



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

30th April 2024

Dear Councillor,

You are summoned to attend the **Annual Meeting of the Braunstone Town Council** to be held in the Millfield Hall at Braunstone Civic Centre on **Thursday 9th May 2024** commencing at **8.00pm** for the transaction of the business 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/83177269942?pwd=fifZPp42CHEeFNppYIYryLIHV5ZbRw.1>

Meeting ID: 831 7726 9942

Passcode: 967388

Yours sincerely,

Darren Tilley
Chief Executive & Town Clerk

To: The Town Mayor and Members of Braunstone Town Council.

A G E N D A

1. **Election of Town Mayor**
To elect the Town Mayor.
To receive the Town Mayor's Declaration of Acceptance of Office.
To announce the Town Mayor's Consort and Charity.
2. **Vote of thanks to Retiring Town Mayor**
To propose a vote of thanks to the retiring Town Mayor and Consort.
To present a past Town Mayor's badge.
To receive any announcements from the retiring Town Mayor.
3. **Election of Deputy Town Mayor**
To elect the Deputy Town Mayor.
To receive the Deputy Town Mayor's Declaration of Acceptance of Office.
4. **Apologies**
To receive apologies for absence.
5. **Disclosures of Interest**
To receive disclosures of Interest in respect of items on this agenda:
 - a) Disclosable Pecuniary Interests,
 - b) Other Interests (Non-Pecuniary).
6. **Public Session**
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
7. **Minutes**
To confirm the accuracy of the Minutes of the Meeting of Braunstone Town Council held on 21st March 2024 to be signed by the Chairperson (**Enclosed**).
8. **Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct**
To review the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct (**Enclosed**).
9. **Appointment of Leader and Deputy Leader of the Council**
To appoint the Leader of the Council and the Deputy Leader of the Council.
10. **Establishment of Standing Committees, Sub-Committees and Advisory Panels**
To establish, confirm terms of reference, and make appointments to Standing Committees, Sub-Committees and Advisory Panels, including appointment of Chairpersons and Vice-Chairpersons (**Enclosed**).

11. **Appointments to Outside Bodies**
To appoint representatives to Outside Bodies and review arrangements for reporting back (**Enclosed**).
12. **Request for Approved Absence – Councillor Satindra Sangha**
To receive and consider an absence request from Councillor Satindra Sangha in accordance with Section 85 of the Local Government Act 1972 (**Enclosed**).
13. **Annual Report 2024**
To approve the Annual Report (**Enclosed**).
14. **Schedule of Meetings**
To receive a proposed Schedule of Meetings for 2024/2025 (**Enclosed**).
15. **Announcements**
To receive announcements/reports (if any):
a) Town Mayor,
b) Leader of the Council,
c) Chief Executive and Town Clerk.
16. **County and District Councillor Reports**
To receive reports from the Town's elected representatives on:
a) Leicestershire County Council
b) Blaby District Council
17. **Reports of Standing Committees**
To receive reports and minutes of Standing Committees (**Enclosed**):
a) Community & Development Committee 28/03/2024 p7928
b) Planning & Environment Committee 18/04/2024 p7936
c) Policy & Resources Committee 25/04/2024 p7947
18. **Sealing of Documents**
To authorise the sealing of documents (if any).

Next Scheduled Meeting: 8pm, Thursday 27th June 2024.

*Deadline for submission of Questions on Notice and Motions on Notice:
12noon, Tuesday 18th June 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 THE COUNCIL MEETING

21st MARCH 2024 at 8.00PM

PRESENT: Councillor Tracey Shepherd (Town Mayor), Councillor Paul Kennedy (Deputy Town Mayor) and Councillors Anthea Ambrose, Nick Brown, Andrew Evans, Richard Forrest, Sam Fox-Kennedy, Leanne Lee, Rebecca Lunn, Sam Maxwell, Gary Sanders, Darshan Singh, Christiane Startin-Lorent, Marion Waterton, Robert Waterton and Mark Widdop.

Officers in Attendance: Darren Tilley, Chief Executive & Town Clerk and Pauline Snow, Deputy Executive Officer & Community Services Manager.

Also in attendance was County Councillor Amanda Hack.

There were three members of the public present at the meeting.

COUNCILLOR TRACEY SHEPHERD, TOWN MAYOR, IN THE CHAIR

6200 Apologies

Apologies for absence were received from Councillors Shabbir Aslam, Sevim Aslan, Alex DeWinter and Satindra Sangha.

6201 Disclosures of Interest

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

6202 Public Session

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

There were three members of the public present at the meeting. Two members of the public expressed concern regarding recent flooding on Lubbesthorpe Bridle Road that extended under the M1 motorway bridge at the parish boundary between Lubbesthorpe and Braunstone. The members of the public explained that during recent flooding, homes and farms were completely cut off and all roads were impassable. It was suggested that this had got worse due to the New Lubbesthorpe estate being built, with additional water run-off from the sites under construction. The members of the public advised that they had attended a meeting at Lubbesthorpe Parish Council and Blaby District Council regarding the recent flooding.

Councillor Nick Brown stated that as Lubbesthorpe residents, they had rightly brought their concerns to Lubbesthorpe Parish Council. Nonetheless, the Town Council were happy to contact relevant authorities to inform them of the situation and request support for those affected.

Councillor Amanda Hack, County Councillor for Braunstone Division, advised that she would be happy to look into this further as she was a member of the Highways and Transport Scrutiny Panel, to consider the effect of new development on flooding.

6203 Minutes

The Minutes of the Meeting of Braunstone Town Council held on 25th January 2024 were circulated (item 4 on the agenda).

It was proposed by the Town Mayor and seconded by the Deputy Town Mayor and was

RESOLVED that the Minutes of the Meeting of Braunstone Town Council held on 25th January 2024 be approved and signed by the Chairperson as a correct record.

6204 Financial Position – Cashbook and Reserves

The Council received a report setting out the context of the current cash flow position and the approved actions to ensure the Council had sufficient cash and reserves to function (item 5 on the agenda).

Councillor Brown provided an update as follows:

- i. **Borrowing Request:** The Government had not responded to the Town Council's request for approval to borrow up to £50k before the end of the financial year. The Town Clerk had contacted the civil servant dealing with the application updating them on the financial position and asking for a response; to date, a response/decision was awaited.
- ii. **Financial Position:** with March salaries set to be paid on Friday 22nd March, there would be approximately £15,000 left in the operating bank account; with commitments and invoices for payment next week, it was anticipated that the balance on 31st March would definitely be at least £10,451, as predicted in the report, potentially it would be around £12k.
- iii. **Short term loan:** The above means, that with National Insurance and Pension payments around £18k due in the first half of April, the Council would need to draw a short-term loan from Blaby District Council towards the end of the first week in April. The amount would depend on 31st March balances, but was anticipated to be around £60 - £70k. This would cover the March National Insurance and pension payments and the April salary payments, along with April's operational expenditure.

- iv. Liaison with Blaby District Council: The Chief Executive & Town Clerk met on Wednesday 20th March with Blaby District Council's Executive Director & Section 151 Officer and their Head of Finance. An update was provided on the Town Council's current financial position and projections and the measures being put in place to replenish reserves, manage cash flows and address and mitigate future risks. District Council officers were happy with the progress that had been made over the last couple of months with reducing the potential deficit and the action being taken to ensure the resilience of the Council going forward. Councillor Brown thanked officers at the District Council for recognising the need to both support the Town Council, while ensuring that steps were taken to prevent a repeat occurrence, and for their acknowledgement that the Council had responded and had an appropriate and realistic plan going forward.

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that the following action to ensure the Council had sufficient cash and reserves to function, be received and noted.

- a) the *Progress with addressing the Cash Deficit*, as detailed in the relevant section of the report and in the cash flow forecast at Appendix 1;
- b) that the terms of a short-term loan from Blaby District Council, as detailed in the *Short-Term Loan* part of the report section *Progress with addressing the Cash Deficit*, were approved by Policy & Resources Committee on 7th March 2024; and
- c) that *Further Reserve Measures* had been approved by Policy & Resources Committee on 7th March 2024, summarised in the relevant section of the report.

Reasons for Decision

1. *The position in respect of the Council's Reserves and the commitments and overspends during 2023/2024, were all matters that the Council could and was addressing.*
2. *The terms of the short-term loan were both reasonable and balanced and would ensure the Council had sufficient cash in the short term to function.*
3. *To provide a contingency while the Council replenished its reserves to a comfortable position to cover both cash flows and unforeseen circumstances.*

6205 Review of Medium-Term Priorities and Financial Planning

The Council undertook a mid-year review of the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategies (item 6 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED

1. that the current projections attached at Appendix 1, based on known financial pressures identified in the report, be approved;
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 once the revenue reserve reaches the equivalent of three months' net expenditure; the additional funds be earmarked to invest in infrastructure and assets, as identified in the Capital Plan at Appendix 3, and in the development and remodelling of services, including the Town Council's operations;
4. that the Financial, Treasury Management and Investment Strategies, as set out in the report, be adopted;
5. that the revised Reserves Policy, attached at Appendix 4, be approved; and
6. that the Earmarked Reserves be approved, as set out at Appendix 5.

Reasons for Decision

1. *To provide a foundation for preparing budget estimates for 2025/2026 and beyond.*
2. *To ensure the Council focussed its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties.*
3. *To maintain the standard of the Council's facilities and open spaces and 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.*
5. *To ensure the financial resilience of the Council, that it would be able to function, invest in its assets and deliver services to residents; while avoiding significant increases in council tax precept in future years.*
6. *To ensure that reserves earmarked relate only to a commitment or a restricted use; maximising the level of funds to replenish the revenue (general fund) reserve.*

6206 Announcements

a) Town Mayor

The Town Mayor made the following announcements:

"On Thursday 7th March I opened the second Chatty Café, located in the Civic Community Lounge here at the Civic Centre. I particularly wish to thank Councillors Anthea Ambrose and Marion Waterton for hosting the Chatter and Natter table each Thursday lunchtime between 1pm and 2pm. I also wish to thank the operator, JAAAK Ltd, for their support".

“Along with the opening of our first Chatty Café at Gilly’s Café on Watergate Lane on 27th June; I am delighted that we have two Chatty Cafés Right Here – Right Now tackling loneliness and isolation in our community”.

“Forthcoming programme of events include:

- a quiz night tomorrow evening at 7pm here at the Civic Centre, organised by St Crispins Church;
- the Spring Craft Fair on Saturday 30th March at Thorpe Astley Community Centre;

I will be holding a raffle in aid of my charitable fundraising and would like donations for raffle prizes – if you are able to support with donating raffle prizes, please speak to me after the meeting – thank you;

and

- on 21st April 2024 at 10:30am, the Quilting Open Day, organised by Leicestershire Quilters, here at the Civic Centre”.

“Finally, my Awards of Merit evening will take place on Thursday 11th April here at the Civic Centre. The event includes a celebratory hot supper, in order to raise funds for Chatty Cafés and tackling loneliness. Residents and Councillors can purchase tickets for the event. Any groups receiving net proceeds from the Programme of Events or nominees for an Award of Merit will be given complimentary tickets as my guests for the evening”.

“Please support those who are receiving awards and help raise money for our Chatty Cafes’ and tackling loneliness. Tickets are £13 each and are on sale now from Reception”.

b) Leader of the Council

Councillor Nick Brown reported on a visit by Civil Servants from the Department of Levelling Up, Housing & Communities Department following the NALC Award for Council of the Year 2023.

The visitors attended the Library, Civic Centre, Thorpe Astley Community Centre, Shakespeare Park Sports Pavilion and the Walking/Cycling route through Mosssdale Meadows where they talked to residents and users of the Town Council Services. A lunch was provided where they had an opportunity to talk to the Leader and Deputy Leader of the Town Council where concerns were raised on the issue of Parish and Town Council’s being able to access government funds and grants directly.

c) Chief Executive and Town Clerk

The Chief Executive & Town Clerk reported on the Department of Levelling up, Housing and Communities Department visit and highlighted how impressed the visitors were with the new Walking/Cycling route that

connected Braunstone Town and Thorpe Astley and the difference it had made in the Town.

6207 County and District Councillor Reports

a) Leicestershire County Council

Councillor Amanda Hack, as County Councillor for Braunstone Division, reported on the following matters:

- Search for missing child in flood waters had now been scaled back. Thanks were made to the emergency services for the commitment and hours undertaken to find the young boy.
- Leicestershire County Council budget and cashflow was no better and many services were now in crisis. To balance the budget, staff recruitment had been reduced or stopped and reserves were being used to balance the budget at the end of the financial year.
- £4.5 million had been made available to fund public transport to be spent within 1 year but work to improve the transport system needed more than 1 year to undertake.
- Homelessness was increasing and tackling this had been passed to the Local Area Co-ordination team. There was concern that staff would need additional training to tackle this complex issue.
- Amy Street Flooding – talks had been held with representatives of Blaby District Council and City Council regarding the flooding issues on Amy Street, including replacement and clearing of gullies. Severn Trent would also be asked to undertake a full review of capacity of drainage under the road.

Councillor Robert Waterton advised that he had attended both meetings at Blaby District Council regarding flooding. He had met representatives of Severn Trent at Amy Street and suggested non-return valves were installed for residents.

Councillor Amanda Hack responded that Amy Street was built adjacent to a flood plain but previously had not been the subject of significant flooding. The river banks close to Amy Street were suffering from degradation and landslip.

b) Blaby District Council

Councillor Nick Brown, as District Councillor for Braunstone Millfield Ward, reported that Blaby District Council would be using reserves to balance the accounts at the end of 2023/2024 financial year.

Work was currently being undertaken on the Local Plan which would start in 2025 for 15 years. Consultation on the plan would commence in late Spring/early Summer and included plans to improve environmental protection and to manage extra traffic from development.

Councillor Brown reported that as Chair of the Scrutiny Commission he had included residential housing being converted to children's homes on the agenda due to the disproportionate level of these in Braunstone Town.

6208 Questions from Councillors

No questions had been submitted.

6209 Reports of Standing Committees: Community Development Committee – 1st February 2024

Council received the Report of the meeting of the Community Development Committee held on the 1st February 2024 (p7887-7892).

Page 7888, Minute 77 – Leicestershire Police Local Independent Advisory Group

Councillor Anthea Ambrose advised that a suitable representative was required to be appointed from the Town Council to the Leicestershire Police Local Independent Advisory Group. If any members were interested, they were asked to contact the Chief Executive & Town Clerk.

It was moved by Councillor Anthea Ambrose and was

RESOLVED that the Report be adopted.

6210 Reports of Standing Committees: Planning & Environment Committee – 15th February 2024

Council received the Report of the meeting of the Planning & Environment Committee held on 15th February 2024 (p7893 – p7905).

Page 7899, Minute 68 – Planning Application 23/1066/OUT

Councillor Robert Waterton advised that as a member of the Planning Committee at Blaby District Council he was aware of the planning application at Enderby and would take into account the impact on the highways when determining how to vote.

It was moved by Councillor Robert Waterton and was

RESOLVED that the Report be adopted.

6211 Reports of Standing Committee: Policy & Resources Committee – 7th March 2024

Council received the Report of the meeting of Policy & Resources Committee held on 7th March 2024 (p7906– p7918).

Page 7911, Minute 97 – Flooding Support

Councillor Robert Waterton advised that all residents that had attended the Council meeting on 25th January 2024 with regards to the flooding at Amy Street, that had left contact details, had been contacted. It had been suggested that a Residents Association be formed as a route to raise concerns and complaints with the appropriate authorities regarding flooding. It was proposed that a meeting be arranged and residents be invited to attend.

Page 7913, Minute 100 – Thorpe Astley Park Culvert

Councillor Richard Forrest queried what progress had been made with regards to the work on the culvert bridge at Thorpe Astley Park.

It was noted that Persimmon Homes had confirmed that remedial work to reduce the height of the fence, cut back shrubs and install solar lighting would be undertaken on 26th March. The work was likely to take 1 – 2 days and the footpath would be closed during the work.

Councillor Christiane Startin-Lorent confirmed that the Environment Agency had recently cleared the brook to allow water to flow better and reduce incidences of flooding.

Page 7917, Minute 108 – Shakespeare Park Management Association

Councillor Richard Forrest queried the current situation with the Shakespeare Park Pavilion and its viability.

Councillor Nick Brown confirmed that if the Management Association became unsustainable then the Town Council would have to take over the management of the pavilion but would then be liable to pay business rates and charge VAT on use. However, there was a clear indication that the members of the Management Association wished to ensure the successful running of the Sports Pavilion themselves.

Councillor Sam Maxwell, who was a Town Council representative on the Committee of the Management Association, felt that recent issues were due to members, who were volunteers, having little experience in managing a project such as this. It was felt that committee members didn't fully understand what the work involved when agreeing to take over the management but were learning as time went on. Support and help was being offered to the Management Association and work was underway to maximise income to help with the payment of outstanding invoices. The Management Association were in the process of applying for charity status to be exempt from business rates. It was noted that the Chief Executive & Town Clerk had attended the last two meetings of the Committee of the Management Association to offer support.

