



# BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

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

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3<sup>rd</sup> January 2024

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

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the **Ravenhurst Room** at Braunstone Civic Centre on **Thursday, 11<sup>th</sup> January 2024** commencing at **7.30pm**, for the transaction of the business as set out below.

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

Join Zoom Meeting

<https://us06web.zoom.us/j/84228101356?pwd=r6hnVzvKRn1W87Fhz5lha9ZytHmaoJ.1>

Meeting ID: 842 2810 1356

Passcode: 331690

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 2<sup>nd</sup> November 2023 to be signed by the Chairperson (**Enclosed**).
5. **End of Quarter Financial Position – Cashbook, Reserves and Financial Comparisons**  
To receive a summary of the Council's Cash, Reserves and Financial Comparisons for the period 1<sup>st</sup> April to 31<sup>st</sup> December 2023; and to consider actions to ensure the Council has sufficient cash and reserves to function (**Enclosed**).
6. **Business Plan 2024/2025**  
To consider, for recommendation to Council, the Council's Strategic Aims and Delivery Objectives, along with Service Objectives, in order to determine whether they are relevant to address current and emerging issues faced by the Council and the community (**Enclosed**).
7. **Capital Plan 2024/2025**  
To consider, for recommendation to Council, priorities and projects for the 2024/2025 Capital Plan (**Enclosed**).
8. **Budget (including Fees and Charges) and Precept 2024/2025 and future estimates**  
To consider, for recommendation to Council, the budget and precept for 2024/2025, including fees and charges and to set out proposed estimates for future years (**Enclosed**).
9. **Shakespeare Park – Improvement & Development**  
To receive an end of project report concerning the refurbishment of the play area at Shakespeare Park (**Enclosed**).
10. **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**).
11. **Climate Reduction Initiative: installation of Solar PV Panels and Battery Storage**  
To receive updated savings from the installation of Solar PV Panels and to consider utilising the underspend on the project towards the installation of battery storage (**Enclosed**).

12. **Improvements to Impey Close Play Area and Open Space**  
To finalise proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; and to approve the procurement process (**Enclosed**).
13. **Licensed Bar and Café Contract**  
To approve arrangements for extending the Licensed Bar and Café Contract for up to 12 months and to review and amend the existing Premises Licence (**Enclosed**).
14. **Customer Service Standards**  
To consider, following consultation, revised and updated Customer Service Standards for adoption (**Enclosed**).
15. **Draft Working Time Policy & Procedure**  
To receive a proposed Working Time Policy & Procedure for consideration and consultation (**Enclosed**).
16. **Draft Leave Entitlement Policy & Procedure**  
To receive a proposed Leave Entitlement Policy & Procedure for consideration and consultation (**Enclosed**).
17. **Outside Bodies Reports**  
To receive reports from members of Outside Bodies:
  - a) Leicestershire & Rutland Association of Local Councils (**Enclosed**); and
  - b) Shakespeare Park Sports Pavilion Managements Association.
18. **Blaby District Parish Councils Group**  
To provide feedback from the Blaby District Parish Councils Group and to identify issues to be raised at future meetings.
19. **Approval of Accounts**  
To consider payments from 25th October 2023 until 31st December 2023 (**Enclosed**).
20. **Parks Fleet Vehicles**  
*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 renewal of leases for the parks fleet vehicles (**Enclosed**).

**21. Mossdale Meadows Flood Alleviation and Drainage Improvements**

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

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

*Next Scheduled Meeting: 7<sup>th</sup> March 2024*



**NOTE:**

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

**EQUALITIES ACT 2010**

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

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

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

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 2<sup>nd</sup> NOVEMBER 2023 AT 7.30PM**

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

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

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

**41. Apologies**

Apologies for absence were received from Councillor Becca Lunn Scoppie and Imran Uddin.

**42. Disclosures of Interest**

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

**43. 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.

**44. Minutes**

The Minutes of the meeting held on 7<sup>th</sup> September 2023 (item 4 on the agenda) were circulated.

**RESOLVED** that the Minutes of the meeting held on 7<sup>th</sup> September 2023 be approved and signed by the Chairperson as a correct record.

**45. Medium Term Priorities and Financial Planning**

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

## RESOLVED

1. that the Reserves Strategy contain a commitment for net underspends against the annual budget to be placed into balances;

## THAT IT BE RECOMMENDED TO COUNCIL

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

## *Reasons for Decisions*

1. *Where an underspend occurred, it was a priority to rebuild balances rather than find alternative spending.*
2. *To provide a foundation for preparing budget estimates for 2024/2025 and beyond.*
3. *To ensure the Council focusses its activity and spending on its key priorities and objectives given the future financial uncertainties.*
4. *To ensure the highest possible standards within the resources available in the future.*
5. *To effectively manage the Council's cash flows, borrowing and investments, taking into account the associated risks.*

## **46. Motion on Notice from Council: Woodland off Brockenhurst Drive, Braunstone Town**

The Committee considered a Motion on Notice referred from Council on 21<sup>st</sup> September 2023 relating to the potential transfer of Woodland off Brockenhurst Drive, Braunstone Town to public ownership (item 6 on the agenda).

## RESOLVED

1. that the landowners, or their agents, be approached to request that they consider transferring the woodland off Brockenhurst Drive to Braunstone Town Council; and if so, under what condition;
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to enter into discussions with the landowner, including on how the issues identified in the *Assessment* section of report should be addressed; and
3. that any proposal to transfer the land off Brockenhurst Drive to Braunstone Town Council be submitted to Policy & Resources Committee for

consideration and approval.

#### *Reasons for Decisions*

1. *The woodland off Brockenhurst Drive and the area of undeveloped land surrounding it was a significant wildlife corridor in a suburban landscape and needed to be protected to preserve species and wildlife habitats, landscape and geology and to improve bio-diversity.*
2. *There would be costs associated with taking over responsibility for the land in its current state and these needed to be fully explored.*
3. *To ensure that Braunstone Town Council, having identified the importance of the site and the surrounding landscape, could maintain, enhance and protect the site for the benefit of wildlife and the community.*

#### **47. Shakespeare Park – Improvement & Development**

The Committee received an update on project timescales to improve the play facilities; along with an update on arrangements with the management of the pavilion and site (item 7 on the agenda).

#### **RESOLVED**

1. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council to make minor modifications to the design and installation proposals for the play area, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations; and
2. that progress with the *Future Management Arrangements*, as set out in the relevant section of the report, be noted and endorsed.

#### *Reasons for Decision*

1. *To allow practical modifications to be made and additional miscellaneous items to be incorporated where necessary, while avoiding further delays.*
2. *To ensure that the Pavilion facility would be operated in the interests of the community and provide for an increase in sport participation.*

#### **48. 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 8 on the agenda).

#### **RESOLVED**

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; and

2. that delegated authority be given to the Chief Executive & Town Clerk to act on behalf of Braunstone Town Council in respect of inputting into and agreeing to route signage proposals and post locations.

*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. *To ensure that the destinations used on the signs catered for by both longer distance and local pedestrians and cyclists.*

**49. Civic Centre Facilities Improvements**

The Committee received a completion report on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café kitchen (item 9 on the agenda).

The Chief Executive & Town Clerk advised that the contractor the Operator was planning to use to deliver the Café Services had pulled out and the Operator was currently looking at alternative options.

**RESOLVED**

1. that the *Works Contract Costs and Funding*, as detailed in the relevant section of the report, including as set out at *Table 1, Table 2*, and at Appendix 1, 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 determine any further requests made by JAAAK Limited to either amend the approved sub-contract arrangements, or make alternative arrangements, to deliver the operation of the Café Service.

*Reasons for Decision*

1. *The building works were now complete, subject to a 12 month snagging period, with the variations, the contract costs and funding used was now confirmed.*
2. *To avoid undue delays with approvals and to enable the Café service to commence.*

**50. Update on Climate Initiatives**

The Committee received a completion report on Climate Initiative Projects: installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (item 10 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 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 associated Battery Storage* to make arrangements for the installation of battery storage connected to the Solar PV Panels, where it would be advantageous to do so, and
    - b) to submit a formal request to extend the borrowing period for any unused approved borrowing for a period of up to 12 months, if necessary.

*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 ensure that all of the approved borrowing was utilised towards reducing the Council's Carbon footprint, making savings and generating revenue.*

**51. Improvements to Impey Close Play Area and Open Space**

The Committee received an update on proposals for the refurbishment and enhancements of Impey Close Play Area and surrounding Open Space; and determined timescales (item 11 on the agenda).

**RESOLVED**

1. that the proposal to extend the closing date for the consultation process to 1<sup>st</sup> December 2023 be approved; and
2. that the amended *Timescales/Next Stages*, set out in the relevant section of the report, be approved.

*Reasons for Decision*

1. *To engage all residents with the plans and seek their views on options.*
2. *To confirm amended milestones for the delivery of the project.*

**52. Thorpe Astley Park Culvert**

The Committee received an update on works 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.*

**53. Parks & Open Spaces Winter Works Programme 2023/2024**

The Committee considered items for inclusion on the Winter Works Programme for 2023/2024 for the Council's Parks, Open Spaces and Grounds (item 13 on the agenda).

**RESOLVED** that the Winter Works Programme 2023/2024, attached at Appendix 1, be approved; subject to the following inclusions:

- a) topping up the "Gravel Path by Impey Close" including the section immediately following on from the end of the tarmac path; and
- b) reseeding of muddy areas around benches at Thorpe Astley.

*Reason for Decision*

*To ensure that parks and open spaces in Braunstone Town and Thorpe Astley were maintained to a high level.*

**54. Licensed Bar and Café Contract**

The Committee considered a request from the Operator, JAAAK Ltd, to extend the contract to operate the Licensed Bar and Café (item 14 on the agenda).

**RESOLVED** that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader & Deputy Leader of the Council, to determine whether to offer the current Licensed Bar & Café Contractor, JAAAK Ltd, a one-year extension of the current Licensed Bar & Café contract, made on 27<sup>th</sup> June 2019, until 10<sup>th</sup> July 2025, subject to the Café Service in the Civic Community Lounge commencing.

*Reason for Decision*

*To provide for the opportunity to establish the Café Service from the Civic Community Lounge.*

**55. Data Protection Policy**

The Committee considered, following consultation, a revised and updated Data Protection Policy for adoption (item 15 on the agenda).

**RESOLVED** that the revised Data Protection Policy, attached at Appendix 1 of the report, be approved and implemented on 6<sup>th</sup> November 2023.

*Reason for Decision*

*To ensure that the Data Protection Policy reflected the nature and scale of activities undertaken by the Town Council.*

**56. Review of Customer Service Standards**

The Committee considered the proposed amendments to the Council's Customer Service Standards in order to approve these for consultation (item 16 on the agenda).

**RESOLVED**

1. that the proposed revisions to the Customer Service Standards, attached at Appendix 1 of the report, be approved for consultation with residents, customers, users, hirers, staff, Councillors, volunteers and partners, 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 11<sup>th</sup> January 2024 for consideration and approval.

*Reasons for Decision*

1. *To allow for wider input into the proposed revisions to the Customer Service Standards to ensure that they would be customer focussed and relevant.*
2. *To adopt Customer Service Standards for the Council which were based on customer needs and expectations, were relevant, maintained high standards and were deliverable.*

**57. Review of revised Library Opening Hours**

The Committee reviewed the position and received feedback from customers and users on whether the revised Library opening times met their needs (item 17 on the agenda)

**RESOLVED** that the revised opening hours for the Braunstone Community Library be adopted as permanent opening hours.

*Reason for Decision*

*Users of the library and local residents were happy with the new opening hours and no complaints or concerns had been raised.*

**58. Complaints Monitoring**

The Committee received details of formal complaints dealt with in order to determine whether policy or procedural changes were required to ensure that future reoccurrence was minimised (item 18 on the agenda).

**RESOLVED** that the report be noted.

### *Reason for Decision*

*The Procedure by including all complaints, whether minor or major, simple or complex, and providing for the informal stage and formal stage, to deal with these as appropriate, results in complaints being resolved and/or closed effectively.*

## **59. Review of Polling District, Polling Place & Polling Stations**

The Committee considered a review of Polling District, Polling Place and Polling Stations and determined how to respond to the Consultation (item 19 on the agenda).

**RESOLVED** that the following be submitted to Blaby District Council in response to the Returning Officer's Review of Polling District, Polling Place and Polling Stations:

### ***Braunstone Millfield Ward***

#### *Observations:*

1. The boundary between Polling District G and H2 where it runs along Brockenhurst Drive was confusing.
2. There were odd split roads within the same ward.
3. A tidier geographical arrangement needed to be made on the ground where polling district boundaries would be set along main roads.
4. Use of St. Crispin's Church polling station by Polling district E2 makes sense due to the position of the Narborough Road South subways relative to the distance to each of the two polling stations.
5. Combining Polling Districts E2, F2 and H2 into a single polling district made sense.

#### *Recommendations:*

1. All of Brockenhurst Drive should be included in the G polling district along with Fieldhurst Avenue.
2. Kingsway G polling district households should end at number 126 where Kingsway met Brockenhurst Drive. This would then mean that all of Chislehurst Avenue and Ashurst Road would be in H2 polling district.
3. All of the properties on Narborough Road South (179 to 193) to the south of Kingsway should be transferred from F2 polling district to G polling district.

### ***Braunstone Ravenhurst Ward***

#### *Observations:*

1. Electors within the E1 polling district should be able to poll at a location on the eastern side of Narborough Road South. While Polling stations outside the administrative area should be avoided, where possible, the Town Council supported these arrangements if there was no other alternative on the eastern side of Narborough Road South.
2. Electors from Polling districts I and F1 do not need to poll on the eastern

side of Narborough Road South. In most cases these residents had easier access to Braunstone Civic Centre. There was easy foot access via Franklin Park and car travel would be harder crossing the main Narborough Road South junction.

3. Braunstone Civic Centre had the space and parking to accommodate a large number of voters, especially now many previous voters in the old H district would now be polling at St. Crispin's.
4. There were odd split roads within the same ward.

*Recommendations:*

1. Polling districts I and F1 should be combined with H1 into a single polling district voting at Braunstone Civic Centre.
2. The Boundary between H1 and L polling districts should be tidied up with all of Shakespeare Drive transferred to H1 along with properties on Shottery Avenue, Arden Avenue and Hathaway Avenue and the part of Braunstone Lane up to Shakespeare Drive.

***Thorpe Astley & St. Mary's Ward***

*Observation:* Braunstone Town Council supported the proposals since they were both sensible and tidy.

**60. Outside Bodies Report**

The Committee received reports from members of Outside Bodies:

**a) Leicestershire & Rutland Association of Local Councils**

Councillor Robert Waterton advised that there were proposals to amend the Articles of Association of the Leicestershire & Rutland Association of Local Councils. The Chief Executive & Town Clerk advised that the voting had closed on 30<sup>th</sup> October and the new articles (enclosed as item 20a on the agenda) had been adopted.

Councillor Waterton advised that he would be resigning as the Council's representative and therefore, Council would need to make an appointment.

**b) Shakespeare Park Sports Pavilion Management Association**

Councillor Sam Maxwell advised that a recent meeting of the Committee of the Shakespeare Park Sports Pavilion Management Association had taken place on 18<sup>th</sup> September 2023.

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

The Committee had raised some concerns about promotion of the facility, damage caused by a hirer, the export arrangements for the solar panels and the alarm system.

Discussion had taken place at the meeting concerning registration as a charity; however, the Committee felt they would need more help with the process.

It was suggested that further support could be obtained from Voluntary Action Leicestershire and the Chief Executive & Town Clerk offered to attend forthcoming meetings to assist with outstanding matters.

**RESOLVED** that the Outside Bodies reports be received and noted.

*Reason for Decision*

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

**61. Blaby District Parish Councils Group**

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

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

The Committee received a summary of the Council's Cash and Reserves for the period 1<sup>st</sup> April 2023 to 30<sup>th</sup> September 2023 (item 22 on the agenda).

**RESOLVED** that the end of quarter financial position be noted.

*Reasons for Decision*

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

**63. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2023 to 30<sup>th</sup> September 2023 (item 23 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.*

#### 64. Approval of Accounts

The Committee considered payments from 30<sup>th</sup> August 2023 until 24<sup>th</sup> October 2023 (item 24 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 30<sup>th</sup> August 2023 until 24<sup>th</sup> October 2023 be approved.

*Reason for Decision*

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

The meeting closed at 9.45pm.

**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 11th January 2024.*

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 11<sup>th</sup> JANUARY 2024

#### Item 5 – End of Quarter Financial Position – Cashbook, Reserves and Financial Comparisons

##### Purpose

To receive a summary of the Council's Cash, Reserves and Financial Comparisons for the period 1st April 2023 to 31<sup>st</sup> December 2023; and to consider actions to ensure the Council has sufficient cash and reserves to function.

##### Background

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

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

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

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

##### Cash Flow

Closing cash balances on 31<sup>st</sup> December 2023 stood at:

- Operating Account: £30,055.84; includes £2,953.19 in pending payments = **£27,102.65** uncommitted;
- Payroll Account: £19,223.81; includes December salary pension and National Insurance pending payments of £19,155.27 = **£68.54** uncommitted;
- Building Society Savings: £62,129.25; plus interest of £1,582.02; total **£63,711.27**.

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



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

1. Following the loss of the Council Tax Support Grant in 2018, the transfer of the Library Service in 2019, and income and expenditure following the Covid-19 pandemic and increases in the cost of living (including a £40,000 overspend on 2022/23 salaries); the Council has used £117,000 from its reserves over the past five years to offset significant increases in the Council Tax precept in any one year.
2. The Council started the financial year with low balances, as identified in the audit. The cash balances on 1<sup>st</sup> April 2023 were £214,440 in total; £140,610 was reserved funding (although not all was committed); leaving £73,830.
3. Utility Bills are a major overspend area in 2023. The overspend on this at 31<sup>st</sup> December 2023 was £44,056. The Council's two year fixed rate on energy prices ended early in the financial year and the Council had budgeted for solar panels to be installed in March/April 2023. However, the installations were delayed by six months and are smaller scale due to fitting issues; therefore the anticipated savings are less. The solar panels are now installed but the export tariff funds are not likely to arrive until the next financial year. The Civic Centre also had its gas cookers condemned and new electric cookers were installed, due to the climate agenda. However, electricity costs are significantly higher than gas.
4. £10,213 was paid to Fuuse to manage and promote the Electric Vehicle Charging Points for a period of 3 years. This payment is split in the accounts to July 2026; however, the cash has been paid. Income is now coming in and total revenue to date is £3,030. However, with the delay in installing the solar panels, energy costs are estimated to have been £2,312.
5. Vehicle Costs are overspent by £7,143 at 31<sup>st</sup> December 2023.
6. The NJC employers pay settlement for 2023/24 works out as a 6% increase overall for the Town Council's staff. The budget approved in January 2023 provided for a 4% increase. This will leave a deficit of £13,184 in the salary and pensions budget.
7. The Civic Centre refurbishment project is overspent by £5,388. Meaning the balance of the £60,000 reserve is £4,612.
8. £15,830 was allocated in the reserve from phases 1 and 2 of the Shakespeare Park improvements for the play area refurbishment.

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

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

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

Once the £58,000 is paid into the operating account, due the second week in January, the Council will have access to we will have access to **£85,171.19**. It will depend on when direct debits go out and credits come and work is underway to identify these.

