



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk

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

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26th October 2022

To: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, 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, 3rd November 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/81438698986?pwd=VWZwVmxZb2pNd3B0ZmQ0Y1BJQUJNUT09>

Meeting ID: 814 3869 8986

Passcode: 659300

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 27th September 2022 to be signed by the Chairperson (**Enclosed**).
5. **Medium Term Priorities & Financial Planning**
To set out the context for the Council's medium term priorities and financial planning (**Enclosed**).
6. **Shakespeare Park – Improvement & 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**).
7. **Queen's Green Canopy**
To consider suitable locations in Braunstone Town and Thorpe Astley for the planting of new trees as part of the Queen's Green Canopy (**Enclosed**).
8. **Parks and Open Spaces Winter Works Programme 2023/2024**
To consider items for inclusion on the Winter Works Programme for 2023/2024 for the Councils Parks, Open Spaces and Grounds (**Enclosed**).
9. **Dignity at Work Policy**
To consider, following consultation, adopting a Dignity at Work Policy setting out principles and standards of acceptable behaviour, relevant processes for raising complaints and a register of complaints and incidents (**Enclosed**).
10. **Draft Corporate Warning and Banning Policy & Procedure**
To set out, for consultation, the framework for a corporate warning and banning system (**Enclosed**).
11. **Complaints Monitoring**
To receive details of formal complaints dealt with and determine as a result whether policy or procedural changes are required to ensure that future reoccurrence is minimised (**Enclosed**).
12. **External Audit 2021/2022**
To note that the External Audit was completed on 26th September 2022 and no matters were raised concerning the Town Council's accounts and governance arrangements for the year ended 31st March 2022 (**Enclosed**).
13. **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.

14. Banking Arrangements

To consider changes to the Council's banking arrangements (**Enclosed**).

15. End of Quarter Financial Position – Cashbook and Reserves

To receive a summary of the Council's Cash and Reserves for the period 1st April 2022 to 30th September 2022 (**Enclosed**).

16. Financial Comparisons

To receive Financial Comparisons for the period 1st April 2022 to 30th September 2022 (**Enclosed**).

17. Approval of Accounts

To consider payments from 31st August until 25th October 2022 (**Enclosed**).

18. Procurement of Items identified in the Climate Audit

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 identify preferred contractors for the installation of Solar PV Panels, Electric Vehicle Charging Points and a hybrid air source heat pump and to determine financing for the schemes (**Enclosed for Councillors**).

19. Improvements to Walking and Cycle 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**).

20. 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 the schedule of works, financing and appoint the contractor to undertake the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen (**Enclosed for Councillors**).

Next Scheduled Meeting: 12th January 2023.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

HELD AT BRAUNSTONE CIVIC CENTRE

TUESDAY 27th SEPTEMBER 2022 AT 7.30PM

This meeting had originally been scheduled for 8th September 2022 when it was postponed, as a mark of respect, due to the announcement of the death of Her Majesty Queen Elizabeth II.

PRESENT: Councillor Nick Brown (Chair) and Councillors Shabbir Aslam, Sohan Johal, Leanne Lee, Tracey Shepherd and Robert Waterton.

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

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

20. Apologies

Apologies for absence were received from Councillors Anthea Ambrose, Amanda Hack and Sam Maxwell.

21. Disclosures of Interest

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

22. 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.

23. Minutes

The Minutes of the meeting held on 16th June 2022 (item 4 on the agenda) were circulated.

RESOLVED that the Minutes of the meeting held on 16th June 2022 be approved and signed by the Chairperson as a correct record.

24. **Shakespeare Park – Improvement & Development**

The Committee received a progress report on the improvement project and financing for phase 2; and received an update on arrangements for future management of the pavilion and site (item 5 on the agenda).

The Committee received a supplementary report in order to consider the arrangements for the initial informal meeting of the Shakespeare Park Sports Pavilion Management Committee and to consider options for interim support for the Shakespeare Park Bowls Club (filed with these minutes).

In the report circulated with the agenda, it was noted that the final sentence of the paragraph under the section “Pavilion and Site Works” should read “Trees will be planted over the winter months”.

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 and at Appendices 1 and 2, be noted;
2. that the revised timescales for the project, attached at Appendix 3, be approved;
3. that an interim Management Committee to oversee the day to day operations of Shakespeare Park Sports Pavilion be established as set out in the *Establishment of Management Committee* section of the report;
4. that the membership of the interim Management Committee be:
 - a) Councillor Nick Brown (Chair for the interim period),
 - b) one other Councillor, with delegated authority being given to the Chief Executive & Town Clerk, in consultation with the Leader of the Council, to make the appointment,
 - c) two representatives appointed by Shakespeare Park Bowls Club, and
 - d) two representatives appointed by Braunstone Athletic Football Club;
5. that the principle of providing *Interim Support for the Bowls Club*, to maintain the bowling green, as set out in the relevant section of the report, be approved; and
6. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader of the Council, to determine whether to implement the *Interim Support for the Bowls Club*, and if so, how the arrangements would be implemented, including required information and evidence for the assertions made by the Club.

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 maintain dialogue with and between the clubs and oversee the day to day operation of the Shakespeare Park Sports Pavilion.*
 4. *To enable each of the existing Clubs to be represented along with the Town Council and to ensure that administrative support would be provided to ensure the smooth running of the Committee and implementation of its decisions.*
 5. *To enable the Club to re-establish itself following Covid, increase its membership and be in a better financial shape to take on a 10 year occupation licence for the bowling green.*
 6. *To undertake due diligence prior to committing the Council's support and ensure that the resources would be committed in accordance with the Financial Regulations.*

25. Community Governance Review – Outcome and Review of Comments

The Committee reviewed the comments received during the consultation for the Community Governance Review of the Parish of Braunstone and determined whether the Town Council could take any additional actions to address these (item 6 on the agenda).

RESOLVED

1. that Braunstone Town Council recognise Thorpe Astley as a distinct community and settlement within the Parish of Braunstone;
2. that Blaby District Council be asked to acknowledge and recognise Thorpe Astley as a distinct community and settlement within the Parish of Braunstone;
3. that the Council's corporate logo include the names of both communities, Braunstone Town and Thorpe Astley, alongside the name "Braunstone Town Council" (example letterhead at Appendix 2); and that this change in branding be made, as determined by the Chief Executive & Town Clerk, including on the Council's website, social media, signage, stationary, notices (including agendas) and on the side of the parks fleet vehicles;
4. that the Town Council promote the opportunity for residents to be elected as Town Councillors at the Parish elections;
5. that Community Development Committee be asked to consider and assess whether a Town Council organised annual gala event should be held in Thorpe Astley and if so, when and in what form;
6. that no change to the name of the Parish be pursued at the current time; however, the Council should reconsider the question when invited to submit comments to the next ten year District wide Community Governance Review; and
7. that Blaby District Council be asked to adopt a policy/procedure concerning Community Governance Reviews and setting out how the District Council should exercise its broad power in the following circumstances:
 - a) responding to comments in the 10 year review,

- b) major governance issues at a parish, or
- c) a major change, such as a large scale housing development, particularly where that was detached from the existing settlement(s).

Reasons for Decision

1. *Thorpe Astley was not just a Town Ward but a distinct community and that should be acknowledged in the Council's documents, publicity and communications.*
2. *Blaby District Council has responsibility for place and street naming and has the power to redesignate the streets in Thorpe Astley as being in Thorpe Astley (as opposed to Braunstone Town).*
3. *It would be a disproportionate use of resources to initiate a formal name change of the Parish; however, amending the Council's branding and publicity to include reference to both Braunstone Town and Thorpe Astley would potentially have a similar impact and could be delivered gradually within operational resources, avoiding diverting resources away from delivering high quality, cost effective improvements and investment to services in both Braunstone Town and Thorpe Astley.*
4. *To address the perception about representation and accountability, particularly in Thorpe Astley.*
5. *Recognising Thorpe Astley as a distinct community has practical implications, for example, the community holding a regular Town Council organised annual gala event.*
6. *Given that only 11 of the 42 responses received to the consultation supported the creation of a separate Parish for Thorpe Astley; it seemed disproportionate to use resources to initiate a formal name change of the Parish at the current time. However, the District Council undertakes a ten year District wide Community Governance Review and the question could be revisited as part of that process having assessed the impact of the initiatives in resolutions 1 – 5.*
7. *To provide a structure for assessing the need for undertaking community governance reviews where this was necessary and would further local democracy, while providing certainty to parishes to enable them to focus of delivering high quality services and improvements to their local communities.*

26. ROSPA Reports

The Committee received a report concerning the annual ROSPA reports on Parks and Open Spaces and the action needed (item 7 on the agenda).

RESOLVED that it be noted that repairs to the High-Risk items listed in the report had been undertaken and a work programme for other medium priority items with a risk factor of 9 in Braunstone Town (Appendix 1) and Thorpe Astley (Appendix 2) be approved for completion during the summer; with medium priority items with a risk factor of 8 and below to be included in the Winter Works Programme 2022/2023.

Reason for Decision

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

27. Candidates Information Pack and Session

The Committee considered the merits of producing a candidates information pack and holding an information session for individuals considering seeking election or co-option to Braunstone Town Council (item 8 on the agenda).

RESOLVED

1. that the principle of providing a *Candidates Information Pack*, based on the contents set out in the relevant section of the report, and the draft document attached at Appendix 1, be approved;
2. that a *Candidates Information Session*, as outlined in the relevant section of the report, be held prior to each ordinary elections;
3. that the Town Council publicise each ordinary election and make residents aware of the *Candidates Information Pack*, the *Candidates Information Session*, and how to put themselves forward as a candidate; and
4. that delegated authority be given to the Chief Executive & Town Clerk to implement 1 – 3 above, including:
 - a) finalising the documentation and information to be included in the *Candidates Information Pack*;
 - b) determining the content and making arrangements for the *Candidates Information Session*; and
 - c) arranging publicity

Reasons for Decision

1. *To bring together in one place all the relevant information for those considering putting themselves forward for election or co-option as a Town Councillor.*
2. *To enable potential candidates in an ordinary election to find out more about the Town Council and the role of Town Councillor before putting themselves forward as a candidate for election.*
3. *To raise awareness among residents of the opportunity to stand for election as a Town Councillor and to encourage candidacy regardless of background, age or disability.*
4. *To finalise the detailed information, to ensure that it would be timely, relevant and accurate.*

28. Equality & Diversity Policy & Procedure

The Committee received the consultation results and a proposed revised Equality & Diversity Policy & Procedure for adoption (item 9 on the agenda).

RESOLVED

1. that paragraph 48, Sexual Orientation, of the proposed Equality & Diversity Policy & Procedure (Appendix 1) reference lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI); and
2. that, subject to 1 above, the Equality & Diversity Policy & Procedure, attached at Appendix 1 of the report, be approved and adopted with effect from Monday 3rd October 2022.

Reasons for Decision

1. *To recognise a broader range of identities.*
2. *To ensure that the Council had a policy and procedure in place to meet its commitment to providing equal opportunities in the provision of its services and as an employer and was also committed to avoiding acts of unlawful discrimination.*

29. Civility & Respect Commitment and draft Dignity at Work Policy

The Committee considered making a commitment to “Civility & Respect” and received, for consultation, a proposed policy setting out principles and standards of acceptable behaviour, relevant processes for raising complaints and for a register of complaints and incidents (item 10 on the agenda).

RESOLVED

1. that the proposed draft Dignity at Work Policy, attached at Appendix 2 of the report, be approved for consultation with residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor, as detailed in the *Timescales and Implementation* section of the report;
2. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 3rd November 2022, for consideration and approval; and
3. THAT IT BE RECOMMENDED TO COUNCIL that Braunstone Town Council sign up to the “Civility and Respect Pledge” developed by the National Association of Local Councils and the Society of Local Council Clerks, as attached at Appendix 1 of the report.

Reasons for Decision

1. *To ensure that residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor could input into the proposed Dignity at Work Policy to ensure that it would be practical and fit for purpose.*
2. *To ensure that the Council had a policy in place to meet its commitment to create workplaces that allow people to maintain their dignity at all times.*
3. *To demonstrate the Council's commitment to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles.*

30. **Insurance Renewal**

The Committee considered the options for renewing the Council's Corporate Insurance from 1st November 2022 (item 11 on the agenda).

The Chief Executive & Town Clerk reported that a renewal quote had been received from the Council's Insurance Broker, which was approximately double the current annual premium.

RESOLVED that delegated authority be given to the Chief Executive & Town Clerk to:

- a) obtain quotes and enter into an agreement to renew the Council's Insurance for 1st November 2022 to 31st October 2023;
- b) enter into a longer term agreement in the event one was offered and it would be advantageous to the Council; and
- c) determine whether to accept quotes for an additional Public Liability Insurance cover, which would maintain cover at £15 million.

Reason for Decision

To ensure that arrangements were in place to receive and adopt a competitive insurance quote and to ensure that the Council's assets would be protected from underinsurance.

31. **Community Centres Christmas Lights**

The Committee considered proposals to replace and expand the provision of Christmas lights and decorations at Braunstone Civic Centre and Thorpe Astley Community Centre (item 12 on the agenda).

RESOLVED that the proposals for improving Christmas Decorations at the Community Centres and Library, as set out in the report, be endorsed.

Reason for Decision

To ensure that the Community Facilities in Braunstone Town and Thorpe Astley would be appropriately decorated for the Christmas period.

32. **Amendment to Licence Agreement – Thorpe Astley GP Branch Surgery**

The Committee considered proposals to amend the Licence Arrangements to Kingsway Surgery to provide flexibility to operate out of hours on an ad-hoc basis (item 13 on the agenda).

RESOLVED

- 1. that the request by Kingsway Surgery to operate the branch surgery at Thorpe Astley Community Centre out of hours on an ad-hoc basis, as set out in the *Request to Amend Operating Hours* section of the report, be approved; and

2. that delegated authority be given to the Chief Executive & Town Clerk to make amendments to the Occupational Licence Agreement to accommodate an Out of Hours Operating Service Charge, as set out in the *Request to Amend Operating Hours* section of the report, along with the payment arrangements, and to reissue and approve the revised Occupational Licence Agreement.

Reasons for Decision

1. *To enable Kingsway Surgery to respond flexibly to changes in NHS service provision and patient demand.*
2. *To ensure that a charge was levied to contribute to the Council's additional building and operational costs, while ensuring that the cost would be proportionate to the number of occasions Kingsway Surgery was likely to be operating out of hours.*

33. Interim Review of Polling Places

The Committee received a review of polling places being undertaken by Blaby District Council and considered whether to respond to the consultation (item 14 on the agenda).

RESOLVED that the following response be submitted to the consultation:

- a) under the proposed arrangements for polling districts E, F and H, the Parish Ward appeared to be inconsistent with the District Ward; E1, F1 & H1 should reference Ravenhurst only; while E2, F2 & H2 should reference Millfield (note Ravenhurst & Fosse), and
- b) subject to (a) above, Braunstone Town Council supported the proposals as an interim measure; however, recommends that the arrangements be reviewed as a result of any changes to County Divisions and Parliamentary Constituencies.

Reasons for Decision

- a) *To provide clarity and avoid doubt.*
- b) *To ensure that the voting arrangements were practical and accessible for voters, while avoiding any unnecessary complication or administration.*

34. External Audit Arrangements

The Committee determined the External Audit Arrangements from 2022/2023 to 2027/2028 (item 15 on the agenda).

RESOLVED that Braunstone Town Council be part of the sector led body of The National Association of Local Councils, the Society of Local Council Clerks and the Association of Drainage Authorities, "Smaller Authorities' Audit Appointments Ltd" (SAAA), for appointment of external auditors for a five year period from 2022/2023 to 2026/2027.

Reason for Decision

The estimated external audit fee negotiated by Smaller Authorities' Audit Appointments Ltd was affordable and represented best value for the Council, since if the Council was to participate in its own or another arrangement it was unlikely to achieve the same economies of scale while incurring the governance and administration costs of managing the arrangements.

35. Blaby District Parish Councils Group

The Committee received a copy of a report submitted by Councillor Robert Waterton to a recent meeting of the Blaby District Parish Councils Group held on 31st August 2022 (item 16 on the agenda).

Councillor Waterton had submitted his apologies to the meeting but would feed back to the Committee once he had received a copy of the minutes.

RESOLVED that the report submitted to the meeting of the Blaby District Parish Councils Group, held on 31st August 2022, 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.

36. End of Quarter Financial Positions – Cashbook and reserves

The Committee received a summary of the Council's Cash and reserves for the period 1st April 2022 to 30th June 2022 (item 17 on the agenda)

RESOLVED that the end of quarter financial position be noted.

Reason for Decision

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

37. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2022 to 30th August 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 2022/2023.

38. Approval of Accounts

The Committee considered payments from 8th June 2022 until 30th August 2022 (item 19 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 8th June 2022 until 30th August 2022 be approved.

Reason for Decision

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

39. Procurement of Items identified in the Climate Audit

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

The Committee received a report setting out a process for considering tenders and purchasing Solar PV Panels, Electric Vehicle Charging Points and a hybrid air source heat pump (item 20 on the agenda).

RESOLVED

1. that the tenders received, including the summary information and tender price, for the installation of *Solar PV Panels and associated Battery Storage, Hybrid air source heat pump (Thorpe Astley Community Centre) and Electric Vehicle Charging points (EVCPs)*, as detailed in the relevant section of the report, be received and noted;
2. that further examination of the tenders received be undertaken, including clarification and obtaining omitted/missing information where appropriate;
3. that a Panel be established, consisting of Councillors Nick Brown, Amanda Hack and Robert Waterton, to consider:
 - a) the assessment of the tenders received and shortlist/make recommendations on the most advantageous tender(s), and
 - b) to assess and make recommendations on the financing options;
4. that qualifying and advantageous Solar PV tenders be assessed by the structural loading engineer; and qualifying and advantageous Hybrid Air Source Heat Pump tenders be assessed by the consultant that provided the heat loss assessment;
5. that the *Next Steps and Timescales*, as set out in the report, be approved; and
6. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Panel (established in 3 above), to shortlist tenders received, and prepare and submit grant and funding applications.

Reasons for Decision

1. *To note the options and costs associated with reducing the Council's carbon footprint.*
2. *To ensure that a detailed assessment of the tenders (as updated as appropriate) would be undertaken in order to consider overall value, quality and deliverability.*
3. *To ensure that tenders were properly assessed and scrutinised in order to determine which offered the best value in terms of cost/savings/income, quality, deliverability and achievement of the Council's Carbon reduction commitment.*
4. *To provide an assessment and technical advice on the quality and deliverability of the tenders.*
5. *To provide an outline plan for the procurement and assessment process and for delivering the installations.*
6. *To focus detailed work and assessment on the most realistic tenders and financing options, avoiding unnecessary work or any delays to the projects.*

40. 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 a proposed schedule of works, determined financing and the process to appoint a contractor to undertake the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen (item 21 on the agenda).

It was noted that the second sentence in the third paragraph of the "Next Stages and Timescales" section of the report should read "In the event that the SUEZ grant funding is unsuccessful".

An update was received on Public Works Loans borrowing rates which had increased from 3.73% on 31st August 2022 (the day of the original publication of the report) to 5.3% on 26th September 2022. The annual borrowing repayments on a loan of £114,297 over 15 years at 5.3% would be £10,905.04.

RESOLVED

1. that the *Finance* position, as set out in the relevant section of the report, including the preferred option to borrow the balance of funding, be approved;
2. that the current position with *Re-evaluating the Project*, be noted;
3. that the *Next Stages and Timescales* for the project, as set out in the relevant section of the report, be endorsed;

4. THAT IT BE RECOMMENDED TO COUNCIL that the following resolution be approved “to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £114,297 over the borrowing term of 15 years for the cost of the refurbishment of Braunstone Civic Centre toilets and Bar/Café kitchen; the annual loan repayments will come to around £10,905.04”; and
5. that delegated authority be given to the Chief Executive & Town Clerk, to put together a borrowing application, with supporting evidence, including a financial appraisal, for submission to Council.

