



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk

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

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28th February 2024

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

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the **Ravenhurst Room** at Braunstone Civic Centre on **Thursday, 7th March 2024** commencing at **7.30pm**, for the transaction of the business as set out below.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/85222797254?pwd=iQo8L40vYo9ydavb3Us1REblGJN8GS.1>

Meeting ID: 852 2279 7254

Passcode: 097265

Yours sincerely,

Chief Executive & Town Clerk

AGENDA

1. Apologies

To receive apologies for absence.

2. Disclosures of Interest

To receive disclosures of Interest in respect of items on this agenda:

- a) Disclosable Pecuniary Interests,
- b) Other Interests (Non-Pecuniary).

3. **Public Participation**
Members of the public may submit a petition and/or make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes**
To confirm the accuracy of the Minutes of the meeting held on 11th January 2024 to be signed by the Chairperson (**Enclosed**).
5. **Financial Comparisons**
To receive Financial Comparisons for the period 1st April to 27th February 2024 (**Enclosed**).
6. **Financial Position – Cashbook and Reserves**
To receive a summary of the Council's Cash and Reserves; an update on implementation of the actions to ensure that the Council has sufficient cash and reserves to function; and to determine an offer of a short-term loan from Blaby District Council (**Enclosed**).
7. **Review of Medium Term Priorities and Financial Planning**
To undertake a mid-year review of the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategies (**Enclosed**).
8. **Revenue Savings Projects 2024/2025 and future years**
To consider options for reducing expenditure in 2024/2025, and future years, in order to replenish the Council's reserves quicker and reduce the future impact on taxpayers (**Enclosed**).
9. **Climate Change & Environmental Action Plan**
To consider and approve an action plan to deliver the Climate Change and Environmental Strategy's Objectives (**Enclosed**).
10. **Review of Fees and Charges**
To consider increasing Community Centre, sports pitches and miscellaneous fees and charges by approximately 5% for implementation from 1st April 2024 (**Enclosed**).
11. **Pitch Allocations 2024/2025**
To consider pitch capacity and set the fees and process for allocations for the 2024/2025 season (**Enclosed**).
12. **Flooding Support**
To consider how the Town Council could be a voice for residents affected by flooding and that action would be pursued to improve resilience and preparation (**Enclosed**).

13. **Improvements to Walking and Cycling Routes**
To receive an update on the delivery of proposals for improvements to the connections between walking and cycling routes (**Enclosed**).
14. **Improvements to Impey Close Play Area and Open Space**
To finalise proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; and to approve the procurement process (**Enclosed**).
15. **Thorpe Astley Park Culvert**
To receive an update on works to replace the culvert and pedestrian bridge over Lubbesthorpe Brook at Thorpe Astley Park (**Enclosed**).
16. **Open Spaces & Parks Winter Works Programme – Progress Report**
To receive a progress report on the Winter Works Programme 2023/2024 (**Enclosed**).
17. **Working Time Policy & Procedure**
To consider, following consultation, adopting a proposed Working Time Policy & Procedure (**Enclosed**).
18. **Leave Entitlement Policy & Procedure**
To consider, following consultation, adopting a proposed Leave Entitlement Policy & Procedure (**Enclosed**).
19. **Local Government Pension Scheme: Review of Employer Discretions**
To review the Council's Pensions Discretions Policy, which sets out how the Council would apply certain discretions that exist within the Local Government Pension Scheme regulations (**Enclosed**).
20. **Review of Disciplinary Policy & Procedure**
To consider proposed amendments to the Disciplinary Policy & Procedure and to approve these for consultation (**Enclosed**).
21. **Outside Bodies Report**
To receive reports from members of Outside Bodies:
 - a) Leicestershire & Rutland Association of Local Councils (**Enclosed**); and
 - b) Shakespeare Park Sports Pavilion Managements Association.
22. **Approval of Accounts**
To consider payments from 1st January 2024 until 27th February 2024 (**Enclosed**).

23. Shakespeare Park Management Association

RECOMMENDED: - That in view of the special / confidential nature of the business to be transacted, it is recommended that the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reason for exception – Commercial Interest.

To consider the current position with the Shakespeare Park Management Association, their plans, and support the Council could provide (**Enclosed for Councillors**).

24. Mossdale Meadows Flood Alleviation and Drainage Improvements

RECOMMENDED: - That in view of the special / confidential nature of the business to be transacted, it is recommended that the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reason for exception – Commercial Interest.

To consider the tender process, timescales and proposed financing for rebuilding the Culvert and carrying out flood alleviation and drainage improvements at Mossdale Meadows (**Enclosed for Councillors**).

Next Scheduled Meeting: 25th April 2024



NOTE:

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

EQUALITIES ACT 2010

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

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

THURSDAY 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. Mossdale 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 Mossdale Meadows (item 21 on the agenda).

RESOLVED

1. that revised designs and plans be commissioned to include the updated proposed work to Mossdale Meadows for consideration at the next meeting; 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 Mossdale 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.

Financial Budget Comparison

ITEM 5

Comparison between 01/04/23 and 27/02/24 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	£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	£99.05	-£50.95
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		<u>£777,595.00</u>	<u>£0.00</u>	<u>£780,511.40</u>	<u>£2,916.40</u>
Expenditure					
1010	Staff Salaries	£477,251.00	£0.00	£425,985.39	£51,265.61
1015	Staff Expenses	£300.00	£0.00	£5,451.32	-£5,151.32
1020	Pensions	£104,762.00	£0.00	£111,123.07	-£6,361.07
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	£0.00	£0.00	£832.50	-£832.50

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
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	£2,214.17	-£964.17
1180	Elections	£4,000.00	£0.00	£4,173.26	-£173.26
1210	Staff Training	£2,500.00	£0.00	£4,043.00	-£1,543.00
1230	Councillor Training	£1,000.00	£0.00	£0.00	£1,000.00
1300	Supplies, Stationery & Postage	£2,000.00	£0.00	£2,324.71	-£324.71
1350	Town Council Subscriptions	£5,000.00	£0.00	£7,656.64	-£2,656.64
1360	Advertisements	£8,000.00	£0.00	£8,395.92	-£395.92
1400	Telephones	£2,530.00	£0.00	£2,453.18	£76.82
1410	Photocopier	£2,200.00	£0.00	£1,732.30	£467.70
1420	Computer Supplies, Training, Service Contract	£10,000.00	£0.00	£10,673.24	-£673.24
1830	Fees on Cambridge Saver	£0.00	£0.00	£442.13	-£442.13
1990	Miscellaneous	£700.00	£0.00	£1,745.37	-£1,045.37
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>	£0.00	<u>£620,341.03</u>	<u>£25,351.97</u>

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 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	£0.00	£0.00	£677.36	£677.36
243	Utilities (Solar Export)	£0.00	£0.00	£0.00	£0.00
250	Room Hire	£67,384.00	£0.00	£66,549.12	-£834.88
251	Catering for Hirers (VAT)	£100.00	£0.00	£143.54	£43.54
256	Electric Vehicle Chargers	£0.00	£0.00	£2,899.88	£2,899.88
257	Licensed Bar	£17,000.00	£0.00	£13,116.67	-£3,883.33
299	Miscellaneous	£0.00	£0.00	£31.96	£31.96
Total Income		£182,475.00	£97,993.36	£181,510.42	-£98,957.94
Expenditure					
2050	Capital Projects	£107,991.00	£158,261.14	£163,643.09	£102,609.05
2070	Projects	£0.00	£1,587.45	£6,666.45	-£5,079.00
2080	Loan Interest & Repayments	£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	£1,955.30	£44.70
2400	Telephones	£1,000.00	£0.00	£1,268.03	-£268.03

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
2430 Utility Bills	£10,937.00	£0.00	£48,218.52	-£37,281.52
2440 Waste Services	£8,000.00	£0.00	£11,013.20	-£3,013.20
2450 Laundry Services	£500.00	£0.00	£0.00	£500.00
2460 Rates	£23,550.00	£0.00	£20,583.75	£2,966.25
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	£298.51	-£298.51
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	£63.97	£1,236.03
2580 Card Card and Transit fees	£2,000.00	£0.00	£2,010.00	-£10.00
2600 Building Repairs & Maintenance	£12,000.00	£0.00	£14,726.34	-£2,726.34
2610 Equipment Repairs & Maintenance	£6,000.00	£0.00	£8,675.00	-£2,675.00
2990 Miscellaneous	£150.00	£0.00	£3,731.14	-£3,581.14
Total Expenditure	<u>£213,693.00</u>	£159,848.59	<u>£315,332.37</u>	<u>£58,209.22</u>

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 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	£36,448.00	£0.00	£35,735.11	-£712.89
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	-£40.00
356	Electric Vehicle Chargers	£0.00	£0.00	£41.33	£41.33
399	Miscellaneous	£0.00	£0.00	£0.00	£0.00
Total Income		£130,605.00	£56,835.90	£92,612.34	-£94,828.56
Expenditure					
3050	Capital Projects	£94,117.00	£51,240.88	£51,436.38	£93,921.50
3070	Projects	£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	£1,690.59	-£690.59
3400	Telephones	£1,000.00	£0.00	£776.42	£223.58
3430	Utility Bills	£4,525.00	£0.00	£22,555.47	-£18,030.47
3440	Waste Services	£2,500.00	£0.00	£2,085.01	£414.99

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
3450 Laundry Services	£250.00	£0.00	£0.00	£250.00
3460 Rates	£8,500.00	£0.00	£8,177.36	£322.64
3490 Seasonal Decorations	£1,000.00	£0.00	£67.26	£932.74
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	£1,345.72	-£845.72
3600 Building Repairs & Maintenance	£3,000.00	£0.00	£3,457.56	-£457.56
3610 Equipment Repairs & Maintenance	£4,500.00	£0.00	£2,172.41	£2,327.59
3990 Miscellaneous	£150.00	£0.00	£0.00	£150.00
Total Expenditure	<u>£124,385.00</u>	£52,883.32	<u>£101,236.89</u>	<u>£76,031.43</u>

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 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	£0.00	£0.00	£0.00
408	Loans	£0.00	£0.00	£0.00
Total Income		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
Expenditure				
4050	Capital Projects	£0.00	£0.00	£0.00
4070	Projects	£0.00	£0.00	£0.00
Total Expenditure		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 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	£48,545.71	£48,545.71	-£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	£49,420.44	£27,920.44
527	Agency Fees	£150.00	£0.00	£0.00	-£150.00
555	Sports Pitches & Facilities	£2,500.00	£0.00	£5,891.93	£3,391.93
599	Miscellaneous	£100.00	£0.00	-£700.00	-£800.00
Total Income		£230,250.00	£48,545.71	£103,158.08	-£175,637.63
Expenditure					
5050	Capital Projects	£209,000.00	£64,934.64	£67,056.12	£206,878.52
5070	Projects	£2,000.00	£0.00	£219.67	£1,780.33
5080	Loan Interest & Repayments	£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
5430	Utility Bills	£6,000.00	£0.00	£5,520.06	£479.94
5440	Waste Services	£2,000.00	£0.00	£102.80	£1,897.20
5450	Laundry Services	£500.00	£0.00	£0.00	£500.00

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
5460	Rates	£0.00	£0.00	£3,771.70	-£3,771.70
5550	Sports Pitches & Facilities	£3,000.00	£0.00	£2,716.14	£283.86
5600	Building Repairs & Maintenance	£4,800.00	£0.00	£3,919.30	£880.70
5610	Equipment Repairs & Maintenance	£10,000.00	£0.00	£5,977.40	£4,022.60
5620	Site Maintenance	£5,000.00	£0.00	£12,347.58	-£7,347.58
5630	Equipment Purchase	£2,000.00	£0.00	£2,566.47	-£566.47
5650	Vehicle Costs	£11,000.00	£0.00	£20,425.56	-£9,425.56
5660	Machinery Hire	£500.00	£0.00	£61.97	£438.03
5670	Petrol	£7,600.00	£0.00	£1,898.32	£5,701.68
5990	Miscellaneous	£100.00	£0.00	£9.98	£90.02
Total Expenditure		<u>£312,501.00</u>	£64,934.64	<u>£172,179.18</u>	<u>£205,256.46</u>

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 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	£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)	£0.00	£0.00	£0.00	£0.00
698	Fines	£1,500.00	£0.00	£168.91	-£1,331.09
699	Miscellaneous	£50.00	£0.00	£516.07	£466.07
Total Income		£51,916.00	£41,157.44	£51,326.03	-£41,747.41
Expenditure					
6050	Capital Projects	£41,245.00	£60,691.00	£60,691.00	£41,245.00
6070	Projects	£0.00	£0.00	£0.00	£0.00
6080	Proposed: New PWL Climate Initiatives	£1,914.00	£0.00	£0.00	£1,914.00
6320	Printing & Copying	£150.00	£0.00	£50.67	£99.33
6330	Cleaning Materials	£200.00	£0.00	£134.65	£65.35
6360	Advertisements	£200.00	£0.00	£0.00	£200.00
6400	Telephones	£200.00	£0.00	£0.00	£200.00
6410	Photocopier	£800.00	£0.00	£0.00	£800.00
6430	Utility Bills	-£4,858.00	£0.00	£2,445.63	-£7,303.63

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Reserve Movements	Actual Net	Balance
6490 Seasonal Decorations	£500.00	£0.00	£66.74	£433.26
6700 Programme of Events	£800.00	£0.00	£0.00	£800.00
6900 Consumer Products (Purchase for resale)	£0.00	£0.00	£339.66	-£339.66
6990 Miscellaneous	£800.00	£0.00	£659.35	£140.65
Total Expenditure	<u>£41,951.00</u>	£60,691.00	<u>£64,387.70</u>	<u>£38,254.30</u>

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 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	£4,322.35	£4,322.35
771	Summer Fete	£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)	£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		<u>£100.00</u>	<u>£250.00</u>	<u>£5,013.48</u>	<u>£4,663.48</u>
Expenditure					
7040	Town Mayor's Allowance	£750.00	£0.00	£254.60	£495.40
7070	Projects	£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	£4,656.02	-£656.02
7710	Summer Fete	£3,000.00	£0.00	£3,112.32	-£112.32
7715	Thorpe Astley Summer Event	£3,000.00	£0.00	£3,009.02	-£9.02
7720	General Events	£500.00	£0.00	£800.16	-£300.16

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 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	£582.03	£917.97
7760	Town Mayor's Charity - Pre May	£0.00	£4,079.17	£4,440.81	-£361.64
7770	Town Mayor's Charity - after May	£0.00	£0.00	£88.10	-£88.10
7850	Community Grants	£5,000.00	£1,472.57	£5,522.57	£950.00
7860	Community / Social Inclusion Project Grant	£0.00	£0.00	£927.52	-£927.52
7880	Grants for King's Coronation	£1,000.00	£0.00	£196.45	£803.55
7900	Consumer Products (Purchase for resale)	£100.00	£0.00	£0.00	£100.00
7940	Social Inclusion Initiatives	£1,000.00	£0.00	£610.19	£389.81
7950	Community Safety	£500.00	£0.00	£0.00	£500.00
7990	Miscellaneous	£100.00	£0.00	£72.50	£27.50
Total Expenditure		<u>£25,380.00</u>	<u>£5,551.74</u>	<u>£27,985.79</u>	<u>£2,945.95</u>

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 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)	£1,150.00	£0.00	£834.20	-£315.80
Total Income		<u>£1,150.00</u>	£0.00	<u>£834.20</u>	<u>-£315.80</u>
Expenditure					
8070	Projects	£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	£10,911.33	-£1,373.33
8460	Furniture	£2,600.00	£0.00	£3,160.32	-£560.32
8900	Consumer Products (Purchase for resale)	£1,100.00	£0.00	£658.50	£441.50
Total Expenditure		<u>£13,488.00</u>	£0.00	<u>£14,730.15</u>	<u>-£1,242.15</u>

Financial Budget Comparison

Comparison between 01/04/23 and 27/02/24 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	£244,782.41	£1,214,965.95	£970,183.54
Total Expenditure	£1,377,091.00	£343,909.29	£1,316,193.11	£972,283.82
Total Net Balance	-£3,000.00	-£99,126.88	-£101,227.16	-£2,100.28

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 6 – Financial Position – Cashbook and Reserves

Purpose

To receive a summary of the Council's Cash and Reserves; an update on implementation of the actions to ensure that the Council has sufficient cash and reserves to function; and to determine an offer of a short-term loan from Blaby District Council.

Background

Policy & Resources Committee on 11th January 2024 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 (minute 69).

Council on 25th January 2024 received a summary of the Council's Cash and Reserves for the period 1st April to 31st December 2023; noted actions taken by the Policy & Resources Committee and Responsible Financial Officer to ensure that the Council had sufficient cash and reserves to function; and resolved to seek approval from the Secretary of State for Levelling Up, Housing and Communities to apply for short-term borrowing of up to £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) (Council Minute 6187).

Cash Flow

A Cash Flow forecast for 2024 is enclosed at Appendix 1.

On 27th February 2023, cash balances stood at **£79,898.69**:

- Operating Account: £24,739.73;
- Payroll Account: £17,280.04;
- Instant Access Savings: £32,609.78;
- Building Society Savings: £5,269.14.

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 £99,000 wage bill (includes on-costs from February but not April) and an approximately £58,000 in operational costs. The total commitment for the two month period 28th February to 26th April 2024 being approximately **£157,000**.

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

- Pop Up Care: £2,011
- JaaaK Ltd: £1,416

- Hire Fees: £1,150 (estimated)
- EVCPs: £711
- TOTAL INCOME: **£5,288**

Between 28th February 2024 and 31st March 2024, the Council will need to spend approximately £74,252, including salaries. It has access to £74,630 cash and £5,288 income; meaning there will be a balance of approximately £5,666. In addition, the Council will also have £5,269 in Building Society Savings (total cash £10,935).

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 £78,950, including salaries. It will have access to £5,269 in cash; meaning there will be a **cash deficit of -£63,816**.

Progress with addressing the Cash Deficit

Section 106 funds for Thorpe Astley Park

Blaby District Council agreed to release the balance of £27,920.44 in Section 106 funding for Thorpe Astley Park. This is payable to the Town Council for maintenance and on adoption. The funds were received in January 2024, leaving no further funds, which was taken into account in the approved budget for 2024/25.

Short Term Loan

Blaby District Council confirmed a short-term loan offer on 8th February 2024. The District Council are willing to lend the Town Council up to £50,000 prior to the 31st March 2024, subject to approval by the Secretary of State, and up to £100,000 between 1st and 26th April. The loan will be charged at 5.26% in accordance with the District Council's policies. Blaby District Council will then deduct the sums lent, plus the agreed interest, from the first precept payment due on 26th April 2024.

Blaby District Council have stated that they are prepared to offer Braunstone Town Council a loan on the understanding that no further requests for financial assistance will be considered and that the Council puts measures in place to ensure that the financial resilience of the Council is robust and circumstances such as this do not arise again. In addition, Blaby District Council have requested that the External Auditor is notified of the current financial situation, should approval from the Secretary of State be given.

Blaby District Council have asked that the measures the Town Council puts in place to ensure that the financial resilience of the Council is robust and circumstances such as this do not arise again includes:

- undertaking an urgent review of the Council's financial position by the middle of March which would deliver a savings plan to ensure the financial position is improved, and this be shared with Blaby District Council; and
- in the interests of openness and transparency the Council undertake, a customer engagement process to support the above point.

Council on 25th January resolved that the projections for the next 5 years be subject to reassessment and presented to Policy & Resources Committee and Council during March 2024. This report will set out the proposals for ensuring the Council has sufficient cash and reserves to function in the future.

In addition, a separate report on the agenda for Policy & Resources Committee sets out options for reducing revenue expenditure in 2024/2025, and future years.

Borrowing Approval

Following the Council's resolution on 25th January 2024 (Council Minute 6187; resolution and reason 3) and having received a loan offer, the Responsible Financial Officer has completed and submitted an application to the Secretary of State for Levelling Up, Housing and Communities, for borrowing approval. Approval needs to be obtained from the Secretary of State for sums borrowed prior to the end of a financial year (i.e. 31st March), for which the repayment is then made in the following financial year (i.e. from 1st April).

At the time of publication, a response had not been received. An update will be provided at the meeting.

No approval is needed for sums borrowed and repaid in the same financial year (i.e. in April).

Further Reserve Measures

The budget accounts for £79,000 to cover advance payments and replenish the reserves. However, the precept is paid in two tranches, which means £39,500 is received in April. While forecasts show the Council remaining in credit in September (prior to the second tranche of precept) and at 31st March 2025; it will take time for the Council to replenish its reserves to a comfortable position to cover both cash flows and unforeseen circumstances.

The current cash forecast at Appendix 1 shows bank balances go down to £51,733 prior to the second tranche of the precept being received in September 2024; while on 28th February 2025, bank balances are predicted at £84,474 (based on current projections). The Council is likely to need £140,000 during March and April 2025 with income only likely to be £10,000. Therefore, there is a potential cash deficit of approximately -£51,000 prior to receipt of the precept in April 2025.

Bank Overdraft

An application to the Cooperative Bank was submitted for an overdraft facility of up to £150,000 over March 2024 and April 2024. The Cooperative Bank rejected the Town Council's application since an overdraft facility was usually offered up to 12 months and could only be offered based on the registration of a physical asset (e.g. the Civic Centre) as security. The registration of the asset with Land Charges would take longer than the requested overdraft period.

Given the cash flow predictions and the need to cover unforeseen circumstances; there are merits in pursuing an overdraft facility with the bank for the following 12 months; especially given the risk that the Council could run out of cash in April 2025 prior to the first tranche of the 2025/2025 precept being received.

Therefore, it is recommended that the Council submit a further application to the Cooperative Bank for a 12 month overdraft facility of no more than £100,000 covering September 2024 and March and April 2025.

Staff Pay Day

Currently the monthly pay date for staff is 24th of each month (where the 24th falls on a weekend or bank holiday, then the pay date is the last working day prior to 24th). During 2024/2025, the two instalments of the precept are due on 26th April and 20th September. In the current financial year the instalments were paid on 28th April and 22nd September.

Moving the pay date to 28th of each month would ensure, particularly in April, that the cost of salaries would be met using income from the same financial year.

Such a change would be a change to staff terms and conditions and would require a consultation and, if implemented, a notice period of 12 weeks.

The Chief Executive & Town Clerk will need to develop detailed proposals and timescales in consultation with the Council's HR Advisor. Therefore, it is recommended that delegated authority be given to the Chief Executive & Town Clerk to explore this option and if considered viable, undertake the necessary consultations.

Following consultation, should there be a recommendation to proceed with a change of pay date, then this will be presented to a future meeting of Policy & Resources Committee for decision.

Recommendations

1. That *Progress with addressing the Cash Deficit*, as detailed in the relevant section of the report and in the cash flow forecast at Appendix 1, be noted;
2. that the terms of a short-term loan from Blaby District Council, as detailed in the *Short Term Loan* part of the report section *Progress with addressing the Cash Deficit*, be approved;
3. that a further application be made to the Cooperative Bank for a 12 month overdraft facility of no more than £100,000 covering September 2024 and April 2025;
4. that delegated authority be given to the Chief Executive & Town Clerk to develop proposals, timescales and undertake a consultation with staff to adjust the monthly pay date;
5. 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 and 3 above, including determining:
 - a) cash amounts to be arranged, within the limits set out in 2 and 3 above,
 - b) timescales, and
 - c) entering into the appropriate legal and contractual arrangements and undertaking the associated administration; and
6. 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

1. The position in respect of the Council's Reserves and the commitments and overspends during 2023/2024, were all matters that the Council could and was addressing.
2. The terms of the short-term loan were both reasonable and balanced and would ensure the Council had sufficient cash in the short term to function.
3. To provide a contingency while the Council replenishes its reserves to a comfortable position to cover both cash flows and unforeseen circumstances.
4. To ease cash flow pressures in April and September each financial year, particularly in April 2025.
5. 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.
6. 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.

APPENDIX 1 - UPDATED CASH FLOW 2024/2025

2024-2025

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.

