, and
- Section 18 – Shared Parental Leave Entitlement;

be approved and implemented.

#### Reason

To implement the recommendations of the Taylor Review of Modern Working Practices in respect of Parental, Paternity and Shared Parental Leave provisions.

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 27<sup>th</sup> APRIL 2023

#### Item 10 – Sports Pitch Allocations 2023/2024

##### Purpose

To receive applications for sports pitches for 2023/2024 season and to determine their allocation.

##### Pitch Allocations Process

Under the Pitches Policy and Procedure, adopted 9<sup>th</sup> March 2023, allocation of pitches will be undertaken by the Executive Officer and Town Clerk in the event that requests for allocations can be met within capacity; where requests for pitch allocations exceeds capacity then allocations will be determined by Policy and Resources Committee.

##### Pitch Capacity and Applications 2023/2024

In accordance with the Pitches Policy and Procedure, Policy & Resources Committee determined pitch capacity for the season at its meeting on 9<sup>th</sup> March 2023, prior to advertising the availability of pitches and inviting applications.

Applications for football pitches on Mossdale Meadows and Thorpe Astley have now been received and these are set out against the agreed capacity in the table below:

<b>PARK</b>	<b>PITCH</b>	<b>CAPACITY</b>	<b>REQUESTED</b>	<b>DIFFERENCE</b>
Mossdale Meadows	Senior Pitch (1) Large Junior Pitch (1)	95 matches	110	+15
	Junior Pitches (3)	140 matches	105	-35
Thorpe Astley Park	Senior Pitch	30 matches	0	-30
<b>TOTAL</b>		265 matches	215	-50

A list of football teams, which have applied for pitches, including the pitch, day and time and the number of matches is attached as Appendix 1.

Mossdale Rangers Vets have only requested the use of the Senior Pitch at Mossdale Meadows for 5 matches although the minimum number of matches we offer is 10. Teams also occasionally under-play their requested number of matches during the season. Therefore, there is no particular concern that the Senior pitch will be overplayed during the season even though the number of matches requested is above the set capacity by 15 matches. It is recommended that any ad hoc matches on the Senior Pitch be closed for the season and there is also the option to move

senior matches to Thorpe Astley Senior Pitch if required.

Two football teams have requested use of the Senior Pitch on Mosssdale Meadows on Sunday at 10.30am.

### Recommendations

1. that the football pitch application requests received, as set out at Appendix 1, for the 2023/2024 season be approved and allocated as submitted;
2. that delegated authority be given to the Chief Executive & Town Clerk to reach an agreement between the football clubs (ref 12 and 15) which submitted pitch application requests for the Sunday 10.30am slot on the senior pitch at Mosssdale Meadows 2023/2024 season being able to share the pitches and/or be flexible with the day and times; in the absence of such agreement, the allocation be determined at the next meeting of Policy & Resources Committee; and
3. that football pitches allocated matches in excess of the approved capacity (Large Junior and Senior Pitches at Mosssdale Meadows) be closed to ad-hoc booking requests until after Christmas and only opened to ad-hoc bookings should the Chief Executive & Town Clerk deem that each individual pitch quality was suitable.

### Reasons

1. To enable the clubs to have security of a home ground for the season.
2. To enable the clubs, who have a local connection and have had regular allocations to pitches in Braunstone Town to have security of a home ground for the season, recognising that in order to achieve this, the clubs would need to agree to a shift pattern or to rescheduling of their day and time in order to be accommodated.
3. To avoid further overuse of the pitches, which had been allocated above the approved capacity.

## APPENDIX 1

	CLUB	PARK	PITCH	10.00 – 11.30	12.30 – 1.30	2.00 – 3.00	DAY	NO OF MATCH
1.	Kirby Muxloe Knights Under 12's FC	Mossdale Meadows	Junior 9 v 9 <b>JP1</b>	x			Sunday	15
2.	Kirby Muxloe Crusaders Under 12's FC	Mossdale Meadows	Junior 9 v 9 <b>JP1</b>		x		Sunday	15
3.	Braunstone Athletic Under 11's	Mossdale Meadows	Junior 9 v 9 <b>JP2</b>	x			Sunday	15
4.	Braunstone Athletic FC Under 11's Foxes	Mossdale Meadows	Junior 9 v 9 <b>JP2</b>	x			Sunday	15
5.	Braunstone Athletic FC Under 12's	Mossdale Meadows	Junior 9 v 9 <b>JP2</b>		x		Sunday	15
6.	Braunstone Athletic FC Under 13's	Mossdale Meadows	Junior 11 v 11 <b>JP3</b>	x			Sunday	15
7.	Braunstone Athletic FC Under 13's Foxes	Mossdale Meadows	Junior 11 v 11 <b>SP3</b>	x			Sunday	15
8.	Braunstone Athletic FC Under 15's	Mossdale Meadows	Large Junior <b>LJ2</b>		x		Sunday	15
9.	Braunstone Athletic FC Under 16's	Mossdale Meadows	Large Junior <b>LJ1</b>			x	Sunday	15
10.	Braunstone Athletic FC Under 16's Foxes	Mossdale Meadows	Large Junior <b>LJ1</b>			x	Sunday	15
11.	Braunstone Athletic FC Under 17's	Mossdale Meadows	Large Junior <b>LJ1</b>			x	Sunday	15
12.	Braunstone Athletic FC Men's	Mossdale Meadows	Senior <b>SP1</b>	x			Sunday	15
13.	Braunstone Athletic FC Women	Mossdale Meadows	Senior <b>SP1</b>			x	Sunday	15
14.	Mossdale Rangers Vets FC	Mossdale Meadows	Senior <b>SP1</b>			x	Saturday	10
	Mossdale Rangers AFC FC	Mossdale Meadows	Senior <b>SP1</b>	x			Sunday	10



## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 27th APRIL 2023

#### Item 11 – Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

##### Purpose

To review the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct and recommend adoption at the Annual Council Meeting.

##### Standing Orders

The following amendments are proposed to the Standing Orders.

##### 3.6 Public Participation

Neither the Council's Standing Orders or any of its policies refer to how it will deal with petitions. Petitions have been received by the Council previously and referred to an appropriate Committee. Outside Council and Committee, officers have received requests for the Council to host a petition at its premises for people to sign.

Therefore, to clarify the process, the following amendments are proposed to Standing Order 3.6 Public Participation:

- a) *At all meetings of the Council, Committee, Sub-Committee and Advisory Panels members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda. The time allowed for each member of the public to make a presentation, give evidence, or ask questions will be restricted to within 3 minutes. Where there is a group of members of public wishing to make the same representations, present the same evidence or ask the same questions, the group must appoint one representative to speak on their behalf and he/she will be restricted to within 3 minutes.*
- b) *Public participation sessions should be ordered by the Chairperson as part of his/her role in presiding over the meeting and conducted in accordance with these Standing Orders.*
- c) *A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a Member for an oral response or to an employee for a written or oral response. A record of a public participation session at a meeting shall be included in the minutes of that meeting.*

- d) In the case of a petition; the Council, Committee, Sub-Committee or Advisory Panel will determine whether to:
- i. take no further action (although advice may be given on how to pursue the matter raised in the petition);
  - ii. refer the Petition, or the matter raised in it, to an appropriate meeting of the relevant Committee or Sub-Committee to consider alongside an officer report;
  - iii. refer the petition, or the matter raised in it, to another body; or
  - iv. ask an Officer to consider and respond.
- e) Braunstone Town Council can support/host petitions where the petition is in line with Council Policy or a resolution of the Council/relevant Committee or Sub-Committee.

#### 4.7 Order of Business for the Annual Meeting / 4.8 Order of Business for an Ordinary Council Meeting

Further to the above it is proposed to amend Standing Orders 4.7g and 4.8b as follows “Public Session – Members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda”.

In addition, Standing Order 4.7v and 4.8k “To receive reports from the Town’s elected representatives on the District and County Council” is the final item on the agenda. Given a District or County Councillor may not necessarily be a Town Council member, it is recommended to move this item up the agenda to follow “To receive any announcements or reports from the Town Mayor, Leader of the Council and Chief Executive & Town Clerk (Standing Order 4.11)”; i.e. to 4.7t and 4.8g and renumbering the subsequent items.

#### Financial Regulations

The following amendments are proposed to the Financial Regulations.

#### 4.5 Budgetary Control and Authority to Spend

In line with the Council’s decision to amend Standing Order 6.6, Financial Matters, and Financial Regulation 4.1, to increase the delegated spending limit to officers from £3,000 to £5,000 where budgetary provision exists; it is recommended that the same apply to Financial Regulation 4.5, which applies to urgent situations including where no budgetary provision exists:

*“In cases of extreme risk to the delivery of council services, the Chief Executive & Town Clerk may authorise revenue expenditure on behalf of the council as necessary. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£3,000~~ £5,000. The Chief Executive & Town Clerk shall report such action to the Leader of the Council and chairperson of the relevant Standing Committee as soon as possible and to the relevant Standing Committee as soon as practicable thereafter”.*

## 6. Instructions for the Making of Payments

Financial Regulations 6.6 – 6.8 cover payments by direct debit (6.6), standing order (6.7) and BACS/CHAPS (6.8). All three clauses provide for the arrangements to be “renewed by the council at least every two years”.

