



BRAUNSTONE TOWN COUNCIL

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Braunstone Town

"Citizens Advisory Panel"

.....INFORM.....CONSULT.....INVOLVE.....

28th August 2019

Dear Citizens' Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the **Fosse Room at Braunstone Civic Centre** on **Thursday, 5th September 2019** commencing at **7.30pm**, the agenda for the meeting is set out below.

The Council extends an invitation to any interested local residents and users groups to attend the meeting to participate in the debate.

Yours sincerely,

Executive Officer & Town Clerk

AGENDA

1. **Apologies**
To receive apologies for absence.
2. **Disclosures of Interest**
To receive any disclosures of Interest in respect of items on this agenda.
3. **Minutes of the Meeting held 6th June 2019**
To confirm the accuracy of the Minutes of the meeting held 6th June 2019 to be signed by the Chairperson (**Enclosed**).
4. **Braunstone Town Library**
To consider the transfer of the management of Braunstone Town Library, the role that the Town Council should play and what contributions the community could make to ensure that the Library meets the needs of local residents and represents value for money (**Enclosed**).
5. **Consultation: Volunteer Management Policy**

To receive the Town Council's Volunteer Management Policy, which is subject to consultation until Monday 30th September. The Panel are invited to comment on the content and whether the policy is fit for purpose (**Enclosed**).

6. **Consultation: Safeguarding Policy**

To receive the Town Council's Children and Vulnerable Adults Safeguarding and Protection Policy, which is subject to consultation until Monday 30th September. The Panel are invited to comment on the content and whether the policy is fit for purpose (**Enclosed**).

7. **Crime Reduction**

To consider ways for the police, councils and the community to work together to reduce the impact of crime (**Enclosed**).

8. **Shakespeare Park Improvement Project**

To receive an update on progress with improvement to the pavilion, sport, recreation and play facilities at Shakespeare Park (**Enclosed**).

9. **Civic Commemorations**

To consider ideas for future civic commemorations and acts of Remembrance.

10. **Lubbesthorpe**

To receive an update on issues relating to the Lubbesthorpe development and its impact.

11. **Termination of the Meeting**

NOTE:

*CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010*

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

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

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



BRAUNSTONE TOWN COUNCIL
MINUTES OF CITIZENS' ADVISORY PANEL
THURSDAY 6th JUNE 2019

PRESENT: Councillors Phil Moitt (Chair), Nick Brown (Vice- Chair), Anthea Ambrose, Imran Uddin, and Marion Waterton; local residents John Dodd and Linda Faulkner; and also in attendance was Councillor Christiane Startin-Lorent.

Officers in attendance: Mrs Pauline Snow, Deputy Executive Officer & Community Services Manager.

1. Apologies

An apology of absence was received from Jim Johnson.

2. Disclosures of Interest

There were no disclosures of interest.

3. Minutes of the Meeting held 28th February 2019

The Minutes of the Meeting held on 28th February 2019 were received and noted.

4. Braunstone Town Council Annual Report 2018/2019

The panel received a copy of the Town Council's Annual Report for 2018/2019.

The panel queried if the room hire figures included free room hire for community groups. It was suggested that the number of free use room hire be included in the future as an additional figure if these are not already included.

It was noted that the footpath between Watergate Lane and Staplehurst Avenue had now become a public right of way but it was noted the pedestrian gate to the footpath had been padlocked to prevent access. The committee were informed that Leicestershire County Council had recently confirmed that the pedestrian access gate would now be open for public access.

5. Braunstone Town Council Surveys

The panel received a report on surveys undertaken by the Town Council to obtain feedback from residents on events and services provided by the Council.

It was noted that the Policy & Resources committee had agreed to discontinue the annual survey that had been undertaken for a number of years, due to the low numbers of surveys returned.

The panel was asked to consider appropriate events and services where short surveys could be undertaken. It was suggested that more responses may be gathered if surveys were undertaken at the time of the events. Ideas for this included leaving small survey forms on chairs at events for people to complete before they leave or having a touch screen survey in the centre foyer. For events such as the summer fete it was suggested that a tent could be set up so that visitors could come and chat. The panel was advised that the Town Council had done this at recent fetes but very few visitors used the opportunity to speak to councillors.

It was suggested that the Town Council should consider what information was required from the surveys in order to improve the event or service that was being offered to ensure that appropriate surveys and questions were asked.

Various options for surveys were considered to ensure that all residents had an opportunity to respond but it was agreed that a banner be designed that could be erected at events such as the fete to encourage visitors to comment on their visit via social media etc.

6. Braunstone Town Library

The panel received an update on progress with the arrangements to transfer the management of Braunstone Town Library from the County Council to the Town Council.

It was noted that there had been a considerable delay in the transfer of the library to the Town Council due to significant differences in agreement of the wording of the legal document between the Town Council and Leicestershire County Council. However, wording of several of the sections of the legal agreement had now been changed and accepted by both parties. There were currently two outstanding amendments that need to be agreed upon regarding the grant agreement. The Town Council had forwarded their response to these agreements and were now waiting for Leicestershire County Council to respond.

The Policy & Resources Committee were due to receive a report that recommended endorsement of the current position with regards to the legal agreement. The report would also provide authority to the Executive Officer & Town Clerk to accept Leicestershire County Council's proposed agreement if this was acceptable to the Town Council. Transfer of the library to the Town Council would take approximately eight weeks following the signing of the legal agreement.

7. Shakespeare Park Improvement Project

The panel received an update on progress with improvements to the pavilion, sport, recreation and play facilities at Shakespeare Park.

It was noted that Sports England had now approved a grant to the Town Council in the sum of £100,000 toward the Shakespeare Park Improvement Project.

No further update had been received from the Football Foundation regarding the Town Council's pre-application for a grant but it was noted that the grant scheme would not be progressed until a sports audit for Blaby District had been completed.

The Town Council had submitted an application to the Leicester City Football Club for a grant in the sum of £99,862. It was noted that applications for this grant scheme were still being considered by the football club.

The Policy & Resources committee were due to receive a report that recommends an updated timescale for the project with recommendations that the project commences in autumn 2019.

The panel discussed the management committee that would be put in place once the new pavilion was completed and queried if local residents whose properties adjoined Shakespeare Park would be on the management panel. It was noted that at least one Town Councillor would be elected onto the management committee and, being the duly elected representative of residents, they would raise any concerns or issues to the committee from local residents.

8. Remembrance Events

The panel considered ideas for Remembrance Events in the refurbished Civic Memorial Garden, including proposals for future annual acts of Remembrance.

It was noted that an event to commemorate the 75th Anniversary of the D-day landings took place on 6th June 2019 at the memorial garden at Braunstone Civic Centre. This was attended by the Town Mayor, councillors, the Lord-Lieutenant of Leicestershire, representatives of the armed forces and local residents.

The panel was asked consider ideas to commemorate the forthcoming 75th Anniversary of VE Day. It was noted that, for previous national events, the Town Council had offered support to local groups and organisations for them to organise events to mark occasions such as this. The support offered included organising a mini programme of events to promote and support events taking place in a short time scale; offering a supplementary grant scheme to support events taking place and offering free rooms or open spaces for events to take place.

It was suggested that local groups be contacted to ascertain what plans they may have for events next year and to include an article in the Braunstone Life for groups to contact the Town Council with their ideas.

As the commemorations would be taking place in May 2020 it was suggested that arrangements for commemorations for 75th Anniversary of VE Day commence as soon as possible and that suitable rooms at both Braunstone Civic Centre and Thorpe Astley Community Centre be reserved in advance for events to take place on 8th, 9th and 10th May 2020.

9. Health and GP Services in Braunstone Town

The panel received an update on the provision of primary care services in Braunstone Town.

It was noted that the Kingsway Surgery now had two doctors consulting rooms and a treatment room at Thorpe Astley Community Centre. The surgery was now operating full time and well attended.

As the Health & GP services were now fully operational at Thorpe Astley, the panel agreed to remove this from forthcoming agendas of the Citizen's Advisory Panel.

10. Lubbesthorpe

The panel received an update on issues relating to the Lubbesthorpe development and its impact.

It was noted that the Lubbesthorpe Strategic Consultative Forum was no longer meeting. The new parish council for Lubbesthorpe had been established from May 2019 following local elections.

Leicester Forest East Parish Council had contacted the Town Council with a view to arranging meetings to discuss any issues from the Lubbesthorpe development that would impact on Braunstone Town and surrounding areas, such as pollution and traffic congestion. To date no meeting date had been confirmed.

The panel agreed that the item remain on the agenda for future meetings of the Citizen's Advisory Panel so that residents had a mechanism for relaying their concerns about the development.

11. Panel Work Programme for 2019/2020

The panel considered priorities, if any, for the Panel's work during 2019/2020.

It was noted that at the meeting of the Community Development Committee held on 22nd May 2019, a local resident had attended to express their concerns about the impact of crime on residents in the town.

This matter was raised at the meeting of the Council and it was suggested that the Citizen's Advisory Panel could look at ways for the police, councils and the community to work together to reduce the impact of crime. It was agreed that this item be included on future agendas for consideration.

12. Termination of the Meeting

The meeting closed at 8.35 pm.

These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 5th September 2019

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.

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DRAFT

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 5th SEPTEMBER 2019

Item 4 – Braunstone Town Library

Purpose

To consider the transfer of the management of Braunstone Town Library, the role that the Town Council should play and what contributions the community could make to ensure that the Library meets the needs of local residents and represents value for money.

Background

At the end of 2017, in the absence of a Community Library service provider for Braunstone Town Library, Leicestershire County Council approached Braunstone Town Council to determine whether the Town Council's proposals, submitted on 4th September 2015, were still on offer since the County Council considered them to be able to deliver the continuation of the library in Braunstone Town.

On 22nd February 2018, Policy & Resources Committee considered arrangements and timescales for the transfer of the management of Braunstone Town Library to Braunstone Town Council (Policy & Resources minute 66 2017/2018).

The County Council's Cabinet on 9th March 2018 approved the Town Council's outline proposals to take over management of the Library service, while the County Council continues to meet its long-term lease obligations.

At a meeting of Braunstone Town Council on 22nd March 2018, the decision in principle to take over the running of Braunstone Town Library was approved (Council minute 5624).

Over the summer of 2018 detailed discussions took place with Leicestershire County Council concerning the Library transfer agreement. The Town Council's priority being to ensure improvement to the Library Service, while ensuring that it avoided significant costs and liabilities and the County Council honoured their long term lease commitments.

On 23rd August 2018, Policy & Resources Committee approved (minute 24, resolution 1) the principles of the management agreement and the County Council continuing to honour their lease commitments as follows:

1. Occupation of the Library Building by the Town Council will be through a Licence Agreement / Accommodation Agreement (rather than a Sub-Lease);
2. Leicestershire County Council under the current Lease Agreement will continue to meet the costs of Business Rates, Premises Insurance and all building maintenance;
3. the Town Council, as part of managing the Library Service, will be responsible for managing costs and payments associated with the operations, such as

utilities and cleaning; since Leicestershire County Council are responsible for meeting these under the Lease Agreement they will provide an annual grant payment towards these costs, based on their current costs (with RPI increases built into the agreement);

4. the Town Council will be able to make use of the Library building outside Library opening hours for community / local government use. Any charges levied for hire will be retained by the Town Council in full; and
5. the County Council would remain the occupier of the building and the Town Council would occupy for the purposes of running and administering services from the Library building; therefore, the County Council as the tenant would be able to make use of the building free of charge for their own meetings and initiatives; however, they don't believe this would amount to a huge amount (note the County Council as the tenant cannot invite third parties to use the premises or sub-let without the Landlord's/Braunstone Town Council's consent).

In addition to the above, the standard service conditions for operating a Community Library will be applied by Leicestershire County Council.

In a separate item relating to staffing on the same agenda, Policy & Resources Committee gave delegated authority be given to the Executive Officer & Town Clerk to make arrangements for undertaking the TUPE consultation with identified Library Assistants who have contracts at Braunstone Town Library (Policy & Resources Committee minute 32, resolution 2).

The County Council provided draft agreements, in the autumn of 2018, these agreements were considered and reviewed by both the Council's Management and Leader and legal advice was sought from the Council's Solicitor.

As a result, Policy & Resources Committee, on 1st November 2018, rejected the "Grant Agreement" in its current form and some important changes were proposed to document. The main areas related to policies and the grant payments, which in the former as a local authority the Town Council have a similar standard anyway and the latter has to be taken in the context of the County Council's absolute obligation under the lease to meet premises costs.

Rather than list all the points which needed to be addressed and risk these being misunderstood by the County Council, the Executive Officer & Town Clerk opted for the approach whereby proposed changes would be submitted to the County Council and these were approved at Policy & Resources Committee on 1st November.

The County Council subsequently rejected the proposed changes and stated the Town Council would have to accept their proposals. The Executive Officer & Town Clerk referred to both the Town Council's established position that it would not take on the liability of running the Library without the County Council continuing to honour its long term lease agreement and that its offer, which had been accepted by County Council Cabinet was a service level agreement which did not offer premises management nor require the requisite funding.

