



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk

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

Telephone: 0116 2890045 Fax: 0116 2824785

Email: enquiries@braunstonetowncouncil.org.uk

www.braunstonetowncouncil.org.uk

17th April 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, 25th April 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/82203548389?pwd=M4le0wvsPbEJqDNU0hazxHrZPs6ba.1>

Meeting ID: 822 0354 8389

Passcode: 389637

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 7th March 2024 to be signed by the Chairperson (**Enclosed**).
5. **End of Financial Year – Income, Expenditure, Cash and Balances**
To receive an interim summary report of the Council's spending against budgets, cash at the bank and status of reserves for the financial year 1st April 2023 to 31st March 2024 (**Enclosed**).
6. **Financial Position – Cashbook and Reserves**
To receive a summary of the Council's Cash and Reserves and to receive an update on implementation of the actions taken by the Policy & Resources Committee and Responsible Financial Officer to ensure that the Council has sufficient cash and reserves to function (**Enclosed**).
7. **Options for Ongoing Revenue Savings for Future Years**
To consider options for reducing expenditure in future years, to ensure the Council focusses its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties (**Enclosed**).
8. **Annual Report 2024**
To receive the draft Annual Report 2024 for recommending to the Annual Meeting of the Full Council for adoption (**Enclosed**).
9. **Improvements to Walking and Cycling Routes**
To receive an update on the delivery of proposals for improvements to the connections between walking and cycling routes (**Enclosed**).
10. **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**).
11. **Mossdale Meadows Flood Alleviation and Drainage Improvements**
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**).
12. **Employment Contract Updates**
To consider updating Terms and Conditions of employment, to ensure they are up to date and comply with all recent legal developments; and to consider, following consultation, amending the monthly pay date (**Enclosed**).

13. **Sports Pitch Allocations 2024-2025**
To receive applications for sports pitches for 2024-2025 season and to determine their allocation (**Enclosed**).
14. **Draft Schedule of Meetings**
To receive a draft Schedule of Meetings for 2024/2025 for recommendation to Full Council for adoption (**Enclosed**).
15. **Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct**
To review the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct and recommend adoption at the Annual Council Meeting (**Enclosed**).
16. **Disciplinary Policy & Procedure**
To consider, following consultation, a revised and updated Disciplinary Policy & Procedure for adoption (**Enclosed**).
17. **Review of Grievance Policy & Procedure**
To consider proposed amendments to the Grievance Policy & Procedure and to approve these for consultation (**Enclosed**).
18. **Electric Vehicle Charging Points – Pre-authorisation Fee**
To consider increasing the pre-authorisation fee for card payments (**Enclosed**).
19. **Outside Bodies Report**
To receive reports from members of Outside Bodies:
a) Leicestershire & Rutland Association of Local Councils (**Enclosed**); and
b) Shakespeare Park Sports Pavilion Managements Association.
20. **Approval of Accounts**
To consider payments from 28th February 2024 until 31st March 2024; and from 1st April until 16th April 2024 (**Enclosed**).
21. **Replacement of Braunstone Civic Centre foyer skylight**
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 options for repair/replacement of the glass skylight roof in the foyer of Braunstone Civic Centre (**Enclosed for Councillors**).

Next Scheduled Meeting: TBC



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 7th MARCH 2024 AT 7.30PM

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

86. Apologies

Apologies for absence were received from Councillor Imran Uddin.

87. Disclosures of Interest

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

88. 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.

89. Minutes

The Minutes of the meeting held on 11th January 2024 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 11th January 2024 be approved and signed by the Chairperson as a correct record.

90. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2023 to 27th February 2024 (item 5 on the agenda).

It was noted that the Chief Executive & Town Clerk, in consultation with the Leader of the Council, would review the comparison reports that could be generated by the Accounts Software with a view to presenting these in a format that would be clearer to understand.

RESOLVED that when reporting the End of Quarter Financial Position, the Income and Expenditure Report be included with the Balance Sheet and Financial Summary.

Reason for Decision

To enable Councillors to have a clearer overview of the main areas of expenditure.

91. Financial Position – Cashbook and Reserves

The Committee received a summary of the Council's Cash and Reserves and received an update on implementation of the actions to ensure that the Council had sufficient cash and reserves to function; along with determining an offer of a short-term loan from Blaby District Council (item 6 on the agenda).

The Responsible Financial Officer provided the following update on the situation with the Council's Cash Flow:

- i. On 1st March 2024 actual cash balances at the bank were £4,785 higher than predicted when the report was published and approximately £20,000 more than predicted at the beginning of February;
- ii. projecting cash flows forward, using the same income and expenditure predictions; a closing balance on 31st March of £10,451 (with all salaries paid) was predicted and a deficit on 25th April of -£59,031;
- iii. projecting income and expenditure in the 2024/2025 financial year on the same basis, the Council would be in credit on both 30th September 2024 and 31st March 2025, the Council risks being in deficit by the end of April 2025 without any action, by approximately -£50k.

The Department of Levelling Up, Housing & Communities have been in touch to ask for more information to consider whether to approve the Council's short-term borrowing request up to 31st March. They have asked for:

1. Evidence of current levels of reserves (e.g. a bank statement).
2. What mitigating action would need to be taken if the parish council were to face any future financial difficulty in the next 3-5 years?

Items 6, 7 and 8 on the Policy & Resources Committee agenda (7th March) set out the proposals to address point 2 above and have been provided.

RESOLVED

1. that *Progress with addressing the Cash Deficit*, as detailed in the relevant section of the report and in the cash flow forecast at Appendix 1, be noted;
2. that the terms of a short-term loan from Blaby District Council, as detailed in the *Short Term Loan* part of the report section *Progress with addressing*

- the Cash Deficit*, be approved;
3. that a further application be made to the Cooperative Bank for a 12 month overdraft facility of no more than £100,000 covering September 2024 and April 2025;
 4. that delegated authority be given to the Chief Executive & Town Clerk to develop proposals, timescales and undertake a consultation with staff to adjust the monthly pay date;
 5. that delegated authority be given to the Responsible Financial Officer, in consultation with the Leader and Deputy Leader of the Council, to negotiate and make arrangements with Blaby District Council and the Cooperative Bank to facilitate the arrangements set out in 2 and 3 above, including determining:
 - a) cash amounts to be arranged, within the limits set out in 2 and 3 above,
 - b) timescales, and
 - c) entering into the appropriate legal and contractual arrangements and undertaking the associated administration; and
 6. that a report be submitted to the next meeting of the Council setting out the context of the current cash flow position and the approved actions to ensure the Council had sufficient cash and reserves to function.

Reasons for Decision

1. *The position in respect of the Council's Reserves and the commitments and overspends during 2023/2024, were all matters that the Council could and was addressing.*
2. *The terms of the short-term loan were both reasonable and balanced and would ensure the Council had sufficient cash in the short term to function.*
3. *To provide a contingency while the Council replenishes its reserves to a comfortable position to cover both cash flows and unforeseen circumstances.*
4. *To ease cash flow pressures in April and September each financial year, particularly in April 2025.*
5. *To ensure that mutually agreed arrangements could be negotiated and made with both Blaby District Council and the Cooperative Bank, within the general principles and proposals set out, avoiding the need to call additional meetings of the Policy & Resources Committee to approve minor or technical differences in approach.*
6. *To ensure that all members of the Council were fully informed of the cash flow situation and the short and long term proposals to address the issue and avoid a repeat occurrence. To enable Council to debate, discuss and question the context and actions accordingly.*

92. Review of Medium Term Priorities and Financial Planning

The Committee undertook a mid-year review of the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategies (item 7 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL

1. that the current projections attached at Appendix 1, based on known financial pressures identified in the report, be approved;
2. that the Council's Strategic Aims, Delivery Objectives and Committee/Service Objectives, attached at Appendix 2, be used as the basis for calculating the annual budget and any external funding sought;
3. that once the revenue reserve reaches the equivalent of three months' net expenditure; the additional funds be earmarked to invest in infrastructure and assets, as identified in the Capital Plan at Appendix 3, and in the development and remodelling of services, including the Town Council's operations
4. that the Financial, Treasury Management and Investment Strategies, as set out in the report, be adopted;
5. that the revised Reserves Policy, attached at Appendix 4, be approved; subject to paragraph 26 being amended to read ".....put forward proposals to replenish the general fund reserve in the following financial year"; and
6. that the Earmarked Reserves be approved, as set out at Appendix 5.

Reasons for Decision

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

93. Revenue Savings Projects 2024/2025 and future years

The Committee considered options for reducing expenditure in 2024/2025, and future years, in order to replenish the Council's reserves quicker and reduce the future impact on taxpayers (item 8 on the agenda).

RESOLVED

1. that the *One-off Revenue Savings for 2024/2025*, estimated to total £30,990, as identified in the relevant section of the report, be approved;
2. that the associated budget for the *One-off Revenue Savings for 2024/2025* be vired to the Contingency Fund; and

3. that the proposed arrangements to bring forward potential *Ongoing Revenue Savings for Future Years*, as set out in the relevant section of the report, be approved.

Reasons for Decision

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

94. Climate Change & Environmental Action Plan

The Committee considered, for approval, an action plan to deliver the Climate Change and Environmental Strategy's Objectives (item 9 on the agenda).

RESOLVED that the updated Climate Change & Environmental Action Plan, as amended and attached at Appendix 1 of the report, be approved for April 2024 to March 2025; subject to the *Reason for Inclusion* of the *Installation of Electric Vehicle Charging Points at Shakespeare Park and parks depot* including residents and visitors.

