

BRAUNSTONE TOWN COUNCIL
MINUTES OF POLICY & RESOURCES COMMITTEE
HELD AT BRAUNSTONE CIVIC CENTRE
THURSDAY 27th APRIL 2023 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (vice-Chair) and Councillors Anthea Ambrose, Sohan Johal, Tracey Shepherd and Robert Waterton.

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

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

101. Apologies

Apologies for absence were received from Councillors Shabbir Aslam and Sam Maxwell.

102. Disclosures of Interest

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

103. Public Participation

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

There were no members of the public at the meeting.

104. Minutes

The Minutes of the meeting held on 9th March 2023 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 9th March 2023 be approved and signed by the Chairperson as a correct record.

105. Civic Centre Facilities Improvements

The Committee received an update on the works to refurbish the Civic Centre Toilets and Civic Centre Bar/Café Kitchen (item 5 on the agenda).

RESOLVED

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

Reasons for Decision

1. *The works were progressing, with building work due to be complete by the end of April and specialist fittings to be installed by mid-May.*
2. *To note that practical modifications had been made, which did not impact on the scheme concept, and design modifications had been made to comply with building regulations.*
3. *To allow for practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*

106. Improvements to Walking and Cycling Routes

The Committee received an update on the delivery of proposals for improvements to the connections between walking and cycling routes (item 6 on the agenda).

RESOLVED

1. that progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed; and
2. that delegated authority be given to the Chief Executive & Town Clerk to approve any minor modifications to the design and layout for Mossdale Meadows for practical reasons, which would not impact on the essential elements of the improvement works.

Reasons for Decision

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

2. *To enable modifications to be made to deliver the scheme at Mossdale Meadows avoiding delays to the timescales.*

107. Shakespeare Park – Improvement and Development

The Committee received an update on project timescales and financing for phase 3 to improve the play facilities; along with an update on arrangements for future management of the pavilion and site (item 7 on the agenda).

RESOLVED

1. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to determine:
 - a) whether to pursue the current proposal for the sensory garden and make a further attempt to satisfy the planning authority on the decibel readings for the sensory play equipment;
 - b) to review the options for the sensory equipment, including those set out at Appendix 1, and determine whether to amend the scheme in full or part;
 - c) to reconsult with the public on the proposals, and
 - d) determine the detailed arrangements, timings and work schedules,
 - e) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations, and
 - f) award the contract;
2. that if the funding application for £45,000 from the National Lottery was successful, then the shortfall of £14,750 be met by earmarking the same in the “Shakespeare Park Pavilion & Site Capital Works” reserve; should the application be unsuccessful then alternative funding options be considered at the next meeting of Policy & Resources Committee (scheduled for June 2023);
3. that progress with the *Future Management Arrangements*, as set out in the relevant section of the report, be noted and endorsed; and
4. that the revised timescales for the remaining stages of the project, attached at Appendix 2, be approved.

Reasons for Decision

1. *The proposed alternative sensory play equipment would be within budget; however, the specification would be a deviation from the original concept and this may require a reassessment of the project and options before a final decision could be made. Given the support for the proposals, a further attempt to satisfy the planning authority should also be considered. To make detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary, while avoiding further delays.*
2. *Should most of the funding be in place, then the remaining balance could be funded utilising part of the underspend from Phase 1; this would also*

- provide a contingency fund if necessary.*
3. *To ensure that the Pavilion facility would be operated in the interests of the community and provide for an increase in sport participation.*
 4. *To provide a guide for the progression of the remaining stages of the project, which could be amended accordingly as appropriate.*

108. Annual Report 2023

The Committee received the draft Annual Report 2023 for recommendation to the Annual Meeting of the Full Council for adoption (item 8 on the agenda).

RESOLVED

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 2023 (Appendix 1); and
2. that subject to 1 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2023, attached as Appendix 1, be received and adopted.

Reasons for Decision

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.*

109. Employment Contract Update

The Committee considered proposed amendments to the Council's Employment Contract (item 9 on the agenda).

RESOLVED that the proposed amendments to the Council's Employment Contract; as set out and highlighted in the relevant section of the report:

- Section 13 – Parental Leave,
 - Section 17 – Paternity Leave, and
 - Section 18 – Shared Parental Leave Entitlement;
- be approved and implemented.

Reasons for Decision

To implement the recommendations of the Taylor Review of Modern Working Practices in respect of Parental, Paternity and Shared Parental Leave provisions.

110. Sports Pitch Allocations 2023/2024

The Committee received applications for sports pitches for 2023/2024 season and determined their allocation (item 10 on the agenda).

