

## **BRAUNSTONE TOWN COUNCIL**

### **REPORT OF THE POLICY & RESOURCES COMMITTEE**

**12<sup>TH</sup> JUNE 2014 AT 7.30PM**

**Present:** Mr N Brown (In the Chair), Miss A Ambrose (from item 5a), Miss S Betts, Mrs J Fox, Ms A Hack, Mrs S Maxwell (to item 8b), Mr G Sanders, Mr W Wright.

**Officers in Attendance:** Mr D Tilley, Executive Officer & Town Clerk, Miss J Leech, Assistant Executive Officer – Admin.

**Apologies:** Mr S Maxwell.

**1. Disclosures of Interest from Members or Officers**

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

**2. Report of the Meeting held 3<sup>rd</sup> April 2014**

The report of the meeting held on 3<sup>rd</sup> April 2014 was taken as read and signed by the Chairperson.

**3. Publications**

LRALC Newsletter No.5 2014, Clerks and Councils Direct May 14, Business Issues May/June 14, Blaby District Council Outstanding Achievement Awards 14

**4. Public Participation**

In accordance with Standing Orders 16f and 70 the meeting was adjourned to give an opportunity for members of the public present to raise matters of public interest for the purpose of making representations, giving evidence or answering questions.

There was one member of the public present at the meeting being a representative of Kingsway Celtic Football Club in relation to item 5a. The member of the public recorded the team's wish to work with the Council and confirmed that the team would write to the Council to confirm that it was satisfied with the condition of the Thorpe Astley pitch.

**5. Parks and Open Spaces**

a) Pitch Application 2014/2015 season – Kingsway Celtic

It was noted that, subsequent to the approval of the allocations at the last meeting, a pitch application had been received from Kingsway Celtic Football Club for the 2014/2015 season.

Members were reminded of the conditions adopted at the meeting of the Policy & Resources Committee on 13<sup>th</sup> June 2013 in relation to the team's application for a pitch for that year, ie that the outstanding fee of £450 for the 2012/2013 season should not be waived, and should be paid prior to the start of the season should an application be successful; that the team accept that the Thorpe Astley Football Pitch was fit for purpose in writing; that a meeting be held with the existing clubs at Mossdale Meadows to see if the team could be accommodated there.

It was noted that that Executive Officer & Town Clerk and Ms Hack had met with the team to discuss the options for them to returning to the use of the Council's facilities.

**RESOLVED**

*That Kingsway Celtic Football Club be offered a senior pitch allocation for the 2014/2015 season subject to the following conditions:-*

- i) That the outstanding fee of £450 from Kingsway Celtic Football Club for the 2012/2013 season not be waived.*
  - ii) That it be a condition that, should Kingsway Celtic Football Club be accommodated on one of the Council's pitches, that the outstanding fee for the 2012/2013 season would be paid in at least 4 equal instalments, along with the pitch fees for the current year, no later than:
    - 1<sup>st</sup> October 2014
    - 1<sup>st</sup> February 2015
    - 1<sup>st</sup> October 2015
    - 1<sup>st</sup> February 2016and that written confirmation be received from Kingsway Celtic Football Club of their acceptance of these terms.*
  - iii) That confirmation be received in writing from Kingsway Celtic Football Club that, should the team be accommodated at the Thorpe Astley pitch in the future, that the team accept that the pitch was fit for purpose.*
  - iv) Subject to the Club's acceptance of the above, a meeting of all the Football Clubs using the Council's pitches be arranged to seek agreement and decide if Kingsway Celtic Football Club could be accommodated on one of the Council's pitches.*
  - v) That the allocation of a pitch to Kingsway Celtic Football Club be suspended should there be any late payment for the current season or from the outstanding 2012/2013 season.*
- b) Pitch Allocations Policy and Procedure  
Members considered the merits of introducing a Pitch Allocations Policy and Procedure.

**RESOLVED**

*That a draft policy be submitted to the meeting of the Policy & Resources Committee scheduled for 2<sup>nd</sup> October 2014.*

**6. Parks and Open Spaces**

- a) Legal Transfer of Open Spaces (Persimmon Homes) Thorpe Astley  
A report from the Executive Officer & Town Clerk dated 14<sup>th</sup> May 2014 highlighting key issues from the Council's Solicitors in relation to the transfer of land from Persimmon Homes, was received. The report covered the Restrictive Covenants, Boundaries, and VAT relating to the developer making an election to tax for VAT after the transfer of the land.

