



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Chief Executive & Town Clerk

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8th June 2022

To: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Alex DeWinter, Sohan Johal, Leanne Lee, Sam Maxwell, Phil Moitt, Tracey Shepherd 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, 16th June 2022** 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/85878660941?pwd=LzJnUEdtVXZ5K1p6K2xZNDdIR1dFZz09>

Meeting ID: 858 7866 0941

Passcode: 062136

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 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 28th April 2022 to be signed by the Chairperson (**Enclosed**).
5. **Climate Change & Environmental Action Plan and Capital Plan Update**
To consider and approve an action plan to deliver the Climate Change and Environmental Strategy's Objectives and to consider updates to the Capital Plan accordingly (**Enclosed**).
6. **Internal Audit Report 2021/2022 and Internal Audit arrangements 2022/2023**
To receive the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2022 and to appoint an Internal Auditor for 2022/2023 (**Enclosed**).
7. **Annual Governance Statement 2021/2022**
To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2022 and the to recommend to Council adoption of the Annual Governance Statement 2021/2022 (**Enclosed**).
8. **Accounting Statements 2021/2022**
To receive the End of Year Accounts for the financial year ended 31st March 2022 and to recommend to Council adoption of the Accounting Statements 2021/2022 (**Enclosed**).
9. **Shakespeare Park – Improvement and Development**
To receive a progress report on the improvement project and financing for phase 2. To receive an update on arrangements for future management of the pavilion and site (**Enclosed**).
10. **Procurement of Items identified in the Climate Audit**
To set out and approve a procurement for purchasing Solar PV Panels, Electric Vehicle Charging Points and a hybrid air source heat pump (**Enclosed**).
11. **Training & Development Policy & Procedure**
To consider, following consultation, the revised Training & Development Policy & Procedure for adoption (**Enclosed**).

12. **Draft Equality & Diversity Policy & Procedure**
To receive a proposed revised Equality & Diversity Policy & Procedure for consideration and consultation (**Enclosed**).
13. **ROSPA**
To receive an update concerning the annual ROSPA safety inspections on Parks and Open Spaces.
14. **Sports Pitch Allocations 2022/2023**
To consider redesignation of football pitches for the 2022/2023 season in order to accommodate additional applications from Football Clubs (**Enclosed**).
15. **Blaby District Parish Councils Group**
To provide feedback from the Blaby District Parish Councils Group and to identify issues to be raised at future meetings
16. **Financial Comparisons**
To receive Financial Comparisons for the period 1st April 2022 to 31st May 2022 (**Enclosed**).
17. **Approval of Accounts**
To consider payments from 1st April 2022 until 7th June (**Enclosed**).
18. **Improvements to Walking and Cycling Routes**
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 receive an update on the delivery of proposals for improvements to the connections between walking and cycling routes (**Enclosed for Councillors**).
19. **Civic Centre Facilities Improvements**
RECOMMENDED: - That in view of the special / confidential nature of the business to be transacted, it is recommended that the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reason for exception – Commercial Interest.

To determine and appoint a preferred contractor to undertake the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen (**Enclosed for Councillors**).

Next Scheduled Meeting: 8th September 2022.

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 28th APRIL 2022 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Rebecca Lunn-Scoppie (Substituting for Councillor Leanne Lee), Sam Maxwell, Tracey Shepherd and Robert Waterton.

Officers in Attendance: Pauline Snow, Deputy Chief Executive & Community Services Manager

Darren Tilley, Chief Executive & Town Clerk, attended the meeting remotely through Zoom Video Conferencing.

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

100. Apologies

Apologies for absence were received from Councillor Shabbir Aslam, Sohan Johal, Leanne Lee and Satindra Sangha.

101. Disclosures of Interest

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

102. 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.

103. Minutes

The Minutes of the meeting held on 24th February 2022 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 24th February 2022 be approved and signed by the Chairperson as a correct record.

104. Environment and Biodiversity Strategy

The Committee considered, following consultation, adopting an Environment and Biodiversity Strategy for the Council's Parks and Open Spaces (item 5 on the agenda).

RESOLVED that the Environment and Biodiversity Strategy, attached at Appendix 2 of the report, be approved and adopted.

Reason for Decision

To provide the framework for protecting and enhancing the town's parks and open spaces, for promoting and encouraging tree planting, and both increasing and enriching biodiversity.

105. Draft Climate Change & Environmental Action Plan

The Committee received an action plan to deliver the Climate Change and Environmental Strategy's Objectives (item 6 on the agenda).

RESOLVED

1. That the Draft Climate Change & Environmental Action Plan, attached at Appendix 1 of the report, be approved;
2. that consultation be undertaken with the Community Development Committee, Planning & Environment Committee and Citizens' Advisory Panel, as detailed in the report and set out under Chapter 7, Action Planning, of the Climate Change and Environmental Strategy;
3. that the procurement and financial appraisal process for the following actions be commenced and a report setting out the tender process and timescales be submitted to the next meeting, proposed for 16th June 2022:
 - a) install solar PV identified in the Carbon Audit,
 - b) install a hybrid air source heat pump at Thorpe Astley Community Centre, and
 - c) installation of Electric Vehicle Charging points at community facilities and parks depot; and
4. that the final action plan for June 2022 to March 2024 be submitted to Policy & Resources Committee at the next scheduled meeting in June 2022, with recommendations to update the Council's Capital Plan accordingly.

Reasons for Decision

1. *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.*
2. *To identify actions to deliver the Climate Change & Environmental Strategy's aims of "Supporting the Local Community and Protecting and Enhancing Green Spaces".*

3. *To ensure that actions, which would have a significant impact on reducing the Council's carbon emissions, could be progressed and resources identified to avoid undue delays.*
4. *To consider and approve a definitive action plan to deliver the Council's commitment to make its activities carbon neutral and embed climate and environmental awareness in its decision making.*

106. Shakespeare Park – Improvement & Development

The Committee received a progress report on the improvement project and financing for phase 2; along with receiving an update on arrangements for future management of the pavilion and site (item 7 on the agenda).

RESOLVED

1. that progress with the Project: *Pavilion and Site Works, Tennis Courts improvements, Playground Improvements and Future Management Arrangements*, as set out in the relevant section of the report, be noted;
2. that the revised timescales for the project, attached at Appendix 1, be approved;
3. that promotional material be developed and signage installed encouraging residents to sign up to using the tennis courts; and
4. that family fun activities be included as part of the Shakespeare Park Pavilion Open Day.

Reasons for Decision

1. *To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire, was delivered efficiently and effectively.*
2. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*
3. *To ensure that residents were aware of how to book and use the Courts.*
4. *To attract attendees to the event in order to showcase the facility and what it offers.*

107. Draft Training & Development Policy & Procedure

The Committee received a proposed revised Training and Development Policy and Procedure for consideration and consultation (item 8 on the agenda).

RESOLVED

1. that the proposed draft Training & Development Policy & Procedure, attached at Appendix 2 of the report, be approved for consultation with Councillors, staff and volunteers, 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 16th June 2022, for consideration and approval.

Reasons for Decision

1. *To ensure that Councillors, staff and volunteers could input into the proposed Training & Development Policy & Procedure to ensure that it would be practical and fit for purpose.*
2. *To ensure that the Council has a policy and procedure in place to meet the needs of both the Council and its Councillors, staff and volunteers, providing for a needs analysis to assess development and training needs, and a training plan and record to enable a journey of monitored continuous development.*

108. Annual Report 2022

The Committee received the draft Annual Report 2022 for recommending to the Annual Meeting of the Full Council for adoption (item 9 on the agenda).

RESOLVED

1. that the following amendments be made to the Annual Report 2022:
 - a) the "Plans for 2022/2023" column be removed from the achievements page,
 - b) "Our Achievements 2021/2022" be spread over two pages, using pictures and space around the achievements,
 - c) remove the "Members Allowances 2020/2021",
 - d) make the text bigger across the achievements and the Leader's Introduction, and
 - e) add the word "Solar" to the last sentence of the third paragraph of the Leader's introduction *".....installing solar PV panels on our buildings....."*;
2. 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 2022 (Appendix 1); and
3. that subject to 1 and 2 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2022, attached as Appendix 1, be received and adopted

Reasons for Decision

1. *To ensure that the Council's Achievements stood out when the report was published in the Braunstone Life; the Annual Report should be increased to four pages, including the poster "Strategic Aims and Delivery Objectives (2022/2023)" as page 4.*
2. *To enable the inclusion of the provisional year end accounts and ensure that the document would be finalised and presented for public consumption.*

3. *To report on the Town Council's achievements and to set out its priorities for the forthcoming year.*

109. Sports Pitch Allocations 2022/2023

The Committee received an update on sports pitch allocations for the 2022/2023 season (item 10 on the agenda).

RESOLVED that the request to replace the existing two pitches on Shakespeare Park with 3 smaller pitches be approved

Reason for Decision

To accommodate new, younger teams to play on the pitches at Shakespeare Park.

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

The Committee received a progress report on the Winter Works Programme 2021/2022 (item 11 on the agenda).

RESOLVED

1. that the Deputy Chief Executive & Community Services Manager investigate whether the Gravel Path on the Village Green at Thorpe Astley had been topped up; and
2. that, subject to 1 above, the progress of the Winter Works Programme 2021/2022 be received and noted.

Reasons for Decision

1. *To investigate whether the item was outstanding and if so, ensure it would be completed.*
2. *To note the winter works tasks completed before the end of the winter works period.*

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 the Councillor Code of Conduct in order to recommend adoption at the Annual Council Meeting (item 12 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO 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 the proposed amended Braunstone Town Council Councillor Code of Conduct, attached at Appendix 1 as highlighted, be approved, with the inclusion of the replacement Appendix A on Interests; 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.

Reasons 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 accommodate provisions identified by the internal audit and to update references to reflect current policy.*
3. *Leicestershire & Rutland Association of Local Councils and local Monitoring Officers had proposed a “local” model code and relevant changes, including the proposed Appendix on Interests, had been incorporated into the Town Council’s Councillor Code of Conduct to provide a consistent approach, particularly for those Councillors who served on other authorities.*
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 2022/2023 for recommendation to Full Council for adoption (item 13 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL that the proposed schedule of Council and Committee Meetings for 2022/2023 be approved.

Reason for Decision

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

113. Mossdale Meadows Culvert

The Committee received updated proposals to rebuild the Culvert at Mossdale Meadows in order to invite tenders for the works (item 14 on the agenda).

RESOLVED

1. that specifications for the improvement work to Mossdale Meadows brook, removal of the existing pedestrian bridge, replacement of pedestrian bridge once bank work had been completed and replacement of the existing vehicular bridge, attached at Appendix 1, be approved;
2. that the documentation to invite tenders for the proposed works attached at Appendix 3, be approved;

3. that delegated authority be given to the Chief Executive & Town Clerk to finalise the tender documentation, determine timescales and invite tenders;
4. that the local County Councillor be asked to investigate with the relevant County Council Department why it took two to three years to obtain a permanent footpath diversion; and
5. that a report be submitted in due course to the relevant Standing Committee summarising the impact of flooding on the Parish over the previous five years.

Reasons for Decision

1. *To implement construction work to reduce the level of flooding issues on Mosssdale Meadows to protect the brook, banks and surrounding land.*
2. *To comply with financial regulations and relevant procurement legislation.*
3. *To enable minor modifications to be made if necessary and to provide flexibility.*
4. *Two to three years to obtain a permanent footpath diversion seemed excessive compared to the temporary division and as a result, the programme for the replacement of the Mosssdale Meadows Culvert had been revised to include an addition new footbridge and therefore, would potentially be more expensive.*
5. *There were indications that flooding had increased in the area since Leicester City Council and Leicestershire County Council had carried out flood alleviation schemes further upstream.*

114. Community Governance Review – Proposed Braunstone Town Council Response

The Committee noted that the Community Governance Review of the Parish of Braunstone, undertaken by Blaby District Council, had concluded that no recommendations should be made with respect to the local governance arrangements for the Parish of Braunstone.

The Committee also noted that Blaby District Council had resolved to ask the Town Council to review the comments received during the consultation and determine whether the Town Council could take any additional actions to address these. However, to date, the comments had not been received by the Town Council and, therefore, it was not been possible to provide a report with recommendations to this meeting.

RESOLVED that the item be rescheduled to the meeting proposed for 8th September 2022.

Reason for Decision

To schedule a review of the comments received during the recent Community Governance consultation in order to determine whether the Town Council could take any additional actions to address these.

115. Blaby District Parish Councils Liaison Meeting

The Committee received feedback from a recent Blaby District Parish Council Liaison Meeting, including details of potential proposals for a Joint Charter between Blaby District Council and town and parish councils (item 16 on the agenda).

Councillor Robert Waterton reported as follows:

- a) this was the first of two meetings which would be held per annum for both Councillors and Officers from parish and town councils with Councillors and Officers from Blaby District Council;
- b) the Chief Executive of Leicestershire & Rutland Association of Local Councils, Jake Atkinson, provided an update on training;
- c) Blaby District Parish Councils' Strategic Director, John Richardson, floated the idea of developing a Joint Charter between the District Council and the local parish and town councils, similar to the one agreed in North West Leicestershire (copy enclosed with the agenda);
- d) the review of the Local Plan to 2038 had been delayed due to revision of the number of new houses which would need to be provided in the District; and
- e) each Parish had provided an update on their activities and Councillor Waterton had shared the Town Council's work on responding to Climate Change.

RESOLVED that the feedback be received and noted.

Reason for Decision

To keep up to date with the discussions and work of the Liaison Group and to provide an opportunity to raise any relevant issues.

116. End of Year Financial Position – Cashbook & Reserves

The Committee received a summary of the Council's Cash and Reserves at 31st March 2022 and considered a request from the Community Development Committee to reserve unspent grant funds (item 17 on the agenda).

RESOLVED

1. that the end of quarter financial position be noted; and
2. that the unspent sum of £3,650 in the 2021/2022 Community Grant Scheme budget be reserved in the 2022/2023 financial year and allocated equally between the Braunstone Athletic Football Club and the Shakespeare Park Bowls Club in order for the Council to purchase items for the Shakespeare Park pavilion in the interim period before the formal management committee commences.

Reasons for Decision

1. *There were no issues of concern with management of the Council's Finances.*
2. *To earmark funds in the accounts accordingly for use in the 2022/2023 financial year so that the Council could support local sports clubs at Shakespeare Park in the interim with the purchase of equipment for the Shakespeare Park Pavilion.*

117. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2021 to 31st March 2022 (item 18 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues of concern with income and expenditure against the budget for 2021/2022.

118. Approval of Accounts

The Committee considered payments from 16th February 2022 until 31st March 2022 (item 19 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 16th February 2022 until 31st March 2022 be approved.

Reason for Decision

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

119. 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 draft license agreements for the Shakespeare Park sports pitches and progress with the legal agreements for the Management Committee to run the Sports Pavilion (item 20 on the agenda).

RESOLVED

1. that, subject to the inclusion of a provision relating to anti-hate, the draft Pitch Licence for the Bowling Green at Shakespeare Park, attached at Appendix 1 of the report, be approved;
2. that, subject to the inclusion of a provision relating to anti-hate, the draft Pitch Licence for the Football Pitches at Shakespeare Park, attached at Appendix 2 of the report, be approved;
3. that, in respect of recommendations 1 and 2 above, further legal and VAT advice be sought and consultation and engagement take place with both Braunstone Athletic Football Club and Shakespeare Park Bowls Club, including inviting them to form an informal Management Committee, to progress; and
4. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the members of the Shakespeare Park Improvement Project Sub-Committee:
 - a) to make modifications to the draft documents approved in 1 and 2 above following legal and VAT advice;
 - b) to make amendments to the draft documents approved in 1 and 2 above following consultation responses from Braunstone Athletic Football Club and Shakespeare Park Bowls Club; and
 - c) to establish and make appointments to the Informal Management Committee of the Shakespeare Park Sports Pavilion and determine its role and terms of reference.

Reasons for Decision

1. *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.*
2. *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.*
3. *To enable detailed legal work to be undertaken and to enable input from the Sports Clubs.*
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 draft legal documents where necessary.*

120. Improvements to Walking and Cycle Routes

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

The Committee received an update on the delivery of proposals for improvements to the connections between walking and cycling routes (item 21 on the agenda).

RESOLVED

1. that the Outline Proposals for the scheme, as set out in the report and at Appendix 1 be supported;
2. that the Town Council's priority areas for improvements be:
 - a) the link between Mosssdale Meadows and Meridian Leisure, including the related infrastructure improvements to Mosssdale Meadows and Meridian Leisure site, and
 - b) improvements to the crossing points across the junctions along Meridian Way, including with Lubbesthorpe Way; and
3. that the Next Steps for delivering the scheme, as set out in the report, be endorsed.

Reasons for decision

1. *To provide safe walking and cycling routes between Lubbesthorpe, Braunstone, National Cycle Route 6 and Leicester and to enable detailed technical plans to be developed.*
2. *To ensure that residents in Braunstone Town and Thorpe Astley could access local services, amenities and places of employment using sustainable transport options.*
3. *To note that the project was being progressed, with the next phases of the delivery plan set out.*

121. Civic Centre Facilities 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 received an update on proposals for the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen (item 22 on the agenda).

RESOLVED

1. that the current position with regards to progress and costs and funding of the project be received and noted;
2. that the indicative timescales for the project, as set out in the *Timescales* section of the report, be approved; and
3. that a Civic Centre Facilities Improvements Sub-Committee be established made up of Councillors Anthea Ambrose, Nick Brown and Robert Waterton (with substitutes permitted) in order to shortlist both the tenders received and the Changing Places quotes.

Reasons for decision

1. *To recognise the need to sustainably finance the project using a*

- combination of earmarked funds and by accessing external grant funding.*
- 2. To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*
 - 3. Following delays to the timescales, to avoid further delays with shortlisting so that the Committee would be in a position to determine finance and appoint preferred contractors in June.*

122. Civic Centre Fire Door Replacement

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 quotes for the replacement of fire doors at Braunstone Civic Centre (item 23 on the agenda).

RESOLVED

1. that Supplier B be contracted to provide and replace the Fire exit doors; and
2. that Supplier A be approved in the event that Supplier B withdraws to avoid delaying the project.

Reasons for Decision

- 1. Supplier B had previously provided and installed steel doors in the Millfield Hall in 2018, which were installed to a high standard and no problems have been encountered with these doors.*
- 2. To provide an alternative supplier to ensure that the work could be carried out in a timely manner.*

123. 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 considered and approved the arrangements for the renewal of the leases for the Parks fleet vehicles (item 24 on the agenda).

RESOLVED

1. that the current vehicle leases, due to expire in June and December 2022 be extended with the current lease contractor under option 2 on an informal basis until replacement vehicles become available;
2. that quotations be obtained for the lease of the new high specification pickup trucks available in 2023; and

3. that delegated authority be given to the Chief Executive Officer & Town Clerk to approve new leases for the replacement pick up trucks up to £20,000 each over three-year lease periods.

Reasons for Decision

1. *To provide continuity with the vehicles until the latest model of the vehicle was available for lease under option two offered by the current lease company which provided the best value and flexibility.*
2. *To ensure value for money and financial regulations were being met with the leasing of new vehicles.*
3. *To ensure that agreements could be put in place to ensure that 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 become available.*

The meeting closed at 9.45pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

These minutes are a draft and are subject to consideration for approval at the next meeting scheduled on 16th June 2022.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 16th JUNE 2022

Item 5 – Climate Change & Environmental Action Plan and Capital Plan Update

Purpose

To consider and approve an action plan to deliver the Climate Change and Environmental Strategy's Objectives and to consider updates to the Capital Plan accordingly.

Background

Following approval of a motion at the Annual Towns' Meeting on 13th May 2021, the Town Council developed and then adopted, on 23rd September 2021, a Climate Change and Environmental Strategy (Council Minute 5966).

Underpinning the Strategy is the need to take action and Chapter 7 sets out the Action Planning process, which begins with Policy & Resources Committee developing and approving an action plan to deliver the Strategy's Objectives.

On 28th April 2022, the Committee received a proposed action plan to deliver the Climate Change and Environmental Strategy's Objectives, which it approved (Minute 105 2021/2022).

The Action Plan includes 9 of the 11 recommendations of the Carbon Audit (one recommendation is split into two separate actions and another will be considered as part of the Capital Plan review). Some of the recommendations of the Carbon Audit match the objectives in the Climate Change & Environmental Strategy.