Reasons for Decision

1. *To enable appropriate funding options to be assessed and sought to ensure the long term financial stability and sustainability of the project.*
2. *To enable options to be discussed with the architect and surveyor, in the event that grant applications were unsuccessful.*
3. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*
4. *To enable the application assessment to be progressed and submitted for consideration by the Assessor on behalf of the Secretary of State for Levelling Up, Housing and Communities.*
5. *To enable the detailed supporting evidence to be gathered and submitted with the Council’s application without undue delay. To ensure best financial management to meet the Project’s costs.*

41. Improvements to Walking and Cycle Routes

RESOLVED: - 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.*

The Committee received an update on delivering the proposals for improving connections between walking and cycling routes and to approve the detailed scheme for Mossdale Meadows (item 22 on the agenda).

An update was given to the Committee on the proposed designs at the junction of Meridian Way and Murby Way. Following a site visit it was anticipated that the pathway could be widened into the highway rather than into the adjacent open space, thereby retaining the existing trees and most of the existing hedgerow. The proposal would be subject to satisfactory designs and approval by Leicestershire County Council highways.

RESOLVED

1. that progress on the delivery of proposals for improvements to the connections between walking and cycling routes (as shown at Appendix 1), and detailed in the report and schedule (attached at Appendix 2), be endorsed;

2. that the general arrangement, layout and designs for the Mossdale Meadows section of the scheme, as set out in Appendices 3 to 7, be approved; subject to satisfactory resolution of the outstanding matters listed (1 – 8) in the Mossdale Meadows section of the report; and
3. that delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader & Deputy Leader of the Council, to approve the final designs and work schedules for Mossdale Meadows and to determine the arrangements and timescales for the works to be undertaken at Mossdale Meadows.

Reasons for Decision

1. The scheme would provide improvements for pedestrians and cyclists connecting facilities, amenities and communities across Braunstone Town, Meridian and Thorpe Astley.
2. The proposals would improve the standard of the pathway for pedestrians and cyclists, both users of Mossdale Meadows and those travelling through.
3. To find a balance between ensuring that the outstanding matters identified would be included in the approved designs and schedules, while avoiding delays to the timescales for the delivery of the works at Mossdale Meadows.

The meeting closed at 9.15pm.

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 3rd November 2022.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 3RD NOVEMBER 2022

Item 5 – Medium Term Priorities and Financial Planning

Purpose

To set out the context for the Council's medium-term priorities and financial planning, alongside the Treasury Management, Investment and Reserves Strategy.

Background

Braunstone Town Council first considered and published its Medium to Long Term Priorities and Financial Planning assessment in 2014, since then it has been revised at least on an annual basis in order that changed circumstances and revised predictions can be incorporated.

By 2018, the economic and political climate made it difficult to predict the medium term and therefore the exercise in predicting the long term was merely projecting over ten years the impact of existing and known pressures and this has limited value. Therefore, on 25th January 2018, the Council agreed *“that the Priorities and Financial Planning process be revised to medium term, updated at least on an annual basis, and covering a rolling 5 year period”*.

By identifying medium term priorities and financial planning, the Council aims to safeguard the delivery of important local services whilst ensuring appropriate future investment in the Town's services and infrastructure.

Global Economic Context

On 6th October 2022, the International Monetary Fund (IMF) published its World Economic Outlook Report, which lowered its global growth forecast for 2023. The IMF forecast cited the war in Ukraine, rising prices worldwide and economic shocks caused by the Covid pandemic as the primary reasons. As a result global growth forecasts were downgraded from 3.2% in 2022 to 2.7% in 2023; the lowest growth forecast for the year ahead since 2001.

The IMF added that one-third of the global economy will be in recession by 2023 and added that “the worst is yet to come” and next year may feel like a recession.

The dollar's strength is not only weakening the value of Sterling and the Euro but it is weakening the currencies of developing nations. This is worrying the World Bank because it's increasing the size of their debts.

Global inflation is forecast to rise from 4.7% in 2021 to 8.8% in 2022 and then decline to 6.5% in 2023 and 4.1% by 2024.

UK Economic and Political Context

The UK economy recovered from the COVID-19 shock thanks to emergency support measures protecting jobs and incomes and a rapid vaccine rollout, but is slowing amid rising costs, particularly in energy and fuel, persisting supply shortages and political and fiscal uncertainty.

On 7th July 2022, Prime Minister Boris Johnson announced his resignation. Liz Truss was appointed as his successor on 6th September and with her a change in the Government's fiscal approach.

On 8th September, plans to cap the price of household energy bills for two years was announced, on 21st September a scheme that would freeze wholesale gas and electricity prices for businesses for six months was announced. The following day, the Chancellor, Kwasi Kwarteng, stated that the 1.25% rise in National Insurance contributions would be reversed from 6th November and the plans to introduce the Health and Social Care Levy from April 2023 would also be scrapped. The Bank of England also increased the UK interest rate by 1.75% to 2.25%, the biggest increase in 27 years, in an attempt to curb inflation.

The Chancellor announced "a growth plan" on 23rd September 2022, which included the abolition of the 45% additional income tax rate and a 1p reduction in the basic income tax rate from 6th April 2023. The announcements were not accompanied by an Office for Budget Responsibility (OBR) assessment.

The following day saw a sharp fall in the value of sterling against the dollar as world markets reacted negatively to the increased government borrowing required to finance the additional spending and proposed tax cuts. As a result the cost of government borrowing jumped impacting on mortgage rates resulting in some mortgage products being withdrawn. The mini-budget drew widespread criticism from economists, some of whom feared its reliance on increased government borrowing to pay for capping energy prices while introducing the largest tax cuts in 50 years could lead to a situation like the 1976 sterling crisis when the UK was forced to ask the IMF for a financial bailout. The IMF took the unusual step of issuing an openly critical response to the Government's plans and it urged the Government to re-evaluate the proposed tax cuts.

HM Treasury announced plans to outline how the proposals would be costed in November, which was later brought forward to 31st October, alongside an independent forecast from the Office for Budget Responsibility.

On 14th October, the Chancellor was fired and Jeremy Hunt appointed as the third Chancellor of the Exchequer this year. Subsequently, he announced that almost all of the tax changes announced in the "Growth Plan" would be "delayed indefinitely". The Government's Medium-term Fiscal Plan will be published on Monday 31st October and the Chancellor has warned that the Government faces financial decisions of "eye-watering difficulty", including cuts to public spending, as part of government plans to reduce debt.

On 20th October, Liz Truss resigned as Prime Minister and the third Prime Minister of the year is expected to be in place for the 31st October when the Chancellor delivers the Medium-term Fiscal Plan with further changes in the Government's tax and spending plans likely.

Given the above, the forecast in the most recent Office for Budget Responsibility (OBR) *Economic and fiscal outlook* published in March 2021 would not add any value to the Council's financial planning. It is recommended that an update is given to Committee on 3rd November following both the "fiscal announcement" and accompanying OBR assessment on 31st October 2022 and this Strategy updated accordingly.

The Consumer Prices Index (CPI) rose by 10.1% in the 12 months to September 2022, up from 9.9% in August and returning to July's recent high. Rising food prices made the largest upward contribution to the change in annual inflation rates between August and September 2022.

The Bank of England predicts that with the cap on energy bills inflation will rise a bit further to around 11% in October. After that the Bank expects it to stay above 10% for a few months, before starting to fall. However, neither the Bank of England nor the OBR have published predictions for the rate of CPI into 2023.

The current uncertainty and recent events is likely to continue to have a knock-on effect on the extra costs facing Councils in 2023 and beyond.

Rolling Five Year Budget Plan

Attached as Appendix 1 are the financial projections for the period until 2027/2028, which is based on the following assumptions:

- pension scheme costs, taking into account the 2020 valuation with a 4% pay increase this year;
- additional staffing costs as a result of the NJC scale point review and ensuring the Council pays the foundation living wage, predicted to be 20% over the next 5 years;
- 10% inflation on operational costs during 2023/24;
- that proposals for a Health and Social Care Levy from April 2023, with an employer contribution of 1.25%, will be abolished;
- 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 projections make use of the contingency and annual Capitals Projects budget in the short term to offset larger percentage increases in the precept in the forthcoming financial years when the costs identified above need to be met.

These projections, using current tax base information, result in a 6.50% increase on the precept for 2023/24, £9.58 on a band D property and £7.45 on a typical band B property.

Town Council Business Plan

The Council's Mission Statement sets out the Council's vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available. In addition to the Mission Statement, the Council identifies key priorities and service objectives. These form the Council's Business Plan for the year and are reviewed on an annual basis.

To focus the Council's resources on four main areas of activity in the medium term to ensure effective delivery of initiatives and projects, given the limits on resources; Policy & Resources Committee 13th January 2022 and Council on 27th January 2022, agreed that the Town Council Priorities be consolidated into four medium term Strategic Aims, supported by annual delivery objectives.

A copy of the 2022/2023 Business Plan, including the Mission Statement, Strategic Aims and Delivery Objectives, and key objectives relating to its Committees and Service Areas, is attached at Appendix 2.

Capital Programme

The Council is responsible for a significant amount of physical assets and to assist with longer term financial planning, the Council approves, in consultation with the Citizens' Advisory Panel, a list of Capital Projects, which includes identified long term improvements to parks and open spaces. The Capital Plan approved with the 2022/2023 budget in January 2022 is attached as Appendix 3. The Plan identifies projects, which the Town Council will need to deliver to both ensure the long term sustainability and efficiency of its services as well as responding to Climate Change.

The Capital Plan is a rolling document, which is reviewed annually alongside the budget and identifies priority projects. Phases 1 and 2a of the major capital project to improve and redevelop the facilities at Shakespeare Park is complete with completion of the new Pavilion building and refurbishment of the tennis courts. Phase 2b to improve the playground is outstanding. Also included is refurbishment of the toilet facilities at Braunstone Civic Centre, alongside consideration to adapting the bar facilities to expand business and income potential by enabling the bar to operate a café service during the daytime in the week. Council on 6th October agreed a revised forecast and to borrow to finance the delivery of this project. In the next 12 to 18 months priority projects include climate initiatives to install solar PV panels, an air source heat pump and electric vehicle charging points.

Investment in the Council's infrastructure, measures to reduce the Council's Carbon footprint and in improvements to biodiversity and Council services will continue to present pressures over the forthcoming years and the Council needs to make financial provision for replenishing its reserves and financing public works loans in order to deliver its Capital Programme. The current position with the reserves is attached at Appendix 4.

Financial Strategy

Since 2014, the Town Council has adopted the following financial strategy:

- balancing of annual operational income with annual operational expenditure;
- continued monitoring of the level of reserves and assessment of future investment needs;
- regular monitoring of reserves and general fund expenditure with proposed actions to address any issues prior to it becoming structural;
- forecast future year's expenditure on previous actual income and expenditure; and
- yearly assessment of the financial constraints.

Treasury Management and Investment Strategy

Treasury management is the management of the Council's cash flows, borrowing and investments, and the associated risks.

When Braunstone Town Council borrows money it does so only for projects identified in the Capital Plan and uses the UK Debt Management Office Public Works Loan Scheme, which provides funds for capital projects with fixed interest and capital repayments for the term of the loan. The Council provides for financing the capital and interest repayments on such loans through this annual Medium Term Priorities and Financial Planning process.

Braunstone Town Council deposits its funds in UK Bank Accounts only. While the sums held in some bank accounts significantly exceeds the limit of protection (£85,000) afforded by the Financial Services Compensation Scheme; the risk of losing large sums of money is considered low given during the financial crises of 2008 the UK Government took steps to prevent UK Banks at risk from collapsing.

The Town Council will consider this risk level when reviewing Corporate Risks as part of the Annual Governance Review and will identify any mitigating actions necessary.

Reserves Strategy

Braunstone Town Council will only maintain reserves for the following reasons:

- a capital receipt from the sale of land or assets to be invested in capital projects identified in the Capital Plan;
- commuted sums for the transfer of Public Open Spaces to offset significant one-off increases in precept and/or to invest in capital projects identified in the Capital Plan;
- grants and/or loans received for delivering capital projects identified in the Capital Plan;
- earmarked funds to meet the Council's Medium Term Financial Forecasts or for unexpected capital expenditure or emergencies;
- earmarked funds received which are designated for a specific purpose, e.g.

- donations to the Town Mayor's Charity;
- a sum approximately equal to 3-6 months of Net Revenue Expenditure will be maintained as the General (non-earmarked) Reserve, in accordance with good practice; and
- other reserves which are earmarked for special purposes or future development, or to meet commitments, will be maintained as necessary.

Income Pressures

1. Reduction in the Council Tax Base

As the cost of meeting Council Tax Benefit payments is charged against billing authorities Collection Fund, any significant increase in the number of benefit claimants as a result of a recession and the rising cost of living will result in a reduction in the Council Tax Base figures; which means the Council Tax charge would have to increase to set the same budget as the previous year.

Coupled with the impact on the Council's finances resulting from the loss of the Council Tax Support Grant, a significant reduction in the Council Tax Base will have a severe impact upon the Council's ability to deliver Capital Projects, protect its services and recover its reserves, without a significant percentage increase on the precept.

2. Pressure on income from Facility Hires

Since re-opening of the Council's Community Facilities following the Covid-19 restrictions, there has been an uptake in one-off bookings (e.g. party/functions). It is difficult to assess at this stage whether this is a backlog of functions due to the pandemic or a potential increase in custom which can be sustained. Most of the regular hirers have returned, along with new hirers joining the regular hirer's scheme.

Civic Centre hire income received up to 30th September is £40,000.71, which is 60% of the 2022/2023 budget of £67,384. Thorpe Astley Community Centre hire income for the same period is £7,293.84, which is 75% of the 2022/2023 budget of £9,632.35. Both figures include advance bookings but do not include income from the Bar, NHS or Nursery/Pre-School.

It is difficult to predict whether the current squeeze on household incomes, which is likely to continue in the 2023/24 financial year, will have an impact on the Council's facilities income and if so in what way. A squeeze on living standards could result in less hires and less hirers. As a result there could be a downturn in function hires but regular hirers may face reduced custom making their activities less sustainable. The Council may have to make an economic as well as a social judgement as to whether it makes sense to reduce charges in order to sustain bookings / activities at Community Facilities. However, it may be that bookings can be sustained as customers who would previously have booked their events in the higher end of the market (e.g. at hotels and conference facilities) look for cheaper options.

Given the economic pressures many are facing, to increase hire charges in line with inflation or the projected increase in precept over the next 2 years is likely to have an additional negative impact on the net income from room hire and more widely on the offer and appeal the centres have in the community. In fact it is more likely that the Council will need to consider further discounting hire prices and offering packages in order to retain the current level of usage.

In the case of the Civic Centre, the facility will be more attractive with the delivery of the priority Capital Project to improve the toilet facilities and the kitchen facilities of the Civic Community Lounge to enable it to operate a Café service.

The projections at Appendix 1 assume that the income from facilities hires will remain steady; the figures do include the cost of a full staff establishment. There are currently some Duty Officer vacancies and this post has a regular turnover of personnel; therefore, in the short term there is potential to manage vacancies, staff recruitment and contracted hours to balance budgets in the event of a downturn in facilities income. Equally if hires/bookings and the associated income starts to climb, resources will be available to pay staff additional hours to avoid large accumulations of hours.

3. Pressure on Facility Operators

In addition to income from facility bookings; the Council receives income from partners and private operators who provide services from our facilities. This includes the Operator of the Civic Community Lounge, the provider of the Nursery/Pre-School at Thorpe Astley Community Centre, and Kingsway Surgery who provide the branch service at Thorpe Astley.

Both the operator of the Civic Community Lounge and the provider of the Nursery/Pre-School have faced a difficult business environment following the Covid-19 pandemic. Both have worked with the Council, which has approved a reduction in their respective contract payments in order that their operations continue to be viable. The continued pressure on household incomes is likely to exacerbate these pressures and the Council will similarly need to weigh up the economic value against the social value of these contracts if trading becomes difficult.

In the case of the Civic Community Lounge, trading will be supported during this difficult period with the delivery of the priority Capital Project to improve its kitchen facilities to enable it to expand its services.

Expenditure Pressures

1. Inflation

The significant rise in inflation and the likelihood that high inflation will be a feature for at least 12 to 18 months represents a significant pressure on the Council's operational budgets. There has been and will continue to be

significant increases in utility and fuel costs and in the cost of goods generally.

The Government has capped the amount that non-domestic customers will pay for gas and electricity until 31st March 2023. There are currently no plans to extend this support. Therefore, it remains a priority to invest in the installation of solar PV panels and an air source heat pump, in accordance with the Climate Change & Environmental Strategy and Action Plan, in the coming months in order to avoid further significant pressure on operational budgets from 1st April 2023.

2. Cost of Borrowing

Public Works Board lending is offered at a fixed margin above the Government's cost of borrowing, as measured by gilt yields. As mentioned above, the cost of this borrowing rose by 1.5 to 2% during September in response to Government tax and spending proposals.

At the beginning of September 2022, the interest on a Public Works Loan ranged between 3.6 and 4.2% depending on the size and duration of the loan. At the beginning of October 2022 the interest had increased to between 5.3 and 6%.

Two of the Councils loans matured in May 2022; therefore, half of the annual repayment cost has been saved this financial year and the other half of the annual repayment cost is saved in 2023/24. In addition, another six loans mature over the next eight years, four of which mature within the time period of this plan and have been included in the projections at Appendix 1.

As things stand, Public Works Loans are the most attractive way to deliver many of the objectives set out in the Council's Capital Plan and including the actions resulting from the Carbon Audit under the Climate Change and Environmental Strategy.

However, given the current position with Government finances and the inflation pressures in the economy, there is a risk that borrowing will become more expensive over the coming year and potentially restrict or reduce the Council's ability to deliver capital and infrastructure improvement projects.

3. Health and Social Care Levy

Both the temporary increase in National Insurance Contributions and the new Health and Social Care Levy was scrapped in the Government's "Growth Plan" announced on 23rd September 2022. Therefore, the additional costs to fund the employer contribution have been removed from the updated projections at Appendix 1.

However, given the current economic pressures and increases in costs, there remains a risk that the decision could either be reversed or a similar increase or tax introduced.

4. Review of NJC Scales and Job Evaluation

National Joint Council (NJC) has yet to commence pay negotiations for 2023/2024, given there is currently no agreement between the employers and unions in respect of the pay deal for 2022/2023.

On 25th July 2022, the National Employers agreed unanimously to make the following final offer to the unions:

- with effect from 1st April 2022, an increase of £1,925 on all NJC pay points 1 and above and an increase of 4.04% per cent on all allowances,
- with effect from 1st April 2023, an increase of one day to all employees' annual leave entitlement and the deletion of pay point 1 from the NJC pay spine.

This offer would achieve a bottom rate of pay of £10.50 with effect from 1st April 2022 (which equates to a pay increase of 10.50 per cent for employees on pay point 1); everyone on the NJC pay spine would receive a minimum 4.04% pay increase; and the deletion of pay point 1 on 1 April 2023, would increase the bottom rate to £10.60 (providing 10p headroom above the current upper-end forecast for the National Living Wage on that date), pending agreement being reached on a 2023 pay award.

The trade unions will be meeting on Tuesday 1st November to discuss the results of their respective consultations and to decide whether to formally accept the employers' offer. An update will be provided at the meeting.

As part of the staffing reorganisation approved in April 2021, an annual saving of approximately £8,177 was achieved. However, the Job Evaluation of the Council's Management remained outstanding. These reviews were completed in January 2022 and cost an additional £10,492 in the first year. This increase in establishment costs has been factored into the projections at Appendix 1.

In order to meet the proposed annual pay increase (estimated to average around 5%) and ensure that the Town Council continues to meet the Living Wage Foundation rates; a 20% increase in staffing costs is predicted over 5 years, which has been built into the income/expenditure projections at Appendix 1.

5. Pension Costs

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

The actuarial valuation of the Leicestershire County Council Pension Fund is undertaken every three years, with that last valuation based on the position of each employing body at 31st March 2019.

Braunstone Town Council's employers' contribution rates for the three year period

1st April 2020 to 31st March 2023 rose to 22.1%. The previous contribution 2016/17 – 2019/20 was 19.79%.

The current economic uncertainties and cost of Government borrowing has put further pressures on pension funds and therefore, the Council needs to consider budgeting for a similar rise in employer contribution rates.

6. Rises in the Foundation Living Wage

In February 2015, the Town Council decided to pay the Living Wage, according to the criteria used by the Living Wage Foundation – which is based on the cost of living linked to a basket of household goods and services.