Further discussions did not take place until early in the new year, which were

subsequently confirmed in writing to the County Council, and was reported to Policy & Resources Committee on 14th February 2019, which endorsed the approach taken by the Executive Officer & Town Clerk.

Further changes were made to the proposed Grant Agreement by Leicestershire County Council and these were reported to Committee on 13th June 2019. The Committee were satisfied that the amendments addressed the Council's concerns, subject to three outstanding areas relating to termination, policies and definition of the word reasonable.

Final Agreement

Further amendments were made to the proposed agreements and on 22nd August 2019, Policy & Resources Committee received and approved the agreements and details of the arrangements to transfer the management of Braunstone Town Library from Leicestershire County Council to Braunstone Town Council.

In the approved Grant Agreement:

- in withholding or terminating the grant, the County Council would also terminate the agreements for the Town Council to run the Library; this means that the County Council, in such circumstances, would retain liability for their lease obligations, which has been a consistent red line for the Town Council;
- the County Council will not be able to control or veto the content of the Town Council's policies and procedures; and
- the Town Council is proposing to provide a covering letter with the signed agreement setting out its definition of the word "reasonable" and "reasonably".

The Grant Agreement is supplemented by a Licence to Occupy Agreement, which will allow the Town Council to manage and operate the Library premises.

The final part of the agreements is the Transfer of Undertakings Protection of Employment (TUPE) Agreement, which enables the transfer of the staff who currently work at the Library to transfer their employment to the Town Council.

The staff will transfer on their existing contractual entitlements, terms and conditions, job description and pay scales. TUPE consultation meetings have been arranged for September.

Library Service Management

The Organisation Review of July 2015 took into account the potential for the Town Council to be running the Library and based on its preferred model of combining the Library and Customer Services Shop, and created a Customer, Information & Learning Service.

Therefore, the Job Description of the Deputy Executive Officer & Community Services Manager already contains responsibility for managing Information and Social Inclusion services and ensuring the effective running of the Council's Customer, Information and Learning Services. This enables the Library Service, once transferred to the Town Council to be included within the Deputy Executive

Officer & Community Services Manager's operational remit. The Job Description of Customer & Information Services Advisors already covers ensuring that the Council's Customer, Information and Learning Services are developed to the highest standards providing efficient enquiry and information services and includes undertaking work for the Council's Customer, Information and Learning Services at service locations across Braunstone Town on a rotational basis. It is worth noting that the core hours of the Customer & Information Services Advisors is currently Monday to Friday.

Following the transfer of staff from the County Council and after a suitable settling in time, it will be prudent for a further Organisational Review to align contracts, terms and conditions and review job roles in order to ensure the Council has the skills it needs and flexibility to ensure improvement to the Library Service going forward.

Implementation Timescales

Following Policy & Resources Committee approving the final transfer agreements on Thursday 22nd August 2019, the following timescales have been identified for the implementation of the transfer of the Braunstone Town Library service to Braunstone Town Council:

- Wednesday 4th September – launch of TUPE Consultation;
- by Friday 6th September – confirmation of any advice from the Town Council's Solicitor on the agreements;
- by Friday 13th September – any amendments confirmed under delegated authority and agreements signed by the Executive Officer & Town Clerk on behalf of the Town Council;
- Tuesday 17th September – Tuesday 24th September – staff and volunteer training sessions.
- Tuesday 1st October – provisional transfer date. If this isn't achieved, it is unlikely that the transfer would be delayed any later than Monday 4th November.

Role of the Citizens' Advisory Panel

On 12th June 2014, Policy & Resources Committee agreed the Panel's Terms of Reference, attached as Appendix 1, to support Braunstone Town Council to work with the community, other partners and stakeholders and to use its offices, powers and influence to keep the Braunstone Town Library open and to provide a better service that is more responsive to the needs of local residents.

The Terms of Reference are broad and the Panel considered and advised on the four areas of the terms of reference identified as "Developing future Library provision in Braunstone Town" (terms of reference a – d) at its meeting on 6th September 2018. An extract from the minutes of this meeting are attached at Appendix 2.

Given that transfer discussions and agreements are now complete and the transfer arrangements are in the process of being implemented, it is timely and appropriate for the Panel to consider advising on developing future Library provision in Braunstone Town (terms of reference a – d).

It is possible to shape the roles of the Town Council and that of the community in running the Library Service and associated services after the transfer.

The following table sets out potential respective roles:

Town Council	Community	Both / Either
1. Premises Management, property / lease matters	1. Community Events and Activities (including provision of refreshments)	1. Book Issuing / Returns
2. Staff and Volunteer Management	2. Learning Events and Initiatives	2. Assisting Customers
3. Finance and budgeting	3. Exhibitions	3. Ordering, Reserving and Displaying Stock
4. Premises Staffing during opening hours	4. Promoting Reading and Learning	4. Chasing books and enforcing fines
5. Cleaning	5. Book Reading / Story telling sessions	5. Updating electronic resources
6. Utilities	6. Fundraising	6. Keeping the library organised and tidy
7. Procurement	7. Outreach book service.	7. Maintaining library catalogues
8. Stock Management		8. Maintaining an inviting environment.
9. Information and Communication Technology Services		

Concerning the second part of the terms of reference, “Ensuring a better and more responsive Library service in Braunstone Town” (terms of reference e – h), consideration of these would be more productive in the light of experience once the Library has transferred to the Town Council. Therefore, it is recommended that future improvements be considered as appropriate at future meetings of the Panel.

Action Requested

Contribute towards addressing the following questions in order to assist with developing future Library provision in Braunstone Town:

- a) Develop options for Library service provision, taking into account the aspirations of service users and the community and the availability of resources;
- b) Identify appropriate and realistic service standards (including customer service and performance), including mechanisms for review and the continued engagement of the community and service users;
- c) Identify new initiatives and potential partnership arrangements, including sources of funding in order to provide a better and more responsive service; and
- d) Promote the involvement of volunteers and community groups in providing Library services and make recommendations on the balance of resources between paid, volunteer and professional staffing and support.

BRAUNSTONE TOWN COUNCIL

BRAUNSTONE TOWN CITIZENS ADVISORY PANEL

BRAUNSTONE TOWN LIBRARY SERVICE – TERMS OF REFERENCE

Braunstone Town
“Citizens Advisory Panel”
.....INFORM.....CONSULT.....INVOLVE.....

PURPOSE: To support Braunstone Town Council to work with the community, other partners and stakeholders and to use its offices, powers and influence to keep the Braunstone Town Library open and to provide a better service that is more responsive to the needs of local residents.

The Citizens Advisory Panel shall have authority and consent to undertake its work in accordance with the general responsibilities delegated to it and in accordance with the Terms of Reference as set out below:

Developing future Library provision in Braunstone Town

- a) Develop options for Library service provision, taking into account the aspirations of service users and the community and the availability of resources.
- b) Identify appropriate and realistic service standards (including customer service and performance), including mechanisms for review and the continued engagement of the community and service users.
- c) Identify new initiatives and potential partnership arrangements, including sources of funding in order to provide a better and more responsive service.
- d) Promote the involvement of volunteers and community groups in providing Library services and make recommendations on the balance of resources between paid, volunteer and professional staffing and support.

Ensuring a better and more responsive Library service in Braunstone Town

- e) Assess emerging new priorities, undertake benchmarking and research best practice, assess the availability of resources and recommend improvements to Library provision.
- f) Assess the needs of the community undertaking consultation utilising a range of methods and tools and make appropriate recommendations where necessary to revise customer service standards and service provision.
- g) Make recommendations on appropriate performance measures and future targets and receive regular performance monitoring reports and make recommendations on improvements where necessary.
- h) Review the effectiveness of mechanisms to engage the community and volunteers in the provision of a Library Service.

The Panel will evidence its work and make appropriate recommendations to the Council's Policy & Resources Committee.

BRAUNSTONE TOWN COUNCIL
EXTRACT FROM THE MINUTES OF CITIZENS' ADVISORY PANEL
THURSDAY 6th SEPTEMBER 2018

PRESENT: Councillors P Moitt (in the Chair), N Brown, R Waterton, and local residents, J Dodd, J Johnson and L Faulkner.

Officers in attendance: Mrs P Snow, Deputy Executive Officer & Community Services Manager and Mrs A Gomes-Alves, Community Services & Engagement Officer.

1. Apologies

An apology for absence was received from Councillor Anthea Ambrose.

2. Disclosures of Interest

There were no disclosures of interest.

5. Braunstone Town Library

The panel considered the latest position with the County Council's proposals for Braunstone Town Library, the role that the Town Council should play and what contributions the community could make to ensure that the Library meets the needs of local residents and represents value for money.

Members noted the current position with the library transfer and were happy with the potential respective roles between the Town Council and Community for running the library.

It was suggested that management of volunteers would be different from managing paid staff and that it may be beneficial for line managers to receive training on managing volunteers. It was also noted that it would be beneficial to train paid staff and allow them time to become established in their roles before volunteers were taken in order for defined roles and tasks to be apparent for volunteers to take on.

It was noted that there had been a disappointing low number of people wishing to volunteer to help with the library but at the present time no confirmed timescale was available for when the library would be taken over by the Town Council which may then encourage more volunteers to be interested. It was suggested that no further requests for volunteers should be undertaken until there was a confirmed transfer date.

Members noted that it was important to inform the community about the existing services the library offered and what events or services they would like to see taking place that could be run by volunteers. This would require consultation with the community in partnership with the Town Council.



BRAUNSTONE TOWN COUNCIL

VOLUNTEER
MANAGEMENT POLICY

Adopted 22nd AUGUST 2019

DATE ADOPTED	22nd August 2019	FREQUENCY OF REVIEW	3 years or legislative changes
REVISED DATE/S			

BRAUNSTONE TOWN COUNCIL

VOLUNTEER MANAGEMENT POLICY

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BRAUNSTONE TOWN COUNCIL
VOLUNTEER MANAGEMENT POLICY

1. INTRODUCTION

This policy sets out the broad principles for voluntary involvement with Braunstone Town Council's services, projects and initiatives. It is of relevance to all within the organisation.

This policy is endorsed by the Town Council and will be reviewed every three years or as the result of legislative changes to ensure that it remains appropriate to the needs of the Town Council and its volunteers.

Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both what the Town Council expects of volunteers and what volunteers expect of the Town Council.

Braunstone Town Council is committed to involving volunteers directly within the services, projects and initiatives in which there are involved to:

- contribute ideas for improvements
- Make sure we are responsive to the needs of our users.
- Provide different skills and perspectives.
- Offer opportunities for participation by people who might otherwise be excluded.

Volunteers will be welcome to attend the Town's Citizens' Advisory Panel to contribute ideas.

This volunteer policy sets out the principles and practice by which we involve volunteers. A Volunteer Handbook will be produced and regularly updated by the Council's Management and will provide further details about the role and duties of volunteers, along with the support and procedures in place.

2. PRINCIPLES

Braunstone Town Council recognises the value of volunteering and realises that it is a commitment of time and energy for the benefit of society and the community. The Town Council seeks to involve volunteers in ways that further its work and enhances its services. In turn, it expects its volunteers to uphold its values, objectives, policies and procedures.

Volunteering should be a fulfilling experience. Through adequate support and supervision, volunteers should be able to develop, expand and change their area

of volunteering where appropriate. Volunteers can therefore expect to be given support, access to appropriate training and to have their rights as individuals upheld.

Braunstone Town Council aims to:

- match the time, skills and experience of volunteers to a suitable volunteering opportunity
- ensure each volunteer receives appropriate training and support
- resolve any complaints raised by a volunteer in a timely fashion
- ensure that each volunteer is supported by a contact in the Organisation to provide advice and guidance
- foster a friendly and supportive atmosphere for volunteers and make volunteering a positive experience
- reimburse reasonable expenses incurred. These expenses must be agreed up front with the contact person and are payable against a valid receipt.
- recognises that the benefits that voluntary work brings to volunteers themselves, to service users and to the organisation.
- ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the Town Council's work
- endeavour to involve volunteers from a wide range of backgrounds and abilities and ensure its volunteering opportunities are as accessible as possible.

In return, the Town Council asks the following of volunteers to:

- maintain and uphold the good name and reputation of the Town Council, its aims and objectives
- treat all members, officers, service users and members of the public with respect and dignity
- adhere to the Town Council's policies and procedures.

3. RECRUITMENT

Recruitment of volunteers will generally be from all sections of the community, and will be in line with the Town Council's Equal Opportunities Policy.

The relevant Service Manager will prepare a role description outlining volunteer task roles, which will include the nature of the activity and the skills required. The role description will be subject to the approval of the Council's Management Team. Once approved, the document will be used to advertise roles.

Anyone who wishes to become a volunteer will need to complete a standard volunteer registration form:

- depending on the nature of the volunteering opportunity, a volunteer may be required to provide the names of two referees who have agreed to provide a reference on behalf of the volunteer;

- volunteers working with children, directly with the public or vulnerable adults will always be requested to provide referees; and
- depending on the nature of the volunteering opportunity, the Town Council may:
 - (a) need to understand specific health issues in order to assess whether reasonable adjustments can be made; and
 - (b) carry out Disclosure Barring Service checks.

