



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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

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7th May 2015

Dear Councillor,

You are summoned to attend a meeting of the Braunstone Town Council at the Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, on Thursday **14th May 2015** commencing at **8pm** for the transaction of the business set out below.

Yours sincerely,

Executive Officer & Town Clerk

To : The Town Mayor and Members of Braunstone Town Council.

A G E N D A

1. **Election of Town Mayor**
To elect the Town Mayor for 2015/2016.
To receive the Town Mayor's Declaration of Acceptance of Office.
2. **Election of Deputy Town Mayor**
To elect the Deputy Town Mayor for 2015/2016.
To receive the Deputy Town Mayor's Declaration of Acceptance of Office.
3. **Councillors Declaration of Acceptance of Office**
To receive delivery by Councillors of their declaration of acceptance of office.
4. **Apologies**
To receive apologies for absence.
5. **Disclosures of Interest**
To receive disclosures of Interest in respect of items on this agenda:
 - a) Disclosable Pecuniary Interests,
 - b) Other Interests (Non-Pecuniary).
6. **Minutes**
To confirm the accuracy of the Minutes of the meeting of the Braunstone Town Council held 12th March 2015 to be signed by the Chairperson (**Enclosed**).

7. **Standing Orders and Financial Regulations**
To consider and adopt revised Standing Orders and Financial Regulations (**Enclosed**).
8. **Delegation to Committees and Officers**
To consider and adopt delegation arrangements and terms of reference for Committees and a scheme of officer delegation to the Executive Officer and Town Clerk (**Enclosed**).
9. **Appointment of Leader and Deputy Leader of the Council**
To appoint the Leader of the Council and the Deputy Leader of the Council for 2015/2016.
10. **Establishment of Standing Committees**
To establish and make appointments to Standing Committees, including appointment of Chairpersons and Vice-Chairpersons for 2015/2016 (**item to follow**).
11. **Establishment of Sub-Committees and Advisory Panels**
To establish, confirm terms of reference and make appointments to Sub-Committees and Advisory Panels, including appointment of Chairpersons and Vice-Chairpersons for 2015/2016 (**item to follow**).
12. **Appointments to Outside Bodies**
To appoint representatives to the following Outside Bodies:
 - a) Leicestershire and Rutland Association of Local Councils (2 representatives),
 - b) Braunstone West Social Centre (1 representative),
 - c) Braunstone Town Community Minibus (2 representatives),
 - d) Lubbethorpe Strategic Consultative Board (2 representatives)(**item to follow**).
13. **General Power of Competence**
To consider the Council's eligibility to use the General Power of Competence.
14. **Annual Report**
To approve the Annual Report 2014/2015 (**Enclosed**).
15. **Cycle of Meetings**
To approve the Cycle of Meetings for 2015/2016 (**Enclosed**).
16. **Announcements**
To receive announcements (if any):
 - a) Town Mayor,
 - b) Leader of the Council,
 - c) Executive Officer and Town Clerk.
17. **Public Session**
Members of the public may 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.

18. Reports of Standing Committees

To receive reports and minutes of Standing Committees (**Enclosed**):

a) Plans & Environment Committee	19/03/2015	p5754
b) Community Development Committee	19/03/2015	p5756
c) Policy & Resources Committee	16/04/2015	p5759
d) Plans & Environment Committee	23/04/2015	p5765

19. Sealing of Documents

To authorise the sealing of documents (if any).

20. Outside Body Reports

To receive reports from members of Outside Bodies:

- a) County Councillors,
- b) District Councillors,
- c) Leicestershire and Rutland Association of Local Councils,
- d) Braunstone West Social Centre,
- e) Braunstone Town Community Minibus,
- f) Lubbesthorpe Strategic Consultative Board,
- g) School Governors.



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 THE MEETING
HELD AT BRAUNSTONE CIVIC CENTRE**

12TH MARCH 2015 at 8.00PM

Present: Mr M S Aslam (In the Chair), Miss A Ambrose, Mr A S Basra, Mr R Berrington, Miss S Betts, Mr N Brown, Mr N Chamberlain, Mrs S Fox-Kennedy, Mrs J Fox, Mr P Kennedy, Ms A Hack, Mrs I Whailing, Mr W Wright.

Officers in Attendance: Mr D Tilley, Executive Officer & Town Clerk, Miss J Leech, Assistant Executive Officer (Admin)

There was no members of the public present at the meeting.

MR M S ASLAM, TOWN MAYOR, IN THE CHAIR

5292 Apologies for Absence

Mr D. Joshi, Mrs S Maxwell, Mr S Maxwell, Mr G Sanders

5293 Disclosures of Interest

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

5294 Minutes of the Meeting held 29th January 2015

RESOLVED: That the Minutes of the Meeting held 29th January 2015 as previously circulated be confirmed as a correct record and signed by the Chairperson.

5295 Items Dealt With Required by Statute

i) Braunstone Town Library

RESOLVED

That delegated authority be given to the Policy & Resources Committee to adopt the final proposal on behalf of the Town Council for the Combined Public Services model for Braunstone Town Library and Customer Service Shop and to accept Management Responsibility for the services at Braunstone Town Library, provided these are in accordance with the principles of the model approved by Policy & Resources Committee on 17th December 2014.

5296 Town Mayor's Report

Mr M S Aslam reported on events that he attended in his capacity as Town Mayor since the last meeting. He had attended the St Crispin Church's Community Quiz Night and Leicester Forest Photographic Society's exhibition as part of the Programme of Events.

Mr N Brown noted that it was the last meeting before the May elections and took an opportunity to thank those Members of the Council who were not re-standing for election, for their work with the Council.

5297 Public Session

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

5298 Questions from Councillors

There were no questions raised by Councillors submitted in accordance with Standing Order 15.

5299 Plans & Environment Committee

The Report of the Plans & Environment Committee Meeting held on 5th February 2015 (p5723/p5737).

Page 5734, Item 5 – Lubbethorpe Development

Mr W Wright reported his concerns that there was construction traffic using Wagergate Lane to access Lubbethorpe. He had contacted the relevant officers at Blaby District Council to report the matter however and they had confirmed that it was the case that Watergate Lane should not be used by the developer's construction traffic and it was a possibility that it was County Highways' vehicles.

RESOLVED

That Blaby District Council be contacted via the Town Council offices for assurance that Watergate Lane would not be used by construction vehicles.

Page 5737, Item 7 – Leicestershire County Council Highways Forum

Mrs J Fox noted that the damaged fencing to the Narborough Road South service road had not yet been repaired.

RESOLVED

That Leicestershire County Council be contacted as an urgency to establish when the repair works were going to take place.

RESOLVED: That the Report be adopted.

5300 Community Development Committee

The Report of the Community Development Committee Meeting held on 5th February 2015 (p5738/5741).

Page 5740, Item 7 – Crime Reduction

It was noted that Sir Clive Loader, Crime Commissioner for Leicestershire Police, had agreed to attend the next meeting of the Community Development Committee on 19th March 2015.

RESOLVED

That a notice of the Crime Commissioner's attendance to the meeting be sent to all Members of the Council should they wish to attend. An invite would also be sent to the Neighbourhood Watch Co-ordinators.

RESOLVED: That the Report be adopted.

5301 Policy & Resources Committee

The Report of the Policy & Resources Committee Meeting held on 12th February 2015 (p5742/5745)

RESOLVED: That the Report be adopted.

5302 Plans & Environment Committee

The Report of the Plans & Environment Committee Meeting held on 26th February 2015 (p5746/p5748).

RESOLVED: That the Report be adopted.

5303 To Consider Resolutions or Recommendations

There were no Resolutions or Recommendations received.

5304 Authorisation of the Sealing of Documents

There were no documents received.

5305 Reports from Representatives of Outside Bodies, District and County Councillors, LAPLC Representatives and School Governors Reports

Leicestershire County Council

Mrs J Fox reported that Leicestershire County Council had gone through its process in terms of setting the budget. She reported on the planned closure of Snibston Discovery Park.

Blaby District Council

Mr W Wright reported that the Scrutiny Review Panel for which he was Chair, had submitted its proposed review subjects for consideration at the next meeting of the District's Full Council.

Braunstone West Social Centre

It was agreed that a letter expressing the Council's best wishes would be sent to Mr Langman, the Braunstone West Social Centre Committee's Chairman.

Braunstone Town Community Minibus

Mr P Kennedy reported that the Braunstone Town Community Minibus Committee had attended the raising of the flag event at the Civic Centre to celebrate Commonwealth Day.

Lubbesthorpe Development Strategic Group

Mr W Wright reported that there was nothing to report in addition to what was recorded in the Plans & Environment Committee minutes.

School governors

Mr N Brown reported that the LEAD Academy Trust was intending to submit a bid to take on the responsibility for the new school to be sited at the former Holmfield School site.

Leicestershire & Rutland Crime Stoppers

Mrs S Fox-Kennedy reported that she had not received any notification for meetings of the Crime Stoppers. It would be checked that the meetings were still being held.

5306 Approval of Accounts from 8th January 2015 to 28th February 2015

RESOLVED: That in accordance with the Accounts & Audit Regulations 2003 the list of Approved Expenditure Transactions for the Period 8th January 2015 to 28th February 2015 be approved (copy filed with Minutes).

5307 Termination of the Meeting

The meeting closed at 8.35pm.

BRAUNSTONE TOWN COUNCIL

14th MAY 2015

Item 7 – Standing Orders and Financial Regulations

Policy and Resources Committee on 14th August 2014 forwarded minor changes to the Standing Orders to Council to comply with legislative changes and resolved:

- i) that a full review of the Standing Orders, Financial Regulations and Delegated Powers be carried out and forwarded to the Full Council meeting on 14th May 2015; and
- ii) that the Financial Regulations be amended and robust administrative processes be developed to allow the Council to take advantage of the repeal of Section 150(5) of the Local Government Act 1972 (the two signatory by Councillors cheque rule).

Corporate Governance Sub-Committee on 12th June 2014, identified issues to be included in the full review as follows:

- Questions at Full Council Meetings
- Public Participation.

Policy and Resources Committee on 16th April 2015 received the proposed changes included in this report to the Standing Orders and Financial Regulations and approved the recommendations below for consideration and adoption by Council at the Annual Meeting on 14th May 2015.

Standing Orders

The proposed revisions to the Standing Orders, attached at Appendix 1, include a restructuring of the order of the rules under topics. Additions, deletions and amendments to the rules are highlighted as tracked changes. Updates have been made to both comply with the legislation, e.g. electronic delivery of agendas, and to codify current ways in which the Council operates, e.g. Leader and Deputy Leader.

Financial Regulations

The Financial Regulations have been updated to take account of the repeal of Section 150(5) of the Local Government Act 1972 (the two signatory by Councillors cheque rule) and changes to OJEU thresholds.

Recommendations

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 are corrected;
2. That subject to 1 above, the proposed revisions to the Standing Orders (Appendix 1) and the Financial Regulations (Appendix 2) be adopted.



BRAUNSTONE TOWN COUNCIL

STANDING ORDERS

**FOR THE REGULATION OF THE
PROCEEDINGS, BUSINESS AND CONTRACTS
OF THE COUNCIL
WITH FINANCIAL REGULATIONS**

**DRAFT
APRIL/MAY 2015
(INCLUDING FINANCIAL REGULATIONS, SCHEME OF DELEGATION
AND CODE OF CONDUCT)**

BRAUNSTONE TOWN COUNCIL

DRAFT STANDING ORDERS

C O N T E N T S

SO No. Item

Page No.

To be filled in following approval

BRAUNSTONE TOWN COUNCIL

DRAFT STANDING ORDERS

1. STANDING ORDERS

1.1. TOWN MAYOR - FINAL AUTHORITY AND INTERPRETATION

The Town Mayor shall be the final authority in the interpretation of Standing Orders and his/her ruling shall not be open to discussion. Some of the Standing Orders are compulsory as they are laid down in Acts of Parliament, these are printed in **bold type** and cannot be altered.

1.2. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- a) Any or every part of the Standing Orders except those printed in bold type may be suspended by resolution in relation to any specific item of business.
- b) A resolution permanently to add, vary or revoke a Standing Order, not including those printed in bold type, shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

1.3. STANDING ORDERS TO BE GIVEN TO MEMBERS

A copy of these Standing Orders shall be given to each member by the Executive Officer & Town Clerk upon delivery to him of the Member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

2. ROLES AND RESPONSIBILITIES

2.1. THE TOWN MAYOR AND DEPUTY TOWN MAYOR

- a) The Town Mayor shall do the following:
 - i. act as First Citizen of the Town;
 - ii. act as a representative of the Town and its residents at official occasions;
 - iii. preside over meetings of Braunstone Town Council.
- b) The Deputy Town Mayor shall undertake the role of Town Mayor in the absence of the Town Mayor or at the request of the Town Mayor.

2.2. THE LEADER OF THE COUNCIL AND DEPUTY LEADER OF THE COUNCIL

The Council will appoint from among its members a Leader and Deputy Leader, who will be the chairperson and vice-chairperson respectively of the principal Standing Committee responsible for the Council's strategies, policies and finances. The Leader and Deputy Leader will be the principal links with the Executive Officer and Town Clerk, the community and the media concerning matters of Town Council Policy and will be consulted by the Executive Officer & Town Clerk concerning the management and delivery of the Council's services and operations.

2.3. COMMITTEE CHAIRS AND VICE-CHAIRS

Committee Chairpersons and Vice-Chairpersons provide an important link between the business of their committees and the Executive Officer & Town Clerk, the community and

the media. Committee Chairpersons and Vice-Chairpersons will play an important role in scheduling the Committees workload, advising on its priorities and promoting its work.

2.4. THE PROPER OFFICER

Where a statute, regulation or order confers function or duties on the Proper Officer of the Council in the following cases, he/she shall be the Executive Officer & Town Clerk ~~or other nominated officer.~~

The Council's Proper Officer shall do the following:-

- a) **Sign and serve on Members by delivery or post at their residence, or with the consent of a Member, via electronic means, a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and Sub-Committee at least three clear days before the meeting.**
- b) **Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the Council or a meeting of a Committee or a Sub-Committee. (Provided that the public notice with agenda of an extraordinary meeting of the Council convened by Members is signed by them).**
- c) **Convene a meeting of the full Council for the election of a new Town Mayor, occasioned by a casual vacancy in hisof the office, in accordance with Standing Order 2.4a above.**
- d) Make available for inspection the minutes of the meeting.
- e) **Receive and retain copies of byelaws made by other local authorities.**
- f) Certify copies of byelaws made by the Council.
- g) **Receive and retain declarations of acceptance of office from Members.**
- h) Retain a copy of every Members register of interests and any changes to it and keep copies of the same available for inspection.
- i) Keep proper records required before and after the meeting.
- j) Record every planning application notified to the Council and the Council's response to the local planning authority.
- k) Action or undertake activity or responsibilities instructed by resolution or contained in standing orders on behalf of the Council.
- l) Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 in accordance with the Council's procedures.
- m) **Make available for inspection a written record of decisions taken by officers under delegated powers, including details of the decision, the date it was taken; the reasons for the decision; any alternative options considered and rejected; and any other background documents.**

2.5. RESPONSIBLE FINANCIAL OFFICER

Where a statute, regulation or order confers function or duties on the Responsible Financial Officer, he/she shall be the Executive Officer & Town Clerk.