In respect of Financial Regulation 6.6 – variable direct debits; the Internal Audit of 2022 highlighted that this could and probably should be strengthened. The audit stated that there was a risk of “Council funds being debited through Direct Debits, which remained active at the bank, although the contract had expired or been terminated” and the Internal Auditor recommended that “consideration be given to reducing the frequency of review from ‘at least every two years’ to ‘at least annually’”. On the 30<sup>th</sup> June 2022, Council adopted the Internal Action Plan approved by Corporate Governance Sub-Committee and Policy & Resources Committee on 16<sup>th</sup> June 2022 to “include changes in annual review of Financial Regulations in April and May 2023”.

The relevant Standing Committee to consider payment authorisations would be Policy & Resources Committee. To ensure a detailed overview and consistency across all types of payments, it is recommended that the detailed overview be given to the Corporate Governance Sub-Committee and that they undertake this task annually for direct debits, standing orders and BACS/CHAPS. Therefore, the changes to financial regulations 6.6 – 6.8 are as follows:

- 6.6. *Payment for certain items may be made by variable direct debit provided that the instructions are signed by two account signatories and any payments are reported to the relevant Standing Committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the relevant Standing Committee /sub-committee at least ~~every two years~~ annually.*
- 6.7. *Payment for certain items may be made by banker’s standing order provided that the instructions are signed, or otherwise evidenced by two account signatories are retained and any payments are reported to the relevant Standing Committee as made. The approval of the use of a banker’s standing order shall be renewed by resolution of the relevant Standing Committee /sub-committee at least ~~every two years~~ annually.*
- 6.8. *Payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to the relevant Standing Committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the relevant Standing Committee /sub-committee at least ~~every two years~~ annually.*

## Scheme of Delegation

The following amendments are proposed to the Scheme of Delegation.

### *Community Development*

One of the Community Development Social Inclusion, Recreation and Culture Objectives is “*To provide support for the Office of Town Mayor*”. This provision is applied to include the civic, ceremonial and commemorative functions of the First Citizen. For the avoidance of doubt, it is recommended that this provision is developed “*To provide support for the Office of Town Mayor and to promote Civic, Ceremonial and commemorative functions, including the flying of flags*”.

### *Delegated Powers to Officers – Specific Delegations: Community Centres*

The General Terms & Conditions for booking the Council’s facilities do not provide for cancellation and refund. Customers will often try to cancel and obtain a refund for a variety of personal issues and matters outside the control of the Council. However, where an appropriate organisation or agency issues advice to the public to stay at home and cancel events, such as the Police or Met Office due to bad weather; e.g. red weather warnings; the Council would wish to support customers and hirers adhering to such advice. There for it is recommended that an additional Community Centres Specific Delegation to Officers is added as follows “*To allow booking cancellations/transfers without penalty and to authorise a refund where a cancellation/transfer is made due to official advice issued by the Police, Met Office or other appropriate agency; for example, Met Office red weather warnings*”.

### *Delegated Powers to Officers – Specific Delegations: Contracts*

It is recommended to update Specific Delegation 27 to align with Standing Order 6.6, Financial Matters, and Financial Regulation 4.1, to increase the delegated spending limit to officers from £3,000 to £5,000 to increase the signing of contracts by the same “*To sign contracts up to a value of ~~£3,000~~ £5,000 entered into on behalf of the Council in accordance with the Financial Regulations*”.

Specific Delegation 28 provides “*To enter into routine maintenance and service agreements*”. It is considered that there are other agreements, such as the recent copyright agreement, which could be covered by this provision. Therefore, it is recommended to amend this delegation as follows: “*To enter into routine legal, maintenance and service agreements*”.

## Councillor Code of Conduct

On 13<sup>th</sup> May 2021, the Council adopted a new Councillor Code of Conduct based on the LGA Model Councillor Code of Conduct. On 12<sup>th</sup> May 2022, the Council adopted amendments to align the Code with the “local” model developed by Leicestershire’s Monitoring Officers and the Leicestershire & Rutland Association of Local Councils.

There are no proposed revisions to the Councillor Code of Conduct.

## Recommendations

### THAT IT BE RECOMMENDED TO COUNCIL

1. that the proposed amendments to the Council's Standing Orders, as set out in the report, be approved;
2. that that the proposed amendments to the Council's Financial Regulations, as set out in the report, be approved;
3. that that the proposed amendments to the Council's Scheme of Delegation, as set out in the report, be approved; and
4. that, as a result of 1 to 3 above, delegated authority be given to the Chief Executive & Town Clerk to renumber paragraphs and update cross-references accordingly.

## Reasons

1. To give clarity to intended meaning and to provide for better discussion and engagement with the business of the Council and its Committees.
2. To align delegated spending amounts for clarity and consistency and to accommodate provisions identified by the internal audit.
3. To give clarity to intended meaning, respond to exceptional circumstances, align delegated spending amounts for clarity and consistency and provide for routine and operational agreements to be made.
4. To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.

**BRAUNSTONE TOWN COUNCIL**  
**DRAFT SCHEDULE OF COUNCIL & COMMITTEE MEETINGS 2023/2024**

DATE	TIME	COMMITTEE	DATE	TIME	COMMITTEE
<b>2023</b>					
<b>MAY</b>			<b>DECEMBER</b>		
THUR 4		Local Elections	THUR 7	7.30pm	Community Development
THUR 11		No Meeting	THUR 14	7.30pm	Planning & Environment
THUR 18	7.30pm 8.00pm	<b>ANNUAL TOWNS MEETING</b> <b>ANNUAL MEETING OF THE FULL COUNCIL</b>	THURS 21		No Meeting
THUR 25	7.30pm	Community Development	THUR 28		BANK HOLIDAY
<b>2024</b>					
<b>JUNE</b>			<b>JANUARY</b>		
THUR 1	7.30pm	Citizens' Advisory Panel	THUR 4		BANK HOLIDAY
THUR 8	7.30pm	Planning & Environment	THUR 11	7.30pm	Policy & Resources ( <i>Precept</i> )
THUR 15	7.00pm 7.30pm	Corporate Governance Policy & Resources	THUR 18		No Meeting
THUR 22		No Meeting	THUR 25	8.00pm	<b>COUNCIL (<i>Precept</i>)</b> <i>Precept Deadline: 1<sup>st</sup> Feb</i>
THUR 29	8.00pm	<b>COUNCIL (<i>Accounts</i>)</b>			
<b>JULY</b>			<b>FEBRUARY</b>		
THUR 6	7.30pm	Community Development	THUR 1	7.30pm	Community Development
THUR 13		SUMMER BREAK	THUR 8		No Meeting
THUR 20		SUMMER BREAK	THUR 15	7.30pm	Planning & Environment
THUR 27		SUMMER BREAK	THUR 22		No Meeting
			THUR 29	7.30pm	Citizens' Advisory Panel
<b>AUGUST</b>			<b>MARCH</b>		
THUR 3		SUMMER BREAK	THUR 7	7.30pm	Policy & Resources
THUR 10		SUMMER BREAK	THUR 14		No Meeting
THUR 17		SUMMER BREAK	THUR 21	8.00pm	COUNCIL
THUR 24	7.30pm	Planning & Environment	THUR 28	7.30pm	Community Development
THUR 31	7.30pm	Citizens' Advisory Panel			
<b>SEPTEMBER</b>			<b>APRIL</b>		
THUR 7	7.30pm	Policy & Resources	THUR 4		EASTER BREAK
THUR 14		No Meeting	THUR 11		EASTER BREAK
THUR 21	8.00PM	<b>COUNCIL</b>	THUR 18	7.30pm	Planning & Environment
THUR 28		No Meeting	THUR 25	7.30pm	Policy & Resources
<b>OCTOBER</b>			<b>MAY</b>		
THUR 5	7.30pm	Community Development	THUR 2		BANK HOLIDAY
THUR 12		No Meeting	THUR 9	7.30pm 8.00pm	<b>ANNUAL TOWNS MEETING</b> <b>ANNUAL MEETING OF THE FULL COUNCIL</b>
THUR 19		No Meeting	THUR 16		
THUR 26	7.30pm	Planning & Environment			
<b>NOVEMBER</b>			ANNUAL MEETING - In an Election Year the Annual Meeting must take place on the fourth day after the date of the election or within fourteen days thereafter. (Election of Town Mayor and appointment of Committees.)		
THUR 2	7.30pm	Policy & Resources	ANNUAL TOWNS MEETING - The Parish meeting in England must assemble annually on some day between 1 <sup>st</sup> March and 1 <sup>st</sup> June (LGA 1972, Schedule 12). (All Local Government Electors are invited to participate and raise matters of local interest).		
THUR 9		No Meeting			
THUR 16	8.00pm	COUNCIL			
THUR 23		No Meeting			
THURS 30	7.30pm	Citizens' Advisory Panel			

## **NOTES**

*The deadline date for the Council to adopt the Accounts is 30<sup>th</sup> June each year.*

*The deadline date for submitting the Precept request is 1st February each year.*

Half term break:	Monday 29 May to Friday 2 June 2023
Schools close:	Wednesday 13 July 2023
Schools open:	Tuesday 29 August 2023
August Bank Holiday:	Monday 29 August 2022
Half term break:	Monday 16 October to Friday 20 October 2022
Schools close:	Friday 22 December 2022
Schools open:	Monday 8 January 2024
Half term break:	Monday 19 February to Friday 23 February 2024
Schools close:	Friday 22 March 2024
Schools open:	Monday 8 April 2024
May Day Bank Holiday:	Monday 6 May 2024
Half term break:	Monday 27 May to Friday 31 May 2024

## **BANK HOLIDAYS**

7 <sup>th</sup> April 2023	Good Friday
10 <sup>th</sup> April 2023	Easter Monday
1 <sup>st</sup> May 2023	Early May Bank Holiday
8 <sup>th</sup> May 2023	Coronation of King Charles III Bank Holiday
29 <sup>th</sup> May 2023	Spring Bank Holiday
28 <sup>th</sup> August 2023	Summer Bank Holiday
25 <sup>th</sup> December 2023	Christmas Day
26 <sup>th</sup> December 2023	Boxing Day
1 <sup>st</sup> January 2024	New Year's Day
29 <sup>th</sup> March 2024	Good Friday
1 <sup>st</sup> April 2024	Easter Monday
6 <sup>th</sup> May 2024	May Day Bank Holiday

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 27th APRIL 2023**

#### **Item 14 – End of Year Financial Position - Cashbook and Reserves**

##### Purpose

To receive a summary of the Council's Cash and Reserves for the period 1<sup>st</sup> April 2022 to 31st March 2023.