The information asked for is on a 'need to know' basis, is regarded as confidential and is used to find out more about the potential volunteer and their volunteering preferences.

Volunteers will also be invited to attend an informal interview to discuss opportunities, find out more and outline their aspirations for a role.

Providing good support and supervision, appropriate training and maintaining regular contact are always important especially if volunteers work with vulnerable people. Any issues of suitability that cause concern will be referred to the relevant Service Manager for additional support and guidance.

Decisions about a volunteer's suitability for a placement will be taken by the relevant Service Manager and the only information remaining on file should relate to the outcome and not the details of the check. Volunteers who are considered unsuitable for a particular task will, where possible, be offered alternative voluntary involvement with the Town Council.

The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out the tasks set out in the approved role description.

Sometimes it is not possible to accept every offer of volunteering help. This can be for a number of reasons e.g. lack of space or accommodation, sufficient volunteers doing that activity or no opportunity available for the type of activity he or she wishes to do. In some cases, the volunteer may not be suitable for the activity.

The Town Council will inform the potential volunteer of its decision within a reasonable period of time and in an honest, but sensitive manner and state how his/her offer of help is appreciated. Any reason(s) why s/he may not be involved should be explained clearly, but tactfully and if possible, the reasons given.

4. VOLUNTEER EXPECTATIONS AND WORK OUTLINES

Volunteers will have a clear and concise role description. It might be a volunteering placement is established in agreement as a trial period and there will be an opportunity for both the volunteer and the Town Council to review progress during the trial period.

All volunteers will be offered regular contact meetings with their supporting officer.

The Town Council expects volunteers to:

- be reliable and honest
- work within agreed guidelines
- seek adequate support in their volunteering
- make the most of training and support opportunities
- carry out tasks in a professional way that reflects the aims and values of the organisation
- respect the work of the organisation
- comply with policies such as equal opportunities, smoking and health and safety
- make supervisors aware of any potentially dangerous or hazardous conditions
- respect confidential information
- report any issues or concerns in accordance with the Town Council's policies and procedures
- not undertake actions that bring the Town Council into disrepute.

5. INDUCTION AND TRAINING

New volunteers will be properly inducted into the role, the service and the organisation. This includes being properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence. Volunteers will also be introduced to all key contacts they will see on site.

All volunteers will be made aware of and have access to all the Town Council's relevant policies, including those relating to volunteering, health and safety, safeguarding and equality and diversity. Note, that the Town Council's staffing policies are not applicable to volunteers.

The development of training and support for volunteers is a high priority for the Town Council in order to equip them with the necessary information and skills to carry out their tasks.

6. SUPPORT

Volunteers will have a support officer as the named contact person who will provide regular support. This support will provide the opportunity for ongoing dialogue about the development of the volunteering role and any advice and guidance as needed.

The volunteer should be clear about the tasks associated with their voluntary role and be willing to undertake them. This role description will clarify the role the volunteer has agreed to do, the hours that they will be volunteering and what training, support and supervision will be provided. It should also give details

about their named support officer, Service Manager and location of the activity. All volunteers will be introduced to their support officer to whom they can take their volunteering concerns and seek guidance and support.

Risk assessments are undertaken for all of the Town Council's activities and volunteers should familiarise themselves with the relevant risk assessments applicable to the tasks they undertake. Volunteers will also be required to attend relevant health and safety inductions and refresher sessions.

A record will be kept of training undertaken by the volunteer.

Volunteers will have access to regular support and supervision from the support officer. This will enable both the volunteer and the named contact person to identify, monitor and evaluate the volunteer's involvement, recognise achievements and identify individual training needs, including that relevant to their particular volunteering role and to their wider personal development. The frequency, duration and format of these support sessions will vary and should be negotiated between the volunteer and the named support officer.

7. THE VOLUNTEER'S VOICE

Volunteers will be consulted on decisions which affect them. The Town Council is committed to developing consultation and representational procedures for volunteers. Volunteers are welcome to participate in the Town's Citizens' Advisory Panel.

8. RECORDS AND CONFIDENTIALITY

Everybody can be affected by confidentiality issues and it is important that volunteers should realise that it is not only service users and organisation information that this applies to but also to volunteer issues.

Information that volunteers have access to whilst volunteering is confidential. Volunteers must not give away any information about service users, volunteers, organisation finances or any other business either directly or by talking to someone. It is especially important that volunteers keep sensitive information to themselves. However, if volunteers find something out that might be a risk to others then they need to report in accordance with the relevant policy, to their support officer or relevant Service Manager.

The holding, processing or disclosure of information on individuals which volunteers may handle in the course of their role is subject to the General Data Regulation 2018, which covers personal information held in any medium.

It is the responsibility of all volunteers to ensure that appropriate measures are taken to prevent personal information (in whatever format) from being accidentally divulged to unauthorised persons, and that appropriate care is taken in disposing of printed information containing personal information.

It is suggested that certain information, for example health information in the case of conditions like heart problems, epilepsy and diabetes, should be revealed to the support officer so that should any problem occur can be dealt with promptly.

All volunteers are asked to complete an Emergency Contact Form, so that the Town Council has a record of who to contact. Volunteers will also be asked to notify staff of any changes to personal details, such as address, telephone number and email. This information is also kept confidential and is not accessed until needed.

9. EXPENSES

The Town Council will ensure that there is a clear and accessible system to enable volunteers to claim out of pocket expenses.

The Town Council believes volunteers should not be out of pocket as a result of undertaking volunteering activity. It is acknowledged that some volunteers feel that they do not wish to claim reimbursement - but it is important for volunteers to be able to claim expenses. In addition, claiming expenses can, in some cases, mask the true costs of involving volunteers within a project.

What can be reclaimed from the Town Council and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses. All claims must be agreed in advance with the support officer or relevant Service Manager.

10. INSURANCE

Volunteers will be covered by insurance while carrying out agreed duties.

Volunteers must behave responsibly, but beyond any acts, omissions or negligence on their part, their activities are insured. Volunteers have a responsibility to follow guidance and not act in a negligent manner.

The organisation's liability insurance policies include the activities of volunteers and liability towards them. However, it is the volunteer's responsibility to make their own insurance arrangements for their travel to the site of volunteering and between volunteering sites.

11. HEALTH & SAFETY

The Town Council will take all reasonably practicable steps to ensure the volunteers' health, safety and welfare while at work in accordance with the Organisation's Health and Safety policy.

The Town Council carries out risk assessments for each activity. This includes the action for mitigation of the risks.

The Town Council also has a Health & Safety Consultative Group, which includes representatives from each of the Town Council's service areas.

12. EQUAL OPPORTUNITIES

The Town Council is committed to equal opportunities and believes that volunteering should be open to all regardless of age, gender, ethnicity, ability, religion and political beliefs.

Volunteers and staff will work in accordance with the Town Council's Equal Opportunities Policy in order to prevent discrimination on any grounds.

13. PROBLEMS

The Town Council seeks to deal with any problems arising with volunteers, both in terms of concerns raised by the volunteer and any concerns the Organisation may have with the performance of the volunteer. In line with this approach, volunteers have the right to discuss any concerns they may have with their support officer.

Braunstone Town Council aims to treat all volunteers fairly, objectively and consistently. The Town Council seeks to ensure that volunteers' views are heard, noted and acted upon promptly and aim for a positive and amicable solution.

Initially, if a volunteer finds that they have a grievance, a complaint or that there is a problem with the volunteer work placement for whatever reason, then they should ask for help or guidance from their support officer. By discussing it openly with people directly involved, then it may be resolved quickly and a small change may prevent the problem from escalating.

The relevant support officer will be responsible for handling disputes and complaints should they arise. If there is a dispute between the volunteer and their support officer, then the volunteer should approach the relevant Service Manager.

If necessary, the Service Manager will assign someone to mediate and seek a resolution. This could cover a volunteer's complaints about their experience, or complaints about a volunteer's conduct. In the event of a problem, all relevant facts should be obtained as quickly as possible.

If problems are ongoing or the volunteer is not happy with how they have been handled, then the volunteer should put the details in writing to the Executive Officer & Town Clerk, who will review the handling of the dispute or complaint. The Executive Officer & Town Clerk's decision is final.

The Town Council has a policy on how it will deal with any grievance and disciplinary issue regarding a volunteer and these procedures are set out in the Volunteer Handbook.

14. ENDINGS

When volunteers move on from their role at the Town Council they will be asked to provide feedback on their volunteering experience with their support officer.

On the basis of their voluntary work, volunteers will have the right to request a reference.

The Town Council has a policy on how it will deal with any disciplinary issue, including acts of gross misconduct, regarding a volunteer and these procedures are set out in the Volunteer Handbook.

15. MONITORING AND EVALUATION

The Town Council will monitor and evaluate its use of volunteers with reference to this Volunteer Management Policy. This policy will be reviewed every three years or sooner if required to do so by legislative or policy changes.

16. CONTACT DETAILS

Please contact us if you have any questions about volunteering or our Volunteer Management Policy, or if you have any queries or complaints at:
Customer Services, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP.
Tel: 0116 289 0045
Email: enquiries@braunstonetowncouncil.org.uk



BRAUNSTONE TOWN COUNCIL

**Children and Vulnerable
Adults Safeguarding and
Protection Policy**

Adopted 22nd AUGUST 2019

DATE ADOPTED	22nd August 2019	FREQUENCY OF REVIEW	3 years or legislative changes
REVISED DATE/S			

BRAUNSTONE TOWN COUNCIL

**CHILDREN AND VULNERABLE ADULTS
SAFEGUARDING AND PROTECTION POLICY**

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BRAUNSTONE TOWN COUNCIL

CHILDREN AND VULNERABLE ADULTS SAFEGUARDING AND PROTECTION POLICY

1. INTRODUCTION

The Children and Vulnerable Adults Safeguarding and Protection Policy sets out Braunstone Town Council's approach to preventing and reducing harm to children and vulnerable adults when they are in contact with the Town Council's services, staff, councillors, volunteers and contractors.

2. PRINCIPLES

Through this Policy, Braunstone Town Council aims to:

- (a) promote and prioritise the safety and wellbeing of children and vulnerable adults;
- (b) provide assurance to parents, carers and other parties that the Town Council takes reasonable steps to manage risks and keep children and vulnerable adults safe;
- (c) ensure that everyone understands their roles and responsibilities in respect of safeguarding and is provided with the necessary information, training and support on safeguarding matters;
- (d) prevent the employment of individuals in work with children and/or vulnerable adults where they have been barred by the DBS or are deemed by the Town Council to pose an unacceptable risk to vulnerable groups; and
- (e) ensure that appropriate action is taken in the event of any allegations or suspicions regarding harm to children or vulnerable adults arising from contact with the Town Council's services, staff, councillors, volunteers or contractors, whether the harm has taken place on Council premises or not.

The Policy also seeks to manage effectively the risks associated with activities and events involving children and vulnerable adults through:

- (a) the risk assessment process which involves identifying risks and means of reducing or eliminating these;
- (b) implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;
- (c) ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or vulnerable adults; and
- (d) requiring new employees and individuals involved in working with children or vulnerable adults to familiarise themselves with the content of this policy.

3. DEFINITIONS

A Child is defined as anyone who has not reached their 18th birthday.

Vulnerable adults are people who are 18 years of age or over and are getting or may need help and services to live in the community. Vulnerable adults may be unable to take care of themselves and unable to protect themselves from harm or exploitation by other people.

What is Child Abuse?

Child abuse is a difficult issue and presents challenges to all involved in providing services for young people. It is not always easily recognisable but is generally divided into four categories:

1. Physical Abuse – where adults physically hurt or injure children, hitting, shaking, squeezing, burning and biting are all forms of physical abuse. Giving children alcohol, inappropriate drugs or poison and attempted suffocation or drowning are also physical abuse.
2. Neglect – an adult may fail to meet a child's basic needs, like food, warm clothing or medical attention. Children might be left alone unsupervised. Abuse in any form can affect a child of any age.
3. Emotional Abuse – persistent lack of love and affection damages children emotionally. Being constantly shouted at, threatened or taunted can make the child very nervous and withdrawn.
4. Sexual Abuse – this is where children are encouraged or forced to observe or participate in any form of sexual activity. This could occur through unnecessary or inappropriate physical contact or through suggestive comments or innuendo or include showing children pornographic materials.

Abuse of Vulnerable Adults can include:

- physical,
- financial,
- material,
- sexual,
- psychological,
- discriminatory,
- emotional abuse
- neglect.

Abuse can take place in any setting, public or private, and can be perpetuated by anyone.

