



# BRAUNSTONE TOWN COUNCIL

[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

*Darren Tilley – Executive Officer & Town Clerk*

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23<sup>rd</sup> October 2019

*To: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Sam Maxwell, Phil Moitt, Darshan Singh, Imran Uddin, Robert Waterton and Bill Wright.*

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, 31st October 2019** 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 22nd August 2019**  
To confirm the accuracy of the Minutes of the meeting held 22nd August 2019 to be signed by the Chairperson (**Enclosed**).
5. **Shakespeare Park - Improvement & Development**  
To receive a progress report on the commencement of the contract for delivering the pavilion and site improvement works. To receive an update on interest and repayment rates for Public Works Loans (**Enclosed**).

6. **Medium Term Priorities and Financial Planning**  
To set out the context for the Council's medium term priorities and financial planning (**Enclosed**).
7. **Revenue Savings Projects 2020/2021**  
To consider savings to meet projected increases in expenditure and to enable continuous improvement (**Enclosed**).
8. **Assessment of income and expenditure against budgets**  
To report on the cost of utility bills and on 5 years of comparative income figures for Room Hires, ahead of the 2020/2021 budget setting process (**Enclosed**).
9. **Insurance Renewal**  
To consider renewal of the Council's Corporate Insurance for 3 years (**Enclosed**).
10. **Park & Open Spaces Winter Works Programme 2019/2020**  
To consider items for inclusion on the Winter Works Programme for 2019/2020 for the Councils Parks, Open Spaces and Grounds (**Enclosed**).
11. **Update on Thorpe Astley Culvert and legal transfer of Thorpe Astley Park**  
To receive an update on the current position with Thorpe Astley Culvert and the legal transfer of Thorpe Astley Park (**Enclosed**).
12. **Tennis Court Improvements**  
To consider arrangements for installing access gates and a bookings system for the Town Council's Tennis Courts (**Enclosed**).
13. **Library - Management and Consultation Arrangements**  
To set out a governance model for the Library Service to ensure that the Council delivers a better and more responsive Library service in Braunstone Town (**Enclosed**).
14. **Adoption of Children and Vulnerable Adults Safeguarding and Protection Policy**  
To confirm the adoption of the Children and Vulnerable Adults Safeguarding and Protection Policy following consultation (**Enclosed**).
15. **Adoption of Volunteer Management Policy**  
To confirm the adoption of the Volunteer Management Policy following consultation (**Enclosed**).
16. **Complaints Monitoring**  
To receive details of formal complaints dealt with and determine as a result whether policy or procedural changes are required to ensure that future reoccurrence is minimised (**Enclosed**).

17. **External Audit 2018/2019**

To note that the External Audit was completed on 18th September 2019 and no matters were raised concerning the Town Council's accounts and governance arrangements for the year ended 31st March 2019 (**Enclosed**).

18. **Blaby District Parish Councils Group**

To determine arrangements for attending and liaising with the Blaby District Parish Councils Group and to receive feedback.

19. **End of Quarter Financial Position - Cashbook and Reserves**

To receive a summary of the Council's Cash and Reserves for the period 1st April 2019 to 30th September 2019 (**Enclosed**).

20. **Financial Comparisons**

To receive Financial Comparisons for the period 1st April 2019 to 30th September 2019 (**Enclosed**).

21. **Approval of Accounts**

To consider payments from 14th August 2019 until 22nd October 2019 (**Enclosed**).

22. **Improvements to Walking and Cycle Routes**

***RECOMMENDED:-** That in view of the special / confidential nature of the business to be transacted, it is in the 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 – Information provided in confidence.*

To consider supporting and facilitating proposals for improvements to the connections between walking and cycling routes (**Enclosed for Councillors**).

23. **Conversion of Car Park and Footpath Lighting to LED**

***RECOMMENDED:-** That in view of the special / confidential nature of the business to be transacted, it is in the 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 Interest.*

To consider conversion of the Town Council's Car Park and Footpath Lighting to LED (**Enclosed for Councillors**).

24. **Revisions to Thorpe Astley Pre-School Agreement**

***RECOMMENDED:-** That in view of the special / confidential nature of the business to be transacted, it is in the 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 Interest.*

To consider a request from the current Thorpe Astley Pre-School provider for revisions to the agreement in accordance with clause 13 of the conditions of contract (**Enclosed for Councillors**).

*Next Scheduled Meeting: 7.30pm, Thursday 16th January 2020.*

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 22nd AUGUST 2019 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Sam Maxwell, Phil Moitt, Darshan Singh, Imran Uddin and Robert Waterton.

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

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

**15. Apologies**

Apologies for absence were received from Councillor Bill Wright.

**16. Disclosures of Interest**

A disclosure of Non-Pecuniary Interest was made by Councillor Amanda Hack in agenda item 6, Transfer of Thorpe Astley Open Spaces: David Wilson Homes, updated documents, since Councillor Hack's private property was adjacent to one of the areas of open space.

**17. 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.

**18. Minutes of the Meeting held 13th June 2019**

The Minutes of the Meeting held on 13<sup>th</sup> June 2019 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 13<sup>th</sup> June 2019 be approved and signed by the Chairperson as a correct record.

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

The Committee considered an outline plan, including alternative options and an alternative strategy, to award the contract and commence delivery of the site and pavilion improvement works (item 5 on the agenda).

The Executive Officer & Town Clerk advised the Committee that the Available Funding, set out on page 7 of the report, incorrectly identified funding of £150,000 from Sport England – Community Asset Fund, which should be £100,000, consequently the table should read as follows:

Project	Funding Source	Funding Amount
New Pavilion (including Demolition of existing Pavilion) and improvements to site layout	Public Works Loan (over 2 years)	£886,936
	Sport England – Community Asset Fund	£100,000
	Capital Budget (over 2 years)	£20,000
	Section 106 Funding	£17,213
	Reserves	£53,707
	<b>Sub Total</b>	<b>£1,077,856</b>
	<b>Requirement</b>	<b>£1,127,856</b>
	<b>Funding Deficit</b>	<b>- £50,000</b>
Playground and Tennis Courts Improvements	Reserves	£40,000
	<b>Sub Total</b>	<b>£40,000</b>
	<b>Requirement</b>	<b>£84,000</b>
	<b>Funding Deficit</b>	<b>- £44,000</b>

The Committee discussed whether the £50,000 funding deficit for the “New Pavilion (including Demolition of existing Pavilion) and improvements to site layout” should be funded from “Reserves” or additional borrowing, “Public Works Loan (over 2 years)”, and in light of the low interest rate of 2.1% identified at Appendices 5 and 6 determined to increase the borrowing requirement, “Public Works Loan (over 2 years)”, up to £936,936.

The total borrowing of £936,936 is the equivalent of 5.95% on the precept, £7.14 per annum, 14p per week, for band D and £5.55 per annum, 11p per week, for a typical band B. However, provision of £21,306 has already been made in the annual budget for 2019/2020, meaning a further £13,432.42 would need to be found, which would increase the overall budget from £604,817 to £618,249, the equivalent of a 2.2% increase on the precept, increasing band D by £2.76 per annum, 5p per week, and a typical band B by £2.14 per annum, 4p per week.

## RESOLVED

1. that the funding position set out in the report, as updated at the meeting (see above), including the borrowing options, be noted and endorsed;
2. that the revised timescales for the project, attached at Appendix 2, including the signing of the contract to commence site and pavilion works, be approved and implemented;
3. that the updated Business Plan for the project, attached at Appendix 7, be approved;
4. that in the event that the current outstanding funding applications were unsuccessful or delayed, then the outline plan to commence and fund the works, as set out in the report and as updated at the meeting (see above), be implemented;
5. that delegated authority be given to the Executive Officer & Town Clerk, to liaise with the selected contractor, or where necessary the reserve contractors (as set out in minute 15 2018/2019) and the Council’s Architect and Surveyor in order to:
  - (a) determine the detailed arrangements, timings, and work schedules,
  - (b) where necessary, to amend the contract structure, and
  - (c) where necessary, to amend the contract costs in accordance with

the Building Cost Information Service Building Cost Indices, in order to award the contract in accordance with the timescales set out at Appendix 2;

6. THAT IT BE RECOMMENDED TO COUNCIL that approval in principle be sought from the Secretary of State for Housing, Communities and Local Government to borrow up to £936,936 (£500,000 in 2019/2020 and up to an additional £436,936 in 2020/2021), towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park; and
7. that further reports to the Committee set out:
  - (a) the current interest and repayment rates on Public Works loans, and
  - (b) proposed management and contract arrangements with the Clubs, including ensuring access to the facilities by the wider community.

#### *Reasons for Decision*

1. *To enable appropriate funding options to be assessed and sought to ensure the long term financial stability and sustainability of the project.*
2. *To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire, moved to the delivery stage in the autumn of 2019.*
3. *To set out project deliverables, apply for funding from perspective funders and supporters; and to inform the community and sports clubs of the proposals and our future ambitions for the project.*
4. *To avoid delays to the project, which may increase the overall cost of delivering the project, with no guarantee of additional grant income.*
5. *To allow detailed arrangements for the work to be negotiated, enabling flexibility depending upon the available funding and minimising disruption to service users, while accepting there may be inflation costs to be added to the contract given the tenders were prepared in March 2018, and for contracts to be signed.*
6. *To enable the Council to fund the project, which had been identified in the Council's Priorities, Financial Strategy and Capital Plan and for which provision had and would be made to finance the borrowing from the Council's Revenue Budget.*
7. *To ensure that the cost of borrowing would be minimised. To maximise the investment in the facility for both the benefit of the clubs but also the wider community.*

#### **20. Transfer of Thorpe Astley Open Spaces: David Wilson Homes, updated documents**

The Committee received and considered revised maps of the land due to be legally transferred from David Wilson Homes to the Council (item 6 on the agenda).

