



# BRAUNSTONE TOWN COUNCIL

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

*Darren Tilley – Chief Executive & Town Clerk*

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

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31<sup>st</sup> August 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, 8<sup>th</sup> September 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/89326846994?pwd=dnhEczFMlU5QQld3ZkhtYW1WMVZWdz09>

Meeting ID: 893 2684 6994

Passcode: 713664

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 16<sup>th</sup> June 2022 to be signed by the Chairperson (**Enclosed**).
5. **Shakespeare Park – Improvements & 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**).
6. **Community Governance Review – Outcome and Review of Comments**  
To review the comments received during the consultation for the Community Governance Review of the Parish of Braunstone and to determine whether the Town Council could take any additional actions to address these (**Enclosed**).
7. **ROSPA Reports**  
To receive a report concerning the annual ROSPA reports on Parks and Open Spaces and to determine any action to be taken (**Enclosed**).
8. **Candidates Information Pack and Session**  
To consider 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 (**Enclosed**).
9. **Equality & Diversity Policy & Procedure**  
To receive the consultation results and a proposed revised Equality & Diversity Policy & Procedure for adoption (**Enclosed**).
10. **Civility & Respect Commitment and draft Dignity at Work Policy**  
To consider making a commitment to “Civility & Respect” and to set out for consultation, principles and standards of acceptable behaviour, relevant processes for raising complaints and for a register of complaints and incidents (**Enclosed**).
11. **Insurance Renewal**  
To consider renewal of the Council’s Corporate Insurance for 3 years (**Enclosed**).
12. **Community Centres Christmas Lights**  
To consider proposals to replace and expand the provision of Christmas lights and decorations at Braunstone Civic Centre and Thorpe Astley Community Centre (**Enclosed**).

13. **Amendment to Licence Agreement - Thorpe Astley GP Branch Surgery**  
To consider proposals to amend the Licence Agreement to Kingsway Surgery to provide flexibility to operate out of hours on an ad-hoc basis (**Enclosed**).
14. **Interim Review of Polling Places**  
To receive a Blaby District Council review of polling places and to consider whether to respond to the consultation (**Enclosed**).
15. **External Audit Arrangements**  
To determine External Audit arrangements from 2022/2023 to 2027/2028 (**Enclosed**).
16. **Blaby District Parish Councils Group**  
To provide feedback from the Blaby District Parish Groups and to identify issues to be raised at future meetings.
17. **End of Quarter Financial Position – Cashbook and Reserves**  
To receive a summary of the Council's Cash and Reserves for the period 1<sup>st</sup> April 2022 to 30<sup>th</sup> June 2022 (**Enclosed**).
18. **Financial Comparisons**  
To receive Financial Comparisons for the period 1st April 2022 to 30<sup>th</sup> August 2022 (**Enclosed**).
19. **Approval of Accounts**  
To consider payments from 8<sup>th</sup> June until 30<sup>th</sup> August 2022 (**Enclosed**).
20. **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 set out and approve a procurement for purchasing Solar PV Panels, Electric Vehicle Charging Points and a hybrid air source heat pump (**Enclosed for Councillors**).
21. **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, determine financing and appoint a contractor to undertake the refurbishment of the Civic Centre Toilets and Civic Centre Bar/Café kitchen (**Enclosed for Councillors**).

*Next Scheduled Meeting: 3<sup>rd</sup> November 2022.*

NOTE:

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

*EQUALITIES ACT 2010*

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

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

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

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 16th JUNE 2022 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Sohan Johal, Leanne Lee, Sam Maxwell, Phil Moitt and Robert Waterton.

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

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

**1. Apologies**

An apology for absence was received from Councillor Tracey Shepherd.

**2. Disclosures of Interest**

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

**3. 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.

**4. Minutes**

The Minutes of the meeting held on 28<sup>th</sup> April 2022 (item 4 on the agenda) were circulated.

**RESOLVED** that the Minutes of the meeting held on 28<sup>th</sup> April 2022 be approved and signed by the Chairperson as a correct record.

**5. Climate Change & Environmental Action Plan and Capital Plan Update**

The Committee considered for approval an action plan to deliver the Climate Change and Environmental Strategy's Objectives and considered updates to the Capital Plan (item 5 on the agenda).

A Supplementary Report was submitted setting out feedback and comments of the Planning & Environment Committee, along with an updated action plan for consideration and approval (filed with these minutes).

## **RESOLVED**

1. that the *Climate Change & Environmental Action Plan*, as amended and attached at Appendix 1 of the Supplementary Report, be approved for June 2022 to March 2024; and
2. THAT IT BE RECOMMENDED TO COUNCIL that the amended Capital Plan 2022/2023, as attached and highlighted at Appendix 2 (pages 10 – 14 of item 5 on the agenda), be approved.

### *Reasons for Decision*

1. *To set out proposals to deliver the objectives set out in the Climate Change & Environmental Strategy and the Environment & Biodiversity Strategy, along with the recommendations of the Carbon Audit in order to deliver the Council's commitment to make its activities carbon neutral and embed climate and environmental awareness in its decision making.*
2. *To ensure that the Council's Capital Plan was updated accordingly to reflect the both the recommendations of the Carbon Audit and the delivery objectives in the Climate Change & Environmental Action Plan.*

## **6. Internal Audit Report 2021/2022 and Internal Audit Arrangements 2022/2023**

The Committee received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31<sup>st</sup> March 2022 and considered appointment of an Internal Auditor for 2022/2023 (item 6 on the agenda).

The Committee noted that the item had been considered in detail by the Corporate Governance Sub-Committee.

## **RESOLVED THAT IT BE RECOMMENDED TO COUNCIL**

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

### *Reasons for Decision*

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

## **7. Annual Governance Statement 2021/2022**

The Committee received a report to enable it to review and ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2022 and to recommend to Council adoption of the Annual Governance Statement 2021/2022 (item 7 on the agenda).

The Committee also received proposed amendments to the Council's Corporate Risk Register (Appendix 1).

The Committee noted that the item had been considered in detail by the Corporate Governance Sub-Committee, who had also considered under Governance Statement 5, assessing and mitigating risks, the Council's response to the outcome of a recent public liability claim relating to an accident at Shakespeare Park tennis courts in 2013.

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

### *Reason for Decision*

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

## **8. Accounting Statements 2021/2022**

The Committee received the End of Year Accounts for the financial year ended 31st March 2022 in order to recommend to Council adoption of the Accounting Statements 2021/2022 (item 8 on the agenda).

The Committee noted that this item had been considered in detail at the Corporate Governance Sub-Committee.

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

*Reason for Decision*

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

**9. Shakespeare Park – Improvement and Development**

The Committee received a progress report on the improvement project and financing for phase 2, along with an update on arrangements for future managements of the pavilion and site (item 9 on the agenda).

The Chief Executive & Town Clerk updated the Committee on the potential option being investigated for the Management Committee to be a wholly owned subsidiary of the Council. VAT advice had been received which was not to pursue this option since there was a risk that the Secretary of State could apply the “controlled company” rules to Charitable Incorporated Organisations (the legislation permitted this), at which point the Council would become liable for the reclaimed VAT since it would effectively be leasing the building to itself. Therefore, the original proposals approved by the Committee for a separate charitable organisation would be pursued.

**RESOLVED**

1. that progress with the Project: *Pavilion and Site Works, Tennis Courts improvements, Playground Improvements and Future Management Arrangements*, as set out in the relevant section of the report, be noted;
2. that the revised timescales for the project, attached at Appendix 1, be approved; and
3. that the arrangements for booking the tennis courts be actively publicised, over the summer months.

*Reasons for Decision*

1. *To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst*



*proportion of overweight or obese children in the County of Leicestershire, was delivered efficiently and effectively.*

2. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*
3. *To ensure that residents were aware of the arrangements for using and booking the refurbished tennis courts, including the membership, discount and concessionary arrangements.*

## **10. Procurement of Items identified in the Climate Audit**

The Committee considered for approval, the procurement process for purchasing Solar PV Panels, Electric Vehicle Charging Points and a hybrid air source heat pump (item 10 on the agenda).

### **RESOLVED**

1. that the invitation to Tender for Solar PV Panels and associated Battery Storage, as outlined in the relevant section of the report be approved;
2. that the invitation to Tender for Hybrid air source heat pump (Thorpe Astley Community Centre), as outlined in the relevant section of the report be approved; subject to inclusion of a requirement that the system installed be suitable for extension;
3. that the invitation to Tender for Electric Vehicle Charging Points, as outlined in the relevant section of the report be approved;
4. that the Next Steps and Timescales, as set out in the report, be approved;
5. that delegated authority be given to the Chief Executive & Town Clerk, for the procurement of the items set out in 1 – 3 above, to:
  - a) prepare the invitation to tender and supporting documentation, including accommodating the advice and technical requirements recommended by the company who provided the structural loading report in respect of the solar PV tender and the consultant who provided the heat loss assessment in respect of the hybrid air source heat pump tender, and
  - b) finalise the tender documentation, determine timescales and invite tenders; and
6. that, in the absence of confirmation that Parish & Town Councils would be eligible to apply to the Public Sector Decarbonisation Scheme, that the local MP, Secretary of State, LRALC/NALC, District and County Councils be lobbied to support efforts to ensure that Parish and Town Councils could access the benefits offered by the scheme.

### *Reasons for Decision*

1. *To procure solar PV panels and battery storage in order to reduce the Council's carbon footprint by approximately 18% and make significant savings with energy costs set to rise significantly.*
2. *To procure a hybrid air source heat pump in order to decarbonise Thorpe Astley Community Centre heating and reduce the Council's carbon emissions by approximately 10%.*

3. *To provide fast charging for service users, hirers and staff who use an electric vehicle.*
4. *To provide an outline plan for the procurement process.*
5. *To accommodate any technical specifications required into the relevant tender documentation so that potential contractors would be fully aware of the requirements; and to provide flexibility and avoid undue delay.*
6. *To ensure that Parish and Town Councils had equal access to funding to decarbonise their assets in the same way as principal authorities.*

## **11. Training & Development Policy & Procedure**

The Committee, following consultation, considered adoption of the revised Training & Development Policy & Procedure (item 11 on the agenda).

**RESOLVED** that the Training & Development Policy & Procedure, attached at Appendix 1 of the report (pages 3 – 11), be approved and adopted with effect from Monday 20th June 2022.

### *Reason for Decision*

*To ensure that the Council had a policy and procedure in place to meet the needs of both the Council and its Councillors, staff and volunteers, providing for a needs analysis to assess development and training needs, and a training plan and record to enable a journey of monitored continuous development.*

## **12. Draft Equality & Diversity Policy & Procedure**

The Committee received a proposed revised Equality & Diversity Policy & Procedure for consideration and consultation (item 12 on the agenda).

### **RESOLVED**

1. that a paragraph be included under “Requests for Reasonable Adjustments” to provide for the individual requesting an adjustment to refer to the nature of the impairment and to set out the requested reasonable adjustment proposed;
2. that the proposed draft Equality & Diversity Policy & Procedure, attached at Appendix 2 of the report (pages 5 – 10), 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
3. that any proposed amendments be presented to the next meeting of Policy & Resources Committee, proposed for 8th September 2022, for consideration and approval.

### *Reasons for Decision*

1. *To ensure that clarity was provided on the situation and the proposed reasonable adjustment the individual had in mind for the avoidance of doubt.*

2. *To ensure that residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor could input into the proposed Equality & Diversity Policy & Procedure to ensure that it would be practical and fit for purpose.*
3. *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.*

### **13. ROSPA**

The Committee received an update concerning the annual ROSPA safety inspections on Parks and Open Spaces.

The ROSPA inspections were normally carried out annually in May and reported to Committee in June.

Following the outcome of a recent public liability claim in relation to an accident at Shakespeare Park tennis courts in 2013; the Council's Health & Safety Consultative Group had resolved to ask ROSPA to undertake annual checks on both sets of tennis courts, the Muga at Mosssdale Meadows, Holmfield Park and Thorpe Astley and the outdoor gym equipment at Thorpe Astley Park and Mosssdale Meadows.

These inspections have only recently being carried out and the reports were awaited.

The ROSPA reports for the Thorpe Astley playgrounds have been received and where remedial action has been identified, these will be dealt will immediately.

**RESOLVED** that a summary of the recommendations of the ROSPA inspections for all sites, along with proposed responses, be submitted to the next scheduled meeting of the Committee on 8th September 2022 for consideration.

*Reason for Decision*

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

### **14. Sports Pitch Allocations 2022/2023**

The Committee considered redesignation of football pitches for the 2022/2023 season in order to accommodate additional applications from Football Clubs (item 14 on the agenda).

**RESOLVED** that the existing football mini pitch on Mosssdale Meadows be converted into a junior pitch for the 2022/2023 football season in order to accommodate all the applications received.

*Reason for Decision*

*To accommodate new and existing teams on Mossdale Meadows for young players.*

**15. Blaby District Parish Councils Group**

The Committee received feedback from Councillor Robert Waterton concerning the recent meeting of the Blaby District Parish Councils Group as follows:

- a) only six representatives were in attendance;
- b) Councillor Waterton had submitted a report to the Group on the Town Council's recent activities;
- c) LRALC had recently filled the 3 vacant positions on its Board, although another vacancy had recently arisen;
- d) there was a discussion about Councillors using private email addresses for Council business and the risks involved in doing so and whether Parish and Town Councils should be providing corporate email addresses for their Councillors; and
- e) ongoing concerns were voiced about the proposed Hinckley International Rail freight terminal.

**RESOLVED** that the feedback be received and noted.

*Reason for Decision*

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

**16. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2022 to 31st May 2022 (item 16 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.*

**17. Approval of Accounts**

The Committee considered payments from 1<sup>st</sup> April 2022 until 7<sup>th</sup> June 2022 (item 17 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 1<sup>st</sup> April 2022 until 7<sup>th</sup> June 2022 be approved.

*Reason for Decision*

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

**18. Improvements to Walking and Cycling Routes**

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

The Committee received an update on the delivery of the proposals for improvements to the connections between walking and cycling routes (item 18 on the agenda).

**RESOLVED** that the update on the delivery of proposals for improvements to the connections between walking and cycling routes, as detailed in the report, be received and noted.

*Reason for Decision*

*To note that outstanding matters which needed to be progressed in order for the project to be moved to delivery stage.*

**19. 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 considered appointment of a preferred contractor to undertake the refurbishment for the Civic Centre Toilets and Civic Centre Bar/Café kitchen (item 19 on the agenda).

**RESOLVED**

1. that *Option 1*, as set out in the *Assessment of Options* section of the report, be provisionally pursued;
2. that the tender submitted by Contractor D to undertake the refurbishment of the toilets, including the installation of a Changing Places Toilet, and Bar/Café kitchen at Braunstone Civic Centre, as detailed in the tender submission at Appendix 3 (pages 10 – 39 of item 19 on the agenda), be provisionally accepted;
3. that delegated authority be given to the Chief Executive & Town Clerk, to liaise with the architect and surveyor, along with the selected contractor (as set out in 2 above), to determine:

- a) whether there would be options to deliver part of the proposed scheme, and
- b) determine the detailed arrangements, timings, and work schedules;
4. that the *Funding* position set out in the report, including the borrowing options, be noted and endorsed;
5. that the *Timescales* for the project, as set out in the relevant section of the report, be endorsed.

#### *Reasons for Decision*

1. *To enable options to be discussed with the architect and surveyor, a grant application to be finalised and to provisionally explore the potential for a public works loan application.*
2. *The tender from Contractor D represented best value when balanced against cost, timescales and ability to undertake the proposed works.*
3. *To allow detailed arrangements for the work to be negotiated, enabling flexibility and minimising disruption to service users, and contracts to be signed.*
4. *To enable appropriate funding options to be assessed and sought to ensure the long term financial stability and sustainability of the project.*
5. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

The meeting closed at 9.00pm.

#### 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 8<sup>th</sup> September 2022.*

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 8th SEPTEMBER 2022**

#### **Item 5 – 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

A site visit was held with the contractor and architect on 11th August 2022 and an End of Defects Report was produced, which is attached at Appendix 1. Tree planting locations have been identified, as attached at Appendix 2. Once this work has been completed the final valuation will be calculated and invoice raised. This will enable the Section 106 funding of £17,213.35 to be drawn down. Trees will be

##### Phase 2a – Tennis Courts Improvements

The tennis courts are now operational and residents can book a court and also take out a subscription in the same way as they can to play at the Thorpe Astley Courts. Both courts operate under the same charging structure, membership and concessionary scheme; i.e. a subscription is for use of both courts.

However the full reinstatement of the external perimeter of the tennis courts remains outstanding at the time of agenda publication and the contractor is being chased for a date to complete these works. The final invoice remains to be paid. In the meantime, the site contractor has also been asked to quote for this work.

##### 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 27<sup>th</sup> January 2022. The approval is on condition that the approved Section 106 funding is applied towards the Agility Trail and/or Sensory Garden only, since these are new facilities and are eligible for funding.

Further funding sources are currently being sought.

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

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

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

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

### Future Management Arrangements

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

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

Legal advice 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 is being 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.

As a result of the above, the timescales for implementation are likely to be delayed by a couple of months, since any changed approach will need to be considered and approved by the Committee. Should final documentation be ready for submission to the Committee in November, then the new arrangements can be implemented at the beginning of 2023.

In the meantime, an informal Management Committee is proposed for operation during the autumn to maintain dialogue with and between the clubs and oversee the day to day operation of the facility in the interim.



## Timescales

Revised timescales, taking into account the content and recommendations of this report, are attached at Appendix 3.

## 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 and at Appendices 1 and 2, be noted; and
2. that the revised timescales for the project, attached at Appendix 3, 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.

## End of Defects Report

DATE & TIME OF VISIT : Thursday 11 August 2022 at 3.00pm

WEATHER AT TIME OF INSPECTION : Dry and Sunny

PROJECT NO : 7209	PROJECT TITLE : <b>New sports pavilion Shakespeare Park Avon Road Braunstone for Braunstone Town Council</b>
CONTRACTOR : K M Beesley	PREPARED BY : Nick Cooper

PRESENT: Darren Tilley, Pauline Snow, Richard Beesley, Nick Cooper

ISSUED TO: Braunstone Town Council, K M Beesley

<p>AREAS INSPECTED: <b><u>Building &amp; Bowls Green area and car park</u></b> –  <b>General Items, Club Room, Store Room 1, Store Room 2, Kitchen, Entrance Lobby, Entrance Lobby, Female WC, Disabled WC, Male WC, Players Access Corridor, Changing Room 1, Changing Room 2, Officials Changing 1, Officials Changing 1 and 2, Cleaner Store, Plant Room, Tank Room, Bowls Club Store, Chemical Store, External Store, Football Store, Externals</b></p>
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### DETAILS OF DISCUSSION / ITEMS FOR ATTENTION:




LOCATION	DESCRIPTION	STATUS/ACTION
<b>General Items</b>	<ul style="list-style-type: none"> <li>• Building Control completion certificate.</li> <li>• O&amp;M information folders.</li> </ul>	K M Beesley K M Beesley
<b>Club Room</b>	<ul style="list-style-type: none"> <li>- Acoustic control box – key switch to be added to allow the Town Council to use the noise limiter for external parties etc.</li> <li>- Water damage to ceiling outside of store – fill and touch up decoration.</li> <li>- Bifold doors – weather stripping has come loose across the top edge of the frame and is damaged - (note wiring to door alarm contacts is visible) – replace and refix.</li> </ul>	Electract  K M Beesley
<b>Ceiling over Club Room</b>	-	
<b>Store Room 1</b>	-	
<b>Store Room 2</b>	-	

LOCATION	DESCRIPTION	STATUS/ACTION
<b>Kitchen</b>	- Dishwasher – should this be supplied?	
<b>Entrance Lobby</b>	- Please provide 2 no. bollards, one either side of the double entrance doors and fix a gravity door hold open mechanism to each.	K M Beesley
<b>Female WC</b>	- Hinge to RHS cubicle door needs easing. - Fill and make good to shrinkage crack below window on external wall.	KM Beesley KM Beesley
<b>Disabled WC</b>	- Flush mechanism is loose.	KM Beesley
<b>Male WC</b>	-	
<b>Players Access Corridor</b>	- Corridor light stays on – faulty sensor. - Rear door to access the football pitch needs to be altered to allow access from the outside once the door has been unlocked.	Electract KM Beesley
<b>Changing Room 1</b>	- Check if fans are working. - Smell reported – make sure floor gulley traps are filled.	Electract Client / Clubs
<b>Changing Room 2</b>	- Scratch on outside of WC door needs touching up. - Check if extract fans are working. - Shower vinyl wallcovering – there are excessive ‘bubbles’ in the surface in 2 no. cubicles?	K M Beesley Electract KM Beesley
<b>Officials Changing 1</b>	-	
<b>Officials Changing 2</b>	- Cistern lid is cracked – please replace.	K M Beesley
<b>Cleaner store</b>	- Adjust the external lights timer/ photocell to switch off at 10.00pm. - Security alarm – check with supplier that the system is set up to allow the different clubs to access their independent store rooms without setting / unsetting the alarm to the main building.	
<b>Plant room</b>	-	
<b>Tank Room</b>	-	
<b>Bowls Club Store</b>	-	

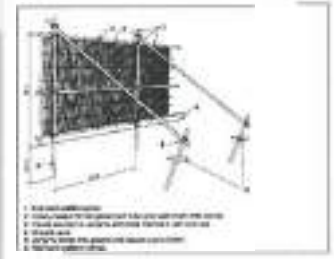
LOCATION	DESCRIPTION	STATUS/ACTION
<b>Chemical Store</b>	-	
<b>External Store</b>	-	
<b>Football Store</b>	-	
<b>Externals around building</b>	<ul style="list-style-type: none"> <li>- Install trees as the landscape plan (when weather permits) to end of the building against the tennis court fence / playground fence.</li> <li>- Please supply a price to install a second golden amber gravel path from the club room external doors down the bank to the football pitch.</li> <li>- Please supply quote for concrete haunching around the tennis court fencing – to one panel near to the pavilion and around the access gate from the car park – approx. 14m in length.</li> </ul>	<p>K M Beesley</p> <p>KM Beesley</p> <p>KM Beesley</p>
<b>Externals around Bowls Green</b>	-	
<b>Car park Access drive area – area to be snagged when completed</b>	<ul style="list-style-type: none"> <li>- Gutter / downpipe loose.</li> <li>- Adjust bolt to bin store door.</li> </ul>	<p>K M Beesley</p> <p>KM Beesley</p>


# Appendix 2



- KEY:
-  Existing trees to be removed.
  -  Existing trees to be retained.
  -  Tree protection area

Protective fencing to meet BS 5837:2012, to be erected installed before any work commences on site, fencing to remain in place until all work including landscaping has been completed. No diesel oil, bitumen, cement or other material potentially injurious to the tree should not be stacked or discharged within 10m of the retained tree or where it could leach into their root zone. Extreme care should be taken when using cranes or lifting materials so as not to damage the tree.



 POSITIONS OF TREES



NOTE:  
DRAWINGS TO BE READ IN CONJUNCTION  
WITH ALL OTHER CONSULTANTS  
DRAWINGS AND REPORTS



Pera Innovation Park Nottingham Road  
Melton Mowbray LE13 0PB

Proposed New Park  
Shakespeare Road  
Braunston  
For Braunston Town Council

DOC - Root Protection

### **APPENDIX 3 – TIMESCALES**

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

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

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 8th SEPTEMBER 2022**

#### **Item 6 – Community Governance Review – Outcome and Review of Comments**

##### Purpose

To review the comments received during the consultation for the Community Governance Review of the Parish of Braunstone and to determine whether the Town Council could take any additional actions to address these.

##### Background

Community Governance Reviews are provided for under *The Local Government and Public Involvement in Health Act 2007* and allows a principal authority to look at the whole or part of its area to consider:

- the creation, merger, alteration or abolition of parishes;
- the naming of parishes and the style of new parishes;
- the electoral arrangements for parishes, such as the ordinary year of election, council size, wards, and numbers of councillors; and
- the grouping or de-grouping of parishes.

The law allows the principal authority to use a review to assess and make changes to community governance within its area in order to:

- improve community engagement;
- bring communities closer together;
- create better local democracy; and
- result in more efficient delivery of local services.

##### Community Governance Review of Braunstone Parish

Blaby District Council on 14th December 2021 resolved to undertake a Community Governance Review of the parish of Braunstone.

The first stage of the consultation process was held in January and February 2022 with 42 responses being received to the consultation, with 11 supporting the creation of a separate Parish for Thorpe Astley.

Blaby District Council on 5th April 2022 concluded:

1. *that the Community Governance Review be concluded and no recommendations are made to the local governance arrangements for Braunstone and Thorpe Astley; and*
2. *that the responses received during the course of the consultation be sent to Braunstone Town Council and they are asked to review the comments and determine whether the Town Council can take any additional actions to address the concerns, including potentially changing the name of the Town Council.*

A summary of the comments received is attached at Appendix 1.

The following are the main themes from the comments received as a whole:

1. the current system works and is efficient for all communities;
2. irrespective of 1 there is a strong community identity in Thorpe Astley;
3. underlying theme is quality of life and quality of services; and
4. there is a perception about representation and accountability, particularly in Thorpe Astley.

### Changing the Name of the Parish

Resolution 2 of the Blaby District Council decision of 5th April is to ask the Town Council to consider potentially changing its name.

It is important to note that a parish council derives its name from its parish and cannot determine to have a separate name from the name of its area. Therefore, to change the name of the Town Council is effectively to change the name of the parish.

Section 75 of the Local Government Act 1972 covers the process to change of name of a parish. The parish council makes a request to the District Council. The District Council has to notify and consult with the community, Secretary of State, Director General of the Ordnance Survey and the Registrar General. Objections can be received and would need to be determined by the District Council. In practical terms the process is not far off conducting a community governance review, which can also consider parish naming.

