



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk
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17th January 2024

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 25th January 2024** commencing at **8.00pm** for the transaction of the business set out below.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/87305819179?pwd=a1OiHneyFAeMAKD6P69bqbEfgghyzbZ.1>

Meeting ID: 873 0581 9179

Passcode: 023426

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 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 16th November 2023 to be signed by the Chairperson (**Enclosed**).
5. **Financial Position – Cashbook, Reserves and Short-term Borrowing**
To receive a summary of the Council's Cash and Reserves for the period 1st April to 31st December 2023; to note actions taken by the Policy & Resources Committee and Responsible Financial Officer to ensure that the Council has sufficient cash and reserves to function; and to seek approval from the Secretary of State for Levelling Up, Housing and Communities to apply for short-term borrowing of £50,000 for the purpose of meeting expenses at the end of the financial year (2023/2024) pending the receipt of revenues in the next financial year (2024/2025) (**Enclosed**).
6. **Business Plan 2024/2025**
To consider the Council's Strategic Aims and Delivery Objectives, along with Service Objectives, in order to determine whether they are relevant to address current and emerging issues faced by the Council and the community (**Enclosed**).
7. **Capital Plan 2024/2025**
To consider priorities and projects for 2024/2025 Capital Plan (**Enclosed**).
8. **Budget (including Fees & Charges) and Precept for 2024/2025 and future estimates**
To consider the budget and precept for 2024/2025, including fees and charges, and to set out proposed estimates for future years (**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 4.12 (If any).

12. Reports of Standing Committees

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

- | | | |
|--------------------------------------|------------|-------|
| a) Community & Development Committee | 07/12/2023 | p7837 |
| b) Planning & Environment Committee | 14/12/2023 | p7846 |
| c) Employing Committee | 11/01/2024 | p7860 |
| d) Policy & Resources Committee | 11/01/2024 | p7862 |

13. Motions on Notice

To receive and consider motions moved on notice in accordance with Standing Order 4.14 (if any).

14. Sealing of Documents

To authorise the sealing of documents (if any).

Next Scheduled Meeting: 8pm, Thursday 21st March 2024.

*Deadline for submission of Questions on Notice and Motions on Notice:
12noon, Tuesday 16th January 2024.*



NOTE:

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

EQUALITIES ACT 2010

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

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING

16th NOVEMBER 2023 at 8.00PM

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

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

Also in attendance were County Councillors Amanda Hack and Louise Richardson.

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

COUNCILLOR TRACEY SHEPHERD, TOWN MAYOR, IN THE CHAIR

6169 Apologies

Apologies for absence were received from Councillors Sevim Aslan, Leanne Lee, Sam Maxwell, Satindra Sangha, Imran Uddin and Marion Waterton.

6170 Disclosures of Interest

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

6171 Public Session

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

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

6172 Minutes

The Minutes of the Meeting of Braunstone Town Council held on 21st September 2023 were circulated (item 4 on the agenda).

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

RESOLVED that the Minutes of the Meeting of Braunstone Town Council held on 21st September 2023 be approved and signed by the Chairperson as a correct record.

6173 Medium Term Priorities and Financial Planning

The Council received a report setting out the context for the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategies (item 5 on the agenda).

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

RESOLVED

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

Reasons for Decision

1. *To provide a foundation for preparing budget estimates for 2024/2025 and beyond.*
2. *To ensure the Council focusses its activity and spending on its key priorities and objectives given the future financial uncertainties.*
3. *To ensure the highest possible standards within the resources available in the future.*
4. *To effectively manage the Council's cash flows, borrowing and investments, taking into account the associated risks.*

6174 Announcements

a) Town Mayor

The Town Mayor thanked Councillors for their love, support, messages and hugs following the passing of her Mum. She added that it had been a difficult time for all the family and she appreciated the support.

The Town Mayor also thanked Councillors for attending and supporting her Chatty Café at Apple Day. A lady called Margaret had attended the Apple Day Chatty Café on her own. A family sitting on the next table heard this and invited her to go round the stalls and activities at the event with them. They swapped phone numbers. The Town Mayor stated that she had

subsequently seen Margaret out shopping. Margaret thanked her for making her day and stated she attends Bingo with the family every Friday.

The Town Mayor also made the following announcements:

"I attended our first Jobs Fair at Braunstone Civic Centre on Thursday 12th October. Organised by the Department of Work and Pensions and hosted by ourselves, over 150 residents attended the event and positive feedback was received from the exhibitors. Coupled with the one to one weekly outreach services to residents, I'm delighted that our partnership work with the Department of Work and Pensions is making a real difference locally supporting our residents finding work which suits their circumstances".

"I have also had the privilege of supporting the following community activities:

- Opening of a Community Garden at Ravenhurst School on 25th October;
- Thanksgiving Event at St Crispin's Church on 28th October;
- Children's Halloween Disco at Thorpe Astley Community Centre on 29th October;
- Social Warm Space at St Crispin's Church on 3rd November;
- Armistice Commemorations at the Civic Memorial Garden on 11th November; and
- Remembrance Sunday Service at St Crispin's Church on 12th November".

"Coming up is the Christmas Craft Fair at the Civic Centre on Saturday between 11am and 3pm".

"Also on Wednesday 29th, I will be traveling to London to represent the Town as a finalist at the Star Council Awards Ceremony at the House of Lords. Fingers crossed that we win!"

b) Leader of the Council

Councillor Nick Brown reported on the following items:

1. Star Council Awards – it had been a pleasant surprise to be short-listed as a finalist and a well-deserved honour; and
2. Carbon Reduction Initiatives – all solar PV was now installed and operational, completing the priorities in the Climate Action Plan; next stages will be decarbonising the heating at Braunstone Civic Centre and the Council's parks vehicles fleet, the later being reliant on availability and cost.

c) Chief Executive and Town Clerk

The Chief Executive & Town Clerk advised Councillors that if they considered their home address to be sensitive and wanted it removed from the public version of their register of interests; then they would need to complete a new Register of Interests Form, list their home address, tick the

sensitive interests' box and provide an explanation as to why it was sensitive in a covering letter. Forms were available for collection.

6175 County and District Councillor Reports

a) Leicestershire County Council

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

1. Finance – the County Council was currently £10 million overspent on the budget to date and was looking at savings, the County Council wanted to avoid a Section 114 notice since it involved Government Appointed Consultants and having to pay for these;
2. Financial Pressures included:
 - i. Children's Placements (statutory service), increased by 20%,
 - ii. cost of School Transport, and
 - iii. Street Lighting – proposals to turn off and dim earlier;
3. Public Transport – there was additional funding available for one year;
4. Flood Strategy – a lot of good work ongoing; alleviation works had been completed which seemed to have solved the flooding issues in Amy Street;
5. Highway Waste – a new initiative saw dirt from drains being pumped into specially created ponds and once the water exited the ponds it was clean; this reduced the ratio of waste from 16 to 2.

In response to questions from Councillors, Councillor Hack responded:

1. Councillor Hack had plotted on a map the locations where lighting shouldn't be dimmed or turned off and these were primarily on footpaths;
2. bus company apps needed to be aligned to enhance and encourage bus travel; currently, different bus companies were using different apps;
3. Councillor Hack was frustrated with the lack of engagement from bus companies when routes were changed or cut; she stated that the additional funds should only be available to bus companies provided they engaged with the County Council; and
4. Councillor Hack's Members' Highways Fund had been used towards the following schemes:
 - a. double yellow lines and repainting of the bus stop, near to the Audi garage, Narborough Road South East Service Road,
 - b. Belton Road – traffic calming scheme,
 - c. drop kerb for cyclists to leave Lubbethorpe Way southbound prior to the Meridian Way exit,
 - d. various lining works,
 - e. three new planters at two gateways,
 - f. replace most of the "Welcome to Braunstone Town" signs, and
 - g. structural testing of 19 lamp posts.

Councillor Louise Richardson, as County Councillor for Enderby & Lubbethorpe Division, reported on the following matters:

1. Rail Freight Terminal – the County Council had objected, there was gaps in the evidence submitted by the applicant;

2. Medium Term Financial Strategy – there was a gap in the current budget due to increases in salaries and the County Council was looking at how it could deliver services differently and avoid bankruptcy;
3. Homelessness Consultation – proposed to bring service back in house and deal with health & wellbeing and crisis support;
4. Physical Activity – looking at ways to reinvest in and transform the service;
5. Smoking cessation – the money available for initiatives had been doubled, the County Council was focussing on preventing children taking up vaping, which would include work with Trading Standards and schools; and
6. Cabinet – forthcoming items included:
 - a. Annual Performance Report,
 - b. Homelessness Report,
 - c. Annual Report from the Director of Public Health,
 - d. Living Well with Dementia Strategy, and
 - e. Local Cycling / Walking Strategy.

In response to questions from Councillors, Councillor Richardson responded:

1. concerning a grit bin on Tuffleys Way, Councillor Richardson requested further information be sent to her and she would investigate the request further;
2. in terms of street and footpath lighting, the County Council worked with the Police closely to identify locations where lights should be left on;
3. concerning parked cars on the road down to Aldi, the County Council had confirmed it did not qualify for double yellow lines and there was a concern that parking restrictions at this location may lead to further on street parking on nearby residential streets; and
4. Councillor Richardson updated Council on progress with the Thorpe Astley schemes under the Members' Highways Fund:
 - a. Highways had rejected a vehicle activated speed sign (VAS) on the Meridian Way extension, due to the downward slope, despite Councillor Richardson pointing out two other locations she was aware of that had a VAS on a downward slope,
 - b. Councillor Richardson had asked for a VAS on Murby Way as an alternative,
 - c. Slow markings had been installed on the downward slope on Meridian Way extension,
 - d. vegetation to be tidied up on the roundabouts (some items completed under operational expenditure), and
 - e. asked for signs to be cleaned on Lubbesthorpe Way and Lubbesthorpe Way slip roads.

b) Blaby District Council

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

1. Geoff Welsh had resigned as a District Councillor due to ill health; Councillor Brown wished him well with his retirement and health;

2. scrutiny would be looking at the Corporate Plan and how it was being delivered;
3. ICT problems had resulted in most of the Planning Department being unable to access IT for around a month; emails had also been lost, this had adversely affected the smooth running of services and staff morale and needed to be addressed as a matter of urgency;
4. Strategic Asset Review needed to look at getting Council Housing back in house in order to tackle homelessness; and
5. Scrutiny was looking at Graffiti, including the powers of the authority in relation to enforcement and planning; there was a need to avoid blank white canvases.

Councillor Robert Waterton, District Councillor for Braunstone Ravenhurst Ward, reported on the following matters:

1. IT problems were of considerable concern;
2. on Tuesday Councillor Waterton had attended a first 6 months review meeting for new Councillors, where new Councillors had shared their experiences, including some of the barriers they had faced; and
3. Planning Committee had rejected the Enderby Hub proposals and the Little Masons Close change of use application.

6176 Questions from Councillors

No questions had been submitted.

6177 Reports of Standing Committees: Community Development Committee – 5th October 2023

Council received the Report of the meeting of the Community Development Committee held on the 5th October 2023 (p7797-7804).

Page 7798, Minute 39 – Crime Statistics

Councillor Anthea Ambrose referred to resolution 1 and that the Police had confirmed there had not been any change to the methodology for recording crimes. Councillor Ambrose added that this was positive news since there had been a decrease in the number of crimes reported compared to the previous year.

It was moved by Councillor Anthea Ambrose and was

RESOLVED that the Report be adopted.

6178 Reports of Standing Committees: Planning & Environment Committee – 26th October 2023

Council received the Report of the meeting of the Planning & Environment Committee held on 26th October 2023 (p7805 – p7818).

It was moved by Councillor Robert Waterton and was

RESOLVED that the Report be adopted.

6179 Reports of Standing Committee: Policy & Resources Committee – 2nd November 2023

Council received the Report of the meeting of Policy & Resources Committee held on 2nd November 2023 (p7819– p7829).

It was moved by Councillor Nick Brown and was

RESOLVED that the report be adopted.

6180 Motions on Notice

No Motions on Notice had been submitted.

6181 Sealing of Documents

There were no documents for sealing.

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.

BRAUNSTONE TOWN COUNCIL

COUNCIL – 25th JANUARY 2024

Item 5 – Financial Position – Cashbook, Reserves and Short-term Borrowing

Purpose

To receive a summary of the Council's Cash and Reserves for the period 1st April to 31st December 2023; to note actions taken by the Policy & Resources Committee and Responsible Financial Officer to ensure that the Council has sufficient cash and reserves to function; and to seek approval from the Secretary of State for Levelling Up, Housing and Communities to apply for short-term borrowing of £50,000 for the purpose of meeting expenses at the end of the financial year (2023/2024) pending the receipt of revenues in the next financial year (2024/2025).

Background

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

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

For the third quarter of the financial year 2023/2024, 1st April – 31st December:

- Financial Summary Cashbook (including bank reconciliations) – Appendix 1
- Balance Sheet (including reserves) – Appendix 2
- Financial Comparisons – Appendix 3

Cash Flow

A Cash Flow forecast for 2024 is enclosed at Appendix 4.

Closing cash balances on 31st December 2023 stood at:

- Operating Account: £30,055.84; includes £1,365.30 in pending payments = **£28,690.54** uncommitted;
- Payroll Account: £19,223.81; includes December salary pension and National Insurance pending payments of £19,155.27 due January = **£68.54**;
- Building Society Savings: £62,129.25; plus interest of £1,582.02; total **£63,711.27**.

On 15th January 2024, the Council received £48,492.01 reclaimed VAT for the period 1st October to 31st December 2023.

On 16th January 2023, cash balances stood at **£139,774.52**:

- Operating Account: £77,576.73;
- Payroll Account: £68.54;
- Building Society Savings: £62,129.25.

Prior to the first tranche of 2024/2025 precept being paid into the Council's Operational Bank Account on 26th April 2024, the Council will need to meet a £200,000 wage bill (includes on-costs) and an approximately £70,000 in operational costs. The total commitment for the four month period 1st January to 30th April 2024 being approximately **£270,000**.

The primary reasons for the cash balances being low are as follows:

1. Following the loss of the Council Tax Support Grant in 2018, the transfer of the Library Service in 2019, and income and expenditure following the Covid-19 pandemic and increases in the cost of living (including a £40,000 overspend on 2022/23 salaries); the Council has used £117,000 from its reserves over the past five years to offset significant increases in the Council Tax precept in any one year.
2. The Council started the financial year with low balances, as identified in the audit. The cash balances on 1st April 2023 were £214,440 in total; £140,610 was reserved funding (although not all was committed); leaving £73,830.
3. Utility Bills are a major overspend area in 2023. The overspend on this at 31st December 2023 was £44,056. The Council's two year fixed rate on energy prices ended early in the financial year and the Council had budgeted for solar panels to be installed in March/April 2023. However, the installations were delayed by six months and are smaller scale due to fitting issues; therefore the anticipated savings are less. The solar panels are now installed but the export tariff funds are not likely to arrive until the next financial year. The Civic Centre also had its gas cookers condemned and new electric cookers were installed, due to the climate agenda. However, electricity costs are significantly higher than gas.
4. £10,213 was paid to Fuuse to manage and promote the Electric Vehicle Charging Points for a period of 3 years. This payment is split in the accounts to July 2026; however, the cash has been paid. Income is now coming in and total revenue to date is £3,030. However, with the delay in installing the solar panels, energy costs are estimated to have been £2,312.
5. Vehicle Costs are overspent by £7,143 at 31st December 2023.
6. The NJC employers pay settlement for 2023/24 works out as a 6% increase overall for the Town Council's staff. The budget approved in January 2023 provided for a 4% increase. This will leave a deficit of £13,184 in the salary and pensions budget.
7. The Civic Centre refurbishment project is overspent by £7,945. Meaning the balance of the £60,000 reserve is £2,055; the final balance of £4,684 is due to be paid by 4th September 2024.
8. £15,830 was allocated in the reserve from phases 1 and 2 of the Shakespeare Park improvements for the play area refurbishment.

Financial Comparisons from 1st April to 31st December 2023 are attached at Appendix 3.

These commitments are all matters that can be addressed by the Council; however, the consequences are that the Council will run out of cash before the first tranche of the parish precept is due to be received on 26th April 2024.

The Council has applied to withdraw £58,000 without giving 90 days' notice, which incurs a penalty of £432.13; leaving a balance in the account of £5,279.14. A minimum of £5,000 must be maintained in the account.

Once the £58,000 is paid into the operating account, due the last week in January, the Council will have access to **£134,495**. Approximately £50,000 will be needed for January payroll, and approximately £16,364 in other expenses; leaving a balance at the **31st January of £68,131**.

The following income is due between 1st February 2024 and 31st March 2024:

- Pop Up Care: £4,023
- JaaaK Ltd: £2,833
- Pitch Fees: £2,455
- Hire Fees: £2,300 (estimated)
- EVCPs: £1,423
- TOTAL INCOME: **£13,034**

Between 1st February 2024 and 31st March 2024, the Council will need to spend approximately £149,139, including salaries. It will have access to £81,165; meaning there will be a **cash deficit of £67,974**.

The following income is due between 1st April and 25th April 2024 (the day prior to the first tranche of the 2024/2025 Precept being paid):

- Pop Up Care: £2,012
- JaaaK Ltd: £1,417
- Library: £2,628
- Hire Fees: £1,333 (estimated)
- Solar Export: £1,367
- EVCPs: £711
- TOTAL INCOME: **£9,468**

Between 1st April 2024 and 25th April 2024, the Council will need to spend approximately £80,260, including salaries. It will have a deficit of £67,974; meaning there will be a **cash deficit of £138,766**.

Please see Cash Flow forecast for 2024 at Appendix 4.

Options for Addressing the Cash Deficit

Section 106 funds for Thorpe Astley Park

There is a balance of £27,920.44 held by Blaby District Council in Section 106 funding for Thorpe Astley Park. This is payable to the Town Council for maintenance and on adoption. If the Culvert at Thorpe Astley Park is completed during

2024/2025, then the adoption process can begin. Nevertheless, the Council potentially would have requested around £20k in 2024/25 anyway for maintenance and improvements on Thorpe Astley Parks and Open Spaces and the balance the following financial year.

Policy & Resources Committee on 11th January 2024 agreed that “Blaby District Council be requested to release the balance of £27,920.44 in Section 106 funding for Thorpe Astley Park to the Town Council”.

A request has been made to Blaby District Council to see if it is possible to advance the balance of **£27,920.44** in Section 106 for Thorpe Astley Park to the Town Council. Should this be possible and should this be received by March 2024, then the deficit on **31st March 2024** would reduce from -£67,974 to **-£40,054** and the deficit on **25th April 2024** would reduce from approximately -£138,776 to **-£110,846**.

This is taken into account in the cash flow forecast at Appendix 4.

It will leave no further funds, which is taken into account in the recommended budget for 2024/25. Blaby District Council have agreed to discuss.

Advancing the 2024/2025 Precept Payment

The first tranche of the 2024/2025 Precept is due to be received on 26th April 2024.

The Council’s payroll in March will be 22nd (24th, which is the normal pay day, is a Sunday). Due to the flows of cash, the Council is unlikely to be able to meet the £50,000 salary and oncosts at that point.

Policy & Resources Committee on 11th January 2024 agreed that “Blaby District Council be requested to release the first tranche of the 2024/2025 precept, or any part thereof either on or before 20th March 2024 or if this was not possible, during April 2024”. The Committee delegated authority to the Chief Executive & Town Clerk to make arrangements, including determining cash amounts.

A request has been made to Blaby District Council to see if it is possible to release £100,000 of the first tranche of our 2024/2025 precept on or before 20th March 2024. The balance of the first tranche would then be received on 26th April as planned. Blaby District Council have agreed to meet to discuss.

Advancing £100,000 of the 2024/2025 precept in the 2023/2024 financial year would count as a short-term loan and would create significant bureaucracy in terms of approvals, agreements and accounting. Advancing the precept earlier in April would not create any of these issues, since it would simply be accounted as due income.

Advancing £100,000 of the 2024/2024 precept in March 2024 would leave a closing bank balance of £59,946 on 31st March 2024.

Further information on short-term borrowing is below.

Bank Overdraft

The Council has two bank accounts with the Co-operative Bank. A general operating account and a payroll account. The general operating account is a Business Current Account and an overdraft facility can be arranged on this account. The standard borrowing limit is £250,000 and there is a 1.5% arrangement fee (minimum fee of £50). The interest rate is not published but is described as “Bank of England Base Rate 5.25%, plus our agreed interest margin”. The maximum term is 12 months.

Policy & Resources Committee on 11th January 2024 resolved that “an application be made to the Cooperative Bank for a short-term overdraft facility on the General Operating Account, with a value of no more than £250,000”. The Committee delegated authority to the Chief Executive & Town Clerk to make arrangements, including determining cash amounts.

An application was submitted to the Cooperative Bank on 15th January 2024 for an overdraft facility of £150,000 covering March and April 2024 and is being processed.

Short-term Borrowing

Under paragraph 2(3)(a)(i) of Schedule 1 of the Local Government Act 2003, no approval is required for borrowing by temporary loan or overdraft from a bank or otherwise of sums which a Parish Council “may temporarily require for the purpose of meeting expenses pending the receipt of revenues receivable by it in respect of the period of account in which the expenses are chargeable”.

However, formal borrowing approval is required from the Secretary of State for an overdraft facility or any other short term loan or borrowing that straddles financial years; i.e. for expenses accrued up to and including 31st March 2024, such as any borrowing (overdraft or loan) for expenses relating to 2023/24 which will be offset by revenue received in 2024/25.

The Council’s Financial Regulations permit Policy & Resources Committee to authorise an overdraft facility to be set up on the general operating account. A request to the Secretary of State for borrowing approval will need to be authorised by Council.

In order to process a borrowing request, the Department of Levelling Up, Housing and Communities requires the following items as evidence to support the application:

1. minuted resolution confirming Council’s plan to apply for approval to borrow;
2. evidence that the borrowing is required;
3. cashflow showing the shortfall, how this will be met from borrowing and then the repayment from revenue. This should clearly show the amounts pre and post 1 April 2024; and
4. evidence of overdraft agreement and/or agreement from the principal council.

In order to meet the Council’s expenditure commitments to 31st March 2024, it is recommended that the Council request borrowing approval for up to £70,000

(anticipated outturn -£67,974 without the balance of the Thorpe Astley commuted sums). In the event that the Council receives notification that the balance of the Thorpe Astley commuted sums can be paid prior to the end of the financial year, then the actual deficit on 31st March will be £40,054, in which case it is recommended the Council request borrowing approval for up to £50,000.

Summary

The Council's cash balances are highly likely to be in deficit by 31st March 2024. The balances will definitely be in deficit before 25th April 2024, when the first tranche of the 2024/2025 precept is due to be received.

An overdraft at the bank and/or advancement of the precept to a value of £100,000 plus £27,920.44 in commuted sums will be sufficient to cover the anticipated cash deficit of £110,846.

Approximately £40,054 of the overdraft at the bank and/or advancement of the precept will be used in the current financial year, but funded from the next financial year. Therefore, borrowing approval from the Secretary of State will be required.

This funding will need to be raised on the 2024/2025 precept or met by making £50,000 of savings in the 2024/2025 financial year to avoid the Council running of cash in March / April 2025. The 2024/2025 budget, enclosed as a separate item on the agenda, proposes to raise this amount on the Council Tax precept in 2024/2025.

Budget and Cash Management and Monitoring

The Council has undertaken a number of large scale projects during the current financial year. This includes the Climate Reduction initiatives (Air Source Heat Pump, Solar Panels and Electric Vehicle Charging Points), Shakespeare Play Area refurbishment and the Civic Centre refurbishment, which straddled the beginning of the financial year (and will the end in terms of the retained funds). With the draw down of funding (in the case of the Civic Centre refurbishment this was in the previous financial year) and with the use of reserve funding, it has been difficult for both Members and Officers during the first and middle part of the financial year to identify trends and take action.

As identified in the Medium Term Priorities and Financial Planning Report in November 2023, expenditure exceeded income by £56,419 on 30th September 2023. At the time, with the number of ongoing capital projects being delivered and reserved funds (e.g. income received in the last financial year for expenditure this financial year; it had been difficult to quantify the year outturn figure at that point. The Strategy set out that once all the major projects were completed, income drawn down and payments made, then it would be possible to ascertain the predicted ongoing expenditure and identify an outturn figure for 31st March 2024. This figure would be used as part of the budget setting process for 2024/2025.

However, the above was more focussed on budget monitoring and setting rather than cash monitoring and management. The following are recommended for

implementation to provide for better cash management by officers and more effective budgeting by the Council:

1. *Budgets:* from 2024/2025 financial year, it is proposed that major Capital Projects and Schemes be accounted for in a separate Capital Projects Cost Centre; i.e. separate from the respective Service Area budget. Loan repayments, which are fixed, will continue to be funded from the relevant Service Area budget.

Currently the income and expenditure for a capital scheme is placed in the relevant Service Area budget. E.g. the Civic Centre Refurbishment is in the Civic Centre Cost Centre; Shakespeare Park Play Area refurbishment is in the Parks & Open Spaces Cost Centre; and the Climate Reduction Initiatives were split between Civic Centre, Thorpe Astley Community Centre and Library.

By placing the income and expenditure relating to major capital schemes into a dedicated Capital Projects Cost Centre, it will be easier to identify income and expenditure trends in the operational service budgets and flag issues and potential action to address these earlier in the financial year.

2. *Banking Arrangements:* Prior to February 2016, the Council had a fixed rate deposit account with the Cooperative Bank. This matured and due to the low interest rates at the time, the Council opted for the balance to be paid into its General Operating Account and for the deposit account to be closed. The funds were transferred. However, it appears that the bank set up a Business Select Instant Access Account, albeit with no funds in the account. This account is in the Council's name and can be used; there is no minimum or maximum balance, transfers can be made to the other cooperative accounts with immediate effect without any penalty and the interest is currently paid at 1.63%.

Currently, when the precept is received there can be nearly £500,000 in the General Operating Account, which usually reduces to below £100,000 prior to the next instalment. These figures can be masked when income and expenditure for large capital projects is being received and paid.

Policy & Resources Committee on 11th January 2024 agreed that the Business Select Instant Access Account is used to hold the salaries and oncosts for the period. Therefore, when a tranche of the parish precept is received, the value of the subsequent months of salary and oncost, up to the date of the next tranche of the precept being due, are paid into the Business Select Instant Access Account; leaving the balance in the General Operating Account for the remaining expenditure. Funds are then transferred each month as required from the Business Select Instant Access Account (instead of the General Operating Account) to the Payroll Account (since the Payroll Account is a single signatory on the mandate, the balance is maintained at a level to fund each monthly payroll).

This arrangement will make it easier for the Responsible Financial Officer and Deputy Responsible Financial Officer to identify trends in cash balances and manage commitments, receipts and payments accordingly.

Recommendations

1. That the eight *primary reasons* for the cash balances being low, as detailed in the *Cash Flow* section of the report, be noted; and be addressed in the forthcoming 2024/2025 budget and precept setting;
2. that it be noted that the *Options for Addressing the Cash Deficit*, as detailed in the relevant section of the report, had been approved by Policy & Resources Committee on 11th January 2024, with delegated authority to the Chief Executive & Town Clerk to determine amounts, timings and arrangements, and were being pursued as follows;
 - a) Blaby District Council requested to release the balance of £27,920.44 in Section 106 funding for Thorpe Astley Park to the Town Council,
 - b) Blaby District Council requested to release the first tranche of the 2024/2025 precept, or any part thereof either on or before 20th March 2024 or if this was not possible, during April 2024, and
 - c) an application made to the Cooperative Bank for a short-term overdraft facility on the General Operating Account, with a value of up to £150,000;
3. that the following resolution be approved “to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a short term loan/overdraft facility of £70,000 in March 2024 for the purpose of meeting expenses in the 2023/2024 financial year pending the receipt of revenues receivable in the 2024/2025 financial year;
4. that the *Budget and Cash Management and Monitoring* proposals, set out in the relevant section of the report, and approved by Policy & Resources Committee on 11th January 2024, be noted; and
5. that a report be submitted to the next meeting of the Council, scheduled for 21st March 2024, setting out the context of the current cash flow position and the approved actions to ensure the Council had sufficient cash and reserves to function.