##### Background

The Internal Auditor's report for the year ended 31st March 2018 was considered by both the Corporate Governance Sub-Committee and the Policy & Resources Committee on 14th June 2018, which included approving the recommendation "that a simplified summary financial report [be submitted] to the Policy & Resources Committee, at least quarterly to include details of reserves held and bank reconciliations would aid understanding and transparency".

The financial years run from April to March, therefore the end of each quarter is 30th June, 30th September, 31st December and 31st March.

For the end of the financial year 2022/2023, on 31st March 2023:

- Financial Summary Cashbook (including bank reconciliations) – Appendix 1
- Balance Sheet (including reserves) – Appendix 2

##### Recommendation

That the end of quarter/year financial position be noted

##### Reason

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



# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 31/03/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

## Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£14,711.74
No.1 Account	£16,631.42
Petty Cash Account	£250.00

## Short Term Investment Accounts

Cambridge 90 Day Notice Account	£211,574.89
Total	£243,220.55

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£781,516.45	£79.09	£781,595.54
2. P&R - Civic Centre	£234,740.07	£2,458.39	£237,198.46
3. P&R - Thorpe Astley Community Centre	£32,198.85	£43.86	£32,242.71
5. P&R - Parks & Open Spaces	£31,075.14	£16.67	£31,091.81
6. P&R - Library Services	£11,305.37	£86.82	£11,392.19
7. Community Development	£6,988.21	£1,197.43	£8,185.64
8. Planning & Environment	£998.13	£7.27	£1,005.40
Total Receipts	£1,098,822.22	£3,889.53	£1,102,711.75

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£607,525.59	£4,252.45	£611,778.04
2. P&R - Civic Centre	£186,550.29	£23,722.32	£210,272.61
3. P&R - Thorpe Astley Community Centre	£35,727.28	£4,695.76	£40,423.04
5. P&R - Parks & Open Spaces	£239,355.59	£34,473.36	£273,828.95
6. P&R - Library Services	£9,529.74	£1,194.72	£10,724.46
7. Community Development	£26,052.10	£1,148.25	£27,200.35
8. Planning & Environment	£12,449.32	£1,844.48	£14,293.80
Total Payments	£1,117,189.91	£71,331.34	£1,188,521.25

Closing Balances

## Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£12,932.16
No.1 Account	£82,047.14
Petty Cash Account	£250.00
	£95,281.80

## Short Term Investment Accounts

Cambridge 90 Day Notice Account	£62,129.25
	£62,129.25
Total	£157,411.05

Uncleared and Unpresented effects

No. 2 Account	-£300.00
No.1 Account	-£493.42

Statement Closing Balances

**Ordinary Accounts**

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£13,232.16
No.1 Account	£82,540.56
Petty Cash Account	£250.00

**Short Term Investment Accounts**

Cambridge 90 Day Notice Account	£62,129.25
Total	<u>£158,204.47</u>

Signed \_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

## Consolidated Balance Sheet

Unaudited

31/03/22

£

31/03/23

£

Current assets		
211,574.89	Investments	62,129.25
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
15,727.88	VAT Recoverable	23,883.31
-1,002.22	Debtors	-1,377.46
55,100.20	Payment in Advance	50,336.23
<u>31,645.66</u>	Cash in Hand & at Bank	<u>95,281.80</u>
313,046.41	TOTAL CURRENT ASSETS	230,253.13
<u>313,046.41</u>	TOTAL ASSETS	<u>230,253.13</u>
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
26,313.29	Creditors	36,483.91
415.90	Receipts in Advance	235.45
<u>26,729.19</u>	TOTAL CURRENT LIABILITIES	<u>36,719.36</u>
<u>286,317.22</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>193,533.77</u>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>286,317.22</u>	NET ASSETS	<u>193,533.77</u>
Represented by		
70,390.98	General Fund	39,659.43
	General Fund	
47,375.12	Open Spaces Commuted Sums	47,375.12
	Ringfenced - Donation	
0.00	Community / Social Inclusion Project Grant	9,500.00
	Interim arrangements funding	
0.00	Shakespeare Park Sports Clubs	1,692.51
	Earmarked to Balance Budget	
2,500.00	Balance Revenue Budget 2022/23	0.00
	Earmarked	
3,204.99	Town Mayor's Charity	12.25
	Earmarked Capital Project	
63,137.13	Shakespeare Park Pavilion & Site Capital Works	3,175.46
	Earmarked Capital Project	
14,321.00	Shakespeare Park Pavilion & Site Reserve	0.00
	Earmarked	
2,500.00	Gateway Signage	2,500.00
	Earmarked Capital Project	
22,888.00	Shakespeare Playground & Tennis Courts Reserve	6,678.00

# Consolidated Balance Sheet

Unaudited

31/03/22 £		31/03/23 £
	Earmarked Capital Project	
60,000.00	Civic Centre Capital Plan Priority Projects	79,941.00
	Earmarked to Balance Budget	
0.00	Balance Revenue Budget 2023/24	3,000.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
<hr/>		<hr/>
286,317.22		193,533.77
215,926.24	Reserves total excluding general fund and liabilities	153,874.34
0.00	Reserves total of liabilities e.g. deposits	0.00
70,390.98	General fund total	39,659.43
<hr/>		<hr/>
286,317.22		193,533.77

Signed \_\_\_\_\_

Chairman

Date

AUDIT OPINION

\_\_\_\_\_  
Responsible Financial Officer

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		2022/2023	Reserve Movements	Actual Net	Balance
<b>1. P&amp;R - Corporate Management</b>					
<b>Income</b>					
101	Precept	£720,356.00	£0.00	£720,356.00	£0.00
107	Projects	£0.00	£0.00	£0.00	£0.00
113	Staff Salaries Grant (Furlough)	£0.00	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£0.00	£43.73	£-106.27
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	£862.58	£-137.42
199	Miscellaneous	£0.00	£0.00	£972.21	£972.21
<b>Total Income</b>		<b>£721,916.00</b>	<b>£0.00</b>	<b>£722,234.52</b>	<b>£318.52</b>
<b>Expenditure</b>					
1010	Staff Salaries	£426,061.00	£2,453.82	£424,909.42	£3,605.40
1015	Staff Expenses	£300.00	£0.00	£118.81	£181.19
1020	Pensions	£99,940.00	£0.00	£113,083.04	£-13,143.04
1030	Councillors Allowances	£6,000.00	£0.00	£6,036.00	£-36.00
1035	Councillors Expenses	£300.00	£0.00	£0.00	£300.00
1060	Contingency	£0.00	£0.00	£0.00	£0.00
1070	Projects				
1070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
1070	Total	£0.00	£0.00	£0.00	£0.00
1090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
1150 Insurance	£14,000.00	£0.00	£15,869.68	-£1,869.68
1160 Audit	£2,500.00	£0.00	£2,000.00	£500.00
1170 Legal Fees	£250.00	£0.00	£1,461.33	-£1,211.33
1180 Elections	£1,000.00	£0.00	£0.00	£1,000.00
1210 Staff Training	£2,500.00	£0.00	£64.99	£2,435.01
1230 Councillor Training	£1,000.00	£0.00	£0.00	£1,000.00
1300 Supplies, Stationery & Postage	£3,000.00	£0.00	£2,443.53	£556.47
1350 Subscriptions	£4,000.00	£0.00	£8,374.79	-£4,374.79
1360 Advertisements	£4,840.00	£0.00	£10,225.40	-£5,385.40
1400 Telephones	£2,530.00	£0.00	£2,408.09	£121.91
1410 Photocopier	£2,000.00	£0.00	£2,006.72	-£6.72
1420 Computer Supplies, Training, Service Contract	£10,000.00	£0.00	£8,947.74	£1,052.26
1830 Fees on Cambridge Saver	£0.00	£0.00	£308.22	-£308.22
1990 Miscellaneous	£700.00	£0.00	£548.84	£151.16
1991 Paid from Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00
1992 Paid from Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	<u>£580,921.00</u>	<u>£2,453.82</u>	<u>£598,806.60</u>	<u>-£15,431.78</u>

