



# 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](http://www.braunstonetowncouncil.org.uk)

30<sup>th</sup> August 2023

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

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the **Ravenhurst Room** at Braunstone Civic Centre on **Thursday, 7<sup>th</sup> September 2023** commencing at **7.30pm**, for the transaction of the business as set out below.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/81206559743?pwd=bEtDd0g1NWsrZnZtR2hpNUJuY2pUUT09>

Meeting ID: 812 0655 9743

Passcode: 819060

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 15<sup>th</sup> June 2023 to be signed by the Chairperson (**Enclosed**).
5. **Shakespeare Park – Improvement & Development**  
To receive an update on project timescales and financing for phase 3 to improve the play facilities. To determine use of Earmarked Reserves. To receive an update on arrangements for future management of the pavilion and site (**Enclosed**).
6. **Improvements to Walking and Cycle Routes**  
To receive an update on the delivery of proposals for improvements to the connections between walking and cycling routes (**Enclosed**).
7. **Civic Centre Facilities Improvements**  
To receive a completion report on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café kitchen (**Enclosed**).
8. **Update on Climate Initiatives**  
To receive and update on Climate Initiative Projects: installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (**Enclosed**).
9. **Improvements to Impey Close Play Area and Open Space**  
To consider outline proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; potential financing options and timescales for the project (**Enclosed**).
10. **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**).
11. **Health & Safety Policy**  
To consider, following consultation, a revised and updated Health & Safety Policy for adoption (**Enclosed**).
12. **Review of Data Protection Policy**  
To consider proposed amendments to the Council's Data Protection Policy and to approve these for consultation (**Enclosed**).

**13. Outside Bodies Reports**

To receive reports from members of Outside Bodies:

- a) Leicestershire & Rutland Association of Local Councils; and
- b) Shakespeare Park Sports Pavilion Managements Association.

**14. Blaby District Parish Councils Group**

To confirm the Council's representative for the Blaby District Parish Council's Group and the Blaby District Council Parish Liaison Group and to receive feedback and identify issues to be raised at future meetings.

**15. External Audit 2022/2023**

To note that the External Audit was completed on 14<sup>th</sup> August 2023 and confirmed that for the year ended 31<sup>st</sup> March 2023, the Town Council's Annual Governance and Accountability Return was in accordance with the Proper practices and that relevant legislation and regulatory requirements had been met (**Enclosed**).

**16. End of Quarter Financial Position – Cashbook and Reserves**

To receive a summary of the Council's Cash and Reserves for the period 1<sup>st</sup> April 2023 to 30<sup>th</sup> June 2023 (**Enclosed**).

**17. Financial Comparisons**

To receive Financial Comparisons for the period 1<sup>st</sup> April 2023 to 29<sup>th</sup> August 2023 (**Enclosed**).

**18. Approval of Accounts**

To consider payments from 7<sup>th</sup> June 2023 until 29<sup>th</sup> August 2023 (**Enclosed**).

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

*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 quotations received for a Parks & Open Spaces Biodiversity Study (**Enclosed for Councillors**).

**20. Renewal of Parks Tractor Lease**

*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 specification, lease arrangements and tenders for the renewal of the Parks Tractor Lease in 2024 (**Enclosed for Councillors**).

*Next Scheduled Meeting: 2<sup>nd</sup> November 2023*

NOTE:

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

*EQUALITIES ACT 2010*

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

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

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

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 15<sup>th</sup> JUNE 2023 AT 7.30PM**

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

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

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

**1. Apologies**

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

**2. Disclosures of Interest**

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

**3. Public Participation**

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

There were no members of the public at the meeting.

**4. Minutes**

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

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

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

The Committee received an update on the delivery of proposals for improvements to the connections between walking and cycling routes (item 5 on the agenda).

The Chief Executive & Town Clerk provided the following update:

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

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

## **RESOLVED**

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

### *Reasons for Decision*

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

*that best mitigated these needed to be put in place in the interim.*

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

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

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

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

**RESOLVED**

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

**THAT IT BE RECOMMENDED TO COUNCIL**

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

*Reasons for Decision*

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

*objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.*

3. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
4. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

## **7. Annual Governance Statement 2022/2023**

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

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

*Reason for Decision*

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

## **8. Accounting Statements 2022/2023**

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

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

*Reason for Decision*

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



## 9. Shakespeare Park – Improvement and Development

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

### RESOLVED

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

### *Reasons for Decision*

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

## 10. Civic Centre Facilities Improvements

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

## RESOLVED

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

### *Reasons for Decision*

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

## 11. **Update on Climate Initiatives**

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

## RESOLVED

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

Appendix 3, be approved.

*Reasons for Decision*

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

**12. Thorpe Astley Park Culvert**

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

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

*Reason for Decision*

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

**13. ROSPA Reports**

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

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

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

*Reason for Decision*

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

**14. Review of Health & Safety Policy**

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

**RESOLVED**

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

*Reasons for Decision*

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

**15. NALC's Council of the Year**

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

**RESOLVED**

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

*Reasons for Decision*

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

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

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

**16. Blaby District Parish Councils Group**

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

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

*Reason for Decision*

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

**17. Bank Account Signatories**

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

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

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

*Reason for Decision*

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

**18. Financial Comparisons**

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

**RESOLVED** that the report be noted.

*Reason for Decision*

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

## 19. Approval of Accounts

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

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

*Reason for Decision*

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

## 20. Mossdale Meadows Culvert

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

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

### **RESOLVED**

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

*Reasons for Decision*

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

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

The meeting closed at 9.25pm.

**NOTE:**

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

**EQUALITIES ACT 2010**

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

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

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

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

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

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 7<sup>th</sup> SEPTEMBER 2023

#### Item 5 – Shakespeare Park - Improvement & Development

##### Purpose

To receive an update on project timescales and financing for phase 3 to improve the play facilities. To determine use of Earmarked Reserves. To receive an update on arrangements for future management of the pavilion and site.

##### Background

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

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

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

##### Phase 3 – Playground Improvements

The improvement works involve:

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

The planning condition was discharged on 27<sup>th</sup> July 2023 and an order placed with the company to install. There is a slight delay with the manufacture of some of the equipment, which would mean that works would be taking place over half term. Therefore, a provisional date of 1<sup>st</sup> November 2023 has been agreed and will take around three weeks to complete.



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

<b>TABLE 1 – Funding for Shakespeare Park Playground Improvements</b>	
<b>Funding Source</b>	<b>Funding Secured</b>
Tesco	£1,000
Section 106 Funding	£3,545
National Lottery	£45,000
Phase 1 Underspend (Pavilion/Site)	£9,152
Phase 2 Underspend (Tennis Courts)	£6,678
<b>Total</b>	<b>£65,375</b>

£9,152 will be allocated from the Phase 1 underspend and the balance £10,737 can be returned to the General Fund balances.

#### Future Management Arrangements

The Shakespeare Park Management Association was established on Monday 27<sup>th</sup> March 2023. The Licence to Occupy and Manage the Pavilion, took effect on 1<sup>st</sup> June 2023 for a period of 10 years. The Association has its insurance in place and its bank account set up. The Management Association have also asked the Council to administer the bookings for the Clubroom and have agreed a Service Level Agreement for this purpose. The first bookings have now taken place.

The Management Association are also in talks with a potential regular hirer, who could make use of the facility during the daytime in the week. There are several practical issues to discuss with both the bowls club and the football club to ensure the arrangements can work. However, if the Association can attract this regular hirer, then this booking will provide significant security of income.

#### Timescales

The following are the revised timescales for delivery of the project, taking into account the content and recommendations of this report.

October 2023	<ul style="list-style-type: none"> <li>• Lead in time for playground works</li> </ul>
November 2023	<ul style="list-style-type: none"> <li>• Commencement of works on Playground</li> </ul>
December 2023	<ul style="list-style-type: none"> <li>• Completion of works on Playground</li> </ul>

## Recommendations

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

## Reasons

1. The funding was in place for the final phase of the Shakespeare Park refurbishment, therefore the remaining balance from the phase 1 (Shakespeare Park Pavilion & Site Capital Works) underspend no longer needed to be earmarked.
2. To make detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary, while avoiding further delays.
3. To ensure that the Pavilion facility would be operated in the interests of the community and provide for an increase in sport participation.
4. To provide a guide for the progression of the remaining stages of the project, which could be amended accordingly as appropriate.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 7<sup>th</sup> SEPTEMBER 2023**

#### **Item 6 – Improvements to Walking and Cycling Routes**

##### Purpose

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

##### Background

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

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

An updated schedule is attached at Appendix 2.

##### Mossdale Meadows

The electricity was connected on Mossdale Meadows during the last week of July and the lighting columns are now connected and operational. Similarly power to CCTV was connected; and the cameras became operation during the first week in August.

Landscaping and some additional drainage work and is due on the bank later in the year. There is a small trip on the link to Meridian Leisure, which is being pursued with the contractor.

##### Kingsway

A new footpath is due to be installed across the centre of the Kingsway opposite Mossdale Meadows. This is awaiting technical approval and Section 8 Highways Agreement with the County Council and Blaby District Council agreement for the works to be carried out on their land. This work is nearly complete and it is anticipated that works will commence this autumn.

##### Thorpe Astley

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

given and the works commence. It is anticipated that works will begin early in 2024.

### Aylestone Meadows

Work on Aylestone Meadows has now started. The designs and plans for the new boardwalk from Kingsway are complete; however, a contractor needs to be appointed to undertake the installation.

Works at Aylestone Meadows are scheduled to be completed by the end of the year.

### Route Signage

The Project Group are now looking at the direction signage proposals.

An audit of sign post locations has been undertaken by Sustrans and is attached at Appendix 3. Members of the Project Group have discussed whether there is a need for as many signposts. The main problem is around the bottom end of the Kingsway where the path turns several times from Aylestone Meadows, to the subway and then across to the quieter side of the Kingsway. There is potential for the cycle and walking sign to be painted on the tarmac at these locations, similar to the one below on the path into Meridian Leisure.



Destination proposals for the signs are attached at Appendix 4. The initial proposal suggested the final destinations plus three interim places. Again there was a view at the Project Group that this may be too much.

Some of the descriptions are potentially too long for a sign. E.g. “Leicester City Centre via Great Central Way and Underpass”. This could be cut down either to “City Centre via Great Central Way” or even just “Great Central Way” (if there are maps and publicity, users will know where the Great Central Way goes).

It is unclear at present whether the route will have a number. There is currently a Route 3 and a Route 4 in the area. A route number will assist with signage and potentially the number of signposts and destinations needed.

At Appendix 4, highlighted in red are recommendations to the Project Group made by the Chief Executive & Town Clerk in consultation with the Leadership and Management Teams. The general view is that two interim destinations along the route should be enough, rolling on. The interim destinations recommended (Great Central Way to Lubbethorpe) are set out below:

- Aylestone Meadows
- Braunstone Town
- Civic Centre & Library
- Mossdale Meadows
- Meridian
- Meridian Leisure
- Meridian Business Park
- Thorpe Astley
- Thorpe Astley Community Centre & Park

There are also places that can also be signed off the route:

- Aylestone
- Fosse Park
- Franklin Park
- Leicester Forest East
- Shakespeare Park
- Winstanley College

Some of these interim destinations are not on a specific cycle route but the route could be upgraded in future years. There are cycle route signs in the area where off route locations are signed already, so there is a precedent.

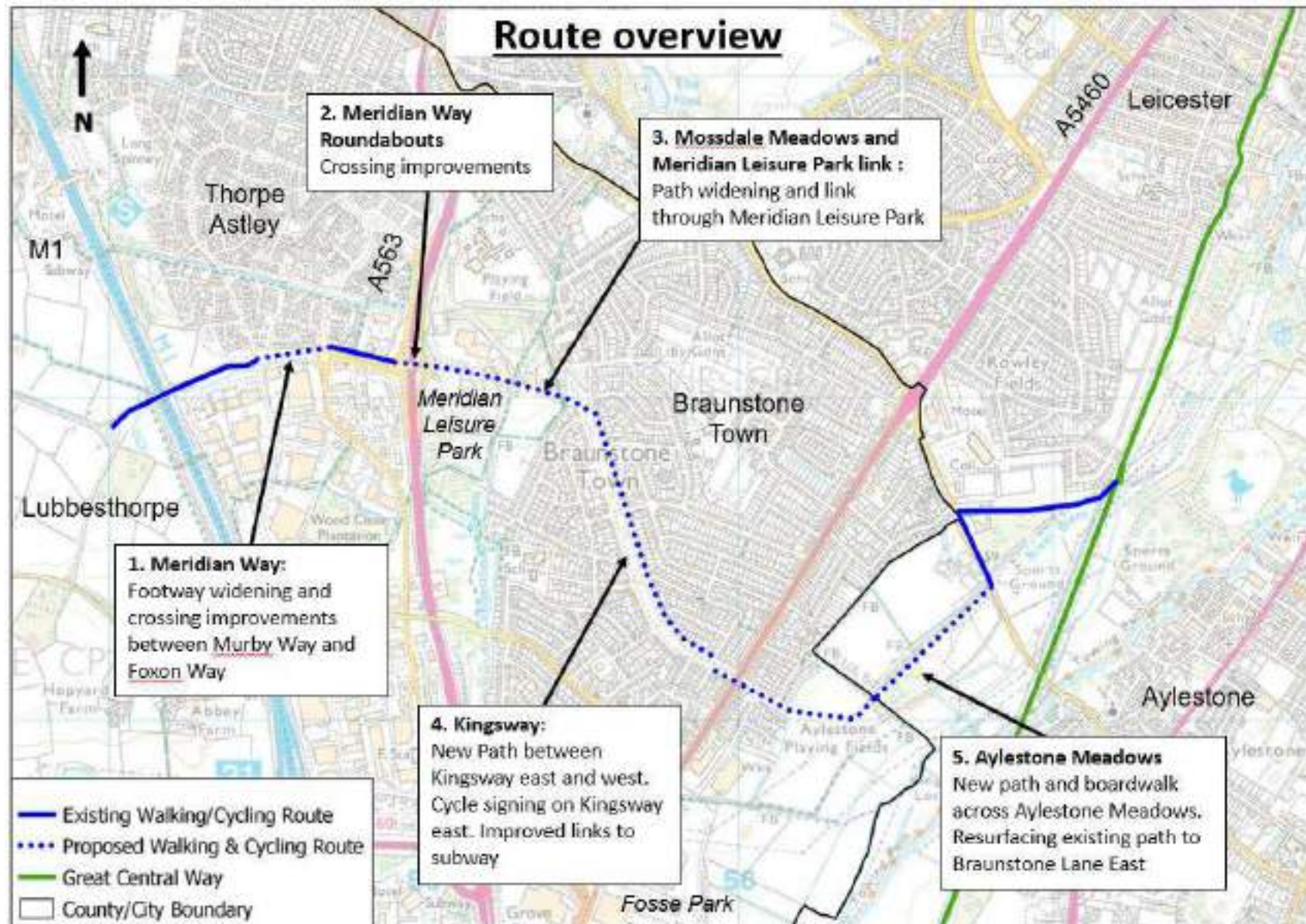
### Recommendations

1. That progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed;
2. that the proposed destination signage post locations, attached at Appendix 3 of the report, be endorsed; and
3. that the proposed final and interim destinations, as amended by the Chief Executive & Town Clerk (highlighted red), attached at Appendix 4, be supported.

### Reasons

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

## APPENDIX 1 – ROUTE OVERVIEW



**Date:** August 2023

**RE:** Great Central Way Programme Update

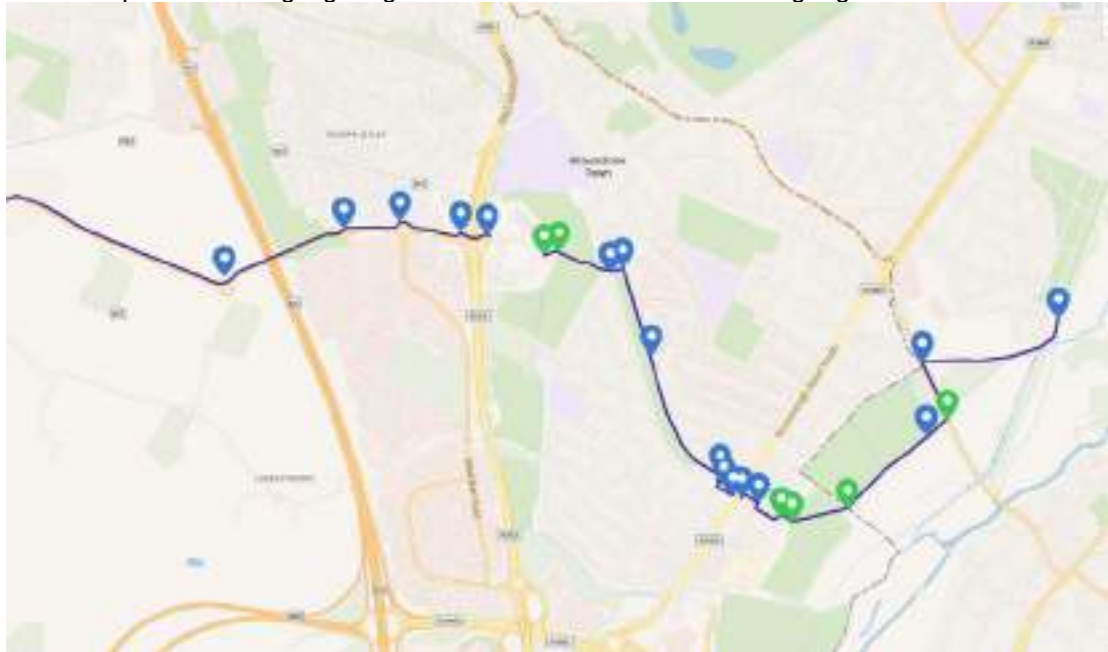
\*\*These dates are provisional until the detailed design is finalised and a full construction work package issued to City Highways (contractor)

**Programme**

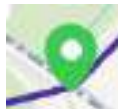
<b>Phases</b>	<b>Detailed Design</b>	<b>Construction**</b>	<b>Status &amp; Tasks</b>
Murby Way to Foxon Way	Start: June 2022 Finish: Sept 2023* subject to further amendments from LCoC feedback	Start: Early 2024 Finish: Spring 2024	In Detailed Design stage  Tasks- LCoC review Section 8
Meridian Way Roundabout	Start: June 2022 Finish: Sept 2023* subject to further amendments from LCoC feedback	Start: Early 2024 Finish: Spring 2024	In detailed design stage  Tasks- LCoC review Section 8 On site trial
Mossdale Meadows	Completed	Completed	Works complete, snagging to carried out
Kingsway North (BDC Land)	Completed	Start: Autumn 2023 Finish: Winter 2023/4	Design Complete  Tasks- Blaby DC contract signed by LCC legal team Dropped kerbs both sides need approval from LCoC
Kingsway South	Start: June 2022 Finish: December 2022* subject to further amendments from LCoC feedback	Start: Autumn 2023 End: Winter 2023/4	Design Complete  Tasks- Section 8 agreement
Gilmorton Avenue	Completed	Completed	Snagging works to be carried out
Aylestone Meadows	Completed	Start: Aug 2023 Finish: Dec 2023	Design complete  Tasks- Appoint boardwalk contractor

**Signing Audit : New Lubbesthorpe to Leicester Link**

Route Map with existing signange and recommendation for new signage locations

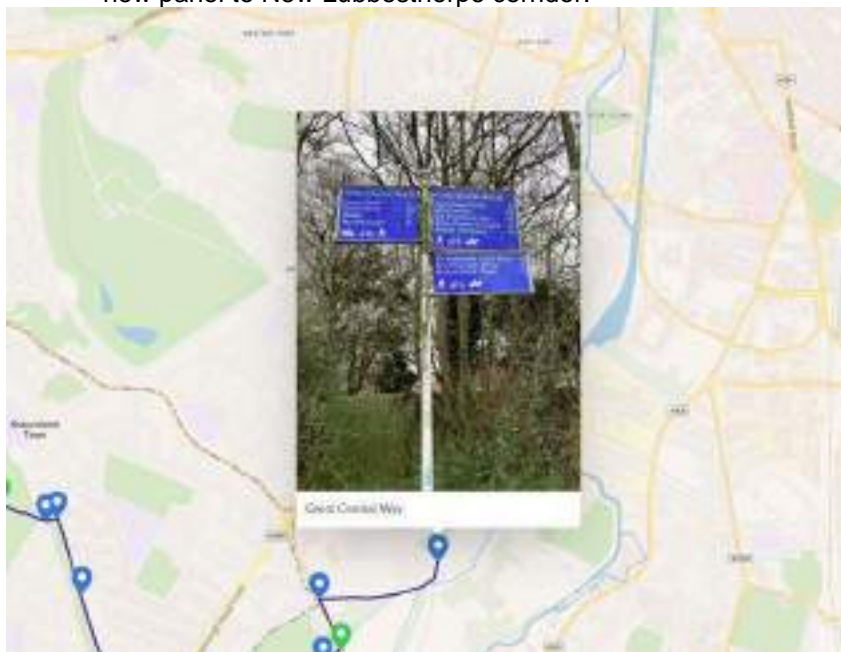


- Existing sign or lighting column / post available for new signing



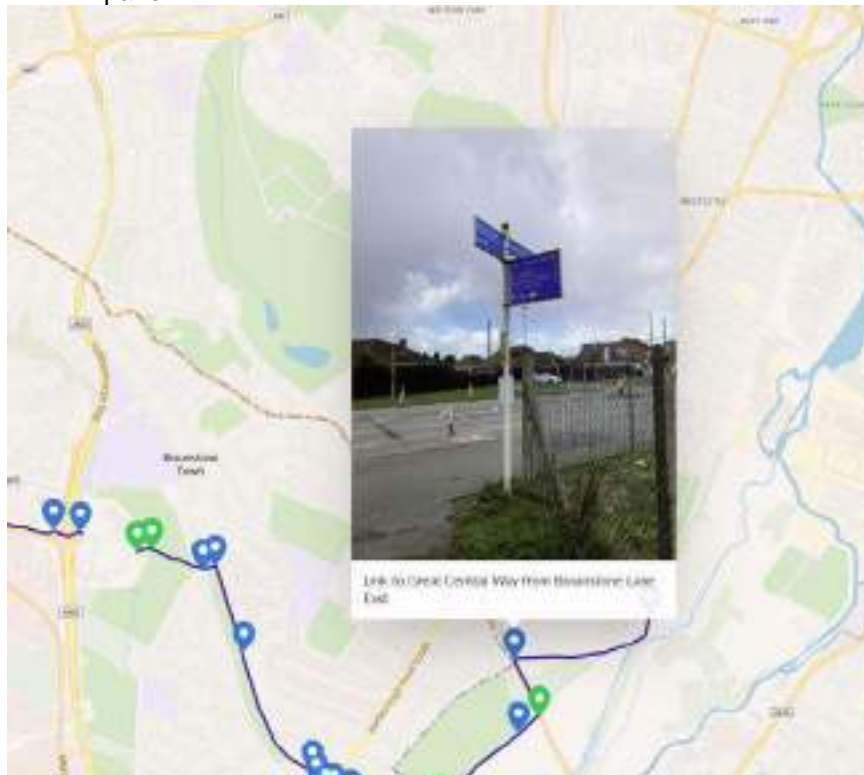
- New signage and new post required

1. Connection with Great Central Way – ongoing signage into Leicester. Recommend new panel to New Lubbesthorpe corridor.

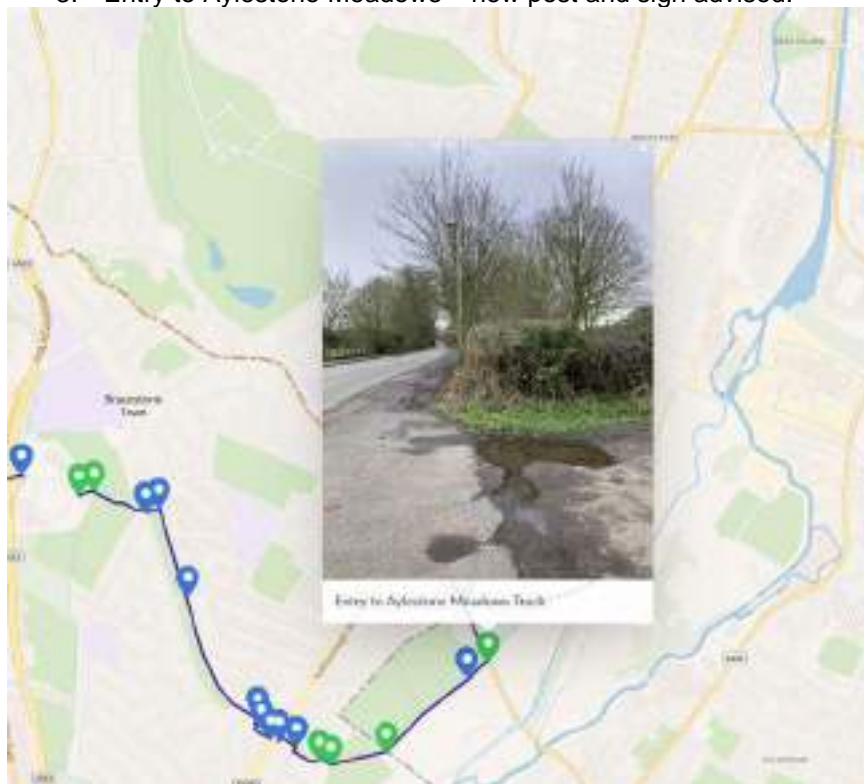




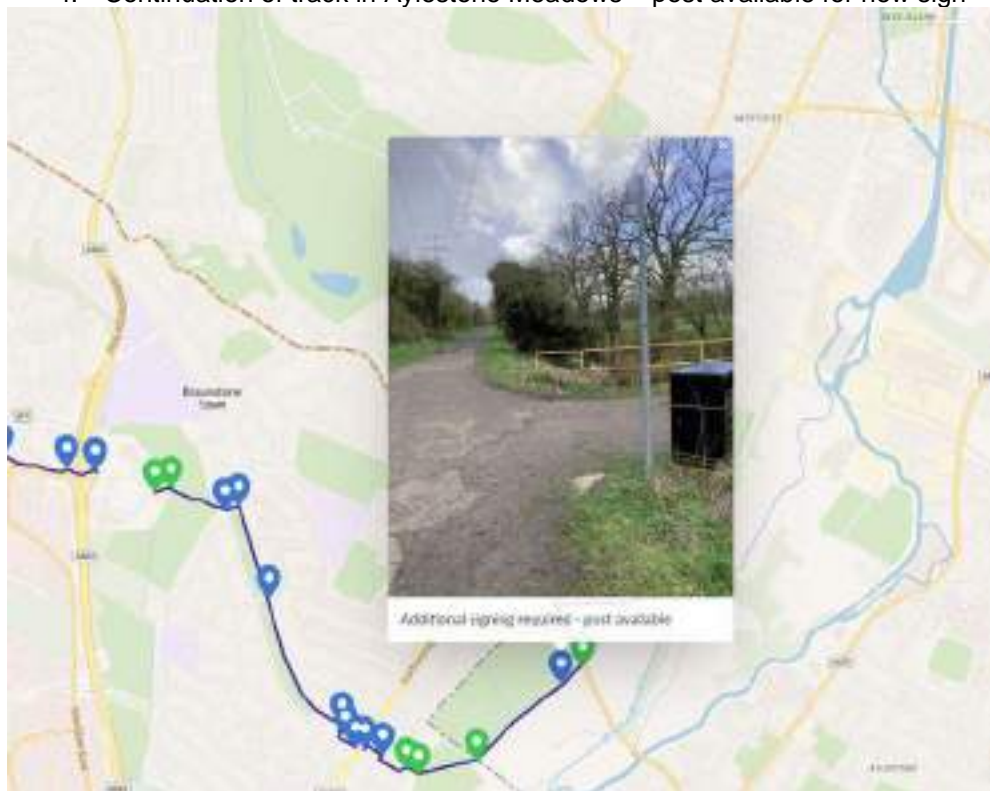
2. Braunstone Lane East connection to Great Central Way. Recommend additional panel.