It was moved by Councillor Nick Brown and was

RESOLVED that the report be adopted.

6212 Motions on Notice

No Motions on Notice had been submitted.

6213 Sealing of Documents

There were no documents for sealing.

The meeting closed at 9.20pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

BRAUNSTONE TOWN COUNCIL

9th MAY 2024

Item 8 – Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

Purpose

To review the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct.

Standing Orders

The following amendments are proposed to the Standing Orders; which are highlighted at Appendix 1.

3.6 Public Participation

On 25th January 2024, 42 members of the public attended the Council meeting to raise concerns about the response to flooding. On 21st March 2024, two members of the public also attended raising matters of flooding. At each meeting, the item wasn't on the agenda and members of the public wanted an element of freedom to raise their concerns. On 25th January 2024, a County Councillor present at the meeting responded to most of the comments.

In order to find a balance between enabling members of the public to raise genuine concerns and for Councillors to be fully informed and providing a structure for the session, which is part of a meeting containing other agenda items, amendments are proposed to Standing Order 3.6 Public Participation (See Appendix 1).

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

Further to the above it is proposed to amend Standing Orders 4.7 and 4.8 as follows "*Public Session – Members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda or to raise other matters of public interest (Standing Order 3.6)*".

At the Annual Meeting, consideration of business reserved to the Council is taken after all the annual appointments are made to offices, committees, sub-committees, advisory panels and outside bodies. Potentially an item of business could be to co-opt to vacancies on the Council. In order to consider annual appointments after any co-options are determined, it is recommended that an item is added to Standing Order 4.7 for co-options following appointment of the Town Mayor (which in accordance with the Local Government Act 1972, must be the first item of business to be transacted at the Annual Meeting).

In Standing Order 4.7 a consequential amendment is made to business reserved to Council to refer to “any other”. Co-options at an ordinary meeting would be considered as part of business reserve to Council (e).

County and District Councillors

Standing Order 4.25 provides for County and District Councillors to be invited to the Council meeting. Standing Orders 4.7 and 4.8 provide for them to have a slot to report during the meeting. There is currently no detail on how this should operate and it is proposed to provide some structure to this item by creating a new Standing Order at 4.12 (renumbering subsequent standing orders), which incorporates the original Standing Order 4.25.

Reports of Committees

Current Standing Order 4.13 sets out the process for receiving and commenting on reports/minutes of Stading Committees. There is currently no detail on how this should operate and it is proposed to provide some structure to this item as detailed at Appendix 1.

Financial Regulations

Following the review of the Council’s Reserves Policy in March 2024, it is proposed to accommodate an amendment to Financial Regulation 3, Annual Estimates (Budget) and Forward Planning. An extract is attached at Appendix 2.

No other changes are proposed to the Financial Regulations at present; however, the National Association of Local Councils is undertaking a review of the model. As a result, further changes may be proposed to the Council’s Financial Regulations in 2025.

Scheme of Delegation

The following amendments are proposed to the Scheme of Delegation, which are highlighted at Appendix 3.

Policy & Resources Committee

Community Centres Objectives contains details of the previous contract period, which are irrelevant for a scheme of delegation and should be removed.

Delegation (p) concerning contracts. It is proposed to remove the four year limit to allow for longer contract periods; e.g. the Licensed Bar & Café Contract. The rationale is that longer contracts enable a service to be invested in and for it to be profitable.

Employing Committee and Appeals Committee

The terms of reference of these Committees is confirmed each year by Annual Council. It makes sense to incorporate these in the scheme of delegation for completeness.

In addition, when review the discretionary pensions policies, it was recommended that Employing Committee be able to determine whether to waive the provisions set out in the discretionary pensions policies in exceptional circumstances, having considered the business case and foreseeable costs to the Council.

Officer Delegations

To new officer delegations are proposed for completeness, following recent consideration by the relevant Committee.

- a) renewal and variation of the Council's Licences; and
- b) to determine use of the Library (including Thorpe Astley Community Centre) for outreach and social inclusion activities, as per the scheme approved by Community Development Committee.

Councillor Code of Conduct

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

Committee Consideration

Policy & Resources Committee on 25th April 2024 reviewed the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct, in order to recommend adoption at the Annual Council Meeting (Policy & Resources Committee Minute 124 2023/2024).

To provide structure to the item and to assist the chair with managing time; the Committee resolved that the proposed Standing Order 4.12, County and District Council Reports (Appendix 1), include a 30 minute time limit for consideration of the item.

The proposed amendments to the Standing Orders, attached at Appendix 1, incorporates this proposed change.

With the inclusion of the above, the Committee resolved to recommend to Annual Council the recommendations set out below, for the reasons set out.

Recommendations

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

Reasons

1. To give clarity to intended meaning, provide structure, assist the chair with managing time, and to provide for better discussion and engagement with the business of the Council and its Committees.
2. To accommodate provisions relating to the use of reserves in annual budgets, as set out in the Reserves Policy.
3. To give clarity to intended meaning, deal with matters at the most appropriate level and provide for routine and operational decisions to be made.
4. To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.



BRAUNSTONE TOWN COUNCIL

STANDING ORDERS

***FOR THE REGULATION OF THE
PROCEEDINGS, BUSINESS AND CONTRACTS
OF THE COUNCIL
WITH FINANCIAL REGULATIONS***

9th MAY 2024

**(INCLUDING FINANCIAL REGULATIONS, SCHEME OF DELEGATION
AND CODE OF CONDUCT)**

| | | | |
|----------------|--|-------------|----------|
| DATE ADOPTED | 14th May 2015 | REVIEW DATE | May 2025 |
| REVISED DATE/S | 12th May 2016, 10th May 2018, 16th May 2019, 13th May 2021, 12th May 2022, 18th May 2023, 9 th May 2024. | | |

BRAUNSTONE TOWN COUNCIL

STANDING ORDERS

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BRAUNSTONE TOWN COUNCIL

STANDING ORDERS

1. STANDING ORDERS

1.1. TOWN MAYOR - FINAL AUTHORITY AND INTERPRETATION

The Town Mayor shall be the final authority in the interpretation of Standing Orders and his/her ruling shall not be open to discussion. Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament, these are printed in **bold type** and cannot be altered.

1.2. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- a) Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
- b) A resolution permanently to add, vary or revoke a Standing Order, not including those printed in bold type, shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

1.3. STANDING ORDERS TO BE GIVEN TO MEMBERS

A copy of these Standing Orders shall be given to each member by the Chief Executive & Town Clerk upon delivery to him of the Member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

2. ROLES AND RESPONSIBILITIES

2.1. THE TOWN MAYOR AND DEPUTY TOWN MAYOR

- a) The Town Mayor shall do the following:
 - i. act as First Citizen of the Town;
 - ii. act as a representative of the Town and its residents at official occasions;
 - iii. preside over meetings of Braunstone Town Council.
- b) The Deputy Town Mayor shall undertake the role of Town Mayor in the absence of the Town Mayor or at the request of the Town Mayor.

2.2. THE LEADER OF THE COUNCIL AND DEPUTY LEADER OF THE COUNCIL

The Council will appoint from among its members a Leader and Deputy Leader, who will be the chairperson and vice-chairperson respectively of the principal Standing Committee responsible for the Council's strategies, policies and finances. The Leader and Deputy Leader will be the principal links with the Chief Executive & Town Clerk, the community and the media concerning matters of Town Council Policy and will be consulted by the Chief Executive & Town Clerk concerning the management and delivery of the Council's services and operations.

2.3. COMMITTEE CHAIRS AND VICE-CHAIRS

Committee Chairpersons and Vice-Chairpersons provide an important link between the business of their committees and the Chief Executive & Town Clerk, the community and the media. Committee Chairpersons and Vice-Chairpersons will play an important role in scheduling the Committees workload, advising on its priorities and promoting its work.

2.4. THE PROPER OFFICER

Where a statute, regulation or order confers function or duties on the Proper Officer of the Council in the following cases, he/she shall be the Chief Executive & Town Clerk.

The Council's Proper Officer shall do the following:-

- a) **Sign and serve on Members by delivery or post at their residence, or with the consent of a Member, via electronic means, a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and Sub-Committee at least three clear days before the meeting.**
- b) **Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the Council or a meeting of a Committee or a Sub-Committee. (Provided that the public notice with agenda of an extraordinary meeting of the Council convened by Members is signed by them).**
- c) **Convene a meeting of the full Council for the election of a new Town Mayor, occasioned by a casual vacancy of the office, in accordance with Standing Order 2.4a above.**
- d) **Make available for inspection the minutes of Council, Committees and Sub-Committees.**
- e) **Receive and retain copies of byelaws made by other local authorities.**
- f) Certify copies of byelaws made by the Council.
- g) **Receive and retain declarations of acceptance of office from Members.**
- h) Retain a copy of every Members register of interests and any changes to it and keep copies of the same available for inspection.
- i) Keep proper records required before and after the meeting.
- j) Record every planning application notified to the Council and the Council's response to the local planning authority.
- k) Action or undertake activity or responsibilities instructed by resolution or contained in standing orders on behalf of the Council.
- l) Process all requests made under freedom of information legislation and data protection legislation in accordance with the Council's relevant policies and procedures.
- m) **Make available for inspection a written record of decisions taken by officers under delegated powers, including details of the decision, the date it was taken; the reasons for the decision; any alternative options considered and rejected; and any other background documents.**

2.5. RESPONSIBLE FINANCIAL OFFICER

Where a statute, regulation or order confers function or duties on the Responsible Financial Officer, he/she shall be the Chief Executive & Town Clerk.

2.6. DEPUTY OFFICERS

The Chief Executive & Town Clerk shall appoint appropriate staff member(s) to undertake the work of the Proper Officer and Responsible Financial Officer in his/her absence.

3. MEETINGS – GENERAL

3.1. NOTICE OF MEETINGS

When calculating the three clear days for notice of a meeting to Members and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.

3.2. VENUE OF MEETINGS

Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.

3.3. VARIATION OF THE ORDER OF BUSINESS

A motion to vary the order of business:

- a) May be proposed by the Chairperson or by any Member and, if proposed by the Chairperson, may be put to the vote without being seconded, and
- b) Shall be put to the vote without discussion.

3.4. MINUTES

- a) **The Minutes of the Meeting shall record the names and Members present**, those who have sent their apologies and where at a Committee or Sub-Committee there are substitutions, the name of the Committee/Sub-Committee Member who is being substituted.
- b) **No discussion shall take place upon the Draft Minutes except upon their accuracy. Corrections to the Draft Minutes shall be made by resolution and must be initialled by the Chairperson.**

3.5. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- a) **Meetings of the Council and its Committees and Sub-Committees shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public or press' exclusion from part or all of the meeting shall be by a resolution which shall give reasons for the exclusion as follows:- "that in view of the special/confidential nature of the business to be transacted, the press and public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply); the reason for exclusion being**".

- b) The Council Committee or Sub-Committee shall state the special reason for exclusion. NOTE: Under the Freedom of Information Act there are a few exemptions where information should not be disclosed. The Council, Committee or Sub-Committee should have regard to these when stating a reason for exclusion. (Public Interest Test, Investigating Proceedings conducted by the Council, Law Enforcement, Health and Safety, Legal Professional Privilege, Commercial Interest, Court Records, Personal Information, Information provided in confidence, Information which could be contempt of court). This list is not exhaustive.
- c) **The Chief Executive & Town Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present.**
- d) **Subject to standing order 3.5(e), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- e) **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- f) If a member of the public interrupts the proceedings at any meeting, the chairperson may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

3.6. PUBLIC PARTICIPATION

- a) At all meetings of the Council, Committee, Sub-Committee and Advisory Panels members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda **or to raise other matters of public interest. ~~The time allowed for each member of the public to make a presentation, give evidence, or ask questions will be restricted to within 3 minutes.~~**
- b) Where there is a group of members of public wishing to make the same representations, present the same evidence or ask the same questions, the group **will be invited to ~~must~~ appoint one representative to speak on their behalf ~~and he/she will be restricted to within 3 minutes.~~**
- c) **The time allowed for Public Participation sessions will be no more than 15 minutes. With the support of the Council, Committee, Sub-Committee or Advisory Panel, the Chairperson may extend the time allowed to no more than 30 minutes.**
- d) Public participation sessions should be ordered by the Chairperson as part of his/her role in presiding over the meeting and conducted in accordance with these Standing Orders. **Where members of the public wish to make representations in respect of any item of business included on the agenda at a meeting of a Committee, Sub-Committee or Advisory Panel, then alternatively, the Chairperson may invite those members of the public to speak when the relevant agenda item is being considered.**
- e) **Any question asked ~~or points made~~ by a member of the public during a public participation session ~~at a meeting~~ shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a Member **of the Council or another appropriate representative** for an oral response or to an employee for a written or oral response.**

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

3.7. CONFIDENTIAL BUSINESS

- a) No Member of the Council or of any Committee or Sub-Committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the Committee or the Sub-Committee as the case may be.
- b) Any Member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any Committee or Sub-Committee of the Council by the Council.

3.8. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or condition of service, of any person employed by the Council, it shall be considered until the Council or Committee (as the case may be) has decided whether or not the press or public shall be excluded. (see Standing Order 3.5a).

3.9. DISORDERLY CONDUCT

- a) No Member shall at a meeting persistently disregard the ruling of the Chairperson, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- b) If, in the opinion of the Chairperson, a Member has acted in a manner contrary to that required, the Chairperson shall express that opinion to the meeting and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c) If the motion mentioned in paragraph (c) is disobeyed, the Chairperson may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

4. COUNCIL MEETINGS

4.1. NUMBER OF MEETINGS

In addition to the Annual Meeting of the Council at least three other ordinary meetings shall be held in each year on such dates and times and at such place as the Council may direct.

4.2. MEETINGS

- a) Meetings of the Council shall be held in each year on such dates and times and at such places as the Council may direct.
- b) **The Town Mayor may convene an extraordinary meeting of the Council.**
- c) **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requests to do so by two Members, any two Members may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Members.**
- d) **Notice of meetings must be given in accordance with Standing Order 3.1.**

4.3. CHAIRPERSON OF THE COUNCIL MEETING

- a) **In respect of the meeting of the Full Council the Town Mayor shall preside at the meeting. If the Town Mayor is absent from a meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and Deputy Town Mayor are absent from the meeting, a Member as elected by the Council present at the meeting shall preside at the meeting.**
- b) **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in his/her absence be done by, to or before the person presiding at the meeting.**

4.4. QUORUM OF THE COUNCIL MEETING

- a) **In respect of the meeting of the Council no business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- b) **If a quorum is not present or if during a meeting the number of Councillors present falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next ordinary meeting or at a specially convened extra-ordinary meeting.**

4.5. CONDUCT OF THE MEETING

- a) A Member shall stand when speaking unless permitted by the Town Mayor to sit on account of infirmity.
- b) the ruling of the Town Mayor on a point of order or on the admissibility of a personal explanation shall not be discussed.
- c) Members shall address the Town Mayor.
- d) If two or more members rise, the Town Mayor shall call upon one of them to speak and the others shall resume their seats.
- e) Whenever the Town Mayor rises during a debate, all other Members shall be seated and silent.

4.6. THE STATUTORY ANNUAL MEETING

- a) In an election year the Annual Meeting of the Council shall be held on or within 14 days following the day on which the Members elected take office.
- b) In a year which is not an election year the Annual Meeting of the Council shall be held on such day in May as the Council may direct.
- c) If no other time is fixed, the Annual Meeting of the Council shall take place at 6pm.
- d) The election of the Town Mayor ~~and Deputy Town Mayor~~ of the Council shall be the first business completed at the Annual Meeting of the Council.
- e) The Town Mayor, and Deputy Town Mayor, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next annual meeting of the Council.
- f) If in an election year, if the current Town Mayor has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor has been elected. The current Town Mayor of the Council shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.
- g) In an election year, if the current Town Mayor has been re-elected as a Member, he/she shall preside at the meeting until a new Town Mayor has been elected. He/she may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.

4.7. ORDER OF BUSINESS FOR THE ANNUAL MEETING

At each Annual Council Meeting the first business shall be:-

- a) To elect the Town Mayor.
- b) To receive the Town Mayor's declaration of acceptance of office or, to determine when it shall be received.
- c) To consider co-opting to vacancies on the Council (if any).
- d) To elect a Deputy Town Mayor.
- e) In an election year, to receive delivery by Councillors of their declaration of acceptance of office or to determine when it shall be received.
- f) To receive apologies for absence.
- g) To receive disclosures of Interest from Members and Officers and the nature of those interests in respect of items on the agenda.
- h) Public Session – Members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda ~~or to raise other matters of public interest (Standing Order 3.6)~~.
- i) To confirm the accuracy of the Minutes of the last meeting of the Council.