Reasons

1. The position in respect of the Council’s Reserves and the commitments and overspends during 2023/2024, were all matters that the Council would be able to address.
2. To take immediate action to ensure the Council had sufficient cash in the short term to function.
3. Formal borrowing approval would be required from the Secretary of State for an overdraft facility or any other short term loan to meet expenditure in the current financial year (i.e. before 31st March 2024), pending the receipt of revenues in 2024/2025 (i.e. from 1st April 2024).
4. By placing the income and expenditure relating to major capital schemes into a dedicated Capital Projects Cost Centre, it would be easier to identify income and expenditure trends in the operational service budgets and flag issues and potential action to address these earlier in the financial year. When receiving

the precept instalments, by placing the equivalent of the payroll commitment into an instant access savings account, it becomes easier to identify trends in cash balances in the general operating account and therefore, manage commitments, receipts and payments accordingly.

5. To ensure that all members of the Council were fully informed of the cash flow situation and the short and long term proposals to address the issue and avoid a repeat occurrence. To enable Council to debate, discuss and question the context and actions accordingly.

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/12/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

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

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£62,129.25
Co-op Instant Access Savings	£0.00
Total	£157,711.05

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£864,041.66	£0.00	£864,041.66
2. P&R - Civic Centre	£163,295.38	£2,161.40	£165,456.78
3. P&R - Thorpe Astley Community Centre	£86,356.85	£0.00	£86,356.85
5. P&R - Parks & Open Spaces	£89,609.57	£169.88	£89,779.45
6. P&R - Library Services	£52,443.39	£71.68	£52,515.07
7. Community Development	£4,741.90	£713.61	£5,455.51
8. Planning & Environment	£765.80	£0.00	£765.80
Total Receipts	£1,261,254.55	£3,116.57	£1,264,371.12

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£505,896.55	£5,120.99	£511,017.54
2. P&R - Civic Centre	£327,835.73	£52,990.56	£380,826.29
3. P&R - Thorpe Astley Community Centre	£93,956.15	£16,309.58	£110,265.73
5. P&R - Parks & Open Spaces	£167,688.57	£21,518.80	£189,207.37
6. P&R - Library Services	£63,136.43	£12,413.49	£75,549.92
7. Community Development	£27,557.45	£661.17	£28,218.62
8. Planning & Environment	£12,557.15	£2,511.43	£15,068.58
Total Payments	£1,198,628.03	£111,526.02	£1,310,154.05

Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£19,223.81
No.1 Account	£28,690.54
Petty Cash Account	£250.00
	£48,216.85

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£63,711.27
Co-op Instant Access Savings	£0.00
	£63,711.27
Total	£111,928.12

Uncleared and Unpresented effects

No.1 Account -£1,365.30

Statement Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£19,223.81
No.1 Account	£30,055.84
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£63,711.27
Co-op Instant Access Savings	£0.00
Total	<u>£113,293.42</u>

Signed _____
Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet

31/03/23

£

31/12/23

£

Current assets		
62,129.25	Investments	63,711.27
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
23,633.12	VAT Recoverable	48,492.01
18,149.96	Debtors	2,121.69
50,336.23	Payment in Advance	49,860.64
95,581.80	Cash in Hand & at Bank	48,216.85
<u>249,830.36</u>	TOTAL CURRENT ASSETS	<u>212,402.46</u>
<u>249,830.36</u>	TOTAL ASSETS	<u>212,402.46</u>

Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
35,154.69	Creditors	16,222.22
235.45	Receipts in Advance	779.12
<u>35,390.14</u>	TOTAL CURRENT LIABILITIES	<u>17,001.34</u>
<u>214,440.22</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>195,401.12</u>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>214,440.22</u>	NET ASSETS	<u>195,401.12</u>

Represented by

23,455.45	General Fund	118,245.70
	General Fund	
47,375.12	Open Spaces Commuted Sums	47,375.12
	Earmarked	
3,939.42	Town Mayor's Charity	0.00
	Earmarked Capital Project	
19,888.81	Shakespeare Park Pavilion & Site Capital Works	0.00
	Earmarked Capital Project	
6,678.00	Shakespeare Park Playground Refurbishment	-3,104.64
	Earmarked Capital Project	
95,910.91	Civic Centre Capital Plan Priority Projects	2,055.02
	Earmarked Capital Project	
0.00	Carbon Reduction Initiatives	18,789.00
	Ringfenced - Donation	
9,500.00	Community / Social Inclusion Project Grant	9,320.98
	Interim arrangements funding	
1,692.51	Shakespeare Park Sports Clubs	219.94
	Earmarked	
2,500.00	Gateway Signage	2,500.00

Consolidated Balance Sheet

31/03/23 £		31/12/23 £
	Earmarked	
500.00	Defibrillators	0.00
	Earmarked to Balance Budget	
3,000.00	Balance Revenue Budget 2023/24	0.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
<hr/>		<hr/>
214,440.22		195,401.12
<hr/>		<hr/>
190,984.77	Reserves total excluding general fund and liabilities	77,155.42
0.00	Reserves total of liabilities e.g. deposits	0.00
23,455.45	General fund total	118,245.70
<hr/>		<hr/>
214,440.22		195,401.12

Signed _____

Chairman

Date _____

Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
1. P&R - Corporate Management Income					
101	Precept	£776,035.00	£0.00	£776,035.00	£0.00
106	Revenue Grants				
106/1	Staff Training	£0.00	£0.00	£2,790.78	£2,790.78
106/2	Other	£0.00	£0.00	£0.00	£0.00
106	Total	£0.00	£0.00	£2,790.78	£2,790.78
107	Projects	£0.00	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£0.00	£78.75	£-71.25
181	Interest on No 1 Account	£400.00	£0.00	£0.00	£-400.00
182	Interest on No 2 Account	£10.00	£0.00	£0.00	£-10.00
183	Interest on Cambridge Saver	£1,000.00	£0.00	£1,582.02	£582.02
191	Received in Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00
192	Received in Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00
199	Miscellaneous	£0.00	£0.00	£4.55	£4.55
Total Income		£777,595.00	£0.00	£780,491.10	£2,896.10
Expenditure					
1010	Staff Salaries	£477,251.00	£0.00	£354,040.30	£123,210.70
1015	Staff Expenses	£300.00	£0.00	£87.24	£212.76
1020	Pensions	£104,762.00	£0.00	£91,231.47	£13,530.53

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
1030	Councillors Allowances	£6,000.00	£0.00	£5,480.00	£520.00
1035	Councillors Expenses	£300.00	£0.00	£12.75	£287.25
1060	Contingency	£0.00	£0.00	£0.00	£0.00
1070	Projects				
1070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
1070/2	Cycle to Work Scheme	£0.00	£0.00	£832.50	-£832.50
1070	Total	£0.00	£0.00	£832.50	-£832.50
1150	Insurance	£15,400.00	£0.00	£21,891.23	-£6,491.23
1160	Audit	£2,500.00	£0.00	£2,555.00	-£55.00
1170	Legal Fees	£1,250.00	£0.00	£2,014.17	-£764.17
1180	Elections	£4,000.00	£0.00	£4,173.26	-£173.26
1210	Staff Training	£2,500.00	£0.00	£4,018.00	-£1,518.00
1230	Councillor Training	£1,000.00	£0.00	£0.00	£1,000.00
1300	Supplies, Stationery & Postage	£2,000.00	£0.00	£2,213.33	-£213.33
1350	Town Council Subscriptions	£5,000.00	£0.00	£5,035.24	-£35.24
1360	Advertisements	£8,000.00	£0.00	£6,891.12	£1,108.88
1400	Telephones	£2,530.00	£0.00	£2,011.62	£518.38
1410	Photocopier	£2,200.00	£0.00	£1,522.35	£677.65
1420	Computer Supplies, Training, Service Contract	£10,000.00	£0.00	£9,915.74	£84.26
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£0.00	£1,270.82	-£570.82

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
1991	Paid from Number 1 Account in Error	£0.00	£0.00	£385.93	-£385.93
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£769.92	-£769.92
Total Expenditure		<u>£645,693.00</u>	<u>£0.00</u>	<u>£516,351.99</u>	<u>£129,341.01</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
2. P&R - Civic Centre					
Income					
205	Capital Grants	£0.00	£0.00	£0.00	£0.00
207	Projects	£0.00	£0.00	£0.00	£0.00
208	Loans	£97,991.00	£97,993.36	£97,993.36	-£97,991.00
225	Service Charges	£0.00	£0.00	£98.53	£98.53
226	Service Level Agreements				
226/1	Room Hire - Shakespeare Park Sports Pavilion	£0.00	£0.00	£1,122.00	£1,122.00
226	Total	£0.00	£0.00	£1,122.00	£1,122.00
243	Utilities (Solar Export)	£0.00	£0.00	£0.00	£0.00
250	Room Hire	£67,384.00	£0.00	£52,503.18	-£14,880.82
251	Catering for Hirers (VAT)	£100.00	£0.00	£143.54	£43.54
256	Electric Vehicle Chargers	£0.00	£0.00	£1,548.09	£1,548.09
257	Licensed Bar	£17,000.00	£0.00	£10,283.33	-£6,716.67
299	Miscellaneous	£0.00	£0.00	£25.45	£25.45
Total Income		£182,475.00	£97,993.36	£163,717.48	-£116,750.88
Expenditure					
2050	Capital Projects				
2050/1	Toilets/Bar Refurbishment	£0.00	£3,969.17	£95,027.86	-£91,058.69
2050/2	General Refurbishment	£10,000.00	£89,886.72	£4,209.98	£95,676.74
2050/3	Climate Initiatives	£97,991.00	£64,405.25	£64,405.25	£97,991.00
2050	Total	£107,991.00	£158,261.14	£163,643.09	£102,609.05

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
2070	Projects				
2070/1	Climate Change	£0.00	£0.00	£5,079.00	-£5,079.00
2070/2	General	£0.00	£1,587.45	£1,587.45	£0.00
2070	Total	£0.00	£1,587.45	£6,666.45	-£5,079.00
2080	Loan Interest & Repayments				
2080/1	PWLB 477930	£0.00	£0.00	£0.00	£0.00
2080/2	PWLB 480508	£4,586.00	£0.00	£4,585.84	£0.16
2080/3	PWLB 482623	£9,648.00	£0.00	£9,647.56	£0.44
2080/4	PWLB 485557	£5,784.00	£0.00	£5,783.06	£0.94
2080/5	600557 Civic Centre Improvements	£11,091.00	£0.00	£9,042.25	£2,048.75
2080/6	Part 650982 & 678879 Climate Initiatives	£4,556.00	£0.00	£3,288.06	£1,267.94
2080	Total	£35,665.00	£0.00	£32,346.77	£3,318.23
2170	Legal Fees	£0.00	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£0.00	£70.46	£429.54
2320	Printing & Copying	£600.00	£0.00	£0.00	£600.00
2330	Cleaning Materials	£2,000.00	£0.00	£1,838.45	£161.55
2400	Telephones	£1,000.00	£0.00	£1,027.20	-£27.20
2430	Utility Bills	£10,937.00	£0.00	£38,429.07	-£27,492.07
2440	Waste Services	£8,000.00	£0.00	£10,183.12	-£2,183.12
2450	Laundry Services	£500.00	£0.00	£0.00	£500.00
2460	Rates	£23,550.00	£0.00	£18,525.75	£5,024.25

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
2490 Seasonal Decorations	£1,500.00	£0.00	£61.84	£1,438.16
2500 Refundable Deposits	£0.00	£0.00	£0.00	£0.00
2510 Catering for Hirers (VAT)	£0.00	£0.00	£267.48	-£267.48
2520 Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
2560 Electric Vehicle Chargers	£0.00	£0.00	£0.00	£0.00
2570 Licences	£1,300.00	£0.00	£0.00	£1,300.00
2580 Card Card and Transit fees	£2,000.00	£0.00	£1,532.28	£467.72
2600 Building Repairs & Maintenance	£12,000.00	£0.00	£14,477.30	-£2,477.30
2610 Equipment Repairs & Maintenance				
2610/1 General	£4,600.00	£0.00	£6,750.61	-£2,150.61
2610/2 Fire Extinguisher Service	£400.00	£0.00	£0.00	£400.00
2610/3 Alarm Maintenance	£1,000.00	£0.00	£1,173.08	-£173.08
2610 Total	£6,000.00	£0.00	£7,923.69	-£1,923.69
2990 Miscellaneous	£150.00	£0.00	£3,745.01	-£3,595.01
Total Expenditure	£213,693.00	£159,848.59	£300,737.96	£72,803.63

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
3. P&R - Thorpe Astley Community Centre					
Income					
305	Capital Grants	£37,317.00	£0.00	£0.00	-£37,317.00
307	Projects	£0.00	£0.00	£0.00	£0.00
308	Loans	£56,800.00	£56,835.90	£56,835.90	-£56,800.00
325	Service Charges	£0.00	£0.00	£0.00	£0.00
343	Utilities (Solar Export)	£0.00	£0.00	£0.00	£0.00
350	Room Hire				
350/1	Room Hires	£10,670.35	£0.00	£7,888.04	-£2,782.31
350/2	Pre-School Contract	£20,815.65	£0.00	£18,616.64	-£2,199.01
350/3	NHS Facility	£4,962.00	£0.00	£5,627.91	£665.91
350	Total	£36,448.00	£0.00	£32,132.59	-£4,315.41
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	-£40.00
356	Electric Vehicle Chargers	£0.00	£0.00	£0.00	£0.00
399	Miscellaneous	£0.00	£0.00	£0.00	£0.00
Total Income		£130,605.00	£56,835.90	£88,968.49	-£98,472.41
Expenditure					
3050	Capital Projects				
3050/1	General Improvements	£0.00	£2,475.00	£2,768.00	-£293.00
3050/3	Climate Initiatives	£94,117.00	£48,765.88	£48,668.38	£94,214.50
3050	Total	£94,117.00	£51,240.88	£51,436.38	£93,921.50
3070	Projects				

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
3070/1	Climate Change	£0.00	£55.00	£5,134.00	-£5,079.00
3070/2	General	£0.00	£1,587.44	£1,687.44	-£100.00
3070	Total	£0.00	£1,642.44	£6,821.44	-£5,179.00
3080	Proposed: New PWL Climate Initiatives	£2,643.00	£0.00	£0.00	£2,643.00
3290	Clothing	£0.00	£0.00	£0.00	£0.00
3320	Printing & Copying	£300.00	£0.00	£0.00	£300.00
3330	Cleaning Materials	£1,000.00	£0.00	£1,271.47	-£271.47
3400	Telephones	£1,000.00	£0.00	£574.60	£425.40
3430	Utility Bills	£4,525.00	£0.00	£16,711.96	-£12,186.96
3440	Waste Services	£2,500.00	£0.00	£2,001.01	£498.99
3450	Laundry Services	£250.00	£0.00	£0.00	£250.00
3460	Rates	£8,500.00	£0.00	£7,359.36	£1,140.64
3490	Seasonal Decorations	£1,000.00	£0.00	£50.28	£949.72
3500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
3560	Electric Vehicle Chargers	£0.00	£0.00	£0.00	£0.00
3570	Licences	£400.00	£0.00	£651.27	-£251.27
3580	Credit Card and Transit Fees	£500.00	£0.00	£1,296.72	-£796.72
3600	Building Repairs & Maintenance	£3,000.00	£0.00	£3,310.65	-£310.65

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
3610	Equipment Repairs & Maintenance				
3610/1	General	£1,150.00	£0.00	£1,939.98	-£789.98
3610/2	Fire Extinguisher Service	£350.00	£0.00	£0.00	£350.00
3610/3	Alarm Maintenance	£3,000.00	£0.00	£232.43	£2,767.57
3610	Total	£4,500.00	£0.00	£2,172.41	£2,327.59
3990	Miscellaneous	£150.00	£0.00	£0.00	£150.00
Total Expenditure		£124,385.00	£52,883.32	£93,657.55	£83,610.77

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
4. P&R - Capital Projects					
Income					
405	Capital Grants				
405/1	General	£0.00	£0.00	£0.00	£0.00
405/2	Civic Centre Improvements	£0.00	£0.00	£0.00	£0.00
405/3	Impey Close Play Area & Open Space	£0.00	£0.00	£0.00	£0.00
405	Total	£0.00	£0.00	£0.00	£0.00
408	Loans	£0.00	£0.00	£0.00	£0.00
Total Income		£0.00	£0.00	£0.00	£0.00
Expenditure					
4050	Capital Projects				
4050/1	General	£0.00	£0.00	£0.00	£0.00
4050/2	Mossdale Flood Alleviation Scheme	£0.00	£0.00	£0.00	£0.00
4050/3	Impey Close Play Area and Open Space	£0.00	£0.00	£0.00	£0.00
4050/4	Civic Centre Improvements	£0.00	£0.00	£0.00	£0.00
4050/5	Mossdale Pavilion and Changing Rooms	£0.00	£0.00	£0.00	£0.00
4050/6	Climate Initiatives	£0.00	£0.00	£0.00	£0.00
4050	Total	£0.00	£0.00	£0.00	£0.00
4070	Projects	£0.00	£0.00	£0.00	£0.00
Total Expenditure		£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
5. P&R - Parks & Open Spaces					
Income					
505	Capital Grants	£56,000.00	£45,000.00	£45,000.00	-£56,000.00
507	Projects	£0.00	£0.00	£0.00	£0.00
508	Loans	£150,000.00	£0.00	£0.00	-£150,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£21,500.00	£0.00	£21,500.00	£0.00
527	Agency Fees	£150.00	£0.00	£0.00	-£150.00
555	Sports Pitches & Facilities				
555/1	Pitch Season Fees	£2,500.00	£0.00	£4,379.23	£1,879.23
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£100.00	£100.00
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£516.99	£516.99
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00
555	Total	£2,500.00	£0.00	£4,996.22	£2,496.22
599	Miscellaneous	£100.00	£0.00	-£200.00	-£300.00
Total Income		£230,250.00	£45,000.00	£71,296.22	-£203,953.78
Expenditure					
5050	Capital Projects				
5050/1	General	£3,000.00	£0.00	£1,181.48	£1,818.52
5050/2	Shakespeare Park Improvement Project	£0.00	£0.00	£0.00	£0.00
5050/3	Shakespeare Tennis Courts	£0.00	£0.00	£0.00	£0.00
5050/4	Shakespeare Playground	£56,000.00	£64,934.64	£65,349.64	£55,585.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
5050/5	Mossdale Culvert	£150,000.00	£0.00	£525.00	£149,475.00
5050	Total	£209,000.00	£64,934.64	£67,056.12	£206,878.52
5070	Projects				
5070/1	Climate Change	£1,000.00	£0.00	£0.00	£1,000.00
5070/2	General	£1,000.00	£0.00	£219.67	£780.33
5070/3	Biodiversity	£0.00	£0.00	£0.00	£0.00
5070	Total	£2,000.00	£0.00	£219.67	£1,780.33
5080	Loan Interest & Repayments				
5080/1	PWLB 485188	£3,526.00	£0.00	£3,525.80	£0.20
5080/2	PWLB 487506	£6,033.00	£0.00	£6,033.30	-£0.30
5080/3	PWLB 501336	£0.00	£0.00	£0.00	£0.00
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£0.00	£17,723.86	£0.14
5080/5	PWLB - Shakespeare Park (292038)	£17,808.00	£0.00	£17,808.16	-£0.16
5080/6	Potential PWL Mossdale	£0.00	£0.00	£0.00	£0.00
5080	Total	£45,091.00	£0.00	£45,091.12	-£0.12
5090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00
5170	Legal Fees	£2,000.00	£0.00	£1.00	£1,999.00
5290	Clothing	£500.00	£0.00	£192.24	£307.76
5330	Cleaning Materials	£1,000.00	£0.00	£301.75	£698.25
5400	Telephones	£410.00	£0.00	£0.00	£410.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
5430	Utility Bills	£6,000.00	£0.00	£4,436.48	£1,563.52
5440	Waste Services	£2,000.00	£0.00	£68.50	£1,931.50
5450	Laundry Services	£500.00	£0.00	£0.00	£500.00
5460	Rates	£0.00	£0.00	£3,457.70	-£3,457.70
5550	Sports Pitches & Facilities	£3,000.00	£0.00	£2,444.14	£555.86
5600	Building Repairs & Maintenance				
5600/1	Mossdale Meadows	£4,800.00	£0.00	£2,812.47	£1,987.53
5600/2	Shakespeare Park	£0.00	£0.00	£1,011.83	-£1,011.83
5600	Total	£4,800.00	£0.00	£3,824.30	£975.70
5610	Equipment Repairs & Maintenance				
5610/1	General Maintenance	£4,000.00	£0.00	£3,181.02	£818.98
5610/2	Playgrounds	£6,000.00	£0.00	£2,601.02	£3,398.98
5610	Total	£10,000.00	£0.00	£5,782.04	£4,217.96
5620	Site Maintenance				
5620/1	General	£1,000.00	£0.00	£2,002.58	-£1,002.58
5620/2	Trees	£4,000.00	£0.00	£8,125.00	-£4,125.00
5620/3	Bowling Green	£0.00	£0.00	£2,060.00	-£2,060.00
5620	Total	£5,000.00	£0.00	£12,187.58	-£7,187.58
5630	Equipment Purchase	£2,000.00	£0.00	£2,216.47	-£216.47
5650	Vehicle Costs	£11,000.00	£0.00	£18,715.51	-£7,715.51
5660	Machinery Hire	£500.00	£0.00	£61.97	£438.03

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
5670 Petrol	£7,600.00	£0.00	£680.31	£6,919.69
5990 Miscellaneous	£100.00	£0.00	£9.98	£90.02
Total Expenditure	<u>£312,501.00</u>	<u>£64,934.64</u>	<u>£166,746.88</u>	<u>£210,688.76</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
6. P&R - Library Services					
Income					
605	Capital Grants	£0.00	£0.00	£0.00	£0.00
607	Projects	£0.00	£0.00	£0.00	£0.00
608	Loans	£41,245.00	£41,157.44	£41,157.44	-£41,245.00
625	Service Charges	£1,052.00	£0.00	£1,247.61	£195.61
626	Service Level Agreements				
626/1	Grant - Leicestershire County Council	£8,069.00	£0.00	£8,236.00	£167.00
626	Total	£8,069.00	£0.00	£8,236.00	£167.00
643	Utilities (Solar Export)	£0.00	£0.00	£0.00	£0.00
690	Consumer Products (Sales)				
690/1	Stamps	£0.00	£0.00	£0.00	£0.00
690	Total	£0.00	£0.00	£0.00	£0.00
698	Fines	£1,500.00	£0.00	£118.66	-£1,381.34
699	Miscellaneous	£50.00	£0.00	£447.07	£397.07
Total Income		£51,916.00	£41,157.44	£51,206.78	-£41,866.66
Expenditure					
6050	Capital Projects				
6050/1	General Refurbishment	£0.00	£0.00	£0.00	£0.00
6050/2	Climate Initiatives	£41,245.00	£60,691.00	£60,691.00	£41,245.00
6050	Total	£41,245.00	£60,691.00	£60,691.00	£41,245.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
6070	Projects			
6070/1	Climate Change	£0.00	£0.00	£0.00
6070/2	General	£0.00	£0.00	£0.00
6070	Total	£0.00	£0.00	£0.00
6080	Proposed: New PWL Climate Initiatives	£1,914.00	£0.00	£1,914.00
6320	Printing & Copying	£150.00	£0.00	£129.25
6330	Cleaning Materials	£200.00	£0.00	£65.35
6360	Advertisements	£200.00	£0.00	£200.00
6400	Telephones	£200.00	£0.00	£200.00
6410	Photocopier	£800.00	£0.00	£800.00
6430	Utility Bills	-£4,858.00	£0.00	-£6,361.77
6490	Seasonal Decorations	£500.00	£0.00	£433.26
6700	Programme of Events	£800.00	£0.00	£800.00
6900	Consumer Products (Purchase for resale)			
6900/1	Stamps	£0.00	£0.00	-£269.66
6900	Total	£0.00	£269.66	-£269.66
6990	Miscellaneous	£800.00	£0.00	£407.65
Total Expenditure	£41,951.00	£60,691.00	£63,078.92	£39,563.08

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
7. Community Development					
Income					
707	Projects	£0.00	£0.00	£0.00	£0.00
770	Programme of Events	£0.00	£0.00	£4,050.77	£4,050.77
771	Summer Fete				
771/1	Current Year	£0.00	£0.00	-£226.68	-£226.68
771/2	Next Year	£0.00	£0.00	£0.00	£0.00
771	Total	£0.00	£0.00	-£226.68	-£226.68
775	Civic Functions	£0.00	£0.00	£0.00	£0.00
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£135.00	£135.00
777	Town Mayor's Charity - after May	£0.00	£0.00	£532.81	£532.81
786	Community / Social Inclusion Project Grant	£0.00	£250.00	£250.00	£0.00
790	Consumer Products (Sales)				
790/1	History Publications	£0.00	£0.00	£0.00	£0.00
790/2	Crime Prevention	£50.00	£0.00	£0.00	-£50.00
790/3	General	£50.00	£0.00	£0.00	-£50.00
790	Total	£100.00	£0.00	£0.00	-£100.00
794	Warm Spaces Initiative	£0.00	£0.00	£0.00	£0.00
799	Miscellaneous	£0.00	£0.00	£0.00	£0.00
Total Income		£100.00	£250.00	£4,741.90	£4,391.90
Expenditure					
7040	Town Mayor's Allowance				

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£180.70	£194.30
7040/2	Town Mayor's Entertainment Allowance	£375.00	£0.00	£108.00	£267.00
7040	Total	£750.00	£0.00	£288.70	£461.30
7070	Projects				
7070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
7070	Total	£0.00	£0.00	£0.00	£0.00
7080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£0.00	£3,713.50	£716.50
7340	Signs	£500.00	£0.00	£0.00	£500.00
7700	Programme of Events	£4,000.00	£0.00	£4,592.02	-£592.02
7710	Summer Fete				
7710/1	Current Year	£2,800.00	£0.00	£3,038.57	-£238.57
7710/2	Next Year	£200.00	£0.00	£0.00	£200.00
7710	Total	£3,000.00	£0.00	£3,038.57	-£38.57
7715	Thorpe Astley Summer Event	£3,000.00	£0.00	£2,859.02	£140.98
7720	General Events				
7720/1	General	£0.00	£0.00	£0.00	£0.00
7720/2	Apple Day	£400.00	£0.00	£800.16	-£400.16
7720/3	Open Days	£100.00	£0.00	£0.00	£100.00
7720	Total	£500.00	£0.00	£800.16	-£300.16

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
7750	Civic Functions	£1,500.00	£0.00	£1,321.91
7760	Town Mayor's Charity - Pre May	£0.00	£4,079.17	-£361.64
7770	Town Mayor's Charity - after May	£0.00	£0.00	-£88.10
7850	Community Grants	£5,000.00	£1,472.57	£950.00
7860	Community / Social Inclusion Project Grant	£0.00	£0.00	-£927.52
7880	Grants for King's Coronation	£1,000.00	£0.00	£196.45
7900	Consumer Products (Purchase for resale)			
7900/1	History Publications	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£100.00	£0.00	£100.00
7900	Total	£100.00	£0.00	£100.00
7940	Social Inclusion Initiatives			
7940/1	General	£800.00	£0.00	£343.36
7940/2	Warm Spaces Initiative	£200.00	£0.00	£142.06
7940	Total	£1,000.00	£0.00	£485.42
7950	Community Safety	£500.00	£0.00	£500.00
7990	Miscellaneous	£100.00	£0.00	£72.50
Total Expenditure	£25,380.00	£5,551.74	£27,203.43	£3,728.31

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
8. Planning & Environment					
Income					
807	Projects	£0.00	£0.00	£0.00	£0.00
890	Consumer Products (Sales)				
890/1	General	£0.00	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,150.00	£0.00	£765.80	-£384.20
890	Total	£1,150.00	£0.00	£765.80	-£384.20
Total Income		£1,150.00	£0.00	£765.80	-£384.20
Expenditure					
8070	Projects				
8070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
8070	Total	£0.00	£0.00	£0.00	£0.00
8190	Professional Fees	£250.00	£0.00	£0.00	£250.00
8440	Waste Services (Dog Bins)	£9,538.00	£0.00	£8,103.33	£1,434.67
8460	Furniture	£2,600.00	£0.00	£3,160.32	-£560.32
8900	Consumer Products (Purchase for resale)				
8900/1	Poop Scoops	£1,100.00	£0.00	£658.50	£441.50
8900	Total	£1,100.00	£0.00	£658.50	£441.50
Total Expenditure		£13,488.00	£0.00	£11,922.15	£1,565.85

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
Total Income	£1,374,091.00	£241,236.70	£1,161,187.77	
Total Expenditure	£1,377,091.00	£343,909.29	£1,179,698.88	
Total Net Balance	<u>-£3,000.00</u>		<u>-£18,511.11</u>	

APPENDIX 4 - CASH FLOW 2024
2024

This budget template includes all the relevant information to build your business budget. Budgeting is the process of looking at a business' estimates incomes (the money that comes into the business from selling products and services) and expenditures (the money that goes out from paying expenses and bills) over a specific period in the future.