Should a name change be approved, then there are practical, legal and administrative consequences, which would require resources. Legal documents and registrations would need to be updated, documents and publicity would need to be updated. There would be practical questions around the Council's domain name for its website and electronic mail. Dealing with this would be far reaching and cut across all of the Council's activities on an ongoing basis for some years. It would fall to the Town Council to resource this.

Given that only 11 of the 42 responses received to the consultation supported the creation of a separate Parish for Thorpe Astley; it seems a disproportionate use of resources to initiate a formal name change of the Parish.

However, there are options to change the Council's branding and publicity, which while not formal, potentially has a similar impact in terms of recognising that the parish is made up of two distinct communities.

The Town Council has the option of reconsidering the merits of a Parish name change when invited to comment to the ten year District wide Community Governance Review



## Proposed Braunstone Town Council Response

### *Recognising Thorpe Astley as a distinct Community*

Thorpe Astley is the name of the housing estate within the settlement of Braunstone Town, which is within the Civil Parish of Braunstone. The name "Thorpe Astley" derives from the Astley family, who owned land in Braunstone from 1334 to 1404.

Most of the comments supporting a separation of Thorpe Astley from Braunstone Town is justified by Thorpe Astley being a separate and distinct community. Currently Braunstone Town Council recognises Braunstone Town as a single settlement within the parish. It is not uncommon to find parishes with multiple settlements; a nearby example is the Parish of Narborough containing two distinct settlements, Littlethorpe and Narborough.

Given Thorpe Astley is a newer community and is physically separated from the traditional settlement of Braunstone Town, many residents of Thorpe Astley consider themselves to live in Thorpe Astley rather than Braunstone Town. Braunstone Town Council has already recognised the unique identity of the area by investing in place signs at the entrances to the estate.

Nevertheless, it is appropriate to consider the Town Council recognising that Thorpe Astley is more than just a Town Ward, but is a distinct settlement. In practice this will mean the Town Council acknowledges that it serves two settlements in its documents and communications; effectively it will mean referring to both Braunstone Town and Thorpe Astley (assuming that's relevant).

The Town Council can also rebrand the Council's corporate logo so that the names of the communities are included with "Braunstone Town Council" name; e.g. "Serving the communities of Braunstone Town and Thorpe Astley". This would appear on the website, social media, signage, stationary, notices (including agendas), the side of the parks fleet etc. An example of the headed paper is attached at Appendix 2.

This change can be implemented without consultation and rolled out as part of day to day operations and resources. For example, when the parks vehicle leases are renewed, new transparencies will need to be ordered and the new branding can be accommodated at this point.

Blaby District Council has responsibility for place and street naming and has chosen to name the streets in Thorpe Astley as being in Braunstone Town. It is perfectly possible, and carries almost no consequences (other than record updating) to redesignate the streets in Thorpe Astley as being Thorpe Astley. Recognising a place's unique identity doesn't require changes to community governance arrangements; therefore, in the context of Blaby's community governance review, it is recommended that the Town Council ask Blaby District Council to consider the action it can take to recognise Thorpe Astley's community identity.

### *Provision of Services*

If recognising Thorpe Astley as a distinct community is going to have any practical effect, then it has implications for service delivery. The Town Council already provides a community facility, parks, open spaces, play areas and sports facilities in Thorpe Astley. Recent efforts to promote the community facility has resulted in regular hirings each day and throughout the summer. A project is also underway to deliver Library outreach services, including events and reading, at the Community Centre. While there is an open day and a craft fair at Thorpe Astley Community Centre, the community does not have a regular Town Council organised annual gala event, like the Summer Fete at Mossdale Meadows.

The Town Council has previously stated that the summer fete is for the whole of Braunstone Town, however, recognising Thorpe Astley as a distinct community raises the question of whether the Town Council should also organise an event at Thorpe Astley Park. The responsibility for the Events Service and budget falls within the remit of the Community Development Committee and it is recommended that the Committee ask Community Development Committee to assess whether a Town Council organised annual gala event should be held in Thorpe Astley and if so, when and in what form.

### *Encouraging residents to become Councillors*

There is a perception about representation and accountability, particularly in Thorpe Astley.

Following an Independent Review into internal disputes in 2021, a recommendation was made *“to actively promote candidacy to disability groups and encourage people with physical and mental disabilities to take part in decision making as elected members”*. As a result, the Committee will also be considering at this meeting a candidates information pack and an updated Equality & Diversity Policy & Procedure. In addition, the Town Council can promote the opportunity for people to stand in the Parish elections through a dedicated webpage and publicity, including in the Braunstone Life, and also hold a prospective Councillors session in the new year (both at Civic Centre and online) for interested candidates to find out more about being a Town Councillor. Proposals are detailed in the separate items on the agenda.

### *Future Community Governance Reviews*

The Parish of Braunstone was subject to a Community Governance Review in 2011, which considered the merits of a separate parish for Thorpe Astley. This review concluded that Thorpe Astley should remain part of Braunstone Parish along with recommending changes to the boundary with Leicester Forest East to accommodate within Braunstone Parish the properties in Stackyard Close, Goodheart Way, Garden Close and Field Close.

As a result of the above review, a further Community Governance Review was held in 2014 to review the ward arrangements and representation on the Town Council to

ensure equality of representation. This review resulted in the creation of a Town Council Ward for Thorpe Astley, which is separate from Winstanley Ward. The arrangements resulting from the 2014 review came into effect at the Town Council elections in 2015.

Given the number of times the Parish has been subject to a review, the Town Council may wish to seek a Policy/Procedure from Blaby District Council concerning Community Governance Reviews to ensure that the District Council only uses 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 is detached from the existing settlement(s).

In return, Parishes should assist the District Council with the process of the reviews, for example, with publicity etc.

### Recommendations

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 is detached from the existing settlement(s).

## Reasons

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.

**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

<b>Split the Parish?</b>	<b>Comments</b>
Silent	<p>The under passes on Narborough rd need more regular cleaning and improved drainage and improved lighting especially on the approach ramps due to a lot of incidents happening to people especially females .</p> <p>STOP putting any more attractions in the Fosse park area.</p> <p>The air is one of the worst traffic pollution areas in the county and we do not need any more.</p> <p>Suggest you clean this area up. and put all further attractions where you live.</p>
Silent	<p>People parking on heawood way and just leaving the car since last Friday evening</p>
Silent	<p>Love living in Braunstone Town, I'm on Wilnicott Road. I have concerns about the traffic mainly cars and motorcycles speeding on my road noisy and dangerous especially when school day finishes and there's children walking home. A few of my neighbours feel the same, i myself don't have young children but a lot of my neighbours do. I and a few more people on my road would be very happy to have speed bumps fitted as Ravenhurst road has.</p>
Silent	<p>no comment left</p>
Yes	<p>As a resident of Thorpe Astley for many years, I feel it is time for the area to have a separate independent Parish Council.</p> <p>Thank you for a opportunity to make my views heard.</p> <p>I am concerned that by making two much smaller Parish Councils would lead to having less precept available to spend on community improvements let alone the major financial commitments made by Braunstone Town Council.</p> <p>Braunstone Town Council is able to make these commitments because of its size and administrative structure. If its size was cut more financial input would have to be made by Blaby District Council.</p> <p>As the districts largest Parish the districts commitment to Braunstone and Thorpe Astley is very poor.</p> <p>This would lead to and increase in Council Tax for both Thorpe Astley, Braunstone Town Council and Blaby District Council.</p> <p>I do believe the wider demographic of Thorpe Astley would not be interested in becoming Councillors leading to a democratic deficit for that area.</p> <p>The present Thorpe Astley Councillors who sit on Braunstone Town Council feel that their views are heard and are not requesting a change.</p> <p>The weakened Parish Councils could make a take over by Leicester more likely. Any take over would affect the whole viability of Blaby District Council.</p> <p>The community of Braunstone and Thorpe Astley already feel cut off from Blaby District Council and this proposal will do nothing to resolve this perception.</p> <p>The creation of separate Parishes would lead to major cuts in staff and services.</p> <p>Thank you</p>
No	<p>Could we possibly have some speed camera's or speed bumps down our road,as some driver's use it like a race track because nearly all the cars are on one side of the road especially the bottom part.We also need to get some of the cars off the path because they block the view up the road from larch Grove up Beech Drive</p>
Silent	

**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

**Split the  
Parish?**

**Comments**

I am writing to let you know I think it would be a travesty if Braunstone Town and Thorpe Astley become separate parishes, for the reasons given in the Braunstone life magazine, such as financial losses to both areas, reduction in services - especially to those in Thorpe Astley, increase in council tax and reduced efforts in helping our community recover from the pandemic and tackling climate change. There is strength in numbers.  
Also, I don't think we should be joined with lubbesthope as it is more separate from Thorpe Astley, and will have its own schools, services and amenities.  
Thank you,  
Thorpe Astley resident.

No

Dear Louisa,

I would like to make the following comments on the above:

- In 2011, these proposals, were rejected, after consultation. Since then, there has not been a residents petition, or has there been any significant development or population changes.
- Braunstone Town Council provides good governance to the community which has been evidenced during the pandemic
- Splitting the existing assets can only result in poorer services in particular the smaller parish
- This will result in increased Council Tax bills
- Poorer response to climate change

Braunstone Town Council has protected the following services:

- Thorpe Astley Community Centre (pre school)
- GP surgery
- Covid vaccinations
- Shakespeare Park an exemplar of joined up working
- Library services

Splitting the council threatens jobs and services, increases costs as TUPE will still need to be protected

- We are stronger together with facing the worst cost of living crises in decades. This is so unnecessary and will be costly as this could all easily lead to a judicial review.
- Let's focus on providing better services TOGETHER

No

**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

**Split the Parish?**

**Comments**

Dear Sir / Madam

I write in response to the proposed change of community governance for Thorpe Astley - namely the suggestion that Thorpe Astley be made a parish in its own right.

I object to this suggestion.

Such a change would lead to financial detriment for the whole community of Braunstone Town, due to the loss of revenue from Thorpe Astley to Braunstone Town Council, which would lead to cuts in services. I do not believe that the community of Thorpe Astley is large enough to sustain a parish council in its own right, which would potentially lead to funds from other areas of Blaby District being diverted to Thorpe Astley, again leading to cuts in services.

The creation of a separate parish would not bring any meaningful benefits for the community of Thorpe Astley, and I ask that this is not taken forward.

No

For the attention of Corporate Services.

In response to the current consultation, I would support a review of the local governance arrangements for Braunstone, in particular for a separate parish to be created for Thorpe Astley for the following reasons:-

a. Thorpe Astley is a distinct community, separated from the neighbouring Braunstone Town by a major road network. If anything, it is more closely linked to Leicester Forest East. Thorpe Astley is now a more established community and is only a part of Braunstone Town because of historical boundaries.

b. By having its own parish, Thorpe Astley residents would be able to have an increased impact on local decision making. Currently there are only five Town Councillors representing Thorpe Astley out of a total of 21 so therefore it is not possible for Thorpe Astley residents to have any effect on decisions made on Thorpe Astley at a parish level.

c. There may be increased costs in council tax per property by having a separate parish, however, it would still be more value for money as 100% of the Parish Council element would be for the benefit of Thorpe Astley. I feel that it would also increase residents' involvement with issues within the community if they have more control.

d. There would be more transparency on how council tax is spent in Thorpe Astley and residents would be able to see a direct impact. At the moment, it is not clear what proportion of the precept raised from Thorpe Astley properties is actually spent on Thorpe Astley. In general, the priority of a Thorpe Astley Parish Council should be to focus its decisions to the benefit of the residents of Thorpe Astley.

It is not clear, however, how the assets currently owned by Braunstone Town Council would be managed should a separate Thorpe Astley parish be created. It would not be appropriate for Braunstone Town Council to maintain ownership as the whole purpose of creating a separate Thorpe Astley parish should be to enable Thorpe Astley residents to have control over the decisions made on the future improvements and development of these assets. For example, improvements to play areas, open spaces and increased usage of the Community Centre.

Yes

**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

**Split the Parish?**

**Comments**

Hello,

I believe that it would be detrimental to have a separate parish for Thorpe Astley for the following reasons

Thorpe Astley would no longer benefit from the economies of scale that come with being part of Braunstone Town Parish Council

There will be a reduction in the quality and diversity of services available as a result of splitting existing assets between the 2 parishes - inevitably Thorpe Astley will have fewer assets after a split than Braunstone Town.

Council tax would rise due to the reduced economies of scale

The response to climate change will be hindered as will the investment into new and improved facilities.

Thorpe Astley will end up with lower quality and less resilient services.

I would also like to say that only allowing a response via email or post means that it is harder for residents to respond. Other consultations are often accompanied by a form that can be easily completed.

No

Dear Sir / Madam

Re your leaflet regarding Thorpe Astley

I grew up in Leicester -- Braunstone was a no go area both for myself and my wife

.

I worked for an American Company for some 25 years during, which time they moved me around both in USA and Canada.

My final location was in the Manchester area.

I retired and suddenly found two brothers and a sister living in Leicester.

We decided to move to Leicestershire to be involved.

We found a newly build house in Thorpe Astley, but only after 6 to 8 weeks we found we were part of Braunstone??!!!

I don't want to live under a Labour controlled parish ,so forming a Thorpe Astley parish is certainly very good news and we give it our full support.

Yes



**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

**Split the Parish?**

**Comments**

Dear sir/madam

I am excited by the prospect of our own parish council with the ability to make our own decisions for the future of the community of Thorpe Astley.

Ever since we have lived here (20years) we have been promised local facilities that have not materialised eg a primary school - our children have to be driven out to county schools because although in the original building plan the schools in Braunstone Town were improved. Parents choose not to send their children to these. A dedicated doctors surgery was also in the plan it had taken nearly 20 years to get a satellite service in the community hall. Yet again the main service is in Braunstone Town. We have no dedicated library , a very small pre school facility and no churches all of which were promised but given to the town. Because we are classed as LE3 we pay more for our insurance too.

Braunstone Town is a car / bus journey away across Fosse Park . We do not engage in the area or facilities. Have never been to the centre churches or libraries. The issues concerning the town do not mean anything to us.

It is time we are given correct representation & not seen as a suburb of the town or New Lubbesthorpe where we opposed the building of the new link road which has brought more traffic to our area.

If we cannot have our own parish then it would be preferable to link us to LFE whose facilities schools libraries shops we walk to and use,

Yes

I moved on to the Thorpe Astley (TA) estate in 1999 at that time we were being promised all sorts of concessions by the builders and Blaby district council. I was, for a time, the chairperson of the meetings between the residents, builders and all levels of local council, I quickly observed that the resident's views did not really matter and that the builders and Blaby council made decisions that were not in our best interests.

We also tried to get TA to be a separate parish from Braunstone by canvassing the residents, this failed and the £120,000 from the builders for the maintenance of the estate was given to Braunstone and I do not believe it was solely spent on TA. I would also like it noted that there was another consultation in 2011 which was rejected, after searching on the internet.

It is not in the best interests of TA to be a separate parish now, we should be consolidating all levels of government not being pushed by political agendas to make smaller less effective parishes, we should be doing the opposite to enable a better leverage of funds for services such as grass cutting, maintenance of hedges etc.

How would a smaller parish be able to afford tractors, cutting equipment and support the community centre?

In my view this is not desirable.☹

No

**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

**Split the Parish?**

**Comments**

Good afternoon Cllr Ben Taylor & Cllr Louise Richardson

May I firstly say thank you for your hard work you both have been doing in and around Thorpe Astley. I was wondering if anything could be done about people parking on the grass verges out side houses and when parents or guardians are dropping off kids going to school . I was wondering if we could find some money from government or other means to put trees all both sides of the roads and avenues. This would stop people parking on the grass and leaving the grass in a very poor state with muddy tyre marks and dips in the mud as it is now not grass ,this would also help with air pollution and break up the scenery with different types of trees along the road side making the area more of a community/homely area rather than an other housing estate.

Is there any way that the parish council ask people to cut the their hedges as they are now in a lot of areas blocking path way around the area and also over growing on play areas.

Sorry if this sims to read as a moan but it's not meant to be just ways I think that would improve the area and make it more homely and a community and sort after area

Silent

Good afternoon I agree with the proposal for a parish council we pay our council tax but all the attention and money goes to braunstone town and lubbesthorpe. we deserve to have a council for us only for right service and facilities and better use of the community centre

Yes

Yes would like the chance to govern are selfs

Yes

Hello

I am in support of Thorpe Astley residents having their own Parish Council which solely looks at the needs of Thorpe Astley residents rather than being included with Braunstone.

Yes

As a resident of Thorpe Astley I wish it to be recorded that I am totally opposed to changes in the community governance arrangements for the Braunstone Town Parish. Specifically, I do not support the splitting of the Parish to create a separate Thorpe Astley Parish. There is no evidence in favour of generating smaller Parishes. On the contrary, the evidence is quite clear that Braunstone Town Parish secures economies of scale, has greater borrowing facilities and is able to carry out projects, such as the climate change initiative, which smaller Parishes have no hope of pursuing. If the Town Parish is split, both of the resultant smaller Parishes will suffer; a direct result of such a split will be an increase in Council Tax for both and a serious undermining of the work which the current Parish has been able to carry out. A Thorpe Astley Parish would suddenly find itself burdened with the full costs of, and the management responsibilities for, a Community Centre, a large park (due to be extended) next to the M1 and major work across the estate. Please acknowledge receipt of these comments.

No

**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

**Split the  
Parish?**

**Comments**

Dear Sir/Madam,

I am a resident living in Braunstone Town. My home postcode is LE3 2PS. I strongly oppose the separate council for Thorpe Astley. We do not want any division in our area. This is a political wish of Conservative Party. We strongly oppose their actions.

No

Dear Sir/Madam,

I am a resident living in Braunstone Town. My home address is 31 Ravenhurst Road, Braunstone Town, Leicester, LE3 2PS. I strongly oppose the separate council for Thorpe Astley. We do not want any division in our area. This is a political wish of Conservative Party. We strongly oppose their actions.

No

Dear Sir/Madam,

This email is to inform you that we don't want a separate parish council for Thorpe Astley. It will put a major impact on services & council tax will go high. Thorpe Astley is part of Braunstone town Council and Community.

No

Hi there,

I have recently seen the proposed changes and alterations to the current councils in the Braunstone Town and Thorpe Astley areas. I am strongly opposed to this as I believe the communities are heavily linked. My daughter attends a school in the area and has a lot of friends from both Braunstone Town and Thorpe Astley and I feel it is important that things remain as they are and we continue to strive for the very best for residents of both Thorpe Astley and Braunstone Town, this can surely be achieved easier if we are all working in the same direction under the guidance of the same council.

No

Dear Cllr. Ben Taylor and Cllr. Louise Richardson,

In response to your leaflet "Your own Parish Council": I'm all for it. Count me in.

Yes

Dear Sir

In response to your leaflet, I would like you to note that I am in favour of Thorpe Astley having its own Council.

Yes

**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

**Split the Parish?**

**Comments**

Hi

I want to register my disagreement with the proposal to create a separate parish council for Thorpe Astley. There is absolutely no need for this when we are well served by Braunstone Town Council presently.

In my opinion separation will simply lead to duplication of council administration / park maintenance costs - all of which are currently undertaken by BTC with a small but very effective staffing base.

I do not understand why this has even been proposed, its quite ridiculous.

No

Dear Louisa

Please see attached my response to the consultation on the community governance review of Braunstone parish

**IMPORTANT: VIEW THE LETTER ATTACHED**

No

Good Afternoon,

Please find attached Braunstone Town Council's formal consultation response to the review of Community Governance Arrangements in the Parish of Braunstone.

Please acknowledge receipt.

Please advise if you would like me to send a hard copy in the post?

**IMPORTANT: VIEW THE LETTER ATTACHED**

No

**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

**Split the  
Parish?**

**Comments**

I really cannot understand why Blaby District Council are even considering splitting Braunstone Town into two parishes, the Town and a new Thorpe Astley parish.

Thorpe Astley has been part of the Town since the first developments went ahead: from the very beginning, this newspaper has included Thorpe Astley and it's residents in exactly the same way that we treat everyone else who lives in the Town... we have a dedicated team of volunteer deliverers who all live in Thorpe Astley and deliver the paper to each home within that area, as in every other estate within our area.

We know that many Thorpe Astley residents come along to events/groups within the Town and vice-versa.

We are a community! Many residents in Thorpe Astley, as well as residents on the other side of the road, take an active role in our community life.

The Braunstone Town Community Foodbank supplied residents in Thorpe Astley as well as in the Town area (I know this because I ran the foodbank).

What would it mean if the area was separated into two distinct parishes? We, the residents would all be the poorer... the amount of funding for each area would be reduced and so would mean a council tax increase - and that's just to accommodate the basic legal requirements of services provided.

The assets of the Town Council held on the Thorpe Astley side would have to be given over to the new Parish Council: the community centre, parks and open spaces, the tennis courts which have just been refurbished - and the new Parish would have to be able to hire and pay for the staff needed to maintain these areas and provide the services required. Braunstone Town Council would have to lose staff and equipment: if staff were allowed to transfer from the Town Parish to the Thorpe Astley Parish, there TUPE entitlements would have to be protected. Could a new very small parish council afford this? Could a recently made smaller council afford this.

I do realise that the District Council can look at these arrangements every 15 years but, in view of the financial constraints at present - this has to be a waste of council funding? Perhaps you could inform me how much this whole matter is costing?

I am totally opposed to the splitting of the present parish into two separate parishes and so are many of our readers who have contacted me (from Thorpe Astley and the Town side).

No

I would like to add my support to Thorpe Astley having its own Parish Council.

Yes

**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

**Split the Parish?**

**Comments**

We wish to submit our comments regarding the question of creating a separate Parish for Thorpe Astley.

We regard the proposal as untimely and inappropriate for two main reasons.

**Financial**

At a time when public finances, both National and Local, are under severe strain from rapidly rising inflation and price increases (not helped by the crisis in Ukraine), it strikes us as extreme folly to contemplate incurring an inevitable increase in expenditure arising from the creation of a new Parish Council with the unnecessary duplication of administration and services.

We leave it to experts in economics to calculate the exact sums but to the layman council tax payer applying basic common sense, they just do not add up and certainly do not justify breaking up an established administration. Where is the gain?

**History & Heritage**

Our other main reason in opposing the proposition is history. Any fool can draw lines on a blank sheet of paper but this change would ignore historical associations, those same lines would destroy connections with Braunstone that are part of our heritage. The very land on which Thorpe Astley stands was farmed from the Grade II listed Manor Farm House in Main Street, Braunstone which well within living memory was covered with fields of grain.

There is great local interest in retaining and maintaining these links, as promoted by the collaborative efforts of the Braunstone Heritage Archive Group and the Braunstone History Group. That same interest indirectly has a beneficial effect on unity – as a sense of belonging. Something precious that should not be sacrificed for lines on a piece of paper!

It is a remarkable coincidence that the Thorpe Astley proposal should be floated at the same time that a Proposal has been forwarded for the creation of a Conservation Area on the South side of Main Street, Braunstone – to match that approved for the North side by the City Council 50 years ago.

We naturally veto Thorpe Astley and support Conservation.

No

I am happy with the current arrangements of the single Parish Council of Braunstone Town and Thorpe Astley which continues to deliver good services across the the Parish. Splitting the Parish will have impact on the service delivery which would result in loss of services and an increase to residents of the Council Tax.

No

LE3 2PT

Hi

I wanted to email to say that I don't agree with this.

It will end up costing the tax payer more. It works well as it is and I don't support the change.

No

There is no chance the standard and responsive service would be the same from a separate, smaller council. There isn't even the infrastructure for a new local council at

No

Thorpe astley. A big no from me.

**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

**Split the  
Parish?**

**Comments**  
HELLO,

I just wanted to say that I would like Thorpe Astley to remain part of the Blaby District council, we are all part of Braunstone Town.

No

As a Thorpe Astley resident for 8 years I was very surprised that there was a proposal to split Braunstone Town Parish into two parts i.e. Braunstone Town and Thorpe Astley. From my point of view in Thorpe Astley the area has always been very well cared for - with lovely green spaces and litter free roads and walkways. Can't see the point in risking this by having insufficient funds from Council Tax for this to continue or raising the Council Tax payments for Thorpe Astley residents by approx. 15-16%. As far as I am aware there have been no complaints about how the Braunstone Town Parish is run and I can't see any point in changing it now.

One of my main concerns is that the residents will not be informed properly of the problems that splitting the Parish will cause and that the benefits outlined in the leaflet distributed by the Conservatives (have a Local Voice, an Active Community and shape the future of Thorpe Astley) will not be achievable because of reduced funding which will inevitably occur if the Parishes are smaller. Due to this lack of detailed information for residents there may be insufficient opposition to stop this ill advised Proposal.

I am not in support of the Proposal - Please just leave things as they are.

Please can you confirm receipt of this email.

No

APPENDIX 1 - Community Governance Review - comments received in initial consultation period

Split the  
Parish?

Comments

Dear Sir/Madam,

I am writing regarding the review of the split of Thorpe Astley from Braunstone Town.

I would like to express my wish for both communities to remain within the same Town/Parish and no split to take place.

Looking at the detail (or rather lack) of information that has been provided to residents as to how a split could impact both communities, it is impossible to see the benefits for residents.

I am also very concerned and disappointed about the way this proposal has been brought forward, as it appears to be very undemocratic. This decision should be brought to the vote of the residents (at least of Thorpe Astley) with a real consultation taking place. A detailed impartial analysis of the pros and cons of a split needs to be communicated to residents before they can make an informed decision.

I therefore oppose the split. I am more than happy to discuss this further and in detail if required. Please find my contact details below.

Could you also please confirm back to me that my opinion has been received and included in the feedback that is collated.

