

BRAUNSTONE TOWN COUNCIL

**MINUTES OF THE ANNUAL MEETING
HELD AT BRAUNSTONE CIVIC CENTRE**

14TH MAY 2015 at 8.00PM

PRESENT: Councillor Shabbir Aslam (Town Mayor), Councillor Sharon Betts (Deputy Town Mayor) and Councillors Anthea Ambrose, Muhammad Aslam, Ajmer Basra, Roger Berrington, Nick Brown, Alex Dewinter, David Di Palma, Amanda Hack, Dinesh Joshi, Paul Kennedy, Berneta Layne, Sam Maxwell, Stuart Maxwell, Phil Moitt, Chetan Parmar, Gary Sanders, Robert Waterton and Bill Wright.

Officers in Attendance: Mr D Tilley, Executive Officer & Town Clerk.

There were 13 members of the public present at the meeting.

COUNCILLOR SHABBIR ASLAM, TOWN MAYOR, IN THE CHAIR

5308 Election of Town Mayor (2015/2016)

As retiring Town Mayor, Councillor Shabbir Aslam called for nominations for the Office of Town Mayor for the year 2015/2016 (item 1 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and was unanimously:

RESOLVED that Councillor Sharon Betts be elected Town Mayor for 2015/2016 and until her successor becomes entitled to act as Town Mayor.

Councillor Sharon Betts duly signed the formal Declaration of Acceptance of Office and was invested with the Badge and Chain of Office by her predecessor, Councillor Shabbir Aslam.

COUNCILLOR SHARON BETTS, TOWN MAYOR, IN THE CHAIR

Councillor Sharon Betts announced that Councillor Bill Wright would be her Consort during her year as Town Mayor and that her Charity for the year would contribute to two local charities, Heart Link Children's Charity and Leicester South West Scouts. Representatives from both organisations addressed Council setting out their work.

5309 Vote of thanks to Retiring Town Mayor (2014/2015)

Council considered a vote of thanks to the retiring Town Mayor (2014/2015), Councillor Shabbir Aslam (item 2 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and was unanimously:

RESOLVED that Councillor Shabbir Aslam be thanked for his service to the Town as Town Mayor and that Mrs Shaneella Aslam be thanked for her service to the Town and support to the Town Mayor as Consort.

It was noted that £4,510 had been raised for Councillor Shabbir Aslam's Town Mayor's Charity, Leicester Charity Link.

The Town Mayor, Councillor Sharon Betts, then presented Councillor Shabbir Aslam with the Past Town Mayor's Medallion.

5310 Election of Deputy Town Mayor (2015/2016)

The Town Mayor called for nominations for the Office of Deputy Town Mayor for the year 2015/2016 (item 3 on the agenda).

It was proposed by Councillor Amanda Hack and seconded by Councillor Nick Brown and was unanimously:

RESOLVED that Councillor Berneta Layne be elected Deputy Town Mayor for 2015/2016.

Councillor Berneta Layne duly signed the formal Declaration of Acceptance of Office and was invested with the Deputy Town Mayor's Badge of Office by the Town Mayor.

5311 Councillors Declaration of Acceptance of Office

Council received an update on delivery by Councillors of their Declaration of Acceptance of Office (item 4 on the agenda).

The Executive Officer and Town Clerk reported that Declarations of Acceptance of Office for all 21 Town Councillors had been duly signed and witnessed.

5312 Apologies

An apology for absence was received from Councillor Sam Fox-Kennedy.

5313 Disclosures of Interest

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

5314 Minutes

The Minutes of the Meeting held on 12th March 2015 were circulated (item 7 on the agenda).

RESOLVED that the Minutes of the meeting held on 12th March 2015 be approved and signed by the Chairperson as a correct record.

5315 Standing Orders and Financial Regulations

Council received a report setting out proposed revisions to Standing Orders and Financial Regulations (item 8 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Amanda Hack and was:

RESOLVED

1. that delegated authority be given to the Executive Officer and Town Clerk to make textual changes to the proposed Standing Orders and Financial Regulations, which doesn't change the meaning or application of the rules, to improve readability and to ensure that any minor errors or errors in the cross-referencing would be corrected; and
2. that subject to 1 above, the proposed revisions to the Standing Orders (Appendix 1) and the Financial Regulations (Appendix 2) be adopted.

Reason for Decision

To update the Standing Orders and Financial Regulations to comply with recent changes in legislation and to address recent issues which had been highlighted with procedures.