- j) To agree arrangements for the review of appropriate Standing Orders and Financial Regulations.
- k) To review the delegation arrangements and terms of reference for the Committees.
- l) To appoint the Leader and Deputy Leader of the Council.
- m) To establish Standing Committees, confirm Terms of Reference, the number of Members (including, if appropriate, substitute Members) and receive nominations to them, including the appointment of the Chairperson and Vice-Chairperson.
- n) To consider whether to establish any Sub-Committees or Advisory Panels, including Terms of Reference, the number of Members (including, if appropriate, substitute Members) and receive nominations to them, including the appointment of the Chairperson and Vice-Chairperson.
- o) To appoint representatives to external bodies and review arrangements for reporting back.
- p) **To deal with any other business reserved to Council, either by statute, Standing Orders or Financial Regulations, or where a Standing Committee declines to exercise its delegated authority, which cannot reasonably be dealt with at the next ordinary meeting of the Council.**
- q) **If the Councils eligibility to undertake any activity in exercise of the General Power of Competence expired the day before the first annual meeting following the next ordinary elections, to review and make arrangements to re-affirm eligibility. (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965).**
- r) To receive any Annual Reports.
- s) To set the date, times and place of ordinary meetings of the full Council and approve a cycle of meetings for Standing Committees, and where appropriate for Sub-Committees and Advisory Panels, for the year ahead.
- t) To receive any announcements or reports from the Town Mayor, Leader of the Council and Chief Executive & Town Clerk (Standing Order 4.11).
- u) To receive reports from the Town's elected representatives on the District and County Council (Standing Order 4.12).
- v) To receive reports and minutes of Standing Committees (Standing Order 4.14).
- w) To authorise the sealing of documents (Standing Order 4.25).

4.8. ORDER OF BUSINESS FOR AN ORDINARY COUNCIL MEETING

At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chairperson if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.

After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- a) To receive disclosures of interests from Members and the nature of those interests as specified in respect of items on the agenda.
- b) Public Session – Members of the public may attend the meeting for the purpose of submitting a petition and/or making representations, giving evidence or answering questions in respect of any item of business included on the agenda **or to raise other matters of public interest (Standing Order 3.6)**.
- c) To read and consider the Minutes; provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- d) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**
- e) **To deal with business reserved to Council, either by statute, Standing Orders or Financial Regulations, or where a Standing Committee declines to exercise its delegated authority.**
- f) To receive any announcements or reports from the Town Mayor, Leader of the Council and Chief Executive & Town Clerk (Standing Order 4.11).
- g) To receive reports from the Town's elected representatives on the District and County Council (Standing Order 4.12).
- h) To answer questions from Councillors where notice has been given in accordance with Standing Order 4.13.
- i) To receive reports and minutes of Standing Committees (Standing Order 4.14).
- j) To receive and consider Motions Moved on Notice in the order in which they have been notified (Standing Order 4.15).
- k) To authorise the sealing of documents (Standing Order 4.25).

4.9. CO-OPTION TO VACANCIES ON THE COUNCIL

- a) Where a casual vacancy occurs on the Council and no by-election is called by electors, the Council will publicise that it intends to co-opt to the vacancy at the next meeting of the Council and will invite expressions of interest.
- b) At the next available meeting of the Council, the Town Mayor will invite each candidate who expressed an interest in being co-opted, in the order the applications were received, to make a statement to the Council for no more than 5 minutes each explaining how he/she intends to serve as a Town Councillor.
- c) After each statement, there will be an opportunity for Councillors to ask questions of clarification on the application and the statement. The Town Mayor will ensure that Councillors questions and the applicant's response is brief and relevant.
- d) During each individual statement and the subsequent questions, other candidates will be asked to wait outside the room (note: there is no legal requirement for them to do so).
- e) The Council may debate the merits of each of the candidates as appropriate.
- f) In the event that there are more applicants than vacancies, the Town Mayor will call for a secret ballot to take place and Town Councillors will be issued with a ballot paper

and asked to vote for no more than the number of candidates required to co-opt to the number of vacancies. The Voting will be carried out in accordance with Standing Order 4.21 – Voting on Appointments.

- g) All candidates will be asked to wait outside the room during the debate and voting (note: there is no legal requirement for them to do so).
- h) The successful candidate(s) will sign a declaration of acceptance of office and take up a seat among the members of the Council.

4.10. BUSINESS RESERVED TO COUNCIL

Any item of business reserved to Council, either by statute, Standing Orders or Financial Regulations, or where a Standing Committee declines to exercise its delegated authority shall be dealt with in accordance with the Rules of Debate (Standing Order 4.16) and determined in accordance with the Voting requirements (Standing Order 4.20).

4.11. REPORTS AND ANNOUNCEMENTS

- a) The Town Mayor, or in his/her absence the Deputy Town Mayor, may make announcements and a report to the Council concerning his/her duties and role as the Town Mayor, at the discretion of the person presiding other Members of the Council may be permitted to add to the comments made.
- b) The Leader of the Council, or in his/her absence the Deputy Leader of the Council, may make announcements and a report to Council concerning significant recent activity affecting the Town or the Town Council, at the discretion of the person presiding other Members of the Council may be permitted to ask questions or make comments on the announcements/report.
- c) The Chief Executive & Town Clerk may make announcements where it is appropriate to do so to the Council in session, at the discretion of the person presiding other Members of the Council may be permitted to ask questions or make comments on the announcement.
- d) There shall be no debate or voting upon the items raised/reported in a to c above.

4.12. COUNTY AND DISTRICT COUNCIL REPORTS

- a) A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.
- b) County and District Councillors may report either verbally or in a written report on relevant matters relating to the authority and the Division/Ward to which they have been elected.
- c) Once all the councillors on the particular authority have given their report, the Town Mayor will invite questions and comments from members in respect of the report in a. above. Once all questions and comments have been made; the councillor(s), to which the question/comments are directed, may respond.
- d) The Town Mayor may allow members to ask a question or make a comment arising from the answer. Once all questions and comments have been made; the councillor(s), to which the question/comments are directed, may provide a final response.

- e) The maximum time allocated for the Council to consider County and District Council reports, including questions and comments (b – d above), will be 30 minutes.

4.13. QUESTIONS

- a) A member may ask the Leader of the Council any question concerning the business of the Council or that is relevant to the Town, provided notice of the question has been given in writing to the Chief Executive & Town Clerk no later than 12noon seven working days prior to the day of the meeting.
- b) A written response will be provided at the meeting and the Member putting the question may put a supplementary question and/or make a statement, arising directly out of the original question and/or the response, which will be restricted to 3 minutes.
- c) The Leader of the Council may respond to the supplementary question and/or statement or may ask the Deputy Leader or relevant Standing Committee Chair/Vice-Chair to respond, which will be restricted to 3 minutes.
- d) If it is not possible to provide the information requested in the supplementary question and/or statement, the Leader of the Council may undertake to provide the detail in a written response no later than the next meeting of the Council.

4.14. REPORTS OF COMMITTEES

- a) The Chairperson of the Committee or, if he/she be absent or refrain from doing so, the Vice-Chair or some other Member of the Committee, shall move 'that the report be received'. The Chairperson or Vice-Chair or Member will then have been held to have moved each paragraph. He/she may also, when moving the reception of the report, reserve the right to speak first on any paragraph.
- b) The number of pages of the report shall be called over seriatim and any Member may comment upon any paragraph or resolution on that page. The Member who moved 'that the report be received' has the right of response to each member who comments. **The member who comments then has a right to ask a supplementary question or make a comment arising from the response. The Member who moved 'that the report be received' has the right to give a final response.**
- c) Where a paragraph does not contain a resolution then a Member may propose 'that the paragraph be referred back to the Committee'.
- d) Resolutions of Committees in pursuance of powers delegated to them by the Council may not be changed nor referred back.

4.15. MOTIONS MOVED ON NOTICE

- a) In accordance with these Standing Orders no motion may be moved at a meeting unless it is included in the agenda and the mover had given written notice of its wording to the Council's Chief Executive & Town Clerk no later than 12noon seven working days prior to the day of the meeting.
- b) The Chief Executive & Town Clerk may, before including a motion in the agenda received in accordance with Standing Order 4.14a above, correct obvious grammatical or typographical errors in the wording of the motion.
- c) If the Chief Executive & Town Clerk considers the wording of a motion is not clear in the meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Chief Executive & Town Clerk in clear and certain language at least 5 clear days before the meeting.

- d) If the wording or nature of a proposed motion is considered unlawful or improper, the Chief Executive & Town Clerk shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Members who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e) Having consulted the Chairman or Members, the decision of the Chief Executive & Town Clerk as to whether or not to include the motion in the agenda shall be final.
- f) Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all Members.
- g) Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Chief Executive & Town Clerk giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all Members.
- h) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i) If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chairperson, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

4.16. MOTIONS MOVED WITHOUT NOTICE

Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairperson of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a Committee.
- h) To appoint a Committee or any member thereof.
- i) To adopt a Report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public (see Standing Order 3.5 a & b).

- o) To silence or eject from the meeting a member named for misconduct (see Standing Order 3.9).
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) **To suspend any Standing Order except those which are mandatory by law.** (See Standing Order 1.2).
- r) To adjourn the meeting.

4.17. RULES OF DEBATE

- a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has been given, it shall, if required by the Town Mayor, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- b) A Member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- c) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
- d) No speech by a mover of a resolution shall exceed 10 minutes and no other speech shall exceed 5 minutes except by consent of the Council.
- e) An amendment shall be either:-
 - i) To leave out words
 - ii) To leave out words and insert others
 - iii) To insert or add words.
- f) An amendment shall not have to effect of negating the resolution before the Council.
- h) If an amendment is carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved
- i) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- j) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 5 minutes.
- k) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- l) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.

- m) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- n) When a resolution is under debate no other resolution shall be moved expect the following:-
 - i. To amend the resolution
 - ii. To proceed to the next business
 - iii. To adjourn the debate.
 - iv. That the question be now put.
 - v. That a Member named be not further heard
 - vi. That a Member named does leave the meeting
 - vii. That the resolution be referred to a Committee
 - viii. To exclude the public and press
 - ix. To adjourn the meeting

4.18. ALTERATION OF A MOTION

A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

4.19. RIGHT OF REPLY

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

4.20. CLOSURE

At the end of any speech a Member may, without comment, move 'that the question be now put', 'that the debate be now adjourned' or 'that the Council do now adjourn'. If such motion is seconded, the Town Mayor shall put the motion but, in the case of a motion 'that the question be now put', only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion 'that the question be now put' is carried, he/she shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right to reply at the resumption.

4.21. VOTING

- a) **Members shall vote by show of hands** or, if at least two Members so request, by signed ballot. **All questions at a meeting shall be decided by a majority of the Members present and voting thereon.**
- b) **If a Member so requires, the Chief Executive & Town Clerk shall record the names of the Members who voted on any question so as to show whether they**

voted for or against it. Such a request must be made before moving on to the next business.

- c) Subject to d) and e) below the Chairperson may give an original vote on any matter put to the vote and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.**
- d) If the Chairperson presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the membership of the Chairperson and Vice-Chairperson until the end of their term of office, he/she may not give an original vote in an election for Chairperson.**
- e) The person presiding must give a casting vote whenever there is an equality of votes in an election for Town Mayor.**

4.22. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. Any tie may be settled by the Chairperson's casting vote.

4.23. RESCISSION OF PREVIOUS RESOLUTION

- a) A decision (whether affirmative or negative) of the Council, except appointments of Councillors to Committees and Sub-Committees (including Chair and Vice Chair) and appointments to Outside Bodies, shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 11 Members of the Council, or by resolution moved in pursuance of the report or recommendation of a Committee.**
- b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.**

4.24. RESOLUTION ON EXPENDITURE

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Policy & Resources Committee or of another Committee after recommendation by the Policy & Resources Committee) and which, if carried, would, in the opinion of the Town Mayor, substantially increase the expenditure upon any services which is under the management of the Council or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any Committee affected by it shall consider whether it desires to report thereon (and the Policy & Resources Committee shall report on the financial aspect of the matters).

4.25. SEALING OF DOCUMENTS

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.**
- b) In accordance with resolution made under Standing Order 4.24a above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Chief Executive & Town Clerk in the presence of two Members who shall sign the document as witnesses.**

~~4.26. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS~~

~~A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.~~

5. COMMITTEE AND SUB-COMMITTEE MEETINGS

5.1. STANDING COMMITTEES

The Council may at its Annual Council Meeting appoint Standing Committees, Chairpersons and Deputy Chairpersons of Committees and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf:-

- a) Shall not appoint any Members of a Committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than Members of the Council to a Committee **unless it is a Committee which regulates and controls the Finances of the Council**; and
- c) May subject to the provisions of these Standing Orders at any time dissolve or alter the membership of Committee.

5.2. SUB-COMMITTEES

- a) **Every Committee may appoint Sub-Committees whose terms of reference and membership shall be determined by the Committee.**
- b) The Chairperson and Vice-Chairperson of the Committee shall be Members of every Sub-Committee appointed by it, including being the Chairperson and Vice-Chairperson of the Sub-Committee, unless they signify that they do not wish to serve.

5.3. MEETINGS OF COMMITTEES AND SUB-COMMITTEES

- a) Meetings of a Committee or sub-committee shall be held on such dates and times and at such places as the Council, relevant Committee or relevant sub-committee may direct.
- b) The Chairperson of a Committee or sub-committee or the Chief Executive & Town Clerk may summon an additional meeting of that Committee or sub-committee. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee or sub-committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- c) **Notice of meetings must be given in accordance with Standing Order 3.1.**

5.4. PROCEDURES AT COMMITTEES AND SUB-COMMITTEES

The Chairperson of a Committee or Sub-Committee will conduct the meeting in an open, efficient and consistent manner, ensuring members are respected by one another and are able to contribute effectively to the proceedings.

5.5. QUORUM OF COMMITTEES AND SUB COMMITTEES

- a) Except where ordered by the Council in the case of a Committee, or by the Council or by the appropriate Committee in the case of a Sub-Committee, the Quorum of a Committee or Sub-Committee shall be three members.
- b) **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned.

5.6. SUBSTITUTE MEMBERS

In the absence of any decision to the contrary by the body establishing a Standing Committee or a Sub-Committee, any member having given their apologies to a meeting of a Standing Committee or Sub-Committee may ask another member of the Council to substitute their place as a member of the committee at that meeting.

5.7. ADVISORY PANELS

- a) The Council or a relevant Standing Committee may create Advisory Panels, whose name, and number of Members and the bodies to be invited to nominate Members shall be specified.
- b) The Chief Executive & Town Clerk shall inform the Members of each Advisory Panel of the terms of reference of the Panel.
- c) An Advisory Panel may make recommendations and give notice thereof to the Council or a relevant Standing Committee.
- d) An Advisory Panel may consist wholly of persons who are not Members of the Council.

5.8. VOTING IN COMMITTEES AND SUB-COMMITTEES

- a) Where there is general agreement among the meeting for a proposal, the Chairperson may seek the verbal consent of the meeting; if there is any dissent or it would not be appropriate then the procedure set out in b and c below will be applied.
- b) Members of Committees and Sub-Committees entitled to vote, shall vote by show of hands, or, if at least two Members so request, by signed ballot.
- c) **The Chairperson of Committees and Sub-Committees may give an original vote on any matter put to the vote and in the case of an equality of votes have a second or casting vote.**

5.9. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

A Member who has proposed a resolution which has been referred to any Committee of which he/she is not a Member, may explain his resolution to the Committee but shall not vote.

5.10. OUTSIDE BODY AND SCHOOL GOVERNING BODY REPORTS

- a) Where the Council (or a Committee, Sub-Committee or an Officer under delegated authority) has appointed a member to serve on any outside body, that member shall provide a regular report to the relevant Standing Committee on its work and activities.

- b) Where a member of the Council serves on a local School Governing Body, that member will be able to report to the relevant Standing Committee, when invited to do so, on its work and activities.
- c) In paragraphs a and b above, relevant Standing Committee is based on the objectives and delegated authority set out in the Council's Scheme of Delegation. A member providing a report, described in paragraphs a and b above, has the right to attend the meeting at which it is being considered and to respond to any points raised.

6. FINANCE AND CONTRACTS

6.1. EXPENDITURE

- a) **Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.**
- b) **The Council's financial regulations shall be reviewed once year.**
- c) **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a Committee, Sub-Committee or to the Chief Executive & Town Clerk.**
- d) **Orders for the payment of money shall be authorised in accordance with the Council's financial regulations.**

Members will also endorse the account with their signature. When doing this they will check that:-

- i) The goods have been received and the account has been suitably endorsed.
- ii) The arithmetic has been checked and agreed discounts, etc have been deducted.
- iii) The payment is made out to the appropriate payee.
- iv) That the cheque number or autopay sheet coincides with the number on the account.