4. DUTIES AND RESPONSIBILITIES

Responsibilities of Braunstone Town Council:

1. To ensure councillors, staff, volunteers and contractors are aware of the need to protect children and vulnerable adults
2. To notify the appropriate agencies if abuse is identified or suspected
3. To support and where possible secure the safety of individuals and ensure that all referrals to services have full information in relation to identified risk and vulnerability
4. To utilise the Disclosure and Barring Service to check councillors, staff, volunteers and contractors that have access to or work with Children and/or Vulnerable Adults

Responsibilities of Role Holders and Contractors:

1. All councillors, staff, volunteers and contractors working on behalf of Braunstone Town Council have a duty to promote the welfare and safety of children and vulnerable adults
2. To be familiar with the Children and Vulnerable Adults Safeguarding and Protection Policy
3. To take appropriate action in line with the policy of Braunstone Town Council
4. To declare any existing or subsequent convictions.

5. IDENTIFYING AND REPORTING CHILD ABUSE

How to recognise abuse

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- The child describes what appears to be an abusive act involving him or her;
- Someone else (child or adult) expresses concern about the welfare of another child;
- Unexplained changes in behaviour such as becoming very quiet; withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness;
- Engaging in sexually explicit behaviour;
- Distrust of adults, particularly those with whom a close relationship would normally be expected;
- Difficulty in making friends.

If you notice any social changes in the behaviour of a child, worrying marks or bruises or hear a child/children talking about things which give cause for concern then your first responsibility is to the child.

It is not safe to assume that someone else will take action. As an adult you have a duty to take appropriate action. Recognising and coping with child abuse is very stressful and the person reporting the concern will not have to cope alone.

What to do if you suspect abuse

If a child spontaneously talks of experiences which give cause for concern, you should:

1. Explain to the child that if he/she discloses information which leads you to believe they are being abused, you will be unable to keep it confidential.
2. Listen to the child without questioning him/her. Be aware of your own reactions as showing disapproval may stop the child from continuing with their disclosure.
3. Do not try to stop the child from recalling events. Make a note of what is said, in what context, the setting, the timing and which people were present. (complete a log if you have one)
4. Inform the designated Safeguarding Officer immediately or if they are unavailable an appropriate senior member of staff immediately. If you are unsure of what action to take it would be appropriate to seek advice from either the police or social services department.
5. The Safeguarding Officer will contact the appropriate authorities including the Duty Social Worker in the area where the child lives as soon as possible.

Allegations of abuse will be treated similarly whether the disclosure is relating to an individual from within or externally of the Town Council. The information should be passed onto the designated Safeguarding Officer and handled in the same way. Social Services will also follow the same procedure as they do to investigate allegations of abuse for a family.

The designated Safeguarding Officer in Braunstone Town Council is the Deputy Executive Officer & Community Services Manager, Pauline Snow, who can be contacted on 0116 289 9270 or at Braunstone Civic Centre. Any concerns or reports of abuse must be reported to this individual as soon as possible.

6. CHILD PROTECTION MEASURES

The following measures will be adopted to ensure the safeguarding of children accessing and using Braunstone Town Council's facilities and services:

- (a) the Town Council aims to ensure that recruitment of all staff and volunteers is conducted in a way to safeguard children and where appropriate undergo a standard / enhanced Disclosure and Barring checks;
- (b) all workers and volunteers will be given a copy of the policy and those who work directly with children will receive training as part of their induction to the organisation.

Protecting Leaders

- (a) Never believe that “it could never happen to you’.
- (b) If you suspect that a young person is developing an inappropriate affection for you, discuss it with other leaders and explore constructive ways of dealing with it.
- (c) If you develop an abnormal affection for a young person withdraw from the situation, notify the Safeguarding Officer and seek professional advice.
- (d) Be aware that young people can fabricate stories that can place you in a bad light. Do not take any chances nor allow yourself to be in a situation where stories can be given credence.
- (e) Always report and record any allegations made by children. Do not let them go unchallenged.

Behaviour guidelines for those working with young people

The aim of these guidelines is to ensure the safety and wellbeing of all children and to support in providing a safe, caring environment.

DO's

- (a) Always be publicly open when working with children
- (b) Avoid being alone with children unnecessarily. Where possible avoid taking children alone on car journeys unless there is no other option and the child's parents have given permission
- (c) Where possible parents should take responsibility for their own children
- (d) Set an example of appropriate behaviour. Young people learn by example
- (e) Offer respect to the young person at all times and strive to be sensitive to their feelings
- (f) Good behaviour should be positively encouraged

DON'TS

- (a) Never engage in rough, physical or sexually provocative games, including horseplay. Nor engage in inappropriate touching of any form
- (b) Avoid using sarcasm or discrimination, direct criticism, labelling and unnecessary competition or comparison
- (c) Never physically punish any young person
- (d) Do not deprive any young person of, or force any child to consume food or drink
- (e) Do not humiliate or frighten any young person

7. VULNERABLE ADULTS

The Vulnerable Adult has the right:

- To be made aware of this policy
- To have alleged incidents recognised and taken seriously
- To receive fair and respectful treatment throughout
- To be involved in any process as appropriate
- To receive information about the outcome

Procedure in the event of a disclosure

It is important that vulnerable adults are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

This procedure must be followed whenever an allegation of abuse is made or when there is a suspicion that a vulnerable adult has been abused.

Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of the individual.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information.

This should include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the adult who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Responding to an allegation

Any suspicion, allegation or incident of abuse must be reported to the Safeguarding Officer. The designated Safeguarding Officer in Braunstone Town Council is the Deputy Executive Officer & Community Services Manager, Pauline Snow, who can be contacted on 0116 289 9270 or at Braunstone Civic Centre. Any concerns or reports of abuse must be reported to this individual as soon as possible.

The Safeguarding Officer shall telephone and report the matter to the appropriate local adult social services duty social worker (or the Police if the person is in immediate danger).

A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant local authority adult social services department within 24 hours.

8. SUPPORT FOR THOSE WHO REPORT ABUSE

All those making a complaint or allegation or expressing concern, whether they are role holders, service users, carers or members of the general public should be reassured that:

- they will be taken seriously
- their comments will usually be treated confidentially, but their concerns may be shared with the appropriate authorities if they or others are at significant risk.

9. WHISTLEBLOWING

In the event that the abuse cannot be reported to the Town Council's Safeguarding Officer, you can report to either to the Executive Officer & Town Clerk, a Town Councillor or a designated whistleblowing helpline such as:

- Whistleblowing Helpline (for NHS and social care staff)
<http://wbhelpline.org.uk/> 08000 724725
- Public Concern at Work 020 7404 6609 <http://www.pcaw.org.uk/>

10. DEALING WITH ALLEGATIONS AGAINST A ROLE HOLDER

Braunstone Town Council will assure all councillors, staff, volunteers and contractors that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child or vulnerable adult. Where there is a complaint against a councillor, member of staff, volunteer or contractor there may be three types of investigation:

- a criminal investigation,
- a child or vulnerable adult protection investigation,
- a disciplinary or misconduct investigation (member of staff only).

The results of any investigations may well influence the disciplinary investigation, but not necessarily.

Concerns about poor practice:

- (a) If, following consideration, the allegation is clearly about poor practice; this will be dealt with as a misconduct issue
- (b) If the allegation is about poor practice by the Safeguarding Officer or if the matter has been handled inadequately and concerns remain, it should be reported to the Executive Officer & Town Clerk who will decide how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.

Concerns about suspected abuse:

- (a) Any suspicion that a child and/or vulnerable adult has been abused by either a member of staff or a volunteer should be reported to the designated Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the individual in question and any other child and/or vulnerable adult who may be at risk
- (b) The designated Safeguarding Officer will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours
- (c) The parents or carers of the child or vulnerable adult will be contacted as soon as possible following advice from the social services department
- (d) If the Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the Executive Officer & Town Clerk or Chair of the Council's Employing Committee will refer the allegation to Social Services.

Internal Enquiries and Suspension:

- (a) The Safeguarding Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries. In the case of a member of staff, this will be referred to the Executive Officer & Town Clerk.
- (b) Irrespective of the findings of the social services or police inquiries the Town Council will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Town Council must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

11. RECRUITMENT

1. Braunstone Town Council will use the Disclosure and Barring Service checks with councillors, staff, volunteers and contractors where appropriate.
2. The Executive Officer & Town Clerk and/or the Safeguarding Officer will be able to determine that additional checks on the suitability of role holders and contractors to work with children and vulnerable adults will be necessary.
3. All new staff and relevant volunteers will be required to provide two references.
4. The Town Council will ensure that all employees/volunteers have appropriate qualifications and training.
5. All new employees/volunteers will go through a probation and induction process, including relevant training. Ongoing training and supervision will ensure all employees/volunteers are adequately supported.

12. TRAINING

Braunstone Town Council recognises the importance of regular learning and development for councillors, staff and volunteers:

- the Safeguarding Officer will attend appropriate training
- all councillors, staff, volunteers and contractors will be fully briefed concerning their safeguarding responsibilities during induction and prior to starting their duties.

13. CONTACT DETAILS

The designated Safeguarding Officer is the Deputy Executive Officer & Community Services Manager, Pauline Snow. Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP.
Tel: 0116 289 9270. Email: pauline.snow@braunstonetowncouncil.org.uk

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 5th SEPTEMBER 2019

Item 7 – Crime Reduction

Purpose

To consider ways for the police, councils and the community to work together to reduce the impact of crime.

Background

At the Annual Meeting of the Council on 16th May 2019, a local resident addressed the Council in respect of concerns about rising crime in the area; particularly theft, burglary and violence, including knife crime. The resident stated that young and vulnerable people were being groomed by drugs gangs and a local 18 year old had recently lost his life due to drug addiction. She added that often drug addiction was behind rises in other crimes such as burglary, theft and violence and called upon the Council and the police to do more to tackle crime and its causes.

One of the Town Council's priorities is *“to provide and support important quality of life initiatives, such as crime reduction and grants for community groups, youth projects and individuals and tackling poor air quality”*.

The Town Council's Crime Reduction Service includes:

- support to Neighbourhood Watch schemes within the Town
- working with key partners to respond to crime and anti-social behaviour, monitoring crime trends
- Communicating the latest news on crime issues including the use of social media and distribution of information on crime prevention initiatives, details of Police Beat Surgeries
- CCTV at Lubbesthorpe Way Subway, Winstanley School
- Personal/ shed alarms, cycle locks, Smart Water available to purchase at the Civic Centre and Thorpe Astley Community Centres
- Speed activated signs.

Action Requested

The Council requests that Citizens' Advisory Panel consider the impact of crime locally and how the police, councils and community could work together to prevent crime.

BRAUNSTONE TOWN COUNCIL

CITIZENS' ADVISORY PANEL – 5th SEPTEMBER 2019

Item 8 – Shakespeare Park Improvement Project

Purpose

To receive an update on progress with improvement to the pavilion, sport, recreation and play facilities at Shakespeare Park.

Background

The improvements to the facilities at Shakespeare Park are designed to enable an increase in sport participation and improve recreation and play facilities in a Ward which has 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.

The Council has been working on the delivery of the project for four years and significant progress has been made with a successful planning application and selection of a preferred contractor.

Policy & Resources Committee on 22nd August 2019 approved an outline plan to award the contract and commence delivery of the site and pavilion improvement works, including a recommendation to borrow the additional funding required should the remaining amount did not materialise from the other funding sources.

Anticipated Costs for the Project

Based on the awarding of the contract to the lowest tender, the anticipated cost for the pavilion and site works is £1,127,856. The playground and tennis court refurbishments are anticipated at £84,000, based on desktop research of equipment and installation costs. £3,000 has been identified for legal and professional advice relating to any lease arrangement for the management of the pavilion facility.

The following table sets out the breakdown of the costs for the pavilion and site works:

Item	Estimated Cost
Rebuilding Pavilion, demolition of existing Pavilion, extension to the car park, installation of lighting and landscaping	£999,679
Architects Fees – Technical Design to completion (<i>6% of the contract value</i>)	£59,981
Quantity Surveyor – Post-tender	£5,450
Mechanical & Engineering – Post Tender Duties	£4,239
Health & Safety	£4,800
Reserve (5% of cost)	£53,707
TOTAL	£1,127,856

Grant Funding Update

Section 106 Funding

An application for Section 106 funding for the Pavilion and Site Works was submitted on 16th November 2018. 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.

Sport England – Community Asset Fund

On 11th March 2019, notification was received that Sport England's Community Asset Fund Review Panel had considered the Town Council's application for grant funding and had awarded the project £100,000. Formal confirmation, dated 27th March, has been received and includes the agreement, conditions and additional information required.

Football Foundation Football facilities grant scheme

The County FA are in the process of completing a local football facility plan for each local authority area which will be the investment portfolio moving forward. It is anticipated that these will be approved over the next couple of months. At this point the Football Foundation will have a clearer picture as to the priority projects for each area.

However, the County FA have informed us of a directive that priority will be given to multiple pitch sites (i.e. those with 3 or more pitches) in order to confirm maximum outcomes against investments.

The Shakespeare Park site currently only offers two pitches, a mini and a junior pitch. However, Braunstone Athletic, formally Braunstone Juniors Football Club, which is based at Shakespeare Park have proposals for marking the pitches in a way that will provide for three pitches on that site. The same club also use the senior pitch at Thorpe Astley Park and have expressed an interest in an additional (junior) pitch at Thorpe Astley.

