



# BRAUNSTONE TOWN COUNCIL

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

*Darren Tilley – Executive Officer & Town Clerk*

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24<sup>th</sup> October 2018

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

Dear Councillor

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the Fosse Room at Braunstone Civic Centre on **Thursday, 1st November 2018** commencing at **7.30pm**, for the transaction of the business as set out below.

Yours sincerely,

Executive Officer & Town Clerk

## AGENDA

1. **Apologies**  
To receive apologies for absence.
2. **Disclosures of Interest**  
To receive disclosures of Interest in respect of items on this agenda:
  - a) Disclosable Pecuniary Interests,
  - b) Other Interests (Non-Pecuniary).
3. **Public Participation**  
Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.
4. **Minutes of the Meeting held 23rd August 2018**  
To confirm the accuracy of the Minutes of the meeting held 23rd August 2018 to be signed by the Chairperson (**Enclosed**).

5. **Shakespeare Park - Improvement & Development**  
To consider progress with funding, borrowing application, timescales for awarding the contract for the works and arrangements for the future management of the facility (**Enclosed**).
6. **Expansion of GP Service at Thorpe Astley**  
To consider proposals from Kingsway Surgery for an extension to the services provided at Thorpe Astley Community Centre, including timescales and revision to the Occupation Licence Agreement (**Enclosed**).
7. **Legal Transfer of Open Spaces, Thorpe Astley**  
To receive an update on the current position with the legal transfer of Parks and Open Spaces at Thorpe Astley from the developers to the Town Council (**Enclosed**).
8. **Medium Term Priorities and Financial Planning**  
To set out the context for the Council's medium term priorities and financial planning (**Enclosed**).
9. **Revenue Savings Projects 2019/2020**  
To consider savings to meet projected increases in expenditure and to enable continuous improvement (**Enclosed**).
10. **Park & Open Spaces Winter Works Programme 2018/2019**  
To consider items for inclusion on the Winter Works Programme for 2018/2019 for the Councils Parks, Open Spaces and Grounds (**Enclosed**).
11. **Public and Products Liability Insurance**  
To determine the level of public and products liability cover required reflects the levels of risk in the context of the services the Council provides (**Enclosed**).
12. **Local Government Pension Scheme - Braunstone Town Council Discretionary Policies**  
To determine Braunstone Town Council's policy for two new discretionary policies for pre 2014 pension scheme leavers and to consider whether to review or re-affirm discretionary policies for post 2014 members (**Enclosed**).
13. **Memorials on Parks & Open Spaces**  
To consider whether the Council would allow memorials in memory of individual residents, for example plaques and benches, on its parks and open spaces (**Enclosed**).
14. **Review of Complaints Procedure**  
To review the current Complaints Procedure after three years of operation to determine whether it is fit for purpose (**Enclosed**).
15. **Review of Consultation**  
To understand whether the Town Council's current approach to consultation was enabling residents to engage and share their views in a timely and meaningful way and whether the use of the Council's resources on consultation represented good value (**Enclosed**).

16. **External Audit 2017/2018**

To receive a report concerning the outcome of the External Audit in respect of the accounts and governance arrangements for the year ended 31st March 2018 and to consider the Council's response (**Enclosed**).

17. **Corporate Credit Card**

To consider and approve changes to the account signatories and corporate credit card holders (**Enclosed**).

18. **Financial Comparisons**

To receive Financial Comparisons for the period 1st April 2018 to 30th September 2018 (**Enclosed**).

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

To receive a summary of the Council's Cash and Reserves for the period 1st April 2018 to 30th September 2018 (**Enclosed**).

20. **Approval of Accounts**

To consider payments from 15th August 2018 until 23rd October 2018 (**Enclosed**).

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

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

To receive for consideration and approval details of the arrangements to transfer the management of Braunstone Town Library from Leicestershire County Council to Braunstone Town Council, including associated legal agreements and staffing transfers (**Enclosed for Councillors**).

22. **Renewal of Parks Tractor Lease**

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

To consider specification, lease arrangements and tenders for the renewal of the Parks Tractor Lease in 2019 (**Enclosed for Councillors**).

23. **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 POLICY & RESOURCES COMMITTEE**

**THURSDAY 23rd AUGUST 2018 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Sharon Betts (Town Mayor, Ex-Officio) Sam Maxwell, Phil Moitt, Gary Sanders, Darshan Singh, Robert Waterton and Bill Wright.

**Officers in Attendance:** Darren Tilley, Executive Officer & Town Clerk and Pauline Snow, Deputy Executive Officer & Community Services Manager

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

**20. Apologies**

An apology for absence was received from Councillor Shabbir Aslam.

**21. Disclosures of Interest**

A Disclosure of Non-Pecuniary Interest was received by Councillor Nick Brown in relation to agenda item 8, School Clear Zone Park and Stride Schemes, as the Chair of Governors at Millfield Academy.

**22. 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.

**23. Minutes of the Meeting held 14th June 2018**

The Minutes of the Meeting held on 14th June 2018 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 14th June 2018 be approved and signed by the Chairperson as a correct record.

**24. Braunstone Town Library – future management arrangements**

The Committee received an update and considered proposals for the future management of Braunstone Town Library by Braunstone Town Council (item 5 on the agenda).

Members noted that draft transfer agreement had been received too late to be included for discussion at the meeting but would be carefully considered and a response drafted for consideration at the next meeting of the Policy & Resources Committee.

It was noted that the SOLAG had forwarded comments on the proposed future management arrangements which were circulated for member's perusal (filed with these minutes).

## **RESOLVED**

1. that the Proposed Management and Accommodation Arrangements (1 – 5), as set out in the report, form the basis for the legal and transfer agreements in order that the management of Braunstone Town Library could be transferred from Leicestershire County Council to Braunstone Town Council; and
2. that the proposed post-transfer role of the Town Council and the Community, as set out in the table in the report, along with the comments of SOLAG, form the basis of discussions with community representatives and through the Citizens Advisory Panel.

### *Reasons for Decision*

1. *To ensure that practical arrangements concerning the transfer and the requirements going forward were in place, including comments from the community and appropriately reflected in the legal agreements and that the necessary finance would be in place to ensure continued improvement and the long term sustainability of the service.*
2. *To recognise the importance of the involvement of volunteers and community groups running a successful Library and with providing wider Library services, balancing resources between paid, volunteer and professional staffing and support.*

## **25. Shakespeare Park – Improvement & Development (including finance and borrowing options)**

The Committee considered progress with funding, making an application to the Secretary of State for Housing, Communities and Local Government to borrow money towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse), timescales for awarding the contract for the works and arrangements for the future management of the facility (item 6 on the agenda).

It was noted that no response had yet been received from Sports England Community Asset grant scheme regarding an application for funding submitted by the Town Council. Letters had been sent to local businesses and organisation requesting sponsorship and financial support toward the project.

## **RESOLVED**

1. that the quote for Client Health & Safety advice and support obtained from Browns Health & Safety for £4,800 + VAT be approved on the basis of the support being offered as summarised at Appendix 2;
2. that the funding position set out in the report, including the borrowing options, be noted and endorsed;
3. that the revised timescales for the project, attached at Appendix 6, be

- adopted;
4. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the council, to undertake appropriate consultations with residents, users and sports clubs concerning the financing of any potential borrowing by the Council's Revenue Budget and Precept; and
  5. that subject to the successful award of Sport England Community Asset Grant Funding, THAT IT BE RECOMMENDED TO COUNCIL that approval be sought from the Secretary of State for Housing, Communities and Local Government to borrow £500,000 in 2018/2019 and approval, in principle, of up to an additional £500,000 in 2019/2020 towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park.

#### *Reasons for Decision*

1. *To enable the Town Council to have the necessary support and advice to discharge its responsibility to ensure the continued Health & Safety of users of the park, as well as ensuring that the contractor fulfils its Health & Safety obligations.*
2. *To enable appropriate funding options to be assessed and sought to ensure the long term financial stability and sustainability of the project.*
3. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*
4. *To ensure that residents, users and sports clubs were fully engaged in the project and its costs.*
5. *To enable the Council to part-fund the cost of the project, which had been identified in the Council's Priorities, Financial Strategy and Capital Plan and for which provision had and would be made to finance the borrowing from the Council's Revenue Budget. To ensure that the project, which would 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 has the worst proportion of overweight or obese children in the County of Leicestershire, could go ahead.*

#### **26. Review of the Legal Transfer of Open Spaces, Thorpe Astley**

The Committee received an update on the current position with the legal transfer of Parks and Open Spaces at Thorpe Astley from the developers to the Town Council (item 7 on the agenda).

**RESOLVED** that the current position be noted and that a further progress report on the Barratt and David Wilson land transfers and the transfer of Thorpe Astley Park (including the Culvert works) be submitted to the Committee in November.

#### *Reason for Decision*

*To keep a watch on progress with implementing the Town Council's desire to complete the transfers of the open space without further delays and*

*additional cost.*

## **27. School Clear Zone Park and Stride Schemes**

The Committee reviewed the Park & Stride Pilot Scheme for Millfield Academy and to consider future use of Mosssdale Meadows Car Park as an official Park & Stride location (item 8 on the agenda).

It was noted that Mosssdale Meadows was not used by parents in the Pilot scheme for Millfield Academy due to its distance from the school. However, a request had been received from Leicestershire County Council to use Mosssdale Meadows car park for a similar pilot scheme at Ravenhurst School. Members noted that councillor Bill Wright and Amanda Hack had attended a meeting with representatives from Leicestershire County Council regarding the Park and Stride Scheme and advised that no proposals had been made to introduce a Clear Zone in the vicinity of Ravenhurst School.

