



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk
Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP
Telephone: 0116 2890045 Fax: 0116 2824785
Email: enquiries@braunstonetowncouncil.org.uk

www.braunstonetowncouncil.org.uk

1st March 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, 9th March 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/83611030926?pwd=U0hBV243RWFJWjZtYkF0RzJwQzY4UT09>

Meeting ID: 836 1103 0926

Passcode: 745897

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 12th January 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. **Revision to Library Opening Hours**
To consider proposals to slightly amend the Library Opening Times (**Enclosed**).
9. **Pitch Allocations 2023/2024**
To consider pitch capacity and set the fees and process for allocations for the 2023/2024 season (**Enclosed**).
10. **Open Spaces & Parks Winter Works Programme – Progress Report**
To receive a progress report on the Winter Works Programme 2022/2023 (**Enclosed**).
11. **Pitches Policy & Procedure**
To consider, following consultation, a revised and updated Pitches Policy & Procedure for adoption (**Enclosed**).
12. **Sustainable Procurement Objectives**
To consider and adopt a Statement of Sustainable Procurement Objectives and a plan for its implementation (**Enclosed**).
13. **Policy Reviews**
To consider revisions to the schedule of Policy Reviews (**Enclosed**).
14. **NJC Pay Agreement 2022/2023 – additional Annual Leave**
To consider whether to adopt an additional day paid annual leave from 1st April 2023 as part of the NJC Pay agreement (**Enclosed**).

15. Outside Bodies Report

To receive reports and provide feedback from recent meetings of Outside Bodies as follows:

- a) Leicestershire & Rutland Association of Local Councils (**Enclosed**); and
 - b) Blaby District Parish Councils Group;
- and to identify issues to be raised at future meetings.

16. End of Quarter Financial Position – Cashbook and Reserves

To receive a summary of the Council's Cash and Reserves for the period 1st April 2022 to 31st December 2022 (**Enclosed**).

17. Financial Comparisons

To receive Financial Comparisons for the period 1st April 2022 to 31st January 2023 (**Enclosed**).

18. Approval of Accounts

To consider payments from 1st January 2023 until 28th February 2023 (**Enclosed**).

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

20. Shakespeare Park – Proposed Management 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 updated legal agreements for the Management Association to run the Sports Pavilion and license agreements for the Shakespeare Park sports pitches (**Enclosed for Councillors**).

21. Mosssdale 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 receive tenders, financing options, and next steps for rebuilding Mosssdale Meadows Culvert (**Enclosed for Councillors**).

Next Scheduled Meeting: 27th April 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 12th JANUARY 2023 AT 7.30PM

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

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

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

62. Apologies

An apology for absence was received from Councillor Sam Maxwell.

63. Disclosures of Interest

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

64. Public Participation

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

There were no members of the public at the meeting.

65. Minutes

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

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

66. Business Plan 2023/2024

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

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

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL

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

Reasons for Decision

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

67. Capital Plan 2023/2024

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

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL

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

Reasons for Decision

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

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

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

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

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

RESOLVED

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

THAT IT BE RECOMMENDED TO COUNCIL

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

Reasons for Decision

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

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

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

69. Shakespeare Park – Improvement & Development

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

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

RESOLVED

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

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

Reasons for Decision

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

70. Improvements to Walking and Cycle Routes

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

RESOLVED

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

Reason for Decision

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

71. Civic Centre Facilities Improvements

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

RESOLVED

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

Reasons for Decision

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

72. Corporate Warning and Banning Policy & Procedure

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

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

Reason for Decision

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

73. Review of Pitches Policy & Procedure

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

RESOLVED

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

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

Reasons for Decision

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

74. Draft Sustainable Procurement Objectives

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

RESOLVED

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

Reasons for Decision

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

75. Blaby District Parish Councils Group

There was nothing to report.

76. Financial Comparisons

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

RESOLVED that the report be noted.

Reason for Decision

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

77. Approval of Accounts

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

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

Reason for Decision

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

78. Procurement of Items identified in the Climate Audit

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

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

RESOLVED

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

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

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

Reasons for Decision

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

79. Mossdale Meadows Culvert

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

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

RESOLVED

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

Reasons for Decision

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

The meeting closed at 9.05pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

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

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 9th MARCH 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).

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

On 24th March 2022, the Town Council was awarded central government grant funding of £19,941 towards the cost of providing a Changing Places Toilet.

Council, on 6th October 2022, approved a borrowing application for £114,297 over 15 years (Council Minute 6063); which was approved by the Department of Levelling Up, Housing and Communities on 1st December 2022.

On 12th January 2023, the Committee agreed that the earmarked reserve *Civic Centre Capital Plan Priority Projects* be utilised to cover the remaining £50,000 funding required (minute 71).

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

Progress

Work commenced on Monday 16th 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).

Two valuations have been certified by the quantity surveyor so far, which come to a total of £66,380.84. 5% will be retained, half of which is paid on completion and the other half retained for 12 months pending any snags. Therefore, £63,061.80 has been paid to the contractor for works undertaken so far.

Modifications

Rainwater Harvesting

Plans were produced by the architect for the Civic Centre Rainwater harvesting, which would locate the tanks in the roof. It appears that no structural assessment was done so a structural engineer was asked to assess and advised that reinforcement would be needed. The structural engineer also questioned whether there would be enough height for the size of tank needed.

The architect obtained a quote for an external tank, which could be located on the ground outside the building, the cost was £17k. The contractor factored in £4k in the priced bill.

Following consultation with the Leader of the Council, the Chief Executive & Town Clerk requested that the pipework is organised in a way that links all the toilets together in each block and there is one point (for each block) where the toilet supply links into the mains, which can be accessed by a door or by removing a panel. This would enable it to be relatively easy to retrofit rainwater harvesting without ripping the finishes apart. This work could be done within the amounts allocated to plumbing (effectively providing a £4k saving).

Potentially, the Council may be able to access grant funding from Severn Trent at a later date to fit rainwater harvesting.

Changing Places

The Chief Executive & Town Clerk was given delegated authority to express a view on the preferred supplier the contractor for the installation of a Changing Places toilet.

Four quotes were obtained in 2021, which ranged between £15,262 and £19,941. The highest quote is considered the best spec and best value for money and the Council have been awarded £19,941 in funding from Central Government.

Due to inflation the preferred supplier raised their quote to £21,935. Some minor modifications to the specification were made as follows:

- a) height adjustable sink will be manual rather than electronic; and
- b) privacy screen will be free standing rather than fixed;

these changes bring the installation cost down to £20,000, which the contractor has allowed for in the priced bill. £660 training, commissioning and registration will be paid for out of operational budgets.

Both the Chief Executive & Town Clerk and the Resources & Facilities Manager believe the specification changes will be inconsequential since a user of a changing places facility will be accompanied by a carer and also the fixed screen would have covered the shower, a portable screen is considered more flexible and could be moved to screen the toilet for example.

Similar to the rainwater harvesting; the structural loading of the joists is being investigated to ascertain whether they will support the ceiling hoist for the Changing Places toilet. Initial assessments would cast doubt on this and depending on the cost of reinforcement, will depend on whether the specification is changed to a wall mounted hoist.

Next Stages

Work has now commenced on the Reception toilets, which will be closed during the refurbishment. During these works the Reception men's toilet will be used as a temporary disabled toilet during the evenings and weekends and the Library disabled toilet will be used as an alternative during weekdays. The parking spaces adjacent to the Millfield Hall will be temporarily closed off as a compound and the footway will be temporarily diverted. A works entrance has been created to ensure the public and work areas remain separate. A planning application is being submitted to ascertain whether the Council can leave this in as a permanent fire exist after the works have been completed.

The building works are due to be complete by Easter.

The final stages of the works will be the installation of the Changing Places toilet and the fitting out of the kitchen facility for the Civic Community Lounge. These works are scheduled for completion by the end of April/beginning of May 2023.

Recommendations

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

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.

COPYRIGHT NOTICE: This drawing is the copyright of the Architects and may not be reproduced or used except by written permission.

Copyright and database rights (2014) Ordnance Survey Licence Number 100047514
This drawing is to be used in conjunction with all other drawings and specifications. It is not to be used in isolation. All dimensions are to be checked on site. All levels and dimensions are to be taken to the immediate interior of HSSP Architects. Responsibility cannot be accepted for alterations made to this drawing without the written approval of the Architects.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revision Notes:
2021/11/02 - Rev. H: Four drainage added to key, 00-10-02 new Type 14 SCL. 2021/10/15 - Rev. G: Kitchen redesigned as a specialist commercial kitchen. 2021/08/24 - Rev. F: Sink in kitchen changed to a double sink. 2021/08/11 - Rev. E: Water boiler note added to kitchen. 2021/07/27 - Rev. D: As per client comments - drinking water taps added to both kitchens. Number of wash basins amended in Male WC (2) and Female WC (2). 2021/05/17 - Rev. C: As per client comments - dishwasher removed from Canteen; replaced with cupboard. Dishwasher in Kitchen relocated. 2021/05/12 - Rev. B: Partition wall/movable screen shown - situated adjacent to the new storage space & to be removed. 2021/04/27 - Rev. A: Minor changes to Disabled WC - added baby changing & moved placement of radiator. Relocated dishwasher in Canteen.

Revision Notes:
Drawing Status:



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

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

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

Title:
Proposed Plan

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

GENERAL NOTES:

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

Dimensions indicated are from finish to finish.

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

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

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

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

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

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

To be read in conjunction with the following drawings:

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

and Proposed Finishes Schedule.

MATERIALS & WORKMANSHIP

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

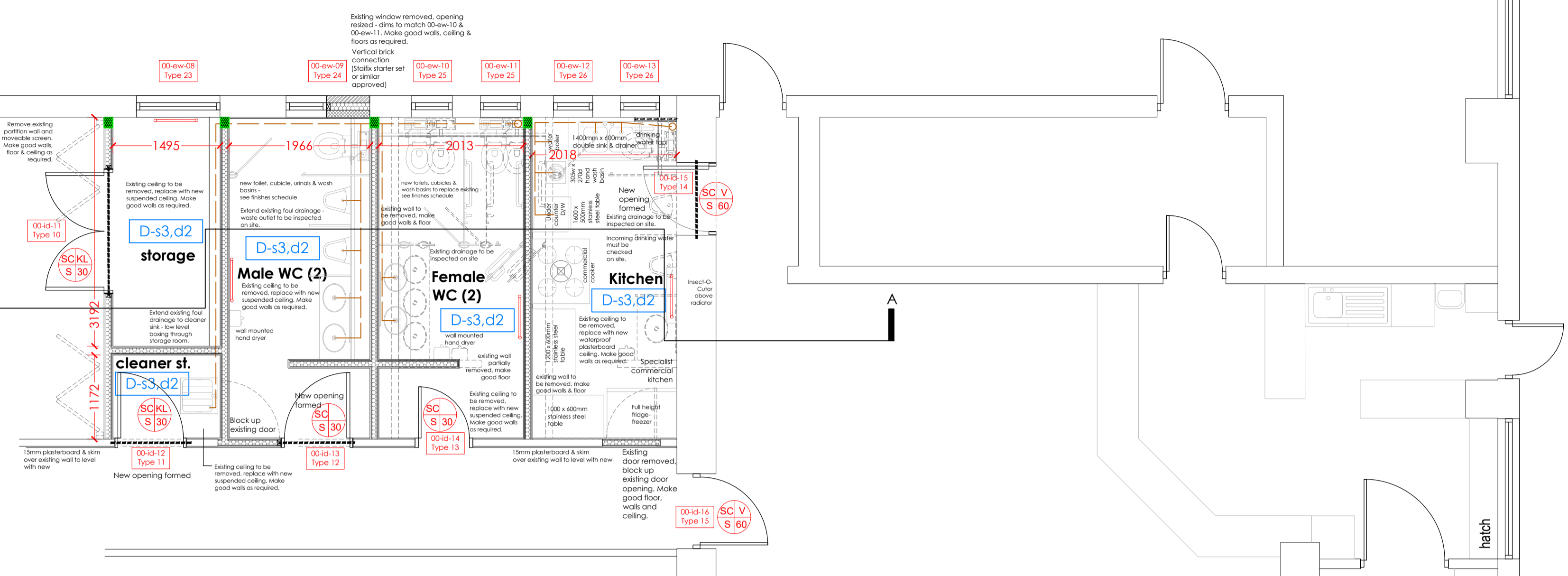
The Construction Products Regulation requires that construction products that are covered by a harmonised European product standard or conform to a European Technical Assessment should normally have CE marking.

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

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

Building Work:

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



area not surveyed

suspended ceiling

DRAWING KEY table with symbols for building fittings, radiators, insulation, doors, and classification of internal linings.

Proposed wall type - Internal Wall, Insulated, Plywood

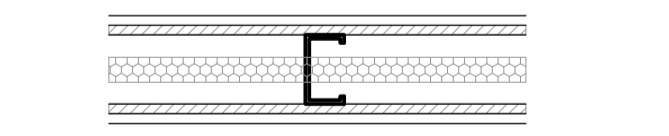
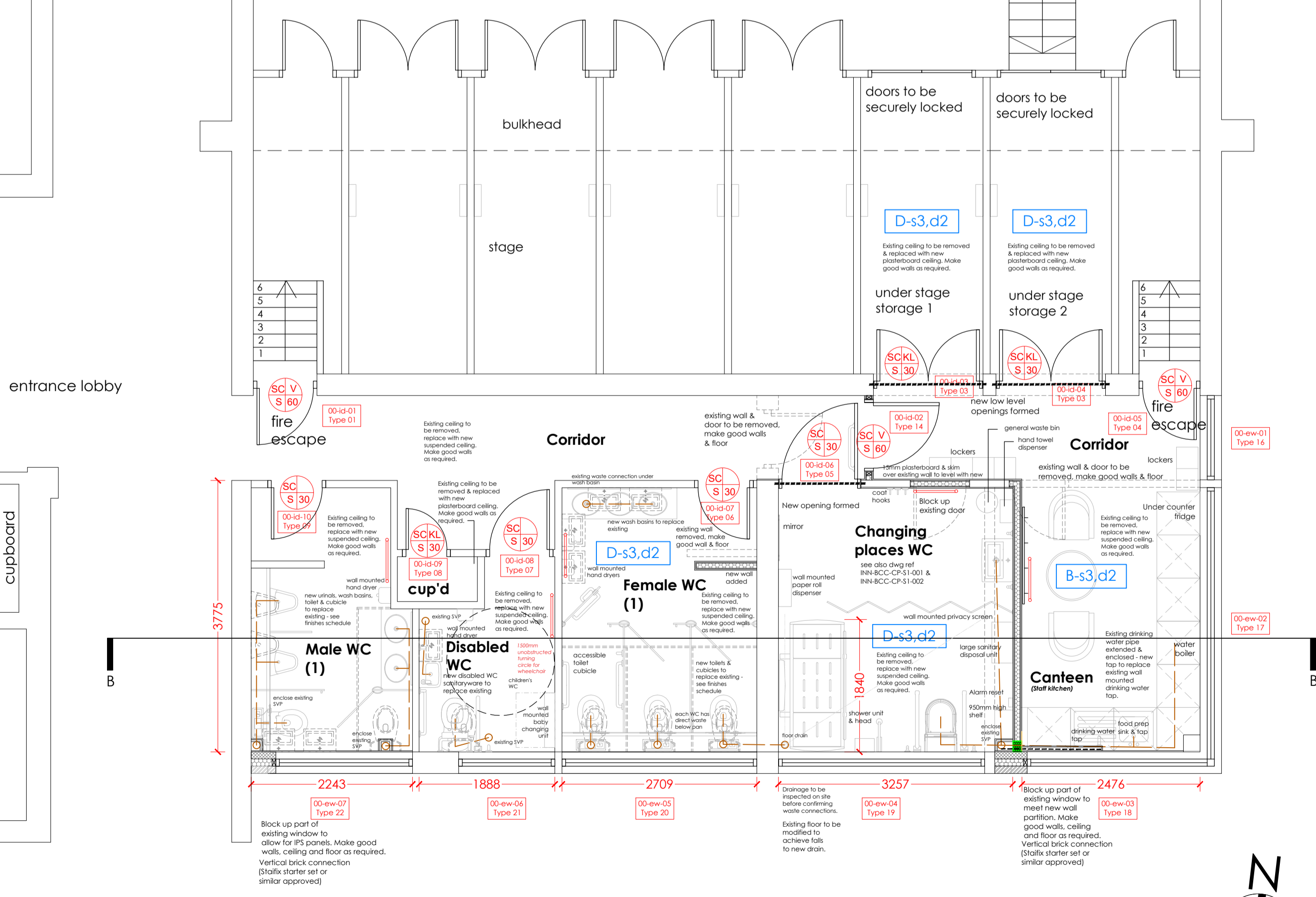
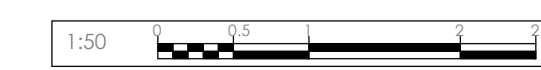
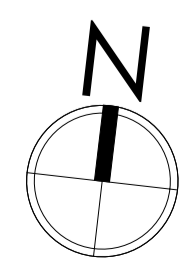


Table with construction details including wall type, fire rating, classification of linings, finishes, height, and location.



area not surveyed



BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 9th MARCH 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

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

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

Mosssdale Meadows

The essential elements of the improvement works consist of:

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

The plans to incorporate drainage at the entrance to the car park to resolve the flooding have been postponed for now. The additional cost was estimated to be around £10,000. An alternative quote was sought from another contractor who suggested that the drainage would be better placed on the other side of the car park entrance, there is also a ditch on this side. Therefore, this element can be delivered in the future without impacting on the improved pathway and can be considered as part of the Council's review of the Capital Plan.