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>2. P&amp;R - Civic Centre</b>					
<b>Income</b>					
205	Capital Grants	£0.00	£19,941.00	£20,191.00	£250.00
207	Projects	£0.00	£0.00	£0.00	£0.00
208	Loans	£0.00	£0.00	£114,266.75	£114,266.75
250	Room Hire	£67,384.00	£0.00	£85,733.68	£18,349.68
251	Catering for Hirers (VAT)	£100.00	£0.00	£169.23	£69.23
257	Licensed Bar	£17,000.00	£0.00	£12,000.00	-£5,000.00
299	Miscellaneous	£0.00	£0.00	£320.87	£320.87
<b>Total Income</b>		<b>£84,484.00</b>	<b>£19,941.00</b>	<b>£232,681.53</b>	<b>£128,256.53</b>
<b>Expenditure</b>					
2050	Capital Projects				
2050/1	Toilets/Bar Refurbishment	£6,500.00	£0.00	£3,505.23	£2,994.77
2050/2	General Refurbishment	£1,500.00	£0.00	£94,140.88	-£92,640.88
2050/3	Climate Initiatives	£0.00	£0.00	£162.50	-£162.50
2050	<b>Total</b>	<b>£8,000.00</b>	<b>£0.00</b>	<b>£97,808.61</b>	<b>-£89,808.61</b>
2070	Projects				
2070/1	Climate Change	£2,000.00	£0.00	£262.50	£1,737.50
2070/2	General	£500.00	£0.00	£4,200.00	-£3,700.00
2070	<b>Total</b>	<b>£2,500.00</b>	<b>£0.00</b>	<b>£4,462.50</b>	<b>-£1,962.50</b>
2080	Loan Interest & Repayments				
2080/1	PWLB 477930	£7,988.00	£0.00	£7,988.79	-£0.79

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
2080/2	PWLB 480508	£4,586.00	£0.00	£4,586.04	-£0.04
2080/3	PWLB 482623	£9,648.00	£0.00	£9,647.56	£0.44
2080/4	PWLB 485557	£5,784.00	£0.00	£5,783.06	£0.94
2080/5	NEW PWL Civic Centre Improvements	£0.00	£0.00	£0.00	£0.00
2080/6	Proposed: New PWL Climate Initiatives	£0.00	£0.00	£0.00	£0.00
2080	<b>Total</b>	<b>£28,006.00</b>	<b>£0.00</b>	<b>£28,005.45</b>	<b>£0.55</b>
2090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00
2170	Legal Fees	£0.00	£0.00	£1,316.25	-£1,316.25
2250	Service Charges	£0.00	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£0.00	£312.16	£187.84
2320	Printing & Copying	£600.00	£0.00	£0.00	£600.00
2330	Cleaning Materials	£1,600.00	£0.00	£2,112.77	-£512.77
2400	Telephones	£1,000.00	£0.00	£2,264.51	-£1,264.51
2430	Utility Bills	£21,860.00	£0.00	£20,329.95	£1,530.05
2440	Waste Services	£8,000.00	£0.00	£10,895.46	-£2,895.46
2450	Laundry Services	£500.00	£0.00	£0.00	£500.00
2460	Rates	£21,500.00	£0.00	£19,585.75	£1,914.25
2490	Seasonal Decorations	£2,000.00	£0.00	£2,415.56	-£415.56
2500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00
2510	Catering for Hirers (VAT)	£0.00	£0.00	£327.75	-£327.75



# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£425.00	-£425.00
2570	Licences	£1,300.00	£0.00	£1,987.66	-£687.66
2580	Card Card and Transit fees	£1,700.00	£0.00	£2,606.97	-£906.97
2600	Building Repairs & Maintenance	£12,000.00	£0.00	£13,210.40	-£1,210.40
2610	Equipment Repairs & Maintenance				
2610/1	General	£4,600.00	£0.00	£3,523.81	£1,076.19
2610/2	Fire Extinguisher Service	£400.00	£0.00	£75.84	£324.16
2610/3	Alarm Maintenance	£1,000.00	£0.00	£2,655.77	-£1,655.77
2610	Total	£6,000.00	£0.00	£6,255.42	-£255.42
2990	Miscellaneous	£150.00	£0.00	£343.06	-£193.06
<b>Total Expenditure</b>		<b>£117,216.00</b>	<b>£0.00</b>	<b>£214,665.23</b>	<b>-£97,449.23</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>3. P&amp;R - Thorpe Astley Community Centre</b>					
<b>Income</b>					
305	Capital Grants	£0.00	£0.00	£250.00	£250.00
307	Projects	£0.00	£0.00	£0.00	£0.00
308	Loans	£0.00	£0.00	£0.00	£0.00
325	Service Charges	£0.00	£0.00	£7.14	£7.14
350	Room Hire				
350/1	Room Hires	£9,632.35	£0.00	£11,155.13	£1,522.78
350/2	Pre-School Contract	£26,815.65	£0.00	£14,854.68	-£11,960.97
350/3	NHS Facility	£0.00	£0.00	£5,272.20	£5,272.20
350	Total	£36,448.00	£0.00	£31,282.01	-£5,165.99
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	-£40.00
399	Miscellaneous	£0.00	£0.00	£194.93	£194.93
<b>Total Income</b>		<b>£36,488.00</b>	<b>£0.00</b>	<b>£31,734.08</b>	<b>-£4,753.92</b>
<b>Expenditure</b>					
3050	Capital Projects				
3050/1	General Improvements	£1,000.00	£0.00	£0.00	£1,000.00
3050/2	NHS Facility	£0.00	£0.00	£0.00	£0.00
3050/3	Climate Initiatives	£0.00	£0.00	£437.50	-£437.50
3050	Total	£1,000.00	£0.00	£437.50	£562.50
3070	Projects				
3070/1	Climate Change	£1,000.00	£0.00	£262.50	£737.50

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
3070/2	General	£500.00	£0.00	£0.00	£500.00
3070	Total	£1,500.00	£0.00	£262.50	£1,237.50
3080	Proposed: New PWL Climate Initiatives	£0.00	£0.00	£0.00	£0.00
3090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00
3290	Clothing	£0.00	£0.00	£0.00	£0.00
3320	Printing & Copying	£300.00	£0.00	£0.00	£300.00
3330	Cleaning Materials	£1,000.00	£0.00	£1,201.83	-£201.83
3400	Telephones	£1,000.00	£0.00	£1,332.02	-£332.02
3430	Utility Bills	£10,650.00	£0.00	£13,773.58	-£3,123.58
3440	Waste Services	£2,500.00	£0.00	£913.26	£1,586.74
3450	Laundry Services	£250.00	£0.00	£0.00	£250.00
3460	Rates	£7,700.00	£0.00	£7,110.75	£589.25
3490	Seasonal Decorations	£1,000.00	£0.00	£198.74	£801.26
3500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£42.62	-£42.62
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
3570	Licences	£400.00	£0.00	£339.00	£61.00
3580	Credit Card and Transit Fees	£800.00	£0.00	£349.06	£450.94
3600	Building Repairs & Maintenance	£3,000.00	£0.00	£5,101.75	-£2,101.75
3610	Equipment Repairs & Maintenance				

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
3610/1 General	£1,150.00	£0.00	£715.50	£434.50
3610/2 Fire Extinguisher Service	£350.00	£0.00	£0.00	£350.00
3610/3 Alarm Maintenance	£3,000.00	£0.00	£3,095.22	-£95.22
3610 Total	£4,500.00	£0.00	£3,810.72	£689.28
3990 Miscellaneous	£150.00	£0.00	£191.45	-£41.45
<b>Total Expenditure</b>	<b>£35,750.00</b>	<b>£0.00</b>	<b>£35,064.78</b>	<b>£685.22</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>5. P&amp;R - Parks &amp; Open Spaces</b>					
<b>Income</b>					
505	Capital Grants	£17,213.00	£6,020.00	£6,020.00	-£17,213.00
507	Projects	£0.00	£0.00	£0.00	£0.00
508	Loans	£0.00	£0.00	£0.00	£0.00
511	Thorpe Astley Commuted Sums (transfer from)	£21,500.00	£0.00	£21,500.00	£0.00
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	£3,020.50	£520.50
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£83.33	£83.33
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£451.31	£451.31
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00
555	<b>Total</b>	<b>£2,500.00</b>	<b>£0.00</b>	<b>£3,555.14</b>	<b>£1,055.14</b>
599	Miscellaneous	£100.00	£0.00	£0.00	-£100.00
<b>Total Income</b>		<b>£41,463.00</b>	<b>£6,020.00</b>	<b>£31,075.14</b>	<b>-£16,407.86</b>
<b>Expenditure</b>					
5050	Capital Projects				
5050/1	General	£1,000.00	£0.00	£1,170.00	-£170.00
5050/2	Shakespeare Park Improvement Project	£17,213.00	£75,614.67	£77,734.42	£15,093.25
5050/3	Shakespeare Tennis Courts	£2,000.00	£22,230.00	£22,230.00	£2,000.00
5050/4	Shakespeare Playground	£2,000.00	£0.00	£0.00	£2,000.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
5050/5	Mossdale Culvert	£0.00	£0.00	£0.00
5050	Total	£22,213.00	£97,844.67	£18,923.25
5070	Projects			
5070/1	Climate Change	£500.00	£0.00	£75.00
5070/2	General	£500.00	£0.00	£4,695.00
5070	Total	£1,000.00	£0.00	£5,120.00
5080	Loan Interest & Repayments			
5080/1	PWLB 485188	£3,526.00	£0.00	£3,525.80
5080/2	PWLB 487506	£6,033.00	£0.00	£6,033.30
5080/3	PWLB 501336	£5,497.00	£0.00	£5,496.99
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£0.00	£35,532.02
5080/5	PWLB - Shakespeare Park (292038)	£17,808.00	£0.00	£0.00
5080/6	Potential PWL Mossdale	£0.00	£0.00	£0.00
5080	Total	£50,588.00	£0.00	£50,588.11
5090	Covid-19 Recovery	£0.00	£0.00	£0.00
5170	Legal Fees	£1,000.00	£0.00	£1,424.17
5290	Clothing	£500.00	£0.00	£331.60
5330	Cleaning Materials	£1,000.00	£0.00	£943.15
5400	Telephones	£410.00	£0.00	£3.49
5430	Utility Bills	£3,500.00	£0.00	£10,427.34