## RESOLVED

1. that the legal transfer of Open Spaces from David Wilson Homes Limited, as shown in red on the Plan and detailed in the Land Registry Transfer of part of registered title(s), attached at Appendix 1, be completed and that it be recommended to Council that the Common Seal be applied to the transfer documentation;
2. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to approve amended open space transfer documentation from David Wilson Homes Limited and/or Wilson Bowden Developments Limited, when parcels of land need to be removed from the transfer documentation, or the boundary needs to be amended, in order to successfully register the transfer with the Land Registry;
3. that where parcels of land were initially offered by David Wilson Homes Limited and subsequently maintained and managed by the Town Council, but not included in the final legal transfer map and documentation set out in 1 above, the Town Council cease to manage and maintain such land and inform David Wilson Homes Limited accordingly;
4. that should David Wilson Homes Limited seek to subsequently transfer additional open space and should Braunstone Town Council be interested in adopting, then this would be subject to:
  - a) the developer picking up the cost of the Town Council's legal fees in full and providing a mutually agreeable commuted sum;
  - b) the land being transferred in a condition agreeable to Braunstone Town Council; and
  - c) the transfer of responsibility for management and maintenance taking place once the legal transfer had been completed and confirmed by HM Land Registry; and
5. that following the completion of the Thorpe Astley Open Space transfers, a report be submitted to a future meeting of the Committee identifying public spaces transferred to the Town Council and remaining public spaces, including ownership where known.

### *Reasons for Decision*

1. *To enable the transfer of the public open space owned by David Wilson Homes Limited to be completed and for the Town Council to become the legal owner.*
2. *To avoid further delay registering the titles with the Land Registry when the only practical solution would be to remove land or amend the boundary in order to successfully complete the registration and for the Town Council to become the legal owner of the remaining land.*
3. *There was no evidence that either developer would be in a position to transfer this land, nor was there any indication that other land originally identified would be transferred to Braunstone Town Council in the future.*
4. *To ensure that the Town Council nor the Town Council's Solicitor picked up additional legal costs due to the failure of David Wilson Homes to properly identify the open space for transfer and produce the necessary legal documentation. To ensure the Town Council was*

*able to meet the initial costs of maintaining additional open space, particularly given the restraints on the Council's finances.*

5. *To enable Town Councillors and residents to direct queries, issues and concerns about public space to the correct body.*

## **21. Review of Safeguarding Policy**

The Committee considered revisions to the Council's Safeguarding Children and Child Protection Policy, including incorporation of protection of Vulnerable Adults, adopt as an interim policy and authorise as a draft for consultation (item 7 on the agenda).

### **RESOLVED**

1. that the proposed Children and Vulnerable Adults Safeguarding and Protection Policy, attached at Appendix 2 of the report, be adopted; and
2. that a consultation open to Councillors, staff, users and stakeholders to comment and recommend any changes to the policy adopted in 1 above, be approved as detailed in the report, with any proposed amendments being presented to the next meeting of Policy & Resources Committee, scheduled for 31st October 2019, for consideration and approval.

#### *Reasons for Decision*

1. *To ensure that the Town Council's safeguarding procedures continued to be fit for purpose, especially in the context of taking over responsibility for the management of Braunstone Town Library.*
2. *To ensure that Councillors, staff, users and stakeholders could input into the Town Council's approach.*

## **22. Volunteer Management Policy**

The Committee consider proposals for a Volunteer Management Policy, adopt as an interim policy and authorise as a draft for consultation (item 8 on the agenda).

### **RESOLVED**

1. that the proposed Volunteer Management Policy, attached at Appendix 1 of the report, be adopted; and
2. that a consultation open to Councillors, staff, users and stakeholders to comment and recommend any changes to the policy adopted in 1 above, be approved as detailed in the report, with any proposed amendments being presented to the next meeting of Policy & Resources Committee, scheduled for 31st October 2019, for consideration and approval.

#### *Reasons for Decision*

1. To ensure that the Town Council had clear and transparent policies in relation to volunteers, especially in the context of taking over

- responsibility for the management of Braunstone Town Library.
2. To ensure that Councillors, staff, users and stakeholders could input into the Town Council's approach.

**23. End of Quarter Financial Position - Cashbook and Reserves**

The Committee received a summary of the Council's Cash and Reserves for the period 1st April 2019 to 30th June 2019 (item 9 on the agenda).

**RESOLVED** that the end of quarter financial position be noted.

*Reason for Decision*

*There were no issues of concern with management of the Council's Finances.*

**24. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2019 to 31st July 2019 (item 10 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with income and expenditure against the budget for 2019/2020.*

**25. Approval of Accounts**

The Committee considered payments from 1st June 2019 until 13th August 2019 (item 11 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the period 1st June 2019 until 13th August 2019 be approved.

*Reason for Decision*

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

**26. Transfer of the Management Arrangements of Braunstone Town Library**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, it was in the 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 – Legal Advice.*

The Committee received for consideration and approval details of the arrangements to transfer the management of Braunstone Town Library from Leicestershire County Council to Braunstone Town Council, including associated legal agreements and staffing transfers (item 12 on the agenda).

## RESOLVED

1. that the proposed Grant Agreement and associated schedules for Braunstone Town Library, as set out at Appendix 1 of the report, be approved;
2. that the proposed Licence to Occupy Agreement for Braunstone Town Library, as set out at Appendix 2 of the report, be approved;
3. that the proposed Transfer of Undertakings Protection of Employment Agreement for staff employed in contracts at Braunstone Town Library, as set out at Appendix 3 of the report, be approved;
4. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council:
  - a) to agree any proposed changes recommended by the Town Council's Solicitor with Leicestershire County Council in order that the agreements could be finalised, approved, signed and implemented,
  - b) to approve changes to the number of staff and contracted hours due to be transferred from Leicestershire County Council to Braunstone Town Council and approve associated changes to the Transfer of Undertakings Protection of Employment Agreement (referred to in 3 above),
  - c) to agree with staff to be transferred under The Transfer of Undertakings (Protection of Employment) Regulations 2006 changes to contractual terms in accordance with section 4(5)(a) of the Regulations based on 'organisational' reasons, and
  - d) to approve a timetable for the management of Braunstone Town Library to be transferred from Leicestershire County Council to Braunstone Town Council; and
5. that, subject to the Town Council's solicitor's advice on the implications, the Town Council set out, with the signed agreement, its interpretation and application of the word "reasonable" and "reasonably".

### *Reasons for Decision*

1. *To ensure improvement to the Library Service, in accordance with the Town Council's vision, recognising that the County Council had an absolute obligation under the lease to meet premises costs, while ensuring that the Town Council avoided significant costs, liabilities and commitments.*
2. *To enable the Town Council to operate the service from the Library building while ensuring that the Landlord and Tenant relationship in the 2007 lease agreement between Braunstone Town Council and Leicestershire County Council was not compromised.*
3. *To enable the Town Council to employ staff at Braunstone Town Library, as set out in its proposed service model and provide continuity of service.*
4. *To enable the transfer of Braunstone Town Library to the Town Council's Management, ensuring that practical arrangements concerning the transfer could be implemented without undue delay and that the legal agreements were both sound and adhered to the requirements of the existing Lease Agreement.*

5. *To protect the Town Council, as a public body, against requests which put additional requirements upon the Council and its resources and could be contradictory to its Standing Orders, Financial Regulations and corporate policies.*

The meeting closed at 9.00pm.

**NOTE:**

**CRIME & DISORDER ACT 1998 (SECTION 17)** – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

**EQUALITIES ACT 2010**

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

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

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 31<sup>st</sup> October 2019.*

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 31st OCTOBER 2019**

#### **Item 5 – Shakespeare Park – Improvement & Development**

##### Purpose

To receive a progress report on the commencement of the contract for delivering the pavilion and site improvement works. To receive an update on interest and repayment rates for Public Works Loans.

##### Background

On 22nd August 2019, the Committee considered an outline plan, including alternative options and an alternative strategy, to award the contract and commence delivery of the site and pavilion improvement works. The Committee determined an approach and a timetable, including the signing of the contract to commence site and pavilion works prior to the end of the year (Minute 19).

##### Grant Funding Update

###### *Section 106 Funding*

Section 106 funding of £17,213.35 (the total amount available) was approved on 13th December 2018 and is ring fenced for site works, such as Parking Bays, Paving, Kerbs & Edgings, Fencing & Gates, Landscaping and Street Furniture, which must serve the users of Shakespeare Park and be accessible to the general public at all times with no restrictions on access. The offer is for one year only and therefore an application needs to be made to Blaby District Council prior to December for the offer to be extended. Informal discussions indicate approval would be favourable given a delay over a year was understood for the size and scale of the project.

###### *Sport England – Community Asset Fund*

Following approval in March 2019 of Sport England funding of £100,000, the agreement and conditions will be signed alongside the additional information required, which is currently being gathered.

###### *Football Foundation Football facilities grant scheme*

Initial discussions have identified that the Council may be able to access funding up to £100,000 from the scheme; however, timescales for the full application process could potentially be between 6 and 12 months, with no guarantee of funding. There has been no update since the last meeting from the County FA concerning completion of their local football facility plan and therefore no further information can be provided concerning timescales for accessing this funding.

## *Vichai Srivaddhanaprabha Foundation*

The Town Council submitted an application to the fund on 28th February for £99,862 towards the Shakespeare Park Project.

The Council received a letter in June stating that the Club are currently considering the applications and the outcome would be known in July. However, the Council has chased a response on three occasions and to date, no further response has been received. Should a response be received, a further update will be given at the meeting.

### Revaluing the Contract Costs and Specification

At the meeting on 22nd August 2019, the Committee approved:

*that delegated authority be given to the Executive Officer & Town Clerk, to liaise with the selected contractor, or where necessary the reserve contractors (as set out in minute 15 2018/2019) and the Council's Architect and Surveyor in order to:*

- (a) determine the detailed arrangements, timings, and work schedules,*
- (b) where necessary, to amend the contract structure, and*
- (c) where necessary, to amend the contract costs in accordance with the Building Cost Information Service Building Cost Indices,*

*in order to award the contract in accordance with the timescales set out at Appendix 2.*

The Reason for the decision was *"to allow detailed arrangements for the work to be negotiated, enabling flexibility depending upon the available funding and minimising disruption to service users, while accepting there may be inflation costs to be added to the contract given the tenders were prepared in March 2018, and for contracts to be signed"*.

Further to the tender report received by the Committee at its meeting on 14th June 2018, a meeting was held on 14th October 2019 with the Council's Architect and Surveyor to consider revised figures to the tender sum of the preferred contractor as a consequence of updating to today's rates:

- (a) price increases on materials amounted to £23,101.44; 3.75%;
- (b) price increases on services amounted to £21,490.31; 7.5%;
- (c) the contractor has not increased his own costs.