Reason for Decision

To set out proposals to deliver the objectives set out in the Climate Change & Environmental Strategy and the Environment & Biodiversity Strategy, along with the recommendations of the Carbon Audit in order to deliver the Council's commitment to make its activities carbon neutral and embed climate and environmental awareness in its decision making. The reason for rolling out electric vehicle charging points should also be to provide fast charging for residents and visitors as well as service users, hirers and staff.

95. Review of Fees and Charges

The Committee considered increasing Community Centre, sports pitches and miscellaneous fees and charges by approximately 5% for implementation from 1st April 2024 (item 10 on the agenda).

RESOLVED

1. that the Casual Indoor Bowls facility at the Civic Centre, and the facility for sending and receiving faxes, be removed;
2. that the proposed fees and charges, highlighted in red, be approved as follows:
 - a) Appendix 1 – Civic Centre & Thorpe Astley Hire Charges,
 - b) Appendix 2 – Tennis Court Hire Fees,
 - c) Appendix 3 – Miscellaneous Charges, and

- d) Appendix 4 – documents available under Publication Scheme;
3. that the above be implemented for all new hires/purchases from Monday 1st April 2024; and
4. that an assessment of the impact of the price increases be undertaken following the end of the first quarter.

Reasons for Decision

1. *The casual indoor bowls and fax facilities had not been used for several years.*
2. *To avoid a huge jump in prices in subsequent years given the pressure on the precept for 2024/2025 and 2025/2026.*
3. *To set a specific date for timely implementation, allowing time for systems and publicity to be updated, while avoiding undue delay.*
4. *To assess the Price Elasticity of Demand and if there was a fall in income, to determine whether any action should be taken.*

96. Pitch Allocations 2024/2025

The Committee considered pitch capacity, fees and the process for allocating sports pitches for the 2024/2025 season (item 11 on the agenda).

RESOLVED

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

Reasons for Decisions

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

97. Flooding Support

The Committee considered how the Town Council could be both a voice for residents affected by flooding and support action being taken to improve resilience and preparation (item 12 on the agenda).

It was noted that the drop-in information session held at Blaby District Council's offices on 6th March 2024 had been well attended by residents and Leicester City Council officers were also in attendance. Severn Trent would be using cameras to look at the sewage system on Friday and local councillors had been invited to view their work.

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

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

Reason for Decision

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

98. Improvements to Walking and Cycling Routes

The Committee received an update on the timescales for delivery of proposals for improvements to the connections between walking and cycling routes (item 13 on the agenda).

The Chief Executive & Town Clerk reported that the proposed start date of January 2025 for improvement works on Kingsway and Meridian Way was down to the contractor taking on other work in the meantime. Leicestershire County Council were exploring capacity in their in-house highways team to see if there was scope to deliver some of the works in 2024.

RESOLVED

1. that progress on the delivery of proposals for improvements to the connections between walking and cycling routes, as shown on the programme enclosed with the agenda, be received and noted; and
2. that publicity be undertaken to explain the stages of the project and the connecting works, particularly at Aylestone Meadows.

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. *Residents had raised questions, following the improvements on Aylestone Meadows, concerning improvements to the links and boardwalk.*

99. Improvements to Impey Close Play Area and Open Space

The Committee finalised proposals for the refurbishment and enhancement of Impey Close Play Area and surrounding Open Space; and considered the procurement process (item 14 on the agenda).

RESOLVED

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

Reasons for Decision

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

100. 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 15 on the agenda).

RESOLVED

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

that the culvert bridge was completed and maintained to an agreed standard.

Reasons for Decision

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

101. Open Spaces & Parks Winter Works Programme – Progress Report

The Committee received a progress report on the Winter Works Programme 2023/2024 (item 16 on the agenda).

RESOLVED that the progress of the Winter Works Programme for 2023/2024 be received and noted.

Reason for Decision

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

102. Working Time Policy & Procedure

The Committee considered, following consultation, adopting a proposed Working Time Policy & Procedure (item 17 on the agenda).

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

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

Reason for Decision

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

103. Leave Entitlement Policy & Procedure

The Committee considered, following consultation, adopting a proposed Leave Entitlement Policy & Procedure (item 18 on the agenda).

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

Reasons for Decision

To ensure that the Council had a policy in place setting out details of holiday and other types of leave that staff were entitled to, and how leave requests would be managed, to ensure fairness and maintain a work-life balance.

104. Local Government Pension Scheme: Review of Employer Discretions

The Committee reviewed the Council's Pensions Discretions Policy, which sets out how the Council would apply certain discretions that exist within the Local Government Pension Scheme regulations (item 19 on the agenda).

RESOLVED

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

Reasons for Decision

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

105. Review of Disciplinary Policy & Procedure

The Committee considered proposed amendments to the Disciplinary Policy & Procedure and to approve these for consultation (item 20 on the agenda).

RESOLVED

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

and approval.

Reasons for Decision

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

106. Outside Bodies Report

The Committee received reports from members of Outside Bodies:

a) Leicestershire & Rutland Association of Local Councils

No Report.

b) Shakespeare Park Sports Pavilion Management Association

Councillor Maxwell reported on the recent meeting of the Committee of the Shakespeare Park Management Association, held on 8th February 2024. The Committee had discussed the number of bookings and the need to try and increase these. Concerns had been expressed with the amount of block bookings for the Bowls Club. Options had been considered to review block bookings and charge for certain uses by the clubs and potentially at peak times.

Discussion had also taken place concerning registration as a charity and more work would be undertaken on this.

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

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.

107. Approval of Accounts

The Committee considered payments from 1st January 2024 until 27th February 2024 (item 22 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 1st January 2024 until 27th February 2024 be approved.

Reason for Decision

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

108. Shakespeare Park Management Association

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

The Committee considered the current position with the Shakespeare Park Management Association, their plans, and support the Council could provide (item 23 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 offer support and enter into discussion with the Shakespeare Park Management Association based on points 1 to 3 set out in the *Potential Support* section of the report and conditioned on suggestions 1, 5 & 6 set out in the *Current Position* section of the report being met;
2. that the Council offers to cover the NNDR Bill, as detailed in the *Charitable Status* section of the report;
3. that approval be given to the Shakespeare Park Management Association to hire out the Clubroom and kitchen to provide a Café Service, subject to the proposed Café vendor registering with Environmental Health and meeting the regulations and that a planning variation was approved by the Local Planning Authority;
4. that in support of 3 above, delegated authority be given to the Chief Executive & Town Clerk:
 - a) to give the necessary approvals;
 - b) to approve and submit a planning application;
 - c) meet any other regulatory requirements; and
 - d) recharge the costs to the Shakespeare Park Pavilion Management Association as appropriate.

Reasons for Decision

1. *As the owner, the Town Council would be left to pick up the building running costs, debt, and could only hire the facility by charging VAT.*
2. *In the event that the Council took over direct Management, it would be liable for the full National Non-Domestic Rates for the Pavilion.*
3. *To enable the Management Association to generate income and become sustainable; provided all necessary regulations were met and approvals*

given.

- 4. To enable detailed arrangements to be put in place to progress the Café proposals and obtain necessary approvals.*

109. Mosssdale Meadows Flood Alleviation and Drainage Improvements

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

The Committee considered the tender process, timescales and proposed financing for rebuilding the Culvert and carrying out flood alleviation and drainage improvements at Mosssdale Meadows (item 24 on the agenda).

RESOLVED

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

Reasons for Decision

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

The meeting closed at 9.50pm.

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 25th April 2024.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th APRIL 2024

Item 5 – End of Financial Year – Income, Expenditure, Cash and Balances

Purpose

To receive an interim summary report of the Council's spending against budgets, cash at the bank and status of reserves for the financial year 1st April 2023 to 31st March 2024.

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 end of the financial year 2023/2024, on 31st March 2023:

- Appendix 1: Financial Summary – Cashbook (including bank reconciliations and reserves);
- Appendix 2: Balance Sheet (including reserves);
- Appendix 3: Income & Expenditure Account; and
- Appendix 4: Financial Comparison (including variances).

2023/2024 Budget

Excluding income and expenditure for capital projects, and the associated reserve movements, total operational income in 2023/2024 (including the precept) was £991,474.91; total operational expenditure was £1,045,797.24. Therefore, there was a net overspend against operational budgets of £54,322.33.

Recommendation

That the interim end of year financial position be noted.

Reason

The closure of the accounts at 31st March 2024 was complete and they would be subject to Internal Audit ahead of the Corporate Governance Sub-Committee assessing the effectiveness of the Council's systems of internal control.