2.6. DEPUTY OFFICERS

The Executive Officer and Town Clerk shall appoint appropriate staff member(s) to undertake the work of the Proper Officer and Responsible Financial Officer in his/her absence.

3. MEETINGS – GENERAL

3.1. NOTICE OF MEETINGS

When calculating the three clear days for notice of a meeting to Members and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.

3.2. VENUE OF MEETINGS

Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.

3.3. VARIATION OF THE ORDER OF BUSINESS

A motion to vary the order of business ~~on the ground of urgency~~:

- a) May be proposed by the Chairperson or by any Member and, if proposed by the Chairperson, may be put to the vote without being seconded, and
- b) Shall be put to the vote without discussion.

3.4. MINUTES

- a) **The Minutes of the Meeting shall record the names and Members present ~~and absent~~, those who have sent their apologies and where at a Committee or Sub-Committee there are substitutions, the name of the Committee/Sub-Committee Member who is being substituted.**
- b) **No discussion shall take place upon the Draft Minutes except upon their accuracy. Corrections to the Draft Minutes shall be made by resolution and must be initialed by the ChairpersonTown Mayor.**

3.5. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- a) **Meetings of the Council and its Committees and Sub-Committees shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public or press' exclusion from part or all of the meeting shall be by a resolution which shall give reasons for the exclusion as follows~~the following resolution~~**:- “That in view of the [special] [confidential] nature of the business about to be transacted, it is ~~advisable~~ in the public interest that the press and public be temporarily excluded and they are instructed to withdraw; the reason for exclusion being”.****
- b) The Council Committee or Sub-Committee shall state the special reason for exclusion. NOTE: Under the Freedom of Information Act there are a few exemptions where information should not be disclosed. The Council, Committee or Sub-Committee

should have regard to these when stating a reason for exclusion. (Public Interest Test, Investigating Proceedings conducted by the Council, Law Enforcement, Health and Safety, Legal Professional Privilege, Commercial Interest, Court Records, Personal Information, Information provided in confidence, Information which could be contempt of court). This list is not exhaustive.

- c) **The Executive Officer & Town Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present.**
- d) If a member of the public interrupts the proceedings at any meeting, the Town Mayor may, after warning, order that he/she be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

3.6. PUBLIC PARTICIPATION

- a) At all meetings of the Council, Committee, Sub-Committee and Advisory Panels 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. The time allowed for each member of the public to make a presentation, give evidence, or ask questions will be restricted to within 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.
- b) Public participation sessions should be ordered by the Chairperson as part of his/her role in presiding over the meeting and conducted in accordance with these Standing Orders.
- c) A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate. The Chairman may direct that a response to a question posed by a member of the public be referred to a Member for an oral response or to an employee for a written or oral response. A record of a public participation session at a meeting shall be included in the minutes of that meeting.

3.7. CONFIDENTIAL BUSINESS

- a) No Member of the Council or of any Committee or Sub-Committee shall disclose to any person not a Member of the Council any business declared to be confidential by the Council, the Committee or the Sub-Committee as the case may be.
- b) Any Member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any Committee or Sub-Committee of the Council by the Council.

3.8. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or condition of service, of any person employed by the Council, it shall be considered until the Council or Committee (as the case may be) has decided whether or not the press or public shall be excluded. (see Standing Order 3.5a).

3.9. DISORDERLY CONDUCT

- a) No Member shall at a meeting persistently disregard the ruling of the Town Mayor, willfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.

- b) If, in the opinion of the Town Mayor, a Member has acted in a manner contrary to that required, the Town Mayor shall express that opinion to the Council and thereafter any Member may move that the Member named be no longer heard or that the Member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c) If the motion mentioned in paragraph (c) is disobeyed, the Town Mayor may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

3.10. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

A Summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County, Borough, Unitary or District Councillor for the appropriate division or ward.

4. COUNCIL MEETINGS

4.1. NUMBER OF MEETINGS

In addition to the ~~Statutory Annual Town Meeting~~ Annual Meeting of the Council at least three other ordinary statutory meetings shall be held in each year on such dates and times and at such place as the Council may direct.

4.2. MEETINGS

- a) Meetings of the Council shall be held in each year on such dates and times and at such places as the Council may direct.
- b) The Town Mayor may convene an extraordinary meeting of the Council.
- c) If the ~~Chairman of the Council~~ Town Mayor does not or refuses to call an extraordinary meeting of the Council within seven days of having been requests to do so by two Members, any ~~these~~ two Members may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Members.
- d) Notice of meetings must be given in accordance with Standing Order 3.1.

4.3. CHAIRPERSON OF THE COUNCIL MEETING

- a) In respect of the meeting of the Full Council the Town Mayor shall preside at the meeting. If the Town Mayor is absent from a meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and Deputy Town Mayor are absent from the meeting, a Member as elected by the Council present at the meeting shall preside at the meeting.
- b) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor may in his/her absence be done by, to or before the person presiding at the meeting.

4.4. QUORUM OF THE COUNCIL MEETING

- a) In respect of the meeting of the Council no business may be transacted at a meeting unless at least one third of the whole number of members of the

Council are present and in no case shall the quorum of a meeting be less than three.

- b) If a quorum is not present or if during a meeting the number of Councilors present ~~(not counting those debarred by reason of a declared interest)~~ falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next ordinary meeting or at a specially convened extra-ordinary meeting on such other day as the Chairperson may fix.

4.5. CONDUCT OF THE MEETING

- a) A Member shall stand when speaking unless permitted by the Town Mayor to sit on account of infirmity.
- b) the ruling of the Town Mayor on a point of order or on the admissibility of a personal explanation shall not be discussed.
- c) Members shall address the Town Mayor.
- d) If two or more members rise, the Town Mayor shall call upon one of them to speak and the others shall resume their seats.
- e) Whenever the Town Mayor rises during a debate, all other Members shall be seated and silent.

4.6. THE STATUTORY ANNUAL MEETING

- a) In an election year the Annual ~~Town~~ Meeting of the Council shall be held on or within 14 days following the day on which the Members elected take office and;
- b) In a year which is not an election year the Annual ~~Town~~ Meeting of the Council shall be held on such day in May as the Council may direct.
- c) If no other time is fixed, the Annual Meeting of the Council shall take place at 6pm.
- d) **The election of the Town Mayor and Deputy Town Mayor of the Council shall be the first business completed at the Annual Meeting of the Council.**
- e) **The Town Mayor, and Deputy Town Mayor, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next annual meeting of the Council.**
- f) If in an election year, if the current Town Mayor has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor has been elected. The current Town Mayor of the Council shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.
- g) In an election year, if the current Town Mayor has been re-elected as a Member, he/she shall preside at the meeting until a new Town Mayor has been elected. He/she may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.

4.7. ORDER OF BUSINESS FOR THE ANNUAL MEETING

At each Annual ~~Town Council~~ Meeting the first business shall be:-

- a) To elect the Town Mayor ~~of the Council~~.
- b) To receive the Town Mayor's declaration of acceptance of office or, ~~if not then received,~~ to ~~decided~~determine when it shall be received.
- c) To elect a Deputy Town Mayor.
- d) In an election year, to receive delivery by Councilors of their declaration of acceptance of office or to determine when it shall be received.
- e) To receive apologies for absence.
- f) To receive disclosures of Interest from Members and Officers and the nature of those interests in respect of items on the agenda.
- g) To confirm the accuracy of the Minutes of the last meeting of the Council ~~and to receive and note the Minutes~~.
- h) To agree arrangements for the review of appropriate Standing Orders and Financial Regulations.
- i) To review the delegation arrangements and terms of reference for the Committees.
- j) To appoint the Leader and Deputy Leader of the Council.
- k) To establish Standing Committees, ~~confirmation of the~~ Terms of Reference, the number of Members (including, if appropriate, substitute Members) and receive ~~receipt of~~ nominations to them, including the appointment of the Chairperson and Vice-Chairperson.
- l) To consider whether to establish any Sub-Committees or Advisory Panels, including Terms of Reference, the number of Members (including, if appropriate, substitute Members) and receive nominations to them, including the appointment of the Chairperson and Vice-Chairperson.
- m) To appoint representatives to external bodies and review arrangements for reporting back.
- n) To deal with business reserved to Council, either by statute, Standing Orders or Financial Regulations, or where a Standing Committee declines to exercise its delegated authority, which cannot reasonably be dealt with at the next ordinary meeting of the Council.
- o) If the Councils eligibility to undertake any activity in exercise of the General Power of Competence expired the day before the first annual meeting following the next ordinary elections, to review and make arrangements to re-affirm eligibility. (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. SI 2012 No. 965).
- p) To receive any Annual Reports.

- q) To set the date, times and place of ordinary meetings of the full Council and approve a cycle of meetings for Standing Committees, and where appropriate for Sub-Committees and Advisory Panels, for the year ahead.
- r) To receive any announcements or reports from the Town Mayor, Leader of the Council or Executive Officer & Town Clerk.
- s) Public Session – 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.
- t) To receive ~~the~~ reports and minutes of ~~the~~ Standing Committees.
- u) To authorise the sealing of documents.
- v) To receive reports from appointed representatives, District and County Councillors.
- ~~k) To agree the arrangements for the review of any Charters, with other local authorities and review contributions made to expenditure incurred by other local authorities.~~
- ~~n) To agree arrangements for the review the inventory of land and assets including buildings and office equipment.~~
- ~~o) To agree arrangements for the insurance cover in respect of all insured risks.~~
- ~~p) To agree arrangements for the review of the Council's complaints procedure.~~
- ~~q) To agree arrangements for the review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.~~

4.8. ORDER OF BUSINESS FOR AN ORDINARY COUNCIL MEETING

At every meeting other than the Annual Town Council Meeting the first business shall be to appoint a Chairperson if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.

In every year, not later than the meeting at which the estimates for the next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 3.8 must be read in conjunction with this requirement.

After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- a) To receive disclosures of interests from Members and the nature of those interests as specified in respect of items on the agenda.
- b) To read and consider the Minutes; provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- c) **After consideration to approve the signature of the Minutes by the person presiding as a correct record.**

- d) ~~To deal with business expressly required by statute to be done~~ To deal with business reserved to Council, either by statute, Standing Orders or Financial Regulations, or where a Standing Committee declines to exercise its delegated authority.
- e) To receive ~~the Town Mayor's report and any communications as the person presiding may wish to lay before the Council~~any announcements or reports from the Town Mayor, Leader of the Council or Executive Officer & Town Clerk.
- f) Public Session – 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.
- g) To answer questions from Councillors where notice has been given in accordance with Standing Order 4.10.
- h) To receive ~~and consider~~ reports and minutes of Standing Committees.
- i) To receive and consider ~~resolutions or recommendations~~Motions Moved on Notice in the order in which they have been notified (refer to Standing Order 4.13).
- j) To authorise the sealing of documents.
- k) To receive reports from appointed representatives, District and County Councillors.
- l) To authorise the signing of orders for payment.

4.9. BUSINESS RESERVED TO COUNCIL

Any item of business reserved to Council, either by statute, Standing Orders or Financial Regulations, or where a Standing Committee declines to exercise its delegated authority shall be dealt with in accordance with the Rules of Debate (Standing Order 4.15) and determined in accordance with the Voting requirements (Standing Order 4.19).

4.10. REPORTS AND ANNOUNCEMENTS

- a) The Town Mayor, or in his/her absence the Deputy Town Mayor, may make announcements and a report to the Council concerning his/her duties and role as the Town Mayor, at the discretion of the person presiding other Members of the Council may be permitted to add to the comments made.
- b) The Leader of the Council, or in his/her absence the Deputy Leader of the Council, may make announcements and a report to Council concerning significant recent activity affecting the Town or the Town Council, at the discretion of the person presiding other Members of the Council may be permitted to ask questions or make comments on the announcements/report.
- c) The Executive Officer & Town Clerk may make announcements where it is appropriate to do so to the Council in session, at the discretion of the person presiding other Members of the Council may be permitted to ask questions or make comments on the announcement.
- d) There shall be no debate or voting upon the items raised/reported in a to c above.

4.11. QUESTIONS

- a) A member may ask the ~~Chairperson Leader~~ of the Council ~~or the Executive Officer & Town Clerk~~ any question concerning the business of the Council ~~or that is relevant to the Town~~, provided ~~five~~ one clear days' notice of the question has been given in writing to the Executive Officer & Town Clerk to the person to whom it is addressed.
- b) ~~No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions. A written response will be provided at the meeting and the Member putting the question may put a supplementary question and/or make a statement, arising directly out of the original question and/or the response, which will be restricted to 3 minutes.~~
- c) ~~Every question shall be put and answered without discussion. The Leader of the Council may respond to the supplementary question and/or statement or may ask the Deputy Leader or relevant Standing Committee Chair/Vice-Chair to respond, which will be restricted to 3 minutes.~~
- d) ~~A person to whom a question has been put may decline to answer. If it is not possible to provide the information requested in the supplementary question and/or statement, the Leader of the Council may undertake to provide the detail in a written response no later than the next meeting of the Council.~~

4.12. REPORTS OF COMMITTEES

- a) The Chairperson of the Committee or, if he/she be absent or refrain from doing so, some other Member of the Committee, shall move 'that the report be received'. The Chairperson or Member will then have been held to have moved each paragraph, except that with the consent of the Council he/she may, withdraw or correct any paragraph therein. He/she may also, when moving the reception of the report, reserve the right to speak first on any paragraph.
- b) The number of pages of the report shall be called over seriatim and any Member may comment upon any paragraph or ~~recommendation resolution~~ on that page.
- c) Where a paragraph does not contain a ~~recommendation resolution~~ then a Member may propose 'that the paragraph be referred back to the Committee' ~~or make any other proposal subject to Standing Order 29.~~
- ~~d) Where a paragraph does contain a recommendation then any Member may propose that 'the recommendation be referred back to the Committee' or move an amendment to the recommendation or more additional proposals to the recommendation.~~
- e)d) Resolutions of Committees in pursuance of powers delegated to them by the Council may not be referred back.