	March	April	May	June	July	August	September	October	November	December	January	February
Brought forward bank balance	£71,630	£5,666	£427,126	£312,321	£246,568	£176,378	£120,152	£542,675	£467,481	£293,921	£218,382	£158,128
Cash Receipts												
Council Tax Precept	£0	£490,942	£0	£0	£0	£0	£490,942	£0	£0	£0	£0	£0
Fees & Charges	£4,577	£5,473	£4,678	£4,678	£6,840	£4,678	£4,678	£6,840	£5,806	£5,806	£7,968	£5,806
Other Income	£711	£3,995	£13,452	£3,603	£2,628	£12,963	£3,603	£1,983	£13,127	£823	£13,369	£1,983
TOTAL INCOME	£5,288	£500,410	£18,130	£8,281	£9,468	£17,641	£499,223	£8,823	£18,933	£6,629	£21,337	£7,789

Expenses												
Salaries	£39,593	£39,593	£39,593	£39,593	£39,593	£39,593	£39,593	£39,593	£60,897	£42,256	£42,256	£42,256
PAYE	£9,426	£9,426	£9,426	£9,426	£9,426	£9,426	£9,426	£9,426	£18,530	£10,564	£10,546	£10,564
Capital Schemes	£0	£0	£10,000	£0	£0	£0	£0	£5,600	£18,500	£0	£0	£0
Administration	£153	£208	£208	£208	£208	£208	£208	£208	£208	£208	£208	£208
Loan or other debt repayments	£0	£0	£47,134	£0	£0	£0	£0	£0	£47,134	£0	£0	£0
Maintenance	£10,874	£10,066	£10,999	£10,333	£10,999	£10,066	£10,999	£10,333	£10,999	£10,066	£10,999	£10,333
Utilities	£5,126	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317
Telephone & Internet	£1,000	£1,633	£1,000	£1,000	£1,633	£1,000	£1,000	£1,633	£1,000	£1,000	£1,633	£1,633
Rates	£0	£3,206	£3,207	£3,206	£3,206	£3,206	£3,206	£3,206	£3,206	£3,206	£0	£0
Waste Services	£1,088	£4,058	£1,208	£1,208	£4,058	£1,208	£1,208	£4,058	£1,208	£1,208	£3,206	£3,206
Promotions & Events	£333	£375	£375	£275	£0	£375	£375	£375	£375	£375	£4,058	£4,058
Governance (Insurance, Audit, Legal)	£120	£920	£120	£120	£570	£120	£2,020	£120	£21,771	£120	£120	£120
Vehicles	£1,689	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298
Equipment	£1,700	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800
Community Grants & Initiatives	£0	£800	£1,000	£0	£1,300	£0	£0	£800	£0	£500	£0	£500
Other Expenditure	£150	£250	£250	£250	£250	£250	£250	£250	£250	£4,250	£150	£150
TOTAL EXPENSES	£71,252	£78,950	£132,935	£74,034	£79,658	£73,867	£76,700	£84,017	£192,493	£82,168	£81,591	£81,443

Closing bank balance	£5,666	£427,126	£312,321	£246,568	£176,378	£120,152	£542,675	£467,481	£293,921	£218,382	£158,128	£84,474
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BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 7 – Review of Medium Term Priorities and Financial Planning

Purpose

To undertake a mid-year review of the Council's medium-term priorities and financial planning, alongside the Treasury Management, investment and Reserves Strategies.

Background

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

The annual review takes place in November each year, including an update to the five year forecast, which is also reported/adjusted and reported with the budget and Council Tax precept proposals in January each year.

In January 2024, Policy & Resources Committee and Council received a report on the Council's Financial Position in regard to its cashflow and reserves. Due to the need to urgently address the predicted deficit, Council set a precept for 2024/2025 which was an increase of 26.59% compared to 2023/2024.

To ensure that the Council's medium term financial figures were kept up to date and were robust, both Policy & Resources Committee and Council resolved that the projections for the next 5 years be subject to reassessment and presented to Policy & Resources Committee and Council during March 2024.

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

Global Economic Context

On 30th January 2024, the International Monetary Fund (IMF) published its World Economic Outlook Update, which forecasts global growth to stay at 3.1% in 2024 and rise slightly to 3.2% in 2025. The IMF forecast that global inflation will decline from 5.8% in 2024 to 4.4% in 2025.

In short, while the global economy is forecast to grow, the rate at which it grows is forecast to steadily decline. Compared to the IMF report in 2022 and 2023, both the growth forecasts are slightly lower and the inflation forecasts are slightly higher.

UK Economic Context

In November 2023, the Office for Budget Responsibility (OBR) downgraded their economic growth forecasts for 2024 to 2026, presenting a more challenging economic outlook than previously, with slower growth and inflation and interest rates expected to remain higher for longer.

UK GDP growth is expected to average 1.5% over the next 3 years. The OBR predicts inflation to average at 3.6% during 2024; returning to the Bank of England's 2% target during 2025.

On 31st January 2024, the Bank of England Monetary Policy Committee voted by to maintain interest rates at 5.25%.

On 16th February 2024, the Office for National Statistics published GDP figures for the last quarter of 2023, when the economy shrank by 0.3%. It had already contracted in the period between July and September.

On 23rd February 2024, Ofgem announced that it would lower the price cap on UK electricity and gas bills from April 2024. Nevertheless, the governor of the Bank of England is cautious stating that while this is likely to bring overall inflation down to the Bank of England's 2% target during the spring, over the year it could rise again. CPI inflation is projected to be 2.3% in two years' time and 1.9% in three years.

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

Rolling Five Year Budget Plan

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

- staff salary costs increasing by 6% each year, the same as the increase in 2023/2024 (the previous two years averaged 7% to 8%);
- pension scheme costs, taking into account the 2022 valuation with a 6% pay increase each year;
- the amount approved (5%) to account for staff salary increases in 2024/2025 not being sufficient based on the salary settlements of the previous two financial years and therefore, the additional amount will need accounting for in the salary and pensions base budget for 2025/2026;
- ensuring the Council pays the foundation living wage, predicted to increase by 20% over the next 5 years;
- 3% inflation on operational costs during 2025/26 (CPI predicted to be between 2% and 3% during that period);
- savings from existing loans which mature during the period being reinvested in additional borrowing to finance projects included in the Capital Plan;
- funds being placed in the Revenue Contingency Fund from 2025/2026 gradually increasing to the equivalent of 5% of the annual staff salaries (and on-costs) by 2027/2028; and

- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The projections are based on the following being included in the base budget to replenish the Council's Reserves:

- £79,000 in 2024/2025 (included);
- a further £71,000 (totalling £150,000) in 2025/2026; and
- a reduction of £50,000 in 2026/2027 (totalling £100,000);

resulting in the Revenue (General Fund / Non-Earmarked) Reserve reaching the equivalent of three months net expenditure, as recommended by the Joint Panel on Accountability and Governance, during 2026.

These projections, using current tax base information, result in a 14.98% increase on the precept for 2025/26; a total for the year of:

- £23.33 on a typical band B property;
- £26.68 on a band C property; and
- £30.01 on a band D property.

Staff Salary and oncosts (including pensions) account for 66% of the Council's expenditure. In 2024/2025, the Council set salary and oncost budgets totalling £633,836, based on the pay settlement averaging 5%. If the pay settlement averaged 7%, this would cost an additional £12,073, the equivalent of 1.5% on the precept. Similarly, if the pay settlement averaged 3%, there would be a saving of £12,073 and a similar 1.5% reduction on the precept.

The impact however, goes beyond the financial year, since any overspend has to be plugged in the base budget the following year while also accounting for an increase in salaries. Similarly, a saving banked in one financial year reduces the predicted base budget the following financial year.

Town Council Business Plan

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

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

The Council's Mission Statement, Strategic Aims and Delivery Objectives, and the Service Objectives for 2024/2025 are set out in the Business Plan, attached at Appendix 2.

Capital Programme

The Council is responsible for a significant amount of physical assets and to assist with longer term financial planning, the Council approves, in consultation with the Citizens' Advisory Panel, a list of Capital Projects, which includes identified long term improvements to the Council's Assets. The Capital Plan approved with the 2024/2025 budget in January 2024, is attached as Appendix 3. The Plan identifies projects, which the Town Council will need to deliver to both ensure the long term sustainability and efficiency of its services as well as responding to Climate Change.

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

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

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

Financial Strategy

Given the Council's Financial Position in 2023/2024 and the level of risk this posed to the ability of the Town Council to function and deliver its services, the following financial strategy is proposed to ensure the Council's finances are resilient:

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

Treasury Management and Investment Strategy

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

In March and April 2024, Braunstone Town Council sought a short-term loan to enable it to have the cash to function and meet its commitments. The Council took action to address the deficit through its 2024/2025 budget and council tax precept. However, the Council will gradually replenish its reserves, which won't reach recommended minimum levels until 2026. In the event of unforeseen

circumstances, loss of income or significant increased expenditure, there is a risk the Council will need to borrow funds in April 2025.

Where the Council undertakes any short-term borrowing to meet expenses pending future income; it will do so by either approaching one of its principal authorities or a UK Bank.

The proposed replenishment of reserves by 2026, will if approved, mean that going forward the Council will only borrow for projects identified in the Capital Plan. When borrowing for Capital Projects, the Council uses the UK Debt Management Office Public Works Loan Scheme, which provides funds for capital projects with fixed interest and capital repayments for the term of the loan. The Council provides for financing the capital and interest repayments on such loans through this annual Medium Term Priorities and Financial Planning process.

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

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

Reserves

Loss of funding, transfer of services, the Covid-19 pandemic and subsequent economic pressures resulted in the Council using £117,000 from its reserves between 2018 and 2023 to offset significant increases in the Council Tax precept in one year; while each subsequent year it delayed replenishing the reserves.

As a result, the Internal Audit report of 2023, contained the following:

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

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

Reserves are considered to be low and could pose a risk to the Town Council's

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

Given the expenditure pressures this year and the critical position with the Council's reserves, the Reserves Policy has been revisited and contains arrangements for Monitoring, Managing and Maintaining the Council's Reserves (along with the Principles, previously adopted as part of this Strategy).

A copy of the proposed revised Reserves Policy is attached at Appendix 4. The intention is to review the Policy at least annually in November as part of this Medium Term Priorities and Financial Planning Report.

The projections at Appendix 1 set out a plan to replenish reserves by 2026 and therefore, in accordance with the proposed Policy, do not include any proposals to utilise revenue reserves to balance revenue budgets or offset precept rises in the short to medium term.

In accordance with the proposed revised Policy, the Earmarked Reserves are subject to review and are set out at Appendix 5. In order to maximise the level of funds to replenish the revenue (general fund) reserve; it is recommended that reserves earmarked relate only to a commitment or a restricted use.

Current Financial Year (2023/2024)

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

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

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

Recommendations

THAT IT BE RECOMMENDED TO COUNCIL

1. that the current projections attached at Appendix 1, based on known financial pressures identified in the report, be approved;
2. that the Council's Strategic Aims, Delivery Objectives and Committee/Service Objectives, attached at Appendix 2, be used as the basis for calculating the annual budget and any external funding sought;
3. that once the revenue reserve reaches the equivalent of three months' net expenditure; the additional funds be earmarked to invest in infrastructure and assets, as identified in the Capital Plan at Appendix 3, and in the development and remodelling of services, including the Town Council's operations
4. that the Financial, Treasury Management and Investment Strategies, as set out in the report, be adopted;
5. that the revised Reserves Policy, attached at Appendix 4, be approved; and
6. that the Earmarked Reserves be approved, as set out at Appendix 5.

Reasons

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

APPENDIX 1 – 5 YEAR INCOME / EXPENDITURE PROJECTIONS

	Original 2023/24	Revised 2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Operational Requirement	£261,497	£261,497	£403,863	£390,096	£398,595	£415,224	£432,586
Plus Increase in costs	£41,727	£41,727	£12,116	£11,703	£19,930	£20,761	£12,978
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	£398,595	£415,224	£432,586	£442,063
Pension Provision	£104,762	£107,136	£126,767	£136,373	£144,555	£153,229	£162,422
Staff Salaries	£477,251	£488,061	£507,069	£547,493	£580,343	£615,163	£652,073
TOTAL Staff Costs	£582,013	£595,197	£633,836	£683,866	£724,898	£768,392	£814,496
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	£11,004	£11,004	£11,004	£11,004
Potential Borrowing: Capital Projects	£0	£0	£0	£0	£9,478	£22,370	£28,404
TOTAL Borrowing Costs	£89,133	£81,871	£94,268	£99,331	£99,331	£109,331	£109,331
Contingency	£0	£0	£0	£5,000	£30,000	£38,000	£40,000
Capital Projects	£13,000	£13,000	£17,500	£20,000	£40,000	£50,000	£60,000
TOTAL EXPENDITURE	£955,327	£981,952	£1,135,700	£1,206,792	£1,309,454	£1,398,309	£1,465,890
INCOME from Hires/Fees/Contracts	£176,292	£176,292	£232,816	£232,816	£237,472	£242,221	£247,065
Non-Earmarked Reserves (To/From)	<i>-£3,000</i>	<i>-£3,000</i>	£54,000	£150,000	£100,000	£20,000	£0
Revenue Reserves Balance	£78,952	£5,666	£59,666	£209,666	£309,666	£329,666	£329,666
<i>Revenue Reserve % of Net Expenditure</i>	<i>10.17%</i>	<i>0.71%</i>	<i>6.08%</i>	<i>18.57%</i>	<i>26.31%</i>	<i>27.45%</i>	<i>26.89%</i>
Earmarked Reserves (To/From)	N/A	N/A	£25,000	£5,000	£5,000	£25,000	£7,000
Capital Reserves Expenditure	N/A	N/A	£21,616	£6,000	£4,000	£12,000	£16,000
Earmarked/Capital Reserves Balance	£32,385	£5,269	£8,653	£7,653	£8,653	£21,653	£12,653
Net Precept	£776,035	£802,660	£981,884	£1,128,976	£1,176,982	£1,201,088	£1,225,825
Band D (scaled Tax Base)	4,901.85	£158.24	£163.75	£200.31	£230.32	£240.11	£245.03
% Increase	7.37%	N/A	26.59%	14.98%	4.25%	2.05%	2.06%
Average % Increase	N/A	N/A	9.99%				



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 Lubbethorpe 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

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

Serving the communities of Braunstone Town and Thorpe Astley

RESERVES POLICY

Purpose

1. Braunstone Town Council is required to maintain adequate financial reserves to ensure that the Council and its services are able to function.
2. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Principles

3. Braunstone Town Council will only maintain reserves for the following reasons:
 - a capital receipt from the sale of land or assets to be invested in capital projects identified in the Capital Plan;
 - commuted sums for the transfer of Public Open Spaces to offset significant one-off increases in precept and/or to invest in capital projects identified in the Capital Plan;
 - grants and/or loans received for delivering capital projects identified in the Capital Plan;
 - earmarked funds to meet the Council's Medium Term Financial Forecasts or for unexpected capital expenditure or emergencies;
 - earmarked funds received which are designated for a specific purpose, e.g. donations to the Town Mayor's Charity;
 - a sum approximately equal to 3-6 months of Net Revenue Expenditure should be maintained as the General (non-earmarked) Reserve, in accordance with good practice; and
 - other reserves which are earmarked for special purposes or future development, or to meet commitments, will be maintained as necessary.
4. Where, during and at the end of a financial year, an underspend occurs then the priority is to rebuild balances to ensure there is at least 3 months rather than find alternative spending. Therefore, except where there is a requirement or in exceptional circumstances, the underspend against the annual budget will be used to increase the level of the Council's general fund balances at the end of the financial year.

Scope

5. The Responsible Financial Officer will apply this policy when advising and reporting to Policy & Resources Committee and Council on using, maintaining monitoring and replenishing reserves.
6. Notwithstanding Section 50 of the Local Government Finance Act 1992; in adopting this Policy, it is the Council's intention that both Policy & Resources

Committee and Council will operate with the framework and comply with the provisions of this policy when making decisions concerning the use, maintenance, monitoring and replenishing of reserves.

Types of Reserve

7. There are two types of reserve:
 - **General (Fund) Reserves** can be used as and when required for purposes determined and approved by the Council; and
 - **Earmarked Reserves** are funds 'ring fenced' for a specific purpose or project; this can either be allocated by the Council or restricted by law or some other conditions (e.g. grant award or donations to the Town Mayor's Charity).

General Fund Reserves

8. The general reserve comprises the Council's cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.
9. The Joint Panel on Accountability and Governance Practitioners' Guide advises that authorities with income and expenditure in excess of £200,000 should maintain a minimum level of general reserve at three months of net revenue expenditure. The maximum maintained should not exceed twelve months of net revenue expenditure.
10. The Council should review the level general reserve to ensure it is appropriate to the size of operation, situation and risks and should plan the budget so as to ensure that the adopted level is maintained.
11. The minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income. Where there is significant self-generated income (other than the precept), the Council should take into account situations that may lead to a loss in revenue as well as increased costs and adapt the general reserve accordingly.

Earmarked Reserves

12. Earmarked Reserves must be held for genuine and identifiable purposes and must be separately identified on the accounts.
13. An "identifiable purpose" includes funds towards delivering the Capital Plan, whether individual identifiable projects or for capital projects generally. However, the amounts earmarked must be justifiable and proportionate.
14. The level of Earmarked Reserves will be subject to review and justification as part of the Medium Term Priorities and Financial Planning Process and when setting the annual budget and precept.
15. Subject to the above; there is, in practice, no upper or lower limit to the number or amounts held in Earmarked Reserves.

Monitoring Reserves

16. A summary financial report will be submitted to Policy & Resources Committee, at least quarterly, to include details of reserves and cash held at the bank.
17. The level of general reserve should be reviewed against the budget outturn figure during the financial year and measures identified to ensure that expenditure and income is both monitored and managed where the general reserve falls below the equivalent of three months net expenditure.

Managing Reserves

18. Changes in earmarked reserves shall be approved by Policy & Resources Committee as part of the budgetary control process. The exception is where a matter is reserved to Council to determine, in which case Policy & Resources Committee will recommend changes to earmarked reserves for the Council to approve.
19. Earmarked Reserves restricted by law or some other conditions (e.g. grant award or donations to the Town Mayor's Charity) cannot be transferred to the General Fund or Earmarked for another purpose.
20. Earmarked Reserves can be transferred to the General Fund or Earmarked for another purpose where:
 - a) the funds were allocated by Policy & Resources Committee/Council; and
 - b) the funds are not committed (e.g. a completed project which has underspent).
21. During the budget year, unspent amounts in revenue budgets can be moved to an earmarked reserve with the approval of the Policy & Resources Committee, having considered fully forthcoming and ongoing commitments and the implications for public services.

Maintaining Reserves

22. Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.
23. While there is no specified minimum level of general reserves; Braunstone Town Council will hold a minimum level of general reserve equivalent to three months of net revenue expenditure.
24. Therefore, the Responsible Financial Officer, when preparing both the Medium Term financial forecast and annual budget estimates, will not propose the use of reserves to meet general expenditure where to do so would result in the level of general fund reserves falling below the equivalent of three months net expenditure.

25. Notwithstanding Section 50 of the Local Government Finance Act 1992, in adopting this Policy, it is the Council's intention that both Policy & Resources Committee and Council, in determining both the Medium Term financial forecast and setting the budget and precept, will not approve the use of reserves to meet general expenditure where to do so would result in the level of general fund reserves falling below the equivalent of three months net expenditure.

26. Where the level of general fund reserve falls or is predicted to fall below the equivalent of three months net expenditure, then the Responsible Financial Officer as part of the Medium Term financial forecast and annual budget setting will put forward proposals to replenish the general fund reserve in the following two financial years.

Review of the Policy

27. This Policy will be reviewed at least annually by Policy & Resources Committee and Council as part of the Medium Term Priorities and Financial Planning Report.

DATE ADOPTED	21st March 2024	REVIEW DATE	November 2024
REVISED DATE/S			

APPENDIX 5 – RESERVES

The table below summarises the current reserves, intended uses and review recommendation:

Reserves 2024/2025				
		Start of Year	Current*	Review Recommendation
Earmarked Reserves	<i>Shakespeare Pavilion Works</i>	£19,888.81	£0.00	Delete – Completed
	<i>Shakespeare Playground</i>	£6,678.00	£0.00	Delete – Completed
	<i>Carbon Reduction Initiatives</i>	£0.00	£18,789.00	Retain – Restricted Borrowing
	<i>Civic Centre Capital Projects</i>	£95,910.91	£2,055.02	Retain – Committed by Contract
	<i>Shakespeare Park Sports Clubs</i>	£1,692.51	£219.94	Retain – Offered to Clubs
	<i>Community / Social Inclusion Projects Grant</i>	£9,500.00	£8,820.98	Retain – Restricted Use
	<i>Balance Budget 2023/24</i>	£3,000.00	£0.00	Delete - Subsumed
	<i>Gateway Signage</i>	£2,500.00	£2,500.00	Delete - Uncommitted
	<i>Defibrillators</i>	£500.00	£0.00	Delete - Completed
	<i>Town Mayor’s Charity</i>	£3,939.42	£0.00	Retain – Restricted Use
		Total Earmarked Reserves	£143,609.65	£32,384.94
Non-Earmarked Reserves	<i>Commuted Sums</i>	£47,375.12	£47,375.12	Merge into General Fund
	<i>General Fund</i>	£23,455.45	-£15,232.65	N/A
		Total Balances	£70,830.57	£32,142.47
Balance of Reserves		£214,440.22	£64,527.41	

* Dated 23rd February 2024.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 8 – Revenue Savings Projects 2024/2025 and future years

Purpose

To consider options for reducing expenditure in 2024/2025, and future years, in order to replenish the Council's reserves quicker and reduce the future impact on taxpayers.

One-off Revenue Savings for 2024/2025

The following have been identified as one-off revenue savings for 2024/2025. If approved, it is recommended that the associated budget be vired to the Contingency fund. The funds exist in the budget base for delivery in 2025/2026, although there is a risk that costs will increase and therefore, additional funding will need to be found.

Description of one-off saving	Details and Delivery	Saving
Salary Savings: fixed term reduction in contracted hours	Approved until March 2025. Permanent Contract: employee could return to establishment hours.	£16,500
Biodiversity Study and Management Plan	Strategy doesn't provide a timeline for delivery; therefore, Policy & Resources can postpone to 2025.	£5,200
Carbon Audit – First Review	Scheduled 2024. Strategy due to be reviewed June – September 2024. Merits in postponing to 2025 to provide full year data on solar panels and on battery storage due to be installed later this year.	£4,000
Vehicle Costs	Contract renewal and costs have risen. Delivery not until September 2024 but budgeted for whole financial year.	£3,290
Notice Board Renewal	Year 3 of a 5 year programme; either Capital Plan updated to add another year or remaining 3 year programme delivered over 2 years from 2025/26.	£2,000
TOTAL		£30,990

Ongoing Revenue Savings for Future Years

Future and ongoing revenue savings are likely to have an initial cost. Given the current financial constraints, the savings generated will need to exceed the cost within the financial year. Therefore, a detailed assessment of the costs and the pay-back

period will need to be developed, assessed and considered. Depending on the proposals, there could be an impact on service delivery; therefore, it is proposed to undertake a customer engagement process following the election purdah period for the forthcoming Police and Crime Commissioner elections (i.e. after 2nd May 2024).

The details of the customer engagement process will be dependent on the proposals.

The timescales are proposed as follows:

- 25th April 2024 – Policy & Resources Committee considers report setting out potential future and ongoing revenue savings and details of customer engagement process;
- three week customer engagement process; beginning week commencing 6th May 2024; and
- 13th June 2024 – Policy & Resources Committee considers responses and determines proposals.

Initial areas for consideration include:

- turning off some of the car park lighting at Thorpe Astley Community Centre and Shakespeare Park;
- installation of PIR sensors in corridors in the Council's buildings;
- splitting off lighting circuits in the Council's buildings, to enable lighting to be turned off in unused areas or for less lighting to be used where the circumstances allow; and
- review of business waste collection contracts.

Recommendations

1. That the *One-off Revenue Savings for 2024/2025*, estimated to total £30,990, as identified in the relevant section of the report, be approved;
2. that the associated budget for the *One-off Revenue Savings for 2024/2025* be vired to the Contingency Fund; and
3. that the proposed arrangements to bring forward potential *Ongoing Revenue Savings for Future Years*, as set out in the relevant section of the report, be approved.

Reasons

1. To manage cash flow during 2024/2025 to ensure the Council's financial position and resilience would be improved in the short term.
2. To adjust budgets accordingly to ensure funds would not be spent elsewhere and to provide a contingency fund for 2024/2025.
3. To ensure the Council focusses its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 9 – Climate Change & Environmental Action Plan

Purpose

To consider and approve an action plan to deliver the Climate Change and Environmental Strategy's objectives.

Background

On 23rd September 2021, the Town Council adopted a Climate Change and Environmental Strategy (Council Minute 5966). Underpinning the Strategy is the need to take action and Chapters 7 and 8 set out details of the annual action planning and monitoring process, including the need to set appropriate timescales for review, depending upon the size and scale of the actions to be delivered.

On 16th June 2022, the Committee received a proposed action plan to deliver the Climate Change and Environmental Strategy's Objectives, which it approved (Minute 5 2022/2023).

Due to timescales and the need to deliver some large Capital Projects, the first Climate Change & Environmental Action Plan, covered a period of 22 months. This Action Plan was developed following a Carbon Audit of the Council's activities and included 9 of the 11 recommendations of the Carbon Audit.

The intention is to review the Action Plan on an annual basis and an update on delivery of the projects is included in the *Timescales for Delivery* column.

Review of the Action Plan

The Strategy requires that Policy & Resources Committee will seek the input of the Council's Community Development Committee, Planning & Environment Committee and Citizens' Advisory Panel, particularly in respect of

- (a) Supporting the Local Community
- (b) Protecting and Enhancing Green Spaces.

A draft revised and updated Climate Change & Environmental Action Plan is attached at Appendix 1 for consideration. Proposed additions, amendments and deletions are highlighted in red.

Community Development Committee Proposals

The Community Development Committee considered the review of the Action Plan at its meeting on 7th December 2023 and resolved to recommend 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.
- (Community Development Committee minute 67).

The recommendations are accommodated in the proposed 2024/2025 Action Plan attached at Appendix 1.

Planning & Environment Committee Proposals

The Planning & Environment Committee considered the review of the Action Plan at its meeting on 14th December 2023 and resolved to recommend that the action to “Develop Sustainable Planning Policies” be scheduled for delivery in 2024 (Planning & Environment Committee Minute 57).

The recommendation is accommodated in the proposed 2024/2025 Action Plan attached at Appendix 1.

