



# BRAUNSTONE TOWN COUNCIL

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

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## Braunstone Town

# "Citizens Advisory Panel"

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

27th November 2019

Dear Citizens' Advisory Panel Member

A meeting of the **BRAUNSTONE TOWN CITIZENS' ADVISORY PANEL** will be held in the **Large Meeting Room at Thorpe Astley Community Centre** on **Thursday, 5<sup>th</sup> December 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 5th September 2019**  
To confirm the accuracy of the Minutes of the meeting held 5th September 2019 to be signed by the Chairperson (**Enclosed**).
4. **Braunstone Town Library**  
To review the Library service and consider 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. **Shakespeare Park Improvement Project**

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

6. **Priorities, Projects and Financial Planning**

To receive the Council's medium term strategy along with the current priorities, objectives and capital plan. To determine whether they were relevant to address current and emerging issues faced by the Council and the community. To consider and comment upon progress during the current year and consider and identify any new issues and projects for 2020/2021 and beyond for recommendation to Policy & Resources Committee (**Enclosed**):

- Appendix 2: Priorities & Objectives
- Appendix 3: Capital Plan.

7. **Support for Community Groups**

To consider whether the Council's approach to supporting community groups was fit for purpose (**Enclosed**).

**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 5<sup>th</sup> SEPTEMBER 2019**

**PRESENT:** Councillors Phil Moitt (Chair), Nick Brown (Vice- Chair), Anthea Ambrose and Marion Waterton; and Local Residents John Dodd, Jim Johnson and Terry Smith.

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

**1. Apologies**

Apologies for absence were received from Lin Burrows and Roy Sherwin.

**2. Disclosures of Interest**

There were no disclosures of interest.

**3. Minutes of the Meeting held 6<sup>th</sup> June 2019**

The Minutes of the Meeting held on 6th June 2019 were received and noted.

**4. Braunstone Town Library**

The Panel considered 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 met the needs of local residents and represented value for money (item 4 on the agenda).

The Panel were advised that agreement had been reached with Leicestershire County Council, final legal checks were being undertaken on the transfer agreements, and the implementation schedule was on track with the aim of transferring the Library to the Town Council on 1st October 2019. The only potential delays may be as a result of the need to iron out inconsistencies within and between the transfer agreements or in the event that a member of the Library staff raised an issue under the Transfer of Undertakings Protection of Employment (TUPE) consultation, which needed further investigation. If either of those scenarios arose, it was not anticipated that the delay would be any longer than a month.

The Panel noted and supported the approach that once transferred the Library would be part of the Town Council's Community Development, Social Inclusion and Events service and would be managed by the Deputy Executive Officer & Community Services Manager.

The Panel discussed governance and consultation arrangements for the Library, once transferred to the Town Council's management. It was important that volunteers were involved in developing future Library provision and ensuring a better and more responsive service. To that extent the Panel discussed the merits of the Citizens' Advisory Panel's role, the terms of reference being as set out at Appendix 1 of the report, verses a specific Panel set up for that purpose. Another alternative floated was a Friends of

Braunstone Town Library Group; this could be a charitable body which could gain access to additional grant sources for activities in the Library.

The Panel discussed the merits of holding a launch event. At the launch event, members of the public should be able to find out more about volunteering opportunities with the Library and express an interest in volunteering. SOLAG were invited to do a display summarising their role in saving the Library. The most appropriate day and time to hold a launch event was considered to be during the Library's Saturday morning opening. Since the event needed to be advertised in the Braunstone Life, it was recommended that it be held later in October.

Signage was also discussed and it was agreed that new signage to replace the County Council signage was required. However, due to the potential for planning consent and the need to consider new signage in conjunction with Civic Centre signage, this would not be in place for the transfer. However, it would be possible to have a banner which stated that the Library was under the Town Council's management.

### **AGREED**

1. the forthcoming transfer of Braunstone Town Library to Braunstone Town Council's Management, as detailed in the report, be welcomed and supported;
2. the Leader of the Council and Executive Officer & Town Clerk discuss a suitable governance model for the Library Service, once transferred, which enabled the input of and consultation with Library volunteers;
3. a launch event be scheduled for a Saturday morning, ideally in late October (but potentially in November if the transfer was likely to be delayed);
4. SOLAG be invited to do a display at the launch event, summarising their role in saving the Library; and
5. a banner be purchased to inform the public that the Library was under Braunstone Town Council's management.

### **5. Consultation: Volunteer Management Policy**

The Panel received the Town Council's Volunteer Management Policy, which was subject to consultation until Monday 30th September 2019. The Panel were invited to comment on the content and whether the policy was fit for purpose.

**AGREED** the Volunteer Management Policy as drafted be supported.

### **6. Consultation: Safeguarding Policy**

The Panel received the Town Council's Children and Vulnerable Adults Safeguarding and Protection Policy, which was subject to consultation until Monday 30th September 2019. The Panel were invited to comment on the content and whether the policy was fit for purpose.

The Panel were keen to ensure that Library volunteers would be fully trained in safeguarding matters and that any groups undertaking activities had their

own policy and procedures in place or agreed to implement those used by the Town Council.

**AGREED** the Children and Vulnerable Adults Safeguarding and Protection Policy as drafted be supported.

## **7. Crime Reduction**

The Panel considered ways for the police, councils and the community to work together to reduce the impact of crime.

The Panel recognised that it was not possible to prevent all crime, only reduce it and its impact. It was also noted that there had been a significant increase in crime on-line and children, the elderly and vulnerable people were particularly exposed.

Members of the Panel raised concerns about anti-social behaviour, particularly around The Osiers, and how difficult it often was to identify which Council was responsible for clearing up and addressing the issue.