Many thanks in advance.

No  
No

**IMPORTANT: TO VIEW COMMENTS CLICK ON HYPERLINK IN COLUMN F**

To Blaby District Council,

I am writing to express my strong support for Thorpe Astley to have its own Parish Council.

As residents of the estate for a number of years, my family and I want to see this change happen as we feel our voice is not being heard under the current structure.

Having our own Parish Council will bring many benefits to Thorpe Astley, including developing a local active community that will help shape the future of our area.

Thank you for the opportunity to provide our views and I trust you will take them into consideration.

Yes



APPENDIX 1 - Community Governance Review - comments received in initial consultation period

Split the  
Parish?

Comments

Apologies the previous message had an error in the address sent to.

Kind Regards

Begin forwarded message:

From:

Date: 4 March 2022 at 16:50:43 GMT

To: legal.services@blaby.go.uk

Subject: Braunstone Town Council Governance review

To whom it may concern,

I am writing to oppose the suggestion to create a separate parish council for Thorpe Astley.

The grounds maintenance and Thorpe Astley Community Centre are well looked after by the current town council. Its also clear that 2 parish councils will mean more administration costs than the one we currently have. With the cost of living going up and up, it seems to be a waste of money to split the council into 2 parishes.

No

Dear Sir/Madam.

I am resident of Braunstone Town , I strongly oppose this idea of separate parish council for Thorpe Astley.

This is a political wish of Conservative councillors. I am failed to understand , How can Blaby Council do this consultation without any discussion with Braunstone Town Council, There was no notification issued to Parish Council, I would like to request BDC officers Please explain under which standing order or article/section , Blaby Council doing this consultation ? We explained very well to Blaby District Council that we do not want to divide our community and council.

No

Silent

**IMPORTANT: TO VIEW COMMENTS see attached**

**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

**Suggestions for  
Governance**

None

None  
None

None

newparish

no change

None

**Suggestions for  
Governance**

no change

no change

**Suggestions for  
Governance**

no change

newparish

**Suggestions for  
Governance**

no change

newparish

**Suggestions for  
Governance**

newparish

no change

**Suggestions for  
Governance**

None

newparish  
newparish

newparish

no change

**APPENDIX 1 - Community Governance Review - comments received in initial consultation period**

**Suggestions for  
Governance**

no change

no change

no change

no change

newparish

newparish



**Suggestions for  
Governance**

no change

no change

no change

**Suggestions for  
Governance**

no change

newparish

**Suggestions for  
Governance**

no change

no change

no change

no change

**Suggestions for  
Governance**

no change

no change

**Suggestions for  
Governance**

no change  
no change

newparish

Suggestions for  
Governance

no change



no change  
None

silent  
public yes  
resident no  
District Councillor  
Parish Council  
County Councillor  
Chair of parish meeting



## **BRAUNSTONE TOWN COUNCIL**

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*  
Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP  
Telephone: 0116 2890045 Fax: 0116 2824785  
Email: enquiries@braunstonetowncouncil.org.uk

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

Our Ref: DT  
Your Ref:  
When calling please ask for: Darren Tilley

Addressee

Date

Dear xxxx

**Subject**

Text of Letter

Yours sincerely / faithfully

Darren Tilley  
Chief Executive & Town Clerk



## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 8<sup>th</sup> SEPTEMBER 2022**

#### **Item 7 – ROSPA Reports**

##### Purpose

To receive a report concerning the annual ROSPA reports on Parks and Open Spaces and to determine any action to be taken.

##### Background

Each year in May, ROSPA are requested to undertake annual inspections of all Braunstone Town Council play areas including play areas, Multi Sports areas, teenage areas and the skate park area. This year, following a court case regarding an incident at the tennis courts at Shakespeare Park in 2015, ROSPA were instructed to include inspections of the tennis courts at both Thorpe Astley and Shakespeare Park and all the outdoor gym equipment and trim trails which have not been included in past inspections. The inspections at all sites included reports on fencing, litter bins, safety surfaces and all equipment with priorities for work marked low, medium or high.

Two high priority items were noted at two of the Town Council's play areas.

There were 2 items noted as High Risk with were as follows:

- a) Lakin Drive -Slide Tower fixing band snapped – completed immediately
- b) Franklin Park teen play area corrosion on platform – removed immediately from play equipment

Items of medium priority with a risk of 9 or above would be attended to by the ground staff during the summer Programme of work. However, due to the long-term absence of one of the ground staff following a surgical procedure, the summer work on the medium priority items had been delayed.

##### Recommendation

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

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

**BRAUNSTONE TOWN ROSPA REPORT 2022**

**ITEMS WITH RISK SCORE 8 AND ABOVE FOR ACTION DURING SUMMER**

**MOSSDALE MEADOWS**

Balance Trail	Free space/falling area contains obstacles – monitor	Medium Risk	Score 8
Supernova	Surface needs repair	Medium Risk	Score 12
Fencing	Missing or loose bolts – replace	Medium Risk	Score 10
Gate	Violent action – adjust closing time	Medium Risk	Score 9
Multiplay	Supporting components to dismantle and check	Medium Risk	Score 8
Picnic table	Bolts loose – tighten	Medium Risk	Score 8
Junior Swing	Trip points to surface – remove trip points	Medium Risk	Score 9
Toddler Swing	Decay to timber post – recommend resistance test	Medium Risk	Score 10
Chain link fence	Moderate repairs required	Medium Risk	Score 8
MUGA	Trip points on surface – remove trip points	Medium Risk	Score 9
MUGA	Skatepark area – surface cracks to repair	Medium Risk	Score 9
Gym Rower	Worn bearings – replace	Medium Risk	Score 8
Gym Skier	Loose bolts on footplate – secure	Medium Risk	Score 9
Signage	Appropriate sign to be installed	Medium Risk	Score 8

**FRANKLIN PARK**

Fencing	Loose or missing bolts	Medium Risk	Score 10
Rocker Horse	Fixings loose or missing on boot foot plates	Medium Risk	Score 9
Rocking Horse	Ground erosion – consider adding grass matting	Medium Risk	Score 8
Multiplay	corrosion on platform – replace platform	High Risk	Score 14

**SHAKESPEARE PARK**

Multiplay	Surface compacted – rake and fork over	Medium Risk	Score 9
Swings	Corrosion on joining plate – to be replaced in refurbishment	Medium Risk	Score 12
Swings	Support loose in head blocks – to be replaced in refurbishment	Medium Risk	Score 9
Swings	Seat damaged – to be replaced in refurbishment	Medium Risk	Score 9
Swings	Central strap loose – to be replaced in refurbishment	Medium Risk	Score 8

**HOLMFIELD PARK**

Goal posts	Trim excess bolt lengths	Medium Risk	Score 8
Youth Shelter	Trip points – remove	Medium Risk	Score 9
MUGA	Glass present – remove	Medium Risk	Score 12
MUGA	Encroaching vegetation – remove	Medium Risk	Score 8

**THORPE ASTLEY ROSPA REPORT 2022**

**ITEMS WITH MEDIUM RISK SCORE 8 AND ABOVE FOR ACTION DURING SUMMER**

**OUTDOOR GYM**

Balance beam	Timber edges creating hazard – remove	Medium Risk	Score 9
Balance beam	Timber is decayed – replace affected part	Medium Risk	Score 9
Overhead bars	Loose in ground – reset item	Medium Risk	Score 10
Overhead bars	Height to floor may be too high – obtain advice	Medium Risk	Score 9

**LAKIN DRIVE**

Carousel	Geo textile exposed – top up play bark	Medium Risk	Score 8
Climber	Post connector rubber is damaged – replace	Medium Risk	Score 10
Climber	Chain fixing pins worn – replace	Medium Risk	Score 9
Climber	Supporting components to be checked	Medium Risk	Score 8
Climber	Geo textile exposed – top up play bark	Medium Risk	Score 8
Slide Tower	Fixings band snapped – replace	High Risk	Score 16
Swings	Supporting components to be checked	Medium Risk	Score 8

**IMPEY CLOSE**

Fencing	Damaged panel – repair	Medium Risk	Score 10
Multiplay	Surface shrinkage – repair	Medium Risk	Score 8
Swing	Wear to chains – replace	Medium Risk	Score 10
Swing	Central strap damaged – replace	Medium Risk	Score 10
Swing	Loose swing eye bolts – tighten	Medium Risk	Score 8
Swing	Seat at wrong height – adjust	Medium Risk	Score 8
Carousel	Rubber seals missing – replace	Medium Risk	Score 8

**HILCOTT GREEN**

Fencing	Bolt missing – replace	Medium Risk	Score 8
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**PRIESTMAN ROAD**

Slide Tower	Surface has holes in – monitor	Medium Risk	Score 9
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## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 8th SEPTEMBER 2022**

#### **Item 8 – Candidates Information Pack and Session**

##### Purpose

To consider 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.

##### Background

Braunstone Town Council currently doesn't provide any collated information aimed at candidates seeking election to the Town Council. Many local councils do provide information in a pack for prospective candidates; however, many other local councils generally struggle to fill all of their seats at election time, something which hasn't been an issue for Braunstone Town Council in recent years.

On 9<sup>th</sup> 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 8<sup>th</sup> April 2021 (Minute 188, 2019 – 2021). The report included the following recommendation *“to actively promote candidacy to disability groups and encourage people with physical and mental disabilities to take part in decision making as elected members”*.

On 22<sup>nd</sup> April 2021, the Committee received details of the proposed response to the recommendation *“Revised Equality & Diversity Policy & Procedure to include process for requesting reasonable adjustments and references on how to raise complaints. Consider a candidates information pack (to include the Equality & Diversity Policy) prior to the next ordinary election”*. (Minute 197, 2019 – 2021).

Furthermore, some of the responses to the recent Community Governance Review indicated that there appears to be a perception about representation and accountability, particularly in Thorpe Astley.

Providing a potential candidates information pack and information session will demonstrate that the Town Council is keen to encourage any resident who wishes to stand for election.

##### Equality & Diversity Policy & Procedure

The Equality & Diversity Policy & Procedure has been reviewed and a process for requesting reasonable adjustments and references on how to raise complaints has been included. The document has been available for consultation and is included as a separate item on the agenda with a recommendation for adoption.

Should the revised Equality & Diversity Policy & Procedure be adopted then it is intended to include with the Candidates Information Pack.

### Candidates Information Pack

It is proposed to put a pack of information together for prospective election candidates. The pack will bring together relevant information for those considering putting themselves forward for election, whether this be for the full term elections or for by-elections, or for co-option.

The Candidates Information Pack is proposed to include:

- a covering letter from the Town Mayor and Chief Executive & Town Clerk;
- Candidates Information Pack Document (including information about the Town, the Council, the role of a Town Councillor, the qualifications for being a Town Councillor and information about local and Town Council services) – draft document attached at Appendix 1;
- Councillor Code of Conduct;
- Equality & Diversity Policy & Procedure; and
- Training & Development Policy & Procedure.

### Candidates Information Session

The Council organises a New Councillors Induction Session at the beginning of the Council term, shortly after the elections. Some of the information about the Council, the role of a Councillor and an overview of the Council's Services could be provided in an information session prior to the close of nominations for elections. This would enable potential candidates to find out more about the Town Council and the role of Town Councillor before putting themselves forward as a candidate for election.

Should the Council wish to offer such a session, then it could be held one weekday early evening at the Civic Centre and online through Zoom. The session could include a half an hour overview of the Council and its services and the role of a Town Councillor. Half an hour dedicated to questions and answers, with another half an hour for those who want to chat informally on a one to one basis.

Timing is important and will need to be in the new year and timed at a point to allow sufficient time for a potential candidate to attend the session and then think about whether to put themselves forward for election as a Town Councillor, including through the internal processes of a political party, where applicable.

### Publicity

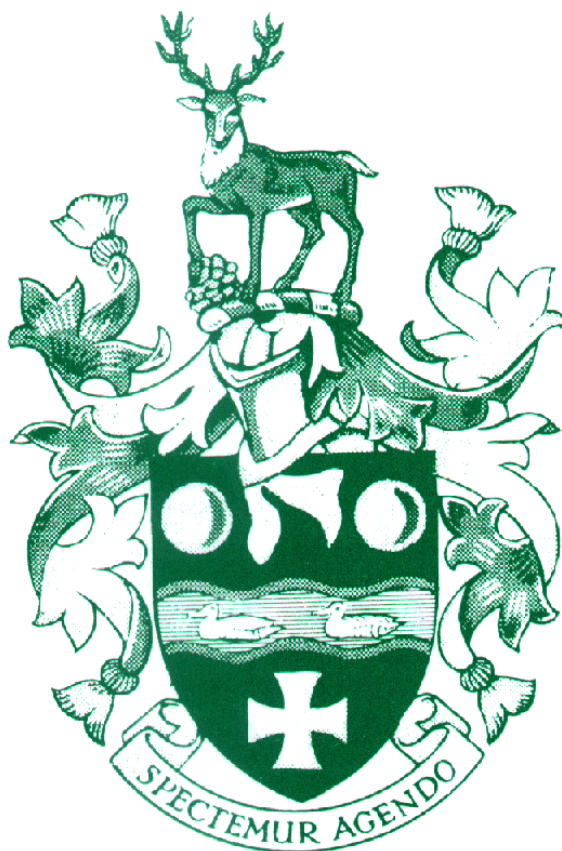
With the Candidates Information Pack and Candidates Information Session, the Council will publicise the forthcoming elections and the opportunity to stand for election through the usual communication channels. This publicity will provide a link to / information on how to obtain the Candidates Information Pack and register interest in the Candidates Information Session.

## Recommendations

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

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.



# ***BRAUNSTONE TOWN COUNCIL***

**COUNCILLOR CANDIDATE**

**INFORMATION PACK**

*July 2022*





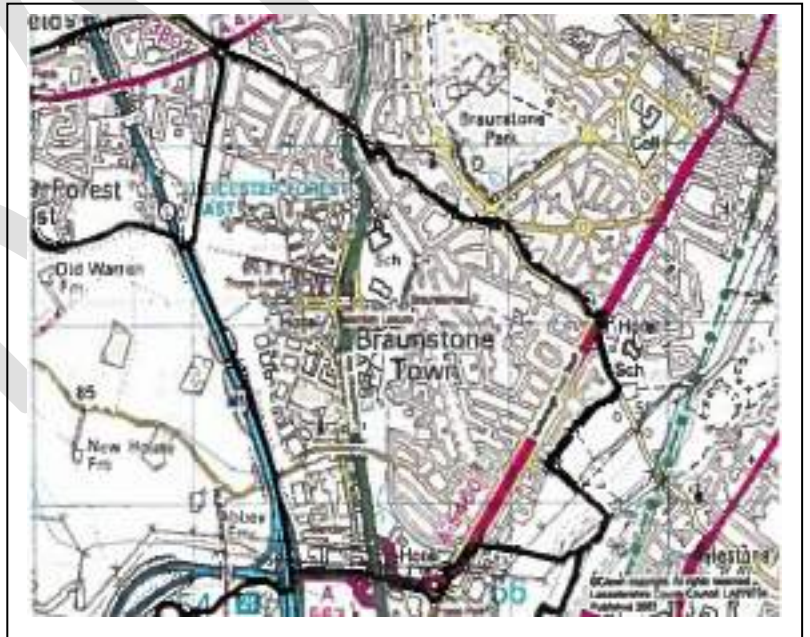
# Braunstone Town

Braunstone adopted 'Town' status in 1977. In 1994 planning consent was granted for the new Thorpe Astley residential development. Other new residential developments which have recently received planning consent include the Thomas Cook and Jones & Shipman sites.

Braunstone Town is situated south west of the City of Leicester at the M1/M69 Junction 21. Due to its excellent transport links, the area has also attracted some large scale commercial developments including the Meridian Business Park and the Warner Brothers' Leisure Village.



These, together with Fosse Park, Grove Farm Triangle Shopping Centres and the new Everards Meadows, located adjacent to the southern boundary of the Town provide excellent employment and shopping opportunities.







# Braunstone Town Council

Serving the people of Braunstone Town (inc. Thorpe Astley)

## THE TOWN COUNCIL – AN OVERVIEW



Braunstone Town Council is the Parish Council for Braunstone Town, including Thorpe Astley, and was first established in August 1927.

There are two other Councils which also serve the area:

- I. Blaby District Council – responsibilities include planning, waste & recycling and environmental health; and
- II. Leicestershire County Council – responsibilities include highways & transport, education & learning provision and social care.

Braunstone Town Council provides community and recreational facilities, together with social inclusion initiatives.

We provide two community centres (Braunstone Civic Centre and Thorpe Astley Community Centre), a sports pavilion at Shakespeare Park, six parks (three include recreation grounds), 10 playgrounds and various open spaces.

The Town Council also provides social inclusion services including crime reduction initiatives, a programme of events and a Customer Service Shop, which allows residents to access a range of Council services at Braunstone Civic Centre. The Council provides support for community groups and offers grant schemes for community groups, young people and individuals to support them with an opportunity that they would otherwise not be able to participate in.

The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.

### **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"*

## **THE COUNCIL**

The Council comprises 21 members, or Town Councillors, who are elected every four years. Each year the Council elects from amongst its number a Town Mayor, Deputy Town Mayor, Leader and Deputy Leader. The Town Mayor is the chair of the Council and a civic and ceremonial head, which includes being the town's "first citizen". The Leader is responsible for Council policy and strategy.

The Full Council meets six times a year. The Council has three standing committees: Policy & Resources, Community Development and Planning & Environment Committee. All Meetings are open to local residents and include a public participation session on the Agenda. Agendas for the Council and standing committees are available to the public five clear days before the meeting date.

Meetings are usually held at Braunstone Civic Centre, however, on occasions meetings are also held at Thorpe Astley Community Centre. A structure chart of the Town Council's committee and decision-making process is enclosed.

## **STAFF**

The Council employs a Chief Executive & Town Clerk to manage the legal, administrative and financial affairs of the Council, in accordance with its duties and responsibilities, to advise the Council on the development and implications of its strategies and policies and manage the services provided by the Council. The Chief Executive & Town Clerk is also the head of the paid service, which consists of 27 full and part-time staff, which includes managers, administrative, customer service, grounds and premises staff. An organisation structure chart is enclosed in this handbook.

## **OUR STRENGTHS**

We're the smallest unit of local government and that means we're closest to the people. We can address issues of local concern and speak up for the wishes of the local residents. We can represent the views of the Braunstone Town citizens and make these known to the larger District and County Councils or to other agencies and government bodies.

We don't have a bureaucratic or departmentalised structure so we can be responsive and flexible to meet our citizens' needs by directing our resources where most needed. We have a wide overview of the needs of the Town and because our Councillors live in the Town they can concentrate their work on the Town area and pursue Town-based initiatives.

The Council has established a Citizens' Advisory Panel, which any town resident can become a member of, meets approximately four times a year.

## **.....AND OUR LIMITATIONS**

We're the smallest unit of local government and that means we don't have large resources.

Recently, as a result of Welfare Reforms we have received funding from Central Government in the form of Council Tax Support Grant (approximately £50,000 per annum), since the Welfare Reforms or changed the way in which the Council Tax is

calculated. However, this money is no longer passed to the Town Council by the District Council, meaning that the Town Council relies entirely on money raised via Council Tax and from fees and charges levied for using our community centres and sports pitches.

With a population of approximately 20,000, an annual operational budget of approximately ¾ million and 22 employees there are limits to what we can undertake. We need to ensure that we do not commit ourselves to activities beyond our expertise or financial resources.

## **Why become a Councillor?**

Being a Town Councillor is an enjoyable way of contributing to your community, and helping to make it a better place to live and work.

### **Will I get paid for being a Councillor?**

Councillors do not receive a salary. However, Braunstone Town Council pays an annual allowance to cover incidental expenses such as phone calls and mileage incurred while on council business.

### **The Role of the Councillor**

Getting involved locally - as local representatives, councillors have responsibilities towards their constituents and local organisations. These responsibilities and duties often depend on what the councillor wants to achieve and how much time is available, and may include:

- Suggesting ideas
- Engaging in constructive debate
- Responding to the needs and views of the community
- Representing their constituents
- Behaving in an ethical way and being open about interests
- Going to meetings of local organisations
- Going to meetings of organisations affecting the wider community
- Taking up issues on behalf of members of the public
- Acting as a signpost for Council Services

Active Councillors make sure that their electorate know who they are and how they can be contacted. Councillors should encourage consultation of local residents on issues affecting the local area so they can best represent them.

### **National Code of Local Government Conduct**

Following an election, all newly elected and re-elected Councillors must sign a declaration to observe the Code of Conduct. Having agreed to abide by the code, Councillors must at all times (not only when acting as Councillor) avoid bringing the Council or their office into disrepute, or use their position as Councillor.

## **Register of Members Interests**

Within 28 days of the election a Councillor must register not only their own, but those of their spouse or partner's disclosable Pecuniary Interest, with the District Monitoring Officer using a Register of Interests Form. A list of Pecuniary Interests are attached to the Council's Code of Conduct. If any changes arise a Councillor must submit an amendment form to Monitoring Officer.

The Register of Interests are published on the principal authority's website and on the Town Council's website.

## **What training and support is available?**

An induction pack is issued to all Councillors upon being elected. Training sessions are regularly arranged by the Leicestershire and Rutland Association of Local Councils.

## **Am I qualified?**

Yes – most people are. However there are a few rules:

### You have to be:

- A British subject, or a citizen of the Commonwealth or the European Union and be 18 years of age or over
- A local government elector for the council area for which you want to stand; or
- Have during the whole of the 12 months preceding that day occupied as owner or tenant any land or other premises in the council area; or
- Have during that same period had your principal or only place of work in the council area; or
- During that 12 month period resided in the council area

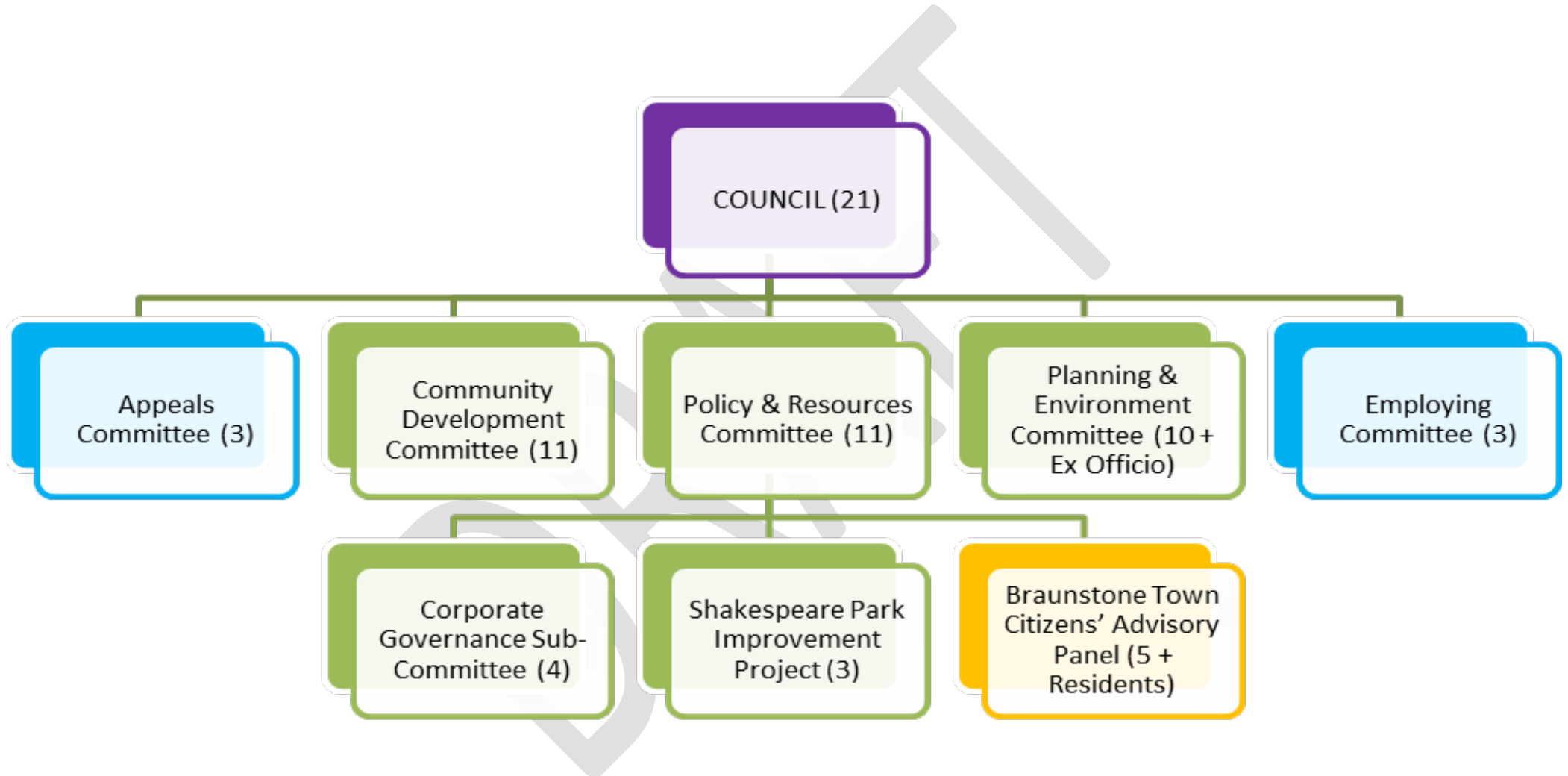
### You cannot become a Town Councillor if you:

- Are subject of a bankruptcy restriction order or interim order
- Have, within five years, been convicted in the United Kingdom of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine
- You work for the council you want to become a councillor for (but you can work for other local authorities, including the principal authorities that represent the same area).