Citizens’ Advisory Panel Proposals

The Citizens’ Advisory Panel considered the review of the Action Plan at its meeting on 30th November 2023 and resolved to recommend that the following be considered:

- a) to encourage residents to avoid the removal of grass and plants and tarmacking or block-paving front gardens to accommodate extra parking; and
- b) initiatives to encourage residents to plant more seeds and plants could be considered after the biodiversity studies had been completed and promoted, particularly to younger residents.

(Citizens’ Advisory Panel 30th November 2023, minute 8).

Both the above recommendations are similar to the first (a) recommendation of Community Development Committee and will be accommodated as part of the same action under the proposed Action Plan at Appendix 1.

Planning & Environment Action on “Develop Sustainable Planning Policies” could also go some way to addressing Citizens’ Advisory Panel recommendation (a) on the removal of grass and plants and tarmacking or block-paving front gardens to accommodate extra parking. When these policies are proposed, they will explore the merits and practicalities of recommended mitigations, particularly where this involved the removal of hedgerow, trees, plants and grass.

Proposed Action Plan

Following review and the above consultation responses, the proposed updated Climate Change & Environmental Action Plan for April 2024 to March 2025 is attached at Appendix 1, with the recommended revisions highlighted in red.

Following on from proposals for Revenue Savings Projects 2024/2025, under a separate item on the agenda, the proposed dates to deliver both the first review of

the Carbon Audit and the Biodiversity Study and Management Plan have been scheduled in 2025.

The Climate Change & Environment Strategy schedules the first review of the Carbon Audit in 2024. The previous action plan scheduled this work for Autumn 2024. There are merits in postponing the Carbon Audit by 6 months to Spring 2025 to provide full year data on solar panels and take into account the battery storage due to be installed in the autumn of 2024 (also scheduled on the proposed Action Plan at Appendix 1).

The Climate Change & Environment Strategy is due to be reviewed between June and September 2024, with Council considering a revised Strategy in September. Therefore, a proposal to adjust the timing will need to be accommodated to the Strategy as part of this process. If Council didn't approve the change, then Policy & Resources Committee would need to bring forward proposals to deliver the Carbon Audit in autumn of this year.

No such changes are required concerning the Biodiversity Study and Management Plan since the Environment and Biodiversity Strategy doesn't detail timescales for delivery.

Recommendation

That the updated Climate Change & Environmental Action Plan, as amended and attached at Appendix 1 of the report, be approved for April 2024 to March 2025.

Reason

To set out proposals to deliver the objectives set out in the Climate Change & Environmental Strategy and the Environment & Biodiversity Strategy, along with the recommendations of the Carbon Audit in order to deliver the Council's commitment to make its activities carbon neutral and embed climate and environmental awareness in its decision making.



BRAUNSTONE TOWN COUNCIL CLIMATE CHANGE & ENVIRONMENTAL ACTION PLAN ~~JUNE 2022 – MARCH 2024~~ 2024-2025

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Install solar PV identified in the Carbon Audit. at Mosedale Meadows depot and on other Civic Centre roofs	1. Reduction in Carbon footprint of approx. 18% ; 2. significant savings with high energy costs set to rise significantly.	1. Reduction of Carbon Footprint; 2. savings reinvested in other carbon reduction actions and/or services.	Significant financial resources to purchase and install (potentially over £50 to £100k) Consider working with partners.	1. Older roofs may need reinforcing; 2. Legal arrangements for the library building are complex.	1. Structural surveys of roof condition; 2. remedial action if necessary; 3. tender exercise; 4. obtaining finance.	April 2022 to March 2023. 2025 – 2026 (Community Centres - / Library only, Mosedale postponed until roof upgraded)	High Medium
Install Battery Storage for Solar Panels at Community Facilities	Both Community Centres are used evenings. Thorpe Astley Community Centre has an Air Source Heat Pump. Millfield Hall has electric heating/air conditioning	1. Reduction of Carbon Footprint; 2. savings reinvested in other carbon reduction actions and/or services.	Estimated £20k £18,789 unused borrowing from 1 st round of carbon reduction initiatives.	Need data from solar panels and usage data to determine optimum battery size. No smart meters in place.	Obtain usage data Liaise with installer	By November 2024	High

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Undertake a Further Carbon Audit of the Council's Activities	Committed to review in 2024 as part of the Climate Change & Environment Strategy	Focussed plan to achieving carbon neutrality by 2030	Budgeted £4k	Actions previously identified and others in the Strategy and this Action Plan	Prepare Brief and Source supplier	Spring 2025	High
Insulate roof at Mosssdale Meadows Changing Rooms/Depot	1. Capital Plan item; 2. Prevent energy wastage.	Reduce costs	Estimated below £10k	Roof not good quality and may need replacing or upgrading	1. Roof condition survey; 2. Obtain quotes	2023/2024 2025-2027	Medium
Install smart meters	For ongoing analysis of the buildings' energy performance.	Provide consumption figures for reviewing the Carbon Audit in 2024.	None	None - Some suppliers are not rolling out Smart Meters at the current time	Library completed Arrange with supplier for Community Centres	October 2022 October 2024	High
Upgrade the electric heating at Mosssdale Meadows Changing Rooms/Depot	Maximise heating efficiency	Reduce costs	Estimated below £10k	Capital Plan item for refurbishment of changing facilities.	1. Assess deliverability with wider improvements; 2. Obtain quotes.	2023/2024 2025 - 2027 (Mosssdale Capital Project)	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Purchase renewable electricity	To help decarbonise buildings and transport	Community Leadership	Unit rate may be slightly higher	Limited global impact due to supply issues	Swop supplier at contract renewal	2024/2025 Completed REMOVE	Low
Install a hybrid air source heat pump at Thorpe Astley Community Centre Braunstone Civic Centre and Mossdale Meadows Depot	Decarbonise Community Centre heating; 10% reduction of total Council emissions.	1. Reduction of Carbon Footprint; 2. savings reinvested in other carbon reduction actions and/or services.	Significant financial resources to purchase and install (potentially £50k to £100k)	Finance	1. heat loss calculation 2. tender exercise 3. obtaining finance	April 2022 – March 2023 2025 - 2027	High Medium
Replace parks diesel pick-up trucks with electric or hybrid	Reduced pollution and carbon emissions	1. reduced pollution on parks & open spaces; 2. fuel cost savings	Vehicles leased so no up front cost, although maybe slightly higher lease cost	1. Leases in place 2. Limited market availability	1. Review operational working arrangements 2. Review availability at renewal; 3. if limited consider shorter lease period.	2024/2025 2028/2029	Medium Low

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Installation of Electric Vehicle Charging points at community facilities Shakespeare Park and parks depot	To provide fast charging for service users, hirers and staff who use an electric vehicle.	1. Electric vehicle becomes an option; 2. modest Income generation	Approximately £ 50 25k Consider working with partners.	Installation works could be significant at some locations.	1. Tender exercise 2. Identifying finance	June 2022 – March 2023 2026/2027 (Community Centres only Mossdale postponed until solar installed)	High
Continue to reduce our waste and recycle more	To reduce overall carbon footprint and pressure on landfill.	Provides residents, users and staff with opportunities to recycle and therefore reduce waste.	Cost of new bins	1. capacity and finance to upgrade receptacles; 2. encouraging use and correct use.	1. Review receptacles in buildings and make more high profile 2. provide recycling receptacles on parks 3. Work with District Council and others to increase opportunities for residents to reuse and recycle more items	Rolling programme from 2022 to 2024 2026 Due to complete 2024 - 2028 2023/2024 2024 - 2028	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Commission a study of the Council's Parks & Open Spaces in order to develop a Management Plan to deliver the objectives in the Environment & Biodiversity Strategy	To assess opportunities for the expansion of tree provision, and their nature and biodiversity potential, including wildlife and woodland corridors	<ol style="list-style-type: none"> 1. To help fight pollution and climate change. 2. To stop the loss of habitats and to protect and enhance both nature and biodiversity. 	Cost of commissioning the study and developing an action plan.	Large study of 32 hectares of land, which is split into several parcels and includes varied use – may need to focus in on specific areas.	<ol style="list-style-type: none"> 1. Identify areas for study 2. Commission study 3. Include an Audit of Wildlife Corridors to produce a map of Wildlife Corridors 4. Develop Management Plan 5. Consider objective to install Bird Boxes on newly planted trees with Children from the area painting the boxes as an activity. 	<p style="color: red;">August 2022 to July 2023</p> <p style="color: red;">Spring 2025</p> <p style="color: red;">2025/2026</p> <p style="color: red;">2024 onwards</p>	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Develop and implement sustainable Procurement objectives	No occasion should be missed to guide procurement expenditures towards efficient low-carbon choices in products, services and public works	Supporting sustainable supplies and suppliers for the long term benefit of both the Council and the Community	None specific, however, implementation of sustainable Procurement objectives in the short to medium term may increase the overall cost of procurement.	None to the Objectives; however, implementation could be difficult where there is limited choice.	<ol style="list-style-type: none"> Initially prioritise implementation for new contracts and suppliers. Roll out to all contractors and suppliers 	<p>January 2023 – March 2023</p> <p>Completed</p> <p>2023/2024 2024/2025</p>	Medium
Develop Sustainable Planning Policies	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.	The Community and residents benefit from carbon and energy efficient properties.	Committee and Officer time developing policies and liaising with the Planning authority to ensure they could be delivered through the development control process.	National Planning Policy Framework, legislation and the District Local Plan may not provide for or may limit sustainable conditions being considered as part of the planning process.	<ol style="list-style-type: none"> Consider potential sustainable planning policies Check deliverability Feed into local plan review and development control consultations 	<p>2023</p> <p>2024</p>	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Promoting actions residents could take to improve the environment and biodiversity	The Town Council was in a position to educate and support the community to consider the options and benefits available to them.	Residents collectively planting seeds and managing their own spaces would provide a better environment.	Officer time researching and developing resources, including liaising with partners and verifying information.	No barriers to delivery. The Town Council couldn't provide financial support, which is a barrier to effectiveness.	1. Identify Actions 2. Research and develop resources, 3. liaise with partners, 4. publicise	2024 – 2026	Medium
Promoting initiatives encouraging residents to reduce their carbon footprint	To consider the bigger impacts on the climate and things everyone could do to reduce their carbon footprint.	To ensure that residents understood the benefits and importance of adopting climate measures for themselves	Officer time researching and developing resources, including liaising with partners and verifying information.	No barriers to delivery. The Town Council couldn't provide financial support, which is a barrier to effectiveness.	1. Identify Actions 2. Research and develop resources, 3. liaise with partners, 4. publicise	2024 – 2026	Medium

Approved by Policy & Resources Committee 7th March 2024.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 10 – Review of Fees and Charges

Purpose

To consider increasing Community Centre, sports pitches and miscellaneous fees and charges by approximately 5% for implementation from 1st April 2024.

Background

Policy & Resources Committee on 11th January 2024 (minute 72) and Council on 25th January 2024 (Council minute 6190), considered the budget and precept for 2024/2025, including fees and charges and set out proposed estimates for future years.

To avoid a huge jump in prices in subsequent years and given the pressure on the precept for 2024/2025; it was resolved “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”.

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 has been rounded to the nearest 5p. Residents and Community Groups are subject to a 10% and 20% discount respectively and will be rounded to down if necessary to ensure that these percentage savings are achieved.

New prices will then be implemented for new bookings from April 2024.

Policy & Resources Committee is also receiving the sports pitch fees as a separate item on the agenda 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 were approved by Council on 25th January 2024 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%.

Some Miscellaneous fees, for example, photocopying/printing and use of lighting on the tennis courts and the MUGA have be aligned to avoid inconsistency.

The proposed prices are highlighted in red at the appendices:

- Appendix 1 - Civic Centre & Thorpe Astley Hire Charges;
- Appendix 2 - Tennis Court Hire Fees;
- Appendix 3 - Miscellaneous Charges (including additional Centres hire items, photocopying/printing and Electric Vehicle Charging Points);
- Appendix 4 – Documents available under Publication Scheme.

It is recommended that the Casual Indoor Bowls facility at the Civic Centre be removed and hirers directed to Shakespeare Park, where a new facility exists.

In addition it is proposed to remove the facility for sending and receiving faxes.

Recommendations

1. That the Casual Indoor Bowls facility at the Civic Centre, and the facility for sending and receiving faxes, be removed;
2. that the proposed fees and charges, highlighted in red, be approved as follows:
 - a) Appendix 1 – Civic Centre & Thorpe Astley Hire Charges,
 - b) Appendix 2 – Tennis Court Hire Fees,
 - c) Appendix 3 – Miscellaneous Charges, and
 - d) Appendix 4 – Documents available under Publication Scheme; and
3. that the above be implemented for all new hires/purchases from Monday 1st April 2024.

Reasons

1. The facilities had not been used for several years.
2. To avoid a huge jump in prices in subsequent years given the pressure on the precept for 2024/2025 and 2025/2026.
3. To set a specific date for timely implementation, allowing time for systems and publicity to be updated, while avoiding undue delay.

CIVIC CENTRE & THORPE ASTLEY HIRE CHARGES

The prices shown are per hour.

Terms & Conditions apply. Please ask the reception

ROOM CATEGORY		MONDAY - FRIDAY			SATURDAY & SUNDAYS BANK HOLIDAY'S - Saturday Rates and Conditions apply		
		All day			All day		
		HOURLY RATE (Minimum 2 Hours booking) ★			HOURLY RATE (Minimum 3 Hours booking)		
		Standard Rates	Braunstone Town Rates 10% Discount	Community Group Rates 20% Discount	Standard Rates	Braunstone Town Rates 10% Discount	Community Group Rates 20% Discount
A	Millfield Hall	£15.40** £16.15	£13.86** 14.50	£12.32** 12.90	£40.95* 42.95	£36.86* 38.65	£32.76* 34.35
	including Kitchen	£19.40** £20.35	£17.46** £18.30	£15.52** 16.25	£44.95* 47.15	£40.46* 42.40	£35.96* 37.70
B	Council Chamber or Thorpe Astley Main Hall	£12.70** 13.30	£11.43** 11.95	£10.16** 10.60	£26.35* 27.65	£23.72* 24.85	£21.08* 22.10
	including Kitchen	£16.70** 17.50	£15.03** 15.75	£13.36** 14.00	£30.35* 31.85	£27.32* 28.65	£24.28* 25.45
C	Ravenhurst Room or Both Thorpe Astley Large Meeting Room & Activity Room	£5.65** 5.90	£5.09** 5.30	£4.52#** 4.70	£8.95** 9.35	£8.06** 8.40	£7.16** 7.45
	including Kitchen	£9.65** 10.10	£8.69** 9.05	£7.72#** 8.05	£12.95 13.55	£11.66** 12.15	£10.36** 10.80
D	Fosse Room, Thorpe Astley Large Meeting Room or Thorpe Astley Activity Room	£4.95** 5.15	£4.46** 4.60	£3.96#** 4.10	£7.40 7.75	£6.66** 6.95	£5.92** 6.20
	Activity Room including kitchen	£8.95** 9.35	£8.06** 8.40	£7.16#** 7.45	£11.40** 11.95	£10.26** 10.75	£9.12** 9.55
F	Civic Centre small meeting Room or Civic Centre interview room	£3.80** 3.95	£3.42** 3.55	£3.04#** 3.15	£3.80** 3.95	£3.42** 3.55	£3.04** 3.15

HOT FLASKS & CUPS

Tea/Coffee/Milk/sugar & Biscuits are provided at an extra cost of

FREE50p per person inc. of VAT
55p**BUSINESS MEETINGS / SEMINARS**Use of OHP, Flip Chart, TV/Video
Use of OHP (data overhead projector)£4.10 for each item per session, inc. VAT £4.35
£20.00 per session, inc. VAT**SATURDAY OR SUNDAY ONLY** Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday Close

★ The minimum weekday hire period for a hirer on the Regular Hirer Scheme is 1 hour.

Community Groups and charities get free use of rooms Monday to Friday from 9 am to 5.00 pm. Where during this period, the kitchen is also booked; the difference between the room hire only and the room hire with the kitchen will be charged.

A £100 DEPOSIT/BOND IS ADDED TO THE BALANCE TO COVER EXCESSIVE CLEANING OR DAMAGE TO THE ROOM. IF ALL IS LEFT IN ACCEPTABLE ORDER, THIS GETS REFUNDED IN APPROXIMATELY 3 WEEKS AFTER THE FUNCTION

**BRAUNSTONE TOWN RESIDENT TENNIS COURT HIRE FEES
FOR THORPE ASTLEY COMMUNITY CENTRE AND SHAKESPEARE PARK**

	7.00am – 3.00pm	3.00pm – 6.00pm	6.00pm – 9.00pm
MONDAY	£3.00 per hour £3.15	FREE	£3.00 per hour £3.15
TUESDAY	£3.00 per hour £3.15	FREE	£3.00 per hour £3.15
WEDNESDAY	£3.00 per hour £3.15	FREE	£3.00 per hour £3.15
THURSDAY	£3.00 per hour £3.15	FREE	£3.00 per hour £3.15
FRIDAY	£3.00 per hour £3.15	FREE	£3.00 per hour £3.15
SATURDAY	£3.00 per hour £3.15	FREE	£3.00 per hour £3.15
SUNDAY	£3.00 per hour £3.15	FREE	£3.00 per hour £3.15

FAMILY MONTHLY PASS £6.00 **£6.30 UNLIMITED PLAY – (RESIDENTS ON SPECIFIED BENEFITS FREE)**

FAMILY YEARLY PASS £42.00 **£44.00 UNLIMITED PLAY – (RESIDENTS ON SPECIFIED BENEFITS FREE)
(OPTION TO PAY OVER FIRST 3 MONTHS (£14 PER MONTH **£15.00**))**

PACK FREE HIRE (INCLUDES TWO RACKETS & TWO TENNIS BALLS) - £5.00 REFUNDABLE DEPOSIT

~~**HIRE OF FLOODLIGHTS – PER COURT PER HOUR £7.00**~~

HIRE OF FLOODLIGHTS – 1 COURT PER HOUR £10.00, 2 COURTS PER HOUR £15.00

**NON - BRAUNSTONE TOWN RESIDENT TENNIS COURT HIRE FEES
FOR THORPE ASTLEY COMMUNITY CENTRE AND SHAKESPEARE PARK**

	7.00am – 3.00pm	3.00pm – 6.00pm	6.00pm – 9.00pm
MONDAY	£4.00 per hour £4.25	£6.00 per hour £6.30	£4.00 per hour £4.25
TUESDAY	£4.00 per hour £4.25	£6.00 per hour £6.30	£4.00 per hour £4.25
WEDNESDAY	£4.00 per hour £4.25	£6.00 per hour £6.30	£4.00 per hour £4.25r
THURSDAY	£4.00 per hour £4.25	£6.00 per hour £6.30	£4.00 per hour £4.25
FRIDAY	£4.00 per hour £4.25	£6.00 per hour £6.30	£4.00 per hour £4.25
SATURDAY	£4.00 per hour £4.25	£6.00 per hour £6.30	£4.00 per hour £4.25
SUNDAY	£4.00 per hour £4.25	£6.00 per hour £6.30	£4.00 per hour £4.25

PACK FREE HIRE (INCLUDES TWO RACKETS & TWO TENNIS BALLS) - £5.00 REFUNDABLE DEPOSIT

HIRE OF FLOODLIGHTS – 1 COURT PER HOUR £10.70 £15.00, 2 COURTS PER HOUR £16.00 £20.00

List of all the current charges for miscellaneous items

Block staging		
3.6m x 3m x 705mm	£15	£30
9m x 4.5m x 705mm	£30	£60
3.6m x 3m x 1350mm	£30	£60

Based on the amount of time required to set up and take down the stage, recommend doubling the cost.

Casual Indoor Bowls		
2-4 players	£3.60	
5-8 players	£6.69	
2-4 players	£2.57	concessions
5-8 players	£4.63	concessions
Sending Faxes		
1 st page	to UK £1.00	to Europe £2.50 to rest of world £3.00
Other pages	£0.60	£1.50 £2.00
Receiving Faxes		
1st page	£0.55	
Other pages	£0.25	

Recommend to Remove as no longer use and no longer requested

Photocopying	
Civic Centre	10p per sheet
Library	25p per sheet
Black & White Photocopying and printing 20p per sheet of paper	
Colour Photocopying and printing 30p per sheet of paper	

Recommend to raise the cost of CC photocopying to 20p, lower the cost of the library photocopying to 20p in line with the CC

Video Conferencing Equipment		
Community Group	£100 bond	£5 per hour (minimum 2hr booking)
Other organisations	£100 bond	£20 per hour (minimum 2hr booking)

No change

MUGA

TA Muga

Free Use

TA Muga with floodlights

£16.70 per hour

£15 per hour in line with tennis courts

EVCP Charges	
Charge	Amount
Connection Charge	None
Charge per KWh	40p 45p between 8am and 4pm (solar energy generated); 60p 65p between 4pm and 8am. <i>Connection of any future Braunstone Town Council electric fleet vehicle will be exempt from charges.</i>
Overstay Charges	£5 after 30 minutes; then £1 per minute. (Overstay not applicable between 1am and 7am)*

**Braunstone Town Council
Information available under the model publication scheme**

Website: www.braunstonetowncouncil.org.uk

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Braunstone Civic Centre Notice Board Hard Copy – Contact Customer Services	Free Free Free
Contact details for the Council and Council members (named contacts where possible with telephone number and email address (if used))	Website Braunstone Civic Centre Notice Board Hard Copy – Contact Customer Services	Free Free Free
Location of main Council office and accessibility details	Braunstone Town Council, Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP Location Plan and Accessibility Details Available on Website	Free
Staffing structure	Website Hard Copy – Contact Customer Services	Free Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy – Contact Customer Services	£1.00

Information to be published	How the information can be obtained	Cost
Finalised budget	Hard Copy – Contact Customer Services	10p Free 20p/sheet
Budget Summary Published with Council Tax Demands	Hard Copy – distributed with Council Tax Demand to all households – Extra Copies Contact Customer Services	Free 20p/sheet
Precept	Hard Copy – Contact Customer Services	Free 20p/sheet
Standing Orders and Financial Regulations	Website Hard Copy – Contact Customer Services	Free 10p Free 20p/sheet
Grants given and received	Website (Financial & Open Data) Hard Copy – Contact Customer Services	Free 10p Free 20p/sheet
List of current contracts awarded and value of contract	Website (Financial & Open Data) Hard Copy – Contact Customer Services	Free 10p Free 20p/sheet
Members' allowances and expenses	Website (Financial & Open Data) Hard Copy – Contact Customer Services	Free Free 20p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum) Thorpe Astley Community Appraisal	Website Hard Copy – Contact Customer Services	Free Free 30p/sheet (colour)
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy – Contact Customer Services	Free Free
Quality status	Hard Copy – Contact Customer Services	10p Free 20p/sheet

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Braunstone Civic Centre Notice Board Hard Copy – Contact Customer Services	Free Free Free
Agendas of meetings (as above)	Website Braunstone Civic Centre Notice Board Hard Copy – Contact Customer Services	Free Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Minutes available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free Free 10p 20p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Reports available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free 10p 20p/sheet
Responses to consultation papers	Website (Minutes) Responses available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free Free 10p 20p/sheet
Responses to planning applications	Website (Minutes) Responses available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free Free 10p 20p/sheet
Bye-laws	Inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free 10p 20p/sheet

Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services</p>	<p>Free Free 10p 20p/sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equal Opportunities policy Health and safety policy Job Descriptions Terms of Employment Data Protection Scheme</p>	<p>Website Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services</p>	<p>Free Free 10p 20p/sheet</p>
<p>Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services</p>	<p>Free Free 10p 20p/sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard Copy – Contact Customer Services</p>	<p>10p 20p/sheet</p>
<p>Data protection policies</p>	<p>Website Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services</p>	<p>Free Free 10p 20p/sheet</p>

Information to be published	How the information can be obtained	Cost
Schedule of charges (for the publication of information)	Website Hard Copy – Contact Customer Services	Free 10p 20p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free 10p 20p/sheet
Register of members' interests	Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free 10p 20p/sheet
Register of gifts and hospitality	Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free 10p 20p/sheet

Information to be published	How the information can be obtained	Cost
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	Contact Customer Services	
<p>Additional Information Thorpe Astley Community Centre Policy Statement Thorpe Astley Open Spaces Policy Statement Equality Statement Boundary Hedgerow Policy Statement Freedom of Information Publication Scheme Guidance Notes Training and Development Policy</p>	Website Documents available for inspection at Braunstone Civic Centre Hard Copy – Contact Customer Services	Free Free 10p 20p/sheet
<p>Note : The following items included in the national model publication scheme are not applicable to Braunstone Town Council and have therefore been deleted : Borrowing Approval Letter, Local Charters, Recruitment Policies, Any publicly available register or list, Disclosure Log, Services (Litter bins, Clocks, Memorials, Lighting, Bus Shelters, Markets, Public Conveniences, Burial Fees)</p>		

Contact details:

Customer Services - Braunstone Town Council
Braunstone Civic Centre
Kingsway
Braunstone Town
LEICESTER
LE3 2PP

Tel: 0116 2890045

Fax: 0116 2824785

Email enquiries@braunstonetowncouncil.org.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p 20p per sheet (black & white)	Copying 0.6p, Paper & Administration Charge 9.4p per copy
	Photocopying (colour) Not Available 30p per sheet	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Supply Information not listed in publication scheme	£40 15 per hour for responding to requests for information not listed in the Councils Publication Scheme (Minimum Charge £40 15)	Actual Wage Costs £40.44 £15.70 per hour
Statutory Fee	N/A	In accordance with the relevant legislation

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 11 – Pitch Allocations 2024/2025

Purpose

To consider pitch capacity and set the fees and process for allocations for the 2024/2025 season.