## **8. Shakespeare Park Improvement Project**

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

The parking proposals were explored and were a positive improvement, especially given parking was no longer available at the former Shakespeare Pub site.

### **AGREED**

1. it was important for Braunstone Town Council to invest in community sporting and recreation facilities for future generations;
2. the Shakespeare Park proposals be supported since it provided a sustainable site for sport and recreations facilities to support healthy living, wellbeing and community cohesion; and
3. in addition to external grants, Braunstone Town Council invest in the facility through borrowing, as detailed in the report, to ensure that the proposed redevelopment could go ahead.

## **9. Civic Commemorations**

The Panel considered ideas for future civic commemorations and acts of Remembrance. The Executive Officer & Town Clerk drew the Panel's attention to its previous consideration of the matter at minute 8 of the meeting on 6th June 2019.

A letter had been received from Lin Burrows concerning civic commemorations and acts of Remembrance at Braunstone Civic Centre Memorial Garden (filed with these minutes). Since Lin had given her apologies, Councillor Anthea Ambrose read out the letter to the Panel.

Councillor Nick Brown advised the Panel that Roy Sherwin had passed on his comments, since he was also unable to attend the meeting. Roy had advised that RAFA wished to continue with the existing arrangements where they attended a local church service on Remembrance Sunday and attended the Civic Centre Memorial on Armistice Day.

Councillor Nick Brown clarified that the Town Council had not decided against an act of remembrance on Remembrance Sunday, rather that the community were undertaking their regular remembrance events and the Town Council had confirmed that it would support these. Should there be an appetite within the community to undertake a particular event at the Civic Centre Memorial Garden, then the Town Council would be open to supporting and facilitating it.

The Panel discussed that without the participation of local organisations and community groups and with other acts of remembrance taking place, any commemoration at the Civic Memorial would be small and short. There was nothing to stop members of the public going to the Civic Memorial to engage in a private act of remembrance. If an official event was to be organised then it would need the backing of established local organisations and community groups and the Town Council would support and facilitate the event.

**AGREED** that Community Development Committee be asked to consider and review the options.

**10. Lubbesthorpe**

The Executive Officer & Town Clerk advised the Panel that following the disbanding of the Lubbesthorpe Strategic Consultative Forum, Leicester Forest East Parish Council were considering establishing an alternative group to consider Lubbesthorpe related matters.

In the absence of a formal group to input into and to receive feedback from, and with Planning & Environment Committee meetings having a regular item on Lubbesthorpe matters, it was considered appropriate to remove this item from the Panel's work programme.

**AGREED** that the standing item on Lubbesthorpe matters be removed from the Panel's work programme.

**11. Termination of the Meeting**

The meeting closed at 9.05pm.

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 5<sup>th</sup> December 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.**  
**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;*
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## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 5th DECEMBER 2019**

#### **Item 4 – Braunstone Town Library**

##### Purpose

To review the Library service and consider 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

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.

The transfer took place on 1st October 2019 and three existing members of staff transferred on that date to the Town Council's employment in accordance with the Transfer of Undertakings Protection of Employment Regulations.

##### 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 contained responsibility for managing Information and Social Inclusion services and ensuring the effective running of the Council's Customer, Information and Learning Services. This enabled the Library Service, upon transfer to the Town Council on 1st October to be included within the Deputy Executive Officer & Community Services Manager's operational remit. The Job Description of Customer & Information Services Advisors already covered 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. Therefore, the Customer & Information Services Advisors have been trained and have been covering some shifts at the Library.

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.

## Governance and Consultation Arrangements

On 5th September 2019, the Citizens' Advisory Panel discussed governance and consultation arrangements for the Library. The Panel considered it was important that volunteers were involved in developing future Library provision and ensuring a better and more responsive service. To that extent the Panel discussed the merits of the Citizens' Advisory Panel's role, its terms of reference (as set out at Appendix 1) versus a specific Panel set up for that purpose. Another alternative floated was a Friends of Braunstone Town Library Group; this could be a charitable body which could gain access to additional grant sources for activities in the Library. However, such a group would have to be established and led by members of the community.

The Panel agreed that the Leader of the Council and Executive Officer & Town Clerk discuss a suitable governance model for the Library Service, once transferred, which enabled the input of and consultation with Library volunteers. A proposal was submitted to Policy & Resources Committee on 31st October 2019 and approved as follows.

### Library Service Consultation Group

An internal group, Library Service Consultation Group, be formed with the following membership:

- Chair of Community Development Committee (Chair) (*with another Councillor being able to substitute to cover absence*)
- Officer Management Team
- Staff (who work in the Library Service) representatives (up to 3),
- Volunteer (with a role in the Library Service, signed up with in accordance with the Volunteer Management Policy) representatives (up to 3),
- Communications & Events Officer,
- Personal Assistant & Administrative Officer (to service the administration of the Group).

The Terms of Reference for the Citizens' Advisory Panel, as attached at Appendix 1, will also be applied to this group.

### 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 have previously 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).

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.

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), the Panel intend to consider these in the light of experience following the Library transfer to the Town Council.

Citizens’ Advisory Panel can remain the route by which Councillors and members of the public can be consulted.

### Division of Roles

As mentioned above, the Library is managed as part of the Council’s Community Development and Social Inclusion services. In broad terms, the community engagement/involvement and social inclusion fall within the remit of the Council’s Community Development Committee. It is this aspect of the Library Service where residents can effectively input through the Citizens’ Advisory Panel and staff and volunteers can input through the new Library Service Consultation Group.

Service Management and resources fall within the remit of the Policy & Resources Committee and the Council’s Officer Management Team.