Anyone that is qualified is encouraged to become a Town Councillor, no matter what your background, age or whether you have a disability. The Council has an induction programme and training opportunities. It also has an Equality & Diversity Policy & Procedure, which sets out a process for requesting and considered reasonable adjustments to help accommodate those with disabilities and special needs.

**BRAUNSTONE TOWN COUNCIL**

**COMMITTEE STRUCTURE / DELEGATED POWERS OF COMMITTEES**



## **APPEALS COMMITTEE**

Responsibility considering all staff related appeals, including disciplinary, dismissal, grievance, job evaluation.

## **EMPLOYING COMMITTEE**

Responsibility for recruitment and selection and overall management, including appraisal and disciplinary of the Council's Executive Officer & Town Clerk.

## **COMMUNITY DEVELOPMENT COMMITTEE**

### **CRIME REDUCTION**

#### **CCTV**

Neighbourhood Watch

Promotion/Development & Liaison with Police & Co-ordinators

CCTV Loan System

Sale of Personal Alarms

Intruder Alarm Loan Scheme

Park Watch Scheme

### **YOUNG PEOPLE**

Braunstone Town Youth Council

Sports Development Plan

School Holiday Activities

Grants for Schools/Youth Clubs

### **SOCIAL INCLUSION RECREATION & CULTURE**

Community Grants

Arts/Entertainment Programme

Community Rooms (Free Use)

Joint Service Shop

Internet Access Point

Civic Functions

Town Mayor's Awards

Community Website

Social Partnerships including the disabled, Senior Citizens, etc.

## **PLANNING & ENVIRONMENT COMMITTEE**

Planning Applications

Local Plans

Transport Plans

Structure, Health and Housing Plans, etc

Community Appraisals

Air Quality Issues

Free Poop Scoop Scheme

Street Seats

## **POLICY & RESOURCES COMMITTEE**

### **ADMINISTRATION AND CAPITAL PROJECTS**

Capital Projects

Establishment

Staff Development

Strategic Policy and Budget

Service Development and Improvement

### **COMMUNITY CENTRES**

Hire Charges

Licensed Bar

### **OPEN SPACES/PARKS**

Sports Pitches

Hire Charges

Play Areas

## **SUB-COMMITTEES OF POLICY & RESOURCES COMMITTEE**

### **CORPORATE GOVERNANCE SUB-COMMITTEE**

Responsibility for detailed oversight of the Council's Financial, Corporate Governance and Risk Arrangements

### **SHAKESPEARE PARK IMPROVEMENT PROJECT SUB-COMMITTEE**

Responsibility for detailed oversight of the Shakespeare Park improvement and development project.

## **ADVISORY PANELS**

### **CITIZENS' ADVISORY PANEL**

Ensuring Community Engagement, Consultation and involvement in Town Council and Community Issues. Advising on the development of services and Council priorities.

## **KEY TO DIAGRAM**

(number of members)

**Green:** policy and service delivery Committee / Sub Committee with delegated powers

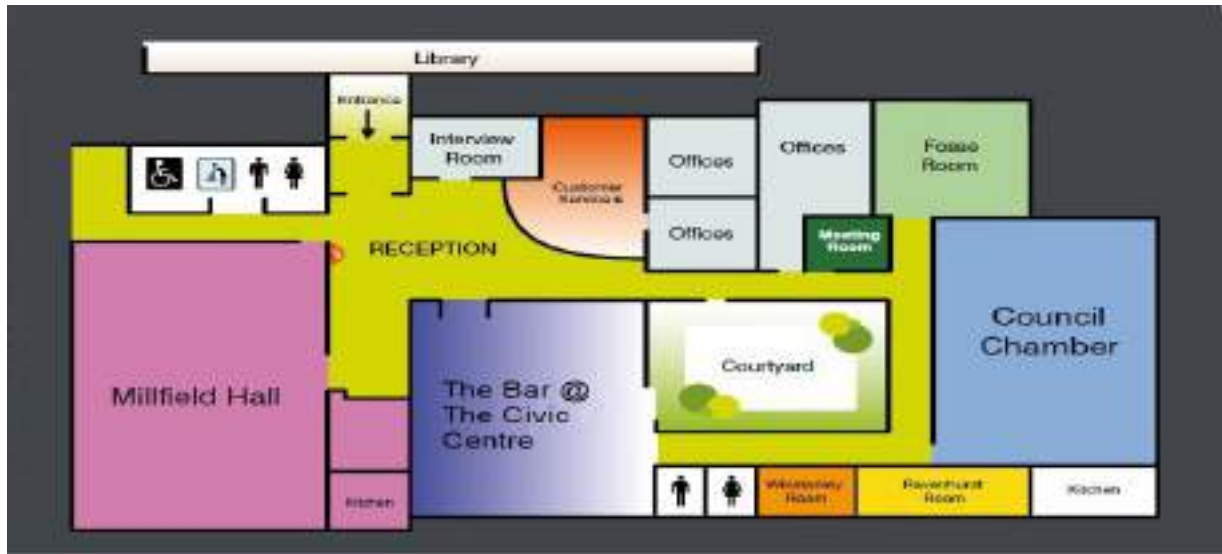
**Blue:** Staffing / quasi-judicial Committee

**Orange:** advisory group involving members of the public

## FACILITIES

### Braunstone Civic Centre

Braunstone Civic Centre is licensed for music, singing and dancing. A theatre license may be obtained by prior arrangement. Guide Dogs, Hearing & Guide Dogs are welcome in all areas of the Civic Centre. Wheelchair users and pushchairs are catered for as the Civic Centre is a single story building with easy access to all areas with no steps and wide corridors and doors.



### *Thorpe Astley Community Centre*

Thorpe Astley Community Centre is licensed for music, singing and dancing. Guide Dogs, Hearing & Guide Dogs are welcome in all areas of the Community Centre. Wheelchair users and pushchairs are catered for as the Community Centre is a single story building with easy access to all areas with no steps and wide corridors and doors.





# Parks & Open Spaces

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



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

The Town Council employs three parks staff:

- Senior Groundsperson responsible for Open Spaces and Parks in Braunstone Town
- Senior Groundsperson responsible for Open Spaces and Parks in Thorpe Astley
- Assistant Groundsperson

We have a secure depot and workshop located on Mossdale Meadows for storage of parks equipment.



**LOCAL ACCESS TO**

**LOCAL SERVICES**

**Customer Service Shop**

Braunstone Civic Centre  
Monday – Friday 9am – 5pm (exc.  
Bank Holidays)  
0116 289 0045  
enquiries@braunstonetowncouncil.org.  
uk

- All Town Council Service Enquiries
- Room and Pitch Hires
- Citizens Advice Bureau
- Fault Reporting
- Reporting abandoned vehicles
- Issue of Poop Bags
- 'What's On' Ticket Sales
- Join Neighbourhood Watch
- Concessionary Travel Leaflets
- Photocopying/Fax Service
- Radar Keys
- Parks and Green Spaces queries





## **Community Grant Schemes**

Braunstone Town Council has several grant schemes available that local community groups can apply for!

- Community Group Grant to support groups with services, equipment, running costs etc. Up to £300 available per group per year or up to £500 for formation of new groups not already available.
- Individual Grants to support Braunstone Town residents with outstanding skills/talent to develop their skills or to support opportunities to progress. Up to £300 available.
- Community/Social Inclusion Projects by non-profit organisations to support over 60's and vulnerable adults in Braunstone Town and to reduce loneliness and isolation of residents. Up to £200 is available for one-off events and up to £500 for on-going and sustainable projects.

## **Programme of Events**

The sponsored Programme of Events is a partnership between the Town Council and local community groups and charities to help raise funds for worthwhile causes whilst supporting a Programme of Events held at the Braunstone Civic Centre or Thorpe Astley Community Centre. The Town Council and group jointly host the events taking place but the group receives the NET profits made from the function.

The Town Council will:

- Underwrite the event
- Offer a suitable room without charge
- Produce and publish a promotional leaflet, posters, flyers, tickets etc.
- Advertise the event through local papers, radio, e-magazines, social network, websites etc.
- Manage the money received from ticket sales, paying relevant VAT etc.
- Deduct any expenses incurred in organising the event from the money received from ticket sales

An organisation will be expected to:

- Suggest a suitable event
- Organise and run the event
- Assist with the sale of tickets and promotion (where appropriate).
- Return all (gross) money received from the sale of tickets along with corresponding counterfoils to the Town Council along with unsold tickets
- Provide receipts/invoices for any expenses relating to the event
- Send a written invitation to the Braunstone Town Mayor to attend the event

## **Braunstone Town Community Library**

The Library is managed as part of the Council's Community Development and Social Inclusion services. In broad terms, the community engagement/involvement and social inclusion fall within the remit of the Council's Community Development Committee. It is this aspect of the Library Service where residents can effectively input through the Citizens' Advisory Panel.

Service Management and resources fall within the remit of the Policy & Resources Committee and the Council's Officer Management Team.

### **Developing future Library provision in Braunstone Town**

- a) Develop options for Library service provision, taking into account the aspirations of service users and the community and the availability of resources.
- b) Identify appropriate and realistic service standards (including customer service and performance), including mechanisms for review and the continued engagement of the community and service users.
- c) Identify new initiatives and potential partnership arrangements, including sources of funding in order to provide a better and more responsive service.
- d) Promote the involvement of volunteers and community groups in providing Library services and make recommendations on the balance of resources between paid, volunteer and professional staffing and support.

### **Ensuring a better and more responsive Library service in Braunstone Town**

- e) Assess emerging new priorities, undertake benchmarking and research best practice, assess the availability of resources and recommend improvements to Library provision.
- f) Assess the needs of the community undertaking consultation utilising a range of methods and tools and make appropriate recommendations where necessary to revise customer service standards and service provision.
- g) Make recommendations on appropriate performance measures and future targets and receive regular performance monitoring reports and make recommendations on improvements where necessary.
- h) Review the effectiveness of mechanisms to engage the community and volunteers in the provision of a Library Service.

### **Events at the Library**

Here is a list of the events currently going on in the library.

**Monday 2pm to 4pm Craft & Chatter** – craft group just started for people to come along and craft, bring their own crafts and hobbies in for chatter and coffee

**Wednesday 10am – 11.45pm Coffee morning** – a chance for people to come together for a natter, tea/coffee, biscuits and sometimes cake

**Friday 10.30am – 11.30am – Story time for young children** – come along for an hour of story, song and games

Volunteers run our weekly activities in the library and we are always looking for new volunteers to help out with our existing activities or even starting up new initiatives.

## LOCAL SERVICES - COUNCIL RESPONSIBILITY

	 Leicestershire County Council	 Blaby District Council <small>the heart of Leicestershire</small>	 Braunston Town Council
Benefits (Housing/Council Tax)		√	
Building Control		√	
Community Centres			√
Community Development		√	√
Community Safety		√	√
Country Parks	√		
Economic Development	√	√	
Education	√		
Elections		√	
Emergency Planning	√		
Environmental Health		√	
Events			√
Grants	√	√	√
Highways & Footpaths	√		
Housing		√	
Leisure & Recreation		√	
Libraries	√		
Licensing		√	
Local Taxation Collection		√	
Open Spaces		√	√
Parks & Recreation Grounds			√
Passenger Transport	√		
Planning Applications		√	
Playgrounds			√
Public Health	√		
Public Rights of Way	√		
Registrar (Births, Marriages, Deaths)	√		
School Admissions	√		
Social Care	√		
Social Inclusion Initiatives	√	√	√
Sports Pitches & Facilities		√	√
Street Cleansing			
Strategic Planning	√		
Street Trading		√	
Trading Standards	√		
Transport Planning	√		
Tourism		√	
Waste & Recycling Collection		√	
Waste Disposal	√		

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 8th SEPTEMBER 2022**

#### **Item 9 – Equality & Diversity Policy & Procedure**

##### Purpose

To receive the consultation results and a proposed revised Equality & Diversity Policy & Procedure for adoption.

##### Background

On 16th June 2022, the Committee received a proposed revised Equality & Diversity Policy & Procedure for consideration and consultation (minute 12).

The main areas of change in the proposed new policy & procedure, compared to the original 2014 Policy, are as follows:

- (a) incorporation of Councillors and volunteers into the remit, as well as staff;
- (b) a section on the benefits of Equality and Diversity;
- (c) information on the law and types of unlawful discrimination;
- (d) application to service provision;
- (e) a procedure for disabled Councillors, staff and volunteers to request reasonable adjustments;
- (f) individual responsibilities; and
- (g) references to making complaints and raising grievances.

##### Consultation

A consultation on the proposed revised Equality & Diversity Policy & Procedure was open to residents, customers, users, staff, Councillors, volunteers, partners and the Council's HR Advisor from 27th June until 12 noon on Monday 8th August 2022.

Consultation feedback was received from the Council's HR Advisor as follows:

- replacement paragraphs for the Purpose and Scope; these were rejected in favour of those originally proposed since they were longer and much of the detail is included in the document at subsequent paragraphs;
- new *Principles* section; which has been included;
- rewording of the Equal Opportunities in Employment and Service Provision sections; including an initial paragraph on commitments, which has been included;
- the section on *Requests for Reasonable Adjustments* has been expanded to include *Equal Opportunity for those with protected characteristics*; this lists commitments for each protective characteristic, which has been accepted; alternative paragraphs for the reasonable adjustment process were made by the Council's HR Advisor, which were accepted, the deletion of the detailed process and decision maker for consideration of reasonable adjustment requests was suggested for removal; however, in line with the response to the

- Independent Investigator's Report, these were retained;
- paragraphs for *Unconscious Bias* were recommended and are included; and
  - the *Individual responsibilities* section was suggested for removal; however, it has been retained since this provides a practical reference connecting principles in the policy with everyday roles and decision making.

### New Policy & Procedure

The proposed new Equality & Diversity Policy & Procedure is attached at Appendix 1. The proposed changes to the document, as a result of the consultation response by the HR Advisor, are highlighted.

### Recommendation

That the Equality & Diversity Policy & Procedure, attached at Appendix 1 of the report, be approved and adopted with effect from Monday 12th September 2022.

### Reason

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.



## BRAUNSTONE TOWN COUNCIL

### EQUALITY AND DIVERSITY POLICY & PROCEDURE

#### Purpose and Scope

1. Braunstone Town Council is committed to providing equal opportunities in the provision of its services and as an employer and is committed to avoiding acts of unlawful discrimination.
2. This policy and procedure is intended to ensure that the Council puts its commitment into practice. Compliance with this policy and procedure should also ensure that Councillors, staff and volunteers do not commit unlawful acts of discrimination.
3. Striving to ensure that our services and our working environment is free of harassment and bullying and that everyone is treated with dignity and respect is central to the Council's mission to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.
4. The Equality and Diversity Policy and Procedure applies to all:
  - staff whether full or part time, temporary or fixed term;
  - Town Councillors, whether elected or co-opted, and irrespective of role and length of service (including any non-councillor member of a Committee whether co-opted or ex-officio); and
  - volunteers recruited and appointed under the Council's Volunteer Management Policy.

#### Principles

5. All employees, workers or self-employed contractors whether part time, full time or temporary, as well as Town Councillors, volunteers and members of the public will be treated fairly and with respect.
6. With regards employment, selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.
7. Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Council as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with Councillors and managers, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of everyone to this policy and application of

its principles are essential to eliminate discrimination and provide equality throughout the Council.

### The Benefits of Equality and Diversity

8. Braunstone Town Council is committed to promoting and celebrating Equality and Diversity due to the benefits that it can bring in serving the community. It is essential for Councillors, staff and volunteers to have an understanding of the legal framework around equal opportunities in order to avoid unlawful discrimination and to help ensure that the Council's services and the working environment is one where individuals feel they are treated fairly and with respect.
9. Embracing equal opportunities and being a diverse and inclusive workplace can bring many benefits to the Council and the services it provides to the community including:
  - increased creativity;
  - better decision making;
  - faster problem solving;
  - retention of people;
  - attraction of top talent;
  - increased satisfaction and wellbeing; and
  - enhanced community, councillor and employee engagement.

### The Law

10. The Equality Act 2010 sets out the following "protected characteristics":
  - age,
  - disability,
  - sex,
  - gender reassignment,
  - pregnancy and maternity,
  - race (which includes colour, nationality, caste and ethnic or national origins),
  - sexual orientation,
  - religion or belief,
  - being married or in a civil partnership.
11. It is unlawful to discriminate directly or indirectly in recruitment or employment because of "protected characteristics".
12. Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.
13. The Council must not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services.
14. As a provider of public services, Braunstone Town Council has an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

## Our Commitment as an Employer~~Equal opportunities in employment~~

15. Braunstone Town Council ~~is committed to: will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.~~
- creating an environment in which individual differences and the contributions of our staff, Councillors and volunteers are recognised and valued;
  - entitling every Councillor, employee, contractor and volunteer to a working environment that promotes dignity and respect to all; no form of intimidation, bullying or harassment will be tolerated;
  - providing training, development and progression opportunities to all;
  - understanding equality in the Council is good management practice and makes sound business sense;
  - reviewing all our employment practices and procedures to ensure fairness;
  - avoiding unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy;
  - selecting those for employment, promotion, training, or any other benefit purely on the basis of aptitude and ability;
  - having clear procedures that enable our Councillors, employees and volunteers to raise a grievance or make a complaint if they feel they have been unfairly treated;
  - treating breaches of our Equality and Diversity Policy & Procedure as misconduct which could lead to disciplinary proceedings against Employees and action under s28 of the Localism Act 2011 for Town Councillors; and
  - encouraging all staff to come forward with any issues they need Council assistance and understanding with, no matter their background, identity or circumstances, such as if they are victims of domestic abuse or have caring commitments.

### *Recruitment*

16. Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

### *Working practices*

17. Braunstone Town Council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the Council considers it has good reasons, unrelated to any protected characteristic, for doing so.
18. The Council will comply with its obligations in relation to statutory requests for contract variations.



19. The Council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

#### *Equal opportunities monitoring*

20. Braunstone Town Council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.
21. The Council treats personal data collected for reviewing equality and diversity in accordance with the Data Protection Policy. Information about how data is used and the basis for processing is provided in the Council's privacy notices.

#### Our commitment as a Service Provider~~Equal opportunities in service provision~~

22. Braunstone Town Council will not discriminate unlawfully against those using or seeking to use the services provided by the Council-by:
- providing services which are accessible to all regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class; and
  - making sure our services are delivered equally and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
23. Residents, customers, hirers and service users should report alleged discrimination, bullying or harassment by:
- a) staff and volunteers using the Council's Complaints Procedure;
  - b) Councillors to the District Monitoring Officer.
24. Where Councillors, staff and volunteers are subject to alleged discrimination, bullying or harassment by residents, customers, hirers and service users; it should be reported:
- a) Councillors: to the Chief Executive & Town Clerk;
  - b) Staff: to the Service Manager; and
  - c) Volunteers: to the named Support Officer.

#### Types of unlawful discrimination

25. **Direct discrimination** is where a person is treated less favourably than another because of a protected characteristic. In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.
26. **Indirect discrimination** is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that

protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

27. **Harassment** is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.
28. **Associative discrimination** is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.
29. **Perceptive discrimination** is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.
30. **Third-party harassment** occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.
31. **Victimisation** occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.
32. **Failure to make reasonable adjustments** is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the Council has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

### Training

33. Braunstone Town Council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.
34. The Council will raise awareness of equal opportunities among Councillors, staff and volunteers to help them understand their rights and responsibilities and what they can do to help create an environment free of bullying and harassment.
35. The Council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

### Equal opportunity for those with protected characteristics Requests for Reasonable Adjustments

36. **Age: we will:**

- ensure that people of all ages are treated with respect and dignity;
  - ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
  - challenge discriminatory assumptions about younger and older people.
37. **Disability: we will:**
- make all reasonable adjustments to ensure and improve accessibility to our services for people with disabilities; and
  - support employees, Town Councillors and volunteers who have a disability by considering all reasonable adjustments which could be made to accommodate them within the Council.
- ~~Where a Councillor, employee or volunteer has a disability as defined under the Equality Act 2010 and the physical and/or mental impairment has a substantial long term impact on the individual's ability to carry out his or her role and responsibilities, the Council will consider all requests for reasonable adjustments which could be made to the working environment.~~
38. The definition of disability under the Equality Act 2010 is anyone who has "a physical or mental impairment, which has a substantial long term impact on their day to day activities". It is important to recognise that not all disabilities are visible, and to ensure that employees, volunteers and Councillors are able to discuss their health issues in confidence.
39. An individual when requesting a reasonable adjustment should identify both the nature of the impairment and the adjustment proposed; the request should be submitted as follows:
- a) by Councillors to the Chief Executive & Town Clerk;
  - b) by employees to the Line Manager;
  - c) by volunteers to the named Support Officer.
40. ~~The Council will fully investigate a Councillor, employee or volunteer's health problems to find out what help and support they need to undertake the role. This will normally involve asking the Councillor, employee or volunteer for their consent for the Council to write to their Doctor to ask for a medical report, or refer them for an Occupational Health assessment. In order to confirm that the requested adjustments are necessary, the Council will need the individual's consent to obtain a report from his/her GP or other relevant professional (for example an optician or a consultant).~~
41. The Council, having received the report (in paragraph 40) and having sought the advice of an Occupational Health Advisor and the Council's Human Resources Advisor, will then determine the request as follows:
- a) Policy & Resources Committee for requests from Councillors;
  - b) Employing Committee for requests from the Chief Executive & Town Clerk;
  - c) Chief Executive & Town Clerk, in consultation with the relevant Service Manager, for requests from all other employees and volunteers.
42. Based on the results of this investigation, the Council will take all reasonable steps to follow the medical advice and make reasonable adjustments to help support and accommodate the Councillor, employee or volunteer.

43. The Councillor, employee or volunteer has the right to refuse to give their consent to a medical assessment. Should they choose to do so, the Council will conclude its investigation into making reasonable adjustments based on the evidence available at that time.
44. Access to Work can help the Employees if health or disability affects the way they do their job. It gives the Employee and the Council advice and support with extra costs which may arise because of the disability. If an Employee feels that the type of work done is affected by a disability or health condition that is likely to last for 12 months or more, the Employee should contact Access to Work (0800 121 7479) to check eligibility.
45. **Race: we will:**
- challenge racism wherever it occurs;
  - respond swiftly and sensitively to racist incidents; and
  - actively promote race equality in the Council.
46. **Sex: we will:**
- challenge discriminatory assumptions about women and men;
  - take positive action to redress the negative effects of discrimination against women and men; and
  - offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same.
47. **Gender Reassignment: we will:**
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment; and
  - prohibit and respond to all instances of discrimination, both from colleagues and externally.
48. **Sexual Orientation: we will:**
- ensure that we take account of the needs of lesbians, gay men and bisexuals; and
  - promote positive images of lesbians, gay men and bisexuals.
49. **Religion or Belief: we will:**
- ensure that religion or beliefs and related observances are respected and accommodated wherever possible; and
  - respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.
50. **Pregnancy or Maternity: we will:**
- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;
  - challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
  - ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

51. **Marriage or Civil Partnership: we will:**
- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
  - challenge discriminatory assumptions about the marriage or civil partnership status of our Councillors, employees and volunteers; and
  - ensure that no individual is disadvantaged and that we take account the needs of our employees' marriage or civil partnership.
52. **Ex-offenders: we will prevent discrimination against our Councillors, employees and volunteers, regardless of their offending background; except where there is a known risk to children or vulnerable adults.**
53. **Equal Pay: we will ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.**

### Unconscious Bias

54. The Council recognises the dangers of unconscious bias arising, which is where an opinion is formed about an individual by another individual who is not necessarily aware they have formed it.
55. There are many different forms of unconscious bias, ranging from an affinity towards those of a similar background to placing too much significance on what has been identified as a negative trait.
56. The organisation will work against forms of unconscious bias in all decisions taken for employment, including recruitment, promotion and training opportunities, with a focus on promoting diversity and inclusion. In particular, the Council will implement the following:
- omitting all personal questions from job interviews;
  - referring to specific job criteria when making recruitment decisions;
  - discounting any favourable personal relationships with staff; and
  - seeking HR advice prior to making decisions.

### Individual responsibilities

57. All Councillors, staff and volunteers are required to assist the Council to meet its commitment to provide equal opportunities in the provision of services and employment and to avoid unlawful discrimination.
58. The following are some examples of practical steps:
- a) be aware of the legislation around discrimination, harassment and victimisation and what these terms mean;
  - b) apply the principles and commitments set out in this Policy & Procedure of equality and diversity in your day to day role and help to create an inclusive environment where differences are recognised and valued;
  - c) regularly review practices and procedures to maintain fairness and ensure that a commitment to equality and diversity is reflected; and

- d) ensure that an individual's protected characteristic does not impact on decision making, except when necessary.
59. Individuals can be held personally liable as well as, or instead of, the Council for any act of unlawful discrimination. Individuals who commit serious acts of harassment may be guilty of a criminal offence.
60. Acts of discrimination, harassment, bullying or victimisation against ~~other employees or customers~~ by employees are disciplinary offences and will be dealt with under the Council's Disciplinary Policy and Procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could result in dismissal.

### Complaints and Grievances

61. Braunstone Town Council will take any complaint of unlawful discrimination, bullying or harassment seriously and will seek to resolve any complaint that it upholds. Individuals will not be penalised for raising a complaint, even if the complaint is not upheld, unless the complaint is both untrue and made in bad faith.
62. Complaints should be made using the relevant procedure:
- a) residents, customers, hirers, users: Complaints Procedure;
  - b) Staff: Grievance Policy & Procedure;
  - c) Councillors where the complaint concerns another Councillor: District Monitoring Officer under the Councillor Code of Conduct; and
  - d) Councillors for all other complaints: Complaints Procedure.