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/03/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

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

Short Term Investment Accounts

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

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£912,566.97	£0.00	£912,566.97
2. P&R - Civic Centre	£194,234.66	£3,488.84	£197,723.50
3. P&R - Thorpe Astley Community Centre	£98,228.16	£16.56	£98,244.72
5. P&R - Parks & Open Spaces	£122,584.12	£243.60	£122,827.72
6. P&R - Library Services	£52,788.72	£109.25	£52,897.97
7. Community Development	£5,585.22	£877.29	£6,462.51
8. Planning & Environment	£962.00	£0.00	£962.00
Total Receipts	<u>£1,386,949.85</u>	<u>£4,735.54</u>	<u>£1,391,685.39</u>

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£658,994.30	£6,183.78	£665,178.08
2. P&R - Civic Centre	£351,292.00	£56,565.52	£407,857.52
3. P&R - Thorpe Astley Community Centre	£104,967.92	£18,097.25	£123,065.17
5. P&R - Parks & Open Spaces	£175,700.56	£22,804.16	£198,504.72
6. P&R - Library Services	£64,906.46	£12,500.40	£77,406.86
7. Community Development	£28,694.81	£711.14	£29,405.95
8. Planning & Environment	£15,378.65	£3,075.73	£18,454.38
Total Payments	<u>£1,399,934.70</u>	<u>£119,937.98</u>	<u>£1,519,872.68</u>

Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£2,225.48
No.1 Account	£21,725.86
Petty Cash Account	£250.00
	<u>£24,253.84</u>

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£5,269.14
Co-op Instant Access Savings	£0.78
	<u>£5,269.92</u>
Total	<u>£29,523.76</u>

Uncleared and Unpresented effects

No.1 Account £1,626.13

Statement Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£2,225.48
No.1 Account	£20,099.73
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£5,269.14
Co-op Instant Access Savings	£0.78
Total	<u>£27,897.63</u>

Reserve Balances

Open Spaces Commuted Sums	£0.00
Town Mayor's Charity	£2,548.83
Shakespeare Park Playground Refurbishment	£0.00
Gateway Signage	£0.00
Civic Centre Capital Plan Priority Projects	£2,055.02
Shakespeare Park Pavilion & Site Capital Works	£0.00
Community / Social Inclusion Project Grant	£9,320.98
Shakespeare Park Sports Clubs	£219.94
Balance Revenue Budget 2023/24	£0.00
Defibrillators	£0.00
Carbon Reduction Initiatives	£18,789.00
Reserves total	<u>£32,933.77</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet

Unaudited

31/03/23

31/03/24

£

£

Current assets

62,129.25	Investments	5,269.92
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
23,633.12	VAT Recoverable	6,792.99
18,149.96	Debtors	-500.00
50,336.23	Payment in Advance	45,627.05
95,581.80	Cash in Hand & at Bank	24,253.84
249,830.36	TOTAL CURRENT ASSETS	81,443.80
249,830.36	TOTAL ASSETS	81,443.80

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
35,154.69	Creditors	24,926.52
235.45	Receipts in Advance	1,611.28
35,390.14	TOTAL CURRENT LIABILITIES	26,537.80
214,440.22	TOTAL ASSETS LESS CURRENT LIABILITIES	54,906.00
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	54,906.00

Represented by

23,455.45	General Fund	21,972.23
47,375.12	General Fund	0.00
3,939.42	Open Spaces Commuted Sums	0.00
19,888.81	Earmarked	2,548.83
6,678.00	Town Mayor's Charity	0.00
95,910.91	Earmarked Capital Project	0.00
0.00	Shakespeare Park Pavilion & Site Capital Works	0.00
9,500.00	Earmarked Capital Project	2,055.02
1,692.51	Shakespeare Park Playground Refurbishment	18,789.00
2,500.00	Earmarked Capital Project	9,320.98
	Civic Centre Capital Plan Priority Projects	0.00
	Earmarked Capital Project	0.00
	Carbon Reduction Initiatives	0.00
	Ringfenced - Donation	0.00
	Community / Social Inclusion Project Grant	0.00
	Interim arrangements funding	0.00
	Shakespeare Park Sports Clubs	0.00
	Earmarked	0.00
	Gateway Signage	0.00

Consolidated Balance Sheet

Unaudited

31/03/23 £		31/03/24 £
	Earmarked	
500.00	Defibrillators	0.00
	Earmarked to Balance Budget	
3,000.00	Balance Revenue Budget 2023/24	0.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
<hr/> 214,440.22		<hr/> 54,906.00
190,984.77	Reserves total excluding general fund and liabilities	32,933.77
0.00	Reserves total of liabilities e.g. deposits	0.00
23,455.45	General fund total	21,972.23
<hr/> 214,440.22		<hr/> 54,906.00

Signed _____

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

Income and Expenditure Account

31/03/23 £		31/03/24 £
	INCOME	
720,356.00	Council Tax (Precept)	776,035.00
19,567.00	Service Level Agreements	24,046.70
119,111.67	Room Hire	117,560.38
4,855.14	Sports Pitch Hire	6,804.62
46,554.90	Grants for Capital Projects	48,545.71
750.00	Grants	3,040.78
1,034.73	Sale of Products	4,681.20
1,243.75	Service Charges	1,346.14
169.23	Consumables	146.96
21,500.00	Reserves	49,420.44
114,256.75	Loans	195,986.70
862.58	Interest on Investments	1,582.02
2,589.39	Other Income	1,030.43
6,017.33	Events	4,654.41
1,058,868.47	TOTAL INCOME	1,234,881.49
	EXPENDITURE	
203,318.66	Capital Schemes	350,492.00
30,747.34	Administration	30,821.99
82,433.06	Repayments on Long Term Debts	81,151.39
550,057.76	People	614,027.99
57,238.85	Maintenance	57,157.27
100,582.93	Utilities & Services	144,144.18
25,971.01	Promotions & Events	24,489.38
20,188.71	Governance	39,825.94
28,475.07	Vehicles	22,115.76
4,661.85	Equipment	5,726.79
710.32	Community Grants & Initiatives	600.21
795.37	Consumables	433.42
6,652.67	Grants	6,813.12
17,351.39	Other Expenditure	15,618.11
1,560.48	Products for Resale	998.16
1,130,745.47	TOTAL EXPENDITURE	1,394,415.71
70,390.98	Balance as at 01/04/23	23,455.45
1,058,868.47	Add Total Income	1,234,881.49
1,129,259.45		1,258,336.94
1,130,745.47	Deduct Total Expenditure	1,394,415.71
0.00	Stock Adjustment	0.00
24,941.47	Transfer to/ from reserves	158,051.00
23,455.45	Balance as at 31/03/24	21,972.23

Signed _____

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

APPENDIX 4

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Net	Balance	Variance
1. P&R - Corporate Management					
Income					
101	Precept	£776,035.00	£776,035.00	£0.00	0.00%
106	Revenue Grants	£0.00	£2,790.78	£2,790.78	
107	Projects	£0.00	£0.00	£0.00	
120	Sale Of Assets	£0.00	£0.00	£0.00	
141	Photocopying	£150.00	£112.05	£-37.95	-25.30%
181	Interest on No 1 Account	£400.00	£0.00	£-400.00	-100.00%
182	Interest on No 2 Account	£10.00	£0.00	£-10.00	-100.00%
183	Interest on Cambridge Saver	£1,000.00	£1,582.02	£582.02	58.20%
191	Received in Number 1 Account in Error	£0.00	£0.00	£0.00	
192	Received in Number 2 Account in Error	£0.00	£0.00	£0.00	
199	Miscellaneous	£0.00	£4.55	£4.55	
Total Income		£777,595.00	£780,524.40	£2,929.40	0.38%
Expenditure					
1010	Staff Salaries	£477,251.00	£476,742.08	£508.92	-0.11%
1015	Staff Expenses	£300.00	£97.65	£202.35	-67.45%
1020	Pensions	£104,762.00	£120,891.33	£-16,129.33	15.40%
1030	Councillors Allowances	£6,000.00	£5,480.00	£520.00	-8.67%
1035	Councillors Expenses	£300.00	£12.75	£287.25	-95.75%
1060	Contingency	£0.00	£0.00	£0.00	
1070	Projects	£0.00	£832.50	£-832.50	
1150	Insurance	£15,400.00	£21,891.23	£-6,491.23	42.15%
1160	Audit	£2,500.00	£2,555.00	£-55.00	2.20%
1170	Legal Fees	£1,250.00	£2,314.17	£-1,064.17	85.13%
1180	Elections	£4,000.00	£4,173.26	£-173.26	4.33%
1210	Staff Training	£2,500.00	£4,043.00	£-1,543.00	61.72%
1230	Councillor Training	£1,000.00	£0.00	£1,000.00	-100.00%
1300	Supplies, Stationery & Postage	£2,000.00	£2,541.85	£-541.85	27.09%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Net	Balance	Variance
1350	Town Council Subscriptions	£5,000.00	£7,134.24	-£2,134.24	42.68%
1360	Advertisements	£8,000.00	£8,395.92	-£395.92	4.95%
1400	Telephones	£2,530.00	£2,673.96	-£143.96	5.69%
1410	Photocopier	£2,200.00	£1,997.12	£202.88	-9.22%
1420	Computer Supplies, Training, Service Contract	£10,000.00	£10,922.24	-£922.24	9.22%
1830	Fees on Cambridge Saver	£0.00	£442.13	-£442.13	
1990	Miscellaneous	£700.00	£1,771.72	-£1,071.72	153.10%
1991	Paid from Number 1 Account in Error	£0.00	£385.93	-£385.93	
1992	Paid from Number 2 Account in Error	£0.00	£769.92	-£769.92	
Total Expenditure		<u>£645,693.00</u>	<u>£676,068.00</u>	<u>-£30,375.00</u>	<u>4.70%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Net	Balance	Variance	
2. P&R - Civic Centre					
Income					
205	Capital Grants	£0.00	£0.00	£0.00	
207	Projects	£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	
226	Service Level Agreements	£0.00	£1,277.36	£1,277.36	
243	Utilities (Solar Export)	£0.00	£0.00	£0.00	
250	Room Hire	£67,384.00	£77,026.69	£9,642.69	14.31%
251	Catering for Hirers (VAT)	£100.00	£146.96	£46.96	46.96%
256	Electric Vehicle Chargers	£0.00	£3,636.46	£3,636.46	
257	Licensed Bar	£17,000.00	£14,533.34	-£2,466.66	-14.51%
299	Miscellaneous	£0.00	£21.96	£21.96	
Total Income		£182,475.00	£194,734.66	£12,259.66	6.72%
Expenditure					
2050	Capital Projects	£107,991.00	£168,808.50	-£60,817.50	56.32%
2070	Projects	£0.00	£6,666.45	-£6,666.45	
2080	Loan Interest & Repayments	£35,665.00	£32,346.77	£3,318.23	-9.30%
2170	Legal Fees	£0.00	£0.00	£0.00	
2290	Clothing	£500.00	£70.46	£429.54	-85.91%
2320	Printing & Copying	£600.00	£0.00	£600.00	-100.00%
2330	Cleaning Materials	£2,000.00	£2,091.24	-£91.24	4.56%
2400	Telephones	£1,000.00	£1,370.60	-£370.60	37.06%
2430	Utility Bills	£10,937.00	£51,827.86	-£40,890.86	373.88%
2440	Waste Services	£8,000.00	£11,013.20	-£3,013.20	37.67%
2450	Laundry Services	£500.00	£0.00	£500.00	-100.00%
2460	Rates	£23,550.00	£20,583.75	£2,966.25	-12.60%
2490	Seasonal Decorations	£1,500.00	£61.84	£1,438.16	-95.88%
2500	Refundable Deposits	£0.00	£0.00	£0.00	

