



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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7th June 2017

To: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Parminder Basra, Sharon Betts, Sam Maxwell, Phil Moitt, Gary Sanders, Darshan Singh and Robert Waterton.

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the Fosse Room at Braunstone Civic Centre on **Thursday, 15th June 2017** commencing at **7.30pm**, for the transaction of the business as set out below.

Yours sincerely,

Executive Officer & Town Clerk

AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Disclosures of Interest**
To receive disclosures of Interest in respect of items on this agenda:
 - a) Disclosable Pecuniary Interests,
 - b) Other Interests (Non-Pecuniary).
3. **Public Participation**
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.
4. **Minutes of the Meeting held 27th April 2017**
To confirm the accuracy of the Minutes of the meeting held 27th April 2017 to be signed by the Chairperson (**Enclosed**).
5. **Primary Care Services in Braunstone Town**

To receive an update on the provision of primary care services in Braunstone Town and to note a petition organised by local residents in respect of local GP services (**Enclosed**).

6. **Internal Audit Report 2016/2017 and Internal Audit arrangements 2017/2018**

To receive the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2017 and to appoint an Internal Auditor for 2017/2018 (**Enclosed**).

7. **Annual Governance Statement 2016/2017**

To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2017 and to recommend to Council adoption of the Annual Governance Statement 2016/2017 (**Enclosed**).

8. **Accounting Statements 2016/2017**

To receive the End of Year Accounts for the financial year ended 31st March 2017 and to recommend to Council adoption of the Accounting Statements 2016/2017 (**Enclosed**).

9. **Shakespeare Park - Improvement & Development**

To consider progress with the project and the business plan, including potential amendments to the planning application and applications for external funding (**Enclosed**).

10. **Facilities and Services at Thorpe Astley Community Centre**

To identify opportunities for using un-used rooms at Thorpe Astley Community Centre, improving the facilities for hirers and ensuring the sustainability of the Early Years Childcare and other regular hirers to ensure continued provision for the benefit of the local community in Thorpe Astley (**Enclosed**).

11. **Arrangements for payments for Facilities Hire by Standing Order and Direct Debit**

To consider arrangements for implementing payment for hire facilities by Standing Order and Direct Debit and for discounts on payments (**Enclosed**).

12. **Annual Survey 2017**

To consider and approve the Annual Survey for 2017 (**Enclosed**).

13. **ROSPA Reports**

To receive a report concerning the Annual ROSPA reports on Parks and Open Spaces and to determine any action to be taken (**Enclosed**).

14. **Financial Comparisons**

To receive Financial Comparisons for the period 1st April 2017 to 7th June 2017 (**Enclosed**).

15. **Approval of Accounts**

To consider payments from 1st April 2017 until 7th June 2017 (**Enclosed**)

16. Termination of the Meeting



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 POLICY & RESOURCES COMMITTEE

THURSDAY 27th APRIL 2017 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Sharon Betts, Sam Maxwell, Phil Moitt, Gary Sanders, Robert Waterton and Bill Wright.

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

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

87. Apologies

Apologies for absence were received from Councillors Shabbir Aslam and Alex Dewinter.

88. Disclosures of Interest

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

89. 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.

90. Minutes of the Meeting held 23rd February 2017

The Minutes of the Meeting held on 23rd February 2017 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 23rd February 2017 be approved and signed by the Chairperson as a correct record.

91. Revised Future Years Financial and Budget Projections

The Committee considered the loss of approximately £45,000 from the Council's base budget from April 2018 following the decision of the billing authority not to pass on the parish share of the Council Tax Support Grant and New Homes Bonus, and to consider revised budget projections to be incorporated into the Council's medium to long term planning process to inform the Council's priorities and decisions (item 5 on the agenda).

RESOLVED

1. that the current projections, set out in Appendix 1 of the report, based on the loss of income from Council Tax Support Grant and New Homes Bonus from April 2018 and the known financial pressures identified in the strategy of November 2016, be received and be the bases upon which decisions about savings, use of reserves and precept rises should be made; and
2. that a three member working group, consisting of Councillors Nick Brown (Chair), Amanda Hack and Robert Waterton (with the option to allow substitutions) be established to consider detailed options to address the funding gap resulting from the loss of the whole of the Council Tax Support Grant from April 2018.

Reasons for Decision

1. *To provide a foundation for preparing budget estimates for 2018/2019 and beyond.*
2. *To enable detailed work to be undertaken on the options available to the Council in terms of service provision, savings, precept increases and use of reserves, along with an assessment of any associated risks.*

92. Annual Report 2016/2017 and Annual Survey

The Committee received the draft Annual Report 2016/2017 for recommending for adoption at the next meeting of the Full Council and considered the approach for the Annual Survey, which would subsequently be circulated with the Annual Report (item 6 on the agenda).

RESOLVED

1. that delegated authority be given to the Executive Officer and Town Clerk to include final data and information and to finalise the presentation and formatting to the proposed Annual Report 2016/2017 (Appendix 1);
2. that subject to 1 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2016/2017 (attached as Appendix 1) be received and adopted; and
3. that the approach set out in the report for the Annual Survey 2017 be endorsed.

Reasons for Decision

1. *To enable the inclusion of the provisional year end accounts and ensure that the document was finalised and presented for public consumption.*
2. *To report on the Town Council's achievements and to set out its priorities for the forthcoming year.*
3. *To enable the Town Council to obtain a sufficient number of survey responses to enable it to review the effectiveness of its services and seek feedback on its forthcoming priorities.*

93. Shakespeare Park - Improvement & Development

The Committee considered progress with the project and the business plan, including potential amendments to the planning application and applications for external funding (item 7 on the agenda).

RESOLVED

1. that funding applications be prepared and submitted as follows:
 - a) Section 106 Open Space Contribution relating to a legal agreement for planning application 13/0503/1/PX, Land to the South of 20-30 Valley Drive, for improvements to the play facilities at Shakespeare Park; and
 - b) Sport England – Community Asset Fund, for funding the new pavilion facility, demolition of existing pavilion and redesign of the site;
2. that Blaby District Council be asked to assist with identifying and obtaining significant grant funding and potential sources of commercial and corporate funding/sponsorship; and
3. that the revised timescales for the project, attached at Appendix 2, be adopted.

Reasons for Decision

1. *To enable appropriate funding options to be assessed, considered and where appropriate sought to ensure the long term financial stability and sustainability of the project in terms of improving access to sport, recreation and play.*
2. *To enable successful applications to larger funding bodies such as Sport England and the Big Lottery and to utilise the expertise and contacts that Blaby District Council has with local business, particularly around the Junction 21 area and especially since the site in question, Shakespeare Park was originally Everards land, to secure funding for the project.*
3. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

94. Sports Pitch Allocations 2017/2018

The Committee received applications for sports pitches for 2017/2018 season and determined their allocation (item 8 on the agenda).

RESOLVED

1. that the pitch application from Shakespeare Park Bowling Club for use of the Bowling Green and Pavilion at Shakespeare Park for the 2017 season be approved;
2. that the football pitch application requests received for Shakespeare Park Mini Pitch and Mosssdale Meadows Mini pitches for the 2017/2018 season be approved and allocated as submitted;
3. that the football pitch application requests received for Shakespeare Park Junior Pitch for the 2017/2018 season be approved and allocated as submitted; subject Braunstone Juniors U14 Girls (ref 14) and Braunstone Titans FC (ref 15) being able to alternate the pitch and Braunstone Titans

- (ref 15) and Braunstone Juniors U7 Boys (ref 18) and U8 Boys (ref 19) being able to share the site facilities;
4. that the football pitch application requests received for Mosssdale Meadows Junior Pitches for the 2017/2018 season be approved and allocated as submitted;
 5. that the football pitch application request received from Braunstone Trinity Adults Vets (ref 8) for a Mosssdale Meadows Senior Pitch for the 2017/2018 season be approved and allocated as submitted;
 6. that delegated authority be given to the Executive Officer & Town Clerk to reach an agreement between the football clubs (ref 9 – 13) which submitted pitch application requests for the Sunday 10.30am slot on the Senior Pitches at Mosssdale Meadows for the 2017/2018 season being able to share the pitches and/or be flexible with the day and times; in the absence of such agreement, the allocation be determined at the next meeting of Policy & Resources Committee;
 7. that Braunstone Juniors U15 Girls (ref 22) and Braunstone Juniors U16 Girls (ref 23) be allocated Thorpe Astley Park senior pitch for the 2017/2018 season and that the application from Bullets FC (ref 23) for Thorpe Astley Park be declined;
 8. that delegated authority be given to the Executive Officer & Town Clerk to allocate teams at Mosssdale Meadows to a designated pitch;
 9. that football pitches allocated matches in excess of the approved capacity (Mosssdale Meadows Senior Pitches and Junior Pitches and Shakespeare Park Junior Pitches) be closed to ad-hoc booking requests until after Christmas and only opened to ad-hoc bookings should the Executive Officer & Town Clerk deem that each individual pitch quality was suitable; and
 10. that the feasibility of sites at Thorpe Astley Park be investigated for expansion of sports pitch provision.

Reasons for Decision

1. *The Shakespeare Park Bowling Club was the only club who applied and have a successful track record of operating from the Shakespeare Park site.*
2. *To enable the clubs to have security of a home ground for the season, given the number of teams and matches was within the approved capacity for the season.*
3. *To enable the clubs to have security of a home ground for the season, while ensuring that both Braunstone Juniors and Braunstone Titans were able to effectively share the facilities, noting that pitch capacity would be exceeded by 10 matches for the season.*
4. *To enable the clubs to have security of a home ground for the season, noting that pitch capacity would be exceeded by 20 matches for the season.*
5. *To enable the club to have security of a home ground for the season, given there were no scheduling clashes.*
6. *To enable the clubs, who have a local connection and have had regular allocations at Mosssdale Meadows to have security of a home ground for the season, recognising that in order to achieve this, the clubs would need to agree to a shift pattern or to rescheduling of their day and time in order to be accommodated.*
7. *To enable Braunstone Juniors, who have a local connection and due to*

the increase in age of two teams need a senior sized pitch to have security of a home ground for the season. Bullets FC took over an empty allocation at Thorpe Astley half way through last season; however, they have limited local connections. Increasing pitch capacity at Thorpe Astley may have an adverse impact upon the pitch, since it was closed for a number of weeks in both the 2015/16 and 2016/17 season due to the poor quality of the playing surface.

8. *Mosssdale Meadows contained two pitches for each type (6 pitches in total): Senior, Junior and Mini; once discussions had taken place between the clubs, balanced allocations could be made to specific pitches to avoid over use of specific pitches.*
9. *To avoid further overuse of the pitches, which had been allocated above the approved capacity.*
10. *It was the second season running that the Council's pitches would be over capacity despite reopening the second adult pitch at Mosssdale Meadows. It was important to encourage and support sport and physical activity and ensure that the Council was able to meet future demand for sports pitches.*

95. Update on provision of NHS Services in Braunstone Town

The Committee received an update on the Clinical Commissioning Group's response to the issues impacting on the provision of Primary Care in the Town and progress with an agreement for Leicestershire Partnership's Trust to use the Medical Rooms at Thorpe Astley (item 9 on the agenda).

RESOLVED

1. that options for the future use of Thorpe Astley Medical Rooms be considered by Policy & Resources Committee in June 2017; and
2. that the issue of under provision of Primary Care Services across the Town and surrounding area be submitted as an issue for consideration by Blaby District Council's Scrutiny and that delegated authority be given to the Executive Officer & Town Clerk to submit the detailed request to Blaby District Council; and
3. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with Councillors Brown, Hack, Maxwell and Wright, to determine the Town Council's response to the lack of progress concerning the issues impacting on the provision of Primary Care in the Town and the lack of progress with an agreement for Leicestershire Partnership's Trust to use the Medical Rooms at Thorpe Astley.

Reasons for Decision

1. *There had been no practical progress concerning the use of the Thorpe Astley Community Centre by the NHS and there appeared to be no short to medium term likelihood that NHS services would be delivered from the Centre. Given a desire by Councillors and the community to increase usage and schedule more community events at Thorpe Astley Community Centre, the future use of the rooms needed to be reviewed in order to make the best practical use of the Centre's facilities.*
2. *The under provision and lack of access to primary care services was a*

matter of concern to local residents across Braunstone Town and the surrounding area, which was having a negative impact on community well-being and feedback from local residents indicated that it was a matter of high importance which needed to be addressed.

- 3. To enable the Town Council to proactively and effectively consider the issues of accessibility and provision and represent the concerns of local residents to the relevant public bodies.*

96. Customer Service Shop Provision and adoption of Customer Service Standards

The Committee considered for adoption, Customer Service Standards for the Council, which were based on customer needs and expectations; along with whether there was a need to extend Customer Services to Thorpe Astley in order to provide better access to services for residents (item 10 on the agenda).

RESOLVED

1. that the Customer Service Standards, attached as Appendix 1, be adopted as Braunstone Town Council's Corporate Customer Service Standards; and
2. that the viability of Customer Service Shop services being provided from Thorpe Astley Community Centre be considered following a decision on the future use of the Medical Rooms and in the context of the Town Council addressing its service priorities and funding options for April 2018 and beyond.

Reasons for Decision

- 1. To adopt Customer Service Standards for the Council which were based on customer needs and expectations, were relevant, maintained high standards and were deliverable.*
- 2. To consider the viability and sustainability of extending Customer Services to Thorpe Astley Community Centre in the context of financial resources available and wider options relating to the use of space and use of the facility as a community centre and a venue for community events.*

97. Report of the Community Centres Working Group

The Committee received proposals concerning the Hire Terms and Conditions, proposed changes to the charging structure and promotional initiatives for Community Centres (item 11 on the agenda).

The Committee considered the recommendation of the Working Group that a small £5 cancellation service charge should be levied for booking transfers and for cancellations where money would be refunded. The Committee considered £10 to be a more appropriate charge and to act as a deterrent to speculative bookings.

Councillor Amanda Hack stated that she had received an offer from a Thorpe Astley resident to make a booking at Thorpe Astley Community Centre for 12

months for an exercise and slimming group, the offer involved paying £100 for five hours on a Saturday morning when the Centre was currently closed. The Group had 92 people who were currently meeting in a church building and the organiser wanted to relocate to Thorpe Astley, where most of her clients were residents. Councillor Amanda Hack added that if the offer was acceptable to the Committee it could be offered on a trial basis and the viability assessed in terms of increasing hires, ensuring the Centre was open and whether it could be extended as a promotional offer.

RESOLVED

1. that community centre rooms be categorised for charging purposes, according to the proposed categories as set out in the section “Recommended Room Categories” of the report; and the changes be implemented in accordance with the section “Implementation of the proposed changes” of the report;
2. that the approach to regular bookings and party bookings, as set out in the report, be approved, along with the implementation of a £10 administration charge for additional transfer/cancellation of a booking be approved;
3. that the proposed amendments to the Terms & Conditions of Hire, attached as Appendix 1, be approved and implemented;
4. that the following initiatives be approved:
 - a) taking pictures of customer events for promotional use, as set out in the section “Promoting Use of Facilities” of the report;
 - b) using school newsletters to promote the Centres as venues for parties; and
 - c) using Town Mayor events and existing events to promote the activities and facilities at the Centres; and
5. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to review the proposal concerning hiring of Thorpe Astley Community Centre for five hours on a Saturday morning for 12 months at £100 per session and determine the terms and conditions upon which approval of the request should be made.

Reasons for Decision

1. *To standardise room charges and simplify the schedule of charges for both customers and staff.*
2. *To recognise the practical difference between one-off hires and regular bookings, and to remove inconsistencies in the payment of hire fees, deposits and bonds.*
3. *To ensure that the revised arrangements were clearly set out and formed the contract between the Town Council and the hirer.*
4. *To ensure continued use by the community and to maximise income generation.*
5. *To enable specific arrangements and promotions to be trialled where this was likely to lead to increased usage of Thorpe Astley Community Centre allowing it to be open on a Saturday and providing opportunities for other groups to use the centre at the same time.*

98. Standing Orders, Financial Regulations and Scheme of Delegation

The Committee reviewed the Council's Standing Orders, Financial Regulations and scheme of delegation and recommend adoption at the Annual Council Meeting (item 12 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL

1. that the proposed amendment to Financial Regulation 7.1, as set out in the report, be approved; subject to the inclusion of Councillor Allowances and expenses within the regulation; and
2. that the proposed amendments to paragraphs 4, 11 & 34 of the Delegated Powers to the Executive Officer and Town Clerk, as set out in the report, be approved.

Reasons for Decision

1. *To enable a more efficient and effective payment of staff expenses, Councillor Allowances and expenses, given the administrative process was undertaken via the Council's payroll.*
2. *To provide clarity around the extent of the meaning of some of the provisions, avoiding any unnecessary challenge.*

99. Review of Staff Performance and Development Appraisal System

The Committee considered proposals for a new Performance and Development Staff Appraisal system (item 13 on the agenda).

RESOLVED that a new employee appraisal system be adopted: Personal Performance and Development Review and implemented from 1st May 2017 using the form attached at Appendix 1, for both the self-assessment and the review.

Reason for Decision

To provide support and resources, including training, to enable employees to deliver efficient and high standards of service and implement the Council's objectives and priorities.

100. Draft Schedule of Meetings

The Committee received a draft Schedule of Meetings 2017/2018 for recommendation to Full Council for adoption (item 14 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL that the schedule of Council and Committee Meetings for 2017/2018, as attached at Appendix 1 of the report, be approved subject to the following amendments to Committee meetings in May and June:

- a) Plans & Environment Committee & Community Development Committee being rescheduled from 18th May to 25th May,
- b) Citizens' Advisory Panel being rescheduled from 25th May to 1st June,

- c) Corporate Governance Sub-Committee and Policy & Resources Committee being rescheduled from 8th June to 15th June, and
- d) Plans & Environment Committee being rescheduled from 15th June to 22nd June.

Reason for Decision

To enable the Town Council to undertake its business and meet its statutory obligations, to schedule meetings to avoid clashes, including with the General Election.

101. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2016 to 31st March 2017 (item 15 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues of concern with the income and expenditure against the budget for 2016/2017, other than the pensions overspend, which was being addressed in the current year budget and through the medium to long term financial strategy.

102. Approval of Accounts

The Committee considered payments from 15th February 2017 until 31st March 2017 (item 16 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 15th February 2017 until 31st March be approved.

Reason for Decision

To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.

103. Parks & Grounds Plant Vehicles and Machinery

RESOLVED that in view of the special/confidential nature of the business to be transacted, it was in public interest that the press/public be temporarily excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interests.*

The Committee considered options for the replacement of a defunct fleet vehicle (item 17 on the agenda).

A supplementary report was circulated setting out revised quotes, including service charges (filed with item 17 of the agenda).

RESOLVED

1. that a Ford Ranger Super XL 2.2 TDCi pickup truck be leased; and
2. that the quotation for a Ford Ranger Super XL 2.2 TDCi be accepted from Lex Autolease.

Reasons for Decision

1. *To acquire a new vehicle for grounds maintenance that was suitable for the work required.*
2. *That, although the quotation from the preferred supplier was £8.76 per annum more expensive than the cheapest quote, the Town Council would be making an annual saving of £654.64 compared to the previous lease arrangement and the Town Council's other parks fleet vehicle was leased from the preferred supplier and leasing from the same company would enable administrative efficiencies.*

104. Routing of Power Cable across Thorpe Astley Park

RESOLVED that in view of the special/confidential nature of the business to be transacted, it was in public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interests.*

The Committee considered a request to route a power cable between Thorpe Astley, across Thorpe Astley Park, and the motorway service area (item 18 on the agenda).

RESOLVED

1. that the proposal by Camborne Energy Storage Ltd, as set out in the report, be approved in principle; and
2. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to work with Blaby District Council to agree a combined approach and finalise the legal terms and conditions and agreement.

Reasons for Decision

1. *To support the scheme and its objectives in principle.*
2. *To enable the detailed legal terms and conditions and arrangements to be finalised and implemented.*

105. Termination of the Meeting

The meeting closed at 9.25pm.

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.

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 15th June 2017.

DRAFT

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2017

Item 5 – Primary Care Services in Braunstone Town

Purpose

To receive an update on the provision of primary care services in Braunstone Town and to note a petition organised by local residents in respect of local GP services.

Background

On 27th April 2017, the Committee received an update on the Clinical Commissioning Group's response to the issues impacting on the provision of Primary Care in the Town and progress with an agreement for Leicestershire Partnership's Trust to use the Medical Rooms at Thorpe Astley.

On 27th March 2017, Tim Sacks, Chief Operating Officer at East Leicestershire and Rutland Clinical Commissioning Group declined a request to attend the Committee on 27th April to update the Town Council on the following issues:

1. Capacity at Kingsway Surgery
2. Access at Forest House
3. Explore access to near-by surgeries within the Leicester CCG area
4. Explore the potential for expansion of Thorpe Astley's Medical Facilities as an alternative to expansion at Warren Lane

A copy of the letter is attached at Appendix 1.

Given the under provision and lack of access to primary care services was a matter of concern to local residents across Braunstone Town and the surrounding area, which was having a negative impact on community well-being and feedback from local residents indicated that it was a matter of high importance which needed to be addressed, the Committee agreed on 27th April 2017, that the issue of under provision of Primary Care Services across the Town and surrounding area be submitted as an issue for consideration by Blaby District Council's Scrutiny and that delegated authority be given to the Executive Officer & Town Clerk to submit the detailed request to Blaby District Council (Minute 95, 2016/2017 – resolution 2). A copy of the request submitted is attached at Appendix 2.

To enable the Town Council to proactively and effectively consider the issues of accessibility and provision and represent the concerns of local residents to the relevant public bodies, the Committee also decided that delegated authority be given to the Executive Officer & Town Clerk, in consultation with Councillors Brown, Hack, Maxwell and Wright, to determine the Town Council's response to the lack of progress concerning the issues impacting on the provision of Primary Care in the Town (Minute 95, 2016/2017 – resolution 3)

Kingsway Surgery

Kingsway Surgery have published the following statement in the June edition of Braunstone Life:

“We would like to inform you of some important changes at Kingsway Surgery. Please be aware that Dr Gordon, Dr Martin and Dr Alexander will be leaving the practice on 13th June. We appreciate that this news may be unsettling for some of our patients and would like to assure you that your general practice services will continue as normal. Dr Ghosh will continue to operate at the surgery and additionally, Dr. Duru is joining Kingsway Surgery as a partner on 1st June. We also have contingencies in place including long-term cover, to help minimise possible disruption to services and to ensure you continue to receive a high standard of care. We would like to thank you for your patience during this time”.

On 25th May 2017 a copy of a petition, organised by Mrs. Satwant Kaur Singh and for the attention of the Practice Manager of Kingsway Surgery, was delivered to the Town Council's offices. The petition asks the Practice Manager to read through residents' concerns:

“As residents of Braunstone Town we are worried about our Surgery Doctors leaving. For some time we have been suffering about the services we have been offered, such as making appointments. Most of the residents complaints about by ringing in for the appointments, but not getting through, then waiting outside the surgery until it will open on first come first serve. Some elderly cannot come to the surgery and wait and then come back again for time allocated”.

“Last year three doctors left, now three of the most popular doctors are leaving. Most of the residents are very upset. We would like to know what is going on and what is going to happened to our Kingsway surgery”.

The petition has 151 signatories.

Role of the Town Council

The Town Council has no statutory role, neither executive nor oversight of the NHS. The Town Council's role as a community leader and community champion is to work with various public bodies and partners to represent issues of local concern, especially with public services.

Leicestershire County Council under the Local Government and Health Act 2007 has a statutory scrutiny role of health services in its area. The Health Overview and Scrutiny Committee has responsibility for monitoring the performance and activities of the following Health Service functions: the exercise by health bodies of functions which affect the area of the County Council.

Therefore, the Town Council would be able to formally pass on its concerns relating to services at Kingsway Surgery and generally across the area. The issues the Town Council has raised with East Leicestershire and Rutland Clinical Commissioning Group are set out in the background section above.