On 22nd September 2022, the Living Wage Foundation announced that the rate increased by 10.1% in the UK, more than ever in the Living Wage Foundation's 11-year history reflecting sharp increases in living costs. The new Living Wage rate is £10.90 an hour (a £1 increase). The lowest NJC pay scale on Braunstone Town Council's establishment is scale point 5, which is paid £10.01 per hour. There are currently 7 members of staff who are paid below the new Foundation Living Wage. If the Local Government employers pay offer is accepted by the Unions then scale point 5 will be paid at £11.18 per hour. This will be back dated to April 2022. If the Unions reject the offer, it is unlikely that they would accept a lower offer. Therefore, once a pay deal is implemented, this should ensure that all the Council's staff continue to be paid the Foundation Living Wage.

However, predicted increases in the cost of living may result in a widening of the gap between the National Living Wage and the Living Wage Foundation rate, which could require the Town Council to review salary scales for some posts in the coming years.

7. Other Public Service Providers

Increasing costs and a squeeze on public spending has put significant pressures on the revenue budgets of Principal Authorities, the NHS and the Police. While the Town Council doesn't receive funding directly from Central Government, cuts to public services in the community provided by other bodies will continue to put pressure on the Town Council to either take on services directly or provide an alternative. Picking up principal authority services which have been either devolved or taken over by the Town Council will put further strain on the Council's revenue budgets and reserves and either lead to further rises in the parish precept and/or significantly restrict the delivery of the Council's Capital Plan.

Current Financial Year (2022/2023)

The actual position in the revenue budget for the current financial year (2022/2023) for 1st April 2022 until 30th September 2022 is as follows:

	Budget (Half Year)	Actual (Half Year)
Income	£448,324	£447,858
Expenditure	£449,574	£451,262
Difference	-£1,250	-£3,404

Income is currently slightly below anticipated levels, while expenditure is slightly above, meaning there is currently a £2,154 overspend against the budget to 30th September 2022.

Reserves

Following the loss of the Council Tax Support Grant in 2018 and transfer of the Library Service in 2019; the Council drew down £77,000 from its reserves over the following four years to offset significant increases in the Council Tax precept in one year. The projections at Appendix 1 set out a plan to replenish these reserves between 2024/25 and 2027/28.

Recommendations

1. That delegated authority be given to the Chief Executive & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to update the Report and the financial projections at Appendix 1, if necessary, following the announcement of the Government's Medium-term Fiscal Plan and publication of the Office for Budget Responsibility's "Economic and fiscal outlook" report, due to be published on 31st October 2022;

THAT IT BE RECOMMENDED TO COUNCIL

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

Reasons

1. To ensure that the latest economic and fiscal assessments were considered as part of the Medium Term Priorities and Financial Planning process prior to its adoption.
2. To provide a foundation for preparing budget estimates for 2022/2023 and beyond.
3. To ensure the Council focusses its activity and spending on its key priorities and objectives given the future financial uncertainties.
4. To ensure the highest possible standards within the resources available in the future.
5. To effectively manage the Council's cash flows, borrowing and investments, taking into account the associated risks.

APPENDIX 1 – 5 YEAR INCOME / EXPENDITURE PROJECTIONS

		2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Operational Requirement		£302,661	£307,197	£307,063	£299,941	£283,927	£263,989
Plus Increase in costs		£18,022	£30,720	£15,353	£8,998	£8,518	£7,920
Less Savings / Income Generation		£0	£17,368	£17,889	£18,426	£18,978	£19,548
Less Payments for Matured Loans		£13,486	£13,486	£4,586	£6,586	£9,478	£2,892
Total including Savings		£307,197	£307,063	£299,941	£283,927	£263,989	£249,468
Pension Provision		£99,940	£103,938	£108,095	£112,959	£118,607	£122,759
Staffing Costs		£426,061	£445,234	£465,269	£488,533	£515,402	£536,018
Existing Borrowing Repayments		£95,950	£82,464	£77,878	£71,292	£61,814	£58,922
Additional Borrowing Repayments (Civic Centre Improvements)		£0	£11,091	£11,091	£11,091	£11,091	£11,091
Potential Borrowing Repayments (Climate Initiatives + Mossdale)		£0	£23,933	£23,933	£23,933	£23,933	£23,933
Non-Earmarked Reserves		-£2,500	£0	£2,309	£18,000	£25,000	£32,000
(Balance of Reserves)		£81,952	£81,952	£84,261	£102,261	£127,261	£159,261
Contingency		-£20,000	-£20,000	£0	£5,000	£10,000	£20,000
(Balance for Financial Year)		£0	£0	£20,000	£25,000	£33,000	£43,000
Capital Projects		-£10,000	-£10,260	£0	£15,000	£25,000	£30,000
(Balance for Financial Year)		£15,700	£15,440	£25,700	£40,700	£65,700	£95,700
TOTAL EXPENDITURE		£896,648	£943,462	£988,516	£1,029,735	£1,054,836	£1,084,191
Less Income from Hires/Fees		£176,292	£176,292	£178,056	£181,617	£187,065	£192,676
Net Precept		£720,356	£767,170	£810,460	£848,118	£867,771	£891,515
Band D (scaled Tax Base)	4,887.80	£147.38	£156.96	£165.81	£173.52	£177.54	£182.40
% Increase		5.66%	6.50%	5.64%	4.65%	2.32%	2.74%
Average % Increase		N/A	4.37%				
£5 Increase on Band D			£152.38	£157.38	£162.38	£167.38	£172.38
(% increase)		N/A	3.39%	3.28%	3.18%	3.08%	2.99%
Receipt			£744,795	£769,234	£793,673	£818,112	£842,551



BRAUNSTONE TOWN COUNCIL BUSINESS PLAN 2022/2023

Strategic Aims & Delivery Objectives

Town Council Mission

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

Mission Statement - We exist:

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

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

Strategic Aims and Delivery Objectives (2022/2023)

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

1. Protect and Enhance our Parks and Open Spaces

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

Delivery Objectives for 2022/2023:

- (a) Complete Phase 2 and 3 of the Shakespeare Park refurbishment: Tennis Courts and Playground;
- (b) open the New Shakespeare Pavilion building and site for use by sports clubs and the community;
- (c) support existing Clubs at Shakespeare Park to grow while supporting new sporting activities, such as Tennis and Petanque;
- (d) invest in and enhance tennis provision through Tap4Tennis;
- (e) continue to work with Blaby District Council and the developer to ensure improvements are made to the culvert at Thorpe Astley Park; and
- (f) carry out repairs to the Culvert and Bridge at Mossdale Meadows.

2. Provide Vibrant Community Facilities

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

Delivery Objectives for 2022/2023:

- (a) Deliver Civic Centre Capital improvements: refurbishment of toilets, provide a changing places toilet and deliver essential works on the building fabric;
- (b) expand the Bar Service to include a weekday Civic Centre café service along with outreach services at Thorpe Astley Community Centre;
- (c) implement revised Community Centres hire arrangements;
- (d) attract new activities and hires to Thorpe Astley Community Centre in response to the residents' survey; and
- (e) provide new outreach services at Thorpe Astley Community Centre; for example, Local Area Coordination and Library Services.

3. Support and Connect the Local Community

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

Delivery Objectives for 2022/2023:

- (a) Work to establish a Good Neighbour's Scheme;
- (b) support new and existing community activities and initiatives through our Community Grants Schemes and Programme of Events;
- (c) co-ordinate community events, such as Apple Day and the Queen's Jubilee commemorations, and hold open days at both Shakespeare Park Pavilion and Thorpe Astley Community Centre;
- (d) develop Library events, initiatives and continue community engagement; including children's reading, heritage displays and arts & craft events; and
- (e) support the Local Area Coordination Project.

4. Respond to Climate Change and champion sustainable development

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

Delivery Objectives for 2022/2023:

- (a) Deliver actions identified in the Carbon Audit with a view to the Council becoming Carbon Neutral by 2030;
- (b) implement an Environment and Biodiversity Strategy to enhance nature and biodiversity on our urban green spaces;
- (c) support and facilitate initiatives to improve cycling and walking routes within the Town and to the City Centre, Fosse Park and Meridian;
- (d) provide secure cycle lock up facilities at our community centres and open spaces; and
- (e) work to ensure that development meets present needs, minimises air pollution and car journeys, while protecting the needs of future generations.

Objectives

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

Planning and Environment Objectives

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

Community Development Objectives

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

Young people

1. To create opportunities for young people to have a voice
2. To identify young people's needs and give support to new local initiatives including summer holiday activities

Crime reduction services

3. Reduce opportunities for crime, increase public safety and establish a community spirit

Social inclusion, recreation & culture

4. To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
5. To provide support for the Office of Town Mayor
6. To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
7. To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
8. To organise arts events/ entertainment's/ Civic Occasions which bring people together
9. To encourage the formation of new community groups by promoting free/subsidised use of the Council's Community Facilities
10. To promote social inclusion

Corporate Management & Capital Project Objectives

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

Community Centres Objectives

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

Open Spaces & Parks Objectives

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

Adopted by Council 27th January 2022 (Minute Reference 5995).



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
Mosssdale Meadows & Merrileys	Roof Insulation at Mosssdale 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 Mosssdale 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 Mosssdale 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>	
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
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.
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
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).

APPENDIX 4 – RESERVES

The table below summarises the balances at the beginning and end of the 2021/22 financial year:

Table A – Balances 1st April 2021 – 31st March 2022	
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

The table below summarises the current reserves and intended uses:

Table B – Reserves 2022/2023			
		Start of Year	Current*
Earmarked Reserves	<i>Shakespeare Pavilion Works</i>	£63,137.13	£29,419.33
	<i>Shakespeare Works Reserve</i>	£14,321.00	£14,321.00
	<i>Shakespeare Play/Tennis</i>	£22,888.00	£658.00
	<i>Shakespeare Park Sports Clubs</i>	£0.00	£2,447.42
	<i>Community / Social Inclusion Projects Grant</i>	£10,000.00	£10,000.00
	<i>Balance Budget 2022/23</i>	£2,500.00	£0.00
	<i>Gateway Signage</i>	£2,500.00	£2,500.00
	<i>Civic Centre Capital Projects</i>	£60,000.00	£60,000.00
	<i>Town Mayor's Charity</i>	£3,204.99	£12.25
	Total	£178,551.12	£119,358.00
Non-Earmarked Reserves	<i>Commutated Sums</i>	£47,375.12	£47,375.12
	<i>General Fund</i>	£60,390.98	£204,935.29
	Total Balances	£107,766.10	£252,310.41
Balance of Reserves		£286,317.22	£371,668.41

* Dated 30th September 2022.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 3rd NOVEMBER 2022

Item 6 – 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

Fifteen valuations have taken place and payments have been made. The current value of the work executed and of materials and goods is £974,334.34. Under the contract, 95% of the valuation is paid and 5% is retained until completion when half the retained amount is released and the rest held for 12 months to ensure the contractor has addressed any defects, after which the balance is paid. To date, £949,975.98 has been paid to the contractor (these figures exclude VAT, which will be reclaimed).

Valuation 15 and the invoice includes items for which the Council was awarded £17,213.35 in Section 106 funding and an application to draw down these funds is being processed.

Phase 2a – Tennis Courts Improvements

Full reinstatement of the external perimeter of the tennis courts was completed on 30th September 2022, completing the tennis courts works. The final invoice is yet to be received.

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.

In order to discharge the planning condition, the contractor will identify sites that include the same sensory equipment proposed for installation at Shakespeare. The

contractor will then take decibel readings at 40 and 70 metres; which is the same distance to the rear of the properties on Balmoral Drive and Avon Road respectively from where the equipment would be installed at Shakespeare Park. One reading will be taken without the equipment being used and one reading with the equipment being used.

Once the Council has the results a report will be prepared for submission to the planning authority detailing the location and distances to the nearby housing, the consultation exercise the Council undertook and the responses, and will include the decibel readings.

With lead in times, the earliest the works could commence would be in March 2023.

Future Management Arrangements

In February, the Council approved draft legal agreements for the Management Committee to run the Shakespeare Park Sports Pavilion. In April 2022, the Council approved draft 10 year Pitch Licences for the Bowling Green and Football Pitches to accompany the lease to the Management Committee.

Documents have been forwarded to the representatives from Braunstone Athletic Football Club and Shakespeare Park Bowls Club.

Legal advice was then 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 was then investigated where the Council would be the only member and, therefore, the CIO would be a wholly owned subsidiary of the Council. The Clubs would have trustees and be involved in day to day running decisions but the Council would retain control over the framework. However, VAT advice was that if the Government applied the “controlled company” rules to CIOs (the legislation allows them to), the council would effectively be leasing the building to itself and be liable for the reclaimed VAT on the build costs.

As a result, an alternative approach was explored through a series of Licence Agreements, to the Management Committee and Clubs. The Management Committee, once operational, would then be able to determine whether it wished to register as a CIO and at that point the Council has the option to terminate the Licence Agreement and offer a Lease Agreement.

In summary, the arrangements would be

1. The Council assists the reps from the Bowls Club and Football Club to form a Management Committee and set it up as an Association; a service the Council provides for Community Groups and for which model constitutions exist. The Management Committee will need to set up a Bank Account.
2. The Council Licences the management of the shared parts of the Pavilion to the Management Committee for £1 per annum, who are able to hire the Club Room and able to determine what to charge the respective clubs for using the pavilion (if anything). The Management Committee pays the utility bills and the fixtures and fittings maintenance.

3. The Council retains responsibility for the structural maintenance of the building and the buildings insurance and meets this cost.
4. The Council allocates the pitches and licences the store rooms separately and directly with the Clubs; with a separate licence the football pitches will be licenced to the football club for their annual matches for a similar fee. The Store Facilities in both cases would be Licenced for £1.
5. The Licences are aligned so they are issued at the same time for the same term. The Management Committee constitution will include a provision that a Club to be able to serve on the Committee must have a Pitch Licence with the Council.

A meeting of the Shakespeare Park Interim Management Committee was held on 3rd October 2022 at which representatives from both Clubs expressed support for the above approach.

Work is now being undertaken by the Council's Legal Advisors drafting the documents for consideration. It is anticipated that the Shakespeare Park Interim Management Committee will be able to comment on these prior to Christmas with submission to Policy & Resources Committee in January for approval.

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:

October 2022	<ul style="list-style-type: none">• Initial informal meeting of Shakespeare Park Sports Pavilion Management Committee• Further legal work on future management arrangements
November 2022	<ul style="list-style-type: none">• Further informal meeting of Shakespeare Park Sports Pavilion Management Committee• Finalising legal documentation• Exploring further funding for Playground Works• Discharge of Playground Planning Condition• Completion of End of Defects on Pavilion and Site
December 2022	<ul style="list-style-type: none">• Funding applications for Playground Works
January 2023	<ul style="list-style-type: none">• Policy & Resources Committee determines New Pavilion Management arrangements and funding arrangements for the Playground works• Potential establishment of Shadow Shakespeare Park Sports Pavilion Management Committee
March 2023	<ul style="list-style-type: none">• Establishment of Shakespeare Park Sports Pavilion Management Committee• Commencement of works on Playground
April 2023	<ul style="list-style-type: none">• Agreements in place with Clubs and Management Committee• Completion of works on Playground

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 3rd NOVEMBER 2022

Item 7 – Queen’s Green Canopy

Purpose

To consider suitable locations in Braunstone Town and Thorpe Astley for the planting of new trees as part of the Queen’s Green Canopy.

Background

In April 2022 the Community Development Committee considered potential ideas to commemorate the Queen’s Platinum Jubilee.

One of the initiatives considered was the planting of trees at Thorpe Astley and Braunstone Town as part of the Queen’s Green Canopy to commemorate the Platinum Jubilee. This initiative was to encourage planting of trees to create a legacy of the Queen’s leadership and would benefit future generations. As tree planting is carried generally in autumn months the tree planting could not take place until November at the earliest. In light of the Town Council currently undertaking a Climate Change & Environmental Strategy and a Environment & Biodiversity Strategy, the Community Development Committee determined this to be a better initiative to undertake than the beacon lighting.

Potential Planting Sites

Discussions had been held with the Town Council Parks and Grounds staff on potential planting areas and types of trees to plant.

It had been suggested that an area on the main Thorpe Astley park area past the football pitch be used to plant a variety of fruit trees including apples and pears for the community to access. This particular area of grassed area was uneven and not suitable for football pitches but was an open area of space. As there are several paths running through this area the fruit trees would be within easy distance for residence to see and pick fruit from.

A second area for the planting of trees is on Mossdale Meadows. There is a particular area of land on the rear field where the park staff have already planted a wild flower meadow which is now established. The wildflower meadow would remain in place and planting of a variety of native trees would enhance the area. Trees such as flowering cherry and evergreen oak had been proposed by the ground staff to be included.

Appendix 1 attached to the report shows the two proposed planting areas.

The Town Mayor would be invited to plant the first tree in each area once the tree planting season commences.

Members are asked to consider the suggested sites for the tree planting or suggest other areas that they feel may be more appropriate along with what type of trees could be purchased. Members may wish to consider planting trees at Holmfield Park or other areas of Mossdale Meadows and Thorpe Astley Park instead.

It is suggested that a short public survey is undertaken on the website/social media to ascertain the community's views on potential sites for the planting and forward the results to the Citizen's Advisory Panel for comment on 24th November 2022.

Recommendations

1. that consideration be made on two potential sites for planting trees for the Queen's Green Canopy;
2. that suggested types of trees for each site be approved;
3. that a short survey is undertaken with residents to ascertain their views on the potential sites and the results forwarded to the meeting of the Citizen's Advisory Panel on 24th November; and
4. that delegated authority be approved for the Chief Executive & Town Clerk in consultation with the Leader and Deputy Leader to confirm the final planting areas.

Reasons

1. to consider appropriate planting areas for the trees;
2. to ensure that the type of trees selected to be planted at each site are appropriate;
3. to ensure that the community are consulted on the proposals for the Queen's Canopy initiative to commemorate the Queen's Platinum Jubilee; and
4. to ensure that the final two planting areas for the trees are appropriate and suitable.

Item 7 Appendix 1

Thorpe Astley Park



Mossdale Meadows



BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 3rd November 2022

Item 8 – Park & Open Spaces Winter Works Programme 2022/2023

Purpose

To consider items for inclusion on the Winter Works Programme for 2022/2023 for the Councils Parks, Open Spaces and Grounds.

Background

A Winter Works programme was submitted to the committee on an annual basis to approve works and capital projects on the Parks and Open Spaces in Braunstone Town. In past years consultation was undertaken with the ground staff to discuss what work or projects were required to maintain and improve the areas that the Town Council manage and the works discussed covered piecemeal work to each park or open space.

Included in the 2022/2023 Winter Works will be the continuation of planting more trees on the open spaces and parks in Braunstone Town and Thorpe Astley areas including accessing free trees from the Woodland Trust which is done on an annual basis.

Other general winter works operations would be carried out on all the other parks and open spaces as required.