The following table outlines the respective roles:

<b>Policy &amp; Resources Committee</b> Officer Management Team	<b>Community Development Committee</b> Citizens’ Advisory Panel Library Service Consultation Group
1. Premises Management, property / lease matters 2. Staff and Volunteer Management 3. Finance and budgeting 4. Premises Staffing during opening hours 5. Cleaning 6. Utilities 7. Procurement 8. Stock Management 9. Information and Communication Technology Services	1. Community Events and Activities (including provision of refreshments) 2. Learning Events and Initiatives 3. Exhibitions 4. Promoting Reading and Learning 5. Book Reading / Story telling sessions 6. Fundraising 7. Outreach book service.

### Services

At the point of transfer the County Council cancelled several services such as the provision of newspapers, stamps and DVDs. Indications from users of the library showed that these services were well used and an essential service that the library offered. The Town Council has therefore reinstated the provision of the daily Leicester Mercury newspaper and provided postage stamps for users to purchase at the library.

A discussion was held with Community Library Support Officers regarding the provision of DVD’s but it was advised that the Town Council would be required to purchase DVDs. There was also the consideration of managing the borrowing of

suitable material for various age groups. It was also noted that no other community library provided DVDs. Therefore, the Library is currently not providing DVDs.

### Training

Customer Service staff have now been trained to run the library, including opening up and closing the building and have already covered a small number of shifts for holidays and sickness. Some of the Town Council's Duty Officers have also undergone basic training on the library system.

### Outstanding IT work

IT provision for the library has been provided including a computer and printer for the staff to use in the library, new telephone handset, email addresses for the staff etc.

However, the Town Council has no internet connection in the library that can be used but in order to install a physical internet cable from the Braunstone Civic Centre to the library, permission from Leicestershire County Council Properties Department is required. Permission has not yet been received from the County Council to install this cable.

### Signage

The existing illuminated signage on both sides of the library will shortly be replaced with new wording to replace the current Leicestershire County Council sign and a new sign to be provided for the internal wall above the reception desk.

### Action Requested

That the report be noted.

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**

### **CITIZENS' ADVISORY PANEL – 5th DECEMBER 2019**

#### **Item 5 – 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.

##### Grant Funding Update

###### *Section 106 Funding*

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

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

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

### *Football Foundation Football facilities grant scheme*

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

### *Vichai Srivaddhanaprabha Foundation*

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

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

### Anticipated Costs for the Site and Pavilion Improvements

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

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

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

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

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

## Outline Plan to commence the Works

Discussions with the preferred contractor indicate that should all funding be in place and contracts formally drawn up and signed at the beginning of December, the contractor should be able to commence site preparations in January with full excavation for the foundations beginning in March. A timetable for delivering the project is attached at Appendix 1.

## Borrowing

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

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

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

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

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

The Town Council's application and supporting evidence was received by the Ministry of Housing, Communities and Local Government on 16th October 2019 and clarifications have been sought, responses given and additional information submitted. The Ministry of Housing, Communities and Local Government have identified that they wish to receive a resolution worded in accordance with their template and an extraordinary meeting of the Council will be required to pass this.

An update on consideration of the borrowing application will be provided at the meeting.

### Available Funding

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

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

### Timescales

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

### Action Requested

Consider progress to date with:

- funding applications,
- borrowing application, and
- outline plan to commence the works and revised timescales (Appendix 1).

## 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:

December 2019	<ul style="list-style-type: none"> <li>• Outcome of Borrowing application</li> <li>• Application for Discharge of Planning Conditions</li> <li>• Signing of Contract to commence site and pavilion works</li> </ul>
January 2020	<ul style="list-style-type: none"> <li>• Lead in Period</li> </ul>
February 2020	<ul style="list-style-type: none"> <li>• Outcome of Vichai Srivaddhanaprabha Foundation Grant Application</li> <li>• Discharge of Planning Conditions</li> </ul>
March 2020	<ul style="list-style-type: none"> <li>• Closure of Tennis Courts (for up to one year)</li> <li>• Commencement of site and pavilion building works</li> <li>• Outcome of Football Foundation Facilities Fund Application</li> </ul>
April 2020	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee considers Invitation to Quote for Playground and Tennis Courts Works</li> <li>• Exploring funding for Playground and Tennis Courts</li> </ul>
May 2020	<ul style="list-style-type: none"> <li>• Consultation on Playground and Tennis Courts options</li> <li>• Funding applications for Playground and Tennis Courts Works</li> </ul>
June 2020	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee determines quotes for playground and tennis courts works</li> </ul>
July 2020	<ul style="list-style-type: none"> <li>• Commencement of works on Playground</li> </ul>
August 2020	<ul style="list-style-type: none"> <li>• Completion of works on Playground</li> </ul>
October 2020	<ul style="list-style-type: none"> <li>• Pavilion becomes fully operational</li> <li>• Demolition of Old Pavilion begins</li> <li>• Works on Car Park and Car Park extension</li> </ul>
November 2020	<ul style="list-style-type: none"> <li>• Commencement of works on Tennis Courts</li> </ul>
January 2021	<ul style="list-style-type: none"> <li>• Completion of works on Tennis Courts</li> </ul>
February 2021	<ul style="list-style-type: none"> <li>• Site becomes fully operational</li> </ul>

**BRAUNSTONE TOWN COUNCIL**

**21st NOVEMBER 2019**

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

Purpose

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

Background

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

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

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

Economic and Political Context

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

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

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

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

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

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

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

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

The 2017 General Election resulted in no overall control at Westminster. Since then the Government eased public sector spending controls such as increasing the percentage principal authorities can raise their Council Tax without having to hold a referendum and the ending of the requirement to keep public sector pay rises within 1%. With the agreed Article 50 extension and a further General Election on 12th December, the likelihood of any significant central directed restructuring of local government/local public services and the way they are financed in the short to medium term remains highly unlikely.

