



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

25th October 2023

To: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillors Shabbir Aslam, Andy Evans, Leanne Lee, Becca Lunn Scoppie, Sam Maxwell, Gary Sanders, Christiane Startin-Lorent, Imran Uddin 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, 2nd November 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/86289092713?pwd=wMILy2dhOM2C0dzq6zV45a5wOtbYWn.1>

Meeting ID: 862 8909 2713

Passcode: 142420

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Darren Tilley'.

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 submit a petition and/or 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 7th September 2023 to be signed by the Chairperson (**Enclosed**).
- 5. Medium Term Priorities and Financial Planning**
To set out the context for the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategy (**Enclosed**).
- 6. Motion on Notice from Council: Woodland off Brockenhurst Drive, Brausntone Town**
To consider a Motion on Notice referred from Council on 21st September 2023 relating to the potential transfer of woodland off Brockenhurst Drive, Braunstone Town to public ownership (**Enclosed**).
- 7. Shakespeare Park – Improvement & Development**
To receive an update on project timescales to improve the play facilities. To receive an update on arrangements on the future management of the pavilion and site (**Enclosed**).
- 8. 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**).
- 9. Civic Centre Facilities Improvements**
To receive a completion report on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café kitchen (**Enclosed**).
- 10. Update on Climate Initiatives**
To receive a completion report on Climate Initiative Projects: installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (**Enclosed**).
- 11. Improvements to Impey Close Play Area and Open Space**
To receive an update on proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; and to determine timescales (**Enclosed**).
- 12. Thorpe Astley Park Culvert**
To receive an update on works to replace the culvert and pedestrian bridge over Lubbesthorpe Brook at Thorpe Astley Park (**Enclosed**).

13. **Parks & Open Spaces Winter Works Programme 2023/2024**
To consider items for inclusion on the Winter Works Programme for 2023/2024 for the Council's Parks, Open Spaces and Grounds (**Enclosed**).
14. **Licensed Bar and Café Contract**
To consider a request from the Operator, JAAAK Ltd, to extend the contract to operate the Licensed Bar and Café (**Enclosed**).
15. **Data Protection Policy**
To consider, following consultation, a revised and updated Data Protection Policy for adoption (**Enclosed**).
16. **Review of Customer Service Standards**
To consider proposed amendments to the Council's Customer Service Standards and to approve these for consultation (**Enclosed**).
17. **Review of revised Library Opening Hours**
To review the position and receive feedback from customers and users on whether the revised Library opening times meets their needs (**Enclosed**).
18. **Complaints Monitoring**
To receive details of formal complaints dealt with and determine as a result whether policy or procedural changes are required to ensure that future reoccurrence is minimised (**Enclosed**).
19. **Review of Polling District, Polling Place & Polling Stations**
To consider a review of Polling District, Polling Place and Polling Stations and determine whether and how to respond to the Consultation (**Enclosed**).
20. **Outside Bodies Reports**
To receive reports from members of Outside Bodies:
 - a) Leicestershire & Rutland Association of Local Councils (**Enclosed**); and
 - b) Shakespeare Park Sports Pavilions Management Association.
21. **Blaby District Parish Councils Group**
To receive feedback and identify issues to be raised at future meetings of the Blaby District Parish Council's Group and the Blaby District Council Parish Liaison Group.
22. **End of Quarter Financial Position – Cashbook and Reserves**
To receive a summary of the Council's Cash and Reserves for the period 1st April 2023 to 30th September 2023 (**Enclosed**).
23. **Financial Comparisons**
To receive Financial Comparisons for the period 1st April 2023 to 30th September 2023 (**Enclosed**).
24. **Approval of Accounts**
To consider payments from 30th August 2023 until 24th October 2023 (**Enclosed**).

Next Scheduled Meeting: 11th January 2024



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 7th SEPTEMBER 2023 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillors Shabbir Aslam, Andy Evans, Becca Lunn Scoppie, Sam Maxwell, Christiane Startin-Lorent, Imran Uddin and Robert Waterton.

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

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

21. Apologies

An apology for absence was received from Councillor Leanne Lee.

22. Disclosures of Interest

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

23. Public Participation

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

There were no members of the public at the meeting.

24. Minutes

The Minutes of the meeting held on 15th June 2023 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 15th June 2023 be approved and signed by the Chairperson as a correct record; subject to the Reason for Decision under Minute 12, "Thorpe Astley Park Culvert", reading "*To ensure that the Town Council's desire to complete the transfer of Thorpe Astley Park, a significant asset that should be owned by the Town Council, should proceed without further delays and additional cost*".

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

The Committee received an update on project timescales and financing for phase 3 to improve the play facilities; determined use of earmarked reserves; and received an update on arrangements for future management of the pavilion and site (item 5 on the agenda).

RESOLVED

1. that the balance of £10,737 in the “Shakespeare Park Pavilion & Site Capital Works” earmarked reserve be returned to General Fund balances;
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council to:
 - a) determine the detailed arrangements, timings and work schedules for the playground improvements, and
 - b) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations;
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*, set out in the relevant section of the report, be approved.

Reasons for Decision

1. *The funding was in place for the final phase of the Shakespeare Park refurbishment, therefore the remaining balance from the phase 1 (Shakespeare Park Pavilion & Site Capital Works) underspend no longer needed to be earmarked.*
2. *To make detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary, while avoiding further delays.*
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.*

26. **Improvements to Walking and Cycling Routes**

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

RESOLVED

1. that progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix

- 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed;
2. that the proposed destination signage post locations, attached at Appendix 3 of the report, be endorsed; and
3. that the proposed final and interim destinations, as amended by the Chief Executive & Town Clerk (highlighted red), attached at Appendix 4, be supported.

Reasons for Decision

1. *The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.*
2. *Given the route utilised various highways, footways and parks, it was important to provide adequate signage.*
3. *To ensure that the destinations used on the signs catered for by both longer distance and local pedestrians and cyclists.*

27. Civic Centre Facilities Improvements

The Committee received a completion report on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café kitchen (item 7 on the agenda).

RESOLVED

1. that progress with the refurbishment, *Changing Places Toilet* and *Café Kitchen*, as detailed in the relevant sections of the report, be received and noted;
2. that the Operator, JAAAK Limited, restore their monthly service payments to £1,700 either when the Café Service commences or by 1st October 2023, whichever is the earliest; and
3. that, in addition to the legislative, contractual and service requirements, the operator of the Café Service meet the following:
 - a) all persons preparing food must have the required training and provide evidence of this;
 - b) all persons preparing food must attend a suitable Allergens course and provide evidence of this;
 - c) suitable cover arrangements should be in place to ensure that the minimum service period, as set out in Clause 3, "Minimum Service Periods", in the Specification of the Operational Service Level Agreement, were always met; and
 - d) all statutory records and checks should be undertaken and available to the Council's Representative(s) at all times; and
4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to determine any formal request made by JAAAK Limited to sub-contract the operation of the Café Service.

Reasons for Decision

1. *The building works and toilet installations were now complete, with the Changing Places toilet registered and the Café Kitchen confirmed as fit for purpose and functional.*
2. *To recognise that suitable kitchen facilities had now been provided and to allow reasonable time for the Operator to arrange for the Café service to commence.*
3. *To recognise that the Civic Community Lounge was a Council Service operated on its behalf by a private contractor and that reasonable steps should be taken to ensure regulatory compliance, while recognising the day to day operation was outsourced.*
4. *To avoid undue delays with approvals and to enable the Café service to commence.*

28. Update on Climate Initiatives

The Committee received an update on Climate Initiative Projects: installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (item 8 on the agenda).

The Committee also received a Supplementary Report, detailing changes to the specification for the Solar PV Panel installations; and providing an update on the installation of the air source heat pump and use of the Electric Vehicle Charging Points (filed with these minutes).

RESOLVED

1. that the update on the *Solar PV Panels and associated Battery Storage, Electric Vehicle Charging points (EVCPs), and Air Source Heat Pump*, as set out in the respective sections of the report, and Supplementary Report, be received and noted;
2. that Chief Executive & Town Clerk challenge the updated figures for the Solar PV Panels (as set out in Table 1 of the Supplementary Report) with the contractor; and
3. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to:
 - a) liaise with the selected contractors for the installation of *Solar PV Panels* and for the installation of an *Air Source Heat Pump*,
 - b) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations,
 - c) determine the detailed arrangements, timings and work schedules, and
 - d) select a utility provider and set up an electricity smart export tariff.

Reasons for Decision

1. *To deliver the Council's Climate Change & Environmental Objectives, reduce the Council's Carbon footprint, make savings and generate*

- revenue.
2. *The comparison of impact of the Solar PV installation modifications (as set out in Table 1 of the Supplementary Report); for example:*
 - a) *at Thorpe Astley Community Centre the number of Solar PV Panels had been reduced (albeit by a small amount) but the predicted Annual Bill Savings had increased; and*
 - b) *at the Library the number of Solar PV Panels had been reduced by 15% yet the savings had reduced by 76%.*
 3. *To allow detailed arrangements for the work and commissioning to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*

29. Improvements to Impey Close Play Area and Open Space

The Committee considered outline proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; potential funding options and timescales for the project (item 9 on the agenda).

Citizens' Advisory Panel had received the outline proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space at its meeting on 31st August 2023.

A member of the Panel suggested that lighting could be installed in the area as the path was not lit. The Committee, however, noted that this was likely to add considerable cost to the project. Overall, the Citizens' Advisory Panel agreed that the proposals for the alternative equipment and revised layout of the play area be supported.

RESOLVED

1. that the *Outline Proposals*, set out in the relevant sections of the report, be endorsed;
2. that the *Consultation Process*, set out in the relevant section of the report, be approved;
3. that the *Funding* options be noted and further investigations into outline costs and potential funding sources be undertaken;
4. that the *Timescales/Next Stages*, set out in the relevant section of the report, be approved;
5. that the tender documents be prepared for suitable contractors to provide and install appropriate play equipment at Impey Close play area;
6. that tender documents be prepared for suitable contractors to repair the path from Darien Way to Sculpture (top section down towards Brook) and consider installation of drainage and extend tarmac path from end of path from Impey Close to path from Darien Way to Sculpture; and
7. that quotations be obtained for installation of a suitable bench.

Reasons for Decision

1. *To provide a concept and vision for proposals to refurbish Impey Close*

- playground and adjacent open space.*
2. *To engage residents with the plans and seek their views on options.*
 3. *To ascertain financial viability.*
 4. *To confirm milestones for the delivery of the project.*
 5. *To invite appropriate contractors to provide plans and quotations for the proposed work to improve the playground at Impey Close.*
 6. *To invite appropriate contractors to provide plans and quotations for repair and refurbishment of footpaths from Darien Way to the Sculpture and for the installation of appropriate drainage works.*
 7. *To invite appropriate contractors to provide quotations for the supply and installation of a bench adjacent to the sculpture at the end of the footpath from Darien Way.*

30. Thorpe Astley Park Culvert

The Committee received an update on works to replace the culvert and pedestrian bridge over Lubbesthorpe Brook at Thorpe Astley Park (item 10 on the agenda).

RESOLVED

1. that the update report on progress with Thorpe Astley Culvert be noted; and
2. that the agreed plans for the new culvert and bridge be obtained from Persimmon and circulated to Councillors.

Reasons for Decision

1. *To ensure that the Town Council's desire to complete the transfer of Thorpe Astley Park, a significant asset that should be owned by the Town Council, without further delays and additional cost.*
2. *While the original plans had been seen by the Town Council, these may have been revisited and modified. Upon completion, both the Park and culvert structure would be transferred to the Town Council's ownership.*

31. Health & Safety Policy

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

RESOLVED

1. that the revised Health & Safety Policy Statement, attached at Annex 1 of the report, be approved and implemented on Monday 11th September 2023; and
2. that delegated authority be given to the Chief Executive & Town Clerk to update Appendix 2 and Appendix 3 of the Health & Safety Policy Statement accordingly.

Reasons for Decision

1. To adopt a policy compliant with statutory guidance and good practice issued by the Health & Safety Executive and the Council's Insurers; and to ensure that the policy statement reflected the nature and scale of activities undertaken by the Town Council.
2. To ensure that the list of Council operational risk assessments, the service areas to which they apply and the date they were last reviewed, along with key contacts, would be kept updated.

32. Review of Data Protection Policy

The Committee considered proposed amendments to the Council's Data Protection Policy and approved these for consultation (item 12 on the agenda).

RESOLVED

1. that the proposed revisions to the Data Protection Policy, attached at Appendix 1 of the report, be approved for consultation with residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor, as detailed in the *Timescales and Implementation* section of the report; and
2. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 2nd November 2023, for consideration and approval.

Reasons for Decision

1. To ensure that residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor could input into the proposed changes to the Data Protection Policy to ensure that it would be practical and fit for purpose.
2. To ensure that the Policy reflected the nature and scale of activities undertaken by the Town Council.

33. Outside Bodies Report

The Committee received reports from members of Outside Bodies:

a) Leicestershire & Rutland Association of Local Councils

Councillor Robert Waterton advised that there was nothing to report; the Annual General Meeting was scheduled for November.

b) Shakespeare Park Sports Pavilion Managements Association

Councillor Sam Maxwell stated no meetings had taken place. A meeting had been scheduled at short notice and then cancelled at short notice. Councillor Maxwell added that there needed to be some structure to the

meetings in terms of a schedule of dates and agendas provided in advance.

RESOLVED that the Outside Bodies reports be received and noted.

Reason for Decision

To keep up to date with the discussions and work of both Leicestershire & Rutland Association of Local Councils and Shakespeare Park Sports Pavilion Managements Association.

34. Blaby District Parish Councils Group

The Committee received feedback from the Blaby District Parish Council's Group and the Blaby District Council Parish Liaison Group and considered issues for future discussion.

Councillor Robert Waterton advised that the Blaby District Parish Council's Group may have met on Wednesday 6th September 2023, Councillor Waterton was unable to attend, but that the Group was struggling to continue with only a handful of parishes supporting it.

The next meeting of the Blaby District Council Parish Liaison Group was scheduled for 12th September 2023.

RESOLVED that the report be received and noted.

Reason for Decision

To keep up to date with the discussions and work of these liaison groups and to provide input into the discussion.

35. External Audit 2022/2023

The Committee noted that the External Audit was completed on 14th August 2023 and confirmed that for the year ended 31st March 2023, the Town Council's Annual Governance and Accountability Return was in accordance with the Proper practices and that relevant legislation and regulatory requirements had been met (item 15 on the agenda).

RESOLVED

1. that it be noted that the External Audit 2022/2023 was completed on 14th August 2023 and that no matters were raised concerning the Town Council's accounts and governance arrangements for the year ended 31st March 2023; and
2. that the comments of the External Auditor in respect of the Reserves be received and considered as part of the Council's annual review of its Medium Term Financial Planning.

Reasons for Decision

1. *An unqualified opinion was given by the External Auditor, Moore East Midlands, on the Council's Annual Governance and Accountability Return 2022/2023.*
2. *The Council had noted that its reserves were getting lower and had identified this as a potential risk to the Town Council's ability to maintain its current level of operations and services; therefore, the position with the reserves would be fully reviewed in the Medium Term Priorities and Financial Strategy.*

36. End of Quarter Financial Position – Cashbook and Reserves

The Committee received a summary of the Council's Cash and Reserves for the period 1st April 2023 to 30th June 2023 (item 16 on the agenda).

RESOLVED that the end of quarter financial position be noted.

Reason for Decision

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

37. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2023 to 29th August 2023 (item 17 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues of concern with income and expenditure against the budget for 2023/2024.

38. Approval of Accounts

The Committee considered payments from 7th June 2023 until 29th August 2023 (item 18 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 7th June 2023 until 29th August 2023 be approved.

Reason for Decision

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

39. Biodiversity Study of the Council's Parks & Open Spaces

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 quotations received for a Parks & Open Spaces Biodiversity Study (item 19 on the agenda).

RESOLVED that Contractor 4, as detailed in the Table in the report, be asked to undertake a Biodiversity study of all the Town Council's Parks and Open Spaces, in order for a Biodiversity Management Plan to be developed.

Reason for Decision

To ensure that a professional assessment of the Biodiversity of the Council's Parks and Open Spaces would be undertaken and contractor 4 provided the required level of expertise.

40. Renewal of Parks Tractor Lease

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 specification, lease arrangements and tenders for the renewal of the Parks Tractor Lease in 2024 (item 20 on the agenda).

RESOLVED

1. that subject to the date in clause 7 of the Conditions of Contract being updated, the tender document and lease arrangements for the renewal of the Parks Tractor Lease from 2024 for a period of 5 years, attached at Appendix 1, be approved; and
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to make minor amendments to the documentation and make the final decision on which tender and contract was accepted.

Reasons for Decision

1. *To ensure that the tractor and hedge cutter equipment met the specifications required for the parks and open spaces service and would be adequate. A five-year lease was adequate given the equipment would not be extensively used to the point that a replacement would be required by the fourth year.*

2. *To ensure that the documents were accurate. To ensure that all considerations with regard to specification and costs had been met and to appoint a contractor without undue delay.*

The meeting closed at 9.35pm.

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 2nd November 2023.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 5 – Medium Term Priorities and Financial Planning

Purpose

To set out the context for the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategy.

Background

Braunstone Town Council first considered and published its Medium to Long Term Priorities and Financial Planning assessment in 2014, since then it has been revised at least on an annual basis in order that changed circumstances and revised predictions can be incorporated.

By 2018, the economic and political climate made it difficult to predict the medium term and therefore the exercise in predicting the long term was merely projecting over ten years the impact of existing and known pressures and this has limited value. Therefore, on 25th January 2018, the Council agreed *“that the Priorities and Financial Planning process be revised to medium term, updated at least on an annual basis, and covering a rolling 5 year period”*.

By identifying medium term priorities and financial planning, the Council aims to safeguard the delivery of important local services whilst ensuring appropriate future investment in the Town’s services and infrastructure.

Global Economic Context

On 10th October 2023, the International Monetary Fund (IMF) published its World Economic Outlook Report, which forecasts global growth at 3% in 2023 and 2.9% in 2024 (global growth was 3.5% in 2022). The report predicts that advanced economies are expected to grow by 1.5% in 2023 and 1.4% in 2024 (compared to 2.6% in 2022). The IMF forecast that global inflation will decline from 8.7% in 2022 to 6.9% in 2023 and 5.8% in 2024.

In short, while the global economy is forecast to grow, the rate at which it grows is forecast to steadily decline. Compared to the IMF report in 2022, both the growth forecasts are slightly lower and the inflation forecasts are slightly higher

UK Economic and Political Context

In June 2023, the OECD forecast UK GDP growth to be 0.3% in 2023 and 1.0% in 2024. The OECD predicts that “Government consumption and investment will continue to prop up the economy, before a gradual strengthening of private expenditure due to falling wholesale gas prices and improved global conditions”.

The Bank of England estimates that UK GDP declined by 0.5% in July and predicts that underlying growth in the second half of 2023 will be weaker than expected.

The Consumer Prices Index (CPI) rose by 6.7% in the 12 months to September 2023, the same rate as in August. On a monthly basis, CPI rose by 0.5% in September 2023, the same rate as in September 2022. Rising prices for motor fuel made the largest upward contribution to the change in the annual rates.

The Monetary Policy Committee on 20th September 2023 maintained interest rates at 5.25%. Headline inflation is projected to slow on the back of declining energy prices and to come down close to the Bank of England's 2% target by the second quarter of 2025.

In short, UK economic growth is predicted to be limited and while both inflation and interest rates are set to steadily fall, Councils are likely to continue to face higher costs and funding pressures for the foreseeable future.

Rolling Five Year Budget Plan

Attached as Appendix 1 are the financial projections for the period until 2028/2029, which is based on the following assumptions:

- pension scheme costs, taking into account the 2022 valuation with a 6% pay increase this year (4% budgeted last year) and a 5% pay increase in 2024/2025 and 2025/2026, then 4% in the two subsequent years (2026/2027 & 2027/2028) and then 3% in 2028/2029;
- ensuring the Council pays the foundation living wage, predicted to be 20% over the next 5 years;
- 3% inflation on operational costs during 2024/25;
- savings from existing loans which mature during the period; and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The projections are based on there being no contingency in the revenue budget of 2024/2025 and a reduction on the annual Capitals Projects budget of £10,000 (compared to 2016/17 levels) to offset larger percentage increases in the precept in the forthcoming financial years when the costs identified above need to be met.

These projections, using current tax base information, result in a 10.97% increase on the precept for 2024/25; a total for the year of:

- £13.50 on a typical band B property;
- £15.43 on a band C property; and
- £17.37 on a band D property.

Town Council Business Plan

The Council's Mission Statement sets out the Council's 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.

In addition to the Mission Statement, the Council has focused its resources on four main areas of activity (Strategic Aims) for the medium term to ensure effective delivery of initiatives and projects, given the limits on resources. The four Strategic Aims are supported by Delivery Objectives, which are reviewed annually. In addition the Council has key objectives relating to its Committees and Service Areas, which are also reviewed annually.

The Council's Mission Statement, Strategic Aims and Delivery Objectives, and the Service Objectives for 2023/2024 are set out in the Business Plan, attached at Appendix 2.

Capital Programme

The Council is responsible for a significant amount of physical assets and to assist with longer term financial planning, the Council approves, in consultation with the Citizens' Advisory Panel, a list of Capital Projects, which includes identified long term improvements to the Council's Assets. The Capital Plan approved with the 2023/2024 budget in January 2023, which was updated by Council in June 2023, is attached as Appendix 3. The Plan identifies projects, which the Town Council will need to deliver to both ensure the long term sustainability and efficiency of its services as well as responding to Climate Change.

The Capital Plan is a rolling document, which is reviewed annually alongside the budget and identifies priority projects. Significant investment projects completed over in the last 3 years include:

- Shakespeare Park: site, new pavilion, tennis courts and play area;
- Braunstone Civic Centre: toilets, including installation of a Changing Places toilet, and kitchen facilities; and
- Climate Reduction initiatives: installation of solar PV panels, an air source heat pump and electric vehicle charging points.

The current Capital Plan (Appendix 3) contains 46 items; 10 of which are likely to be completed this year. Of the remaining 31 item, 24 are located at two locations as follows:

- Braunstone Civic Centre: 10 capital projects in the coming years; and a further 5 in the medium to long term; and
- Mossdale Meadows: 7 capital projects in the coming years; and a further 2 in the medium to long terms.

Investment in the Council's infrastructure, measures to reduce the Council's Carbon footprint and in improvements to biodiversity and Council services will continue to present pressures over the forthcoming years and the Council needs to make financial provision for replenishing its reserves and financing public works loans in order to deliver its Capital Programme. The current position with the reserves is attached at Appendix 4.

Financial Strategy

Since 2014, the Town Council has adopted the following financial strategy:

- balancing of annual operational income with annual operational expenditure;
- continued monitoring of the level of reserves and assessment of future investment needs;
- regular monitoring of reserves and general fund expenditure with proposed actions to address any issues prior to it becoming structural;
- forecast future year's expenditure on previous actual income and expenditure; and
- yearly assessment of the financial constraints.

Treasury Management and Investment Strategy

Treasury management is the management of the Council's cash flows, borrowing and investments, and the associated risks.

When Braunstone Town Council borrows, it does so only for projects identified in the Capital Plan and uses the UK Debt Management Office Public Works Loan Scheme, which provides funds for capital projects with fixed interest and capital repayments for the term of the loan. The Council provides for financing the capital and interest repayments on such loans through this annual Medium Term Priorities and Financial Planning process.

Braunstone Town Council deposits its funds in UK Bank Accounts only. While the sums held in some bank accounts significantly exceeds the limit of protection (£85,000) afforded by the Financial Services Compensation Scheme; the risk of losing large sums of money is considered low since during the financial crises of 2008 the UK Government took steps to prevent UK Banks at risk from collapsing.

The Town Council will consider this risk level when reviewing Corporate Risks as part of the Annual Governance Review and will identify any mitigating actions necessary.

Reserves Strategy

Braunstone Town Council will only maintain reserves for the following reasons:

- a capital receipt from the sale of land or assets to be invested in capital projects identified in the Capital Plan;
- commuted sums for the transfer of Public Open Spaces to offset significant one-off increases in precept and/or to invest in capital projects identified in the Capital Plan;
- grants and/or loans received for delivering capital projects identified in the Capital Plan;
- earmarked funds to meet the Council's Medium Term Financial Forecasts or for unexpected capital expenditure or emergencies;
- earmarked funds received which are designated for a specific purpose, e.g. donations to the Town Mayor's Charity;
- a sum approximately equal to 3-6 months of Net Revenue Expenditure should

- be maintained as the General (non-earmarked) Reserve, in accordance with good practice; and
- other reserves which are earmarked for special purposes or future development, or to meet commitments, will be maintained as necessary.

Income Pressures

1. Reduction in the Council Tax Base

As the cost of meeting Council Tax Benefit payments is a charged against billing authorities Collection Fund, any significant increase in the number of benefit claimants as a result of a recession and the rising cost of living will result in a reduction in the Council Tax Base figures; which means the Council Tax charge would have to increase to set the same budget as the previous year.

Coupled with the impact on the Council's finances resulting from the loss of the Council Tax Support Grant, a significant reduction in the Council Tax Base will have a severe impact upon the Council's ability to deliver Capital Projects, protect its services and recover its reserves, without a significant percentage increase on the precept.

2. Pressure on income from Facility Hires

There was an uptake in one-off bookings (e.g. party/functions) when re-opening the Council's Community Facilities following the Covid-19 restrictions. Civic Centre hire income between 1st April 2022 and 30th September 2022 was £40,000.71 (60% of the 2022/2023 budget of £67,384). At the 31st March 2023, Civic Centre hire income was £87,504.44 (23% over the budgeted income for the year). Thorpe Astley Community Centre hire income to 30th September 2022 was £7,293.84 (75% of the 2022/2023 budget of £9,632.35). At 31st March 2023, Thorpe Astley Community Centre hire income totalled £11,319.90 (15% over the budgeted income for the year).

In the period 1st April 2023 to 30th September 2023, Civic Centre hire income was £36,287.02 (54% of the 2023/2024 budget of £67,384). Thorpe Astley Community Centre hire income was £4,504.83 (42% of the 2023/2024 budget of £10,670).

The above figures indicate that there was a backlog of function hires due to the Covid-19 pandemic and restrictions and that hires are returning to their pre-pandemic levels. It is also possible that the squeeze on household incomes, which is likely to continue in the 2024/25 financial year, is also beginning to have an impact. Most of the regular hirers have returned, along with new hirers joining the regular hirer's scheme.

Given the economic pressures many are facing, to increase hire charges in line with inflation or the projected increase in precept over the next 2 years is likely to have an additional negative impact on the net income from room hire and more widely on the offer and appeal the centres have in the community.

In the case of the Civic Centre, the facility will be more attractive with the delivery of the priority Capital Project to improve the toilet facilities and the kitchen facilities of the Civic Community Lounge to enable it to operate a Café service.

The projections at Appendix 1 assume that the income from facilities hires will remain steady; the figures do include the cost of a full staff establishment. There are currently some Duty Officer vacancies and this post has a regular turnover of personnel; therefore, in the short term there is potential to manage vacancies, staff recruitment and contracted hours to balance budgets in the event of a downturn in facilities income. Equally if hires/bookings and the associated income starts to climb, resources will be available to pay staff additional hours to avoid large accumulations of hours.

3. Pressure on Facility Operators

In addition to income from facility bookings; the Council receives income from partners and private operators who provide services from our facilities. This includes the Operator of the Civic Community Lounge, the provider of the Nursery/Pre-School at Thorpe Astley Community Centre, and Kingsway Surgery who provide the branch service at Thorpe Astley.

Both the operator of the Civic Community Lounge and the provider of the Nursery/Pre-School have faced a difficult business environment following the Covid-19 pandemic. Both have worked with the Council, which approved a reduction in their respective contract payments in order that their operations continue to be viable. These have now returned to normal. In the case of the Civic Community Lounge, trading going forward will be supported with the completion of the kitchen facilities, which will enable it to operate a café service in addition to the bar service.

Continued pressure on household incomes could exacerbate pressures on these operators and the Council will similarly need to weigh up the economic value against the social value of these contracts if trading becomes difficult.

Expenditure Pressures

1. Inflation

While inflation has reduced to 6.7% in the year to September 2023; compared to 10.1% in the year to March 2023; the increases in utility and fuel costs and in the cost of goods generally continues to put pressure on the Council's finances.

With energy and fuel costs remaining high compared to 2021 levels, it continues to be a priority to invest in carbon reduction initiatives in accordance with the Climate Change & Environmental Strategy and Action Plan. While such initiatives will reduce pressure on operational budgets, there are significant upfront costs to deliver the investment along with project management and delivery costs.

2. Cost of Borrowing

Public Works Board lending is offered at a fixed margin above the Government's cost of borrowing, as measured by gilt yields. The cost of this borrowing was between 1.7% and 1.9% (depending on the term of the loan) in January 2021; by October 2022, the interest repayments had increased to between 5.9% and 6.2%. Current interest rates (October 2023) have stabilised between 5.5% and 5.8%.

Two of the Council's loans matured in 2022; therefore, the annual repayment cost has been saved this financial year. Once a loan matures this year, meaning the annual repayment is saved from 2024/2025. In addition, another four loans mature over the period of this plan and have been included in the projections at Appendix 1.

As things stand, Public Works Loans are the most attractive way to deliver many of the objectives set out in the Council's Capital Plan and including the actions resulting from the Carbon Audit under the Climate Change and Environmental Strategy.

However, given the current position with Government finances and the ongoing inflation pressures in the economy, there is a limit to the amount of borrowing the Council can fund, which potentially restricts or reduces the Council's ability to deliver capital and infrastructure improvement projects.