Pitch Capacity

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

Following assessment by the Deputy Chief Executive & Community Services Manager and advice from the Senior Ground staff, capacity is recommended as follows for 2024/2025.

Pitch Capacity 2024/2025			
PARK	SPORT	PITCH	CAPACITY
Mossdale Meadows	Football	Senior Pitches (1) Large Junior Pitch (1)	95 matches
	Football	Junior Pitches	100 matches
	Football	Mini Pitches	40 matches
Thorpe Astley Park	Football	Senior Pitch	30 matches
	TOTAL		265 matches

Braunstone Town Council parks staff have been consulted on the capacity of the pitches and number of teams playing and have advised that no change is required to the current capacity for 2024/2025 season.

Terms & Conditions

In accordance with the Council's Pitches Policy & Procedures (adopted 15th January 2015), Policy & Resources Committee also determines by March each year whether the current Terms & Conditions are fit for purpose. No changes are recommended.

Pitch Fees

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

Recommendations

1. that the pitch type and capacity as set out in Table 1 of the Pitch Capacity section of the report be approved;
2. that the pitch fees be confirmed and the availability of pitches be advertised, as set out at Appendix 1, with a closing date for applications on Monday 15th April 2024.

Reasons

1. To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of parks users; and
2. To allow suitable time for applications while acknowledging clubs need the certainty by April of a home playing ground in order to participate in the league.



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

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

NOTICE
PITCH APPLICATIONS 2024/2025 INVITED
at Mossdale Meadows and Thorpe Astley

Braunstone Town Council will shortly be considering applications for pitches for the coming season. Applications, in writing, are invited from interested clubs, to be received no later than **Monday 15th April 2024**. When making applications, clubs should specify (where applicable) the number of matches, the number of teams, senior or junior, day and time of match, etc.

Following assessment of the current pitches, capacity for 2024/2025 is as follows:

Pitch Capacity 2024/2025			
PARK	SPORT	PITCH	CAPACITY
Mossdale Meadows	Football	Senior/Large Junior Pitches (2)	95 matches
	Football	Junior Pitches (2)	100 matches
	Football	Mini Pitches (1)	40 matches
Thorpe Astley Park	Football	Senior Pitch	30 matches

<p><u>Soccer – Senior Pitches</u></p> <ul style="list-style-type: none"> • ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON • NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31ST MAY OR BEFORE 1ST AUGUST 	<p>10 matches: £420 15 matches: £630 20 matches: £840</p>
<p><u>Soccer - Junior Pitches (LARGE)</u></p> <ul style="list-style-type: none"> • ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON • NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31ST MAY OR BEFORE 1ST AUGUST 	<p>10 matches: £290 15 matches: £435 20 matches: £585</p>
<p><u>Soccer - Junior Pitches (SMALL)</u></p> <ul style="list-style-type: none"> • ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON • NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31ST MAY OR BEFORE 1ST AUGUST 	<p>10 matches: £130 15 matches: £195 20 matches: £260</p>
<p><u>Soccer - Mini (under 10's) Pitches</u></p> <ul style="list-style-type: none"> • ONLY SCHEDULED MATCHES SHALL BE PERMITTED ON SUNDAYS DURING THE SEASON • NO MATCHES/TRAINING SESSIONS SHOULD TAKE PLACE ON PITCHES AFTER 31ST MAY OR BEFORE 1ST AUGUST 	<p>10 matches: £40 15 matches: £60 20 matches: £75</p>

Ad-hoc pitch hire – Senior Football Pitches & changing rooms (minimum 2 hours)	£14.00 per hour
Ad-hoc pitch hire – Junior Football Pitches & changing rooms (minimum 2 hours)	£4.40 per hour
Ad-hoc pitch hire – Mini Football Pitches & changing rooms (minimum 2 hours)	£1.30 per hour

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 12 – Flooding Support

Purpose

To consider how the Town Council could be a voice for residents affected by flooding and what action would be pursued to improve resilience and preparation.

Background

On 25th January 2024, 42 members of the public attended the Public Participation session of the Council meeting. Their concern was flooding during Storm Henk in the Amy Street, Cyril Street and Gwencole Avenue/Crescent areas of Braunstone Town.

An extract from the minutes of the meeting is attached at Appendix 1.

Councillors were keen *“to ensure that the Town Council could be a voice for residents affected by flooding and that action would be pursued to improve resilience and preparation”*. Therefore, the Council resolved *“that a report be submitted to Policy & Resources Committee setting out options for Braunstone Town Council to:*

- a) represent residents’ concerns to the relevant authorities; and*
- b) support and champion the need to take preventative action to avoid repeat occurrences”*.

(Council Minute 6185).

Residents were invited to leave their contact details after the meeting for the Town Council to keep in touch.

It should be noted that Lubbethorpe Brook to the rear of properties on Lubbethorpe Road were also flooded; while this breached the gardens, fortunately there was no flooding to properties.

Since the January flooding; the Environment Agency has issued flood alerts on two separate occasions for Lubbethorpe and Thorpe Astley Brooks in Braunstone Town and Thorpe Astley.

Representing residents’ concerns

One of the concerns raised on 25th January was that residents felt that communications after the floods had been minimal, there was inconsistency of information, the forms for funding were not available and the information on the website had not been updated since 18th January.

Funding Support

The following day, Friday 26th January, Leicestershire County Council and Blaby District Council announced arrangements householders and businesses affected by flooding from Storm Henk to apply for the first element of flooding funding being managed by Blaby District Council. For households this included a £500 grant and a Council Tax discount scheme. For businesses this included a Business Rates relief scheme and a Business Recovery Grant of £2,500.

The Town Council published the above on its website and social media and contacted the residents who had left their contact details to inform them directly.

Information Sessions

On 26th February 2024, Leicestershire County Council and Blaby District Council announced a couple of drop-in sessions, at Blaby District Council's offices on 6th and 21st March, to allow members of the public to be able to talk to key agencies about their experience of recent flooding, get advice on how to be prepared against further flooding, as well as find out what is being done to help the community recover.

The drop-in sessions are to be attended by representatives from Leicestershire County Council, Blaby District Council, the Environment Agency and Severn Trent Water.

Again the Town Council has shared this information and informed residents.

Representation

Residents were concerned that flooding would reoccur and what would happen with regards to the insurance for their homes.

Going forward it is important to ensure that residents and the community have a strong organised voice. 42 residents attended the meeting from Amy Street and the surrounding streets. These residents have come together as a strong community in the face of devastation.

The Town Council is well placed to assist communities to organise themselves, such as a Residents' Association. If there is interest in forming a Residents' Association, the Town Council can provide advice, model constitutions and offers a Community Grants Scheme.

Ward Councillors are involved in discussions with residents. However, meetings hosted by Town Ward Councillors can be accommodated at the Council's premises to explore establishing a Residents' Association, to share experiences and seek help and / or to provide an update on support.

Similarly, the Town Council has contact details of residents to keep them informed and advise them on any meeting.

Supporting and championing preventative action

Future Resilience Funding

Leicestershire County Council will be coordinating a property flood grant, where eligible flood-hit property owners can apply for up to £5,000 to help make their homes and businesses more resilient to future flooding. The Town Council has similarly published on its website and social media and contacted the residents who had left their contact details to inform them directly.

More information will also be available at the drop in sessions at Blaby District Council in March.

Future Preparedness

On 25th January, residents articulated their fear that there would be a repeat occurrence and that they had identified potential causes of flooding but had been ignored.

Formation of a Residents' Association, will assist in bringing these concerns forward in the future. Furthermore, the Leicester, Leicestershire and Rutland Resilience Partnership promote the role of a Community Flood Warden.

Each Community Flood Warden has an area that he/she looks after, and by working together with the Local Authority and the Environment Agency, ensure their community is prepared for flooding.

This could be in a variety of ways, for instance:

- Ensure members of the community have received direct flood warnings, understand what they mean and where to obtain further information
- Work as a community to prepare for a flood event and identify vulnerable people within the community who may need extra help
- Report blocked drains, ditches, etc to the relevant authority
- Develop a Community Flood Plan

The Resilience Partnership provide support and training, along with assistance with the production of a Community Flood Plan.

A resident can express an interest directly in becoming a Community Flood Warden, or this could be facilitated and accommodated within any Residents' Association.

The Town Council could also provide opportunities for Flood Warden(s) to report to the Annual Towns' Meeting and/or the Planning & Environment Committee.

Context

The options set out for the Town Council to be a voice for residents affected by flooding and to support action to improve resilience and preparation would apply to any communities in the Parish either affected by flooding (previously or in the future) or at risk of flooding.

Recommendation

That Braunstone Town Council, including through Town Ward Councillors, work with the community, other partners and stakeholders and uses its offices, powers and influence to:

- a) represent residents' concerns about flooding, including as follows:
 - signposting to support (including financial) provided by other authorities and agencies,
 - supporting Town Ward Councillors to hold meetings and engagement sessions with residents and communities affected by or at risk of flooding, and
 - supporting the community to express its concerns and have a strong voice, including facilitating the establishment of a Residents' Association where support for one existed; and
- b) Support and champion action to prevent flooding, including as follows:
 - signposting and promoting schemes, funding and information relating to flood prevention measures,
 - supporting agencies to hold meetings and engagement sessions with residents and communities affected by or at risk of flooding,
 - supporting communities to take action, including the formation of a Group (e.g. Residents' Association) and taking on volunteer roles (e.g. Community Flood Warden), and
 - action ancillary to the above, e.g. supporting the community/group to develop a Community Flood Plan, hold open meetings and publicise its work and events to residents.

Reason

To ensure that the Town Council could be a voice for residents affected by flooding and that action would be pursued to improve resilience and preparation.

BRAUNSTONE TOWN COUNCIL

EXTRACT FROM THE MINUTES OF THE COUNCIL MEETING

25th JANUARY 2024 at 8.00PM

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

Councillor Alex Dewinter observed the meeting remotely using Zoom video and audio.

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

Also in attendance was County Councillor Amanda Hack.

There were 42 members of the public present at the meeting.

COUNCILLOR TRACEY SHEPHERD, TOWN MAYOR, IN THE CHAIR

6183 Apologies

Apologies for absence were received from Councillors Leanne Lee, Sam Maxwell, Satindra Sangha and Darshan Singh.

6184 Disclosures of Interest

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

6185 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 42 members of the public present at the meeting, whose concern was recent flooding in the Amy Street, Cyril Street and Gwencole Avenue/Crescent areas of Braunstone Town.

In accordance with Standing Order 3.6a, the residents appointed one representative to make representations as follows:

- a) all attendees lived in the effected streets of Amy Street, Cyril Street and Gwencole Avenue/Crescent;

- b) many residents had lived in the area for decades and had never seen flooding at this level; residents were asking why, all of a sudden, this had happened?
- c) residents were concerned that flooding would reoccur and what would happen with regards to the insurance for their homes;
- d) the flooding had been devastating for residents;
- e) residents were asking what Braunstone Town Council could do to help them?
- f) it was important to involve Leicester City Council and Leicestershire County Council.

Further questions were raised by residents as follows:

- a) where could sandbags be obtained?
- b) the dyke had not been cleaned out or maintained, it needed to be to prevent future reoccurrences?
- c) Residents had contacted Leicester City Council concerning the dyke on Aylestone Meadows and had received no response;
- d) there had been no answer on 24 hour flood lines; and
- e) communications after the floods had been minimal, there was inconsistency of information, the forms for funding were not available and the information on the website had not been updated since 18th January.

Since Leicestershire County Council were the flood authority, the Town Mayor asked County Councillor Amanda Hack (Braunstone Division), who was in attendance, to respond and update residents on the situation.

County Councillor Amanda Hack reported:

- a) 550 homes had been flooded in Leicestershire County, which had never been affected by flooding before;
- b) following a period of flood, there was a legal process to follow and each flooded area had to be assessed independently;
- c) the County Council has submitted a request for emergency assistance for additional capacity in order to get the reviews completed as quickly as possible;
- d) Councillor Hack was a member of the Environment & Transport Scrutiny Committee and she had asked for an emergency report on prevention measures;
- e) prior to the storm key risk areas had been checked by Severn Trent Water and Leicestershire County Council;
- f) rain had landed on saturated ground; the equivalent of January's average rainfall had fallen in 24 hours, putting a lot of water into water courses which contained debris due to the wind;
- g) 8,000 gullies had to be cleansed across the County;
- h) Councillor Hack was picking up individual case work with constituents and she was happy to have separate conversations;
- i) Central Government support would be provided through local authorities for residents and businesses affected;
- j) Prevention of future occurrences was important given the changes in weather; there was a need to look at ways to manage water flows better and therefore, an assessment of how water travels was needed; and

- k) there were different arrangements for issuing sandbags across different areas and there needed to be a consistent approach;
- l) Councillor Hack had raised a question about Road Closures to try and get a process in place to close roads quicker; in order to avoid traffic travelling through floods and causing a wave effect into people's homes.

Responding on behalf of Braunstone Town Council, Councillor Nick Brown acknowledged there had been a change in the last 30 years and the risk of flooding was much higher due to climate change. Councillor Brown added that landowners needed to decide how to manage water more effectively. Braunstone Town Council did not own land in the area and did not have any statutory powers concerning management of water courses and land. However, the Town Council could help by being an advocate for residents when dealing with the relevant authorities.

Therefore, it was moved by Councillor Nick Brown and seconded by Councillor Imran Uddin and

- RESOLVED** that a report be submitted to Policy & Resources Committee setting out options for Braunstone Town Council to
- a) represent residents' concerns to the relevant authorities; and
 - b) support and champion the need to take preventative action to avoid repeat occurrences.

Reason for Decision

To ensure that the Town Council could be a voice for residents affected by flooding and that action would be pursued to improve resilience and preparation.

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.

Date: February 2024

RE: Great Central Way Programme & Budget Update

**These dates are provisional until the detailed design is finalised and a full construction work package issued to City Highways (contractor). No scheme will be booked in the contractors programme until this has been issued

Programme

PHASES	DETAILED DESIGN	CONSTRUCTION *(EARLIEST GAP IN CONTRACTORS PROGRAMME, ACTUAL START DATE WILL DEPEND ON PROVISION OF FULL WORKS PACKAGE DATE)	STATUS & TASKS
MURBY WAY TO FOXON WAY	Start: June 2022 Finish: March 2024 subject to further amendments following on from LCoC feedback	*Start: Jan 2025	In detailed design stage (LCC) Next steps- LCoC review Section 8
MERIDIAN WAY ROUNDABOUT	Start: June 2022 Finish: March 2024 subject to further amendments following on from LCoC feedback	*Start: Jan 2025	In detailed design stage (LCC) Tasks- LCoC review Section 8 On site trial
MOSSDALE MEADOWS	Completed	Completed	Works complete
KINGSWAY NORTH (BDC LAND)	Completed	*Start: Jan 2025	Design Complete Next steps- Dropped kerbs both sides need approval from LCoC as part of Kingsway south agreement
KINGSWAY SOUTH	Completed	*Start: Jan 2025	Design Complete Next steps-

			Section 8 agreement RSA 2 (requires Meridian Way designs) Lighting Assessment
GILMORTON AVENUE	Completed	Completed	
AYLESTONE MEADOWS	Completed	Completed	
AYLESTONE MEADOWS BOARDWALK	Current anticipated programme September 2024	Delayed due to out of budget quote Anticipated new programme Start: October 2024 Finish: December 2024	Risk and price reduction activity Retender exercise

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 14 – Improvements to Impey Close Play Area and Open Space

Purpose

To finalise proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; and to approve the procurement process.

Background

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

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

Proposals

At the meeting of Policy & Resources committee held on 11th January 2024 the committee endorsed the outline proposals for the project to include:

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

Update

A qualified Civil Engineer had been contracted in January 2024, to undertake a site visit and prepare plans for the proposed work to the footpaths which included addition of suitable drainage work and relaying of the footpath from Darien Way to the sculpture at the bottom of the footpath along with partial work to the footpath leading from Jewsbury Way to Darien Way. Once draft plans were received, the tender document would be prepared.

Timescales

The following amended timescales for the proposed works is shown below:

Date	Proposal
March 2024	To receive a report regarding proposed work to footpath and to finalise plans for the project and procurement process. Agree Tender document for works to Playground
April 2024	Receive proposed plans for work to Footpath Agree Tender document for works to Footpaths Invitation to Tender for works to Playground
June 2024	Tenders to consider and shortlist for Playground Project Invitation to Tender for Footpaths
July 2024	Tenders to consider and shortlist of Footpaths
September – December 2024	Final proposals and contractor agreed and refurbishment work undertaken to playground and footpaths

Tenders

Draft tender documents for the Playground Improvement, Appendix 1 are attached for consideration.

Recommendations

1. that the *Proposals*, set out in the relevant section of the report, be endorsed
2. that the amended *Timescales*, set out in the relevant section of the report, be approved;
3. that the *Update* on the drawings for the proposed work to the footpaths, set out in the relevant section of the report, be approved;
4. that the tender document for the proposed work to the Impsey Close Playground, as per appendix 1, be approved; and
5. that funding sources be investigated to help towards the cost of the proposed work.

Reasons

1. To provide a framework of proposals for the tender process.
2. To confirm milestones for the delivery of the project.
3. To ensure that any proposed works to the footpath is suitably undertaken to prevent any issues with flooding in other areas.
4. To invite appropriate contractors to provide plans and quotations for the improvement to the playground at Impey Close.
5. To ensure that all sources of funding towards the cost of the project are considered.



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley
Darren Tilley – Chief Executive & Town Clerk
Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP
Telephone: 0116 2890045 Fax: 0116 2824785
Email: enquiries@braunstonetowncouncil.org.uk
www.braunstonetowncouncil.org.uk

**TENDERS INVITED FOR THE PROVISION OF NEW PLAY EQUIPMENT AND
REFURBISHMENT OF EXISTING PLAY EQUIPMENT AT IMPEY CLOSE, THORPE ASTLEY**
Impey Close, Thorpe Astley, Leicester, LE3 3SW

TENDERS ARE INVITED from suitably experienced Contractors for the provision of new play equipment and refurbishment of existing play equipment at Impey Close Playground, Impey Close, Thorpe Astley. More than one option can be submitted provided they are clearly costed.

The work involves:

1. Keeping the current Slide/Climbing Frame
2. Refurbish Swings or install new swings
3. Addition of new swing suitable for younger/disabled children
4. Consider installation of additional new play equipment suitable for toddlers and primary school age children
5. Installation of new Vehicular Access Gate
6. Replacement of existing Wet Pour Safety Surfaces and replace with Rubber Bonded Mulch
7. Retain existing benches and bin
8. Retain existing bow top fencing around the play equipment
9. Proposals to install play equipment for older children around the fenced off play area to cater for all age groups.

The Contractor must provide within the quoted price:

1. All costs associated with preparing the quote, including site visits;
2. Meeting Health & Safety requirements;
3. Site Set-up and returning the site to use, including removing all debris from site;
4. Carriage and Off-Loading;
5. All processing and administration costs;
6. All labour and third-party costs; and
7. Details of all taxes, including VAT.

Please include details with the quote of the equipment specification, including expected lifespan. The work is expected to be carried out within six to twelve months with no variation in the quoted price. Payment on satisfactory completion of the work.

For further questions and a site visit, please contact the Office of the Chief Executive & Town Clerk (contact details above). Tenders must be submitted to the Chief Executive & Town Clerk, Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester LE3 2PP, no later than 9am on Tuesday 7th May 2024 in a sealed envelope marked "Impey Close Playground"

Note: Canvassing of Members or of any committee, directly or indirectly, for any Contract with the Council shall disqualify the Contractor for such appointment. If an applicant for any appointment or Contract with the Council is to his/her knowledge related to any Member of, or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Executive Officer & Town Clerk. A Contractor who fails to do so shall be disqualified for such Contract, and, if appointed, may be dismissed without notice.

Signed:

Darren Tilley, Chief Executive & Town Clerk

Dated:

Location

Braunstone is the largest civil parish within the district of Blaby in Leicestershire and one of the largest parishes in England (494 hectares). The population recorded in the 2011 Census is 16,850 (8,371 Males and 8,479 Females). In 2019, the electorate was 12,555. In 2020, there are 7,112 households.

Braunstone Town is suburban and to the north shares a common boundary with the City of Leicester and immediately inside the city boundary is the Braunstone Park estate. To the west of the parish lies the M1 motorway with junction 21 at the south western tip. To the south lies Fosse Shopping Park and Grove Triangle retail parks.

The western part of the parish adjacent to the M1 and west of the Leicester outer ring road contains the Meridian Business and Leisure Parks and a modern housing development, Thorpe Astley.

The Council

Braunstone Town Council comprises of 21 Councillors who are elected every four years. Each year the Council elects from amongst its number the Town Mayor, Deputy Town Mayor, Leader of the Council and Deputy Leader of the Council.

The Town Council provides a wide range of services to the citizens of Braunstone Town together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area. The focus of our work is summed up in our Mission Statement:

We exist to ensure that local services and the environment reach the highest possible standards, within the resources available, for citizens, visitors and those who work in Braunstone Town:

- *to provide a focus for civic pride;*
- *to listen, identify and respond to agreed local needs; and*
- *to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.*

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

The Council was granted Quality Status in February 2004, re-accredited in January 2009 and was awarded Foundation status under the Local Council Awards Scheme in January 2014.

Our Open Spaces & Parks

The Town Council is responsible for maintaining the Town's open spaces and parks, the objectives of the Town Council in this respect is:

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

We are responsible for nearly 32 hectares of land, which includes sports pitches, playgrounds, nature areas, woodland, an orchard and meadow.

Impey Close Playground



Located in the heart of Thorpe Astley estate, Impey Close playground is the biggest playground in Thorpe Astley and is well used despite very little play equipment being available. Currently there is only a small climbing wall/slide and a double swing, two seats and litter bin.

The safety surface in place is wet pour that needs replacement and refurbishment.

It is proposed that the existing slide/climbing frame is retained but refurbished and the existing swings be replaced. Installation of a swing suitable for young children and/children with a disability also be included.

Further new play equipment is also required within the fenced off area of the playground to cater for children up to 10 years old.

The existing bin and benches will be retained and need refurbishing.



The only two pieces of play equipment in the playground consist of a double swing and multi-play unit.





The existing safety surfaces within the fenced off play area is wet pour that requires replacement with rubber mulch surface in suitable locations of the play equipment.

Play surfacing around the edge of the play equipment is not required.

The existing green bow top fencing will be retained but a new vehicular access is required within the existing fencing to allow access for park equipment.



Beyond the existing green top fencing there is plenty of open space that can be utilised to provide play equipment for older children 11years and up. This could consist of balance beams, zip line, climbing features etc. suitable for older children.

To arrange a mutually convenient site visit please contact Customer Services on enquiries@braunstonetowncouncil.org.uk or 0116 280045.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 15 – Thorpe Astley Park Culvert

Purpose

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

Background

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

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

On 11th October 2023 a site visit had been arranged with Blaby District Council, Persimmon Homes and Braunstone Town Council officers to obtain an update on the work to the bridge.

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

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

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

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

to the Town Council and Blaby District Council once completed.

Blaby District Council also undertook a risk assessment on the culvert bridge as shown at Appendix 1.

Update

A meeting with representatives from Braunstone Town Council, Persimmon Homes and Blaby District Council was held on 6th February to provide an update on the current situation with the proposed work to the culvert bridge.

It was confirmed that Persimmon Homes would not be carrying out the proposed work until 2025 at the earliest, due to budgetary constraints. It was suggested that Braunstone Town Council and Blaby District Council could potentially escalate this work by writing to Persimmon Homes with possible planning reasons for the work to be undertaken in 2024.

In the meantime, Persimmon Homes had undertaken a Risk Assessment on the culvert bridge as attached at Appendix 2.

A Summary of the issues highlighted in the risk assessment is shown below:

- A. Restricted inter-visibility between users entering the shared use route from footpath may lead to pedestrian / collisions
- B. Potential for a person to hide behind fencing at either side of the bridge leading to criminal activity
- C. Visibility through the bridge is restricted by fencing and may lead to cyclists to pedestrian collisions leading to injury
- D. Lack of parapet height may lead to pedestrian/cyclist falls
- E. Lack of shared use signage to warn of the potential presence of cyclists

It was confirmed that Persimmon Homes would remove the high fences and replace with lower fencing to provide better line of site, cut back overgrown shrubs, install signage to indicate that the path was shared with cyclists and pedestrians and include solar panel lights on the new fencing to provide low illumination on the footpath over the bridge. It was proposed that this work would be carried out within a matter of weeks. The path over the culvert would need to be closed for 1 to 2 days to undertake the work but the public footpath would not be closed.

A meeting was held with Braunstone Town Council officers and Blaby District Council on 13th February 2024 to discuss what options and obligations were in place to escalate the work by Persimmon Homes to undertake the major works to the culvert bridge.

Confirmation of the legal owner of the culvert bridge would need to be confirmed and investigations made to confirm if any planning obligations were in place to ensure that the culvert bridge work was constructed and maintained to an agreed standard.