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Net	Balance	Variance
2510	Catering for Hirers (VAT)	£0.00	£340.53	-£340.53	
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	£517.97	£782.03	-60.16%
2580	Card Card and Transit fees	£2,000.00	£1,989.97	£10.03	-0.50%
2600	Building Repairs & Maintenance	£12,000.00	£15,180.54	-£3,180.54	26.50%
2610	Equipment Repairs & Maintenance	£6,000.00	£8,640.01	-£2,640.01	44.00%
2990	Miscellaneous	£150.00	£3,731.14	-£3,581.14	2387.43%
Total Expenditure		<u>£213,693.00</u>	<u>£325,240.83</u>	<u>-£111,547.83</u>	<u>52.20%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Net	Balance	Variance
3. P&R - Thorpe Astley Community Centre					
Income					
305	Capital Grants	£37,317.00	£0.00	-£37,317.00	-100.00%
307	Projects	£0.00	£0.00	£0.00	
308	Loans	£56,800.00	£56,835.90	£35.90	0.06%
325	Service Charges	£0.00	£0.00	£0.00	
343	Utilities (Solar Export)	£0.00	£0.00	£0.00	
350	Room Hire	£36,448.00	£41,909.52	£5,461.52	14.98%
351	Catering for Hirers (VAT)	£40.00	£0.00	-£40.00	-100.00%
356	Electric Vehicle Chargers	£0.00	£82.74	£82.74	
399	Miscellaneous	£0.00	£0.00	£0.00	
Total Income		£130,605.00	£98,828.16	-£31,776.84	-24.33%
Expenditure					
3050	Capital Projects	£94,117.00	£51,436.38	£42,680.62	-45.35%
3070	Projects	£0.00	£6,821.44	-£6,821.44	
3080	Proposed: New PWL Climate Initiatives	£2,643.00	£0.00	£2,643.00	-100.00%
3290	Clothing	£0.00	£0.00	£0.00	
3320	Printing & Copying	£300.00	£0.00	£300.00	-100.00%
3330	Cleaning Materials	£1,000.00	£1,810.04	-£810.04	81.00%
3400	Telephones	£1,000.00	£819.16	£180.84	-18.08%
3430	Utility Bills	£4,525.00	£25,273.14	-£20,748.14	458.52%
3440	Waste Services	£2,500.00	£2,125.61	£374.39	-14.98%
3450	Laundry Services	£250.00	£0.00	£250.00	-100.00%
3460	Rates	£8,500.00	£8,177.36	£322.64	-3.80%
3490	Seasonal Decorations	£1,000.00	£67.26	£932.74	-93.27%
3500	Refundable Deposits	£0.00	£0.00	£0.00	
3510	Catering for Hirers (VAT)	£0.00	£92.89	-£92.89	
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	
3560	Electric Vehicle Chargers	£0.00	£0.00	£0.00	

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Net	Balance	Variance
3570	Licences	£400.00	£810.27	-£410.27	102.57%
3580	Credit Card and Transit Fees	£500.00	£1,322.18	-£822.18	164.44%
3600	Building Repairs & Maintenance	£3,000.00	£3,560.76	-£560.76	18.69%
3610	Equipment Repairs & Maintenance	£4,500.00	£2,294.51	£2,205.49	-49.01%
3990	Miscellaneous	£150.00	£0.00	£150.00	-100.00%
Total Expenditure		<u>£124,385.00</u>	<u>£104,611.00</u>	<u>£19,774.00</u>	<u>-15.90%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Net	Balance	Variance
5. P&R - Parks & Open Spaces					
Income					
505	Capital Grants	£56,000.00	£48,545.71	-£7,454.29	-13.31%
507	Projects	£0.00	£0.00	£0.00	
508	Loans	£150,000.00	£0.00	-£150,000.00	-100.00%
511	Thorpe Astley Commuted Sums (transfer from)	£21,500.00	£49,420.44	£27,920.44	129.86%
527	Agency Fees	£150.00	£0.00	-£150.00	-100.00%
555	Sports Pitches & Facilities	£2,500.00	£6,804.62	£4,304.62	172.18%
599	Miscellaneous	£100.00	-£700.00	-£800.00	-800.00%
Total Income		£230,250.00	£104,070.77	-£126,179.23	-54.80%
Expenditure					
5050	Capital Projects	£209,000.00	£69,556.12	£139,443.88	-66.72%
5070	Projects	£2,000.00	£219.67	£1,780.33	-89.02%
5080	Loan Interest & Repayments	£45,091.00	£45,091.12	-£0.12	0.00%
5090	Covid-19 Recovery	£0.00	£0.00	£0.00	
5170	Legal Fees	£2,000.00	£1.00	£1,999.00	-99.95%
5290	Clothing	£500.00	£353.87	£146.13	-29.23%
5330	Cleaning Materials	£1,000.00	£301.75	£698.25	-69.83%
5400	Telephones	£410.00	£0.00	£410.00	-100.00%
5430	Utility Bills	£6,000.00	£6,248.23	-£248.23	4.14%
5440	Waste Services	£2,000.00	£102.80	£1,897.20	-94.86%
5450	Laundry Services	£500.00	£0.00	£500.00	-100.00%
5460	Rates	£0.00	£3,801.77	-£3,801.77	
5550	Sports Pitches & Facilities	£3,000.00	£2,716.14	£283.86	-9.46%
5600	Building Repairs & Maintenance	£4,800.00	£4,464.39	£335.61	-6.99%
5610	Equipment Repairs & Maintenance	£10,000.00	£6,024.91	£3,975.09	-39.75%
5620	Site Maintenance	£5,000.00	£12,527.32	-£7,527.32	150.55%
5630	Equipment Purchase	£2,000.00	£2,566.47	-£566.47	28.32%
5650	Vehicle Costs	£11,000.00	£20,864.00	-£9,864.00	89.67%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Net	Balance	Variance
5660 Machinery Hire	£500.00	£61.97	£438.03	-87.61%
5670 Petrol	£7,600.00	£1,904.27	£5,695.73	-74.94%
5990 Miscellaneous	£100.00	-£54.10	£154.10	-154.10%
Total Expenditure	<u>£312,501.00</u>	<u>£176,751.70</u>	<u>£135,749.30</u>	<u>-43.44%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Net	Balance	Variance
6. P&R - Library Services					
Income					
605	Capital Grants	£0.00	£0.00	£0.00	
607	Projects	£0.00	£0.00	£0.00	
608	Loans	£41,245.00	£41,157.44	-£87.56	-0.21%
625	Service Charges	£1,052.00	£1,247.61	£195.61	18.59%
626	Service Level Agreements	£8,069.00	£8,236.00	£167.00	2.07%
643	Utilities (Solar Export)	£0.00	£0.00	£0.00	
690	Consumer Products (Sales)	£0.00	£0.00	£0.00	
698	Fines	£1,500.00	£218.16	-£1,281.84	-85.46%
699	Miscellaneous	£50.00	£692.90	£642.90	1285.80%
Total Income		£51,916.00	£51,552.11	-£363.89	-0.70%
Expenditure					
6050	Capital Projects	£41,245.00	£60,691.00	-£19,446.00	47.15%
6070	Projects	£0.00	£0.00	£0.00	
6080	Proposed: New PWL Climate Initiatives	£1,914.00	£0.00	£1,914.00	-100.00%
6320	Printing & Copying	£150.00	£50.67	£99.33	-66.22%
6330	Cleaning Materials	£200.00	£134.65	£65.35	-32.68%
6360	Advertisements	£200.00	£0.00	£200.00	-100.00%
6400	Telephones	£200.00	£0.00	£200.00	-100.00%
6410	Photocopier	£800.00	£0.00	£800.00	-100.00%
6430	Utility Bills	-£4,858.00	£2,737.39	-£7,595.39	-156.35%
6490	Seasonal Decorations	£500.00	£66.74	£433.26	-86.65%
6700	Programme of Events	£800.00	£0.00	£800.00	-100.00%
6900	Consumer Products (Purchase for resale)	£0.00	£339.66	-£339.66	
6990	Miscellaneous	£800.00	£723.85	£76.15	-9.52%
Total Expenditure		£41,951.00	£64,743.96	-£22,792.96	54.33%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Net	Balance	Variance
7. Community Development					
Income					
707	Projects	£0.00	£0.00	£0.00	
770	Programme of Events	£0.00	£4,881.09	£4,881.09	
771	Summer Fete	£0.00	-£226.68	-£226.68	
775	Civic Functions	£0.00	£0.00	£0.00	
776	Town Mayor's Charity - Pre May	£0.00	£135.00	£135.00	
777	Town Mayor's Charity - after May	£0.00	£545.81	£545.81	
786	Community / Social Inclusion Project Grant	£0.00	£250.00	£250.00	
790	Consumer Products (Sales)	£100.00	£0.00	-£100.00	-100.00%
794	Warm Spaces Initiative	£0.00	£0.00	£0.00	
799	Miscellaneous	£0.00	£0.00	£0.00	
Total Income		£100.00	£5,585.22	£5,485.22	5485.22%
Expenditure					
7040	Town Mayor's Allowance	£750.00	£254.60	£495.40	-66.05%
7070	Projects	£0.00	£0.00	£0.00	
7080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£3,713.50	£716.50	-16.17%
7340	Signs	£500.00	£0.00	£500.00	-100.00%
7700	Programme of Events	£4,000.00	£4,592.02	-£592.02	14.80%
7710	Summer Fete	£3,000.00	£2,662.32	£337.68	-11.26%
7715	Thorpe Astley Summer Event	£3,000.00	£2,809.02	£190.98	-6.37%
7720	General Events	£500.00	£800.16	-£300.16	60.03%
7750	Civic Functions	£1,500.00	£701.03	£798.97	-53.26%
7760	Town Mayor's Charity - Pre May	£0.00	£4,440.81	-£4,440.81	
7770	Town Mayor's Charity - after May	£0.00	£88.10	-£88.10	
7850	Community Grants	£5,000.00	£5,189.15	-£189.15	3.78%
7860	Community / Social Inclusion Project Grant	£0.00	£1,427.52	-£1,427.52	
7880	Grants for King's Coronation	£1,000.00	£196.45	£803.55	-80.36%
7900	Consumer Products (Purchase for resale)	£100.00	£0.00	£100.00	-100.00%