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>	
5440	Waste Services	£2,000.00	£0.00	£1,106.88	£893.12
5450	Laundry Services	£500.00	£0.00	£0.00	£500.00
5460	Rates	£0.00	£0.00	£5,093.90	-£5,093.90
5550	Sports Pitches & Facilities	£1,000.00	£0.00	£1,968.74	-£968.74
5600	Building Repairs & Maintenance				
5600/1	Mossdale Meadows	£4,800.00	£0.00	£1,805.12	£2,994.88
5600/2	Shakespeare Park	£0.00	£0.00	£960.14	-£960.14
5600	Total	£4,800.00	£0.00	£2,765.26	£2,034.74
5610	Equipment Repairs & Maintenance				
5610/1	General Maintenance	£4,000.00	£0.00	£3,757.88	£242.12
5610/2	Playgrounds	£6,000.00	£0.00	£6,329.45	-£329.45
5610	Total	£10,000.00	£0.00	£10,087.33	-£87.33
5620	Site Maintenance				
5620/1	General	£1,000.00	£0.00	£1,271.79	-£271.79
5620/2	Trees	£3,000.00	£0.00	£5,169.83	-£2,169.83
5620/3	Bowling Green	£0.00	£0.00	£2,170.00	-£2,170.00
5620	Total	£4,000.00	£0.00	£8,611.62	-£4,611.62
5630	Equipment Purchase	£2,000.00	£0.00	£1,867.53	£132.47
5650	Vehicle Costs	£10,000.00	£0.00	£20,405.42	-£10,405.42
5660	Machinery Hire	£500.00	£0.00	£0.00	£500.00
5670	Petrol	£3,800.00	£0.00	£8,225.39	-£4,425.39

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
5990      Miscellaneous	£100.00	£0.00	£216.15	-£116.15
<b>Total Expenditure</b>	<u>£118,911.00</u>	<u>£97,844.67</u>	<u>£230,320.50</u>	<u>-£13,564.83</u>



# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>6. P&amp;R - Library Services</b>					
<b>Income</b>					
605	Capital Grants	£0.00	£0.00	£2,880.55	£2,880.55
607	Projects	£0.00	£0.00	£0.00	£0.00
608	Loans	£0.00	£0.00	£0.00	£0.00
609	Covid-19 Library Grant	£0.00	£0.00	£0.00	£0.00
625	Service Charges	£1,052.00	£0.00	£7,567.00	£6,515.00
626	Service Level Agreements				
626/1	Grant - Leicestershire County Council	£7,335.00	£0.00	£0.00	-£7,335.00
626	Total	£7,335.00	£0.00	£0.00	-£7,335.00
690	Consumer Products (Sales)				
690/1	Stamps	£0.00	£0.00	£36.60	£36.60
690	Total	£0.00	£0.00	£36.60	£36.60
698	Fines	£1,500.00	£0.00	£266.86	-£1,233.14
699	Miscellaneous	£50.00	£0.00	£494.88	£444.88
<b>Total Income</b>		<b>£9,937.00</b>	<b>£0.00</b>	<b>£11,245.89</b>	<b>£1,308.89</b>
<b>Expenditure</b>					
6050	Capital Projects				
6050/1	General Refurbishment	£0.00	£0.00	£0.00	£0.00
6050/2	Climate Initiatives	£1,700.00	£0.00	£4,183.54	-£2,483.54
6050	Total	£1,700.00	£0.00	£4,183.54	-£2,483.54

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

	2022/2023	Reserve Movements	Actual Net	Balance	
6070	Projects				
6070/1	Climate Change	£250.00	£0.00	£687.50	£-437.50
6070/2	General	£250.00	£0.00	£179.96	£70.04
6070	Total	£500.00	£0.00	£867.46	£-367.46
6080	Proposed: New PWL Climate Initiatives	£0.00	£0.00	£0.00	£0.00
6090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00
6320	Printing & Copying	£150.00	£0.00	£22.42	£127.58
6330	Cleaning Materials	£200.00	£0.00	£0.00	£200.00
6360	Advertisements	£200.00	£0.00	£0.00	£200.00
6400	Telephones	£200.00	£0.00	£0.00	£200.00
6410	Photocopier	£800.00	£0.00	£0.00	£800.00
6430	Utility Bills	£2,880.00	£0.00	£1,422.16	£1,457.84
6490	Seasonal Decorations	£0.00	£0.00	£0.00	£0.00
6700	Programme of Events	£800.00	£0.00	£93.86	£706.14
6900	Consumer Products (Purchase for resale)				
6900/1	Stamps	£0.00	£0.00	£324.48	£-324.48
6900	Total	£0.00	£0.00	£324.48	£-324.48
6990	Miscellaneous	£800.00	£0.00	£1,214.87	£-414.87
<b>Total Expenditure</b>	<b>£8,230.00</b>	<b>£0.00</b>	<b>£8,128.79</b>	<b>£101.21</b>	

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		2022/2023	Reserve Movements	Actual Net	Balance
<b>7. Community Development</b>					
<b>Income</b>					
707	Projects	£0.00	£0.00	£0.00	£0.00
770	Programme of Events	£0.00	£0.00	£475.00	£475.00
771	Summer Fete				
771/1	Current Year	£0.00	£0.00	£1,840.21	£1,840.21
771/2	Next Year	£0.00	£0.00	£66.67	£66.67
771	Total	£0.00	£0.00	£1,906.88	£1,906.88
775	Civic Functions	£0.00	£0.00	£3,587.53	£3,587.53
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£15.00	£15.00
777	Town Mayor's Charity - after May	£0.00	£0.00	£205.88	£205.88
786	Community / Social Inclusion Project Grant	£0.00	£0.00	£0.00	£0.00
790	Consumer Products (Sales)				
790/1	History Publications	£0.00	£0.00	£0.00	£0.00
790/2	Crime Prevention	£50.00	£0.00	£0.00	-£50.00
790/3	General	£50.00	£0.00	£0.00	-£50.00
790	Total	£100.00	£0.00	£0.00	-£100.00
794	Warm Spaces Initiative	£0.00	£0.00	£750.00	£750.00
799	Miscellaneous	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£100.00</b>	<b>£0.00</b>	<b>£6,940.29</b>	<b>£6,840.29</b>

## Expenditure

7040 Town Mayor's Allowance

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
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	£155.00	£220.00
7040	Total	£750.00	£0.00	£155.00	£595.00
7070	Projects				
7070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
7070	Total	£0.00	£0.00	£0.00	£0.00
7080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£0.00	£3,839.50	£590.50
7260	Service Level Agreements (CAB)	£3,150.00	£0.00	£0.00	£3,150.00
7340	Signs	£500.00	£0.00	£0.00	£500.00
7700	Programme of Events	£4,000.00	£0.00	£3,504.84	£495.16
7710	Summer Fete				
7710/1	Current Year	£2,100.00	£0.00	£3,331.11	-£1,231.11
7710/2	Next Year	£300.00	£0.00	£847.50	-£547.50
7710	Total	£2,400.00	£0.00	£4,178.61	-£1,778.61
7715	Thorpe Astley Summer Event	£0.00	£0.00	£300.00	-£300.00
7720	General Events				
7720/1	General	£0.00	£0.00	£24.55	-£24.55
7720/2	Apple Day	£500.00	£0.00	£1,125.28	-£625.28
7720/3	Open Days	£500.00	£0.00	£430.17	£69.83