Recommendations

1. that the Winter Works Programme 2022/2023, attached at Appendix 1, be approved;

Reasons

1. to ensure that parks and open spaces in Braunstone Town are maintained to a high level;

BRAUNSTONE TOWN COUNCIL

WINTER WORKS 2022/2023

BRAUNSTONE TOWN

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
CIVIC CENTRE	Hedges and trees	General winter maintenance	
	Borders	Prune back all borders	
	Litter bins	Disinfect all bins	
	Carpark fencing	Remove old fencing of car park and remove concrete posts, retarmac car park and reinstate white lines	CAPITAL PLAN
	Area behind Library	Hard standing/stone to provide storage area	
	Street lights in car park	Trees and hedges overgrown around them so they stay on all day. Cut back.	
HIGHWAY SIGNS ALL AREAS OF TOWN	Highway signs "Welcome to Braunstone Town"	To undertake any necessary repairs and clean	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
MOSSDALE MEADOWS	Hedges and trees	General winter maintenance	
	Brook	Tenders currently being invited to undertake repairs to existing bridges and brook banks	
	Litter bins	Disinfect all bins	
	Bow top fence	Repair/replace damaged panels around playground	
	Brockenhurst entrance	Install gateway to prevent motorbike access	
	Inspection Chamber	Secure lid to be installed	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
MERRILEYS	Fencing	Remove or repair damaged fencing throughout	
	Paths	Reinstate pathways	CAPITAL PLAN
	Bins	Replace dog bin	
	Litter bins	Disinfect all bins	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
FRANKLIN PARK	Hedges and trees	General winter maintenance – sidearm work to all hedges	
	Path	Extend mill waste path through meadow area	CAPITAL PLAN
	Car Park	Undertake repairs to car park fence and re mark white lines	CAPITAL PLAN
	Litter bins	Disinfect all bins	
	Fencing	Repairs to bow top fencing	
	Pond	Clear out pond	
	Manhole cover	Secure lid to be installed	
	Franklin Park orchard, pond and meadow area	To consider a management plan for ongoing annual maintenance.	TO BE CONSIDERED

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
SHAKESPEARE	Hedges and trees	General winter maintenance	
	Playground	Tree bark under play equipment	
	Litter bins	Disinfect all bins	
	Area by new shed	Clear weeds and lay grass or wildflower seeds	
	Landscape area around edge of car park	Weeds to be cleared and new shrubs maintained	
	Benches	Reposition three benches from back of bowling green to pavilion side of green. Reinstate bench on mound overlooking football pitch	
	Planted area	Replace bedding plants with flowering perennials/bulbs	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
HOLMFIELD PARK	Hedges and trees	General winter maintenance – Prune Lime trees	
	Fencing	Fence post rotting – to be removed - continuing	
	Litter bins	Disinfect all bins	

BRAUNSTONE TOWN COUNCIL

WINTER WORKS 2022/2023

THORPE ASTLEY

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
THORPE ASTLEY CENTRE	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Trees (210 whips)	Plant free trees from the Woodland trust	
	200 whips (small trees)	To continue boundary hedge from last year	
	15 standard trees	Planted around Thorpe Astley Community Centre and other open spaces	
	Litter bins	Disinfect all bins	
	Football pitch	To top up with sand as required	
	Bin store and notice board	To re-stain	
	Elm trees in spinney	To fell several dead elm trees behind TA centre	
HIGHWAY SIGNS ALL AREAS OF TOWN	Highway signs "Welcome" signs	To undertake any necessary repairs and clean	
ALL AREAS	Knee high fencing	To replacement missing/damaged fencing where essential	
	Fencing	Replacement of feather board fencing and posts in several areas around Thorpe Astley	
	Sherards Way	Trim back severely overhanging tree	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
TA MUGA AND TENNIS COURTS PLAY AREA TRIM TRAIL	Hedges and trees	General winter maintenance and tree crown lifting where	
	Trim trail	Gravel paths topped up where necessary	
	Litter bins	Disinfect all bins	
	Play area	Top up play bark where necessary	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
COOK CLOSE	Litter bins	Disinfect all bins	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
FOXON WAY	Hedges	Cut back hedge from fence adjacent to properties	
	Land between Foxon and Murby Way	Replace manhole cover	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
HILCOTT GREEN	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Fruit trees	Require pruning	
	Litter bins	Disinfect all bins	
	ROSPA		

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
PRIESTMAN ROAD PLAY AREA	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Litter bins	Disinfect all bins	
	ROSPA	All wet pour surfaces require repair or replacement	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
IMPEY CLOSE PLAY AREA	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Litter bins	Disinfect all bins	
	Large tree	Remove medium sized ash tree as in poor condition adjacent to property. Replace with new tree	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
ISOBELLA ROAD PLAY AREA	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Litter bins	Disinfect all bins	
	ROSPA	Wet pour surface requires repair or replacement	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
MARSHALL CLOSE PLAY AREA	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Litter bins	Disinfect all bins	
	ROSPA	Wet pour surface needs repairing or replacing	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
LONG SPINNEY	Hedges and trees	General winter maintenance and crown topping where needed	
	Litter	Deep litter pick	
	Litter bins	Disinfect all bins	
	Footpaths	To be cleared of trees and shrubs	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
OWEN CLOSE	Litter bins	Disinfect all bins	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
LUBBESTHORPE ISLAND	Litter bins	Disinfect all bins	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
VILLAGE GREEN	Litter bins	Disinfect all bins	
	Gravel path	Topped up where necessary	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
COLLINS CLOSE	Litter bins	Disinfect all bins	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
LUBBESTHORPE BROOK		Annual walk through and clearance of brook where required	
	Litter bins	Disinfect all bins	

OPEN SPACE / PARK	ITEM	FAULT / ACTION	COMPLETED DATE/INITIAL
MERIDIAN WAY	Laurel shrubs	Reduce height of laurel shrubs– phased implementation over three years	
	Daffodil bulbs	Plant further 500 bulbs	

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 3rd NOVEMBER 2022

Item 9 – Dignity at Work Policy

Purpose

To consider, following consultation, adopting a Dignity at Work Policy setting out principles and standards of acceptable behaviour, relevant processes for raising complaints and a register of complaints and incidents.

Background

On 27th September 2022, the Committee received a draft Dignity at Work Policy for consideration and consultation (minute 29).

The aim of the Dignity at Work Policy is to focus on basic behaviours and expectations of all council representatives to create workplaces that allow people to maintain their dignity at all times.

Wording has been suggested to demonstrate the Council's commitment to promoting dignity and respect in support of the Civility and Respect Pledge adopted by Council on 6th October 2022 (Council Minute 6062).

Consultation

A consultation on the proposed Dignity at Work Policy was open to residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor from 3rd October until 12 noon on Monday 24th October 2022.

No consultation feedback was received.

New Policy

The proposed Dignity at Work Policy is attached at Appendix 1 and it is proposed to implement it from Monday 7th November 2022.

Recommendation

That the Dignity at Work Policy, attached at Appendix 1 of the report, be approved and adopted with effect from Monday 7th November 2022.

Reason

To ensure that the Council has a policy in place to meet its commitment to create workplaces that allow people to maintain their dignity at all times.



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

DIGNITY AT WORK POLICY

Purpose and Principles

1. Braunstone Town Council believes that civility and respect are important in the working environment, and expects all councillors, officers, contractors, volunteers and the public to be polite and courteous when working for, and with the Town Council.
2. The Town Council is committed to creating a working environment where all council employees, councillors, volunteers and others who come into contact with the Town Council in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying.
3. In support of this objective, Braunstone Town Council has signed up to the Civility & Respect Pledge, developed by the National Association of Local Councils and the Society of Local Council Clerks as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word.
4. The Town Council recognises that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed; however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.
5. This Policy sets out principles and standards of acceptable behaviour, relevant processes for raising complaints and for a register of complaints and incidents; which in turn triggers a review process. The Policy:
 - a) explains how the Town Council will respond to complaints of bullying or harassment;
 - b) ensures that we respond sensitively and promptly; and,
 - c) supports our people in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

6. This Policy applies to Councillors, staff, volunteers, contractors, customers, hirers and residents in their dealings with Braunstone Town Council and its Councillors, staff, volunteers and contractors.

7. It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, Councillor); however, the Council will take appropriate action if any of its employees are bullied or harassed by employees, Councillors, members of the public, suppliers or contractors.

Definitions

8. **Harassment** is:
 - a) where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic; or
 - b) behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic.
9. **Bullying** behaviour leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

Bullying and Harassment

10. All council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Braunstone Town Council will not tolerate bullying or harassment in the workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will the Council tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Physical violence and harassment in some circumstances may amount to a crime punishable by a fine or imprisonment.
11. All representatives of the Town Council are expected to treat each other with respect and uphold the values of the Codes of Conduct, Civility and Respect Pledge, Equality & Diversity Policy & Procedure, and all other policies and procedures set by the Council.
12. The Council expects everyone to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.
13. Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. Anyone who makes allegations of bullying or harassment in good faith will not be treated less favourably as a result.
14. False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While the Town Council will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the relevant process and procedure.

What Type of Treatment amounts to Bullying or Harassment?

15. 'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.
16. Examples of bullying and harassment include:
 - Physical conduct ranging from unwelcome touching to serious assault
 - Unwelcome sexual advances
 - The offer of rewards for going along with sexual advances e.g. promotion, access to training
 - Threats for rejecting sexual advances
 - Demeaning comments about a person's appearance
 - Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
 - Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
 - Spreading malicious rumours or insulting someone
 - Lewd or suggestive comments or gestures
 - Deliberate exclusion from conversations, work activities or social activities.
 - Withholding information a person needs in order to do their job
 - Practical jokes, initiation ceremonies or inappropriate birthday rituals
 - Physical abuse such as hitting, pushing or jostling
 - Rifling through, hiding or damaging personal property
 - Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
 - Isolation or non-cooperation at work
 - Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
 - The use of obscene gestures
 - Abusing a position of power
17. Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.
18. It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

19. Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example). See the Council's Equality and Diversity Policy & Procedure.
20. All must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.
21. It is important to recognise that bullying does not include appropriate criticism of an employee, contractor or volunteer's behaviour or effective, robust performance management. Constructive and fair feedback about behaviour or performance from the Responsible Manager is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.
22. Similarly, Councillors debating and having different views are all part of a healthy democracy. Councillors can and should challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner.

Victimisation

23. Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.
24. Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.
25. Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

26. **What you should do if you feel you are being bullied or harassed by a member of the public or supplier:** if you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your Service Manager in the first instance or, in the case of a Councillor, with the Chief Executive & Town Clerk. Any such report will be taken seriously, and the Council will decide how best to deal with the situation, in consultation with you.
27. The Council maintains a report log of incidents and you will be asked to provide a statement for this purpose. Where there is a pattern of incidents, these will

be reviewed by the Council's Management Team and potentially action taken under the Council's Corporate warning and banning system.

28. **What you should do if you feel you are being bullied or harassed by a councillor:** If you are being bullied or harassed by a councillor, please raise this with the Chief Executive & Town Clerk, the Leader of the Council or the Town Mayor in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.
29. The Council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.
30. **What you should do if you witness an incident you believe to harassment or bullying:** If you witness such behaviour you should report the incident in confidence to your Service Manager or the Chief Executive & Town Clerk. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.
31. **What you should do if you are being bullied or harassed by another member of staff:** If you are being bullied or harassed by a colleague, you should raise your concern using the Grievance Policy & Procedure.

Informal Resolution

32. If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the Council's policy and must stop. Alternatively, you may wish to ask your Responsible Manager or Chief Executive & Town Clerk or a colleague to put this on your behalf or to be with you when speaking to the perpetrator(s).
33. If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue using the relevant Policy & Procedure:
 - a) Staff: Grievance Policy & Procedure;
 - b) Councillors: Councillor Code of Conduct;
 - c) Volunteers: Volunteer Management Policy; and
 - d) Contractors: Dispute Resolution section of your contract.
34. The appropriate person will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:
 - there has been a complaint that their behaviour is having an adverse effect
 - such behaviour is contrary to our policy; and
 - for employees, the continuation of such behaviour could amount to a serious disciplinary offence.

35. It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.
36. In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The appropriate person will discuss this with you if it is appropriate.
37. If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

38. If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the appropriate procedure:
 - a) Staff: Grievance Policy & Procedure;
 - b) Councillors: Councillor Code of Conduct;
 - c) Volunteers: Volunteer Management Policy; and
 - d) Contractors: Dispute Resolution section of your contract.
39. The appropriate person under the relevant procedure will appoint someone to investigate your complaint in line with the relevant policy. You will need to co-operate with the investigation and provide the following details (if not already provided):
 - the name of the alleged perpetrator(s),
 - the nature of the harassment or bullying,
 - the dates and times the harassment or bullying occurred,
 - the names of any witnesses, and
 - any action taken by you to resolve the matter informally.
40. The alleged perpetrator(s) would normally need to be told your name and the details of your complaint in order for the issue to be investigated properly. However, the Council will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, the Council will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.
41. Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

42. Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, the Council will ensure that individuals' personal data is handled in accordance with the data protection policy.
43. The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint.
44. After the investigation, the complaint will be progressed in accordance with the relevant procedure (see paragraph 37).

The use of the Disciplinary Procedure

45. If at any stage from the point at which a complaint is raised, we believe there is a case for a member of staff to answer and a disciplinary offence might have been committed, the Council will instigate the Disciplinary Policy & Procedure. The Council will keep you informed of the outcome.

Review of the Policy

46. This Policy will be reviewed by the Policy & Resources Committee every three years following consultation with residents, customers, users, councillors, staff and volunteers.

DATE ADOPTED	7th November 2022	REVIEW DATE	November 2025
REVISED DATE/S			

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 3rd NOVEMBER 2022

Item 10 – Draft Corporate Warning and Banning Policy & Procedure

Purpose

To set out, for consultation, the framework for a corporate warning and banning system.

Background

On 9th December 2020, the Committee appointed a third-party investigator to review and report on the Council's handling of internal disputes and to report and make recommendations where appropriate (minute 149, 2019 – 2021). The independent investigator reported to Committee on 8th April 2021 (Minute 188, 2019 – 2021).

On 22nd April 2021, the Committee received details of a proposed response to these recommendations, which it approved as follows: “*Management and Leadership Teams to consider:*

- a) *the merits of a Dignity at Work Policy applicable to Councillors, Staff, volunteers, customers, hirers and residents in their dealings with Braunstone Town Council and its Councillors, staff and volunteers. The Policy could set out principles and standards of acceptable behaviour, relevant processes for raising complaints and for a register of complaints and incidents; which in turn could trigger a review process; and*
- b) *the merits of a corporate warning or banning system should be considered as part of this framework”*

(Minute 197, 2019 – 2021).

In accordance with a) above, a draft Dignity at Work Policy was circulated for consultation following Policy & Resources Committee on 27th September 2022 and is presented for approval and adoption as a separate item on this agenda.

Proposed Corporate Warning and Banning Policy & Procedure

In accordance with b) above, a Corporate Warning and Banning Policy and Procedure has been drafted for consultation and is attached at Appendix 1 for consideration.

The Policy & Procedure applies to members of the public and identifies:

- unreasonable behaviour/contact;
- the process for recording incidents and gathering evidence;
- the process for determining whether a warning should be issued or a ban applied, and the terms of any ban;
- the terms of banning orders;
- communication with the member of the public concerned;

- managing a banning order; and
- information and record keeping.

Timescales and Implementation

It is proposed to hold a consultation with residents, customers, users, staff, Councillors, volunteers and partners (including the police) on the proposed Corporate Warning and Banning Policy & Procedure at Appendix 1 to ensure that it would be practical and fit for purpose.

The consultation is proposed to run from week commencing 7th November until 9am on Monday 19th December 2022. The post consultation version of the Policy & Procedure will be submitted to Policy & Resources Committee, proposed for 12th January 2023. At this stage it is proposed the decision take effect from Monday 16th January 2022.

Recommendations

1. That the proposed draft Dignity at Work Policy, attached at Appendix 1 of the report, be approved for consultation with residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor, as detailed in the *Timescales and Implementation* section of the report; and
2. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 12th January 2023, for consideration and approval.

Reasons

1. To ensure that residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor could input into the proposed Dignity at Work Policy to ensure that it would be practical and fit for purpose.
2. To define the process of either issuing a warning and/or banning a member of the public from using the Council's services following an incident of inappropriate behaviour.



BRAUNSTONE TOWN COUNCIL
Serving the communities of Braunstone Town and Thorpe Astley

**CORPORATE WARNING AND BANNING
POLICY AND PROCEDURE**

Purpose and Principles

1. Braunstone Town Council has a duty to ensure that staff and volunteers working for the Council, Councillors and customers, hirers and users of the Council's services are able to undertake their work or access the Council's services free from all types of discrimination, abuse, threatening behaviour and harassment. The Council has a duty to protect the safety and welfare of its staff, volunteers, Councillors, customers, hirers and users and will not tolerate unacceptable behaviour.
2. The purpose of the Corporate Warning and Banning Policy and Procedure is to define the process of either issuing a warning and/or banning a member of the public from using the Council's services following an incident of inappropriate behaviour.
3. An unreasonable or unreasonably persistent member of the public is one which, because of the frequency or nature of their contact, hinders the effective delivery of the Council's services; examples include:
 - a) antisocial behaviour;
 - b) damage to property;
 - c) danger to and breaches of health & safety;
 - d) physical assault or perceived threat of physical assault;
 - e) verbal assault;
 - f) inappropriate behaviour of a sexual nature;
 - g) discriminatory behaviour or language in relation to race, gender, age, disability, sexual orientation;
 - h) inappropriate use of facilities;
 - i) substance abuse – includes being under the influence of alcohol or drugs;
 - j) activities deemed to be abusive, threatening or inappropriate; and
 - k) theft or fraud.
4. It is a formal process, which involves formally recording and issuing a warning and/or a ban.

Scope

5. This policy applies to members of the public who engage in abusive, threatening or inappropriate behaviour.

6. This policy is not intended to prevent members of the public from raising legitimate and important concerns, enquiries or requests, or from pursuing them.
7. In this Policy & Procedure, members of the public includes residents, hirers, users, customers (anyone who is not a Town Councillor, Town Council employee or Town Council volunteer).

Process

8. For one-off occurrences of poor behaviour an individual can be asked to leave the premises by a member of staff.
9. If a member of staff, volunteer, councillor or member of the public experiences or witnesses inappropriate behaviour they are advised to report to a staff member who will apply the policy, procedure and guidance. A decision to issue a ban will be based on:
 - a) Staff reports of an incident or a behaviour
 - b) Recorded evidence of existing and/or previous unacceptable behaviour
10. If a member of staff, volunteer, councillor or member of the public experiences or witnesses inappropriate behaviour they are advised to report to a staff member who will apply the policy, procedure and guidance.
11. A member of staff on duty should gather evidence and record details relating to the behaviour/incident using the appropriate procedure which typically would involve recording the details in the Incident Book or on the Incident Report form.
12. The Chief Executive and Town Clerk and/or relevant Service Manager will assess the evidence and recorded incidents in order to determine whether to formally log and issue a warning / ban to a member of the public.
13. Evidence includes:
 - a) Staff reports of an incident/behaviour
 - b) CCTV images
 - c) recorded evidence of existing and/or previous unacceptable behaviour
 - d) Intelligence from local PCSO/police
14. Prior communications with any member of the public who is exhibiting unreasonable or unreasonably persistent behaviour will have included a verbal warning that their behaviour is unacceptable, and so it is important that this is recorded.

Banning Orders

15. The Chief Executive & Town Clerk and/or responsible Service Manager will determine the length of the banning period based on the severity of the behaviour/incident.

16. The person responsible for issuing the banning order will determine the length of the banning period based on the severity of the behaviour/incident/repeat offending as follows:
 - a) 2 weeks
 - b) 1 month
 - c) 3 months
 - d) 6 months
 - e) 12 months
17. A 12 months ban will apply in the following circumstances:
 - a) physical assault or perceived threat of physical assault (towards staff or customers)
 - b) verbal assault (towards staff or customers)
 - c) inappropriate behaviour of a sexual nature (towards staff or customers)
 - d) discriminatory behaviour or language in relation to race, gender, age, disability, sexual orientation (towards staff or customers)
 - e) inappropriate use of Council equipment
 - f) theft
18. Where it is felt appropriate to issue a ban of more than 12 months, the Chief Executive & Town Clerk will report to Policy & Resources Committee in private session and the Committee will determine, using the evidence before it, whether to approve the recommendation or make an alternative decision. There is no right of the Customer to attend or contribute to the item in private session; however, the customer will have the right of appeal using the Council's Complaints Procedure.
19. The Council will do its best to communicate with the customer where a warning has been issued or a ban has been applied by
 - a) sending either a paper copy of the policy or a link
 - b) explaining why they are applying the policy to the customer
 - c) detailing what it means for their future contact with the Council and how long any restrictions will last
 - d) explain how the customer may challenge this if they disagree with the course of action by using the Council's Complaints Procedure
20. Behaviour considered to be harassment, aggressive or a threat to safety and welfare may also lead to police involvement or legal action. In such cases, where there is a need or justification for protecting staff, volunteers, Councillors, other customers, hires and service users, the Council may not need to give the customer prior warning of this action.
21. The relevant Service Manager will inform appropriate staff of any banning order applied and its terms.
22. If a customer has received a number of verbal warnings; then the Chief Executive & Town Clerk and/or relevant Service Manager can decide to impose a banning order.

23. Where a customer has received several banning orders, the Chief Executive & Town Clerk and/or relevant Service Manager can decide to impose a longer ban

Appealing a ban

24. Where a customer is unhappy with the application of a ban, which could either be the ban itself or the terms of the ban, the customer should raise their objections using the Council's Complaints Procedure. Any complaint submitted in this respect will be considered at the Formal Stage of that Procedure (the outcome of which can be appealed).

Managing a Banning Order

25. Where a customer has a live banning order, staff and volunteers should ask the customer to leave any premises where the ban is applicable and should record this in the Incident Book or using the appropriate report forms.
26. If customer refuses to leave and/or keeps returning, then the police should be called on 101. Where there is an immediate threat to staff/public safety then call 999 or activate the attack alarm. These incidents must be recorded.