Recommendation

That Leicestershire County Council's Health Overview and Scrutiny Committee be formally requested to scrutinise East Leicestershire and Rutland Clinical Commissioning Group's response to the under provision of Primary Care Services across Braunstone Town and surrounding area, and specifically addressing:

1. capacity at Kingsway Surgery;
2. access at Forest House;
3. access to near-by surgeries within the Leicester CCG area; and
4. the potential for expansion of Thorpe Astley's Medical Facilities as an alternative to expansion at Warren Lane.

and that a copy of the petition received by the Town Council in respect of Kingsway Surgery be forwarded to the Health Overview and Scrutiny Committee for consideration.

Reason

The under provision and lack of access to primary care services was having a negative impact on community well-being and feedback from local residents indicated that it was a matter of high importance which needed to be addressed.



**East Leicestershire and Rutland
Clinical Commissioning Group**

From the office of: Tim Sacks
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Email: Tim.sacks@eastleicestershireandrutlandccg.nhs.uk

CCG Headquarters
Leicestershire County Council
Room G30, Pen Lloyd Building
County Hall, Glenfield
Leicester LE3 8TB

Web: www.eastleicestershireandrutlandccg.nhs.uk

Darren Tilley
Executive Officer and Town Clerk
Braunstone Town Council
Braunstone Civic Centre
Kingsway, Braunstone Town
Leicester, LE3 2PP

27th March 2017

Dear Darren,

Thank you for your letter dated 28th February 2017 regarding provision of Primary Care Services in Braunstone Town. Also thank you for the invitation to attend the Policy and Resources Committee meeting on 27th April.

At this time my team are unavailable to attend as they are working on a sustainable plan for General Practice in Blaby, as well as across LLR.

As we have more detail, we will of course share this with you.

Yours Sincerely

30 MAR 2017

Tim Sacks
Chief Operating Officer

**SCRUTINY WORK PROGRAMME
SUGGESTION FORM**

The Scrutiny Commission is always interested to receive suggestions about issues or concerns relating to how Blaby District Council delivers its services or community issues. Scrutiny is not a complaints system however and specific complaints should be directed to the Council Officer or Service area responsible.

You can e-mail your suggestion to scrutiny@blaby.gov.uk – alternatively you can use this form and send it to
**Scrutiny
Blaby District Council
The Council Offices, Desford Road,
Narborough, Leicestershire, LE19 2EP**

Suggested Work Item

Under provision of Primary Care Services across Braunstone Town and surrounding area.

Please state why you are putting this suggestion forward

The under provision and lack of access to primary care services was having a negative impact on community well-being and feedback from local residents indicated that it was a matter of high importance which needed to be addressed.

Who does this issue affect? Please identify any groups, communities, residents this issue affects.

The issue is a matter of concern to local residents across Braunstone Town and the surrounding area. For elderly and the vulnerable they risk not accessing care in a timely manner due to the difficulties they face booking an appointment. For residents who work and families, it can be extremely difficult to obtain an appointment at a convenient time.

Is there any other information or evidence that you wish to add – you may continue on a separate sheet

Braunstone Town Council has been seeking to address particular issues faced by the community in relation to both the GP practices, which cover its area, for over 12 months with the CCG with limited success. Any findings of a scrutiny exercise should be addressed as an action plan through the existing Health partnerships and monitored.

Your Contact Details

In order that we can contact you if we require further information and to keep you informed of whether your suggestion will be reviewed by Scrutiny, please provide us with your contact details

Name: Braunstone Town Council

Telephone: 0116 289 9270

Submission date: 25th May 2017

Address/email: Braunstone Civic Centre, 209 Kingsway,
Braunstone Town, Leicester, LE3 2PP.
executiveofficer@braunstonetowncouncil.org.uk

The information you provide on this form will be used in accordance with the Data Protection Act 1998. Should we require any further information from you regarding your suggestions we will use this information to contact you. Should you have any further questions please contact the Contracts and Information Manager on 0116 272 7558.

BRAUNSTONE TOWN COUNCIL

CORPORATE GOVERNANCE SUB-COMMITTEE – 15th JUNE 2017 **POLICY & RESOURCES COMMITTEE – 15th JUNE 2017**

Item 6 – Internal Audit Report 2016/2017 and Internal Audit arrangements 2017/2018

Purpose

To receive the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2017 and to appoint an Internal Auditor for 2017/2018.

Roles and Responsibilities

The Council members as a whole are responsible for ensuring that the Council maintains proper accounting records together with an appropriate system of internal control along with responsibility for the preparation of annual accounts and the completion of the 'Local Councils in England – Annual Return'.

The Council is required to appoint an Internal Auditor who is independent of the Council's Governance and Financial arrangements.

The internal auditor is responsible for reporting to the Council on the adequacy of the systems of internal control.

Scope of Audit and Reporting Requirements

The detailed scope of the internal audit is set out in the schedule attached as Appendix 1. The Internal Auditor will have full regard to this guidance, which is set out in '*Governance and Accountability for Local Councils – A Practitioners' Guide 2014 (England)*' published by NALC and the SLCC. Appendix 9 – *An approach to Internal Audit Testing*.

In addition to this work, the Council requires the Internal Auditor to:-

- Complete and sign Section 4 of the Annual Return; and
- Provide the Council with a written report of findings upon completion of the audit.

Audit Timetable

Unless specifically required by the Council at any other stage during the financial year, the internal audit will commence after the end of year accounts have been finalised by the Responsible Financial Officer and prior to the meetings of Corporate Governance Sub-Committee and Policy & Resources Committee in June which will consider the Annual Governance Statement, Accounting Statements alongside the Internal Audit Report.

Appointment of Internal Auditor

The Council currently uses North West Leicestershire's Internal Audit Services, who also provide Audit Services to Blaby District Council under a shared services arrangement. North West Leicestershire District Council provide both a competent and independent Internal Audit Service.

Internal Audit 2016/2017

The Internal Audit was undertaken week commencing 15th May 2017 and was completed that week. The Responsible Financial Officer received a draft copy of the report and its recommendations, and in consultation with the Council's Management Team has drafted a response to the Internal Auditor's Recommendations, which can be found in Section 3, Improvement Action Plan, of the Internal Auditor's Report, which is attached at Appendix 2.

Recommendations

(THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE)

1. that the observations of the Internal Audit be noted and that the recommendations for improvement, along with the proposed response, as set out in the Improvement Action Plan, be adopted; and
2. that North West Leicestershire District Council be requested to undertake the Town Council's Internal Audit for the Year Ending 31st March 2018.

Reasons

1. To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.
2. To ensure arrangements were in place for compliance with Accounts and Audit Regulations.

Appendix 9 – An approach to internal audit testing

- 1 The council will determine the scope and coverage of the work to be carried out by internal audit in accordance with proper practices guidance. Internal audit testing of internal controls will be sufficient for the proper completion of the annual internal audit report. The annual internal audit report should provide an adequate level of assurance for the council to complete assertions 2 and 6 in its annual governance statement.
- 2 In completing the annual report at section 4 of the annual return, internal audit will have planned and carried out the work necessary to give the assurances called for. The ten key control tests in the annual report represent the minimum level of internal audit coverage required. Additional testing and reporting should be tailored to local circumstances.
- 3 Internal audit work always requires the application of judgement and should only be carried out following risk assessment. The scope and frequency of testing should reflect that assessment, and therefore should always be in proportion to the likelihood of fraud, error or misstatement that could occur. It should be directly related to the size and level of business activity of the council.
- 4 The following schedule suggests an approach to the testing of key internal controls to provide assurance that the minimum level of coverage has been met.

Internal Control	Suggested testing
Proper bookkeeping	<ul style="list-style-type: none"> • Is the cashbook maintained and up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced?
a) standing orders and financial regulations adopted and applied; and b) payments controls	<ul style="list-style-type: none"> • Has the council formally adopted standing orders and financial regulations? • Has a Responsible finance officer been appointed with specific duties? • Have items or services above the de minimus amount been competitively purchased? • Are payments in the cashbook supported by invoices, authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is s137 expenditure separately recorded and within statutory limits?
Risk management arrangements	<ul style="list-style-type: none"> • Does a review of the minutes identify any unusual financial activity? • Do minutes record the council carrying out an annual risk assessment? • Is insurance cover appropriate and adequate? • Are internal financial controls documented and regularly reviewed?

Continued

Internal Control	Suggested testing
Budgetary Controls	<ul style="list-style-type: none"> • Has the council prepared an annual budget in support of its precept? • Is actual expenditure against the budget regularly reported to the council? • Are there any significant unexplained variances from budget?
Income Controls	<ul style="list-style-type: none"> • Is income properly recorded and promptly banked? • Does the precept recorded agree to the Council Tax authority's notification? • Are security controls over cash and near-cash adequate and effective?
Petty cash procedures	<ul style="list-style-type: none"> • Is all petty cash spent recorded and supported by VAT invoices/receipts? • Is petty cash expenditure reported to each council meeting? • Is petty cash reimbursement carried out regularly?
Payroll Controls	<ul style="list-style-type: none"> • Do all employees have contracts of employment with clear terms and conditions? • Do salaries paid agree with those approved by the council? • Are other payments to employees reasonable and approved by the council? • Have PAYE/NIC been properly operated by the council as an employer?
Assets controls	<ul style="list-style-type: none"> • Does the council maintain a register of all material assets owned or in its care? • Are the assets and Investments registers up to date? • Do asset insurance valuations agree with those in the asset register?
Bank Reconciliation	<ul style="list-style-type: none"> • Is there a bank reconciliation for each account? • Is a bank reconciliation carried out regularly and in a timely fashion? • Are there any unexplained balancing entries in any reconciliation? • Is the value of investments held summarised on the reconciliation?
Year-end procedures	<ul style="list-style-type: none"> • Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)? • Do accounts agree with the cashbook? • Is there an audit trail from underlying financial records to the accounts? • Where appropriate, have debtors and creditors been properly recorded?

INTERNAL AUDIT SERVICES

**BRAUNSTONE TOWN COUNCIL
2016/17**

FINAL INTERNAL AUDIT REPORT

Contents

	Page
1. Executive Summary	1
2. Detailed Findings	2
3. Action Plan	5

Auditor:

Lisa Cotton

Date of Issue:

30th May 2017

Circulation:

	Draft	Final
Mr D Tilley Executive Officer & Town Clerk	√	√
Councillor Nick Brown Leader		√

1. Executive Summary

1.1 Introduction

This audit was undertaken in accordance with the agreement to provide an Internal Audit Service to Braunstone Town Council (BTC) for 2016/17.

1.2 Scope

The programme of work was undertaken to support Section 4 of the Council's Annual Return.

The following transactions/documents were sampled and examined:

- bookings agreed to invoices and receipts;
- bookings income agreed to the current schedule of charges;
- bookings income and miscellaneous income agreed to the daily banking summaries, to the bank account statements and to VAT returns;
- confirmation of receipt and banking of monies received from Blaby District Council, including the Precept;
- petty cash and expenditure records to ensure that payments are supported by receipts, expenditure is appropriately approved and any VAT content correctly accounted for;
- VAT returns;
- salary and timesheet records to ensure payments are in accordance with Council approvals and PAYE and NI contributions have been applied and paid over correctly;
- asset register and insurance policy to ensure consistent and accurate;
- risk register;
- Financial Accounts for year ending 31st March 2017 and supporting documents; and
- bank reconciliations for year ending 31st March 2017.

1.3 Conclusion

The overall opinion is that systems are operating efficiently and effectively. Four recommendations (three medium and 1 low priority) have been made (see the action plan at the end of the report).

2. Detailed Findings

2.1 Bookings Diary and Income

A review of the bookings diary and income for 2016/17 was undertaken and a sample of ten bookings was selected. Tests relating to the bookings statements, receipts and daily income summaries were carried out to confirm that hire charges were correct, all income was received and VAT was accounted for correctly.

One hire charge was found to have been calculated incorrectly which resulted in a £1.31 undercharge. A further 5 bookings were selected for testing and the hire charge was found to be correct. As this is the only error of its kind in the total sample of 15 I am reasonably confident that this was due to human error.

2.2 Income Receipts

A sample of 10 Banking and Income Analysis sheets were reviewed and verified to the receipts, bank statements and VAT records. One item for £3.65 (tea/coffee relating to one booking) was correctly recorded on the Banking and Income Analysis sheet however when the transaction was created on the system a zero rate of VAT was allocated instead of a standard rate. This meant that the VAT was £0.61 under (sales).

Progress has been made during the year in regards to automating and simplifying processes however this has taken some time and the benefits will not be seen until 2017/18.

2.3 Precept Payments

Precept payments were agreed to minutes and bank statements.

2.4 Petty Cash

A sample of four petty cash claims processed during the financial year was reviewed. Two claims included items which are zero rated but were recorded at the standard rate:

- 10/11/16 £10.00 VAT on stamps
- 01/02/17 £1.67 VAT on an eye test

The Executive Officer and Town Clerk explained that the system defaults to the standard rate. He is currently looking into changing the default to the zero rate. This would be preferable to the current default as it is lower risk from a HMRC perspective if an error is made. As this is already under review a specific recommendation will not be made in this report.

The sample included a payment to an individual for delivery of meeting papers. Advice has been given to the Executive Officer and Town Clerk regarding HMRC's expectations of checks that organisations should carry out to ensure that the necessary Tax and NI has been paid by individuals who are not paid through the payroll system.

2.5 Expenditure

A sample of five high value items of expenditure were selected and tested. All were found to have been appropriately authorised and accounted for correctly, including VAT. It was noted that the expenditure transactions approval form only has space for the signatures of the authorisers. It would be helpful if 'print name' boxes were added to aid verification of correct authorisation.

2.6 Financial Accounts

A review of the annual accounts for the year ending 31st March 2017 found that they have been prepared on the correct basis and were supported by adequate audit trails to underlying records except for the following points:

- The Town Mayor's programme of events raises funds during the year for local groups; for 2016/17 this totalled £4061.42 (net). The amounts are not paid over to the groups until the start of the following financial year. Currently a creditor is not raised to reflect this. Whilst this treatment would not significantly distort a reader's understanding of the accounts, the correct accounting treatment would be to raise a creditor at year end. In addition in order to reflect the fact that the funds raised through this programme are not available to be used on any other services a reserve should be created.
- It was noted that £317.42 (net) has been received in 2016/17 for the 2017 summer fete. This is a receipt in advance however has not been treated as such. Again, this treatment would not significantly distort a reader's understanding of the accounts however the correct accounting treatment should be applied.

2.7 VAT Return

The minor issues identified with the VAT returns have been detailed at 2.2 and 2.4.

2.8 Salaries

The Income Tax and National Insurance records for the year were examined for accuracy and to ensure that payments have been paid over correctly. All testing proved satisfactory.

A sample of employee payslips from August 2016 and January 2017 have been reviewed and compared to the employee's timesheet. Testing was satisfactory.

2.9 Insurance Cover

During 2016/17 a review of buildings was carried out to ensure the values in the insurance policy were adequate. The values did change however it should be noted that this does not affect the fixed asset register values as these are stated at cost. The Asset Register was compared to the current insurance policy which confirmed that the Council is adequately insured.

2.10 Risk Management

A review of the risk register presented annually to the Corporate Governance Sub Committee and the Policy and Resources Committee meeting minutes concluded that risk management arrangements are adequate.

2.11 Bank Reconciliations

A copy of the bank reconciliations summary was scan reviewed and detailed testing of 5 reconciliations found that they have been completed and reviewed in a timely manner during the year.

3. Improvement Action Plan

Detailed Finding Reference	Observation	Risk	Recommendations	Priority High/Medium/Low	Braunstone Town Council Response to Recommendations	Officer Responsible	Action Date
2.1 Bookings Diary and Income	One hire charge (out of a sample of 15) was found to have been calculated incorrectly.	The correct hire rate is not applied resulting in under or over charges.	Staff should be reminded to take care when calculating hire charges and ask another officer to review if in doubt.	Medium	Management Team will review the requirements of the software and seek amendments from the software provider. Rooms have been categorised for charging purposes, which will be aligned from April 2018.	Resources & Facilities Manager	Aug 2017 Jan 2018
2.5 Expenditure Transactions Approval Form	In addition to the signature of the authoriser it would aid subsequent reviews to have their name printed as well.	Difficult to verify appropriateness of authoriser.	Add 'print name' to the form next to each signature line.	Low	A request will be made to the software provider to make amendments to the footer to provide an additional print name line. If this is not possible, no further action will be taken.	Resources & Facilities Manager	Jun 2017
2.6 Financial Accounts	There is no reserve for the Town Mayor's charities funds and a creditor is not raised at year end for amounts that will be paid out in the following year.	Lack of clarity and visibility around use of Town Mayor's funds.	A reserve should be created for amounts that are collected for the Town Mayor's charities. A creditor should be raised at year end to match the amounts paid out to the financial year it was raised in.	Medium	Arrangements will be made to Journal Town Mayor's Charity income from each of the Programme of Events at the time in order to keep the budget up-to-date so that a reserve and creditor can be created at year-end.	Executive Officer & Town Clerk	Sept 2017
2.6 Financial Accounts	Payments received during 2016/17 for the 2017 summer fete have not been treated as receipts in advance.	The accounts do not accurately reflect receipts in advance.	For future years ensure that any receipts in advance are accounted for correctly.	Medium	All of these payments were received as part payments of a single transaction – staff will be advised to enter transactions separately where these are advance receipts/payments.	Executive Officer & Town Clerk	Sept 2017

BRAUNSTONE TOWN COUNCIL

CORPORATE GOVERNANCE SUB-COMMITTEE – 15th JUNE 2017 POLICY & RESOURCES COMMITTEE – 15th JUNE 2017

Item 7 – Annual Governance Statement 2016/2017

Purpose

To ensure sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2017 and to recommend to (Policy & Resources Committee and) Council adoption of the Annual Governance Statement 2016/2017.

Background

Under the Regulations it is the Council as a whole that is responsible in law for ensuring that financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of functions and which includes arrangements for the management of risk. Under the regulations, all local councils are required to conduct a review at least once a year of the effectiveness of their system of internal control, in accordance with proper practices.

Annual Governance Statement

As part of the Annual Return, the Council has to demonstrate that it is compliant with the statements set out in Section 1, Annual Governance Statement:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Prepared accounting statements in accordance with the Accounts and Audit Regulations.

The accounting statements have been produced and have formed part of the Internal Audit, which reported: “A review of the annual accounts for the year ending 31st March 2017 found that they have been prepared on the correct basis and were supported by adequate audit trails to underlying records except for the following points:

- *The Town Mayor’s programme of events raises funds during the year for local groups; for 2016/17 this totalled £4061.42 (net). The amounts are not paid over to the groups until the start of the following financial year. Currently a creditor is not raised to reflect this. Whilst this treatment would not significantly distort a readers understanding of the accounts, the correct accounting treatment would be to raise a creditor at year end. In addition in order to reflect the fact that the funds raised through this programme are not available to be used on any other services a reserve should be created.*
- *It was noted that £317.42 (net) has been received in 2016/17 for the 2017 summer fete. This is a receipt in advance however has not been treated as such. Again, this treatment would not significantly distort a*

readers understanding of the accounts however the correct accounting treatment should be applied” (section 2.6 of the Internal Audit Report).

Arrangements will be made to Journal Town Mayor’s Charity income from each of the Programme of Events at the time in order to keep the budget up-to-date so that a reserve and creditor can be created at year-end.

All of the payments identified for the Summer Fete 2017 were received as part payments of a single transaction – staff will be advised to enter transactions separately where these are advance receipts/payments.

The accounting statements have been submitted:

- Corporate Governance Sub-Committee, 15th June 2017 (item 8);
- Policy & Resources Committee, 15th June 2017 (item 8); and
- will be submitted to Full Council on 29th June 2017 (the deadline date for determining the Accounting Statements is 30th June).

For the purpose of the Regulations, Braunstone Town Council is currently classed as a smaller relevant body (as defined by the Accounts and Audit Regulations 2011) whose gross annual income or expenditure is less than £6.5 million. Accordingly it is audited under the limited assurance approach.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Made proper arrangements and accepted responsibility for safeguarding public money and resources.

The Council’s systems of internal control are set out in the Financial Regulations, which were thoroughly reviewed by Corporate Governance Sub-Committee and Policy & Resources Committee on 9th June 2016, which took into account the Public Contracts Regulations 2015 and other legislative changes and guidance and advice on good practice. In addition, in light of some of the difficulties faced during the 2015/2016 financial year with the Council’s financial management systems, some procedures were clarified/codified. The revised regulations were adopted by Council on 30th June 2016. Prior to this date, the Financial Regulations had been adopted on 14th May 2015, following publication of NALC’s Model Financial Regulations. In addition we have adopted the ‘Braunstone Area Office – Operational Instructions and Procedures’ for Customer Service Shop transactions.

Operational expenditure transactions are authorised by two account signatories and each Standing Committee receives a list of all expenditure transactions since the previous report.

To enable a more efficient and effective payment of staff expenses, Councillor allowances and expenses, given the administrative process was undertaken via the Council’s payroll; minor alterations were approved at Annual Council on 11th May 2017 to paragraph 7.1 of the Financial Regulations, payment of salaries, to allow the payment of Councillor allowances and Councillor and

staff expenses from the payroll account rather than the general operating account.

- 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.**

Only done what we have the legal power to do and have complied with proper practices in doing so.

The relevant legal powers for all the Council's activities are listed in the Budget and Precept for 2017/2018 and future estimates report and appendices considered by Policy & Resources Committee on 12th January 2017 and approved by Full Council on 26th January 2017.

- 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.**

During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.

For the Year Ending 31st March 2016, in accordance with the Accounts & Audit Regulations 2015, the Council published and made available the unaudited accounting records from 1st July until 11th August 2016, for electors to inspect. The External Audit was completed on 29th September 2016 and a notice to that effect was published to electors on 4th October.

DEADLINE FOR ACCOUNTS TO BE APPROVED BY THE COUNCIL

30th June 2017.

NOTICE OF AUDIT & PUBLIC INSPECTION OF ACCOUNTS

The Accounts & Audit Regulations 2015 requires the Responsible Financial Officer (instead of the External Auditor) to set the period during which electors may inspect the accounting records. It must be a period of 30 consecutive working days (i.e. excluding weekends and public holidays) and must include the first ten working days in July. Since the Council is not considering the Annual Governance Statement and Accounting Statements until 29th June, and the inspection period must start the day after an announcement is made, the inspection period will therefore be Monday 3rd July until Friday 11th August 2017. The unaudited Annual Return must be published on the website before the start of the inspection period, and it will be published initially as part of the meeting agenda, which for Corporate Governance Sub-Committee and Policy & Resources Committee was on Wednesday 7th June 2017.

PUBLICATION OF CONCLUSION OF AUDIT - AUDITOR'S REPORT & ACCOUNTS

Before 30th September

Sections 1 – 3 of Annual Return to be published on the Town Council notice Board at both Community Centres and on the Website.

5. We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Considered financial and other risks and have dealt with them properly.

(REFER TO APPENDIX 'A').

PUBLIC LIABILITY CLAIMS

Insurance Claim No. 8715746 dated 22nd October 2013 – incident on Shakespeare Park tennis courts causing alleged injury (ONGOING). The Insurers closed this claim in September 2015 since no response had been received from the claimant's solicitors for two years. However, in December 2015, further correspondence was received from the claimants solicitors asking for safety check records and these were provided in February 2016. Again no further correspondence has been received and if this continues to be the case it is likely the Council's Insurers will again close this case in February 2018.

Insurance Claim No. 4487208 dated 13th January 2017 – where a Town Council operative while cutting brambles with the hedge cutting flail caught the metal protector on the side of a telegraph pole causing damage to the pole, metal protector and telephone cables. BT Openreach's repair costs are £997.30 and their legal costs are £70, resulting in a claim of £1,067.30, which is being handled by the Council's insurers.