### Review of the Policy

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

DATE ADOPTED	8th September 2022	REVIEW DATE	September 2025
REVISED DATE/S			

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 8<sup>th</sup> SEPTEMBER 2022**

#### **Item 10 – Civility & Respect Commitment and draft Dignity at Work Policy**

##### Purpose

To consider making a commitment to “Civility & Respect” and to set out for consultation, principles and standards of acceptable behaviour, relevant processes for raising complaints and for a register of complaints and incidents.

##### Background

On 9<sup>th</sup> 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 8<sup>th</sup> April 2021 (Minute 188, 2019 – 2021). The report included the following recommendations:

- a) *“That Braunstone Town Council draws a line under the events described in this report and uses the experience to think about an ‘early warning system’ to prevent issues developing in the same way in the future. This is particularly important where there are Independent elected members who may not feel that have the same support offered to politically affiliated elected members”;*  
*and*
- b) *“That where disabled persons become members of Braunstone Town Council that they are treated with kindness, compassion, and care”.*

On 22<sup>nd</sup> April 2021, the Committee received details of a proposed response to these recommendations, which it approved as follows: *“Management and Leadership Teams to consider 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. The merits of a corporate warning or banning system should be considered as part of this framework”* (Minute 197, 2019 – 2021).

In addition, the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) have been undertaking a Civility and Respect Project. Lack of civility and respect is problematic in some local councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community.

While Braunstone Town Council only had the one recent high profile incident, it is clear that all Councils are susceptible to bullying, harassment, and intimidation both from within and from the local community. Therefore, NALC and SLCC have

developed a “Civility & Respect Pledge” as a way of Council’s demonstrating that they are committed to standing up to poor behaviour across and to demonstrate positive changes which support civil and respectful conduct.

A copy of the Civility & Respect Pledge is attached at Appendix 1.

By signing the pledge, the Town Council would be agreeing that it will treat councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their roles, and it:

- has put in place a training programme for councillors and staff;
- has signed up to the Code of Conduct for councillors;
- has good governance arrangements in place including staff contracts and a dignity at work policy;
- will seek professional help at early stages should civility and respect issues arise;
- will commit to calling out bullying and harassment if and when it happens;
- will continue to learn from best practice in the sector and aspire to being a role model/champion council; and
- supports the continued lobbying for change in legislation to support civility and respect.

The Committee are invited to consider the NALC/SLCC Civility & Respect Pledge and recommend to Council that Braunstone Town Council formally sign the pledge to demonstrate its support to high standards of conduct and behaviour in public life.

#### Draft Dignity at Work Policy

A draft Dignity at Work Policy is attached at Appendix 2 for consideration.

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.

The policy is drafted with consideration of employment language and terminology that is reflective of a modern working environment, setting a tone that is engaging, collaborative and inclusive.

#### Timescales and Implementation

It is proposed to hold a consultation with residents, customers, users, staff, Councillors, volunteers, partners and the Council’s HR Advisor on the proposed Dignity at Work Policy at Appendix 2 to ensure that it would be practical and fit for purpose.

The consultation is proposed to run from week commencing 12th September until 9am on Tuesday 18th October 2022. The post consultation version of the Policy will



be submitted to Policy & Resources Committee, proposed for 3rd November 2022. At this stage it is proposed the decision take effect from Monday 7th November 2022.

The Committee is scheduled to receive the draft Corporate Warning and Banning Policy & Procedure at its next meeting on 7th November.

### Recommendations

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

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 has 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.

**Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are 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.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

<b>Statement</b>	<b>Tick to agree</b>
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	



## **BRAUNSTONE TOWN COUNCIL**

### **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 – 8th SEPTEMBER 2022**

#### **Item 11 – Insurance Renewal**

##### Purpose

To consider renewal of the Council's Corporate Insurance for 3 years.

##### Background

Under the Town Council's Financial Regulations, section 11 on contracts provides that additional quotes do not need to be sought:

- ii. "for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants" – the arrangement is with an insurance broker; and
- iv "for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council"; the arrangement is in place for a further year and the contract entails finding a competitive insurance quote.

In 2019, the Council entered a 3 year agreement with WPS to provide the Council's buildings, contents and liability insurance cover (fleet vehicles are insured separately). Overall there is a 5% saving on the premium from 2018, which was £14,658.81. The new cover with Royal & Sun Alliance included Public Liability at £15million as standard. Since the buildings were valued in 2016, the policy covers the Town Council for a free desktop revaluation. The total premium including Insurance Premium Tax and WPS admin fee in 2019 was £13,723.98 and for the subsequent years the premium was calculated on sums insured applicable for the previous period.

The Insurance agreement ends on 31st October 2022.

##### Renewal of Insurance

WPS have undertaken a tender process which resulted in the appointment of Aviva as the new scheme insurers.

Following a meeting on 8th August 2022, a summary of the proposed insurance cover for 2022/23 is attached at Appendix 1. A quote from Aviva is awaited and an update will be provided at the meeting.

Aviva provide Public Liability Insurance at £10 million as standard. I have raised with the broker that the Council had £15 million for the last 3 years and the broker intends to source a quote for the additional £5 million for the Council to consider. An update will be provided at the meeting.

## Recommendation

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

- a) renew the Council's Insurance for 1st November 2022 to 31st October 2023;
- b) enter into a 3 year agreement in the event one was offered and it would be advantageous to the Council; and
- c) determine whether to accept the quote for an additional £5 million Public Liability Insurance cover, which would maintain cover at £15 million.

## Reason

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

<b>Name of Council</b>	<b>Braunstone Town Council</b>
<b>Correspondence Address</b>	Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, Leicestershire, LE3 2PP, United Kingdom
<b>Renewal Date</b>	01/11/2022
<b>Date Terms required by Account Handler &amp; Exec</b>	Alex May and Stephen Packer

Current Insurer	RSA
Current annual premium excluding IPT	£10,149.16
Total cost of claims (paid & reserves) for all claims within the last 3 years	£500
Total premium paid over the last 3 years (excluding IPT)	£34,785.27

**DECLARATION**

<p>Has any Town Clerk, RFO or similar person with management authority, or Council Member</p> <ul style="list-style-type: none"> <li>• been declared bankrupt or insolvent either as private individuals or in connection with any business?</li> <li>• been the subject of a county court judgement in respect of debt either as private individuals or in connection with any business?</li> <li>• been officers of a company that has been declared insolvent, or had a receiver or liquidator appointed, or entered into arrangements with creditors in accordance with the Insolvency Act 1986 or any subsequent legislation?</li> <li>• been disqualified under the Company Directors Disqualification Act 1986 or any subsequent legislation?</li> <li>• been convicted of or charged with but not yet tried for a criminal offence other than a motoring offence?</li> <li>• had an insurance contract cancelled or declared void or a claim repudiated or renewal refused due to breach of a policy condition or due to non-disclosure or mis-description or misrepresentation of a material circumstance?</li> <li>• had insurance cover restricted or cancelled or renewal refused due to non-compliance with risk improvement requirements?</li> </ul> <p>Has any current or previous Insurer imposed increased terms / excesses or excluded any covers, including but not limited to storm, flood or subsidence?</p> <ul style="list-style-type: none"> <li>• If "Yes", please provide full details.</li> </ul>	<b>No</b>
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**TERRORISM**

Is Terrorism cover Required	No
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**PROPERTY DAMAGE**

Cover includes Standard Perils, Theft, Accidental Damage & Subsidence

Are any buildings:

- not** built of brick/stone/concrete/ steel/non-combustible material & roofed with slates/tiles/steel? Yes
- not** in a good state of repair? No
- listed, if so what Grade? No
- unoccupied/not in use? (not seasonal) No

Has any property suffered flood damage or subsidence, landslip or heave? No

Do any buildings have commercial cooking or frying facilities? Yes/

(if "Yes" to any of the above, please provide details in the corresponding address box below)

Civic Centre Commercial hob, oven and grill, not range. Microwave , overhead extraction fan , schedule in place for cleaning of filter. No deep fat frying . Used 7 hours per week.

Thorpe Astley - Microwave only , 2 hours per week.

Shakespeare Park - Domestic oven , hob , microwave , procedures in place as per Civic Centre, 2 hours per week.

*Index Linking will be applied to the figures below once the appropriate indices are released by Aviva*

Address & postcode of building (if listed what Grade)	Occupied as..	Buildings £	Contents £	Intruder Alarm (& signalling if known)
Braunstone Civic Centre and Braunstone Town Library, 209 Kingsway, Leicester, Leicestershire, LE3 2PP, United Kingdom  Roof is 25% flat with waterproof membrane	Commercial and recreational space with offices, meeting space, performance hall, bar, kitchen, library and associated welfare facilities	2,885,542		NSI NACOSS Maintained
	Rent Payable &/or receivable - Indemnity period Months	84,484 over 12 months		
	General Contents		247,967	
	Computer Equipment & Conference Equipment		17,306	

Address & postcode of building (if listed what Grade)	Occupied as..	Buildings £	Contents £	Intruder Alarm (& signalling if known)
The Depot, Mossdale Meadows, Kingsway, Leicester, Leicestershire, LE3 2TW, United Kingdom	Sports changing rooms and shower facilities	470,846		NSI NACOSS Maintained
	Rent Payable &/or receivable - Indemnity period Months			
	General Contents		1,881	
	Miscellaneous - e.g STOCK			

Address & postcode of building (if listed what Grade)	Occupied as..	Buildings £	Contents £	Intruder Alarm (& signalling if known)
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Thorpe Astley Community Centre, Lakin Drive, Thorpe Astley, Braunstone, Leicester, Leicestershire, LE3 3RU, United Kingdom  Brick with Timber Cladding	Community Centre	1,614,514		NSI NACOSS Maintained
	Rent Payable &/or receivable - Indemnity period Months	36,488 over 12 months		
	General Contents		4,015	
	Miscellaneous - e.g STOCK			

Address & postcode of building (if listed what Grade)	Occupied as..	Buildings £	Contents £	Intruder Alarm (& signalling if known)
Sports Pavilion and Store, Shakespeare Park, Leicester, Leicestershire, LE3 3AB, United Kingdom	Sports Centre	1,301,328		DualCom
	Rent Payable &/or receivable - Indemnity period Months			
	General Contents		4,015	
	Miscellaneous - e.g STOCK			

Anywhere within the boundaries of Braunstone	Playground Equipment & Surfaces		617,135
	Street Furniture inc CCTV		81,495
	Skate Parks		
	War Memorials		
	CCTV		
	Walls Gates & Fences		118,492
	Christmas lights & decorations		
	3 x Street Signs		2,962

*\*Christmas lights & decorations are currently covered under Business All Risks Section, but it will cost significantly less to insure it under this section instead, please note that cover will only be in place whilst fixed in position and whilst in storage as movable items in the open will be excluded. If you prefer to have it insured under the wider Business All Risks section please amend this form to show that.*

#### LOSS OF INCOME

Gross Revenue Income - <i>Includes Increase in cost of working</i>	£0	Indemnity Period	0 Months
Increased Cost of Working (ICOW)	£50,000.00	Indemnity Period	12 Months
ICOW is automatically included up to £50,000, with a 12 month indemnity period, is this sufficient? If 'No' please state required cover.			Yes

#### MONEY

Are annual carryings in excess of £125,000?	No
Standard Cover of £2,500 per safe is included – Is a higher limit required?	5000
Please confirm safe make and model if over £2,500 required	Chubb Eurosafe located at Council Offices in the Civic Centre

**SPECIFIED RISKS (BUSINESS ALL RISKS) (UK wide cover)**

Regalia	10,023
If possible provide the approx. split in £ (regalia) between 1) items permanently on display in premises 2) those that leave the premises & approx. number of times.  Where are they kept in the premises?  <i>(Aviva do not require this information but it could be useful)</i>	1 chain and 2 medallions kept at private homes unless on holiday , chain in briefcase and medallions in box's.
Garden & Maintenance machinery/tools & associated equipment	70,124
If possible explain where the machinery/tools are kept overnight & what is the security?  <i>(Aviva do not require this information but it could be useful)</i>	Kept in Depot , some in locked cupboard , alarmed and cctv inside and outside
Laptops & portable electronic equipment	8,736
If possible confirm whether all laptops etc leave the premises on a regular basis or if any are permanently located at a specific location?  <i>(Aviva do not require this information but it could be useful)</i>	Hybrid working
Any other items (please specify)	
Mobile Speed Sign	5,067
Hearing Loop System	269

**EMPLOYERS LIABILITY**

ERN	267/B6229
Limit of Indemnity	£ 10,000,000
Clerical Wage roll	£383,778
Number of clerical f/time staff/p/time staff & FTE <i>(Aviva do not require this information but it could be useful)</i>	20 – FTE 9.66 1 f/t
Number of light manual f/time staff/p/time staff & FTE <i>(Aviva do not require this information but it could be useful)</i>	
Manual Wage roll (groundsmen / maintenance etc)	£142,223
Number of manual f/time staff/p/time staff & FTE <i>(Aviva do not require this information but it could be useful)</i>	7 – 3 f/t FTE 4.7
Description of Manual Work	Caretakers, Grounds Maintenance, Cleaners
Volunteers Total number Max any one time Est total annual hours Please advise what activities volunteers undertake	TBC TBC TBC  Library – coffee mornings, community activities
Number of Council Members	21

Approx number of monthly hours given per councillor <i>(Aviva do not require this information but it could be useful)</i>	10
Do the Council work with children under 16 years of age?	No
If Yes full details	
Do you have a Health & Safety Policy in force?	Yes
Details of Provider	In house
Do you have a competent person responsible for Health & Safety Issues?	Yes
Are Risk Assessments and training carried out and recorded?	Yes
Is any tree-felling / lopping / pruning carried out by employees?	Yes
If 'Yes' provide full details including annual wages for this activity	£1,051 - Pruning, Lopping, Thinning, Felling & Carting of Trees including chainsaw work carried out by trained members of staff

#### PUBLIC LIABILITY

Limit of Indemnity (any one event)	£10,000,000
Number of skateparks/BMX parks	0
Number of play area's (NOT including skateparks/BMX parks)	11
Waterways, Quays, Slipway or Moorings	No
Does the Council organise overseas twinning involving children?	No
Population	20,000
Please attach an up to date Asset Register listing what area's the council is responsible for.	<i>Please note that the Asset Register will <u>not</u> be used by James Hallam or the insurer to check the sums insured that you have entered on this form, it is the responsibility of the Council to ensure the sums insured requested on this form are suitable.</i>

#### Aviva will not provide cover for events that involves any of the following:

- number of entrants/participants exceeds 1,000 at any one time
- sponsored walks, rides, marathons or similar events
- fireworks displays or bonfires
- bouncy castles and other inflatable devices
- go-karting, quad biking or motor sports
- parachute jumping, paragliding or parasailing
- bungee jumping or abseiling
- ballooning or other flying activities
- weapons



- passenger carrying amusement devices
- remote controlled model aircraft
- animal rides
- pyrotechnics

*If cover is required for any such events please complete an Event proposal form and James Hallam will seek separate quotations from another insurer*

#### LEGAL EXPENSES

Standard limit is £100,000 any one claim Do you want to increase this?	No
---	----

#### OFFICIALS INDEMNITY

Annual Income including Precept	896,648
Limit of Indemnity	£250k
How many years have you had this cover continuously in force?	10+
Prior / Pending date required – D and O	ditto
Prior / Pending date required – Corporate Legal Liability	ditto

#### FIDELITY GUARANTEE

Limit of Indemnity required	£500k
How many years have you had this cover in force?	10+
Retroactive cover date required	ditto
Our quotation is subject to the following being in place, please confirm you have suitable procedures in place:	
Staff Vetting	Yes
Dual Control Procedures	Yes
Monitoring Procedures	Yes
Social Engineering Fraud Controls	Yes

#### GROUP PERSONAL ACCIDENT –

*If this cover is required please note that it will be placed on a separate policy (also with Aviva)*

Standard cover is: Capital Benefits £25,000 & Weekly Benefit £500/£250, (£200/£100 Volunteers) For all Employees (24hrs), Council Members (24hrs) & volunteers (council duties only).			
If higher limits are required for Employees please provide details below:			
Description of Employee (e.g. Town Clerk / Clerical / Manual)	Wageroll split	Number of persons*	Capital Benefit
Any Employee of the Insured resident in Britain		27	50,000
Any Council member of the Insured resident in Britain		21	25,000
Any Volunteer of the Insured resident in Great Britain			25,000

*\*please note that the number of persons directly affects the premium charged, so if cover for any of the above categories of people is not required please state that*

**TRAVEL**

*If this cover is required please note that it will be placed on a separate policy (also with Aviva)*

<p>Is this cover required? If Yes please complete below information <i>(Note: 3 people going on 1 trip is classed as 3 trips)</i></p>	<p>NO</p>
<p>Please confirm the number of trips taken in the following areas (see note above)</p> <ul style="list-style-type: none"><li>• UK</li><li>• Europe</li><li>• USA/Canada</li><li>• Rest of the World</li></ul> <p>Average duration (in days)</p>	

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 8th SEPTEMBER 2022**

#### **Item 12 – Community Centres Christmas Lights**

##### Purpose

To receive a report on the Community Centres Christmas Lights.

##### Background

The Town Council had commenced a programme of purchasing new Christmas lights for the community centres in 2021 to ensure that all the centres were appropriately decorated for forthcoming seasons. Due the nature of the town that consists of small local shopping areas rather than a main centre, it was not practical to decorate streets. As both the Civic Centre/library and Thorpe Astley Community Centre are the hub and meeting points of many of our residents it is felt that these areas should be suitably decorated and light.

Within the annual budget set for 2022/2023 the Council had approved a budget of £2000 for Christmas decorations for the Civic Centre/library and £1000 for Thorpe Astley.

Thorpe Astley now has Christmas lighting installed around the outside of the building but it is felt that an appropriate tree be planted in the grounds of the Thorpe Astley Community Centre be purchased along with suitable lighting decorations for the Christmas season. A rooted tree could be purchased that could be planted and remain in the ground rather than buying a tree each year.

Some years ago, the Town Council purchased second hand external decorations for the Civic Centre. However, many of these are now no longer working are very old fashioned. It is proposed to purchase appropriate lighting (icicles) to hang around the exterior of the Civic Centre where possible however this will require the hire of extension platforms for the staff to safely install these.

Provision will also be made to purchase suitable lighting netting to drape down the wall behind the memorial garden to illuminate this area and if, funds allow, to purchase a lit display to put above the netting.

External lighting will also be purchased for the library similar to those purchased for the Civic Centre. However, as there is no external electricity supply installed for the library, arrangements will need to made to have a power source installed.

A new internal Christmas tree will also be purchased for the library.

### Recommendation

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

### Reason

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

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 8th SEPTEMBER 2022**

#### **Item 13 – Amendment to Licence Agreement - Thorpe Astley GP Branch Surgery**

##### **Purpose**

To consider proposals to amend the Licence Arrangements to Kingsway Surgery to provide flexibility to operate out of hours on an ad-hic basis.

##### **Background**

The Medical Rooms at Thorpe Astley Community Centre were identified as part of the Section 106 agreement for the Thorpe Astley development as being required, which included provision for a GP facility within the Community Centre. Occupation of which is managed under a Licence Agreement.

At the end of October 2017, Kingsway Surgery expressed an interest in delivering primary care services from Thorpe Astley Community Centre and confirmation was received on 14th December that the Clinical Commissioning Group signed off the formal business plan by Kingsway surgery to deliver services from Thorpe Astley Community Centre.

On 11th January 2018, Policy & Resources Committee approved arrangements for Kingsway Surgery to occupy the Consultant and Treatment Rooms at Thorpe Astley Community Centre, including building layout changes to enable the Treatment Room to be used for minor surgery.

The first appointments for the new GP service at Thorpe Astley commenced on 30th April 2018 with the service operating two days a week. In September 2018, the service expanded to five days a week.

Subsequently Kingsway Surgery asked if they can expand into the Small Meeting Room at the end of the corridor, which was approved by Policy & Resources Committee on 1st November 2018.

##### **Occupational Licence Agreement**

An Occupational Licence Agreement for the Consultancy Room and Treatment Room (including associated annexe room) between the Town Council and Kingsway Surgery was made on 21st February 2018 and sealed at Council on 23rd March 2018. The Occupational Licence Agreement details the premises for Kingsway Surgery and the Shared Areas.

The Licence Agreement is for Kingsway Surgery's exclusive use of both Consultant Rooms and the Treatment Room (including annexe room). However, paragraph 6 serves to limit the opening times of the GP service between 8am and 6pm Monday to Friday for the purposes of calculating the services charges as set out at paragraph

10.

A copy of the Occupation Licence Agreement is attached at Appendix 1.

### Request to Amend Operating Hours

Kingsway Surgery have requested flexibility to operate out of hours, including evenings and weekends. In accordance with paragraph 10, this will result in a review of the Service Charges.

An assessment of the implications was undertaken by working out the equivalent hourly rate and times it by the potential number of operating hours. This amount was prohibitive for Kingsway Surgery since the operating out of hours was planned on an ad-hoc basis.

Therefore, it is proposed to amend the Occupation Licence Agreement, to allow for an out of hours operating Service Charge to be made for evenings and weekends based on the equivalent day rate.

For example, in 2021/2022, the annual Service Charge was £1,864.65, potentially this would be for 261 days. Therefore, the equivalent daily rate of £7.14 would be charged for each evening, Saturday or Sunday opened outside the hours listed at paragraph 6 of the Occupational Licence Agreement.

### Recommendations

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

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.



## **BRAUNSTONE TOWN COUNCIL**

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

*Darren Tilley – Executive Officer & Town Clerk*

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

Telephone: 0116 2890045 Fax: 0116 2824785

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

### **Occupational Licence Agreement for Consultancy Room, Treatment Room (including associated annexe room) and new Consultancy Room (previously Small Meeting Room) at the Thorpe Astley Community Centre, Lakin Drive, Thorpe Astley, Leicester**

AN AGREEMENT made the 14th day of January 2019.

#### **1 DEFINITIONS OF PARTICULARS:**

In this Agreement the following expressions shall have the following meanings: -

- 1.1 THE LICENSOR: Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester LE3 2PP
- 1.2 THE LICENSEE: Kingsway Surgery, 23 Kingsway, Braunstone Town, Leicester, LE3 2JN
- 1.3 THE PREMISES: Two health rooms and associated annexe room and additional consultancy room (formally Small Meeting Room) at Thorpe Astley Community Centre, Lakin Drive, Thorpe Astley, Leicester
- 2 COMMENCEMENT DATE: 14th January 2019
- 3 TERMINATION:
- (i) This Agreement may be terminated by the Licensee on serving six months prior written notice on the Licensor.
  - (ii) This Agreement may be terminated by the Licensor if the Licensee is persistently late in the payment of the charges or is consistently in breach of the terms of this licence.
  - (iii) This Agreement may be terminated by the Licensor on serving six months prior written notice on the Licensee if alternative NHS services could be delivered from the Premises by another provider.

- (iv) The Agreement for the additional consultancy room (formally Small Meeting Room) can be terminated by either party and for any reason on serving six months prior written notice on the other party and upon termination, the rent payable (paragraph 9ii) will be terminated.
- 4 TERM: This licence is on an on-going basis. The Consultancy and Treatment Rooms were provided to the Licensor through a Section 106 contribution from housing developers. The Healthcare contribution under the s106 agreement was discharged through the provision of these two rooms. However the licence can be terminated on the terms set out in Clause 3 above. The additional consultancy room (formally Small Meeting Room) was formally community space and while the licence is on an on-going basis, the agreement for the additional consultancy room can be terminated by either party in accordance with 3(iv).
- 5 SHARED AREAS The Licensee shall be permitted to share the foyer, toilet and kitchen facilities plus access to park in the car park as available.
- 6 OPENING TIMES: Between the hours of 0800 and 1800 Monday to Friday.  
The hours of opening may be altered subject to prior agreement with the Licensor. Such consent not to be unreasonably refused or delayed. A revision to the opening hours will result in a review of the service charge at paragraph 10.
- 7 PURPOSE OF OCCUPANCY: Health Care
- 8 BUILDING, SERVICES & GROUNDS REPAIR, REDECORATION, MAINTENANCE To be the responsibility of the Licensor. The Licensor to notify the Licensee of any intention to carry out any works which may materially affect the working patterns of the licensee.
- 9 RENT
- i. £1 pa for the Consultancy Room, and Treatment Room (including associated annexe room)
  - ii. £3,000 per annum, to be payable three monthly in arrears, on the usual quarter days for the additional Consultancy Room (previously Small Meeting Room).
  - iii. A 60% discount will be applied to the



charge in ii above in the first calendar year and a 40% discount will be applied to the charge in ii above in the second calendar year.

- iv. The charge in ii above will be the subject of an annual increase from April 2020 by applying the average rate of CPI in the previous financial year to the rent charged in that financial year.

10 SERVICE CHARGE

The Licensee shall pay an all inclusive service charge of 6.9% of the whole building Service Charge costs. The Licensee and Licensor shall be able to review this service charge periodically, and not less than once a year, should the hours of usage of the building change to a longer working day and or if the building starts to be used more than five days a week and should The Premises (described in 1.3) change.

Service Charge Costs to cover Commercial rates, gas, electricity, water, alarm maintenance, cleaning of foyer, toilets and kitchen, fire extinguisher servicing, window cleaning, building insurance and building maintenance and servicing.

Service Charge to be payable three monthly in arrears on the usual quarter days.

11 ALL SERVICES CONNECTED WITHIN THE PREMISES AND ALL ASSOCIATED UTILITY PROVISIONS:

To be the responsibility of the Licensor.

12 VALUE ADDED TAX (VAT):

As appropriate

13 BUILDINGS INSURANCE:

The Licensor to be responsible for the insurance of the premises.

14 CONTENTS INSURANCE:

Each party to be responsible for the Insurance of their own contents.

15 LIABILITY INSURANCE:

Each party to be responsible for their own Public & Employees Liability Insurance.