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

- Tax reclaim from HMRC (September – December): £48,501.34
- Pop Up Care: £8,046.76
- JaaaK Ltd: £5,666.67
- Library: £2,059
- Pitch Fees: £2,455
- Hire Fees: £5,000 (estimated)
- TOTAL INCOME: **£71,728.77**

Therefore, between now and 25<sup>th</sup> April 2024, the Council will have access to £156,900; meaning there will be a **cash deficit of £113,100**.

### Options for Addressing the Cash Deficit

#### *Section 106 funds for Thorpe Astley Park*

There is a balance of £27,920.44 held by Blaby District Council in Section 106 funding for Thorpe Astley Park. This is payable to the Town Council for maintenance and on adoption. If the Culvert at Thorpe Astley Park is completed during 2024/2025, then the adoption process can begin. Nevertheless, the Council potentially would have requested around £20k in 2024/25 anyway for maintenance and improvements on Thorpe Astley Parks and Open Spaces and the balance the following financial year.

A request has been made to Blaby District Council to see if it is possible to advance the balance of **£27,920.44** in Section 106 for Thorpe Astley Park to the Town Council in January 2024. It will leave no further funds, which is taken into account in the recommended budget for 2024/25. Blaby District Council have agreed to discuss.

#### *Advancing the 2024/2025 Precept Payment*

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

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

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

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

accounted as due income.

Further information on short-term borrowing is below.

### *Bank Overdraft*

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

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

The above implies that formal borrowing approval is required for an overdraft facility or any other short term loan or borrowing that straddles financial years but not if it falls entirely within it. Further legal advice is being sought and an update will be provided to Policy & Resources Committee.

The Council's Financial Regulations permit Policy & Resources Committee to authorise an overdraft facility to be set up on the general operating account.

### *Summary*

An overdraft at the bank and/or advancement of the precept to a value of £100,000 plus £27,920.44 in commuted sums will be sufficient to cover the anticipated cash deficit of £113,100 leaving a balance of £14,820.

Approximately £50,000 of the overdraft at the bank and/or advancement of the precept will be used in the current financial year, but funded from the next financial year. Therefore, this funding will need to be raised on the 2024/2025 precept or met by making £50,000 of savings in the 2024/2025 financial year to avoid the Council running of cash in March / April 2025.

### Budget and Cash Management and Monitoring

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

both Members and Officers during the first and middle part of the financial year to identify trends and take action.

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

However, the above was more focussed on budget monitoring and setting rather than cash monitoring and management. The following are recommended for implementation to provide for better cash management by officers and more effective budgeting by the Council:

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

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

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

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

Currently, when the precept is received there can be nearly £500,000 in the General Operating Account, which usually reduces to below £100,000 prior to

the next instalment. These figures can be masked when income and expenditure for large capital projects is being received and paid.

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

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

### Recommendations

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

5. that the *Budget and Cash Management and Monitoring* proposals, set out in the relevant section of the report, be approved as follows:
  - a) when setting the 2024/2025 budget, consideration be given to Capital Projects and Schemes be accounted for in a separate Capital Projects Cost Centre, and
  - b) the Council make use of the Cooperative Bank Business Select Instant Access Account, as set out in paragraph 2 of the proposals, *Banking Arrangements*; and
6. that a report be submitted to the next meeting of the Council setting out the context of the current cash flow position and the approved actions to ensure the Council had sufficient cash and reserves to function.

### Reasons

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

# Financial Summary - Cashbook

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

Balances at the start of the year

## Ordinary Accounts

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

## Short Term Investment Accounts

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

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

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£505,879.81	£5,125.32	£511,005.13
2. P&R - Civic Centre	£328,146.50	£52,990.56	£381,137.06
3. P&R - Thorpe Astley Community Centre	£93,956.15	£16,309.58	£110,265.73
5. P&R - Parks & Open Spaces	£167,688.57	£21,518.80	£189,207.37
6. P&R - Library Services	£63,161.42	£12,418.49	£75,579.91
7. Community Development	£27,557.45	£661.17	£28,218.62
8. Planning & Environment	£12,557.15	£2,511.43	£15,068.58
Total Payments	<u>£1,198,947.05</u>	<u>£111,535.35</u>	<u>£1,310,482.40</u>

Closing Balances

## Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£19,223.81
No.1 Account	£28,362.19
Petty Cash Account	£250.00
	<u>£47,888.50</u>

## Short Term Investment Accounts

Cambridge 90 Day Notice Account	£63,711.27
	<u>£63,711.27</u>
Total	<u>£111,599.77</u>

Uncleared and Unpresented effects

No.1 Account	-£1,693.65
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Statement Closing Balances

**Ordinary Accounts**

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

**Short Term Investment Accounts**

Cambridge 90 Day Notice Account	£63,711.27
Total	<u>£113,293.42</u>

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

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



## Consolidated Balance Sheet

31/03/23

£

31/12/23

£

## Current assets

62,129.25	Investments	63,711.27
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
23,633.12	VAT Recoverable	48,501.34
18,149.96	Debtors	2,121.69
50,336.23	Payment in Advance	49,860.64
95,581.80	Cash in Hand & at Bank	47,888.50
249,830.36	TOTAL CURRENT ASSETS	212,083.44
249,830.36	TOTAL ASSETS	212,083.44

## Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
35,154.69	Creditors	16,222.22
235.45	Receipts in Advance	779.12
35,390.14	TOTAL CURRENT LIABILITIES	17,001.34
214,440.22	TOTAL ASSETS LESS CURRENT LIABILITIES	195,082.10
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	195,082.10

## Represented by

23,455.45	General Fund	40,398.97
47,375.12	Open Spaces Commuted Sums	47,375.12
3,939.42	Earmarked Town Mayor's Charity	0.00
19,888.81	Earmarked Capital Project Shakespeare Park Pavilion & Site Capital Works	0.00
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	2,055.02
0.00	Earmarked Capital Project Carbon Reduction Initiatives	73,882.07
9,500.00	Ringfenced - Donation Community / Social Inclusion Project Grant	9,320.98
1,692.51	Interim arrangements funding Shakespeare Park Sports Clubs	219.94
2,500.00	Earmarked Gateway Signage	2,500.00

# Consolidated Balance Sheet

31/03/23 £		31/12/23 £
	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		195,082.10
190,984.77	Reserves total excluding general fund and liabilities	154,683.13
0.00	Reserves total of liabilities e.g. deposits	0.00
23,455.45	General fund total	40,398.97
214,440.22		195,082.10

Signed \_\_\_\_\_

Chairman

Date

\_\_\_\_\_

\_\_\_\_\_

Responsible Financial Officer

\_\_\_\_\_

# Financial Budget Comparison

## APPENDIX 3

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

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

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

# Financial Budget Comparison

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

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>	
1030	Councillors Allowances	£6,000.00	£0.00	£5,480.00	£520.00
1035	Councillors Expenses	£300.00	£0.00	£12.75	£287.25
1060	Contingency	£0.00	£0.00	£0.00	£0.00
1070	Projects				
1070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
1070/2	Cycle to Work Scheme	£0.00	£0.00	£832.50	-£832.50
1070	<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£832.50</b>	<b>-£832.50</b>
1150	Insurance	£15,400.00	£0.00	£21,891.23	-£6,491.23
1160	Audit	£2,500.00	£0.00	£2,555.00	-£55.00
1170	Legal Fees	£1,250.00	£0.00	£2,014.17	-£764.17
1180	Elections	£4,000.00	£0.00	£4,173.26	-£173.26
1210	Staff Training	£2,500.00	£0.00	£4,043.00	-£1,543.00
1230	Councillor Training	£1,000.00	£0.00	£0.00	£1,000.00
1300	Supplies, Stationery & Postage	£2,000.00	£0.00	£2,168.27	-£168.27
1350	Town Council Subscriptions	£5,000.00	£0.00	£5,035.24	-£35.24
1360	Advertisements	£8,000.00	£0.00	£6,891.12	£1,108.88
1400	Telephones	£2,530.00	£0.00	£2,011.62	£518.38
1410	Photocopier	£2,200.00	£0.00	£1,522.35	£677.65
1420	Computer Supplies, Training, Service Contract	£10,000.00	£0.00	£9,915.74	£84.26
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£0.00	£1,270.82	-£570.82

# Financial Budget Comparison

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

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

		<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
1991	Paid from Number 1 Account in Error	£0.00	£0.00	£385.93	-£385.93
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£769.92	-£769.92
<b>Total Expenditure</b>		<u>£645,693.00</u>	<u>£0.00</u>	<u>£516,331.93</u>	<u>£129,361.07</u>

# Financial Budget Comparison

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

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

		<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	£97,993.36	£97,993.36	-£97,991.00
225	Service Charges	£0.00	£0.00	£98.53	£98.53
226	Service Level Agreements				
226/1	Room Hire - Shakespeare Park Sports Pavilion	£0.00	£0.00	£1,155.60	£1,155.60
226	Total	£0.00	£0.00	£1,155.60	£1,155.60
243	Utilities (Solar Export)	£0.00	£0.00	£0.00	£0.00
250	Room Hire	£67,384.00	£0.00	£52,503.18	-£14,880.82
251	Catering for Hirers (VAT)	£100.00	£0.00	£143.54	£43.54
256	Electric Vehicle Chargers	£0.00	£0.00	£1,548.09	£1,548.09
257	Licensed Bar	£17,000.00	£0.00	£10,283.33	-£6,716.67
299	Miscellaneous	£0.00	£0.00	£25.45	£25.45
<b>Total Income</b>		<b>£182,475.00</b>	<b>£97,993.36</b>	<b>£163,751.08</b>	<b>-£116,717.28</b>
<b>Expenditure</b>					
2050	Capital Projects				
2050/1	Toilets/Bar Refurbishment	£0.00	£3,969.17	£95,027.86	-£91,058.69
2050/2	General Refurbishment	£10,000.00	£89,886.72	£4,209.98	£95,676.74
2050/3	Climate Initiatives	£97,991.00	£10,920.25	£64,405.25	£44,506.00
2050	Total	£107,991.00	£104,776.14	£163,643.09	£49,124.05

# Financial Budget Comparison

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

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

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

# Financial Budget Comparison

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

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
2490	Seasonal Decorations	£1,500.00	£0.00	£1,438.16
2500	Refundable Deposits	£0.00	£0.00	£0.00
2510	Catering for Hirers (VAT)	£0.00	£287.28	-£287.28
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
2560	Electric Vehicle Chargers	£0.00	£0.00	£0.00
2570	Licences	£1,300.00	£0.00	£1,300.00
2580	Card Card and Transit fees	£2,000.00	£1,532.28	£467.72
2600	Building Repairs & Maintenance	£12,000.00	£0.00	-£2,477.30
2610	Equipment Repairs & Maintenance			
2610/1	General	£4,600.00	£0.00	-£2,150.61
2610/2	Fire Extinguisher Service	£400.00	£0.00	£400.00
2610/3	Alarm Maintenance	£1,000.00	£1,173.08	-£173.08
2610	Total	£6,000.00	£0.00	-£1,923.69
2990	Miscellaneous	£150.00	£4,035.98	-£3,885.98
<b>Total Expenditure</b>	<b>£213,693.00</b>	<b>£104,776.14</b>	<b>£301,048.73</b>	<b>£17,420.41</b>



# Financial Budget Comparison

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

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

		2023/2024	Reserve Movements	Actual Net	Balance
<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	£56,835.90	£56,835.90	-£56,800.00
325	Service Charges	£0.00	£0.00	£0.00	£0.00
343	Utilities (Solar Export)	£0.00	£0.00	£0.00	£0.00
350	Room Hire				
350/1	Room Hires	£10,670.35	£0.00	£7,888.04	-£2,782.31
350/2	Pre-School Contract	£20,815.65	£0.00	£18,616.64	-£2,199.01
350/3	NHS Facility	£4,962.00	£0.00	£5,627.91	£665.91
350	Total	£36,448.00	£0.00	£32,132.59	-£4,315.41
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	-£40.00
356	Electric Vehicle Chargers	£0.00	£0.00	£0.00	£0.00
399	Miscellaneous	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£130,605.00</b>	<b>£56,835.90</b>	<b>£88,968.49</b>	<b>-£98,472.41</b>
<b>Expenditure</b>					
3050	Capital Projects				
3050/1	General Improvements	£0.00	£2,475.00	£2,768.00	-£293.00
3050/3	Climate Initiatives	£94,117.00	£48,018.38	£48,668.38	£93,467.00
3050	Total	£94,117.00	£50,493.38	£51,436.38	£93,174.00
3070	Projects				

# Financial Budget Comparison

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

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

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

# Financial Budget Comparison

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

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

		<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
3610	Equipment Repairs & Maintenance				
3610/1	General	£1,150.00	£0.00	£1,939.98	-£789.98
3610/2	Fire Extinguisher Service	£350.00	£0.00	£0.00	£350.00
3610/3	Alarm Maintenance	£3,000.00	£0.00	£232.43	£2,767.57
3610	Total	£4,500.00	£0.00	£2,172.41	£2,327.59
3990	Miscellaneous	£150.00	£0.00	£0.00	£150.00
<b>Total Expenditure</b>		<b>£124,385.00</b>	<b>£50,493.38</b>	<b>£93,657.55</b>	<b>£81,220.83</b>

# Financial Budget Comparison

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

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

		2023/2024	Reserve Movements	Actual Net	Balance
<b>5. P&amp;R - Parks &amp; Open Spaces</b>					
<b>Income</b>					
505	Capital Grants	£56,000.00	£0.00	£45,000.00	-£11,000.00
507	Projects	£0.00	£0.00	£0.00	£0.00
508	Loans	£150,000.00	£0.00	£0.00	-£150,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£21,500.00	£0.00	£21,500.00	£0.00
527	Agency Fees	£150.00	£0.00	£0.00	-£150.00
555	Sports Pitches & Facilities				
555/1	Pitch Season Fees	£2,500.00	£0.00	£4,379.23	£1,879.23
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£100.00	£100.00
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£516.99	£516.99
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00
555	Total	£2,500.00	£0.00	£4,996.22	£2,496.22
599	Miscellaneous	£100.00	£0.00	-£200.00	-£300.00
<b>Total Income</b>		<b>£230,250.00</b>	<b>£0.00</b>	<b>£71,296.22</b>	<b>-£158,953.78</b>
<b>Expenditure</b>					
5050	Capital Projects				
5050/1	General	£3,000.00	£0.00	£1,181.48	£1,818.52
5050/2	Shakespeare Park Improvement Project	£0.00	£0.00	£0.00	£0.00
5050/3	Shakespeare Tennis Courts	£0.00	£0.00	£0.00	£0.00
5050/4	Shakespeare Playground	£56,000.00	£0.00	£65,349.64	-£9,349.64

# Financial Budget Comparison

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

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

		<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
5050/5	Mossdale Culvert	£150,000.00	£0.00	£525.00	£149,475.00
5050	Total	£209,000.00	£0.00	£67,056.12	£141,943.88
5070	Projects				
5070/1	Climate Change	£1,000.00	£0.00	£0.00	£1,000.00
5070/2	General	£1,000.00	£0.00	£219.67	£780.33
5070/3	Biodiversity	£0.00	£0.00	£0.00	£0.00
5070	Total	£2,000.00	£0.00	£219.67	£1,780.33
5080	Loan Interest & Repayments				
5080/1	PWLB 485188	£3,526.00	£0.00	£3,525.80	£0.20
5080/2	PWLB 487506	£6,033.00	£0.00	£6,033.30	-£0.30
5080/3	PWLB 501336	£0.00	£0.00	£0.00	£0.00
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£0.00	£17,723.86	£0.14
5080/5	PWLB - Shakespeare Park (292038)	£17,808.00	£0.00	£17,808.16	-£0.16
5080/6	Potential PWL Mossdale	£0.00	£0.00	£0.00	£0.00
5080	Total	£45,091.00	£0.00	£45,091.12	-£0.12
5090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00
5170	Legal Fees	£2,000.00	£0.00	£1.00	£1,999.00
5290	Clothing	£500.00	£0.00	£192.24	£307.76
5330	Cleaning Materials	£1,000.00	£0.00	£301.75	£698.25
5400	Telephones	£410.00	£0.00	£0.00	£410.00

# Financial Budget Comparison

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

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

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

# Financial Budget Comparison

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

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
5670 Petrol	£7,600.00	£0.00	£680.31	£6,919.69
5990 Miscellaneous	£100.00	£0.00	£9.98	£90.02
<b>Total Expenditure</b>	<u>£312,501.00</u>	<u>£0.00</u>	<u>£166,746.88</u>	<u>£145,754.12</u>

# Financial Budget Comparison

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

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

		<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	£41,157.44	£41,157.44	-£41,245.00
625	Service Charges	£1,052.00	£0.00	£1,247.61	£195.61
626	Service Level Agreements				
626/1	Grant - Leicestershire County Council	£8,069.00	£0.00	£8,236.00	£167.00
626	<b>Total</b>	<b>£8,069.00</b>	<b>£0.00</b>	<b>£8,236.00</b>	<b>£167.00</b>
643	Utilities (Solar Export)	£0.00	£0.00	£0.00	£0.00
690	Consumer Products (Sales)				
690/1	Stamps	£0.00	£0.00	£0.00	£0.00
690	<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
698	Fines	£1,500.00	£0.00	£118.66	-£1,381.34
699	Miscellaneous	£50.00	£0.00	£447.07	£397.07
<b>Total Income</b>		<b>£51,916.00</b>	<b>£41,157.44</b>	<b>£51,206.78</b>	<b>-£41,866.66</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	£60,691.00	£60,691.00	£41,245.00
6050	<b>Total</b>	<b>£41,245.00</b>	<b>£60,691.00</b>	<b>£60,691.00</b>	<b>£41,245.00</b>



# Financial Budget Comparison

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

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

	2023/2024	Reserve Movements	Actual Net	Balance
6070	Projects			
6070/1	Climate Change	£0.00	£0.00	£0.00
6070/2	General	£0.00	£0.00	£0.00
6070	Total	£0.00	£0.00	£0.00
6080	Proposed: New PWL Climate Initiatives	£1,914.00	£0.00	£1,914.00
6320	Printing & Copying	£150.00	£0.00	£129.25
6330	Cleaning Materials	£200.00	£0.00	£65.35
6360	Advertisements	£200.00	£0.00	£200.00
6400	Telephones	£200.00	£0.00	£200.00
6410	Photocopier	£800.00	£0.00	£800.00
6430	Utility Bills	-£4,858.00	£0.00	-£6,361.77
6490	Seasonal Decorations	£500.00	£0.00	£408.27
6700	Programme of Events	£800.00	£0.00	£800.00
6900	Consumer Products (Purchase for resale)			
6900/1	Stamps	£0.00	£0.00	-£269.66
6900	Total	£0.00	£0.00	-£269.66
6990	Miscellaneous	£800.00	£0.00	£407.65
<b>Total Expenditure</b>	<b>£41,951.00</b>	<b>£60,691.00</b>	<b>£63,103.91</b>	<b>£39,538.09</b>

# Financial Budget Comparison

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

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

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

# Financial Budget Comparison

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

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

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

# Financial Budget Comparison

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

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
7750	Civic Functions	£1,500.00	£0.00	£1,321.91
7760	Town Mayor's Charity - Pre May	£0.00	£4,079.17	-£361.64
7770	Town Mayor's Charity - after May	£0.00	£0.00	-£88.10
7850	Community Grants	£5,000.00	£1,472.57	£950.00
7860	Community / Social Inclusion Project Grant	£0.00	£0.00	-£927.52
7880	Grants for King's Coronation	£1,000.00	£0.00	£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	£456.64
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>£514.58</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>£5,551.74</b>	<b>£27,203.43</b>	<b>£3,728.31</b>

# Financial Budget Comparison

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

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

		<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	£765.80	-£384.20
890	Total	£1,150.00	£0.00	£765.80	-£384.20
<b>Total Income</b>		<b>£1,150.00</b>	<b>£0.00</b>	<b>£765.80</b>	<b>-£384.20</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	£8,103.33	£1,434.67
8460	Furniture	£2,600.00	£0.00	£3,160.32	-£560.32
8900	Consumer Products (Purchase for resale)				
8900/1	Poop Scoops	£1,100.00	£0.00	£658.50	£441.50
8900	Total	£1,100.00	£0.00	£658.50	£441.50
<b>Total Expenditure</b>		<b>£13,488.00</b>	<b>£0.00</b>	<b>£11,922.15</b>	<b>£1,565.85</b>

# Financial Budget Comparison

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

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

	<b>2023/2024</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£1,374,091.00	£196,236.70	£1,161,221.37	
Total Expenditure	£1,377,091.00	£221,512.26	£1,180,014.58	
<b>Total Net Balance</b>	<b><u>-£3,000.00</u></b>		<b><u>-£18,793.21</u></b>	

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 11th JANUARY 2024

#### Item 6 – Business Plan 2024/2025

##### Purpose

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

##### Background

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

##### Town Council Mission

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

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

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

Therefore, it is recommended that Mission Statement number 1; states "Braunstone Town and Thorpe Astley".