4.13. MOTIONS MOVED ON NOTICE

- a) In accordance with these Standing Orders no motion may be moved at a meeting unless it is included in the agenda and the mover had given written notice of its wording to the Council's Executive Officer & Town Clerk at least ~~8~~ five clear days before the next meeting.
- b) The Executive Officer & Town Clerk may, before including a motion in the agenda received in accordance with Standing Order 20 above, correct obvious grammatical or typographical errors in the wording of the motion.

- c) If the Executive Officer & Town Clerk considers the wording of a motion is not clear in the meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Executive Officer & Town Clerk in clear and certain language at least 5 clear days before the meeting.
- d) If the wording or nature of a proposed motion is considered unlawful or improper, the Executive Officer & Town Clerk shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Members who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e) Having consulted the Chairman or Members, the decision of the Executive Officer & Town Clerk as to whether or not to include the motion in the agenda shall be final.
- f) Notice of every motion received in accordance with the Council's Standing Orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all Members.
- g) Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Executive Officer & Town Clerk giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all Members.
- h) Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i) If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chairperson, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

4.14. MOTIONS MOVED WITHOUT NOTICE

Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairperson of the meeting.
- b) To correct the Minutes.
- c) To approve the Minutes.
- d) To alter the order of business.
- e) To proceed to the next business.
- f) To close or adjourn the debate.
- g) To refer a matter to a Committee.
- h) To appoint a Committee or any member thereof.
- i) To adopt a Report.
- j) To authorise the sealing of documents.
- k) To amend a motion.
- l) To give leave to withdraw a resolution or amendment.

- m) To extend the time limit for speeches.
- n) To exclude the press and public (see Order 73 below).
- o) To silence or eject from the meeting a member named for misconduct (see Order 38 below).
- p) To give the consent of the Council where such consent is required by these Standing Orders.
- q) **To suspend any Standing Order except those which are mandatory by law.** (See Standing Order 1.2).
- r) To adjourn the meeting.

4.15. RULES OF DEBATE

- a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has been given, it shall, if required by the Town Mayor, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- b) A Member when seconding a resolution or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- c) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
- d) No speech by a mover of a resolution shall exceed 10 minutes and no other speech shall exceed 5 minutes except by consent of the Council.
- e) An amendment shall be either:-
 - i) To leave out words
 - ii) To leave out words and insert others
 - iii) To insert or add words.
- f) An amendment shall not have to effect of negating the resolution before the Council.
- h) If an amendment is carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved
- i) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- j) The mover of a resolution or of an amendment shall have a right of reply, not exceeding 5 minutes.
- k) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

- l) A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- m) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- n) When a resolution is under debate no other resolution shall be moved except the following:-
 - i. To amend the resolution
 - ii. To proceed to the next business
 - iii. To adjourn the debate.
 - iv. That the question be now put.
 - v. That a Member named be not further heard
 - vi. That a Member named does leave the meeting
 - vii. That the resolution be referred to a Committee
 - viii. To exclude the public and press
 - ix. To adjourn the meeting

4.16. ALTERATION OF A MOTION

A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

4.17. RIGHT OF REPLY

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

4.18. CLOSURE

At the end of any speech a Member may, without comment, move 'that the question be now put', 'that the debate be now adjourned' or 'that the Council do now adjourn'. If such motion is seconded, the Town Mayor shall put the motion but, in the case of a motion 'that the question be now put', only if he/she is of the opinion that the question before the Council has been sufficiently debated. If the motion 'that the question be now put' is carried, he/she shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right to reply at the resumption.

4.19. VOTING

- a) **Members shall vote by show of hands** or, if at least two Members so request, by signed ballot. **All questions at a meeting shall be decided by a majority of the Members present and voting thereon.**
- b) **If a Member so requires, the Executive Officer & Town Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.**
- c) **Subject to d) and e) below the Chairperson may give an original vote on any matter put to the vote and in any case of an equality of votes may give a casting vote whether or not he/she gave an original vote.**
- d) **If the Chairperson presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the membership of the Chairperson and Vice-Chairperson until the end of their term of office, he/she may not give an original vote in an election for Chairperson.**
- e) **The person presiding must give a casting vote whenever there is an equality of votes in an election for ~~Chairperson~~Town Mayor.**

4.20. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person. Any tie may be settled by the Chairperson's casting vote.

4.21. RESCISSION OF PREVIOUS RESOLUTION

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 11 Members of the Council, or by resolution moved in pursuance of the report or recommendation of a Committee.
- b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

4.22. RESOLUTION ON EXPENDITURE

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Policy & Resources Committee or of another Committee after recommendation by the Policy & Resources Committee) and which, if carried, would, in the opinion of the Town Mayor, substantially increase the expenditure upon any services which is under the management of the Council or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any Committee affected by it shall consider whether it desires to report thereon (and the Policy & Resources Committee shall report on the financial aspect of the matters).

4.23. SEALING OF DOCUMENTS

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) **In accordance with resolution made under Standing Order 4.20a above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Executive Officer & Town Clerk in the presence of two Members who shall sign the document as witnesses.**

5. COMMITTEE AND SUB-COMMITTEE MEETINGS

5.1. STANDING COMMITTEES

The Council may at its Annual Council Meeting appoint Standing Committees, Chairpersons and Deputy Chairpersons of Committees and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf:-

- a) Shall not appoint any Members of a Committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than Members of the Council to ~~any~~ Committee **unless it is a Committee which regulates and controls the Finances of the Council**; and
- c) May subject to the provisions of these Standing Orders at any time dissolve or alter the membership of Committee.

The Town Mayor shall be a voting member of every Committee.

5.2. SUB-COMMITTEES

- a) Every Committee may appoint Sub-Committees ~~for purposes to whose terms of reference and membership shall~~ be ~~specified-determined~~ by the Committee.
- b) The Chairperson and Vice-Chairperson of the Committee shall be Members of every Sub-Committee appointed by it unless they signify that they do not wish to serve.

5.3. MEETINGS OF COMMITTEES AND SUB-COMMITTEES

- a) **Meetings of a Committee or sub-committee shall be held on such dates and times and at such places as the Council, relevant Committee or relevant sub-committee may direct.**
- b) **The Chairperson of a Committee or sub-committee or the Town Mayor of the Council may summon an additional meeting of that Committee or sub-committee at any time.** An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the Members of the Committee or sub-committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- c) **Notice of meetings must be given in accordance with Standing Order 3.1.**

5.4. PROCEDURES AT COMMITTEES AND SUB-COMMITTEES

~~The Standing Orders on rules of debate (except those parts relating to standing and speaking more than once) and the Standing Order on interests of Members in contracts and~~

other matters shall apply to Committee and Sub-Committee meetings. The Chairperson of a Committee or Sub-Committee will conduct the meeting in an open, efficient and consistent manner, ensuring members are respected by one another and are able to contribute effectively to the proceedings.

5.5. QUORUM OF COMMITTEES AND SUB COMMITTEES

- a) Except where ordered by the Council in the case of a Committee, or by the Council or by the appropriate Committee in the case of a Sub-Committee, the Quorum of a Committee or Sub-Committee shall be three members.
- b) **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned.

5.6. SUBSTITUTE MEMBERS

In the absence of any decision to the contrary by the body establishing a Standing Committee or a Sub-Committee, any member having given their apologies to a meeting of a Standing Committee or Sub-Committee may ask another member of the Council to substitute their place as a member of the committee at that meeting.

5.7. ADVISORY COMMITTEES

- a) The Council or a relevant Standing Committee may create Advisory Committees, whose name, and number of Members and the bodies to be invited to nominate Members shall be specified.
- b) The Executive Officer & Town Clerk shall inform the Members of each Advisory Committee of the terms of reference of the Committee.
- c) An Advisory Committee may make recommendations and give notice thereof to the Council or a relevant Standing Committee.
- d) An Advisory Committee may consist wholly of persons who are not Members of the Council.

5.8. VOTING IN COMMITTEES AND SUB-COMMITTEES

- a) Where there is general agreement among the meeting for a proposal, the Chairperson may seek the verbal consent of the meeting; if there is any dissent or it would not be appropriate then the procedure set out in b and c below will be applied.
- b) Members of Committees and Sub-Committees entitled to vote, shall vote by show of hands, or, if at least two Members so request, by signed ballot.
- c) **The Chairperson of Committees and Sub-Committees may give an original vote on any matter put to the vote and in the case of an equality of votes have a second or casting vote.**

5.9. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

A Member who has proposed a resolution which has been referred to any Committee of which he/she is not a Member, may explain his resolution to the Committee but shall not vote.

6. FINANCE AND CONTRACTS

6.1. EXPENDITURE

- a) Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b) The Council's financial regulations shall be reviewed once year.
- c) The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a Committee, Sub-Committee or to the Executive Officer & Town Clerk.
- d) Orders for the payment of money shall be authorised in accordance with the Council's financial regulations. ~~by resolution of the Council and signed by two Members.~~

Members will also endorse the account with their signature. When doing this they will check that:-

- i) The goods have been received and the account has been suitably endorsed.
- ii) The arithmetic has been checked and agreed discounts, etc have been deducted.
- iii) The payment is made out to the appropriate payee.
- iv) That the cheque number or autopay sheet coincides with the number on the account.

6.2. ACCOUNTS AND FINANCIAL STATEMENT

- a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Responsible Finance Officer or the Executive Officer & Town Clerk if different.
- c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments before the Council.

6.3. YEAR END ACCOUNTS

The Responsible Officer shall supply to each Member as soon as practicable after 31st March in each year a statement of the income and expenditure of the Council for the completed financial year. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval no later than 30th June.

6.4. ESTIMATES/PRECEPT

- a) **The Council shall approve written estimates for the coming financial year** at its meeting before the end of the month of January.
- b) Any Committee desiring to incur expenditure shall give the Executive Officer & Town Clerk a written estimate of the expenditure recommended for the coming year no later than 31st December.

6.5. CONTRACTS

- a) If the person/organisation making the tender for any contract under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Executive Officer & Town Clerk. A person/organisation making the tender who fails so to do shall be disqualified for such contract, and, if appointed, may be dismissed without notice. The Executive Officer & Town Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a Member is disclosed Standing Orders 9.2 b-d as appropriate shall apply.
- b) The Executive Officer & Town Clerk shall make known the purpose of a above to every person making the tender.

6.6. FINANCIAL MATTERS

The Council shall consider and approve Financial Regulations drawn up by the Responsible Finance Officer (Executive Officer & Town Clerk).

- a) Such Regulations shall include detailed arrangements for the following:-
 - i) the accounting records and systems of control;
 - ii) the assessment and management of risks faced by the Council;
 - iii) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
 - iv) the financial reporting requirements of Members and local electors and;
 - v) procurement policies (subject to (b) below) including the settling of values for different procedures where the contract has an estimated value less than £60,000.
- b) Procedures as to the Contracts are as follows:-

Every contract whether made by the Council or by a Committee to which the power of making contracts has been delegated shall comply with these Standing Orders, and no exception from any of the following provisions of these Standing Orders shall be made otherwise than by direction of the Council or in an emergency by such a Committee as aforesaid provided that these Standing Orders shall not apply to contracts which relate to items i) to v) below:

- i) for the supply of gas, electricity, water, sewerage and telephone services.
 - ii) For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
 - iii) For work to be executed or goods or materials to be supplied which consist of repairs to parts for existing machinery or equipment or plant.
 - iv) For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - v) for goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.
 - vi) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of the Council).
- c) Where it is intended to enter into a contract exceeding **£3,000**
 - i) for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are

- excepted as set out in paragraph (a) the Executive Officer & Town Clerk shall invite tenders from at least three firms.
- ii) For expenditure of £3,000 or less in value the Executive Officer & Town Clerk shall have executive power.
 - d) **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised as follows:**
 - i) a public notice of intention to place a contract to be placed in a local newspaper;
 - ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii) tenders are to be sent out, in a sealed marked envelope, to the Executive Officer & Town Clerk by a stated date and time;
 - iv) tenders submitted are to be opened, after the stated closing date and time, by the Executive Officer & Town Clerk and at least one Member of the Council;
 - v) tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee.
 - e) The Council or a Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 62, 67, & 68 regarding improper activity.
 - f) The Financial Regulations of the Council shall be subject to regular review on an annual basis.
 - g) **Where the value of a contract is likely to exceed ~~£172,514~~**£138,893** (or other threshold specified by the Office of Government Commerce) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5 as amended) and the Utilities Contracts Regulations 2006 (SI No. 6 as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules and advice should be sought at this level.**
 - h) When applications are made to waive Standing Orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

7. STAFF

7.1. APPOINTMENTS

- a) If a candidate for any appointment under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Executive Officer & Town Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Executive Officer & Town Clerk shall report to the Council or to the appropriate Committee any such disclosure. Where relationship to a Member is disclosed Standing Orders 59, 60 and 61 as appropriate shall apply.
- b) The Executive Officer & Town Clerk shall make known the purpose of Standing Order 62 to every candidate.

7.2. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

- a) Canvassing of Members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Executive Officer & Town Clerk shall make known the purpose of this sub-paragraph of the Standing Order to every candidate.

- b) A Member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

8. ACCESS TO INFORMATION

8.1. INSPECTION OF DOCUMENTS

- a) A Member may for the purpose of his/her duty as such (but not otherwise), inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
- b) **All minutes kept by the Council and by any Committee shall be open for the inspection of any Member of the Council.**

8.2. PLANNING APPLICATIONS

- a) The Executive Officer & Town Clerk shall, as soon as it is received, enter in a register the following particulars of every planning application notified to the Council:-
 - i) the date on which it was received
 - ii) the name of the applicant
 - iii) the place to which it relates
- b) The Executive Officer & Town Clerk shall notify the receipt of every urgent planning application to the Chairperson of the Plans & Environment Committee or in the Chairperson's absence to the Vice-Chairperson as soon as possible.
- c) Following consultation with the Chairperson, the Executive Officer & Town Clerk shall have delegated authority to approve and/or pass with or without comment or observation all urgent planning applications.
- d) Planning applications dealt with under the preceding paragraph shall be reported to the next appropriate meeting of the Plans & Environment Committee.

