

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

THURSDAY 11th APRIL 2019 AT 7.30PM

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

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

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

86. Apologies

An apology for absence was received from Councillor Robert Waterton.

87. Disclosures of Interest

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

88. Public Participation

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

There were no members of the public at the meeting.

89. Minutes of the Meeting held 14th February 2019

The Minutes of the Meeting held on 14th February 2019 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 14th February 2019 be approved and signed by the Chairperson as a correct record.

90. Shakespeare Park - Improvement & Development

The Committee considered progress with funding, the borrowing application, timescales for awarding the contract for the works and arrangements for the future management of the facility (item 5 on the agenda).

The Leader of the Council, Councillor Nick Brown, acknowledged the £100,000 grant from Sport England towards the project and thanked Officers for the work involved in putting together the Council's application and business case.

RESOLVED

1. that the approach set out in the report, in respect of progressing funding, borrowing, consultation and expressions of interest in the Clubroom be noted; and that delegated authority be given to the Executive Officer & Town Clerk to determine whether to undertake a further consultation after the local elections on 2nd May and prior to the Council meeting scheduled for 28th June 2019;
2. that the Minutes of the Shakespeare Park Improvement Project Sub-Committee held on 4th April 2018, attached at Appendix 1, be approved and signed by the Chairperson as a correct record; and
3. that the revised timescales for the project, attached at Appendix 2, be adopted.

Reasons for Decision

1. *To enable funding applications to be maximised and progressed and to ensure that updated information was considered and consulted upon prior to Council making a borrowing application.*
2. *To recognise that this Sub-Committee would not meet in the immediate future and that the Council term was due to end in May, and therefore, it was appropriate that the minutes were considered for accuracy and approval.*
3. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

91. **Annual Report 2018/2019**

The Committee received the draft Annual Report 2018/2019 for recommending to the Annual Meeting of the Full Council for adoption (item 6 on the agenda).

RESOLVED

1. that reference to consultations relating to the Shakespeare Park Improvement and Development Project and the consultations area of the Town Council's website be included under the section "Your Views";
2. that delegated authority be given to the Executive Officer and Town Clerk to include final data and information and to finalise the presentation and formatting to the proposed Annual Report 2018/2019 (Appendix 1); and
3. that subject to 1 and 2 above, THAT IT BE RECOMMENDED TO ANNUAL COUNCIL that the Annual Report 2018/2019, attached as Appendix 1, be received and adopted.

Reasons for Decision

1. *To ensure continued engagement with residents on a significant capital investment project for the community.*
2. *To enable the inclusion of the provisional year end accounts and ensure that the document would be finalised and presented for public consumption.*

3. *To report on the Town Council's achievements and to set out its priorities for the forthcoming year.*

92. Sports Pitch Allocations 2019/2020

The Committee received applications for sports pitches for 2019/2020 season and determined their allocation (item 7 on the agenda).

RESOLVED

1. that the pitch application from Shakespeare Park Bowling Club for use of the Bowling Green and Pavilion at Shakespeare Park for the 2019/2020 season be approved;
2. that the football pitch application requests received, as set out at Appendix 1, for the 2019/2020 season be approved and allocated as submitted;
3. that delegated authority be given to the Executive Officer & Town Clerk to reach an agreement between the football clubs (ref 1, 5, 7 and 8) which submitted pitch application requests for the Sunday 10.30am slot on the senior pitches at Mossdale Meadows 2019/2020 season being able to share the pitches and/or be flexible with the day and times; in the absence of such agreement, the allocation be determined at the next meeting of Policy & Resources Committee;
4. that delegated authority be given to the Executive Officer & Town Clerk to allocate teams at Mossdale Meadows to a designated pitch;
5. that the football pitches allocated matches in excess of the approved capacity (Mini Pitch at Shakespeare Park) be closed to ad-hoc booking requests until after Christmas and only opened to ad-hoc bookings should the Executive Officer & Town Clerk deem that each individual pitch quality was suitable; and
6. THAT IT BE RECOMMENDED TO COMMUNITY DEVELOPMENT COMMITTEE that consideration be given to how the Town Council could assist with promoting and supporting local sports clubs who use the Council's facilities.