In addition, on 7th December 2023, the Community Development Committee recommended that the word "unlawful" in point 4 of the Town Council Mission

Statement be removed; in order to clarify that all discrimination was unacceptable (*Community Development Committee Minute 68, resolution 5*).

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

**Mission Statement - We exist:**

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

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

Strategic Aims and Delivery Objectives

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

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

**1. Protect and Enhance our Parks and Open Spaces**

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

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



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

## **2. Provide Vibrant Community Facilities**

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

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

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

### 3. Support and Connect the Local Community

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

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

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

#### **4. Respond to Climate Change and champion sustainable development**

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

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

Delivery Objectives		
Ref	Objective	Progress/Notes/Recommendation

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

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

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

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

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

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

### Town Council Objectives

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

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

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

Town” (*Community Development Committee Minute 68, resolution 4*).

Similar to above, Corporate Management & Capital Project Objective 13 states “To undertake capital projects for the benefit of the citizens of Braunstone Town”. It is also recommended, for the same reason as set out in the Mission Statement section above, that this objective include reference to Thorpe Astley.

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

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

### Recommendations

That it be recommended to Council:

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

### Reasons

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

term to ensure effective delivery of initiatives and projects given the limits on resources.



## **BRAUNSTONE TOWN COUNCIL**

Serving the communities of Braunstone Town and Thorpe Astley

### ***BUSINESS PLAN 2024/2025***

## **Strategic Aims & Delivery Objectives**

### **Town Council Mission**

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

#### **Mission Statement - We exist:**

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

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

### **Strategic Aims and Delivery Objectives (2024/2025)**

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

#### **1. Protect and Enhance our Parks and Open Spaces**

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

#### **Delivery Objectives for 2024/2025:**

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

## **2. Provide Vibrant Community Facilities**

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

### **Delivery Objectives for 2024/2025:**

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

## **3. Support and Connect the Local Community**

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

### **Delivery Objectives for 2024/2025:**

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

## **4. Respond to Climate Change and champion sustainable development**

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

### **Delivery Objectives for 2024/2025:**

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



## **Objectives**

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

### **Planning and Environment Objectives**

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

### **Community Development Objectives**

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

#### *Young people*

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

#### *Crime reduction services*

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

#### *Social inclusion, recreation & culture*

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

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

#### Corporate Management & Capital Project Objectives

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

#### Community Centres Objectives

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

#### Open Spaces & Parks Objectives

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

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 11th JANUARY 2024

#### Item 7 – Capital Plan 2024/2025

##### Purpose

To consider, for recommendation to Council, priorities and projects for the 2024/2025 Capital Plan.

##### Background

Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding availability and priorities. The Capital Plan forms the foundation of the investment and improvement works undertaken by the Town Council. The Capital Plan proposals for the year ahead and beyond are considered and approved at Full Council in January when the budget and precept is set.

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

##### Annual Capital Plan Review

#### **a) Completed Projects**

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

<b>Completed Parks and Open Spaces Projects</b>		
<b>Park</b>	<b>Project</b>	<b>Completed</b>
Shakespeare Park	Additional balance in play area (2-5 or 5 – 12 age group)	<b>November 2023</b>
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
	Safety Surface in play area	

<b>Completed Community Centres Projects</b>		
<b>Building</b>	<b>Project</b>	<b>Completed</b>
Civic Centre	Kitchens – replacement of Gas Cookers with Electric Cookers <i>CO2 monitor and annual inspection identifies them as not being to standard. When Gas safety due for renewal, advised likely to be condemned. Replacing with electric in context of solar PV installation will contribute towards carbon reduction.</i>	<b>August 2023</b>
	Refurbishment of both sets of Toilets including exploring the provision of a Changing Places Toilet. <i>The current toilets are approximately 40 years old. The refurbishment of the toilets provided an opportunity to ensure that the Civic Centre toilet facilities are fully accessible.</i>	<b>April 2023</b>
	Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities. <i>To enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space.</i>	<b>August 2023</b>
	Refurbish/Replace Fire Door in Council Chamber. <i>Door and frame is rotten and door sticks when the frame swells in the damp. Potential to hinder exit in an emergency.</i>	<b>December 2023</b>
Thorpe Astley Community Centre	Install a hybrid air source heat pump. <i>To decarbonise Community Centre heating; 10% reduction of total Council emissions.</i>	<b>September 2023</b>

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

Completed General Projects 2023/2024		
Project	Details	Completed
Installation of Solar Panels at both Community Centres	The Town Council has undertaken energy saving projects such as LED Lighting and installation of new heating and air conditioning systems. Shakespeare Park Pavilion will be built to current efficiency standards. The next stage for both reducing the impact on climate change and making savings is generation of some of the Council's electricity from renewable sources.	Library <b>August 2023</b>  Thorpe Astley Community Centre <b>September 2023</b>  Civic Centre <b>October 2023</b>

### b) Projects Scheduled for Completion

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

### c) Current Projects

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

Parks and Open Spaces Projects 2024/2025 – 2025/2026		
Park	Project	Notes/Finance
Mosssdale Meadows & Merrileys	Replace <del>vehicle and pedestrian</del> culvert bridges at Mosssdale Meadows. <i>Existing culverts are is not suitable for flow of water which causes flooding on the park on a regular basis</i>	<b>Priority Project for 2024/2025</b> Estimated: £150k Borrowing
	Improve drainage on Lubbesthorpe Bridleway at Mosssdale Meadows <i>Length of concrete bridleway, which slopes down from Shakespeare Drive to Mosssdale Meadows floods and produces a heavy amount of surface water run off during heavy and prolonged rain causing flooding around the depot and football pitches, as well as on the bridleway.</i>	<b>Priority Project for 2024/2025</b>  Schedule once Cycle Route open and Culvert replaced.  Estimated: £50k Borrowing: Link to "Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows".

Parks and Open Spaces Projects 2024/2025 – 2025/2026		
Park	Project	Notes/Finance
	Drainage work to the entrance of Mosssdale Meadows car park to drain water from the car park into the brook. <i>The car park entrance was prone to frequent flooding which was raised during the Walking &amp; Cycling route construction</i>	<b>Priority Project for 2024/2025</b>  Estimated: £50k  <i>Borrowing: Link to “Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows”.</i>
	Resurfacing of Mosssdale Meadows car park with tarmac. <i>Currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain.</i>	
	Replacement of Toddler swings ( <i>estimated end of life – medium risk</i> )	Estimated: £10k <i>Annual Capital Budget</i>
	New Roof and Roof Insulation at Mosssdale Depot and Sports Changing Rooms and installation of <b>solar panels</b> , new electric heating ( <b>explore air source heat pump</b> ) and LED Lighting. <i>A Structural Survey has identified that the roof is deteriorating and isn’t strong enough to hold solar panels (as recommended by the Carbon Audit). There is currently no central heating at the premises, with electric heaters for the staff room at the Depot. The building is not energy efficient and needs to be both in the short and long term to reduce carbon, energy use and costs.</i>	Estimated: £100k <i>External Grant, Annual Capital Budget &amp; Section 106</i>
	Refurbishment of Changing Rooms and Sports facilities at Mosssdale Pavilion. <i>The Changing Facilities and Social Facilities could make more effective use of the space and need improvement and modernisation.</i>	
Impey Close playground and Open Space	<ol style="list-style-type: none"> <li>1. Resurface playground with rubber mulch under play equipment and pathway.</li> <li>2. Install new and replace vandalised equipment.</li> <li>3. Improve paths, including gravel path “yellow brick road” and planting in surrounding open space.</li> </ol> <i>Rubber tiles damaged and in places missing. Surfaces damaged/vandalised and pathways eroded.</i>	Estimated: <del>£50</del> <b>£100k</b> <i>External Grants, Annual Capital Budget &amp; Section 106</i>

Community Centres Projects 2024/2025 – 2025/2026		
Building	Project	Notes/Finance
Civic Centre	Civic Centre Roof Refurbishment: Council Chamber, <b>Fosse Room, Ravenhurst Room and rear toilets side.</b> <i>The roof on the Council Chamber and Fosse Room is leaking and has received several patches. Advice is that the roof has passed its life expectancy and will need refurbishing in the short term.</i>	Fundamental to building integrity  Estimated: <b>£50100k</b> <i>External Grants, Annual Capital Budget &amp; Reserves</i>
	Replacement of Civic Centre Windows. <i>The windows are over 20 years old and do not meet modern insulation standards. Some are unsafe to open.</i>	Health & Safety Risk. Consider through next Carbon Audit Estimated: £50k <i>External Grant, Annual Capital Budget</i>
	Replacement of Civic Centre foyer skylight and corridor frame and windows. <i>Both the foyer skylight and the corridor and windows are over 25 years old and do not meet modern insulation standards.</i>	<b>Priority Project for 2024/2025</b> <b>Consider through next Carbon Audit</b> Estimated: £50k <i>External Grant, Annual Capital Budget</i>
Civic Centre Continued	Civic Centre radiator replacement and review of location. <i>Some areas of the building are well provided for with radiators and are hot, while other areas of the building have limited radiators and are cold.</i>	Consider through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>
	Millfield Hall – Creation of small external storage area next to the Millfield Hall and kitchen for furniture. <i>Providing space for hirers. This can be accommodated by relocating the bin store since the mini-bus compound is no longer in use.</i>	Estimated: £10k <i>Annual Capital Budget</i>
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Heating/Air Conditioning</li> <li>• Mood Lighting</li> </ul> <i>The facilities need modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	Consider once roof replaced and through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>

<b>Community Centres Projects 2024/2025 – 2025/2026</b>		
<b>Building</b>	<b>Project</b>	<b>Notes/Finance</b>
	Refurbish/Replace Fire Doors in Fosse Room and Millfield Hall kitchen. <i>Doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	Estimated: £5k <i>Annual Capital Budget</i>
	Millfield Hall and Council Chamber Floor stripping and revarnishing <i>Floors wearing and risk damage from use and liquid if not sealed and treated.</i>	Estimated: <del>£5k</del> 10k <i>Maintenance Budget</i>  See proposed replacement below (Medium to Long Term)
Both Centres	Installation of hearing loop systems in main rooms at both Community Centres. <i>Item already included where refurbishment of specific rooms has been identified.</i>	Rolling Programme from 2023/24. <i>Annual Budgets</i>

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

<b>Short to Medium Term Parks and Open Spaces Projects</b>		
<b>Park</b>	<b>Project</b>	<b>Notes/Finance</b>
Thorpe Astley Park	Refurbishment of Thorpe Astley Park Tennis Courts <i>Tap4tennis installed and income being generated. Perimeter fencing regularly vandalised and playing surface improvements would enhance the facility for users.</i>	Estimated £30k. <i>External Grant, Annual Capital Budget &amp; Section 106</i>
Franklin Park	Widen and make improvements to path. <i>Path connects residential areas of the Town with local amenities and is well used. The path would benefit from being a shared use path to facilitate movements on foot and by cycling. The path was identified in the Blaby District Open Spaces Audit as substandard and in need of improvement.</i>	Once GCW Phase 2 Cycle Route open. Estimated £75k. <i>Explore external funding working with Walk &amp; Ride Blaby.</i>



Short to Medium Term Parks and Open Spaces Projects		
Park	Project	Notes/Finance
All Play Areas	Rolling programme of identifying and replacing play equipment and installing mulch safety surfaces where these are near end of life. <i>Most of the Council's play equipment and safety surfaces are over 10 years old, a significant amount of equipment is over 20 years old. Overall many Play areas risk deterioration and maintenance costs increasing if equipment and safety surfaces are not replaced on a rolling basis.</i>	Prioritise according to ROSPA reports, funding streams and increases in maintenance costs. <i>Annual Budgets</i>  Franklin Park – remaining surfaces during 2024/2025 – 2025/2026
All Parks	Rolling programme of tree surveys and works <i>Currently maintenance budgets are stretched and tree maintenance and works are reactionary.</i>	Over a 5/6 year period undertake a rolling programme. <i>Annual Budgets</i>

Short to Medium Term Community Centres Projects		
Building	Project	Notes/Finance
Civic Centre	Civic Centre Ravenhurst Room & corridor – new floor <i>Consider replacing carpet with laminate floor or similar for multiple uses and users and for cleaning.</i>	Schedule following Building Improvements Estimated £5k <i>Annual Capital Budget</i>
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities need modernisation for users and hirers: the room is used for meetings, consultations, seminars and training.</i>	Estimated: £5k <i>Annual Capital Budget</i>
Thorpe Astley Community Centre	Thorpe Astley main hall Mood Lights. <i>To make the facilities attractive for function hire. Hirers of the Millfield Hall provide positive feedback on the mood lighting.</i>	Estimated: £5k <i>Annual Capital Budget</i>

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

Short to Medium Term General Projects		
Project	Details	Notes/Finance
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails and lighting along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is not well lit and considered steep potentially presenting difficulties for wheel chair users and those who are less able.</i>	Estimated: £80k <i>Annual Capital Budget &amp; Reserves</i>  <b>Refresh white lines at Civic Centre in 2024/2025</b>
Gateway signage to the Town on the new road from Lubbesthorpe	The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could explore incorporating speed reminders and/or safety messages.	Estimated: £3k <i>Annual Budgets</i>
Provide new, improved and enhanced notice boards at key locations	Over the past few years, many notice boards have fallen into disrepair and have been removed. Some existing notice boards need refurbishment and replacement. Some notice boards are located where there isn't a high level of footfall, while some key locations do not have notice boards.	Rolling programme over 5 years. <del>Focus on Notice Boards on Council land in 2022/2023</del> <i>Annual Budgets</i>
Improved Signage in and around Community Buildings	Signage outdated, not dementia friendly. Sometimes signage not relevant, sometimes doesn't sign/advertise new services. Creation of Corporate Image.	Schedule after Civic Centre improvements. External signs may need planning permission. Estimated: £3-5k. <i>Annual Capital Budget</i>

<b>Short to Medium Term General Projects</b>		
<b>Project</b>	<b>Details</b>	<b>Notes/Finance</b>
Improvements to Cycle Lock-Up facilities at Community Centres	Cycle lock-up rails are available at both Centres and will be available at the new Shakespeare Pavilion. To encourage cycling and to ensure parked cycles are safe – consider covers, lock ups, better signage and CCTV coverage	Estimated: £5k <i>Maintenance Budget</i>

### **Medium to Long Term Projects (within the next 12 years)**

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

<b>Medium to Long Term Community Centres Projects</b>		
<b>Building</b>	<b>Project</b>	<b>Notes/Finance</b>
Civic Centre	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Audio / Visual Equipment, including sound and loop system and fixed projector.</li> </ul> <i>The facilities need modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources and roof replacement Estimated: £10k <i>Annual Capital Budget</i>
	Civic Centre Kitchens refurbishment <i>Kitchens approximately 40 years old. Poor quality by modern standards and require extra cleaning and maintenance</i>	Estimated: £30k <i>External Grant &amp; Annual Capital Budget</i>

Medium to Long Term Community Centres Projects		
Building	Project	Notes/Finance
Civic Centre <i>Continued</i>	Millfield Hall and Council Chamber Floor replacement <i>Wooden floors 40 years old and maintenance costs are high. Need to replace with modern low maintenance flooring.</i>	Estimated: £50k <i>External Grant &amp; Annual Capital Budget</i>
	Refurbishment of Millfield Hall Stage Area. <i>Lighting Box, sound system and casing old and constantly needs adjusting, difficult for hirers to use. Stage lighting needs upgrading to LED – can't get replacement bulbs.</i>	Estimated: £30k <i>Annual Capital Budget</i>

#### d) Proposed New Projects

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

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

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

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

## e) **Projects proposed for Deletion**

No current projects are recommended for deletion.

### Committee Consideration

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

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

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

### Proposed Capital Plan 2024/2025

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

The Plan identifies:

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

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

### Recommendations

That it be recommended to Council:

1. that the Completed Projects (section a), having now been completed, be removed from the rolling programme of Capital Projects;
2. that the Current Projects (section c) be rolled forward, as amended, on to the 2024/2025 Capital Plan (Appendix 1);
3. that the Proposed New Projects (section d) be added to the 2024/2025 Capital Plan (Appendix 1); and
4. that, subject to the above, the Proposed Capital Plan for 2024/2025 be approved, as set out at Appendix 1 of the report, including the timescales for delivery, estimated costs and potential funding sources.

## Reasons

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



**BRAUNSTONE TOWN COUNCIL**

Serving the communities of Braunstone Town and Thorpe Astley

***CAPITAL PLAN 2024/2025***

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

**Capital Projects for 2024/2025 – 2025/2026**

<b>Parks and Open Spaces Projects 2024/2025 – 2025/2026</b>		
<b>Park</b>	<b>Project</b>	<b>Notes/Finance</b>
Mosssdale Meadows & Merrileys	Replace culvert bridge at Mosssdale Meadows. <i>Existing culvert is not suitable for flow of water which causes flooding on the park on a regular basis</i>	<b>Priority Project for 2024/2025</b> Estimated: £150k Borrowing
	Improve drainage on Lubbesthorpe Bridleway at Mosssdale Meadows <i>Length of concrete bridleway, which slopes down from Shakespeare Drive to Mosssdale Meadows floods and produces a heavy amount of surface water run off during heavy and prolonged rain causing flooding around the depot and football pitches, as well as on the bridleway.</i>	<b>Priority Project for 2024/2025</b>  Estimated: £50k Borrowing: Link to “Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows”.
	Drainage work to the entrance of Mosssdale Meadows car park to drain water from the car park into the brook. <i>The car park entrance was prone to frequent flooding which was raised during the Walking &amp; Cycling route construction</i>	<b>Priority Project for 2024/2025</b>  Estimated: £50k  Borrowing: Link to “Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows”.
	Resurfacing of Mosssdale Meadows car park with tarmac. <i>Currently the car park consists of hardcore and stone which frequently gets washed down towards the brook in heavy rain.</i>	   Borrowing: Link to “Replace vehicle and pedestrian culvert bridges at Mosssdale Meadows”.



