



## BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

*Darren Tilley – Chief Executive & Town Clerk*

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

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8<sup>th</sup> May 2024

*To: Councillor Anthea Ambrose (Chair), Councillor Rebecca Lunn (Vice-Chair), and Councillor Sevim Aslan, Alex Dewinter, Andy Evans, Richard Forrest, Sam Fox-Kennedy, Satindra Sangha, Tracey Shepherd, Christiane Startin-Lorent, Marion Waterton and Mark Widdop (subject to confirmation at the Annual Council meeting on Thursday 9th May 2024)*

Dear Councillor

You are summoned to attend a meeting of the **COMMUNITY DEVELOPMENT COMMITTEE** to be held in the Ravenhurst Room at Braunstone Civic Centre on **Thursday, 16<sup>th</sup> May 2024** commencing at **7.30pm**, for the transaction of the business as set out below.

Alternatively, members of the public may observe this meeting, and make contributions under the Public Session item, using Zoom video and web conferencing software (details below).

Join Zoom Meeting

<https://us06web.zoom.us/j/84316732409?pwd=bDTvgUbU9MLOP1yvda1h1mw8t6nqm8.1>

Meeting ID: 843 1673 2409

Passcode: 053580

Yours sincerely,

Chief Executive & Town Clerk

### **AGENDA**

**1. Apologies**

To receive apologies for absence.

**2. Disclosures of Interest**

To receive disclosures of Interest in respect of items on this agenda:

- a) Disclosable Pecuniary Interests,
- b) Other Interests (Non-Pecuniary).

3. **Public Participation**

Members of the public may submit a petition and/or make representations, give evidence, or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson, the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

4. **Minutes of the Meeting held 28<sup>th</sup> March 2024**

To confirm the accuracy of the Minutes of the Meeting held on 28<sup>th</sup> March 2024 to be signed by the Chairperson (**Enclosed**).

5. **Town Mayor's Report**

To receive a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (**Enclosed**).

6. **Community Safety, Neighbourhood Policing Update**

To receive an update from the Local Neighbourhood Police Beat team on local community safety and policing initiatives.

7. **Local Area Co-ordination**

To receive a progress report concerning the priorities and achievements of the Local Area Co-ordination Project in Braunstone Town and Thorpe Astley.

8. **Franklin Park Community Orchard – Events and Community Activities**

To receive progress reports on community use of the Franklin Park Community Orchard, including events and community activities (**Enclosed**).

9. **Fete – progress update**

To receive a progress update on preparations for the annual Summer Town Fete at Mossdale Meadows (**Enclosed**).

10. **Outside Body Report: Braunstone West Social Centre**

To receive reports from members of Outside Bodies:  
Braunstone West Social Centre

11. **Town Mayor's Charity 2023/2024 – Use of funds raised**

To consider how the funds raised for the Town Mayor's Charity 2023/2024 should be used; including whether to set up a Grants Scheme (**Enclosed**).

12. **Summary of Grant Applications**

To receive a list of grants paid to date and applied for from external sources:

a) 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024; and

b) 1<sup>st</sup> April 2024 – 7<sup>th</sup> May 2024;

and to receive acknowledgements for Town Council Grants (**Enclosed**).

**13. Community Grant Applications**

To consider Community Grant Application as follows:

- |  |      |
|--|------|
| a) Punjabi Cultural Society                                | £500 |
| b) Braunstone Athletic FC                                  | £500 |
| c) 3 <sup>rd</sup> Braunstone Brownies                     | £500 |
| d) 3 <sup>rd</sup> Braunstone Rainbows                     | £150 |
| e) Shakespeare Park Sports Pavilion Management Association | £500 |

**14. Financial Comparisons**

To receive Financial Comparisons for the period 1st April 2023 to 31<sup>st</sup> March 2024 (**Enclosed**).

**15. Approval of Accounts**

To consider payments from 20<sup>th</sup> March 2024 until 31<sup>st</sup> March 2024; and from 1<sup>st</sup> April 2024 until 7<sup>th</sup> May 2024 (**Enclosed**).

*Next Scheduled Meeting: 4<sup>th</sup> July 2024*



**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 COMMUNITY DEVELOPMENT COMMITTEE**

**HELD AT BRAUNSTONE CIVIC CENTRE**

**THURSDAY 28<sup>th</sup> MARCH 2024 AT 7.30pm**

**PRESENT:** Councillor Anthea Ambrose (Chair), Councillor Rebecca Lunn (Vice-chair) and Councillors Andy Evans, Richard Forrest, Sam Fox-Kennedy, Paul Kennedy, Sam Maxwell (substituting for Nick Brown), Christiane Startin-Lorent and Mark Widdop.

**Officers in attendance:** Pauline Snow, Deputy Chief Executive & Community Services Manager.

There were no members of the public present.

**87. Apologies**

Apologies for absence were received from Councillors Sevim Aslan, Nick Brown and Alex DeWinter.

**88. Disclosures of Interest**

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

**89. Public Participation**

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

There were no members of the public present.

**90. Minutes of the Meeting held 1<sup>st</sup> February 2024**

The Minutes of the Meeting held on 1<sup>st</sup> February 2024 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 1<sup>st</sup> February 2024 be approved and signed by the Chairperson as a correct record.

**91. Town Mayor's Report**

The Committee received a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year (Item 5 on the agenda).

It was noted that the Town Mayor had officially opened the second Chatty Café in Braunstone Town at the Civic Community Lounge, Braunstone Civic Centre.

The Deputy Town Mayor had expressed his pleasure at hosting a lunch for the Levelling up visit and attending the St Crispin's Quiz, on behalf of the Town Mayor.

**RESOLVED** that the update on the Town Mayor's Engagements be noted.

*Reason for Decision*

*To monitor and review the effectiveness of the Town Council's community engagement activities.*

**92. Community Safety and Neighbourhood Policing Update**

It was noted that none of Police Beat Team had been available to attend the meeting. However, the latest Beat Team Newsletter was circulated to members (filed with these minutes).

Members were pleased to report that parking issues at school open and close times on Ravenhurst Road had greatly improved. It was suggested that the Police be contacted and thanked for their help in this matter.

It was confirmed that no members had yet volunteered to be part of the Leicestershire Police Local Independent Advisory Group.

**RESOLVED** that the Police be contacted and thanked for their work in reducing parking issues around Ravenhurst Road at school opening and closing times.

*Reason for Decision*

*To ensure that a good working partnership with the Police Beat Team was maintained.*

**93. Speed Sign Data**

The Committee received recent speed sign data for:

- a) Murby Way
- b) Turnbull Drive

(Item 8 on the agenda)

Members expressed concern at speeding on Turnbull Drive at school opening and closing times. It was suggested this be highlighted to the police.

Details of average speeds on Murby Way between March 2022 and December 2023 were received.

**RESOLVED**

1. that the speed activation signs be re-installed on Turnbull Drive and Murby Way;
2. that the speed activation reports for Murby Way and Turnbull Drive be forwarded to the Police Beat Team and concerns highlighted to the Police regarding speeding vehicles at school opening and closing times on Turnbull Drive.

*Reasons for Decision*

1. *To ensure that any concerns of speeding on roads within the Town would be monitored and data collected.*
2. *To assist the Police with identifying where speeding was a concern in order to consider enforcements and identify particular areas of concern.*

**94. Local Area Co-ordination**

The Committee received a report and introduction from the newly appointed Local Area Co-ordinator, Kristi Trown (item 8 on the agenda).

It was agreed that the new Local Area Co-ordinator be invited to attend the next meeting of Community Development Committee.

**RESOLVED**

1. that the report be noted, and
2. that the newly appointed Local Area Co-ordinator be invited to attend the next meeting of the Community Development Committee.

*Reasons for Decision*

1. *To identify current issues and support needs of residents and ensure that the Town Council and Local Area Coordination social inclusion initiatives complimented each other.*
2. *To welcome the newly appointed Local Area Co-ordinator to the area.*

**95. Library – Community engagement/involvement and social inclusion**

The Committee received an update on initiatives to develop community involvement in Braunstone Town Library and provide for social inclusion (item 9 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*To ensure that the Community Library continues to thrive and support local residents.*

**96. Programme of Events 2024/2025**

The Committee considered applications for sponsorship in the Programme of Events for 2024/2025 and a schedule of events (item 10 on the agenda).

It was noted that Bryan and Betty Copson had advised that they would be retiring from organising the St Crispin's Church Quiz Night following the Quiz held on 22<sup>nd</sup> March 2024.

**RESOLVED**

1. that the Programme of Events 2024/2025, attached at Appendix 1, be approved,
2. that delegated authority be given to the Chief Executive & Town Clerk to approve any further applications to the Programme of Events subject to their eligibility for the Programme; and
3. that a letter be forwarded to Bryan and Betty Copson thanking them, on behalf of the community, for their years of service in organising the St Crispin's Quiz Night.

*Reasons for Decision*

1. *To ensure a suitable Programme of Events would be supported for the forthcoming year.*
2. *To ensure that any further applications were considered and approved in a timely manner to be included in the Programme of Events 2024/2025.*
3. *To recognise their enthusiasm and support for the Town Council's Programme of Events.*

**97. Update on arrangements for commemorating 80<sup>th</sup> Anniversary of D-Day in June**

The Committee received:

- a) An update on proposals for commemorating the 80<sup>th</sup> Anniversary of D-Day in June 2024;
- b) Applications for the mini-programme of events; and
- c) Grant applications  
(item 11 on the agenda).

**RESOLVED**

- 1) that the proposed activities and events be approved;
- 2) that the application for sponsorship in the Mini programme of Events from Braunstone Community Life, as set out in Appendix 1, be approved;
- 3) that the application from Braunstone Community Life for a grant in the sum of £200, as set out in appendix 2 be approved;

- 4) that the application from Braunstone Heritage Group for a grant in the sum of £200, as set out in appendix 3, be approved;
- 5) that delegated authority be given to the Chief Executive & Town Clerk to approve further applications received for sponsorship in the Mini Programme of Events and applications for a grant, subject to them meeting the agreed criteria.

*Reasons for Decision*

- 1) *To ensure that the 80<sup>th</sup> Anniversary of the D-Day Landings is suitably commemorated and that local community groups have appropriate support to organise their own events if they wish to.*
- 2) *To support local community groups in arranging events for the Commemoration of the D-Day Landing.*
- 3) *To offer financial support to community groups to arrange suitable events for the Commemoration of the D-Day Landings.*
- 4) *To offer financial support to community groups to arrange suitable events for the Commemoration of the D-Day Landings.*
- 5) *To ensure that any further applications for sponsorship in the Mini Programme of Events and grant applications are considered in a timely manner before the date of the Commemorations.*

**98. Thorpe Astley on the Beach**

The Committee received an update on progress with organising Thorpe Astley on the Beach (item 12 on the agenda).

**RESOLVED** that the proposed arrangements for the Thorpe Astley on the Beach event be approved.

*Reason for Decision*

*To ensure that suitable activities be provided for this community event for residents to enjoy.*

**99. Support for Ukraine**

The Committee considered whether to continue to support Ukrainian Independence Day and to review support for Groups supporting Ukrainian refugees (item 13 on the agenda).

Members considered the revised proposals for support for Ukraine. It was suggested that free rooms for Ukraine nationals living in the community continue to be offered via the Town Council website. Contact to be made with the Liaison Officer at Blaby District Council to ascertain the number of Ukraine refugees living in Braunstone Town and what their current needs were.

**RESOLVED**



1. that Ukrainian Independence Day on 24<sup>th</sup> August continue be commemorated on an annual basis at the Civic Memorial Garden and flag Pole with an appropriate Ceremony hosted by the Town Mayor;
2. that the Ukrainian flag be flown at Braunstone Civic Centre annually around the 24<sup>th</sup> February, marking the anniversary of the Russian invasion, and on 24<sup>th</sup> August, marking Ukrainian Independence Day;
3. that delegated authority be given to the Chief Executive & Town Clerk, in on consultation with the Leader and Deputy Leader, to fly the Ukrainian flag at other appropriate times;
4. free use of community rooms at the Town Council venues continues to be promoted via the Town Council website; and
5. contact be made with the Liaison Officer at Blaby District Council to ascertain the number of Ukraine refugees living in Braunstone Town and Thorpe Astley and what their current needs were.

#### *Reasons for Decision*

1. *To demonstrate the Town Council's full support and solidarity with the Ukrainian people as set out in the motion adopted by Council on 24<sup>th</sup> March 2022.*
2. *To provide a visual demonstration of both the Council's and the community's support for the Ukrainian people at key anniversaries such as the anniversary of the Russian invasion and on Ukrainian Independence Day.*
3. *To ensure that the flag was flown as appropriate should there be a change in circumstances in Ukraine. e.g., a cease fire or the end of hostilities.*
4. *To ensure that support from the Town Council continue whilst required.*
5. *To ascertain the current needs of the Ukraine community to ensure the Town Council was providing appropriate support.*

#### **100. Outside Body Report**

Councillor Rebecca Lunn reported that there was no further update on the activities at Braunstone West Social Centre.

#### **101. School Governing Body Report**

The Committee received no reports from members of School Governing Bodies.

#### **102. Summary of Grant Applications**

The Committee received a list of grants paid to date and applied for from external sources, along with acknowledgements for Town Council Grants (Item 16 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*To monitor progress with supporting community groups with identifying sources of funding and with the award of grants under the Council's Community Grants scheme.*

**103. Community Grant Applications**

The Committee noted that no Community Grant Applications had been received.

Members queried the reduction in grant applications received from local groups and suggested that groups may be unsure that they were eligible to apply for a grant, particularly if they had reserves in their bank account.

**RESOLVED**

1. that groups be advised that reserves in the community group bank account would not prohibit the group from applying for grant from the Town Council; and
2. that short sessions on the Town Council grant schemes be arranged and community groups invited to attend to discuss eligibility for applying for a grant.

*Reasons for Decision*

1. *To ensure that community groups were fully aware of eligibility criteria for applying for Town Council Community Grants.*
2. *To ensure that support and advice was offered to community groups and that they were encouraged to apply for community grants, if eligible.*

**104. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2023 to 29<sup>th</sup> February 2024 (item 18 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues identified with income and expenditure to date.*

**105. Approval of Accounts**

The Committee considered payments from 24<sup>th</sup> January 2024 until 19<sup>th</sup> March 2024 (item 19 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions, for the period 24<sup>th</sup> January 2024 until 19<sup>th</sup> March 2024, be approved.

*Reason for Decision*

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

The Meeting closed at 8.20pm

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.*

*These minutes are a draft and are subject to consideration for approval at the currently proposed meeting scheduled for 16<sup>th</sup> May 2024.*

## **BRAUNSTONE TOWN COUNCIL**

### **COMMUNITY DEVELOPMENT COMMITTEE – 16<sup>th</sup> MAY 2024**

#### **Item 5 – Town Mayor’s Report**

##### **Purpose**

To receive a report on the activities of the Town Mayor and any proposals for initiatives during the Civic Year.

##### **Summary of Town Mayor’s Councillor Tracey Shepherd activities until 8<sup>th</sup> May 2024**

No engagements attended since the last meeting

##### **Forthcoming Town Mayor’s Activities**

<b>DATE/TIME</b>	<b>EVENT</b>	<b>LOCATION</b>
21 <sup>st</sup> May 2024	Buckingham Palace Garden party	Buckingham Palace
31 <sup>st</sup> May 2024 6pm	Buzzing Roots Summer Concert	Civic Centre
31 <sup>st</sup> May 2024 8pm	Buzzing Roots Summer Ball	Civic Centre
7 <sup>th</sup> June 2024 at 11am	80 <sup>th</sup> Anniversary of D-Day landings	Civic Centre Memorial Garden
8 <sup>th</sup> June 2024 11am-3pm	Thorpe Astley on the Beach	Thorpe Astley Community Centre
27 <sup>th</sup> June 2024 at 8pm	Council	Civic Centre

##### **Town Mayor’s Chosen Charity**

Councillor Paul Kennedy has chosen to support Prostate Cancer UK for his Charity this forthcoming year.

1 in 8 men get prostate cancer. Prostate Cancer UK support our dads, brothers, partners and friends by raising awareness, funding lifechanging research, campaigning for change and providing much needed support.