Therefore, the uplift due to the time difference between tender submission in April 2018 and finalising contracts in October 2019 amounts to £44,591.75; 4.46% of the original tender sum. Published data for the Building Cost Information Service (inflation within the building and construction sector) shows indexes indicating an increase of 5.57%.

The increase means the value of the tender of the preferred contractor increases from £999,678.81 to £1,044,270.56. This compares to the tenders of the second and third choice contractors at £1,045,429.50 and £1,049,724.00 respectively and prior to them being given the opportunity to uplift their tenders.

At a meeting and site visit held on Monday 13th August 2018 with the preferred contractor, it was determined that the works to construct a temporary access road, its maintenance and removal is now not required, given the Tennis Courts could be used as the site compound, which provides for a saving of £13,700. Therefore, this item has been removed from the contract specification.

The original tender documentation issued by the Council did not contain a complete drainage scheme as this was not available at the time and potential contractors were asked to include a sum. Now that the drainage scheme is complete in its design and layout, it has been re-measured by the Surveyor and found that there is an increase in cost in the sum of £51,363. The Executive Officer & Town Clerk has worked with the architect and Mechanical & Engineering consultant to ascertain whether the full scheme is required or whether it can be modified in order to reduce costs. Further designs are being produced and if these become available and are costed prior to the meeting then an update will be provided.

In addition, the Architect is looking at some of the contract specifications, particularly those in respect of the internal fixtures and fittings of the Pavilion, with a view to determining whether these could be removed from the substantive construction contract. Should further funding sources become available, a further contract could then be issued. If further details become available and are costed prior to the meeting then an update will be provided.

#### Anticipated Costs for the Site and Pavilion Improvements

Based on the tender uplift, the anticipated cost for the pavilion and site works increases from £1,127,856 to £1,175,123. On 22nd August 2019, the Committee approved a reserve of £53,707, which can absorb the increase.

The following table sets out the breakdown of the costs for project:

<b>Item</b>	<b>Estimated Cost</b>
Rebuilding Pavilion, demolition of existing Pavilion, extension to the car park, installation of lighting and landscaping	£1,044,271
Architects Fees – Technical Design to completion ( <i>6% of the contract value</i> )	£62,656
Quantity Surveyor – Post-tender	£5,450
Mechanical & Engineering – Post Tender Duties	£4,239
Health & Safety	£4,800
Reserve Balance (5% of original cost = £53,707)	£6,440
<b>TOTAL</b>	<b>£1,127,856</b>

#### Outline Plan to commence the Works

Discussions with the preferred contractor indicate that should all funding be in place and contracts formally drawn up and signed at the beginning of November, the contractor should be able to commence site preparations prior to Christmas with full excavation for the foundations beginning in the new year. A timetable for delivering the project is attached at Appendix 2.

## Borrowing

On 26th September 2019, Council agreed to seek approval from the Secretary of State for Housing, Communities and Local Government to borrow up to £936,936 towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park (Council minute 5786).

The Town Council's application and supporting evidence was received by the Ministry of Housing, Communities and Local Government on 16th October 2019 and currently is waiting to be determined.

The formal decision on the application rests solely with the Secretary of State. If the application is agreed, the Ministry of Housing, Communities and Local Government will send the council a borrowing approval letter. If the application is not agreed, the department will tell the council why. An update on consideration of the application will be provided at the meeting.

In the Council report of 26th September 2019, an assessment was given of the cost of borrowing up to £936,936, based on the interest rate at that time of 2.09%. The total repayment was £1,387,132. The annual repayment was £34,678.30, the equivalent of 5.94% on the precept, £7.12 per annum, 14p per week, for a band D property and £5.54 per annum, 11p per week, for a typical band B property. In practice however, with £21,306 already allocated in the budget, a further £13,372 would need to be found, which would increase the overall budget from £604,817 to £618,189, the equivalent of a 2.2% increase on the precept, increasing band D by £2.74 per annum, 5p per week, and a typical band B by £2.13 per annum, 4p per week.

However, on Wednesday 9th October, the Treasury increased the interest rate for the Public Works Loan Board by one percentage point, meaning that the interest rate for borrowing of £936,936, with a repayment period of no more than 40 years, is now 3.26%. The annual repayment is £42,089.92, an increase of £7,411.62 per annum. The annual repayment costs are the equivalent of 7.6% on the precept, £8.67 per annum, 17p per week, for a band D property and £6.75 per annum, 13p per week, for a typical band B property. The interest and repayment rates on a Public Works Loan (21st October 2019) are attached at Appendix 1.

During the consultation, which took place between November 2018 and 1st April 2019, the Council consulted on the equivalent increase on Council Tax bills of 17p per week for band D and 13p per week for band B (question 7 of the consultation).

## Available Funding

The following table sets out the current funding position for the project and is based on the assumption that the Town Council's application for borrowing up to £936,936 over two financial years is successful:

<b>Project</b>	<b>Funding Source</b>	<b>Funding Amount</b>
New Pavilion (including Demolition of existing Pavilion) and improvements to site layout	Public Works Loan (over 2 years)	£936,936
	Sport England – Community Asset Fund	£100,000
	Capital Budget (over 2 years)	£20,000
	Section 106 Funding	£17,213
	Reserves	£53,707
	<b>Sub Total</b>	<b>£1,127,856</b>
	<b>Requirement</b>	<b>£1,127,856</b>
	<b>Funding Deficit</b>	<b>£0</b>

### Timescales

Revised timescales, taking into account the content and recommendations of this report, are attached at Appendix 2.

### Recommendations

1. That the funding position set out in the report, including the impact of the interest rate rise for the Public Works Loans as detailed in the report and at Appendix 1, be noted;
2. that the anticipated costs for the site and pavilion improvements following the tender uplift assessment, as detailed in the report, be approved;
3. that delegated authority be given to the Executive Officer & Town Clerk, to liaise with the Council's Architect and Surveyor:
  - (a) to finalise revisions to the drainage specification and layout,
  - (b) determine whether any specifications could be modified, and
  - (c) to make technical modifications to ensure that the planning conditions were discharged; and
4. that the revised timescales for the project, attached at Appendix 2, including the signing of the contract to commence site and pavilion works, be approved.

### Reasons

1. To enable appropriate funding options to be assessed and sought to ensure the long term financial stability and sustainability of the project.
2. To recognise that material and service costs had increased since the tenders were prepared in March 2018.
3. To allow detailed arrangements for the work to be finalised, enabling flexibility and minimising disruption to service users, and for contracts to be signed.
4. To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire, moved to the delivery stage in the autumn of 2019.



**PWLB FIXED RATE LOANS  
ESTIMATED REPAYMENT COSTS**

**APPENDIX 1**

Amount of Advance: 936,936.00

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
1 year	-	0.00	0.00	-	0.00	0.00	0.00
Over 1 not over 1½	-	0.00	0.00	-	0.00	0.00	0.00
Over 1½ not over 2	2.67	242,103.39	968,413.56	2.67	246,742.10	3,127.02	968,206.24
Over 2 not over 2½	2.65	194,901.20	974,506.00	2.65	199,801.60	2,482.88	974,179.21
Over 2½ not over 3	2.63	163,421.32	980,527.92	2.63	168,476.71	2,053.45	980,058.48
Over 3 not over 3½	2.61	140,925.44	986,478.08	2.61	146,075.01	1,746.72	985,844.06
Over 3½ not over 4	2.60	124,071.57	992,572.56	2.60	129,297.17	1,522.52	991,746.76
Over 4 not over 4½	2.58	110,933.44	998,400.96	2.58	116,190.47	1,342.94	997,368.37
Over 4½ not over 5	2.57	100,442.18	1,004,421.80	2.57	105,733.23	1,203.96	1,003,153.95
Over 5 not over 5½	2.56	91,856.14	1,010,417.54	2.56	97,168.78	1,090.25	1,008,892.68
Over 5½ not over 6	2.55	84,698.95	1,016,387.40	2.55	90,023.93	995.49	1,014,584.57
Over 6 not over 6½	2.54	78,640.85	1,022,331.05	2.54	83,971.09	915.31	1,020,229.61
Over 6½ not over 7	2.54	73,472.72	1,028,618.08	2.54	78,823.09	849.93	1,026,179.15
Over 7 not over 7½	2.53	68,968.89	1,034,533.35	2.53	74,314.64	790.15	1,031,753.92
Over 7½ not over 8	2.53	65,052.75	1,040,844.00	2.53	70,410.74	740.77	1,037,680.04
Over 8 not over 8½	2.53	61,598.78	1,047,179.26	2.53	66,966.12	697.19	1,043,606.16
Over 8½ not over 9	2.53	58,529.95	1,053,539.10	2.53	63,904.24	658.46	1,049,532.28
Over 9 not over 9½	2.53	55,785.47	1,059,923.93	2.53	61,164.66	623.80	1,055,458.40
Over 9½ not over 10	2.53	53,316.66	1,066,333.20	2.53	58,699.04	592.61	1,061,384.52
Over 10 not over 10½	2.53	51,084.16	1,072,767.36	2.53	56,468.24	564.39	1,067,310.64
Over 10½ not over 11	2.54	49,082.36	1,079,811.92	2.54	54,487.09	540.87	1,073,775.50
Over 11 not over 11½	2.54	47,231.44	1,086,323.12	2.54	52,635.44	517.35	1,079,725.05
Over 11½ not over 12	2.55	45,562.55	1,093,501.20	2.55	50,984.93	497.75	1,086,260.18
Over 12 not over 12½	2.56	44,030.42	1,100,760.50	2.56	49,470.22	479.71	1,092,842.15
Over 12½ not over 13	2.57	42,619.31	1,108,102.06	2.56	48,028.78	461.26	1,098,838.54
Over 13 not over 13½	2.58	41,315.79	1,115,526.33	2.57	46,740.96	445.91	1,105,490.79
Over 13½ not over 14	2.59	40,108.35	1,123,033.80	2.58	45,548.47	431.66	1,112,189.88
Over 14 not over 14½	2.60	38,987.08	1,130,625.32	2.59	44,441.46	418.39	1,118,935.82
Over 14½ not over 15	2.61	37,943.38	1,138,301.40	2.60	43,411.37	406.01	1,125,728.60
Over 15 not over 15½	2.62	36,969.76	1,146,062.56	2.62	42,497.60	395.93	1,133,317.79
Over 15½ not over 16	2.64	36,087.07	1,154,786.24	2.63	41,599.96	385.02	1,140,227.69
Over 16 not over 16½	2.65	35,234.86	1,162,750.38	2.64	40,759.56	374.77	1,147,184.44
Over 16½ not over 17	2.67	34,462.93	1,171,739.62	2.66	40,018.19	366.51	1,155,007.85
Over 17 not over 17½	2.68	33,711.71	1,179,909.85	2.67	39,277.70	357.37	1,162,081.72
Over 17½ not over 18	2.70	33,032.48	1,189,169.28	2.69	38,627.79	350.05	1,170,069.10
Over 18 not over 18½	2.71	32,366.19	1,197,549.03	2.70	37,971.23	341.86	1,177,260.08
Over 18½ not over 19	2.73	31,765.36	1,207,083.68	2.72	37,398.54	335.32	1,185,411.43