In addition, there are three proposed actions resulting from the objectives listed in the Climate Change & Environmental Strategy and the Environment & Biodiversity Strategy, for delivery over the next couple of years.

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

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

Community Development Committee Proposals

The Community Development Committee received and considered the proposed action plan at its meeting on 19th May 2022 (Community Development Committee minute 16).

The recommended response to the Committee’s proposals is set out below:

Proposal	Recommended Response
Tree planting undertaken by the Town Council could be added to the Leicestershire County Council Tree Planting register	Approve for delivery operationally.
information guides could be produced with maps of cycling and walking routes, which could be used by local businesses	Approve for inclusion as a delivery action under “ <i>Encourage walking, cycling, and working from home</i> ” during 2023/2024 to allow for initial delivery of Strategy objectives 4(b) & 4(c).
Whether joint working with the district council was possible regarding the purchase and installation of solar panels and electric charging points for vehicles	To be considered when delivering objectives: <ul style="list-style-type: none"> • “<i>install solar PV identified in the Carbon Audit</i>”; and • “<i>installation of Electric Vehicle Charging points at community facilities and parks depot</i>”.

Citizens’ Advisory Panel Proposals

The Citizens’ Advisory Panel received and considered the proposed action plan at its meeting on 26th May 2022 (Citizens’ Advisory Panel 26th May 2022, minute 7).

The recommended response to the Panel’s proposals is set out below:

Proposal	Recommended Response
Provide for returning and recycling medicine packets with the community as the aluminum within them is salvageable and ideas such as, Swap Meet/Swap Shop.	Include delivery objective “ <i>Work with District Council and others to increase opportunities for residents to reuse and recycle more items</i> ” under “ <i>Continue to reduce our waste and recycle more</i> ” for delivery in 2023/2024.
An Audit of Wildlife Corridors with a map of the Wildlife Corridor in order for the areas to be defined for the community.	Include as delivery objectives under “ <i>Commission a study of the Council’s Parks & Open Spaces in order to develop a Management Plan to deliver the objectives in the Environment & Biodiversity Strategy</i> ”
Install Bird Boxes on newly planted trees to brighten up the community. Children from the area could paint the boxes as an activity.	

Planning & Environment Committee Proposals

The Planning & Environment Committee is due to consider the proposed action plan at its meeting on 9th June May 2022 and any proposals, along with recommended responses will be reported at the meeting of the Policy & Resources Committee on 16th June 2022.

Proposed Action Plan

Following consultation, the proposed Climate Change & Environmental Action Plan is attached at Appendix 1, with the recommended revisions highlighted in bold.

A minor amendment is recommended to recognise that the delivery of Electric Vehicle Charging Points at Mossdale Meadows is dependent upon the roof and installation of solar PV panels.

Given the number of delivery actions proposed in the Action Plan and given the 2022/2023 financial year has commenced, it is recommended that the Action Plan is adopted for the next 21 months (to 31st March 2024).

Capital Plan

The following is included as an item in the Capital Plan adopted by Council 27th January 2022 (Minute Reference 5996):

- *Installation of bio-fuel boiler at Mossdale Pavilion for heating the Sports Facilities and Parks Depot. There is no heating at the premises. There are electric heaters for the staff room at the Depot, which are inefficient and a higher risk for fire. The Town Council has to pay at the Waste Disposal site to tip hedge and tree cuttings, which could be reused to fuel heating system.*

Recommendation 10 of the Carbon Audit is to remove this item.

The proposed amendments to the Capital Plan, resulting from the Carbon Audit and adoption of the Climate Change & Environmental Action Plan, is attached at Appendix 2. The changes are recommended for consideration by Council on 30th June 2022.

Recommendations

1. That the *Climate Change & Environmental Action Plan*, as amended and attached at Appendix 1 of the report, be approved for June 2022 to March 2024; and
2. THAT IT BE RECOMMENDED TO COUNCIL that the amended Capital Plan 2022/2023, as attached and highlighted at Appendix 2, be approved.

Reasons

1. 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.
2. To ensure that the Council's Capital Plan was updated accordingly to reflect the both the recommendations of the Carbon Audit and the delivery objectives in the Climate Change & Environmental Action Plan.



BRAUNSTONE TOWN COUNCIL CLIMATE CHANGE & ENVIRONMENTAL ACTION PLAN JUNE 2022

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Install solar PV identified in the Carbon Audit.	<ol style="list-style-type: none"> Reduction in Carbon footprint of approx.18%; significant savings with energy costs set to rise significantly. 	<ol style="list-style-type: none"> Reduction of Carbon Footprint; savings reinvested in other carbon reduction actions and/or services. 	Significant financial resources to purchase and install (potentially over £100k) Consider working with partners.	<ol style="list-style-type: none"> Older roofs may need reinforcing; Legal arrangements for the library building are complex. 	<ol style="list-style-type: none"> Structural surveys of roof condition; remedial action if necessary; tender exercise; obtaining finance. 	April 2022 to March 2023.	High
Insulate roof at Mosssdale Meadows Changing Rooms/Depot	<ol style="list-style-type: none"> Capital Plan item; Prevent energy wastage. 	Reduce costs	Estimated below £10k	Roof not good quality and may need replacing or upgrading	<ol style="list-style-type: none"> Roof condition survey; Obtain quotes 	2023/2024	Medium
Install smart meters	For ongoing analysis of the buildings' energy performance.	Provide consumption figures for reviewing the Carbon Audit in 2024.	None	None	Arrange with supplier	October 2022	High

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Upgrade the electric heating at Mosssdale Meadows Changing Rooms/Depot	Maximise heating efficiency	Reduce costs	Estimated below £10k	Capital Plan item for refurbishment of changing facilities.	1. Assess deliverability with wider improvements; 2. Obtain quotes.	2023/2024	Medium
Install LED lighting at Mosssdale Meadows Changing Rooms/Depot	Energy efficiency and Carbon reduction	Reduction in carbon footprint and reinvestment of savings	Estimated below £5k	Capital Plan item for refurbishment of changing facilities.	1. Assess deliverability with wider improvements; 2. Obtain quotes.	2023/2024	Medium
Encourage walking, cycling, and working from home	Reduced pollution and carbon emissions	1. Reduction in carbon; 2. Healthy living; 3. Work/home life balance	Dependent on individual actions	Limited impact on carbon footprint due to numbers and occasions	1. Improvements to Cycling facilities Capital Plan item 2. Strategy delivery objectives 4(b) & 4(c) 3. Develop Working at home policy & procedure 4. Join Bike to work scheme	2022/2023	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Encourage walking, cycling, and working from home <i>Continued</i>					5. Produce / provide information guides and maps for cycling and walking routes	2023/2024	Low
Purchase renewable electricity	To help decarbonise buildings and transport	Community Leadership	Unit rate may be slightly higher	Limited global impact due to supply issues	Swop supplier at contract renewal	2024/2025	Low
Install a hybrid air source heat pump at Thorpe Astley Community Centre	Decarbonise Community Centre heating; 10% reduction of total Council emissions.	1. Reduction of Carbon Footprint; 2. savings reinvested in other carbon reduction actions and/or services.	Significant financial resources to purchase and install (potentially £50k to £100k)	Finance	1.heat loss calculation 2.tender exercise 3.obtaining finance	April 2022 – March 2023	High

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Replace parks diesel pick-up trucks with electric or hybrid	Reduced pollution and carbon emissions	1. reduced pollution on parks & open spaces; 2. fuel cost savings	Vehicles leased so no up front cost, although maybe slightly higher lease cost	1. Leases in place 2. Limited market availability	1. Review availability at renewal; 2. if limited consider shorter lease period.	2024/2025	Medium
Installation of Electric Vehicle Charging points at community facilities and parks depot	To provide fast charging for service users, hirers and staff who use an electric vehicle.	1. Electric vehicle becomes an option; 2. modest Income generation	Approximately £50k Consider working with partners.	Installation works could be significant at some locations.	1. Tender exercise 2. Identifying finance 3. Consider Parks depot following Solar installation	June 2022 – March 2023 2024/2025	High Low
Continue to reduce our waste and recycle more	To reduce overall carbon footprint and pressure on landfill.	Provides residents, users and staff with opportunities to recycle and therefore reduce waste.	Cost of new bins	1. capacity and finance to upgrade receptacles; 2. encouraging use and correct use.	1. Review receptacles in rooms, offices and kitchens and make more high profile 2. provide recycling receptacles on parks	Rolling programme from 2022 to 2024	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Continue to reduce our waste and recycle more <i>Continued</i>					3. Work with District Council and others to increase opportunities for residents to reuse and recycle more items	2023/2024	
Commission a study of the Council's Parks & Open Spaces in order to develop a Management Plan to deliver the objectives in the Environment & Biodiversity Strategy	To assess opportunities for the expansion of tree provision, and their nature and biodiversity potential, including wildlife and woodland corridors	<ol style="list-style-type: none"> 1. To help fight pollution and climate change. 2. To stop the loss of habitats and to protect and enhance both nature and biodiversity. 	Cost of commissioning the study and developing an action plan.	Large study of 32 hectares of land, which is split into several parcels and includes varied use – may need to focus in on specific areas.	<ol style="list-style-type: none"> 1. Identify areas for study 2. Commission study 3. Include an Audit of Wildlife Corridors to produce a map of Wildlife Corridors 4. Develop Management Plan 	August 2022 to July 2023	Medium

Nature of Action to be delivered	Reason for inclusion	Benefits (Council and Community)	Resources Required	Potential Barriers to Delivery	Delivery Actions	Timescales for Delivery	Priority Level
Commission a study of the Council's Parks & Open Spaces <i>Continued</i>					5. Consider objective to install Bird Boxes on newly planted trees with. Children from the area painting the boxes as an activity.		
Develop and implement sustainable Procurement objectives	No occasion should be missed to guide procurement expenditures towards efficient low-carbon choices in products, services and public works	Supporting sustainable supplies and suppliers for the long term benefit of both the Council and the Community	None specific, however, implementation of sustainable Procurement objectives in the short to medium term may increase the overall cost of procurement.	None to the Objectives; however, implementation could be difficult where there is limited choice.	Initially prioritise implementation for new contracts and suppliers	January 2023 – March 2023	Medium

Approved by Policy & Resources Committee, 28th April 2022; updated 16th June 2022.



BRAUNSTONE TOWN COUNCIL

CAPITAL PLAN 2022/2023

The Council's Capital Projects have been identified through identified emerging priorities, the Annual Survey, the Citizens' Advisory Panel and the Parish Plan. A review of the Council's Open Spaces and Parks identified priorities for Capital improvements should external funding arise, as a result Policy & Resources Committee on 11th April 2013 adopted "Proposals and Priorities for Improvements to Our Parks and Open Spaces", which form part of this programme.

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

Parks and Open Spaces Projects		
Park	Project	Notes
Franklin park	Improvement items identified by the Franklin Park Working Group: creation of path in orchard (to enable access to lower part when the ground is water logged)	Scheduled for 2022/23 Winter works
Impey Close playground	Resurface playground with rubber mulch under play equipment and pathway (Rubber tiles damaged and in places missing. Surfaces having been damaged subject to continued vandalism).	Cost £17k, funding to be identified
Mossdale Meadows & Merrileys	Replace vehicle and pedestrian culvert bridges at Mossdale Meadows. <i>Existing culverts are not suitable for flow of water which causes flooding on the park on a regular basis</i>	Priority Project for 2022/23
	Bridle path resurfacing (from Kingsway entrance through to Jelson owned land)	On-hold pending review and availability of resources
	Possible resurfacing of footpaths	
	Toddler swings (estimated five year life span – medium risk) MM	
	Refurbishment of Changing Rooms and Sports facilities at Mossdale Pavilion. <i>The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.</i>	Once Shakespeare Park Improvements completed

Parks and Open Spaces Projects (continued)		
Park	Project	Notes
Mossdale Meadows & Merrileys	Roof Insulation at Mossdale Depot and Sports Changing Rooms. <i>There is currently no central heating at the premises, with electric heaters for the staff room at the Depot. The building is not energy efficient and needs to be both in the short and long term to reduce energy use and costs.</i>	Once Shakespeare Park Improvements completed
	Installation of bio-fuel boiler at Mossdale Pavilion for heating the Sports Facilities and Parks Depot. There is no heating at the premises. There are electric heaters for the staff room at the Depot, which are inefficient and a higher risk for fire. The Town Council has to pay at the Waste Disposal site to tip hedge and tree cuttings, which could be reused to fuel heating system.	Await Carbon Audit
Shakespeare Park	Additional balance in play area (2-5 or 5 – 12 age group)	Part of Shakespeare Park Improvement and Development Project, Priority Project underway and scheduled for completion in 2022/23
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	Priority Project underway and scheduled for completion in 2022/23 (see above)
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
Safety Surface in play area		
All Parks	Purchase of a wood chipper. <i>To enable the installation of a bio-fuel boiler at Mossdale Depot and Sports Changing Rooms. To reduce waste and waste tipping costs to tip hedge and tree cuttings, which could be reused to fuel heating system in pavilion. Chippings can also be used to make natural pathways.</i>	To be scheduled. Business Case to be submitted for consideration by Policy & Resources Committee.

Community Centres Projects		
Building	Project	Notes
Civic Centre	Refurbishment of both sets of Toilets including exploring the provision of a Changing Places Toilet. <i>The current toilets are approximately 20 years old. The refurbishment of the toilets provided an opportunity to ensure that the Civic Centre toilet facilities are fully accessible.</i>	Priority Project for 2022/23
	Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities (To enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space).	Priority Project for 2022/23
	Civic Centre Roof Refurbishment; Council Chamber side. <i>The roof on the Council Chamber and Fosse Room is leaking and has received several patches. Advice is that the roof has passed its life expectancy and will need refurbishing in the short term.</i>	Schedule 2022/23 Fundamental to building integrity
	Replacement of Civic Centre Windows. <i>The windows are over 20 years old and do not meet modern insulation standards. Some are unsafe to open.</i>	Schedule 2022/23 Health & Safety can't be maintained
	Replacement of Civic Centre foyer skylight and corridor frame and windows. <i>Both the foyer skylight and the corridor and windows are over 25 years old and do not meet modern insulation standards.</i>	
	Civic Centre radiator replacement and review of location. <i>Some areas of the building are well provided for with radiators and are hot, while other areas of the building have limited radiators and are cold.</i>	
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Heating/Air Conditioning • Mood Lighting Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources Await Carbon Audit and obtain quotes
	Refurbish/Replace Fire Doors in Civic Centre (except Millfield Hall). <i>Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	Currently scheduled for 2022/23 pending resources

Community Centres Projects (continued)		
Building	Project	Notes
Civic Centre <i>Continued</i>	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector (The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training).	Postpone to 2023/24
	Installation of Sound systems in the Millfield Hall, Council Chamber and Thorpe Astley Main Hall. <i>To make the facilities attractive for hire. Some regular hirers have commented that provision of a sound system means there is less need to move equipment or need storage.</i>	
	Council Chamber & Thorpe Astley main hall Mood Lights. <i>To make the facilities attractive for function hire. Hirers of the Millfield Hall provide positive feedback on the mood lighting.</i>	
<u>Thorpe Astley Community Centre</u>	<u>Install a hybrid air source heat pump. To decarbonise Community Centre heating; 10% reduction of total Council emissions.</u>	<u>Priority Project for 2022/23</u>
Both Centres	Installation of hearing loop systems in main rooms at both Community Centres. <i>Item already included where refurbishment of specific rooms has been identified.</i>	To be scheduled. Rolling Programme from 2023/24.

Library Projects	
Project	Notes
Installation of LED lighting at the Library. <i>The Library building has not been converted to LED lighting; conversion will reduce energy use and costs.</i>	Schedule 2022/23

General Projects		
Location	Project	Notes
Improvements to Cycling Facilities	Cycle lock-up rails are available at both Centres and will be available at the new Shakespeare Pavilion. To encourage cycling and to ensure parked cycles are safe – consider covers, lock ups, better signage and CCTV coverage.	Schedule 2022/23

General Projects		
Location	Project	Notes
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is considered steep and potentially presented difficulties for wheel chair users and those who are less able.</i>	Schedule dependent on Reserves
Installation of Solar Panels at both Community Centres	The Town Council has undertaken energy saving projects such as LED Lighting and installation of new heating and air conditioning systems. Shakespeare Park Pavilion will be built to current efficiency standards. The next stage for both reducing the impact on climate change and making savings is generation of some of the Council's electricity from renewable sources.	To be scheduled following Carbon Audit. <u>Priority Project for 2022/23</u>
<u>Installation of Electric Vehicle Charging points at community facilities</u>	<u>To provide fast charging for service users, hirers and staff who use an electric vehicle.</u>	<u>Priority Project for 2022/23</u>
Gateway signage to the Town on the new road from Lubbesthorpe	The Town Council was responsible for the Town's place signs and would be responsible for installation of such signs at the new gateway and could explore incorporating speed reminders and/or safety messages.	To be scheduled.
Provide new, improved and enhanced notice boards at key locations	Over the past few years, many notice boards have fallen into disrepair and have been removed. Some existing notice boards are in need of refurbishment and replacement. Some notice boards are located where there isn't a high level of footfall, while some key locations do not have notice boards.	Rolling programme over 5 years. Focus on Notice Boards on Council land in 2022/2023

Adopted by Council 27th January 2022 (Minute Reference 5996).

BRAUNSTONE TOWN COUNCIL

CORPORATE GOVERNANCE SUB-COMMITTEE – 16th JUNE 2022 **POLICY & RESOURCES COMMITTEE – 16th JUNE 2022**

Item 6 - Internal Audit Report 2021/2022 and Internal Audit arrangements 2022/2023

Purpose

To receive the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2022 and to appoint an Internal Auditor for 2022/2023.

Roles and Responsibilities

The Council members as a whole are responsible for ensuring that the Council maintains proper accounting records together with an appropriate system of internal control along with responsibility for the preparation of annual accounts and the completion of the 'Local Councils in England – Annual Return'.

The Council is required to appoint an Internal Auditor who is independent of the Council's Governance and Financial arrangements.

The internal auditor is responsible for reporting to the Council on the adequacy of the systems of internal control.

Scope of Audit and Reporting Requirements

In carrying out the internal audit, the auditor will have full regard to the guidance on Internal Audit set out in "Governance and Accountability for Smaller Authorities in England – A Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements" (March 2021) published by the Joint Panel on Accountability & Governance. Section 4 sets out "Non-statutory guidance for internal audit at smaller authorities".

The Internal Auditor:-

- provides the Council with a written report of findings upon completion of the audit; and
- completes and signs the Internal Audit Section of the Annual Governance and Accountability Return.

Audit Timetable

Unless specifically required by the Council at any other stage during the financial year, the internal audit will commence after the end of year accounts have been finalised by the Responsible Financial Officer and prior to the meetings of Corporate

Governance Sub-Committee and Policy & Resources Committee in June which will consider the Annual Governance Statement and Accounting Statements alongside the Internal Audit Report.

Appointment of Internal Auditor

The Town Council has used the Leicestershire and Rutland Association of Local Councils (LRALC) Internal Audit Service since 2017/18 which, for a fee, provides any member Council with a continually trained and developed, competent, independent, and indemnified Internal Auditor. The person appointed by LRALC to undertake Braunstone Town Council's Internal Audit is John Marshall.

Having received the Internal Audit for 2020/21, the Council agreed on 24th June 2021 (minute 5949) that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2022. The fee, based on our electorate of 12,525, is £455.

Internal Audit for 2021/2022

The Internal Audit was undertaken remotely during April and May and the Internal Auditor conducted a meeting with the Chief Executive & Town Clerk on Monday 23rd May 2022. A copy of the Internal Audit Report is attached at Appendix 1.

The Internal Auditor has completed the appropriate section of the Annual Governance and Accountability Return, which is attached at Appendix 2, to confirm that appropriate accounting arrangements are in place.

The Responsible Financial Officer has reviewed its recommendations, and in consultation with the Council's Management Team, has drafted a response to the Internal Auditor's Recommendations, which is attached at Appendix 3.

Recommendations from Internal Audit 2020/2021

Three recommendations were made by the Internal Auditor in 2021 and the Action Plan was approved by Corporate Governance Sub-Committee, Policy & Resources Committee and Council in June 2021. All actions in the Action Plan were considered/implemented. The updated Financial Regulations were approved by the Annual Council meeting on 12th May 2022 (Council Minute 6026).