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.

Vichai Srivaddhanaprabha Foundation

The late Leicester City Football Club Chairman, Khun Vichai, would have turned 61 on 4th April 2019. Following his death in October, the Foxes Foundation was renamed the Vichai Srivaddhanaprabha Foundation in his memory and is due to make its first major donations.

The Vichai Srivaddhanaprabha Foundation has committed £610,000 in total for organisations and charities of all sizes and invited diverse applications since it seeks to support causes large and small.

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, to date, no further response has been received. Should a response be received, a further update will be given at the meeting.

Outline Plan to commence the Works

The reason for not having commenced the works to date is due to the availability of funding. It had been anticipated that the application for grant funding from Sport England would have been determined in July 2018. In fact the decision from Sport England, to award the Council £100,000 towards the project, was not made until March 2019.

Should both the £99,862 from the Vichai Srivaddhanaprabha Foundation and/or the £100,000 from the Football Foundation Football facilities grant scheme not materialise, given the limited external funding sources available, the Town Council's options for funding the scheme as currently proposed would be use of reserves and/or additional borrowing.

Once the Council has funding in place, at least two months' notice has to be given to the contractor of a start date, meaning that the earliest work is likely to commence is November. Contracts will be formally drawn up when the funding has been secured. A timetable for delivering the project is attached at Appendix 1.

Borrowing

Local council borrowing is governed by schedule 1 to the Local Government Act 2003. Parish and town councils in England have to apply and receive approval from the Secretary of State for Housing, Communities and Local Government before taking up any borrowing. Councils can borrow for capital expenditure as defined in section 16 of the Local Government Act 2003.

The Business Plan for the project has always envisaged the Council borrowing £500,000. With a repayment of 40 years, the rate is currently 2.1%, the annual repayment is £18,538.30 and the total repayment is £741,532. This compares to a rate of 2.77% in August 2018, for which the annual repayment was £20,756.50 and the total repayment was £830,260.80.

To enable the Council to fund the project, which has been identified in the Council's Priorities, Financial Strategy and Capital Plan and for which provision of £21,306 has already been made in the annual budget for 2019/2020, Policy and Resources Committee have recommended that the current funding gap be met by borrowing an

additional £436,936, therefore the borrowing total would be £936,936.

Given the building works will span over two financial years, there is an option to borrow £500,000 in 2019/2020 and if the remaining amount did not materialise from the other funding sources, then up to an additional £436,936 in 2020/2021.

Should the Council opt to borrow a further £436,936, up to £936,936, based on the current interest rate, a further repayment of £16,200.12 would be required per annum. With £21,306 already allocated in the budget, 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.

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.

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 £886,936 over two financial years is successful:

Project	Funding Source	Funding Amount
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
	Sub Total	£1,127,856
	Requirement	£1,127,856
	Funding Deficit	£0

Updated Business Plan

The Business Plan sets out why the project is needed, what it will achieve, how it will be funded and managed, how it will be delivered and how the facilities will be operated. The document includes detail on all the key components of how the project, new facility and how ongoing programmes will be delivered, managed and sustained, including financial planning, operating explanations, and what outputs / outcomes will be achieved.

The Business Plan for the project has been updated as grant applications are approved and applications are made. Because the grant applications to the Football Foundation Facilities Fund and the Vichai Srivaddhanaprabha Foundation remain to be determined, these are included in the Business Plan.

The updated Business Plan is attached at Appendix 2.

Timescales

Revised timescales, taking into account the content and recommendations of this report, are attached at Appendix 1.

Action Requested

Consider:

1. How important is it for Braunstone Town Council to invest in community sporting and recreation facilities for future generations?
2. Will the Shakespeare Park proposals provide a sustainable site for sport and recreations facilities to support healthy living, wellbeing and community cohesion?
3. In addition to grants from Sport England and Blaby District Council; should Braunstone Town Council invest in the facility to ensure that the proposed redevelopment can go ahead?

APPENDIX 1 – TIMESCALES

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

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

Shakespeare Park Improvement and Development Project

Shakespeare Park, Avon Road,
Braunstone Town, Leicester

Business
Plan
August
2019

*Sport
Recreation
Play
Community
Facilities*



Braunstone Town Council



Braunstone Juniors Football Club



Shakespeare Park Bowls Club

Executive Summary

Braunstone Town Council, in partnership with Shakespeare Park Bowls Club and Braunstone Juniors Football Club, and with the support of Blaby District Council and local tennis and petanque representatives, has ambitious plans to improve the recreation, play and sporting facilities at Shakespeare Park, Avon Road, Braunstone Town, Leicester, which is owned by the Town Council.



Clubhouse

The current Clubhouse/Pavilion was erected in the 1950s and is primarily a wooden structure, although various additions, including the football changing rooms have been subsequently added and built using brick. The current building is damp, has no heating or air circulation and the clubroom is not large enough to accommodate players when all bowling rinks are in use. The clubroom is equally too small for use by the football club and has limited flexibility for alternative income generating uses.

Both the playground and tennis courts have not been substantially refurbished in the last 20 years with no new play equipment having been installed at the site during that time. Proposals to improve these facilities will be part funded by the Town Council and Section 106 contributions, with the balance being sought from grants and local donors.



Playground

The proposals involve relocating the pavilion to another part of the site, then demolishing the existing pavilion and using the land for additional car parking. This will provide for a new modern and fit for purpose brick built clubhouse / pavilion, which can be shared between bowls, football, tennis and petanque clubs and with the ability of the clubroom to be hired for various healthy living and recreational clubs/sessions.



Tennis Courts

Renovation of the playground equipment will include the installation of modern low maintenance mulch safety surfaces and new play equipment including the provision of new sensory play equipment, which enables children with special needs to enjoy the playground and park with their friends and siblings. Improvements to the tennis courts will include the surface, markings and perimeter netting in order for the courts to be attractive for a club and for tennis training. The Tennis Courts will continue to be

available for free use by residents outside the times used by a tennis club.

The Surveyor has estimated costs for the new pavilion, demolition of existing pavilion and improvements and refurbishment of the site and car park to be £987,863. Nine tenders have been received for the work, two of which are within £10,000 of this figure.

The proposed relocation and new pavilion will increase participation in sport since the new clubroom will be able to accommodate the use of all bowling rinks at the same time and will enable the extension of the car park for both bowls and football club usage. The current bowls clubhouse does not have a disabled toilet, which will be provided. Existing and new clubs will benefit from access to modern clubhouse facilities, which will include equipment storage, modern fit for purpose changing facilities, social and meeting space, including kitchen facilities. The building is designed to enable the hire of the clubroom and kitchen facilities for private hire and in particular for fitness classes and other healthy living and recreational use providing for an additional revenue income stream.

Key beneficiaries will be the Bowls Club, Junior Football Club (predominantly junior girls) and small local clubs (tennis, petanque, running, exercise and keep fit). Local residents will benefit from improved children's play facilities, which cater for those with special needs and also provide a learning experience for all children.

The project's success depends on the partnership between the local Council and the sports clubs, to explore all possible sporting and recreation facilities for the clubhouse/pavilion to maximise revenue opportunities and use by the wider community.

Organisation Summary

Braunstone Town Council

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

We provide a wide range of services to the citizens of Braunstone Town together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the District Council and other public bodies to provide and supplement public services within the town area.



The Town Council has a Business Plan, reviewed annually, setting out priorities for the year, alongside a Capital Plan.

The Town Council is the owner and manager of the Shakespeare Park site.

Shakespeare Park Bowling Club

Shakespeare Bowling club was formed in 1963, and has been meeting at the park ever since. The Club hold friendly afternoon fixtures with many of the local clubs throughout the season. The club also has teams in the Hinckley & District Triples League and the South Leicestershire Triples League



The Club provide lessons and courses and also hold community open days when residents can find out more and have a go.

The Bowling Club currently partly manage the existing pavilion and green and have valuable insight into the usage and potential of the site.

The Club currently have 40 playing members but only 8 social members.

Braunstone Juniors Football Club

Braunstone Juniors' vision is:

- to provide quality, safe opportunities for young people of all ages in our community to play football;
- to help develop personal skills and confidence;
- to introduce people to football regardless of age, ability, sex, religion and ethnic background;
- to improve the performance of players, coaches and volunteers within the club.

The Club have seven teams which play on the park (from under 7s to under 14s) and two teams which play at neighbouring Thorpe Astley Park. The club hold football tournaments, training sessions and family fun days.

The Club has Development Plan for the FA Charter Standard, which runs from 2016/17 – 2021/22 and includes objectives to retain and increase participation, develop players and coaches, and the playing and training facilities.



The football club are growing and bring knowledge of building a new successful club.

The club currently has 100 members.

Other Clubs

The Town Council has been working with Leicester Forest East Tennis Club and Leicestershire Petanque to ensure there is scope for improvements and expansion of these sports in the Town and in particular in the Winstanley Ward.

Project Description

The proposals involve building a brand new single storey Pavilion to cater for the sports which use the Park (i.e. Bowling, Football and Tennis). The location of the new building is between the Bowling Green, Tennis Courts and Recreation Field (to the rear of Shakespeare Drive). The building will make more efficient use of the floor space by providing a single clubroom (approximately 15 x 8 metres), kitchen (approximately 6½ x 2 metres), two changing rooms (each approximately 6 x 5¾ metres, including showers and toilets) and two changing facilities for officials (approximately 4¼ x 2½ metres) and storage facilities for all sporting teams using the park (football store is approximately 7¼ x 3 metres and the bowls store is approximately 4¼ x 2¼ metres).

Once the new Pavilion is operational, the existing Pavilion, adjacent to the Tennis Courts and car park (to the rear of Avon Road) will be demolished and the Car Park extended. The surface will be replaced and parking spaces lined out. Provision will also be made for cycle rails to which cycles can be secured.

The existing Clubhouse will remain in use during construction of the new Pavilion in order for existing clubs to continue to operate.

It is proposed that during the improvements, new safety surfaces and new play equipment, including the provision of Sensory Play Equipment, will be installed at the Playground, which will be closed for the duration of the installation of the equipment (anticipated to be no more than 2 months). The perimeter fence of the tennis courts, safety surface and nets will also be renewed.

The current timescales are for work to commence in summer 2018 and to be completed by autumn 2019. Construction and delivery vehicles will be directed to and from Braunstone Lane via Shakespeare Drive, this is a small scale construction project and large amounts of vehicular movement are not anticipated. Works on the site will take place during the working week and during the day.

The new multi-purpose Pavilion located on a site providing lawn bowls, pétanque, football pitches and tennis courts provides for both sustaining current sport and recreation participation and encouraging growth in both participation and in the range of sporting activities.

Why do we need the Project?



Outside of changing rooms

The current Sports Pavilion, which contains the Bowling Clubhouse and Football Changing Rooms, is in disrepair and no longer fit for use, the Clubhouse is predominantly constructed using wood. The football changing facilities do not provide separate referee changing facilities, nor internal access to toilet facilities.

There is no heating and windows don't open. There is no disabled access to the Bowling Clubhouse (identified as a deficiency in provision in the Blaby District Open Space Audit of 2015). To make changes to the existing Pavilion would be an inefficient use of resources since the main structure is at the end of its life.

The existing clubs are unable to expand since the Pavilion and site layout is an inefficient use of space. The Club Room and Kitchen are too small for the number of pitches on the bowling green and there are separate changing and toilet facilities for the Bowling Club and Football Club, the Bowling season being April to October and Football Season August to April. Since bowling and football don't take place every day, in the couple of months both clubs overlap there is the ability to schedule use of the new facility to avoid clashes.



Small Club Room

Both the Playground and Tennis Courts are well used by the local community, however, there has been no significant investment in the facilities on this site for 15 years. Surveys and assessments undertaken by the Town's Citizens' Advisory Panel identified the need for improvements to the facilities. Modern technologies produces long lasting, vandal proof, yet attractive play equipment and safety surfaces. Currently tree bark hides needles and broken glass, presenting dangers to young children, wet pour is shrinking presenting trip hazards and the tarmac tennis court surface is wearing thin, with cracks and holes appearing in the surface.



Oakfield Park, Blaby

Installing new safety surfaces at the Playground and Tennis Courts will not only improve safety, it will also reduce maintenance costs while improving the visual appearance. In addition, Braunstone Town only has traditional play equipment at its parks, and there is a variety of sensory play equipment. Such equipment was recently installed at Oakfield Park, Blaby and was well received by parents since it allows for play for all ages and abilities and in particular those physically unable to use traditional play equipment such as swings and slides, installing such equipment at an existing playground allows for the family and friends to enjoy play and recreation together. Prior to the installation of sensory play equipment in Blaby, the nearest park providing such equipment was in Market Harborough. Once tenders are received from play equipment providers, a consultation will be undertaken with local residents and playground users to ascertain their views on the type of equipment required.

In 2016, the population of the Winstanley Ward was estimated as 7,390, of which 1,894 (25.6%) are aged 19 or under and 808 (10.9%) are aged 65 or over.