### **RESOLVED**

1. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council, to determine whether Mosssdale Meadows Car Park should be used as an official "Park & Stride" parking location for Ravenhurst Primary School from October 2018 for a trial period of six months during an experimental traffic order, subject to a satisfactory strategy being in place to limit any impact upon the Civic Centre car park; and
2. that the impact of the trial upon the car parks and the community generally be reviewed by the Committee prior to the expiry of the trial period in order to determine whether or not Mosssdale Meadows Car Park could be used as an official "Park & Stride" parking location on a permanent basis and if so, under what conditions.

### *Reasons for Decision*

1. *To allow Mosssdale Meadows Car Park to be used as an alternative parking location for Ravenhurst Primary School, while ensuring that there would be no adverse impact on users of Braunstone Civic Centre and the Library, in order to allow a School Clear Zone to be trialled.*
2. *To ensure that the impact of the trial on the car parks, park and surrounding area could be reviewed prior to making the arrangements permanent.*

## **28. Public and Products Liability Insurance**

The Committee ensured that the level of public and products liability cover adequately reflected the levels of risk in the context of the services the Council provided (item 9 on the agenda).

**RESOLVED** that the Executive Officer & Town Clerk discuss with the Council's Insurers whether the Town Council's Public and Products Liability Insurance Cover was sufficient and ascertain the cost of increasing the cover to £10,000,000 should it be appropriate.

*Reason for Decision*

*To ensure that the level of public liability cover adequately reflected the levels of risk in the context of the services the Council provided.*

**29. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2018 to 31st July 2018 (item 10 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

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

**30. End of Quarter Financial Position – Cashbook and Reserves**

The Committee received a summary of the Council's Cash and Reserves for the period 1st April 2018 to 30th June 2018 (item 11 on the agenda).

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

*Reason for Decision*

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

**31. Approval of Accounts**

The Committee considered payments from 6th June 2018 until 14th August 2018 (item 12 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 6th June 2018 until 14th August be approved.

*Reason for Decision*

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

**32. Staffing Arrangements – Community Centre and Library Services**

**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 temporarily excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Personal Information / Legal Advice.*

The Committee received proposals, following consultation, to reorganise staffing resources to utilise spare capacity and ensure the delivery of Library and Customer Services, including implementation arrangements; and to

consider TUPE implications associated with taking over management responsibility for Braunstone Town Library (item 13 on the agenda).

## **RESOLVED**

1. that the Organisation Review Proposals, contained within the report and Appendix, be approved and implemented from 1st September 2018; and
2. that delegated authority be given to the Executive Officer & Town Clerk to make arrangements for undertaking the TUPE consultation with identified Library Assistants who have contracts at Braunstone Town Library.

### *Reasons for Decision*

1. *To utilise spare staffing capacity and ensure the delivery of Library and Customer Services, pending future service developments and potential staff transfers.*
2. *To ensure that arrangements would be in place to meet the legal obligations required under the TUPE process.*

### **33. Termination of the Meeting**

The meeting closed at 8.50pm.

#### **NOTE:**

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

#### **EQUALITIES ACT 2010**

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

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

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

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

*These minutes are a draft and are subject to consideration for approval at the next meeting, scheduled for 1<sup>st</sup> November 2018.*

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018**

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

##### Purpose

To consider progress with funding, borrowing application, timescales for awarding the contract for the works and arrangements for the future management of the facility.

##### Background

A liaison meeting took place in August with the preferred contractor (KM Beasley) to discuss the site works. The contractor needs two months' notice of a start date, meaning that work will now not commence until the New Year. Contracts have yet to be formally drawn up due to funding applications remaining outstanding.

##### Grant Funding Update

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

On Friday 13th April 2018, a funding application was submitted to Sport England for £150,000 from their Community Asset Fund. On Wednesday 26<sup>th</sup> September, Sport England's Peer Review considered the application and asked that a site visit be organised to find out more regarding the project, in particular the new groups we wish to reach.

The site visit was held on Friday 5<sup>th</sup> October and Council officers, supported by a representative from the Bowls Club and from Blaby District Council's Sport Development Team met two representatives from Sport England.

The site visit and meeting was productive and officers addressed all of Sport England's concerns and the representatives confirmed that they had a positive view of the project. However, Sport England's representatives advised that they didn't believe we would get the full award of £150,000 due to the limitations on the size and scale of the project.

More details are required for submission to Sport England in order to progress our application:

1. What is the current funding mix? Are all funds secured?
2. Details of the management committee set up; will the Town Council have a role on this committee? Are the clubs who will be taking this on, committed to this process? E.g. will the football club and bowls club take on an equal share of responsibility?
3. How long will the lease be?

4. Submission of a programme of use – this is essentially a timetable that plans out how the facility will be used. The focus is on the club room and the provision intended for that space. E.g. exercise and fitness classes etc. This doesn't need to be commitments, but an outline plan of how the facility will be used on a day to day basis.
5. Design options – confirming what options were considered, including alternatives considered to the current design.

In terms of funding, this information will be firmed up in accordance with the information and approach set out in this report and as approved by the Committee.

In terms of points 2 – 4, this requires the engagement and support of the Clubs and for 2 and 3 in particular, their approval through their own governance structures. To that extent a draft outline proposal for the Management Committee is attached at Appendix 1 and an outline of proposed lease arrangements is attached at Appendix 2. Subject to the Committee's approval, the proposals will need discussing at the Shakespeare Park Working Group (the body which includes Council representatives and the Clubs) in order for outline proposals to be considered by the Clubs and if approved more detailed work on the legal text undertaken.

Concerning the design options, the Executive Officer & Town Clerk will prepare a response on this, based on the journey and decisions taken by the Working Group and the Committee.

Sport England has indicated that they will consider the Tennis Courts as a separate phase of work; however, they do wish to be advised of a timeframe. Officers are seeking clarity from Sport England as to whether they would consider a further grant funding request in respect of the Tennis Courts. A potential expansion of sporting provision on the site could be considered by making the courts multi-use tennis and netball.

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

The Football Foundation has a facilities grant scheme for up to £500,000, which includes grants towards buildings.

On 20th September officers met with the County representative of the Football Association to consider the eligibility of the Shakespeare Park project for funding under the scheme. The discussion centred on the potential footballing outcomes the site could offer, given there was limited pitch capacity. While the representative of the FA could see there would be a growth in football and participation and that the closure of the existing changing rooms would result in loss of provision, any grant awarded would be based solely on the football element in terms of capacity and that would be the cost of the clubroom, kitchen and changing room (which were shared).

Based on this, feedback is that the Council may be able to access funding up to £100,000 from the scheme, since the Football Foundation was reserving larger grants for investment onto multiple pitch sites.

The first stage of the application process to the Football Foundation is to submit a pre-application, the full process of application, liaison and approval could take 3

months and the decisions are made every 3 months, so any decision on grant funding would not be made until the New Year.

### *Aviva Community Fund*

In addition, an application has been submitted to for the autumn round of the Aviva Community Fund, for a potential £25,000 and it has been accepted by Aviva as a valid project. Grant awards under this scheme relies on public support, therefore, we rely on public votes (which is undertaken online) to ensure that we are in the final round. Once in the final round, the project will be the subject of judging by Aviva.

One advantage of the scheme, if we are unsuccessful, it is possible to resubmit your application to future rounds.

### *Section 106 Funding*

Currently an application for Section 106 funding for the Pavilion and Site Works (rather than the playground and tennis courts), which the Committee agreed at the August meeting, is being prepared for submission. The amount available is £17,213.35, which while small, will make a reasonable contribution towards financing the project along with the other schemes set out above.

### Borrowing

The Committee received a full report on the borrowing options, process and repayments in June and August.

In August the Committee resolved: *“that subject to the successful award of Sport England Community Asset Grant Funding, THAT IT BE RECOMMENDED TO COUNCIL that approval be sought from the Secretary of State for Housing, Communities and Local Government to borrow £500,000 in 2018/2019 and approval, in principle, of up to an additional £500,000 in 2019/2020 towards the cost of the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park”* (Minute 25, resolution 5).

With the Sport England Community Asset Grant Funding remaining to be determined (see above), the recommendation has not yet been referred to Council for determination.

If the Council chose to submit a borrowing application, with the balance to be found from other funding sources, confirmation that this funding had been secured would need to be provided to the Ministry of Housing, Communities and Local Government.

The Department also considers how the Council will finance the borrowing and where an increase in the precept is required, whether adequate public consultation to that effect has been undertaken.

The Council has allocated £20,722 in its annual budget for 2018/2019 for repayment of the loan based on a repayment period of 40 years, the anticipated life span of the new pavilion. The rate for a loan of £500,000 with a repayment of 40 years is

2.97%, the annual repayment is £21,305.74 and the total repayment is £862,882.47.

There is an option to borrow an additional amount over two years. Should the Council opt to borrow further up to £365,000, based on the current interest rate, a further repayment of £15,553.20 would be required per annum.

The difference between the Council's budgeted repayment amount for the £500,000 borrowing and the revised repayment amount (see above) and the additional borrowing repayment amount is £16,136.94, which would increase the overall budget from £574,107 to £590,244, the equivalent of a 2.81% increase on the precept, increasing band D by £3.33 per annum and a typical band B by £2.58 per annum.

To ensure that residents, users and sports clubs were fully engaged in the project and its costs, the Committee in August agreed "*that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to undertake appropriate consultations with residents, users and sports clubs concerning the financing of any potential borrowing by the Council's Revenue Budget and Precept*" (Minute 25, resolution 4).