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Net	Balance	Variance
7940	Social Inclusion Initiatives	£1,000.00	£600.21	£399.79	-39.98%
7950	Community Safety	£500.00	£0.00	£500.00	-100.00%
7990	Miscellaneous	£100.00	£72.50	£27.50	-27.50%
Total Expenditure		<u>£25,380.00</u>	<u>£27,547.39</u>	<u>-£2,167.39</u>	<u>8.54%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/2024	Net	Balance	Variance
8. Planning & Environment					
Income					
807	Projects	£0.00	£0.00	£0.00	
890	Consumer Products (Sales)	£1,150.00	£962.00	-£188.00	-16.35%
Total Income		<u>£1,150.00</u>	<u>£962.00</u>	<u>-£188.00</u>	<u>-16.35%</u>
Expenditure					
8070	Projects	£0.00	£0.00	£0.00	
8190	Professional Fees	£250.00	£0.00	£250.00	-100.00%
8440	Waste Services (Dog Bins)	£9,538.00	£10,924.83	-£1,386.83	14.54%
8460	Furniture	£2,600.00	£3,160.32	-£560.32	21.55%
8900	Consumer Products (Purchase for resale)	£1,100.00	£658.50	£441.50	-40.14%
Total Expenditure		<u>£13,488.00</u>	<u>£14,743.65</u>	<u>-£1,255.65</u>	<u>9.31%</u>

Financial Budget Comparison

Comparison between 01/04/23 and 31/03/24 inclusive. Includes due and unpaid transactions.

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

	2023/2024	Net	Balance	Variance
Total Income	£1,374,091.00	£1,236,257.32		
Total Expenditure	£1,377,091.00	£1,389,706.53		
Total Net Balance	-£3,000.00	-£153,449.21		

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th APRIL 2024

Item 6 – Financial Position – Cashbook and Reserves

Purpose

To receive a summary of the Council's Cash and Reserves and to receive an update on implementation of the actions by the Policy & Resources Committee and Responsible Financial Officer to ensure that the Council has sufficient cash and reserves to function.

Background

Policy & Resources Committee on 11th January 2024 received a summary of the Council's Cash, Reserves and Financial Comparisons for the period 1st April to 31st December 2023; and considered actions to ensure the Council had sufficient cash and reserves to function (minute 69).

Council on 25th January 2024 received a summary of the Council's Cash and Reserves for the period 1st April to 31st December 2023; noted actions taken by the Policy & Resources Committee and Responsible Financial Officer to ensure that the Council had sufficient cash and reserves to function; and resolved to seek approval from the Secretary of State for Levelling Up, Housing and Communities to apply for short-term borrowing of up to £50,000 for the purpose of meeting expenses at the end of the financial year (2023/2024) pending the receipt of revenues in the next financial year (2024/2025) (Council Minute 6187).

Cash Flow

Closing operating cash balances on 31st March stood at £22,325.99; made up of:

- Operating Account: £20,099.73;
- Payroll Account: £2,225.48;
- Instant Access Savings: £0.78.

In addition, the Council has Building Society Savings of £5,269.14 (a minimum of £5,000 is required to be held to maintain the account).

There was £302.50 held in cash office floats and petty cash.

Total Cash Balance on 31st March 2024 was £27,897.63.

Therefore, on 1st April, the Town Council had £11,875 more cash at the bank than predicted on 1st March.

Projecting cash flows forward, using the same income and expenditure predictions; a closing operating cash balance on 31st March 2025 of £28,529 is predicted (plus

building society savings of £5,269.14 plus a small amount of interest) and an operating cash deficit on 25th April 2025 of -£40,953. Updated forecast attached at Appendix 1.

Progress with addressing the Cash Deficit

Since the Council had access to £22,325.99 at the bank on 31st March, there was no need to borrow prior to the end of the financial year. The Council received approval to borrow from the Department of Levelling Up, Housing and Communities on 28th March.

The Council was able to meet all its commitments up to the end of the financial year due to minimising expenditure and maximising income since and also with Blaby District Council advancing the balance of the Thorpe Astley Commuted Sums.

As set out in the report to Council on 21st March, the Town Council did not have sufficient cash to meet its commitments prior to receipt of the first tranche of the precept on 26th April.

Therefore, taking into account cash at the bank, projected income and expenditure and allowing for a contingency, the Responsible Financial Officer applied to Blaby District Council to borrow £60,000 to meet commitments (including salaries) during April (Minute 91). Interest will be charged on this loan at 5.26%; which for the period 9th to 25th April is for £146.99. The capital plus the interest will be deducted from the first precept payment of £490,942 due on 26th April 2024.

No borrowing approval is needed from the Secretary of State for sums borrowed and repaid in the same financial year.

Future Measures

In order to prepare for and take action to avoid a cash deficit in April 2025, Policy & Resources Committee on 7th March approved arrangements for a 12 month overdraft facility to account for unforeseen circumstances during the coming financial year and this time next year. To ensure this is in place for April/May 2025; the application will be prepared and submitted in the next couple of weeks.

In addition, a proposal was approved to consult with staff on moving the pay day back by 4 days to ensure that salary payments in April each year can be met using the same year precept. This consultation is now complete and the recommendations contained in a separate item on the agenda.

The Council has also identified around £30k of one-off savings that can be made this financial year against agreed budgets. The aim is to provide a contingency fund given how low balances are. Delivering these items are delayed to the following financial year, although the money is in the base budget. A separate report on the agenda sets out options for reducing revenue expenditure in 2024/2025, and future years.

Council on 7th March 2024 reassessed the projections for the next 5 years. The appendix setting out the 5 year projections also shows the percentage of revenue reserves held in order for Councillors to see whether the Council has sufficient cash and reserves to deliver its services, Business Plan and Capital Plan in the future.

Financial Regulations in relation to Reserves due to be reviewed by Annual Council in May and is included as a separate item on the agenda.

Implemented Measures

The following measures have been implemented:

1. Reserves Policy amended to set out that the Council will maintain a revenue reserve of at least one-quarter of net expenditure; where revenue reserves fall below this level proposals will be submitted to replenish them;
2. separating capital and operational income and expenditure budgets;
3. public engagement concerning the financial position;
4. setting aside sufficient funds (into a savings account) to meet the payroll costs prior to receipt of the next tranche of the precept; and
5. Budget Comparisons Report to be the first substantive item on each Policy & Resources Committee agenda.

Recommendations

1. That the position with *Cash Flow*, as detailed in the relevant section of the report and in the cash flow forecast at Appendix 1, be noted;
2. that the *Progress with addressing the Cash Deficit*, including the terms of a short-term loan from Blaby District Council, as detailed in the relevant section of the report, be endorsed; and
3. that a report be submitted to the next meeting of the Policy & Resources Committee 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 cash reserves and overspends during 2023/2024, were all matters that the Council had addressed.
2. The Council had a plan for ensuring it had cash reserves during 2024/2025 and beyond; and the terms of the short-term loan from Blaby District Council were both reasonable and balanced and would ensure the Council had sufficient cash during April to function.
3. To review the cash flow position following repayment of the loan to ensure that short and long term proposals would resolve the issue and avoid a repeat occurrence.