In short, for the Town Council, political and economic activity impacts on the amount

of money in the public finances and how far that money goes.

### Rolling Five Year Budget Plan

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

- the full cost of auto-enrolment of all eligible employees into the pension scheme, with a 2% pay increase each year;
- additional staffing costs as a result of TUPE of Library staff and the NJC scale point review;
- 2%, the Bank of England target inflation rate, being added to estimated expenditure;
- financing additional borrowing for the Shakespeare Park improvements;
- savings from existing loans which mature during the period;
- use of reserves in earlier years to offset increases in the precept due to the loss of the Council Tax Support Grant and replenishing the reserves in later years when there are less predicted pressures on the budget;
- that the Council will make diminishing savings (up to 2021/2022) to offset increases in cost and the loss of the Council Tax Support Grant; and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

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

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

### Town Council Priorities and Objectives

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

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

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

## Capital Programme

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

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

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

## Financial Strategy

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

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

## Income Pressures

### 1. Loss of Council Tax Support Grant

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

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

This decision has impacted upon the Council's finances, since in order to offset

the impact on residents of a single large increase in the precept, the Council has utilised some of its reserves and funds in the revenue budget allocated to capital projects and therefore, reduced its ability to deliver capital investment in the short to medium term.

## 2. Parish Precept and Referendum principles

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

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

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

## 3. Pressure on income from Facility Hires

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

## Expenditure Pressures

### 1. Public Works Loans

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

However, on 9th October, the treasury increased the margin that applied to new

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

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

Two loans mature in May 2022, therefore, half of the annual repayment cost is saved in 2022/23 and the other half of the annual repayment cost is saved in 2023/24. In addition, another loan matures in November 2023 and therefore, the full annual repayment cost is saved in 2024/25.

These figures have been included in the projections at Appendix 1 from 2020/2021.

## 2. Library and Customer Service Shop

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

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

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

## 3. Review of NJC Scales and Scale Points

As part of the 2016-18 pay deal, the National Joint Council (NJC) agreed to conduct a review of the NJC pay spine. The primary reason for this review is the introduction of the Government's National Living Wage.

Designing a restructured pay spine that is capable of withstanding annual changes to the National Living Wage rate (without the need for regular fundamental reviews) whilst retaining its current flexibility for local employers to

apply local pay and grading structures and being compliant with the Equality Act 2010 and single status principals is a significant challenge for the Local Government sector. It is important to state from the outset that a restructured pay spine will not be possible without some additional cost for councils, with estimates around 10% over the first 5 years from 2019/20. However, the NJC is endeavouring to achieve an outcome that is financially viable for employers and fair to employees.

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

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

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

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

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

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

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

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

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

#### 5. Pension Costs

All eligible staff having been auto-enrolled on the enrolment date of 1st October 2015 remained in the pension scheme, meaning the number of staff in the scheme has doubled. The 2017/2018 made provision for £85,010 to cover this,

which took into account pay increments and a 1% increase on salary scales.

The actuarial valuation of the Leicestershire County Council Pension Fund was last undertaken, based on the position of each employing body at 31st March 2016. One of the key outcomes of the valuation is the setting of employers' contribution rates for the three year period commencing 1st April 2017. Therefore actuarial valuation will be undertaken prior to the end of the financial year for implementation from April 2020. Details are currently not available. Last time the Town Council's contribution rates increased from 18.47% to 19.79%.

In July 2019, the Supreme Court heard a legal challenge to Public Sector Pensions based on the move to career average schemes and whether this breached age discrimination law. The challenge has been decided in the Supreme Court and is often referred to as the McCloud/Sargeant judgment.

The remedy for Public Sector schemes are planned for December 2019 or early 2020. At this stage the remedy is not known. However, one key area that is being considered in the remedy for a recalculation of member benefits. This is likely to require all hour changes for certain scheme members since 1st April 2014 when the career average with introduced.

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

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

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

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

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

## Current Financial Year (2019/2020)

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

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

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

## Committee Consideration

Policy & Resources Committee on 31st October 2019 considered the Council's medium term priorities and financial planning (Policy & Resources Committee minute 32), as follows:

£21,306 had been allocated in 2019/2020 to fund the repayments on borrowing for Shakespeare Park; however, since the loan had not been drawn down and repayments would be due in May and November, no repayments would be made during the current financial year offsetting the projected £18,000 budget deficit. Therefore, the Committee noted that the Council was unlikely to need the funding allocated in the budget in the current financial year towards the repayment of the Public Works Loan for the Shakespeare Park Improvements and therefore this could be factored into the income/expenditure projections for 2020/21.

In addition, three loans would mature during the plan period, which could be reinvested into the Council's reserves and Capital Projects. Therefore, the Committee resolved that the report be updated to include the payment savings from Public Works Loans which mature during the projected period.

Therefore, the following has been factored into the revised medium term financial projections attached at Appendix 1:

- *Less Savings / Income Generation:* financial years 2022/23 & 2023/24 include two loans which mature in May 2022, therefore, half of the annual repayment cost is saved in 2022/23 and the other half of the annual repayment cost is saved in 2023/24. In addition, another loan matures in November 2023 and therefore, the full annual repayment cost can be saved in 2024/25.
- While £18,000 which was expected to be drawn down from reserves in 2019/20, is anticipated to offset against the amount in the 2019/20 budget (£21,306) for Shakespeare borrowing repayments, since the Council has

earmarked this amount, it is retained in this year's assessment. However, in anticipation of this amount not being drawn down from reserves, half has been added to be drawn down from the reserve in 2020/21 and half in 2021/22 to reduce the impact of precept increases. Effectively, if the £18,000 earmarked this year is not used, the Council will have £179,075 in non-earmarked reserves on 31<sup>st</sup> March 2020.