### Project Costs

The following table sets out the breakdown of the costs for the project (which are unchanged since August):

<b>Item</b>	<b>Estimated Cost</b>
Rebuilding Pavilion, demolition of existing Pavilion and extensions to the car park, installation of lighting and landscaping	£998,452
Architects Fees – Technical Design to completion <i>(6% of the contract value)</i>	£59,907
Quantity Surveyor – Post-tender	£5,450
Mechanical & Engineering – Post Tender Duties	£4,239
Health & Safety	£4,800
Reserve (5% of cost)	£53,642
<b>Sub-Total</b>	<b>£1,126,490</b>
Refurbishment of Playground, installation of Sensory Play Equipment and changes to the entrance area	£50,000
Refurbishment of Tennis Courts, replacement surface and perimeter fencing	£30,000
Reserve (5% of cost)	£4,000
<b>Sub-Total</b>	<b>£84,000</b>
Legal Fees – Management Arrangements	£2,500
VAT Advice – Management Arrangements	£500
<b>TOTAL</b>	<b>£1,213,490</b>

### Funding

The Council determined that it would seek to match fund the cost of the project. For the Pavilion and site works this would likely be through a Public Works Loan. For

the playground and tennis courts this would likely be through use of Reserves.

The following table sets out the current funding position for the project and is based on the assumption that applications are 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	£500,000
	Sport England – Community Asset Fund	£100,000 <i>(Estimated)</i>
	Football Foundation – Facilities Fund	£100,000 <i>(Estimated)</i>
	Aviva Community Fund	£25,000
	Capital Budget (over 2 years)	£20,000
	Section 106 Funding	£17,213
	<b>Sub Total</b>	<b>£762,213</b>
	<b>Requirement</b>	<b>£1,126,490</b>
	<b>Funding Deficit</b>	<b>- £364,277</b>
Playground and Tennis Courts Improvements	Reserves	£40,000
	Aviva Community Fund	£25,000
	<b>Sub Total</b>	<b>£84,000</b>
	<b>Requirement</b>	<b>£84,000</b>
	<b>Funding Deficit</b>	<b>-£19,000</b>

In the event that the Sport England Community Asset Fund, Football Foundation Facilities Grant and Section 106 Funding applications are not successful, then the Council may wish to reconsider the position with the size and scale of the project.

### Timescales

Given that submission of the borrowing application is currently subject to receiving Sport England funding, which remains outstanding, and the Council is investigating potential Football Foundation funding, the Committee will need to take a view on the merits of delaying the start of the works, and potentially increasing costs, against the likelihood that the Town Council will access additional grant funding and therefore reduce the borrowing requirement.

The contractor needs two months' notice of an agreed start date. Therefore, the earliest start date for the site and pavilion works now would be in the New Year.

Revised timescales, taking into account the content and recommendations of this report, are attached at Appendix 3.

## Recommendations

1. That the approach set out in the report, in respect of progressing the Sport England – Community Assets Fund be endorsed;
2. that an application be submitted to the Football Foundation Football facilities grant scheme;
3. that the application for funding from the Aviva Community Fund and from Section 106 funds, be noted and endorsed;
4. that the position with potential borrowing options be received and noted;
5. that the proposed arrangements for the Shakespeare Park Pavilion Management Committee, as set out at Appendix 1, be approved for consultation and discussion with the Sports Clubs and through the Shakespeare Park Improvement Project Working Group;
6. that the proposed Lease arrangements for Shakespeare Park Pavilion Management Committee, Shakespeare Park Bowls Club and Braunstone Juniors Football Club, as set out at Appendix 2, be approved for consultation and discussion with the Sports Clubs and through the Shakespeare Park Improvement Project Working Group; and
7. that the revised timescales for the project, attached at Appendix 3, be adopted.

## Reasons

1. To ensure that the details required by Sport England in order to progress the Community Assets Fund application would be prepared and submitted;
2. To enable access to a funding stream, that supports the development of football opportunities.
3. To enable funding options to be assessed and sought to ensure the long term financial stability and sustainability of the project.
4. To ensure that updated information was considered and consulted upon where appropriate and provided ahead of the budget setting process.
5. To ensure that the long term management arrangements of the Pavilion would be sustainable and maximise revenue opportunities, outline proposals need to be considered by the Clubs and if approved more detailed work on the legal text undertaken.
6. To ensure that the Sports Clubs had the certainty of longer term tenure in order to expand sporting provision, outline proposals need to be considered by the Clubs and if approved more detailed work on the legal text undertaken.
7. To provide a guide for the progression of the project, which could be amended accordingly as appropriate.

**SHAKESPEARE PARK SPORTS PAVILION MANAGEMENT COMMITTEE**  
**PROPOSED ARRANGEMENTS**

**A. NAME**

The name of the group is *Shakespeare Park Sports Pavilion Management Committee* (Hereafter called the group)

**B. ADMINISTRATION**

Subject to matters set out below the Group and its property shall be administered and managed in accordance with this constitution by the members of the Committee, constituted by clause F of this constitution.

**C. AIMS**

The main aims of the Group are:

- (a) *To manage the Shakespeare Park Sports Pavilion, including responsibility for maintenance, upkeep, and ensuring that the facility is fit for purpose for use by sports clubs.*
- (b) *To be responsible for all aspects of financial management in relation to the Shakespeare Park Sports Pavilion, to pay all premises and facilities costs and to ensure that there is income generated for such purposes.*
- (c) *To ensure that the Shakespeare Park Sports Pavilion is managed in accordance with the terms and conditions of the ground lease, international, national and local laws and regulations, any other obligations set out by Braunstone Town Council, and funding bodies.*

**D. POWERS**

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

- (i) Power to raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities, other than the private hiring of the Clubroom, without the explicit consent of Braunstone Town Council and shall conform to any relevant requirements of the law;
- (ii) Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (iii) Power to do all such other lawful things as are necessary for the achievement of the objects

**E. MEMBERSHIP**

- (1) Membership of the Group shall be the current membership of the affiliated sports clubs.
- (2) Membership of the Committee shall be those persons elected to it at an annual meeting which all current members of the sports clubs shall be entitled to attend and those appointed by Braunstone Town Council (or a successor body) in accordance with its constitutional processes.
- (3) The Committee may by unanimous vote and for good reason terminate the membership of any individual; provided that the individual concerned shall have the right to be heard by the Committee, accompanied by a friend before a final decision is made.

**F. COMMITTEE AND ELECTED OFFICERS**

- (1) The affairs of the Group shall be managed by a Committee comprising of at least two people from each of the affiliated sports clubs and two people appointed by Braunstone Town Council (or a successor body).

- (2) The Committee will elect from among its members a chair, treasurer and secretary. Election of these officers and any other Committee members shall take place each year at the annual general meeting and they shall take office at the end of that meeting.
- (3) The Committee may in addition appoint not more than 2 co-opted members but no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Committee called under Clause H and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.
- (4) All the members of the Committee shall retire from office together at the end of the next annual general meeting after the date on which they came into office but they may be re-elected or re-appointed.
- (5) Nobody shall be appointed as a member of the Committee who is aged under 18.
- (6) The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any defect in the appointment or qualification of a member.
- (7) No person shall be entitled to act as a member of the Committee whether on a first or on any subsequent entry of office until after signing a declaration of acceptance and of willingness to act in the trusts of the Group

#### **G. DETERMINATION OF MEMBERSHIP OF THE COMMITTEE**

A member of the Committee shall cease to hold office if he or she:

- (1) is absent without permission of the Committee from all their meetings held within a period of six months and the Committee resolve that his or her office be vacated; or
- (2) notifies to the Committee a wish to resign (but only if at least three members of the Committee will remain in office when the notice of resignation is to take effect).

#### **H. MEETINGS AND PRECEEDINGS OF THE COMMITTEE**

- (1) The Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chair or by any two members of the Committee upon not less than 4 days notice being given to the other members of the Committee of the matters to be discussed.
- (2) There shall be a quorum when at least one third of members of the Committee, or three members, whichever is the greater, of the Committee are present at a meeting.
- (3) The Committee shall keep notes of Committee meetings detailing those present, apologies received, the items considered and decisions made.
- (4) Every matter for decision shall be determined by a majority of votes of the members of the Committee present and voting on the question but in the case of equality of votes the chair of the meeting shall have a second or casting vote.

#### **I. FINANCE**

- (1) The treasurer shall keep proper accounts of the finance of the Group. At each meeting of the Committee the treasurer shall present a statement of accounts.
- (2) A bank/building society account shall be held in the name of the Group.
- (3) At the end of the financial year, the treasurer shall prepare final accounts showing the income and expenditure of the Group for the year.
- (4) The funds belonging to the Group shall be applied only in furthering the aims.
- (5) The Group will submit an annual report of its activities, including income and expenditure to Braunstone Town Council (or a successor body) by 1st June each year.

#### **J. GENERAL MEETINGS**

- (1) An annual general meeting of the Group shall be held each year in May after the date on which the Annual General meeting of Braunstone Town Council is held or within a month thereafter.
- (2) Every annual general meeting shall be called by the Committee. The secretary shall give at least 21 days notice of the annual general meeting to all members of the Group and Braunstone Town Council. All the

members of the Group and the members appointed by Braunstone Town Council shall be entitled to attend and vote at the meeting.

- (3) At least 20% of the membership or 10 members, whichever is the smaller, must be present to hold the meeting.
- (4) The Committee shall present to each annual general meeting the report and accounts of the Group for the proceeding year.
- (5) Each member shall have one vote.
- (6) Decisions shall be taken by a simple majority of those present and voting. In the case of an equal vote the chair shall have a second and casting vote.
- (7) The Committee may call a special general meeting of the Group at any time. If at least six members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

**K. ALTERATIONS TO THE CONSTITUTION**

The Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed. Any alteration to the constitution which impacts on the members appointed by Braunstone Town Council, the rights of Braunstone Town Council or the Committee's obligations to Braunstone Town Council will not be altered without the explicit consent of both Braunstone Town Council appointed members voting in Committee or the General Meeting.

**L. DISSOLUTION**

If the Committee decides that it is necessary or advisable to dissolve the Group it shall call a meeting of all members of the Group, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Committee shall have power to realise any assets held by or on behalf of the Group. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Group as the members of the Groups may determine or failing that shall be applied for some other charitable purpose.