3. Staff Salaries

National Joint Council (NJC) has yet to commence pay negotiations for 2024/2025, given there is currently no agreement between the employers and unions in respect of the pay deal for 2023/2024.

On 23rd February 2023, and reaffirmed on 17th August 2023, the National Employers agreed unanimously to make the following one-year (1st April 2023 to 31st March 2024), full and final offer to the unions representing the main local government NJC workforce:

- an increase of £1,925 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive;
- an increase of 3.88% on all pay points above the maximum of the pay spine but graded below deputy chief officer; and
- an increase of 3.88% on all allowances.

This offer would achieve £12.18 hourly rate on the Council's lowest scale point 5, an 8.92% increase.

Overall, if implemented, this offer amounts to a 6% increase in salaries for the current financial year. The adjustment is included in the Revised 2023/24 figures at Appendix 1.

The NJC trade unions have rejected the offer. The GMB have already organised some local industrial action. Unison have written to their members to state that they will not be taking industrial action at this time and will be working with the other NJC unions to resolve this year's pay dispute. Unite have subsequently issued a statement that there will be strikes this autumn in a number of councils.

Once a pay deal is agreed, payment will be backdated to 1st April 2023.

To meet the ongoing annual pay increases and ensure that the Town Council continues to meet the Living Wage Foundation rates; as 5% pay increase is estimated for 2024/2025 and 2025/2026, then 4% pay increase in the two subsequent years (2026/2027 & 2027/2028) and then 3% in 2028/2029. These increases are based on predicted CPI inflation for the respective financial year previous, with an additional percentage in subsequent years, and have been built into the income/expenditure projections at Appendix 1.

4. Pension Costs

All eligible staff have been auto-enrolled in the pension scheme and no eligible staff have opted out.

The actuarial valuation of the Leicestershire County Council Pension Fund is undertaken every three years, with that last valuation based on the position of each employing body at 31st March 2022.

Braunstone Town Council's employers' contribution rates for the three year period 1st April 2023 to 31st March 2026 will be 21.4%. This is reduced from 22.1% in the previous period 2019/20 to 2022/23. However, remains up on the 19.79% contribution rate prior to 2019/20.

However, the increase in salaries of 7% last year and potentially 6% this year, with the likelihood of slightly above inflation increases in the coming years, will put ongoing pressure on the Council's overall pension costs, which have been included in the revised and subsequent year projections at Appendix 1.

5. Rises in the Foundation Living Wage

In February 2015, the Town Council decided to pay the Living Wage, according to the criteria used by the Living Wage Foundation – which is based on the cost of living linked to a basket of household goods and services.

On 22nd September 2022, the Living Wage Foundation announced that the rate increased by 10.1% in the UK, more than ever in the Living Wage Foundation's 11-year history reflecting sharp increases in living costs.

The Living Wage rates for 2023/2024 were announced on the 24th October 2023. The rate increases from £10.90 to £12 an hour (9.6%). Participating employers have 6 months until May 1st 2024 to implement it. The lowest NJC pay scale on Braunstone Town Council's establishment is scale point 5, which is

paid £11.18 per hour. Scale point 5 to 8 are currently paid an hourly rate below £12. There are currently 3 members of staff who are paid on scale point 6 at £11.39 per hour, which will become £12.38 if the NJC employers offer (above) is accepted by the trade unions.

However, further increases in the cost of living may result in a widening of the gap between the National Living Wage and the Living Wage Foundation rate, which could require the Town Council to review salary scales for some posts in the coming years.

6. Other Public Service Providers

Increasing costs and a squeeze on public spending has put significant pressures on the revenue budgets of Principal Authorities, the NHS and the Police. While the Town Council doesn't receive funding directly from Central Government, cuts to public services in the community provided by other bodies will continue to put pressure on the Town Council to either take on services directly or provide an alternative. Picking up principal authority services which have been either devolved or taken over by the Town Council will put further strain on the Council's revenue budgets and reserves and either lead to further rises in the parish precept and/or significantly restrict the delivery of the Council's Capital Plan.

Current Financial Year (2023/2024)

When setting the budget for 2023/2024, it was predicted that the Solar Panels and Air Source Heat pump would be installed during April and May 2023 and therefore, would produce almost a full year of projected savings. However, the solar panels were installed during September and October and the Air Source Heat Pump was commissioned at the beginning of September. As a result, on 30th September 2023, there is a £24,782 overspend against the full year utility budgets, coupled with no export energy income. Furthermore, due to the scaling down of the solar installations at all three sites, the predicted annual saving and revenue from export will be reduced compared to the budgeted figure.

Vehicle costs amount to £10,063 on 30th September 2023 out of an £11,000 annual budget.

In addition to the above, the NJC employers pay settlement for 2023/24 is 6% overall for the Town Council's staff. The budget approved in January 2023 provided for 4%. This will leave a deficit of £13,184 in the salary and pensions budget.

The actual position in the revenue budget for the current financial year (2023/2024) for 1st April 2023 until 30th September 2023 is as follows:

	Budget (Half Year)	Actual (Half Year)
Income	£687,045	£486,122
Expenditure	£688,545	£542,541
Difference	-£1,500	-£56,419

With the number of ongoing capital projects being delivered and reserved funds (e.g. income received in the last financial year for expenditure this financial year; it is difficult to quantify the year outturn figure. Once all the major projects are completed, income drawn down and payments made, estimated to be by the end of November 2023, then it will be possible to ascertain the predicted ongoing expenditure and identify an outturn figure for 31st March 2024. This figure can be used as part of the budget setting process for 2024/2025.

Reserves

Following the loss of the Council Tax Support Grant in 2018, the transfer of the Library Service in 2019, and income and expenditure following the Covid-19 pandemic and increases in the cost of living (including a £40,000 overspend on 2022/23 salaries); the Council has used £117,000 from its reserves over the past five years to offset significant increases in the Council Tax precept in one year.

The position with the reserves on 31st March 2023 and 30th September 2023 is enclosed at Appendix 4.

In the Internal Audit report of 2023, contained the following:

Reserves; the current guidance regarding the general reserve held is set out in The Practitioners' Guide (2023) paras 5.32 - 5.36. For authorities with income and expenditure in excess of £200,000 the generally accepted recommendation with regard to the appropriate minimum level of general reserve is 3 months of net revenue expenditure. In discussion with Darren, we concluded that for the audit year 2022-23, that would suggest approximately £180,000 but the actual figure was considerably lower and less than 50% of the guideline figure. Whilst the Practitioners' Guide is just that ie guidance and whilst the calculation of reserves is not an exact science, it is appropriate and prudent that the council reviews its current position against the guidance to confirm or if necessary amend its plan in respect of the sums held.

The External Audit of 2023 also highlighted the position with the Council's Reserves:

Reserves are considered to be low and could pose a risk to the Town Council's ability to function in the future. The Council has provided explanations for this and assurances that it is considered in their budgetary procedure, and we have reviewed your Medium Term Priorities and Financial Planning document. The 2023 budget was for a small surplus but returned a more significant deficit which raises concerns in respect of the veracity of the budgeted future years figures which each provide for a small surplus. We would anticipate that following this outturn the Council will be reviewing its financial position and its future budgets.

For the first year since 2018, the projections at Appendix 1 do not include any proposals to utilise reserves to balance revenue budgets and offset precept rises. In addition, the projections set out a plan to replenish these reserves annually from 2026.

Recommendations

THAT IT BE RECOMMENDED TO COUNCIL

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

Reasons

1. To provide a foundation for preparing budget estimates for 2023/2024 and beyond.
2. To ensure the Council focusses its activity and spending on its key priorities and objectives given the future financial uncertainties.
3. To ensure the highest possible standards within the resources available in the future.
4. To effectively manage the Council's cash flows, borrowing and investments, taking into account the associated risks.

APPENDIX 1 – 5 YEAR INCOME / EXPENDITURE PROJECTIONS

	Original 2023/24	Revised 2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
Operational Requirement	£261,497	£261,497	£291,884	£274,758	£285,291	£290,550	£295,867	
Plus Increase in costs	£41,727	£41,727	£8,757	£13,738	£8,559	£8,717	£8,876	
Less Savings / Income Generation	£32,043	£11,340	£25,883	£3,204	£3,300	£3,399	£3,501	
Total including Savings	£271,181	£291,884	£274,758	£285,291	£290,550	£295,867	£301,242	
Pension Provision	£104,762	£107,136	£126,767	£133,105	£138,430	£143,967	£148,286	
Staff Salaries	£477,251	£488,061	£507,069	£532,422	£553,719	£575,868	£593,144	
TOTAL Staff Costs	£582,013	£595,197	£633,836	£665,528	£692,149	£719,835	£741,430	
Existing Borrowing Repayments	£82,464	£82,339	£68,853	£64,267	£57,681	£48,203	£45,311	
<i>Less Payments for Matured Loans</i>	<i>-£13,486</i>	<i>-£13,486</i>	<i>-£4,586</i>	<i>-£6,586</i>	<i>-£9,478</i>	<i>-£2,892</i>	<i>-£6,034</i>	
Civic Centre Improvements Borrowing	£11,091	£9,043	£10,511	£10,511	£10,511	£10,511	£10,511	
Climate Initiatives Borrowing	£9,064	£3,289	£19,449	£19,449	£19,449	£19,449	£13,415	
Potential Borrowing: Mossdale	£0	£0	£0	£11,649	£11,649	£11,649	£11,649	
TOTAL Borrowing Costs	£89,133	£81,185	£94,227	£99,290	£89,812	£86,920	£74,852	
Contingency	£0	£0	£0	£5,000	£20,000	£20,000	£20,000	
Capital Projects	£13,000	£13,000	£17,500	£25,700	£25,700	£30,700	£42,000	
TOTAL EXPENDITURE	£955,327	£981,266	£1,020,321	£1,080,809	£1,118,211	£1,153,322	£1,179,524	
Income from Hires/Fees	£176,292	£176,292	£159,146	£138,146	£135,243	£135,243	£135,243	
Non-Earmarked Reserves	-£3,000	-£3,000	£0	£0	£13,000	£30,000	£40,000	
(Balance of Reserves)	£78,952	£78,952	£78,952	£78,952	£91,952	£121,952	£161,952	
Net Precept	£776,035	£801,974	£861,175	£942,663	£995,968	£1,048,079	£1,084,281	
Band D (scaled Tax Base)	4,904.03	£158.24	£163.53	£175.61	£192.22	£203.09	£213.72	£221.10
% Increase	7.37%	N/A	10.97%	9.46%	5.65%	5.23%	3.45%	
Average % Increase	N/A	N/A	6.95%					
£5 Increase on Band D (% increase)	N/A	N/A	£163.24 3.16%	£168.24 3.06%	£173.24 2.97%	£178.24 2.89%	£183.24 2.81%	
Receipt			£800,555	£825,075	£849,595	£874,116	£898,636	



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

BUSINESS PLAN 2023/2024

Strategic Aims & Delivery Objectives

Town Council Mission

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

Mission Statement - We exist:

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

"Spectemur. Agendo" translates "Let us be Judged by Our Actions"

Strategic Aims and Delivery Objectives (2023/2024)

The Council has four Strategic Aims for the medium term, which are set out below. Each Aim is supported by specific delivery objectives for the year, which are reviewed and developed as part of the annual review of the Council's Business Plan and Capital Plan and the annual setting of the budget and Council Tax precept.

1. Protect and Enhance our Parks and Open Spaces

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

Delivery Objectives for 2023/2024:

- (a) Complete Phase 3 of the Shakespeare Park refurbishment: Playground;
- (b) open the New Shakespeare Pavilion building for use by the community;
- (c) support existing Clubs at Shakespeare Park to grow while supporting new sporting activities, such as Tennis and Petanque;
- (d) invest in Thorpe Astley Park Tennis Courts and deliver tennis initiatives to enhance participation;
- (e) continue to work with Blaby District Council and the developer to ensure improvements are made to the culvert at Thorpe Astley Park;
- (f) carry out repairs to the Culvert and Bridge at Mossdale Meadows; and
- (g) refurbish and enhance Impey Close Play Area and surrounding open space.

2. Provide Vibrant Community Facilities

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

Delivery Objectives for 2023/2024:

- (a) Deliver essential works on the Civic Centre building fabric; and
- (b) expand the Bar Service to include a weekday Civic Centre café service along with outreach services at Thorpe Astley Community Centre.

3. Support and Connect the Local Community

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

Delivery Objectives for 2023/2024:

- (a) Support new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events;
- (b) co-ordinate community events, such as Apple Day, Coronation of King Charles III, and a Thorpe Astley Summer Event – Thorpe Astley by the Sea;
- (c) develop Library events, initiatives and continue community engagement; including children's reading, heritage displays and arts & craft events; and
- (d) support the Local Area Coordination Project.

4. Respond to Climate Change and champion sustainable development

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

Delivery Objectives for 2023/2024:

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

Objectives

In addition to the Mission Statement and Strategic Aims and Delivery Objectives, the Council's Committees and Service Areas have operational objectives.

Planning and Environment Objectives

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the existing built environment and the needs of future generations.
2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
4. To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government.
5. To work with others to minimise the impact from:
 - (a) traffic; and
 - (b) air and light pollution.
6. To promote responsible dog ownership and waste disposal.
7. To provide and maintain street seats and notice boards at key locations.
8. To monitor the New Lubbesthorpe development and to respond to any implications of that development for the environment of the Town.

Community Development Objectives

Nurturing and enhancing community life, equal opportunities and social inclusion.

Young people

1. To create opportunities for young people to have a voice
2. To identify young people's needs and give support to new local initiatives including summer holiday activities

Crime reduction services

3. Working with the Police, reduce opportunities for crime, increase public safety and establish a community spirit.

Social inclusion, recreation & culture

4. To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
5. To provide support for the Office of Town Mayor
6. To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
7. To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
8. To organise arts events/ entertainment's/ Civic Occasions which bring people together
9. To encourage the formation of new community groups by promoting free/subsidised use of the Council's Community Facilities
10. To promote social inclusion

Corporate Management & Capital Project Objectives

1. To ensure effective management of the authority
2. To ensure effective implementation of the Council's policies and priorities
3. To ensure the Council's management arrangements, facilitate performance and efficient use of resources
4. To provide efficient and effective office services to support the Council's activities
5. To provide efficient and effective support to the democratically elected members to enable them to make policy decisions
6. To provide efficient and effective information to committees
7. To deal with telephone calls, and personal callers, promptly, courteously and efficiently
8. To ensure and arrange effective staff training
9. To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
10. To maintain adequate personal records, health and safety controls, and fire evacuation polices
11. To manage and control land and property belonging to the Council
12. To maintain an effective filing and retrieval system
13. To undertake capital projects for the benefit of the citizens of Braunstone Town
14. To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
15. To provide office accommodation for the Council's administrative staff
16. To ensure the Council engages with the Community concerning its activities, including with consultative bodies, such as the Citizens' Advisory Panel.

Community Centres Objectives

1. To provide and maintain high quality function rooms for use by hirers
2. To provide and maintain quality meeting rooms for Council and local community groups at low cost
3. To provide a Licensed Bar/Catering service for use by hirers and community groups at prices that are comparable with other similar establishments in the area
4. To maintain usage of the Centres for the benefit of the community

Open Spaces & Parks Objectives

1. To provide and maintain parks and open spaces to a high standard
2. To provide quality sports facilities to meet identified needs
3. To provide and maintain play equipment to a high and safe standard
4. To help fight pollution and climate change by planting trees on our parks



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

CAPITAL PLAN 2023/2024

The Council’s Capital Projects have been identified through emerging priorities, surveys and consultation, the Citizens’ Advisory Panel and the Council’s Committees. Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding and priorities. The Capital Plan forms the foundation of the strategic investment and improvement works undertaken by the Town Council in the year ahead. The Capital Plan proposals are considered and approved at Full Council in January when the budget and precept is set.

Priority Projects for 2023/2024

Parks and Open Spaces Projects 2023/2024		
Park	Project	Notes/Finance
Shakespeare Park	Additional balance in play area (2-5 or 5 – 12 age group)	Part of Shakespeare Park Improvement and Development Project. Cost: £57,231 <i>External Grants, Annual Capital Budget, Section 106 & Earmarked Reserves.</i>
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
	Safety Surface in play area	
Mossdale Meadows & Merrileys	Replace vehicle and pedestrian culvert bridges at Mossdale Meadows. <i>Existing culverts are not suitable for flow of water which causes flooding on the park on a regular basis</i>	Estimated: £150k <i>Borrowing</i>
Impey Close playground and Open Space	<ol style="list-style-type: none"> 1. Resurface playground with rubber mulch under play equipment and pathway. 2. Install new and replace vandalised equipment. 3. Improve paths, including gravel path “yellow brick road” and planting in surrounding open space. <i>Rubber tiles damaged and in places missing. Surfaces damaged/vandalised and pathways eroded.</i>	Estimated: £50k <i>External Grants, Annual Capital Budget & Section 106</i>

Community Centres Projects 2023/2024		
Building	Project	Notes/Finance
Civic Centre	Civic Centre Roof Refurbishment; Council Chamber side. <i>The roof on the Council Chamber and Fosse Room is leaking and has received several patches. Advice is that the roof has passed its life expectancy and will need refurbishing in the short term.</i>	Fundamental to building integrity Estimated: £50k <i>External Grants, Annual Capital Budget & Reserves</i>
	Refurbish/Replace Fire Doors in Council Chamber, Fosse Room and Millfield Hall kitchen. <i>Doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	Estimated: £5k <i>Annual Capital Budget</i>
	Kitchens – replacement of Gas Cookers with Electric Cookers <i>CO2 monitor and annual inspection identifies them as not being to standard. When Gas safety due for renewal, advised likely to be condemned. Replacing with electric in context of solar PV installation will contribute towards carbon reduction.</i>	Estimated: £5k <i>Annual Capital and Maintenance Budgets</i>
	Millfield Hall and Council Chamber Floor stripping and revarnishing <i>Floors wearing and risk damage from use and liquid if not sealed and treated.</i>	Estimated: £5k <i>Maintenance Budget</i> See proposed replacement below (Medium to Long Term)
Thorpe Astley Community Centre	Install a hybrid air source heat pump. <i>To decarbonise Community Centre heating; 10% reduction of total Council emissions.</i>	Cost: £33k <i>External Grant & Borrowing (part)</i>

General Projects 2023/2024		
Project	Details	Notes/Finance
Installation of Solar Panels at both Community Centres	The Town Council has undertaken energy saving projects such as LED Lighting and installation of new heating and air conditioning systems. Shakespeare Park Pavilion will be built to current efficiency standards. The next stage for both reducing the impact on climate change and making savings is generation of some of the Council's electricity from renewable sources.	Scheduled to Complete May 2023 <i>External Grant & Borrowing (part)</i>

General Projects 2023/2024		
Project	Details	Notes/Finance
Installation of Electric Vehicle Charging points at community facilities	To provide fast charging for service users, hirers and staff who use an electric vehicle.	Scheduled to Complete May 2023 <i>Borrowing (part)</i>
Improvements to Cycle Lock-Up facilities at Community Centres	Cycle lock-up rails are available at both Centres and will be available at the new Shakespeare Pavilion. To encourage cycling and to ensure parked cycles are safe – consider covers, lock ups, better signage and CCTV coverage	Estimated: £5k <i>Maintenance Budget</i>

Short to Medium Term Projects (within the next 5 years)

Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
Mossdale Meadows & Merrileys	Replacement of Toddler swings (estimated end of life – medium risk)	Estimated: £10k <i>Annual Capital Budget</i>
	New Roof and Roof Insulation at Mossdale Depot and Sports Changing Rooms and installation of new electric heating and LED Lighting. <i>A Structural Survey has identified that the roof is deteriorating and isn't strong enough to hold solar panels (as recommended by the Carbon Audit). There is currently no central heating at the premises, with electric heaters for the staff room at the Depot. The building is not energy efficient and needs to be both in the short and long term to reduce carbon, energy use and costs.</i>	Estimated: £100k <i>External Grant, Annual Capital Budget & Section 106</i>
	Refurbishment of Changing Rooms and Sports facilities at Mossdale Pavilion. <i>The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.</i>	

Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
Mossdale Meadows & Merrileys <i>Continued</i>	Improve drainage on Lubbesthorpe Bridleway at Mossdale Meadows <i>Length of concrete bridleway, which slopes down from Shakespeare Drive to Mossdale Meadows floods and produces a heavy amount of surface water run off during heavy and prolonged rain causing flooding around the depot and football pitches, as well as on the bridleway.</i>	Schedule once Cycle Route open and Culvert replaced. Estimated: £50k <i>Borrowing: Link to item "Replace vehicle and pedestrian culvert bridges at Mossdale Meadows".</i>
	Drainage work to the entrance of Mossdale Meadows car park to drain water from the car park into the brook. <i>The car park entrance was prone to frequent flooding which was raised during the Walking & Cycling route construction</i>	Estimated: £50k <i>Borrowing: Link to item "Replace vehicle and pedestrian culvert bridges at Mossdale Meadows".</i>
	Resurfacing of Mossdale Meadows car park with tarmac. <i>Currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain.</i>	<i>Mossdale Meadows".</i>
Thorpe Astley Park	Refurbishment of Thorpe Astley Park Tennis Courts <i>Tap4tennis installed and income being generated. Perimeter fencing regularly vandalised and playing surface improvements would enhance the facility for users.</i>	Estimated £30k. <i>External Grant, Annual Capital Budget & Section 106</i>
Franklin Park	Widen and make improvements to path. <i>Path connects residential areas of the Town with local amenities and is well used. The path would benefit from being a shared use path to facilitate movements on foot and by cycling. The path was identified in the Blaby District Open Spaces Audit as substandard and in need of improvement.</i>	Once GCW Phase 2 Cycle Route open. Estimated £75k. <i>Explore external funding working with Walk & Ride Blaby.</i>

Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
All Play Areas	Rolling programme of identifying and replacing play equipment and installing mulch safety surfaces where these are near end of life. <i>Most of the Council's play equipment and safety surfaces are over 10 years old, a significant amount of equipment is over 20 years old. Overall many Play areas risk deterioration and maintenance costs increasing if equipment and safety surfaces are not replaced on a rolling basis.</i>	Prioritise according to ROSPA reports, funding streams and increases in maintenance costs. <i>Annual Budgets</i>
All Parks	Rolling programme of tree surveys and works <i>Currently maintenance budgets are stretched and tree maintenance and works is reactionary.</i>	Over a 5/6 year period undertake a rolling programme. <i>Annual Budgets</i>

Short to Medium Term Community Centres Projects		
Building	Project	Notes/Finance
Civic Centre	Civic Centre Ravenhurst Room & corridor – new floor <i>Consider replacing carpet with laminate floor or similar for multiple uses and users and for cleaning.</i>	Schedule following Building Improvements Estimated £5k <i>Annual Capital Budget</i>
	Replacement of Civic Centre Windows. <i>The windows are over 20 years old and do not meet modern insulation standards. Some are unsafe to open.</i>	Health & Safety Risk. Consider through next Carbon Audit Estimated: £50k <i>External Grant, Annual Capital Budget</i>
	Replacement of Civic Centre foyer skylight and corridor frame and windows. <i>Both the foyer skylight and the corridor and windows are over 25 years old and do not meet modern insulation standards.</i>	Consider through next Carbon Audit Estimated: £50k <i>External Grant, Annual Capital Budget</i>
	Civic Centre radiator replacement and review of location. <i>Some areas of the building are well provided for with radiators and are hot, while other areas of the building have limited radiators and are cold.</i>	Consider through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>

Short to Medium Term Community Centres Projects		
Building	Project	Notes/Finance
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Heating/Air Conditioning • Mood Lighting <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	Consider once roof replaced and through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training.</i>	Estimated: £5k <i>Annual Capital Budget</i>
Thorpe Astley Community Centre	Thorpe Astley main hall Mood Lights. <i>To make the facilities attractive for function hire. Hirers of the Millfield Hall provide positive feedback on the mood lighting.</i>	Estimated: £5k <i>Annual Capital Budget</i>
Both Centres	Installation of hearing loop systems in main rooms at both Community Centres. <i>Item already included where refurbishment of specific rooms has been identified.</i>	Rolling Programme from 2023/24. <i>Annual Budgets</i>
	Installation of Sound systems in the Millfield Hall, Council Chamber and Thorpe Astley Main Hall. <i>To make the facilities attractive for hire. Some regular hirers have commented that provision of a sound system means there is less need to move equipment or need storage.</i>	Estimated: £6-9k <i>Annual Capital Budget</i>

Short to Medium Term General Projects		
Project	Details	Notes/Finance
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails and lighting along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is not well lit and considered steep potentially presenting difficulties for wheel chair users and those who are less able.</i>	Estimated: £80k <i>Annual Capital Budget & Reserves</i>

Short to Medium Term General Projects		
Project	Details	Notes/Finance
Gateway signage to the Town on the new road from Lubbesthorpe	The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could explore incorporating speed reminders and/or safety messages.	Estimated: £3k <i>Annual Budgets</i>
Provide new, improved and enhanced notice boards at key locations	Over the past few years, many notice boards have fallen into disrepair and have been removed. Some existing notice boards are in need of refurbishment and replacement. Some notice boards are located where there isn't a high level of footfall, while some key locations do not have notice boards.	Rolling programme over 5 years. Focus on Notice Boards on Council land in 2022/2023 <i>Annual Budgets</i>
Improved Signage in and around Community Buildings	Signage outdated, not dementia friendly. Sometimes signage not relevant, sometimes doesn't sign/advertise new services. Creation of Corporate Image.	Schedule after Civic Centre improvements. External signs may need planning permission. Estimated: £3-5k. <i>Annual Capital Budget</i>

Medium to Long Term Projects (within the next 10 years)

Medium to Long Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
Franklin Park	Improvement items identified by the Franklin Park Working Group: creation of path in orchard (to enable access to lower part when the ground is water logged)	Estimated: £10k <i>External Grant & Annual Capital Budget</i>
Mossdale Meadows & Merrileys	Bridle path resurfacing (from Kingsway entrance through to Jelson owned land)	Estimated: £10k <i>External Grant & Annual Capital Budget</i>
	Possible resurfacing of footpaths	<i>External Grant & Annual Capital Budget</i>

Medium to Long Term Community Centres Projects		
Building	Project	Notes/Finance
Civic Centre	Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources and roof replacement Estimated: £10k <i>Annual Capital Budget</i>
	Civic Centre Kitchens refurbishment <i>Kitchens approximately 40 years old. Poor quality by modern standards and require extra cleaning and maintenance</i>	Estimated: £30k <i>External Grant & Annual Capital Budget</i>
Civic Centre <i>Continued</i>	Millfield Hall and Council Chamber Floor replacement <i>Wooden floors 40 years old and maintenance costs are high. Need to replace with modern low maintenance flooring.</i>	Estimated: £50k <i>External Grant & Annual Capital Budget</i>
	Millfield Hall – Creation of small external storage area next to the Millfield Hall and kitchen for furniture. <i>Providing space for hirers. This can be accommodated by relocating the bin store since the mini-bus compound is no longer in use.</i>	Estimated: £10k <i>Annual Capital Budget</i>
	Refurbishment of Millfield Hall Stage Area. <i>Lighting Box, sound system and casing old and constantly needs adjusting, difficult for hirers to use. Stage lighting needs upgrading to LED – can't get replacement bulbs.</i>	Estimated: £30k <i>Annual Capital Budget</i>

*Adopted by Council 26th January 2023 (Minute Reference 6093).
Updated by Council 29th June 2023 (Minute Reference 6145).*

APPENDIX 4 – RESERVES

The table below summarises the balances at the beginning and end of the 2022/23 financial year:

Table A – Balances 1st April 2022 – 31st March 2023	
1. Balances brought forward	£286,317.22
2. (+) Annual precept	£720,356.00
3. (+) Total other receipts	£338,512.47
4. (-) Staff costs	£544,101.77
5. (-) Loan interest / capital repayments	£82,433.06
6. (-) Total other payments	£504,210.64
7. (=) Balances carried forward	£214,440.22

The table below summarises the current reserves and intended uses:

Table B – Reserves 2023/2024			
		Start of Year	Current*
Earmarked Reserves	<i>Shakespeare Pavilion Works</i>	£19,888.81	£0.00
	<i>Shakespeare Playground</i>	£6,678.00	£15,830.00
	<i>Carbon Reduction Initiatives</i>	£0.00	-£20,853.13
	<i>Civic Centre Capital Projects</i>	£95,910.91	£39,693.59
	<i>Shakespeare Park Sports Clubs</i>	£1,692.51	£1,107.51
	<i>Community / Social Inclusion Projects Grant</i>	£9,500.00	£10,248.50
	<i>Balance Budget 2023/24</i>	£3,000.00	£3,000.00
	<i>Gateway Signage</i>	£2,500.00	£2,500.00
	<i>Defibrillators</i>	£500.00	£500.00
	<i>Town Mayor's Charity</i>	£3,939.42	£361.64
	Total Earmarked Reserves	£143,609.65	£52,388.11
Non-Earmarked Reserves	<i>Commutated Sums</i>	£47,375.12	£47,375.12
	<i>General Fund</i>	£23,455.45	£317,910.17
	Total Balances	£70,830.57	£365,285.29
Balance of Reserves		£214,440.22	£417,673.40

* Dated 30th September 2023.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 6 – Motion on Notice from Council: Woodland off Brockenhurst Drive, Braunstone Town

Purpose

To consider a Motion on Notice referred from Council on 21st September 2023 relating to the potential transfer of woodland off Brockenhurst Drive, Braunstone Town to public ownership.