6.2. ACCOUNTS AND ACCOUNTING STATEMENTS

- a) The accounts and accounting statements will be prepared in accordance with the most recent guidance issued by the Joint Panel on Accountability and Governance.
- b) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices (as defined in paragraph a above) and the Council's financial regulations.
- c) The Responsible Financial Officer shall report to the principal Standing Committee responsible for finance, as soon as practicable after 30th June, 30th September, 31st December and 31st March in each year, a statement to summarise the Council's receipts and payments, balances and cash held at the bank for the financial year to date.

6.3. YEAR END ACCOUNTS

The Responsible Officer shall supply to each Member as soon as practicable after 31st March in each year a statement of the income and expenditure of the Council for the completed financial year. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval no later than 30th June.

6.4. ESTIMATES/PRECEPT

- a) **The Council shall approve written estimates for the coming financial year** at its meeting before the end of the month of January.
- b) Any Committee desiring to incur expenditure shall give the Chief Executive & Town Clerk a written estimate of the expenditure recommended for the coming year no later than 31st December.

6.5. CONTRACTS

- a) If the person/organisation making the tender for any contract under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Chief Executive & Town Clerk. A person/organisation making the tender who fails so to do shall be disqualified for such contract, and, if appointed, may be dismissed without notice. The Chief Executive & Town Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a Member is disclosed Standing Orders 9.2 b-d as appropriate shall apply.
- b) The Chief Executive & Town Clerk shall make known the purpose of (a) above to every person making the tender.

6.6. FINANCIAL MATTERS

The Council shall consider and approve Financial Regulations drawn up by the Responsible Finance Officer (Chief Executive & Town Clerk).

- a) Such Regulations shall include detailed arrangements for the following:-
 - i) the accounting records and systems of control;
 - ii) the assessment and management of risks faced by the Council;
 - iii) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - iv) the financial reporting requirements of Members and local electors and;
 - v) procurement policies (subject to b - e below) including the settling of values for different procedures where the contract has an estimated value less than £60,000.
- b) Procedures as to the Contracts are as follows:-

Every contract whether made by the Council or by a Committee to which the power of making contracts has been delegated shall comply with these Standing Orders, and no exception from any of the following provisions of these Standing Orders shall be made otherwise than by direction of the Council or in an emergency by such a Committee as aforesaid provided that these Standing Orders shall not apply to contracts which relate to items i) to vi) below:

- i) for the supply of gas, electricity, water, sewerage and telephone services.
- ii) For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
- iii) For work to be executed or goods or materials to be supplied which consist of repairs to parts for existing machinery or equipment or plant.
- iv) For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
- v) for goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.

- vi) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of the Council).
- c) Where it is intended to enter into a contract exceeding £5,000
 - i) for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (b) the Chief Executive & Town Clerk shall invite tenders from at least three firms.
 - ii) For expenditure of £5,000 or less in value the Chief Executive & Town Clerk shall have executive power.
- d) **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 as summarised as follows:**
 - i) **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;
 - ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii) tenders are to be returned in a sealed marked envelope, to the Chief Executive & Town Clerk by a stated date and time;
 - iv) tenders submitted are to be opened, after the stated closing date and time, by the Chief Executive & Town Clerk and at least one Member of the Council;
 - v) tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee;

unless it proposes to use an existing list of approved suppliers (framework agreement).

- e) The Council or a Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 7.1 & 7.2 regarding improper activity. **The awarding of the contract will be publicised.**
- f) The Financial Regulations of the Council shall be subject to regular review on an annual basis.
- g) **The relevant procurement procedures and other requirements in the Public Contracts Regulations 2015, which include advertising the contract opportunity on the Contracts Finder website and in OJEU, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which is subject to change) and advice should be sought at this level.**
- h) **A public contract, which exceeds the various thresholds being determined by the European Commission every two years and published in OJEU, in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel for a supply, services or design contract; works contract or for a social and other specific services contract; shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016 and advice should be sought at this level.**
- i) When applications are made to waive Standing Orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

7. STAFF

7.1. APPOINTMENTS

- a) If a candidate for any appointment under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Chief Executive & Town Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Chief Executive & Town Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a Member is disclosed Standing Order 9.2 (b), (c) and (d) as appropriate shall apply.
- b) The Chief Executive & Town Clerk shall make known the purpose of Standing Order 7.1(a) to every candidate.

7.2. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- a) Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Chief Executive & Town Clerk shall make known the purpose of this subparagraph of the Standing Order to every candidate.
- b) A Member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

7.3. STAFF ORGANISATION REVIEWS

Where the Council enters into a review of its staffing arrangements, the Chief Executive & Town Clerk will ensure:

- a) that professional Human Resource advice is sought on the contractual and employment law implications of the proposals;
- b) where the proposal includes redundancy and/or early retirement, that professional advice is sought on the implications from the administrators of the Local Government Pension Scheme; and
- c) that a summary of the advice received in a and b above is provided to the Committee determining the proposals.

8. ACCESS TO INFORMATION

8.1. INSPECTION OF DOCUMENTS

- a) A Member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- b) **All minutes kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.**

8.2. PLANNING APPLICATIONS

- a) The Chief Executive & Town Clerk shall ensure, as soon as possible, that the following particulars of every planning application notified to the Council:-
 - i) the date on which it was received
 - ii) the name of the applicant
 - iii) the place to which it relatesis circulated to members of the Planning & Environment Committee.
- b) The Chief Executive & Town Clerk shall notify the receipt of every urgent planning application to the Chairperson of the Planning & Environment Committee or in the Chairperson's absence to the Vice-Chairperson as soon as possible.
- c) Following consultation with the Chairperson and Vice-Chairperson of the Planning & Environment Committee, the Chief Executive & Town Clerk shall have delegated authority to approve and/or pass with or without comment or observation all urgent planning applications.
- d) Planning applications dealt with under the preceding paragraph shall be reported to the next appropriate meeting of the Planning & Environment Committee.

8.3. RESPONSIBILITIES TO PROVIDE INFORMATION

In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

8.4. DATA PROTECTION

- a) **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b) **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c) **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d) **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e) **The Council shall maintain a written record of its processing activities.**

9. CODE OF CONDUCT

9.1. CODE OF CONDUCT

- a) **All Members shall observe the Code of Conduct adopted by the Council, a copy of which has been provided to all Members.**
- b) **A Member with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to the statutory limitations or restrictions under the code of his/her right to participate and vote on the matter. Members with a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, must not:**

- i. **Participate in any discussion of the business at the meeting, or if they become aware of a disclosable pecuniary interest during the meeting, participate further in any discussion of the business, or participate in any vote or further vote taken on the matter at the meeting.**
- ii. **These prohibitions apply to any form of participation, including speaking as a member of the public. Members must leave the room if they consider that their continued presence is incompatible with the Council's Code of Conduct or the Seven Principles of Public Life.**

9.2. INTERESTS

- a) **The Code of Conduct adopted by the Council shall apply to Members in respect of the entire meeting.**
- b) **If a Member has a personal interest as defined by the Code of Conduct adopted by the Council then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.**
- c) **If a Member who has declared a personal interest then he/she must withdraw from the room or chamber during consideration of the item to which the interest relates.**
- d) **An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the Minutes**
- e) **The Chief Executive & Town Clerk is required to compile and hold a Register of Members' Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.**

9.3. DISPENSATION REQUESTS

- a) **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- b) **A dispensation may be granted if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

9.4. UNAUTHORISED ACTIVITIES

No Member of the Council or of any Committee or Sub-Committee shall in the name of or on behalf of the Council:-

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions unless authorised to do so by the Council or the relevant Committee or Sub-Committee.

9.5. CODE OF CONDUCT ON COMPLAINTS

- a) The Council shall deal with complaints of maladministration allegedly committed by the Council or by any Officer or Member in such manner as adopted by the Council.
- b) **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

EXTRACT FROM FINANCIAL REGULATIONS

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each Standing Committee, having regard to the Medium to Long term forecast approved by Council, shall formulate and submit proposals to the Policy & Resources Committee in respect of revenue and capital projects for inclusion in the rolling capital plan not later than the end of December each year.
- 3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Resources Committee and the Council.
- 3.3. Any proposal to utilise reserves to balance revenue spending will be made in accordance with the provisions contained in the Council's Reserves Policy. The Council will maintain revenue reserves of at least one-quarter of net expenditure. Where revenue reserves fall below this level, proposals will be made to replenish them in accordance with the Reserves Policy.
- 3.4. The Council shall consider annual budget proposals in relation to the council's five year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.5. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.6. The approved annual budget shall form the basis of financial control for the ensuing year.



BRAUNSTONE TOWN COUNCIL

SCHEME OF DELEGATION

18th MAY 2023

| | | | |
|----------------|--|-------------|----------|
| DATE ADOPTED | 14th May 2015 | REVIEW DATE | May 2024 |
| REVISED DATE/S | 12th May 2016, 11th May 2017, 10th May 2018, 16th May 2019, 13th May 2021, 18th May 2023 | | |

BRAUNSTONE TOWN COUNCIL

DELEGATED POWERS OF COMMITTEES

18th MAY 2023

PLANNING & ENVIRONMENT

Objectives

- To seek high standards of design and construction within planning applications for Braunstone Town
- To ensure sustainable development which meets the needs of the present generation without prejudicing the needs of future generations
- To work with others to minimise traffic and light pollution in the Town
- To inform and consult local residents about major planning proposals and Development Plans, etc
- To promote responsible dog ownership and improve the Town's environment
- To provide and maintain street seats and notice boards at key locations in the town

Planning & Environment Committee shall have authority and consent to:-

- a) approve and/or pass, with or without comment or observation, all planning applications, Local Plans, Transport Plans, Structure, Health and Housing Plans submitted to the Council from either Blaby District Council or from any other authority.
- b) implement the Committee's aims and key objectives (as detailed above)
- c) deal with matters relating to listed buildings
- d) deal with all questions relating to the Council's street furniture and notice boards
- e) deal with all questions relating to Air Quality Management Areas and other traffic pollution issues
- f) initiate and/or sponsor complaints relating to all highway matters
- g) deal with traffic problems, including road closures, diversions, street lighting and markings, cleansing and repair
- h) deal with all applications for an excise licence, or transfer thereof.
- i) initiate community appraisals and deal with all questions relating to the Parish Plan
- j) administer the Council's 'free poop scoop' scheme and deal with other related issues

- k) to consider Crime & Disorder implications of all the Committee's activities and to do all that it can to prevent Crime and Disorder in the area
- l) expend all or any of the amounts set out in its approved current financial year's estimated expenditure up to the respective amounts detailed in such estimates, subject to the income being received by the committee reaching, or expecting to reach, during the year the estimate therefor
- m) Determine performance measures to monitor delivery of key projects and identified service improvements, including setting targets and the frequency of reporting.
- n) To have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between different groups; and;
 - foster good relations between different groups
- o) 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.

COMMUNITY DEVELOPMENT

The Council's Community Development Committee aims to nurture and enhance community life, equal opportunities and social inclusion.

Objectives

YOUNG PEOPLE

- To create opportunities for young people to have a voice
- To identify young people's needs and give support to new local initiatives including summer holiday activities
- To maintain positive relations with local school, pre-school and education providers

CRIME REDUCTION SERVICES

- Reduce opportunities for crime, increase public safety and establish a community spirit

SOCIAL INCLUSION, RECREATION & CULTURE

- To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
- To provide support for the Office of Town Mayor and to promote Civic, Ceremonial and commemorative functions, including the flying of flags
- To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town

- To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
- To organise arts events/ entertainment's/ Civic Occasions which bring people together
- To encourage the formation of new community groups by promoting free/subsidised use of the Civic Centre
- To promote social inclusion

Community Development Committee shall have authority and consent to:-

- a) implement the Committees aims and key objectives (as detailed above)
- b) deal with all questions relating to the management of the above.
- c) to consider Crime & Disorder implications of all the Committee's activities and to do all that it can to prevent Crime and Disorder in the area
- d) To have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between different groups; and;
 - foster good relations between different groups
- e) 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.
- f) expend all or any of the amounts set out in its approved current financial year's estimated expenditure up to the respective amounts detailed in such estimates, subject to the income being received by the committee reaching, or expecting to reach, during the year the estimate therefor
- g) Determine performance measures to monitor delivery of key projects and identified service improvements, including setting targets and the frequency of reporting.

POLICY & RESOURCES

CORPORATE MANAGEMENT & CAPITAL PROJECT

Objectives

- To ensure effective management of the authority
- To ensure effective implementation of the Council's policies and priorities
- To ensure the Council's management arrangements, facilitate performance and efficient use of resources
- To provide efficient and effective office services to support the Council's activities
- To provide efficient and effective support to the democratically elected members to enable them to make policy decisions

- To provide efficient and effective information to committees
- To deal with telephone calls, and personal callers, promptly, courteously and efficiently
- To ensure and arrange effective staff training
- To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
- To maintain adequate personal records, health and safety controls, and fire evacuation polices
- To manage and control land and property belonging to the Council
- To maintain an effective filing and retrieval system
- To undertake capital projects for the benefit of the citizens of Braunstone Town
- To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
- To provide office accommodation for the Council's administrative staff

COMMUNITY CENTRES

The Civic Centre Licensed Bar & Café is operated by a private contractor who is required to offer a full licensed bar and catering service for all ~~our~~ customers. ~~The existing contract commenced on 9th July 2014.~~ The bar service can be extended to the Thorpe Astley Community Centre at the request of hirers.

Objectives

- To provide and maintain high quality function rooms for use by hirers
- To provide and maintain quality meeting rooms for Council and local community groups at low cost
- 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
- To maintain usage of the Centres for the benefit of the community

OPEN SPACES & PARKS

Objectives

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

Policy and Resources Committee shall have authority and consent to:-

- a) recommend Budget Guidelines for next financial year
- b) implement the Committee's aims and key objectives (as detailed above)
- c) recommend to Council future policy on any aspect of the Council's work, including all new capital works and expenditure

- d) promote and maintain close working relationships with other authorities
- e) approve or otherwise the staff establishment of all committees subject to being reasonably satisfied as the financial arrangements therefor and to the over-riding veto of the Council
- f) approve or otherwise the scales of all salaries and wages except national alterations where appropriate
- g) deal with all other general matters either allocated to the Committee or not coming within the purview of one or other of the Standing Committees of the Council
- h) decide on all questions of general administration and financial policy of the Council (with the exception of matters specified in the Standing Committee delegated powers) subject to the final approval of Council thereto
- i) decide on all questions of policy in connection with the adoption and maintenance of Public Open Space
- j) decide on all questions of policy in connection with new capital projects and community facilities
- k) approve or otherwise the yearly estimates of income and expenditure of all Committees of the Council
- l) make and recommend to Council the Precept
- m) determining or fixing pitch fees and such hiring or other charges as it may from time to time consider deem necessary or desirable for the Council's Community Centres and Parks' facilities
- n) decide on all questions of who shall or shall not be permitted to hire or use the Civic Centre and Community Centre accommodation and Parks' facilities subject to such statutory and other like provisions and enactments as may be appropriate
- o) carry out repairs, decoration or maintenance to the Council's property including the repair, maintenance and/or replacement or any of the fixtures and/or fittings therein
- p) arrange and enter into binding contracts for the regular supply of goods and services (including the Licensed Bar & Café Service) ~~for periods not exceeding 4 years except those previously approved by Council~~, subject to the Financial Regulations of the Council.
- q) deal with all questions relating to the management and upkeep of the Council's facilities which shall include the formal terms and conditions of hiring

- r) to consider Crime & Disorder implications of all the Committee's activities and to do all that it can to prevent Crime and Disorder in the area
- s) To have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between different groups; and;
 - foster good relations between different groups
- t) 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.
- u) expend all or any of the amounts set out in its approved current financial year's estimated expenditure up to the respective amounts detailed in such estimates, subject to the income being received by the Committee reaching, or expecting to reach, during the year the estimate therefor
- v) Determine performance measures to monitor delivery of key projects and identified service improvements, including setting targets and the frequency of reporting.

EMPLOYING COMMITTEE

Employing Committee shall have authority and consent to:-

- a) undertake the recruitment of the Chief Executive & Town Clerk, and recommend to Council a candidate for selection;
- b) oversee the overall management, including appraisal, hearing grievances and disciplinary, of the Chief Executive & Town Clerk;
- c) determine whether to waive the provisions set out in the discretionary pensions policies in exceptional circumstances, having considered the business case and foreseeable costs to the Council.

APPEALS COMMITTEE

Appeals Committee shall have authority and consent to consider and determine all appeals provided for under the Council's Policy & Procedures, including staffing appeals (disciplinary, dismissal, grievance, job evaluation) and complaints appeals.