Work commenced on site on 6th February 2023. Currently the middle section of the pathway is being widened and the foundations are in place. Work is due to commence shortly on widening the section adjacent to the car park and playground. Finally work will be carried out by the Depot to remove the Cattle Grid and complete the pathway up to the boundary with Meridian Leisure.

These works are on track to be completed by April 2023.

Meridian Leisure Link

Work at Meridian Leisure is due to commence on completion of Mosssdale Meadows and is expected to take around a month to complete.

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

The opening of the link is anticipated to be early May.

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 timescales currently are for works to commence in May and complete by July 2023.

Aylestone Meadows

Plans are being finalised for the new boardwalk / bridge from Kingsway. However, the footpath installation and widening works are due to commence in March with an anticipated completion date of summer 2023.

Schedule

An updated schedule is attached at Appendix 2.

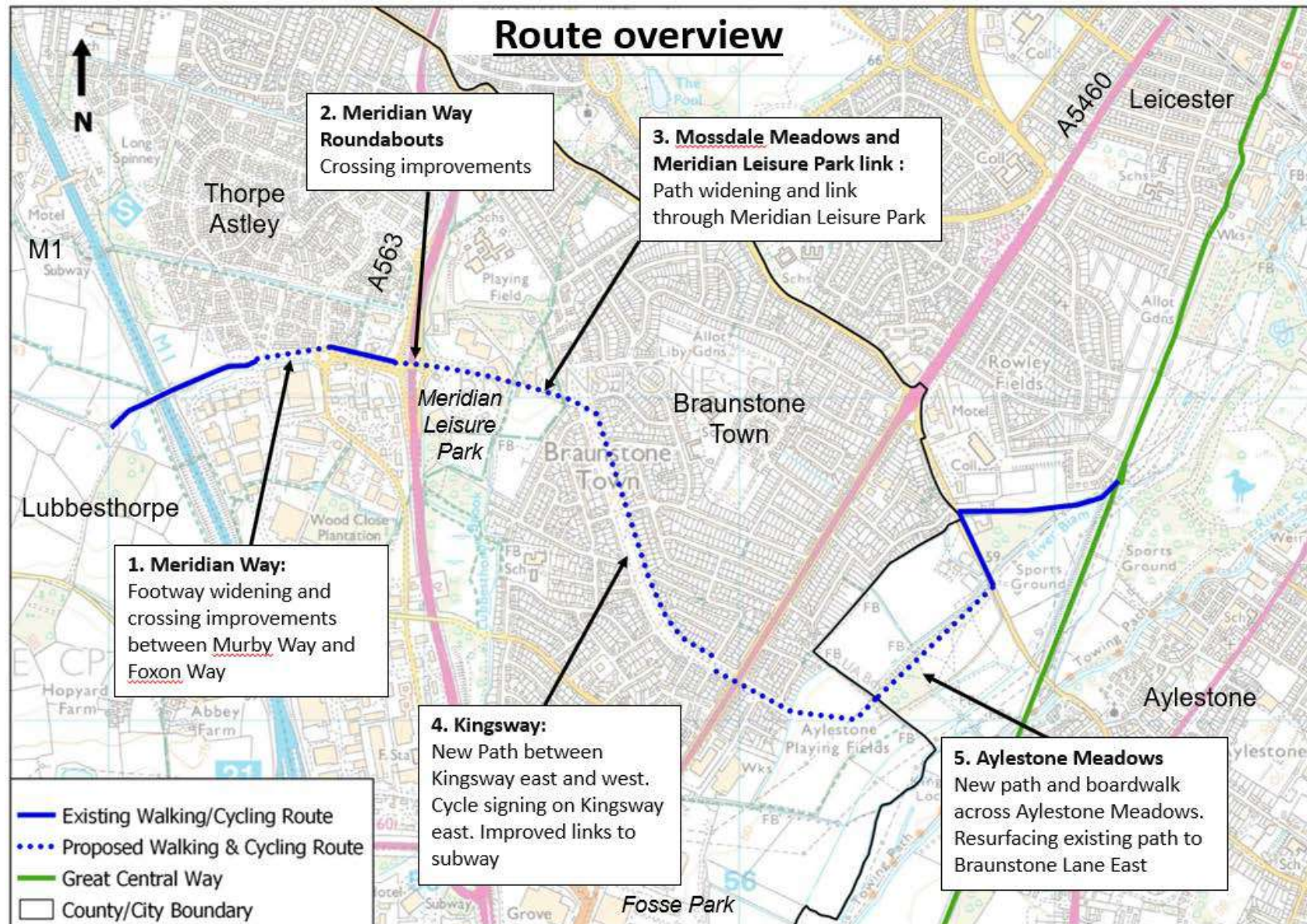
Recommendations

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 Mosssdale 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 Mosssdale Meadows avoiding delays to the timescales.

APPENDIX 1 – ROUTE OVERVIEW



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: February 2023 | Start: May 2023 Finish: July 2023 |
| Meridian Way Roundabout | Start: June 2022 Finish: February 2023 | Start: May 2023 Finish: July 2023 |
| Mossdale Meadows | Start: June 2022 Finish: December 2022 | Start: 6 th February 2023 Finish: April 2023 |
| Kingsway | Start: June 2022 Finish: December 2022 | Start: Spring 2023 Finish: Late Spring 2023 |
| Aylestone Meadows | Start: April 2022 Finish: Feb/March 2023 (subject to design change following testing results) | Start: Spring 2023 Finish: Early summer 2023 |

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 9th MARCH 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.

The Committee resolved “that the underspend on both Phases 1 and 2 of the project, be noted and that Policy & Resources Committee, scheduled for 9th March 2023, determine where the remaining balance of the earmarked reserves should be utilised” (minute 69, 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 been asked to reassess the quote and determine whether or not there is likely to be an uplift.

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

| TABLE 1 – Funding for Shakespeare Park Playground Improvements | | |
|---|--------------------------|------------------------|
| Funding Source | Funding Requested | Funding Secured |
| Tesco | £1,000 | £1,000 |
| Section 106 Funding | £3,545 | £3,545 |
| National Lottery | £40,000 | <i>Pending</i> |
| Total | £44,545 | £4,545 |
| Credit/Deficit | -£12,686 | -£52,686 |

The application to the National Lottery for the Shakespeare Park playground project has now been approved to move to the next stage of the application process and that the grant amount requested had now been increased to £40,000. Officers are currently preparing a submission for consideration by the National Lottery Grants Panel in April 2023.

Potential other funding sources available to deliver this project include the £32,735 underspend from phase 1 and 2 and / or £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.

Assuming funding is in place by May 2023 and the planning condition discharged, with lead in times, the earliest the works could commence would be in July 2023.

Future Management Arrangements

A meeting of the Shakespeare Park Interim Management Committee was held on 20th February 2023 at which representatives from both Shakespeare Park Bowls Club and Braunstone Athletic Football Club expressed support for the proposed licences for the pitches and the future management of the Shakespeare Park Pavilion Facility.

In summary, the arrangements would be:

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

The draft licenses and model constitution for the Shakespeare Park Sports Pavilion Management Association, are the subject of a separate item on the agenda.

Work is now being undertaken by the Council's Legal Advisors finalising the licence documents for consideration by the Clubs and the Shakespeare Park Sports Pavilion Management Association. Should the documents be approved, the new arrangements can be implemented around April 2023 with the Management Committee taking responsibility for managing the Pavilion facility and making it available for hire and community use.

Timescales

Revised timescales, taking into account the content and recommendations of this report, are attached at Appendix 1.

Recommendations

1. That progress *with Phase 3 - Playground Improvements*, including the funding updated, as set out in the relevant section of the report and in Table 1, be noted;
2. that Policy & Resources Committee, scheduled for 27th 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.

Reasons

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.

APPENDIX 1 – TIMESCALES

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

| | |
|-------------|--|
| March 2023 | <ul style="list-style-type: none">• Policy & Resources Committee received draft New Pavilion Management arrangements, licences, and funding arrangements for the Playground works• Submission of information for National Lottery funding application for Playground Works• Finalising legal documentation with legal and VAT advice• Potential establishment of Shadow Shakespeare Park Sports Pavilion Management Committee |
| April 2023 | <ul style="list-style-type: none">• Outcome of National Lottery Grant Application for Playground Improvements• Agreements in place with Clubs and Management Association• Policy & 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. |
| May 2023 | <ul style="list-style-type: none">• Establishment of Shakespeare Park Sports Pavilion Management Association• Discharge of Playground Planning Condition |
| June 2023 | <ul style="list-style-type: none">• Lead in time for playground works |
| July 2023 | <ul style="list-style-type: none">• Commencement of works on Playground |
| August 2023 | <ul style="list-style-type: none">• Completion of works on Playground |

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE - 9th MARCH 2023

Item 8 – Revision to Library Opening Hours

Purpose

To consider proposals to slightly amend the Library Opening Times.

Background

Following a recent meeting of the Braunstone Town Library Consultation Panel, the panel members considered the current opening hours of the Braunstone Town Community library. Currently the library is open 2pm till 7pm on Monday evenings and 10am till 12pm on Wednesdays. Following monitoring of numbers using the library after 6pm on Mondays it was found that most weeks very few, if any, users came to the library. However, on Wednesdays the library is very busy with the Coffee Morning and would benefit from an extra hour of opening.

The current Braunstone Community Library opening times have continued since Braunstone Town Council took over the management of the library in October 2019 as follows:

| | | |
|-----------|-------------|-----------|
| Monday | | 2pm – 7pm |
| Tuesday | | 2pm – 5pm |
| Wednesday | 10am – 12pm | 2pm – 5pm |
| Thursday | | 2pm – 5pm |
| Friday | 10am – 12pm | 2pm – 5pm |
| Saturday | 10am – 1pm | |

Proposals

The panel proposed that on Monday evenings the library closes at 6pm and the Wednesday morning opening time is extended to 1pm instead of 12noon in order to provide opening hours to better suit the use of the library services.

Discussions were held with the Leicestershire County Council Community Managed Libraries Support Officer who confirmed that none of the current community managed libraries open after 5pm and most of the County run libraries only open until 5pm with staff on duty. Later opening hours at the County-run libraries are Smart libraries where staff are not present.

The proposed revised opening hours are as follows:

| | | |
|-----------|-------------------|------------------|
| Monday | | 2pm – 6pm |
| Tuesday | | 2pm – 5pm |
| Wednesday | 10am – 1pm | 2pm – 5pm |
| Thursday | | 2pm – 5pm |
| Friday | 10am – 12pm | 2pm – 5pm |
| Saturday | 10am – 1pm | |

Any proposed changes to the library opening hours would have to be agreed by Leicestershire County Council and users of the library service and library staff would have to be consulted on the changes.

Consultation

The Council undertook a consultation (Appendix 1) with local residents and library users for their opinions and insights into the proposed changes. Paper copies of the consultation form were available from the library and Braunstone Civic Centre and also available online via the Town Council's website. The closing date for consultation is 8th March 2023.

The proposals will also be considered by the Citizen's Advisory Panel on 2nd March 2023.

The outcome of the above consultations will be reported at the meeting.

Recommendations

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; and
2. that delegated authority be given to the Chief Executive & Town Clerk to determine the implementation date for the revised opening hours.

Reasons

1. To take into account that very few, if any, users came to the library after 6pm on Monday evenings but the library is 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.



BRAUNSTONE TOWN COUNCIL

**BRAUNSTONE TOWN
COMMUNITY LIBRARY**

**CONSULTATION OF PROPOSED
HOURS CHANGE 2023**

The Braunstone Town Library Consultation Panel have proposed a change in the opening hours to the Braunstone Town Community library. Currently the library is open 2pm till 7pm on Monday evenings and 10am till 12pm on Wednesdays. The panel is proposing that on Monday evenings the library closes at 6pm and the Wednesday morning opening time is extended to 1pm instead of 12noon. Following monitoring of numbers using the library after 6pm on Mondays it was found that most weeks very few, in any, users came to the library. However, on Wednesdays the library is very busy and would benefit from an extra hour of opening. Hence why the Council is proposing the change.

The Council is currently asking local residents for their opinions and insights into the proposed changes. Please find the Consultation of Proposed Hours Change 2023 survey here:

Do you use the Library after 6pm on Monday evenings?

YES

NO

Would you be happy with the proposed change in time?

The library will plan to open 2-6pm on Mondays and 10am-1pm on Wednesdays.

YES

NO

What problems would you foresee with the proposed change in opening hours?

Further comments:

Closing Date for Responses: 8th March 2023.

Please return all responses to Braunstone Town Community Library or Braunstone Town Civic Centre. Please address responses to Pauline Snow, Braunstone Town Council, Braunstone Civic Centre, 209 Kingsway, Braunstone Town, Leicester LE3 2PP

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 9th MARCH 2023

Item 9 – Pitch Allocations 2023/2024

Purpose

To consider pitch capacity and set the fees and process for allocations for the 2023/2024 season.

Pitch Capacity

In accordance with the Council's Pitches Policy & Procedures (adopted 15th January 2015), Policy & Resources Committee determines by March each year the type, level and capacity of football pitch provision.

Following assessment by the Deputy Chief Executive & Community Services Manager and advice from the Senior Ground staff, capacity is recommended as follows for 2023/2024.

| Pitch Capacity 2023/2024 | | | |
|---------------------------------|--------------|--|-----------------|
| PARK | SPORT | PITCH | CAPACITY |
| Mossdale Meadows | Football | Senior Pitches (1) Large Junior Pitch (1) | 95 matches |
| | Football | Junior Pitches | 100 matches |
| | Football | Mini Pitches | 40 matches |
| Thorpe Astley Park | Football | Senior Pitch | 30 matches |
| | TOTAL | | 265 matches |

Braunstone Town Council parks staff have been consulted on the capacity of the pitches and number of teams playing and have advised that no change is required to the current capacity for 2023/2024 season.

Terms & Conditions

In accordance with the Council's Pitches Policy & Procedures (adopted 15th January 2015), Policy & Resources Committee also determines by February each year whether the current Terms & Conditions are fit for purpose.

The current Football Terms & Conditions for Mossdale Meadows and Thorpe Astley are being reviewed as part of the review of the Pitches Policy & Procedure, which is included as a separate item on the agenda.

Pitch Fees

In accordance with the Council's Pitches Policy & Procedure (adopted 15th January 2015) Policy & Resources Committee sets by February each year the pitch fees for the forthcoming season.

A formal written complaint had been received from Braunstone Athletic Football Club regarding the pitch fees for Under 15 and Under 16 years teams. Although these teams are classed as Junior teams, due to the Football League rules, these teams cannot play on the standard junior pitches as the size of the pitch is not big enough for this age of player and therefore are required to play on a bigger pitch. The Town Council currently provides three pitch sizes, mini, junior and senior with appropriate fees. In order to play, the older teams would need a pitch size similar to a senior pitch but have raised concern about the high cost of hiring the senior pitch for junior teams. Adult pitch sizes are too big for Under 15 and Under 16 year olds to play on and therefore an appropriately sized pitch was required for the older junior teams.

Investigations were undertaken to assess the pitch fees charged by neighbouring parish council for a comparison.

| | | |
|--------------------------------------|--|---|
| Syston Town Council | Per 15 matches Mini pitch £156.00 Junior pitch £373.35 Senior pitch £715.80 | Use of pitch and pavilion (review of charges is pending) |
| Leicester Forest East Parish Council | £875 per year for all pitches regardless of size | Exclusive use of pitch and changing rooms |
| Huncote Parish Council | £30 per month for a junior pitch | No pavilion facilities available |
| Braunstone Town Council | Per 15 matches Mini pitch £55 Junior pitch £185 Senior pitch £600 | Use of pitch and pavilion |

It is proposed that a fourth pitch fee is considered to accommodate a larger Junior pitch for the older junior teams (Appendix 1).

Shakespeare Park

Detailed work has now been undertaken on the draft legal agreements and licences for the Shakespeare Pavilion. It is proposed that the Management Association Constitution and pavilion and pitch licences be in place during April 2023. Both the Braunstone Athletic Football Club and Shakespeare Park Bowls Club will be offered a 10-year licence agreement for the use of pitches and changing rooms alongside the establishment of the Management Committee for the new Sports Pavilion.

However, should there be some delays with implementation then it is proposed to extend the interim agreement with the Clubs while the final licences are approved

and issued.

Recommendations

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 17th 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

1. To ensure that suitable pitches are 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 parks users; and
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.



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk

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

Telephone: 0116 2890045 Fax: 0116 2824785

Email: enquiries@braunstonetowncouncil.org.uk

www.braunstonetowncouncil.org.uk

NOTICE

PITCH APPLICATIONS 2023/2024 INVITED at Mossdale Meadows and Thorpe Astley

Braunstone Town Council will shortly be considering applications for pitches for the coming season. Applications, in writing, are invited from interested clubs, to be received no later than **Monday 17th April 2023**. When making applications, clubs should specify (where applicable) the number of matches, the number of teams, senior or junior, day and time of match, etc.