Period  (years)	Annuity			EIP			
	Rate	½ Yearly	Total	Rate	Initial ½ Yearly	Reduces by	Total
	%	Cost (£)	Cost (£)	%	Costs (£)	each ½ year (£)	Cost (£)
Over 19 not over 19½	2.75	31,199.32	1,216,773.48	2.73	36,813.18	327.93	1,192,719.53
Over 19½ not over 20	2.76	30,637.27	1,225,490.80	2.75	36,306.27	322.07	1,201,034.84
Over 20 not over 20½	2.78	30,133.25	1,235,463.25	2.76	35,781.81	315.36	1,208,460.05
Over 20½ not over 21	2.80	29,657.03	1,245,595.26	2.78	35,331.41	310.08	1,216,939.32
Over 21 not over 21½	2.82	29,206.71	1,255,888.53	2.80	34,906.31	305.05	1,225,512.29
Over 21½ not over 22	2.84	28,780.55	1,266,344.20	2.81	34,457.95	299.18	1,233,124.89
Over 22 not over 22½	2.85	28,348.15	1,275,666.75	2.83	34,078.44	294.61	1,241,861.82
Over 22½ not over 23	2.87	27,965.61	1,286,418.06	2.85	33,719.51	290.25	1,250,692.44
Over 23 not over 23½	2.89	27,602.90	1,297,336.30	2.86	33,332.99	285.07	1,258,492.44
Over 23½ not over 24	2.91	27,258.82	1,308,423.36	2.88	33,011.38	281.08	1,267,487.02
Over 24 not over 24½	2.92	26,902.91	1,318,242.59	2.89	32,659.87	276.30	1,275,404.13
Over 24½ not over 25	2.94	26,592.71	1,329,635.50	2.91	32,371.14	272.65	1,284,562.68
Over 25 not over 25½	2.96	26,298.06	1,341,201.06	2.93	32,097.41	269.14	1,293,814.92
Over 25½ not over 26	2.97	25,988.37	1,351,395.24	2.94	31,790.96	264.86	1,301,919.42
Over 26 not over 26½	2.99	25,722.16	1,363,274.48	2.96	31,544.69	261.63	1,311,335.63
Over 26½ not over 27	3.00	25,439.11	1,373,711.94	2.97	31,264.17	257.66	1,319,557.24
Over 27 not over 27½	3.02	25,198.35	1,385,909.25	2.98	30,995.55	253.82	1,327,825.70
Over 27½ not over 28	3.04	24,969.41	1,398,286.96	3.00	30,785.04	250.97	1,337,476.14
Over 28 not over 28½	3.05	24,721.30	1,409,114.10	3.01	30,538.36	247.38	1,345,861.72
Over 28½ not over 29	3.06	24,483.60	1,420,048.80	3.03	30,348.65	244.73	1,355,676.12
Over 29 not over 29½	3.08	24,286.41	1,432,898.19	3.04	30,121.70	241.38	1,364,178.82
Over 29½ not over 30	3.09	24,068.10	1,444,086.00	3.05	29,903.87	238.14	1,372,728.36
Over 30 not over 30½	3.10	23,858.75	1,455,383.75	3.06	29,694.73	235.00	1,381,324.74
Over 30½ not over 31	3.12	23,688.95	1,468,714.90	3.08	29,540.69	232.72	1,391,443.65
Over 31 not over 31½	3.13	23,496.37	1,480,271.31	3.09	29,347.66	229.77	1,400,157.16
Over 31½ not over 32	3.14	23,311.56	1,491,939.84	3.10	29,162.13	226.91	1,408,917.51
Over 32 not over 32½	3.15	23,134.15	1,503,719.75	3.11	28,983.75	224.14	1,417,724.71
Over 32½ not over 33	3.16	22,963.82	1,515,612.12	3.12	28,812.20	221.46	1,426,578.75
Over 33 not over 33½	3.17	22,800.26	1,527,617.42	3.13	28,647.17	218.85	1,435,479.65
Over 33½ not over 34	3.18	22,643.19	1,539,736.92	3.14	28,488.37	216.32	1,444,427.38
Over 34 not over 34½	3.19	22,492.33	1,551,970.77	3.15	28,335.52	213.87	1,453,421.97
Over 34½ not over 35	3.20	22,347.42	1,564,319.40	3.16	28,188.39	211.48	1,462,463.40
Over 35 not over 35½	3.21	22,208.22	1,576,783.62	3.17	28,046.72	209.16	1,471,551.68
Over 35½ not over 36	3.22	22,074.49	1,589,363.28	3.18	27,910.28	206.91	1,480,686.81
Over 36 not over 36½	3.22	21,913.60	1,599,692.80	3.19	27,778.87	204.71	1,489,868.78
Over 36½ not over 37	3.23	21,790.07	1,612,465.18	3.19	27,605.43	201.95	1,497,340.85
Over 37 not over 37½	3.24	21,671.40	1,625,355.00	3.20	27,483.46	199.88	1,506,593.09
Over 37½ not over 38	3.24	21,524.61	1,635,870.36	3.21	27,365.93	197.87	1,515,892.18
Over 38 not over 38½	3.25	21,414.98	1,648,953.46	3.21	27,205.82	195.30	1,523,411.09
Over 38½ not over 39	3.25	21,276.67	1,659,580.26	3.22	27,096.67	193.39	1,532,780.45
Over 39 not over 39½	3.26	21,175.43	1,672,858.97	3.23	26,991.47	191.54	1,542,196.66
Over 39½ not over 40	3.26	21,044.96	1,683,596.80	3.23	26,843.22	189.14	1,549,762.41
Over 40 not over 40½	3.27	20,951.50	1,697,071.50	3.24	26,745.47	187.39	1,559,248.89
Over 40½ not over 41	3.27	20,828.30	1,707,920.60	3.24	26,604.41	185.10	1,566,838.07
Over 41 not over 41½	3.27	20,708.49	1,718,804.67	3.25	26,513.60	183.44	1,576,394.82

Period  (years)	Annuity			EIP			
	Rate %	½ Yearly Cost (£)	Total Cost (£)	Rate %	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 41½ not over 42	3.28	20,625.63	1,732,552.92	3.25	26,379.21	181.25	1,584,007.43
Over 42 not over 42½	3.28	20,512.34	1,743,548.90	3.26	26,294.83	179.67	1,593,634.44
Over 42½ not over 43	3.28	20,402.08	1,754,578.88	3.26	26,166.66	177.58	1,601,270.47
Over 43 not over 43½	3.28	20,294.75	1,765,643.25	3.26	26,041.44	175.54	1,608,906.50
Over 43½ not over 44	3.28	20,190.25	1,776,742.00	3.27	25,965.90	174.08	1,618,627.21
Over 44 not over 44½	3.29	20,122.70	1,790,920.30	3.27	25,846.27	172.12	1,626,286.66
Over 44½ not over 45	3.29	20,023.67	1,802,130.30	3.27	25,729.30	170.21	1,633,946.11
Over 45 not over 45½	3.29	19,927.19	1,813,374.29	3.28	25,661.75	168.85	1,643,760.52
Over 45½ not over 46	3.29	19,833.17	1,824,651.64	3.28	25,549.84	167.02	1,651,443.39
Over 46 not over 46½	3.29	19,741.53	1,835,962.29	3.28	25,440.33	165.22	1,659,126.27
Over 46½ not over 47	3.29	19,652.20	1,847,306.80	3.28	25,333.15	163.47	1,666,809.14
Over 47 not over 47½	3.29	19,565.10	1,858,684.50	3.28	25,228.23	161.74	1,674,492.02
Over 47½ not over 48	3.29	19,480.16	1,870,095.36	3.28	25,125.50	160.06	1,682,174.89
Over 48 not over 48½	3.29	19,397.32	1,881,540.04	3.29	25,071.73	158.89	1,692,153.26
Over 48½ not over 49	3.29	19,316.49	1,893,016.02	3.29	24,973.17	157.27	1,699,859.56
Over 49 not over 49½	3.28	19,202.43	1,901,040.57	3.29	24,876.60	155.68	1,707,565.86
Over 49½ not over 50	3.28	19,125.37	1,912,537.00	3.29	24,781.96	154.13	1,715,272.16

**Note:** 1. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.

## **APPENDIX 2 – TIMESCALES**

The following is the proposed updated timescales for delivery of the project, taking into account the statements set out in the report:

October 2019	<ul style="list-style-type: none"> <li>• Outcome of Borrowing application</li> <li>• Application for Discharge of Planning Conditions</li> <li>• Signing of Contract to commence site and pavilion works</li> </ul>
November 2019	<ul style="list-style-type: none"> <li>• Outcome of Vichai Srivaddhanaprabha Foundation Grant Application</li> <li>• Discharge of Planning Conditions</li> <li>• Lead in Period</li> </ul>
December 2019	<ul style="list-style-type: none"> <li>• Closure of Tennis Courts (for up to one year)</li> <li>• Commencement of site and pavilion building works</li> <li>• Outcome of Football Foundation Facilities Fund Application</li> </ul>
January 2020	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee considers Invitation to Quote for Playground and Tennis Courts Works</li> <li>• Exploring funding for Playground and Tennis Courts</li> </ul>
March 2020	<ul style="list-style-type: none"> <li>• Consultation on Playground and Tennis Courts options</li> <li>• Funding applications for Playground and Tennis Courts Works</li> </ul>
April 2020	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee determines quotes for playground and tennis courts works</li> </ul>
June 2020	<ul style="list-style-type: none"> <li>• Commencement of works on Playground</li> </ul>
July 2020	<ul style="list-style-type: none"> <li>• Completion of works on Playground</li> </ul>
August 2020	<ul style="list-style-type: none"> <li>• Pavilion becomes fully operational</li> <li>• Demolition of Old Pavilion begins</li> <li>• Works on Car Park and Car Park extension</li> </ul>
September 2020	<ul style="list-style-type: none"> <li>• Commencement of works on Tennis Courts</li> </ul>
November 2020	<ul style="list-style-type: none"> <li>• Completion of works on Tennis Courts</li> </ul>
December 2020	<ul style="list-style-type: none"> <li>• Site becomes fully operational</li> </ul>

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 31st OCTOBER 2019**

#### **Item 6 – Medium Term Priorities and Financial Planning**

##### Purpose

To set out the context for the Council's medium term priorities and financial planning.