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
7720	Total	£1,000.00	£0.00	£1,580.00	-£580.00
7750	Civic Functions	£1,850.00	£0.00	£2,780.68	-£930.68
7760	Town Mayor's Charity - Pre May	£0.00	£3,207.74	£3,207.74	£0.00
7770	Town Mayor's Charity - after May	£0.00	£0.00	£99.88	-£99.88
7850	Community Grants	£6,000.00	£420.58	£6,307.00	£113.58
7860	Community / Social Inclusion Project Grant	£0.00	£0.00	£0.00	£0.00
7870	Grants for Queen's Platinum Jubilee	£1,000.00	£0.00	£345.67	£654.33
7880	Grants for King's Coronation	£0.00	£0.00	£0.00	£0.00
7900	Consumer Products (Purchase for resale)				
7900/1	History Publications	£0.00	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£100.00	£0.00	£0.00	£100.00
7900	Total	£100.00	£0.00	£0.00	£100.00
7940	Social Inclusion Initiatives				
7940/1	General	£0.00	£0.00	£27.75	-£27.75
7940/2	Warm Spaces Initiative	£0.00	£0.00	£428.36	-£428.36
7940	Total	£0.00	£0.00	£456.11	-£456.11
7950	Community Safety	£500.00	£0.00	£254.21	£245.79
7990	Miscellaneous	£100.00	£0.00	£190.28	-£90.28
<b>Total Expenditure</b>		<b>£25,780.00</b>	<b>£3,628.32</b>	<b>£27,199.52</b>	<b>£2,208.80</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>8. Planning &amp; Environment</b>					
<b>Income</b>					
807	Projects	£0.00	£0.00	£0.00	£0.00
890	Consumer Products (Sales)				
890/1	General	£0.00	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,700.00	£0.00	£941.73	-£758.27
890/3	Waste & Garden Bags	£560.00	£0.00	£0.00	-£560.00
890	Total	£2,260.00	£0.00	£941.73	-£1,318.27
<b>Total Income</b>		£2,260.00	£0.00	£941.73	-£1,318.27
<b>Expenditure</b>					
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	£500.00	-£250.00
8440	Waste Services (Dog Bins)	£7,570.00	£0.00	£8,554.00	-£984.00
8460	Furniture	£2,500.00	£0.00	£2,794.32	-£294.32
8900	Consumer Products (Purchase for resale)				
8900/1	Poop Scoops	£1,600.00	£0.00	£1,236.00	£364.00
8900/2	Waste & Garden Bags	£420.00	£0.00	£0.00	£420.00
8900	Total	£2,020.00	£0.00	£1,236.00	£784.00
<b>Total Expenditure</b>		£12,340.00	£0.00	£13,084.32	-£744.32



# Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£896,648.00	£25,961.00	£1,036,853.18	
Total Expenditure	£899,148.00	£103,926.81	£1,127,269.74	
<b>Total Net Balance</b>	<b>-£2,500.00</b>		<b>-£90,416.56</b>	

# Paid Expenditure Transactions

paid between 01/03/23 and 31/03/23

Start of year 01/04/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD230214LEX 5153	01/03/23	18246		£275.82	£45.97	£229.85	5. OS	Lex Autolease Limited	BJ67OWM 061 15 January 2023 - 14 February 2023 Leasing charges	5650
DD230216WA TERPI6678	02/03/23	18283		£50.76	£0.00	£50.76	5. OS	Water Plus/STW	MM -Acc. 0955002195	5430
BACS230227A MAZOABEI	03/03/23	18265	4188	£77.99	£13.00	£64.99	1. CM	Amazon UK	Scan pen reader	1210
		18380/1		£10.00	£0.00	£10.00	1. CM	Co operative Bank	Service charge	1990
		18380/2		£23.19	£0.00	£23.19	1. CM	Co operative Bank	Commision	1990
BACS230303C OOPSERV	03/03/23	18380		£33.19	£0.00	£33.19		Co operative Bank	Service charge	1990
BACS230216P ARCPO0701	04/03/23	18257	4187	£60.00	£10.00	£50.00	7. CD	Parc Ponies Ltd	Deposit for provision of donkeys for TA gala 2023	7715
BACS230223B EESL3550	04/03/23	18258		£58,058.18	£9,676.36	£48,381.82	2. CC	K M Beesley	Internal alterations to Civic Centre. Works completed 22Feb 3 as interim certificate	2050/2
BACS221214D ENISR1665	04/03/23	18259	4081	£30.67	£5.11	£25.56	2. CC	Denis Rawlins	CABLE HOLDER WITH CUT-OUT FOR SOCKET SOCKET, 2-POLE FEMALE Postage and Packing - Standard	2610/1
BACS230222T OYE3399	04/03/23	18260		£16.20	£2.70	£13.50	1. CM	Toye & Co	Renovation of customers property. Supply & fit a more solid silver gilt ring to braunstone t c pendant	1990
BACS230222A MAZO3562	04/03/23	18261	4185	£155.99	£26.00	£129.99	2. CC	Amazon UK	Baby change unit	2050/1
BACS230223A MAZO2315	04/03/23	18262		£20.99	£3.50	£17.49	2. CC	Amazon UK	Privacy Screen	2050/1
BACS230223A MAZO2316	04/03/23	18263		£20.99	£3.50	£17.49	2. CC	Amazon UK	Privacy Screen	2050/1
BACS230227A MAZO1895	04/03/23	18266	4189	£58.99	£0.00	£58.99	5. OS	Amazon UK	Bag of grass seed for TA	5550
BACS221221 MAMART9192	04/03/23	18267	4142	£27.59	£4.60	£22.99	5. OS	MACHINE MART	1 drain rod kit	5630
BACS230207 GALLA3619	04/03/23	18268		£566.72	£0.00	£566.72	1. CM	Arthur J Gallagher Insurance Brokers Limited	AJG Community Schemes - Hiscox Insurance Company Ltd Contract No. 8308048 Term 1.16.01.23-27.03.23	1150
BACS230228A MAZO9032	04/03/23	18269	4190	£49.98	£8.33	£41.65	5. OS	Amazon UK	2x adblue for parks trucks	5650
BACS280223 GPR04793	04/03/23	18270		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan -n Year 2 month 2	1420

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230228A MAZOABEI	04/03/23	18271	4191	£279.95	£46.66	£233.29	5. OS	Amazon UK	Portable heater 5630
BACS280223S ISSON1956	04/03/23	18272		£66.00	£11.00	£55.00	2. CC	Sissons & Allen Ltd	Civic Centre - Repair Faulty Light Switch 2600
		18274/3		£43.87	£0.00	£43.87	7. CD	Braunstone Town Council	Warm Space supplies 7940/2
		18274/5		£28.75	£0.00	£28.75	1. CM	Braunstone Town Council	Postage 1300
		18274/8		£7.00	£0.00	£7.00	2. CC	Braunstone Town Council	Keys Cut for Patio Door In Bar 2990
		18274/10		£7.50	£1.25	£6.25	5. OS	Braunstone Town Council	Petrol for strimmers 5670
		18274/11		£3.18	£0.00	£3.18	2. CC	Braunstone Town Council	Water for Hirers 2510
		18274/12		£1.50	£0.00	£1.50	5. OS	Braunstone Town Council	Screws for Park 5610/1
		18274/13		£9.50	£0.00	£9.50	1. CM	Braunstone Town Council	Screenwash & Batteries 1990
110863	04/03/23	18274		£101.30	£1.25	£100.05		Braunstone Town Council	Petty Cash 7940/2
BACS230224H MRC	07/03/23	18245		£7,507.62	£0.00	£7,507.62	1. CM	H M Revenue & Customs	Tax & NI J 1010
DD230123WA TERPCONTR A	07/03/23	18381		-£120.99	£0.00	-£120.99	5. OS	Water Plus/STW	Contra 18284, SP -Acc. 0703064724 NOT COLLECTED 5430
DD230222BG9 406	08/03/23	18254		£173.16	£8.24	£164.92	2. CC	British Gas	ACC. 603452644 PERIOD 22.01.2023-21.02.2023 2430
DD230302ENT ANET1385	09/03/23	18313		£14.40	£2.40	£12.00	2. CC	Entanet International Ltd	PSTN ELE-098382 01.03.2023-31.03.2023 2400
DD2302281KI NG4596	10/03/23	18273		£20.22	£3.37	£16.85	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580
110864	10/03/23	18304		£97.80	£0.00	£97.80	6.LS	Street News	Payment for Leicester Mercury in library 29/01/23 - 04/02/23 6990
DD230301BYP HONE2898	10/03/23	18312		£240.74	£40.12	£200.62	1. CM	Byphone Voxbit	RC10115 Acc 01.03.23 - 31.03.23 1400
DD230302BD C2442	11/03/23	18285		£810.49	£135.08	£675.41	2. CC	Blaby District Council	Building control inspection fee 2050/2
BACS230306E DGE36731	11/03/23	18293	4196	£2,135.00	£0.00	£2,135.00	1. CM	Edge IT Systems Ltd	Advantage 5 Year Contract renewal Q18286B 1350
BACS230305 MYPOST5465	11/03/23	18294	4194	£113.79	£0.83	£112.96	6.LS	Post Office Shop	2nd class stamp books for library 6900/1
BACS230214I TSOL4065	11/03/23	18295		£591.18	£98.53	£492.65	1. CM	IT Solutions	Repair Sam's laptop. Replace palm rest & motherboard. Replacement SNOM D735 for Pauline 1420