It was noted that the residential boundaries abutting the open spaces had been conveyed as shared boundaries and would be maintained jointly between the Council and the adjoining owner.

## RESOLVED

- i) *To note that the Solicitor's issues raised with regard to the election for VAT by the developer had been investigated and it be noted that the commuted sums already received and treated as 'exempt' by the Council would not be affected by the developer's action.*
  - ii) *Prior to proceeding with the legal completion, to obtain clarification from the Council's Solicitor in relation to the nature of the shared boundaries, as to whether it included garden walls, etc.*
  - iii) *To reduce any delay in the transfer, that the Chair of the Policy & Resources Committee be given delegated power to call an extraordinary meeting of the Policy & Resources Committee prior to Full Council to ensure that the Common Seal could be applied to the Transfer.*
  - iv) *To establish the number of properties that the Council has a shared boundary to calculate the potential financial risk to the Council.*
  - v) *To produce a 'Shared Boundary' Policy to enable the Council to make consistent decisions in relation to the replacement of the shared fences.*
  - vi) *Upon legal completion, the boundaries on the Council's Assets Map be updated accordingly.*
  - vii) *That the Council's Groundstaff be advised of the location of the underground electricity cables and sewers etc.*
- b) **RoSPA Reports**  
It was noted that the RoSPA reports had been carried out on all play areas and the reports dated 20<sup>th</sup> May 2014 had been received. There had been no high risk items identified and the medium risk items would be included as standard procedure on the Council's Winter Works Programme.

## **7. Thorpe Astley Community Centre – Medical Rooms**

The Executive Officer & Town Clerk reported on progress of NHS England in finding a provider for the medical facilities at the Thorpe Astley Community Centre.

It was noted that there were two practices interested in using the facilities. NHS England had prepared its commissioning process and selection criteria. It was anticipated that the commissioning process would commence shortly and continue over the summer, with the preferred provider being selected in the early autumn with a view to them commencing operations prior to the end of the year.

## 8. Future of Leicestershire Libraries

A progress report from the Executive Officer & Town Clerk on the future of the Library Service was received and noted as follows:-

- i) The motion referred from the Annual Towns Meeting on 15<sup>th</sup> May 2014 was noted as follows:-

*“We, the residents of Braunstone Town, hereby express our dismay and regret at the decision of Leicestershire County Council to withdraw financial support for the operation of our library and to threaten Braunstone Town’s library with closure. We ask that the County Council review this decision and withdraw the closure threat.*

*We request that Braunstone Town Council work with the community, other partners and stakeholders and uses its offices, powers and influence to keep the Braunstone Town Library open and also provide a better service that is more responsive to the needs of local residents.”*

- ii) The report of the Joint Parishes Library Liaison Group Meeting held 28<sup>th</sup> April 2014 was received and noted. A further meeting of the Group was scheduled for 16<sup>th</sup> June 2014.
- iii) Arising from the Liaison Group Meeting, a summary of how other counties were reviewing and remodelling their Library Services was received and noted.
- iv) The legal advice to-date and implications for the Town Council running a Community Library, were received and noted.
- v) The draft response to Leicestershire County Council’s consultation process on the Future Library Services, was received for comments. It was noted that the County Council was carrying out a Stakeholder Survey for views of organisations interested in taking over the running of their Community Library.

### RESOLVED

- i) To adopt the motion referred from the Annual Towns Meeting as set out in paragraph (i) above.
- ii) To approve the recommendations of the Joint Parish Library Liaison Group.
- iii) That the draft response to Leicestershire County Council’s consultation on the future of Library Services be approved for submission to the County Council. That the Town Council not participate in the Stakeholder Survey, however, return the form to the County Council stating that it considered the Stakeholder Survey to be flawed and refer to the Town Council’s response to the Future Libraries consultation.
- iv) To approve a press release setting out the Town Council’s position on the Future Library Services consultation for publication.
- v) To approve the Terms of Reference for the Braunstone Town Citizens Advisory Panel which would be considering the options for the future library provision in Braunstone Town.