Background

Council on 21st September 2023 received and approved the following Motion on Notice submitted by Councillor Nick Brown and seconded by Councillor Anthea Ambrose (Council Minute 6167):

1. that this Council notes:
 - a) that 4.6 acres of amenity woodland situated between the western end of Brockenhurst Drive and Lubbesthorpe Way, known locally as the ‘Ransom Field’, has been placed up for sale and advertised under the heading of ‘Commercial Development’;
 - b) that on Blaby District Council’s constraints map, the eastern part of the site is located within flood zone 3 which means it is land at the highest risk of flooding. The land to the south of the site is a local wildlife site;
 - c) the land to the north of the site is Mossdale Meadows park and is owned by Braunstone Town Council;
 - d) that this is now one of the few remaining wildlife habitats within the parish of Braunstone Town and there was local public concern over the proposed sale and potential loss of such habitat should any development occur on the site;
 - e) the Town Council’s stated aims to protect and enhance natural habitats and biodiversity as set out in its Environment and Biodiversity Strategy adopted in April 2022; and
 - f) the site is part of an area of undeveloped land which spans from Kingsway North to Fosse Park. This is a significant wildlife corridor in what is otherwise a suburban landscape.
2. that Planning & Environment Committee:
 - a) support adoption of policies and actions to protect said site from development;
 - b) support the inclusion of the site as designated as a natural wildlife site and be designated as such within the new Blaby District Local Development Plan; and
 - c) write to Blaby District Council and Leicestershire County Council to request them to support the above aims.

(Planning & Environment Committee will consider these questions at its meeting scheduled for 26th October 2023).

3. that Policy & Resources Committee be asked to write to the landowners or their agents to request consideration of transfer of the land to public ownership.

Responding to the Motion

Essentially, as set out in resolution 3 above, the Committee is being asked to write to the landowners, or their agents, to request consideration of transfer of the land to public ownership.

This report summarises some of the implications and the potential liabilities should the land be transferred to Braunstone Town Council.

Planning & Environment Committee will consider the points in resolution 2 above at its meeting scheduled for 26th October 2023).

Description of Land

The land off Brockenhurst Drive, is heavily wooded land with path ways through the trees, it is estimated to be similar in area to Holmfield Park.

Many of the trees are large, mature and potentially have not been surveyed for many years. However, the interactive map on Blaby District Council's website does not indicate that there are any tree preservation orders in place. There is also an abundance of self-setting trees that hamper any path way into the area.

An official bridle path runs through the western side of the land to the edge of the A563 dual carriageway and crosses the road to continue across land on the other side. This path does not appear to have been maintained and would need the shrubs on either side clearing to maintain the bridlepath.

In addition, the bridle path leads directly to the dual carriageway with no gate or fencing to stop anyone, children, dogs etc. from getting on to the road.

The rear of the woodland site is designated as a flood risk area. There is a brook that runs through the land, and joins Lubbesthorpe Brook on Mossdale Meadows, that needs clearing and then being maintained.

Adjacent to the land for sale and next to the dual carriageway is a deep water lagoon. This does not form part of the land for sale but would need fencing off to prevent accidents.

There is also a "pond" area that fills with water in the winter that would need to be managed and possibly fenced if it becomes deep.

Assessment

While the land is a mature wooded area and rich in biodiversity, it is not officially open to the public. If the land was transferred to the ownership of the Town Council and opened to the public, then the following action would need to be considered:

- a) a full tree survey would need to be undertaken and dangerous trees removed;
- b) work to undergrowth would need to be undertaken;
- c) bridle paths maintained and widened;
- d) the brook cleared and maintained;
- e) fencing and gate installed by the dual carriageway; and

- f) possible fencing installed to prevent access to the lagoon and pond area.

The above works would require additional machinery that the Town Council would need to hire in and some of the works would require external contractors to be used.

The Town Council could permit the land only to be used under supervision and close it off. This would require the land to be fenced and secured, which potentially would be difficult given the current levels of informal public access.

In the case of open space transferred to the Town Council at Thorpe Astley, a commuted sum was given to the Town Council by the developers to cover the costs of the early years' maintenance. In adopting the land, the Council has resolved not to taken any additional land, without a commuted sum. The exception to this is the land adjacent to the Meridian Way extension, which was used as the compound for the construction of the motorway bridge and the new road. Drummond have invested in this land to bring it up to standard as a public open space.

Therefore, if the Committee resolves to write to the landowners or their agents to request consideration of transfer of the land to Braunstone Town Council; then the costs of delivering the works in (a) to (f) above will need to be fully considered alongside the terms the landowner is prepared to offer. Should there be an offer on the table then this will need to be considered by a future meeting of Policy & Resources Committee.

Recommendations

1. That the landowners, or their agents, be approached to request that they consider transferring the woodland off Brockenhurst Drive to Braunstone Town Council; and if so, under what condition;
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to enter into discussions with the landowner, including on how the issues identified in the *Assessment* section of report should be addressed; and
3. that any proposal to transfer the land off Brockenhurst Drive to Braunstone Town Council be submitted to Policy & Resources Committee for consideration and approval.

Reasons

1. The woodland off Brockenhurst Drive and the area of undeveloped land surrounding it was a significant wildlife corridor in a suburban landscape and needed to be protected to preserve species and wildlife habitats, landscape and geology and to improve bio-diversity.
2. There would be costs associated with taking over responsibility for the land in its current state and these needed to be fully explored.
3. To ensure that Braunstone Town Council, having identified the importance of the site and the surrounding landscape, could maintain, enhance and protect the site for the benefit of wildlife and the community.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 7 – Shakespeare Park - Improvement & Development

Purpose

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

Background

Phase 1 of the improvements to Shakespeare Park, pavilion and site improvements, and phase 2, tennis courts improvements, have both been completed and there was a total underspend against the agreed budgets of £26,567 on phases 1 and 2.

On 2nd May 2023, the Council received notification that the grant application for £45,000 from the National Lottery towards the cost of the phase 3, play area improvements, had been successful.

On 15th June 2023, the Committee resolved “that the funding shortfall be met by earmarking £9,152 from the *Shakespeare Park Pavilion & Site Capital Works* reserve” (the balance of £6,678 would also be utilised from the Shakespeare Park Playground and Tennis Courts Reserve).

On 7th September 2023, the Committee approved delegated authority to the Chief Executive & Town Clerk to:

- a) determine the detailed arrangements, timings and work schedules for the playground improvements, and
- b) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations.

Phase 3 – Playground Improvements

The improvement works commenced on Monday 23rd October 2023 and involve:

1. providing and installing Sensory Play Equipment;
2. providing and installing new swings and removing existing swings;
3. providing and installing new spinning equipment;
4. installation of an Astroturf fitness trail;
5. refurbishment of existing equipment;
6. replacement of existing safety surfaces with Bonded Rubber Mulch; and
7. installation and realignment of access with new gates and boundary fencing.

The play area is currently closed and will be for the duration of the works, which are expected to complete by Friday 10th November 2023 (weather permitting).

In relation to 7 above, *installation and realignment of access with new gates and boundary fencing*, modifications have been made to the proposals for the maintenance access gate from the car park to the recreation field (and by extension, the play area). Originally it was proposed to include a 2.8 metre wide maintenance gate to conform to EN1176 (playground) standard. However, this will be tight for the mower, which is 2.8 metres wide and a 3 metre wide maintenance gate was requested. Because the maintenance gate is from the car park to the recreational field and does not fall within the perimeter of the play area, it can be an ordinary field gate rather than a EN1176 standard gate. With these modifications, the total cost of the project has reduced slightly from £65,375 to £64,935.

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

TABLE 1 – Funding for Shakespeare Park Playground Improvements	
Funding Source	Funding Secured
Tesco	£1,000
Section 106 Funding	£3,545
National Lottery	£45,000
Phase 1 Underspend (Pavilion/Site)	£9,152
Phase 2 Underspend (Tennis Courts)	£6,678
Total funding secured	£65,375
Total cost of Project	£64,935
<i>Balance</i>	<i>£440</i>

It is recommended that once the project is completed, the Committee can consider the final financial position and whether there was any over or underspend. The next scheduled meeting is on 11th January 2024.

Future Management Arrangements

The Council administers the bookings for the Clubroom on behalf of the Shakespeare Park Management Association under a Service Level Agreement for this purpose. Three chargeable bookings were made between July and September and the balance of the income (minus the returned deposits and service charges) has been paid into the Management Association’s bank account.

There is no further update on the potential regular hirer who would like to make use of the facility during the daytime in the week.

Going forward, the Management Association will need to either register as a charity or as a community sports association to obtain a reduction in non-domestic rates charges of around 80%. Otherwise, the Association will need to meet approximately £5,000 per annum in non-domestic rates.

Recommendations

1. That delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council to make minor modifications to the design and installation proposals for the play area, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations; and
2. that progress with the *Future Management Arrangements*, as set out in the relevant section of the report, be noted and endorsed.

Reasons

1. To allow practical modifications to be made and additional miscellaneous items to be incorporated where necessary, while avoiding further delays.
2. To ensure that the Pavilion facility would be operated in the interests of the community and provide for an increase in sport participation.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 8 – Improvements to Walking and Cycling Routes

Purpose

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

Background

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

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

An updated schedule is attached at Appendix 2.

Mossdale Meadows

Snagging work is underway, which includes grass seeding the bank and some additional drainage work. There is a small trip hazard on the link to Meridian Leisure, which is also due to be rectified by the contractor shortly.

Kingsway

A new footpath is due to be installed across the centre of the Kingsway opposite Mossdale Meadows. Blaby District Council have agreed for the works to be carried out on their land, subject to technical approval and a Section 8 Highways Agreement with the County Council is awaited.

Thorpe Astley

In terms of the footpath widening in Thorpe Astley, designs have been finalised and need to be signed off by the County Council. There is a capacity issue with design staff currently so additional time is needed for reviews and approvals. Once these have been signed off, the lanes will be coned off for a trial before final approval is given and the works commence. It is anticipated that works will begin in March 2024 and be completed by the summer of 2024.

Aylestone Meadows

Work on Aylestone Meadows has now started and, except for the new boardwalk, is due to be complete by the end of the year.

The designs and plans for the new boardwalk from Kingsway are complete; however, a contractor needs to be appointed to undertake the installation, which is anticipated early in the new year.

The remaining works at Aylestone Meadows are scheduled to be completed by the end of the year.

Route Signage

The Project Group are now looking at the direction signage proposals. Further to the report received by Committee in September, a site visit is due to take place to review the proposals. The site visit will include relevant signage professionals from both the City and County Councils, as well as Sustrans.

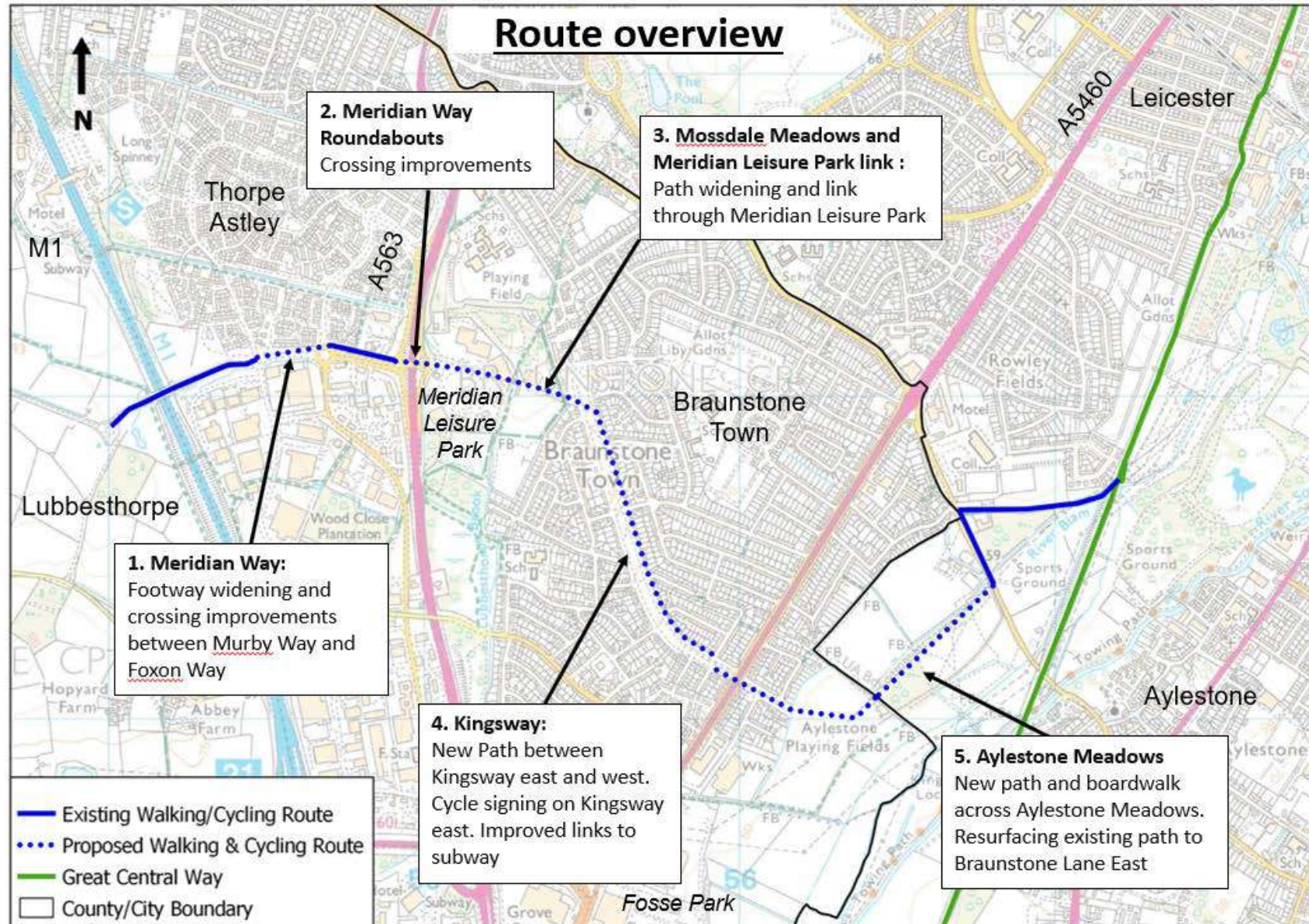
Recommendations

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 act on behalf of Braunstone Town Council in respect of inputting into and agreeing to route signage proposals and post locations.

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 ensure that the destinations used on the signs catered for by both longer distance and local pedestrians and cyclists.

APPENDIX 1 – ROUTE OVERVIEW



APPENDIX 2

Date: October 2023

RE: Great Central Way Phase 2: Programme Update

**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**	Status & Tasks
Murby Way to Foxon Way	Start: June 2022 Finish: October 2023* subject to further amendments following on from LCoC feedback	Start: March 2024 Finish: June 2024	In Detailed Design stage Tasks- LCoC review Section 8
Meridian Way Roundabout	Start: June 2022 Finish: Sept 2023* subject to further amendments following on from LCoC feedback	Start: March 2024 Finish: June 2024	In detailed design stage Tasks- LCoC review Section 8 On site trial
Mossdale Meadows	Completed	Completed	Works complete, snagging works commenced
Kingsway North (BDC Land)	Completed	Start: November 2023 Finish: December 2023	Design Complete Tasks- Blaby DC contract signed by LCC legal team Dropped kerbs both sides need approval from LCoC
Kingsway South	Start: June 2022 Finish: December 2022* subject to further amendments from LCoC feedback	Start: December 2023 End: January 2024	Design Complete Tasks- Section 8 agreement
Aylestone Meadows	Completed	Start: Aug 2023 Finish: Dec 2023	Scheme on site
Aylestone Meadows Boardwalk	November 23- December 23 (dates yet to be agreed and therefore subject to change)	Start- Early 24 End- Spring 24	Appoint boardwalk contractor

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 9 – Civic Centre Facilities Improvements

Purpose

To receive a completion report on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café Kitchen.

Background

On 3rd November 2022, the Committee accepted the tender (which had been provisionally accepted on 16th June) submitted by Contractor D, KM Beesley, for £181,973 to undertake the refurbishment works (minute 61).

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

Work commenced on Monday 16th January 2023 and the building, renovation and toilet installations were all complete by the end of April. On 31st May 2023 training, handover and commissioning of the Changing Places toilet was undertaken and the Changing Places toilet is now officially registered. Work on the Café kitchen was complete by the end of August 2023.

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

Works Contract Costs and Funding

A practical completion certificate for the works contract was issued on 4th September 2023. Five valuations in total have been certified by the quantity surveyor, which come to a total of £187,360.80. 2.5% is retained for 12 months pending any snags. Therefore, £182,676.78 has been paid to the contractor for works completed so far.

The remaining payment certificate will be issued upon the issue of the Making Good certificate due at the end of the Rectification Period (4th September 2024) and will reflect the release of the remaining retention fund, i.e. £4,684.02.

The following table shows actual contract costs against the original priced bill:

TABLE 1 Total Contract Costs	Tender Sum £	Final account £	Variation £
Demolitions and Alterations	12,774.00	13,574.00	+800.00
Windows	4,450.00	4,450.00	0.00
Internal Walls and Partitions	30,047.00	29,910.80	-136.20
Internal Doors	6,817.00	9,369.00	+2,552.00
Wall Finishes	9,180.00	12,810.00	+3,630.00
Floor Finishes	8,425.00	9,751.00	+1,326.00
Ceiling Finishes	3,980.00	4,410.00	+430.00
Painting and Decorating	3,400.00	4,000.00	+600.00
Fittings and Furnishings	40,400.00	43,884.00	+3,484.00
Services	45,800.00	41,800.00	-4,000.00
Drainage	1,000.00	2,702.00	+1,702.00
Preliminaries and Contingencies	15,700.00	10,700.00	-5,000.00
Total	181,973.00	187,360.80	+5,387.80

A list of the variations is attached at Appendix 1.

The following table sets out the funding used:

TABLE 2 - FUNDING	
Funding Source	Funding Amount £
Public Works Loan	114,297.00
Changing Places, Government Grant	19,941.00
Earmarked Reserves	60,000.00
Total Funding	194,238.00
Total Contract Costs	187,360.80
Balance of Funding	6,877.20

The total contract costs and balance of funding does not include costs incurred by the Town Council, which includes directly purchasing items for the Café kitchen and Café, including a fridge, freezer, dish washer, pots, pans, utensils and high chairs.

Delivering the Café Service

The Operator, JAAAK Ltd, are proposing the Café operate weekdays from 8am until 2pm. JAAAK Ltd made a request to sub-contract the operation of the Café, the principle of which was approved by Committee on 7th September 2023 (minute 27) and delegated authority was given to the Chief Executive & Town Clerk to determine.

The Chief Executive & Town Clerk approved the sub-contracting of the operation of the Café Service to Anne Marie Webster T/A Anne's Kitchen on 13th October 2023, subject to the following conditions:

1. *Subject to compliance with the Operating Contract and the conditions set out below; the period of this approval is given until Wednesday 10th July 2024*

- (the date of expiry of the existing Operating Contract) or an earlier date on which the Operating Contract is terminated for any reason.*
- 2. The Council, at its sole discretion, may withdraw this consent by giving 2 months written notice.*
 - 3. The subcontractor agreement between JAAAK Ltd and Anne Marie Webster T/A Anne's Kitchen having been agreed and being the only contract in place (the client and contractor may agree a payment rate to be inserted at clause 14).*
 - 4. The branding of the Café Service being the same as the branding of the bar service, i.e. Civic Community Lounge.*
 - 5. The Café Service operates for a minimum service period of 5½ hours per day between 9am and 5pm, Monday to Friday (excluding Public Holidays); other times may be agreed in writing with the myself, subject to a minimum of 25 hours per week.*
 - 6. The sub-contractor must stock a wide range of snacks and food, including catering for healthy eating (e.g. fruit and low sugar foods) and special diets (e.g. gluten free, vegetarian and vegan).*
 - 7. The following qualifications and training must be obtained by the sub-contractor and there must be at least one individual present, who holds these qualifications, during the operation of the Café Service:*
 - a. Level 2 – Food Safety and Hygiene for Catering,*
 - b. Level 2 – Hazard Analysis and Critical Control Points, and*
 - c. Food Allergy Awareness,*

Evidence that these have been obtained and are current must be provided to Braunstone Town Council's representative prior to Anne Marie Webster T/A Anne's Kitchen commencing the operation of the Café Service.
 - 8. A documented system being in place prior to the opening of the Café Service, remaining in place on an ongoing basis, and accessible to Braunstone Town Council's Representative. The documented system should be along the lines set out in the Food Standards Agency "Safer Food Better Business for Caterers" (updated November 2019), which is enclosed and found at <https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers> and must detail your systems and checks for:*
 - a. preventing cross-contamination;*
 - b. effective cleaning, chemical disinfectants used as a control, must comply with BS EN 1276:2009 or BS EN 13697:2001 or an equivalent standard;*
 - c. chilling food properly, including keeping a record of refrigeration temperatures;*
 - d. cooking food properly, including keeping a record of hot food temperatures;*
 - e. opening and closing checks;*
 - f. managing suppliers and contractors;*
 - g. stock control;*
 - h. training and supervising staff, all food handlers should read and sign to say they have understood the contents in the staff training section; and*
 - i. managing food allergens.*
 - 9. Approval by JAAAK Ltd of the updated Itinerary of fixtures, fittings and Utensils (Appendix A of the Operating Contract), which now includes*

Braunstone Town Council property located in the kitchen and lounge relating to the Café Service. The fixtures, fittings and utensils will be managed under the Operating Contract in accordance with Paragraph 8 of the Specification.

At the time of writing the sub-contract had not been agreed between JAAAK Ltd and Anne Marie Webster T/A Anne's Kitchen. To avoid any further delays it is recommended that delegated authority be given to the Chief Executive & Town Clerk to consider and approve any alternative arrangements proposed by JAAAK Ltd to commence the operation of the Café Service at the Civic Community Lounge.

Recommendations

1. That the *Works Contract Costs and Funding*, as detailed in the relevant section of the report, including as set out at *Table 1, Table 2*, and at Appendix 1, be received and noted; and
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to determine any further requests made by JAAAK Limited to either amend the approved sub-contract arrangements, or make alternative arrangements, to deliver the operation of the Café Service.

Reasons

1. The building works were now complete, subject to a 12 month snagging period, with the variations, the contract costs and funding used was now confirmed.
2. To avoid undue delays with approvals and to enable the Café service to commence.

**Architect's /
Contract
Administrator's
Instruction**

Issued by: HSSP Architects Limited

address: Pera Business Park, Nottingham Road
Melton Mowbray, Leicestershire
LE13 0PB

Employer: Braunstone Town Council
address: Braunstone Civic Centre, Kingsway
Braunstone Town, LE3 2PP

Contractor: KM Beesley (Construction) Limited
address: 45 Wood Street
Ashby de la Zouch, Leicestershire
LE65 1EL

Works: Internal Alterations to the Civic Centre
situated at: Braunstone Town Council
209 Kingsway
Braunstone
Leicester LE3 2PP

Job reference: 7570/NC/SG

Instruction no: 1

Draft no: D1

Sheet: 1 of 5

Under the terms of the MWD Building Contract dated 16 January 2023

Office use: Approximate costs

£ omit

£ add

- 1 ADD:
Liquid DPM to both areas
- 2 ADD:
New opening formed in staff kitchen, lintel, new galv doorset
- 3 ADD:
New walls fomed in 2 no. under stage cupboards (FR 60) and fire rated
plasterboard installed to ceiling
- 4 ADD:
New lighting to under stage cupboards
- 5 ADD:
New plaster boarding installed throughout

To be signed and
dated by or for the
issuer named
above

Signed



Dated 04 September 2023

Distribution

Contractor | 2 |

Quantity Surveyor | 2 |

Clerk of Works

Employer | 1 |

Structural Engineer

Other

Principal Designer

M&E Consultant

File | 1 |



Instruction continuation

Issued by: HSSP Architects Limited
 address: Pera Business Park, Nottingham Road
 Melton Mowbray, Leicestershire
 LE13 0PB

Job reference: 7570/NC/SG

Instruction no: 1

Draft no: D1

Sheet: 2 of 5

Under the terms of the MWD Building Contract dated _____

Office use: Approximate costs
 £ omit £ add

Brought forward:

- 6 ADD:
Hand dryers to Phase 2 works to be more powerful than those proposed

- 7 ADD:
Provide and install 2 no. bollards externally

- 8 ADD:
External works: remove and relocate existing kerb line, new tarmac infill

- 9 ADD:
Install new pipework to enable installation of rainwater harvesting system to each phase of the project in the future

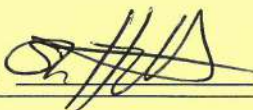
- 10 ADD:
Cost of catering kitchen

- 11 ADD:
Cost of changing places WC

- 12 ADD:
Form new bulkhead in corridor

To be signed and dated by or for the issuer named above

Signed



Dated 04 September 2023

Distribution

Contractor | 2 |

Quantity Surveyor | 2 |

Clerk of Works

Employer | 1 |

Structural Engineer

Other

Principal Designer

M&E Consultant

File | 1 |



Instruction continuation

Issued by: HSSP Architects Limited
 address: Pera Business Park, Nottingham Road
 Melton Mowbray, Leicestershire
 LE13 0PB

Job reference: 7570/NC/SG
 Instruction no: 1
 Draft no: D1

Sheet: 3 of 5

Under the terms of the MWD Building Contract dated _____

Office use: Approximate costs
 £ omit £ add

Brought forward:

- 13 ADD:
Cost of all WC's
- 14 ADD:
Internal door locks as per client's request
- 15 ADD:
Steelwork to Phase 2 works, as per Dragon Structural design
- 16 ADD:
Additional joists to support hoisting system in changing places WC
- 17 ADD:
Cost of new staff kitchen and fittings as per 7570-10-02B &
7570-04-014C (see attached)
- 18 ADD:
Fit carpet tiles supplied by client
- 1 OMIT:
Suspended ceiling tiles omitted throughout

To be signed and dated by or for the issuer named above

Signed



Dated 04 September 2023

Distribution

- Contractor | 2 |
- Quantity Surveyor | 2 |
- Clerk of Works
-
- Employer | 1 |
- Structural Engineer
- Other
- Principal Designer
- M&E Consultant
-
- File | 1 |



Instruction continuation

Issued by: HSSP Architects Limited
 address: Pera Business Park, Nottingham Road
 Melton Mowbray, Leicestershire
 LE13 0PB

Job reference: 7570/NC/SG

Instruction no: 1

Draft no: D1

Sheet: 4 of 5

Under the terms of the MWD Building Contract dated _____

Office use: Approximate costs
 £ omit £ add

Brought forward:

- 2 OMIT:
 Hand dryers to Phase 2 works as proposed

- 3 OMIT:
 Rainwater harvesting system

- 4 OMIT:
 PC sum for catering kitchen

- 5 OMIT:
 PC sum for changing places WC

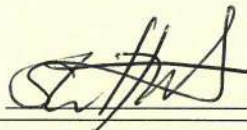
- 6 OMIT:
 PC sum for Venesta

- 7 OMIT:
 Remove Venesta active lockers to canteen

- 8 OMIT:
 Internal door locks as per door schedule

To be signed and dated by or for the issuer named above

Signed



Dated 04 September 2023

Distribution

Contractor | 2 |

Quantity Surveyor | 2 |

Clerk of Works

Employer | 1 |

Structural Engineer

Other

Principal Designer

M&E Consultant

File | 1 |



Instruction continuation

Issued by: HSSP Architects Limited
 address: Pera Business Park, Nottingham Road
 Melton Mowbray, Leicestershire
 LE13 0PB

Job reference: 7570/NC/SG

Instruction no: 1

Draft no: D1

Sheet: 5 of 5

Under the terms of the MWD Building Contract dated _____

		Office use: Approximate costs	
		£ omit	£ add
<i>Brought forward:</i>			
9	OMIT: Kitchen appliances as set out in 09/1 B		
10	OMIT: Carpet tiles		
To be signed and dated by or for the issuer named above Signed  Dated <u>04 September 2023</u>			

Amount of Contract Sum/Tender Price £
 ±Approximate value of previous issued Instructions £
 Sub-total £
 ±Approximate value of this Instruction £
 Approximate adjusted total £

- Distribution*
- | | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> Contractor 2 | <input checked="" type="checkbox"/> Quantity Surveyor 2 | <input type="checkbox"/> Clerk of Works | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Employer 1 | <input type="checkbox"/> Structural Engineer | <input type="checkbox"/> Other | |
| <input type="checkbox"/> Principal Designer | <input type="checkbox"/> M&E Consultant | <input type="checkbox"/> | <input checked="" type="checkbox"/> File 1 |



BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 10 – Update on Climate Initiatives

Purpose

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

Background

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

These installations contribute significantly to the aim to reduce the Town Council's carbon footprint by 40% this year and become carbon neutral by 2030.

Solar PV Panels and associated Battery Storage

Energy Efficient Solutions are the appointed contractor for the installation of Solar PV Panels and battery storage at all three sites.

Library installation is complete; 78 panels have been installed with a capacity of 25kw.

Thorpe Astley Community Centre installation is complete; 87 panels have been installed with a capacity of 30kw.

Braunstone Civic Centre installation will be on the Millfield Hall roof and commenced on Monday 23rd October and is due to be completed by Friday 27th October. The installation consists of 96 panels with a capacity of 30kw.

The Contractor reissued the Project Summary on 6th September 2023, which was reported to Committee on 7th September 2023. The net result of the changes to the installation would result in a reduction in annual savings from £26,925 down to £17,561. However, there were inconsistencies in the figures and, in accordance with minute 28, resolution and reason 2, the Chief Executive & Town Clerk challenged the updated figures with the contractor. At the time of writing clarification and/or revised figures are awaited from the contractor. An update will be provided at the meeting

For information and reference, the original proposal (ordinary text) and reissued proposal (bold text) are set out in Table 1 below.