9. CODE OF CONDUCT

9.1. CODE OF CONDUCT

- a) **All Members shall observe the Code of Conduct adopted by the Council, a copy of which has been provided to all Members.**
- b) **A Member with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to the statutory limitations or restrictions under the code of his/her right to participate and vote on the matter. Members with a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, must not:**
 - i. **Participate in any discussion of the business at the meeting, or if they become aware of a disclosable pecuniary interest during the meeting, participate further in any discussion of the business, or participate in any vote or further vote taken on the matter at the meeting.**

- ii. These prohibitions apply to any form of participation, including speaking as a member of the public. Members must leave the room if they consider that their continued presence is incompatible with the Council's Code of Conduct or the Seven Principles of Public Life.

9.2. INTERESTS

- a) The Code of Conduct adopted by the Council shall apply to Members in respect of the entire meeting.
- b) If a Member has a personal interest as defined by the Code of Conduct adopted by the Council then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.
- c) If a Member who has declared a personal interest then he/she must withdraw from the room or chamber during consideration of the item to which the interest relates.
- d) An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the Minutes
- e) The Executive Officer & Town Clerk is required to compile and hold a Register of Members' Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

9.3. DISPENSATION REQUESTS

- a) Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- b) A dispensation may be granted if having regard to all relevant circumstances the following applies:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. granting the dispensation is in the interests of persons living in the council's area or
 - iii. it is otherwise appropriate to grant a dispensation.

9.4. UNAUTHORISED ACTIVITIES

No Member of the Council or of any Committee or Sub-Committee shall in the name of or on behalf of the Council:-

- a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- b) Issue orders, instructions or directions unless authorised to do so by the Council or the relevant Committee or Sub-Committee.

9.5. CODE OF CONDUCT ON COMPLAINTS

- a) The Council shall deal with complaints of maladministration allegedly committed by the Council or by any Officer or Member in such manner as adopted by the Council.
- b) Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

BRAUNSTONE TOWN COUNCIL
DRAFT FINANCIAL REGULATIONS
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BRAUNSTONE TOWN COUNCIL

DRAFT FINANCIAL REGULATIONS

1. General

- 1.1 These Financial Regulations govern the conduct of the financial management by the Council and may only be amended or varied by resolution of the Council. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the Council. [The Executive Officer & Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.] The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.3 The RFO shall produce financial management information as required by the Council.
- 1.4 At least once a year, prior to approving the annual return, the Council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and any subsequent amendments thereto.
- 1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

2. Annual Estimates

- 2.1 Each Committee shall formulate and submit proposals to the P & R Committee in respect of revenue and capital projects for inclusion in the rolling capital programme not later than the end of December each year.
- 2.2 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the RFO.
- 2.3 The P & R Committee shall review the estimates and submit them to the Council not later than the end of January in each year and shall recommend the precept to be levied for the ensuing year. The RFO shall supply each Member with a copy of the approved estimates.
- 2.4 The annual capital and revenue budgets shall form the basis of financial control for the ensuing year.

3. Budgetary Control

- 3.1 Expenditure on the revenue account may be incurred up to the amounts included in each approved Committee budget.
- 3.2 No expenditure may be incurred which cannot be met from the amount provided in the appropriate Committee revenue budget unless a virement has been approved by the P & R Committee or the Council.
- 3.3 The RFO shall periodically provide the P & R Committee with a statement of income and expenditure to date under each head of the approved annual revenue and capital budgets.
- 3.4 The RFO may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The RFO shall report the action to the appropriate Committee as soon as practicable thereafter.
- 3.5 Where expenditure is incurred in accordance with regulation 3.4 above and the sum required cannot be met from savings elsewhere within that Committee's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the P & R Committee or the Council.
- 3.6 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.
- 3.7 No expenditure shall be incurred in relations to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Committee concerned is satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained.
- 3.8 All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

4. Accounting and Audit

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations 2003 and 2006 and any subsequent amendments thereto.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the Council's Annual Return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations or by the Auditor.
- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with the proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the Council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the Council.

4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Section 15 of the Audit Commission Act 1998 and the Accounts and Audit Regulations 2003 and 2006 and subsequent amendments thereto.

4.7 The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. Banking Arrangements and Authorisation of Payments

5.1 The Council's banking arrangements shall be made by the RFO and approved by the P & R Committee. A Minimum of two current accounts shall be maintained at the bank, a general account and a payroll account.

5.2 A Schedule of the payment of money shall be prepared by the RFO and together with the relevant invoices, etc, presented to the Council. If the Schedule is in order it shall be authorised by a resolution of the Council and signed by the Chairperson or Vice-Chairperson.

5.3 Cheques and autopay sheets drawn on the ~~general account~~~~two bank accounts~~ in accordance with the Schedule referred to in the previous paragraph shall be either signed by two Members or by one Member and the Executive Officer & Town Clerk. Cheques and autopay sheets drawn on the payroll account in accordance with the Schedule referred to in the previous paragraph shall be either signed by one Member or by the Executive Officer & Town Clerk. ~~Members-Signatories~~ will also endorse each account with their signature. When doing this they will check that:- a) the goods have been received and the account has been suitably endorsed, b) the arithmetic has been checked and agreed discounts, etc have been deducted, c) the cheque is made out to the appropriate payee, d) the cheque number coincides with the number on the account.

6. Payment of Accounts

6.1 Apart from petty cash payments, all payments shall be effected by cheques or other order drawn on the Council's bankers.

6.2 All invoices for payments shall be examined, verified and certified by the officer issuing the order and either by two Members of the Council or by one Member of the Council and the Executive Officer & Town Clerk. Before certifying an invoice they shall satisfy themselves that the work, goods or services to which the invoice relates have been received, carried out, examined and approved. If the officer issuing the order is the Executive Officer & Town Clerk then two Members of the Council must examine, verify and certify the payment.

6.3 Duly certified invoices shall be passed to the RFO who shall examine them in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure head. He/she shall take all possible steps to settle all invoices submitted, and which are in order within 30 days of their receipt.

6.4 All duly certified invoices will then be entered on the Schedule referred to in 5.2 above.

6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:

- a) The RFO shall maintain a petty cash float to a limit of £250 for the purpose of defraying operation and other expenses. Vouchers for payments from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the Schedule of the payment of money presented to the Council (Under 5.2 above).

7. Payment of Salaries and Wages

7.1 The payment of all salaries and wages shall be made by the RFO from the payroll account in accordance with the payroll records and rules of PAYE and National Insurance currently operating.

7.2 All time sheets shall be certified as to accuracy by or on behalf of the RFO.

7.3 The payroll account shall not be overdrawn at the bank. Transfers to fund it shall be made from the Council's general account and shall be shown separately on the Schedule of the payment of money presented to the Council (under 5.2 above).

8. Loans and Investments

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.2 The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Policy shall be reviewed at least annually.

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by the Council as to terms and purpose. The terms and conditions of borrowing shall be reviewed at least annually.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. Income

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately responsible for the collection of all accounts due to the Council.

9.3 The Council will review all fees and charges annually, following a report of the RFO.

9.4 Any bad debts shall be reported to the P & R Committee and shall be written off in the year.

9.5 All sums received on behalf of the Council shall either be paid to the RFO for banking or be banked by the officer collecting the money as directed by the RFO. In all cases all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6 The origin of each receipt shall be entered on the paying in slip.

9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT ACT 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking cash.

10. Orders of Work, Goods and Services

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate, etc. petty cash purchases. Copies of orders issued shall be maintained.

10.2 Order books shall be controlled by the RFO.

10.3 All officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

11. Contracts

Procedures as to the contracts are laid down in the Council's Standing orders as follows:

- a) Every contract whether made by the Council or by a Committee to which the power of making contracts has been delegated shall comply with these Standing Orders, and no exception from any of the following provisions of these Standing Orders shall be made otherwise than by direction of the Council or in an emergency by such a Committee as aforesaid provided that these Standing Orders shall not apply to contracts which relate to items i) and v) below:
 - i) for the supply of gas, electricity, water, sewerage and telephone services.
 - ii) For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
 - iii) For work to be executed or goods or materials to be supplied which consist of repairs to parts for existing machinery or equipment or plant.
 - iv) For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - v) for goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.

vi) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of the Council).

b) Where it is intended to enter into a contract exceeding **£3,000**

- i) For the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Executive Officer & Town Clerk shall invite tenders from at least three firms.
- ii) For expenditure of **£3,000 or less** in value the Executive Officer & Town Clerk shall have executive power.

c) Where it is intended to enter into a contract exceeding **£60,000**

- i) a public notice of intention to place a contract to be placed in a local newspaper;
 - ii) a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii) tenders are to be sent out, in a sealed marked envelope, to the Executive Officer & Town Clerk by a stated date and time;
 - iv) tenders submitted are to be opened, after the stated closing date and time, by the Executive Officer & Town Clerk and at least one Member of the Council;
 - v) tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee.
- d) The Council or a Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders ~~6.561, 63 and 64~~ regarding improper activity.

e) **here the value of a contract is likely to exceed ~~£172,514~~£138,893 (or other threshold specified by the Office of Government Commerce) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5 as amended) and the Utilities Contracts Regulations 2006 (SI No. 6 as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules and advice should be sought at this level.**

f) When applications are made to waive Standing Orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

g) The Financial Regulations of the Council shall be subject to regular review on an annual basis.

12. Payments Under Contracts for Building or Other Construction Works

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in a particular contract).

12.2 Where the contracts provide for payment by installments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the appropriate Committee.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the RFO in writing, the appropriate Committee being informed where the final cost is likely to exceed the financial provision.

13. Stores and Equipment

13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2 Delivery notes must be obtained in respect of all goods received into stores and goods must be checked as regard quality at the time deliver is made.

13.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.

14. Properties and Estates

14.1 The RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, save where the estimated value of any one item does not exceed £500.

15. Insurance

15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

15.2 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it or make necessary amendments/additions to the insurance as they arise.

15.3 The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.4 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

17. Risk Management

17.1 The Council is responsible for putting in place arrangements for the management of risk. The Executive Officer & Town Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council.

17.2 The Council shall carry out a Financial Risk Assessment on an annual basis in accordance with the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto. The minutes shall record such review of the financial risks.

17.3 When considering any new activity, the Executive Officer & Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. Revision of Financial Regulations

18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Executive Officer & Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirements for a consequential amendment to these financial regulations.

BRAUNSTONE TOWN COUNCIL

14th MAY 2015

Item 8 – Delegation to Committees and Officers

The Town Council's delegation arrangements to Standing Committees and the Citizens' Advisory Panel was approved on 8th September 2011.

Policy and Resources Committee on 16th April 2015 received the proposals in this report and approved the recommendations below for consideration and adoption by Council at the Annual Meeting on 14th May 2015.

Delegated Powers of Committees

There are no proposed revisions to the delegated powers of Standing Committees or to the Terms of Reference of the Citizens' Advisory Panel.

Delegated Powers to the Executive Officer and Town Clerk

The Council does not have a single document setting out delegation arrangements to the Executive Officer and Town Clerk. Delegated powers in relation to the Proper Officer and Responsible Financial Officer are set out in statute, Standing Orders and Financial Regulations. Other documents indicating the delegated powers and responsibilities of the Executive Officer and Town Clerk are the Job Description, policies of the Council and in the minutes of Council and Committees.

There are areas of responsibility including day to day management of the organisation and services, which for transparency would be helpful to codify and this has been included in the proposed Delegated Powers of Committees and Officers attached at Appendix 1.

Recommendations

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 are corrected;
2. That subject to 1 above, it be recommended to Council that the proposed revisions to the Delegated Powers of Committees and Officers (Appendix 1) be adopted.

BRAUNSTONE TOWN COUNCIL

DELEGATED POWERS OF COMMITTEES
AND OFFICERS

DRAFT APRIL/MAY 2015

BRAUNSTONE TOWN COUNCIL
DELEGATED POWERS OF COMMITTEES
DRAFT APRIL/MAY 2015

PLANNING & ENVIRONMENT

Objectives

- To seek high standards of design and construction within planning applications for Braunstone Town
- To ensure sustainable development which meets the needs of the present generation without prejudicing the needs of future generations
- To work with others to minimise traffic and light pollution in the Town
- To inform and consult local residents about major planning proposals and Development Plans, etc
- To promote responsible dog ownership and improve the Town's environment
- To provide and maintain street seats and notice boards at key locations in the town

Planning & Environment Committee shall have authority and consent to:-

- a) approve and/or pass, with or without comment or observation, all planning applications, Local Plans, Transport Plans, Structure, Health and Housing Plans submitted to the Council from either Blaby District Council or from any other authority.
- b) implement the Committee's aims and key objectives (as detailed above)
- c) deal with matters relating to listed buildings
- d) deal with all questions relating to the Council's street furniture and notice boards
- e) deal with all questions relating to Air Quality Management Areas and other traffic pollution issues
- f) initiate and/or sponsor complaints relating to all highway matters
- g) deal with traffic problems, including road closures, diversions, street lighting and markings, cleansing and repair
- h) deal with all applications for an excise licence, or transfer thereof.
- i) initiate community appraisals and deal with all questions relating to the Parish Plan
- j) administer the Council's 'free poop scoop' scheme and deal with other related issues
- k) to consider Crime & Disorder implications of all the Committee's activities and to do all that it can to prevent Crime and Disorder in the area
- l) expend all or any of the amounts set out in its approved current financial year's estimated expenditure up to the respective amounts detailed in such estimates, subject to the income being received by the committee reaching, or expecting to reach, during the year the estimate therefor

- m) Review Performance Indicators quarterly and recommend targets, etc (Appendix A)
- n) To have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between different groups; and;
 - foster good relations between different groups
- o) 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.

COMMUNITY DEVELOPMENT

The Council's Community Development Committee aims to nurture and enhance community life, equal opportunities and social inclusion.