To complete the budget template follow the below steps:

1. Populate all of your estimates in the applicable rows (amend as appropriate).
2. Make sure you update row 11 with your months
3. The formulas will automatically calculate your totals income and expenses, as well as your closing bank balance.
4. Populate your brought forward bank balance from the previous month in row 12.

	Example - May	January	February	March	April	May	June	July	August	September	October	November	December
Brought forward bank balance	£1,345	£28,691	£68,131	£24,574	-£40,054	£380,096	£263,981	£196,918	£125,418	£67,882	£489,095	£412,591	£266,507
Cash Receipts													
Council Tax Precept	£3,000	£0	£0	£0	£490,942	£0	£0	£0	£0	£490,942	£0	£0	£0
Fees & Charges	£1,150	£6,737	£5,805	£5,806	£5,473	£4,678	£4,678	£6,840	£4,678	£4,678	£6,840	£5,806	£5,806
Other Income	£300	£106,492	£27,920	£1,423	£3,995	£13,452	£3,603	£2,628	£12,963	£3,603	£1,983	£13,127	£823
TOTAL INCOME	£4,450	£113,229	£33,725	£7,229	£500,410	£18,130	£8,281	£9,468	£17,641	£499,223	£8,823	£18,933	£6,629

Expenses													
Salaries	£1,500	£40,024	£40,024	£40,024	£40,593	£40,593	£40,593	£40,593	£40,593	£40,593	£40,593	£56,820	£42,622
PAYE	£1,000	£9,600	£9,600	£9,600	£9,736	£9,736	£9,736	£9,736	£9,736	£9,736	£9,736	£13,631	£10,223
Capital Schemes	£40	£0	£5,000	£0	£0	£10,000	£0	£0	£0	£0	£5,600	£0	£0
Administration	£12	£153	£153	£153	£208	£208	£208	£208	£208	£208	£208	£208	£208
Loan or other debt repayments	£15	£0	£0	£0	£0	£47,134	£0	£0	£0	£0	£0	£47,134	£0
Maintenance	£11	£9,941	£10,999	£10,874	£10,066	£10,999	£10,333	£10,999	£10,066	£10,999	£10,333	£10,999	£10,066
Utilities	£23	£5,126	£5,126	£5,126	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317
Telephone & Internet	£4	£1,633	£1,000	£1,000	£1,633	£1,000	£1,000	£1,633	£1,000	£1,000	£1,633	£1,000	£1,000
Rates	£4	£0	£0	£0	£3,206	£3,207	£3,206	£3,206	£3,206	£3,206	£3,206	£3,206	£3,206
Waste Services	£10	£3,653	£1,088	£1,088	£4,058	£1,208	£1,208	£4,058	£1,208	£1,208	£4,058	£1,208	£1,208
Promotions & Events	£10	£0	£333	£333	£375	£375	£275	£0	£375	£375	£375	£375	£375
Governance (Insurance, Audit, Legal)	£60	£120	£120	£120	£920	£120	£120	£570	£120	£2,020	£120	£21,771	£120
Vehicles	£200	£1,689	£1,689	£1,689	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298
Equipment	£5	£1,700	£1,700	£1,700	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800
Community Grants & Initiatives	£20	£0	£300	£0	£800	£1,000	£0	£1,300	£0	£0	£800	£0	£500
Other Expenditure	£10	£150	£150	£150	£250	£250	£250	£250	£250	£250	£250	£250	£250
TOTAL EXPENSES	£2,924	£73,789	£77,282	£71,857	£80,260	£134,245	£75,344	£80,968	£75,177	£78,010	£85,327	£165,017	£78,193

Closing bank balance	£2,871	£68,131	£24,574	-£40,054	£380,096	£263,981	£196,918	£125,418	£67,882	£489,095	£412,591	£266,507	£194,943
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The **co-operative** bank

BRAUNSTONE TOWN COUNCIL

COUNCIL – 25th JANUARY 2024

Item 6 – Business Plan 2024/2025

Purpose

To consider the Council's Strategic Aims and Delivery Objectives, along with Service Objectives, in order to determine whether they are relevant to address current and emerging issues faced by the Council and the community.

Background

On 2nd November 2023, Policy & Resources Committee considered the Council's medium term priorities and financial planning for recommendation to Council, which was adopted by Council on 16th November 2023. This sets the context for each Standing Committee to review and, where appropriate, update its objectives, alongside making recommendations for the 2024/2025 budget.

Town Council Mission

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

There are no proposed changes to the substance of the Mission Statement. However, following consideration of the outcome of Blaby District Council's Community Governance Review of Braunstone Parish in 2022; Policy & Resources Committee on 27th September 2022 resolved:

1. *that Braunstone Town Council recognise Thorpe Astley as a distinct community and settlement within the Parish of Braunstone;*
3. *that the Council's corporate logo include the names of both communities, Braunstone Town and Thorpe Astley, alongside the name "Braunstone Town Council" (example letterhead at Appendix 2); and that this change in branding be made, as determined by the Chief Executive & Town Clerk, including on the Council's website, social media, signage, stationary, notices (including agendas) and on the side of the parks fleet vehicles;*
(Policy & Resources Committee Minute 25 2022/2023).

Therefore, Policy & Resources Committee on 11th January 2024, recommended that Mission Statement number 1; states "Braunstone Town and Thorpe Astley" (Policy & Resources Committee minute 70, resolution 1a).

In addition, on 7th December 2023, the Community Development Committee recommended that the word "unlawful" in point 4 of the Town Council Mission Statement be removed; in order to clarify that all discrimination was unacceptable

(Community Development Committee Minute 68, resolution 5). This proposal was supported by Policy & Resources Committee on 11th January 2024 (Policy & Resources Committee minute 70, resolution 1b).

The proposed amendments to the Mission Statement are set out below:

Mission Statement - We exist:

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

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

Strategic Aims and Delivery Objectives

In 2021, the Council refocussed its 10 priorities into 4 Strategic Aims for the medium term. Each Strategic Aim has Delivery Objectives for the financial year, which the Council reviews annually as part of the annual review of the Council's Business Plan, Capital Plan and the annual setting of the budget and Council Tax precept.

The 2023/2024 Delivery Objectives are set out below with an update on progress, along with proposed amendments and new Delivery Objectives for 2024/2025:

1. Protect and Enhance our Parks and Open Spaces

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

Delivery Objectives		
Ref	Objective	Progress/Notes/Recommendation
(a)	Complete Phase 3 of the Shakespeare Park refurbishment: Playground	COMPLETED November 2023
(b)	Open the New Shakespeare Pavilion building for use by the community	COMPLETED June 2023 with Licence to Occupy to the new Management Association.
(c)	Support existing Clubs at Shakespeare Park to grow while supporting new sporting activities, such as Tennis and Petanque	One off Grant fund. Support for Bowls Green costs. Struggled to get support for Tennis & Pétanque initiatives. Pick up after Christmas for Spring 2024. Roll onto 2024/25.
(d)	Invest in Thorpe Astley Park Tennis	Thorpe Astley Tennis Courts

Delivery Objectives		
Ref	Objective	Progress/Notes/Recommendation
	Courts and deliver tennis initiatives to enhance participation	refurbishment a Capital Plan Short to Medium Term Project. Due to funding pressures and the need to invest in buildings, it is not recommended for 2024/25. Remove until scheduled in the Capital Plan for delivery. Struggled to find trainers / coaches for enhancing participation. Review in Spring 2024. Roll onto 2023/24.
(e)	Continue to work with Blaby District Council and the developer to ensure improvements are made to the culvert at Thorpe Astley Park.	To be scheduled in February 2024 and delivered in Spring/Summer 2024. Roll onto 2024/25.
(f)	Carry out repairs to the Culvert and Bridge at Mossdale Meadows.	The Capital Plan now includes wider drainage work at Mossdale Meadows and surfacing the Car Park. Roll onto 2024/25 as “Carry out Flood Alleviation and Drainage Improvements at Mossdale Meadows”.
(g)	Refurbish and enhance Impey Close Play Area and surrounding open space.	Project Outline approved and initial consultation undertaken. Tender exercise and financing to be determined. Roll onto 2023/24.

2. Provide Vibrant Community Facilities

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

Delivery Objectives		
Ref	Objective	Progress/Notes/Recommendation
(a)	Deliver essential works on the Civic Centre building fabric.	Toilets & changing places was delivered by Easter 2023 and had been removed in last year’s review. Capital Plan includes several projects and a proposal to consider these as one overarching priority project. Roll onto 2023/24.
(b)	Expand the Bar Service to include a weekday Civic Centre café service	Café Service COMPLETED November 2023.

Delivery Objectives		
Ref	Objective	Progress/Notes/Recommendation
	along with outreach services at Thorpe Astley Community Centre.	<p>The contract includes providing services at Thorpe Astley; however, attempt to undertake this as a drop in have not been successful.</p> <p>Roll onto 2024/25 as “Support the expansion of the Civic Centre Café Service, including at Thorpe Astley on event days”.</p>

3. Support and Connect the Local Community

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

Delivery Objectives		
Ref	Objective	Progress/Notes/Recommendation
(a)	Support new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events	<p>Ongoing - Roll onto 2024/25.</p> <p>Mini-programme of events to commemorate the 80th Anniversary of D-Day in June 2024.</p>
(b)	Co-ordinate community events, such as Apple Day, Coronation of King Charles III, and a Thorpe Astley Summer Event – Thorpe Astley by the Sea;	<p>COMPLETED AND ONGOING.</p> <p>80th Anniversary of D-Day in June 2024. With availability of the Shakespeare Pavilion for hire; a Spring Open Day may assist with promoting the facility and the sports activities at the park.</p> <p>Roll onto 2024/25 as “Co-ordinate community events, such as Apple Day, 80th Anniversary of D-Day, Shakespeare Park Open Day, Thorpe Astley on the Beach”.</p>
(c)	Develop Library events, initiatives and continue community engagement; including children’s	<p>Successful summer of events, reading, heritage displays and craft events in place. Outstanding are</p>

Delivery Objectives		
Ref	Objective	Progress/Notes/Recommendation
	reading, heritage displays and arts & craft events	outreach reading at Thorpe Astley. Roll onto 2023/24 as “Develop outreach Children’s reading and activities at Thorpe Astley Community Centre.
(d)	Support the Local Area Coordination Project	Ongoing - Roll onto 2024/25.

4. Respond to Climate Change and champion sustainable development

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

Delivery Objectives		
Ref	Objective	Progress/Notes/Recommendation
(a)	Deliver actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030.	Delivered installation of solar panels, heat pump and EVCPs. Action Plan is being reviewed for 2024/25 and will be ongoing to 2030. Roll onto 2024/25.
(b)	Undertake surveys and produce Management Plans to enhance the biodiversity of our parks and open spaces.	Tender exercise completed and contractor appointed September 2023. Advised by selected contractor that best time to undertake surveys is in Spring. Roll onto 2024/25.
(c)	Support and facilitate initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian.	GCW Phase 2 delivered for Mossdale, Meridian Leisure, Kingsway and Aylestone Meadows. Thorpe Astley scheduled for Spring 2024. Roll onto 2024/25 for completion and for further projects and initiatives.
(d)	Work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations.	Ongoing Roll onto 2024/25.

Delivery Objectives		
Ref	Objective	Progress/Notes/Recommendation

The following new Delivery Objective is proposed for 2024/25:

PROPOSED NEW Delivery Objective (2024/25)		
Ref	Objective	Progress/Notes
(e)	Recommission a carbon audit of our activities to ensure that all possible actions are being taken and that new and emerging technologies and approaches are utilised to reduce the Council's carbon footprint.	Objective (e) under Corporate Activities of Braunstone Town Council in the adopted Climate Change and Environmental Strategy.

At its meeting on 30th November 2023, the Citizens' Advisory Panel considered the Strategic Aims & Delivery Objectives were relevant to address current and emerging issues faced by the Council and the community (*Citizens' Advisory Panel Minute 7*).

On 7th December 2023, the Community Development Committee recommended "that, with the exception of those which have been completed, the Community Development Delivery Objectives set out in the report, as amended where appropriate, be included in the 2024/25 Business Plan" (*Community Development Committee Minute 68, resolution 3*).

On 14th December 2023, the Planning & Environment Committee recommended "that the Planning & Environment Delivery Objectives set out in the report, as amended where appropriate, be included in the 2024/25 Business Plan" (*Planning & Environment Committee Minute 58, resolution 3*).

On 11th January 2024, Policy & Resources Committee recommended "that the progress with the 2023/2024 Delivery Objectives, including recommendations for 2024/2025, as set out in the report, be received, noted and endorsed" (*Policy & Resources Committee Minute 70, resolution 2*).

A copy of the proposed Strategic Aims and Delivery Objectives 2024/2025, taking into account the recommendations in this report, is attached at Appendix 1.

Town Council Objectives

In addition, the Council has key objectives relating to its Committees and Service Areas, which are reviewed on an annual basis, and are included in the Business Plan.

On 30th November 2023, Citizens' Advisory Panel met and considered the Service Objectives were relevant to address current and emerging issues faced by the Council and the community (*Citizens' Advisory Panel 30th November 2023, Minute 7*).

On 7th December 2023, the Community Development Committee considered the Community Development Objectives and for the same reason as set out in the Mission Statement section above, the Committee recommended "that the Community Development Committee/Service Objectives, be approved; subject to Objectives 7 and 8 being amended to include reference to Thorpe Astley as well as to Braunstone Town" (*Community Development Committee Minute 68, resolution 4*).

On 14th December 2023, the Planning & Environment Committee recommended that the Planning & Environment Committee/Service Objectives, as set out in the report, be approved (*Planning & Environment Committee Minute 58, resolution 4*).

Similar to above, Corporate Management & Capital Project Objective 13 states "To undertake capital projects for the benefit of the citizens of Braunstone Town". Therefore, for the same reason as set out in the Mission Statement section above, Policy & Resources Committee on 11th January 2024 recommended "that the Council's current Service Objectives be noted and endorsed, subject to Community Development Objectives 7 and 8, and Corporate Management & Capital Project Objective 13, being amended to include reference to Thorpe Astley as well as to Braunstone Town" (*Policy & Resources Committee Minute 70, resolution 3*).

A copy of the proposed Committee/Service Objectives for 2024/2025, taking into account the recommendations in this report, is attached at Appendix 1.

Recommendations

1. That the Council's Mission Statement be updated as follows:
 - a) to include both Braunstone Town and Thorpe Astley in paragraph 1, and
 - b) removing the word "unlawful" from paragraph 4;
2. that the progress with the 2023/2024 Delivery Objectives, including recommendations for 2024/2025, as set out in the report, be received, noted and endorsed;
3. that the Council's current Service Objectives be noted and endorsed, subject to Community Development Objectives 7 and 8, and Corporate Management & Capital Project Objective 13, being amended to include reference to Thorpe Astley as well as to Braunstone Town; and
4. that the proposed Business Plan for 2024/2025, attached at Appendix 1 of the report, be approved and adopted.

Reasons

1. The Mission Statement sets out the Council's vision to provide high quality services and support the needs of the community, recognising that this would be within available resources:
 - a) following consideration of the outcome of Blaby District Council's Community Governance Review of Braunstone Parish in 2022, Braunstone Town Council recognised Thorpe Astley as a distinct community and settlement within the Parish of Braunstone, and
 - b) to clarify that all discrimination was unacceptable;
2. To note progress with the implementation of the 2023/2024 Delivery Objectives so far and set out proposals for 2024/2025.
3. To ensure that the Council's objectives were relevant and reflected changing issues within the community. The wording of Community Development Objectives 7 and 8 and Corporate Management & Capital Project Objective 13 being slightly amended in line with the Council's decision to recognise Thorpe Astley as a distinct community and settlement within the Parish of Braunstone.
4. To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects given the limits on resources.



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

BUSINESS PLAN 2024/2025

Strategic Aims & Delivery Objectives

Town Council Mission

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

Mission Statement - We exist:

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

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

Strategic Aims and Delivery Objectives (2024/2025)

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

1. Protect and Enhance our Parks and Open Spaces

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

Delivery Objectives for 2024/2025:

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

2. Provide Vibrant Community Facilities

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

Delivery Objectives for 2024/2025:

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

3. Support and Connect the Local Community

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

Delivery Objectives for 2024/2025:

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

4. Respond to Climate Change and champion sustainable development

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

Delivery Objectives for 2024/2025:

- (a) Deliver actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030;
- (b) undertake surveys and produce Management Plans to enhance the biodiversity of our parks and open spaces;
- (c) support and facilitate initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian;
- (d) work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations; and
- (e) recommission a carbon audit of our activities to ensure that all possible actions are being taken and that new and emerging technologies and approaches are utilised to reduce the Council's carbon footprint.

Objectives

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

Planning and Environment Objectives

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

Community Development Objectives

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

Young people

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

Crime reduction services

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

Social inclusion, recreation & culture

5. To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
6. To provide support for the Office of Town Mayor and to promote Civic, Ceremonial and commemorative functions, including the flying of flags
7. To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town and Thorpe Astley
8. To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town and Thorpe Astley

9. To organise arts events/ entertainment's/ Civic Occasions which bring people together
10. To encourage the formation of new community groups by promoting free/subsidised use of the Council's Community Facilities
11. To promote social inclusion

Corporate Management & Capital Project Objectives

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

Community Centres Objectives

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

Open Spaces & Parks Objectives

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

BRAUNSTONE TOWN COUNCIL

COUNCIL – 25th JANUARY 2024

Item 7 – Capital Plan 2024/2025

Purpose

To consider priorities and projects for the 2024/2025 Capital Plan.

Background

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 forms the foundation of the investment and improvement works undertaken by the Town Council. 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 Council's Capital Projects have been identified through the Council's Strategies, Business Plan, emerging priorities, consultations and the Citizens' Advisory Panel. The current Capital Plan was approved by Council on 26th January 2023 (Council Minute Reference 6093) and amended by Council on 29th June 2023 (Council Minute Reference 6145).

Annual Capital Plan Review

a) Completed Projects

The following projects have been completed during 2023/2024 and are recommended for removal from the 2024/2025 Capital Plan:

Completed Parks and Open Spaces Projects		
Park	Project	Completed
Shakespeare Park	Additional balance in play area (2-5 or 5 – 12 age group)	November 2023
	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	

Completed Community Centres Projects		
Building	Project	Completed
Civic Centre	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>	August 2023
	Refurbishment of both sets of Toilets including exploring the provision of a Changing Places Toilet. <i>The current toilets are approximately 40 years old. The refurbishment of the toilets provided an opportunity to ensure that the Civic Centre toilet facilities are fully accessible.</i>	April 2023
	Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities. <i>To enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space.</i>	August 2023
	Refurbish/Replace Fire Door in Council Chamber. <i>Door and frame is rotten and door sticks when the frame swells in the damp. Potential to hinder exit in an emergency.</i>	December 2023
Thorpe Astley Community Centre	Install a hybrid air source heat pump. <i>To decarbonise Community Centre heating; 10% reduction of total Council emissions.</i>	September 2023

Completed General Projects 2023/2024		
Project	Details	Completed
Installation of Electric Vehicle Charging points at community facilities	To provide fast charging for service users, hirers and staff who use an electric vehicle.	Installed May 2023 Operational July 2023

Completed General Projects 2023/2024		
Project	Details	Completed
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.	Library August 2023 Thorpe Astley Community Centre September 2023 Civic Centre October 2023

b) Projects Scheduled for Completion

There are currently no uncompleted projects that are due for completion prior to the end of the current plan period.

c) Current Projects

The following projects are currently included on the Capital Plan and are recommended for inclusion on the Capital Plan for 2024/2025 and 2025/2026; these are highlighted with proposed amendments, including recommended timescales for delivery:

Parks and Open Spaces Projects 2024/2025 – 2025/2026		
Park	Project	Notes/Finance
Mosssdale Meadows & Merrileys	Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows. <i>Existing culverts are is not suitable for flow of water which causes flooding on the park on a regular basis</i>	Priority Project for 2024/2025 Estimated: £150k Borrowing
	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>	Priority Project for 2024/2025 Schedule once Cycle Route open and Culvert replaced. Estimated: £50k Borrowing: Link to "Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows".

Parks and Open Spaces Projects 2024/2025 – 2025/2026		
Park	Project	Notes/Finance
	Drainage work to the entrance of Mosssdale Meadows car park to drain water from the car park into the brook. <i>The car park entrance was prone to frequent flooding which was raised during the Walking & Cycling route construction</i>	Priority Project for 2024/2025 Estimated: £50k <i>Borrowing: Link to “Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows”.</i>
	Resurfacing of Mosssdale Meadows car park with tarmac. <i>Currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain.</i>	
	Replacement of Toddler swings (<i>estimated end of life – medium risk</i>)	Estimated: £10k <i>Annual Capital Budget</i>
	New Roof and Roof Insulation at Mosssdale Depot and Sports Changing Rooms and installation of solar panels , new electric heating (explore air source heat pump) 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 Mosssdale Pavilion. <i>The Changing Facilities and Social Facilities could make more effective use of the space and need improvement and modernisation.</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: £50 £100k <i>External Grants, Annual Capital Budget & Section 106</i>

Community Centres Projects 2024/2025 – 2025/2026		
Building	Project	Notes/Finance
Civic Centre	Civic Centre Roof Refurbishment: Council Chamber, Fosse Room, Ravenhurst Room and rear toilets 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: £50100k <i>External Grants, Annual Capital Budget & Reserves</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>	Priority Project for 2024/2025 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>
	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>
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Heating/Air Conditioning • Mood Lighting <i>The facilities need modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	Consider once roof replaced and through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>

Community Centres Projects 2024/2025 – 2025/2026		
Building	Project	Notes/Finance
Civic Centre Continued	Refurbish/Replace Fire Doors in 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 Annual Capital Budget
	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 10k Maintenance Budget See proposed replacement below (Medium to Long Term)
Both Centres	Installation of hearing loop systems in main rooms at both Community Centres. <i>Item already included where refurbishment of specific rooms has been identified.</i>	Rolling Programme from 2023/24. Annual Budgets

Short to Medium Term Projects (within the next 7 years)

Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
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. External Grant, Annual Capital Budget & Section 106
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. Explore external funding working with Walk & Ride Blaby.

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> Franklin Park – remaining surfaces during 2024/2025 – 2025/2026
All Parks	Rolling programme of tree surveys and works <i>Currently maintenance budgets are stretched and tree maintenance and works are 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>
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities need modernisation for users and hirers: the room is used for meetings, consultations, seminars and training.</i>	Estimated: £5k <i>Annual Capital Budget</i>
Thorpe Astley Community Centre	Thorpe Astley main hall Mood Lights. <i>To make the facilities attractive for function hire. Hirers of the Millfield Hall provide positive feedback on the mood lighting.</i>	Estimated: £5k <i>Annual Capital Budget</i>

Short to Medium Term Community Centres Projects		
Building	Project	Notes/Finance
Both Centres	Installation of Sound systems in the Millfield Hall, Council Chamber and Thorpe Astley Main Hall. <i>To make the facilities attractive for hire. Some regular hirers have commented that provision of a sound system means there is less need to move equipment or need storage.</i>	Estimated: £6-9k <i>Annual Capital Budget</i>

Short to Medium Term General Projects		
Project	Details	Notes/Finance
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails and lighting along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is not well lit and considered steep potentially presenting difficulties for wheel chair users and those who are less able.</i>	Estimated: £80k <i>Annual Capital Budget & Reserves</i> Refresh white lines at Civic Centre in 2024/2025
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 need 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>

Short to Medium Term General Projects		
Project	Details	Notes/Finance
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>

Medium to Long Term Projects (within the next 12 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 need 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>

Medium to Long Term Community Centres Projects		
Building	Project	Notes/Finance
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>
	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>

d) Proposed New Projects

The following projects have been identified as requiring future investment and are recommended for inclusion on the Capital Plan for 2024/2025:

Potential Parks and Open Spaces Projects		
Park and Project Details	Reasons for Proposed Addition	Notes/Finance
Electric Wiring and installation of electric vehicle charging point at Mossdale Meadows Depot and Changing Rooms.	Electricians have confirmed that wiring is out of date and complex. Items have been added and rewired and potential fire hazard. Work should include electric vehicle charging point ahead of any change of the vehicle fleet to electric.	Short to Medium Term Estimated £10k <i>External Grant, Annual Capital Budget & Section 106</i>
Widen and make improvements to path through Mossdale Meadows & Merrileys from Shakespeare Drive to Brockenhurst Drive, including installation of lighting and CCTV	Path connects residential areas of the Town with new GCW Phase 2 Cycle Route between Braunstone Town and Meridian and Thorpe Astley. The path would benefit from being a shared use path to facilitate movements on foot and by cycling.	Short to Medium Term External funding working with Walk & Ride Blaby.
Gateway Fencing Mossdale Meadows – Brockenhurst Drive entrance	Fencing in need of refurbishment.	Short to Medium Term

Potential Community Centres Projects		
Building/Project Details	Reasons for Proposed Addition	Notes
Installation of additional Solar Panels on Civic Centre Roofs – Council Chamber, Fosse Room, Ravenhurst Room and rear toilets.	Linked to Priority Project – Civic Centre Roof Refurbishment. New roof potentially allows for the installation of additional solar panels reducing the impact on climate change and making savings.	Priority Project 2024/2025 – 2025/2026
Installation of Battery Storage for Solar PV Panels	Both Community Centres are used in the evenings. Civic Centre has electric cookers. Millfield Hall includes electric heating and air conditioning. Thorpe Astley Community Centre contains an electric Air Source Heat Pump.	Priority Project 2024/2025
Installation of Air Source Heat Pump at Braunstone Civic Centre	Part of Building refurbishment, insulation improvements and commitment to become Carbon Neutral by 2030.	Short to Medium Term
Thorpe Astley Community Centre - Replacement of Carpet tiles in Foyer and Corridor	Carpet tiles wearing.	Short to Medium Term
Additional Storage at Thorpe Astley Community Centre for Parks Service	Routine items need for maintaining the parks at Thorpe Astley needed. Currently stored at Mossdale. Option allows for reducing time and travel distances.	Medium to Long Term
Consider options for extending Thorpe Astley Community Centre, including the car park	With the success of the Nursery / Pre-School and with the Doctor's Surgery, there is both limited capacity for community meeting space during the weekdays and limited storage.	Medium to Long Term

Potential Library Projects		
Project	Reasons for Proposed Addition	Notes
Installation of CCTV	Only facility where there are no CCTV cameras. Have been a couple of recorded incidents of anti-social behaviour since the Town Council became the Service Operator.	Short to Medium Term

e) Projects proposed for Deletion

No current projects are recommended for deletion.