## **BRAUNSTONE TOWN COUNCIL**

### **COMMUNITY DEVELOPMENT COMMITTEE – 16<sup>th</sup> MAY 2024**

#### **Item 8 – Franklin Park Community Orchard – Events and Community Activities**

##### **Purpose**

To receive progress reports on community use of the Franklin Park Community Orchard, including events and community activities.

##### **Update**

Community pruning of the orchard trees did not take place this year as the trees were not in need of pruning.

However, two apple trees that had died had been replaced with new trees that were received, free of charge, from Leicestershire County Council as part of an initiative of offer communities free fruit trees to plant.

Apple Day will take place on Saturday 5<sup>th</sup> October, 11am – 2pm in the orchard and general park area.

To date, arrangements for the day have not yet started but it is proposed to arrange similar activities as in previous years including apple juicing, apple drink samples, bouncy castle, display, small selection of stalls and other appropriate activities for the day.

##### **Recommendations**

1. that the report be noted; and
2. that the proposed activities for Apple Day, detailed in the *Update* section of the report, be approved.

##### **Reasons**

1. To note activities and work undertaken on the Community Orchard
2. To ensure that suitable activities would be arranged and in place for Apple Day 2024.

## **BRAUNSTONE TOWN COUNCIL**

### **COMMUNITY DEVELOPMENT COMMITTEE – 16<sup>th</sup> MAY 2024**

#### **Item 9 – Fete – progress update**

##### **Purpose**

To receive a progress update on preparations for the annual Summer Town Fete at Mossdale Meadows.

##### **Background**

Braunstone Town Council has been organising a Summer Fete on Mossdale Meadows for 17 years and this has become the largest community event we hold and is well attended every year. Unfortunately, last year's event had to be cancelled due to adverse weather conditions.

This year's event will be held on Saturday 10<sup>th</sup> August on Mossdale Meadows between 11am and 4pm.

##### **Update**

Preparations for this year's event are well underway and to date the following activities have been arranged:

- Display area events include – a choir, karate display and dance display
- Two live bands
- Alpacas
- Vintage car display
- Children's Rides
- Mini fire engine rides
- Variety of food stalls
- First aid
- Police stand
- Giggle Town – children's entertainer and mascot
- Go karts
- Climbing Wall
- Ice Cream van

Booking forms for community group and private stall holders have now been sent out and awaiting return of completed forms.

##### **Recommendation**

That the activities arranged to date be endorsed.

##### **Reason**

To ensure that suitable activities would be arranged and in place for the event.

## **BRAUNSTONE TOWN COUNCIL**

### **COMMUNITY DEVELOPMENT COMMITTEE – 16<sup>th</sup> MAY 2024**

#### **Item 11 – Town Mayor’s Charity 2023/2024 – Use of funds raised**

##### **Purpose**

To consider how the funds raised for the Town Mayor's Charity 2023/2024 should be used; including whether to set up a Grants Scheme.

##### **Background**

On 18<sup>th</sup> May 2023, Councillor Tracey Shepherd was elected Town Mayor for the Council Year 2023/2024. Councillor Shepherd’s theme for her Mayoral year was “Tackling Loneliness” and her Town Mayor’s charity fundraising for the year was to raise money to directly tackle social isolation within the community.

One of Councillor Shepherd’s first initiatives as Town Mayor to tackle social isolation in Braunstone Town and Thorpe Astley was to set up “Chatty Café’s”. Two Chatty Café’s have been established at Gilly’s Sandwich Shop and at the Civic Community Lounge.

During her year as Town Mayor, Councillor Shepherd raised £2,239.99 for tackling loneliness and isolation in Braunstone Town and Thorpe Astley.

##### **Use of the Funds**

Attached at Appendix 1 is a proposed Grants Scheme for Projects to Reduce Loneliness and Isolation.

The proposed scheme offers up to £500 per project where the aims of the project or initiative is:

- to reduce loneliness and isolation of residents in Braunstone Town or Thorpe Astley; and/or
- to help set up further Chatty Cafés in Braunstone Town and Thorpe Astley.

It should be noted that the proposed Grants Scheme is not aimed at supporting the existing Chatty Cafés. In accordance with the original fundraising objectives, it is proposed to retain £239.99, and any additional funds received, for the annual registration of the Chatty Cafes at the Civic Community Lounge and Gilly’s Sandwich Shop and to cover any expenses for drinks and food.

Therefore, £2,000 of the funds raised is proposed for the Grants Scheme (attached Appendix 1).

£500 per scheme/initiative is recommended in order to support good causes now and in the coming years, avoiding the fund being unused.

Once the £2,000 has been awarded, or in the event that the existing Chatty Café Schemes end, Community Development Committee can review the balance of the earmarked funds (if any) for the existing chatty café schemes and determine how any residual funds should be used.

### Recommendations

1. That the Grants Scheme for Projects to Reduce Loneliness and Isolation, as set out at Appendix 1, be adopted;
2. that £2,000 of the Town Mayor's Charity 2023/2024 funds be earmarked for the Grants Scheme, approved in 1 above;
3. that the balance of the Town Mayor's Charity 2023/2024 funds be earmarked for the annual registration of the Chatty Cafes at the Civic Community Lounge and Gilly's Sandwich Shop and to cover any expenses for drinks and food; and
4. that Community Development Committee review the balance of the earmarked funds (if any) for the existing chatty café schemes, set out in 3 above, once the £2,000 earmarked for the Grants Scheme had been awarded, or in the event that the existing Chatty Café Schemes end.

### Reasons

1. To ensure that charity funds raised were used to reduce loneliness and isolation of residents in Braunstone Town or Thorpe Astley, as set out in the Town Mayor's Charity Scheme for 2023/2024.
2. To make available sufficient funding, which could make the difference as to whether a scheme/project would be a success.
3. To continue to support the two existing Chatty Cafés, as set out in the original fundraising objectives of the Town Mayor's Charity Scheme for 2023/2024.
4. To ensure that any residual funds could be directed to where there was both demand and need.





## **BRAUNSTONE TOWN COUNCIL**

Serving the communities of Braunstone Town and Thorpe Astley  
*Darren Tilley – Chief Executive & Town Clerk*  
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### **GRANTS FOR PROJECTS TO REDUCE LONELINESS AND ISOLATION**

#### **INTRODUCTION**

Braunstone Town Mayor 2023/2024, Tracey Shepherd, raised over £2000 in her Mayoral year to tackle loneliness and isolation. Some of the funding will be utilised to support two newly established Chatty Cafes at Gilly's Sandwich Bar and the Civic Community Lounge at Braunstone Civic Centre. The remaining funds will be available for community initiatives in Braunstone Town and Thorpe Astley, where the aims of the project or initiative is:

- **To reduce loneliness and isolation of residents in Braunstone Town or Thorpe Astley**
- **To help set up further Chatty Cafés in Braunstone Town and Thorpe Astley**

#### **APPLICATION CRITERIA**

- Grant applications are invited from non-profit making organisations or social enterprises
- Grants are awarded to a project/initiative (not to an individual)
- Grant applications will only be considered from groups whose activities benefit Braunstone Town and/or Thorpe Astley residents
- Grants may be used to pay for set up costs, registration, training, venue costs, transport costs, stationary, advertising, materials, stock for resale (provided the resale monies go towards to project and initiative).
- A breakdown of costs will be required for each item in your application
- Funding may be full or part cost of the event or project. The final decision on the amount of the grant is at the discretion of the Community Development Committee.
- Where a significant number of the group's members are not residents of Braunstone Parish, the Council reserves the right to reduce the maximum grant available

- Grants up to a maximum of £500 can be applied for each project
- Please specify a specific amount for your grant – if you do not specify a figure the application may be refused
- Applications cannot be considered for activities which have already taken place or have started at the time the application is made
- A copy of the most recent Bank Statement and previous year's audited accounts will be required. In the case of new groups, a budget indicating expected annual income and expenditure can be provided.
- A copy of the group's/organisation's constitution will be required

**GRANT APPLICATIONS 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024**  
**BRAUNSTONE TOWN COUNCIL GRANTS**

All Grants are awarded by the Council's Community Development & Social Inclusion Service for a period of 12 months.

<b><u>GROUP</u></b>	<b><u>PURPOSE OF GRANT</u></b>	<b><u>WHEN</u></b>	<b><u>AMOUNT</u></b>	<b><u>OUTCOME</u></b>	<b><u>PAID</u></b>
Winstanley Wizards Table Tennis Club	Team Registration costs	May 2023	£300	Approved	£300
The Friday Social	Room hire, refreshments/food	May 2023	£500	Approved	£500
3 <sup>rd</sup> Braunstone Brownies	Support for overnight stay and accommodation for pack	May 2023	£300	Approved	£300
3 <sup>rd</sup> Braunstone Rainbows	Support for day trip costs for Rainbow pack	May 2023	£150	Approved	£150
Asian Elderly Group	Refreshments, stationery etc.	July 2023	£300	Approved	£300
Namaste Group	Tutors, trips, kitchen rent, etc.	July 2023	£500	Approved	£300
Braunstone Horticultural Group	Room hire, Judges fees, Catering, van hire	July 2023	£300	Approved	£300
Becky Cook (Individual Grant)	Expenses for band competition	July 2023	£300	Approved	£300
Braunstone Athletic FC	Running of club house, goals football equipment	July 2023	£500	Approved	£500
Shakespeare Park Sports Pavilion Association	To help with set up costs for new management of pavilion	July 2023	£500	Approved	£500
Swagat Group	Tutor fees, room hire, trips & activities, petty cash	Oct 2023	£300	Approved	£300
Braunstone Heritage Archive Group	Display Equipment and Ancillary items for D-Day Landing display	Mar 2024	£200	Approved	£200

Braunstone Community Life	"Open House" D-Day Exhibition, open to the public and refreshments	Mar 2024	£200	Approved	£200
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**TOTAL £4150**

**EXTERNAL GRANTS APPLIED FOR**

<b><u>GROUP</u></b>	<b><u>PURPOSE OF GRANT</u></b>	<b><u>WHEN</u></b>	<b><u>AMOUNT</u></b>	<b><u>OUTCOME</u></b>	
Braunstone Town Council	National Lottery 2 <sup>nd</sup> Round (SP playground)	April	£45000	Approved	£45,000

**GRANT APPLICATIONS 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025**  
**BRAUNSTONE TOWN COUNCIL GRANTS**

All Grants are awarded by the Council's Community Development & Social Inclusion Service for a period of 12 months.

<b><u>GROUP</u></b>	<b><u>PURPOSE OF GRANT</u></b>	<b><u>WHEN</u></b>	<b><u>AMOUNT</u></b>	<b><u>OUTCOME</u></b>	<b><u>PAID</u></b>
Ratby Band (Daytime Band)	Music, transport, refreshments, decorations for D-Day event (Approved under Delegated Authority 19/4/2024)	April 2024	£200	Approved	£200
Braunstone Athletic FC	To purchase new goal posts	May 2024	£500	Pending	
Punjabi Cultural Society	To cover costs for Vaisakhi event – room hire, refreshments and speakers	May 2024	£500	Pending	
3 <sup>rd</sup> Braunstone Brownies	To help towards cost of Brownie Pack Holiday	May 2024	£500	Pending	
3 <sup>rd</sup> Braunstone Rainbows	To help towards cost of Rainbow Pack Holiday	May 2024	£150	Pending	
SPSP Management Association	To help towards running costs of the Sports Pavilion at Shakespeare	May 2024	£500	Pending	
				<b>TOTAL</b>	<b>£200</b>

**EXTERNAL GRANTS APPLIED FOR**

<b><u>GROUP</u></b>	<b><u>PURPOSE OF GRANT</u></b>	<b><u>WHEN</u></b>	<b><u>AMOUNT</u></b>	<b><u>OUTCOME</u></b>
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## **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](mailto:enquiries@braunstonetowncouncil.org.uk)

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

## **CRITERIA FOR COMMUNITY GROUP GRANTS**

### **INTRODUCTION**

Braunstone Town Council makes small grants available to various organisations, including organisations involving young people, to assist their work.

The aims are to:-

- **Encourage the formation of new community groups leading to the provision of a wider range of services at local level and that particularly fill current gaps in service provision.**
- **Assist with the recruitment of new members to existing groups**
- **Support existing groups to provide new services, equipment and running costs**

The Town Council can also advise on funding from other sources and will encourage and assist community groups in making applications for funding from other sources.

### **APPLICATION CRITERIA**

- Grant applications are invited from non-profit making organisations.
- Grant applications will only be considered from groups whose principal activities are for the benefit to Braunstone Town residents.
- Grants may be used to pay for equipment, transport costs, hire of rooms, guest speakers, training, education workshops for young people etc. for groups responding to local needs and community life up to a maximum of £500.
- Projects for young people must directly benefit young people in areas such as the arts, sports, improvement to health or awareness of the environment.
- A breakdown of costs will be required for each item in your application. All expenditure must be itemised.
- Funding may be full or part cost of the event or project. The final decision on the amount of the grant is at the sole discretion of the Town Council
- The Council will expect the group to show that it is making some contribution to the costs from their own efforts through fundraising or charges to its members.
- The Council will give favorable consideration to groups that have applied for funding from other organisations (i.e. Blaby District Council, Leicestershire County Council, Lottery Funding etc)

- Where a significant number of the group's members are not residents of Braunstone Town, the Council reserves the right to reduce the maximum grant available
- Please specify a specific amount for your grant – if you do not specify a figure the application may be refused
- Groups will be asked to provide details of past applications and funding granted by the Town Council
- A copy of the most recent Bank Statement and previous year's audited accounts will be required. In the case of new groups, a budget indicating expected annual income and expenditure can be provided. Funds for an approved grant will be released on receipt of confirmation of a bank account set up in the name of the community group.
- A copy of the group's constitution will be required and this must be submitted with all applications
- Grant applications will **not** be put through to the Community Development Committee for consideration unless all documentation is present and the application form is fully completed. Please note that even if you have already submitted documents for previous applications, documents must always be included with each application.
- Deadlines for grant applications are available from Customer Services or from the Town Council Website. If missing documentation for an application is not received before the deadline for each committee meeting the application will be rejected and will need to be resubmitted along with required documentation for a future committee meeting to consider.
- If you wish to discuss your application and documentation before submission, please contact Customer Services at Braunstone Civic Centre, telephone 0116 2890045 or [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk) and a pre-booked meeting can be arranged with the Deputy Chief Executive & Community Services Manager. Please note that all meetings must be booked in advance and are not available on a drop-in basis.

**GRANT APPLICATION COVER SHEET****Community Groups**

<b>GROUP</b>	Punjabi Cultural Society	
<b>PROJECT</b>	To cover costs of room hire, refreshments and speakers for Vaisakhi Event	
<b>AMOUNT REQUESTED</b>	£500	
<b>MEMBERSHIP</b>	<b>Membership Numbers</b>	100
	<b>Braunstone Town residents?</b>	100
<b>PURPOSE OF GRANT</b>	<b>Purpose of grant matches criteria?</b>	yes
<b>PROJECT COSTS</b>	<b>Comments</b>	No comments
<b>INCOME</b>	<b>Balances with project costs?</b>	No -
	<b>Comments on other grants</b>	No other grants applied for but money raised from organisation and fundraising
	<b>Amount requested from Braunstone Town Council?</b>	£500
<b>PREVIOUS APPLICATIONS</b>	<b>YES / NO</b>	Yes – May 2023
	<b>How much?</b>	£500
<b>REQUIRED DOCUMENTATION</b>	<b>All received as required?</b>	Yes
	<b>Documents not included and reason for not including</b>	
<b>SIGNATURE</b>	<b>Signed and date?</b>	Yes
<b>RECOMMENDATION</b>	To approve the grant application	
<b>REASON</b>	The purpose of the grant matches the criteria and all the required information and forms had been submitted	





## BRAUNSTONE TOWN COUNCIL

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Darren Tilley – Chief Executive & Town Clerk

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

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Email: enquiries@braunstonetowncouncil.org.uk

www.braunstonetowncouncil.org.uk

### APPLICATION FOR A COMMUNITY GROUP GRANT

NAME OF GROUP Punjabi Cultural Society

WHERE DO YOUR ACTIVITIES TAKE PLACE? Braunstone Town

MEMBERSHIP NUMBERS? 100 HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? 100  
(An estimated or actual number of members must be specified)

IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? YES

WHAT ARE THE AIMS OF YOUR GROUP? To support community integration and create links with town members. The aims of the group are to provide recreation for senior citizens of Braunstone town. To provide mutual support and advice to group members and collaborate with local groups & agencies.

PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)

To gain support for transport costs for the Vaisakhi celebration in June 2024. This includes venue hire, refreshments and speakers.

BREAK DOWN OF PROJECT COSTS Please give individual costs for each item	AMOUNT
millfield hall booking	£ 217.76
catering costs	£ 100.00
Advertising and tickets	£ 50.00
Refreshments and dinner	£ 1100.00
Entertainment and disco	£ 450.00
	£
<b>TOTAL COSTS (Figure must match the Total Income figure below)</b>	£

INCOME AVAILABLE FOR THIS PROJECT	AMOUNT
Your own organisation	£ 400
Other organisations/grant scheme	£
Fundraising	£ 800
	£
Other	£
	£
Amount requested from Braunstone Town Council up to £500	£ 500.00
<b>TOTAL INCOME (Figure must match the Total Project costs above)</b>	£ 1700.00

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT

YES/NO

FUNDING RECEIVED £ 500

DATE RECEIVED May 23

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. \* Will your application have a positive or negative impact on Crime Reduction, if so, please give details Positive encourage inclusion

### Contact details

NAME OF CONTACT PERSON IN YOUR ORGANISATION Sohan Johal

ADDRESS OF CONTACT PERSON \_\_\_\_\_

POST CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### NAMES AND ADDRESSES OF COMMITTEE MEMBERS

CHAIRPERSON Sohan Johal

SECRETARY Darshan Singh

TREASURER Balbirinder Johal

**If a grant is agreed, your grant will be paid via BACS. A completed BACS form will be required with your application in order to process the payment**

BACS BANK DETAILS FORM ENCLOSED



**In order for your grant to be considered, you will need to enclose the following documentation with every application you submit**

LATEST BANK STATEMENT ENCLOSED



CURRENT ANNUAL ACCOUNTS ENCLOSED



GROUP CONSTITUTION ENCLOSED



If you are unable to supply this information, please set out the reasons below

**DATA PROTECTION:** by applying for a grant, you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed \_\_\_\_\_ Print Name SOHAN JOHAL

Date 25-4-24

If you require any assistance in completing the form please contact Pauline Snow, Deputy Chief Executive & Community Services Manager at [pauline.snow@braunstonetowncouncil.org.uk](mailto:pauline.snow@braunstonetowncouncil.org.uk) or telephone 0116 2899270 to make an appointment.

# Punjabi Cultural Society Annual Accounts 2023/2024

Date	Description	Outgoing	Money in	Balance
16/03/2023	Starting Balance			2118.3
27/03/2023	Blaby District Council		500	2618.3
04/04/2023	Cheque for goods	100		2518.3
05/04/2023	Balance CF			2518.3
18/04/2023	Braunstone Council		500	3018.3
26/04/2023	Cheque for goods	280		2738.3
16/05/2023	Cheque for goods	37.72		2700.58
25/05/2023	Cheque for goods	200		2500.58
26/05/2023	Cheque for goods	172.6		2327.98
30/05/2023	Cheque for goods	103.67		2224.31
30/05/2023	Braunstone Council		100	2324.31
31/05/2023	Corah Foundation		500	2824.31
01/06/2023	Deposit		1277	4101.31
07/06/2023	Cheque for goods	1000		3101.31
15/06/2023	Cheque for goods	960		2141.31
24/07/2023	Cheque for goods	200		1941.31
08/08/2023	Deposit		1240	3181.31
04/02/2024	Deposit		5	3186.31

# PUNJABI CULTURAL SOCIETY CONSTITUTION

**NAME:** The name of the organisation will be

**Punjabi Cultural Society (Braunstone Town) Leicester**

**AIMS:** The aims of the group will be to:

- Provide recreational activities for the senior citizens of Braunstone Town Leicester and all members of the society
- To provide mutual support and advice to group members to help live independent lives
- To collaborate with other organisations and communities in Leicester

**POWERS:** To further these aims the committee shall have the power to:

- a) Obtain, collect and receive funds by way of contributions, donations, grants and any other lawful methods deliver the aims of the group.
- b) Associate with local authorities, voluntary organisations and the residents of Leicester and Leicestershire in a common effort to carry out the aims of the group.
- c) Do all such lawful activity that will further the aims of the group.

## MEMBERSHIP

- a) Voting ,memberships shall be open to current residents of Braunstone Town, Leicestershire.
- b) The management committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.

## MANAGEMENT

- a) The group will be managed by a Management Committee
- b) The committee shall consist of a chair, secretary, treasurer and up to two other voting members. The committee may co-opt up to two further voting members as necessary.
- c) The committee shall meet at least annually.
- d) Three committee members must be present at a committee meeting to make decisions.
- e) A proper record of all transactions will be kept.

## GENERAL MEETINGS

- a) An Annual General Meeting (AGM) shall be held 12 monthly
- b) A report of the groups financial position for the previous year will be made available at the AGM
- c) Four members being present shall enable a General Meeting to take place

- d) Proposals to change the constitution must be given in writing to the secretary in writing at least four weeks before a general meeting and approved by a two thirds majority of those present and voting

## **ACCOUNTS**

- a) The funds of the group including donations, contributions and bequests, shall be paid into an account operated by the management committee. Any cheques drawn on the account must be signed by at least two members of the Management Committee
- b) The funds belonging to the group shall be applied only to further the aims of the group
- c) A current record of all income, funding and expenditure of the group shall be kept.

## **EQUALITY STATEMENT**

The Punjabi Cultural Society

- a) is committed to encouraging equality, diversity and inclusion among our group and members, and eliminating unlawful discrimination.
- b) seeks to be a catalyst for positive social change and is committed to Equal Opportunities and sees this as part of empowerment in the organisation and its activity

## **DISSOLUTION**

- a) The Group may be dissolved by a resolution passed by a simple two thirds majority of those present and voting at a Special General Meeting
- b) If confirmed the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the group or some charitable purpose(s) as the group may decide.

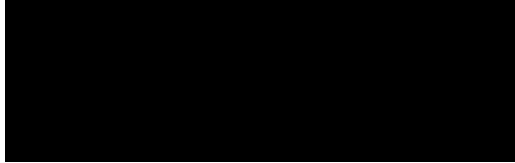
(c) Signed by Chair.. [REDACTED] Date... 21-5-2015

Signed by Secretary [REDACTED] Date... 21-5-2015

Signed by Treasurer. [REDACTED] Date... 21-5-2015

MG 002691 F1VI799A 709F304FB00018 34000 A 58178

THE OFFICIALS  
PUNJABI CULTURAL SOCIETY



## Your Business accounts – at a glance

### Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

### Your balances on 05 February 2024

#### Business Current Accounts

Community Account Statement	£3,186.31
	

#### Business Savings Accounts

Business Premium Account	£0.00
	

This is the end of your account summary.

**GRANT APPLICATION COVER SHEET****Community Groups**

<b>GROUP</b>	Braunstone Athletic FC	
<b>PROJECT</b>	To purchase new goal posts	
<b>AMOUNT REQUESTED</b>	£500	
<b>MEMBERSHIP</b>	<b>Membership Numbers</b>	200
	<b>Braunstone Town residents?</b>	60% (120)
<b>PURPOSE OF GRANT</b>	<b>Purpose of grant matches criteria?</b>	yes
<b>PROJECT COSTS</b>	<b>Comments</b>	No comments
<b>INCOME</b>	<b>Balances with project costs?</b>	Yes
	<b>Comments on other grants</b>	No other grants applied for
	<b>Amount requested from Braunstone Town Council?</b>	£500
<b>PREVIOUS APPLICATIONS</b>	<b>YES / NO</b>	Yes – July 2023
	<b>How much?</b>	£500
<b>REQUIRED DOCUMENTATION</b>	<b>All received as required?</b>	Yes
	<b>Documents not included and reason for not including</b>	
<b>SIGNATURE</b>	<b>Signed and date?</b>	Yes
<b>RECOMMENDATION</b>	To approve the grant application	
<b>REASON</b>	The purpose of the grant matches the criteria and all the required information and forms had been submitted	





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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

### APPLICATION FOR A COMMUNITY GROUP GRANT

NAME OF GROUP Braunstone Athletic FC

WHERE DO YOUR ACTIVITIES TAKE PLACE? Shakespeare Park + Mossdale Meadows

MEMBERSHIP NUMBERS? 200+ HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? 60%  
(An estimated or actual number of members must be specified)

IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? yes

WHAT ARE THE AIMS OF YOUR GROUP?

To promote healthy life style and sports activities to both children + Adults

PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)

Purchase of new goals to replace damaged goals

BREAK DOWN OF PROJECT COSTS Please give individual costs for each item	AMOUNT
12x6 Aluminium Goals	£ 984.00
	£
	£
	£
	£
	£
TOTAL COSTS (Figure must match the Total Income figure below)	£ 984.00

INCOME AVAILABLE FOR THIS PROJECT	AMOUNT
Your own organisation	£ 484
Other organisations/grant scheme	£
Fundraising	£
	£
Other	£
	£
Amount requested from Braunstone Town Council up to £500	£ 500
TOTAL INCOME (Figure must match the Total Project costs above)	£ 984

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT

YES/NO

FUNDING RECEIVED £ 500

DATE RECEIVED July 2023

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. \* Will your application have a positive or negative impact on Crime Reduction, if so, please give details \_\_\_\_\_

### Contact details

NAME OF CONTACT PERSON IN YOUR ORGANISATION MARK JEFFERSON

ADDRESS OF CONTACT PERSON \_\_\_\_\_

POST CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### NAMES AND ADDRESSES OF COMMITTEE MEMBERS

CHAIRPERSON MARK JEFFERSON AS ABOVE

SECRETARY SEAN SYRETT \_\_\_\_\_

TREASURER GLYNIS GLOVER \_\_\_\_\_

**If a grant is agreed, your grant will be paid via BACS. A completed BACS form will be required with your application in order to process the payment**

BACS BANK DETAILS FORM ENCLOSED ☐

**In order for your grant to be considered, you will need to enclose the following documentation with every application you submit**

LATEST BANK STATEMENT ENCLOSED ☒

CURRENT ANNUAL ACCOUNTS ENCLOSED ☒

GROUP CONSTITUTION ENCLOSED ☒

If you are unable to supply this information, please set out the reasons below

**DATA PROTECTION:** by applying for a grant, you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed \_\_\_\_\_ Print Name M JEFFERSON

Date 14/5/24

If you require any assistance in completing the form please contact Pauline Snow, Deputy Chief Executive & Community Services Manager at pauline.snow@braunstonetowncouncil.org.uk or telephone 0116 2899270 to make an appointment.

Account Name  
BRAUNSTONE JUNIORS  
COMMUNITY ACCOUNT

Account No. Sort Code Page No  
1 of 5



NatWest

00005858/00011414/343 B 0034133-0001-0  
MISS GLYNIS GLOVER



Current Account

Summary	
Statement Date	05 MAR 2024
Period Covered	06 FEB 2024 to 05 MAR 2024
Previous Balance	£1,411.51
Paid In	£5,138.70
Withdrawn	£4,911.19
New Balance	£1,639.02
BIC	NWBKGB2L
IBAN	GB50NWBK56005537628496

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at [www.natwest.com](http://www.natwest.com)  
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
06 FEB 2024	BROUGHT FORWARD			1,411.51
		40.00		1,451.51
		20.00		1,471.51
		60.00		1,531.51
		89.95		1,621.46
			4.99	1,616.47
			22.50	1,593.97
			15.00	1,578.97
	Card Transaction 4604 05FEB24 CD CURRYS LEICESTER LEICESTER GB		101.97	1,477.00
07 FEB		20.00		1,497.00
		80.00		1,577.00
		15.00		1,592.00
		70.00		1,662.00
	OnLine Transaction Thurmaston PWM Foo BAFC u7s VIA MOBILE - LVP FP 07/02/24 10 59175028139671000N		40.00	1,622.00
	Card Transaction 4604 06FEB24 CD ICELAND LEICESTER GB		2.00	1,620.00
08 FEB		20.00		1,640.00
		55.00		1,695.00
		20.00		1,715.00
		20.00		1,735.00
09 FEB		70.00		1,805.00

National Westminster Bank Plc. Registered in England & Wales No 929027.  
Registered Office: 250 Bishopsgate, London, EC2M 4AA.  
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.



Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
	BROUGHT FORWARD			1,805.00
			4.99	1,800.01
12 FEB		60.00		1,860.01
		500.00		2,360.01
			55.00	2,305.01
			5.09	2,299.92
	Card Transaction 4604 11FEB24 CD ALDI COALVILLE GB		18.48	2,281.44
	Card Transaction 2951 10FEB24 FANATICS SUPPLIES LEICESTER GB		583.31	1,698.13
13 FEB		60.00		1,758.13
		52.75		1,810.88
	OnLine Transaction SARAH HARDY CLEANIN AT SHAKIE VIA MOBILE - LVP FP 12/02/24 10 31202943432065000N		15.00	1,795.88
14 FEB		60.00		1,855.88
	OnLine Transaction ASPLEY SD SARAH ASPLEWOMENS VIA MOBILE - PYMT	20.00		1,875.88
	OnLine Transaction MARK JEFFERSON BAFC WG fines VIA MOBILE - LVP FP 14/02/24 10 49095721766237000N		272.75	1,603.13
15 FEB	Card Transaction 2951 14FEB24 SCHOOLHIRE* B1458937 LONDON GB		864.00	739.13
	Card Transaction 2951 14FEB24 SCHOOLHIRE* B1458948 LONDON GB		484.00	255.13
16 FEB		20.00		275.13
19 FEB		40.00		315.13
	Card Transaction 2951 18FEB24 PAYPAL*GLOVER GLYN LEICESTER GB CREDIT	700.00		1,015.13
	Card Transaction 4604 16FEB24 CD TIMPSON LTD LEICESTER ASD GB		37.00	978.13
	Card Transaction 2951 15FEB24 WWW.LEICEST ERSHIREFA.C LEICS FA GB		160.00	818.13
20 FEB		80.00		898.13
	Card Transaction 4604 19FEB24 CD CURRYS LEICESTER LEICESTER GB		4.80	893.33
	Card Transaction 2951 19FEB24 SCHOOLHIRE* B1560142 LONDON GB		144.00	749.33
	Card Transaction 4604 19FEB24 CD TIMPSON LTD LEICESTER ASD GB		13.50	735.83
21 FEB		20.00		755.83
22 FEB		30.00		785.83
	OnLine Transaction LEICESTER DISTRI Ids /F/0938 VIA MOBILE - LVP		10.00	775.83
	OnLine Transaction LEICS FOXES LEAGUE Ifs /F/0462 VIA MOBILE - LVP FP 21/02/24 10 35204743709675000N		10.00	765.83
	OnLine Transaction LEICS FOXES LEAGUE Ifs /F/0461 VIA MOBILE - LVP FP 21/02/24 10 12205022470553000N		10.00	755.83



Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
	BROUGHT FORWARD			755.83
	OnLine Transaction THE BRAUNSTONE FOU INVOICE 3845 VIA MOBILE - LVP FP 22/02/24 10 38170148675842000N		100.00	655.83
	OnLine Transaction THE BRAUNSTONE FOU INVOICE 3848 VIA MOBILE - LVP FP 22/02/24 10 44165930791738000N		80.00	575.83
	OnLine Transaction BRENDAN BOULTER Grove hire VIA MOBILE - LVP FP 22/02/24 10 58095548597564000N		30.00	545.83
	OnLine Transaction LEICS FOXES LEAGUE Ifsl/F/0465 VIA MOBILE - LVP FP 21/02/24 10 63204556370764000N		10.00	535.83
	OnLine Transaction THE BRAUNSTONE FOU INVOICE 3847 VIA MOBILE - LVP FP 22/02/24 10 33170019208966000N		80.00	455.83
	OnLine Transaction THE BRAUNSTONE FOU INVOICE 3846 VIA MOBILE - LVP FP 22/02/24 10 38170105656587000N		120.00	335.83
23 FEB	Card Transaction 4604 21FEB24 CD ALDI STORES UK BLABY GB		7.20	328.63
26 FEB	[REDACTED]	140.00		468.63
	OnLine Transaction Matthew Widdicombe Saf gua cou Sean VIA MOBILE - LVP FP 24/02/24 10 53165654406320000N		30.00	438.63
	OnLine Transaction ESME HARRIS AMAZ ORD cafe VIA MOBILE - LVP FP 25/02/24 10 24113122405513000N		71.96	366.67
	OnLine Transaction DAVID ALDRED REF FEES 25.02.24 VIA MOBILE - LVP FP 23/02/24 10 31204904339917000N		30.00	336.67
	Card Transaction 2951 24FEB24 SCHOOLHIRE* B1645845 LONDON GB		108.00	228.67
27 FEB	[REDACTED]	35.00		263.67
	OnLine Transaction SARAH HARDY CLEANIN AT SHAKIE VIA MOBILE - LVP FP 26/02/24 10 48221330428015000N		22.50	241.17
28 FEB	Card Transaction 4604 27FEB24 CD TIMPSON LTD LEICESTER ASD GB		27.00	214.17
29 FEB	[REDACTED]	20.00		234.17
	[REDACTED]	20.00		254.17
	[REDACTED]	20.00		274.17
	[REDACTED]	20.00		294.17
01 MAR	[REDACTED]	20.00		314.17
	[REDACTED]	20.00		334.17
	[REDACTED]	20.00		354.17
	[REDACTED]	20.00		374.17
	[REDACTED]	15.00		389.17
	[REDACTED]	20.00		409.17
	[REDACTED]	20.00		429.17
	[REDACTED]	20.00		449.17
	[REDACTED]	20.00		469.17



000041 33-678071-00



<b>Take control of your finances</b> Stay on top of your finances with our digital banking services. To apply, visit <a href="http://www.natwest.com/mobile">www.natwest.com/mobile</a> or to register for Online Banking, visit <a href="http://www.natwest.com/online">www.natwest.com/online</a> App is available to personal and business customers aged 11+ using compatible iOS and Android devices and a UK or international mobile in specific countries	<b>Switching to paperless statements</b> By switching to paperless statements if applicable, you could cut down on the clutter and reduce paper waste. For more information, visit <a href="http://www.natwest.com/paperless">www.natwest.com/paperless</a> You can change your paperless preferences in Online Banking, by selecting the <b>Paperless Settings</b> option
<b>Need help with your finances</b> Whether you want to set up a savings goal to fund your dreams or make a financial plan for the future, we're here to help with our free financial health check. To find out more visit: <a href="http://www.natwest.com/financial-health-check.html">www.natwest.com/financial-health-check.html</a>	
<b>Statement Abbreviations</b> N-S TRN FEE = Non Sterling Transaction Fee VRATE = Variable Payment Scheme Exchange Rate OD = Overdrawn	
<b>How to contact us</b> Message Us via the mobile app Ask Cora, our digital assistant at: <a href="http://www.natwest.com">www.natwest.com</a> 24hr Lost/Stolen Cards: 0370 600 0459 24hr Fraud Helpline: 0345 742 4365 (outside uk- 0044 289 8033)  <b>If you're a Business Customer:</b> 24/7 Business banking support - 0345 711 4477 (Outside the UK +44 870 511 4477) Find useful contact information visit on our 'contact us' page: <a href="https://www.natwest.com/business/support/contact-numbers.html">https://www.natwest.com/business/support/contact-numbers.html</a> Reporting online banking transactions, payments or scams - 0345 711 4477 (Outside the UK - +44 345 711 4477)  <b>Or, if you're a Commercial, Corporate &amp; Institutional customer:</b> Please contact your local sector service team or your relationship manager. To use Relay UK, add 18001 in front of the numbers above. Branch Address: Leicester, Granby Street Branch, 1 Granby Street, Leicester, LE1 6EJ.	
<b>Important information about compensation arrangements</b> Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). Your eligible deposits with Natwest are protected by the Financial Services Compensation Scheme. This means that all deposits with one or more of National Westminster Bank Plc, NatWest Premier, Ulster Bank and Mettle are covered under the same FSCS limit. An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the website: <a href="http://www.FSCS.org.uk">www.FSCS.org.uk</a>	
<b>Dispute Resolution</b> If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman. If you need to contact us about a complaint, you can: <ul style="list-style-type: none"><li>• Message Us via the mobile app</li><li>• Visit <a href="http://www.natwest.com/complaints">www.natwest.com/complaints</a></li><li>• Telephone 03457 888 444 (to use Relay UK add 18001 in front of the number)</li></ul>	
<b>For a Braille, large print or audio versions of your statement call 03457 888 444 or contact your local branch (to use Relay UK add 18001 in front of the number).</b>	







**ACCREDITED**  
PART OF ENGLAND FOOTBALL

# *CLUB* **RULES**





# SUGGESTED RULES

## 1. Name

The club shall be called (the "Club").

## 2. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

## 3. Status of Rules

These rules (the "Club Rules") form a binding agreement between each member of the Club.

## 4. Rules and Regulations

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.

(b) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

## 5. Club Membership

(a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.

(b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(d) The FA and Parent County Association shall be given access to the Membership Register on demand.

## 6. Annual Membership Fee

(a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.  
Resignation and Expulsion

## 7. Resignation and Expulsion

(a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

(b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

## 1. Club Committee

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Welfare Officer (where a Club has youth teams) Secretary and Minutes Secretary and up to 5 other members, elected at an Annual General Meeting.

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the or in their absence the

The quorum for the transaction of business of the Club Committee shall be three.

(c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.

(f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(g) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

## 2. Annual and Extraordinary General Meetings

(a) An AGM shall be held in each year to:

(i) receive a report of the activities of the Club over the previous year;

(ii) receive a report of the Club's finances over the previous year;

(iii) elect the members of the Club Committee; and

(iv) consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.

(c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

(d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be

(f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Save as set out at (g) below, each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(g) Any member aged under 18 years may not vote in a general meeting save that one of his or her parents/ guardians may vote on his or her behalf.

(h) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

## 1. Club Teams

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

## 2. Club Finances

(a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

(c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

(d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(e) The Club may also in connection with the sports purposes of the Club:

(i) sell and supply food, drink and related sports clothing and equipment;

(ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;

(iii) pay for reasonable hospitality for visiting teams and guests; and

(iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets)

(f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

(g) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

(h) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

(i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

(j) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

(k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

## 3. Dissolution

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

(c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

OUT	
Payee	Amount
REFS	£3,862.00
FANATICS, KITS, ETC	£9,109.73
WINTER TRAINING	£9,896.90
CLEANER	£538.41
FA/LEAGUE AFFILIATION	£2,402.65
FA/LEAGUE FINES	£896.50
MISC	£819.40
PAVILLION SPEND	£1,392.40
CLUB EVENTS	£3,294.04
CIVIC/PITCH FEES	£4,613.38
Courses/ DBS	£1,023.00
TUCK SHOP/CAFE	£938.73
TOURNAMENTS	£2,033.14
TOURNAMENT ENTRIES	£630.00
	<b>£41,450.28</b>
	<b>4,478.34</b>
	<b>£49,671.14</b>
	<b>£41,450.28</b>
	<b>£12,699.20</b>

**GRANT APPLICATION COVER SHEET****Community Groups**

<b>GROUP</b>	3 <sup>rd</sup> Braunstone Brownies	
<b>PROJECT</b>	To help towards cost of Brownies Pack Holiday	
<b>AMOUNT REQUESTED</b>	£500	
<b>MEMBERSHIP</b>	<b>Membership Numbers</b>	20
	<b>Braunstone Town residents?</b>	12
<b>PURPOSE OF GRANT</b>	<b>Purpose of grant matches criteria?</b>	yes
<b>PROJECT COSTS</b>	<b>Comments</b>	No comments
<b>INCOME</b>	<b>Balances with project costs?</b>	Yes
	<b>Comments on other grants</b>	No other grants applied for but money raised from organisation and fundraising
	<b>Amount requested from Braunstone Town Council?</b>	£500
<b>PREVIOUS APPLICATIONS</b>	<b>YES / NO</b>	Yes – May 2023
	<b>How much?</b>	£300
<b>REQUIRED DOCUMENTATION</b>	<b>All received as required?</b>	Yes
	<b>Documents not included and reason for not including</b>	
<b>SIGNATURE</b>	<b>Signed and date?</b>	Yes
<b>RECOMMENDATION</b>	To approve the grant application	
<b>REASON</b>	The purpose of the grant matches the criteria and all the required information and forms had been submitted	





# **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

## **APPLICATION FOR A COMMUNITY GROUP GRANT**

NAME OF GROUP 3<sup>rd</sup> BRAUNSTONE BROWNIES

WHERE DO YOUR ACTIVITIES TAKE PLACE? FRIAR LANE & BRAUNSTONE BAPTIST CHURCH

MEMBERSHIP NUMBERS? 20 HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? 12

(An estimated or actual number of members must be specified)

IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? YES GIRLS 7-11 YEARS OLD

BUT LEADER & HELPERS FROM ANY AREA

WHAT ARE THE AIMS OF YOUR GROUP? TO PROMOTE GIRL GUIDING AND PROVIDE A SAFE WEEKLY ENVIRONMENT, ALSO TO DEVELOP AN UNDERSTANDING OF SELF, COMMUNITY AND THE WORLD, THROUGH CRAFTS, GAMES AND ACTIVITIES.

PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)

TO SUBSIDISE ONE OF OUR PACK HOLIDAYS TAKEN EACH YEAR  
(~~WEDNESDAY~~ THURSDAY TO SUNDAY) INCLUDING OVERNIGHT AND DAY  
ACCOMMODATION.

BREAK DOWN OF PROJECT COSTS	AMOUNT
Please give individual costs for each item	
ACCOMMODATION	£ 330-00
OVERNIGHT FEES	£ 225-00
ACTIVITIES (CLIMBING)	£ 100-00
CRAFTS	£ 100-00
FOOD	£ 700-00
RED OF PREY EXPERIENCE	£ 150-00
TOTAL COSTS (Figure must match the Total Income figure below)	£ 1,605-00

INCOME AVAILABLE FOR THIS PROJECT	AMOUNT
Your own organisation	£ <del>100-00</del> 755-00
Other organisations/grant scheme	£
Fundraising	£ 150-00
Other ANOPANUS DONATION	£ 200-00
	£
Amount requested from Braunstone Town Council up to £500	£ 500-00
TOTAL INCOME (Figure must match the Total Project costs above)	£ 1605-00

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT

☒ YES ☐ NO

FUNDING RECEIVED £ 300-00

DATE RECEIVED MAY 2023

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. \* Will your application have a positive or negative impact on Crime Reduction, if so, please give details WE GIVE INTERESTES TO FULL TIME AND DEVELOP RESPECT FOR OTHERS AND THE COMMUNITY

### Contact details

NAME OF CONTACT PERSON IN YOUR ORGANISATION Mr NEIL COLQUHUN

ADDRESS OF CONTACT PERSON \_\_\_\_\_

POST CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

### NAMES AND ADDRESSES OF COMMITTEE MEMBERS

CHAIRPERSON SAMANTHA COLQUHUN \_\_\_\_\_

SECRETARY JANE HENRY GREEN \_\_\_\_\_

TREASURER NEIL COLQUHUN \_\_\_\_\_

If a grant is agreed, your grant will be paid via BACS. A completed BACS form will be required with your application in order to process the payment

BACS BANK DETAILS FORM ENCLOSED



In order for your grant to be considered, you will need to enclose the following documentation with every application you submit

LATEST BANK STATEMENT ENCLOSED



CURRENT ANNUAL ACCOUNTS ENCLOSED



GROUP CONSTITUTION ENCLOSED



If you are unable to supply this information, please set out the reasons below

**DATA PROTECTION:** by applying for a grant, you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed \_\_\_\_\_ Print Name NEIL COLQUHUN

Date 28-4-24

If you require any assistance in completing the form please contact Pauline Snow, Deputy Chief Executive & Community Services Manager at pauline.snow@braunstonetowncouncil.org.uk or telephone 0116 2899270 to make an appointment.

\*phone 03457 213 213

MR N GOLIGHTLY

010660 34300 A

## Community Directplus Account

## Summary

Account title  
3 B BROWNIE

Date	Description	Money out	Money in	Balance
27 FEB 24	OPENING BALANCE			2,550.57
6 MAR 24	500004 0036519208870000	1,272.00		1,278.57
20 MAR 24	CREDIT		58.00	
20 MAR 24	CREDIT		99.00	1,435.57
25 MAR 24	DD EE LIMITED Q78458607504948954	19.76		1,415.81
Statement closing balance				1,415.81

Statement date  
27 March 2024Statement number  
17Page number  
1 of 1

Abbreviations: S Sub Total (Intermediate Balance) OD Overdrawn Balance OD/S Overdrawn Intermediate Balance NSTF Non Sterling Transaction Fee.  
Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Statement opening balance  
2,550.57Money out  
1,291.76Money in  
157.00Statement closing balance  
1,415.81International Bank  
Account Number

GB56 CPBK 0892 9967 2680 21

Bank Identification Code  
CPBK GB22

Deposits into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)



Girlguiding UK

Receipts and Payments Account      3rd Braunstone Brownies

1 Jan 2023      to      31 Dec 2023

Receipts [In]	This Year
Subscriptions	1 - 840 - 00
Raising	1 - 366 - 00
Gifts	2 - 420 - 00
Uniform	21 - 00
Other	23 - 00
Total	5 - 670 - 00

Payments [Out]	
Gifts	1 - 471 - 39
Stationary	19 - 48
Raising	1 - 425 - 00
Activities	247 - 74
Books/badges	245 - 25
Freshments	3 - 45
Equipment	
Other (inc census)	1 - 415 - 09
Total	4 - 827 - 90

Balance	842 - 10
Balance at start year	1 - 774 - 42
Balance in hand end year	2 - 616 - 52
Balance in hand at ye Bank	2 - 533 - 35
Cash	

£83-17

Prepared by NEIL GOLIGHTLY TREASURER

Unit Guider SAMANTHA GOLIGHTLY

Authorised by Sheila M. Williams

500



## **CONSTITUTION OF THE EXECUTIVE COMMITTEE OF THE GUIDE ASSOCIATION - LEICESTERSHIRE**

**(Operating as Girlguiding Leicestershire)  
Including the City of Leicester, Leicestershire and Rutland.**

### **1. Function**

The function of the County Executive Committee of Girlguiding Leicestershire is to direct the general development, growth and spirit of Girlguiding within the county in accordance with Girlguiding policies and principles. The voting members of the committee are the charity trustees of Girlguiding Leicestershire in accordance with the provisions of the Charities Act.

### **2. Membership**

The County Executive Committee shall have the following members:

- The County Commissioner - Trustee
- The Assistant County Commissioner(s) (up to two) Trustee
- The Division Commissioners - Trustees
- The County Treasurer - Trustee
- The County Office Manager
- Other Advisers appointed to the Committee by the County Commissioner

### **3. Chair of the County Executive Committee**

The county commissioner shall be chair of all meetings of the County Executive Committee or one of the assistant county commissioners will preside in her absence.

### **4. Voting**

All Trustees are entitled to vote at County Executive Committee meetings, as stated in Section 2, membership.

All motions put before the committee must have a proposer and a seconder before a vote is taken.

Each division shall have one vote only by its commissioner, where the role is shared the commissioners have a joint vote and must agree or abstain.

A member holding more than one voting appointment shall be entitled to one vote only.

Decisions shall be made by a majority of votes. In the event case of an equal number of votes being cast, the chair shall have a second or casting vote.

### **5. Participation in meetings by electronic means**

- A meeting may be held by suitable electronic means agreed by the Trustees in which each participant may communicate with all the other participants.
- Any Trustee participating at a meeting by suitable electronic means agreed by the Trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

- Meetings held by electronic means must comply with rules for meetings, including emailing, voting and the taking of minutes.

#### 6. Substitutions

A division commissioner if unavailable to attend may send a substitute who is a member of the division committee. Such substitute members do not have voting rights.

#### 7. Meetings

The county commissioner shall convene at least four meetings of the committee each year and the Annual General Meeting of The Guide Association - Leicestershire will be held once in each calendar year.