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230303N PS2223293	11/03/23	18296		£102.00	£17.00	£85.00	3. TA	NPS NIGEL SUMMERFIELD	Attend site as requested at Civic Centre	3600
BACS230307H IMANS3260	11/03/23	18297		£108.00	£18.00	£90.00	5. OS	Himans Security Solutions	Leisure Centre Avon Rd - attend to faulty emergency exit hardware service and leave in working order	5610/1
BACS230119B DC6750	11/03/23	18298	4200	£5,093.90	£0.00	£5,093.90	5. OS	Blaby District Council	Shakespeare Park NNDR 2021-2023 2021-2022 £2099.90 2022-2023 £2994.00	5460
BACS230223V IPANS2608	11/03/23	18299	4186	£142.08	£23.68	£118.40	2. CC	Vipans Ltd	8 Lengths of 6 ft angle iron	2050/1
BACS230227A SHMAN1444	11/03/23	18300	4141	£850.00	£0.00	£850.00	5. OS	Ashmanor Tree Care	Reduction of width and height of laurels at SP	5620/2
BACS230227C HAPMA9010	11/03/23	18301	4180	£134.64	£22.44	£112.20	5. OS	Chapmans Garden Machinery Limited	Spares for streamers/blowers, spark plugs, filters etc.	5630
BACS230307S LCC3801	11/03/23	18302	4199	£374.00	£0.00	£374.00	1. CM	SLCC	Membership Fee - Darren Tilley	1350
BACS230308 GEORGE1715	11/03/23	18303	4203	£183.60	£30.60	£153.00	5. OS	Walkers Timber	50 feather edge boards 6 3 x 3 knee rail 6 3 x 1.5 rails box of fencing nails repair of fences in Winter Works	5620/1
DD230323ENT 1979	13/03/23	18314		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL207489 LE3 3RU 05.03.2023 - 04.04.2023	3400
DD230302PUS 1971	13/03/23	18382		£1,258.27	£209.71	£1,048.56	2. CC	Opus Energy	Gas - 29.01.23 - 25.02.23 standing charge	2430
		18288/1		£0.72	£0.00	£0.72	3. TA	Global Payments	01.02.2023-28.02.2023	3580
		18288/2		£29.40	£4.90	£24.50	3. TA	Global Payments	01.02.2023-28.02.2023	3580
DD230314GL OBALTA	14/03/23	18288		£30.12	£4.90	£25.22		Global Payments	01.02.2023-28.02.2023	3580
		18291/1		£29.40	£4.90	£24.50	2. CC	Global Payments	01.02.2023-28.02.2023	2580
		18291/2		£196.77	£0.00	£196.77	2. CC	Global Payments	01.02.2023-28.02.2023	2580
DD230228GL OBALCC144	14/03/23	18291		£226.17	£4.90	£221.27		Global Payments	01.02.2023-28.02.2023	2580
BACS230314P LANPORTAL	15/03/23	18316		£149.20	£0.00	£149.20	2. CC	Planning Portal	planning fee for the fire door to the car park. An application fee of £ 117.00 + planning portal service charge of £32.20 (£149.20 in total)	2050/1

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD230302BD C2442+	15/03/23	18406		£810.49	£135.08	£675.41	2. CC	Blaby District Council	Building control inspection fee - Paid via BACS as requested then taken by DD as well so shall claim back	2050/2
DD230301SA GE63022	16/03/23	18383		£55.80	£9.30	£46.50	1. CM	Sage (UK) Ltd	01.03.2023-31.03.23	1350
BCARD230411 ACCOUNT	16/03/23	18409	4184	£32.40	£5.40	£27.00	1. CM	Accounting and Payroll Stationery Ltd	P60's for payroll year end	1300
BCARD230217 BURGESS	16/03/23	18410		£276.00	£46.00	£230.00	2. CC	A E Burgess	Skip for hire	2050/1
BCARD230202 NALC	16/03/23	18411		£38.93	£6.49	£32.44	7. CD	NALC	Pauline training - Social isolation	7990
D230301EON0 019	17/03/23	18403		£306.53	£51.09	£255.44	5. OS	E.ON Next	SP GAS 01.02.2023 - 28.02.2023	5430
DD230302ENT A0317	17/03/23	18407		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL305436 - LE3 2PP 01.03.2023-31.03.2023	2400
DD230302OP US6067	17/03/23	18408		£500.11	£83.35	£416.76	2. CC	Opus Energy	CC- Electric - 02.02.2023 - 0103.2023	2430
DD230304WA TERPL5646	18/03/23	18359		£447.51	£0.00	£447.51	2. CC	Water Plus/STW	CC -Acc. 0583085823	2430
DD230302OP US0660	18/03/23	18405		£521.58	£86.93	£434.65	5. OS	Opus Energy	Electric - 03.02.2023 - 02.03.2023	5430
BACS230309F AROL0232	20/03/23	18305	4201	£148.49	£24.74	£123.75	5. OS	Farol Ltd	Repairs to hand held equipment	5630
									Chain saw files Polesaw chain 2 groundsaw chains chainsaw bar	
BACS230310A MAZO4546	20/03/23	18306	4206	£29.96	£0.00	£29.96	2. CC	Amazon UK	Lotus Biscoff Original Caramelised biscuits	2510
BACS230310A MAZOABEI	20/03/23	18307	4204	£35.98	£6.00	£29.98	6.LS	Amazon UK	2 x boxes of felt pens for library use	6990
BACS230310A MAZO9271	20/03/23	18308	4207	£25.98	£0.00	£25.98	6.LS	Amazon UK	2 x packs of heavy duty bookends	6990
BACS230310D RAGON1880	20/03/23	18309		£840.00	£140.00	£700.00	2. CC	Dragon Structural Ltd	Professional Services - CC structural alterations, site visit and provide structural engineering services as agreed in conjunction with HSSP Architects Ltd	2050/1
BACS230309I DA6372	20/03/23	18310		£561.60	£93.60	£468.00	1. CM	Improvement & Development Agency	Employer Link - subscription April 2023 - March 2024	1350

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/03/23 and 31/03/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230113C OLES4513	20/03/23	18311	4211	£51.60	£8.60	£43.00	5. OS	Coles Nurseries	Trees for Queens canopy BT 10 stakes 35 ties	5620/2
BACS230310D NA5380	20/03/23	18315	4208	£334.80	£55.80	£279.00	7. CD	DNA Kids Ltd	Provision of Halloweem entertainmnet	7700
DD230302OP US0661	20/03/23	18404		£502.02	£83.67	£418.35	3. TA	Opus Energy	TA - Electric -03.02.2023 - 02.03.2023	3430
DD230308EO N00019	21/03/23	18361		£273.82	£45.64	£228.18	5. OS	E.ON Next	01.02.2023 - 28.02.2023	5430
DD230411WA TER2433	21/03/23	18412		£281.15	£0.00	£281.15	3. TA	Water Plus/STW	TA AC0479003705 Drainage services-	3430
DD230315ENT A4407	22/03/23	18360		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL192354 - LE3 2PP 14.02.2023- 13.03.2023	2400
SO230323PE RSONELAD	22/03/23	18394		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of retained Personnel Services January 2023	1170
BACS230324S NOW	24/03/23	18317		£2,531.66	£0.00	£2,531.66	1. CM	████████████████████	Salary March 23	1010
BACS230324K ENNETT	24/03/23	18318		£1,877.36	£0.00	£1,877.36	1. CM	████████████████████	Salary March 23	1010
BACS230324A SSI	24/03/23	18319		£2,422.87	£0.00	£2,422.87	1. CM	████████████████████	Salary March 23	1010
BACS230324 MEAD	24/03/23	18320		£1,353.28	£0.00	£1,353.28	1. CM	████████████████████	Salary March 23	1010
BACS230324H ALL	24/03/23	18321		£1,170.24	£0.00	£1,170.24	1. CM	████████████████████	Salary March 23	1010
BACS230324J EPSON	24/03/23	18322		£1,897.96	£0.00	£1,897.96	1. CM	████████████████████	Salary March 23	1010
BACS230324T ILLEY	24/03/23	18323		£2,995.20	£0.00	£2,995.20	1. CM	████████████████████	Salary March 23	1010
BACS230324S IBSON	24/03/23	18324		£1,582.15	£0.00	£1,582.15	1. CM	████████████████████	Salary March 23	1010
BACS230324L EAVIS	24/03/23	18325		£1,549.91	£0.00	£1,549.91	1. CM	████████████████████	Salary March 23	1010
BACS230324F URNISS	24/03/23	18326		£157.55	£0.00	£157.55	1. CM	████████████████████	Salary March 23	1010
BACS230324J OHNSON	24/03/23	18327		£589.83	£0.00	£589.83	1. CM	████████████████████ ██████████	Salary March 23	1010
BACS230324L YCETT	24/03/23	18328		£232.71	£0.00	£232.71	1. CM	████████████████████	Salary March 23	1010

# Paid Expenditure Transactions

Start of year 01/04/22

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230324 MYERS	24/03/23	18329		£1,069.18	£0.00	£1,069.18	1. CM	[REDACTED] Salary March 23	1010
BACS230324B RYAN	24/03/23	18330		£438.04	£0.00	£438.04	1. CM	[REDACTED] Salary March 23	1010
BACS230324H ICKENBOTH	24/03/23	18331		£881.25	£0.00	£881.25	1. CM	[REDACTED] Salary March 23	1010
BACS230324A LMEY	24/03/23	18332		£1,527.67	£0.00	£1,527.67	1. CM	[REDACTED] Salary March 23	1010
BACS230324P ATEL	24/03/23	18333		£1,042.88	£0.00	£1,042.88	1. CM	[REDACTED] Salary March 23	1010
BACS230324C AWLEY	24/03/23	18334		£709.85	£0.00	£709.85	1. CM	[REDACTED] Salary March 23	1010
BACS230324P RENDEGAST	24/03/23	18335		£767.07	£0.00	£767.07	1. CM	[REDACTED] Salary March 23	1010
BACS230324 WRIGHT	24/03/23	18336		£910.16	£0.00	£910.16	1. CM	[REDACTED] Salary March 23	1010
BACS230324S MITH	24/03/23	18337		£406.46	£0.00	£406.46	1. CM	[REDACTED] Salary March 23	1010
BACS230324T URNER	24/03/23	18338		£1,004.56	£0.00	£1,004.56	1. CM	[REDACTED] Salary March 23	1010
BACS230324P ARMAR	24/03/23	18339		£547.44	£0.00	£547.44	1. CM	[REDACTED] Salary March 23	1010
BACS230324P ENNELL	24/03/23	18340		£1,004.56	£0.00	£1,004.56	1. CM	[REDACTED] Salary March 23	1010
BACS230324H ANDS	24/03/23	18341		£121.96	£0.00	£121.96	1. CM	[REDACTED] Salary March 23	1010
BACS230324U NISON	24/03/23	18343		£34.00	£0.00	£34.00	1. CM	Unison Union fees	1010
DD230318ENT A4680	25/03/23	18344		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd ADSL364266 LE3 2PPP 17/03/23-16/04/23	2400
DD230306SSE MM0022	26/03/23	18363		£861.86	£143.64	£718.22	5. OS	SSE SOUTHERN ELECTRIC Mossdale Meadows 02.07.2022 - 01.09.22	5430
DD230310SSE TA0029	26/03/23	18364		£780.16	£130.02	£650.14	3. TA	SSE SOUTHERN ELECTRIC Thorpe Astley 02.12.22 - 01.01.23	3430
DD230310SSE TA0028	26/03/23	18365		-£590.82	-£98.47	-£492.35	3. TA	SSE SOUTHERN ELECTRIC Thorpe Astley 02.12.22 - 01.01.23	3430
BACS230324L CCPENSION	27/03/23	18342		£9,710.10	£0.00	£9,710.10	1. CM	Leicestershire County Council Pensions Pensions	1020