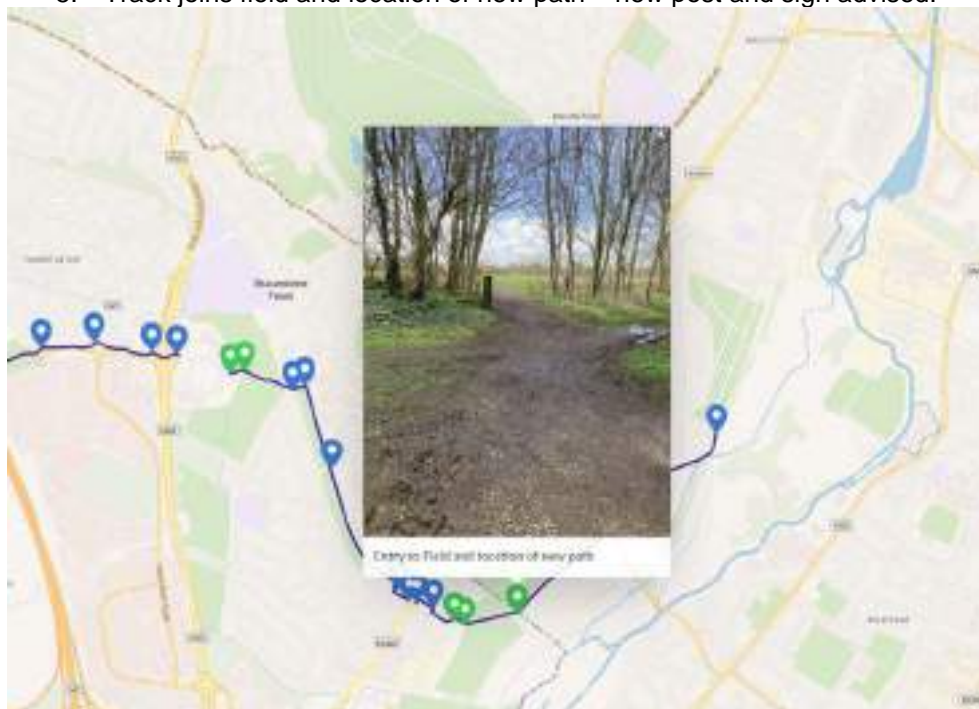
3. Entry to Aylestone Meadows – new post and sign advised.



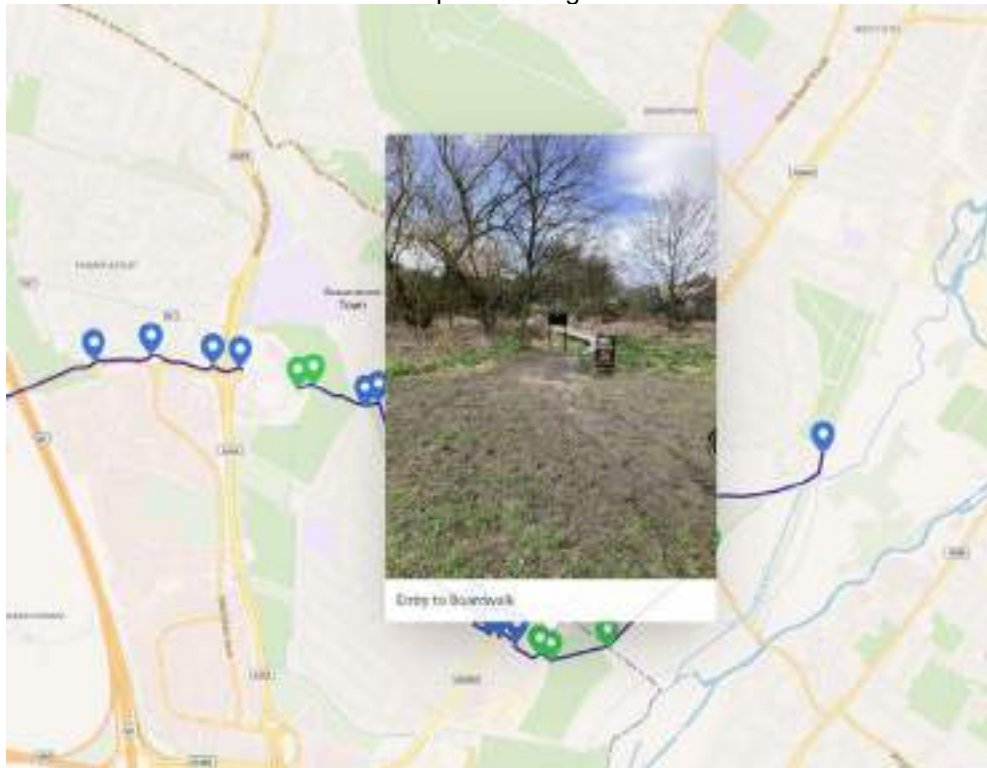
4. Continuation of track in Aylestone Meadows – post available for new sign



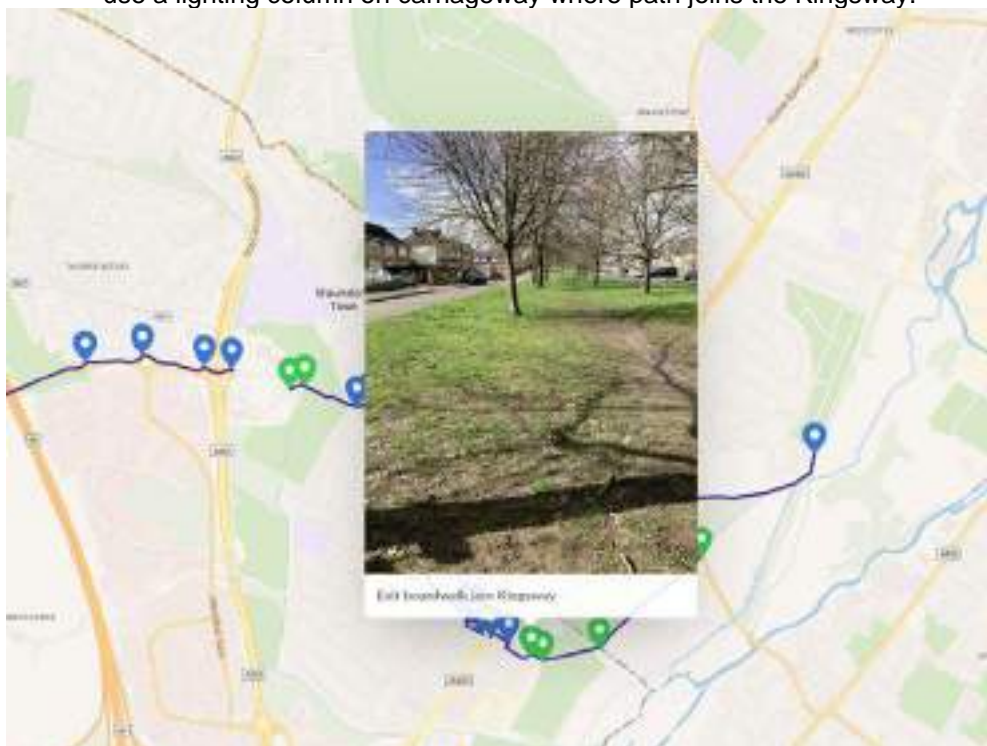
5. Track joins field and location of new path – new post and sign advised.



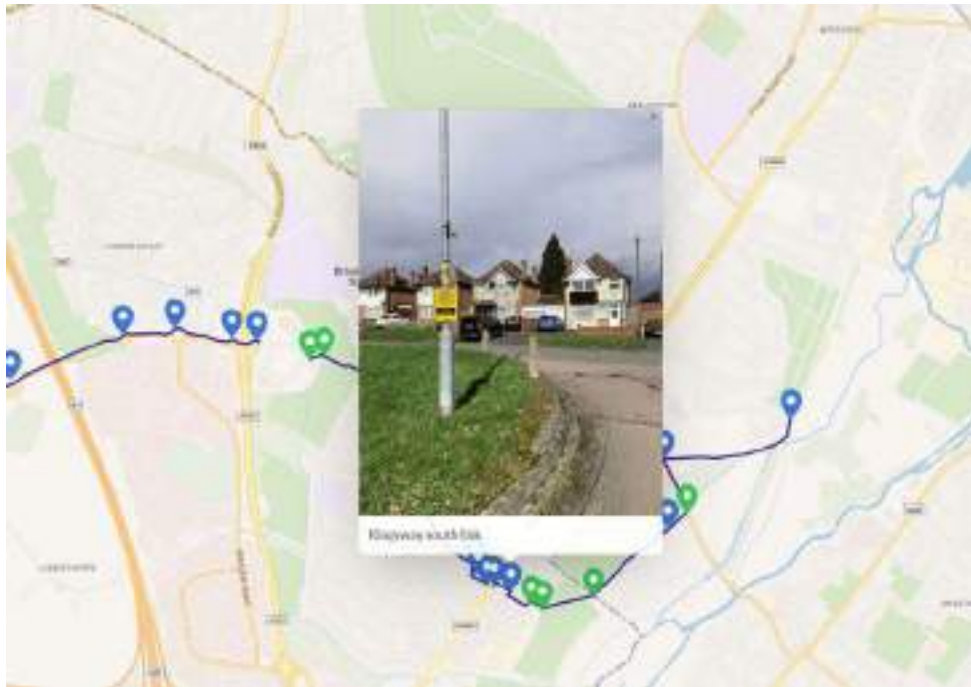
6. Access to Boardwalk – new post and sign advised



7. Exit boardwalk and join the Kingsway – new post and sign advised or alternatively use a lighting column on carriageway where path joins the Kingsway.



8. Kingway (south of Narborough Road) movement to follow route – lighting column available.



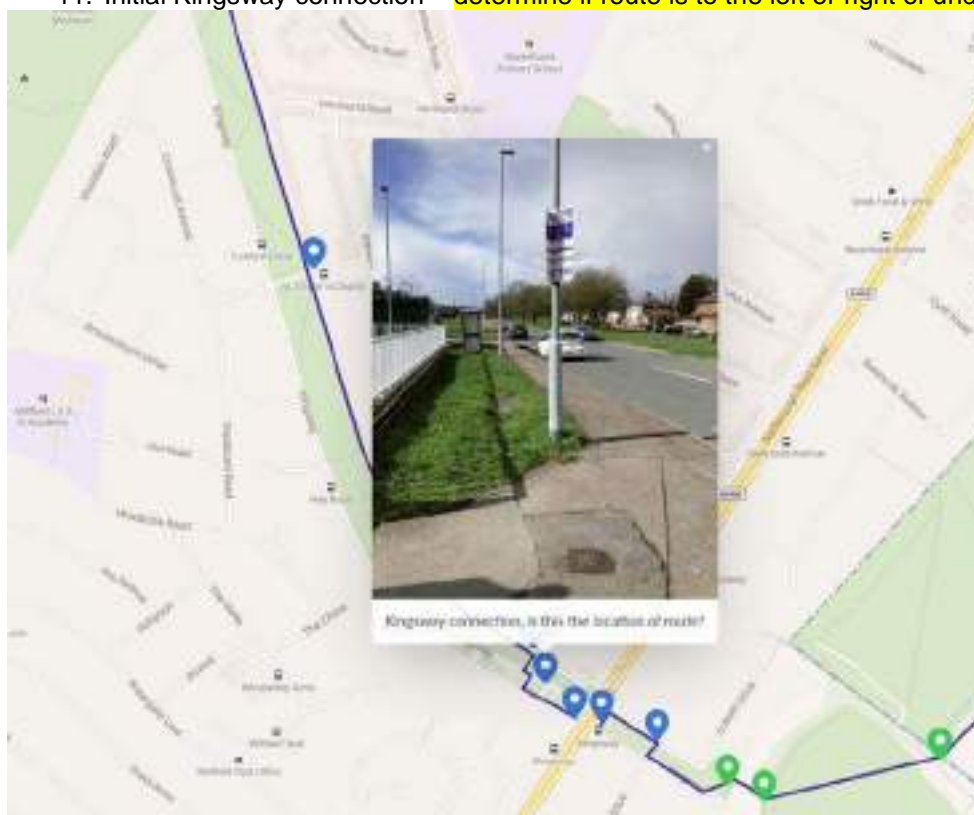
9. Underpass – south of Narborough Road, additional panel advised.



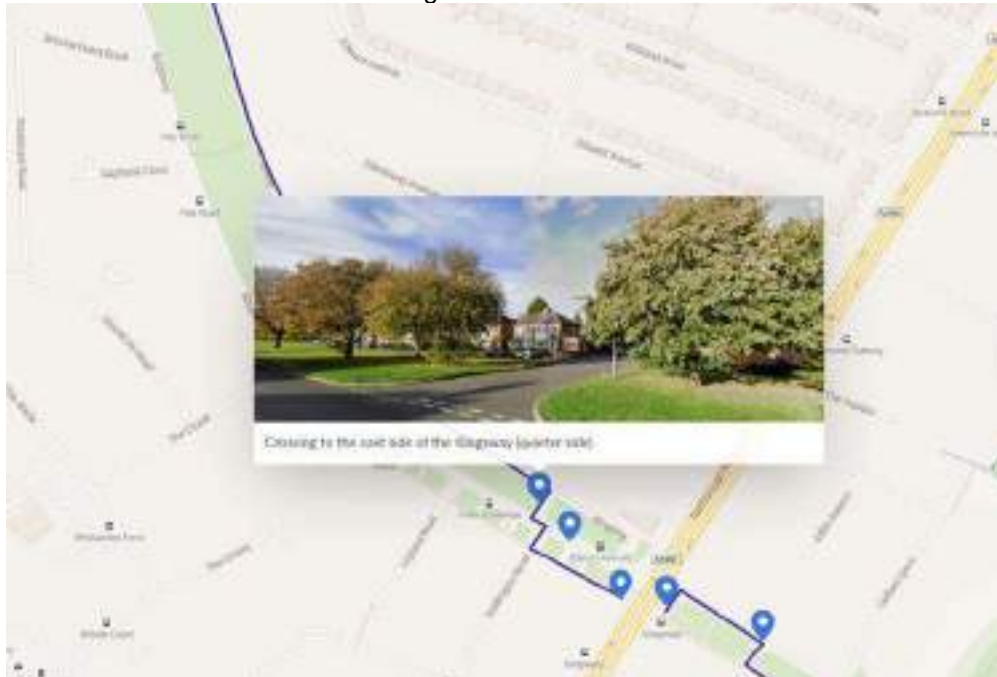
10. Underpass north of Narborough Road – new sign advised



11. Initial Kingsway connection – determine if route is to the left or right of underpass.



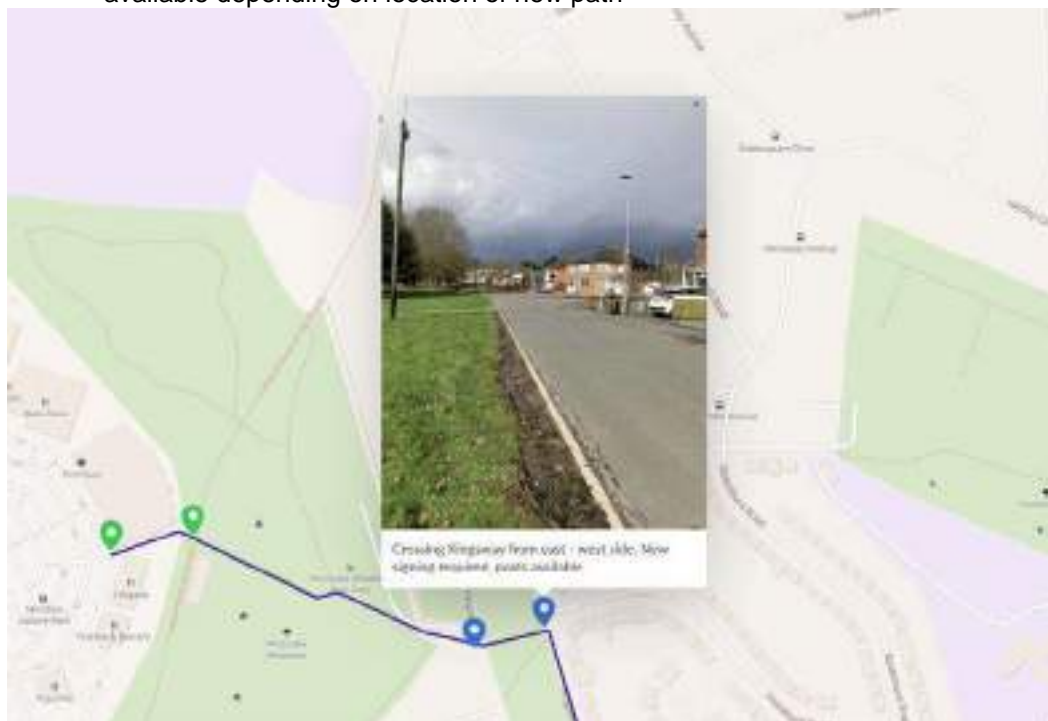
12. Route to be signposted to the east side of the Kingsway (quieter side) – lighting column available for new sign.



13. Kingsway / Turnbull Drive crossroads – lighting columns available for a new sign



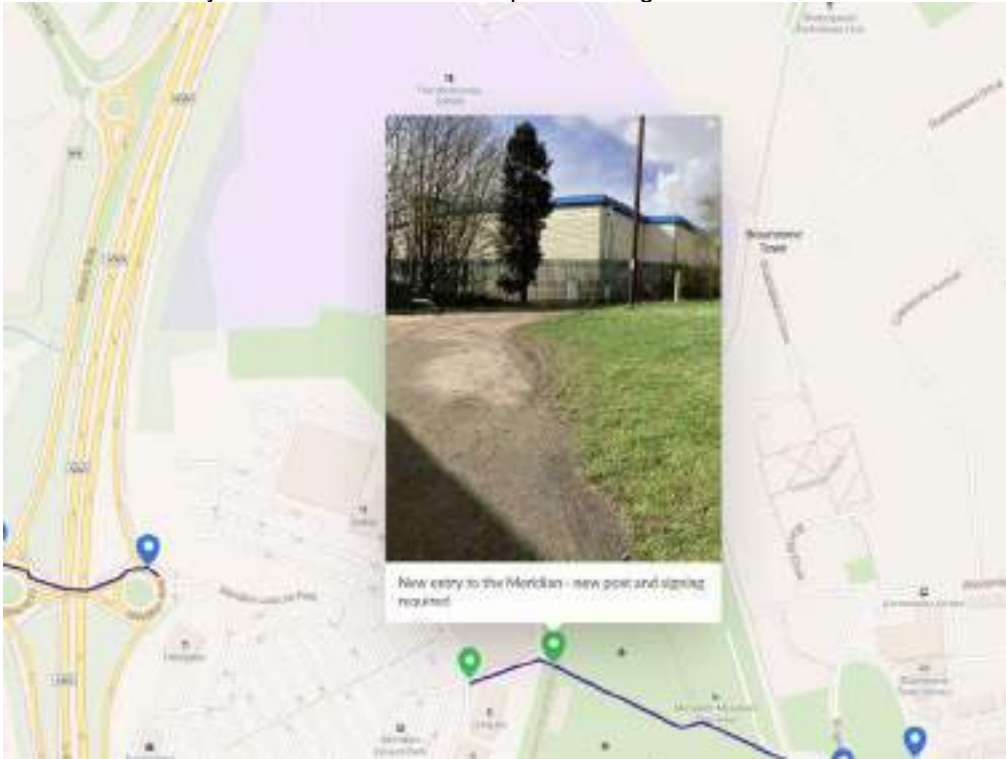
14. Route to join new path across the Kingsway – advise new sign, lighting column available depending on location of new path



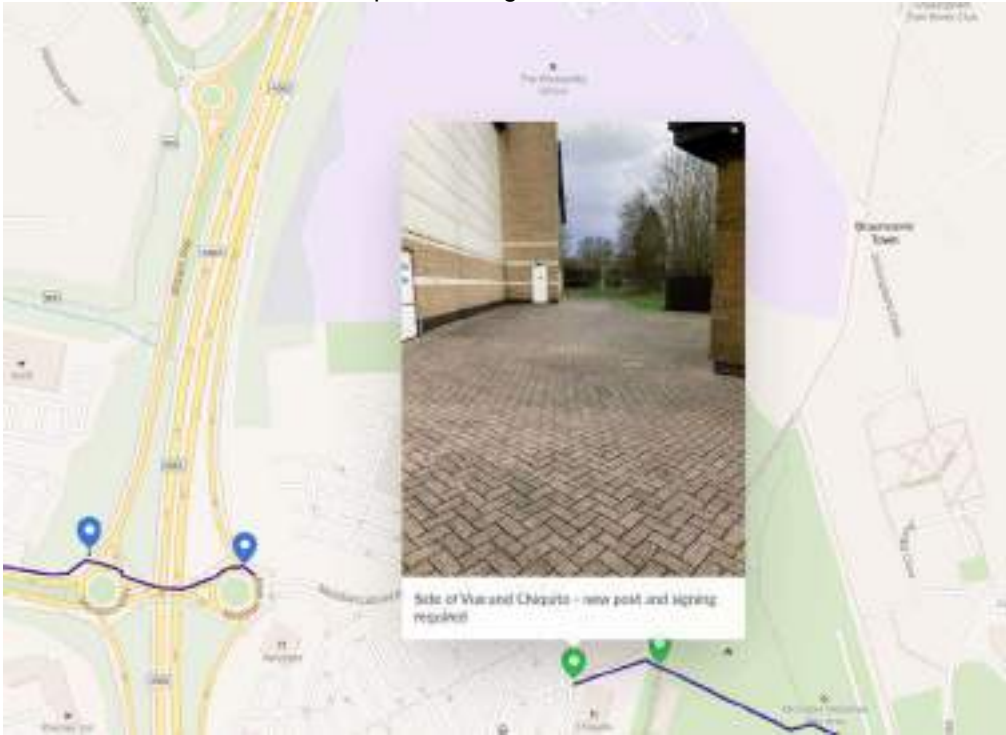
15. Entry to Mossdale Meadows – New sign advised, posts are available.



16. New entry into the Meridian – new post and sign advised

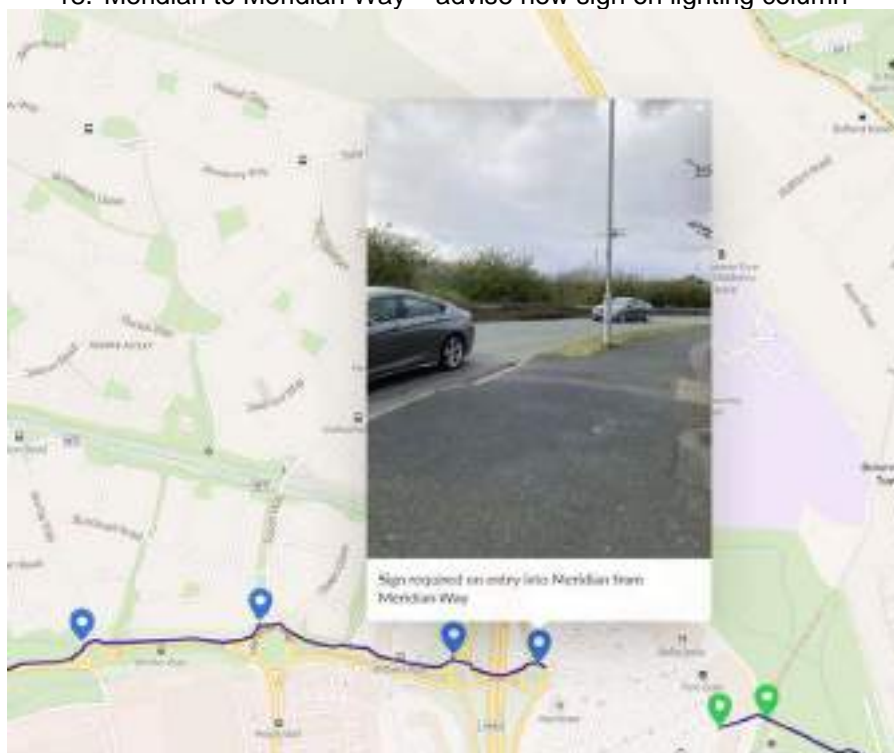


17. Link to Meridian – new post and sign advised





18. Meridian to Meridian Way – advise new sign on lighting column



19. Existing signage on Withers Way – Meridian Way, advise additional panel



20. Foxon Way – Meridian Way : advise new sign on existing lighting column



21. Murby Way – Meridian Way: advise new sign on existing lighting column



22. New Lubbethorpe from Meridian Way / Tay Road Roundabout – advise new sign on existing lighting column



Location	Final Route Location West	Final Route Name East	Infrastructure Requirements	Additional locations / places to sign to WEST New Lubbesthorpe direction (suggest 3 max)	Additional locations / place to sign to EAST Leicester City Centre direction(suggest 3 max)
1. Great Central Way Post	New Lubbesthorpe	Leicester City Centre - signing already present not required, see image on signing audit	One new wayfinding finger for existing post, directing west to New Lubbesthorpe	Link to schools - Ellesmere College	
2. Braunstone Lane East, first on road section	New Lubbesthorpe	Leicester City Centre - signing already present not required, see image on signing audit	New wayfinding finger for existing post, in direction of on-going new route	Aylestone Meadows / Aylestone Village	
3. Entry to Aylestone Meadows	New Lubbesthorpe	<del>Leicester</del> City Centre via Great Central Way	New post and two new way finding fingers	Aylestone Meadows / Braunstone Town <del>via underpass- / Fosse Park</del>	
4. Continuation of track in Aylestone Meadows	New Lubbesthorpe	<del>Leicester</del> City Centre via Great Central Way	Use existing post. Two new way finding fingers	Braunstone Town <del>via underpass- / Fosse Park</del>	Aylestone
5. Track joins field and location of new path	New Lubbesthorpe	<del>Leicester</del> City Centre via Great Central Way	New post and two new way finding fingers	Braunstone Town <del>via underpass- / Fosse Park</del>	Aylestone
6. Acces to the boardwalk	New Lubbesthorpe	<del>Leicester</del> City Centre via Great Central Way	New post and two new way finding fingers	Braunstone Town <del>via underpass- / Fosse Park</del>	Aylestone
7. Exit boarwalk and join Kingsway	New Lubbesthorpe	<del>Leicester</del> City Centre via Great Central Way	New post and two new way finding fingers	<del>Braunstone Town via the underpass- Civic Centre &amp; Library / Fosse Park</del>	Aylestone Meadows / Aylestone
8. Kingsway (south of Narborough Road)	New Lubbesthorpe	<del>Leicester</del> City Centre via Great Central Way	Use existing lighting column, two new way finding fingers	<del>Braunstone Town via the underpass- / Fosse Park- Civic Centre &amp; Library / Mossdale Meadows</del>	Aylestone Meadows / Aylestone

9. Underpass (South of Narborough Road)	New Lubbesthorpe	<del>Leicester</del> City Centre via Great Central Way	Use existing post. Two new way finding fingers	<del>Civic Centre &amp; Library / Mossdale Meadows</del>	<del>Aylestone Meadows / Aylestone</del>
10. Underpass north of Narborough Road	Can we re-think the 'no bike sign'				
11. Initial Kingsway connection	New Lubbesthorpe	<del>Leicester</del> City Centre via Great Central Way	Use existing lighting column? Or requires new post? Two new way finding fingers	<del>Braunstone Town-Civic Centre &amp; Library/ Mossdale Medaows Meridian</del>	<del>Aylestone Meadows / Aylestone Village / Fosse Park all via Underpass</del>
12. Signing to the east side (quieter) Kingsway	New Lubbesthorpe	<del>Leicester</del> City Centre via Great Central Way	Use existing lighting column? Or requires new post? Two new way finding fingers	<del>Braunstone Town-Civic Centre &amp; Library/ Mossdale Medaows Meridian</del>	<del>Aylestone Meadows / Aylestone Village / Fosse Park all via Underpass</del>
13. Kingsway / Turnbull Drive crossroads	New Lubbesthorpe	<del>Leicester</del> City Centre via <del>underpass and</del> Great Central Way	Use existing lighting column? Or requires new post? Two new way finding fingers	<del>Braunstone Town-Civic Centre &amp; Library/ Mossdale Medaows Meridian</del>	<del>Aylestone Meadows / Aylestone Village / Fosse Park all via Underpass</del>
14. Join new path across the Kingsway, new path	New Lubbesthorpe	<del>Leicester</del> City Centre via <del>underpass and</del> Great Central Way	New post and two new wayfinding fingers	Mossdale Meadows / Meridian	<del>Aylestone Meadows / Aylestone Village / Fosse Park all via Underpass</del>
15. Entry to Mossdale Meadows	New Lubbesthorpe	<del>Leicester</del> City Centre via <del>underpass and</del> Great Central Way	New post and two new wayfinding fingers	Mossdale Meadows / Meridian	<del>Civic Centre &amp; Library / Aylestone Meadows / Aylestone Village / Fosse Park all via underpass</del>
16. Entry into the Meridian	New Lubbesthorpe	<del>Leicester</del> City Centre via <del>underpass and</del> Great Central Way	New post and two new wayfinding fingers	<del>Meridian / Thorpe Astley</del>	<del>Civic Centre &amp; Library / Aylestone Meadows</del>
17. Link between Meridian and Mossdale Park	New Lubbesthorpe	<del>Leicester</del> City Centre via <del>underpass and</del> Great Central Way	to be determined with Savills - possible to use a lighting column in the car park	<del>Thorpe Astley / Meridian Business Park</del>	<del>Mossdale Meadows / Civic Centre &amp; Library</del>
18. Meridian to Meridian Way	New Lubbesthorpe	<del>Leicester</del> City Centre via <del>underpass and</del> Great Central Way	Use existing lighting column, two new way finding fingers	<del>Thorpe Astley / Meridian Business Park</del>	<del>Mossdale Meadows / Civic Centre &amp; Library</del>
19. Withers Way	New Lubbesthorpe	<del>Leicester</del> City Centre via <del>underpass and</del> Great Central Way		<del>Thorpe Astley Park &amp; Community Centre</del>	<del>Meridian Leisure / Braunstone Town</del>

20. Foxon Way	New Lubbesthorpe	<del>Leicester</del> City Centre via <del>underpass and</del> Great Central Way	Thorpe Astley Park & Community Centre	Meridian Leisure / Braunstone Town
21. Murby Way	New Lubbesthorpe	<del>Leicester</del> City Centre via <del>underpass and</del> Great Central Way	<i>Enderby?</i>	Meridian Leisure / Braunstone Town
22. New Lubbesthorpe - Meridian Way / Tay Road Roundabout	New Lubbesthorpe	<del>Leicester</del> City Centre via <del>underpass and</del> Great Central Way		Thorpe Astley / Meridian

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 7<sup>th</sup> SEPTEMBER 2023**

#### **Item 7 – Civic Centre Facilities Improvements**

##### Purpose

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

##### Background

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

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

Work commenced on Monday 16<sup>th</sup> January 2023 and the building, renovation and toilet installations were all complete by the end of April. Some snagging works may be required in the coming months but these will not have a significant impact on the users of the new facilities.