#### 8. Quorum

A quorum shall consist of at least one-third of the voting members, half of which should be division commissioners.

#### 9. Invitations

The committee may invite any person to attend a meeting, or part of a meeting, for a specific purpose. Such people may speak with the permission of the chair but shall have no vote.

#### 10. Minutes

Agendas and minutes of the meetings of the committee shall be circulated to:

All members of The Committee

Other Advisers and County Personnel as attending.

The Chief Commissioner for Girlguiding Midlands

The County President.

A written record of the meeting shall be produced, retained and certified by the chairman at the next following meeting.

#### 11. Functions

The functions of The Committee shall be the following:

- To receive and consider matters referred from:  
The division executive committees  
The county commissioner for Leicestershire and members of the committee  
The Leicestershire advisers  
The sub-committees of the committee  
Members of Girlguiding Leicestershire
- To refer to the executive committee of Girlguiding Midlands on all matters concerning Guide Association Policy.
- To form such permanent sub-committees and ad-hoc committees as and when deemed necessary.
- To refer to the division executive committees' appropriate matters and to receive their reports.
- To act as a channel of communication between division executive committees and The executive committee for Midlands.
- To manage the finances of Guide Association - Leicestershire and to ensure that proper records of accounts are kept and audited as appropriate once each year.

- To open the necessary bank accounts and to arrange for the signing of cheques by any two of the following:  
  
The county commissioner for Leicestershire  
The treasurer for Leicestershire  
The assistant county commissioners for Leicestershire  
An officer for Leicestershire as designated by the county commissioner.
- To manage and preserve the buildings, lands, equipment and heritage belonging to the Guide Association - Leicestershire and make them available to other groups, communities and organisations.
- To administer through the county executive committee all funds, securities and other assets belonging to The Guide Association - Leicestershire and to receive donations, endowments, grants and gifts.

#### **12. Investments and property**

All investments and property owned by Guide Association - Leicestershire shall be held for it upon the trusts of an appropriate Declaration of Trust in favour of Guide Association Leicestershire who may be either individuals or The Guide Association Trust Corporation.

#### **13. Dissolution and winding up**

The county executive committee is not allowed to be dissolved without the consent of Girlguiding Midlands. Any assets of Girlguiding Leicestershire will revert to Girlguiding Midlands, or their successors, upon winding up.

#### **14. Constitution**

This constitution may be revised by resolution at an ordinary meeting of the county executive committee or a special meeting of the county executive committee convened for this purpose by not less than 14 days' notice in writing.

Neither this constitution nor any amendment to this constitution shall have any effect until approved by the executive committee of Girlguiding Midlands of the Guide Association.

Any change in the constitution shall be decided by a majority of votes of those present at the county executive committee and entitled to vote (subject to section 9. Quorum) and with the consent of Girlguiding Midlands Executive Committee. The decision shall be formally minuted and a copy of the minutes signed by the county commissioner and the county office manager.

A copy of this constitution shall be signed and dated by the county commissioner and the Midlands Region Commissioner on each occasion and a copy deposited at Girlguiding Midlands Headquarters.

#### **15. Adoption**

This constitution was adopted by resolution of the county executive committee held electronically on

#### **SIGNATURES:**

On behalf of The Committee of  
Guide Association Midland Region

\_\_\_\_\_  
The Chief Commissioner

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---

**The Region Manager  
Midlands**

**Dated** \_\_\_\_\_

**On behalf of Leicestershire**

\_\_\_\_\_  
**The County Commissioner  
Leicestershire**

\_\_\_\_\_  
**The Assistant County Commissioner  
Leicestershire**

**The Assistant County Commissioner  
Leicestershire**

**Dated** \_\_\_\_\_

**GRANT APPLICATION COVER SHEET****Community Groups**

<b>GROUP</b>	3 <sup>rd</sup> Braunstone Rainbows	
<b>PROJECT</b>	To help towards cost of Rainbows Pack Holiday	
<b>AMOUNT REQUESTED</b>	£150	
<b>MEMBERSHIP</b>	<b>Membership Numbers</b>	8
	<b>Braunstone Town residents?</b>	5
<b>PURPOSE OF GRANT</b>	<b>Purpose of grant matches criteria?</b>	yes
<b>PROJECT COSTS</b>	<b>Comments</b>	No comments
<b>INCOME</b>	<b>Balances with project costs?</b>	No
	<b>Comments on other grants</b>	No other grants applied for but money raised from organisation and fundraising sponsored walk that would cover shortfall
	<b>Amount requested from Braunstone Town Council?</b>	£150
<b>PREVIOUS APPLICATIONS</b>	<b>YES / NO</b>	Yes – May 2023
	<b>How much?</b>	£150
<b>REQUIRED DOCUMENTATION</b>	<b>All received as required?</b>	Yes
	<b>Documents not included and reason for not including</b>	
<b>SIGNATURE</b>	<b>Signed and date?</b>	Yes
<b>RECOMMENDATION</b>	To approve the grant application	
<b>REASON</b>	The purpose of the grant matches the criteria and all the required information and forms had been submitted	



# **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

## **APPLICATION FOR A COMMUNITY GROUP GRANT**

NAME OF GROUP 3<sup>RD</sup> BRAUNSTONE RAINBOWS

WHERE DO YOUR ACTIVITIES TAKE PLACE? FRIAR LANE & BRAUNSTONE BAPTIST CHURCH

MEMBERSHIP NUMBERS? 8 HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? 5  
(An estimated or actual number of members must be specified)

IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? YES GIRLS 5-7 YEARS OLD  
BUT LEADERS & HELPERS ANY AREA

WHAT ARE THE AIMS OF YOUR GROUP? TO PROMOTE GIRL GUIDING AND PROVIDE  
A SAFE SPACE TO MEET, ALSO HELP THE GIRLS DEVELOP THEIR  
UNDERSTANDING OF SELF, COMMUNITY AND THE WORLD, THROUGH  
CRAFTS AND ACTIVITIES

PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)

TO SUBSIDISE A DAY TRIP TO THE BROWNIE PACK HOLIDAY.  
TO GET AN IDEA OF THE ACTIVITIES THE BROWNIES DO AND  
JOIN IN.

### **BREAK DOWN OF PROJECT COSTS**

Please give individual costs for each item

BREAK DOWN OF PROJECT COSTS	AMOUNT
Please give individual costs for each item	
ACCOMMODATION	£ 60-00
ACTIVITIES	£ 100-00
CRAFTS	£ 50-00
FOOD	£ 72-00
	£
	£
<b>TOTAL COSTS (Figure must match the Total Income figure below)</b>	<b>£ 282-00</b>

### **INCOME AVAILABLE FOR THIS PROJECT**

Your own organisation

Other organisations/grant scheme

Fundraising SPONSORED WALK

Other

Amount requested from Braunstone Town Council up to £500

**TOTAL INCOME (Figure must match the Total Project costs above)**

### **AMOUNT**

£ 100-00

£

£ 25-00

£

£

£ 150-00

**£ 275-00**

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT

YES/NO

FUNDING RECEIVED £ 150

DATE RECEIVED MAY 23



The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. \* Will your application have a positive or negative impact on Crime Reduction, if so, please give details WE GIVE INTERESTS TO DEVELOP RESPECT FOR OTHERS AND THE COMMUNITY

### Contact details

NAME OF CONTACT PERSON IN YOUR ORGANISATION MR NEIL GOUGHTRY

ADDRESS OF CONTACT PERSON [REDACTED]

[REDACTED] POST CODE [REDACTED]

TELEPHONE [REDACTED] EMAIL [REDACTED]

### NAMES AND ADDRESSES OF COMMITTEE MEMBERS

CHAIRPERSON SUZI PEET [REDACTED] LEICESTER

SECRETARY HELEN BROWN [REDACTED] LEICESTER

TREASURER NEIL GOUGHTRY [REDACTED] LEICESTER

If a grant is agreed, your grant will be paid via BACS. A completed BACS form will be required with your application in order to process the payment

BACS BANK DETAILS FORM ENCLOSED



In order for your grant to be considered, you will need to enclose the following documentation with every application you submit

LATEST BANK STATEMENT ENCLOSED



CURRENT ANNUAL ACCOUNTS ENCLOSED



GROUP CONSTITUTION ENCLOSED



If you are unable to supply this information, please set out the reasons below

**DATA PROTECTION:** by applying for a grant, you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed [REDACTED] Print Name NEIL GOUGHTRY

Date 28-4-24

If you require any assistance in completing the form please contact Pauline Snow, Deputy Chief Executive & Community Services Manager at pauline.snow@braunstonetowncouncil.org.uk or telephone 0116 2899270 to make an appointment.





# BRAUNSTONE TOWN COUNCIL

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

*Darren Tilley – Chief Executive & Town Clerk*

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

**BRAUNSTONE CIVIC CENTRE** Kingsway, Braunstone Town, Leicester LE3 2PP

Telephone: 0116 2899270 Fax: 0116 2824785 VAT Reg No. 114762482

**Civic Centre Reception & Bookings, Connect Service Shop** Tel: 0116 2890045 Fax: 0116 2824785  
**Thorpe Astley Community Centre Bookings** Tel: 0116 2890704 Fax: 0116 2893834

Our Ref:

Your Ref:

When calling please ask for:

Dear Sir/Madam

## PAYMENT VIA INTERNET BANKING

In anticipation of the phasing out of cheques the Town Council is progressing towards the use of Internet Banking to make payment for goods and services.

In order for us to make this transition from cheque payment we would like to encourage you to opt to accept payment by Internet Banking. All you need to do to make this change is to complete this form and return it to us in the enclosed pre-paid envelope or fax it to 0116 2824785.

You will be notified by Remittance Advice Note that payment has been made and the payment will appear in your account with the relevant invoice/reference number so payments will be easy to trace through your bank statement.

Thank you for your assistance in this matter.

**Alternatively, if you would prefer to accept payment by Direct Debit payment, I would be most grateful if you could supply me with the appropriate mandate form.**

(\*required)

Name (Account Name)*	3 B RAINBOWS		
Company Address* (for receipt of remittance advice)	7 BROMWICH CLOSE THORPE ASTLEY		
	LEICESTER	Post Code	LE3 3RT
Contact Telephone	07813163940		
Bank Name*	THE CO-OPERATIVE BANK		
Bank Account Address	77-79 MARKET PLACE		
	LEICESTER	Post Code	LE1 5EN
Bank Account Number*	67268034		
Sort Code*	08-92-99		
Email for Remittance Advice Notes	neilcgoightly@hotmail.co.uk		
Signature	N. G. O. I. G. H. T. Y.		

Please return to Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

\*phone 03457 213 213

MR N GOLIGHTLY



010661 34300 A

## Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title 3 B RAINBOWS	27 FEB 24	OPENING BALANCE			988.18
	28 FEB 24	2718 ROBERTS TOURS	4.00		984.18
	1 MAR 24	500004 0036470781870000	318.00		666.18
	20 MAR 24	CREDIT		6.85	
	20 MAR 24	CREDIT		33.00	706.03
	21 MAR 24	2718 ROBERTS TOURS	4.00		702.03
Statement closing balance					702.03

Abbreviations: S Sub Total (Intermediate Balance) OD Overdrawn Balance OD/S Overdrawn Intermediate Balance NSTF Non Sterling Transaction Fee.  
Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Statement date  
27 March 2024Statement number  
12Page number  
1 of 1Statement opening balance  
988.18Money out  
326.00Money in  
39.85Statement closing balance  
702.03International Bank  
Account Number

GB93 CPBK 0892 9967 2680 34

Bank Identification Code  
CPBK GB22

Deposits into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

# Girlguiding UK

Receipts and Payments Account 3rd Braunstone RAINBOWS

1 Jan 2023 to 31 Dec 2023

## Receipts [In]

This Year

subscriptions	633-00-
fundraising	506-00-
trips	:
uniform	14-00-
other	

Total	1153-00
-------	---------

## Payments [Out]

trips	57-8-
stationary	11-82
fundraising	475-00
activities	20-95
books/badges	81-60-
refreshments	35-93
equipment	
other (inc census)	164-95
Total	790-25

Result	362-75
--------	--------

Bal of start year	597-93-
-------------------	---------

bal in hand end year	960-68-
----------------------	---------

Balances in hand at ye Bank	960-68
Cash	

Prepared by NEIL CONQUITY TREASURER

Unit Guide - 8021 PEET

Authorised by Sheela Williams



## **CONSTITUTION OF THE EXECUTIVE COMMITTEE OF THE GUIDE ASSOCIATION - LEICESTERSHIRE**

**(Operating as Girlguiding Leicestershire)  
Including the City of Leicester, Leicestershire and Rutland.**

### **1. Function**

The function of the County Executive Committee of Girlguiding Leicestershire is to direct the general development, growth and spirit of Girlguiding within the county in accordance with Girlguiding policies and principles. The voting members of the committee are the charity trustees of Girlguiding Leicestershire in accordance with the provisions of the Charities Act.

### **2. Membership**

The County Executive Committee shall have the following members:

- The County Commissioner - Trustee
- The Assistant County Commissioner(s) (up to two) Trustee
- The Division Commissioners - Trustees
- The County Treasurer - Trustee
- The County Office Manager
- Other Advisers appointed to the Committee by the County Commissioner

### **3. Chair of the County Executive Committee**

The county commissioner shall be chair of all meetings of the County Executive Committee or one of the assistant county commissioners will preside in her absence.

### **4. Voting**

All Trustees are entitled to vote at County Executive Committee meetings, as stated in Section 2, membership.

All motions put before the committee must have a proposer and a seconder before a vote is taken.

Each division shall have one vote only by its commissioner, where the role is shared the commissioners have a joint vote and must agree or abstain.

A member holding more than one voting appointment shall be entitled to one vote only.

Decisions shall be made by a majority of votes. In the event case of an equal number of votes being cast, the chair shall have a second or casting vote.

### **5. Participation in meetings by electronic means**

- A meeting may be held by suitable electronic means agreed by the Trustees in which each participant may communicate with all the other participants.
- Any Trustee participating at a meeting by suitable electronic means agreed by the Trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

- Meetings held by electronic means must comply with rules for meetings, including sharing, voting and the taking of minutes.

## 6. Substitutions

A division commissioner if unavailable to attend may send a substitute who is a member of the division committee. Such substitute members do not have voting rights.

## 7. Meetings

The county commissioner shall convene at least four meetings of the committee each year and the Annual General Meeting of The Guide Association - Leicestershire will be held once in each calendar year.

## 8. Quorum

A quorum shall consist of at least one-third of the voting members, half of which should be division commissioners.

## 9. Invitations

The committee may invite any person to attend a meeting, or part of a meeting, for a specific purpose. Such people may speak with the permission of the chair but shall have no vote.

## 10. Minutes

Agendas and minutes of the meetings of the committee shall be circulated to:

All members of The Committee

Other Advisers and County Personnel as attending.

The Chief Commissioner for Girlguiding Midlands

The County President.

A written record of the meeting shall be produced, retained and certified by the chairman at the next following meeting.

## 11. Functions

The functions of The Committee shall be the following:

- To receive and consider matters referred from:  
The division executive committees  
The county commissioner for Leicestershire and members of the committee  
The Leicestershire advisers  
The sub-committees of the committee  
Members of Girlguiding Leicestershire
- To refer to the executive committee of Girlguiding Midlands on all matters concerning Guide Association Policy.
- To form such permanent sub-committees and ad-hoc committees as and when deemed necessary.
- To refer to the division executive committees' appropriate matters and to receive their reports.
- To act as a channel of communication between division executive committees and The executive committee for Midlands.
- To manage the finances of Guide Association - Leicestershire and to ensure that proper records of accounts are kept and audited as appropriate once each year.



- To open the necessary bank accounts and to arrange for the signing of cheques by any two of the following:

The county commissioner for Leicestershire

The treasurer for Leicestershire

The assistant county commissioners for Leicestershire

An officer for Leicestershire as designated by the county commissioner.

- To manage and preserve the buildings, lands, equipment and heritage belonging to the Guide Association - Leicestershire and make them available to other groups, communities and organisations.
- To administer through the county executive committee all funds, securities and other assets belonging to The Guide Association - Leicestershire and to receive donations, endowments, grants and gifts.

## 12. Investments and property

All investments and property owned by Guide Association - Leicestershire shall be held for it upon the trusts of an appropriate Declaration of Trust in favour of Guide Association Leicestershire who may be either individuals or The Guide Association Trust Corporation.