Arrangements for 2022/2023 Internal Audit

This is the fifth year that the Council has used the Internal Audit service provided through Leicestershire and Rutland Association of Local Councils. Given the service is both competent and represents value for money; it is recommended that the Council appoint Leicestershire and Rutland Association of Local Councils to be the Council's Internal Auditor for 2022/23.

Recommendations

(THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE)

THAT IT BE RECOMMENDED TO COUNCIL

1. that the observations of the Internal Audit (attached at Appendix 1 of the report) and confirmation of compliance with the internal control objectives (attached at Appendix 2 of the report) be received and noted;
2. that the recommendation for improvement, along with the proposed response, as set out in the Internal Audit Improvement Action Plan (attached at Appendix 3 of the report), be adopted; and
3. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2023.

Reasons

1. The Internal Auditor, having tested all the aspects of the Council's internal controls, was satisfied that in all significant respects the internal control objectives were achieved throughout the financial year to a standard adequate to meet the Council's needs.
2. To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.
3. To ensure arrangements were in place for compliance with Accounts and Audit Regulations.

Annual Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Braunstone Town Council		
Name of Internal Auditor:	John Marshall	Date of report:	23.05.2022
Year ending:	31 March 2022	Date audit carried out:	23.05.2022

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit. This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. Consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

I met with Darren Tilley, Chief Executive and Town Clerk on 23 May to carry out the internal audit. I would thank Darren and his team for their assistance and co-operation in carrying out the audit. Prior to our meeting I examined the publicly available information displayed on the council's website including the council's policies, procedures, agendas, minutes, financial and other records. Because the legal relaxations concerning meetings were largely removed in May 2021, I particularly reviewed the reversion from virtual to face-to-face meetings to ensure that the council's processes and procedures had been properly re-set. The council continues to offer online access to its meetings and a proper attendance and participation protocol has been derived for members who are unable to attend in person.

I sought evidence and was able to confirm that the previous year's Internal and External Audit reports had been properly reported to and where necessary acted upon by the Council.

In discussion with Darren, I reviewed the council's arrangements for the management and control of its business in the areas of bookkeeping, due process and governance (ie compliance with the 'proper practices' as set out in the Practitioners' Guide), risk management, budget setting and monitoring, payroll, asset register, bank reconciliations, internal control and year-end procedures and compliance with the display of information including the exercise of public rights to enable me to reach a conclusion regarding the enquiries I am required to make as set out in the Annual Internal Audit Report (AIAR) that forms part of the Annual Governance and Accountability Return (AGAR).

We discussed in some detail the arrangements the council has put in place to deliver compliance with the requirements of Financial Regulation 6, the instructions for the

making of payments. The core requirement in reg 6.1 requires the council to make arrangements that are safe and efficient and I was able to confirm that the council meets that standard. That said, reg 6.6 that deals with variable direct debits could and probably should be reviewed by the council with consideration being given to reducing the frequency of review from 'at least every two years' to 'at least annually' thereby strengthening the safeguarding that this regulation provides. Whilst regs 6.7 and 6.8 contain similar wording the nature of the council's payment arrangements mean the case for review is less compelling.

Notwithstanding the above and despite a second year of change and upheaval as a result of the C-19 pandemic, the council is to be congratulated on continuing to maintain a high standard of delivery of its functions and services, an outcome that is the product of its readiness and resilience arrangements and governance arrangements that are consistently well above average.

I am pleased to be able to report that having tested all the aspects of the council's internal controls that I am required to consider, based on the information made available to me I am satisfied that in all significant respects, the internal control objectives were achieved throughout the financial year to a standard adequate to meet the council's needs. Accordingly, I have completed and signed off the Annual Internal Audit Report as required.

John Marshall, CiLCA
 Internal Auditor to the Council
 07505 139832
wjm.marshall1@gmail.com

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2021	Year ending 31 March 2022
1. Balances brought forward	245,340	618,175
2. Annual precept	646,304	681,961
3. Total other receipts	1,124,855	172,030
4. Staff costs	485,278	434,301
5. Loan interest/capital repayments	66,628	94,186
6. Total other payments	846,418	657,362
7. Balances carried forward	618,175	286,317
8. Total cash and investments	621,657	243,221
9. Total fixed assets and long term assets	4,563,475	5,400,446
10. Total borrowings	1,128,008	1,061,862

The proper practices referred to in Accounts and Audit Regulations 2015 are set out in *Governance and Accountability for Smaller Authorities in England (March 2021)*, A

Practitioners' Guide. A copy of the current guide is available for free download from this page:
<https://www.pkf-littlejohn.com/services-limited-assurance-regime-useful-documents-and-links>

Annual Internal Audit Report 2021/22

BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

23/05/2022

W. J. MCV. MARSHALL CILCA

Signature of person who carried out the internal audit

W. J. MCV. MARSHALL

Date 23/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed)

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

LRALC Internal

APPENDIX 3 – INTERNAL AUDIT IMPROVEMENT PLAN

Observation	Risk	Recommendations	Priority	Braunstone Town Council Response to Recommendations	Officer Responsible	Action Date
Financial Regulation 6.6 – variable direct debits could and probably should be strengthened	Council funds being debited through Direct Debits, which remained active at the bank, although the contract had expired or been terminated.	Consideration be given to reducing the frequency of review from ‘at least every two years’ to ‘at least annually’	M	Include changes in annual review of Financial Regulations in April and May 2023.	Chief Executive & Town Clerk	March 2022

BRAUNSTONE TOWN COUNCIL

CORPORATE GOVERNANCE SUB-COMMITTEE – 16th JUNE 2022 POLICY & RESOURCES COMMITTEE – 16th JUNE 2022

Item 7 – Annual Governance Statement 2021/2022

Purpose

To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2022 and to recommend to Council adoption of the Annual Governance Statement 2021/2022.

Background

Under the Regulations it is the Council as a whole that is responsible in law for ensuring that financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of functions and which includes arrangements for the management of risk. Under the regulations, all local councils are required to conduct a review at least once a year of the effectiveness of their system of internal control, in accordance with proper practices.

Annual Governance Statement

As part of the Annual Governance and Accountability Return, the Council has to demonstrate that it is compliant with the statements set out in Section 1, Annual Governance Statement:

- 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.**

Prepared accounting statements in accordance with the Accounts and Audit Regulations.

- a) Budgeting:* the Council reviewed its Medium Term Priorities and Financial Planning arrangements at Policy & Resources Committee in October 2021 and Council in November 2021 ahead of each Standing Committee reviewing its priorities and objectives alongside its budget and capital plan requirements for 2022/2023 in December 2021 and January 2022. The Council approved the Business Plan, Capital Plan and budget when setting the precept for 2022/2023 on 27th January 2022.

Each Standing Committee receives a report each cycle setting out income and expenditure to date against the budget.

Prior to the commencement of a Capital Plan project, Policy & Resources Committee receives a financial appraisal, including grant funding options, use of revenue budgets and details of reserves. For larger more complex

Capital Plan projects, regular reports are provided during and at the end of each project.

- b) *Accounting Records and Supporting Documents:* Operational expenditure transactions are authorised by two account signatories and each Standing Committee receives a list of all expenditure transactions since the previous report.

The Council uses Finance and Facilities Management Software packages provided by Edge IT, which record all transactions and provide tracking and reporting of overdue invoices/receipts and orders/payments.

The Responsible Financial Officer undertakes quarterly checks on the accounting records and supporting documents and ensures corrective action is taken where necessary.

- c) *Bank Reconciliation:* for the General Operating Account and Payroll Account is undertaken monthly and for the investment account is undertaken quarterly. The Finance System lists transactions to be reconciled and both the reconciliation report and bank statement are signed by the officer reconciling the account and counter signed by the Responsible Financial Officer/Deputy Responsible Financial Officer.

Policy & Resources Committee receive a summary of the reconciled amounts, cash and reserves following the end of each quarter.

- d) *Investments:* The Council maintains a high interest, short term 90 day notice investment account with a UK Building Society, which contains reserves and surplus monies. Where large sums, such as a loan, are received for a capital project and part of the amount is not immediately due for payment, then the balance is invested in the 90 day notice account and drawn down as expenditure payments become due.

The Council reviews and approves its annual Treasury Management and Investment Strategy in November each year when considering its Medium Term Priorities and Financial Planning arrangements.

- e) *Statement of Accounts:* the accounting statements have been submitted:
- Corporate Governance Sub-Committee, 16th June 2022 (item 8);
 - Policy & Resources Committee, 16th June 2022 (item 8); and
 - will be submitted to Full Council on 30th June 2022 (the deadline date for determining the Accounting Statements is 30th June).

For the purpose of the Regulations, Braunstone Town Council is currently classed as a smaller authority (as defined by the Local Audit and Accountability Act 2014) whose gross annual income or expenditure is less than £6.5 million. Accordingly it is audited under the intermediate level review.

- f) *Reserves:* Policy & Resources Committee receive a summary of the cash and reserves following the end of each quarter. Policy & Resources Committee in October and Council in November reviews the position with both earmarked and non-earmarked reserves as part of its Medium Term Priorities and Financial Planning arrangements ahead of each Standing Committee reviewing its priorities and objectives alongside its budget and capital plan requirements for the following financial year.

Policy & Resources Committee also review the position with reserves as part of the financial appraisal for large Capital Projects.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Made proper arrangements and accepted responsibility for safeguarding public money and resources.

- a) *Standing Orders and Financial Regulations:* The Council's systems of internal controls are set out in the Standing Orders and Financial Regulations. The Council reviews its Standing Orders and Financial Regulations on an annual basis and modifications were approved at Annual Council to the Standing Orders and Financial Regulations on 13th May 2021.

Following fixed term amendments to the Financial Regulations due to the Covid-19 pandemic, the Council permanently adopted changes to enable authorisation of payments electronically and to provide an alternative for incidental expense payments to be made by BACS rather than using petty cash.

- b) *Safe and Efficient Arrangements to Safeguard Public Money:* An official order is issued for all work, goods and services except where there is a formal contract. Orders are issued following receipt of a signed requisition request, which must be counter signed by a Manager. Upon receipt of an invoice, payment is authorised by two members of the council or one member of the council and the Chief Executive & Town Clerk (where he did not issue the order).

All monies received are paid into the bank, usually weekly; the origin of each receipt is entered on the paying-in slip.

The Financial Regulations provide for Policy & Resources Committee to approve banking arrangements, including account signatories, arrangements for the use of corporate credit cards and regular direct debit and standing order payments. These were all reviewed during the year. The Financial Regulations also set out the maximum limit on credit card purchases and require that the balance is fully paid each month.

The Responsible Financial Officer and Deputy Responsible Financial Officer have undertaken Finance training provided through the National Association of Local Councils. The Responsible Financial Officer provides financial responsibilities training for all Councillors. New Councillors have also received financial responsibilities training through the National Association of Local Councils.

The Financial Regulations are reviewed annually by Policy & Resources Committee and Council. The internal control procedures are reviewed annually by Corporate Governance Sub-Committee.

An assessment of financial risks is attached at Appendix 1; proposed amendments are highlighted in **bold text**.

- c) *Employment*: Employment Contracts, establishment posts and pay scales are approved by the Policy & Resources Committee. Transfer of monies into the payroll account is authorised by two members of the Council. Payment of salaries and expenses are authorised by the Responsible Financial Officer. The Council has a contract with a Human Resources Company for advice on detailed employment and contractual matters. The Council is a member of the Local Government Pension Scheme and fully complies with the requirements to auto-enrol employees into the pensions scheme.
- d) *VAT*: The Financial Management System records VAT paid and received and produces reports for the Responsible Financial Officer who is responsible for submitting an accurate and timely VAT Return. All VAT Returns were submitted on time. The Responsible Financial Officer and Deputy Responsible Financial Officer have undertaken VAT Training provided through the National Association of Local Councils.
- e) *Fixed Assets and Equipment*: are regularly inspected in accordance with the regulations and the inspection regime set out in the Health & Safety Policy and associated Risk Assessments.

A full list of the Council's assets, including details of those purchased and disposed of during the financial year, are included with the annual accounting statements (which is the next item on the agenda).

Real property (interests in land) can only be disposed with the approval of the Policy & Resources Committee. Any other assets can be disposed by the Chief Executive & Town Clerk where the value is £1,000 or less; or the relevant Standing Committee where the value exceeds £1,000.

- f) *Loans and Long Term Liabilities*: The Council did not draw down any loans during the year ending 31st March 2022.

The Council continued to repay capital and interest on existing Public Works Loans, in accordance with the respective loan's repayment requirements, for which provision is made in the annual budget.

The Council assesses the funds needed for future capital and interest repayments on its loans through the annual Medium Term Priorities and Financial Planning process.

- g) *Review of Effectiveness:* an Internal Audit was undertaken by a competent and independent person on 23rd May 2022, which will be considered by the Corporate Governance Sub-Committee and Policy & Resources Committee, prior to consideration of this report, in order that recommendations can be made to Council on compliance with the provisions set out in the Annual Governance Statement.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or manage its finances.

Only done what the Council has the legal power to do and has complied with proper practices in doing so.

- a) *Acting within powers:* the relevant legal powers for all the Council's activities are listed in the annual Budget, Precept and future estimates report and appendices, which is considered by Policy & Resources Committee in January each year and subsequently approved by Full Council.

The Town Council has an annual agreement with North West Leicestershire legal for the provision of a range of legal advice and services. The Council is also a member of the Leicestershire and Rutland Association of Local Councils and National Association of Local Councils, which are able to provide advice on the powers and duties of Local Councils.

When exercising legal powers, the relevant Standing Committee and the Council receive a report with the agenda setting out the context for the decision it is being asked to take, along with recommendations and supporting reasons. The Council's Proper Officer or the Deputy Proper Officer will be in attendance at Council and Standing Committee meetings to provide legal, financial and policy advice on the matters for determination.

- b) *General Power of Competence:* Following elections on 2nd May 2019, Braunstone Town Council determined on 16th May 2019, that it met the eligibility criteria in paragraph 2 of the schedule to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965 and was an eligible local council for the purpose of

completing any activity undertaken in exercise of the General Power of Competence.

Where the General Power of Competence is to be used legal advice is sought (see paragraph a above) and the details are set out in the report of the Chief Executive & Town Clerk to Standing Committee / Council as appropriate. Using the General Power of Competence, the Town Council manages and operates the Braunstone Town Library service and offers a Grant Scheme for individuals.

- c) *Regulations and Proper Practices:* The Chief Executive & Town Clerk reports to the relevant Standing Committee when regulations require a change to policy, duties and responsibilities, service structure, or requires resources. The Town Council is a member of the Leicestershire & Rutland Association of Local Councils/National Association of Local Councils and has direct access to legal advice. In addition, the Town Council sources legal advice and support from North West Leicestershire Legal, employment advice and support from Personnel Advice & Solutions Ltd and subscribes to services and advice from the Local Government Association. The Chief Executive & Town Clerk is a member of the Society of Local Council Clerks who also provide legal support and advice.

Annual reviews are undertaken of the Standing Orders and Financial Regulations to ensure compliance. Council policies are reviewed at least every 3 years or as a result of legislative changes.

An annual audit and detailed review of proper practices is undertaken by the Corporate Governance Sub-Committee in June, who directly report to Policy & Resources Committee and full Council.

- d) *Actions during the year:* the Chief Executive & Town Clerk as the principle legal advisor (or the Deputy Chief Executive & Community Services Manager), attends all decision making Committees and Full Council; where decisions are required a report/supporting material is issued in advance with the agenda and recommendations included. All decisions (including those taken under delegated authority) are recorded.

There was one instance during the year when an officer purchased items, which exceeded the delegated spending amount of £3,000 in Financial Regulation 11.1b, which applied at the time. The original quote to purchase 80 replacement chairs for the Council Chamber, to enable the existing 80 chairs to be relocated to Shakespeare Park Pavilion, was within the £3,000 limit. However, the officer subsequently increased the order to 100 chairs to provide enough seating for the theatre style layout. Unfortunately, this resulted in the total invoice being £3,295. The officer was immediately aware of the issue and reported it to the Proper Officer with a written explanation. This purchase inadvertently contravened the Council's own Standing Orders and Financial Regulations but in itself did

not exceed the Council's powers or contravene any laws or external regulations or proper practices.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

During the year gave all persons interested the opportunity to inspect and ask questions about the authority's accounts.

- a) *Exercise of public rights:* for the Year Ended 31st March 2021, in accordance with Sections 26 and 27 of the Local Audit and Accountability Act 2014 and Part 5 of the Accounts & Audit Regulations 2015, the Council published on Wednesday 30th June 2021:
- Sections 1 and 2 of the Annual Governance and Accountability Return;
 - a declaration that the status of the statement of accounts was 'unaudited'; and
 - a statement that set out details of how the public rights could be exercised, which commenced on 1st July 2021 until 11th August 2021.
- b) *External Auditor's Review:* The External Audit was completed on 13th September 2021. A notice was published to electors on 16th September 2021, in accordance with Regulation 16 of the Accounts and Audit Regulations 2015, of the conclusion of the audit and the right of electors to inspect the Annual Governance and Accountability Return and review the findings of the external audit.

5. We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Considered and documented financial and other risks and have dealt with them properly.

- a) *Identifying and assessing risks:* The Council identifies, assesses and records risks that could have financial and reputational consequences. The corporate risks are attached at Appendix 1; proposed amendments are highlighted in **bold text**.

During the year, the Health & Safety Consultative Group recommenced its regular rolling review of operational service and activity risk assessments, which were delayed due to the Covid-19 pandemic and the need to focus resources on the Covid-19 incident and response, which included developing Covid-19 response procedures and guidance and adoption of risk assessments to ensure that the Council's services and activities were Covid-19 Secure. All operational service and activity risk assessments will have been reviewed by the end of 2022.

During the year, a large capital rebuild and refurbishment of the pavilion and site at Shakespeare Park continued (which had commenced in 2020).

Due to the heavy plant and ongoing works adjacent to a recreation field, children's play area and public right of way; the Council appointed Browns Health and Safety to provide the Council with health and safety and risk advice concerning the management of the project, overseeing the works contract and with ensuring that the parts of the site which remained open to the public remained safe for use.

Fire Risk Assessments as required by Regulatory Reform (Fire Safety) Order 2005 were completed on 25th April 2016 by Vital, which also included a General Risk Assessment. As a result of these, a Fire Risk Assessment checklist is completed every three months and the daily checklists were updated. Both a Fire Risk Assessment and a General Risk Assessment was undertaken on the new Shakespeare Park Sports Pavilion in July 2021 and all the recommendations were implemented prior to the building be open for use. Updated Fire Risk Assessments are scheduled to be undertaken before the end of 2022.

Banking – Compensation Scheme – with effect from 31st December 2010 the Government Scheme offers full compensation up to £85,000 per saver or authorised institution. The Corporate Governance Sub-Committee reviewed the risks of holding over £85,000 in any one bank account in June 2021 and considered the risk of losing large sums was low given the Town Council only invested in UK Bank Accounts (Corporate Governance Sub-Committee minute 7, resolution and reason 1, 2021/2022).

- b) *Addressing risks:* A review was undertaken of the Council's Insurance Policy and Assets Register in October when the Policy was due for renewal. As part of the renewal of insurance in 2016, the Council's buildings (Braunstone Civic Centre, Thorpe Astley Community Centre and Mossdale Pavilion and workshop) were revalued to ensure that the insurance value was sufficient for rebuild. The new Shakespeare Park Pavilion was valued in July 2021 upon practical completion. The revised valuations have been included in the insurance policy and have been included under the "Insurance Value" column of the Fixed Assets List, which forms part of the Accounting Statements (see next item on the agenda).

During May 2021 ROSPA undertook the annual inspections of all Braunstone Town Council play areas including play areas, Multi Sports areas, teenage areas and the skate park area. The inspections included reports on fencing, litter bins, safety surfaces and play equipment with priorities for work marked low, medium or high.

Three high priority items were noted on one of the Town Council's play areas. A number of medium priority areas were highlighted in the reports with the majority of these items marked as a low risk factor.

Policy & Resources Committee considered these items at its meeting on 26th August 2021 and agreed that repairs to the High Risk items listed in the report be completed as soon as possible and a work programme for

other medium priority items with a risk factor of 9 should be undertaken before the end of the summer; with Medium priority items with a risk factor of 8 and below being included in the Winter Works Programme 2021/2022. The Committee also asked that a review of the effectiveness of the regular safety check procedures be undertaken (Policy & Resources Committee minute 26, 2021/2022).

On 10th June 2021, Policy & Resources Committee reviewed the Council's systems of internal control, including the management of risk, in order to determine whether there were sound systems of internal control and management of risk.