TABLE 1 – Comparison of impact Solar PV installation modifications					
	Cost £	No of Panels	Annual Carbon Reduction	Annual Bill Savings £	Est Payback (years)
Civic Centre	£65,185 £53,485	174 96	13.66ct 6.25ct	£10,923 £7,925	6 7
Thorpe Astley	£32,020 £31,120	93 87	7.37ct 6.02ct	£7,190 £7,498	5 4
Library	£31,671 £29,571	92 78	7.89ct 5.63ct	£8,812 £2,138	4 14
TOTAL	£128,876 £114,176	359 261	28.92ct 17.90ct	£26,925 £17,561	5 8
Original – Ordinary Text. Revised – Bold Text.					

The Carbon Reduction achieved through the installation of solar PV at the Community Facilities was estimated at 17.47ct.

Export Tarriff

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

Work has already commenced on a supplier for the Library. Both Braunstone Civic Centre and Thorpe Astley Community Centre do not have a Smart Meter and the energy supplier states that installation of a Smart Meter will be scheduled in the future according to timescales.

Without a Smart Meter the only way to receive payment for exported energy is to have an Export Meter installed. While these are not as accurate, it will be the best option in the short term to receive payment for exported energy rather than risk delays to the roll out of the Smart Meters. Investigations are ongoing concerning the fitting of Export Meters.

Battery Storage

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

Delays to the installation of Smart Meters will affect this, since the data patterns and usage figures will not be available.

The installation saving is £18,789, which could be put towards the costs of battery storage. However, if installation is beyond 2nd February 2024; permission will need to be sought from the Department of Levelling up to extend the borrowing period.

Given there is only three months left of the borrowing period, it is recommended that

a formal request is submitted to the Department of Levelling Up, Housing and Communities to extend the borrowing period for the balance for a period of 12 months.

Electric Vehicle Charging points (EVCPs)

Electric Vehicle Charging points are fully operational at both sites. Line markings are also complete at both sites with signage now installed.

To enable 24/7 use of the Chargers at Thorpe Astley Community Centre, drop-down bollards have been installed to prevent unauthorised vehicular access to the Park; as a result the car park is no longer closed when the Centre is not in use.

Revenue to 20th October 2023 is £756.12. Estimated energy cost is £613.23. 75% is via the app, the remainder are pay and charge or chargecards. CO2 Saving is 812kg; equivalent trees planted is 31 and EV Miles is 4,323.

All four chargers have been used at the Civic Centre; a total of 13 drivers and 56 sessions. Thorpe Astley remain unused.

Air Source Heat Pump

Hex Energy were appointed to install an air source heat pump at Thorpe Astley Community Centre, which has now been fully installed and is operational.

The installation of the air source heat pump and solar panels at Thorpe Astley Community Centre reduces the carbon footprint of the building by approximately 90%.

Finance

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

Scheme costs are set out below:

Scheme	Installation	Other Costs	Status
Solar PV Panels	£114,176	N/A	Due 27 th October 2023
Air Source Heat Pump	£38,370	£2,850	Delivered
Electric Vehicle Charging Points	£19,243	£2,628	Delivered
TOTAL	£171,789	£5,478	

There is therefore £18,789 left out of the borrowing approval, which could be put towards future battery storage. However, if this is beyond 2nd February 2024; permission will need to be sought from the Department of Levelling up, Housing and Communities to extend the borrowing period.

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

Building	Electricity*	Gas	Total
<i>Civic Centre</i>	£7,925	£0	£7,925
<i>Thorpe Astley</i>	£7,498	£5,118	£12,616
<i>Library</i>	£2,138	£0	£2,138
TOTAL	£17,561*	£5,118	£22,679

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

As a result of the changes to the solar PV specification, there is £10,000 less savings than predicted, which will need to be addressed in the forthcoming Medium Term financial planning assessment.

Recommendations

1. That the update on the *Solar PV Panels and associated Battery Storage, Electric Vehicle Charging points (EVCPs), and Air Source Heat Pump*, as set out in the respective sections of the report, be received and noted; and
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to:
 - (a) liaise with the selected contractor for the installation of *Solar PV Panels and associated Battery Storage* to make arrangements for the installation of battery storage connected to the Solar PV Panels, where it would be advantageous to do so, and
 - (b) to submit a formal request to extend the borrowing period for any unused approved borrowing for a period of up to 12 months, if necessary.

Reasons

1. To deliver the Council's Climate Change & Environmental Objectives, reduce the Council's Carbon footprint, make savings and generate revenue.
2. To ensure that all of the approved borrowing was utilised towards reducing the Council's Carbon footprint, making savings and generating revenue.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 11 – Improvements to Impey Close Play Area and Open Space

Purpose

To receive an update on proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; and to determine timescales.

Background

Improvement work to Impey playground and surrounding open space had been included in the Town Council's Capital Plan for 2023/2024 due to the need to update and replace existing play equipment and safety surfaces. The Capital Plan included the following work:

1. Resurface playground with rubber mulch under play equipment and pathway.
2. Install new and replace vandalised equipment.
3. Improve paths, including gravel path "yellow brick road" and planting in surrounding open space.

A site visit was undertaken on 5th July 2023 to establish the current condition of the play area and surrounding open spaces.

At the meeting of Policy & Resources committee held on 7th September 2023 the committee endorsed the outline proposals for the project to include:

- Keeping the current Slide/Climbing Frame
- Refurbish Swings or install new swings
- Consider installation of additional new play equipment suitable for toddlers and primary school age children
- Installation of new Vehicular Access Gate
- Replacement of existing Wet Pour Safety Surfaces and replace with Rubber Bonded Mulch
- Retain existing benches and bin
- Retain existing bow top fencing around the play equipment
- Proposals to install play equipment for older children around the fenced off play area to cater for all age groups.
- Continuation of tree planting in the area
- Renovate path from Darien Way to Sculpture (top section down towards Brook) and consider installation of drainage
- Installation of bench at end of Darien Way path adjacent to Sculpture

Consultation Process

It was agreed that a consultation exercise with local residents be undertaken at various stages of the process in the refurbishment of the playground, open spaces

and pathways via various methods.

The proposals were circulated at the citizen's Advisory Panel on 31st August 2023 for consideration and included in the October edition of the Braunstone Life, Town Council Website and social media along with posters at the centre and playground. The closing date for responses from the consultation was 23rd October 2023.

To date, only two responses have been received from the consultation and it is therefore proposed that the consultation period be extended until Friday 1st December 2023.

Timescales/Next Stages

The following are proposed amended milestones, taking into account an extension of the consultation period, for consideration and approval.

Date	Proposal
7 th September 2023	Policy & Resources Committee to consider concept and outline proposals
October/November 2023	Consultation on Concept and Outline Proposals
January 11 th 2024	Policy & Resources Committee to finalise proposals and approve procurement process
February / March 2024	Invitations to Tender
April 2024	Tenders to consider and shortlist
May 2024	Consultations on specific proposals
July 2024	Final proposals and contractor agreed
October – December 2024	Refurbishment Work Undertaken

Recommendations

1. that the proposal to extend the closing date for the consultation process to 1st December 2023 be approved; and
2. that the amended *Timescales/Next Stages*, set out in the relevant section of the report, be approved;

Reasons

1. To engage all residents with the plans and seek their views on options.
2. To confirm amended milestones for the delivery of the project.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 12 – Thorpe Astley Park Culvert

Purpose

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

Background

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

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

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

Regular updates have been requested from Persimmon on the progress of the project. On 3rd July 2023 Persimmon confirmed that they were waiting for an ecological report to be completed to assess if there were any nesting birds in the undergrowth around the bridge, before work commenced on clearing the undergrowth for the project to commence. On 1st August 2023 it was noted that some work to the shrubs and fencing around the culvert had been undertaken.

Since then no further work or communication with Persimmon was noted. On 11th October 2023 a site visit had been arranged with Blaby District Council, Persimmon Homes and Braunstone Town Council officers to obtain an update on the work to the bridge.

The representative from Persimmon Homes confirmed that following the cutting back of some of the hedge around the culvert bridge it was noted that the approved plans for the culvert work included cutting into the banks of the brook quite extensively which Persimmon felt was unnecessary. Persimmon proposed that revised plans be drawn up that reduced the extension of the bridge into the brook banks as they felt this was unnecessary.

It was also noted that Persimmon Homes had indicated that the budget to undertake the work to the culvert bridge would not be available in the 2023/2024 budget and would therefore be scheduled for the new financial year 2024/2025.

Concerns regarding the safety of the bridge were raised following comments from

residents that the high fencing prevented a line of sight from either side of the bridge to see oncoming cyclists/pedestrians and also created areas that could be used to hide behind.

Persimmon Homes representative agreed to arrange for a risk assessment to be carried out on the bridge in order to assess if any interim work to the bridge fencing was needed before the work commenced. The risk assessment would be forwarded to the Town Council and Blaby District Council once completed.

It was agreed that a further meeting be arranged in February 2024 to receive an update.

Following the meeting Blaby District Council agreed to undertake an independent risk assessment of the bridge with support from Town Council officers.

Recommendation

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

Reason

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

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd November 2023

Item 13 – Park & Open Spaces Winter Works Programme 2023/2024

Purpose

To consider items for inclusion on the Winter Works Programme for 2023/2024 for the Councils Parks, Open Spaces and Grounds.

Background

A Winter Works programme was submitted to the committee on an annual basis to approve works and capital projects on the Parks and Open Spaces in Braunstone Town and Thorpe Astley. The proposed programme has been put together with the ground staff, including what work or projects were required to maintain and improve the areas that the Town Council manage (Appendix 1).

Tree Surveys would be carried out on Mosssdale Meadows, Merrylees, Shakespeare Park and Thorpe Astley Trim Trail/Tennis court area during the Winter Works 2023/2024 Programme.

The ongoing replacement of whips and trees would continue with applications being made to Woodland Trust for tree packs and Leicestershire County Council for fruit trees.

Other general winter works operations would be carried out on all the other parks and open spaces as required.

Recommendation

That the Winter Works Programme 2023/2024, attached at Appendix 1, be approved.

Reason

To ensure that parks and open spaces in Braunstone Town are maintained to a high level.

WINTER WORKS SCHEDULE 2023/2024
BRAUNSTONE TOWN

PARK/OPEN SPACE	ITEM	FAULT/ACTION	SOURCE	COMPLETED
CIVIC CENTRE	Hedges and Trees	General winter maintenance	Maintenance	
	Car park borders	Remove old fencing and concrete posts. Retarmac carpark Re-instate parking bay lines Tidy up top of car park and remove rubbish	Capital Plan	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
	Area behind library	Hard standing/stone to provide storage area Cut down trees behind library	Maintenance Maintenance	
	Street Lights in car park	Trees and hedges to be cut back as overgrown and cause lights to stay on	Maintenance	
	Notice boards	To be repaired and painted until replaced Tidy up Youth Council board – remove wording if possible. Remove old notice board adjacent to Youth Council board	Maintenance	
	Trees	Remove 1 cherry tree in main car that has died	Maintenance	
	Trees adjacent to library	Quote required from Sam Metcalf to reduce height and width of trees next to library now solar panels installed	Maintenance	
	Court yard	Trees and shrubs need cutting back and area tidied up	Maintenance	
HIGHWAY SIGNS – ALL AREAS OF TOWN	Welcome to Braunstone Town Signs	To undertake any necessary repairs and clean where safe to do so. Install plants in new planters on NRS	Maintenance	
MOSSDALE MEADOWS	Hedges and trees	General Winter Maintenance Tree Survey	Maintenance Rolling programme of Tree Surveys	

PARK/OPEN SPACE	ITEM	FAULT/ACTION	SOURCE	COMPLETED
	Brook	Tenders currently being obtained to undertake repairs to vehicular culvert bridge and additional drainage work to car park	Capital Plan	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
	Trees	Remove dead pine tree – parks staff to undertake work	Maintenance	
	Meadow Area	To rotovate and sow wild flower seed	Maintenance	
	Play area bark	Large load of play bark required to top up play area.	Maintenance	
	Brockenhurst Entrance	Install gateway to prevent motorbike access and undertake work to fence adjacent to brook	To go on Capital Plan	
	Inspection Chamber	Secure Lids being sourced to prevent access	Maintenance	
	Notice Board	New notice board to be installed at Kingsway entrance to Mossdale Meadows by end of 2023	Maintenance	
	Cycle route fencing	To partially remove some railings and signate post to provide access to playground vehicle gate for trucks to enter	Maintenance	
	Fencing	Missing or loose bolts – replace	ROSPA	
	Gate	Violent action – adjust closing time – new gate required	ROSPA	
	Picnic table	Bolts loose – tighten	ROSPA	
	Slide	Timber is decayed – replace affected parts	ROSPA	
	Toddler swing	Decay to timber post – recommend resistance test	ROSPA	
	Gym Pull down	Bearings worn – replace	ROSPA	
	Gym Skier	Loose bolts on footplate – secure	ROSPA	
	Gym Rower	Bearings worn – replace	ROSPA	

PARK/OPEN SPACE	ITEM	FAULT/ACTION	SOURCE	COMPLETED
	Signage	Appropriate sign to be installed	ROSPA	
	MUGA – Quarter Pipe	Transition point exceeds 5mm – repair	ROSPA	
	MUGA – Wheeled Sport	Transition point exceeds 5mm – repair	ROSPA	
	MUGA – Wheeled Sport	Surface is cracking – repair	ROSPA	
	MUGA – Wheeled Sport	Surface should be even and closed – repair	ROSPA	
MERRYLEES	Fencing	Remove or repair damaged fencing throughout	Maintenance	
	Paths	Reinstate pathways	Capital Plan	
	Trees	Remove further dead trees Tree Survey	Maintenance Rolling programme of Tree Surveys	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
FRANKLIN PARK	Hedges and trees	General Winter Maintenance	Maintenance	
	Path in orchard	Extend Mill Waste path through orchard/meadow area	Capital Plan	
	Car park	Undertake repairs to car park and reinstate parking bay lines	Capital Plan	
	Meadow Area	To rotavate and sow wild flower seed	Maintenance	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
	Pond	Clear out and maintain pond	Maintenance	
	Manhole cover	Secure lid to be installed	Health & Safety	
	Fencing	Loose or missing bolts	ROSPA	

PARK/OPEN SPACE	ITEM	FAULT/ACTION	SOURCE	COMPLETED
	Multiplay	2 x net connectors damaged – replace	ROSPA	
	Toddler Swing	Fixtures loose or missing – tighten and replace	ROSPA	
SHAKESPEARE PARK	Hedges and trees	General Winter Maintenance Tree Survey	Maintenance Rolling programme of Tree Surveys	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
	Area by new shed	Clear weeds and lay grass or wildflower seeds	Management handover	
	Landscape area around car park	Weeds to be cleared and shrubs maintained	Maintenance	
	Planted areas in front of pavilion	Weeds to be cleared and perennial shrubs to be planted for management committee maintenance	Management handover	
HOLMFIELD PARK	Hedges and trees	General Winter Maintenance	Maintenance	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
	Youth Shelter	Trip points – remove	ROSPA	
	MUGA	Encroaching vegetation - remove	ROSPA	

WINTER WORKS SCHEDULE 2023 2024

THORPE ASTLEY

PARK/OPEN SPACE	ITEM	FAULT/ACTION	SOURCE	COMPLETED
THORPE ASTLEY COMMUNITY CENTRE	Planted area in front of centre	Garden area to be tidied up shrubs cut back as required	Maintenance	
THORPE ASTLEY PARK	Hedges and trees	General Winter Maintenance	Maintenance	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
	Culvert bridge	Work to be undertaken by Persimmon to replace existing bridge	TA Land transfer project	
	Carousel	Geo textile exposed – top up play bark	ROSPA	
	Carousel	Rubber seal on underside missing – replace	ROSPA	
	Multiplay	Post connector rubber is damaged – replace	ROSPA	
	Climber	Chain fixing pins worn – replace	ROSPA	
	Swings	Supporting components to be checked	ROSPA	
	Swings	Surface is damaged – rubber worn to stone	ROSPA	
	Swings	Swings damaged x2 – replace	ROSPA	
	Swings	Chain links worn – replace	ROSPA	
	Rotator bowl	Item is damaged – replace	ROSPA	
	Bin Store	Repair	Maintenance	
	Seating Areas	Repair and top up with new top soil	Maintenance	
HIGHWAY SIGNS – ALL AREAS OF TOWN	Welcome to Braunstone Town Signs	To undertake any necessary repairs and clean where safe to do so.	Maintenance	

PARK/OPEN SPACE	ITEM	FAULT/ACTION	SOURCE	COMPLETED
THORPE ASTLEY COMMUNITY CENTRE	Planted area in front of centre	Garden area to be tidied up shrubs cut back as required	Maintenance	
ALL AREAS	Fences	Repair of any fences where required	Maintenance	
GRAVEL PATH BY IMPEY CLOSE	Path	Breedon gravel to top up and repair most urgent areas	Maintenance	
VARIOUS AREAS	Planting of trees	Plant whips and standard trees where required	Maintenance	
MUGA, TENNIS COURTS, TRIM TRAIL	Hedges and trees	General Winter Maintenance Tree Survey	Maintenance Rolling programme of Tree Surveys	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
	Play area	Top up bark where required	Maintenance	
	MUGA fence	Top three panels missing – replace	ROSPA	
	Balance Beam	Timber decayed & support posts decayed	ROSPA	
	Overhead bars	Loose in ground – reset item	ROSPA	
	Overhead bars	Timber decayed – replace	ROSPA	
COOKE CLOSE	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
FOXON WAY	Hedges	Cut back hedge from fence adjacent to properties	Maintenance	
WITHERS WAY	Notice board	New notice board to be installed on Withers Way to replace missing one by end of 2023	Maintenance	
HILCOTT GREEN	Hedges and trees	General Winter Maintenance	Maintenance	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
	Fencing	Bolt missing – replace	ROSPA	

PARK/OPEN SPACE	ITEM	FAULT/ACTION	SOURCE	COMPLETED
THORPE ASTLEY COMMUNITY CENTRE	Planted area in front of centre	Garden area to be tidied up shrubs cut back as required	Maintenance	
PRIESTMAN ROAD	Hedges and trees	General Winter Maintenance	Maintenance	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
IMPEY CLOSE	Hedges and trees	General Winter Maintenance	Maintenance	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
	Multiplay	Surface shrinkage – repair	ROSPA	
	Swing	Wear to chains – replace	ROSPA	
	Swing	Loose swing eye bolt – tighten	ROSPA	
	Swing	Seat at wrong height – adjust	ROSPA	
	Swing	Gaps between surface tiles – trip hazard	ROSPA	
ISOBELLA ROAD	Hedges and trees	General Winter Maintenance	Maintenance	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
MARSHALL CLOSE	Hedges and trees	General Winter Maintenance	Maintenance	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
OWEN CLOSE	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
COLLINS CLOSE	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
VILLAGE GREEN	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
LONG SPINNEY	Hedges and trees	General Winter Maintenance	Maintenance	

PARK/OPEN SPACE	ITEM	FAULT/ACTION	SOURCE	COMPLETED
THORPE ASTLEY COMMUNITY CENTRE	Planted area in front of centre	Garden area to be tidied up shrubs cut back as required	Maintenance	
	Litter	Deep litter pick	Maintenance	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
LAND ADJACENT TO ALDI	Litter bin	Install new litter bin	Maintenance	
LUBBESTHORPE ISLAND	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
LUBBESTHORPE BROOK	Brook	Walk through of brook and clearance where necessary	Maintenance	
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	
MERIDIAN WAY	Laurel shrubs	Reduce height of laurel shrubs – phase 4 of work. External contractor for one off project work	Maintenance	
TUFFLEYS WAY PATH	Hedge	Reduce severely as overgrown and unmanageable. External contractor for one off project work	Maintenance	

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 14 – Licensed Bar and Café Contract

Purpose

To consider a request from the Operator, JAAAK Ltd, to extend the contract to operate the Licensed Bar and Café.

Background

From the 13th August 1986 to 6th May 1989 the Licensed Bar at Braunstone Civic Centre was managed and operated by the Council.

Since 7th May 1989, the Council has entered into four year contracts with a private contractor to operate the Licensed Bar service on its behalf. The contractor pays the Council a fixed sum for each year of the contract and is in receipt of all incoming monies to the Licensed Bar Services derived from the sale of alcoholic and non-alcoholic drinks and cold bar snacks. Since the contract is a service contract, the bar space remains part of the Council's premises and the Council bears the cost of the general rate, heating, lighting, general power and water rates.

By contracting out the service to a private contractor, the Council receives fixed sum payments and the contractor is responsible for:

- all staffing costs and matters relating to the operation of the bar service;
- keeping stock records and accounts;
- payment of all Government dues involved in running the Licensed Bar including VAT, Income Tax, National Insurance;
- receiving all deliveries of stock;
- stocking the bars with a wide range of beers bottled and draught, soft drinks, spirits, wines, fortified wines, low alcohol beers and red and white house wines, together with hot beverages (tea and coffee);
- determining the retail selling prices, subject to these being competitive with similar establishments; and
- providing a Mobile Bar Service at the Thorpe Astley Community Centre at no additional cost to the hirers.

The Council has subsequently advertised and renewed the contract in 1993, 1998, 2002, 2006, 2010, 2014 and, following a one year extension, in 2019.

The current Licensed Bar & Cafe Contract started on 10th July 2019. This contract was sealed by Council on 27th June 2019. The annual amount payable to the Council by the contractor is £17,000 + VAT (£68,000 + VAT for the four year period).

Due to the Covid-19 pandemic, the service closed from Saturday 21st March 2020 until Thursday 10th September 2020 inclusive (174 days) and again from Thursday 5th November 2020 until Sunday 16th May 2021 inclusive (193 days). Therefore, the Committee agreed to extend the original contract end date from 9th July 2023 by 367 days to 10th July 2024.

Procurement Act 2015

Under the Procurement Act 2015, any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender with a public notice of intention to place a contract to be placed on the Contracts Finder Website, on the Council's website and in any other relevant publication. A specification of the goods, materials, services and the execution of works must also be drawn up.

Financial Regulation 11.1 and Standing Order 6.6b cover in detail the Council's processes for contracts. Financial Regulation 11a(iii) allows for the extension of existing agreements, however, this would not allow the extension of a contract beyond the £25,000 threshold set out in the Procurement Act of 2015.

Extension of existing Licenced Bar and Cafe Contract

On 30th September 2023, the operator requested an extension to the term of the current contract by 4 years. The reason given was that *"this would be a true representation of what the original tender of bar and cafe entailed and help to overcome the shortfall in trade during the pandemic. Obviously during the duration of our current term we have not had the platform to provide a cafe service"*.

In addition, the operator requested a reduction in the fixed term payments to the same as the reduced amount agreed following the Covid-19 pandemic until the Café kitchen became operational for the next year and periodically stagger annually if the cafe is successful. The Committee reviewed this arrangement at the previous meeting on 7th September 2023 and resolved *"that the Operator, JAAAK Limited, restore their monthly service payments to £1,700 either when the Café Service commences or by 1st October 2023, whichever is the earliest"* (minute 27, resolution 2). Therefore, the monthly service payments have been restored to the original contractual amounts as of 1st October 2023.

There are advantages in extending the existing operating contract to ensure that the Café Service is a success, prior to running a full tender exercise. However, it must be noted, that at the time of writing the Café Service had not commenced.

A four year extension however would appear excessive and would not be in compliance with the Procurement Act 2015, given the value of the contract extension would exceed £25,000. The Chief Executive & Town Clerk is seeking further legal advice on the effect of the Procurement Act and the Council's Financial Regulations in relation to the extension of this contract. Therefore, subject to legal advice, it is

proposed that a one year extension to the existing Operator Contract with JAAAK Ltd is considered until 10th July 2025 based on the original payment terms. If considered necessary and appropriate, this will provide time to establish the Café Service from the Civic Community Lounge and make it a success.

Recommendation

That delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader & Deputy Leader of the Council, to determine whether to offer the current Licensed Bar & Café Contractor, JAAAK Ltd, a one-year extension of the current Licensed Bar & Café Contract, made on 27th June 2019, until 10th July 2025, subject to the Café Service in the Civic Community Lounge commencing by 4th December 2023.

Reason

To provide for the opportunity to establish the Café Service from the Civic Community Lounge. With a contract value of £17,000 + VAT per annum, a one year contract extension could be offered until 10th July 2025, without breaching the requirements of the Procurement Act 2015. The full legal implications on the effect of the Procurement Act 2015 and the Council's Financial Regulations in relation to the extension of this contract was being sought.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 15 – Data Protection Policy

Purpose

To consider, following consultation, a revised and updated Data Protection Policy for adoption.

Background

Braunstone Town Council needs to collect and process data for the purposes of undertaking its duties and responsibilities, providing public services to customers, residents and hirers, to operate as a body corporate and as an employer.

The processing of personal data is governed by the Data Protection Act 2018 and General Data Protection Regulation. The Council's Data Protection Policy provides a framework for ensuring that Braunstone Town Council meets its obligations.

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

Currently, the Data Protection & Digital Information Bill is being considered by Parliament. The Bill proposes changes to the following:

- "Personal data" definition;
- Legitimate interests;
- Transfers of personal data (i.e. data exports);
- Data Subject Access Request;
- Research;
- Automated decision-making;
- Data Protection Officers;
- Data Protection Impact Assessments;
- Records of Processing Activities; and
- ePrivacy and "cookie law".

Since many of the changes will be legal definitions, rather than a minimum standard, it is hard to accommodate the changes at this point. Therefore, the Data Protection Policy many need to be reviewed again once the legislation has completed its passage through Parliament.

Review of Policy

On 7th September 2023, the Committee considered proposed amendments to the Council's Data Protection Policy (originally adopted in April 2018) and approved these for consultation.

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

- (a) Purpose and Scope;
- (b) pseudonymised personal data;
- (c) sensitive personal data;
- (d) the process for making and responding to a subject access request; and
- (e) Monitoring.

Consultation

To ensure that the proposed revised Data Protection Policy would be practical and fit for purpose, a consultation open to residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor from 11th September until 9am on Monday 23rd October 2023.

No consultation comments were received.

Revised Data Protection Policy

The proposed changes to the Data Protection Policy are highlighted in red at Appendix 1.

Should the Committee wish to adopt the proposed updated version of the Data Protection Policy, it is recommended that the decision take effect from Monday 6th November 2023.

Recommendation

That the revised Data Protection Policy, attached at Appendix 1 of the report, be approved and implemented on 6th November 2023.

Reason

To ensure that the Data Protection Policy reflected the nature and scale of activities undertaken by the Town Council.



BRAUNSTONE TOWN COUNCIL

DATA PROTECTION
POLICY

Adopted 30th APRIL 2018
(Revised 6th November 2023)

DATE ADOPTED	30th April 2018	FREQUENCY OF REVIEW	3 years or legislative changes
REVISED DATE/S	<u>6th November 2023</u>		

BRAUNSTONE TOWN COUNCIL

DATA PROTECTION POLICY

CONTENTS

<i>Item</i>	<i>Page No.</i>
1. PURPOSE AND SCOPE	3
2. PERSONAL DATA	3
3. COUNCIL DUTIES.....	4
4. PERSONAL DATA COLLECTED	4
5. PERSONAL DATA RECORDS	5
6. PERSONAL DATA PROCESSING	5
7. LEGAL REQUIREMENTS	6
8. SHARING PERSONAL DATA.....	6
9. IDENTIFYING HOW LONG PERSONAL DATA IS KEPT.....	6
10. INDIVIDUAL RIGHTS	7
11. TRANSFER OF DATA ABROAD	8
12. MONITORING.....	8
13. CHANGES TO THIS POLICY.....	9
14. CONTACT DETAILS	9
1. PERSONAL DATA	3
2. COUNCIL DUTIES.....	3
3. PERSONAL DATA COLLECTED	3
4. PERSONAL DATA RECORDS	4
5. PERSONAL DATA PROCESSING	4
6. LEGAL REQUIREMENTS	5
7. SHARING PERSONAL DATA	5
8. IDENTIFYING HOW LONG PERSONAL DATA IS KEPT	6
9. INDIVIDUAL RIGHTS	6
10. TRANSFER OF DATA ABROAD	7
11. CHANGES TO THIS POLICY	7
12. CONTACT DETAILS.....	7

BRAUNSTONE TOWN COUNCIL

DATA PROTECTION POLICY

General Data Protection Regulation and Data Protection Act 2018

This is the Data Protection Policy of Braunstone Town Council

1. PURPOSE AND SCOPE

This Policy provides a framework for ensuring that Braunstone Town Council meets its obligations under the UK General Data Protection Regulation and the Data Protection Act 2018.

The Policy applies to all processing of personal data carried out by Braunstone Town Council and its Councillors, employees, volunteers, joint controllers, contractors and processors.

The Policy applies both to holding and processing Braunstone Town Council data as well as data held and processed by individuals discharging their Town Council role and responsibilities.

1.2. PERSONAL DATA

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

Pseudonymised personal data is covered by the legislation, however anonymised data is not regulated, providing the anonymisation is irreversible.

Some personal data is more sensitive and is afforded more protection, this is information relates to:

- Race or ethnic origin;
- Political opinions;
- Religious or philosophical beliefs;
- Trade union membership;
- Genetic data;
- Biometric ID data;
- Health data;
- Sexual life and/or sexual orientation; and
- Criminal data (convictions and offences)

2-3. COUNCIL DUTIES

Braunstone Town Council needs to collect and process data for the purposes of undertaking its duties and responsibilities and providing public services to customers, residents and hirers.

The Town Council also needs to collect and process data to operate as a body corporate and an employer; such data includes personal data relating to Councillors, staff and other role holders within the Town Council.