Recommendations

1. that the update report on progress with Thorpe Astley Culvert be noted;
2. that investigations be undertaken by Blaby District Council to confirm ownership and if there were any planning obligations in place that required that the culvert bridge was completed and maintained to an agreed standard.

Reasons

1. To ensure that the Town Council's desire to complete the transfer of Thorpe Astley Park, a significant asset that should be owned by the Town Council, without further delays and additional cost.
2. To ensure that all options for ensuring that the work to the culvert bridge was undertaken as soon as possible were investigated.

From: [Christopher Portess](#)
To: [Pauline Snow](#); [McGreevy, Ryan](#); ben.smith3@persimmonhomes.com
Cc: [Darren Tilley](#)
Subject: RE: Risk Assessment
Date: 02 November 2023 08:58:07
Importance: High

Thanks Pauline,

Ryan,

Just on this, I attended the culvert on Monday with Roy Fellows (Blaby District Council Health and Safety Advisor) and Roy raised some urgent concerns around the current functionality of the bridge left how it is. Please see below:

- The fencing that is currently erected on either side of the bridge really restricts the line of sight to oncoming pedestrians and cyclists. Due to the downhill section the cyclists come at some speed and its an accident waiting to happen. There is no designated side for cyclists only, so it is not unreasonable to expect pedestrians to walk side by side.
- The fencing also creates blind areas that could potential be used as waiting areas for muggers or other persons conducting Anti- Social behaviour. Given we are now into shorter days it increases the opportunity for this behaviour and residents may feel insecure about using such a footpath.
- The fencing acts as barrier to the culvert but does little to deter it from being scaled and for ASB to take place within the water area, I would be concerned that enough is not being done to prevent access.
- The section that has been removed and now replaced with wire mesh has sharp edges at the top and acts as a shop window for the culvert.

With the above risks being highlighted and the wire mesh fencing installed by persimmons I would ask for you to review your schedule of works and see if this can be pushed forwards ASAP.

Many Thanks

Chris Portess
Property and Assets Service Manager
Blaby District Council

Telephone: 0116 2503098

VISIT OUR WEBSITE: www.blaby.gov.uk

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Pedestrian Safety Assessment

Thorpe Ashley Culvert

Pedestrian Safety Assessment

Date: 01/02/2024

Report produced for: Persimmon Homes

On behalf of: Leicester City Council

Report produced by: Elaine Bingham, Road Safety Consulting Ltd

Reference: RSC/EB/KS/23081

Document Control Sheet

Project Title Thorpe Ashley Culvert
 Pedestrian Safety Assessment

Report Title Pedestrian Safety Assessment
 Reference: RSC/EB/KS/23081

Revision -

Status Final

Control Date 01/02/2024

Record of Issue

Issue	Author	Date	Check	Date	Authorised	Date
Final	EB	29/01/24	KS	01/02/24	EB	01/02/24

Distribution

Organisation	Contact	Copies
Persimmon Homes	Ryan McGreevy	ecopy

Road Safety Consulting Ltd
4 Paramore Close
Whetstone
Leicestershire
LE8 6EY
Registered in England and Wales
Company Number 5225549

1. INTRODUCTION

- 1.1. Road Safety Consulting Ltd was commissioned by Persimmon Homes to carry out an independent pedestrian safety assessment of the existing cycle/footbridge in Thorpe Ashley. The review covers the immediate approaches to, and across, the bridge only. The location of the bridge is shown below.



- 1.2. The Safety Assessment has been carried out by:
- Elaine Bingham, BEng (Hons), MCIHT, MSoRSA
 - Kevin Seymour, B Sc, PG Dip TS, MCIHT, MSoRSA
- 1.3. The review took place at the offices of Road Safety Consulting Ltd between 26th January and 1st February 2024.
- 1.4. A site inspection was made on Friday 26th January 2024 during daylight hours at 10.30am. At the time of the visit the weather conditions were clear and dry. There were a number of pedestrians walking around the area mainly walking a dog. A few cyclists were observed.

2. SITE VISIT AND OBSERVATIONS

- 2.1. The shared use route provides an off road link between Meridian Way and Goodheart Way in Thorpe Ashley. The route travels through the Thorpe Ashley Parkland.
- 2.2. The shared route is constructed from a asphalt based surface, it is 3.0m wide, but narrows to approximately 2.6m wide over the bridge due to fencing either side. The route has street lighting provision.
- 2.3. There is a footpath link from Tuffleys Way that joins the shared use route south of the bridge. This footpath does not have street lighting.
- 2.4. Across the bridge and along the side of the ditch, a 1.8m high panelled fence has been installed.
- 2.5. During the site visit, there was no evidence of littering such as empty drink cans, cigarette butts or gas canisters to suggest on any anti-social activity occurring around the bridge.
- 2.6. The following photos were taken during the site visit:



Northbound approach to bridge



Southbound approach to bridge

3. PEDESTRIAN SAFETY ASSESSMENT

3.1. Following the site visit, the Review Team identified the following potential safety problems with the existing layout of the bridge, and have suggested possible mitigation measures.

Problem A

Summary: Restricted inter-visibility between users entering the shared use route from footpath may lead to pedestrian to cyclists collisions

The intervisibility between a pedestrian entering the shared use route from the footpath and cyclists travelling southbound on the shared use route is restricted by the fencing. This may lead to a pedestrian stepping out into the path of a cyclists leading to pedestrian injury or cyclists injury.



Recommendation

It is recommended that the high panel fencing is removed to provide a clear visibility splay at the footpath to the north for pedestrians and appropriate stopping sight distance for cyclists travelling southbound. See LTN 1/20 Section 5.7 and 5.8.

Problem B

Summary: Potential for a person to hide behind fencing at either side of the bridge leading to criminal activity

Users walking or cycling over the bridge are unable to see over the high panel fencing and this may provide the opportunity for a person, intent on carrying out a criminal act to hide behind and step out into the path of a cyclist or a pedestrian particularly during hours of darkness.



Recommendation

It is recommended that the high panel fencing and any dense vegetation behind the fencing is removed, to minimise potential hiding spots.

Problem C

Summary: Visibility through the bridge is restricted by fencing and may lead to cyclists to pedestrian collisions leading to injury

Visibility towards a cyclist travelling southbound down the incline toward the bridge is restricted by the fencing on the western side of the bridge. This may lead to collisions between users travelling in opposing directions, leading to injury.



Recommendation

It is recommended that the high panel fencing and any vegetation behind the fence is removed to provide a clear visibility over the bridge.

Problem D

Summary: Lack of parapet height may lead to pedestrian/cyclist falls

The panel fencing appears to have been installed as an after measure to protect pedestrians and cyclists from the embankment and falling into the water course/ditch below due to the low height of the parapet walls.



Recommendation

In addition to the recommends to mitigate issues associated with Problems A-C discussed above, it is recommended that following the removal of the existing fencing a 1.5m fence/railing is installed on the approaches to and on the abutment wall over the bridge, to protect pedestrians and cyclists falling into the ditch. The type of fencing should allow clear visibility through it.

Along the ditch, at the back of the footpath, post and rail type fencing or picket type fencing may be appropriate, similar to the existing fencing at the Tuffleys Way end.

Problem E

Summary: Lack of shared use signage to warn of the potential presence of cyclists

There are no signs along the route in the vicinity of the bridge to indicate that the route can be used by cyclists as well as pedestrians. The lack of signage may lead to collisions between users.

Recommendation

It is recommended that shared use signage to diag 956 is installed at appropriate locations along the route. The signs could be incorporated into bollards, mounted on the lighting columns or painted on the footpath surface.

4. SAFETY ASSESSMENT REVIEW TEAM

We certify that this Pedestrian Safety Assessment Road Safety Audit has been carried with reference to GG 119.

Elaine Bingham
B Eng (Hons), MCIHT, MSoRSA
National Highways Certificate of Competence (Road Safety Audit)

Signed: *E. Bingham* Dated 1st February 2024

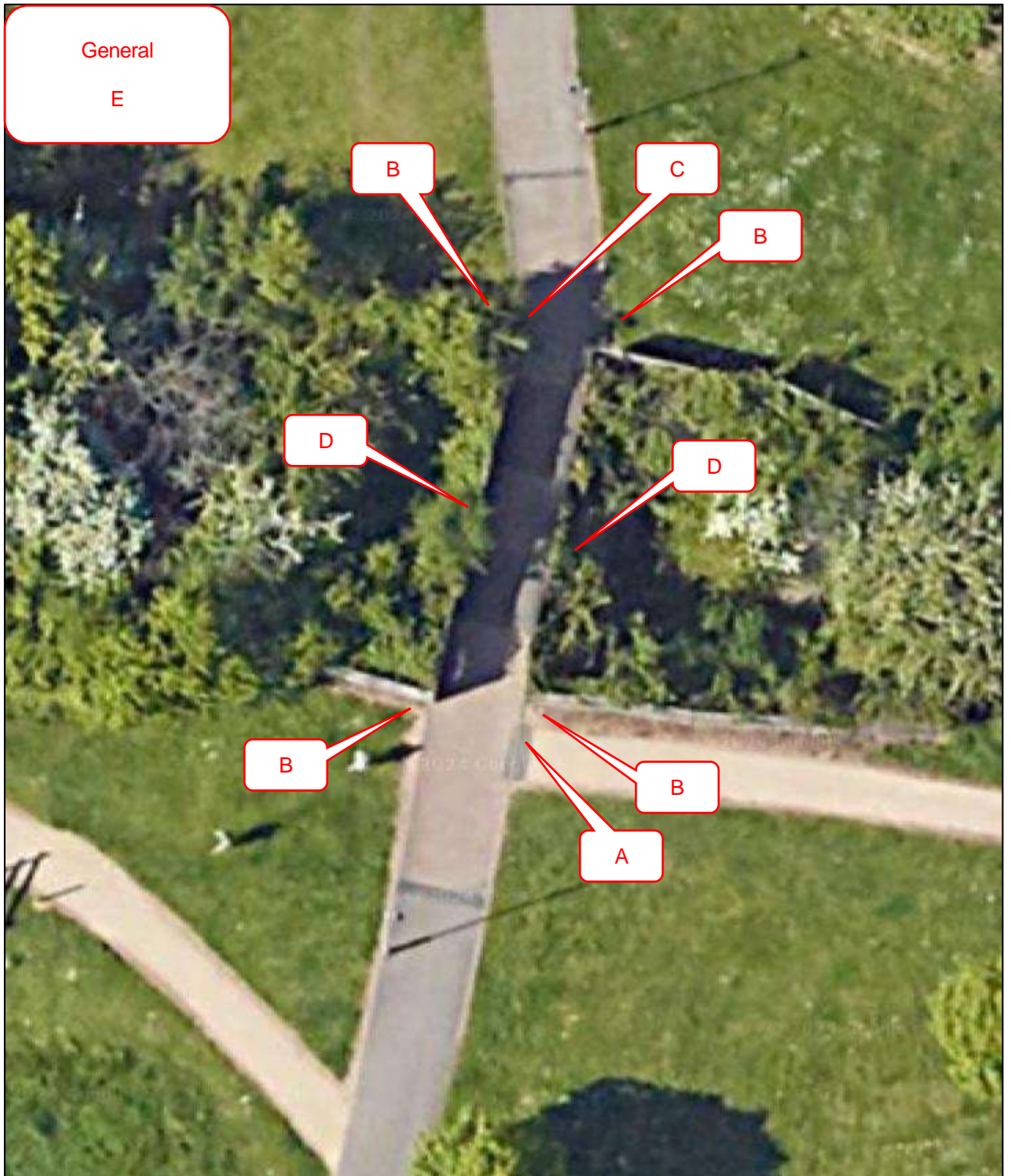
Director of Road Safety Consulting Ltd

Kevin Seymour
B Sc, PG Dip TS, MCIHT, MSoRSA
National Highways Certificate of Competence (Road Safety Audit)
Road Safety Consulting Ltd

Signed: *K Seymour* Dated 1st February 2024

Road Safety Consulting Ltd
4 Paramore Close
Whetstone
Leicestershire
LE8 6 EY

APPENDIX A: Location of Problems



BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 16 – Open Spaces & Parks Winter Works Programme – Progress Report

Purpose

To receive a progress report on the Winter Works Programme for 2023/2024.

Background

The Town Council were successful in obtaining 10 free apple trees that were used to replenish apple trees in the Franklin Park Community Orchard and add to the Queen's Green Canopy trees planted at Thorpe Astley.

A further 15 free trees were successfully applied for to plant in suitable areas in Braunstone Town and Thorpe Astley.

An application for 420 free tree whips from the Woodland Trust had successfully been made for delivery in November 2024, to enhance areas in Braunstone Town and Thorpe Astley.

A list of Winter Works completed to date is attached at Appendix 1. Due to the current financial cash flow situation, many of the projects in the Winter Works programme had been postponed until later in the Spring and would be carried out as soon as finances allow.

Weather conditions had also recently prevented some Winter Works items be carried out due to waterlogged ground conditions preventing vehicle access to some areas of the Parks and Open Spaces. Some work may therefore be delayed until the ground conditions improve or postponed to the next Winter Works. Work on hedgecutting cannot continue after March due to nesting birds and some works may not be able to be completed in the 2023/2024 season.

A table of Winter Works 2023/2024 items and current status is attached at Appendix 1.

Recommendation

That the progress of the Winter Works Programme 2023/2024 be received and noted.

Reason

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

WINTER WORKS SCHEDULE 2023/2024
BRAUNSTONE TOWN

APPENDIX 1

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

PARK/OPEN SPACE	ITEM	FAULT/ACTION	SOURCE	STATUS
	Brook	Tenders currently being obtained to undertake repairs to vehicular culvert bridge and additional drainage work to car park	Capital Plan	ONGOING
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
	Trees	Remove dead pine tree – parks staff to undertake work	Maintenance	TO DO
	Meadow Area	To rotovate and sow wild flower seed	Maintenance	COMPLETED
	Play area bark	Large load of play bark required to top up play area.	Maintenance	TO DO
	Brockenhurst Entrance	Install gateway to prevent motorbike access and undertake work to fence adjacent to brook	To go on Capital Plan	FINANCIAL
	Inspection Chamber	Secure Lids being sourced to prevent access	Maintenance	COMPLETED
	Notice Board	New notice board to be installed at Kingsway entrance to Mossdale Meadows by end of 2023	Maintenance	COMPLETED
	Cycle route fencing	To partially remove some railings and signage post to provide access to playground vehicle gate for trucks to enter	Maintenance	AWAITING CONTRACTOR
	Fencing	Missing or loose bolts – replace	ROSPA	COMPLETED
	Gate	Violent action – adjust closing time – new gate required	ROSPA	COMPLETED X 3
	Picnic table	Bolts loose – tighten	ROSPA	COMPLETED
	Slide	Timber is decayed – replace affected parts	ROSPA	TO DO
	Toddler swing	Decay to timber post – recommend resistance test	ROSPA	TO DO
	Gym Pull down	Bearings worn – replace	ROSPA	AWAITING PARTS
	Gym Skier	Loose bolts on footplate – secure	ROSPA	TO DO
	Gym Rower	Bearings worn – replace	ROSPA	AWAITING PARTS

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

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

WINTER WORKS SCHEDULE 2023 2024

THORPE ASTLEY

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

PARK/OPEN SPACE	ITEM	FAULT/ACTION	SOURCE	STATUS
ALL AREAS	Fences	Repair of any fences where required	Maintenance	COMPLETED
GRAVEL PATH BY IMPEY CLOSE	Path	Breedon gravel to top up and repair most urgent areas	Maintenance	WAS REPAIRED BUT WASHED AWAY IN HEAVY RAIN
VARIOUS AREAS	Planting of trees	Plant whips and standard trees where required	Maintenance	COMPLETED
MUGA, TENNIS COURTS, TRIM TRAIL	Hedges and trees	General Winter Maintenance Tree Survey	Maintenance Rolling programme of Tree Surveys	TOO WET FOR VEHICLES
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
	Play area	Top up bark where required	Maintenance	COMPLETED
	MUGA fence	Top three panels missing – replace	ROSPA	COMPLETED
	Balance Beam	Timber decayed & support posts decayed	ROSPA	DELAYED DUE TO FINANCES
	Overhead bars	Loose in ground – reset item	ROSPA	COMPLETED
	Overhead bars	Timber decayed – replace	ROSPA	DELAYED DUE TO FINANCES
COOKE CLOSE	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
FOXON WAY	Hedges	Cut back hedge from fence adjacent to properties	Maintenance	COMPLETED
WITHERS WAY	Notice board	New notice board to be installed on Withers Way to replace missing one by end of 2023	Maintenance	COMPLETED
HILCOTT GREEN	Hedges and trees	General Winter Maintenance	Maintenance	COMPLETED
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
	Fencing	Bolt missing – replace	ROSPA	

PARK/OPEN SPACE	ITEM	FAULT/ACTION	SOURCE	STATUS
PRIESTMAN ROAD	Hedges and trees	General Winter Maintenance	Maintenance	COMPLETED
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
IMPEY CLOSE	Hedges and trees	General Winter Maintenance	Maintenance	COMPLETED
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
	Multiplay	Surface shrinkage – repair	ROSPA	AWAIT REFURB
	Swing	Wear to chains – replace	ROSPA	COMPLETE
	Swing	Loose swing eye bolt – tighten	ROSPA	COMPLETE
	Swing	Seat at wrong height – adjust	ROSPA	COMPLETE
	Swing	Gaps between surface tiles – trip hazard	ROSPA	AWAIT REFURB
ISOBELLA ROAD	Hedges and trees	General Winter Maintenance	Maintenance	COMPLETED
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
MARSHALL CLOSE	Hedges and trees	General Winter Maintenance	Maintenance	COMPLETED
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
OWEN CLOSE	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
COLLINS CLOSE	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
VILLAGE GREEN	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED

PARK/OPEN SPACE	ITEM	FAULT/ACTION	SOURCE	STATUS
LONG SPINNEY	Hedges and trees	General Winter Maintenance	Maintenance	COMPLETED
	Litter	Deep litter pick	Maintenance	COMPLETED
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
LAND ADJACENT TO ALDI	Litter bin	Install new litter bin	Maintenance	NEW BIN PURCHASED
LUBBESTHORPE ISLAND	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
LUBBESTHORPE BROOK	Brook	Walk through of brook and clearance where necessary	Maintenance	COMPLETED
	Litter and dog bins	Disinfect and replace if necessary	Maintenance	COMPLETED
MERIDIAN WAY	Laurel shrubs	Reduce height of laurel shrubs – phase 4 of work. External contractor for one off project work	Maintenance	COMPLETED
TUFFLEYS WAY PATH	Hedge	Reduce severely as overgrown and unmanageable. External contractor for one off project work	Maintenance	COMPLETED

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 17 – Working Time Policy & Procedure

Purpose

To consider, following consultation, adopting a proposed Working Time Policy & Procedure.

Background

Braunstone Town Council is committed to fostering a positive, healthy, productive and flexible working environment built upon employees' work-life balance and equal opportunities.

The aim of the proposed Working Time Policy and Procedure is to set out details of how flexible working (including homeworking) requests, working time and annualised hours are managed to ensure fairness and maintain a work-life balance.

Development of Policy

On 11th January 2024, the Committee considered a proposed Working Time Policy and Procedure, which had been developed to cover new obligations concerning flexible working, including home working, and to ensure there was a clear and transparent process form managing working hours and annualised hours. The Committee approved the draft for consultation (Minute 79).

Consultation

To enable staff, Councillors and the Council's HR Advisor to input into the proposed Working Time Policy & Procedure to ensure that it would be practical and fit for purpose, a consultation was held from 15th January until 9am on Monday 26th February 2024.

Two consultation comments were received as follows:

Consultation Response	Comment
Recording Working Hours - Extra hours for which payment can be claimed, to be claimed within the month worked or shall be placed as toil, to avoid a build-up of toil and then requesting to be paid.	Retrospective and late claims have been made and are administratively burdensome. The problem with a month limit is it is literal and doesn't take into account exceptional circumstances, e.g. being hospitalised. Suggested that an additional hours' payment cannot be submitted any later than the timesheet for the same period (paragraph 14).

Consultation Response	Comment
Appendix 1, point 3. Can an employee request equipment or supplies to work from home? Extra cost for the Council.	<p>Paragraph 41 provides that a flexible working request can be refused because of “the additional costs to the Council”.</p> <p>Point 3 on Appendix 1 to be amended to include “(where applicable)”</p>

Revised Working Time Policy & Procedure

The proposed changes to the Working Time Policy & Procedure, following consultation, are highlighted in red at Appendix 1.

Should the Committee wish to adopt the proposed Working Time Policy & Procedure, it is recommended that the decision take effect from Monday 11th March 2024.

New legislation surrounding flexible working is due to be implemented in April. The Council’s HR Advisor is working through the detail. It may be that minor amendments/adjustments will need to be made to the adopted Policy & Procedure to comply with legislative changes. If these are required a further report will be submitted to Policy & Resources Committee for consideration.

Recommendation

That the proposed Working Time Policy & Procedure, attached at Appendix 1 of the report, be approved and implemented on 11th March 2024.

Reason

To set out details of how flexible working (including homeworking) requests, working time and annualised hours are managed to ensure fairness and maintain a work-life balance.



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

WORKING TIME AND FLEXIBLE WORKING **(including Home / Hybrid Working)** **POLICY & PROCEDURE**

Purpose and Scope

1. This Policy and Procedure sets out details of how flexible working requests, working time and annualised hours are managed to ensure fairness and maintain a work-life balance.
2. The Policy and Procedure applies to all employees of Braunstone Town Council, whether full or part time, permanent or fixed term. The Policy & Procedure does not apply to agency workers or employees of contractors.

Principles

3. Braunstone Town Council is committed to fostering a positive, healthy, productive and flexible working environment built upon employees' work-life balance and equal opportunities.
4. The Town Council will maintain working arrangements that strike a balance between delivering high and efficient standards of service while enabling employees to achieve a work-life balance.
5. The Council fully recognises its obligations under the Working Time Directive and Flexible Working Regulations and will ensure that employees take appropriate rest from work and are able to work flexibly where this supports the employee and avoids any detriment on the Council's ability to undertake its business and deliver its services efficiently and effectively.
6. Due to the nature of the Council's work all staff are expected to be flexible and supportive of one another. It is a condition of employment for all Employees that everyone is expected to co-operate with Management to ensure work is completed within the necessary time scales and to the required standard.

Hours of Work

7. The Law requires the Council to ensure its employees working hours do not exceed those set out in the Working Time Directive:
 - a) no more than 11 consecutive hours can be worked on any working day, and
 - b) no employee can work more than 48 hours in any one week.
8. Any employee who wishes to exceed the limits set out in 7 above must notify their Line Manager in writing in advance to confirm agreement to opt out of the

Working Time Regulation limits. Any employee who exercises this option must not exceed 12 hours on any working day or 60 hours in any week.

9. Staff must not work over 6 hours without taking a break of at least 20 minutes.

Annualised Hours

10. Employee working hours are annualised to facilitate flexible working. This pattern is based on calculating the employees total contracted working hours in a year and then allowing them to work in a way that means that more than the average weekly hours are worked at some times of the year and less than the average weekly hours at other times. For example, a member of staff is contracted to work 37 hours per week for 40 weeks of the year; therefore, the total annual hours would be $40 \times 37 = 1480$. This employee could agree with their Line Manager to work for 20 weeks of the year at 45 hours per week and 20 weeks at 29 hours per week.
11. This pattern is generally suitable where work has predictable peaks and troughs; e.g. Duty Officer – Community Centres and Cleaner & Premises Operative. The benefit to the Employee is that they aren't spending 'down time' at work, but can organise their working hours over the year to spend 'down time' outside work. Therefore, there may be a motivational benefit to the Employee that would in turn benefit Braunstone Town Council. Other benefits to the Employee include spending more time with the child or dependant, less money spent on child or nursing care, more work life balance to spend time with family members.
12. Employment Contracts detail each employees' core hours over a period. The working pattern within and outside these core hours is flexible and will be determined by the Line Manager in consultation with the member of staff.

Recording Working Hours

13. All staff must record their actual working hours on their timesheet for the period.
14. The exception to the above is where employees are entitled to claim for additional hours payment where Management require them to work additional shifts to cover for holidays, sickness and for vacant establishment hours. Additional hours for which payment is being claimed should only be filled in on the Additional Hours Claim form **and submitted no later than the timesheet for the same period.**
15. Where the employee takes annual leave, the total number of leave hours approved by the Line Manager on the employees' leave card should be inserted into the appropriate column on the timesheet for that date. The employee must not enter the hours they would have worked.
16. Where an employee takes a day off in lieu of additional hours worked (i.e. they are in credit of hours); then "ToiL" should be entered in the appropriate column. The employee must not enter either the total number of hours or the hours they would have worked.

17. Completed four-weekly timesheets should be signed and dated by the employee at the end of the period and submitted to the Line Manager for approval.