INTERNAL CONTROLS

A review will be undertaken of the Council's Insurance Policy and Assets Register in October when the Policy is due for renewal. As part of the renewal of insurance in 2016, the Council's buildings (Braunstone Civic Centre, Thorpe Astley Community Centre and Mossdale Pavilion and workshop) were revalued to ensure that the insurance value was sufficient for rebuild. The new Shakespeare Park Pavilion will be valued once building work has completed. The revised valuations have been included in the insurance policy and have been included under the "Insurance Value" column of the Fixed Assets List, which forms part of the Accounting Statements.

RISK ASSESSMENTS

An updated Business Continuity Plan was adopted on 12th June 2014 and will be due for revision this coming year. Fire Risk Assessments as required by Regulatory Reform (Fire Safety) Order 2005 were completed on 25th April 2016 by Vital, which also included a General Risk Assessment. As a result of these, a Fire Risk Assessment checklist is completed every three months and the daily checklists were updated.

Following an assessment of the following:

- Safety check of Fire Doors

- Water testing for Legionnaires disease
 - Asbestos survey
 - Safety checks and locations of smoke detectors
- procedures and safety check processes were updated.

During the year staff who needed their Emergency First Aid at Work certificate renewing and new employees received first aid training. Also during the year staff received the annual training in fire safety, manual handling and the groundstaff the Tractor Action training in accordance with the Council's Health & Safety Statement.

The Health & Safety Consultative Group carried out a review and updated the following Corporate Risk Assessments:

- Building Condition – General
- Car Parks – General
- Cleaning Duties – General
- Community Centres / Village Halls
- Contractors – Use of
- Display Screen Equipment / Computer Screens
- Erecting Fencing
- Family Fun Day/Community Event
- Fire
- Firework Displays and Bonfires
- Football Posts and Installation
- Halls – Use and Hire of
- Handling Sharps (Hypodermic needles)
- Hedge Cutting –use of Tractor Mounted Rotary Flail
- Ladders / Stepladders – Use of
- Lone Working / Violence at Work
- Manual Handling General
- Mowing / Strimming

The risk assessment review programme ensures that all risk assessments are reviewed at least every 3 years and following an incident or the issuing of new guidance are revisited.

RoSPA Play Area Safety Inspection Reports were received in May 2016 for Mossdale Meadows, Franklin Park, Holmfield Park, Shakespeare Park, Isobel Close, Priestman Road, Hilcott Green, Marshall Close and Impey Close. There were no High Risk items highlighted and medium risk items with a risk factor of 9 and above were reported to Policy & Resources Committee on 9th June and repairs completed over the summer. Medium priority items with a risk factor 8 and below were included in the Winter Works Programme 2016/2017.

Banking – Compensation Scheme – with effect from 31st December 2010 the Government Scheme offers full compensation up to £85,000 per saver or authorised institution.

PROPERTY DAMAGE

A list of the Town Council's fixed assets was revised and updated during 2016/2017 following the replacement of playground equipment at Franklin Park and purchase of new computer equipment.

The Insurance Policy was updated to include new items purchased and remove those disposed of and included the new insurance values for complete rebuild of Braunstone Civic Centre, Thorpe Astley Community Centre and the Mossdale Pavilion & parks workshop.

In addition street furniture, play equipment and Shakespeare Park Pavilion are insured for damage.

INSURANCE

The Town Council's insurance policy covers the following risks:-

Public Liability	up to £5m any one claim
Employers Liability	up to £10m any one claim
Money	£10,000 cash in transit, £10,000 in safe
Fidelity Guarantee	£275,000.00
Wage roll	£387,000.00

Business Interruption Gross Rentals (Including Thorpe Astley Community Centre)	£153,559.00
Braunstone Civic Centre (Maximum Indemnity Period:- 12 months)	£51,000.00

Official Indemnity, Libel and Slander	£374,000.00
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6. We have maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the Council.

An Internal Audit undertaken by North West Leicestershire District Council' Internal Audit Services and was completed on 30th May 2016. The Internal Audit report and recommendations for improvement is considered by the Council's Management Team, Corporate Governance Sub-Committee and Policy & Resources Committee.

7. We took appropriate action on all matters raised in reports from internal and external audit.

Responded to matters brought to our attention by internal and external audit.

INTERNAL AUDITOR'S REPORT 2015/2016

The Internal Auditor was asked to have full regard to the guidance on Internal Audit set out in "Governance and Accountability for Local Councils – A Practitioners' Guide 2008 (England)" published by NALC and the SLCC. In particular, to have due regard to Section 4 of the Annual Return. The Internal Auditor confirmed that the programme of work undertaken was based on 'Governance and Accountability for Local Councils – A Practitioners' Guide 2014 (England)' published by NALC and the SLCC; Appendix 9 – An approach to Internal Audit Testing.

The overall opinion was that systems are operating efficiently and effectively. A copy of the action plan is attached (**Appendix 'B'**)

EXTERNAL AUDITOR'S REPORT

The external audit was concluded on 29th September 2016 and an unqualified audit opinion given.

MATTERS ARISING FROM CORPORATE GOVERNANCE SUB-COMMITTEE MEETING HELD 9TH JUNE 2016

None

- 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and, where appropriate have included them in the accounting statements.**

Disclosed everything the Council should have about its business activity during the year including events taking place after the year-end if relevant.

Council considered medium to long term priorities and financial planning on 24th November 2016. This document forms the framework for assessing the Council's priorities and future financial risks when developing its budget estimates for 2017/2018.

The Council's Medium to Long Term Priorities and Financial Planning strategy assessed the impact of the following Financial Pressures:

- Parish Precept – the impact upon the Council's finances of an extension of the referendum principles applied to District Councils on Council Tax increases to town and parish Councils; while not applied by Government for 2017/2018; it could be applied in future financial years.
- Council Tax Support Grant – Government advises that billing authorities pass on a share of Council Tax Support Grant to parish and town councils. Blaby District Council have continually indicated that they will pass on this amount according to the same formula (although the total amount available decreases). However, in February 2017, the District Council decided to end the passporting of Council Tax Support Grant and New Homes Bonus to parishes from April 2018, which presents a significant financial risk to the Town Council. Therefore, Policy & Resources Committee received revised medium

term financial projections at its meeting on 27th April 2017 and established a Member Working Group to enable detailed work to be undertaken on the options available to the Council in terms of service provision, savings, precept increases and use of reserves, along with an assessment of any associated risks.

- Pension Scheme Auto Enrolment and Actuarial Valuation – following auto-enrolment, all eligible employees remained in the pension scheme, this was more than projected (given the Town Council always offered a pension scheme and not all employees had decided to join) and resulted in an overspend on pensions at 31st March 2017 of £33,468. The overspend had been identified during the year through the regular financial monitoring against budgets undertaken by the Council's Management Team and Policy & Resources Committee and action was taken to address the funding shortfall in the budget for 2017/2018 and beyond.
- Review of National Joint Council Salary Scales and Scale Points – as part of the 2016-18 pay deal, the National Joint Council (NJC) agreed to conduct a review of the NJC pay spine; the primary reason for this review is the introduction of the Government's National Living Wage. Therefore, action was taken to increase the budget available for staffing in excess of the 1% pay cap in anticipation of increases in staffing costs in future years.

The strategy sets these within the political and economic context and expected changes to the provision of services.

9. Trust funds including charitable – in our capacity as the sole managing trustee we have discharged our accountability responsibilities for the funds(s)/assets, including financial reporting and, if required, independent examination or audit.

Met all of our responsibilities where the Council is a sole managing trustee of a local trust or trusts.

Not Applicable. The Council is not a sole managing trustee of trust/charitable funds.

Recommendation

(THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE)
THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk be confirmed as sound and that Section 1, Annual governance statement 2016/17, of the Annual Return for the year ended 31st March 2017 be completed and submitted accordingly.

Reason

Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect of the accounting statements for the year ended 31st March 2017, there were sound systems of internal control and management of risk.

BRAUNSTONE TOWN COUNCIL: RISK MANAGEMENT – 1st JUNE 2017

Area	Risk	Level	Controls <i>(bold indicates areas where work is needed)</i>
Assets	Protection of physical assets	L	Buildings 'All Risks' insurance. Value increased annually by RPI. Fixed Assets list, which is published as part of the Accounting Statements, details Insurance Values for Buildings, Civic Regalia, Infrastructure (including CCTV, fences, sculptures and street furniture) and Recreation, Sports & Play Equipment.
	Security of buildings, equipment etc	L	Civic Centre and Thorpe Astley Community Centre protected by CCTV and 'Redcare' call-out alarm system. Shakespeare Park Store and Mosssdale Meadows Garage have stand alone alarm systems.
	Maintenance of buildings & Equipment etc	L-M	Buildings currently maintained on an ad hoc basis. Annual ROSPA Report on Play Equipment – any remedial work undertaken on Winter Works Programme. Planned programme of electrical and safety equipment in place – In accordance with the Council's Safety Statement the Resources & Facilities Manager and the Senior Groundspersons are responsible for maintaining the Work Equipment Inventory, Legionella Inspection Regime and Equipment Maintenance Schedules (Form BTC 60)

Area	Risk	Level	Controls (bold indicates areas where work is needed)
Finance	Banking	M	<p>A minimum of two Current Accounts with the Co-operative Bank are maintained, a general account and a payroll account. Banking Arrangements are governed by Section 5 of the Council's Financial Regulations adopted on 30th June 2016.</p> <p>Out of £308,829.22 total cash and investments on 31st March 2017, £157,143.29 is invested with a Cambridge Building Society 90 Day Notice Account.</p> <p>The government Compensation Scheme offers full compensation up to £85,000 per saver or institution. The Council currently has its financial resources with two banking institutions.</p>
	Risk of consequential loss of income	L	<p>Insurance cover. This will be reviewed at the next renewal date to take account of the additional revenue from the Council's Community Centres. Important documents stored in fire proof safe and scanned onto the computer network, which is backed-up at Thorpe Astley Community Centre.</p> <p>The Council's Computer Booking System and Accounts Package are backed up daily on-line off the premises by the Package provider.</p>
	Loss of cash through theft or dishonesty	L	<p>The Council's systems of internal control are set out in the Financial Regulations adopted on 30th June 2016. In addition we have adopted the 'Braunstone Area Office – Operational Instructions and Procedures' for Connect Service Shop transactions.</p>

Area	Risk	Level	Controls (bold indicates areas where work is needed)
Finance (cont.)	Loss of cash through theft or dishonesty (cont.)		The Council's Insurance Policy Limit to Employee Dishonesty has been raised to £275,000 (half the precepts and support grants income, which is received in two instalments).
	Financial controls and records	L	Monthly bank reconciliations are prepared by the officer administering day to day finances and checked by the Executive Officer & Town Clerk. Two signatories on cheques and internet banking payments. Internal and external audit.
	Comply with Customs and Excise Regulations	L	Use help line when necessary. VAT payments and claims calculated by Executive Officer & Town Clerk. Internal and external auditor provides a double check.
	Sound budgeting to underlie annual precept	L	Policy & Resources Committee and Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget reported to Committees once each cycle.
	Complying with borrowing restrictions	L	No new borrowing. Potential future borrowing has been identified in relation to large projects on the Council's Capital Plan (approved by Council on 26th January 2017. These include renovation/rebuild of Shakespeare Park Pavilion.

Area	Risk	Level	Controls (bold indicates areas where work is needed)
Liability	Risk to third party, property or individuals	M	Insurance in place. Open spaces checked weekly. Trees investigated annually and when damage reported. Risk assessments of individual events carried out as necessary.
	Legal liability as consequence of asset ownership (especially playgrounds)	M	Insurance in place. Weekly checks of playgrounds and written records kept. Annual checks by ROSPA of playgrounds.
Employer Liability	Comply with Employment Law	L	Membership of various national and regional bodies including Local Government Association, Society of Local Council Clerks, National Association of Local Councils. DIS checked weekly for updates. As reported earlier, the Council has insurance for Employer's Liability. In March 2015, the Council commissioned a professional Human Resource advisor to assist with an Organisation Review and the implementation of the Living Wage, following the review the Human Resource advisor was appointed in October 2015 to advise and support the Council on all employment matters.
	Comply with Inland Revenue requirements	L	Regular advice from IR and Sage. Internal and external auditor carries out annual checks.
	Safety of Staff and visitors	L-M	Panic alarms (Redcare system) and CCTV fitted at Civic Centre and Thorpe Astley Community Centre. Regular risk assessment checks and reviews undertaken by the Health & Safety Consultative Group. Health & Safety Policy Statement in place.

Area	Risk	Level	Controls (bold indicates areas where work is needed)
Legal Liability	Ensuring activities are within legal powers	L	Executive Officer & Town Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets six times per annum and always receives Minutes of Standing Committees held in interim. Minutes made available to press and public at the Civic Centre and via the web site.
	Proper document control	L	Original leases deeds etc stored at in fire proof safe and at the Council's Solicitors office. Agreements and documentation made since 2015 have been scanned onto the computer network, which is backed-up at Thorpe Astley Community Centre.
Councillor propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Gifts and hospitality register is available for public inspection during normal office hours

3. Improvement Action Plan 2015/2016 Internal Auditor’s Report

Detailed Finding Reference	Observation	Risk	Recommendations	Priority High/Medium/Low	Officer Responsible	Action Taken and Date
2.1 & 2.2 Bookings Diary and Income and Analysis Sheets	Cash summary forms are not always completed correctly which can lead to incorrect VAT treatment for sales items.	Should a VAT inspection be carried out by HMRC it could result in fines being imposed.	Manual processes for cashing up and reconciling income to bookings should be reviewed as the recently integrated booking and finance systems may have created opportunities for automating more processes.	High	Darren Tilley	Cash Summary forms have been simplified, categorising room hires by type of hirer has been removed to enable automatic transfer to <i>finance system</i> . <i>Facilities system</i> reports category of room hirer. Software provider has been contacted to provide a sundry receipting system on <i>facilities</i> and to fully automate income receipting between <i>facilities</i> and <i>finance</i> . <i>April 2017</i> .
2.4 Petty Cash	The VAT element of petty cash purchases is not always entered onto the system.	Should a VAT inspection be carried out by HMRC it could result in fines being imposed.	Staff should take care when entering petty cash records onto the system ensuring that VAT rates and amounts agree to receipts.	High	Lydia Assi	System settings revised so that the default category for VAT is “VAT Exempt”. Therefore, if VAT is included, the net amount would not balance and the officer concerned would need to change the VAT category to apply the correct VAT amount. <i>April 2017</i> .

Detailed Finding Reference	Observation	Risk	Recommendations	Priority High/Medium/Low	Officer Responsible	Action Taken and Date
2.4 Petty Cash	Incorrect remedial action was taken to correct an error.	Transactions are reversed without fully understanding the consequences.	Before any transactions are reversed the cause should be properly investigated to ensure the correct remedial action is being taken. The action taken and associated transaction references should be recorded to provide a satisfactory audit trail.	High	Darren Tilley	When a contradiction is entered on the system, the reason is recorded along with the transaction to which it relates. The Accounts now include a set of audit reports by transaction number, supplier/customer, budget heading and income & expenditure heading. <i>June 2016.</i>

BRAUNSTONE TOWN COUNCIL

CORPORATE GOVERNANCE SUB-COMMITTEE – 15th JUNE 2017 POLICY & RESOURCES COMMITTEE – 15th JUNE 2017

Item 8 – Accounting Statements 2016/2017

Purpose

To receive the End of Year Accounts for the financial year ended 31st March 2017 and to recommend to (Policy & Resources Committee and) Council adoption of the Accounting Statements 2016/2017.

Accounting Statements

The Year end for the financial year 2016/2017 has now been completed in order to report the following as required by the Annual Return:

1. Balances brought forward	£350,420.68
2. (+) Annual precept	£495,653.00
3. (+) Total other receipts	£233,535.76
4. (-) Staff costs	£442,383.95
5. (-) Loan interest / capital repayments	£63,912.42
6. (-) Total other payments	£260,509.61
7. (=) Balances carried forward	£312,803.46
8. Total cash and investments	£308,408.89
9. Total fixed assets and long term assets	£4,542,472.99
10. Total borrowings	£379,906.10

The following reports form part of the audited year end accounts:

- Consolidated Balance Sheet (Appendix 1)
- Income & Expenditure Account (Appendix 2)
- Financial Summary – Cashbook (Appendix 3)
- Reserves (Appendix 4)
- Financial Budget Comparison (Appendix 5)
- Schedule of Fixed Assets (Appendix 6)
- Details of Borrowing and Repayments (Appendix 7)
- Summary of VAT Returns and Reclaims (Appendix 8)

A review of the annual accounts for the year ending 31st March 2017 was carried out by the Internal Auditor and they were found to have been prepared on the correct basis and were supported by adequate audit trails to underlying records except for the following points:

- The Town Mayor's programme of events raises funds during the year for local groups; for 2016/17 this totalled £4061.42 (net). The amounts are not paid over to the groups until the start of the following financial year. Currently a creditor is not raised to reflect this. Whilst this treatment would not significantly distort a readers understanding of the accounts, the correct accounting treatment would be to raise a creditor at year end. In addition in

order to reflect the fact that the funds raised through this programme are not available to be used on any other services a reserve should be created.

- It was noted that £317.42 (net) has been received in 2016/17 for the 2017 summer fete. This is a receipt in advance however has not been treated as such. Again, this treatment would not significantly distort a readers understanding of the accounts however the correct accounting treatment should be applied.

(internal audit report – paragraph 2.6)

The Internal Auditor has completed appropriate section of the Annual Return to confirm that appropriate accounting arrangements are in place (Appendix 9).

Recommendation

(THAT IT BE RECOMMENDED TO POLICY & RESOURCES COMMITTEE)
THAT IT BE RECOMMENDED TO COUNCIL that Section 2, Accounting statements 2016/17, of the Annual Return for the year ended 31st March 2017 be completed and submitted accordingly.

Reason

The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.

Consolidated Balance Sheet

Appendix 1

31/03/16

£

31/03/17

£

Fixed assets		
Operational		
3,518,323.00	Buildings	3,518,323.00
46,386.00	Vehicles, Plant & Equipment	46,386.00
62,767.00	Infrastructure - General	62,767.00
127,654.53	Land	127,654.53
465,809.00	Recreation, Sports & Play Equipment	467,588.26
229,745.00	Contents	230,991.00
80,562.20	Infrastructure - Parks	80,562.20
7,987.00	Civic	7,987.00
214.00	Infrastructure - Community Centres	214.00
4,539,447.73	TOTAL FIXED ASSETS	4,542,472.99
Long Term assets		
0.00	Investments	0.00
0.00	TOTAL LONG TERM ASSETS	0.00
Current assets		
0.00	Investments	157,146.03
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
34,541.93	VAT Recoverable	7,404.89
29.20	Debtors	1,366.59
0.00	Payment in Advance	0.00
323,741.51	Cash in Hand at Bank	151,262.86
358,312.64	TOTAL CURRENT ASSETS	317,180.37
4,897,760.37	TOTAL ASSETS	4,859,653.36
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
7,872.76	Creditors	3,384.19
19.20	Receipts in Advance	992.72
7,891.96	TOTAL CURRENT LIABILITIES	4,376.91
4,889,868.41	TOTAL ASSETS LESS CURRENT LIABILITIES	4,855,276.45
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
4,889,868.41	NET ASSETS	4,855,276.45
Represented by		
213,865.56	General Fund	199,248.34
136,555.12	Thorpe Astley Commuted Sums	113,555.12
Earmarked		
0.00	Franklin Park Balance Beams	0.00
350,420.68		312,803.46

Consolidated Balance Sheet

31/03/16

£

31/03/17

£

Signed _____

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

Income and Expenditure Account

31/03/16 £		31/03/17 £
	INCOME	
477,804.00	Council Tax (Precept)	495,653.00
49,786.00	Council Tax Support Grant	49,374.00
45,180.46	Service Level Agreements	27,291.75
130,457.98	Room Hire	127,430.40
3,811.67	Sports Pitch Hire	5,567.69
54,064.50	Grants for Capital Projects	6,238.34
3,804.32	Sale of Products	2,196.89
908.46	Service Charges	426.00
1,504.29	Consumables	1,497.79
3,672.16	Interest on Investments	1,393.33
30,371.50	Other Income	6,244.62
5,594.02	Events	5,874.95
806,959.36	TOTAL INCOME	729,188.76
	EXPENDITURE	
2,083.33	Agency Services	747.09
117,603.80	Capital Schemes	12,606.45
28,907.32	Administration	28,111.79
64,038.42	Repayments on Long Term Debts	63,912.42
382,092.17	People	450,746.75
73,531.35	Maintenance	48,862.06
83,163.58	Utilities & Services	61,949.63
19,334.25	Promotions & Events	18,155.16
27,059.83	Governance	15,552.64
27,866.19	Vehicles	29,631.03
18,418.80	Equipment	12,810.62
545.02	Consumables	691.87
3,147.00	Grants	3,261.50
15,175.74	Other Expenditure	1,974.40
16,620.65	Refundable Deposits	15,843.37
570.66	Products for Resale	1,949.20
880,158.11	TOTAL EXPENDITURE	766,805.98
287,064.31	Balance as at 01/04/16	213,865.56
806,959.36	Add Total Income	729,188.76
1,094,023.67		943,054.32
880,158.11	Deduct Total Expenditure	766,805.98
0.00	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	23,000.00
213,865.56	Balance as at 31/03/17	199,248.34

Financial Summary - Cashbook

Appendix 3

Summary between 01/04/16 and 31/03/17 inclusive.