Parks and Open Spaces Projects 2024/2025 – 2025/2026		
Park	Project	Notes/Finance
Mosssdale Meadows & Merrileys <i>Continued</i>	Replacement of Toddler swings ( <i>estimated end of life – medium risk</i> )	Estimated: £10k <i>Annual Capital Budget</i>
	New Roof and Roof Insulation at Mosssdale Depot and Sports Changing Rooms and installation of solar panels, new electric heating (explore air source heat pump) and LED Lighting. <i>A Structural Survey has identified that the roof is deteriorating and isn't strong enough to hold solar panels (as recommended by the Carbon Audit). There is currently no central heating at the premises, with electric heaters for the staff room at the Depot. The building is not energy efficient and needs to be both in the short and long term to reduce carbon, energy use and costs.</i>	Estimated: £100k <i>External Grant, Annual Capital Budget &amp; Section 106</i>
	Refurbishment of Changing Rooms and Sports facilities at Mosssdale Pavilion. <i>The Changing Facilities and Social Facilities could make more effective use of the space and need improvement and modernisation.</i>	
Impey Close playground and Open Space	<ol style="list-style-type: none"> <li>1. Resurface playground with rubber mulch under play equipment and pathway.</li> <li>2. Install new and replace vandalised equipment.</li> <li>3. Improve paths, including gravel path "yellow brick road" and planting in surrounding open space.</li> </ol> <i>Rubber tiles damaged and in places missing. Surfaces damaged/vandalised and pathways eroded.</i>	Estimated: £100k <i>External Grants, Annual Capital Budget &amp; Section 106</i>

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

Community Centres Projects 2024/2025 – 2025/2026		
Building	Project	Notes/Finance
Civic Centre Continued	Replacement of Civic Centre foyer skylight and corridor frame and windows. <i>Both the foyer skylight and the corridor and windows are over 25 years old and do not meet modern insulation standards.</i>	<b>Priority Project for 2024/2025</b> Estimated: £50k <i>External Grant, Annual Capital Budget</i>
	Installation of additional Solar Panels on Civic Centre Roofs – Council Chamber, Fosse Room, Ravenhurst Room and rear toilets.  <i>New roof potentially allows for the installation of additional solar panels reducing the impact on climate change and making savings.</i>	Linked to Civic Centre Roof Refurbishment.
	Civic Centre Roof Refurbishment: Council Chamber, Fosse Room, Ravenhurst Room and rear toilets. <i>The roof on the Council Chamber and Fosse Room is leaking and has received several patches. Advice is that the roof has passed its life expectancy and will need refurbishing in the short term.</i>	Fundamental to building integrity  Estimated: £100k <i>External Grants, Annual Capital Budget &amp; Reserves</i>
	Replacement of Civic Centre Windows. <i>The windows are over 20 years old and do not meet modern insulation standards. Some are unsafe to open.</i>	Health & Safety Risk. Consider through next Carbon Audit Estimated: £50k <i>External Grant, Annual Capital Budget</i>
	Civic Centre radiator replacement and review of location. <i>Some areas of the building are well provided for with radiators and are hot, while other areas of the building have limited radiators and are cold.</i>	Consider through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>
	Millfield Hall – Creation of small external storage area next to the Millfield Hall and kitchen for furniture. <i>Providing space for hirers. This can be accommodated by relocating the bin store since the mini-bus compound is no longer in use.</i>	Estimated: £10k <i>Annual Capital Budget</i>

<b>Community Centres Projects 2024/2025 – 2025/2026</b>		
<b>Building</b>	<b>Project</b>	<b>Notes/Finance</b>
Civic Centre <i>Continued</i>	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Heating/Air Conditioning</li> <li>• Mood Lighting</li> </ul> <i>The facilities need modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	Consider once roof replaced and through next Carbon Audit Estimated: £25k <i>External Grant, Annual Capital Budget</i>
	Refurbish/Replace Fire Doors in Fosse Room and Millfield Hall kitchen. <i>Doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	Estimated: £5k <i>Annual Capital Budget</i>
	Millfield Hall and Council Chamber Floor stripping and revarnishing <i>Floors wearing and risk damage from use and liquid if not sealed and treated.</i>	Estimated: £10k <i>Maintenance Budget</i>  See proposed replacement below (Medium to Long Term)
Both Centres	Installation of hearing loop systems in main rooms at both Community Centres. <i>Item already included where refurbishment of specific rooms has been identified.</i>	Rolling Programme from 2023/24. <i>Annual Budgets</i>

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

<b>Short to Medium Term Parks and Open Spaces Projects</b>		
<b>Park</b>	<b>Project</b>	<b>Notes/Finance</b>
Thorpe Astley Park	Refurbishment of Thorpe Astley Park Tennis Courts <i>Tap4tennis installed and income being generated. Perimeter fencing regularly vandalised and playing surface improvements would enhance the facility for users.</i>	Estimated £30k. <i>External Grant, Annual Capital Budget &amp; Section 106</i>
Franklin Park	Widen and make improvements to path.  <i>Path connects residential areas of the Town with local amenities and is well used. The path would benefit from being a shared use path to facilitate movements on foot and by cycling. The path was identified in the Blaby District Open Spaces Audit as substandard and in need of improvement.</i>	Estimated £75k. <i>Explore external funding working with Walk &amp; Ride Blaby.</i>

<b>Short to Medium Term Parks and Open Spaces Projects</b>		
<b>Park</b>	<b>Project</b>	<b>Notes/Finance</b>
Mosssdale Meadows	Widen and make improvements to path through Mosssdale Meadows & Merrileys from Shakespeare Drive to Brockenhurst Drive, including installation of lighting and CCTV.  <i>Path connects residential areas of the Town with new GCW Phase 2 Cycle Route between Braunstone Town and Meridian and Thorpe Astley. The path would benefit from being a shared use path to facilitate movements on foot and by cycling.</i>	<i>External funding working with Walk &amp; Ride Blaby.</i>
	Gateway Fencing Mosssdale Meadows – Brockenhurst Drive entrance  <i>Fencing in need of refurbishment.</i>	Estimated £10k - £20k. <i>Annual Capital Budgets</i>
	Electric Wiring and installation of electric vehicle charging point at Mosssdale Meadows Depot and Changing Rooms.  Electricians have confirmed that wiring is out of date and complex. Items have been added and rewired and potential fire hazard. Work should include electric vehicle charging point ahead of any change of the vehicle fleet to electric.	Estimated £10k <i>External Grant, Annual Capital Budget &amp; Section 106</i>
All Play Areas	Rolling programme of identifying and replacing play equipment and installing mulch safety surfaces where these are near end of life. <i>Most of the Council's play equipment and safety surfaces are over 10 years old, a significant amount of equipment is over 20 years old. Overall many Play areas risk deterioration and maintenance costs increasing if equipment and safety surfaces are not replaced on a rolling basis.</i>	Prioritise to ROSPA reports, funding streams and increases in maintenance costs. <i>Annual Budgets</i>  Franklin Park – remaining surfaces during 2024/2025 – 2025/2026
All Parks	Rolling programme of tree surveys and works <i>Currently maintenance budgets are stretched and tree maintenance and works are reactionary.</i>	Over a 5/6 year period undertake a rolling programme. <i>Annual Budgets</i>

<b>Short to Medium Term Community Centres Projects</b>		
<b>Building</b>	<b>Project</b>	<b>Notes/Finance</b>
Civic Centre	Civic Centre Ravenhurst Room & corridor – new floor <i>Consider replacing carpet with laminate floor or similar for multiple uses and users and for cleaning.</i>	Schedule following Building Improvements Estimated £5k <i>Annual Capital Budget</i>
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities need modernisation for users and hirers: the room is used for meetings, consultations, seminars and training.</i>	Estimated: £5k <i>Annual Capital Budget</i>
	Installation of Air Source Heat Pump  <i>Part of Building refurbishment, insulation improvements and commitment to become Carbon Neutral by 2030.</i>	Estimated: £45k  <i>Borrowing</i>
Thorpe Astley Community Centre	Thorpe Astley main hall Mood Lights. <i>To make the facilities attractive for function hire. Hirers of the Millfield Hall provide positive feedback on the mood lighting.</i>	Estimated: £5k <i>Annual Capital Budget</i>
	Replacement of Carpet tiles in Foyer and Corridor  <i>Carpet tiles wearing.</i>	Estimated: £2k <i>Annual Capital Budget</i>
Both Centres	Installation of Sound systems in the Millfield Hall, Council Chamber and Thorpe Astley Main Hall. <i>To make the facilities attractive for hire. Some regular hirers have commented that provision of a sound system means there is less need to move equipment or need storage.</i>	Estimated: £6-9k <i>Annual Capital Budget</i>

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

<b>Short to Medium Term General Projects</b>		
<b>Project</b>	<b>Details</b>	<b>Notes/Finance</b>
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails and lighting along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is not well lit and considered steep potentially presenting difficulties for wheel chair users and those who are less able.</i>	Estimated: £80k <i>Annual Capital Budget &amp; Reserves</i>  <b>Refresh white lines at Civic Centre in 2024/2025</b>
Gateway signage to the Town on the new road from Lubbesthorpe	The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could explore incorporating speed reminders and/or safety messages.	Estimated: £3k <i>Annual Budgets</i>
Provide new, improved and enhanced notice boards at key locations	Over the past few years, many notice boards have fallen into disrepair and have been removed. Some existing notice boards need refurbishment and replacement. Some notice boards are located where there isn't a high level of footfall, while some key locations do not have notice boards.	Rolling programme over 5 years.  <i>Annual Budgets</i>
Improved Signage in and around Community Buildings	Signage outdated, not dementia friendly. Sometimes signage not relevant, sometimes doesn't sign/advertise new services. Creation of Corporate Image.	Schedule after Civic Centre improvements. External signs may need planning permission. Estimated: £3-5k. <i>Annual Capital Budget</i>
Improvements to Cycle Lock-Up facilities at Community Centres	Cycle lock-up rails are available at both Centres and will be available at the new Shakespeare Pavilion. To encourage cycling and to ensure parked cycles are safe – consider covers, lock ups, better signage and CCTV coverage	Estimated: £5k <i>Maintenance Budget</i>

## **Medium to Long Term Projects (within the next 12 years)**

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

<b>Medium to Long Term Community Centres Projects</b>		
<b>Building</b>	<b>Project</b>	<b>Notes/Finance</b>
Civic Centre	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Audio / Visual Equipment, including sound and loop system and fixed projector.</li> </ul> <i>The facilities need modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources and roof replacement Estimated: £10k <i>Annual Capital Budget</i>
	Civic Centre Kitchens refurbishment <i>Kitchens approximately 40 years old. Poor quality by modern standards and require extra cleaning and maintenance</i>	Estimated: £30k <i>External Grant &amp; Annual Capital Budget</i>
	Millfield Hall and Council Chamber Floor replacement <i>Wooden floors 40 years old and maintenance costs are high. Need to replace with modern low maintenance flooring.</i>	Estimated: £50k <i>External Grant &amp; Annual Capital Budget</i>
	Refurbishment of Millfield Hall Stage Area. <i>Lighting Box, sound system and casing old and constantly needs adjusting, difficult for hirers to use. Stage lighting needs upgrading to LED – can't get replacement bulbs.</i>	Estimated: £30k <i>Annual Capital Budget</i>

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

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



## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 11th JANUARY 2024**

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

##### Purpose

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

##### Precept Calculation

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

The following items of expenditure should be added together:

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

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

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

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

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

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

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

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

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

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

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

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

## Budget and Precept Comparisons

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

## Proposed Council Tax for 2024/2025

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

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

## New Capital Projects Cost Centre

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

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

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

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

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

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

## Employment Costs

### *Staff Salaries*

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

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

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

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

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

## *Pension Costs*

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

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

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

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

## Projects

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

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

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

## Public Works Loans

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

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

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

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

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

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

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

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

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

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

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

#### Repairs & Maintenance

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

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

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

### Facility Hires, Sports Pitch Fees and Miscellaneous Fees & Charges

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

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

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

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

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

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

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

### Vehicle and Petrol Costs

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

on the Policy & Resources Committee agenda, 11<sup>th</sup> January 2024); plus the predicted outturn and petrol costs plus 10%.

### Community Development and Social Inclusion Services

#### *Signs*

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

#### *Summer Fete and Thorpe Astley on the Beach*

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

On 2<sup>nd</sup> February 2023, Community Development Committee approved:

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

Estimated income has therefore been included at Appendix 1.

#### *General Events*

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

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

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

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

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



### *Grants for Community Events to Commemorate 80<sup>th</sup> Anniversary of D-Day (June 2024)*

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

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

### *Social Inclusion Initiatives*

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

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

### *Community Safety*

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

### *Consumer Products*

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

### Planning & Environment Services

#### *Waste Services*

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

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

### *Street Furniture*

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

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

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

### *Consumer Products*

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

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

### Christmas Lights and Decorations

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

## The Council Tax Base and Town / Parish Precepts

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

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

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

## Council Tax Property Bands

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

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

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

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

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

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

## Loans (Public Works Loan Board)

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

Loans outstanding at the end of 2023:-

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

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

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

#### Estimated Reserves for 2023/2024

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

#### Local Government Finance Act 1992 (Section 106)

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

## Committee Consideration

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

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

*(Community Development Committee minute 70).*

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

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

*(Planning & Environment Committee minute 60).*

## Recommendations

That it be recommended to Council:

1. that a new Cost Centre for Capital Projects be created and all revenue funds for all major capital projects, grants loans and the expenditure be included in this new cost centre;
2. that a budget of £1,000 be included as a one-off in the 2024/2025 budget for Grants for community events to commemorate the 80th Anniversary of D-Day;
3. that the following budgets be created from 2024/2025, as detailed in the report and at Appendix 1:
  - (a) Electric Vehicle Chargers (expenditure & income), and
  - (b) Utilities (Solar Export) (income),

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

### Reasons

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

# APPENDIX 1

## DRAFT ESTIMATES 2024/2025

Represents an increase in Council Tax paid of 26.59%

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

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

**26.59% Increase**

KEY TO ACTS (followed by Section Number in Brackets)

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

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

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

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



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

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

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

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

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

Seasonal Decorations - reduced to zero due to budget pressures.

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

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

Service Charges increased in accordance with contracts

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

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

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

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

**Legal Fees reduced following establishment of Shakespeare Pavilion Management Ass.**

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

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

**Vehicle Costs increased to cover new lease costs**

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

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

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

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

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

*Loan Repayments for solar panel installation*

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

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

*Seasonal Decorations - reduced to zero due to budget pressures.*

*LCC Grant increased in line with CPI.*

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

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

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

**Neighbourhood Watch Signs no longer needed**

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

**Income from stall / pitch holders at events.**

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

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

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

**Reductions in expenditure and income based on predicted outturn.**

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

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

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

**Waste Services: increased by £1,863 due to an increase in price and 10% inflation.**

**Poop Scoops: Income reduced to match costs; increase in prices has meant that the Council has recently made a loss. For 2024/2025 aim should be to cover costs.**

**Street Furniture: £1,376 increase based on outturn and 10% inflation, plus £500 for planters.**

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

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

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

*New Capital Projects Budget. Money previously allocated to service areas*

*No new loans factored into Medium Term Financial Strategy*

*Grants being sought for forthcoming Capital Projects*

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

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

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

# Financial Budget Comparison

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

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

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



# Financial Budget Comparison

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

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

		<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
1030	Councillors Allowances	£6,000.00	£5,480.00	£520.00	£6,000.00
1035	Councillors Expenses	£300.00	£12.75	£287.25	£300.00
1060	Contingency	£0.00	£0.00	£0.00	£0.00
1070	Projects				
1070/1	Climate Change	£0.00	£0.00	£0.00	£525.00
1070/2	Cycle to Work Scheme	£0.00	£832.50	-£832.50	£0.00
1070	Total	£0.00	£832.50	-£832.50	£525.00
1150	Insurance	£15,400.00	£21,891.23	-£6,491.23	£17,000.00
1160	Audit	£2,500.00	£2,555.00	-£55.00	£2,700.00
1170	Legal Fees	£1,250.00	£2,014.17	-£764.17	£1,250.00
1180	Elections	£4,000.00	£4,173.26	-£173.26	£1,000.00
1210	Staff Training	£2,500.00	£4,043.00	-£1,543.00	£2,500.00
1230	Councillor Training	£1,000.00	£0.00	£1,000.00	£1,000.00
1300	Supplies, Stationery & Postage	£2,000.00	£2,168.27	-£168.27	£2,500.00
1350	Town Council Subscriptions	£5,000.00	£5,035.24	-£35.24	£6,000.00
1360	Advertisements	£8,000.00	£6,891.12	£1,108.88	£8,000.00
1400	Telephones	£2,530.00	£2,011.62	£518.38	£2,530.00
1410	Photocopier	£2,200.00	£1,522.35	£677.65	£2,200.00
1420	Computer Supplies, Training, Service Contract	£10,000.00	£9,915.74	£84.26	£12,000.00
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£1,270.82	-£570.82	£700.00

# Financial Budget Comparison

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

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

	<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
1991 Paid from Number 1 Account in Error	£0.00	£385.93	-£385.93	£0.00
1992 Paid from Number 2 Account in Error	£0.00	£769.92	-£769.92	£0.00
<b>Total Expenditure</b>	<u>£645,693.00</u>	<u>£516,331.93</u>	<u>£129,361.07</u>	<u>£700,341.00</u>

# Financial Budget Comparison

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

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

		2023/2024	Actual Net	Balance	2024/2025
<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	£97,993.36	£2.36	£0.00
225	Service Charges	£0.00	£98.53	£98.53	£0.00
226	Service Level Agreements				
226/1	Room Hire - Shakespeare Park Sports Pavilion	£0.00	£1,155.60	£1,155.60	£0.00
226	Total	£0.00	£1,155.60	£1,155.60	£0.00
243	Utilities (Solar Export)	£0.00	£0.00	£0.00	£587.00
250	Room Hire	£67,384.00	£52,503.18	-£14,880.82	£75,500.00
251	Catering for Hirers (VAT)	£100.00	£143.54	£43.54	£100.00
256	Electric Vehicle Chargers	£0.00	£1,548.09	£1,548.09	£6,360.00
257	Licensed Bar	£17,000.00	£10,283.33	-£6,716.67	£17,000.00
299	Miscellaneous	£0.00	£25.45	£25.45	£0.00
<b>Total Income</b>		<b>£182,475.00</b>	<b>£163,751.08</b>	<b>-£18,723.92</b>	<b>£99,547.00</b>
<b>Expenditure</b>					
2050	Capital Projects				
2050/1	Toilets/Bar Refurbishment	£0.00	£95,027.86	-£95,027.86	£0.00
2050/2	General Refurbishment	£10,000.00	£4,209.98	£5,790.02	£0.00
2050/3	Climate Initiatives	£97,991.00	£64,405.25	£33,585.75	£0.00
2050	Total	£107,991.00	£163,643.09	-£55,652.09	£0.00