3-4. PERSONAL DATA COLLECTED

The following identified the personal data collected by the Town Council:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where hirers pay for activities, such as use of a community facility or sports pitch, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- Website data - activity information (including user behaviour data):
 - Information from synching with other software or services
 - Interaction with social media (functional and/or marketing) and what information is available?
 - Information about payments
 - Access to social media profiles
 - Demographic information
- Information collected automatically from use of the service? e.g.
 - Device information (nature of device and/ or identifiers)
 - Log information (including IP address)
 - Location information (how is location collected/inferred)
 - Device sensor information
 - Site visited before arriving
 - Browser type and or OS
 - Interaction with email messages
- Information from other sources?
 - Referral or recommendation programmes
 - Publicly accessible sources
- Information from cookies or similar technologies (incl. in-app codes) (including whether session or persistent)
 - Essential login/authentication or navigation
 - Functionality – remember settings
 - Performance & Analytics – user behaviour
 - Advertising/retargeting
 - Any third party software served on users

- Other
- Nature of any outbound communications with website users
 - Email
 - Telephone (voice)
 - Telephone (text)

4.5. PERSONAL DATA RECORDS

The council will comply with data protection law. This says that the personal data the Council holds must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly set out and not used in any way that is incompatible with those purposes.
- Relevant to the purposes identified and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes required.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect personal data from loss, misuse, unauthorised access and disclosure.

5.6. PERSONAL DATA PROCESSING

We use personal data for some or all of the following purposes:

- To deliver public services including to understand customer/hirer needs to provide the services requested and to understand what we can do for our customers, hirers and residents and inform them of other relevant services;
- To confirm identity to provide some services;
- To contact the customer by post, email, telephone or using social media;
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek views, opinions or comments;
- To notify residents and stakeholders of changes to our facilities, services, events and staff, councillors and role holders;
- To send communications which have been requested and that may be of interest to the individual concerned. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council

- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

6.7. LEGAL REQUIREMENTS

The council is a public authority and has certain powers and duties. Most personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services.

We will always take into account the individual's interests and rights. Our Privacy Policies set out individual rights and the council's obligations in detail.

We may also process personal data if it is necessary for the performance of a contract, or to take steps to enter into a contract. An example of this would be processing data in connection with the hire of a room at a community centre or the use of sports facilities.

Sometimes the use of your personal data requires the individual's consent and we will first obtain that consent for the proposed use.

7.8. SHARING PERSONAL DATA

The Town Council will implement appropriate security measures to protect personal data.

Our Privacy Policy provides information about the third parties with whom the Council will share personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible directly for the manner in which they process and protect your personal data.

It is likely that we will need to share personal data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors.
- Other local authorities, statutory bodies or public service providers.

8.9. IDENTIFYING HOW LONG PERSONAL DATA IS KEPT

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Town Council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for

example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

9-10. INDIVIDUAL RIGHTS

Individuals have the following rights with respect to their own personal data:

- i. The right to access personal data the Council holds
- ii. The right to correct and update the personal data
- iii. The right to have personal data erased
- iv. The right to object to processing of personal data or to restrict it to certain purposes only
- v. The right to data portability
- vi. The right to withdraw consent to the processing at any time for any processing of data to which consent was obtained
- vii. The right to lodge a complaint with the Information Commissioner's Office.

Individuals have the right to make a subject access request. To make a subject access request, individuals should contact the Council using the Contact Details set out below.

~~When exercising any of the rights listed below,~~ in order to process the request, the Town Council may need to verify the individual's identity for security reasons. In such cases the Council will ask for proof of identity before these rights can be exercised.

In response to a subject access request, the Council will inform the individual:

- whether or not his/her data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from the individual themselves;
- to whom his/her data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long the personal data is stored (or how that period is decided);
- the individual's rights to rectification or erasure of data, or to restrict or object to processing;
- details of the right to complain to the Information Commissioner where the individual believes the Council has failed to comply with data protection regulations; and
- whether or not the Council carries out automated decision-making and the logic involved in any such decision-making.

In response to a Subject Access Request, the Council will provide the individual with a copy of his/her personal data undergoing processing. This will normally be

in electronic form if the request was made electronically, unless agreed otherwise.

Where additional copies are requested, the Council may charge a fee, which will be based on the administrative cost to the Council of providing the additional copies.

The Council will normally respond to a request within a period of one month from the date it is received. Where the Council processes large amounts of data, this may not be possible within one month. The Council will write to the individual making the Subject Access Request within one month of receiving the original request to tell him/her if this is the case.

If a subject access request is manifestly unfounded or excessive, the Council is not obliged to comply with it. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the Council has already responded. The Council will notify the individual that this is the case and whether or not the Council intends to respond to it.

Where an individual is unhappy with the Council's response, a Complaint can be made using the Council's Complaints Procedure; this process includes the opportunity to appeal the outcome of the initial investigation into the complaint.

Individuals can also contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

10-11. TRANSFER OF DATA ABROAD

Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

12. MONITORING

The application of this policy is overseen by the Council's Chief Executive & Town Clerk, the Council's Officer Management Team and the Policy & Resources Committee.

The Corporate Governance Sub-Committee receive an annual report on reasonable steps taken to ensure that there were no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or manage its finances.

11.13. CHANGES TO THIS POLICY

The Town Council we keep this Policy under regular review and it will be reviewed at least every 3 years.

12.14. CONTACT DETAILS

Please contact us if you have any questions about our Data Protection Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Customer Services, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP.

Tel: 0116 289 0045

Email: enquiries@braunstonetowncouncil.org.uk

Proposed Policy

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 16 – Review of Customer Service Standards

Purpose

To consider proposed amendments to the Council's Customer Service Standards and to approve these for consultation.

Background

In order to maintain standards and to ensure a wider corporate approach to good customer service, in April 2017 the Council, following consultation, codified principles and standards of customer service.

The Customer Service Standards apply across the Council's services including the Town Council management and administration, parks, Library and Community Centres as well as Reception. The standards provide a framework for Customer Service Advisors and receptionists when logging queries on the enquiries system to ensure responses are provided within the timeframes given.

Review of Customer Service Standards

Attached as Appendix 1 are proposed revisions to the Customer Service Standards, adopted in April 2017, which are now due for review. Proposed changes, highlighted in red, seek to clarify the different timescales between acknowledgement of an enquiry and a response to an enquiry.

Reviewing standards of Customer Service ought to involve customer input, therefore it is proposed that the proposed revisions to the Customer Service Standards at Appendix 1 are the subject to a period of consultation undertaken using the Council's standard communications (website, social media and Braunstone Life).

Timescales and Implementation

It is proposed to hold a consultation with residents, customers, users, hirers, staff, Councillors, volunteers and partners on the proposed changes to the Customer Service Standards to ensure that it is based on customer needs and expectations, are relevant, maintained high standards and are deliverable.

The consultation is proposed to run from 6th November until 9am on Monday 18th December 2023. The post consultation version of the Standards will be submitted to Policy & Resources Committee, proposed for 11th January 2024. At this stage it is proposed the decision take effect from Monday 15th January 2024.

Recommendations

1. That the proposed revisions to the Customer Service Standards, attached at Appendix 1 of the report, be approved for consultation with residents, customers, users, hirers, staff, Councillors, volunteers and partners, 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 11th January 2024 for consideration and approval.

Reasons

1. To allow for wider input into the proposed revisions to the Customer Service Standards to ensure that they would be customer focussed and relevant.
2. To adopt Customer Service Standards for the Council which were based on customer needs and expectations, were relevant, maintained high standards and were deliverable.



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

CUSTOMER SERVICES Braunstone Civic Centre

Kingsway, Braunstone Town, Leicester, LE3 2PP

Tel: 0116-2890045 Fax: 0116 2824785

Email: enquiries@braunstonetowncouncil.org.uk

Open: Mon-Fri: 9am to 5pm (Closed on Public Holidays)

www.braunstonetowncouncil.org.uk

BRAUNSTONE TOWN COUNCIL CUSTOMER SERVICE STANDARDS

We are committed to providing all our customers with an excellent service

We always aim to:

- See you promptly upon arrival at any of our offices
- Deal with your enquiry or service request quickly and efficiently
- Keep you informed
- Listen and be courteous and helpful
- Treat you fairly and equally
- Arrange for private interview facilities, if required
- Keep our website at www.braunstonetowncouncil.org.uk up to date and accessible

You can normally expect:

- To be seen within 10 minutes of your arrival at our offices
- To have your telephone call answered within 10 rings
- To receive an acknowledgement response within 1 working day to any answer phone or voicemail message you have left or receipt of a letter or email
- To receive a reply to letters and emails your enquiry within 10 working days
- To be offered an appointment with an appropriate officer (if not available at the time of your visit) within 10 working days
- To have any complaint dealt with promptly and in accordance with our complaints procedures which can be found at www.braunstonetowncouncil.org.uk/index.php/town-council/town-policiesstrategies

Customer Feedback

- We are always looking for better ways to meet your needs and we welcome feedback to help us improve our services.
- We want to know did we treat you well and did we help resolve your problem
- Please
 - Use the Comment Cards (available at each of our reception points), or
 - Submit your comments via the customer feedback section on the Council's website at www.braunstonetowncouncil.org.uk/index.php/feedback-form

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 17 – Review of revised Library Opening Hours

Purpose

To review the position and receive feedback from customers and users on whether the revised Library opening times meets their needs.

Background

On February 7th 2023 the Library Consultation Group received a report regarding the opening hours of the Braunstone Community Library. It was noted that the opening times of the library had continued since Braunstone Town Council took over the management of the library in October 2019. Staff had advised that from 5.30pm on Monday evenings the library was rarely used and some evenings no one had come in to use the library services after 5.30pm.

Discussions had been held with the Leicestershire County Council Community Managed Libraries Support Officer who confirmed that none of the community managed libraries opened after 5pm and most of the County run libraries only open until 5pm with staff on duty.

The Library Consultation group proposed to change the library opening throughout the week as follows.

Monday		2pm – 6pm (previously closed at 7pm)
Tuesday		2pm – 5pm
Wednesday	10am – 1pm (previously closed at 12pm)	2pm – 5pm
Thursday		2pm – 5pm
Friday	10am – 12pm	2pm – 5pm
Saturday	10am – 1pm	

Consultation with library users and residents were undertaken before the proposals were implemented. Of the 30 replies received, 28 respondents were happy with the proposed changes and 2 were not.

On 1st May 2023 the proposed changes to the library opening hours commenced.

Since the start date for the change of library opening hours, no complaints or concerns had been received. The coffee morning volunteers reported that the extra hour opening on Wednesdays to 1pm was very welcome and well supported.

Recommendation

That the revised opening hours for the Braunstone Community Library be adopted as permanent opening hours.

Reason

Users of the library and local residents were happy with the new opening hours and no complaints or concerns had been raised.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 18 – Complaints Monitoring

Purpose

To receive details of formal complaints dealt with and determine as a result whether policy or procedural changes are required to ensure that future reoccurrence is minimised.

Background

The Complaints Procedure contains provisions for monitoring in order that Policy & Resources Committee can review complaints and identify whether there are any wider implications for the Council's policies and procedures, which may require review.

Assessing the Effectiveness of the Complaints Procedure

A number of matters have been resolved at the informal stage, which do not get formally recorded on the central system, since these can be resolved in conversation (in person or on the phone) or by correspondence (by email or by letter). Since the Committee last reviewed complaints at its meeting on 3rd November 2022, one complaint has been dealt with at the formal stage and the same complaint was considered at the appeal stage. A summary of the complaint dealt with under the formal and appeal stages is attached at Appendix 1.

Recommendation

That the report be noted.

Reason

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

APPENDIX 1

Summary of Complaints Dealt with under the Formal and Appeal Stages of the Council's Corporate Complaints Procedure

November 2022 – October 2023

FORMAL STAGE		
Date	Details	Outcome
February 2023	Alleged personal injury caused by Bollard at Holmfield Park.	Insufficient evidence to prove the allegation. Safety checks in order, no reports. 9 months passed between alleged incident and report. Council will review risks and mitigations.
APPEAL STAGE		
May 2023	Alleged personal injury caused by Bollard at Holmfield Park.	Appeal Not Upheld. The Committee felt that there was no further evidence to support the appellant's appeal and their attendance at the meeting would have been a good opportunity for the appellant to explain about the incident and to show the Committee any further supporting information.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 19 – Review of Polling District, Polling Place & Polling Stations

Purpose

To consider a review of Polling District, Polling Place and Polling Stations and determine whether and how to respond to the Consultation.

Background

Blaby District Council is undertaking a review of polling districts, polling places and polling stations.

Views are invited from all residents and organisations within the district. The District Council particularly welcomes views from those with expertise in access to premises or facilities for persons with any type of disability.

The timetable for this review is as follows:

Event	Date
Publication of the Notice of Review and start of the public consultation period	2 nd October 2023
Publication of the (Acting) Returning Officer's comments and proposals	2 nd October 2023
Deadline to submit responses. End of the consultation period	12pm 2 nd November 2023
Final proposals taken to Council	28 th November 2023
Publication of the revised register (implementing the changes)	1 st December 2023
Publication of the result of the review and representations received	5 th December 2023

Considering the Proposals

An extract from the Schedule of existing polling districts and polling places, that are subject to review and relevant to Braunstone Parish, is attached at Appendix 1.

An extract from the *Polling District and Polling Place Review 2023: The (Acting) Returning Officer's Comments and Proposals*, that is relevant to Braunstone Parish, is attached at Appendix 2.

Persons or bodies making representations should, if possible, give alternative places that may be used as polling places.

While representations should be made by 12pm on 2nd November 2023, Blaby District Council have given Braunstone Town Council until Friday morning 3rd November 2023 to consider the matter at Policy & Resources Committee and submit any comments.

Observations

The following is a summary of the observations and recommendations made by the Leader of the Town Council.

Braunstone Millfield Ward

Observations:

1. The boundary between Polling District G and H2 where it runs along Brockenhurst Drive is confusing.
2. There are odd split roads within the same ward.
3. A tidier geographical arrangement needs to be made on the ground where polling district boundaries would be set along main roads.
4. Use of St.Crispin's Church polling station by Polling district E2 makes sense due to the position of the Narborough Road South subways relative to the distance to each of the two polling stations.
5. Combining Polling Districts E2, F2 and H2 into a single polling district makes sense.

Recommended Response:

1. All Brockenhurst Drive be included in the G polling district along with Fieldhurst Avenue.
2. The Kingsway G polling district households should end at number 126 where Kingsway meets Brockenhurst Drive. This would then mean that all of Chislehurst Avenue and Ashurst Road are in H2 polling district.
3. All the properties on the Narborough Road South (179 to 193) to the south of the Kingsway to be transferred from the F2 polling district to the G polling district.

Braunstone Ravenhurst Ward

Observations:

1. Polling stations outside the administrative area should be avoided, where possible. However, electors within the E1 polling district should be able to poll at a location on the eastern side of the Narborough Road South.
2. Electors from Polling districts I and F1 don't need to poll on the eastern side of Narborough Road South. In most cases these residents have easier access to Braunstone Civic Centre. There is easy foot access via Franklin Park and car travel is harder crossing the main Narborough Road South junction.
3. There are odd split roads within the same ward.

4. The Civic Centre has the space and parking to accommodate a large number of voters, especially now many previous voters in the old H district are now polling at St.Crispin's.

Recommended Response:

1. Polling districts I and F1 are combined with H1 into a single polling district voting at the Civic Centre.
2. The Boundary between H1 and L polling districts should be tidied up with all of Shakespeare Drive transferred to H1 along with properties on Shottery Avenue, Arden Avenue and Hathaway Avenue and the part of Braunstone Lane up to Shakespeare Drive.

Thorpe Astley & St.Mary's

Observation: The proposal is already sensible and tidy.

Action Requested

Consider whether the Town Council should respond to the consultation, and if so, determine the consultation response.

Mid Leicestershire Constituency

Polling District	Polling Place (Geographical Description)	Polling Station	Current Electorate (excluding Absent Voters)	District Ward	Parish/Parish Ward
DJ1	Stamford Street, Glenfield	Park House	1121	Glenfield Ellis	Glenfield – Ellis
DJ2	Stamford Street, Glenfield	Park House	116	Glenfield Faire	Glenfield – Fairestone
DK	Stamford Street, Glenfield	Park House	1636	Glenfield Ellis	Glenfield – Ellis
DL1	Glenfield Frith Drive. Glenfield	The Hall School	167	Glenfield Faire	Glenfield – Fairestone
DL2	Stamford Street, Glenfield	Park House	739	Glenfield Ellis	Glenfield – Ellis
DM	Glenfield Frith Drive, Glenfield	The Hall School	872	Glenfield Faire	Glenfield – Fairestone
DN	Glenfield Frith Drive, Glenfield	The Hall School	1174	Glenfield Faire	Glenfield – Fairestone
DO	Stamford Street, Glenfield	Park House	1100	Glenfield Faire	Glenfield – Fairestone
DP	Station Road, Kirby Muxloe	Kirby Muxloe Village Hall	2944	Kirby Muxloe	Kirby Muxloe – Kirby
DQ	Station Road, Kirby Muxloe	Kirby Muxloe Village Hall	258	Kirby Muxloe	Kirby Muxloe – Hinckley Road
DR1	Stafford Leys, Leicester Forest East	Stafford Leys Community Centre	63	Leicester Forest & Lubbesthorpe	Leicester Forest East- Forest
DR2	Holmfield Avenue West	Fossebrook Primary School	420	Thorpe Astley & St Mary's	Leicester Forest East- Fossebrook
DS1	Hinckley Road, Leicester Forest East	St Andrews Church Hall	378	Kirby Muxloe	Leicester Forest East- St Andrews

Polling District	Polling Place (Geographical Description)	Polling Station	Current Electorate (excluding Absent Voters)	District Ward	Parish/Parish Ward
DS2	Stafford Leys, Leicester Forest East	Stafford Leys Community Centre	558	Leicester Forest & Lubbesthorpe	Leicester Forest East-Forest
DT	Stafford Leys, Leicester Forest East	Stafford Leys Community Centre	3274	Leicester Forest & Lubbesthorpe	Leicester Forest East-Forest
K2	Lakin Drive, Thorpe Astley	Thorpe Astley Community Centre	152	Thorpe Astley & St Mary's	Braunstone – Thorpe Astley
E1	Edward Avenue, Braunstone Town	St Crispin's Church	491	Braunstone Ravenhurst	Braunstone – Ravenhurst
E2	Edward Avenue, Braunstone Town	St Crispin's Church	287	Braunstone Millfield	Braunstone- Millfield
F1	Edward Avenue, Braunstone Town	St Crispin's Church	428	Braunstone Ravenhurst	Braunstone – Ravenhurst
F2	Edward Avenue, Braunstone Town	St Crispin's Church	62	Braunstone Millfield	Braunstone- Millfield
G	Hat Road, Braunstone Town	Millfield Community Nursery	1675	Braunstone Millfield	Braunstone- Millfield
H1	Kingsway, Braunstone Town	Braunstone Civic Centre	1394	Braunstone Ravenhurst	Braunstone – Ravenhurst
H2	Edward Avenue, Braunstone Town	St Crispin's Church	1398	Braunstone Millfield	Braunstone- Millfield
I	Edward Avenue, Braunstone Town	St Crispin's Church	516	Braunstone Ravenhurst	Braunstone – Ravenhurst
J	St Marys Avenue, Braunstone Town	Braunstone West Social Centre	1404	Thorpe Astley & St Mary's	Braunstone – St Mary's

Polling District	Polling Place (Geographical Description)	Polling Station	Current Electorate (excluding Absent Voters)	District Ward	Parish/Parish Ward
K1	Lakin Drive, Thorpe Astley	Thorpe Astley Community Centre	2291	Thorpe Astley & St Mary's	Braunstone – Thorpe Astley
L	Kingsway North, Braunstone Town	Braunstone Town Children's Centre	711	Braunstone Ravenhurst	Braunstone – Ravenhurst



**Polling District and Polling Place Review 2023: The (Acting) Returning Officer's
Comments and Proposals**

Introduction:

This report considers the current polling district, polling place and polling station arrangements for residents within Blaby District. Specifically, it considers whether current arrangements provide reasonable facilities for voting.

The ARO has taken into account any known issues when conducting this review and where appropriate, council officers have visited polling stations to consider and make comment on their suitability for voters.

Background:

In accordance with the Representation of the People Act 1983, The Electoral Administration Act 2006 and the Electoral Registration and Administration Act 2013, Blaby District Council is required to conduct a review of its polling places and polling districts every five years. The current compulsory review begins on 1 October 2023 and must conclude by 31 January 2025.

This review is also necessary as a result of recommended changes to Parliamentary constituency boundaries. The Boundary Commission for England (BCE) published their final recommendations in June 2023. These recommendations set out a new scheme of Parliamentary Constituencies for England. Whilst the recommendations for constituencies contained within Blaby District do not necessitate changes to the existing schedule of polling districts, it is appropriate to still conduct a review at the earliest opportunity during the compulsory review period to ensure that all polling places remain fit for purpose in preparation for the next general election.

These recommendations refer to the new parliamentary constituency boundaries.

Once the review concludes, the Electoral Registration Officer (ERO) must make the necessary amendments to the Register of Electors. These will be published as part of the Annual Publication of the register on 1 December 2023.

Definitions

A polling district is a sub-division of a parliamentary constituency contained within a district. It is a purely administrative area which has no material impact on the voting experience of residents.

A polling place refers to the area in which the (Acting) Returning Officer will locate a polling station.

A polling station is the room in which voting takes place.

Guidelines

Factors which must be considered by the (Acting) Returning Officer when reviewing polling places:

- The authority must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances

- The authority must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled
- The polling place for a polling district must be an area in the district, unless special circumstances do not allow this
- Each parish must be a separate polling district
- The Electoral Commission guidance states that there should be no more than 2,250 electors voting in a polling station. This is lower than previous guidance which recommended a maximum of 2500 electors.

The (Acting) Returning Officer should consider the following features of a polling station when reviewing its suitability:

- Location- Is it reasonably accessible within the polling district and are there any barriers for voters e.g steep hills and major roads?
- Size- Can it accommodate the required number of electors?
- Availability- Is the building readily available in the event of any unscheduled elections?
- Accessibility- Is the building accessible to those entitled to attend the polling place?
- Due regard should also be given to existing electoral boundaries for County divisions, Parishes and District wards

Braunstone Millfield

Existing arrangements:

Polling District	Polling Place	Polling Station	Polling Station Electorate	Accessibility concerns?	Other concerns?
E2	Edward Avenue, Braunstone Town	St Crispin's Church	287	None.	None.
F2	Edward Avenue, Braunstone Town	St Crispin's Church	62	None.	None.
G	Hat Road, Braunstone Town	Millfield Community Nursery	1675	None.	None.
H2	Edward Avenue, Braunstone Town	St Crispin's Church	1398	None.	None.

Returning Officer's Comments & Proposals:

Polling District E2, F2 & H2:

The ARO proposes to combine Polling District E2, Polling District F2 and Polling District H2, retaining the Polling District designation H2. St Crispin's Church will remain the designated polling station to provide reasonable facilities for voting in this polling district. Polling Districts E2, F2 and H2 share the same local boundaries, county divisions and parliamentary constituency meaning that combining the polling districts is a common sense and practical approach.

These two polling districts were created as a result of the LGBCE electoral review, which necessitated the creation of a scheme of polling districts which could reflect both the old ward boundaries, and the new ones. The ordinary election of District Councillors took place on 4th May 2023. There is now therefore no requirement for the old boundaries to be reflected in the scheme of polling districts.

E2 contains 287 electors (excluding postal voters). F2 contains 62 electors (excluding postal voters), H2 contains 1398 electors. The combination of the three polling districts would result in a total electorate of 1747, which is below the Electoral Commission's suggested maximum level of 2250.

Polling District G: No amendments to the current polling arrangements are proposed. The ARO proposes to retain the existing polling place and polling station for electors in Polling District G as review and feedback indicates that this polling place provides reasonable facilities for voting.

Braunstone Ravenhurst

Existing arrangements:

Polling District	Polling Place	Polling Station	Polling Station Electorate	Accessibility concerns?	Other concerns?
E1	Braunstone Close, Braunstone Town	Braunstone Working Men's Club	491	None.	None.
F1	Braunstone Close, Braunstone Town	Braunstone Working Men's Club	428	None.	None.
H1	Kingsway, Braunstone Town	Braunstone Civic Centre	1394	None.	None.
I	Braunstone Close, Braunstone Town	Braunstone Working Men's Club	516	None.	None.
L	Kingsway North, Braunstone Town	Braunstone Town Children's Centre	711	None.	None.

Returning Officer's Comments & Proposals:

Polling Districts E1, F1 & I:

The ARO proposes to combine Polling District E1, Polling District F1 and Polling District I, with the Polling District designation I. Polling Districts E1, F1 and I share the same local boundaries, county divisions and parliamentary constituency meaning that combining the polling districts is a common sense and practical approach.

These two polling districts were created as a result of the LGBCE electoral review, which necessitated the creation of a scheme of polling districts which could reflect both the old ward boundaries, and the new ones. The ordinary election of District Councillors took place on 4th May 2023. There is now therefore no requirement for the old boundaries to be reflected in the scheme of polling districts.

E1 contains 491 electors (excluding postal voters). F1 contains 428 electors (excluding postal voters), I contains 516 electors. The combination of the three polling districts would result in a total electorate of 1435, which is below the Electoral Commission's suggested maximum level of 2250.

Historically, voters in E1, F1 and H1 have voted at Braunstone Working Men's Club. The site has now been sold and demolition work has begun. It is therefore necessary to move voters to a new polling place. The ARO proposes that Riverside Football Pavilion, located on the

grounds of Ellesmere College becomes the designated polling station to provide reasonable facilities for voting in this polling district. Whilst this venue sits just outside the border of Blaby district, it is still within reasonable distance for voters. The venue has good disabled access, good transport links, is a clearly identifiable building for voters and is of a sufficient size for the number of electors.

The ARO would welcome views on this proposal.

Polling District H1: No amendments to the current polling arrangements are proposed. The ARO proposes to retain the existing polling place and polling station for electors in Polling District H1 as review and feedback indicates that this polling place provides reasonable facilities for voting.

Polling District L: No amendments to the current polling arrangements are proposed. The ARO proposes to retain the existing polling place and polling station for electors in Polling District L as review and feedback indicates that this polling place provides reasonable facilities for voting.

Thorpe Astley & St Mary's

Existing arrangements:

Polling District	Polling Place	Polling Station	Polling Station Electorate	Accessibility concerns?	Other concerns?
DR2	Holmfield Avenue West	Fossebrook Primary School	420	None.	None.
J	St Mary's Avenue, Braunstone Town	Braunstone West Social Centre	1404	None.	None.
K1	Lakin Drive, Thorpe Astley	Thorpe Astley Community Centre	2291	None.	None.
K2	Lakin Drive, Thorpe Astley	Thorpe Astley Community Centre	152	None.	None.

Returning Officer's Comments & Proposals:

Polling District DR2: No amendments to the current polling arrangements are proposed. The ARO proposes to retain the existing polling place and polling station for electors in Polling District DR2 as review and feedback indicates that this polling place provides reasonable facilities for voting.

Polling District J: No amendments to the current polling arrangements are proposed. The ARO proposes to retain the existing polling place and polling station for electors in Polling District J as review and feedback indicates that this polling place provides reasonable facilities for voting.

Polling District K1 and K2: K1 and K2 were historically split into two polling districts to reflect that a very small section of Braunstone (K2) was within the old Charnwood constituency, whilst the larger K1 was in the South Leicestershire constituency. Both polling districts share the Thorpe Astley Community Centre polling station. Following the recent BCE review of parliamentary boundaries, both K1 and K2 in their entirety have been moved to the Mid Leicestershire constituency.

To ensure that there is no duplication of polling district codes between Blaby District Council and Charnwood Borough Council, it is proposed that K2 is re-designated as polling district K.

It is necessary to create a schedule of polling districts which is able to reflect both the old constituency boundaries, and the new ones, until the next general election has been held. This is to enable the provision of copies of the electoral register using the old boundaries to the incumbent Members of Parliament, and to allow the administration of a by-election on old boundaries should one be held before the next General Election. As such, K1 and K2 must remain as separate polling districts for the time being.

Once the next general election has been held, there will be no requirement to reflect both the new and old boundaries in the schedule of polling districts. K1 contains 2291 electors (excluding postal votes). K2 comprises of only 152 electors (excluding postal votes). It is therefore proposed that it would therefore be practical to combine K1 and K2 to form polling district K following the next general election.

LRALC

Supporting Local Councils in Leicestershire & Rutland

14th September 2023

Dear Member Council,

We held an Extraordinary General Meeting (EGM) in February 2023 via Zoom to consider a small yet urgent change to LRALC's Articles of Association. Details of that meeting can be found [here](#). The motion on that occasion was carried by a significant majority. Thank you if your Council took part in that decision, either by attending the meeting remotely or by recording a proxy vote.

At the time we told you that that we would be carrying out a larger review of the Articles as a whole. With the advice of our solicitors, the Board of Directors have now completed this review. With this letter you are receiving the existing Articles and the proposed new Articles, proposed by the LRALC Board of Directors, for you to consider and compare.

This was the first full review of the Articles since they were registered five years ago. The proposed changes are limited in extent and reflect the changing work of local councils and LRALC in the context of company law and changes in society.

The earlier version has a mix of numbered and lettered points. The whole document has now been tidied for consistency without any substantive changes to the content. The term "Chairman" had also been replaced by that of "Chair" throughout.

Specific changes have also been made as follows.

Defined terms

Definitions of "Chairman" and "chairman of the meeting" have been changed to "Chair". References to these meanings have been made to the correct position within the new Articles.

Definition of "proxy notice" has been updated to reflect the meaning given in the Companies Act 2006.

Articles 5, 36

Amendments are proposed to make clear the separate roles of the Board and Member Councils. The Board will manage LRALC; ownership and accountability will remain with the Member Councils. Member Councils retain the right to remove directors under the terms of the Companies Act 2006 or at an AGM if they are dissatisfied with the performance of the Board. Matters reserved for the members include the appointment of directors (except as specifically allowed in the Articles), changing the Articles or winding up the company. Other matters are for the Board to decide.