## 13. Dissolution and winding up

The county executive committee is not allowed to be dissolved without the consent of Girlguiding Midlands. Any assets of Girlguiding Leicestershire will revert to Girlguiding Midlands, or their successors, upon winding up.

## 14. Constitution

This constitution may be revised by resolution at an ordinary meeting of the county executive committee or a special meeting of the county executive committee convened for this purpose by not less than 14 days' notice in writing.

Neither this constitution nor any amendment to this constitution shall have any effect until approved by the executive committee of Girlguiding Midlands of the Guide Association.

Any change in the constitution shall be decided by a majority of votes of those present at the county executive committee and entitled to vote (subject to section 9. Quorum) and with the consent of Girlguiding Midlands Executive Committee. The decision shall be formally minuted and a copy of the minutes signed by the county commissioner and the county office manager.

A copy of this constitution shall be signed and dated by the county commissioner and the Midlands Region Commissioner on each occasion and a copy deposited at Girlguiding Midlands Headquarters.

## 15. Adoption

This constitution was adopted by resolution of the county executive committee held electronically on

## SIGNATURES:

On behalf of The Committee of  
Guide Association Midland Region

\_\_\_\_\_  
The Chief Commissioner

-----  

---

**The Region Manager  
Midlands**

**Dated** \_\_\_\_\_

**On behalf of Leicestershire**

\_\_\_\_\_  
**The County Commissioner  
Leicestershire**

\_\_\_\_\_  
**The Assistant County Commissioner  
Leicestershire**

**The Assistant County Commissioner  
Leicestershire**

**Dated** \_\_\_\_\_

**GRANT APPLICATION COVER SHEET****Community Groups**

<b>GROUP</b>	Shakespeare Park Sports Pavilion Management Association	
<b>PROJECT</b>	To assist with meeting the running costs of the Shakespeare Park Sports Pavilion	
<b>AMOUNT REQUESTED</b>	£500	
<b>MEMBERSHIP</b>	<b>Membership Numbers</b>	Over 200
	<b>Braunstone Town residents?</b>	60%
<b>PURPOSE OF GRANT</b>	<b>Purpose of grant matches criteria?</b>	Yes – Support existing groups to provide new services, equipment and running costs
<b>PROJECT COSTS</b>	<b>Comments</b>	Total Costs amount to £10,388. Total Income with grant is £8,000.
<b>INCOME</b>	<b>Balances with project costs?</b>	There is a deficit of £2,388. The facility is available for hire and no estimate is included in the income section.
	<b>Comments on other grants?</b>	Unknown.
	<b>Amount requested from Braunstone Council?</b>	£500
<b>PREVIOUS APPLICATIONS?</b>	<b>YES/NO</b>	Yes – July 2023
	<b>How much?</b>	£500
<b>REQUIRED DOCUMENTATION</b>	<b>All received as required?</b>	Yes
	<b>Documents not included and reason for not including?</b>	
<b>SIGNATURE</b>	<b>Signed and date?</b>	Yes
<b>RECOMMENDATION</b>	To approve the grant application.	
<b>REASON</b>	The purpose of the grant matches the criteria and all the required information and forms had been submitted.	





# **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

## **APPLICATION FOR A COMMUNITY GROUP GRANT**

NAME OF GROUP Shakespeare Park sports Pavilion Association

WHERE DO YOUR ACTIVITIES TAKE PLACE? Shakespeare Park Pavilion

MEMBERSHIP NUMBERS? 200+ HOW MANY RESIDENTS ARE FROM BRAUNSTONE TOWN? 60%  
(An estimated or actual number of members must be specified)

IS MEMBERSHIP OPEN TO ALL BRAUNSTONE TOWN RESIDENTS? yes

WHAT ARE THE AIMS OF YOUR GROUP?

To provide a sports pavilion to local sports club and the wider community

PURPOSE OF GRANT (Please ensure that the project is compatible with our criteria)

help towards running costs

### **BREAK DOWN OF PROJECT COSTS**

Please give individual costs for each item

	AMOUNT
Electricity per month	£ 368
Gas per month	£ 256
Water per month	£ 75
General Service (Alarm, boiler, water unit)	£ 2000
	£
	£
<b>TOTAL COSTS (Figure must match the Total Income figure below)</b>	£

### **INCOME AVAILABLE FOR THIS PROJECT**

	AMOUNT
Your own organisation	£ 500
Other organisations/grant scheme	£ 500
Fundraising	£
Other <u>Cafe</u>	£ 6.500
	£
Amount requested from Braunstone Town Council up to £500	£ 500
<b>TOTAL INCOME (Figure must match the Total Project costs above)</b>	£ 8000

HAVE YOU APPLIED TO BRAUNSTONE TOWN COUNCIL BEFORE FOR A GRANT

YES/NO

FUNDING RECEIVED £ 500

DATE RECEIVED \_\_\_\_\_

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area. \* Will your application have a positive or negative impact on Crime Reduction, if so, please give details \_\_\_\_\_

### Contact details

NAME OF CONTACT PERSON IN YOUR ORGANISATION

MARK JEFFERSON

ADDRESS OF CONTACT PERSON \_\_\_\_\_

POST CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

NAMES AND ADDRESSES OF COMMITTEE MEMBERS

CHAIRPERSON

Gordon Webster

SECRETARY \_\_\_\_\_

TREASURER

MARK JEFFERS

If a grant is agreed, your grant will be paid via BACS. A completed BACS form will be required with your application in order to process the payment

BACS BANK DETAILS FORM ENCLOSED



In order for your grant to be considered, you will need to enclose the following documentation with every application you submit

LATEST BANK STATEMENT ENCLOSED



CURRENT ANNUAL ACCOUNTS ENCLOSED



GROUP CONSTITUTION ENCLOSED



If you are unable to supply this information, please set out the reasons below

**DATA PROTECTION:** by applying for a grant, you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

Signed \_\_\_\_\_

Print Name

M. JEFFERS

Date

14/03/24

If you require any assistance in completing the form please contact Pauline Snow, Deputy Chief Executive & Community Services Manager at pauline.snow@braunstonetowncouncil.org.uk or telephone 0116 2899270 to make an appointment.



## **BRAUNSTONE TOWN COUNCIL**

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

### **CRITERIA FOR COMMUNITY GROUP GRANTS**

#### **INTRODUCTION**

Braunstone Town Council makes small grants available to various organisations, including organisations involving young people, to assist their work.

The aims are to:-

- **Encourage the formation of new community groups leading to the provision of a wider range of services at local level and that particularly fill current gaps in service provision.**
- **Assist with the recruitment of new members to existing groups**
- **Support existing groups to provide new services, equipment and running costs**

The Town Council can also advise on funding from other sources and will encourage and assist community groups in making applications for funding from other sources.

#### **APPLICATION CRITERIA**

- Grant applications are invited from non-profit making organisations.
- Grant applications will only be considered from groups whose principal activities are for the benefit to Braunstone Town residents.
- Grants may be used to pay for equipment, transport costs, hire of rooms, guest speakers, training, education workshops for young people etc. for groups responding to local needs and community life up to a maximum of £500.
- Projects for young people must directly benefit young people in areas such as the arts, sports, improvement to health or awareness of the environment.
- A breakdown of costs will be required for each item in your application. All expenditure must be itemised.
- Funding may be full or part cost of the event or project. The final decision on the amount of the grant is at the sole discretion of the Town Council
- The Council will expect the group to show that it is making some contribution to the costs from their own efforts through fundraising or charges to its members.
- The Council will give favorable consideration to groups that have applied for funding from other organisations (i.e. Blaby District Council, Leicestershire County Council, Lottery Funding etc)

- Where a significant number of the group's members are not residents of Braunstone Town, the Council reserves the right to reduce the maximum grant available
- Please specify a specific amount for your grant – if you do not specify a figure the application may be refused
- Groups will be asked to provide details of past applications and funding granted by the Town Council
- A copy of the most recent Bank Statement and previous year's audited accounts will be required. In the case of new groups, a budget indicating expected annual income and expenditure can be provided. Funds for an approved grant will be released on receipt of confirmation of a bank account set up in the name of the community group.
- A copy of the group's constitution will be required and this must be submitted with all applications
- Grant applications will **not** be put through to the Community Development Committee for consideration unless all documentation is present and the application form is fully completed. Please note that even if you have already submitted documents for previous applications, documents must always be included with each application.
- Deadlines for grant applications are available from Customer Services or from the Town Council Website. If missing documentation for an application is not received before the deadline for each committee meeting the application will be rejected and will need to be resubmitted along with required documentation for a future committee meeting to consider.
- If you wish to discuss your application and documentation before submission, please contact Customer Services at Braunstone Civic Centre, telephone 0116 2890045 or [enquiries@braunstonetowncouncil.org.uk](mailto:enquiries@braunstonetowncouncil.org.uk) and a pre-booked meeting can be arranged with the Deputy Chief Executive & Community Services Manager. Please note that all meetings must be booked in advance and are not available on a drop-in basis.

Branch Name:

account statement

Date	Activity	Paid out	Paid in	Sheet: 9 Of 9
08Apr24	DEB WATER PLUS.CO.UK CD 0710	66.94		Date issued:
16Apr24	FPI BRAUNSTONE TOWN CO FEB BOOKINGS 00000000305873133 089077 10		196.08	Balance
	16APR24 10:40			91.15
26Apr24	DD E.ON NEXT LTD A-C04938CF-001	86.42		24.21
				220.29
				133.87



SHAKESPEARE PARK SPORTS  
PAVILION  
SHAKESPEARE PARK  
AVON ROAD  
LEICESTER  
LE3 3AA

Branch Name: VICTORIA (309950)

account statement

TREASURERS ACCOUNT  
SHAKESPEARE PARK SPORTS PAVILION

Sheet: 8 Of 9

Date issued: 28/03/2024

Date	Activity	Paid out	Paid in	Balance
01Mar24				27.31
07Mar24	FPI BRAUNSTONE TOWN CO ROOM HIRE 00000000301409366 089077 10 07MAR24 11:53		63.84	91.15
	TOTAL PAYMENTS/RECEIPTS:	0.00	63.84	

BGC-Bank Giro Credit BP-Bill Payments CHG-Charge CHQ-Cheque(s) COM-Commission COR-Correction CPT-Cashpoint CSH-Cash CSQ-Cash/Cheque(s) DD-Direct Debit DEB-Debit card DEP-Deposit DR-Overdrawn Balance EUR-Euro Cheque IB-Internet Banking MPI-Mobile Payment In MPO-Mobile Payment Out PAY-Counter withdrawal PSV-Paysave SAL-Salary SCR-Refund Debit SDC-Collection Credit SDD-Collection Debit SDR-Reversal Credit SO-Standing Order SUR-Excess Management Reversal

SHAKESPEARE PARK SPORTS  
PAVILION  
SHAKESPEARE PARK  
AVON ROAD  
LEICESTER  
LE3 3AA

Branch Name: VICTORIA (309950)

account statement

TREASURERS ACCOUNT  
SHAKESPEARE PARK SPORTS PAVILION

Sheet: 7 of 9

Date issued: 01/03/2024

Balance

727.31

327.31

27.31

Date	Activity	Paid out	Paid in
01Feb24			
08Feb24	FPO EON NEXT ENERGY LT 600000001289874064 A-535747BD 608009 10 08FEB24 17:19	400.00	
09Feb24	DEB BRITISH GAS CD 0710	300.00	
	TOTAL PAYMENTS/RECEIPTS:	700.00	0.00

BGC-Bank Giro Credit BP-Bill Payments CHG-Charge CHQ-Cheque(s) COM-Commission COR-Correction CPT-Cashpoint CSH-Cash CSQ-Cash/Cheque(s) DD-Direct Debit DEB-Debit card DEP-Deposit DR-Overdrawn Balance EUR-Euro Cheque IB-Internet Banking MPI-Mobile Payment in MPO-Mobile Payment Out PAY-Counter withdrawal PSV-Paysave SAL-Salary SCR-Refund Debit SDC-Collection Credit SDD-Collection Debit SDR-Reversal Credit SO-Standing Order SUR-Excess Management Reversal



## Select Statement - 30995080689668

SHAKESPEARE PARK SPORTS  
PAVILION  
SHAKESPEARE PARK  
AVON ROAD  
LEICESTER  
LE3 3AA

Branch Name: VICTORIA (309950)

account statement

TREASURERS ACCOUNT  
SHAKESPEARE PARK SPORTS PAVILION

Sheet: 6 Of 9

Date issued: 01/02/2024

Balance  
143.63

727.31

Date  
29Dec23

Activity

Paid out

Paid in

12Jan24 FPI BRAUNSTONE TOWN CO  
ROOM HIRES NOV/DEC  
000000000295445272  
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# CONSTITUTION OF THE SHAKESPEARE PARK SPORTS PAVILION MANAGEMENT ASSOCIATION



ADOPTED 27TH MARCH 2023

Shakespeare Park Sports Pavilion, Avon Road, Braunstone Town, Leicester. LE3 3AB

# **SHAKESPEARE PARK SPORTS PAVILION MANAGEMENT** **ASSOCIATION CONSTITUTION**

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## **Constitution of the Shakespeare Park Sports Pavilion Management Association**

Date of constitution (adopted): 27<sup>th</sup> March 2023.

### **1. Name**

The name of the association is Shakespeare Park Sports Pavilion Management Association.

### **2. Location of principal office**

Shakespeare Park Sports Pavilion, Avon Road, Braunstone Town, Leicester. LE3 3AB.

### **3. Objects**

The objects of the Association are

- (1) the advancement of the amateur sports of lawn bowls, football, lawn tennis and petanque at Shakespeare Park, Avon Road, Braunstone Town for the public benefit by the provision of pavilion facilities for participation in sport.
- (2) to further or benefit the residents of the Parish of Braunstone without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to provide sports pavilion facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

### **4. Powers**

The Association has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the powers include power to:

- (1) employ and remunerate such staff as are necessary for carrying out the work of the Association. The Association may employ or remunerate a Committee Member only to the extent that it is permitted to do so by clause 6 (Benefits and payments to Committee Members and connected persons) and provided it complies with the conditions of those clauses;
- (2) deposit or invest funds and employ a professional;

### **5. Application of income and property**

- (1) Income and property must be applied solely towards the promotion of the objects.
  - (a) A Committee member is entitled to be reimbursed from the property of the Association or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Association.
  - (b) A Committee Member may benefit from indemnity insurance cover purchased at the Association's expense in accordance with, and subject

to conditions.

- (2) None of the income or property of the Association may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the Association. This does not prevent a member who is not also a Committee Member receiving:
  - (a) a benefit from the Association as a beneficiary of the Association;
  - (b) reasonable and proper remuneration for any goods or services supplied to the Association.
- (3) Nothing in this clause shall prevent a Committee Member or connected person receiving any benefit or payment which is authorised by Clause 6.

## **6. Benefits and payments to Committee Members and connected persons**

### **(1) General provisions**

No Committee Member or connected person may:

- (a) buy or receive any goods or services from the Association on terms preferential to those applicable to members of the Association or general public;
- (b) sell goods, services, or any interest in land to the Association;
- (c) be employed by, or receive any remuneration from, the Association;
- (d) receive any other financial benefit from the Association;

unless the payment or benefit is permitted by sub-clause (2) of this clause, or authorised by the court. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

### **(2) Scope and powers permitting Committee Members' or connected persons' benefits**

- (a) A Committee Member or connected person may receive a benefit from the Association provided that it is available generally to the beneficiaries of the Association.
- (b) A Committee Member or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the Association.
- (c) Subject to sub-clause (3) of this clause a Committee Member or connected person may provide the Association with goods that are not supplied in connection with services provided to the Association by the Committee Member or connected person.
- (d) A Committee Member or connected person may receive interest on money lent to the Association at a reasonable and proper rate which must be not more

than the Bank of England bank rate (also known as the base rate).

- (e) A Committee Member or connected person may take part in the normal trading and fundraising activities of the Association on the same terms as members of the public.