A list of the Town Council's fixed assets were revised and updated during 2021/2022 following the completion of the new Sports Pavilion at Shakespeare Park and the purchase of new laptops and chairs.

During the review, the Insurance Policy was updated to include new items purchased following the previous review. The Town Council's insurance policy covers the following risks:-

Public Liability	up to £15m any one claim	
Employers Liability	up to £10m any one claim (£5m from Terrorism)	
Money	Premises during working hours/in transit: £10,000; In Safe, £7,000; out of safe, £250.	
Fidelity Guarantee	£500,000	
Legal Defence	£250,000	
Officials Liability	£250,000	
Business Interruption Gross Rentals		£120,972
Additional Cost of Working (Maximum Indemnity Period:- 12 months)		£50,000

The Town Council made an insurance claim in April 2021 of £750 to cover the repair costs of a damaged playground safety surface at Holmfield Park.

An ongoing public liability claim against the Council from 2013 was heard in the County Court on 15th December 2021. The Judge found for the Claimant, who was 9 at the time. The claimant was using the tennis courts at Shakespeare Park when he ran into the restraining wire, which was exposed between the end of the net and the post, and was knocked backwards onto the tarmac surface causing him injury.

The Judge stated that:

- the exposed wire was a clear and obvious trap;
- the wire disappeared into the shadows;
- the end of the net formed a barrier in the mind of a 9 year old;
- there was nothing to hold the net in position; if it was secured to the post the accident would not have occurred since it would have formed a natural barrier;

- there was no evidence of vandalism;
- the accident occurred because the Council failed to secure the net to the posts; inspections should have flagged this up;
- consequently the Council failed in its duty to take reasonable care for the 9 year old child.

Damages of £20,344.11 was awarded plus costs of £26,000.00; which was covered under the Council's Public Liability Insurance.

The Health & Safety Consultative Group considered the judgement and agreed to:

- 1) ensure regular inspections of the Tennis Courts and exercise equipment is explicitly included in the routine safety checks; and
- 2) to check with ROSPA if they do inspections on sports/gym equipment – if not to draft a request to LRALC to check if a similar organisation carries them out.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the Council.

An Internal Audit was undertaken John Marshall, through the Leicestershire & Rutland Association of Local Councils' Internal Audit Services on 23rd May 2022, which will be considered by the Council's Corporate Governance Sub-Committee, Policy & Resources Committee and Council on the agenda prior to this item to ensure compliance with the provisions set out in the Annual Governance Statement.

Internal Audit had access to all the end of year financial reports and associated records and the Council's policies, strategies, agendas and minutes. The Responsible Financial Officer was available to assist the Internal Auditor in his work.

7. We took appropriate action on all matters raised in reports from internal and external audit.

Responded to matters brought to the Council's attention by internal and external audit.

The overall opinion of the Internal Audit in 2020/2021 was that *"the council's response in the early stages of the pandemic coupled with the evolving arrangements put in place to manage its business going forward from March 2020 demonstrates a level of preparedness that was and remains second to none. In conclusion, I am pleased to be able to report that having tested all the aspects of the council's internal controls that I am required to consider, based on the information made available to me I am satisfied that in all*

significant respects, the internal control objectives were achieved throughout the financial year to a standard adequate to meet the council's needs".

Three recommendations were made by the Internal Auditor in 2021 and the Action Plan was approved by Corporate Governance Sub-Committee, Policy & Resources Committee and Council in June 2021.

The recommendation to:

- *consider the risk of holding over £85,000 in any one bank account* was undertaken by Corporate Governance Sub-Committee on 10th June 2021 as part of the annual governance review; the Sub-Committee considered the risk of losing large sums was low given the Town Council only invested in UK Bank Accounts (Corporate Governance Sub-Committee minute 7, resolution and reason 1, 2021/2022);
- *regularly review the Council's bank mandates* was undertaken and updated by Policy & Resources Committee on 26th August 2021 (Policy & Resources Committee minute 32, 2021/2022) and included in the Financial Regulations adopted by Annual Council on 12th May 2022 (Council minute 6026, resolution and reason 2); and
- *consider "loss of reputation" as a business risk* was included in the Corporate Risks by Corporate Governance Sub-Committee on 10th June 2021 as part of the annual governance review (Corporate Governance Sub-Committee minute 7, resolution and reason 2, 2021/2022).

The External Audit was completed on 13th September 2021 and concluded that *"in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met"*. The outcome of the External Audit was reported to Policy & Resources Committee on 28th October 2021.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate have included them in the accounting statements.

Disclosed everything the Council should have about its business activity during the year, including events taking place after the year-end if relevant.

Council considered medium term priorities and financial planning on 18th November 2021. This document forms the framework for assessing the Council's priorities and future financial risks when developing its budget estimates for 2021/2022.

The Council's Medium Term Priorities and Financial Planning Strategy assessed the impact of the following Financial Pressures for the period until 2026/2027, based on the following pressures:

- pension scheme costs, taking into account the 2020 valuation with a 2% pay increase each year;
- additional staffing costs as a result of the NJC scale point review;

- additional Library staffing costs to be met following use of the TUPE transfer grant monies;
- 3% inflation during 2022/23, predicted by the OECD;
- one year increase during 2022/23 in employer National Insurance Contributions from 13.8% to 15.05%;
- introduction of Health and Social Care Levy from April 2023, with an employer contribution of 1.25%;
- savings from existing loans which mature during the period; and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The strategy sets these within the political and economic context and expected changes to the provision of services.

An ongoing public liability claim against the Council from 2013 was heard in the County Court on 15th December 2021. The Judge found for the Claimant, and awarded damages of £20,344.11 plus costs of £26,000.00. These costs will be met by the Council's Insurer under the Council's Public Liability Insurance Policy.

9. Trust funds including charitable – in our capacity as the sole managing trustee we have discharged our accountability responsibilities for the funds(s)/assets, including financial reporting and, if required, independent examination or audit.

Met all of our responsibilities where the Council is a sole managing trustee of a local trust or trusts.

Not Applicable. The Council is not a sole managing trustee of trust/charitable funds.

Recommendation

(THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE)
 THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk, as set out in the report and in the updated Corporate Risk Register at Appendix 1, be approved and confirmed as sound; and that Section 1, Annual Governance Statement 2021/22, of the Annual Governance and Accountability Return 2021/2022, attached at Appendix 2 of the report, be completed, signed and submitted accordingly.

Reason

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and also the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2022, there were sound systems of internal control and management of risk.

BRAUNSTONE TOWN COUNCIL: CORPORATE RISK MANAGEMENT – 1st JUNE 2022

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2022)
Assets	Protection of physical assets	L	Buildings 'All Risks' insurance. Value increased annually by RPI. Fixed Assets list, which is published as part of the Accounting Statements, details Insurance Values for Buildings, Civic Regalia, Infrastructure (including CCTV, fences, sculptures and street furniture) and Recreation, Sports & Play Equipment.
	Security of buildings, equipment etc	L	Civic Centre, Thorpe Astley Community Centre, Shakespeare Park Pavilion and Mossdale Meadows Garage are protected by CCTV and alarm call-out system.
	Maintenance of buildings & Equipment etc	L-M	Buildings currently maintained in accordance with maintenance schedules. Annual ROSPA Report on Play Equipment – any remedial work undertaken on Winter Works Programme. Planned programme of electrical and safety equipment in place – In accordance with the Council's Safety Statement the Resources & Facilities Manager and the Senior Groundspersons are responsible for maintaining the Work Equipment Inventory, Legionella Inspection Regime and Equipment Maintenance Schedules (Form BTC 60)
	Protection of Data and Electronic Information and Records	M	The Council employs a professional IT consultant, IT Solutions Ltd, to manage the Council's IT Systems, including security and back up.

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2022)
Finance	Banking	M	<p>A minimum of two Current Accounts with the Co-operative Bank are maintained, a general account and a payroll account. Banking Arrangements are governed by Section 5 of the Council's Financial Regulations adopted on 30th June 2016 and revised on 12th May 2022.</p> <p>Out of £243,220.55 total cash and investments on 31st March 2022, £211,574.89 is invested with a Cambridge Building Society 90 Day Notice Account. However, £50,000 of this is ring-fenced loan receipt for the Shakespeare Park improvements, which was drawn down in April 2022 to make the final payments.</p> <p>The government Compensation Scheme offers full compensation up to £85,000 per saver or institution. The Council currently has its financial resources with two United Kingdom banking institutions.</p>
	Risk of consequential loss of income	L	<p>Insurance cover. This will be reviewed prior to renewal in November to take account of the revenue from the Council's Community Centres.</p> <p>Important documents stored in fire proof safe and scanned onto the computer network, which is backed-up at Thorpe Astley Community Centre. The Council's Computer Booking System and Accounts Package are backed up daily on-line off the premises by the Package provider.</p> <p>Policy & Resources Committee receives financial comparisons against approved income budgets each cycle and where it identifies that loss of income is significant (for example due to Covid-19 restrictions in 2020) is able to receive reports setting out proposals to address the financial shortfall.</p>

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2022)
Finance (cont.)	Loss of cash through theft or dishonesty	L	<p>The Council's systems of internal control are set out in the Financial Regulations revised on 13th May 2021 and 12th May 2022. The Council also has Fidelity Guarantee insurance cover up to £500,000.</p> <p>The Council's Insurance Policy provides Officials Liability Insurance cover of £250,000.</p>
	Loss of income due to poor reputation and/or failure to provide a service	L	<p>The Council's Computer Booking System and Accounts Package are backed up daily on-line off the premises by the Package provider.</p> <p>The Council has policies and procedures in place relating to Customer Service, Business Continuity, Health & Safety and Complaints.</p> <p>Staff receive training in Customer Service and use of IT systems.</p>
	Financial controls and records	L	<p>Monthly bank reconciliations are prepared by the officer administering day to day finances and checked by the Chief Executive & Town Clerk. Two signatories on cheques and internet banking payments. Each Standing Committee receives a list of all expenditure transactions since the previous report. Policy & Resources Committee receive a summary of the Council's Cash and Reserves following the end of each quarter. Internal and external audit.</p>

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2022)
Finance (cont.)	Comply with Customs and Excise Regulations	L	Use help line when necessary. VAT payments and claims calculated by the Chief Executive & Town Clerk. Internal and external auditor check.
	Sound budgeting to underlie annual precept	L	Policy & Resources Committee and Council receive the annual Medium Term Priorities and Financial Planning assessment each autumn. Precept derived directly from this. Expenditure against budget reported to Committees each cycle.
	Complying with borrowing restrictions	L	The Council assesses the funds needed to secure existing and future capital and interest repayments on its loans through the annual Medium Term Priorities and Financial Planning process.
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked weekly. Trees investigated annually and when damage reported. Risk assessments of individual events carried out as necessary.
	Legal liability as consequence of asset ownership (especially playgrounds)	M	Insurance in place. Weekly checks of playgrounds and buildings and written records kept. Quarterly building safety checks undertaken and written records kept. Annual safety checks of playgrounds by ROSPA.
	Risk to individuals as a result of service operations.	M	Each of the Council's services and activities are risk assessed by the Health & Safety Consultative Group and control measures identified and reviewed at least every 3 years.

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2022)
Employer Liability	Comply with Employment Law	L	<p>The Council has commissioned the services of a professional Human Resource advisor, Personnel Advice & Solutions Ltd, to advise and support the Council on all employment matters.</p> <p>Membership of various national and regional bodies including Local Government Association, Society of Local Council Clerks, National Association of Local Councils. DIS checked weekly for updates. The Council has insurance for Employer's Liability.</p>
	Comply with Tax & National Insurance requirements	L	Regular advice from HMRC and Sage. Internal and external auditor carries out annual checks.
	Safety of Staff and visitors	L-M	Panic alarms and CCTV fitted at Civic Centre and Thorpe Astley Community Centre. Regular risk assessment checks and reviews undertaken by the Health & Safety Consultative Group. Health & Safety Policy reviewed and adopted in April 2018 (scheduled for review in 2023) .
Legal Liability	Ensuring activities are within legal powers	L	Chief Executive & Town Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary, including from the Council's Legal Advisors, North West Leicestershire Legal, and from the National Association of Local Councils.

Area	Risk (bold indicates new risk)	Level	Controls (bold indicates revisions in June 2022)
Legal Liability (cont.)	Proper and timely reporting via the Minutes	L	Council meets six times per annum and always receives Minutes of Standing Committees held in interim. Minutes made available to press and public at the Civic Centre and via the web site.
	Proper document control	L	Original leases deeds etc stored at in fire proof safe and at the Council's Solicitors office. Agreements and documentation made since 2015 have been scanned onto the computer network, which is backed-up at Thorpe Astley Community Centre.
Councillor propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Gifts and hospitality register is available for public inspection during normal office hours
Service Provision	Loss of Service Provision due to an Emergency or Legal Restriction	M	The Council has policies and procedures in place for Business Continuity and Recovery. The policy was adopted in April 2018 is reviewed at least every three years and following legislative changes or use during an incident. The policy was updated in October 2020 following its use during the Covid-19 incident and recovery. The policy is next scheduled for review in 2024.

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	<i>Agreed</i>		<i>'Yes' means that this authority:</i>	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

BRAUNSTONE TOWN COUNCIL

CORPORATE GOVERNANCE SUB-COMMITTEE – 16th JUNE 2022 **POLICY & RESOURCES COMMITTEE – 16th JUNE 2022**

Item 8 – Accounting Statements 2021/2022

Purpose

To receive the End of Year Accounts for the financial year ended 31st March 2022 and to recommend to Council adoption of the Accounting Statements 2021/2022.

Accounting Statements

The Year end for the financial year 2021/2022 has now been completed in order to report the following as required by the Annual Governance and Accountability Return:

1. Balances brought forward	£618,174.73
2. (+) Annual precept	£681,961.00
3. (+) Total other receipts	£172,030.00
4. (-) Staff costs	£434,301.32
5. (-) Loan interest / capital repayments	£94,185.39
6. (-) Total other payments	£657,361.80
7. (=) Balances carried forward	£286,317.22
8. Total cash and investments	£243,220.55
9. Total fixed assets and long term assets	£5,400,445.75
10. Total borrowings	£1,061,861.96

The following reports form part of the audited year end accounts:

- Consolidated Balance Sheet (Appendix 1)
- Income & Expenditure Account (Appendix 2)
- Financial Summary – Cashbook (Appendix 3)
- Reserves (Appendix 4)
- Financial Budget Comparison (Appendix 5)
- Schedule of Fixed Assets (Appendix 6)
- Details of Borrowing and Repayments (Appendix 7)
- Summary of VAT Returns and Reclaims (Appendix 8)

Section 2, Accounting statements 2021/22, of the Annual Governance and Accountability Return for the year ended 31st March 2022 is attached at Appendix 9.

Explanation of Variances (Cash and Balances)

Total Other Receipts in 2020/21, included a one off grant of £100,000 received from Sport England and full public works loan of £936,608 net drawn down towards the cost of the redevelopment of the Sports Pavilion and Site at Shakespeare Park. Balance of Other Receipts in 2020/21 therefore was £88,247. In 2021/22, the Council received £100,665 in facilities income, in 2020/21 facilities income totalled £11,551 due to closures and restrictions as a result of the Covid-19 pandemic. Therefore, facilities receipts in 2021/22 is £89,114 higher compared to 2020/21.

Loan Interest/Capital Repayment during 2020/21 the Council drew down two new loans totalling £936,936 towards the cost of the redevelopment of the Sports Pavilion and Site at Shakespeare Park. The first part repayment on the first part was made in November 2020 totalling £5,989. The first part repayment on the second part was not made until May 2021 totalling £7,044; along with the first regular payment of £8,862 on the first part. The first regular payment on the second part of £8,904 was made in November 2021 along with a further £8,862 on the first part. Therefore, payment on the remaining loans in 2020/21 was £60,639 and in 2021/22 was £60,514.

All Other Payments in 2020/21 included £547,710 towards the redevelopment of Sports Pavilion and Site at Shakespeare Park, while in 2021/22 the payments were £331,278. Therefore balance of the remaining Other Payments was £298,708 in 2020/21 and is £326,084 in 2021/22.

Total Fixed Assets plus Other Long Term Investments increased by 18.34% due to the New Sports Pavilion being handed over to the Council in July 2021 valued at £953,959. The old clubhouse valued at £124,493 was demolished in May 2021.

Internal Audit

A review of the annual accounts for the year ending 31st March 2022 was carried out by the Internal Auditor and they were found to have been prepared on the correct basis and were supported by adequate audit trails to underlying records. The Internal Auditor has completed appropriate section of the Annual Governance and Accountability Return to confirm that appropriate accounting arrangements are in place (see item 6 on the agenda, Appendix 2).

External Audit

For the purpose of the Regulations, Braunstone Town Council is currently classed as a smaller authority (as defined by the Local Audit and Accountability Act 2014) whose gross annual income or expenditure is less than £6.5 million. Accordingly it is audited under the intermediate level review.

For the intermediate level review, the External Auditor requires additional documentation:

- Bank reconciliation summary
- Explanation of any significant variances
- Reconciliation between Section 2, Boxes 7 and 8

which is attached at Appendix 10.

No matters relating to the accounts were raised by the External Auditor last year (2020/2021) to address; which was reported to Policy & Resources Committee on 28th October 2021 (Policy & Resources Committee Minute 51, 2021/2022).

Recommendation

(THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE)
THAT IT BE RECOMMENDED TO COUNCIL that Section 2, Accounting statements 2021/22, of the Annual Governance and Accountability Return for the year ended 31st March 2022, attached at Appendix 9 of the report, be completed, signed and submitted accordingly.