# Paid Expenditure Transactions

Start of year 01/04/22

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD230327CN H01	27/03/23	18415		£4,000.00	£666.67	£3,333.33	5. OS	CNH Capital Europe Ltd	A1B04734 U9362282	5650
DD230327CN H02	27/03/23	18416		£6,000.00	£1,000.00	£5,000.00	5. OS	CNH Capital Europe Ltd	A1B04734 U9362283	5650
DD230313LEX 3731	28/03/23	18351		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17GHH 068 14 February 2023 - 13 March 2023 Leasing charges	5650
BACS230313A RCO9795	29/03/23	18345	4209	£37.03	£6.17	£30.86	5. OS	Arco	2 x packs of gloves 1 Sweatshirt	5290
BACS230210B ARTON7976	29/03/23	18346		£789.18	£37.58	£751.60	5. OS	Barton Petroleum	800 litres Derv EN590	5670
DD230314LEX 4466	29/03/23	18347		£275.82	£45.97	£229.85	5. OS	Lex Autolease Limited	BJ67OWM 061 15 February 2023 - 14 March 2023 Leasing charges	5650
BACS230320C ROCOD7530	29/03/23	18348	4214	£84.00	£14.00	£70.00	5. OS	Crocodile Catering Equipment	Water urn at SP to check	5050/2
BACS230227C HUBB6031	29/03/23	18349		£259.95	£43.33	£216.62	3. TA	Chubb Fire & Security	Work to security system - Materials supplied on 26.02.23 and to re-instruct operator of Intruder Alarm System	3610/3
		18350/1		£50.00	£0.00	£50.00	2. CC	Cyclesheme Ltd	Helmet	2520
		18350/2		£450.00	£75.00	£375.00	2. CC	Cyclesheme Ltd	Bike and other Equipment	2520
BACS230315C YCLE7852	29/03/23	18350		£500.00	£75.00	£425.00		Cyclesheme Ltd	Paula Smith certificate code S73819821358 Helmets, Bikes and other Equipment	2520
BACS230313C HUBB6470	29/03/23	18352		£272.70	£45.45	£227.25	3. TA	Chubb Fire & Security	Service Agreement1554969 Fire Alarm service 201FDASERVICE & Battery 201FF850896N	3610/3
BACS230315C HILLITA	29/03/23	18353		£63.60	£0.00	£63.60	3. TA	Chilliclean Window Cleaning	Mar 2023	3600
BACS230314C HILLI3143	29/03/23	18354		£61.11	£0.00	£61.11	2. CC	Chilliclean Window Cleaning	Mar 2023	2600
BACS230228Z EROX5939	29/03/23	18355		£277.32	£46.22	£231.10	1. CM	Xerox	AltaLink C8155v_F Serial no.3774436331 COPY/PRINT/SCAN 01.12.22 - 28.02.23	1410
BACS230316H SSP16518	29/03/23	18356		£1,579.50	£263.25	£1,316.25	2. CC	HSSP Architects Limited	Contract Preparation & attend meetings in line with Samantha Griffiths email 16/12/22. Charges 14.75hrs @ £85ph & Katie Searie 1.25hrs @£50ph 14.12.22-24.02.23 inc	2170
		18357/32		£60.00	£0.00	£60.00	1. CM	Braunstone Town Council	postage for Council Papers	1300
		18357/34		£3.30	£0.55	£2.75	2. CC	Braunstone Town Council	water for hirers	2510

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			18357/37	£37.69	£0.00	£37.69	7. CD	Braunstone Town Council	Supplies for soup kitchen	7940/2
			18357/39	£38.12	£6.35	£31.77	5. OS	Braunstone Town Council	screws latches nuts & bolts for SP	5610/1
			18357/41	£32.00	£5.33	£26.67	2. CC	Braunstone Town Council	Keys cut for new staff	2990
110866	29/03/23		18357	£171.11	£12.23	£158.88		Braunstone Town Council	Petty Cash	1300
BACS2300309 CHUBB0690	29/03/23		18358	£946.75	£157.79	£788.96	3. TA	Chubb Fire & Security	Agreement no.1554969 Engineers call out charge at Thorpe Astley. Replace 201FADDITIONAL 1 Detector	3610/3
BACS230315I TSOL4079	29/03/23		18366	£324.40	£54.06	£270.34	1. CM	IT Solutions	USB to VGA Doc, HDMI to VGA Adapter - Configure router for MM followin g change to CCTV recorder	1420
BACS230320S ISSON1972	29/03/23		18367	£42.00	£7.00	£35.00	2. CC	Sissons & Allen Ltd	Reprogramme PIR in the Disabled Toilet	2600
BACS230321K NIGHT7342	29/03/23		18375	£143.64	£23.94	£119.70	2. CC	Knighton Janitorial Ltd	6 x k-one foam soap 1000ml refill 12 x k-one toilet tissue	2330
BACS230328N PS2223309	30/03/23		18384	£297.12	£49.52	£247.60	3. TA	NPS NIGEL SUMMERFIELD	Attend site as requested at Civic Centre Repair to water heater and isolaters	3600
BACS230327B LIFEAPR23	30/03/23		18385	£752.24	£0.00	£752.24	1. CM	Braunstone Life	2 x pages for April 2023 edition	1360
BACS230324P RINCI3391	30/03/23		18386	£566.48	£94.41	£472.07	2. CC	Principal Hygiene Systems Ltd	01.04.2023 -30.06.2023	2440
110867	30/03/23		18387	£154.80	£0.00	£154.80	6.LS	Street News	Payment for Newspapers in library 05/03/23 - 11/03/23	6990
BACS230321C HILLIGUYS	30/03/23		18388	£120.00	£20.00	£100.00	7. CD	Chilli Guys	Deposit for supply of catering for TM Curry Night and Awards evening	7750
BACS230321C HILLIGUYS	30/03/23		18389	£120.00	£20.00	£100.00	7. CD	Chilli Guys	Deposit for diwali catering POE	7700
BACS230329P ANTO	30/03/23		18390	£40.00	£0.00	£40.00	7. CD	Cllr Satindra Sangha	Samosa's for Pantomime	7040/2
BACS230328B DCCHARITY	30/03/23		18391	£10.00	£0.00	£10.00	7. CD	Blaby District Council	Chairman's Charity Quiz Night x 2 tickets	7040/2
DD230316WA TERPI0028	30/03/23		18417	£46.85	£0.00	£46.85	5. OS	Water Plus/STW	MM -Acc. 0955002195	5430
DD230330BG9 786	30/03/23		18418	£47.20	£2.25	£44.95	2. CC	British Gas	ACC. 603452645 PERIOD 09.02.2023 - 08.03.2023	2430
			18419/1	£47.66	£7.94	£39.72	1. CM	ESPO	Office supplies	1300
			18419/2	£55.08	£9.18	£45.90	1. CM	ESPO	Office supplies	1300

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		18419/3		£34.28	£5.72	£28.56	1. CM	ESPO	Office supplies
DD230330ESP O	30/03/23	18419		£137.02	£22.84	£114.18		ESPO	1300
DD230324SSE TA1510	31/03/23	18396		£189.34	£31.56	£157.78	3. TA	SSE SOUTHERN ELECTRIC	Thorpe Astley Final Bill
DD230210WA TERPL3151C	31/03/23	18420		-£25.16	£0.00	-£25.16	5. OS	Water Plus/STW	Contra 18281, SP -Acc. 0703064724 unclaimed
DD230310SSE TA0028C	31/03/23	18421		£590.82	£98.47	£492.35	3. TA	SSE SOUTHERN ELECTRIC	Contra 18365, Thorpe Astley 02.12.22 - 01.01.23
DD230310SSE TA0029C	31/03/23	18422		-£780.16	-£130.02	-£650.14	3. TA	SSE SOUTHERN ELECTRIC	Contra 18364, Thorpe Astley 02.12.22 - 01.01.23 UNCLAIMED
<b>Total</b>				£144,768.70	£14,379.94	£130,388.76			