5316 Delegation to Committees and Officers

Council received a report setting out proposed delegation arrangements and terms of reference for Committees and a scheme of delegation to officers (item 9 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Sam Maxwell and was:

RESOLVED

1. that delegated authority be given to the Executive Officer and Town Clerk to group the specific officer delegations under subject headings, make textual changes to the proposed Delegated Powers of Committees and Officers, which doesn't change the meaning or application of the rules, to improve readability and to ensure that any minor errors would be corrected; and
2. that subject to 1 above, that the proposed revisions to the Delegated Powers of Committees and Officers (Appendix 1) be adopted.

Reason for Decision

To confirm delegation arrangements to Standing Committees and to codify Officer delegation arrangements in a Scheme of Officer Delegation.

5317 Appointment of Leader and Deputy Leader of the Council

Council considered the appointment of Leader of the Council and Deputy Leader of the Council for the Council Year 2015/2016 (item 10 on the agenda).

It was proposed by Councillor Sam Maxwell and seconded by Councillor Shabbir Aslam and was:

RESOLVED that Councillor Nick Brown be elected Leader of the Council and Councillor Amanda Hack be elected Deputy Leader of the Council for 2015/2016.

5318 Establishment of Standing Committees

Council considered establishing and making appointments to Standing Committees, including appointment of Chairpersons and Vice-Chairpersons, for 2015/2016 (item 11 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Shabbir Aslam and was:

RESOLVED that the following Standing Committees be established, with terms of reference in accordance with the Scheme of Delegated Powers of Committees, and the members be appointed, including to the positions of Chairperson and Vice-Chairperson, as follows:

POLICY & RESOURCES COMMITTEE (11 Members)

Cllr Nick Brown (Chair)
Cllr Amanda Hack (Vice-Chair)
Cllr Anthea Ambrose
Cllr Shabbir Aslam
Cllr Alex DeWinter
Cllr Samantha Maxwell
Cllr Stuart Maxwell
Cllr Phillex Moitt
Cllr Gary Sanders
Cllr Robert Waterton
Cllr Bill Wright

COMMUNITY DEVELOPMENT COMMITTEE (10 Members)

Cllr Anthea Ambrose (Chair)
Cllr Alex DeWinter (Vice-Chair)
Cllr Ajmer Basra
Cllr Nick Brown
Cllr David Di Palma
Cllr Samantha Fox-Kennedy
Cllr Amanda Hack
Cllr Paul Kennedy
Cllr Samantha Maxwell
Cllr Chetan Parmar

PLANS & ENVIRONMENT COMMITTEE (10 Members Plus 1 Ex-Officio Member)

Cllr Gary Sanders (Chair)
Cllr Bill Wright (Vice-Chair)
Cllr Muhammad Aslam
Cllr Roger Berrington
Cllr Dinesh Joshi
Cllr Berneta Layne
Cllr Stuart Maxwell
Cllr Phillex Moitt
Cllr Chetan Parmar
Cllr Robert Waterton
Mr John Dodd (Ex-Officio)

(N.B. The Town Mayor is an Ex-Officio Member of each Standing Committee)

5319 Establishment of Sub-Committees and Advisory Panels

Council considered establishing, confirming terms of reference and making appointments to Sub-Committees and Advisory Panels, including appointment of Chairpersons and Vice-Chairpersons, for 2015/2016 (item 12 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Shabbir Aslam and was:

RESOLVED that the following Sub-Committees and Advisory Panels be established, and terms of reference approved and that the members be appointed, including to the positions of Chairperson and Vice-Chairperson, as follows:

EMPLOYING COMMITTEE (sub-committee of Council) (3 Members)

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

Cllr Nick Brown (Chair)
Cllr Anthea Ambrose (Vice-Chair)
Cllr Alex DeWinter

APPEALS COMMITTEE (sub-committee of Council) (3 Members)

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

Cllr Amanda Hack (Chair)
Cllr Phillex Moitt (Vice-Chair)
Cllr Bill Wright

CORPORATE GOVERNANCE SUB-COMMITTEE (sub-committee of Policy & Resources Committee) (4 Members)

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

Cllr Nick Brown (Chair)
Cllr Amanda Hack (Vice-Chair)
Cllr Shabbir Aslam
Cllr Bill Wright

SHAKESPEARE PARK IMPROVEMENT PROJECT PANEL (Panel of Policy & Resources Committee) (3 Members)

To advise on and develop detailed proposals for the redevelopment and improvement of the Shakespeare Park recreation and pavilion facilities.

Cllr Nick Brown (Chair)
Cllr Amanda Hack
Cllr Sam Maxwell

MILLFIELD HALL ROOF TENDER PANEL (Panel of Policy & Resources Committee) (3 Members)

To consider and determine the tenders/quotes received for the works on the roof of Millfield Hall.