Reason

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

Consolidated Balance Sheet

Unaudited

31/03/21

£

31/03/22

£

Current assets		
411,036.34	Investments	211,574.89
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
42,716.20	VAT Recoverable	15,727.88
0.00	Debtors	-1,002.22
64,304.17	Payment in Advance	55,100.20
210,620.70	Cash in Hand & at Bank	31,645.66
728,677.41	TOTAL CURRENT ASSETS	313,046.41
728,677.41	TOTAL ASSETS	313,046.41
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
109,933.56	Creditors	26,313.29
569.12	Receipts in Advance	415.90
110,502.68	TOTAL CURRENT LIABILITIES	26,729.19
618,174.73	TOTAL ASSETS LESS CURRENT LIABILITIES	286,317.22
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
618,174.73	NET ASSETS	286,317.22
Represented by		
41,077.26	General Fund	70,390.98
47,375.12	Open Spaces Commuted Sums	47,375.12
15,000.00	Library Transfer Grant	0.00
0.00	Earmarked to Balance Budget	0.00
0.00	Balance Revenue Budget 2021/22	0.00
0.00	Earmarked to Balance Budget	0.00
0.00	Balance Revenue Budget 2022/23	2,500.00
100.00	Earmarked	0.00
100.00	Town Mayor's Charity	3,204.99
394,415.35	Earmarked Capital Project	0.00
394,415.35	Shakespeare Park Pavilion & Site Capital Works	63,137.13
53,707.00	Earmarked Capital Project	0.00
53,707.00	Shakespeare Park Pavilion & Site Reserve	14,321.00
2,500.00	Earmarked	0.00
2,500.00	Gateway Signage	2,500.00
4,000.00	Earmarked Capital Project	0.00
4,000.00	Shakespeare Playground & Tennis Courts Reserve	22,888.00
60,000.00	Provisionally Earmarked	0.00
60,000.00	Civic Centre Capital Plan Priority Projects	60,000.00

Consolidated Balance Sheet

Unaudited

31/03/21

£

0.00 Earmarked
Carbon Audit

0.00 LONG TERM Investment Accounts

618,174.73

31/03/22

£

0.00

0.00

286,317.22

Signed _____

Chairman

Date _____

AUDIT OPINION

Responsible Financial Officer

Income and Expenditure Account

Unaudited

31/03/21 £		31/03/22 £
	INCOME	
646,304.00	Council Tax (Precept)	681,961.00
8,499.67	Service Level Agreements	13,925.84
12,443.65	Room Hire	100,051.44
700.00	Sports Pitch Hire	1,577.92
106,900.00	Grants for Capital Projects	0.00
0.00	Grants	10,000.00
324.79	Sale of Products	1,024.00
-1,822.85	Service Charges	1,053.48
32.65	Consumables	788.40
23,760.00	Reserves	18,000.00
936,608.05	Loans	0.00
694.55	Interest on Investments	661.84
478.76	Other Income	19,313.23
-1,210.03	Events	259.97
37,445.59	Covid-19	5,373.88
1,771,158.83	TOTAL INCOME	853,991.00
	EXPENDITURE	
3,000.00	Agency Services	0.00
646,732.06	Capital Schemes	391,149.32
20,248.32	Administration	29,987.61
66,628.11	Repayments on Long Term Debts	94,185.39
491,294.35	People	441,693.91
37,916.11	Maintenance	55,405.34
74,753.59	Utilities & Services	88,750.95
3,883.62	Promotions & Events	14,932.06
12,533.82	Governance	18,636.67
24,900.03	Vehicles	20,954.03
4,325.19	Equipment	-439.41
0.00	Community Grants & Initiatives	658.57
4.93	Consumables	348.20
1,641.00	Grants	2,350.00
-561.58	Other Expenditure	25,341.68
0.00	Products for Resale	1,146.76
11,024.81	Covid-19	747.43
1,398,324.36	TOTAL EXPENDITURE	1,185,848.51

Income and Expenditure Account

31/03/21		31/03/22
£	EXPENDITURE	£
101,511.00	Balance as at 01/04/21	41,077.26
1,771,158.83	Add Total Income	853,991.00
1,872,669.83		895,068.26
1,398,324.36	Deduct Total Expenditure	1,185,848.51
0.00	Stock Adjustment	0.00
-433,268.21	Transfer to/ from reserves	361,171.23
41,077.26	Balance as at 31/03/22	70,390.98

Signed _____

Chair

Clerk / Responsible Financial Officer

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/21 and 31/03/22 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	£17,918.96
No.1 Account	£192,399.24
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£411,036.34
Total	<u>£621,657.04</u>

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£842,103.51	£0.19	£842,103.70
2. P&R - Civic Centre	£75,362.19	£1,662.47	£77,024.66
3. P&R - Thorpe Astley Community Centre	£37,260.09	£33.00	£37,293.09
5. P&R - Parks & Open Spaces	£21,077.92	£2.97	£21,080.89
6. P&R - Library Services	£14,594.87	£52.03	£14,646.90
7. Community Development	£14,674.96	£208.28	£14,883.24
8. Planning & Environment	£1,014.98	£129.57	£1,144.55
Total Receipts	<u>£1,006,088.52</u>	<u>£2,088.51</u>	<u>£1,008,177.03</u>

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£487,972.29	£6,638.54	£494,610.83
2. P&R - Civic Centre	£118,313.09	£8,510.17	£126,823.26
3. P&R - Thorpe Astley Community Centre	£33,530.39	£3,994.72	£37,525.11
5. P&R - Parks & Open Spaces	£588,711.92	£104,689.19	£693,401.11
6. P&R - Library Services	£9,276.74	£718.07	£9,994.81
7. Community Development	£14,176.33	£477.90	£14,654.23
8. Planning & Environment	£8,284.05	£1,320.12	£9,604.17
Total Payments	<u>£1,260,264.81</u>	<u>£126,348.71</u>	<u>£1,386,613.52</u>

Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£14,711.74
No.1 Account	£16,631.42
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£211,574.89
Total	<u>£243,220.55</u>

Uncleared and Unpresented effects

No.1 Account	-£591.10
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Statement Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£14,711.74
No.1 Account	£17,222.52
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£211,574.89
Total	<u>£243,811.65</u>

Signed _____
Chair

Clerk / Responsible Financial Officer

Start of year 01/04/21

Reserve Movements

Open Spaces Commuted Sums

£47,375.12 Start of year value

£47,375.12 Current value

Library Transfer Grant

£15,000.00 Start of year value

01/04/21 -£10,000.00 103 : To Balance Revenue Budget 2021/22, To balance 2021/22 Library Staffin

01/09/21 -£2,500.00 125 : To Balance Revenue Budget 2022/23, Additional Library staffing costs (P

01/09/21 -£2,500.00 123 : To Balance Revenue Budget 2021/22, Additional Library staffing costs (P

£0.00 Current value

Balance Revenue Budget 2021/22

£0.00 Start of year value

01/04/21 £9,000.00 102 : From General Fund, To balance 2021/22 Revenue Budget (Council 28 Ja

01/04/21 £10,000.00 103 : From Library Transfer Grant, To balance 2021/22 Library Staffing Cost (C

23/04/21 -£223.86 104 : Expenditure transaction 15971,

23/04/21 -£392.07 107 : Expenditure transaction 15973,

24/05/21 -£295.78 110 : Expenditure transaction 16052,

24/05/21 -£177.82 108 : Expenditure transaction 16050,

24/05/21 -£563.32 106 : Expenditure transaction 15972,

24/05/21 -£563.32 109 : Expenditure transaction 16051,

24/06/21 -£356.29 113 : Expenditure transaction 16137,

24/06/21 -£316.99 111 : Expenditure transaction 16135,

24/06/21 -£563.32 112 : Expenditure transaction 16136,

23/07/21 -£563.32 120 : Expenditure transaction 16255,

23/07/21 -£387.65 121 : Expenditure transaction 16256,

23/07/21 -£258.18 122 : Expenditure transaction 16278,

24/08/21 -£518.86 128 : Expenditure transaction 16359,

24/08/21 -£356.35 129 : Expenditure transaction 16360,

24/08/21 -£152.95 127 : Expenditure transaction 16358,

01/09/21 £2,500.00 123 : From Library Transfer Grant, Additional Library staffing costs (P&R Min 3

24/09/21 -£282.83 132 : Expenditure transaction 16458,

24/09/21 -£521.94 131 : Expenditure transaction 16457,

24/09/21 -£153.97 130 : Expenditure transaction 16456,

22/10/21 -£520.50 135 : Expenditure transaction 16559,

22/10/21	-£165.71	134 : Expenditure transaction 16555,
22/10/21	-£319.49	136 : Expenditure transaction 16561,
24/11/21	-£282.36	139 : Expenditure transaction 16658,
24/11/21	-£138.98	137 : Expenditure transaction 16656,
24/11/21	-£520.30	138 : Expenditure transaction 16657,
23/12/21	-£323.41	142 : Expenditure transaction 16750,
23/12/21	-£138.98	140 : Expenditure transaction 16748,
23/12/21	-£520.50	141 : Expenditure transaction 16749,
24/01/22	-£387.60	159 : Expenditure transaction 16843,
24/01/22	-£138.98	143 : Expenditure transaction 16836,
24/01/22	-£520.30	144 : Expenditure transaction 16837,
24/01/22	-£282.16	145 : Expenditure transaction 16838,
24/02/22	-£138.98	156 : Expenditure transaction 16927,
24/02/22	-£520.50	157 : Expenditure transaction 16928,
24/02/22	-£781.96	160 : Expenditure transaction 16933,
24/02/22	-£282.16	158 : Expenditure transaction 16929,
24/03/22	-£165.76	161 : Expenditure transaction 17000,
24/03/22	-£811.50	164 : Expenditure transaction 17005,
24/03/22	-£325.12	163 : Expenditure transaction 17002,
24/03/22	-£629.67	162 : Expenditure transaction 17001,
31/03/22	-£6,936.26	166 : To General Fund, Unallocated sums at year end
	£0.00	Current value

Balance Revenue Budget 2022/23

	£0.00	Start of year value
01/09/21	£2,500.00	125 : From Library Transfer Grant, Additional Library staffing costs (P&R Min 3
	£2,500.00	Current value

Town Mayor's Charity

	£100.00	Start of year value
24/04/21	-£100.00	119 : Expenditure transaction 15979,
31/03/22	£3,204.99	167 : From General Fund, Funds raised during year for Town Mayor's Charity
	£3,204.99	Current value

Shakespeare Park Pavilion & Site Capital Works

	£394,415.35	Start of year value
01/04/21	£93,937.99	89 : From General Fund, 2020/21 Accounts - Creditor: Trans 15914, KM Beesle

01/04/21	£545.00	88 : From General Fund, 2020/21 Accounts - Creditor: Trans 15916, G. Clarkso
01/04/21	-£93,937.99	90 : Expenditure transaction 15914,
01/04/21	-£545.00	91 : Expenditure transaction 15916,
24/04/21	-£135,094.40	92 : Expenditure transaction 15982,
07/05/21	-£10,000.00	93 : Expenditure transaction 16004,
17/05/21	-£360.00	94 : Expenditure transaction 16014,
07/06/21	-£66,230.38	95 : Expenditure transaction 16073,
15/06/21	-£180.00	96 : Expenditure transaction 16101,
21/06/21	-£2,500.00	97 : Expenditure transaction 16107,
13/07/21	-£4,800.00	98 : Expenditure transaction 16146,
13/07/21	-£108,709.44	99 : Expenditure transaction 16202,
05/08/21	-£2,000.00	117 : Expenditure transaction 16297,
05/08/21	-£604.00	116 : Expenditure transaction 16287,
05/08/21	-£800.00	115 : Expenditure transaction 16286,
	£63,137.13	Current value

Shakespeare Park Pavilion & Site Reserve

	£53,707.00	Start of year value
23/04/21	-£39,386.00	114 : To Shakespeare Playground & Tennis Courts Reserve, Underspend alloc
	£14,321.00	Current value

Gateway Signage

	£2,500.00	Start of year value
	£2,500.00	Current value

Shakespeare Playground & Tennis Courts Reserve

	£4,000.00	Start of year value
23/04/21	£30,000.00	101 : From General Fund, Ensure funding for Shakespeare Tennis Courts (P&
23/04/21	£39,386.00	114 : From Shakespeare Park Pavilion & Site Reserve, Underspend allocated t
07/05/21	-£58.00	118 : Expenditure transaction 16009,
17/03/22	-£37,830.00	153 : Expenditure transaction 16979,
31/03/22	-£12,610.00	154 : To General Fund, Trans: 17042 Closing Creditor; part payment for Tennis
	£22,888.00	Current value

Civic Centre Capital Plan Priority Projects

	£60,000.00	Start of year value
	£60,000.00	Current value

Carbon Audit

	£0.00	Start of year value
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29/10/21	£8,500.00	133 : From General Fund, P&R Min 56 (2021/22)
04/03/22	-£400.35	152 : Expenditure transaction 16953,
04/03/22	-£707.20	151 : Expenditure transaction 16953,
04/03/22	-£1,009.80	150 : Expenditure transaction 16953,
04/03/22	-£1,203.60	148 : Expenditure transaction 16953,
04/03/22	-£1,732.30	147 : Expenditure transaction 16953,
04/03/22	-£1,176.40	146 : Expenditure transaction 16953,
04/03/22	-£2,270.35	149 : Expenditure transaction 16953,
	£0.00	Current value
	<hr/>	
	£215,926.24	Current Reserves total excluding the General Fund

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Reserve Movements	Actual Net	Balance	2022/2023	
1. P&R - Corporate Management						
Income						
101	Precept	£681,961.00	£0.00	£681,961.00	£0.00	£720,356.00
107	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
113	Staff Salaries Grant (Furlough)	£0.00	£0.00	£5,373.88	£5,373.88	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£0.00	£58.01	£-91.99	£150.00
181	Interest on No 1 Account	£400.00	£0.00	£0.00	£-400.00	£400.00
182	Interest on No 2 Account	£10.00	£0.00	£0.00	£-10.00	£10.00
183	Interest on Cambridge Saver	£1,000.00	£0.00	£661.84	£-338.16	£1,000.00
199	Miscellaneous	£0.00	£0.00	£2,800.26	£2,800.26	£0.00
Total Income		£683,521.00	£0.00	£690,854.99	£7,333.99	£721,916.00
Expenditure						
1010	Staff Salaries	£418,094.00	£14,563.74	£344,799.02	£87,858.72	£426,061.00
1015	Staff Expenses	£300.00	£0.00	£80.59	£219.41	£300.00
1020	Pensions	£98,102.00	£0.00	£82,932.90	£15,169.10	£99,940.00
1030	Councillors Allowances	£6,000.00	£0.00	£5,693.40	£306.60	£6,000.00
1035	Councillors Expenses	£300.00	£0.00	£-40.00	£340.00	£300.00
1060	Contingency	£0.00	£0.00	£0.00	£0.00	£0.00
1070	Projects					
1070/1	Climate Change	£0.00	£1,176.40	£1,176.40	£0.00	£0.00
1070	Total	£0.00	£1,176.40	£1,176.40	£0.00	£0.00
1090	Covid-19 Recovery	£0.00	£0.00	£14.98	£-14.98	£0.00
1150	Insurance	£14,000.00	£0.00	£12,231.96	£1,768.04	£14,000.00
1160	Audit	£2,500.00	£0.00	£2,455.00	£45.00	£2,500.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Reserve Movements	Actual Net	Balance	2022/2023	
1170	Legal Fees	£250.00	£0.00	£2,247.60	-£1,997.60	£250.00
1180	Elections	£1,000.00	£0.00	£0.00	£1,000.00	£1,000.00
1210	Staff Training	£2,500.00	£0.00	£1,389.19	£1,110.81	£2,500.00
1230	Councillor Training	£1,000.00	£0.00	£180.00	£820.00	£1,000.00
1300	Supplies, Stationery & Postage	£2,900.00	£0.00	£3,402.82	-£502.82	£3,000.00
1350	Subscriptions	£4,000.00	£0.00	£6,414.07	-£2,414.07	£4,000.00
1360	Advertisements	£4,400.00	£0.00	£8,616.00	-£4,216.00	£4,840.00
1400	Telephones	£2,530.00	£0.00	£2,964.17	-£434.17	£2,530.00
1410	Photocopier	£2,000.00	£0.00	£2,016.59	-£16.59	£2,000.00
1420	Computer Supplies, Training, Service Contract	£10,000.00	£0.00	£10,281.35	-£281.35	£10,000.00
1830	Fees on Cambridge Saver	£0.00	£0.00	£123.29	-£123.29	£0.00
1990	Miscellaneous	£700.00	£0.00	£3,890.92	-£3,190.92	£700.00
1991	Paid from Number 1 Account in Error	£0.00	£0.00	£0.00	£0.00	£0.00
1992	Paid from Number 2 Account in Error	£0.00	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£570,576.00	£15,740.14	£490,870.25	£95,445.89	£580,921.00	

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
2. P&R - Civic Centre					
Income					
205	Capital Grants	£0.00	£0.00	£0.00	£0.00
207	Projects	£0.00	£0.00	£0.00	£0.00
250	Room Hire	£67,384.00	£63,112.14	-£4,271.86	£67,384.00
251	Catering for Hirers (VAT)	£100.00	£787.39	£687.39	£100.00
257	Licensed Bar	£17,000.00	£10,358.84	-£6,641.16	£17,000.00
299	Miscellaneous	£0.00	£401.60	£401.60	£0.00
Total Income	£84,484.00	£0.00	£74,659.97	-£9,824.03	£84,484.00
Expenditure					
2050	Capital Projects				
2050/1	Toilets/Bar Refurbishment	£6,500.00	£3,875.00	£2,625.00	£6,500.00
2050/2	General Refurbishment	£1,500.00	£0.00	£1,500.00	£1,500.00
2050	Total	£8,000.00	£3,875.00	£4,125.00	£8,000.00
2070	Projects				
2070/1	Climate Change	£0.00	£1,732.30	£0.00	£2,000.00
2070/2	General	£0.00	£0.00	£0.00	£500.00
2070	Total	£0.00	£1,732.30	£0.00	£2,500.00
2080	Loan Interest & Repayments				
2080/1	PWLB 477930	£15,978.00	£15,977.78	£0.22	£7,988.00
2080/2	PWLB 480508	£4,586.00	£4,586.04	-£0.04	£4,586.00
2080/3	PWLB 482623	£9,647.00	£9,647.56	-£0.56	£9,648.00
2080/4	PWLB 485557	£5,783.00	£5,783.06	-£0.06	£5,784.00
2080	Total	£35,994.00	£35,994.44	-£0.44	£28,006.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
2090	Covid-19 Recovery	£0.00	£0.00	£732.45	-£732.45	£0.00
2170	Legal Fees	£0.00	£0.00	£0.00	£0.00	£0.00
2250	Service Charges	£0.00	£0.00	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£0.00	£350.11	£149.89	£500.00
2320	Printing & Copying	£600.00	£0.00	£146.20	£453.80	£600.00
2330	Cleaning Materials	£1,600.00	£0.00	£1,608.49	-£8.49	£1,600.00
2400	Telephones	£1,000.00	£0.00	£2,423.53	-£1,423.53	£1,000.00
2430	Utility Bills	£19,900.00	£0.00	£17,008.07	£2,891.93	£21,860.00
2440	Waste Services	£8,000.00	£0.00	£10,312.41	-£2,312.41	£8,000.00
2450	Laundry Services	£500.00	£0.00	£0.00	£500.00	£500.00
2460	Rates	£21,500.00	£0.00	£19,585.75	£1,914.25	£21,500.00
2490	Christmas Lights & Decorations	£2,000.00	£0.00	£216.53	£1,783.47	£2,000.00
2500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
2510	Catering for Hirers (VAT)	£0.00	£0.00	£348.20	-£348.20	£0.00
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
2570	Licences	£1,300.00	£0.00	£472.50	£827.50	£1,300.00
2580	Card Card and Transit fees	£1,700.00	£0.00	£1,593.66	£106.34	£1,700.00
2600	Building Repairs & Maintenance	£15,000.00	£0.00	£10,654.60	£4,345.40	£12,000.00
2610	Equipment Repairs & Maintenance					
2610/1	General	£1,600.00	£0.00	£9,159.79	-£7,559.79	£4,600.00
2610/2	Fire Extinguisher Service	£400.00	£0.00	£429.94	-£29.94	£400.00
2610/3	Alarm Maintenance	£1,000.00	£0.00	£738.40	£261.60	£1,000.00
2610	Total	£3,000.00	£0.00	£10,328.13	-£7,328.13	£6,000.00
2990	Miscellaneous	£150.00	£0.00	-£71.85	£221.85	£150.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
Total Expenditure	<u>£120,744.00</u>	<u>£1,732.30</u>	<u>£117,310.52</u>	<u>£5,165.78</u>	<u>£117,216.00</u>