# Financial Budget Comparison

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

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

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

# Financial Budget Comparison

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

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

	<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
2490 Seasonal Decorations	£1,500.00	£61.84	£1,438.16	£0.00
2500 Refundable Deposits	£0.00	£0.00	£0.00	£0.00
2510 Catering for Hirers (VAT)	£0.00	£287.28	-£287.28	£0.00
2520 Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
2560 Electric Vehicle Chargers	£0.00	£0.00	£0.00	£1,693.00
2570 Licences	£1,300.00	£0.00	£1,300.00	£1,300.00
2580 Card Card and Transit fees	£2,000.00	£1,532.28	£467.72	£2,000.00
2600 Building Repairs & Maintenance	£12,000.00	£14,477.30	-£2,477.30	£15,000.00
2610 Equipment Repairs & Maintenance				
2610/1 General	£4,600.00	£6,750.61	-£2,150.61	£6,080.00
2610/2 Fire Extinguisher Service	£400.00	£0.00	£400.00	£560.00
2610/3 Alarm Maintenance	£1,000.00	£1,173.08	-£173.08	£1,360.00
2610 Total	£6,000.00	£7,923.69	-£1,923.69	£8,000.00
2990 Miscellaneous	£150.00	£4,035.98	-£3,885.98	£150.00
<b>Total Expenditure</b>	<b>£213,693.00</b>	<b>£301,048.73</b>	<b>-£87,355.73</b>	<b>£126,141.00</b>

# Financial Budget Comparison

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

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

	2023/2024	Actual Net	Balance	2024/2025	
<b>3. P&amp;R - Thorpe Astley Community Centre</b>					
<b>Income</b>					
305	Capital Grants	£37,317.00	£0.00	-£37,317.00	£0.00
307	Projects	£0.00	£0.00	£0.00	£0.00
308	Loans	£56,800.00	£56,835.90	£35.90	£0.00
325	Service Charges	£0.00	£0.00	£0.00	£5,908.00
343	Utilities (Solar Export)	£0.00	£0.00	£0.00	£3,749.00
350	Room Hire				
350/1	Room Hires	£10,670.35	£7,888.04	-£2,782.31	£11,423.33
350/2	Pre-School Contract	£20,815.65	£18,616.64	-£2,199.01	£22,846.67
350/3	NHS Facility	£4,962.00	£5,627.91	£665.91	£0.00
350	Total	£36,448.00	£32,132.59	-£4,315.41	£34,270.00
351	Catering for Hirers (VAT)	£40.00	£0.00	-£40.00	£40.00
356	Electric Vehicle Chargers	£0.00	£0.00	£0.00	£2,608.00
399	Miscellaneous	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>	<b>£130,605.00</b>	<b>£88,968.49</b>	<b>-£41,636.51</b>	<b>£46,575.00</b>	
<b>Expenditure</b>					
3050	Capital Projects				
3050/1	General Improvements	£0.00	£2,768.00	-£2,768.00	£0.00
3050/3	Climate Initiatives	£94,117.00	£48,668.38	£45,448.62	£0.00
3050	Total	£94,117.00	£51,436.38	£42,680.62	£0.00
3070	Projects				

# Financial Budget Comparison

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

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

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

# Financial Budget Comparison

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

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

		<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
3610	Equipment Repairs & Maintenance				
3610/1	General	£1,150.00	£1,939.98	-£789.98	£1,150.00
3610/2	Fire Extinguisher Service	£350.00	£0.00	£350.00	£350.00
3610/3	Alarm Maintenance	£3,000.00	£232.43	£2,767.57	£3,000.00
3610	Total	£4,500.00	£2,172.41	£2,327.59	£4,500.00
3990	Miscellaneous	£150.00	£0.00	£150.00	£150.00
<b>Total Expenditure</b>		<b>£124,385.00</b>	<b>£93,657.55</b>	<b>£30,727.45</b>	<b>£50,390.00</b>



# Financial Budget Comparison

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

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

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

# Financial Budget Comparison

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

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

		2023/2024	Actual Net	Balance	2024/2025
<b>5. P&amp;R - Parks &amp; Open Spaces</b>					
<b>Income</b>					
505	Capital Grants	£56,000.00	£45,000.00	-£11,000.00	£0.00
507	Projects	£0.00	£0.00	£0.00	£0.00
508	Loans	£150,000.00	£0.00	-£150,000.00	£0.00
511	Thorpe Astley Commuted Sums (transfer from)	£21,500.00	£21,500.00	£0.00	£0.00
527	Agency Fees	£150.00	£0.00	-£150.00	£150.00
555	Sports Pitches & Facilities				
555/1	Pitch Season Fees	£2,500.00	£4,379.23	£1,879.23	£3,000.00
555/2	Individual Match Fees (VAT)	£0.00	£100.00	£100.00	£0.00
555/3	Court/Multi Play (VAT)	£0.00	£516.99	£516.99	£0.00
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00
555	Total	£2,500.00	£4,996.22	£2,496.22	£3,000.00
599	Miscellaneous	£100.00	-£200.00	-£300.00	£100.00
<b>Total Income</b>		<b>£230,250.00</b>	<b>£71,296.22</b>	<b>-£158,953.78</b>	<b>£3,250.00</b>
<b>Expenditure</b>					
5050	Capital Projects				
5050/1	General	£3,000.00	£1,181.48	£1,818.52	£0.00
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	£65,349.64	-£9,349.64	£0.00

# Financial Budget Comparison

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

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

		<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
5050/5	Mossdale Culvert	£150,000.00	£525.00	£149,475.00	£0.00
5050	Total	£209,000.00	£67,056.12	£141,943.88	£0.00
5070	Projects				
5070/1	Climate Change	£1,000.00	£0.00	£1,000.00	£937.00
5070/2	General	£1,000.00	£219.67	£780.33	£0.00
5070/3	Biodiversity	£0.00	£0.00	£0.00	£5,300.00
5070	Total	£2,000.00	£219.67	£1,780.33	£6,237.00
5080	Loan Interest & Repayments				
5080/1	PWLB 485188	£3,526.00	£3,525.80	£0.20	£3,526.00
5080/2	PWLB 487506	£6,033.00	£6,033.30	-£0.30	£6,033.00
5080/3	PWLB 501336	£0.00	£0.00	£0.00	£0.00
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£17,723.86	£0.14	£17,724.00
5080/5	PWLB - Shakespeare Park (292038)	£17,808.00	£17,808.16	-£0.16	£17,808.00
5080/6	Potential PWL Mossdale	£0.00	£0.00	£0.00	£0.00
5080	Total	£45,091.00	£45,091.12	-£0.12	£45,091.00
5090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00
5170	Legal Fees	£2,000.00	£1.00	£1,999.00	£1,000.00
5290	Clothing	£500.00	£192.24	£307.76	£500.00
5330	Cleaning Materials	£1,000.00	£301.75	£698.25	£1,000.00
5400	Telephones	£410.00	£0.00	£410.00	£410.00

# Financial Budget Comparison

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

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

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

# Financial Budget Comparison

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

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

	<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
5670 Petrol	£7,600.00	£680.31	£6,919.69	£10,000.00
5990 Miscellaneous	£100.00	£9.98	£90.02	£100.00
<b>Total Expenditure</b>	<u>£312,501.00</u>	<u>£166,746.88</u>	<u>£145,754.12</u>	<u>£121,723.00</u>

# Financial Budget Comparison

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

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

		2023/2024	Actual Net	Balance	2024/2025
<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	£41,157.44	-£87.56	£0.00
625	Service Charges	£1,052.00	£1,247.61	£195.61	£1,052.00
626	Service Level Agreements				
626/1	Grant - Leicestershire County Council	£8,069.00	£8,236.00	£167.00	£8,648.00
626	Total	£8,069.00	£8,236.00	£167.00	£8,648.00
643	Utilities (Solar Export)	£0.00	£0.00	£0.00	£1,069.00
690	Consumer Products (Sales)				
690/1	Stamps	£0.00	£0.00	£0.00	£0.00
690	Total	£0.00	£0.00	£0.00	£0.00
698	Fines	£1,500.00	£118.66	-£1,381.34	£1,500.00
699	Miscellaneous	£50.00	£447.07	£397.07	£50.00
<b>Total Income</b>		<b>£51,916.00</b>	<b>£51,206.78</b>	<b>-£709.22</b>	<b>£12,319.00</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	£60,691.00	-£19,446.00	£0.00
6050	Total	£41,245.00	£60,691.00	-£19,446.00	£0.00

# Financial Budget Comparison

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

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

	2023/2024	Actual Net	Balance	2024/2025
6070	Projects			
6070/1	Climate Change	£0.00	£0.00	£495.00
6070/2	General	£0.00	£0.00	£0.00
6070	Total	£0.00	£0.00	£495.00
6080	Proposed: New PWL Climate Initiatives	£1,914.00	£0.00	£3,949.00
6320	Printing & Copying	£150.00	£20.75	£150.00
6330	Cleaning Materials	£200.00	£134.65	£200.00
6360	Advertisements	£200.00	£0.00	£200.00
6400	Telephones	£200.00	£0.00	£200.00
6410	Photocopier	£800.00	£0.00	£800.00
6430	Utility Bills	-£4,858.00	£1,503.77	£809.00
6490	Seasonal Decorations	£500.00	£91.73	£0.00
6700	Programme of Events	£800.00	£0.00	£800.00
6900	Consumer Products (Purchase for resale)			
6900/1	Stamps	£0.00	£269.66	£0.00
6900	Total	£0.00	£269.66	£0.00
6990	Miscellaneous	£800.00	£392.35	£800.00
<b>Total Expenditure</b>	<b>£41,951.00</b>	<b>£63,103.91</b>	<b>-£21,152.91</b>	<b>£8,403.00</b>

# Financial Budget Comparison

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

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

		2023/2024	Actual Net	Balance	2024/2025
<b>7. Community Development</b>					
<b>Income</b>					
707	Projects	£0.00	£0.00	£0.00	£0.00
770	Programme of Events	£0.00	£4,050.77	£4,050.77	£450.00
771	Summer Fete				
771/1	Current Year	£0.00	-£226.68	-£226.68	£0.00
771/2	Next Year	£0.00	£0.00	£0.00	£0.00
771	Total	£0.00	-£226.68	-£226.68	£0.00
775	Civic Functions	£0.00	£0.00	£0.00	£0.00
776	Town Mayor's Charity - Pre May	£0.00	£135.00	£135.00	£0.00
777	Town Mayor's Charity - after May	£0.00	£532.81	£532.81	£0.00
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	-£50.00	£5.00
790/3	General	£50.00	£0.00	-£50.00	£10.00
790	Total	£100.00	£0.00	-£100.00	£15.00
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	£4,741.90	£4,641.90	£465.00
<b>Expenditure</b>					
7040	Town Mayor's Allowance				



# Financial Budget Comparison

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

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

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

# Financial Budget Comparison

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

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

	<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
7750 Civic Functions	£1,500.00	£178.09	£1,321.91	£1,500.00
7760 Town Mayor's Charity - Pre May	£0.00	£4,440.81	-£4,440.81	£0.00
7770 Town Mayor's Charity - after May	£0.00	£88.10	-£88.10	£0.00
7850 Community Grants	£5,000.00	£5,522.57	-£522.57	£5,000.00
7860 Community / Social Inclusion Project Grant	£0.00	£927.52	-£927.52	£0.00
7880 Grants for King's Coronation	£1,000.00	£196.45	£803.55	£1,000.00
7900 Consumer Products (Purchase for resale)				
7900/1 History Publications	£0.00	£0.00	£0.00	£0.00
7900/2 Crime Prevention	£100.00	£0.00	£100.00	£0.00
7900 Total	£100.00	£0.00	£100.00	£0.00
7940 Social Inclusion Initiatives				
7940/1 General	£800.00	£343.36	£456.64	£800.00
7940/2 Warm Spaces Initiative	£200.00	£142.06	£57.94	£0.00
7940 Total	£1,000.00	£485.42	£514.58	£800.00
7950 Community Safety	£500.00	£0.00	£500.00	£300.00
7990 Miscellaneous	£100.00	£72.50	£27.50	£100.00
<b>Total Expenditure</b>	<b>£25,380.00</b>	<b>£27,203.43</b>	<b>-£1,823.43</b>	<b>£25,875.00</b>

# Financial Budget Comparison

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

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

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

# Financial Budget Comparison

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

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

	<b>2023/2024</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2024/2025</b>
Total Income	£1,374,091.00	£1,161,221.37		£1,214,700.00
Total Expenditure	£1,377,091.00	£1,180,014.58		£1,135,700.00
<b>Total Net Balance</b>	<b><u>-£3,000.00</u></b>	<b><u>-£18,793.21</u></b>		<b><u>£79,000.00</u></b>

**APPENDIX 3 – 5 YEAR INCOME / EXPENDITURE PROJECTIONS**

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

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 11<sup>th</sup> JANUARY 2024**

#### **Item 9 – Shakespeare Park - Improvement & Development**

##### Purpose

To receive an end of project report concerning the refurbishment of the play area at Shakespeare Park.

##### 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 commenced on Monday 23<sup>rd</sup> October 2023 and completed by Friday 1<sup>st</sup> December 2023 and involved:

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.

Final modifications to the vehicular access gate resulted in the total cost of the project being slightly reduced from £65,375 to £64,935.

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 funding secured</b>	<b>£65,375</b>
<b>Total cost of Project</b>	<b>£64,935</b>
<i>Balance</i>	<i>£440</i>

### Recommendations

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

### Reasons

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

**Date: November 2023**  
**RE: Great Central Way Programme**

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

Phases	Detailed Design	Construction**	Status & Tasks
Murby Way to Foxon Way	Start: June 2022 Finish: December 2023* subject to further amendments following on from LCoC feedback	Start: May 2024 Finish: August 2024	In Detailed Design stage  Tasks- LCoC review Section 8
Meridian Way Roundabout	Start: June 2022 Finish: December 2023* subject to further amendments following on from LCoC feedback	Start: May 2024 Finish: August 2024	In detailed design stage  Tasks- LCoC review Section 8 On site trial
Mossdale Meadows	Completed	Completed	Works complete, snagging works commenced
Kingsway North (BDC Land)	Completed	Start: January 2024 Finish: February 2024	Design Complete  Tasks- Blaby DC contract signed by LCC legal team Dropped kerbs both sides need approval from LCoC
Kingsway South	Completed	Start: February 2024 End: March 2024	Design Complete  Tasks- Section 8 agreement RSA 2 Lighting Assessment
Aylestone Meadows	Completed	Start: Aug 2023 Finish: 22 <sup>nd</sup> Dec 2023	Scheme on site
Aylestone Meadows Boardwalk	March 24-TBC	Start- TBC End- TBC upon receiving programme from potential contractors in January 2024	Appoint boardwalk contractor



## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 11<sup>th</sup> JANUARY 2024

#### Item 11 – Climate Reduction Initiative: installation of Solar PV Panels and Battery Storage

##### Purpose

To receive updates savings from the installation of Solar PV Panels and to consider utilising the underspend on the project towards the installation of battery storage.

##### 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.

These installations contribute significantly to the aim to reduce the Town Council's carbon footprint by 40% this year and become carbon neutral by 2030.

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

Energy Efficient Solutions have completed the installation of Solar PV Panels and battery storage at all three sites.

**Library** 78 panels have been installed with a capacity of 25kw.

**Thorpe Astley Community Centre** 87 panels have been installed with a capacity of 30kw.

**Braunstone Civic Centre** 96 panels have been installed with a capacity of 30kw.

The original proposal (ordinary text) and actual installation are set out in Table 1.

	<b>Cost £</b>	<b>No of Panels</b>	<b>Annual Carbon Reduction</b>	<b>Annual Bill Savings £</b>	<b>Est Payback (years)</b>
<b>Civic Centre</b>	£65,185 <b>£53,485</b>	174 <b>96</b>	13.66ct <b>6.25ct</b>	£10,923 <b>£7,925</b>	6 <b>7</b>
<b>Thorpe Astley</b>	£32,020 <b>£31,120</b>	93 <b>87</b>	7.37ct <b>6.02ct</b>	£7,190 <b>£7,498</b>	5 <b>4</b>
<b>Library</b>	£31,671 <b>£29,571</b>	92 <b>78</b>	7.89ct <b>5.63ct</b>	£8,812 <b>£2,138</b>	4 <b>14</b>
<b>TOTAL</b>	£128,876 <b>£114,176</b>	359 <b>261</b>	28.92ct <b>17.90ct</b>	£26,925 <b>£17,561</b>	5 <b>8</b>

Original – Ordinary Text. **Revised – Bold Text.**

The Carbon Reduction achieved through the installation of solar PV at the Community Facilities is estimated to be at 17.47ct.

### Export Tarriff

The Council’s application for and electricity smart export tariff is being processed. Once set up, it will be backdated but the funds are unlikely to be received until the next financial year.

### Battery Storage

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.

The installation saving is £18,789, which could be put towards the costs of battery storage. Permission was granted by the Department of Levelling up on 18<sup>th</sup> December 2023 to extend the borrowing period to 17<sup>th</sup> December 2024.

### 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	£114,176	N/A	Completed
Air Source Heat Pump	£38,370	£2,850	Completed
Electric Vehicle Charging Points	£19,243	£2,628	Completed
<b>TOTAL</b>	<b>£171,789</b>	<b>£5,478</b>	
Public Works Loan		£196,056	
<b>Balance outstanding</b>		<b>£18,789</b>	

### Next Steps and Timescales

At an appropriate point during the Spring/Summer of 2024 (prior to December 2024), the Chief Executive & Town Clerk will liaise with Energy Efficient Solutions with the aim to spend the balance of the loan on battery storage. Proposals will be submitted to a future meeting of the Committee for consideration and approval.

## Recommendations

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

## Reasons

1. To deliver the Council's Climate Change & Environmental Objectives, reduce the Council's Carbon footprint, make savings and generate revenue.
2. To note the final costs of the projects, including the underspend, and to allocate the balance of Public Works Loan funding to further reducing the Council's carbon footprint.
3. To fully assess the options, proposals, costs, financial savings and impact on the Council's carbon footprint.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 11<sup>th</sup> JANUARY 2024**

#### **Item 12 – Improvements to Impey Close Play Area and Open Space**

##### Purpose

To receive an update on proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; and to determine timescales.

##### 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.

At the meeting of Policy & Resources committee held on 7<sup>th</sup> September 2023 the committee endorsed the outline proposals for the project to include:

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

##### Consultation Process

It was agreed that a consultation exercise with residents be undertaken at various stages of the process in the refurbishment of the playground, open spaces and pathways via various methods with a closing date of 23<sup>rd</sup> October 2023.

At the closing date only two comments had been received and at the meeting of the

Policy & Resources committee on 2<sup>nd</sup> November 2023, it was agreed to extend the closing date until 1<sup>st</sup> December 2023. A further one comment had been received after the closing date of 1<sup>st</sup> December.

The following three comments were received along with appropriate Council response/action.

<b>Consultation Response</b>	<b>Council Response/Action</b>
<p>All the gravel footpaths need resurfacing not just the one from the top of Darien Way down to the sculpture. The one from the top of the village green next to the sculptured seating area down to Darien way is particularly bad. When it rains it sweeps stones and gravel down onto the footpath. This has been a particular problem for a few years now and it's getting worse.</p>	<p>Remedial work to the worst areas of the gravel paths would be taking place over the coming winter months by the Town Council Parks &amp; Grounds staff.</p> <p>Professional advice regarding the repair of the two footpaths that form part of the Impey Close playground project will be sought.</p>
<p>A new swing seat for younger children and/or disabled children would be fantastic where they can be properly strapped in and any other equipment aimed towards young toddlers/young primary school age as most of the parks on Thorpe Astley don't have too much to them and my little boy would love it next Summer!</p>	<p>This can be considered when the tender requirements are drafted up.</p>
<p>This playground was designated for "older children" in the builder's specification. The green topped fence needs surveying as there is at least one of the spindles missing/cut and some of the bolts are removable allowing the fence to be opened like a gate.</p> <p>If you are going to change the rubberised path for rubber mulch consider creating a complete circuit around the playground so the children can ride bikes etc. without going near the play equipment.</p>	<p>The annual ROSPA report has highlighted the loose bolts and fittings and work to the this is included in the Winter work maintenance schedule.</p> <p>The inclusion of the pathway around the playground can be considered for inclusion in the proposed work.</p>

The proposals were also circulated at the citizen's Advisory Panel on 31<sup>st</sup> August 2023 for consideration and included in the October edition of the Braunstone Life, Town Council Website and social media along with posters at the Town Council centres and Impey Close playground.