##### Background

Braunstone Town Council first published an assessment of long term financial considerations in January 2014, this was subsequently updated in November 2014, when it was agreed that the Medium to Long Term Priorities and Financial Planning be revised at least on an annual basis in order that changed circumstances and revised predictions can be incorporated into the Council's Medium to Long Term planning process.

The current economic and political climate makes it difficult to predict the medium term and therefore the exercise in predicting the long term was merely projecting over ten years the impact of existing and known pressures and this has limited value. Therefore, on 25th January 2018, the Council agreed *“that the Priorities and Financial Planning process be revised to medium term, updated at least on an annual basis, and covering a rolling 5 year period”*.

By identifying medium term priorities and financial planning, the Council aims to safeguard the delivery of important local services whilst ensuring appropriate future investment in the Town's services and infrastructure.

##### Economic and Political Context

According to the IMF's World Economic Outlook Report (October 2019), the past year has seen global growth fall sharply. The report details that among advanced economies, the weakening has been broad based, affecting major economies (the United States and especially the euro area) and smaller Asian advanced economies. The slowdown in activity has been even more pronounced across emerging market and developing economies, including Brazil, China, India, Mexico, and Russia, as well as a few economies suffering macroeconomic and financial stress.

The IMF forecast Global growth at 3% for 2019, its lowest level since 2008/09 and a 0.3% point downgrade from the April 2019 World Economic Outlook Report. Growth is projected to pick up to 3.4% in 2020 (a 0.2% point downward revision compared with April), reflecting primarily a projected improvement in economic performance in a number of emerging markets in Latin America and the Middle East. However, the report identifies that with uncertainty about prospects for several European countries along with a projected slowdown in China and the United States, “a much more subdued pace of global growth and activity could well materialise”.

In the UK, the Chancellor has announced that he is planning to hold a Budget on 6th November, unless the UK leaves the EU without a deal, in which case it will be delayed. Therefore, the Office for Budget Responsibility Autumn 2019 Forecast evaluation report, which was due to be published in October 2019, has been postponed.

However, their Economic and fiscal outlook, published in March 2019, revised UK GDP growth in 2019 down from 1.6% to 1.2%, while retaining forecast growth at 1.4% in 2020 and predicting 1.6% in 2021. The report predicts that borrowing in October 2019 will be £31.8 billion and in March 2020 will be £29.3 billion and anticipates it will be reduced to £14.4 billion (previously £21.4 billion) by 2022/23. The borrowing forecast was revised down by the Office for Budget Responsibility in March due to higher tax receipts and lower spending.

The Consumer Prices Index 12-month inflation rate was 1.7% in September 2019, unchanged from August 2019. This compares to 2.4% in September 2018 following a peak at 2.7% in August 2018.

In August, the Bank of England's Monetary Policy Committee, which sets monetary policy to meet the 2% inflation target, maintained the base rate at 0.75%, which it had raised a year earlier from 0.5% to 0.75%, the second rise in a decade. While not affecting existing loans, higher interest rates will impact on the Town Council's further borrowing costs. Nevertheless, many analysts predict that September's lower CPI figure would ease the pressure on the Monetary Policy Committee to make further increases.

The Office for National Statistics reported in August that annual average pay rose by 3.9% in the three months to June 2019, the highest rate since June 2008. There is further comment on employment cost pressures for the Town Council below.

The proposed withdrawal agreement for the United Kingdom's exit from the European Union involves a transition period with the UK remaining part of the Single Market and Customs Union currently until 31st December 2020. During this period it is intended that the final arrangement and ongoing relationship with the EU will be negotiated alongside other international trade agreements. To that extent there will continue to be some degree of economic uncertainty until the shape of these agreements is fully known. In the event that a withdrawal agreement cannot be reached and the Article 50 process isn't extended, then there are predictions of significant economic and financial uncertainties at least in the short term.

The 2017 General Election resulted in no overall control at Westminster. Since then the Government eased public sector spending controls such as increasing the percentage principal authorities can raise their Council Tax without having to hold a referendum and the ending of the requirement to keep public sector pay rises within 1%. In the event of no agreed withdrawal agreement with the EU and an agreed Article 50 extension, it is likely a further General Election will be held this autumn. Nevertheless, the likelihood of any significant central directed restructuring of local government/local public services and the way they are financed in the short to medium term remains highly unlikely.

In short, for the Town Council, political and economic activity impacts on the amount of money in the public finances and how far that money goes.

### Rolling Five Year Budget Plan

Attached as Appendix 1 are the financial projections for the period until 2024/2025, which is based on the following assumptions:

- the full cost of auto-enrolment of all eligible employees into the pension scheme, with a 2% pay increase each year;
- additional staffing costs as a result of TUPE of Library staff and the NJC scale point review;
- 2%, the Bank of England target inflation rate, being added to estimated expenditure;
- financing additional borrowing for the Shakespeare Park improvements
- that the Council will make diminishing savings (up to 2022/2023) to offset increases in cost and the loss of the Council Tax Support Grant; and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The projections make use of the contingency and annual Capitals Projects budget in the short term to offset larger percentage increases in the precept in the forthcoming financial years when the costs identified above need to be met and the Council has to deal with the loss of income resulting from the withdrawal of the Council Tax Support Grant.

These projections, using current tax base information, result in a 7.96% increase on the precept for 2020/21, £9.89 on a band D property and £7.69 on a typical band B property.

### Town Council Priorities and Objectives

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

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

In addition to the Mission Statement, the Council has key Priorities for 2019/2020 and key objectives relating to its Committees and Service Areas, which are attached as Appendix 2. This document forms the Council's Business Plan for the year and is reviewed on an annual basis.

### Capital Programme

The Council is responsible for a significant amount of physical assets and to assist

with longer term financial planning, the Council approves, in consultation with the Citizens' Advisory Panel, a list of Capital Projects, which includes identified long term improvements to parks and open spaces. The Capital Plan approved with the 2019/2020 budget in January 2019 is attached as Appendix 3. The Plan identifies projects, which the Town Council will need to deliver to ensure the long term sustainability and efficiency of its services.

The Capital Plan is a rolling document, which is reviewed annually alongside the budget and identifies priority projects. The major ongoing capital project is to improve and redevelop the facilities at Shakespeare Park. Also included is refurbishment of the toilet facilities at Braunstone Civic Centre, alongside consideration to adapting the bar facilities to expand business and income potential by enabling the current bar to operate a café service during the daytime in the week.

Investment in the Council's infrastructure will continue to present pressures over the forthcoming years and the Council needs to make financial provision for replenishing its reserves and financing public works loans in order to deliver its Capital Programme. The current position with the reserves is attached at Appendix 4.

### Financial Strategy

Since 2014, the Town Council has adopted the following financial strategy:

- Balancing of annual operational income with annual operational expenditure;
- Continued monitoring of the level of reserves and assessment of future investment needs;
- Regular monitoring of reserves and general fund expenditure with proposed actions to address any issues prior to it becoming structural;
- Forecast future year's expenditure on previous actual income and expenditure; and
- yearly assessment of the financial constraints.

### Income Pressures

#### 1. Loss of Council Tax Support Grant

In 2013 there were changes in the way council tax was calculated and this resulted in a reduction in the council tax base figure. The Government provided a support grant to principal councils in order to bridge this gap, in Blaby the District Council decided to pass on part of the government grant to parishes. In 2013/2014 Braunstone Town Council received £56,820 in Council Tax Support Grant, which gradually reduced to £48,897 in 2017/2018.

However, Blaby District Council determined in February 2017 to discontinue the redistribution of this grant to parishes, along with ending the redistribution of the New Homes Bonus, from April 2018.

This decision has impacted upon the Council's finances, since in order to offset the impact on residents of a single large increase in the precept, the Council has utilised some of its reserves and funds in the revenue budget allocated to capital projects and therefore, reduced its ability to deliver capital investment in the short

to medium term.

## 2. Parish Precept and Referendum principles

*The Local government finance settlement 2020 to 2021: technical consultation*, published on 3rd October 2019 confirms that the Government proposes to continue the 3 year moratorium on the application of the referendum principles (sometimes known as "capping") to local parish and town councils for the 2020/21 financial year.

However the Government "remains concerned about the pressure placed on taxpayers from thousands of town and parish councils across England" and expects them to exercise "even greater restraint" for 2020/21. The national average local parish and town council Council Tax rate (Band D) for 2019-20 is £67.18. As in previous years the Government state they will keep the matter under "active review" for future years.

Given the highest projected increase in precept is during the next 3 years with lower increases in the subsequent years; while the extension of the referendum principles to parish precepts in subsequent years remains theoretically possible, any impact would at this stage appear to be much less severe on the Council's finances.

## 3. Pressure on income from Facility Hires

Since 2016/2017 fees and charges have been increased in line with precept increases. However, this has resulted in cancellation of some longer term hires, who have reported that year on year, slightly above inflation increases has meant that their activity is no longer viable. However, the income received from both centres has over that period remained steady. Nonetheless, given the economic pressures many are facing, to increase hire charges in line with the projected increase in precept over the next 3 years is likely to have a negative impact on the net income from room hire and more widely on the offer and appeal the centres have in the community.

## Expenditure Pressures

### 1. Increased margin applied to new Public Works Loans

Public Works Board lending is offered at a fixed margin above the Government's cost of borrowing, as measured by gilt yields. The Treasury raised the margin over gilts to 100bps (one percentage point) in 2010, to better reflect the availability of capital finance, and lowered it to 80bps over gilts in 2013. Since then local authorities have substantially increased their use of Public Works Loans as the cost of borrowing has fallen to record lows.