**9. Community Governance Review**

It was noted that Blaby District Council had accepted the proposals in the Community Governance Review at its meeting on 27<sup>th</sup> May 2014. It was noted that there had been eleven responses. The ward changes would come about in December, however there would be no change to Members would not come into effect until the 2015 local elections.

**10. Report of the Licensed Bar Contract Selection Panel**

The report of the Licensed Bar Contract Selection Panel Meeting held 15<sup>th</sup> May 2014 was received. It was noted that the Licensed Bar Contract had been awarded to Mrs J Abbott to commence from 10<sup>th</sup> July 2014 to 9<sup>th</sup> July 2018 to complete the service required to be performed, solely in accordance with the Council's Conditions of Contract, Articles of Agreement and Specification.

**RESOLVED**

*That the Licensed Bar Contract for submitted to the meeting of the Full Council Meeting on 26<sup>th</sup> June 2014 for the Council's Common Seal to be applied*

**11. Staffing**

**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)*

a) *That the following appointment following a six month probationary period be confirmed:-*

*Employee Reference 28:- Position – Deputy Centres Manager*

b) *That, arising from the review of the Council's Management and Administration Structure, the two Customer Services Advisor Posts be permanently increased to 37 hours per week. Employee References 40 and 98. To note that this had resulted in a reduction in 8 hours per week allocated to the Customer Services Advisors which could be considered should the Council take over the management of the Library.*

**12. Local Government Pension Scheme – Discretionary Policies**

It was noted that the Council's Pensions Discretionary Policy had been required to be amended following the changes to the Local Government Pension Scheme in 2013.

**RESOLVED**

*That the amended Pensions Discretionary Policy be adopted and forwarded to Leicestershire County Council, the Pension's administrator.*

**13. Signatories List**

**RESOLVED**

a) *That the following amendments to the No.2 Co-operative Bank Account Signatories (salaries) be approved:-*

*i) Mr I Laughton – to be deleted*

*ii) Mr D Tilley, Executive Officer & Town Clerk – to be added for the purpose of signing cheques and for internet transactions.*

*iii) Miss J Leech, Assistant Executive Officer (Admin) – to be added for the purposes of completing internet transactions as part of the payroll process only.*

- a) Bank of Ireland Account

**RESOLVED**

*That the authorisation of the Town Council's closure of its Bank of Ireland account be approved.*

**14. Corporate Governance Sub-Committee Meeting Held 12<sup>th</sup> June 2014**

- a) Members received a verbal report on the meeting of the Corporate Governance Sub-Committee held 12<sup>th</sup> June 2014.
- b) The report of the Internal Auditor's Report in respect of the Annual Return for the Year Ended 31<sup>st</sup> March 2014 was received and noted.

**RESOLVED**

*It was noted that the Corporate Governance Sub-Committee, had carried out an assessment of the effectiveness of the Internal Audit process, and concluded that there were sound systems of internal control.*

**15. Statement of Accounts for the Year Ended 31<sup>st</sup> March 2014**

The Statement of Accounts for the Year Ended 31<sup>st</sup> March 2014 was received.

**RECOMMENDED**

*That the Statement of Accounts for the Year Ending 31<sup>st</sup> March 2014 be forwarded to the meeting of the Full Council on 26<sup>th</sup> June 2014 for approval.*

**16. Continuity Plan**

The Continuity Plan amended to take account changes in staff and contractor contact details, etc was received and noted.

**RESOLVED**

*That the amended Continuity Plan be adopted and circulated accordingly.*

**17. Performance Indicators**

The Performance Indicators for the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2014 were received as follows:-

**PLANS & ENVIRONMENT COMMITTEE**

PERFORMANCE INDICATORS – Plans & Environment Services	Officer	Last Year's Target	LAST YEAR'S BALANCE	TARGET	1 <sup>ST</sup> QUARTER	2 <sup>ND</sup> QUARTER	3 <sup>RD</sup> QUARTER	4 <sup>TH</sup> QUARTER	RUNNING TOTAL
Number of planning applications considered	EO&TC		78		23	36	22	27	108
% of planning applications returned to Planning Officer within 21 days	EO&TC		100%		100%	100%	100%	100%	100%