Reasons for Decision

1. *The Shakespeare Park Bowling Club was the only Club who applied and have a successful track record of operating from the Shakespeare Park site.*
2. *To enable the clubs to have security of a home ground for the season.*
3. *To enable the clubs, who have a local connection and have had regular allocations to pitches in Braunstone Town to have security of a home ground for the season, recognising that in order to achieve this, the clubs would need to agree to a shift pattern or to rescheduling of their day and time in order to be accommodated.*
4. *Mossdale Meadows contained two senior pitches. Once discussions had taken place between the clubs, balanced allocations could be made to specific pitches to avoid over use.*
5. *To avoid further overuse of the pitches, which had been allocated above the approved capacity.*
6. *To ensure that community sport, particularly sporting opportunities for young people, continued to be developed and sustained.*

93. Standing Orders, Financial Regulations, Scheme of Delegation and Member Code of Conduct

The Committee reviewed the Council's Standing Orders, Financial Regulations, scheme of delegation and member code of conduct and recommend adoption at the Annual Council Meeting (item 8 on the agenda).

RESOLVED THAT IT BE RECOMMENDED TO COUNCIL

1. that Standing Order 4.22(a) be amended to read "*A decision (whether affirmative or negative) of the Council, except appointments of Councillors to Committees and Sub-Committees (including Chair and Vice Chair) and appointments to Outside Bodies, shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 11 Members of the Council, or by resolution moved in pursuance of the report or recommendation of a Committee*";
2. that the proposed amendments to the Council's Standing Orders, as set out in the report, and attached at Appendix 1, be approved;
3. that paragraph 11.1 (b & c) of the Financial Regulations be updated to include the amendments detailed at Standing Order 6.6 (d, g & h) and as set out in the report;
4. that the reference "*that the Town Council's Community Forum representatives also serve on the Citizens' Advisory Panel*" be removed from the Terms of Reference of the Citizens' Advisory Panel;
5. that the proposed amendment to the current specific delegation 31 to the Executive Officer and Town Clerk, as set out in the Scheme of Delegation section of the report, be approved;
6. that the proposed addition (e) to Part One, General Provisions, section 3, other obligations of the Member Code of Conduct, as set out in the Member Code of Conduct section of the report, be approved; and
7. that, as a result of 1 to 5 above, delegated authority be given to the Executive Officer & Town Clerk to renumber paragraphs and update cross-references accordingly.

Reasons for Decision

1. *To provide the Council with flexibility when determining the roles and duties of its Councillors while ensuring that the ongoing transaction of the Council's business was not undermined.*
2. *To update the Council's Standing Orders in the context of recent legislative changes and the NALC review, including legal advice, and to give clarity to intended meaning and update/include references.*
3. *To update the Council's Financial Regulations following legal guidance from NALC concerning the requirements and application of the Public Contracts Regulations 2015 and Utilities Contracts Regulations 2016.*
4. *Community Forums no longer exist.*
5. *To allow the Council to respond to requests for Councillors to meet partners in a timely manner and to enable the decision to be made between committee meetings.*
6. *To ensure high standards of decision making by Councillors who hold an office and as members of a committee.*

7. *To enable the administrative changes resulting from the agreed additions and amendments to be applied to ensure consistency and accuracy.*

94. Draft Schedule of Meetings

The Committee received a draft Schedule of Meetings for 2019/2020 for recommendation to Full Council for adoption (item 9 on the agenda).

RESOLVED

1. that in the event that the United Kingdom holds elections to the European Parliament on Thursday 23rd May 2019, the meeting of Planning & Environment Committee and Community Development Committee scheduled for that date be rescheduled to Wednesday 22nd May 2019; and
2. that subject to 1 above, THAT IT BE RECOMMENDED TO COUNCIL that the proposed schedule of Council and Committee Meetings for 2019/2020 be approved.

Reasons for Decision

1. *To avoid a clash of commitments and ensure that Committee members would be able to attend the meetings.*
2. *To enable the Town Council to undertake its business and meet its statutory obligations.*

95. Provisional End of Year Financial Position - Cashbook and Reserves

The Committee received a provisional summary of the Council's Cash and Reserves for the period 1st April 2018 to 31st March 2019 (item 10 on the agenda).

RESOLVED that the provisional end of year financial position be noted.

Reason for Decision

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

96. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2018 to 31st March 2019 (item 11 on the agenda).

RESOLVED that the report be noted.

Reason for Decision

There were no issues of concern with income and expenditure against the budget for 2018/2019.

97. Approval of Accounts

The Committee considered payments from 6th February 2019 until 31st March 2019 (item 12 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the Period 6th February until 31st March be approved.

Reason for Decision

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

98. Termination of the Meeting

The meeting closed at 8.30pm.

NOTE:

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

EQUALITIES ACT 2010

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

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

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

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

SIGNED: _____

DATE: _____