

BRAUNSTONE TOWN COUNCIL

Darren Tilley - Executive Officer & Town Clerk

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8th January 2015

Dear Member

A meeting of the **POLICY AND RESOURCES** Committee will be held at Braunstone Civic Centre on Thursday, **15th January 2015** commencing at **7.30pm**, for the transaction of the business as set out below and your attendance is requested.

Yours sincerely,



Executive Officer & Town Clerk

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 17th December 2014**

To receive the Report of the last Meeting held on 17th December 2014 (**Enclosed**).

5. **Publications**

LRALC Newsletter, LCR Winter 2014, Leicestershire Policy Stakeholder Briefing Notes Sept 14, Blaby District Council Community Services Contact List, Department for Communities and Local Government Open And accountable local government – A guide for the press and public on attending and reporting meetings of local government, Leics County Council Meeting report held 2nd July 14, Business Issues Dec 14, Parish Clerks' Highway News, L&R Wildlife Trust Newsletter Winter/Spring 15, LCC Highways Forum Papers 12th January 2015. The Clerk Nov 14.



6. Parks and Open Spaces

- a) To receive a Winter Works Programme 2014/2015 Progress Report (**Enclosed**)
- b) Draft Pitches Policy and Procedure
To note that a consultation had been held with the Football Teams and Parks users with regard to the draft Pitches Policy and Procedure and proposed amendments have been highlighted in the final document for adoption (**Enclosed**)
- c) Progress Report – Mossdale Meadows Pitch Facilities
To receive a progress report on the re-introduction of the second senior pitch at Mossdale Meadows.
- d) To receive a schedule of improvement works to the Franklin Park Community Orchard site arising from issues raised from the meeting of the Working Group held 11th September 2014 (**Enclosed**)
- e) To receive an update on improvements to the bridge at the Culvert, Thorpe Astley Park.

7. Holmfield Park Improvement Project

***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 Interests and Information provided in Confidence)*

*To consider tenders received for the provision of replacement/additional play equipment and general improvement works to Holmfield Park (**Enclosed**)*

To note recommendations made by the Citizens Advisory Panel Meeting held 4th December 2014 (document enclosed at item 13) and receive the results of consultation held with toddler groups (**Enclosed**)

8. Shakespeare Park Improvement Project

***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 Interests and Information provided in Confidence)*

To consider the next stages of the improvement project and to establish a Working Group.

9. 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) To note that employee 98 Customer Services Advisor, had left the Council's employment.

- b) NJC – 2014-16 Payscale & Allowances Agreement
To receive and note details of the NJC 2014-16 Payscale and Allowances Agreement applicable from 1st January 2015 (**Enclosed**)
- c) That the following appointment, following a six month probationary period be confirmed:-

Employee Reference 102: Position – Executive Officer & Town Clerk

10. Evaluation of Training

To receive the evaluation of Staff and Councillor Training for the period 1st January 2014 to 31st December 2014 (**Enclosed**)

11. Blaby District Council Open Spaces Audit

To note that Blaby District Council, as part of its Development Plan evidence gathering process, will be undertaking an audit of all public open spaces in the District

12. Underpasses

To consider a referral by Council on 6th November 2014 (Minute reference 5273) concerning the state of the Narborough Road South underpasses and other underpasses in the Town, with Leicestershire County Council refusing to remove graffiti on a regular basis unless it was considered offensive.

13. Citizens Advisory Panel

To receive the report of the Citizens Advisory Panel Meeting held 4th December 2014 (**Enclosed**)

14. Changes to provision and development of Local Public Services

To note and consider the implications of various changes and developments involving local public services (**Enclosed**):

- a) Future of Leicestershire Libraries / Connect Service Shop
- b) Thorpe Astley Community Centre – Medical Rooms
- c) Leicestershire Police Change Programme.

15. Local Council Award Scheme

To note that the Local Council Award Scheme, to replace the Quality Council Scheme, would be launched in January 2015.

16. Annual Report Questionnaire – Proposed Actions/Responses

To receive the results from the Annual Report Questionnaire relevant to the Committee and consider proposed Action/Responses to the issues raised (**Enclosed**)

17. Complaints

To receive for noting, details of complaints dealt with under the Council's Complaints Procedure:

- (i) Heating at Thorpe Astley Community Centre (**Enclosed**)

18. Parish Polls – Response to Government Consultation

To consider and approve a response to the Department for Communities and Local Government's consultation on proposals to make changes to the arrangements for Parish Polls (**Enclosed**).

19. Notice of Conclusion of Audit for the Year Ended 31st March 2014

To note that the Audit had been completed and to receive correspondence dated 5th September 2015 from Grant Thornton Auditors along with a copy of the Annual Return (**Enclosed**)

20. Estimates 2015/2016

- a) To Financial Comparisons for the period 1st April 2013 to 31st March 2014 (last year's full) (**Enclosed**)
- b) To receive the Financial Comparisons for the period 1st April 2014 to 31st December 2014 (latest current year) (**Enclosed**)
- c) To receive Guidance Notes including Long Term Financial Planning (**Enclosed**)
- d) Capital Projects (**Enclosed**)
- e) Revenue Savings Projects (**Enclosed**)
- f) To receive recommendations from Committees.
 - i) Community Development Committee – review of Community Grant budget (**Enclosed**)
- g) Draft Estimates 2015/2016 to recommend a provisional Precept figure to the Full Council meeting on 29th January 2015 (**Enclosed**). The Estimates for 2014/2015 are also enclosed for comparison purposes.

21. 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.