Committee Consideration

On 30th November 2023, Citizens' Advisory Panel met and considered the Capital Plan was relevant to address current and emerging issues faced by the Council and the community (*Citizens' Advisory Panel 30th November 2023, Minute 7*).

No items were identified for inclusion or change on the Capital Plan by Community Development Committee (7th December 2023).

On 14th December 2023, Planning & Environment Committee recommended "that the Capital Plan items, as set out (and as amended) in the table in the Capital Plan section of the report, be rolled forward onto the 2024/25 Capital Plan" (Planning & Environment Committee Minute 60, recommendation 7). Both items are detailed in the report and are recommended for rolling forward.

On 11th January 2024, Policy & Resources Committee considered, for recommendation to Council, priorities and projects for the 2024/2025 Capital Plan and agreed to recommend to Council the recommendations as set out in the *Recommendations* section below. The reasons for the recommendations being as set out in the *Reasons* section below (*Policy & Resources Minute 71*).

Proposed Capital Plan 2024/2025

As a result of the proposed amendments set out in this report, a proposed Capital Plan for 2024/2025 is set out at Appendix 1.

The Plan identifies:

- Priority Projects for the next couple of years (2024/2025 – 2025/2026);
- Short to Medium Term Projects (the aim to deliver within the next 7 years); and
- Medium to Long Term Projects (the aim to deliver within the next 12 years).

In addition, the Notes column has been updated with estimated costs and potential funding sources.

Recommendations

1. That the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
2. that the Current Projects (section c) be rolled forward, as amended, on to the 2024/2025 Capital Plan (Appendix 1);
3. that the Proposed New Projects (section d) be added to the 2024/2025 Capital Plan (Appendix 1); and
4. that, subject to the above, the Proposed Capital Plan for 2024/2025 be

approved, as set out at Appendix 1 of the report, including the timescales for delivery, estimated costs and potential funding sources.

Reasons

1. To confirm that the projects had been completed and there was no further work outstanding.
2. To confirm that the projects were outstanding and were still required.
3. To recognise the need to undertake investment and improvement as identified.
4. To provide a realistic and deliverable plan for investment in and improvement to the Council's infrastructure.



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

CAPITAL PLAN 2024/2025

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.

Capital Projects for 2024/2025 – 2025/2026

Parks and Open Spaces Projects 2024/2025 – 2025/2026		
Park	Project	Notes/Finance
Mosssdale Meadows & Merrileys	Replace culvert bridge at Mosssdale Meadows. <i>Existing culvert is not suitable for flow of water which causes flooding on the park on a regular basis</i>	Priority Project for 2024/2025 Estimated: £150k Borrowing
	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>	Priority Project for 2024/2025 Estimated: £50k Borrowing: Link to “Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows”.
	Drainage work to the entrance of Mosssdale Meadows car park to drain water from the car park into the brook. <i>The car park entrance was prone to frequent flooding which was raised during the Walking & Cycling route construction</i>	Priority Project for 2024/2025 Estimated: £50k Borrowing: Link to “Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows”.
	Resurfacing of Mosssdale Meadows car park with tarmac. <i>Currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain.</i>	Priority Project for 2024/2025 Estimated: £50k Borrowing: Link to “Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows”.

Parks and Open Spaces Projects 2024/2025 – 2025/2026		
Park	Project	Notes/Finance
Mosssdale Meadows & Merrileys <i>Continued</i>	Replacement of Toddler swings (<i>estimated end of life – medium risk</i>)	Estimated: £10k <i>Annual Capital Budget</i>
	New Roof and Roof Insulation at Mosssdale Depot and Sports Changing Rooms and installation of solar panels, new electric heating (explore air source heat pump) 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 Mosssdale Pavilion. <i>The Changing Facilities and Social Facilities could make more effective use of the space and need improvement and modernisation.</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: £100k <i>External Grants, Annual Capital Budget & Section 106</i>

Community Centres Projects 2024/2025 – 2025/2026		
Building	Project	Notes/Finance
Civic Centre	Installation of Battery Storage for Solar PV Panels. <i>Both Community Centres are used in the evenings. Civic Centre has electric cookers. Millfield Hall includes electric heating and air conditioning. Thorpe Astley Community Centre contains an electric Air Source Heat Pump.</i>	Priority Project for 2024/2025 Estimated: £20k <i>Borrowing Underspend, Annual Capital Budget.</i>

Community Centres Projects 2024/2025 – 2025/2026		
Building	Project	Notes/Finance
Civic Centre Continued	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>	Priority Project for 2024/2025 Estimated: £50k <i>External Grant, Annual Capital Budget</i>
	Installation of additional Solar Panels on Civic Centre Roofs – Council Chamber, Fosse Room, Ravenhurst Room and rear toilets. <i>New roof potentially allows for the installation of additional solar panels reducing the impact on climate change and making savings.</i>	Linked to Civic Centre Roof Refurbishment.
	Civic Centre Roof Refurbishment: Council Chamber, Fosse Room, Ravenhurst Room and rear toilets. <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: £100k <i>External Grants, Annual Capital Budget & Reserves</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>
	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>
	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>

Community Centres Projects 2024/2025 – 2025/2026		
Building	Project	Notes/Finance
Civic Centre <i>Continued</i>	Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Heating/Air Conditioning • Mood Lighting <i>The facilities need modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	Consider once roof replaced and through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>
	Refurbish/Replace Fire Doors in 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>
	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: £10k <i>Maintenance Budget</i> See proposed replacement below (Medium to Long Term)
Both Centres	Installation of hearing loop systems in main rooms at both Community Centres. <i>Item already included where refurbishment of specific rooms has been identified.</i>	Rolling Programme from 2023/24. <i>Annual Budgets</i>

Short to Medium Term Projects (within the next 7 years)

Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
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>	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
Mosssdale Meadows	Widen and make improvements to path through Mosssdale Meadows & Merrileys from Shakespeare Drive to Brockenhurst Drive, including installation of lighting and CCTV. <i>Path connects residential areas of the Town with new GCW Phase 2 Cycle Route between Braunstone Town and Meridian and Thorpe Astley. The path would benefit from being a shared use path to facilitate movements on foot and by cycling.</i>	<i>External funding working with Walk & Ride Blaby.</i>
	Gateway Fencing Mosssdale Meadows – Brockenhurst Drive entrance <i>Fencing in need of refurbishment.</i>	Estimated £10k - £20k. <i>Annual Capital Budgets</i>
	Electric Wiring and installation of electric vehicle charging point at Mosssdale Meadows Depot and Changing Rooms. Electricians have confirmed that wiring is out of date and complex. Items have been added and rewired and potential fire hazard. Work should include electric vehicle charging point ahead of any change of the vehicle fleet to electric.	Estimated £10k <i>External Grant, Annual Capital Budget & Section 106</i>
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 to ROSPA reports, funding streams and increases in maintenance costs. <i>Annual Budgets</i> Franklin Park – remaining surfaces during 2024/2025 – 2025/2026
All Parks	Rolling programme of tree surveys and works <i>Currently maintenance budgets are stretched and tree maintenance and works are 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>
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities need modernisation for users and hirers: the room is used for meetings, consultations, seminars and training.</i>	Estimated: £5k <i>Annual Capital Budget</i>
	Installation of Air Source Heat Pump <i>Part of Building refurbishment, insulation improvements and commitment to become Carbon Neutral by 2030.</i>	Estimated: £45k <i>Borrowing</i>
Thorpe Astley Community Centre	Thorpe Astley main hall Mood Lights. <i>To make the facilities attractive for function hire. Hirers of the Millfield Hall provide positive feedback on the mood lighting.</i>	Estimated: £5k <i>Annual Capital Budget</i>
	Replacement of Carpet tiles in Foyer and Corridor <i>Carpet tiles wearing.</i>	Estimated: £2k <i>Annual Capital Budget</i>
Both Centres	Installation of Sound systems in the Millfield Hall, Council Chamber and Thorpe Astley Main Hall. <i>To make the facilities attractive for hire. Some regular hirers have commented that provision of a sound system means there is less need to move equipment or need storage.</i>	Estimated: £6-9k <i>Annual Capital Budget</i>

Short to Medium Term Library Projects		
Project	Details	Notes
Installation of CCTV	<i>Only facility where there are no CCTV cameras. Have been a couple of recorded incidents of anti-social behaviour since the Town Council became the Service Operator.</i>	Estimated £5k <i>Annual Capital Budget</i>

Short to Medium Term General Projects		
Project	Details	Notes/Finance
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails and lighting along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is not well lit and considered steep potentially presenting difficulties for wheel chair users and those who are less able.</i>	Estimated: £80k <i>Annual Capital Budget & Reserves</i> Refresh white lines at Civic Centre in 2024/2025
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 need 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. <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>
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>

Medium to Long Term Projects (within the next 12 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 need 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>
	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>
	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>

Medium to Long Term Community Centres Projects		
Building	Project	Notes/Finance
Thorpe Astley Community Centre	Additional Storage for Parks Service <i>Routine items need for maintaining the parks at Thorpe Astley needed. Currently stored at Mossdale. Option allows for reducing time and travel distances.</i>	Costs dependent upon solution. <i>Annual Capital Budget</i>
	Consider options for extending Thorpe Astley Community Centre, including the car park <i>With the success of the Nursery / Pre-School and with the Doctor's Surgery, there is both limited capacity for community meeting space during the weekdays and limited storage.</i>	Costs dependent upon solution. <i>Borrowing</i>

Adopted by Council 25th January 2024 (Minute Reference xxxx).

BRAUNSTONE TOWN COUNCIL

COUNCIL – 25th JANUARY 2024

Item 8 – Budget (including Fees & Charges) and Precept 2024/2025 and future estimates

Purpose

To consider the budget and precept for 2024/2025, including fees and charges and to set out proposed estimates for future years.

Precept Calculation

Section 50 of the Local Government Finance Act 1992 specifies the calculation of the budget requirement for local precepting authorities and a summary of this section of the Act is set out below.

The following items of expenditure should be added together:

- Estimated expenditure incurred in carrying out duties which will be charged to a revenue account;
- Any contingency allowance for the year;
- Any amounts to be raised to increase reserves for estimated future expenditure in respect of:
 - Working balances to cover payments in advance of receipts on revenue account in the following year,
 - Expenditure which will be incurred and charged to revenue account in the following or subsequent financial years.
- Any amount required to meet accumulated deficits. A local precepting authority must calculate its estimated income by adding together:-
 - Estimated income which will be credited to a revenue account, but excluding any estimated precept receipts;
 - An estimate of the amount of reserves to be used during the financial year in respect of carrying out its duties and any contingency allowance.

The budget requirement for the year is the difference between expenditure and income calculated in accordance with Section 50.

As detailed in a separate report on the Cashbook, Reserves and Financial Comparisons, the Council will run out of cash before the first tranche of the parish precept is due to be received on 26th April 2024. Therefore, the Council will not have any reserves and is likely to have a cash deficit by 31st March 2024, both of which will need to be addressed in the 2024/2025 budget and subsequent years.

Therefore for 2024/2025, expenditure, taking into account the above, will be £1,135,700 (compared to £1,381,091 in the current year, this is primarily down to the capital programme). Income, taking into account projected interest on investments, grants, loans and fees and charges, is projected to be £232,816 (compared to

£598,056 in the current year, again this is down to the capital programme). This leaves a net requirement of £902,884. This would result in a percentage increase on the precept of 16.40% to £143.26 per annum (a cash increase on 2023/2024 of £20.18) on a typical Band B and £184.19 per annum (a cash increase on 2023/2024 of £25.95) on Band D.

The requirement of £902,884 is £41,709 higher than predicted in the Medium Term Priorities and Financial Planning assessment considered by Council on 16th November 2023. This is primarily down to the following:

- a) Utility Bills: the current two year fixed rate on energy prices is significantly higher, the solar panel installations are slightly smaller than originally proposed and therefore, the anticipated savings are less. The Civic Centre Café and kitchens have new electric cookers. In the case of the kitchens they were previously gas and electricity costs are significantly higher.
- b) Vehicle lease and operating costs will be significantly due to inflation.
- c) The NJC employers pay settlement for 2023/24 works out as a 6% increase overall for the Town Council's staff. The budget approved in January 2023 provided for a 4% increase. Therefore, the 2024/2005 budget needs to cover the current deficit of £13,184 in the salary and pensions budget.

In order to replenish reserves and address the predicted cash deficit by 31st March 2024, this budget proposes to raise £50,000 to cover the predicted cash deficit and £29,000 to replenish half the balance of funds used from the Council's savings account. This leaves a net precept requirement of £981,884. In total, this would result in a percentage increase on the precept of 26.59% (26.53% increase to the 2023/2024 base budget); £155.80 per annum (a cash increase of £32.72 on 2023/2024) on a typical Band B and £200.31 per annum (a cash increase of £42.07 on 2023/2024) on Band D.

The proposed income and expenditure budgets for 2024/2025 are attached as Appendix 1.

Comparative figures showing last year's outturn (31st March 2023), the current year budget and spend to 31st December 2023 and the proposed budget for 2024/2025 for each of the Committee budgets and budget headings is attached as Appendix 2.

The projections for the next 5 years have been recalculated to take account of the need to replenish the Council's reserves and cash balances. The revised figures are set out at Appendix 3 and it is recommended that these be subject to reassessment and presented to Policy & Resources Committee and Council in March 2024.

The precept must be agreed at a meeting of Braunstone Town Council (scheduled for 25th January 2024) and notified to Blaby District Council by 1st February.

Budget and Precept Comparisons

SERVICE	2021/2022	2022/2023	2023/2024	2024/2025
Corporate Management	£94,811.13	£101,917.76	£120,632.12	£114,119.05
Braunstone Civic Centre	£148,431.69	£135,334.73	£140,125.95	£139,406.93
Thorpe Astley Centre	£74,761.82	£70,562.20	£69,461.79	£82,549.41
Capital Projects	-	-	-	£91,070.67
Parks & Open Spaces	£212,280.47	£227,333.95	£248,105.77	£276,143.17
Library	£64,236.60	£76,997.65	£78,010.56	£79,316.93
Community Development	£70,201.41	£72,943.80	£81,898.64	£76,690.26
Planning & Environment	£36,237.87	£37,765.91	£44,800.18	£43,587.58
TOTAL	£700,961	£722,856	£783,035	£902,884
- Use of Reserves	£19,000	£2,500	£10,000	-
+ Deficit from Previous Yr				£50,000
+ Return to Reserves	-	-	-	£29,000
Precept Requirement	£681,961	£720,356	£773,035	£981,884

Proposed Council Tax for 2024/2025

With a precept base of 4,901.853 and a precept requirement of £981,884, the scaled charges for the precept (Council Tax) are as follows:

COUNCIL TAX BANDS	A(+D/R) (5/9)	A (6/9)	B (7/9)	C (8/9)	D (9/9)	E (11/9)	F (13/9)	G (15/9)
NUMBER OF PROPERTIES IN EACH BAND (January 2024)	6	921	3624	1509	719	219	3	1
SCALED CHARGES FOR 2023/2024	£111.28	£133.54	£155.80	£178.05	£200.31	£244.82	£289.34	£333.85
Charges in 2023/2024	£87.91	£105.50	£123.08	£140.66	£158.24	£193.41	£228.58	N/A
Cash Increase	£23.37	£28.04	£32.72	£37.39	£42.07	£51.41	£60.76	N/A

New Capital Projects Cost Centre

It is proposed that major Capital Projects and Schemes be accounted for in a separate Capital Projects Cost Centre; i.e. separate from the respective Service Area budget. Loan repayments, which are fixed, will continue to be funded from the relevant Service Area budget.

Currently the income and expenditure for a capital scheme is placed in the relevant

Service Area budget. E.g. the Civic Centre Refurbishment was in the Civic Centre Cost Centre; Shakespeare Park Play Area refurbishment was in the Parks & Open Spaces Cost Centre; and the Climate Reduction Initiatives were split between Civic Centre, Thorpe Astley Community Centre and Library.

By placing the income and expenditure relating to major capital schemes into a dedicated Capital Projects Cost Centre, it will be easier for the Management Team and Committees to identify income and expenditure trends in the operational service budgets during the year and flag issues and potential action to address these earlier in the financial year.

Therefore, Capital Projects expenditure, grants and loans have been included in a new cost centre, which is included at Appendices 1 and 2. The expenditure figures are based on £17,500 being made available in the revenue budget, as set out in the Medium Term Priorities and Financial Strategy, and are balanced by grant income.

The pro-rata Management & Administration charges are also included at Appendix 1.

Employment Costs

Staff Salaries

The pay settlement for 2023/2024 was approved as follows:

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

The pay settlement for 2023/24 works out as a 6% increase overall for the Town Council's staff. The budget approved in January 2023 provided for a 4% increase, leaving a deficit in the salary and pensions base budget of £13,184.

The National Employers are expecting the trade union pay claim in the coming weeks, which will signal the start of the collective bargaining process for the pay award to apply from April 2024.

To meet the ongoing annual pay increases and ensure that the Town Council continues to meet the Living Wage Foundation rates; the Council's Medium Term Priorities and Financial Planning Report estimates a 5% pay increase for 2024/2025 and 2025/2026, then 4% pay increase in the two subsequent years (2026/2027 & 2027/2028) and then 3% in 2028/2029. These increases are based on predicted CPI inflation for the respective financial year previous, with an additional percentage in subsequent years, and have been built into the budget proposal for 2024/2025 along with the 2% deficit from 2023/2024.

Pension Costs

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

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

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

However, the increase in salaries of 6% in the current year and potentially 5% in 2024/2024 has been built into the pensions' costs for 2024/2025.

Projects

The Climate Change & Environmental Strategy commits the Council to "Undertake a Further Carbon Audit of the Council's Activities" in 2024. The first Carbon Audit in 2021 cost the Council £8,000. Given a baseline has been established, a £4,000 budget has been allocated, which is split across the Projects budgets pro-rata of each Cost Centre.

In addition, the Projects budget for Parks & Open Spaces includes £5,300 for the Biodiversity Study (increase of £3,300 on the 2023/2024 budgeted amount), which has been approved; however, the supplier has advised that the best time to undertake such a study is in the spring. Therefore, this work has been scheduled for April/May 2024.

Also a small amount, £250, is proposed for the Community Development budget to facilitate the Council's climate change and biodiversity work, where this is supported by the community and/or local volunteers. This will be to facilitate the objectives "Supporting the Local Community" and "Protecting and Enhancing Green Spaces".

Public Works Loans

One of the Council's loans matured in May 2023, therefore, the remaining half of the annual repayment cost, £4,586, is saved in 2024/25.

During 2023/2024, the Council obtained approval to borrow £196,056 over the borrowing term of 15 years towards the cost of installing solar panels and battery storage, an air source heat pump, and electric vehicle charging points at the Council's Community Facilities. The annual loan repayments will come to £18,804 in 2024/2025 and £19,449 in subsequent years. This is because the first payment of half of this loan isn't due until May 2024 and the period repayment is adjusted since the first repayment is less than 6 months after the funds were drawn and the first

payment is always slightly adjusted to make the repayments equal over the remaining term.

Loan repayment figures at Appendix 1 for the Civic Centre, Thorpe Astley Community Centre and the Library have been adjusted accordingly.

Utilities and Electric Vehicle Charging Points: Costs, Savings and Income

Utility costs for Braunstone Civic Centre, Thorpe Astley Community Centre and Braunstone Town Library were reduced in the 2023/2024 budget by a total of £32,043 to take account of the predicted savings and additional income which would be generated from the installation of Solar PV Panels, an air source heat pump at Thorpe Astley Community Centre and electric vehicle charging points.

The Council's two year fixed rate on energy prices ended early in the financial year and the Council had budgeted for solar panels to be installed in March/April 2023. However, the installations were delayed by six months and are smaller scale due to fitting issues; therefore the anticipated savings were less. The solar panels are now installed but the export tariff funds are not likely to arrive until 2024/2025, and have been included as separate income budgets for the Civic Centre, Thorpe Astley Community Centre and the Library.

The Civic Centre also had its gas cookers condemned and new electric cookers were installed, due to the climate agenda. However, electricity costs are significantly higher than gas. Therefore, Utility Bills are a major overspend area in 2023. The overspend on this at 31st December 2023 was £44,056.

The Expenditure budgets for Utilities are based on the outturn for the first three quarters of 2023/2024 with the third quarter replicated over the fourth. The predicted annual savings from the updated project summary for the actual solar panel installations has been deducted from the Utility Bill budgets (Civic Centre, Thorpe Astley Community Centre and Library) and an income budget created for the predicted income from the export tariff.

£10,213 was paid to Fuuse to manage and promote the Electric Vehicle Charging Points for a period of 3 years. This payment is split in the accounts to July 2026 and has been included in the expenditure budgets for the Civic Centre and Thorpe Astley Community Centre. Income is now coming in and income codes have been created based on total revenue for the Civic Centre and the pro-rata amount for the size of the operation at Thorpe Astley Community Centre.

In addition, Mossdale Meadows Utility Bills has been increased by £1,000 to take account of the lighting costs on the new footpath and cycleway.

Repairs & Maintenance

Due to the condition of the Civic Centre, Building Repairs and Maintenance has been increased from £12,000 to £15,000 to cover additional building fabric maintenance.

Equipment Repairs and Maintenance has been increased from £4,600 to £8,000 to cover increases in costs by maintenance contractors for the alarm, and CCTV systems.

Site Maintenance has been doubled to take account of the continuing rising costs associated with site maintenance, particularly maintaining and inspecting trees.

Facility Hires, Sports Pitch Fees and Miscellaneous Fees & Charges

Civic Centre hire income received up to 31st December is £52,503, which is 78% of the 2023/2024 budget of £67,384. This is compared to £58,548, which is 87% of the 2022/2023 budget for the same period last year.

Thorpe Astley Community Centre hire income for the same period is £7,888, which is 74% of the 2023/2024 budget of £10,670. This is compared to £9,563, which was 99% of the 2022/2023 budget of £9,632.

It is difficult to predict whether the current squeeze on household incomes, which is likely to continue in the 2024/25 financial year, will have an impact on the Council's facilities income and if so in what way. However, the Council has not increased its prices since the Covid-19 pandemic, which were reduced on the pre-pandemic prices with a number of discounts.

To avoid a huge jump in prices in subsequent years and given the pressure on the precept for 2024/2025, it is proposed to increase standard facility hire prices by approximately 5%. This will be rounded to the nearest 5p. Residents and Community Groups are subject to a 10% and 20% discount respectively.

It is proposed that all fees and charges, including hire prices and discounts be reviewed and reported to the next meeting of Policy & Resources Committee in March 2024 for consideration and approval. New prices will then be implemented for new bookings from April 2024.

Policy & Resources Committee will also receive the sports pitch fees in March 2024 for the 2024/2025 season and it is proposed these be subject to a similar 5% increase rounded to the nearest 5p.

The income budgets for Civic Centre Room Hire and Sports Pitch fees are proposed to increase by 2.5% to take account of potential lost bookings. Thorpe Astley Community Centre hire income is based on the predicted slightly lower outturn plus 2.5%. The main heading also includes the Pre-school contract, which is subject to a CPI increase (sub-headings can be viewed at Appendix 2).

Vehicle and Petrol Costs

Vehicle Costs are overspent by £7,143 at 31st December 2023. The budget for 2024/2025 takes into account the additional lease costs approved by Policy &

Resources Committee on 11th January 2024; plus the predicted outturn and petrol costs plus 10%.

Community Development and Social Inclusion Services

Signs

Previously £500 had been allocated in the budget towards signs; essentially these were neighbourhood watch signs. The Town Watchers Scheme no longer exists and traditional neighbourhood watch schemes have been superseded by the online Neighbourhood Link. Therefore, it is proposed to delete this budget.

Summer Fete and Thorpe Astley on the Beach

Both popular community events; which have seen the impact of rising prices as many of the businesses used for attractions have increased their prices to cover their increased costs. Therefore, these budgets are proposed to increase by the average inflation rate over the last 12 months, approximately 10%. In the case of Thorpe Astley on the Beach the 10% increase is based on the actual spend in 2023.

On 2nd February 2023, Community Development Committee approved:

- the net proceeds from Thorpe Astley on the Beach be used towards the cost of the event (minute 80 2022/2023); and
- 75% of Summer Fete net proceeds be donated to the Town Mayor's charity and 25% towards the cost of the event (minute 81 2022/2023).

Estimated income has therefore been included at Appendix 1.

General Events

In addition to the Summer Fete and the Programme of Events, the Council from time to time hosts other community events, such as Apple Day and Open Days.

Following the success of Apple Day since 2021, the Committee has expressed its desire to continue to hold similar events.

In 2022 an open day was held at Shakespeare Park Sports Pavilion for the official opening of the facility and for showcasing the sports and attracting potential hirers. Now that Shakespeare Park Sports Pavilion Management Association is established, the facility is available for hire. Also, the refurbishment of the play area has now been undertaken, completing the programme of improvements at the site. Therefore, there is an opportunity to hold another open day at Shakespeare in spring 2024.

Therefore, the current budget of £500 has been increased to £1,000 for both Apple Day and Shakespeare Park Open Day.

Similarly, there is corresponding income for the fees which the Council receive from stall holders at Apple Day.

Grants for Community Events to Commemorate 80th Anniversary of D-Day (June 2024)

Last year, the Committee approved a one off mini-programme of events in May 2023 along with a specific grants scheme to support local community groups with organising and holding community celebratory events the Coronation of King Charles III. A budget of £1,000 was included for 2023/2024 to provide community grants in order to arrange events for the Coronation.

Community Development Committee on 5th October 2023 considered how the Town Council could support the commemoration of the 80th Anniversary of D-Day, including its coordination role and support for community groups to organise events. The Committee agreed to Co-ordinate a mini-programme of events and provide community grants for community events. Therefore, the budget of £1,000 can be retained in 2024/25 for this purpose.

Social Inclusion Initiatives

Last year a small budget of £1,000 was included to support Town Council events and social inclusion activities run by local volunteers, so there were sufficient funds for the activities to remain viable.

These funds included £200 for another Warm Spaces initiative; which, following the review of the 2021/2022 warm space, the Town Council chose not to deliver this year. Therefore, £200 has been removed from the proposed budget.

Community Safety

£500 is in the base budget to contribute towards crime reduction and community safety initiatives. Most of the work in this area is covered by existing resources. Therefore, it is proposed to make a small saving of £200.

Consumer Products

£100 has been provided in the base budget to purchase crime prevention items for sale and £50 income from sales. In addition, £50 income was identified for History and Heritage publications. The Council has a stock of both items and therefore, no provision is needed to purchase stock. Sales are small and therefore, predicted income has been reduced accordingly.

Planning & Environment Services

Waste Services

Last year, due to rising treatment and transport costs, market pressures, and an increase in waste fees, the budget was increased to £9,538 per annum.

The quarterly figure for bin emptying is now £2,808 making the annual figure £11,232. Therefore, it is recommended that the 2024/25 budget be increased to £11,401 taking into account both current costs and inflation at 10%.

Street Furniture

The Capital Plan item “To provide new, improved and enhanced notice boards at key locations over 5 years”, which is also provided for in the Planning & Environment objectives (7), will need funding over the 5 year period (2021/22 until 2025/26).