Objectives

YOUNG PEOPLE

- To create opportunities for young people to have a voice
- To identify young people's needs and give support to new local initiatives including summer holiday activities

CRIME REDUCTION SERVICES

- Reduce opportunities for crime, increase public safety and establish a community spirit

SOCIAL INCLUSION, RECREATION & CULTURE

- To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
- To provide support for the Office of Town Mayor
- To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
- To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
- To organise arts events/ entertainment's/ Civic Occasions which bring people together
- To encourage the formation of new community groups by promoting free/subsidised use of the Civic Centre
- To promote social inclusion

Community Development Committee shall have authority and consent to:-

- a) implement the Committees aims and key objectives (as detailed above)
- b) deal with all questions relating to the management of the above.
- c) to consider Crime & Disorder implications of all the Committee's activities and to do all that it can to prevent Crime and Disorder in the area
- d) To have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation;

- advance equality of opportunity between different groups; and;
 - foster good relations between different groups
- e) 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.
- f) expend all or any of the amounts set out in its approved current financial year's estimated expenditure up to the respective amounts detailed in such estimates, subject to the income being received by the committee reaching, or expecting to reach, during the year the estimate therefor
- g) Review Performance Indicators quarterly and recommend targets, etc (Appendix B)

POLICY & RESOURCES

CORPORATE MANAGEMENT & CAPITAL PROJECT

Objectives

- To ensure effective management of the authority
- To ensure effective implementation of the Council's policies and priorities
- To ensure the Council's management arrangements, facilitate performance and efficient use of resources
- To provide efficient and effective office services to support the Council's activities
- To provide efficient and effective support to the democratically elected members to enable them to make policy decisions
- To provide efficient and effective information to committees
- To deal with telephone calls, and personal callers, promptly, courteously and efficiently
- To ensure and arrange effective staff training
- To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
- To maintain adequate personal records, health and safety controls, and fire evacuation polices
- To manage and control land and property belonging to the Council
- To maintain an effective filing and retrieval system
- To undertake capital projects for the benefit of the citizens of Braunstone Town
- To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
- To provide office accommodation for the Council's administrative staff

COMMUNITY CENTRES

The Civic Centre Licensed Bar is operated by a private contractor who is required to offer a full licensed bar and catering service for all our customers. The existing contract commenced on 9th July 2014. The bar service can be extended to the Thorpe Astley Community Centre at the request of hirers.

Objectives

- To provide and maintain high quality function rooms for use by hirers
- To provide and maintain quality meeting rooms for Council and local community groups at low cost
- To provide a Licensed Bar/Catering service for use by hirers and community groups at prices that are comparable with other similar establishments in the area
- To maintain usage of the Centres for the benefit of the community

OPEN SPACES & PARKS

Objectives

- To provide and maintain parks and open spaces to a high standard
- To provide quality sports facilities to meet identified needs
- To provide and maintain play equipment to a high and safe standard
- To help fight pollution by planting trees on our parks

Policy and Resources Committee shall have authority and consent to:-

- a) recommend Budget Guidelines for next financial year
- b) implement the Committee's aims and key objectives (as detailed above)
- c) recommend to Council future policy on any aspect of the Council's work, including all new capital works and expenditure
- d) promote and maintain close working relationships with other authorities
- e) approve or otherwise the staff establishment of all committees subject to being reasonably satisfied as the financial arrangements therefor and to the over-riding veto of the Council
- f) approve or otherwise the scales of all salaries and wages except national alterations where appropriate
- g) deal with all other general matters either allocated to the Committee or not coming within the purview of one or other of the Standing Committees of the Council
- h) decide on all questions of general administration and financial policy of the Council (with the exception of matters specified in the Standing Committee delegated powers) subject to the final approval of Council thereto
- i) decide on all questions of policy in connection with the adoption and maintenance of Public Open Space
- j) decide on all questions of policy in connection with new capital projects and community facilities

- k) approve or otherwise the yearly estimates of income and expenditure of all Committees of the Council
- l) make and recommend to Council the Precept
- m) determining or fixing pitch fees and such hiring or other charges as it may from time to time consider deem necessary or desirable for the Council's Community Centres and Parks' facilities
- n) decide on all questions of who shall or shall not be permitted to hire or use the Civic Centre and Community Centre accommodation and Parks' facilities subject to such statutory and other like provisions and enactments as may be appropriate
- o) carry out repairs, decoration or maintenance to the Council's property including the repair, maintenance and/or replacement or any of the fixtures and/or fittings therein
- p) arrange and enter into binding contracts for the regular supply of goods and services (including the Licensed Bar Service) for periods not exceeding 4 years except those previously approved by Council, subject to the Financial Regulations of the Council.
- q) deal with all questions relating to the management and upkeep of the Council's facilities which shall include the formal terms and conditions of hiring
- r) to consider Crime & Disorder implications of all the Committee's activities and to do all that it can to prevent Crime and Disorder in the area
- s) To have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between different groups; and;
 - foster good relations between different groups
- t) 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.
- u) expend all or any of the amounts set out in its approved current financial year's estimated expenditure up to the respective amounts detailed in such estimates, subject to the income being received by the Committee reaching, or expecting to reach, during the year the estimate therefor
- v) Review Performance Indicators quarterly and recommend targets, etc (Appendix C)

BRAUNSTONE TOWN CITIZENS ADVISORY PANEL

The Citizens Advisory Panel shall have authority and consent to:-

- a) The Panel will have a duty to involve local residents, user groups and staff to ensure that they have greater opportunities to influence and get involved.
- b) The Panel will review the way local residents are informed and consulted.
- c) The Panel will be informed by:-
 - Questionnaire responses
 - Blaby District North Community Forum
 - Feedback from Connect Service Shop, Staff, website, etc
 - Local Area Agreements
 - Braunstone Town Parish Plan
 - Braunstone Town Youth Council
 - Braunstone Town Watchers
 - Uncompleted Capital Projects
- d) The Panel will assess needs, identify emerging new priorities, and recommend improvements to existing services. The Panel will also review services at the request of the Council's Standing Committees.

It will make appropriate recommendations to the Council's Policy & Resources Committee prior to its Annual Budget meeting.
- e) When making recommendations the Panel will consider Crime & Disorder implications of all the Council's services and to do all they can to prevent Crime and Disorder in the area.
- g) To have due regard to the need to:
 - eliminate unlawful discrimination, harassment and victimisation;
 - advance equality of opportunity between different groups; and;
 - foster good relations between different groups
- h) 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.
 - That the Town Council's Community Forum representatives also serve on the Citizens' Advisory Panel.

BRAUNSTONE TOWN COUNCIL

DELEGATED POWERS OF OFFICERS

NEW SECTION - DRAFT APRIL/MAY 2015

The scheme of delegation to officers sets out the extent to which the powers and duties of the Town Council are delegated to Executive Officer and Town Clerk. Where the Executive Officer and Town Clerk has delegated authority he/she is able to take such action as may in his/her opinion be necessary or appropriate in connection with:

- (i) all operational management matters;
- (ii) persons and/or property;
- (iii) the implementation of decisions properly authorised by the Council or a committee of the Council, or by an officer acting under delegated powers;
- (iv) the performance of any action in any policy, procedure or other document approved or adopted by the Council or a Committee of the Council, or by an officer acting under delegated powers and making minor corrections to approved documents where the intention is clear;
- (v) all other functions, tasks and responsibilities listed in this scheme of delegation;
- (vi) anything which facilitates, or is conducive or incidental to, the discharge of the functions, tasks, or responsibilities listed in (i) to (v) above.

How delegation works

A body or person can at any time take back responsibilities they have delegated or decide to delegate them on certain conditions.

Officers do not have to use their delegated powers: they can ask the body or person that delegated them to decide.

The Executive Officer & Town Clerk who has had something delegated to him/her can authorise other officers to do it on his/her behalf (unless it was delegated on condition that the Executive Officer & Town Clerk must undertake the delegation).

Any substantive or significant decision and the reasons for that decision shall be recorded in an appropriate manner.

Specific Delegations

1. To take such action as is required in the case of an emergency or urgency subject to:
 - a) consultation with the Town Mayor, Leader of the Council and the Chair of the relevant Standing Committee, or, in their absence, the relevant deputy; and
 - b) a report on the action taken being made to the next meeting of the Council or relevant Standing Committee, as appropriate.
2. To take all actions required, which are within budget, in connection with the implementation of the principles set in the Council's Health and Safety Policy and Risk Assessments.
3. To take remedial action where there is a significant risk identified to Health, Safety and Welfare.
4. To arrange and implement comprehensive risk assessments throughout the Council's organisation.
5. To manage the Council's insurance arrangements and determine whether to agree to the settlement of claims by the Council's insurer. To advise the Council's insurers of the addition of items, or changes to the policy for cover.
6. To enforce the terms of any agreement, contract or lease to which the Council is a party.
7. To ensure that works of general maintenance to Council property are carried out.
8. The allocation and letting of the Council's parks, sporting and community facilities in accordance with the agreed policies and procedures and terms and conditions of hire.
9. Carry out inspections of the Council's facilities and property and take any remedial action required in compliance with the law, standing orders, financial regulations and policies and decisions of the Council and its Standing Committees.
10. To decide if and when sporting facilities on Parks and community centre facilities may and may not be used.
11. Arrange for the proper maintenance of all sites/planted areas.
12. Arrange for the planting of shrubs, trees, plants etc. on the Council's land and property.
13. Make observations on any Planning and Licensing Applications and any other application on which the Town Council is being consulted where either the deadline is prior to the next meeting of the relevant Standing Committee or where the relevant Standing Committee meeting is either cancelled or inquorate.
14. Agree funding for any projects/items/services that cost up to £3,000 and are necessary for the effective functioning of council business, providing this can be met from within approved budgets.
15. Permitted to make decisions about training courses for all staff to attend, subject to budget provision and delegated spending limits.
16. Subject to the decision complying with the Council's existing staffing policies:
 - (i) to approve payment of one accelerated increment on the grounds of special merit or ability, for employees within their existing grades;
 - (ii) to enter into apprenticeship agreements;
 - (iii) to make either permanent or temporary appointments to be held against existing established posts and within the overall budget, including among relevant existing post holders where hours against the same post become vacant;
 - (iv) to approve the extension of probationary periods;
 - (v) to approve requests for flexible retirement;
 - (vi) to approve requests for an increase or decrease in contracted hours, providing these are within budget and the approved staff establishment
 - (x) subject to any right of appeal which may be applicable, to undertake staff management, disciplinary and capability matters; Note: in the first instance these functions will be exercised by the Line Manager.
17. To suspend officers where their continued presence at work may prejudice an investigation or where there is a prima facie case of gross misconduct. The Leader and Deputy Leader of the Council are to be notified as soon as possible after the action is taken.

18. To sign contracts up to a value of £3,000 entered into on behalf of the Council in accordance with the Financial Regulations.
19. To respond to consultation documents in consultation with the Leader of the Council and/or the relevant Standing Committee Chairperson or in their absence the relevant Deputy, where the consultation deadline is prior to the next meeting of the relevant Standing Committee
20. To participate in, including the submission of written evidence to, inquiries, appeals, tribunals and hearings concerning the work of the Council.
21. To settle compensation payments in accordance with the Council's complaints procedure.
22. To submit bids for and enter into agreements for grants and other funding sources up to a value of £3,000.
23. To make formatting, presentational, spelling, punctuation and grammatical corrections to documents prior to submission or publication.
24. To authorise casual or seasonal lettings of land or premises belonging to or under the control of the Council.
25. To dispose of surplus or obsolete vehicles, plant, apparatus, furniture, office or other equipment or books in accordance with approved procedures.
26. To authorise action and works on the Council's land and premises in order to facilitate the statutory functions of another statutory body.
27. To manage and maintain the Council's parks, recreational facilities, open spaces and floral displays.
28. To take action to remove trespassers from parks, recreational facilities and open spaces owned by the Council.
29. To maintain the Council's CCTV system.
30. To manage community facilities including the approval of discounts for the hire of the facilities in accordance with the approved scheme.
31. To approve the free use of community facilities by other public sector and charitable organisations where their activities involve social inclusion, consultation and outreach principally to Braunstone Town residents.
32. To promote and monitor the Council's partnerships and to approve new partnerships.
33. To make arrangements for civic hospitality.
34. To authorise the attendance of individual councillors, at the request of the Group Leader (or Independent Councillor where appropriate), at talks, seminars and conferences at the Council's expense.
35. To make appointments to outside bodies to fill vacancies which arise during the course of a Council year following nomination by the Group Leader for the group of the previous appointee and to confirm nominations to sub-groups, in the case of outside bodies which require nomination to a sub-group, following consultation with the Council's appointed representative.
36. To receive nominations and to make appointments as appropriate to outside bodies, including partnership bodies, charities and management committees, where vacancies arise or other changes to representation are required, following annual consideration of appointments in consultation with the Leader.
37. To enter into routine maintenance and service agreements.
38. To renew, terminate and vary leases.
39. To sponsor one-off community activities up to the value of £500 following consultation with the relevant Standing Committee Chairperson or in his/her absence the Vice-Chairperson.

APPENDIX A

BRAUNSTONE TOWN COUNCIL
PLANS & ENVIRONMENT COMMITTEE
PERFORMANCE INDICATORS

PERFORMANCE INDICATORS – Plans & Environment Services	TARGET	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL ACHIEVED
Number of planning applications considered						
% of planning applications returned to Planning Officer within 21 days						

APPENDIX B

BRAUNSTONE TOWN COUNCIL
COMMUNITY DEVELOPMENT COMMITTEE
PERFORMANCE INDICATORS

Crime Reduction

PERFORMANCE INDICATORS – Crime Reduction Services	TARGET	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER	TOTAL ACHIEVED
Quarterly total recorded/detected crimes for each beat in Braunstone Town						

BRAUNSTONE TOWN COUNCIL**POLICY & RESOURCES COMMITTEE****PERFORMANCE INDICATORS****CIVIC CENTRE**

PERFORMANCE INDICATORS – Civic Centre	TARGET	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER	TOTAL ACHIEVED
Percentage of users/visitors satisfied with the following aspects of the service:-						
Value for money hire charges						
Reception / Welcome						
Licensed Bar Service						
Car Parking						
Cleanliness of toilets						
Cleanliness of Room(s) hired						
Room layout						
Room heating						
Room ventilation						
Kitchen Equipment						
Disabled facilities						
Sound Limiter equipment explained to hirer/disco						

THORPE ASTLEY COMMUNITY CENTRE

PERFORMANCE INDICATORS – Civic Centre	TARGET	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER	TOTAL ACHIEVED
Percentage of users/visitors satisfied with the following aspects of the service:-						
Value for money hire charges						
Reception / Welcome						
Licensed Bar Service						
Car Parking						
Cleanliness of toilets						
Cleanliness of Room(s) hired						
Room layout						
Room heating						
Room ventilation						
Kitchen Equipment						
Disabled facilities						
Sound Limiter equipment explained to hirer/disco						

OPEN SPACES & PARKS

PERFORMANCE INDICATORS – Open Spaces & Parks	TARGET	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER	TOTAL ACHIEVED
User Satisfaction Survey						

CORPORATE MANAGEMENT

PERFORMANCE INDICATORS – Corporate Management	TARGET	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER	TOTAL ACHIEVED
Average Number of Days/Shifts lost per employee						
Number of hits on the Council's website over the financial year						

CORPORATE

PERFORMANCE INDICATORS – Corporate	200_/200_		200_/200_		200_/20_		20_/20_	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Number of news features published in the Braunstone Life and Press Releases Issued								
Percentage of citizens surveyed satisfied with the overall performance of the Council and the services provided								

BRAUNSTONE TOWN COUNCIL

14th MAY 2015

Item 14 – Annual Report

The Town Council publishes an Annual Report setting out its activities and achievements during the previous Council year.