- In the years the Council makes savings on loan repayments, £18,000 has been allocated in 2023/24 to replenish the reserve (which is forecast to be used in 2020/21 & 2021/22) and £32,000 has been allocated in 2024/25 to replenish the actual reserve used in 2018/19.

Subject to these changes, Policy & Resources Committee approved the following recommendations to be submitted to Council for approval.

### Recommendations

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

### Reasons

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

**APPENDIX 1 – INCOME / EXPENDITURE PROJECTIONS**

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
<b>Total Requirement</b>	£559,410	£567,098	£570,769	£574,977	£567,241	£559,427
<b>Plus Increase in costs</b>	£11,188	£5,671	£5,708	£5,750	£5,672	£5,594
<b>Less Savings / Income Generation</b>	£3,500	£2,000	£1,500	£13,486	£13,486	£4,586
<b>Total including Savings</b>	£567,098	£570,769	£574,977	£567,241	£559,427	£560,435
<b>Additional Pension Provision (+2%)</b>	£41,013	£41,833	£42,670	£43,523	£44,393	£45,281
<b>Additional Staffing Costs</b>	£28,400	£33,300	£39,200	£45,100	£51,000	£51,510
<b>Additional Borrowing Repayments</b>	£21,306	£42,090	£42,090	£42,090	£42,090	£42,090
<b>Non-Earmarked Reserves</b>	-£18,000	-£9,000	-£9,000	£0	£18,000	£32,000
<b>(Balance of Reserves)</b>	£161,075	£152,075	£143,075	£143,075	£161,075	£193,075
<b>Contingency</b>	-£20,000	-£20,000	-£15,000	£0	£0	£0
<b>(Balance for Financial Year)</b>	£0	£0	£5,000	£20,000	£20,000	£20,000
<b>Capital Projects</b>	-£15,000	-£15,000	£0	£0	£0	£0
<b>(Balance for Financial Year)</b>	£10,700	£10,700	£25,700	£25,700	£25,700	£25,700
<b>TOTAL REQUIREMENT</b>	£604,817	£643,992	£674,937	£697,954	£714,910	£731,316
<b>Less Council Tax Support Grant</b>	£0	£0	£0	£0	£0	£0
<b>Net Precept</b>	£604,817	£643,992	£674,937	£697,954	£714,910	£731,316
<b>Band D (scaled Tax Base)</b>	4,870.93	£124.17	£132.21	£138.56	£143.29	£146.77
<b>% Increase</b>	4.98%	6.47%	4.80%	3.41%	2.43%	2.30%
<b>Average % Increase</b>	N/A	3.93%				
<b>£5 Increase on Band D</b>			£137.21	£142.21	£147.21	£152.21
<b>(% increase)</b>	N/A	N/A	3.78%	3.64%	3.52%	3.40%
<b>Receipt</b>			£668,347	£692,701	£717,056	£741,411



# **BRAUNSTONE TOWN COUNCIL**

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

### **Priorities & Objectives**

#### **Town Council Mission**

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

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

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

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

1. **Shakespeare Park**

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

2. **Community Centres**

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

3. **Quality of Life Services**

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

4. Enhancing a Socially Inclusive and Vibrant Community

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

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

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

6. Braunstone Town Library

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

7. Thorpe Astley Open Spaces

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

8. Lubbesthorpe

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

9. Efficient Services

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

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

### **Town Council Objectives**

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

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

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

#### **Community Development Objectives**

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

##### *Young people*

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

##### *Crime reduction services*

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

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

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

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

#### Corporate Management & Capital Project Objectives

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

#### Community Centres Objectives

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

#### Open Spaces & Parks Objectives

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

*Adopted: 31st January 2019*



## **BRAUNSTONE TOWN COUNCIL**

### ***CAPITAL PLAN 2019/2020***

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

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

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

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

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

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

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

## **APPENDIX 4 – RESERVES**

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

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

The table below summarises the current balances and intended uses:

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

## **BRAUNSTONE TOWN COUNCIL**

### **CITIZENS' ADVISORY PANEL – 5th DECEMBER 2019**

#### **Item 7 – Support for Community Groups**

##### **Purpose**

To consider whether the Council's approach to supporting community groups was fit for purpose.

##### **Background**

On 11th July 2019, Community Development Committee discussed the availability of free use rooms at Thorpe Astley Community Centre and noted that due to the new GP services and the Pop Up Care Group there was limited availability for offering free use rooms during the daytime on weekdays. It was suggested by members that the Town Council look at reviewing free use rooms at Thorpe Astley Community Centre to include evenings and weekends. However, since then it has been confirmed that Pop Up Care will not be requiring the community rooms during the day, they will only require use of the Main Hall.

The Community Development Committee were keen to ensure that the Council's Policies to support community groups was appropriate and fit for purpose and therefore has asked that a review be undertaken (Minute 19, resolution 2).

##### **Support for Community Groups**

The Town Council's support for Community Groups is provided in three key ways:

1. Concessionary Hire Rates at Community Facilities (scheme attached at Appendix 1), including Free use of some rooms during the week and during the day (hire rates attached at Appendix 2);
2. Grants for Community Groups (scheme attached at Appendix 3); and
3. Annual Programme of Events (scheme attached at Appendix 4).