Four valuations have been certified by the quantity surveyor so far, which come to a total of £152,671.80. 5% will be retained, half of which is paid on completion and the other half retained for 12 months pending any snags. Therefore, £145,038.21 has been paid to the contractor for works completed so far.

##### Changing Places Toilet

On 31<sup>st</sup> May 2023 training, handover and commissioning of the Changing Places toilet was undertaken. A plaque recognising Department of Levelling Up, Housing and Communities funding for the project has been installed, along with instruction signage for users. Registration of the Changing Places toilet has now been completed and the toilet is now available for use.

Arrangements will be made for the Town Mayor to formally open it.

##### Café Kitchen

Due to concerns about the liquidity of the supplier and installer, the purchase and installation of the equipment, fixtures and fittings in the Café kitchen was delayed while alternative suppliers were found.

Equipment of a similar specification was sourced from various suppliers. With the exception of the freezer and dishwasher, all items have been delivered and installed. The freezer selected by the operator, JAAAK limited, was similar in price to the one originally proposed but had a longer lead in time for delivery. A glasswasher was incorrectly ordered and delivered (the bar already has a glasswasher); therefore, the correct dishwasher has been ordered and is awaiting delivery.

The items for use in the kitchen, requested by the Operator, have been delivered and will be added to the inventory. A couple of high chairs have also been ordered and delivered for the Lounge.

Environmental Health visited on 15<sup>th</sup> August 2023 and confirmed that the kitchen is fit for purpose. There is a storage area containing a fridge and freezer adjacent to the bar, which was the original (condemned) kitchen. Therefore, the facilities provided are suitable for the Café service to commence immediately.

### Delivering the Café Service

The Operator, JAAAK Ltd, are proposing the Café operate weekdays from 8am until 2pm. JAAAK Ltd would like to sub-contract the operation of the Café and they have a provider lined up.

Representatives from the Council, JAAAK Ltd and the provider met with Environmental Health on 15<sup>th</sup> August 2023. Follow up correspondence has been received from the Environmental Health Officer outlining the requirements and qualifications which will be required of the provider.

Under clause 17 of the Service Contract; JAAAK need to seek approval from the Council to sub-contract the operation of any part of the Service. Therefore, JAAAK will need to formally put this in writing and provide details of the contract for approval, which is currently awaited. To avoid undue delays with approvals and to enable the Café service to commence, it is recommended that the decision be delegated to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council.

### Operator Payments

Following the Covid-19 pandemic and pending the works to provide a kitchen facility so that the Civic Community Lounge could operate a Café Service, the Operator, JAAAK Ltd requested a reduction in the monthly service payments from £1,700 to £1,200. This was approved by Policy & Resources Committee on 28<sup>th</sup> October 2021 (minute 58 2021/2022).

To recognise that suitable kitchen facilities had now been provided and to allow reasonable time for the Operator to arrange for the Café service to commence; it is recommended that the service payments be restored to £1,700 per month when either the Café Service commences or by 1<sup>st</sup> October 2023, whichever is the earliest.



## Recommendations

1. That progress with the refurbishment, *Changing Places Toilet* and *Café Kitchen*, as detailed in the relevant sections of the report, be received and noted;
2. that the Operator, JAAAK Limited, restore their monthly service payments to £1,700 either when the Café Service commences or by 1<sup>st</sup> October 2023, whichever is the earliest; and
3. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to determine any formal request made by JAAAK Limited to sub-contract the operation of the Café Service.

## Reasons

1. The building works and toilet installations were now complete, with the Changing Places toilet registered and the Café Kitchen confirmed as fit for purpose and functional.
2. To recognise that suitable kitchen facilities had now been provided and to allow reasonable time for the Operator to arrange for the Café service to commence.
3. To avoid undue delays with approvals and to enable the Café service to commence.

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 7<sup>th</sup> SEPTEMBER 2023

#### Item 8 – Update on Climate Initiatives

##### Purpose

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

##### Background

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

##### Solar PV Panels and associated Battery Storage

Energy Efficient Solutions have been appointed as the contractor for the installation of Solar PV Panels and authorisation has been received from the District Network Operator (National Grid) to install Solar PV Panels at all three sites.

The timetable for the Solar Panel installation is as follows:

- Braunstone Town Library: 29<sup>th</sup> August to 1<sup>st</sup> September
- Thorpe Astley Community Centre: 4<sup>th</sup> to 8<sup>th</sup> September
- Braunstone Civic Centre: 11<sup>th</sup> to 15<sup>th</sup> September\*

\* The Civic Centre roofs require a bespoke/specialist fixing; which needs to be imported from Germany. These have been ordered, but if shipping is delayed then this installation may slip.

In all three cases, the scaffolding will be erected at each site during the previous week and removed during the week after the respective installation.

There is a slight design change to the Civic Centre proposals. The panels cannot be installed on the lowest/smallest of the three roofs (the Reception toilets roof). See left image below.

*Left: Civic Centre & Library. Right: Thorpe Astley Community Centre.*



An update quote is awaited to account for the reduced number of panels and the bespoke fixings. In addition, a request has been made to ascertain whether the lower (smaller section) of panels on the Library roof could be connected to the Civic Centre to compensate.

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

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

### Electric Vehicle Charging points (EVCPs)

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

The operational, maintenance and driver support service, which is provided through Fuuse (approved by Policy & Resources Committee on 15<sup>th</sup> June 2023; minute 11, resolution 2), is now fully operational. £63.77 has been generated in revenue. All use has been at Braunstone Civic Centre. Estimated energy costs are £56.49.

To enable 24/7 use of the Chargers at Thorpe Astley Community Centre, a drop-down bollard will be installed at the end of the footpath (to the right of the Centre near the notice board). Once installed the car park will no longer be locked overnight.

### Air Source Heat Pump

Hex Energy have been appointed to install an air source heat pump at Thorpe Astley Community Centre.

Work commenced on installing the Air Source Heat Pump on 3<sup>rd</sup> August and the heating system and pumps are now fully installed. A cage is being built for the fans; which are a custom order. Commissioning is due week commencing Monday 4<sup>th</sup> September 2023.

### Finance

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

Scheme costs are set out below:

<b>Scheme</b>	<b>Installation</b>	<b>Other Costs</b>	<b>Status</b>
Solar PV Panels	£128,876	N/A	In progress
Air Source Heat Pump	£38,370	£2,850	In progress
Electric Vehicle Charging Points	£19,243	£2,628	Delivered
<b>TOTAL</b>	<b>£186,489</b>	<b>£5,478</b>	

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

<b>Building</b>	<b>Electricity*</b>	<b>Gas</b>	<b>Total</b>
<i>Civic Centre</i>	£10,923	£0	£10,923
<i>Thorpe Astley</i>	£7,190	£5,118	£12,308
<i>Library</i>	£8,812	£0	£8,812
<b>TOTAL</b>	£26,925*	£5,118	<b>£32,043</b>

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

### Recommendations

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

### Reasons

1. To deliver the Council's Climate Change & Environmental Objectives, reduce the Council's Carbon footprint, make savings and generate revenue.
2. To allow detailed arrangements for the work and commissioning to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 7<sup>th</sup> SEPTEMBER 2023**

#### **Item 9 – Improvements to Impey Close Play Area and Open Space**

##### Purpose

To consider outline proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; potential financing options and timescales for the project.

##### Background

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

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

A site visit was undertaken on 5<sup>th</sup> July 2023 to establish the current condition of the play area and surrounding open spaces. Attached at Appendix 1 are images of the play area and surrounding open spaces.

It was confirmed that the current equipment in the playground consisted of:

- 2 Swings
- Slide/Climbing Frame
- Bench x2
- Litter Bin

Impey playground is a large play area, located in the centre of Thorpe Astley, that is both well used and accessible. However, very little play equipment has been installed. The play area could easily accommodate additional play equipment.

Following the site visit, it is proposed that recommendations are made to undertake improvements to the playground and surrounding open spaces as set out in the following sections:-

##### Outline Proposals: Play Area

That the playground equipment be focussed on Primary School age and Toddlers and 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

#### Outline Proposals: Area outside the fenced off playground

There is sufficient land surrounding the fenced off play area where new equipment for older/teenage children could be installed which would allow the area to cater for all age groups.

This could include equipment such as balancing equipment, Zip line, climbing frames and outside/or gym equipment.

#### Outline Proposals: Wider Area

Consideration of the wider area was also undertaken to include:

- Continuation of tree planting in the area
- Renovate path from Darien Way to Sculpture (top section down towards Brook) and consider installation of drainage
- Installation of bench at end of Darien Way path adjacent to Sculpture

#### Consultation Process

Local residents would be consulted at various stages of the process in the refurbishment of the playground, open spaces and pathways via various methods.

Outline details of the proposals were circulated at the citizen's Advisory Panel on 31<sup>st</sup> August 2023 for consideration and a verbal update on the feedback from the meeting will be provided for the Committee.

Outline proposals can be included in the October edition of the Braunstone Life, Town Council Website and social media.

If the Council approves the proposed works and goes to Tender, details of the proposals received from contractors for the refurbishment work would be available to view at Thorpe Astley Community Centre, notice boards, Braunstone Life and social media at the appropriate time. It is also proposed that leaflets on the proposed work be delivered to those households facing the Impey Close playground and surrounding open space.

#### Funding

An initial estimate of the playground works is around £50,000. Potential sources of funding include External Grants, Annual Capital Budget & Section 106 funding.

## Timescales/Next Stages

The following are proposed milestones, subject to consideration and approval.

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

## Recommendations

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

## Reasons

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







## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 7<sup>th</sup> SEPTEMBER 2023**

#### **Item 10 – Thorpe Astley Park Culvert**

##### Purpose

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

##### Background

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

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

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

Regular updates have been requested from Persimmon on the progress of the project. On 3<sup>rd</sup> 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 1<sup>st</sup> August 2023 it was noted that some work to the shrubs and fencing around the culvert had been undertaken. Persimmon confirmed that the works had been undertaken to carefully clear out the area so as to ensure there were no nesting birds and to potentially prepare the area for the work. Representatives of Persimmon were due to meet the contractors that would be undertaking the work on 14<sup>th</sup> August 2023. An update on the footpath diversion permit and a start date have been requested from Persimmon. Further updates have been requested from Persimmon which will be reported to the Committee if received.

##### Recommendation

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

##### Reason

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

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 7<sup>th</sup> SEPTEMBER 2023

#### Item 11 – Health & Safety Policy

##### Purpose

To consider, following consultation, a revised and updated Health & Safety Policy for adoption.

##### Background

Under the Health and Safety at Work etc Act 1974, Braunstone Town Council is responsible for the health and safety of its workforce and any other persons who use its facilities and services or who may be affected by our activities.

The current Health and Safety Policy Statement was adopted on 30<sup>th</sup> April 2018 and therefore, has been reviewed to ensure that it is fit for purpose for the nature and scale of the Town Council's activities.

The main changes in Health & Safety obligations since 2018 are as follows:

1. **Building Safety** (*Building Safety Act 2022*) – this relates to multi-residential high rise buildings and the Town Council are not responsible for any.
2. **Fire Safety** (*The Fire Safety (England) Regulations 2023*) – this also mainly relates to high rise buildings; there are requirements concerning quarterly inspections of fire doors, which the Town Council already undertakes.
3. **Mental Health** - The Health & Safety Executive has put the reduction of work-related ill health, with a specific focus on mental health and stress, at the centre of its 2023 strategy and says that it intends to "deliver interventions that make a real difference". Employers have a duty to employees and other workers (which includes contractors) to ensure, so far as reasonably practicable, their health, safety and welfare (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974). This includes mental as well as physical health. This duty is not new, but has not, until recently, been the principal area of activity for health and safety regulators, whose enforcement action has focused on risks to physical health and safety.
4. **Homeworking** – The Health & Safety Executive has made it clear that organisations that continue with homeworking or hybrid-working following the Covid-19 pandemic should keep under review how they are meeting their duties to ensure a safe and healthy working environment, being mindful of the differences in the risks to employees of working from home and remotely and working in an office environment. The Town Council permits hybrid working and therefore it is to revisit systems for managing risks, including in the areas of

mental health, lone working and ergonomics, to make sure they remain fit for purpose in supporting the Council to meet its health and safety duties.

5. **Protect Duty** (*draft legislation*) – new legislation is intended to tighten security at venues in the wake of the Manchester Arena bombing. They require venues and local authorities to have preventative action plans against terror attacks. The protect duty applies to public venues (including Community Centres and Libraries) and public spaces (including parks and playgrounds).

Review of Policy & Procedure

On 15th June 2023, the Committee considered proposed amendments to the Council’s Health & Safety Policy Statement (originally adopted in April 2018) and approved these for consultation.

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

- (a) Employee Induction Health & Safety Training;
- (b) Job Roles and Responsibilities;
- (c) Mental Health;
- (d) Homeworking;
- (e) Prevention of Terrorism; and
- (f) Pregnant Workers and New Mothers.

Consultation

To ensure that the Policy would be compliant with statutory guidance and good practice and reflected the nature and scale of activities undertaken by the Town Council; a consultation on the proposed amendments was open to the Council’s Health & Safety Consultative Group, residents, customers, users, staff, Councillors, volunteers, partners and the Council’s HR Advisor from Monday 26th June until 12 noon on Monday 14th August 2023.

Our Insurance Broker responded “That’s as good a document as I’ve seen from any Council in the last 12 years”.

The Council’s Health & Safety Consultative Group made two comments, as follows:

<b>Consultation Response</b>	<b>Comment</b>
Vibrations – the ride on mower was uncomfortable to sit on for long periods due to the vehicle having no suspension and the vibrations are excessive.	No Policy Implications. Service Manager will risk assess the ride on mower and investigate precautions/ways of working to alleviate the length of time being used.
Pregnant workers – suggestion that a section be included in the policy to take into consideration extra precautions for pregnant workers.	Incorporated in Part 2 of the Policy – Dealing with Risks to Health & Safety (Annex 1).

## Revised Health & Safety Policy Statement

Taking into account the consultation responses and comments, amendments have been made to the proposed Health & Safety Policy Statement, which alongside the original proposed changes, are highlighted in red at Annex 1.

Should the Committee wish to adopt the post consultation version of the Health & Safety Policy Statement, it is proposed the decision will take effect on Monday 11<sup>th</sup> September 2023.

Appendix 2, lists the Council's operational risk assessments, the service areas to which they apply and the date they were last reviewed. Appendix 3, is a reference document for key contacts and health and safety responsibilities. Both Appendix 2 and Appendix 3 are designed to be updated on a regular basis.

## Recommendations

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

## Reasons

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



**BRAUNSTONE TOWN COUNCIL**

**HEALTH AND SAFETY**  
**POLICY STATEMENT**

**Adopted 30th APRIL 2018**  
**(revised 11th SEPTEMBER 2023)**

DATE ADOPTED	30th April 2018	FREQUENCY OF REVIEW	3-4 years or legislative changes
REVISED DATE/S	11th September 2023		

**BRAUNSTONE TOWN COUNCIL**  
**HEALTH AND SAFETY POLICY STATEMENT**  
**C O N T E N T S**

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**BRAUNSTONE TOWN COUNCIL**  
**HEALTH AND SAFETY POLICY STATEMENT**

**Health and Safety at Work etc Act 1974**

*This is the Health & Safety Policy Statement of Braunstone Town Council*

**1. PURPOSE**

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions

**2. GENERAL STATEMENT**

The health and safety of our employees, [councillors, volunteers, customers and service users](#) is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are and will continue to be, implemented following the identification of work related hazards and assessment of the risks associated with them.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.

We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out in this policy and in associated risk assessments and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them (see Appendix 3 for details of the Council's advisors).

The objectives of this safety statement can only be achieved through the support and co-operation of employees and all other persons who use our premises e.g. members of the public (hirers, customers, users), Councillors, contractors, [volunteers](#) and visitors.

The contents of this policy statement are informed by statutory guidance and good practice issued by the Health & Safety Executive and the Council's Insurers. The Policy will be kept up to date to reflect the changes in the nature of the activities and the size or complexity of the organisation/establishment. We will review its effectiveness at least annually and a formal review will be undertaken every ~~three~~ [four](#) years.

### 3. ROLES AND RESPONSIBILITIES

**Overall and final responsibility** for health and safety matters rests with the Council's Policy & Resources Committee, who review and revise this policy as necessary at regular intervals. The Corporate Governance Sub-Committee has oversight of the systems and processes which ensure the Council undertakes its responsibilities in accordance with the law.

**Day to day responsibility** for ensuring this policy is put into practice is delegated to the [Chief Executive Officer](#) & Town Clerk.

**To ensure health and safety standards are maintained/improved**, the following people have responsibility in the following areas:

Service Area	Responsible Manager
Braunstone Civic Centre	Resources & Facilities Manager
Community Development	Community Services Manager
Corporate Management	<a href="#">Chief Executive Officer</a> & Town Clerk
Parks & Open Spaces	Community Services Manager
Planning & Environment	<a href="#">Chief Executive Officer</a> & Town Clerk
Thorpe Astley Community Centre	Resources & Facilities Manager

**All employees** have to:

- Co-operate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Supervision of **trainees/work experience** will be arranged, undertaken and monitored by the Line Manager / Supervisor of the service.

## **PART 1 – APPROACH TO MANAGING HEALTH AND SAFETY**

### **4. ACCIDENTS**

*Health and Safety at Work etc Act 1974*

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*

If someone has been hurt or fallen ill at work it is important to take care of them straight away, and make any dangerous conditions safe.

Reporting accidents and ill health at work is a legal requirement. The enforcing authorities use the information to see the big picture of where injuries, ill health and accidental losses are occurring, and to advise on preventive action.

#### **Reporting and Recording Accidents**

Braunstone Town Council recognises its **duty to report and record all accidents** at work.

Details of all accidents involving employees or members of the public shall be recorded on an **Accident Report Form** and submitted to the Responsible Manager.

**Individual employees are responsible for reporting accidents** and potential accidents/near misses that occur at work on the mandatory Accident Report Form, which is available from Centre Receptions, on General Share, from the [Chief Executive Officer](#) & Town Clerk's Office or from your Line Manager.

The ~~Executive Officer & Town Clerk~~[Resources & Facilities Manager](#) will record all accidents/near misses in an **Accident Book** and will be responsible for reporting 'Lost Time' accidents. All accidents and cases of ill health as a result of an accident at work are to be recorded in the accident book. The book is kept by the ~~Executive Officer & Town Clerk~~[Resources & Facilities Manager](#).

The Responsible Manager will ensure that **accidents and work related causes of sickness absences are investigated** and that the causes are analysed to assist in formulating preventative measures and will report to the Council's Officer Management Team and Health & Safety Consultative Group. The Responsible Manager will ensure the agreed preventative measures are implemented.

The ~~Chief Executive Officer~~ & Town Clerk is responsible, where required by law, for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **5. EMPLOYEE CONSULTATION**

*Health and Safety (Consultation with Employees) Regulations 1996*

*Safety Representatives and Safety Committees Regulations 1977*

Each Staff Team:

- Administration
- Cleaning & Premises

- Community Centres [Duty Officers & Customer Services](#)
- [Customer Library](#) & Information Services and Community Services & Engagement
- Parks & Open Spaces (Grounds Staff)

will appoint a representative for consultation in respect of Health & Safety matters.

Consultation with employees is provided at:

- Health & Safety Consultative Group
- Service Team Meetings
- One to one meetings with individual staff members

Members of the Health & Safety Group are attached at Appendix 3.

## 6. FIRE & EVACUATION PROCEDURES

### Fire Prevention

*Dangerous Substances and Explosive Atmospheres Regulations 2002  
Regulatory Reform (Fire Safety) Order 2015*

Each year many people suffer burns caused by the flammable materials they work with. The wide variety of flammable substances found in the workplace ranges from the obvious, e.g. heating fuel, petrol, paint thinners and welding gases to the less obvious, e.g. packaging materials, dusts from wood, flour and sugar. For a fire to start, fuel, air and a source of ignition are needed. Controlling these can prevent fires.

The Responsible Manager is responsible for ensuring the **fire risk assessment** is undertaken and implemented, including appropriate provision of fire exits, alarms and extinguishers.

**Safety Checks at the Council's Community Centres** will be carried out under the direction of the Resources & Facilities Manager as follows:

- a) Centres Staff (Cleaning & Premises, Customer Services, and Duty Officers) are responsible for ensuring that the foyers, corridors and exit routes are free from obstructions at regular intervals during their shift;
- b) Centres Staff will test alarms every week and undertake emergency evacuation on a quarterly basis;
- c) Cleaning & Premises Operatives will check and that firefighting equipment and extinguishers are maintained and checked on a quarterly basis.

**Safety Checks at the Council's Parks Premises** will be carried out under the direction of the Deputy Executive Officer and Community Centres Manager, with Senior Ground staff responsible for ensuring that:

- a) exit routes are free from obstructions on a regular basis throughout the day;
- b) alarms are tested every week and undertake emergency evacuation on a quarterly basis;
- c) that firefighting equipment and extinguishers are maintained and checked on a quarterly basis.

### Evacuation Procedure

Community Centres Reception staff must wear **lapel badges** at all times so that they can be identified by visitors to the Centre.

Fire action notices are positioned around all of the Council's premises to inform staff and visitors of the action to be taken in an emergency.

Community Centres Reception staff are required to ensure the evacuation of the premises giving assistance to disabled and sensory impaired persons. Evacuation should be completed in a calm manner - do not run. Staff are advised not to attempt to re-enter the premises for any reason after the alarm has sounded.

At both Braunstone Civic Centre and Thorpe Astley Community Centre, Reception staff must ensure that a 999 telephone call to the appropriate Emergency Service is made immediately.

At other premises, the person discovering the fire should ensure that a 999 telephone call to the appropriate Emergency Service is made immediately.

In the event of a fire, employees are requested to leave the premises by the nearest available exit:

- Braunstone Civic Centre – Assemble on the KINGSWAY CENTRAL RESERVATION
- Thorpe Astley Community Centre – Assemble near the FAR RIGHT CORNER OF CAR PARK

In the event of an evacuation due to fire, on arrival the Fire Brigade should be directed to the FIRE BOXES, which contain information on the premises, such as gas cut off points, etc. The Fire Boxes are located in the Interview Room at the Civic Centre and the Reception/Office at the Thorpe Astley Community Centre and the Mossdale Meadows Workshop.

### Gas Leak Action

Notices advising what to do in the event of a gas leak are displayed in Civic Centre kitchens and boiler room and at the Thorpe Astley Community Centre in the boiler room and Reception/Office.

## **7. FIRST-AID**

### *The Health and Safety (First Aid) Regulations 1981*

First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved and minor injuries prevented from beginning major ones.

All Community Centres and parks and grounds staff are required to attend a "First Aid at Work Appointed Person Course".

The Civic and Community Centres' Reception staff must wear lapel badges at all times to ensure that they can be identified by visitors to the Centre.

First Aid Boxes are held at the following locations:-

- Civic Centre           - General Office  
                              - Licensed Bar
  
- Thorpe Astley       - Reception Desk/Office  
Community Centre
  
- Parks & Grounds   - Staff Break Room  
                              - Pick-up Trucks

The appointed persons/first aiders are listed at Appendix 3.

Centres Staff (Customer Services and Duty Officers) are responsible for advising hirers of the Community Centres accommodation of the identity of First Aiders and the location of First Aid boxes (BTC 5). Cleaning & Premises Staff are responsible for checking the contents of First Aid boxes in accordance with the Council's procedures (ZM 7)

The Deputy Executive Officer & Community Services Manager is responsible for advising Sports Clubs/User Groups at the Council's parks of the Council's requirements regarding First Aid (BTC 54). Senior Grounds persons are responsible for checking the contents of First Aid Boxes in accordance with the Council's Procedures (ZM 7).

## **8. CONTRACTORS/VISITORS**

### Fire & Evacuation Procedures

Fire action notices are positioned around all of the Council's premises to inform visitors of the action to be taken in an emergency. The Centres Reception staff are responsible for ensuring that visitors, regular users and hirers of accommodation at the Council's Community Centres are aware of the Emergency Procedures (BTC 51) and for advising Contractors of the Council's Emergency Procedures and Health & Safety requirements (BTC 52).

The Licensed Bar Contract places responsibility upon the Licensee for ensuring that his/her employees are aware of the Council's Emergency Procedures.