**M. ARRANGEMENTS UNTIL THE FIRST ANNUAL GENERAL MEETING**

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned by the persons whose signatures appear at the bottom of this document.

**SIGNED:**..... **DATE** .....

**PRINT NAME** **SIGNATURE**

**CHAIR** ..... .....

**TREASURER** ..... .....

**SECRETARY** ..... .....

## **APPENDIX 2**

### **Proposed Lease arrangements for Shakespeare Park**

**Note:** *This is not a legal document and the terms are not intended to be worded as they would in a legal document. The document is intended to be a discussion document between Braunstone Town Council, Shakespeare Park Bowls Club and Braunstone Juniors Football Club with the aim of obtaining a broad agreement for the proposed arrangements and obligations.*

#### **Proposed Management Committee Lease Terms**

1. Lease to Trustees of the Shakespeare Park Pavilion Management Committee for the Pavilion (excluding Council Storage Area) and the curtilage and access from the car park for a total period of 25 years. A peppercorn rent of £1 per annum.
2. The Committee and Clubs not to use the premises for any purpose other than that of a sports club and to hire the Clubroom for the proceeds of which to fund the operation and maintenance of the Pavilion.
3. The Shakespeare Park Pavilion Management Committee to contribute to the future maintenance of the car park and other areas used in common on proportionate basis.
4. The Shakespeare Park Pavilion Management Committee to ensure the premises are kept in good condition, maintained to the standards set out in the covenants and externally decorated at least every 5 years. The Committee will maintain a sinking fund for the purposes of major building works, such as roof repairs and boiler replacement.
5. The Shakespeare Park Pavilion Management Committee to pay all rates, taxes, and outgoings of whatsoever nature arising as a result of its occupation of the land, including water rates and all utilities.
6. Braunstone Town Council to keep the premises insured against all risks in sum not less than the full reinstatement value. The Shakespeare Park Pavilion Management Committee to repay Braunstone Town Council sums the Town Council pays by way of premiums.
7. The Shakespeare Park Pavilion Management Committee not to do or omit to do anything to make the insurance void or any increased premium payable.
8. The Shakespeare Park Pavilion Management Committee to keep the premises well and substantially repaired, including the boundary fencing.
9. The Shakespeare Park Pavilion Management Committee not to carry out any structural alterations, improvements or additions without the written consent of the Town Council.
10. The Shakespeare Park Pavilion Management Committee to comply forthwith at their own expense with any nuisance, sanitary or the statutory notice lawfully served by any local or public authority upon either Braunstone Town Council, the Committee or Clubs in respect of the premises and to keep Braunstone Town Council indemnified against all costs, proceedings, claims or demand.
11. The Shakespeare Park Pavilion Management Committee to yield up the premises at the expiration or sooner determination of the Lease well and substantially repaired and maintained in accordance with the lease covenants.

### **Proposed Bowls Club Lease Terms**

12. A ground rent of £xxxpa to be charged to Shakespeare Park Bowls Club for the Bowling Green and perimeter (excluding curtilage and access in 1 above). £xxxpa will be paid to Braunstone Town Council and £xxxpa paid to the Shakespeare Park Pavilion Management Committee. To be subject to an upward only rent every year based on CPI.
13. The ground rent be for a period of 25 years to be subject to community open days and access by the Town Council and local schools to use the facilities.
14. The Club to contribute towards the Shakespeare Park Pavilion Management Committee in order it meet its obligations, including contributing to the future maintenance of the car park and other areas used in common on proportionate basis.
15. The Shakespeare Park Bowls Club to keep the premises well and substantially repaired, including the boundary fencing.

### **Proposed Football Club Long Term Occupation Terms**

16. A rent of £xxxpa to be charged to Braunstone Juniors Football Club for exclusive club and professional use of the two football pitches at Shakespeare Park. £xxxpa will be paid to Braunstone Town Council and £xxxpa paid to the Shakespeare Park Pavilion Management Committee. To be subject to an upward only rent every year based on CPI.
17. The ground rent be for a period of 25 years to be subject to community open days and access by the Town Council and local schools to use the facilities.
18. The Club to contribute towards the Shakespeare Park Pavilion Management Committee in order it meet its obligations, including contributing to the future maintenance of the car park and other areas used in common on proportionate basis.

### **Proposed General Lease Terms**

19. Not to assign or underlet or part with possession of the whole or part of the premises and sports pitches.
20. To allow Braunstone Town Council, its employees, or agents access to the premises at all reasonable times for the purpose of inspection.
21. Braunstone Town Council to have the right to re-enter upon the premises in the event of a breach of covenant.
22. To keep the premises in a clean and tidy condition and not to keep or accumulate rubbish. All rubbish resulting from the activities of the Committee and the Clubs will be disposed to a licensed tip or transfer station
23. Not to use the premises in such a way as to become a danger or nuisance or annoyance or cause damage to the Town Council or occupiers of adjoining or neighbouring properties.
24. Not to permit any grit, noxious or offensive effluvia to be emitted from the premises, nor to permit any oil, grease, deleterious, objectionable, dangerous, poisonous or explosive matters to be discharged into the drains or sewer

### **APPENDIX 3 – TIMESCALES**

The following is the proposed updated timescales for the project, taking into account assumptions in the report:

November 2018	<ul style="list-style-type: none"> <li>• Exploring further funding opportunities for Pavilion and Site Works</li> <li>• Exploring options around long term leases with Clubs, including through a meeting of the Working Group</li> <li>• Consultation with residents, users and sports clubs on Future Arrangements and Funding</li> </ul>
December 2018	<ul style="list-style-type: none"> <li>• Consultation with residents, users and sports clubs on Future Arrangements and Funding</li> </ul>
January 2019	<ul style="list-style-type: none"> <li>• Outcome of Sport England Community Asset Fund Application</li> <li>• Policy &amp; Resources Committee reconsiders Borrowing Application</li> <li>• Council determines a Borrowing application</li> <li>• Lead in Period</li> </ul>
February 2019	<ul style="list-style-type: none"> <li>• Lead in Period</li> </ul>
March 2019	<ul style="list-style-type: none"> <li>• Closure of Tennis Courts (for up to one year)</li> <li>• Commencement of Building Works on Pavilion</li> </ul>
April 2019	<ul style="list-style-type: none"> <li>• Invitation to Quote for Playground and Tennis Courts Works</li> </ul>
May 2019	<ul style="list-style-type: none"> <li>• Exploring funding for Playground and Tennis Courts</li> </ul>
June 2019	<ul style="list-style-type: none"> <li>• Consultation on Playground and Tennis Courts options</li> </ul>
July 2019	<ul style="list-style-type: none"> <li>• Funding applications for Playground and Tennis Courts Works</li> </ul>
August 2019	<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee determines quotes for playground and tennis courts works</li> </ul>
October 2019	<ul style="list-style-type: none"> <li>• Commencement of works on Playground</li> </ul>
November 2019	<ul style="list-style-type: none"> <li>• Completion of works on Playground</li> </ul>
December 2019	<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>
January 2020	<ul style="list-style-type: none"> <li>• Commencement of works on Tennis Courts</li> </ul>
March 2020	<ul style="list-style-type: none"> <li>• Completion of works on Tennis Courts</li> <li>• Site becomes fully operational</li> </ul>

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018**

#### **Item 6 – Expansion of GP Service at Thorpe Astley**

##### Purpose

To consider proposals from Kingsway Surgery for an extension to the services provided at Thorpe Astley Community Centre, including timescales and revision to the Occupation Licence Agreement.

##### Background

On 11th January 2018, Policy & Resources Committee approved arrangements for Kingsway Surgery to occupy the Consultant and Treatment Rooms at Thorpe Astley Community Centre. The Town Council is the tenant and operator of the Community Centre, Blaby District Council is the landlord and under paragraph 18.2.1(a) of the lease, the Town Council as the tenant is able to underlet the Treatment and Consultant Rooms to the NHS and an Occupation Licence Agreement was approved for this purpose.

The first appointments for the new GP service at Thorpe Astley commenced on 30th April 2018 with the service operating two days a week. In September 2018, the service expanded to five days a week.

##### Proposed Expansion of GP Services at Thorpe Astley

Kingsway Surgery have asked if they can expand their Thorpe Astley service into a third room, the Small Meeting Room at the end of the corridor, which is highlighted blue on the plan at Appendix 1. This room is currently designated for community use and did not form part of the Section 106 agreement for primary care services, therefore, there is no requirement to include it as part of the Occupational Licence Agreement which applies to the Treatment and Consultant Rooms.

Kingsway have agreed to the principle of accommodating the two Counselling services that currently hire the Small Meeting Room. There are no other regular hirers.

The proposal is that Kingsway will fit out the room at their own cost and using a contractor selected by themselves. The work includes laying a new floor covering, installing a sink with associated plumbing and installing air conditioning. Under Section 25 of the lease, Blaby District Council as the landlord would need to approve the alterations.

If approved the proposals are given all the necessary approvals, the timescales are for the work to commence in November, with fitting and fixtures in December, ready for opening in the new year.

Section 18 of the lease agreement between Blaby District Council and Braunstone Town Council covers Underlettings. There is an option to enter into a non-exclusive licence (provision 18.2.1(c)) or a sub-let granted under the LTA 1954 (provisions 18.3 – 18.6). The most appropriate legal arrangement is currently being discussed with the landlord, Blaby District Council, and would need their approval.

The charge levied upon Kingsway Surgery for using the current small meeting room as a third operating room at the Centre will depend on the nature of the agreement. If it is an extension to the existing Occupation Licence Agreement, then this would result in a recalculation of the service charge based on a larger floor space to take account of the additional floor space and costs (clause 10 of the agreement provides for this eventuality). If the agreement was a sub-let, then the charge would be subject to agreement between the landlord, tenant and sub-tenant. Currently, the Town Council's revenue for the small meeting room is around £3,000 per annum.