On 5th May 2022, the Committee approved in principle a request for the Town Council to adopt and maintain three planters, which are proposed at two gateway locations to Braunstone Town off Narborough Road South (minute 103 2021/2022). Planting and maintenance costs were estimated at £500 per annum, particularly as the planters are new. This figure can be reviewed in future years if necessary.

Therefore, it is recommended that the revenue budget is increased by £1,376, based on the predicted outturn figure for 2023/24 and allowing for inflation of 10% along with £500 for gateway planter maintenance.

Consumer Products

The Town Council purchases for resale consumer products in pursuance of Planning & Environment Objective 6; “To promote responsible dog ownership and waste disposal”. The aim is to break even or make a small profit.

However, Poop Scoops have been changed to biodegradable bags, which are more expensive and due to rises in costs, the amount the Council is now paying exceeds what is charged to the customer. It is recommended that charges rise to the rounded 10p above the cost in order to cover costs (currently the charge is £1.20 but the cost is £1.35, therefore, the charge to the customer would rise to £1.40). If prices rise during 2024/2025 then the charges to the customer will rise accordingly. If prices decrease then the current price will be maintained. Planning & Environment Committee can review charges next year based on costs during 2024 and determine whether it wishes to increase prices in order to make a small profit. The proposed 2024/25 income and expenditure budgets have been adjusted to reflect this.

Christmas Lights and Decorations

To ensure that the Council's facilities were appropriately decorated for future Christmas seasons; the 2022/23 budgets included a one-off amounts for the Civic Centre site (including the Library) and for Thorpe Astley Community Centre for purchasing Christmas lights and associated fixings (including the electrical installation). Due to the overspends this year and the pressure on budgets, these sums remained largely unspent. Due to the pressure on the precept in 2024/2025 it is proposed these budgets be set to zero.

The Council Tax Base and Town / Parish Precepts

The Council Tax Base is calculated by Blaby District Council each year. It is calculated for the District as a whole and also for each individual parish. The Council Tax Base represents the number of Band D equivalent dwellings within the District or Parish adjusted for the following items:-

- Exemptions;
- Discounts;
- New Properties;
- The Collection Rate Percentage.

Once agreed the parish Tax Base is used to calculate the Town/Parish element of each Council Tax Bill.

Council Tax Property Bands

All domestic properties in England and Wales became liable to a local tax called Council Tax from 1st April 1993. The council tax has a property element and a personal element.

The property element depends on the valuation band to which the property is allocated.

Assessments are based on a number of factors, such as a property's:

- size
- layout
- character
- location
- change in use
- value on 1st April 1991.

A property that's increased in size may move to a higher band when it's next purchased.

The personal element is related to the number of adults resident in the property. The basic bill assumes that there are two adults resident in the property and in this case the personal element and the property element will each comprise 50% of the bill. If there are more than two resident adults, the bill is not increased. However, if there are fewer than two residents, the bill is discounted accordingly. The bill for a one-adult household will be 75% of the basic bill. Of this, 50% represents the property element and 25% the personal element.

Loans (Public Works Loan Board)

Public Works Loan Board loans have fixed interest rates and repayments are made twice yearly, i.e. each May and November. The total balance on loans outstanding at the beginning of 2024 was £1,264,790.58. Loans 480508 matured on 7th November 2023, the annual capital and interest repayments for this loan was £4,586.

Loans outstanding at the end of 2023:-

<u>Loan No.</u>	<u>Balance outstanding</u>	<u>Service</u>	<u>Annual Capital and Interest Repayment</u>	<u>Rate</u>	<u>Maturity Date</u>
235384	£414,242.79	5 OS	£17,723.86	2.63%	07.05.2060
292038	£474,024.95	5 OS	£17,808.16	1.87%	07.11.2060
600557	£108,789.13	2CC	£10,510.90	4.43%	09.11.2037
650982	£95,882.71	Spread	£9,682.12	5.50%	07.05.2038
678879	£98,028.00	Spread	£9,121.81	5.09%	07.11.2038
482623	£13,743.60	2 CC	£9,647.56	5.25%	07.05.2025
485188	£6,631.85	5 OS	£3,525.80	5.00%	07.05.2025
485557	£13,385.42	2 CC	£5,783.06	5.25%	07.05.2026
487506	£21,862.13	5 OS	£6,033.30	4.50%	07.11.2027
490422	£18,200.00	6 CS	£3,808.00	4.50%	07.05.2030
TOTAL	£1,264,790.58		£93,644.57		

The annual capital and interest repayments made on loans in the previous three financial years is included in the Reserves Table in the next section.

Any amount to be borrowed must not be less than the maximum amount the Council is entitled to spend under Section 137 i.e. £9.93 (2023/24) times the number on the electoral role on 1st April. On 1st April 2022 the number on the electoral role in Braunstone Town was 12,488, meaning the amount to be borrowed must not be less than £124,006.

Estimated Reserves for 2023/2024

	2020/2021 (Actual)	2021/2022 (Actual)	2022/2023 (Actual)	2023/2024 (Estimated)
Balance b/f	£245,340.26	£618,174.73	£286,317.22	£214,440.22
Annual Precept	£646,304.00	£681,961.00	£720,356.00	£776,035.00
Other Income	£1,124,854.83	£172,030.00	£338,512.47	£488,462.73
Staff Costs	£485,277.95	£434,301.32	£544,101.77	£614,091.65
Loan Repayments	£66,628.11	£94,185.39	£82,433.06	£81,151.39
Other Expenditure	£846,418.30	£657,361.80	£504,210.64	£831,797.29
Balance c/f	£618,174.73	£286,317.22	£214,440.22	-£48,102.38

Local Government Finance Act 1992 (Section 106)

Members are reminded that when a local council is considering budgetary items any councillor who is in arrears for more than two months with his/her Council Tax payments, he/she must declare that Section 106 applies and neither speak nor vote on the matter before the council. It is a criminal offence for a 'Councillor to vote on Council Tax level or Council Budget in these circumstances'.

Committee Consideration

Community Development Committee on 7th December 2023 considered the draft budget estimates for its services and recommended:

1. that the following budgets be created:
 - a) a budget of £1,000 be included as a one-off in the 2024/2025 budget for Grants for community events to commemorate the 80th Anniversary of D-Day, and
 - b) £250 for community Projects relating to climate change and biodiversity;
2. that the following expenditure budgets be increased for 2024/2025:
 - a) Summer Fete by £300 to £3,300,
 - b) General Events by £500 to £1,000, and
 - c) Thorpe Astley on the Beach by £145 to £3,145;
3. that the income budgets for events be approved;
4. that the “Signs” budget heading be deleted; and
5. that the draft Estimates for the Community Development Committee, as attached at Appendix 2, be included in the Budget Estimates for 2024/2025.

(Community Development Committee minute 70).

Planning & Environment Committee on 14th December 2023 considered the draft budget estimates for its services and recommended:

2. that the *Waste Services* budget be increased from £9,538 per annum to £11,401 per annum;
3. that the *Street Furniture* revenue budget be increased from £2,600 to £3,976;
4. that *Consumer Products – Poop Scoops* charges rise to the rounded 10p above the cost (current charge £1.20, current purchase cost £1.35, therefore, the charge to the customer would rise to £1.40);
5. that for *Consumer Products – Poop Scoops*, income be aligned to the expenditure (i.e. reduced by £50 to £1,100);
6. that the draft Estimates for the Planning and Environment Committee, as attached at Appendix 2, be included in the Budget Estimates for 2024/2025;
7. that the Capital Plan items, as set out (and as amended) in the table in the *Capital Plan* section of the report, be rolled forward onto the 2024/25 Capital Plan.

(Planning & Environment Committee minute 60).

Policy & Resources Committee on 11th January 2024 considered the budget and precept for 2024/2025, and resolved to make recommendations to Council, as set out in the Recommendations section below (*Policy & Resources Committee minute 72*). The reasons for the recommendations being as set out in the Reason section below.

Recommendations

1. That a new Cost Centre for Capital Projects be created and all revenue funds for all major capital projects, grants, loans and the expenditure be included in this new cost centre;

2. that a budget of £1,000 be included as a one-off in the 2024/2025 budget for Grants for community events to commemorate the 80th Anniversary of D-Day;
3. that the following budgets be created from 2024/2025, as detailed in the report and at Appendix 1:
 - (a) Electric Vehicle Chargers (expenditure & income), and
 - (b) Utilities (Solar Export) (income),
4. that the following budgets be deleted from 2024/2025:
 - (a) Refundable Deposits (expenditure), and
 - (b) Signs (Community Development) (expenditure);
5. that the "Seasonal Decorations" expenditure budget be set to zero in 2024/2025;
6. that an approximate 5% (actual cash figures to be rounded) increase be applied to Community Centres, sports pitches and miscellaneous fees and charges from 2024/2025 and that a detailed report be submitted to the next meeting of Policy & Resources Committee (scheduled for 7th March 2024) for consideration and approval;
7. that £50,000 be raised on the precept to cover the predicted cash deficit on 31st March 2024 and £29,000 to replenish half the balance of funds drawn from the Council's savings account in 2023/2024;
8. that the Estimates for 2024/2025, as attached at Appendix 1 of the report, be approved as the Council's Budget for 2024/2025;
9. that a Net Precept Requirement for £981,884 for the financial year 2024/2025 be submitted to Blaby District Council; and
10. that the projections for the next 5 years be subject to reassessment and presented to Policy & Resources Committee and Council during March 2024.

Reasons

1. By placing the income and expenditure relating to major capital schemes into a dedicated Capital Projects Cost Centre, it will be easier for the Management Team and Committees to identify income and expenditure trends in the operational service budgets during the year and flag issues and potential action to address these earlier in the financial year.
2. To enable events commemorating the 80th Anniversary of D-Day to be organised and to ensure their success.
3. To create new budgets to clearly account for both the operational expenditure and the actual income.
4. To remove budgets no longer required:
 - (a) Refundable Deposits are offset against Room Hire income, and
 - (b) the Town Watchers Scheme no longer exists and traditional neighbourhood watch schemes have been superseded by the online Neighbourhood Link.
5. Due to the pressure on the precept in 2024/2025.
6. To avoid a huge jump in prices in subsequent years and given the pressure on the precept for 2024/2025.
7. In order to replenish reserves and address the predicted cash deficit in the current financial year.
8. To meet the Town Council's operating budgets for 2024/2025 along with funding for the Capital Plan and service pressures as identified in the report.
9. The precept requirement for the year being the difference between expenditure

and income, calculated in accordance with Section 50 of the Local Government Finance Act 1992.

10. To ensure that the Council's medium term financial figures are kept up to date and are robust.

APPENDIX 1

DRAFT ESTIMATES 2024/2025

Represents an increase in Council Tax paid of 26.59%

COUNCIL TAX CALCULATION		£
COMMITTEE REQUIREMENT		
Corporate Management	£114,119.05	
Braunstone Civic Centre	£139,406.93	
Thorpe Astley Centre	£82,549.41	
Parks & Open Spaces	£276,143.17	
Library	£79,316.93	
Community Development	£76,690.26	
Planning & Environment	£43,587.58	
Capital Projects	£91,070.67	
TOTAL REQUIREMENT	£902,884.00	£902,884.00
Loan to 2023/2024 financial year		£50,000.00
RETURN TO RESERVES		£29,000.00
NET REQUIREMENT		£981,884.00
SCALED COUNCIL TAX BASE		4,901.85
NET REQUIREMENT ÷ SCALED COUNCIL TAX BASE = BAND 'D' COUNCIL TAX		£200.31

COUNCIL TAX BANDS	A(+D/R) (5/9)	A (6/9)	B (7/9)	C (8/9)	D (9/9)	E (11/9)	F (13/9)	G (15/9)
NUMBER OF PROPERTIES IN EACH BAND	6	921	3624	1509	719	219	3	1.00
ANNUAL PAYMENT	£111.28	£133.54	£155.80	£178.05	£200.31	£244.82	£289.34	£333.85

26.59% Increase

KEY TO ACTS (followed by Section Number in Brackets)

1. Local Government Act 1972
2. Parish Councils Act 1957
3. Local Government and Ratings Act 1997
4. Local Government (Miscellaneous Provisions) Act 1976
5. Local Government Finance Act 1992
6. Representation of the People Act 1983 and 85 (as amended by the Local Government Finance (Repeals and Consequential Amendments) Order 1991)
7. Open Spaces Act 1906
8. Litter Act 1983
9. Local Government Pension Scheme Regulations 1995
10. Local Authorities (Members' Allowances) (England) Regulations 2003 (As amended by the Local Authorities (Members' Allowances) (England) (Amendment) Regulations 2004)
11. Local Government & Housing Act 1989
12. The Climate Change and Sustainable Energy Act 2006
13. Localism Act 2011 (s1 - 8 to be used as the power of last resort)
14. Local Government Act 2003

BRAUNSTONE TOWN COUNCIL
POLICY & RESOURCES COMMITTEE
RESOURCES & FACILITIES: CORPORATE MANAGEMENT
DRAFT ESTIMATES 2024/2025

KEY	EXPENDITURE	
	ADMINISTRATION AND CAPITAL PROJECTS	
1.(s112)	Staff Salaries	507,069.00
9.	Pensions	126,767.00
1.(s111)	Supplies, Stationery & Postage	2,500.00
1.(s174)	Staff Expenses	300.00
1.(s111)	Telephones	2,530.00
1.(ss111&114)	Insurance	17,000.00
1.(s111)	Photocopier	2,200.00
1.(s111)	Computer Supplies, Training, Service Contract	12,000.00
1.(s111)	Audit	2,700.00
	TOTAL	673,066.00
	Management & Administration Apportioned to services as follows:-	
	<i>Corporate Management</i>	13.13% 88,404.05
	<i>Community Centres</i>	28.46% 191,547.33
	<i>Parks & Open Spaces</i>	23.43% 157,670.17
	<i>Library</i>	12.37% 83,232.93
	<i>Community Development</i>	7.62% 51,280.26
	<i>Planning & Environment</i>	4.13% 27,795.58
	<i>Capital Projects</i>	10.87% 73,135.67
10.(s25)	Councillors Allowances	6,000.00
10.(s26)	Councillors Expenses	300.00
5.(s50)	Contingency	0.00
1.(s144)&4.(s19)	Projects	525.00
1.(s222)	Legal Fees	1,250.00
6.(s36)	Elections	1,000.00
1.(s111)	Staff Training	2,500.00
1.(s111)	Councillor Training	1,000.00
1.(s175 & s143)	Subscriptions	6,000.00
1.(s142)	Advertisements	8,000.00
	Fees on Cambridge Saver	0.00
13	Miscellaneous	700.00
	TOTAL EXPENDITURE	115,679.05
KEY	INCOME	
	ADMINISTRATION AND CAPITAL PROJECTS	
	Revenue Grants	0.00
	Projects	0.00
	Sale Of Assets	0.00
	Photocopying	150.00
	Interest on No 1 Account	400.00
	Interest on No 2 Account	10.00
	Interest on Cambridge Saver	1,000.00
	Miscellaneous	
	TOTAL INCOME	1,560.00
	NET REQUIREMENT	114,119.05

Staffing Costs increased in line with Pay Increase and Strategy Predictions
Project Costs - Pro-rata predicted cost of carbon audit 2024
Return to £1,000 following one-off £4,000 for whole Authority Elections May 2023
Income and Expenditure items adjusted based on the current year projected
outturn for actual costs.

BRAUNSTONE TOWN COUNCIL
POLICY & RESOURCES COMMITTEE
RESOURCES & FACILITIES: COMMUNITY CENTRES
DRAFT ESTIMATES 2024/2025

KEY	EXPENDITURE	BRAUNSTONE CIVIC CENTRE	THORPE ASTLEY	TOTAL EXPENDITURE
1.(s112)	Management & Administration	59%	41%	
	Apportioned to services as follows:-			
	28.46%	113,012.93	78,534.41	191,547.33
4.(s19)	<i>Capital Projects</i>	0.00	0.00	0.00
1.(s144)&4.(s19)	Projects	671.00	467.00	1,138.00
7.(ss9&10)	LOAN INTEREST & REPAYMENTS (Nos. 482623, 485557 & 600557 and part for nos. 650982 & 678879)	35,345.00	5,453.00	40,798.00
1.(s144)&4.(s19)	GENERAL EXPENDITURE (Community Rooms/Office) (VAT Treatment - Partial Exempt - 68% Exempt: 32% Non Business)			
1.(s144)&4.(s19)	Clothing	300.00	200.00	500.00
1.(s144)&4.(s19)	Cleaning Materials	2,000.00	1,000.00	3,000.00
1.(s144)&4.(s19)	Utility Bills	26,798.00	17,200.00	43,998.00
1.(s144)&4.(s19)	Waste Services	10,000.00	2,500.00	12,500.00
1.(s144)&4.(s19)	Laundry Services	500.00	250.00	750.00
1.(s144)&4.(s19)	Rates	20,584.00	11,477.00	32,061.00
1.(s111)	Credit Card and Transit fees	2,000.00	1,000.00	3,000.00
12	Electric Vehicle Chargers	1,693.00	1,693.00	3,386.00
1.(s144)&4.(s19)	Building Repairs & Maintenance	15,000.00	3,000.00	18,000.00
1.(s144)&4.(s19)	Equipment Repairs & Maintenance	8,000.00	4,500.00	12,500.00
1.(s144)&4.(s19)	Miscellaneous	150.00	150.00	300.00
	SUB TOTAL	87,025.00	42,970.00	129,995.00
	GENERAL EXPENDITURE (Community Rooms only) (Exempt VAT Supplies)			
1.(s142)	Printing & Copying	600.00	300.00	900.00
1.(s144)&4.(s19)	<i>Seasonal Decorations</i>	0.00	0.00	0.00
1.(s144)&4.(s19)	Telephones	1,000.00	1,000.00	2,000.00
1.(s144)&4.(s19)	Licences	1,300.00	400.00	1,700.00
1.(s144)&4.(s19)	<i>Refundable Deposits</i>	0.00	0.00	0.00
	SUB TOTAL	2,900.00	1,700.00	4,600.00
	TOTAL EXPENDITURE	238,953.93	129,124.41	368,078.33
KEY	INCOME	BRAUNSTONE CIVIC CENTRE	THORPE ASTLEY	TOTAL INCOME
	<i>Capital Grants</i>	0.00	0.00	0.00
	<i>Loans</i>	0.00	0.00	0.00
	Service Charges	0.00	5,908.00	5,908.00
	Room Hire	75,500.00	34,270.00	109,770.00
	Catering for Hirers (VAT)	100.00	40.00	140.00
	Electric Vehicle Chargers	6,360.00	2,608.00	8,968.00
	Utilities (Solar Export)	587.00	3,749.00	4,336.00
	Licensed Bar	17,000.00		17,000.00
	TOTAL INCOME	99,547.00	46,575.00	146,122.00
	NET REQUIREMENT	139,406.93	82,549.41	221,956.33

Proposed New Capital Projects Heading for all new Capital Projects, Grants and Loans.

Project Costs - Pro-rata predicted cost of carbon audit 2024

Loan Repayments Adjusted: 480508 matured and full Climate Initiatives Borrowing included

Seasonal Decorations - reduced to zero due to budget pressures.

Utilities and Electric Vehicle Chargers (costs and income): adjusted to savings and income based on final solar installations, using actual utility costs and current EVCP income.

**Civic Centre Repairs and Maintenance increased due to building condition and increased costs
Income and Expenditure items adjusted based on the current year projected outturn for actual costs.**

Service Charges increased in accordance with contracts

Room Hire income increased by 2.5% (half the actual proposed increase of 5%)

**BRAUNSTONE TOWN COUNCIL
POLICY & RESOURCES COMMITTEE
COMMUNITY SERVICES: PARKS & OPEN SPACES
DRAFT ESTIMATES 2024/2025**

KEY	EXPENDITURE	
	OPEN SPACES & PARKS MANAGEMENT	
	Management & Administration	
	Apportioned to services as follows:-	
	23.43%	157,670.17
4.(s19)	Capital Projects	0.00
1.(s144)&4.(s19)	Projects	6,237.00
7.(ss9&10)	LOAN INTEREST & REPAYMENTS (Nos. 485188, 487506, 235384 + 292038)	45,091.00
1.(s222)	Legal Fees	1,000.00
4.(s19)	Clothing	500.00
4.(s19)	Cleaning Materials	1,000.00
4.(s19)	Telephones	410.00
4.(s19)	Utility Bills	7,000.00
4.(s19)	Waste Services	2,000.00
4.(s19)	Laundry Services	500.00
4.(s19)	Sports Pitches & Facilities	3,000.00
1.(s144)&4.(s19)	Rates	0.00
4.(s19)	Building Repairs & Maintenance	4,800.00
4.(s19)	Equipment Repairs & Maintenance	10,000.00
4.(s19)	Site Maintenance	10,000.00
4.(s19)	Equipment Purchase	2,000.00
4.(s19)	Vehicle Costs	17,585.00
4.(s19)	Machinery Hire	500.00
4.(s19)	Petrol for equipment	10,000.00
4.(s19)	Miscellaneous	100.00
	SUB TOTAL	70,395.00
	TOTAL EXPENDITURE	279,393.17
KEY	INCOME	
	Capital Grants	0.00
	Projects	0.00
	Thorpe Astley Commuted Sums	0.00
	Loans	0.00
	Agency Fees	150.00
	Sports Pitches & Facilities	3,000.00
	Miscellaneous	100.00
	TOTAL INCOME	3,250.00
	NET REQUIREMENT	276,143.17

Projects: increased by £4,000 for Biodiversity Audit and Pro-rata of carbon audit 2024

Legal Fees reduced following establishment of Shakespeare Pavilion Management Ass.

Utility Bills increased by £1,000 to cover additional lighting on Mossdale Meadows

Site Maintenance increase by £5,000 to cover tree and drainage maintenance and costs

Vehicle Costs increased to cover new lease costs

Proposed New Capital Projects Heading for all new Capital Projects, Grants and Loans.

Income and Expenditure items adjusted based on the current year projected outturn for actual costs plus inflation.

**BRAUNSTONE TOWN COUNCIL
POLICY & RESOURCES COMMITTEE
COMMUNITY SERVICES: LIBRARY
DRAFT ESTIMATES 2024/2025**

KEY	EXPENDITURE	
	SOCIAL INCLUSION	
	Management & Administration Apportioned to services as follows:-	
		12.37%
		83,232.93
4.(s19)	Capital Projects	0.00
7.(ss9&10)	LOAN INTEREST & REPAYMENTS (part for nos. 650982 & 678879)	3,949.00
1.(s144)&4.(s19)	Special Projects	495.00
1.(s111)	Utility Bills	809.00
1.(s111)	Telephones	200.00
1.(s111)	Photocopier	800.00
1.(s142)	Printing & Copying	150.00
1.(s142)	Advertisements	200.00
3.(s31)	Consumer Products (Purchase for resale)	0.00
1.(s145)	Programme of Events	800.00
1.(s144)&4.(s19)	Cleaning Materials	200.00
1.(s144)&4.(s19)	Seasonal Decorations	0.00
13	Miscellaneous	800.00
	TOTAL EXPENDITURE	91,635.93
KEY	INCOME	
	Service Charges	1,052.00
	Capital Grants	0.00
	Projects	0.00
	Grant - Leicestershire County Council	8,648.00
	Loans	0.00
	Utilities (Solar Export)	1,069.00
	Fines	1,500.00
	Consumer Products	0.00
	Miscellaneous	50.00
	TOTAL INCOME	12,319.00
	NET REQUIREMENT	79,316.93

Proposed New Capital Projects Heading for all Capital Projects, Grants and Loans.

Loan Repayments for solar panel installation

Project Costs - Pro-rata predicted cost of carbon audit 2024

Utilities (costs and income): adjusted to savings and income based on final solar installations, using actual utility costs.

Seasonal Decorations - reduced to zero due to budget pressures.

LCC Grant increased in line with CPI.

**BRAUNSTONE TOWN COUNCIL
COMMUNITY DEVELOPMENT COMMITTEE
DRAFT ESTIMATES 2024/2025**

KEY	EXPENDITURE	
	SOCIAL INCLUSION	
	Management & Administration Apportioned to services as follows:-	
		7.62%
		51,280.26
1.(s15(5))	Town Mayor's Travel & Subsistence Allowance	375.00
1.(s15(5))	Town Mayor's Entertainment Allowance	375.00
1.(s144)&4.(s19	Projects	550.00
3.(s31)	Signs	0.00
1.(s145)	Programme of Events	4,000.00
11.(s28)	Summer Fete	3,300.00
	Thorpe Astley On The Beach	3,145.00
13	Civic Functions	1,500.00
13	Community Grants	5,000.00
1.(s112)	Grants for the King Charles III Coronation (2023)	0.00
1.(s145)	General Events	1,000.00
1.(s112)	Grants for D-D Commemorations (2024)	1,000.00
7.(ss9&10)	Loan Interest & Repayments (No.490422)	4,430.00
13	Social Inclusion Initiatives	800.00
1.(s31)	Community Safety	300.00
3.(s31)	Consumer Products (Purchase for resale) Crime Prevention	0.00
13	Miscellaneous	100.00
	TOTAL EXPENDITURE	77,155.26
KEY	INCOME	
	Civic Functions	0.00
	Consumer Products (Sales) General	10.00
	Consumer Products (Sales) Crime Prevention	5.00
	Projects	0.00
	Thorpe Astley On The Beach	200.00
	Summer Fete	200.00
	General Events	50.00
	Miscellaneous	0.00
	TOTAL INCOME	465.00
	NET REQUIREMENT	76,690.26

Climate change and biodiversity work supported by the community and/or local volunteers

Neighbourhood Watch Signs no longer needed

Summer Fete & Thorpe Astley on the Beach - 10% increase to cover rises in costs.

Income from stall / pitch holders at events.

£1,000 Grants for the Coronation was one-off in 2023/24.

Double General Events budget to cover popular Apple Day and a Shakespeare Open Day

£1,000 One-off: Grants for Community Events commemorating D-Day.

Reductions in expenditure and income based on predicted outturn.

Special Projects: one off non-capital expenditure (e.g. Climate Change).