Following assessment of the current pitches, capacity for 2023/2024 is as follows:

| Pitch Capacity 2023/2024 | | | |
|---------------------------------|--------------|---------------------------------|-----------------|
| PARK | SPORT | PITCH | CAPACITY |
| Mossdale Meadows | Football | Senior/Large Junior Pitches (2) | 95 matches |
| | Football | Junior Pitches (2) | 100 matches |
| | Football | Mini Pitches (1) | 40 matches |
| Thorpe Astley Park | Football | Senior Pitch | 30 matches |

| | |
|---|--|
| <p><u>Soccer – Senior Pitches</u></p> <ul style="list-style-type: none"> • ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON • NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31ST MAY OR BEFORE 1ST AUGUST | <p>10 matches: £400 15 matches: £600 20 matches: £800</p> |
| <p><u>Soccer - Junior Pitches (LARGE)</u></p> <ul style="list-style-type: none"> • ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON • NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31ST MAY OR BEFORE 1ST AUGUST | <p>10 matches: £275 15 matches: £415 20 matches: £555</p> |
| <p><u>Soccer - Junior Pitches (SMALL)</u></p> <ul style="list-style-type: none"> • ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON • NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31ST MAY OR BEFORE 1ST AUGUST | <p>10 matches: £125 15 matches: £185 20 matches: £245</p> |
| <p><u>Soccer - Mini (under 10's) Pitches</u></p> <ul style="list-style-type: none"> • ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON • NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31ST MAY OR BEFORE 1ST AUGUST | <p>10 matches: £37 15 matches: £55 20 matches: £73</p> |

| | |
|---|------------------------|
| Ad-hoc pitch hire – Senior Football Pitches & changing rooms (minimum 2 hours) | £13.40 per hour |
| Ad-hoc pitch hire – Junior Football Pitches & changing rooms (minimum 2 hours) | £4.20 per hour |
| Ad-hoc pitch hire – Mini Football Pitches & changing rooms (minimum 2 hours) | £1.25 per hour |

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 9th MARCH 2023

Item 10 – Open Spaces & Parks Winter Works Programme – Progress Report

Purpose

To receive a progress report on the Winter Works Programme for 2022/2023.

Background

It was noted that urgent work was required on the vehicular bridge that runs over the brook at Mossdale Meadows. Plans and specifications for the proposed work had been commissioned and tender documents distributed for the proposed works. The deadline for the tender submissions was 13th February 2023 and four tenders were received.

Further work was included in the 2022/2023 Winter Works programme to continue planting more trees on the open spaces and parks in Braunstone Town and Thorpe Astley areas. A further 500 free whips and shrubs from the Woodland Trust had been received and trees had been planted at both Mossdale Meadows and Thorpe Astley to commemorate the Queen's Platinum Jubilee in 2022.

Due to ill health, a staff member was not available for work for four weeks during January/February which led to some delays in items of the Winter Works being undertaken. Where possible this work will be completed as soon as possible.

A list of Winter Works completed to date is attached at Appendix 1.

Recommendation

That the progress of the Winter Works Programme 2022/2023 be received and noted.

Reason

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

BRAUNSTONE TOWN COUNCIL

WINTER WORKS 2022/2023

BRAUNSTONE TOWN

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|---------------------------------|--|---|-------------------------------|
| CIVIC CENTRE | Hedges and trees | General winter maintenance | |
| | Borders | Prune back all borders | |
| | Litter bins | Disinfect all bins | |
| | Carpark fencing | Remove old fencing of car park and remove concrete posts, retarmac car park and reinstate white lines | CAPITAL PLAN |
| | Area behind Library | Hard standing/stone to provide storage area | |
| | Street lights in car park | Trees and hedges overgrown around them so they stay on all day. Cut back. | |
| HIGHWAY SIGNS ALL AREAS OF TOWN | Highway signs "Welcome to Braunstone Town" | To undertake any necessary repairs and clean | |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|-----------------------|--|-------------------------------|
| MOSSDALE MEADOWS | Hedges and trees | General winter maintenance | COMPLETED |
| | Brook | Tenders currently being invited to undertake repairs to existing bridges and brook banks | TENDERS DUE 13/2/2023 |
| | Litter bins | Disinfect all bins | |
| | Bow top fence | Repair/replace damaged panels around playground | |
| | Brockenhurst entrance | Install gateway to prevent motorbike access | |
| | Inspection Chamber | Secure lid to be installed | AWAITING QUOTE |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|-------------|---|-------------------------------|
| MERRILEYS | Fencing | Remove or repair damaged fencing throughout | ONGOING |
| | Paths | Reinstate pathways | CAPITAL PLAN |
| | Bins | Replace dog bin | |
| | Litter bins | Disinfect all bins | |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|---|---|-------------------------------|
| FRANKLIN PARK | Hedges and trees | General winter maintenance – sidearm work to all hedges | COMPLETED |
| | Path | Extend mill waste path through meadow area | CAPITAL PLAN |
| | Car Park | Undertake repairs to car park fence and re mark white lines | CAPITAL PLAN |
| | Litter bins | Disinfect all bins | |
| | Fencing | Repairs to bow top fencing | |
| | Pond | Clear out pond | |
| | Manhole cover | Secure lid to be installed | AWAITING QUOTE |
| | Franklin Park orchard, pond and meadow area | To consider a management plan for ongoing annual maintenance. | TO BE CONSIDERED |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|--|---|-------------------------------|
| SHAKESPEARE | Hedges and trees | General winter maintenance | COMPLETED |
| | Playground | Tree bark under play equipment | DO IN APRIL |
| | Litter bins | Disinfect all bins | |
| | Area by new shed | Clear weeds and lay grass or wildflower seeds | |
| | Landscape area around edge of car park | Weeds to be cleared and new shrubs maintained | |
| | Benches | Reposition three benches from back of bowling green to pavilion side of green. Reinstate bench on mound overlooking football pitch | |
| | Planted area | Replace bedding plants with flowering perennials/bulbs | |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|------------------|---|-------------------------------|
| HOLMFIELD PARK | Hedges and trees | General winter maintenance – Prune Lime trees | |
| | Fencing | Fence post rotting – to be removed - continuing | |
| | Litter bins | Disinfect all bins | |

BRAUNSTONE TOWN COUNCIL

WINTER WORKS 2022/2023

THORPE ASTLEY

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|---------------------------------|--|--|-------------------------------|
| THORPE ASTLEY CENTRE | Hedges and trees | General winter maintenance and tree crown lifting where required | COMPLETED |
| | Trees (210 whips) | Plant free trees from the Woodland trust | |
| | 200 whips (small trees) | To continue boundary hedge from last year | COMPLETED |
| | 15 standard trees | Planted around Thorpe Astley Community Centre and other open spaces | COMPLETED |
| | Litter bins | Disinfect all bins | COMPLETED |
| | Football pitch | To top up with sand as required | |
| | Bin store and notice board | To re-stain | |
| | Elm trees in spinney | To fell several dead elm trees behind TA centre | |
| HIGHWAY SIGNS ALL AREAS OF TOWN | Highway signs "Welcome to Braunstone Town" | To undertake any necessary repairs and clean | |
| ALL AREAS | Knee high fencing | To replacement missing/damaged fencing where essential | |
| | Fencing | Replacement of feather board fencing and posts in several areas around Thorpe Astley | |
| | Sherards Way | Trim back severely overhanging tree | COMPLETED |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--|------------------|---|-------------------------------|
| TA MUGA AND TENNIS COURTS PLAY AREA TRIM TRAIL | Hedges and trees | General winter maintenance and tree crown lifting where | COMPLETED |
| | Trim trail | Gravel paths topped up where necessary | |
| | Litter bins | Disinfect all bins | COMPLETED |
| | Play area | Top up play bark where necessary | DO IN APRIL |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|-------------|-----------------------|-------------------------------|
| COOK CLOSE | Litter bins | Disinfect all bins | COMPLETED |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|----------------------------------|--|-------------------------------|
| FOXON WAY | Hedges | Cut back hedge from fence adjacent to properties | PARTIALLY COMPLETED |
| | Land between Foxon and Murby Way | Replace manhole cover | COMPLETED |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|------------------|--|-------------------------------|
| HILCOTT GREEN | Hedges and trees | General winter maintenance and tree crown lifting where required | COMPLETED |
| | Fruit trees | Require pruning | |
| | Litter bins | Disinfect all bins | COMPLETED |
| | | | |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|------------------|--|-------------------------------|
| PRIESTMAN ROAD PLAY AREA | Hedges and trees | General winter maintenance and tree crown lifting where required | COMPLETED |
| | Litter bins | Disinfect all bins | COMPLETED |
| | ROSPA | All wet pour surfaces require repair or replacement | |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|------------------|---|-------------------------------|
| IMPEY CLOSE PLAY AREA | Hedges and trees | General winter maintenance and tree crown lifting where required | PARTIALLY COMPLETED |
| | Litter bins | Disinfect all bins | COMPLETED |
| | Large tree | Remove medium sized ash tree as in poor condition adjacent to property. Replace with new tree | COMPLETED |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|------------------|--|-------------------------------|
| ISOBELLA ROAD PLAY AREA | Hedges and trees | General winter maintenance and tree crown lifting where required | |
| | Litter bins | Disinfect all bins | COMPLETED |
| | ROSPA | Wet pour surface requires repair or replacement | |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|------------------|--|-------------------------------|
| MARSHALL CLOSE PLAY AREA | Hedges and trees | General winter maintenance and tree crown lifting where required | |
| | Litter bins | Disinfect all bins | COMPLETED |
| | ROSPA | Wet pour surface needs repairing or replacing | |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|------------------|---|-------------------------------|
| LONG SPINNEY | Hedges and trees | General winter maintenance and crown topping where needed | |
| | Litter | Deep litter pick | |
| | Litter bins | Disinfect all bins | COMPLETED |
| | Footpaths | To be cleared of trees and shrubs | |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|-------------|-----------------------|-------------------------------|
| OWEN CLOSE | Litter bins | Disinfect all bins | COMPLETED |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|-------------|-----------------------|-------------------------------|
| LUBBESTHORPE ISLAND | Litter bins | Disinfect all bins | COMPLETED |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|----------------------------|------------------------|-------------------------------|
| VILLAGE GREEN | Litter bins | Disinfect all bins | COMPLETED |
| | Gravel path top of Breedon | Topped up where needed | |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|-------------|-----------------------|-------------------------------|
| COLLINS CLOSE | Litter bins | Disinfect all bins | COMPLETED |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|-------------|---|-------------------------------|
| LUBBESTHORPE BROOK | | Annual walk through and clearance of brook where required | |
| | Litter bins | Disinfect all bins | COMPLETED |

| OPEN SPACE / PARK | ITEM | FAULT / ACTION | COMPLETED DATE/INITIAL |
|--------------------------|----------------|--|-------------------------------|
| MERIDIAN WAY | Laurel shrubs | Reduce height of laurel shrubs– phased implementation over three years | COMPLETED |
| | Daffodil bulbs | Plant further 500 bulbs | COMPLETED |

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 9th MARCH 2023

Item 11 – Pitches Policy & Procedure

Purpose

To consider, following consultation, a revised and updated Pitches Policy & Procedure for adoption.

Background

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

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

Review of Policy & Procedure

On 12th January 2013, the Committee considered proposed amendments to the Council's Pitches Policy & Procedure (originally adopted in January 2015) and approved these for consultation.

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

- a) date changes to the Pitch Allocations Process (section 5) to reflect the amended Committee timetable;
- b) provision to allow the Town Council to close the pitches in adverse weather (section 7);
- c) an update to the Sporting Facilities (section 8) reflecting new provision at Shakespeare; and
- d) an update to Appendix 1 – Current Standard Terms and Conditions for Football, which will apply only to Mossdale Meadows and Thorpe Astley Park; to clarify cancellation procedures, deposits for keys, removing items from the changing rooms and regulations around serving food;
- e) Appendix 2 – Current Standard Terms and Conditions for Shakespeare Park

Bowling Green are proposed for removal given the new arrangements will supersede these.

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

Consultation

To ensure that the Policy & Procedure would be practical and fit for purpose, a consultation on the proposed amendments was open to sports clubs, residents, staff and Councillors from 16th January 2023 until 9am on Monday 27th February 2023.

One consultation response was received made up of two points, as follows:

| Consultation Response | Comment |
|---|---|
| Regarding the cancellation of matches. Can we give a time scale for cancellations as it has been on occasions that we book staff to open up TA and either the team do not show up, which means we have paid a staff member to go up to open up for nothing. | Football Terms and Conditions (10) amended to provide an extra paragraph where matches are cancelled at short notice or no one turns up for the Council to determine whether the match should be lost from the allocation where there has been cost/detriment to the Council. |
| Also, leaving changing rooms in a reasonable manner (Not cleaning football boots in the showers!) | Provisions already included in the Terms and Conditions. |

Revised Pitches Policy & Procedure

Taking into account the consultation response and the comments, amendments have been made to the proposed Pitches Policy & Procedure, which alongside the original proposed changes, are highlighted in red at Annex 1.

Should the Committee wish to adopt the post consultation version of the Pitches Policy & Procedure, including the updated Football Pitches Terms & Conditions, it is proposed the decision will take immediate effect and apply to the forthcoming season.

Recommendation

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

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



BRAUNSTONE TOWN COUNCIL

PITCHES POLICY AND PROCEDURE

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

| | | | |
|----------------|------------------------|---------------------|---|
| DATE ADOPTED | 29 January 2015 | FREQUENCY OF REVIEW | As required and at least every 4 years |
| REVISED DATE/S | 13th March 2023 | | |

BRAUNSTONE TOWN COUNCIL

PITCHES POLICY AND PROCEDURE

C O N T E N T S

| Item | Page No. |
|--|----------|
| 1. Context | 3 |
| 2. Purpose | 3 |
| 3. Roles and Responsibilities | 4 |
| • Town Council | 4 |
| • Town Councillors | 4 |
| • Committee (Policy and Resources) | 4 |
| • The Proper Officer (Chief Executive and Town Clerk) | 4 |
| • Sports Clubs | 5 |
| • Club Officials (e.g. Secretary) | 5 |
| 4. Relationships | 5 |
| 5. Pitch Allocations Process | 6 |
| • Setting of Fees | 6 |
| • types and levels of pitch provision, including capacity | 6 |
| • Terms and conditions of pitch allocations and hires | 6 |
| • The criteria for considering requests for a pitch allocation | 7 |
| • Publicising the availability of Pitches | 7 |
| • Allocation of pitches | 7 |
| • Accepting an Allocation | 7 |
| • Sports Teams Meeting | 7 |
| • Preparation of Pitches | 7 |
| 6. Ad-Hoc Pitch Hires | 8 |
| 7. Maintenance and Upkeep | 8 |
| • Set a Maintenance Budget | 8 |
| • Maintain a Capital Programme | 8 |
| • Works Programme | 8 |
| 8. Sporting Facilities | 8 |
| 9. Resolving Disputes | 9 |
| 10. Formal Procedure for Clubs and Teams to Resolve Disputes | 9 |
| 11. Formal Procedure for Dealing with Breaches | 10 |
| 12. Changes to this Policy | 10 |
| 13. Contact | 10 |
| Appendix 1 – Current Standard Terms and Conditions (Football) | 11 |
| Appendix 2 – Current Standard Terms and Conditions (Bowling Green) | 15 |

BRAUNSTONE TOWN COUNCIL

PITCHES POLICY AND PROCEDURE

1. CONTEXT

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

Mission Statement - *We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination. "Spectemur. Agendo" translates "Let us be Judged by Our Actions"*

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

Open Spaces & Parks Objectives

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

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

2. PURPOSE

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

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

3. ROLES AND RESPONSIBILITIES

Town Council

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

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

Town Councillors

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

Committee (Policy and Resources)

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

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

The Proper Officer (Chief Executive and Town Clerk)

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

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

Sports Clubs

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

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

Club Officials (e.g. Secretary)

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

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

4. RELATIONSHIPS

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

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

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

- eliminating unlawful discrimination, harassment and victimisation;

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

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

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

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

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

5. PITCH ALLOCATIONS PROCESS

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

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

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

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

6. AD-HOC PITCH HIRES

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

7. MAINTENANCE AND UPKEEP

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

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

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

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

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

8. SPORTING FACILITIES

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

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

9. RESOLVING DISPUTES

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

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

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

10. FORMAL PROCEDURE FOR CLUBS AND TEAMS TO RESOLVE DISPUTES

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

The procedure is as follows:

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

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

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

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

The procedure is as follows:

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

12. CHANGES TO THIS POLICY

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

13. CONTACT

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

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

The permission for your pitch allocation is subject to :

Fee Payments

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

Pitch Marking

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

Match Fixtures

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

Cancellation of Matches

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

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

- (9) The Council shall not be responsible for any loss or damage howsoever arising or for any loss due to any acts or restrictions imposed on the Council, which may cause the pitch to be temporarily closed or the hiring to be interrupted or cancelled.
- (10) Where a match is cancelled less than three working days from the date of the match, the club may forfeit that allocated match if the Council incurs any costs such as staff costs for opening up a venue.

Keyholders

~~(11) Your club will appoint a "Keyholder". Please check the enclosed Keyholders List and let me know if there have been any alterations. Should any future change take place, the name, address and telephone number of the new keyholders must, immediately, be notified to the Executive Officer & Town Clerk.~~

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

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

It is the team managers are responsible for:

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

Parking (Applicable to Mossdale Meadows only)

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

Emergencies & Health & Safety Information

(13) Fire & other Emergencies

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

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

(14) First Aid

First aid provision -

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

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

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

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

Box Contents -

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

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

(15) Personal Property

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

(16) Insurance

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

(17) Electrical Equipment

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

(18) Alterations to Premises and Defect Reporting

No alterations or additions will be made to the town Council's premises without the consent of the Council.