### Occupation Licence Agreement

An Occupational Licence Agreement for the Consultancy Room and Treatment Room (including associated annexe room) between the Town Council and Kingsway Surgery was made on 21st February 2018 and sealed at Council on 23rd March 2018. The Occupational Licence Agreement details the premises for Kingsway Surgery and the Shared Areas. Under paragraph 3(iii), Termination, there is provision for termination if alternative NHS services could be delivered from the Premises by another provider.

Recently a query was raised by Kingsway Surgery as to whether the Licence was an exclusive agreement, since paragraph 6, Occupancy Times, refers to hours of use. Given the information summarised in the paragraph above, the Executive Officer & Town Clerk believes it was the Town Council's intention to grant a Licence which provided Kingsway Surgery exclusive use of the Consultant Room and Treatment Room (including annexe room) and that paragraph 10 serves to limit the operational times of the GP service for the purposes of calculating the services charges as set out at paragraph 10 and as described in paragraph 10.

A copy of the Occupation Licence Agreement is attached at Appendix 2, with a proposed amendment to paragraph 6, to amend the title and text to clarify that the intention of the Council and that of the Licence Agreement overall was to refer to opening times rather occupation times.

### Recommendations

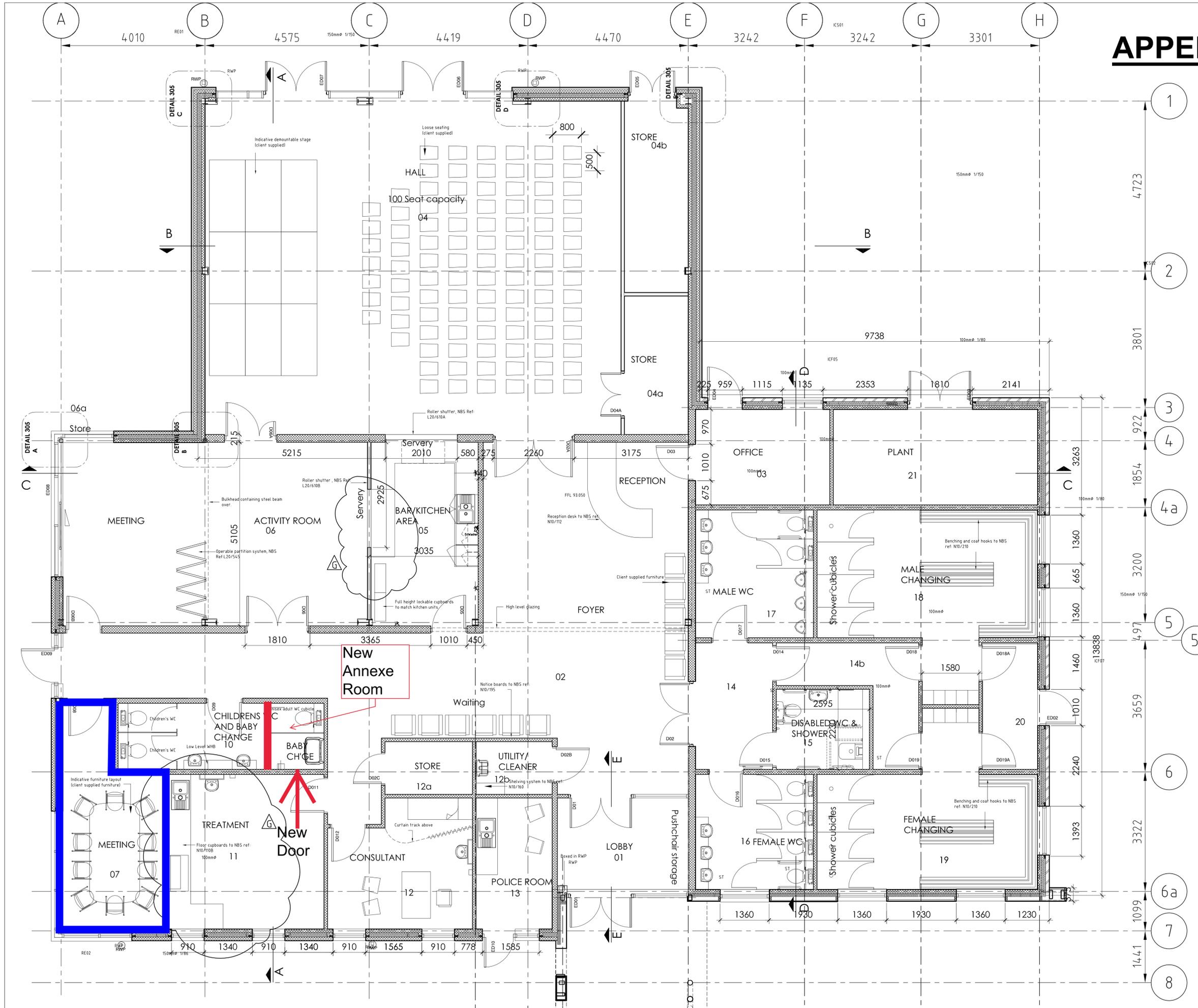
1. That the proposal by Kingsway Surgery to expand NHS Primary Care Services, including a General Practitioner Service, from the Thorpe Astley Community Centre, by using a third room, the Small Meeting Room at the end of the corridor, as highlighted in blue on the plan at Appendix 1, be accepted;
2. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council:
  - a) to seek the consent of the Landlord, Blaby District Council, to the proposed changes to the building and seek any necessary approvals under the lease

- agreement (including a sublease, additional or amended Occupation Licence Agreement), to agree the charges to be levied, and to facilitate statutory approvals such as planning and building regulations; and
- b) to finalise arrangements with Kingsway Surgery and Blaby District Council, such as detailed changes, designs and timescales; and
  3. that the proposed amendment to the Occupational Licence Agreement, attached at Appendix 2, be approved and that delegated authority be given to the Executive Officer & Town Clerk to agree to changes to the opening hours and service charge, with Kingsway Surgery and to enter into further agreements in respect of staffing and premises support services.

### Reasons

1. To facilitate the expansion of Primary Care, including General Practitioner Services, at Thorpe Astley Community Centre to ensure ongoing sustainability of the service for the benefit of the community.
2. To ensure that the necessary and appropriate agreements were in place to ensure the effective running of services and their co-location at Thorpe Astley Community Centre.
3. To clarify that it was the Town Council's intention to grant a Licence which provided Kingsway Surgery exclusive use of the Consultant Room and Treatment Room (including annexe room) at Thorpe Astley Community Centre.

# APPENDIX 1



K	Alterations to kitchen and Treatment Room	02.07.10	MDB
J	Roller shutter spec ref altered	01.03.10	MDB
H	Section reference corrected	25.01.10	MDB
G	CONSTRUCTION	05.11.09	MDB
F	Children's WC provision increased, Cleaners/Utility room relocated	26.11.08	MDB
E	Children's WC and indicative furniture layouts added	06.10.0	MDB
D	REVISED TENDER	06.10.0	MDB
C	REVISED TENDER	29.09.08	MDB
B	Alterations to Healthcare area	16.01.08	MDB
A	First issue	04.12.07	MDB
Revisions		Date	Drawn: Chk'd

Client  
**Baby District Council**

Architects  
Consulting Engineers  
Project Managers  
Surveyors  
**PICK EVERARD**  
Halford House  
Charles Street  
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Phone 0116 223 4400  
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www.pick-everard.co.uk

Project  
Thorpe Astley  
Community Centre

Drawing Title Floor Plan	Status <b>CONSTRUCTION</b> Scale - unless otherwise stated 1:50 at A1 Drawing Number <b>060252/A/101</b>	Rev <b>K</b>
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## **BRAUNSTONE TOWN COUNCIL**

**www.braunstonetowncouncil.org.uk**

*Darren Tilley – Executive Officer & Town Clerk*

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

Telephone: 0116 2890045 Fax: 0116 2824785

Email: enquiries@braunstonetowncouncil.org.uk

### **Occupational Licence Agreement for Consultancy Room and Treatment Room (including associated annexe room) at the Thorpe Astley Community Centre, Lakin Drive, Thorpe Astley, Leicester**

AN AGREEMENT made the 21st day of February 2018.

#### **1 DEFINITIONS OF PARTICULARS:**

In this Agreement the following expressions shall have the following meanings: -

1.1 THE LICENSOR: Braunstone Town Council, Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester LE3 2PP

1.2 THE LICENSEE: Kingsway Surgery, 23 Kingsway, Braunstone Town, Leicester, LE3 2JN

1.3 THE PREMISES: Two health rooms and associated annexe room at Thorpe Astley Community Centre, Lakin Drive, Thorpe Astley, Leicester

2 COMMENCEMENT DATE: 1st April 2018

3 TERMINATION:

- (i) This Agreement may be terminated by the Licensee on serving six months prior written notice on the Licensor.
- (ii) This Agreement may be terminated by the Licensor if the Licensee is persistently late in the payment of their service charge or is consistently in breach of the terms of this licence.
- (iii) This Agreement may be terminated by the Licensor on serving six months prior written notice on the Licensee if alternative NHS services could be delivered from the Premises by another provider.