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that Sports Clubs using the Council's facilities at Shakespeare Park, Holmfield Park and Mossdale Meadows are advised of the Council's Emergency Procedures (BTC 54).

### Permit to Work

The Centres Reception staff/Parks & Grounds staff are responsible for issuing 'Permits to Work' to Contractors (BTC75). A permit must be drawn up for any potentially



hazardous activity requiring control procedures in order to achieve safety. Permits are not required for activities which are part of normal routines, the safety of which is covered by other means such as written work instructions or for very simple safe activities.

It is often advisable to use a permit procedure when, to achieve safety, there is a need to co-ordinate the activities of separate participants, i.e. Staff and Contractors. Careful judgement must be exercised to ensure that permits are issued only when necessary, as indiscriminate use would overload the system and lower the effectiveness of the permit.

Examples of the need for a Permit are:-

- a) Hot Work – Hot work includes welding, flame cutting, brazing, grinding or any activity likely to produce heat or sparks. Permits are not required for safe areas designated for such work such as welding bays in maintenance workshops.
- b) Confined spaces – A confined space is an area that is substantially enclosed. A permit to work is required in all circumstances involving this type of work. A safety person who is familiar with the premises, the activity and who has been briefed as to the action to take in the event of a problem arising is to be present at all times a person is within the confined space. The area must be isolated of all the services to the enclosed space and consideration must be given to the activity being carried out. For instance hot work may require special extraction and or breathing apparatus. The temperature of and the time duration a person may be in the enclosed space should be considered and specified on the Permit to Work. If fumes are known to have existed, they must be tested to be clear before entry is allowed.
- c) Work at Height – Any work involving access to roofs and or trenches must be covered by a Permit to Work. Work within premises where there is a risk from falling objects that would endanger personnel or equipment should also be covered by a Permit to Work.
- d) Chemical or Highly Flammable Areas – A permit is to be used where electrical equipment is to be used in chemical areas where highly flammable chemicals are present. For example – drills.
- e) Electrical Systems – A Permit to Work will be required where there is a hazard to personnel working which cannot be covered by normal isolation practices or safe systems of work.
- f) Safety and Emergency Systems – Where there is a hazard to personnel working which cannot be covered by normal isolation practices or safe systems of work.
- g) Lone Working – Where a person is to work alone within an area of premises away from other personnel who can reasonably be communicated with then a Permit to Work is to be issued. The person and checkers are to be briefed on the procedure for lone working.

h) Asbestos – An assessment of the potential risk must be undertaken before work commences. Provide information on the location and condition of material to anyone who is liable to work on or disturb it.

## 9. CO-OPERATION IN SHARED WORKPLACES

### Braunstone Civic Centre

The Resources & Facilities Manager is responsible for the co-operation of Health & Safety matters with the occupiers of these premises.

### Licensed Bar Facilities

The Contractor shall at all times comply with the requirements of the Health and Safety at Work Act and the Management of Health & Safety at Work Regulations 1992 and of any other Acts Regulations or Orders pertaining to the health and safety of employees

The Contractor shall identify risks to the health and safety of employees and others and provide the Resources & Facilities Manager with Risk Assessments, particularly in connection with the following:-

- (1) Food Safety (General Food Hygiene) Regulations
- (2) Food Safety (Temperature Control) Regulations
- (3) Pressure Systems and Transportable Gas Containers Regulations
- (4) Manual Handling Operations Regulations

The Contractor shall have regard to the Council's Safety Policy. Whilst on premises owned by the Council the Contractor shall ensure that his employees comply with the Council's Health & Safety Policy.

The Contractor or a competent deputy duly authorised by the Contractor to act on his/her behalf must be present at the Location and shall be available to the Council's Management and member of staff on duty (Duty Officer or Customer & Information Services Advisor) in person at all times during which the Service is provided. The Contractor or a competent deputy must wear lapel badges (bearing the words "Bar Manager") at all times so that they can be identified by the Council's employees and visitors for the purposes of customer safety and the preservation of order.

The ~~Chief Executive Officer~~ & Town Clerk shall be empowered to suspend the provision of the Service in the event of non-compliance by the Contractor with health and safety matters. The Contractor shall not resume provision of the Service until the ~~Chief Executive Officer~~ & Town Clerk is satisfied that the non-compliance has been rectified. In respect of any such period of suspension the default provisions as set out in the Contract shall apply.

### Thorpe Astley Community Centre

The Resources & Facilities Manager is responsible for co-operation on Health & Safety Matters with occupiers of rooms provided for the Police and National Health Service. The Resources & Facilities Manager is responsible for co-operation on Health & Safety Matters with the pre-school provider.

The Police, National Health Service and Pre-school provider will have regard to the Council's Health & Safety Policy. Whilst on premises owned by the Council, the occupiers of the Police and National Health Service rooms and the Pre-school provider must ensure that their employees comply with the Council's Health & Safety Policy.

The ~~Chief Executive Officer~~ & Town Clerk shall be empowered to suspend the occupation of these rooms, in accordance with the Licence, until any non-compliance has been rectified.

## 10. PERSONAL PROTECTIVE EQUIPMENT

The Responsible Manager will be responsible for ensuring that a Personal Protective Equipment Assessment is completed to ensure that appropriate information, equipment, instruction and training is issued.

BTC 48 (Community Centres Cleaners)  
BTC 46 (Parks & Grounds)  
BTC 11 (Risk Assessment)

The Cleaner & Premises Operatives (Community Centres) and Senior Grounds persons (Parks & Grounds) will be responsible for completing periodic reviews (BTC 46 Parks & Grounds, BTC 10 Community Centres) to ensure that Personal Protective Equipment is compatible with the wearer, in hygienic condition, in effective working order and that adequate storage facilities have been provided.

## 11. RISK ASSESSMENTS

**Risk assessments will be undertaken** by the Responsible Manager. Where technical expertise is required and/or there are serious/significant risks being assessed, the Responsible Manager will commission qualified experts to advise and undertake the assessment.

Guidance on undertaking a Risk Assessment is set out at Appendix 1.

**The findings of the risk assessments** will be reported to the:

- Health & Safety Consultative Group; and
- Council's Officer Management Team.

**Action required** to remove/control risks will be approved by the Executive Officer & Town Clerk.

The Responsible Manager will be **responsible for ensuring the action required is implemented** and will check that the implemented actions have removed/reduced the risks.

**Risk Assessments will be reviewed** every 3-4 years or when the work activity changes, whichever is soonest. The Council's current Risk Assessments, including the review date, are set out at Appendix 2.

## 12. TRAINING

### Induction training

Induction training will be provided for all employees by the Line Manager who will ensure that all new employees complete the Induction Checklist set out in the Employee's Handbook.

Where specific jobs require special training, the Responsible Manager will make arrangements for this to be undertaken, which can be by a work colleague or by attendance on a training course.

Full Health & Safety training is provided at the start of the Probation Period, which will include, but not limited to:

- [Checking In/Out Procedures / Lone Working](#)
- [Emergency Fire Exits, Alarm Points, and Extinguishers, Meeting Point](#)
- [Fire Evacuation Procedures](#)
- [Fire Safety Training Video](#)
- [Health & Safety Policy](#)
- [Risk Assessments \(relevant to service area\)](#)
- [Display Screen Equipment](#)
- [Location of First Aid Box](#)
- [Manual Handling](#)
- [Electrical Safety](#)
- [Personal Protective Equipment \(Parks Staff and Cleaners\)](#)
- [Driving vehicles/tractor \(Parks Staff\)](#)
- [First Aid in the Workplace \(Parks, Cleaners, Centres, Library Staff\)](#)
- [Pesticide Application Course \(Parks Staff\)](#)
- [Snow Warden Duties \(Parks Staff\)](#)

### Ongoing Training

Training will be identified, arranged and monitored by the Line Manager who will also make arrangements for the following refresher training to be completed on an annual basis:

Parks & Grounds Staff Only (Annual prior to grass cutting season) - Assessment Forms (BTC 21)	- Tractor Action Video - Training Guide (BTC 20) - Power Take Off Shafts (BTC 19) - Prevention of Tractors averting Leaflet (BTC 22)
All Employees	- Fire Extinguishers 'What you need to know' Video and Assessment (Annually) - First Aid Video and Assessment (annually)

Training records are kept by the Personal Assistant and Administrative Officer, who is also responsible for ensuring that any changes to the Council's Health and Safety Procedures are made to the 'Master File' and copies distributed to all relevant members of staff.

### **13. WORKPLACES (HEALTH, SAFETY & WELFARE)**

The Service Manager is responsible for ensuring that a periodic review is undertaken in their services to check working conditions and ensure safe working practices are being followed (NALC - Workplace Risk Assessment Form).

The Cleaner & Premises Operatives (Community Centres) and the Senior Grounds persons (Parks & Grounds) are responsible for regular Fire Check Lists (BTC 45), Internal Inspections (ZM Form 7), Cleansing Specifications (BTC 12), Work Equipment and Maintenance Schedule (BTC 60), Completing IWS Legionellosis checks and monitoring Log Books, etc. The Council's requirements for good housekeeping and the maintenance, repair and servicing of equipment are set out in the Centres and Parks & Grounds Health and Safety Inspection Regime Folders.

The Senior Grounds persons are responsible for all regular external inspections (ZM Form 8).

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that any conditions attached to the Public Entertainments Licence are complied with.

Centres Staff (Customer Services, Duty Officers and Cleaner & Premises Operatives) and the Senior Grounds persons are responsible for ensuring that all Health & Safety Weekly Report Sheets are completed in a timely manner BTC 50 (Civic Centre and Thorpe Astley Community Centre) and BTC 44 (Parks & Grounds).

The Council recognises its responsibility to protect non-smokers from discomfort caused by tobacco smoke. Employees are therefore prohibited from smoking in all of the Council's buildings and vehicles as follows:

- a) Offices, function rooms and all areas at the Civic and Community Centres.
- b) All Town Council vehicles
- c) The Council's Parks' properties and Workshop

All Managers and Supervisors are responsible for implementing this policy and ensuring that sufficient no smoking signs are displayed.

The Cleaner & Premises Operatives and the Senior Grounds persons are responsible for ensuring that break rooms/kitchens/eating facilities (as appropriate) are kept clean to a suitable hygiene standard.

Members of the Health & Safety Consultative Group will keep the Council's Risk Assessments under review to reflect changes in activities, etc.

All Employees have a duty to familiarise themselves with the Risk Assessments (see Appendix 2) relevant to their work and adopt the procedures and working practices contained within them.

## **PART 2 – DEALING WITH RISKS TO HEALTH AND SAFETY**

### **14. ASBESTOS**

#### *The Control of Asbestos Regulations 2012*

Asbestos is the largest single cause of work related fatal disease and ill health in Great Britain. Almost all asbestos related deaths and ill health are from exposures several decades ago, but where people work with asbestos, or come into contact with it during repair and maintenance work they are at risk. Working with asbestos should be avoided if possible, but if not, it must be done safely.

Asbestos can be found in buildings from 1950 to 1999 in many forms. It may also be found in some vehicle brake pads and clutch linings.

The Control of Asbestos at Work Regulations 2002 (CAWR) introduces an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure to asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the ACMs or presumed ACMs in the premises;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

The Responsible Manager is responsible for ensuring that a copy of the Council's 'Asbestos Risk Assessment' is issued to Employees/Contractors who carry out any type of maintenance, repair or refurbishment work. Suitable guidance notes (Health & Safety Leaflet C300) must also be provided.

## 15. DISPLAY SCREEN EQUIPMENT

*Health and Safety (Display Screen Equipment) Regulations 1992*

Using a computer or other kinds of display screen equipment (visual display units) can give rise to back problems, repetitive strain injury, or other musculoskeletal disorders. These health problems may become serious if no action is taken. They can be caused by poor design of work stations (and associated equipment such as chairs), insufficient space, lack of training or not taking breaks from display screen work. Work with a screen does not cause eye damage, but many users experience temporary eye strain or stress. This can lead to reduced work efficiency or taking time off work.

Guidance Notes are displayed in the General Office at the Braunstone Civic Centre and the Reception/Office at the Thorpe Astley Community Centre (FS327 A2).

The Responsible Manager is responsible for ensuring that all relevant employees, [both at the workplace and at the employees' home \(where the employee is also permitted to work at home\)](#):

- i. are given the necessary training (ZM 28/29),
- ii. complete a display screen risk assessment (BTC 63),
- iii. implement any necessary control measures to eliminate or reduce the identified risks.

Where applicable, staff will be able to arrange eye tests at appropriate intervals, for which reimbursement of the cost can be claimed from Braunstone Town Council.

## 16. FOOD HYGIENE

Centres Staff (Customer Services and Duty Officers) are responsible for ensuring that Community Groups are issued with Food Safety Guidance leaflets (BTC 51).

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that Sports Clubs using the Council's parks facilities are issued with Food Safety Guidance Leaflets (BTC 54).

The Licensed Bar Contractor provides a function/catering package at the request of customers. The Contract between the Council and Licensed Bar Contractor requires the Licensed Bar Contractor to comply fully with The Food Premises (Registration) Regulations 1991, the relevant provisions of The Food Act 1984, and with all Regulations made thereunder, including The Food Hygiene (Market Stalls and Delivery Vehicles) Regulations 1966 as amended, or any other statutory enactment relating to food/hygiene for the time being in force.

## 17. HAZARDOUS SUBSTANCES

*Control of Substances Hazardous to Health Regulations 2002 (COSHH)*  
*Classification, Labelling and Packaging Regulations 2008 (CLP)*  
*Control of Lead at Work Regulations 2002*

Thousands of people are exposed to all kinds of hazardous substances at work. These can include chemicals that people make or work with directly, and also dust,

fume and bacteria which can be present in the workplace. Exposure can happen by breathing them in, contact with the skin, splashing them into the eyes or swallowing them. If exposure is not prevented or properly controlled, it can cause serious illness, including cancer, asthma and dermatitis, and sometimes even death.

### COSHH

COSHH safety notices and Guidance Procedures are displayed at the chemical store, Shakespeare Park, Workshop, Mossdale Meadows and cleaners store at both Community Centres (BTC 16).

The Responsible Manager will be responsible for **identifying substances** which need a COSHH assessment

**Staff who use hazardous substances** will be responsible for undertaking COSHH assessments.

The Cleaner & Premises Operatives and the Senior Grounds persons are responsible for notifying their Responsible Manager of any hazardous substances for use in order that the Product Data Sheets can be obtained and Risk Assessments of the substance and appropriate control measures can be identified (BTC Forms 47, BTC Forms 49/1 – Civic Centre and 49/2 Thorpe Astley Community Centre)

The Responsible Manager will be responsible for ensuring that all **actions identified** in the assessments are implemented.

The Line Manager will be responsible for ensuring that all of their relevant employees are informed about the COSHH assessments.

The Responsible Manager will check that new substances can be used safely before they are purchased. Assessments will be reviewed every 3 years or when the work activity changes, whichever is soonest

**Safety Data Sheets** from suppliers are maintained in folders in the Civic Centre General Office, the Reception/Office at the Thorpe Astley Community Centre and chemical store, Shakespeare Park.

The Senior Grounds persons and Assistant Grounds person are required to obtain certificates of **competence for the safe use of chemicals**.

The Senior Grounds persons and Assistant Grounds person are responsible for ensuring that the **chemical application book** is completed and warning sign used whenever chemicals are applied.

### Spill Control

The Responsible Managers are responsible for ensuring that all staff are aware of procedures in the event of a spillage of hazardous substances and for ensuring that stocks of spill control equipment are maintained at the Civic Centre, Chemical Store, Shakespeare Park and Garage, Mossdale Meadows (BTC 15).



## **18. HOMEWORKING**

The work that employees carry out at home is paper-based or computer- based work and in general such work is not high risk. Nevertheless, Braunstone Town Council has responsibilities under health and safety legislation when employees are working from home, which includes undertaking a Display Screen Equipment Assessment.

Staff authorised to work from home will be provided with equipment which is appropriate for their job roles and in line with any reasonable adjustments that an individual has. This will include a laptop (with external mouse and keyboard), telephone extension and Teams software.

Responsible Managers will agree with homeworkers:

- the hours/frequency the employee is permitted to work from home / at the office;
- the requirement to be available and keep in touch;
- the need for the employee's homeworking workspace/workstation to comply with the requirements of the Health & Safety Policy; and
- the importance of managing the employee's workload and work / home life balance.

## **18.19. HEIGHTS**

*Provision and Use of Work Equipment Regulations 1998  
Lifting Operations and Lifting Equipment Regulations 1998  
Construction (Design & Management) Regulations 2015*

Falls from a height account for around 70 fatalities and 4000 major injuries every year. One of the main causes is falls from ladders. To help prevent falls from height we consider the risks to workers, ensure they are trained and have suitable and safe equipment for the tasks, and ensure they are properly managed and supervised. We will also ensure that sufficient protection measures (e.g. suitable and sufficient personal protective equipment) are in place while they are working at height.

## **18.20. LEGIONELLOSIS**

As legionella bacteria are commonly encountered in environmental sources, they may eventually colonise manufactured water systems and be found in cooling tower systems, hot and cold water systems and other plant which use or store water. To reduce the possibility of creating conditions in which the risk from exposure to legionella bacteria is increased, the Council recognises that it is important to control the risk by introducing measures which:

- Do not allow proliferation of the organisms in the water systems; and
- Reduce, as far as is reasonably practicable, exposure to water droplets and aerosols.

Integrated Water Services (IWS) has been commissioned to undertake Risk Assessments in accordance with The Prevention or Control of Legionellosis Approved Code of Practice (Health & Safety at Work Act 1974).

The IWS Assessment and Management Plan are available for inspection in the [Chief Executive Officer](#) & Town Clerk's office. The Assessment contains three sets of recommendations:-

- i. Measures to improve management and records
- ii. Remedial Action on Systems: the Responsible Manager is responsible for ensuring all 'high risk' improvements detailed in the IWS assessments is implemented.
- iii. Health & Safety Controls: the Responsible Manager will ensure all Controls detailed in the assessment are implemented, which includes:-
  - Little used outlets should be flushed for a minimum of two minutes (weekly)
  - Hot Water Outlets (where no Thermostatic Mixing Valve (TMV) fitted) and pre TMV hot water should reach 50°C within 1 minute of full flow operation water outlets and the cold feed to TMVs should be less than 20°C within two minutes of full flow operation. Output from calorifiers at least 60°C, return at least 50°C (Monthly)
  - Shower heads and hoses should be removed, dismantled and cleaned using a shower head descaler (quarterly)
  - Complete Representative Outlet Temperature Monitoring Log. All domestic cold water storage tanks (cisterns) should be inspected for cleanliness once per year, cleaning and disinfection will be required if found to be dirty or contaminated (Annually)
  - Temperatures of all domestic cold water storage tanks should be checked six monthly. Inlet (at ball valve) and storage temperature should be less than 20°C. (Six Monthly)

Additional assets should be monitored and inspected in line with the recommendations of the water hygiene risk assessment.

The Responsible Manager will be responsible for arranging any necessary remedial action highlighted in the IWS Log.

Routine Monitoring Records will be retained for at least 5 years and annual summary report forms will be lodged with the Responsible Manager in a timely manner.

## **20-21. LONE WORKING**

Braunstone Town Council has a specific Lone Working Policy & Procedure, which is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to give guidance on how to manage such risks.

In accordance with the Lone Working Policy & Procedure, the Service Manager is responsible for completing risk assessments, maintaining procedures and implementing improvements when necessary.

Controls on lone working is incorporated in the 'Our Controls' Column of the Council's Risk Assessments, which are issued to all lone workers.

As a condition of their terms of employment all members of staff are expected to respond to emergency call outs from lone workers when required. The Resources &

Facilities Manager is responsible for updating the Key holders/Callout list and distributing a copy to each member of staff whenever amendments are made.

## **21-22. MACHINERY**

*Management of Health and Safety at Work Regulations 1999*  
*Provision and Use of Work Equipment Regulations 1998*

Vibration from work with powered hand held tools, equipment or processes can damage the hands and arms of users causing 'hand-arm vibration syndrome'. This is a painful, irreversible condition which includes 'vibration white finger' and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly.

Back damage can be caused by vibration from a vehicle or machine passing through the seat into the driver's body through the buttocks – known as whole body vibration. Whole body vibration can also be caused by standing on the platform of a vehicle or machine, so vibration passes into the operator through their feet.

The Service Manager is responsible for ensuring that an assessment is carried out in respect of all new machinery and equipment (NALC - Work Equipment Risk Assessment-64).

The Service Managers and Supervisors are responsible for maintaining the Work Equipment Inventory and Maintenance Schedule (BTC 60, 61 & 62).

Staff are advised to report any faults immediately to their Manager/Supervisor.

The use of the Council's equipment is restricted to only the trained operatives and staff as set out in the Work Equipment Maintenance Schedule (BTC 60, 61, & 62).

## **22-23. MAINTENANCE AND BUILDING WORK**

*Construction (Design & Management) Regulations 2015*  
*Construction (Design and Management) Regulations 1994*  
*Lifting Operations and Lifting Equipment Regulations 1998*  
*Provision and Use of Work Equipment Regulations 1998*  
*Confined Spaces Regulations 1997*

It is easy to overlook these activities because they happen now and again, and it is often a contractor or service agency doing the work. Sometimes people are in places where no one normally goes e.g. the roof or electrical switchboard. They may be fault finding, trying to repair something quickly – often outside the routine. Not surprisingly there are many accidents. Falls from heights, e.g. ladders, are the most common cause of serious injury.

All contractors should be qualified and competent and issued with a permit to work, which is detailed under the section Contractors/Visitors.

## Pressure Systems

*Pressure Systems Safety Regulations 2000*

*The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG 2009)*

*Transportable Pressure Vessels Regulations 2001*

Pressure cookers, boilers, steam heating systems, gas cylinders and air compressors are common examples of equipment and systems containing a fluid under pressure. They can cause death or injury to people, and serious damage to property, if the contents are released unintentionally. There are about 150 incidents of this kind every year. They mainly happen when equipment fails through poor design, incorrect filling or maintenance or when the method of work is unsafe, or someone makes an operating mistake.

All contractors working on pressure systems should be qualified and competent and should be issued with a permit to work, which is detailed under the section Contractors/Visitors.

## **23-24. MANUAL HANDLING**

*Manual Handling Operations Regulations 1992*

*Management of Health and Safety at Work Regulations 1999*

Manual handling is transporting or supporting loads by hand or using bodily force. Many people hurt their back, arms, hands or feet lifting everyday loads, not just when the load is too heavy. More than a third of all over three day injuries reported each year to HSE and to local authorities are the result of manual handling. These can result in those injured taking an average of 11 working days off each year.

'Upper limbs' refers to the neck, shoulders, arms, wrists, hands and fingers. Upper limb disorders (sometimes called repetitive strain injury (RSI)) can happen in almost any workplace where people do repetitive, or forceful manual activities in awkward postures, for prolonged periods of time. These can cause muscular aches and pains, which may initially be temporary, but if such work is not properly managed, and the early symptoms are not recognised and treated, can progress to a chronic and disabling disorder. Cumulative damage can build up over time causing pain and discomfort in people's backs, arms, hands and legs. Most cases can be avoided by providing suitable lifting equipment that is regularly maintained, together with relevant training on both manual handling and using the equipment safely.

Line Managers and Supervisors are responsible for ensuring that the staff that report to them receive appropriate training (BTC 56)

New employees will be required to complete a Manual Handling Risk Assessment checklist (ZM Form 5). Line Managers and Supervisors should also ensure that Risk Assessments are completed (ZM Form 5) and implementing controls to reduce the risk of injury.

The Resources & Facilities Manager is responsible for ensuring that appropriate guidelines are followed when the Q Stage System is erected and dismantled (BTC 14).

## **25. MENTAL HEALTH**

Sections 2 and 3 of the Health and Safety at Work etc. Act 1974

Braunstone Town Council is committed to supporting its employees, Councillors and volunteers with their wellbeing and mental health. The Council also recognises that talking about mental health can be uncomfortable.

Anyone can have mental health concerns, which can last a few weeks, months, or be longer term. Braunstone Town Council will:

- listen to its employees, Councillors and volunteers who have mental health concerns;
- keep information about mental health confidential;
- support those experiencing mental health issues, making reasonable adjustments where needed;
- treating those with mental health concerns with respect, not making judgements or assumptions about them;
- raise awareness of mental health issues;
- identify mental health risks and appropriate controls/mitigating actions when undertaking risk assessments; and
- treat any issues of bullying and harassment in relation to mental health issues seriously.

Where both the Council and the individual consider it appropriate, the Council supports the development of Individual Wellbeing Action Plans to identify how individuals can keep well at work, what causes them to become unwell and the support they would like to receive to boost their wellbeing or support their recovery.

## **24-26. NOISE AT WORK**

*The Control of Noise at Work Regulations 2005*  
*Noise at Work Regulations 1989*

High levels of noise at work can cause hearing loss. This can take many years to become serious. Young people can be damaged as easily as the old and premature deafness is even worse. Sufferers often first start to notice hearing loss when they cannot keep up with conversations in a group, or when the rest of their family complains they have the television on too loud. Deafness can make people feel isolated from their family, friends and colleagues.

### Deciding whether an assessment is needed

A preliminary decision on whether an assessment is needed can usually be reached without making detailed noise measurements.

As a rough guide, an assessment of daily personal exposure (Lep,d) will usually be needed wherever people have to shout or have difficulty being heard clearly by someone about 2 metres away, or they find it difficult to talk to each other.

Whenever it is decided that a more detailed assessment is needed the Line Manager / Supervisor will complete Form FS 181.

## **27. PREGNANT WORKERS AND NEW MOTHERS**

*Workplace (Health, Safety and Welfare) Regulations 1992*  
*Management of Health and Safety at Work Regulations 1999*

Braunstone Town Council is responsible for providing a safe working environment while effectively managing risks to the health and safety, including women of a childbearing age. This applies to staff and volunteers who:

- are pregnant
- have given birth in the last 6 months, or
- are currently breastfeeding.

The legal protections also apply to some transgender men, non-binary people and people with variations in sex characteristics, or who are intersex.

Once a pregnant worker and/or new mother has informed the Council in writing; the Responsible Manager will carry out an individual risk assessment with the staff member / volunteer.

Some working conditions and processes can potentially harm them and/or their child so the risks must be assessed and controlled in each case.

Once the individual risk assessment has been completed, the Council will make any necessary changes to support the member of staff or volunteer.

Working conditions could present a risk to mother and/or child at different stages; therefore, the Responsible Manager will regularly review the individual risk assessment with the staff member or volunteer and make any necessary adjustments as the pregnancy progresses.

### Significant Risks

Where a significant risk that could cause harm to the individual the child, is identified, then the Responsible Manager must first decide if it can be controlled.

In the case of employees, if the risk cannot be controlled or removed, then one of the following actions will be taken:

1. adjust the working conditions or hours to avoid the risk;
2. give the employee suitable alternative work; on the same terms and conditions, including pay; or
3. place the employee on paid leave for as long as necessary to protect their health and safety and that of their child.

## 25-28. PLANT, MECHANICAL AND ELECTRICAL EQUIPMENT

*Provision and Use of Work Equipment Regulations 1998*  
*Lifting Operations and Lifting Equipment Regulations 1998*  
*Supply of Machinery (Safety) (Amendment) Regulations 2011*

Work equipment covers an enormous range spanning process machinery, machine tools, office machines, lifting equipment, hand tools, ladders and pressure washers. Important points include: selecting the right equipment for the job, making sure equipment is safe to use and keeping it safe through regular maintenance, inspection and if, appropriate, thorough examination, training employees to use equipment safely and following manufacturers' or suppliers' instructions. Accidents involving work equipment happen all the time – many serious, some fatal.

Braunstone Town Council is committed to ensuring that all equipment is suitable for its intended use.