RESOLVED

1. that the football pitch application requests received, as set out at Appendix 1, for the 2023/2024 season be approved and allocated as submitted;
2. that delegated authority be given to the Chief Executive & Town Clerk to reach an agreement between the football clubs (ref 12 and 15) which submitted pitch application requests for the Sunday 10.30am slot on the senior pitch at Mossdale Meadows 2023/2024 season being able to share the pitches and/or be flexible with the day and times; in the absence of such agreement, the allocation be determined at the next meeting of Policy & Resources Committee;
3. that football pitches allocated matches in excess of the approved capacity (Large Junior and Senior Pitches at Mossdale Meadows) be closed to ad-hoc booking requests until after Christmas and only opened to ad-hoc bookings should the Chief Executive & Town Clerk deem that each individual pitch quality was suitable; and
4. that the availability of the football pitch at Thorpe Astley Park be readvertised.

Reasons for Decision

1. *To enable the clubs to have security of a home ground for the season.*
2. *To enable the clubs, who have a local connection and have had regular allocations to pitches in Braunstone Town to have security of a home ground for the season, recognising that in order to achieve this, the clubs would need to agree to a shift pattern or to rescheduling of their day and time in order to be accommodated.*
3. *To avoid further overuse of the pitches, which had been allocated above the approved capacity.*
4. *No requests had been received to use the pitch at Thorpe Astley; therefore, further attempts should be made to advertise its availability to Clubs searching for a home ground.*

111. Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct

The Committee reviewed the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct and recommended adoption at the Annual Council Meeting (item 11 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO ANNUAL COUNCIL

1. that the proposed amendments to the Council's Standing Orders, as set out in the report, be approved;
2. that that the proposed amendments to the Council's Financial Regulations, as set out in the report, be approved;
3. that that the proposed amendments to the Council's Scheme of Delegation, as set out in the report, be approved; and
4. that, as a result of 1 to 3 above, delegated authority be given to the Chief Executive & Town Clerk to renumber paragraphs and update cross-references accordingly.

Reason for Decision

1. *To give clarity to intended meaning and to provide for better discussion and engagement with the business of the Council and its Committees.*
2. *To align delegated spending amounts for clarity and consistency and to accommodate provisions identified by the internal audit.*
3. *To give clarity to intended meaning, respond to exceptional circumstances, align delegated spending amounts for clarity and consistency and provide for routine and operational agreements to made.*
4. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

112. Draft Schedule of Meetings

The Committee received a draft schedule of meetings for 2023/2024 for recommendation to Full Council for adoption (item 12 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the proposed schedule of Council and Committee Meetings for 2023/2024 be approved.

Reason for Decision

To enable the Town Council to undertake its business and meet its statutory obligations.

113. Blaby District Parish Councils Group

The Committee noted there had not been a further meeting of the Group since the last meeting of the Committee and therefore, there was no further report.

114. End of Year Financial Position – Cashbook and Reserves

The Committee received a summary of the Council's Cash and Reserves for the period 1st April 2022 to 31st March 2023 (item 14 on the agenda).

RESOLVED that the end of quarter/year financial position be noted.

Reason for Decision

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

115. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2022 to 31st March 2023 (item 15 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues of concern with income and expenditure against the budget for 2022/2023.

116. Approval of Accounts

The Committee considered payments from 1st March 2023 until 31st March 2023 (item 16 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 1st March 2023 until 31st March 2023 be approved.

Reason for Decision

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

117. Shakespeare Park – Proposed Management Committee and Pitch Arrangements

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 – Legal Advice*

The Committee considered legal agreements, subject to final VAT advice, for the Management Association to run the Sports Pavilion and licence agreements for the Shakespeare Park sports pitches (item 17 on the agenda).

RESOLVED

1. that the final draft Licence agreement between the Council and the Shakespeare Park Sports Pavilion Management Association, attached at Appendix 1 of the report, be endorsed;
2. that the final draft Pitch Licence for the Bowling Green at Shakespeare Park, attached at Appendix 2 of the report, be endorsed;
3. that the final draft Pitch Licence for the Football Pitches at Shakespeare Park, attached at Appendix 3 of the report, be endorsed; and
4. that delegated authority be given to the Chief Executive & Town Clerk, in

consultation with the Leader and Deputy Leader of the Council:

- (a) to make modifications to the final draft documents approved in 1, 2 and 3 above following legal and VAT advice;
- (b) to finalise the licences and approve them;
- (c) issue the approved licences for agreement by the relevant organisation; and
- (d) enter into arrangements to support the Shakespeare Park Management Association with running the facility, administration of bookings and associated support services.