## CIVIC CENTRE

PERFORMANCE INDICATORS – Civic Centre	Officer	Last Year's Target	Last Year's Balance - average	TARGET	1 <sup>ST</sup> QUARTE R	2 <sup>ND</sup> QUARTER	3 <sup>RD</sup> & 4 <sup>th</sup> QUARTER	RUNNING TOTAL
Percentage of users/visitors satisfied with the following aspects of the service:-	CCM							
Value for money hire charges			97.25%		100%	100%	100%	
Reception / Welcome			96.5%		100%	100%	100%	
Licensed Bar Service			100%		100%	100%	100%	
Car Parking			100%		100%	100%	93%	
Cleanliness of toilets			100%		100%	86%	100%	
Cleanliness of Room(s) hired			100%		100%	100%	100%	
Room layout			100%		100%	100%	86%	
Room heating			90%		100%	86%	100%	
Room ventilation			100%		66%	86%	93%	
Kitchen Equipment			100%		100%	86%	100%	
Disabled facilities			100%		100%	100%	100%	
Sound Limiter equipment explained to hirer/disco			94.5%		100%	100%	100%	

## THORPE ASTLEY COMMUNITY CENTRE

PERFORMANCE INDICATORS – Thorpe Astley Community Centre	Officer	Last Year's Target	Last Year's Balance - average	TARGET	1 <sup>ST</sup> QUARTE R	2 <sup>ND</sup> QUARTER	3 <sup>RD</sup> & 4 <sup>th</sup> QUARTER	RUNNING TOTAL
Percentage of users/visitors satisfied with the following aspects of the service:-	CCM							
Value for money hire charges			88.75%		100%	100%	100%	
Reception / Welcome			100%		100%	100%	100%	
Licensed Bar Service			100%		100%	100%	100%	
Car Parking			100%		100%	100%	100%	
Cleanliness of toilets			100%		100%	100%	86%	
Cleanliness of Room(s) hired			100%		100%	100%	100%	
Room layout			100%		100%	100%	100%	
Room heating			100%		100%	100%	100%	
Room ventilation			100%		100%	100%	100%	
Kitchen Equipment			100%		100%	100%	100%	
Disabled facilities			100%		100%	100%	100%	
Sound Limiter equipment explained to hirer/disco			87.5%		100%	100%	100%	

## OPEN SPACES & PARKS

PERFORMANCE INDICATORS – Open Spaces & Parks	Officer	Last Year's	Last Year's	TARGET	1 <sup>ST</sup> QUARTER	2 <sup>ND</sup> QUARTER	3 <sup>RD</sup> QUARTER	4 <sup>TH</sup> QUARTER	RUNNING TOTAL
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	Target	Balance						
User Satisfaction Survey*	EO&TC	83%		86%				

## CORPORATE MANAGEMENT

PERFORMANCE INDICATORS – Corporate Management	Officer	Last Year's Target	Last Year's Balance	This Year's Target	1 <sup>ST</sup> QUARTER	2 <sup>ND</sup> QUARTER	3 <sup>RD</sup> QUARTER	4 <sup>TH</sup> QUARTER	RUNNING TOTAL
Average Number of Days/Shifts lost per employee	FO		9.39 days		4.42	3.14	3.10	4.3	14.96
Number of hits on the Council's website over the financial year	EO&TC		92,034		27,942	44,955	35,771	49,113	157,781

## CORPORATE

PERFORMANCE INDICATORS – Corporate	Officer	2010/2011		2011/2012		2012/2013		2013/2014	
		Target	Actual	Target	Actual	Target	Actual	Target	Actual
Number of news features published in the Braunstone Life and Press Releases Issued	EO&TC	34	47	47	42	47	44	47	81
Percentage of citizens surveyed satisfied with the overall performance of the Council and the services provided	EO&TC	100%	87.5%*	90%	100%*	100%	100%*	100%	88%

\*From Annual Report & Performance Plan Survey – to be received at end of August

### **18. Financial Comparisons**

The Financial Comparisons for the period 1<sup>st</sup> April 2014 to 31<sup>st</sup> May 2014 were received and noted.

### **19. Termination of the Meeting**

The meeting closed at 9.00pm.

#### NOTE:

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

#### EQUALITIES ACT 2010

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

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

To ensure that no person receives less 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.

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