Information and Record Keeping

27. The Council will maintain a Corporate Warning and Banning Register detailing Written Warnings and Bans issued under this policy & procedure.
28. Whenever this policy is applied, we will record in the Corporate Warning and Banning Register in line with GDPR requirements:
- a) any correspondence or interactions with the Customer written or verbal
 - b) name, contact details, images of the individual, as appropriate, the details of the warning or the ban, and the reasons for issuing it.

Review of the Policy

29. This Policy will be reviewed by the Policy & Resources Committee every three years following consultation with residents, customers, users, councillors, staff and volunteers.

DATE ADOPTED	7th November 2022	REVIEW DATE	November 2025
REVISED DATE/S			

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 3RD NOVEMBER 2022

Item 11 – Complaints Monitoring

Purpose

To receive details of formal complaints dealt with and determine as a result whether policy or procedural changes are required to ensure that future reoccurrence is minimised.

Background

The Complaints Procedure contains provisions for monitoring in order that Policy & Resources Committee can review complaints and identify whether there are any wider implications for the Council's policies and procedures, which may require review.

Assessing the Effectiveness of the Complaints Procedure

A number of matters have been resolved at the informal stage, which do not get formally recorded on the central system, since these can be resolved in conversation (in person or on the phone) or by email. Since the Committee last reviewed complaints at its meeting on 8th October 2021, one complaint has been dealt with at the formal stage and none dealt with at the appeal stage. A summary of the complaint dealt with under the formal stage is attached at Appendix 1.

Recommendation

That the report be noted.

Reason

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

APPENDIX 1

Summary of Complaints Dealt with under the Formal and Appeal Stages of the Council's Corporate Complaints Procedure

November 2021 – October 2022

FORMAL STAGE		
Date	Details	Outcome
May 2022	Complaint about flying the Ukrainian Flag at Braunstone Civic Centre.	Rejected due to being a policy decision and the complainant had no legal or procedural points.
APPEAL STAGE		
None.		

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Braunstone Parish Council – LE0280**

1 Respective responsibilities of the body and the auditor

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), 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.

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

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

26/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Braunstone Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Braunstone Town Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Braunstone Town Council on application to:</p> <p>(a) <u>Customer Services - Braunstone Civic Centre</u> <u>209 Kingsway, Braunstone Town, Leicester. LE3 2PP</u> <u>www.braunstonetowncouncil.org.uk/index.php/annual-return-and-notice-of-conclusion-of-audit</u></p> <p>(b) <u>Customer Services is open Monday - Friday (excluding public holidays)</u> <u>9.00am - 5.00pm</u> <u>Our Website is available 24 hours a day, 7 days a week</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of <u>£0.60</u> (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>Darren Tilley, Responsible Financial Officer</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>30th September 2022</u></p>	<p>(e) Insert the date of placing of the notice</p>

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 3RD NOVEMBER 2022

Item 14 – Banking Arrangements

Purpose

To consider changes to the Council's banking arrangements.

Background

Braunstone Town Council holds three bank accounts:

1. a general fund account: Co-operative Bank Community Direct Plus account;
2. a payroll account: Co-operative Bank Community Direct Plus account; and
3. a reserves account: Cambridge Building Society.

Co-operative Bank Accounts

The Co-operative Bank Community Direct Plus account offers free banking unless one of the following annual limits is exceeded:

- a) credit turnover exceeds £1 million,
- b) deposit more than £100,000 in cash, or
- c) deposit more than 5,000 cheques.

During the 2021/2022 financial year the Council's general fund account exceeded £1 million turnover and therefore, from 1st June 2022, the Co-operative Bank moved the Council's general fund account to the standard business current account and applied the tariffs as set out at Appendix 1. The total commission and service charges applied so far are set out in the table below:

	Commission charges	Service Charge	Total
01.06.2022	£27.59	£10.00	£37.59
05.07.2022	£22.44	£10.00	£32.44
05.08.2022	£25.06	£10.00	£35.06
05.09.2022	£23.70	£10.00	£33.70
05.10.2022	£21.84	£10.00	£31.84

The payroll account has not exceeded any of the limits and is therefore unaffected and remains a Community Direct Plus account.

The Co-operative Bank have said they review charges annually, so if during 2022/2023 the Council doesn't exceed any of the limits it will consider transferring the general fund account back to a Community Direct Plus account.

Review

As a result of being notified of this change, Officers explored alternative options and alternative providers. A request for information was shared on the weekly round robin sent out by the Leicestershire & Rutland Association of Local Councils.

Responses from other Town and Parish Councils was either to use the Co-operative Bank Community Direct Plus account or Unity Trust Bank Business Account. The threshold for free banking on Unity Trust's account was lower at £6 per month plus 15p per individual credit and debit transaction for turnover over £100,000.

Other major banks were checked and didn't accounts with free banking were up to around £100,000 or £200,000 mark.

Therefore, the Cooperative Bank Community Direct Plus account appears to offer the most advantageous terms.

Proposal

The Council exceeded the £1 million credit turnover due to receipt of the public works loan funds for the Shakespeare Park improvements. The operational budgets of the Town Council are around £800,000. Therefore, any further Capital expenditure, such as the climate change initiatives and the Civic Centre facilities improvements, may mean that the Council exceeds the £1 million turnover in future years.

Therefore, it is proposed to explore a third Community Direct Plus account with the Cooperative Bank to hold monies and make payments towards the Council's major Capital Projects. The account would receive loan and grant income and make payments to the contractors delivering the works.

Such an account adds transparency to the Council's banking in terms of separating transactions for operational expenditure from those of its major capital projects.

Recommendations

1. that the principal of opening a third bank account to hold monies relating to the Council's major Capital Projects be approved; and
2. that delegated authority be given to the Responsible Financial Officer to identify a suitable bank account with the Council's existing or alternative bank.

Reasons

1. To add transparency to the Council's banking in terms of separating transactions for operational expenditure from those of its major capital projects.
2. To provide flexibility to officers to identify and open a bank account which offers competitive terms and meets the Council's needs.

Business Current Account

Tariff sheet

The **co-operative** bank

This tariff details the services, rates and charges that are effective from **1 September 2021**.

We can vary or amend this tariff at any time, but will notify customers when we do so in accordance with account terms and conditions. Confirmation of the current tariff can be obtained online at **co-operativebank.co.uk/business**, by ringing **03457 213 213**[†] (8am to 6pm Monday to Friday, 9am to 12 noon Saturday) or from any branch.

Standard charges

You will be pre-notified of standard charges at least 16 days prior to your account being debited on the fifth of each month. Where the fifth falls on a weekend or bank holiday, the charges will be debited on the previous Business Day. This account does not pay credit interest.

Transaction type	Charge
Monthly service charge	£10 (Free for the first 30 months)
Automated Debits & Credits Debit Card Purchases ATM Withdrawals Manual Credits	Free
Cash paid in or out	£1 per £100
Cheques paid in/issued	£1 each
Cash exchanged	£1.60 per £100

What this means	
Monthly service charge	Account maintenance fee to cover the cost of providing you with basic business account services such as account administration, cheque books, paying in books and plastic cards. This charge will only be applied in the months when you use your account
Automated credits	Standing orders, Faster Payments, BACS, bill payments and other automated credits
Manual credits	Deposits made by paying in slip or card, plus any other non-automated credits. The cheques and cash paid in will be charged separately – please see above table for details
Cash paid in	Coins and notes deposited
Cheques paid in	Cheques and postal orders deposited into your account
Automated debits	Direct Debits, standing orders, Faster Payments, bill payments and other automated debits
Cheques issued	Cheques you have written
Debit card purchases	Purchases made using your debit card
Cash paid out	Cash withdrawn at a branch or Post Office
ATM withdrawals	Sterling withdrawn from an ATM within the UK (subject to daily limits). Some ATMs will charge you for this service.
Cash exchanged	Exchange of coins and notes

Special service charges

If you require any additional services to those involved in the everyday running of your account, these could incur a further charge. The services for which we most commonly charge are listed below. From time to time we may have to charge for other services not listed here. These charges will, however, always be explained to you in advance. Charges for special services will continue to be taken at the time that the service is utilised.

Service	What this means	Charge
Audit letters	Details of balances and other information provided, at your request, to your accountant.	£30 minimum + VAT at the standard rate
Certificate of balance	Written confirmation of your account balance on a specific date, provided at your request.	£15 + VAT at the standard rate
Stopped cheque(s)	When you instruct us that a cheque you have issued should not be paid.	£5
Returned cheque(s) (previously deposited)	When a cheque(s) that you've paid into your account is returned unpaid by the bank which issued it.	Free
Status enquiry/bankers' reference	If you authorise us to respond to an enquiry from a third party, so that they can establish whether you're able to commit to a financial arrangement.	£8.51 + VAT at the standard rate
Copy statement(s)	When you ask us to provide you with a copy of a previously issued statement(s). A fee will be applied for each additional copy requested.	£2.50 per statement
Duplicate statement(s)	When you instruct us to issue duplicates of your regular statements when they're produced.	£5
Frequent statement service	If you require statements to be provided on a more frequent basis than stated in our terms and conditions.	£1
Copy items	Provision of copies of manual credits/debits which have been paid into/from your account.	£5 (per item)
CHAPS	An electronic transfer system which transfers money in sterling to another UK based account and usually received by the beneficiary on the same day (subject to a transaction cut-off time).	£25 for payments made via telephone banking or in writing £15 for payments made via online banking
Bank cheque	A cheque issued by us, at your request, to a named payee.	£15
Sweep facility	An automatic transfer of funds between nominated accounts, in accordance with your instruction.	£30 per quarter
Subject access request	Under General Data Protection Regulation, you are entitled to a copy of the personal information we hold about you.	Free

Lending service charges

Fee type	What this means	Charge
Unarranged overdraft utilisation fee	The unarranged overdraft utilisation fee is charged when your account goes overdrawn without an arranged overdraft limit, or exceeds an arranged overdraft limit. The fee will be charged each subsequent month, if you still have an unarranged overdraft on your account.	£20 per month
Unarranged overdraft event fee	An unarranged overdraft event fee is charged every time your unarranged overdraft position increases (except where it does so as a result of charges or interest being applied). Only one event will be charged per day and there is no limit to the number of event fees that can be charged.	£20 per event
Unpaid item fee	An unpaid item fee is charged if we decline to pay an instruction where: - to pay it would make you go overdrawn if you do not have an arranged overdraft limit - or, where you do have an arranged overdraft limit, agreeing to the request would cause you to exceed your arranged overdraft limit. This is known as a request for an unarranged overdraft.	£10.50
Unarranged overdraft interest rate	This refers to debit interest which will be charged if you go overdrawn without having an arranged overdraft facility in place, or if you exceed your arranged facility. Please note that debit interest will also be charged if you draw against uncleared funds. It will be calculated on the unauthorised overdrawn amount using the rate shown.	1.92 % per month (25.59 % per annum EAR [^])

[^]EAR stands for Effective Annual Rate. This is the total amount of interest you would pay over a year including interest on interest that has been added to your account expressed as an interest rate. It does not include any fees or charges you would pay.

Foreign transaction service charges

Service	What this means	Charge
Card payment in a foreign currency (currency conversion charge)	A currency conversion charge is applied when you make a purchase using your debit card in a foreign currency or if you make a cash withdrawal in a foreign currency outside the UK using your debit card. Transactions are converted into sterling using the Visa Scheme Exchange Rate which can be found at co-operativebank.co.uk/business/help-and-support/travelling-for-business	2.75 % of the value of the transaction
Cash withdrawal in a foreign currency outside the UK	We don't apply a charge for making a cash withdrawal on your debit card, but if you make a cash withdrawal outside the United Kingdom in a foreign currency, you will be charged a currency conversion charge (see above). If you use your debit card to purchase foreign currency or travellers cheques in the United Kingdom, we will not charge you a cash fee. The way the merchant processes the transaction may result in a fee being applied to your account. If this happens, please contact us.	Free

Service	What this means	Charge
International payments	Single Euro Payment Area (SEPA) payments A fee will not be applied if you transfer or make a payment in euro to an EU member state, as well as Iceland, Liechtenstein, Norway, Monaco and Switzerland. Funds should be received by close of business on the next Business Day and both the remitter and beneficiary have to have an account within the SEPA region.	Free
	Structured USD payments A fee will be applied if you send a payment in US dollars to the United States. This type of payment can take up to five Business Days.	£8 for payments made via telephone banking or in writing £5 for payments made via online banking
	Real Time Euro Payments (TARGET2) A fee will be applied if you use this alternative method of sending money in euros to Europe. This payment is received on the same day if it is sent before 2pm, but can take one to three Business Days if there are problems from the recipient's side.	£25 for payments made via telephone banking or in writing £15 for payments made via online banking
	SWIFT service This fee will be applied if you send money outside the UK using the SWIFT service, which can reach almost anywhere in the world within one to four Business Days.	0.25 % of the value of the transaction min. £13, max. £35 for payments made via telephone banking or in writing £10 for payments made via online banking (plus postage, transmission and agent's charges, where applicable)
	Enquiries, amendments and cancellations A fee will be applied if you make an enquiry regarding a payment you have made outside the UK, or a request to amend or cancel the payment. These fees are also payable for our handling of enquiries from banks outside the UK concerning your payment instructions. However, where this investigation has resulted from an error by The Co-operative Bank, or one of its agents, the fee will be waived.	£20 (plus postage, transmission and agent's charges, where applicable)
Receiving payments from overseas - in sterling or foreign currency (We will use our standard rate of exchange. Please contact us for further information.)	If the payment is equivalent to £100 or less.	Free
	If the payment is over the equivalent of £100 and received in either euro or Swedish Krona currency.	Free
	Payments over the equivalent of £100 received in a currency other than euro or Swedish Krona. You will not be charged where the charges are for the remitter's account.	£6 (plus postage, transmission and agent's charges, where applicable)
Cheques issued in a foreign currency	If you write a cheque which requires a currency conversion, we will apply a fee for the processing work we undertake.	£10
	Cheques returned unpaid.	£10

FD Online Tariff

You will be pre-notified of charges for FD Online on the first of each month. Where the first falls on a weekend or bank holiday, we will pre-notify you on the next Business Day. Your account will be debited 14 days later, or if this falls on a weekend or bank holiday, the next Business Day.

Customer tier	Number of users	Charge per user	Minimum monthly charge
Level 1	Low (up to 3)	£12	£30
Level 2	Mid (4 – 7)	£8	£50
Level 3	Complex (8+)	£5	£75
Transaction type	Charge	Transaction type	Charge
Internal transfers and Co-operative payments	Free	Faster Payments	20p
Bulk BACS per batch	£3	Bulk BACS per transaction	14p

Other services	Charge
Reconciliation data file	£4
Set up fees (per user)	£60 + VAT at the standard rate
Replacement tokens	£60 + VAT at the standard rate
BACS Batch Cancellations	£25 per batch
BACS File Conversions*	£1 per payment

*Conversion of a BACS Batch into a single payments file, so that payments can be made in a shorter timescale.

BACS Automated Payments Tariff

Direct and Indirect Submitters (making payments and/or collecting Direct Debits)					
Service	Charge	Service	Charge		
Set-up fee	£100	File re-input	£150		
Item charge~	14p	File amend	£150		
File charge~	£3	File reversal	£1,500		
Over limit charge	£50	BACS recall	£10		
File extraction	£150	BACS trace	£7.50		
Annual renewal fee (Direct Debit collection)	£100	~these charges will be applied to your account on a monthly basis. All other charges will be taken at the time that the service is utilised.			
Direct Submitters only					
Service				Charge	
Smart cards and readers. (For initial order, minimum of two cards and one reader.)				£150 + VAT at the standard rate	
Further cards				£55 each + VAT at the standard rate	
Further readers				£40 each + VAT at the standard rate	
Annual smart card renewal fee (per card)				£55 each + VAT at the standard rate	

Any reference to tax is based on our understanding of current tax regulations which may change in the future and depends on the customer's individual financial circumstances. In addition to the charges shown in this tariff, there may be other taxes or costs that you may incur that are not paid via us or imposed by us.

Please call 03457 213 213⁺ (8am to 6pm Monday to Friday, 9am to 12noon Saturday) if you would like to receive this information in an alternative format such as large print, audio or Braille.

The Co-operative Bank p.l.c. is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (No.121885). The Co-operative Bank, Platform, smile and Britannia are trading names of The Co-operative Bank p.l.c., P.O. Box 101, 1 Balloon Street, Manchester M60 4EP. Registered in England and Wales No.990937. Credit facilities are provided by The Co-operative Bank p.l.c. and are subject to status and our lending policy. The Bank reserves the right to decline any application for an account or credit facility. The Co-operative Bank p.l.c. subscribes to the Standards of Lending Practice which are monitored by the Lending Standards Board.

⁺Calls to 03 numbers cost the same as calls to numbers starting with 01 and 02. Calls may be monitored or recorded for security and training purposes.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 3rd NOVEMBER 2022

Item 15 – End of Quarter Financial Position - Cashbook and Reserves

Purpose

To receive a summary of the Council's Cash and Reserves for the period 1st April 2022 to 30th September 2022.

Background

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

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

For the first and second quarter of the financial year 2021/2022, 1st April – 30th September:

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

Recommendation

That the end of quarter financial position be noted.