**BRAUNSTONE TOWN COUNCIL
PLANNING & ENVIRONMENT COMMITTEE
DRAFT ESTIMATES 2024/2025**

KEY	EXPENDITURE	
	Management & Administration Apportioned to services as follows:-	
	4.13%	27,795.58
1.(s222)	Professional Fees	250.00
1.(s144)&4.(s19	Projects	165.00
8.(ss5&6)	Waste Services	11,401.00
2.(ss2&3)	Street Furniture	3,976.00
8.(ss5&6)	Consumer Products (Purchase for resale) Poop Scoops	1,100.00
	TOTAL EXPENDITURE	44,687.58
KEY	INCOME	
	Consumer Products (Sales) Poop Scoops	1,100.00
	Projects	
	TOTAL INCOME	1,100.00
	NET REQUIREMENT	43,587.58

Waste Services: increased by £1,863 due to an increase in price and 10% inflation.
Poop Scoops: Income reduced to match costs; increase in prices has meant that the Council has recently made a loss. For 2024/2025 aim should be to cover costs.
Street Furniture: £1,376 increase based on outturn and 10% inflation, plus £500 for planters.
Project Costs - Pro-rata predicted cost of carbon audit 2024

**BRAUNSTONE TOWN COUNCIL
CAPITAL PROJECTS
DRAFT ESTIMATES 2024/2025**

KEY	EXPENDITURE	
	Management & Administration Apportioned to services as follows:-	
	10.87%	73,135.67
4.(s19)	<i>Mossdale Flood Alleviation Scheme</i>	3,000.00
4.(s19)	<i>Impey Close Play Area and Open Space</i>	55,000.00
4.(s19)	<i>Civic Centre Improvements</i>	25,000.00
4.(s19)	<i>Mossdale Pavilion and Changing Rooms</i>	1,000.00
4.(s19)	<i>Climate Initiatives</i>	1,500.00
1.(s144)&4.(s19)	<i>Projects</i>	435.00
	TOTAL EXPENDITURE	159,070.67
KEY	INCOME	
	<i>Loans</i>	0.00
	<i>Grants - Civic Centre Improvements</i>	18,000.00
	<i>Grants - Impey Close Play Area and Open Space</i>	50,000.00
	TOTAL INCOME	68,000.00
	NET REQUIREMENT	91,070.67

New Capital Projects Budget. Money previously allocated to service areas

No new loans factored into Medium Term Financial Strategy

Grants being sought for forthcoming Capital Projects

Project Costs - Pro-rata predicted cost of carbon audit 2024

**BRAUNSTONE TOWN COUNCIL
APPORTIONMENT OF SALARIES 2024/2025**

	POLICY & RESOURCES				COMMUNITY DEVELOPMENT	PLANNING & ENVIRONMENT	CAPITAL PROJECTS	TOTAL
	CORPORATE MANAGEMENT	COMMUNITY CENTRES	PARKS & OPEN SPACES	LIBRARY				
CHIEF EXECUTIVE & TOWN CLERK	20,785.45 25%	4,157.09 5%	4,157.09 5%	4,157.09 5%	4,157.09 5%	12,471 15%	33,257 40%	83,141.81
PERSONAL ASSISTANT & ADMINISTRATIVE OFFICER	10,660.56 40%	1,332.57 5%	1,332.57 5%	1,332.57 5%	1,332.57 5%	6,663 25%	3,998 15%	26,651.41
DEPUTY CHIEF EXECUTIVE & COMMUNITY SERVICES MANAGER	9,466.97 15%	0.00 0%	12,622.63 20%	12,622.63 20%	12,622.63 20%	1,893 3%	13,885 22%	63,113.15
PARKS & OPEN SPACES STAFF	2,298.63 2%	5,746.57 5%	97,691.73 85%	0.00 0%	2,298.63 2%	1,149 1%	5,747 5%	114,931.45
CUSTOMER SERVICES OFFICERS	1,464.54 3%	24,408.98 50%	10,739.95 22%	4,881.80 10%	4,881.80 10%	976 2%	1,465 3%	48,817.96
COMMUNITY SERVICES & ENGAGEMENT OFFICER	2,934.99 10%	2,934.99 10%	2,934.99 10%	2,934.99 10%	14,674.95 50%	1,467 5%	1,467 5%	29,349.89
RESOURCES & FACILITIES MANAGER	23,138.10 40%	23,138.10 40%	1,156.91 2%	1,156.91 2%	578.45 1%	0 0%	8,677 15%	57,845.26
FINANCE ASSISTANT & RECEPTION	7,564.83 40%	6,619.23 35%	1,891.21 10%	945.60 5%	945.60 5%	567.36 3%	378.24 2%	18,912.08
CLEANER & PREMISES OPERATIVE	0.00 0%	33,047.87 60%	11,015.96 20%	11,015.96 20%	0.00 0%	0.00 0%	0.00 0%	55,079.78
LIBRARY STAFF	0.00 0%	0.00 0%	0.00 0%	35,384.29 95%	1862.33 5%	0.00 0%	0.00 0%	37,246.62
DUTY OFFICER - COMMUNITY CENTRES	4,937.35 5%	78,997.62 80%	4,937.35 5%	3,949.88 4%	4,937.35 5%	987 1%	0 0%	98,747.02
TOTALS	83,251.43 13.13%	180,383.02 28.46%	148,480.38 23.43%	78,381.71 12.37%	48,291.40 7.62%	26,175.52 4.13%	68,872.96 10.87%	633,836.43

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance	2024/2025	
1. P&R - Corporate Management Income						
101	Precept	£776,035.00	£0.00	£776,035.00	£0.00	£981,884.00
106	Revenue Grants					
106/1	Staff Training	£0.00	£0.00	£2,790.78	£2,790.78	£0.00
106/2	Other	£0.00	£0.00	£0.00	£0.00	£0.00
106	Total	£0.00	£0.00	£2,790.78	£2,790.78	£0.00
107	Projects	£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	£78.75	£-71.25	£150.00
181	Interest on No 1 Account	£400.00	£0.00	£0.00	£-400.00	£400.00
182	Interest on No 2 Account	£10.00	£0.00	£0.00	£-10.00	£10.00
183	Interest on Cambridge Saver	£1,000.00	£0.00	£1,582.02	£582.02	£1,000.00
191	Received in Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00	£0.00
192	Received in Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00	£0.00
199	Miscellaneous	£0.00	£0.00	£4.55	£4.55	£0.00
Total Income		£777,595.00	£0.00	£780,491.10	£2,896.10	£983,444.00
Expenditure						
1010	Staff Salaries	£477,251.00	£0.00	£354,040.30	£123,210.70	£507,069.00
1015	Staff Expenses	£300.00	£0.00	£87.24	£212.76	£300.00
1020	Pensions	£104,762.00	£0.00	£91,231.47	£13,530.53	£126,767.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance	2024/2025	
1030	Councillors Allowances	£6,000.00	£0.00	£5,480.00	£520.00	£6,000.00
1035	Councillors Expenses	£300.00	£0.00	£12.75	£287.25	£300.00
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	£525.00
1070/2	Cycle to Work Scheme	£0.00	£0.00	£832.50	-£832.50	£0.00
1070	Total	£0.00	£0.00	£832.50	-£832.50	£525.00
1150	Insurance	£15,400.00	£0.00	£21,891.23	-£6,491.23	£17,000.00
1160	Audit	£2,500.00	£0.00	£2,555.00	-£55.00	£2,700.00
1170	Legal Fees	£1,250.00	£0.00	£2,014.17	-£764.17	£1,250.00
1180	Elections	£4,000.00	£0.00	£4,173.26	-£173.26	£1,000.00
1210	Staff Training	£2,500.00	£0.00	£4,018.00	-£1,518.00	£2,500.00
1230	Councillor Training	£1,000.00	£0.00	£0.00	£1,000.00	£1,000.00
1300	Supplies, Stationery & Postage	£2,000.00	£0.00	£2,213.33	-£213.33	£2,500.00
1350	Town Council Subscriptions	£5,000.00	£0.00	£5,035.24	-£35.24	£6,000.00
1360	Advertisements	£8,000.00	£0.00	£6,891.12	£1,108.88	£8,000.00
1400	Telephones	£2,530.00	£0.00	£2,011.62	£518.38	£2,530.00
1410	Photocopier	£2,200.00	£0.00	£1,522.35	£677.65	£2,200.00
1420	Computer Supplies, Training, Service Contract	£10,000.00	£0.00	£9,915.74	£84.26	£12,000.00
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£0.00	£1,270.82	-£570.82	£700.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
1991	Paid from Number 1 Account in Error	£0.00	£0.00	£385.93	-£385.93	£0.00
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£769.92	-£769.92	£0.00
Total Expenditure		<u>£645,693.00</u>	<u>£0.00</u>	<u>£516,351.99</u>	<u>£129,341.01</u>	<u>£700,341.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
2. P&R - Civic Centre						
Income						
205	Capital Grants	£0.00	£0.00	£0.00	£0.00	£0.00
207	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
208	Loans	£97,991.00	£97,993.36	£97,993.36	-£97,991.00	£0.00
225	Service Charges	£0.00	£0.00	£98.53	£98.53	£0.00
226	Service Level Agreements					
226/1	Room Hire - Shakespeare Park Sports Pavilion	£0.00	£0.00	£1,122.00	£1,122.00	£0.00
226	Total	£0.00	£0.00	£1,122.00	£1,122.00	£0.00
243	Utilities (Solar Export)	£0.00	£0.00	£0.00	£0.00	£587.00
250	Room Hire	£67,384.00	£0.00	£52,503.18	-£14,880.82	£75,500.00
251	Catering for Hirers (VAT)	£100.00	£0.00	£143.54	£43.54	£100.00
256	Electric Vehicle Chargers	£0.00	£0.00	£1,548.09	£1,548.09	£6,360.00
257	Licensed Bar	£17,000.00	£0.00	£10,283.33	-£6,716.67	£17,000.00
299	Miscellaneous	£0.00	£0.00	£25.45	£25.45	£0.00
Total Income		£182,475.00	£97,993.36	£163,717.48	-£116,750.88	£99,547.00
Expenditure						
2050	Capital Projects					
2050/1	Toilets/Bar Refurbishment	£0.00	£3,969.17	£95,027.86	-£91,058.69	£0.00
2050/2	General Refurbishment	£10,000.00	£89,886.72	£4,209.98	£95,676.74	£0.00
2050/3	Climate Initiatives	£97,991.00	£64,405.25	£64,405.25	£97,991.00	£0.00
2050	Total	£107,991.00	£158,261.14	£163,643.09	£102,609.05	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
2070	Projects					
2070/1	Climate Change	£0.00	£0.00	£5,079.00	-£5,079.00	£671.00
2070/2	General	£0.00	£1,587.45	£1,587.45	£0.00	£0.00
2070	Total	£0.00	£1,587.45	£6,666.45	-£5,079.00	£671.00
2080	Loan Interest & Repayments					
2080/1	PWLB 477930	£0.00	£0.00	£0.00	£0.00	£0.00
2080/2	PWLB 480508	£4,586.00	£0.00	£4,585.84	£0.16	£0.00
2080/3	PWLB 482623	£9,648.00	£0.00	£9,647.56	£0.44	£9,648.00
2080/4	PWLB 485557	£5,784.00	£0.00	£5,783.06	£0.94	£5,784.00
2080/5	600557 Civic Centre Improvements	£11,091.00	£0.00	£9,042.25	£2,048.75	£10,511.00
2080/6	Part 650982 & 678879 Climate Initiatives	£4,556.00	£0.00	£3,288.06	£1,267.94	£9,402.00
2080	Total	£35,665.00	£0.00	£32,346.77	£3,318.23	£35,345.00
2170	Legal Fees	£0.00	£0.00	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£0.00	£70.46	£429.54	£500.00
2320	Printing & Copying	£600.00	£0.00	£0.00	£600.00	£600.00
2330	Cleaning Materials	£2,000.00	£0.00	£1,838.45	£161.55	£2,000.00
2400	Telephones	£1,000.00	£0.00	£1,027.20	-£27.20	£1,000.00
2430	Utility Bills	£10,937.00	£0.00	£38,429.07	-£27,492.07	£26,798.00
2440	Waste Services	£8,000.00	£0.00	£10,183.12	-£2,183.12	£10,000.00
2450	Laundry Services	£500.00	£0.00	£0.00	£500.00	£500.00
2460	Rates	£23,550.00	£0.00	£18,525.75	£5,024.25	£20,584.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
2490 Seasonal Decorations	£1,500.00	£0.00	£61.84	£1,438.16	£0.00
2500 Refundable Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
2510 Catering for Hirers (VAT)	£0.00	£0.00	£267.48	-£267.48	£0.00
2520 Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
2560 Electric Vehicle Chargers	£0.00	£0.00	£0.00	£0.00	£1,693.00
2570 Licences	£1,300.00	£0.00	£0.00	£1,300.00	£1,300.00
2580 Card Card and Transit fees	£2,000.00	£0.00	£1,532.28	£467.72	£2,000.00
2600 Building Repairs & Maintenance	£12,000.00	£0.00	£14,477.30	-£2,477.30	£15,000.00
2610 Equipment Repairs & Maintenance					
2610/1 General	£4,600.00	£0.00	£6,750.61	-£2,150.61	£6,080.00
2610/2 Fire Extinguisher Service	£400.00	£0.00	£0.00	£400.00	£560.00
2610/3 Alarm Maintenance	£1,000.00	£0.00	£1,173.08	-£173.08	£1,360.00
2610 Total	£6,000.00	£0.00	£7,923.69	-£1,923.69	£8,000.00
2990 Miscellaneous	£150.00	£0.00	£3,745.01	-£3,595.01	£150.00
Total Expenditure	£213,693.00	£159,848.59	£300,737.96	£72,803.63	£126,141.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance	2024/2025	
3. P&R - Thorpe Astley Community Centre						
Income						
305	Capital Grants	£37,317.00	£0.00	£0.00	-£37,317.00	£0.00
307	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
308	Loans	£56,800.00	£56,835.90	£56,835.90	-£56,800.00	£0.00
325	Service Charges	£0.00	£0.00	£0.00	£0.00	£5,908.00
343	Utilities (Solar Export)	£0.00	£0.00	£0.00	£0.00	£3,749.00
350	Room Hire					
350/1	Room Hires	£10,670.35	£0.00	£7,888.04	-£2,782.31	£11,423.33
350/2	Pre-School Contract	£20,815.65	£0.00	£18,616.64	-£2,199.01	£22,846.67
350/3	NHS Facility	£4,962.00	£0.00	£5,627.91	£665.91	£0.00
350	Total	£36,448.00	£0.00	£32,132.59	-£4,315.41	£34,270.00
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	-£40.00	£40.00
356	Electric Vehicle Chargers	£0.00	£0.00	£0.00	£0.00	£2,608.00
399	Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income		£130,605.00	£56,835.90	£88,968.49	-£98,472.41	£46,575.00
Expenditure						
3050	Capital Projects					
3050/1	General Improvements	£0.00	£2,475.00	£2,768.00	-£293.00	£0.00
3050/3	Climate Initiatives	£94,117.00	£48,765.88	£48,668.38	£94,214.50	£0.00
3050	Total	£94,117.00	£51,240.88	£51,436.38	£93,921.50	£0.00
3070	Projects					

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
3070/1	Climate Change	£0.00	£55.00	£5,134.00	-£5,079.00	£0.00
3070/2	General	£0.00	£1,587.44	£1,687.44	-£100.00	£467.00
3070	Total	£0.00	£1,642.44	£6,821.44	-£5,179.00	£467.00
3080	Proposed: New PWL Climate Initiatives	£2,643.00	£0.00	£0.00	£2,643.00	£5,453.00
3290	Clothing	£0.00	£0.00	£0.00	£0.00	£0.00
3320	Printing & Copying	£300.00	£0.00	£0.00	£300.00	£300.00
3330	Cleaning Materials	£1,000.00	£0.00	£1,271.47	-£271.47	£1,000.00
3400	Telephones	£1,000.00	£0.00	£574.60	£425.40	£1,000.00
3430	Utility Bills	£4,525.00	£0.00	£16,711.96	-£12,186.96	£17,200.00
3440	Waste Services	£2,500.00	£0.00	£2,001.01	£498.99	£2,500.00
3450	Laundry Services	£250.00	£0.00	£0.00	£250.00	£250.00
3460	Rates	£8,500.00	£0.00	£7,359.36	£1,140.64	£11,477.00
3490	Seasonal Decorations	£1,000.00	£0.00	£50.28	£949.72	£0.00
3500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
3560	Electric Vehicle Chargers	£0.00	£0.00	£0.00	£0.00	£1,693.00
3570	Licences	£400.00	£0.00	£651.27	-£251.27	£400.00
3580	Credit Card and Transit Fees	£500.00	£0.00	£1,296.72	-£796.72	£1,000.00
3600	Building Repairs & Maintenance	£3,000.00	£0.00	£3,310.65	-£310.65	£3,000.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
3610	Equipment Repairs & Maintenance					
3610/1	General	£1,150.00	£0.00	£1,939.98	-£789.98	£1,150.00
3610/2	Fire Extinguisher Service	£350.00	£0.00	£0.00	£350.00	£350.00
3610/3	Alarm Maintenance	£3,000.00	£0.00	£232.43	£2,767.57	£3,000.00
3610	Total	£4,500.00	£0.00	£2,172.41	£2,327.59	£4,500.00
3990	Miscellaneous	£150.00	£0.00	£0.00	£150.00	£150.00
Total Expenditure		£124,385.00	£52,883.32	£93,657.55	£83,610.77	£50,390.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
4. P&R - Capital Projects						
Income						
405	Capital Grants					
405/1	General	£0.00	£0.00	£0.00	£0.00	£0.00
405/2	Civic Centre Improvements	£0.00	£0.00	£0.00	£0.00	£18,000.00
405/3	Impey Close Play Area & Open Space	£0.00	£0.00	£0.00	£0.00	£50,000.00
405	Total	£0.00	£0.00	£0.00	£0.00	£68,000.00
408	Loans	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income		£0.00	£0.00	£0.00	£0.00	£68,000.00
Expenditure						
4050	Capital Projects					
4050/1	General	£0.00	£0.00	£0.00	£0.00	£0.00
4050/2	Mossdale Flood Alleviation Scheme	£0.00	£0.00	£0.00	£0.00	£3,000.00
4050/3	Impey Close Play Area and Open Space	£0.00	£0.00	£0.00	£0.00	£55,000.00
4050/4	Civic Centre Improvements	£0.00	£0.00	£0.00	£0.00	£25,000.00
4050/5	Mossdale Pavilion and Changing Rooms	£0.00	£0.00	£0.00	£0.00	£1,000.00
4050/6	Climate Initiatives	£0.00	£0.00	£0.00	£0.00	£1,500.00
4050	Total	£0.00	£0.00	£0.00	£0.00	£85,500.00
4070	Projects	£0.00	£0.00	£0.00	£0.00	£435.00
Total Expenditure		£0.00	£0.00	£0.00	£0.00	£85,935.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance	2024/2025	
5. P&R - Parks & Open Spaces						
Income						
505	Capital Grants	£56,000.00	£45,000.00	£45,000.00	-£56,000.00	£0.00
507	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
508	Loans	£150,000.00	£0.00	£0.00	-£150,000.00	£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	£150.00
555	Sports Pitches & Facilities					
555/1	Pitch Season Fees	£2,500.00	£0.00	£4,379.23	£1,879.23	£3,000.00
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£100.00	£100.00	£0.00
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£516.99	£516.99	£0.00
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
555	Total	£2,500.00	£0.00	£4,996.22	£2,496.22	£3,000.00
599	Miscellaneous	£100.00	£0.00	-£200.00	-£300.00	£100.00
Total Income	£230,250.00	£45,000.00	£71,296.22	-£203,953.78	£3,250.00	
Expenditure						
5050	Capital Projects					
5050/1	General	£3,000.00	£0.00	£1,181.48	£1,818.52	£0.00
5050/2	Shakespeare Park Improvement Project	£0.00	£0.00	£0.00	£0.00	£0.00
5050/3	Shakespeare Tennis Courts	£0.00	£0.00	£0.00	£0.00	£0.00
5050/4	Shakespeare Playground	£56,000.00	£64,934.64	£65,349.64	£55,585.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
5050/5	Mossdale Culvert	£150,000.00	£0.00	£525.00	£149,475.00	£0.00
5050	Total	£209,000.00	£64,934.64	£67,056.12	£206,878.52	£0.00
5070	Projects					
5070/1	Climate Change	£1,000.00	£0.00	£0.00	£1,000.00	£937.00
5070/2	General	£1,000.00	£0.00	£219.67	£780.33	£0.00
5070/3	Biodiversity	£0.00	£0.00	£0.00	£0.00	£5,300.00
5070	Total	£2,000.00	£0.00	£219.67	£1,780.33	£6,237.00
5080	Loan Interest & Repayments					
5080/1	PWLB 485188	£3,526.00	£0.00	£3,525.80	£0.20	£3,526.00
5080/2	PWLB 487506	£6,033.00	£0.00	£6,033.30	-£0.30	£6,033.00
5080/3	PWLB 501336	£0.00	£0.00	£0.00	£0.00	£0.00
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£0.00	£17,723.86	£0.14	£17,724.00
5080/5	PWLB - Shakespeare Park (292038)	£17,808.00	£0.00	£17,808.16	-£0.16	£17,808.00
5080/6	Potential PWL Mossdale	£0.00	£0.00	£0.00	£0.00	£0.00
5080	Total	£45,091.00	£0.00	£45,091.12	-£0.12	£45,091.00
5090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00	£0.00
5170	Legal Fees	£2,000.00	£0.00	£1.00	£1,999.00	£1,000.00
5290	Clothing	£500.00	£0.00	£192.24	£307.76	£500.00
5330	Cleaning Materials	£1,000.00	£0.00	£301.75	£698.25	£1,000.00
5400	Telephones	£410.00	£0.00	£0.00	£410.00	£410.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance	2024/2025	
5430	Utility Bills	£6,000.00	£0.00	£4,436.48	£1,563.52	£7,000.00
5440	Waste Services	£2,000.00	£0.00	£68.50	£1,931.50	£2,000.00
5450	Laundry Services	£500.00	£0.00	£0.00	£500.00	£500.00
5460	Rates	£0.00	£0.00	£3,457.70	-£3,457.70	£0.00
5550	Sports Pitches & Facilities	£3,000.00	£0.00	£2,444.14	£555.86	£3,000.00
5600	Building Repairs & Maintenance					
5600/1	Mossdale Meadows	£4,800.00	£0.00	£2,812.47	£1,987.53	£4,800.00
5600/2	Shakespeare Park	£0.00	£0.00	£1,011.83	-£1,011.83	£0.00
5600	Total	£4,800.00	£0.00	£3,824.30	£975.70	£4,800.00
5610	Equipment Repairs & Maintenance					
5610/1	General Maintenance	£4,000.00	£0.00	£3,181.02	£818.98	£4,000.00
5610/2	Playgrounds	£6,000.00	£0.00	£2,601.02	£3,398.98	£6,000.00
5610	Total	£10,000.00	£0.00	£5,782.04	£4,217.96	£10,000.00
5620	Site Maintenance					
5620/1	General	£1,000.00	£0.00	£2,002.58	-£1,002.58	£5,000.00
5620/2	Trees	£4,000.00	£0.00	£8,125.00	-£4,125.00	£5,000.00
5620/3	Bowling Green	£0.00	£0.00	£2,060.00	-£2,060.00	£0.00
5620	Total	£5,000.00	£0.00	£12,187.58	-£7,187.58	£10,000.00
5630	Equipment Purchase	£2,000.00	£0.00	£2,216.47	-£216.47	£2,000.00
5650	Vehicle Costs	£11,000.00	£0.00	£18,715.51	-£7,715.51	£17,585.00
5660	Machinery Hire	£500.00	£0.00	£61.97	£438.03	£500.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
5670 Petrol	£7,600.00	£0.00	£680.31	£6,919.69	£10,000.00
5990 Miscellaneous	£100.00	£0.00	£9.98	£90.02	£100.00
Total Expenditure	<u>£312,501.00</u>	<u>£64,934.64</u>	<u>£166,746.88</u>	<u>£210,688.76</u>	<u>£121,723.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
6. P&R - Library Services					
Income					
605	Capital Grants	£0.00	£0.00	£0.00	£0.00
607	Projects	£0.00	£0.00	£0.00	£0.00
608	Loans	£41,245.00	£41,157.44	-£41,245.00	£0.00
625	Service Charges	£1,052.00	£0.00	£195.61	£1,052.00
626	Service Level Agreements				
626/1	Grant - Leicestershire County Council	£8,069.00	£0.00	£8,236.00	£8,648.00
626	Total	£8,069.00	£0.00	£8,236.00	£8,648.00
643	Utilities (Solar Export)	£0.00	£0.00	£0.00	£1,069.00
690	Consumer Products (Sales)				
690/1	Stamps	£0.00	£0.00	£0.00	£0.00
690	Total	£0.00	£0.00	£0.00	£0.00
698	Fines	£1,500.00	£0.00	£118.66	£1,500.00
699	Miscellaneous	£50.00	£0.00	£447.07	£50.00
Total Income		£51,916.00	£41,157.44	-£41,866.66	£12,319.00
Expenditure					
6050	Capital Projects				
6050/1	General Refurbishment	£0.00	£0.00	£0.00	£0.00
6050/2	Climate Initiatives	£41,245.00	£60,691.00	£41,245.00	£0.00
6050	Total	£41,245.00	£60,691.00	£41,245.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
6070	Projects				
6070/1	Climate Change	£0.00	£0.00	£0.00	£495.00
6070/2	General	£0.00	£0.00	£0.00	£0.00
6070	Total	£0.00	£0.00	£0.00	£495.00
6080	Proposed: New PWL Climate Initiatives	£1,914.00	£0.00	£1,914.00	£3,949.00
6320	Printing & Copying	£150.00	£0.00	£129.25	£150.00
6330	Cleaning Materials	£200.00	£0.00	£134.65	£200.00
6360	Advertisements	£200.00	£0.00	£200.00	£200.00
6400	Telephones	£200.00	£0.00	£200.00	£200.00
6410	Photocopier	£800.00	£0.00	£800.00	£800.00
6430	Utility Bills	-£4,858.00	£0.00	£1,503.77	£809.00
6490	Seasonal Decorations	£500.00	£0.00	£66.74	£0.00
6700	Programme of Events	£800.00	£0.00	£800.00	£800.00
6900	Consumer Products (Purchase for resale)				
6900/1	Stamps	£0.00	£0.00	£269.66	£0.00
6900	Total	£0.00	£0.00	-£269.66	£0.00
6990	Miscellaneous	£800.00	£0.00	£392.35	£800.00
Total Expenditure	£41,951.00	£60,691.00	£63,078.92	£39,563.08	£8,403.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
7. Community Development						
Income						
707	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
770	Programme of Events	£0.00	£0.00	£4,050.77	£4,050.77	£450.00
771	Summer Fete					
771/1	Current Year	£0.00	£0.00	-£226.68	-£226.68	£0.00
771/2	Next Year	£0.00	£0.00	£0.00	£0.00	£0.00
771	Total	£0.00	£0.00	-£226.68	-£226.68	£0.00
775	Civic Functions	£0.00	£0.00	£0.00	£0.00	£0.00
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£135.00	£135.00	£0.00
777	Town Mayor's Charity - after May	£0.00	£0.00	£532.81	£532.81	£0.00
786	Community / Social Inclusion Project Grant	£0.00	£250.00	£250.00	£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	£5.00
790/3	General	£50.00	£0.00	£0.00	-£50.00	£10.00
790	Total	£100.00	£0.00	£0.00	-£100.00	£15.00
794	Warm Spaces Initiative	£0.00	£0.00	£0.00	£0.00	£0.00
799	Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income		£100.00	£250.00	£4,741.90	£4,391.90	£465.00
Expenditure						
7040	Town Mayor's Allowance					