Time off in Lieu

18. All requests for time off in lieu against accrued annualised hours will be considered by the Line Manager, depending upon:
 - a. How many other Employees have already approved time off during the same period.
 - b. Whether it is essential to service delivery that the employee, because of their role, is required to be at work during the period.
 - c. No more than a maximum of three weeks are requested (including leave requests) at any one time.
 - d. The request is made with at least as much notice as the amount of time requested for the period of paid leave

Managing Annualised Hours

19. Timesheets provide a running total of hours the employee has in credit (i.e. over their equivalent contracted hours for the period) or in deficit (i.e. under their equivalent contracted hours for the period).
20. Both staff and managers have a duty to manage hours efficiently and effectively and plan working hours according to service requirements and workloads.
21. Staff should use their average weekly hours as a guide to the number of hours credit and deficit they should hold in any one period; without an agreed working pattern, e.g. term time only working, in place. For example, an employee whose annualised hours averages at 20 hours per week should avoid being in credit by more than +20 hours or deficit by more than -20.
22. Line Managers should assess an Employees' working hours over a three month period taking into account paragraph 21 above. Where a Manager finds that a staff member has significantly exceeded or alternatively underworked their hours within a period, the Manager will take the following action:
 - a) *End of first period:* hold an informal one-to-one session with the member of staff to advise them that their hours need to be effectively managed and to agree actions to do this; the actions should be agreed and signed by both the manager and employee;
 - b) *End of second period:* establish if the employee's hours are back on track; if not then a further meeting should establish a new working pattern for the next period and agreed and signed by both manager and employee; and
 - c) *End of third period:* establish if the employee's hours are back on track; if not then a further meeting should be held in which the Manager will inform the employee of their working hours so that the balance of hours worked are back on track (with regard to paragraph 21 above) within the following three months.
23. Employees who are not happy with the outcome at paragraph 22 above have the option of challenging this under the Grievance process. Management has

the option of using the Disciplinary Procedure to address a failure to comply with the outcome at paragraph 22 above.

Flexible Working (including Home/Hybrid Working)

24. The Flexible Working Regulations 2014, allows employees with six months (due to be day one of employment from July 2024) or more continuous employment to be able to request a change to:
 - their total weekly working hours;
 - their start and finish times;
 - where they work, either at home, or the Council offices, or both.
25. Employee hours are annualised to enable flexible working to meet the needs of both the Council and staff; therefore, on a weekly and monthly basis, Managers may agree to staff:
 - a) adjusting their weekly hours and their start and finish times within the annualised hours framework, and
 - b) working at home and different locations.Such arrangements are informal and are aimed to deal with predictable peaks and troughs in work throughout the year and for staff to able to deal with matters outside work and attend appointments.
26. Further to the arrangement in paragraph 25; Braunstone Town Council fully recognises its obligations under the Flexible Working Regulations and any employee, regardless of length of service, can submit a formal flexible working request to be considered in accordance with the section below.

Considering Flexible Working Requests

27. All Flexible Working requests must be given due consideration. Failure to respond to an employee's request as below, can result in them making a complaint to the Employment Tribunal for loss of statutory rights. The claim can be based on either the Council's failure to address the request, or if the reasons for rejecting it were based on incorrect facts.
28. An employee wishing to request flexible working should submit their request in writing to their Line Manager.
29. Upon receipt of a written request from an employee, the Line Manager will invite the employee to an informal meeting to discuss.
30. Advice will be sought from the Council's HR Advisor. The request will be considered by the relevant Manager who is at Service Manager level or above.
31. Where the relevant Manager is able to accept the request in full; then this will be granted.
32. Where the relevant Manager is unable to accept the request in full; then employee will be invited at a Formal Hearing so that the Council can fully investigate and respond to it.

33. The Formal Hearing will be conducted by the Chief Executive & Town Clerk or the Employing Committee in the case of a request from the Chief Executive & Town Clerk. The Hearing will be supported by the Council's HR Advisor. The Employee is entitled to be accompanied by a colleague or Trade Union representative.
34. All points raised by the employee during the Hearing will be considered and a written response will be provided to the employee within five working days to inform them of the Councils' response to their request. The employee will also be informed of their right to appeal against the outcome if they wish to do so.

Appeal Procedure

35. Appeals should be made to the Chair of the Appeals Committee, preferably in writing and within a reasonable timescale following the action the Employee is appealing against. A reasonable timescale would normally be no longer than a week. Appeals made after one week will be considered if the Employee has a reasonable explanation for having taken so long.
36. A written submission will be prepared by the member of staff, making it clear to the Chair of the Appeals Committee that they are appealing against the decision affecting them, and setting out the reasons for their appeal. Other relevant documentation relating to the hearing will be supplied by the Council representative. All documentation will be made available to Committee members and both parties prior to the hearing.
37. A Formal Appeal Hearing will be conducted by the Appeals Committee (substitute members can be drawn from the Full Council), involving the employee and will be held within fourteen days of receipt of the appeal request. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or a trade union representative.
38. The procedure for considering the appeal will be as follows:
 - a. The employee (or their representative) should put their case.
 - b. The Council's Representative should then be able to put any questions they have to the employee (or their representative).
 - c. The Committee can then ask questions of the employee (or their representative).
 - d. The Council's Representative should put their case.
 - e. The employee (or their representative) should then be able to put any questions they may have to the Council's Representative.
 - f. The Committee can then ask questions of the Council's Representative.
 - g. The employee (or their representative) sums up their case.
 - h. The Council's Representative then sums up the Council's case.
 - i. The parties withdraw and the Committee reaches its decision (if a point of clarification is necessary, both parties will be invited back).
 - j. Once the Committee has reached its decision it will invite both parties back to inform them of the decision, this will be confirmed in writing within 7 working days.
39. The Appeals Committee's decision is final.

Determining a Flexible Working Request

40. The Council is not obliged to accept a flexible working request; nevertheless, it will demonstrate that it has treated the request seriously, and fully investigated whether or not it could be implemented.
41. Refusal of a flexible working request can only occur following a Formal Hearing (paragraphs 32 – 34) and will be based on one or more of the following:
 - a) the additional costs to the Council;
 - b) reduced ability to meet the needs of customers;
 - c) inability to share the person's workload amongst other staff;
 - d) potentially damaging effects upon the quality of work produced;
 - e) potentially damaging effects upon performance;
 - f) inability to recruit extra staff to provide cover.
42. Where the Council wishes to reject an employee's flexible working request for any of the above reasons, it will provide evidence to support its case.

Homeworking

43. Home based working, or a combination of home and office (hybrid) working may be the latest thing for many employees, but Councils have been doing it for a long time. It is estimated that 80% of Parish Council staff conduct some, if not all, of their working activities from their home address.
44. Following lockdown in 2020 and 2021 the benefits of this working arrangement have been widely accepted and it has proven to be very popular as a means of balancing work and domestic obligations.
45. An employee who wishes to work from home or have a combination of home and office (hybrid) working; should formally submit a "Flexible Working Request", which will be considered and determined in accordance with this policy & procedure.
46. According to the Health and Safety Executive, there are four key areas for a Council to address to ensure that their Employees are working safely from home:
 - a) Risk Assessments;
 - b) Stress;
 - c) Video Display Units; and
 - d) Lone Working Arrangements.The Council's Health & Safety Policy Statement sets out further details of the arrangements for assessing the above.

Review of the Policy

47. This Policy will be reviewed by the Policy & Resources Committee every four years following consultation with staff.

DATE ADOPTED	11 th March 2024	REVIEW DATE	March 2028
REVISED DATE/S			

APPENDIX 1 - Home Working Checklist

1.	Does the Employment Contract clearly state all locations where the Employee is required to work? Home, Office, Community Centre. Plus a requirement to visit other locations such as District and County Council offices?	YES	NO
2.	Does the Employment Contract include details of the Employees' entitlement to request flexible working, including requesting home working?	YES	NO
3.	Does the Employment Contract set out details of Home Working expenses the Employee can claim (where applicable), and how to submit their claim?	YES	NO
4.	Is the Employee able to claim a PAYE deduction for Home Working expenses - see Appendix 1	YES	NO
5.	Does the Council require Employees to complete weekly/ monthly timesheets to ensure that working hours are compliant with the Working Time Regulations, and the Council can account for the hours that they pay for?	YES	NO
6.	Does the Employee's Home/Buildings contents insurance cover home working, to protect all Council assets that are kept at the Employee's home?	YES	NO
7.	Has the Employee signed a stand-alone agreement with the Council to enable deductions to be made from pay/final salary for non-return, or damage to, any Council property or assets – see Appendix 2	YES	NO
8.	Has the Council conducted risk assessment and checks to satisfy itself that all sensitive personal data is stored and managed securely in the Employees home, such as locked filing cabinets and password protected software?	YES	NO
9.	Has the Council set up a cloud storage data base for the Employee to store all emails, electronic documents and other information that is also stored on computers? Who has access to that data – passwords?	YES	NO
10.	What arrangements does the Council have in place to allow the public to have access to the Employee if necessary. For example a separate telephone line, or mobile number, set visiting times at Council offices, village hall, community centre?		
11.	Is the Employee's home address confidential? Is all post and other correspondence sent to the Council Office/Community Centre? Alternatively does the Council have a PO Box address for the Employee?	YES	NO
12.	Does the Council have a public notice on its website and other locations that state what type of behaviour towards Employees is unacceptable, and what action will be taken by the Council in the event of such conduct?	YES	NO
13.	Has the Council spelt out what travelling costs / expenses can be claimed by the Employee for journeys between their home and other work locations, if the home is the principal place of work?	YES	NO
14.	Does the Employee's car insurance include business use if it is used for travelling on Council business?	YES	NO

The above is not an exhaustive list and professional advice should be sought where necessary before implementing any changes to current working arrangements.

APPENDIX 2

HMRC Home Working Tax Allowance

It may be difficult for home working Employees to calculate the exact amount of the allowance additional costs that they have incurred as a result of working at home. For ease of administration, from 6 April 2012 you may accept that employees who satisfy the conditions for relief (see EIM32760) are entitled to a deduction of £6 per week, or £28 per month for monthly paid employees, (exclusive of the cost of business telephone calls) for each week that they are required to work at home, without having to justify that figure. Employees who wish to deduct more than £6 per week/£28 per month will be expected to keep records and to be able to show how their figure has been calculated.

The statutory conditions imposed by Section 326 ITEPA 2003. HMRC accept that those conditions are met where the following circumstances apply:

- the duties that the employee perform at home are substantive duties of the employment. "Substantive duties" are duties that an employee has to carry out and that represent all or part of the central duties of the employment (see EIM32780)
- Those duties cannot be performed without the use of appropriate facilities.
- no such appropriate facilities are available to the employee on the employer's premises (or the nature of the job requires the employee to live so far from the employer's premises that it is unreasonable to expect him or her to travel to those premises on a daily basis).
- at no time either before or after the employment contract is draw up is the employee able to choose between working at the employers' premises or elsewhere.

The examples in EIM32790 illustrate how those conditions will apply in a range of different circumstances.

If one or more of those conditions are not met it is likely that the employee will not satisfy the statutory tests.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 18 – Leave Entitlement Policy & Procedure

Purpose

To consider, following consultation, adopting a proposed Leave Entitlement Policy & Procedure.

Background

Braunstone Town Council is committed to fostering a positive, healthy, productive and flexible working environment built upon employees' work-life balance and equal opportunities.

The aim of the proposed Leave Entitlement Policy and Procedure is to set out details of the holiday and other types of leave staff are entitled to, and how leave requests are managed to ensure fairness and maintain a work-life balance.

Development of Policy

On 11th January 2024, the Committee considered a proposed Leave Entitlement Policy and Procedure, which 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 for managing leave entitlements (Minute 80).

Consultation

To enable staff, Councillors and the Council's HR Advisor to input into the proposed Leave Entitlement Policy & Procedure to ensure that it would be practical and fit for purpose, a consultation was held from 15th January until 9am on Monday 26th February 2024.

No consultation comments were received, except for the following:

1. the Council's HR Advisor proposed changes to Paternity Leave to accommodate new legislation which starts in April; and
2. the Chief Executive & Town Clerk proposed:
 - clarifying that where an employee is not scheduled to work on a given day, but that day is part of the working week, that to guarantee the time off, leave needs to be booked; and
 - an additional section on Unpaid Leave, to provide a process to consider requests for unpaid leave (regardless of reason or length), which were not covered by the statutory or other discretionary entitlements proposed in the policy.

The proposed amendments/additions are highlighted in red at Appendix 1.

Revised Leave Entitlement Policy & Procedure

The proposed changes to the Leave Entitlement Policy & Procedure, following consultation, are highlighted in red at Appendix 1.

Should the Committee wish to adopt the proposed Leave Entitlement Policy & Procedure, it is recommended that the decision take effect from Monday 11th March 2024.

Recommendation

That the proposed Leave Entitlement Policy & Procedure, attached at Appendix 1 of the report, be approved and implemented on 11th March 2024.

Reason

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.



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

LEAVE ENTITLEMENT POLICY & PROCEDURE

Purpose and Scope

1. This Policy and Procedure sets out details of the holiday and other types of leave staff are entitled to, and how leave requests are managed to ensure fairness and maintain a work-life balance.
2. The Policy and Procedure applies to all employees of Braunstone Town Council, whether full or part time, permanent or fixed term. The Policy & Procedure does not apply to agency workers or employees of contractors.

Principles

3. Braunstone Town Council is committed to fostering a positive, healthy, productive and flexible working environment built upon employees' work-life balance and equal opportunities.
4. The Town Council will maintain working arrangements that strike a balance between delivering high and efficient standards of service while enabling employees to achieve a work-life balance.
5. Braunstone Town Council will comply with legal requirements in respect of working time and statutory time off. The Town Council will consider all other requests for paid or unpaid leave in line with our policies and procedures.

Holiday Entitlement

6. Full time staff, i.e. those who are contracted to work 37 hours per week, are entitled to 24 days paid leave per annum, increasing to 29 days after five years continuous local government employment.
7. Part-time staff entitlements are pro-rata those of full time staff.
8. Where a role includes opportunities for additional hours to be worked; then holiday entitlements will be based on average weekly earnings over a 52 week period.
9. The Council's holiday year runs from 1st April to 31st March each year. Employees are expected to use all their entitlement during the year. Only five unused days (full-time staff, pro-rata for part-time staff) can normally be carried over and used within the month of April, with permission. Any additional unused holiday entitlement cannot be paid.

10. Employees who leave or join the Council during the holiday year are entitled to a pro-rata holiday allowance, based on how much of the year they work for the Council.
11. Where an employee leaves the Council's service during the holiday year and, with the agreement of their Line Manager, does not use the outstanding pro-rata holiday allowance, then the balance will form part of the final salary calculation.

Bank Holidays

12. Full time staff are entitled to 8 Bank Holidays (Spring Bank Holiday, Good Friday, Easter Monday, May Day, August Bank Holiday, Christmas Day, Boxing Day and New Year's Day).
13. If full-time staff are required to work on a Bank Holiday they will be entitled to Time Off in Lieu.
14. Part-time staff have their Bank Holiday entitlement included in their annual leave allowance.
15. Where part-time staff normally work, but will take the bank holiday off, they should include the equivalent hours on their annual leave form. If part-time staff are required to work on a Bank Holiday, it should not be booked as annual leave.
16. Where a part-time employee joins or leaves the Council's service during the holiday year, the bank holiday element of the pro-rata holiday allowance will be adjusted according to the number of bank holidays which fall within the period.

Leave and Time Off Requests

17. All holiday and time off in lieu requests will be considered by the line manager, depending upon:
 - a. How many other Employees have already approved time off during the same period.
 - b. Whether it is essential to service delivery that the employee, because of their role, is required to be at work during the period.
 - c. No more than a maximum of three weeks are requested at any one time.
 - d. The request is made with at least as much notice as the amount of time requested for the period of paid leave
18. Staff may have an agreed working pattern with their Line Manager. This does not mean they will not be required to work at other times and on other days covered by their employment contract. Therefore, to guarantee a particular day off work (irrespective of whether the staff member normally works on that date), leave or time-off in lieu should be booked in accordance with the provisions of this Policy & Procedure.

Medical Appointments

19. Staff are required to make GP and Dentist appointments outside of normal working hours. Staff attending hospital appointments are required to show an appointment card to their line manager prior to attending the appointment and will be entitled to paid time off if the appointment is during their normal working hours.

Parental Leave

20. All Employees who are parents of children aged under eighteen years old, are entitled to 18 weeks unpaid leave; pro rata for part time staff.
21. This entitlement can be taken as a minimum of one week per annum, up to a maximum of four weeks per annum per child.
22. When taking Parental Leave, the employee must submit their request to their Line Manager giving the same period of notice as for holidays, and inform their Manager that it is specifically for Parental Leave.

Time off for Dependants

23. Employees have the right to take a reasonable period of unpaid time off during working hours to deal with unexpected or sudden problems affecting dependants and to make any necessary longer-term arrangements for their care, for example:
 - if a dependant falls ill or has been involved in an accident or assaulted, including where the dependant is hurt or distressed rather than injured physically;
 - to make longer term care arrangements for a dependant who is ill or injured;
 - to deal with an unexpected disruption or breakdown in care arrangements for a dependant; for example, when a child minder or nurse fails to turn up;
 - to deal with an incident involving your child during school hours; for example, if the child has been involved in a fight or is being suspended from school.
24. A dependant is an employee's spouse, child, parent, or someone who lives with them as part of the family (other than an employee, tenant, lodger or a border), for example, this could be an elderly aunt or grandparent who lives in the household, or anyone who reasonably relies on the employee either for assistance or to make care arrangements in the event of illness or injury.
25. The Council recognises that most of these events can occur without a great deal of warning; however, employees must tell their Line Manager as soon as possible about the absence, the reason for it and how long they expect to be away from work.
26. In most cases, the amount of leave required will normally be 1 or 2 days at the most, but this will depend on individual circumstances. You may be able to take a longer period of leave if this is agreed with your Line Manager.

27. This right is intended to cover unforeseen circumstances. If you know in advance that you are going to need time off, you may be able to arrange to take this time as part of your annual leave entitlement or under another leave entitlement detailed in this policy.
28. Line Managers will hold an informal return to work meeting with employees who have taken time off for dependants to establish the reason and that the circumstances were unforeseen. Notes of the meeting should be signed by both the Employee and the Manager.

Bereavement Leave

29. All Employees are entitled to up to four weeks Bereavement Leave in the event of the death of a dependent child aged from week 24 of the pregnancy up to 18 years old.
30. For those with 26 weeks continuous employment payment will be in full.

Compassionate Leave

31. Sympathetic consideration will be given to any employee requesting absence from work on compassionate grounds. Such grounds might include bereavement or serious illness of a close relative, partner or family member.
32. To deal with the death of a dependant; for example, to make funeral arrangements and to attend a funeral; paid leave will be granted of up to 5 days for a spouse, parent (including in-law) or a child. Paid leave will be granted to attend the funeral of a close relative or family member.
33. Paid absence may be granted for up to 5 working days in any leave year (1 April to 31 March) for serious illness of a spouse, parent (including in-law) or a child.
34. Leave will be granted by the relevant Manager who is at Service Manager level or above after consideration of the merits of the request, which should be set out by the employee in writing.
35. Further periods of unpaid Compassionate Leave may be granted by the relevant Manager.
36. Compassionate Leave will be recorded on the employee's leave entitlement form.
37. Compassionate Leave is not available if it coincides with another pre-arranged period of holiday or time off in lieu. Further guidelines and definitions are available from the Line Manager.

Maternity Leave

38. All female Employees are entitled to 52 weeks Maternity Leave, which consists of 9 months ordinary paid leave (if eligible) and an optional 3 months additional unpaid leave.

39. All female Employees are entitled to 9 months paid Maternity Leave, and will receive Statutory Maternity Pay (SMP) if their average weekly wage exceeds the National Insurance lower earnings limit and have been employed for a period of 6 months at the 15th week prior to the due date of the birth of their child. Employees need to discuss all arrangements with their line manager prior to beginning this leave.
40. Braunstone Town Council cannot permit a mother to work during the period of 2 weeks, which commences on the day of childbirth.
41. Employees on Maternity Leave will be able to arrange up to 10 'Keep in Touch Days' with their Line Manager, to return to work for short periods during their leave and receive their normal rate of pay on these working days, without damaging their entitlement to Maternity Pay.

Notice Requirements

42. Pregnant women must give notice in writing to their Line Manager no later than the end of the 15th week before the expected week of childbirth, (or as soon as reasonably practicable), stating:
 - that the employee is pregnant;
 - the expected week of childbirth;
 - the date on which the employee intends to start taking their ordinary maternity leave period (and additional maternity leave, if eligible), which must be a date no earlier than the beginning of the 11th week before the expected week of childbirth.
43. Employees will need to give their Line Manager 8 weeks prior notice if they wish to return to work early from Maternity Leave.
44. Employees are required to give their Line Manager twenty eight days' notice prior to their intended return date from ordinary Maternity leave. No notice is required from Employees who have taken 12 months Maternity Leave.

Maternity Pay

45. Payments for employees who have less than 1 year's continuous local government service at the beginning of the 11th week before the expected week of childbirth shall be the employee's entitlement to Statutory Maternity Pay (SMP), where eligible.
46. Payments for employees who have completed 1 year's continuous local government service at the 11th week before the EWC shall be as follows:-
 - a) For the first eight weeks of absence an employee shall be entitled to nine-tenths of a week's pay offset against payments made by way of SMP or Maternity Allowance (MA) for employees not eligible for SMP.
 - b) An employee who declares in writing that she intends to return to work will for the subsequent 12 weeks' absence receive half a week's pay plus SMP, where eligible, without deduction except by the extent to which the

combined pay and SMP (or MA and any dependant's allowances if the employee is not eligible for SMP) exceeds full pay. Alternatively the equivalent amount (i.e. 6 weeks' pay) may be paid on any other mutually agreed distribution. For the remainder of the maternity leave period the employee will receive their entitlement to SMP currently 39 weeks in total, where eligible.

- c) Payments made by the authority during maternity leave under (b) above shall be made on the understanding that the employee will return to local authority employment for a period of at least three months, which may be varied by the Chief Executive & Town Clerk, or the Employing Committee in relation to the Chief Executive & Town Clerk, on good cause being shown and, in the event of her not doing so, she shall refund the monies paid, or such part thereof, if any, as the above, acting on behalf of the Council, may decide. Payments made to the employee by way of SMP are not refundable.
- d) For employees not intending to return to work payments during their maternity leave period following the first 6 weeks will be their entitlement to SMP (currently 39 weeks in total), where eligible.

Time of for Antenatal Care

- 47. Pregnant women are entitled to take a reasonable amount of paid time off during your normal working hours to keep appointments for antenatal care, made on the advice of a registered medical practitioner, midwife or health visitor.
- 48. Employees should, wherever possible, try to arrange appointments at the start or end of your working day. Antenatal care may include relaxation and parent craft classes as well as medical examinations.
- 49. Employees will be required to show their Line Manager the antenatal appointment card if requested (other than for the first appointment).
- 50. All time off for antenatal care will be paid at the normal rate of pay.

Paternity Leave

- 51. New Fathers are entitled to two weeks paternity leave, as follows:
 - a) new fathers with less than 1 year's continuous local government service, paid at the same rate as SMP;
 - b) new fathers who have completed 1 year's continuous local government service, nine-tenths of a week's pay for each week offset against payments made by way of SMP;
 - c) leave can be taken in one block of two weeks, or two separate one week periods.
- 52. This leave must be taken within ~~the first eight~~ fifty two weeks of the child's birth.
- 53. Employees are required to show their Line Manager a relevant MAT B1 when making a request to take this leave.

Shared Parental Leave Entitlement

54. Parents who both have 26 weeks or more continuous employment, and who earn above the National Insurance Lower Earnings Limit, can take Shared Parental Leave (SPL).
55. Both Parents can share a total of 37 weeks paid at the same rate as Statutory Maternity Pay and 12 week's unpaid leave, following their child's birth.
56. Mothers must take two weeks compulsory Maternity leave immediately after the birth, (four weeks for manual workers). Following that compulsory period, both Parents can request dates to take leave totalling 37 weeks paid (35 for manual workers) and 12 weeks unpaid.
57. Leave can be taken by both Parents at the same time, or in alternating periods.
58. Employees wishing to take SPL should submit a written eight week notice to their Line Manager, specifying the dates they wish to take.
59. To take leave:
 - a) Both Parents must qualify in terms of earnings and length of service. An Employee's partner must have been an employed or self-employed earner in Great Britain for a total 26 weeks (not necessarily continuously) in the period of 66 weeks leading up to the week in which the child is due.
 - b) The Mother must give her Employer eight weeks' notice that she is ending her Maternity Leave.
 - c) The following evidence that an Employee's Partner/Spouse is also entitled to SPL should be submitted to the Line Manager:
 - The Partner/Spouse's name.
 - Their National Insurance number.
 - Copies of the Partner/Spouse's pay slips for the past eight weeks.
 - A letter from the Partner/Spouse's Employer to confirm that they are entitled to SPL.
60. Requests for just one continuous period of leave will be granted.
61. If an Employee requests two or more separate/discontinuous periods of SPL, the Line Manager, during the first two weeks of the eight week notice, will discuss dates with the Employee, which are unacceptable for business reasons.
62. If agreement cannot be reached, the Employee will be entitled to one continuous period of SPL, starting from the date the discontinuous leave request was due to start.

Adoptive Leave

63. Employees who are in the process of becoming adoptive parents are entitled to take leave around the time of the placement of a child. Adoption Leave and Adoption Pay is a statutory entitlement for adoptive parents, similar

to statutory maternity leave provisions. The entitlement applies to either parent (but not both).

64. In all cases the current statutory provisions will apply. Employees are advised to contact their Line Manager to obtain full details regarding current legislation and procedures.