A draft of the Annual Report for 2014/2015 was considered by Policy and Resources Committee on 16th April 2015 and this is attached as an Appendix.

Policy and Resources Committee resolved that, subject to the inclusion of the final amount raised for the Town Mayor's Charity and amendment of the section on Braunstone Town Councillors removing the Wards and telephone numbers and making it clear this refers to 2014/2015, that it be recommended to Council that the Annual Report 2014/2015 be adopted.

The Annual Report once published is available to members of the public and a satisfaction survey is included with the Annual Report. The satisfaction survey is due to be considered by Policy and Resources Committee on 11th June 2015. Once the satisfaction survey results are received, these are presented to Citizens' Advisory Panel with actions arising being forwarded to Officers and/or the relevant Standing Committee as appropriate.

Recommendations

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 are corrected; and
2. that subject to 1 above, the Annual Report 2014/2015 (attached as an Appendix) be adopted and published.



Welcome to our Annual Report 2014/2015



Message from Mr Nick Brown

Leader of Braunstone Town Council, on behalf of the Town Councillors

Thank you for taking the time to read the Town Council's Annual Report. I hope you will find the contents of interest and give you an insight to what we do. I would like to extend our appreciation to all those local residents and partners who have, over the year, become involved in events and projects instigated by the Council and given their support to assist us in providing the high level of service to local people.

Shown here in this document you can see brief details of the services we provide and details of our achievements over the past year. More up to date information on the Council's services and the latest news can be found on our website at www.braunstonetowncouncil.org.uk or call at our main offices where the Council's staff would also be pleased to help.

The Town Council strives to take on boards local residents' views as part of its decision making process and again welcomes any comments you may have through the enclosed questionnaire.



Accounts for the Year Ended 31st March 2014

Year Ended 31st March 2013		Year Ended 31st March 2014
£		£
410,860.00	Balances brought forward	371,427.00
493,434.00	(+) Annual Precept	440,778.00
343,581.00	(+) Total other receipts	294,457.00
374,898.00	(-) Staff costs	372,961.00
58,759.00	(-) Loan interest / capital repayments	64,289.00
442,791.00	(-) Total other payments	281,269.00
371,427.00	(=) Balances carried forward	388,143.00
276,682.00	Total cash and short term investments	382,301.00
4,450,794.00	Total fixed assets and long term assets	4,557,695.00
539,486.00	Total borrowings	502,308.00

The Audit was completed on 2nd June 2014

Our Mission Statement "We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self reliant, self confident community, free from unlawful discrimination."

**MAIN OFFICES & ACCOUNTS
BRAUNSTONE CIVIC CENTRE**

Kingsway, Braunstone Town
LEICESTER LE3 2PP
TEL: 0116 289 9270
FAX: 0116 282 4785
EMAIL:
admin@braunstonetowncouncil.org.uk

**CIVIC CENTRE BOOKINGS
BRAUNSTONE CIVIC CENTRE**

Kingsway, Braunstone Town
LEICESTER LE3 2PP
TEL: 0116 289 0045
FAX: 0116 282 4785
EMAIL:
reception@braunstonetowncouncil.org.uk

**THORPE ASTLEY
COMMUNITY CENTRE**

Off Lakin Drive, Thorpe Astley
LEICESTER LE3 3RU
TEL: 0116 2890704
EMAIL:
reception@braunstonetowncouncil.org.uk

About Braunstone Town Council

The Council provides a wide range of services together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.

The Council comprises 21 members who are elected every four years. Each year the Council elects from amongst its number the Town Mayor and the Deputy Town Mayor.

The Full Council meets six times a year. The Council has three standing committees: Policy & Resources, Community Development and Plans & Environment Committee. The Plans & Environment Committee meets approximately twelve times a year. All Meetings are open to local residents and include a public participation session on the Agenda. Agendas for the Council and standing committees are available to the public three clear days before the meeting date. Meetings are held at the Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP. Further information is available on request by telephoning the Council on 0116 2899270 and can also be found on the notice board at the Town Council Offices, Thorpe Astley Community Centre and on the Council's Website.

OUR STRENGTHS

We're the smallest unit of local government and that means we're closest to the people. We can address issues of local concern and speak up for the wishes of the local residents. We can represent the views of the Braunstone Town citizens and make these known to the larger District and County Councils or to other agencies and government bodies.

We don't have a bureaucratic or departmentalised structure so we can be responsive and flexible to meet our citizens' needs by directing our resources where most needed. We have a wide overview of the needs of the Town and because our Councillors live in the Town they can concentrate their work on the Town area and pursue Town-based initiatives.

.....AND OUR LIMITATIONS

We're the smallest unit of local government. We meet increased demands and financial risks with more limited resources than the larger authorities. We have a total of 26 employees to meet these challenges and which limits what we can undertake. Until recently we have received no funding from Central Government or Business Rates, so the net cost of our services has been funded entirely from the council tax payers of the Town area. Following changes to the way Council Tax is calculated we face the future risk of losing funding from government via the Council Tax Support Grant. We need to ensure that we do not commit ourselves to activities beyond our expertise or financial resources.



LOCAL COUNCILS AWARDS SCHEME In 2014 the Quality Council Scheme, for which the Town Council was accredited, was superseded by the Local Council's Award Scheme. The Town Council was registered to transfer its existing Quality Status Accreditation to the Local Councils Award Scheme to ensure that it is performing to a high standard and provide assurance to the electorate that it is up-to-date and progressive by the set standards.

Braunstone Town Councillors				MEMBERS ALLOWANCES 2014/2015		
				ALLOWANCE PAID	TRAVEL EXPENSES, ETC	TOTAL
RAVENHURST WARD	Mr A Aslam	31 Ravenhurst Road, LE3 2PS	07944 334053	£328	0.00	£328
	Mr A S Basra	6 Kirkland Road, LE3 2JP	07855 310806	£328	0.00	£328
	Miss S Betts	4 Midhurst Avenue, LE3 2PQ	2898054	£328	0.00	£328
	Mr N J Brown	53 Henley Crescent, LE3 2SB	2826416	0.00	0.00	0.00
	Mr N Chamberlain	41 Ravenhurst Road, LE3 2PT	2896239	£328	0.00	£328
	Mrs J M Fox	67 Kingsway, LE3 2JN	2339395	£328	0.00	£328
	Mrs S J Maxwell	25 Avon Road, LE3 3AB	2916740	£328	0.00	£328
	Mr P L Moitt	105 Braunstone Close, LE3 2GW	2897274	£328	0.00	£328
	Mr P Patel	63 Edward Avenue, LE3 2PF	2899270	0.00	0.00	0.00
	Mr D R Widdowson	(deceased 7th February 2014)		£328	0.00	£328
MILLFIELD WARD	Mrs S Fox-Kennedy	21 Watergate Court, LE3 2DE	07800 634286	£328	0.00	£328
	Mr S Maxwell	25 Avon Road, LE3 3AB	2916740	£328	0.00	£328
	Mr W Wright	4 Midhurst Avenue, LE3 2PQ	2898054	£328	0.00	£328
WINSTANLEY WARD	Mr P Kennedy	21 Watergate Court, LE3 2DE	07949 955049	£328	0.00	£328
THORPE ASTLEY	Miss A Hack	6 Darwin Close, Thorpe Astley LE3 3UE	2242351	£328	0.00	£328
	Mr T Chapman	64 Westover Road, LE3 2JN	07845 731317	£328	0.00	£328
	Mr G Sanders	18 Impey Close, Thorpe Astley LE3 3SW	2823289	£328	0.00	£328
	Mrs I Whailing	58 Avon Road, LE3 3AA	2916781	£328	0.00	£328
FOSSE WARD	Miss A Ambrose	50 Ravenhurst Road, LE3 2PT	2897954	£328	0.00	£328
	Mr R Berrington	148 Braunstone Lane, LE3 2RW	2338697	£328	0.00	£328
	Mr D Joshi	3 Cairns Close, LE3 2TG	07534 549187	£328	0.00	£328
The Town Mayor's Allowance				£750.00	0.00	£750.00

Services we provide for you



CORPORATE MANAGEMENT

Providing Administrative support to Members
 • Finance and Audit • Insurance • Staff and Member Development/Training • Maintenance of the Council's property • Website/social media • Capital Projects • Partnership Working • Consultation • Performance Management



OPEN SPACES & PARKS

Including maintenance of Holmfield Park - Play equipment, multi-sports play area, football • Franklin Park – Play area and Community Orchard/Nature area • Mossdale Meadow – Play equipment, MUGA, Skatepark, Outdoor Gym, Football, changing rooms • Merrileys Nature Park with woodland walk • Shakespeare Park – Play Equipment, Tennis, Football, Changing Rooms, Bowling Green & Pavilion • Thorpe Astley Play areas and open spaces • Thorpe Astley Park Area including Fitness Trail, Floodlit Tennis Courts and Muga, Senior Football Pitch • Civic Centre Grounds

COMMUNITY DEVELOPMENT



SOCIAL INCLUSION

Including the Connect Service Shop • Annual Summer Fete • Grant Scheme • Sponsored arts/entertainment Programme of Events • free use meeting rooms for community groups • Civic events and support for festivals such as Christmas and Diwali • Commemorative events such as Remembrance Day and Armed Forces Day • Town Mayor • Annual Awards of Merit • Community Orchard Project • Financial contribution to provide Citizens Advice Bureau Service at the Civic Centre • Assistance to Community Groups sourcing external funding.



CRIME REDUCTION

Including Crime Reduction Co-ordinator providing Administration for the Town wide NHW Scheme and support to NHW schemes within the Town, including the Braunstone Town Watchers • Close working with key partners to respond to crime and anti-social behaviour, monitoring crime trends • Communicating the latest news on crime issues including the use of social media and distribution of information on crime prevention initiatives, details of Police Beat Surgeries • CCTV at Lubbethorpe Way Subway, Winstanley School and Civic Centre • Personal/shed alarms, cycle locks, Smart Water available to purchase at the Civic Centre and Thorpe Astley • Speed activated sign.

YOUNG PEOPLE

Annual grant available to local schools and young people's groups.

BRAUNSTONE CIVIC CENTRE

Kingsway, Braunstone Town TEL 0116 2890045

Function Rooms for • Weddings • Parties • Conferences • Club & Community Group Meetings • Receptions • Dances • Exhibitions



Bar @ the Civic

Providing a welcoming atmosphere

Open to the public:- Monday to Saturday 7pm – 11.30pm,
 Sundays from 12noon 10.30pm

OPEN LUNCHTIMES from 12noon til 2pm



COMMUNITY CENTRES

Including Function and Meeting Rooms at our Braunstone Civic Centre and Thorpe Astley Community Centre • Licensed Bar facility • reduced rates for local residents A COMPLETE LIST OF COMMUNITY GROUPS, CLUBS, FITNESS / LEISURE ACTIVITIES IS AVAILABLE ON THE TOWN COUNCIL'S WEBSITE



PLANNING & ENVIRONMENT

Including Planning Applications – available for public inspection at the Civic Centre. Public Participation at all plans meetings, Commenting on planning and environmental issues affecting the area including traffic orders, structure plans, licence applications, health and housing plans and air quality matters • Street Seats and Notice Boards • Sale of Poop Scoops available from Braunstone Civic Centre and Thorpe Astley Community Centre

BRAUNSTONE CIVIC CENTRE 0116 2890045

PROVIDING ACCESS TO THE FOLLOWING SERVICES:-

- Room Bookings • Reporting Street Lighting Faults
- Reporting of pot holes or road defects • reporting abandoned vehicles
- Applying for free school meals • Verifying Blue Badge Applications
- Reporting on Missed Bins
- Pest Control Services • Reporting Lost Dogs
- Reporting on Housing Repair
- Issue of garden and waste bags
- Sale of Poop Scoops (also at the Thorpe Astley Community Centre)
- Bulky Item Collection (arrangements can be made for collection and payment at the Connect Service Shop) if organising via telephone, please ring Blaby District Council directly on 0116 2750555
- Citizens Advice Bureau Surgeries (Tues Morning by appointment)
- 'What's On' Ticket Sales & other Town Council Services - also available at the Thorpe Astley Community Centre
- Photocopying/faxing • radar keys • concessionary travel leaflets • Join Neighbourhood Watch
- Benefits Advisory Surgery – every Tues at the Civic Centre – tel 0116 2727510 for an appointment
- Payments for District Council Services Weekdays 9.15am – 4.30pm
- Housing and Benefit Forms forwarded to Blaby District Council



THORPE ASTLEY COMMUNITY CENTRE

**Lakin Drive, Thorpe Astley
 TEL 0116 2890704**

Facilities available for hire for meetings, private functions and parties and for community group use

- 100 seat Main Hall
- Meeting/Activity Room
- Small Meeting Room
- A licensed bar facility is available by prior arrangement
- CLOSE TO JUNCTION 21 OF THE M1

ALSO AVAILABLE FOR HIRE

- Full Size Football Pitch • Floodlit Tennis Courts

Our Achievements 2014/2015

CORPORATE MANAGEMENT

In response to a proposal from the Town Council, in 2014 Blaby District Council carried out a review of the parish ward boundaries and parish councillor representation with a view to providing a fairer representation of the wards. Following a consultation process, the revised boundaries were introduced with changes coming into effect at the local elections in May 2015.

During the year the Town Council carried out a review of its Management and Administrative staff structure to meet the challenges to be met by parish and local councils. The Council also resolved to work towards being a Living Wage employer. As well as considering its long term financial plan, the Council also carried out a review of how it provides its services in order to identify efficiency savings.



COMMUNITY CENTRES

Throughout the year the Town Council has worked closely with NHS England to progress the use of the Consultation Rooms at the Thorpe Astley Community Centre by local GPs. It is anticipated that services will commence operating from the centre during 2015.

In July 2015 the Council renewed its four year contract with Mrs J Abbott to continue to provide a Licensed Bar Service from the Braunstone Civic Centre. A mobile bar service can also be provided from the Thorpe Astley Community Centre on request.

When setting the budget for the forthcoming year, the Town Council approved capital projects to carry out improvements to the Civic Centre's Millfield Hall, which includes essential repair to the roof. LED lighting is being introduced into the Civic Centre to reduce running costs.