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
3. P&R - Thorpe Astley Community Centre						
Income						
307	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
325	Service Charges	£0.00	£0.00	£0.00	£0.00	£0.00
350	Room Hire					
350/1	Room Hires	£9,632.35	£0.00	£9,971.21	£338.86	£9,632.35
350/2	Pre-School Contract	£26,815.65	£0.00	£21,832.76	£-4,982.89	£26,815.65
350/3	NHS Facility	£0.00	£0.00	£4,962.11	£4,962.11	£0.00
350	Total	£36,448.00	£0.00	£36,766.08	£318.08	£36,448.00
351	Catering for Hirers (VAT)	£40.00	£0.00	£1.01	£-38.99	£40.00
399	Miscellaneous	£0.00	£0.00	£193.00	£193.00	£0.00
Total Income		£36,488.00	£0.00	£36,960.09	£472.09	£36,488.00
Expenditure						
3050	Capital Projects					
3050/1	General Improvements	£1,000.00	£0.00	£0.00	£1,000.00	£1,000.00
3050/2	NHS Facility	£0.00	£0.00	£0.00	£0.00	£0.00
3050	Total	£1,000.00	£0.00	£0.00	£1,000.00	£1,000.00
3070	Projects					
3070/1	Climate Change	£0.00	£1,203.60	£1,203.60	£0.00	£1,000.00
3070/2	General	£0.00	£0.00	£0.00	£0.00	£500.00
3070	Total	£0.00	£1,203.60	£1,203.60	£0.00	£1,500.00
3090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00	£0.00
3290	Clothing	£0.00	£0.00	£0.00	£0.00	£0.00
3320	Printing & Copying	£300.00	£0.00	£0.00	£300.00	£300.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Reserve Movements	Actual Net	Balance	2022/2023	
3330	Cleaning Materials	£1,000.00	£0.00	£717.02	£282.98	£1,000.00
3400	Telephones	£1,000.00	£0.00	£558.77	£441.23	£1,000.00
3430	Utility Bills	£9,700.00	£0.00	£13,705.87	-£4,005.87	£10,650.00
3440	Waste Services	£2,500.00	£0.00	£1,288.01	£1,211.99	£2,500.00
3450	Laundry Services	£250.00	£0.00	£0.00	£250.00	£250.00
3460	Rates	£7,700.00	£0.00	£7,110.75	£589.25	£7,700.00
3490	Christmas Lights & Decorations	£1,000.00	£0.00	£383.94	£616.06	£1,000.00
3500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
3570	Licences	£400.00	£0.00	£697.19	-£297.19	£400.00
3580	Credit Card and Transit Fees	£800.00	£0.00	£133.57	£666.43	£800.00
3600	Building Repairs & Maintenance	£3,000.00	£0.00	£2,612.37	£387.63	£3,000.00
3610	Equipment Repairs & Maintenance					
3610/1	General	£1,150.00	£0.00	£1,294.49	-£144.49	£1,150.00
3610/2	Fire Extinguisher Service	£350.00	£0.00	£93.04	£256.96	£350.00
3610/3	Alarm Maintenance	£3,000.00	£0.00	£1,555.12	£1,444.88	£3,000.00
3610	Total	£4,500.00	£0.00	£2,942.65	£1,557.35	£4,500.00
3990	Miscellaneous	£150.00	£0.00	£0.00	£150.00	£150.00
Total Expenditure		£33,300.00	£1,203.60	£31,353.74	£3,149.86	£35,750.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Reserve Movements	Actual Net	Balance	2022/2023	
5. P&R - Parks & Open Spaces						
Income						
505	Capital Grants	£17,213.00	£0.00	£0.00	-£17,213.00	£17,213.00
507	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
508	Loans	£223,300.00	£0.00	£0.00	-£223,300.00	£0.00
511	Thorpe Astley Commuted Sums (transfer from)	£18,000.00	£0.00	£18,000.00	£0.00	£21,500.00
527	Agency Fees	£150.00	£0.00	£0.00	-£150.00	£150.00
555	Sports Pitches & Facilities					
555/1	Pitch Season Fees	£2,500.00	£0.00	£1,563.00	-£937.00	£2,500.00
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£14.92	£14.92	£0.00
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00	£0.00
555	Total	£2,500.00	£0.00	£1,577.92	-£922.08	£2,500.00
599	Miscellaneous	£100.00	£0.00	£1,500.00	£1,400.00	£100.00
Total Income	£261,263.00	£0.00	£21,077.92	-£240,185.08	£41,463.00	
Expenditure						
5050	Capital Projects					
5050/1	General	£1,700.00	£0.00	£3,550.00	-£1,850.00	£1,000.00
5050/2	Shakespeare Park Improvement Project	£223,300.00	£331,278.22	£332,532.32	£222,045.90	£17,213.00
5050/3	Shakespeare Tennis Courts	£0.00	£37,888.00	£51,048.00	-£13,160.00	£2,000.00
5050/4	Shakespeare Playground	£0.00	£0.00	£144.00	-£144.00	£2,000.00
5050	Total	£225,000.00	£369,166.22	£387,274.32	£206,891.90	£22,213.00
5070	Projects					

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
5070/1	Climate Change	£0.00	£2,270.35	£2,270.35	£0.00	£500.00
5070/2	General	£0.00	£0.00	£0.00	£0.00	£500.00
5070	Total	£0.00	£2,270.35	£2,270.35	£0.00	£1,000.00
5080	Loan Interest & Repayments					
5080/1	PWLB 485188	£3,526.00	£0.00	£3,525.80	£0.20	£3,526.00
5080/2	PWLB 487506	£6,033.00	£0.00	£6,033.30	-£0.30	£6,033.00
5080/3	PWLB 501336	£10,994.00	£0.00	£10,994.00	£0.00	£5,497.00
5080/4	PWLB - Shakespeare Park (235384)	£37,888.00	£0.00	£33,672.35	£4,215.65	£17,724.00
5080/5	PWLB - Shakespeare Park (292038)	£0.00	£0.00	£0.00	£0.00	£17,808.00
5080	Total	£58,441.00	£0.00	£54,225.45	£4,215.55	£50,588.00
5090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00	£0.00
5170	Legal Fees	£1,000.00	£0.00	£508.50	£491.50	£1,000.00
5290	Clothing	£500.00	£0.00	£477.09	£22.91	£500.00
5330	Cleaning Materials	£500.00	£0.00	£330.43	£169.57	£1,000.00
5400	Telephones	£410.00	£0.00	£0.00	£410.00	£410.00
5430	Utility Bills	£2,000.00	£0.00	£7,657.42	-£5,657.42	£3,500.00
5440	Waste Services	£2,000.00	£0.00	£918.08	£1,081.92	£2,000.00
5450	Laundry Services	£500.00	£0.00	£0.00	£500.00	£500.00
5550	Sports Pitches & Facilities	£1,000.00	£0.00	£634.33	£365.67	£1,000.00
5600	Building Repairs & Maintenance					
5600/1	Mossdale Meadows	£4,800.00	£0.00	£456.24	£4,343.76	£4,800.00
5600/2	Shakespeare Park	£0.00	£0.00	£1,816.00	-£1,816.00	£0.00
5600	Total	£4,800.00	£0.00	£2,272.24	£2,527.76	£4,800.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
5610	Equipment Repairs & Maintenance					
5610/1	General Maintenance	£4,000.00	£0.00	£5,988.64	-£1,988.64	£4,000.00
5610/2	Playgrounds	£6,000.00	£0.00	£8,108.36	-£2,108.36	£6,000.00
5610	Total	£10,000.00	£0.00	£14,097.00	-£4,097.00	£10,000.00
5620	Site Maintenance					
5620/1	General	£1,000.00	£0.00	£4,860.68	-£3,860.68	£1,000.00
5620/2	Trees	£3,000.00	£0.00	£4,295.50	-£1,295.50	£3,000.00
5620	Total	£4,000.00	£0.00	£9,156.18	-£5,156.18	£4,000.00
5630	Equipment Purchase	£2,000.00	£0.00	£2,060.59	-£60.59	£2,000.00
5650	Vehicle Costs	£10,000.00	£0.00	£20,304.14	-£10,304.14	£10,000.00
5660	Machinery Hire	£500.00	£0.00	£442.50	£57.50	£500.00
5670	Petrol	£3,800.00	£0.00	£3,402.58	£397.42	£3,800.00
5990	Miscellaneous	£100.00	£0.00	£344.68	-£244.68	£100.00
Total Expenditure		£326,551.00	£371,436.57	£506,375.88	£191,611.69	£118,911.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
6. P&R - Library Services						
Income						
607	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
609	Covid-19 Library Grant	£0.00	£0.00	£0.00	£0.00	£0.00
625	Service Charges	£1,052.00	£0.00	£1,053.48	£1.48	£1,052.00
626	Service Level Agreements					
626/1	Grant - Leicestershire County Council	£7,121.00	£0.00	£3,567.00	£-3,554.00	£7,335.00
626	Total	£7,121.00	£0.00	£3,567.00	£-3,554.00	£7,335.00
690	Consumer Products (Sales)					
690/1	Stamps	£0.00	£0.00	£9.02	£9.02	£0.00
690	Total	£0.00	£0.00	£9.02	£9.02	£0.00
698	Fines	£1,500.00	£0.00	£182.04	£-1,317.96	£1,500.00
699	Miscellaneous	£50.00	£0.00	£9,783.33	£9,733.33	£50.00
	Total Income	£9,723.00	£0.00	£14,594.87	£4,871.87	£9,937.00
Expenditure						
6050	Capital Projects	£3,000.00	£0.00	£0.00	£3,000.00	£1,700.00
6070	Projects					
6070/1	Climate Change	£0.00	£1,009.80	£1,009.80	£0.00	£250.00
6070/2	General	£0.00	£0.00	£0.00	£0.00	£250.00
6070	Total	£0.00	£1,009.80	£1,009.80	£0.00	£500.00
6090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00	£0.00
6320	Printing & Copying	£150.00	£0.00	£52.88	£97.12	£150.00
6330	Cleaning Materials	£0.00	£0.00	£51.90	£-51.90	£200.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
6360	Advertisements	£200.00	£0.00	£0.00	£200.00	£200.00
6400	Telephones	£200.00	£0.00	£0.00	£200.00	£200.00
6410	Photocopier	£800.00	£0.00	£0.00	£800.00	£800.00
6430	Utility Bills	£2,618.00	£0.00	£3,151.70	-£533.70	£2,880.00
6700	Programme of Events	£800.00	£0.00	£0.00	£800.00	£800.00
6900	Consumer Products (Purchase for resale)					
6900/1	Stamps	£0.00	£0.00	£106.26	-£106.26	£0.00
6900	Total	£0.00	£0.00	£106.26	-£106.26	£0.00
6990	Miscellaneous	£800.00	£0.00	£6,401.23	-£5,601.23	£800.00
Total Expenditure		£8,568.00	£1,009.80	£10,773.77	-£1,195.97	£8,230.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
7. Community Development						
Income						
707	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
709	Covid-19 Community Response	£0.00	£0.00	£0.00	£0.00	£0.00
770	Programme of Events	£0.00	£0.00	£24.17	£24.17	£0.00
771	Summer Fete					
771/1	Current Year	£0.00	£0.00	£-74.90	£-74.90	£0.00
771/2	Next Year	£0.00	£0.00	£0.00	£0.00	£0.00
771	Total	£0.00	£0.00	£-74.90	£-74.90	£0.00
775	Civic Functions	£0.00	£0.00	£310.70	£310.70	£0.00
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£1,200.00	£1,200.00	£0.00
777	Town Mayor's Charity - after May	£0.00	£0.00	£3,204.99	£3,204.99	£0.00
786	Community / Social Inclusion Project Grant	£0.00	£0.00	£10,000.00	£10,000.00	£0.00
790	Consumer Products (Sales)					
790/1	History Publications	£0.00	£0.00	£0.00	£0.00	£0.00
790/2	Crime Prevention	£50.00	£0.00	£0.00	£-50.00	£50.00
790/3	General	£50.00	£0.00	£0.00	£-50.00	£50.00
790	Total	£100.00	£0.00	£0.00	£-100.00	£100.00
799	Miscellaneous	£0.00	£0.00	£10.00	£10.00	£0.00
Total Income		£100.00	£0.00	£14,674.96	£14,574.96	£100.00
Expenditure						
7040	Town Mayor's Allowance					
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£0.00	£375.00	£375.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
7040/2	Town Mayor's Entertainment Allowance	£375.00	£0.00	£170.00	£205.00	£375.00
7040	Total	£750.00	£0.00	£170.00	£580.00	£750.00
7070	Projects					
7070/1	Climate Change	£0.00	£707.20	£707.20	£0.00	£0.00
7070	Total	£0.00	£707.20	£707.20	£0.00	£0.00
7080	Loan Interest & Repayments (PWL B 490422)	£4,430.00	£0.00	£3,965.50	£464.50	£4,430.00
7090	Covid-19 Community Response	£1,000.00	£0.00	£0.00	£1,000.00	£0.00
7260	Service Level Agreements (CAB)	£3,000.00	£0.00	£0.00	£3,000.00	£3,150.00
7340	Signs	£500.00	£0.00	£0.00	£500.00	£500.00
7700	Programme of Events	£4,000.00	£0.00	£1,386.60	£2,613.40	£4,000.00
7710	Summer Fete					
7710/1	Current Year	£2,000.00	£0.00	£2,298.29	-£298.29	£2,100.00
7710/2	Next Year	£300.00	£0.00	£0.00	£300.00	£300.00
7710	Total	£2,300.00	£0.00	£2,298.29	£1.71	£2,400.00
7720	General Events					
7720/1	General	£0.00	£0.00	£0.00	£0.00	£0.00
7720/2	Apple Day	£0.00	£0.00	£0.00	£0.00	£500.00
7720/3	Open Days	£0.00	£0.00	£0.00	£0.00	£500.00
7720	Total	£0.00	£0.00	£0.00	£0.00	£1,000.00
7750	Civic Functions	£1,850.00	£0.00	£1,331.17	£518.83	£1,850.00
7760	Town Mayor's Charity - Pre May	£0.00	£100.00	£1,300.00	-£1,200.00	£0.00
7770	Town Mayor's Charity - after May	£0.00	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
7850 Community Grants	£6,000.00	£0.00	£2,350.00	£3,650.00	£6,000.00
7860 Community / Social Inclusion Project Grant	£0.00	£0.00	£0.00	£0.00	£0.00
7870 Grants for Queen's Platinum Jubilee	£0.00	£0.00	£0.00	£0.00	£1,000.00
7900 Consumer Products (Purchase for resale)					
7900/1 History Publications	£0.00	£0.00	£0.00	£0.00	£0.00
7900/2 Crime Prevention	£100.00	£0.00	£0.00	£100.00	£100.00
7900 Total	£100.00	£0.00	£0.00	£100.00	£100.00
7950 Community Safety	£500.00	£0.00	£658.57	-£158.57	£500.00
7990 Miscellaneous	£100.00	£0.00	£9.00	£91.00	£100.00
Total Expenditure	£24,530.00	£807.20	£14,176.33	£11,160.87	£25,780.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
8. Planning & Environment						
Income						
807	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
890	Consumer Products (Sales)					
890/1	General	£0.00	£0.00	£6.72	£6.72	£0.00
890/2	Poop Scoops	£1,700.00	£0.00	£1,008.26	-£691.74	£1,700.00
890/3	Waste & Garden Bags	£560.00	£0.00	£0.00	-£560.00	£560.00
890	Total	£2,260.00	£0.00	£1,014.98	-£1,245.02	£2,260.00
Total Income		£2,260.00	£0.00	£1,014.98	-£1,245.02	£2,260.00
Expenditure						
8070	Projects					
8070/1	Climate Change	£0.00	£400.35	£400.35	£0.00	£0.00
8070	Total	£0.00	£400.35	£400.35	£0.00	£0.00
8190	Professional Fees	£250.00	£0.00	£0.00	£250.00	£250.00
8440	Waste Services (Dog Bins)	£5,300.00	£0.00	£6,843.20	-£1,543.20	£7,570.00
8460	Furniture	£5,000.00	£0.00	-£2,500.00	£7,500.00	£2,500.00
8900	Consumer Products (Purchase for resale)					
8900/1	Poop Scoops	£1,600.00	£0.00	£1,040.50	£559.50	£1,600.00
8900/2	Waste & Garden Bags	£420.00	£0.00	£0.00	£420.00	£420.00
8900	Total	£2,020.00	£0.00	£1,040.50	£979.50	£2,020.00
Total Expenditure		£12,570.00	£400.35	£5,784.05	£7,186.30	£12,340.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

	2021/2022	Reserve Movements	Actual Net	Balance	2022/2023
Total Income	£1,077,839.00	£0.00	£853,837.78		£896,648.00
Total Expenditure	£1,096,839.00	£392,329.96	£1,176,644.54		£899,148.00
Total Net Balance	-£19,000.00		-£322,806.76		-£2,500.00

Fixed assets list

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
Buildings									
11101	11101	Braunstone Civic Centre	Kingsway, LE3 2PP		£0.00	£2,200,037.00	£2,200,037.00	£2,243,000.00	01/11/19
11201	11201	Parks Workshop & Mosssdale Sports Pavilion	Mosssdale Meadows, Kingsway		£0.00	£117,060.00	£117,060.00	£366,000.00	01/11/19
11203	11203	Shakespeare Park Sports Pavilion & Car Park	Shakespeare Park	02/07/2021	£953,959.47	£953,959.47	£0.00	£1,022,543.00	01/11/22
12600	12600	Thorpe Astley Community Centre	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,076,733.00	£1,076,733.00	£1,255,000.00	01/11/19
Total Values					£953,959.47	£4,347,789.47	£3,393,830.00	£4,886,543.00	
Civic									
15100	15100	Town Mayor's Chain	Town Mayor		£0.00	£6,197.00	£6,197.00	£6,197.00	01/11/19
15101	15101	Town Mayor's Companion Chain	Town Mayor		£0.00	£1,329.00	£1,329.00	£1,329.00	01/11/19
15102	15102	Deputy Town Mayor's Pendant	Deputy Town Mayor		£0.00	£461.00	£461.00	£461.00	01/11/19
Total Values					£0.00	£7,987.00	£7,987.00	£7,987.00	
Contents									
11700	11700	Contents of Civic Centre	Braunstone Civic Centre		£0.00	£165,218.00	£165,218.00	£195,223.00	01/11/19
11701	11701	Contents of Mosssdale Pavilion	Mosssdale Meadows		£0.00	£955.00	£955.00	£955.00	01/11/19
11702	11702	Contents of Bowls Pavilion	Shakespeare Park		£0.00	£3,200.00	£3,200.00	£3,200.00	01/11/19
11703	11703	Contents of Football Changing Rooms	Shakespeare Park		£0.00	£510.00	£510.00	£510.00	01/11/19

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11704	11704	Glass Display Cabinet	Braunstone Civic Centre		£0.00	£1,221.00	£1,221.00	£0.00		
11705	11705	Contents of Glass Display Cabinet	Braunstone Civic Centre		£0.00	£2,406.00	£2,406.00	£0.00		
11706	11706	Automatic Doors / Record	Braunstone Civic Centre	01/01/2006	£0.00	£16,907.00	£16,907.00	£0.00		
11707	11707	Divar DIG CCTV Vantage Colour Mon 7 Dig Cams	Braunstone Civic Centre	01/06/2006	£0.00	£1,386.00	£1,386.00	£0.00		
11708	11708	Ricoh MP 2500 Photocopier	Braunstone Civic Centre	01/01/2009	£0.00	£7,149.00	£7,149.00	£0.00		
11709	11709	Data Projector	Braunstone Civic Centre	01/06/2011	£0.00	£306.00	£306.00	£0.00		
11710	11710	Overhead Trolley Screen	Braunstone Civic Centre	01/06/2013	£0.00	£630.00	£630.00	£0.00		
11711	11711	Digital TV and Associated	Braunstone Civic Centre	01/06/2011	£0.00	£236.00	£236.00	£236.00	01/11/19	
11712	11712	Intel Core 15 (Admin)	Braunstone Civic Centre	01/06/2013	£0.00	£766.00	£766.00	£766.00	01/11/19	
11713	11713	Fujitsu S No. YLST013512 PC (Reception)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/19	
11714	11714	Fujitsu S No. YLST013355 PC (DCE & Comm Serv Manager)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/19	
11715	11715	HP Compaq 6000 PC (Res & Fac Manager)	Braunstone Civic Centre	01/06/2009	£0.00	£766.00	£766.00	£766.00	01/11/19	
11716	11716	Fujitsu SN YLST013490 PC (Reception 2)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/19	
11717	11717	Vaio Sony Laptop (EO & Town Clerk)	Braunstone Civic Centre	01/06/2011	£0.00	£766.00	£766.00	£766.00	01/11/19	
11718	11718	Acer Laptop	Braunstone Civic Centre	01/06/2011	£0.00	£766.00	£766.00	£766.00	01/11/19	
11719	11719	Clone PC (Finance)	Braunstone Civic Centre	01/08/2012	£0.00	£766.00	£766.00	£766.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11720	11720	Vaio Sony Laptop (Crime Reduction)	Braunstone Civic Centre	01/06/2012	£0.00	£938.00	£938.00	£938.00	01/11/19	
11721	11721	Brother Fax Machine	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/19	
11722	11722	HP Laserjet (P2500d) Admin	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/19	
11723	11723	HP Inkjet 1200 (Admin)	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/19	
11724	11724	Epson WF7015 B511A (Colour desktop office printer)	Braunstone Civic Centre		£0.00	£308.00	£308.00	£308.00	01/11/19	
11725	11725	HP Laserjet pro 400 M40ld VnC4116835	Braunstone Civic Centre	01/01/2013	£0.00	£308.00	£308.00	£308.00	01/11/19	
11726	11726	LED Display Sceen (Reception) & Associated Equipment	Braunstone Civic Centre	08/02/2017	£850.00	£850.00	£850.00	£0.00	01/11/19	
11727	11727	Liyama anti-glare LED computer monitors x2	Braunstone Civic Centre	16/01/2017	£396.00	£396.00	£396.00	£0.00	01/11/19	
11728	11728	Glasswasher - Smeg 400 Ecoline	Braunstone Civic Centre	14/08/2019	£1,441.00	£1,441.00	£1,441.00	£1,441.00	01/11/20	
11729	11729	Laptop (LA)	Braunstone Civic Centre	28/10/2019	£595.00	£595.00	£595.00	£595.00	01/11/20	
11730	11730	2 x laptops (PS & KC)	Braunstone Civic Centre	18/03/2020	£1,524.50	£1,524.50	£1,524.50	£1,524.50	01/11/20	
11731	11731	Ralley Plus Video Conferencing Equipment	Civic Centre	07/09/2020	£5,210.00	£5,210.00	£5,210.00	£5,210.00	01/11/21	
11732	11732	Printer for Homeworker	Employee's Home Address	27/07/2020	£59.99	£59.99	£59.99	£59.99	01/11/21	£59.99
11733	11733	Council Chamber Chairs, Tables & Trolley	Braunstone Civic Centre	05/07/2021	£4,594.50	£4,594.50	£0.00	£4,594.50	01/11/22	
11734	11734	2 x Laptops (SCSCO & FA&R)	Braunstone Civic Centre	15/06/2021	£1,855.00	£1,855.00	£0.00	£1,855.00	01/11/22	
12700	12700	Curtains / Blinds	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,061.00	£1,061.00	£1,061.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
12701	12701	Folding Tables	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,703.00	£1,703.00	£1,703.00 01/11/19	
12702	12702	Beech Tables & Crome Framed Chairs	Thorpe Astley Community Centre	01/10/2010	£0.00	£6,426.00	£6,426.00	£6,426.00 01/11/19	
12703	12703	Folding Chairs	Thorpe Astley Community Centre	01/10/2010	£0.00	£4,090.00	£4,090.00	£4,090.00 01/11/19	
12704	12704	Chair Trolley	Thorpe Astley Community Centre	01/10/2010	£0.00	£612.00	£612.00	£612.00 01/11/19	
12705	12705	Notice Boards	Thorpe Astley Community Centre	01/10/2010	£0.00	£709.00	£709.00	£709.00 01/11/19	
12706	12706	Kitchen Electrical Goods	Thorpe Astley Community Centre	01/10/2010	£0.00	£723.00	£723.00	£723.00 01/11/19	
12707	12707	Misc Kitchen Utensils	Thorpe Astley Community Centre	01/10/2010	£0.00	£348.00	£348.00	£348.00 01/11/19	
12708	12708	Bottle Cooler	Thorpe Astley Community Centre	01/10/2010	£0.00	£758.00	£758.00	£758.00 01/11/19	
12709	12709	Cash Register	Thorpe Astley Community Centre	01/10/2010	£0.00	£460.00	£460.00	£460.00 01/11/19	
12710	12710	Dish Washer	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,030.00	£1,030.00	£1,030.00 01/11/19	
12711	12711	Reception Chairs	Thorpe Astley Community Centre	01/10/2016	£0.00	£326.00	£326.00	£326.00 01/11/19	
12712	12712	Office Furniture	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,075.00	£1,075.00	£1,075.00 01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
12713	12713	HP Compaq 6000 and associated equipment	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,694.00	£1,694.00	£1,694.00 01/11/19	
13700	13700	Laptop (SLO)	Library	11/10/2021	£1,055.00	£1,055.00	£0.00	£1,055.00 01/11/22	
Total Values					£17,580.99	£247,325.99	£239,821.49	£246,079.99	£59.99