Balances at the start of the year

Ordinary Accounts

Cash office floats	£315.00
No. 2 Account	£10,473.75
No.1 Account	£156,664.94
Petty Cash Account	£250.00

Long Term Investment Accounts

Cambridge 90 Day Notice Account	£156,037.82
No. 3 Account Co-op fixed term invest	£0.00
Total	<u>£323,741.51</u>

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£611,664.95	£1.98	£611,666.93
5. P&R - Parks & Open Spaces	£12,290.09	£41.41	£12,331.50
2. P&R - Civic Centre	£107,769.97	£368.84	£108,138.81
8. Plans & Environment	£1,696.19	£296.81	£1,993.00
7. Community Development	£14,968.66	£1,097.00	£16,065.66
3. P&R - Thorpe Astley Community Centre	£41,767.47	£15.36	£41,782.83
Total Receipts	<u>£790,157.33</u>	<u>£1,821.40</u>	<u>£791,978.73</u>

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£497,410.27	£7,726.01	£505,136.28
5. P&R - Parks & Open Spaces	£98,084.51	£13,055.01	£111,139.52
2. P&R - Civic Centre	£112,259.30	£8,796.97	£121,056.27
8. Plans & Environment	£6,915.21	£1,379.04	£8,294.25
7. Community Development	£24,061.72	£1,250.41	£25,312.13
3. P&R - Thorpe Astley Community Centre	£32,563.54	£3,809.36	£36,372.90
Total Payments	<u>£771,294.55</u>	<u>£36,016.80</u>	<u>£807,311.35</u>

Closing Balances

Ordinary Accounts

Cash office floats	£20.00
No. 2 Account	£1,277.13
No.1 Account	£149,715.73
Petty Cash Account	£250.00

Long Term Investment Accounts

Cambridge 90 Day Notice Account	£157,143.29
No. 3 Account Co-op fixed term invest	£2.74
Total	<u>£308,408.89</u>

Uncleared and Unpresented effects

No.1 Account	-£420.33
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Statement Closing Balances

Ordinary Accounts

Cash office floats	£20.00
No. 2 Account	£1,277.13

No.1 Account	£150,136.06
Petty Cash Account	£250.00
Long Term Investment Accounts	
Cambridge 90 Day Notice Account	£157,143.29
No. 3 Account Co-op fixed term invest	£2.74
Total	<u>£308,829.22</u>

Reserves

Thorpe Astley Commuted Sums

	£136,555.12	Start of year value
01/04/16	-£23,000.00	To General Fund, Parks & Open Spaces Budget income (511)
	£113,555.12	Current value

Franklin Park Balance Beams

	£0.00	Start of year value
14/04/16	£2,500.00	From General Fund, Maximum Council contribution to replacement of Balance
11/08/16	-£8,557.86	Expenditure transaction 11844, Replacement of Franklin Park Balance Beam a
05/09/16	£6,238.34	Income transaction 8263, Section 106 Funding
30/09/16	-£180.48	To General Fund, Remaining Balance transfer to General Fund
	£0.00	Current value

Financial Budget Comparison

Appendix 5

Comparison between 01/04/16 and 31/03/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

	2016/2017	Actual Net	Balance	
1. P&R - Corporate Management				
Income				
101	Precept	£495,653.00	£495,653.00	£0.00
102	Council Tax Support Grant	£49,374.00	£49,374.00	£0.00
107	New Homes Bonus	£3,279.00	£3,279.00	£0.00
110	General Reserve (transfer from)	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00
141	Photocopying	£0.00	£132.37	£132.37
181	Interest on No 1 Account	£400.00	£283.14	-£116.86
182	Interest on No 2 Account	£100.00	£1.98	-£98.02
183	Interest on Cambridge Saver	£5,000.00	£1,105.47	-£3,894.53
184	Interest on Coop Investment	£0.00	£2.74	£2.74
199	Miscellaneous	£0.00	£500.81	£500.81
Total Income		£553,806.00	£550,332.51	-£3,473.49
Expenditure				
1010	Staff Salaries	£364,168.00	£363,657.52	£510.48
1015	Staff Expenses	£300.00	£248.33	£51.67
1020	Pensions	£45,010.00	£78,478.10	-£33,468.10
1030	Councillors Allowances	£7,000.00	£5,613.39	£1,386.61
1035	Councillors Expenses	£300.00	£18.00	£282.00
1060	Contingency	£20,000.00	£0.00	£20,000.00
1070	New Homes Bonus	£0.00	£0.00	£0.00
1150	Insurance	£13,000.00	£11,765.31	£1,234.69
1160	Audit	£2,000.00	£2,587.33	-£587.33
1170	Legal Fees	£250.00	£1,200.00	-£950.00
1180	Elections	£1,000.00	£0.00	£1,000.00
1210	Staff Training	£1,250.00	£2,415.65	-£1,165.65
1230	Councillor Training	£0.00	£105.00	-£105.00
1300	Supplies, Stationery & Postage	£4,300.00	£3,514.64	£785.36
1350	Subscriptions	£2,150.00	£2,534.05	-£384.05
1360	Advertisements	£4,400.00	£6,090.00	-£1,690.00
1400	Telephones	£2,500.00	£2,326.82	£173.18
1410	Photocopier	£1,500.00	£1,219.86	£280.14
1420	Computer Supplies, Training, Service Contract	£7,000.00	£14,870.47	-£7,870.47
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£0.00	£62.00	-£62.00
Total Expenditure		£476,128.00	£496,706.47	-£20,578.47

Financial Budget Comparison

Comparison between 01/04/16 and 31/03/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
2. P&R - Civic Centre				
Income				
205	Capital Grants	£0.00	£0.00	£0.00
225	Service Charges	£950.00	£426.00	-£524.00
250	Room Hire	£89,182.00	£85,480.49	-£3,701.51
251	Catering for Hirers (VAT)	£0.00	£1,290.41	£1,290.41
257	Licensed Bar	£19,000.00	£19,791.75	£791.75
299	Miscellaneous	£0.00	£752.12	£752.12
Total Income		£109,132.00	£107,740.77	-£1,391.23
Expenditure				
2050	Capital Projects	£3,500.00	£550.00	£2,950.00
2080	Loan Interest & Repayments	£35,994.00	£35,994.44	-£0.44
2170	Legal Fees	£0.00	£0.00	£0.00
2250	Service Charges	£0.00	£247.42	-£247.42
2290	Clothing	£0.00	£543.30	-£543.30
2320	Printing & Copying	£1,600.00	£0.00	£1,600.00
2330	Cleaning Materials	£2,100.00	£3,285.93	-£1,185.93
2400	Telephones	£1,300.00	£582.42	£717.58
2430	Utility Bills	£18,000.00	£14,391.94	£3,608.06
2440	Waste Services	£7,200.00	£5,892.28	£1,307.72
2450	Laundry Services	£0.00	£0.00	£0.00
2460	Rates	£20,500.00	£17,938.50	£2,561.50
2500	Refundable Deposits	£12,000.00	£10,792.12	£1,207.88
2510	Catering for Hirers (VAT)	£0.00	£536.06	-£536.06
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£152.56	-£152.56
2570	Performing Rights Society	£1,300.00	£1,331.61	-£31.61
2580	Card Card and Transit fees	£1,062.00	£1,646.30	-£584.30
2600	Building Repairs & Maintenance	£17,000.00	£14,375.22	£2,624.78
2610	Equipment Repairs & Maintenance	£1,400.00	£2,540.96	-£1,140.96
2990	Miscellaneous	£0.00	-£150.70	£150.70
Total Expenditure		£122,956.00	£110,650.36	£12,305.64

Financial Budget Comparison

Comparison between 01/04/16 and 31/03/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
3. P&R - Thorpe Astley Community Centre				
Income				
350	Room Hire	£47,719.00	£41,560.09	-£6,158.91
351	Catering for Hirers (VAT)	£0.00	£207.38	£207.38
399	Miscellaneous	£0.00	£0.00	£0.00
Total Income		£47,719.00	£41,767.47	-£5,951.53
Expenditure				
3050	Capital Projects	£2,200.00	£0.00	£2,200.00
3290	Clothing	£0.00	£0.00	£0.00
3320	Printing & Copying	£1,000.00	£55.00	£945.00
3330	Cleaning Materials	£1,000.00	£889.77	£110.23
3400	Telephones	£1,000.00	£303.11	£696.89
3430	Utility Bills	£6,000.00	£8,113.29	-£2,113.29
3440	Waste Services	£3,200.00	£1,693.64	£1,506.36
3450	Laundry Services	£0.00	£0.00	£0.00
3460	Rates	£7,100.00	£6,050.00	£1,050.00
3500	Refundable Deposits	£7,600.00	£4,551.25	£3,048.75
3510	Catering for Hirers (VAT)	£0.00	£3.25	-£3.25
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
3570	Performing Rights Society	£400.00	£236.59	£163.41
3580	Credit Card and Transit Fees	£738.00	£0.00	£738.00
3600	Building Repairs & Maintenance	£3,000.00	£5,105.63	-£2,105.63
3610	Equipment Repairs & Maintenance	£3,350.00	£4,610.71	-£1,260.71
3990	Miscellaneous	£0.00	£227.89	-£227.89
Total Expenditure		£36,588.00	£31,840.13	£4,747.87

Financial Budget Comparison

Comparison between 01/04/16 and 31/03/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
5. P&R - Parks & Open Spaces				
Income				
505	Capital Grants	£0.00	£6,238.34	£6,238.34
508	Loans	£0.00	£0.00	£0.00
511	Thorpe Astley Commuted Sums (transfer from)	£23,000.00	£0.00	-£23,000.00
527	Agency Fees	£150.00	£0.00	-£150.00
555	Sports Pitches & Facilities	£4,000.00	£5,567.69	£1,567.69
599	Miscellaneous	£100.00	£484.06	£384.06
Total Income		£27,250.00	£12,290.09	-£14,959.91
Expenditure				
5050	Capital Projects	£20,000.00	£12,056.45	£7,943.55
5080	Loan Interest & Repayments	£23,322.00	£23,322.48	-£0.48
5170	Legal Fees	£0.00	£0.00	£0.00
5290	Clothing	£0.00	£175.94	-£175.94
5400	Telephones	£410.00	£386.65	£23.35
5430	Utility Bills	£0.00	£987.25	-£987.25
5440	Waste Services	£0.00	£0.00	£0.00
5450	Laundry Services	£2,000.00	£0.00	£2,000.00
5550	Sports Pitches & Facilities	£1,000.00	£1,347.53	-£347.53
5600	Building Repairs & Maintenance	£5,800.00	£7,967.05	-£2,167.05
5610	Equipment Repairs & Maintenance	£20,000.00	£8,662.26	£11,337.74
5630	Equipment Purchase	£0.00	£12,687.62	-£12,687.62
5650	Vehicle Costs	£18,000.00	£14,244.59	£3,755.41
5660	Machinery Hire	£500.00	£10,000.00	-£9,500.00
5670	Petrol	£1,000.00	£5,033.23	-£4,033.23
5990	Miscellaneous	£0.00	£433.17	-£433.17
Total Expenditure		£92,032.00	£97,304.22	-£5,272.22

Financial Budget Comparison

Comparison between 01/04/16 and 31/03/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
7. Community Development				
Income				
726	Service Level Agreements	£35,000.00	£7,500.00	-£27,500.00
770	Programme of Events	£6,000.00	£4,061.42	-£1,938.58
771	Summer Fete	£1,200.00	£1,471.57	£271.57
775	Civic Functions	£0.00	£341.96	£341.96
776	Town Mayor's Charity - Pre May	£0.00	£853.05	£853.05
777	Town Mayor's Charity - after May	£0.00	£160.96	£160.96
790	Consumer Products (Sales)	£300.00	£500.70	£200.70
799	Miscellaneous	£0.00	£79.00	£79.00
Total Income		£42,500.00	£14,968.66	-£27,531.34
Expenditure				
7040	Town Mayor's Allowance	£750.00	£210.76	£539.24
7080	Loan Interest & Repayments	£4,690.00	£4,595.50	£94.50
7260	Service Level Agreements	£22,563.00	£479.67	£22,083.33
7340	Signs	£500.00	£123.00	£377.00
7700	Programme of Events	£6,000.00	£6,406.57	-£406.57
7710	Summer Fete	£2,500.00	£3,263.98	-£763.98
7750	Civic Functions	£2,500.00	£2,050.86	£449.14
7760	Town Mayor's Charity - Pre May	£0.00	£0.00	£0.00
7770	Town Mayor's Charity - after May	£0.00	£333.75	-£333.75
7850	Community Grants	£6,000.00	£3,261.50	£2,738.50
7860	Young People Grant	£1,200.00	£0.00	£1,200.00
7900	Consumer Products (Purchase for resale)	£300.00	£470.00	-£170.00
7990	Miscellaneous	£0.00	£682.80	-£682.80
Total Expenditure		£47,003.00	£21,878.39	£25,124.61

Financial Budget Comparison

Comparison between 01/04/16 and 31/03/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

	2016/2017	Actual Net	Balance
8. Plans & Environment			
Income			
890 Consumer Products (Sales)	£1,600.00	£1,696.19	£96.19
Total Income	£1,600.00	£1,696.19	£96.19
Expenditure			
8190 Professional Fees	£250.00	£20.00	£230.00
8440 Waste Services	£5,000.00	£3,543.02	£1,456.98
8460 Furniture	£250.00	£0.00	£250.00
8680 Grit Bins	£200.00	£0.00	£200.00
8900 Consumer Products (Purchase for resale)	£1,600.00	£1,479.20	£120.80
8950 Highways Grass Cutting	£0.00	£0.00	£0.00
Total Expenditure	£7,300.00	£5,042.22	£2,257.78

Financial Budget Comparison

Comparison between 01/04/16 and 31/03/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

	2016/2017	Actual Net	Balance
Total Income	£782,007.00	£728,795.69	
Total Expenditure	£782,007.00	£763,421.79	
Total Net Balance	£0.00	-£34,626.10	

Fixed assets list

Appendix 6

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
Buildings								
11101	Braunstone Civic Centre	Kingsway, LE3 2PP		£0.00	£2,200,037.00	£2,200,037.00	£2,243,000.00	01/11/17 £2,200,037.00
11201	Parks Workshop & Mossdale Sports Pavilion	Mossdale Meadows, Kingsway		£0.00	£117,060.00	£117,060.00	£366,000.00	01/11/17 £117,060.00
11203	Shakespeare Park Sports Pavilion	Avon Road		£0.00	£124,493.00	£124,493.00	£124,493.00	01/11/17 £124,493.00
12600	Thorpe Astley Community Centre	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,076,733.00	£1,076,733.00	£1,255,000.00	01/11/17 £1,076,733.00
Total Values				£0.00	£3,518,323.00	£3,518,323.00	£3,988,493.00	£3,518,323.00
Civic								
15100	Town Mayor's Chain	Town Mayor		£0.00	£6,197.00	£6,197.00	£6,197.00	01/11/17 £6,197.00
15101	Town Mayor's Companion Chain	Town Mayor		£0.00	£1,329.00	£1,329.00	£1,329.00	01/11/17 £1,329.00
15102	Deputy Town Mayor's Pendant	Deputy Town Mayor		£0.00	£461.00	£461.00	£461.00	01/11/17 £461.00
Total Values				£0.00	£7,987.00	£7,987.00	£7,987.00	£7,987.00
Contents								
11700	Contents of Civic Centre	Braunstone Civic Centre		£0.00	£165,218.00	£165,218.00	£195,223.00	01/11/17 £165,218.00
11701	Contents of Mossdale Pavilion	Mossdale Meadows		£0.00	£955.00	£955.00	£955.00	01/11/17 £955.00
11702	Contents of Bowls Pavilion	Shakespeare Park		£0.00	£3,200.00	£3,200.00	£3,200.00	01/11/17 £3,200.00
11703	Contents of Football Changing Rooms	Shakespeare Park		£0.00	£510.00	£510.00	£510.00	01/11/17 £510.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11704	Glass Display Cabinet	Braunstone Civic Centre		£0.00	£1,221.00	£1,221.00	£0.00		£1,221.00
11705	Contents of Glass Display Cabinet	Braunstone Civic Centre		£0.00	£2,406.00	£2,406.00	£0.00		£2,406.00
11706	Automatic Doors / Record	Braunstone Civic Centre	01/01/2006	£0.00	£16,907.00	£16,907.00	£0.00		£16,907.00
11707	Divar DIG CCTV Vantage Colour Mon 7 Dig Cams	Braunstone Civic Centre	01/06/2006	£0.00	£1,386.00	£1,386.00	£0.00		£1,386.00
11708	Ricoh MP 2500 Photocopier	Braunstone Civic Centre	01/01/2009	£0.00	£7,149.00	£7,149.00	£0.00		£7,149.00
11709	Data Projector	Braunstone Civic Centre	01/06/2011	£0.00	£306.00	£306.00	£0.00		£306.00
11710	Overhead Trolley Screen	Braunstone Civic Centre	01/06/2013	£0.00	£630.00	£630.00	£0.00		£630.00
11711	Digital TV and Associated	Braunstone Civic Centre	01/06/2011	£0.00	£236.00	£236.00	£236.00	01/11/17	£236.00
11712	Intel Core 15 (Admin)	Braunstone Civic Centre	01/06/2013	£0.00	£766.00	£766.00	£766.00	01/11/17	£766.00
11713	Fujitsu S No. YLST013512 PC (Reception)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/17	£766.00
11714	Fujitsu S No. YLST013355 PC (DCE & Comm Serv Manager)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/17	£766.00
11715	HP Compaq 6000 PC (Res & Fac Manager)	Braunstone Civic Centre	01/06/2009	£0.00	£766.00	£766.00	£766.00	01/11/17	£766.00
11716	Fujitsu SN YLST013490 PC (Reception 2)	Braunstone Civic Centre	01/04/2014	£0.00	£766.00	£766.00	£766.00	01/11/17	£766.00
11717	Vaio Sony Laptop (EO & Town Clerk)	Braunstone Civic Centre	01/06/2011	£0.00	£766.00	£766.00	£766.00	01/11/17	£766.00
11718	Acer Laptop	Braunstone Civic Centre	01/06/2011	£0.00	£766.00	£766.00	£766.00	01/11/17	£766.00
11719	Clone PC (Finance)	Braunstone Civic Centre	01/08/2012	£0.00	£766.00	£766.00	£766.00	01/11/17	£766.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11720	Vaio Sony Laptop (Crime Reduction)	Braunstone Civic Centre	01/06/2012	£0.00	£938.00	£938.00	£938.00	01/11/17	£938.00
11721	Brother Fax Machine	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/17	£308.00
11722	HP Laserjet (P2500d) Admin	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/17	£308.00
11723	HP Inkjet 1200 (Admin)	Braunstone Civic Centre	01/06/2008	£0.00	£308.00	£308.00	£308.00	01/11/17	£308.00
11724	Epson WF7015 B511A (Colour desktop office printer)	Braunstone Civic Centre		£0.00	£308.00	£308.00	£308.00	01/11/17	£308.00
11725	HP Laserjet pro 400 M40ld VnC4116835	Braunstone Civic Centre	01/01/2013	£0.00	£308.00	£308.00	£308.00	01/11/17	£308.00
11726	LED Display Sceen (Reception) & Associated Equipment	Braunstone Civic Centre	08/02/2017	£850.00	£850.00	£0.00	£0.00	01/11/17	£0.00
11727	Liyama anti-glare LED computer monitors x2	Braunstone Civic Centre	16/01/2017	£396.00	£396.00	£0.00	£0.00	01/11/17	£0.00
12700	Curtains / Blinds	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,061.00	£1,061.00	£1,061.00	01/11/17	£1,061.00
12701	Folding Tables	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,703.00	£1,703.00	£1,703.00	01/11/17	£1,703.00
12702	Beech Tables & Crome Framed Chairs	Thorpe Astley Community Centre	01/10/2010	£0.00	£6,426.00	£6,426.00	£6,426.00	01/11/17	£6,426.00
12703	Folding Chairs	Thorpe Astley Community Centre	01/10/2010	£0.00	£4,090.00	£4,090.00	£4,090.00	01/11/17	£4,090.00
12704	Chair Trolley	Thorpe Astley Community Centre	01/10/2010	£0.00	£612.00	£612.00	£612.00	01/11/17	£612.00
12705	Notice Boards	Thorpe Astley Community Centre	01/10/2010	£0.00	£709.00	£709.00	£709.00	01/11/17	£709.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
12706	Kitchen Electrical Goods	Thorpe Astley Community Centre	01/10/2010	£0.00	£723.00	£723.00	£723.00	01/11/17	£723.00
12707	Misc Kitchen Utensils	Thorpe Astley Community Centre	01/10/2010	£0.00	£348.00	£348.00	£348.00	01/11/17	£348.00
12708	Bottle Cooler	Thorpe Astley Community Centre	01/10/2010	£0.00	£758.00	£758.00	£758.00	01/11/17	£758.00
12709	Cash Register	Thorpe Astley Community Centre	01/10/2010	£0.00	£460.00	£460.00	£460.00	01/11/17	£460.00
12710	Dish Washer	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,030.00	£1,030.00	£1,030.00	01/11/17	£1,030.00
12711	Reception Chairs	Thorpe Astley Community Centre	01/10/2016	£0.00	£326.00	£326.00	£326.00	01/11/17	£326.00
12712	Office Furniture	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,075.00	£1,075.00	£1,075.00	01/11/17	£1,075.00
12713	HP Compaq 6000 and associated equipment	Thorpe Astley Community Centre	01/10/2010	£0.00	£1,694.00	£1,694.00	£1,694.00	01/11/17	£1,694.00
Total Values				£1,246.00	£230,991.00	£229,745.00	£229,745.00		£229,745.00

Infrastructure - Community Centres

15300	Hearing Loop System	Braunstone Civic Centre	01/06/2005	£0.00	£214.00	£214.00	£214.00	01/11/17	£214.00
Total Values				£0.00	£214.00	£214.00	£214.00		£214.00

Infrastructure - General

11301	5 Street Seats			£0.00	£2,169.00	£2,169.00	£2,169.00	01/11/17	£2,169.00
11302	14 Notice Boards			£0.00	£5,464.00	£5,464.00	£5,464.00	01/11/17	£5,464.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11303	2 Notice Boards			£0.00	£666.00	£666.00	£666.00	01/11/17	£666.00
11304	8 Welcome to Braunstone Town Road Signs			£0.00	£6,250.00	£6,250.00	£6,250.00	01/11/17	£6,250.00
11305	CCTV Tower & 2 Cameras	Braunstone Civic Centre		£0.00	£7,103.00	£7,103.00	£7,103.00	01/11/17	£7,103.00
11306	Civic Centre Car Park Lighting	Kingsway, LE3 2PP		£0.00	£4,853.00	£4,853.00	£4,853.00	01/11/17	£4,853.00
11307	3 Lighting Columns, Franklin Park	Franklin Park, Welcombe Ave		£0.00	£9,266.00	£9,266.00	£9,266.00	01/11/17	£9,266.00
11308	Information Board, Merrileys	Off Mossdale Meadows	01/01/2002	£0.00	£2,995.00	£2,995.00	£2,995.00	01/11/17	£2,995.00
11309	Stone Sculpture, Merrileys	Off Mossdale Meadows	01/01/2002	£0.00	£4,389.00	£4,389.00	£4,389.00	01/11/17	£4,389.00
11310	Steel Bench, Franklin Park	Welcombe Avenue	01/01/2000	£0.00	£1,132.00	£1,132.00	£1,132.00	01/11/17	£1,132.00
11311	Meeting Point, Mossdale Meadows	Kingsway	01/06/2005	£0.00	£9,379.00	£9,379.00	£9,379.00	01/11/17	£9,379.00
11312	1 Bench Seat, Marshall Close	Marshall Close	01/06/2004	£0.00	£435.00	£435.00	£435.00	01/11/17	£435.00
11313	8 Bench Seats, Thorpe Astley Park	Lakin Drive	01/01/2010	£0.00	£2,930.00	£2,930.00	£2,930.00	01/11/17	£2,930.00
11314	Bench, Seat, Picnic Table, Lean Back, Mossdale Meadows	Kingsway	01/06/2012	£0.00	£2,272.00	£2,272.00	£2,272.00	01/11/17	£2,272.00
11315	Bench Seats, Impey Close	Impey Close	31/12/2004	£0.00	£711.00	£711.00	£711.00	01/11/17	£711.00
17100	Radarlux Minivisor 230 VAS/SID Camera	Lubbesthorpe Way Underpass	01/05/2013	£0.00	£2,753.00	£2,753.00	£2,753.00	01/11/17	£2,753.00

Total Values

£0.00 £62,767.00 £62,767.00 £62,767.00 £62,767.00

Infrastructure - Parks

11550	Gates and Fences	Braunstone Town		£0.00	£17,997.00	£17,997.00	£17,997.00	01/11/17	£17,997.00
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No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11551	Gates and Fences (TA-IS)	Isobella Road	01/01/2004	£0.00	£3,143.00	£3,143.00	£3,143.00	01/11/17	£3,143.00
11552	Gates and Fences (TA-PR)	Priestman Road	01/01/2004	£0.00	£16,525.00	£16,525.00	£16,525.00	01/11/17	£16,525.00
11553	Bow Top Fence (TA-M)	Marshall Close	01/01/2004	£0.00	£3,195.00	£3,195.00	£3,195.00	01/11/17	£3,195.00
11554	Bow Top Fence (TA-H)	Hilcot Green	01/01/2004	£0.00	£4,235.00	£4,235.00	£4,235.00	01/11/17	£4,235.00
11555	Gates and Fences (Community Orchard)	Franklin Park	01/01/2009	£0.00	£6,783.00	£6,783.00	£6,783.00	01/11/17	£6,783.00
11556	Play Area Fence (TA -PK)	Thorpe Astley Park	01/06/2010	£0.00	£8,188.00	£8,188.00	£8,188.00	01/11/17	£8,188.00
11557	Tennis Courts - Weldmesh Fencing and Gates (TA-PK)	Thorpe Astley Park	01/06/2010	£0.00	£10,495.00	£10,495.00	£10,495.00	01/11/17	£10,495.00
11558	12 x Fencing Panels MM Basketball Area	Mossdale Meadows	01/06/2012	£0.00	£4,531.20	£4,531.20	£4,531.20	01/11/17	£4,531.20
11600	Automatic Water System (SP)	Shakespeare Park		£0.00	£5,470.00	£5,470.00	£5,470.00	01/11/17	£5,470.00
Total Values				£0.00	£80,562.20	£80,562.20	£80,562.20		£80,562.20