## Next Stage

In order to undertake repair work to the gravel paths from Darien Way to the Sculpture (top section down towards Brook) and consider installation of drainage, advice would be required from professional civil engineering contractors to ensure that any work undertaken is suitable and does not cause any detrimental flooding effects in other areas. A contractor had been sourced and requested to undertake a site visit to view the paths and proposed work but due to other work commitments this could not be arranged until the new year.

## Timescales

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

<b>Date</b>	<b>Proposal</b>
January 11 <sup>th</sup> 2024	Policy & Resources Committee to approve the proposed works along with proposals received from the public consultation. To note that a site visit to assess the proposed work to the footpaths to be arranged.
March 2024	To receive a report regarding proposed work to footpath and to finalise plans for the project and procurement process
April 2024	Invitations to Tender
May 2024	Tenders to consider and shortlist
July 2024	Consultations on specific proposals
October – December 2024	Final proposals and contractor agreed and refurbishment work undertaken

## Recommendations

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

## Reasons

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

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 11<sup>th</sup> JANUARY 2024**

#### **Item 13 – Arrangements for Implementing the Licensed Bar and Café Contract**

##### Purpose

To approve arrangements for extending the Licensed Bar and Café Contract for up to 12 months and to review and amend the existing Premises Licence.

##### Background

On 2<sup>nd</sup> November 2023, the Committee considered a request from the Operator, JAAAK Ltd, to extend the contract to operate the Licensed Bar and Café.

The Committee resolved “that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader & Deputy Leader of the Council, to determine whether to offer the current Licensed Bar & Café Contractor, JAAAK Ltd, a one-year extension of the current Licensed Bar & Café contract, made on 27<sup>th</sup> June 2019, until 10<sup>th</sup> July 2025, subject to the Café Service in the Civic Community Lounge commencing” (minute 54).

##### Café Service

The Café Service commenced on Tuesday 5<sup>th</sup> December 2023. The service currently operated Tuesday to Sunday 12noon to 6pm. The service primarily offers bar meals and lunches rather than snacks and cakes.

The operator has agreed to review the service and its expansion with the Council in February 2024.

##### Extension of existing Licenced Bar and Cafe Contract

There are advantages in extending the existing operating contract to ensure that the Café Service is a success, prior to running a full tender exercise.

However, given the service is still being developed, giving a full one year extension at this stage may not be in the interests of further developing and enhancing service provision. Therefore, it is proposed that delegated authority be given to the Chief Executive & Town Clerk to approve and issue contract extensions to JAAAK Ltd, either in full or in stages, up to a maximum of 1 year, i.e. 10<sup>th</sup> July 2025, based on the existing terms. This will provide for opportunities to review expansion plans for the café service and ensure its success.

## Review of Premises Licence

There is a condition in the Operating Schedule of the Premises Licence: '*Children are required to be accompanied by an adult when in the function room and bar areas*'. There is also a condition in the mandatory conditions on the Premises Licence: '*No person under fourteen shall be in the bar of the licensed premises during the hours that the premises is licensed for the sale of alcohol, except as previously permitted by the Licensing Act 1964*'.

The licence currently allows for the sale of alcohol at the following times:

- Monday- Thursday 10:00 -23:00
- Friday & Saturday 10:00- 23:30
- Sunday 12:00 – 22:30

The exceptions in the Licensing Act 1964 are extremely limited so for all intents and purposes, children under 14 are not permitted to be in the Civic Community Lounge.

Given the service has been expanded to include a café, children should be permitted to enter the café, while ensuring it remains a safe environment. Therefore, it is recommended that delegated authority be given to the Chief Executive & Town Clerk to apply to remove or vary the two conditions relating to children and request alternative mitigating conditions.

## Recommendation

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

- a) to determine whether to offer the current Licensed Bar & Café Contractor, JAAAK Ltd, extensions to the current Licensed Bar & Café Contract, made on 27th June 2019, based on the same terms, either in full or in stages, up to a maximum of 1 year, i.e. 10th July 2022, and
- b) to make an application to the Licensing Authority to vary the Council's Premises Licences to remove or vary the two conditions relating to children and request alternative mitigating conditions.

## Reason

To provide for the opportunity to establish the Café Service from the Civic Community Lounge. Having the ability to offer extensions in full or in stages would provide for opportunities to review expansion plans for the café service and ensure its success. Given the service has been expanded to include a café, children should be permitted to enter the café, while ensuring it remains a safe environment.





## **BRAUNSTONE TOWN COUNCIL**

Serving the communities of Braunstone Town and Thorpe Astley

### **CUSTOMER SERVICES Braunstone Civic Centre**

Kingsway, Braunstone Town, Leicester, LE3 2PP

Tel: 0116-2890045 Fax: 0116 2824785

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

Open: Mon-Fri: 9am to 5pm (Closed on Public Holidays)

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

### **BRAUNSTONE TOWN COUNCIL CUSTOMER SERVICE STANDARDS**

We are committed to providing all our customers with an excellent service

We always aim to:

- See you promptly upon arrival at any of our offices
- Deal with your enquiry or service request quickly and efficiently
- Keep you informed
- Listen and be courteous and helpful
- Treat you fairly and equally
- Arrange for private interview facilities, if required
- Keep our website at [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk) up to date and accessible

You can normally expect:

- To be seen within 10 minutes of your arrival at our offices
- To have your telephone call answered within 10 rings
- To receive an acknowledgement response within 1 working day to any answer phone or voicemail message you have left or receipt of a letter or email
- To receive a reply to letters and emails your enquiry within 10 working days
- To be offered an appointment with an appropriate officer (if not available at the time of your visit) within 10 working days
- To have any complaint dealt with promptly and in accordance with our complaints procedures which can be found at [www.braunstonetowncouncil.org.uk/index.php/town-council/town-policiesstrategies](http://www.braunstonetowncouncil.org.uk/index.php/town-council/town-policiesstrategies)

Customer Feedback

- We are always looking for better ways to meet your needs and we welcome feedback to help us improve our services.
- We want to know did we treat you well and did we help resolve your problem
- Please
  - Use the Comment Cards (available at each of our reception points), or
  - Submit your comments via the customer feedback section on the Council's website at [www.braunstonetowncouncil.org.uk/index.php/feedback-form](http://www.braunstonetowncouncil.org.uk/index.php/feedback-form)



## **BRAUNSTONE TOWN COUNCIL**

Serving the communities of Braunstone Town and Thorpe Astley

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

### Purpose and Scope

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

### Principles

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

### Hours of Work

7. The Law requires the Council to ensure its employees working hours do not exceed those set out in the Working Time Directive:
  - a) no more than 11 consecutive hours can be worked on any working day, and
  - b) no employee can work more than 48 hours in any one week.
8. Any employee who wishes to exceed the limits set out in 14 above must notify their Line Manager in writing in advance to confirm agreement to opt out of the

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

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

### Annualised Hours

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

### Recording Working Hours

13. All staff must record their actual working hours on their timesheet for the period.
14. The exception to the above is where employees are entitled to claim for additional hours payment where Management require them to work additional shifts to cover for holidays, sickness and for vacant establishment hours. Additional hours for which payment is being claimed should only be filled in on the Additional Hours Claim form.
15. Where the employee takes annual leave, the total number of leave hours approved by the Line Manager on the employees' leave card should be inserted into the appropriate column on the timesheet for that date. The employee must not enter the hours they would have worked.
16. Where an employee takes a day off in lieu of additional hours worked (i.e. they are in credit of hours); then "ToiL" should be entered in the appropriate column. The employee must not enter either the total number of hours or the hours they would have worked.

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

#### Time off in Lieu

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

#### Managing Annualised Hours

19. Timesheets provide a running total of hours the employee has in credit (i.e. over their equivalent contracted hours for the period) or in deficit (i.e. under their equivalent contracted hours for the period).
20. Both staff and managers have a duty to manage hours efficiently and effectively and plan working hours according to service requirements and workloads.
21. Staff should use their average weekly hours as a guide to the number of hours credit and deficit they should hold in any one period; without an agreed working pattern, e.g. term time only working, in place. For example, an employee whose annualised hours averages at 20 hours per week should avoid being in credit by +20 hours or deficit by -20.
22. Line Managers should assess an Employees' working hours over a three month period taking into account paragraph 87 above. Where a Manager finds that a staff member has significantly exceeded or alternatively underworked their hours within a period, the Manager will take the following action:
  - a) *End of first period:* hold an informal one-to-one session with the member of staff to advise them that their hours need to be effectively managed and to agree actions to do this; the actions should be agreed and signed by both the manager and employee;
  - b) *End of second period:* establish if the employee's hours are back on track; if not then a further meeting should establish a new working pattern for the next period and agreed and signed by both manager and employee; and
  - c) *End of third period:* establish if the employee's hours are back on track; if not then a further meeting should be held in which the Manager will inform the employee of their working hours so that the balance of hours worked are back on track (with regard to paragraph 87 above) within the following three months.
23. Employees who are not happy with the outcome at paragraph 21 above have the option of challenging this under the Grievance process. Management has

the option of using the Disciplinary Procedure to address a failure to comply with the outcome at paragraph 21 above.

#### Flexible Working (including Home/Hybrid Working)

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

#### Considering Flexible Working Requests

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

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

### Appeal Procedure

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

### Determining a Flexible Working Request

40. The Council is not obliged to accept a flexible working request; nevertheless, it will demonstrate that it has treated the request seriously, and fully investigated whether or not it could be implemented.
41. Refusal of a flexible working request can only occur following a Formal Hearing (paragraphs 30 – 32) and will be based on one or more of the following:
  - a) the additional costs to the Council;
  - b) reduced ability to meet the needs of customers;
  - c) inability to share the person's workload amongst other staff;
  - d) potentially damaging effects upon the quality of work produced;
  - e) potentially damaging effects upon performance;
  - f) inability to recruit extra staff to provide cover.
42. Where the Council wishes to reject an employee's flexible working request for any of the above reasons, it will provide evidence to support its case.

### Homeworking

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

### Review of the Policy

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

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

## **APPENDIX 1 - Home Working Checklist**

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

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



## **APPENDIX 2**

### **HMRC Home Working Tax Allowance**

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

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

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

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

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



## **BRAUNSTONE TOWN COUNCIL**

Serving the communities of Braunstone Town and Thorpe Astley

### **LEAVE ENTITLEMENT POLICY & PROCEDURE**

#### **Purpose and Scope**

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

#### **Principles**

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

#### **Holiday Entitlement**

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

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

### Bank Holidays

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

### Leave and Time Off Requests

17. All holiday and time off in lieu requests will be considered by the line manager, depending upon:
  - a. How many other Employees have already approved time off during the same period.
  - b. Whether it is essential to service delivery that the employee, because of their role, is required to be at work during the period.
  - c. No more than a maximum of three weeks are requested at any one time.
  - d. The request is made with at least as much notice as the amount of time requested for the period of paid leave
18. The Council's holiday year runs from 1st April to 31st March each year. Employees are expected to use all their entitlement during the year. Only five unused days, pro-rata for part-time staff, can normally be carried over and used within the month of April, with permission.
19. Employees who leave or join the Council during the holiday year are entitled to a pro-rata holiday allowance, based on how much of the year they work for the Council.

### Medical Appointments

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

### Parental Leave

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

### Time off for Dependants

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

27. In most cases, the amount of leave required will normally be 1 or 2 days at the most, but this will depend on individual circumstances. You may be able to take a longer period of leave if this is agreed with your Line Manager.
28. This right is intended to cover unforeseen circumstances. If you know in advance that you are going to need time off, you may be able to arrange to take this time as part of your annual leave entitlement or under another leave entitlement detailed in this policy.
29. Line Managers will hold an informal return to work meeting with employees who have taken time off for dependants to establish the reason and that the circumstances were unforeseen. Notes of the meeting should be signed by both the Employee and the Manager.

#### Bereavement Leave

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

#### Compassionate Leave

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

## Maternity Leave

39. All female Employees are entitled to 52 weeks Maternity Leave, which consists of 9 months ordinary paid leave (if eligible) and an optional 3 months additional unpaid leave.
40. All female Employees are entitled to 9 months paid Maternity Leave, and will receive Statutory Maternity Pay (SMP) if their average weekly wage exceeds the National Insurance lower earnings limit and have been employed for a period of 6 months at the 15<sup>th</sup> week prior to the due date of the birth of their child. Employees need to discuss all arrangements with their line manager prior to beginning this leave.
41. Braunstone Town Council cannot permit you to work during the period of 2 weeks, which commences on the day of childbirth.
42. Employees on Maternity Leave will be able to arrange up to 10 'Keep in Touch Days' with their Line Manager, to return to work for short periods during their leave and receive their normal rate of pay on these working days, without damaging their entitlement to Maternity Pay.

## *Notice Requirements*

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

## *Maternity Pay*

46. Payments for employees who have less than 1 year's continuous local government service at the beginning of the 11<sup>th</sup> week before the expected week of childbirth shall be the employee's entitlement to Statutory Maternity Pay (SMP), where eligible.

47. Payments for employees who have completed 1 year's continuous local government service at the 11th week before the EWC shall be as follows:-
- a) For the first eight weeks of absence an employee shall be entitled to nine-tenths of a week's pay offset against payments made by way of SMP or Maternity Allowance (MA) for employees not eligible for SMP.
  - b) An employee who declares in writing that she intends to return to work will for the subsequent 12 weeks' absence receive half a week's pay plus SMP, where eligible, without deduction except by the extent to which the combined pay and SMP (or MA and any dependant's allowances if the employee is not eligible for SMP) exceeds full pay. Alternatively the equivalent amount (i.e. 6 weeks' pay) may be paid on any other mutually agreed distribution. For the remainder of the maternity leave period the employee will receive their entitlement to SMP currently 39 weeks in total, where eligible.
  - c) Payments made by the authority during maternity leave under (b) above shall be made on the understanding that the employee will return to local authority employment for a period of at least three months, which may be varied by the Chief Executive & Town Clerk, or the Employing Committee in relation to the Chief Executive & Town Clerk, on good cause being shown and, in the event of her not doing so, she shall refund the monies paid, or such part thereof, if any, as the above, acting on behalf of the Council, may decide. Payments made to the employee by way of SMP are not refundable.
  - d) For employees not intending to return to work payments during their maternity leave period following the first 6 weeks will be their entitlement to SMP (currently 39 weeks in total), where eligible.

#### Time of for Antenatal Care

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

## Paternity Leave

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

## Shared Parental Leave Entitlement

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



62. If an Employee requests two or more separate/discontinuous periods of SPL, the Line Manager, during the first two weeks of the eight week notice, will discuss dates with the Employee, which are unacceptable for business reasons.
63. If agreement cannot be reached, the Employee will be entitled to one continuous period of SPL, starting from the date the discontinuous leave request was due to start.

#### Adoptive Leave

64. Employees who are in the process of becoming adoptive parents are entitled to take leave around the time of the placement of a child. Adoption Leave and Adoption Pay is a statutory entitlement for adoptive parents, similar to statutory maternity leave provisions. The entitlement applies to either parent (but not both)..
65. In all cases the current statutory provisions will apply. Employees are advised to contact their Line Manager to obtain full details regarding current legislation and procedures.

#### Jury Service

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

#### Study Leave

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

## Complaints and Grievances

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

## Review of the Policy

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

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

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# Paid Expenditure Transactions

paid between 25/10/23 and 31/12/23

Start of year 01/04/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS231025L CCPENSION	25/10/23	19315		£9,627.94	£0.00	£9,627.94	1. CM	Leicestershire County Council Pensions	Salary October 2023 1020
		19346/1		£5.04	£0.84	£4.20	1. CM	ESPO	stationary 1300
		19346/2		£41.22	£6.87	£34.35	1. CM	ESPO	stationary 1300
		19346/3		£52.20	£8.70	£43.50	1. CM	ESPO	stationary 1300
		19346/4		£263.94	£43.99	£219.95	5. OS	ESPO	Cleaning 5330
BACS231003E SPO	26/10/23	19346		£362.40	£60.40	£302.00		ESPO	1300
DD231025ENT A3816	27/10/23	19345		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.10.2023-16.11.2023 2400
BCARD231102 RECYCLE	30/10/23	19340	4468	£41.40	£6.90	£34.50	5. OS	Recycling Bins	1 x box green bin liners 5630
BCARD231002 AMAZO4442	30/10/23	19343	4442	£17.90	£2.98	£14.92	5. OS	Amazon UK	Break Glass replacements 5600/2
DD231023WA TERPL3736	31/10/23	19320		£54.18	£0.00	£54.18	5. OS	Water Plus/STW	Acc. 0955002195 5430
		19344/1		£275.82	£45.97	£229.85	5. OS	Lex Autolease Limited	BJ67 OWM 15.09.202 - 14.10.23275.82 5650
		19344/2		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT=17 GHH 14.09.202 - 13.10.23275.82 5650
DD231015LEX AUTO215	31/10/23	19344		£526.13	£87.69	£438.44		Lex Autolease Limited	5650
BACS2200811 AMAZO56C	31/10/23	19347		-£13.99	-£2.33	-£11.66	5. OS	Amazon UK	Contra 17526, Safety breakaway volunteer with ID holders unclaimed 5600/2
DD231101BD CNOVTA	01/11/23	18518		£818.00	£0.00	£818.00	3. TA	Blaby District Council	N030084745 Rates 3460
DD231101BD CNOVCC	01/11/23	18545		£2,058.00	£0.00	£2,058.00	2. CC	Blaby District Council	N030002639 Rates 2460
BCARD231101 AMAZON473	01/11/23	19342	4473	£29.99	£5.00	£24.99	6.LS	Amazon UK	Stars & Glitter for Library 6490
		19339/1		£19.80	£0.00	£19.80	2. CC	Amazon UK	Lakeland Pritchitts Semi Skimmed Milk Sticks - Long Life Sachets (240 Sticks) 2510
		19339/2		£30.00	£5.00	£25.00	1. CM	Amazon UK	Fire Safety DVD, (fire extinguishers, fire Alarms) 1210
BCARD231102 AMAZON	02/11/23	19339	4475	£49.80	£5.00	£44.80		Amazon UK	Misc 2510
		19326/1		£10.00	£0.00	£10.00	1. CM	Co operative Bank	Service charge 1990
		19326/2		£34.38	£0.00	£34.38	1. CM	Co operative Bank	Commision 1990