According to the Indices of Multiple Deprivation, five out of 10 of the most deprived Lower Level Super Output Areas in Blaby District are in Braunstone Town. The rankings for England (1 being the most deprived and 32,482 being the least deprived); Woodland Drive ranked 55, Henley Crescent 71, Cleveley Avenue 103, Winstanley Community College area 109 and Narborough Road South 126. All top quartile on the Indices of Multiple Deprivation. Woodland Drive and Henley Crescent are in the top 20% in Leicestershire for overall deprivation. These two areas experience high rankings across a range of domains, including Income, Employment and Education deprivation.



Shops on nearby Henley Crescent

The Annual Report of the Leicestershire Director of Public Health 2017 identifies that throughout Leicestershire, over a fifth (22%) of residents were “inactive” and in Blaby District, this rose to over a quarter (27%) of all adults.

The National Childhood Measurement Programme data for Leicestershire shows in 2015/16, a fifth (21.3%) of children in Reception (4-5 years) and a third (31.3%) of children in Year 6 (10-11 years) were overweight or obese. The Annual Report 2017 of the Leicestershire Director of Public Health identifies Winstanley Ward (along with Sileby Ward) as having the worst in Leicestershire and have a worse statistical significance compared to England. The same report also identifies Winstanley Ward as one of four wards in Leicestershire that has a significantly higher teenage pregnancy than both England and Leicestershire averages.

The Blaby District Open Space Audit of 2015 identified the following deficiencies at Shakespeare Park:

- “Disabled improvements needed at Shakespeare Park BC” (page 157);
- “the courts in Shakespeare Park are rated ‘below average’ which will adversely affect their usage capacity” (page 125);



Outside disabled toilet at rear of building



Sub standard surface at tennis courts

and recommended the following improvements:

- disabled access improvements required at the Bowls Club (page 16);
- tennis court surface improvements (page 16);

"A member of the bowls club said, "the project development would significantly raise the image and the facilities available for the sport of Bowls within the, Braunstone Town & Thorpe Astley Community. And would be of great help in attracting additional members, enhancing the following:-

- Changing/Locker room area
- Improving Kitchen facilities
- Larger Club Room Dining area, (as the current room in the old pavilion restricted by fire regulations) for the number of people allowed to sit down.
- Allowing the Club to use 6 rinks instead of 4, which may help in attracting more members
- Lighting/Heating/ which would allow usage during winter months
- The CLUB could introduce Indoor Short Mat Bowls during the winter months again for the community
- A far more secure environment.
- Better Parking Facilities for Members and visiting clubs alike
- An area set aside for Petanque and French Boules".



Bowling Green

If the project was not delivered the existing building would fall into further disrepair, even with annual maintenance the building would become unusable in the next 5 to 10 years. This would leave three clubs with no facilities to use which will see these groups having to disband or move away from the area, further increasing inactivity and obesity and contributing to increasing levels of deprivation.

What will be achieved by the project, what will be the Impact?

The new multi-purpose Pavilion located on a site providing lawn bowls, pétanque, football pitches and tennis courts provides for both sustaining current sport and recreation participation and encouraging growth in both participation and in the range of sporting activities:

1. New Clubhouse/Pavilion providing modern changing facilities which can cater for most sports and a larger clubroom and kitchen providing social facilities, expanding the offer of the clubs enabling membership numbers to be retained and increased, giving more local people an opportunity to become active and providing a wider offer to families as a whole. The Clubhouse can also accommodate new sports clubs who wish to use the site, for example a tennis club, therefore increasing sports participation and the number of sports the site has to offer.
2. Improved Site Layout, incorporating landscaping, additional parking and cycle rails allowing for increased use of the facility and reducing the negative effects of on street parking on the local residential area.
3. Improved play facilities – efficient modern play equipment, sensory equipment for children with special needs and play equipment which aids a child's learning

and development, to allow for the all children and siblings to enjoy play and learn.

4. Improved tennis court facilities – modern playing surface and relining of the courts to aid playing, along with improvements to the perimeter and court nets. A local tennis club and the District Council are interesting in delivering playing and coaching sessions from the Courts. Outside any formal use, the courts will be made available for use by individuals in the community.

With the hiring out the new pavilion and the opportunity to provide shared space for more sports clubs, the footfall will be increased and the site will provide sporting, recreation and play opportunities for all age groups and families. This will provide the opportunity to encourage people to take up new activities reducing the number of inactive residents and the levels of obesity and providing for improvements to health and wellbeing.



Illustration of new pavilion from football pitch

The Bowls Club will provide the older members of the community with an opportunity to take part in sporting and social activities, have a sense of belonging and feel part of the community, leading to a reduction in social isolation.

The Bowls Club currently have 40 playing members but only 8 social members, due to the lack of facilities available with the current pavilion. The Club have an active social side well supported by members and their respective spouses, but unfortunately this is at venues away from the current Pavilion due to the restricted facilities for evening events.



Sheltered housing along Avon Road

Therefore with the impending provision of a new Pavilion, the Club would be able to attract more members, players and social members from within the surrounding community, anticipated to be an additional 20 members and additional 30 social members in the first 5 years. The introduction of club social events; such as including indoor short mat bowls for the winter months /plus petanque/boules, is anticipated to double participation activity for members in the first 5 years.

The project will have an impact from completion allowing existing clubs to expand and become more sustainable. The football club have an approved FA Charter Football Development Plan, which identifies the need for a new clubhouse in order to sustain and grow the club. This Plan sets out the Football Club's aim to double the number of boys and girls playing teams over 3 seasons, including launching the Town's first adult ladies team. Informal activities at the new facilities will begin as soon as the facilities are opened. New sporting clubs will take longer to establish but this is considered relatively short term (2-5 years from completion of the on-site works).

Once construction has commenced, the partners will work on a Development Plan for the site to include activities and timescales for delivering each club's targets for increasing the number of active participants and participation levels.

Providing a new build, rather than renovation of the existing building, enables the building to meet the current energy efficiency standards in accordance with building regulations, for example, energy efficient lighting, heating and insulation. The design also enables solar panels to be added to the roof. This will also reduce the running costs of the building, ensuring that a higher proportion of the clubs funds can be directed into sport.

Consultation / Market Research

In 2012 and 2013, Braunstone Town's Citizens' Advisory Panel, which is made up of residents from around the Town (and is open to join) along with some local ward members, carried out a review of the Council's Open Spaces and Parks to identify priorities for improvements for Capital Projects should external funding arise. This included site visits, identifying need, potential projects and scoring the projects to create a ranking.

Details of the proposals were published in Braunstone Life, which is circulated to each property in Braunstone Town, approximately 7,100 households, along with details on how to respond to the consultation. Questions were included in the Town Council's Annual Survey, undertaken between June and August each year between 2015 and 2017, which was circulated to 300 random households in 2015 and was available on-line, from our Centres and advertised in the Braunstone Life. Consultation information events were also held at Braunstone Civic Centre.

The Consultation identified the following:

1. Bowling Club Pavilion – 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;
2. 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);
3. Replacement to Perimeter Fencing of Tennis Courts;
4. Improvements to the entrance to the park area (access from the car park to the park)



Consultation at Civic Centre

As a result the project was included in their report, Proposals & Priorities for Improvements to Our Parks & Open Spaces, which was adopted by the Policy & Resources Committee on 11th April 2013.

The Project has subsequently been included in the Council's Capital Plan and has been included in the plan for 2017/2018 adopted by Council on 26th January 2017.

Target Users / Customer

The sporting facility caters for all ages. The football team is started as a girls club from 7 to adult and have plans in the next few year to continue the grow with the first Braunstone Ladies Adult team as the oldest girls get to adulthood. The club are also fostering boys teams at junior level and expanding these as the boys grow older by expanding their age group teams. The Bowls Club have members of all ages but in particular provide sporting, leisure and social activity for retired residents. The potential for a tennis club has particular focus on the teenage, twenties and thirties age ranges, while being open to all. A petanque club offers continued sporting activity for senior sporting activity, while again being open to all.

Therefore, the site provides the Town with a comprehensive offer of physical activity, sport, leisure along with social and training activity associated with sport for all ages and the whole family.

Proposed Facility Construction

The site layout plan is attached at Appendix 1 and the Pavilion elevations and floor plans are attached at Appendix 2.



Clearance of site for new pavilion to undertake soil foundation tests

The Pavilion uses a mix of materials in keeping with the character and amenity of a public park in a residential area. The Club Room elevation facing the bowling green will be timber cladding in order to incorporate a more contemporary style, while the elevation facing the park will be brick render to ensure robustness against vandalism while remaining attractive. The roof joists and materials provide for solar panels.

A mix of windows and bi-fold doors to provide for light and views across the pitches providing a sense of openness with glazing and sensitive

lighting rather than one which is appears unused and remote.

The site includes suds (sustainable urban drainage) in the form of a drainage pond and trees in the area between the Pavilion and the rear of the properties on Shakespeare drive and makes uses of landscaping rather than fencing or barriers to provide a sense of enclosure (in particular around the bowling green) this will be visually more pleasing and provides a sense of openness and inclusivity in an already leafy/park environment.

Capital costs associated with the Pavilion and site are set out at Appendix 3. Playground and tennis court improvements at Appendix 4.

Capital Cost Funding Matrix

A funding matrix, setting out grant funding and financial contributions for each part of the project is set out at Appendix 5.

Proposed Facility Operating Costs

Enclosed at Appendix 6 are the current costs of the existing pavilion facility and the projected costs for the new facility.

Since it is proposed to sub-let on a medium term lease to a Management Committee the operational management of the building, the staffing arrangements will be determined by the clubs, which currently is anticipated to be clubs volunteers.

The clubs themselves will continue to pay for their own sporting equipment. Equipment used in the facility, such as in the kitchen will be provided by the Management Committee using the income from the clubs and hire by third parties.

Utilities costs will be reduced per unit due to the creation of an energy efficient building. However, given it is anticipated that there will be a higher usage, the projected costs are higher and these will be met by income from the clubs and hires.

Maintenance will be undertaken by the leaseholder and these are expected to be minimal given it is a new build building, however, the leaseholder will be expected to hold a sink fund to ensure funds are available for the future maintenance of the building. The amount that the transfer into the sink fund each year will increase as the building increases in age. This approach will also enable the leaseholder to build up a sustainable revenue income to cover running costs and as the facility becomes used by more clubs and hirers, set aside money for the sinking fund.

The park, playground and tennis courts will continue to be managed by the Town Council.

Management Structure

Project Management

Braunstone Town Council's Policy & Resources Committee is the responsible body for overseeing the vision and capital improvement project to the site. Every scheduled meeting of Policy & Resources Committee receives a progress report, considers any actions/decisions required for the next stage and reviews the project timescales. The Committee has established a sub-committee of three Councillors take decisions between meetings where this is required.

The three Councillors on the sub-committee are also part of the Working Group which has been established to deal with detailed progress of the project and the proposals. Represented on the Working Group are Town Councillors, relevant

Town Council officers, Braunstone Juniors Football Club and Shakespeare Park Bowls Club representatives. This group ensures the valued and essential input of the clubs currently using the site.

The Town Council's Executive Officer & Town Clerk is charged with ensuring that the project is managed, monitored and delivered on a day to day basis. This includes liaison with the District Planning Authority, the Architect, surveyor and other professionals appointed to advise and work on the project. The Deputy Executive Officer & Community Services Manager is managing funding opportunities and grant applications.

Facility Management

The park and site, including the playground, tennis courts and recreational field will continue to be managed directly by Braunstone Town Council.

Arrangements on how the Pavilion will be managed and operated will be the subject of consultation with the Clubs and following professional legal and financial (in particular VAT) advice. The following options are available

1. Direct Management by Braunstone Town Council and clubs hire the facilities for use on a first come first served basis.
2. Day to day management of the facility is passed to one of the clubs, e.g. Shakespeare Park Bowls Club, who pass funds to the Town Council, who underwrite the costs.
3. Medium – Long term lease to a club, e.g. Shakespeare Park Bowls Club, who pay all bills and routing upkeep and maintenance costs, including insurance. Any party, such as the Football Club, who apply for a pitch via the Town Council, will be able to use the facility, for which the Town Council will pass on part of the pitch allocation fees.
4. Medium – Long term lease to a Management Committee, made up of all regular users of the facility and including representation from the Town Council. The Management Committee will be responsible for all upkeep and management of the building and associated costs during the lease and will receive all monies due in income (including part of the fees payable by the football club for pitch allocations).

Operating Income and Expenditure Forecast

Appendix 7 provides an estimated quarterly and yearly income and expenditure forecast for the new Pavilion as follows:

- Income Sources
- Areas of Expenditure
- Projected Surplus or Deficit

- Projected Cash Flow
- Sinking Fund

Marketing Plan

Information will be provided prior to the commencement of the construction concerning the plans for the site and timescales. Regular updates on progress will be provided with opening dates. All this publicity will raise awareness of the park and the new facilities and what it will have to offer, including sports clubs and their activities.