CASH FLOW 1st April 2024 to 31st March 2025

APPENDIX 1

	April 2024	May	June	July	August	September	October	November	December	January 2025	February	March
Brought forward bank balance	£22,325	£443,785	£328,980	£263,227	£193,037	£136,811	£559,334	£484,140	£310,580	£235,041	£174,787	£101,766
Receipts												
Council Tax Precept	£490,942	£0	£0	£0	£0	£490,942	£0	£0	£0	£0	£0	£0
Fees & Charges	£5,473	£4,678	£4,678	£6,840	£4,678	£4,678	£6,840	£5,806	£5,806	£7,968	£5,806	£5,806
Other Income	£3,995	£13,452	£3,603	£2,628	£12,963	£3,603	£1,983	£13,127	£823	£13,369	£1,983	£1,983
TOTAL INCOME	£500,410	£18,130	£8,281	£9,468	£17,641	£499,223	£8,823	£18,933	£6,629	£21,337	£7,789	£7,789
Expenditure												
Salaries	£39,593	£39,593	£39,593	£39,593	£39,593	£39,593	£39,593	£60,897	£42,256	£42,256	£42,256	£42,256
PAYE	£9,426	£9,426	£9,426	£9,426	£9,426	£9,426	£9,426	£18,530	£10,564	£10,546	£10,564	£10,564
Capital Schemes	£0	£10,000	£0	£0	£0	£0	£5,600	£18,500	£0	£0	£0	£0
Administration	£208	£208	£208	£208	£208	£208	£208	£208	£208	£208	£208	£208
Loan or other debt repayments	£0	£47,134	£0	£0	£0	£0	£0	£47,134	£0	£0	£0	£0
Maintenance	£10,066	£10,999	£10,333	£10,999	£10,066	£10,999	£10,333	£10,999	£10,066	£10,999	£10,333	£10,999
Utilities	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317	£4,317
Telephone & Internet	£1,633	£1,000	£1,000	£1,633	£1,000	£1,000	£1,633	£1,000	£1,000	£1,633	£1,000	£1,000
Rates	£3,206	£3,207	£3,206	£3,206	£3,206	£3,206	£3,206	£3,206	£3,206	£0	£0	£0
Waste Services	£4,058	£1,208	£1,208	£4,058	£1,208	£1,208	£4,058	£1,208	£1,208	£3,206	£3,206	£3,206
Promotions & Events	£375	£375	£275	£0	£375	£375	£375	£375	£375	£4,058	£4,058	£4,058
Governance (Insurance, Audit, Legal)	£920	£120	£120	£570	£120	£2,020	£120	£21,771	£120	£120	£120	£120
Vehicles	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298	£2,298
Equipment	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800
Community Grants & Initiatives	£800	£1,000	£0	£1,300	£0	£0	£800	£0	£500	£0	£500	£0
Other Expenditure	£250	£250	£250	£250	£250	£250	£250	£250	£4,250	£150	£150	£200
TOTAL EXPENDITURE	£78,950	£132,935	£74,034	£79,658	£73,867	£76,700	£84,017	£192,493	£82,168	£81,591	£80,810	£81,026
Closing bank balance	£443,785	£328,980	£263,227	£193,037	£136,811	£559,334	£484,140	£310,580	£235,041	£174,787	£101,766	£28,529

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th APRIL 2024

Item 7 – Options for Ongoing Revenue Savings for Future Years

Purpose

To consider options for reducing expenditure in future years, to ensure the Council focusses its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties.

One-off Revenue Savings for 2024/2025

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

TABLE 1 - One-off Revenue Savings for 2024/2025		
Description of one-off saving	Details and Delivery	Saving
Salary Savings: fixed term reduction in contracted hours	Approved until March 2025. Permanent Contract: employee could return to establishment hours.	£16,500
Biodiversity Study and Management Plan	Strategy doesn't provide a timeline for delivery; therefore, Policy & Resources can postpone to 2025.	£5,200
Carbon Audit – First Review	Scheduled 2024. Strategy due to be reviewed June – September 2024. Merits in postponing to 2025 to provide full year data on solar panels and on battery storage due to be installed later this year.	£4,000
Vehicle Costs	Contract renewal and costs have risen. Delivery not until September 2024 but budgeted for whole financial year.	£3,290
Notice Board Renewal	Year 3 of a 5 year programme; either Capital Plan updated to add another year or remaining 3 year programme delivered over 2 years form 2025/26.	£2,000
TOTAL		£30,990

Ongoing Revenue Savings for Future Years

Some future and ongoing revenue savings are likely to have an initial cost. Given the current financial constraints, the savings generated will need to exceed any significant cost within the financial year. Therefore, a detailed assessment of the costs and the pay-back period will need to be developed, assessed and considered by the Management Team and, where applicable, Policy & Resources Committee.

The following ongoing savings have been identified:

TABLE 2 – Ongoing Annual Revenue Savings		
Description of one-off saving	Details and Delivery	Annual Saving
Business Waste Collections	Previous contractor increased their price. Other contractors approached to quote. Quotes assessed to ensure the service was comparable. Cheapest comparable quote at £4,524 p.a. was accepted given it is within delegated spending amounts.	£3,741
Sanitary Waste Collections	Alternative contractors approached and a cheaper contractor was found and accepted given it was within delegated spending amounts.	£847
Car Park Lighting	Turning off some of the car park lighting at Thorpe Astley Community Centre and Shakespeare Park. There would still be more lighting than at the Civic Centre Main Car Park. Initial cost; quotes being obtained.	Approx. £800 to £1,000 for 8 lights.
Installation of PIR sensors in corridors	Installation of PIR sensors in corridors at Braunstone Civic Centre. Initial cost; quotes being obtained.	Approx. £150 to £200.
Splitting off Lighting Circuits	Splitting off lighting circuits in the Council's buildings, to enable lighting to be turned off in unused areas or for less lighting to be used where the circumstances allow. Initial cost; quotes being obtained.	Approx. £200 to £250
TOTAL		£5,738 to £6,038

Public Engagement

Some of the above proposals have an impact on users of the Council's facilities; therefore, it is proposed to undertake a customer engagement process following the election purdah period for the forthcoming Police and Crime Commissioner elections (i.e. after 2nd May 2024).

The one-off and ongoing annual revenue savings detailed in Tables 1 and 2 respectively will be published on the Council's website with details of how residents

and customers can make comments and/or further suggestions. A link to the information about the savings and the ability to comment will also be shared on the Council's social media and on notice boards.

The proposals will also be submitted to the forthcoming meeting of the Citizens' Advisory Panel (proposed for 23rd May 2024) for comment and inviting any further suggestions.

The timescales are proposed as follows:

- three week customer engagement process; beginning week commencing 6th May 2024; and
- 13th June 2024 – Policy & Resources Committee considers responses and determines any further proposals.

Recommendations

1. That the public be engaged, as proposed in the *Public Engagement* section of the report, concerning one-off and ongoing annual revenue savings, set out in Tables 1 and 2 respectively; and
2. that delegated authority be given to the Chief Executive & Town Clerk to add further proposals for consultation/engagement and update both the Details and Delivery and Savings information accordingly.

Reasons

1. To ensure the Council focusses its activity and spending on its key priorities and objectives given the current financial constraints and future financial uncertainties and to allow the public to comment on any impact.
2. To ensure that any other potential areas for savings could be identified and included in the public engagement; and to update the delivery and savings information as proposals were progressed.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th APRIL 2024

Item 8 – Annual Report 2024

Purpose

To receive the draft Annual Report 2024 for recommending to the Annual Meeting of the Full Council for adoption.

Background

Each year the Council publishes an Annual Report, presented at the Annual Towns Meeting and the Annual Meeting of the Town Council in May, which sets out its achievements during the previous 12 months and priorities for the forthcoming year.

Following adoption of the Annual Report by the Annual Meeting of the Town Council, it is published in the Braunstone Life (in place of the standard monthly pages for the month) and will be available on the Council's website and from Customer Services.

The proposed 2024 Annual Report is attached at Appendix 1. Please note that some detail remains to be included, for example, the accounts information for 31st March 2024.

Recommendations

1. that delegated authority be given to the Chief Executive and Town Clerk to include final data and information and to finalise the presentation and formatting to the proposed Annual Report 2024 (Appendix 1); and
2. that subject to 1 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2024, attached as Appendix 1, be received and adopted.

Reasons

1. To enable the inclusion of the provisional year end accounts and ensure that the document would be finalised and presented for public consumption.
2. To report on the Town Council's achievements and to set out its priorities for the forthcoming year.



BRAUNSTONE TOWN COUNCIL

WELCOME TO OUR ANNUAL REPORT 2024

By Councillor Nick Brown, Leader of Braunstone Town Council



Despite these challenging times, the Town Council continues to provide important services to the community, this Annual Report provides a summary of our achievements during 2023/2024 and looks ahead to our aspirations for the next 12 months.

On 29th November, Braunstone Town Council was crowned Council of the Year 2023 at the National Association of Local Councils' (NALC) Star Council Awards. This is a fantastic and well deserved achievement for the whole Council and the community. Working with our partners and the local community, we saved and enhanced our community Library, facilitated an expansion of GP services, supported our neighbours through Covid, delivered enhanced sporting, recreation and play facilities, created a vital walking and cycling link and reduced our carbon footprint by approximately 40% this year. We know that Braunstone Town and Thorpe Astley is a vibrant community and I'm delighted that what we are achieving here has been recognised nationally.

The widening of the footpath through Mossdale Meadows and the connection to Meridian Leisure was completed in time for the summer. This is a significant development for our community providing better access to Meridian Leisure and Business Park for Braunstone Town residents and to the Civic Centre, Library and Mossdale Meadows for Thorpe Astley residents. Further phases of the project, are now being delivered and this will continue into 2025, including improvements to the pathway and crossing points along Meridian Way and work to improve access to Aylestone Meadows from Kingsway.

By installing solar panels, electric vehicle charging points and an air source heat pump, we have reduced our carbon footprint by 40% this year. At Thorpe Astley Community Centre the initiatives reduce the carbon footprint of the building by approximately 90%. There is still much more to do with only 6 years to go. The Council chose to deal with the big initiatives first, which means the next stages of our plans will be more challenging.

Nevertheless, the Council is not immune from the financial pressures affecting public bodies and local authorities at all levels up and down the country. We know that residents have faced increased costs and therefore, over recent years we have sought to keep council tax as low as possible. As a result, each year the Council drew on its cash reserves with a view to replenishing these in subsequent years. Due to the ongoing economic situation, funding and inflationary pressures, it is no longer possible to draw on our reserves without running out of cash. Therefore, Councillors this year had to take the difficult decision to increase Council Tax to secure services and place the Council back on track to a stable financial footing.