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 25/10/23 and 31/12/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD231103CO OP	03/11/23	19326		£44.38	£0.00	£44.38		Co operative Bank	1990	
		19258/1		£1,548.99	£258.17	£1,290.82	3. TA	Aeddonate	Defibrillator for Thorpe Astley	3070/2
		19258/2		£1,549.00	£258.16	£1,290.84	2. CC	Aeddonate	Defibrillator for Civic Centre	2070/2
BACS230913A EDDON3487	07/11/23	19258	4427	£3,097.99	£516.33	£2,581.66		Aeddonate	Supply of two defibrillators - one at Braunstone Civic Centre and one at Thorpe Astley Community Centre along with listed support as stated in invoice number 3487	3070/2
BACS231024H MRC	07/11/23	19317		£7,913.59	£0.00	£7,913.59	1. CM	H M Revenue & Customs	Tax & NI October	1010
		19327/1		£45.00	£0.00	£45.00	5. OS	Petty Cash	Safety Boots for Ian Kennett	5290
		19327/2		£64.20	£10.70	£53.50	2. CC	Petty Cash	Parts for stage ladder	2600
		19327/3		£8.15	£0.00	£8.15	1. CM	Petty Cash	postage	1300
		19327/4		£11.20	£0.00	£11.20	7. CD	Petty Cash	Apples for Apple Day	7700
		19327/5		£7.70	£1.28	£6.42	5. OS	Petty Cash	petrol	5670
		19327/6		£12.00	£2.00	£10.00	7. CD	Petty Cash	Umbrella for Civic Functions	7750
		19327/7		£2.00	£0.00	£2.00	2. CC	Petty Cash	water for hirers	2510
		19327/8		£2.00	£0.00	£2.00	2. CC	Petty Cash	water for hirers	2510
		19327/9		£40.00	£0.00	£40.00	1. CM	Petty Cash	postage	1300
110892	07/11/23	19327		£192.25	£13.98	£178.27		Petty Cash		5290
BACS231030I NNOVA8445	07/11/23	19329		£696.00	£116.00	£580.00	2. CC	Innova Care Concepts Ltd	Annual Service Inspection - Bronze Contract	2610/1
BACS231026R USSEL2635	07/11/23	19330	4294	£563.17	£93.86	£469.31	5. OS	Russells Group Ltd	Fitting of parts to Muthing grass cutter	5650
BACS231018C HUBB9751	07/11/23	19331	4463	£226.05	£37.68	£188.37	2. CC	Chubb Fire & Security	Intruder Alarm at CC shall not reset	2610/3
BACS231025N PS4200	07/11/23	19332	4465	£120.00	£20.00	£100.00	2. CC	NPS NIGEL SUMMERFIELD	Repair Tap in Council Chamber kitchen Reset programme on boiler	2600
BACS231031 GPR04882	07/11/23	19334		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan - Year 2 month 10	1420
		19348/1		£8,861.93	£0.00	£8,861.93	5. OS	Public Works Loan Board	235384	5080/4
		19348/2		£8,904.08	£0.00	£8,904.08	5. OS	Public Works Loan Board	292038	5080/5

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 25/10/23 and 31/12/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
			19348/3	£5,255.45	£0.00	£5,255.45	2. CC	Public Works Loan Board	600557	2080/5
			19348/4	£3,288.06	£0.00	£3,288.06	2. CC	Public Works Loan Board	650982	2080/6
			19348/5	£2,292.82	£0.00	£2,292.82	2. CC	Public Works Loan Board	PW480508	2080/2
			19348/6	£4,823.78	£0.00	£4,823.78	2. CC	Public Works Loan Board	PW482623	2080/3
			19348/7	£1,762.90	£0.00	£1,762.90	5. OS	Public Works Loan Board	PW485188	5080/1
			19348/8	£2,891.53	£0.00	£2,891.53	2. CC	Public Works Loan Board	PW485557	2080/4
			19348/9	£3,016.65	£0.00	£3,016.65	5. OS	Public Works Loan Board	PW487506	5080/2
			19348/10	£1,841.00	£0.00	£1,841.00	7. CD	Public Works Loan Board	PW490422	7080
BACS231107P WLB	07/11/23		19348	£42,938.20	£0.00	£42,938.20		Public Works Loan Board		5080/4
DD231024BG0 357	07/11/23		19369	£109.42	£5.21	£104.21	6.LS	British Gas	603452644	6430
DD231102ENT A6166	09/11/23		19337	£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 1.11.23 - 30.11.23	2400
DD231025OP US8064	09/11/23		19356	£938.21	£156.37	£781.84	2. CC	Opus Energy	Account 1465822 28.09.2023-24.10.2023	2430
DD231030KIN GS8513	10/11/23		19338	£20.22	£3.37	£16.85	2. CC	Kings Armoured Security Services Limited	Transit Fees	2580
DD231101BYP HONE	10/11/23		19372	£264.94	£44.16	£220.78	1. CM	Byphone Voxbit	RC10115	1400
DD231106ENT A9201	13/11/23		19354	£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 05.11.2023 - 04.12.2023	3400
BACS231102E NTANE6491	13/11/23		19376	£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	Basic single line	2400
DD231115BD C0013034	15/11/23		18487	£1,923.22	£0.00	£1,923.22	2. CC	Blaby District Council	BusinessRefuse Waste 1100 litre bin rental 1.4.23 - 31.3.24	2440
DD231101SA GE3775	16/11/23		19336	£58.80	£9.80	£49.00	1. CM	Sage (UK) Ltd	Subscription 01.11.2023 - 30.11.2023	1350
BCARD231002 RBL	16/11/23		19341	£23.99	£0.00	£23.99	7. CD	The Royal British Legion	1 x poppy wreath for Armistice Day 2023	7750
			19435/1	£29.40	£4.90	£24.50	2. CC	Global Payments	CC - 05760171	2580
			19435/2	£238.82	£0.00	£238.82	2. CC	Global Payments	CC - 05760171	2580
DD231031GP AYCC152	16/11/23		19435	£268.22	£4.90	£263.32		Global Payments	CC - 05760171	2580
			19436/1	£29.40	£4.90	£24.50	3. TA	Global Payments	TA - 39854961	3580

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DD231031GP AYTA043	16/11/23	19436		£29.40	£4.90	£24.50		Global Payments	TA - 39854961 3580
BCARD231116 AMAZON635	16/11/23	19437	4447	£12.99	£2.17	£10.82	7. CD	Amazon UK	Glass paint Craft N Chatter group grant 7940/1
BCARD231116 AMAZONABE	16/11/23	19438	4452	£13.98	£2.33	£11.65	5. OS	Amazon UK	1 x padlock for trailer chain to secure 5610/1
BCARD231116 AMAZON556	16/11/23	19439	4458	£24.99	£4.17	£20.82	1. CM	Amazon UK	Lumbar Support Pillow for Office Chair Car Lumbar Pillow, Memory Foam Back Cushion with Breathable 3D Mesh Lumbar Support Orthopedic Backrest Hardness 1300
BCARD231101 AMAZON141	16/11/23	19440		£9.98	£1.66	£8.32	6.LS	Amazon UK	Stars & Glitter for Library 6490
BCARD231101 AMAZON686	16/11/23	19441		£7.99	£1.33	£6.66	6.LS	Amazon UK	Stars & Glitter PENS for Library 6490
BCARD231101 AMAZON913	16/11/23	19442		£6.98	£1.16	£5.82	6.LS	Amazon UK	Stars & Glitter STICKERS for Library 6490
BCARD231026 RAIL	16/11/23	19443		£74.10	£0.00	£74.10	7. CD	East Midlands Rail	Town Mayor collecting award 7040/1
BCARD231101 MCMILL	16/11/23	19444		£24.00	£0.00	£24.00	7. CD	Macmillan Cancer Support Shop	Christmas card 7040/2
BACS231013C HUBB4658	16/11/23	19445		-£897.94	-£149.66	-£748.28	3. TA	Chubb Fire & Security	Contra 19280, TA Contract no. 1555332 Annual contract for CCTV 20.12.23 - 19.12.24 - Incorrect heading 3600
DD231103WA TERPL0943	17/11/23	19355		£465.65	£0.00	£465.65	2. CC	Water Plus/STW	CC 0583085823 2430
DD231117OP US0523	17/11/23	19434		£3,064.38	£510.73	£2,553.65	2. CC	Opus Energy	Account 14658202.10.2023 - 01.11.2023 2430
DD231103OP US3722	18/11/23	19447		£349.73	£16.65	£333.08	5. OS	Opus Energy	MM Acc 1465825 03.08.23 - 02.11.2023 5430
DD231103OP US3721	18/11/23	19448		£908.09	£151.35	£756.74	3. TA	Opus Energy	TA Acc 1465824 03.10.2023 - 02.11.2023 3430
BACS231003V IPANS3001	20/11/23	19349	4444	£33.55	£5.59	£27.96	5. OS	Vipans Ltd	12 coach bolts 12 raw bolts plus washers etc. 5620/1
BACS231106 MYPOST6945	20/11/23	19350	4476	£34.99	£0.00	£34.99	1. CM	Post Office Shop	3 x book of 8 first class stamps and delivery 1300

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BACS231107 GLENN4227	20/11/23	19351	4455	£780.00	£130.00	£650.00	2. CC	P.J & J.B Glennon & sons Ltd use EVERFLEX SILICONE 700T to seal glass and vertical wall, to create sealant that bonds to both porous and non-porous surfaces without requiring priming. Its high Clear out gutteraroung mainroof where Solar panels are being fitted & patch repair viscosity grade ensures excellent tooling properties and resistance to water	2600	
BACS231117E LITE6206	20/11/23	19352	4472	£144.00	£24.00	£120.00	3. TA	Elite Industrial Doors	Replace emergency door handle on TA main hall	3600
		19353/1		£18.00	£3.00	£15.00	5. OS	Petty Cash	Keys cut for Parks	5600/2
		19353/2		£43.50	£7.25	£36.25	7. CD	Petty Cash	Soft drinks for Halloween disco	7700
		19353/3		£40.00	£0.00	£40.00	1. CM	Petty Cash	postage	1300
		19353/4		£44.20	£7.37	£36.83	7. CD	Petty Cash	Soft drinks for Diwali	7700
		19353/7		£1.35	£0.00	£1.35	2. CC	Petty Cash	milk for hirers	2510
110893	20/11/23	19353		£147.05	£17.62	£129.43		Petty Cash		5600/2
BACS230721X EROX2659	20/11/23	19357		£251.94	£41.99	£209.95	1. CM	Xerox	Altalink C8155v 3774436331 01/12/23 - 29/02/24	1410
BACS231102K NIGHT4022	20/11/23	19358		£161.58	£26.93	£134.65	3. TA	Knighton Hygiene	WH901AWhite 2ply 210m £91.90 WH903 Foam Soap Refill £42.75	3330
BACS231115N WL2950	20/11/23	19359		£743.00	£123.83	£619.17	1. CM	NWL Legal	Professional fees of Kate Hiller in relation to Multi-use Sports Facility, Establishing Charity, Lease & License Agreements NWL2265/3	1170
BACS231031S UNNIN2631	20/11/23	19360		£37.60	£6.26	£31.34	5. OS	Sunningdale Landscape Supplies Ltd	2 x cement, 3 x brd mut, 2 x post mix	5610/1
BACS231110A MAZO2487	20/11/23	19361	4477	£15.89	£2.65	£13.24	2. CC	Amazon UK	GU10 Bulbs	2600
BACS231110A MAZOABEI	20/11/23	19362		£8.09	£1.35	£6.74	1. CM	Amazon UK	Self Inking Pad Red & Blue	1300
BACS231113A MAZO9212	20/11/23	19363		£5.59	£0.93	£4.66	1. CM	Amazon UK	Self Inking Pad Black	1300
BACS231114A LLDRA4540	20/11/23	19371	4480	£150.00	£25.00	£125.00	2. CC	Alldrains	Unblock ladies toilet	2600
DD231107WA TERPL4142	21/11/23	19375		£302.67	£0.00	£302.67	3. TA	Water Plus/STW	TA 04.10.23 - 04.11.23 Acc. 0479003705	3430

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DD231108BTQ 12554	22/11/23	19364		£162.97	£27.16	£135.81	2. CC	British Telecom	CC Alarm Line EM15369632 Charges 01.11.23 - 31.01.24	2430
DD231115ENT A9913	22/11/23	19370		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.11.23 - 13.12.23	2400
BACS231124C LLRUDDIN	22/11/23	19409		£375.00	£0.00	£375.00	1. CM	Cllr I Uddin	Cllr Allowance	1991
DD231109BTQ 07487	23/11/23	19365		£42.83	£7.14	£35.69	2. CC	British Telecom	CC ADSL EM19572346 Charges 01.11.23 - 31.01.24	2400
DD231109BTQ 10767	23/11/23	19366		£139.61	£23.27	£116.34	2. CC	British Telecom	CC FaxLine EM16631367	2430
DD230911BTQ 053SQ	23/11/23	19367		£139.61	£23.27	£116.34	3. TA	British Telecom	TA Alarm EM22854032	3400
DD230911BTQ 053RU	23/11/23	19368		£139.61	£23.27	£116.34	3. TA	British Telecom	TA ADSL EM22853976	3430
BACS231124A ██████	23/11/23	19391		£2,051.94	£0.00	£2,051.94	1. CM	██████████e	Salary November 2023	1010
		19455/1		£41.94	£6.99	£34.95	6.LS	ESPO	supplies	6490
		19455/2		£163.32	£27.22	£136.10	2. CC	ESPO	cleaning	2330
		19455/3		£174.17	£29.03	£145.14	3. TA	ESPO	Cleaning	3330
		19455/4		£41.16	£6.86	£34.30	5. OS	ESPO	supplies	5440
		19455/5		£19.20	£3.20	£16.00	1. CM	ESPO	Envelope	1300
DD231123ESP O	23/11/23	19455		£439.79	£73.30	£366.49		ESPO		6490
BACS231124S ██████	24/11/23	19377		£3,413.16	£0.00	£3,413.16	1. CM	██████████	Salary November 2023	1010
BACS231124K ██████	24/11/23	19378		£2,640.76	£0.00	£2,640.76	1. CM	██████████	Salary November 2023	1010
BACS231124A ██████	24/11/23	19379		£3,357.15	£0.00	£3,357.15	1. CM	██████████	Salary November 2023	1010
BACS231124 ██████	24/11/23	19380		£2,007.96	£0.00	£2,007.96	1. CM	██████████	Salary November 2023	1010
BACS231124H ██████	24/11/23	19381		£1,657.41	£0.00	£1,657.41	1. CM	██████████	Salary November 2023	1010
BACS231124J ██████	24/11/23	19382		£2,661.36	£0.00	£2,661.36	1. CM	██████████	Salary November 2023	1010
BACS231124T ██████	24/11/23	19383		£4,238.33	£0.00	£4,238.33	1. CM	██████████	Salary November 2023	1010



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BACS231124S	24/11/23	19384		£2,322.01	£0.00	£2,322.01	1. CM	██████████ id	Salary November 2023	1010
BACS231124L	24/11/23	19385		£113.18	£0.00	£113.18	1. CM	██████████ a	Salary November 23	1010
BACS231124F	24/11/23	19386		£240.74	£0.00	£240.74	1. CM	██████████	Salary November 2023	1010
BACS231124J	24/11/23	19387		£978.56	£0.00	£978.56	1. CM	██████████	Salary November 2023	1010
BACS231124L	24/11/23	19388		£474.25	£0.00	£474.25	1. CM	██████████	Salary November 2023	1010
BACS211242	24/11/23	19389		£2,026.53	£0.00	£2,026.53	1. CM	██████████	Salary November 2023	1010
BACS231124H	24/11/23	19390		£1,342.97	£0.00	£1,342.97	1. CM	██████████ M	Salary November 2023	1010
BACS231124P	24/11/23	19392		£1,465.52	£0.00	£1,465.52	1. CM	██████████	Salary November 2023	1010
BACS231124C	24/11/23	19393		£883.75	£0.00	£883.75	1. CM	██████████	Salary November 2023	1010
BACS231124P	24/11/23	19394		£222.57	£0.00	£222.57	1. CM	██████████	Salary November 2023	1010
BACS231124	24/11/23	19395		£219.39	£0.00	£219.39	1. CM	██████████	Salary November 23	1010
BACS231124S	24/11/23	19396		£675.32	£0.00	£675.32	1. CM	██████████	Salary November 2023	1010
BACS231124T	24/11/23	19397		£1,441.34	£0.00	£1,441.34	1. CM	██████████	Salary November 2023	1010
BACS231124P	24/11/23	19398		£873.39	£0.00	£873.39	1. CM	██████████	Salary November 2023	1010
BACS231124P	24/11/23	19399		£139.99	£0.00	£139.99	1. CM	██████████	Salary November 23	1010
BACS231124H	24/11/23	19400		£1,339.27	£0.00	£1,339.27	1. CM	██████████	Salary November 2023	1010
BACS231124	24/11/23	19401		£1,938.38	£0.00	£1,938.38	1. CM	██████████	Salary November 2023	1010
BACS231124V	24/11/23	19402		£1,157.72	£0.00	£1,157.72	1. CM	██████████	Salary November 2023	1010
BACS231124B	24/11/23	19407		£706.70	£0.00	£706.70	1. CM	██████████	Salary Novmber 2023	1010

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SO231123PE RSONALNOV	24/11/23	19451		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of Retained Personnel Services for November 2023	1170
		19454/1		£71.96	£3.42	£68.54	2. CC	British Gas	Gas charges inc vat	2430
		19454/2		-£18.31	-£0.87	-£17.44	2. CC	British Gas	Gas charges already paid	2430
DD231110BG1 712	24/11/23	19454		£53.65	£2.55	£51.10		British Gas	603452645	2430
DD231125ENT A0155	25/11/23	19423		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.11.2023-16.12.2023	2400
BACS230103T ARGET5261	27/11/23	19373		£3,369.60	£561.60	£2,808.00	8. PE	Target Pest Control & Hygiene	Collection 48 Dog Waste Bins - weekly & Service charge for Feminine Hygiene Oct/Nov/Dec	8440
BACS231124L CCPENSION	27/11/23	19405		£14,093.75	£0.00	£14,093.75	1. CM	Leicestershire County Council Pensions	Pension November 23	1020
BACS231124U NISON	27/11/23	19406		£34.00	£0.00	£34.00	1. CM	Unison	Union fees	1010
BCARD231002 SAFE0539	27/11/23	19410		£27.54	£4.59	£22.95	5. OS	SAFETY SIGNS 4 LESS	10 x post clips for signs on new cycle route	5630
		19411/2		£3.28	£0.55	£2.73	1. CM	Amazon UK	Ink Stamp front desk	1300
BACS231116A MAZOABEI	27/11/23	19411	4482	£3.28	£0.55	£2.73		Amazon UK	Ink stamps	1300
		19412/2		£21.50	£3.58	£17.92	1. CM	Amazon UK	customised rubber stamp	1300
BACS231117A MAZO8633	27/11/23	19412		£21.50	£3.58	£17.92		Amazon UK	Ink stamps	1300
		19413/3		£16.90	£0.00	£16.90	2. CC	Amazon UK	Milk sticks	2510
BACS231120A MAZO4534	27/11/23	19413	4483	£16.90	£0.00	£16.90		Amazon UK	Milk Sticks	2510
		19414/3		£64.30	£0.00	£64.30	2. CC	Amazon UK	coffee stick x 250	2510
BACS231121A MAZO8226	27/11/23	19414		£64.30	£0.00	£64.30		Amazon UK	Fairtrade instant coffee sticks	2510
		19415/3		£48.74	£8.12	£40.62	2. CC	Amazon UK	Individually wrapped Biscoff Biscuits	2510
BACS231121A MAZO6534	27/11/23	19415		£48.74	£8.12	£40.62		Amazon UK	Biscoff Individually wrapped Biscuits	2510
		19416/1		£14.70	£2.46	£12.24	2. CC	Amazon UK	Timers for xmas tree	2490
BACS231122A MAZO0417	27/11/23	19416	4486	£14.70	£2.46	£12.24		Amazon UK	Timer for xmas tree	2490