- 4 TERM: This licence is on an on-going basis as the accommodation has been provided to the Licensor through a Section 106 contribution from housing developers. The Healthcare contribution under the s106 agreement was discharged through the provision of the two rooms described as “The Premises” in this licence. However the licence can be terminated on the terms set out in Clause 3 above.
- 5 SHARED AREAS The Licensee shall be permitted to share the toilet and kitchen facilities plus access to park in the car park as available.
- 6 ~~OCCUPANCY~~ OPENING TIMES: Between the hours of 0800 and 1800 Monday to Friday.  
The hours of ~~use~~ opening may be altered subject to prior agreement with the Licensor. Such consent not to be unreasonably refused or delayed
- 7 PURPOSE OF OCCUPANCY: Health Care
- 8 BUILDING, SERVICES & GROUNDS REPAIR, REDECORATION, MAINTENANCE To be the responsibility of the Licensor. The Licensor to notify the Licensee of any intention to carry out any works which may materially affect the working patterns of the licensee.
- 9 RENT £1 pa
- 10 SERVICE CHARGE The Licensee shall pay an all inclusive service charge of 6.9% of the whole building Service Charge costs. The Licensee and Licensor shall be able to review this service charge periodically, and not less than once a year, should the hours of usage of the building change to a longer working day and or if the building starts to be used more than five days a week and should The Premises (described in 1.3) change.
- Service Charge Costs to cover Commercial rates, gas, electricity, water, alarm maintenance, cleaning of foyer, toilets and kitchen, fire extinguisher servicing, window cleaning, building insurance and building maintenance and servicing.
- Service Charge to be payable three monthly in arrears on the usual quarter days.

- |    |   |   |
|----|---|---|
| 11 | ALL SERVICES<br>CONNECTED WITHIN THE<br>PREMISES AND ALL<br>ASSOCIATED UTILITY<br>PROVISIONS: | To be the responsibility of the Licensor.   |
| 12 | VALUE ADDED TAX (VAT):  | As appropriate  |
| 13 | BUILDINGS INSURANCE:  | The Licensor to be responsible for the insurance of the premises.   |
| 14 | CONTENTS INSURANCE:   | Each party to be responsible for the Insurance of their own contents.   |
| 15 | LIABILITY INSURANCE:  | Each party to be responsible for their own Public & Employees Liability Insurance.  |
| 16 | FIRE, HEALTH, SAFETY &<br>WELFARE:  | Each party to be responsible for their own Public & Employees' Fire, Health, Safety and Welfare policies and procedures. Each party to be responsible for communicating periodically with each other to ensure a co-ordinated approach and awareness of the other party's policies and procedures.  |
| 17 | OCCUPANCY<br>OBLIGATIONS:   | The Licensee shall exercise its rights under this Agreement in such a manner as to cause the least possible inconvenience or disturbance to the Licensor and its employees. The Licensee shall comply with such reasonable regulations as the Licensor may from time to time prescribe for the management of and/or working practices as a whole. |
| 18 | ALIENATION  | This Licence is personal between the Licensor and the Licensee only. No assignment or subletting of the whole or part will be permitted with the exception of successor organisations.  |
| 19 | ALTERATIONS:  | The Licensee shall not make or carry out any alterations to the premises without the consent of the Licensor, such consent not to be unreasonably refused or delayed.   |
| 20 | LICENCE ONLY:   | The parties agree that this Agreement constitutes a Licence only and the provisions of Sections 24-28 of the Landlord and Tenant Act 1954 are excluded.   |

BOTH PARTIES HEREBY SIGNIFY AGREEMENT WITH THE TERMS OF THE OCCUPANCY BY THE LICENSEE OF THE PREMISES IN ACCORDANCE WITH THE TERMS OF THIS AGREEMENT.

SIGNATURE OF LICENSOR

The Common Seal of Braunstone Town Council was hereunto affixed in the presence of:-

.....  
Witness Signature

.....  
Name (BLOCK CAPITALS)

.....  
2nd Witness Signature

.....  
Name (BLOCK CAPITALS)

.....  
Date

SIGNATURE OF LICENSEE

Signed on behalf of Kingsway Surgery, 23 Kingsway, Braunstone Town, Leicester, LE3 2JN

.....  
Signature

.....  
Name (BLOCK CAPITALS)

.....  
Title (BLOCK CAPITALS)

.....  
Date

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018**

#### **Item 7 – Legal Transfer of Open Spaces, Thorpe Astley**

##### Purpose

To receive an update on the current position with the legal transfer of Parks and Open Spaces at Thorpe Astley from the developers to the Town Council.

##### Background

On 22nd February 2018, the Committee received an update on the position with the legal transfer of Parks and Open Spaces at Thorpe Astley from the developers to the Town Council, including the options available to the Town Council, the implications and associated costs.

On 23rd August 2018, the Committee received a further update and resolved that the current position be noted and that a further progress report on the Barratt and David Wilson land transfers and the transfer of Thorpe Astley Park (including the Culvert works) be submitted to the Committee in November (minute 26).

##### Barratt Homes Open Spaces Transfer

Policy & Resources Committee on 20th August 2015 approved the legal transfer of 12 parcels of open space at Thorpe Astley from Barratt Homes. On 10th March 2016 Council applied the Common Seal to the transfer documentation (Council Minute 5416). However, the Land Registry rejected two of the transfer documents since two of the four joint owners had not been listed – Beazer Homes Bedford Limited and Ideal Homes Limited. Therefore, two of the transfer documents and plans had to be revised and the on 25th January 2018, the Council applied the Common Seal to the amended transfer documentation (Council Minute 5616) and resubmitted the transfer documentation to the Land Registry.

All that remains is for the Land Registry to generate the Official Copy of the Register for the 12 areas of open space and once received the transfer process will be complete and Braunstone Town Council will hold the freehold title.

##### Background to David Wilson Homes Open Space Transfer

David Wilson were advised of the desire to complete the transfer by the end of the year and were asked to provide timescales (as set out in resolution 2 of minute 74 of 22nd February 2018). David Wilson confirmed they would meet that timescale.

All of the conflicts identified from the transfer map, detailed in the report of 22nd February have now been resolved; however, David Wilson have chosen to amend the transfer map in order to transfer directly to Aldi some land adjacent to the Aldi Store for its expansion.

The land Aldi wish to expand their car park into has not been included in the documents, hitherto it was identified on the map and we have been maintaining it. Had the land already been transferred to the Town Council then Aldi would have had to approach the Town Council to buy the land. However, David Wilson have included clauses in their transfer documentation preventing the use of the land for anything other than open space without their consent. Therefore, there would be no guarantee that the Town Council would have been able to net any sums from the sale for reinvesting in the community.

When the Town Council responded to the Aldi planning application we asked for *“developer contributions towards improvements to local public open space / community facilities”*. The reason given was *“the extended area to the west of the site, at the rear of Owen Close, was currently Public Open Space and this would be lost under the proposals; therefore, in accordance with the original approval for the development of the site and provision of open space, compensatory developer contributions should be sought towards improvements to other areas of public open space and/or local community facilities”*.

#### David Wilson Homes Open Space Legal Titles

The parcels of land being acquired were part of David Wilson’s Development at Thorpe Astley and as such are complicated by many and various transactions which have taken place with the land over the years. Whilst there are numerous entries on each of the registered titles (copies available from the Executive Officer & Town Clerk for viewing), this report seeks to limit itself to matters which may be concern to the Council going forward or issues with the Title itself and does not purport to set out all matters which affect each of the parcels of land.

#### *Title LT248025*

Whilst the Official Copies are extremely complicated in relation to this Title, many of the entries either do not relate to the Land to be acquired by the Council or are of a nature which would not cause concern.

Those matters to be drawn to the Council’s attention are as follows:

- a) Proprietorship Register Point 9 contains a restriction which affect the Land to be acquired. The Council’s Solicitor has obtained from the Solicitors acting on behalf of the Developer a Draft Form of Certificate confirming that none of the entries apply to the Transfer to the Town Council;
- b) Entry 5 of The Charges Register provides details of Agreement dated the 9<sup>th</sup> March 1992 which contains pre-emption rights. The Council’s Solicitor has tried to obtain confirmation from the Developers that these pre-emption rights no longer apply. However, the Developer were unable to confirm this and instead they have agreed to provide the Council with Indemnity Insurance to cover the risk.

None of the other entries would appear to adversely affect the Land to be acquired by the Council.

### *Title LT288903*

Proprietorship Register – Entry 3 Provides a Restriction in relation to land which was originally to be taken over as part of this transaction, but which is now being excluded from the Transfer.

Charges Register – Entry 2 Refers to the same agreement dated 9<sup>th</sup> March 1992 as referred to in LT248025 above. Again, a draft certificate has been provided confirming that the provisions of the Transfer do not apply to the Transfer to the Town Council.

### *Title LT331492*

There is nothing of importance to highlight regarding the entries on this title that are not dealt with elsewhere in this Report.

### Transfer of Part of Registered Titles document (TP 1)

Attached at Appendix 2 is the Transfer of Part of Registered Titles document (TP 1). The Council's Solicitor is awaiting a top copy of this document incorporating Wilson Bowden Development Ltd, the Proprietors of LT248025. Obviously, these are part of the same Group as David Wilson Homes and this should not cause any problems. Assuming that the Committee is happy to proceed with the transfer, the amended Transfer document will need to be received in order for it to be submitted to Council for sealing.

The form TP1 is in relatively standard form. However, there are some sections which should be drawn to the Committee's attention.

12.3 deals with reserving rights over the land in favour of the developers adjoining a neighbouring Land. Most of which are standard requirements although there is provision at 12.3.5 to enable them to construct access ways, roads, footpaths, service apparatus etc. over the property in the future. This is a very broad right, which will of course impact upon use of the land.

At 12.4, the Council will be bound by the Restrictive Covenants (promises) set out in this section namely; not to erect any buildings or structure on the property other than those which are for the use as a public open space, not to use the property for any trade or business or residential purpose, but only as an open space and not to use the land for anything which may become a nuisance or annoyance to the Developer.

At 12.6, the Council enter into obligations of a positive nature, the details of which are self-explanatory and in keeping with our obligations in taking over the open space.

### David Wilson Homes Open Space Transfer Timescales

If Policy & Resources Committee approves the transfer of the David Wilson Open Space and the transfer documents and plans were ready for Council on 22nd November to apply the Common Seal; the timescales for registration with the Land

Registry would mean it was unlikely that the legal transfer of ownership would be completed until summer 2019.

### Thorpe Astley Culvert

Implementation of the decision to adopt Thorpe Astley Park without Leicestershire County Council adopting the footpath, bridge and lighting (set out in resolution 3 of minute 74 of 22nd February 2018) remains outstanding, since the proposed new bridge at the culvert over Lubbethorpe Brook has not yet been installed. The Executive Officer & Town Clerk has requested an update from Blaby District Council, the lead authority, on this matter and is awaiting a response. Should one be received prior to the meeting this will be reported.

### Recommendations

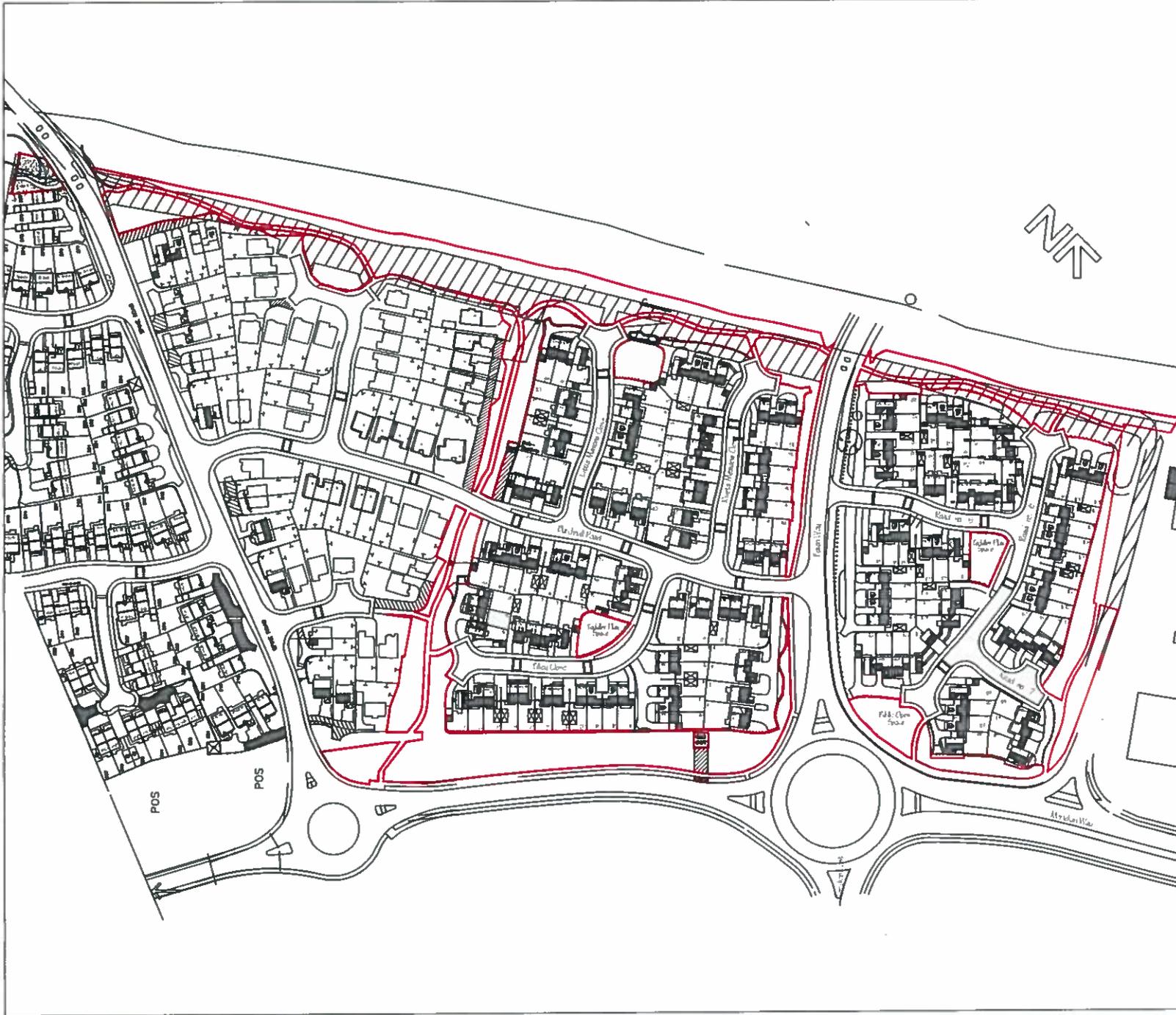
1. That the progress to land registration stage on the transfer of open spaces from Barratt Homes be noted;
2. that the legal transfer of Open Spaces from David Wilson Homes Limited, as shown in red on the Plan attached at Appendix 1 and detailed in the Land Registry Transfer of part of registered title(s) attached at Appendix 2, be completed and that it be recommended to Council that the Common Seal be applied to the transfer documentation;
3. that where parcels of land were initially offered by David Wilson Homes Limited and subsequently maintained and managed by the Town Council, but not included in the final legal transfer map and documentation set out in 1 above, the Town Council cease to manage and maintain such land and inform David Wilson Homes Limited accordingly;
4. that should David Wilson Homes Limited seek to subsequently transfer additional open space and should Braunstone Town Council be interested in adopting, then this would be subject to:
  - a) David Wilson Homes Limited picking up the cost of the Town Council's legal fees in full and providing a mutually agreeable commuted sum;
  - b) the land being transferred in a condition agreeable to Braunstone Town Council; and
  - c) the transfer of responsibility for management and maintenance taking place once the legal transfer had been completed and confirmed by HM Land Registry; and
5. that an update report on progress with Thorpe Astley Culvert be submitted to the Committee on 14th February 2019.

### Reasons

1. To recognise that significant progress had been made with the transfers being finalised and sealed with Barrett Homes and lodged with the Land Registry.
2. To enable the transfer to be completed and for the Town Council to become the legal owner of the public open space.
3. There was no evidence that David Wilson Homes would be in a position to transfer this land, nor was there any indication that other land originally identified would be transferred to Braunstone Town Council in the future.
4. To ensure that the Town Council nor the Town Council's Solicitor picked up

additional legal costs due to the failure of David Wilson Homes to properly identify the open space for transfer and produce the necessary legal documentation. To ensure the Town Council was able to meet the initial costs of maintaining additional open space, particularly give the restraints on the Council's finances.

5. To keep a watch on progress with implementing the Town Council's desire to complete the transfer of Thorpe Astley Park, a significant asset that should be owned by the Town Council, without further delays and additional cost.



Notes  
 Hatched area within red line indicates area of drainage easement - rights over which the Local Drainage Authority have access for maintenance in perpetuity.

G	Red line amended in line with peer comments	20 08 18
F	Several edges amended	20 08 17
E	Further updates to show removed green hatch area from plan	24 04 17
D	Updated survey added showing footpath	04 02 15
C	Updated survey added showing new footpath	01 12 10
B	Red areas amended due to land discrepancies	11 11 10
A	Two areas amended due to land discrepancies	26 08 09

Rev	Description	Date
<p>Where quality lives  <b>David Wilson Homes</b>                  FOREST BUSINESS PARK                  CARTWRIGHT WAY, BARKING HILL, LEWESHAM, LEWESHAM, LEWESHAM                  LEWESHAM, LEWESHAM                  Tel: 01323 278760 Fax: 01323 813491</p>		

396 Thorpe Astley

POS Transfer Plan

Date	20.06.18	Scale	1/1250 @ A2	Drawn	JD
Proj. No.	396/POS/01	Rev.		Rev.	G

TP1

# Land Registry

## Transfer of part of registered title(s)

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Leave blank if not yet registered.

When application for registration is made these title number(s) should be entered in panel 2 of Form AP1.

Insert address, including postcode (if any), or other description of the property transferred. Any physical exclusions, such as mines and minerals, should be defined.

Place 'X' in the appropriate box and complete the statement.

For example 'edged red'.

For example 'edged and numbered 1 in blue'.

Any plan lodged must be signed by the transferor.

Give full name(s).

Complete as appropriate where the transferor is a company.

Give full name(s).

Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

1 Title number(s) out of which the property is transferred: LT248025 and LT288903 and for the avoidance of doubt no land which is unregistered or which is comprised in title number LT331492.

2 Other title number(s) against which matters contained in this transfer are to be registered or noted, if any:

3 Property: Public open space of Meridian Way, Thorpe Astley, Leicestershire

The property is identified

on the attached plan and shown: edged red

on the title plan(s) of the above titles and shown:

4 Date:

5 Transferor: David Wilson Homes Limited  
and Wilson Bowden Developments Ltd

For UK incorporated companies/LLPs

Registered number of company or limited liability partnership including any prefix: 830271 and 948402.

For overseas companies

(a) Territory of incorporation:

(b) Registered number in the United Kingdom including any prefix:

6 Transferee for entry in the register: Braunstone Town Council

For UK incorporated companies/LLPs

Registered number of company or limited liability partnership including any prefix:

For overseas companies

(a) Territory of incorporation:

(b) Registered number in the United Kingdom including any prefix:

Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 12.

Place 'X' in any box that applies.

Add any modifications.

Where the transferee is more than one person, place 'X' in the appropriate box.

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:

- an 'X' is placed:
  - in the first box, or
  - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, or
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to Land Registry's Public Guide 18 – *Joint property ownership* and Practice Guide 24 – *Private trusts of land* for further guidance. These guides are available on our website [www.landregistry.gov.uk](http://www.landregistry.gov.uk)

Use this panel for:

- definitions of terms not defined above
- rights granted or reserved
- restrictive covenants
- other covenants
- agreements and declarations
- any required or permitted statements
- other agreed provisions.