Land

10001	Holmfield Park	Wardens Walk		£0.00	£0.00	£0.00	£0.00		£0.00
10002	Shakespeare Park	Avon Road		£0.00	£0.00	£0.00	£0.00		£0.00
10003	Franklin Park (including Community Orchard)			£0.00	£15,731.00	£15,731.00	£0.00		£15,731.00
10004	Mossdale Meadows	Kingsway		£0.00	£33,753.00	£33,753.00	£0.00		£33,753.00
10005	Merrileys Park	Off Mossdale Meadows		£0.00	£10,499.00	£10,499.00	£0.00		£10,499.00
10006	Watercourse Walk	Thorpe Astley		£0.00	£3,547.00	£3,547.00	£0.00		£3,547.00
10007	Thorpe Astley South Open Spaces	Isobella Close & Priestman Road	25/03/2011	£0.00	£8,040.00	£8,040.00	£0.00		£8,040.00
10008	Thorpe Astley Open Spaces	Thorpe Astley	31/07/2011	£0.00	£6,289.00	£6,289.00	£0.00		£6,289.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value Renewal	Previous Value
10009	Thorpe Astley Parkland	Lakin Drive	01/08/2011	£0.00	£25,414.00	£25,414.00	£0.00	£25,414.00
10010	Thorpe Astley Open Spaces (Persimmon)	Thorpe Astley	01/04/2013	£0.00	£24,381.53	£24,381.53	£0.00	£24,381.53
Total Values				£0.00	£127,654.53	£127,654.53	£0.00	£127,654.53

Recreation, Sports & Play Equipment

11401	Rocking Horse (FP)	Franklin Park		£0.00	£8,605.00	£8,605.00	£8,605.00	01/11/17	£8,605.00
11402	Climbing Frame (FP)	Franklin Park		£0.00	£786.00	£786.00	£786.00	01/11/17	£786.00
11403	Seesaw (FP)	Franklin Park		£0.00	£1,567.00	£1,567.00	£1,567.00	01/11/17	£1,567.00
11404	Jungle Walk (FP)	Franklin Park		£0.00	£1,001.00	£1,001.00	£1,001.00	01/11/17	£1,001.00
11405	Non Mump Seesaw (FP)	Franklin Park		£0.00	£2,881.00	£2,881.00	£2,881.00	01/11/17	£2,881.00
11406	Swing Set Cradle (FP)	Franklin Park		£0.00	£1,525.00	£1,525.00	£1,525.00	01/11/17	£1,525.00
11407	Swing Set (FP)	Franklin Park		£0.00	£1,591.00	£1,591.00	£1,591.00	01/11/17	£1,591.00
11408	Cnopus Frame (FP)	Franklin Park	01/06/2005	£0.00	£11,989.00	£11,989.00	£11,989.00	01/11/17	£11,989.00
11409	Multi Goal Units (FP)	Franklin Park	01/06/2005	£0.00	£7,595.00	£7,595.00	£7,595.00	01/11/17	£7,595.00
11410	Super Nova (FP)	Franklin Park	01/06/2005	£0.00	£3,338.00	£3,338.00	£3,338.00	01/11/17	£3,338.00
11411	Concord Mid Space Net (FP)	Franklin Park	01/06/2005	£0.00	£8,012.00	£8,012.00	£8,012.00	01/11/17	£8,012.00
11412	Activity Climb / Slide (FP)	Franklin Park	01/06/2012	£0.00	£8,723.00	£8,723.00	£8,723.00	01/11/17	£8,723.00
11413	Tangle Trail	Franklin Park	20/07/2016	£1,779.26	£1,779.26	£0.00	£1,779.26	01/11/17	£0.00
11421	Roundabout (HP)	Holmfield Park		£0.00	£1,575.00	£1,575.00	£1,575.00	01/11/17	£1,575.00
11422	Mystical World Multi-Play (HP)	Holmfield Park	27/11/2015	£6,729.00	£6,729.00	£6,729.00	£6,729.00	01/11/17	£6,729.00
11423	Swing 2 bay flat & 1 basket (HP)	Holmfield Park	27/11/2015	£4,300.00	£4,300.00	£4,300.00	£4,300.00	01/11/17	£4,300.00
11424	2 Double Bay Swing Set (HP)	Holmfield Park		£0.00	£1,362.00	£1,362.00	£1,362.00	01/11/17	£1,362.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11425	Rocking Horse (HP)	Holmfield Park		£0.00	£8,550.00	£8,550.00	£8,550.00	01/11/17	£8,550.00
11426	Junior Parallel Bar (HP)	Holmfield Park		£0.00	£544.00	£544.00	£544.00	01/11/17	£544.00
11427	Mini Spacenet (HP)	Holmfield Park	01/06/2004	£0.00	£8,171.00	£8,171.00	£8,171.00	01/11/17	£8,171.00
11428	Meeting Point (HP)	Holmfield Park	01/06/2004	£0.00	£3,519.00	£3,519.00	£3,519.00	01/11/17	£3,519.00
11429	Multiplay Area (HP)	Holmfield Park	01/06/2004	£0.00	£45,013.00	£45,013.00	£45,013.00	01/11/17	£45,013.00
11431	Swing Set (MM)	Mossdale Meadows		£0.00	£1,522.00	£1,522.00	£1,522.00	01/11/17	£1,522.00
11432	Combination Bank Slide (MM)	Mossdale Meadows		£0.00	£3,482.00	£3,482.00	£3,482.00	01/11/17	£3,482.00
11433	Sadlemate (MM)	Mossdale Meadows		£0.00	£1,041.00	£1,041.00	£1,041.00	01/11/17	£1,041.00
11434	Cradleseat Swing Set (MM)	Mossdale Meadows		£0.00	£1,824.00	£1,824.00	£1,824.00	01/11/17	£1,824.00
11435	2 Spinner Bowls (MM)	Mossdale Meadows	01/06/2005	£0.00	£1,428.00	£1,428.00	£1,428.00	01/11/17	£1,428.00
11436	Climbing Frame (MM)	Mossdale Meadows	01/06/2005	£0.00	£8,703.00	£8,703.00	£8,703.00	01/11/17	£8,703.00
11437	Supernova Roundabout (MM)	Mossdale Meadows	01/06/2005	£0.00	£3,338.00	£3,338.00	£3,338.00	01/11/17	£3,338.00
11440	2 x Philadelphia Basketball/goal posts (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£6,027.00	£6,027.00	£6,027.00	01/11/17	£6,027.00
11441	1 x Maine Goal Arena System (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£3,530.00	£3,530.00	£3,530.00	01/11/17	£3,530.00
11442	1 x straight round grinder skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£199.00	£199.00	£199.00	01/11/17	£199.00
11443	1 x inclined square grinder skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£189.00	£189.00	£189.00	01/11/17	£189.00
11444	1 x grind box skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,007.00	£1,007.00	£1,007.00	01/11/17	£1,007.00
11445	1 x jump ramp skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,185.00	£1,185.00	£1,185.00	01/11/17	£1,185.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11446	1 x stepped grind box skate (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,490.00	£1,490.00	£1,490.00	01/11/17	£1,490.00
11447	1 x driveway street course (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£16,013.00	£16,013.00	£16,013.00	01/11/17	£16,013.00
11448	2 x Ski Steppers (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£3,007.00	£3,007.00	£3,007.00	01/11/17	£3,007.00
11449	1 x Mini Ski (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,197.00	£1,197.00	£1,197.00	01/11/17	£1,197.00
11450	1 x Leg Stretch (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£873.00	£873.00	£873.00	01/11/17	£873.00
11451	1 x fitness sign (A) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£748.00	£748.00	£748.00	01/11/17	£748.00
11452	1 x Sit Up (B)	Mossdale Meadows	01/06/2012	£0.00	£1,233.00	£1,233.00	£1,233.00	01/11/17	£1,233.00
11453	1x Health Walker (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,410.00	£2,410.00	£2,410.00	01/11/17	£2,410.00
11454	1 x Pull Down Challenger (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,128.00	£2,128.00	£2,128.00	01/11/17	£2,128.00
11455	Fitness Sign (B) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£747.00	£747.00	£747.00	01/11/17	£747.00
11456	1 x Push Hands (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,180.00	£1,180.00	£1,180.00	01/11/17	£1,180.00
11457	2 x Handle Boats (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,788.00	£2,788.00	£2,788.00	01/11/17	£2,788.00
11458	1 x Parallel Rails (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,009.00	£1,009.00	£1,009.00	01/11/17	£1,009.00
11459	1 x Fitness Sign (C) (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£748.00	£748.00	£748.00	01/11/17	£748.00
11460	1 x UniMini Dinghy (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,133.00	£2,133.00	£2,133.00	01/11/17	£2,133.00
11461	1 x Pull Up Rope (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£499.00	£499.00	£499.00	01/11/17	£499.00
11462	1 x Rota Roka (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,286.00	£1,286.00	£1,286.00	01/11/17	£1,286.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11463	1 x Roko (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£834.00	£834.00	£834.00	01/11/17	£834.00
11464	1 x Zingo Dek Climb (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£6,870.00	£6,870.00	£6,870.00	01/11/17	£6,870.00
11465	1 x Pair Talking Tubes (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£773.00	£773.00	£773.00	01/11/17	£773.00
11466	1 x Lobster Pot Climbe (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£4,902.00	£4,902.00	£4,902.00	01/11/17	£4,902.00
11467	3 x NRG Ross Ice Shelves (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,119.00	£1,119.00	£1,119.00	01/11/17	£1,119.00
11468	1 x Amazon Basin (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£2,370.00	£2,370.00	£2,370.00	01/11/17	£2,370.00
11469	1 x NRG Klondike Double (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£1,360.00	£1,360.00	£1,360.00	01/11/17	£1,360.00
11470	Total Play surface area (MM2012)	Mossdale Meadows	01/06/2012	£0.00	£4,294.00	£4,294.00	£4,294.00	01/11/17	£4,294.00
11480	Slide (SP)	Shakespeare Park		£0.00	£2,078.00	£2,078.00	£2,078.00	01/11/17	£2,078.00
11481	Whirlwind Climbing Frame (SP)	Shakespeare Park		£0.00	£9,820.00	£9,820.00	£9,820.00	01/11/17	£9,820.00
11482	2 Double Bay Swing (SP)	Shakespeare Park		£0.00	£1,890.00	£1,890.00	£1,890.00	01/11/17	£1,890.00
11483	Saddlemate (SP)	Shakespeare Park		£0.00	£1,007.00	£1,007.00	£1,007.00	01/11/17	£1,007.00
11484	Play Safety Surface (SP)	Shakespeare Park		£0.00	£38,908.00	£38,908.00	£38,908.00	01/11/17	£38,908.00
11485	Rocking Horse (SP)	Shakespeare Park	01/06/2002	£0.00	£8,278.00	£8,278.00	£8,278.00	01/11/17	£8,278.00
11490	Spring Seesaw (TA-IS)	Isobella Road	01/01/2004	£0.00	£2,010.00	£2,010.00	£2,010.00	01/11/17	£2,010.00
11491	Spring Elephant (TA-IS)	Isobella Road	01/01/2004	£0.00	£679.00	£679.00	£679.00	01/11/17	£679.00
11492	Spring Lion (TA-IS)	Isobella Road	01/01/2004	£0.00	£679.00	£679.00	£679.00	01/11/17	£679.00
11493	Stepping Stones (TA-IS)	Isobella Road	01/01/2004	£0.00	£180.00	£180.00	£180.00	01/11/17	£180.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11494	Surfacing (TA-IS&PR)	Isobella Road / Priestman Road	01/01/2004	£0.00	£8,487.00	£8,487.00	£8,487.00	01/11/17	£8,487.00
11495	Tower Slide (TA-PR)	Priestman Road	01/01/2004	£0.00	£6,524.00	£6,524.00	£6,524.00	01/11/17	£6,524.00
11496	Swings (TA-PR)	Priestman Road	01/01/2004	£0.00	£4,634.00	£4,634.00	£4,634.00	01/11/17	£4,634.00
11497	Spring Plane (TA-PR)	Priestman Road	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/17	£700.00
11498	Spring Elephant (TA-PR)	Priestman Road	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/17	£700.00
11500	Spring Seesaw (TA-H)	Hilcot Green	01/01/2004	£0.00	£2,010.00	£2,010.00	£2,010.00	01/11/17	£2,010.00
11501	Rocker Elephant (TA-H)	Hilcot Green	01/01/2004	£0.00	£700.00	£700.00	£700.00	01/11/17	£700.00
11502	Swing Toddler (TA-H)	Hilcot Green	01/01/2004	£0.00	£1,550.00	£1,550.00	£1,550.00	01/11/17	£1,550.00
11503	Multi-play Tower/Slide (TA-H)	Hilcot Green	01/01/2004	£0.00	£6,523.00	£6,523.00	£6,523.00	01/11/17	£6,523.00
11504	Safety Surface (TA-H)	Hilcot Green	01/01/2004	£0.00	£5,062.00	£5,062.00	£5,062.00	01/11/17	£5,062.00
11505	Igloo Climber (TA-M)	Marshall Close	01/01/2004	£0.00	£922.00	£922.00	£922.00	01/11/17	£922.00
11506	Game Panels x2 (TA-M)	Marshall Road	01/01/2004	£0.00	£1,437.00	£1,437.00	£1,437.00	01/11/17	£1,437.00
11507	Balance Trail (TA-M)	Marshall Close	01/01/2004	£0.00	£1,183.00	£1,183.00	£1,183.00	01/11/17	£1,183.00
11508	Play Train (TA-M)	Marshall Close	01/01/2004	£0.00	£6,733.00	£6,733.00	£6,733.00	01/11/17	£6,733.00
11509	Safety Surface (TA-M)	Marshall Close	01/01/2004	£0.00	£4,587.00	£4,587.00	£4,587.00	01/11/17	£4,587.00
11510	Rocker Horse (TA-IC)	Impey Close	01/01/2004	£0.00	£642.00	£642.00	£642.00	01/11/17	£642.00
11511	Multiplay Tower and Slide (TA-IC)	Impey Close	01/01/2004	£0.00	£6,456.00	£6,456.00	£6,456.00	01/11/17	£6,456.00
11512	Double Swing (TA-IC)	Impey Close	01/01/2004	£0.00	£1,824.00	£1,824.00	£1,824.00	01/11/17	£1,824.00
11513	Safety Surface (TA-IC)	Impey Close	01/01/2004	£0.00	£4,572.00	£4,572.00	£4,572.00	01/11/17	£4,572.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
11520	Space Net 3144 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£13,754.00	£13,754.00	£13,754.00	01/11/17	£13,754.00
11521	Electra Gxy 932 Frame with Satellite Spinners (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£16,117.00	£16,117.00	£16,117.00	01/11/17	£16,117.00
11522	Supernova Gxy916 Roundabout (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£3,720.00	£3,720.00	£3,720.00	01/11/17	£3,720.00
11523	Ridge Ele500003 Climbing Frame/Slide (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£9,462.00	£9,462.00	£9,462.00	01/11/17	£9,462.00
11524	Spinner Bowl Elec400024 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£922.00	£922.00	£922.00	01/11/17	£922.00
11525	Blazer Ele400021 3 Sided Sprung Seesaw (TA-PK)	Thorpe Astley Parkland	01/06/2011	£0.00	£2,148.00	£2,148.00	£2,148.00	01/11/17	£2,148.00
11526	Swing Set M69201 (TA-PK)	Thorpe Astley Parkland	01/06/2011	£0.00	£1,665.00	£1,665.00	£1,665.00	01/11/17	£1,665.00
11527	Dino Swing Spme40400 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£4,895.00	£4,895.00	£4,895.00	01/11/17	£4,895.00
11528	Meeting Points x2 - Fre3000 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£6,916.00	£6,916.00	£6,916.00	01/11/17	£6,916.00
11529	Multi Use Games Area Fre2115 (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£19,439.00	£19,439.00	£19,439.00	01/11/17	£19,439.00
11530	Total Safety Surface (TA-PK)	Thorpe Astley Park	01/06/2011	£0.00	£14,742.00	£14,742.00	£14,742.00	01/11/17	£14,742.00
11531	Chin Ups FT906 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,255.40	£1,255.40	£1,255.40	01/11/17	£1,255.40
11532	Horizontal Ladder FT909 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,958.40	£1,958.40	£1,958.40	01/11/17	£1,958.40
11533	2 Bay Platform Sit Ups FT929 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,793.40	£1,793.40	£1,793.40	01/11/17	£1,793.40
11534	Gate Climb FT913 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,702.40	£1,702.40	£1,702.40	01/11/17	£1,702.40
11535	Balance Beams FT920 (TA-PK)	Thorpe Astley Park	01/06/2008	£0.00	£1,682.40	£1,682.40	£1,682.40	01/11/17	£1,682.40
Total Values				£12,808.26	£467,588.26	£465,809.00	£467,588.26		£465,809.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
Vehicles, Plant & Equipment									
15200	Cutless Pasture Topper	Mossdale Meadows		£0.00	£2,500.00	£2,500.00	£2,500.00	01/11/17	£2,500.00
15201	Misc Hand Tools Garage	Mossdale Meadows		£0.00	£1,000.00	£1,000.00	£1,000.00	01/11/17	£1,000.00
15202	Ransome Super Certees	Shakespeare Park		£0.00	£2,800.00	£2,800.00	£2,800.00	01/11/17	£2,800.00
15203	Flymo Hover Mower GT2	Shakespeare Park	01/02/2013	£0.00	£440.00	£440.00	£440.00	01/11/17	£440.00
15204	Danarm Hedgecutter	Shakespeare Park		£0.00	£461.00	£461.00	£461.00	01/11/17	£461.00
15205	Sisis Roller	Shakespeare Park		£0.00	£470.00	£470.00	£470.00	01/11/17	£470.00
15206	Holland MC 35 Ride on Mower	Mossdale Meadows		£0.00	£19,300.00	£19,300.00	£19,300.00	01/11/17	£19,300.00
15207	Bateson Trailer	Mossdale Meadows	01/06/2002	£0.00	£2,500.00	£2,500.00	£2,500.00	01/11/17	£2,500.00
15208	Airmaster Compressor	Mossdale Meadows	01/06/2007	£0.00	£255.00	£255.00	£255.00	01/11/17	£255.00
15209	Petrol Generator	Mossdale Meadows	01/06/2008	£0.00	£710.00	£710.00	£710.00	01/11/17	£710.00
15210	McConnel PA5155 Left Hand Cut Hedgecutter	Mossdale Meadows	01/06/2008	£0.00	£12,500.00	£12,500.00	£12,500.00	01/11/17	£12,500.00
15211	Roller Garage	Mossdale Meadows	01/06/2008	£0.00	£1,400.00	£1,400.00	£1,400.00	01/11/17	£1,400.00
15212	McCulloch Mac 838 Chainsaw	Mossdale Meadows	01/06/2010	£0.00	£200.00	£200.00	£200.00	01/11/17	£200.00
15213	Rhyobe Hedgecutter	Mossdale Meadows	01/06/2010	£0.00	£200.00	£200.00	£200.00	01/11/17	£200.00
15214	Kawaski 43A Strimmer	Mossdale Meadows	01/06/2011	£0.00	£200.00	£200.00	£200.00	01/11/17	£200.00
15215	Stihl Leaf Blower	Mossdale Meadows	01/06/2012	£0.00	£200.00	£200.00	£200.00	01/11/17	£200.00

No.	Description	Location	Purchase date	Cost	Current Value	Yr Start Value	Insurance Value	Renewal	Previous Value
15216	Echo 350 ES Strimmer	Mossdale Meadows	01/06/2012	£0.00	£200.00	£200.00	£200.00	01/11/17	£200.00
15217	Leaf Blower	Mossdale Meadows	01/04/2013	£0.00	£300.00	£300.00	£300.00	01/11/17	£300.00
15218	Hedgetrimmer	Mossdale Meadows	01/04/2013	£0.00	£750.00	£750.00	£750.00	01/11/17	£750.00
15219	Pressure Washer	Mossdale Meadows	01/11/2013	£120.00	£0.00	£0.00	£0.00	01/11/17	£120.00
Total Values				£120.00	£46,386.00	£46,386.00	£46,386.00		£46,506.00
Grand Total				£14,174.26	£4,542,472.99	£4,539,447.73	£4,883,742.46		£4,539,567.73

Schedule of Loan Repayments due 9 May 2016

Loan Number	Balance Outstanding £ p.	Principal Due £ p.	Interest Due £ p.	Total Due £ p.	Interest Rate %
477930	79,158.98	4,723.58	3,265.31	7,988.89	8.250
480508	28,802.73	1,428.94	864.08	2,293.02	6.000
481235	6,375.69	1,205.37	179.32	1,384.69	5.625
482623	71,445.43	2,948.34	1,875.44	4,823.78	5.250
485188	27,482.05	1,075.85	687.05	1,762.90	5.000
485557	46,226.93	1,678.07	1,213.46	2,891.53	5.250
487506	55,473.22	1,768.50	1,248.15	3,016.65	4.500
490422	40,600.00	1,400.00	913.50	2,313.50	4.500
501336	67,063.05	4,880.02	616.98	5,497.00	1.840
TOTAL:	422,628.08	21,108.67	10,863.29	31,971.96	

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Schedule of Loan Repayments due 7 November 2016

Loan Number	Balance Outstanding £ p.	Principal Due £ p.	Interest Due £ p.	Total Due £ p.	Interest Rate %
477930	74,435.40	4,918.43	3,070.46	7,988.89	8.250
480508	27,373.79	1,471.81	821.21	2,293.02	6.000
481235	5,170.32	1,239.27	145.42	1,384.69	5.625
482623	68,497.09	3,025.73	1,798.05	4,823.78	5.250
485188	26,406.20	1,102.74	660.16	1,762.90	5.000
485557	44,548.86	1,722.12	1,169.41	2,891.53	5.250
487506	53,704.72	1,808.29	1,208.36	3,016.65	4.500
490422	39,200.00	1,400.00	882.00	2,282.00	4.500
501336	62,183.03	4,924.92	572.08	5,497.00	1.840
TOTAL:	401,519.41	21,613.31	10,327.15	31,940.46	

OFFICIAL

PWLB Reference - 507 07134

Schedule of Loan Repayments due 8 May 2017

Loan Number	Balance Outstanding		Principal Due		Interest Due		Total Due		Interest Rate %
	£	p.	£	p.	£	p.	£	p.	
477930	69,516.97		5,121.31		2,867.58		7,988.89		8.250
480508	25,901.98		1,515.96		777.06		2,293.02		6.000
481235	3,931.05		1,274.13		110.56		1,384.69		5.625
482623	65,471.36		3,105.16		1,718.62		4,823.78		5.250
485188	25,303.46		1,130.31		632.59		1,762.90		5.000
485557	42,826.74		1,767.33		1,124.20		2,891.53		5.250
487506	51,896.43		1,848.98		1,167.67		3,016.65		4.500
490422	37,800.00		1,400.00		850.50		2,250.50		4.500
501336	57,258.11		4,970.23		526.77		5,497.00		1.840
TOTAL:	379,906.10		22,133.41		9,775.55		31,908.96		

VAT Summary

Vat Return Details

Appendix 8

Start Date	End Date	Sales Vat	Total Vat due	Purchases Vat	Net VAT	Sales	Purchases
01/04/16	30/06/16	£352.02	£352.02	£7,894.79	£7,542.77	£355,394.77	£216,193.08
01/07/16	30/09/16	£249.57	£249.57	£11,614.18	£11,364.61	£322,678.99	£188,699.93
01/10/16	31/12/16	£653.31	£653.31	£8,536.44	£7,883.13	£59,390.89	£210,758.38
01/01/17	31/03/17	£566.50	£566.50	£7,971.39	£7,404.89	£52,692.68	£155,643.16
Totals		£1,821.40	£1,821.40	£36,016.80	£34,195.40	£790,157.33	£771,294.55
Balance Sheet opening Vat Recoverable					£34,541.93		
Balance Sheet opening Vat Payable					£0.00		
Totals including opening figures					£68,737.33		

Details of transactions against VAT Headings

114 VAT received

Received	Invoiced	Tn. no	Reference	Details	Net (£)	Vat (£)	Gross (£)
08/08/16	06/11/15	7379	BACS160808	HM Customs - VAT 01/07/15 - 30/09/15 overclaim	-110.00	0.00	-110.00
08/08/16	31/03/16	7380	BACS160808	HM Customs - VAT 01/01/16 - 31/03/16 overclaim	-3,333.33	0.00	-3,333.33
05/05/16	31/03/16	7378	BACS160505	HM Customs - VAT 01/01/16 - 31/03/16	37,985.26	0.00	37,985.26
08/08/16	02/08/16	7998	BACS160808	HM Customs - VAT	7,542.77	0.00	7,542.77
03/11/16	28/10/16	8490	BACS161103	HM Customs - VAT	11,364.61	0.00	11,364.61
08/02/17	08/02/17	9099	BACS170208	HM Customs - VAT REPAY	7,883.13	0.00	7,883.13
	31/03/17	9395		HM Customs - VAT refund 01/01/17 - 31/03/17	7,404.89	0.00	7,404.89
114 VAT received Total					68,737.33	0.00	68,737.33

Enter name of smaller authority here:

BRAUNSTONE TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

LISA COTTON

Signature of person who carried out the internal audit

Lisa Cotton

Date

24/05/17

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

**INTERNAL AUDIT SERVICES
BRAUNSTONE TOWN COUNCIL
2016/17**

Date of Issue 30.05.17

Section 4 – Annual Audit Report

Not Covered – Point ‘K’

Coverage was not required as Braunstone Town Council do not have any responsibilities as a trustee.