##### **Action Requested**

Review the Council's Policies/approach to supporting community groups and consider whether it is appropriate and fit for purpose.



**BRAUNSTONE TOWN COUNCIL**  
**APPLICATION FORM TO HIRE ROOMS AT BRAUNSTONE TOWN**  
**COUNCIL COMMUNITY CENTRES AT COMMUNITY RATES**

Name of Organisation .....

Name of Contact Person .....

Address .....

..... Post Code.....

Telephone Number ..... E-mail Address .....

Purpose of Event/Hiring.....

Is the proposed hiring for personal or commercial gain (If **NO** please complete sections A or B) **YES / NO**

**Is the event/function:**

**(please tick only one below – please note we cannot consider your application if none are ticked)**

- Public event open to all Braunstone Town residents without invitation
- By invitation/referral benefiting Braunstone Town residents only
- Staff Training/conference/meeting/ by invite or referral non Braunstone Town residents

**Section A or B must be fully completed to be eligible for Community Group Rates**

**SECTION A**

Registered Charity No. ....

Head Office .....

**A Letterhead or Authority to hire room must be attached to qualify for Community Group Rates**

**OR**

**SECTION B**

Aims of Organisation (Community Benefit)

The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime & Disorder in its area.

\* Will your application have a positive or negative impact on crime reduction, if so, please give details  
.....

Chairperson's Name, Address & Telephone No .....

.....

Secretary's Name, Address & Telephone No .....

.....

Treasurer's Name, Address & Telephone No .....

.....

**A copy of your group's Constitution must be attached to qualify for Community Group Rates \***

**DATA PROTECTION:** *by applying for Community Group rates you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.*

Signed ..... Dated .....

**BRAUNSTONE TOWN COUNCIL  
CIVIC CENTRE & THORPE ASTLEY HIRE CHARGES FROM 01.04.2018**

**PRIVATE FUNCTIONS & COMMERCIAL USE**

Dances, aerobic classes, commercial sales and any private function to which access is limited by invitation.

**Prices shown are per hour**

**\*£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

**\*\*FULL PAYMENT OF ROOM REQUIRED AT TIME OF BOOKING**

HOURLY RATE		Monday to Thursday	Friday		Saturday/ Bank Hol	Sunday
Room Category		All Day	9.00am to 5.00pm	After 5.00pm	All Day	All Day
	Min. Period of Hire	2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
<b>A</b>	MILLFIELD HALL	£15.40**	£15.40**	£40.95*	£40.95*	£40.95*
<b>B</b>	COUNCIL CHAMBER THORPE ASTLEY MAIN HALL	£12.70**	£12.70**	£26.35*	£26.35*	£26.35*
<b>C</b>	RAVENHURST ROOM	£5.65**	£5.65**	£5.65**	£5.65**	£5.65**
<b>D</b>	FOSSE ROOM TA LARGE MEETING ROOM ACTIVITY ROOM	£4.95**	£4.95**	£4.95**	£4.95**	£4.95**
<b>E</b>	WINSTANLEY ROOM TA SMALL MEETING ROOM	£3.90**	£3.90**	£3.90**	£3.90**	£3.90**
<b>F</b>	CIVIC CENTRE MEETING ROOM CIVIC CENTRE INTERVIEW ROOM	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**
	CIVIC CENTRE -KITCHEN min period of 1 hour (inc use of cooker)	£6.25**	£6.25**	£6.25**	£6.25**	£6.25**
	THORPE ASTLEY - KITCHEN min period of 1 hour, (NO COOKER)	£3.90**	£3.90**	£3.90**	£3.90**	£3.90**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

<b>BUSINESS MEETINGS / SEMINARS</b>	
Use of OHP, Flip Chart, TV/Video	£4.10 each item per session (inclusive of VAT)

<b>WEDDING / PARTY PACKAGE (Saturday or Sunday)</b> Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday
---

**BRAUNSTONE TOWN COUNCIL  
CIVIC CENTRE & THORPE ASTLEY HIRE CHARGES FROM 01.04.2018**

**PRIVATE FUNCTIONS - BRAUNSTONE TOWN RESIDENTS**

HOW TO QUALIFY: Registered elector and proof of identity required

Prices shown are per hour

**\*£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING.**

**\*\*FULL PAYMENT OF ROOM REQUIRED AT TIME OF BOOKING**

HOURLY RATE		Monday to Thursday	Friday		Saturday/ Bank Hol	Sunday
Room Category		All Day	9.00am to 5.00pm	After 5.00pm	All Day	All Day
	<b>Min. Period of Hire</b>	2 Hours	2 Hours	3 Hours	3 Hours	3 Hours
<b>A</b>	MILLFIELD HALL	£14.35**	£14.35**	£38.75*	£38.75*	£38.75*
<b>B</b>	COUNCIL CHAMBER THORPE ASTLEY MAIN HALL	£12.00**	£12.00**	£25.30*	£25.30*	£25.30*
<b>C</b>	RAVENHURST ROOM	£5.15**	£5.15**	£5.15**	£5.15**	£5.15**
<b>D</b>	FOSSE ROOM TA LARGE MEETING ROOM ACTIVITY ROOM	£4.65**	£4.65**	£4.65**	£4.65**	£4.65**
<b>E</b>	WINSTANLEY ROOM TA SMALL MEETING ROOM	£3.60**	£3.60**	£3.60**	£3.60**	£3.60**
<b>F</b>	CIVIC CENTRE MEETING ROOM CIVIC CENTRE INTERVIEW ROOM	£3.55**	£3.55**	£3.55**	£3.55**	£3.55**
	CIVIC CENTRE -KITCHEN min period of 1 hour (inc use of cooker)	£5.95**	£5.95**	£5.95**	£5.95**	£5.95**
	THORPE ASTLEY - KITCHEN min period of 1 hour, (NO COOKER)	£3.85**	£3.85**	£3.85**	£3.85**	£3.85**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