Reason

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

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 30/09/22 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	£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>

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£752,347.07	£3.42	£752,350.49
2. P&R - Civic Centre	£48,630.13	£1,237.95	£49,868.08
3. P&R - Thorpe Astley Community Centre	£13,464.47	£42.36	£13,506.83
5. P&R - Parks & Open Spaces	£6,523.37	£16.67	£6,540.04
6. P&R - Library Services	£4,279.71	£49.50	£4,329.21
7. Community Development	£2,740.38	£498.83	£3,239.21
8. Planning & Environment	£518.13	£7.07	£525.20
Total Receipts	<u>£828,503.26</u>	<u>£1,855.80</u>	<u>£830,359.06</u>

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£281,251.27	£1,791.96	£283,043.23
2. P&R - Civic Centre	£66,400.19	£5,369.91	£71,770.10
3. P&R - Thorpe Astley Community Centre	£18,586.83	£2,627.90	£21,214.73
5. P&R - Parks & Open Spaces	£121,451.02	£18,985.12	£140,436.14
6. P&R - Library Services	£2,786.79	£125.56	£2,912.35
7. Community Development	£17,169.79	£664.16	£17,833.95
8. Planning & Environment	£8,722.32	£889.08	£9,611.40
Total Payments	<u>£516,368.21</u>	<u>£30,453.69</u>	<u>£546,821.90</u>

Closing Balances

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£13,162.51
No.1 Account	£401,841.10
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£111,451.60
Total	<u>£526,757.71</u>

Uncleared and Unpresented effects

No. 2 Account	-£300.00
No.1 Account	£2,939.63

Statement Closing Balances

Ordinary Accounts

Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£13,462.51
No.1 Account	£398,901.47
Petty Cash Account	£250.00

Short Term Investment Accounts

Cambridge 90 Day Notice Account	£111,451.60
Total	<u>£524,118.08</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet

31/03/22

£

30/09/22

£

Current assets

211,574.89	Investments	111,451.60
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
15,727.88	VAT Recoverable	0.00
-1,002.22	Debtors	2,956.59
55,100.20	Payment in Advance	43,114.87
31,645.66	Cash in Hand at Bank	415,306.11
313,046.41	TOTAL CURRENT ASSETS	572,829.17
313,046.41	TOTAL ASSETS	572,829.17

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
26,313.29	Creditors	31,107.78
415.90	Receipts in Advance	380.62
26,729.19	TOTAL CURRENT LIABILITIES	31,488.40
286,317.22	TOTAL ASSETS LESS CURRENT LIABILITIES	541,340.77

0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
286,317.22	NET ASSETS	541,340.77

Represented by

70,390.98	General Fund	374,607.65
	General Fund	
47,375.12	Open Spaces Commuted Sums	47,375.12
	Ringfenced - Donation	
0.00	Community / Social Inclusion Project Grant	10,000.00
	Interim arrangements funding	
0.00	Shakespeare Park Sports Clubs	2,447.42
	Earmarked to Balance Budget	
2,500.00	Balance Revenue Budget 2022/23	0.00
	Earmarked	
3,204.99	Town Mayor's Charity	12.25
	Earmarked Capital Project	
63,137.13	Shakespeare Park Pavilion & Site Capital Works	29,419.33
	Earmarked Capital Project	
14,321.00	Shakespeare Park Pavilion & Site Reserve	14,321.00
	Earmarked	
2,500.00	Gateway Signage	2,500.00
	Earmarked Capital Project	
22,888.00	Shakespeare Playground & Tennis Courts Reserve	658.00
	Provisionally Earmarked	
60,000.00	Civic Centre Capital Plan Priority Projects	60,000.00

Consolidated Balance Sheet

31/03/22

£

0.00

LONG TERM Investment Accounts

286,317.22

30/09/22

£

0.00

541,340.77

Signed

Chairman

Date

Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
1. P&R - Corporate Management					
Income					
101	Precept	£720,356.00	£0.00	£360,178.00	-£360,178.00
107	Projects	£0.00	£0.00	£0.00	£0.00
113	Staff Salaries Grant (Furlough)	£0.00	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£0.00	£31.23	-£118.77
181	Interest on No 1 Account	£400.00	£0.00	£0.00	-£400.00
182	Interest on No 2 Account	£10.00	£0.00	£0.00	-£10.00
183	Interest on Cambridge Saver	£1,000.00	£0.00	£0.00	-£1,000.00
199	Miscellaneous	£0.00	£0.00	£0.00	£0.00
Total Income		£721,916.00	£0.00	£360,209.23	-£361,706.77
Expenditure					
1010	Staff Salaries	£426,061.00	£2,453.82	£195,804.37	£232,710.45
1015	Staff Expenses	£300.00	£0.00	£3.60	£296.40
1020	Pensions	£99,940.00	£0.00	£50,676.75	£49,263.25
1030	Councillors Allowances	£6,000.00	£0.00	£6,036.00	-£36.00
1035	Councillors Expenses	£300.00	£0.00	£0.00	£300.00
1060	Contingency	£0.00	£0.00	£0.00	£0.00
1070	Projects				
1070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
1070	Total	£0.00	£0.00	£0.00	£0.00
1090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00
1150	Insurance	£14,000.00	£0.00	£3,547.16	£10,452.84
1160	Audit	£2,500.00	£0.00	£2,000.00	£500.00

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance
1170	Legal Fees £250.00	£0.00	£861.33	-£611.33
1180	Elections £1,000.00	£0.00	£0.00	£1,000.00
1210	Staff Training £2,500.00	£0.00	£0.00	£2,500.00
1230	Councillor Training £1,000.00	£0.00	£0.00	£1,000.00
1300	Supplies, Stationery & Postage £3,000.00	£0.00	£1,177.45	£1,822.55
1350	Subscriptions £4,000.00	£0.00	£3,784.61	£215.39
1360	Advertisements £4,840.00	£0.00	£4,959.00	-£119.00
1400	Telephones £2,530.00	£0.00	£1,203.84	£1,326.16
1410	Photocopier £2,000.00	£0.00	£847.65	£1,152.35
1420	Computer Supplies, Training, Service Contract £10,000.00	£0.00	£4,589.17	£5,410.83
1830	Fees on Cambridge Saver £0.00	£0.00	£123.29	-£123.29
1990	Miscellaneous £700.00	£0.00	£92.03	£607.97
1991	Paid from Number 1 Account in Error £0.00	£0.00	£0.00	£0.00
1992	Paid from Number 2 Account in Error £0.00	£0.00	£8.32	-£8.32
Total Expenditure	<u>£580,921.00</u>	<u>£2,453.82</u>	<u>£275,714.57</u>	<u>£307,660.25</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance
2. P&R - Civic Centre				
Income				
205	Capital Grants	£0.00	£0.00	£0.00
207	Projects	£0.00	£0.00	£0.00
208	Loans	£0.00	£0.00	£0.00
250	Room Hire	£67,384.00	£40,000.71	-£27,383.29
251	Catering for Hirers (VAT)	£100.00	£39.08	-£60.92
257	Licensed Bar	£17,000.00	£4,000.00	-£13,000.00
299	Miscellaneous	£0.00	£272.82	£272.82
Total Income	£84,484.00	£0.00	£44,312.61	-£40,171.39
Expenditure				
2050	Capital Projects			
2050/1	Toilets/Bar Refurbishment	£6,500.00	£1,045.00	£5,455.00
2050/2	General Refurbishment	£1,500.00	£0.00	£1,500.00
2050/3	Climate Initiatives	£0.00	£0.00	£0.00
2050	Total	£8,000.00	£1,045.00	£6,955.00
2070	Projects			
2070/1	Climate Change	£2,000.00	£0.00	£2,000.00
2070/2	General	£500.00	£4,200.00	-£3,700.00
2070	Total	£2,500.00	£4,200.00	-£1,700.00
2080	Loan Interest & Repayments			
2080/1	PWLB 477930	£7,988.00	£7,988.79	-£0.79
2080/2	PWLB 480508	£4,586.00	£2,293.02	£2,292.98
2080/3	PWLB 482623	£9,648.00	£4,823.78	£4,824.22
2080/4	PWLB 485557	£5,784.00	£2,891.53	£2,892.47

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
2080/5	NEW PWL Civic Centre Improvements	£0.00	£0.00	£0.00	£0.00
2080/6	Proposed: New PWL Climate Initiatives	£0.00	£0.00	£0.00	£0.00
2080	Total	£28,006.00	£0.00	£17,997.12	£10,008.88
2090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00
2170	Legal Fees	£0.00	£0.00	£0.00	£0.00
2250	Service Charges	£0.00	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£0.00	£112.52	£387.48
2320	Printing & Copying	£600.00	£0.00	£0.00	£600.00
2330	Cleaning Materials	£1,600.00	£0.00	£1,512.53	£87.47
2400	Telephones	£1,000.00	£0.00	£946.53	£53.47
2430	Utility Bills	£21,860.00	£0.00	£9,629.47	£12,230.53
2440	Waste Services	£8,000.00	£0.00	£6,013.63	£1,986.37
2450	Laundry Services	£500.00	£0.00	£0.00	£500.00
2460	Rates	£21,500.00	£0.00	£7,831.75	£13,668.25
2490	Christmas Lights & Decorations	£2,000.00	£0.00	£0.00	£2,000.00
2500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00
2510	Catering for Hirers (VAT)	£0.00	£0.00	£82.58	-£82.58
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
2570	Licences	£1,300.00	£0.00	£1,456.16	-£156.16
2580	Card Card and Transit fees	£1,700.00	£0.00	£1,546.87	£153.13
2600	Building Repairs & Maintenance	£12,000.00	£0.00	£9,716.59	£2,283.41
2610	Equipment Repairs & Maintenance				

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
2610/1	General	£4,600.00	£0.00	£2,980.18	£1,619.82
2610/2	Fire Extinguisher Service	£400.00	£0.00	£75.84	£324.16
2610/3	Alarm Maintenance	£1,000.00	£0.00	£342.51	£657.49
2610	Total	£6,000.00	£0.00	£3,398.53	£2,601.47
2990	Miscellaneous	£150.00	£0.00	£239.43	-£89.43
Total Expenditure		£117,216.00	£0.00	£65,728.71	£51,487.29

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

2022/2023			Reserve Movements	Actual Net	Balance
3. P&R - Thorpe Astley Community Centre					
Income					
307	Projects	£0.00	£0.00	£0.00	£0.00
308	Loans	£0.00	£0.00	£0.00	£0.00
325	Service Charges	£0.00	£0.00	£7.14	£7.14
350	Room Hire				
350/1	Room Hires	£9,632.35	£0.00	£7,293.84	-£2,338.51
350/2	Pre-School Contract	£26,815.65	£0.00	£4,344.48	-£22,471.17
350/3	NHS Facility	£0.00	£0.00	£0.00	£0.00
350	Total	£36,448.00	£0.00	£11,638.32	-£24,809.68
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	-£40.00
399	Miscellaneous	£0.00	£0.00	£194.93	£194.93
Total Income		£36,488.00	£0.00	£11,840.39	-£24,647.61
Expenditure					
3050	Capital Projects				
3050/1	General Improvements	£1,000.00	£0.00	£0.00	£1,000.00
3050/2	NHS Facility	£0.00	£0.00	£0.00	£0.00
3050/3	Climate Initiatives	£0.00	£0.00	£0.00	£0.00
3050	Total	£1,000.00	£0.00	£0.00	£1,000.00
3070	Projects				
3070/1	Climate Change	£1,000.00	£0.00	£0.00	£1,000.00
3070/2	General	£500.00	£0.00	£0.00	£500.00
3070	Total	£1,500.00	£0.00	£0.00	£1,500.00

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
3080	Proposed: New PWL Climate Initiatives	£0.00	£0.00	£0.00	£0.00
3090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00
3290	Clothing	£0.00	£0.00	£0.00	£0.00
3320	Printing & Copying	£300.00	£0.00	£0.00	£300.00
3330	Cleaning Materials	£1,000.00	£0.00	£241.58	£758.42
3400	Telephones	£1,000.00	£0.00	£465.56	£534.44
3430	Utility Bills	£10,650.00	£0.00	£4,512.49	£6,137.51
3440	Waste Services	£2,500.00	£0.00	£441.19	£2,058.81
3450	Laundry Services	£250.00	£0.00	£0.00	£250.00
3460	Rates	£7,700.00	£0.00	£2,844.75	£4,855.25
3490	Christmas Lights & Decorations	£1,000.00	£0.00	£0.00	£1,000.00
3500	Refundable Deposits	£0.00	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£70.12	-£70.12
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00	£0.00
3570	Licences	£400.00	£0.00	£454.00	-£54.00
3580	Credit Card and Transit Fees	£800.00	£0.00	£190.50	£609.50
3600	Building Repairs & Maintenance	£3,000.00	£0.00	£1,927.16	£1,072.84
3610	Equipment Repairs & Maintenance				
3610/1	General	£1,150.00	£0.00	£715.50	£434.50
3610/2	Fire Extinguisher Service	£350.00	£0.00	£0.00	£350.00
3610/3	Alarm Maintenance	£3,000.00	£0.00	£809.02	£2,190.98
3610	Total	£4,500.00	£0.00	£1,524.52	£2,975.48
3990	Miscellaneous	£150.00	£0.00	£119.10	£30.90

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance
Total Expenditure	<u>£35,750.00</u>	<u>£0.00</u>	<u>£12,790.97</u>	<u>£22,959.03</u>

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
5. P&R - Parks & Open Spaces					
Income					
505	Capital Grants	£17,213.00	£0.00	£0.00	-£17,213.00
507	Projects	£0.00	£0.00	£0.00	£0.00
508	Loans	£0.00	£0.00	£0.00	£0.00
511	Thorpe Astley Commuted Sums (transfer from)	£21,500.00	£0.00	£0.00	-£21,500.00
527	Agency Fees	£150.00	£0.00	£0.00	-£150.00
555	Sports Pitches & Facilities				
555/1	Pitch Season Fees	£2,500.00	£0.00	£0.00	-£2,500.00
555/2	Individual Match Fees (VAT)	£0.00	£0.00	£83.33	£83.33
555/3	Court/Multi Play (VAT)	£0.00	£0.00	£68.47	£68.47
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00
555	Total	£2,500.00	£0.00	£151.80	-£2,348.20
599	Miscellaneous	£100.00	£0.00	£0.00	-£100.00
Total Income		£41,463.00	£0.00	£151.80	-£41,311.20
Expenditure					
5050	Capital Projects				
5050/1	General	£1,000.00	£0.00	£875.00	£125.00
5050/2	Shakespeare Park Improvement Project	£17,213.00	£34,499.80	£46,636.23	£5,076.57
5050/3	Shakespeare Tennis Courts	£2,000.00	£22,230.00	£22,230.00	£2,000.00
5050/4	Shakespeare Playground	£2,000.00	£0.00	£0.00	£2,000.00
5050	Total	£22,213.00	£56,729.80	£69,741.23	£9,201.57
5070	Projects				

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
5070/1	Climate Change	£500.00	£0.00	£0.00	£500.00
5070/2	General	£500.00	£0.00	£0.00	£500.00
5070	Total	£1,000.00	£0.00	£0.00	£1,000.00
5080	Loan Interest & Repayments				
5080/1	PWLB 485188	£3,526.00	£0.00	£1,762.90	£1,763.10
5080/2	PWLB 487506	£6,033.00	£0.00	£3,016.65	£3,016.35
5080/3	PWLB 501336	£5,497.00	£0.00	£5,496.99	£0.01
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£0.00	£17,766.01	£-42.01
5080/5	PWLB - Shakespeare Park (292038)	£17,808.00	£0.00	£0.00	£17,808.00
5080	Total	£50,588.00	£0.00	£28,042.55	£22,545.45
5090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00
5170	Legal Fees	£1,000.00	£0.00	£868.00	£132.00
5290	Clothing	£500.00	£0.00	£222.35	£277.65
5330	Cleaning Materials	£1,000.00	£0.00	£116.67	£883.33
5400	Telephones	£410.00	£0.00	£3.49	£406.51
5430	Utility Bills	£3,500.00	£0.00	£5,484.20	£-1,984.20
5440	Waste Services	£2,000.00	£0.00	£2,927.29	£-927.29
5450	Laundry Services	£500.00	£0.00	£0.00	£500.00
5550	Sports Pitches & Facilities	£1,000.00	£0.00	£1,659.23	£-659.23
5600	Building Repairs & Maintenance				
5600/1	Mossdale Meadows	£4,800.00	£0.00	£1,323.00	£3,477.00
5600/2	Shakespeare Park	£0.00	£0.00	£950.14	£-950.14
5600	Total	£4,800.00	£0.00	£2,273.14	£2,526.86

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
5610	Equipment Repairs & Maintenance				
5610/1	General Maintenance	£4,000.00	£0.00	£1,979.28	£2,020.72
5610/2	Playgrounds	£6,000.00	£0.00	£4,536.57	£1,463.43
5610	Total	£10,000.00	£0.00	£6,515.85	£3,484.15
5620	Site Maintenance				
5620/1	General	£1,000.00	£0.00	£888.89	£111.11
5620/2	Trees	£3,000.00	£0.00	£1,080.00	£1,920.00
5620	Total	£4,000.00	£0.00	£1,968.89	£2,031.11
5630	Equipment Purchase	£2,000.00	£0.00	£164.30	£1,835.70
5650	Vehicle Costs	£10,000.00	£0.00	£3,350.21	£6,649.79
5660	Machinery Hire	£500.00	£0.00	£0.00	£500.00
5670	Petrol	£3,800.00	£0.00	£6,340.78	-£2,540.78
5990	Miscellaneous	£100.00	£0.00	£70.74	£29.26
Total Expenditure		£118,911.00	£56,729.80	£129,748.92	£45,891.88

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
6. P&R - Library Services					
Income					
607	Projects	£0.00	£0.00	£0.00	£0.00
609	Covid-19 Library Grant	£0.00	£0.00	£0.00	£0.00
625	Service Charges	£1,052.00	£0.00	£3,783.50	£2,731.50
626	Service Level Agreements				
626/1	Grant - Leicestershire County Council	£7,335.00	£0.00	£0.00	-£7,335.00
626	Total	£7,335.00	£0.00	£0.00	-£7,335.00
690	Consumer Products (Sales)				
690/1	Stamps	£0.00	£0.00	£36.60	£36.60
690	Total	£0.00	£0.00	£36.60	£36.60
698	Fines	£1,500.00	£0.00	£152.59	-£1,347.41
699	Miscellaneous	£50.00	£0.00	£307.02	£257.02
Total Income		£9,937.00	£0.00	£4,279.71	-£5,657.29
Expenditure					
6050	Capital Projects	£1,700.00	£0.00	£0.00	£1,700.00
6070	Projects				
6070/1	Climate Change	£250.00	£0.00	£0.00	£250.00
6070/2	General	£250.00	£0.00	£19.96	£230.04
6070	Total	£500.00	£0.00	£19.96	£480.04
6090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00
6320	Printing & Copying	£150.00	£0.00	£22.42	£127.58
6330	Cleaning Materials	£200.00	£0.00	£0.00	£200.00

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
6360	Advertisements	£200.00	£0.00	£0.00	£200.00
6400	Telephones	£200.00	£0.00	£0.00	£200.00
6410	Photocopier	£800.00	£0.00	£0.00	£800.00
6430	Utility Bills	£2,880.00	£0.00	£979.68	£1,900.32
6700	Programme of Events	£800.00	£0.00	£48.53	£751.47
6900	Consumer Products (Purchase for resale)				
6900/1	Stamps	£0.00	£0.00	£149.22	-£149.22
6900	Total	£0.00	£0.00	£149.22	-£149.22
6990	Miscellaneous	£800.00	£0.00	£406.36	£393.64
Total Expenditure		£8,230.00	£0.00	£1,626.17	£6,603.83

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

2022/2023			Reserve Movements	Actual Net	Balance
7. Community Development					
Income					
707	Projects	£0.00	£0.00	£0.00	£0.00
770	Programme of Events	£0.00	£0.00	£475.00	£475.00
771	Summer Fete				
771/1	Current Year	£0.00	£0.00	£1,527.77	£1,527.77
771/2	Next Year	£0.00	£0.00	£0.00	£0.00
771	Total	£0.00	£0.00	£1,527.77	£1,527.77
775	Civic Functions	£0.00	£0.00	£519.88	£519.88
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£15.00	£15.00
777	Town Mayor's Charity - after May	£0.00	£0.00	£200.98	£200.98
786	Community / Social Inclusion Project Grant	£0.00	£0.00	£0.00	£0.00
790	Consumer Products (Sales)				
790/1	History Publications	£0.00	£0.00	£0.00	£0.00
790/2	Crime Prevention	£50.00	£0.00	£0.00	-£50.00
790/3	General	£50.00	£0.00	£0.00	-£50.00
790	Total	£100.00	£0.00	£0.00	-£100.00
799	Miscellaneous	£0.00	£0.00	£0.00	£0.00
Total Income		£100.00	£0.00	£2,738.63	£2,638.63
Expenditure					
7040	Town Mayor's Allowance				
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£0.00	£375.00

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
7040/2	Town Mayor's Entertainment Allowance	£375.00	£0.00	£70.00	£305.00
7040	Total	£750.00	£0.00	£70.00	£680.00
7070	Projects				
7070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
7070	Total	£0.00	£0.00	£0.00	£0.00
7080	Loan Interest & Repayments (PWL 490422)	£4,430.00	£0.00	£1,935.50	£2,494.50
7260	Service Level Agreements (CAB)	£3,150.00	£0.00	£0.00	£3,150.00
7340	Signs	£500.00	£0.00	£0.00	£500.00
7700	Programme of Events	£4,000.00	£0.00	£2,236.50	£1,763.50
7710	Summer Fete				
7710/1	Current Year	£2,100.00	£0.00	£3,331.11	-£1,231.11
7710/2	Next Year	£300.00	£0.00	£0.00	£300.00
7710	Total	£2,400.00	£0.00	£3,331.11	-£931.11
7720	General Events				
7720/1	General	£0.00	£0.00	£24.55	-£24.55
7720/2	Apple Day	£500.00	£0.00	£1,093.48	-£593.48
7720/3	Open Days	£500.00	£0.00	£421.85	£78.15
7720	Total	£1,000.00	£0.00	£1,539.88	-£539.88
7750	Civic Functions	£1,850.00	£0.00	£908.37	£941.63
7760	Town Mayor's Charity - Pre May	£0.00	£3,207.74	£3,207.74	£0.00
7770	Town Mayor's Charity - after May	£0.00	£0.00	£0.00	£0.00
7850	Community Grants	£6,000.00	£420.58	£3,254.00	£3,166.58

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
7860	Community / Social Inclusion Project Grant	£0.00	£0.00	£0.00	£0.00
7870	Grants for Queen's Platinum Jubilee	£1,000.00	£0.00	£345.67	£654.33
7900	Consumer Products (Purchase for resale)				
7900/1	History Publications	£0.00	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£100.00	£0.00	£0.00	£100.00
7900	Total	£100.00	£0.00	£0.00	£100.00
7950	Community Safety	£500.00	£0.00	£28.35	£471.65
7990	Miscellaneous	£100.00	£0.00	£139.92	-£39.92
Total Expenditure		£25,780.00	£3,628.32	£16,997.04	£12,411.28