**(3) Payment for supply of goods only – controls**

The Association and its Committee Members may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the Association and the Committee Member or connected person supplying the goods ("the supplier").
  - (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
  - (c) The other Committee Members are satisfied that it is in the best interests of the Association to contract with the supplier rather than with someone who is not a Committee Member or connected person. In reaching that decision the Committee Members must balance the advantage of contracting with a Committee Member or connected person against the disadvantages of doing so.
  - (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the Association.
  - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of Committee Members is present at the meeting.
  - (f) The reason for their decision is recorded by the Committee Members in the minute book.
  - (g) A majority of the Committee Members then in office are not in receipt of remuneration or payments authorised by clause 6.
- (4) In sub-clauses (2) and (3) of this clause: "connected person" includes any person within the definition set out in clause [30] (Interpretation);

**7. Conflicts of interest and conflicts of loyalty**

A Committee Member must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Association or in any transaction or arrangement entered into by the Association which has not previously been declared; and

- (2) absent himself or herself from any discussions of the Committee Members in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the Association and any personal interest (including but not limited to any financial interest).

Any Committee Member absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the Committee Members on the matter.

#### **8. Liability of members to contribute to the assets of the Association if it is wound up**

- (1) If the Association is wound up, each member of the Association is liable to contribute to the assets of the Association such amount, but not more than £5, as may be required for payment of the debts and liabilities of the Association contracted before that person or organisation ceases to be a member, for payment of the costs, charges and expenses of winding up, and for adjustment of the rights of the contributing members among themselves.
- (2) In sub-clause (1) of this clause "member" includes any person or organisation that was a member of the Association within 12 months before the commencement of the winding up.
- (3) But subject to that, the members of the Association have no liability to contribute to its assets if it is wound up, and accordingly have no personal responsibility for the settlement of its debts and liabilities beyond the amount that they are liable to contribute.

#### **9. Membership of the Association**

##### **(1) Admission of new members**

###### **(a) Eligibility**

Membership of the Association is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.

A member may be an individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated.

###### **(b) Admission procedure**

The Committee Members:

- (i) may require applications for membership to be made in any reasonable way that they decide;
- (ii) shall, if they approve an application for membership, notify the applicant of their decision within 21 days;



- (iii) may refuse an application for membership if they believe that it is in the best interests of the Association for them to do so;
- (iv) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and
- (v) shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

## **(2) Transfer of membership**

Membership of the Association cannot be transferred to anyone else except in the case of an individual or corporate body representing an organisation which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until the Association has received written notification of the transfer.

## **(3) Duty of members**

It is the duty of each member of the Association to exercise his or her powers as a member of the Association in the way he or she decides in good faith would be most likely to further the purposes of the Association.

## **(4) Termination of membership**

- (a) Membership of the Association comes to an end if:
  - (i) the member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or
  - (ii) the member sends a notice of resignation to the Committee Members; or
  - (iii) any sum of money owed by the member to the Association is not paid in full within six months of its falling due; or
  - (iv) the Committee Members decide that it is in the best interests of the Association that the member in question should be removed from membership, and pass a resolution to that effect.
- (b) Before the Committee Members take any decision to remove someone from membership of the Association they must:
  - (i) inform the member of the reasons why it is proposed to remove him, her or it from membership;
  - (ii) give the member at least 21 clear days notice in which to make representations to the Committee Members as to why he, she or it should not be removed from membership;

- (iii) at a duly constituted meeting of the Committee Members, consider whether or not the member should be removed from membership;
- (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and
- (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

#### **(5) Membership fees**

The Association may require members to pay reasonable membership fees to the Association.

#### **(6) Informal or associate (non-voting) membership**

- (a) The Committee Members may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (b) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

### **10. Members' decisions**

#### **(1) General provisions**

Except for those decisions that must be taken in a particular way as indicated in sub-clause (3) of this clause, decisions of the members of the Association will be taken by vote at a general meeting as provided in sub-clause (2) of this clause.

#### **(2) Taking ordinary decisions by vote**

Subject to sub-clause (3) of this clause, any decision of the members of the Association may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting.

#### **(3) Decisions that must be taken in a particular way**

- (a) Any decision to amend this constitution must be taken in accordance with clause 28 of this constitution (Amendment of Constitution).
- (b) Any decision to wind up or dissolve the Association must be taken in accordance with clause 29 of this constitution (Voluntary winding up or dissolution).

## **11. General meetings of members**

### **(1) Types of general meeting**

There must be an annual general meeting (AGM) of the members of the Association. The first AGM must be held within 18 months of the establishment of the Association, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts and annual report, and must elect Committee Members as required under clause 13.

Other general meetings of the members of the Association may be held at any time.

All general meetings must be held in accordance with the following provisions.

### **(2) Calling general meetings**

#### **(a) The Committee Members:**

- (i)** must call the annual general meeting of the members of the Association in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and
- (ii)** may call any other general meeting of the members at any time.

#### **(b) The Committee Members must, within 21 days, call a general meeting of the members of the Association if:**

- (i)** they receive a request to do so from at least 10% of the members of the Association; and
- (ii)** the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.

#### **(c) If, at the time of any such request, there has not been any general meeting of the members of the Association for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.**

#### **(d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.**

#### **(e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.**

#### **(f) Any general meeting called by the Committee Members at the request of the members of the Association must be held within 28 days from the date on which it is called.**

#### **(g) If the Committee Members fail to comply with this obligation to call a general meeting at the request of its members, then the members who**

requested the meeting may themselves call a general meeting.

- (h) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.
- (i) The Association must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the Committee Members to duly call the meeting, but the Association shall be entitled to be indemnified by the Committee Members who were responsible for such failure.

**(3) Notice of general meetings**

- (a) The Committee Members, or, as the case may be, the relevant members of the Association, must give at least 14 clear days' notice of any general meeting to all of the members, and to any Committee Member of the Association who is not a member.
- (b) If it is agreed by not less than 90% of all members of the Association, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause (3)(a) of this clause have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution or by Regulations.
- (c) The notice of any general meeting must:
  - (i) state the time and date of the meeting;
  - (ii) give the address at which the meeting is to take place;
  - (iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and
  - (iv) if a proposal to alter the constitution of the Association is to be considered at the meeting, include the text of the proposed alteration;
  - (v) include, with the notice for the AGM, the annual statement of accounts and annual report, details of persons standing for election or re-election as a Committee Member, or where allowed under clause 22 (Use of electronic communication), details of where the information may be found on the Association's website.
- (d) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.
- (e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the Association.

**(4) Chairing of general meetings**

The person nominated as chair by the Committee Members under clause 19(2) (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the Association who are present at a general meeting shall elect a chair to preside at the meeting.

**(5) Quorum at general meetings**

- (a) No business may be transacted at any general meeting of the members of the Association unless a quorum is present when the meeting starts.
- (b) Subject to the following provisions, the quorum for general meetings shall be the greater of 5% or three members. An organisation represented by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person.
- (c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.
- (d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must be notified to the Association's members at least seven clear days before the date on which it will resume.
- (e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.
- (f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the Committee but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

**(6) Voting at general meetings**

- (a) Any decision other than one falling within clause 10(3) (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting. Every member has one vote unless otherwise provided in the rights of a particular class of membership under this constitution.
- (b) A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person at the meeting.
- (c) A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must

be taken, and the result of the poll announced, within 30 days of the demand for the poll.

- (d) A poll may be taken:
  - (i) at the meeting at which it was demanded; or
  - (ii) at some other time and place specified by the chair; or
  - (iii) through the use of postal or electronic communications.
- (e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.
- (f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

**(7) Representation of organisations and corporate members**

An organisation or a corporate body that is a member of the Association may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the Association.

The representative is entitled to exercise the same powers on behalf of the organisation or corporate body as the organisation or corporate body could exercise as an individual member of the Association.

**(8) Adjournment of meetings**

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

**12. Committee Members**

**(1) Functions and duties of Committee Members**

The Committee Members shall manage the affairs of the Association and may for that purpose exercise all the powers of the Association. It is the duty of each Committee Member:

- (a) to exercise his or her powers and to perform his or her functions as a Committee Member of the Association in the way he or she decides in good faith would be most likely to further the purposes of the Association; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

- (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and
- (ii) if he or she acts as a Committee Member of the Association in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

**(2) Eligibility**

- (a) Every Committee Member must be a natural person.
- (b) No one may be appointed as a Committee Member:
  - if he or she is under the age of 16 years; or
  - if he or she would automatically cease to hold office under the provisions of clause 15(1)(f).
- (c) No one is entitled to act as a Committee Member whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the Committee Members decide, his or her acceptance of the office of Committee Member.
- (d) At least one of the trustees of the Association must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustee or trustees may act only to call a meeting of the Committee Members, or appoint a new Committee Member.

**(3) Number of Committee Members**

- (a) There should be:
 

No more than six elected Committee Members; and

Not less than six nor more than ten nominated Committee Members.
- (b) There must be at least three Committee Members. If the number falls below this minimum, the remaining Committee Members may act only to call a meeting of the Committee Members, or appoint a new Committee Member.
- (c) The maximum number of Committee Members that can be appointed is as provided in sub-clause (a) of this clause. No Committee Member appointment may be made in excess of these provisions.

### **13. Appointment of Committee Members and Officers**

#### **(1) Elected Committee Members**

- (a) At every annual general meeting of the members of the Association, one-third of the elected Committee Members shall retire from office. If the number of elected Committee Members is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one Committee Member, he or she shall retire;
- (b) The Committee Members to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any Committee Members were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree amongst themselves) be determined by lot;
- (c) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (e) of this clause;
- (d) The members or the Committee Members may at any time decide to appoint a new Committee Member, whether in place of a Committee Member who has retired in accordance with clause 15 (Retirement of Committee Members), or as an additional Committee Member, provided that the limit specified in clause 12(3) on the number of Committee Members would not as a result be exceeded;
- (e) A person so appointed by the members of the Association shall retire in accordance with the provisions of sub-clauses (b) and (c) of this clause. A person so appointed by the Committee Members shall retire at the conclusion of the annual general meeting next following the date of his appointment, and shall not be counted for the purpose of determining which of the Committee Members is to retire by rotation at that meeting.

#### **(2) Nominated Committee Members**

- (a) The following bodies "the appointing bodies" may appoint the following number of Committee Members:
  - (i) Braunstone Town Council – two
  - (ii) the sports clubs with Pitch Licences at Shakespeare Park, issued by Braunstone Town Council – at least one Committee Member and no more than two Committee Members each (with a minimum total number of four and a maximum total number of eight)
- (b) Any appointment must be made at a meeting held according to the ordinary practice of the respective appointing body.
- (c) Each appointment will be until the next annual general meeting of the members of the Association.



- (d) The appointment will be effective from:
  - (i) the annual general meeting of the Association at which the appointing body informs the Association of the appointment; or
  - (ii) where a Committee Member has retired in accordance with clause 15 (Retirement of Committee Members) the date on which the Association is informed of the appointment.
- (e) The person appointed need not be a member of the relevant appointing body.
- (f) A Committee Member appointed by an appointing body has the same duty under Clause 12(1) as the other Committee Members to act in the way he or she decides in good faith would be most likely to further the purposes of the Association.

### **(3) Officers**

- (a) The Association will appoint Officers from among the Committee Members: a Chair, Treasurer and Secretary. Election of these officers shall take place each year at the Annual General Meeting and they shall take office at the end of that meeting.
- (b) Prior to the first Annual General Meeting of the Association and where an Officer vacancy arises between Annual General Meetings, appointment can be made by the Committee from among the Committee Members to serve until the next Annual General Meeting.

## **14. Information for new Committee Members**

The Committee Members will make available to each new Committee Member, on or before his or her first appointment:

- (a) a copy of this constitution and any amendments made to it; and
- (b) a copy of the Association's latest annual report and statement of accounts.

## **15. Retirement of Committee Members**

A Committee Member ceases to hold office if he or she:

- (a) retires by notifying the Association in writing (but only if enough Committee Members will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) is absent without the permission of the Committee from all their meetings held within a period of six months and the Committee resolve that his or her office be vacated;
- (c) dies;
- (d) in the written opinion, given to the Association, of a registered medical

practitioner treating that person, has become physically or mentally incapable of acting as a Committee Member and may remain so for more than three months.

#### **16. Reappointment of Committee Members**

Any person who retires as a Committee Member by rotation or by giving notice to the Association is eligible for reappointment.

#### **17. Taking of decisions by Committee**

All decisions must be taken at a meeting of the Committee, either:

- at an address where the meeting is notified to take place; or
- participation using electronic means in accordance with Clause 19(4).

#### **18. Delegation by Committee**

- (1) The Committee may delegate any of their powers or functions to a sub-committee, and, if they do, they must determine the terms and conditions on which the delegation is made. The Committee may at any time alter those terms and conditions, or revoke the delegation but cannot override or substitute a decision of a Sub-Committee made within the delegated powers it has been given.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the Committee, but is subject to the following requirements -
  - (a) a sub-committee may consist of three or more persons, but at least one member of each sub-committee must be a Committee Member;
  - (b) the sub-committee must be chaired by a Committee Member;
  - (c) the acts and proceedings of any sub-committee must be brought to the attention of the Committee as a whole as soon as is reasonably practicable; and
  - (d) the Committee shall from time to time review the arrangements which they have made for the delegation of their powers.

## **19. Meetings and proceedings of the Committee**

### **(1) Calling meetings**

- (a) The Chair of the Committee may call a meeting of the Committee Members by giving at least 7 clear days' notice to each Committee Member.
- (b) Any Committee Member may call a meeting of the Committee by giving at least 14 clear days' notice to the other Committee Members.
- (c) A meeting of the Committee may decide by resolution to call meetings of the Committee as required.
- (d) The notice of any meeting must:
  - (i) state the time and date of the meeting;
  - (ii) give the address at which the meeting is to take place;
  - (iii) give particulars of the nature of the business to be dealt with at the meeting;
  - (iv) proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent; and
  - (v) the proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the Association.

### **(2) Chairing of meetings**

The Chair of the Committee will be appointed in accordance with clause 13(3). If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the Committee Members present may appoint one of their number to chair that meeting.

### **(3) Procedure at meetings**

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is three Committee Members, or the number nearest to one-third of the total number of Committee Members, whichever is greater, or such larger number as the Committee Members may decide from time to time. A Committee Member shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.
- (c) In the case of an equality of votes, the chair shall have a second or casting vote.

**(4) Participation in meetings by electronic means**

- (a) A meeting may be held by suitable electronic means agreed by the Committee in which each participant may communicate with all the other participants.
- (b) Any Committee Member participating at a meeting by suitable electronic means agreed by the Committee in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.
- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

**20. Saving provisions**

- (1) Subject to sub-clause (2) of this clause, all decisions of the Committee, or of a sub-committee, shall be valid notwithstanding the participation in any vote of a Committee Member:

- who was disqualified from holding office;
- who had previously retired or who had been obliged by the constitution to vacate office;
- who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that Committee Member and that Committee Member being counted in the quorum, the decision has been made by a majority of the Committee Members at a quorate meeting.

- (2) Sub-clause (1) of this clause does not permit a Committee Member to keep any benefit that may be conferred upon him or her by a resolution of the Committee or of a sub-committee if, but for clause (1), the resolution would have been void, or if the Committee Member has not complied with clause 7 (Conflicts of interest).

**21. Execution of documents**

- (1) The Association shall execute documents either by signature or by affixing its seal (if it has one).
- (2) A document is validly executed by signature if it is signed by at least two of the Committee Members.

- (3) If the Association has a seal:
  - (a) it must comply with the provisions of the General Regulations; and
  - (b) it must only be used by the authority of the Committee or of a sub-committee duly authorised by the Committee. The Committee may determine who shall sign any document to which the seal is affixed and unless otherwise determined it shall be signed by two Committee Members.

## **22. Use of electronic communications**

- (1) **General**

The Association will provide within 21 days, to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (2) **To the Association**

Any member or Committee Member of the Association may communicate electronically with the Association to an address specified by the Association for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the Association.
- (3) **By the Association**
  - (a) Any member or Committee Member of the Association, by providing the Association with his or her email address or similar, is taken to have agreed to receive communications from the Association in electronic form at that address, unless the member has indicated to the Association his or her unwillingness to receive such communications in that form.
  - (b) The Committee may, subject to compliance with any legal requirements, by means of publication on its website –
    - (i) provide the members with the notice referred to in clause 11(3) (Notice of general meetings); and
    - (ii) give Committee Members notice of their meetings in accordance with clause 19(1) (Calling meetings)
  - (c) The Committee must:
    - (i) take reasonable steps to ensure that members and Committee Members are promptly notified of the publication of any such notice or proposal;
    - (ii) send any such notice or proposal in hard copy form to any member or Committee Member who has not consented to receive communications in electronic form.