Employee Safety Representatives will be consulted in connection with the use of new machinery and equipment.

The Responsible Manager will:

- a) be responsible for ensuring effective maintenance procedures are drawn up;
- b) be responsible for ensuring that all identified maintenance is implemented;
- c) will check that new plant and equipment meets health and safety standards before it is purchased;
- d) maintain the register of all plant, mechanical and electrical items and ensuring that all inspection and maintenance regimes are complied with, to include:-
  - Description of Equipment
  - Location
  - Restricted Users
  - Supervisor Responsible
  - Inspection Maintenance Regime
  - Service Engineers
- e) arrange for periodic inspections of portable items (BTC60, 61 and 62)
- f) ensure all persons are adequately trained in using electrical equipment (BTC 55 and 57)
- g) ensure the use of residual current devices especially if equipment is used outside

The Senior Grounds persons will be responsible for identifying all **parks equipment/plant** needing maintenance. Any problems found with parks plant/equipment should be reported to Senior Grounds persons.

The following are responsible for advising that equipment should be subject to periodic inspection:

- a) Centres Reception staff are responsible for advising the Regular Users/Hirers that their equipment should be subject to periodic inspection (BTC 51),
- b) Deputy Executive Officer & Community Services Manager are responsible for advising Sports Clubs/Users of the Council's parks facilities that their equipment should be subject to periodic inspection (BTC 54),
- c) Responsible Managers are responsible for advising Contractors that they must provide proof of electrical testing before their equipment is used on Council property (BTC 52).

### Electrical Equipment

#### *Electricity at Work Regulations 1989*

Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

User checks on **electrical equipment** can be made by the person using the equipment. Aspects to look for should include damage to the plug, cable or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to conditions for which it is not suitable, e.g., a wet environment. Formal visual inspections and changing plugs or altering electrical equipment must be completed by a qualified electrician.

Any items that have not been registered in the inventory and checked must not be connected to the Council's electricity supply.

Any faults should be reported immediately to the Supervisor responsible for the maintenance and the equipment taken out of use immediately.

### 26-29. PLAY EQUIPMENT

The Deputy Executive Officer & Community Services Manager is responsible for ensuring that all play equipment is subject to a detailed inspection by independent specialists at least annually – ROSPA (Playsafety Ltd) The Old Barn, Wicklesham Lodge, Faringdon, SN7 7NP. Tel: 01367 244600.

These detailed inspections should be supplemented with more frequent inspections by the Council's own staff, Senior Grounds persons and Assistant Grounds person. A brief visual inspection is carried out on a daily basis to check for any obvious vandalism, wear and tear, broken glass, dog fouling etc. A more detailed inspection should be undertaken monthly (ZM Form 9). All inspections should be formally recorded.

Any equipment found to be unsafe should be immobilised and taken out of use. In some cases it may be sufficient to cordon off the area, in others it may be necessary to remove the item completely to ensure the safety of users. DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer. The



Senior Grounds persons are responsible for ensuring that repairs are carried out by a competent person. Where a safety surface has been installed, more regular inspection and maintenance may be required to ensure that it remains in good condition.

### **30. PREVENTION OF TERRORISM**

Braunstone Town Council will:

- promote and support activities that are designed to prevent or stop terrorism; including working with Leicestershire Police and other partners, as well as with the local community, to reduce the risks presented by those who might engage in an act of extreme violence;
- provide training and information sharing,
- develop and complete a preparedness plan, and
- undertake an additional risk assessment that will inform the development and implementation of a security plan.

Employees, Councillors and Volunteers should be vigilant regarding suspicious behaviour:

- people in stationary vehicles watching a building or structure, for no apparent reason;
- vehicles moving slowly near public buildings, structures or bridges, or parked in suspicious circumstances;
- people using recording equipment, including camera phones, or seen making notes or sketches of security details for no apparent reason;
- someone paying close attention to specific entry and exit points; corridors, thoroughfares, fire escapes for no apparent reason;
- People loitering at or near premises for long periods, watching patrons, for no apparent reason;
- people asking detailed or unusual questions about buildings and business operations, facilities (such as room layouts), security or parking for no apparent reason; and
- members of the public in offices and 'off limits' areas, plant rooms and similar locations.

Staff and Volunteers should:

- wear ID cards;
- ensure that all visitors to non-public areas are signed in or accompanied at all times;
- be aware of people Tailgating through doors;
- challenge people you do not know in restricted areas; and
- ensure you are familiar with the building escape routes and assembly points.

Premises and Duty Staff should ensure that:

- rooms are locked and secured when not in use;
- the Reception area / non-public areas are secured when unoccupied; and
- use of fire doors for accessing rooms is limited to loading and unloading and the hirer ensures no one accesses the premises through the fire door and that the fire door is closed and not left open.

[Staff, Councillors and Volunteers who hear anything that could be terrorist-related should trust their instincts and call the Anti-Terrorist Hotline on 0800 789 321 or in an emergency call 999.](#)

## **27-31. RADIATION**

*Ionising Radiation Regulations 2017*  
*Management of Health and Safety at Work Regulations 1999*

Various kinds of radiation, both ionising and non-ionising, may affect us.

- 1) Non-ionising radiation:
  - UV radiation (e.g. from the sun) can damage the skin and lead to skin cancer
  - Lasers can cause burns and damage the eye
- 2) Ionising radiation:
  - Naturally occurring radon gas from the ground
  - Radiography or thickness measuring gauges

Excess doses of ionising radiation can cause burns, sickness and can have other adverse health effects.

The Responsible Manager will be responsible for ensuring that jobs at risk of the effects of radiation are **risk assessed** and all **actions identified** in the assessments are implemented.

## **28-32. STRESS AT WORK**

*Management of Health and Safety at Work Regulations 1999*

Many people argue about the definition and sometimes even the existence of 'stress'. However, research has shown that whatever you choose to call it, there is a clear link between poor work organisation and subsequent ill health. The Health & Safety Executive defines stress as "*the adverse reaction people have to excessive pressure or other types of demand placed on them*".

Stress at work can be tackled in the same way as any other risk to health – by identifying the hazards, assessing who is at risk and the level of risk, deciding how to manage the risk and putting the plans into action.

In order to reduce stress in the organisation, Line Managers and the staff they are responsible for should keep in regular contact. Responsible Managers should ensure they hold regular team meetings and one to one meetings with individual members of staff, providing for an opportunity for all to raise any issues of concern and explore a way to resolve them.

The Town Council has an approved Absence Management Policy which is designed to reduce sickness absence by addressing the causes. Any member of staff who is absent from work, even for one day, should complete a return to work form and have a conversation with their Line Manager about the reasons for absence and whether any support or action can be taken to prevent future reoccurrences.

### **29:33. TRIP AND OTHER DANGEROUS HAZARDS**

*Workplace (Health, Safety and Welfare) Regulations 1992*

The most common cause of injuries at work is the slip or trip, resulting in falls which can be serious. It's a particularly important subject since members of the public use our premises. Measures to prevent such injuries are often simple, cheap and lead to other benefits.

Centres and Grounds staff are responsible for regular visual checks of their respective premises to ensure there are no trip hazards, sharp objects or obstructions.

Where any member of staff discovers spillages, wet surfaces, broken objects, damaged furniture or equipment, they must take every step to initially make the area safe and where the member of staff can deal with the danger safely, they must do so. Otherwise it should be immediately reported to the appropriate responsible officer.

### **30:34. VEHICLES**

*Workplace (Health, Safety and Welfare) Regulations 1992*

*Provision and Use of Work Equipment Regulations 1998*

*Construction (Design & Management) Regulations 2015*

Every year about 70 people are killed and about 2500 seriously injured in accidents involving vehicles at the workplace. Being stuck or run over by moving vehicles, items falling from vehicles, or vehicles over turning are the most common causes. Braunstone Town Council uses vehicles in its public places, which includes the workplace, and examples include vans, tractors and mowers. Often there is significantly more danger from vehicles on parks and open spaces and at depots than on the public highway since the operating conditions are different.

All staff using vehicles should have the relevant licence and receive appropriate training and must operate and use the vehicle in accordance with the manufacturer's instructions and solely for the purpose intended by Braunstone Town Council.

## APPENDIX 1 – ASSESSING RISK

### *Management of Health and Safety at Work Regulations 1999 (risk assessment)*

The law requires organisations with five or more employees and organisations which manage public places to have a written health and safety policy statement and do risk assessments – careful examinations of what could cause harm to people, and record the significant findings.

Controlling dangers in work and public places is no different from tackling any other task:

1. recognise potential problems (assess the risk),
2. analyse the problem (find out more about the risk),
3. deciding what to do (identify mitigation measures/controls),
4. put the solution into practice (implement identified measure/controls).

### UNDERTAKING A RISK ASSESSMENT

The Health & Safety Executive provide the following guidance on undertaking a Risk Assessment:

#### Hazards

- Walk around your workplace and look for significant hazards which could result in harm to several people
- Ask your employees/their representative what they think
- Look at manufacturers' instructions and accident and ill health records
- Consider whether any of the hazards covered in this leaflet exist in your workplace

#### Who might be harmed and how?

- Think about groups of people doing similar work
- Pay special attention to vulnerable groups e.g. young people, people with disabilities, lone workers
- Do not forget those who may not be in your workplace all the time e.g. cleaners, contractors, people you share your workplace with or members of the public who may be harmed by your activities

#### Aim to make the risk small

For the hazards listed, do the existing precautions:

- Meet the standards set by legal requirements?
- Comply with a recognised industry standard?
- Represent good practice?
- Reduce risk as far as reasonably practicable?

Have you provided adequate information, instruction or training and adequate systems or procedures? If so, the risks are adequately controlled, but you need to indicate the precautions you have in place.

If risks remain, write an 'action list' of what else you need to do, giving priority to higher risks or those which could affect most people. Try to either get rid of the risk or control it so harm is unlikely.

### Record your findings

If you have fewer than five employees, you do not have to write anything down, but it is helpful. If you have more than five employees, you must write down your significant hazards and conclusions and tell your employees about your findings. Keep your written record for future reference.

### Review your assessment and revise if necessary

It is good practice to review your assessment from time to time to make sure that precautions are still working. Set a date for reviewing the assessment.

### IDENTIFYING RISKS

Below are examples of risks and some of the questions which should be explored when assessing these risks. These risks and the assessment questions are adapted examples, which have been identified by the Health & Safety Executive, they are not exhaustive.

#### **Accidents – dealing with them**

- Do we have at least the minimum first aid provision at our workplace? As an employer we must provide first aid equipment and facilities appropriate for the circumstances in your workplace. The minimum would be a suitably stocked first aid box and a person appointed to take charge of first aid arrangements.
- Do we know whether we might need to provide more than the minimum?
- Do we know which accidents and ill health cases to report, including who should do it, when and how? Employers, the self-employed and people in control of work premises all have duties.
- Do we know what accidents cost – and that insurance policies do not cover all the costs?

#### **Asbestos**

- Do we know whether there is asbestos in our premises? It is often found in roofs and exterior walls, boilers, vessels and pipework, ceilings, interior walls and panels, flooring materials, air conditioning systems, domestic appliances, brake/clutch linings, fire blankets, etc.
- In undertaking building work, maintenance and repair of premises, are we likely to disturb asbestos?
- Are we familiar with the rules about removing asbestos? In most cases, such work requires the use of a contractor licensed by HSE to work with asbestos.
- Do we know how to find someone licensed to do this work?
- Do we know whether there is asbestos in any of the materials we work with?

#### **Computers and display screen equipment**

- Is there regular use of display screens as a significant part of the work?
- Does anyone use a keyboard, mouse or other input device?
- Are people complaining of discomfort, aches and pains?

- [Does the employee use equipment at home and are appropriate arrangements in place?](#)

#### **Electricity**

- Does anyone do electrical work? Only those with appropriate technical knowledge and experience should be allowed to do this.
- Is our electrical equipment suitable for its working environment e.g. waterproof or dustproof?
- Do we dig near buildings or installations? Knowing the proper precautions for avoiding underground cables is essential.
- Do we work near or under overhead powerlines? There are essential safety precautions to follow.

#### **Equipment**

- Do we use ladders or other equipment for working at heights? For example, it may often be safer to use an access tower or mobile elevating work platform than a ladder.
- Do we have machinery of any kind? Are the parts that could cause injury guarded? Do we have the right controls, especially for starting and stopping, clean, or clear blockages in a safe way, and carry out preventative checks, maintenance and inspection?
- Are hand tools used, e.g. screwdrivers, knives, hand saws, meat cleavers, hammers?
- Do we have lifting equipment such as pulley blocks, cranes, and lift trucks? Most lifting equipment will require regular thorough examination by a competent person.

#### **Fire or explosion prevention**

- Do we keep or use flammable substances?
- Do we use or store gas in cylinders (e.g. propane)? A small amount of released gas can fill a large area with a potentially explosive mixture.
- Do we work with flammable dusts? They can explode.
- Do we work with plastic foams or polyester wadding? Some types will ignite easily, burn fiercely and give off dense black smoke.
- Do we spray flammable paints? Vapours are heavier than air and collect at low level
- Do we know the dangers of putting flammable liquids on fires to make them burn more intensely?
- Do we use oxygen, e.g. in cylinders, for welding?

#### **Hazardous Substances**

- Do we use chemicals at work (including cleaning materials)?
- Do we know suppliers of hazardous substances have to provide information to users, including safety data sheets and proper labelling?
- Is there dust and fumes present in your workplace?
- Do we have any water systems which could be colonised by legionella?
- Do we work with animals or their products? These may cause skin or respiratory sensitisation or be infected with bacteria or viruses.

### Heights – working at

- Do we carry out simple maintenance or cleaning tasks that require working at heights?
- Do we have the most appropriate equipment for the task? It may often be safer to use an access tower or mobile elevation work platform rather than a ladder.
- Do we know what work is done at height and how it is performed? For example, does anyone ever have to work on the roof, or on or near fragile surfaces?
- Are our employees trained in the use of the particular equipment they use for working at height?

### Maintenance and building work

*Includes responsibility for contractors, service engineers, etc. who undertake work for Braunstone Town Council*

- Does anyone ever have to work on the roof, at a height or on fragile materials?
- Does anyone have to fault find and repair machinery or equipment when it breaks down?
- Is there a tank, pit, silo or similar confined space into which someone might go – and would we know if they did?
- Have we found out whether there is any asbestos in our building or plant which could be disturbed during maintenance or alterations?

### Mental Health

- [What are the mental health risks associated with the activity?](#)
- [How can mental health risks be controlled and mitigated?](#)

### Noise in the workplace

- Is anywhere so noisy that people have to shout to each other at normal speaking distance to make themselves heard? If so, there is likely to be a danger to hearing.
- Does anyone go home with ringing in their ears? Also a sign of a noise problem.
- Are tools or equipment used which make loud, explosive noises, e.g. a cartridge operated fixing tool?
- Do people wear ear protection in some areas? Noise control may need checking to make sure it is working well enough.

### Pregnant workers and new mothers

- [Does the role involve:](#)
  - [sitting or standing for long periods?](#)
  - [Lifting or carrying heavy loads?](#)
  - [using a workstation that causes posture issues?](#)
- [Are there risks posed by:](#)
  - [work-related stress?](#)
  - [Temperature?](#)
  - [Noise?](#)
- [Are additional control measures needed for:](#)
  - [working at height?](#)
  - [working alone?](#)
  - [at risk of work-related violence?](#)
  - [exposed to vibration?](#)
- [Is the worker exposed to harmful substances?](#)
- [Is Personal Protective Equipment Suitable?](#)

### **Pressure systems**

- Do we have any pressure systems or equipment that contain a fluid under pressure?
- Do we know that most pressure systems have to be designed, installed, maintained and periodically examined so as to prevent danger?
- Are we aware that it's our job to choose a competent person to carry out examinations of the pressure systems?

### **Prevention of Terrorism**

- [Which activities, areas, events and buildings are at risk?](#)
- [Has training and awareness been undertaken?](#)
- [What controls and mitigating measures should be implemented by staff and how?](#)

### **Radiation**

- Do people in spend a lot of time working outdoors?
- Do we have equipment which gives off ultra violet radiation e.g. for curing plastics or inks?
- Do we work with lasers?
- Do we work in an area where levels of radon are higher than average?
- Are any radioactive sources used at our premises by a specialist contractor, or do we transport them?
- Is X-ray equipment used?

### **Slips, trips and falls**

- Do we have floors which are, or can become, slippery, e.g. when wet?
- Does spillage or contamination occur and is it dealt with quickly?
- Do people use unlit areas such as paths or yards in the dark?
- When temporary work such as maintenance or alterations take place, could it introduce slipping and tripping hazards such as trailing cables?
- Do we use the right methods and materials for cleaning floors?

### **Sprains, strains and pains**

- Does the work include strenuous lifting, carrying, pushing, pulling, reaching or repetitive handling?
- Does the work have repetitive finger, hand or arm movements, which are frequent, forceful or awkward?
- Does the work involve twisting, squeezing, hammering or pounding?

### **Stress at work**

- Do we have a high staff turnover, low productivity or low morale?
- Are there examples of bullying, changes in behaviour, staff working late or increased sickness absence?
- Do our employees seem happy to come into work?
- Are we aware that there are individual differences in vulnerability to stress and that situations outside work can also affect the ability to cope with excessive pressure at work?

### **Vibration**

- Does anyone work with powered hand held tools such as angle grinders, needle guns, chipping hammers or concrete breakers?
- Does anyone doing this work get tingling or numbness in the fingers or hands?
- Does anyone often drive off road machinery such as tractors, dumper trucks or excavators or unsuspended vehicles such as fork lift trucks?



**Vehicles and Plant**

- Do we have vehicles in operation at our workplace? If so what kinds of vehicles are they?
- Do we know who is allowed to drive or operate them? They should be trained and competent.
- Do our drivers know which routes around the workplace they are allowed to use?
- Do vehicles have to do reversing manoeuvres?
- How are loading and unloading operations carried out?
- Are pedestrians separated from vehicle movements as much as possible?
- Are all vehicles properly maintained?
- Do we actively control driving behaviour?

## APPENDIX 2 – BRAUNSTONE TOWN COUNCIL RISK ASSESSMENTS

<u><a href="#">Circulation to Staff</a></u>	<u>Last Updated</u>	<u>Admin</u>	<u>Com Centres</u>	<u>Parks</u>	<u>Cleaners</u>	<u>Volunteer<sub>s</sub></u>
<u><a href="#">Asbestos</a></u>	<u><a href="#">08/01/19</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	
<u><a href="#">Building Condition – General</a></u>	<u><a href="#">08/06/21</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	
<u><a href="#">Car Parks – General</a></u>	<u><a href="#">08/06/21</a></u>			<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	
<u><a href="#">Cash Handling and Transport</a></u>	<u><a href="#">08/01/19</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>			
<u><a href="#">Cleaning Duties – General</a></u>	<u><a href="#">08/06/21</a></u>			<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	
<u><a href="#">Community Centres / Village Halls</a></u>	<u><a href="#">08/06/21</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>		<u><a href="#">✓</a></u>	
<u><a href="#">Contractors – Use of</a></u>	<u><a href="#">08/06/21</a></u>	<u><a href="#">✓</a></u>		<u><a href="#">✓</a></u>		
<u><a href="#">Display Screen Equipment / Computer Screens</a></u>	<u><a href="#">08/06/21</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>			
<u><a href="#">Erecting Fencing</a></u>	<u><a href="#">08/06/21</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Family Fun Day/Community Event</a></u>	<u><a href="#">08/06/21</a></u>	<u><a href="#">✓</a></u>		<u><a href="#">✓</a></u>		
<u><a href="#">Fire</a></u>	<u><a href="#">08/06/21</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	
<u><a href="#">Firework Displays and Bonfires</a></u>	<u><a href="#">08/06/21</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>		
<u><a href="#">Football Posts and Installation</a></u>	<u><a href="#">08/06/21</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Halls – Use and Hire of</a></u>	<u><a href="#">08/06/21</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>		<u><a href="#">✓</a></u>	
<u><a href="#">Handling Sharps (Hypodermic needles)</a></u>	<u><a href="#">08/06/21</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	
<u><a href="#">Hedge Cutting –use of Tractor Mounted Rotary Flail</a></u>	<u><a href="#">08/06/21</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Hedge Trimming</a></u>	<u><a href="#">11/05/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Herbicides – Use of</a></u>	<u><a href="#">11/05/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Icy Surfaces – General</a></u>	<u><a href="#">29/11/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Ladders / Stepladders – Use of</a></u>	<u><a href="#">08/06/21</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	
<u><a href="#">Leaf Blowing</a></u>	<u><a href="#">11/05/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Litter Picking</a></u>	<u><a href="#">11/05/22</a></u>			<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	
<u><a href="#">Lone Working / Violence at Work (TA, Parks, CC)</a></u>	<u><a href="#">08/06/21</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	
<u><a href="#">Manual Handling General</a></u>	<u><a href="#">11/05/22</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	
<u><a href="#">Mowing / Strimming</a></u>	<u><a href="#">11/05/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Offices</a></u>	<u><a href="#">11/05/22</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>			
<u><a href="#">Open Spaces &amp; Parks – General</a></u>	<u><a href="#">11/05/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Outdoor Working</a></u>	<u><a href="#">11/05/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Play Equipment – Basic Maintenance</a></u>	<u><a href="#">11/05/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Playing Fields – General</a></u>	<u><a href="#">11/05/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Ponds and Water</a></u>	<u><a href="#">29/11/22</a></u>			<u><a href="#">✓</a></u>		<u><a href="#">✓</a></u>
<u><a href="#">Speed Activation Sign</a></u>	<u><a href="#">29/11/22</a></u>	<u><a href="#">✓</a></u>		<u><a href="#">✓</a></u>		
<u><a href="#">Spraying and Storing Pesticides</a></u>	<u><a href="#">29/11/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Storage of Chemicals</a></u>	<u><a href="#">29/11/22</a></u>			<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	
<u><a href="#">Storage of Petrol</a></u>	<u><a href="#">29/11/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Stress at Work</a></u>	<u><a href="#">29/11/22</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	
<u><a href="#">Tree Maintenance</a></u>	<u><a href="#">29/11/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Vehicles – Use of</a></u>	<u><a href="#">29/11/22</a></u>			<u><a href="#">✓</a></u>		
<u><a href="#">Working at Height</a></u>	<u><a href="#">29/11/22</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	<u><a href="#">✓</a></u>	

<a href="#">Working on the Highway</a>	<a href="#">29/11/22</a>			✓		
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### APPENDIX 3 – HEALTH & SAFETY RESPONSIBILITIES

#### KEY PERSONNEL

Responsibility	Responsible Body/Person
Overall and final responsibility	Policy & Resources Committee <i>Chair: Councillor Nick Brown</i>
Compliance Oversight	Corporate Governance Sub-Committee <i>Chair: Councillor Nick Brown</i>
Ensuring policy is implemented and compliance with legal obligations	Chief Executive <del>Officer</del> & Town Clerk <i>Darren Tilley</i>

#### MANAGEMENT RESPONSIBILITIES

The following Managers are responsible for ensuring health and safety standards are maintained and improved in their service and are members of the Health & Safety Consultative Group:

Responsibility	Responsible Manager
Braunstone Civic Centre and Thorpe Astley Community Centre	Resources & Facilities Manager <i>Lydia Assi</i>
Community Development and Parks & Open Spaces	Community Services Manager <i>Pauline Snow</i>
Corporate Management and Planning & Environment	Chief Executive <del>Officer</del> & Town Clerk <i>Darren Tilley</i>
Licensed Bar Contractor	Licensed Bar Manager <del>Jo Abbott</del> <i>Anand Bapodra</i>

#### EMPLOYEE REPRESENTATIVES

The following are Employee Representatives for Health & Safety matters in their service and are members of the Health & Safety Consultative Group:

Service	Representative(s)
Administration	<del>Kim Cusack</del> <i>Debbie Almey</i>
Cleaning & Premises	<i>Amanda Mead</i>
Community Centres <del>Duty Officers &amp; Receptions</del>	<del>Emma Browne / Julie Grant</del> <i>Laura O'Connor</i>
<del>Customer Library</del> & Information Services and Community Services & Engagement	<del>Kath Rainer</del> <i>Liz Hickinbotham</i>
Parks & Open Spaces (Grounds Staff)	<i>Ian Kennett</i>

#### LIST OF APPOINTED FIRST AIDERS

Service	Qualified First Aiders
Community Centres & Customer Services	<del>Angela Bailey, Emma Browne, Julie Grant, Alan McIlmoyle, Amanda Mead, Kath Rainer, Paula Smith, &amp; Ann Wistance.</del>

	<a href="#">Amanda Mead</a> ; <a href="#">Ciara Cawley</a> ; <a href="#">Laura O'Connor</a> ; <a href="#">Nicola Bryan</a> ; <a href="#">Paula Smith</a> ; <a href="#">Rohit Parmar</a> ; <a href="#">Sarah Turner</a> ; <a href="#">Vaughan Prendergast</a> ; <a href="#">William Hands</a>
Parks & Open Spaces	<i>Phil Jepson, Ian Kennett &amp; David Sibson</i>

## **ADVISORS**

The Health and Safety Law poster is displayed:

- Braunstone Civic Centre: by the Photocopier in the General Office
- Mossdale Meadows Workshop: in the staff break room
- Thorpe Astley Community Centre: in the staff office

Health & Safety leaflets are issued by the Health & Safety Executive.

Health and safety advice is available from:

<b>Area of Health &amp; Safety</b>	<b>Organisation/Person</b>
Enforcement – National	Health & Safety Executive 900 Pavilion Drive Northampton Business Park Northampton NN4 7RG Tel: 0300 003 1647
Enforcement – Local	Blaby District Council, Council Offices Narborough, Leicester, LE19 5EP Tel: 116 2750555
First Aid Training	SkillBase First Aid The Coach House, Desford Hall, Desford, LE9 9JJ Tel: 0330 335 1234
Insurance & Risk	<del><a href="#">Jim Nicholson, Risk Services Consultant</a></del> <del><a href="#">WPS Insurance Brokers &amp; Risk Services</a></del> <del><a href="#">Spargo House, 10 Budshead Way,</a></del> <del><a href="#">Plymouth, PL6 5FE.</a></del> <del><a href="#">Tel: 01752 675454</a></del> <del><a href="#">Gallagher</a></del> <del><a href="#">Blenheim House, 1-2 Bridge Street,</a></del> <del><a href="#">Guildford, Surrey, GU1 4RY</a></del> <del><a href="#">Tel: 0800 062 2465</a></del> <del><a href="#">www.ajq.com/uk</a></del>
Legionellosis	Integrated Water Services Wood End Lane, Fradley, Lichfield WS3 8NF Tel: 01543 445700
Playgrounds	Playsafety Ltd (ROSPA) The Old Barn, Wicklesham Lodge, Faringdon SN7 7NP Tel: 01367 244600

Staffing & Employment	Chris Moses Personnel Advice & Solutions Ltd 5b Carre Street, Sleaford, Lincolnshire, NG34 7TW Tel: 01529 305056
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## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 7<sup>th</sup> SEPTEMBER 2023**

#### **Item 12 – Review of Data Protection Policy**

##### **Purpose**

To consider proposed amendments to the Council's Data Protection Policy and approve these for consultation.

##### **Background**

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

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

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

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

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

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

##### **Proposed Revised Policy**

A proposed updated Data Protection Policy is attached at Appendix 1, with proposed amendments highlighted.

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

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

The proposed revisions to the Data Protection Policy are highlighted at Appendix 1.

### Timescales and Implementation

It is proposed to hold a consultation with residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor on the proposed revised Data Protection Policy to ensure that it would be practical and fit for purpose.

The consultation is proposed to run from 11th September until 9am on Monday 23<sup>rd</sup> October 2023. The post consultation version of the Policy & Procedure will be submitted to Policy & Resources Committee, proposed for 2nd November 2023. At this stage it is proposed the decision take effect from Monday 6th November 2023.