Jury Service

65. An employee who receives a summons to serve on a jury, must report the fact to the Line Manager as soon as possible.
66. Braunstone Town Council will in accordance with the law release you for jury service when required to do so.
67. Employees will be paid in full for the first week of Jury Service; then at half-pay for any days served during the second week. From week three, Jury Service will be unpaid.

Study Leave

68. Staff may be granted paid time off to study for and attend examinations during normal working hours, where the study and qualification relates to their employment.
69. Staff may be granted unpaid time off to study for and attend examinations during normal working hours, which are unrelated to their employment. This entitlement will be granted at the discretion of the relevant Manager who is at Service Manager level or above.
70. Entitlement will be detailed in a separate column on your leave entitlement form and absence will require prior authorisation from the relevant Line Manager.

Unpaid Leave

71. In addition to the entitlements set out in this Policy & Procedure, employees can request unpaid leave for whatever reason. This can range from a career break to wanting time off work but the employee does not have enough annual leave or accumulated hours available to use. Except where another entitlement in this policy applies, the process for making and determining requests will be the same.
72. An employee requesting unpaid leave under this provision should submit their request in writing to their Line Manager, with at least as much notice as the amount of time requested for the period of unpaid leave, setting out:
 - a) the reason for the request,
 - b) the date or period requested,
 - c) the likely impact on their workload and how they propose to address/mitigate this.

73. A request will be considered at the discretion of the relevant Manager who is at Service Manager level or above. The relevant Manager will take into account:
- a) whether it is essential to service delivery that the employee, because of their role, is required to be at work during the period,
 - b) whether there are other employees, with suitable skills, who can cover the role in the employees' absence,
 - c) whether it is possible to cover the absence using existing staff, agency staff, seconding staff or recruiting on a fixed term contract,
 - d) whether the cost of covering the role can be offset by the employees' salary saving, and
 - e) whether there are any other additional costs to the Council.

Complaints and Grievances

74. Any employee who has a complaint concerning how their leave has been handled should in the first instance raise the matter directly with their Line Manager. If the matter remains unresolved, employees have the option of raising their concern by submitting a Grievance in accordance with the Grievance Policy & Procedure.

Review of the Policy

75. This Policy will be reviewed by the Policy & Resources Committee every four years following consultation with staff.

DATE ADOPTED	11 th March 2024	REVIEW DATE	March 2028
REVISED DATE/S			

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 19 - Local Government Pension Scheme: Review of Employer Discretions

Purpose

To review the Council's Pensions Discretions Policy, which sets out how the Council would apply certain discretions that exist within the Local Government Pension Scheme regulations.

Background

Local Government Pension Scheme employers are required to publish and keep under review a statement of policy to explain how they will apply certain discretions that exist within the regulations. This allows employers flexibility in managing some issues relating to the benefits of their scheme members, although exercising these discretions can have immediate costs that would need to be funded.

As the local pension scheme administrator, the County Council are currently conducting a review of the discretions agreed by each of the employers. Although 85% of employers with active members have a published policy, which includes Braunstone Town Council, approximately 70% are over five years old and it is good practice for these documents to be reviewed more regularly. Braunstone Town Council last reviewed its policies on 1st November 2018.

Review of Discretionary Policies

There are no substantive changes proposed to the discretionary policies, since the costs of any decision to permit them will have to be met by Braunstone Town Council.

However, the original discretionary policies were a suite of policies adopted in 2010, 2014 and 2018. These documents also combined some areas where discretions were very similar.

The version attached at Appendix 1 combines the 2010, 2014 and 2018 policies and separates out those which are similar, but groups them together within the document so it is clearer which regulation each discretion relates to.

Some of the original non-mandatory discretions have been removed from the document, notably relating to Shared Cost AVCs. Employers can still have a policy on whether to adopt Shared Cost AVCs, but these do not need to be included within this document.

Furthermore, when last reaffirming the policies in 2018, the Council's position was largely "Braunstone Town Council will not apply the discretion". Advice from the

Pensions Administrator is not to rule out application of a discretion but to use wording such as “will not normally exercise this discretion but may consider it under exceptional circumstances, considering the business case and foreseeable costs to the employer”.

It is proposed to update the scheme of delegation to give the responsibility to Employing Committee to consider the business case and foreseeable costs where an exceptional circumstance arises.

Recommendations

1. That the current Local Government Pension Scheme Discretionary policies, attached at Appendix 1, having been restructured and modified as detailed in the report, be approved and adopted; and
2. that the Scheme of Delegation be updated to delegate to Employing Committee “To determine whether to waive the provisions set out in the discretionary pensions policies in exceptional circumstances, having considered the business case and foreseeable costs to the Council”.

Reasons

1. To review and publish a statement of policy explaining how the Council would apply certain discretions that exist within the Local Government Pension Scheme regulations.
2. Advice from the Local Pensions Administrator was that it was good practice not to rule out in exceptional circumstances waiving a decision not to apply a policy discretion but to consider the specific circumstances and costs.

APPENDIX 1 Local Government Pension Scheme Employer Discretions Policy

Employer name:

Braunstone Town Council

Membership Category	Discretion Number	Discretion	Regulation reference	LCC guidance reference	Braunstone Town Council discretions policy
Additional Pension					
Actives & Post 14 Leavers	1	Whether, how much, and in what circumstances to contribute to a shared cost APC scheme.	R16(2)(e) & R16(4)(d)	1.1	Braunstone Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, considering the business case and foreseeable costs to the employer.
Actives & Post 14 Leavers	2	Whether, at full cost to the Scheme employer, to grant extra annual pension, up to the LGPS additional pension limit (reviewed annually), to an active member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.	R31	1.2	Braunstone Town Council will not normally grant any additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency but may consider it under exceptional circumstances, considering the business case and foreseeable costs to the employer.

Waiving of Early Retirement Reductions

Actives & Post 14 Leavers	3	Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age.	R30(8)	2.1	Braunstone Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, considering the business case and foreseeable costs to the employer.
Actives & Post 14 Leavers	4	Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement.	R30(8)	4 and/or 2.1	Braunstone Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, considering the business case and foreseeable costs to the employer.
Actives & Post 14 Leavers	5	Whether to waive any actuarial reduction on pre and/or post April 2014 benefits paid early on compassionate grounds.	TP3(1), TPSch 2, paras 2(1)	2.2	Braunstone Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, considering the business case and foreseeable costs to the employer.
Leavers between 2008 and 2014	6	Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early.	B30(5), TPSch 2, para 2(1)	2.2	Braunstone Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, considering the business case and foreseeable costs to the employer.
Leavers between 1998 and 2008 plus Councillors	7	Waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early.	31(5) & TPSch 2, para 2(1)	2.2	Braunstone Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, considering the business case and foreseeable costs to the employer.

Switching on the 'Rule of 85'

Actives & Post 14 Leavers	8	Whether to “switch on” the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60.	TPSch 2, paras 1(2) and 2(2)	3	Braunstone Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, considering the business case and foreseeable costs to the employer.
Leavers between 2008 and 2014	9	Whether to “switch on” the 85 year rule for a deferred member voluntarily drawing benefits on or after age 55 and before age 60.	TPSch 2, paras 1(2) and 1(1)(c)	3	Braunstone Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, considering the business case and foreseeable costs to the employer.
Leavers between 1998 and 2008 plus Councillors	10	Whether to “switch on” the 85 year rule for a deferred member voluntarily drawing benefits on or after age 55 and before age 60.	TPSch 2, para 1(2) & 1(1)(f) & R60	3	Braunstone Town Council will not normally exercise this discretion but may consider it under exceptional circumstances, considering the business case and foreseeable costs to the employer.

Flexible Retirement

Actives & Post 14 Leavers	11	Whether all or some benefits can be paid if an employee over 55 reduces their hours or grade (flexible retirement).	R30(6) & TP11(2)	4	Braunstone Town Council has agreed to release pension where there is no cost and not to waive any reduction. Members must reduce their hours by a minimum of 40% and/or reduce their grade. Braunstone Town Council may however allow the release of pension where there is a cost or waive reduction in a potential redundancy situation, where a reduction may occur through redeployment, or in other exceptional circumstance supported by a business case.
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Non-Mandatory Discretions

Active Members	12	Whether to extend the 12 month limit a member has in which to elect to transfer other pension rights into the LGPS. This must be with the agreement of the Administering Authority	R100 (6)		Braunstone Town Council will not normally exercise this discretion but may consider it where extenuating circumstances apply, including where evidence exists that either an election was made within 12 months but this was not received by Leicestershire Pension Fund or evidence exists that the member was not aware of the 12 month limit due to maladministration.
Active Members	13	Whether to extend the 12 month limit a member has in which to elect not to aggregate their deferred benefits with their new LGPS employment	R22 (7) and (8)		Braunstone Town Council will not normally exercise this discretion but may consider it where extenuating circumstances apply, including where evidence exists that either an election was made within 12 months but this was not received by Leicestershire Pension Fund or evidence exists that the member was not aware of the 12 month limit due to maladministration.
Active Members	14	Whether to determine which contribution band is allocated on joining the scheme and at each April. It also determines the circumstances when an employee's band may be reviewed	R9		Braunstone Town Council will base pay on actual pay in April plus previous year's overtime, and re-band upon a pay award and all contractual changes, but not ad-hoc hours changes.
		Name:		Signature:	
		Job title:		Date:	

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 7th MARCH 2024

Item 20 – Review of Disciplinary Policy & Procedure

Purpose

To consider proposed amendments to the Disciplinary Policy & Procedure and to approve these for consultation.

Background

On 27th October 2017, the Committee, following consultation, adopted changes to the Council's Disciplinary Policy & Procedure.

The Disciplinary Policy and Procedure is designed to help and encourage all employees to achieve and maintain acceptable standards of attendance, behaviour, conduct and performance by providing a clear and consistent method for dealing with alleged failures to observe these.

The Policy & Procedure is scheduled for review to ensure that it is fit for purpose.

Review of Disciplinary Policy & Procedure

Attached as Appendix 1 are proposed revisions to the Disciplinary Policy & Procedure, adopted in October 2017.

Proposed changes, highlighted in red, seek to extend the Live Warning Period for a warning issued by a disciplinary hearing having found a case of misconduct.

The rationale behind this is that there is a stringent process of evidence gathering, which is required to be presented where there is an alleged case of misconduct, in order to hold a disciplinary hearing. The employee has the right to be accompanied at the hearing. Often there have been discussions and informal warnings beforehand. To get a final warning at a formal disciplinary hearing will be because there has been a severe act or acts of misconduct. The employee has the right of appeal to the Appeals Committee. The Council employs 13 staff on contracts averaging 10½ per week or less. To only be able to keep a Final Warning Live for 12 weeks isn't a huge amount of time in the circumstances.

There are no other proposed changes to the Policy & Procedure which is considered to be working well and fit for purpose.

Timescales and Implementation

It is proposed to hold a consultation with staff, Councillors and the Council's HR Advisor to ensure that the proposed Policy & Procedure would be practical and fit for purpose.

The consultation is proposed to run from 11th March until 9am on Monday 8th April 2024. The post consultation version of the Disciplinary Policy & Procedure will be submitted to Policy & Resources Committee, proposed for 25th April 2024. At this stage it is proposed the decision take effect from Monday 29th April 2024.

Recommendations

1. That the proposed revisions to the Disciplinary Policy & Procedure, attached at Appendix 1 of the report, be approved for consultation with staff, Councillors and the Council's HR Advisor, as detailed in the *Timescales and Implementation* section of the report; and
2. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 25th April 2024 for consideration and approval.

Reasons

1. To ensure that staff, Councillors and the Council's HR Advisor could input into the proposed changes to the Disciplinary Policy & Procedure to ensure that it would be practical and fit for purpose.
2. To ensure that issues relating to an employee's attendance, behaviour, conduct and performance were raised and dealt with promptly and that meetings, decisions and confirmation of those decisions were undertaken in a timely manner.



BRAUNSTONE TOWN COUNCIL

DISCIPLINARY POLICY AND PROCEDURE

Purpose and Scope

1. The Town Council's policies and procedures, employment contracts, job descriptions and person specifications set out what is expected of employees in terms of the standards required in carrying out their duties.
2. The disciplinary policy and procedure is designed to help and encourage all employees to achieve and maintain acceptable standards of attendance, behaviour, conduct and performance by providing a clear and consistent method for dealing with alleged failures to observe these.
3. Disciplinary action can relate to behaviour and conduct outside of work where this has a direct bearing on an employee's suitability for employment or the Town Council's reputation.
4. This procedure applies to employees of Braunstone Town Council. This policy is not applicable to casual workers, volunteers or agency workers.

Principles

5. Issues relating to an employee's attendance, behaviour, conduct and performance should be raised and dealt with promptly and meetings, decisions or confirmation of those decisions should not be unreasonably delayed.
6. All parties should act consistently and treat information associated with disciplinary proceedings in the strictest confidence.
7. The representative of the employer dealing with any disciplinary issues will seek the advice of the Town Council's HR Advisor at all stages and ensure that any necessary investigations are carried out to establish the facts of the case. Notes should be kept of all meetings.
8. Whether the issue is addressed formally or informally, the representative of the employer should set out the basis of the problem and, where possible, their expectations. The employee will have the chance to put their case before any decisions are made and to be accompanied at any formal disciplinary hearing.
9. In applying the procedure, the Town Council will promote fairness and transparency and apply relevant codes of good practice as set out by Acas.

Informal Discipline

10. Should a manager or the Council be unhappy with an employee's attendance, behaviour, conduct or performance of an employee, they will initially discuss their concerns with the employee on an informal basis. In the case of the Chief Executive & Town Clerk this meeting will be conducted by the Chair of the Employing Committee, supported by at least one other Councillor.
11. The purpose of this meeting will be to guide and support the employee to help them address the problem and perform to an acceptable standard. For this reason the manager will take notes during this meeting, decide what action should result from the meeting and these notes should be signed by the employee and manager, both of whom will be provided with a copy.
12. Only the manager and employee should attend this meeting. There will be no entitlement to be accompanied.

Formal Discipline

13. If an issue regarding an employee's attendance, conduct, behaviour or performance isn't fully addressed by informal methods, the Management will pursue the matter through its formal Disciplinary Procedures.
14. Typical examples of areas of concern may be poor performance, unacceptable and unexplained absenteeism, poor conduct and behaviour at work, or lack of capability by an employee to carry out their job.
15. Employees will be informed by letter that they are required to attend a formal disciplinary hearing. This letter will include details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by trade union representative or a work colleague from the Council. Reasonable efforts will be made to accommodate all parties when making arrangements for the hearing.
16. Hearings will normally be conducted by the Chief Executive & Town Clerk, supported by the Council's HR Advisor. If the disciplinary relates to the Chief Executive & Town Clerk, the hearing will be conducted by the Employing Committee (substitute members can be drawn from the Full Council), supported by the Council's HR Advisor.
17. This is a four step procedure, which increases in the severity of its outcome if the issue isn't resolved at the previous step. Each step involves a formal meeting between the affected employee and the representative of the employer, at which the employee will be given every opportunity to put their side of the issue.
18. Meetings will be conducted as soon as reasonably possible after the incident(s) which are being investigated to ensure that facts and witness statements are clear and up to date. At this meeting employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or trade union representative.

19. If the allegation of misconduct is proven, the meeting may result in the following action being taken by the Council against the Employee:

STEP No	ACTION TAKEN	LIVE PERIOD
1	Formal Oral Warning	Six weeks Three Months
2	Formal Written Warning	Twelve weeks Six Months
3	Final Written Warning	Twelve weeks Twelve Months
4	Termination of Contract of Employment	N/A

Particularly severe acts of indiscipline may result in the Management bypassing Steps 1 & 2. In the case of employees with less than 2 years continuous service, Management may bypass Steps 1 – 3.

Gross Misconduct

20. Acts of Gross Misconduct, if proven after an appropriate investigation, (*including searches of personal property carried out with due regard to the individual's dignity and any appropriate Council property*), and a Disciplinary Hearing may result in dismissal without notice.
21. Employees accused of Gross Misconduct may be suspended on full pay and receive a written invitation to a Formal Disciplinary Hearing, giving them details of the allegation they are to answer, the date, time and venue of the meeting, and also inform them of their right to be accompanied by a work colleague from the Council or trade union representative. The letter will provide a minimum of 2 working days prior notice to the meeting. The formal disciplinary hearing will be conducted in accordance with paragraph 16 above.
22. Braunstone Town Council recognises the following as acts of Gross Misconduct (this is not an exhaustive list):
- a. theft / fraud;
 - b. abusive or threatening behaviour of any nature;
 - c. being under the influence of alcohol or drugs;
 - d. dishonesty in dealings with the Council and/or Management;
 - e. unlawful discrimination, harassment or victimisation, including sexist, racist or any other behaviour against an individual, which could be classed as creating a hostile, intimidating or threatening environment;
 - f. breach of confidentiality;
 - g. failing to carry out reasonable Management instructions;
 - h. serious insubordination;
 - i. lobbying Town Councillors concerning employment matters;
 - j. fighting and acts of aggression.
 - k. deliberately damaging Council property;
 - l. a serious breach of security;
 - m. deliberate breaches of Council Health and Safety procedures;
 - n. deliberate breaches of the law;
 - o. causing loss, damage or injury through serious negligence
 - p. unauthorised access to Council computer files, software, deliberately accessing internet sites containing pornographic, offensive or obscene material or any other such breach of confidentiality;

- q. bringing the organisation into serious disrepute, including serious misuse of the Council's property or name; and
- r. acceptance of any fee or reward during the course of an employee's duties other than his/her remuneration.

Appeal Procedure

- 23. Employees have a right to appeal against a decision made under the formal disciplinary procedure. Appeals should be made to the Chair of the Appeals Committee, preferably in writing and within a reasonable timescale. A reasonable timescale would normally be no longer than a week. Appeals made after one week will be considered if the employee has a reasonable explanation for having taken so long.
- 24. Employees submitting an appeal must make it clear that they are appealing against the decision and set out the reasons for their appeal.
- 25. A written submission will be prepared by the member of staff, making it clear to the Chair of the Appeals Committee that they are appealing against the decision affecting them, and setting out the reasons for their appeal. Other relevant documentation relating to the hearing will be supplied by the Council representative. All documentation will be made available to Committee members and both parties prior to the hearing.
- 26. A Formal Appeal Hearing will be conducted by the Appeals Committee (substitute members can be drawn from the Full Council), involving the employee and will be held within fourteen days of receipt of the appeal request. At this meeting Employees are entitled - and encouraged - to be accompanied by a work colleague from the Council, or a trade union representative.
- 27. The procedure for considering the appeal will be as follows:
 - a. The employee (or their representative) should put their case.
 - b. The Council's Representative should then be able to put any questions they have to the employee (or their representative).
 - c. The Committee can then ask questions of the employee (or their representative).
 - d. The Council's Representative should put their case.
 - e. The employee (or their representative) should then be able to put any questions they may have to the Council's Representative.
 - f. The Committee can then ask questions of the Council's Representative.
 - g. The employee (or their representative) sums up their case.
 - h. The Council's Representative then sums up the Council's case.
 - i. The parties withdraw and the Committee reaches its decision (if a point of clarification is necessary, both parties will be invited back).
 - j. Once the Committee has reached its decision it will invite both parties back to inform them of the decision, this will be confirmed in writing within 7 working days.
- 28. The Appeals Committee's decision is final.

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 27/02/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD240101BD CJANTA	01/01/24	18520		£818.00	£0.00	£818.00	3. TA	Blaby District Council	N030084745 Rates 3460
DD240101BD CJANCC	01/01/24	18547		£2,058.00	£0.00	£2,058.00	2. CC	Blaby District Council	N030002639 Rates 2460
BACS231222L CCPENSION	03/01/24	19515		£10,452.12	£0.00	£10,452.12	1. CM	Leicestershire County Council Pensions	Pension December 23 1020
CHAPS240103 BCARD	03/01/24	19556		-£13.87	£0.00	-£13.87	2. CC	Barclaycard Direct Debit Payment	REBATE BP22 REBATE1083 2990
DD231220LEX AUTO7629	04/01/24	19535		£411.22	£68.54	£342.68	5. OS	Lex Autolease Limited	BJ67 OWM 067 Damaged Rear Exterior Lamps not covered by Maintenance Contract 5650
BACS231018 WALKER9399	05/01/24	19531		£55.08	£9.18	£45.90	5. OS	Walkers Tyre Service Ltd	Tyre fitted to loose ride on mower wheels FE59 HMZ 5650
BACS231201L CC7852	05/01/24	19532		£107.76	£17.96	£89.80	3. TA	Leicester County Council - Waste	Trade Refuse BT17GHH 13 November 2023 BJ67OWM 2 x 03 November 2023 3440
BACS231215B RAND4206	05/01/24	19534	4503	£46.08	£7.68	£38.40	5. OS	Brandon Hire Plc	Hire of 1 wacker plate for millwaste at SP and gravel at TA 5660
BACS231231 GPR4902	05/01/24	19538		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan - Year 2 month 12 1420
		19555/1		£10.00	£0.00	£10.00	1. CM	Co operative Bank	Service charge 1990
		19555/2		£38.63	£0.00	£38.63	1. CM	Co operative Bank	Commision 1990
DD240105CO OP	05/01/24	19555		£48.63	£0.00	£48.63		Co operative Bank	1990
PB240105CA MBRIDGE	05/01/24	19652		£442.13	£0.00	£442.13	1. CM	CAMBRIDGE BUILDING SOCIETY	Fee Charged 1830
DD231213BG2 537	06/01/24	19561		£184.17	£8.77	£175.40	6.LS	British Gas	BGL401801 15.11.23 - 13.12.23 6430
BACS231222H MRC	08/01/24	19514		£8,703.15	£0.00	£8,703.15	1. CM	H M Revenue & Customs	Tax & NI December 1010
BACS231219B &Q4140	08/01/24	19530	4514	£38.50	£6.42	£32.08	2. CC	B & Q	2 Tubes mastic 1 white Amerite Pack paint brushes 2610/1
DD240102ENT A6332	09/01/24	19537		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 01.01.24 - 31.01.24 2400
DD231225OP US6948	09/01/24	19539		£2,381.99	£397.00	£1,984.99	2. CC	Opus Energy	Account 1465347 24.11.2023 - 24.12.2023 2430
DD231221KIN GS9224	10/01/24	19528		£21.18	£3.53	£17.65	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580

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Start of year 01/04/23

paid between 01/01/24 and 27/02/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD240101BYP HONE	10/01/24	19541		£264.94	£44.16	£220.78	1. CM	Byphone Voxbit	RC10115 1400
BACS240102I TSOL4416	12/01/24	19557		£610.20	£101.70	£508.50	1. CM	IT Solutions	1 x Service & Maintainance Agreement PC's Jan - March inc 3 x Service & Maintenance Agreement VoIP Jan - March inc 1420
BACS231123C ONVEL1541	12/01/24	19562		£61.11	£0.00	£61.11	2. CC	Convelii Cleaning Services	Commercial Windown Cleaning 23rd November 2023 2600
BACS231123C ONVEL1539	12/01/24	19563		£63.60	£0.00	£63.60	3. TA	Convelii Cleaning Services	Commercial Windown Cleaning 23rd November 2023 3600
DD240106ENT A6800	13/01/24	19558		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 05.01.2024 - 04.02.2024 3400
DD231230WA TERPL3710	14/01/24	19606		£42.59	£0.00	£42.59	5. OS	Water Plus/STW	MM Acc. 0955002195 5430
		19607/1		£29.40	£4.90	£24.50	2. CC	Global Payments	CC - 05760171 2580
		19607/2		£149.53	£0.00	£149.53	2. CC	Global Payments	CC - 05760171 2580
DD240114GP AYCC154	15/01/24	19607		£178.93	£4.90	£174.03		Global Payments	CC - 05760171 2580
		19608/1		£29.40	£4.90	£24.50	3. TA	Global Payments	TA - 39854961 3580
DD240114GP AYTA045	15/01/24	19608		£29.40	£4.90	£24.50		Global Payments	TA - 39854961 3580
DD240101SA GE7346	16/01/24	19542		£58.80	£9.80	£49.00	1. CM	Sage (UK) Ltd	Subscption 01.01.2024 - 31.01.2024 Payroll 1350
DD240102OP US8523	17/01/24	19540		£3,512.87	£585.48	£2,927.39	2. CC	Opus Energy	Account 1465822 04.12.2023 - 01.01.24 2430
BACS240110E NTANE9673	17/01/24	19571		£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	Basic single line ELE 109188 2400
DD240103OP US2895	18/01/24	19547		£2,539.75	£423.29	£2,116.46	3. TA	Opus Energy	TA Acc 1465824 04.12.2023 - 02.01.2024 3430
DD240103OP US2896	18/01/24	19548		£863.54	£143.92	£719.62	5. OS	Opus Energy	MM Acc 1465825 04.12.23 - 02.01.2024 5430
DD240104WA TERPL2776	18/01/24	19568		£302.67	£0.00	£302.67	3. TA	Water Plus/STW	TA 02.12.23 - 02.01.24 Acc. 0479003705 3430
BCARD240118 ASDA	18/01/24	19604	4522	£35.45	£0.00	£35.45	7. CD	Asda	Supplies for Civic reception Council of the year 7750
BCARD240118 AMAZONGB3	18/01/24	19627	4487	£35.90	£5.98	£29.92	6.LS	Amazon UK	Ink cartridges for library printer 6320