(19) Serving Food

~~Please find enclosed a copy of the Food Standards Agency's Leaflet 'Food Hygiene – A guide for Businesses'. I hope you will find the leaflet helpful – further~~ Clubs should ensure that any member serving food is adequately trained. Information about training for food handlers etc. may be obtained from the Environmental Department at Blaby District Council, Tel 0116 2750555

(20) Slips and Falls

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

(21) Health & Safety Policy Statement

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

(22) Child Protection Policies

Allocation of Football Pitches will be conditional upon CRB Enhanced Disclosure being obtained in accordance with the FA CRB Unit Guidance and the Disclosure & Barring Scheme Service.

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

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

Further advice on child protection matters can be obtained from:

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

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

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

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

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

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

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

~~Discount **£578**~~

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

~~Discount **£1,941**~~

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

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

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

~~APRIL supply and apply fertiliser and weedkiller~~

~~JUNE supply and apply fertiliser and weedkiller~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~a) Fire & other Emergencies~~

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

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

~~b) First Aid~~

~~**First aid provision**~~

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

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

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

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

~~**Box Contents**~~

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

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

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

e) Serving Food

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

d) Insurance

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

e) Alterations to Premises and Defect Reporting

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

f) Slips and Falls

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

g) Electrical Equipment

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

h) Health & Safety Policy Statement

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

i) Use of Contractors

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

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

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

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

~~(21) Child Protection Policies~~

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

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

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

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

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 9th MARCH 2023

Item 12 – Sustainable Procurement Objectives

Purpose

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

Background

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

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

Therefore, on 12th January 2023, the Committee considered and approved for consultation a Statement of Sustainable Procurement Objectives and a plan for its implementation (minute 74).

The aim of the objectives is to provide a reference for procurement and purchasing so that the no occasion is missed to guide procurement expenditures towards efficient low-carbon choices in products, services and public works.

Consultation

To ensure that it would be practical and fit for purpose, a consultation on the draft Sustainable Procurement Objectives was open to stakeholders, residents, staff and Councillors from 16th January 2023 until 9am on Monday 27th February 2023.

One consultation response was received made up of three points, as follows:

| Consultation Response | Comment |
|---|---|
| Are we allowed to 'prioritise' suppliers? Would that seem to create potential complaints? Should we say something like: 'Suppliers should bear in mind that the Council is looking for services and works that: (a) to (h)? | Provided the Council undertakes open, fair and transparent procurement, it is able to set its own criteria for selecting suppliers. Adopting and publishing the Sustainable Procurement Objectives (a) to (h) would be compliant. |

| Consultation Response | Comment |
|---|--|
| Is £5000 a bit low as a floor? E.g. would we really expect an environmental statement for a contract value of £5500? | If £5,000 is agreed as the lower limit, then yes. The Council can be flexible on the form in which the information is submitted and some amendments are proposed to the text (highlighted red) at Appendix 2. |
| Do the requirements effectively rule out small local companies who do not have the resources to prepare an environmental statement but who otherwise might be able to do the job and meet our expectations? | The Council can assist the process by designing a one page question and answer form requesting information of how the supplier meets the objectives (a) to (h). It will be a matter for the supplier to determine how it responds (if at all). Some amendments are proposed to the text (highlighted red) at Appendix 2. The Council can only make a judgement based on the information available. |

Revised Sustainable Procurement Objectives

Taking into account the consultation response and the comments, amendments are proposed (text highlighted red) to the Sustainable Procurement Objectives at Appendix 2.

Timescales and Implementation

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

To allow industry standards and practices to develop, to enable effective judgement and implementation of the objectives by the Council, and to give suppliers notice, it is recommended that for existing and ongoing suppliers with a contract value of £5,000 or more per annum, the objectives will take effect from 1st April 2025.

Given the consultation response, application of the Sustainable Procurement Objectives is no longer proposed for contracts with a value of less than £5,000.

Recommendation

That the Sustainable Procurement Objectives, attached at Appendix 2 of the report, be approved and implemented as detailed in the *Timescales and Implementation* section of the report.

Reason

To provide a reference for procurement and purchasing so that the no occasion would be missed to guide procurement expenditures towards efficient low-carbon choices in products, services and public works.

5. PROCUREMENT

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

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

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

The Council’s Sustainable Procurement Objectives will be to:

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

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



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk
Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP
Telephone: 0116 2890045 Fax: 0116 2824785
Email: enquiries@braunstonetowncouncil.org.uk

www.braunstonetowncouncil.org.uk

Sustainable Procurement Objectives

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

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

Aims

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

Objectives

The Council will prioritise suppliers that:

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

When inviting tenders/quotes for goods, services and works with a contract value over £5,000, the Council will **require request suppliers to submit information or the submission of** an environmental statement **when inviting tenders** in order to assess **the overall impact on the environment in terms of carbon and waste** how they meet the Council's Sustainable Procurement Objectives (a) to (h). The Council will select suppliers based on the information available.

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

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 9th MARCH 2023

Item 13 – Policy Reviews

Purpose

To consider revisions to the schedule of Policy Reviews.

Background

The Council has a number of policies and procedures of which many are regularly reviewed.

On 13th January 2022, the Committee considered and approved a schedule of Policy Reviews to ensure effective delivery within the resources available. The aim was to prioritise policy reviews in order to ensure they are carried out in a timely fashion while not hindering the delivery of the Council's projects and services (Minute 75 2021/2022).

The Committee when considering the item wished to determine whether the Health & Safety Policy and the Data Protection Policy were fit for purpose and could be scheduled for review in 2023 or whether they needed review and updating in 2022. Therefore, the Committee on 24th February 2022 considered both the current Health & Safety Policy and Data Protection Policy and determined that they were both fit for purpose and could be scheduled for review in February and March 2023 (minute 93 2021/2022).

Schedule of Policy Reviews

Given the commitments in the Council's Business and Capital Plans and the newly approved Climate Change and Environmental Strategy, it has not been possible to review the Health & Safety Policy in time for this meeting. Therefore, it is proposed to revisit the schedule of policy reviews with a view to extending the automatic review period by one year from three to four years. This will ensure that reviews are carried out for each policy in each Council term while not hindering the delivery of the Council's projects and services.

The following is a proposed revised schedule for policy reviews:

| Policy/Strategy/Procedure | Previous Review Date | Proposed Review Date |
|----------------------------------|-----------------------------|---|
| Health & Safety Policy | April 2018 | Draft: June 2023 Final: September 2023 |
| Data Protection Policy | April 2018 | Draft: September 2023 Final: November 2023 |
| Customer Service Standards | April 2017 | Draft: November 2023 Final: January 2024 |

| Policy/Strategy/Procedure | Previous Review Date | Proposed Review Date |
|---|-----------------------------------|---|
| Working Time Policy & Procedure | New | Draft: January 2024 Final: March 2024 |
| Leave Entitlement Policy and Procedure | New | Draft: January 2024 Final: March 2024 |
| Disciplinary Policy & Procedure | October 2017 | Draft: March 2024 Final: April 2024 |
| Grievance Policy & Procedure | October 2017 | Draft: April 2024 Final: June 2024 |
| Climate Change & Environmental Strategy | September 2021 | Draft: June 2024 Final: September 2024 |
| Absence Management Policy & Procedure | October 2017 | Draft: June 2024 Final: September 2024 |
| Officers Code of Conduct | October 2017 | Draft: September 2024 Final: November 2024 |
| Lone Working Policy & Procedure | October 2017 | Draft: November 2024 Final: January 2025 |
| Whistle Blowing Policy & Procedure | October 2017 | Draft: January 2025 Final: March 2025 |
| Internet Policy & Procedure | October 2017 | Draft: March 2025 Final: April 2025 |
| Business Continuity Plan | April 2018 (updated October 2020) | Draft: April 2025 Final: June 2025 |
| Complaints Procedure | October 2021 | Draft: June 2025 Final: September 2025 |
| Environment and Biodiversity Strategy | April 2022 | Draft: September 2025 Final: November 2025 |
| Children and Vulnerable Adults Safeguarding and Protection Policy | October 2019 | Draft: November 2025 Final: January 2026 |
| Volunteer Management Policy | October 2019 | Draft: January 2026 Final: March 2026 |
| Training & Development Policy | June 2022 | Draft: March 2026 Final: April 2026 |
| Equality & Diversity Policy & Procedure | October 2022 | Draft: April 2026 Final: June 2026 |
| Dignity at Work Policy | November 2022 | Draft: June 2026 Final: September 2026 |
| Corporate Warning and Banning Policy & Procedure | January 2023 | Draft: September 2026 Final: November 2026 |
| Pitches Policy & Procedure | March 2023 | Draft: November 2026 Final: January 2027 |
| Sustainable Procurement Objectives | March 2023 | Draft: January 2027 Final: March 2027 |

The Council's Constitutional documents (Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct) are reviewed annually.

Recommendations

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

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.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 9TH MARCH 2023

Item 14 – NJC Pay Agreement 2022/2023 – additional Annual Leave

Purpose

To consider whether to adopt an additional day paid annual leave from 1st April 2023 as part of the NJC Pay agreement.

Background

Braunstone Town Council aligns itself to the National Joint Council for Local Government Services (NJC), which is made up of employer representatives through the Local Government Association and Union representatives for the three main unions covering local government employees (UNISON, GMB and Unite).

The NJC agrees a national framework with potential for local modification to suit local service requirements. Known as “The Single Status Agreement”, these pay and conditions of service agreements are published in the “Green Book”.

Pay Negotiations 2022/2023

The NJC pay agreement for this year includes from April 2023 an additional day annual leave; the update to the Green Book is as follows:

7.2 Annual Leave

*With effect from 1 April 2023, the minimum paid annual leave entitlement is ~~twenty-two~~ **twenty-three** days with a further three days after five years of continuous service. The entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.*

Section 11 of Braunstone Town Council's employment contract, Holiday Entitlement, states “Full time staff are entitled to 24 days paid leave per annum, increasing to 29 days after five years continuous employment.....”.

With the provision in the Council's employment contract under section 1 “The Scheme of Conditions of Service of the National Joint Council for Local Government Services (the Green Book’) applies to your employment as amended by this Contract”.

Given the Council has a local modification, which provides two additional days annual leave for all staff and a further two additional days annual leave for staff with more than 5 years' service; it is for the Town Council to determine whether or not to adopt an additional day annual leave for all staff from April 2023.

Recommendation

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

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.

BRAUNSTONE TOWN COUNCIL

Policy and Resources Committee - Thursday 9th March 2023

LRALC Extraordinary General Meeting, Thursday 2nd February 2023 (7.00pm, Zoom)

I attended the above meeting as Braunstone Town Council's delegate to LRALC Ltd.

The Agenda (one item only) is attached as Appendix 1.

A relevant extract from the Company's Articles is attached as Appendix 2.

Report

1. This meeting was well attended with around 32 delegates present.
2. Very little discussion took place. I asked some questions: (i) Can Directors be nominated from the floor at an AGM? (Answer: Yes), (ii) Under the Articles, could the Chair resign and then seek election as Vice Chair (and vice versa)? (Answer: Yes). I also commented on the statement in the resolution that 'the Board has a very limited number of people from whom it can select its elected Officers' by indicating that I found it difficult to see why there were no other Directors able to take on the three roles identified in the resolution (see, also, the answer to my question (i) above).
3. There was one other contribution (not critical of the resolution) and then the vote was taken. I voted against and was the only delegate to do so. In addition to the votes at the meeting there were proxy votes given to the Chair in accordance with Limited Company procedure – all of these were, of course, in favour. The resolution was passed by 60:1.
4. I voted against because the resolution represents a further shift away from democratic principles in the LRALC. This is, perhaps, inevitable in the Limited Company context. Members may remember that when the conversion of LRALC to company status took place the formal involvement of local Parish Council Branches was ended. From then on, the only 'influence' a Parish Council representative ('delegate') can have is once a year at the AGM. I expressed my concern about that, at the time. The resolution on the 2nd February 2023 ignores, because it can, the option of a general meeting (or even the AGM) at which nominations for Directors can be put forward and voted upon. I don't accept that only a special few can carry out the tasks involved. There is a wealth of experience and knowledge amongst the Parish Councillors of Leicestershire and Rutland from whom new Directors could be elected; the resolution effectively denies that by talking about 'a very limited number of people'.

Councillor Bob Waterton

LRALC Extraordinary General Meeting

Thursday 2nd February 2023 at 7.00pm via zoom

Full zoom joining instructions will be sent to all registered delegates.

Please follow this link to register a delegate: <https://www.leicestershireandrutlandalc.gov.uk/lralc-egm-2nd-february-2023.html>

Agenda

1. To temporarily amend the current Articles by deleting section 19(6) which limits the period of service of the Chairman and Vice Chairman, and any other elected Officer position, until an EGM or AGM considers a full review and amendments to the Articles later in 2023.

This meeting notes:

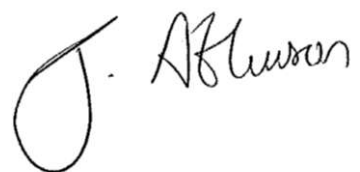
- That the current Articles governing LRALC Limited place a maximum term of 3 years in any one post (e.g., Chairman), and that a director cannot be re-elected to the same post after serving a 3-year term. The current Chairman, Vice-Chairman, and Chairman of the Investment Trustee Committee are currently all barred from re-standing for another term of office. There are 12 director positions within LRALC Limited, with two current vacancies. 3 new directors have joined within the last 9 months. LRALC Limited is at a crucial point in its development, with work ongoing on its medium to long-term strategic priorities, including new member service developments, whilst also managing the impact of the cost-of living-crisis on the company, and that the 3 roles referenced are critical positions during this period of change and external pressures.

This meeting believes:

- That the Board has a very limited number of people from whom it can select its elected Officers and for this reason its hands should not be tied in making those selections. Nor should the Board be obliged to replace its Officers at a fixed point in time. But it should be the Board's practice that its Officers stand down at the first meeting after each AGM, albeit being eligible for re-appointment. A full review of the Articles should be completed by the Directors during 2023 and presented to the membership. However, an immediate temporary change should be made immediately to allow all Directors to be eligible for election to Officer positions.

This meeting resolves:

- To temporarily amend the current Articles by deleting section 19(6) which limits the period of service of the Chairman and Vice Chairman, and any other elected Officer position, until an EGM or AGM considers a full review and amendments to the Articles later in 2023.

A handwritten signature in black ink, appearing to read 'J. Atkinson'. The signature is written in a cursive style with a large, looped initial 'J'.

Produced by:

Jake Atkinson

Chief Executive, LRALC

admin@leicestershireandrutlandalc.gov.uk

Appendix (existing Articles of Association) can be found in the event page:

<https://www.leicestershireandrutlandalc.gov.uk/lralc-egm-2nd-february-20231.html>

or Parish Meeting in membership within that area. Three of the remaining positions may be filled by elected members of any Town or Parish Council or Parish Meeting in membership, and the remaining two positions shall be non-councillor positions for individuals the Board decide have appropriate skills and knowledge to act as a director for the company.

Methods of appointing directors

19. (1) Any elected member of a Town or Parish Council or Parish Meeting in membership who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director. The term of office shall be three years (see 19(4)).
- (2) The directors may create a maximum of two director positions specifically for individuals who are not an elected member of a Town or Parish Council or Parish Meeting (non-councillor directors) but whom it is felt hold appropriate skills and qualities to be appointed as a director.
- (3) Directors may be appointed by
 - (a) ordinary resolution at an annual general meeting, or
 - (b) a decision of the directors
- (4) At the first annual general meeting a pre-designated third of the directors must retire from office and may offer themselves for reappointment for a full three-year term by the members. At each of the subsequent two annual general meetings a further pre-designated third of the directors must retire from office and may offer themselves for reappointment for a full three-year term by the members.
- (5) At every subsequent annual general meeting any directors who have been appointed by the directors since the last annual general meeting must retire from office and may offer themselves for reappointment for a full three-year term by the members.
- (6) A person appointed to Chairman or Vice Chairman of the Company or any of its committees shall hold office for no more than three consecutive years. Service in one capacity shall not prevent subsequent service in a different capacity.

Termination of director's appointment

20. A person ceases to be a director as soon as-
 - (a) that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law;
 - (b) a bankruptcy order is made against that person;
 - (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 9th MARCH 2022

Item 16 – End of Quarter Financial Position - Cashbook and Reserves

Purpose

To receive a summary of the Council's Cash and Reserves for the period 1st April 2022 to 31st December 2022.

