

BRAUNSTONE TOWN COUNCIL

Ian Laughton - Executive Officer & Town Clerk

Braunstone Civic Centre, Kingsway,
Braunstone Town, Leicester LE3 2PP
Telephone : (0116) 2899270 Fax: (0116) 2824785
(24hr answerphone)
PR Notice

NOTICE OF MEETING

9th January 2014

A meeting of the **POLICY AND RESOURCES** Committee will be held at Braunstone Civic Centre on Thursday, **16th January 2014** commencing at **7.30pm**, for the transaction of the business as set out below and your attendance is requested.

Yours sincerely,

Ian Laughton
Executive Officer & Town Clerk

AGENDA

1. **Apologies**

2. **Disclosures of Interests**

To receive Disclosures of Interest (not previously disclosed) in respect of items on this Agenda:- i) Disclosable Pecuniary Interests, ii) Other Interests (Non-Pecuniary)

3. **Public Participation**

Members of the public may make representations, give evidence or answer questions in connection with items included on the agenda (Standing Order 13f and 75). 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.

The time allowed for each member of the public to make representation, give evidence, or ask questions will be restricted to 3 minutes. Where there is a group of members of public wishing to make the same representations, present the same evidence or ask the same questions, the group must appoint one representative to speak on their behalf and he/she will be restricted to within 3 minutes.

Public participation sessions will be ordered by the Chairperson as part of his/her role in presiding over the meeting and conducted in accordance with the Council's Standing Orders.

4. **Report of the Meeting held 3rd October 2013**

To receive the Report of the last Meetings held on 3rd October 2013.

5. **Publications**

DIS 816, 818, 819, 820, 822, 823, – , LRALC Newsletter Sept, Oct, Nov 13, The Clerk Sept, Nov 13, BDC Welfare Reform Impact Committee Agenda, Police & Crime Commissioner's Survey Nov 13, BDC Contact Winter 13, CPRE Field Work Winter 13, Clerks & Councils Direct sept, Nov13, Local Council Review Autumn, Winter 13, Business Issues Oct 13, Nov, Jan 14, Dept for Communities and Local Government Sustainable Communities Act 2007 – consultation with parish councils, Municipal Mutual Insurance Ltd, BB19 Bus Overview & Scrutiny Report, Rural Community Council projects and services, SLCC Notice of AGM.



6. Parks and Open Spaces

- a) To receive a Winter Works Programme 2013/2014 progress report (**Enclosed**)
- b) To receive correspondence from a Thorpe Astley resident thanking the Town Council for the standard of grounds maintenance (**Enclosed**)
- c) Thorpe Astley Open Spaces – Commuted Sums
To receive correspondence between the Executive Officer & Town Clerk and the District Council's Financial Services Group Manager regarding the payment of the Commuted Sums for the Thorpe Astley Open Spaces (**Enclosed**)
- d) To note that following recommendations from the Citizens Advisory Panel Meeting held 12th September 2013 that additional information on the Council's open spaces had been included on the Council's website.
- e) To receive proposals from a local resident for a community orchard / peace orchard on Hilcott Green.

7. Thorpe Astley Community Centre – Consultation Rooms

***RECOMMENDED:-** That in view of the special / confidential nature of the business to be transacted, it is advisable in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 79 and 84 apply).
Reasons for exception – Commercial Interest / Legal Advice)*

- i) To receive the report of a meeting with NHS England's Property Surveyor (**Enclosed**)
- ii) To note the criteria for a new GPs Surgery following an enquiry from a local doctor (**Enclosed**)
- iii) To receive a report from the Executive Officer & Town Clerk following meetings with representatives from Fosse Medical Centre. (**Enclosed**)

8. Thorpe Astley Community Centre – Hire Charges

To receive a report on the Sub-Committee Meeting held 6th January 2014 to consider the Thorpe Astley Community Centre Hire Charges (**Enclosed**)

9. Community Governance Review (CGR) – Braunstone Town Council Parish Wards

To receive a progress report from the Executive Officer & Town Clerk on the Community Governance Review to be carried out by Blaby District Council.

10. MANAGEMENT & ADMINISTRATIVE STAFF STRUCTURE

***RECOMMENDED:-** That in view of the special / confidential nature of the business to be transacted, it is advisable in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 79 and 84 apply).
Reasons for exception –Personal Information.)*

- i) To receive a progress report from the Executive Officer & Town Clerk on a Management & Administrative Staff Structure and Job Description Review

11. **Equality and Flexible Retirement Policies**
a) To receive the Executive Officer & Town Clerk's report and decide whether to adopt a revised Equality and a Flexible Retirement Policy (**Enclosed**)
b) To consider any requests for flexible retirement (**Enclosed**)
12. **Evaluation of Training**
To receive the Evaluation of Staff and Councillor Training for the period 1st January 2013 to 31st December 2013 (**Enclosed**)
13. **Leicestershire & Rutland Association of Local Councils – future delivery of local services**
To receive feedback from the consultation events hosted by the LRALC in November 2013 regarding the devolving of county council services.
14. **Notice of Conclusion of Audit for the Year Ended 31st March 2013**
To note that the Audit had been completed and to receive correspondence dated 26th September 2013 from Grant Thornton Auditors along with a copy of the Annual Return (**Enclosed**)
15. **Estimates 2014/2015**
a) To receive the Financial Comparisons for the period 1st April 2013 to 31st December 2013 (latest current year) (**Enclosed**)
b) To Financial Comparisons for the period 1st April 2012 to 31st March 2013 (last year's full) (**Enclosed**)
c) To receive Guidance Notes / Capital Projects / Revenue Costs (**Enclosed**)
d) To receive a report on Long Term Financial Planning (**Enclosed**)
e) Draft Estimates 2014/2015 to recommend a provisional Precept figure to the Full Council meeting on 30th January 2014 (**Enclosed**). The Estimates for 2013/2014 are also enclosed for comparison purposes.
16. **Bad Debts**
In accordance with Financial Regulation 9.4 that the following bad debt be considered for writing off:-
i) Invoice No. 37340 room hire fee due - £22.30
17. **School Places**
To receive a letter of acknowledgement from Millfield LEAD Academy's Chair of Local Governing Body on the forecasted shortfall in school places (**Enclosed**)
18. **Housing Strategy and Housing Needs Meeting 6th November 2013**
To receive a report back from Mr S Maxwell.
19. **Termination of the Meeting**

NOTE:

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

EQUALITIES ACT 2010

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

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

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