Infrastructure - Community Centres

15300	15300	Hearing Loop System	Braunstone Civic Centre	01/06/2005	£0.00	£214.00	£214.00	£214.00 01/11/19	
Total Values					£0.00	£214.00	£214.00	£214.00	

Infrastructure - General

11301	11301	5 Street Seats			£0.00	£2,169.00	£2,169.00	£2,169.00 01/11/19	
11302	11302	14 Notice Boards			£0.00	£5,464.00	£5,464.00	£5,464.00 01/11/19	
11303	11303	2 Notice Boards			£0.00	£666.00	£666.00	£666.00 01/11/19	
11304	11304	8 Welcome to Braunstone Town Road Signs			£0.00	£6,250.00	£6,250.00	£6,250.00 01/11/19	
11305	11305	3 x Thorpe Astley Place Signs	Entrances to Thorpe Astley	08/01/2021	£2,500.00	£2,500.00	£2,500.00	£2,500.00 01/11/21	
11306	11306	Civic Centre Car Park Lighting			£0.00	£4,853.00	£4,853.00	£4,853.00 01/11/19	
11307	11307	3 Lighting Columns, Franklin Park			£0.00	£9,266.00	£9,266.00	£9,266.00 01/11/19	
11308	11308	Information Board, Merrileys	Off Mosssdale Meadows	01/01/2002	£0.00	£2,995.00	£2,995.00	£2,995.00 01/11/19	
11309	11309	Stone Sculpture, Merrileys	Off Mosssdale Meadows	01/01/2002	£0.00	£4,389.00	£4,389.00	£4,389.00 01/11/19	
11310	11310	Steel Bench, Franklin Park	Welcombe Avenue	01/01/2000	£0.00	£1,132.00	£1,132.00	£1,132.00 01/11/19	
11311	11311	Meeting Point, Mosssdale Meadows	Kingsway	01/06/2005	£0.00	£9,379.00	£9,379.00	£9,379.00 01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11312	11312	1 Bench Seat, Marshall Close	Marshall Close	01/06/2004	£0.00	£435.00	£435.00	£435.00	01/11/19	
11313	11313	8 Bench Seats, Thorpe Astley Park	Lakin Drive	01/01/2010	£0.00	£2,930.00	£2,930.00	£2,930.00	01/11/19	
11314	11314	Bench, Seat, Picnic Table, Lean Back, Mossdale Meadows	Kingsway	01/06/2012	£0.00	£2,272.00	£2,272.00	£2,272.00	01/11/19	
11315	11315	Bench Seats, Impey Close	Impey Close	31/12/2004	£0.00	£711.00	£711.00	£711.00	01/11/19	
11316	11316	CCTV Cameras & Equipment (Civic Centre)	Civic Centre	01/01/2019	£3,285.60	£3,285.60	£3,285.60	£0.00		
11317	11317	CCTV Cameras & Equipment (Thorpe Astley Community Centre)	Thorpe Astley Community Centre	02/01/2019	£3,765.60	£3,765.60	£3,765.60	£0.00		
11318	11318	CCTV Cameras & Equipment (Mossdale Meadows)	Mossdale Meadows Depot	01/01/2019	£2,061.60	£2,061.60	£2,061.60	£0.00		
17100	17100	Radarlux Minivisor 230 VAS/SID Camera	Lubbesthorpe Way Underpass	01/05/2013	£0.00	£2,753.00	£2,753.00	£2,753.00	01/11/19	
Total Values					£11,612.80	£67,276.80	£67,276.80	£58,164.00		

Infrastructure - Parks

11550	11550	Gates and Fences	Braunstone Town		£0.00	£17,997.00	£17,997.00	£17,997.00	01/11/19	
11551	11551	Gates and Fences (TA-IS)	Isobella Road	01/01/2004	£0.00	£3,143.00	£3,143.00	£3,143.00	01/11/19	
11552	11552	Gates and Fences (TA-PR)	Priestman Road	01/01/2004	£0.00	£16,525.00	£16,525.00	£16,525.00	01/11/19	
11553	11553	Bow Top Fence (TA-M)	Marshall Close	01/01/2004	£0.00	£3,195.00	£3,195.00	£3,195.00	01/11/19	
11554	11554	Bow Top Fence (TA-H)	Hilcot Green	01/01/2004	£0.00	£4,235.00	£4,235.00	£4,235.00	01/11/19	
11555	11555	Gates and Fences (Community Orchard)	Franklin Park	01/01/2009	£0.00	£6,783.00	£6,783.00	£6,783.00	01/11/19	
11556	11556	Play Area Fence (TA -PK)	Thorpe Astley Park	01/06/2010	£0.00	£8,188.00	£8,188.00	£8,188.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
11557	11557	Tennis Courts - Weldmesh Fencing and Gates (TA-PK)	Thorpe Astley Park	01/06/2010	£0.00	£10,495.00	£10,495.00	£10,495.00	01/11/19
11558	11558	12 x Fencing Panels MM Basketball Area	Mossdale Meadows	01/06/2012	£0.00	£4,531.20	£4,531.20	£4,531.20	01/11/19
11600	11600	Automatic Water System (SP)	Shakespeare Park		£0.00	£5,470.00	£5,470.00	£5,470.00	01/11/19
Total Values					£0.00	£80,562.20	£80,562.20	£80,562.20	

Land

10001	10001	Holmfield Park	Wardens Walk		£0.00	£0.00	£0.00	£0.00	
10002	10002	Shakespeare Park	Avon Road		£0.00	£0.00	£0.00	£0.00	
10003	10003	Franklin Park (including Community Orchard)			£0.00	£15,731.00	£15,731.00	£0.00	
10004	10004	Mossdale Meadows	Kingsway		£0.00	£33,753.00	£33,753.00	£0.00	
10005	10005	Merrileys Park	Off Mossdale Meadows		£0.00	£10,499.00	£10,499.00	£0.00	
10006	10006	Watercourse Walk	Thorpe Astley		£0.00	£3,547.00	£3,547.00	£0.00	
10007	10007	Thorpe Astley South Open Spaces	Isobella Close & Priestman Road	25/03/2011	£0.00	£8,040.00	£8,040.00	£0.00	
10008	10008	Thorpe Astley Open Spaces	Thorpe Astley	31/07/2011	£0.00	£6,289.00	£6,289.00	£0.00	
10009	10009	Thorpe Astley Parkland	Lakin Drive	01/08/2011	£0.00	£25,414.00	£25,414.00	£0.00	
10010	10010	Thorpe Astley Open Spaces (Persimmon)	Thorpe Astley	01/04/2013	£0.00	£24,381.53	£24,381.53	£0.00	
Total Values					£0.00	£127,654.53	£127,654.53	£0.00	

Recreation, Sports & Play Equipment

11401	11401	Rocking Horse (FP)	Franklin Park		£0.00	£8,605.00	£8,605.00	£8,605.00	01/11/19
11402	11402	Climbing Frame (FP)	Franklin Park		£0.00	£786.00	£786.00	£786.00	01/11/19

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11403	11403	Seesaw (FP)	Franklin Park		£0.00	£1,567.00	£1,567.00	£1,567.00	01/11/19	
11404	11404	Jungle Walk (FP)	Franklin Park		£0.00	£1,001.00	£1,001.00	£1,001.00	01/11/19	
11405	11405	Non Mump Seesaw (FP)	Franklin Park		£0.00	£2,881.00	£2,881.00	£2,881.00	01/11/19	
11406	11406	Swing Set Cradle (FP)	Franklin Park		£0.00	£1,525.00	£1,525.00	£1,525.00	01/11/19	
11407	11407	Swing Set (FP)	Franklin Park		£0.00	£1,591.00	£1,591.00	£1,591.00	01/11/19	
11408	11408	Cnopus Frame (FP)	Franklin Park	01/06/2005	£0.00	£11,989.00	£11,989.00	£11,989.00	01/11/19	
11409	11409	Multi Goal Units (FP)	Franklin Park	01/06/2005	£0.00	£7,595.00	£7,595.00	£7,595.00	01/11/19	
11411	11411	Concord Mid Space Net (FP)	Franklin Park	01/06/2005	£0.00	£8,012.00	£8,012.00	£8,012.00	01/11/19	
11412	11412	Activity Climb / Slide (FP)	Franklin Park	01/06/2012	£0.00	£8,723.00	£8,723.00	£8,723.00	01/11/19	
11413	11413	Tangle Trail	Franklin Park	20/07/2016	£1,779.26	£1,779.26	£1,779.26	£1,779.26	01/11/19	
11414	11414	Dizzy roundabout	Franklin Park	16/11/2017	£6,267.00	£6,267.00	£6,267.00	£6,267.00	01/11/19	
11421	11421	Roundabout (HP)	Holmfield Park		£0.00	£1,575.00	£1,575.00	£1,575.00	01/11/19	
11422	11422	Mystical World Multi-Play (HP)	Holmfield Park	27/11/2015	£6,729.00	£6,729.00	£6,729.00	£6,729.00	01/11/19	
11423	11423	Swing 2 bay flat & 1 basket (HP)	Holmfield Park	27/11/2015	£4,300.00	£4,300.00	£4,300.00	£4,300.00	01/11/19	
11424	11424	2 Double Bay Swing Set (HP)	Holmfield Park	01/01/2006	£1,938.00	£1,362.00	£1,362.00	£1,362.00	01/11/19	
11425	11425	Rocking Horse (HP)	Holmfield Park		£0.00	£8,550.00	£8,550.00	£8,550.00	01/11/19	
11426	11426	Junior Parallel Bar (HP)	Holmfield Park		£0.00	£544.00	£544.00	£544.00	01/11/19	
11427	11427	Mini Spacenet (HP)	Holmfield Park	01/06/2004	£7,900.00	£8,171.00	£8,171.00	£8,171.00	01/11/19	
11428	11428	Meeting Point (HP)	Holmfield Park	01/06/2004	£2,660.00	£3,519.00	£3,519.00	£3,519.00	01/11/19	
11429	11429	Multiplay Area (HP)	Holmfield Park	01/06/2004	£13,065.00	£45,013.00	£45,013.00	£45,013.00	01/11/19	
11430	11430	Five-a-side goal posts (HP)	Holmfield Park		£0.00	£0.00	£0.00	£0.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11431	11431	Swing Set (MM)	Mossdale Meadows		£0.00	£1,522.00	£1,522.00	£1,522.00	01/11/19	
11432	11432	Combination Bank Slide (MM)	Mossdale Meadows		£0.00	£3,482.00	£3,482.00	£3,482.00	01/11/19	
11433	11433	Sadle mate (MM)	Mossdale Meadows		£0.00	£1,041.00	£1,041.00	£1,041.00	01/11/19	
11434	11434	Cradleseat Swing Set (MM)	Mossdale Meadows		£0.00	£1,824.00	£1,824.00	£1,824.00	01/11/19	
11435	11435	2 Spinner Bowls (MM)	Mossdale Meadows	01/06/2005	£0.00	£1,428.00	£1,428.00	£1,428.00	01/11/19	
11436	11436	Climbing Frame (MM)	Mossdale Meadows	01/06/2005	£0.00	£8,703.00	£8,703.00	£8,703.00	01/11/19	
11437	11437	Supernova Roundabout (MM)	Mossdale Meadows	01/06/2005	£0.00	£3,338.00	£3,338.00	£3,338.00	01/11/19	
11440	11440	2 x Philadelphia Basketball/goal posts (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£6,027.00	£6,027.00	£6,027.00	01/11/19	
11441	11441	1 x Maine Goal Arena System (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£3,530.00	£3,530.00	£3,530.00	01/11/19	
11442	11442	1 x straight round grinder skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£199.00	£199.00	£199.00	01/11/19	
11443	11443	1 x inclined square grinder skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£189.00	£189.00	£189.00	01/11/19	
11444	11444	1 x grind box skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,007.00	£1,007.00	£1,007.00	01/11/19	
11445	11445	1 x jump ramp skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,185.00	£1,185.00	£1,185.00	01/11/19	
11446	11446	1 x stepped grind box skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,490.00	£1,490.00	£1,490.00	01/11/19	
11447	11447	1 x driveway street course (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£16,013.00	£16,013.00	£16,013.00	01/11/19	
11448	11448	2 x Ski Steppers (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£3,007.00	£3,007.00	£3,007.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11449	11449	1 x Mini Ski (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,197.00	£1,197.00	£1,197.00	01/11/19	
11450	11450	1 x Leg Stretch (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£873.00	£873.00	£873.00	01/11/19	
11451	11451	1 x fitness sign (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£748.00	£748.00	£748.00	01/11/19	
11452	11452	1 x Sit Up (B)	Mossdale Meadows	01/06/2012	£0.00	£1,233.00	£1,233.00	£1,233.00	01/11/19	
11453	11453	1x Health Walker (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,410.00	£2,410.00	£2,410.00	01/11/19	
11454	11454	1 x Pull Down Challenger (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,128.00	£2,128.00	£2,128.00	01/11/19	
11455	11455	Fitness Sign (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£747.00	£747.00	£747.00	01/11/19	
11456	11456	1 x Push Hands (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,180.00	£1,180.00	£1,180.00	01/11/19	
11457	11457	2 x Handle Boats (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,788.00	£2,788.00	£2,788.00	01/11/19	
11458	11458	1 x Parallel Rails (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,009.00	£1,009.00	£1,009.00	01/11/19	
11459	11459	1 x Fitness Sign (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£748.00	£748.00	£748.00	01/11/19	
11460	11460	1 x UniMini Dinghy (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,133.00	£2,133.00	£2,133.00	01/11/19	
11461	11461	1 x Pull Up Rope (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£499.00	£499.00	£499.00	01/11/19	
11462	11462	1 x Rota Roka (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,286.00	£1,286.00	£1,286.00	01/11/19	
11463	11463	1 x Roko (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£834.00	£834.00	£834.00	01/11/19	
11464	11464	1 x Zingo Dek Climb (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£6,870.00	£6,870.00	£6,870.00	01/11/19	
11465	11465	1 x Pair Talking Tubes (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£773.00	£773.00	£773.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11466	11466	1 x Lobster Pot Climbe (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£4,902.00	£4,902.00	£4,902.00	01/11/19	
11467	11467	3 x NRG Ross Ice Shelves (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,119.00	£1,119.00	£1,119.00	01/11/19	
11468	11468	1 x Amazon Basin (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,370.00	£2,370.00	£2,370.00	01/11/19	
11469	11469	1 x NRG Klondike Double (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,360.00	£1,360.00	£1,360.00	01/11/19	
11470	11470	Total Play surface area (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£4,294.00	£4,294.00	£4,294.00	01/11/19	
11480	11480	Slide (SP)	Shakespeare Park		£0.00	£2,078.00	£2,078.00	£2,078.00	01/11/19	
11481	11481	Whirlwind Climbing Frame (SP)	Shakespeare Park		£0.00	£9,820.00	£9,820.00	£9,820.00	01/11/19	
11482	11482	2 Double Bay Swing (SP)	Shakespeare Park		£0.00	£1,890.00	£1,890.00	£1,890.00	01/11/19	
11483	11483	Saddlemate (SP)	Shakespeare Park		£0.00	£1,007.00	£1,007.00	£1,007.00	01/11/19	
11484	11484	Play Safety Surface (SP)	Shakespeare Park		£0.00	£38,908.00	£38,908.00	£38,908.00	01/11/19	
11485	11485	Rocking Horse (SP)	Shakespeare Park	01/06/2002	£0.00	£8,278.00	£8,278.00	£8,278.00	01/11/19	
11490	11490	Spring Seesaw (TA-IS)	Isobella Road	01/01/2004	£0.00	£2,010.00	£2,010.00	£2,010.00	01/11/19	
11491	11491	Spring Elephant (TA-IS)	Isobella Road	01/01/2004	£0.00	£679.00	£679.00	£679.00	01/11/19	
11492	11492	Spring Lion (TA-IS)	Isobella Road	01/01/2004	£0.00	£679.00	£679.00	£679.00	01/11/19	
11493	11493	Stepping Stones (TA-IS)	Isobella Road	01/01/2004	£0.00	£180.00	£180.00	£180.00	01/11/19	
11494	11494	Surfacing (TA-IS&PR)	Isobella Road / Priestman Road	01/01/2004	£0.00	£8,487.00	£8,487.00	£8,487.00	01/11/19	
11495	11495	Tower Slide (TA-PR)	Priestman Road	01/01/2004	£0.00	£6,524.00	£6,524.00	£6,524.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11496	11496	Swings (TA-PR)	Priestman Road	01/01/2004	£0.00	£4,634.00	£4,634.00	£4,634.00	01/11/19	
11497	11497	Spring Plane (TA-PR)	Priestman Road	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/19	
11498	11498	Spring Elephant (TA-PR)	Priestman Road	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/19	
11500	11500	Spring Seesaw (TA-H)	Hilcot Green	01/01/2004	£0.00	£2,010.00	£2,010.00	£2,010.00	01/11/19	
11501	11501	Rocker Elephant (TA-H)	Hilcot Green	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/19	
11502	11502	Swing Toddler (TA-H)	Hilcot Green	01/01/2004	£0.00	£1,550.00	£1,550.00	£1,550.00	01/11/19	
11503	11503	Multi-play Tower/Slide (TA-H)	Hilcot Green	01/01/2004	£0.00	£6,523.00	£6,523.00	£6,523.00	01/11/19	
11504	11504	Safety Surface (TA-H)	Hilcot Green	01/01/2004	£0.00	£5,062.00	£5,062.00	£5,062.00	01/11/19	
11505	11505	Igloo Climber (TA-M)	Marshall Close	01/01/2004	£0.00	£922.00	£922.00	£922.00	01/11/19	
11506	11506	Game Panels x2 (TA-M)	Marshall Road	01/01/2004	£0.00	£1,437.00	£1,437.00	£1,437.00	01/11/19	
11507	11507	Balance Trail (TA-M)	Marshall Close	01/01/2004	£0.00	£1,183.00	£1,183.00	£1,183.00	01/11/19	
11508	11508	Play Train (TA-M)	Marshall Close	01/01/2004	£0.00	£6,733.00	£6,733.00	£6,733.00	01/11/19	
11509	11509	Safety Surface (TA-M)	Marshall Close	01/01/2004	£0.00	£4,587.00	£4,587.00	£4,587.00	01/11/19	
11510	11510	Rocker Horse (TA-IC)	Impey Close	01/01/2004	£0.00	£642.00	£642.00	£642.00	01/11/19	
11511	11511	Multiplay Tower and Slide (TA-IC)	Impey Close	01/01/2004	£0.00	£6,456.00	£6,456.00	£6,456.00	01/11/19	
11512	11512	Double Swing (TA-IC)	Impey Close	01/01/2004	£0.00	£1,824.00	£1,824.00	£1,824.00	01/11/19	
11513	11513	Safety Surface (TA-IC)	Impey Close	01/01/2004	£0.00	£4,572.00	£4,572.00	£4,572.00	01/11/19	
11520	11520	Space Net 3144 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£13,754.00	£13,754.00	£13,754.00	01/11/19	
11521	11521	Electra Gxy 932 Frame with Satellite Spinners (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£16,117.00	£16,117.00	£16,117.00	01/11/19	
11522	11522	Supernova Gxy916 Roundabout (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£3,720.00	£3,720.00	£3,720.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11523	11523	Ridge Ele500003 Climbing Frame/Slide (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£9,462.00	£9,462.00	£9,462.00	01/11/19	
11524	11524	Spinner Bowl Elec400024 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£922.00	£922.00	£922.00	01/11/19	
11525	11525	Blazer Ele400021 3 Sided Sprung Seesaw (TA-PK)	Thorpe Astley Parkland	01/06/2011	£0.00	£2,148.00	£2,148.00	£2,148.00	01/11/19	
11526	11526	Swing Set M69201 (TA-PK)	Thorpe Astley Parkland	01/06/2011	£0.00	£1,665.00	£1,665.00	£1,665.00	01/11/19	
11527	11527	Dino Swing Spme40400 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£4,895.00	£4,895.00	£4,895.00	01/11/19	
11528	11528	Meeting Points x2 - Fre3000 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£6,916.00	£6,916.00	£6,916.00	01/11/19	
11529	11529	Multi Use Games Area Fre2115 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£19,439.00	£19,439.00	£19,439.00	01/11/19	
11530	11530	Total Safety Surface (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£14,742.00	£14,742.00	£14,742.00	01/11/19	
11531	11531	Chin Ups FT906 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,255.40	£1,255.40	£1,255.40	01/11/19	
11532	11532	Horizontal Ladder FT909 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,958.40	£1,958.40	£1,958.40	01/11/19	
11533	11533	2 Bay Platform Sit Ups FT929 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,793.40	£1,793.40	£1,793.40	01/11/19	
11534	11534	Gate Climb FT913 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,702.40	£1,702.40	£1,702.40	01/11/19	
11535	11535	Balance Beams FT920 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,682.40	£1,682.40	£1,682.40	01/11/19	
Total Values					£44,638.26	£470,517.26	£470,517.26	£470,517.26		