Articles 13, 18, 19, 20, 21

Changes are proposed which will give the Board greater flexibility to attract and appoint directors to serve the whole of our community:

- Eligibility for appointment as Chair is extended to non-councillor members of the board.
- Elected directors will not represent specific Borough or Districts but will represent all the Member Councils.
- Elected directors will not be required to be members of Member Councils.

- Some seats on the Board will be available for selected directors. These will be appointed by the elected directors to ensure that the Board has a range of skills and experience.
- The requirement for directors standing down and eligible for re-election will be simplified.
- The temporary change made in February 2023 relating to the term of office of the Chair and Vice-chair will be made permanent.
- The Board of Directors will be subject to a Code of Conduct.

Article 24

(b) The Board has recognised that Member Councils are not always able to pay subscriptions promptly. Late payment of subscriptions will no longer automatically mean the termination of membership.

(c) The requirement for a vote to remove a member council will be changed from a 2/3 majority of directors to a simple majority.

Article 25

The existing Articles allowed for the first AGM to be held within fifteen months of incorporation. LRALC has been an incorporated company now and the first AGM was held at the appropriate time. The Article retains the requirement for subsequent AGMs to be held within fifteen months of each other.

Article 34

Articles d - f have been added to explicitly allow for meetings to be held by electronic means.

What is the position with these amended Articles?

The proposed amendments to the Articles of Association have been carefully considered over the course of several months. They were approved by the Board at the meeting held on 4th September 2023 and are now recommended to your Town or Parish Council for approval. The view of the Board is that they are essential to the performance and accountability of LRALC.

What happens next?

1. Your Council will be invited to vote for adoption of the new Articles, via your Council's registration of a proxy vote on the matter. A reminder that the member of LRALC is the council.
2. Further information on the proxy voting system will follow this week, but we intend to complete the proxy voting process by Friday 20th October.
3. The Annual General Meeting will be held in person from 4pm on Wednesday 15th November 2023 at Mountsorrel Memorial Centre. This will be held in accordance with the proposed Articles, should they be adopted.

Your Council is thanked for its prompt consideration of the proposed changes and for your subsequent voting when requested.

Kind regards,



John Springthorpe
Chairman
LRALC

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

MEMORANDUM AND ARTICLES OF ASSOCIATION

OF

LRALC LIMITED

Company No: 11323405

Incorporated: 23rd April 2018

WELLERS HEDLEYS SOLICITORS
6 Bishopsmead Parade East Horsley
Surrey
KT246SR

FINAL AMENDMENT – 6th September 2023

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

COMPANIES ACT 2006

MEMORANDUM OF ASSOCIATION

LRALC LIMITED

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company

Name of each subscriber

- 1.
- 2.
- 3.
- 4.

COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL

COMPANIES ACT 2006

ARTICLES OF ASSOCIATION

LRALC LIMITED

Index to the Articles

PART 1 Interpretation and limitation of liability

1. Defined terms
2. Liability of members
3. Non distribution

PART 2 Directors

Directors' powers and responsibilities

4. Directors' general authority
5. Members' reserve power
6. Directors may delegate
7. Committees

Decision-making by directors

8. Directors to take decisions collectively
9. Unanimous decisions
10. Calling a directors' meeting
11. Participation in directors' meetings
12. Quorum for directors' meetings
13. Chairing of directors' meetings
14. Casting vote
15. Conflicts of interest
16. Records of decisions to be kept
17. Directors' discretion to make further rules

Appointment of directors

18. Number of directors
19. Methods of appointing directors
20. Termination of director's appointment
21. Directors' remuneration
22. Directors' expenses

PART 3 Members

Becoming and ceasing to be a member

- 23. Applications for membership
- 24. Termination of membership

Organisation of general meetings

- 25. Annual general meeting, attendance and speaking at general meetings
- 26. Quorum for general meetings
- 27. Chairing general meetings
- 28. Attendance and speaking by directors and non-members
- 29. Adjournment

Voting at general meetings

- 30. Voting: general
- 31. Errors and disputes
- 32. Poll votes
- 33. Amendments to resolutions

PART 4 Administrative arrangements

- 34. Means of communication to be used and participation in meetings
- 35. Company seals
- 36. Right to inspect accounts and other records
- 37. Provision for employees on cessation of business

Directors' indemnity and insurance

- 38. Indemnity
- 39. Insurance

PART 1 Interpretation and limitation of liability

Defined terms

1. In the articles, unless the context requires otherwise -

"articles"	means the company's articles of association
"bankruptcy"	includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy
"Chair"	has the meaning given in article 13
"Chair of the meeting"	has the meaning given in article 27
"Companies Acts"	means the Companies Acts (as defined in section 2 of the Companies Act 2006) in so far as they apply to the company
"director"	means an elected or selected director of the company, and includes any person occupying the position of director by whatever name called
"document"	includes, unless otherwise specified any document sent or supplied in electronic form
"elected director"	means a director elected by the members at an AGM
"electronic form"	has the meaning given in section 1168 of the Companies Act 2006
"member"	is Town or Parish Council or a Parish Meeting in the County of Leicestershire or the County of Rutland and has the meaning given in section 112 of the Companies Act 2006
"ordinary resolution"	has the meaning given in section 282 of the Companies Act 2006
"participate"	in relation to a directors' meeting, has the meaning given in article 10
"poll"	means a vote taken by means of a ballot paper (which may be in electronic form) sent to every eligible member
"proxy notice"	has the meaning given in section 324 of the Companies Act 2006
"representative"	means a person whose identity is advised to the Company Secretary not less than 7 days before a general meeting which the representative wishes to attend
"selected director"	means a director selected by the directors
"special resolution"	has the meaning given in section 283 of the Companies Act 2006
"subsidiary"	has the meaning given in section 1159 of the Companies Act 2006, and
"writing"	means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise

Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the company.

Liability of members

2. The liability of the members is limited to £1 being the amount that each member undertakes to contribute to the assets of the company in the event of it being wound up while they are a member or within one year after they cease to be a member, for-
 - (a) payment of the company's debts and liabilities contracted before they ceased to be a member;
 - (b) payment of the costs, charges and expenses of winding up; and
 - (c) adjustment of the rights of the contributories among themselves.

Non Distribution

3. The income and property of the Company shall be applied solely towards the promotion of the Company and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to members of the Company.

PART 2 Directors

a. Directors' powers and responsibilities

Directors' general authority

4.
 - (a) Subject to the articles, the directors are responsible for the management of the company's business, for which purpose they may exercise all the powers of the company.
 - (b) The directors may from time to time make such rules as it may deem necessary or convenient for the proper conduct and management of the members and in particular but without prejudice to the generality of the foregoing, it may by such rules regulate:
 - (i) the admission and classification of members of the Company, and the rights and privileges of such members, and the conditions of membership and the terms on which members may resign or have their membership terminated and the entrance fees, subscriptions and other fees or payments to be made by members;
 - (ii) the conduct of members of the Company in relation to one another and to the Company's employees;
 - (iii) the procedure at general meetings and meetings of the Board and sub committees in so far as such procedure is not regulated by these Articles;
 - (iv) generally, all such matters as are commonly the subject matter of Company rules.

Members' reserve power

5. Only the members may

- (a) appoint and remove directors except as provided for in these articles;
- (b) change these articles;
- (c) dissolve the company.

Directors may delegate

6. (a) Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles
- (i) to such person or committee;
 - (ii) to such an extent;
 - (iii) in relation to such matters; and
 - (iv) on such terms and conditions as they think fit.
- (b) If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.
- (c) The directors may revoke any delegation in whole or part, or alter its terms and conditions.

Committees

7. (a) Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the articles which govern the taking of decisions by directors.
- (b) The directors may make rules of procedure for all or any committees.

b. Decision making by directors

Directors to take decisions collectively

8. The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with article 9.

Unanimous decisions

9. (a) A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter.
- (b) Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.
- (c) References in this article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a directors' meeting.

- (d) A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

Calling a directors' meeting

- 10. (a) Any two or more directors may call a directors' meeting by giving notice of the meeting to the directors or by authorising the company secretary (if any) to give such notice.
- (b) Notice of any directors' meeting must indicate
 - (i) its proposed date and time;
 - (ii) where it is to take place; and
 - (iii) if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.
- (c) Notice of a directors' meeting must be given to each director but need not be in writing.
- (d) Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the company not more than seven days before the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.

Participation in directors' meetings

- 11. (a) Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when-
 - (i) the meeting has been called and takes place in accordance with the articles, and
 - (ii) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting
- (b) In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other.
- (c) If all the directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

Quorum for directors' meetings

- 12. (a) At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

- (b) The quorum for directors' meetings shall be one-third of the number of appointed Directors on the Board.
- (c) If the total number of directors for the time being is less than the quorum required, the directors must not take any decision other than a decision
 - (i) to appoint further directors, or
 - (ii) to call a general meeting so as to enable the shareholders to appoint further directors.

Chairing of directors' meetings

- 13. (a) The directors shall appoint a director to chair their meetings.
- (b) The person so appointed for the time being is known as the Chair.
- (c) The directors shall appoint a Vice-chair to support and deputise for the Chair.
- (d) The directors may terminate the Chair's or Vice-chair's appointment at any time.
- (e) If the Chair is not in attendance at a directors' meeting within ten minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it.

Casting vote

- 14. (a) If the numbers of votes for and against a proposal are equal, the Chair or other director chairing the meeting has a casting vote.
- (b) But this does not apply if, in accordance with the articles, the Chair or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

Conflicts of interest

- 15. (a) If a proposed decision of the directors is concerned with an actual or proposed transaction or arrangement with the company in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.
- (b) But if paragraph (c) applies, a director who is interested in an actual or proposed transaction or arrangement with the company is to be counted as participating in the decision-making process for quorum and voting purposes.
- (c) This paragraph applies when-
 - (i) the company by ordinary resolution disapplies the provision of the articles which would otherwise prevent a director from being counted as participating in the decision-making process;

- (ii) the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or
 - (iii) the director's conflict of interest arises from permitted cause.
- (d) For the purposes of this article, the following are permitted causes-
- (i) a guarantee given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the company or any of its subsidiaries;
 - (ii) arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the company or any of its subsidiaries which do not provide special benefits for directors or former directors.
- (e) For the purposes of this article, references to proposed decisions and decision-making processes include any directors' meeting or part of a directors' meeting.
- (f) Subject to paragraph (7), if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the Chair whose ruling in relation to any director other than the Chair is to be final and conclusive.
- (g) If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the Chair, the question is to be decided by a decision of the directors at that meeting, for which purpose the Chair is not to be counted as participating in the meeting (or that part of the meeting) for voting or quorum purposes.

Records of decisions to be kept

16. The directors must ensure that the company keeps a record, in writing, for at least ten years from the date of the decision recorded, of every decision taken by the directors.

Directors' discretion to make further rules

17. Subject to the articles, the directors may make any rule which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to directors.

c. Appointment of directors

Number of Directors

18. The board when complete shall consist of nine elected directors and three selected directors

Methods of appointing directors

19. (a) Any person may be elected by the members as an elected director through an election process to be set by the directors and which may utilise proxy or postal voting.

- (b) Any person whom the directors regard as appropriately skilled may be appointed by the directors as a selected director and the board shall have due regard to the need for representation from the administrative areas of Leicestershire and Rutland when making such appointments.
- (c) Directors may be appointed by
 - (i) ordinary resolution at an annual general meeting, or
 - (ii) a decision of the directors
- (d) At every annual general meeting one third of the elected places for directors must be vacated, those directors serving longest since last elected being the ones to stand down. When there are directors of equal length of service since last elected those directors to stand down will be drawn by lot.
- (e) The directors may fill any casual vacancy amongst the elected or selected directors by appointment.
- (f) At every 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 election as an elected director or appointment as a selected director.

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;
 - (d) a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;
 - (e) by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have;
 - (f) notification is received by the company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms;
 - (g) they are removed from office by notice signed by a two thirds majority of the directors stating that that person should cease to be a director.

Directors' remuneration

21. (a) Directors may undertake any services for the company that the directors decide.

- (b) Directors are entitled to such remuneration as the directors determine for any service which they undertake for the company which does not fall within the remit of their services to the company as directors.
- (c) The directors shall have a code of conduct which has been approved by the Board.

Directors' expenses

22. The company may pay any reasonable expenses which the directors properly incur in connection with their attendance at
- (a) meetings of directors or committees of directors,
 - (b) general meetings.

PART 3 Members

a. Becoming and ceasing to be a member

Applications for membership

23. (a) A Town or Parish Council or Parish Meeting in the County of Leicestershire or the County of Rutland shall be eligible for membership of the company.
- (b) No Town or Parish Council or Parish Meeting shall become a member of the company unless
- (i) an application for membership has been completed in a form approved by the directors, and
 - (ii) the directors have approved the application.

Termination of membership

24. (a) A member may withdraw from membership of the company by giving not less than twelve months-notice in writing to the directors of the Company.
- (b) A member's membership may be terminated by the Company Secretary if the member's subscription has not been paid within three months of the due date.
- (c) If, in the view of the directors, it is determined that the member's continued membership is not in the best interests of the company or that membership should cease for any other reasonable reason, the directors may pass a resolution to this effect.
- (d) Membership is not transferable.

b. Organisation of general meetings

Annual general meeting, attendance and speaking at general meetings

25. (a) The company shall hold in each year a general meeting as its annual general meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notices calling it. Not more than fifteen months shall elapse between the date of one annual general meeting and the next. The rest of the provisions in these Articles for general meetings also apply to annual general meetings.
- (b) A member is able to exercise the right to speak at a general meeting by sending one representative when that representative is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that representative has on the business of the meeting. The members shall advise the company of the identity of the representative not less than seven days before the general meeting.
- (c) A member is able to exercise the right to vote at a general meeting when
- (i) its duly notified representative is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
- (ii) that representative's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other councils representatives attending the meeting.
- (d) The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

Quorum for general meetings

26. (a) No business other than the appointment of the Chair of the meeting is to be transacted at a general meeting if the persons attending do not constitute a quorum.
- (b) A quorum is no less than twenty members of the company.

Chairing general meetings

27. (a) If the directors have appointed a Chair, the Chair shall chair general meetings if present and willing to do so.
- (b) If the directors have not appointed a Chair, or if the Chair is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start
- (i) The Vice-chair is appointed to take the meeting
- (ii) If the Vice-chair is not present, the directors present or if no directors are present, the meeting must appoint a director or member to chair the meeting, and the appointment of the Chair of the meeting must be the first business of the meeting.
- (c) The person chairing a meeting in accordance with this article is referred to as "the Chair of the meeting".

Attendance and speaking by directors and non-members

28. (a) Directors may attend and speak at general meetings, whether or not they are members.
- (b) The Chair of the meeting may permit other persons who are not members of the company to attend and speak at a general meeting.

Adjournment

29. (a) If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the Chair of the meeting must adjourn it.
- (b) The Chair of the meeting may adjourn a general meeting at which a quorum is present if
- (i) the meeting consents to an adjournment, or
 - (ii) it appears to the Chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or to ensure that the business of the meeting is conducted in an orderly matter.
- (c) The Chair of the meeting must adjourn a general meeting if directed to do so by the meeting.
- (d) When adjourning a general meeting, the Chair must -
- (i) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and
 - (ii) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.
- (e) If the continuation of an adjourned meeting is to take place more than one day after it was adjourned, the company must give at least seven clear days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given)
- (i) to the same persons to whom notice of the company's general meetings is required to be given, and
 - (ii) containing the same information which such notice is required to contain.
- (f) No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

c. Voting at general meetings

Voting: general

30. Each member shall have one vote. A resolution put to the vote of a general meeting must be decided on a show of hands of those present and voting unless a poll of the membership is demanded in accordance with the articles.

Errors and disputes

31. (a) No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.
- (b) Any such objection must be referred to the Chair of the meeting, whose decision is final.

Poll votes

32. (a) A poll on a resolution may be demanded-
- (i) in advance of the general meeting where it is to be put to the vote, or
 - (ii) at a general meeting either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.
- (b) A poll may be demanded by
- (i) the Chair of the meeting;
 - (ii) two directors; or
 - (iii) ten or more members having the right to vote on the resolution.
- (c) A demand for a poll may be withdrawn if
- (i) the poll has not yet been taken, and
 - (ii) the Chair of the meeting consents to the withdrawal.

Amendments to resolutions

33. (a) An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if
- (i) notice of the proposed amendment is given to the company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than forty eight hours before the meeting is to take place (or such later time as the Chair of the meeting may determine), and
 - (ii) the proposed amendment does not, in the reasonable opinion of the chair of the meeting, materially alter the scope of the resolution.
- (b) A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if

- (i) the Chair of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
 - (ii) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- (c) If the Chair of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the Chair's error does not invalidate the vote on that resolution.

PART 4 Administrative arrangements

Means of communication to be used and participation in meetings

34. (a) Subject to the articles, anything sent or supplied by or to the company under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the company.
- (b) Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.
- (c) A director may agree with the company that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.
- (d) A meeting of directors or of the members may be held by suitable electronic means agreed by the directors in which each participant may communicate with all other participants.
- (e) Any director or member participating in a meeting by suitable electronic means at which a participant or participants may communicate with all other participants shall qualify as being present at that meeting.
- (f) Meetings held by electronic means must comply with the rules for meetings including the chairing and the taking of minutes.

Company seals

35. (a) Any common seal may only be used by the authority of the directors.
- (b) The directors may decide by what means and in what form any common seal is to be used.
- (c) Unless otherwise decided by the directors, if the company has a common seal and it is affixed to a document, the document must also be signed by at least one authorised person in the presence of a witness who attests the signature.

- (d) For the purposes of this article, an authorised person is
 - (i) any director of the company;
 - (ii) the company secretary (if any); or
 - (iii) any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

Right to inspect accounts and other records

36. In addition to the rights provided by law, members may inspect any of the Company's accounting or other records or documents as authorised by the Chief Executive, or Directors by resolution, except where data protection or other relevant legislation forbids the release of such information.

Provision for employees on cessation of business

37. The directors may decide to make provision for the benefit of persons employed or formerly employed by the company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the company or that subsidiary.

Directors' indemnity and insurance

Indemnity

38. (a) Subject to paragraph (2), a relevant director of the company or an associated company may be indemnified out of the company's assets against
- (i) any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the company or an associated company,
 - (ii) any liability incurred by that director in connection with the activities of the company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006),
 - (iii) any other liability incurred by that director as an officer of the company or an associated company.
- (b) This article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law.
- (c) In this article
- (i) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and
 - (ii) a "relevant director" means any director or former director of the company or an associated company.

Insurance

39. (a) The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant director in respect of any relevant loss.
- (b) In this article-
- (i) a "relevant director" means any director or former director of the company or an associated company,
 - (ii) a "relevant loss" means any loss or liability which has been or may be incurred by a relevant director in connection with that director's duties or powers in relation to the company, any associated company or any pension fund or employees' share scheme of the company or associated company, and
 - (iii) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 2nd NOVEMBER 2023

Item 22 – 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 2023 to 30th September 2023.

Background

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

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

For the first and second quarter of the financial year 2023/2024, 1st April – 30th September:

- 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 01/04/23 and 30/09/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£13,232.16
No.1 Account	£82,047.14
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£62,129.25
Total	£157,711.05

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£833,059.48	£0.00	£833,059.48
2. P&R - Civic Centre	£92,896.97	£1,013.91	£93,910.88
3. P&R - Thorpe Astley Community Centre	£47,450.29	£0.00	£47,450.29
5. P&R - Parks & Open Spaces	£42,583.58	£101.68	£42,685.26
6. P&R - Library Services	£28,395.76	£56.09	£28,451.85
7. Community Development	£2,324.73	£274.97	£2,599.70
8. Planning & Environment	£487.60	£0.00	£487.60
Total Receipts	£1,047,198.41	£1,446.65	£1,048,645.06

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£320,192.87	£3,979.71	£324,172.58
2. P&R - Civic Centre	£185,599.34	£30,437.85	£216,037.19
3. P&R - Thorpe Astley Community Centre	£41,106.89	£6,621.72	£47,728.61
5. P&R - Parks & Open Spaces	£58,040.83	£5,882.56	£63,923.39
6. P&R - Library Services	£62,503.28	£12,355.94	£74,859.22
7. Community Development	£21,888.55	£584.21	£22,472.76
8. Planning & Environment	£7,510.49	£1,502.10	£9,012.59
Total Payments	£696,842.25	£61,364.09	£758,206.34

Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£8,091.88
No.1 Account	£377,626.14
Petty Cash Account	£250.00
	£386,020.52

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£62,129.25
	£62,129.25
Total	£448,149.77

Uncleared and Unpresented effects

No.1 Account	£444.03
--------------	---------

Statement Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£8,091.88
No.1 Account	£377,182.11
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£62,129.25
Total	<u>£447,705.74</u>

Signed _____
Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet

31/03/23

£

30/09/23

£

Current assets

62,129.25	Investments	62,129.25
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
23,633.12	VAT Recoverable	26,585.44
18,149.96	Debtors	2,426.73
50,336.23	Payment in Advance	48,900.87
95,581.80	Cash in Hand & at Bank	386,020.52
249,830.36	TOTAL CURRENT ASSETS	526,062.81
249,830.36	TOTAL ASSETS	526,062.81

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
35,154.69	Creditors	107,768.73
235.45	Receipts in Advance	589.12
35,390.14	TOTAL CURRENT LIABILITIES	108,357.85
214,440.22	TOTAL ASSETS LESS CURRENT LIABILITIES	417,704.96
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
214,440.22	NET ASSETS	417,704.96

Represented by

23,455.45	General Fund	317,910.17
47,375.12	Open Spaces Commuted Sums	47,375.12
3,939.42	Earmarked Town Mayor's Charity	361.64
19,888.81	Earmarked Capital Project Shakespeare Park Pavilion & Site Capital Works	0.00
6,678.00	Earmarked Capital Project Shakespeare Park Playground Refurbishment	15,830.00
95,910.91	Earmarked Capital Project Civic Centre Capital Plan Priority Projects	39,693.59
0.00	Earmarked Capital Project Carbon Reduction Initiatives	-20,853.13
9,500.00	Ringfenced - Donation Community / Social Inclusion Project Grant	10,248.50
1,692.51	Interim arrangements funding Shakespeare Park Sports Clubs	1,107.51
2,500.00	Earmarked Gateway Signage	2,500.00

Consolidated Balance Sheet

31/03/23 £		30/09/23 £
	Earmarked	
500.00	Defibrillators	500.00
	Earmarked to Balance Budget	
3,000.00	Balance Revenue Budget 2023/24	3,000.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
214,440.22		417,673.40
190,984.77	Reserves total excluding general fund and liabilities	99,763.23
0.00	Reserves total of liabilities e.g. deposits	0.00
23,455.45	General fund total	317,910.17
214,440.22		417,673.40

Signed _____

Chairman

Date _____

Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
1. P&R - Corporate Management					
Income					
101	Precept	£776,035.00	£0.00	£776,035.00	£0.00
107	Projects	£0.00	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£0.00	£23.25	-£126.75
181	Interest on No 1 Account	£400.00	£0.00	£0.00	-£400.00
182	Interest on No 2 Account	£10.00	£0.00	£0.00	-£10.00
183	Interest on Cambridge Saver	£1,000.00	£0.00	£0.00	-£1,000.00
191	Received in Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00
192	Received in Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00
199	Miscellaneous	£0.00	£0.00	£4.55	£4.55
Total Income		£777,595.00	£0.00	£776,062.80	-£1,532.20
Expenditure					
1010	Staff Salaries	£477,251.00	£0.00	£233,668.40	£243,582.60
1015	Staff Expenses	£300.00	£0.00	£32.64	£267.36
1020	Pensions	£104,762.00	£0.00	£57,057.66	£47,704.34
1030	Councillors Allowances	£6,000.00	£0.00	£5,480.00	£520.00
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

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance	
1070/2	Cycle to Work Scheme	£0.00	£0.00	£832.50	-£832.50
1070	Total	£0.00	£0.00	£832.50	-£832.50
1150	Insurance	£15,400.00	£0.00	£4,939.86	£10,460.14
1160	Audit	£2,500.00	£0.00	£2,555.00	-£55.00
1170	Legal Fees	£1,250.00	£0.00	£1,095.00	£155.00
1180	Elections	£4,000.00	£0.00	£4,173.26	-£173.26
1210	Staff Training	£2,500.00	£0.00	£3,928.00	-£1,428.00
1230	Councillor Training	£1,000.00	£0.00	£0.00	£1,000.00
1300	Supplies, Stationery & Postage	£2,000.00	£0.00	£1,633.68	£366.32
1350	Town Council Subscriptions	£5,000.00	£0.00	£3,885.28	£1,114.72
1360	Advertisements	£8,000.00	£0.00	£6,138.72	£1,861.28
1400	Telephones	£2,530.00	£0.00	£1,349.28	£1,180.72
1410	Photocopier	£2,200.00	£0.00	£998.77	£1,201.23
1420	Computer Supplies, Training, Service Contract	£10,000.00	£0.00	£8,644.64	£1,355.36
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£0.00	£1,138.44	-£438.44
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	£645,693.00	£0.00	£337,551.13	£308,141.87	

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
2. P&R - Civic Centre					
Income					
205	Capital Grants	£0.00	£0.00	£0.00	£0.00
207	Projects	£0.00	£0.00	£0.00	£0.00
208	Loans	£97,991.00	£48,996.68	£48,996.68	-£97,991.00
225	Service Charges	£0.00	£0.00	£98.53	£98.53
226	Service Level Agreements				
226/1	Room Hire - Shakespeare Park Sports Pavilion	£0.00	£0.00	£694.00	£694.00
226	Total	£0.00	£0.00	£694.00	£694.00
250	Room Hire	£67,384.00	£0.00	£36,651.62	-£30,732.38
251	Catering for Hirers (VAT)	£100.00	£0.00	£138.54	£38.54
256	Electric Vehicle Chargers	£0.00	£0.00	£260.66	£260.66
257	Licensed Bar	£17,000.00	£0.00	£7,449.99	-£9,550.01
299	Miscellaneous	£0.00	£0.00	£22.00	£22.00
Total Income		£182,475.00	£48,996.68	£94,312.02	-£137,159.66
Expenditure					
2050	Capital Projects				
2050/1	Toilets/Bar Refurbishment	£0.00	£3,969.17	£57,518.45	-£53,549.28
2050/2	General Refurbishment	£10,000.00	£52,248.15	£41,848.55	£20,399.60
2050/3	Climate Initiatives	£97,991.00	£10,920.25	£10,920.25	£97,991.00
2050	Total	£107,991.00	£67,137.57	£110,287.25	£64,841.32
2070	Projects				

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
2070/1	Climate Change	£0.00	£0.00	£5,079.00	-£5,079.00
2070/2	General	£0.00	£0.00	£1,290.84	-£1,290.84
2070	Total	£0.00	£0.00	£6,369.84	-£6,369.84
2080	Loan Interest & Repayments				
2080/1	PWLB 477930	£0.00	£0.00	£0.00	£0.00
2080/2	PWLB 480508	£4,586.00	£0.00	£2,293.02	£2,292.98
2080/3	PWLB 482623	£9,648.00	£0.00	£4,823.78	£4,824.22
2080/4	PWLB 485557	£5,784.00	£0.00	£2,891.53	£2,892.47
2080/5	NEW PWL Civic Centre Improvements	£11,091.00	£0.00	£3,786.80	£7,304.20
2080/6	Proposed: New PWL Climate Initiatives	£4,556.00	£0.00	£0.00	£4,556.00
2080	Total	£35,665.00	£0.00	£13,795.13	£21,869.87
2170	Legal Fees	£0.00	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£0.00	£70.46	£429.54
2320	Printing & Copying	£600.00	£0.00	£0.00	£600.00
2330	Cleaning Materials	£2,000.00	£0.00	£1,204.89	£795.11
2400	Telephones	£1,000.00	£0.00	£683.80	£316.20
2430	Utility Bills	£10,937.00	£0.00	£22,700.86	-£11,763.86
2440	Waste Services	£8,000.00	£0.00	£10,183.12	-£2,183.12
2450	Laundry Services	£500.00	£0.00	£0.00	£500.00
2460	Rates	£23,550.00	£0.00	£12,351.75	£11,198.25
2490	Seasonal Decorations	£1,500.00	£0.00	£0.00	£1,500.00

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
2500	Refundable Deposits	£0.00	£0.00	£0.00
2510	Catering for Hirers (VAT)	£0.00	£109.69	-£109.69
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
2560	Electric Vehicle Chargers	£0.00	£0.00	£0.00
2570	Licences	£1,300.00	£0.00	£1,300.00
2580	Card Card and Transit fees	£2,000.00	£967.03	£1,032.97
2600	Building Repairs & Maintenance	£12,000.00	£11,028.60	£971.40
2610	Equipment Repairs & Maintenance			
2610/1	General	£4,600.00	£3,949.86	£650.14
2610/2	Fire Extinguisher Service	£400.00	£0.00	£400.00
2610/3	Alarm Maintenance	£1,000.00	£500.76	£499.24
2610	Total	£6,000.00	£4,450.62	£1,549.38
2990	Miscellaneous	£150.00	£3,745.01	-£3,595.01
Total Expenditure		£213,693.00	£197,948.05	£82,882.52