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£180.70	£194.30	£375.00
7040/2	Town Mayor's Entertainment Allowance	£375.00	£0.00	£108.00	£267.00	£375.00
7040	Total	£750.00	£0.00	£288.70	£461.30	£750.00
7070	Projects					
7070/1	Climate Change	£0.00	£0.00	£0.00	£0.00	£550.00
7070	Total	£0.00	£0.00	£0.00	£0.00	£550.00
7080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£0.00	£3,713.50	£716.50	£4,430.00
7340	Signs	£500.00	£0.00	£0.00	£500.00	£0.00
7700	Programme of Events	£4,000.00	£0.00	£4,592.02	-£592.02	£4,000.00
7710	Summer Fete					
7710/1	Current Year	£2,800.00	£0.00	£3,038.57	-£238.57	£3,000.00
7710/2	Next Year	£200.00	£0.00	£0.00	£200.00	£300.00
7710	Total	£3,000.00	£0.00	£3,038.57	-£38.57	£3,300.00
7715	Thorpe Astley Summer Event	£3,000.00	£0.00	£2,859.02	£140.98	£3,145.00
7720	General Events					
7720/1	General	£0.00	£0.00	£0.00	£0.00	£500.00
7720/2	Apple Day	£400.00	£0.00	£800.16	-£400.16	£400.00
7720/3	Open Days	£100.00	£0.00	£0.00	£100.00	£100.00
7720	Total	£500.00	£0.00	£800.16	-£300.16	£1,000.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
7750 Civic Functions	£1,500.00	£0.00	£178.09	£1,321.91	£1,500.00
7760 Town Mayor's Charity - Pre May	£0.00	£4,079.17	£4,440.81	-£361.64	£0.00
7770 Town Mayor's Charity - after May	£0.00	£0.00	£88.10	-£88.10	£0.00
7850 Community Grants	£5,000.00	£1,472.57	£5,522.57	£950.00	£5,000.00
7860 Community / Social Inclusion Project Grant	£0.00	£0.00	£927.52	-£927.52	£0.00
7880 Grants for King's Coronation	£1,000.00	£0.00	£196.45	£803.55	£1,000.00
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	£0.00
7900 Total	£100.00	£0.00	£0.00	£100.00	£0.00
7940 Social Inclusion Initiatives					
7940/1 General	£800.00	£0.00	£343.36	£456.64	£800.00
7940/2 Warm Spaces Initiative	£200.00	£0.00	£142.06	£57.94	£0.00
7940 Total	£1,000.00	£0.00	£485.42	£514.58	£800.00
7950 Community Safety	£500.00	£0.00	£0.00	£500.00	£300.00
7990 Miscellaneous	£100.00	£0.00	£72.50	£27.50	£100.00
Total Expenditure	£25,380.00	£5,551.74	£27,203.43	£3,728.31	£25,875.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
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	£1,150.00	£0.00	£765.80	-£384.20	£1,100.00
890	Total	£1,150.00	£0.00	£765.80	-£384.20	£1,100.00
Total Income		£1,150.00	£0.00	£765.80	-£384.20	£1,100.00
Expenditure						
8070	Projects					
8070/1	Climate Change	£0.00	£0.00	£0.00	£0.00	£165.00
8070	Total	£0.00	£0.00	£0.00	£0.00	£165.00
8190	Professional Fees	£250.00	£0.00	£0.00	£250.00	£250.00
8440	Waste Services (Dog Bins)	£9,538.00	£0.00	£8,103.33	£1,434.67	£11,401.00
8460	Furniture	£2,600.00	£0.00	£3,160.32	-£560.32	£3,976.00
8900	Consumer Products (Purchase for resale)					
8900/1	Poop Scoops	£1,100.00	£0.00	£658.50	£441.50	£1,100.00
8900	Total	£1,100.00	£0.00	£658.50	£441.50	£1,100.00
Total Expenditure		£13,488.00	£0.00	£11,922.15	£1,565.85	£16,892.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/12/23 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance	2024/2025
Total Income	£1,374,091.00	£241,236.70	£1,161,187.77		£1,214,700.00
Total Expenditure	£1,377,091.00	£343,909.29	£1,179,698.88		£1,135,700.00
Total Net Balance	<u>-£3,000.00</u>		<u>-£18,511.11</u>		<u>£79,000.00</u>

APPENDIX 3 – 5 YEAR INCOME / EXPENDITURE PROJECTIONS

	Original 2023/24	Revised 2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
Operational Requirement	£261,497	£261,497	£403,863	£390,096	£406,397	£415,288	£424,348	
Plus Increase in costs	£41,727	£41,727	£12,116	£19,505	£12,192	£12,459	£12,730	
Less Savings / Income Generation	£32,043	£11,340	£25,883	£3,204	£3,300	£3,399	£3,501	
Total including Savings	£271,181	£291,884	£390,096	£406,397	£415,288	£424,348	£433,577	
Pension Provision	£104,762	£107,136	£126,767	£133,105	£138,430	£143,967	£148,286	
Staff Salaries	£477,251	£488,061	£507,069	£532,422	£553,719	£575,868	£593,144	
TOTAL Staff Costs	£582,013	£595,197	£633,836	£665,528	£692,149	£719,835	£741,430	
Existing Borrowing Repayments	£82,464	£83,025	£69,539	£64,953	£58,367	£48,889	£45,997	
<i>Less Payments for Matured Loans</i>	<i>-£13,486</i>	<i>-£13,486</i>	<i>-£4,586</i>	<i>-£6,586</i>	<i>-£9,478</i>	<i>-£2,892</i>	<i>-£6,034</i>	
Civic Centre Improvements Borrowing	£11,091	£9,043	£10,511	£10,511	£10,511	£10,511	£10,511	
Climate Initiatives Borrowing	£9,064	£3,289	£18,804	£19,449	£19,449	£19,449	£19,449	
Potential Borrowing: Mossdale	£0	£0	£0	£6,586	£16,064	£16,064	£16,064	
TOTAL Borrowing Costs	£89,133	£81,871	£94,268	£94,913	£94,913	£92,021	£85,987	
Contingency	£0	£0	£0	£5,000	£20,000	£20,000	£20,000	
Capital Projects	£13,000	£13,000	£17,500	£25,700	£30,700	£42,000	£60,000	
TOTAL EXPENDITURE	£955,327	£981,952	£1,135,700	£1,197,537	£1,253,050	£1,298,204	£1,340,994	
Income from Hires/Fees/Contracts	£176,292	£176,292	£232,816	£232,816	£237,472	£242,221	£247,065	
Non-Earmarked Reserves	-£3,000	-£3,000	£79,000	£150,000	£150,000	£150,000	£150,000	
(Balance of Reserves)	£78,952	-£44,661	£34,339	£184,339	£334,339	£484,339	£634,339	
Net Precept	£776,035	£802,660	£981,884	£1,114,721	£1,165,578	£1,205,983	£1,243,929	
Band D (scaled Tax Base)	4,901.84	£158.24	£163.75	£200.31	£227.41	£237.78	£246.03	£253.77
% Increase	7.37%	N/A	26.59%	13.53%	4.56%	3.47%	3.15%	
Average % Increase	N/A	N/A	10.26%					
£5 Increase on Band D (% increase)	N/A	N/A	£163.24 3.16%	£168.24 3.06%	£173.24 2.97%	£178.24 2.89%	£183.24 2.81%	
Receipt			£800,176	£824,686	£849,195	£873,704	£898,213	

BRAUNSTONE TOWN COUNCIL

MINUTES OF COMMUNITY DEVELOPMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 7th DECEMBER 2023 AT 7.30pm

PRESENT: Councillor Anthea Ambrose (Chair), Councillor Rebecca Lunn (Vice-chair) and Councillors Sevim Aslan, Nick Brown, Alex DeWinter, Andy Evans, Richard Forrest, Paul Kennedy, Christiane Startin-Lorent, Marion Waterton and Mark Widdop.

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.

52. Apologies

An apology for absence was received from Councillor Sam Fox-Kennedy.

53. Disclosures of Interest

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

54. Public Participation

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

There were no members of the public present.

55. Minutes of the Meeting held 5th October 2023

The Minutes of the Meeting held on 5th October 2023 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 5th October 2023 be approved and signed by the Chairperson as a correct record.

56. Town Mayor's Report

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

The Town Mayor reported on the events she had attended in November and, in particular, her pleasure in receiving on behalf of the Town Council, the NALC Star Council Award 2023 for Council of the Year at the House of Lords.

It was noted that the Department for Work and Pensions outreach service based at Braunstone Civic Centre on Wednesday afternoons, was now expanding to include a second half day session at the Centre on Fridays in the New Year.

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

Reason for Decision

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

57. Report from Commbus

The Chairperson welcomed Nigel Calver, (Communications Officer) and Kim Richardson, (Chair) of Commbus to the meeting to present an update on the work of the organisation.

Nigel Calver was pleased to advise that they had recently acquired a new minibus with support from grants obtained.

Kim Richardson provided an update on the current routes operating and was pleased to advise that use of the service in Braunstone Town had doubled compared with the same period in 2022 and advised that this was a unique door to door service for residents in the area. The service was run completely by volunteers and more volunteer drivers and escorts were required. All volunteer drivers were fully trained once employed. It was noted that the service did not extend to Thorpe Astley at this time due to the demographic of the community and the timing of routes.

RESOLVED

1. that the update be received and noted; and
2. the Town Council to promote the service and publicise the need for more volunteers.

Reasons for Decisions

1. *To support needs of residents.*
2. *To support the mini bus with reaching potential customers and volunteers.*

58. Community Safety and Neighbourhood Policing Update

Apologies had been received from the Police Beat Team as none of the team members were available to attend the meeting.

The latest Police Newsletter for Braunstone Town & Thorpe Astley was circulated to members at the meeting (filed with these minutes).

An increase in the number of drivers with headlights not working had been noted.

An increase in the number of burglaries had been noted and members queried if there had been a rise in numbers from the same time period in 2022.

RESOLVED

1. that the report be noted;
2. that the concern in the number of drivers with headlights not working be passed onto the Police; and
3. that figures for burglaries recorded in November 2022 be forwarded to members for comparison against figures recorded in November 2023.

Reasons for Decision

1. *To ensure that current community safety and policing updates were received.*
2. *To raise awareness with the Police to ensure that vehicles would be fully visible to other road users in the winter months.*
3. *To ensure that that number of burglaries were monitored and relevant action taken if a substantial increase had been noted from previous years.*

59. Speed Sign Data

The Committee received recent speed sign data for:

- a) Murby Way
- b) Turnbull Drive

(Item 8 on the agenda)

Members were noted that higher speeds on Turnbull Drive were recorded at school drop off and pick up times and suggested that the Police be made aware of this in order to consider any appropriate action that could be taken to reduce speeding vehicles at these times.

Members requested that full details of approved lampposts and passed usage of the speed signs be forwarded to the next meeting of the committee for reference.

RESOLVED

1. that details of all approved lamp posts and areas of installation of speed signs be available for the next meeting of the Committee;
2. the speed activation signs be re-installed on Turnbull Drive and Murby Way; and
3. that the speed activation reports for Murby Way and Turnbull Drive be forwarded to the Police Beat Team along with concerns of the committee regarding high speeds on Turnbull Drive at school drop off and pick up times.

Reasons for Decision

1. *To provide an update on the use and location of the speed activations signs over the previous two years.*
2. *To ensure that any concerns of speeding on roads within the Town would be monitored and data collected.*
3. *To assist the Police with identifying where speeding was a concern in order to consider enforcements and identify particular areas of concern.*

60. Town Council Events 2024

The Committee considered initial arrangements for Council organised events in 2024.

It was proposed that dates for the following events be approved:

- Thorpe Astley on the Beach to be held on Saturday 8th June 2024
- Summer Fete to be held on Saturday 10th August 2024
- Apple Day to be held on Saturday 28th September 2024

It was proposed that an Open Day at Shakespeare Park Pavilion be arranged in Spring/Summer 2024 with support from the Bowls and Football clubs to promote the new pavilion, sports clubs, sporting facilities and newly refurbished playground. Provisional dates would be suggested and brought to the next meeting of the Committee for consideration.

RESOLVED that the proposed dates for events in 2024 be approved as follows:

- Thorpe Astley on the Beach to be held on Saturday 8th June 2024
- Summer Fete to be held on Saturday 10th August 2024
- Apple Day to be held on Saturday 28th September 2024

Reason for Decision

To ensure that a programme of events be organised on the Town Council's parks and open spaces for residents to enjoy.

61. Update on arrangements for Commemorating 80th Anniversary of D-Day in June 2024

The Committee received updated proposals for commemorating the 80th Anniversary of D-Day in June 2024 (Item 10 on the agenda).

Following a meeting with representatives from local community groups it was suggested that the following additional proposals for commemorating the 80th Anniversary of D-Day be considered, along with those considered by the Committee at the meeting held on 5th October 2023:

- The community be asked to craft white poppies to spell out “D Day 80”. This will then be overlaid on the existing red poppy cascade and hung in the Memorial Garden at Braunstone Civic Centre in time for the commemoration;
- Displays and pictures be exhibited in the Library and Civic Centre for the residents to view over four days – 6th to 9th June 2024, organised by the Braunstone Heritage Archive Group;
- The community be encouraged to light a lamp or candle in front gardens or windows at 9.15pm on 6th June 2024 in line with the planned national beacon and lamp lighting commemorations taking place.

RESOLVED that the proposed activities and events as set out in the report and reported to the meeting above, be approved.

Reason for Decision

To ensure that the 80th Anniversary of the D-Day Landings would be suitably commemorated and that local community groups had appropriate support to organise their own events, if they wished to.

62. Library – Community Engagement/involvement and Social Inclusion

The Committee received an update in initiatives to develop community involvement in Braunstone Town Library and provide for social inclusion (Item 11 on the Agenda).

RESOLVED that the report be noted.

Reason for Decision

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

63. Outside Body Report

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

64. School Governing Body Reports

The Committee noted that no School Governing Bodies reports had been received.

65. 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 14 on the agenda).

It was noted that the grant in the sum of £45000 from the National Lottery for the Shakespeare Park Playground refurbishment had been received.

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.

66. Community Grant Applications

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

67. Draft Climate Change & Environmental Action Plan

The Committee considered a proposed action plan to deliver the Climate Change and Environmental Strategy's Objectives (Item 16 on the agenda).

It was noted that Biodiversity studies would be undertaken on the Town Council parks and open spaces in Spring 2024 to establish a management plan for Biodiversity.

Members suggested that residents be encouraged to consider what they were able to do to help the environment and climate change following the biodiversity studies. This could include planting seeds, managing their own green spaces to provide a better environment and discourage slabbing over front gardens to create parking spaces.

Encouragement and support should be offered to residents to consider bigger impacts on the climate and things they could do to reduce their carbon footprint.

It was noted that the Electric Vehicle Charging points at Thorpe Astley required more publicity to encourage use and that EVC bays needed to be clearly marked out along with signage to discourage use of bays when not charging an electric vehicle.

Members were keen to ensure that residents understood the benefits and importance of adopting climate measures for themselves and that the Town Council was in a position to educate and support the community to consider the options and benefits available to them.

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE that the following be considered for inclusion in the Climate Change & Environmental Action Plan:

- a) promoting actions residents could take to improve the environment and biodiversity; and
- b) promoting initiatives encouraging residents to reduce their carbon footprint.

Reason for Decision

To ensure that the Climate Change and Environmental Action Plan included appropriate objectives.

68. Community Development Priorities and Objectives

The Committee considered the Community Development Priorities and Objectives and determined whether they were relevant to address current and emerging issues faced by the Council and the community (Item 17 on the agenda).

RESOLVED

1. that the progress with the Community Development Delivery Objectives (2023/2024), as set out in the report, be received and noted;
2. that Citizens' Advisory Panel be asked to review the annual commemorative and remembrance events at the Civic Memorial and make any recommendations to the Committee;

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

3. that, with the exception of those which have been completed, the Community Development Delivery Objectives set out in the report, as amended where appropriate, be included in the 2024/25 Business Plan;
4. that the Community Development Committee/Service Objectives, as set out in the report, be approved; subject to Objectives 7 and 8 being amended to include reference to Thorpe Astley as well as to Braunstone Town; and
5. that the word "unlawful" in point 4 of the Town Council Mission Statement be removed.

Reasons for Decision

1. *To note progress with the implementation of the 2023/24 Community Development Delivery Objectives so far.*

2. *To focus on delivering initiatives and projects within the Strategic Aims and Delivery Objectives, including the commemorations to mark the 80th anniversary of the D-Day Landings in June 2024.*
3. *To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects given the limits on resources.*
4. *The Service Objectives continue to be the focus for nurturing and enhancing community life, equal opportunities and social inclusion. The wording of Objectives 7 and 8 being slightly amended in line with the Council's decision to recognise Thorpe Astley as a distinct community and settlement within the Parish of Braunstone.*
5. *To clarify that all discrimination was unacceptable.*

69. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2023 to 28th November 2023 (Item 18 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

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

70. Capital Plan and Budget Estimates 2024/2025

The Committee considered a Statement of Expenditure for 1st April 2022 to 31st March 2023, a list of capital projects for 2024/2025 and beyond and a proposed budget for recommendation to Policy & Resources Committee (Item 19 on the agenda).

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

1. that the following budgets be created:
 - a) a budget of £1,000 be included as a one-off in the 2024/2025 budget for Grants for community events to commemorate the 80th Anniversary of D-Day, and
 - b) £250 for community Projects relating to climate change and biodiversity;
2. that the following expenditure budgets be increased for 2024/2025:
 - a) Summer Fete by £300 to £3,300,
 - b) General Events by £500 to £1,000, and
 - c) Thorpe Astley on the Beach by £145 to £3,145;
3. that the income budgets for events be approved;
4. that the "Signs" budget heading be deleted; and
5. that the draft Estimates for the Community Development Committee, as attached at Appendix 2, be included in the Budget Estimates for 2024/2025.

Reasons for Decision

1. *To ensure appropriate financial support to:
 - a) *enable events commemorating the 80th Anniversary of D-Day to be organised and to ensure their success,*
 - b) *community/volunteer activities tackling climate change and supporting biodiversity;**
2. *To ensure the resources for successful events kept up with increased costs.*
3. *To off-set some of the cost increases by retaining a proportion of the income.*
4. *The Town Watchers Scheme no longer exists and traditional neighbourhood watch schemes have been superseded by the online Neighbourhood Link.*
5. *To ensure appropriate resources for the Community Development and Social Inclusion Services.*

71. Approval of Accounts

The Committee considered payments from 27th September 2023 until 28th November 2023 (Item 20 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions, for the periods 27th September 2023 until 28th November 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 9.05pm

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 1st February 2024.

BRAUNSTONE TOWN COUNCIL

MINUTES OF PLANNING & ENVIRONMENT COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 14th DECEMBER 2023

PRESENT: Councillor Robert Waterton (Chair), Councillor Sam Maxwell (Vice-Chair) and Councillors Anthea Ambrose, Sam Fox-Kennedy (substituting for Councillor Imran Uddin), Gary Sanders, Darshan Singh, 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.

46. Apologies

Apologies for absence were received from Councillors Leanne Lee and Imran Uddin.

47. Disclosures of Interest

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

48. 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.

49. Minutes of the Meeting held 26th October 2023

The Minutes of the Meeting held on 26th October 2023 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 26th October 2023 be approved and signed by the Chairperson as a correct record.

50. 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:** 23/0879/HH

Description: Single storey rear extension and new pitched roof

Location: 151 Kingsway Braunstone Town Leicestershire LE3 2PN (Millfield Ward)

Response: *Braunstone Town Council does not object to the proposals.*

Reasons: *Neighbouring properties had similar pitched roofs and rear extensions. Therefore, both were considered in keeping with the character and appearance of the area.*
- 2. Application No:** 23/0832/HH

Description: Retrospective first floor rear extension and proposed rear conservatory and front canopy.

Location: 42 Gwencole Crescent Braunstone Town Leicestershire LE3 2FH (Ravenhurst Ward)

Response: *Braunstone Town Council does not object to the proposals.*

Reason: *Properties in the area had similar porch canopies and rear extensions. The properties were on large well-established landscaped plots and therefore the impact on neighbouring properties was likely to be minimal.*
- 3. Application No:** 23/0909/HH

Description: Single storey side and rear extension

Location: 6 Ashurst Road Braunstone Town Leicestershire LE3 2UA (Millfield Ward)

Response: *Braunstone Town Council does not object to the proposals; subject to replacement on-site parking for the conversion of the existing garage.*

Reasons: *To avoid additional parking on a narrow highway, which includes a narrow footway, close to two junctions, which may cause highway safety issues.*

- 4. Application No:** 23/0942/HH
- Description:** Conversion of garage to provide habitable accommodation
- Location:** 2 Darwin Close Thorpe Astley Braunstone Town Leicestershire (Thorpe Astley Ward)
- Response:** *Braunstone Town Council does not object to the application; subject to the retention of the existing front curtilage parking.*
- Reason:** *Neighbouring properties had similar garage conversions, which were within the existing building; however, it was important to ensure that on-site parking was maintained given additional on street parking could cause obstruction and present safety issues.*
- 5. Application No:** 23/0943/FUL
- Description:** Single storey rear extension to existing shop/post office (use class E) (*Original Application*).
- Alterations to proposed elevations removing 7 existing AC units to be replaced with 4 on the proposed rear (*Amended Plan*).
- Location:** 10 Ayston Road Braunstone Town Leicestershire LE3 2GA (Ravenhurst Ward)
- Response:** *Braunstone Town Council does not object to the application; subject to details of the air conditioning systems to be used, including noise and vibrations levels, being submitted to and approved by the Local Planning Authority.*
- Reason:** *The rear curtilage of the property and neighbouring properties were large and well-established. There was an existing rear building and the proposal would extend the footprint slightly. However, it was important to avoid any adverse impact on the amenity enjoyed by the neighbouring properties in terms of noise and vibration from the proposed air conditioning units.*

6. Application No: 23/0926/FUL

Description: Erection of one dwelling

Location: 18 Stonehurst Road Braunstone Town Leicestershire
LE3 2QA (Ravenhurst Ward)

Response: *Braunstone Town Council objects to the application; since:*

- a) it would be out of keeping with the character and appearance of the street scene;*
- b) there was insufficient on-site parking provision for the proposed new dwelling.*

Reasons:

- a) The property would be a single dwelling, due to the curvature of the road it would be wedged into a small space between an existing single dwelling (part to be demolished) and a neighbouring semi-detached dwelling. The dwelling would also be slightly set back from the neighbouring dwellings, a gable end wall would face the street with front door entry to the side; and there was no other similar design feature in the street. These would add a discordant element to the street scene and would be contradictory to Development Management Plan Policy 1b.*
- b) The proposed new dwelling would contain two bedrooms and only one on-site parking space, which was contradictory to the Leicestershire Local Highway Guidance. The proposed dwelling was located on a corner on a narrow highway. The on-site parking on most of the neighbouring properties was on the front curtilage with direct access from the highway. Therefore, any additional parking on street was likely to cause obstruction and present safety concerns to highway users (including pedestrians).*

Licensing Applications

There were no licensing applications to consider.

51. 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:** 23/0908FUL

Description: Erection of 1 semi-detached dwelling including alterations and extensions to No. 30 Pinfold

Location: Land Adjacent 30 Pinfold Braunstone Town Leicestershire (Millfield Ward)

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

1. *submission of a landscaping plan; planting of the approved plan within one year; and the replacement of any plants which are removed or die within 5 years in the following planting season;*
2. *prior to occupation, two off street car parking spaces should be provided for both the existing and proposed dwellings, be available for use, and retained in perpetuity;*
3. *the surface of the on-site parking being hardbound permeable material with appropriate drainage; and*
4. *no further extensions or additions or erection of outbuildings at the existing or proposed dwellings without the prior permission of the District Planning Authority.*

Reasons:

1. *To offset the impact of the development on the environment and to protect the visual appearance of the area.*
2. *To avoid additional on-street parking close to a road junction, which could compromise the safety of highway users.*
3. *To ensure the surface would be suitable for vehicles while avoiding surface water run-off.*
4. *To avoid overdevelopment of the site in terms of scale and mass and to ensure that both properties had adequate outdoor amenity space.*

2. **Application No:** 23/1006/HH

Description: Two storey side extension and two and single storey rear extension including demolition of existing outbuilding (revised scheme to 22/1006/HH)

Location: 31 Headley Road Braunstone Town Leicestershire LE3 2PJ (Millfield Road)

Response: *Braunstone Town Council objects to the application due to insufficient on-site parking provision for the proposed size of the property.*

Reason: *A four-bedroom dwelling should have a parking provision of three off-road spaces to be in accordance with Part 3, Paragraph 3.151 of the Leicestershire Highway Design Guide. There was limited available parking on Headley Road and Francis Avenue due to the need to access residential properties. The vehicles parked at the property overhang the footway. There was a Pharmacy and GP Surgery close by, where pedestrians (some using the alleyway) would need to access. Additional parking on the highway, including obstruction of the footpath, close to a bend, junction and pedestrian walkway, would cause obstruction and present highway safety issues; impacting adversely on access by emergency vehicles and use by disabled people and parents with prams and buggies.*

3. **Application No:** 23/0853/HH
- Description:** Single storey side and rear extension (Amended scheme to 22/0479/HH)
- Location:** 147 Narborough Road South Braunstone Town Leicestershire LE3 2LH (Millfield Ward)
- Response:** *Braunstone Town Council does not object to the proposals.*
- Reason:** *The property was in an established location on a large landscaped plot; therefore, there was unlikely to be a significant impact upon neighbouring properties. The side extension appeared to be contained within the existing car port and was unlikely to have a major impact on the neighbouring property in terms of noise or privacy.*
4. **Application No:** 23/1024/HH
- Description:** Two storey side extension, first floor side and rear extension
- Location:** 132 Kingsway Braunstone Town Leicestershire LE3 2TU (Millfield Ward)
- Response:** *Braunstone Town Council does not object to the application; subject to:*
- 1. three off street car parking spaces being provided within the curtilage of the property, be available for use, and retained in perpetuity; and*

2. *no windows, vents or openings in the side elevation of the extended property without the prior consent of the local planning authority.*

Reasons:

1. *To avoid additional parking on a narrow highway (including the footway) or any overhang onto the footway; both of which would impact on the safety of highway users (including users of the footway).*
2. *To protect the amenity enjoyed by the occupants of the neighbouring property in terms of privacy and noise.*

5. **Application No:** 23/1037/HH

Description: Retention of a single storey rear extension and single storey front extension (porch)

Location: 236 Braunstone Lane Braunstone Town
Leicestershire LE3 3AS (Ravenhurst Ward)

Response: *Braunstone Town Council does not object to the retention of the single-storey extension, understood to be a conservatory, or to the single-storey front extension.*

Reasons: *The property was in an established location on a large landscaped plot; therefore, there was unlikely to be a significant impact upon neighbouring properties. The design and appearance of the properties in the same row was characteristically similar, however, the detail of each was different; therefore, the porch was not likely to be out of keeping with the character and appearance of the street scene.*

52. Additional Planning and Licensing Applications

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

53. Planning Decisions

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

RESOLVED that the report be received and noted.

Reason for Decision

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

54. Feedback on Planning Application Decisions

The Committee received feedback concerning planning application decisions by Blaby District Council where the Committee had queried the decision as follows:

a) 23/0236/HH, Single storey front extension, 57 St. Mary's Avenue.

Councillor Mark Widdop had received a response from the Planning Case Officer as follows:

"Whilst I agreed that the porch projected beyond the forward projection of the building, as the report states this does not preclude development of this type. I was also mindful of the fallback position, whereby under permitted development rights, the applicant could construct a porch 3m.sq in footprint and the fact that the site was not in a conservation area or particularly sensitive area. Therefore, I would not in my opinion be able to substantiate a refusal on its impacts on the street scene".

The Officer had also sent a delegated report; however, the content was for another application.

Councillor Widdop added that he regularly walked in the area and could see there were substantial differences between the property types. There was a change in construction of the properties at that location. Therefore, he agreed that the development wouldn't look out of place or have an adverse impact on the street scene.

b) 23/0224/HH, Single storey front extension, at 45 Bolus Road.

Councillor Gary Sanders had received a response from the Planning Case Officer as follows:

"Whilst I agreed that the porch projected beyond the forward projection of the building, as the report states this does not preclude development of this type. I was also mindful of the fallback position, whereby under permitted development rights, the applicant could construct a porch 3m.sq in footprint without planning permission, furthermore the site is not in a conservation area or particularly sensitive area and did not impact upon the parking provision on the site. Therefore, I would not in my opinion be able to substantiate a refusal on its impacts on the street scene, parking or the overdevelopment of the site".

The Officer had also sent a delegated report, which was circulated (filed with these minutes).

RESOLVED that the responses and feedback provided be received and noted.

Reason for Decision

To understand the planning controls available for determining development on the front curtilage and the potential impact on the street scene.

55. Braunstone Village Conservation Area Extension

The Committee received an update on the arrangements and timescales for the process to consider whether to extend the Braunstone Village Conservation Area to the South of Braunstone Lane (item 10 on the agenda).