Vehicles, Plant & Equipment

15200	15200	Cutless Pasture Topper	Mossdale Meadows		£0.00	£2,500.00	£2,500.00	£2,500.00	01/11/19	
15201	15201	Misc Hand Tools Garage	Mossdale Meadows		£0.00	£1,000.00	£1,000.00	£1,000.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
15202	15202	Ransome Super Certees	Shakespeare Park		£0.00	£2,800.00	£2,800.00	£2,800.00	01/11/19	
15203	15203	Flymo Hover Mower GT2	Shakespeare Park	01/02/2013	£0.00	£440.00	£440.00	£440.00	01/11/19	
15204	15204	Danarm Hedgecutter	Shakespeare Park		£0.00	£461.00	£461.00	£461.00	01/11/19	
15205	15205	Sisis Roller	Shakespeare Park		£0.00	£470.00	£470.00	£470.00	01/11/19	
15206	15206	Holland MC 35 Ride on Mower	Mosssdale Meadows		£0.00	£19,300.00	£19,300.00	£19,300.00	01/11/19	
15207	15207	Bateson Trailer	Mosssdale Meadows	01/06/2002	£0.00	£2,500.00	£2,500.00	£2,500.00	01/11/19	
15208	15208	Airmaster Compressor	Mosssdale Meadows	01/06/2007	£0.00	£255.00	£255.00	£255.00	01/11/19	
15209	15209	Petrol Generator	Mosssdale Meadows	01/06/2008	£0.00	£710.00	£710.00	£710.00	01/11/19	
15210	15210	McConnel PA5155 Left Hand Cut Hedgecutter	Mosssdale Meadows	01/06/2008	£0.00	£12,500.00	£12,500.00	£12,500.00	01/11/19	
15211	15211	Roller Garage	Mosssdale Meadows	01/06/2008	£0.00	£1,400.00	£1,400.00	£1,400.00	01/11/19	
15212	15212	McCulloch Mac 838 Chainsaw	Mosssdale Meadows	01/06/2010	£0.00	£200.00	£200.00	£200.00	01/11/19	
15213	15213	Rhyobe Hedgecutter	Mosssdale Meadows	01/06/2010	£0.00	£200.00	£200.00	£200.00	01/11/19	
15214	15214	Kawaski 43A Strimmer	Mosssdale Meadows	01/06/2011	£0.00	£200.00	£200.00	£200.00	01/11/19	
15215	15215	Stihl Leaf Blower	Mosssdale Meadows	01/06/2012	£0.00	£200.00	£200.00	£200.00	01/11/19	
15216	15216	Echo 350 ES Strimmer	Mosssdale Meadows	01/06/2012	£0.00	£200.00	£200.00	£200.00	01/11/19	
15217	15217	Leaf Blower	Mosssdale Meadows	01/04/2013	£0.00	£300.00	£300.00	£300.00	01/11/19	
15218	15218	Hedgetrimmer	Mosssdale Meadows	01/04/2013	£0.00	£750.00	£750.00	£750.00	01/11/19	

Asset No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
15219	15219	Pressure Washer	Mossdale Meadows	01/11/2013	£120.00	£0.00	£0.00	£0.00	01/11/19	
15220	15220	Hedge trimmer Sthil HS 87 T	Mossdale Meadows	04/02/2020	£505.00	£505.00	£505.00	£5,050.00	01/11/20	
15301	15301	2x MM SAM speed vehicle activated signs	Moved to Various Locations	26/10/2017	£4,227.50	£4,227.50	£4,227.50	£4,227.50	01/11/19	
Total Values					£4,852.50	£51,118.50	£51,118.50	£55,663.50		
Grand Total					£1,032,644.02	£5,400,445.75	£4,438,981.78	£5,805,730.95		£59.99
+ assets disposed during year							£124,493.00			
							£4,563,474.78			

Fixed assets disposed

#Name?

No.	Ref.	Disposal date	Description	Disposal Reason	Purchase cost	Value at disposal
11203	11203	01/07/21	Shakespeare Park Sports Pavilion	Demolished as part of refurbishment	£0.00	£124,493.00
				Total	<u>£0.00</u>	<u>£124,493.00</u>



PWLB lending facility

BALANCE OUTSTANDING AS AT 31 Mar 2022

6 April 2022

BRAUNSTONE TOWN COUNCIL (LEICS)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
PW485188	07 May - 07 Nov	FIXED	ANNUITY	£12,640.12
PW485557	07 May - 07 Nov	FIXED	ANNUITY	£22,912.74
PW490422	07 May - 07 Nov	FIXED	EIP	£23,800.00
PW477930	07 May - 07 Nov	FIXED	ANNUITY	£7,672.31
PW482623	07 May - 07 Nov	FIXED	ANNUITY	£30,482.89
PW480508	07 May - 07 Nov	FIXED	ANNUITY	£8,523.20
PW487506	07 May - 07 Nov	FIXED	ANNUITY	£31,417.66
PW501336	07 May - 07 Nov	FIXED	ANNUITY	£5,446.88
235384	07 May - 07 Nov	FIXED	ANNUITY	£427,463.86
292038	07 May - 07 Nov	FIXED	ANNUITY	£491,502.30
TOTAL OUTSTANDING BALANCE:				1,061,861.96
TOTAL NUMBER OF LOANS:				10

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact pwlb@dmo.gov.uk if you have any queries.

VAT Summary

Balance Sheet opening figures

Opening Vat Recoverable	£42,716.20
Opening Vat Payable	£0.00

VAT Return Details

Start Date	End Date	Sales Vat	EC Vat	Total Vat due	Purchases Vat	Net VAT	Sales	Purchases
01/04/21	30/06/21	£79.99	£0.00	£79.99	£70,321.03	£70,241.04	£368,591.53	£508,527.19
01/07/21	30/09/21	£136.21	£0.00	£136.21	£30,287.58	£30,151.37	£380,417.43	£287,026.03
01/10/21	31/12/21	£1,089.09	£0.00	£1,089.09	£9,229.00	£8,139.91	£42,782.37	£238,570.32
01/01/22	31/03/22	£783.22	£0.00	£783.22	£16,511.10	£15,727.88	£62,031.72	£226,291.27
Totals		£2,088.51	£0.00	£2,088.51	£126,348.71	£124,260.20	£853,823.05	£1,260,414.81

Total of VAT Returns including opening figures £166,976.40

Details of transactions against VAT REFUND (Income) Headings

114 VAT received

Received	Invoiced	Tn. no	Reference	Details	Net (£)	Vat (£)	Gross (£)
10/05/21	31/03/21	15046	BACS210331	HMRC - VAT refund 01/01/21 - 31/03/21	42,716.20	0.00	42,716.20
13/08/21	30/06/21	15226		HMRC - VAT refund 01/04/21 - 30/06/21	70,241.04	0.00	70,241.04
28/10/21	30/09/21	15475	BACS211028	HMRC - VAT refund 01/07/21 - 30/09/21	30,151.37	0.00	30,151.37
08/02/22	31/12/21	15732	BACS220208	HMRC - VAT refund 01/10/21 - 31/12/21	8,139.91	0.00	8,139.91
	31/03/22	15981		HMRC - VAT refund 01/01/22 - 31/03/22	15,727.88	0.00	15,727.88
114 VAT received Total					166,976.40	0.00	166,976.40

Total of VAT transactions (refunds and payments) 166,976.40

Total of refunds/ payments matches the total of the VAT returns.

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed “Year ending 31 March 20xx” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **Braunstone Town Council**

County area (local councils and parish meetings only): **Leicestershire & Rutland**

Financial year ending 31 March 2022

Prepared by (Name and Role): **Darren Tilley, Town Clerk & Responsible Financial Officer**

Date: **25/04/2022**

	£	£
Balance per bank statements as at 31/3/22:		
General	17,222.5	
Payroll	14,711.7	
Deposit	211,574.9	
Cash Office	32.5	
Library	20.0	
		243,561.7
Petty cash float (if applicable)		250.0
Less: any un-presented cheques as at 31/3/22 (enter these as negative numbers)		
110804	(180.00)	
110817	(125.56)	
Card	(224.14)	
card	(61.40)	
		(591.10)
Add: any un-banked cash as at 31/3/22		
N/A		
		-
Net balances as at 31/3/22 (Box 8)		<u>243,220.6</u>

Explanation of variances – pro forma

Name of smaller authority: **Braunstone Town Council**

County area (local councils and **Leicestershire & Rutland**)

Insert figures from Section 2 of the AGAR in all **Blue highlighted boxes**

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	245,340	618,175					
2 Precept or Rates and Levies	646,304	681,961	35,657	5.52%	NO		
3 Total Other Receipts	1,124,855	172,030	-952,825	84.71%	YES		In 2020/21, a one off grant of £100,000 received from Sport England and full public works loan of £936,608 net drawn down towards the cost of the redevelopment of the Sports Pavilion and Site at Shakespeare Park. Balance of Other Receipts in 2020/21 therefore is £88,247. In 2021/22, the Council received £100,665 in facilities income, in 2020/21 facilities income totalled £11,551 due to closures and restrictions as a result of the Covid-19 pandemic. Therefore, facilities receipts in 2021/22 was up £89,114 compared to 2020/21.
4 Staff Costs	485,278	434,301	-50,977	10.50%	NO		
5 Loan Interest/Capital Repayment	66,628	94,186	27,558	41.36%	YES		In 2020/21 the Council drew down two new loans totalling £936,936 towards the cost of the redevelopment of the Sports Pavilion and Site at Shakespeare Park. The first part repayment on the first part was made in November 2020 totalling £5,989. The first part repayment on the second part was not made until May 2021 totalling £7,044; along with the first regular payment of £8,862 on the first part. The first regular payment on the second part of £8,904 was made in November 2021 along with a further £8,862 on the first part. Therefore, payment on the remaining loans in 2020/21 was £60,639 and in 2021/22 was £60,514.
6 All Other Payments	846,418	657,362	-189,056	22.34%	YES		Redevelopment of Sports Pavilion and Site at Shakespeare Park: total estimated costs are £1,098,385; of which £547,710 was paid in 2020/21 and £331,278 in 2021/22. Therefore balance of the remaining Other Payments was £298,708 in 2020/21 and £326,084 in 2021/22.
7 Balances Carried Forward	618,175	286,317			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	621,657	243,221				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	4,563,475	5,400,446	836,971	18.34%	YES		The Sports Pavilion and Site at Shakespeare Park has been redeveloped with the new Sports Pavilion being handed over to the Council in July 2021 valued at £953,959. The old clubhouse valued at £124,493 was demolished in May 2021.
10 Total Borrowings	1,128,008	1,061,862	-66,146	5.86%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Braunstone Town Council

County area (local councils and parish meetings only):

Leicestershire & Rutland

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		286,317.22
Deduct: Debtors (enter these as negative numbers)		
Amazon UK	(139.51)	
British Gas	(969.08)	
British Telecom	(50.22)	
HMRC - VAT	(15,727.88)	
Total Gas & Power	(228.86)	
	(17,115.55)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Leicestershire County Council	(44,896.45)	
Towergate Insurance	(3,195.19)	
WPS Insurance Brokers	(7,008.56)	
	(55,100.20)	
Total deductions		(72,215.75)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Buzzing Roots	1,250.00	
Facilities Income	1,002.22	
Fosse Contracts	12,610.00	
GPR Solutions Ltd	249.00	
HMRC	8,869.21	
Infinitas Design Ltd	1,100.00	
Kings Armoured Security Services	16.05	
SSE Southern Electric	3,199.81	
Street News	46.80	
Xerox	360.09	
	28,703.18	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Facilities Income	415.90	
	415.90	
Total additions		29,119.08
Box 8: Total cash and short term investments		243,220.55

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 16th JUNE 2022

Item 9 – Shakespeare Park - Improvement & Development

Purpose

To receive a progress report on the improvement project and financing for phase 2; and to receive an update on arrangements for future management of the pavilion and site.

Pavilion and Site Works

The works to complete the site, including the landscaping, is due to be complete by 10th June 2022. Once this work has been completed the final valuation will be calculated and invoice raised. This will enable the Section 106 funding of £17,213.35 to be drawn down.

Phase 2a – Tennis Courts Improvements

The tennis courts improvements work are behind schedule, however the main construction is now complete as follows:

- Prelims Supervision etc
- Preparation works
- New kerbs
- Pierce and Infill
- Geotextile and Stone Foundation
- Fencing Works
- CIA access gate frame and fittings
- Macadam Base Course
- Macadam Surfacing
- Acrylics and Line Markings

The following works to complete the improvements to the tennis courts remained outstanding at the time of agenda publication and the contractor has been advised to complete these prior to the open day on 19th June 2022:

- New Equipment
- Reinstatement

Phase 2b – Playground Improvements

Total costs for the works are £57,231.

£1,000 of funding has already been received from Tesco.

An application for £3,545.71 of Section 106 funding was approved by the Blaby District Planning Obligation Monitoring Group on Thursday 27th January 2022. The

approval is on condition that the approved Section 106 funding is applied towards the Agility Trail and/or Sensory Garden only, since these are new facilities and are eligible for funding.

Further funding sources are currently being sought.

The contractor has provided the revised designs, so an application to discharge the planning condition has now been submitted and validated on 29th March 2022.

Further information has been sought by the Planning Case Officer with regards to the proposed Sensory Play Equipment. The planning condition stated that sound from the equipment needed to be limited, which could include items where the sound is restricted after dark (in order to prevent nuisance to neighbours).

A response to this query is being progressed by the contractor with a view to having the planning condition discharged by the end of the month.

With lead in times, the earliest the works could commence would be in November 2022.

Future Management Arrangements

The Committee on 24th February 2022 approved draft legal agreements for the Management Committee to run the Shakespeare Park Sports Pavilion (minute 99, 2021/2022). On 28th April 2022, the Committee approved draft 10 year Pitch Licences for the Bowling Green and Football Pitches to accompany the lease to the Management Committee (minute 119, 2021/2022).

Initial consultation and engagement have also taken place with both the representatives from Braunstone Athletic Football Club and Shakespeare Park Bowls Club.

Legal advice has been received concerning the process for appointing trustees to the Charitable Incorporated Organisation (CIO) and the membership structure of the Council, Clubs and individuals.

A simpler model is being investigated where the Council would be the only member and, therefore, the CIO would be a wholly owned subsidiary of the Council. The CIO would then allow the Clubs that used the pitches to nominate trustees. The Clubs would then have trustees and be involved in day to day running decisions but the Council would retain control over the framework. This arrangement may make the licences and other legal agreements less convoluted.

The VAT Advisor has been asked to investigate whether a wholly owned subsidiary of the Council would be acceptable to HMRC given the Council reclaimed the VAT on the build costs. If the VAT advice concludes that it would be acceptable to HMRC, then further assessment will be undertaken on the pros and cons of the wholly owned subsidiary arrangement compared to the shared membership structure originally proposed.

Once the proposed structure has been finalised, then the club representatives will be invited to an informal Management Committee to progress.

The timescales remain that the new arrangements are likely to be fully implemented during the autumn with an informal Management Committee in place over the summer working with the Council on the legal arrangements. Once these are agreed, a Shadow Management Committee can be formed to work towards registration as a Charitable Trust.

Operation of the Facility

Further to this, the Committee on 24th February 2022 approved interim arrangements for the 2022/2023 seasons in respect of pitch allocations (minute 91, 2021/2022). These arrangements came into effect on 1st April 2022 and enable the Clubs to access the storage facilities, the Pavilion Clubroom, kitchen, toilets and Changing Rooms on matchdays, open days and for the club's meetings. The interim agreements apply for 2022/2023, pending approval of a longer term 10 year agreement alongside the establishment of the Management Committee for the new Sports Pavilion.

A joint community open day has been arranged with the Clubs for Sunday 19th June 2022.

Timescales

Revised timescales, taking into account the content and recommendations of this report, are attached at Appendix 1.

Recommendations

1. That progress with the Project: *Pavilion and Site Works, Tennis Courts improvements, Playground Improvements and Future Management Arrangements*, as set out in the relevant section of the report, be noted; and
2. that the revised timescales for the project, attached at Appendix 1, be approved.

Reasons

1. To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire, was delivered efficiently and effectively.
2. To provide a guide for the progression of the project, which could be amended accordingly as appropriate.

APPENDIX 1 – TIMESCALES

The following is the proposed updated timescales for delivery of the project, taking into account the statements set out in the report:

June 2022	<ul style="list-style-type: none">• Completion of works on Tennis Courts• Completion of surfacing works on the Car Park• Snagging on New Pavilion completed• Discharge of Playground Planning Condition• Open Day for New Facilities, showcasing sporting activities at the site
July/August 2022	<ul style="list-style-type: none">• Initial informal meetings of Shakespeare Park Sports Pavilion Management Committee• Funding applications for Playground Works
September 2022	<ul style="list-style-type: none">• Potential establishment of Shadow Shakespeare Park Sports Pavilion Management Committee• Policy & Resources Committee determines New Pavilion Management arrangements and funding arrangements for the Playground works
November 2022	<ul style="list-style-type: none">• Establishment of Shakespeare Park Sports Pavilion Management Committee Charitable Trust• Commencement of works on Playground
December 2022	<ul style="list-style-type: none">• Commencement of Lease of Pavilion to Shakespeare Park Sports Pavilion Management Committee Charitable Trust• Completion of works on Playground