However, on 9th October, the treasury increased the margin that applied to new loans from the Public Works Loan Board with immediate effect to 100bps (one percentage point) on top of usual lending terms. The Government have stated that they will monitor the impact of this change and keep rates under review.

This change will have a significant impact on the repayment costs of new loans. Council on 26th September 2019 approved a request to borrow £936,936 towards the cost of the improvements to the Shakespeare Park Site and Pavilion. As a result of the increased margin, the annual repayment has increased from £34,678.30 by £7,411.62 to £42,089.92, an increase of 21.37%.

This figure has been included in the projections at Appendix 1 from 2020/2021.

## 2. Library and Customer Service Shop

On 22nd August 2019, Policy & Resources Committee approved the agreements, arrangements and timescales for the transfer of the management of Braunstone Town Library to the Town Council. The Town Council took over the management of the service on 1st October 2019.

Since the Town Council's model for running the Library includes paid staff, the existing Library staff, who have specific contracts to Braunstone Town Library, transferred to the Town Council's employment under TUPE. The establishment equates to 25¾ hours per week, 1,339 hours per annum, salaries including on-cost is £16,965 per annum. This figure has been included in the additional staffing cost from 2020/21 in the projections at Appendix 1.

Currently the Town Council received £15,000 per annum from Blaby District Council to provide access to its services through Customer Services, based at Braunstone Civic Centre. The original proposals for taking over the management of the Library were to make overall efficiency savings by combining these services. The Service Level agreement for Customer Services ended on 30th June 2019, although the both Councils are currently continuing to operate the agreement, while it is reviewed. In the event that the agreement isn't renewed, then this would add additional pressures to the budget.

## 3. Review of NJC 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.

Designing a restructured pay spine that is capable of withstanding annual changes to the National Living Wage rate (without the need for regular fundamental reviews) whilst retaining its current flexibility for local employers to apply local pay and grading structures and being compliant with the Equality Act 2010 and single status principals is a significant challenge for the Local Government sector. It is important to state from the outset that a restructured pay spine will not be possible without some additional cost for councils, with estimates around 10% over the first 5 years from 2019/20. However, the NJC is endeavouring to achieve an outcome that is financially viable for employers and fair to employees.

It is difficult in the absence of the conclusion of the NJC review to predict the impact on the Town Council's finances and whether further reviews would be required by the Town Council to continue to meet the Living Wage Foundation rates. On the worst case scenario of the NJC Review – 10% over 5 years, including the Library staff who are due to TUPE to the Town Council's employment, would result in an increase in salary costs of £51,000 by 2023/24, which has been built into the income/expenditure projections at Appendix 1.

#### 4. Removal of 1% Public Sector Pay Cap

Following removal of the 1% cap on public sector pay, most public sector pay review bodies have made recommendations in excess of 1%.

On 10th April 2018, the National Employers of Local Government Services and NJC Trade Unions reached agreement as follows:

- a two-year pay increase from 1 April 2018;
- the majority of employees - those on salaries starting at £19,430 per annum - to receive an uplift of 2% on 1st April 2018 and a further 2% on 1st April 2019, with those on lower salaries receiving higher percentage increases;
- the agreement also included the introduction of new national pay spines on 1st April 2019.

The NJC Trade Unions lodged their 2020 pay claim with the National Employers at a meeting on 24th July 2019. In summary, the claim is for:

- a 10% pay increase
- a one-day increase in annual leave
- a two-hour reduction in the working week
- a review of workplace stress and mental health.

The National Employers of Local Government Services and NJC Trade Unions are currently negotiating the details. Any increases in pay recommended by the NJC will need to be met out of the Town Council's budget.

Currently the projections at Appendix 1 are based on the advice relating to the NJC Scales Review.

#### 5. Pension Costs

All eligible staff having been auto-enrolled on the enrolment date of 1st October 2015 remained in the pension scheme, meaning the number of staff in the scheme has doubled. The 2017/2018 made provision for £85,010 to cover this, which took into account pay increments and a 1% increase on salary scales.

The actuarial valuation of the Leicestershire County Council Pension Fund was last undertaken, based on the position of each employing body at 31st March 2016. One of the key outcomes of the valuation is the setting of employers' contribution rates for the three year period commencing 1st April 2017. Therefore actuarial valuation will be undertaken prior to the end of the financial year for implementation from April 2020. Details are currently not available. Last time the

Town Council's contribution rates increased from 18.47% to 19.79%.

However, the most significant pressure placed on pensions will be the requirement to meet the extra entitlements resulting from any pay increases in excess of 2%.

#### 6. Potential rises in the Foundation Living Wage

In February 2015, the Town Council decided to pay the Living Wage, according to the criteria used by the Living Wage Foundation – which is based on the cost of living linked to a basket of household goods and services. The current Living Wage is £9.00 compared to the National Living Wage of £7.83. The lowest NJC pay scale on Braunstone Town Council's establishment is new scale point 5, which is paid £9.74. The Government's National Living Wage will be £8.21 next year and is due to reach £9 per hour by 2020 and this has been covered in the new scale points implemented under the NJC from 1st April 2019. While the NJC review of the salary points will take account of this, predicted increases in the cost of living may result in a widening of the gap between the National Living Wage and the Living Wage Foundation rate, which could require the Town Council to review salary scales for some parks and centres staff posts.

#### 7. Investment in Asset and Infrastructure Improvements

Pressures on the revenue budget have squeezed the amounts the Town Council has to spend on improvements to its buildings, parks and playgrounds. The Council has an ambitious Capital Plan, which it aims to deliver through a combination of borrowing, direct payment from annual budgets and grants. The speed at which this happens has been reduced as a result of trying to bridge the funding gap resulting from the loss of Council Tax Support Grant. Any subsequent unforeseen reduction in income or increases in expenditure could impact on the future implementation of the Capital Plan.

#### Current Financial Year (2019/2020)

The actual position in the revenue budget for the current financial year (2019/2020) for 1st April 2019 until 30th September 2019 is as follows:

	Budget (Half Year)	Actual (Half Year)
Income	£402,222	£373,073
Expenditure	£411,222	£362,157
Difference	-£9,000	£10,916

Both income and expenditure to date is below anticipated levels and the finances are currently in surplus. Forthcoming expenditure includes insurance payments and income to be received includes Blaby District Council's contribution to the Customer Service Shop, the ring fenced commuted sums held by Blaby District Council in relation to Thorpe Astley Park and the Library grant from Leicestershire County Council. The most significant area of expenditure, salaries and on costs remains proportionate.

## Recommendations

### THAT IT BE RECOMMENDED TO COUNCIL:

1. that the current projections based on known financial pressures identified in the report be noted;
2. that the Council's Mission Statement and the Objectives for each Service Area be used as the basis for calculating the annual budget and any external funding sought;
3. that the Council's General Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations.

## Reasons

1. To provide a foundation for preparing budget estimates for 2019/2020 and beyond.
2. To ensure the Council focusses its activity and spending given the future financial uncertainties.
3. To ensure the highest possible standards within the resources available in the future.

**APPENDIX 1 – INCOME / EXPENDITURE PROJECTIONS**

		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
<b>Total Requirement</b>		£559,410	£567,098	£570,769	£574,977	£580,727	£586,534
<b>Plus Increase in costs</b>		£11,188	£5,671	£5,708	£5,750	£5,807	£5,865
<b>Less Saving Programme / Income Generation</b>		£3,500	£2,000	£1,500	£0	£0	£0
<b>Total including Savings</b>		£567,098	£570,769	£574,977	£580,727	£586,534	£592,399
<b>Additional Pension Provision (+2%)</b>		£41,013	£41,833	£42,670	£43,523	£44,393	£45,281
<b>Additional Staffing Costs</b>		£28,400	£33,300	£39,200	£45,100	£51,000	£51,510
<b>Additional Borrowing Repayments</b>		£21,306	£42,090	£42,090	£42,090	£42,090	£42,090
<b>Deduct Commuted Sum Reserve</b>		£18,000	£0	£0	£0	£0	£0
<b>(Balance of Reserves)</b>		£38,375	£38,375	£38,375	£38,375	£38,375	£38,375
<b>Deduct Contingency</b>		£20,000	£20,000	£15,000	£0	£0	£0
<b>(Balance for Financial Year)</b>		£0	£0	£5,000	£20,000	£20,000	£20,000
<b>Deduct from Capital Projects</b>		£15,000	£15,000	£0	£0	£0	£0
<b>(Balance for Financial Year)</b>		£10,700	£10,700	£25,700	£25,700	£25,700	£25,700
<b>TOTAL REQUIREMENT</b>		£604,817	£652,992	£683,937	£711,440	£724,017	£731,280
<b>Less Council Tax Support Grant</b>		£0	£0	£0	£0	£0	£0
<b>Net Precept</b>		£604,817	£652,992	£683,937	£711,440	£724,017	£731,280
<b>Band D (scaled Tax Base)</b>	4,870.93	£124.17	£134.06	£140.41	£146.06	£148.64	£150.13
<b>% Increase</b>		4.98%	7.96%	4.74%	4.02%	1.77%	1.00%
<b>Average % Increase</b>		N/A			3.90%		
<b>£5 Increase on Band D (% increase)</b>		N/A	N/A	£139.06 3.73%	£144.06 3.60%	£149.06 3.47%	£154.06 3.35%
<b>Receipt</b>				£677,347	£701,701	£726,056	£750,411



# **BRAUNSTONE TOWN COUNCIL**

## ***BUSINESS PLAN 2019/2020***

### **Priorities & Objectives**

#### **Town Council Mission**

The Council's Mission Statement sets out its vision to provide high quality services and support the needs of the community, while recognising that this is only sustained by ensuring that the resources to do it are available.

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

#### **Town Council Priorities (2019/2020)**

In addition, Key Priorities for the Town Council during 2019/2020 include:

1. **Shakespeare Park**

The Town Council has ambitious plans to invest in the redevelopment and improvement of sporting, recreation and play facilities at Shakespeare Park. A Working Group has been established involving both the Bowls and football clubs and plans, designs and a schedule of works has been approved and the subject of consultation with partners and the community. The next stages include planning approval, securing funding and appointment of contractors. This is a medium term project which is scheduled for completion in 2020.