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 first, second and third quarters of the financial year 2022/2023, 1st April – 31st December:

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

Recommendation

That the end of quarter 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 31/12/22 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 | £765,569.83 | £3.42 | £765,573.25 |
| 2. P&R - Civic Centre | £68,215.61 | £1,851.03 | £70,066.64 |
| 3. P&R - Thorpe Astley Community Centre | £26,892.02 | £42.19 | £26,934.21 |
| 5. P&R - Parks & Open Spaces | £7,955.17 | £16.67 | £7,971.84 |
| 6. P&R - Library Services | £8,197.15 | £61.33 | £8,258.48 |
| 7. Community Development | £5,756.12 | £951.02 | £6,707.14 |
| 8. Planning & Environment | £772.13 | £7.07 | £779.20 |
| Total Receipts | £883,358.03 | £2,932.73 | £886,290.76 |

| PAYMENTS | Net | Vat | Gross |
|---|--------------------|-------------------|--------------------|
| 1. P&R - Corporate Management | £459,225.45 | £3,088.11 | £462,313.56 |
| 2. P&R - Civic Centre | £98,490.18 | £7,628.06 | £106,118.24 |
| 3. P&R - Thorpe Astley Community Centre | £27,546.64 | £3,480.72 | £31,027.36 |
| 5. P&R - Parks & Open Spaces | £207,357.73 | £29,646.66 | £237,004.39 |
| 6. P&R - Library Services | £4,434.47 | £310.04 | £4,744.51 |
| 7. Community Development | £23,719.22 | £1,020.86 | £24,740.08 |
| 8. Planning & Environment | £9,810.82 | £1,316.78 | £11,127.60 |
| Total Payments | £830,584.51 | £46,491.23 | £877,075.74 |

Closing Balances

Ordinary Accounts

| | |
|--------------------|-------------|
| Cash office floats | £32.50 |
| Library Cash Float | £20.00 |
| No. 2 Account | £13,617.27 |
| No.1 Account | £126,201.62 |
| Petty Cash Account | £250.00 |

Short Term Investment Accounts

| | |
|---------------------------------|--------------------|
| Cambridge 90 Day Notice Account | £112,314.18 |
| Total | £252,435.57 |

Uncleared and Unpresented effects

| | |
|---------------|----------|
| No. 2 Account | -£300.00 |
| No.1 Account | £130.41 |

Statement Closing Balances

Ordinary Accounts

Ordinary Accounts

| | |
|--------------------|-------------|
| Cash office floats | £32.50 |
| Library Cash Float | £20.00 |
| No. 2 Account | £13,917.27 |
| No.1 Account | £126,071.21 |
| Petty Cash Account | £250.00 |

Short Term Investment Accounts

| | |
|---------------------------------|--------------------|
| Cambridge 90 Day Notice Account | £112,314.18 |
| Total | <u>£252,605.16</u> |

Signed _____

Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet

31/03/22

£

31/12/22

£

| Current assets | | |
|---------------------|---|-------------------|
| 211,574.89 | Investments | 112,314.18 |
| 0.00 | Loans Made | 0.00 |
| 0.00 | Investments | 0.00 |
| 0.00 | Stocks | 0.00 |
| 15,727.88 | VAT Recoverable | 14,960.61 |
| -1,002.22 | Debtors | 7,046.75 |
| 55,100.20 | Payment in Advance | 57,087.39 |
| 31,645.66 | Cash in Hand & at Bank | 140,121.39 |
| <u>313,046.41</u> | TOTAL CURRENT ASSETS | <u>331,530.32</u> |
| <u>313,046.41</u> | TOTAL ASSETS | <u>331,530.32</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 | 12,452.02 |
| 415.90 | Receipts in Advance | 223.02 |
| <u>26,729.19</u> | TOTAL CURRENT LIABILITIES | <u>12,675.04</u> |
| <u>286,317.22</u> | TOTAL ASSETS LESS CURRENT LIABILITIES | <u>318,855.28</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>318,855.28</u> |
| Represented by | | |
| 70,390.98 | General Fund | 264,419.18 |
| 47,375.12 | General Fund Open Spaces Commuted Sums | 47,375.12 |
| 0.00 | Ringfenced - Donation Community / Social Inclusion Project Grant | 9,500.00 |
| 0.00 | Interim arrangements funding Shakespeare Park Sports Clubs | 1,692.51 |
| 2,500.00 | Earmarked to Balance Budget Balance Revenue Budget 2022/23 | 0.00 |
| 3,204.99 | Earmarked Town Mayor's Charity | 12.25 |
| 63,137.13 | Earmarked Capital Project Shakespeare Park Pavilion & Site Capital Works | 3,175.46 |
| 14,321.00 | Earmarked Capital Project Shakespeare Park Pavilion & Site Reserve | 0.00 |
| 2,500.00 | Earmarked Gateway Signage | 2,500.00 |

Consolidated Balance Sheet

| 31/03/22 | | 31/12/22 |
|------------|--|------------|
| £ | | £ |
| | Earmarked Capital Project | |
| 22,888.00 | Shakespeare Playground & Tennis Courts Reserve | 6,678.00 |
| | 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 |
| <hr/> | | <hr/> |
| 286,317.22 | | 418,293.52 |

Signed _____

Chairman

Date _____

Responsible Financial Officer

Financial Budget Comparison

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

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--|---------------------------------|--------------------|----------------------|--------------------|-----------------|
| 1. P&R - Corporate Management | | | | | |
| Income | | | | | |
| 101 | Precept | £720,356.00 | £0.00 | £720,356.00 | £0.00 |
| 107 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 113 | Staff Salaries Grant (Furlough) | £0.00 | £0.00 | £0.00 | £0.00 |
| 120 | Sale Of Assets | £0.00 | £0.00 | £0.00 | £0.00 |
| 141 | Photocopying | £150.00 | £0.00 | £36.63 | -£113.37 |
| 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 | £378.35 | £378.35 |
| Total Income | | £721,916.00 | £0.00 | £721,633.56 | -£282.44 |
| Expenditure | | | | | |
| 1010 | Staff Salaries | £426,061.00 | £2,453.82 | £353,014.96 | £75,499.86 |
| 1015 | Staff Expenses | £300.00 | £0.00 | £118.81 | £181.19 |
| 1020 | Pensions | £99,940.00 | £0.00 | £94,081.46 | £5,858.54 |
| 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 31/01/23 inclusive. Includes due and unpaid transactions.

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

| | 2022/2023 | Reserve Movements | Actual Net | Balance |
|---|--------------------|------------------------------|--------------------|-------------------|
| 1150 Insurance | £14,000.00 | £0.00 | £15,302.96 | -£1,302.96 |
| 1160 Audit | £2,500.00 | £0.00 | £2,000.00 | £500.00 |
| 1170 Legal Fees | £250.00 | £0.00 | £1,261.33 | -£1,011.33 |
| 1180 Elections | £1,000.00 | £0.00 | £0.00 | £1,000.00 |
| 1210 Staff Training | £2,500.00 | £0.00 | £0.00 | £2,500.00 |
| 1230 Councillor Training | £1,000.00 | £0.00 | £0.00 | £1,000.00 |
| 1300 Supplies, Stationery & Postage | £3,000.00 | £0.00 | £2,072.22 | £927.78 |
| 1350 Subscriptions | £4,000.00 | £0.00 | £5,304.79 | -£1,304.79 |
| 1360 Advertisements | £4,840.00 | £0.00 | £7,592.40 | -£2,752.40 |
| 1400 Telephones | £2,530.00 | £0.00 | £2,006.85 | £523.15 |
| 1410 Photocopier | £2,000.00 | £0.00 | £1,938.88 | £61.12 |
| 1420 Computer Supplies, Training, Service Contract | £10,000.00 | £0.00 | £7,017.75 | £2,982.25 |
| 1830 Fees on Cambridge Saver | £0.00 | £0.00 | £123.29 | -£123.29 |
| 1990 Miscellaneous | £700.00 | £0.00 | £309.06 | £390.94 |
| 1991 Paid from Number 1 Account in Error | £0.00 | £0.00 | £0.00 | £0.00 |
| 1992 Paid from Number 2 Account in Error | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Expenditure | <u>£580,921.00</u> | <u>£2,453.82</u> | <u>£498,180.76</u> | <u>£85,194.06</u> |

Financial Budget Comparison

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

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|----------------------------------|----------------------------|-------------------|----------------------|-------------------|-------------------|
| 2. P&R - Civic Centre | | | | | |
| Income | | | | | |
| 205 | Capital Grants | £0.00 | £0.00 | £0.00 | £0.00 |
| 207 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 208 | Loans | £0.00 | £0.00 | £10.00 | £10.00 |
| 250 | Room Hire | £67,384.00 | £0.00 | £68,906.53 | £1,522.53 |
| 251 | Catering for Hirers (VAT) | £100.00 | £0.00 | £155.73 | £55.73 |
| 257 | Licensed Bar | £17,000.00 | £0.00 | £10,000.00 | -£7,000.00 |
| 299 | Miscellaneous | £0.00 | £0.00 | £317.45 | £317.45 |
| Total Income | | £84,484.00 | £0.00 | £79,389.71 | -£5,094.29 |
| Expenditure | | | | | |
| 2050 | Capital Projects | | | | |
| 2050/1 | Toilets/Bar Refurbishment | £6,500.00 | £0.00 | £1,045.00 | £5,455.00 |
| 2050/2 | General Refurbishment | £1,500.00 | £0.00 | £14,679.98 | -£13,179.98 |
| 2050/3 | Climate Initiatives | £0.00 | £0.00 | £0.00 | £0.00 |
| 2050 | Total | £8,000.00 | £0.00 | £15,724.98 | -£7,724.98 |
| 2070 | Projects | | | | |
| 2070/1 | Climate Change | £2,000.00 | £0.00 | £262.50 | £1,737.50 |
| 2070/2 | General | £500.00 | £0.00 | £4,200.00 | -£3,700.00 |
| 2070 | Total | £2,500.00 | £0.00 | £4,462.50 | -£1,962.50 |
| 2080 | Loan Interest & Repayments | | | | |
| 2080/1 | PWLB 477930 | £7,988.00 | £0.00 | £7,988.79 | -£0.79 |

Financial Budget Comparison

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

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------|--|-------------------|------------------------------|-------------------|----------------|
| 2080/2 | PWLB 480508 | £4,586.00 | £0.00 | £4,586.04 | -£0.04 |
| 2080/3 | PWLB 482623 | £9,648.00 | £0.00 | £9,647.56 | £0.44 |
| 2080/4 | PWLB 485557 | £5,784.00 | £0.00 | £5,783.06 | £0.94 |
| 2080/5 | NEW PWL Civic Centre Improvements | £0.00 | £0.00 | £0.00 | £0.00 |
| 2080/6 | Proposed: New PWL Climate Initiatives | £0.00 | £0.00 | £0.00 | £0.00 |
| 2080 | Total | £28,006.00 | £0.00 | £28,005.45 | £0.55 |
| 2090 | Covid-19 Recovery | £0.00 | £0.00 | £0.00 | £0.00 |
| 2170 | Legal Fees | £0.00 | £0.00 | £0.00 | £0.00 |
| 2250 | Service Charges | £0.00 | £0.00 | £0.00 | £0.00 |
| 2290 | Clothing | £500.00 | £0.00 | £312.16 | £187.84 |
| 2320 | Printing & Copying | £600.00 | £0.00 | £0.00 | £600.00 |
| 2330 | Cleaning Materials | £1,600.00 | £0.00 | £1,993.07 | -£393.07 |
| 2400 | Telephones | £1,000.00 | £0.00 | £1,806.87 | -£806.87 |
| 2430 | Utility Bills | £21,860.00 | £0.00 | £13,231.44 | £8,628.56 |
| 2440 | Waste Services | £8,000.00 | £0.00 | £8,633.55 | -£633.55 |
| 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 | £282.47 | -£282.47 |

Financial Budget Comparison

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

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------|---|--------------------|------------------------------|--------------------|-------------------|
| 2520 | Miscellaneous Services for Hirers (VAT) | £0.00 | £0.00 | £0.00 | £0.00 |
| 2570 | Licences | £1,300.00 | £0.00 | £1,987.66 | -£687.66 |
| 2580 | Card Card and Transit fees | £1,700.00 | £0.00 | £2,077.88 | -£377.88 |
| 2600 | Building Repairs & Maintenance | £12,000.00 | £0.00 | £13,059.29 | -£1,059.29 |
| 2610 | Equipment Repairs & Maintenance | | | | |
| 2610/1 | General | £4,600.00 | £0.00 | £3,200.81 | £1,399.19 |
| 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 | £5,932.42 | £67.58 |
| 2990 | Miscellaneous | £150.00 | £0.00 | £309.39 | -£159.39 |
| Total Expenditure | | £117,216.00 | £0.00 | £119,820.44 | -£2,604.44 |

Financial Budget Comparison

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

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--|---------------------------|-------------------|----------------------|-------------------|-------------------|
| 3. P&R - Thorpe Astley Community Centre | | | | | |
| Income | | | | | |
| 305 | Capital Grants | £0.00 | £0.00 | £0.00 | £0.00 |
| 307 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 308 | Loans | £0.00 | £0.00 | £0.00 | £0.00 |
| 325 | Service Charges | £0.00 | £0.00 | £7.14 | £7.14 |
| 350 | Room Hire | | | | |
| 350/1 | Room Hires | £9,632.35 | £0.00 | £11,539.21 | £1,906.86 |
| 350/2 | Pre-School Contract | £26,815.65 | £0.00 | £12,954.76 | -£13,860.89 |
| 350/3 | NHS Facility | £0.00 | £0.00 | £5,272.20 | £5,272.20 |
| 350 | Total | £36,448.00 | £0.00 | £29,766.17 | -£6,681.83 |
| 351 | Catering for Hirers (VAT) | £40.00 | £0.00 | £0.00 | -£40.00 |
| 399 | Miscellaneous | £0.00 | £0.00 | £194.93 | £194.93 |
| Total Income | | £36,488.00 | £0.00 | £29,968.24 | -£6,519.76 |
| Expenditure | | | | | |
| 3050 | Capital Projects | | | | |
| 3050/1 | General Improvements | £1,000.00 | £0.00 | £0.00 | £1,000.00 |
| 3050/2 | NHS Facility | £0.00 | £0.00 | £0.00 | £0.00 |
| 3050/3 | Climate Initiatives | £0.00 | £0.00 | £0.00 | £0.00 |
| 3050 | Total | £1,000.00 | £0.00 | £0.00 | £1,000.00 |
| 3070 | Projects | | | | |
| 3070/1 | Climate Change | £1,000.00 | £0.00 | £262.50 | £737.50 |

Financial Budget Comparison

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

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------|---|------------------|------------------------------|-------------------|----------------|
| 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 | £912.83 | £87.17 |
| 3400 | Telephones | £1,000.00 | £0.00 | £1,043.20 | -£43.20 |
| 3430 | Utility Bills | £10,650.00 | £0.00 | £11,966.10 | -£1,316.10 |
| 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 | £274.80 | £525.20 |
| 3600 | Building Repairs & Maintenance | £3,000.00 | £0.00 | £4,663.89 | -£1,663.89 |
| 3610 | Equipment Repairs & Maintenance | | | | |

Financial Budget Comparison

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

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

| | 2022/2023 | Reserve Movements | Actual Net | Balance |
|----------------------------------|-------------------|------------------------------|-------------------|------------------|
| 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 | £1,609.52 | £1,390.48 |
| 3610 Total | £4,500.00 | £0.00 | £2,325.02 | £2,174.98 |
| 3990 Miscellaneous | £150.00 | £0.00 | £191.45 | -£41.45 |
| Total Expenditure | £35,750.00 | £0.00 | £30,244.16 | £5,505.84 |

Financial Budget Comparison

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

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|---|--|-------------------|------------------------------|-------------------|--------------------|
| 5. P&R - Parks & Open Spaces | | | | | |
| Income | | | | | |
| 505 | Capital Grants | £17,213.00 | £6,020.00 | £6,020.00 | -£17,213.00 |
| 507 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 508 | Loans | £0.00 | £0.00 | £0.00 | £0.00 |
| 511 | Thorpe Astley Commuted Sums (transfer from) | £21,500.00 | £0.00 | £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 | £1,535.50 | -£964.50 |
| 555/2 | Individual Match Fees (VAT) | £0.00 | £0.00 | £83.33 | £83.33 |
| 555/3 | Court/Multi Play (VAT) | £0.00 | £0.00 | £418.06 | £418.06 |
| 555/4 | Changing Rooms (VAT) | £0.00 | £0.00 | £0.00 | £0.00 |
| 555 | Total | £2,500.00 | £0.00 | £2,036.89 | -£463.11 |
| 599 | Miscellaneous | £100.00 | £0.00 | £0.00 | -£100.00 |
| Total Income | | £41,463.00 | £6,020.00 | £29,556.89 | -£17,926.11 |
| Expenditure | | | | | |
| 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 | £77,664.42 | £15,163.25 |
| 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 31/01/23 inclusive. Includes due and unpaid transactions.