BRAUNSTONE TOWN CITIZENS ADVISORY PANEL

The Citizens Advisory Panel shall have authority and consent to:-

- a) The Panel will have a duty to involve local residents, user groups and staff to ensure that they have greater opportunities to influence and get involved.
- b) The Panel will review the way local residents are informed and consulted.
- c) The Panel will be informed by:-
 - Questionnaire responses
 - Blaby District North Community Forum
 - Feedback from Connect Service Shop, Staff, website, etc
 - Local Area Agreements
 - Braunstone Town Parish Plan
 - Braunstone Town Youth Council
 - Braunstone Town Watchers
 - Uncompleted Capital Projects
- d) The Panel will assess needs, identify emerging new priorities, and recommend improvements to existing services. The Panel will also review services at the request of the Council's Standing Committees.

It will make appropriate recommendations to the Council's Policy & Resources Committee prior to its Annual Budget meeting.
- e) When making recommendations the Panel will consider Crime & Disorder implications of all the Council's services and to do all they can to prevent Crime and Disorder in the area.
- g) To have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between different groups; and;
 - foster good relations between different groups
- h) 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
DELEGATED POWERS OF OFFICERS

13th MAY 2021

The scheme of delegation to officers sets out the extent to which the powers and duties of the Town Council are delegated to Executive Officer and Town Clerk.

Where the Executive Officer and Town Clerk has delegated authority he/she is able to take such action as may in his/her opinion be necessary or appropriate in connection with:

- (i) all operational management matters;
- (ii) persons and/or property;
- (iii) the implementation of decisions properly authorised by the Council or a committee of the Council, or by an officer acting under delegated powers;
- (iv) the performance of any action in any policy, procedure or other document approved or adopted by the Council or a Committee of the Council, or by an officer acting under delegated powers and making minor corrections to approved documents where the intention is clear;
- (v) all other functions, tasks and responsibilities listed in this scheme of delegation;
- (vi) anything which facilitates, or is conducive or incidental to, the discharge of the functions, tasks, or responsibilities listed in (i) to (v) above.

How delegation works

A body or person can at any time take back responsibilities they have delegated or decide to delegate them on certain conditions.

Officers do not have to use their delegated powers: they can ask the body or person that delegated them to decide.

The Executive Officer & Town Clerk who has had something delegated to him/her can authorise other officers to do it on his/her behalf (unless it was delegated on condition that the Executive Officer & Town Clerk must undertake the delegation).

Any substantive or significant decision and the reasons for that decision shall be recorded in an appropriate manner.

SPECIFIC DELEGATIONS

General

1. To take such action as is required in the case of an emergency or urgency subject to:
 - a) consultation with the Town Mayor, Leader of the Council and the Chair of the relevant Standing Committee, or, in their absence, the relevant deputy; and
 - b) a report on the action taken being made to the next meeting of the Council or relevant Standing Committee, as appropriate.
2. To respond to consultation documents in consultation with the Leader of the Council and/or the relevant Standing Committee Chairperson or in their absence the relevant Deputy, where the consultation deadline is prior to the next meeting of the relevant Standing Committee.
3. To make formatting, presentational, spelling, punctuation and grammatical corrections to documents prior to submission or publication.
4. To promote and monitor the Council's partnerships, and to approve new partnerships and to enter into reciprocal promotional and sponsorship arrangements with third party organisations.

Community Centres, Open Spaces and Parks

General

5. To ensure that works of general maintenance to Council property are carried out.
6. The allocation and letting of the Council's parks, sporting and community facilities in accordance with the agreed policies and procedures and terms and conditions of hire.
7. Carry out inspections of the Council's facilities and property and take any remedial action required in compliance with the law, standing orders, financial regulations and policies and decisions of the Council and its Standing Committees.
8. To decide if and when sporting facilities on Parks and community centre facilities may and may not be used.
9. To authorise casual or seasonal lettings of land or premises belonging to or under the control of the Council.
10. To authorise action and works on the Council's land and premises in order to facilitate the statutory functions of another statutory body.
11. **To make arrangements to renew and vary the Council's licences such as alcohol and public entertainment licences.**

Community Centres

12. To manage community facilities including the approval of non for profit groups as Community Groups and the approval of discounts for the hire of the facilities in accordance with the approved scheme.
13. To approve the free use of community facilities by other public sector and charitable organisations where their activities involve social inclusion, consultation and outreach principally to Braunstone Town residents.
14. To allow booking cancellations/transfers without penalty and to authorise a refund where a cancellation/transfer is made due to official advice issued by the

Police, Met Office or other appropriate agency; for example, Met Office red weather warnings.

Parks & Open Spaces

15. Arrange for the proper maintenance of all sites/planted areas.
16. Arrange for the planting of shrubs, trees, plants etc. on the Council's land and property.
17. To manage and maintain the Council's parks, recreational facilities, open spaces and floral displays.

Library

18. To determine applications received to undertake community engagement and social inclusion and outreach activities in the Library (or at one of the Council's premises) in consultation with the Officer Management Team and Chair of Community Development Committee (including, where possible, the Library Consultation Group).

All Property and Premises

19. To take action to remove trespassers from property and premises owned by the Council.
20. To allow the use of the Council's Community Centres and Parks to support residents, Community Groups and charitable organisations to run community events for the benefit of Braunstone Town residents relating to a one-off anniversary, national or local celebration or initiative.
21. To determine requests to scatter / bury ashes on Town Council land in accordance with the agreed process for dealing with such requests.

Corporate Management & Capital Projects

General

22. Agree funding for any projects/items/services that cost up to £3,000 and are necessary for the effective functioning of council business, providing this can be met from within approved budgets.
23. To participate in, including the submission of written evidence to, inquiries, appeals, tribunals and hearings concerning the work of the Council.
24. To settle compensation payments in accordance with the Council's complaints procedure.
25. To submit bids for and enter into agreements for grants and other funding sources up to a value of £3,000.

Assets, Insurance & Risk

26. To dispose of surplus or obsolete vehicles, plant, apparatus, furniture, office or other equipment or books in accordance with approved procedures.
27. To manage the Council's insurance arrangements and determine whether to agree to the pursuit of claims/losses (including the issuing of court proceedings) and the settlement of claims by the Council's insurer. To advise the Council's insurers of the addition of items, or changes to the policy for cover.

Contracts

28. To enforce the terms of any agreement, contract or lease to which the Council is a party.
29. To renew, terminate and vary leases.
30. To sign contracts up to a value of £5,000 entered into on behalf of the Council in accordance with the Financial Regulations.
31. To enter into routine legal, maintenance and service agreements.

Councillors

32. To authorise the attendance of individual councillors, at the request of the Group Leader (or Independent Councillor where appropriate), at talks, seminars and conferences at the Council's expense.
33. To make appointments to outside bodies to fill vacancies which arise during the course of a Council year following nomination by the Group Leader for the group of the previous appointee and to confirm nominations to sub-groups, in the case of outside bodies which require nomination to a sub-group, following consultation with the Council's appointed representative.
34. To receive nominations and to make appointments as appropriate to outside bodies, including partnership bodies, charities and management committees, where vacancies arise or other changes to representation are required following the annual consideration of appointments, and following consultation with the Leader. To authorise attendance of individual councillors to represent the Council at informal liaison and partnership meetings.

Health & Safety

35. To take all actions required, which are within budget, in connection with the implementation of the principles set in the Council's Health and Safety Policy and Risk Assessments.
36. To take remedial action where there is a significant risk identified to Health, Safety and Welfare.
37. To arrange and implement comprehensive risk assessments throughout the Council's organisation.

Staffing

38. Permitted to make decisions about training courses for all staff to attend, subject to budget provision and delegated spending limits.
39. Subject to the decision complying with the Council's existing staffing policies:
 - (i) to approve payment of one accelerated increment on the grounds of special merit or ability, for employees within their existing grades;
 - (ii) to enter into apprenticeship and work experience agreements;
 - (iii) to make either permanent or temporary appointments, including the provision of cover for sickness absence, to be held against existing established posts and within the overall budget, including among relevant existing post holders where hours against the same post become vacant;
 - (iv) to approve the extension of probationary periods;
 - (v) to approve requests for flexible retirement;
 - (vi) to approve requests for an increase or decrease in contacted hours, providing these are within budget and the approved staff establishment

- (x) subject to any right of appeal which may be applicable, to undertake staff management, disciplinary and capability matters; Note: in the first instance these functions will be exercised by the Line Manager.
- 40. To suspend officers where their continued presence at work may prejudice an investigation or where there is a prima facie case of gross misconduct. The Leader and Deputy Leader of the Council are to be notified as soon as possible after the action is taken.

Planning & Environment

- 41. Make observations on any Planning and Licensing Applications and any other application on which the Town Council is being consulted where either the deadline is prior to the next meeting of the relevant Standing Committee or where the relevant Standing Committee meeting is either cancelled or inquorate.

Social Inclusion, Recreation, Culture, Crime Reduction Services

- 42. To maintain the Council's CCTV system.
- 43. To make arrangements for civic hospitality.
- 44. To sponsor one-off community activities up to the value of £500 following consultation with the relevant Standing Committee Chairperson or in his/her absence the Vice-Chairperson.

BRAUNSTONE TOWN COUNCIL

9th MAY 2024

Item 10 – Establishment of Standing Committees, Sub-Committees and Advisory Panels

Purpose

To establish, confirm terms of reference, and make appointments to Standing Committees, Sub-Committees and Advisory Panels, including appointment of Chairpersons and Vice-Chairpersons.

Appointment of Members

The proposed appointment of members to Standing Committees, Sub-Committees and Advisory Panels is set out in the recommendations below.

Recommendations

1. That the following Standing Committees be established and that members be appointed, including to the positions of Chair and Vice-Chair, as follows:

Appeals Committee (3)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Shabbir Aslam (Chair)
Cllr Gary Sanders (Vice-Chair)
Cllr Leanne Lee

Employing Committee (3)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Nick Brown (Chair)
Cllr Anthea Ambrose (Vice-Chair)
Cllr Sam Maxwell

Community Development Committee (12)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Anthea Ambrose (Chair)
Cllr Rebecca Lunn (Vice-Chair)
Cllr Sevim Aslan
Cllr Satindra Sangha
Cllr Alex DeWinter
Cllr Andy Evans
Cllr Richard Forrest
Cllr Sam Fox-Kennedy
Cllr Tracey Shepherd
Cllr Christiane Startin-Lorent
Cllr Marion Waterton
Cllr Mark Widdop

Planning & Environment Committee (11)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Robert Waterton (Chair)
Cllr Sam Maxwell (Vice-Chair)
Cllr Anthea Ambrose
Cllr Nick Brown
Cllr Richard Forrest
Cllr Leanne Lee
Cllr Gary Sanders
Cllr Darshan Singh
vacancy
Cllr Marion Waterton
Cllr Mark Widdop

Policy & Resources Committee (11)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Nick Brown (Chair)
Cllr Anthea Ambrose (Vice-Chair)
Cllr Shabbir Aslam
Cllr Andy Evans
Cllr Leanne Lee
Cllr Rebecca Lunn
Cllr Sam Maxwell
Cllr Gary Sanders
Cllr Tracey Shepherd
Cllr Christiane Startin-Lorent
Cllr Robert Waterton

2. that the following Sub-Committees and Advisory Panels be established, the terms of reference approved and that members be appointed, including to the positions of Chair and Vice-Chair, as follows:

Corporate Governance Sub Committee (4)

Responsibility for detailed oversight of the Council's Financial, Corporate Governance and Risk Arrangements, including Audit. To undertake an annual review of automatic payments under Financial Regulations 6.6 to 6.8.

Cllr Nick Brown (Chair)
Cllr Anthea Ambrose (Vice-Chair)
Cllr Andy Evans
Cllr Tracey Shepherd

Citizens Advisory Panel (5)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Gary Sanders (Chair)
Cllr Leanne Lee (Vice-Chair)
Cllr Sam Fox-Kennedy
vacancy
Cllr Darshan Singh

Reason

To enable the efficient and effective transaction of the Council's business.

BRAUNSTONE TOWN COUNCIL

9th MAY 2024

Item 11 – Appointments to Outside Bodies

Purpose

To appoint representatives to the following Outside Bodies:

- a) Braunstone West Social Centre (1 representative),
- b) Leicestershire and Rutland Association of Local Councils – Annual General Meeting (1 representative),
- c) Shakespeare Park Sports Pavilion Management Association (2 representatives), and review arrangements for reporting back.

Recommendation

That appointments be made to Outside Bodies, with reporting back arrangements, as follows:

Braunstone West Social Centre (1 member)

Cllr Rebecca Lunn

To report to the Community Development Committee.

Leicestershire & Rutland Association of Local Councils – Annual General and Extraordinary General Meetings (1 member)

Cllr Nick Brown

To report to the Policy & Resources Committee.

Shakespeare Park Sports Pavilion Management Association (2 members)

Cllr Andy Evans
Cllr Sam Maxwell

To report to the Policy & Resources Committee.

Reason

To ensure appointments were made where there were requests for the Town Council to be represented and to ensure that the Council as a whole had the opportunity to receive feedback and engage with the work of outside bodies.

BRAUNSTONE TOWN COUNCIL

9th MAY 2024

Item 12 – Request for Approved Absence – Councillor Satindra Sangha

Purpose

To receive and consider an absence request from Councillor Satindra Sangha in accordance with Section 85 of the Local Government Act 1972.

Background

Under section 85 of the Local Government Act 1972, a councillor vacates office if he or she fails to attend a relevant meeting for six consecutive months after his or her last attendance, unless before the expiry of that period the Council approves a reason for absence.

A relevant meeting for attendance purposes is a meeting of the Council, Standing Committee, sub-committee or Advisory Panel (whether as a member or as a substitute).

The act provides no definitive reasons, the only provision is that a reason has to be given for the Council to consider and approve a Councillor's absence request.

Councillor Satindra Sangha

Councillor Satindra Sangha last attended a meeting of the Citizens' Advisory Panel on 30th November 2023. On 1st May 2024, Councillor Sangha requested that the Council approve her absence due to illness.

Should the Council approve Councillor Sangha's request, the approved absence will be effective for six months, up to 8th November 2024 (the last Council meeting scheduled before that date is 26th September 2024).

Recommendation

That Councillor Satindra Sangha's request for her absence to be approved, in accordance with Section 85(1) of the Local Government Act 1972, be accepted and agreed.

Reason

Councillor Satindra Sangha had requested on 1st May 2024 that the Council approve her absence due to illness.

BRAUNSTONE TOWN COUNCIL

9th MAY 2024

Item 13 – Annual Report 2024

Purpose

To approve the Annual Report.

Background

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

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

The proposed 2024 Annual Report is attached at Appendix 1.

Committee Consideration

Policy & Resources Committee on 25th April 2024 received the draft Annual Report 2024 for recommending to the Annual Meeting of the Full Council for adoption (Policy & Resources Committee minute 117 2023/2026).

To enable the inclusion of the provisional year end accounts and ensure that the document would be finalised and presented for public consumption; the Committee resolved "that delegated authority be given to the Chief Executive and Town Clerk to include final data and information and to finalise the presentation and formatting to the proposed Annual Report 2024 (Appendix 1)".

Subject to the above, Policy & Resources Committee recommended to Annual Council "that the Annual Report 2024, attached as Appendix 1, be received and adopted".

Recommendation

That the Annual Report 2024, attached as Appendix 1, be received and adopted.

Reason

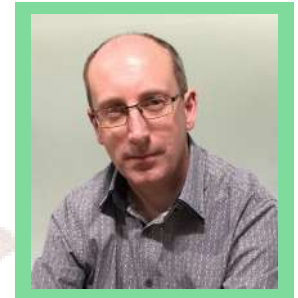
To report on the Town Council's achievements and to set out its priorities for the forthcoming year.



BRAUNSTONE TOWN COUNCIL

WELCOME TO OUR ANNUAL REPORT 2024

By Councillor Nick Brown, Leader of Braunstone Town Council



Despite these challenging times, the Town Council continues to provide important services to the community, this Annual Report provides a summary of our achievements during 2023/2024 and looks ahead to our aspirations for the next 12 months.

On 29th November, Braunstone Town Council was crowned Council of the Year 2023 at the National Association of Local Councils' (NALC) Star Council Awards. This is a fantastic and well deserved achievement for the whole Council and the community. Working with our partners and the local community, we saved and enhanced our community Library, facilitated an expansion of GP services, supported our neighbours through Covid, delivered enhanced sporting, recreation and play facilities, created a vital walking and cycling link and reduced our carbon footprint by approximately 40% this year. We know that Braunstone Town and Thorpe Astley is a vibrant community and I'm delighted that what we are achieving here has been recognised nationally.

The widening of the footpath through Mossdale Meadows and the connection to Meridian Leisure was completed in time for the summer. This is a significant development for our community providing better access to Meridian Leisure and Business Park for Braunstone Town residents and to the Civic Centre, Library and Mossdale Meadows for Thorpe Astley residents. Further phases of the project, are now being delivered and this will continue into 2025, including improvements to the pathway and crossing points along Meridian Way and work to improve access to Aylestone Meadows from Kingsway.