### Recommendations

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

### Reasons

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



**BRAUNSTONE TOWN COUNCIL**

**DATA PROTECTION**  
**POLICY**

**Adopted 30th APRIL 2018**  
**(Revised 6<sup>th</sup> November 2023)**

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



**BRAUNSTONE TOWN COUNCIL**

**DATA PROTECTION POLICY**

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## BRAUNSTONE TOWN COUNCIL

### DATA PROTECTION POLICY

#### **General Data Protection Regulation and Data Protection Act 2018**

*This is the Data Protection Policy of Braunstone Town Council*

#### **1. PURPOSE AND SCOPE**

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

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

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

#### **1.2. PERSONAL DATA**

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

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

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

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

### **2-3. COUNCIL DUTIES**

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

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

### **3-4. PERSONAL DATA COLLECTED**

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

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

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

#### **4.5. PERSONAL DATA RECORDS**

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

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

#### **5.6. PERSONAL DATA PROCESSING**

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

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

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

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

## **6.7. LEGAL REQUIREMENTS**

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

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

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

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

## **7.8. SHARING PERSONAL DATA**

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

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

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

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

## **8.9. IDENTIFYING HOW LONG PERSONAL DATA IS KEPT**

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

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

## **9-10. INDIVIDUAL RIGHTS**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **10-11. TRANSFER OF DATA ABROAD**

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

## **12. MONITORING**

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

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

#### **11.13. CHANGES TO THIS POLICY**

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

#### **12.14. CONTACT DETAILS**

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

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

Tel: 0116 289 0045

Email: [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk)

Proposed Draft



Our ref: 979/1368898

16 August 2023

Mr Tilley  
Braunstone Town Council  
Braunstone Civic Centre  
209 Kingsway  
Braunstone Town  
Leicester  
LE3 2PP

Moore East Midlands  
Oakley House  
Headway Business Park  
3 Saxon Way West  
Corby  
NN18 9EZ  
T 01536 461900

Moore East Midlands  
Rutland House  
Minerva Business Park  
Lynch Wood  
Peterborough  
PE2 6PZ  
T 01733 397300

[www.moore.co.uk](http://www.moore.co.uk)

Dear Mr Tilley

### **Annual Governance and Accountability Return for the Year ended 31 March 2023**

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2023.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

#### **Authorities who have not claimed exemption**

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

**We draw your attention to the following points.** 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.

A Notice of Conclusion of Audit form is available, if required, on our website using the link here <http://bit.ly/SmallerAuthorities> .

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely



**Moore**  
Encs.

## Section 3 - External Auditor Report and Certificate 2022/23

In respect of **Braunstone Town Council**

### 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

### 2 External auditor report 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

There is a trivial rounding error in this year's column when summed. When rounding the numbers for the Return care should be taken to ensure the Return sums correctly.

### 3 External auditor certificate 2022/23

We ~~certify~~ ~~do not certify~~<sup>\*</sup> that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

14/08/2023

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 7th SEPTEMBER 2023**

#### **Item 16 – End of Quarter Financial Position - Cashbook and Reserves**

##### Purpose

To receive a summary of the Council's Cash and Reserves for the period 1st April 2023 to 30th June 2023.

##### Background

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

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

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

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

##### Recommendation

That the end of quarter financial position be noted.

##### Reason

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

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 30/06/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

**Ordinary Accounts**

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

**Short Term Investment Accounts**

Cambridge 90 Day Notice Account	£62,129.25
Total	<u>£157,711.05</u>

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£411,663.42	£0.00	£411,663.42
2. P&R - Civic Centre	£23,115.30	£406.56	£23,521.86
3. P&R - Thorpe Astley Community Centre	£8,549.61	£0.00	£8,549.61
5. P&R - Parks & Open Spaces	£2,849.74	£39.75	£2,889.49
6. P&R - Library Services	£3,471.80	£25.43	£3,497.23
7. Community Development	£1,877.58	£293.76	£2,171.34
8. Planning & Environment	£205.60	£0.00	£205.60
Total Receipts	<u>£451,733.05</u>	<u>£765.50</u>	<u>£452,498.55</u>

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£159,378.52	£1,548.44	£160,926.96
2. P&R - Civic Centre	£145,439.62	£24,231.63	£169,671.25
3. P&R - Thorpe Astley Community Centre	£24,713.16	£4,104.38	£28,817.54
5. P&R - Parks & Open Spaces	£43,502.92	£3,338.19	£46,841.11
6. P&R - Library Services	£1,026.69	£135.99	£1,162.68
7. Community Development	£13,194.14	£134.26	£13,328.40
8. Planning & Environment	£3,180.83	£636.17	£3,817.00
Total Payments	<u>£390,435.88</u>	<u>£34,129.06</u>	<u>£424,564.94</u>

Closing Balances

**Ordinary Accounts**

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£10,781.84
No.1 Account	£112,431.07
Petty Cash Account	£250.00
	<u>£123,515.41</u>

**Short Term Investment Accounts**

Cambridge 90 Day Notice Account	£62,129.25
	<u>£62,129.25</u>
Total	<u>£185,644.66</u>

Uncleared and Unpresented effects

No. 2 Account	-£675.00
No.1 Account	-£314.62

Statement Closing Balances

**Ordinary Accounts**

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£11,456.84
No.1 Account	£112,745.69
Petty Cash Account	£250.00

**Short Term Investment Accounts**

Cambridge 90 Day Notice Account	£62,129.25
Total	<u>£186,634.28</u>

Signed \_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

## Consolidated Balance Sheet

31/03/23

£

30/06/23

£

## Current assets

62,129.25	Investments	62,129.25
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
23,633.12	VAT Recoverable	33,363.56
18,149.96	Debtors	20,238.35
50,336.23	Payment in Advance	43,510.08
95,581.80	Cash in Hand & at Bank	123,515.41
249,830.36	TOTAL CURRENT ASSETS	282,756.65
249,830.36	TOTAL ASSETS	282,756.65

## Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
35,154.69	Creditors	28,613.44
235.45	Receipts in Advance	-19.20
35,390.14	TOTAL CURRENT LIABILITIES	28,594.24
214,440.22	TOTAL ASSETS LESS CURRENT LIABILITIES	254,162.41
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
214,440.22	NET ASSETS	254,162.41

## Represented by

23,455.45	General Fund	141,676.59
47,375.12	Open Spaces Commuted Sums	47,375.12
3,939.42	Earmarked Town Mayor's Charity	361.64
19,888.81	Earmarked Capital Project Shakespeare Park Pavilion & Site Capital Works	10,736.81
6,678.00	Earmarked Capital Project Shakespeare Park Playground Refurbishment	15,830.00
95,910.91	Earmarked Capital Project Civic Centre Capital Plan Priority Projects	41,573.57
0.00	Earmarked Capital Project Carbon Reduction Initiatives	-20,497.33
9,500.00	Ringfenced - Donation Community / Social Inclusion Project Grant	9,998.50
1,692.51	Interim arrangements funding Shakespeare Park Sports Clubs	1,107.51
2,500.00	Earmarked Gateway Signage	2,500.00

# Consolidated Balance Sheet

31/03/23 £		30/06/23 £
	Earmarked	
500.00	Defibrillators	500.00
	Earmarked to Balance Budget	
3,000.00	Balance Revenue Budget 2023/24	3,000.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
214,440.22		254,162.41
190,984.77	Reserves total excluding general fund and liabilities	112,485.82
0.00	Reserves total of liabilities e.g. deposits	0.00
23,455.45	General fund total	141,676.59
214,440.22		254,162.41

Signed \_\_\_\_\_

Chairman

Date \_\_\_\_\_

\_\_\_\_\_

Responsible Financial Officer

\_\_\_\_\_

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
<b>1. P&amp;R - Corporate Management</b>					
<b>Income</b>					
101	Precept	£776,035.00	£0.00	£388,018.00	-£388,017.00
107	Projects	£0.00	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£0.00	£17.55	-£132.45
181	Interest on No 1 Account	£400.00	£0.00	£0.00	-£400.00
182	Interest on No 2 Account	£10.00	£0.00	£0.00	-£10.00
183	Interest on Cambridge Saver	£1,000.00	£0.00	£0.00	-£1,000.00
191	Received in Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00
192	Received in Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00
199	Miscellaneous	£0.00	£0.00	£4.55	£4.55
<b>Total Income</b>		<b>£777,595.00</b>	<b>£0.00</b>	<b>£388,040.10</b>	<b>-£389,554.90</b>
<b>Expenditure</b>					
1010	Staff Salaries	£477,251.00	£0.00	£185,526.71	£291,724.29
1015	Staff Expenses	£300.00	£0.00	£327.64	-£27.64
1020	Pensions	£104,762.00	£0.00	£47,401.78	£57,360.22
1030	Councillors Allowances	£6,000.00	£0.00	£5,480.00	£520.00
1035	Councillors Expenses	£300.00	£0.00	£0.00	£300.00
1060	Contingency	£0.00	£0.00	£0.00	£0.00
1070	Projects				
1070/1	Climate Change	£0.00	£0.00	£0.00	£0.00



# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
1070	Total	£0.00	£0.00	£0.00
1150	Insurance	£15,400.00	£0.00	£15,400.00
1160	Audit	£2,500.00	£0.00	£2,555.00
1170	Legal Fees	£1,250.00	£0.00	£996.00
1180	Elections	£4,000.00	£0.00	£4,173.26
1210	Staff Training	£2,500.00	£0.00	£3,513.00
1230	Councillor Training	£1,000.00	£0.00	£0.00
1300	Supplies, Stationery & Postage	£2,000.00	£0.00	£1,030.51
1350	Subscriptions	£5,000.00	£0.00	£3,350.62
1360	Advertisements	£8,000.00	£0.00	£3,505.32
1400	Telephones	£2,530.00	£0.00	£1,085.76
1410	Photocopier	£2,200.00	£0.00	£744.98
1420	Computer Supplies, Training, Service Contract	£10,000.00	£0.00	£6,509.34
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£0.00	£1,013.54
1991	Paid from Number 1 Account in Error	£0.00	£0.00	£0.00
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	<b>£645,693.00</b>	<b>£0.00</b>	<b>£267,213.46</b>	<b>£378,479.54</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>2. P&amp;R - Civic Centre</b>					
<b>Income</b>					
205	Capital Grants	£0.00	£0.00	£0.00	£0.00
207	Projects	£0.00	£0.00	£0.00	£0.00
208	Loans	£97,991.00	£48,996.68	£48,996.68	-£97,991.00
225	Service Charges	£0.00	£0.00	£82.11	£82.11
226	Service Level Agreements				
226/1	Room Hire - Shakespeare Park Sports Pavilion	£0.00	£0.00	£340.00	£340.00
226	Total	£0.00	£0.00	£340.00	£340.00
250	Room Hire	£67,384.00	£0.00	£26,762.98	-£40,621.02
251	Catering for Hirers (VAT)	£100.00	£0.00	£126.04	£26.04
257	Licensed Bar	£17,000.00	£0.00	£3,200.00	-£13,800.00
299	Miscellaneous	£0.00	£0.00	£4.00	£4.00
<b>Total Income</b>		<b>£182,475.00</b>	<b>£48,996.68</b>	<b>£79,511.81</b>	<b>-£151,959.87</b>
<b>Expenditure</b>					
2050	Capital Projects				
2050/1	Toilets/Bar Refurbishment	£0.00	£2,089.19	£61,363.84	-£59,274.65
2050/2	General Refurbishment	£10,000.00	£52,248.15	£60.00	£62,188.15
2050/3	Climate Initiatives	£97,991.00	£10,920.25	£10,920.25	£97,991.00
2050	Total	£107,991.00	£65,257.59	£72,344.09	£100,904.50
2070	Projects				
2070/1	Climate Change	£0.00	£0.00	£5,079.00	-£5,079.00

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
2070/2	General	£0.00	£0.00	£0.00	£0.00
2070	Total	£0.00	£0.00	£5,079.00	-£5,079.00
2080	Loan Interest & Repayments				
2080/1	PWLB 477930	£0.00	£0.00	£0.00	£0.00
2080/2	PWLB 480508	£4,586.00	£0.00	£2,293.02	£2,292.98
2080/3	PWLB 482623	£9,648.00	£0.00	£4,823.78	£4,824.22
2080/4	PWLB 485557	£5,784.00	£0.00	£2,891.53	£2,892.47
2080/5	NEW PWL Civic Centre Improvements	£11,091.00	£0.00	£3,786.80	£7,304.20
2080/6	Proposed: New PWL Climate Initiatives	£4,556.00	£0.00	£0.00	£4,556.00
2080	Total	£35,665.00	£0.00	£13,795.13	£21,869.87
2170	Legal Fees	£0.00	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£0.00	£37.84	£462.16
2320	Printing & Copying	£600.00	£0.00	£0.00	£600.00
2330	Cleaning Materials	£2,000.00	£0.00	£839.20	£1,160.80
2400	Telephones	£1,000.00	£0.00	£581.23	£418.77
2430	Utility Bills	£10,937.00	£0.00	£22,140.24	-£11,203.24
2440	Waste Services	£8,000.00	£0.00	£9,353.04	-£1,353.04
2450	Laundry Services	£500.00	£0.00	£0.00	£500.00
2460	Rates	£23,550.00	£0.00	£10,293.75	£13,256.25
2490	Seasonal Decorations	£1,500.00	£0.00	£0.00	£1,500.00
2500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
2510 Catering for Hirers (VAT)	£0.00	£0.00	£98.50	-£98.50
2520 Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£832.50	-£832.50
2570 Licences	£1,300.00	£0.00	£0.00	£1,300.00
2580 Card Card and Transit fees	£2,000.00	£0.00	£398.81	£1,601.19
2600 Building Repairs & Maintenance	£12,000.00	£0.00	£5,106.47	£6,893.53
2610 Equipment Repairs & Maintenance				
2610/1 General	£4,600.00	£0.00	£3,875.67	£724.33
2610/2 Fire Extinguisher Service	£400.00	£0.00	£0.00	£400.00
2610/3 Alarm Maintenance	£1,000.00	£0.00	£500.76	£499.24
2610 Total	<u>£6,000.00</u>	<u>£0.00</u>	<u>£4,376.43</u>	<u>£1,623.57</u>
2990 Miscellaneous	£150.00	£0.00	£3,745.01	-£3,595.01
<b>Total Expenditure</b>	<u>£213,693.00</u>	<u>£65,257.59</u>	<u>£149,021.24</u>	<u>£129,929.35</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>3. P&amp;R - Thorpe Astley Community Centre</b>					
<b>Income</b>					
305	Capital Grants	£37,317.00	£0.00	£0.00	-£37,317.00
307	Projects	£0.00	£0.00	£0.00	£0.00
308	Loans	£56,800.00	£28,417.95	£28,417.95	-£56,800.00
325	Service Charges	£0.00	£0.00	£0.00	£0.00
350	Room Hire				
350/1	Room Hires	£10,670.35	£0.00	£2,186.60	-£8,483.75
350/2	Pre-School Contract	£20,815.65	£0.00	£7,599.68	-£13,215.97
350/3	NHS Facility	£4,962.00	£0.00	£0.00	-£4,962.00
350	Total	£36,448.00	£0.00	£9,786.28	-£26,661.72
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	-£40.00
399	Miscellaneous	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£130,605.00</b>	<b>£28,417.95</b>	<b>£38,204.23</b>	<b>-£120,818.72</b>
<b>Expenditure</b>					
3050	Capital Projects				
3050/1	General Improvements	£0.00	£0.00	£2,475.00	-£2,475.00
3050/3	Climate Initiatives	£94,117.00	£9,648.28	£10,298.28	£93,467.00
3050	Total	£94,117.00	£9,648.28	£12,773.28	£90,992.00
3070	Projects				
3070/1	Climate Change	£0.00	£0.00	£5,134.00	-£5,134.00
3070/2	General	£0.00	£0.00	£100.00	-£100.00

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
3070	Total	£0.00	£0.00	£5,234.00	-£5,234.00
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	£762.14	£237.86
3400	Telephones	£1,000.00	£0.00	£170.96	£829.04
3430	Utility Bills	£4,525.00	£0.00	£9,963.78	-£5,438.78
3440	Waste Services	£2,500.00	£0.00	£802.07	£1,697.93
3450	Laundry Services	£250.00	£0.00	£0.00	£250.00
3460	Rates	£8,500.00	£0.00	£4,087.36	£4,412.64
3490	Seasonal Decorations	£1,000.00	£0.00	£0.00	£1,000.00
3500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
3570	Licences	£400.00	£0.00	£0.00	£400.00
3580	Credit Card and Transit Fees	£500.00	£0.00	£739.86	-£239.86
3600	Building Repairs & Maintenance	£3,000.00	£0.00	£410.80	£2,589.20
3610	Equipment Repairs & Maintenance				
3610/1	General	£1,150.00	£0.00	£1,350.00	-£200.00
3610/2	Fire Extinguisher Service	£350.00	£0.00	£0.00	£350.00

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
3610/3 Alarm Maintenance	£3,000.00	£0.00	£232.43	£2,767.57
3610 Total	£4,500.00	£0.00	£1,582.43	£2,917.57
3990 Miscellaneous	£150.00	£0.00	£0.00	£150.00
<b>Total Expenditure</b>	<b>£124,385.00</b>	<b>£9,648.28</b>	<b>£36,526.68</b>	<b>£97,506.60</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
<b>5. P&amp;R - Parks &amp; Open Spaces</b>					
<b>Income</b>					
505	Capital Grants	£56,000.00	£0.00	£0.00	-£56,000.00
507	Projects	£0.00	£0.00	£0.00	£0.00
508	Loans	£150,000.00	£0.00	£0.00	-£150,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£21,500.00	£0.00	£21,600.00	£100.00
527	Agency Fees	£150.00	£0.00	£0.00	-£150.00
555	Sports Pitches & Facilities				
555/1	Pitch Season Fees	£2,500.00	£0.00	£1,371.67	-£1,128.33
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£0.00	£0.00
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£444.50	£444.50
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00
555	Total	£2,500.00	£0.00	£1,816.17	-£683.83
599	Miscellaneous	£100.00	£0.00	£0.00	-£100.00
<b>Total Income</b>		<b>£230,250.00</b>	<b>£0.00</b>	<b>£23,416.17</b>	<b>-£206,833.83</b>
<b>Expenditure</b>					
5050	Capital Projects				
5050/1	General	£3,000.00	£0.00	£0.00	£3,000.00
5050/2	Shakespeare Park Improvement Project	£0.00	£0.00	£0.00	£0.00
5050/3	Shakespeare Tennis Courts	£0.00	£0.00	£0.00	£0.00
5050/4	Shakespeare Playground	£56,000.00	£0.00	£0.00	£56,000.00



# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
5050/5	Mossdale Culvert	£150,000.00	£0.00	£150,000.00
5050	Total	£209,000.00	£0.00	£209,000.00
5070	Projects			
5070/1	Climate Change	£1,000.00	£0.00	£1,000.00
5070/2	General	£1,000.00	£219.67	£780.33
5070	Total	£2,000.00	£219.67	£1,780.33
5080	Loan Interest & Repayments			
5080/1	PWLB 485188	£3,526.00	£0.00	£1,762.90
5080/2	PWLB 487506	£6,033.00	£0.00	£3,016.65
5080/3	PWLB 501336	£0.00	£0.00	£0.00
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£0.00	£8,861.93
5080/5	PWLB - Shakespeare Park (292038)	£17,808.00	£0.00	£8,904.08
5080/6	Potential PWL Mossdale	£0.00	£0.00	£0.00
5080	Total	£45,091.00	£0.00	£22,545.56
5090	Covid-19 Recovery	£0.00	£0.00	£0.00
5170	Legal Fees	£2,000.00	£0.00	£2,000.00
5290	Clothing	£500.00	£0.00	£78.07
5330	Cleaning Materials	£1,000.00	£0.00	£29.70
5400	Telephones	£410.00	£0.00	£0.00
5430	Utility Bills	£6,000.00	£0.00	£3,641.61

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
5440	Waste Services	£2,000.00	£0.00	£2,000.00
5450	Laundry Services	£500.00	£0.00	£500.00
5460	Rates	£0.00	£4,085.70	-£4,085.70
5550	Sports Pitches & Facilities	£3,000.00	£0.00	£2,391.80
5600	Building Repairs & Maintenance			
5600/1	Mossdale Meadows	£4,800.00	£0.00	£111.33
5600/2	Shakespeare Park	£0.00	£933.62	-£933.62
5600	Total	£4,800.00	£0.00	£1,044.95
5610	Equipment Repairs & Maintenance			
5610/1	General Maintenance	£4,000.00	£0.00	£2,384.28
5610/2	Playgrounds	£6,000.00	£0.00	£1,631.65
5610	Total	£10,000.00	£0.00	£4,015.93
5620	Site Maintenance			
5620/1	General	£1,000.00	£0.00	£1,240.62
5620/2	Trees	£4,000.00	£0.00	£5,450.00
5620/3	Bowling Green	£0.00	£0.00	£0.00
5620	Total	£5,000.00	£0.00	£6,690.62
5630	Equipment Purchase	£2,000.00	£0.00	£857.80
5650	Vehicle Costs	£11,000.00	£0.00	£9,752.98
5660	Machinery Hire	£500.00	£0.00	£500.00
5670	Petrol	£7,600.00	£0.00	£2,144.27

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
5990      Miscellaneous	£100.00	£0.00	£9.98	£90.02
<b>Total Expenditure</b>	<u>£312,501.00</u>	<u>£0.00</u>	<u>£57,508.64</u>	<u>£254,992.36</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>6. P&amp;R - Library Services</b>					
<b>Income</b>					
605	Capital Grants	£0.00	£0.00	£0.00	£0.00
607	Projects	£0.00	£0.00	£0.00	£0.00
608	Loans	£41,245.00	£20,578.72	£20,578.72	-£41,245.00
625	Service Charges	£1,052.00	£0.00	£0.00	-£1,052.00
626	Service Level Agreements				
626/1	Grant - Leicestershire County Council	£8,069.00	£0.00	£2,059.00	-£6,010.00
626	Total	£8,069.00	£0.00	£2,059.00	-£6,010.00
690	Consumer Products (Sales)				
690/1	Stamps	£0.00	£0.00	£0.00	£0.00
690	Total	£0.00	£0.00	£0.00	£0.00
698	Fines	£1,500.00	£0.00	£42.66	-£1,457.34
699	Miscellaneous	£50.00	£0.00	£199.46	£149.46
<b>Total Income</b>		<b>£51,916.00</b>	<b>£20,578.72</b>	<b>£22,879.84</b>	<b>-£49,614.88</b>
<b>Expenditure</b>					
6050	Capital Projects				
6050/1	General Refurbishment	£0.00	£0.00	£0.00	£0.00
6050/2	Climate Initiatives	£41,245.00	£0.00	£25,616.00	£15,629.00
6050	Total	£41,245.00	£0.00	£25,616.00	£15,629.00
6070	Projects				

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
6070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
6070/2	General	£0.00	£0.00	£0.00	£0.00
6070	Total	£0.00	£0.00	£0.00	£0.00
6080	Proposed: New PWL Climate Initiatives	£1,914.00	£0.00	£0.00	£1,914.00
6320	Printing & Copying	£150.00	£0.00	£0.00	£150.00
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	£968.90	-£5,826.90
6490	Seasonal Decorations	£500.00	£0.00	£10.99	£489.01
6700	Programme of Events	£800.00	£0.00	£0.00	£800.00
6900	Consumer Products (Purchase for resale)				
6900/1	Stamps	£0.00	£0.00	£128.10	-£128.10
6900	Total	£0.00	£0.00	£128.10	-£128.10
6990	Miscellaneous	£800.00	£0.00	£296.35	£503.65
<b>Total Expenditure</b>		<b>£41,951.00</b>	<b>£0.00</b>	<b>£27,154.99</b>	<b>£14,796.01</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Reserve Movements	Actual Net	Balance
<b>7. Community Development</b>					
<b>Income</b>					
707	Projects	£0.00	£0.00	£0.00	£0.00
770	Programme of Events	£0.00	£0.00	£127.50	£127.50
771	Summer Fete				
771/1	Current Year	£0.00	£0.00	£40.00	£40.00
771/2	Next Year	£0.00	£0.00	£0.00	£0.00
771	Total	£0.00	£0.00	£40.00	£40.00
775	Civic Functions	£0.00	£0.00	£890.00	£890.00
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	£381.42	£381.42
786	Community / Social Inclusion Project Grant	£0.00	£250.00	£250.00	£0.00
790	Consumer Products (Sales)				
790/1	History Publications	£0.00	£0.00	£0.00	£0.00
790/2	Crime Prevention	£50.00	£0.00	£0.00	-£50.00
790/3	General	£50.00	£0.00	£0.00	-£50.00
790	Total	£100.00	£0.00	£0.00	-£100.00
794	Warm Spaces Initiative	£0.00	£0.00	£0.00	£0.00
799	Miscellaneous	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		£100.00	£250.00	£1,823.92	£1,473.92
<b>Expenditure</b>					
7040	Town Mayor's Allowance				

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£0.00	£375.00
7040/2	Town Mayor's Entertainment Allowance	£375.00	£0.00	£84.00	£291.00
7040	Total	£750.00	£0.00	£84.00	£666.00
7070	Projects				
7070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
7070	Total	£0.00	£0.00	£0.00	£0.00
7080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£0.00	£1,872.50	£2,557.50
7340	Signs	£500.00	£0.00	£0.00	£500.00
7700	Programme of Events	£4,000.00	£0.00	£1,524.00	£2,476.00
7710	Summer Fete				
7710/1	Current Year	£2,800.00	£0.00	£3,038.57	-£238.57
7710/2	Next Year	£200.00	£0.00	£0.00	£200.00
7710	Total	£3,000.00	£0.00	£3,038.57	-£38.57
7715	Thorpe Astley Summer Event	£3,000.00	£0.00	£2,403.42	£596.58
7720	General Events				
7720/1	General	£0.00	£0.00	£0.00	£0.00
7720/2	Apple Day	£400.00	£0.00	£658.50	-£258.50
7720/3	Open Days	£100.00	£0.00	£0.00	£100.00
7720	Total	£500.00	£0.00	£658.50	-£158.50

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
7750	Civic Functions	£1,500.00	£0.00	£1,425.00
7760	Town Mayor's Charity - Pre May	£0.00	£4,079.17	-£1,235.96
7770	Town Mayor's Charity - after May	£0.00	£0.00	-£88.10
7850	Community Grants	£5,000.00	£585.00	£1,019.62
7860	Community / Social Inclusion Project Grant	£0.00	£0.00	-£500.00
7880	Grants for King's Coronation	£1,000.00	£0.00	£803.55
7900	Consumer Products (Purchase for resale)			
7900/1	History Publications	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£100.00	£0.00	£100.00
7900	<b>Total</b>	<b>£100.00</b>	<b>£0.00</b>	<b>£100.00</b>
7940	Social Inclusion Initiatives			
7940/1	General	£800.00	£0.00	£690.80
7940/2	Warm Spaces Initiative	£200.00	£0.00	£57.94
7940	<b>Total</b>	<b>£1,000.00</b>	<b>£0.00</b>	<b>£748.74</b>
7950	Community Safety	£500.00	£0.00	£500.00
7990	Miscellaneous	£100.00	£0.00	£27.50
<b>Total Expenditure</b>	<b>£25,380.00</b>	<b>£4,664.17</b>	<b>£20,644.81</b>	<b>£9,399.36</b>



# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

		<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>8. Planning &amp; Environment</b>					
<b>Income</b>					
807	Projects	£0.00	£0.00	£0.00	£0.00
890	Consumer Products (Sales)				
890/1	General	£0.00	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,150.00	£0.00	£365.80	-£784.20
890	Total	£1,150.00	£0.00	£365.80	-£784.20
<b>Total Income</b>		<b>£1,150.00</b>	<b>£0.00</b>	<b>£365.80</b>	<b>-£784.20</b>
<b>Expenditure</b>					
8070	Projects				
8070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
8070	Total	£0.00	£0.00	£0.00	£0.00
8190	Professional Fees	£250.00	£0.00	£0.00	£250.00
8440	Waste Services (Dog Bins)	£9,538.00	£0.00	£5,295.33	£4,242.67
8460	Furniture	£2,600.00	£0.00	£0.00	£2,600.00
8900	Consumer Products (Purchase for resale)				
8900/1	Poop Scoops	£1,100.00	£0.00	£0.00	£1,100.00
8900	Total	£1,100.00	£0.00	£0.00	£1,100.00
<b>Total Expenditure</b>		<b>£13,488.00</b>	<b>£0.00</b>	<b>£5,295.33</b>	<b>£8,192.67</b>

# Financial Budget Comparison

Comparison between 01/04/23 and 29/08/23 inclusive. Includes due and unpaid transactions.