Reasons for Decision

1. *To ensure that the long term management arrangements of the Pavilion would be sustainable and that there would be certainty of longer term tenure in order to expand sporting and community provision and maximise revenue opportunities.*
2. *To provide certainty of longer term tenure to the Shakespeare Park Bowls Club recognising its legal status as an association, in order to assist it with expanding sporting provision.*
3. *To provide certainty of longer term tenure to Braunstone Athletic Football Club recognising its legal status as an association, in order to assist it with expanding sporting provision.*
4. *To enable detailed arrangements to be put in place to progress the proposals as well as manage the facility; and for practical and detailed modifications to be made to the final legal documents where necessary. To provide support to the Management Association with managing the facility, where requested.*

118. Procurement of Items identified in the Climate Audit

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

The Committee received a report setting out the finalised arrangements for the installation of Solar PV Panels, Electric Vehicle Charging Points and an air source heat pump (item 18 on the agenda).

RESOLVED

1. that the appointment of preferred contractors to undertake the installation of *Solar PV Panels* (SP3) and for the installation of *Electric Vehicle Charging points* (EV6), as set out in the respective sections of the report and at Appendices 1 and 2, be endorsed;
2. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to:
 - (a) liaise with the selected contractors for the installation of *Solar PV Panels* and for the installation of *Electric Vehicle Charging points*,
 - (b) in the event, that the selected contractors were unable or unwilling to

- undertake the works, to appoint the second place / reserved contractors to undertake the works,
 - (c) determine the detailed arrangements, timings and work schedules,
 - (d) make minor modifications to the design and installation proposals, including requesting additional supplies and options within the delegated spending limits allowed under paragraph 11.1i of the Financial Regulations, and
 - (e) award contracts and commission work; and
3. that the *Next Steps and Timescales*, as set out in the report, and at Appendix 3, be approved.

Reasons for Decision

1. *Tenders SP3 and EV6 offered best value when balanced against cost, lifetime savings and deliverability against the Council's carbon reduction objectives.*
2. *To allow detailed arrangements for the work to be negotiated, practical modifications to be made and additional miscellaneous items to be incorporated where necessary.*
3. *To provide an outline plan for the procurement and assessment process and for delivering the installations.*

119. Mossdale Meadows Culvert

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

The Committee received tenders, financing options, and next steps for rebuilding Mossdale Meadows Culvert (item 19 on the agenda).

The report recommended borrowing £168,365 towards meeting the project costs. It was noted that borrowing approval would take around 6 to 8 weeks. Borrowing approval would be up to a maximum amount; therefore, due to the current uncertainties with inflation, particularly in the construction sector, the Committee recommended that a 10% contingency be built into the borrowing request.

RESOLVED

1. that the tender submitted by contractor 3.2 to undertake work to the banks and vehicular culvert bridge at Mossdale Meadows, as set out in the report, be accepted;
2. THAT IT BE RECOMMENDED TO COUNCIL that the following resolution be approved “to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £185,202 over the borrowing term of 25 years for the cost of undertaking works to the banks of Lubbethorpe Brook and the vehicular bridge at Mossdale Meadows, the annual loan repayments would come to around £12,981.54;

- and
3. that delegated authority be given to the Chief Executive & Town Clerk, to put together a borrowing application, with supporting evidence, including a financial appraisal, for submission to Council.

Reasons for Decision

1. *To ensure that a suitable and qualified contractor would be engaged to carry out the required works.*
2. *To enable the application assessment to be progressed and submitted for consideration by the Assessor on behalf of the Secretary of State for Levelling Up, Housing and Communities.*
3. *To enable the detailed supporting evidence to be gathered and submitted with the Council's application without undue delay. To ensure best financial management to meet the Project's costs.*

120. Parks Fleets Vehicle Leases

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 reviewed the renewal of leases for the parks fleet vehicles (item 20 on the agenda).

RESOLVED

1. that quotations be obtained for the lease of the new high specification pickup trucks available in 2023/2024; and
2. that delegated authority be given to the Chief Executive Officer & Town Clerk to approve new leases for suitable replacement pickup trucks as set out in the next steps section of the report.

Reasons for Decision

1. *To ensure value for money and financial regulations were being met with the leasing of new vehicles.*
2. *To ensure that agreements could be put in place to ensure that suitable vehicles would be available for parks staff to use but ensuring that shorter-term leases were considered to allow for the consideration of leasing carbon neutral vehicles when these became available.*

The meeting closed at 9.30pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 15th June 2023.

SIGNED:

DATE: