



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

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12th June 2018

To: Councillor Nick Brown (Chair), Councillor Anthea Ambrose (Vice-Chair) and Councillor Phil Moitt.

Dear Councillor

You are summoned to attend a meeting of the **EMPLOYING COMMITTEE** to be held in the Fosse Room at Braunstone Civic Centre on **Tuesday, 19th June 2018** commencing at **5.30pm**, for the transaction of the business as set out below.

Yours sincerely,

Executive Officer & Town Clerk

AGENDA

1. Apologies

To receive apologies for absence.

2. Disclosures of Interest

To receive disclosures of Interest in respect of items on this agenda:

- a) Disclosable Pecuniary Interests,
- b) Other Interests (Non-Pecuniary).

3. Public Participation

Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

4. Minutes of the Meeting held 26th July 2017

To confirm the accuracy of the Minutes of the meeting held 26th July 2017 to be signed by the Chairperson (**Enclosed**).

5. Annual Report 2017/2018 and Capital Plan 2018/2019

To receive the Annual Report of the Town Council setting out achievements in 2017/2018 and priorities for 2018/2019, alongside the approved Capital Plan for 2018/2019 and beyond (**Enclosed**).

6. Flexible Working Time Request

RECOMMENDED:- That in view of the special / confidential nature of the business to be transacted, it is in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reasons for exception – Personal Information)

To consider an employee request for a fixed term adjustment to contracted hours, flexible working hours and shared parental leave (**Enclosed for Members of the Committee**).

7. Employee Development/Appraisal Review of the Executive Officer & Town Clerk

RECOMMENDED:- That in view of the special / confidential nature of the business to be transacted, it is in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). Reasons for exception – Personal Information)

To undertake the Personal Performance & Development Appraisal Review of the Executive Officer & Town Clerk.

Enclosed for Members of the Committee

- a) Executive Officer & Town Clerk's Personal Performance & Development Appraisal 2017;
- b) Job Description and Person Specification for the Executive Officer & Town Clerk; and
- c) Personal Performance & Development Appraisal Form for 2018, including the self-assessment by the Executive Officer & Town Clerk.

8. Termination of the Meeting



NOTE:

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

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

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

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

BRAUNSTONE TOWN COUNCIL

MINUTES OF EMPLOYING COMMITTEE

WEDNESDAY 26th JULY 2017 AT 4.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Roger Berrington (substituting for Councillor Anthea Ambrose), and Councillor Sam Maxwell (substituting for Councillor Alex DeWinter).

Officers in Attendance: Chris Moses (Council's HR Advisor) & Kim Cusack (Minutes).

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

8. Apologies

Apologies for absence were received from Councillor Alex DeWinter and Councillor Anthea Ambrose.

9. Disclosures of Interest

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

10. Minutes of the Meeting held 19th June 2017

The Minutes of the Meeting held on 19th June 2017 were circulated (item 3 on the agenda).

RESOLVED that the Minutes of the meeting held on 19th June 2017 be approved and signed by the Chairperson as a correct record.

11. Internal Dispute Resolution

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

The Committee considered a complaint received under section 2 of the Council's Grievance Procedure (Item 4 on the agenda circulated to Members of the Committee).

Detailed discussion along with the Committee's decision and reasons for the decision are filed as a confidential appendix.

RESOLVED that the complaint not be upheld.

Reason for Decision

There was no evidence that constitutes the allegations made, the Council were acting fairly and in accordance with the Contract.

12. Termination of the Meeting

The meeting closed at 7.15pm.

NOTE:

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

These minutes are a draft and are subject to consideration for approval at the next meeting.



Welcome to our Annual Report 2017/2018

By Councillor Nick Brown, Leader of Braunstone Town Council

The Town Council continues to provide important services to the community and this Annual Report provides a summary of our achievements over the last 12 months and looks ahead to our aspirations for the next 12 months. Our Annual Survey responses this year showed high satisfaction across our services. We valued your input and throughout the year have acted on comments you made. Therefore, I encourage residents this year to again respond to our survey, your input is valued in shaping our priorities and services to meet resident's needs. I would also like to extend our appreciation to all those local residents and groups who have, over the year, become involved in events and projects instigated by the Council and given their support to assist us in providing the high level of service to local people.



I am delighted that during the year we made significant progress with the NHS to ensure that the unused medical rooms at Thorpe Astley Community Centre would be utilised for much needed GP services from April 2018. We also received planning approval for our ambitious proposals to improve the pavilion, recreation and play facilities at Shakespeare Park. During 2018/2019 we plan to obtain funding, appoint a contractor and start the works. Finally, on 9th March, Leicestershire County Council approved the principle of the Town Council taking over the management of our Library. Over the summer of 2018 we will be working with the County Council on the detailed legal agreements and timescales for transfer. This is good news for Braunstone Town since this decision at last secures the future of our library after years of uncertainty.

More up to date information on the Council's services and the latest news can be found on our website at www.braunstonetowncouncil.org.uk or contact our Customer Service Shop at Braunstone Civic Centre where the Council's staff would also be pleased to help.

Once again, thank you for your time.

Councillor Nick Brown

Accounts for the Year Ended 31st March 2018

Year Ended 31 st March 2017		Year Ended 31 st March 2018
£		£
350,420.68	Balances brought forward	312,803.46
495,653.00	(+) Annual Precept	519,556.00
233,535.76	(+) Total other receipts	275,112.89
442,383.95	(-) Staff costs	462,128.74
63,912.42	(-) Loan interest / capital repayments	63,786.42
260,509.61	(-) Total other payments	313,358.56
312,803.46	(=) Balances carried forward	268,198.63
308,408.89	Total cash and short term investments	250,239.41
4,542,472.99	Total fixed assets and long term assets	4,549,629.49
379,906.10	Total borrowings	335,103.23
The Audit for 2017 was completed on 22nd September 2017		

MEMBERS ALLOWANCES 2017/2018

The Council believes in openness and transparency, therefore, each year we publish the amount paid to Town Councillors in allowances and the amounts claimed in expenses. Below are the allowances paid (gross) and expenses claimed.

	ALLOWANCE	EXPENSES	TOTAL
Cllr A Ambrose	£375	£0	£375
Cllr M S Aslam	£375	£0	£375
Cllr A S Basra	£375	£0	£375
Cllr P Basra	£375	£0	£375
Cllr R Berrington	£375	£0	£375
Cllr S Betts	£375	£0	£375
Cllr N J Brown	£0	£0	£0
Cllr A DeWinter	£375	£0	£375
Cllr D Di Palma	£0	£0	£0
Cllr S Fox-Kennedy	£375	£0	£375
Cllr A Hack	£375	£0	£375
Cllr D Joshi	£375	£0	£375
Cllr P Kennedy	£375	£0	£375
Cllr B Layne	£375	£0	£375
Cllr S Maxwell	£375	£0	£375
Cllr P L Moitt	£375	£0	£375
Cllr G Sanders	£375	£0	£375
Cllr T Shepherd	£375	£0	£375
Cllr D Singh	£375	£0	£375
Cllr R Waterton	£375	£0	£375
Cllr B Wright	£375	£0	£375

Our 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."



BRAUNSTONE CIVIC CENTRE CUSTOMER SERVICE SHOP

Monday – Friday, 9.00am – 5.00pm

Kingsway, Braunstone Town, Leicester, LE3 2PP TEL: 0116 289 0045 FAX: 0116 282 4785

EMAIL: enquiries@braunstonetowncouncil.org.uk www.braunstonetowncouncil.org.uk



About Braunstone Town Council



The Council provides a wide range of services together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area.

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

The Full Council meets six times a year. The Council has three standing committees: Policy & Resources, Community Development and Planning & Environment Committee. The Planning & Environment Committee meets approximately twelve times a year. All Meetings are open to local residents and include a public participation session on the Agenda. Agendas for the Council and standing committees are available to the public a week before the meeting date. Most meetings are held at the Civic Centre, some meetings are held at Thorpe Astley Community Centre. Further information is available on request by telephoning the Council on 0116 2899270 and can also be found on the notice board at the Town Council Offices, Thorpe Astley Community Centre and on the Council's Website

Our Achievements in 2017/2018

- Held public meetings with the NHS and local GP surgery to **address issues with primary care/General Practice provision** across the Town.
- Worked with the NHS, Kingsway Surgery and Blaby District Council to ensure that **NHS General Practice services** would be provided from **Thorpe Astley Community Centre**, including signing of the agreement and carrying out modifications to the building.
- Co-ordinated and supported Community Groups to deliver a varied **programme of events to the community** including quiz nights, concerts and craft fairs.
- Following vandalism, made **improvements** to play equipment and safety surfaces at **Franklin Park Play area**.
- Reached an in-principle agreement with Leicestershire County Council to manage **Braunstone Town Library**, while the County Council continues to meet its long-term lease obligations.
- Completed the legal transfer and took possession of public open space at Thorpe Astley from Persimmon Homes. We completed transfer arrangements with Barrett Homes, for transfer in 2018/19.
- Obtained planning approval and received tenders for the contract for the **improvements to the Pavilion, recreation and play facilities at Shakespeare Park**, aiming for work to commence in 2018/19.
- Continued to work with Blaby District Council to support initiatives aimed at **improving air quality** and mitigating impact of the Lubbethorpe development on residents.
- Invested in two new **speed monitoring signs** to address safety concerns around speeding traffic and facilitated the establishment of a **Community Speed Watch Scheme** in Thorpe Astley.
- Ensured the **continuation and improvement of pre-school services at Thorpe Astley Community Centre**.
- Invested in new more **efficient parks plant equipment**, while making **on-going savings**.

Room Hire Figures

CENTRE		Year Ended 31 st March 2018
Braunstone Civic Centre	Hires	3023
	Income	£70,251.93
Thorpe Astley Community Centre	Hires	1613
	Income	£29,872.27

Plans for 2018/2019

In addition to the continuing with the existing level of services, the Town Council aims to achieve the following during the forthcoming year:

- Invest in the redevelopment and improvement of sporting, recreation and play **facilities at Shakespeare Park**;
- **Improvements to our community facilities** at both Braunstone Civic Centre and Thorpe Astley Community Centre;
- Support Thorpe Astley Community **Speedwatch and road safety measures** to protect the safety of pedestrians around Meridian Way;
- 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**;
- Meet the needs of Thorpe Astley residents by facilitating the delivery of **services and events at Thorpe Astley Community Centre**;
- Continue to work to **keep Braunstone Town Library open**;
- 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**;
- 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;
- Continue to look to make efficiency savings while ensuring the existing **services are safeguarded and where appropriate improved**.

Annual Survey – available in July and August 2018 Responses Entered into a Free Prize Draw

The views of Braunstone Town residents are vital in assisting the Council in providing services that people really want and also helps us to articulate the needs and aspirations of our local community to the larger District and County Councils or to other agencies and government bodies.

You can help us in making decisions on our services by completing the Council's Annual Survey. Hard copies can be obtained from Braunstone Civic Centre and Thorpe Astley Community Centre, or if you wish we can post it to you. The survey is also available online at www.braunstonetowncouncil.org.uk

CLOSING DATE FOR RETURNING YOUR RESPONSES
9am, TUESDAY 28th AUGUST 2018



BRAUNSTONE TOWN COUNCIL

CAPITAL PLAN 2018/2019

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 11th 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.

Parks and Open Spaces Projects		
Park	Project	Notes
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

Parks and Open Spaces Projects (continued)		
Park	Project	Notes
<i>Mosssdale Meadows & 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. Priority Project
	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. Priority Project
	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	

Community Centres Projects		
Building	Project	Notes
Civic Centre	Re-carpet corridor, estimated cost £1,500	On-hold pending resources
	Refurbishment of both sets of Toilets. <i>The current toilets are approximately 20 years old.</i>	Priority Project
	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).	Priority Project
	Council Chamber internal refurbishment: <ul style="list-style-type: none"> • Heating/Air Conditioning • Mood Lighting 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 at Braunstone Civic Centre. <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).	
	Civic Centre and Library – creation of single access point and reception area, to include: <ul style="list-style-type: none"> • refurbished reception and welcome desk • refurbished toilets including changing places toilet <i>Potential the Town Council will be involved in managing and operating the Library Service, the creation of a single access point enables greater flexibility of the space and efficiencies in staffing both the Customer Service Shop/Civic Centre and the Library.</i>	On-hold depending on future relationship with Community Library

Community Centres Projects (continued)		
Building	Project	Notes
Thorpe Astley	Creation of Store in Foyer Area at Thorpe Astley Community Centre, estimated cost £3,000 (not required if the Medical Rooms do not get used by the NHS)	To be considered if Medical Rooms are used by NHS permanently.
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).	Priority Project

General Projects		
Location	Project	Notes
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, Thorpe Astley Community Centre, Mosssdale Meadows, Thorpe Astley Park and Lubbesthorpe Way Underpass	Renewal and extension of Town Council's CCTV. <i>Existing CCTV images poor, particularly at night, some cameras not working and some key areas not covered.</i>	
Civic Centre and Franklin Park	Resurfacing/ Relining of Civic Centre 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.</i>	

Adopted by Council 25th January 2018 (Minute Reference 5606).