2. **Community Centres**

The Town Council is working on improvements to our community facilities at both Braunstone Civic Centre and Thorpe Astley Community Centre; this includes enabling the Civic Centre Bar to provide food and café services, as well as improvements to community rooms and conferencing facilities.

3. **Quality of Life Services**

The Town Council continues to provide and support important quality of life initiatives, such as crime reduction and grants for community groups, youth projects and individuals and on tackling poor air quality, recognising the importance of air quality in light of the new Lubbethorpe development, which could result in an increase in air pollution in Blaby District. Since 2014, the Town Council has supported the Local Area Co-ordination project connecting it with the community and by providing a base from which it can operate.

4. Enhancing a Socially Inclusive and Vibrant Community

To positively and proactively respond to the evolving and changing social demographic of the community through developing and supporting new and existing events and community/social inclusion initiatives.

5. Meet the needs of Thorpe Astley residents by facilitating the delivery of services and events at Thorpe Astley Community Centre

To enable consideration of whether there was a need to extend Customer Services to Thorpe Astley Community Centre in order to reduce isolation and provide better access to services for Thorpe Astley residents. To provide a vibrant community centre, a place for community groups offering a range of activities and events for the community.

6. Braunstone Town Library

The Town Council continues to work to keep Braunstone Town Library open, this involves, as a community leader, representing the views and aspirations of the community for the future shape of the Library Service, as a Landlord recognising the changing nature of Library service provision while ensuring the sustainability of all services provided from the Civic Centre site, and as the preferred provider for taking over the management of the service. It is anticipated that these roles will continue to evolve over the forthcoming years.

7. Thorpe Astley Open Spaces

The Town Council has been responsible for the management and maintenance of Thorpe Astley open spaces since 2014, having received the developer commuted sums. The Town Council aims to complete the legal transfer of open spaces at Thorpe Astley to the Town Council in order to enable future investment and improvement to the facilities, including ensuring improvements are implemented to the Culvert at Thorpe Astley Park.

8. Lubbesthorpe

The Town Council continues to represent the concerns of residents and monitor the impact upon their quality of life of the Lubbesthorpe construction, particularly the M1 bridge construction. Following a consultation, the Town Council is actively working with the developer and Blaby District Council to ensure that the land adjacent to the M1 bridge is suitably landscaped to provide protection for residents from the new road and to provide a leisure and recreation space.

9. Efficient Services

Having made £26,500 in ongoing savings since 2015/2016 without impacting on the delivery of services the Town Council continues to look to make efficiency savings while ensuring the existing services are safeguarded and where appropriate improved. Given the financial uncertainties identified in the

Council's Medium Term Financial Planning analysis, the Town Council will seek to make £7,000 in ongoing savings over the next three financial years.

### **Town Council Objectives**

In addition to the Mission Statement, the Council has key objectives relating to its Committees and Service Areas.

#### **Planning and Environment Objectives**

1. To ensure sustainable development, which meets the needs of the present generation without prejudicing the needs of future generations.
2. To improve the environment, in pursuit of which, objectives 3 to 7 below are contributors.
3. To seek high standards of design and construction within planning applications and to ensure all developments are consistent with environmental objectives.
4. To inform and consult local residents about major planning proposals, Development Plans and other planning initiatives by central and local government.
5. To work with others to minimise the impact of traffic and from air and light pollution.
6. To promote responsible dog ownership and waste disposal.
7. To provide and maintain street seats and notice boards at key locations.
8. To monitor the New Lubbesthorpe development and to respond to any implications of that development for the environment of the Town.

#### **Community Development Objectives**

Nurturing and enhancing community life, equal opportunities and social inclusion.

##### *Young people*

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

##### *Crime reduction services*

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

##### *Social inclusion, recreation & culture*

4. To work with our partners to attract increased funding and the provision of a wider range of sporting and other services at local level
5. To provide support for the Office of Town Mayor
6. To assist local clubs and societies to undertake their work for the benefit of the citizens of Braunstone Town
7. To direct grants to organisations where this will be of greatest benefit to the citizens of Braunstone Town
8. To organise arts events/ entertainment's/ Civic Occasions which bring people together

9. To encourage the formation of new community groups by promoting free/subsidised use of the Civic Centre
10. To promote social inclusion

#### Corporate Management & Capital Project Objectives

1. To ensure effective management of the authority
2. To ensure effective implementation of the Council's policies and priorities
3. To ensure the Council's management arrangements, facilitate performance and efficient use of resources
4. To provide efficient and effective office services to support the Council's activities
5. To provide efficient and effective support to the democratically elected members to enable them to make policy decisions
6. To provide efficient and effective information to committees
7. To deal with telephone calls, and personal callers, promptly, courteously and efficiently
8. To ensure and arrange effective staff training
9. To develop a motivated workforce with the necessary knowledge, experience and skills to implement the Council's policies and services
10. To maintain adequate personal records, health and safety controls, and fire evacuation polices
11. To manage and control land and property belonging to the Council
12. To maintain an effective filing and retrieval system
13. To undertake capital projects for the benefit of the citizens of Braunstone Town
14. To ensure that major repairs and renewals are satisfactory and undertaken on Council owned buildings
15. To provide office accommodation for the Council's administrative staff
16. To ensure the Council engages with the Community concerning its activities, including with consultative bodies, such as the Citizens' Advisory Panel.

#### Community Centres Objectives

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

#### Open Spaces & Parks Objectives

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

*Adopted: 31st January 2019*



**BRAUNSTONE TOWN COUNCIL**

***CAPITAL PLAN 2019/2020***

The Council’s Capital Projects have been identified through identified emerging priorities, the Annual Survey, the Citizens’ Advisory Panel and the Parish Plan. A review of the Council’s Open Spaces and Parks identified priorities for Capital improvements should external funding arise, as a result Policy & Resources Committee on 11<sup>th</sup> April 2013 adopted “Proposals and Priorities for Improvements to Our Parks and Open Spaces”, which form part of this programme.

Each year Policy & Resources Committee, when considering the budget estimates and precept for the forthcoming financial year, reviews progress with Capital Projects and updates the list according to funding and priorities. The Capital Plan forms the foundation of the strategic investment and improvement works undertaken by the Town Council in the year ahead. The Capital Plan proposals are considered and approved at Full Council in January when the budget and precept is set.

<b>Parks and Open Spaces Projects</b>		
<b>Park</b>	<b>Project</b>	<b>Notes</b>
Franklin park	Improvement items identified by the Franklin Park Working Group: completion of gravel path in orchard (to enable access to lower part when the ground is water logged)	
Impey Close playground	Resurface playground with rubber mulch under play equipment and pathway (Rubber tiles damaged and in places missing. Surfaces having been damaged subject to continued vandalism).	Once open space registered with the Council
Mosssdale Meadows & Merrileys	Bridlepath resurfacing (from Kingsway entrance through to Jelson owned land)	On-hold pending review and availability of resources
	Possible resurfacing of footpaths	
	Mosssdale: 2 x new litter bins and 2 x dog waste bins required	
	Toddler swings (estimated five year life span – medium risk) MM	
	Merrileys: 4 x new litter bins, 4 x dog bins, 4 x seats (replacements)	
	Refurbishment of Changing Rooms and Sports facilities at Mosssdale Pavilion. The Changing Facilities and Social Facilities could make more effective use of the space and are in need of improvement and modernisation.	Once Shakespeare Park Improvements completed – scheduled 2018

<b>Parks and Open Spaces Projects (continued)</b>		
<b>Park</b>	<b>Project</b>	<b>Notes</b>
<i>Mosssdale Meadows &amp; Merrileys Continued</i>	Installation of bio-fuel boiler at Mosssdale Pavilion for heating the Sports Facilities and Parks Depot. There is no heating at the premises. There are electric heaters for the staff room at the Depot, which are inefficient and a higher risk for fire. The parks staff also have to pay at the Waste Disposal site to tip hedge and tree cuttings, which could be reused to fuel heat.	Once Shakespeare Park Improvements completed – scheduled 2018
Shakespeare Park	Consider alternatives to respond to problems of burst water pipes from the water tank currently sited on top of the football changing rooms (possible options, heating of tank or removal and installation of electric showers in the changing rooms)	Part of Shakespeare Park Improvement and Development Project, currently scheduled for completion in Spring 2018.  <b>Priority Project</b>
	Replacement to Perimeter fencing of Tennis Courts	
	Bowling Club Pavilion – (has an expected 10 – 15 year life span remaining) Consider options for the long term future of the building and possible future wider community use, and replacement of building, and the existing club’s involvement in sourcing funding opportunities for the replacement.	
	Provide additional basketball/netball nets/markings to existing tennis courts to provide an all-year use for the facility.	Part of Shakespeare Park Improvement and Development Project, currently scheduled for completion in Spring 2018.  <b>Priority Project</b>
	Additional balance in play area (2-5 or 5 – 12 age group)	
	Additional Spinning Equipment in play area (2-5 year or 5 – 12 year age group) including installation	
	Safety Surface installed at toddler area	
	Additional seat in play area	
	Improvements to the entrance to the park area (access from the car park to the park)	
	Safety Surface in play area	

<b>Community Centres Projects</b>		
<b>Building</b>	<b>Project</b>	<b>Notes</b>
Civic Centre	Refurbishment of both sets of Toilets. <i>The current toilets are approximately 20 years old.</i>	<b>Priority Project</b>
	Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities (To enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space).	<b>Priority Project</b>
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> <li>• Heating/Air Conditioning</li> <li>• Mood Lighting</li> </ul> Audio / Visual Equipment, including sound and loop system and fixed projector. <i>The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars, training and social events.</i>	On-hold pending review and availability of resources
	Sound proofing of Partition Doors between Ravenhurst / Winstanley Rooms. <i>Complaints from hirers about noise from adjoining room, potential impact on ability to hire both rooms separately.</i>	
	Refurbishment/Replacement of Fire Doors in Council Chamber. <i>Some doors and frames are rotten and doors stick when the frames swell in the damp. Potential to hinder exit in an emergency.</i>	
	Fosse Room – Audio / Visual Equipment, including sound and loop system and fixed projector (The facilities are in need of modernisation for users and hirers: the room is used for meetings, consultations, seminars and training).	
Both Centres	Repainting of Rooms in both Civic Centre and Thorpe Astley Community Centre where there is dirt or damage (to ensure rooms are attractive to hirers).	<b>Priority Project</b>