By installing solar panels, electric vehicle charging points and an air source heat pump, we have reduced our carbon footprint by 40% this year. At Thorpe Astley Community Centre the initiatives reduce the carbon footprint of the building by approximately 90%. There is still much more to do with only 6 years to go. The Council chose to deal with the big initiatives first, which means the next stages of our plans will be more challenging.

Nevertheless, the Council is not immune from the financial pressures affecting public bodies and local authorities at all levels up and down the country. We know that residents have faced increased costs and therefore, over recent years we have sought to keep council tax as low as possible. As a result, each year the Council drew on its cash reserves with a view to replenishing these in subsequent years. Due to the ongoing economic situation, funding and inflationary pressures, it is no longer possible to draw on our reserves without running out of cash. Therefore, Councillors this year had to take the difficult decision to increase Council Tax to secure services and place the Council back on track to a stable financial footing.

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

ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

Mission Statement

We exist:

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

Table with 3 columns: YEAR ENDED 31ST MARCH 2023, YEAR ENDED 31ST MARCH 2024, and financial details. Rows include Balance Brought Forward, Annual Precept, Total other receipts, Staff costs, Loan interest / capital repayments, Total other payments, Balances carried forward, Total cash and short term investments, Total fixed assets and long term assets, and Total borrowings.



BRAUNSTONE TOWN COUNCIL

Achievements (2023/2024)



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



BRAUNSTONE TOWN COUNCIL ACHIEVEMENTS 2023/2024

1. Protect and Enhance our Parks and Open Spaces

This year we have completed the third and final phase of the Shakespeare Park refurbishment - Improvements to the Playground. The refurbished and improved play area includes both new and refurbished equipment, new sensory play garden and new safety surfaces.

The Council also agreed a Licence to a new Management Association, made up of the Sports Clubs and Council, to manage the Shakespeare Pavilion, which has also enabled it to be opened for use by the community.

Worked with Blaby District Council and the developer, Persimmon Homes, to deliver essential safety improvements to the culvert bridge at Thorpe Astley Park.





BRAUNSTONE TOWN COUNCIL

Achievements (2023/2024)



2. Provide Vibrant Community Facilities

This year we have expanded the Civic Centre Bar Service to include a café service, including a weekly Chatty Café. This provides an informal social meeting place for both the community and users of the Civic Centre and Library.



3. Support and Connect the Local Community

- Supported new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events.
- Co-ordinated community events, such as Apple Day, Coronation of King Charles III, and a Thorpe Astley Summer Event - Thorpe Astley on the Beach.
- Facilitated Library events, initiatives and community engagement; including children's reading, heritage displays and arts & craft events.
- Supported the Local Area Coordination Project, tackling loneliness and isolation.
- Worked with the Department of Work & Pensions to establish a Job Shop on Wednesday and Friday afternoons at Braunstone Civic Centre, where residents can get advice from a Job Centre work coach on employment, support, training opportunities, money advice and more.



4. Respond to Climate Change and champion sustainable development

Delivered actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030.

During the year we have reduced our overall Carbon Footprint by approximately 40% through the installation of solar panels, an air source heat pump and Electric Vehicle Charging Points. The installations at Thorpe Astley Community Centre reduce the carbon footprint of the building by approximately 90%.

Supported and facilitated the improvement of cycling and walking routes within the Town with the completion of the first phase of the Lubbethorpe to Great Central Way route, with the widening of the footpath through Mossdale Meadows and the connection to Meridian Leisure.



Your Views

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

We have a dedicated Consultation page on our website (found under Town Council)⁴

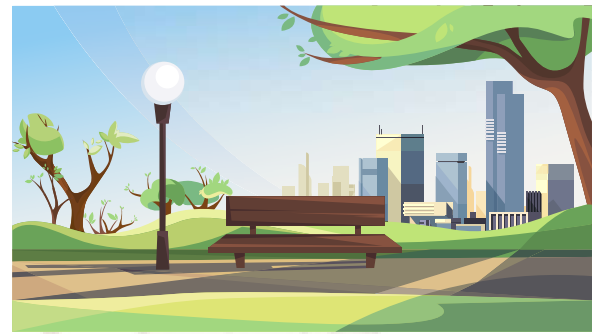


STRATEGIC AIMS AND DELIVERY OBJECTIVES (2024/2025)

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

1. Protect and Enhance our Parks and Open Spaces

- (a) Support existing Clubs at Shakespeare Park to grow while supporting new sporting activities, such as Tennis and Petanque.
- (b) deliver tennis initiatives to enhance participation.
- (c) continue to work with Blaby District Council and the developer to ensure improvements are made to the culvert at Thorpe Astley Park.
- (d) carry out Flood Alleviation and Drainage Improvements at Mossdale Meadows.
- (e) refurbish & enhance Impey Close Play Area & 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.

- (a) Deliver essential works on the Civic Centre building fabric.
- (b) support the expansion of the Civic Centre Café Service, including at Thorpe Astley on event days.



3. Support and Connect the Local Community

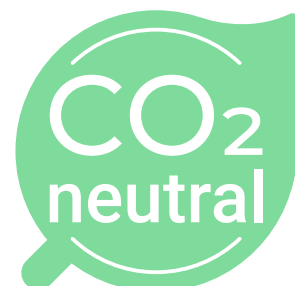
Aim: To both nurture and enhance the Town's community life and connect our communities to reduce isolation and build community cohesion.

- (a) Support community activities and initiatives through our Community Grants Schemes and Programme of Events.
- (b) co-ordinate community events, such as Apple Day, 80th Anniversary of D-Day, Shakespeare Park Open Day and Thorpe Astley on the Beach.
- (c) develop outreach Children's reading and activities at Thorpe Astley Community Centre.
- (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.

- (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.
- (d) work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations.
- (e) recommission a carbon audit of our activities to ensure that all possible actions are being taken and that new and emerging technologies and approaches are utilised to reduce the Council's carbon footprint.



BRAUNSTONE TOWN COUNCIL
DRAFT SCHEDULE OF COUNCIL & COMMITTEE MEETINGS 2024/2025

| DATE | TIME | COMMITTEE | DATE | TIME | COMMITTEE |
|------------------|------------------|--|---|------------------|--|
| 2024 | | | | | |
| MAY | | | DECEMBER | | |
| THUR 2 | | No Meeting | THUR 5 | 7.30pm | Community Development |
| THUR 9 | 7.30pm 8.00pm | ANNUAL TOWNS MEETING ANNUAL MEETING OF THE FULL COUNCIL | THUR 12 | 7.30pm | Planning & Environment |
| THUR 16 | 7.30pm | Community Development | THURS 19 | | No Meeting |
| THUR 23 | 7.30pm | Citizens' Advisory Panel | THUR 26 | | BANK HOLIDAY |
| THUR 30 | 7.30pm | No Meeting | 2025 | | |
| JUNE | | | JANUARY | | |
| THUR 6 | 7.30pm | Planning & Environment | THUR 2 | | No Meeting |
| THUR 13 | 7.00pm 7.30pm | Corporate Governance Policy & Resources | THUR 9 | | No Meeting |
| THUR 20 | | No Meeting | THUR 16 | 7.30pm | Policy & Resources (<i>Precept</i>) |
| THUR 27 | 8.00pm | COUNCIL (Accounts) | THUR 23 | | No Meeting |
| | | | THUR 30 | 8.00pm | COUNCIL (<i>Precept</i>) Precept Deadline: 1st Feb |
| JULY | | | FEBRUARY | | |
| THUR 4 | 7.30pm | Community Development | THUR 6 | 7.30pm | Community Development |
| THUR 11 | | SUMMER BREAK | THUR 13 | 7.30pm | Planning & Environment |
| THUR 18 | | SUMMER BREAK | THUR 20 | | No Meeting |
| THUR 25 | | SUMMER BREAK | THUR 27 | | Citizens' Advisory Panel |
| AUGUST | | | MARCH | | |
| THUR 1 | | SUMMER BREAK | THUR 6 | 7.30pm | Policy & Resources |
| THUR 8 | | SUMMER BREAK | THUR 13 | | No Meeting |
| THUR 15 | | SUMMER BREAK | THUR 20 | 8.00pm | COUNCIL |
| THUR 22 | | SUMMER BREAK | THUR 27 | 7.30pm | Community Development |
| THUR 29 | 7.30pm | Planning & Environment | | | |
| SEPTEMBER | | | APRIL | | |
| THUR 5 | 7.30pm | Citizens' Advisory Panel | THUR 3 | 7.30pm | Planning & Environment |
| THUR 12 | 7.30pm | Policy & Resources | THUR 10 | 7.30pm | Policy & Resources |
| THUR 19 | | No Meeting | THUR 17 | | EASTER BREAK |
| THUR 26 | 8.00pm | COUNCIL | THUR 24 | | EASTER BREAK |
| OCTOBER | | | MAY | | |
| THUR 3 | 7.30pm | No Meeting | THUR 1 | | NO MEETING |
| THUR 10 | 7.30pm | Community Development | THUR 8 | 7.30pm 8.00pm | ANNUAL TOWNS MEETING ANNUAL MEETING OF THE FULL COUNCIL |
| THUR 17 | | No Meeting | THUR 15 | | |
| THUR 24 | | No Meeting | ANNUAL MEETING - In an Election Year the Annual Meeting must take place on the fourth day after the date of the election or within fourteen days thereafter. (Election of Town Mayor and appointment of Committees.) | | |
| THUR 31 | 7.30pm | Planning & Environment | | | |
| NOVEMBER | | | ANNUAL TOWNS MEETING - The Parish meeting in England must assemble annually on some day between 1 st March and 1 st June (LGA 1972, Schedule 12). (All Local Government Electors are invited to participate and raise matters of local interest). | | |
| THUR 7 | 7.30pm | Policy & Resources | | | |
| THUR 14 | | No Meeting | | | |
| THUR 21 | 8.00pm | COUNCIL | | | |
| THUR 28 | 7.30pm | Citizens' Advisory Panel | | | |

NOTES

*The deadline date for the Council to adopt the Accounts is 30th June each year.
The deadline date for submitting the Precept request is 1st February each year.*

| | |
|-----------------------|---|
| Half term break: | Monday 27 May to Friday 31 May 2024 |
| Schools close: | Tuesday 9 July 2024 |
| August Bank Holiday: | Monday 26 August 2024 |
| Schools open: | Tuesday 27 August 2024 |
| Half term break: | Monday 21 October to Friday 25 October 2024 |
| Schools close: | Friday 20 December 2024 |
| Schools open: | Monday 6 January 2025 |
| Half term break: | Monday 17 February to Friday 21 February 2025 |
| Schools close: | Friday 11 April 2025 |
| Schools open: | Monday 28 April 2025 |
| May Day Bank Holiday: | Monday 5 May 2025 |
| Half term break: | Monday 26 May to Friday 30 May 2025 |

BANK HOLIDAYS

| | |
|--------------------------------|----------------------|
| 27 th May 2024 | Spring Bank Holiday |
| 26 th August 2024 | Summer Bank Holiday |
| 25 th December 2024 | Christmas Day |
| 26 th December 2024 | Boxing Day |
| 1 st January 2025 | New Year's Day |
| 18 th April 2025 | Good Friday |
| 21 st April 2025 | Easter Monday |
| 5 th May 2024 | May Day Bank Holiday |

BRAUNSTONE TOWN COUNCIL

MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 28th MARCH 2024 AT 7.30pm

PRESENT: Councillor Anthea Ambrose (Chair), Councillor Rebecca Lunn (Vice-chair) and Councillors Andy Evans, Richard Forrest, Sam Fox-Kennedy, Paul Kennedy, Sam Maxwell (substituting for Nick Brown), Christiane Startin-Lorent and Mark Widdop.

Officers in attendance: Pauline Snow, Deputy Chief Executive & Community Services Manager.

There were no members of the public present.

87. Apologies

Apologies for absence were received from Councillors Sevim Aslan, Nick Brown and Alex DeWinter.

88. Disclosures of Interest

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

89. 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 present.

90. Minutes of the Meeting held 1st February 2024

The Minutes of the Meeting held on 1st February 2024 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 1st February 2024 be approved and signed by the Chairperson as a correct record.

91. Town Mayor's Report

The Committee received a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (Item 5 on the agenda).

It was noted that the Town Mayor had officially opened the second Chatty Café in Braunstone Town at the Civic Community Lounge, Braunstone Civic Centre.

The Deputy Town Mayor had expressed his pleasure at hosting a lunch for the Levelling up visit and attending the St Crispin's Quiz, on behalf of the Town Mayor.

RESOLVED that the update on the Town Mayor's Engagements be noted.

Reason for Decision

To monitor and review the effectiveness of the Town Council's community engagement activities.

92. Community Safety and Neighbourhood Policing Update

It was noted that none of Police Beat Team had been available to attend the meeting. However, the latest Beat Team Newsletter was circulated to members (filed with these minutes).

Members were pleased to report that parking issues at school open and close times on Ravenhurst Road had greatly improved. It was suggested that the Police be contacted and thanked for their help in this matter.

It was confirmed that no members had yet volunteered to be part of the Leicestershire Police Local Independent Advisory Group.

RESOLVED that the Police be contacted and thanked for their work in reducing parking issues around Ravenhurst Road at school opening and closing times.

Reason for Decision

To ensure that a good working partnership with the Police Beat Team was maintained.

93. Speed Sign Data

The Committee received recent speed sign data for:

- a) Murby Way
- b) Turnbull Drive

(Item 8 on the agenda)

Members expressed concern at speeding on Turnbull Drive at school opening and closing times. It was suggested this be highlighted to the police.

Details of average speeds on Murby Way between March 2022 and December 2023 were received.

RESOLVED

1. that the speed activation signs be re-installed on Turnbull Drive and Murby Way;
2. that the speed activation reports for Murby Way and Turnbull Drive be forwarded to the Police Beat Team and concerns highlighted to the Police regarding speeding vehicles at school opening and closing times on Turnbull Drive.

Reasons for Decision

1. *To ensure that any concerns of speeding on roads within the Town would be monitored and data collected.*
2. *To assist the Police with identifying where speeding was a concern in order to consider enforcements and identify particular areas of concern.*

94. Local Area Co-ordination

The Committee received a report and introduction from the newly appointed Local Area Co-ordinator, Kristi Trown (item 8 on the agenda).

It was agreed that the new Local Area Co-ordinator be invited to attend the next meeting of Community Development Committee.

RESOLVED

1. that the report be noted, and
2. that the newly appointed Local Area Co-ordinator be invited to attend the next meeting of the Community Development Committee.

Reasons for Decision

1. *To identify current issues and support needs of residents and ensure that the Town Council and Local Area Coordination social inclusion initiatives complimented each other.*
2. *To welcome the newly appointed Local Area Co-ordinator to the area.*

95. Library – Community engagement/involvement and social inclusion

The Committee received an update on initiatives to develop community involvement in Braunstone Town Library and provide for social inclusion (item 9 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

To ensure that the Community Library continues to thrive and support local residents.

96. Programme of Events 2024/2025

The Committee considered applications for sponsorship in the Programme of Events for 2024/2025 and a schedule of events (item 10 on the agenda).

It was noted that Bryan and Betty Copson had advised that they would be retiring from organising the St Crispin's Church Quiz Night following the Quiz held on 22nd March 2024.

RESOLVED

1. that the Programme of Events 2024/2025, attached at Appendix 1, be approved,
2. that delegated authority be given to the Chief Executive & Town Clerk to approve any further applications to the Programme of Events subject to their eligibility for the Programme; and
3. that a letter be forwarded to Bryan and Betty Copson thanking them, on behalf of the community, for their years of service in organising the St Crispin's Quiz Night.

Reasons for Decision

1. *To ensure a suitable Programme of Events would be supported for the forthcoming year.*
2. *To ensure that any further applications were considered and approved in a timely manner to be included in the Programme of Events 2024/2025.*
3. *To recognise their enthusiasm and support for the Town Council's Programme of Events.*

97. Update on arrangements for commemorating 80th Anniversary of D-Day in June

The Committee received:

- a) An update on proposals for commemorating the 80th Anniversary of D-Day in June 2024;
- b) Applications for the mini-programme of events; and
- c) Grant applications (item 11 on the agenda).

RESOLVED

- 1) that the proposed activities and events be approved;
- 2) that the application for sponsorship in the Mini programme of Events from Braunstone Community Life, as set out in Appendix 1, be approved;
- 3) that the application from Braunstone Community Life for a grant in the sum of £200, as set out in appendix 2 be approved;
- 4) that the application from Braunstone Heritage Group for a grant in the sum of £200, as set out in appendix 3, be approved;
- 5) that delegated authority be given to the Chief Executive & Town Clerk to approve further applications received for sponsorship in the Mini

Programme of Events and applications for a grant, subject to them meeting the agreed criteria.