Upon completion, an open day will be held to meet the clubs, find out what they have to offer and to sign up. This will be a family event with activities and an opportunity to have a go at the sports.



Picture of a Town Council Open Day

Publicity will also be available at Braunstone Civic Centre and through the partner clubs. Information will also be circulated to local schools. The Town Council will use all communication methods: Braunstone Life, website, social media, leaflets and posters.

Targeted publicity will be launched two months before completion and opening. The Town Mayor, partners and VIPs will open the facilities.

New activities and programme will be promoted by targeting existing relevant community groups and organisations.

Introductory packages will be promoted via the above means and through the sports clubs.

Controls

In undertaking the project, the Town Council has employed specialist consultants:

- Architect,
- VAT,
- Surveyor
- Mechanical & Electrical consultants

Checks and vetting will be undertaken on contractors. There will be monthly contract meetings between the contractor and the Town Council and professional advisors. Insurance will be in place with the Town Council's insurance company to cover unforeseen circumstances and ensure the site is made safe.

Upon opening of the Pavilion Facility the Management Committee will be expected to have risk assessments in place and the Town Council will initially offer its risk assessments as templates for adaptation. Also the Management Committee will be required to fully insure the building, contents and hold public liability insurance.

The Town Council will manage the project and the open space in accordance with its existing risk management action plan and contingency plan.

Performance Monitoring / Sustainability

The Clubs will gather the following information:

- Membership numbers
- Teams
- Games and Tournaments
- New Members from open days, activities, residents days
- participation numbers.

The Management Committee will gather details of:

- hirers of the Pavilion
- Clubs using the Pavilion and their sport
- Details of other activities / events on the site – Park, Bowling Green, Tennis Courts and playground

The Management Committee will produce an Annual Report and make it publically available. The information above will be collected as Performance Indicators and reported quarterly for the first five years and thereafter annually.

The quarterly performance indicators and the annual report will be submitted to Braunstone Town Council and the partner sports clubs on the management team and will be considered by those bodies in accordance with the governance arrangements.

Consultation will be undertaken by the management team on changes to the business plan and with its future plans and will include the Town Council and partner Sports Clubs and, where relevant, the local community, hirers and users.

Research, including audits of open space provision and sporting facilities and provision will be used as evidence for services provided at the park and further improvements. Such research will also be used to inform the business plan.

Contact:

Executive Officer & Town Clerk, Braunstone Town Council, Braunstone Civic Centre, 209 Kingsway, Braunstone Town, Leicester, LE3 2PP.

Tel: 0116 289 9270 Email: executiveofficer@braunstonetowncouncil.org.uk



APPENDIX 1



PROPOSED SITE PLAN - Landscaping proposal

Proposed low groundcover planting (below 1m ultimate height)	Species	Supply Size	Pot Volume
Coloneaster 'Coral Beauty'	300-400mm	2L	500cc/s
Hebe pingulifolia 'Sutherlandii'	200-300mm	3L	450cc/s
Hebe helix 'Hibernica'	400-500mm	2L	500cc/s
Hypericum x mossianum	300-400mm	3L	500cc/s
Lonicera nitida 'May Green'	300-400mm	3L	500cc/s
Potentilla fruticosa 'Primrose Beauty'	200-300mm	3L	500cc/s
Prunus laurocerasus 'Cherry Brandy'	300-400mm	3L	600cc/s
Symphoricarpos x chenaultii 'Hancock'	400-600mm	3L	600cc/s
Vinca minor 'Alba'	200-300mm	2L	450cc/s

Proposed new pavilion	New 2000mm palisade fence
Tarmacadam	New 2000mm close boarded timber fence
Grass	Existing trees to be retained
Concrete kerbing	new feature trees (all trees to have a planting pit to protect the paving)
Permeable Charcoal block Pavers laid herringbone bond	① Fagus Sylvatica 'Dawyck' (14-16 girth) approximate Root ball diameter 450mm
Cycle parking provision	② Pyrus Calleryana 'Charisdeer' (12-14 girth) approximate Root ball diameter 400mm
	③ Betula Pendula multistem (10-12 girth) approximate Root ball diameter 300mm
	④ Prunus Umbrata (10-12 girth) approximate Root ball diameter 300mm
	⑤ Acer Campestre 'Robur' (12-14 girth) approximate Root ball diameter 400mm
	⑥ Sorbus Aucuparia 'Shreebick' (12-14 girth) approximate Root ball diameter 400mm
	⑦ Prunus Amara (10-12cm girth) approximate Root ball diameter 300mm

Tarmacadam pavement	Existing fencing retained
600 x 600 mm concrete paving slabs colour to be buff	Existing fencing retained
Hedging Pyracantha Coccinea 'red column' 30-90 cm high, planted at 60-90cm apart, made up of a single row.	

All trees to be planted in accordance with the Soft Landscape Specification. The tree planting schedule and landscape proposals must be referred to by the Structural Engineer during foundation design. No tree species, size or location should be altered without prior approval from the Landscape Architect.



Pétanque



CYCLE PARKING PROVISION, ECCLESTON ECONOMY CYCLE SHELTER (BXMV ECC)



PBM-2 Waste Stream Enclosure Zno 1100 lb tin store



MARSHALLS FERROCAST SHEFFIELD POLYURETHANE CYCLE STAND

NOTE:
DRAWINGS TO BE READ IN CONJUNCTION WITH ALL OTHER CONSULTANTS DRAWINGS

- T1 210218 SG ISSUED FOR TENDER
- P7 12.07.17 SG Amends following conversation with PO:
- note regarding permeable paving updated
 - cycle provision updated
- P6 12.07.17 SG Amends following conversation with PO:
- note updated to ensure hedging to surround existing playground replaced with trees, to minimise any potential security issues
 - existing trees retained along field boundary with tennis court, new entrance relocated
 - club room facing material to be timber cladding, windows and french doors added
- P5 31.05.17 SG Amends following conversation with client:
- telescopic bollards added to entrance
 - hedging to surround existing playground replaced with trees, to minimise any potential security issues
 - existing trees retained along field boundary with tennis court, new entrance relocated
 - club room facing material to be timber cladding, windows and french doors added
- P4 22.05.17 SG Amends following conversation with PO:
- telescopic bollards added to entrance
 - hedging to surround existing playground
 - portion of hedging to new fencing along tennis court and rear area
 - SUDS area introduced to rear area
 - club room facing material to be timber cladding, new bi fold fronting onto pétanque area
 - render to bowling green elevation.
- P3 01.11.16 SG Storage area reconfigured, additional parking spaces added and cycles relocated as per clients comments
- P2 01.06.16 SG Storage area reconfigured, additional parking spaces added and cycles relocated as per clients comments
- P1 31.05.16 SG Additional parking spaces added, storage space added as per clients comments



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

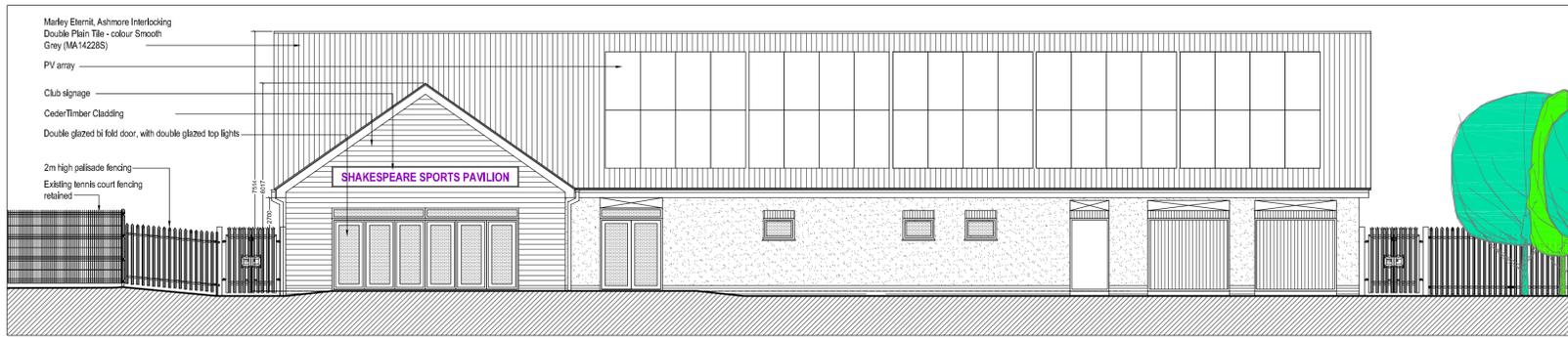
Telephone: 01664 563 288 Fax: 01664 503 360
E-Mail: info@hssparchitects.co.uk Web: www.hssparchitects.co.uk

Proposed New Pavilion
Shakespeare Road
Braunstone
For Braunstone Town Council

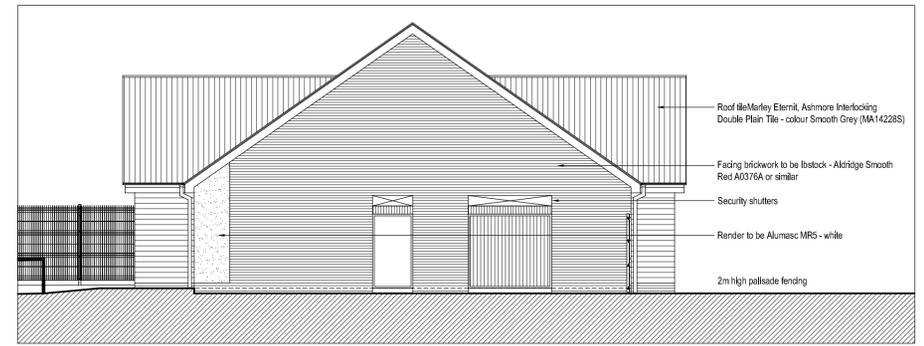
Title: TENDER - Proposed Site Plan

Scale	Drawn	Checked	Date
1:200	SG	NC	May '16

Drawing No: 7209-05-010
Revision: T1



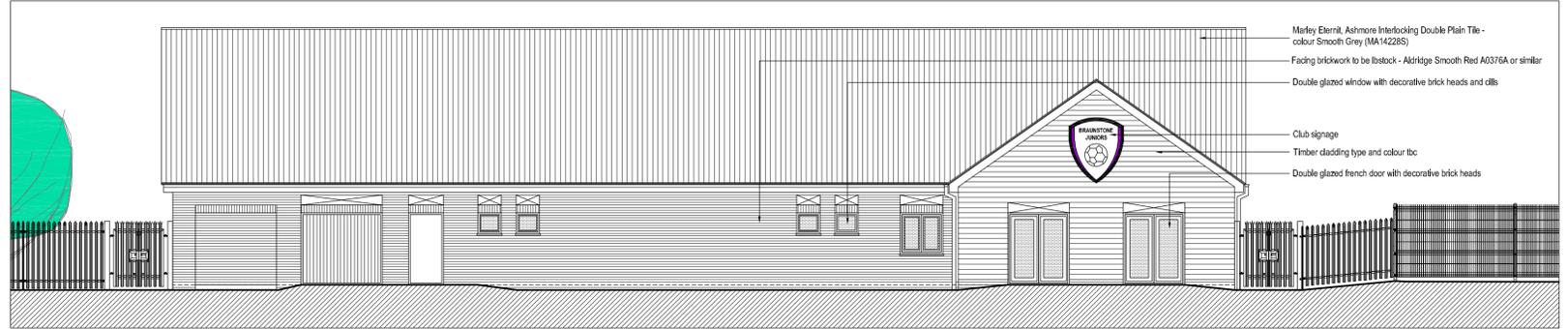
PROPOSED SOUTH WEST (front) ELEVATION Scale 1:100