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

| | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------|-------------------------------------|------------------------------|-------------------|----------------|
| 5050/5 | Mossdale Culvert | £0.00 | £0.00 | £0.00 |
| 5050 | Total | £22,213.00 | £97,844.67 | £18,993.25 |
| 5070 | Projects | | | |
| 5070/1 | Climate Change | £500.00 | £0.00 | £237.50 |
| 5070/2 | General | £500.00 | £0.00 | £500.00 |
| 5070 | Total | £1,000.00 | £0.00 | £737.50 |
| 5080 | Loan Interest & Repayments | | | |
| 5080/1 | PWLB 485188 | £3,526.00 | £0.00 | £0.20 |
| 5080/2 | PWLB 487506 | £6,033.00 | £0.00 | -£0.30 |
| 5080/3 | PWLB 501336 | £5,497.00 | £0.00 | £0.01 |
| 5080/4 | PWLB - Shakespeare Park (235384) | £17,724.00 | £0.00 | -£17,808.02 |
| 5080/5 | PWLB - Shakespeare Park (292038) | £17,808.00 | £0.00 | £17,808.00 |
| 5080/6 | Potential PWL Mossdale | £0.00 | £0.00 | £0.00 |
| 5080 | Total | £50,588.00 | £0.00 | -£0.11 |
| 5090 | Covid-19 Recovery | £0.00 | £0.00 | £0.00 |
| 5170 | Legal Fees | £1,000.00 | £0.00 | -£424.17 |
| 5290 | Clothing | £500.00 | £0.00 | £199.26 |
| 5330 | Cleaning Materials | £1,000.00 | £0.00 | £56.85 |
| 5400 | Telephones | £410.00 | £0.00 | £406.51 |
| 5430 | Utility Bills | £3,500.00 | £0.00 | -£4,001.53 |

Financial Budget Comparison

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

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

| | 2022/2023 | Reserve Movements | Actual Net | Balance | |
|--------|---------------------------------|------------------------------|-------------------|------------------|-------------------|
| 5440 | Waste Services | £2,000.00 | £0.00 | £1,051.88 | £948.12 |
| 5450 | Laundry Services | £500.00 | £0.00 | £0.00 | £500.00 |
| 5550 | Sports Pitches & Facilities | £1,000.00 | £0.00 | £1,909.75 | -£909.75 |
| 5600 | Building Repairs & Maintenance | | | | |
| 5600/1 | Mossdale Meadows | £4,800.00 | £0.00 | £1,805.12 | £2,994.88 |
| 5600/2 | Shakespeare Park | £0.00 | £0.00 | £960.14 | -£960.14 |
| 5600 | Total | £4,800.00 | £0.00 | £2,765.26 | £2,034.74 |
| 5610 | Equipment Repairs & Maintenance | | | | |
| 5610/1 | General Maintenance | £4,000.00 | £0.00 | £3,626.61 | £373.39 |
| 5610/2 | Playgrounds | £6,000.00 | £0.00 | £6,275.25 | -£275.25 |
| 5610 | Total | £10,000.00 | £0.00 | £9,901.86 | £98.14 |
| 5620 | Site Maintenance | | | | |
| 5620/1 | General | £1,000.00 | £0.00 | £1,071.29 | -£71.29 |
| 5620/2 | Trees | £3,000.00 | £0.00 | £2,876.83 | £123.17 |
| 5620/3 | Bowling Green | £0.00 | £0.00 | £2,170.00 | -£2,170.00 |
| 5620 | Total | £4,000.00 | £0.00 | £6,118.12 | -£2,118.12 |
| 5630 | Equipment Purchase | £2,000.00 | £0.00 | £1,398.29 | £601.71 |
| 5650 | Vehicle Costs | £10,000.00 | £0.00 | £11,153.56 | -£1,153.56 |
| 5660 | Machinery Hire | £500.00 | £0.00 | £0.00 | £500.00 |
| 5670 | Petrol | £3,800.00 | £0.00 | £6,387.94 | -£2,587.94 |
| 5990 | Miscellaneous | £100.00 | £0.00 | £172.94 | -£72.94 |

Financial Budget Comparison

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

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

| | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------|--------------------|------------------------------|--------------------|-------------------|
| Total Expenditure | <u>£118,911.00</u> | <u>£97,844.67</u> | <u>£202,947.71</u> | <u>£13,807.96</u> |

Financial Budget Comparison

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

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------------------|---------------------------------------|-----------|----------------------|------------|------------|
| 6. P&R - Library Services | | | | | |
| Income | | | | | |
| 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 | £254.22 | £-1,245.78 |
| 699 | Miscellaneous | £50.00 | £0.00 | £424.63 | £374.63 |
| Total Income | | £9,937.00 | £0.00 | £11,163.00 | £1,226.00 |
| Expenditure | | | | | |
| 6050 | Capital Projects | | | | |
| 6050/1 | General Refurbishment | £0.00 | £0.00 | £0.00 | £0.00 |
| 6050/2 | Climate Initiatives | £1,700.00 | £0.00 | £4,021.04 | £-2,321.04 |
| 6050 | Total | £1,700.00 | £0.00 | £4,021.04 | £-2,321.04 |

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 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 | £1,605.28 | £1,274.72 |
| 6490 | Seasonal Decorations | £0.00 | £0.00 | £0.00 | £0.00 |
| 6700 | Programme of Events | £800.00 | £0.00 | £93.86 | £706.14 |
| 6900 | Consumer Products (Purchase for resale) | | | | |
| 6900/1 | Stamps | £0.00 | £0.00 | £149.22 | -£149.22 |
| 6900 | Total | £0.00 | £0.00 | £149.22 | -£149.22 |
| 6990 | Miscellaneous | £800.00 | £0.00 | £713.68 | £86.32 |
| Total Expenditure | | £8,230.00 | £0.00 | £7,472.96 | £757.04 |

Financial Budget Comparison

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

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|---------------------------------|---|------------------|------------------------------|-------------------|------------------|
| 7. Community Development | | | | | |
| Income | | | | | |
| 707 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 770 | Programme of Events | £0.00 | £0.00 | £475.00 | £475.00 |
| 771 | Summer Fete | | | | |
| 771/1 | Current Year | £0.00 | £0.00 | £1,545.19 | £1,545.19 |
| 771/2 | Next Year | £0.00 | £0.00 | £0.00 | £0.00 |
| 771 | Total | £0.00 | £0.00 | £1,545.19 | £1,545.19 |
| 775 | Civic Functions | £0.00 | £0.00 | £2,798.80 | £2,798.80 |
| 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 |
| Total Income | | £100.00 | £0.00 | £5,789.87 | £5,689.87 |
| Expenditure | | | | | |
| 7040 | Town Mayor's Allowance | | | | |

Financial Budget Comparison

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

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------|---|------------------|------------------------------|-------------------|----------------|
| 7040/1 | Town Mayor's Travel & Subsistence Allowance | £375.00 | £0.00 | £0.00 | £375.00 |
| 7040/2 | Town Mayor's Entertainment Allowance | £375.00 | £0.00 | £105.00 | £270.00 |
| 7040 | Total | £750.00 | £0.00 | £105.00 | £645.00 |
| 7070 | Projects | | | | |
| 7070/1 | Climate Change | £0.00 | £0.00 | £0.00 | £0.00 |
| 7070 | Total | £0.00 | £0.00 | £0.00 | £0.00 |
| 7080 | Loan Interest & Repayments (PWL B 490422) | £4,430.00 | £0.00 | £3,839.50 | £590.50 |
| 7260 | Service Level Agreements (CAB) | £3,150.00 | £0.00 | £0.00 | £3,150.00 |
| 7340 | Signs | £500.00 | £0.00 | £0.00 | £500.00 |
| 7700 | Programme of Events | £4,000.00 | £0.00 | £3,125.84 | £874.16 |
| 7710 | Summer Fete | | | | |
| 7710/1 | Current Year | £2,100.00 | £0.00 | £3,331.11 | -£1,231.11 |
| 7710/2 | Next Year | £300.00 | £0.00 | £462.50 | -£162.50 |
| 7710 | Total | £2,400.00 | £0.00 | £3,793.61 | -£1,393.61 |
| 7715 | Thorpe Astley Summer Event | £0.00 | £0.00 | £100.00 | -£100.00 |
| 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 31/01/23 inclusive. Includes due and unpaid transactions.

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------|---|-------------------|------------------------------|-------------------|------------------|
| 7720 | Total | £1,000.00 | £0.00 | £1,580.00 | -£580.00 |
| 7750 | Civic Functions | £1,850.00 | £0.00 | £2,680.68 | -£830.68 |
| 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 | £4,942.00 | £1,478.58 |
| 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 | £346.80 | -£346.80 |
| 7940 | Total | £0.00 | £0.00 | £374.55 | -£374.55 |
| 7950 | Community Safety | £500.00 | £0.00 | £254.21 | £245.79 |
| 7990 | Miscellaneous | £100.00 | £0.00 | £157.84 | -£57.84 |
| Total Expenditure | | £25,780.00 | £3,628.32 | £24,606.52 | £4,801.80 |

Financial Budget Comparison

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

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

| | | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------------------|---|------------------|------------------------------|-------------------|----------------|
| 8. Planning & Environment | | | | | |
| Income | | | | | |
| 807 | Projects | £0.00 | £0.00 | £0.00 | £0.00 |
| 890 | Consumer Products (Sales) | | | | |
| 890/1 | General | £0.00 | £0.00 | £0.00 | £0.00 |
| 890/2 | Poop Scoops | £1,700.00 | £0.00 | £842.93 | -£857.07 |
| 890/3 | Waste & Garden Bags | £560.00 | £0.00 | £0.00 | -£560.00 |
| 890 | Total | £2,260.00 | £0.00 | £842.93 | -£1,417.07 |
| Total Income | | £2,260.00 | £0.00 | £842.93 | -£1,417.07 |
| Expenditure | | | | | |
| 8070 | Projects | | | | |
| 8070/1 | Climate Change | £0.00 | £0.00 | £0.00 | £0.00 |
| 8070 | Total | £0.00 | £0.00 | £0.00 | £0.00 |
| 8190 | Professional Fees | £250.00 | £0.00 | £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 | £601.00 | £999.00 |
| 8900/2 | Waste & Garden Bags | £420.00 | £0.00 | £0.00 | £420.00 |
| 8900 | Total | £2,020.00 | £0.00 | £601.00 | £1,419.00 |
| Total Expenditure | | £12,340.00 | £0.00 | £12,449.32 | -£109.32 |

Financial Budget Comparison

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

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

| | 2022/2023 | Reserve Movements | Actual Net | Balance |
|--------------------------|-------------------|------------------------------|--------------------|----------------|
| Total Income | £896,648.00 | £6,020.00 | £878,344.20 | |
| Total Expenditure | £899,148.00 | £103,926.81 | £895,721.87 | |
| Total Net Balance | -£2,500.00 | | -£17,377.67 | |

Paid Expenditure Transactions

paid between 01/01/23 and 28/02/23

Start of year 01/04/22

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|--------------------------|-----------|---------|----------|-----------|---------|-----------|-------|--|---|
| BACS230101X EROX | 01/01/23 | 17199 | | £195.91 | £32.65 | £163.26 | 1. CM | Xerox | 1410 |
| DD230101BD CRATESCC | 01/01/23 | 18256 | | £1,959.00 | £0.00 | £1,959.00 | 2. CC | Blaby District Council | 2460 |
| DD230101BD CRATESTA | 03/01/23 | 18255 | | £711.00 | £0.00 | £711.00 | 3. TA | Blaby District Council | 3460 |
| DD221217BG1 190 | 04/01/23 | 18102 | | £474.25 | £79.04 | £395.21 | 3. TA | British Gas | ACC. 603511442 PERIOD 03.11.2022 - 02.12.2022 3430 |
| DD221217BG1 189 | 04/01/23 | 18103 | | £335.61 | £15.98 | £319.63 | 3. TA | British Gas | ACC. 603511442 PERIOD 03.09.2022 - 02.11.2022 3430 |
| | | 18171/1 | | £10.00 | £0.00 | £10.00 | 1. CM | Co operative Bank | Service charge 1990 |
| | | 18171/2 | | £29.89 | £0.00 | £29.89 | 1. CM | Co operative Bank | Commision 1990 |
| BACS230105C OOPSERV8 | 05/01/23 | 18171 | | £39.89 | £0.00 | £39.89 | | Co operative Bank | Service charge 1990 |
| DD230101INT Y4047 | 08/01/23 | 18083 | | £49.92 | £8.32 | £41.60 | 1. CM | Inty | CA-1234 - 2901 Exchange Online Plan 1 1420 |
| BACS220107H MRC | 09/01/23 | 18046 | | £7,752.47 | £0.00 | £7,752.47 | 1. CM | H M Revenue & Customs | Tax & NI J 1010 |
| DD230201ENT A7030 | 09/01/23 | 18091 | | £27.90 | £4.65 | £23.25 | 2. CC | Entanet International Ltd | ADSL305436 - LE3 2PP 01.01.2022-31.01.2023 2400 |
| DD221231KIN G4748 | 10/01/23 | 18065 | | £20.22 | £3.37 | £16.85 | 2. CC | Kings Armoured Security Services Limited | Transit Fees 2580 |
| | | 18095/1 | | £108.00 | £18.00 | £90.00 | 3. TA | Aspex | 6 keys 3600 |
| | | 18095/2 | | £9.60 | £1.60 | £8.00 | 3. TA | Aspex | Carriage 3600 |
| BCARD230110 ASPEX | 10/01/23 | 18095 | 4151 | £117.60 | £19.60 | £98.00 | | Aspex | 6 Keys ZZ9924678PEX GG02913/00000 3600 |
| DD221222BG AS1749 | 10/01/23 | 18104 | | £214.84 | £10.23 | £204.61 | 6.LS | British Gas | ACC. 603452644 PERIOD 22.11.2022 - 30.09.2022 6430 |
| DD230101BYP HONE8385 | 10/01/23 | 18264 | | £241.38 | £40.23 | £201.15 | 1. CM | Byphone Voxbit | RC10115 Acc 1400 |
| BACS220925 MYPOST5357 | 11/01/23 | 18018 | 4052 | £111.49 | £0.00 | £111.49 | 1. CM | Post Office Shop | 50 x 1st class large letter stamps 1300 |
| | | | | | | | | | 50 x 2nd class |
| BACS221221S TOCKS4457 | 11/01/23 | 18052 | 4143 | £18.61 | £3.10 | £15.51 | 7. CD | Stocksigns Ltd | 1 pair fixings for speed sign 7950 |
| BACS221220C HUBB5445 | 11/01/23 | 18062 | | £837.24 | £139.54 | £697.70 | 3. TA | Chubb Fire & Security | Annual Contract for intruder alarm 20/12/22 - 19/12/23 3610/3 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 28/02/23

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading | |
|--------------------------|-----------|-------|----------|---------|---------|---------|-------|---------------------------------------|---|--------|
| BACS221220C HUBB95444 | 11/01/23 | 18063 | | £940.85 | £156.81 | £784.04 | 2. CC | Chubb Fire & Security | Annual Contract for intruder alarm 29/11/22 - 28/11/23 | 2610/3 |
| BACS221220C HUBB95191 | 11/01/23 | 18064 | | £698.09 | £116.35 | £581.74 | 5. OS | Chubb Fire & Security | Annual Contract for intruder alarm 19/12/22 - 18/12/23 | 5610/1 |
| DD230104ENT ANET0142 | 11/01/23 | 18066 | | £14.40 | £2.40 | £12.00 | 2. CC | Entanet International Ltd | PSTN ELE-096485 03.01.2022-02.02.2023 | 2400 |
| DD230104ENT ANET8040 | 11/01/23 | 18067 | | £14.40 | £2.40 | £12.00 | 2. CC | Entanet International Ltd | PSTN ELE-096485 03.01.2022-02.02.2023 | 2400 |
| DD230104ENT ANET9091 | 11/01/23 | 18068 | | £14.40 | £2.40 | £12.00 | 2. CC | Entanet International Ltd | PSTN ELE-096485 03.01.2022-02.02.2023 | 2400 |
| BACS221130S UNNIN0705 | 11/01/23 | 18070 | 4107 | £90.50 | £15.08 | £75.42 | 5. OS | Sunningdale Landscape Supplies Ltd | 2 x ton of millwaste for Mossdale Meadows culvert bridge | 5620/1 |
| BACS221221A RCO6765 | 11/01/23 | 18074 | 4138 | £29.27 | £4.88 | £24.39 | 5. OS | Arco | 1 pair winter gloves for Phil 1 pack of general use gloves | 5290 |
| BACS230104A MAZO3447 | 11/01/23 | 18075 | 4144 | £79.19 | £13.20 | £65.99 | 6.LS | Amazon UK | Chair for library | 6990 |
| BACS221130Z EROX6304 | 11/01/23 | 18076 | | £470.76 | £78.46 | £392.30 | 1. CM | Xerox | AltaLink C8155v_F Serial no.3774436331 COPY/PRINT/SCAN 30.08.2022 - 30.11.22 | 1410 |
| BACS221222P RINCI1850 | 11/01/23 | 18079 | | £566.48 | £94.41 | £472.07 | 3. TA | Principal Hygiene Systems Ltd | 01.01.2023- 31.03.2023 Thorpe Astley wash room, Nappy Collection, Sanitary Disposal | 3440 |
| BACS221222P RINCI1829 | 11/01/23 | 18080 | | £996.10 | £166.02 | £830.08 | 2. CC | Principal Hygiene Systems Ltd | 01.10.2023 -31.03.2023 | 2440 |
| BACS221231 GPR04782 | 11/01/23 | 18082 | | £298.80 | £49.80 | £249.00 | 1. CM | GPR Solutions LTD | Support plan -n Year 1 month 12 | 1420 |
| DD230104ENT ANET068CR | 11/01/23 | 18093 | | -£14.40 | -£2.40 | -£12.00 | 2. CC | Entanet International Ltd | PSTN ELE-096485 03.01.2022-02.02.2023 | 2400 |
| DD230104ENT ANET0069 | 11/01/23 | 18094 | | -£14.40 | -£2.40 | -£12.00 | 2. CC | Entanet International Ltd | PSTN ELE-096485 03.01.2022-02.02.2023 | 2400 |
| DD230601ENT 1081 | 13/01/23 | 18092 | | £51.29 | £8.55 | £42.74 | 3. TA | Entanet International Ltd | ADSL207489 LE3 3RU 05.01.2023 - 04.02.2023 | 3400 |
| DD30101SAG E3167 | 16/01/23 | 18156 | | £55.80 | £9.30 | £46.50 | 1. CM | Sage (UK) Ltd | 01.01.2023-31.01.23 | 1350 |
| BACS221104A LLDRA3724 | 17/01/23 | 18084 | | £162.00 | £27.00 | £135.00 | 2. CC | Alldrains | CCTV Camera Survey | 2600 |
| BACS230110A MAZOAEUI | 17/01/23 | 18087 | 4149 | £11.50 | £1.92 | £9.58 | 7. CD | Amazon UK | bread knives x 2 for Warm Space project | 7940/2 |
| BACS230110A MAZO6737 | 17/01/23 | 18088 | 4148 | £38.99 | £6.50 | £32.49 | 7. CD | Amazon UK | Saucepan for Warm Space project | 7940/2 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 28/02/23

