

**BRAUNSTONE TOWN COUNCIL**

**MINUTES OF POLICY & RESOURCES COMMITTEE**

**THURSDAY 11th FEBRUARY 2016 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Stuart Maxwell, Gary Sanders and Robert Waterton.

**Officers in Attendance:** Darren Tilley, Executive Officer & Town Clerk.

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

**84. Apologies**

Apologies for absence were received from Councillors Alex DeWinter and Sam Maxwell.

**85. Disclosures of Interest**

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

**86. Public Participation**

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

There were no members of the public at the meeting.

**87. Minutes of the Meeting held 14th January 2016**

The Minutes of the Meeting held on 14th January 2016 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 14th January 2016 be approved and signed by the Chairperson as a correct record.

**88. Future options for the Library and Customer Service Shop**

The Committee considered the position and any decisions to be made in respect of an agreement with Blaby District Council on the Customer Service Shop and Leicestershire County Council in respect of Braunstone Town Library (item 5 on the agenda).

## **RESOLVED**

1. that the position with Braunstone Town Library be noted and that the Town Council continue to work with Leicestershire County Council to find a mutually acceptable way forward; and
2. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council, to enter into a new Service Level Agreement with Blaby District Council for the provision of Customer Services, Community Development and Social Inclusion initiatives from the Braunstone Civic Centre site and Thorpe Astley Community Centre.

### *Reasons for Decision*

1. *To ensure that all possible options would be considered to enable the continuation of the current Library service.*
2. *To enable agreement to be in place to implement the shared vision for providing local access to Council and social inclusion services.*

## **89. Thorpe Astley Community Centre - Medical Rooms**

The Committee received an update on progress for opening the Medical Facility at Thorpe Astley Community Centre and to determine whether the Town Council needs to take any further action (item 6 on the agenda).

**RESOLVED** that an options appraisal be developed for the use of Thorpe Astley Community Centre Medical Rooms, including proposals from stakeholders and proposed timescales for consultation and implementation, to be considered by Policy & Resources Committee on 14th April 2016.

### *Reason for Decision*

*To enable the Town Council to identify community needs and aspirations, potential options for using the Thorpe Astley Medical Rooms space, and to focus its activity on delivering a solution for the benefit of the community.*

## **90. Revenue Savings Projects**

The Committee received an update on Revenue Savings Projects from 2015 and considered proposals to deliver more efficient services and operations from 2016 (item 7 on the agenda).

## **RESOLVED**

1. that progress be noted with the implementation of Revenue Savings Projects for 2015/2016 (as detailed in the Appendix);
2. that the current areas for Savings, identified in the report, be endorsed; and
3. that the following be investigated with a view to generating more income:
  - a) Thorpe Astley Community Centre Foyer Area – provision of vending machines,
  - b) Bar @ The Civic Centre – opportunities with the current licensee for provision of meals and café facilities, and
  - c) review of bar services at Thorpe Astley Community Centre.

### *Reasons for Decision*

1. *To note that those projects which had been implemented had produced predicted savings and that there was a plan in place for the implementation of the other projects identified.*
2. *To ensure the Council was in a position to meet the identified savings equivalent to the projected reduction in Council Tax Support Grant and to enable continuous improvement.*
3. *To maximise income opportunities and develop services provided at Community Centres and Community Facilities:*
  - a) *there was passing trade for provision of drinks and snacks with the groups that used Thorpe Astley Community Centres and the users of the surrounding parkland,*
  - b) *there were opportunities for users of the Civic Centre and Library during daytimes to make use of café facilities outside bar opening hours, with the closure of the Shakespeare pub there was potential for the provision of meals, and*
  - c) *a bar service was only provided at Thorpe Astley Community Centre when a hirer asked for it, opportunities for a general service to hirers and the community may raise the profile and usage of the Centre.*

### **91. Pitch Allocations 2016/2017**

The Committee considered revisions to the terms and conditions and the method of allocation, along with determining capacity and charges for 2016/2017 (item 8 on the agenda).

