



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

21st June 2023

Dear Councillor,

You are summoned to attend the **Meeting of the Braunstone Town Council** to be held in the Council Chamber at Braunstone Civic Centre on **Thursday 29th June 2023** 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/88300759253?pwd=R3l1eXB2ZWFsWVA3RFNnK2d3VHdCdz09>

Meeting ID: 883 0075 9253

Passcode: 657436

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. **Apologies**
To receive apologies for absence.
2. **Disclosures of Interest**
To receive disclosures of Interest in respect of items on this agenda:
 - a) Disclosable Pecuniary Interests,
 - b) Other Interests (Non-Pecuniary).
3. **Public Session**
Members of the public may submit a petition and/or make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes**
To confirm the accuracy of the Minutes of the Meeting of Braunstone Town Council held on 18th May 2023 to be signed by the Chairperson (**Enclosed**).
5. **Internal Audit Report 2022/2023 and Internal Audit Arrangements 2023/2024**
To receive the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2023 and to appoint an Internal Auditor for 2023/2024 (**Enclosed**).
6. **Annual Governance Statement 2022/2023**
To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2023 and to authorise the completion and submission of the Annual Governance Statement 2022/2023 accordingly (**Enclosed**).
7. **Accounting Statements 2022/2023**
To receive the End of Year Accounts for the financial year ended 31st March 2023 and to adopt and submit the Accounting Statements 2022/2023 accordingly (**Enclosed**).
8. **Amendments to Capital Plan 2023/2024**
To consider proposed amendments to the 2023/2024 Capital Plan to incorporate works to the Car Park at Mossdale Meadows as part of wider works to improve drainage and prevent flooding at Mossdale Meadows (**Enclosed**).
9. **Announcements**
To receive announcements/reports (if any):
 - a) Town Mayor,
 - b) Leader of the Council,

c) Chief Executive and Town Clerk.

10. County and District Councillor Reports

To receive reports from the Town's elected representatives on:

- a) Leicestershire County Council
- b) Blaby District Council

11. Questions from Councillors

To answer questions from Councillors where notice has been given in accordance with Standing Order 4.11 (If any).

12. Reports of Standing Committees

To receive reports and minutes of Standing Committees (**Enclosed**):

- a) Community & Development Committee 25/05/2023 p7706
- b) Planning & Environment Committee 08/06/2023 p7712
- c) Corporate Governance Sub-Committee 15/06/2023 p7725
- d) Policy & Resources Committee 15/06/2023 p7729

13. Motions on Notice

To receive and consider motions moved on notice in accordance with Standing Order 4.13 (if any).

14. Sealing of Documents

To authorise the sealing of documents (if any).

Next Scheduled Meeting: 8pm, Thursday 21st September 2023.

*Deadline for submission of Questions on Notice and Motions on Notice:
12noon, Tuesday 12th September 2023.*



NOTE:

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

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

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

18TH MAY 2023 at 8.00PM

PRESENT: Councillor Satindra Sangha (Town Mayor), Councillor Tracey Shepherd (Deputy Town Mayor) and Councillors Anthea Ambrose, Shabbir Aslam, Sevim Aslan, Nick Brown, Andrew Evans, Richard Forrest, Sam Fox-Kennedy, Paul Kennedy, Leanne Lee, Rebecca Lunn-Scoppie, Sam Maxwell, Gary Sanders, Darshan Singh, Christian Startin-Lorent, Imran Uddin, Marion Waterton, Robert Waterton and Mark Widdop.

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

There were 13 members of the public present at the meeting.

COUNCILLOR SATINDRA SANGHA, TOWN MAYOR, IN THE CHAIR

6038 Election of Town Mayor

As retiring Town Mayor, Councillor Satindra Sangha called for nominations for the Office of Town Mayor for the year 2023/2024.

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

RESOLVED that Councillor Tracey Shepherd be elected Town Mayor for 2023/2024.

Councillor Tracey Shepherd duly signed the formal Declaration of Acceptance of Office and was invested with the Chain of Office by her predecessor, Councillor Satindra Sangha.

COUNCILLOR TRACEY SHEPHERD, TOWN MAYOR, IN THE CHAIR

Councillor Tracey Shepherd announced that her mum, Pauline Shepherd, would be her Consort during her year as Town Mayor. The theme for her charity for the year would be tackling loneliness and raising money for initiatives to support this. One example was Chatty Café's and representative, Abigail Murray from the organisation, addressed Council setting out their work.

6039 Vote of thanks to Retiring Town Mayor

Council considered a vote of thanks to the retiring Town Mayor, Councillor Satindra Sangha.

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

RESOLVED that Councillor Satindra Sangha be thanked for her service to the Town as Town Mayor and that her son, Daniel, be thanked for his service to the Town and support to the Town Mayor as Consort.

The Town Mayor, Councillor Tracey Shepherd then presented Councillor Satindra Sangha with her Past Town Mayor's Medallion.

6040 Order of Business

The Council considered a motion in accordance with Standing Order 4.15d to alter the order of business. It was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that the following changes to the order of the agenda be approved:

1. item 13, Co-Option to Vacancies on the Council, be considered following item 8 on the agenda, minutes; and
2. item 3, Election of Deputy Mayor, be considered as the next item after Co-Option to Vacancies on the Council.

Reason for Decision

To enable the Council to consider appointment of Deputy Mayor, Committees and Outside Bodies, having determined Co-option to the remaining vacancies on the Council.

6041 Apologies

Apologies for absence were received from Councillor Alex Dewinter.

6042 Disclosures of Interest

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

6043 Public Session

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

There were 13 members of the public present at the meeting.

6044 Minutes

The Minutes of the meeting of Braunstone Town Council held on 23rd March 2023 were circulated (item 8 on the agenda).

It was proposed by the Town Mayor (Councillor Tracy Shepherd) and seconded by Councillor Nick Brown and was

RESOLVED that the Minutes of the meeting of Braunstone Town Council held on 23rd March 2023 be approved and signed by the Chairperson as a correct record.

6045 Co-option to Vacancies on the Council

Council considered expressions of interest and to co-opt members to fill the vacancies on the Council; one vacancy for the Millfield Ward and one vacancy for the Ravenhurst Ward (item 13 on the agenda).

Two applications had been received in the following order and more information enclosed in a Supplementary Report (filed with these minutes)

1. Paul Kennedy for the Millfield Ward, dated 11th May 2023 (Appendix1), and
2. Christiane Startin-Lorent, dated 12th May 2023 (Appendix 2).

In attendance at the meeting were:

- Paul Kennedy, and
- Christiane Startin-Lorent.

A procedural motion was moved by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED that Standing Orders 4.9 (b) to (g) be suspended when considering this item which the Council were permitted to do under Standing Order 1.2a.

Reason for Decision

There were two applicants and two vacancies and both candidates were former Councillors who served in the last term of the Council.

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

RESOLVED that Paul Kennedy be co-opted to fill the vacancy in Millfield Ward and Christian Startin-Lorent be co-opted to fill the vacancy in Ravenhurst Ward.

Reason for Decision

The submissions provided background on Paul Kennedy and Christian Startin-Lorent, who had set out how they would serve as members of the Town Council and the Council considered them suitable to serve as a Town Councillors.

Paul Kennedy and Christian Startin-Lorent duly signed the formal Declarations of Acceptance of Office and took up their seats on the Council.

6046 Election of Deputy Town Mayor

The Town Mayor called for nominations for the Office of Deputy Town Mayor for the year 2023/2024.

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

RESOLVED that Councillor Paul Kennedy be elected Deputy Town Mayor for 2023/2024.

Councillor Paul Kennedy duly signed the formal Declaration of Acceptance of Office and was invested with the Deputy Town Mayor's Badge of Office by the Town Mayor.

6047 Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

Council reviewed the Council's Standing Orders, Financial Regulations, Scheme of delegation and Councillor Code of Conduct (item 9 on the agenda).

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

RESOLVED

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

Reasons for Decision

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

6048 Appointment of Leader and Deputy Leader of the Council

Council considered the appointment of Leader of the Council and Deputy Leader of the Council for the Council Year 2023/2024.

It was proposed by Councillor Robert Waterton and seconded by Councillor Gary Sanders and was

RESOLVED that Councillor Nick Brown be elected Leader of the Council and Councillor Anthea Ambrose be elected Deputy Leader of the Council for 2023/2024.

6049 Establishment of Standing Committees, Sub-Committees and Advisory Panels

Council considered establishing, confirming terms of reference, and making appointments to Standing Committees, Sub-Committees and Advisory Panels, including appointment of Chairpersons and Vice-Chairpersons (item 11 on the agenda).

The proposed appointments were circulated (filed with these minutes), which was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

RESOLVED

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

Appeals Committee (3 members)

Responsibility for considering all appeals provided for under the Council's Policy & Procedures, including staffing appeals (disciplinary, dismissal, grievance, job evaluation) and complaints appeals.

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

Community Development Committee (11 members)

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

Cllr Anthea Ambrose (Chair)
Cllr Becca Lunn Scoppie (Vice-Chair)
Cllr Sevim Aslan
Cllr Nick Brown
Cllr Alex DeWinter
Cllr Andy Evans
Cllr Richard Forrest
Cllr Sam Fox-Kennedy
Cllr Paul Kennedy
Cllr Christiane Startin-Lorent
Cllr Marion Waterton
Cllr Mark Widdop

Employing Committee (3 members)

Responsibility for recruitment and selection and overall management, including appraisal and disciplinary, of the Council's Chief Executive & Town Clerk.

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

Cllr Sam Maxwell

Planning & Environment Committee (11 members)

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 Richard Forrest
Cllr Leanne Lee
Cllr Satindra Sangha
Cllr Gary Sanders
Cllr Darshan Singh
Cllr Imran Uddin
Cllr Marion Waterton
Cllr Mark Widdop

Policy & Resources Committee (11 members)

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 Becca Lunn Scoppie
Cllr Sam Maxwell
Cllr Gary Sanders
Cllr Christiane Startin-Lorent
Cllr Imran Uddin
Cllr Robert Waterton

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

Citizens' Advisory Panel (5 members)

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

Cllr Imran Uddin (Chair)
Cllr Leanne Lee (Vice-Chair)
Cllr Sam Fox-Kennedy
Cllr Satindra Sangha
Cllr Darshan Singh

Corporate Governance Sub Committee (4 members)

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 Imran Uddin

Reason for Decision

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

6050 Appointments to Outside Bodies

Council considered appointing representatives to Outside Bodies and reviewed arrangements for reporting back (item 12 on the agenda).

The proposed appointments were circulated (filed with these minutes), which was proposed by Councillor Nick Brown and seconded by Councillor Anthea Ambrose and was

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

- a) Braunstone West Social Centre (1 member)
To report to the Community Development Committee.
Cllr Becca Lunn Scoppie
- b) Leicestershire & Rutland Association of Local Councils – Annual General Meeting (1 member)
To report to the Policy & Resources Committee.
Cllr Robert Waterton
- c) Shakespeare Parks Sports Pavilion Management Association (2 members)
To report to the Policy & Resources Committee.
Cllr Sam Fox-Kennedy
Cllr Sam Maxwell

Reason for Decision

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

6051 Renewal of General Power of Competence

Council considered the Council's eligibility for renewing the General Power of Competence (item 14 on the agenda).

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

RESOLVED that Braunstone Town Council meets the eligibility criteria in paragraph 2 of the schedule to The Parish Councils (General Power of

Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965 and confirms eligibility for the purpose of completing any activity undertaken in exercise of the General Power of Competence.

Reason for Decision

To enable the Council to utilise the General Power of Competence to ensure that local services and the environment reach the highest possible standards, respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community.

6052 Annual Report 2023

The Council received, for consideration and adoption, the Annual Report 2023 (item 15 on the agenda).

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

RESOLVED that the Annual Report 2023, attached as Appendix 1 to the report, be received and adopted.

Reason for Decision

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

6053 Schedule of Meetings

Council received the proposed Schedule of Meetings for 2023/2024 for consideration and adoption (item 16 on the agenda).

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

RESOLVED that the schedule of Council and Committee Meetings for 2023/2024, as circulated as item 16 on the agenda, be approved.

Reason for Decision

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

6054 Announcements

a) Town Mayor

The Town Mayor, Councillor Tracey Shepherd, made the following announcements:

- (a) that her first engagement would be the Vaisakhi Celebration on 20th May at Braunstone Civic Centre;

- (b) on the 1st July 2023 the Town Mayor will also be opening the first Thorpe Astley on the Beach event at Thorpe Astley Community Centre;
- (c) that she would be visiting the Friday Social group at Shakespeare Pavilion and the Coffee morning in the Braunstone Community Library in the coming weeks to encourage the setting up of Chatty Café's.

b) Leader of the Council

Councillor Nick Brown welcomed four new Town Council members and two former Councillors to the Council following the recent elections.

The Leader announced that a successful grant application in the sum of £45,000 had been awarded by the National Lottery and therefore the refurbishment of the Shakespeare playground could now go ahead.

The Leader also advised that work to the Walking and Cycling route through Meridian Leisure would be completed by the summer allowing access from Braunstone Town to Thorpe Astley for cycling and walking.

c) Chief Executive and Town Clerk

The Chief Executive and Town Clerk congratulated the new Town Mayor and Deputy Town Mayor on their appointments.

6055 Reports of Standing Committees: Community Development Committee – 30th March 2023

Council received the Report of the Community Development Committee meeting held on 30th March 2023 (p7662 – 7671).

Page 7664, Minute 92 – Community Safety and Neighbourhood Policing Update

Councillor Anthea Ambrose advised that it had been resolved to send a letter to the Police Crime Commissioner to express concern of the Town Council regarding the ongoing issue with parking on pavements in the Town and the lack of Beat Team member consistency.

It was moved by Councillor Anthea Ambrose and

RESOLVED that the Report be adopted.

6056 Reports of Standing Committees: Planning & Environment Committee – 20th April 2023

Council received the Report of the Planning & Environment Committee meeting held on 20th April 2022 (p7672 – p7681).

It was moved by Councillor Bob Waterton and

RESOLVED that the Report be adopted.

6057 Reports of Standing Committees: Appeals Committee – 24th April 2023

Council received the Report of the meeting of the Appeals Committee held on 24th April 2023 (p7682– p7683).

It was moved by Councillor Shabbir Aslam and

RESOLVED that the report by adopted.

6058 Reports of Standing Committees: Policy & Resources Committee – 27th April 2023

Council received the Report of the meeting of Policy & Resources Committee on 27th April 2023 (p7684– p7694).

Page 7690, Minute 117 – Proposed Management Committee and Pitch Arrangements

Councillor Nick Brown advised that the licence for the Management Committee to manage Shakespeare Park Pavilion had now been signed and would come into effect as from 1st June 2023. From this date the Management Committee would be able to hire out the pavilion to the public. It had been agreed that bookings for events at the pavilion would be undertaken by the Customer service staff at Braunstone Civic Centre using the booking system already in use.

It was moved by Councillor Nick Brown and

RESOLVED that the report by adopted.

6059 Sealing of Documents

The Council had issued a Licence Agreement to the Shakespeare Park Sports Pavilion Management Association to occupy and manage the Sports Pavilion from 1st June 2023 for 10 years. Two copies of the Licence had been signed by representatives of the Association and were ready for signing and sealing by the Council.

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

RESOLVED that the Council's Common Seal be applied to the two copies of the document by Chief Executive and Town Clerk and witnessed by the Town Mayor and Leader of the Council.

Reason

To enable the Clubs to form a Management Association and to take over the operational management of the Shakespeare Park Sports Pavilion for a 10 year period.

6060 County and District Councillor Reports

a) Leicestershire County Council

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

- a) it was noted that representatives from the County Council had attended a meeting at Westminster to secure further funding for the County Council that was currently £91million in deficit;
- b) concern was raised for the lack of funds to support Special Educational needs; and
- c) concern was raised that the communication mast to be sited on Kingsway had been approved by the Secretary of State.

b) Blaby District Council

Councillor Nick Brown, as District Councillor for Millfield Ward, reported on the following matters:

- a) Recent local elections had changed the political make up of the District Council and welcomed new Town Councillors that had been elected as District Councillors.

The meeting closed at 9.10pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

These minutes are a draft and are subject to consideration for approval at the next meeting scheduled 21st September 2023.

BRAUNSTONE TOWN COUNCIL

29th JUNE 2023

Item 5 - Internal Audit Report 2022/2023 and Internal Audit arrangements 2023/2024

Purpose

To receive the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2023 and to appoint an Internal Auditor for 2023/2024.

Roles and Responsibilities

The Council members as a whole are responsible for ensuring that the Council maintains proper accounting records together with an appropriate system of internal control along with responsibility for the preparation of annual accounts and the completion of the 'Local Councils in England – Annual Governance and Accountability Return'.

The Council is required to appoint an Internal Auditor who is independent of the Council's Governance and Financial arrangements.

The internal auditor is responsible for reporting to the Council on the adequacy of the systems of internal control.

Scope of Audit and Reporting Requirements

In carrying out the internal audit, the auditor will have full regard to the guidance on Internal Audit set out in "Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements" (March 2022) published by the Joint Panel on Accountability & Governance. Section 4 sets out "Non-statutory guidance for internal audit at smaller authorities".

The Internal Auditor:-

- provides the Council with a written report of findings upon completion of the audit; and
- completes and signs the Internal Audit Section of the Annual Governance and Accountability Return.

Audit Timetable

Unless specifically required by the Council at any other stage during the financial year, the internal audit will commence after the end of year accounts have been finalised by the Responsible Financial Officer and prior to the meetings of Corporate

Governance Sub-Committee and Policy & Resources Committee in June which will consider the Annual Governance Statement and Accounting Statements alongside the Internal Audit Report.

Appointment of Internal Auditor

The Town Council has used the Leicestershire and Rutland Association of Local Councils (LRALC) Internal Audit Service since 2017/18 which, for a fee, provides any member Council with a continually trained and developed, competent, independent, and indemnified Internal Auditor. The person appointed by LRALC to undertake Braunstone Town Council's Internal Audit is John Marshall.

Having received the Internal Audit for 2021/22, the Council agreed on 30th June 2022 (minute 6042) *“that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2023”*. The fee, based on our electorate of 12,525, is £455.

Internal Audit for 2022/2023

The Internal Audit was undertaken remotely during April and May and the Internal Auditor conducted a meeting with the Chief Executive & Town Clerk on Wednesday 3rd May 2023. A copy of the Internal Audit Report is attached at Appendix 1.

The Internal Auditor has completed the appropriate section of the Annual Governance and Accountability Return, which is attached at Appendix 2, to confirm that appropriate accounting arrangements are in place.

The Responsible Financial Officer has reviewed its recommendations, and in consultation with the Council's Management Team, has drafted a response to the Internal Auditor's Recommendations, which is attached at Appendix 3.

Recommendations from Internal Audit 2021/2022

One recommendation was made by the Internal Auditor in 2022 and the Action Plan was approved by Corporate Governance Sub-Committee, Policy & Resources Committee and Council in June 2022. All actions in the Action Plan were considered/implemented. The updated Financial Regulations were approved by the Annual Council meeting on 18th May 2023 (Council Minute 6122).

Arrangements for 2023/2024 Internal Audit

This is the sixth year that the Council has used the Internal Audit service provided through Leicestershire and Rutland Association of Local Councils. Given the service is both competent and represents value for money; it is recommended that the Council appoint Leicestershire and Rutland Association of Local Councils to be the Council's Internal Auditor for 2023/24.

Committee consideration of Internal Audit Report

The Internal Auditor's Report and associated Action Plan was considered by both Corporate Governance Sub-Committee and Policy & Resources Committee on 15th June 2023 (Minute 6).

Corporate Governance Sub-Committee discussed the following points:

- a) Land Valuation – rather than arrange for land to be valued; it would be more appropriate to seek advice on how land could be revalued as a desktop exercise; given the Council's land was either public open space or a community facility; and
- b) Reserves – consideration should be given to placing a note in the accounts identifying which earmarked reserves were committed.

As a result, Policy & Resources Committee resolved "that the recommendations for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan, be amended as follows:

- a) response no. 2 to the observation on "Land and buildings with a commercial value" being amended to read "review the process for land valuation", and
- b) the response to the observation on "Guidance regarding the general reserve" include placing a note in the accounts identifying which earmarked reserves were committed.

These amendments have been accommodated in the proposed Action Plan (attached at Appendix 3 of the report). Subject to those amendments, both approved the recommendations set out below

Recommendations

1. That the observations of the Internal Audit (attached at Appendix 1 of the report) and confirmation of compliance with the internal control objectives (attached at Appendix 2 of the report) be received and noted;
2. that the recommendation for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report), be adopted; and
3. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2024.

Reasons

1. The Internal Auditor, having tested all the aspects of the Council's internal controls, was satisfied that in all significant respects the internal control objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.
2. To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.
3. To ensure arrangements were in place for compliance with Accounts and Audit Regulations.

Annual Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Braunstone Town Council		
Name of Internal Auditor:	John Marshall	Date of report:	04.05.2023
Year ending:	31 March 2023	Date audit carried out:	03.05.2023

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit. This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. Consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

I met with Darren Tilley, Chief Executive & Town Clerk on 03 May to carry out the year-end internal audit of the council. I would thank Darren and his staff for their co-operation and assistance in delivering the audit; receiving the year-end data in good time ahead of the audit, has been very helpful to me.

I firstly examined the publicly available information displayed on the council's website including the council's policies, procedures, agendas, minutes, financial and other records. I sought evidence and confirmed that the previous year's Internal and External Audit reports had been properly reported to and where necessary acted upon by the Council; they had.

I then examined the council's arrangements for the management and control of its business in the areas of bookkeeping, due process (ie compliance with the 'proper practices' as set out in the Practitioners' Guide*), risk management, budget setting and monitoring, payroll, asset register, bank reconciliations, internal control and year-end procedures including compliance with the display of information and the exercise of public rights.

Where necessary, through questioning and the inspection of hard copy data at the audit meeting I obtained supplementary evidence to enable me to reach a conclusion regarding the enquiries I am required to make as set out in the Annual Internal Audit Report (AIAR) that forms part of the council's Annual Governance and Accountability Return (AGAR).

I identified just two audit issues;

- Land and buildings with a commercial value; the Asset Register contains details of land and buildings some of which have an actual value rather than a nominal value ie £1 assigned to them. Where land and buildings have a commercial value and are

capable of being sold (even though that might not be the intention), it is appropriate to carry out a periodic commercial revaluation eg at least once during the life of each council to ensure that the council's total asset value is accurate and available

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

Notwithstanding these comments, the council continues to exhibit consistently high standards of governance and accountability that are well above average. I am pleased to be able to report that having tested all the aspects of the council's internal controls that I am required to consider, based on the information made available to me I am satisfied that in all significant respects, the internal control objectives were achieved throughout the financial year to a standard adequate to meet the council's needs. Accordingly, I have completed and signed off the Annual Internal Audit Report as required.