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading | |
|--------------------------|-----------|----------|----------|---------|---------|---------|-------|---|---|--------|
| BACS221130C OLLINC224 | 17/01/23 | 18089 | 4110 | £354.00 | £59.00 | £295.00 | 5. OS | Collinshallgreen Ltd | Amended plans for Mossdale Meadows culvert bridge | 5050/1 |
| BACS221221L TAOPS1022 | 17/01/23 | 18090 | 4146 | £120.00 | £0.00 | £120.00 | 5. OS | Lawn Tennis Association Operations Ltd (North Region) | Annual registration fee | 5550 |
| | | 18096/32 | | £40.00 | £0.00 | £40.00 | 1. CM | Braunstone Town Council | postage for Council Papers | 1300 |
| | | 18096/33 | | £3.18 | £0.00 | £3.18 | 2. CC | Braunstone Town Council | Water for Hirers | 2510 |
| | | 18096/34 | | £7.60 | £1.27 | £6.33 | 5. OS | Braunstone Town Council | Petrol for Strimmer | 5670 |
| | | 18096/35 | | £56.96 | £0.00 | £56.96 | 7. CD | Braunstone Town Council | Refreshments for Panto | 7750 |
| | | 18096/36 | | £21.50 | £3.58 | £17.92 | 7. CD | Braunstone Town Council | Rainbow Xmas cards For Town Mayor | 7990 |
| | | 18096/37 | | £31.47 | £0.00 | £31.47 | 7. CD | Braunstone Town Council | Supplies for soup kitchen | 7940/2 |
| | | 18096/38 | | £27.75 | £0.00 | £27.75 | 7. CD | Braunstone Town Council | Food for food bank | 7940/1 |
| 110860 | 17/01/23 | 18096 | | £188.46 | £4.85 | £183.61 | | Braunstone Town Council | Petty Cash | 1300 |
| BACS230111C OLES4436 | 17/01/23 | 18097 | 4137 | £507.00 | £10.50 | £496.50 | 5. OS | Coles Nurseries | Fruit Trees for TA - Queen's Green Canopy | 5620/2 |
| BACS230111C OLES4437 | 17/01/23 | 18098 | 4145 | £571.20 | £95.20 | £476.00 | 5. OS | Coles Nurseries | Trees for Queens canopy BT 10 stakes 35 ties | 5620/2 |
| BACS230103T SOL4005 | 17/01/23 | 18099 | | £610.20 | £101.70 | £508.50 | 1. CM | IT Solutions | Service Maintenance Agreement PC's Jan-Mar2023 Service Maintenance Agreement VoIP Jan-Mar 2023 | 1420 |
| BACS230123C HILLI2887 | 17/01/23 | 18100 | | £61.11 | £0.00 | £61.11 | 2. CC | Chilliclean Window Cleaning | JAN 2023 | 2600 |
| BACS220831 GRIFF6196 | 17/01/23 | 18101 | 4020 | £20.00 | £0.00 | £20.00 | 7. CD | Griffin Designs | 3 x new stickers for apple day banners | 7720/2 |
| DD230103BG4 057 | 17/01/23 | 18105 | | £47.42 | £2.26 | £45.16 | 2. CC | British Gas | ACC. 603452645 PERIOD 22.12.2022-03.01.23 | 2430 |
| DD230103BG1 358 | 17/01/23 | 18164 | | £147.59 | £7.02 | £140.57 | 2. CC | British Gas | ACC. 603452645 PERIOD 29.11.2022-28.12.2022 | 2430 |
| DD230103EO N0022 | 18/01/23 | 18081 | | £621.01 | £103.50 | £517.51 | 2. CC | E.ON Next | CC GAS 05.12.2022-31.12.2022 | 2430 |
| D230103EON0 017 | 18/01/23 | 18109 | | £367.13 | £17.48 | £349.65 | 5. OS | E.ON Next | SP GAS 06.12.22 - 05/12.2022 | 5430 |
| DD230106WA TER5365 | 20/01/23 | 18162 | | £309.16 | £0.00 | £309.16 | 3. TA | Water Plus/STW | TA AC0479003705 Drainage services- | 3430 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 28/02/23

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|--------------------------|-----------|---------|----------|-----------|---------|-----------|-------|--|---|
| DD230108M07 0 4R | 22/01/23 | 18110 | | £20.68 | £3.45 | £17.23 | 2. CC | British Telecom | EM 19572346 - CC ADSL & FAX LINE 2400 |
| DD230115ENT A3254 | 22/01/23 | 18111 | | £49.79 | £8.30 | £41.49 | 2. CC | Entanet International Ltd | ADSL192354 - LE3 2PP 14.01.2023-13.02.2023 2400 |
| BACS230124L CCPENSION | 23/01/23 | 18142 | | £9,186.71 | £0.00 | £9,186.71 | 1. CM | Leicestershire County Council Pensions | Pensions 1020 |
| BACS230124U NISON | 23/01/23 | 18144 | | £34.00 | £0.00 | £34.00 | 1. CM | Unison | Union fees 1010 |
| BACS220907C HILLITA | 24/01/23 | 18106 | | £63.60 | £0.00 | £63.60 | 3. TA | Chilliclean Window Cleaning | Sept 2022 3600 |
| BACS221001C HILLITA | 24/01/23 | 18107 | | £63.60 | £0.00 | £63.60 | 3. TA | Chilliclean Window Cleaning | Nov 2022 3600 |
| BACS231101C HILLITA | 24/01/23 | 18108 | | £63.60 | £0.00 | £63.60 | 3. TA | Chilliclean Window Cleaning | Jan 2023 3600 |
| BACS230111 GLENFI8625 | 24/01/23 | 18113 | 4152 | £4,825.25 | £804.21 | £4,021.04 | 6.LS | Glenfield Electrical Ltd | Supply and fit new LED light fittings in library 6050/2 |
| BACS230116B ANNAN0723 | 24/01/23 | 18114 | 4153 | £100.00 | £0.00 | £100.00 | 7. CD | Banana Brain Fun Shows | £100 deposit for punch & Judy and balloon modelling for TA gala 7715 |
| BACS230117P PLPRS3118 | 24/01/23 | 18115 | 4155 | £613.80 | £102.30 | £511.50 | 2. CC | Performing Right Society Ltd | PPL/PRS licence for Civic Centre 2023/2024 2570 |
| BACS230117C LARYM1012 | 24/01/23 | 18116 | | £73.75 | £0.00 | £73.75 | 7. CD | Clary Meadows Alpacas | Deposit - summer fete 05.08.23 with 4 Alpacas @ stall 7710/2 |
| | | 18117/1 | | £2,531.04 | £0.00 | £2,531.04 | 1. CM | ██████████ | SalaryJan 23 1010 |
| | | 18117/2 | | £5.10 | £0.85 | £4.25 | 1. CM | ██████████ | Petrol 1015 |
| BACS230124S NOW | 24/01/23 | 18117 | | £2,536.14 | £0.85 | £2,535.29 | | ██████████ | SalaryJan 23 1010 |
| BACS230124K ENNETT | 24/01/23 | 18118 | | £1,877.36 | £0.00 | £1,877.36 | 1. CM | ██████████ | SalaryJan 23 1010 |
| | | 18119/1 | | £2,422.53 | £0.00 | £2,422.53 | 1. CM | ██████████ | SalaryJan 23 1010 |
| | | 18119/2 | | £2.80 | £0.47 | £2.33 | 1. CM | ██████████ | Petrol 1015 |
| BACS230124A SSI | 24/01/23 | 18119 | | £2,425.33 | £0.47 | £2,424.86 | | ██████████ | SalaryJan 23 1010 |
| BACS230124 MEAD | 24/01/23 | 18120 | | £1,432.15 | £0.00 | £1,432.15 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124H ALL | 24/01/23 | 18121 | | £1,126.44 | £0.00 | £1,126.44 | 1. CM | ██████████ | SalaryJan 23 1010 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 28/02/23

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|--------------------------|-----------|---------|----------|-----------|-------|-----------|-------|------------|----------------------|
| BACS230124J EPSON | 24/01/23 | 18122 | | £1,897.96 | £0.00 | £1,897.96 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124T ILLEY | 24/01/23 | 18123 | | £2,995.00 | £0.00 | £2,995.00 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124S IBSON | 24/01/23 | 18124 | | £1,582.15 | £0.00 | £1,582.15 | 1. CM | ██████████ | SalaryJan 23 1010 |
| | | 18125/1 | | £1,548.39 | £0.00 | £1,548.39 | 1. CM | ██████████ | SalaryJan 23 1010 |
| | | 18125/2 | | £12.60 | £2.10 | £10.50 | 1. CM | ██████████ | Petrol 1015 |
| BACS230124L EAVIS | 24/01/23 | 18125 | | £1,560.99 | £2.10 | £1,558.89 | | ██████████ | SalaryJan 23 1010 |
| BACS230124F URNISS | 24/01/23 | 18126 | | £157.55 | £0.00 | £157.55 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124J OHNSON | 24/01/23 | 18127 | | £589.83 | £0.00 | £589.83 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124L YCETT | 24/01/23 | 18128 | | £315.11 | £0.00 | £315.11 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124 MYERS | 24/01/23 | 18129 | | £1,423.18 | £0.00 | £1,423.18 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124B RYAN | 24/01/23 | 18130 | | £438.04 | £0.00 | £438.04 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124H ICKENBOTH | 24/01/23 | 18131 | | £881.25 | £0.00 | £881.25 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124D EXTER | 24/01/23 | 18132 | | £459.19 | £0.00 | £459.19 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124A LMEY | 24/01/23 | 18133 | | £1,527.67 | £0.00 | £1,527.67 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124P ATEL | 24/01/23 | 18134 | | £1,036.08 | £0.00 | £1,036.08 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124C AWLEY | 24/01/23 | 18135 | | £547.44 | £0.00 | £547.44 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124P RENDEGAST | 24/01/23 | 18136 | | £500.24 | £0.00 | £500.24 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124 WRIGHT | 24/01/23 | 18137 | | £910.16 | £0.00 | £910.16 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124S MITH | 24/01/23 | 18138 | | £437.84 | £0.00 | £437.84 | 1. CM | ██████████ | SalaryJan 23 1010 |
| BACS230124T URNER | 24/01/23 | 18139 | | £485.92 | £0.00 | £485.92 | 1. CM | ██████████ | SalaryJan 23 1010 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 28/02/23

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|--------------------------|-----------|-------|----------|---------|--------|---------|-------|---------------------------|--|
| BACS230124P ARMAR | 24/01/23 | 18140 | | £579.30 | £0.00 | £579.30 | 1. CM | [REDACTED] | SalaryJan 23 1010 |
| BACS230124P ENNELL | 24/01/23 | 18141 | | £547.44 | £0.00 | £547.44 | 1. CM | [REDACTED] | SalaryJan 23 1010 |
| BACS230124P SMILEAGE | 24/01/23 | 18145 | | £11.48 | £0.00 | £11.48 | 1. CM | [REDACTED] | Mileage 1015 |
| BACS230124L AMILEAGE | 24/01/23 | 18146 | | £6.30 | £0.00 | £6.30 | 1. CM | [REDACTED] | Mileage 1015 |
| BACS230124S LMILEAGE | 24/01/23 | 18147 | | £28.35 | £0.00 | £28.35 | 1. CM | [REDACTED] | Mileage 24.01.2023 1015 |
| DD230120ENT A3502 | 27/01/23 | 18161 | | £27.40 | £4.57 | £22.83 | 2. CC | Entanet International Ltd | ADSL364266 LE3 2PPP 17/12/22-16/01/23 2400 |
| BACS221208V IPANS1980 | 30/01/23 | 18153 | 4130 | £137.76 | £22.96 | £114.80 | 5. OS | Vipans Ltd | 6 CUTTING DISKS 3 GRINDING DISK BOX DISPOSABLE GLOVES 6 TUBES MOLY GREASE PLASTIC TIES 3 PAIRS WORK GLOVES 5610/1 |
| BACS230119F UNTIM1868 | 30/01/23 | 18154 | 4159 | £388.75 | £0.00 | £388.75 | 7. CD | Funtime Bounce | Provisionn of obstacle course, climbing wall and Go Karts for summer fete 2023 20% deposit 7710/2 |
| DD230123LEX 5280 | 30/01/23 | 18155 | | £526.13 | £87.69 | £438.44 | 5. OS | Lex Autolease Limited | BJ67OWM 061 15 December 2022 - 14 January 2023 Leasing charges & BT17GHH 067 14 December 2022 - 13 January 2023 5650 |
| BACS230117A MAZO5658 | 30/01/23 | 18157 | 4154 | £27.25 | £4.54 | £22.71 | 2. CC | Amazon UK | tamper proof money bags 2990 |
| BACS230118A MAZO3507 | 30/01/23 | 18158 | 4157 | £69.90 | £11.66 | £58.24 | 2. CC | Amazon UK | 2 pairs safety shoes Amanda & Sarah. 2290 |
| BACS230119A MAZO2053 | 30/01/23 | 18159 | | £17.97 | £3.00 | £14.97 | 2. CC | Amazon UK | 1 Tunic for Sarah 2290 |
| BACS221109C OLES0706+ | 30/01/23 | 18165 | | £160.20 | £26.70 | £133.50 | 5. OS | Coles Nurseries | Trees for Thorpe Astley Winter Works - Invoice Nett should have been 801. VAT 160.20 total 961.20 so paid over 2 transactions 5620/2 |
| BACS230125A MAZOAEUI | 30/01/23 | 18166 | 4163 | £28.00 | £4.67 | £23.33 | 5. OS | Amazon UK | 5litre Jeyes fluid for parks 5620/1 |
| BACS230125N PS2223256 | 30/01/23 | 18167 | | £60.00 | £10.00 | £50.00 | 3. TA | NPS NIGEL SUMMERFIELD | Reset Boiler as requested at Civic Centre 3600 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 28/02/23

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|--------------------------|-----------|----------|----------|---------|--------|---------|-------|-------------------------|---|
| DD230117WA TERPI5114 | 31/01/23 | 18163 | | £50.75 | £0.00 | £50.75 | 5. OS | Water Plus/STW | MM -Acc. 0955002195 5430 |
| SO230124PE RSONELAD | 31/01/23 | 18173 | | £120.00 | £20.00 | £100.00 | 1. CM | PERSONNEL ADVICE | Provision of retained Personnel Services January 2023 1170 |
| DD230119EO N00017 | 03/02/23 | 18169 | | £307.68 | £51.28 | £256.40 | 5. OS | E.ON Next | 01.12.2022 - 31.12.22 5430 |
| | | 18170/1 | | £14.97 | £2.50 | £12.47 | 2. CC | Alexandra | Trousers For Sarah 2290 |
| | | 18170/2 | | £5.99 | £1.00 | £4.99 | 2. CC | Alexandra | Shipping 2290 |
| BACS230203A LEX | 03/02/23 | 18170 | 4158 | £20.96 | £3.50 | £17.46 | | Alexandra | Black slimleg trousers 2290 |
| | | 18172/32 | | £40.00 | £0.00 | £40.00 | 1. CM | Braunstone Town Council | postage for Council Papers 1300 |
| | | 18172/34 | | £21.00 | £3.50 | £17.50 | 5. OS | Braunstone Town Council | Petrol for Strimmer 5670 |
| | | 18172/37 | | £15.70 | £0.00 | £15.70 | 7. CD | Braunstone Town Council | Supplies for soup kitchen 7940/2 |
| | | 18172/39 | | £8.50 | £0.00 | £8.50 | 1. CM | Braunstone Town Council | postage 1300 |
| | | 18172/40 | | £5.30 | £0.00 | £5.30 | 1. CM | Braunstone Town Council | postage 1300 |
| | | 18172/41 | | £20.00 | £3.33 | £16.67 | 2. CC | Braunstone Town Council | master keys for civic centre 2990 |
| 110861 | 03/02/23 | 18172 | | £110.50 | £6.83 | £103.67 | | Braunstone Town Council | Petty Cash 1300 |
| BACS230131 GPR04788 | 03/02/23 | 18175 | | £298.80 | £49.80 | £249.00 | 1. CM | GPR Solutions LTD | Support plan -n Year 2 month 1 1420 |
| BACS310123A MAZO6711 | 03/02/23 | 18176 | 4168 | £17.98 | £0.00 | £17.98 | 2. CC | Amazon UK | 2 x boxes of satchet milk 2510 |
| BACS310201A MAZO8836 | 03/02/23 | 18177 | | £9.39 | £0.00 | £9.39 | 2. CC | Amazon UK | 240 semi skimmed milk sticks 2510 |
| BACS230201A MAZO5686 | 03/02/23 | 18178 | | £9.60 | £1.60 | £8.00 | 5. OS | Amazon UK | 24w long PL-L 4pin warn white Dulux L 5610/1 |
| BACS230201A MAZO4330 | 03/02/23 | 18179 | 4170 | £10.99 | £0.00 | £10.99 | 6.LS | Amazon UK | 1 pack of book ends for library 6990 |
| BACS230201B LIFEFEB23 | 03/02/23 | 18180 | | £752.40 | £0.00 | £752.40 | 1. CM | Braunstone Life | 2 x pages for February 2023 edition 1360 |
| BACS230118Z EROX2029 | 03/02/23 | 18183 | | £251.94 | £41.99 | £209.95 | 1. CM | Xerox | AltaLink C8155v_F Serial no.3774436331 COPY/PRINT/SCAN 01.03.2023 - 31.05.23 1410 |
| | | 18184/1 | | £10.00 | £0.00 | £10.00 | 1. CM | Co operative Bank | Service charge 1990 |
| | | 18184/2 | | £28.59 | £0.00 | £28.59 | 1. CM | Co operative Bank | Commision 1990 |
| BACS230203C OOPSERV | 03/02/23 | 18184 | | £38.59 | £0.00 | £38.59 | | Co operative Bank | Service charge 1990 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 28/02/23