OPEN SPACES & PARKS

The Town Council has progressed actions in its Proposals & Priorities for Improvements to its Parks and Open Spaces. This has included the provision of new litter bins and seats etc.

The Council is also progressing the improvement scheme to Holmfield Park. The football team has now been moved to the Thorpe Astley facilities and the delapidated changing rooms at Holmfield Park have now been demolished. Consultation has taken place on a scheme for improvements to the play areas and external funding has been sourced with an aim to complete the works during 2015.



PLANNING & ENVIRONMENT

The Town Councillors have worked hard to respond to local residents' concerns about planning issues during the year, and along with residents have made representations at the District Council on significant local planning applications.

Representatives of the Council's Plans & Environment Committee attend the Lubbethorpe Strategic Review meetings.

The Council worked on local residents' behalf to apply to Leicestershire County Council for a Definitive Map Order to be applied to a pathway linking the W9 footpath to Watergate Lane. Thank you to those residents who submitted evidence forms.

COMMUNITY DEVELOPMENT

SOCIAL INCLUSION

Many congratulations to Mr Shabbir Aslam for a successful year as Town Mayor representing the Council and local residents and hosting a range of events to mark commemorative events including Remembrance Day, etc and celebrations such as the Carol Service.



During the year the Town Mayor hosted the annual Programme of Events which included a Barn Dance, Pantomime, Quizzes, Craft Fayre to be enjoyed by all sectors of the community. The Programme was an opportunity to raise funds and the profile for the following local groups:- RAFA, Ratby Band, Coping with Cancer, 82nd Scout Group, Kingsway Flower Club, Braunstone Town Community Minibus, Harvest Community Church and St Crispins Church. During the year the Town Mayor successful raised, with your support, a total of £_____ towards his charity 'Charity Link'.

The Town Council supported the following local groups and individuals through its Community Grants Scheme:- Kingsway Flower Club - £275; Leicester Movie Makers - £100; 3rd Braunstone Brownies - £300; Namaste Exercise Group - £300; Braunstone Heritage Archive Group - £300; Thursday Over 60s Club - £300; Braunstone Life - £300; Braunstone Juniors FC - £300; BM Spanza Explorer Scouts - £300; Winstanley Wizard - £125; Braunstone Swimming Club - £40; Leicester Allotment Society £300; Community Life - £290; Punjabi Cultural Society - £300; Friends of Highway Spinney - £188; Asian Elderly Club - £200; Women on Thursday £200; Ratby Co-operative Band - £300; Braunstone Swimming Club - £300; Braunstone Trinity Football Club - £300.

Through its Social Inclusions Schemes, the Town Council provides assistance to groups in sourcing external funding and this year supported 9 individual groups access a total of £3,800 in grants.

The Local Area Co-ordination is a scheme that actively forms partnerships with individuals, families and local communities by acting as a contact point to access guidance and support. A Local Area Co-ordinator has been appointed to operate the pilot scheme in Braunstone Town and the Town Council has made available its offices as a base for them to operate.

Braunstone Town Library –during the year the Town Council has unanimously resolved to proceed with its intention in ensuring the continued provision of a library service in Braunstone Town. It has submitted its business case to Leicestershire County Council and continued with its negotiations with key partners as to how the service will be provided. Throughout the process the Town Council has consulted with local residents through its Citizens Advisory Panel as to the options for an improved library service.

This year again the Town Council enjoyed good weather for the annual Summer Fete on 26th July. This year we had the favourite events at the Fete including over 60 stalls, climbing wall, mini traction engine and Family Dog Show.



YOUNG PEOPLE

This year a sum of £600 was awarded from the Council's Youth Fund to Winstanley Community College to assist them in participating in the 'Greenpower Challenge' This involves the students designing, building and racing a single seat car.



CRIME REDUCTION SERVICES

The Council continues to monitor the areas where residents have raised concerns about speeding vehicles. Throughout the year the Speed Activation Sign has been located at Kingsway and Jewsbury Way. It is pleasing to note that the Sign has a positive effect as the average speeds reached does reduce when the Sign has been in situ. The Council continues to share the information with relevant partners. The Council has agreed to target the problems with speeding vehicles at Henley Crescent 59 Turnbull Drive .

BRAUNSTONE TOWN COUNCIL

REPORT of the PLANS & ENVIRONMENT MEETING

THURSDAY 19TH MARCH 2015 AT 7.00PM

PRESENT: Mr G Sanders (In the Chair), Miss A Ambrose, Miss S Betts, Mr J Dodd (Ex-officio), Mr S Maxwell, Mr P Moitt, Mr W Wright.

OFFICERS IN ATTENDANCE: Mr D Tilley, Executive Officer & Town Clerk, Miss J Leech, Assistant Executive Officer (Admin)

APOLOGIES: Mr R Berrington.

1. Disclosure of Interest from Members

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

2. 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 were no members of the public present at the meeting.

3. Report of the Meeting held on 26th February 2015

The Report of the Meeting held on 26th February 2015 was taken as read and signed by the Chairperson.

4. Planning Applications – To note the Action Taken Under Delegated Powers

There were no planning applications dealt with under delegated powers.

5. Planning Applications

RESOLVED That the following observations be forwarded to Blaby District Council:-

15/0237/1/HH 27 Una Avenue. Single storey storage building to rear garden. *The outbuilding must only be used for normal domestic uses related to the residential use of the main property, ie storage, summerhouse, hobby room, etc providing that it is used in conjunction with the main house. The outbuilding should not be used to create a separate residential unit which could lead to noise and disturbance and overdevelopment of the site/tandem development. The property should be retained as non-business use. Re outbuilding should not be sold or otherwise disposed of. The occupiers of neighbouring properties should be fully consulted in connection with the proposals.*

RESOLVED That the following observations be forwarded to Leicestershire County Council:-

2015/VOCM/0078/LCC Severn Trent Water – S73 Application for variation of condition of No.2 of planning permission 2013/0487/01 to allow amendment to the layout of the site – Amy Street. *Braunstone Town Council recommends that the moving of the hedge as part of the application is avoided between March and August being the main breeding season for nesting birds.*

6. Planning Application 15/0111/HPD, 45 Cleveleys Avenue

It was noted that Mr W Wright had called in the above planning application in his capacity as District Council and the response from the Planning Technician was received. It was noted that the Town Council was not a consultee on the application and only neighbouring properties were required to be consulted. The application qualified for 'notification of larger home extension'.

7. Blaby District Council – Revised Street Naming & Numbering Policy

It was noted that the District Council was consulting on its draft Street Naming and Numbering Policy, a copy of which was received. There were no comments to make, however, it was noted that Parish and Town Councils were not included as consultees on street naming and numbers issues.

8. Lubbesthorpe Strategic Consultative Board

An update following the last meeting as to submitting feedback to the design codes raised by the Developer at the last meeting of the Lubbesthorpe Strategic Consultative Board was received. It was noted that the date of the next meeting was 16th April 2015. However, a meeting had been called by Blaby District Council for Tuesday 24th March 2015 to enable the members of the Consultative Board to submit responses to the District Council on the Design Codes.

9. Termination of Meeting

The meeting closed at 7.20pm.

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.

BRAUNSTONE TOWN COUNCIL

REPORT of the COMMUNITY DEVELOPMENT COMMITTEE
19TH MARCH 2015 AT 7.40PM

PRESENT: Ms A Hack (In the Chair), Miss A Ambrose, Miss S Betts, Mr N Brown, Mr N Chamberlain, Mr T Chapman, Mrs S Fox-Kennedy, Mr P Kennedy, Mr S Maxwell (substituting for Mrs S Maxwell), Mr W Wright.

OFFICERS IN ATTENDANCE: Mr D Tilley, Executive Officer & Town Clerk, Mrs P Hurd, Community Development & Centres Manager, Miss J Leech, Assistant Executive Officer (Admin)

APOLOGIES: Mr R Berrington, Mrs J Fox, Mrs S Maxwell.

1. Disclosure of Interest

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

2. 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 were no members of the public present at the meeting.

3. Report of the Meeting held on 5th February 2015

The Report of the last meeting held on 5th February 2015 was accepted as a true record of the meeting.

4. Crime Reduction Services

- a) An updated report on the Crime Statistics was received and noted.
- b) Sir Clive Loader, Police Crime Commissioner
Sir Clive Loader, Police Crime Commissioner for Leicestershire, was welcomed to the meeting to make a presentation on his roles and responsibilities. Members were reassured that measures were being implemented to increase resources in Neighbourhood Police Teams.
- c) Members received a detailed response in respect of crime statistics and local operations and priorities from Sergeant P Colgate and PCSO Derek Bausor. Members were reassured that action was being taken to address recent increases in vehicle crime.
- d) An update on the Town Council's crime reduction initiatives was received. An update from the Crime Reduction Co-ordinator was circulated to the meeting. It was noted that the last Town Watchers Meeting had been cancelled as there was no-one to chair the meeting. The Group still did not have a Secretary or Treasurer. There was discussion as to what level of service the Town Council should be providing to the group and what could be done to encourage the formation of new schemes.

RESOLVED

That the matter be considered on a future agenda item of the Community Development Committee.

- e) Speed Activation Sign
It was noted from the last meeting that Henley Crescent leading to Braunstone Close, Turnbull Drive, Littlefayre/Withers Way, Braunstone Lane were identified as locations for the future siting of the Speed Activation Sign. However, a more specific location was required for Braunstone Lane and it was agreed that the stretch around the area of St Mary's Avenue would be an ideal location for the sign. It was also noted that there was an increase in the number of cars speeding again on Kingsway near to the Doctors' Surgery.

5. Community Grants and Funding

- a) Community Grants and External Funding Updates
A list of Community Grants and external funding received since 1st April 2014 was received. It was noted that the SWAGAT group had been successful in securing £500 funding from Blaby District Council and that the Town Council had submitted an application for £52,032 to SITA Ltd towards improvements works to the Millfield Hall roof.
- b) Community Grant Applications

RESOLVED

That the Council in accordance with its powers under Section 1(1) of the Localism Act 2011 (General Power of Competence) should incur the following expenditure:-

- i) Radford United (Community Action Group) - £300 towards promoting its activities to a wider demographic area
ii) SWAGAT - £300 towards tutor fees, room hire and travel expenses
iii) 82nd Scouts Leicester - £300 towards room hire
iv) RAFA (Braunstone Branch) - £300 towards a 40s Night to mark the 75th anniversary of the Battle of Britain.
v) Braunstone Swimming Club – £40 towards sponsorship of its Open Meet
- c) Correspondence from Groups
i) A letter dated 24th February 2015 from the Bursar of Winstanley Community College, thanking the Town Council for the grant of £600 to support the students' entry into the 'Greenpower Challenge' was received and noted.

6. Improvements to Parks and Open Spaces

A progress report on the funding towards the 'Proposals & Priorities for Improvements to Our Open Spaces and Parks'. It was noted that the Council had been successful in securing a grant of £5,000 from Blaby District Council's Community Grants Scheme towards the project.

7. Community Development Projects

- a) Local Area Co-ordinator
It was noted that the interviews to recruit the Local Area Co-ordinators was to take place the following week.
- b) Neighbourhood Takes Charge
The notes from the Neighbourhood Takes Charge meeting held on 18th February 2015 were received. It was noted that there were still only two members of the public attending the meetings, and therefore it had been agreed to hold no further meetings until the Local Area Co-ordinator was in place.

8. Social Inclusion

- a) Town Mayor's Support and Initiatives
It was reported that Ceroc had made a donation of £600 towards the Town Mayor's charity being 25% of the net proceeds from their New Year's Eve event.
- b) Draft Programme of Events
The draft Programme of Events for the 2015/2016 season was received and noted.

9. Financial Comparisons

The Financial Comparisons from 1st April 2014 to 28th February 2015 were received and noted.

10. Termination of Meeting

The meeting closed at 9.10pm

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 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

REPORT OF THE POLICY & RESOURCES COMMITTEE

16TH APRIL 2015 AT 7.30PM

Present: Mr N Brown (In the Chair), Miss A Ambrose, Miss S Betts (substituting for Mr R Berrington), Mrs J Fox, Ms A Hack, Mrs S Maxwell, Mr S Maxwell, Mr G Sanders, Mr W Wright.

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

Apologies: Mr R Berrington, Mr P Moitt.

1. Disclosures of Interest from Members or Officers

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

2. 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 were no members of the public present at the meeting.

3. Report of the Meeting held 12th February 2015

The report of the meeting held on 12th February 2015 was taken as read and signed by the Chairperson.

4. Publications

Clerks and Councils Direct, The Clerk Jan 2015.

Members considered the merits of the Publications item and whether it added value.

RESOLVED

That Publications no longer be included on the agenda for future meetings and that the Executive Officer and Town Clerk draw to the attention of the relevant Committee any item, included in Publications, which was of significance and ought to be considered.

5. Combined Public Services Facility – Final Proposed Model

- a) The report of the Citizens Advisory Panel meeting held 5th March 2015 was received and the comments received from its members in relation to the future of the library services were noted.
- b) The proposed Business Case and funding arrangements for the provision of a combined public services facility at the Braunstone Civic Centre providing Customer, Library and Social Inclusion Services was received for consideration for submission to Leicestershire County Council and Blaby District Council.

RESOLVED

1. *that the Combined Public Services Facility model outlined in Appendix 1 of the report along with the estimated costs be approved as a formal offer by Braunstone Town Council for delivering a combined Customer Service Shop, Library Service and social inclusion/outreach community service hub, at Braunstone Civic Centre;*

2. *that the required Outline Business Case form for running a Library, as attached at Appendix 2, subject to the inclusion at the end of section 17 of a sentence emphasising the financial difference between the County Council's financial commitment under the lease and their requested contribution to the model, be submitted to Leicestershire County Council; and*
3. *that delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair of Policy and Resources Committee, to:*
 - a) *submit any further information/clarifications in accordance with the approved model, should this be requested by either Blaby District Council or Leicestershire County Council,*
 - b) *liaise with Leicestershire County Council and Blaby District Council on further detailed arrangements for the model, including service levels and standards, the mechanism for identifying and reviewing the costs of the service and the contributions made by each organisation, and*
 - c) *commission advice and draw up draft legal and service level agreements.*

6. Citizens' Advice Bureau – Braunstone Civic Centre

A report on the Citizens' Advice Bureau Service Level Agreement which was due for renewal was received and noted. It was noted that the Citizens Advice Bureau had confirmed that it would wish to proceed with a new Service Level Agreement for a further three year period.