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		19417/1		£5.69	£0.95	£4.74	1. CM	Amazon UK	Ethernet cable splitter 1420
BACS231122A MAZO2970	27/11/23	19417		£5.69	£0.95	£4.74		Amazon UK	Ethernet Cable Splitter 1420
		19418/1		£9.99	£1.67	£8.32	2. CC	Amazon UK	Urinal Screen Deodorizer 2330
BACS231122A MAZO3424	27/11/23	19418		£9.99	£1.67	£8.32		Amazon UK	Urinal screen Deodorizer 2330
		19419/1		£6.99	£1.17	£5.82	1. CM	Amazon UK	Telephone Line Splitter 1420
BACS231122A MAZO3424	27/11/23	19419		£6.99	£1.17	£5.82		Amazon UK	Telephone line Splitter 1420
BACS231122C HILLI4485	27/11/23	19420	4485	£1,900.00	£0.00	£1,900.00	7. CD	Chilli Guys	Balance of Diwali hot food for 200 7700
BACS231121S ISSO2119	27/11/23	19422	4429	£2,129.92	£354.99	£1,774.93	2. CC	Sissons & Allen Ltd	1. Check lighting Columns in rear car park, including access equipment hire - £377.52* (please not cost doesn't include for any repairs to the light or photocell if required) 2. Replace faulty LED Flood lights on side elevation - £357.78 3. Replace External Bulkhead fitting above door rear carpark - £120.58 4. Replace Batten Fitting in Boiler House - £97.52 5. Replace 13no. Downlighters in Bar Area - £527.54 6. Repair and get working Corridor Wall Light - £55.58 7. Alter switching in reception area as discussed - £99.17 2610/1
BACS231124T OWERGATE	27/11/23	19426	4489	£1,741.73	£0.00	£1,741.73	5. OS	Towergate Insurance	annual insurance for Phil's truck 5650
BACS231124T OWERGATE	27/11/23	19427	4490	£2,559.86	£0.00	£2,559.86	5. OS	Towergate Insurance	Annual insurance for New Holland Tractor and Shibaura Ride on Mower 5650
BACS231124T OWERGATE	27/11/23	19428	4488	£1,881.21	£0.00	£1,881.21	5. OS	Towergate Insurance	annual insurance renewal for Ian's truck 5650
DD231113LEX AUTO9724	28/11/23	19424		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17GHH 14.10.2023 - 13.11.2023 5650
BACS231016A MAZO3694	28/11/23	19456		-£25.98	-£4.34	-£21.64	3. TA	Amazon UK	Contra 19289, Halloween decorations for TA paid out wrong account so re entered 3490
DD231114LEX AUTO0356	29/11/23	19425		£275.82	£45.97	£229.85	5. OS	Lex Autolease Limited	BJ67 0WM 067 15.10.2023-14.11.2023 5650

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DD231116WA TERPL0264	30/11/23	19374		£54.65	£0.00	£54.65	5. OS	Water Plus/STW	MM 14.10.23 - 14.11.23 Acc. 0955002195 5430
DD231201BD CDECTA	01/12/23	18519		£818.00	£0.00	£818.00	3. TA	Blaby District Council	N030084745 Rates 3460
DD231201BD CDECCC	01/12/23	18546		£2,058.00	£0.00	£2,058.00	2. CC	Blaby District Council	N030002639 Rates 2460
DD231207BG3 492	01/12/23	19461		£129.66	£21.61	£108.05	3. TA	British Gas	TA 603511442 3430
DD231121BG8 935	05/12/23	19462		£25.31	£1.20	£24.11	2. CC	British Gas	CC 603452645 2430
		19471/1		£10.00	£0.00	£10.00	1. CM	Co operative Bank	Service charge 1990
		19471/2		£32.64	£0.00	£32.64	1. CM	Co operative Bank	Commision 1990
DD231205CO OP	05/12/23	19471		£42.64	£0.00	£42.64		Co operative Bank	1990
BACS231124H MRC	07/12/23	19404		£14,965.49	£0.00	£14,965.49	1. CM	H M Revenue & Customs	Tax & NI November 1010
BCARD231207 UKCHRISTM	07/12/23	19474	4501	£16.98	£0.00	£16.98	3. TA	UK Christmas World	1 x power cable for christmas garland 3490
110894	08/12/23	19421	4484	£96.00	£0.00	£96.00	7. CD	Leicester Markets	Balance of craft fair stalls for Market Licence 7700
BACS231125B LIFEDEC23	08/12/23	19429		£752.40	£0.00	£752.40	1. CM	Braunstone Life	Dec 23 2 pages 1360
BACS231101L CC7823	08/12/23	19430		£66.00	£11.00	£55.00	3. TA	Leicester County Council - Waste	Trade Refuse BT17GHH 02 & 09 October 2023 3440
		19431/1		£355.94	£59.32	£296.62	3. TA	Sissons & Allen Ltd	Power supply to Defibrillators 3070/2
		19431/2		£355.94	£59.33	£296.61	2. CC	Sissons & Allen Ltd	Power supply to Defibrillators 2070/2
BACS231121S ISSO2118	08/12/23	19431		£711.88	£118.65	£593.23		Sissons & Allen Ltd	3070/2
BACS231122C HUBB8145	08/12/23	19432		£580.74	£96.79	£483.95	2. CC	Chubb Fire & Security	CC Contract no. 1554658 To repair damage on Intruder Alarm System 2610/3
BACS231101 GREEN3151	08/12/23	19433	4495	£2,060.00	£0.00	£2,060.00	5. OS	The Green Machine	Winter maintenance on bowling green as agreed 5620/3
DD231201ENT A2039	08/12/23	19463		£18.00	£3.00	£15.00	2. CC	Entanet International Ltd	PSTN ELE-108810 01.12.23 - 31.12.23 2400
DD231202ENT A1087	09/12/23	19464		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL 305436 1.12.23 - 31.12.23 2400

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD231124OP US8812	09/12/23	19466		£1,747.15	£291.19	£1,455.96	2. CC	Opus Energy	Account 1465347 25.10.2023 - 23.11.2023 2430
DD231130KIN GS9016	10/12/23	19465		£20.22	£3.37	£16.85	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580
DD231201BYP HONE	10/12/23	19482		£264.94	£44.16	£220.78	1. CM	Byphone Voxbit	RC10115 1400
BCARD231212 BREEDON	12/12/23	19473	4508	£189.60	£31.60	£158.00	5. OS	Breedon Special Aggregates	2 x ton of Breedon Gravel for remedial repair of gravel path at TA 5620/1
DD231128BG1 349	12/12/23	19526		£80.14	£3.81	£76.33	6.LS	British Gas	603452644 6430
DD231206ENT A3231	13/12/23	19469		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL 207489 05.12.2023 - 04.01.2024 3400
BCARD231213 NISBETS	13/12/23	19472	4510	£41.98	£6.99	£34.99	2. CC	Nisbets	Caterlite Electric Countertop Boiling ring Double 2610/1
		19527/1		£56.76	£9.46	£47.30	1. CM	ESPO	supplies 1300
		19527/2		£268.98	£44.83	£224.15	2. CC	ESPO	cleaning 2330
		19527/3		£255.65	£42.61	£213.04	3. TA	ESPO	Cleaning 3330
		19527/4		£52.20	£8.70	£43.50	1. CM	ESPO	supplies 1300
		19527/5		£41.04	£6.84	£34.20	5. OS	ESPO	supplies 5440
		19527/6		£25.08	£4.18	£20.90	2. CC	ESPO	cleaning 2330
		19527/7		£68.58	£11.43	£57.15	2. CC	ESPO	cleaning 2330
		19527/8		£18.00	£3.00	£15.00	1. CM	ESPO	supplies 1300
DD231123ESP O	14/12/23	19527		£786.29	£131.05	£655.24		ESPO	1300
DD231201SA GE4905	16/12/23	19458		£58.80	£9.80	£49.00	1. CM	Sage (UK) Ltd	Subscription 01.12.2023 - 31.12.2023 Payroll 1350
		19467/1		£29.40	£4.90	£24.50	2. CC	Global Payments	CC - 05760171 2580
		19467/2		£226.08	£0.00	£226.08	2. CC	Global Payments	CC - 05760171 2580
DD231130GP AYCC153	16/12/23	19467		£255.48	£4.90	£250.58		Global Payments	CC - 05760171 2580
		19468/1		£29.40	£4.90	£24.50	3. TA	Global Payments	TA - 39854961 3580
DD231130GP AYTA044	16/12/23	19468		£29.40	£4.90	£24.50		Global Payments	TA - 39854961 3580
DD231217WA TERPL6354	17/12/23	19524		£465.65	£0.00	£465.65	2. CC	Water Plus/STW	CC 0583085823 2430

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DD231219WA TERPL3705	17/12/23	19525		£274.71	£0.00	£274.71	3. TA	Water Plus/STW	Acc. 0479003705 3430
BACS231130 GPR04896	18/12/23	19449		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan - Year 2 month 11 1420
BACS231201B ROXAP2831	18/12/23	19450	4453	£718.74	£119.79	£598.95	5. OS	Broxap Ltd	1 x litter/recycle bin for TA land behind Aldi 5630
BACS231204A MAZO3112	18/12/23	19452	4499	£16.99	£2.83	£14.16	2. CC	Amazon UK	Trade White Couch Roll 20", 2 PLY Hygiene Roll-40 Meters Long (Pack of 4 Roll) 2330
BACS231130 ONLINE6108	18/12/23	19453	4496	£617.80	£102.97	£514.83	5. OS	Online Playgrounds	3 x self closing gate mechanisms for MM playground gates - ROSPA report 5610/2
BACS231129L ONDON6446	18/12/23	19459	4500	£900.00	£150.00	£750.00	5. OS	London Hearts	Match funding for defibrillator 5050/1
BACS231211C HEMIC8727	18/12/23	19475	4479	£1,488.00	£248.00	£1,240.00	3. TA	Chemical Cleansing UK Ltd	To dynamically powerflush the 3 UFH manifolds using WTP CL-KQ472 non-acid cleaner, including dosing the system with molybdate inhibitor & biocide t 3600
BACS231213P RINCI7890	18/12/23	19476		£566.48	£94.41	£472.07	3. TA	Principal Hygiene Systems Ltd	01.01.2024 - 31.03.2024 3440
BACS231207S AMMET2434	18/12/23	19477	4498	£2,310.00	£385.00	£1,925.00	5. OS	Sam Metcalf Trees & Landscaping	Final phase of large laurels on Meridian Way cut down of large hedge TA 5620/2
BACS231207 GREEN1483	18/12/23	19478	4469	£630.00	£105.00	£525.00	5. OS	Greenhatch Group	1 x topographical survey for Mossdale Meadows car park for drainage plans 5050/5
BACS231208T OUCH110	18/12/23	19479	4507	£70.56	£11.76	£58.80	6.LS	Touch Times Greeting Cards	Restock of christmas cards in the library 6900/1
BACS231130X EROX6762	18/12/23	19480		£376.36	£62.73	£313.63	1. CM	Xerox	Altalink C8155v 3774436331 01/09/23 - 30/11/23 1410
BACS231208R USSEL6172	18/12/23	19481	4492	£336.72	£56.12	£280.60	5. OS	Russells Group Ltd	Repairs to sidearm hedgecutter 5650
DD231204OP US9340	18/12/23	19483		£721.51	£120.25	£601.26	5. OS	Opus Energy	MM Acc 1465825 03.11.23 - 03.12.2023 5430
BACS121214J AAAK	18/12/23	19488	4512	£36.00	£6.00	£30.00	7. CD	JAAAK LTD	Opening of Café & Changing places toilet 7750
BACS231214L INCAT	18/12/23	19489	4513	£237.00	£39.50	£197.50	2. CC	Lincat Limited	Service Call for Phoenix induction range single phase - Service engineer attended and inspected the unit found single phase unit has been incorrectly installed on a three phase supply. This was covered under the warrenty 2610/1

# Paid Expenditure Transactions

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BACS231214 GALLAGHER	18/12/23	19490		£16,951.37	£0.00	£16,951.37	1. CM	Gallagher Insurance	Insurance contract number 8308048 Term 02.11.2023 - 01.11.2024	1150
BACS231101L FEPC393	20/12/23	19333		£90.00	£0.00	£90.00	1. CM	Leicester Forest East Parish Council	First Aid Course 6th November 2023 for Rita Patel & Rohit Parmar	1210
BACS231101 MYPOST3241	20/12/23	19335	4471	£42.49	£0.00	£42.49	1. CM	Post Office Shop	sheet of 50 second class stamps	1300
BACS231130 WIICKS3883	21/12/23	19460	4339	£77,921.57	£12,986.93	£64,934.64	5. OS	Wicksteed Leisure Ltd	Supply, install and renovate Play Equipment and undertake associates groundworks at Shakespeare Park Play Area, Avon Road, Braunstone Town, LE3 3AB; as detailed in Quote Reference WLLQ6898-02	5050/4
BACS231222A ██████████	21/12/23	19505		£1,545.84	£0.00	£1,545.84	1. CM	██████████	Salary December 2023	1010
BACS231222 ██████████	21/12/23	19512		£1,625.92	£0.00	£1,625.92	1. CM	██████████	Salary December 2023	1010
BACS231222S ██████████	22/12/23	19491		£2,725.73	£0.00	£2,725.73	1. CM	██████████	Salary December 2023	1010
BACS231222K ██████████	22/12/23	19492		£1,978.10	£0.00	£1,978.10	1. CM	██████████	Salary December 2023	1010
		19493/1		£2,626.94	£0.00	£2,626.94	1. CM	██████████	Salary	1010
		19493/2		£16.80	£0.00	£16.80	1. CM	██████████	Mileage	1015
BACS231222A ██████████	22/12/23	19493		£2,643.74	£0.00	£2,643.74		██████████	Salary December 2023	1010
BACS231222 ██████████	22/12/23	19494		£1,866.07	£0.00	£1,866.07	1. CM	██████████	Salary December 2023	1010
BACS231222H ██████████	22/12/23	19495		£1,373.53	£0.00	£1,373.53	1. CM	██████████	Salary December 2023	1010
BACS231222J ██████████	22/12/23	19496		£1,998.70	£0.00	£1,998.70	1. CM	██████████	Salary December 2023	1010
BACS231222T ██████████	22/12/23	19497		£3,590.71	£0.00	£3,590.71	1. CM	██████████	Salary December 2023	1010
BACS231222S ██████████	22/12/23	19498		£1,653.36	£0.00	£1,653.36	1. CM	██████████	Salary December 2023	1010
BACS231222F ██████████	22/12/23	19499		£170.76	£0.00	£170.76	1. CM	██████████	Salary December 2023	1010
BACS231222J ██████████	22/12/23	19500		£650.66	£0.00	£650.66	1. CM	██████████	Salary December 2023	1010

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS231222L ██████	22/12/23	19501		£334.10	£0.00	£334.10	1. CM	████████████████████	Salary December 2023 1010
BACS231222 ██████	22/12/23	19502		£1,525.55	£0.00	£1,525.55	1. CM	████████████████████	Salary December 2023 1010
BACS231222B ██████	22/12/23	19503		£480.56	£0.00	£480.56	1. CM	████████████████████	Salary December 2023 1010
BACS231222H ██████	22/12/23	19504		£963.12	£0.00	£963.12	1. CM	████████████████████	Salary December 2023 1010
BACS231222P ██████	22/12/23	19506		£1,102.82	£0.00	£1,102.82	1. CM	████████████████████	Salary December 2023 1010
BACS231222C ██████	22/12/23	19507		£600.56	£0.00	£600.56	1. CM	████████████████████	Salary December 2023 1010
BACS231222S ██████	22/12/23	19508		£448.98	£0.00	£448.98	1. CM	████████████████████	Salary December 2023 1010
BACS231222T ██████	22/12/23	19509		£815.50	£0.00	£815.50	1. CM	████████████████████	Salary December 2023 1010
BACS231222P ██████	22/12/23	19510		£590.45	£0.00	£590.45	1. CM	████████████████████	Salary December 2023 1010
BACS231222H ██████	22/12/23	19511		£1,371.77	£0.00	£1,371.77	1. CM	████████████████████	Salary December 2023 1010
BACS231222V ██████	22/12/23	19513		£1,043.14	£0.00	£1,043.14	1. CM	████████████████████	Salary December 2023 1010
BACS231218A ██████	22/12/23	19517		£37.80	£0.00	£37.80	1. CM	██████	Mileage 1015
BACS231211K NIGHT5633	22/12/23	19518	4505	£212.88	£35.48	£177.40	2. CC	Knighton Janitorial Ltd	WH901AWHITE 2PLY 210MK-ONE TOILET TISSUE WH9031000ML REFILL CARTRIDGEK- ONE LUXURY FOAM HAND WASH 2330
BACS231214 MYPOST8927	22/12/23	19519	4511	£42.49	£0.00	£42.49	1. CM	Post Office Shop	50 2nd class stamps plus delivery 1300
DD231215ENT A5134	22/12/23	19520		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL 192354 14.12.23 - 13.01.24 2400
BACS231219L INCAT9080	22/12/23	19522		£217.50	£36.25	£181.25	2. CC	Lincat Limited	Service Call out for Phoenix induction range single phase - Service engineer attended and inspected the unit found single phase unit has incorrect cable installed on a three phase supply. This was not covered under the warranty 2610/1



# Paid Expenditure Transactions

Start of year 01/04/23

paid between 25/10/23 and 31/12/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS231219R OSPA6418	22/12/23	19523	4515	£498.00	£83.00	£415.00	5. OS	Rospa Play Safety	SP playground post installation inspection 5050/4
DD2311218EN TA5359	25/12/23	19521		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL 364266 17.12.2023-16.01.2024 2400
DD231213OP US3530	27/12/23	19485		£5,838.48	£973.08	£4,865.40	2. CC	Opus Energy	Account 1465822 02.11.2023-03.12.2023 2430
DD231213BG2 537	27/12/23	19486		£184.17	£8.77	£175.40	6.LS	British Gas	BGL401801 15.11.23 - 13.12.23 6430
DD231213BG2 547	27/12/23	19487		£326.82	£15.56	£311.26	2. CC	British Gas	BGL401803 15.11.23 - 13.12.23 2430
DD231213OP US4498	28/12/23	19484		£2,725.48	£454.25	£2,271.23	3. TA	Opus Energy	TA Acc 1465824 03.11.2023 - 03.12.2023 3430
DD231213LEX AUTO7540	28/12/23	19529		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17GHH 14.11.2023 - 13.12.2023 5650
		19328/3		£64,182.00	£10,697.00	£53,485.00	2. CC	EES Group	Solar PV - Civic Centre 2050/3
BACS231102E ES6273	29/12/23	19328	4250	£64,182.00	£10,697.00	£53,485.00		EES Group	1. Installation of 174 PV modules, 1 Inverter and 88 Optimizers and associated electrical and engineering works at Braunstone Civic Centre for £65,185 as set out in Quote 0222/22 (25th October 2022) and in accordance with the Structural Loading Review Report (March 2023). 2. Installation of 93 PV modules, 1 Inverter and 47 Optimizers and associated electrical and engineering works at Thorpe Astley Community Centre for £32,020 as set out in Quote 0223/22 (19th August 2022) and in accordance with the Structural Loading Review Report (March 2023). 3. Installation of 92 PV modules, 1 Inverter and 46 Optimizers and associated electrical and engineering works at Braunstone Town Library for £31,671 as set out in Quote 0224/22 (19th August 2022) and in accordance with the Structural Loading Review Report (March 2023). 2050/3

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<b>Total</b>				£387,726.30	£31,142.96	£356,583.34			