John Marshall, CiLCA
Internal Auditor to the Council
07505 139832
wjm.marshall1@gmail.com

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2022	Year ending 31 March 2023
1. Balances brought forward	618,175	286,317
2. Annual precept	681,961	720,356
3. Total other receipts	172,030	338,512
4. Staff costs	434,301	544,102
5. Loan interest/capital repayments	94,186	82,433
6. Total other payments	657,362	504,211
7. Balances carried forward	286,317	214,440
8. Total cash and investments	243,221	157,711
9. Total fixed assets and long term assets	5,400,446	5,429,228
10. Total borrowings	1,061,862	1,120,528

Annual Internal Audit Report 2022/23

Braunstone Town Council

www.braunstonetowncouncil.org.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

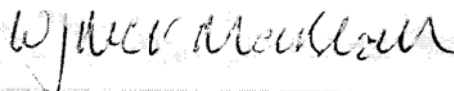
Date(s) internal audit undertaken

03/05/2023

Name of person who carried out the internal audit

W J McL. Marshall, CiLCA

Signature of person who carried out the internal audit



Date

04/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

LRALC Internal

Audit Service

APPENDIX 3 – INTERNAL AUDIT IMPROVEMENT PLAN

Observation	Risk	Recommendations	Priority	Council Response to Recommendations	Officer Responsible	Action Date
Land and buildings with a commercial value; the Asset Register contains details of land and buildings some of which have an actual value rather than a nominal value ie £1 assigned to them.	The value of assets may not be accurate.	Where land and buildings have a commercial value and are capable of being sold (even though that might not be the intention), carry out a periodic commercial revaluation eg at least once during the life of each council.	M	Buildings were valued during the previous Council. 1. Undertake a review of assets. 2. Review the process for land valuation. 3. Schedule 4 yearly reviews.	1. Service Managers 2 & 3. Chief Executive & Town Clerk	Nov 2023 Feb 2024
Guidance regarding the general reserve is set out in The Practitioners' Guide (2023) paras 5.32 - 5.36. For authorities with income and expenditure in excess of £200,000 the generally accepted recommendation is for 3 months of net revenue expenditure.	For the audit year 2022-23, that would suggest approximately £180,000 held in reserves but the actual figure was considerably lower and less than 50% of the guideline figure.	Whilst the Practitioners' Guide is guidance and whilst the calculation of reserves is not an exact science, it is appropriate and prudent that the council reviews its current position against the guidance to confirm or if necessary amend its plan in respect of the sums held.	M	Policy & Resources Committee considers income and expenditure against budgets at each meeting and Reserves held quarterly. Review Reserves Policy as part of the Medium Term Financial Planning Process. Place a note in the accounts identifying which earmarked reserves are committed	Chief Executive & Town Clerk	Nov 2023

BRAUNSTONE TOWN COUNCIL

29th JUNE 2023

Item 6 – Annual Governance Statement 2022/2023

Purpose

To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2023 and to authorise the completion and submission of the Annual Governance Statement 2022/2023 accordingly.

Background

Under the Regulations it is the Council as a whole that is responsible in law for ensuring that financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of functions and which includes arrangements for the management of risk. Under the regulations, all local councils are required to conduct a review at least once a year of the effectiveness of their system of internal control, in accordance with proper practices.

Annual Governance Statement

As part of the Annual Governance and Accountability Return, the Council has to demonstrate that it is compliant with the statements set out in Section 1, Annual Governance Statement:

- 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.**

Prepared accounting statements in accordance with the Accounts and Audit Regulations.

- a) **Budgeting:** the Council reviewed its Medium Term Priorities and Financial Planning arrangements at Policy & Resources Committee on 3rd November 2022 and at Council on 17th November 2022 ahead of each Standing Committee reviewing its priorities and objectives alongside its budget and capital plan requirements for 2023/2024 in December 2022 and January 2023. The Council approved the Business Plan, Capital Plan and budget when setting the precept for 2022/2023 on 26th January 2023.*

Each Standing Committee receives a report each cycle setting out income and expenditure to date against the budget.

Prior to the commencement of a Capital Plan project, Policy & Resources Committee receives a financial appraisal, including grant funding options, use of revenue budgets and details of reserves. For larger more complex Capital Plan projects, Policy & Resources Committee receives an update

report at each meeting during the project and a final report on spending at the meeting following the completion of the project.

- b) *Accounting Records and Supporting Documents:* The Council uses Finance and Facilities Management Software packages provided by Edge IT, which record all transactions and provide tracking and reporting of overdue invoices/receipts and orders/payments.

Income received is totalled daily on summary sheets. Invoices for payment are processed at least once a week. Operational expenditure transactions are authorised by two account signatories and each Standing Committee receives a list of all expenditure transactions since the previous report.

The Responsible Financial Officer undertakes quarterly checks on the accounting records and supporting documents and ensures corrective action is taken where necessary.

- c) *Bank Reconciliation:* for the General Operating Account and Payroll Account is undertaken monthly and for the investment account is undertaken quarterly. The Finance System lists transactions to be reconciled and both the reconciliation report and bank statement are signed by the officer reconciling the account, usually the Deputy Responsible Financial Officer, and counter signed by the Responsible Financial Officer.

Policy & Resources Committee receive a summary of the reconciled amounts, cash and reserves following the end of each quarter.

- d) *Investments:* The Council maintains a high interest, short term 90 day notice investment account with a UK Building Society, Cambridge, which contains reserves and surplus' monies. Where large sums, such as a loan, are received for a capital project and part of the amount is not immediately due for payment, then the balance is invested in the 90 day notice account and drawn down as expenditure payments become due.

The Council reviews and approves its annual Treasury Management and Investment Strategy in November each year when considering its Medium Term Priorities and Financial Planning arrangements.

- e) *Statement of Accounts:* at the end of the financial year, the Responsible Financial Officer closes down the accounts and ensures that the income and expenditure transactions balance with the sums held in the bank accounts.

A summary of the headline figures is reported to Policy & Resources Committee (27th April 2023). Arrangements are made for the Internal Audit to take place in May (3rd). Following the Internal Audit, the accounting statements are submitted:

- Corporate Governance Sub-Committee, 15th June 2023 (item 8);

- Policy & Resources Committee, 16th June 2023 (item 8); and
- will be submitted to Full Council on 29th June 2023 (the deadline date for determining the Accounting Statements is 30th June).

For the purpose of the Regulations, Braunstone Town Council is currently classed as a smaller authority (as defined by the Local Audit and Accountability Act 2014) whose gross annual income or expenditure is higher than £25,000 and less than £6.5 million. Accordingly it is audited under the limited assurance review.

- f) *Reserves:* Policy & Resources Committee receive a summary of the cash and reserves following the end of each quarter. Policy & Resources Committee in October and Council in November reviews the position with both earmarked and non-earmarked reserves as part of its Medium Term Priorities and Financial Planning arrangements ahead of each Standing Committee reviewing its priorities and objectives alongside its budget and capital plan requirements for the following financial year.

At the beginning of the financial year, the authority held £117,766 in non-earmarked reserves (the precept being £681,961). At the end of the financial year, the authority held £70,804 in non-earmarked reserves, primarily because the Council had to dip into its reserves to meet a higher than anticipated NJC pay settlement and increased costs due to inflation, particularly fuel and vehicle costs. As a result, the Council took the step in January to increase its precept by 7.37%, which will increase the base budget by £55,679. The original projected increase of 5.8%, which had been identified in the Medium Term Financial Planning Report of 17th November 2022, would have increased the budget by £41,757. The Council, when setting the budget on 26th January 2023, received updated projections for reinstating the reserves over the coming years.

Policy & Resources Committee also review the position with reserves as part of the financial appraisal for large Capital Projects.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Made proper arrangements and accepted responsibility for safeguarding public money and resources.

- a) *Standing Orders and Financial Regulations:* The Council's systems of internal controls are set out in the Standing Orders and Financial Regulations. The Council reviews its Standing Orders and Financial Regulations on an annual basis and modifications were approved at Annual Council on 18th May 2023 to both the Standing Orders and Financial Regulations.

Section 11 of the Financial Regulations set out:

- delegated spending limits of officers and Standing Committees;
- a requirement to seek at least three competitive tenders for items over £5,000 and below £25,000; and
- the requirement to follow the procedures set out in the Procurement Act 2015 for all expenditure of £25,000 and over.

- b) *Safe and Efficient Arrangements to Safeguard Public Money:* An official order is issued for all work, goods and services except where there is a formal contract. Orders are issued following receipt of a signed requisition request, which must be counter signed by a Manager. Upon receipt of an invoice, the officer who issued the order will check to ensure the goods or service has been received. Payment is authorised by two members of the Council or one member of the Council and the Chief Executive & Town Clerk (where he did not issue the order).

Invoices are issued in accordance with contracts and terms and conditions. Payment is requested within 30 days. Where payment is not received, then a reminder invoice is sent. If payment remains outstanding after 30 days, a final demand is raised. After this, the provisions of the contract, relevant terms and conditions are applied.

All monies received are paid into the bank, usually weekly; the origin of each receipt is entered on the paying-in slip.

The Financial Regulations provide for Policy & Resources Committee to approve banking arrangements, including account signatories, arrangements for the use of corporate credit cards and regular direct debit and standing order payments. These were last reviewed in 2021. Following a recommendation from the Internal Auditor, these will now be reviewed annually by Corporate Governance Sub-Committee in June. The Financial Regulations also set out the maximum limit on credit card purchases and require that the balance is fully paid each month.

The Responsible Financial Officer and Deputy Responsible Financial Officer have undertaken Finance training provided through the National Association of Local Councils. The Responsible Financial Officer provides financial responsibilities training for all Councillors. New Councillors have also received financial responsibilities training through the National Association of Local Councils.

The Financial Regulations are reviewed annually by Policy & Resources Committee and Council. The internal control procedures are reviewed annually by Corporate Governance Sub-Committee.

An assessment of financial risks is attached at Appendix 1; proposed amendments are highlighted in **bold text**.

- c) *Employment:* Employment Contracts, establishment posts and pay scales are approved by the Policy & Resources Committee. Transfer of monies into the payroll account is authorised by two members of the Council. Payment of salaries and expenses are authorised by the Responsible Financial Officer. The Council has a contract with a Human Resources Company for advice on detailed employment and contractual matters. The Council is a member of the Local Government Pension Scheme and fully complies with the requirements to auto-enrol employees into the pensions scheme.
- d) *VAT:* The Financial Management System records VAT paid and received and produces reports for the Responsible Financial Officer who is responsible for submitting an accurate and timely VAT Return. All VAT Returns were submitted on time. The Responsible Financial Officer and Deputy Responsible Financial Officer have undertaken VAT Training provided through the National Association of Local Councils.

For larger projects, contracts and for new initiatives where there are VAT implications, the authority employs the advice of a professional VAT consultant. For example, when issuing the Licence to Occupy the Shakespeare Park Sports Pavilion to a Management Association made up of the Sports Clubs and the Council.

- e) *Fixed Assets and Equipment:* are regularly inspected in accordance with the regulations and the inspection regime set out in the Health & Safety Policy and associated Risk Assessments.

A full list of the Council's assets, including details of those purchased and disposed of during the financial year, are included with the annual accounting statements (which is the next item on the agenda).

Real property (interests in land) can only be disposed with the approval of the Policy & Resources Committee. Any other assets can be disposed by the Chief Executive & Town Clerk where the value is £1,000 or less; or the relevant Standing Committee where the value exceeds £1,000.

- f) *Loans and Long Term Liabilities:* The Council drew down one loan during the financial year 2022/2023 towards the cost of refurbishing the toilet and kitchen facilities at Braunstone Civic Centre. A full financial appraisal of the project was considered and approved by Policy & Resources Committee (27th September 2022) and Council (6th October 2022).

The Council continued to repay capital and interest on existing Public Works Loans, in accordance with the respective loan's repayment requirements, for which provision is made in the annual budget.

The Council assesses the funds needed for future capital and interest repayments on its loans through the annual Medium Term Priorities and Financial Planning process in November.

g) *Review of Effectiveness:* an Internal Audit was undertaken by a competent and independent person on 3rd May 2023, which will be considered by the Corporate Governance Sub-Committee and Policy & Resources Committee, prior to consideration of this report, in order that recommendations can be made to Council on compliance with the provisions set out in the Annual Governance Statement.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or manage its finances.

Only done what the Council has the legal power to do and has complied with proper practices in doing so.

a) *Acting within powers:* the relevant legal powers for all the Council's activities are listed in the annual Budget, Precept and future estimates report and appendices, which is considered by Policy & Resources Committee in January each year and subsequently approved by Full Council.

The Town Council has an annual agreement with North West Leicestershire legal for the provision of a range of legal advice and services. The Council is also a member of the Leicestershire and Rutland Association of Local Councils and National Association of Local Councils, which are able to provide advice on the powers and duties of Local Councils.

When exercising legal powers, the relevant Standing Committee and the Council receive a report with the agenda setting out the context for the decision it is being asked to take, along with recommendations and supporting reasons. The Council's Proper Officer or the Deputy Proper Officer will be in attendance at Council and Standing Committee meetings to provide legal, financial and policy advice on the matters for determination.

The Council reviews its Standing Orders, Financial Regulations and Scheme of Delegation annually to ensure that its procedures comply with relevant statutes and that decisions are made within the authority at an appropriate level.

b) *General Power of Competence:* Following elections on 4th May 2023, Braunstone Town Council determined on 18th May 2023, that it met the eligibility criteria in paragraph 2 of the schedule to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965 and was an eligible local council for the purpose of completing any activity undertaken in exercise of the General Power of Competence.

Where the General Power of Competence is to be used legal advice is sought (see paragraph a above) and the details are set out in the report of the Chief Executive & Town Clerk to Standing Committee / Council as appropriate. Using the General Power of Competence, the Town Council manages and operates the Braunstone Town Library service and offers a Grant Scheme for individuals.

- c) *Regulations and Proper Practices:* The Chief Executive & Town Clerk reports to the relevant Standing Committee when regulations require a change to policy, duties and responsibilities, service structure, or requires resources. The Town Council is a member of the Leicestershire & Rutland Association of Local Councils/National Association of Local Councils and has direct access to legal advice. In addition, the Town Council sources legal advice and support from North West Leicestershire Legal, employment advice and support from Personnel Advice & Solutions Ltd and subscribes to services and advice from the Local Government Association. The Chief Executive & Town Clerk is a member of the Society of Local Council Clerks who also provide legal support and advice.

Annual reviews are undertaken of the Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct to ensure compliance. Council policies are reviewed at least every Council Term or as a result of legislative changes.

An annual audit and detailed review of proper practices is undertaken by the Corporate Governance Sub-Committee in June, who directly report to Policy & Resources Committee and full Council.

- d) *Actions during the year:* the Chief Executive & Town Clerk as the principle legal advisor (or the Deputy Chief Executive & Community Services Manager), attends all decision making Committees and Full Council; where decisions are required a report/supporting material is issued in advance with the agenda and recommendations included. All decisions (including those taken under delegated authority) are recorded.

There were no instances during the year when the authority exceeded its powers or contravened any laws, regulations or proper practices.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

During the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.

- a) *Exercise of public rights:* for the Year Ended 31st March 2022, in accordance with Sections 26 and 27 of the Local Audit and Accountability Act 2014 and Part 5 of the Accounts & Audit Regulations 2015, the Council published on Thursday 30th June 2022:

- Sections 1 and 2 of the Annual Governance and Accountability Return;
- a declaration that the status of the statement of accounts was 'unaudited'; and
- a statement that set out details of how the public rights could be exercised, which commenced on Friday 1st July 2022 until Thursday 11th August 2022.

b) *External Auditor's Review:* The External Audit was completed on 26th September 2022. A notice was published to electors on 30th September 2022, in accordance with Regulation 16 of the Accounts and Audit Regulations 2015, of the conclusion of the audit and the right of electors to inspect the Annual Governance and Accountability Return and review the findings of the external audit.

5. We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Considered and documented financial and other risks and have dealt with them properly.

a) *Identifying and assessing risks:* The Council identifies, assesses and records risks that could have financial and reputational consequences. The corporate risks are attached at Appendix 1; proposed amendments are highlighted in **bold text**.

During the year, the Health & Safety Consultative Group undertook a rolling review of operational service and activity risk assessments. Due to the Covid-19 pandemic and the need to focus resources on the Covid-19 incident and response, which included developing Covid-19 response procedures and guidance and adoption of risk assessments to ensure that the Council's services and activities were Covid-19 Secure, all operational service and activity risk assessments were suspended for 15 months. The programme of rolling reviews recommenced in June 2021 and all outstanding reviews were completed by the beginning of 2023.

During the financial year 2022/2023, the Health & Safety Consultative Group completed a review of the following operational service and activity risk assessments:

- Asbestos
- Cash Handling and Transport
- Hedge Trimming
- Herbicides – Use of
- Icy Surfaces – General
- Leaf Blowing
- Litter Picking
- Manual Handling General
- Mowing / Strimming
- Offices

- Open Spaces & Parks – General
- Outdoor Working
- Play Equipment – Basic Maintenance
- Playing Fields – General
- Ponds and Water
- Speed Activation Sign
- Spraying and Storing Pesticides
- Storage of Chemicals
- Storage of Petrol
- Stress at Work
- Tree Maintenance
- Vehicles – Use of
- Working at Height
- Working on the Highway

The Group also discontinued the following COVID-19 Risk Assessments:

- Preventing the spread of Infections – Cleaning Services;
- Preventing the spread of Infections – Community Centres;
- Braunstone Town Covid-19 Community Response;
- Preventing the spread of Infections – Library service and Receptions;
- Preventing the spread of Infections – Offices;
- Preventing the spread of Infections - Parks & Open Spaces;
- Preventing the spread of Infections - Playgrounds & Outdoor Gyms; and
- Covid-19 – The Civic Community Lounge – Prevent the spread of infections.

However, the Group agreed to keep the Risk Assessments on file in order that they could be adapted and applied to any similar situation that arose in the future.

Fire Risk Assessments as required by Regulatory Reform (Fire Safety) Order 2005 were completed for Braunstone Civic Centre, Thorpe Astley Community Centre and Mossdale Meadows Depot and Sports Changing Rooms on 11th July 2022 by Vital, which also included a General Risk Assessment. These were reported to the Health & Safety Consultative Group on 29th November 2022 and a Summary of recommendations and significant residual risks were adopted. As a result of these, action has been taken to address individual recommendations and the Fire Risk Assessment checklist, completed every three months, and the daily checklists were updated. Both a Fire Risk Assessment and a General Risk Assessment was undertaken on the new Shakespeare Park Sports Pavilion in July 2021 and all the recommendations were implemented prior to the building be open for use.

Banking – Compensation Scheme – with effect from 31st December 2010 the Government Scheme offers full compensation up to £85,000 per saver or authorised institution. The Corporate Governance Sub-Committee reviewed the risks of holding over £85,000 in any one bank account in

June 2021 and considered the risk of losing large sums was low given the Town Council only invested in UK Bank Accounts (Corporate Governance Sub-Committee minute 7, resolution and reason 1, 2021/2022).

- b) *Addressing risks:* A review was undertaken of the Council's Insurance Policy and Assets Register in October when the Policy was due for renewal. As part of the renewal of insurance in 2016, the Council's buildings (Braunstone Civic Centre, Thorpe Astley Community Centre and Mossdale Pavilion and workshop) were revalued to ensure that the insurance value was sufficient for rebuild. The new Shakespeare Park Pavilion was valued in July 2021 upon practical completion. The revised valuations have been included in the insurance policy and have been included under the "Insurance Value" column of the Fixed Assets List, which forms part of the Accounting Statements (see next item on the agenda).

During June 2022 ROSPA undertook the annual inspections of all Braunstone Town Council play areas including play areas, Multi Sports areas, teenage areas and the skate park area. The inspections included reports on fencing, litter bins, safety surfaces and play equipment with priorities for work marked low, medium or high.

Two high priority items were noted at two of the Town Council's play areas as follows:

- a) Lakin Drive -Slide Tower fixing band snapped – repair completed immediately; and
- b) Franklin Park teen play area corrosion on platform – item removed.

A number of medium priority areas were highlighted in the reports with the majority of these items marked as a low risk factor.

Policy & Resources Committee considered these items at its meeting on 27th September 2022 and agreed a work programme for the medium priority items with a risk factor of 9 should be undertaken immediately; with Medium priority items with a risk factor of 8 and below being included in the Winter Works Programme 2022/2023.

On 16th June 2022, Policy & Resources Committee reviewed the Council's systems of internal control, including the management of risk, in order to determine whether there were sound systems of internal control and management of risk.

A list of the Town Council's fixed assets was revised and updated during 2022/2023 following the purchase of four new notice boards and the refurbishment of the tennis courts at Shakespeare Park, including the installation of Smart Access Gates at both the Council's Tennis Courts.

During the review, the Insurance Policy was updated to include new items purchased following the previous review. The Town Council's insurance policy covers the following risks:-

Public Liability	up to £10m any one claim	
Employers Liability	up to £10m any one claim (£5m from Terrorism)	
Money	Premises during working hours/in safe: £1,000; Out of safe/in transit, £1,000.	
Fidelity Guarantee	£500,000	
Legal Defence	£100,000	
Officials Liability	£500,000	
Business Interruption Gross Rentals		£120,972
Additional Cost of Working (Maximum Indemnity Period:- 12 months)		£10,000

On 18th August 2022, following consultation with the Council's Insurer, a claim made by a resident to cover Vet's bills of £108.48 for an injury sustained by their dog when it fell into a manhole on Franklin Park was settled directly the Council, on a without prejudice basis and without accepting liability, given the amounts fell within the insurance excess.

Following on from this incident a mapping exercise was undertaken of all manholes on the Council's land, identifying ownership. As a preventative measure a steel cover/lid was also put on the manhole in Franklin Park and bolted down.

On 26th January 2023, a resident contacted the Council concerning an alleged personal injury caused by a bollard at Holmfiled Park in June 2022. In accordance with the Council's Health & Safety Policy & Procedure an internal investigation was undertaken. The Health & Safety Checks (both detailed and visual) prior, during and after June 2022 were all in order with no defects found. The Deputy Chief Executive & Community Services Manager and Senior Groundman were both unaware of any issues with the bollard at that time. There was no report of the incident at the time; therefore the Council was unable to investigate the matter and examine the bollard around the time of the incident. The Council received no other reports concerning this bollard, prior to the incident or after the incident.

The investigation concluded that focus should be on assessing the risk of a similar situation arising in the future; therefore, the Deputy Chief Executive & Community Services Manager, as the Service Manager for the Parks and Open Spaces Service, undertook a risk assessment of the bollard, including how it operated and is secured, to ascertain the level of risk and whether any mitigating actions should be taken which are proportionate to the risk.

The Complainant Appealed the Outcome and the Council's Appeals Committee concluded that the complaint appeal not be upheld. The Committee felt that there was no further evidence to support the appellant's appeal and their attendance at the meeting would have been a good opportunity for the appellant to explain about the incident and to show the

Committee any further supporting information (Appeals Committee Minute 5 2022/2023).

The complainant was referred to the Council's Insurer and all relevant documentation passed to the Insurer.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the Council.

An Internal Audit was undertaken John Marshall, through the Leicestershire & Rutland Association of Local Councils' Internal Audit Services on 3rd May 2023, which will be considered by the Council's Corporate Governance Sub-Committee, Policy & Resources Committee and Council on the agenda prior to this item to ensure compliance with the provisions set out in the Annual Governance Statement.