Cllr Nick Brown (Chair)
Cllr Amanda Hack
Cllr Stuart Maxwell

CITIZENS' ADVISORY PANEL (5 Members plus members of the public)

Terms of Reference as set out under the scheme of delegation to Committees.

Cllr Nick Brown (Chair)
Cllr Robert Waterton (Vice-Chair)
Cllr Anthea Ambrose
Cllr Amanda Hack
Cllr Chetan Parmar

FRANKLIN PARK COMMUNITY ORCHARD/MEADOW PROJECT WORKING GROUP (5 Members plus members of the public)

Advising on the management and promotion of the Franklin Park Community Orchard/Meadow.

Cllr Nick Brown (Chair)
Cllr Roger Berrington (Vice-Chair)
Cllr Dinesh Joshi
Cllr Paul Kennedy
Cllr Berneta Layne

5320 Appointments to Outside Bodies

Council considered appointments to Outside Bodies (item 13 on the agenda).

It was noted that Braunstone Town would have two elected representatives on the Lubbethorpe Strategic Consultative Board, one nominated by the Town Council and one nominated by Blaby District Council.

It was proposed by Councillor Nick Brown and seconded by Councillor Shabbir Aslam and was:

RESOLVED that appointments be made to Outside Bodies as follows:

- a) Leicestershire and Rutland Association of Local Councils
(2 representatives)
Cllr Amanda Hack
Cllr Gary Sanders
- b) Braunstone West Social Centre (1 representative)
Cllr Phillex Moitt
- c) Braunstone Town Community Minibus (2 representatives)
Cllr Anthea Ambrose
Cllr Paul Kennedy
- d) Lubbethorpe Strategic Consultative Board (2 representatives)
Cllr Gary Sanders (Chair of Plans & Environment Committee)
Executive Officer & Town Clerk

5321 General Power of Competence

Council considered it's eligibility to use the General Power of Competence (item 14 on the agenda).

The Leader, Councillor Nick Brown, advised Council that in order to be a Council which had the General Power of Competence; the Council has to meet certain criteria. One of these was to have a CiLCA qualified Clerk, and the previous Town Clerk was qualified. The new Town Clerk was currently undertaking the course in order to qualify and once he had completed this, the Town Council would be in a position to renew the General Power of Competence. Councillor Nick Brown concluded that he did not anticipate any business before the Town Council in the immediate future, which required use the Power.

5322 Annual Report

Council received a report setting out the draft Annual Report (2014/2015) for consideration and adoption (item 15 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Roger Berrington and was:

RESOLVED

1. that delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Leader of the Council, to include the final amount raised for the Town Mayor's Charity and amend the section on Braunstone Town Councillors removing the Wards and telephone numbers and making it clear this refers to 2014/2015, and to make any other minor textual amendments as necessary to improve readability and to ensure that any minor errors would be corrected; and
2. that subject to 1 above, the Annual Report 2014/2015 (attached as an Appendix) be adopted and published.

Reason for Decision

To publicise the achievements of the Council during 2014/2015 as a basis for undertaking an Annual Satisfaction Survey.

5323 Cycle of Meetings

Council received the proposed Cycle of Meetings for 2015/2016 (item 16 on the agenda).

It was proposed by Councillor Nick Brown and seconded by Councillor Phil Moitt and was:

RESOLVED that the Cycle of Meetings for 2015/2016 be approved.

5324 Announcements

a) Town Mayor

The Town Mayor, Councillor Sharon Betts, thanked Councillors for entrusting her with the role of Town Mayor and following her Dad passing away in the last year she committed her activities and work during the forthcoming year to his memory.

b) Leader of the Council

Councillor Nick Brown recorded his thanks to Mrs Jo Fox, who had retired as a Town Councillor at the May 2015 elections. Councillor Nick Brown added that Mrs Fox had served as a Town Councillor for many years and with the exception of the year she served as Town Mayor was its Leader from 1995 until 2013.

It was proposed by Councillor Nick Brown and seconded by Councillor Chetan Parmar and was:

RESOLVED that the Council formally recognise Mrs Fox's service to the Town and the Town Council at its meeting scheduled for 25th June 2015 and that a picture of Mrs Fox be added to the pictures of the former Town Councillors in the Council Chamber.

c) Executive Officer and Town Clerk

No announcements were made.

5325 Public Session

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

There were no representations from members of the public at the meeting.