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
8. Planning & Environment					
Income					
807	Projects	£0.00	£0.00	£0.00	£0.00
890	Consumer Products (Sales)				
890/1	General	£0.00	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,700.00	£0.00	£518.13	-£1,181.87
890/3	Waste & Garden Bags	£560.00	£0.00	£0.00	-£560.00
890	Total	£2,260.00	£0.00	£518.13	-£1,741.87
Total Income		£2,260.00	£0.00	£518.13	-£1,741.87
Expenditure					
8070	Projects				
8070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
8070	Total	£0.00	£0.00	£0.00	£0.00
8190	Professional Fees	£250.00	£0.00	£1,050.00	-£800.00
8440	Waste Services (Dog Bins)	£7,570.00	£0.00	£2,138.50	£5,431.50
8460	Furniture	£2,500.00	£0.00	£2,794.30	-£294.30
8900	Consumer Products (Purchase for resale)				
8900/1	Poop Scoops	£1,600.00	£0.00	£601.00	£999.00
8900/2	Waste & Garden Bags	£420.00	£0.00	£0.00	£420.00
8900	Total	£2,020.00	£0.00	£601.00	£1,419.00
Total Expenditure		£12,340.00	£0.00	£6,583.80	£5,756.20

Financial Budget Comparison

Comparison between 01/04/22 and 30/09/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/2023	Reserve Movements	Actual Net	Balance
Total Income	£896,648.00	£0.00	£424,050.50	
Total Expenditure	£899,148.00	£62,811.94	£509,190.18	
Total Net Balance	-£2,500.00		-£85,139.68	

Paid Expenditure Transactions

Start of year 01/04/22

paid between 31/08/22 and 25/10/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD220901BD CRATESTA	01/09/22	17820		£711.00	£0.00	£711.00	3. TA	Blaby District Council	3460
DD220901BD CRATESCC	01/09/22	17821		£1,959.00	£0.00	£1,959.00	2. CC	Blaby District Council	2460
BCARD220815 NAMES7019	02/09/22	17532		£119.99	£20.00	£99.99	1. CM	Names Co.	c Panel starter committee for 1yr 1420
		17822/1		-£1,047.97	£0.00	-£1,047.97	3. TA	British Gas	CREDIT 3430
		17822/2		£5,963.68	£993.94	£4,969.74	3. TA	British Gas	ACC. 603511442 PERIO03.07.2022 - 02.08.2022 3430
DD220819BG3 595	05/09/22	17822		£4,915.71	£993.94	£3,921.77		British Gas	ACC. 603511442 PERIO03.07.2022 - 02.08.2022 3430
		17826/1		£10.00	£0.00	£10.00	1. CM	Co operative Bank	Service charge 1990
		17826/2		£23.70	£0.00	£23.70	1. CM	Co operative Bank	Commision 1990
BACS220805C OOPSERVIC	05/09/22	17826		£33.70	£0.00	£33.70		Co operative Bank	Service charge 1990
BACS220809B RAND6776	06/09/22	17542	3905	£246.00	£41.00	£205.00	7. CD	Brandon Hire Plc	2 x portable toilets for summer fete 7710/1
BACS220809E SPO5397	06/09/22	17543		£123.60	£20.60	£103.00	1. CM	ESPO	GBC Fusion 1100L A3 Laminator 1300
BACS220809E SPO5558	06/09/22	17544		£15.12	£2.52	£12.60	1. CM	ESPO	P/Sharpener 8mm x 10 Smartbuy 1300
BACS220809E SPO5559	06/09/22	17545		£72.50	£12.08	£60.42	1. CM	ESPO	Paper A4 Evolution Everyday. Battery Panasonic 6F22R 1300
BACS220819S TOCK1650	06/09/22	17547	4012	£34.02	£5.67	£28.35	7. CD	Stocksigns Ltd	4 x new straps for speed sign cabinets 7950
BACS220818F UNTIM1614	06/09/22	17573	4010	£354.35	£0.00	£354.35	7. CD	Funtime Bounce	1 x bouncy castle for TA open day 7720/3
BACS220818T CWREM0009	06/09/22	17574	4014	£55.00	£0.00	£55.00	7. CD	TCW Removals - Charlotte Collins	Supply of Face painter for Thorpe Astley Open Day 7720/3
BACS221808D NAKID3010	06/09/22	17575	4015	£322.80	£53.80	£269.00	7. CD	DNA Kids Ltd	Provision of Halloween party for Programme of Events 7700
CHEQUE2208 15INHOUSE	06/09/22	17578	4017	£135.00	£0.00	£135.00	2. CC	In House Maintenance	Supply & Fit angle plastic to prevent bitchimen drips on emergency exit CC 2600
BACS220101S LCC7508	06/09/22	17579	3779	£270.00	£0.00	£270.00	1. CM	SLCC	Full membership to SLCC for Pauline Snow 01.01.22 - 31.12.22 1350
BACS220822 WOODENQ75 4	06/09/22	17580		£108.48	£0.00	£108.48	1. CM		Refund Vets bill following accident on Franklin Park, Dog fell down manhole cover 1150

Paid Expenditure Transactions

Start of year 01/04/22

paid between 31/08/22 and 25/10/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS220823F UNTIM1626	06/09/22	17581	4021	£333.05	£0.00	£333.05	7. CD	Funtime Bounce	1 x bouncy castle for apple day 7720/2
BACS220824A MAZON1630	06/09/22	17582	4019	£8.58	£1.44	£7.14	5. OS	Amazon UK	2 x cctv signs for TA tennis court 5550
BACS220905 MAAZO6347	06/09/22	17617	4032	£8.58	£1.44	£7.14	5. OS	Amazon UK	CCTV signs 5630
BACS220803A RCO5492	06/09/22	17827		£64.80	£10.80	£54.00	5. OS	Arco	1 x trousers for Ian 5290
BACS220907H MRC	07/09/22	17572		£7,338.79	£0.00	£7,338.79	1. CM	H M Revenue & Customs	Tax & NI J 1010
DD220823BG4 186	07/09/22	17730		£145.95	£6.95	£139.00	6.LS	British Gas	ACC. 603452644 PERIOD 22.07.2022-21.08.2022 6430
DD220901SA G4708	08/09/22	17741		£52.80	£8.80	£44.00	1. CM	Sage (UK) Ltd	01.09.2022-30.09.2022 1350
DD220902ENT ANET4673	09/09/22	17609		£14.40	£2.40	£12.00	2. CC	Entanet International Ltd	PSTN ELE-091952 01.09.2022-30.09.2022 2400
DD220902EN TA3956	09/09/22	17610		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL305436 - LE3 2PP 01.09.2022-30.09.2022 2400
DD220831KIN GS3176	10/09/22	17576		£20.22	£3.37	£16.85	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580
DD220901SSE TA0021	12/09/22	17608		£1,662.21	£277.03	£1,385.18	3. TA	SSE SOUTHERN ELECTRIC	Thorpe Astley 02.06.22 - 31.08.22 3430
BACS220622Z EROX	12/09/22	17829		-£370.62	-£61.77	-£308.85	1. CM	Xerox	WC7855i COPY/PRINT/SCAN 01.04.2022 - 31.06.22 1410
DD220906ENT A14815704	13/09/22	17619		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL207489 LE3 3RU 05.08.2022 - 04.09.2022 3400
DD220901SSE TA0022	14/09/22	17634		-£1,662.21	-£277.04	-£1,385.17	3. TA	SSE SOUTHERN ELECTRIC	Thorpe Astley 02.06.22 - 31.08.22 3430
		17717/1		£29.40	£4.90	£24.50	2. CC	Global Payments	30.07.2022 - 31.08.2022 2580
		17717/2		£133.76	£0.00	£133.76	2. CC	Global Payments	30.07.2022 - 31.08.2022 2580
DD2207310GL OBALCC	14/09/22	17717		£163.16	£4.90	£158.26		Global Payments	30.07.2022 - 31.08.2022 2580
DD220901BYP HONE2727	15/09/22	17603		£240.88	£40.14	£200.74	1. CM	Byphone Voxbit	RC10115 Acc 1400
DD220905SSE TA0023	15/09/22	17633		£1,662.21	£277.03	£1,385.18	3. TA	SSE SOUTHERN ELECTRIC	Thorpe Astley 02.06.22 - 01.09.22 3430
		17640/1		£29.40	£4.90	£24.50	2. CC	Global Payments	30.07.2022 - 31.08.2022 2580

Paid Expenditure Transactions

Start of year 01/04/22

paid between 31/08/22 and 25/10/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		17640/2		£0.23	£0.00	£0.23	2. CC	Global Payments	01.07.2022 - 29.07.2022 2580
DD2208310GL OBALCC	15/09/22	17640		£29.63	£4.90	£24.73		Global Payments	30.07.2022 - 31.08.022 2580
DD221015BD C	15/09/22	17831		£180.00	£0.00	£180.00	3. TA	Blaby District Council	PREMISESLICENCE:BLPR0215 3570
BCARD220901 HAYLESFRU	16/09/22	17600	4028	£63.00	£10.50	£52.50	7. CD	Hayles Fruit Farm	18 bottles apple juice for apple day 7720/2
DD220901EO N0018	16/09/22	17604		£9.48	£0.45	£9.03	2. CC	E.ON Next	CC GAS 01.08.2022-31.08.2022 2430
DD220902BG6 750	16/09/22	17758		£4.07	£0.19	£3.88	2. CC	British Gas	ACC. 603452645 PERIOD 28.07.2022 - 27.08.2022 2430
BCARD221020 CANVA	16/09/22	17833		£99.99	£0.00	£99.99	1. CM	Canva Presenations	Computer package for Scarlett computer 1420
BCARD220807 PRIME	16/09/22	17834		£96.00	£0.00	£96.00	1. CM	Amazon UK	Prime subscription 1350
BACS220802A LEX2293	20/09/22	17522		£29.66	£4.94	£24.72	2. CC	Alexandra	BS10988 Budget Safety Boot Black & Carriage Charge 2290
BACS220829B LIFESEP22	20/09/22	17584		£752.40	£0.00	£752.40	1. CM	Braunstone Life	2 x pages for September 2022 edition 1360
BACS220826K OMPAN2184	20/09/22	17585	4009	£145.20	£24.20	£121.00	5. OS	Kompan Ltd	Spare parts to repair climbing frame at TA 5610/2
BACS220709 GRIFF6114	20/09/22	17586	4023	£20.00	£0.00	£20.00	7. CD	Griffin Designs	stickers for summer fete banners 7710/1
BACS220825 MORGAN4379	20/09/22	17587	4000	£182.91	£30.48	£152.43	5. OS	MORGANS	3 x heavy duty padlocks for Shakespeare Park gates Keys to be cut for new FC at MM 5050/2
BACS220824A RCO5491	20/09/22	17589	3999	£86.26	£14.38	£71.88	5. OS	Arco	4 x tee shirts (2 x Dave, 2 x Ian) 5290
BACS220824A MAZON3187	20/09/22	17593		£16.99	£2.83	£14.16	7. CD	Amazon UK	5 x Plastic Paint Splash Mats 7710/1
BACS220824A MAZON2236	20/09/22	17594		£16.96	£2.83	£14.13	7. CD	Amazon UK	72 Colours Dual Top Brush Pens 7710/1
BACS220824A MAZONAEUI	20/09/22	17595		£21.40	£3.58	£17.82	7. CD	Amazon UK	Rapesco Stapler x 2 7710/1
BACS220824A MAZON2294	20/09/22	17596		£21.99	£3.67	£18.32	7. CD	Amazon UK	72 Colours Dual Top Brush Pens 7710/1
BACS220831 GPR04741	20/09/22	17597		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan -n Year 1 month 8 1420

Paid Expenditure Transactions

Start of year 01/04/22

paid between 31/08/22 and 25/10/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS220831A MAZO2810	20/09/22	17598	4027	£23.46	£3.90	£19.56	7. CD	Amazon UK	cups - Apple day 7720/1
BACS220822S UNNIN0336	20/09/22	17605	4013	£189.95	£31.65	£158.30	5. OS	Sunningdale Landscape Supplies Ltd	1 ton soil and sand to fill holes on Mossdale Meadows 5550
BACS220826A LEXAN5768	20/09/22	17606	3995	£35.22	£5.86	£29.36	2. CC	Alexandra	Safety boots for ED 2290
BACS220822J RB220816	20/09/22	17611	4006	£721.20	£120.20	£601.00	8. PE	Mutts Butts / JRB Enterprise LTD	Degradable Poop Scoop Bags - Bag Size 180 x 280 x 380 mm, 17 Micron Thick. 50,000. + Delivery 8900/1
BACS220901C HUBB1768	20/09/22	17612		£63.48	£10.59	£52.89	5. OS	Chubb Fire & Security	Plan 6 CM4 Corporate Agreement No.1559314 Attendance fee CO2 Foam Powder 2kg Powder 6kg & Water Extinguisher 5610/1
BACS220901C HUBB1767	20/09/22	17613		£91.02	£15.18	£75.84	2. CC	Chubb Fire & Security	Plan 6 CM4-Corporate Agreement No.1557766 Attendance Fee Water 3ltr 6ltr with additive CO2 Foam Power 2kg & 6KG Extinguisher, Fire Blanket 2610/2
BACS220901C HUBB1873	20/09/22	17614		£74.55	£12.43	£62.12	5. OS	Chubb Fire & Security	Plan 6 CM4 Agreement No.1665810 Attendance Fee Water 6ltr CO2 Foam Powder Extinguisher, Fire Blanket, Wet Chemical 6LT 5610/1
BACS220905A MAZO7390	20/09/22	17616	4031	£15.99	£2.67	£13.32	5. OS	Amazon UK	key box for SP for club use 5050/2
BACS220905A MAZO2211	20/09/22	17618	4030	£15.00	£2.50	£12.50	7. CD	Amazon UK	Napkins for TA open day 7720/3
BACS220609C HILLICC	20/09/22	17620		£61.11	£10.19	£50.92	2. CC	Chilliclean Window Cleaning	SEPT 22 2600
BACS220810V IPANS1752	20/09/22	17622	3998	£47.04	£7.84	£39.20	5. OS	Vipans Ltd	4 x spray marker cans 5630
BACS220901L CCWASTE63	20/09/22	17623		£66.00	£11.00	£55.00	5. OS	Leicester County Council - Waste	Trade Refuse - BT17GHH 08.08.2022 5440
DD220905EO N0013	20/09/22	17624		£63.47	£3.02	£60.45	5. OS	E.ON Next	SP GAS 01.08.22-03.09/22 5430
BACS220912B ARTON8947	20/09/22	17627		£1,799.40	£299.90	£1,499.50	5. OS	Barton Petroleum	1000 litres Derv EN590 5670
BACS220913A MAZO2163	20/09/22	17629	4043	£42.99	£7.17	£35.82	2. CC	Amazon UK	Elikliv Dual-Way Counter Intercom Window Intercom System Counter Intercom Counter Interphone CounterIntercom Speaker for Store Office Hospital Bank 2990

Paid Expenditure Transactions

Start of year 01/04/22

paid between 31/08/22 and 25/10/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS220913 ONLINE8562	20/09/22	17630	4041	£120.40	£20.07	£100.33	5. OS	Online Playgrounds	2 x playground surfacing matting as advised by ROSPA 5610/2
BACS220905B UZZING015	20/09/22	17631	4035	£150.00	£0.00	£150.00	7. CD	Buzzing Roots	Activity for apple day 7720/2
BACS220906B ROXAP3921	20/09/22	17635	3921	£554.40	£92.40	£462.00	5. OS	Broxap Ltd	2 x dog bins for Thorpe Astley 5610/1
BACS220907H AWKWI1622	20/09/22	17636	4039	£325.00	£0.00	£325.00	7. CD	Hawkwise Falconry	supply of static falonry display for apple day 7720/2
BACS220909 QUICK316	20/09/22	17637	4042	£144.00	£24.00	£120.00	7. CD	Quick Print UK Ltd	1 x tickets fo Harvest Church Service 7700
DD220915ENT A8259	20/09/22	17669		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL192354 - LE3 2PP 14.09.2022-13.10.2022 2400
DD220904WA TERPL5752	20/09/22	17711		£444.40	£0.00	£444.40	2. CC	Water Plus/STW	CC -Acc. 0583085823 2430
DD220906WA TER9711	20/09/22	17754		£300.67	£0.00	£300.67	3. TA	Water Plus/STW	TA AC0479003705 Drainage services- 3430
DD220604WA TERPL1552	20/09/22	17835		-£1,451.46	£0.00	-£1,451.46	2. CC	Water Plus/STW	Contra 17313, CC -Acc. 0583085823 Not claimed 2430
DD220905SSE TA0023	20/09/22	17836		-£1,662.21	-£277.03	-£1,385.18	3. TA	SSE SOUTHERN ELECTRIC	Contra 17633, Thorpe Astley 02.06.22 - 01.09.22 3430
BACS220607A MAZONUNPA	20/09/22	17838		-£95.92	-£16.00	-£79.92	2. CC	Amazon UK	Contra 17401, * 4 of: Home Defence Ant Stop Ultra Gun 800 ml Spray, Red * K-One White Soft Close Toilet Seat New Slow Close Polypropylene 425 x 355mm 2600
BACS220617A MAZONUNPA	20/09/22	17839		-£27.50	£0.00	-£27.50	3. TA	Amazon UK	Contra 17378, Decaf Coffee 3510
DD2200702EN TA2186UNC	20/09/22	17840		-£27.90	-£4.65	-£23.25	2. CC	Entanet International Ltd	Contra 17738, ADSL305436 - LE3 2PP 01.07.2022-31.07.2022 2400
DD220702ENT ANETUNCLA	20/09/22	17841		-£14.40	-£2.40	-£12.00	2. CC	Entanet International Ltd	Contra 17740, PSTN ELE-093187 01.07.2022-31.07.2022 2400
DD2200808EO NUNCLAIM	20/09/22	17842		-£164.59	-£7.84	-£156.75	5. OS	E.ON Next	Contra 17525, 01.07.2022 - 31.07.2022 5430
DD220818BBD LICENSEUN	20/09/22	17843		-£295.00	£0.00	-£295.00	3. TA	Blaby District Council	Contra 17539, License BLPR0215 13.09.22-12.09.23 3570
BACS220809E SPO5397	20/09/22	17844		-£123.60	-£20.60	-£103.00	1. CM	ESPO	Contra 17543, GBC Fusion 1100L A3 Laminator 1300
BACS220809E SPO5558	20/09/22	17845		-£15.12	-£2.52	-£12.60	1. CM	ESPO	Contra 17544, P/Sharpener 8mm x 10 Smartbuy 1300

Paid Expenditure Transactions

Start of year 01/04/22

paid between 31/08/22 and 25/10/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS220809E SPO5559	20/09/22	17846		-£72.50	-£12.08	-£60.42	1. CM	ESPO	Contra 17545, Paper A4 Evolution Everyday. Battery Panasonic 6F22R	1300
BACS220831A VON1637	21/09/22	17599	4026	£420.00	£70.00	£350.00	5. OS	Avon Water Services	Detection and repair of water leak at Mossdale Meadows	5600/1
DD2200906EO N00013	21/09/22	17626		£173.22	£8.25	£164.97	5. OS	E.ON Next	01.08.2022 - 31.08.2022	5430
BACS220916T HEALFR318	21/09/22	17632	4036	£383.40	£63.90	£319.50	7. CD	The Alfresco Film Company	Supply and running of film show for TA POE 50% deposit	7700
BACS220907C HILLIGUYS	21/09/22	17641	4044	£200.00	£0.00	£200.00	7. CD	Chilli Guys	Deposit for Diwali meal	7700
DD220907BG3 432	21/09/22	17721		£82.99	£3.95	£79.04	3. TA	British Gas	ACC. 603511442 PERIOD 03.08.2022-02.09.2022	3430
DD220907BG5 332	21/09/22	17823		£82.99	£3.95	£79.04	3. TA	British Gas	ACC. 603511442 PERIOD 03.08.2022 - 02.09.2022	3430
BACS220924U NISON	22/09/22	17643		£30.00	£0.00	£30.00	1. CM	Unison	Union fees	1991
SO2209265PE RSONELAD	22/09/22	17705		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of retained Personnel Services September 2022	1170
DD2209221SS ETA0023	22/09/22	17848		£1,831.27	£305.21	£1,526.06	3. TA	SSE SOUTHERN ELECTRIC	Thorpe Astley	3430
DD220918ENT A8592	23/09/22	17677		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL364266 LE3 2PPP 17/08/22-16/09/22	2400
BACS220924S NOW	24/09/22	17644		£2,407.95	£0.00	£2,407.95	1. CM		Salary September 22	1010
BACS220924K ENNETT	24/09/22	17647		£1,761.06	£0.00	£1,761.06	1. CM		Salary Sept 22	1010
BACS220924A SSI	24/09/22	17648		£2,254.93	£0.00	£2,254.93	1. CM		Salary Sept 22	1010
BACS220924 MEAD	24/09/22	17649		£1,755.16	£0.00	£1,755.16	1. CM		Salary Sept 22	1010
BACS220924H ALL	24/09/22	17650		£1,055.57	£0.00	£1,055.57	1. CM		Salary Sept 22	1010
BACS220924J EPSON	24/09/22	17651		£1,781.66	£0.00	£1,781.66	1. CM		Salary Sept 22	1010
BACS220924T ILLEY	24/09/22	17652		£2,787.81	£0.00	£2,787.81	1. CM		Salary Sept 22	1010
BACS220924S IBSON	24/09/22	17653		£1,471.24	£0.00	£1,471.24	1. CM		Salary Sept 22	1010