Internal Audit had access to all the end of year financial reports and associated records and the Council's policies, strategies, agendas and minutes. The Responsible Financial Officer was available to assist the Internal Auditor in his work.

7. We took appropriate action on all matters raised in reports from internal and external audit.

Responded to matters brought to the Council's attention by internal and external audit.

The overall opinion of the Internal Audit in 2021/2022 was that "*the council is to be congratulated on continuing to maintain a high standard of delivery of its functions and services, an outcome that is the product of its readiness and resilience arrangements and governance arrangements that are consistently well above average*".

One recommendation was made by the Internal Auditor in 2022 and the Action Plan was approved by Corporate Governance Sub-Committee, Policy & Resources Committee and Council in June 2022. The recommendation related to Financial Regulation 6.6 – variable direct debits. The Internal Auditor recommended that "*Consideration be given to reducing the frequency of review from 'at least every two years' to 'at least annually'*". This recommendation was accommodated in the updated Financial Regulations approved by Annual Council on 18th May 2023 (Council Minute 6122).

The External Audit was completed on 26th September 2022 and no matters were raised concerning the Town Council's accounts and governance arrangements for the year ended 31st March 2022. The outcome of the

External Audit was reported to Policy & Resources Committee on 3rd November 2022.

- 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate have included them in the accounting statements.**

Disclosed everything the Council should have about its business activity during the year, including events taking place after the year-end if relevant.

Council considered medium term priorities and financial planning on 17th November 2022. This document forms the framework for assessing the Council's priorities and future financial risks when developing its budget estimates for 2022/2023.

The Council's Medium Term Priorities and Financial Planning Strategy assessed the impact of the following Financial Pressures for the period until 2027/2028, based on the following pressures:

- pension scheme costs, taking into account the 2020 valuation with a 4% pay increase this year;
- additional staffing costs as a result of the NJC scale point review and ensuring the Council pays the foundation living wage, predicted to be 20% over the next 5 years;
- 10% inflation on operational costs during 2023/24;
- that proposals for a Health and Social Care Levy from April 2023, with an employer contribution of 1.25%, will be abolished;
- savings from existing loans which mature during the period;
- predicted savings/additional income of £32,043 from 2023 as a result of carbon reduction measures (installation of Solar PV Panels and an Air Source Heat Pump); and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The strategy sets these within the political and economic context and expected changes to the provision of services.

- 9. Trust funds including charitable – in our capacity as the sole managing trustee we have discharged our accountability responsibilities for the funds(s)/assets, including financial reporting and, if required, independent examination or audit.**

Met all of our responsibilities where, as a body corporate, the Council is a sole managing trustee of a local trust or trusts.

Not Applicable. The Council is not a sole managing trustee of trust/charitable funds.

Review of Systems of Internal Control

The Corporate Governance Sub-Committee received and approved the proposed updates to the Council's Corporate Risks Assessment (Appendix 1).

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and having reviewed and assessed the risks facing the Council and associated mitigating measures, on 15th June 2023 both the Corporate Governance Sub-Committee and Policy & Resources Committee were confident that to the best of their knowledge and belief, with respect of the accounting statements for the year ended 31st March 2023, there were sound systems of internal control and management of risk (Minute 7).

Recommendation

That the systems of internal control and management of risk, as set out in the report and in the updated Corporate Risk Register at Appendix 1, be approved and confirmed as sound; and that Section 1, Annual Governance Statement 2022/23, of the Annual Governance and Accountability Return 2022/2023, attached at Appendix 2 of the report, be completed, signed and submitted accordingly.

Reason

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and also the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2023, there were sound systems of internal control and management of risk.

BRAUNSTONE TOWN COUNCIL: CORPORATE RISK MANAGEMENT – 1st JUNE 2023

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2023)
Assets	Protection of physical assets	L	Buildings 'All Risks' insurance. Value increased annually by RPI. Fixed Assets list, which is published as part of the Accounting Statements, details Insurance Values for Buildings, Civic Regalia, Infrastructure (including CCTV, fences, sculptures and street furniture) and Recreation, Sports & Play Equipment.
	Security of buildings, equipment etc	L	Civic Centre, Thorpe Astley Community Centre, Shakespeare Park Pavilion and Mossdale Meadows Garage are protected by CCTV and alarm call-out system.
	Maintenance of buildings & Equipment etc	L-M	Buildings currently maintained in accordance with maintenance schedules. Annual ROSPA Report on Play Equipment – any remedial work undertaken on Winter Works Programme. Planned programme of electrical and safety equipment in place – In accordance with the Council's Safety Statement the Resources & Facilities Manager and the Senior Groundspersons are responsible for maintaining the Work Equipment Inventory, Legionella Inspection Regime and Equipment Maintenance Schedules (Form BTC 60)
	Protection of Data and Electronic Information and Records	M	The Council employs a professional IT consultant, IT Solutions Ltd, to manage the Council's IT Systems, including security and back up.

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2023)
Finance	Banking	M	<p>A minimum of two Current Accounts with the Co-operative Bank are maintained, a general account and a payroll account. Banking Arrangements are governed by Section 5 of the Council’s Financial Regulations adopted on 30th June 2016 and revised on 12th May 2022 and 18th May 2023.</p> <p>Out of £157,711.05 total cash and investments on 31st March 2023, £62,129.25 is invested with a Cambridge Building Society 90 Day Notice Account.</p> <p>The government Compensation Scheme offers full compensation up to £85,000 per saver or institution. The Council currently has its financial resources with two United Kingdom banking institutions.</p>
	Risk of consequential loss of income	L	<p>Insurance cover. This will be reviewed prior to renewal in November to take account of the revenue from the Council’s Community Centres.</p> <p>Important documents stored in fire proof safe and scanned onto the computer network, which is backed-up at Thorpe Astley Community Centre. The Council’s Computer Booking System and Accounts Package are backed up daily on-line off the premises by the Package provider.</p> <p>Policy & Resources Committee receives financial comparisons against approved income budgets each cycle and where it identifies that loss of income is significant (for example due to Covid-19 restrictions in 2020) is able to receive reports setting out proposals to address the financial shortfall.</p>

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2023)
Finance (cont.)	Loss of cash through theft or dishonesty	L	<p>The Council's systems of internal control are set out in the Financial Regulations revised on 12th May 2022 and 18th May 2023. The Council also has Fidelity Guarantee insurance cover up to £500,000.</p> <p>The Council's Insurance Policy provides Officials Liability Insurance cover of £500,000; with legal representation costs of £15,000.</p>
	Loss of income due to poor reputation and/or failure to provide a service	L	<p>The Council's Computer Booking System and Accounts Package are backed up daily on-line off the premises by the Package provider.</p> <p>The Council has policies and procedures in place relating to Customer Service, Business Continuity, Health & Safety and Complaints.</p> <p>Staff receive training in Customer Service and use of IT systems.</p>
	Financial controls and records	L	<p>Monthly bank reconciliations are prepared by the officer administering day to day finances and checked by the Chief Executive & Town Clerk. Two signatories on cheques and internet banking payments. Each Standing Committee receives a list of all expenditure transactions since the previous report. Policy & Resources Committee receive a summary of the Council's Cash and Reserves following the end of each quarter. Internal and external audit.</p>
	Comply with Customs and Excise Regulations	L	<p>Use help line when necessary. VAT payments and claims calculated by the Chief Executive & Town Clerk. Internal and external auditor check. Professional VAT advice sought for major projects and new circumstances.</p>

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2023)
Finance (cont.)	Sound budgeting to underlie annual precept	L	Policy & Resources Committee and Council receive the annual Medium Term Priorities and Financial Planning assessment each autumn. Precept derived directly from this. Expenditure against budget reported to Committees each cycle.
	Complying with borrowing restrictions	L	The Council assesses the funds needed to secure existing and future capital and interest repayments on its loans through the annual Medium Term Priorities and Financial Planning process.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked weekly. Trees investigated annually and when damage reported. Risk assessments of individual events carried out as necessary.
	Legal liability as consequence of asset ownership (especially playgrounds)	M	Insurance in place. Weekly checks of playgrounds and buildings and written records kept. Quarterly building safety checks undertaken and written records kept. Annual safety checks of playgrounds by ROSPA.
	Risk to individuals as a result of service operations.	M	Each of the Council's services and activities are risk assessed by the Health & Safety Consultative Group and control measures identified and reviewed at least every 3 years.

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2023)
Employer Liability	Comply with Employment Law	L	<p>The Council has commissioned the services of a professional Human Resource advisor, Personnel Advice & Solutions Ltd, to advise and support the Council on all employment matters.</p> <p>Membership of various national and regional bodies including Local Government Association, Society of Local Council Clerks, National Association of Local Councils. DIS checked weekly for updates. The Council has insurance for Employer's Liability.</p>
	Comply with Tax & National Insurance requirements	L	Regular advice from HMRC and Sage. Internal and external auditor carries out annual checks.
	Safety of Staff and visitors	L-M	Panic alarms and CCTV fitted at Civic Centre and Thorpe Astley Community Centre. Regular risk assessment checks and reviews undertaken by the Health & Safety Consultative Group. Health & Safety Policy reviewed and adopted in April 2018 (scheduled for review in 2023).
Legal Liability	Ensuring activities are within legal powers	L	Chief Executive & Town Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary, including from the Council's Legal Advisors, North West Leicestershire Legal, and from the National Association of Local Councils.
	Proper and timely reporting via the Minutes	L	Council meets six times per annum and always receives Minutes of Standing Committees held in interim. Minutes made available to press and public at the Civic Centre and via the web site.

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2023)
Legal Liability (cont.)	Proper document control	L	Original leases deeds etc stored at in fire proof safe and at the Council's Solicitors office. Agreements and documentation made since 2015 have been scanned onto the computer network, which is backed-up at Thorpe Astley Community Centre.
Councillor propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Gifts and hospitality register is available for public inspection during normal office hours
Service Provision	Loss of Service Provision due to an Emergency or Legal Restriction	M	The Council has policies and procedures in place for Business Continuity and Recovery. The policy was adopted in April 2018 is reviewed at least every three years and following legislative changes or use during an incident. The policy was updated in October 2020 following its use during the Covid-19 incident and recovery. The policy is next scheduled for review in 2025 .

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

BRAUNSTONE TOWN COUNCIL

29th JUNE 2023

Item 7 – Accounting Statements 2022/2023

Purpose

To receive the End of Year Accounts for the financial year ended 31st March 2023 and to adopt and submit the Accounting Statements 2022/2023 accordingly.

Accounting Statements

The Year end for the financial year 2022/2023 has now been completed in order to report the following as required by the Annual Governance and Accountability Return:

1. Balances brought forward	£286,317.22
2. (+) Annual precept	£720,356.00
3. (+) Total other receipts	£338,512.47
4. (-) Staff costs	£544,101.77
5. (-) Loan interest / capital repayments	£82,433.06
6. (-) Total other payments	£504,210.64
7. (=) Balances carried forward	£214,440.22
8. Total cash and investments	£157,711.05
9. Total fixed assets and long term assets	£5,429,227.79
10. Total borrowings	£1,120,527.97

The following reports form part of the audited year end accounts:

- Consolidated Balance Sheet (Appendix 1)
- Income & Expenditure Account (Appendix 2)
- Financial Summary – Cashbook (Appendix 3)
- Reserves (Appendix 4)
- Financial Budget Comparison (Appendix 5)
- Schedule of Fixed Assets (Appendix 6)
- Details of Borrowing and Repayments (Appendix 7)
- Summary of VAT Returns and Reclaims (Appendix 8)

Section 2, Accounting statements 2022/23, of the Annual Governance and Accountability Return for the year ended 31st March 2023 is attached at Appendix 9.

Explanation of Variances (Cash and Balances)

Total Other Receipts in 2022/2023 includes one off Public Works Loan Receipt of £114,297 towards the cost of refurbishing the Civic Centre toilets and Café kitchen facilities. £19,941 one-off grant towards the cost of installing a Changing Places Toilet at the Civic Centre. £21,808 in additional Facilities Hire income compared to budget (first full year of operations after Covid). Remaining Receipts is £182,466 in 2022/2023 compared to £172,030 in 2021/2022.

Staff Costs in 2021/2022 was budgeted at £516,196; however, following Covid and a staff restructure, a number of posts remained vacant for most of 2021, resulting in an underspend of £81,895. The budgeted amount in 2022/2023 was £526,001; however, a NJC pay deal of twice the amount predicted resulted in an overspend on salaries of £18,101.

All Other Payments in 2021/2022 included payments of £331,278 towards the redevelopment of Sports Pavilion and Site at Shakespeare Park; therefore balance of the remaining Other Payments in 2021/2022 was £326,084. Other Payments in 2022/2023 included the remaining £93,552 towards the redevelopment of Sports Pavilion and Site at Shakespeare Park and £68,370 towards the Civic Centre toilets and Café Kitchen refurbishment. Therefore, the balance of the remaining Other Payments in 2022/2023 was £342,289.

Internal Audit

A review of the annual accounts for the year ending 31st March 2023 was carried out by the Internal Auditor and they were found to have been prepared on the correct basis and were supported by adequate audit trails to underlying records. The Internal Auditor has completed appropriate section of the Annual Governance and Accountability Return to confirm that appropriate accounting arrangements are in place (see item 6 on the agenda, Appendix 2).

External Audit

For the purpose of the Regulations, Braunstone Town Council is currently classed as a smaller authority (as defined by the Local Audit and Accountability Act 2014) whose gross annual income or expenditure is less than £6.5 million. Accordingly it is audited under the intermediate level review.

For the intermediate level review, the External Auditor requires additional documentation:

- Bank reconciliation summary
- Explanation of any significant variances

which is attached at Appendix 10.

No matters relating to the accounts were raised by the External Auditor last year (2021/2022) to address; which was reported to Policy & Resources Committee on 3rd November 2022 (Policy & Resources Committee Minute 53, 2022/2023).

Committee consideration of Accounting Statements

The accounting statements were considered by both Corporate Governance Sub-Committee and Policy & Resources Committee on 15th June 2023 (minute 8).

Having carried out an assessment of the effectiveness of the Council's financial arrangements, both Committees concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.

Recommendation

That Section 2, Accounting statements 2022/23, of the Annual Governance and Accountability Return for the year ended 31st March 2023, attached at Appendix 9 of the report, be completed, signed and submitted accordingly.

Reason

The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.

Consolidated Balance Sheet

Unaudited

31/03/22

£

31/03/23

£

Current assets

211,574.89	Investments	62,129.25
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
15,727.88	VAT Recoverable	23,633.12
-1,002.22	Debtors	18,149.96
55,100.20	Payment in Advance	50,336.23
31,645.66	Cash in Hand & at Bank	95,581.80
313,046.41	TOTAL CURRENT ASSETS	249,830.36
313,046.41	TOTAL ASSETS	249,830.36

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
26,313.29	Creditors	35,154.69
415.90	Receipts in Advance	235.45
26,729.19	TOTAL CURRENT LIABILITIES	35,390.14
286,317.22	TOTAL ASSETS LESS CURRENT LIABILITIES	214,440.22
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
286,317.22	NET ASSETS	214,440.22

Represented by

70,390.98	General Fund	23,455.45
47,375.12	General Fund	
	Open Spaces Commuted Sums	47,375.12
	Ringfenced - Donation	
0.00	Community / Social Inclusion Project Grant	9,500.00
	Interim arrangements funding	
0.00	Shakespeare Park Sports Clubs	1,692.51
	Earmarked to Balance Budget	
2,500.00	Balance Revenue Budget 2022/23	0.00
	Earmarked	
3,204.99	Town Mayor's Charity	3,939.42
	Earmarked Capital Project	
63,137.13	Shakespeare Park Pavilion & Site Capital Works	19,888.81
	Earmarked Capital Project	
14,321.00	Shakespeare Park Pavilion & Site Reserve	0.00
	Earmarked	
2,500.00	Gateway Signage	2,500.00
	Earmarked Capital Project	
22,888.00	Shakespeare Playground & Tennis Courts Reserve	6,678.00

Consolidated Balance Sheet

Unaudited

31/03/22		31/03/23
£		£
	Earmarked Capital Project	
60,000.00	Civic Centre Capital Plan Priority Projects	95,910.91
	Earmarked to Balance Budget	
0.00	Balance Revenue Budget 2023/24	3,000.00
	Earmarked	
0.00	Defibrillators	500.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
<u>286,317.22</u>		<u>214,440.22</u>
215,926.24	Reserves total excluding general fund and liabilities	190,984.77
0.00	Reserves total of liabilities e.g. deposits	0.00
<u>70,390.98</u>	General fund total	<u>23,455.45</u>
286,317.22		214,440.22

Signed _____

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

Income and Expenditure Account

31/03/22 £		31/03/23 £
	INCOME	
681,961.00	Council Tax (Precept)	720,356.00
13,925.84	Service Level Agreements	19,567.00
100,051.44	Room Hire	119,111.67
1,577.92	Sports Pitch Hire	4,855.14
0.00	Grants for Capital Projects	46,554.90
10,000.00	Grants	750.00
1,024.00	Sale of Products	1,034.73
1,053.48	Service Charges	1,243.75
788.40	Consumables	169.23
18,000.00	Reserves	21,500.00
0.00	Loans	114,256.75
661.84	Interest on Investments	862.58
19,313.23	Other Income	2,589.39
259.97	Events	6,017.33
5,373.88	Covid-19	0.00
853,991.00	TOTAL INCOME	1,058,868.47
	EXPENDITURE	
391,149.32	Capital Schemes	203,318.66
29,987.61	Administration	30,747.34
94,185.39	Repayments on Long Term Debts	82,433.06
441,693.91	People	550,057.76
55,405.34	Maintenance	57,238.85
88,750.95	Utilities & Services	100,582.93
14,932.06	Promotions & Events	25,971.01
18,636.67	Governance	20,188.71
20,954.03	Vehicles	28,475.07
-439.41	Equipment	4,661.85
658.57	Community Grants & Initiatives	710.32
348.20	Consumables	795.37
2,350.00	Grants	6,652.67
25,341.68	Other Expenditure	17,351.39
1,146.76	Products for Resale	1,560.48
747.43	Covid-19	0.00
1,185,848.51	TOTAL EXPENDITURE	1,130,745.47
41,077.26	Balance as at 01/04/22	70,390.98
853,991.00	Add Total Income	1,058,868.47
895,068.26		1,129,259.45
1,185,848.51	Deduct Total Expenditure	1,130,745.47
0.00	Stock Adjustment	0.00
361,171.23	Transfer to/ from reserves	24,941.47
70,390.98	Balance as at 31/03/23	23,455.45

Signed _____

Chair

Clerk / Responsible Financial Officer

Financial Summary - Cashbook

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

Balances at the start of the year

Ordinary Accounts

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

Short Term Investment Accounts

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

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

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£606,964.26	£4,252.45	£611,216.71
2. P&R - Civic Centre	£188,034.19	£23,718.87	£211,753.06
3. P&R - Thorpe Astley Community Centre	£34,493.57	£4,449.02	£38,942.59
5. P&R - Parks & Open Spaces	£240,116.92	£34,473.36	£274,590.28
6. P&R - Library Services	£9,529.74	£1,194.72	£10,724.46
7. Community Development	£26,052.10	£1,148.25	£27,200.35
8. Planning & Environment	£11,949.32	£1,844.48	£13,793.80
Total Payments	£1,117,140.10	£71,081.15	£1,188,221.25

Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£13,232.16
No.1 Account	£82,047.14
Petty Cash Account	£250.00
	£95,581.80

Short Term Investment Accounts

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

Uncleared and Unpresented effects

No.1 Account	-£493.42
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Statement Closing Balances

Ordinary Accounts

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

Short Term Investment Accounts

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

Reserve Balances

Open Spaces Commuted Sums	£47,375.12
Town Mayor's Charity	£3,939.42
Shakespeare Park Pavilion & Site Reserve	£0.00
Shakespeare Playground & Tennis Courts Reserve	£6,678.00
Gateway Signage	£2,500.00
Civic Centre Capital Plan Priority Projects	£95,910.91
Shakespeare Park Pavilion & Site Capital Works	£19,888.81
Balance Revenue Budget 2022/23	£0.00
Community / Social Inclusion Project Grant	£9,500.00
Shakespeare Park Sports Clubs	£1,692.51
Balance Revenue Budget 2023/24	£3,000.00
Defibrillators	£500.00
Reserves total	<u>£190,984.77</u>

Signed _____
Chair

Clerk / Responsible Financial Officer

Reserve Movements

Start of year 01/04/22

General Fund

	£70,390.98	Start of year value	
01/04/22	-£10,000.00	: To Community / Social Inclusion Project Grant, Ringfenced donation from Co	
28/04/22	-£3,650.00	: To Shakespeare Park Sports Clubs, Reserved by P&RC (Min 116 21/22) for i	
05/05/22	-£15.00	: To Town Mayor's Charity, Trans 15994/14 income for Town Mayor's Charity	
24/06/22	£46.18	: From Balance Revenue Budget 2022/23, Balance towards part salary of Libra	
01/10/22	£269.00	: From Shakespeare Park Sports Clubs, Trans: 17257/1 Boot Cleaner for Foot	
01/10/22	-£64.09	: To Shakespeare Park Sports Clubs, Trans: 17435/2 allocated in Error	
29/11/22	£500.00	: From Community / Social Inclusion Project Grant, Grant awarded to Town Co	
27/01/23	-£3,000.00	: To Balance Revenue Budget 2023/24, Reserved by Council 26/01/23 (Minute	
31/03/23	-£3,927.17	: To Town Mayor's Charity, Income from Fete and Events for Town Mayor's Ch	
	£149,935.66	Value as at 31/03/23	This value is calculated and not just a sum of reserve movements plus starting balance.