**BUSINESS MEETINGS / SEMINARS**

Use of OHP, Flip Chart, TV/Video

£4.10 each item per session

**WEDDING / PARTY PACKAGE (Saturday or Sunday)**

Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday

**BRAUNSTONE TOWN COUNCIL  
CIVIC CENTRE & THORPE ASTLEY HIRE CHARGES FROM 01.04.2018**

**COMMUNITY GROUP**

HOW TO QUALIFY: The hiring must not be for personal or commercial gain but should benefit the community as a whole and group must be a charity or community, non-profit making organisation. Applicants must successfully meet the criteria set out on the Application Form. Local Authorities also qualify if hiring is for the direct benefit of local residents

Prices shown are per hour

**\*£100 BOND REQUIRED AT TIME OF BOOKING WHICH WILL BE REFUNDED UNLESS THE BOOKING IS CANCELLED, EXCESS CLEANING REQUIRED, DAMAGE TO PROPERTY OR LATE CHANGES TO BOOKING. \*\*PAYMENT TO BE MADE ON THE DAY OF THE BOOKING  
NEW GROUPS ARE REQUIRED TO PAY FOR FIRST 8 BOOKINGS AT TIME OF BOOKING**

HOURLY RATE		Monday to Thursday		Friday		Saturday/ Bank Hol	Sunday
Room Category		8.00am– 5.00pm	After 5.00pm	9.00am to 5.00pm	After 5.00pm	All Day	All Day
	Min. Period of Hire	2 Hours		2 Hours	3 Hours	3 Hours	3 Hours
<b>A</b>	MILLFIELD HALL	£13.25**	£13.25**	£13.25**	£35.50*	£35.50*	£29.70*
<b>B</b>	COUNCIL CHAMBER THORPE ASTLEY MAIN HALL	£10.85**	£10.85**	£10.85**	£23.25*	£23.25*	£10.85*
<b>C</b>	RAVENHURST ROOM	FREE USE	£4.95**	FREE USE	£4.95**	£4.95**	£4.95**
<b>D</b>	FOSSE ROOM TA LARGE MEETING ROOM ACTIVITY ROOM	FREE USE	£4.40**	FREE USE	£4.40**	£4.40**	£4.40**
<b>E</b>	WINSTANLEY ROOM TA SMALL MEETING ROOM	FREE USE	£3.35**	FREE USE	£3.35**	£3.35**	£3.35**
<b>F</b>	CIVIC CENTRE MEETING ROOM CIVIC CENTRE INTERVIEW ROOM	FREE USE	£3.35**	FREE USE	£3.35**	£3.35**	£3.35**
	CIVIC CENTRE -KITCHEN min period of 1 hour (inc use of cooker)	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**	£3.80**
	THORPE ASTLEY - KITCHEN min period of 1 hour, (NO COOKER)	£3.70**	£3.70**	£3.70**	£3.70**	£3.70**	£3.70**

Hot Flask And Cups	£4.10 (inclusive of VAT)
Tea/Coffee/Milk/Sugar provided at an additional cost of	40p per person (inclusive of VAT)
Biscuits	35p per packet (inclusive of VAT)
Bottled Water	65p per bottle (inclusive of VAT)

<b>BUSINESS MEETINGS / SEMINARS</b>	
Use of OHP, Flip Chart, TV/Video	Free of Charge
<b>WEDDING / PARTY PACKAGE (Saturday or Sunday)</b>	
Discount of 20% on the price of any bookings over 6 hours between the hours of 9am – Midnight Saturday & 9am – 11pm Sunday	



## **BRAUNSTONE TOWN COUNCIL**

**Braunstone Civic Centre  
Kingsway, Braunstone Town  
Leicester, LE3 2PP  
Telephone (0116) 2899270  
Fax (0116) 2824785  
[www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)**



### **GRANTS FOR COMMUNITY GROUPS**

#### **INTRODUCTION**

Braunstone Town Council makes small grants available to various organisations, including organisations involving young people, to assist their work. The aims are to:-

- **Encourage the formation of new community groups leading to the provision of a wider range of services at local level**
- **Assist with the recruitment of new members to existing groups**
- **Support existing groups to provide new services, equipment and running costs**

The Town Council can also advise on funding from other sources and will encourage and assist community groups in making applications for funding from other sources

#### **APPLICATION CRITERIA**

- Grant applications are invited from non-profit making organisations
- Grant applications will only be considered from groups whose principle activities are of benefit to Braunstone Town residents
- Grants may be used to pay for equipment, transport costs, hire of rooms, guest speakers, training, education workshops for young people etc. for groups responding to local needs and community life
- Projects for young people must directly benefit young people in areas such as the arts, sports, improvement to health or awareness of the environment.
- A breakdown of costs will be required for each item in your application
- Funding may be full or part cost of the event or project. The final decision on the amount of the grant is at the sole discretion of the Town Council
- The Council will expect the group to show that it is making some contribution to the costs from their own efforts through fundraising or charges to its members
- The Council will give favourable consideration to groups that have applied for funding from other organisations (i.e. Blaby District Council, Leicestershire County Council, Lottery Funding etc)
- Where a significant number of the group's members are not residents of Braunstone Town, the Council reserves the right to reduce the maximum grant available