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£1,374,091.00	£98,243.35	£554,241.87	
Total Expenditure	£1,377,091.00	£69,948.59	£563,365.15	
<b>Total Net Balance</b>	<b><u>-£3,000.00</u></b>		<b><u>-£9,123.28</u></b>	

# Paid Expenditure Transactions

paid between 07/06/23 and 29/08/23

**Start of year 01/04/23**

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230607H MRC	07/06/23	18595		£7,874.98	£0.00	£7,874.98	1. CM	H M Revenue & Customs	Tax & NI J 1010
DD230607BG6 044	07/06/23	18895		£104.71	£4.98	£99.73	6.LS	British Gas	603452644 6430
DD280526KIN GS6692	09/06/23	18694		£20.22	£3.37	£16.85	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580
BACS230609P LANPORTAR	09/06/23	18896		-£117.00	-£19.50	-£97.50	3. TA	Planning Portal	Planning Portal application fee - Proposed Air Source Heat Pumps - Thorpe Astley Community Centre Lakin Drive Thorpe Astley An application fee of £116.00 + planning portal service REFUND charge of £32.20 (£149.20 in total) 3050/3
BACS230425 WBAIL1105	12/06/23	18677	4239	£342.00	£57.00	£285.00	5. OS	William Bailey Ltd	Repair to water heater at Shakespeare Pavilion 5600/2
BACS230526S TORM3706	12/06/23	18678	4232	£618.11	£103.02	£515.09	5. OS	Stormsaver Ltd	1 Year maintenance schedule for rainwater management system at Shakespeare Pavilion 2 x checks per year 5600/2
BACS230531R USSEL6782	12/06/23	18679	4293	£704.38	£117.39	£586.99	5. OS	Russells Group Ltd	Service and parts for Muthing grass cutter 5650
BACS230601L CC7671	12/06/23	18680		£99.00	£16.50	£82.50	3. TA	Leicester County Council - Waste	Trade Refuse BJ67OWM 02 May 2023, BT17GHH 03 May 2023, BT17GHH 30 May 2023 3440
BACS230324P RINCI3364	12/06/23	18681		£996.10	£166.02	£830.08	2. CC	Principal Hygiene Systems Ltd	01/04/2023 - 30/06/2023 2440
BACS230606N PSUMM2457	12/06/23	18682	4295	£327.60	£54.60	£273.00	2. CC	NPS NIGEL SUMMERFIELD	Water heater in bar no longer working 2600
BACS230605A LLDRA4216	12/06/23	18683	4296	£150.00	£25.00	£125.00	2. CC	Alldrains	Blocked toilet at Civic 2600
BACS230606 GRIFFI6616	12/06/23	18685		£279.50	£0.00	£279.50	7. CD	Griffin Designs	Banners for TA on the beach event 7715
BACS230216S AMMET2382	12/06/23	18686	4261	£1,980.00	£330.00	£1,650.00	5. OS	Sam Metcalf Trees & Landscaping	Tree surveys for : Poplars by north boundary of Merrylees park - £250 Long Spinney at Thorpe Astley - £400 Culvert/brookside Withers Way to Tuffley Way - £350 5620/2  Pollard large ash with lots of stem decay in brook at TA - £650

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 07/06/23 and 29/08/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230605K NIGHT9487	12/06/23	18687	4287	£173.16	£28.86	£144.30	3. TA	Knighton Janitorial Ltd WH901A 210m £91.90 FC006 5L 4 CH397 concentrate	White 2ply £45.95 2   £8.45 £33.80 5L bulk 2 £18.60	3330
BACS230602B ANANA0723	12/06/23	18688	4288	£400.00	£0.00	£400.00	7. CD	Banana Brain Fun Shows	Balance of cost for Punch & Judy and balloon modelling TA on the beach	7715
110875	12/06/23	18689		£42.00	£0.00	£42.00	6.LS	Street News	Payment for Newspapers in Library 28.05.23 - 03.06.23	6990
110878	12/06/23	18690		£300.00	£0.00	£300.00	7. CD	3rd Braunstone Brownies	Community Grant	7850
110877	12/06/23	18691		£300.00	£0.00	£300.00	7. CD	Winstanley Wizards Table Tennis Club	Community Grant	7850
110876	12/06/23	18692		£150.00	£0.00	£150.00	7. CD	3rd Braunstone Rainbows	Community Grant	7850
DD230612BYP HONE	12/06/23	18897		£264.94	£44.16	£220.78	1. CM	Byphone Voxbit	RC10115	1400
DD230606ENT A0212	13/06/23	18695		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 1.6.23 - 30.6.23	2400
DD230606ENT A0640	13/06/23	18696		£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	PSTN ELE-102394 1.6.23 - 30.6.23	2400
DD2300613OP US5867	13/06/23	18899		£826.63	£137.77	£688.86	2. CC	Opus Energy	Account 1465347 28.04.2023-28.05.2023	2430
DD230516BD C3263	15/06/23	18579		£121.46	£0.00	£121.46	7. CD	Blaby District Council	Repayment of Warm Space Grant	7850
DD230512BD C3232	15/06/23	18592		£295.00	£0.00	£295.00	1. CM	Blaby District Council	License Annual Fee 23.06.23 - 22.06.24	1350
BCARD230523 AMAZON01	16/06/23	18672		£13.98	£0.00	£13.98	7. CD	Amazon UK	Disposable cutlery	7750
DD230601EO N0022	16/06/23	18697		£120.46	£5.74	£114.72	5. OS	E.ON Next	01.05.23 - 31.05.23	5430
BACS230531S UNNIN1683	16/06/23	18701	4284	£41.70	£6.95	£34.75	5. OS	Sunningdale Landscape Supplies Ltd	6 bags of post mix for notice boards and bollard	5620/1
BACS230608E LITE5868	16/06/23	18702		£120.00	£20.00	£100.00	3. TA	Elite Industrial Doors	Side fire door - take off bearing and installed piece to keep locking pin in place and refit. Tested in full working order.	3070/2
BACS230608P ARCPO4298	16/06/23	18703	4298	£550.00	£0.00	£550.00	7. CD	Parc Ponies Ltd	Balance of payment for donkeys for TA on the Beach event	7715

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 07/06/23 and 29/08/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230201C IA2174	16/06/23	18704		£642.48	£107.08	£535.40	5. OS	CIA Fire and Security	SmartAccess Mobile Data Sim Contract 01.03.23 - 29.02.24 Additional Redcare Monitoring charge & 524hr Technical Support	5550
		18705/1		£8.85	£0.00	£8.85	1. CM	Braunstone Town Council	postage	1300
		18705/2		£29.10	£0.00	£29.10	1. CM	Braunstone Town Council	postage	1300
		18705/3		£50.79	£0.00	£50.79	7. CD	Braunstone Town Council	Library - Coronation Event	7990
		18705/4		£80.00	£0.00	£80.00	1. CM	Braunstone Town Council	postage	1300
110879	16/06/23	18705		£168.74	£0.00	£168.74		Braunstone Town Council	Petty Cash	1300
BACS230602C HUBB8963	16/06/23	18706		£230.14	£38.36	£191.78	2. CC	Chubb Fire & Security	Contract no. 1554700 Annual charge for 12 months ending 18.07.24 Fire Alarm Maintenance	2610/3
BACS230511V IPANS2736	16/06/23	18707		£106.89	£17.81	£89.08	5. OS	Vipans Ltd	1 x Knap sack sprayer	5630
BACS201233L RALC	16/06/23	18709		£455.00	£0.00	£455.00	1. CM	LRALC	Internal Audit Service	1160
BACS230611 GRAHAM0305	16/06/23	18710		£462.94	£0.00	£462.94	2. CC	Graham Clarkson Associates	Preparing Tender Document & Post Tender - check Report and work carried out during July 22 - Jan 23, Feb 23 - March 23 & April & May 23	2050/1
BACS230614 MORLEY1225	16/06/23	18711		£4,299.54	£716.59	£3,582.95	2. CC	Morleys Mail Order Group	Contour Folding Table - Storm Grey, Folding Burgundy Back Chair Citadel	2990
DD230601SA GE0316	16/06/23	18900		£55.80	£9.30	£46.50	1. CM	Sage (UK) Ltd	Subscription 01.06.2023 - 30.06.2023	1350
		18901/1		£29.40	£4.90	£24.50	2. CC	Global Payments	CC - 05760171	2580
		18901/2		£207.77	£0.00	£207.77	3. TA	Global Payments	CC - 05760171	3580
DD230616GP AYCC147	16/06/23	18901		£237.17	£4.90	£232.27		Global Payments	CC - 05760171	2580
		18902/1		£29.40	£4.90	£24.50	3. TA	Global Payments	TA - 39854961	3580
		18902/2		£0.00	£0.00	£0.00	3. TA	Global Payments	TA - 39854961	3580
DD230616GP AYTA38	16/06/23	18902		£29.40	£4.90	£24.50		Global Payments	TA - 39854961	3580
BCARD230511 ASDA01	16/06/23	18903		£26.15	£0.00	£26.15	7. CD	Asda	Cakes and supplies for Town Mayor's Awards Night	7750

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 07/06/23 and 29/08/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BCARD230511 ASDAC	16/06/23	18904		-£31.38	-£5.23	-£26.15	7. CD	Asda	Contra 18668, Cakes and supplies for Town Mayor's Awards Night INCORRECT AMOUNT	7750
DD230502OP US8362	17/06/23	18872		£9,148.99	£1,524.83	£7,624.16	2. CC	Opus Energy	Account 146582201. 02.05.2023 - 01.06.2023	2430
DD230724OP US7046	18/06/23	18905		£1,759.67	£293.28	£1,466.39	3. TA	Opus Energy	TA Acc 1465824 03.05.2023 - 04.06.2023	3430
DD230605OP US7047	18/06/23	18907		£505.22	£24.06	£481.16	5. OS	Opus Energy	MM Acc 1465825 03.05.2023 - 04.06.2023	5430
DD230606WA TERPL2206	20/06/23	18800		£337.88	£0.00	£337.88	3. TA	Water Plus/STW	TA 04.05.23 - 26.05.23	3430
DD230606BG1 044	20/06/23	18906		£41.83	£1.99	£39.84	6.LS	British Gas	603511442	6430
BACS230531X EROX9003	21/06/23	18684		£390.10	£65.02	£325.08	1. CM	Xerox	Altalink C8155v 3774436331 01/03/23 - 31/05/23	1410
DD230606LEX AUTO2217	21/06/23	18708		£857.03	£142.84	£714.19	5. OS	Lex Autolease Limited	BT17GHH Both Rear Exterior Lamp Assy - npt covered by Maintenance Contract	5650
DD230606EO N0022	21/06/23	18713		£180.36	£8.59	£171.77	5. OS	E.ON Next	01.05.23 - 31.05.23	5430
DD230615ENT A3340	22/06/23	18714		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.5.23 - 13.06.23	2400
SO230624PE RSONJUNE	22/06/23	18908		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of Retained Personnel Services for June 2023	1170
BACS230624U NISON	23/06/23	18721		£34.00	£0.00	£34.00	1. CM	Unison	Union fees	1010
BACS230624S NOW	23/06/23	18724		£2,578.85	£0.00	£2,578.85	1. CM	Wages - ██████████	Salary June 23	1010
BACS230624K ENNETT	23/06/23	18725		£1,877.36	£0.00	£1,877.36	1. CM	Wages - ██████████	Salary June 23	1010
BACS230624A SSI	23/06/23	18726		£2,484.33	£0.00	£2,484.33	1. CM	Wages - ██████████	Salary June 23	1010
BACS230524F URNIS	23/06/23	18744		£160.04	£0.00	£160.04	1. CM	Wages - ██████████	Salary June 23	1010
BACS230524J LYCETT	23/06/23	18746		£312.87	£0.00	£312.87	1. CM	Wages - ██████████	Salary June 23	1010
BACS230524P RENDER	23/06/23	18755		£508.14	£0.00	£508.14	1. CM	Wages- ██████████	Salary June 23	1010
DD230706ENT A8032	23/06/23	18838		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 5.7.23 - 4.8.23	3400

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230624 MEAD	24/06/23	18727		£1,446.08	£0.00	£1,446.08	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624H ALL	24/06/23	18734		£1,126.44	£0.00	£1,126.44	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624J EPSON	24/06/23	18735		£1,898.16	£0.00	£1,898.16	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624T ILLEY	24/06/23	18736		£3,484.68	£0.00	£3,484.68	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624S IBSON	24/06/23	18738		£1,604.53	£0.00	£1,604.53	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624J OHNSON	24/06/23	18745		£600.73	£0.00	£600.73	1. CM	Wages - ██████████ ██████████	Salary June 23 1010
BACS230624 MYERS	24/06/23	18749		£1,413.64	£0.00	£1,413.64	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624B RYAN	24/06/23	18750		£446.14	£0.00	£446.14	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624H ICKENBOTH	24/06/23	18751		£897.56	£0.00	£897.56	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624A LMEY	24/06/23	18752		£1,469.05	£0.00	£1,469.05	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624P ATEL	24/06/23	18753		£1,047.68	£0.00	£1,047.68	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624C AWLEY	24/06/23	18754		£557.54	£0.00	£557.54	1. CM	Wages ██████████	Salary June 23 1010
BACS230624 WRIGHT	24/06/23	18756		£924.31	£0.00	£924.31	1. CM	Wages- ██████████	Salary June 23 1010
BACS230624S MITH	24/06/23	18757		£414.56	£0.00	£414.56	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624T URNER	24/06/23	18758		£1,286.40	£0.00	£1,286.40	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624P ARMAR	24/06/23	18759		£547.44	£0.00	£547.44	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624P ENNELL	24/06/23	18760		£332.33	£0.00	£332.33	1. CM	Wages - ██████████	Salary June 23 1010
BACS230624H ANDS	24/06/23	18761		£619.09	£0.00	£619.09	1. CM	Wages - ██████████	Salary June 23 1010
BACS230524C LLRSANGRA	24/06/23	18914		-£225.00	£0.00	-£225.00	1. CM	Cllr Satindra Sangha	Contra 18742, Cllr Allowance - Contra due to money being donated to Rainbows see abnk transfer 21.06.2023 1030

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD230618ENT A3625	25/06/23	18768		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.06.23 - 16.07.23	2400
BACS230624L CCPENSION	26/06/23	18723		£9,310.57	£0.00	£9,310.57	1. CM	Leicestershire County Council Pensions	Pensions	1020
BACS230621C LLRAMBROS	26/06/23	18728		£300.00	£0.00	£300.00	1. CM	Cllr Anthea Ambrose	Cllr Allowance 2023	1030
101000	26/06/23	18729		£375.00	£0.00	£375.00	1. CM	Cllr S Fox Kennedy	Cllr Allowance 2023	1030
BACS230621C LLRMAXWEL	26/06/23	18730		£225.00	£0.00	£225.00	1. CM	Cllr Sam Maxwell	Cllr Allowance 2023	1030
101001	26/06/23	18731		£300.00	£0.00	£300.00	1. CM	Cllr P Kennedy	Cllr Allowance 2023	1030
BACS230621A SLAM	26/06/23	18732		£300.00	£0.00	£300.00	1. CM	Cllr Shabbir Aslam	Cllr Allowance 2023	1030
BACS230524C LLRWATERT	26/06/23	18737		£300.00	£0.00	£300.00	1. CM	Cllr Robert Waterton	Cllr Allowance	1030
BACS230524C LLRSINGH	26/06/23	18739		£300.00	£0.00	£300.00	1. CM	Cllr Darshan Singh	Cllr Allowance	1030
BACS230524C LLRSHEPAR	26/06/23	18740		£300.00	£0.00	£300.00	1. CM	Cllr Tracey Shepherd	Cllr Allowance	1030
BACS230524C LLRLORENT	26/06/23	18741		£375.00	£0.00	£375.00	1. CM	Cllr Christiane Startin Lorent	Cllr Allowance	1030
BACS230524C LLRSANGRA	26/06/23	18742		£225.00	£0.00	£225.00	1. CM	Cllr Satindra Sangha	Cllr Allowance	1030
BACS230524C LLRMARION	26/06/23	18743		£300.00	£0.00	£300.00	1. CM	Cllr Marion Waterton	Cllr Allowance	1030
BACS230524C LLRLEE	26/06/23	18747		£300.00	£0.00	£300.00	1. CM	Cllr L Lee	Cllr Allowance	1030
BACS230524C LLRSCOPPI	26/06/23	18748		£300.00	£0.00	£300.00	1. CM	Cllr R Lunn Scoppie	Cllr Allowance	1030
BACS230524C LLRFORRES	26/06/23	18762		£300.00	£0.00	£300.00	1. CM	Cllr. R. Forrest	Cllr Allowance	1030
BACS230524C LLREVANS	26/06/23	18763		£300.00	£0.00	£300.00	1. CM	Cllr. A. Evans	Cllr Allowance	1030
BACS230524C LLRSANDER	26/06/23	18764		£300.00	£0.00	£300.00	1. CM	Cllr Gary Sanders	Cllr Allowance	1030
BACS230524C LLRASLAN	26/06/23	18765		£300.00	£0.00	£300.00	1. CM	Cllr. S. Aslan	Cllr Allowance	1030
BACS230524C LLRWIDDOP	26/06/23	18766		£300.00	£0.00	£300.00	1. CM	Cllr. M. Widdop	Cllr Allowance	1030



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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230615R USSEL0467	27/06/23	18718	4305	£1,384.25	£221.48	£1,162.77	5. OS	Russells Group Ltd	Rear Roller Delivery 5610/1
BACS230615 MACHIN7325	27/06/23	18720	4308	£29.50	£4.92	£24.58	5. OS	MACHINE MART	5290
BACS230426B HSF0385	27/06/23	18771		£396.00	£0.00	£396.00	1. CM	BHSF Occupational Health LTD	2 x Tshirts OHP-015 Man Ref - Physician Video 18.04.23 1990
BACS230209B HSF8232	27/06/23	18772		£416.00	£0.00	£416.00	1. CM	BHSF Occupational Health LTD	OHP-015 Man Ref - Physician Video 01.02.23 1990
BACS230626B DCSP	27/06/23	18773		£3,143.70	£0.00	£3,143.70	5. OS	Blaby District Council	9252050537 Rates 5460
		18898/1		-£1,038.18	£0.00	-£1,038.18	2. CC	Water Plus/STW	2430
		18898/2		£1,123.10	£0.00	£1,123.10	2. CC	Water Plus/STW	2430
DD230627WA TERPL301	27/06/23	18898		£84.92	£0.00	£84.92		Water Plus/STW	CC 0583085823 2430
DD230613LEX AUTO9415	28/06/23	18769		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17GHH 14.05.2023-13.06.2023 5650
DD230614BG4 005	28/06/23	18910		£38.81	£1.84	£36.97	2. CC	British Gas	603452645 07.05.2023-08.06.2023 2430
DD230514LEX AUT0067	29/06/23	18770		£526.13	£87.69	£438.44	5. OS	Lex Autolease Limited	BJ67OWM 065 15.05.23 - 14.06.23 5650
		18911/1		£59.04	£9.84	£49.20	1. CM	ESPO	Supplies 1300
		18911/2		£35.64	£5.94	£29.70	5. OS	ESPO	supplies 5330
		18911/3		£9.00	£1.50	£7.50	2. CC	ESPO	SUPPLIES 2330
		18911/4		£814.68	£135.78	£678.90	2. CC	ESPO	supplies cleaning 2330
BACS230625E SPO01	29/06/23	18911		£918.36	£153.06	£765.30		ESPO	1300
DD230716LEX AUTO8762	29/06/23	18912		£275.82	£45.97	£229.85	5. OS	Lex Autolease Limited	BJ67 OWM 067 15.306.2023 5650
BACS230612I ANK	30/06/23	18774	4301	£48.00	£8.00	£40.00	5. OS	Ian Kennett	Long trousers for Ian 5290

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BACS230628I TSOLUTION	30/06/23	18775	4316	£2,646.00	£441.00	£2,205.00	1. CM	IT Solutions	Modem Router HP Pro 290SFF PC's x 2 Microsoft Office x 2 Site visits New Router, Setup Laura x 3 hours Site visit to MM reset router & Rules x 2 hours	1420
BACS230621 MACHINEMAR	30/06/23	18776	4311	£16.19	£2.70	£13.49	5. OS	MACHINE MART	Shin guards	5290
BACS230623P RINCI0489	30/06/23	18777		£566.48	£94.41	£472.07	3. TA	Principal Hygiene Systems Ltd	01.07.2023 - 30.09.2023	3440
BACS230628C HILLI3590	30/06/23	18778		£61.11	£0.00	£61.11	2. CC	Chilliclean Window Cleaning	Window cleaning	2600
BACS230627C HILLI3589	30/06/23	18779		£63.60	£0.00	£63.60	3. TA	Chilliclean Window Cleaning	Window cleaning	3600
BACS230628I TSOL4218	30/06/23	18780	4317	£1,321.98	£220.33	£1,101.65	1. CM	IT Solutions	Dragon Professional v16 - No Headset Texthelp Read & Write Access to Work Edition Jabra Evolve 2 50 USB -A UC Mono Headset	1420
BACS230605 WILSONALAR	30/06/23	18781		£654.00	£109.00	£545.00	5. OS	Wilson Alarm Systems Ltd	01.07.2023 - 30.06.2024 - Annual Maintenance	5610/1
BACS230627 MOORE	30/06/23	18782	4315	£127.20	£21.20	£106.00	7. CD	John Moore Event Hire	20 deckchairs for TA on beach	7715
BACS230623P RINCI4873	30/06/23	18783		£996.10	£166.02	£830.08	2. CC	Principal Hygiene Systems Ltd	01.07.2023 - 30.09.2023	2440
BACS230316A MAZO3352C	30/06/23	18915		-£17.98	£0.00	-£17.98	2. CC	Amazon UK	Contra 18529, Semi skimmed milk sticks x 240 - duplicate	2510
		18916/1		-£29.40	-£4.90	-£24.50	2. CC	Global Payments	CC - 05760171	2580
		18916/2		-£225.76	£0.00	-£225.76	3. TA	Global Payments	CC - 05760171	3580
DD230401GP AYCC45C	30/06/23	18916		-£255.16	-£4.90	-£250.26		Global Payments	Contra 18587, CC - 05760171DUPLICATE	2580
DD230701BD CJULYTA	01/07/23	18514		£818.00	£0.00	£818.00	3. TA	Blaby District Council	N030084745 Rates	3460
DD230701BD CJULYCC	01/07/23	18541		£2,058.00	£0.00	£2,058.00	2. CC	Blaby District Council	N030002639 Rates	2460
SO230626PE RSONJUNE	01/07/23	18920		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of Retained Personnel Services for June 2023	1170

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DD230613WA TERPL3455	01/07/23	18930		£32.76	£0.00	£32.76	5. OS	Water Plus/STW	MM 14.04.23 - 14.05.23	5430
DD230616WA TERPL4391	01/07/23	18931		£26.92	£0.00	£26.92	5. OS	Water Plus/STW	MM 14.05.23 - 14.06.23	5430
101001 - Contra	03/07/23	18784		-£300.00	£0.00	-£300.00	1. CM	Cllr P Kennedy	Contra 18731, Cllr Allowance 2023. Cheque lost and cancelled (£5 charge). New cheque issued: 101002	1030
101002	03/07/23	18785		£300.00	£0.00	£300.00	1. CM	Cllr P Kennedy	Cllr Allowance 2023. Cheque 101001 lost and cancelled 03/07/2023	1030
	03/07/23	18786		£5.00	£0.00	£5.00	1. CM	Co operative Bank	Cheque 101001, Cllr Allowance to P Kennedy, lost and cancelled 03/07/2023; £5 admin charge to cancel	1030
DD230622BG6 732	06/07/23	18927		£98.63	£4.69	£93.94	6.LS	British Gas	603452644	6430
BACS230707H MRC	07/07/23	18722		£9,256.99	£0.00	£9,256.99	1. CM	H M Revenue & Customs	Tax & NI J	1010
DD230702ENT A4822	09/07/23	18801		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 1.7.23 - 31.7.23	2400
DD280630KIN GS7154	10/07/23	18802		£20.22	£3.37	£16.85	2. CC	Kings Armoured Security Services Limited	Transit Fees	2580
DD230628WA TERPL8525	11/07/23	18933		£14.40	£0.00	£14.40	5. OS	Water Plus/STW	MM 08.05.23 - 01.06.23	5430
DD230507ENT A7065	12/07/23	18805		£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	PSTN ELE-103416	2400
DD230701BYP HONE	12/07/23	18935		£264.94	£44.16	£220.78	1. CM	Byphone Voxbit	RC10115	1400
DD230628OP US7118	13/07/23	18938		£32.88	£1.57	£31.31	2. CC	Opus Energy	Account 1465347 28.04.2023-28.05.2023	2430
DD230620BD C3480	15/07/23	18767		£4,173.26	£0.00	£4,173.26	1. CM	Blaby District Council	Costs Associated with Parish Election held 4/5/23 Thorpe Astley & St Marys Parish Ward	1180
DD230703EO N0025	15/07/23	18812		£100.93	£4.81	£96.12	5. OS	E.ON Next	01.06.23 - 30.06.23	5430
DD230701SA GE1394	16/07/23	18934		£55.80	£9.30	£46.50	1. CM	Sage (UK) Ltd	Subscription 01.07.2023 - 31.07.2023	1350
DD230703OP US6468	17/07/23	18873		£2,761.54	£460.26	£2,301.28	2. CC	Opus Energy	Account 146582201. 02.06.2023 - 02.07.2023	2430
110842	18/07/23	17642	4040	£64.00	£0.00	£64.00	7. CD	Leicester Markets	Rival Market Licence for Christmas Craft Fair	7700