Open Spaces Commuted Sums

	£47,375.12	Start of year value
	£47,375.12	Current value

Community / Social Inclusion Project Grant

	£0.00	Start of year value
01/04/22	£10,000.00	: From General Fund, Ringfenced donation from Community Minibus received
29/11/22	-£500.00	: To General Fund, Grant awarded to Town Council for Warm Spaces Initiative
	£9,500.00	Current value

Shakespeare Park Sports Clubs

	£0.00	Start of year value
28/04/22	£3,650.00	: From General Fund, Reserved by P&RC (Min 116 21/22) for interim arrange
05/05/22	-£328.64	: Expenditure transaction 17135,
05/05/22	-£782.00	: Expenditure transaction 17139,
10/07/22	-£27.85	: Expenditure transaction 17435,
10/07/22	-£64.09	: Expenditure transaction 17435,
01/10/22	£64.09	: From General Fund, Trans: 17435/2 allocated in Error
01/10/22	-£269.00	: To General Fund, Trans: 17257/1 Boot Cleaner for Football Club
11/11/22	-£550.00	: Expenditure transaction 17891,
	£1,692.51	Current value

Balance Revenue Budget 2022/23

	£2,500.00	Start of year value
22/04/22	-£288.47	: Expenditure transaction 17093,

22/04/22	-£796.65	: Expenditure transaction 17094,
22/04/22	-£144.24	: Expenditure transaction 17091,
22/04/22	-£540.11	: Expenditure transaction 17092,
24/05/22	-£144.24	: Expenditure transaction 17239,
24/05/22	-£540.11	: Expenditure transaction 17240,
24/06/22	-£46.18	: To General Fund, Balance towards part salary of Library staff
	£0.00	Current value

Town Mayor's Charity

	£3,204.99	Start of year value
05/05/22	£15.00	: From General Fund, Trans 15994/14 income for Town Mayor's Charity
06/05/22	-£3,207.74	: Expenditure transaction 17147, Payment to Charity: Macmillan
31/03/23	£3,927.17	: From General Fund, Income from Fete and Events for Town Mayor's Charity
	£3,939.42	Current value

Shakespeare Park Pavilion & Site Capital Works

	£63,137.13	Start of year value
21/06/22	-£33,627.80	: Expenditure transaction 17285,
06/07/22	-£90.00	: Expenditure transaction 17392,
17/10/22	-£10,086.68	: Expenditure transaction 17750,
01/12/22	£14,321.00	: From Shakespeare Park Pavilion & Site Reserve,
01/12/22	-£30,478.19	: Expenditure transaction 17968,
01/01/23	£17,213.35	: Income transaction 17490,
10/02/23	-£500.00	: Expenditure transaction 18190, Architects Completion Fees
	£19,888.81	Current value

Shakespeare Park Pavilion & Site Reserve

	£14,321.00	Start of year value
01/12/22	-£14,321.00	: To Shakespeare Park Pavilion & Site Capital Works,
	£0.00	Current value

Gateway Signage

	£2,500.00	Start of year value
	£2,500.00	Current value

Shakespeare Playground & Tennis Courts Reserve

	£22,888.00	Start of year value
27/04/22	-£6,020.00	: Expenditure transaction 17075,
06/07/22	-£16,210.00	: Expenditure transaction 17384,
10/08/22	£6,020.00	: Income transaction 16526,

£6,678.00 Current value

Civic Centre Capital Plan Priority Projects

	£60,000.00	Start of year value
04/07/22	-£1,045.00	: Expenditure transaction 17393,
05/02/23	£19,941.00	: Income transaction 17218, Grant funding for Changing Places Toilet
20/02/23	£114,297.00	: Income transaction 17232, Loan for Works
20/02/23	-£40.25	: Income transaction 17232, Fees for Loan
21/02/23	-£760.83	: Expenditure transaction 18202, Surveyor Fees
23/02/23	-£14,679.98	: Expenditure transaction 18241, Valuation 1 for works
04/03/23	-£129.99	: Expenditure transaction 18261, Baby Changing Unit
04/03/23	-£566.72	: Expenditure transaction 18268, Insurance for shared building with works
04/03/23	-£48,381.82	: Expenditure transaction 18258, Valuation 2 for works
04/03/23	-£17.49	: Expenditure transaction 18263, Screen for existing windows in new cupboard
04/03/23	-£17.49	: Expenditure transaction 18262, Screen for existing windows in new cupboard
11/03/23	-£675.41	: Expenditure transaction 18285, Building Inspection Fee
11/03/23	-£118.40	: Expenditure transaction 18299, Shelves for Cleaning Cupboard
15/03/23	-£149.20	: Expenditure transaction 18316, Planning Fee for Firedoor
20/03/23	-£700.00	: Expenditure transaction 18309, Structural Engineer
29/03/23	-£1,316.25	: Expenditure transaction 18356, Architects Fees
31/03/23	-£29,728.26	: Expenditure transaction 18414, Valuation 3 for works
	£95,910.91	Current value

Balance Revenue Budget 2023/24

	£0.00	Start of year value
27/01/23	£3,000.00	: From General Fund, Reserved by Council 26/01/23 (Minute 6094 - 6)
	£3,000.00	Current value

Defibrillators

	£0.00	Start of year value
31/03/23	£250.00	: Income transaction 17488, Grant received 2022/23; expenditure due 2023/24
31/03/23	£250.00	: Income transaction 17488, Grant received 2022/23; expenditure due 2023/24
	£500.00	Current value
	£190,984.77	Current Reserves total excluding the General Fund
	£340,920.43	Current Reserves total including the General Fund

Financial Budget Comparison

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

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

		2022/2023	Reserve Movements	Actual Net	Balance	Variance
1. P&R - Corporate Management						
Income						
101	Precept	£720,356.00	£0.00	£720,356.00	£0.00	0.00%
107	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
113	Staff Salaries Grant (Furlough)	£0.00	£0.00	£0.00	£0.00	0.00%
120	Sale Of Assets	£0.00	£0.00	£0.00	£0.00	0.00%
141	Photocopying	£150.00	£0.00	£39.28	-£110.72	-281.87%
181	Interest on No 1 Account	£400.00	£0.00	£0.00	-£400.00	100.00%
182	Interest on No 2 Account	£10.00	£0.00	£0.00	-£10.00	100.00%
183	Interest on Cambridge Saver	£1,000.00	£0.00	£862.58	-£137.42	-15.93%
199	Miscellaneous	£0.00	£0.00	£972.21	£972.21	100.00%
Total Income		£721,916.00	£0.00	£722,230.07	£314.07	£777,595.00
Expenditure						
1010	Staff Salaries	£426,061.00	£2,453.82	£424,909.42	£3,605.40	0.85%
1015	Staff Expenses	£300.00	£0.00	£118.81	£181.19	152.50%
1020	Pensions	£99,940.00	£0.00	£112,584.73	-£12,644.73	-11.23%
1030	Councillors Allowances	£6,000.00	£0.00	£5,736.00	£264.00	4.60%
1035	Councillors Expenses	£300.00	£0.00	£0.00	£300.00	100.00%
1060	Contingency	£0.00	£0.00	£0.00	£0.00	0.00%
1070	Projects					
1070/1	Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
1070	Total	£0.00	£0.00	£0.00	£0.00	0.00%
1090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00	0.00%

Financial Budget Comparison

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

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

	2022/2023	Reserve Movements	Actual Net	Balance	Variance
1150 Insurance	£14,000.00	£566.72	£15,869.68	-£1,302.96	-8.21%
1160 Audit	£2,500.00	£0.00	£2,000.00	£500.00	25.00%
1170 Legal Fees	£250.00	£0.00	£1,200.00	-£950.00	-79.17%
1180 Elections	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1210 Staff Training	£2,500.00	£0.00	£64.99	£2,435.01	3746.75%
1230 Councillor Training	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
1300 Supplies, Stationery & Postage	£3,000.00	£0.00	£2,431.53	£568.47	23.38%
1350 Subscriptions	£4,000.00	£0.00	£8,374.79	-£4,374.79	-52.24%
1360 Advertisements	£4,840.00	£0.00	£10,225.40	-£5,385.40	-52.67%
1400 Telephones	£2,530.00	£0.00	£2,408.09	£121.91	5.06%
1410 Photocopier	£2,000.00	£0.00	£2,006.72	-£6.72	-0.33%
1420 Computer Supplies, Training, Service Contract	£10,000.00	£0.00	£8,947.74	£1,052.26	11.76%
1830 Fees on Cambridge Saver	£0.00	£0.00	£308.22	-£308.22	-100.00%
1990 Miscellaneous	£700.00	£0.00	£548.84	£151.16	27.54%
1991 Paid from Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00	0.00%
1992 Paid from Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00	0.00%
Total Expenditure	£580,921.00	£3,020.54	£597,734.96	-£13,793.42	£645,693.00

Financial Budget Comparison

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

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

	2022/2023	Reserve Movements	Actual Net	Balance	Variance	
2. P&R - Civic Centre						
Income						
205	Capital Grants	£0.00	£20,191.00	£20,191.00	£0.00	0.00%
207	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
208	Loans	£0.00	£114,256.75	£114,256.75	£0.00	0.00%
250	Room Hire	£67,384.00	£0.00	£87,504.44	£20,120.44	22.99%
251	Catering for Hirers (VAT)	£100.00	£0.00	£169.23	£69.23	40.91%
257	Licensed Bar	£17,000.00	£0.00	£12,000.00	£-5,000.00	-41.67%
299	Miscellaneous	£0.00	£0.00	£320.87	£320.87	100.00%
Total Income		£84,484.00	£134,447.75	£234,442.29	£15,510.54	£182,475.00
Expenditure						
2050	Capital Projects					
2050/1	Toilets/Bar Refurbishment	£6,500.00	£2,938.40	£67,917.85	£-58,479.45	-86.10%
2050/2	General Refurbishment	£1,500.00	£93,465.47	£29,052.85	£65,912.62	226.87%
2050/3	Climate Initiatives	£0.00	£0.00	£162.50	£-162.50	-100.00%
2050	Total	£8,000.00	£96,403.87	£97,133.20	£7,270.67	7.49%
2070	Projects					
2070/1	Climate Change	£2,000.00	£0.00	£262.50	£1,737.50	661.90%
2070/2	General	£500.00	£0.00	£4,200.00	£-3,700.00	-88.10%
2070	Total	£2,500.00	£0.00	£4,462.50	£-1,962.50	-43.98%
2080	Loan Interest & Repayments					
2080/1	PWLB 477930	£7,988.00	£0.00	£7,988.79	£-0.79	-0.01%

Financial Budget Comparison

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

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

		2022/2023	Reserve Movements	Actual Net	Balance	Variance
2080/2	PWLB 480508	£4,586.00	£0.00	£4,586.04	-£0.04	0.00%
2080/3	PWLB 482623	£9,648.00	£0.00	£9,647.56	£0.44	0.00%
2080/4	PWLB 485557	£5,784.00	£0.00	£5,783.06	£0.94	0.02%
2080/5	NEW PWL Civic Centre Improvements	£0.00	£0.00	£0.00	£0.00	0.00%
2080/6	Proposed: New PWL Climate Initiatives	£0.00	£0.00	£0.00	£0.00	0.00%
2080	Total	£28,006.00	£0.00	£28,005.45	£0.55	0.00%
2090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00	0.00%
2170	Legal Fees	£0.00	£1,316.25	£1,316.25	£0.00	0.00%
2250	Service Charges	£0.00	£0.00	£0.00	£0.00	0.00%
2290	Clothing	£500.00	£0.00	£312.16	£187.84	60.17%
2320	Printing & Copying	£600.00	£0.00	£0.00	£600.00	100.00%
2330	Cleaning Materials	£1,600.00	£0.00	£3,212.63	-£1,612.63	-50.20%
2400	Telephones	£1,000.00	£0.00	£2,264.51	-£1,264.51	-55.84%
2430	Utility Bills	£21,860.00	£0.00	£21,912.63	-£52.63	-0.24%
2440	Waste Services	£8,000.00	£0.00	£10,895.46	-£2,895.46	-26.57%
2450	Laundry Services	£500.00	£0.00	£0.00	£500.00	100.00%
2460	Rates	£21,500.00	£0.00	£19,585.75	£1,914.25	9.77%
2490	Seasonal Decorations	£2,000.00	£0.00	£2,415.56	-£415.56	-17.20%
2500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00	0.00%
2510	Catering for Hirers (VAT)	£0.00	£0.00	£327.75	-£327.75	-100.00%

Financial Budget Comparison

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

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

	2022/2023	Reserve Movements	Actual Net	Balance	Variance
2520	Miscellaneous Services for Hirers (VAT) £0.00	£0.00	£425.00	-£425.00	-100.00%
2570	Licences £1,300.00	£0.00	£1,987.66	-£687.66	-34.60%
2580	Card Card and Transit fees £1,700.00	£0.00	£2,606.97	-£906.97	-34.79%
2600	Building Repairs & Maintenance £12,000.00	£0.00	£13,210.40	-£1,210.40	-9.16%
2610	Equipment Repairs & Maintenance				
2610/1	General £4,600.00	£0.00	£3,523.81	£1,076.19	30.54%
2610/2	Fire Extinguisher Service £400.00	£0.00	£75.84	£324.16	427.43%
2610/3	Alarm Maintenance £1,000.00	£0.00	£2,655.77	-£1,655.77	-62.35%
2610	Total £6,000.00	£0.00	£6,255.42	-£255.42	-4.08%
2990	Miscellaneous £150.00	£0.00	£343.06	-£193.06	-56.28%
Total Expenditure	£117,216.00	£97,720.12	£216,672.36	-£1,736.24	£213,693.00

Financial Budget Comparison

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

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

		2022/2023	Reserve Movements	Actual Net	Balance	Variance
3. P&R - Thorpe Astley Community Centre						
Income						
305	Capital Grants	£0.00	£250.00	£250.00	£0.00	0.00%
307	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
308	Loans	£0.00	£0.00	£0.00	£0.00	0.00%
325	Service Charges	£0.00	£0.00	£7.14	£7.14	100.00%
350	Room Hire					
350/1	Room Hires	£9,632.35	£0.00	£11,319.90	£1,687.55	14.91%
350/2	Pre-School Contract	£26,815.65	£0.00	£14,854.68	£-11,960.97	-80.52%
350/3	NHS Facility	£0.00	£0.00	£5,272.20	£5,272.20	100.00%
350	Total	£36,448.00	£0.00	£31,446.78	£-5,001.22	-15.90%
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	£-40.00	100.00%
399	Miscellaneous	£0.00	£0.00	£194.93	£194.93	100.00%
Total Income		£36,488.00	£250.00	£31,898.85	£-4,839.15	£130,605.00
Expenditure						
3050	Capital Projects					
3050/1	General Improvements	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
3050/2	NHS Facility	£0.00	£0.00	£0.00	£0.00	0.00%
3050/3	Climate Initiatives	£0.00	£0.00	£437.50	£-437.50	-100.00%
3050	Total	£1,000.00	£0.00	£437.50	£562.50	128.57%
3070	Projects					
3070/1	Climate Change	£1,000.00	£0.00	£262.50	£737.50	280.95%

Financial Budget Comparison

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

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

	2022/2023	Reserve Movements	Actual Net	Balance	Variance
3070/2	General	£500.00	£0.00	£500.00	100.00%
3070	Total	£1,500.00	£0.00	£1,237.50	471.43%
3080	Proposed: New PWL Climate Initiatives	£0.00	£0.00	£0.00	0.00%
3090	Covid-19 Recovery	£0.00	£0.00	£0.00	0.00%
3290	Clothing	£0.00	£0.00	£0.00	0.00%
3320	Printing & Copying	£300.00	£0.00	£300.00	100.00%
3330	Cleaning Materials	£1,000.00	£0.00	£1,201.83	-16.79%
3400	Telephones	£1,000.00	£0.00	£1,332.02	-24.93%
3430	Utility Bills	£10,650.00	£0.00	£14,002.44	-23.94%
3440	Waste Services	£2,500.00	£0.00	£913.26	173.74%
3450	Laundry Services	£250.00	£0.00	£250.00	100.00%
3460	Rates	£7,700.00	£0.00	£7,110.75	8.29%
3490	Seasonal Decorations	£1,000.00	£0.00	£198.74	403.17%
3500	Refundable Deposits	£0.00	£0.00	£0.00	0.00%
3510	Catering for Hirers (VAT)	£0.00	£0.00	£42.62	-100.00%
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	0.00%
3570	Licences	£400.00	£0.00	£339.00	17.99%
3580	Credit Card and Transit Fees	£800.00	£0.00	£349.06	129.19%
3600	Building Repairs & Maintenance	£3,000.00	£0.00	£5,101.75	-41.20%
3610	Equipment Repairs & Maintenance				

Financial Budget Comparison

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

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

	2022/2023	Reserve Movements	Actual Net	Balance	Variance
3610/1 General	£1,150.00	£0.00	£715.50	£434.50	60.73%
3610/2 Fire Extinguisher Service	£350.00	£0.00	£0.00	£350.00	100.00%
3610/3 Alarm Maintenance	£3,000.00	£0.00	£3,095.22	-£95.22	-3.08%
3610 Total	£4,500.00	£0.00	£3,810.72	£689.28	18.09%
3990 Miscellaneous	£150.00	£0.00	£191.45	-£41.45	-21.65%
Total Expenditure	£35,750.00	£0.00	£35,293.64	£456.36	£124,385.00

Financial Budget Comparison

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

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

		2022/2023	Reserve Movements	Actual Net	Balance	Variance
5. P&R - Parks & Open Spaces						
Income						
505	Capital Grants	£17,213.00	£23,233.35	£23,233.35	-£17,213.00	-74.09%
507	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
508	Loans	£0.00	£0.00	£0.00	£0.00	0.00%
511	Thorpe Astley Commuted Sums (transfer from)	£21,500.00	£0.00	£21,500.00	£0.00	0.00%
527	Agency Fees	£150.00	£0.00	£0.00	-£150.00	100.00%
555	Sports Pitches & Facilities					
555/1	Pitch Season Fees	£2,500.00	£0.00	£4,320.50	£1,820.50	42.14%
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£83.33	£83.33	100.00%
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£451.31	£451.31	100.00%
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00	0.00%
555	Total	£2,500.00	£0.00	£4,855.14	£2,355.14	48.51%
599	Miscellaneous	£100.00	£0.00	£0.00	-£100.00	100.00%
Total Income		£41,463.00	£23,233.35	£49,588.49	-£15,107.86	£230,250.00
Expenditure						
5050	Capital Projects					
5050/1	General	£1,000.00	£0.00	£0.00	£1,000.00	100.00%
5050/2	Shakespeare Park Improvement Project	£17,213.00	£75,614.67	£78,164.42	£14,663.25	18.76%
5050/3	Shakespeare Tennis Courts	£2,000.00	£22,230.00	£22,230.00	£2,000.00	9.00%
5050/4	Shakespeare Playground	£2,000.00	£0.00	£0.00	£2,000.00	100.00%

Financial Budget Comparison

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

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

	2022/2023	Reserve Movements	Actual Net	Balance	Variance	
5050/5	Mossdale Culvert	£0.00	£0.00	£1,170.00	-£1,170.00	-100.00%
5050	Total	£22,213.00	£97,844.67	£101,564.42	£18,493.25	18.21%
5070	Projects					
5070/1	Climate Change	£500.00	£0.00	£425.00	£75.00	17.65%
5070/2	General	£500.00	£0.00	£4,695.00	-£4,195.00	-89.35%
5070	Total	£1,000.00	£0.00	£5,120.00	-£4,120.00	-80.47%
5080	Loan Interest & Repayments					
5080/1	PWLB 485188	£3,526.00	£0.00	£3,525.80	£0.20	0.01%
5080/2	PWLB 487506	£6,033.00	£0.00	£6,033.30	-£0.30	0.00%
5080/3	PWLB 501336	£5,497.00	£0.00	£5,496.99	£0.01	0.00%
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£0.00	£17,723.86	£0.14	0.00%
5080/5	PWLB - Shakespeare Park (292038)	£17,808.00	£0.00	£17,808.16	-£0.16	0.00%
5080/6	Potential PWL Mossdale	£0.00	£0.00	£0.00	£0.00	0.00%
5080	Total	£50,588.00	£0.00	£50,588.11	-£0.11	0.00%
5090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00	0.00%
5170	Legal Fees	£1,000.00	£0.00	£1,685.50	-£685.50	-40.67%
5290	Clothing	£500.00	£0.00	£385.98	£114.02	29.54%
5330	Cleaning Materials	£1,000.00	£0.00	£943.15	£56.85	6.03%
5400	Telephones	£410.00	£0.00	£3.49	£406.51	11647.85%
5430	Utility Bills	£3,500.00	£0.00	£7,659.04	-£4,159.04	-54.30%

Financial Budget Comparison

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

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

	2022/2023	Reserve Movements	Actual Net	Balance	Variance	
5440	Waste Services	£2,000.00	£0.00	£1,106.88	£893.12	80.69%
5450	Laundry Services	£500.00	£0.00	£0.00	£500.00	100.00%
5460	Rates	£0.00	£0.00	£5,093.90	£-5,093.90	-100.00%
5550	Sports Pitches & Facilities	£1,000.00	£0.00	£1,968.74	£-968.74	-49.21%
5600	Building Repairs & Maintenance					
5600/1	Mossdale Meadows	£4,800.00	£0.00	£1,805.12	£2,994.88	165.91%
5600/2	Shakespeare Park	£0.00	£0.00	£960.14	£-960.14	-100.00%
5600	Total	£4,800.00	£0.00	£2,765.26	£2,034.74	73.58%
5610	Equipment Repairs & Maintenance					
5610/1	General Maintenance	£4,000.00	£0.00	£3,827.88	£172.12	4.50%
5610/2	Playgrounds	£6,000.00	£0.00	£6,329.45	£-329.45	-5.21%
5610	Total	£10,000.00	£0.00	£10,157.33	£-157.33	-1.55%
5620	Site Maintenance					
5620/1	General	£1,000.00	£0.00	£1,271.79	£-271.79	-21.37%
5620/2	Trees	£3,000.00	£0.00	£5,169.83	£-2,169.83	-41.97%
5620/3	Bowling Green	£0.00	£0.00	£2,170.00	£-2,170.00	-100.00%
5620	Total	£4,000.00	£0.00	£8,611.62	£-4,611.62	-53.55%
5630	Equipment Purchase	£2,000.00	£0.00	£1,867.53	£132.47	7.09%
5650	Vehicle Costs	£10,000.00	£0.00	£20,405.42	£-10,405.42	-50.99%
5660	Machinery Hire	£500.00	£0.00	£0.00	£500.00	100.00%
5670	Petrol	£3,800.00	£0.00	£8,225.39	£-4,425.39	-53.80%

Financial Budget Comparison

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

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

	2022/2023	Reserve Movements	Actual Net	Balance	Variance
5990 Miscellaneous	£100.00	£0.00	£216.15	-£116.15	-53.74%
Total Expenditure	<u>£118,911.00</u>	<u>£97,844.67</u>	<u>£228,367.91</u>	<u>-£11,612.24</u>	<u>£312,501.00</u>

Financial Budget Comparison

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

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

		2022/2023	Reserve Movements	Actual Net	Balance	Variance
6. P&R - Library Services						
Income						
605	Capital Grants	£0.00	£0.00	£2,880.55	£2,880.55	100.00%
607	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
608	Loans	£0.00	£0.00	£0.00	£0.00	0.00%
609	Covid-19 Library Grant	£0.00	£0.00	£0.00	£0.00	0.00%
625	Service Charges	£1,052.00	£0.00	£1,236.61	£184.61	14.93%
626	Service Level Agreements					
626/1	Grant - Leicestershire County Council	£7,335.00	£0.00	£7,567.00	£232.00	3.07%
626	Total	£7,335.00	£0.00	£7,567.00	£232.00	3.07%
690	Consumer Products (Sales)					
690/1	Stamps	£0.00	£0.00	£36.60	£36.60	100.00%
690	Total	£0.00	£0.00	£36.60	£36.60	100.00%
698	Fines	£1,500.00	£0.00	£283.26	£-1,216.74	-429.55%
699	Miscellaneous	£50.00	£0.00	£537.96	£487.96	90.71%
Total Income		£9,937.00	£0.00	£12,541.98	£2,604.98	£51,916.00
Expenditure						
6050	Capital Projects					
6050/1	General Refurbishment	£0.00	£0.00	£0.00	£0.00	0.00%
6050/2	Climate Initiatives	£1,700.00	£0.00	£4,183.54	£-2,483.54	-59.36%
6050	Total	£1,700.00	£0.00	£4,183.54	£-2,483.54	-59.36%