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
3. P&R - Thorpe Astley Community Centre					
Income					
305	Capital Grants	£37,317.00	£0.00	£0.00	-£37,317.00
307	Projects	£0.00	£0.00	£0.00	£0.00
308	Loans	£56,800.00	£28,417.95	£28,417.95	-£56,800.00
325	Service Charges	£0.00	£0.00	£0.00	£0.00
350	Room Hire				
350/1	Room Hires	£10,670.35	£0.00	£4,504.83	-£6,165.52
350/2	Pre-School Contract	£20,815.65	£0.00	£11,040.51	-£9,775.14
350/3	NHS Facility	£4,962.00	£0.00	£5,627.91	£665.91
350	Total	£36,448.00	£0.00	£21,173.25	-£15,274.75
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	-£40.00
356	Electric Vehicle Chargers	£0.00	£0.00	£0.00	£0.00
399	Miscellaneous	£0.00	£0.00	£0.00	£0.00
Total Income		£130,605.00	£28,417.95	£49,591.20	-£109,431.75
Expenditure					
3050	Capital Projects				
3050/1	General Improvements	£0.00	£2,475.00	£2,768.00	-£293.00
3050/3	Climate Initiatives	£94,117.00	£44,760.23	£48,668.38	£90,208.85
3050	Total	£94,117.00	£47,235.23	£51,436.38	£89,915.85
3070	Projects				
3070/1	Climate Change	£0.00	£0.00	£5,134.00	-£5,134.00

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
3070/2	General	£0.00	£0.00	£1,390.82	-£1,390.82
3070	Total	£0.00	£0.00	£6,524.82	-£6,524.82
3080	Proposed: New PWL Climate Initiatives	£2,643.00	£0.00	£0.00	£2,643.00
3290	Clothing	£0.00	£0.00	£0.00	£0.00
3320	Printing & Copying	£300.00	£0.00	£0.00	£300.00
3330	Cleaning Materials	£1,000.00	£0.00	£778.64	£221.36
3400	Telephones	£1,000.00	£0.00	£330.04	£669.96
3430	Utility Bills	£4,525.00	£0.00	£11,581.63	-£7,056.63
3440	Waste Services	£2,500.00	£0.00	£1,301.64	£1,198.36
3450	Laundry Services	£250.00	£0.00	£0.00	£250.00
3460	Rates	£8,500.00	£0.00	£4,905.36	£3,594.64
3490	Seasonal Decorations	£1,000.00	£0.00	£0.00	£1,000.00
3500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
3560	Electric Vehicle Chargers	£0.00	£0.00	£0.00	£0.00
3570	Licences	£400.00	£0.00	£180.00	£220.00
3580	Credit Card and Transit Fees	£500.00	£0.00	£1,247.72	-£747.72
3600	Building Repairs & Maintenance	£3,000.00	£0.00	£1,643.00	£1,357.00
3610	Equipment Repairs & Maintenance				

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
3610/1 General	£1,150.00	£0.00	£1,369.98	-£219.98
3610/2 Fire Extinguisher Service	£350.00	£0.00	£0.00	£350.00
3610/3 Alarm Maintenance	£3,000.00	£0.00	£232.43	£2,767.57
3610 Total	£4,500.00	£0.00	£1,602.41	£2,897.59
3990 Miscellaneous	£150.00	£0.00	£0.00	£150.00
Total Expenditure	£124,385.00	£47,235.23	£81,531.64	£90,088.59

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
5. P&R - Parks & Open Spaces					
Income					
505	Capital Grants	£56,000.00	£0.00	£0.00	-£56,000.00
507	Projects	£0.00	£0.00	£0.00	£0.00
508	Loans	£150,000.00	£0.00	£0.00	-£150,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£21,500.00	£0.00	£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	£1,860.90	-£639.10
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£100.00	£100.00
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£509.33	£509.33
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00
555	Total	£2,500.00	£0.00	£2,470.23	-£29.77
599	Miscellaneous	£100.00	£0.00	£100.00	£0.00
Total Income		£230,250.00	£0.00	£24,070.23	-£206,179.77
Expenditure					
5050	Capital Projects				
5050/1	General	£3,000.00	£0.00	£431.48	£2,568.52
5050/2	Shakespeare Park Improvement Project	£0.00	£0.00	£0.00	£0.00
5050/3	Shakespeare Tennis Courts	£0.00	£0.00	£0.00	£0.00
5050/4	Shakespeare Playground	£56,000.00	£0.00	£0.00	£56,000.00

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
5050/5	Mossdale Culvert	£150,000.00	£0.00	£150,000.00
5050	Total	£209,000.00	£0.00	£208,568.52
5070	Projects			
5070/1	Climate Change	£1,000.00	£0.00	£1,000.00
5070/2	General	£1,000.00	£219.67	£780.33
5070	Total	£2,000.00	£219.67	£1,780.33
5080	Loan Interest & Repayments			
5080/1	PWLB 485188	£3,526.00	£1,762.90	£1,763.10
5080/2	PWLB 487506	£6,033.00	£3,016.65	£3,016.35
5080/3	PWLB 501336	£0.00	£0.00	£0.00
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£8,861.93	£8,862.07
5080/5	PWLB - Shakespeare Park (292038)	£17,808.00	£8,904.08	£8,903.92
5080/6	Potential PWL Mossdale	£0.00	£0.00	£0.00
5080	Total	£45,091.00	£22,545.56	£22,545.44
5090	Covid-19 Recovery	£0.00	£0.00	£0.00
5170	Legal Fees	£2,000.00	£1.00	£1,999.00
5290	Clothing	£500.00	£120.47	£379.53
5330	Cleaning Materials	£1,000.00	£81.80	£918.20
5400	Telephones	£410.00	£0.00	£410.00
5430	Utility Bills	£6,000.00	£2,501.90	£3,498.10

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
5440	Waste Services	£2,000.00	£0.00	£0.00	£2,000.00
5450	Laundry Services	£500.00	£0.00	£0.00	£500.00
5460	Rates	£0.00	£0.00	£3,457.70	-£3,457.70
5550	Sports Pitches & Facilities	£3,000.00	£0.00	£2,444.14	£555.86
5600	Building Repairs & Maintenance				
5600/1	Mossdale Meadows	£4,800.00	£0.00	£1,355.52	£3,444.48
5600/2	Shakespeare Park	£0.00	£0.00	£986.11	-£986.11
5600	Total	£4,800.00	£0.00	£2,341.63	£2,458.37
5610	Equipment Repairs & Maintenance				
5610/1	General Maintenance	£4,000.00	£0.00	£3,138.03	£861.97
5610/2	Playgrounds	£6,000.00	£0.00	£2,086.19	£3,913.81
5610	Total	£10,000.00	£0.00	£5,224.22	£4,775.78
5620	Site Maintenance				
5620/1	General	£1,000.00	£0.00	£1,816.62	-£816.62
5620/2	Trees	£4,000.00	£0.00	£5,450.00	-£1,450.00
5620/3	Bowling Green	£0.00	£0.00	£0.00	£0.00
5620	Total	£5,000.00	£0.00	£7,266.62	-£2,266.62
5630	Equipment Purchase	£2,000.00	£0.00	£1,560.07	£439.93
5650	Vehicle Costs	£11,000.00	£0.00	£10,061.81	£938.19
5660	Machinery Hire	£500.00	£0.00	£0.00	£500.00
5670	Petrol	£7,600.00	£0.00	£661.44	£6,938.56

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
5990 Miscellaneous	£100.00	£0.00	£9.98	£90.02
Total Expenditure	<u>£312,501.00</u>	<u>£0.00</u>	<u>£58,929.49</u>	<u>£253,571.51</u>

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
6. P&R - Library Services					
Income					
605	Capital Grants	£0.00	£0.00	£0.00	£0.00
607	Projects	£0.00	£0.00	£0.00	£0.00
608	Loans	£41,245.00	£20,578.72	£20,578.72	-£41,245.00
625	Service Charges	£1,052.00	£0.00	£0.00	-£1,052.00
626	Service Level Agreements				
626/1	Grant - Leicestershire County Council	£8,069.00	£0.00	£6,177.00	-£1,892.00
626	Total	£8,069.00	£0.00	£6,177.00	-£1,892.00
690	Consumer Products (Sales)				
690/1	Stamps	£0.00	£0.00	£0.00	£0.00
690	Total	£0.00	£0.00	£0.00	£0.00
698	Fines	£1,500.00	£0.00	£78.56	-£1,421.44
699	Miscellaneous	£50.00	£0.00	£324.87	£274.87
Total Income		£51,916.00	£20,578.72	£27,159.15	-£45,335.57
Expenditure					
6050	Capital Projects				
6050/1	General Refurbishment	£0.00	£0.00	£0.00	£0.00
6050/2	Climate Initiatives	£41,245.00	£60,691.00	£60,691.00	£41,245.00
6050	Total	£41,245.00	£60,691.00	£60,691.00	£41,245.00
6070	Projects				

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
6070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
6070/2	General	£0.00	£0.00	£0.00	£0.00
6070	Total	£0.00	£0.00	£0.00	£0.00
6080	Proposed: New PWL Climate Initiatives	£1,914.00	£0.00	£0.00	£1,914.00
6320	Printing & Copying	£150.00	£0.00	£20.75	£129.25
6330	Cleaning Materials	£200.00	£0.00	£134.65	£65.35
6360	Advertisements	£200.00	£0.00	£0.00	£200.00
6400	Telephones	£200.00	£0.00	£0.00	£200.00
6410	Photocopier	£800.00	£0.00	£0.00	£800.00
6430	Utility Bills	-£4,858.00	£0.00	£1,147.83	-£6,005.83
6490	Seasonal Decorations	£500.00	£0.00	£10.99	£489.01
6700	Programme of Events	£800.00	£0.00	£0.00	£800.00
6900	Consumer Products (Purchase for resale)				
6900/1	Stamps	£0.00	£0.00	£150.66	-£150.66
6900	Total	£0.00	£0.00	£150.66	-£150.66
6990	Miscellaneous	£800.00	£0.00	£392.35	£407.65
Total Expenditure		£41,951.00	£60,691.00	£62,548.23	£40,093.77

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
7. Community Development					
Income					
707	Projects	£0.00	£0.00	£0.00	£0.00
770	Programme of Events	£0.00	£0.00	£127.50	£127.50
771	Summer Fete				
771/1	Current Year	£0.00	£0.00	-£178.76	-£178.76
771/2	Next Year	£0.00	£0.00	£0.00	£0.00
771	Total	£0.00	£0.00	-£178.76	-£178.76
775	Civic Functions	£0.00	£0.00	£1,552.49	£1,552.49
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£135.00	£135.00
777	Town Mayor's Charity - after May	£0.00	£0.00	£438.50	£438.50
786	Community / Social Inclusion Project Grant	£0.00	£250.00	£250.00	£0.00
790	Consumer Products (Sales)				
790/1	History Publications	£0.00	£0.00	£0.00	£0.00
790/2	Crime Prevention	£50.00	£0.00	£0.00	-£50.00
790/3	General	£50.00	£0.00	£0.00	-£50.00
790	Total	£100.00	£0.00	£0.00	-£100.00
794	Warm Spaces Initiative	£0.00	£0.00	£0.00	£0.00
799	Miscellaneous	£0.00	£0.00	£0.00	£0.00
Total Income		£100.00	£250.00	£2,324.73	£1,974.73
Expenditure					
7040	Town Mayor's Allowance				

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£0.00	£375.00
7040/2	Town Mayor's Entertainment Allowance	£375.00	£0.00	£84.00	£291.00
7040	Total	£750.00	£0.00	£84.00	£666.00
7070	Projects				
7070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
7070	Total	£0.00	£0.00	£0.00	£0.00
7080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£0.00	£1,872.50	£2,557.50
7340	Signs	£500.00	£0.00	£0.00	£500.00
7700	Programme of Events	£4,000.00	£0.00	£1,524.00	£2,476.00
7710	Summer Fete				
7710/1	Current Year	£2,800.00	£0.00	£3,038.57	-£238.57
7710/2	Next Year	£200.00	£0.00	£0.00	£200.00
7710	Total	£3,000.00	£0.00	£3,038.57	-£38.57
7715	Thorpe Astley Summer Event	£3,000.00	£0.00	£2,859.02	£140.98
7720	General Events				
7720/1	General	£0.00	£0.00	£0.00	£0.00
7720/2	Apple Day	£400.00	£0.00	£788.96	-£388.96
7720/3	Open Days	£100.00	£0.00	£0.00	£100.00
7720	Total	£500.00	£0.00	£788.96	-£288.96

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
7750	Civic Functions	£1,500.00	£0.00	£1,385.90
7760	Town Mayor's Charity - Pre May	£0.00	£4,079.17	-£1,235.96
7770	Town Mayor's Charity - after May	£0.00	£0.00	-£88.10
7850	Community Grants	£5,000.00	£585.00	-£65.09
7860	Community / Social Inclusion Project Grant	£0.00	£0.00	-£500.00
7880	Grants for King's Coronation	£1,000.00	£0.00	£196.45
7900	Consumer Products (Purchase for resale)			
7900/1	History Publications	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£100.00	£0.00	£100.00
7900	Total	£100.00	£0.00	£100.00
7940	Social Inclusion Initiatives			
7940/1	General	£800.00	£0.00	£553.38
7940/2	Warm Spaces Initiative	£200.00	£0.00	£57.94
7940	Total	£1,000.00	£0.00	£611.32
7950	Community Safety	£500.00	£0.00	£500.00
7990	Miscellaneous	£100.00	£0.00	£27.50
Total Expenditure	£25,380.00	£4,664.17	£22,492.10	£7,552.07

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
8. Planning & Environment					
Income					
807	Projects	£0.00	£0.00	£0.00	£0.00
890	Consumer Products (Sales)				
890/1	General	£0.00	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,150.00	£0.00	£487.60	-£662.40
890	Total	£1,150.00	£0.00	£487.60	-£662.40
Total Income		£1,150.00	£0.00	£487.60	-£662.40
Expenditure					
8070	Projects				
8070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
8070	Total	£0.00	£0.00	£0.00	£0.00
8190	Professional Fees	£250.00	£0.00	£0.00	£250.00
8440	Waste Services (Dog Bins)	£9,538.00	£0.00	£5,295.33	£4,242.67
8460	Furniture	£2,600.00	£0.00	£3,160.32	-£560.32
8900	Consumer Products (Purchase for resale)				
8900/1	Poop Scoops	£1,100.00	£0.00	£0.00	£1,100.00
8900	Total	£1,100.00	£0.00	£0.00	£1,100.00
Total Expenditure		£13,488.00	£0.00	£8,455.65	£5,032.35

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
Total Income	£1,374,091.00	£98,243.35	£974,007.73	
Total Expenditure	£1,377,091.00	£170,106.52	£769,456.29	
Total Net Balance	<u>-£3,000.00</u>		<u>£204,551.44</u>	

Paid Expenditure Transactions

paid between 30/08/23 and 24/10/23

Start of year 01/04/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230817S ISSON2055	30/08/23	19013		£258.00	£43.00	£215.00	2. CC	Sissons & Allen Ltd	Install Power Supply for CCTV System	2600
BACS230822C HILLI3836	30/08/23	19044		£61.11	£0.00	£61.11	2. CC	Chilliclean Window Cleaning	Window cleaning	2600
BACS230821K NIGHT1586	30/08/23	19048	4387	£161.58	£26.93	£134.65	6.LS	Knighton Janitorial Ltd	WH903 1000ml refill cartridge hand wash	6330
BACS230821A MAZO3363	30/08/23	19049	4388	£19.89	£3.32	£16.57	2. CC	Amazon UK	WH901AWhite 2ply 210m CATTREES Soap Dispenser Wall Mount, Commercial Soap Dispenser, Interhasa! Commercial Paper Towel Dispenser Wall Mounted, Hand Towel Dispenser Large	2050/1
BACS230821A MAZO2357	30/08/23	19050		£17.69	£2.95	£14.74	2. CC	Amazon UK	CATTREES Soap Dispenser Wall Mount, Commercial Soap Dispenser, Interhasa! Commercial Paper Towel Dispenser Wall Mounted, Hand Towel Dispenser Large	2050/1
BACS230818S AMMET2407	30/08/23	19051	4329	£3,060.00	£510.00	£2,550.00	5. OS	Sam Metcalf Trees & Landscaping	High priority tree work for Long Spinney, Lubbesthorpe brook TA and Merrylees	5620/2
BACS230818S AMMET2406	30/08/23	19052	4390	£720.00	£120.00	£600.00	5. OS	Sam Metcalf Trees & Landscaping	Coppice remainder of failed tree at Mosssdale Meadows	5620/2
BACS230818S AMMET2405	30/08/23	19053	4389	£780.00	£130.00	£650.00	5. OS	Sam Metcalf Trees & Landscaping	Emergency felled tree at Mosssdale Meadows	5620/2
BACS230818 METALM0760	30/08/23	19054	4391	£200.00	£0.00	£200.00	5. OS	Metal Man Welding	Repair of gate at Thorpe Astley Weld Basketball hoop at Thorpe Astley Weld table at Mosssdale Meadows	5610/1
BACS230821 GIGGLE2023	30/08/23	19055	4392	£200.00	£0.00	£200.00	7. CD	Giggle Town Arts	For Apple Day, Franklin Park, 2023	7720/2
BACS230808B RANDO9704	30/08/23	19058	4177	£255.00	£42.50	£212.50	7. CD	Brandon Hire Plc	2 x portable toilets for summer fete	7710/1
BACS230817R USSEL5194	30/08/23	19059	4371	£1,631.93	£271.99	£1,359.94	5. OS	Russells Group Ltd	Bearings for Wessex Mower	5650
BACS230823B RATHLETIC	30/08/23	19061		£100.00	£0.00	£100.00	5. OS	Braunstone Athletic Football Club	Return of Refundable Deposit paid for Tournament	5550
BACS230816 MOORE9307	30/08/23	19062	4393	£2,520.00	£420.00	£2,100.00	1. CM	Moore East Midlands	Fixed rate fee in relation to completing the 2022/23 External Auditor's limited assurance review	1160
BACS230823C HILLI3541	30/08/23	19063		£63.60	£0.00	£63.60	3. TA	Chilliclean Window Cleaning	Window cleaning	3600

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD230815BG5 486	30/08/23	19204		£17.76	£0.84	£16.92	2. CC	British Gas	603452645 2430
DD230716WA TERPL4592C	31/08/23	19205		-£54.18	£0.00	-£54.18	5. OS	Water Plus/STW	Contra 18932, MM 14.06.23 - 14.07.23 UNCLAIMED 5430
DD230901BD CSEPTTA	01/09/23	18516		£818.00	£0.00	£818.00	3. TA	Blaby District Council	N030084745 Rates 3460
DD230901BD CSEPTCC	01/09/23	18543		£2,058.00	£0.00	£2,058.00	2. CC	Blaby District Council	N030002639 Rates 2460
		18965/1		£40.00	£0.00	£40.00	1. CM	Petty Cash	postage 1300
		18965/2		£3.31	£0.55	£2.76	5. OS	Petty Cash	2 x bolts for mower deck 5610/1
		18965/3		£7.80	£0.00	£7.80	1. CM	Petty Cash	postage 1300
		18965/4		£3.48	£0.58	£2.90	7. CD	Petty Cash	refreshments for civic function 7750
		18965/5		£20.00	£3.33	£16.67	5. OS	Petty Cash	petrol 5670
		18965/6		£7.10	£1.18	£5.92	5. OS	Petty Cash	Petrol for hand mower 5670
110884	05/09/23	18965		£81.69	£5.64	£76.05		Petty Cash	1300
BACS230825N ISBET6391	05/09/23	19065	4401	£239.98	£39.99	£199.99	2. CC	Nisbets	Water softner - 12L 2050/1
BACS230825A MAZOABEI	05/09/23	19066	4383	£14.99	£2.50	£12.49	1. CM	Amazon UK	1 set speakers for new computers CC & TA 1420
BACS230810S SECC1510	05/09/23	19067		£189.34	£31.55	£157.79	3. TA	SSE SOUTHERN ELECTRIC	Thorpe Astley Bill 3430
BACS230826N PS4143	05/09/23	19068	4400	£72.00	£12.00	£60.00	2. CC	NPS NIGEL SUMMERFIELD	Cut of gas to MH & CC cookers 2050/2
		19206/1		£10.00	£0.00	£10.00	1. CM	Co operative Bank	Service charge 1990
		19206/2		£31.84	£0.00	£31.84	1. CM	Co operative Bank	Commision 1990
DD230705CO OP	05/09/23	19206		£41.84	£0.00	£41.84		Co operative Bank	1990
DD230822BG2 520	06/09/23	19207		£103.98	£4.95	£99.03	6.LS	British Gas	603452644 6430
BACS230907H MRC	07/09/23	19038		£7,397.56	£0.00	£7,397.56	1. CM	H M Revenue & Customs	Tax & NI J 1010
BACS2200811 AMAZO5640	09/09/23	17526		£13.99	£2.33	£11.66	5. OS	Amazon UK	Safety breakaway volunteer with ID holders 5600/2

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230905A MAZO2838	09/09/23	19073	4407	£29.98	£5.00	£24.98	2. CC	Amazon UK	Manual Handling Poster Silicone Edge protector Anti slip tape	2600
BACS230905A MAZO3639	09/09/23	19074		£4.99	£0.83	£4.16	2. CC	Amazon UK	Manual Handling Poster Silicone Edge protector Anti slip tape	2600
BACS230902B LIFESEP23	09/09/23	19075		£752.40	£0.00	£752.40	1. CM	Braunstone Life	Sept 23 2 pages	1360
BACS230905A MAZO8252	09/09/23	19077		£11.58	£1.94	£9.64	2. CC	Amazon UK	Manual Handling Poster Silicone Edge protector Anti slip tape	2600
BACS230824A SIANELDER	09/09/23	19082		£300.00	£0.00	£300.00	7. CD	Asian Elderly Club	Community Grant	7850
DD230902ENT A5763	09/09/23	19095		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 1.9.23 - 30.9.23	2400
BACS230831 GPR04862	09/09/23	19096		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan -n Year 2 month 8	1420
BACS230901N PS4150	09/09/23	19097		£60.00	£10.00	£50.00	2. CC	NPS NIGEL SUMMERFIELD	Replace washers on kitchen tap	2050/2
BACS230810I TSOL4279	09/09/23	19099		£561.00	£93.50	£467.50	1. CM	IT Solutions	Set up new PC for TA & Office 21, add all users, Install AVAST & set up VPN. Install PC & Printer TA, CCTV software and test VPN	1420
BACS230818C HUBB0936	09/09/23	19101		£136.93	£22.82	£114.11	3. TA	Chubb Fire & Security	Contract no. 1554969 Agreement plan - Service Fire Alarm	3600
BACS230824C HUBB6594	09/09/23	19102		£116.75	£19.46	£97.29	2. CC	Chubb Fire & Security	Work to security system - maintenance on intruder alarm. Materials supplied on 14/8/23	2600
BACS230830S ISSON2064	09/09/23	19104	4365	£2,296.02	£382.67	£1,913.35	2. CC	Sissons & Allen Ltd	Braunstone Civic Centre - Millfield Lighting	2600
BACS230830S ISSON2066	09/09/23	19105	4347	£3,055.14	£509.19	£2,545.95	2. CC	Sissons & Allen Ltd	Install 3 phase supplies to Cookers	2600
BACS230830S ISSON2065	09/09/23	19106		£54.00	£9.00	£45.00	5. OS	Sissons & Allen Ltd	Check operation of External Lighting at Shakespeare Park Bowling Club	5600/2
BACS230831A MAZO3576	09/09/23	19107	4403	£13.59	£2.27	£11.32	7. CD	Amazon UK	Napkins - supplies for apple day 2023	7720/2
BACS230831A MAZO2415	09/09/23	19108		£16.99	£2.83	£14.16	7. CD	Amazon UK	Disposable Food Trays - supplies for apple day 2023	7720/2

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230831A MAZO1048	09/09/23	19109		£13.99	£2.33	£11.66	7. CD	Amazon UK	Coffee Cups - supplies for apple day 2023 7720/2
BACS230830N OTICE7214	09/09/23	19110	4404	£1,896.19	£316.03	£1,580.16	8. PE	Notice Board Company (UK) Ltd	2 x notice boards for Withers Way and Mossdale Meadows 8460
BACS230606A VWFAB9364	09/09/23	19111	4402	£820.62	£136.77	£683.85	5. OS	AVW Fabrications Ltd	Construction of 2 Manhole covers for Mossdale Meadows 5610/1
BACS230831S UNNIN2302	09/09/23	19120	4394	£9.74	£1.62	£8.12	7. CD	Sunningdale Landscape Supplies Ltd	1 bag of compost to plant rose bush 7750
BACS230905A JRDECOR	09/09/23	19121		£1,030.00	£0.00	£1,030.00	2. CC	AJR Decorating	Complete strip and reline walls, paint walls and woodwork 2600
BACS230830A MAZO31004	09/09/23	19122		£27.98	£4.66	£23.32	7. CD	Amazon UK	Disposable Cups - supplies for apple day 2023 7720/2
BACS221108 GEORGE0825	09/09/23	19124		£47.88	£7.98	£39.90	5. OS	Walkers Timber	6 x 3600 x 150 x 22mm sawn & tandalised wood 5610/1
110887	09/09/23	19129		£96.00	£0.00	£96.00	6.LS	Street News	Payment for Newspapers in Library 27.08.23 - 02.09.23 6990
DD230831KIN GS7849	10/09/23	19078		£20.22	£3.37	£16.85	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580
DD230901BYP HONE	11/09/23	19209		£264.94	£44.16	£220.78	1. CM	Byphone Voxbit	RC10115 1400
DD2300816W ATERPL6CON	11/09/23	19210		-£361.82	£0.00	-£361.82	2. CC	Water Plus/STW	Contra 19010, CC UNCLAIMED 2430
DD230830BD C3905	13/09/23	19103		£180.00	£0.00	£180.00	1. CM	Blaby District Council	TA License Annual Fee 13.09.23 - 12.09.24 1350
DD230906ENT A8543	13/09/23	19135		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 05.09.2023 - 04.10.2023 3400
DD230829OP US5264	13/09/23	19136		£29.18	£1.39	£27.79	2. CC	Opus Energy	Account 1465347 31.07.2023-28.08.2023 2430
		19199/1		£29.40	£4.90	£24.50	2. CC	Global Payments	CC - 05760171 2580
		19199/2		£177.19	£0.00	£177.19	2. CC	Global Payments	CC - 05760171 2580
DD230831GP AYCC150	14/09/23	19199		£206.59	£4.90	£201.69		Global Payments	CC - 05760171 2580
		19200/1		£29.40	£4.90	£24.50	3. TA	Global Payments	TA - 39854961 3580
		19200/2		£0.28	£0.00	£0.28	3. TA	Global Payments	TA - 39854961 3580
DD230816GP AYTA40	15/09/23	19200		£29.68	£4.90	£24.78		Global Payments	TA - 39854961 3580

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230911E NTANE6880	15/09/23	19211		£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	Basic single line 2400
DD230801SA GE3815	16/09/23	19100		£55.80	£9.30	£46.50	1. CM	Sage (UK) Ltd	Subscption 01.09.2023 - 30.09.2023 1350
DD230904OP US9404	17/09/23	19079		£2,229.54	£501.26	£1,728.28	2. CC	Opus Energy	Account 1465822 02.08.2023-03.09.2023 2430
DD230904OP US9405	18/09/23	19080		£1,483.98	£272.33	£1,211.65	3. TA	Opus Energy	TA Acc 1465824 03.08.2023 - 03.09.2023 3430
DD230904OP US9406	18/09/23	19081		£313.61	£14.93	£298.68	5. OS	Opus Energy	MM Acc 1465825 03.07.2023 - 02.08.2023 5430
BACS230831X EROX3555	18/09/23	19133		£304.55	£50.76	£253.79	1. CM	Xerox	Altalink C8155v 3774436331 01/09623 - 31/08/23 1410
BACS230905K NIGHT1985	18/09/23	19134	4408	£165.42	£27.57	£137.85	2. CC	Knighton Hygiene	WH 901A Toilet rolls 2330
BACS230906A LEXAN3746	18/09/23	19137	4409	£39.14	£6.52	£32.62	2. CC	Alexandra	3 Tshirts and 1 trousers for W.Hands (cleaner) 2290
BACS230913A MAZO6T6J	18/09/23	19138	4413	£8.99	£1.50	£7.49	5. OS	Amazon UK	padlock for SP tennis court gate 5600/2
BACS230913N AMES	18/09/23	19141	4418	£317.75	£52.96	£264.79	1. CM	Names Co.	unlimited 1GB databases. 1350
BCARDS2308 07AMAZPRIM	18/09/23	19213		£96.00	£16.00	£80.00	1. CM	Amazon UK	Amazon Prime 1350
BCARD230814 TUDOR	18/09/23	19214	4382	£403.27	£67.21	£336.06	5. OS	Tudor Environmental	Litter picking equipment and line marking paint for Parks 5630
		19215/1		£24.99	£0.00	£24.99	7. CD	English Roses	ANGLE ROSE 7750
		19215/2		£5.99	£0.00	£5.99	7. CD	English Roses	SHIPPING 7750
		19215/3		-£3.24	£0.00	-£3.24	2. CC	English Roses	CREDIT 2600
BCARD230817 ROSES	18/09/23	19215	4386	£27.74	£0.00	£27.74		English Roses	Rose bush for Ukraine Independence Day 7750
BCARD230818 MARKSFRID	18/09/23	19216	4398	£639.00	£106.50	£532.50	2. CC	Marks Electrical	Fridge 2050/1
BCARD230823 MARKSFREE	18/09/23	19217	4397	£477.00	£79.50	£397.50	2. CC	Marks Electrical	Freezer 2050/1
DD2300905W ATERPL7324	19/09/23	19094		£461.82	£0.00	£461.82	2. CC	Water Plus/STW	CC 0583085823 2430
DD230906WA TERPL3851	20/09/23	19123		£289.86	£0.00	£289.86	3. TA	Water Plus/STW	TA 04.07.23 - 04.08.23 3430