## **23. Keeping of Registers**

The Association must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and Committee

Members.

## **24. Minutes**

The Association must keep minutes of all:

- (1) appointments of officers;
- (2) proceedings at general meetings of the Association;
- (3) meetings of the Committee and subcommittees including:
  - the names of those present at the meeting;
  - the decisions made at the meetings; and
  - where appropriate the reasons for the decisions;

## **25. Accounting records, accounts, annual reports and returns, register maintenance**

The Association must keep accounting records, prepare statements of accounts, and prepare annual reports and returns. The statements of accounts, reports and returns must be made available to all members, Committee Members and appointing bodies within 10 months of the financial year end.

## **26. Rules**

The Committee may from time to time make such reasonable and proper rules as they may deem necessary or expedient for the proper conduct and management of the Association, but such rules must not be inconsistent with any provision of this constitution.

Copies of any such rules currently in force must be made available to any member of the Association and appointing body on request.

## **27. Disputes**

If a dispute arises between members of the Association about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## **28. Amendment of constitution**

- (1) This constitution can only be amended:
  - (a) by resolution agreed in writing by all members of the Association; or
  - (b) by a resolution passed by a 75% majority of votes cast at a general meeting of the members of the Association.
- (2) Any alteration of clause 3 (Objects), clause 13 (Appointment of Committee

Members and Officers), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by Committee Members or members of the Association or persons connected with them, requires the prior written consent of the appointing bodies.

- (3) A copy of any resolution altering the constitution, together with a copy of the Association's constitution as amended, must be sent to the all members and appointing bodies within 15 days from the date on which the resolution is passed.

## **29. Voluntary winding up or dissolution**

- (1) The Association may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the Association can only be made:
  - (a) at a general meeting of the members of the Association called in accordance with clause 11 (Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
    - (i) by a resolution passed by a 75% majority of those voting, or
    - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
  - (b) by a resolution agreed in writing by all members of the Association.
- (2) Subject to the payment of all the Association's debts:
  - (a) Any resolution for the winding up of the Association, or for the dissolution of the Association without winding up, may contain a provision directing how any remaining assets of the Association shall be applied.
  - (b) If the resolution does not contain such a provision, the Committee must decide how any remaining assets of the Association shall be applied.

## **30. Interpretation**

In this constitution:

"connected person" means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the Committee Member;
- (b) the spouse or civil partner of the Committee Member or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the Committee Member or with any person falling within sub-clause (a) or (b) above;

- (d) an institution which is controlled –
  - (i) by the Committee Member or any connected person falling within sub-clause (a), (b), or (c) above; or
  - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
  - (i) the Committee Member or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
  - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

**“Committee Member”** means a Committee Member of the Association.

A **“poll”** means a counted vote or ballot, usually (but not necessarily) in writing.



# Financial Budget Comparison

## for 7. Community Development

### ITEM 14

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

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

		2023/2024	Reserve	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	£4,881.09	£4,881.09
771	Summer Fete				
771/1	Current Year	£0.00	£0.00	-£226.68	-£226.68
771/2	Next Year	£0.00	£0.00	£0.00	£0.00
771	Total	£0.00	£0.00	-£226.68	-£226.68
775	Civic Functions	£0.00	£0.00	£0.00	£0.00
776	Town Mayor's Charity - Pre May	£0.00	£0.00	£135.00	£135.00
777	Town Mayor's Charity - after May	£0.00	£0.00	£545.81	£545.81
786	Community / Social Inclusion Project Grant	£0.00	£250.00	£250.00	£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
794	Warm Spaces Initiative	£0.00	£0.00	£0.00	£0.00
799	Miscellaneous	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		£100.00	£250.00	£5,585.22	£5,235.22
<b>Expenditure</b>					
7040	Town Mayor's Allowance				

# Financial Budget Comparison

## for 7. Community Development

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

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

		<b>2023/2024</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
7040/1	Town Mayor's Travel & Subsistence Allowance	£375.00	£0.00	£116.60	£258.40
7040/2	Town Mayor's Entertainment Allowance	£375.00	£0.00	£138.00	£237.00
7040	Total	£750.00	£0.00	£254.60	£495.40
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	£3,713.50	£716.50
7340	Signs	£500.00	£0.00	£0.00	£500.00
7700	Programme of Events	£4,000.00	£0.00	£4,592.02	-£592.02
7710	Summer Fete				
7710/1	Current Year	£2,800.00	£0.00	£2,588.57	£211.43
7710/2	Next Year	£200.00	£0.00	£73.75	£126.25
7710	Total	£3,000.00	£0.00	£2,662.32	£337.68
7715	Thorpe Astley Summer Event	£3,000.00	£0.00	£2,809.02	£190.98
7720	General Events				
7720/1	General	£0.00	£0.00	£0.00	£0.00
7720/2	Apple Day	£400.00	£0.00	£800.16	-£400.16
7720/3	Open Days	£100.00	£0.00	£0.00	£100.00
7720	Total	£500.00	£0.00	£800.16	-£300.16

# Financial Budget Comparison

## for 7. Community Development

### ITEM 14

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

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

		<b>2023/2024</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
7750	Civic Functions	£1,500.00	£0.00	£701.03	£798.97
7760	Town Mayor's Charity - Pre May	£0.00	£4,079.17	£4,440.81	-£361.64
7770	Town Mayor's Charity - after May	£0.00	£0.00	£88.10	-£88.10
7850	Community Grants	£5,000.00	£1,472.57	£5,189.15	£1,283.42
7860	Community / Social Inclusion Project Grant	£0.00	£0.00	£1,427.52	-£1,427.52
7880	Grants for King's Coronation	£1,000.00	£0.00	£196.45	£803.55
7900	Consumer Products (Purchase for resale)				
7900/1	History Publications	£0.00	£0.00	£0.00	£0.00
7900/2	Crime Prevention	£100.00	£0.00	£0.00	£100.00
7900	Total	£100.00	£0.00	£0.00	£100.00
7940	Social Inclusion Initiatives				
7940/1	General	£800.00	£0.00	£458.15	£341.85
7940/2	Warm Spaces Initiative	£200.00	£0.00	£142.06	£57.94
7940	Total	£1,000.00	£0.00	£600.21	£399.79
7950	Community Safety	£500.00	£0.00	£0.00	£500.00
7990	Miscellaneous	£100.00	£0.00	£72.50	£27.50
<b>Total Expenditure</b>		<b>£25,380.00</b>	<b>£5,551.74</b>	<b>£27,547.39</b>	<b>£3,384.35</b>

# Paid Expenditure Transactions

paid between 20/03/24 and 31/03/24, for the 7. Community Development

Start of year 01/04/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
110838	31/03/24	17538	4008	£33.42	£0.00	£33.42	7. CD	Shakespeare Park Bowls Club	1 x bolt and padlock 7850
110868	31/03/24	18433	4244	£300.00	£0.00	£300.00	7. CD	Leicester City Perm Allotment Society	Community Grant 7850
BACS230523A MAZO2340	31/03/24	18633	4281	£11.98	£2.00	£9.98	7. CD	Amazon UK	Craft supplies for Craft N Chatter group 7940/1
BACS230719J TH0937	31/03/24	18960	4354	£540.00	£90.00	£450.00	7. CD	JTH Concerts and Live Events Ltd	PA system for Summer fete 2023 7710/1
110838CONT RA	31/03/24	19815		-£33.42	£0.00	-£33.42	7. CD	Shakespeare Park Bowls Club	Contra 17538, 1 x bolt and padlock 7850
110868CONT RA	31/03/24	19820		-£300.00	£0.00	-£300.00	7. CD	Leicester City Perm Allotment Society	Contra 18433, Community Grant 7850
BACS230523A MAZCONTRA	31/03/24	19822		-£11.98	-£2.00	-£9.98	7. CD	Amazon UK	Contra 18633, Craft supplies for Craft N Chatter group 7940/1
BACS230719J TH0CONTRA	31/03/24	19825		-£540.00	-£90.00	-£450.00	7. CD	JTH Concerts and Live Events Ltd	Contra 18960, PA system for Summer fete 2023 7710/1
<b>Total</b>				£0.00	£0.00	£0.00			

# Paid Expenditure Transactions

Start of year 01/04/24

paid between 01/04/24 and 07/05/24, for the 7. Community Development

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS240401 GIGGLE2024	08/04/24	19822		£100.00	£0.00	£100.00	7. CD	Giggle Town Arts	Summer Fete Entertainment - Have a Go Circus
110903	16/04/24	19818		£631.25	£0.00	£631.25	7. CD	St Crispins Church	Proceeds from POE
BACS240412J AAAK012	19/04/24	19838	4590	£48.00	£8.00	£40.00	7. CD	JAAAK LTD	Drink for Town Mayors Awards Night
BACS240412J AAAK011	19/04/24	19839	4589	£230.00	£0.00	£230.00	7. CD	JAAAK LTD	Food for Town Mayors Award Night
BACS240430A MAZO4718	03/05/24	19913	4611	£6.49	£1.08	£5.41	7. CD	Amazon UK	Table cloths and accessories for Dday Civic Service refreshments
BACS240430A MAZO2443	03/05/24	19914		£32.91	£5.49	£27.42	7. CD	Amazon UK	Table cloths and accessories for Dday Civic Service refreshments
BACS240501A MAZO4720	03/05/24	19915		£6.49	£1.08	£5.41	7. CD	Amazon UK	Table cloths and accessories for Dday Civic Service refreshments
BACS240424A MAZOABEY	03/05/24	19917	4602	£18.98	£3.16	£15.82	7. CD	Amazon UK	Red filters for spot lights D-Day
BACS240426A MAZO0067	03/05/24	19919	4606	£20.99	£3.50	£17.49	7. CD	Amazon UK	Buckets and spades for TA sand pit
BACS240427A MAZO2250	03/05/24	19920		£47.42	£7.90	£39.52	7. CD	Amazon UK	Buckets and spades for TA sand pit
BACS240427A MAZO4386	03/05/24	19921		£13.97	£2.33	£11.64	7. CD	Amazon UK	Buckets and spades for TA sand pit
BACS240427A MAZO4XC9	03/05/24	19922		£13.49	£2.25	£11.24	7. CD	Amazon UK	Buckets and spades for TA sand pit
BACS240428A MAZO2027	03/05/24	19923		£18.98	£3.16	£15.82	7. CD	Amazon UK	Buckets and spades for TA sand pit
BACS240411B RHERITAGE	03/05/24	19937	4582	£200.00	£0.00	£200.00	7. CD	Braunstone Heritage Archive Group	Grant to Braunstone Heritage Group for D-Day Landings Ann
BACS240502L QUILTERS	03/05/24	19939	4614	£211.67	£0.00	£211.67	7. CD	Leicestershire Quilters	Net proceeds from POE event
BACS240429B ANANA0624	03/05/24	19941	4609	£400.00	£0.00	£400.00	7. CD	Banana Brain Fun Shows	Balance of children's entertainment for TA on the Beach
<b>Total</b>				£2,000.64	£37.95	£1,962.69			

## **BRAUNSTONE TOWN COUNCIL**

### **COMMUNITY DEVELOPMENT COMMITTEE – 16<sup>th</sup> MAY 2024**

#### **Item 16 – Tennis Coaching Sessions (June and July 2024)**

##### **Purpose**

To consider supporting community tennis coaching sessions during June and July 2024 at Shakespeare Park and Thorpe Astley Park Tennis Courts.

##### **Background**

The Council's Business Plan for 2024/2025, adopted by Council on 25<sup>th</sup> January 2024, includes a Strategic Aim "To invest in and maintain high quality urban green spaces for sport, recreation and play while enriching the natural environment". One of the delivery objectives for 2024/2025 in support of this aim is to "deliver tennis initiatives to enhance participation".

##### **Tennis Coaching Sessions**

Discussions have taken place with a local professional tennis coach who has 25 years' experience running beginner tennis coaching sessions. He is willing to deliver sessions on behalf of the Town Council at both tennis courts (Shakespeare Park and Thorpe Astley) from 8th June for six weeks.

The Shakespeare Park sessions are proposed for Saturday mornings, 9am until 2pm, and the Thorpe Astley sessions are proposed for late afternoon / early evening on Wednesdays, 4pm until 8pm.

A one hour session is proposed each day, each week, for the following age groups:

- 1<sup>st</sup> hour: 6 to 8 year old;
- 2<sup>nd</sup> hour: 9 to 11 year old;
- 3<sup>rd</sup> hour: 12 to 17 year old; and
- 4<sup>th</sup> hour: adults.

Those interested will sign up for one of the sessions either at Shakespeare Park or at Thorpe Astley Park for the six weeks.

Details of the sessions and the maximum number is attached at Appendix 1.

##### **Scheme Administration and Cost**

Administration of the bookings and payments will be undertaken by the Town Council.

The coach will be paid for the sessions he provides. The total cost of running all eight sessions for six weeks will be £1,440.

Therefore, the Town Council will be underwriting the costs in the event that sessions go ahead but are below the following capacity (which is the breakeven point):

- 6 to 8 year old and 9 to 11 year old – 10;
- 12 to 17 year old – 8; and
- Adults – 6.

To ensure that sessions can be provided for all those interested, while ensuring that costs to the Council are minimised; it is recommended that delegated authority be given to the Deputy Chief Executive & Community Services Manager to work with the tennis coach to agree, once numbers are known, whether the sessions would be viable and, if so, the total number of sessions and the age ranges for those sessions. Delegated authority is also requested to vary the charges in the event of insufficient take up, if on balance it would make sessions viable.

The Council will publicise the sessions using its regular communication channels. The Council will also provide access to the Shakespeare Park Sports Pavilion and Thorpe Astley Community Centre for toilets, changing facilities and refreshments.

### Recommendations

1. That the proposed six-week *Tennis Coaching Sessions*, detailed in the respective section of the report and as set out at Appendix 1, be approved;
2. that the costs of the coach be met from and income from fees be received into the Community Development - Social Inclusion Initiatives budget; and
3. that delegated authority be given to the Deputy Chief Executive & Community Services Manager to:
  - a) work with the tennis coach to agree, once numbers were known, whether the sessions would be viable and, if so, the total number of sessions and the age ranges for those sessions;
  - b) to vary the charges in the event of insufficient take up, if on balance it would lead to sessions being viable;
  - c) to determine the terms and conditions of the sessions, including cancellation arrangements; and
  - d) to implement administrative arrangements associated with taking bookings and payments.

### Reasons

1. To deliver tennis initiatives to enhance participation, as identified in the Council's Business Plan for 2024/2025.
2. To secure the services of a professional coach to deliver the initiative on behalf of Braunstone Town Council.
3. To ensure that sessions could be provided for all those interested, while ensuring that costs to the Council would be minimised; and to allow for flexibility in how the sessions could be delivered to ensure that sessions would be viable.

# APPENDIX 1

## PROPOSED TENNIS COACHING FROM 8<sup>th</sup> JUNE TO 13<sup>th</sup> JULY 2024 - SIX WEEKS (with potential to extend)

VENUE	TIME	AGE GROUP	MAX. NUMBER ON COURSE	COST PER PERSON FOR SIX WEEK COURSE	COACH FEE FOR SIX WEEK COURSE
Shakespeare Park	Saturday 9am – 10am	6 – 8 years	12	£18.00	£180
Shakespeare Park	Saturday 10am – 11am	9 – 11 years	12	£18.00	£180
Shakespeare Park	Saturday 11am – 12pm	12+	10	£24.00	£180
Shakespeare Park	Saturday 12pm – 1pm	Adults	8	£30.00	£180
Thorpe Astley	Wednesday 4pm - 5pm	6 – 8 years	12	£18.00	£180
Thorpe Astley	Wednesday 5pm – 6pm	9 – 11 years	12	£18.00	£180
Thorpe Astley	Wednesday 6pm – 7pm	12+	10	£24.00	£180
Thorpe Astley	Wednesday 7pm – 8pm	Adults	8	£30.00	£180