Financial Budget Comparison

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

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

		2022/2023	Reserve Movements	Actual Net	Balance	Variance
6070	Projects					
6070/1	Climate Change	£250.00	£0.00	£687.50	£-437.50	-63.64%
6070/2	General	£250.00	£0.00	£179.96	£70.04	38.92%
6070	Total	£500.00	£0.00	£867.46	£-367.46	-42.36%
6080	Proposed: New PWL Climate Initiatives	£0.00	£0.00	£0.00	£0.00	0.00%
6090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00	0.00%
6320	Printing & Copying	£150.00	£0.00	£22.42	£127.58	569.05%
6330	Cleaning Materials	£200.00	£0.00	£0.00	£200.00	100.00%
6360	Advertisements	£200.00	£0.00	£0.00	£200.00	100.00%
6400	Telephones	£200.00	£0.00	£0.00	£200.00	100.00%
6410	Photocopier	£800.00	£0.00	£0.00	£800.00	100.00%
6430	Utility Bills	£2,880.00	£0.00	£1,422.16	£1,457.84	102.51%
6490	Seasonal Decorations	£0.00	£0.00	£0.00	£0.00	0.00%
6700	Programme of Events	£800.00	£0.00	£93.86	£706.14	752.33%
6900	Consumer Products (Purchase for resale)					
6900/1	Stamps	£0.00	£0.00	£324.48	£-324.48	-100.00%
6900	Total	£0.00	£0.00	£324.48	£-324.48	-100.00%
6990	Miscellaneous	£800.00	£0.00	£1,214.87	£-414.87	-34.15%
Total Expenditure		£8,230.00	£0.00	£8,128.79	£101.21	£41,951.00

Financial Budget Comparison

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

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

		2022/2023	Reserve Movements	Actual Net	Balance	Variance
7. Community Development						
Income						
707	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
770	Programme of Events	£0.00	£0.00	£4,110.45	£4,110.45	100.00%
771	Summer Fete					
771/1	Current Year	£0.00	£0.00	£1,840.21	£1,840.21	100.00%
771/2	Next Year	£0.00	£0.00	£66.67	£66.67	100.00%
771	Total	£0.00	£0.00	£1,906.88	£1,906.88	100.00%
775	Civic Functions	£0.00	£0.00	£0.00	£0.00	0.00%
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£15.00	£15.00	100.00%
777	Town Mayor's Charity - after May	£0.00	£0.00	£205.88	£205.88	100.00%
786	Community / Social Inclusion Project Grant	£0.00	£0.00	£0.00	£0.00	0.00%
790	Consumer Products (Sales)					
790/1	History Publications	£0.00	£0.00	£0.00	£0.00	0.00%
790/2	Crime Prevention	£50.00	£0.00	£0.00	£-50.00	100.00%
790/3	General	£50.00	£0.00	£0.00	£-50.00	100.00%
790	Total	£100.00	£0.00	£0.00	£-100.00	100.00%
794	Warm Spaces Initiative	£0.00	£0.00	£750.00	£750.00	100.00%
799	Miscellaneous	£0.00	£0.00	£0.00	£0.00	0.00%
Total Income		£100.00	£0.00	£6,988.21	£6,888.21	£100.00
Expenditure						
7040	Town Mayor's Allowance					

Financial Budget Comparison

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

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

		2022/2023	Reserve Movements	Actual Net	Balance	Variance
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£0.00	£375.00	100.00%
7040/2	Town Mayor's Entertainment Allowance	£375.00	£0.00	£155.00	£220.00	141.94%
7040	Total	£750.00	£0.00	£155.00	£595.00	383.87%
7070	Projects					
7070/1	Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
7070	Total	£0.00	£0.00	£0.00	£0.00	0.00%
7080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£0.00	£3,839.50	£590.50	15.38%
7260	Service Level Agreements (CAB)	£3,150.00	£0.00	£0.00	£3,150.00	100.00%
7340	Signs	£500.00	£0.00	£0.00	£500.00	100.00%
7700	Programme of Events	£4,000.00	£0.00	£3,504.84	£495.16	14.13%
7710	Summer Fete					
7710/1	Current Year	£2,100.00	£0.00	£3,331.11	-£1,231.11	-36.96%
7710/2	Next Year	£300.00	£0.00	£847.50	-£547.50	-64.60%
7710	Total	£2,400.00	£0.00	£4,178.61	-£1,778.61	-42.56%
7715	Thorpe Astley Summer Event	£0.00	£0.00	£300.00	-£300.00	-100.00%
7720	General Events					
7720/1	General	£0.00	£0.00	£24.55	-£24.55	-100.00%
7720/2	Apple Day	£500.00	£0.00	£1,125.28	-£625.28	-55.57%
7720/3	Open Days	£500.00	£0.00	£430.17	£69.83	16.23%

Financial Budget Comparison

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

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

		2022/2023	Reserve Movements	Actual Net	Balance	Variance
7720	Total	£1,000.00	£0.00	£1,580.00	-£580.00	-36.71%
7750	Civic Functions	£1,850.00	£0.00	£2,780.68	-£930.68	-33.47%
7760	Town Mayor's Charity - Pre May	£0.00	£3,207.74	£3,207.74	£0.00	0.00%
7770	Town Mayor's Charity - after May	£0.00	£0.00	£99.88	-£99.88	-100.00%
7850	Community Grants	£6,000.00	£420.58	£6,307.00	£113.58	1.80%
7860	Community / Social Inclusion Project Grant	£0.00	£0.00	£0.00	£0.00	0.00%
7870	Grants for Queen's Platinum Jubilee	£1,000.00	£0.00	£345.67	£654.33	189.29%
7880	Grants for King's Coronation	£0.00	£0.00	£0.00	£0.00	0.00%
7900	Consumer Products (Purchase for resale)					
7900/1	History Publications	£0.00	£0.00	£0.00	£0.00	0.00%
7900/2	Crime Prevention	£100.00	£0.00	£0.00	£100.00	100.00%
7900	Total	£100.00	£0.00	£0.00	£100.00	100.00%
7940	Social Inclusion Initiatives					
7940/1	General	£0.00	£0.00	£27.75	-£27.75	-100.00%
7940/2	Warm Spaces Initiative	£0.00	£0.00	£428.36	-£428.36	-100.00%
7940	Total	£0.00	£0.00	£456.11	-£456.11	-100.00%
7950	Community Safety	£500.00	£0.00	£254.21	£245.79	96.69%
7990	Miscellaneous	£100.00	£0.00	£190.28	-£90.28	-47.45%
Total Expenditure		£25,780.00	£3,628.32	£27,199.52	£2,208.80	£25,380.00

Financial Budget Comparison

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

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

		2022/2023	Reserve Movements	Actual Net	Balance	Variance
8. Planning & Environment						
Income						
807	Projects	£0.00	£0.00	£0.00	£0.00	0.00%
890	Consumer Products (Sales)					
890/1	General	£0.00	£0.00	£0.00	£0.00	0.00%
890/2	Poop Scoops	£1,700.00	£0.00	£998.13	-£701.87	-70.32%
890/3	Waste & Garden Bags	£560.00	£0.00	£0.00	-£560.00	100.00%
890	Total	£2,260.00	£0.00	£998.13	-£1,261.87	-126.42%
Total Income		£2,260.00	£0.00	£998.13	-£1,261.87	£1,150.00
Expenditure						
8070	Projects					
8070/1	Climate Change	£0.00	£0.00	£0.00	£0.00	0.00%
8070	Total	£0.00	£0.00	£0.00	£0.00	0.00%
8190	Professional Fees	£250.00	£500.00	£0.00	£750.00	100.00%
8440	Waste Services (Dog Bins)	£7,570.00	£0.00	£8,554.00	-£984.00	-11.50%
8460	Furniture	£2,500.00	£0.00	£2,794.32	-£294.32	-10.53%
8900	Consumer Products (Purchase for resale)					
8900/1	Poop Scoops	£1,600.00	£0.00	£1,236.00	£364.00	29.45%
8900/2	Waste & Garden Bags	£420.00	£0.00	£0.00	£420.00	100.00%
8900	Total	£2,020.00	£0.00	£1,236.00	£784.00	63.43%
Total Expenditure		£12,340.00	£500.00	£12,584.32	£255.68	£13,488.00

Financial Budget Comparison

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

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

	2022/2023	Reserve Movements	Actual Net	Balance	Variance
Total Income	£896,648.00	£157,681.10	£1,058,688.02	£901,006.92	£4,358.92
Total Expenditure	£899,148.00	£202,713.65	£1,125,981.50	£923,267.85	£24,119.85
Total Net Balance	-£2,500.00		-£67,293.48	-£22,260.93	-£19,760.93

Fixed assets list

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
Buildings									
11101	11101	Braunstone Civic Centre	Kingsway, LE3 2PP		£0.00	£2,200,037.00	£2,200,037.00	£2,243,000.00	01/11/19
11201	11201	Parks Workshop & Mosssdale Sports Pavilion	Mosssdale Meadows, Kingsway		£0.00	£117,060.00	£117,060.00	£366,000.00	01/11/19
11203	11203	Shakespeare Park Sports Pavilion & Car Park	Shakespeare Park	02/07/2021	£953,959.47	£953,959.47	£953,959.47	£1,022,543.00	01/11/22
12600	12600	Thorpe Astley Community Centre	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,076,733.00	£1,076,733.00	£1,255,000.00	01/11/19
Total Values					£953,959.47	£4,347,789.47	£4,347,789.47	£4,886,543.00	
Civic									
15100	15100	Town Mayor's Chain	Town Mayor		£0.00	£6,197.00	£6,197.00	£6,197.00	01/11/19
15101	15101	Town Mayor's Companion Chain	Town Mayor		£0.00	£1,329.00	£1,329.00	£1,329.00	01/11/19
15102	15102	Deputy Town Mayor's Pendant	Deputy Town Mayor		£0.00	£461.00	£461.00	£461.00	01/11/19
Total Values					£0.00	£7,987.00	£7,987.00	£7,987.00	
Contents									
11700	11700	Contents of Civic Centre	Braunstone Civic Centre		£0.00	£165,218.00	£165,218.00	£195,223.00	01/11/19
11701	11701	Contents of Mosssdale Pavilion	Mosssdale Meadows		£0.00	£955.00	£955.00	£955.00	01/11/19
11702	11702	Contents of Bowls Pavilion	Shakespeare Park		£0.00	£3,200.00	£3,200.00	£3,200.00	01/11/19
11703	11703	Contents of Football Changing Rooms	Shakespeare Park		£0.00	£510.00	£510.00	£510.00	01/11/19

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11704	11704	Glass Display Cabinet	Braunstone Civic Centre		£0.00	£1,221.00	£1,221.00	£0.00		
11705	11705	Contents of Glass Display Cabinet	Braunstone Civic Centre		£0.00	£2,406.00	£2,406.00	£0.00		
11706	11706	Automatic Doors / Record	Braunstone Civic Centre	01/01/2006	£0.00	£16,907.00	£16,907.00	£0.00		
11707	11707	Divar DIG CCTV Vantage Colour Mon 7 Dig Cams	Braunstone Civic Centre	01/06/2006	£0.00	£1,386.00	£1,386.00	£0.00		
11708	11708	Ricoh MP 2500 Photocopier	Braunstone Civic Centre	01/01/2009	£0.00	£7,149.00	£7,149.00	£0.00		
11709	11709	Data Projector	Braunstone Civic Centre	01/06/2011	£0.00	£306.00	£306.00	£0.00		
11710	11710	Overhead Trolley Screen	Braunstone Civic Centre	01/06/2013	£0.00	£630.00	£630.00	£0.00		
11711	11711	Digital TV and Associated	Braunstone Civic Centre	01/06/2011	£0.00	£236.00	£236.00	£236.00	01/11/19	
11712	11712	Intel Core 15 (Admin)	Braunstone Civic Centre	01/06/2013	£0.00	£766.00	£766.00	£766.00	01/11/19	
11713	11713	Fujitsu S No. YLST013512 PC (Reception)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/19	
11714	11714	Fujitsu S No. YLST013355 PC (DCE & Comm Serv Manager)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/19	
11715	11715	HP Compaq 6000 PC (Res & Fac Manager)	Braunstone Civic Centre	01/06/2009	£0.00	£766.00	£766.00	£766.00	01/11/19	
11716	11716	Fujitsu SN YLST013490 PC (Reception 2)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/19	
11717	11717	Vaio Sony Laptop (EO & Town Clerk)	Braunstone Civic Centre	01/06/2011	£0.00	£766.00	£766.00	£766.00	01/11/19	
11718	11718	Acer Laptop	Braunstone Civic Centre	01/06/2011	£0.00	£766.00	£766.00	£766.00	01/11/19	
11719	11719	Clone PC (Finance)	Braunstone Civic Centre	01/08/2012	£0.00	£766.00	£766.00	£766.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11720	11720	Vaio Sony Laptop (Crime Reduction)	Braunstone Civic Centre	01/06/2012	£0.00	£938.00	£938.00	£938.00	01/11/19	
11721	11721	Brother Fax Machine	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/19	
11722	11722	HP Laserjet (P2500d) Admin	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/19	
11723	11723	HP Inkjet 1200 (Admin)	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/19	
11724	11724	Epson WF7015 B511A (Colour desktop office printer)	Braunstone Civic Centre		£0.00	£308.00	£308.00	£308.00	01/11/19	
11725	11725	HP Laserjet pro 400 M40ld VnC4116835	Braunstone Civic Centre	01/01/2013	£0.00	£308.00	£308.00	£308.00	01/11/19	
11726	11726	LED Display Sceen (Reception) & Associated Equipment	Braunstone Civic Centre	08/02/2017	£850.00	£850.00	£850.00	£0.00	01/11/19	
11727	11727	Liyama anti-glare LED computer monitors x2	Braunstone Civic Centre	16/01/2017	£396.00	£396.00	£396.00	£0.00	01/11/19	
11728	11728	Glasswasher - Smeg 400 Ecoline	Braunstone Civic Centre	14/08/2019	£1,441.00	£1,441.00	£1,441.00	£1,441.00	01/11/20	
11729	11729	Laptop (LA)	Braunstone Civic Centre	28/10/2019	£595.00	£595.00	£595.00	£595.00	01/11/20	
11730	11730	2 x laptops (PS & KC)	Braunstone Civic Centre	18/03/2020	£1,524.50	£1,524.50	£1,524.50	£1,524.50	01/11/20	
11731	11731	Ralley Plus Video Conferencing Equipment	Civic Centre	07/09/2020	£5,210.00	£5,210.00	£5,210.00	£5,210.00	01/11/21	
11732	11732	Printer for Homeworker	Employee's Home Address	27/07/2020	£59.99	£59.99	£59.99	£59.99	01/11/21	£59.99
11733	11733	Council Chamber Chairs, Tables & Trolley	Braunstone Civic Centre	05/07/2021	£4,594.50	£4,594.50	£4,594.50	£4,594.50	01/11/22	
11734	11734	2 x Laptops (SCSCO & FA&R)	Braunstone Civic Centre	15/06/2021	£1,855.00	£1,855.00	£1,855.00	£1,855.00	01/11/22	
12700	12700	Curtains / Blinds	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,061.00	£1,061.00	£1,061.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
12701	12701	Folding Tables	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,703.00	£1,703.00	£1,703.00	01/11/19	
12702	12702	Beech Tables & Crome Framed Chairs	Thorpe Astley Community Centre	01/10/2010	£0.00	£6,426.00	£6,426.00	£6,426.00	01/11/19	
12703	12703	Folding Chairs	Thorpe Astley Community Centre	01/10/2010	£0.00	£4,090.00	£4,090.00	£4,090.00	01/11/19	
12704	12704	Chair Trolley	Thorpe Astley Community Centre	01/10/2010	£0.00	£612.00	£612.00	£612.00	01/11/19	
12705	12705	Notice Boards	Thorpe Astley Community Centre	01/10/2010	£0.00	£709.00	£709.00	£709.00	01/11/19	
12706	12706	Kitchen Electrical Goods	Thorpe Astley Community Centre	01/10/2010	£0.00	£723.00	£723.00	£723.00	01/11/19	
12707	12707	Misc Kitchen Utensils	Thorpe Astley Community Centre	01/10/2010	£0.00	£348.00	£348.00	£348.00	01/11/19	
12708	12708	Bottle Cooler	Thorpe Astley Community Centre	01/10/2010	£0.00	£758.00	£758.00	£758.00	01/11/19	
12709	12709	Cash Register	Thorpe Astley Community Centre	01/10/2010	£0.00	£460.00	£460.00	£460.00	01/11/19	
12710	12710	Dish Washer	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,030.00	£1,030.00	£1,030.00	01/11/19	
12711	12711	Reception Chairs	Thorpe Astley Community Centre	01/10/2016	£0.00	£326.00	£326.00	£326.00	01/11/19	
12712	12712	Office Furniture	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,075.00	£1,075.00	£1,075.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
12713	12713	HP Compaq 6000 and associated equipment	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,694.00	£1,694.00	£1,694.00 01/11/19	
13700	13700	Laptop (SLO)	Library	11/10/2021	£1,055.00	£1,055.00	£1,055.00	£1,055.00 01/11/22	
Total Values					£17,580.99	£247,325.99	£247,325.99	£246,079.99	£59.99

Infrastructure - Community Centres

15300	15300	Hearing Loop System	Braunstone Civic Centre	01/06/2005	£0.00	£214.00	£214.00	£214.00 01/11/19	
Total Values					£0.00	£214.00	£214.00	£214.00	

Infrastructure - General

11301	11301	5 Street Seats			£0.00	£2,169.00	£2,169.00	£2,169.00 01/11/19	
11302	11302	10 Notice Boards			£0.00	£3,902.86	£5,464.00	£5,464.00 01/11/19	£5,464.00
11303	11303	2 Notice Boards			£0.00	£666.00	£666.00	£666.00 01/11/19	
11304	11304	8 Welcome to Braunstone Town Road Signs			£0.00	£6,250.00	£6,250.00	£6,250.00 01/11/19	
11305	11305	3 x Thorpe Astley Place Signs	Entrances to Thorpe Astley	08/01/2021	£2,500.00	£2,500.00	£2,500.00	£2,500.00 01/11/21	
11306	11306	Civic Centre Car Park Lighting			£0.00	£4,853.00	£4,853.00	£4,853.00 01/11/19	
11307	11307	3 Lighting Columns, Franklin Park			£0.00	£9,266.00	£9,266.00	£9,266.00 01/11/19	
11308	11308	Information Board, Merrileys	Off Mossdale Meadows	01/01/2002	£0.00	£2,995.00	£2,995.00	£2,995.00 01/11/19	
11309	11309	Stone Sculpture, Merrileys	Off Mossdale Meadows	01/01/2002	£0.00	£4,389.00	£4,389.00	£4,389.00 01/11/19	
11310	11310	Steel Bench, Franklin Park	Welcombe Avenue	01/01/2000	£0.00	£1,132.00	£1,132.00	£1,132.00 01/11/19	
11311	11311	Meeting Point, Mossdale Meadows	Kingsway	01/06/2005	£0.00	£9,379.00	£9,379.00	£9,379.00 01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11312	11312	1 Bench Seat, Marshall Close	Marshall Close	01/06/2004	£0.00	£435.00	£435.00	£435.00	01/11/19	
11313	11313	8 Bench Seats, Thorpe Astley Park	Lakin Drive	01/01/2010	£0.00	£2,930.00	£2,930.00	£2,930.00	01/11/19	
11314	11314	Bench, Seat, Picnic Table, Lean Back, Mossdale Meadows	Kingsway	01/06/2012	£0.00	£2,272.00	£2,272.00	£2,272.00	01/11/19	
11315	11315	Bench Seats, Impey Close	Impey Close	31/12/2004	£0.00	£711.00	£711.00	£711.00	01/11/19	
11316	11316	CCTV Cameras & Equipment (Civic Centre)	Civic Centre	01/01/2019	£3,285.60	£3,285.60	£3,285.60	£0.00		
11317	11317	CCTV Cameras & Equipment (Thorpe Astley Community Centre)	Thorpe Astley Community Centre	02/01/2019	£3,765.60	£3,765.60	£3,765.60	£0.00		
11318	11318	CCTV Cameras & Equipment (Mossdale Meadows)	Mossdale Meadows Depot	01/01/2019	£2,061.60	£2,061.60	£2,061.60	£0.00		
11319	11319	4 x Notice boards for TA and BT	Foxon Way, Goodheart Way, Holmfield Park, Franklin Park	23/06/2022	£3,353.18	£3,353.18	£0.00	£3,353.18		
17100	17100	Radarlux Minivisor 230 VAS/SID Camera	Lubbesthorpe Way Underpass	01/05/2013	£0.00	£2,753.00	£2,753.00	£2,753.00	01/11/19	
Total Values					£14,965.98	£69,068.84	£67,276.80	£61,517.18		£5,464.00

Infrastructure - Parks

11550	11550	Gates and Fences	Braunstone Town		£0.00	£17,997.00	£17,997.00	£17,997.00	01/11/19	
11551	11551	Gates and Fences (TA-IS)	Isobella Road	01/01/2004	£0.00	£3,143.00	£3,143.00	£3,143.00	01/11/19	
11552	11552	Gates and Fences (TA-PR)	Priestman Road	01/01/2004	£0.00	£16,525.00	£16,525.00	£16,525.00	01/11/19	
11553	11553	Bow Top Fence (TA-M)	Marshall Close	01/01/2004	£0.00	£3,195.00	£3,195.00	£3,195.00	01/11/19	
11554	11554	Bow Top Fence (TA-H)	Hilcot Green	01/01/2004	£0.00	£4,235.00	£4,235.00	£4,235.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
11555	11555	Gates and Fences (Community Orchard)	Franklin Park	01/01/2009	£0.00	£6,783.00	£6,783.00	£6,783.00	01/11/19
11556	11556	Play Area Fence (TA -PK)	Thorpe Astley Park	01/06/2010	£0.00	£8,188.00	£8,188.00	£8,188.00	01/11/19
11557	11557	Tennis Courts - Weldmesh Fencing and Gates (TA-PK)	Thorpe Astley Park	01/06/2010	£0.00	£10,495.00	£10,495.00	£10,495.00	01/11/19
11558	11558	12 x Fencing Panels MM Basketball Area	Mosssdale Meadows	01/06/2012	£0.00	£4,531.20	£4,531.20	£4,531.20	01/11/19
11559	11559	Smart Access Gate - Thorpe Astley Tennis Courts	Thorpe Astley Park	01/04/2022	£6,020.00	£6,020.00		£6,020.00	
11600	11600	Automatic Water System (SP)	Shakespeare Park		£0.00	£5,470.00	£5,470.00	£5,470.00	01/11/19
11601	11601	Tennis Courts Fencing - Shakespeare Park	Shakespeare Park	18/07/2022	£14,950.00	£14,950.00		£14,950.00	01/11/22
11602	11602	Smart Access Gate - Shakespeare Park Tennis Courts	Shakespeare Park	18/07/2022	£6,020.00	£6,020.00		£6,020.00	01/11/22
Total Values					£26,990.00	£107,552.20	£80,562.20	£107,552.20	