16 FIRE, HEALTH, SAFETY & WELFARE:

Each party to be responsible for their own Public & Employees' Fire, Health, Safety and Welfare policies and procedures. Each party to be responsible for communicating periodically with each other to ensure a co-ordinated

approach and awareness of the other party's policies and procedures.

17 OCCUPANCY  
OBLIGATIONS:

The Licensee shall exercise its rights under this Agreement in such a manner as to cause the least possible inconvenience or disturbance to the Licensor, its customers and its employees. The Licensee shall comply with such reasonable regulations as the Licensor may from time to time prescribe for the management of and/or working practices as a whole. The Licensee and Licensor agree to keep in touch to ensure the effective exchange of information and collaborative working to aid the delivery of services from the Centre.

18 ALIENATION

This Licence is personal between the Licensor and the Licensee only. No assignment or subletting of the whole or part will be permitted with the exception of successor organisations.

19 ALTERATIONS:

The Licensee shall not make or carry out any alterations to the premises without the consent of the Licensor, such consent not to be unreasonably refused or delayed.

20 LICENCE ONLY:

The parties agree that this Agreement constitutes a Licence only and the provisions of Sections 24-28 of the Landlord and Tenant Act 1954 are excluded.

BOTH PARTIES HEREBY SIGNIFY AGREEMENT WITH THE TERMS OF THE OCCUPANCY BY THE LICENSEE OF THE PREMISES IN ACCORDANCE WITH THE TERMS OF THIS AGREEMENT.

SIGNATURE OF LICENSOR

The Common Seal of Braunstone  
Town Council was hereunto affixed  
in the presence of:-

.....  
Witness Signature

.....  
Name (BLOCK CAPITALS)

.....  
2nd Witness Signature

.....  
Name (BLOCK CAPITALS)

.....  
Date

SIGNATURE OF LICENSEE

Signed on behalf of Kingsway  
Surgery, 23 Kingsway, Braunstone  
Town, Leicester, LE3 2JN

.....  
Signature

.....  
Name (BLOCK CAPITALS)

.....  
Title (BLOCK CAPITALS)

.....  
Date

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 8<sup>th</sup> SEPTEMBER 2022**

#### **Item 14 – Interim Review of Polling Places**

##### **Purpose**

To receive a Blaby District Council review of polling places and to consider whether to respond to the consultation.

##### **Background**

Blaby District Council is undertaking an Interim Review of its polling arrangements as a result of a review of the electoral boundaries by the Local Government Boundary Commission for England.

The areas subject to the review are:

- Blaby- Polling district A
- Braunstone- Polling districts E, F, H
- Glenfield- Polling districts DJ, DL
- Leicester Forest East- Polling districts DR, DS

The timetable for this review is as follows:

<b>Event</b>	<b>Date</b>
Publication of the Notice of Review and start of the public consultation period	22 August 2022
Publication of the Returning Officer's comments and proposals	22 August 2022
Deadline to submit responses. End of the consultation period	12pm 15 October 2022
Final proposals taken to District Council	22 November 2022
Publication of the result of the review and representations received	24 November 2022
Publication of the revised register (implementing the changes)	1 December 2022

##### **Requirements**

Blaby District Council is required to divide its area into polling districts for the purposes of parliamentary elections, and to designate polling places for each of those districts.

In undertaking the review, which commenced on 22nd August 2022, the District Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances, and have particular regard to the

needs of electors who are disabled.

### Review

Details of the polling stations subject to the review are attached at Appendix 1.

District Council Officers have carried out a series of visits to assess the suitability of the various locations. A checklist, produced by the Electoral Commission, has been completed for each location. In addition, officers continue to seek and identify possible alternative locations, and have sought the views of the Returning Officer as to the suitability of the existing locations or any alternatives being proposed.

The Returning Officer's Comments and Proposals have been published and an extract of the proposals relevant to Braunstone Parish is attached at Appendix 2.

### Action Requested

Consider whether the Town Council should respond to the consultation, and if so, determine the consultation response.

**SCHEDULE OF EXISTING POLLING DISTRICTS AND POLLING PLACES SUBJECT TO INTERIM REVIEW**

**South Leicestershire Constituency**

Polling District	Polling Place (Geographical Description)	Polling Station	Current Electorate (including Absent Voters) (July 2022)	District Ward	Parish/Parish Ward
A	Church Street , Blaby	Blaby Parish Centre	814	Saxondale	Blaby – North
E	Braunstone Close, Braunstone Town	Mobile unit at Braunstone Working Men’s Club	934	Ravenhurst & Fosse	Braunstone – Ravenhurst &Fosse
F	Braunstone Close, Braunstone Town	Mobile unit at Braunstone Working Men’s Club	573	Ravenhurst & Fosse	Braunstone – Ravenhurst & Fosse
H	Kingsway, Braunstone Town	Braunstone Civic Centre	3195	Ravenhurst & Fosse	Braunstone – Ravenhurst & Fosse

**Charnwood Constituency**

Polling District	Polling Place (Geographical Description)	Polling Station	Current Electorate (including Absent Voters) (July 2022)	District Ward	Parish/Parish Ward
DJ	Stamford Street, Glenfield	Park House	1451	Ellis	Glenfields – Ellis
DL	Stamford Street, Glenfield	Park House	1088	Ellis	Glenfields – Ellis
DR	Hinckley Road, Leicester Forest East	St Andrews Church Hall	544	Forest	Leicester Forest East
DS	Hinckley Road, Leicester Forest East	St Andrews Church Hall	1150	Forest	Leicester Forest East



Interim Polling District and Polling Place Review 2022: The Returning Officer's Recommendations

## Introduction:

This report considers the current polling arrangements for existing polling districts A, E, F, H, DJ, DL, DR and DS. All other existing polling districts are not subject to this review. Their existing arrangements will remain in place until the next compulsory review, which will be held within 16 months from 1 October 2023.<sup>1</sup> This is because the changes made as part of the LGBCE boundary review have not necessitated alterations to their associated polling district boundaries.

The Returning Officer has proposed that each polling district considered in this report is split to accommodate changes to the District ward boundaries made by the Local Government Boundary Commission for England's (LGBCE) recommendations. Existing polling arrangements are proposed to remain the same where suitable, and changes have been proposed only when they are necessary and practical.

Council Officers have visited the affected polling stations to consider and make comment on their suitability for voters.

## Background:

The LGBCE concluded its review of the electoral arrangements for Blaby District on the 5 July 2022. Their review resulted in the following changes:

- Reduction from 39 councillors to 36
- There will be 17 wards, a reduction of 1
- The ward boundaries of 15 wards will change, with 3 remaining the same

These recommendations will come in to force at the May 2023 elections.

As a result of changes to the boundaries of 15 wards, it is necessary to hold an Interim Review of those polling districts and their associated polling places and polling stations which have been affected by these recommendations.

Polling districts are a sub-division of the parliamentary constituency(s) contained within a district. A polling place refers to the area in which the Returning Office will locate a polling station. A polling station is the room in which voting takes place.

Once the review concludes, the Electoral Registration Officer (ERO) must make the necessary amendments to the Register of Electors to reflect the changes made. These will be published as part of the Annual Publication of the register on 1 December 2022.

<sup>1</sup> [Electoral Registration and Administration Act 2013 \(legislation.gov.uk\)](https://www.legislation.gov.uk)



## Guidelines:

Factors which must be considered by the Returning Officer when reviewing polling districts:

- The authority must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances
- The authority must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled
- The polling place for a polling district must be an area in the district, unless special circumstances do not allow this
- Each parish must be a separate polling district
- The Electoral Commission guidance states that there should be no more than 2,500 electors voting in a polling station

The Returning Officer should consider the following features of a polling station when reviewing its suitability:

- Location- Is it reasonably accessible within the polling district and are there any barriers for voters e.g steep hills and major roads?
- Size- Can it accommodate the required number of electors?
- Availability- Is the building readily available in the event of any unscheduled elections?
- Accessibility- Is the building accessible to those entitled to attend the polling place?
- Due regard should also be given to existing electoral boundaries for County divisions and Parishes
- Whilst multiple polling districts may share a polling station if no suitable venue can be found in each polling district individually, polling districts which fall into different wards should not share a polling station where possible. This is because this arrangement can cause practical issues in the administration of the polling station and resultant count

Polling District: E

Existing arrangements

Polling District	Polling Place (Geographical Description)	Polling Station	Electorate (including Absent Voters)	District Ward	Parish/Parish Ward
E	Braunstone Close, Braunstone Town	Braunstone Working Men's Club	934	Ravenhurst & Fosse	Braunstone – Ravenhurst & Fosse

Proposed arrangements

Polling District	Polling Place (Geographical Description)	Polling Station	Electorate (including Absent Voters)	District Ward	Parish/Parish Ward
E1	Braunstone Close, Braunstone Town	Mobile at Braunstone Working Men's Club	603	Braunstone Ravenhurst	Braunstone – Ravenhurst & Fosse
E2	Turnbull Drive, Braunstone	NEW: St Crispin Church, Turnbull Drive	331	Braunstone Millfield	Braunstone – Ravenhurst & Fosse

Returning Officer's Comments & Proposals:

As a result of the LGBCE's recommendations, Polling District E will be split between two separate District wards (Braunstone Ravenhurst and Braunstone Millfield). Therefore, the Returning Officer proposes that Polling District E is split to become Polling Districts E1 and E2 to reflect these changes.

E1- The Returning Officer recommends no change to the existing polling arrangements for electors in this area.

E2- This small area of Braunstone has moved from the existing Ravenhurst & Fosse ward to the new Braunstone Millfield ward. This necessitates the creation of a new polling district. St Crispin Church has been identified as a suitable polling station to accommodate voters in this area. A thorough evaluation of St Crispin's Church has been conducted by Officers and the venue provides good transport links, good disabled access, is of a sufficient size for the electorate and has good availability. This venue lies within H2 polling district, as it is not possible to locate a viable option within E2, which is a geographically small area. St Crispin Church offers convenient access for voters in E2, with electors walking for no longer than 13 minutes<sup>2</sup> from any area within the polling district to reach the polling station. This polling station will accommodate voters from new polling districts E2, F2 and H2 with a combined electorate of 2007, which sits below the Electoral Commissions' recommended limit of 2500 electors per polling station.

<sup>2</sup> [St Crispin's Church to Bilberry Cl, Braunstone Town, Leicester - Google Maps](#)

Polling District: F

Existing arrangements

Polling District	Polling Place (Geographical Description)	Polling Station	Electorate (including Absent Voters)	District Ward	Parish/Parish Ward
F	Braunstone Close, Braunstone Town	Braunstone Working Men's Club	573	Ravenhurst & Fosse	Braunstone – Ravenhurst & Fosse

Proposed arrangements:

Polling District	Polling Place (Geographical Description)	Polling Station	Electorate (including Absent Voters)	District Ward	Parish/Parish Ward
F1	Braunstone Close, Braunstone Town	Mobile unit at Braunstone Working Men's Club	501	Braunstone Ravenhurst	Braunstone – Ravenhurst & Fosse
F2	Turnbull Drive, Braunstone	NEW: St Crispin Church, Turnbull Drive	72	Braunstone Millfield	Braunstone – Ravenhurst & Fosse

Returning Officer's Comments & Proposals:

As a result of the LGBCE's recommendations, Polling District F will be split between two separate district wards (Braunstone Ravenhurst and Braunstone Millfield). Therefore, the Returning Officer proposes that Polling District F is split to become Polling Districts F1 and F2 to reflect these changes.

F1- The Returning Officer recommends no change to the existing polling arrangements for electors in this area.

F2- This small area of Braunstone has moved from the existing Ravenhurst & Fosse ward to the new Braunstone Millfield ward. This necessitates the creation of a new polling district. St Crispin Church has been identified as a suitable polling station to accommodate voters. A thorough evaluation of St Crispin's Church has been conducted by Officers and the venue provides good transport links, good disabled access, is of a sufficient size for the electorate and has good availability. This venue lies within H2 polling district, as it is not possible to locate a viable venue within F2. St Crispin offers convenient access for voters in F2, with electors walking for no longer than 9 minutes from any area within the polling district to reach the polling station<sup>3</sup>. This station will accommodate voters from polling districts E2, F2 and H2 with a combined electorate of 2007, which sits below the Electoral Commissions' recommended limit of 2500 electors per polling station.

<sup>3</sup> [St Crispin's Church to 193-179 Narborough Rd S, Braunstone Town, Leicester - Google Maps](#)

Polling District: H

Existing arrangements:

<b>Polling District</b>	<b>Polling Place (Geographical Description)</b>	<b>Polling Station</b>	<b>Electorate (including Absent Voters)</b>	<b>District Ward</b>	<b>Parish/Parish Ward</b>
H	Kingsway, Braunstone Town	Braunstone Civic Centre	3195	Ravenhurst & Fosse	Braunstone – Ravenhurst & Fosse

Proposed arrangements:

<b>Polling District</b>	<b>Polling Place (Geographical Description)</b>	<b>Polling Station</b>	<b>Electorate (including Absent Voters)</b>	<b>District Ward</b>	<b>Parish/Parish Ward</b>
H1	Kingsway, Braunstone Town	Braunstone Civic Centre	1519	Braunstone Ravenhurst	Braunstone – Ravenhurst & Fosse
H2	Turnbull Drive, Braunstone	NEW: St Crispin Church, Turnbull Drive	1604	Braunstone Millfield	Braunstone – Ravenhurst & Fosse

Returning Officer's Comments & Proposals:

As a result of the LGBCE's recommendations, Polling District H will be split between two separate District wards (Braunstone Ravenhurst and Braunstone Millfield). Therefore, the Returning Officer proposes that Polling District F is split to become Polling Districts H1 and H2 to reflect these changes.

H1- The Returning Officer recommends no change to the existing polling arrangements for electors in this area.

H2- This area of Braunstone has moved from the existing Ravenhurst & Fosse ward to the new Braunstone Millfield ward. This necessitates the creation of a new polling district. St Crispin Church has been identified as a suitable polling station to accommodate voters in this area. A thorough evaluation of St Crispin's Church has been conducted by Officers and the venue provides good transport links, good disabled access, is of a sufficient size for the electorate and has good availability. This venue lies within the H2 polling district. This polling station will accommodate voters from new polling districts E2, F2 and H2 with a combined electorate of 2007, which sits below the Electoral Commissions' recommended limit of 2500 electors per polling station.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 8th SEPTEMBER 2022**

#### **Item 15 – External Audit Arrangements**

##### Purpose

To determine External Audit arrangements from 2022/2023 to 2027/2028.

##### Background

On 1st April 2015, the Audit Commission who appointed the external auditors ceased to exist; as a result the Town Council effectively becomes responsible for appointment of its own External Auditors. The following are the possible options for the Council (not exhaustive):

- Appoint its own External Auditor: to do this the Town Council will need to set up an appointments Panel and appoint independent members and an independent chair; or
- Be part of a sector led body: once agreed, the Town Council would be obliged to accept the terms of the contract and the organisation selected as the External Auditor; or
- Be part of another partnership of organisations who wish to work together to procure external audit services: as above, the partnership would need to set up an appointments Panel and ensure that no one organisation controlled that panel.

In 2017, Braunstone Town Council resolved to 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 2017/18 to 2021/22.

##### External Audit 2022/2023 – 2026/2027

The next 5-year appointing period runs from 2022-23 until 2026-27 and the SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1st April 2022.

The annual external audit fee, estimated between £1,600 and £2,000, is affordable and represents best value for the Council, since if the Council was to participate in its own or another arrangement it is unlikely to achieve the same economies of scale while incurring the governance and administration costs of managing the arrangements.

Therefore, it is recommended that the Town Council continue to be part of the shared procurement arrangement undertaken by the SAAA.

### Recommendation

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

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.

**Blaby District Council Parishes Group, 31.08.22**

**Braunstone Town Council notes.**

1. The Town Council's 'Climate Change and Environmental Action Plan' was approved in June and tenders are now being considered for the installation of solar panels and electric vehicle charging points. There is also the intention to install a hybrid air source heat pump at Thorpe Astley Community Centre.
2. Shakespeare Park Pavilion and the nearby new tennis courts are open.
3. BTC is participating in the creation of walking and cycling routes across the City and County. For BTC this involves opening up a pathway through Meridian Leisure into Mossdale Meadows and securing safety improvements at junctions on Meridian Way.
4. The Council has now been able to set up a programme of events, across 2022/2023, at its Centres. One of these events is an Open Day at Thorpe Astley Community Centre on 17<sup>th</sup> September.
5. BTC's Annual Fete on Mossdale Meadows was held, very successfully, on 6<sup>th</sup> August.
6. In its report of July 2022 the Boundary Commission restructured the three BDC Wards covering Braunstone Town and Thorpe Astley; a total of 6 (previously 7) Councillors can be elected from these new Wards. The Town Council Parish Wards have also been restructured but the total number of Councillors for the Parish remains at 21.
7. Work is well under way to convert the wasteland area adjacent to the M1 and bounded by Meridian Way Extension, Thorpe Astley Park and Murby Way. This will become parkland and will be handed over to BTC.
8. Disappointingly, the NHS Clinical Commissioning Group (now Integrated Care Board) chose to ignore the petition which sought to stop the closure of Forest House Medical Centre (Braunstone Crossroads). The Centre will now be closed and the practice, which also runs Warren Lane Health Centre, will relocate the Forest House part of its practice to the Health Centre due to be built in New Lubbesthorpe.
9. BTC is seeking Conservation Area status for the historically significant section of Braunstone Lane opposite Leicester City's Conservation Area. The application is with BDC but has stalled due to staff shortages.

Cllr Bob Waterton

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 8th SEPTEMBER 2022**

#### **Item 17 – 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 June 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 quarter of the financial year 2022/2023, 1st April – 30th June:

- 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 30/06/22 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	£375,922.71	£2.27	£375,924.98
2. P&R - Civic Centre	£22,479.63	£612.25	£23,091.88
3. P&R - Thorpe Astley Community Centre	£8,996.68	£42.36	£9,039.04
5. P&R - Parks & Open Spaces	£24.74	£0.00	£24.74
6. P&R - Library Services	£2,146.34	£23.59	£2,169.93
7. Community Development	£1,486.46	£248.05	£1,734.51
8. Planning & Environment	£213.93	£7.07	£221.00
Total Receipts	<u>£411,270.49</u>	<u>£935.59</u>	<u>£412,206.08</u>

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£139,959.61	£688.08	£140,647.69
2. P&R - Civic Centre	£38,280.66	£1,758.35	£40,039.01
3. P&R - Thorpe Astley Community Centre	£7,438.21	£876.84	£8,315.05
5. P&R - Parks & Open Spaces	£97,833.61	£13,550.04	£111,383.65
6. P&R - Library Services	£2,173.82	£87.82	£2,261.64
7. Community Development	£11,262.56	£212.17	£11,474.73
Total Payments	<u>£296,948.47</u>	<u>£17,173.30</u>	<u>£314,121.77</u>

Closing Balances

## Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£14,979.42
No.1 Account	£214,571.34
Petty Cash Account	£250.00

## Short Term Investment Accounts

Cambridge 90 Day Notice Account	£111,451.60
Total	<u>£341,304.86</u>

Uncleared and Unpresented effects

No. 2 Account	-£1,236.00
No.1 Account	-£1,269.21

Statement Closing Balances

## Ordinary Accounts

Cash office floats	£32.50
Library Cash Float	£20.00
No. 2 Account	£16,215.42
No.1 Account	£215,840.55
Petty Cash Account	£250.00
<b>Short Term Investment Accounts</b>	
Cambridge 90 Day Notice Account	£111,451.60
Total	<u>£343,810.07</u>

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

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

# Consolidated Balance Sheet

31/03/22

£

30/06/22

£

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	16,689.31
55,100.20	Payment in Advance	49,140.28
31,645.66	Cash in Hand at Bank	229,853.26
313,046.41	TOTAL CURRENT ASSETS	407,134.45
313,046.41	TOTAL ASSETS	407,134.45
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
26,313.29	Creditors	35,109.86
415.90	Receipts in Advance	356.18
26,729.19	TOTAL CURRENT LIABILITIES	35,466.04
286,317.22	TOTAL ASSETS LESS CURRENT LIABILITIES	371,668.41
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	371,668.41
Represented by		
70,390.98	General Fund	204,935.29
47,375.12	General Fund Open Spaces Commuted Sums	47,375.12
0.00	Ringfenced - Donation Community / Social Inclusion Project Grant	10,000.00
0.00	Interim arrangements funding Shakespeare Park Sports Clubs	2,447.42
2,500.00	Earmarked to Balance Budget Balance Revenue Budget 2022/23	0.00
3,204.99	Earmarked Town Mayor's Charity	12.25
63,137.13	Earmarked Capital Project Shakespeare Park Pavilion & Site Capital Works	29,419.33
14,321.00	Earmarked Capital Project Shakespeare Park Pavilion & Site Reserve	14,321.00
2,500.00	Earmarked Gateway Signage	2,500.00
22,888.00	Earmarked Capital Project Shakespeare Playground & Tennis Courts Reserve	658.00
60,000.00	Provisionally Earmarked Civic Centre Capital Plan Priority Projects	60,000.00

# Consolidated Balance Sheet

31/03/22

£

0.00

LONG TERM Investment Accounts

286,317.22

30/06/22

£

0.00

371,668.41

Signed \_\_\_\_\_

Chairman

Date \_\_\_\_\_

\_\_\_\_\_  
Responsible Financial Officer

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

		2022/2023	Reserve Movements	Actual Net	Balance
<b>1. P&amp;R - Corporate Management</b>					
<b>Income</b>					
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	£22.58	-£127.42
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
<b>Total Income</b>		<b>£721,916.00</b>	<b>£0.00</b>	<b>£360,200.58</b>	<b>-£361,715.42</b>
<b>Expenditure</b>					
1010	Staff Salaries	£426,061.00	£2,453.82	£160,183.72	£268,331.10
1015	Staff Expenses	£300.00	£0.00	£3.60	£296.40
1020	Pensions	£99,940.00	£0.00	£42,115.71	£57,824.29
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	£0.00	£2,500.00

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>	
1170	Legal Fees	£250.00	£0.00	£661.33	-£411.33
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	£925.57	£2,074.43
1350	Subscriptions	£4,000.00	£0.00	£3,389.61	£610.39
1360	Advertisements	£4,840.00	£0.00	£4,959.00	-£119.00
1400	Telephones	£2,530.00	£0.00	£1,003.10	£1,526.90
1410	Photocopier	£2,000.00	£0.00	£635.37	£1,364.63
1420	Computer Supplies, Training, Service Contract	£10,000.00	£0.00	£2,819.77	£7,180.23
1830	Fees on Cambridge Saver	£0.00	£0.00	£123.29	-£123.29
1990	Miscellaneous	£700.00	£0.00	£59.59	£640.41
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
<b>Total Expenditure</b>	<u>£580,921.00</u>	<u>£2,453.82</u>	<u>£226,471.14</u>	<u>£356,903.68</u>	

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

		2022/2023	Reserve Movements	Actual Net	Balance
<b>2. P&amp;R - Civic Centre</b>					
<b>Income</b>					
205	Capital Grants	£0.00	£0.00	£0.00	£0.00
207	Projects	£0.00	£0.00	£0.00	£0.00
250	Room Hire	£67,384.00	£0.00	£27,057.09	-£40,326.91
251	Catering for Hirers (VAT)	£100.00	£0.00	£32.00	-£68.00
257	Licensed Bar	£17,000.00	£0.00	£4,000.00	-£13,000.00
299	Miscellaneous	£0.00	£0.00	£248.88	£248.88
<b>Total Income</b>		<b>£84,484.00</b>	<b>£0.00</b>	<b>£31,337.97</b>	<b>-£53,146.03</b>
<b>Expenditure</b>					
2050	Capital Projects				
2050/1	Toilets/Bar Refurbishment	£6,500.00	£0.00	£1,045.00	£5,455.00
2050/2	General Refurbishment	£1,500.00	£0.00	£0.00	£1,500.00
2050	<b>Total</b>	<b>£8,000.00</b>	<b>£0.00</b>	<b>£1,045.00</b>	<b>£6,955.00</b>
2070	Projects				
2070/1	Climate Change	£2,000.00	£0.00	£0.00	£2,000.00
2070/2	General	£500.00	£0.00	£4,200.00	-£3,700.00
2070	<b>Total</b>	<b>£2,500.00</b>	<b>£0.00</b>	<b>£4,200.00</b>	<b>-£1,700.00</b>
2080	Loan Interest & Repayments				
2080/1	PWLB 477930	£7,988.00	£0.00	£7,988.79	-£0.79
2080/2	PWLB 480508	£4,586.00	£0.00	£2,293.02	£2,292.98
2080/3	PWLB 482623	£9,648.00	£0.00	£4,823.78	£4,824.22
2080/4	PWLB 485557	£5,784.00	£0.00	£2,891.53	£2,892.47
2080	<b>Total</b>	<b>£28,006.00</b>	<b>£0.00</b>	<b>£17,997.12</b>	<b>£10,008.88</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
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	£192.13	£307.87
2320 Printing & Copying	£600.00	£0.00	£0.00	£600.00
2330 Cleaning Materials	£1,600.00	£0.00	£795.22	£804.78
2400 Telephones	£1,000.00	£0.00	£811.71	£188.29
2430 Utility Bills	£21,860.00	£0.00	£6,315.57	£15,544.43
2440 Waste Services	£8,000.00	£0.00	£4,796.66	£3,203.34
2450 Laundry Services	£500.00	£0.00	£0.00	£500.00
2460 Rates	£21,500.00	£0.00	£5,872.75	£15,627.25
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	£48.92	-£48.92
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	£649.16	£1,050.84
2600 Building Repairs & Maintenance	£12,000.00	£0.00	£3,217.71	£8,782.29
2610 Equipment Repairs & Maintenance				
2610/1 General	£4,600.00	£0.00	£2,980.18	£1,619.82
2610/2 Fire Extinguisher Service	£400.00	£0.00	£0.00	£400.00
2610/3 Alarm Maintenance	£1,000.00	£0.00	£342.51	£657.49
2610 Total	£6,000.00	£0.00	£3,322.69	£2,677.31
2990 Miscellaneous	£150.00	£0.00	£202.37	-£52.37



# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>Total Expenditure</b>	<u>£117,216.00</u>	<u>£0.00</u>	<u>£50,923.17</u>	<u>£66,292.83</u>

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>3. P&amp;R - Thorpe Astley Community Centre</b>					
<b>Income</b>					
307	Projects	£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	£5,688.25	£-3,944.10
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	<b>Total</b>	<b>£36,448.00</b>	<b>£0.00</b>	<b>£10,032.73</b>	<b>£-26,415.27</b>
351	Catering for Hirers (VAT)	£40.00	£0.00	£0.00	£-40.00
399	Miscellaneous	£0.00	£0.00	£194.93	£194.93
<b>Total Income</b>		<b>£36,488.00</b>	<b>£0.00</b>	<b>£10,234.80</b>	<b>£-26,253.20</b>
<b>Expenditure</b>					
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	<b>Total</b>	<b>£1,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,000.00</b>
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	<b>Total</b>	<b>£1,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,500.00</b>
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

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>	
3330	Cleaning Materials	£1,000.00	£0.00	£241.58	£758.42
3400	Telephones	£1,000.00	£0.00	£422.82	£577.18
3430	Utility Bills	£10,650.00	£0.00	£2,155.58	£8,494.42
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	£2,133.75	£5,566.25
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	£141.50	£658.50
3600	Building Repairs & Maintenance	£3,000.00	£0.00	£1,509.21	£1,490.79
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	£0.00	£3,000.00
3610	Total	£4,500.00	£0.00	£715.50	£3,784.50
3990	Miscellaneous	£150.00	£0.00	£119.10	£30.90
<b>Total Expenditure</b>		<b>£35,750.00</b>	<b>£0.00</b>	<b>£8,404.35</b>	<b>£27,345.65</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>5. P&amp;R - Parks &amp; Open Spaces</b>					
<b>Income</b>					
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	£24.74	£24.74
555/4	Changing Rooms (VAT)	£0.00	£0.00	£0.00	£0.00
555	<b>Total</b>	<b>£2,500.00</b>	<b>£0.00</b>	<b>£108.07</b>	<b>-£2,391.93</b>
599	Miscellaneous	£100.00	£0.00	£0.00	-£100.00
<b>Total Income</b>		<b>£41,463.00</b>	<b>£0.00</b>	<b>£108.07</b>	<b>-£41,354.93</b>
<b>Expenditure</b>					
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	£36,536.23	£15,176.57
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	<b>Total</b>	<b>£22,213.00</b>	<b>£56,729.80</b>	<b>£59,641.23</b>	<b>£19,301.57</b>
5070	Projects				

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
5070/1	Climate Change	£500.00	£0.00	£500.00
5070/2	General	£500.00	£0.00	£500.00
5070	Total	£1,000.00	£0.00	£1,000.00
5080	Loan Interest & Repayments			
5080/1	PWLB 485188	£3,526.00	£0.00	£1,762.90
5080/2	PWLB 487506	£6,033.00	£0.00	£3,016.65
5080/3	PWLB 501336	£5,497.00	£0.00	£5,496.99
5080/4	PWLB - Shakespeare Park (235384)	£17,724.00	£0.00	£17,766.01
5080/5	PWLB - Shakespeare Park (292038)	£17,808.00	£0.00	£0.00
5080	Total	£50,588.00	£0.00	£28,042.55
5090	Covid-19 Recovery	£0.00	£0.00	£0.00
5170	Legal Fees	£1,000.00	£0.00	£568.00
5290	Clothing	£500.00	£0.00	£169.65
5330	Cleaning Materials	£1,000.00	£0.00	£70.37
5400	Telephones	£410.00	£0.00	£3.49
5430	Utility Bills	£3,500.00	£0.00	£4,864.24
5440	Waste Services	£2,000.00	£0.00	£2,842.04
5450	Laundry Services	£500.00	£0.00	£0.00
5550	Sports Pitches & Facilities	£1,000.00	£0.00	£1,500.93
5600	Building Repairs & Maintenance			
5600/1	Mossdale Meadows	£4,800.00	£0.00	£973.00
5600/2	Shakespeare Park	£0.00	£0.00	£950.14
5600	Total	£4,800.00	£0.00	£1,923.14

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>	
5610	Equipment Repairs & Maintenance				
5610/1	General Maintenance	£4,000.00	£0.00	£607.63	£3,392.37
5610/2	Playgrounds	£6,000.00	£0.00	£1,537.00	£4,463.00
5610	<b>Total</b>	<b>£10,000.00</b>	<b>£0.00</b>	<b>£2,144.63</b>	<b>£7,855.37</b>
5620	Site Maintenance				
5620/1	General	£1,000.00	£0.00	£766.24	£233.76
5620/2	Trees	£3,000.00	£0.00	£1,080.00	£1,920.00
5620	<b>Total</b>	<b>£4,000.00</b>	<b>£0.00</b>	<b>£1,846.24</b>	<b>£2,153.76</b>
5630	Equipment Purchase	£2,000.00	£0.00	£117.96	£1,882.04
5650	Vehicle Costs	£10,000.00	£0.00	£3,141.62	£6,858.38
5660	Machinery Hire	£500.00	£0.00	£0.00	£500.00
5670	Petrol	£3,800.00	£0.00	£2,227.36	£1,572.64
5990	Miscellaneous	£100.00	£0.00	£70.74	£29.26
<b>Total Expenditure</b>	<b>£118,911.00</b>	<b>£56,729.80</b>	<b>£109,174.19</b>	<b>£66,466.61</b>	

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>6. P&amp;R - Library Services</b>					
<b>Income</b>					
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	<b>Total</b>	<b>£7,335.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£-7,335.00</b>
690	Consumer Products (Sales)				
690/1	Stamps	£0.00	£0.00	£36.60	£36.60
690	<b>Total</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£36.60</b>	<b>£36.60</b>
698	Fines	£1,500.00	£0.00	£122.11	£-1,377.89
699	Miscellaneous	£50.00	£0.00	£240.33	£190.33
<b>Total Income</b>		<b>£9,937.00</b>	<b>£0.00</b>	<b>£4,182.54</b>	<b>£-5,754.46</b>
<b>Expenditure</b>					
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	<b>Total</b>	<b>£500.00</b>	<b>£0.00</b>	<b>£19.96</b>	<b>£480.04</b>
6090	Covid-19 Recovery	£0.00	£0.00	£0.00	£0.00
6320	Printing & Copying	£150.00	£0.00	£0.00	£150.00
6330	Cleaning Materials	£200.00	£0.00	£0.00	£200.00

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
6360	Advertisements	£200.00	£0.00	£200.00
6400	Telephones	£200.00	£0.00	£200.00
6410	Photocopier	£800.00	£0.00	£800.00
6430	Utility Bills	£2,880.00	£0.00	£2,502.52
6700	Programme of Events	£800.00	£0.00	£751.47
6900	Consumer Products (Purchase for resale)			
6900/1	Stamps	£0.00	£0.00	-£149.22
6900	Total	£0.00	£149.22	-£149.22
6990	Miscellaneous	£800.00	£0.00	£522.51
<b>Total Expenditure</b>		<b>£8,230.00</b>	<b>£872.68</b>	<b>£7,357.32</b>



# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

		2022/2023	Reserve Movements	Actual Net	Balance
<b>7. Community Development</b>					
<b>Income</b>					
707	Projects	£0.00	£0.00	£0.00	£0.00
770	Programme of Events	£0.00	£0.00	£475.00	£475.00
771	Summer Fete				
771/1	Current Year	£0.00	£0.00	£926.36	£926.36
771/2	Next Year	£0.00	£0.00	£0.00	£0.00
771	Total	£0.00	£0.00	£926.36	£926.36
775	Civic Functions	£0.00	£0.00	£191.63	£191.63
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
<b>Total Income</b>		£100.00	£0.00	£1,808.97	£1,708.97
<b>Expenditure</b>					
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 30/08/22 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
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 B 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	£1,343.00	£2,657.00
7710	Summer Fete				
7710/1	Current Year	£2,100.00	£0.00	£3,316.98	-£1,216.98
7710/2	Next Year	£300.00	£0.00	£0.00	£300.00
7710	Total	£2,400.00	£0.00	£3,316.98	-£916.98
7720	General Events				
7720/1	General	£0.00	£0.00	£4.99	-£4.99
7720/2	Apple Day	£500.00	£0.00	£333.05	£166.95
7720/3	Open Days	£500.00	£0.00	£409.35	£90.65
7720	Total	£1,000.00	£0.00	£747.39	£252.61
7750	Civic Functions	£1,850.00	£0.00	£874.37	£975.63
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 30/08/22 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
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	<b>Total</b>	<b>£100.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£100.00</b>
7950	Community Safety	£500.00	£0.00	£28.35	£471.65
7990	Miscellaneous	£100.00	£0.00	£119.09	-£19.09
<b>Total Expenditure</b>		<b>£25,780.00</b>	<b>£3,628.32</b>	<b>£15,242.09</b>	<b>£14,166.23</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
<b>8. Planning &amp; Environment</b>					
<b>Income</b>					
807	Projects	£0.00	£0.00	£0.00	£0.00
890	Consumer Products (Sales)				
890/1	General	£0.00	£0.00	£0.00	£0.00
890/2	Poop Scoops	£1,700.00	£0.00	£353.73	-£1,346.27
890/3	Waste & Garden Bags	£560.00	£0.00	£0.00	-£560.00
890	Total	£2,260.00	£0.00	£353.73	-£1,906.27
<b>Total Income</b>		<b>£2,260.00</b>	<b>£0.00</b>	<b>£353.73</b>	<b>-£1,906.27</b>
<b>Expenditure</b>					
8070	Projects				
8070/1	Climate Change	£0.00	£0.00	£0.00	£0.00
8070	Total	£0.00	£0.00	£0.00	£0.00
8190	Professional Fees	£250.00	£0.00	£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	£0.00	£1,600.00
8900/2	Waste & Garden Bags	£420.00	£0.00	£0.00	£420.00
8900	Total	£2,020.00	£0.00	£0.00	£2,020.00
<b>Total Expenditure</b>		<b>£12,340.00</b>	<b>£0.00</b>	<b>£5,982.80</b>	<b>£6,357.20</b>

# Financial Budget Comparison

Comparison between 01/04/22 and 30/08/22 inclusive. Includes due and unpaid transactions.

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

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£896,648.00	£0.00	£408,226.66	
Total Expenditure	£899,148.00	£62,811.94	£417,070.42	
<b>Total Net Balance</b>	<b>-£2,500.00</b>		<b>-£8,843.76</b>	

## Paid Expenditure Transactions

paid between 08/06/22 and 30/08/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD220601INT Y9860	08/06/22	17287		£75.60	£12.60	£63.00	1. CM	Inty	CA-1234 - 2901 1420
DD220524BG6 797	09/06/22	17264		£149.91	£7.13	£142.78	6.LS	British Gas	ACC. 603452644 PERIOD 22.04.2022- 21.05.2022 6430
DD220602ENT A6215	09/06/22	17310		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL305436 - LE3 2PP 01.06.2022- 30.06.2022 2400
DD220602ENT A6796	09/06/22	17311		£14.40	£2.40	£12.00	2. CC	Entanet International Ltd	PTSN Rental ELE - 088610- LE3 2PP 01.06.2022-30.06.2022 2400
DD220527KIN GS2011	10/06/22	17278		£19.26	£3.21	£16.05	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580
DD220601BYP HONE8285	10/06/22	17307		£240.74	£40.12	£200.62	1. CM	Byphone Voxbit	RC10115 Acc 1400
DD220610SSE MM0020	10/06/22	17330		£1,906.10	£317.68	£1,588.42	3. TA	SSE SOUTHERN ELECTRIC	Thorpe Astley 02.03.22 - 01.06.22 3430
BACS220325F OSSE4585	13/06/22	17042		£15,132.00	£2,522.00	£12,610.00	5. OS	Fosse Contracts	Refurbishment of tennis courts at Shakespeare Park, Avon Road, Braunstone Town: General Preliminaries and Site Set up - £3,500.00 Site Preparation Works - £2,670.00 Perimeter Edging - £1,950.00 Pierce and Infill - £2,020.00 Installation of Geotextile Membrane and Stone Foundation - £8,850.00 Macadam Base Course - £12,610.00 Macadam Works - £12,400.00 Acrylics and Line Markings – £2,750.00 New Equipment - £780.00 Fencing Works – 868 Twin Bar - £14,950.00 Clubspark Access Gate Frame and Fixings - £1,270.00 Reinstatement - £670.00 Total as per above - £64,420.00 plus VAT.  Works to be commenced by end of January 2022 and completed by end of March 2022.VALUATION 2 5050/3
BACS220517F OSSE14639	13/06/22	17206	3886	£1,968.00	£328.00	£1,640.00	5. OS	Fosse Contracts	To supply and install 1 x single leaf gate into the existing v mesh section of the path. 5050/2

# Paid Expenditure Transactions

Start of year 01/04/22

paid between 08/06/22 and 30/08/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS220404B DC0274REF	13/06/22	17294		-£54.97	-£9.16	-£45.81	5. OS	Blaby District Council	Removal of two fridges at Thorpe Astley - TOOK THE PAYMENT TWICE SO REFUNDED	5440
DD220613ENT A8003	13/06/22	17323		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL207489 LE3 3RU 05.06.2022 - 04.07.2022	3400
		17308/1		£29.40	£4.90	£24.50	3. TA	Global Payments	30.04.2022 - 31.05.2022	3580
		17308/2		£75.00	£0.00	£75.00	3. TA	Global Payments	30.04.2022 - 31.05.2022	3580
DD220531GL OBALTA	14/06/22	17308		£104.40	£4.90	£99.50		Global Payments	30.04.2022-31.05.2022	3580
		17309/1		£29.40	£4.90	£24.50	2. CC	Global Payments	30.04.2022 - 31.05.2022	2580
		17309/2		£157.06	£0.00	£157.06	2. CC	Global Payments	30.04.2022 - 31.05.2022	2580
DD2205310GL OBALCC	14/06/22	17309		£186.46	£4.90	£181.56		Global Payments	30.04.2022 - 31.05.2022	2580
DD220527BG0 117	14/06/22	17438		£32.99	£1.57	£31.42	6.LS	British Gas	ACC. 603452644 PERIOD 22.05.2022- 27.05.2022	6430
DD220615BD CLICENSE	15/06/22	17439		£295.00	£0.00	£295.00	2. CC	Blaby District Council		2570
DD220601EO N0014	16/06/22	17286		£126.44	£6.02	£120.42	2. CC	E.ON Next	CC GAS01.05.2022-31.05.2022	2430
DD220601SA G6222	16/06/22	17312		£52.80	£8.80	£44.00	1. CM	Sage (UK) Ltd	01.06.2022-30.06.2022	1350
BCARD220503 ASDA	16/06/22	17443		£45.40	£0.00	£45.40	7. CD	Asda	supplies for Town Mayor Awards	7750
BCARD220617 FLEXPRESS	17/06/22	17333	3955	£238.19	£0.00	£238.19	7. CD	Flexpress	A5 4pp - Whats on Thorpe Astley	7990
DD220604WA TERPL1552	18/06/22	17313		£1,451.46	£0.00	£1,451.46	2. CC	Water Plus/STW	CC -Acc. 0583085823	2430
DD220618WA TERPL1552	18/06/22	17408		£413.28	£0.00	£413.28	2. CC	Water Plus/STW	CC -Acc. 0583085823	2430
BACS220530B EESLEY14	21/06/22	17285		£40,353.36	£6,725.56	£33,627.80	5. OS	K M Beesley	Certificate No. 14 - Shakespeare improvement project	5050/2
BACS220530 GPR04709	21/06/22	17288		£298.80	£49.80	£249.00	1. CM	GPR Solutions LTD	Website support	1420
BACS220528H AWGRIP235	21/06/22	17289	3946	£273.00	£43.00	£230.00	5. OS	Hawgrip Plants Ltd	Bedding plants for Shakespeare Park planting beds	5050/2
BACS220610R USSELS	21/06/22	17293	3949	£164.67	£27.44	£137.23	5. OS	Russells Group Ltd	repairs to the wessex grass cutter	5650

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS220501L CCWASTE23	21/06/22	17295		£85.80	£14.30	£71.50	5. OS	Leicester County Council - Waste	Trade Refuse - BT17GHH 22.04.2022 5440
BACS220601R OSPATA	21/06/22	17296	3947	£504.00	£84.00	£420.00	5. OS	Rospa Play Safety	Annual inspection of TA playgrounds Lakin, Priestman, Hillcott, Impey and Isobella. 5610/2
BACS220517V IPAN31600	21/06/22	17297	3929	£51.26	£8.54	£42.72	5. OS	Vipans Ltd	2 x Manhole cover handles 4 x M12 raw bolts 1 x M12 drill bit to repair manhole cover at TA 5610/1
BACS220609 METCALF286	21/06/22	17298	3917	£1,296.00	£216.00	£1,080.00	5. OS	Sam Metcalf Trees & Landscaping	Emergency work on trees as follows: 5620/2  Poplar at Brokenhurst pollard £750 Near Large Oak, gell dead pine and small dead spruce £105 Peveril Court fell 2 x dead pine and ash sapling £225
BACS220506S UNNING01	21/06/22	17299	3897	£40.00	£6.67	£33.33	5. OS	Sunningdale Landscape Supplies Ltd	10 bags gravel 5620/1
BACS220531S UNNING02	21/06/22	17300	3899	£96.00	£16.00	£80.00	5. OS	Sunningdale Landscape Supplies Ltd	1 ton top soil 6 bags of compost 5620/1
BACS220531S UNNING03	21/06/22	17301	3927	£12.20	£2.03	£10.17	5. OS	Sunningdale Landscape Supplies Ltd	For garden areas at SP bowls green 1 bag of cement 2 bags of sand to repair manhole cover at TA 5620/1
BACS220523B COOK	21/06/22	17302		£300.00	£0.00	£300.00	7. CD	Mrs B Cook	Individual Grant 7850
BACS220523E MOSS	21/06/22	17303		£300.00	£0.00	£300.00	7. CD	Ellie Moss	Individual Grant 7850
BACS220523J MOSS	21/06/22	17304		£300.00	£0.00	£300.00	7. CD	Jessica Moss	Individual Grant 7850
BACS220513I TSOL3787	21/06/22	17305		£99.00	£16.50	£82.50	1. CM	IT Solutions	Site visit to set up Rita on laptop & NAS 1420
BACS220523F UNTIME+	21/06/22	17314		£605.00	£0.00	£605.00	7. CD	Funtime Bounce	Electric Go Karts for summer fete 7710/1
BACS220501L CCWASTE58	21/06/22	17331		£46.20	£7.70	£38.50	5. OS	Leicester County Council - Waste	Trade Refuse - BT17GHH 09.05.2022 5440
BACS220624A MBROSE	21/06/22	17338		£300.00	£0.00	£300.00	1. CM	Cllr Anthea Ambrose	2022 Councillor Allowance 1030
100991	21/06/22	17339		£375.00	£0.00	£375.00	1. CM	Cllr S Fox Kennedy	2022 Councillor Allowance 1030



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100989	21/06/22	17340		£300.00	£0.00	£300.00	1. CM	CLlr Phil Moitt	2022 Councillor Allowance 1030
100992	21/06/22	17341		£375.00	£0.00	£375.00	1. CM	CLlr P Kennedy	2022 Councillor Allowance 1030
100997	21/06/22	17342		£300.00	£0.00	£300.00	1. CM	CLlr Shabbir Aslam	2022 Councillor Allowance 1030
BACS220624 MRWATERTON	21/06/22	17347		£300.00	£0.00	£300.00	1. CM	CLlr Robert Waterton	2022 Councillor Allowance 1030
BACS220624P BASRA	21/06/22	17350		£375.00	£0.00	£375.00	1. CM	CLLR P BASRA	2022 Councillor Allowance 1030
BACS220624D SINGH	21/06/22	17351		£300.00	£0.00	£300.00	1. CM	CLlr Darshan Singh	2022 Councillor Allowance 1030
BACS220624S HEPARD	21/06/22	17352		£300.00	£0.00	£300.00	1. CM	CLlr Tracey Shepherd	2022 Councillor Allowance 1030
BACS220624B ROWN	21/06/22	17353		£300.00	£0.00	£300.00	1. CM	CLlr Nick Brown	2022 Councillor Allowance 1030
BACS220624S T.LORENT	21/06/22	17355		£375.00	£0.00	£375.00	1. CM	CLlr Christiane Startin Lorent	2022 Councillor Allowance 1030
BACS220624S SANGRA	21/06/22	17356		£300.00	£0.00	£300.00	1. CM	CLlr Satindra Sangha	2022 Councillor Allowance 1030
BACS220624 MWATERTON	21/06/22	17357		£300.00	£0.00	£300.00	1. CM	CLlr Marion Waterton	2022 Councillor Allowance 1030
100990	21/06/22	17359		£300.00	£0.00	£300.00	1. CM	CLlr S. Johal	2022 Councillor Allowance 1030
BACS220624L EE	21/06/22	17364		£300.00	£0.00	£300.00	1. CM	CLlr L Lee	2022 Councillor Allowance 1030
BACS220624N ATHWANI	21/06/22	17365		£300.00	£0.00	£300.00	1. CM	CLlr D Nathwani	2022 Councillor Allowance 1030
100996	21/06/22	17366		£300.00	£0.00	£300.00	1. CM	CLlr R Lunn Scoppie	2022 Councillor Allowance 1030
DD220607WP LUS8872	21/06/22	17458		£20.54	£0.00	£20.54	3. TA	Water Plus/STW	TA AC0479003705 Drainage services- 3430
BACS220526A MAZON	22/06/22	17306	3940	£49.99	£8.33	£41.66	2. CC	Amazon UK	VRE   2 compartment Recycle bin   Stainless Steel Recycling Bin   26L (8L + 18L)   Multi Compartment   Black   2610/1
DD220607EO N0010	22/06/22	17316		£155.14	£7.39	£147.75	5. OS	E.ON Next	SP GAS 02.05.2022-05.06.2022 5430
BACS220615A MAZON01	22/06/22	17324	3952	£32.11	£5.36	£26.75	2. CC	Amazon UK	*Mixed Pack of 6 Multi Recycling Bin Sticker-Self Adhesive 2330
BACS220606C HUBB3940	22/06/22	17325		£211.24	£35.21	£176.03	2. CC	Chubb Fire & Security	Fire Safety Contract - 1554700 - Fire Alarm Maintenance 2610/3

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BACS220607A MAZON	22/06/22	17326		£26.40	£4.41	£21.99	5. OS	Amazon UK	Tennis weaving kits etc 5550
DD220622ENT A0643	22/06/22	17327		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL192354 - LE3 2PP 14.06.2022-13.07.2022 2400
		17329/1		£216.00	£36.00	£180.00	5. OS	Wilson Alarm Systems Ltd	Annual Maintenance Intruder Alarm 5610/1
		17329/2		£300.00	£50.00	£250.00	5. OS	Wilson Alarm Systems Ltd	Annual Maintenance Monitoring Alarm 5600/2
BACS220606 WILSONALAR	22/06/22	17329		£516.00	£86.00	£430.00		Wilson Alarm Systems Ltd	Annual maintenance intruder alarm 5610/1
BACS220616B LIFE21/22	22/06/22	17332		£500.00	£0.00	£500.00	7. CD	Braunstone Community Life	Braunstone Life patronage 2021/2022 accidently missed during previousfinancial year Minute number 6 CDC 2021/22 7850
100993	22/06/22	17343		£336.00	£0.00	£336.00	1. CM	Cllr A Basra	2022 Councillor Allowance 1030
100994	22/06/22	17348		£300.00	£0.00	£300.00	1. CM	Cllr A DeWinter	2022 Councillor Allowance 1030
BCARD220622 AUTOGLASS	22/06/22	17396		£179.90	£29.98	£149.92	5. OS	Autoglass	Replacement rear window for truck BT17 GHH 5650
SO2206235PE RSONELAD	23/06/22	17456		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of retained Personnel Services 1170
BACS220624S NOW	24/06/22	17334		£2,328.67	£0.00	£2,328.67	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624K ENNETT	24/06/22	17335		£1,731.25	£0.00	£1,731.25	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624A SSI	24/06/22	17336		£2,225.11	£0.00	£2,225.11	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624 MEAD	24/06/22	17337		£1,684.76	£0.00	£1,684.76	1. CM	Wages - ██████████	Salary May 22 1010
BACS220624H ALL	24/06/22	17344		£1,025.76	£0.00	£1,025.76	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624J EPSON	24/06/22	17345		£1,752.05	£0.00	£1,752.05	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624T ILLEY	24/06/22	17346		£2,757.99	£0.00	£2,757.99	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624S IBSON	24/06/22	17349		£1,441.42	£0.00	£1,441.42	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624L EAVIS	24/06/22	17354		£1,675.22	£0.00	£1,675.22	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624B ROOKFIELD	24/06/22	17358		£887.48	£0.00	£887.48	1. CM	Wages - ██████████	Salary June 22 1010