Reasons for Decision

- 1) *To ensure that the 80th Anniversary of the D-Day Landings is suitably commemorated and that local community groups have appropriate support to organise their own events if they wish to.*
- 2) *To support local community groups in arranging events for the Commemoration of the D-Day Landing.*
- 3) *To offer financial support to community groups to arrange suitable events for the Commemoration of the D-Day Landings.*
- 4) *To offer financial support to community groups to arrange suitable events for the Commemoration of the D-Day Landings.*
- 5) *To ensure that any further applications for sponsorship in the Mini Programme of Events and grant applications are considered in a timely manner before the date of the Commemorations.*

98. Thorpe Astley on the Beach

The Committee received an update on progress with organising Thorpe Astley on the Beach (item 12 on the agenda).

RESOLVED that the proposed arrangements for the Thorpe Astley on the Beach event be approved.

Reason for Decision

To ensure that suitable activities be provided for this community event for residents to enjoy.

99. Support for Ukraine

The Committee considered whether to continue to support Ukrainian Independence Day and to review support for Groups supporting Ukrainian refugees (item 13 on the agenda).

Members considered the revised proposals for support for Ukraine. It was suggested that free rooms for Ukraine nationals living in the community continue to be offered via the Town Council website. Contact to be made with the Liaison Officer at Blaby District Council to ascertain the number of Ukraine refugees living in Braunstone Town and what their current needs were.

RESOLVED

1. that Ukrainian Independence Day on 24th August continue be commemorated on an annual basis at the Civic Memorial Garden and flag Pole with an appropriate Ceremony hosted by the Town Mayor;

2. that the Ukrainian flag be flown at Braunstone Civic Centre annually around the 24th February, marking the anniversary of the Russian invasion, and on 24th August, marking Ukrainian Independence Day;
3. that delegated authority be given to the Chief Executive & Town Clerk, in on consultation with the Leader and Deputy Leader, to fly the Ukrainian flag at other appropriate times;
4. free use of community rooms at the Town Council venues continues to be promoted via the Town Council website; and
5. contact be made with the Liaison Officer at Blaby District Council to ascertain the number of Ukraine refugees living in Braunstone Town and Thorpe Astley and what their current needs were.

Reasons for Decision

1. *To demonstrate the Town Council's full support and solidarity with the Ukrainian people as set out in the motion adopted by Council on 24th March 2022.*
2. *To provide a visual demonstration of both the Council's and the community's support for the Ukrainian people at key anniversaries such as the anniversary of the Russian invasion and on Ukrainian Independence Day.*
3. *To ensure that the flag was flown as appropriate should there be a change in circumstances in Ukraine. e.g., a cease fire or the end of hostilities.*
4. *To ensure that support from the Town Council continue whilst required.*
5. *To ascertain the current needs of the Ukraine community to ensure the Town Council was providing appropriate support.*

100. Outside Body Report

Councillor Rebecca Lunn reported that there was no further update on the activities at Braunstone West Social Centre.

101. School Governing Body Report

The Committee received no reports from members of School Governing Bodies.

102. Summary of Grant Applications

The Committee received a list of grants paid to date and applied for from external sources, along with acknowledgements for Town Council Grants (Item 16 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

To monitor progress with supporting community groups with identifying sources of funding and with the award of grants under the Council's Community Grants scheme.

103. Community Grant Applications

The Committee noted that no Community Grant Applications had been received.

Members queried the reduction in grant applications received from local groups and suggested that groups may be unsure that they were eligible to apply for a grant, particularly if they had reserves in their bank account.

RESOLVED

1. that groups be advised that reserves in the community group bank account would not prohibit the group from applying for grant from the Town Council; and
2. that short sessions on the Town Council grant schemes be arranged and community groups invited to attend to discuss eligibility for applying for a grant.

Reasons for Decision

1. *To ensure that community groups were fully aware of eligibility criteria for applying for Town Council Community Grants.*
2. *To ensure that support and advice was offered to community groups and that they were encouraged to apply for community grants, if eligible.*

104. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2023 to 29th February 2024 (item 18 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues identified with income and expenditure to date.

105. Approval of Accounts

The Committee considered payments from 24th January 2024 until 19th March 2024 (item 19 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions, for the period 24th January 2024 until 19th March 2024, be approved.

Reason for Decision

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

The Meeting closed at 8.20pm

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.

These minutes are a draft and are subject to consideration for approval at the currently proposed meeting scheduled for 16th May 2024.

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANNING & ENVIRONMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 18th APRIL 2024

PRESENT: Councillor Robert Waterton (Chair), Councillor Sam Maxwell (Vice-Chair) and Councillors Anthea Ambrose, Richard Forrest, Gary Sanders, Darshan Singh, Marion Waterton and Mark Widdop.

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

There were two members of the public present at the meeting.

77. Apologies

An apology for absence was received from Councillor Satindra Sangha.

78. Disclosures of Interest

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

79. Public Participation

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

There were two members of the public present, both of whom were interested in progress with the Braunstone Village Conservation Area (item 10 on the agenda). Questions concerned the process and revised timescales for the proposed Conservation Area review and public consultation.

Both members of the public raised concerns about the proposed planning applications for the land off Avon Road, which included an application to demolish a business unit and an application to build 13 houses. They were concerned that both planning applications, if approved, would be detrimental to any conservation area and as such impressed the importance of progressing the conservation area proposals prior to any determination of these planning applications.

80. Minutes of the Meeting held 15th February 2024

The Minutes of the Meeting held on 15th February 2024 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 15th February 2024 be approved and signed by the Chairperson as a correct record.

81. Planning and Licensing Applications dealt with under Delegated Authority

The Committee received and noted responses to planning and licensing applications taken under Delegated Authority (item 5 on the agenda).

RESOLVED that the action taken by the Chief Executive & Town Clerk under delegated authority in forwarding the following observations to Blaby District Council be noted:

Planning Applications

- 1. Application No:** 24/0099/FUL
- Description:** Change of use of dwelling (use Class C3) to a Children's Residential Home (Use Class C2) for the care of up to 3 children
- Location:** 136 Narborough Road South Braunstone Town Leicestershire (Ravenhurst Ward)
- Response:** *Braunstone Town Council does not object to:*
1. *the proposed single storey rear extension; nor*
 2. *the proposed change of use, subject to:*
 - a) *no more than 3 children (i.e. up to the age of 18 years old) without the prior approval of the local planning authority;*
 - b) *the onsite car parking arrangements, for at least two vehicles, as set out in the submitted plans being provided prior to occupation and permanently available for use;*
 - c) *the onsite car parking (in b above) being surfaced with a hard bound material, either permeable or with drainage and permanently maintained; and*
 - d) *the installation of sound proofing measures, subject to the approval of the Environmental Health Authority, on the party wall with no. 134.*
- Reasons:**
1. *The property was on a large established plot and a single storey rear extension was unlikely to have an adverse impact on the amenity enjoyed by the neighbouring properties.*
 2. *The proposal would support vulnerable children in a community setting; however, it was important:*
 - a) *to ensure that the number of children cared for was appropriate to the size of the dwelling and its amenities;*
 - b) *to avoid parking on the narrow highway (including the footpath) close to a road*

- junction, which could present safety issues for highway users (including pedestrians);*
- c) *to ensure the parking area was suitable for parking while avoiding surface water run-off; and*
 - d) *to protect the amenity enjoyed by the occupants of the neighbouring property in terms of noise and disturbance.*

2. Application No: 24/0102/FUL

Description: Change of use from dwelling house (use class C3) to residential home for care of up to 2 children (use Class C2)

Location: 10 Millfield Crescent Braunstone Town Leicestershire (Millfield Ward)

Response: *Braunstone Town Council objects to the application due to insufficient private outdoor*

Reason: *The property does not contain any private and secure outdoor amenity space. To enclose the small space on the front would require fencing and this would be detrimental to the character and appearance of the street scene. Given the proposal was to care for two vulnerable children, the dwelling and curtilage was considered to be unfit for purpose.*

3. Application No: 24/0067/HH

Description: Single storey side and rear extension

Location: 10 Gwencole Avenue Braunstone Town Leicestershire (Ravenhurst Ward)

Response: *Braunstone Town Council does not object to the application; subject to:*

- a) *retention of the existing on-site parking for at least two vehicles, which must be able to park within the curtilage of the property; and*
- b) *no side windows in the side elevation of the proposed extension without the explicit consent of the local planning authority.*

Reasons:

- a) *To avoid additional parking on the highway, close to a road junction and the overhanging of vehicles which would obstruct the footway.*
- b) *To protect the amenity enjoyed by the neighbouring property in terms of noise and privacy.*

- 4. Application No:** 24/0168/FUL
- Description:** Erection of EV chargers & canopy, jet wash bays, sub station enclosure, LV panel, meter cabinet, plant room and associated forecourt works
- Location:** Osiers Travellers Check Lubbethorpe Way Braunstone Town Leicestershire (Thorpe Astley Ward)
- Response:** *Braunstone Town Council does not object to the proposals; subject to the retention and protection of trees as set out in the Tree Survey submitted with the application; and in particular compliance during construction with sections:*
- 5 – Arboricultural Impact Assessment,
 - 6 – Tree Protection;
 - 7 – Special Measures for working within a Root Protection Area;
 - 8 – Arboricultural Method Statement.
- Reasons:** *To support the provision of Electric Vehicle Charging Points; while avoiding an adverse impact on the local environment ensuring that trees important to bio-diversity and nature would be retained.*
- 5. Application No:** 24/0171/HH
- Description:** Conversion of garage to provide adapted living accommodation/ground floor bedroom
- Location:** 14 Farmway Braunstone Town Leicester Leicestershire (Millfield Ward)
- Response:** *Braunstone Town Council does not object to the application; subject to:*
- a) *retention of the existing on-site parking for three vehicles; and*
 - b) *no side windows, openings or ventilation in the side elevation of the property, adjacent to No.12, without the explicit consent of the local planning authority.*
- Reasons:**
- a) *To avoid additional parking on a narrow highway.*
 - b) *To protect the amenity enjoyed by the neighbouring property in terms of noise and privacy.*

Licensing Applications

There were no licensing applications to consider.

82. Planning Applications and Licensing Applications

The Committee received details of a planning applications to be considered by Blaby District Council (item 6 on the agenda). The Committee noted that there were no licensing applications.

RESOLVED that the following responses be forwarded to Blaby District Council:

1. **Application No:** 24/0102/FUL
Description: Change of use from dwellinghouse (use class C3) to residential home for care of up to 2 children (use class C2), provision of a new hardstanding & vehicular access from Millfield Crescent.
Location: 10 Millfield Crescent Braunstone Town Leicestershire (Millfield Ward)
Response: *Braunstone Town Council objects to the application due to insufficient private outdoor amenity space for the proposed use.*
Reason: *Given the proposal was to care for two vulnerable children, the dwelling and curtilage was considered to be unfit for purpose since the property does not contain any private and secure outdoor amenity space. The revised parking plan would reduce the existing small outdoor amenity space on the front, which would require fencing to make it both private and secure and this would be detrimental to the character and appearance of the street scene.*

2. **Application No:** 24/0221/HH
Description: Front porch and extension to the existing garage.
Location: 25 Percy Street Braunstone Town Leicestershire (Ravenhurst Ward)
Response: *Braunstone Town Council does not object to the application; subject to the retention of at least two on-site parking places (including the garage space).*
Reason: *The property was set back from the road compared to the neighbouring properties; therefore, the front porch was unlikely to add a discordant element to the street scene. The garage extension was single storey to the side, partly on an existing footprint, and adjacent to a garage and drive on the neighbouring property. There was unlikely to be any adverse impact on amenity. However, it was important to retain on-site parking to avoid highway parking at the*

turning point, which could potentially obstruct access to neighbouring properties.

- 3. Application No:** 24/0089/FUL
- Description:** Installation of external oxidiser to north side of existing industrial unit.
- Location:** Clifton Packaging Group Plc Meridian West Braunstone Town Leicester (Thorpe Astley Ward)
- Response:** *Braunstone Town Council does not object to the installation of an external oxidiser ; subject to:*
- i. details of the chemicals and associated processes used by the plant being submitted in writing;*
 - ii. appropriate mitigation measures being in place to ensure that the oxidiser would not be detrimental to the amenity of the surrounding area by reason of noise, vibration, smell, fumes or any other obnoxious substance; and*
 - iii. ongoing maintenance of the oxidiser, particularly those parts which need to be cleaned and replaced, in accordance with the manufacturer's instructions.*
- Reasons:**
- i. To ensure that the level of air pollution would not be increased by substituting the production line for substandard or cheaper chemical products.*
 - ii. To avoid any detriment to the local environment and amenity, which could adversely affect those working in the area and the local wildlife.*
 - iii. To ensure that the unit would be effective at removing hazardous chemical particles.*

83. Additional Planning and Licensing Applications

The Committee received details of additional planning applications to be considered by Blaby District Council (item 7 on the agenda). The Committee noted that there were no licensing applications.

RESOLVED that the following responses be forwarded to Blaby District Council:

- 4. Application No:** 24/0301/FUL
- Description:** Change of use from dwelling (C3) to residential children home (C2)
- Location:** 4 Mann Close Thorpe Astley Braunstone Town Leicestershire (Thorpe Astley Ward)

Response: *Braunstone Town Council does not object to the proposed change of use, subject to:*

- a) *only one child up to the age of 18 years old without the prior approval of the local planning authority;*
- b) *onsite car parking arrangements, for at least three vehicles (including the garage space), being provided prior to occupation and permanently available for use; and*
- c) *the operation of the facility being in strict accordance with the submitted planning statement and plans.*

Reason:

- a) *To ensure that the number of children cared for was appropriate to the size and layout of the dwelling and its amenities;*
- b) *to avoid parking in a small cul-de-sac, which could present safety issues for highway users (including pedestrians); and*
- c) *to protect the residential amenity enjoyed by the occupants of the neighbouring properties.*

5. **Application No:** 24/0088/FUL

Description: Retention of external oxidiser next to existing unit on north side of industrial unit

Location: Clifton Packaging Group Plc Centurion Way Meridian Business Park Braunstone Town (Thorpe Astley Ward)

Response: *Braunstone Town Council does not object to the installation of an external oxidiser; subject to:*

- i. *details of the chemicals and associated processes used by the plant being submitted in writing;*
- ii. *appropriate mitigation being in place to ensure that the oxidiser would not be detrimental to the amenity of the surrounding area by reason of noise, vibration, smell, fumes or any other obnoxious substance; and*
- iii. *ongoing maintenance of the oxidiser, particularly those parts which need to be cleaned and replaced, in accordance with the manufacturer's instructions.*

Reason:

- i. *To ensure that the level of air pollution would not be increased by submitting the production line for substandard or cheaper chemical products.*
- ii. *To avoid any detriment to the local environment and amenity, which could adversely affect those working in the area, those living in the nearby residential area and the local wildlife.*

- iii. *To ensure that the unit would be effective at removing hazardous chemical particles.*

84. Planning Decisions

The Committee received and noted planning decisions made by Blaby District Council (item 8 on the agenda).

RESOLVED that the planning decisions made by Blaby District Council be received and noted.

Reason for Decision

To keep a watching brief on the decisions and to review the impact of Town Council comments upon the decision making process.

85. Feedback on Planning Application Decisions

The Chair advised that Councillor Leanne Lee, a local Ward Councillor, was happy to pursue the following planning decisions with the relevant Planning Case Officer at Blaby District Council:

- 23/1006/HH; two storey side extension and two single storey rear extension including demolition of existing outbuilding (revised scheme to 22/1006/HH) at 31 Headley Road; and
- 23/1024/HH; two storey side extension, first floor side and rear extension; at 132 Kingsway.

86. Braunstone Village Conservation Area Proposals

The Committee received an update on the process to consider whether there would be a case to designate an area of Braunstone Village to the South of Braunstone Lane as a Conservation Area, including revised timescales for the review (item 10 on the agenda).

RESOLVED

1. that the approach to the *Review Process*, as set out in the report, be endorsed;
2. that an additional meeting of the Committee be scheduled for Thursday 16th May 2024 to consider the published report and recommendations being submitted to a meeting of Blaby District Council on 21st May 2024 on whether to undertake a public consultation;
3. that the *Outline Work Programme*, as set out in the report, and assuming that the full length of time would be needed to assess consultation responses, be endorsed; and
4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Chair of Planning & Environment Committee, to:
 - (a) approve specific dates and milestones, including consultations and review, within the framework set out in the *Outline Work Programme* section of the report,
 - (b) approve revised milestones and timescales, subject to consideration by the Planning & Environment Committee at the next scheduled meeting,

- (c) to call additional meetings and/or reschedule meetings of Planning & Environment Committee to facilitate the *Review Process* and *Outline Work Programme*,
- (d) support the process using the Council's existing resources, including communications channels and premises, and
- (e) engage residents, stakeholders, partners and professional advisers, as appropriate.