### **RESOLVED**

1. that the Proposed Changes to Terms of Allocation be approved as set out in the relevant section of the report;
2. that the terms and conditions for football be approved, as set out in Appendix 1; and the terms and conditions for bowls be approved, as set out in Appendix 2, subject to the amendment of the transfer amount in paragraph 1 reading “£871”;
3. that pitch type and capacity be approved, as set out in Table 1 of the Pitch Capacity section of the report;
4. that the Pitch Fees for 2016/2017, including ad-hoc hire fees, be approved, as set out in the pitch applications notice, attached as Appendix 3; and
5. that the availability of pitches be advertised with a closing date for applications on 31st March 2016.

### *Reasons for Decision*

1. *To allow for allocations based on either 10, 15 or 20 matches per season in order to cater for individual club needs and circumstances.*
2. *To confirm that Terms and Conditions were suitable for the forthcoming season, noting that revisions may be applied as part of the future arrangements being considered under the Shakespeare Park Improvement and Development project.*
3. *To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of parks users.*

4. *To apply increases in charges to ensure sustainability of the Council's services in accordance with the Council's Medium to Long Term Priorities and Financial Planning objectives.*
5. *To allow suitable time for applications while acknowledging clubs need the certainty by April of a home playing ground in order to participate in the league.*

**92. Community Centres and Miscellaneous Charges**

The Committee determined charges for 2016/2017 and beyond (item 9 on the agenda).

**RESOLVED**

1. that the proposed charges be applied from 1st April 2016 to all new bookings and where payment would be made on or after 1st April 2016 as follows:
  - a) Braunstone Civic Centre, as attached at Appendix 1,
  - b) Thorpe Astley Community Centre, as attached at Appendix 2, subject to Sports Changing Rooms for Team Events being £12.85 per hour; and
  - c) Miscellaneous Charges, as attached at Appendix 3, subject to the removal of concessions for Casual Indoor Bowls – Equipment Hire and the introduction of a flat charge of £2 for 2-4 players and £4 for 5-8 players.
2. that a Member Working Group be established to review Hire Terms & Conditions and charges, including discounts and promoting use of facilities, to report prior to consideration of the Council's budget for 2017/2018.

*Reasons for Decision*

1. *To apply increases in charges to ensure sustainability of the Council's services in accordance with the Council's Medium to Long Term Priorities and Financial Planning objectives:*
  - a) *the charges provided for a gradual and proportionate increase,*
  - b) *to enable changes to be applied in a context, Sports Changing Room hire for team events being brought into line with ad-hoc pitch hire fees, and*
  - c) *to enable the promotion of the Casual Indoor Bowls facility to assess its long term viability.*
2. *To ensure consistency of approach, implementation of realistic terms & conditions, continued use by the community and to maximise income generation.*

**93. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2015 to 31st January 2016 (item 10 on the agenda).

The Executive Officer & Town Clerk advised of the balance figures for 11th February 2016. Following receipt of grants and transfer of monies from

reserves to cover recent capital projects; total income was £880,178, expenditure £798,384, with a total net balance of £81,794.

**RESOLVED** that the report be noted.

*Reason for Decision*

*The Council's actual income was higher than predicted for the period. While expenditure exceeded the predicted amounts, this was due to payment for large capital projects, for which grant funding and monies from reserves had been used.*

**94. Fixed Term exceptions to Employment Contracts**

The Committee considered fixed term temporary arrangements to allow the payment of additional hours to staff where there existed vacant establishment hours and arrangements for a one off carry over of remaining leave (item 11 on the agenda).

**RESOLVED**

1. that a fixed term amendment to Duty Officer – Community Centres staff contracts be made by mutual agreement with individual staff members from 1st February 2016 until 30th April 2016, which allowed for staff to be paid to cover the vacant hours ad-hoc through additional hours payment, subject to ToiL hours for an individual staff member being in credit; and
2. that staff be allowed to carry over in excess of 5 days pro-rata annual leave from the current financial year (2015/2016) into the next financial year (2016/2017) provided this is in accordance with the terms set out in the section Annual Leave Carry Over of the report.

*Reasons for Decision*

1. *To provide continuous and flexible staff cover for the Council's Community Centres while there was a review of the established hours and annualised hours and to cover vacant establishment hours.*
2. *To enable staff to cover for vacant hours and recognise recent cover for recent vacancies which had prevented leave being taken so that staff do not lose annual leave entitlements at the year end.*

**95. Termination of the Meeting**

The meeting closed at 9.15pm.

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.

SIGNED \_\_\_\_\_ (CHAIR)

DATED \_\_\_\_\_