**Lisa Cotton CPFA
Internal Audit
North West Leicestershire District Council**

Direct line: 01530 454728
Email: lisa.cotton@nwleicestershire.gov.uk

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2017

Item 9 – Shakespeare Park – Improvement & Development

Purpose

To consider progress with the project and the business plan, including potential amendments to the planning application and applications for external funding.

External Funding

To enable appropriate funding options to be assessed, considered and where appropriate sought to ensure the long term financial stability and sustainability of the project in terms of improving access to sport, recreation and play; the Committee on 27th April 2017 approved funding applications be prepared and submitted as follows:

- a) Section 106 Open Space Contribution relating to a legal agreement for planning application 13/0503/1/PX, Land to the South of 20-30 Valley Drive, for improvements to the play facilities at Shakespeare Park; and
- b) Sport England – Community Asset Fund, for funding the new pavilion facility, demolition of existing pavilion and redesign of the site.

To enable successful applications to larger funding bodies such as Sport England and the Big Lottery and to utilise the expertise and contacts that Blaby District Council has with local business, particularly around the Junction 21 area and especially since the site in question, Shakespeare Park was originally Everards land, to secure funding for the project; the Committee also resolved that Blaby District Council be asked to assist with identifying and obtaining significant grant funding and potential sources of commercial and corporate funding/sponsorship (Minute 93, 2016/2017).

Once quotes have been received for the play equipment, an Open Spaces Contribution can be sought.

Initial information for the Community Asset Fund bid has been pulled together and advice and support is being sought from Leicestershire & Rutland Sport.

A formal request has been made to the Chief Executive of Blaby District Council for assistance in obtaining external funding, who has advised she will involve appropriate officers in order to progress. Time schedules are for June onwards.

To date most external funding sources and certainly sources which offer significant funds, have been explored and there is not a high likelihood of identifying further additional Grant Funding. Sponsorship from local business is the remaining opportunity to be explored with the assistance of Blaby District Council. Once this process is complete, all funding sources available will have been identified allowing the project to be moved to the next stage – invitation to tender.

Planning Application

The site layout and pavilion proposals were submitted to Blaby District Council Planning in November 2016 and the Executive Officer & Town Clerk met with the case officer on 23rd December 2016 to discuss the proposals informally.

Both the Executive Officer & Town Clerk and the Council's architect have been working with the Planning Case Officer to deliver a building which is sustainable, fit for future decades and one the community and Town Council can be proud of.

Amendments are proposed to the design and layout as follows:

- the Club Room elevation facing the bowling green to be timber cladding in order to incorporate a more contemporary style, alterations to roof to provide solar panels;
- a mix of materials throughout, timber cladding, brick and render on elevation facing bowling green;
- new-bi-fold doors fronting the Petanque area have been included instead of three separate windows to design a scheme where the building is visually pleasing and has a sense of openness with glazing and sensitive lighting rather than one which appears unused and remote;
- suds (sustainable urban drainage) in the form of a drainage pond and trees in the area between the Pavilion and the rear of the properties on Shakespeare drive; and
- use of landscaping rather than fencing or barriers to provide a sense of enclosure (in particular around the bowling green) this will be visually more pleasing and provides a sense of openness and inclusivity and helps to 'green the scheme up a bit' in an already leafy/park environment.

There were other suggestions made by the Planning Case Officer, which are detailed in the report to Policy & Resources Committee on 12th January 2017, however, following discussions with the architect and surveyor, it was considered that suggestions which were ideal planning design as opposed to planning requirements, would not be pursued due to the cost constraints on the project.

In response to concerns raised at the consultation about anti-social behaviour and dumping of vehicles on the car park, telescopic bollards have been added to the entrance.

The proposed revised site layout plans are attached at Appendix 1 and the proposed revised Pavilion elevations are attached at Appendix 2. Should these be acceptable, it is proposed that these be submitted for consideration by the Working Group and unless the Working Group has any significant amendments, then the plans can be submitted to the District Planning Authority.

Delivering the Project

Assuming the Working Group is happy with the revised plans, consideration of a planning application can take up to 8 weeks, which can run concurrently with work to seek external sponsorship and further grant funding sources for the project.

Therefore, Policy & Resources Committee in August can consider the tender process with a view to obtaining tenders for the works in September and commencing work on the site in the autumn, subject to obtaining the necessary funding.

A revised indicative timetable is attached at Appendix 1.

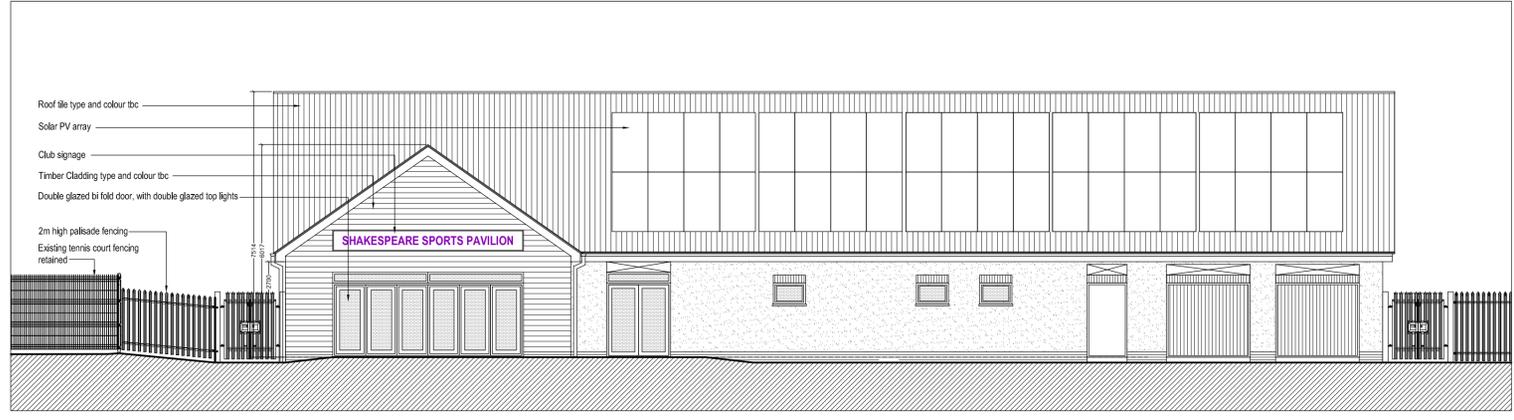
Recommendations

1. That the revised site layout (attached at Appendix 1) and revised building elevations (attached at Appendix 2) be approved;
2. that delegated authority be given to the Executive Officer & Town Clerk to make amendments to the plans, which don't impact significantly on the project requirements, following consultation with the Shakespeare Park Improvement Project Working Group, and to submit a planning application to the District Planning Authority for approval; and
3. that revised timescales for the project (attached at Appendix 3) be adopted.

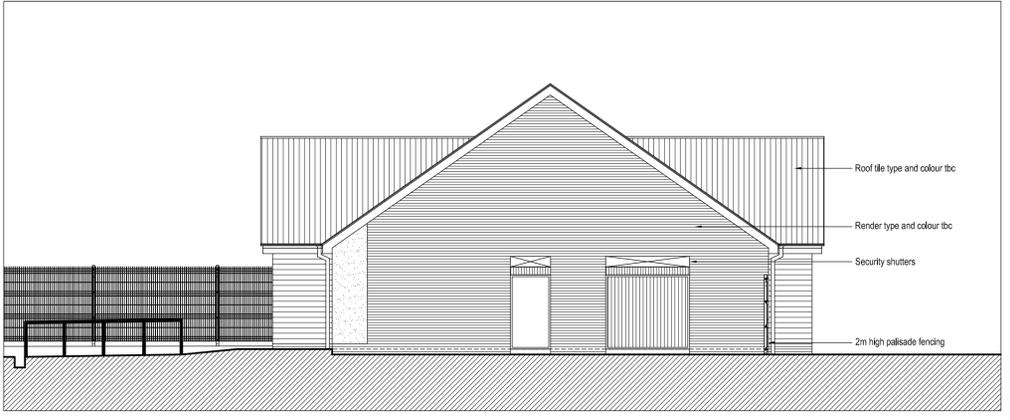
Reasons

1. To accommodate the advice of planning officers in order to deliver a balance between a modern sustainable building, which was both affordable and functional.
2. To enable consultation with the sports clubs prior to submission of the planning application, in order to move the project onto the delivery stages.
3. To provide a guide for the progression of the project, which could be amended accordingly as appropriate.

Appendix 2



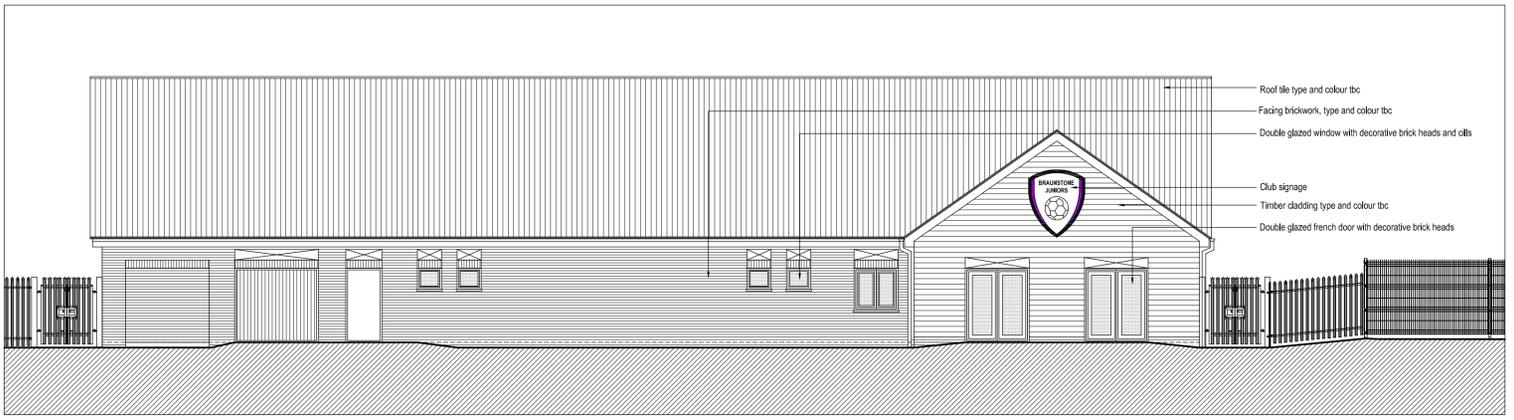
PROPOSED SOUTH WEST (Front) ELEVATION



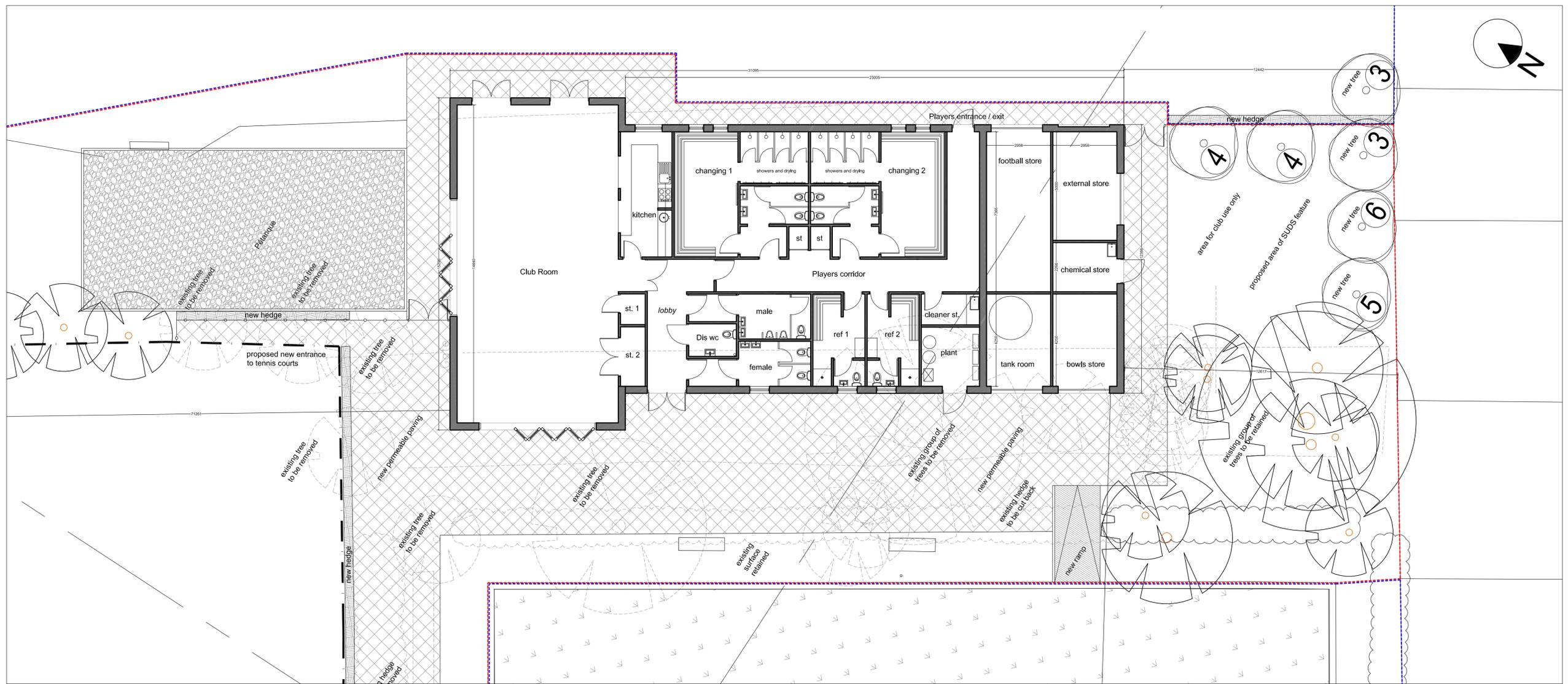
PROPOSED SOUTH EAST (Side) ELEVATION



PROPOSED NORTH WEST (Side) ELEVATION



PROPOSED NORTH EAST (Rear) ELEVATION



PROPOSED GROUND FLOOR PLAN

- P5 22.05.17 SG Amends following conversation with PO:
 - telescopic bollards added to entrance
 - hedging to surround existing playground
 - portion of hedging to new fencing along tennis court and rear area
 - SUDS area introduced to rear area
 - club room facing material to be timber cladding, new bi fold fronting onto terrace area
 - render to bowling green elevation.
- P4 13.12.16 TDG Drawing scale corrected to 1:100
- P3 01.11.16 SG Solar PV added to South West elevation
- P2 07.06.16 SG Storage area reconfigured as per clients comments
- P1 31.05.16 SG Additional parking spaces added, storage space added as per clients comments

Rev.	Date	Drawn



Pera Innovation Park, Nottingham Road
Melton Mowbray, LE13 0PB

Telephone: 01664 563 288 Fax: 01664 503 360
E-Mail: info@hssparchitects.co.uk Web: www.hssparchitects.co.uk

Project:
Proposed New Pavilion
Shakespeare Road
Braunstone
For Braunstone Town Council

Title:
PLANNING

Scale	Drawn	Checked	Date
1:100	SG	NC	May '16

Drawing No: 7209-03-006

APPENDIX 3 – TIMESCALES

The following is the proposed updated timescales for the project, taking into account assumptions in the report:

June 2017	<ul style="list-style-type: none"> • Further investigation of funding sources • further assessment and modifications based on planning advice
July 2017	<ul style="list-style-type: none"> • Working Group meets to discuss funding sources, Business Case, any design changes for the planning application, issues raised in the consultation and future operational arrangements • Working with Blaby District Council to identify further external funding sources, including sponsorship • Sub-Committee approves any changes to design and layout and operational arrangements (if required) • Planning Application Submission (8 Weeks) • Exploring options around long term leases with Clubs
August 2017	<ul style="list-style-type: none"> • Planning Approval • Approval by Policy & Resources Committee of business case, funding and confirmation of tender process for site and building and timescales.
September 2017	<ul style="list-style-type: none"> • Applications for Funding • Preparation of Building Regulation Application and Submission • Obtaining Estimates for Proposals for Pavilion/Car Park • Invitation to Quote for Playground and Tennis Courts Works • Council consideration of Public Works Loan Board application
October 2017	<ul style="list-style-type: none"> • Tender Return • Shakespeare Park Improvement Project Sub-Committee meet to determine tenders and award contracts • Lead in Period • Closure of Tennis Courts for Plant
November 2017	<ul style="list-style-type: none"> • Commencement of Building Works on Pavilion
March 2018	<ul style="list-style-type: none"> • Commencement of works on Playground
April 2018	<ul style="list-style-type: none"> • Completion of works on Playground
October 2018	<ul style="list-style-type: none"> • Pavilion becomes fully operational • Demolition of Old Pavilion begins • Works on Car Park and Car Park extension • Commencement of work on Tennis Courts
December 2018	<ul style="list-style-type: none"> • Completion of work on Tennis Courts • Site becomes fully operational

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2017

Item 10 – Facilities and Services at Thorpe Astley Community Centre

Purpose

To identify opportunities for using un-used rooms at Thorpe Astley Community Centre, improving the facilities for hirers and ensuring the sustainability of the early years childcare and other regular hirers to ensure continued provision for the benefit of the local community in Thorpe Astley.

Background to NHS Services

It is now 12 months since the Town Council undertook an options appraisal and community consultation in respect of the Thorpe Astley Medical Rooms, the results of which are attached at Appendix 1. On 9th June 2016, the Committee agreed *“to liaise with the NHS Commissioning Authorities and local NHS Service providers to fully explore which services could be provided from the Medical Rooms and to implement operational measures to secure their delivery, and to utilise the space in the Medical Rooms on a temporary basis and in the Centre as a whole and to determine any costs and terms & conditions of use”* (minute 6, 2016/2017).

On 25th August, the Committee agreed *“that in the absence of functioning health services, the Treatment Room be used for meetings, interviews and Counselling sessions and the Consultation Room be used for storage, with storage priority given to the Town Council and the Bar Contractor and any remaining storage space available being given to Community Groups in accordance with the scheme and terms and conditions attached”* (minute 4, 2016/2017).

Leicestershire Partnership NHS Trust at the end of 2016 and the beginning of 2017 expressed an interest in providing Children’s Services from the Medical Rooms, and Policy & Resources Committee on 12th January 2017 approved an Occupational Licence Agreement (minute 70, 2016/2017). However, having agreed an offer, no further communication was received from the Partnership Trust and a decision was made by Policy & Resources Committee on 23rd February to write to Dr Pete Miller, Chief Executive of Leicestershire Partnership NHS Trust (minute 79, 2016/2017 – resolution 2).

On 27th April 2017, the Committee received an update on progress with an agreement for Leicestershire Partnership NHS Trust to use the Medical Rooms at Thorpe Astley Community Centre.

There had been no practical progress concerning the use of the Thorpe Astley Community Centre by the NHS and there appeared to be no short to medium term likelihood that NHS services would be delivered from the Centre. Given a desire by Councillors and the community to increase usage and schedule more community events at Thorpe Astley Community Centre, the future use of the rooms needed to

be reviewed in order to make the best practical use of the Centre's facilities, therefore it was agreed that options for the future use of Thorpe Astley Medical Rooms be considered by Policy & Resources Committee in June 2017 (Minute 95, 2016/2017 – Resolution 1).

On 15th May 2017, Dr Pete Miller, Chief Executive of Leicestershire Partnership NHS Trust, responded to the Council's letter stating that the Partnership NHS Trust had decided that using the Medical Rooms was not considered to be a viable option. A copy of the letter is attached at Appendix 2.

Background to Early Years Childcare Provision

The Thorpe Astley Community Appraisal in 1999, received survey responses from over 500 Thorpe Astley residents of all ages, this appraisal identified a potential need for a Playgroup/pre-school. Since the community centre opened in October 2010, an early years pre-school has been provided during school term time from the main hall by Kidaroo Childcare Ltd. From the school year 2010/2011 until 2015/2016 the times of opening were Monday to Friday (term time) 8.30am – 3pm (1pm on a Tuesday). During the current school year (2016/2017) the times of opening are Monday to Friday (term time) 8.30am – 1pm.

On 2nd December 2016, Kidaroo Childcare informed the Council that it could no longer offer childcare from the centre and formally gave notice to terminate, stated they would confirm the final date of the term. No bookings have been received for 2017/2018 school year.

On 23rd February 2017, the Committee recognising that there was existing early years childcare provision, which had been in place since the opening of the Community Centre in 2010, and was popular among local residents, agreed to invite prospective organisations who provide Early Years Childcare to tender for a contract for three years from August 2017 (minute 76, 2016/2017).

On 16th May 2017, Councillors Hack and Waterton and the Executive Officer & Town Clerk considered expressions of interest and accepted a tender from Pop Up Care Clubs Ltd to run early years and pre-school childcare from August 2017 until July 2020.

Identifying the needs of a Community

Based on discussions with the Community Development Committee, the Leader and Deputy Leader of the Council, Town Councillors generally, community representatives and users of the Thorpe Astley Community Centre, it is clear that the Thorpe Astley area of the Town has distinctive needs based on its demographics and higher transient population. Braunstone Civic Centre is based in an established community and while there is a turnover of community groups, most are well established and have been using Braunstone Civic Centre for several years. In contrast the Thorpe Astley Community Centre, like its community is less established, nonetheless there is a community spirit and willingness among the community to establish more community activity in the area.

The Town Council needs to consider how it can both encourage and support community groups using the Centre to become established and self-sufficient, as well as involve the Community in using the facility. There are limitations on what the Community Centre can be used for, the facility is a multi-use, multi-function facility providing community space, sports and leisure changing facilities for the pitches and recreation facilities on the park and is also hireable space for private events.

There is also an active community using the park and recreation/sporting facilities, particularly during the summer months.

Options for use of Thorpe Astley Medical Rooms

The Medical Rooms are currently unused by the NHS and current indications are they are unlikely to be used in the short to medium term to provide health care services. Therefore, given the Town Council's desire to improve the Centre's offer to the community, consideration should be given to making effective use of this space.

The Consultation Room is currently used for storage by the bar contractor and there is provision for community groups who hire the Centre to make use of this space for storage, although to date none have taken up the offer. Where a bar service has been requested, the bar contractor currently uses the kitchen as a bar, meaning that the kitchen is no longer available for hire. If the kitchen is required, the bar service cannot be requested, meaning that no alcohol is provided since licensing rules prevent hires bringing their own alcohol onto licensed premises.