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230922S NOW	22/09/23	19152		£2,578.85	£0.00	£2,578.85	1. CM	██████████	Salary September 23 1010
BACS230922K ENNETT	22/09/23	19153		£1,877.36	£0.00	£1,877.36	1. CM	██████████	Salary September 23 1010
BACS230922A SSI	22/09/23	19154		£2,484.53	£0.00	£2,484.53	1. CM	██████████	Salary September 23 1010
BACS230922 MEAD	22/09/23	19155		£1,441.75	£0.00	£1,441.75	1. CM	██████████	Salary September 23 1010
BACS230922H ALL	22/09/23	19156		£1,133.44	£0.00	£1,133.44	1. CM	██████████	Salary September 23 1010
BACS230922J EPSON	22/09/23	19157		£1,897.96	£0.00	£1,897.96	1. CM	██████████	Salary September 23 1010
BACS230922T ILLEY	22/09/23	19158		£3,484.68	£0.00	£3,484.68	1. CM	██████████	Salary September 23 1010
BACS230922S IBSON	22/09/23	19159		£1,551.90	£0.00	£1,551.90	1. CM	██████████	Salary September 23 1010
BACS230922F URNIS	22/09/23	19160		£159.84	£0.00	£159.84	1. CM	██████████	Salary September 23 1010
BACS230922J OHNSON	22/09/23	19161		£600.73	£0.00	£600.73	1. CM	██████████ ██████████	Salary September 23 1010
BACS230922L YCETT	22/09/23	19162		£312.87	£0.00	£312.87	1. CM	██████████	Salary September 23 1010
BACS230922 MYERS	22/09/23	19163		£1,443.04	£0.00	£1,443.04	1. CM	██████████	Salary September 23 1010
BACS230922B RYAN	22/09/23	19164		£445.94	£0.00	£445.94	1. CM	██████████	Salary September 23 1010
BACS230922H ICKENBOTH	22/09/23	19165		£897.56	£0.00	£897.56	1. CM	██████████	Salary September 23 1010
BACS230922A LMEY	22/09/23	19166		£1,469.05	£0.00	£1,469.05	1. CM	██████████	Salary September 23 1010
BACS230922P ATEL	22/09/23	19167		£1,047.68	£0.00	£1,047.68	1. CM	██████████	Salary September 23 1010
BACS230922C AWLEY	22/09/23	19168		£557.54	£0.00	£557.54	1. CM	██████████	Salary September 23 1010
BACS230922P RENDER	22/09/23	19169		£508.14	£0.00	£508.14	1. CM	██████████ ██████████	Salary September 23 1010
BACS230922S MITH	22/09/23	19170		£414.56	£0.00	£414.56	1. CM	██████████	Salary September 23 1010

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230922T URNER	22/09/23	19171		£1,012.96	£0.00	£1,012.96	1. CM	██████████	Salary September 23	1010
BACS230922P ARMAR	22/09/23	19172		£547.44	£0.00	£547.44	1. CM	██████████	Salary September 23	1010
BACS230922H ANDS	22/09/23	19173		£1,004.56	£0.00	£1,004.56	1. CM	██████████	Salary September 23	1010
BACS230922 OCONNOR	22/09/23	19174		£1,472.22	£0.00	£1,472.22	1. CM	██████████	Salary September 23	1010
BACS230922V ICKERS	22/09/23	19175		£969.57	£0.00	£969.57	1. CM	██████████	Salary September 23	1010
BACS230922L CCPENSION	22/09/23	19176		£9,655.88	£0.00	£9,655.88	1. CM	Leicestershire County Council Pensions	Salary September 23	1020
BACS230922U NISON	22/09/23	19178		£34.00	£0.00	£34.00	1. CM	Unison	Union fees	1010
DD230915ENT A9629	22/09/23	19186		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.9.23 - 13.10.23	2400
SO230922PE RSONALSEPT	22/09/23	19218		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of Retained Personnel Services for August 2023	1170
DD230918ENT A9885	25/09/23	19187		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.09.23 - 16.10.23	2400
BACS230919P RINCI6351	27/09/23	19145		£996.10	£166.02	£830.08	2. CC	Principal Hygiene Systems Ltd	01.10.2023 - 31.12.2023	2440
BACS230919P RINCI6371	27/09/23	19146		£566.48	£94.41	£472.07	3. TA	Principal Hygiene Systems Ltd	01.10.2023 - 31.12.2023	3440
		19147/2		£11.19	£0.00	£11.19	2. CC	Amazon UK	Milk for hirers	2510
BACS230919A MAZO0519	27/09/23	19147	4422	£11.19	£0.00	£11.19		Amazon UK	Semi Skimmed milk for hirers	2510
BACS230918A MAZO3468	27/09/23	19148	4419	£36.98	£6.16	£30.82	5. OS	Amazon UK	Work Trousers for Dave	5290
BACS230808V IPANS2897	27/09/23	19149	4376	£235.20	£39.20	£196.00	5. OS	Vipans Ltd	2 x 5ltr Weedkiller	5620/1
BACS230802V IPANS2882	27/09/23	19150	4359	£57.60	£9.60	£48.00	5. OS	Vipans Ltd	Jeyes Fluid	5330
BACS230912 ONLINE4613	27/09/23	19151	4405	£288.44	£48.07	£240.37	5. OS	Online Playgrounds	2 x new swing seats TA from ROSPA Report 8 x swing links for repairs	5610/2
		19179/1		£41.47	£6.91	£34.56	7. CD	Petty Cash	Tablecloths for Library	7990
		19179/2		£7.00	£1.17	£5.83	5. OS	Petty Cash	Bulb for Truck	5650

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			19179/3	£80.00	£0.00	£80.00	1. CM	Petty Cash	postage	1300
			19179/4	£14.96	£2.49	£12.47	5. OS	Petty Cash	3 x locks & Allen Key Set	5630
			19179/5	£20.00	£3.33	£16.67	5. OS	Petty Cash	petrol	5670
110888	27/09/23		19179	£163.43	£13.90	£149.53		Petty Cash		7990
BACS230919 WALKER3240	27/09/23		19180 4424	£53.04	£8.84	£44.20	5. OS	Walkers Timber	4 4 x 4 timber posts 4 bags of post crete	5620/1
BACS230919A MAZOABEI	27/09/23		19181	£13.90	£2.32	£11.58	5. OS	Amazon UK	Multi-purpose vinyl gloves	5290
BACS230919S ETON5597	27/09/23		19182 4420	£289.09	£48.18	£240.91	5. OS	Seton	4 x No Vehicle signs for walking route	5050/1
BACS230913N PS4159	27/09/23		19183	£351.60	£58.60	£293.00	3. TA	NPS NIGEL SUMMERFIELD	Atten Thorpe Astley to replace water softner & 2 hot taps in gents toilets	3050/1
BACS230905B RANDO4446	27/09/23		19184 4410	£19.80	£3.30	£16.50	5. OS	Brandon Hire Plc	3 Tins Line Marking spray	5550
BACS230901L CC7764	27/09/23		19185	£33.00	£5.50	£27.50	3. TA	Leicester County Council - Waste	Trade Refuse BT17GHH 21 August 2023	3440
BACS230920B LIFE OCT23	27/09/23		19188	£1,128.60	£0.00	£1,128.60	1. CM	Braunstone Life	Oct 23 3 pages	1360
BACS230914F AROL9872	27/09/23		19189 4417	£101.13	£16.85	£84.28	5. OS	Farol Ltd	2 x strimmer cord for mower 2 x WD40 spray	5630
DD230913LEX AUTO3876	28/09/23		19220	£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17GHH 14.08.2023 - 13.09.2023	5650
			19221/1	£33.18	£5.53	£27.65	1. CM	ESPO	stationary	1300
			19221/2	£84.54	£14.09	£70.45	1. CM	ESPO	stationary	1300
BACS230928E SPO	28/09/23		19221	£117.72	£19.62	£98.10		ESPO		1300
			19143/1	£35,485.20	£5,914.20	£29,571.00	6.LS	EES Group	Solar PV - Library Completed Installation	6050/2
BACS230915E ES6132	29/09/23		19143	£35,485.20	£5,914.20	£29,571.00		EES Group	Completed Solar Installation at Braunstone Town Library	6050/2
			19144/1	£37,344.00	£6,224.00	£31,120.00	6.LS	EES Group	Solar PV - Thorpe Astley Completed Installation	6050/2
BACS230915E ES6133	29/09/23		19144	£37,344.00	£6,224.00	£31,120.00		EES Group	Completed Solar Installation at Thorpe Astley Community Centre	6050/2
DD230914LEX AUTO4520	29/09/23		19219	£275.82	£45.97	£229.85	5. OS	Lex Autolease Limited	BJ67 OWM 067 15.08.2023-14.09.2023	5650

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD231001BD COCTTA	01/10/23	18517		£818.00	£0.00	£818.00	3. TA	Blaby District Council	N030084745 Rates 3460
DD231001BD COCTCC	01/10/23	18544		£2,058.00	£0.00	£2,058.00	2. CC	Blaby District Council	N030002639 Rates 2460
BCARD230922 GRAMMARLY	01/10/23	19251	4431	£120.00	£0.00	£120.00	1. CM	Grammarly	App to help Employee ██████████ 1210
BCARD230911 HAYLES	01/10/23	19252	4415	£84.00	£14.00	£70.00	7. CD	Hayles Fruit Farm	3 mixed packs of apple juice samples for Apple Day 7720/2
BCARD230929 SAFETYSIG	01/10/23	19253	4441	£37.68	£6.28	£31.40	5. OS	SAFETY SIGNS 4 LESS	10 x post clips for signs on new cycle route 5630
BCARD230919 SAFETVALU	01/10/23	19254	4423	£228.68	£38.11	£190.57	5. OS	SAFETY SIGNS 4 LESS	Meridian access sign and post 2 caution site traffic signs all for Walking and Cycling route 5050/1
BACS230915B EESL3558	04/10/23	19142		£45,166.28	£7,527.71	£37,638.57	2. CC	K M Beesley	Internal alterations to Civic Centre. Works completed 15 September 2023 as interim certificate 2050/2
		19270/1		£10.00	£0.00	£10.00	1. CM	Co operative Bank	Service charge 1990
		19270/2		£35.36	£0.00	£35.36	1. CM	Co operative Bank	Commision 1990
DD231005CO OP	05/10/23	19270		£45.36	£0.00	£45.36		Co operative Bank	1990
DD230922WA TERPL0900	05/10/23	19273		£38.45	£0.00	£38.45	5. OS	Water Plus/STW	Acc. 0955002195 5430
BACS230919N OTICE1077	06/10/23	19196		£1,896.19	£316.03	£1,580.16	8. PE	Notice Board Company (UK) Ltd	2 x notice boards for Braunstone Town and horpe Astley 8460
BACS230922R USSEL4205	06/10/23	19197	4406	£285.66	£47.60	£238.06	5. OS	Russells Group Ltd	Flail Guard 5630
BACS230922 ONLINE4878	06/10/23	19198	4426	£78.80	£13.13	£65.67	5. OS	Online Playgrounds	1 x black wetpour top coat repair kit for parks 5610/2
BACS230927A MAZO2755	06/10/23	19201	4435	£48.06	£8.01	£40.05	5. OS	Amazon UK	Adblue for parks vehicles 5650
BACS230927 WALKER3312	06/10/23	19202	4437	£269.52	£44.92	£224.60	5. OS	Walkers Timber	6 lengths of 2.4 rail 7 x 4ft upright posts 10 bags post mix 6 end caps 1 box of 150mm timberlock bolts to repair vandalised fencing at HP 5620/1
BACS230927P OST7774	06/10/23	19203	4433	£23.39	£0.83	£22.56	6.LS	Post Office Shop	4 x Book of 4 2nd class Stamps All for library 6900/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD230922BG6 309	06/10/23	19208		£83.89	£3.99	£79.90	6.LS	British Gas	603452644 6430
BACS230928A MAZOABEI	06/10/23	19212	4438	£13.98	£2.33	£11.65	3. TA	Amazon UK	Diyife Heavy Duty Combination Padlocks Outdoor, 3600
BACS231003T OUCH290	06/10/23	19222	4449	£72.24	£12.04	£60.20	6.LS	Touch Times Greeting Cards	Restock greeting cards in library 6900/1
BACS230930S ENTIN1707	06/10/23	19223	4373	£270.00	£45.00	£225.00	3. TA	Sentinel Lightning Protection and Earthing Ltd	Annual Lightning inspection 3600
BACS231003A MAZO7587	06/10/23	19224	4446	£16.38	£2.74	£13.64	7. CD	Amazon UK	Christmas crafts for Craft N Chatter group grant 7940/1
BACS231003A MAZOABEI	06/10/23	19225		£29.64	£4.95	£24.69	7. CD	Amazon UK	Christmas crafts for Craft N Chatter group grant 7940/1
BACS231003A MAZO3966	06/10/23	19226		£11.79	£1.97	£9.82	7. CD	Amazon UK	Christmas crafts for Craft N Chatter group grant 7940/1
BACS231003A MAZO3997	06/10/23	19227		£19.56	£3.26	£16.30	7. CD	Amazon UK	Christmas crafts for Craft N Chatter group grant 7940/1
BACS231003A MAZO1497	06/10/23	19228		£5.98	£1.00	£4.98	7. CD	Amazon UK	Christmas crafts for Craft N Chatter group grant 7940/1
BACS231003A MAZO3421	06/10/23	19229		£8.85	£1.48	£7.37	7. CD	Amazon UK	Christmas crafts for Craft N Chatter group grant 7940/1
BACS231003A MAZOMF63	06/10/23	19230		£10.94	£1.82	£9.12	7. CD	Amazon UK	Christmas crafts for Craft N Chatter group grant 7940/1
BACS2310001 AMAZO9075	06/10/23	19231	4440	£8.95	£1.49	£7.46	5. OS	Amazon UK	Fire call point glass 5600/2
BACS232909B RATHLETIC	06/10/23	19233		£887.57	£0.00	£887.57	7. CD	Braunstone Athletic Football Club	Sports Club Grant 7850
BACS230929 ONLINE5026	06/10/23	19234	4436	£178.20	£29.70	£148.50	5. OS	Online Playgrounds	1 x Black Tiger mulch repair kit 1 x Mahogany tiger mulch repair kit for Franklin and Holmfield park repairs 5610/2

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230930H EXENE1191	06/10/23	19235		£3,909.78	£651.63	£3,258.15	3. TA	Hex Energy	Installation of an air source heat pump (with capacity 25kW), with existing gas boiler (to provide a 'peak heating supply' during particularly cold periods), at Thorpe Astley Community Centre, LE3 3RU as set out in Quote dated 23rd March 2023 (reference SPM/E725-ASHP) and in accordance with the Heat Loss Calculation Report (March 2022); as follows: <ul style="list-style-type: none"> Existing Mikrofill DHW Cylinder removal: £1,072.50; BA60i ASHP Installation, 300L DHW combi buffer tank: £32,581.50; and 2 x Twin head Circulation pump upgrade: £4,716.10. NET TOTAL: £38,370.10	3050/3
BACS231002P TI2023	06/10/23	19238	4256	£684.00	£114.00	£570.00	3. TA	PTI Building Services LTD	Thorpe Astley Community Centre - Ventilation Equipment Annual Routine Maintenance 2023	3610/1
BACS230930 GPR04873	06/10/23	19239		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan -n Year 2 month 9	1420
BACS231003B OBWATERTO	06/10/23	19240	4448	£12.75	£0.00	£12.75	1. CM		Costs for verification of documentation	1990
BACS230922C HUBB6703	06/10/23	19241		£1,057.72	£176.28	£881.44	3. TA	Chubb Fire & Security	TA Contract no. 1554946 Agreement plan - Service Fire Alarm 19.09.23 - 18.09.24	3600
BACS230922C HUBB8260	06/10/23	19242		£607.67	£101.28	£506.39	5. OS	Chubb Fire & Security	MM Contract no. 1555333 Upgrade to existing CCTV system 02.08.23 - 18.12.23	5600/1
BACS230922C HUBB8259	06/10/23	19243		£885.36	£147.56	£737.80	5. OS	Chubb Fire & Security	MM Contract no. 1555048 Intruder Alaram 18.09.23 - 17.09.24	5600/1
		19244/2		£9.90	£0.00	£9.90	2. CC	Amazon UK	Milk	2510
BACS231004A MAZO1739	06/10/23	19244	4450	£9.90	£0.00	£9.90		Amazon UK	Milk for Hirers	2510
BACS230922H MRC	07/10/23	19177		£7,911.27	£0.00	£7,911.27	1. CM	H M Revenue & Customs	Tax & NI J	1010

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230831H EXENE1163	09/10/23	19098	4302	£41,919.84	£6,807.89	£35,111.95	3. TA	Hex Energy	Installation of an air source heat pump (with capacity 25kW), with existing gas boiler (to provide a 'peak heating supply' during particularly cold periods), at Thorpe Astley Community Centre, LE3 3RU as set out in Quote dated 23rd March 2023 (reference SPM/E725-ASHP) and in accordance with the Heat Loss Calculation Report (March 2022); as follows: <ul style="list-style-type: none"> Existing Mikrofill DHW Cylinder removal: £1,072.50; BA60i ASHP Installation, 300L DHW combi buffer tank: £32,581.50; and 2 x Twin head Circulation pump upgrade: £4,716.10. NET TOTAL: £38,370.10	3050/3
DD231002ENT A0984	09/10/23	19247		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 1.10.23 - 31.10.23	2400
BACS231009A MAZOR	09/10/23	19271		-£154.99	-£25.83	-£129.16	2. CC	Amazon UK	Commercial Griddle Pan 2.5kw countertop Electric Fryer refunded	2050/1
BACS231009A MAZONR	09/10/23	19272		-£5.55	-£0.93	-£4.62	2. CC	Amazon UK	Refund	2330
DD230923KIN GS8178	10/10/23	19232		£20.22	£3.37	£16.85	2. CC	Kings Armoured Security Services Limited	Transit Fees	2580
BACS230718I NHOUSE	11/10/23	19127	4349	£300.00	£0.00	£300.00	2. CC	In House Maintenance	Removed old wooden ramp and replace with concrete ramp same size	2600
DD231004ENT A1565	11/10/23	19248		£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	PSTN ELE-106556 1.10.23 - 31.10.23	2400
DD231001BYP HONE	11/10/23	19275		£264.94	£44.16	£220.78	1. CM	Byphone Voxbit	RC10115	1400
BACS231004S AMMET2414	13/10/23	19259	4432	£900.00	£150.00	£750.00	5. OS	Sam Metcalf Trees & Landscaping	Fell large poplar tree overhanging path at Franklin Park	5620/2
BACS231004P PLPRS4595	13/10/23	19260	4451	£565.52	£94.25	£471.27	3. TA	Performing Right Society Ltd	Music licence for Thorpe Astley 2023/2024	3570
BACS231001L CC7795	13/10/23	19261		£99.00	£16.50	£82.50	3. TA	Leicester County Council - Waste	Trade Refuse BT17GHH 21 September 2023	3440
		19262/2		£24.87	£4.15	£20.72	2. CC	Amazon UK	Biscuits	2510
BACS231005A MAZO2735	13/10/23	19262		£24.87	£4.15	£20.72		Amazon UK	Biscuits for Hirers	2510

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD231006ENT A2520	13/10/23	19263		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 05.09.2023 - 04.10.2023 3400
BACS230926L EGAL5513	13/10/23	19264		£4,939.86	£0.00	£4,939.86	1. CM	Legal & General Assurance Society Ltd	Ill Health Liability Insurance G73551-13 1150
BACS231003B RANDO2402	13/10/23	19265	4445	£28.28	£4.71	£23.57	5. OS	Brandon Hire Plc	Hire of large battery/electric drill 5660
110889	13/10/23	19266		£300.00	£0.00	£300.00	7. CD	SWAGAT	Community Grant 7850
BACS231005J RB6063	13/10/23	19267	4434	£790.20	£131.70	£658.50	8. PE	Mutts Butts / JRB Enterprise LTD	Degradable Poop Scoop Bags - Bag Size 180 x 280 x 380 mm, 17 Micron Thick. 50,000. + Delivery 8900/1
BACS231011A MAZOABEI	13/10/23	19268	4454	£10.41	£1.74	£8.67	5. OS	Amazon UK	2 x box of disposable gloves for Parks 5290
110891	13/10/23	19269		£20.00	£0.00	£20.00	1. CM	Blaby District Council	Small Society Lotteries No. BGSL0073 1350
DD230928OP US0690	13/10/23	19276		£46.98	£2.24	£44.74	2. CC	Opus Energy	Account 1465347 29.08.2023 - 27.09.2023 2430
		19256/1		£29.40	£4.90	£24.50	2. CC	Global Payments	CC - 05760171 2580
		19256/2		£242.48	£0.00	£242.48	2. CC	Global Payments	CC - 05760171 2580
DD230930GP AYCC151	15/10/23	19256		£271.88	£4.90	£266.98		Global Payments	CC - 05760171 2580
		19257/1		£29.40	£4.90	£24.50	3. TA	Global Payments	TA - 39854961 3580
		19257/2		£9.64	£0.00	£9.64	3. TA	Global Payments	TA - 39854961 3580
DD230930GP AYTA042	15/10/23	19257		£39.04	£4.90	£34.14		Global Payments	TA - 39854961 3580
DD231001SA GE0120	16/10/23	19236		£1,268.40	£211.40	£1,057.00	1. CM	Sage (UK) Ltd	Subscription 01.10.2023 - 31.10.2023 1350
		19255/1		£145.07	£24.18	£120.89	1. CM	Names Co.	Renewal of cPanel starter for BTC.....1 yr 1350
		19255/2		-£139.02	-£23.17	-£115.85	1. CM	Names Co.	Refunded as upgraded then paid seperatly 1350
BACS230913N AMES	16/10/23	19255		£6.05	£1.01	£5.04		Names Co.	Renewal of cPanel starter for BTC.....1 yr 1350
DD231002OP US1716	17/10/23	19249		£2,460.96	£410.16	£2,050.80	2. CC	Opus Energy	Account 1465822 04.09.2023-01.10.2023 2430
DD231003OP US7421	18/10/23	19245		£1,225.32	£204.22	£1,021.10	3. TA	Opus Energy	TA Acc 1465824 04.09.2023 - 02.10.2023 3430
DD231003OP US7422	18/10/23	19246		£302.46	£14.40	£288.06	5. OS	Opus Energy	MM Acc 1465825 03.07.2023 - 02.08.2023 5430

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD231004WA TERPL5697	18/10/23	19250		£465.65	£0.00	£465.65	2. CC	Water Plus/STW	CC 2430
DD231007WA TERPL0498	21/10/23	19274		£279.49	£0.00	£279.49	3. TA	Water Plus/STW	Acc. 0479003705 3430
DD231015ENT A3570	22/10/23	19285		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.10.23 - 13.11.23 2400
BACS231016S ENTIN1730	24/10/23	19277	4411	£354.00	£59.00	£295.00	3. TA	Sentinel Lightning Protection and Earthing Ltd	No Air conditioning unit requires bonding into the lightning protection system at earth positions E6' As per quote ERW/63813 3600
BACS231013C HUBB4657	24/10/23	19278		£1,999.30	£333.22	£1,666.08	2. CC	Chubb Fire & Security	CC Contract no. 1555040 Annual contract for CCTV 22.10.23 - 21.10.24 2600
BACS231013C HUBB4656	24/10/23	19279		£1,009.06	£168.18	£840.88	2. CC	Chubb Fire & Security	CC Contract no. 1554658 Annual contract for Intruder Alarm 29.11.23 - 28.11.24 2600
BACS231013C HUBB4658	24/10/23	19280		£897.94	£149.66	£748.28	3. TA	Chubb Fire & Security	TA Contract no. 1555332 Annual contract for CCTV 20.12.23 - 19.12.24 3600
BACS231013C HUBB4659	24/10/23	19281		£1,711.38	£285.23	£1,426.15	5. OS	Chubb Fire & Security	MM Contract no. 1555333 Annual contract for CCTV system 19.12.23 - 18.12.24 5600/1
BACS230930S UNNIN2505	24/10/23	19282	4412	£43.00	£7.16	£35.84	5. OS	Sunningdale Landscape Supplies Ltd	Half scoop top soil for football pitches SP 5550
BACS231012A MAZOABEI	24/10/23	19283		£21.75	£3.65	£18.10	5. OS	Amazon UK	5 x disposable blue boiler suit protecteve zipped overall XL 5290
		19284/2		£13.99	£2.33	£11.66	2. CC	Amazon UK	Halloween decorations CC 2490
BACS231016A MAZOABEI	24/10/23	19284	4456	£13.99	£2.33	£11.66		Amazon UK	Halloween decorations for CC 2490
BACS231016A MAZO3342	24/10/23	19286		£15.18	£2.54	£12.64	2. CC	Amazon UK	Halloween decorations for CC 2490
BACS231016A MAZO3593	24/10/23	19287		£30.36	£5.06	£25.30	2. CC	Amazon UK	Halloween decorations for CC 2490
BACS231016A MAZO2353	24/10/23	19288		£11.98	£2.00	£9.98	3. TA	Amazon UK	Halloween decorations for TA 3490
BACS231016A MAZO3694	24/10/23	19289		£25.98	£4.34	£21.64	3. TA	Amazon UK	Halloween decorations for TA 3490
BACS231016A MAZO2361	24/10/23	19290		£27.98	£4.66	£23.32	3. TA	Amazon UK	Halloween decorations for TA 3490
BACS231024S NOW	24/10/23	19291		£2,609.71	£0.00	£2,609.71	1. CM	██████████	Salary October 2023 1010
BACS231024K ENNETT	24/10/23	19292		£1,877.36	£0.00	£1,877.36	1. CM	██████████	Salary October 2023 1010

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS231024A SSI	24/10/23	19293		£2,513.75	£0.00	£2,513.75	1. CM	██████████	Salary October 2023 1010
BACS231024 MEAD	24/10/23	19294		£1,365.24	£0.00	£1,365.24	1. CM	██████████	Salary October 2023 1010
BACS231024H ALL	24/10/23	19295		£1,127.44	£0.00	£1,127.44	1. CM	██████████	Salary October 2023 1010
BACS231024J EPSON	24/10/23	19296		£1,898.16	£0.00	£1,898.16	1. CM	██████████	Salary October 2023 1010
BACS231024T ILLEY	24/10/23	19297		£3,484.69	£0.00	£3,484.69	1. CM	██████████	Salary October 2023 1010
BACS231024S IBSON	24/10/23	19298		£1,551.70	£0.00	£1,551.70	1. CM	██████████	Salary October 2023 1010
BACS231024F URNIS	24/10/23	19299		£160.04	£0.00	£160.04	1. CM	██████████	Salary October 2023 1010
BACS231024J OHNSON	24/10/23	19300		£600.73	£0.00	£600.73	1. CM	██████████ ██████████	Salary October 2023 1010
BACS231024L YCETT	24/10/23	19301		£312.87	£0.00	£312.87	1. CM	██████████	Salary October 2023 1010
BACS210242 MYERS	24/10/23	19302		£1,443.24	£0.00	£1,443.24	1. CM	██████████	Salary October 2023 1010
BACS231024B RYAN	24/10/23	19303		£446.14	£0.00	£446.14	1. CM	██████████	Salary October 2023 1010
BACS231024H ICKENBOTH	24/10/23	19304		£897.56	£0.00	£897.56	1. CM	██████████	Salary October 2023 1010
BACS231024A LMEY	24/10/23	19305		£1,468.85	£0.00	£1,468.85	1. CM	██████████	Salary October 2023 1010
BACS231024P ATEL	24/10/23	19306		£1,047.68	£0.00	£1,047.68	1. CM	██████████	Salary October 2023 1010
BACS231024C AWLEY	24/10/23	19307		£557.54	£0.00	£557.54	1. CM	██████████	Salary October 2023 1010
BACS231024P RENDER	24/10/23	19308		£443.38	£0.00	£443.38	1. CM	██████████ ██████████	Salary October 2023 1010
BACS231024S MITH	24/10/23	19309		£414.36	£0.00	£414.36	1. CM	██████████	Salary October 2023 1010
BACS231024T URNER	24/10/23	19310		£1,012.76	£0.00	£1,012.76	1. CM	██████████	Salary October 2023 1010
BACS231024P ARMAR	24/10/23	19311		£547.44	£0.00	£547.44	1. CM	██████████	Salary October 2023 1010

Paid Expenditure Transactions

Start of year 01/04/23

paid between 30/08/23 and 24/10/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS231024H ANDS	24/10/23	19312		£980.56	£0.00	£980.56	1. CM	██████████	Salary October 2023 1010
BACS231024 OCONNOR	24/10/23	19313		£1,472.22	£0.00	£1,472.22	1. CM	██████████	Salary October 2023 1010
BACS231024V ICKERS	24/10/23	19314		£969.57	£0.00	£969.57	1. CM	██████████	Salary October 2023 1010
BACS231024U NISON	24/10/23	19316		£34.00	£0.00	£34.00	1. CM	Unison	Union fees 1010
BACS231023A MAZON718	24/10/23	19318	4461	£27.18	£4.54	£22.64	7. CD	Amazon UK	bamboo cups and napkins for diwali and halloween POE 7700
BACS231023A MAZONABEI	24/10/23	19319		£59.35	£9.90	£49.45	7. CD	Amazon UK	bamboo cups and napkins for diwali and halloween POE 7700
		19322/1		£540.00	£90.00	£450.00	1. CM	IT Solutions	Sevice & Maintenanace agreement PC's Oct to Dec 1420
		19322/2		£70.20	£11.70	£58.50	1. CM	IT Solutions	Sevice & Maintenanace agreement VoIP Oct to Dec 1420
BACS231023I TSOL4316	24/10/23	19322		£610.20	£101.70	£508.50		IT Solutions	Service & Maintenance Agrrement PC's & Voip 1420
BACS231023I TSOL4345	24/10/23	19323	4439	£174.00	£29.00	£145.00	1. CM	IT Solutions	Replacement hard drive for TA NAS is £145 + vat including fitting. 1420
BACS231023B LIFENOV23	24/10/23	19324		£752.40	£0.00	£752.40	1. CM	Braunstone Life	Nov 23 2 pages 1360
Total				£319,244.76	£35,980.33	£283,264.43			