5326 Reports of Standing Committees: Plans & Environment Committee – 19th March 2015

Council received the Report of the Plans & Environment Committee Meeting held on 19th March 2015 (p5754 – p5755).

Page 5755, Item 8 – Lubbethorpe Strategic Consultative Board

Councillor Bill Wright advised that the next meeting of the Board was on 16th July. However, in the meantime, as the M1 bridge went ahead it was important to go to one of the information sessions concerning the construction of the bridge, either at Leicester Forest East on Monday 18th May or Thorpe Astley on Wednesday 20th May between 3pm and 7pm.

It was moved by Councillor Gary Sanders and

RESOLVED that the Report be adopted.

5327 Reports of Standing Committees: Community Development Committee – 19th March 2015

Council received the Report of the Community Development Committee Meeting held on 19th March 2015 (p5756 – p5758).

Page 5756, Item 4b – Crime Reduction Services: Sir Clive Loader, Police and Crime Commissioner

Councillor Nick Brown noted the attendance of Sir Clive Loader to the meeting to answer concerns on recent increases in crime in the Town and welcomed his commitment to ensure the Police was resourced appropriately. Councillor Nick Brown asked that a letter be sent to Sir Clive Loader thanking him for attending and that the Town Council looks forward to the implementation of the promised measures.

It was moved by Councillor Amanda Hack and

RESOLVED that the Report be adopted.

5328 Reports of Standing Committees: Policy & Resources Committee – 16th April 2015

Council received the Report of the Policy & Resources Committee Meeting held on 16th April 2015 (p5759 – p5764).

Page 5761, Item 8 – Thorpe Astley Community Centre – Consultation Rooms

Councillor Nick Brown highlighted that the last update was that the Town Council was awaiting confirmation from NHS England concerning the approval of the final business model for the practice who would be providing services from the Thorpe Astley Consultation Rooms. The Executive Officer and Town Clerk confirmed no further updates had been received. Councillor Nick Brown requested that NHS England was contacted to ascertain progress.

It was moved by Councillor Nick Brown and

RESOLVED that the Report be adopted.

5329 Reports of Standing Committees: Plans & Environment Committee – 23rd April 2015

Council received the Report of the Plans & Environment Committee Meeting held on 23rd April 2015 (p5765 – p5768).

It was moved by Councillor Gary Sanders and

RESOLVED that the Report be adopted.

5330 Sealing of Documents

There were no documents for sealing.

5331 Outside Body Reports

Leicestershire County Council

Mrs J Fox, County Councillor for Braunstone Town Division, reported that the County Council's AGM would be next week and she reported on the following matters:

- a) Child Protection Panel – to review procedures and ensure all necessary protections were in place,
- b) Recycling Credits – following changes to the scheme to review how these would operate,
- c) Employment Committee – looking at options for paying the Living Wage,
- d) Improvement Projects – Melton Cattlemarket, Coalville Town Centre, Superfast Broadband, Midland Mainline, and
- e) Fire Authority – looking restructure, reducing fire attenders.

Mrs J Dickinson, County Councillor for Enderby Meridian Division, reported concerning the Child Protection Panel, Health Scrutiny and her involvement in the Shadow Board of Governors.

Blaby District Council

Councillor Sam Maxwell reported on the following areas which would be a priority for the new District Council:

- a) working to ensure that Vulnerable people are heard, and
- b) New Lubbethorpe Development and particularly the construction of the Bridge and access road to ensure effects on Thorpe Astley and Millfield would be mitigated.

Leicestershire and Rutland Association of Local Councils

Councillor Amanda Hack advised that there had not been a meeting.

Braunstone West Social Centre

Councillor Phil Moitt reported the sad and sudden passing of Mr Michael Langman who had lived in the area and led and supported the work of Braunstone West Social Centre. Councillor Phil Moitt added that Mr Langman's impact on the community had been recognised during his lifetime with a street being named after him and with him receiving an MBE in the Queen's Honours. Councillor Phil Moitt concluded that Mr Langman was the closest Braunstone Town and Leicester Forest East had to a National Treasure.

Members of the Council stood in silence for 1 minute to remember Mr Langman and reflect upon his achievements and service.

Braunstone Town Community Minibus

Councillor Paul Kennedy reported that the Braunstone Town Community Minibus was nominated for a Braunstone Life Award and he would report to the next meeting of the Council on whether this had been awarded.

Lubbethorpe Strategic Consultative Board

Councillor Gary Sanders advised that the next meeting would be on 16th July and he would report to the subsequent Council meeting.

School governors

Councillor Nick Brown advised there was nothing to report.

5332 Termination of Meeting

The meeting closed at 9.10pm.