Allowing the bar contractor to make full use of the Consultation Room for a bar service will provide flexibility in terms of how this service is offered allowing it to be used at the same time by multiple users/hirers at the Centre. In addition, it will create space in the kitchen allowing for the kitchen to be upgraded to include cooking and food preparation facilities, thereby providing a similar offer to hirers at Thorpe Astley Community Centre as that which is offered at Braunstone Civic Centre, namely the option of access to both kitchen facilities and a bar service.

The Treatment Room is currently being used for meetings and counselling sessions and given this room is kitted out with fixtures and fittings, making alternative use of the room would potentially require significant alterations, putting at risk the availability of the room in the future should it be required by the NHS. Therefore, it is recommended that the Treatment Room continues to be used for small meetings and one to one meetings and be promoted and charged at category E, which is the same as the Small Meeting Room at the Centre and the Winstanley Room at Braunstone Civic Centre.

Early Years/Pre-School and after school Childcare

Following their selection on 16th May 2017, Pop Up Care Clubs have been in discussion with officers concerning detailed arrangements for the provision of early years childcare and after school childcare at Thorpe Astley Community Centre. Discussions have taken place around the requirement to make payment to the Council on a quarterly basis and given how the funding system operates and how

parents are likely to pay, the provider would like to make monthly payments rather than quarterly payments.

The provider also has ideas for developing and sustaining their offer, which may require use of other rooms and facilities at the Centre and on the site, e.g. after school clubs and activity sessions. The operational hours of the service may extend from 8am to 6pm. Given other hirers use the main hall late afternoon, this presents a potential problem and risks the loss of other regular hirers. Given Pop Up Care Clubs are formulating their plans, it seems appropriate for officers to work with them and other regular hirers in order to find an appropriate arrangement to accommodate all users. This may involve transferring the after-school club to the Activity Room to allow other hirers to use the Main Hall or may involve other hirers transferring to another room, date and time on specific terms and conditions.

Recommendations

1. That in the absence of functioning health services, the Treatment Room continue to be used for meetings, interviews and Counselling sessions and that the room be categorised as E (the same as the Small Meeting Room and the Winstanley Room);
2. that in the absence of functioning health services, the Consultation Room be offered for use by the bar contractor for storage of bar equipment, glasses, drinks and snacks and that delegated authority be given to the Executive Officer & Town Clerk to make minor modifications to the room and put arrangements in place to accommodate the bar contractor;
3. that should the bar contractor take up the offer of using the Consultation Room, the offer of storage space for community group hirers be discontinued;
4. that in the event of 3 above, delegated authority be given to the Executive Officer & Town Clerk to make modifications to the kitchen at Thorpe Astley Community Centre, in order to accommodate cooking and food preparation;
5. that the terms of payment for the pre-school/early years contract approved on 23rd February 2017 (minute 76, 2016/2017), be amended from quarterly payment to monthly, bi-monthly or termly payments as agreed by the Executive Officer & Town Clerk;
6. that delegated authority be given to the Executive Officer & Town Clerk to enter into specific arrangements with the successful pre-school/early years childcare provider, Pop Up Care Clubs, to make ad-hoc use of other rooms and facilities at Thorpe Astley Community Centre and on Thorpe Astley Park; and
7. that delegated authority be given to the Executive Officer & Town Clerk to enter into specific arrangements with other hirers at Thorpe Astley Community Centre whose hire was affected by the new pre-school/early years childcare service.

Reasons

1. To enable the Treatment Room to be used by the community and hirers at the Centre, while retaining the fixtures and fittings in the room in the event the NHS decide that they wish to make use of the room in the future.
2. To provide space for the operation of the bar facility and allow hirers to make use of both the bar and the kitchen, providing for greater flexibility in terms of the offer to hirers and centre users. Moving bar equipment into this room would be

practical, since the room had electrical sockets and few fixtures and fittings. Although there was a potential need to accommodate a servery in the door, there would be limited impact upon the room itself, allowing the NHS, should they decide to do so, to make use of the space in the future.

3. No community group had made use of the offer of storage space, since adoption of the arrangements by Policy & Resources Committee on 25th August 2016.
4. The Kitchen has no cooking facilities, unlike both kitchens at Braunstone Civic Centre, which presented practical difficulties to hirers particularly for large events and parties. The offer of cooking and food preparation facilities would be more attractive to potential users and hirers.
5. Pop Up Care Clubs had indicated that monthly payment rather than quarterly would be more sustainable given child care subsidies would not be received from the Government until later in the term and parents often pay their fees on a payment plan.
6. Pop Up Care Clubs had expressed an interest in running after school clubs and physical activities for which the Activity Room, Large Meeting Room, Changing Rooms and Park facilities would be required; providing flexible use of the facilities allows for the offer to be tailored to the needs of the community and assists with long term sustainability of services at the Centre.
7. Pop Up Care Clubs have expressed a desire to run after school clubs and provide early years care later in the afternoon, potentially impacting upon existing hirers who use the Centre late afternoon/early evening. In order to retain hirers and develop the services on offer, flexibility was required around room usage, payment and terms and conditions.

Appendix 1
Thorpe Astley Community Centre Options Appraisal Consultation Results

June 2016

51 responses received.

1. How important is it that Health Services are provided from Thorpe Astley Community Centre?

Very important	35 responses	69%
Important	7 responses	13%
Not important	0 responses	0%
Not answered	9 respondents	18%

2. Below are potential options for service provision and usage of the medical rooms. Please rank these 1 to 6, where 1 is the highest importance:

OPTIONS	IMPORTANCE							NOT RATED	RESPONSES
	1	2	3	4	5	6			
<i>Extending customer access to Council Services and Social Inclusion Services</i>	2	7	11	7	2	3	19	32	
<i>Converting into meeting/interview/counselling rooms</i>	1	11	10	6	1	2	20	31	
<i>Office Space</i>	1	2	2	3	13	8	23	29	
<i>Storage Space for Hires</i>	1	3	4	5	7	10	20	30	
<i>Small Bar / café area</i>	7	8	4	8	2	6	15	35	
<i>Health Facilities</i>	34	5	1	0	1	2	8	43	
TOTAL	46	36	32	29	26	31			

Any other suggestions?

Health Facilities	<ul style="list-style-type: none"> ➤ Dentist and opticians as well as GP; ➤ Medical facilities are much needed; ➤ GP surgery – 11 suggestions; ➤ We need surgery, important for the community needs are met by the building, there are limited provisions for community owned space; ➤ The medical rooms should be kept until a GP is found. I have used one of the rooms when I was seeking help for stopping smoking, so both rooms are multifunctional. There is already a small kitchen and reception area large enough for a few chairs/ tables to create a cafe area.
Social Inclusion/Customer Services and Interview/Meeting Rooms	<ul style="list-style-type: none"> ➤ Education holiday club for 10-14 years old / 11-15 years old, youth club for 11-15 years old, youth club for 7-14 years old;
Small Bar and Café Area	<ul style="list-style-type: none"> ➤ Café would bring community together then people could go to park; ➤ Café would really bring the community together; ➤ Café area – no alcohol, lots of activities for children and parents; ➤ Outside seating area get community together, outside benches, tables;
Office Space and Storage	<ul style="list-style-type: none"> ➤ Storage – not within the medical rooms – a rejigged centre with more storage would be preferable; ➤ Storage should be provided regardless;
Other	<ul style="list-style-type: none"> ➤ Local shop i.e. Tesco express;

3. What, in your opinion, are the biggest needs for the community at Thorpe Astley at present which could be provided at the Community Centre?

<p><i>Health Facilities</i></p>	<ul style="list-style-type: none"> ➤ Health services; ➤ A doctor's surgery is essential; our house was bought on the understanding we would get one; ➤ Before me moved here we were told there would be a local surgery; ➤ GP facilities and playgroups for pre-schools; ➤ Doctors – 17 responses; ➤ Some kind of Drs or Nurse presence is vital; I don't drive so I would be reliant on other people if forest house closed or even if I was not able to walk; ➤ Surgery – if forest house were to close no surgery is within walking distance; ➤ Medical facilities, parent and baby drop in/ groups; ➤ Necessity for TA residents' Drs surgery high importance; ➤ Doctors which has been promised from years; ➤ A GP surgery has been promised for years, it's about this promise was upheld; ➤ A GP and health service. I have had two major illnesses where for example presently I am going to see a practice nurse every day in Braunstone town, I not allowed to drive for 6 weeks so are having to rely on others to take me or taxis. The Thorpe Astley community centre is within walking distance for me. NHS England please give an incentive to encourage a GP to Thorpe Astley; ➤ A Drs! Can't get appointments at local service – Kingsway; ➤ We were promised doctors for this area;
<p><i>Social Inclusion/Customer Services and Interview/Meeting Rooms</i></p>	<ul style="list-style-type: none"> ➤ Greater provision at community events, reorganisation of space within the centre to incorporate more community options; ➤ To all be using it; ➤ Gathering community fun events for all ages; ➤ Sport facilities and health care – 3 responses; ➤ Local meeting space for residents; ➤ There are lots of charities out there that might jump at the chance to deliver satellite services from the centre meeting local need and enhancing the services offered. I also think the plumbing should be fixed. The noisy pipes are awful; ➤ A meeting area, shops and health facilities are all lacking in the area;
<p><i>Small Bar and Café Area</i></p>	<ul style="list-style-type: none"> ➤ A café would be great with seating outside; ➤ Now there is a lovely park and walking routes, nice little café to attract people in, afternoon teas/ morning coffee; ➤ A café would be absolutely amazing; ➤ Café to bring community together, the park in near so good for parents; ➤ Braunstone has so much more, nothing for the community, if we had a café money would go into centre;

Leicestershire Partnership
NHS Trust

From the Executive Office
Direct dial: 0116 295 0816

Our Ref: PM/sw/L544

15 May 2017

Darren Tilley
Executive Officer & Town Clerk
Braunstone Town Council
Braunstone Civic Centre
Kingsway
Braunstone Town
Leicester LE3 2PP

A University Teaching Trust
Riverside House
Bridge Park Plaza
Bridge Park Road
Thurmaston
Leicester
LE4 8PQ

Tel: 0116 295 1350
Fax: 0116 225 5233
www.leicspart.nhs.uk

18 MAY 2017

Dear Mr Tilley

Thank you for your letter of 3 March 2017 and my apologies for the delay in responding; it took some time to identify what had happened.

As you have said there was considerable interest from some of our services to use some space in the Thorpe Astley Community Centre. However, after further discussion this was not felt to be a viable option and was not in line with our Estates Strategy. My sincere apologies that we failed to communicate this decision. Those involved have been made aware of the issues that you have raised.

Yours sincerely



Dr Pete Miller
Chief Executive

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2017

Item 11 – Arrangements for payments for Facilities Hire by Standing Order and Direct Debit

Purpose

To consider arrangements for implementing payment for hire facilities by Standing Order and Direct Debit and for discounts on payments.

Background

On 11th February 2016, Policy & Resources Committee determined in respect of the Council's Community Centres that to ensure consistency of approach, implementation of realistic terms & conditions, continued use by the community and to maximise income generation, that a Member Working Group be established to review Hire Terms & Conditions and charges, including discounts and promoting use of facilities. The Working Group met on 29th November 2016 and on 20th March 2017 and has reported to Policy & Resources Committee on 12th January 2017 (minute 67, 2016/2017) and 27th April 2017 (minute 97, 2016/2017) respectively.

On 27th April 2017, the Committee approved revised hire terms & conditions for regular bookings in order to secure a regular slot, i.e. the same time each week for 12 months, introducing the levy of a fixed bond. The hirer would be required to pay for each booking in full on the day prior to using the room. The rate of the bond will depend on the room being booked and follows the category scheme set out in the report submitted to the Committee. The bond would be returned should the hires be used, however, should the hires be cancelled, the bond would be retained.

Promotional Offer – Standing Order / Direct Debit

At the point of transfer, given that regular hirers would be required to find additional monies to pay the bond (albeit that the bond is returned to them should they utilise the bookings and not cancel) and there have been regular hirers which cancelled their bookings and some which did not renew following the price increase in April 2017, consideration should be given to making the new arrangements attractive to regular hirers in recognition of their loyalty to date and to ensure the sustainability of their events going forward.

Over a period of time, inadvertently, specific arrangements have been made with specific hirers concerning invoicing and timing of payment, this has led to some confusion when invoicing hirers and when recording payments and more specifically has intensified the administrative process.

There is currently no arrangement in place to pay the Council by direct debit, although some payments are currently received by standing order, most payments are received by BACS, card, cheque or cash.

Given some regular hirers decided to seek alternative venues following the price increase of 4.4% in April 2017, it appears to be an attractive proposition to offer a similar discount, 5%, for regular hirers who opt to pay by direct debit or standing order.

The Town Council will need to register with its bank to become an organisation which can operate a direct debit payment scheme.

Once up and running, the scheme could be extended to sports clubs who have pitch allocations on a similar basis, given the administration involved in obtaining payments from some of the sports clubs.

Proposed Implementation

In order to assist existing regular hirers of our facilities with the options and make the new arrangements in respect of hire of our community centres attractive while retaining our loyal customers, a period of 6 months would be required to allow implementation of the arrangements approved by the Committee on 27th April 2017 alongside implementation of the standing order / direct debit promotional offer. This would allow existing regular hirers to start making savings prior to being required to find additional funds for the bond to secure future hires.

Recommendations

1. That delegated authority be given to the Executive Officer & Town Clerk to make the appropriate arrangements with the Council's bank to allow for customer payments to be made by direct debit and standing order;
2. that those who opt to make regular payments for using the Council's facilities (including sports clubs) by direct debit or standing order be offered a 5% discount on the facility hire payments (the discount excludes bond and deposit payments and administrative charges); and
3. that delegated authority be given to the Executive Officer & Town Clerk to implement the promotional direct debit / standing order scheme alongside the new arrangements for regular hirers approved by Policy & Resources Committee on 27th April 2017 (minute 97, 2016/2017 – resolutions 1 – 4).

Reasons

1. To enable the necessary requests, application and processes to be implemented to enable payments to be made to the Council by direct debit and standing order.
2. To provide an incentive to customers/hirers to use more administratively efficient payment methods.
3. To ensure that at the point of implementing new hire arrangements for existing regular (and loyal) hirers, the hirer doesn't have to find additional monies making our offer less attractive and risking the loss of their business.

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2017

Item 12 – Annual Survey 2017

Purpose

To consider and approve the Annual Survey for 2017.

Background

Each year, once the Annual Report has been agreed at the Annual meeting of the Town Council in May, the Annual Survey is published and circulated alongside the Annual Report.

Annual Survey 2017

In 2015, the Annual Survey was amended to include questions relating to some of the Council's initiatives as well as including a satisfaction survey. This approach was received well by those responding as well as by the Citizens' Advisory Panel and the same approach was adopted for the survey in 2016.

In 2016 instead of sending the survey to 300 random addresses across the Town, which produced a response of 4% (numbers of responses being in the early 20s), a note was included in the Annual Report, which was published in Braunstone Life to say the survey is available on the Town Council's website and from the Customer Service Shop. 55 survey responses were received in 2016 compared to 24 in 2015 and 23 in 2014.

The results of the 2016 survey were considered by Citizens' Advisory Panel on 1st September 2016 and responses to the survey comments were received by the Panel on 2nd March 2017, both can be found on our website, and demonstrates the Town Council's commitment to considering and responding where possible to the suggestions and comments included in survey responses.

The same approach has been adopted for the survey this year (2017), albeit that some of the survey questions have been amended and tailored to the recent achievements and forthcoming priorities.

The proposed Annual Survey 2017 is attached at Appendix 1.

The results of the survey are due to be presented to the Citizens' Advisory Panel on 7th September 2017.

Recommendations

1. that delegated authority be given to the Executive Officer and Town Clerk to include finalise the presentation and formatting to the Annual Survey 2016; and
2. that subject to 1 above, the Annual Survey 2017 (attached as Appendix 1) be approved and circulated.

Reasons

1. To ensure that the document was finalised and presented for public consumption.
2. To enable the Town Council to review the effectiveness of its services and seek feedback on its forthcoming priorities.

You can help us in making decisions on our services by completing the Satisfaction Survey overleaf. We welcome your comments where possible so we can understand your choice of level of satisfaction.

Please let us have your views and return the form to the Town Council: (one submission per resident).

CLOSING DATE FOR RETURNING YOUR RESPONSES - FRIDAY 25th AUGUST 2017

THE FIRST FORM TO BE RANDOMLY SELECTED BY THE TOWN MAYOR PRIOR TO THE COUNCIL MEETING ON 28TH SEPTEMBER 2017 WILL RECEIVE £50
(Please complete your contact details below).

To claim the £50 prize, the winner must agree to a cheque presentation from the Town Mayor, a photograph being taken and this being used in Town Council publicity. Town Councillors and Town Council employees are welcome to submit a response but are not eligible to be entered into the draw. Anonymous submissions are welcome; however, to be entered into the draw you must provide your full name and address.

BRAUNSTONE TOWN COUNCIL SATISFACTION SURVEY	Very Satisfied	Satisfied	Dissatisfied	Not aware of this	Do not use this service
What is your opinion of the level of the following services provided by the Council?					
Braunstone Civic Centre <i>(function rooms, activities, hire charges, etc.)</i> COMMENTS:	<input type="checkbox"/>				
Customer Service Shop <i>(at the Braunstone Civic Centre)</i> COMMENTS:	<input type="checkbox"/>				
Thorpe Astley Community Centre <i>(function rooms, activities, hire charges, etc.)</i> COMMENTS:	<input type="checkbox"/>				
Community Services					
<ul style="list-style-type: none"> • Crime Reduction Services <i>(NHW advice, Town Watchers, sale of personal alarms, etc.)</i> 	<input type="checkbox"/>				
<ul style="list-style-type: none"> • Grants' Scheme <i>(including assistance to groups in applying for funding)</i> 	<input type="checkbox"/>				
<ul style="list-style-type: none"> • Sponsored Programme of Events <i>(type and range of events, etc.)</i> 	<input type="checkbox"/>				
Open Spaces & Parks <i>(play equipment, location of litter/dog bins, etc.)</i> COMMENTS:	<input type="checkbox"/>				
Town Council's Website and Social Network pages <i>(content, ease of use etc.)</i> COMMENTS:	<input type="checkbox"/>				
How we Consult and Inform Local Residents <i>(quality of feedback, information provided, etc.)</i> COMMENTS:	<input type="checkbox"/>				
The Bar at the Civic Centre <i>(accessibility, opening hours, etc.)</i> COMMENTS:	<input type="checkbox"/>				

BRAUNSTONE TOWN COUNCIL SATISFACTION SURVEY Continued		Very Satisfied	Satisfied	Dissatisfied	Not aware of this	Do not use this service
What is your overall opinion of the performance and services provided by Braunstone Town Council? GENERAL COMMENTS:		<input type="checkbox"/>				
BRAUNSTONE TOWN COUNCIL INITIATIVES Please rate how important you consider the following Town Council services and initiatives		Very Important	Important	Not Important	Not required	Not aware of this initiative
<ul style="list-style-type: none"> Improvements to the Pavilion, recreation and play facilities at Shakespeare Park 		<input type="checkbox"/>				
<ul style="list-style-type: none"> Improvements to our Community Centre facilities (both Braunstone Civic Centre & Thorpe Astley) 		<input type="checkbox"/>				
<ul style="list-style-type: none"> Initiatives to improve Quality of Life (e.g. initiatives to help reduce crime and improve air quality) 		<input type="checkbox"/>				
<ul style="list-style-type: none"> Supporting Community Groups and facilitating new groups and community events 		<input type="checkbox"/>				
<ul style="list-style-type: none"> Facilitating delivery of additional services / community events at Thorpe Astley Community Centre 		<input type="checkbox"/>				
<ul style="list-style-type: none"> Ensuring the continuation of Braunstone Town Library 		<input type="checkbox"/>				
<ul style="list-style-type: none"> Improvements to Park facilities at Thorpe Astley 		<input type="checkbox"/>				
<ul style="list-style-type: none"> Using land adjacent to the new M1 bridge at Thorpe Astley for leisure and recreation 		<input type="checkbox"/>				
COMMENTS:						
Any additional issues, services or initiatives, which you feel the Town Council should be addressing?						
YOUR DETAILS						
NAME			ADDRESS			
EMAIL				TEL NO.		

BRAUNSTONE TOWN COUNCIL

POLICY & RESOURCES COMMITTEE – 15th JUNE 2017

Item 13 – ROSPA Reports

Purpose

To receive a report concerning the Annual ROSPA reports on Parks and Open Spaces and to determine any action to be taken.

ROSPA Annual Reports 2017

During May 2017 ROSPA undertook the annual inspections of all Braunstone Town Council play areas including play areas, Multi Sports areas, teenage areas and the skate park area. The written reports were received on 4th May 2017 for each play area inspected. The inspections included reports on fencing, litter bins, safety surfaces and play equipment with priorities for work marked low, medium or high.

No high priority items were noted for any of the Town Council's play areas. A number of medium priority areas were highlighted in the reports with the majority of these items marked as a low risk factor and consisted of compacted bark safety surface or minor shrinkage at the edges of wet pour safety surfaces. The minor works to the safety surfaces will be undertaken during the annual winter works programme.

Two items had been highlighted with medium Risk Levels but with a Risk score of 10 and 12. The following two items will be completed with immediate effect.

- 1) The Balance beam at Mosssdale Meadows be replaced due to vandalism.
- 2) The slide steps hand rail at Mosssdale Meadows be replaced as the timber is rotten at ground level.

Items of medium priority with a high risk mark will be attended to by the ground staff during the summer Programme of work.

Recommendation

That repairs to the items noted above be undertaken immediately and a work programme for other medium priority items with a risk factor of 9 and above be approved for completion during the summer; with Medium priority items with a risk factor of 8 and below to be included in the Winter Works Programme 2017/2018.

Reason

To ensure that all Braunstone Town Council's play areas and equipment were maintained to a safe standard as recommended by ROSPA.