A full list of the Council's Capital Projects and Delivery Objectives for the coming year, along with information on our services can be found on our website at www.braunstonetowncouncil.org.uk or by contacting Customer Services.

ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2024

YEAR ENDED 31ST MARCH 2023		YEAR ENDED 31ST MARCH 2024
£		£
286,317.22	BALANCE BROUGHT FORWARD	
720,356.00	(+) Annual Precept	
338,512.47	(+) Total other receipts	
544,101.77	(-) Staff costs	
82,433.06	(-) Loan interest / capital repayments	
504,210.64	(-) Total other payments	
214,440.22	(=) Balances carried forward	
157,711.05	Total cash and short term investments	
5,429,227.79	Total fixed assets and long term assets	
1,120,527.97	Total borrowings	

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



BRAUNSTONE TOWN COUNCIL

Achievements (2023/2024)



The Council provides a wide range of services together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.



BRAUNSTONE TOWN COUNCIL ACHIEVEMENTS 2023/2024

1. Protect and Enhance our Parks and Open Spaces

This year we have completed the third and final phase of the Shakespeare Park refurbishment - Improvements to the Playground. The refurbished and improved play area includes both new and refurbished equipment, new sensory play garden and new safety surfaces.

The Council also agreed a Licence to a new Management Association, made up of the Sports Clubs and Council, to manage the Shakespeare Pavilion, which has also enabled it to be opened for use by the community.

Worked with Blaby District Council and the developer, Persimmon Homes, to deliver essential safety improvements to the culvert bridge at Thorpe Astley Park.





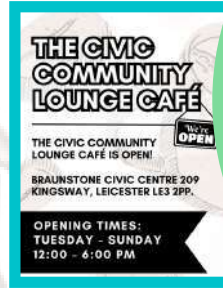
BRAUNSTONE TOWN COUNCIL

Achievements (2023/2024)



2. Provide Vibrant Community Facilities

This year we have expanded the Civic Centre Bar Service to include a café service, including a weekly Chatty Café. This provides an informal social meeting place for both the community and users of the Civic Centre and Library.



3. Support and Connect the Local Community

- Supported new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events.
- Co-ordinated community events, such as Apple Day, Coronation of King Charles III, and a Thorpe Astley Summer Event - Thorpe Astley on the Beach.
- Facilitated Library events, initiatives and community engagement; including children's reading, heritage displays and arts & craft events.
- Supported the Local Area Coordination Project, tackling loneliness and isolation.
- Worked with the Department of Work & Pensions to establish a Job Shop on Wednesday and Friday afternoons at Braunstone Civic Centre, where residents can get advice from a Job Centre work coach on employment, support, training opportunities, money advice and more.



4. Respond to Climate Change and champion sustainable development

Delivered actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030.

During the year we have reduced our overall Carbon Footprint by approximately 40% through the installation of solar panels, an air source heat pump and Electric Vehicle Charging Points. The installations at Thorpe Astley Community Centre reduce the carbon footprint of the building by approximately 90%.

Supported and facilitated the improvement of cycling and walking routes within the Town with the completion of the first phase of the Lubbethorpe to Great Central Way route, with the widening of the footpath through Mossdale Meadows and the connection to Meridian Leisure.



Your Views

Throughout the year we undertake a range of consultations and surveys to ascertain the views of residents on major projects, such as our improvement proposals, other priorities and services and also to help us to articulate the needs and aspirations of the community.

We have a dedicated Consultation page on our website (found under Town Council).

www.braunstonetowncouncil.org.uk/index.php/town-council/town-consultations

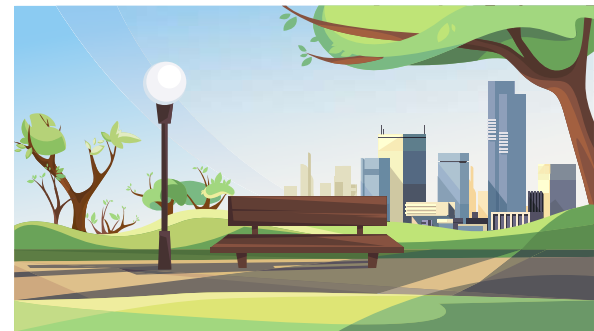


STRATEGIC AIMS AND DELIVERY OBJECTIVES (2024/2025)

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

1. Protect and Enhance our Parks and Open Spaces

- (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.
- (e) refurbish & enhance Impey Close Play Area & 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.

- (a) Deliver essential works on the Civic Centre building fabric.
- (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.

- (a) Support 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 and Thorpe Astley on the Beach.
- (c) develop outreach Children's reading and activities at Thorpe Astley Community Centre.
- (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.

- (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.
- (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.



ITEM 9

Date: March 2024

RE: Great Central Way Programme & Budget Update

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

Programme

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

KINGSWAY SOUTH	Completed	*Start: Jan 2025	Design Complete Next steps- Section 8 agreement RSA 2 (requires Meridian Way designs) Lighting Assessment
GILMORTON AVENUE	Completed	Completed	
AYLESTONE MEADOWS	Completed	Completed	
AYLESTONE MEADOWS BOARDWALK	Current anticipated programme September 2024	Anticipated new programme Start: October 2024 Finish: December 2024	Continue project under new structures framework

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 25th APRIL 2024

Item 10 – Improvements to Impey Close Play Area and Open Space

Purpose

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

Background

Improvement work to Impey playground and surrounding open space has been included in the Town Council's Capital Plan for 2024/2025 due to the need to update and replace existing play equipment and safety surfaces. The Capital Plan included the following work:

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

Proposals

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

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

Update

Tender documents for the refurbishment and enhancement of Impey Close playground have been circulated to appropriate contractors and site visits arranged for assessments to be undertaken. The closing date for submission of tender documents is 7th May 2024.

Civil engineering plans for works to the footpaths including remedial drainage work have been received as shown at appendix 1.

Based on the drawings submitted, a draft tender document had been prepared for the work to the footpaths as shown at appendix 2.

Funding

Investigations into potential grant funding schemes that would cover the cost of the Impey Close Play Area refurbishment had been undertaken with only the following two schemes that the Town Council could potentially apply to.

No grant schemes to date had been found that would contribute to the footpath work.

Scheme	Closing Date	Maximum Grant
National Lottery	Ongoing applications	No upper limit amount stated but grants start from £20,000
Suez Community Fund	Four Deadlines Per Year	£50,000

Timescales

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

Date	Proposal
April 2024	Receive proposed plans for work to Footpath Agree Tender document for works to Footpaths Invitation to Tender for works to Playground
June 2024	Tenders to consider and shortlist for Playground Project Invitation to Tender for Footpaths
July 2024	Tenders to consider and shortlist of Footpaths
September – December 2024	Final proposals and contractor agreed and refurbishment work undertaken to playground and footpaths

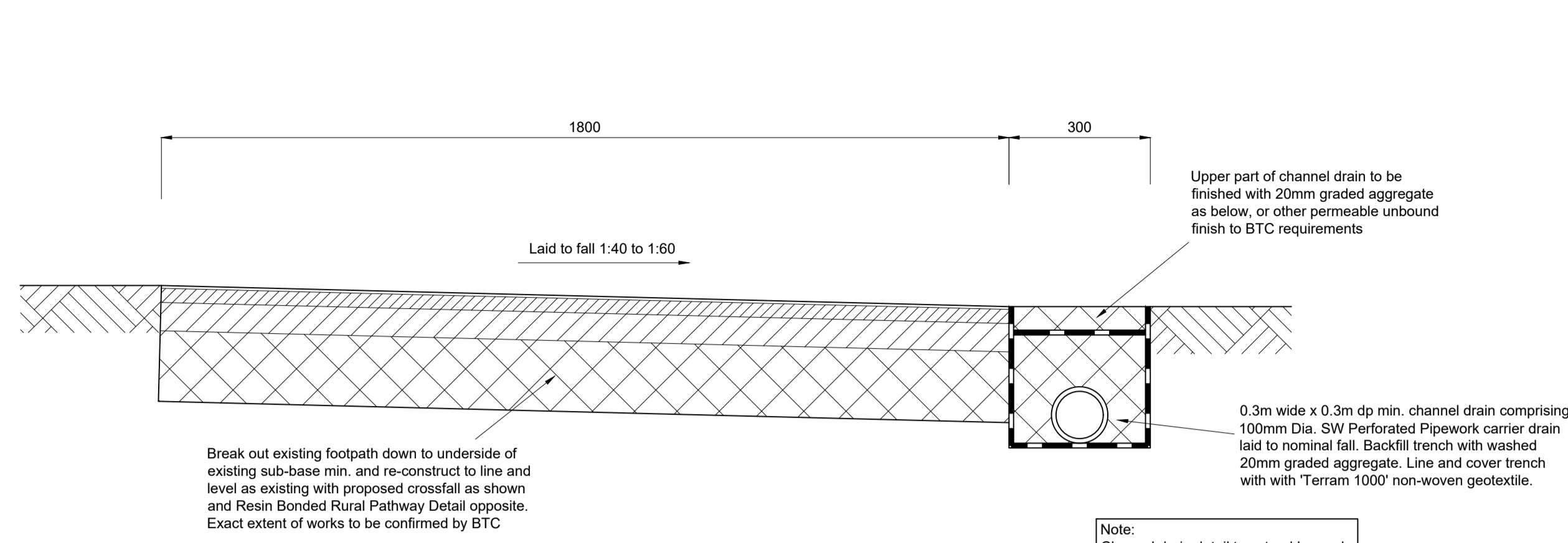
Recommendations

1. that the amended *Timescales*, set out in the relevant section of the report, be approved;
2. that the *Update* on the Impey Close playground tender document be noted;

3. that the *Update* on the civil engineering plans for the footpaths, as shown at appendix 1, be approved;
4. that the tender document for the proposed work to the footpaths, as shown at appendix 2, be approved; and
5. that delegated authority be given to the Chief Executive & Town Clerk to approve minor and technical amendments, where necessary, to the plans (appendix 1) and tender documentation (appendix 2), and to determine timescales and deadlines for the tender process.