RESOLVED

That Braunstone Town Council enter into a three year Service Level Agreement with Citizens' Advice Bureau from 2015/2016 until 2017/2018 based on the current Service Level Agreement (2012/2013 – 2014/2015) subject to an increase in the current grant payable of 2.5% in 2016/17 and a further 2.5% in 2017/18.

7. Parks and Open Spaces

- a) Pitch Fees Allocations 2015/2016
The draft Pitch Fees Allocations for 2015/2016 were received and noted

RESOLVED

1. *That the pitch application from Shakespeare Park Bowling Club for use of the Bowling Green and Pavilion at Shakespeare Park for the 2015 season be approved;*
 2. *that the football pitch application requests received for Shakespeare Park and Mosssdale Meadows for the 2015/2016 season be approved and allocated as submitted;*
 3. *that the football pitch application requests from Forest East Football Club and Leicestershire Constabulary Football Club for Thorpe Astley for the 2015/2016 season be approved and allocated as submitted; and*
 4. *that the football pitch application request from Bulls Head FC, Whetstone, for Thorpe Astley for the 2015/2016 season be declined on the grounds that maximum pitch capacity had been reached and the club had the least association with Braunstone Town.*
- b) Winter Works Programme
A progress report on the Winter Works Programme for 2014/2015 was received.

RESOLVED

That progress to date with the Winter Works Programme be noted.

- c) Football Pitch Maintenance Equipment
A report from the Executive Officer & Town Clerk on the options for purchasing equipment for the maintenance of the football pitches was received.

RESOLVED

That delegated authority be given to the Executive Officer and Town Clerk to obtain three quotes for sports pitch maintenance equipment, accept a suitable quote and to purchase the equipment from the preferred supplier.

- d) Bridge over the culvert, Thorpe Astley Park Area
The Executive Officer and Town Clerk gave a progress report on the bridge over the culvert at the Thorpe Astley Park, confirmation was awaited on the proposals agreed between the Councils and Persimmon Homes from the remaining developers in the consortium.
- e) Blaby District – Playing Pitch and Open Spaces Strategy
A survey had been received from the consultants acting on behalf of Blaby District Council concerning the open spaces and sports pitch assessment. Most of the questions required information on current facilities, however, some questions requested an assessment of the quality, provision and accessibility both in the parish and across the district.

RESOLVED

That in addition to the data on provision required, the response to the survey concerning provision and accessibility in the town was that this met local needs; concerning the response to the survey concerning provision and accessibility in the district concern be raised about the lack of accessibility to the Leisure Centres from Braunstone Town and the surrounding northern parishes and that the district should consider commissioning a bus service to assist access to the Leisure Centres from these areas.

8. Thorpe Astley Community Centre – Consultation Rooms

A progress report on the introduction of the healthcare facilities at the Thorpe Astley Community Centre was received and noted. The Town Council was awaiting confirmation from NHS England concerning the approval final business model for the practice concerned.

RESOLVED

That should progress not be made, delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair of the Committee, to submit a formal letter of complaint/concern to NHS England.

9. Highways Grass Cutting

Correspondence from Blaby District Council dated 7th April 2015 regarding Leicestershire County Council's decision to reduce the funding for the number of verge cuts from 7 cuts to 5 cuts was received. The District Council had provided costs for parish and town councils to pay for one additional cut and for Braunstone Town Council, this amounted to £1,847.23, which would be match funded by Blaby District Council for the remaining cut.

The Executive Officer and Town Clerk advised that he had requested Blaby District Council to provide details of the locations of the verge cuts and was awaiting the response.

Members raised concern about the timing of this initiative, given precepts and budgets were set in January.

RESOLVED

That no further action be taken until the requested information had been received from Blaby District Council.

10. Draft Schedule of Meetings

The draft Schedule of Meetings for 2015/2016 was received.

RESOLVED

That it be recommended to Council that the draft Schedule of Meetings for 2015/2016 be approved.

11. Standing Orders, Financial Regulations and Scheme of Delegation

a) Draft Standing Orders and Financial Regulations were received.

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 are corrected; and*
2. *that subject to 1 above, it be recommended to Council that the proposed revisions to the Standing Orders (Appendix 1) and the Financial Regulations (Appendix 2) be adopted.*

b) A review document of the Delegated Powers of Committees and Officers was received.

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 are corrected; and*
2. *that subject to 1 above, it be recommended to Council that the proposed revisions to the Delegated Powers of Committees and Officers (Appendix 1) be adopted.*

12. Annual Report 2014/2015

The draft Annual Report 2014/2015 was received and noted.

RESOLVED

That, subject to the inclusion of the final amount raised for the Town Mayor's Charity and amendment of the section on Braunstone Town Councillors removing the Wards and telephone numbers and making it clear this refers to 2014/2015, it be recommended to Council that the Annual Report 2014/2015 be adopted.

13. Financial Comparisons

The Financial Comparisons for the period 1st April 2014 to 31st March 2015 were received and noted.

14. Millfield Hall Refurbishment

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)*

A report on costings, funding sources and programme of works for the Millfield Hall Refurbishment was received. It was noted that due to the withdrawal of the preferred material for the roof refurbishment, receipt of tenders for the roof works had been delayed.

RESOLVED

1. That the programme and timings for the refurbishment work of Millfield Hall be approved as set out in the report;
2. that delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair of Policy and Resources Committee, to apply for Capital grant funding for the project;
3. that £30,000 be earmarked from the Council's Reserves for part funding the refurbishment;
4. that a Panel be established to consider and determine the tenders/quotes received for the works on the roof consisting of Mr N Brown (Chair), Ms A Hack and Mr S Maxwell;
5. that the following tenders/quotes be accepted to undertake the work:
 - a) Heating and Cooling System – that the tender from TLM be accepted,
 - b) Ceiling tiles – that the tender from Sissons & Allen be accepted,
 - c) Replacement Lighting – that the tender from Sissons & Allen be accepted
 - d) Curtains – that the tender from SES Technical Ltd be accepted, and
 - e) Wooden Floor – that the tender from Capital Floors Ltd be accepted; and
6. that delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair of Policy and Resources Committee, to liaise with the successful contractors, award the contracts and determine the detailed timings and arrangements for the works.

15. Staffing Changes and Interim Arrangements

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 / Legal Advice)

A report was submitted detailing staff who were leaving the organisation and to presenting proposals for interim arrangements.

RESOLVED

1. That the forthcoming staff leavers be noted;
2. that the temporary cover arrangements be endorsed;
3. that specialist Human Resource advice and support services be commissioned using Personal Advice and Solutions Limited of Sleaford, Lincolnshire; and
4. that the Co-operative Accounts Signatories List be updated as follows:-
 - a) that Miss J. Leech be removed from the signatory list; and
 - b) that Mrs P. Hurd and Mrs. L. Assi be added to the signatory list.

16. Organisation Review

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 / Legal Advice)

A report was received setting out proposals for a review of the Council's staffing to meet forthcoming service and operational changes and to consider implementation of the living wage.

RESOLVED

1. *That the Scope of the Review, as set out in the report be approved;*
2. *that the Organisation Review initially set out to ensure payment of the Living Wage as a minimum by Reconfiguring the affected posts, as set out in option 3 for the Living Wage; failing that to explore option 2, Apply a Living Wage supplement;*
3. *that the indicative timetable, as set out in the report, be endorsed and that delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair of Policy and Resources Committee, to make adjustments to the timescales to take account of any issues arising during the review, including if necessary establishing a Member Panel to deal with such issues;*
4. *that delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair of Policy and Resources Committee, to finalise a proposed staffing structure, including job descriptions, person specifications, pay grades and terms and conditions of employment, for consultation with staff and Councillors; and*
5. *that post consultation, final proposals be presented for consideration by Policy and Resources Committee for adoption.*

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

BRAUNSTONE TOWN COUNCIL

REPORT of the PLANS & ENVIRONMENT MEETING

THURSDAY 23RD APRIL 2015 AT 7.30PM

PRESENT: Mr G Sanders (In the Chair), Mr R Berrington, Miss S Betts, Mr J Dodd (Ex-officio), Mr W Wright.

OFFICERS IN ATTENDANCE: Mr D Tilley, Executive Officer & Town Clerk.

APOLOGIES: None.

1. Disclosure of Interest from Members

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

2. 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 were no members of the public present at the meeting.

3. Report of the Meeting held on 19th March 2015

The Report of the Meeting held on 19th March 2015 was taken as read and signed by the Chairperson.

4. Planning Applications – To note the Action Taken Under Delegated Powers

RESOLVED: That the action taken under Standing Order No.71 (c) in forwarding the following observations to Blaby District Council be approved:-

15/0300/FUL. Land rear of 23 Valley Drive. Erection of a pair of semi-detached houses. *Braunstone Town Council wishes to make the following observations:-* 1. *The proposed development would have an unsatisfactory relationship with other nearby uses that would be significantly detrimental to the amenities enjoyed by the occupiers of those properties due to considerations of privacy and overbearing effect.* 2. *The access to the site from the Valley Drive presents safety issues since it is narrow and there is no provision for a footway. This access point is only 3.4 metres wide and will cause problems for access for emergency, delivery vehicles. This would also cause considerable disruption to local residents during the period of construction works.* 3. *In accordance with Section Ce25 of the Blaby District Local Plan the following crime prevention measures should be incorporated:- adequate boundary fences provided.*

15/0301/HH. 32 Una Avenue. Two storey side/rear and single storey rear extensions. *Braunstone Town Council wishes to make the following comments:-* 1. *In accordance with the Local Plan Policy T7 replacement of on-site parking facilities should be provided:- dwellings with more than 4 bedrooms – 3 spaces, 3 or less*

bedrooms – 2 spaces, 1 bedroom flats/bedsits – 1 space. 2. The occupiers of neighbouring properties should be fully consulted in connection with the proposals.

15/0334/HH. 7 Westover Road. Two story side and single story rear extensions.

Braunstone Town Council wishes to make the following comments:

1. *In accordance with Local Plan Policy T7 replacement of on-site parking facilities should be provided: dwellings with more than 4 bedrooms – 3 spaces.*
2. *The occupiers of neighbouring properties should be fully consulted in connection with the proposals.*

15/0352/HH. 26 Kirkland Road. Two story side and single story rear extension.

Braunstone Town Council wishes to make the following comments:

1. *In accordance with Local Plan Policy T7 replacement of on-site parking facilities should be provided: dwellings with more than 4 bedrooms – 3 spaces.*
2. *The occupiers of neighbouring properties should be fully consulted in connection with the proposals.*

15/0369/HH. 35 Grass Acres. Single story front, side and rear extensions.

Braunstone Town Council wishes to make the following comments:

1. *In accordance with Local Plan Policy T7 replacement of on-site parking facilities should be provided: dwellings with more than 4 bedrooms – 3 spaces, 3 or less bedrooms – 2 spaces*
2. *The occupiers of neighbouring properties should be fully consulted in connection with the proposals.*

5. Planning Applications

RESOLVED That the following observations be forwarded to Blaby District Council:-

15/0393/HH. 46 Rosamund Avenue. Two storey side and single storey rear extensions (including demolition of existing garage).

Braunstone Town Council wishes to make the following comment: In accordance with Local Plan Policy T7 replacement of on-site parking facilities should be provided: dwellings with more than 4 bedrooms – 3 spaces.

15/0417/HH. 10 Avon Road. Two story side/rear and single story rear extensions (including demolition of existing garage, kitchen extension and lean to).

Braunstone Town Council wishes to make the following comments:

1. *In accordance with Local Plan Policy T7 replacement of on-site parking facilities should be provided: dwellings with more than 4 bedrooms – 3 spaces.*
2. *The occupiers of neighbouring properties should be fully consulted in connection with the proposals.*

15/0343/DOC. North & South of the M69 Motorway, West of the M1 Motorway and East of Beggars Lane, Lubbethorpe. Discharge of Conditions 16 (Energy Statement) Part Sub-Phase 1 Residential and 17 (Sustainability Statement) Part Sub-Phase 1 Residential attached to planning permission 11/0100/1/0X.

Braunstone Town Council wishes to make the following comments:

1. *The report of the developer in respect of discharging condition 16 (Energy Statement) has been noted and the District Council should keep a watching brief to ensure that the promise of over 10% reduction on average energy usage is delivered; and*
2. *the report of the developer in respect of discharging condition 17 (Sustainability statement) has been noted and the District Council should keep a watching brief*

to ensure that the measures contained in the report, reflecting the relevant measures in the condition, are delivered.

15/0355/DOC. North & South of the M69 Motorway, West of the M1 Motorway and East of Beggars Lane, Lubbethorpe. Discharge of Condition 2 (part access landscape details) attached to planning permission 11/0100/1/0X.

Braunstone Town Council wishes to make the following comments:

1. *Compliance with the requirement of condition 2 is noted; and*
2. *there are concerns that there is no overflow from the pond in the park, this pond, which collects run-off water may flood in heavy storm conditions and consistent and long periods of heavy rain, with no overflow, the slope of the land and the design of the park is likely to result in flooding water being channelled along the pathway to the south and into the cottages on Beggars Lane.*

15/0432/HH. 47 Farmway. Single storey rear extension (including demolition of existing conservatory).

Braunstone Town Council wishes to make the following comment: The occupiers of neighbouring properties should be fully consulted in connection with the proposals.

6. Planning Decisions

The following decision notes were received and noted:

- i) 15/0087/HH 1 Evelyn Road, Two storey side and single storey rear extension.
- ii) 14/0785/1/HPX 4 Cooke Close, Thorpe Astley. Two storey and single storey front extensions, single storey rear extension and conversion of roof space to form habitable accommodation.
- iii) 14/0822/1/PY 9 Cyril Street. Change of use from retail (Use Class A1) to tattoo studio (sui generis)

7. Footpath W13 (Part) Colbert Drive – Public Path Diversion Order 2014

The Committee received confirmation dated 20th February 2015 from Leicestershire County Council that the Diversion Order to the Public Path from Colbert Drive had been introduced.

8. Cemetery Provision within Blaby District

The Executive Officer and Town Clerk advised the Committee of Blaby District Council's assessment of cemetery provision across the District. The first stage was to undertake an audit of the provision, after which existing and future demand would be assessed which would provide evidence for future strategic planning.

9. Lubbethorpe Strategic Consultative Board

A specially convened meeting was held on 24th March 2015 to discuss the Design and Movement Codes. It was noted with disappointment that the meeting had not been able to collectively discuss key questions set out by planning officers concerning aspects of the codes. A scheduled meeting was held on 16th April 2015, which had provided an update on cemetery provision, construction and planning consent given to amend access to the site from Beggars Lane.

10. Termination of Meeting

The meeting closed at 8.20pm.

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:-

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