Financial Budget Comparison

Comparison between 01/04/17 and 07/06/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/2018	Actual Net	Balance	
1. P&R - Corporate Management				
Income				
101	Precept	£519,556.00	£259,778.00	-£259,778.00
102	Council Tax Support Grant	£48,897.00	£24,449.00	-£24,448.00
107	New Homes Bonus	£3,279.00	£4,759.00	£1,480.00
110	General Reserve (transfer from)	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£33.70	-£116.30
181	Interest on No 1 Account	£400.00	£0.00	-£400.00
182	Interest on No 2 Account	£10.00	£0.00	-£10.00
183	Interest on Cambridge Saver	£2,500.00	£0.00	-£2,500.00
184	Interest on Coop Investment	£0.00	£0.00	£0.00
199	Miscellaneous	£0.00	£0.00	£0.00
Total Income		£574,792.00	£289,019.70	-£285,772.30
Expenditure				
1010	Staff Salaries	£375,569.00	£75,039.53	£300,529.47
1015	Staff Expenses	£300.00	£1,315.15	-£1,015.15
1020	Pensions	£85,010.00	£2,647.02	£82,362.98
1030	Councillors Allowances	£6,000.00	£5,948.00	£52.00
1035	Councillors Expenses	£300.00	£21.47	£278.53
1060	Contingency	£0.00	£0.00	£0.00
1070	New Homes Bonus	£0.00	£0.00	£0.00
1150	Insurance	£12,000.00	£0.00	£12,000.00
1160	Audit	£3,000.00	£845.90	£2,154.10
1170	Legal Fees	£250.00	£200.00	£50.00
1180	Elections	£1,000.00	£0.00	£1,000.00
1210	Staff Training	£1,250.00	£0.00	£1,250.00
1230	Councillor Training	£1,000.00	£0.00	£1,000.00
1300	Supplies, Stationery & Postage	£4,100.00	£671.74	£3,428.26
1350	Subscriptions	£2,150.00	£403.14	£1,746.86
1360	Advertisements	£4,400.00	£0.00	£4,400.00
1400	Telephones	£2,300.00	£382.01	£1,917.99
1410	Photocopier	£1,300.00	£104.72	£1,195.28
1420	Computer Supplies, Training, Service Contract	£7,000.00	£2,305.00	£4,695.00
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£0.00	£0.00	£0.00
Total Expenditure		£506,929.00	£89,883.68	£417,045.32

Financial Budget Comparison

Comparison between 01/04/17 and 07/06/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
2. P&R - Civic Centre				
Income				
205	Capital Grants	£0.00	£0.00	£0.00
225	Service Charges	£950.00	£0.00	-£950.00
250	Room Hire	£89,182.00	£9,957.44	-£79,224.56
251	Catering for Hirers (VAT)	£0.00	£67.64	£67.64
257	Licensed Bar	£19,000.00	£3,166.68	-£15,833.32
299	Miscellaneous	£0.00	£20.51	£20.51
Total Income		£109,132.00	£13,212.27	-£95,919.73
Expenditure				
2050	Capital Projects	£4,500.00	£0.00	£4,500.00
2080	Loan Interest & Repayments	£35,994.00	£0.00	£35,994.00
2170	Legal Fees	£0.00	£0.00	£0.00
2250	Service Charges	£0.00	£0.00	£0.00
2290	Clothing	£0.00	£0.00	£0.00
2320	Printing & Copying	£800.00	£0.00	£800.00
2330	Cleaning Materials	£2,100.00	£241.67	£1,858.33
2400	Telephones	£1,300.00	£137.97	£1,162.03
2430	Utility Bills	£18,000.00	£4,710.51	£13,289.49
2440	Waste Services	£7,200.00	£1,483.96	£5,716.04
2450	Laundry Services	£0.00	£0.00	£0.00
2460	Rates	£19,000.00	£3,658.50	£15,341.50
2500	Refundable Deposits	£11,000.00	£2,733.45	£8,266.55
2510	Catering for Hirers (VAT)	£0.00	£5.67	-£5.67
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
2570	Performing Rights Society	£1,300.00	£0.00	£1,300.00
2580	Card Card and Transit fees	£1,062.00	£213.09	£848.91
2600	Building Repairs & Maintenance	£16,000.00	£2,173.30	£13,826.70
2610	Equipment Repairs & Maintenance	£1,400.00	£106.00	£1,294.00
2990	Miscellaneous	£0.00	£0.00	£0.00
Total Expenditure		£119,656.00	£15,464.12	£104,191.88

Financial Budget Comparison

Comparison between 01/04/17 and 07/06/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
3. P&R - Thorpe Astley Community Centre				
Income				
350	Room Hire	£47,719.00	£6,352.98	-£41,366.02
351	Catering for Hirers (VAT)	£0.00	£12.77	£12.77
399	Miscellaneous	£0.00	£0.00	£0.00
Total Income		£47,719.00	£6,365.75	-£41,353.25
Expenditure				
3050	Capital Projects	£2,500.00	£0.00	£2,500.00
3290	Clothing	£0.00	£0.00	£0.00
3320	Printing & Copying	£500.00	£0.00	£500.00
3330	Cleaning Materials	£1,000.00	£206.67	£793.33
3400	Telephones	£1,000.00	£37.89	£962.11
3430	Utility Bills	£6,000.00	£1,387.35	£4,612.65
3440	Waste Services	£3,200.00	£0.00	£3,200.00
3450	Laundry Services	£0.00	£0.00	£0.00
3460	Rates	£6,500.00	£1,295.55	£5,204.45
3500	Refundable Deposits	£6,000.00	£1,404.33	£4,595.67
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
3570	Performing Rights Society	£400.00	£0.00	£400.00
3580	Credit Card and Transit Fees	£738.00	£0.00	£738.00
3600	Building Repairs & Maintenance	£3,000.00	£568.25	£2,431.75
3610	Equipment Repairs & Maintenance	£3,350.00	£0.00	£3,350.00
3990	Miscellaneous	£0.00	£0.00	£0.00
Total Expenditure		£34,188.00	£4,900.04	£29,287.96

Financial Budget Comparison

Comparison between 01/04/17 and 07/06/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/2018	Actual Net	Balance	
5. P&R - Parks & Open Spaces				
Income				
505	Capital Grants	£500,000.00	£0.00	-£500,000.00
508	Loans	£500,000.00	£0.00	-£500,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£20,180.00	£0.00	-£20,180.00
527	Agency Fees	£150.00	£0.00	-£150.00
555	Sports Pitches & Facilities	£4,000.00	£1,202.77	-£2,797.23
599	Miscellaneous	£100.00	£0.00	-£100.00
Total Income		<u>£1,024,430.00</u>	<u>£1,202.77</u>	<u>-£1,023,227.23</u>
Expenditure				
5050	Capital Projects	£1,007,700.00	£0.00	£1,007,700.00
5080	Loan Interest & Repayments	£33,683.00	£0.00	£33,683.00
5170	Legal Fees	£0.00	£0.00	£0.00
5290	Clothing	£0.00	£0.00	£0.00
5400	Telephones	£410.00	£0.00	£410.00
5430	Utility Bills	£0.00	£729.06	-£729.06
5440	Waste Services	£0.00	£3,686.72	-£3,686.72
5450	Laundry Services	£2,000.00	£0.00	£2,000.00
5550	Sports Pitches & Facilities	£1,000.00	£0.00	£1,000.00
5600	Building Repairs & Maintenance	£5,800.00	£138.03	£5,661.97
5610	Equipment Repairs & Maintenance	£14,000.00	£276.51	£13,723.49
5630	Equipment Purchase	£2,000.00	£0.00	£2,000.00
5650	Vehicle Costs	£13,000.00	£2,774.98	£10,225.02
5660	Machinery Hire	£500.00	£412.25	£87.75
5670	Petrol	£4,600.00	£16.67	£4,583.33
5990	Miscellaneous	£0.00	£36.25	-£36.25
Total Expenditure		<u>£1,084,693.00</u>	<u>£8,070.47</u>	<u>£1,076,622.53</u>

Financial Budget Comparison

Comparison between 01/04/17 and 07/06/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
7. Community Development				
Income				
726	Service Level Agreements	£15,000.00	£0.00	-£15,000.00
770	Programme of Events	£6,000.00	£888.33	-£5,111.67
771	Summer Fete	£1,200.00	£189.42	-£1,010.58
775	Civic Functions	£0.00	£235.00	£235.00
776	Town Mayor's Charity - Pre May	£0.00	£325.50	£325.50
777	Town Mayor's Charity - after May	£0.00	£871.10	£871.10
790	Consumer Products (Sales)	£860.00	£58.60	-£801.40
799	Miscellaneous	£0.00	£0.00	£0.00
Total Income		£23,060.00	£2,567.95	-£20,492.05
Expenditure				
7040	Town Mayor's Allowance	£750.00	£40.00	£710.00
7080	Loan Interest & Repayments	£4,570.00	£31,908.96	-£27,338.96
7260	Service Level Agreements	£2,627.00	£0.00	£2,627.00
7340	Signs	£500.00	£0.00	£500.00
7700	Programme of Events	£6,000.00	£3,480.42	£2,519.58
7710	Summer Fete	£2,500.00	£1,287.17	£1,212.83
7750	Civic Functions	£2,350.00	£458.75	£1,891.25
7760	Town Mayor's Charity - Pre May	£0.00	£1,398.50	-£1,398.50
7770	Town Mayor's Charity - after May	£0.00	£162.79	-£162.79
7850	Community Grants	£5,000.00	£3,204.27	£1,795.73
7860	Young People Grant	£1,000.00	£0.00	£1,000.00
7900	Consumer Products (Purchase for resale)	£720.00	£0.00	£720.00
7990	Miscellaneous	£0.00	£23.50	-£23.50
Total Expenditure		£26,017.00	£41,964.36	-£15,947.36

Financial Budget Comparison

Comparison between 01/04/17 and 07/06/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/2018	Actual Net	Balance
8. Planning & Environment			
Income			
890 Consumer Products (Sales)	£1,700.00	£177.17	-£1,522.83
Total Income	£1,700.00	£177.17	-£1,522.83
Expenditure			
8190 Professional Fees	£250.00	£0.00	£250.00
8440 Waste Services	£5,300.00	£0.00	£5,300.00
8460 Furniture	£1,000.00	£0.00	£1,000.00
8680 Grit Bins	£200.00	£0.00	£200.00
8900 Consumer Products (Purchase for resale)	£1,600.00	£290.25	£1,309.75
8950 Highways Grass Cutting	£1,000.00	£0.00	£1,000.00
Total Expenditure	£9,350.00	£290.25	£9,059.75

Financial Budget Comparison

Comparison between 01/04/17 and 07/06/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/2018	Actual Net	Balance
Total Income	£1,780,833.00	£312,545.61	
Total Expenditure	£1,780,833.00	£160,572.92	
Total Net Balance	£0.00	£151,972.69	

Paid Expenditure Transactions

between 01/04/17 and 07/06/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
100940	25/05/17	12902		£2,647.02	£0.00	£2,647.02	1. CM	Legal & General Assurance S	Policy No.G 73551-13	1020
10095	25/05/17	12961		£308.80	£0.00	£308.80	1. CM	Cllr A Basra	CLLR Allowance May 2017	1030
100952	25/05/17	12950		£313.00	£0.00	£313.00	1. CM	Cllr S Fox Kennedy	CLLR Allowance May 2017	1030
100954	25/05/17	12952		£300.00	£0.00	£300.00	1. CM	Cllr Phil Moitt	CLLR Allowance May 2017	1030
100954	25/05/17	12959		£347.80	£0.00	£347.80	1. CM	Cllr D Joshi	CLLR Allowance May 2017	1030
100955	25/05/17	12954		£300.00	£0.00	£300.00	1. CM	Cllr Gary Sanders	CLLR Allowance May 2017	1030
100956	25/05/17	12958		£368.80	£0.00	£368.80	1. CM	Cllr P Kennedy	CLLR Allowance May 2017	1030
100965	25/05/17	12974		£300.00	£0.00	£300.00	1. CM	Cllr A DeWinter	CLLR Allowance May 2017	1030
100966	25/05/17	12982		£300.00	£0.00	£300.00	1. CM	Cllr Parminder Basra	CLLR Allowance May 2017	1030
100967	25/05/17	12983		£300.00	£0.00	£300.00	1. CM	Cllr Darshan Singh	CLLR Allowance May 2017	1030
		12923/2		£20.00	£0.00	£20.00	1. CM	Braunstone Town Council	STAMPS	1300
		12923/8		£40.00	£0.00	£40.00	1. CM	Braunstone Town Council	DELIVERY OF MINUTES	1300
		12923/11		£40.00	£0.00	£40.00	1. CM	Braunstone Town Council	STAMPS	1300
BACS170330I DEA	04/04/17	12704		£540.00	£90.00	£450.00	1. CM	Improvement & Development	LGA Workforce subscription 2017/18	1350
		12826/1		£1,770.41	£0.00	£1,770.41	1. CM	WAGES	ACTUAL WAGE	1010
		12826/2		-£0.01	£0.00	-£0.01	1. CM	WAGES	UNDERPAYMENT	1010
BACS170424A S	24/04/17	12826		£1,770.40	£0.00	£1,770.40		WAGES	Salary APRIL 17	1010
BACS170424B A	24/04/17	12828		£1,315.15	£0.00	£1,315.15	1. CM	WAGES	SALARY APRIL 17	1015
BACS170424B R	24/04/17	12836		£974.89	£0.00	£974.89	1. CM	WAGES	SALARY APRIL 17	1010
BACS170424 C	24/04/17	12841		£400.04	£0.00	£400.04	1. CM	WAGES	SALARY APRIL 17	1010
BACS170424 C	24/04/17	12834		£715.48	£0.00	£715.48	1. CM	WAGES	SALARY APRIL 17	1010
BACS170424 C	24/04/17	12839		£1,074.75	£0.00	£1,074.75	1. CM	WAGES	SALARY APRIL 17	1010
BACS170424 D	24/04/17	12825		£187.30	£0.00	£187.30	1. CM	WAGES	Salary April 17	1010
BACS170424 G	24/04/17	12845		£300.91	£0.00	£300.91	1. CM	WAGES	SALARY APRIL 17	1010

Paid Expenditure Transactions

between 01/04/17 and 07/06/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS170424 G	24/04/17	12833		£1,170.74	£0.00	£1,170.74	1. CM	WAGES	SALARY APRIL 17 1010
		12837/1		£1,205.01	£0.00	£1,205.01	1. CM	WAGES	ACTUAL APRIL WAGE 1010
BACS170424 G	24/04/17	12837/2		£275.47	£0.00	£275.47	1. CM	WAGES J	OVERPAYMENT SALARY 1010
		12837		£1,480.48	£0.00	£1,480.48		WAGES	APRIL 17 1010
BACS170424 H	24/04/17	12832		£901.04	£0.00	£901.04	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424J E	24/04/17	12835		£1,561.71	£0.00	£1,561.71	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424K E	24/04/17	12824		£1,563.51	£0.00	£1,563.51	1. CM	WAGES	Salary April 17 1010
BACS170424L CCTAX&NI	24/05/17	13005		£6,570.91	£0.00	£6,570.91	1. CM	Leicestershire County Council	TAX & NI APRIL 2017 1010
BACS170424 M	24/04/17	12827		£935.58	£0.00	£935.58	1. CM		SALARY APRIL 17 1010
BACS170424P ENSIONS	24/04/17	13004		£6,537.39	£0.00	£6,537.39	1. CM	H M Revenue & Customs WAGES	PENSIONS APRIL 2017 1010
BACS170424 R	24/04/17	12829		£1,271.47	£0.00	£1,271.47	1. CM		SALARY APRIL 17 1010
BACS170424S I	24/04/17	12842		£1,153.97	£0.00	£1,153.97	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424S M	24/04/17	12840		£528.71	£0.00	£528.71	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424S N	24/04/17	12823		£1,956.07	£0.00	£1,956.07	1. CM	WAGES	Salary April 17 1010
BACS170424T G	24/04/17	12843		£674.10	£0.00	£674.10	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424T I	24/04/17	12838		£2,617.14	£0.00	£2,617.14	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424 W	24/04/17	12844		£417.54	£0.00	£417.54	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424 W	24/04/17	12831		£899.04	£0.00	£899.04	1. CM	WAGES	SALARY APRIL 17 1010
BACS170424Y U	24/04/17	12830		£635.75	£0.00	£635.75	1. CM	WAGES	SALARY APRIL 17 1010
BACS170425 UNISON	26/04/17	13003		£48.10	£0.00	£48.10	1. CM	Unison	APRIL 2017 UNISON 1010

Paid Expenditure Transactions

between 01/04/17 and 07/06/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BACS170427I TSOL1	28/04/17	12881		£2,628.00	£438.00	£2,190.00	1. CM	IT Solutions	2 X SYNOLOGY 4 BAY 8TB NAS & INSTALL	1420
BACS170427I TSOLU	28/04/17	12855		£138.00	£23.00	£115.00	1. CM	IT Solutions	Upgrade P. Snow computer	1420
BACS170427X EROX	28/04/17	12868		£125.66	£20.94	£104.72	1. CM	Xerox	PHOTOCOPIER 01.01.2017 - 31.03.2017	1410
BACS170524A HACK	25/05/17	12964		£334.40	£0.00	£334.40	1. CM	Cllr Amanda Hack	CLLR Allowance May 2017	1030
BACS170524A MBROSE	25/05/17	12949		£300.00	£0.00	£300.00	1. CM	Cllr Anthea Ambrose	CLLR Allowance May 2017	1030
BACS170524A SLAM	25/05/17	12960		£368.80	£0.00	£368.80	1. CM	Cllr Shabbir Aslam	CLLR Allowance May 2017	1030
BACS170524A S	25/05/17	12946		£1,782.82	£0.00	£1,782.82	1. CM	WAGES	Salary May 2017	1010
BACS170524B A	25/05/17	12948		£1,324.94	£0.00	£1,324.94	1. CM	WAGES	Salary May 2017	1010
BACS170524B ERRINGTON	25/05/17	12970		£300.00	£0.00	£300.00	1. CM	Cllr Roger Berrington	CLLR Allowance May 2017	1030
BACS170524B ETTS	25/05/17	12966		£306.40	£0.00	£306.40	1. CM	Cllr S Betts	CLLR Allowance May 2017	1030
BACS170524B R	25/05/17	12968		£913.28	£0.00	£913.28	1. CM	WAGES	Salary May 2017	1010
BACS170524 C	25/05/17	12977		£399.98	£0.00	£399.98	1. CM	WAGES	Salary May 2017	1010
BACS170524 CRANE	25/05/17	12965		£718.52	£0.00	£718.52	1. CM	WAGES	Salary May 2017	1010
BACS170524 C	25/05/17	12975		£1,081.44	£0.00	£1,081.44	1. CM	WAGES	Salary May 2017	1010
BACS170524 G	25/05/17	12985		£444.10	£0.00	£444.10	1. CM	WAGES	Salary May 2017	1010
BACS170524 G	25/05/17	12963		£1,177.90	£0.00	£1,177.90	1. CM	WAGES	Salary May 2017	1010
BACS170524 H	25/05/17	12962		£905.48	£0.00	£905.48	1. CM	WAGES	Salary May 2017	1010
BACS170524J E	25/05/17	12967		£1,573.31	£0.00	£1,573.31	1. CM	WAGES	Salary May 2017	1010
BACS170524J G	25/05/17	12969		£1,176.90	£0.00	£1,176.90	1. CM	WAGES	Salary May 2017	1010

Paid Expenditure Transactions

between 01/04/17 and 07/06/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BACS170524K E	25/05/17	12945		£1,575.11	£0.00	£1,575.11	1. CM	WAGES	Salary May 2017	1010
BACS170524L AYNE	25/05/17	12973		£375.00	£0.00	£375.00	1. CM	Cllr Berneta Layne	CLLR Allowance May 2017	1030
BACS170524L CCTAX&NI	25/05/17	13007		£7,778.76	£0.00	£7,778.76	1. CM	Leicestershire County Council	TAX & NI MAY 2017	1010
BACS170524 MAXWELL	25/05/17	12951		£225.00	£0.00	£225.00	1. CM	Cllr Sam Maxwell	CLLR Allowance May 2017	1030
BACS170524 M	25/05/17	12947		£939.94	£0.00	£939.94	1. CM	WAGES	Salary May 2017	1010
BACS170524P ENSIONS	25/05/17	13006		£6,544.96	£0.00	£6,544.96	1. CM	H M Revenue & Customs	PENSIONS MAY 2017	1010
BACS170524 R	25/05/17	12955		£1,280.76	£0.00	£1,280.76	1. CM	WAGES	Salary May 2017	1010
BACS170524S HEPHERD	25/05/17	12984		£300.00	£0.00	£300.00	1. CM	Cllr Tracey Shepherd	CLLR Allowance May 2017	1030
BACS170524S I	25/05/17	12978		£1,160.31	£0.00	£1,160.31	1. CM	WAGES	Salary May 2017	1010
BACS170524S M	25/05/17	12976		£521.58	£0.00	£521.58	1. CM	WAGES	Salary May 2017	1010
BACS170524S N	25/05/17	12944		£1,966.44	£0.00	£1,966.44	1. CM	WAGES	Salary May 2017	1010
ACS170524T G	25/05/17	12979		£676.08	£0.00	£676.08	1. CM	WAGES	Salary May 2017	1010
BACS170524T I	25/05/17	12971		£2,622.72	£0.00	£2,622.72	1. CM	WAGES	Salary May 2017	1010
BACS170524 W	25/05/17	12980		£538.24	£0.00	£538.24	1. CM	WAGES	Salary May 2017	1010
BACS170524 WATERTON	25/05/17	12972		£300.00	£0.00	£300.00	1. CM	Cllr Robert Waterton	CLLR Allowance May 2017	1030
BACS170524 W	25/05/17	12957		£900.52	£0.00	£900.52	1. CM	WAGES	Salary May 2017	1010
BACS170524 WRIGHT	25/05/17	12953		£300.00	£0.00	£300.00	1. CM	Cllr Bill Wright	CLLR Allowance May 2017	1030
BACS170524Y U	25/05/17	12956		£640.32	£0.00	£640.32	1. CM	WAGES	Salary May 2017	1010
BACS170525 UNISON	25/05/17	13002		£48.10	£0.00	£48.10	1. CM	Unison	MAY 2017 UNISON	1010
		13018/1		£1,015.08	£169.18	£845.90	1. CM	NORTH WEST LEICESTER	To undertake an internal audit (Lisa Cotton)	1160

Paid Expenditure Transactions

between 01/04/17 and 07/06/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BACS170601 NWLAUDIT	02/06/17	13018	2343	£1,015.08	£169.18	£845.90		NORTH WEST LEICESTER	Internal audit for year ended 2017	1160
DD1170424TV LICENCE	24/04/17	12677		£145.50	£24.25	£121.25	1. CM	TV Licensing		1350
DD170404SHI FTPLANNER	04/04/17	12925		£445.76	£74.29	£371.47	1. CM	Shiftplanner	Annual fee RE Shiftplanning	1350
DD170405ENT RA	10/04/17	12809		£32.10	£5.35	£26.75	1. CM	Entanet International Ltd	01162824785 ADSL 01.04.17 - 30.04.17	1400
DD170405ENT RA	09/05/17	12940		£32.10	£5.35	£26.75	1. CM	Entanet International Ltd	01162824785 ADSL 01.05.17 - 30.05.17	1400
DD170405ENT RA1	10/04/17	12810		£101.36	£16.89	£84.47	1. CM	Entanet International Ltd	01162160508	1400
DD170405ENT RATA	13/04/17	12936		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893834 - ADSL	1400
DD170417ENT RANETCC	24/04/17	12937		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 289393973 14.04.2017 - 13.05.2017	1400
DD170425PE RSONALADVI	25/04/17	12941		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	PERSONNEL ADVICE SERVICES FOR APRIL 21170	
		13011/6		£93.97	£15.66	£78.31	1. CM	ESPO	INV 4373461	1300
DD170503ENT RANETVOIP	10/05/17	12938		£93.70	£15.62	£78.08	1. CM	Entanet International Ltd	0116 2160508 - VOIP	1400
DD170512ENT RATA	22/05/17	13028		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893973 - ADSL 14.05.2017- 13.06.2017	1400
DD170515ENT RATA	15/05/17	13026		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893834 - ADSL 05.05.2017-04.06.2017	1400
		12986/1		£30.50	£5.08	£25.42	1. CM	Amazon UK	Replenishment of stock of cash bags	1300
DD170524BC ARD	18/04/17	12986	2325	£30.50	£5.08	£25.42		Amazon UK	400 anti tamper cash bags	1300
DD170525PE RSONALADVI	23/05/17	13031		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	PERSONNEL ADVICE SERVICES FOR MAY 20 1170	
		12924/1		£103.93	£17.32	£86.61	1. CM	ESPO	INV 4413987	1300
		12924/3		£52.66	£8.78	£43.88	1. CM	ESPO	INV 4403078	1300
		12924/4		£62.02	£10.34	£51.68	1. CM	ESPO	INV 4397477	1300
		12924/5		£46.70	£7.78	£38.92	1. CM	ESPO	INV 4399512	1300
		12924/6		£226.12	£37.69	£188.43	1. CM	ESPO	INV 4405789	1300
		13033/1		£4.79	£0.80	£3.99	1. CM	VistaPrint	Delivery	1035

Paid Expenditure Transactions

between 01/04/17 and 07/06/17

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		13033/2		£20.98	£3.50	£17.48	1. CM	VistaPrint	BRAUNSTONE TOWN MAYOR CARDS 1035
DD170601VIS TABCARD	01/06/17	13033	2365	£25.77	£4.30	£21.47		VistaPrint	x 250 standard business cards, double sided and colour - for Town Mayor 1035
POSTSHOP	07/04/17	12815		£58.99	£0.50	£58.49	1. CM	Post Office Shop	ORDER NO 2331 1300
Total				£91,486.78	£1,063.52	£90,423.26			