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BCARD240101 AMAZON	18/01/24	19628	4491	£3.49	£0.58	£2.91	1. CM	Amazon UK	A4 hardback note book for library 1300
BCARD240118 AMAZON874	18/01/24	19629	4493	£2.99	£0.50	£2.49	7. CD	Amazon UK	wide green ribbon for official opening of SP playground 7750
BCARD240118 AMAZO2164	18/01/24	19630	4497	£26.99	£4.50	£22.49	7. CD	Amazon UK	florist moss, florist wire and sugar pourers for volunteer activities in library - grant scheme 7940/1
BCARD240118 AMAZO	18/01/24	19631		£17.37	£1.56	£15.81	7. CD	Amazon UK	7940/1
BCARD240118 DIVAPOR	18/01/24	19632		£11.93	£1.99	£9.94	3. TA	Dilip Shah	Supplies for TA plugs 3600
BCARD231218 AMAZ-	18/01/24	19633		-£38.42	£0.00	-£38.42	1. CM	Amazon UK	No information found for this transaction so costed to put on as no information had been received to enable account to be reconcilled so deleted after 1300
BCARD231127 MAYORTRCO	18/01/24	19634		-£206.60	£0.00	-£206.60	7. CD	East Midland Railway	Contra 19545, Mayor travel to London to collect award - Refunded £64.10 7040/1
BCARD231127 MAYORTAME	18/01/24	19635		£142.50	£0.00	£142.50	7. CD	East Midland Railway	Mayor travel to London to collect award 7040/1
		19636/1		£19.80	£0.00	£19.80	2. CC	Amazon UK	Lakeland Pritchitts Semi Skimmed Milk Sticks - Long Life Sachets (240 Sticks) 2510
		19636/2		£30.00	£5.00	£25.00	1. CM	Amazon UK	Fire Safety DVD, (fire extinguishers, fire Alarms) 1210
BCARD231102 AMAZO1	18/01/24	19636		£49.80	£5.00	£44.80		Amazon UK	Misc Copy original contrad by accident 2510
DD240105BG2 368	19/01/24	19569		£21.78	£5.23	£16.55	3. TA	British Gas	TA 603511442 03.12.23 - 31.12.23 3430
DD240501BG2 369	19/01/24	19570		£28.51	£6.73	£21.78	3. TA	British Gas	TA 603511442 01.01.24 - 02.01.24 3430
BACS240115B ARTON5194	22/01/24	19564	4518	£500.85	£23.85	£477.00	5. OS	Barton Petroleum	600 litres Red diesel 5670
BACS240115B ARTON5195	22/01/24	19565		£862.92	£143.82	£719.10	5. OS	Barton Petroleum	600 litres Derv EN590 5670
BACS240111 WALKER4021	22/01/24	19566	4520	£25.92	£4.32	£21.60	5. OS	Walkers Timber	2 x 8ft 4 inch posts to repair bin store at TA 5610/1
BACS240108L TA1024	22/01/24	19567	4517	£272.00	£0.00	£272.00	5. OS	Lawn Tennis Association Operations Ltd (North Region)	Registration Fee for Tennis Courts 2023/2024 5550

Paid Expenditure Transactions

Start of year 01/04/23

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD240115ENT A0825	22/01/24	19572		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.01.24 - 13.02.24 2400
BACS240116A MAZOABEI	22/01/24	19600	4521	£11.72	£1.95	£9.77	3. TA	Amazon UK	3 Tins bond it spray 3600
		19601/1		£7.98	£1.33	£6.65	5. OS	Petty Cash	Batteries for Walkey Talikies 5610/1
		19601/2		£44.48	£7.41	£37.07	7. CD	Petty Cash	Florist supplies for wreath making 7940/1
		19601/3		£20.00	£0.00	£20.00	1. CM	Petty Cash	postage 1300
		19601/4		£2.18	£0.36	£1.82	2. CC	Petty Cash	Fuses 2600
		19601/7		£6.27	£1.04	£5.23	5. OS	Petty Cash	fuel 5670
		19601/8		£39.45	£0.00	£39.45	7. CD	Petty Cash	supplies for coffee morning christmas party 7940/1
		19601/9		£3.49	£0.58	£2.91	2. CC	Petty Cash	water for hirers 2510
		19601/11		£20.01	£3.33	£16.68	5. OS	Petty Cash	fuel 5670
		19601/14		£2.75	£0.00	£2.75	1. CM	Petty Cash	postage 1300
		19601/15		£25.00	£4.17	£20.83	2. CC	Petty Cash	Toilet seat for Civeic Centre 2610/1
110897	22/01/24	19601		£171.61	£18.22	£153.39		Petty Cash	5610/1
BACS241701B LIFEJAN24	22/01/24	19602		£752.40	£0.00	£752.40	1. CM	Braunstone Life	Jan 24 2 pages 1360
SO241222PE RSONALJAN	22/01/24	19620		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of Retained Personnel Services for December 2023 1170
DD240110BG2 610	24/01/24	19560		£122.09	£5.81	£116.28	6.LS	British Gas	BGL401801 13.12.23 - 10.01.24 6430
BACS240124S ██████	24/01/24	19573		£2,781.20	£0.00	£2,781.20	1. CM	████████████████████	Salary January 2024 1010
BACS240124K ██████	24/01/24	19574		£2,009.41	£0.00	£2,009.41	1. CM	████████████████████	SalaryJanuary 2024 1010
		19575/2		£2,682.04	£0.00	£2,682.04	1. CM	████████████████████	SalaryJanuary 2024 1015
BACS240124A ██████	24/01/24	19575		£2,682.04	£0.00	£2,682.04		████████████████████	SalaryJanuary 2024 1015
BACS240124 ██████	24/01/24	19576		£1,578.67	£0.00	£1,578.67	1. CM	████████████████████	SalaryJanuary 2024 1010
BACS240124H ██████	24/01/24	19577		£1,273.92	£0.00	£1,273.92	1. CM	████████████████████	SalaryJanuary 2024 1010
BACS240124J ██████	24/01/24	19578		£2,030.21	£0.00	£2,030.21	1. CM	████████████████████	SalaryJanuary 2024 1010

Paid Expenditure Transactions

Start of year 01/04/23

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS240124T ██████	24/01/24	19579		£3,373.48	£0.00	£3,373.48	1. CM	████████████████████	Salary January 2024 1010
BACS240124S ██████	24/01/24	19580		£1,673.51	£0.00	£1,673.51	1. CM	████████████████████	Salary January 2024 1010
BACS240124F ██████	24/01/24	19581		£170.56	£0.00	£170.56	1. CM	████████████████████	Salary January 2024 1010
BACS240124J ██████	24/01/24	19582		£650.46	£0.00	£650.46	1. CM	████████████████████ ██████████	Salary January 2024 1010
BACS240124L ██████	24/01/24	19583		£334.10	£0.00	£334.10	1. CM	████████████████████	Salary January 2024 1010
BACS240124 ██████	24/01/24	19584		£1,541.96	£0.00	£1,541.96	1. CM	████████████████████	Salary January 2024 1010
BACS240124B ██████	24/01/24	19585		£695.76	£0.00	£695.76	1. CM	████████████████████	Salary January 2024 1010
BACS240124H ██████████	24/01/24	19586		£963.12	£0.00	£963.12	1. CM	████████████████████	Salary January 2024 1010
BACS240124A ██████	24/01/24	19587		£1,563.29	£0.00	£1,563.29	1. CM	████████████████████	Salary January 2024 1010
BACS240124P ██████	24/01/24	19588		£1,106.07	£0.00	£1,106.07	1. CM	████████████████████	Salary January 2024 1010
BACS240124C ██████	24/01/24	19589		£600.56	£0.00	£600.56	1. CM	████████████████████	Salary January 2024 1010
BACS240124S ██████	24/01/24	19590		£448.98	£0.00	£448.98	1. CM	████████████████████	Salary January 2024 1010
BACS240124T ██████	24/01/24	19591		£784.20	£0.00	£784.20	1. CM	████████████████████	Salary January 2024 1010
BACS240124P ██████	24/01/24	19592		£590.45	£0.00	£590.45	1. CM	████████████████████	Salary January 2024 1010
BACS240124H ██████	24/01/24	19593		£1,165.71	£0.00	£1,165.71	1. CM	████████████████████	Salary January 2024 1010
BACS240124 ██████████	24/01/24	19594		£1,629.47	£0.00	£1,629.47	1. CM	████████████████████	Salary January 2024 1010
BACS240124V ██████	24/01/24	19595		£1,044.43	£0.00	£1,044.43	1. CM	████████████████████	Salary January 2024 1010
BACS240124U NISON	24/01/24	19597		£34.00	£0.00	£34.00	1. CM	Unison	Union fees 1010
		19543/1		£41.16	£6.86	£34.30	5. OS	ESPO	Waste bags 5440
		19543/2		£33.12	£5.52	£27.60	1. CM	ESPO	supplies office 1300

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
		19543/3		£140.22	£23.37	£116.85	2. CC	ESPO	cleaning	2330
		19543/4		£189.89	£31.65	£158.24	3. TA	ESPO	Cleaning	3330
		19543/5		£33.36	£5.56	£27.80	1. CM	ESPO	Supplies Office	1300
		19543/6		£35.88	£5.98	£29.90	1. CM	ESPO	Supplies Office	1300
DD240103ESP O	25/01/24	19543		£473.63	£78.94	£394.69		ESPO		5440
BACS240124L CCPENSION	25/01/24	19599		£10,112.70	£0.00	£10,112.70	1. CM	Leicestershire County Council Pensions	Pension January 24	1020
DD240118ENT A1052	25/01/24	19603		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.12.2023-16.01.2024	2400
DD240111WA TERPL5329	25/01/24	19618		£57.74	£0.00	£57.74	5. OS	Water Plus/STW	MM Acc. 0955002195 09.12.23 - 09.01.24	5430
DD240114LEX AUTO4691	29/01/24	19605		£526.13	£87.69	£438.44	5. OS	Lex Autolease Limited	BJ67 OWM 073 15.12.2023-14.01.2024 & BT17 GHH 13.12.23-13.01.24	5650
BACS230123A MZO9439	29/01/24	19613	4526	£8.32	£0.00	£8.32	2. CC	Amazon UK	Milk sachets	2510
BACS240123J AAAK003	29/01/24	19614	4529	£144.00	£24.00	£120.00	7. CD	JAAAK LTD	(Bottles of wine Civic reception 18.01.2024	7750
BACS240123J AAAK002	29/01/24	19615	4528	£246.00	£0.00	£246.00	7. CD	JAAAK LTD	41 Person buffett - Civic reception	7750
BACS240117S LCC7391	29/01/24	19616	4523	£288.00	£0.00	£288.00	1. CM	SLCC	Annual renewal of subscription - Pauline Snow	1350
BACS230922R USSEL4206	29/01/24	19617		£956.15	£152.98	£803.17	5. OS	Russells Group Ltd	2 x front tyres for ride on mower	5650
BACS240103T ARGET6144	29/01/24	19619		£3,369.60	£561.60	£2,808.00	8. PE	Target Pest Control & Hygiene	Collection 48 Dog Waste Bins - weekly & Service charge for Feminine Hygiene Jan Feb Mar	8440
DD240115BG6 430	29/01/24	19637		£338.82	£16.13	£322.69	6.LS	British Gas	BGL401803 13.12.2023 - - 12.01.2024	6430
		19624/1		£10.00	£0.00	£10.00	1. CM	Co operative Bank	Service charge	1990
		19624/2		£19.92	£0.00	£19.92	1. CM	Co operative Bank	Commision	1990
DD240205CO OP	05/02/24	19624		£29.92	£0.00	£29.92		Co operative Bank		1990
BACS240124K NIGHT6906	06/02/24	19621	4527	£139.36	£23.23	£116.13	3. TA	Knighton Janitorial Ltd	Cleaning supplies	3330

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS240119X EROX7753	06/02/24	19622		£251.94	£41.99	£209.95	1. CM	Xerox	Altalink C8155v 3774436331 01/03/24 - 31/05/24	1410
BACS240119P PLPRS4880	06/02/24	19623	4525	£76.76	£12.79	£63.97	2. CC	Performing Right Society Ltd	Renewal of Licence for Civic Centre 2024/2025	2570
BACS230831 GREEN3146	06/02/24	19626	4532	£160.00	£0.00	£160.00	5. OS	The Green Machine	Apply fertiliser and wetting agent to bowling green as agreed with bowls club	5620/3
BACS240124H MRC	07/02/24	19598		£7,735.20	£0.00	£7,735.20	1. CM	H M Revenue & Customs	Tax & NI January	1010
DD240201ENT ANE2061	08/02/24	19648		£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	Basic single line ELE 110819 01.02.24 - 29.02.24	2400
DD240125OP US5153	09/02/24	19625		£2,408.75	£401.46	£2,007.29	2. CC	Opus Energy	Account 1465347 25.12.2023 - 24.01.2024	2430
DD240202ENT A2994	09/02/24	19649		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 01.02.24 - 29.02.24	2400
DD240201BYP HONE	10/02/24	19651		£264.94	£44.16	£220.78	1. CM	Byphone Voxbit	RC10115 0102.24 - 29.02.24	1400
BACS240131S UNNIN2816	12/02/24	19638	4519	£38.54	£6.42	£32.12	5. OS	Sunningdale Landscape Supplies Ltd	8 bags gravel 2 bags postcrete Repair to gravel path and bin store at TA	5610/1
BACS240201C ONVEL1969	12/02/24	19639		£61.11	£0.00	£61.11	2. CC	Convelii Cleaning Services	Commercial Window Cleaning 1st February 2024	2600
BACS240201C ONVEL1968	12/02/24	19640		£63.60	£0.00	£63.60	3. TA	Convelii Cleaning Services	Commercial Window Cleaning 1st February 2024	3600
BACS240131 GPR4911	12/02/24	19641		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan - Year 3 month 1	1420
BACS310131C LARYM1043	12/02/24	19642	4538	£73.75	£0.00	£73.75	7. CD	Clary Meadows Alpacas	Deposit for Alpacas for Summer Fete	7710/2
BACS240129B ANANA0624	12/02/24	19643	4537	£100.00	£0.00	£100.00	7. CD	Banana Brain Fun Shows	Deposit for provision of Punch & Judy and Balloon Modelling for TA on the Beach event June 2024	7715
BACS240206A LLDRA4684	12/02/24	19644		£150.00	£25.00	£125.00	2. CC	Alldrains	Unblock ladies toilet	2600
BACS2401311 SISSO2140	12/02/24	19645		£834.59	£139.10	£695.49	2. CC	Sissons & Allen Ltd	Replacement of Existing Cooking Supply	2610/1
110898	12/02/24	19646		£267.00	£0.00	£267.00	6.LS	Street News	Payment for Newspapers in Library 28.01.24 - 03.02.24	6990
110899	12/02/24	19647		£64.00	£0.00	£64.00	7. CD	Leicester City Council	Rival Market License for Thorpe Astley Craft fair 30.03.24	7700

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BACS240207 MYPOST2990	12/02/24	19658	4540	£24.99	£0.83	£24.16	1. CM	Post Office Shop	Stamps for Library 2 x 1st class (book of 10)	1300
BACS240205F AROL5594	12/02/24	19659	4536	£420.00	£70.00	£350.00	5. OS	Farol Ltd	1 x Sthil Chain saw replacement chain 6 x round file	5630
DD231204OP US9340C	12/02/24	19679		-£721.51	-£120.25	-£601.26	5. OS	Opus Energy	Contra 19483, MM Acc 1465825 03.11.23 - 03.12.2023 NOT CLAIMED	5430
DD231213BG2 537C	12/02/24	19680		-£184.17	-£8.77	-£175.40	6.LS	British Gas	Contra 19561, BGL401801 15.11.23 - 13.12.23 DUPLICATE	6430
DD240105BG2 368C	12/02/24	19681		-£21.78	-£5.23	-£16.55	3. TA	British Gas	Contra 19569, TA 603511442 03.12.23 - 31.12.23 unclaimed	3430
DD240206ENT A4655	13/02/24	19650		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 05.02.2024 - 04.03.2024	3400
DD240215BD C0013034	15/02/24	18488		£1,923.22	£0.00	£1,923.22	2. CC	Blaby District Council	BusinessRefuse Waste 1100 litre bin rental 1.4.23 - 31.3.24	2440
		19662/1		£29.40	£4.90	£24.50	2. CC	Global Payments	CC - 05760171	2580
		19662/2		£261.54	£0.00	£261.54	2. CC	Global Payments	CC - 05760171	2580
DD240131GP AYCC155	15/02/24	19662		£290.94	£4.90	£286.04		Global Payments	CC - 05760171	2580
		19663/1		£29.40	£4.90	£24.50	3. TA	Global Payments	TA - 39854961	3580
DD240131GP AYTA046	15/02/24	19663		£29.40	£4.90	£24.50		Global Payments	TA - 39854961	3580
DD240201SA GE7487	16/02/24	19653		£58.80	£9.80	£49.00	1. CM	Sage (UK) Ltd	Subscription 01.02.2024 - 29.02.2024 Payroll	1350
BACS231213P RINCI7869	16/02/24	19664		£996.10	£166.02	£830.08	2. CC	Principal Hygiene Systems Ltd	01.01.2024 - 31.03.2024	2440
BACS240108 WALKER3889	16/02/24	19665	4539	£36.00	£6.00	£30.00	5. OS	Walkers Tyre Service Ltd	Puncture repair - Ian's truck BJ67 OWM	5650
BACS240208C OLES6503	16/02/24	19666	4524	£138.00	£23.00	£115.00	5. OS	Coles Nurseries	whips for TA Winter Works	5610/1
BACS240203C HAPMA9227	16/02/24	19667		£23.99	£4.00	£19.99	5. OS	Chapmans Garden Machinery Limited	5 litre chainsaw oil	5610/1
BACS240210T OUCH137	16/02/24	19668	4542	£84.00	£14.00	£70.00	6.LS	Touch Times Greeting Cards	Restock cards in library	6900/1
BACS240902A MAZOABEI	16/02/24	19673	4541	£11.95	£2.00	£9.95	7. CD	Amazon UK	Poppy seeds for D-Day landing anniversary	7940/1

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BACS240213K NIGHT7609	16/02/24	19674	4543	£173.70	£28.95	£144.75	3. TA	Knighton Hygiene	WH 901A Toilet rolls x 3 Bleach x 2	3330
BACS240205P ARCP00608	16/02/24	19675	4544	£60.00	£10.00	£50.00	7. CD	Parc Ponies Ltd	Deposit for donkeys for TA on the Beach	7715
BACS240214 MYPOST5583	16/02/24	19676		£18.00	£0.00	£18.00	1. CM	Post Office Shop	Stamps for Library 3 x 2 nd class (book of 10)	1300
BCARD240129 CHATTY	16/02/24	19682	4534	£30.00	£0.00	£30.00	7. CD	Chatty Café	Registration of Café at Braunstone Civic Centre	7040/2
DD240202OP US4388	17/02/24	19654		£3,618.83	£603.14	£3,015.69	2. CC	Opus Energy	Account 1465822 02.01.2024 - 01.02.24	2430
DD240203WA TERPL8031	17/02/24	19660		£427.40	£0.00	£427.40	2. CC	Water Plus/STW	CC 0583085823 03.01.24 - 01.02.24	2430
DD240502OP US1356	18/02/24	19655		£3,580.31	£596.72	£2,983.59	3. TA	Opus Energy	TA Acc 1465824 03.01.2024 - 04.02.2024	3430
DD240205OP US2582	18/02/24	19656		£972.29	£162.05	£810.24	5. OS	Opus Energy	MM Acc 1465825 03.01.24 - 04.02.24	5430
DD240204WA TERPL1108	18/02/24	19661		£302.67	£0.00	£302.67	3. TA	Water Plus/STW	TA 02.01.24 - 02.02.24 Acc. 0479003705	3430
DD240203WA TERPL8031+	18/02/24	19716		£0.20	£0.00	£0.20	2. CC	Water Plus/STW	CC 0583085823 03.01.24 - 01.02.24	2430
DD240203WA TERPL8031C	18/02/24	19717		-£427.40	£0.00	-£427.40	2. CC	Water Plus/STW	Contra 19660, CC 0583085823 03.01.24 - 01.02.24 incorrect amount enytered	2430
DD240207BTQ 126SR	21/02/24	19672		£162.97	£27.16	£135.81	2. CC	British Telecom	CC Alarm Line EM15369632 Charges 01.02.24 - 30.04.24	2430
DD240208BTQ 054SQ	22/02/24	19669		£139.61	£23.27	£116.34	3. TA	British Telecom	TA Alarm EM22854032	3400
DD240208BTQ 054RU	22/02/24	19670		£139.61	£23.27	£116.34	3. TA	British Telecom	TA ADSL EM22853976	3430
DD240208BTQ 075FU	22/02/24	19671		£42.83	£7.14	£35.69	2. CC	British Telecom	CC ADSL EM19572346 Charges 01.02.24- 30.04.24	2400
DD240215ENT A5687	22/02/24	19677		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.02.24 - 13.03.24	2400
BACS240223V [REDACTED]	22/02/24	19710		£1,044.43	£0.00	£1,044.43	1. CM	[REDACTED]	Salary February 2024	1010
SO240222PE RSONALFEB	22/02/24	19726		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of Retained Personnel Services for December 2023	1170
DD240208BTQ 108AU	22/02/24	19727		£139.61	£23.27	£116.34	2. CC	British Telecom	CC FaxLine EM16631367	2430

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BACS240214U NBLOC0766	23/02/24	19685	4546	£114.00	£19.00	£95.00	5. OS	Unblockablock Ltd	Unblocking of drain at Shakespeare Park for Management committee 5600/2
BACS240223S ██████████	23/02/24	19688		£2,781.20	£0.00	£2,781.20	1. CM	████████████████████	Salary February 2024 1010
BACS240223K ██████████	23/02/24	19689		£2,009.61	£0.00	£2,009.61	1. CM	████████████████████	Salary February 2024 1010
		19690/2		£2,682.04	£0.00	£2,682.04	1. CM	████████████████████	Salary February 2024 1015
BACS240223A ██████████	23/02/24	19690		£2,682.04	£0.00	£2,682.04		████████████████████	Salary February 2024 1015
BACS240223 ██████████	23/02/24	19691		£1,561.54	£0.00	£1,561.54	1. CM	████████████████████	Salary February 2024 1010
BACS240223H ██████████	23/02/24	19692		£1,229.19	£0.00	£1,229.19	1. CM	████████████████████	Salary February 2024 1010
BACS240223J ██████████	23/02/24	19693		£2,030.01	£0.00	£2,030.01	1. CM	████████████████████	Salary February 2024 1010
BACS240223T ██████████	23/02/24	19694		£3,161.24	£0.00	£3,161.24	1. CM	████████████████████	Salary February 2024 1010
BACS240223S ██████████	23/02/24	19695		£1,673.31	£0.00	£1,673.31	1. CM	████████████████████	Salary February 2024 1010
BACS240223F ██████████	23/02/24	19696		£170.76	£0.00	£170.76	1. CM	████████████████████	Salary February 2024 1010
BACS240223J ██████████	23/02/24	19697		£650.66	£0.00	£650.66	1. CM	████████████████████ ██████████	Salary February 2024 1010
BACS240223L ██████████	23/02/24	19698		£334.30	£0.00	£334.30	1. CM	████████████████████	Salary February 2024 1010
BACS240223 ██████████	23/02/24	19699		£1,542.16	£0.00	£1,542.16	1. CM	████████████████████	Salary February 2024 1010
BACS240223B ██████████	23/02/24	19700		£480.36	£0.00	£480.36	1. CM	████████████████████	Salary February 2024 1010
BACS240223H ██████████	23/02/24	19701		£963.12	£0.00	£963.12	1. CM	████████████████████	Salary February 2024 1010
BACS240223A ██████████	23/02/24	19702		£1,563.09	£0.00	£1,563.09	1. CM	████████████████████	Salary February 2024 1010
BACS240223P ██████████	23/02/24	19703		£1,105.87	£0.00	£1,105.87	1. CM	████████████████████	Salary February 2024 1010
BACS240223C ██████████	23/02/24	19704		£600.56	£0.00	£600.56	1. CM	████████████████████	Salary February 2024 1010

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS240223S ██████	23/02/24	19705		£449.04	£0.00	£449.04	1. CM	████████████████████	Salary February 2024 1010
BACS240223T ██████	23/02/24	19706		£698.54	£0.00	£698.54	1. CM	████████████████████	Salary February 2024 1010
BACS240223P ██████	23/02/24	19707		£590.45	£0.00	£590.45	1. CM	████████████████████	Salary February 2024 1010
BACS240223H ██████	23/02/24	19708		£1,160.31	£0.00	£1,160.31	1. CM	████████████████████	Salary February 2024 1010
BACS240223 ██████	23/02/24	19709		£1,629.47	£0.00	£1,629.47	1. CM	████████████████████	Salary February 2024 1010
DD240218ENT A5913	25/02/24	19683		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.02.2024-16.03.2024 2400
BACS240223L CCPENSION	26/02/24	19711		£9,778.90	£0.00	£9,778.90	1. CM	Leicestershire County Council Pensions	Pension February 24 1020
BACS240223U NISON	26/02/24	19713		£34.00	£0.00	£34.00	1. CM	Unison	Union fees Feb 24 1010
DD240211WA TERPL8301	26/02/24	19728		£54.65	£0.00	£54.65	5. OS	Water Plus/STW	MM Acc. 0955002195 5430
Total				£150,869.58	£5,575.67	£145,293.91			