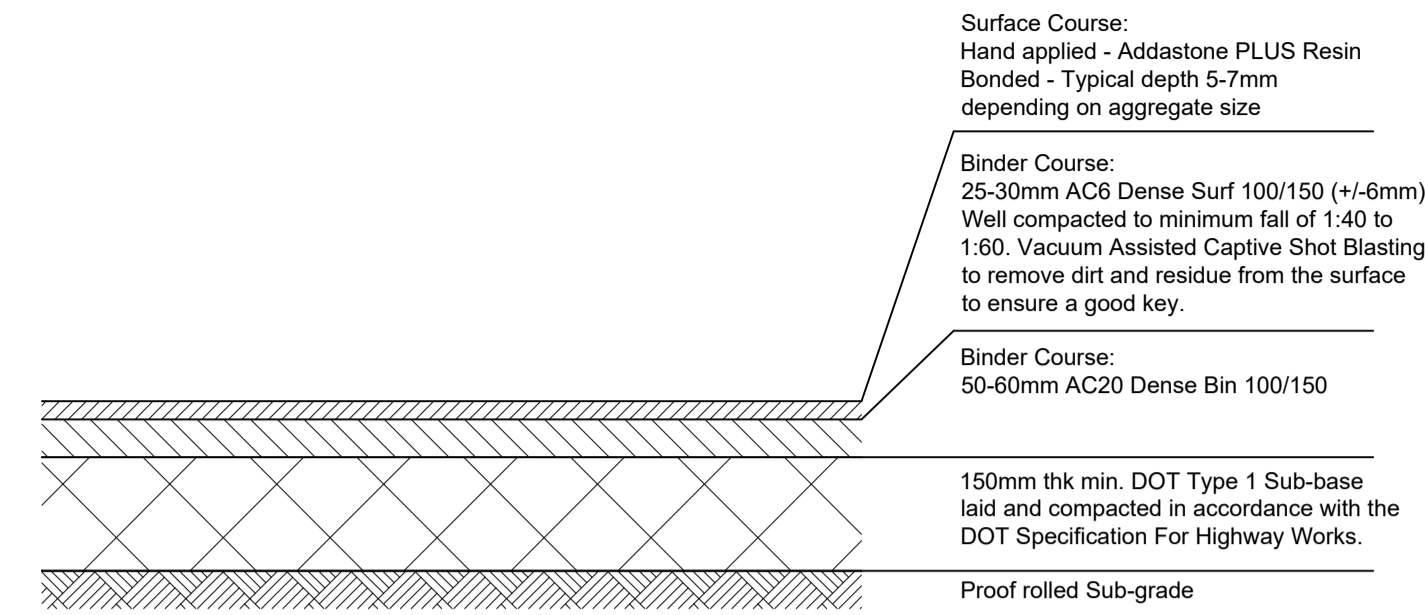
Reasons

1. To confirm milestones for the delivery of the project.
2. To note that appropriate contractors had been approached to provide plans and quotations for the improvement to the playground at Impey Close
3. To ensure that any proposed works to the footpath would be suitably undertaken to prevent any issues with flooding in other areas.
4. To invite suitably qualified contractors to submit tenders for the refurbishment work to the footpaths.
5. To ensure that minor and technical changes could be made if necessary, and to set timescales and deadlines to progress the project.



Typical Section Through Footpath Re-construction - 1:10

Note:
Channel drain detail to extend beyond the proposed footpath works to outfall to existing nearby watercourse. BTC to advise on length and location.



Resin Bonded Rural Pathway suitable for pedestrian use

Note:
This detail to be read in accordance with the Department of Transport's Specification for Highway Works.

Surfacing to be placed strictly in accordance with the manufacturer's specification (Addagrip).

NOTES

This drawing is the copyright of the Engineers and may not be reproduced or used except by written permission.

Dimensions must not be scaled from this drawing. The Contractor is to check and verify all building and site dimensions before work is put in hand.

This drawing must be read and checked against any Architects or other specialists drawings.

The Contractor is to check and verify with all Statutory Authorities and the Employer the location and condition of any underground or overhead services or confirm that none exist prior to work commencing on site.

The Contractor shall comply with enactments regulations and working rules relating to safety health and welfare of workpeople.

DRAINAGE NOTES:

1. ALL DISCREPANCIES NOTED ON SITE TO BE REPORTED TO THE ENGINEER IMMEDIATELY.
2. All dimensions in millimeters and levels in meters unless noted otherwise.
3. All work is to be carried out in accordance with the current British Standards, Codes of Practice and Building Regulations.
4. The exact position, level, size and use of existing sewers to be confirmed on site. Any discrepancies to be reported to the Engineer PRIOR TO COMMENCEMENT OF WORKS.
5. All uncovered and shallow pipework to be protected against construction traffic as part of the Contractors temporary works requirements.
6. All un-noted buried pipework to be 150mm dia. unless subject to other notes or noted otherwise.
7. All buried pipework to be U-PVC type in accordance with WIs 4-35-01 unless noted otherwise.
8. All soft spots encountered in the trench formation to be removed and replaced with graded granular material unless instructed otherwise.
9. The design of any temporary works required shall be the responsibility of the Contractor.
10. All proposed drainage to be constructed adjacent to new and proposed tree planting to be adequately protected against root activity using root barriers in accordance with the chosen manufacturer's recommendations.
11. Contractor to include for the modification of all existing buried services affected by the works. Note that levels across the site will change as a result of the proposals affecting covers and depths to services which may need to be raised or lowered.

Date	Description	Drawing Status		
		Drawn	Chkd	Rev
29.02.24	Preliminary Issue	AL	-	P01
Drawing Status		Preliminary		

21 Stoney Street, Lace Market, Nottingham, NG1 1LP
Tel: 01159 417145
Fax: 01159 484445

Courtyard House, Silver Street, Head, Sheffield, S1 2DD
Tel: 01143 21900

Lincoln Office
Tel: 01522 245020
Fax: 01159 484445



Project
Thorpe Astley Estate

Title
Footpath Reconstruction Details

Dwg Scale	Drawn	Checked	CHG job No.
Noted	AL	-	J522

Drawing Number	Revision
J522-CHG-Z0-00-DR-C-5030	P01

Do not scale



BRAUNSTONE TOWN COUNCIL

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

TENDERS INVITED FOR THE REFURBISHMENT OF FOOTPATHS ADJACENT TO IMPEY CLOSE PLAYGROUND AND PARTIAL REFURBISHMENT OF FOOTPATH FROM JEWSBURY WAY TO DARIEN WAY, THORPE ASTLEY

Impey Close, Thorpe Astley, Leicester, LE3 3SW

TENDERS ARE INVITED from suitably experienced Contractors for the provision of refurbished/replacement footpaths from Darien Way to Sculpture at bottom of footpath, adjacent to Impey Close Playground, Thorpe Astley and refurbishment/replacement footpath for a partial area of footpath from Jewsbury Way to Darien Way. Suitable drainage work to also be included to avoid future deterioration of footpaths. More than one option can be submitted provided they are clearly costed.

The work involves:

1. Assessment of the current condition of the existing footpaths
2. Quotations to repair/replace footpaths highlighted, with suitable material, as per enclosed plans
3. Quotations and suggestions for suitable drainage plans to alleviate future issues with footpath as per enclosed plans
4. Drainage work into adjacent brook to alleviate flooding and standing water at bottom of hill

The Contractor must provide within the quoted price:

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

Please include details with the quote of the preparation work, suggested surfacing of footpath and drainage works. The work is expected to be carried out within six to twelve months with no variation in the quoted price. Payment on satisfactory completion of the work.

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

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

Signed:

Darren Tilley, Chief Executive & Town Clerk

Dated:

Location

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

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

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

The Council

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

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

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

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

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

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

Our Open Spaces & Parks

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

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

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

Thorpe Astley Footpaths

Breedon Gravel footpaths had been installed around the Thorpe Astley estate at the time of estate being built, which have now been transferred to Braunstone Town Council.

The paths have been in place for at least 15 years and connect the various areas of the estate for pedestrians.

The Town Council is aware that several footpaths have become very worn and residents have raised concern about their condition.

Two areas in particular, around the Impey Close playground, are in a poor condition and have been included in a refurbishment project for the Impey Close Playground and surrounding area.

Footpath from Jewsbury Way to Darien Way

There is a footpath leading from Jewsbury Way to Darien Way that requires refurbishment and work as it meets Darien Way. The footpath is on a slope and in heavy gravel from the path is washed down to the footpath and road as per the pictures below. Ground staff are having to clear the gravel from the public highway to prevent it being washed in the drains. Plans and suggestions are required to undertake suitable repairs to the path and include some form of drainage to prevent erosion of the path in the future.



Footpath adjacent to Impey Close playground

A footpath runs from Darien Way (continuing from across the road as above) to the sculpture at the bottom of the hill and is in need of repair. The footpath is on a slope and rain has washed away a lot of the path. The footpath requires repair/replacement and suggestions for drainage to alleviate future issues with the footpath.

(Picture looking down the slope)





(Picture looking up the hill)



(Area where Breedon footpath meets footpath to Impey Close Playground)

The bottom of the slope leads to small Sculpture/obelisk where the path needs repair to.

This area sees flooding and standing water in the area of the statue and suggestions for drainage into the brook at the bottom of the hill are required.