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS220924L EAVIS	24/09/22	17654		£1,458.35	£0.00	£1,458.35	1. CM	[REDACTED] Salary Sept 22	1010
BACS220924H ENDERSON	24/09/22	17655		£451.42	£0.00	£451.42	1. CM	[REDACTED] Salary Sept 22	1010
BACS220924F URNISS	24/09/22	17656		£144.24	£0.00	£144.24	1. CM	[REDACTED] Salary Sept 22	1010
BACS220924J OHNSON	24/09/22	17657		£540.11	£0.00	£540.11	1. CM	[REDACTED] Salary Sept 22	1010
BACS220924L YCETT	24/09/22	17658		£288.47	£0.00	£288.47	1. CM	[REDACTED]e Salary Sept 22	1010
BACS220924 MYERS	24/09/22	17659		£1,334.15	£0.00	£1,334.15	1. CM	[REDACTED] Salary Sept 22	1010
BACS220924B RYAN	24/09/22	17660		£761.80	£0.00	£761.80	1. CM	[REDACTED] Salary Sept 22	1010
BACS220924H ICKENBOTH	24/09/22	17661		£815.70	£0.00	£815.70	1. CM	[REDACTED] Salary Sept 22	1010
BACS220924D EXTER	24/09/22	17662		£1,145.27	£0.00	£1,145.27	1. CM	[REDACTED] Salary Sept 22	1010
BACS220924A LMEY	24/09/22	17663		£1,436.55	£0.00	£1,436.55	1. CM	[REDACTED] Salary Sept 22	1010
BACS220924P ATEL	24/09/22	17664		£1,373.41	£0.00	£1,373.41	1. CM	[REDACTED] Salary Sept 22	1010
BACS220924C AWLEY	24/09/22	17665		£830.58	£0.00	£830.58	1. CM	[REDACTED] Salary Sept 22	1010
BACS220924P RENDEGAST	24/09/22	17666		£635.37	£0.00	£635.37	1. CM	[REDACTED] Salary Sept 22	1010
DD220910WA TERPL8659	24/09/22	17755		£28.12	£0.00	£28.12	5. OS	Water Plus/STW	SP -Acc. 0703064724 5430
BACS220924L CCPENSION	26/09/22	17668		£8,561.04	£0.00	£8,561.04	1. CM	Leicestershire County Council Pensions	Pensions 1020
110841	27/09/22	17615	4024	£72.00	£0.00	£72.00	6.LS	Street News	Newspapers Deliveries for library 21/08/22-27/08/22 6990
DD220913LEX 4591	28/09/22	17683		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17GHH 14 August 2022 - 13 September 2022 Leasing charges 5650
BACS220630 GPR04721	29/09/22	17645		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan -n Year 1 month 6 1420
BACS220701S LCC7118	29/09/22	17646	3778	£351.00	£0.00	£351.00	1. CM	SLCC	Full membership to SLCC for Darren Tilley 01.01.22 - 31.12.22 1350

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details		Heading
BACS220916A MAZO2978	29/09/22	17670	4048	£53.98	£9.00	£44.98	1. CM	Amazon UK	2 x condolence books	1300
BACS220915A MAZO0568	29/09/22	17671	4047	£16.80	£2.80	£14.00	5. OS	Amazon UK	cctv signs x 4 for TA	5620/1
BACS220915 MAMZOEUI	29/09/22	17672	4046	£27.93	£4.66	£23.27	1. CM	Amazon UK	stationery stands laminating pouches	1300
BACS220914A MAZON3987	29/09/22	17673	4045	£4.40	£0.73	£3.67	6.LS	Amazon UK	paper bags for coffee morning	6990
BACS220915A MAZON1721	29/09/22	17674	4050	£15.99	£2.67	£13.32	1. CM	Amazon UK	A5 leaflet rack	1300
BACS220921P RINCI0343	29/09/22	17675		£930.94	£155.16	£775.78	2. CC	Principal Hygiene Systems Ltd	01.10.2022-31.12.2022	2440
BACS220921P RINCI0365	29/09/22	17676		£529.43	£88.24	£441.19	2. CC	Principal Hygiene Systems Ltd	01.10.2022-31.12.2022 Thorpe Astley wash room, Nappy Collection, Sanitary Disposal	2440
BACS220922A RCO4570	29/09/22	17678	4049	£63.24	£10.54	£52.70	5. OS	Arco	1 pair trousers for Phil	5290
BACS220923T ENSID5537	29/09/22	17679	4051	£55.56	£9.26	£46.30	5. OS	Tensid UK Ltd	4 bottles of graffiti remover	5330
BACS220923 GIGGLE2022	29/09/22	17680	4053	£200.00	£0.00	£200.00	7. CD	Giggle Town Arts	Activities for apple day	7720/2
BACS220908N PS2223111	29/09/22	17681		£345.00	£57.50	£287.50	3. TA	NPS NIGEL SUMMERFIELD	Repair flush in Ladies Toilets, replace toilet & associated pipework	3600
BACS220923A MAZO1922	29/09/22	17685	4062	£13.99	£2.33	£11.66	7. CD	Amazon UK	serving trays for apple day	7720/2
BACS220923A MAZO2849	29/09/22	17686	4061	£15.64	£2.61	£13.03	7. CD	Amazon UK	paper cups for apple day	7720/2
BACS220923A MAZO2307	29/09/22	17687	4060	£9.89	£1.65	£8.24	7. CD	Amazon UK	3 x knives for apple day	7720/2
BACS220831A VON1637R	29/09/22	17847		-£420.00	-£70.00	-£350.00	5. OS	Avon Water Services	Detection and repair of water leak at Mossdale Meadows	5600/1
BACS220929B LIFE0CT22	29/09/22	17849		£752.40	£0.00	£752.40	1. CM	Braunstone Life	2 x pages for October 2022 edition	1360
		17850/1		£38.46	£6.41	£32.05	1. CM	ESPO	STATIONARY	1300
		17850/2		£43.20	£7.20	£36.00	1. CM	ESPO	STATIONARY	1300
		17850/3		£123.60	£20.60	£103.00	1. CM	ESPO	STATIONARY	1300
		17850/4		£15.12	£2.52	£12.60	1. CM	ESPO	STATIONARY	1300

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		17850/5		£72.50	£12.08	£60.42	1. CM	ESPO	STATIONARY 1300
		17850/6		£9.16	£1.53	£7.63	1. CM	ESPO	STATIONARY 1300
		17850/7		£5.24	£0.87	£4.37	1. CM	ESPO	STATIONARY 1300
		17850/8		£576.65	£96.11	£480.54	2. CC	ESPO	CLEANING 2330
		17850/9		£66.19	£11.03	£55.16	5. OS	ESPO	CLEANING 5330
DD220929ESP O	29/09/22	17850		£950.12	£158.35	£791.77		ESPO	1300
BACS220831A VON1637CO	29/09/22	17852		£420.00	£70.00	£350.00	5. OS	Avon Water Services	Detection and repair of water leak at Mosssdale Meadows 5600/1
BACS220926A JRUTH	30/09/22	17684	3277	£1,765.00	£0.00	£1,765.00	2. CC	AJR Decorating	Sand and fill all exterior paintwork of Civic Centre as per both quotes PLUS additional exterior work of cladding 2600
DD220916WA TERPIL2216	30/09/22	17752		£50.75	£0.00	£50.75	5. OS	Water Plus/STW	MM -Acc. 0955002195 5430
DD220930SSE 0015	30/09/22	17851		£3,017.01	£502.83	£2,514.18	2. CC	SSE SOUTHERN ELECTRIC	Civic Centre 2430
BACS221001X EROX	01/10/22	17198		£195.91	£32.65	£163.26	1. CM	Xerox	1410
DD220922BG6 468	06/10/22	17731		£144.16	£6.86	£137.30	6.LS	British Gas	ACC. 603452644 PERIOD 22.08.2022-21.09.2022 6430
BACS221007H MRC	07/10/22	17667		£7,455.87	£0.00	£7,455.87	1. CM	H M Revenue & Customs	Tax & NI J 1010
DD2201001EN TA9813	09/10/22	17704		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL305436 - LE3 2PP 01.10.2022-31.10.2022 2400
DD221001BYP HONE4175	10/10/22	17698		£240.74	£40.12	£200.62	1. CM	Byphone Voxbit	RC10115 Acc 1400
DD221001SA G0089	10/10/22	17742		£1,212.81	£202.13	£1,010.68	1. CM	Sage (UK) Ltd	13.09.2022-30.09.2022 1350
DD221004ENT ANET0736	11/10/22	17701		£14.40	£2.40	£12.00	2. CC	Entanet International Ltd	PSTN ELE-093187 03.10.2022-02.11.2022 2400
DD221006ENT A1556	13/10/22	17726		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL207489 LE3 3RU 05.10.2022 - 04.11.2022 3400
DD220927SSE MM0021	14/10/22	17712		£187.64	£8.93	£178.71	5. OS	SSE SOUTHERN ELECTRIC	Mosssdale Meadows 02.07.2022 - 01.09.22 5430
		17718/1		£29.40	£4.90	£24.50	2. CC	Global Payments	01.09.2022 - 30.09.2022 2580
		17718/2		£200.37	£0.00	£200.37	2. CC	Global Payments	01.09.2022 - 30.09.2022 2580

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DD220930GL OBALCC	14/10/22	17718		£229.77	£4.90	£224.87		Global Payments	01.09.2022 - 30.09.22 2580
DD220930BG5 070	14/10/22	17723		£192.28	£9.16	£183.12	6.LS	British Gas	ACC. 603452644 PERIOD 22.09.2022-30.09.2022 6430
DD220922BG5 070	14/10/22	17825		£48.12	£2.29	£45.83	6.LS	British Gas	ACC. 603452644 PERIOD 22.09.2022 - 30.09.2022 6430
BACS2200921 SISSO1848	17/10/22	17682		£5,116.94	£852.82	£4,264.12	2. CC	Sissons & Allen Ltd	Emergency Lighting 2600
BACS220928Z EROX37351	17/10/22	17691		£254.74	£42.46	£212.28	1. CM	Xerox	AltaLink C8155v_F Serial no.3774436331 COPY/PRINT/SCAN 01.09.2022 - 30.11.22 1410
BACS220907I TSOL3897	17/10/22	17692		£99.00	£16.50	£82.50	1. CM	IT Solutions	Site visit to set up new photocopier with correct printer driver and set up scanning 1420
BACS220920I TSOL3899	17/10/22	17693		£180.00	£30.00	£150.00	1. CM	IT Solutions	Removal of Emma Dexter, Recreation of Paula Smith. Replacement of charging jack in Scarlett's laptop inc. new parts 1420
BACS220927C HUBB2564	17/10/22	17694		£31.15	£5.19	£25.96	5. OS	Chubb Fire & Security	Plan 6 CM4 Agreement No.1559315 201F Service Attendance Fee. Co2 2kg, Foam 6Ltr & Powder 6kg Extinguishers 5610/1
BACS220928A MAZO2317	17/10/22	17695	4058	£26.90	£4.48	£22.42	6.LS	Amazon UK	cartridges for library printer 6320
		17696/1		£15.98	£0.00	£15.98	2. CC	Amazon UK	Moostix Semi Skimmed Milk 'Stix' UHT Sachets (9ml x 170) 2510
		17696/2		£11.30	£1.88	£9.42	2. CC	Amazon UK	Amazon Basics LED GU10 Spotlight Bulb, 4.7W (equivalent to 50W), Warm 2600
BACS221017A MAZONX2	17/10/22	17696	4057	£27.28	£1.88	£25.40		Amazon UK	Ass 2510
		17697/1		£15.98	£0.00	£15.98	2. CC	Amazon UK	Moostix Semi Skimmed Milk 'Stix' UHT Sachets (9ml x 170) 2510
		17697/2		£11.30	£1.88	£9.42	2. CC	Amazon UK	Amazon Basics LED GU10 Spotlight Bulb, 4.7W (equivalent to 50W), Warm 2600
	17/10/22	17697		£27.28	£1.88	£25.40		Amazon UK	Ass 2510
BACS221003N PS2223139	17/10/22	17699		£156.54	£26.09	£130.45	3. TA	NPS NIGEL SUMMERFIELD	Unblock toilet, Replace pan connector at Civic Centre 3600
BACS220930 GPR04745	17/10/22	17703		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Support plan -n Year 1 month 9 1420
BACS220923C HUBB9445	17/10/22	17706		£970.83	£161.81	£809.02	3. TA	Chubb Fire & Security	Annual Contract for intruder alarm 19/09/22 - 18/09/23 3610/3

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BACS220923C HUBB9446	17/10/22	17707		£812.62	£135.44	£677.18	5. OS	Chubb Fire & Security	Annual Contract for intruder alarm 19/09/22 - 17/09/23 5610/1
BACS221001L CCWASTE94	17/10/22	17715		£36.30	£6.05	£30.25	5. OS	Leicester County Council - Waste	Trade Refuse - BT17GHH 13.09.2022 5440
		17724/1		£40.00	£0.00	£40.00	7. CD	Cllr Satindra Sangha	Samosas 7770
		17724/2		£71.85	£11.97	£59.88	7. CD	Cllr Satindra Sangha	Raffle Prizes 7770
BACSSATIND RASANGHA	17/10/22	17724		£111.85	£11.97	£99.88		Cllr Satindra Sangha	Samosas & Raffle Prizes for Town Mayor Event 7770
BACS220710B DH0011718	17/10/22	17725		£185.89	£30.98	£154.91	5. OS	Blaby District Council	Clearance of a Flytip on Civic Car Park 5440
BACS221003I TSOL3906	17/10/22	17727		£610.20	£101.70	£508.50	1. CM	IT Solutions	Service Maintenance Agreement PC's Oct - Dec 2022 Service Maintenance Agreement VoIP Oct - Dec 2022 1420
BACS221007S TOCKS2733	17/10/22	17737	4066	£252.42	£42.07	£210.35	7. CD	Stocksigns Ltd	replacement batteries for TA speed sign 7950
BACS220925S UNNING557	17/10/22	17748		£65.00	£10.83	£54.17	5. OS	Sunningdale Landscape Supplies Ltd	1 ton top soil 5620/1
BACS220930 WICKST9428	17/10/22	17749	4067	£3,479.09	£579.85	£2,899.24	5. OS	Wicksteed Leisure Ltd	For garden areas at SP bowls green repair of swing at Holmfield Park 5610/2
BACS220930K MBEES3537	17/10/22	17750	4068	£12,104.02	£2,017.34	£10,086.68	5. OS	K M Beesley	Invoice No 3537 5050/2
BACS220908V IPANS1800	17/10/22	17764	4037	£109.80	£18.30	£91.50	5. OS	Vipans Ltd	Works completed to practical completion Cable ties to hang banners Padlock Cutting disc for grinder for ROSPA 5610/1
DD221003EO N0019	18/10/22	17702		£55.53	£2.64	£52.89	2. CC	E.ON Next	CC GAS 01.09.2022-30.09.2022 2430
DD220904WA TERPL5752	18/10/22	17751		£444.20	£0.00	£444.20	2. CC	Water Plus/STW	CC -Acc. 0583085823 2430
DD221003EO N0014	18/10/22	17777		£134.42	£6.40	£128.02	5. OS	E.ON Next	SP GAS 04.09.22 - 01.10.2022 5430
DD220930KIN GS3646	20/10/22	17708		£63.66	£10.61	£53.05	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580
DD221008EO N00014	21/10/22	17776		£185.99	£8.86	£177.13	5. OS	E.ON Next	01.09.2022 - 30.09.2022 5430

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DD2210155EN TA4102	22/10/22	17772		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL192354 - LE3 2PP 14.10.2022-13.11.2022 2400
BACS221024S NOW	24/10/22	17781		£2,407.95	£0.00	£2,407.95	1. CM		Salary Oct 22 1010
BACS221024K ENNETT	24/10/22	17782		£1,761.06	£0.00	£1,761.06	1. CM		Salary Oct 22 1010
BACS221024A SSI	24/10/22	17783		£2,252.73	£0.00	£2,252.73	1. CM		Salary Oct 22 1010
BACS221024 MEAD	24/10/22	17784		£1,813.28	£0.00	£1,813.28	1. CM		Salary Oct 22 1010
BACS221024H ALL	24/10/22	17785		£1,055.57	£0.00	£1,055.57	1. CM		Salary Oct 22 1010
BACS221024J EPSON	24/10/22	17786		£1,781.86	£0.00	£1,781.86	1. CM		Salary Oct 22 1010
BACS221024T ILLEY	24/10/22	17787		£2,787.81	£0.00	£2,787.81	1. CM		Salary Oct 22 1010
BACS221024S IBSON	24/10/22	17788		£1,471.44	£0.00	£1,471.44	1. CM		Salary Oct 22 1010
BACS221024L EAVIS	24/10/22	17789		£1,458.35	£0.00	£1,458.35	1. CM		Salary Oct 22 1010
BACS221024H ENDERSON	24/10/22	17790		£451.42	£0.00	£451.42	1. CM		Salary Oct 22 1010
BACS221024F URNISS	24/10/22	17791		£144.24	£0.00	£144.24	1. CM		Salary Oct 22 1010
BACS221024J OHNSON	24/10/22	17792		£540.11	£0.00	£540.11	1. CM		Salary Oct 22 1010
BACS221024L YCETT	24/10/22	17793		£288.47	£0.00	£288.47	1. CM		Salary Oct 22 1010
BACS221024 MYERS	24/10/22	17794		£1,333.95	£0.00	£1,333.95	1. CM		Salary Oct 22 1010
BACS221024 BRYAN	24/10/22	17795		£640.18	£0.00	£640.18	1. CM		Salary Oct 22 1010
BACS221024H ICKENBOTH	24/10/22	17796		£815.70	£0.00	£815.70	1. CM		Salary Oct 22 1010
BACS221024D EXTER	24/10/22	17797		£418.24	£0.00	£418.24	1. CM		Salary Oct 22 1010
BACS221024A LMEY	24/10/22	17798		£1,436.55	£0.00	£1,436.55	1. CM		Salary Oct 22 1010

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BACS221024P ATEL	24/10/22	17799		£1,373.41	£0.00	£1,373.41	1. CM		Salary Oct 22	1010
BACS221024C AWLEY	24/10/22	17800		£595.63	£0.00	£595.63	1. CM		Salary Oct 22	1010
BACS221024P RENDEGAST	24/10/22	17801		£533.77	£0.00	£533.77	1. CM		Salary Oct 22	1010
BACS221024S MITH	24/10/22	17804		£393.20	£0.00	£393.20	1. CM		Salary Oct 2022	1010
BACS221024 WRIGHT	24/10/22	17805		£463.06	£0.00	£463.06	1. CM		Salary Oct 2022	1010
BACS221024U NISON	24/10/22	17809		£34.00	£0.00	£34.00	1. CM	Unison	Union fees	1010
SO221024PE RSONELAD	24/10/22	17853		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of retained Personnel Services September 2022	1170
DD221018ENT A4389	25/10/22	17773		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL364266 LE3 2PPP 17/10/22-16/11/22	2400
BACS221024L CCPENSION	25/10/22	17807		£8,246.92	£0.00	£8,246.92	1. CM	Leicestershire County Council Pensions	Pensions	1020
Total				£141,520.18	£8,067.94	£133,452.24				