Reasons for Decision

1. *To progress the proposals for considering the area of Braunstone Village to the south of Main Street/Braunstone Lane for designation as a Conservation Area.*
2. *To consider and comment on whether the evidence presented supported the recommendations to either proceed or not proceed to the statutory public consultation stage of the process.*
3. *To confirm the stages of the review, along with the anticipated dates upon which the detailed milestones and work would be programmed, assuming that the full length of time would be needed to assess consultation responses.*
4. *To progress the review process and work programme avoiding any further delay.*

87. Charges – Dog Waste Bags

The Committee considered a proposal to increase charges for dog waste bags and a framework for increasing the price to cover costs (item 11 on the agenda).

RESOLVED

1. that the price charged for 100 bio-degradable dog waste bags be increased to the next 5p above the purchase cost plus 20% VAT (currently the purchase cost plus 20% VAT was £1.58 per 100; therefore, the price charged to the customer would be £1.60 including VAT); and
2. that delegated authority be given to the Chief Executive & Town Clerk to determine the implementation date and to vary the future price charged to customers, as set out in resolution 1 above.

Reasons for Decision

1. *To provide alternative bio-degradable dog waste bags, ensuring that the Council provided access to products which were more environmentally friendly, while ensuring that purchase costs were covered by the resale price.*
2. *To set a specific date for timely implementation, allowing time for systems and publicity to be updated, and to ensure that future purchase costs were covered by the resale price.*

88. Dog Bin – Waste Collection Service

The Committee noted the outcome of a review of providers for Dog Bin Waste Collections (item 12 on the agenda).

RESOLVED that the current contractor for dog waste bin emptying be retained.

Reason for Decision

The only alternative waste contractor offering a dog waste bin emptying service to cover Leicestershire was more expensive than the current contractor being used by the Town Council.

89. Lubbesthorpe Impacts Group

The Committee received an update on progress concerning matters relating to the Lubbesthorpe development and to report on the recent meeting of the Lubbesthorpe Impacts Group (item 13 on the agenda).

The Chair, Councillor Robert Waterton, reported that on 31st January 2024 there were 1025 occupations (compared to 990 on 27th October 2023).

Phase 1 of the development would be complete at 1265 occupations. Work has commenced on Phase 2, which comprises 887 houses.

Blaby District Council's Planning Committee rejected an application to build logistics units on the land encompassed on two of its sides by St John's (B4114) and Leicester Lane. This project, known as the 'Enderby Hub', was opposed by many Enderby residents. The application may now go to appeal since the land was designated for employment purposes in the Local Plan. The 'Hub' has implications for traffic management and was consequently linked to the major infrastructure issues which have arisen around Lubbesthorpe, other large housing projects and the M1 Junction 21.

A start has been made on the construction of Local Centre 1 on Tay Road. The proposed Health Centre was on the first floor, with access via stairs or a lift.

The storms early in the year generated flooding on Beggar's Lane at the end of Tay Road. Blaby District Council were investigating whether a second pool to accommodate water run-off was needed.

The S106 situation continues to confuse. Section 106 commitments involving Leicestershire County Council are not monitored by Blaby District Council but by the County Council and there did not appear to be any liaison between the two authorities.

The next meeting was scheduled for 12th June 2024.

RESOLVED that the update be received and noted.

Reason for Decision

To receive details of current and ongoing matters discussed relating to the new Lubbesthorpe development and its impact.

90. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2023 to 31st March 2024 (item 14 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

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

91. Approval of Accounts

The Committee received payments from 6th February 2024 until 31st March 2024 (item 15 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 6th February 2024 until 31st March 2024 be approved.

Reason for Decision

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

The meeting closed at 9.00pm.

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 currently proposed meeting scheduled for 6th June 2024.

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 25th APRIL 2024 AT 7.30PM

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

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

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

110. Apologies

An apology for absence was received from Councillor Gary Sanders.

111. Disclosures of Interest

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

112. 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.

113. Minutes

The Minutes of the meeting held on 7th March 2024 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 7th March 2024 be approved and signed by the Chairperson as a correct record.

114. End of Financial Year – Income, Expenditure, Cash and Balances

The Committee received an interim summary report of the Council's spending against budgets, cash at the bank and status of reserves for the financial year 1st April 2023 to 31st March 2024 (item 5 on the agenda).

RESOLVED that the interim end of year financial position be noted.

Reason for Decision

The closure of the accounts at 31st March 2024 was complete and they would be subject to Internal Audit ahead of the Corporate Governance Sub-Committee assessing the effectiveness of the Council's systems of internal control.

115. Financial Position – Cashbook and Reserves

The Committee received a summary of the Council's Cash and Reserves and received an update on implementation of the actions taken by the Policy and Resources Committee and Responsible Financial Officer to ensure that the Council had sufficient cash and reserves to function (item 6 on the agenda).

RESOLVED

1. that the position with *Cash Flow*, as detailed in the relevant section of the report and in the cash flow forecast at Appendix 1, be noted;
2. that the *Progress with addressing the Cash Deficit*, including the terms of a short-term loan from Blaby District Council, as detailed in the relevant section of the report, be endorsed; and
3. that a report be submitted to the next meeting of the Policy & Resources Committee setting out the context of the current cash flow position and the approved actions to ensure the Council had sufficient cash and reserves to function.

Reasons for Decision

1. *The position in respect of the Council's cash reserves and overspends during 2023/2024, were all matters that the Council had addressed.*
2. *The Council had a plan for ensuring it had cash reserves during 2024/2025 and beyond; and the terms of the short-term loan from Blaby District Council were both reasonable and balanced and would ensure the Council had sufficient cash during April to function.*
3. *To review the cash flow position following repayment of the loan to ensure that short and long term proposals would resolve the issue and avoid a repeat occurrence.*

116. Options for Ongoing Revenue Savings for Future Years

The Committee considered options for reducing expenditure in future years, to ensure the Council focusses its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties (item 7 on the agenda).

RESOLVED

1. that the public be engaged, as proposed in the *Public Engagement* section of the report, concerning one-off and ongoing annual revenue savings, set out in Tables 1 and 2 respectively; and
2. that delegated authority be given to the Chief Executive & Town Clerk to add further proposals for consultation/engagement and update both the Details and Delivery and Savings information accordingly.

Reasons for Decision

1. *To ensure the Council focusses its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties and to allow the public to comment on any impact.*
2. *To ensure that any other potential areas for savings could be identified and included in the public engagement; and to update the delivery and savings information as proposals were progressed.*

117. Annual Report 2024

The Committee received the draft Annual Report 2024 for recommending to the Annual Meeting of the Full Council for adoption (item 8 on the agenda).

RESOLVED

1. that delegated authority be given to the Chief Executive and Town Clerk to include final data and information and to finalise the presentation and formatting to the proposed Annual Report 2024 (Appendix 1); and
2. that subject to 1 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2024, attached as Appendix 1, be received and adopted.

Reasons for Decision

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

118. 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 9 on the agenda).

RESOLVED that progress on the delivery of proposals for improvements to the connections between walking and cycling routes, as shown on the programme enclosed with the agenda, be received and noted.

Reason for Decision

The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.

119. Improvements to Impey Close Play Area and Open Space

The Committee finalised proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; and approved the procurement process (item 10 on the agenda).

RESOLVED

1. that the amended *Timescales*, set out in the relevant section of the report, be approved;
2. that the *Update* on the Impey Close playground tender document be noted;
3. that the *Update* on the civil engineering plans for the footpaths, as shown at appendix 1, be approved;
4. that the tender document for the proposed work to the footpaths, as shown at appendix 2, be approved; and
5. that delegated authority be given to the Chief Executive & Town Clerk to approve minor and technical amendments, where necessary, to the plans (appendix 1) and tender documentation (appendix 2), and to determine timescales and deadlines for the tender process.

Reasons for Decision

1. *To confirm milestones for the delivery of the project.*
2. *To note that appropriate contractors had been approached to provide plans and quotations for the improvement to the playground at Impey Close*
3. *To ensure that any proposed works to the footpath would be suitably undertaken to prevent any issues with flooding in other areas.*
4. *To invite suitably qualified contractors to submit tenders for the refurbishment work to the footpaths.*
5. *To ensure that minor and technical changes could be made if necessary, and to set timescales and deadlines to progress the project.*

120. Mossdale Meadows Flood Alleviation and Drainage Improvements

The Committee considered the tender process, timescales and proposed financing for rebuilding the Culvert and carrying out flood alleviation and drainage improvements at Mossdale Meadows (item 11 on the agenda).

RESOLVED

1. that plans for the Culvert Bridge, Car Park and Lubbesthorpe Bridle path as shown as appendices 1 - 5, be approved;

2. that draft Tender document as shown at appendix 6 be approved;
3. that the updated draft timeline for the required work, as shown in the relevant section of the report, be approved; and
4. that delegated authority be given to the Chief Executive & Town Clerk to finalise the tender documentation, including minor and technical amendments to the documentation and drawings, determine timescales and invite tenders.

Reasons for Decisions

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

121. Employment Contract Updates

The Committee considered updating the Terms and Conditions of employment, to ensure they would be up to date and complied with all recent legal developments; and to consider, following consultation, amending the monthly pay date (item 12 on the agenda).

RESOLVED

1. that the proposed amendments to the Council's Model Employment Contract, to include Holiday Pay Option 1, as highlighted in yellow at Appendix 1, be approved;
2. that delegated authority be given to the Chief Executive & Town Clerk to propose consequential changes to the Working Time Policy & Procedure and Leave Entitlement Policy & Procedure, if necessary, and consult with staff prior to submission to the next meeting of Policy & Resources Committee (proposed for 13th June 2024);
3. that the monthly pay date be amended from September 2024 to "paid on 28th of the month or last working day prior; except in December, paid on 24th or last working day prior"; and
4. that delegated authority be given to the Chief Executive & Town Clerk to include the pay day information (approved in 3 above) in the Model Employment Contract, to notify staff and to make arrangements to implement 1 and 2 above.

Reasons for Decision

1. *To update staff terms and conditions to comply with all recent legal developments. The Council currently made holiday payments as detailed in option 1, which was both accepted by staff and simple to administer.*
2. *To enable the recently adopted Working Time Policy & Procedure and Leave Entitlement Policy & Procedure to be reviewed to ensure that the*

- provisions would be aligned to those in the Model Employment Contract.*
3. *To ease cash flow pressures in April and September each financial year, particularly in April 2025.*
 4. *To provide sufficient notice, update employment contracts, and to undertake the necessary administrative arrangements to implement the decisions.*

122. Sports Pitch Allocations 2024-2025

The Committee received applications for sports pitches for 2024/2025 season and determined their allocation (item 13 on the agenda).

RESOLVED

1. that the football pitch application requests received, as set out at Appendix 1, for the 2024/2025 season be approved and allocated as submitted;
2. that delegated authority be given to the Chief Executive & Town Clerk to:
 - a) reach an agreement between the football clubs (ref 15 and 17) which submitted pitch application requests for the Sunday 10.30am slot on the senior pitch at Mossdale Meadows 2024/2025 season being able to share the pitches and/or be flexible with the day and times;
 - b) reach an agreement between the football clubs (ref 14 and 16) which submitted pitch application requests for the Sunday 2.00pm slot on the senior pitch at Mossdale Meadows 2024/2025 season being able to share the pitches and/or be flexible with the day and times;in the absence of such agreement, the allocations be determined at the next meeting of Policy & Resources Committee; and
3. that football pitches allocated matches in excess of the approved capacity (Junior Pitches at Mossdale Meadows) be closed to ad-hoc booking requests until after Christmas and only opened to ad-hoc bookings should the Chief Executive & Town Clerk deem that each individual pitch quality was suitable.

Reasons for Decision

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

123. Draft Schedule of Meetings

The Committee received a draft schedule of meetings for 2024/2025 for recommendation to Annual Council for adoption (item 14 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the proposed schedule of Council and Committee Meetings for 2024/2025 be approved.

Reason for Decision

To enable the Town Council to undertake its business and meet its statutory obligations.

124. Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

The Committee reviewed the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct, in order to recommend adoption at the Annual Council Meeting (item 15 on the agenda).

RESOLVED

1. that the proposed Standing Order 4.12, County and District Council Reports (Appendix 1), include a 30 minute time limit for consideration of the item;

THAT IT BE RECOMMENDED TO ANNUAL COUNCIL

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

Reasons for Decision

1. *To provide structure to the item and to assist the chair with managing time.*
2. *To give clarity to intended meaning and to provide for better discussion and engagement with the business of the Council and its Committees.*
3. *To accommodate provisions relating to the use of reserves in annual budgets, as set out in the Reserves Policy.*
4. *To give clarity to intended meaning, deal with matters at the most appropriate level and provide for routine and operational decisions to be made.*
5. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

125. Disciplinary Policy & Procedure

The Committee considered, following consultation, a revised and updated Disciplinary Policy & Procedure for adoption (item 16 on the agenda).

RESOLVED that the proposed Disciplinary Policy & Procedure, attached at Appendix 1 of the report, be approved and implemented on 29th April 2024.

Reason for Decision

To ensure that issues relating to an employee's attendance, behaviour, conduct and performance were raised and dealt with promptly and that meetings, decisions and confirmation of those decisions were undertaken in a timely manner..

126. Review of Grievance Policy & Procedure

The Committee considered proposed amendments to the Grievance Policy & Procedure and approved these for consultation (item 17 on the agenda).

RESOLVED

1. that the Grievance Policy & Procedure, attached at Appendix 1 of the report, be approved for consultation with staff, Councillors and the Council's HR Advisor, as detailed in the *Review of Grievance Policy & Procedure* section of the report; and
2. that the post-consultation version of the Grievance Policy & Procedure be presented to the next meeting of Policy & Resources Committee, proposed for 13th June 2024 for consideration and approval.

Reasons for Decision

1. *To ensure that staff, Councillors and the Council's HR Advisor could make comments or suggested amendments to the Grievance Policy & Procedure to ensure that it would be practical and fit for purpose.*
2. *To provide a framework to assist employees to raise individual complaints and to have those complaints resolved quickly and fairly, and to guide managers through the process.*

127. Electric Vehicle Charging Points – Pre-authorisation Fee

The Committee considered increasing the pre-authorisation fee for card payments (item 18 on the agenda).

RESOLVED that the pre-authorisation charge for pay and charge card payments be increased (from £25) to £50.

Reason for Decision

To strike a balance between flexibility of pay and charge and ensuring the Council could collect the payment.

128. Outside Bodies Report

The Committee received reports from members of Outside Bodies:

a) Leicestershire & Rutland Association of Local Councils

No Report.

b) Shakespeare Park Sports Pavilion Management Association

Councillor Maxwell reported on the recent meeting of the Committee of the Shakespeare Park Management Association, held on 8th April 2024, as follows:

- a) pursuing charitable status was delayed while Councillor Uddin recovered from his recent surgery;
- b) the Committee had discussed the number of bookings and the need to try and increase these, there was interest from two hirers in regular bookings;
- c) the decision to ban bouncy castles had been reviewed since most children's parties included these; it was agreed to allow bouncy castles but with a height restriction, due to the low hanging lights;
- d) there was a request for an advertising banner to notify passers-by and users of the park that the Clubroom was available for hire;
- e) the Management Association and the Clubs were considering grant schemes available to them; and
- f) a tennis coach had expressed an interest in giving coaching sessions on the tennis courts during the summer.

Committee members agreed it was important to raise the profile of the Clubroom and ensure that advertising on social media was regularly repeated.

RESOLVED that the Outside Bodies report 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.

129. Approval of Accounts

The Committee considered payments from 28th February until 31st March 2024; and from 1st April until 16th April 2024 (item 20 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 28th February until 31st March 2024; and from 1st April until 16th April 2024 be approved.

Reason for Decision

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

130. Replacement of Braunstone Civic Centre foyer skylight

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 the options for repair/replacement of the glass skylight roof in the foyer of Braunstone Civic Centre (item 21 on the agenda).

RESOLVED

1. that the quotation from Company A, detailed at Appendix 2, be accepted; and
2. that the quotation from Company B, detailed at Appendix 2, be accepted as the reserve contractor if the preferred contractor was not able to undertake the contract or the Council, for some reason, decided not to proceed with the preferred contractor.

Reasons for Decision

1. *Company A provided a detailed quote for replacing skylights, fixing them, and removing debris that was within the budget without having to source external funding.*
2. *Company B provided a detailed quote for supplying and installing a polycarbonate glazing system, fittings, and removal of old debris; however, the quote was considerably higher, and external funding would need to be sourced.*

The meeting closed at 9.05pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

These minutes are a draft and are subject to consideration for approval at the next proposed meeting scheduled on 13th June 2024.

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