RESOLVED

1. that the approach to the *Review Process*, as set out in the report, be endorsed;
2. that existing evidence and work, including the appraisal undertaken by the Town's Heritage Warden in 2021, and the responses to the initial survey undertaken by the Town Council in December 2021/January 2022, be submitted as evidence for consideration as part of the Review Process;
3. that the *Outline Work Programme*, as set out in the report, be endorsed; and
4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Chair of Planning & Environment Committee, to:
 - (a) approve specific dates and milestones, including consultations and review, within the framework set out in the *Outline Work Programme* section of the report,
 - (b) approve revised milestones and timescales, subject to consideration by the Planning & Environment Committee at the next scheduled meeting,
 - (c) to call additional meetings of Planning & Environment Committee and Citizens' Advisory Panel to facilitate the *Review Process* and *Outline Work Programme*,
 - (d) support the process using the Council's existing resources, including communications channels and premises, and
 - (e) engage residents, stakeholders, partners and professional advisers, as appropriate.

Reasons for Decision

1. *To progress the proposals for considering the area of Braunstone Village to the south of Main Street/Braunstone Lane for designation as a Conservation Area.*
2. *To ensure that existing evidence and work that had been undertaken was used to inform and shape the review.*
3. *To confirm the stages of the review, along with the anticipated dates upon which the detailed milestones and work would be programmed.*
4. *To progress the review process and work programme avoiding any further delay.*

56. Gateway Signs to Braunstone Town

The Committee received an update on proposals to replace some of the Gateway signs to Braunstone Town (item 11 on the agenda).

RESOLVED

1. That approval be given to Leicestershire County Council to replace the six “Welcome to Braunstone Town” gateway signs, at the locations identified and using the design, detailed at Appendix 1;
2. that permission be given to Leicestershire County Council to remove the existing signs at the six gateways, identified at Appendix 1, and dispose of them; and
3. that delegated authority be given to the Chief Executive & Town Clerk:
 - a) to approve amendments to the sign designs, including where 30mph roundel were incorporated for Braunstone Lane,
 - b) to approve the necessary legal agreements, licences and detailed terms and conditions, and
 - c) to adopt the newly installed gateway signs.

Reasons for Decision

1. *To improve the visual amenity of gateways to Braunstone Town.*
2. *There was limited value in retaining any of the removed signs given the only original sign that would remain would be the one on Lubbesthorpe Way from Fosse Park, which was unlikely to be a priority sign for replacement if it deteriorated or was damaged.*
3. *To incorporate the speed limit into the wider message about entering a residential area and driving safely (if space was needed to incorporate the speed limit, the crest could be dropped at these locations) and to ensure that the new signs could be installed avoiding any delays, while ensuring the detailed arrangements and legal terms would be fully considered.*

57. **Draft Climate Change & Environmental Action Plan**

The Committee considered a proposed action plan to deliver the Climate Change and Environmental Strategy’s Objectives (item 12 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE that the action to “Develop Sustainable Planning Policies” be scheduled for delivery in 2024.

Reason for Decision

To ensure that new development and changes to existing development include carbon reduction measures and measures to mitigate any adverse impact on the environment and air quality.

58. **Planning & Environmental Action Plan**

The Committee considered the Planning & Environment Priorities and Objectives and determined whether they were relevant to address current and emerging issues faced by the Council and the community (item 13 on the agenda).

RESOLVED

1. That the progress with the Planning & Environment Delivery Objectives (2023/2024), as set out in the report, be received and noted;
2. that Notice Board renewal in 2024/2025 focus on priority locations, whether these be on the Council's own land or on Highways land; and that a report be submitted to Committee early in the Council Year to determine a programme;

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

3. that the Planning & Environment Delivery Objectives set out in the report, as amended where appropriate, be included in the 2024/25 Business Plan; and
4. that the Planning & Environment Committee/Service Objectives, as set out in the report, be approved.

Reasons for Decision

1. *To note progress with the implementation of the 2023/24 Planning & Environment Delivery Objectives so far.*
2. *To prioritise Notice Board renewal based on need and footfall at locations.*
3. *To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects given the limits on resources.*
4. *The Service Objectives continue to be relevant and reflect changing issues within the community.*

59. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2023 to 30th November 2023 (item 14 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

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

60. Capital Plan and Budget Estimates 2024/2025

The Committee considered a Statement of Expenditure for 1st April 2022 to 31st March 2023, a list of capital projects for 2024/2025 and beyond and a proposed budget for 2024/2025 and beyond and a proposed budget for 2024/2025 for recommendation to Policy & Resources Committee (item 15 on the agenda).

RESOLVED

1. that a bench mark review of the Dog Bin Waste contract be undertaken during 2024;

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

2. that the *Waste Services* budget be increased from £9,538 per annum to £11,401 per annum;
3. that the *Street Furniture* revenue budget be increased from £2,600 to £3,976;
4. that *Consumer Products – Poop Scoops* charges rise to the rounded 10p above the cost (current charge £1.20, current purchase cost £1.35, therefore, the charge to the customer would rise to £1.40);
5. that for *Consumer Products – Poop Scoops*, income be aligned to the expenditure (i.e. reduced by £50 to £1,100);
6. that the draft Estimates for the Planning and Environment Committee, as attached at Appendix 2, be included in the Budget Estimates for 2024/2025;
7. that the Capital Plan items, as set out (and as amended) in the table in the *Capital Plan* section of the report, be rolled forward onto the 2024/25 Capital Plan.

Reasons for Decisions

1. *To ensure that the Council had a competitive contract for emptying its dog waste bins.*
2. *To ensure that sufficient funds would be available to cover any increase in waste fees for emptying dog waste bins.*
3. *To continue to fund the rolling programme of notice board improvements, taking into account rises in costs, along with providing funds for potential maintenance of gateway planters.*
4. *To ensure the Council covered its costs.*
5. *To reflect current and previous year income and expenditure.*
6. *To ensure appropriate resources for Planning and Environment Services.*
7. *The Town Council was responsible for the Town's place signs and notice boards, which would be a capital asset. The life span of a sign would be approximately 30-40 years and a notice board would be approximately 20-30 years.*

61. **Lubbesthorpe Impacts Group**

The Chair reported on the meeting of the Lubbesthorpe Impacts Group held on Wednesday 15th November 2023, as follows:

1. On 27th October 2023; there were 990 occupations. This compared to 949 on 30th June 2023 – an increase, therefore, of 41 in 3 months (approximately 14 occupations per month).

The Blaby District Council (BDC) website was not kept up to date very well but the Group felt it was reasonable to assume that the development must be approaching 1000 occupations. This number, according to BDC's Obligations Chart triggers certain actions including 'Enderby Traffic

Management', 'Highway Delivery Review' and a County Council Review of Primary School 2. Members were not aware that any of these had been undertaken and so this needed to be followed up.

2. Members discussed the growing infrastructure problems, particularly around the A47 and Meridian Way. This also raised the question of S106 contributions which had become complex due to the number of planning approvals in the area in addition to Lubbesthorpe. Clarification would, therefore, be sought.
3. The Group also considered:
 - a) recent BDC Planning Committee decisions,
 - b) the apparent delay in starting the work to provide the new Health Centre in Lubbesthorpe, and
 - c) the recent BDC Air Quality Monitoring Annual Report.
4. Members agreed that a further approach to Leicester Forest East and Lubbesthorpe Parish Councils should be made, encouraging them to join the Group.

Councillor Waterton advised that he had written to Leicester Forest East Parish Council and they had declined the invitation. Councillor Waterton would write to Lubbesthorpe Parish Council in the new year.

5. Date of next meeting: 21st February 2024.

RESOLVED that the update be received and noted.

Reason for Decision

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

62. Approval of Accounts

The Committee received payments from 18th October 2023 until 5th December 2023 (item 17 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 18th October 2023 until 5th December 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 & 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 15th February 2024.

DRAFT

BRAUNSTONE TOWN COUNCIL
MINUTES OF EMPLOYING COMMITTEE
HELD AT BRAUNSTONE CIVIC CENTRE

11th JANUARY 2024 at 7.15pm

PRESENT: Councillor Nick Brown (Chair) and Councillors Leanne Lee (substituting for Councillor Anthea Ambrose) and Sam Maxwell.

Officer in attendance: Darren Tilley (Chief Executive & Town Clerk).

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

7. Apologies

An apology for absence was received from Councillor Anthea Ambrose.

8. Disclosure of Interest

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

9. 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.

10. Minutes of the Meeting held 31st August 2023

The Minutes of the Meeting held on 31st August 2023 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 31st August 2023 be approved and signed by the Chairperson as a correct record.

11. Flexible Working Time Request

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

The Committee considered a request from Employee 102 for a fixed term

adjustment to contracted hours, starting 14th January 2024 and ending 29th March 2025 (item 5 on the agenda).

RESOLVED that the application by Employee 102 for a fixed term reduction in contracted hours of 7 hours per week to an average of 30 hours per week, from 14th January 2024 until 29th March 2025, be approved.

Reason for Decision

To allow Employee 102 to balance work and family commitments, in a quieter period between completion of recent projects and the commencement of new projects. The proposal would not incur additional costs, in fact it was acknowledged that it would assist the Council with addressing its cash deficit and replenishing its reserves. The flexible hours and annualised hours system would allow working longer hours during busier periods and taking time off during quieter periods in order to respond to the needs of the Council.

The meeting closed at 7.25pm.

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.

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 11th JANUARY 2024 AT 7.30PM

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

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

Observing the meeting was Councillor Richard Forrest.

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

65. Apologies

Apologies for absence were received from Councillor Imran Uddin.

66. Disclosures of Interest

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

67. 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.

68. Minutes

The Minutes of the meeting held on 2nd November 2023 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 2nd November 2023 be approved and signed by the Chairperson as a correct record.

69. End of Quarter Financial Position – Cashbook, Reserves and Financial Comparisons

The Committee received a summary of the Council's Cash, Reserves and Financial Comparisons for the period 1st April to 31st December 2023; and considered actions to ensure the Council had sufficient cash and reserves to function (item 5 on the agenda).

RESOLVED

1. that the eight *primary reasons* for the cash balances being low, as detailed in the *Cash Flow* section of the report, be noted; and be addressed in the forthcoming 2024/2025 budget and precept setting;
2. that the *Options for Addressing the Cash Deficit*, as detailed in the relevant section of the report be pursued as follows:
 - a) Blaby District Council be requested to release the balance of £27,920.44 in Section 106 funding for Thorpe Astley Park to the Town Council,
 - b) Blaby District Council be requested to release the first tranche of the 2024/2025 precept, or any part thereof either on or before 20th March 2024 or if this was not possible, during April 2024, and
 - c) an application be made to the Cooperative Bank for a short-term overdraft facility on the General Operating Account, with a value of no more than £250,000;
3. that delegated authority be given to the Responsible Financial Officer, in consultation with the Leader and Deputy Leader of the Council, to negotiate and make arrangements with Blaby District Council and the Cooperative Bank to facilitate the arrangements set out in 2 above, including determining:
 - a) cash amounts to be arranged, within the limits set out in 2 above,
 - b) timescales, and
 - c) entering into the appropriate legal and contractual arrangements and undertaking the associated administration;
4. that, in the event that formal borrowing approval from the Secretary of State would be required for either an overdraft facility or a short term loan (including early payment of the precept or part thereof), then IT BE RECOMMENDED TO COUNCIL that the following resolution be approved "to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a loan/overdraft facility of £100,000 in March 2024 over the borrowing term of March and April 2024 for the purpose of meeting expenses pending the receipt of revenues receivable in the 2024/2025 financial year";
5. that the *Budget and Cash Management and Monitoring* proposals, set out in the relevant section of the report, be approved as follows:
 - a) when setting the 2024/2025 budget, consideration be given to Capital Projects and Schemes be accounted for in a separate Capital Projects Cost Centre, and
 - b) the Council make use of the Cooperative Bank Business Select Instant Access Account, as set out in paragraph 2 of the proposals,

Banking Arrangements;

6. that the Financial Comparisons Report be considered as the first substantive item on the Policy & Resources Committee agenda and that the Chief Executive & Town Clerk consider alternative report formats; and
7. that a report be submitted to the next meeting of the Council setting out the context of the current cash flow position and the approved actions to ensure the Council had sufficient cash and reserves to function.

Reasons for Decisions

1. *The position in respect of the Council's Reserves and the commitments and overspends during 2023/2024, were all matters that the Council would be able to address.*
2. *To take immediate action to ensure the Council had sufficient cash in the short term to function.*
3. *To ensure that mutually agreed arrangements could be negotiated and made with both Blaby District Council and the Cooperative Bank, within the general principles and proposals set out, avoiding the need to call additional meetings of the Policy & Resources Committee to approve minor or technical differences in approach.*
4. *Further legal advice was being sought on whether formal borrowing approval would be required for an overdraft facility or any other short term loan given these would straddle financial years. If formal borrowing approval was needed from the Secretary of State, Council would need to both consider and approve the borrowing request for submission.*
5. *By placing the income and expenditure relating to major capital schemes into a dedicated Capital Projects Cost Centre, it would be easier to identify income and expenditure trends in the operational service budgets and flag issues and potential action to address these earlier in the financial year. When receiving the precept instalments, placing the equivalent of the payroll commitment into an instant access savings account, it becomes easier to identify trends in cash balances in the general operating account and therefore, manage commitments, receipts and payments accordingly.*
6. *To enable Councillors to have time to consider financial matters, in a format which was clear to understand, and for the financial position to form the context for the Committee's subsequent decisions.*
7. *To ensure that all members of the Council were fully informed of the cash flow situation and the short and long term proposals to address the issue and avoid a repeat occurrence. To assist members when setting the 2024/2025 budget and precept. To enable Council to debate, discuss and question the context and actions accordingly.*

70. Business Plan 2024/2025

The Committee considered, for recommendation to Council, the Council's Strategic Aims and Delivery Objectives, along with Service Objectives, in order to determine whether they were relevant to address current and emerging issues faced by the Council and the community (item 6 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL

1. that the Council's Mission Statement be updated as follows:
 - a) to include both Braunstone Town and Thorpe Astley in paragraph 1, and
 - b) remove the word "unlawful" from paragraph 4;
2. that the progress with the 2023/2024 Delivery Objectives, including recommendations for 2024/2025, as set out in the report, be received, noted and endorsed;
3. that the Council's current Service Objectives be noted and endorsed, subject to Community Development Objectives 7 and 8, and Corporate Management & Capital Project Objective 13, being amended to include reference to Thorpe Astley as well as to Braunstone Town; and
4. that the proposed Business Plan for 2024/2025, attached at Appendix 1 of the report, be approved and adopted.

Reasons for Decisions

1. *The Mission Statement set out the Council's vision to provide high quality services and support the needs of the community, recognising that this would be within available resources:*
 - a) *following consideration of the outcome of Blaby District Council's Community Governance Review of Braunstone Parish in 2022, Braunstone Town Council recognised Thorpe Astley as a distinct community and settlement within the Parish of Braunstone, and*
 - b) *to clarify that all discrimination was unacceptable;*
2. *To note progress with the implementation of the 2023/2024 Delivery Objectives so far and set out proposals for 2024/2025.*
3. *To ensure that the Council's objectives were relevant and reflected changing issues within the community. The wording of Community Development Objectives 7 and 8 and Corporate Management & Capital Project Objective 13 being slightly amended in line with the Council's decision to recognise Thorpe Astley as a distinct community and settlement within the Parish of Braunstone.*
4. *To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects given the limits on resources.*

71. Capital Plan 2024/2025

The Committee considered, for recommendation to Council, priorities and projects for the 2024/2025 Capital Plan (item 7 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL

1. that the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
2. that the Current Projects (section c) be rolled forward, as amended, on to the 2024/2025 Capital Plan (Appendix 1);
3. that the Proposed New Projects (section d) be added to the 2024/2025

- Capital Plan (Appendix 1); and
4. that, subject to the above, the Proposed Capital Plan for 2024/2025 be approved, as set out at Appendix 1 of the report, including the timescales for delivery, estimated costs and potential funding sources.

Reasons for Decision

1. *To confirm that the projects had been completed and there was no further work outstanding.*
2. *To confirm that the projects were outstanding and were still required.*
3. *To recognise the need to undertake investment and improvement as identified.*
4. *To provide a realistic and deliverable plan for investment in and improvement to the Council's infrastructure.*

72. Budget (including Fees and Charges) and Precept 2024/2025 and future estimates

The Committee considered, for recommendation to Council, the budget and precept for 2024/2025, including fees and charges and to set out proposed estimates for future years (item 8 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL

1. that a new Cost Centre for Capital Projects be created and all revenue funds for all major capital projects, grants loans and the expenditure be included in this new cost centre;
2. that a budget of £1,000 be included as a one-off in the 2024/2025 budget for Grants for community events to commemorate the 80th Anniversary of D-Day;
3. that the following budgets be created from 2024/2025, as detailed in the report and at Appendix 1:
 - (a) Electric Vehicle Chargers (expenditure & income), and
 - (b) Utilities (Solar Export) (income),
4. that the following budgets be deleted from 2024/2025:
 - (a) Refundable Deposits (expenditure), and
 - (b) Signs (Community Development) (expenditure);
5. that the "Seasonal Decorations" expenditure budget be set to zero in 2024/2025;
6. that an approximate 5% (actual cash figures to be rounded) increase be applied to Community Centres, sports pitches and miscellaneous fees and charges from 2024/2025 and that a detailed report be submitted to the next meeting of Policy & Resources Committee (scheduled for 7th March 2024) for consideration and approval;
7. that £50,000 be raised on the precept to cover the predicted cash deficit on 31st March 2024 and £29,000 to replenish half the balance of funds drawn from the Council's savings account in 2023/2024;
8. that the Estimates for 2024/2025, as attached at Appendix 1 of the report, be approved as the Council's Budget for 2024/2025;
9. that a Net Precept Requirement for £981,884 for the financial year

- 2024/2025 be submitted to Blaby District Council; and
10. that the projections for the next 5 years be subject to reassessment and presented to Policy & Resources Committee and Council during March 2024.

Reasons for Decision

1. *By placing the income and expenditure relating to major capital schemes into a dedicated Capital Projects Cost Centre, it will be easier for the Management Team and Committees to identify income and expenditure trends in the operational service budgets during the year and flag issues and potential action to address these earlier in the financial year.*
2. *To enable events commemorating the 80th Anniversary of D-Day to be organised and to ensure their success.*
3. *To create new budgets to clearly account for both the operational expenditure and the actual income.*
4. *To remove budgets no longer required:*
 - (a) Refundable Deposits are offset against Room Hire income, and*
 - (b) the Town Watchers Scheme no longer exists and traditional neighbourhood watch schemes have been superseded by the online Neighbourhood Link.*
5. *Due to the pressure on the precept in 2024/2025.*
6. *To avoid a huge jump in prices in subsequent years and given the pressure on the precept for 2024/2025.*
7. *In order to replenish reserves and address the predicted cash deficit in the current financial year.*
8. *To meet the Town Council's operating budgets for 2024/2025 along with funding for the Capital Plan and service pressures as identified in the report.*
9. *The precept requirement for the year being the difference between expenditure and income, calculated in accordance with Section 50 of the Local Government Finance Act 1992.*
10. *To ensure that the Council's medium term financial figures were kept up to date and were robust.*

73. Shakespeare Park – Improvement & Development

The Committee received an end of project report concerning the refurbishment of the play area at Shakespeare Park (item 9 on the agenda).

RESOLVED

1. that the completion of the final phase of the Shakespeare Park Improvements, *Phase 3 - Playground Improvements*, as set out in the relevant section of the report, be noted; and
2. that the underspend of £440, as set out in Table 1, be returned to the general fund.

Reasons for Decisions

1. *To note that the project, which would provide for an increase in sport participation and improve recreation and play facilities in a part of the Town with high rankings of multiple deprivation across a range of domains, had been completed.*
2. *To note that the project had been delivered efficiently and effectively and to return the remaining earmarked reserves to the general fund.*

74. 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 10 on the agenda).

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

Reason for Decision

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

75. Climate Reduction Initiative: installation of Solar PV Panels and Battery Storage

The Committee received updated savings from the installation of Solar PV Panels and considered utilising the underspend on the project towards the installation of battery storage (item 11 on the Agenda).

RESOLVED

1. that the update on the *Solar PV Panels and associated Battery Storage*, as set out in the respective section of the report, be endorsed;
2. that the position with the *Finance*, as set out in the relevant section of the report be received and noted and that the installation saving, and balance of Public Works Loan, of £18,789, be put towards the costs of battery storage; and
3. that the proposals for installing battery storage be submitted to a future meeting of the Committee for consideration and approval.

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 note the final costs of the projects, including the underspend, and to allocate the balance of Public Works Loan funding to further reducing the*

Council's carbon footprint.

3. *To fully assess the options, proposals, costs, financial savings and impact on the Council's carbon footprint.*

76. Improvements to Impey Close Play Area and Open Space

The Committee finalised proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; and approved the next stages (item 12 on the agenda).

RESOLVED

1. that the three responses from the public consultation be noted;
2. that the addition of a new swing suitable for younger/disabled children be included in the proposed works;
3. that assessment of the proposed works to the footpath be obtained from a suitably a qualified civil engineer contractor; and
4. that funding sources be investigated to help towards the cost of the proposed work.

Reasons for Decision

1. *To engage all residents with the plans and seek their views on options.*
2. *To ensure that suitable equipment is provided for all young people.*
3. *To ensure that any proposed works to the footpath were suitably undertaken to prevent any issues with flooding in other areas.*
4. *To ensure that all sources of funding towards the cost of the project would be considered.*

77. Licensed Bar and Café Contract

The Committee considered arrangements for extending the Licensed Bar and Café Contract for up to 12 months and to review and amend the existing Premises Licence (item 13 on the agenda).

RESOLVED that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader & Deputy Leader of the Council:

- a) to determine whether to offer the current Licensed Bar & Café Contractor, JAAAK Ltd, extensions to the current Licensed Bar & Café Contract, made on 27th June 2019, based on the same terms, either in full or in stages, up to a maximum of 1 year, i.e. 10th July 2025, and
- b) to make an application to the Licensing Authority to vary the Council's Premises Licences to remove or vary the two conditions relating to children and request alternative mitigating conditions.

Reason for Decision

To provide for the opportunity to establish the Café Service from the Civic Community Lounge. Having the ability to offer extensions in full or in stages would provide for opportunities to review expansion plans for the café service

and ensure its success. Given the service had been expanded to include a café, children should be permitted to enter the café, while ensuring it remained a safe environment.

78. Customer Service Standards

The Committee considered, following consultation, revised and updated Customer Service Standards for adoption (item 14 on the agenda).

The Chief Executive advised that a positive response had been received from the staff in the Customer Services Team, who supported the proposals. A further consultation response had been received from a member of the public who also supported the proposals.

RESOLVED that the revised Customer Service Standards, enclosed with the agenda, be approved and implemented on 15th January 2024.

Reason for Decision

To ensure that the Customer Service Standards reflected the nature and scale of activities undertaken by the Town Council.

79. Draft Working Time Policy & Procedure

The Committee received a proposed Working Time Policy & Procedure for consideration and consultation (item 15 on the agenda).

The proposed Working Time Policy and Procedure had been developed to cover new obligations concerning flexible working, including home working, and to ensure there was a clear and transparent process for managing working hours and annualised hours.

RESOLVED

1. that the proposed draft Working Time Policy & Procedure, enclosed with the agenda, be approved for consultation with staff, Councillors, and the Council's HR Advisor; and
2. that delegated authority be given to the Chief Executive & Town Clerk to:
 - a) make minor amendments to the draft Working Time Policy & Procedure, including ensuring that paragraphs are correctly referenced and cross-referenced,
 - b) determine the consultation period and process; and
3. that any proposed amendments be presented to the meeting of Policy & Resources Committee, proposed for 7th March 2024 for consideration and approval.

Reasons for Decision

1. *To ensure that staff, Councillors and the Council's HR Advisor could input into the proposed Working Time Policy & Procedure to ensure that it*

- would be practical and fit for purpose.*
2. *To ensure that the document could be prepared for consultation.*
 3. *To ensure that the Council had a policy in place setting out a process for flexible working requests and for managing working time and annualised hours to ensure fairness and maintain a work-life balance.*

80. Draft Leave Entitlement Policy & Procedure

The Committee received a proposed Leave Entitlement Policy & Procedure for consideration and consultation (item 16 on the agenda).

The proposed Leave Entitlement Policy and Procedure had been developed to detail all entitlements for time off work, whether paid or unpaid, and how requests would be determined to ensure there was a clear and transparent process form managing leave entitlements.

RESOLVED

1. that the proposed draft Leave Entitlement Policy & Procedure, enclosed with the agenda, be approved for consultation with staff, Councillors, and the Council's HR Advisor; and
2. that delegated authority be given to the Chief Executive & Town Clerk to:
 - a) make minor amendments to the draft Leave Entitlement Policy & Procedure, including ensuring that paragraphs are correctly referenced and cross-referenced,
 - b) determine the consultation period and process; and
3. that any proposed amendments be presented to the meeting of Policy & Resources Committee, proposed for 7th March 2024 for consideration and approval.

Reasons for Decision

1. *To ensure that staff, Councillors and the Council's HR Advisor could input into the proposed Leave Entitlement Policy & Procedure to ensure that it would be practical and fit for purpose.*
2. *To ensure that the document could be prepared for consultation.*
3. *To ensure that the Council had a policy in place setting out details of holiday and other types of leave staff were entitled to, and how leave requests would be managed to ensure fairness and maintain a work-life balance.*

81. Outside Bodies Report

The Committee received reports from members of Outside Bodies:

a) Leicestershire & Rutland Association of Local Councils

No Report.

b) Shakespeare Park Sports Pavilion Management Association

Councillor Maxwell had expressed the Council's continuing support to the Management Association to make a success of the Pavilion facilities at Shakespeare Park.

Discussion had taken place at a recent meeting concerning registration as a charity; however, the Committee felt they would need more help with the process. Councillor Uddin had agreed to lead on this and had been in touch with the Council.

RESOLVED that the Outside Bodies reports be received and noted.

Reason for Decision

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

82. Blaby District Parish Councils Group

There was no feedback from the Blaby District Parish Council's Group and the Blaby District Council Parish Liaison Group.

RESOLVED that the item be removed from future agendas.

Reason for Decision

The local group had been struggling and it was likely that it was no longer meeting.

83. Approval of Accounts

The Committee considered payments from 25th October 2023 until 31st December 2023 (item 19 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 25th October 2023 until 31st December 2023 be approved.

Reason for Decision

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

84. Parks Fleet Vehicles

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

The Committee considered renewal of leases for the parks fleet vehicles (item 20 on the agenda).

RESOLVED

1. that the quotation received from supplier 5 to provide two of the preferred vehicles, Isuzu D-Max Diesel Extended cab trucks, over a lease period of 3 years as detailed in the report, be approved; and
2. that in the event that it was not possible to agree a contract with the preferred supplier to provide the Isuzu D-Max vehicles, delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader, to accept the quotation from supplier 1 as detailed in the report.

Reasons for Decision

1. *To ensure that the lease of parks vehicles met the specifications required for the parks and open spaces service and would be adequate and provided value for money.*
2. *To allow an alternative supplier to be requested to provide the required vehicles in the case that the preferred supplier contract is unable to go ahead.*

85. Mosssdale Meadows Flood Alleviation and Drainage Improvements

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

The Committee considered received an update on preparing the tender process, timescales and proposed financing for rebuilding the Culvert and carrying out flood alleviation and drainage improvements at Mosssdale Meadows (item 21 on the agenda).

RESOLVED

1. that revised designs and plans be commissioned to include the updated proposed work to Mosssdale Meadows for consideration at the next meeting; and
2. that the updated draft timeline for required work be approved.

Reasons for Decision

1. *To provide updated plans to include additional works to Mosssdale Meadows to alleviate ongoing flooding issues in all areas of the park.*
2. *To provide a plan of works to be carried out and target dates to work towards.*

The meeting closed at 10.00pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 7th March 2024.