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BACS220624H ENDERSON	24/06/22	17360		£451.42	£0.00	£451.42	1. CM	Wages - ██████████ ██████	Salary June 22 1010
BACS220624F URNISS	24/06/22	17361		£144.24	£0.00	£144.24	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624J OHNSON	24/06/22	17362		£540.11	£0.00	£540.11	1. CM	Wages - ██████████ ████████	Salary June 22 1010
BACS220624L YCETT	24/06/22	17363		£288.47	£0.00	£288.47	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624 MYERS	24/06/22	17367		£1,304.13	£0.00	£1,304.13	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624B RYAN	24/06/22	17368		£629.72	£0.00	£629.72	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624H ICKENBOTH	24/06/22	17369		£796.65	£0.00	£796.65	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624D EXTER	24/06/22	17370		£1,028.76	£0.00	£1,028.76	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624A LMEY	24/06/22	17371		£1,387.16	£0.00	£1,387.16	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624P ATEL	24/06/22	17372		£1,041.72	£0.00	£1,041.72	1. CM	Wages - ██████████	Salary June 22 1010
BACS220624C AWLEY	24/06/22	17373		£316.56	£0.00	£316.56	1. CM	Wages ██████████	Salary June 22 1010
BACS220625L CCPENSION	24/06/22	17374		£266.87	£0.00	£266.87	1. CM	Leicestershire County Council Pensions	Pensions - Only paid £266.87 as overpayment that was made on the 25th May £8,128.77 covered the rest 1020
DD220610WA TERPL5934	24/06/22	17457		£28.12	£0.00	£28.12	5. OS	Water Plus/STW	SP -Acc. 0703064724 5430
BACS220624U NISON	25/06/22	17376		£30.00	£0.00	£30.00	1. CM	Unison	Union fees 1010
DD220625ENT A0949	25/06/22	17399		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL364266 LE3 2PPP 17/06/22-16/07/22 2400
DD220514WA TERPL6294	30/06/22	17417		£53.58	£0.00	£53.58	5. OS	Water Plus/STW	MM -Acc. 0955002195 5430
		17459/1		£1,387.20	£231.20	£1,156.00	2. CC	ESPO	Scrubber 2610/1
		17459/5		£33.00	£5.50	£27.50	1. CM	ESPO	Recycled paper 1300
		17459/6		£858.60	£143.10	£715.50	3. TA	ESPO	Carpet cleaner 3610/1
		17459/7		£539.51	£89.93	£449.58	2. CC	ESPO	Cleaning 2330

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS220630E SPO	30/06/22	17459		£2,818.31	£469.73	£2,348.58		ESPO	2610/1
BACS220513A MAZONDUP	30/06/22	17460		-£16.79	-£2.80	-£13.99	6.LS	Amazon UK	Contra 17108, craft supplies for library
BACS220606E ON0010	30/06/22	17461		-£168.38	-£8.02	-£160.36	5. OS	E.ON Next	Contra 17328, 01.05.2022 - 31.05.2022
BACS220701X EROX	01/07/22	17197		£195.91	£32.65	£163.26	1. CM	Xerox	1410
		17400/1		£12.98	£2.16	£10.82	5. OS	Braunstone Town Council	Ant spray
		17400/2		£3.49	£0.00	£3.49	1. CM	Braunstone Town Council	Batteries
		17400/3		£40.00	£0.00	£40.00	1. CM	Braunstone Town Council	Postage Dave
		17400/4		£4.50	£0.00	£4.50	2. CC	Braunstone Town Council	Milk
		17400/5		£2.65	£0.00	£2.65	1. CM	Braunstone Town Council	Postage
		17400/6		£3.60	£0.60	£3.00	5. OS	Braunstone Town Council	Nuts fro mower
		17400/7		£39.98	£6.66	£33.32	2. CC	Braunstone Town Council	Toilet seats
		17400/8		£1.18	£0.00	£1.18	2. CC	Braunstone Town Council	Biscuits
		17400/9		£20.00	£0.00	£20.00	7. CD	Braunstone Town Council	2 X tkts vaisaki Town Mayor
		17400/10		£26.00	£4.33	£21.67	5. OS	Braunstone Town Council	Petrol for strimmers
		17400/11		£3.00	£0.00	£3.00	7. CD	Braunstone Town Council	Supplies for Civic Functions
		17400/12		£40.00	£0.00	£40.00	1. CM	Braunstone Town Council	Postage Dave
		17400/13		£2.65	£0.00	£2.65	1. CM	Braunstone Town Council	Postage
		17400/14		£22.00	£0.00	£22.00	1. CM	Braunstone Town Council	Eye test
		17400/15		£3.98	£0.66	£3.32	2. CC	Braunstone Town Council	Toilet handle lever
		17400/16		£3.49	£0.00	£3.49	5. OS	Braunstone Town Council	Phone call - premiu, rate
		17400/17		£4.10	£0.00	£4.10	1. CM	Braunstone Town Council	Postage
		17400/18		£3.35	£0.00	£3.35	1. CM	Braunstone Town Council	Postage
110833	01/07/22	17400		£236.95	£14.41	£222.54		Braunstone Town Council	Petty Cash
BACS220617A MAZON8394	06/07/22	17378	3954	£27.50	£0.00	£27.50	3. TA	Amazon UK	Decaf Coffee
BACS220622A MAZON0799	06/07/22	17379	3958	£10.99	£0.00	£10.99	3. TA	Amazon UK	Biscuits for hirers

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BACS220617A MAZON7099	06/07/22	17380		£9.11	£0.00	£9.11	3. TA	Amazon UK	MILK 3510
BACS220615A MAZON9675	06/07/22	17381		£3.99	£0.67	£3.32	2. CC	Amazon UK	*Mixed Pack of 8 Multi Recycling Bin Sticker-Self Adhesive 2330
BACS220615A MAZON0788	06/07/22	17382		£20.58	£3.44	£17.14	3. TA	Amazon UK	Ant stop 3600
BACS220615A MAZON3048	06/07/22	17383		£3.75	£0.63	£3.12	2. CC	Amazon UK	*Mixed Pack of 6 Multi Recycling Bin Sticker-Self Adhesive 2330
BACS220531F OSSE4655	06/07/22	17384		£19,452.00	£3,242.00	£16,210.00	5. OS	Fosse Contracts	Refurbishment of tennis courts at Shakespeare Park, Avon Road, Braunstone Town: 5050/3
									Site Preparation Works - £2,670.00 Perimeter Edging - £1,950.00 Pierce and Infill - £2,020.00 Installation of Geotextile Membrane and Stone Foundation - £8,850.00 Macadam Base Course - £12,610.00 Macadam Works - £12,400.00 Acrylics and Line Markings – £2,750.00 New Equipment - £780.00 Fencing Works – 868 Twin Bar - £14,950.00 Clubspark Access Gate Frame and Fixings - £1,270.00 Reinstatement - £670.00 Total as per above - £64,420.00 plus VAT.
BACS220621N WLLEGAL26	06/07/22	17385	3944	£298.20	£49.70	£248.50	5. OS	NWL Legal	Works to be commenced by end of January 2022 and completed by end of March 2022. VALUATION 2 Legal advice for Establishing a Charity, Lease & Licence Agreements at Shakespeare Park Sports Facility - Professional fees of Kate Hiller in relation to multi-use Sports facility Establishing a charity Lease & License agreements 5170
BACS220617A MAZON8816	06/07/22	17386		£22.52	£0.00	£22.52	3. TA	Amazon UK	(5 x £142) Biscuits 3510
BACS220401P RINCI7398	06/07/22	17387		£529.43	£88.24	£441.19	3. TA	Principal Hygiene Systems Ltd	01.04.2022 - 30.06.2022 3440

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BACS220531R USSEL1832	06/07/22	17389		£280.48	£46.75	£233.73	5. OS	Russells Group Ltd	Spacers for hedgecutter	5650
DD220624BG3 532	06/07/22	17390		£112.78	£5.37	£107.41	6.LS	British Gas	ACC. 603452644 PERIOD 28.05.2022 - 21.06.2022	6430
BACS220613R OSPA3230	06/07/22	17391	3926	£991.20	£165.20	£826.00	5. OS	Rospa Play Safety	Additional areas for inspection in 2022: 3 x MUGA 2 x Outdoor exercise areas 1 TA tennis courts	5610/2
BACS220601 GRAHAM020	06/07/22	17392		£108.00	£18.00	£90.00	5. OS	Graham Clarkson Associates	Sports pavilion	5050/2
BACS220601 GRAHAM02	06/07/22	17393		£1,254.00	£209.00	£1,045.00	2. CC	Graham Clarkson Associates	Internal alterations Civic Centre	2050/1
BACS220621P RINCI8877	06/07/22	17394		£930.94	£155.16	£775.78	2. CC	Principal Hygiene Systems Ltd	01.07.2022-30.09.2022	2440
BACS220622N PS22/23/5	06/07/22	17395	3950	£115.54	£19.26	£96.28	3. TA	NPS NIGEL SUMMERFIELD	Replace toilet handle in childrens toilet	3600
BACS220607A MAZON	06/07/22	17401	3964	£95.92	£16.00	£79.92	2. CC	Amazon UK	* 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
BACS220622A MAZONEUD	06/07/22	17402	3960	£18.09	£0.00	£18.09	1. CM	Amazon UK	Sissors	1300
BACS220622A MAZONEUI	06/07/22	17403		£5.95	£0.99	£4.96	1. CM	Amazon UK	Cellotape	1300
BACS220622A MAZON5646	06/07/22	17404	3959	£6.99	£1.17	£5.82	5. OS	Amazon UK	Black yellow hazard tape for SP bi - fold doors	5610/1
BACS220622A MAZON5744	06/07/22	17405		£7.29	£1.22	£6.07	1. CM	Amazon UK	Dispenser & Tape	1300
BACS220622A MAZON5987	06/07/22	17406		£20.67	£3.45	£17.22	1. CM	Amazon UK	Polly pockets	1300
		17407/1		£146.00	£24.33	£121.67	2. CC	Nuneaton Access & Security	Service Automatic Doors	2600
		17407/2		£70.00	£11.67	£58.33	3. TA	Nuneaton Access & Security	Service Automatic doors	3600
BACS220624N AS1042	06/07/22	17407	3956	£216.00	£36.00	£180.00		Nuneaton Access & Security	Service Automatic Doors at Civic Centre & Thorpe Astley	2600
BACS220707H MRC	07/07/22	17375		£8,877.43	£0.00	£8,877.43	1. CM	H M Revenue & Customs	Tax & NI J	1010
DD220701BYP HONE8650	08/07/22	17442		£240.74	£40.12	£200.62	1. CM	Byphone Voxbit	RC10115 Acc	1400

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD220702ENT A2186	09/07/22	17444		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL305436 - LE3 2PP 01.07.2022-31.07.2022	2400
DD220702ENT ANET2556	09/07/22	17445		£14.40	£2.40	£12.00	2. CC	Entanet International Ltd	PSTN ELE-090007 01.07.2022-31.07.2022	2400
		17292/1		£586.94	£97.83	£489.11	5. OS	Russells Group Ltd	Parts	5650
		17292/2		£24.46	£0.00	£24.46	5. OS	Russells Group Ltd	Credit Charge	5650
BACS220706R USSELS300	10/07/22	17292	3862	£611.40	£97.83	£513.57		Russells Group Ltd	service of Ride on mower spare parts for Muthing mower	5650
DD220627KIN GS2427	10/07/22	17388		£19.26	£3.21	£16.05	2. CC	Kings Armoured Security Services Limited	Transit Fees	2580
BACS220628A MAZONEAEU	10/07/22	17421	3966	£28.80	£4.80	£24.00	3. TA	Amazon UK	Safety First Aid Group HypaClean Absorbent Powder, 500 g	3330
BACS220401I DA5107	10/07/22	17422	3831	£561.60	£93.60	£468.00	1. CM	Improvement & Development Agency	Employer Link - subscription April 2022 - March 2023	1350
BACS220705A MAZON205	10/07/22	17423	3967	£129.99	£21.67	£108.32	7. CD	Amazon UK	1 x gazebo for Summer Fete	7710/1
BACS220610E LITE4914	10/07/22	17424	3894	£5,040.00	£840.00	£4,200.00	2. CC	Elite Industrial Doors	Replace fire exit doors in Ravenhurst Room & CC Kitchen	2070/2
BACS220623N OTICEBOAR	10/07/22	17426	3962	£3,353.18	£558.88	£2,794.30	8. PE	Notice Board Company (UK) Ltd	4 x Notice boards for TA and BT	8460
BACS220628A MAZONAEUI	10/07/22	17427	3965	£29.58	£4.94	£24.64	5. OS	Amazon UK	REDEX RADD0033A 5L Adblue With Spout 5 Litre Fuel Additive Treatment Fluid x 2	5650
BACS220607A MAZON0677	10/07/22	17428		£55.96	£9.32	£46.64	2. CC	Amazon UK	* K-One White Soft Close Toilet Seat New Slow Close Polypropylene 425 x 355mm	2600
BACS220701I TSOL3825	10/07/22	17429		£610.20	£101.70	£508.50	1. CM	IT Solutions	Service & Maintenance July 22 - Sept 22	1420
BACS220705C HILLITA	10/07/22	17430		£63.60	£0.00	£63.60	3. TA	Chilliclean Window Cleaning	July 2022	3600
BACS220609S UNNINGDAL	10/07/22	17431	3948	£32.00	£5.33	£26.67	5. OS	Sunningdale Landscape Supplies Ltd	5 x bags of decorative bark ta	5620/1
BACS220525H AGS2560	10/07/22	17432	3928	£204.00	£34.00	£170.00	5. OS	HAGS -SMP	Replacement spring for Zingo Roko Mossdale Meadows	5610/2
110834	10/07/22	17433		£65.40	£0.00	£65.40	6.LS	Street News	Newspaper delivery 26.06.2022 - 02.07.2022	6990
BACS220706C HILLICC	10/07/22	17434		£61.11	£10.19	£50.92	2. CC	Chilliclean Window Cleaning	July 2022	2600

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		17435/1		£33.42	£5.57	£27.85	7. CD	Shakespeare Park Bowls Club	Padlock for club	7850
		17435/2		£76.90	£12.81	£64.09	7. CD	Shakespeare Park Bowls Club	Replacement ballast	7850
110835	10/07/22	17435	3972	£110.32	£18.38	£91.94		Shakespeare Park Bowls Club		7850
DD220705ENT A4239	12/07/22	17440		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL207489 LE3 3RU 05.07.2022 - 04.08.2022	3400
DD220607EO N0011	19/07/22	17450		£81.04	£3.86	£77.18	5. OS	E.ON Next	SP GAS 06.06.22-02.07/22	5430
DD220622ENT A6551	22/07/22	17490		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL192354 - LE3 2PP 14.07.2022-13.08.2022	2400
DD220629SSE MM0020	23/07/22	17451		£620.85	£103.47	£517.38	5. OS	SSE SOUTHERN ELECTRIC	Mossdale Meadows 02.04.2022 - 01.07.22	5430
DD220710WA TERPL4724	24/07/22	17464		£27.76	£0.00	£27.76	5. OS	Water Plus/STW	SP -Acc. 0703064724	5430
BACS220724S NOW	24/07/22	17466		£2,358.48	£0.00	£2,358.48	1. CM	Wages - ██████████	Salary July 22	1010
BACS220724K ENNETT	24/07/22	17467		£1,761.06	£0.00	£1,761.06	1. CM	Wages - ██████████	Salary July 22	1010
BACS220724A SSI	24/07/22	17468		£2,254.93	£0.00	£2,254.93	1. CM	Wages - ██████████	Salary July 22	1010
BACS220724 MEAD	24/07/22	17469		£1,556.67	£0.00	£1,556.67	1. CM	Wages - ██████████	Salary July 22	1010
BACS220724H ALL	24/07/22	17470		£1,055.57	£0.00	£1,055.57	1. CM	Wages - ██████████	Salary July 22	1010
BACS220724J EPSON	24/07/22	17471		£1,781.66	£0.00	£1,781.66	1. CM	Wages - ██████████	Salary July 22	1010
BACS220724T ILLEY	24/07/22	17472		£2,787.81	£0.00	£2,787.81	1. CM	Wages - ██████████	Salary July 22	1010
BACS220724S IBSON	24/07/22	17473		£1,471.44	£0.00	£1,471.44	1. CM	Wages - ██████████	Salary July 22	1010
BACS220724L EAVIS	24/07/22	17474		£1,556.39	£0.00	£1,556.39	1. CM	Wages - ██████████	Salary July 22	1010
BACS220724B ROOKFIELD	24/07/22	17475		£905.37	£0.00	£905.37	1. CM	Wages - ██████████	Salary July 22	1010
BACS220724H ENDERSON	24/07/22	17476		£501.08	£0.00	£501.08	1. CM	Wages - ██████████	Salary July 22	1010



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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS220724F URNISS	24/07/22	17477		£144.24	£0.00	£144.24	1. CM	Wages - ██████████	Salary July 22 1010
BACS220724J OHNSON	24/07/22	17478		£540.11	£0.00	£540.11	1. CM	Wages - ██████████ ██████████	Salary July 22 1010
BACS220724L YCETT	24/07/22	17479		£288.47	£0.00	£288.47	1. CM	Wages - ██████████	Salary July 22 1010
BACS220724 MYERS	24/07/22	17480		£1,334.15	£0.00	£1,334.15	1. CM	Wages - ██████████	Salary July 22 1010
BACS220724B RYAN	24/07/22	17481		£679.93	£0.00	£679.93	1. CM	Wages - ██████████	Salary July 22 1010
BACS220724H ICKENBOTH	24/07/22	17482		£799.73	£0.00	£799.73	1. CM	Wages - ██████████	Salary July 22 1010
BACS220724D EXTER	24/07/22	17483		£989.27	£0.00	£989.27	1. CM	Wages - ██████████	Salary July 22 1010
BACS220724A LMEY	24/07/22	17484		£1,415.37	£0.00	£1,415.37	1. CM	Wages - ██████████	Salary July 22 1010
BACS220724P ATEL	24/07/22	17485		£960.79	£0.00	£960.79	1. CM	Wages - ██████████	Salary July 22 1010
BACS220724C AWLEY	24/07/22	17486		£670.37	£0.00	£670.37	1. CM	Wages ██████████	Salary July 22 1010
BACS220724L CCPENSION	24/07/22	17488		£8,285.71	£0.00	£8,285.71	1. CM	Leicestershire County Council Pensions	Pensions 1020
BACS220724U NISON	24/07/22	17489		£30.00	£0.00	£30.00	1. CM	Unison	Union fees 1010
DD220625ENT A6856	25/07/22	17491		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL364266 LE3 2PPP 17/07/22-16/08/22 2400
DD220713LEX 3866	28/07/22	17494		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17GHH 14 June 2022 - 13 July 2022 Leasing charges 5650
DD220701SA G2948	31/07/22	17441		£52.80	£8.80	£44.00	1. CM	Sage (UK) Ltd	01.07.2022-31.07.2022 1350
SO2207265PE RSONELAD	31/07/22	17503		£120.00	£20.00	£100.00	1. CM	PERSONNEL ADVICE	Provision of retained Personnel Services July 2022 1170
DD220805ICO	05/08/22	17377		£60.00	£0.00	£60.00	1. CM	Information Commissioners	GDPR/Data Protection Act 2018 Data protection renewal fee 1350
BACS220807H MRC	07/08/22	17487		£7,326.93	£0.00	£7,326.93	1. CM	H M Revenue & Customs	Tax & NI J 1010
BACS220707A MAZON3677	08/08/22	17446	3975	£12.89	£2.15	£10.74	6.LS	Amazon UK	1 A1 Cutting mat for heritage use in the library 6990

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BACS220707A MASON2199	08/08/22	17447	3973	£8.99	£1.50	£7.49	5. OS	Amazon UK	1 x spray nozzle pack for park use 5620/1
BACS220710 MYPOST8559	08/08/22	17448	3977	£72.99	£0.00	£72.99	1. CM	Royal Mail	100 x 2nd class stamps 1300
BACS220706A MAZON2221	08/08/22	17452	3969	£41.90	£6.98	£34.92	5. OS	Amazon UK	20litres of Adblue for parks vehicles 5650
BACS220711A MAZON1830	08/08/22	17453	3976	£23.95	£3.99	£19.96	6.LS	Amazon UK	1 notice board for TA for library information 6070/2
BACS220712H ORTBRANT	08/08/22	17454		£300.00	£0.00	£300.00	7. CD	Braunstone Town Horticultural Arts & Crafts Show	Community Grant Awarded which met the Scheme Criteria 7850
BACS220712A MAZON0507	08/08/22	17463	3978	£16.71	£2.79	£13.92	5. OS	Amazon UK	Swarfega 5330
110836	08/08/22	17465		£200.00	£0.00	£200.00	7. CD	Asian Elderly Club	Community Grant Award Community Development Committee minute 3a 2022/2023 7850
DD2200809EN TA8091	09/08/22	17501		£27.90	£4.65	£23.25	2. CC	Entanet International Ltd	ADSL305436 - LE3 2PP 01.08.2022-31.08.2022 2400
DD220802ENT ANET8426	09/08/22	17502		£14.40	£2.40	£12.00	2. CC	Entanet International Ltd	PSTN ELE-091213 01.08.2022-31.08.2022 2400
DD220712KIN GS2783	10/08/22	17455		£19.26	£3.21	£16.05	2. CC	Kings Armoured Security Services Limited	Transit Fees 2580
BACS220815B DCWASTECCO	15/08/22	17143		£1,789.85	£0.00	£1,789.85	2. CC	Blaby District Council	Business Waste Collection 01.04.2022 - 31.03.2022 2440
DD220801BYP HONE1169	15/08/22	17518		£240.74	£40.12	£200.62	1. CM	Byphone Voxbit	RC10115 Acc 1400
DD220806ENT A1481	15/08/22	17519		£51.29	£8.55	£42.74	3. TA	Entanet International Ltd	ADSL207489 LE3 3RU 05.08.2022 - 04.09.2022 3400
DD220801EO N0017	16/08/22	17500		£11.07	£0.53	£10.54	2. CC	E.ON Next	CC GAS02.07.2022-31.07.2022 2430
DD220801EO N0012	16/08/22	17511		£53.95	£2.57	£51.38	5. OS	E.ON Next	SP GAS 03.07.22-31.07/22 5430
DD2200808EO N00012	20/08/22	17525		£164.59	£7.84	£156.75	5. OS	E.ON Next	01.07.2022 - 31.07.2022 5430
DD220815ENT A2406	22/08/22	17531		£49.79	£8.30	£41.49	2. CC	Entanet International Ltd	ADSL192354 - LE3 2PP 14.08.2022-13.09.2022 2400
DD220809QBT 06716	23/08/22	17541		£14.66	£2.44	£12.22	2. CC	British Telecom	EM 1957 2346 - CC ADSL & FAX LINE 2400

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BACS220824L CCPENSION	23/08/22	17570		£8,673.10	£0.00	£8,673.10	1. CM	Leicestershire County Council Pensions	Pensions 1020
BACS220824U NISON	23/08/22	17571		£30.00	£0.00	£30.00	1. CM	Unison	Union fees 1010
BACS220824S NOW	24/08/22	17548		£2,407.75	£0.00	£2,407.75	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824K ENNETT	24/08/22	17549		£1,761.06	£0.00	£1,761.06	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824A SSI	24/08/22	17550		£2,255.13	£0.00	£2,255.13	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824 MEAD	24/08/22	17551		£1,914.57	£0.00	£1,914.57	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824H ALL	24/08/22	17552		£1,055.37	£0.00	£1,055.37	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824J EPSON	24/08/22	17553		£1,781.86	£0.00	£1,781.86	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824T ILLEY	24/08/22	17554		£2,787.81	£0.00	£2,787.81	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824S IBSON	24/08/22	17555		£1,471.44	£0.00	£1,471.44	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824L EAVIS	24/08/22	17556		£1,458.35	£0.00	£1,458.35	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824B ROOKFIELD	24/08/22	17557		£863.20	£0.00	£863.20	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824H ENDERSON	24/08/22	17558		£451.42	£0.00	£451.42	1. CM	Wages - ██████████ ██████	Salary August 22 1010
BACS220824F URNISS	24/08/22	17559		£144.24	£0.00	£144.24	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824J OHNSON	24/08/22	17560		£540.11	£0.00	£540.11	1. CM	Wages - ██████████ ████████	Salary August 22 1010
BACS220824L YCETT	24/08/22	17561		£288.47	£0.00	£288.47	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824 MYERS	24/08/22	17562		£1,333.95	£0.00	£1,333.95	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824B RYAN	24/08/22	17563		£807.23	£0.00	£807.23	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824H ICKENBOTH	24/08/22	17564		£815.70	£0.00	£815.70	1. CM	Wages - ██████████	Salary August 22 1010

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Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS220824D EXTER	24/08/22	17565		£1,033.10	£0.00	£1,033.10	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824A LMEY	24/08/22	17566		£1,409.97	£0.00	£1,409.97	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824P ATEL	24/08/22	17567		£1,007.94	£0.00	£1,007.94	1. CM	Wages - ██████████	Salary August 22 1010
BACS220824C AWLEY	24/08/22	17568		£955.56	£0.00	£955.56	1. CM	Wages ██████████	Salary August 22 1010
BACS220824P RENDEGAST	24/08/22	17569		£407.31	£0.00	£407.31	1. CM	Wages- ██████████ ██████████	Salary August 22 1010
DD220818BBD LICENSE	25/08/22	17539		£295.00	£0.00	£295.00	3. TA	Blaby District Council	License BLPR0215 13.09.22-12.09.23 3570
DD220818ENT A2710	25/08/22	17540		£27.40	£4.57	£22.83	2. CC	Entanet International Ltd	ADSL364266 LE3 2PPP 17/08/22-16/09/22 2400
DD220814LEX 4232	29/08/22	17546		£250.31	£41.72	£208.59	5. OS	Lex Autolease Limited	BT17GHH 14 July 2022 - 13August 2022 Leasing charges 5650
<b>Total</b>				£230,927.51	£17,453.28	£213,474.23			