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|-----------------------|-----------|-------|----------|-----------|---------|-----------|-------|--|--|
| BACS230124H MRC | 07/02/23 | 18143 | | £7,511.72 | £0.00 | £7,511.72 | 1. CM | H M Revenue & Customs | Tax & NI J 1010 |
| DD230124BG7 007 | 07/02/23 | 18168 | | £152.61 | £25.43 | £127.18 | 6.LS | British Gas | ACC. 603452644 PERIOD 04.01.2023-21.01.2023 6430 |
| BACS221215S ISSON1907 | 10/02/23 | 18019 | 4105 | £2,235.86 | £372.64 | £1,863.22 | 2. CC | Sissons & Allen Ltd | Installation of power for for christmas lights at Thorpe Astley, civic centre and library 2490 |
| DD2301261KI NG5099 | 10/02/23 | 18174 | | £20.22 | £3.37 | £16.85 | 2. CC | Kings Armoured Security Services Limited | Transit Fees 2580 |
| BACS230131S UNNIN0799 | 10/02/23 | 18188 | 4119 | £28.00 | £4.67 | £23.33 | 5. OS | Sunningdale Landscape Supplies Ltd | 8 x compost 5620/2 |
| BACS230131S UNNIN0799 | 10/02/23 | 18189 | 4164 | £26.00 | £4.33 | £21.67 | 5. OS | Sunningdale Landscape Supplies Ltd | 4 bags of post mix 5620/1 |
| BACS221227H SSP6438 | 10/02/23 | 18190 | | £600.00 | £100.00 | £500.00 | 8. PE | HSSP Architects Limited | Contract administration fee for contract service to practical completion - remainder. Project 7209 New Pavilion, Shakespeare Park 8190 |
| BACS230126I TSOL4039 | 10/02/23 | 18191 | | £66.00 | £11.00 | £55.00 | 1. CM | IT Solutions | Site visit to check Sam's laptop. Remove battery and tried to full power. LED indicates Mainboard. Email dell for estimate 1420 |
| BACS230203P IANO532 | 10/02/23 | 18192 | 4171 | £120.00 | £0.00 | £120.00 | 6.LS | Piano Tune & Repair | Removal of piano 6990 |
| BACS230206A MAZOABEI | 10/02/23 | 18193 | 4172 | £73.96 | £12.32 | £61.64 | 6.LS | Amazon UK | 2 x water flasks for library 6990 |
| DD230203ENT A4717 | 10/02/23 | 18194 | | £27.90 | £4.65 | £23.25 | 2. CC | Entanet International Ltd | ADSL305436 - LE3 2PP 01.02.2023-28.02.23 2400 |
| BACS230201L CCWASTE69 | 10/02/23 | 18197 | | £66.00 | £11.00 | £55.00 | 5. OS | Leicester County Council - Waste | Trade Refuse - BT17GHH 23.01.23 5440 |
| 110862 | 10/02/23 | 18198 | 4174 | £315.00 | £0.00 | £315.00 | 7. CD | Braunstone Town Council | Community grant for Braunstone Parent & Toddler Group 7850 |
| BACS230201C HUBB4748 | 10/02/23 | 18199 | | £303.44 | £50.57 | £252.87 | 3. TA | Chubb Fire & Security | Agreement no.1554969 Engineers call out charge at Thorpe Astley 3610/3 |
| DD230203ENT 5331 | 13/02/23 | 18195 | | £51.29 | £8.55 | £42.74 | 3. TA | Entanet International Ltd | ADSL207489 LE3 3RU 05.02.2023 - 04.03.2023 3400 |
| BACS230215B DCWASTE69 | 15/02/23 | 17145 | | £1,789.85 | £0.00 | £1,789.85 | 2. CC | Blaby District Council | Business Waste Collection 01.04.2022 - 31.03.2022 2440 |
| D230201EON0 018 | 16/02/23 | 18196 | | £411.04 | £19.57 | £391.47 | 5. OS | E.ON Next | SP GAS 02.01.23- 31.01.23 5430 |
| DD230202OP US4086 | 17/02/23 | 18181 | | £1,320.50 | £220.08 | £1,100.42 | 2. CC | Opus Energy | Gas - 02/01/23 - 28/01/23 standing charge 2430 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 28/02/23

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading | |
|--------------------------|-----------|-------|----------|-----------|---------|-----------|-------|---------------------------------|---|--------|
| DD230202OP US5269 | 17/02/23 | 18182 | | £611.04 | £101.84 | £509.20 | 2. CC | Opus Energy | Electric - 01/01/23 - 01/02/23 | 2430 |
| DD230203BG7 487 | 17/02/23 | 18200 | | £142.57 | £6.78 | £135.79 | 2. CC | British Gas | ACC. 603452645 PERIOD 29.12.2022-28.01.2023 | 2430 |
| BACS230206 GRAHAM03 | 21/02/23 | 18202 | | £760.83 | £0.00 | £760.83 | 2. CC | Graham Clarkson Associates | Internal alterations Civic Centre - final amendments to schedule of works, tender check and report.. Work carried out between Jul 22 - Jan 23 | 2050/1 |
| DD230208EO N00018 | 21/02/23 | 18203 | | £306.47 | £51.08 | £255.39 | 5. OS | E.ON Next | 01.01.2023 - 31.01.2023 | 5430 |
| BACS230203I TSOL4062 | 21/02/23 | 18205 | 4165 | £898.80 | £149.80 | £749.00 | 1. CM | IT Solutions | i5 laptop and transfer all data & software | 1420 |
| BACS230210B ARTON7975 | 21/02/23 | 18206 | 4173 | £1,295.52 | £215.92 | £1,079.60 | 5. OS | Barton Petroleum | 800ltr Red diesel 800ltr derv | 5670 |
| BACS221024 MMART6065 | 21/02/23 | 18207 | 4080 | £694.80 | £115.80 | £579.00 | 5. OS | MACHINE MART | Clarke PG6500ADVES EURO5 5.5kVA Dual Voltage (230V/110V) Petrol Generator | 5630 |
| DD230215ENT ANET8133 | 22/02/23 | 18209 | | £14.40 | £2.40 | £12.00 | 2. CC | Entanet International Ltd | PSTN ELE-097840 01.02.2023-28.02.2023 | 2400 |
| DD230215ENT A7769 | 22/02/23 | 18248 | | £49.79 | £8.30 | £41.49 | 2. CC | Entanet International Ltd | ADSL192354 - LE3 2PP 14.02.2023-13.03.2023 | 2400 |
| DD230208EO N0023 | 23/02/23 | 18201 | | £97.26 | £16.21 | £81.05 | 2. CC | E.ON Next | CC GAS 01.01.2022-02.01.2023 | 2430 |
| DD230209Q07 1&C | 23/02/23 | 18208 | | £42.83 | £7.14 | £35.69 | 2. CC | British Telecom | EM 19572346 - CC ADSL & FAX LINE | 2400 |
| BACS230217A MAZO163M | 23/02/23 | 18210 | 4179 | £4.98 | £0.00 | £4.98 | 1. CM | Amazon UK | 1 x Ukraine Flag | 1300 |
| BACS230216S AMME2345 | 23/02/23 | 18211 | 4169 | £1,680.00 | £280.00 | £1,400.00 | 5. OS | Sam Metcalf Trees & Landscaping | coppice large split Ash at TA and removal of overhanging tree on pathway at Thorpe Astley | 5620/2 |
| BACS230216T OUCHT069 | 23/02/23 | 18212 | 4181 | £74.76 | £12.46 | £62.30 | 6.LS | Touch Times Greeting Cards | Re-stock of greetings cards in library | 6900/1 |
| BACS230211 GIGGLE2023 | 23/02/23 | 18213 | 4178 | £385.00 | £0.00 | £385.00 | 7. CD | Giggle Town Arts | Provision of entertainment for summer fete 2023 | 7710/2 |
| BACS230212S AMMET2341 | 23/02/23 | 18214 | 4166 | £5,634.00 | £939.00 | £4,695.00 | 5. OS | Sam Metcalf Trees & Landscaping | clearing of ditch at Mossdale Meadows by car park Replacement pipe in ditch | 5070/2 |
| BACS230208C HARS001 | 23/02/23 | 18215 | 4175 | £150.00 | £0.00 | £150.00 | 7. CD | Chars Creations | Face Painter for TA by the sea | 7715 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 28/02/23

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading | |
|--------------------------|-----------|---------|----------|------------|-----------|------------|-------|-------------------------------|--|--------|
| BACS230131B EESL3549 | 23/02/23 | 18241 | | £17,615.98 | £2,936.00 | £14,679.98 | 2. CC | K M Beesley | Internal alterations to Civic Centre. Works completed 26 Jan 2023 as interim certificate | 2050/2 |
| BACS230220K OMPAN4927 | 23/02/23 | 18250 | 4167 | £65.04 | £10.84 | £54.20 | 5. OS | Kompan Ltd | fixing pins for Galaxy Multiplay at TA | 5610/2 |
| BACS230222A MAZOABEI | 23/02/23 | 18251 | 4183 | £49.99 | £8.33 | £41.66 | 3. TA | Amazon UK | Combination lock | 3600 |
| BACS230301B LIFEMAR23 | 23/02/23 | 18252 | | £1,128.36 | £0.00 | £1,128.36 | 1. CM | Braunstone Life | 3 x pages for March 2023 edition | 1360 |
| BACS230109T ARGET2157 | 23/02/23 | 18253 | | £2,566.20 | £427.70 | £2,138.50 | 8. PE | Target Pest Control & Hygiene | Service charge for collection 47 dog waste bins Jan/Feb/Mar | 8440 |
| DD230207SSE 0016 | 24/02/23 | 18204 | | £4,390.26 | £731.71 | £3,658.55 | 2. CC | SSE SOUTHERN ELECTRIC | Civic Centre | 2430 |
| BACS230224S NOW | 24/02/23 | 18218 | | £2,531.86 | £0.00 | £2,531.86 | 1. CM | ████████████████████ | Salary Feb 23 | 1010 |
| BACS230224K ENNETT | 24/02/23 | 18219 | | £1,877.36 | £0.00 | £1,877.36 | 1. CM | ████████████████████ | Salary Feb 23 | 1010 |
| | | 18220/1 | | £2,423.07 | £0.00 | £2,423.07 | 1. CM | ████████████████████ | Salary Feb 23 | 1010 |
| BACS230224A SSI | 24/02/23 | 18220 | | £2,423.07 | £0.00 | £2,423.07 | | ████████████████████ | Salary Feb 23 | 1010 |
| BACS230224 MEAD | 24/02/23 | 18221 | | £1,394.45 | £0.00 | £1,394.45 | 1. CM | ████████████████████ | Salary Feb 23 | 1010 |
| BACS230224H ALL | 24/02/23 | 18222 | | £1,157.18 | £0.00 | £1,157.18 | 1. CM | ████████████████████ | Salary Feb 23 | 1010 |
| BACS230224J EPSON | 24/02/23 | 18223 | | £1,898.16 | £0.00 | £1,898.16 | 1. CM | ████████████████████ | Salary Feb 23 | 1010 |
| BACS230224T ILLEY | 24/02/23 | 18224 | | £2,995.20 | £0.00 | £2,995.20 | 1. CM | ████████████████████ | Salary Feb 23 | 1010 |
| BACS230224S IBSON | 24/02/23 | 18225 | | £1,581.95 | £0.00 | £1,581.95 | 1. CM | ████████████████████ | Salary Feb 23 | 1010 |
| BACS230224T URNER | 24/02/23 | 18226 | | £534.58 | £0.00 | £534.58 | 1. CM | ████████████████████ | Salary Feb 23 | 1010 |
| | | 18227/1 | | £1,550.11 | £0.00 | £1,550.11 | 1. CM | ████████████████████ | Salary Feb 23 | 1010 |
| BACS230224L EAVIS | 24/02/23 | 18227 | | £1,550.11 | £0.00 | £1,550.11 | | ████████████████████ | Salary Feb 23 | 1010 |
| BACS230224F URNISS | 24/02/23 | 18228 | | £157.55 | £0.00 | £157.55 | 1. CM | ████████████████████ | Salary Feb 23 | 1010 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 28/02/23

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|--------------------------|-----------|-------|----------|-----------|--------|-----------|-------|---|---|
| BACS230224J OHNSON | 24/02/23 | 18229 | | £590.03 | £0.00 | £590.03 | 1. CM | [REDACTED] [REDACTED] | Salary Feb 23 1010 |
| BACS230224L YCETT | 24/02/23 | 18230 | | £315.11 | £0.00 | £315.11 | 1. CM | [REDACTED] | Salary Feb 23 1010 |
| BACS230224 MYERS | 24/02/23 | 18231 | | £1,423.18 | £0.00 | £1,423.18 | 1. CM | [REDACTED] | Salary Feb 23 1010 |
| BACS230224B RYAN | 24/02/23 | 18232 | | £437.84 | £0.00 | £437.84 | 1. CM | [REDACTED] | Salary Feb 23 1010 |
| BACS230224H ICKENBOTH | 24/02/23 | 18233 | | £881.25 | £0.00 | £881.25 | 1. CM | [REDACTED] | Salary Feb 23 1010 |
| BACS230224D EXTER | 24/02/23 | 18234 | | £218.73 | £0.00 | £218.73 | 1. CM | [REDACTED] | Salary Feb 23 1010 |
| BACS230224A LMEY | 24/02/23 | 18235 | | £1,527.87 | £0.00 | £1,527.87 | 1. CM | [REDACTED] | Salary Feb 23 1010 |
| BACS230224P ATEL | 24/02/23 | 18236 | | £1,029.28 | £0.00 | £1,029.28 | 1. CM | [REDACTED] | Salary Feb 23 1010 |
| BACS230224C AWLEY | 24/02/23 | 18237 | | £547.44 | £0.00 | £547.44 | 1. CM | [REDACTED] | Salary Feb 23 1010 |
| BACS230224P RENDEGAST | 24/02/23 | 18238 | | £500.04 | £0.00 | £500.04 | 1. CM | [REDACTED] [REDACTED] | Salary Feb 23 1010 |
| BACS230224 WRIGHT | 24/02/23 | 18239 | | £910.16 | £0.00 | £910.16 | 1. CM | [REDACTED] | Salary Feb 23 1010 |
| BACS230224S MITH | 24/02/23 | 18240 | | £438.04 | £0.00 | £438.04 | 1. CM | [REDACTED] | Salary Feb 23 1010 |
| BACS230224P ARMAR | 24/02/23 | 18242 | | £547.44 | £0.00 | £547.44 | 1. CM | [REDACTED] | Salary Feb 23 1010 |
| BACS230224P ENNELL | 24/02/23 | 18243 | | £547.44 | £0.00 | £547.44 | 1. CM | [REDACTED] | Salary Feb 23 1010 |
| BACS230224U NISON | 24/02/23 | 18244 | | £34.00 | £0.00 | £34.00 | 1. CM | Unison | Union fees 1010 |
| BACS230224L CCPENSION | 24/02/23 | 18247 | | £9,291.48 | £0.00 | £9,291.48 | 1. CM | Leicestershire County Council Pensions | Pensions 1020 |
| DD230218ENT A9163 | 25/02/23 | 18249 | | £27.40 | £4.57 | £22.83 | 2. CC | Entanet International Ltd | ADSL364266 LE3 2PPP 17/02/23-16/03/23 2400 |
| DD230210SSE TA0027 | 27/02/23 | 18217 | | £590.82 | £98.47 | £492.35 | 3. TA | SSE SOUTHERN ELECTRIC | Thorpe Astley 02.12.22 - 01.01.23 3430 |
| DD230213LEX 4414 | 28/02/23 | 18216 | | £250.31 | £41.72 | £208.59 | 5. OS | Lex Autolease Limited | BT17GHH 068 14 January 2023 - 13 February 2023 Leasing charges 5650 |

Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/01/23 and 28/02/23

| Payment Reference | Paid date | Tn no | Order no | Gross | Vat | Net | Cttee | Details | Heading |
|-------------------|-----------|-------|----------|-------------|-----------|-------------|-------|---------|---------|
| Total | | | | £160,376.84 | £9,795.62 | £150,581.22 | | | |