Land

10001	10001	Holmfield Park	Wardens Walk		£0.00	£1.00	£1.00	£0.00	
10002	10002	Shakespeare Park	Avon Road		£0.00	£1.00	£1.00	£0.00	
10003	10003	Franklin Park (including Community Orchard)			£0.00	£15,730.00	£15,730.00	£0.00	
10004	10004	Mosssdale Meadows	Kingsway		£0.00	£33,752.00	£33,752.00	£0.00	
10005	10005	Merrileys Park	Off Mosssdale Meadows		£0.00	£10,499.00	£10,499.00	£0.00	
10006	10006	Watercourse Walk	Thorpe Astley		£0.00	£3,547.00	£3,547.00	£0.00	
10007	10007	Thorpe Astley South Open Spaces	Isobella Close & Priestman Road	25/03/2011	£0.00	£8,040.00	£8,040.00	£0.00	
10008	10008	Thorpe Astley Open Spaces	Thorpe Astley	31/07/2011	£0.00	£6,289.00	£6,289.00	£0.00	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
10009	10009	Thorpe Astley Parkland	Lakin Drive	01/08/2011	£0.00	£25,414.00	£25,414.00	£0.00	
10010	10010	Thorpe Astley Open Spaces (Persimmon)	Thorpe Astley	01/04/2013	£0.00	£24,381.53	£24,381.53	£0.00	
Total Values					£0.00	£127,654.53	£127,654.53	£0.00	

Recreation, Sports & Play Equipment

11401	11401	Rocking Horse (FP)	Franklin Park		£0.00	£8,605.00	£8,605.00	£8,605.00	01/11/19
11402	11402	Climbing Frame (FP)	Franklin Park		£0.00	£786.00	£786.00	£786.00	01/11/19
11403	11403	Seesaw (FP)	Franklin Park		£0.00	£1,567.00	£1,567.00	£1,567.00	01/11/19
11404	11404	Jungle Walk (FP)	Franklin Park		£0.00	£1,001.00	£1,001.00	£1,001.00	01/11/19
11405	11405	Non Mump Seesaw (FP)	Franklin Park		£0.00	£2,881.00	£2,881.00	£2,881.00	01/11/19
11406	11406	Swing Set Cradle (FP)	Franklin Park		£0.00	£1,525.00	£1,525.00	£1,525.00	01/11/19
11407	11407	Swing Set (FP)	Franklin Park		£0.00	£1,591.00	£1,591.00	£1,591.00	01/11/19
11408	11408	Cnopus Frame (FP)	Franklin Park	01/06/2005	£0.00	£11,989.00	£11,989.00	£11,989.00	01/11/19
11409	11409	Multi Goal Units (FP)	Franklin Park	01/06/2005	£0.00	£7,595.00	£7,595.00	£7,595.00	01/11/19
11411	11411	Concord Mid Space Net (FP)	Franklin Park	01/06/2005	£0.00	£8,012.00	£8,012.00	£8,012.00	01/11/19
11412	11412	Activity Climb / Slide (FP)	Franklin Park	01/06/2012	£0.00	£8,723.00	£8,723.00	£8,723.00	01/11/19
11413	11413	Tangle Trail	Franklin Park	20/07/2016	£1,779.26	£1,779.26	£1,779.26	£1,779.26	01/11/19
11414	11414	Dizzy roundabout	Franklin Park	16/11/2017	£6,267.00	£6,267.00	£6,267.00	£6,267.00	01/11/19
11421	11421	Roundabout (HP)	Holmfield Park		£0.00	£1,575.00	£1,575.00	£1,575.00	01/11/19
11422	11422	Mystical World Multi-Play (HP)	Holmfield Park	27/11/2015	£6,729.00	£6,729.00	£6,729.00	£6,729.00	01/11/19
11423	11423	Swing 2 bay flat & 1 basket (HP)	Holmfield Park	27/11/2015	£4,300.00	£4,300.00	£4,300.00	£4,300.00	01/11/19
11424	11424	2 Double Bay Swing Set (HP)	Holmfield Park	01/01/2006	£1,938.00	£1,362.00	£1,362.00	£1,362.00	01/11/19

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11425	11425	Rocking Horse (HP)	Holmfield Park		£0.00	£8,550.00	£8,550.00	£8,550.00	01/11/19	
11426	11426	Junior Parallel Bar (HP)	Holmfield Park		£0.00	£544.00	£544.00	£544.00	01/11/19	
11427	11427	Mini Spacenet (HP)	Holmfield Park	01/06/2004	£7,900.00	£8,171.00	£8,171.00	£8,171.00	01/11/19	
11428	11428	Meeting Point (HP)	Holmfield Park	01/06/2004	£2,660.00	£3,519.00	£3,519.00	£3,519.00	01/11/19	
11429	11429	Multiplay Area (HP)	Holmfield Park	01/06/2004	£13,065.00	£45,013.00	£45,013.00	£45,013.00	01/11/19	
11430	11430	Five-a-side goal posts (HP)	Holmfield Park		£0.00	£0.00	£0.00	£0.00	01/11/19	
11431	11431	Swing Set (MM)	Mossdale Meadows		£0.00	£1,522.00	£1,522.00	£1,522.00	01/11/19	
11432	11432	Combination Bank Slide (MM)	Mossdale Meadows		£0.00	£3,482.00	£3,482.00	£3,482.00	01/11/19	
11433	11433	Sadlemate (MM)	Mossdale Meadows		£0.00	£1,041.00	£1,041.00	£1,041.00	01/11/19	
11434	11434	Cradleseat Swing Set (MM)	Mossdale Meadows		£0.00	£1,824.00	£1,824.00	£1,824.00	01/11/19	
11435	11435	2 Spinner Bowls (MM)	Mossdale Meadows	01/06/2005	£0.00	£1,428.00	£1,428.00	£1,428.00	01/11/19	
11436	11436	Climbing Frame (MM)	Mossdale Meadows	01/06/2005	£0.00	£8,703.00	£8,703.00	£8,703.00	01/11/19	
11437	11437	Supernova Roundabout (MM)	Mossdale Meadows	01/06/2005	£0.00	£3,338.00	£3,338.00	£3,338.00	01/11/19	
11440	11440	2 x Philadelphia Basketball/goal posts (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£6,027.00	£6,027.00	£6,027.00	01/11/19	
11441	11441	1 x Maine Goal Arena System (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£3,530.00	£3,530.00	£3,530.00	01/11/19	
11442	11442	1 x straight round grinder skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£199.00	£199.00	£199.00	01/11/19	
11443	11443	1 x inclined square grinder skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£189.00	£189.00	£189.00	01/11/19	
11444	11444	1 x grind box skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,007.00	£1,007.00	£1,007.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11445	11445	1 x jump ramp skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,185.00	£1,185.00	£1,185.00	01/11/19	
11446	11446	1 x stepped grind box skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,490.00	£1,490.00	£1,490.00	01/11/19	
11447	11447	1 x driveway street course (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£16,013.00	£16,013.00	£16,013.00	01/11/19	
11448	11448	2 x Ski Steppers (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£3,007.00	£3,007.00	£3,007.00	01/11/19	
11449	11449	1 x Mini Ski (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,197.00	£1,197.00	£1,197.00	01/11/19	
11450	11450	1 x Leg Stretch (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£873.00	£873.00	£873.00	01/11/19	
11451	11451	1 x fitness sign (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£748.00	£748.00	£748.00	01/11/19	
11452	11452	1 x Sit Up (B)	Mossdale Meadows	01/06/2012	£0.00	£1,233.00	£1,233.00	£1,233.00	01/11/19	
11453	11453	1x Health Walker (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,410.00	£2,410.00	£2,410.00	01/11/19	
11454	11454	1 x Pull Down Challenger (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,128.00	£2,128.00	£2,128.00	01/11/19	
11455	11455	Fitness Sign (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£747.00	£747.00	£747.00	01/11/19	
11456	11456	1 x Push Hands (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,180.00	£1,180.00	£1,180.00	01/11/19	
11457	11457	2 x Handle Boats (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,788.00	£2,788.00	£2,788.00	01/11/19	
11458	11458	1 x Parallel Rails (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,009.00	£1,009.00	£1,009.00	01/11/19	
11459	11459	1 x Fitness Sign (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£748.00	£748.00	£748.00	01/11/19	
11460	11460	1 x UniMini Dinghy (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,133.00	£2,133.00	£2,133.00	01/11/19	
11461	11461	1 x Pull Up Rope (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£499.00	£499.00	£499.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11462	11462	1 x Rota Roka (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£1,286.00	£1,286.00	£1,286.00	01/11/19	
11463	11463	1 x Roko (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£834.00	£834.00	£834.00	01/11/19	
11464	11464	1 x Zingo Dek Climb (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£6,870.00	£6,870.00	£6,870.00	01/11/19	
11465	11465	1 x Pair Talking Tubes (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£773.00	£773.00	£773.00	01/11/19	
11466	11466	1 x Lobster Pot Climbe (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£4,902.00	£4,902.00	£4,902.00	01/11/19	
11467	11467	3 x NRG Ross Ice Shelves (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£1,119.00	£1,119.00	£1,119.00	01/11/19	
11468	11468	1 x Amazon Basin (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£2,370.00	£2,370.00	£2,370.00	01/11/19	
11469	11469	1 x NRG Klondike Double (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£1,360.00	£1,360.00	£1,360.00	01/11/19	
11470	11470	Total Play surface area (MM2012)	Mosssdale Meadows	01/06/2012	£0.00	£4,294.00	£4,294.00	£4,294.00	01/11/19	
11480	11480	Slide (SP)	Shakespeare Park		£0.00	£2,078.00	£2,078.00	£2,078.00	01/11/19	
11481	11481	Whirlwind Climbing Frame (SP)	Shakespeare Park		£0.00	£9,820.00	£9,820.00	£9,820.00	01/11/19	
11482	11482	2 Double Bay Swing (SP)	Shakespeare Park		£0.00	£1,890.00	£1,890.00	£1,890.00	01/11/19	
11483	11483	Saddlemate (SP)	Shakespeare Park		£0.00	£1,007.00	£1,007.00	£1,007.00	01/11/19	
11484	11484	Play Safety Surface (SP)	Shakespeare Park		£0.00	£38,908.00	£38,908.00	£38,908.00	01/11/19	
11485	11485	Rocking Horse (SP)	Shakespeare Park	01/06/2002	£0.00	£8,278.00	£8,278.00	£8,278.00	01/11/19	
11490	11490	Spring Seesaw (TA-IS)	Isobella Road	01/01/2004	£0.00	£2,010.00	£2,010.00	£2,010.00	01/11/19	
11491	11491	Spring Elephant (TA-IS)	Isobella Road	01/01/2004	£0.00	£679.00	£679.00	£679.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11492	11492	Spring Lion (TA-IS)	Isobella Road	01/01/2004	£0.00	£679.00	£679.00	£679.00	01/11/19	
11493	11493	Stepping Stones (TA-IS)	Isobella Road	01/01/2004	£0.00	£180.00	£180.00	£180.00	01/11/19	
11494	11494	Surfacing (TA-IS&PR)	Isobella Road / Priestman Road	01/01/2004	£0.00	£8,487.00	£8,487.00	£8,487.00	01/11/19	
11495	11495	Tower Slide (TA-PR)	Priestman Road	01/01/2004	£0.00	£6,524.00	£6,524.00	£6,524.00	01/11/19	
11496	11496	Swings (TA-PR)	Priestman Road	01/01/2004	£0.00	£4,634.00	£4,634.00	£4,634.00	01/11/19	
11497	11497	Spring Plane (TA-PR)	Priestman Road	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/19	
11498	11498	Spring Elephant (TA-PR)	Priestman Road	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/19	
11500	11500	Spring Seesaw (TA-H)	Hilcot Green	01/01/2004	£0.00	£2,010.00	£2,010.00	£2,010.00	01/11/19	
11501	11501	Rocker Elephant (TA-H)	Hilcot Green	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/19	
11502	11502	Swing Toddler (TA-H)	Hilcot Green	01/01/2004	£0.00	£1,550.00	£1,550.00	£1,550.00	01/11/19	
11503	11503	Multi-play Tower/Slide (TA-H)	Hilcot Green	01/01/2004	£0.00	£6,523.00	£6,523.00	£6,523.00	01/11/19	
11504	11504	Safety Surface (TA-H)	Hilcot Green	01/01/2004	£0.00	£5,062.00	£5,062.00	£5,062.00	01/11/19	
11505	11505	Igloo Climber (TA-M)	Marshall Close	01/01/2004	£0.00	£922.00	£922.00	£922.00	01/11/19	
11506	11506	Game Panels x2 (TA-M)	Marshall Road	01/01/2004	£0.00	£1,437.00	£1,437.00	£1,437.00	01/11/19	
11507	11507	Balance Trail (TA-M)	Marshall Close	01/01/2004	£0.00	£1,183.00	£1,183.00	£1,183.00	01/11/19	
11508	11508	Play Train (TA-M)	Marshall Close	01/01/2004	£0.00	£6,733.00	£6,733.00	£6,733.00	01/11/19	
11509	11509	Safety Surface (TA-M)	Marshall Close	01/01/2004	£0.00	£4,587.00	£4,587.00	£4,587.00	01/11/19	
11510	11510	Rocker Horse (TA-IC)	Impey Close	01/01/2004	£0.00	£642.00	£642.00	£642.00	01/11/19	
11511	11511	Multiplay Tower and Slide (TA-IC)	Impey Close	01/01/2004	£0.00	£6,456.00	£6,456.00	£6,456.00	01/11/19	
11512	11512	Double Swing (TA-IC)	Impey Close	01/01/2004	£0.00	£1,824.00	£1,824.00	£1,824.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11513	11513	Safety Surface (TA-IC)	Impey Close	01/01/2004	£0.00	£4,572.00	£4,572.00	£4,572.00	01/11/19	
11520	11520	Space Net 3144 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£13,754.00	£13,754.00	£13,754.00	01/11/19	
11521	11521	Electra Gxy 932 Frame with Satellite Spinners (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£16,117.00	£16,117.00	£16,117.00	01/11/19	
11522	11522	Supernova Gxy916 Roundabout (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£3,720.00	£3,720.00	£3,720.00	01/11/19	
11523	11523	Ridge Ele500003 Climbing Frame/Slide (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£9,462.00	£9,462.00	£9,462.00	01/11/19	
11524	11524	Spinner Bowl Elec400024 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£922.00	£922.00	£922.00	01/11/19	
11525	11525	Blazer Ele400021 3 Sided Sprung Seesaw (TA-PK)	Thorpe Astley Parkland	01/06/2011	£0.00	£2,148.00	£2,148.00	£2,148.00	01/11/19	
11526	11526	Swing Set M69201 (TA-PK)	Thorpe Astley Parkland	01/06/2011	£0.00	£1,665.00	£1,665.00	£1,665.00	01/11/19	
11527	11527	Dino Swing Spme40400 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£4,895.00	£4,895.00	£4,895.00	01/11/19	
11528	11528	Meeting Points x2 - Fre3000 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£6,916.00	£6,916.00	£6,916.00	01/11/19	
11529	11529	Multi Use Games Area Fre2115 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£19,439.00	£19,439.00	£19,439.00	01/11/19	
11530	11530	Total Safety Surface (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£14,742.00	£14,742.00	£14,742.00	01/11/19	
11531	11531	Chin Ups FT906 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,255.40	£1,255.40	£1,255.40	01/11/19	
11532	11532	Horizontal Ladder FT909 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,958.40	£1,958.40	£1,958.40	01/11/19	
11533	11533	2 Bay Platform Sit Ups FT929 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,793.40	£1,793.40	£1,793.40	01/11/19	
11534	11534	Gate Climb FT913 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,702.40	£1,702.40	£1,702.40	01/11/19	
11535	11535	Balance Beams FT920 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,682.40	£1,682.40	£1,682.40	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
Total Values					£44,638.26	£470,517.26	£470,517.26	£470,517.26	

Vehicles, Plant & Equipment

15200	15200	Cutless Pasture Topper	Mossdale Meadows		£0.00	£2,500.00	£2,500.00	£2,500.00	01/11/19
15201	15201	Misc Hand Tools Garage	Mossdale Meadows		£0.00	£1,000.00	£1,000.00	£1,000.00	01/11/19
15202	15202	Ransome Super Certees	Shakespeare Park		£0.00	£2,800.00	£2,800.00	£2,800.00	01/11/19
15203	15203	Flymo Hover Mower GT2	Shakespeare Park	01/02/2013	£0.00	£440.00	£440.00	£440.00	01/11/19
15204	15204	Danarm Hedgecutter	Shakespeare Park		£0.00	£461.00	£461.00	£461.00	01/11/19
15205	15205	Sisis Roller	Shakespeare Park		£0.00	£470.00	£470.00	£470.00	01/11/19
15206	15206	Holland MC 35 Ride on Mower	Mossdale Meadows		£0.00	£19,300.00	£19,300.00	£19,300.00	01/11/19
15207	15207	Bateson Trailer	Mossdale Meadows	01/06/2002	£0.00	£2,500.00	£2,500.00	£2,500.00	01/11/19
15208	15208	Airmaster Compressor	Mossdale Meadows	01/06/2007	£0.00	£255.00	£255.00	£255.00	01/11/19
15209	15209	Petrol Generator	Mossdale Meadows	01/06/2008	£0.00	£710.00	£710.00	£710.00	01/11/19
15210	15210	McConnel PA5155 Left Hand Cut Hedgecutter	Mossdale Meadows	01/06/2008	£0.00	£12,500.00	£12,500.00	£12,500.00	01/11/19
15211	15211	Roller Garage	Mossdale Meadows	01/06/2008	£0.00	£1,400.00	£1,400.00	£1,400.00	01/11/19
15212	15212	McCulloch Mac 838 Chainsaw	Mossdale Meadows	01/06/2010	£0.00	£200.00	£200.00	£200.00	01/11/19
15213	15213	Rhyobe Hedgecutter	Mossdale Meadows	01/06/2010	£0.00	£200.00	£200.00	£200.00	01/11/19
15214	15214	Kawaski 43A Strimmer	Mossdale Meadows	01/06/2011	£0.00	£200.00	£200.00	£200.00	01/11/19

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
15215	15215	Stihl Leaf Blower	Mossdale Meadows	01/06/2012	£0.00	£200.00	£200.00	£200.00	01/11/19	
15216	15216	Echo 350 ES Strimmer	Mossdale Meadows	01/06/2012	£0.00	£200.00	£200.00	£200.00	01/11/19	
15217	15217	Leaf Blower	Mossdale Meadows	01/04/2013	£0.00	£300.00	£300.00	£300.00	01/11/19	
15218	15218	Hedgetrimmer	Mossdale Meadows	01/04/2013	£0.00	£750.00	£750.00	£750.00	01/11/19	
15219	15219	Pressure Washer	Mossdale Meadows	01/11/2013	£120.00	£0.00	£0.00	£0.00	01/11/19	
15220	15220	Hedge trimmer Sthil HS 87 T	Mossdale Meadows	04/02/2020	£505.00	£505.00	£505.00	£5,050.00	01/11/20	
15301	15301	2x MM SAM speed vehicle activated signs	Moved to Various Locations	26/10/2017	£4,227.50	£4,227.50	£4,227.50	£4,227.50	01/11/19	
Total Values					£4,852.50	£51,118.50	£51,118.50	£55,663.50		
Grand Total					£1,062,987.20	£5,429,227.79	£5,400,445.75	£5,836,074.13		£5,523.99
+ assets disposed during year							£0.00			
							£5,400,445.75			



PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2023

6 April 2023

BRAUNSTONE TOWN COUNCIL (LEICS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW485188	07 May - 07 Nov	FIXED	ANNUITY	£9,710.15
PW485557	07 May - 07 Nov	FIXED	ANNUITY	£18,272.49
PW490422	07 May - 07 Nov	FIXED	EIP	£21,000.00
PW482623	07 May - 07 Nov	FIXED	ANNUITY	£22,330.07
PW480508	07 May - 07 Nov	FIXED	ANNUITY	£4,387.44
PW487506	07 May - 07 Nov	FIXED	ANNUITY	£26,746.19
235384	07 May - 07 Nov	FIXED	ANNUITY	£420,939.68
292038	07 May - 07 Nov	FIXED	ANNUITY	£482,844.95
600557	07 May - 07 Nov	FIXED	ANNUITY	£114,297.00
TOTAL OUTSTANDING BALANCE:				1,120,527.97
TOTAL NUMBER OF LOANS:				9

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

VAT Summary

Balance Sheet opening figures

Opening Vat Recoverable	£15,727.88
Opening Vat Payable	£0.00

VAT Return Details

Start Date	End Date	Sales Vat	EC Vat	Total Vat due	Purchases Vat	Net VAT	Sales	Purchases
01/04/22	30/06/22	£935.59	£0.00	£935.59	£17,173.30	£16,237.71	£395,542.61	£296,948.47
01/07/22	30/09/22	£920.21	£0.00	£920.21	£13,280.39	£12,360.18	£400,995.06	£219,419.74
01/10/22	31/12/22	£1,076.93	£0.00	£1,076.93	£16,037.54	£14,960.61	£42,494.59	£314,216.30
01/01/23	31/03/23	£956.80	£0.00	£956.80	£24,589.92	£23,633.12	£200,503.58	£286,555.59
Totals		£3,889.53	£0.00	£3,889.53	£71,081.15	£67,191.62	£1,039,535.84	£1,117,140.10

Total of VAT Returns including opening figures £82,919.50

Details of transactions against VAT REFUND (Income) Headings

114 VAT received

Received	Invoiced	Tn. no	Reference	Details	Net (£)	Vat (£)	Gross (£)
11/04/22	31/03/22	15981		HMRC - VAT refund 01/01/22 - 31/03/22	15,727.88	0.00	15,727.88
27/07/22	30/06/22	16295	BACS220727	HMRC - VAT refund 01/04/22 - 30/06/22	16,237.71	0.00	16,237.71
13/11/22	30/09/22	16677	BACS300922	HMRC - VAT refund 01/07/22 - 30/09/22	12,360.18	0.00	12,360.18
14/02/23	31/12/22	17219	BACS230214	HMRC - VAT refund 01/10/22 - 31/12/22	14,960.61	0.00	14,960.61
	31/03/23	17501		HMRC - VAT refund 01/01/23 - 31/03/23	23,633.12	0.00	23,633.12
114 VAT received Total					82,919.50	0.00	82,919.50

Total of VAT transactions (refunds and payments) 82,919.50

Total of refunds/ payments matches the total of the VAT returns.

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED
Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Braunstone Town Council

Bank reconciliation template 2022/2023

	£	£	
Balance per bank statement at 31 March 2023		158,204.47	
Add: outstanding receipts			
	634.73		
	562.25		
	612.41		
	609.43		
		2,418.82	
Less: outstanding payments			
	101.30		
	97.80		
	14.73		
	171.11		
	277.32		
	154.80		
	240.00		
	566.48		
	752.24		
	10.00		
	297.12		
	40.00		
	189.34		
		2,912.24	
Balance per cashbook at 31 March 2023		157,711.05	157,711.05

Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2023 but which appear on the bank statement after 31 March 2023.

Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2023 but which appear on the bank statement after 31 March 2023.