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BACS230630 QUICKP0351	18/07/23	18787	4322	£462.00	£77.00	£385.00	7. CD	Quick Print UK Ltd	printing of POE tickets	7700
BACS230703C HARS001	18/07/23	18789	4325	£20.00	£0.00	£20.00	7. CD	Chars Creations	Additional 30min face painting for TA on Beach	7715
BACS230630 GRIFFI6659	18/07/23	18790	4324	£88.10	£0.00	£88.10	7. CD	Griffin Designs	1 x banner for Chatty Café	7770
BACS230626A MAZO2733	18/07/23	18792	4312	£14.60	£2.45	£12.15	1. CM	Amazon UK	AA batteries x 50	1300
BACS230630 GPR04843	18/07/23	18793		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan -n Year 2 month 6	1420
		18794/1		£144.00	£24.00	£120.00	3. TA	Nuneaton Access & Security	Service TA automatic Doors	3600
		18794/2		£144.00	£24.00	£120.00	2. CC	Nuneaton Access & Security	Service CC automatic Doors	2600
BACS230629N UNEAT4306	18/07/23	18794	4306	£288.00	£48.00	£240.00		Nuneaton Access & Security	Service TA & CC automatic Doors	3600
BACS230628K NIGHT0282	18/07/23	18796	4313	£165.42	£27.57	£137.85	2. CC	Knighton Hygiene	Toilet rolls	2330
BACS230430P TI1924	18/07/23	18797	4255	£480.00	£80.00	£400.00	2. CC	PTI Building Services LTD	Main Hall A/C Maintenance,	2610/1
BACS2300704 AMAZO4814	18/07/23	18798	4328	£2.81	£0.47	£2.34	7. CD	Amazon UK	tent peg remover	7710/1
BACS230630I NNOVA7106	18/07/23	18799		£3,660.00	£610.00	£3,050.00	2. CC	Innova Care Concepts Ltd	INN_GOLD_CONTRACT 5 year Extended Warranty	2610/1
BACS230705A MAZO2385	18/07/23	18803	4327	£16.49	£2.75	£13.74	7. CD	Amazon UK	tent pegs for aazebo	7710/1
BACS230704 MYPOST0993	18/07/23	18804	4331	£177.49	£0.00	£177.49	1. CM	Post Office Shop	50 x 1st class stamps 50 x 1st class large stamps 50 x 2nd class stamps	1300
BACS230630S ISSON2035	18/07/23	18806		£1,122.89	£187.15	£935.74	2. CC	Sissons & Allen Ltd	Pat Testing	2600
BACS230630I TSOL4220	18/07/23	18807		£462.00	£77.00	£385.00	1. CM	IT Solutions	7 x Site visit to setup new Reception PC, install additional SW for Rohit 9.30-16.30	1420
BACS230703I TSOL4227	18/07/23	18808		£610.20	£101.70	£508.50	1. CM	IT Solutions	1 x Service & Maintainance Agreement PC's July - Sept inc 3 x Service & Maintenance Agreement VoIP July - Sept inc	1420
BACS230707A MAZO3453	18/07/23	18809	4334	£219.98	£36.66	£183.32	5. OS	Amazon UK	2 x speed humps for Lubbesthorpe bridle path	5070/2

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BACS230709A MAZOSAM3	18/07/23	18810	4335	£43.63	£7.28	£36.35	5. OS	Amazon UK	2 x caution signs for speed humps 5070/2
BACS230707R USSEL4709	18/07/23	18811		£1,947.92	£324.65	£1,623.27	5. OS	Russells Group Ltd	Repair to Lawn Mower Rear Roller, Refit roller to mower and test. Journey back to Workshop 5650
		18813/1		£6,094.80	£1,015.80	£5,079.00	3. TA	Fuuse Ltd	3 Year Subscription 03/07/23 - 02/07/23 and 24/7 Driver Support 3070/1
BACS230711F UUSE3207	18/07/23	18813	4309	£6,094.80	£1,015.80	£5,079.00		Fuuse Ltd	1.3 years subscription to Fuuse Core (AC), Fuuse Public and Driver Support Comprehensive for a total of eight electric vehicle charging points at Braunstone Civic Centre and Thorpe Astley Community Centre as set out in quotes Reference: 20230523-063838353 and 20230523-062733253; dated 23rd May 2023: £10,158 2.3 years subscription to Fuuse Billing at Braunstone Civic Centre and Thorpe Astley Community Centre as set out in quotes Reference: 20230523-063838353 and 20230523-062733253; dated 23rd May 2023: 8% transaction fees 3.QR Codes: £55 3070/1
		18814/1		£6,094.80	£1,015.80	£5,079.00	2. CC	Fuuse Ltd	TOTAL: £10,213 + VAT. 3 Year Subscription 03/07/23 - 02/07/23 and 24/7 Driver Support 2070/1
BACS230711F UUSE3206	18/07/23	18814		£6,094.80	£1,015.80	£5,079.00		Fuuse Ltd	1.3 years subscription to Fuuse Core (AC), Fuuse Public and Driver Support Comprehensive for a total of eight electric vehicle charging points at Braunstone Civic Centre and Thorpe Astley Community Centre as set out in quotes Reference: 20230523-063838353 and 20230523-062733253; dated 23rd May 2023: £10,158 2.3 years subscription to Fuuse Billing at Braunstone Civic Centre and Thorpe Astley Community Centre as set out in quotes Reference: 20230523-063838353 and 20230523-062733253; dated 23rd May 2023: 8% transaction fees 3.QR Codes: £55 2070/1
									TOTAL: £10,213 + VAT.

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 07/06/23 and 29/08/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		18816/1		£66.00	£11.00	£55.00	3. TA	Fuuse Ltd	QR code stickers 3070/1
BACS230711F UUSE3205	18/07/23	18816		£66.00	£11.00	£55.00		Fuuse Ltd	8 x QR code stickers - 86x40 3070/1
BACS230616A LEXAN8027	18/07/23	18817	4307	£45.41	£7.57	£37.84	2. CC	Alexandra	Trousers for Sarah 2290
BACS230712R OSETT3195	18/07/23	18818	4344	£53.66	£0.00	£53.66	7. CD	THE ROSETTE COMPANY	Rosettes for Dog Show summer fete 2023 7710/1
BACS230711A MAZOABEI	18/07/23	18820	4342	£85.47	£14.27	£71.20	2. CC	Amazon UK	4 x EVC wall mounted signs 2050/3
DD2300704W ATERPL5551	18/07/23	18928		£427.24	£0.00	£427.24	2. CC	Water Plus/STW	CC 02.06.23 - 09.06.23 2430
DD230703OP US6469	18/07/23	18936		£1,405.42	£234.24	£1,171.18	3. TA	Opus Energy	TA Acc 1465824 05.06.2023 - 02.07.2023 3430
DD230703OP US6470	18/07/23	18937		£267.37	£12.73	£254.64	5. OS	Opus Energy	MM Acc 1465825 05.06.2023 - 02.07.2023 5430
110881	19/07/23	18819		£64.00	£0.00	£64.00	7. CD	Leicester City Council	Rival Market License for Summer Fete 7710/1
DD230706WA TERPL8006	20/07/23	18929		£279.49	£0.00	£279.49	3. TA	Water Plus/STW	TA 04.06.23 - 04.07.23 3430
DD230714BG3 080	21/07/23	19006		£106.50	£5.07	£101.43	6.LS	British Gas	603452644 6430
DD230715ENT A8919	22/07/23	18836		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.7.23 - 13.08.23 2400
BACS230724S NOW	24/07/23	18842		£2,578.85	£0.00	£2,578.85	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724K ENNETT	24/07/23	18843		£1,877.36	£0.00	£1,877.36	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724A SSI	24/07/23	18844		£2,484.33	£0.00	£2,484.33	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724 MEAD	24/07/23	18845		£1,429.17	£0.00	£1,429.17	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724H ALL	24/07/23	18846		£1,126.24	£0.00	£1,126.24	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724J EPSON	24/07/23	18847		£1,897.96	£0.00	£1,897.96	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724T ILLEY	24/07/23	18848		£3,484.69	£0.00	£3,484.69	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724S IBSON	24/07/23	18849		£1,604.53	£0.00	£1,604.53	1. CM	Wages - ██████████	Salary July 23 1010

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 07/06/23 and 29/08/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230724C LLRSHEPAR	24/07/23	18850		£300.00	£0.00	£300.00	1. CM	Cllr Tracey Shepherd	Cllr Allowance 1030
BACS230724F URNIS	24/07/23	18851		£160.04	£0.00	£160.04	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724J OHNSON	24/07/23	18852		£600.73	£0.00	£600.73	1. CM	Wages - ██████████ ██████████	Salary July 23 1010
BACS230724J LYCETT	24/07/23	18853		£312.87	£0.00	£312.87	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724 MYERS	24/07/23	18854		£1,413.84	£0.00	£1,413.84	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724B RYAN	24/07/23	18855		£445.94	£0.00	£445.94	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724H ICKENBOTH	24/07/23	18856		£897.56	£0.00	£897.56	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724A LMEY	24/07/23	18857		£1,469.05	£0.00	£1,469.05	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724P ATEL	24/07/23	18858		£1,047.68	£0.00	£1,047.68	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724C AWLEY	24/07/23	18859		£557.54	£0.00	£557.54	1. CM	Wages ██████████	Salary July 23 1010
BACS230724P RENDER	24/07/23	18860		£508.14	£0.00	£508.14	1. CM	Wages- ██████████ ██████████n	Salary July 23 1010
BACS230724 WRIGHT	24/07/23	18861		£731.77	£0.00	£731.77	1. CM	Wages- ██████████	Salary July 23 1010
BACS230724S MITH	24/07/23	18862		£414.56	£0.00	£414.56	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724T URNER	24/07/23	18863		£1,012.96	£0.00	£1,012.96	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724P ARMAR	24/07/23	18864		£547.44	£0.00	£547.44	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724P ENNELL	24/07/23	18865		£18.04	£0.00	£18.04	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724H ANDS	24/07/23	18866		£1,378.16	£0.00	£1,378.16	1. CM	Wages - ██████████	Salary July 23 1010
BACS230724 OCONNOR	24/07/23	18867		£1,472.22	£0.00	£1,472.22	1. CM	Wages - ██████████	Salary July 23 1010
BACS230807H MRC	24/07/23	18868		£7,734.36	£0.00	£7,734.36	1. CM	H M Revenue & Customs	Tax & NI J 1010

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 07/06/23 and 29/08/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230724L CCPENSION	24/07/23	18869		£9,129.15	£0.00	£9,129.15	1. CM	Leicestershire County Council Pensions	Pensions 1020
BACS230724U NISON	24/07/23	18870		£34.00	£0.00	£34.00	1. CM	Unison	Union fees 1010
DD230324SSE TA1510	24/07/23	18913		-£189.34	-£31.56	-£157.78	3. TA	SSE SOUTHERN ELECTRIC	Contra of Thorpe Astley Final Bill - uncleared effect from the end of last year. 3430
DD230718ENT A9193	25/07/23	18837		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.07.23 - 16.08.23 2400
SO230725PE RSONJULY	25/07/23	18939		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of Retained Personnel Services for June 2023 1170
BACS230522P ROTYR8302	27/07/23	18644	4268	£36.00	£6.00	£30.00	5. OS	PROTYRE	Pucture Repair for Ian's truck BT17 GHH 5650
BACS230703T ARGET4124	27/07/23	18821		£3,299.40	£549.90	£2,749.50	8. PE	Target Pest Control & Hygiene	Collection 47 Dog Waste Bins - Portion April 23 & May/June 23 8440
BACS230630S UNNIN1943	27/07/23	18822	4314	£74.70	£12.45	£62.25	5. OS	Sunningdale Landscape Supplies Ltd	6 bags of Post mix for bin installation & 6 x Palybark 5620/1
BACS230712B ARTON5910	27/07/23	18823		£1,377.60	£229.60	£1,148.00	5. OS	Barton Petroleum	1000 litres Derv EN590 5670
BACS230705S HAKES3130	27/07/23	18824	4333	£1,155.00	£0.00	£1,155.00	5. OS	Shakespeare Park Bowls Club	Bowling Green maintenace costs 5550
BACS230707B ECKYCOOK	27/07/23	18825		£300.00	£0.00	£300.00	7. CD	Mrs B Cook	Community Grant 7850
BACS230707C LARY1012	27/07/23	18826	4337	£221.25	£0.00	£221.25	7. CD	Clary Meadows Alpacas	Remaining balance for event at summer fete 2023 7710/1
BACS230707F UNTIM1868	27/07/23	18827	4336	£1,555.00	£0.00	£1,555.00	7. CD	Funtime Bounce	Remaining balance for activities at Summer fete 7710/1
BACS230710 ONLINE3237	27/07/23	18828	4332	£268.20	£44.70	£223.50	5. OS	Online Playgrounds	2 x wet pour repair kits 5610/2
BACS230712S AMMET2393	27/07/23	18829	4234	£480.00	£80.00	£400.00	7. CD	Sam Metcalf Trees & Landscaping	As agreed - removal of sand from sand pit and transportation to storage area at Thorpe Astley following event. To be carried out on Monday 3rd July 2023 7715
BACS230718A MAZOABEI	27/07/23	18830	4346	£119.99	£20.00	£99.99	6.LS	Amazon UK	Children's table and chairs for library 6990
BACS230717 GEORGE2968	27/07/23	18831	4348	£134.58	£22.43	£112.15	5. OS	Walkers Timber	3 lengths 4 x 4 knee high , 8 ft long 5 - 4ft, 4 x 4 knee high posts 7 bags of post mix 3 caps 5610/1



# Paid Expenditure Transactions

Start of year 01/04/23

paid between 07/06/23 and 29/08/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230712B ARTON5911	27/07/23	18832	4341	£995.77	£47.42	£948.35	5. OS	Barton Petroleum	red Diesel White Diesel	5670
BACS230714S TJOHN4725	27/07/23	18833		£126.72	£21.12	£105.60	7. CD	St Johns Ambulance	Provision of First Aid for TA gala 2023	7715
BACS230718B THORTICUL	27/07/23	18834		£300.00	£0.00	£300.00	7. CD	Braunstone Town Horticultural Arts & Crafts Show	Community Grant	7850
BACS230713F RIDAYSOCI	27/07/23	18835		£500.00	£0.00	£500.00	7. CD	The Friday Social	Community Grant	7850
BACS230717T OUCH297	27/07/23	18839		£95.76	£15.96	£79.80	6.LS	Touch Times Greeting Cards	Greeting cards - Library x 162.00	6900/1
110883	27/07/23	18840		£300.00	£0.00	£300.00	7. CD	Namaste Group	Community Grant	7850
110882	27/07/23	18841		£60.00	£0.00	£60.00	6.LS	Street News	Payment for Newspapers in Library 02.07.23 - 08.07.23	6990
DD230713LEX AUTO7623	28/07/23	18925		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17GHH 14.06.2023-13.07.2023	5650
DD230714BG0 062	28/07/23	18926		£16.97	£0.80	£16.17	2. CC	British Gas	603452645	2430
DD230716WA TERPL4592	30/07/23	18932		£54.18	£0.00	£54.18	5. OS	Water Plus/STW	MM 14.06.23 - 14.07.23	5430
DD230801BD CAUGUSTTA	01/08/23	18515		£818.00	£0.00	£818.00	3. TA	Blaby District Council	N030084745 Rates	3460
DD230801BD CAUGCC	01/08/23	18542		£2,058.00	£0.00	£2,058.00	2. CC	Blaby District Council	N030002639 Rates	2460
BACS230801L CCPENSION	01/08/23	18943		£470.09	£0.00	£470.09	1. CM	Leicestershire County Council Pensions	Pensions additional July payment	1020
BACS230720 GEORGE2790	02/08/23	18917	4350	£100.80	£16.80	£84.00	5. OS	Walkers Timber	35 x 4ft shelter stakes	5620/1
BACS230719J TH0937	02/08/23	18918		£540.00	£90.00	£450.00	7. CD	JTH Concerts and Live Events Ltd	Hire of PA System & Diesel Generator for 5th August Summer Fete	7710/1
BACS230719B LIFEAUG23	02/08/23	18919		£1,128.60	£0.00	£1,128.60	1. CM	Braunstone Life	June 23 3 pages	1360
BACS230721N PSUMM4102	02/08/23	18921		£144.00	£24.00	£120.00	2. CC	NPS NIGEL SUMMERFIELD	Water heater repaired in Council Chamber. Repair tap in Cellar	2600
BACS230726S YSTON2914	02/08/23	18922	4345	£732.00	£122.00	£610.00	3. TA	Syston Doors	Repair to shutter at Thorpe Astley	3610/1

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 07/06/23 and 29/08/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230717A PB11308	02/08/23	18923		£1.00	£0.00	£1.00	1. CM	APB	License Fees 18.08.23 - 13.08.24 Land rear of Shakespeare Hotel Braunstone Lane Leicester LE3 3AS	1170
BACS230714N WL1247	02/08/23	18924	4338	£594.00	£99.00	£495.00	1. CM	NWL Legal	2023/2024 Retainer for Legal Advice (10 hours).	1170
BACS230726B RANDO3701	02/08/23	18940	4352	£72.60	£12.10	£60.50	5. OS	Brandon Hire Plc	Hire of Battery drill Purchase Drill bit	5620/1
BACS230703R AINBOWS	07/08/23	18788	4323	£361.64	£0.00	£361.64	7. CD	Rainbows	Remaining balance from Town Mayor's fundraising 2023/2023	7760
BACS230629S KILLB0623	07/08/23	18795	4319	£724.80	£120.80	£604.00	1. CM	SkillBase First Aid	First Aid Training Saturday 30th September 2023	1210
DD230802ENT A0440	09/08/23	19003		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 1.7.23 - 31.7.23	2400
DD230801BYP HONE	12/08/23	18998		£264.94	£44.16	£220.78	1. CM	Byphone Voxbit	RC10115	1400
DD230806ENT A1055	13/08/23	18909		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 05.08.2023 - 04.09.2023	3400
DD230731OP US0454	13/08/23	18997		£36.82	£1.75	£35.07	2. CC	Opus Energy	Account 1465347 28.06.2023-30.07.2023	2430
DD230807ENT A1356	14/08/23	19002		£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	PSTN ELE-104499 01.08.23 - 31.08.23 Basic Single Line	2400
DD230801SA GE2869	16/08/23	18949		£55.80	£9.30	£46.50	1. CM	Sage (UK) Ltd	Subscription 01.08.2023 - 31.08.2023	1350
DD230803OP US8668	18/08/23	18995		£1,559.20	£259.87	£1,299.33	3. TA	Opus Energy	TA Acc 1465824 03.07.2023 - 02.08.2023	3430
DD230803OP US8669	18/08/23	18996		£342.43	£16.31	£326.12	5. OS	Opus Energy	MM Acc 1465825 03.07.2023 - 02.08.2023	5430
DD230804W ATERPL2572	18/08/23	18999		£481.82	£0.00	£481.82	2. CC	Water Plus/STW	CC 02.07.23 - 02.08.23	2430
DD230806WA TERPL6670	20/08/23	19000		£289.86	£0.00	£289.86	3. TA	Water Plus/STW	TA 04.07.23 - 04.08.23	3430
DD230807BTQ 124JI	21/08/23	19004		£162.97	£27.16	£135.81	2. CC	British Telecom	EM15369632 Charges 01.08.23 - 31.10.23	2430
DD230815ENT A4320	22/08/23	19001		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.8.23 - 13.09.23	2400
DD230808BTQ 0737L	22/08/23	19005		£42.83	£7.14	£35.69	2. CC	British Telecom	EM19572346 Charges 01.08.23 - 31.10.23 ADSL	2400
BACS230808S AFETY2243	24/08/23	18981	4370	£23.58	£3.93	£19.65	5. OS	SAFETY SIGNS 4 LESS	2 x no dogs allowed signs for Franklin Park	5610/2

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Start of year 01/04/23

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230707S PSPORTS	24/08/23	19009		£500.00	£0.00	£500.00	7. CD	Shakespeare Park Sports Pavilion Association	Community Grant 7850
BACS230824S NOW	24/08/23	19014		£2,582.20	£0.00	£2,582.20	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824K ENNETT	24/08/23	19015		£1,877.36	£0.00	£1,877.36	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824A SSI	24/08/23	19016		£2,491.72	£0.00	£2,491.72	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824 MEAD	24/08/23	19017		£1,620.92	£0.00	£1,620.92	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824H ALL	24/08/23	19018		£1,126.24	£0.00	£1,126.24	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824J EPSON	24/08/23	19019		£1,898.16	£0.00	£1,898.16	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824T ILLEY	24/08/23	19020		£2,876.64	£0.00	£2,876.64	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824S IBSON	24/08/23	19021		£1,551.70	£0.00	£1,551.70	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824F URNIS	24/08/23	19022		£160.04	£0.00	£160.04	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824J OHNSON	24/08/23	19023		£600.73	£0.00	£600.73	1. CM	Wages - ██████████ ██████████	Salary August 23 1010
BACS230824J LYCETT	24/08/23	19024		£312.87	£0.00	£312.87	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824 MYERS	24/08/23	19025		£1,560.44	£0.00	£1,560.44	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824B RYAN	24/08/23	19026		£446.14	£0.00	£446.14	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824H ICKENBOTH	24/08/23	19027		£897.56	£0.00	£897.56	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824A LMEY	24/08/23	19028		£1,469.05	£0.00	£1,469.05	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824P ATEL	24/08/23	19029		£1,049.33	£0.00	£1,049.33	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824C AWLEY	24/08/23	19030		£557.54	£0.00	£557.54	1. CM	Wages ██████████	Salary August 23 1010
BACS230824P RENDER	24/08/23	19031		£508.34	£0.00	£508.34	1. CM	Wages-██████████ ██████████	Salary August 23 1010

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Start of year 01/04/23

paid between 07/06/23 and 29/08/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230824S MITH	24/08/23	19032		£414.56	£0.00	£414.56	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824T URNER	24/08/23	19033		£1,012.76	£0.00	£1,012.76	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824P ARMAR	24/08/23	19034		£547.44	£0.00	£547.44	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824H ANDS	24/08/23	19035		£1,004.56	£0.00	£1,004.56	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824 OCONNOR	24/08/23	19036		£1,472.22	£0.00	£1,472.22	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824V ICKERS	24/08/23	19037		£127.50	£0.00	£127.50	1. CM	Wages - ██████████	Salary August 23 1010
BACS230824U NISON	24/08/23	19040		£34.00	£0.00	£34.00	1. CM	Unison	Union fees 1010
BACS230824 MILEAGELA	24/08/23	19041		£18.90	£3.15	£15.75	1. CM	Wages - ██████████	Mileage 1015
BACS230824 MILEAGERP	24/08/23	19042		£4.73	£0.79	£3.94	1. CM	Wages - ██████████	Mileage 1015
BACS230824 MILEAGEPS	24/08/23	19043		£8.55	£1.43	£7.12	1. CM	Wages - ██████████	Mileage 1015
BACS230720V IPANS2848	25/08/23	18952	4351	£109.28	£18.21	£91.07	5. OS	Vipans Ltd	2 Rolls barrier tape 3 line markers 3 14" cable ties 5620/1
BACS230808A MAZO3266	25/08/23	18972		£26.99	£4.50	£22.49	2. CC	Amazon UK	4 pack non stick heavy duty oven baking trays 2050/1
BACS230808A MAZO3135	25/08/23	18973		£79.99	£13.33	£66.66	2. CC	Amazon UK	Induction Hob Pan Set - non stick 10 pieces 2050/1
BACS230808A MAZO7538	25/08/23	18974		£28.48	£4.74	£23.74	2. CC	Amazon UK	Plastic Airtight Food Containers - 18 pieces 2050/1
BACS230808A MAZOABEI	25/08/23	18975		£115.97	£19.34	£96.63	2. CC	Amazon UK	Haden Black Toaster, Tefal Frying Pans x 2 2050/1
BACS230809N PSUMM4127	25/08/23	18979		£186.00	£31.00	£155.00	2. CC	NPS NIGEL SUMMERFIELD	Attend CC & Replace cold water valve and fittings for New Ice Machine 2600
BACS230814A MAZO0647	25/08/23	18980	4381	£8.98	£1.50	£7.48	5. OS	Amazon UK	CCTV Images signs 5620/1
110885	25/08/23	18983	4378	£200.00	£0.00	£200.00	7. CD	Earl Shilton Town Council	Donation towards charity for sand pit used at TA on Beach 7715
BACS230801L CC7703	25/08/23	18984		£66.00	£11.00	£55.00	3. TA	Leicester County Council - Waste	Trade Refuse BJ67OWM 21 June 2023, BT17GHH 26 June 2023, 3440

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 07/06/23 and 29/08/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230801L CC7734	25/08/23	18985		£33.00	£5.50	£27.50	3. TA	Leicester County Council - Waste	Trade Refuse BT17GHH 11 July 2023, 3440
BACS230707B RJUNIORS	25/08/23	18986		£500.00	£0.00	£500.00	7. CD	Braunstone Juniors FC	Community Grant 7850
BACS230814A MAZO1276	25/08/23	18987	4380	£58.60	£9.76	£48.84	2. CC	Amazon UK	2 High Chairs 2050/1
BACS230815A MAZOABEI	25/08/23	18988		£8.75	£1.46	£7.29	5. OS	Amazon UK	10 x self adhesive safety signs - CCTV in Operation 5620/1
BACS230810C HUBB4930	25/08/23	18989		£279.78	£46.64	£233.14	2. CC	Chubb Fire & Security	Contract no. 1557766 Annual Fire Alarm Maintenance 2610/3
BACS230810C HUBB5075	25/08/23	18990		£91.02	£15.18	£75.84	2. CC	Chubb Fire & Security	Contract no. 1557766 Agreement plan CM4 Corporate Annual Service Fire Alarm 2610/3
BACS230810C HUBB5077	25/08/23	18991		£36.83	£6.14	£30.69	3. TA	Chubb Fire & Security	Contract no. 1559315 Agreement plan CM4 Corporate Annual Service Fire Alarm 3610/3
BACS230810C HUBB5131	25/08/23	18992		£74.55	£12.43	£62.12	5. OS	Chubb Fire & Security	Contract no. 1665810 Agreement plan CM4 Corporate Annual Service Fire Alarm 5600/2
BACS230810C HUBB5076	25/08/23	18993		£63.48	£10.58	£52.90	5. OS	Chubb Fire & Security	Contract no. 1559314 Agreement plan CM4 Corporate Annual Service Fire Alarm 5600/1
BACS230804C HUBB7649	25/08/23	18994		£70.12	£11.69	£58.43	5. OS	Chubb Fire & Security	Work to security system - routine maintenance visit on intruder alarm. Materials supplied on 4/8/23 5600/1
BACS230816A MAZO4791	25/08/23	19007	4385	£463.93	£77.34	£386.59	5. OS	Amazon UK	3 x bollards for Thorpe Astley centre 5630
BACS230816A MAZO3200	25/08/23	19008	4384	£59.49	£9.92	£49.57	2. CC	Amazon UK	COVERCOOK Griddle Pan, Cast Iron Grill Pan, Rectangular Grill, 2 Handles, Griddle with Flat and Ridged Surface for Induction Hob Open Fire Oven Electric Cooktop 2050/1
BACS230810N ISBET1636	25/08/23	19011		£4,919.97	£819.99	£4,099.98	2. CC	Nisbets	Lincat Silverlink 6 Burner Electric Range 3 Phase x 2 2050/1
BACS230810S SECC1518	25/08/23	19012		£1,941.15	£323.52	£1,617.63	2. CC	SSE SOUTHERN ELECTRIC	Final Bill for Civic Centre 2430
BACS230824L CCPENSION	25/08/23	19039		£9,154.89	£0.00	£9,154.89	1. CM	Leicestershire County Council Pensions	Pension August 23 1020
		19057/1		£276.00	£46.00	£230.00	1. CM	Scanning Pens	C Pen reader 2 1210
		19057/2		£10.80	£1.80	£9.00	1. CM	Scanning Pens	Delivery 1210
BACS230811S CANN0688	25/08/23	19057	4368	£286.80	£47.80	£239.00		Scanning Pens	C Pen reader 2 1210

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 07/06/23 and 29/08/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD230818ENT A4629	25/08/23	19060		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.08.23 - 16.09.23	2400
BACS230824N ISBETS	25/08/23	19064	4399	£2,255.98	£376.00	£1,879.98	2. CC	Nisbets	Classeq D400 Duo Dishwasher	2050/1
DD230813LEX AUTO4955	28/08/23	19046		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17GHH 14.07.2023-13.08.2023	5650
DD2300816W ATERPL6789	29/08/23	19010		£361.82	£0.00	£361.82	2. CC	Water Plus/STW	CC	2430
DD230814LEX AUTO6389	29/08/23	19047		£275.82	£45.97	£229.85	5. OS	Lex Autolease Limited	BJ67 OWM 067 15.07.2023 - 14.08.23	5650
<b>Total</b>				£258,885.56	£14,171.89	£244,713.67				