- The maximum grant likely to be approved is £300 per group per year
- Please specify a specific amount for your grant – if you do not specify a figure the application may be refused
- Groups will be asked to provide details of past applications and funding granted by the Town Council
- Applications cannot be considered for activities which have already taken place or have started at the time the application is made
- A copy of the most recent Bank Statement and previous year's audited accounts will be required. In the case of new groups, a budget indicating expected annual income and expenditure can be provided.
- A copy of the group's constitution will be required

## **OTHER FUNDING AND HELP FOR COMMUNITY GROUPS**

### **ARTS AND ENTERTAINMENT**

The Town Council promotes the arts by working in partnership with local groups and good causes. A minimum of ten events are held in the Autumn/Spring of each year. The Town Council underwrites the cost of each event and passes on 100% of the net proceeds to a local group or good cause. The Town Council produces a 'What's On' guide which is delivered to all households in Braunstone Town, maintains a mailing list, produces tickets and publicity material and organises the events. The sponsored groups are asked to support the event and assist with ticket sales. Groups can organise a fundraising raffle and /or provide refreshments at the interval. By involving the local community groups, a programme of well supported events has been established and this initiative by the Town Council allows local groups and organisations to help promote arts and events of regional and national importance. If you would like your group or organisation to be considered for inclusion in the next Programme of Events please complete the attached application form. Application forms have to be received by the Executive Officer & Town Clerk by 1<sup>st</sup> March each year.

### **FREE USE COMMUNITY ROOMS**

The Winstanley, Ravenhurst, small meeting room, interview room and Fosse rooms at Braunstone Civic Centre and the Thorpe Astley Large meeting room, Activity room and small meeting rooms are available for non-profit making community groups between 9.00am and 5.00pm Monday to Friday free of charge. Regular users include the Citizen's Advice Bureau, Braunstone Town Community Minibus, Asian Elderly Community Group, Thursday Over 60's, etc. The rooms enable small groups and organisations to meet free of charge on a regular basis. Help and advice on setting up a new group is also available.

If you require further information or advice on funding or grant applications please contact Mrs Pauline Snow, Deputy Executive Officer & Community Services Manager, telephone 0116 2899270 or pauline.snow@braunstonetowncouncil.org.uk



**Braunstone Town Council  
Braunstone Civic Centre  
209 Kingsway  
Braunstone Town  
Leicester LE3 2PP  
Tel: 0116 2890045 Fax: 0116 2824785  
www.braunstonetowncouncil.org.uk**

**APPLICATION FOR SPONSORSHIP IN PROGRAMME OF EVENTS**

Name of Group/Organisation \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No \_\_\_\_\_

Email address \_\_\_\_\_

Is the Organisation based in Braunstone Town Yes / No

Suggested Event/Art Forms/Band/Entertainment  
\_\_\_\_\_

Suggested Date for event (September – April subject to availability)  
\_\_\_\_\_

Approximate cost to hold the event £ \_\_\_\_\_

Ticket Prices you are charging Adults \_\_\_\_\_ Children \_\_\_\_\_ Concessions \_\_\_\_\_  
(if applicable)

Preferred venue for event:  Braunstone Civic Centre  Thorpe Astley Community Centre  
(Please note that the Town Council reserves the right to book your event at either venue)

Please advise which organisation will receive any net profit \_\_\_\_\_

Is your group a charity/non profit-making organisation? Yes/No

Will your group organise a raffle for fundraising? Yes/No

Will your group organise refreshments? Yes/No

Will the Event be open to all Braunstone Town residents? Yes/No

The Council has an obligation to consider Crime & Disorder implications of all its activities and do all that it can to prevent Crime & Disorder in its area. Will your application have a positive or negative impact on crime reduction, if so, please give details \_\_\_\_\_

**Please fully complete the form and return to Braunstone Civic Centre by Friday 30<sup>th</sup> March 2018**  
**(Unfortunately, late applications cannot be considered)**

Please read the enclosed terms of participating in the Programme of Event over the page, sign and return a copy with the application form.

## Programme of Events

The sponsored Programme of Events is a partnership between the Town Council and local community groups and charities to help raise funds for worthwhile causes whilst supporting a Programme of Events held at the Braunstone Civic Centre or Thorpe Astley Community Centre. The Town Council and group jointly host the events taking place but the group receives the **NET** profits made from the function.

### **The Town Council will:**

- ❖ Underwrite your event
- ❖ Offer a suitable room without charge
- ❖ Produce and publish a promotional leaflet, posters, flyers, tickets etc.
- ❖ Advertise the event through local papers, radio, e-magazines, social network, websites etc.
- ❖ Manage the money received from ticket sales, paying relevant VAT etc.
- ❖ Deduct any expenses incurred in organising the event from the money received from ticket sales

### **Your organisation will be expected to:**

- ❖ Suggest a suitable event
- ❖ Organise and run the event
- ❖ Assist with the sale of tickets and promotion (where appropriate).
- ❖ Return all (gross) money received from the sale of tickets along with corresponding counterfoils to the Town Council along with unsold tickets
- ❖ Provide receipts/invoices for any expenses relating to the event
- ❖ Send a written invitation to the Braunstone Town Mayor to attend the event

### **Please note that:**

- ❖ The Town Council reserves the right to decide which centre the event is held at
- ❖ Under no circumstances should groups print and sell their own tickets or reduce the prices for members for any functions in the Programme of Events
- ❖ Any complimentary tickets given must be noted on the ticket counterfoil

I understand and agree to the above conditions of the Programme of Events

**DATA PROTECTION:** *by applying to take part in the Programme of Events you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.*

Signed on behalf of group \_\_\_\_\_ Dated \_\_\_\_\_

For further help and advice please contact the Deputy Executive Officer & Community Services Manager on 0116 2899270 or pauline.snow@braunstonetowncouncil.org.uk.