Explanation of variances 2022/23 – pro forma

Name of smaller authority: Braunstone Town Council

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Now, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £500);
- variances of more than £100,000 must be explained even where this constitutes less than 15%;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Please ensure variance explanations are quantified to reduce the variance excluding stated items below the 15% / £500 / £100,000 threshold

	2022	2023	Variance £	Variance %	Explanation Required?		DO NOT OVERWRITE THE BOXES HIGHLIGHTED IN RED/GREEN	Explanation (must include narrative and supporting figures)
	£	£			Is > 15%	Is > £100,000		
1 Balances Brought Forward	618,175	286,317					Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	681,961	720,356	38,395	5.63%	NO	NO		
3 Total Other Receipts	172,030	338,512	166,482	96.78%	YES	YES		One off Public Works Loan Receipt of £114,297 towards the cost of refurbishing the Civic Centre toilets and Café kitchen facilities. £19,941 one-off grant towards the cost of installing a Changing Places Toilet at the Civic Centre. £21,808 in additional Facilities Hire income compared to budget (first full year of operations after Covid). Remaining Receipts £182,466.
4 Staff Costs	434,301	544,102	109,801	25.28%	YES	YES		The budgeted amount for Staff Costs in 2021/2022 was £516,196; however, following Covid and a staff restructure, a number of posts remained vacant for most of 2021, resulting in an underspend of £81,895. The budgeted amount in 2022/2023 was £526,001; however, a NJC pay deal of twice the amount predicted resulted in an overspend on salaries of £18,101.
5 Loan Interest/Capital Repayment	94,186	82,433	-11,753	12.48%	NO	NO		
6 All Other Payments	657,362	504,211	-153,151	23.30%	YES	YES		2021/2022 included payments of £331,278 towards the redevelopment of Sports Pavilion and Site at Shakespeare Park; therefore balance of the remaining Other Payments in 2021/2022 was £326,084. 2022/2023 included the remaining £93,552 towards the redevelopment of Sports Pavilion and Site at Shakespeare Park and £68,370 towards the Civic Centre toilets and Café Kitchen refurbishment. Therefore, the balance of the remaining Other Payments in 2022/2023 was £342,289.
7 Balances Carried Forward	286,317	214,440	-71,877	25.10%	YES	NO		Balance on 31st March 2022 included £100,346 earmarked for Capital Works at Shakespeare Park; on 31st March 2023 the balance was £26,567 (meaning £73,779 was utilised during the year).
8 Total Cash and Short Term Investments	243,221	157,711	-85,510	35.16%	YES	NO		Balance on 31st March 2022 included £73,779 for Capital Works at Shakespeare Park, where the income had been received during 2021/2022 in the form of loans and grants but remained unspent on 31st March 2022.
9 Total Fixed Assets plus Other Long Term Investments and Assets	5,400,446	5,429,228	28,782	0.53%	NO	NO		
10 Total Borrowings	1,061,862	1,120,528	58,666	5.52%	NO	NO		
Excessive Reserves Ratio	0.41984	0.29769						

BRAUNSTONE TOWN COUNCIL

29th JUNE 2023

Item 8 – Amendments to Capital Plan 2023/2024

Purpose

To consider proposed amendments to the 2023/2024 Capital Plan to incorporate works to the Car Park at Mossdale Meadows as part of wider works to improve drainage and prevent flooding at Mossdale Meadows.

Background

The Capital Plan forms the foundation of the investment and improvement works undertaken by the Town Council. Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with capital projects and updates the list according to funding availability and priorities.

The Capital Plan proposals for the year ahead and beyond are considered and approved at Full Council in January when the budget and precept is set. The current Capital Plan was adopted by Council on 26th January 2023 (Minute Reference 6093).

One of the Priority Projects for 2023/2024 is to “Replace vehicle and pedestrian culvert bridges at Mossdale Meadows” since the existing culverts are not suitable for flow of water which causes flooding on the park on a regular basis.

Mossdale Meadows Capital Works

On 15th June 2023, Policy & Resources Committee received an update on the process for appointing a contractor and financing to undertake the rebuilding Mossdale Meadows Culvert and associated works (Policy & Resources Committee Minute 20).

In order to effectively deliver and finance the Replacement of vehicular culvert bridge over the brook, Policy & Resources Committee determined the other drainage schemes and flood alleviation works at Mossdale Meadows should also be included as part of the project, as follows:

1. works to the brook banks as previously proposed;
2. inclusion of drainage channels down the Lubbesthorpe bridle path adjacent to the pavilion building to alleviate flooding issues in the workshop;
3. drainage work to the entrance of Mossdale Meadows car park to drain water from the car park into the brook as the car park entrance was prone to frequent flooding that was raised during the Walking & Cycling route construction; and
4. Resurfacing of Mossdale Meadows car park with tarmac; currently the car

park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain.

Items 1 and 2 on the above list are included in the Town Council's Capital Plan 2023/2024, however items 3 and 4 are not. Therefore, it is recommended that Council revisit the Capital Plan and approve their inclusion since problems with flooding at various locations on Mosssdale Meadows had been reported on several occasions and it made sense to include these items on the Capital Plan so they could be included and funded as part of the same Capital works as the existing Mosssdale Meadows Capital Plan Schemes.

The proposed amendments to the Capital Plan are highlighted at Appendix 1.

Recommendation

That the following items be approved for inclusion in the short to medium term Capital Plan 2023/2024:

- i. Drainage work to the entrance of Mosssdale Meadows car park to drain water from the car park into the brook as the car park entrance was prone to frequent flooding which was raised during the Walking & Cycling route construction; and
- ii. Resurfacing of Mosssdale Meadows car park with tarmac; currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain;

as highlighted at Appendix 1.

Reason

To recognise that problems with flooding at various locations on Mosssdale Meadows had been reported on several occasions and it made sense to include these items on the Capital Plan so they could be included and funded as part of the same Capital works as two other Mosssdale Meadows Capital Plan Schemes: "Replace vehicle and pedestrian culvert bridges" and "Improve drainage on Lubbesthorpe Bridleway".



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

CAPITAL PLAN 2023/2024

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

Priority Projects for 2023/2024

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 25th MAY 2023 AT 7.30pm

PRESENT: Councillor Anthea Ambrose (Chair), Councillor Becca Lunn Scoppie (Vice-chair) and Councillors Sevim Aslan, Nick Brown, Alex Dewinter, Andy Evans, Christiane Startin-Lorent, Imran Uddin (Substituting for Sam Fox-Kennedy), Marion Waterton and Mark Widdop.

Also in attendance was Councillor Tracey Shepherd (Town Mayor)

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

There were no members of the public present.

1. Apologies

Apologies for absence were received from Councillors Richard Forrest, Sam Fox-Kennedy and Paul Kennedy.

2. Disclosures of Interest

A disclosure of Non-Pecuniary Interest was made by Councillor Imran Uddin in agenda item 13(b), Community Grant Applications, Winstanley Wizards Table Tennis Club, since Councillor Uddin's children attend the Table Tennis Club.

3. Public Participation

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 no members of the public present.

4. Minutes of the Meeting held 30th March 2023

The Minutes of the Meeting held on 30th March 2023 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 30th March 2023 be approved and signed by the Chairperson as a correct record.

5. **Town Mayor's Report**

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

The Town Mayor updated the Committee on the progress she had made in her first week as Town Mayor and confirmed she had visited several venues including Gillys Café, Watergate Lane, the Friday Social Club at Shakespeare Park Pavilion and the Coffee Morning held in the Community Library, to promote the Chatty Café scheme. This charity encourages residents to attend designated Chatty Cafes set up in the local area to help reduce loneliness and isolation. Volunteers were encouraged to come forward to run the Chatty Café table at the venue. Both venue and volunteers need to pay for registration that would be covered by the fundraising undertaken by the Town Mayor. Details of the Chatty Café scheme and how to become involved will be published on the website, social media and through the Braunstone Life.

RESOLVED

1. that the update on the Town Mayor's Engagements be noted; and
2. that the Chatty Café initiative be endorsed.

Reasons for Decisions

1. *To monitor and review the effectiveness of the Town Council's community engagement activities; and*
2. *To support an initiative aimed at reducing loneliness and isolation.*

6. **Community Safety and Neighbourhood Policing Update**

The Chair welcomed PC Fraser Lennox to the meeting to receive an update from the local neighbourhood police team on local community safety and policing issues.

It was noted that both PC Eimer O'Donnell and PCSO Kurt Brookes had now left the beat team. PC O'Donnell had been replaced by PC Jon Marvell.

Members requested an update on the ongoing incident at Meridian Business Park with regards to a protest. It was noted that the issue was still ongoing but on a much smaller scale with only a small number of protestors still onsite. The ongoing situation did not present any danger or concern for members of the public.

Issues with parking on pavements was still ongoing and PC Lennox had attended several reports of inconsiderate parking.

PC Lennox reported on a positive outcome following an arrest at an address in the Town concerning drug dealing. He confirmed that work on anti-social

behaviour would increase over the coming months. An incident of arson at Braunstone Civic Centre was also being investigated.

The new Walking and Cycling route through Mossdale Meadows and Meridian Leisure was scheduled to be opened at the end of June. Members requested support from the police beat team to ensure that any misuse of the route by motorbikes was quickly dealt with in the early days to discourage any ongoing issues. Contact with the Meridian Leisure security team would also be undertaken to help with this issue and any other antisocial behaviour around the new Walking and Cycling route.

RESOLVED that the update be noted.

Reason for Decision

To ensure that current community safety and policing updates were received.

7. Speed Sign Data

The Committee considered the latest speed sign data from Kingsway and Murby Way (item 7 on the agenda).

It was noted that the Police had been undertaking speeding checks on Murby Way.

RESOLVED

1. that the speed activation signs be installed on Turnbull Drive and Murby Way; and
2. that the speed activation reports for Murby Way and Kingsway be forwarded to the Police Beat Team.

Reasons for Decisions

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

8. Report from Commbus

The Chair welcomed Nigel Calver and Olly Curran to an received an update on the Commbus Community Transport Service in Braunstone Town.

It was noted that passenger numbers from the local area had increased over recent months and that regular services were being run on Tuesdays, Thursdays and Fridays from Braunstone Town.

The Commbus committee were struggling to recruit new volunteer drivers and any publicity from the Town Council would be welcome. Members noted

that most community transport organisations were struggling with recruitment due to changes in insurance criteria and a higher retirement age that had restricted the number of suitable volunteers available.

A new timetable of services was now available, which the Town Council was happy to help promote and publicise.

The representatives of Commbus highlighted the difficulty in reaching vulnerable and isolated residents that may benefit from the service and suggested linking up with local groups and organisations to support residents.

RESOLVED that the update be received and noted.

Reason for Decision

To identify current issues and support needs of residents and ensure that the Town Council

9. Fete – progress update

The Committee received a progress update on preparations for the Annual Summer Fete at Mossdale Meadows.

It was noted that most preparation for the annual summer fete had now been completed and attractions included a dog show, children's rides, climbing wall, alpacas, bands, displays, Go Karts, circus skills, mini fire engine, maze and an assortment of food outlets. Twenty-three stalls had been booked for the event with more likely in the coming months.

A short update on the Thorpe Astley On The Beach event was also received and noted.

RESOLVED that the activities arranged and proposed to date, be approved.

Reason for Decision

To ensure that suitable activities would be arranged and in place for the event.

10. Franklin Park Community Orchard – Events and community activities

The Committee received a progress report on community use of the Franklin Park Community Orchard, including events and community.

It was noted that a community pruning day was held in the community orchard on 14th January 2023 with support from a local Good Gym team.

It was proposed that the annual Apple Day event take place on Franklin Park on Saturday 23rd September 2023.

RESOLVED

1. that the updated be noted, and
2. that Apple Day be arranged to take place on Franklin Park on Saturday 23rd September 2023.

Reasons for Decisions

1. *To note community involvement in maintaining the orchard; and*
2. *To ensure that suitable activities be arranged for the Community Orchard.*

11. Outside Body Report

The Committee noted that there was no further update on the activities at Braunstone West Social Centre.

12. 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 12 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.

13. Community Grant Applications

The Committee considered Community Grant Applications which had been received (Item 13 on the agenda).

RESOLVED

1. that "The Friday Social" be awarded £500, subject to a bank account in the Group's name being set up,
2. that a grant of £300 be awarded to the Winstanley Wizards Table Tennis Club, and
3. that the following grant applications be approved:
 - a) 3rd Braunstone Brownies - £300
 - b) 3rd Braunstone Rainbows - £150

Reasons for Decisions

1. *To assist with the establishment of a new group which would reduce social isolation and loneliness;*
2. *To support an active club, recognising that it was established and had*

funds in the bank account and could charge membership fees; and
3. *The grant applications met the scheme criteria.*

14. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2022 to 31st March 2023.

RESOLVED that the report be noted.

Reason for Decision

There were no issues identified with income and expenditure.

15. Approval of Accounts

The Committee considered payments from 21st March 2023 until 31st March 2023 and from 1st April 2023 until 16th May 2023.

RESOLVED that the list of Approved Expenditure Transactions, for the periods 21st March 2023 until 31st March 2023 and 1st April 2023 until 16th May 2023, 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 9.30pm

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 next meeting scheduled for 6th July 2023.

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANNING & ENVIRONMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 8th JUNE 2023

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

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

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

1. Apologies

An apology for absence was received from Councillor Leanne Lee.

2. Disclosures of Interest

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

3. 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 no members of the public present.

4. Minutes of the Meeting held 20th April 2023

The Minutes of the Meeting held on 20th April 2023 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 20th April 2023 be approved and signed by the Chairperson as a correct record.

5. 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:** 22/0827/RM

Description: Reserved matters application for the erection of Local Centre 1; amendments have been made to this application:

1. Revised description of development to include the provision of a new electricity substation.
2. Amended plans and details as set out within Planning Addendum V1 dated 14th March 2023, including;
 - Provision of electricity sub-station within care home site
 - Provision of solar panels
 - Amended Sustainability Statement P3
 - Additional surface water drainage details
 - Additional highways technical information & vehicle tracking
 - Revised Retail & Non Retail Strategy V6 dated April 23
 - Additional landscaping & tree pit details
 - Construction Management Plan Rev 5
 - Noise & odour operational details V3
 - Revised external lighting details
 - Revised boundary treatment details
 - Revised elevation design details
 - Additional materials details
 - Clarification of waste collection proposals
 - Removal of mobility hub from scheme

Location: Tay Road New Lubbethorpe Enderby Leicestershire

Response: *Braunstone Town Council has the following comments, which need to be addressed, and recommended that the plans and documents be modified accordingly and re-submitted for consideration:*

- a) *the trip generation figures in the transport surveys need to be reviewed and clarified; since the number of journeys by particular modes of transport did not appear to relate to the type and scale of the proposed development;*
- b) *the proposed location of the Health Centre solely on the first floor of the commercial units presented accessibility concerns both in terms of stair and lift access for elderly and disabled users and over intensification of this area of the site;*

- c) *the design of the car park to the rear of the commercial units needed to properly facilitate deliveries and collections; the number of parking spaces would also need to be reviewed (in relation to (a) above) since the proposed provision seemed insufficient for both the commercial units and the Health Centre;*
- d) *the site and buildings should include additional sustainability measures such as rainwater storage for the toilets and electric vehicle charging points;*
- e) *the area for deliveries (currently a layby adjacent to the access road) would conflict with other users and uses of the car park and footways;*
- f) *the road junction with Tay Road needed to be redesigned given the addition to the site of the Health Facility; options could include a signal controlled junction, a second access (either to provide a one way system or separate access for deliveries), or separate access to the Care Home; and*
- g) *pedestrian walking routes and additional pedestrian crossing points needed to be included in the public car park.*

Reasons:

The reasons for the Committee's recommendation were that: the Town Council had raised these matters previously and the revised application did not suitably address them; the Town Council remained interested in ensuring the site was sustainable, usable and also accessible to local residents to avoid unnecessary vehicle journeys out of Lubbesthorpe and any adverse impact on the climate and air quality.

- a) *The daily trip generation figures included a significant number of journeys by "Train" (GP Surgery 23, Care Home 2, Mixed Use 105) and "passenger in a car or van" (GP 114, Care Home 11, Mixed Use 640).*
- b) *Many patients with mobility issues would struggle to access a first floor health facility; the proposed access to the facility was among the rear accesses to the commercial units, where deliveries and collections would be undertaken; raising concerns about the suitability of the access both from a health & safety perspective and an accessibility perspective. An alternative could be that half the unit on both floors be reserved for the Health Centre and some of the other commercial units be located on the first floor above the grocery store.*
- c) *Large delivery vehicles would not be able to use the parking spaces. There was no turning area for refuse and delivery vehicles, these vehicles*

were expected to do a three point turn at the junction at the top of the car park, presenting safety concerns. Parking provision of 63 spaces for a grocery store, four other retail units plus a health facility accommodating 6 GPs, 4 nurses, 5 consulting rooms and potential expansion was unlikely to satisfactorily provide for employee, patient and customer parking.

- d) The installation of solar PV panels and air source heat pumps were supported; however, other measures could also be incorporated. Rainwater storage would be suitable to supply toilets even in a clinical setting. Electric Vehicle Charging point infrastructure needs to be rolled out to support expansion of electric vehicle provision.
- e) The delivery layby was disconnected from the retail unit and other local centre units by the public areas and footways. The service area for the commercial units was also the front access to the Health Centre resulting in a conflict of use and users and raising health and safety concerns.
- f) While it was understood that the junction with Tay Road had been approved as part of the wider Lubbesthorpe Transport Assessment; the services at the site had subsequently been increased as a result of planning application 22/0057/NMAT. Therefore, the design of the junction needed to be reviewed and potentially remodelled to ensure the safety of vehicles (including cyclists) entering and leaving the site, along with those on Tay Road and to ensure pedestrian safety, including safe crossing across the entrance and Tay Road.
- g) It was unclear how pedestrians who had parked their vehicles on the northern side of the public car park would safely access the facilities on site, there appeared to be a lack of connecting footways and safe crossing points.

2. Application No: 23/0224/HH

Description: Single storey front extension

Location: 45 Bolus Road Thorpe Astley Braunstone Town Leicestershire (Thorpe Astley Ward)

Response: Braunstone Town Council objects to the application of the following grounds:

- a) out of keeping with the character and appearance of the street scene; and
- b) overdevelopment of the site due to factors including footprint and scale.

- Reason:**
- a) *The property itself was closer to the highway than neighbouring properties and the proposed single storey front extension protrudes forward of the existing property significantly further than any front porch on the neighbouring properties; and therefore, adds a discordant element to the street scene.*
 - b) *The area of the front curtilage to be developed would bring the property significantly closer to the highway, compared to the other properties in the street, and would result in an overbearing and closing in effect on the street.*

3. Application No: 23/0236/HH

Description: Single storey front extension

Location: 57 St Mary's Avenue Braunstone Town Leicestershire LE3 3FU (St Mary's Ward)

Response: *Braunstone Town Council objects to the application on the grounds that it would be out of keeping with the character and appearance of the street scene.*

Reasons: *The proposed single storey front extension would protrude forward of the existing building line adding a discordant element to the street scene, which was of similar design and appearance. Any such development permitted could result in further applications from other neighbouring properties, such sporadic development would degrade the symmetry, character and appearance of the area over time.*

4. Application No: 23/0113/HH

Description: Single storey front extensions

Location: 7 Pits Avenue Braunstone Town Leicestershire LE3 2XL

Response: *Braunstone Town Council does not object to the proposal; subject to the proposed extension:*

- a) *Not protruding further forward (towards the highway) than that of the front extension of the neighbouring property at number 9 Pits Avenue; and*
- b) *Not impacting (i.e. reducing) the number of on-site parking spaces on the front curtilage of the property.*

- Reason:**
- a) *To ensure that the development would be in keeping with the design and appearance of the street scene, avoiding development that could degrade the symmetry, character and appearance of the area over time.*
 - b) *To avoid displacement of parking onto the highway (including the footway), which was narrow, and could result in obstruction or compromise the safety of users of the highway (including pedestrians).*

5. Application No: 23/0123/FUL

Description: Installation of boundary fence, including sliding gate for vehicle entrance, and pedestrian controlled access door. Replacement of window on ground floor with door for new delivery entrance.

Location: Millfield House 5 Ervington Court Meridian Business Park Braunstone Town (Thorpe Astley Ward)

Response: *Braunstone Town Council:*

- 1. *objects to the installation of boundary fence, including sliding gate, on the grounds that it would be out of keeping with the character and appearance of the street scene and be of unsatisfactory design and external appearance; and*
- 2. *does not object to the replacement of a window on ground floor with door for new delivery entrance.*

Reasons:

- 1. *The boundary treatments of Ervington Court and the wider Meridian South area were of natural landscaping and not physical barriers. Any such development permitted could result in further applications from other neighbouring properties, such sporadic development would degrade the symmetry, character and appearance of the area over time.*
- 2. *The building was commercial use on a reasonable sized plot, which would by its nature receive deliveries. The proposed alteration was unlikely to have any significant impact on the use of the site or on neighbouring properties.*

6. Application No: 23/0234/FUL

Description: Erection of Use Class B2/B8/Class E unit with associated access and parking

Location: Land to the West of Autoglass Ltd Meridian North Braunstone Town Leicestershire

Response: *Braunstone Town Council objects to the application due to the proposals:*

- a) resulting in over-development of the site due to scale and massing;*
- b) being poorly designed and resulting in a cramped site layout;*
- c) providing an additional highway access wedged between two existing site access points; and*
- d) potentially compromising the development of the wider area.*

Reasons:

- a) The total floor space of the unit would be large compared to the site as a whole; 1957 square metres on half a hectare of land.*
- b) The irregular shape of the plot meant that the unit and associated parking and access would be cramped; there would be significant conflicts between lorry, delivery, staff and visitor parking and pedestrian movements on the site, presenting safety concerns. There was a potential for back up onto the highway if several vehicles arrived/left and needed to manoeuvre at the same time.*
- c) The neighbouring sites were of a significant size and operated with a significant amount of comings and goings; the provision of a new access wedged between both these access points close to a bend would present significant safety concerns for highway users, including pedestrians, and users of the three sites.*
- d) Land north of Meridian North and South of Centurion Way around the Watergate Lane area has been left undeveloped. In the past various proposals utilising land in this area have been put forward to provide a direct link road from the M1 southbound onto the M69. Land on the other side of the M1 to the M69 was also being left undeveloped as part of the outline approval for New Lubbethorpe. Additional development in this area could prevent proposals to improve the motorway network in the future, thereby limiting economic growth and development in the area.*

Licensing Applications

There were no licensing applications to consider.