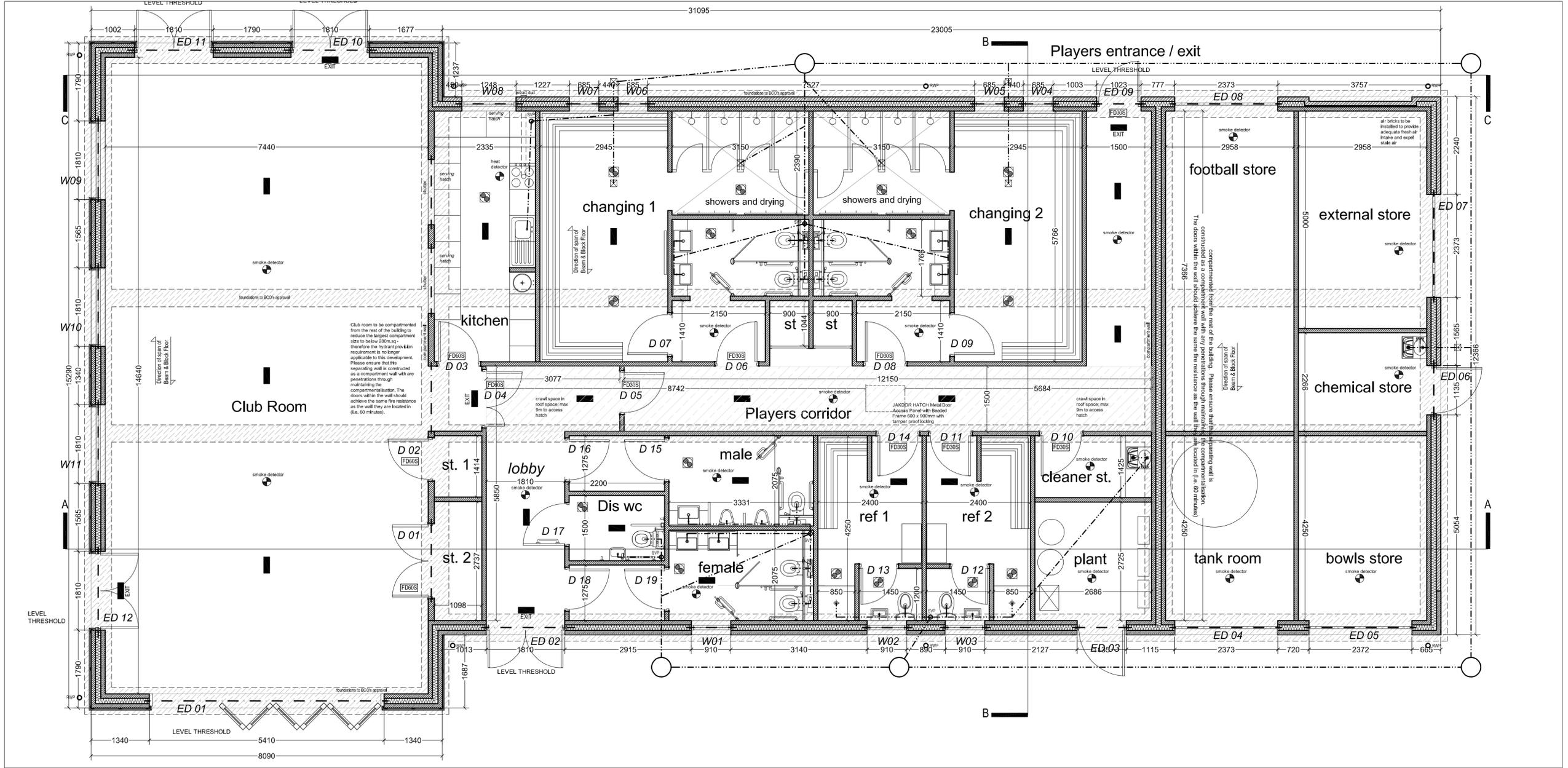
PROPOSED SOUTH EAST (side) ELEVATION Scale 1:100



PROPOSED NORTH WEST (side) ELEVATION Scale 1:100



PROPOSED NORTH EAST (rear) ELEVATION Scale 1:100



PROPOSED GROUND FLOOR PLAN Scale 1:50

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Notes:
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EMERGENCY STRATEGY FOR COMMERCIAL PREMISES
All Emergency Escape signage to be designed to specific and fixed in order to satisfy the criteria laid out in BS 5499. Emergency lighting to be installed and fixed in accordance with requirements laid out in BS 5266. Fire Detectors and Alarm systems to be designed & installed to meet criteria laid out in BS 5446 and BS 5839. Fire Extinguishers to be supplied to meet the requirements laid out in BS EN 3 and BS 7039.

NOTE:
DRAWINGS TO BE READ IN CONJUNCTION WITH ALL OTHER CONSULTANTS DRAWINGS

APPENDIX 2

T1 210218 SG ISSUED FOR TENDER
B2 01217 SG Updates to roof access hatch, level access notes added
B1 270917 SG Issued for approval



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

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Proposed New Sports Pavilion
Shakespeare Park
Braunstone
For Braunstone Town Council

TENDER - Proposed Elevations and Floor Plan

Scale	Drawn	Checked	Date
various	SG	NC	Sept '17
Drawing No:	7209-05-001	Revision:	T1

Pavilion and Site Capital construction costs

Project Items	Amount (£)
Demolitions and Alterations	11,000.00
Substructure	95,564.08
Roof	60,380.35
External Walls	31,747.21
Windows and External Doors	46,832.91
Internal Walls and Partitions	16,659.56
Internal Doors	13,353.09
Wall finishes	5,495.59
Floor Finishes	22,986.15
Ceiling Finishes	7,000.12
Fittings and Furnishings	68,104.80
Services	286,537.48
Site Preparation	82,141.44
Access Road	19,594.16
Parking Bays	7,106.96
Paving	89,694.00
Kerbs and Edgings	7,290.07
Fencing And Gates	3,633.90
Landscaping	4,343.06
Street Furniture	2,598.00
Drainage	26,089.82
External Services	20,513.00
Preliminaries, Overheads and Profit	71,013.06
Total Excl VAT	999,678.81

Updated: August 2018, following selection of preferred contractor

Braunstone Town Council
Shakespeare Park - Improvement & Development
Playground Improvements – Sensory Play Equipment

A key element of the improvements to the Playground at Shakespeare Park is the installation of Sensory Play Equipment in the centre of the play area. Braunstone Town does not currently have any sensory play equipment at any of its parks.



Blaby Parish Council has installed sensory play equipment at Oakfield Park, Blaby.

See to the left and below.

The equipment may vary depending upon the selection of a preferred supplier.



Sensory Play equipment is suitable for all abilities and ages, creating an engaging, stimulating, and inclusive learning environment, encouraging communication, connection and interaction to unlock the individual's potential as they explore, discover and enjoy.

Where children are unable to use swings and slides, they can enjoy the sensory play equipment with their friends and family, enabling the whole family to enjoy a visit to the playground.

Braunstone Town Council
Shakespeare Park - Improvement & Development
Improvements to the Tennis Courts

In order to undertake improvement works to the site with minimum disruption to residents, a secure compound will be needed for the site construction vehicles and materials. The proposal is to close the Tennis Courts for approximately 12 months for this purpose.

Once the works on the New Pavilion (Clubhouse) are complete, the old Clubhouse demolished and the car park improved and extended, the secure compound will be closed and the Tennis Courts will be improved.

It is proposed to improve the surface, perimeter fencing and nets, similar to the Tennis Courts shown in the picture below.



The exact look will depend upon the chosen supplier.

Once operational the Tennis Courts will be available for Community use. The entrance will be from the car park similar to the current arrangement with a gate at the rear to the new Pavilion, which as a multi-use sports clubhouse will be able to accommodate any future Tennis Club who may be able to offer formal coaching sessions.

APPENDIX 5 – CAPITAL COST FUNDING MATRIX

The funding matrix below sets out the grant funding and financial contributions for each part of the project.

Project	Funding Source	Funding Amount
New Pavilion (including Demolition of existing Pavilion) and improvements to site layout (including car park extension)	Public Works Loan	£737,074
	Sport England – Community Asset Fund	£100,000
	Football Foundation – Facilities Fund	£100,000
	Vichai Srivaddhanaprabha Foundation	£99,862
	Capital Budget (over 2 years)	£20,000
	Section 106 Funding	£17,213
	Reserves	£53,707
	TOTAL	£1,127,856
Playground and Tennis Courts Improvements	Council Reserves	£42,000
	Grant Funding	£42,000
	TOTAL	£84,000

Updated: August 2019

APPENDIX 6

EXISTING PAVILION FACILITY COSTS

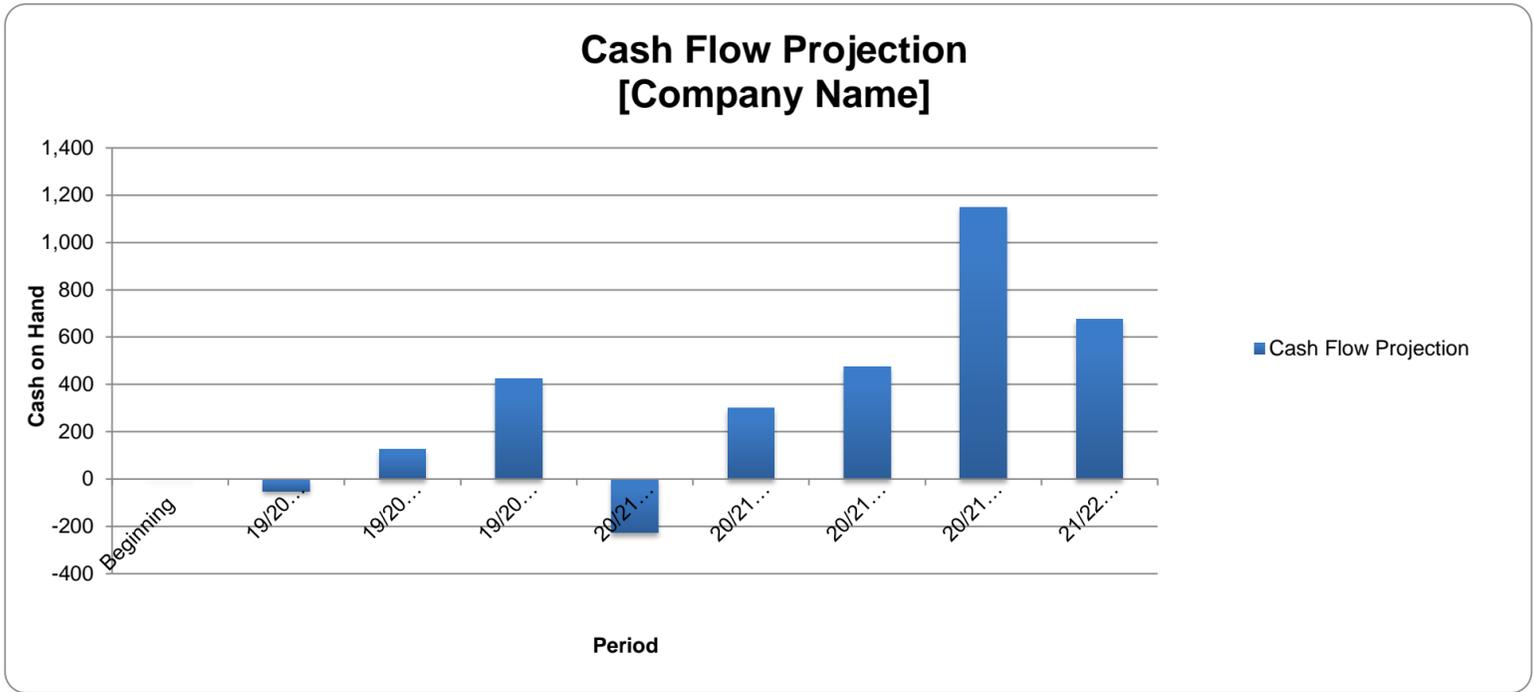
KEY	EXPENDITURE	
	Staffing Costs	7,091.00
	Cleaning Materials	166.00
	Utility Bills	666.00
	Waste Services	222.00
	Laundry Services	111.00
	Building Repairs & Maintenance	1,933.00
	Equipment Repairs & Maintenance	1,556.00
	Equipment Purchase	222.00
	Miscellaneous	11.00
	TOTAL EXPENDITURE	11,978.00

PROJECTED PAVILION FACILITY COSTS

KEY	EXPENDITURE	
	Cleaning Materials	200.00
	Utility Bills	800.00
	Waste Services	200.00
	Laundry Services	100.00
	Building Repairs & Maintenance	200.00
	Sinking Fund for Maintenance	1,000.00
	Equipment Repairs & Maintenance	500.00
	Equipment Purchase	250.00
	Miscellaneous	50.00
	TOTAL EXPENDITURE	3,300.00

Appendix 7
Shakespeare Park Sports Pavilion
Braunstone Town

	Beginning	19/20 Q2	19/20 Q3	19/20 Q4	20/21 Q1	20/21 Q2	20/21 Q3	20/21 Q4	21/22 Q1	Total
Cash on hand (beginning of year)		0	-50	125	425	-225	300	475	1,150	
RECEIPTS										
Bowling Club		300	300	300	300	300	300	300	300	2,400
Football Club		300	300	300	300	300	300	300	300	2,400
Fund Raising & Grants		0	50	100	100	150	150	200	200	950
Room & Facility Hire		50	75	100	150	200	250	250	250	1,325
Other Income		0	0	0	50	50	100	100	150	450
TOTAL RECEIPTS		650	725	800	900	1,000	1,100	1,150	1,200	7,525
Total budget available	0	650	675	925	1,325	775	1,400	1,625	2,350	
PAYMENTS										
Utility Costs		200	200	200	200	220	220	220	220	1,680
Repairs & Maintenance		0	100	0	100	0	100	0	100	400
Equipment		375	125	125	125	125	375	125	125	1,500
Cleaning, Waste & Laundry		125	125	125	125	130	130	130	130	1,020
Other Expenditure		0	0	50	0	0	100	0	100	250
Sinking Fund		0	0	0	1,000	0	0	0	1,000	2,000
TOTAL CASH PAID OUT		700	550	500	1,550	475	925	475	1,675	6,850
Cash on hand (end of period)	0	-50	125	425	-225	300	475	1,150	675	



Cash balance alert minimum \$ -