<b>General Projects</b>		
<b>Location</b>	<b>Project</b>	<b>Notes</b>
Civic Centre, Thorpe Astley Community Centre, Franklin Park and Thorpe Astley Park	Conversion of Footpath Lighting and Car Park Lighting to LED. <i>Included in Revenue Savings Projects and approved with Centre conversion. Delayed in order to undertake with County Council LED Lighting roll-out, however, County Council decided not to include Parishes at this time. The potential savings make it worth seeking an alternative company to undertake the work.</i>	
Civic Centre and Franklin Park Car Parks	Resurfacing/ Relining of Civic Centre, including exploring new handrails along footpath on entrance slope from Welcome Avenue, and Franklin Park Car Parks. <i>Poor quality of the surface, particularly near entrances and patching is costly and inefficient. Lines are currently fading and can be relined following resurfacing. The slope at the Civic Centre is considered steep and potentially presented difficulties for wheel chair users and those who are less able.</i>	

*Adopted by Council 31st January 2019 (Minute Reference 5712).*

## **APPENDIX 4 – RESERVES**

The table below summarises the movement during 2018/19 and the balance at the end of the financial year:

<b>Table A – Council Reserves 1st April 2018 – 31st March 2019</b>	
<b>1. Balance at 31st March 2018</b>	<b>£268,198.63</b>
2. (+) Annual precept	£574,107.00
3. (+) Total other receipts	£188,870.62
4. (-) Staff costs	£463,923.55
5. (-) Loan interest / capital repayments	£60,891.04
6. (-) Total other payments	£269,579.65
<b>7. (=) Balance at 31st March 2019</b>	<b>£236,782.01</b>

The table below summarises the current balances and intended uses:

<b>Table B – Reserves 2019/2020</b>		
<b>Balance of Reserves</b>		<b>£236,782.01</b>
Earmarked Reserves	<i>Shakespeare Works</i>	<i>£53,707.00</i>
	<i>Shakespeare Play/Tennis</i>	<i>£4,000.00</i>
	<i>Balance Revenue Budget 2019/20</i>	<i>£18,000.00</i>
	Total	<i>£75,707.00</i>
Non-Earmarked Reserves	<i>Commuted Sums</i>	<i>£38,375.12</i>
	<i>General Reserve</i>	<i>£122,699.89</i>
	Total	<i>£161,075.01</i>

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 31st OCTOBER 2019

#### Item 7 – Revenue Savings Projects 2020/2021

##### Purpose

To consider savings to meet projected increases in expenditure and to enable continuous improvement.

##### Revenue Savings

The following have been identified as potential revenue savings and an assessment is given on the opportunities and risks. If approved, these items will be factored into the proposed budget, which will be considered by Standing Committees in December and January ahead of Council on 31st January 2019.

<b>Details of Saving</b>	<b>Estimated Cost</b>	<b>Annual Saving</b>
Emptying of Town Council owned Dog Bins reduced from twice a week to once a week	N/A	£5,242
<b>TOTAL</b>		<b>£5,242</b>

##### Capital Investments

In January 2015 and again in February 2016, Policy & Resources Committee identified projects where capital funds could be invested to make ongoing revenue savings. These are listed in Appendix 1 with commentary on implementation.

##### Recommendations

1. That progress be noted with the implementation the capital investment projects which generate revenue savings, as detailed at Appendix 1 of the report; and
2. that the recommended savings as detailed in the table under Revenue Savings in the report be included in the budget preparations for 2020/2021.

##### Reasons

1. To note that those which had been implemented had produced predicted savings and that there was a plan in place for the implementation of the other projects identified.
2. To enable the 2020/2021 Financial Strategy ongoing savings to be delivered.

## APPENDIX 1 – Capital Investment / Revenue Savings Projects

Listed here are capital investment projects, which were identified by Policy & Resources Committee in February 2016, aimed at generating future revenue savings.

Community Centres			
Project	Details	Implementation	Savings
Lighting	<ul style="list-style-type: none"> <li>• Installation of LED lamp bowls on exterior of buildings and in car parks.</li> <li>• Installation of LED bulbs and where necessary replacement fittings in Reception, Corridors and Toilets.</li> <li>• Assess appropriate places for the installation of PIR (movement sensors) such as toilets, kitchens and corridors.</li> <li>• Assess appropriate rooms for the installation of LED bulbs/lighting units.</li> </ul>	LED lighting implemented at Community Centres (installation cost: £12,484) in August 2015, to be implemented at Sports Pavilions as part of their refurbishment. Lighting on Town Council footways and car parks and PIR sensors remain to be implemented.	<p><i>Estimated Savings: £7,000pa.</i></p> <p><i>Actual Savings: £8,664.</i></p>
Recycling	<ul style="list-style-type: none"> <li>• Provision of Recycling Collection from Civic Centre, Thorpe Astley Community Centre, Parks Pavilions – include paper, glass, plastic.</li> <li>• Provision of recycling bins at locations clearly visible and labelled.</li> </ul>	Fully implemented.	<p><i>Estimated Savings: £150pa.</i></p> <p><i>Actual Savings: £150pa. (Annual Cost of Service).</i></p>
Water Usage	<ul style="list-style-type: none"> <li>• Dual flushing on toilets (button operated easier/more user friendly)</li> <li>• Investigate potential to use rain water for water supply to toilets at Civic Centre?</li> <li>• Installation of taps which operate by waving hands under the sensor.</li> </ul>	To be implemented, where applicable, as part of future Capital Programme schemes.	<p><i>Estimated Savings on Water Usage: £900p.a.</i></p> <p><i>(Based on standard water saving devices saving 25%).</i></p>

Community Centres			
Project	Details	Implementation	Savings
Web Bookings	<ul style="list-style-type: none"> <li>Enable the ability to book rooms via a web calendar and pay deposit and make payment via credit card.</li> </ul>	Currently being explored by the software provider of the Council's Facilities/Finance System.	<i>Potential to use web software for staff to undertake bookings saving on card machines and lines.</i>

Parks and Open Spaces			
Project	Details	Implementation	Savings
Replacement of Playground Wet Pour with Tiger Mulch	<ul style="list-style-type: none"> <li>Wet Pour shrinks and requires annual maintenance and patching.</li> <li>Tiger Mulch is more natural looking and requires little maintenance.</li> <li><i>Franklin Park has Wet Pour, Bark and Tiger Mulch. Each year the Wet Pour requires patching and re-sticking at edges, the Bark needs topping up. In 10 years the Tiger Mulch has had no work carried out on it.</i></li> </ul>	<p>Implemented at partly at Holmfield Park as part of the playground refurbishment of November 2015 (installation £13,260). Implemented at Franklin Park in August 2016 with the replacement of Balance Beams</p> <p>To be implemented at Shakespeare Park as part of the current Capital Improvement Works for the site. Completed at Holmfield Park as part of 2017/2018 Winter Works.</p>	<p><i>Estimated saving for Holmfield Park £5,000pa.</i></p> <p><i>Actual Savings: £3,530pa.</i></p>

**Corporate Management**

<b>Project</b>	<b>Details</b>	<b>Implementation</b>	<b>Savings</b>
Printing/Copying/ Stationary	<ul style="list-style-type: none"> <li>• Set up photocopier for scanner and printing functions to enable double sided printing from computers.</li> <li>• Set up all Civic Centre computers to default print to photocopier double sided (black &amp; white).</li> <li>• Ensure instructions are available on how to operate.</li> <li>• Ensure all staff use double sided printing as default, printing single sided for a specific justifiable reason.</li> <li>• Consider removing some or all of the existing laser printers?</li> </ul>	Fully Implemented by March 2015.	<p><i>Estimated Savings: £600pa.</i></p> <p><i>Actual Savings: £3,851, including Photocopier, Supplies and Stationary budgets.</i></p>
Electronic Publication / Delivery of Agendas	<ul style="list-style-type: none"> <li>• Ability to publish complete agenda pack (including items) on the website (public items only)</li> <li>• Ability to send complete agenda packs via email to interested parties, Councillors and distribution list (where possible).</li> <li>• Enables circulation to wider audience and non-committee members.</li> <li>• Set up Members Area on Website for publication of Exempt/Confidential Papers.</li> <li>• Purchase of PDF Software to enable creation of agenda and items from different documents and document types, page numbering and bookmarking.</li> </ul>	With the exception of "Members Area on Website for publication of Exempt/Confidential Papers", implemented by May 2015.	

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 31st OCTOBER 2019**

#### **Item 8 – Assessment of income and expenditure against budgets**

##### Purpose

To report on the cost of utility bills and on 5 years of comparative income figures for Room Hires, ahead of the 2020/2021 budget setting process.

##### Background

On 13th June 2019, the Committee received the End of Year Accounts for the financial year ended 31st March 2019 for consideration and to recommend to Council adoption of the Accounting Statements 2018/2019.

As part of the process of scrutinising the outturn, the Committee identified that:

1. The combined net payments for Utility Bills at both Community Centres were one-third over the budget. The Council needed to understand why in order to ensure it adequately budgeted for its costs.
2. Income from Room Hires had been below the budgeted amount for more than one financial year and it was important to understand trends in order to set budgets and determine whether any policy changes would be required.

Therefore, the Committee resolved:

1. that the Executive Officer & Town Clerk conduct an investigation into the cost of utility bills, ahead of the 2020/2021 budget setting process;
2. that a report be submitted to a future meeting of Committee providing 5 years of comparative income figures for Room Hires.

(Minute 8).

##### Utility Bills

The following was included in the Medium Term Priorities and Financial Planning report to Council on 22nd November 2018:

*“The annual variation rate of the Consumer Price Index (CPI) in September 2018 was 2.4%, back to average levels for 2018 following a peak at 2.7% in August 2018. CPI is an average of price increases and there are significant variances, for example, electricity prices soared by 9.3%, which was partly due to higher fuel costs. Both of these have an impact on the Town Council’s budgets”.*

On 13th February 2019, the Office for National Statistics reported in relation to the Consumer Price Index was that *“the largest downward contribution to the change in the 12-month rate came from electricity, gas and other fuels, with prices overall falling between December 2018 and January 2019 compared with price rises the same time a year ago”.*