6. 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:** 23/0311/HH

Description: Front porch, two storey side extension and single storey rear extension

Location: 9 Thomas Close Braunstone Town Leicestershire (Ravenhurst Ward)

Response: *Braunstone Town Council:*
a) *does not object to the single storey rear extension;*
b) *does not object to a single storey side extension, subject to sufficient on-site parking, on a hard standing surface, being provided within the property's curtilage in accordance with the Leicestershire Local Highway Guidance; and*
c) *objects to a two storey side extension as currently designed since it would create an unsatisfactory relationship with the neighbouring property (10 Thomas Close), which would be detrimental to the amenities enjoyed by existing and new occupiers due to considerations of privacy.*

Reasons:
a) *The property had a reasonable amount of rear amenity space and there were no neighbouring properties at the rear of the premises which could be affected.*
b) *The neighbouring property was industrial and unlikely to be adversely affected. However, it was important to ensure there was sufficient on-site parking on the curtilage of the property, appropriate for the size of the property, to avoid overparking at the turning circle or obstruction to neighbouring properties.*
c) *The front upstairs windows would overlook the private rear amenity space of no. 10 Thomas Close and therefore would be detrimental to the amenity enjoyed by the occupiers of the property; a redesigned property which was single storey or had frosted/opaque glass in the windows potentially would address this issue.*

2. **Application No:** 23/0444/TEL

Description: Application to determine if prior approval is required for the installation of 15.0m Phase 8 Monopole and associated ancillary works and cabinets

Location: Lubbethorpe Way Thorpe Astley Braunstone Town Leicestershire

Response: *Braunstone Town Council objects to the application for prior approval for the installation, on the following grounds:*

- a) the equipment protrudes and significantly narrows the existing footpath/cycleway;*
- b) in addition, the cabinet would open onto the footway/cycleway obstructing it further;*
- c) there would be a barrier installed, which would further narrow/obstruct the footway/cycleway;*
- d) there would be no provision for a hardstanding area off the highway (including off the footpath/cycleway) to provide an area for maintenance vehicles and maintenance work to be undertaken on the installation;*

therefore, a full planning application should be submitted.

Reasons: *The siting of the installation generally was considered acceptable and would not adversely impact on the visual amenity of the street scene; however,*

- a) no other street furniture is located on the footpath/cycleway, which was well used and built to standard, therefore any reduction in the width would hinder its effective and safe use by pedestrians and cyclists;*
- b) maintenance workers would be on the footpath when accessing the cabinets causing additional obstruction to cyclists and pedestrians; and*
- c) pedestrians and cyclists would be hemmed in between physical barriers bringing them into conflict causing safety concerns;*
- d) the busy dual carriageway would make it difficult for maintenance vehicles to park on the carriageway; any parking on the footpath/cycleway would hinder the safe passage of pedestrians and cyclists raising safety concerns*

therefore, the impact would be detrimental to the promotion and facilitation of safe active travel.

7. Additional Planning and Licensing Applications

The Committee noted that no planning or licensing applications had been received since the publication of the agenda.

8. Planning Decisions

The Committee received and noted planning decisions made by Blaby District Council (item 8a on the agenda) and an Appeal Decision made by the Planning Inspector (item 8b on the agenda).

The Chair explained that in the previous Council, where the Committee had concerns about the Planning Authority's Decision, a Committee member who was also a Ward Councillor would pursue the reasons for the decision, including how the Town Council's comments were taken into account.

RESOLVED

1. that where the Committee had concerns with a Planning Decision by Blaby District Council, particularly where it appeared the Town Council's concerns had not been taken into account, then a Committee member, ideally a Ward Councillor, pursue the reasoning with the relevant Planning Case Officer;
2. that Councillor Mark Widdop contact the Planning Case Officer for more information behind the planning decision 23/0236/HH, Single storey front extension, at 57 St Mary's Avenue;
3. that Councillor Gary Sanders contact the Planning Case Officer for more information behind the planning decision 23/0224/HH, Single storey front extension, at 45 Bolus Road; and
4. that the Appeal Decision by the Planning Inspector, ref: APP/T2405/W/22/3309408, in respect of telecommunications installation 15m street pole and 3 additional ancillary equipment cabinets and associated ancillary works, at Turnbull Drive, be received and noted.

Reason for Decision

1. *To keep a watching brief on the decisions and to review the impact of Town Council comments upon the decision making process.*
2. *To understand why the Planning Officer did not consider the Town Council's concerns about the development adding a discordant element to the street scene and resulting in further applications from other neighbouring properties, degrading the symmetry, character and appearance of the area over time, to be material.*
3. *To understand why the Planning Officer did not consider the Town Council's concerns about the development adding a discordant element to the street scene and resulting in an overbearing and closing in effect on the street, to be material.*
4. *The Committee noted that the Planning Inspector's Decision is final; however, there was concern particularly around Reason 9 of the decision that where maintenance activities obstructed the footpath, the inspector felt pedestrians could cross the road and use the other side.*

9. Feedback on Planning Application Decisions

The Committee received feedback from Councillor Robert Waterton who had contacted a senior Planning Officer at Blaby District Council in respect of

ensuring consistency of approach when applying conditions relating to off-road parking.

The Planning Authority had determined two planning applications, which would result in the properties concerned having four bedrooms, differently:

- Application 22/1006/HH; 31 Headley Road, had been approved with 2 on-site parking spaces; while
- Application 23/00871/HH; 8 Cranberry Close, had been rejected for not providing 3 on-site parking spaces but 2 and therefore not complying with the Parking Policy.

Councillor Waterton had managed to speak to the officer who had dealt with Application 22/1006/HH; 31 Headley Road. The Officer confirmed that County Highways was happy that there were no parking or highways implications resulting from the development.

Councillor Waterton added that he would be speaking with the Director at Blaby District Council concerning the matter.

RESOLVED that further feedback be provided at the next meeting of the Committee, scheduled for 24th August 2023.

Reason for Decision

To ensure consistency of approach when applying conditions relating to off-road parking.

10. Braunstone Village Conservation Area Extension

The Committee received an update on the timetable for the process to consider whether to extend the Braunstone Village Conservation Area to the South of Braunstone Lane.

The Chief Executive & Town Clerk advised that Blaby District Council were awaiting a detailed project proposal and costings from Leicester City Council for overseeing the review. The aim was to ensure that the proposed conservation area extension would be integrated into the City Council's review of the existing Conservation Area. It was noted that Leicester City Council had delayed the review of the existing Braunstone Village Conservation Area and revised timescales were awaited.

In the meantime, Blaby District Council were exploring whether they had capacity to review the draft Character Appraisal for the Conservation Area extension from a planning policy perspective, with a view to avoiding any delays once the City Council commenced its review.

RESOLVED

1. that the update be received and noted; and
2. that progress be reviewed at the next scheduled meeting of the Committee and if there was no further progress, the Committee determine its next steps.

Reasons for Decision

1. *To note that consideration of the proposals would be as an extension to the existing Braunstone Village Conservation Area.*
2. *To ensure that the proposals would be progressed and not unduly delayed.*

11. Lubbesthorpe Impacts Group

The Committee received an update on progress concerning matters relating to the Lubbesthorpe development.

Councillor Robert Waterton updated the Committee on the number of housing occupations on the Lubbesthorpe development. On 30th April 2023 there were 907 occupations; compared to 885 on 31st March and 861 on 31st December. Councillor Waterton added that the speed of development and the number of occupations made a significant difference since the number of occupations triggered service and infrastructure improvements both within Lubbesthorpe and in the wider area.

The total number of houses would be 4250, once complete, 25% of which would be affordable. The total number of houses for phase 1 would be 1265.

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.

12. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2022 to 30th May 2023 (item 12 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 2022/2023.

13. Approval of Accounts

The Committee received payments from 12th April 2023 until 30th May 2023 (item 13 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 12th April 2023 until 30th May 2023 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 9.15pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

These minutes are a draft and are subject to consideration for approval at the next meeting scheduled 24th August 2023.

BRAUNSTONE TOWN COUNCIL

MINUTES OF CORPORATE GOVERNANCE SUB-COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 15th JUNE 2023 AT 7.00PM

PRESENT: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillors Andy Evans and Imran Uddin.

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

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

1. Apologies

No apologies for absence were received.

2. Disclosures of Interest

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

3. 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.

4. Minutes of the Meeting held 16th June 2022

The Minutes of the Meeting held on 16th June 2022 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 16th June 2022 be approved and signed by the Chairperson as a correct record.

5. External Audit 2021/2022

The Sub-Committee noted that the External Audit was completed on 26th September 2022 and no matters were raised concerning the Town Council's accounts and governance arrangements for the year ended 31st March 2022 (item 5 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

Based on the Council's accounts and governance arrangements for the year ending 31st March 2022, the External Auditor's opinion was that the Council had complied with proper practices and relevant legislation and regulatory requirements had been met.

6. Internal Audit Report 2022/2023 and Internal Audit arrangements 2023/2024

The Sub-Committee received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2023 and to appoint an Internal Auditor for 2023/2024 (item 6 on the agenda).

The following points were discussed:

- a) Land Valuation – rather than arrange for land to be valued; it would be more appropriate to seek advice on how land could be revalued as a desktop exercise; given the Council's land was either public open space or a community facility; and
- b) Reserves – consideration should be given to placing a note in the accounts identifying which earmarked reserves were committed.

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL

1. that the observations of the Internal Audit (attached at Appendix 1 of the report) and confirmation of compliance with the internal control objectives (attached at Appendix 2 of the report) be received and noted;
2. that the recommendations for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report), be adopted; subject to:
 - a) response no. 2 to the observation on "Land and buildings with a commercial value" being amended to read "review the process for land valuation", and
 - b) the response to the observation on "Guidance regarding the general reserve" include placing a note in the accounts identifying which earmarked reserves were committed; and
3. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2024.

Reasons for Decision

1. *The Internal Auditor, having tested all the aspects of the Council's internal controls, was satisfied that in all significant respects the internal control objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.*
2. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
3. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

7. Annual Governance Statement 2022/2023

The Sub-Committee received a report to enable it to review and ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2023 and to recommend to Council adoption of the Annual Governance Statement 2022/2023 (item 7 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk, as set out in the report and in the updated Corporate Risk Register at Appendix 1, be approved and confirmed as sound; and that Section 1, Annual Governance Statement 2022/23, of the Annual Governance and Accountability Return 2022/2023, attached at Appendix 2 of the report, be completed, signed and submitted accordingly.

Reason for Decision

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and also the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2023, there were sound systems of internal control and management of risk.

8. Accounting Statements 2022/2023

The Sub-Committee received the End of Year Accounts for the financial year ended 31st March 2023 in order to recommend to Council adoption of the Accounting Statements 2022/2023 (item 8 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE THAT IT BE RECOMMENDED TO COUNCIL that Section 2, Accounting Statements 2022/23, of the Annual Governance and Accountability Return for the year ended 31st March 2023, attached at Appendix 9 of the report, be completed, signed and submitted accordingly.

Reason for Decision

The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.

9. Automatic Payments (Direct Debit, Standing Order and BACS)

The Sub-Committee received details of current direct debit, standing order and BACS payments for review and endorsement in accordance with Financial Regulations 6.6 to 6.8 (item 9 on the agenda).

RESOLVED

1. that the list of suppliers paid by variable direct debit, attached at Appendix 1 of the report, be renewed;
2. that the supplier paid by use of a banker's standing order, as detailed in the table under Standing Order Payments in the report, be renewed; and
3. that the list of suppliers paid by BACS/CHAPS, attached at Appendix 2 of the report, be renewed.

Reasons for Decision

1. *To ensure that authorisations for variable direct debit payments were reviewed.*
2. *To ensure that authorisations for standing order payments were reviewed.*
3. *To ensure that authorisations for BACS/CHAPS payments were reviewed.*

The meeting closed at 7.25pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

These minutes are a draft and are subject to consideration for approval at the next meeting June 2024.

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 15th JUNE 2023 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillors Andy Evans, Gary Sanders, Christiane Startin-Lorent, Imran Uddin and Robert Waterton.

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

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

1. Apologies

Apologies for absence were received from Councillors Shabbir Aslam, Becca Lunn Scoppie and Sam Maxwell.

2. Disclosures of Interest

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

3. 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.

4. Minutes

The Minutes of the meeting held on 27th April 2023 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 27th April 2023 be approved and signed by the Chairperson as a correct record.

5. 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 5 on the agenda).

The Chief Executive & Town Clerk provided the following update:

- a) Work on the pathway through Mosssdale Meadows was now complete, subject to a list of snagging works. Outstanding work included delivery of a lighting column for the entrance, connection of the electricity supply and the installation of CCTV. The earliest National Grid could attend site for the electricity connection was 25th and 26th July. Therefore, the CCTV would not be installed and commissioned until the end of July / beginning of August.
- b) Savills had completed the pathway at the back of the Cinema to connect to Mosssdale Meadows. Unfortunately, in the process of installing the bollard and connecting the path they cut down the fence and opened the route without the Town Council's consent or the consent of the Partners involved in the Project. Members of the public have discovered the route open and were using it. This presented problems since the infrastructure was not complete through Mosssdale Meadows. With the route open and no lighting or CCTV there was a risk that motorcycles and mopeds would get away with using the route and that people may gather and cause anti-social behaviour. Equally it would be difficult to close the gap and enforce its closure for another six weeks, especially with the summer holidays about to begin. Options and the associated risks had been discussed with Blaby District Council and an option for the Police and Savills Security to jointly patrol the path to Kingsway on a regular basis in the interim was being explored.

Given the lighter evenings, members of the Committee felt that on balance, trying to close the gap would present greater risks from members of the public either trying to break through and/or use alternative routes, which were not any safer.

RESOLVED

1. that the progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed; and
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to determine the most appropriate arrangements for opening of the Mosssdale Meadows/Meridian Leisure link.

Reasons for Decision

1. *The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.*
2. *The fence had been removed by Savills' contractors and the link between Mosssdale Meadows and Meridian Leisure was now being used by Members of the public. Given the timescales for completion of the infrastructure on Mosssdale Meadows; the risks needed to be assessed and an arrangement that best mitigated these needed to be put in place in the interim.*

6. Internal Audit Report 2022/2023 and Internal Audit arrangements 2023/2024

The Committee received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2023 and to appoint an Internal Auditor for 2023/2024 (item 6 on the agenda).

It was noted that Corporate Governance Sub-Committee has discussed the following points:

- a) Land Valuation – rather than arrange for land to be valued; it would be more appropriate to seek advice on how land could be revalued as a desktop exercise; given the Council's land was either public open space or a community facility; and
- b) Reserves – consideration should be given to placing a note in the accounts identifying which earmarked reserves were committed.

RESOLVED

1. that the recommendations for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report), be amended as follows:
 - a) response no. 2 to the observation on "Land and buildings with a commercial value" being amended to read "review the process for land valuation", and
 - b) the response to the observation on "Guidance regarding the general reserve" include placing a note in the accounts identifying which earmarked reserves were committed;

THAT IT BE RECOMMENDED TO COUNCIL

2. that the observations of the Internal Audit (attached at Appendix 1 of the report) and confirmation of compliance with the internal control objectives (attached at Appendix 2 of the report) be received and noted;
3. that the recommendations for improvement, along with the proposed responses, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report) and as amended by 1 above, be adopted; and
4. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2024.

Reasons for Decision

1. *To make proportionate arrangements for the review of assets and to clearly set out which earmarked reserves were committed and which were uncommitted and could therefore be used in unforeseen circumstances.*
2. *The Internal Auditor, having tested all the aspects of the Council's internal controls, was satisfied that in all significant respects the internal control objectives were achieved throughout the financial year to a standard*

- adequate to meet the Council's needs.*
3. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
 4. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

7. Annual Governance Statement 2022/2023

The Committee received a report to enable it to review and ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2023 and to recommend to Council adoption of the Annual Governance Statement 2022/2023 (item 7 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk, as set out in the report and in the updated Corporate Risk Register at Appendix 1, be approved and confirmed as sound; and that Section 1, Annual Governance Statement 2022/23, of the Annual Governance and Accountability Return 2022/2023, attached at Appendix 2 of the report, be completed, signed and submitted accordingly

Reason for Decision

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and also the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2023, there were sound systems of internal control and management of risk.

8. Accounting Statements 2022/2023

The Committee received the End of Year Accounts for the financial year ended 31st March 2023 and to recommend to Council adoption of the Accounting Statements 2022/2023 (item 8 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL that Section 2, Accounting statements 2022/23, of the Annual Governance and Accountability Return for the year ended 31st March 2023, attached at Appendix 9 of the report, be completed, signed and submitted accordingly.

Reason for Decision

The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.

9. Shakespeare Park – Improvement and Development

The Committee received an update on project timescales and financing for phase 3 to improve the play facilities, review use of Earmarked Reserves, and to receive an update on arrangements for future management of the pavilion and site (item 9 on the agenda).

RESOLVED

1. that the proposed improvements to the Shakespeare Park Play Area, as shown at Appendix 1, including the alternative proposed equipment for the Sensory Garden, as shown at Appendix 2, be approved;
2. that the funding shortfall be met by earmarking £9,152 (instead of £8,072) from the “Shakespeare Park Pavilion & Site Capital Works” reserve;
3. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council to:
 - a) make amendments to the proposal agreed at 1 above, if necessary, to satisfy the planning authority;
 - b) reconsult with the public on the proposals,
 - c) determine the detailed arrangements, timings and work schedules,
 - d) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations, and
 - e) award the contract;
4. that progress with the *Future Management Arrangements*, as set out in the relevant section of the report, be noted and endorsed; and
5. that the revised timescales for the remaining stages of the project, attached at Appendix 3, be approved.

Reasons for Decision

1. *The proposed alternative sensory play equipment was considered to be of a similar specification and within the original concept.*
2. *Given most of the funding was in place, the remaining balance could be funded utilising part of the underspend from phase 1 (Shakespeare Park Pavilion & Site Capital Works Reserve) along with the underspend from phase 2 (Shakespeare Playground & Tennis Courts Reserve).*
3. *To make detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary, while avoiding further delays.*
4. *To ensure that the Pavilion facility would be operated in the interests of the community and provide for an increase in sport participation.*
5. *To provide a guide for the progression of the remaining stages of the project, which could be amended accordingly as appropriate.*

10. Civic Centre Facilities Improvements

The Committee received an update on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café kitchen (item 10 on the agenda).

RESOLVED

1. that the *Progress* of the refurbishment, as detailed in the relevant section of the report, be received and noted; and
2. that delegated authority be given to the Chief Executive & Town Clerk to liaise with the contractor to make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations.

Reasons for Decision

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

11. Update on Climate Initiatives

The Committee received an update on Climate Initiative Projects: installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (item 11 on the agenda).

RESOLVED

1. that the update on the *Solar PV Panels and associated Battery Storage, Electric Vehicle Charging points (EVCPs), and Air Source Heat Pump*, as set out in the respective sections of the report, be endorsed;
2. that the packages to use Fuuse for the operation and servicing of the Electric Vehicle Charging Points, as set out in the respective section of the report and at Appendices 1 and 2, be approved;
3. that the Electric Vehicle Charging Point Charges, as set out in Table 1 of the report, be approved;
4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to:
 - a) liaise with the selected contractors for the installation of *Solar PV Panels* and for the installation of an *Air Source Heat Pump*,
 - b) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations
 - c) determine the detailed arrangements, timings and work schedules,
 - d) award contracts and commission work,
 - e) select a suitable utility provider and set up an electricity smart export tariff, and
 - f) determine any other charges for use of the Electric Vehicle Charging Points as required on an interim bases (subject to consideration at the next scheduled meeting of the Committee); and

5. that the *Next Steps and Timescales*, as set out in the report, and at Appendix 3, be approved.

Reasons for Decision

1. *To deliver the Council's Climate Change & Environmental Objectives, reduce the Council's Carbon footprint, make savings and generate revenue.*
2. *To enable use of the Electric Vehicle Charging Points to be maximised.*
3. *To set charges, which would be competitive, balancing the cost of electricity consumption from the National Grid with that generated from solar PV; while providing incentives to disconnect vehicles from the charge point once fully charged.*
4. *To allow detailed arrangements for the work and commissioning to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*
5. *To provide a timescales for delivering and commissioning the installations.*

12. Thorpe Astley Park Culvert

The Committee received an update on proposals and timescales to replace the culvert and pedestrian bridge over Lubbesthorpe Brook at Thorpe Astley Park (item 12 on the agenda).

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

Reason for Decision

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

13. ROSPA Reports

The Committee received a report concerning the Annual ROSPA reports on Parks and Open Spaces and to determine any action to be taken (item 13 on the agenda).

It was noted that there were five High Risk items on three of the Council's play equipment (three high risk items on Mossdale Meadows MUGA, plus two other high risk items on separate equipment).

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

Reason for Decision

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

14. Review of Health & Safety Policy

The Committee considered proposed amendments to the Council's Health & Safety Policy and approved these for consultation (item 14 on the agenda).

RESOLVED

1. that the proposed revisions to the Health & Safety Policy Statement, attached at Annex 1 of the report, be approved for consultation with the Council's Health & Safety Consultative Group, residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor, as detailed in the *Timescales and Implementation* section of the report; and
2. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 7th September 2023, for consideration and approval.

Reasons for Decision

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

15. NALC's Council of the Year

The Committee considered whether the Council should submit an entry to NALC's Council of the Year Award Scheme (item 15 on the agenda).

RESOLVED

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

Reasons for Decision

1. *The Council has invested in local infrastructure and services, responded to community need, protected and enhanced services and worked with a*

range of partners at different levels to provide/support local services and deliver quality of life improvements.

2. *To enable a detailed and focussed nomination to be submitted by the deadline of 28th July 2023.*

16. Blaby District Parish Councils Group

The Committee considered appointing the Council's representative for the Blaby District Parish Council's Group and the Blaby District Council Parish Liaison Group and noted there had been no recent meetings and, therefore, there was no feedback.

RESOLVED that Councillor Robert Waterton be appointed as the Council's representative for the Blaby District Parish Council's Group and the Blaby District Council Parish Liaison Group.

Reason for Decision

To ensure the Council continued to be represented at these liaison groups at member level.

17. Bank Account Signatories

The Committee considered revisions and updates to the Bank Account Signatories list (item 17 on the agenda).

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

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

Reason for Decision

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

18. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2023 to 31st May 2023 (item 18 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

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

19. Approval of Accounts

The Committee considered payments from 1st April 2023 until 6th June 2023 (item 19 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 1st April 2023 until 6th June 2023 be approved.

Reason for Decision

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

20. Mossdale Meadows Culvert

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

The Committee received an update on the process for appointing a contractor and financing to undertake the rebuilding Mossdale Meadows Culvert and associated works (item 20 on the agenda).

RESOLVED

1. that revised designs and plans be commissioned to include the updated proposed work to Mossdale Meadows for consideration at the next meeting;
2. that the draft timeline for required work be approved;
3. that the recommendation to Council to approve borrowing for the original planned work, be rescinded, and
4. THAT IT BE RECOMMENDED TO COUNCIL that the following items be included in the short to medium term Capital Plan 2023/2024:
 - i. Drainage work to the entrance of Mossdale Meadows car park to drain water from the car park into the brook as the car park entrance was prone to frequent flooding which was raised during the Walking & Cycling route construction; and
 - ii. Resurfacing of Mossdale Meadows car park with tarmac; currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain.

Reasons for Decision

1. *To provide updated plans to include additional works to Mossdale Meadows to alleviate ongoing flooding issues in all areas of the park.*
2. *To provide plan of works to be carried out and target dates to work towards.*
3. *The amount initially calculated had been incorrect and therefore the project scope and costs would need to be reassessed.*

4. *To recognise that problems with flooding at various locations on Mossdale Meadows had been reported on several occasions and it made sense to include these items on the Capital Plan so they could be included as part of the same Capital works.*

The meeting closed at 9.25pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 7th September 2023.