<b>7</b>	<b>Transferee's intended address(es) for service for entry in the register:</b>  Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP
<b>8</b>	<b>The transferor transfers the property to the transferee</b>
<b>9</b>	<b>Consideration</b>  <input type="checkbox"/> The transferor has received from the transferee for the property the following sum (in words and figures):  <input checked="" type="checkbox"/> The transfer is not for money or anything that has a monetary value  <input type="checkbox"/> Insert other receipt as appropriate:
<b>10</b>	<b>The transferor transfers with</b>  <input type="checkbox"/> full title guarantee <input type="checkbox"/> limited title guarantee
<b>11</b>	<b>Declaration of trust. The transferee is more than one person and</b>  <input type="checkbox"/> they are to hold the property on trust for themselves as joint tenants  <input type="checkbox"/> they are to hold the property on trust for themselves as tenants in common in equal shares  <input type="checkbox"/> they are to hold the property on trust:
<b>12</b>	<b>Additional provisions</b>  <b>Definitions</b>  <b>12.1 Definitions and Interpretation</b>

The prescribed subheadings may be added to, amended, repositioned or omitted\*

Any other land affected by rights granted or reserved or by restrictive covenants should be defined by reference to a plan\*

**Disposal** means any sale transfer lease or creation of any derivative interest;

**Estate Roads** means any roads constructed within the Retained Land;

**the Plans** means the plans annexed to this transfer

**Public Open Space** means the use of the Property as formal outdoor recreational space being for the benefit of the community of Thorpe Astley and not for the laying or construction of any Service Apparatus, roadways or pathways (save as in accordance with clause 12.3.5)

**the Retained Land** means the land and buildings retained by the Transferor being that part of the land comprised in title number LT248025 and LT288903 at the date hereof as is not comprised in the Property;

**Service Apparatus** means sewers drains channels pipes watercourses gutters wires cables ducts flues conduits laser optic fibres electronic data or impulse communication transmission or reception systems and other conducting media and associated equipment

**Services** means water soil effluent gas fuel oil electricity telephone telephonic signals television visual audio fax electronic mail data information communications and other services.

In interpreting this transfer:

- i) words importing the singular number include the plural number and vice versa; words importing one gender include all genders and references to a "person" are deemed to include an individual firm partnership unincorporated association incorporated association corporation or company (wherever incorporated or situated) or other entity (in each case, whether or not having separate legal personality) including any governmental authority;
- ii) references to clauses schedules parts and paragraphs are to clauses schedules parts and paragraphs in panel 12 of this transfer and all headings do not form part of this transfer and shall not be taken into account in its construction or interpretation;
- iii) reference to any statute or provision of any statute referred to herein shall be deemed to include any statutory amendment modification or re-enactment thereof for the time being in force and any order instrument or regulation made thereunder
- iv) if any party to this transfer at any time comprises more than one person any reference to such party is deemed to refer to each such person and any obligation or liability on the part of or benefiting such person takes effect as a joint and several obligation liability or benefit; and
- v) the expressions "Transferee" and "Transferor" include their

respective successors in title to the Property and the Retained Land and every part thereof.

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

## **12.2 Rights granted for the benefit of the property**

The Property is transferred together with the following rights

12.2.1 Full right and liberty for the Transferee his tenants servants or agents:

12.2.1.1 to enter after giving reasonable notice (except in the case of emergency) onto the Retained Land with or without workmen vehicles tools and materials for the purpose of maintaining inspecting repairing or cleansing the Property and any structures thereon causing as little damage or disturbance as reasonably possible and forthwith making good any damage caused as soon as reasonably practicable to the reasonable satisfaction of the Transferor; and

12.2.1.2 of access to and egress from the Property over the Estate Roads until such time as they become highways maintainable at the public expense.

Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2.

## **12.3 Rights reserved for the benefit of other land**

There are reserved out of the Property for the benefit of each and every part of the Retained Land the following rights:

12.3.1 The right to enter upon the Property at any time after giving reasonable notice (except for in the case of emergency) for the purposes of laying connecting inspecting maintaining repairing cleansing upgrading improving or augmenting any Service Apparatus on the Property;

12.3.2 the right to free and uninterrupted passage and running of Services to and from the Retained Land in or through the Service Apparatus laid or to be laid in upon through or under the Property;

12.3.3 the right to enter upon the Property at any time after giving reasonable notice (except in the case of emergency) for the purposes of inspecting maintaining

repairing cleansing upgrading or improving improving any part of the Retained Land or any building thereon;

12.3.4 a right to build on the Retained Land whether or not the passage of light and air over the Property is diminished; and

12.3.5 the right for the Transferor to construct and lay such accessways, roads, footpaths, Service Apparatus, conduits and other matters in on over or under the Property as may be required by the Transferor in connection with the use of the Retained Land and any adjoining land now or in the future in the ownership of the Transferor for development and the right thereafter to use all such matters and to pass and repass of such accessways, roads, footpaths and the for the passage of services through any such Service Apparatus or conduits and rights to enter onto the Property for the purposes of maintenance, alterations and inspection thereafter.

Provided that in exercising the rights referred to at sub-clauses 12.3.1 to 12.3.5 inclusive, the Transferor shall cause as little damage or disturbance as reasonably possible and shall make good any damage caused as soon as reasonably practicable and to the reasonable satisfaction of the Transferee.

Include words of covenant.

#### **12.4 Restrictive covenants by the Transferee**

The Transferee covenants with the Transferor to observe and perform the restrictions contained in clause 12.5 ('the Restrictions') and it is agreed and declared that:

12.4.1 the burden of this covenant is intended to bind and binds each and every part of the Property; and

12.4.2 an obligation in the Restrictions (set out in clause 12.5 of this Transfer) not to do any act or thing includes an obligation not to permit or suffer that act or thing to be done by another person.

#### **12.5 The Restrictions**

The Restrictions are the following:

12.5.1 not to erect any buildings or structures on the Property save for any buildings or structures ancillary to the use of the Property as Public Open Space;

12.5.2 not to use the Property for the purposes of any trade or

business residential purposes or any other purpose except as Public Open Space; and

12.5.3 not to suffer or permit to be done any act or thing which may be or become a nuisance to the Transferor.

#### **12.6 Positive Covenants of the Transferee to the Transferor**

12.6.1 The Transferee covenants with the Transferor to maintain the Property as Public Open Space at the expense of the Transferee including but not limited to:

- i) keeping the Property in good repair and condition;
- ii) keeping and properly maintaining any boundaries (if any) on the Property in good repair and condition;
- iii) keeping and properly maintaining any landscaping on the Property; and
- iv) keeping and maintaining the Property in a clean and tidy condition.

12.6.2 The Transferee covenants with the Transferor that on any Disposal of the Property or any part thereof to procure that any transferee shall simultaneously enter into a direct covenant with the Transferor to observe and perform the covenants contained in this transfer.

12.6.3 For the purpose of securing performance of the covenants contained in clauses 12.5 and 12.6 the parties hereby apply to the Registrar for the following restriction to be entered against the registered title of the Property:

"No disposition of the registered estate by the proprietor of the registered estate is to be registered without a certificate signed by a conveyancer that the provisions of clause 12.6.2 of a transfer dated [ ] 2016 and made between David Wilson Limited (1) and Braunstone Town Council (2) has been complied with"

Include words of covenant.

Restrictive covenants by the transferor

Insert here any required or permitted statements, certificates or applications and any agreed declarations and so on.

Other

**12.7 Agreement and Declarations**

Section 62 of the Law of Property Act 1925 and the rule in "Wheeldon v Burrows" do not apply to this transfer and no legal or other rights are granted over the Retained Land for the benefit of the Property or granted for the Property for the benefit of the Retained Land by this transfer except those expressly granted or reserved by this transfer

The Transferee covenants with the Transferor, but by way of indemnity only, to observe and perform at all times hereafter the covenants, restrictions and stipulations contained or referred to in the registers of Title Numbers LT248025 and LT288903 so far as they are still subsisting and capable of taking effect and affect the Property and to indemnify the Transferor against all actions, proceedings, costs, claims, expenses and demands whatsoever in respect of any breach, non-observance or non-performance by the Transferee of all or any of the covenants, restrictions and stipulations.

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

If there is more than one transferee and panel 11 has been completed, each transferee may also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to Land Registry's Public Guide 18 – *Joint property ownership* and Practice Guide 24 – *Private trusts of land* for further guidance.

**13 Execution**

Executed as a Deed  
by **DAVID WILSON HOMES LIMITED** acting by two attorneys:

Attorney Signature

Attorney Name

Attorney Signature

Attorney Name

Executed as a Deed  
by **BRAUNSTONE TOWN COUNCIL**  
acting by [            ]

**WARNING**

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

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## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018**

#### **Item 8 – 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 data issued by the IMF, dark undercurrents in the global economy, trade tensions, particularly the US/China trade war, and vulnerabilities in the global financial system, could lead to 0.25% being shaved off the GDP of both the US and China this year, with both countries seeing a reduction in growth of about 0.5% or more next year. Part of the pressure on international markets would arise from any devaluation in the Chinese yuan, putting pressure on other currencies and making their goods more expensive versus Chinese goods. While this is likely to be more significant in Asian markets, the impact on European markets, including the knock on impact, has a real potential to reduce predicted growth.

For the UK economy, due to the timing of the Budget (moved to November), the Office for Budget Responsibility 2018 Forecast evaluation report, which was due to be published in October 2018, has been postponed. However, their Economic and fiscal outlook, published in March 2018, predicted UK GDP growth of 1.5% in 2018, 1.3% in 2019, and then averaging at 1.4% per year over the subsequent three years. The report identifies that borrowing in 2017/2018 was at £45.2 billion (previously predicted £49.9 billion) and anticipates it will be reduced to £21.4 billion by 2022/23.

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

In August, the Bank of England raised interest rates 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.

September's fall in inflation was announced a day after figures showed that wages were rising by 3.1% - the fastest pace in nearly a decade. 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 will be significant economic and financial uncertainties at least in the short term from March 2019.

The 2017 General Election having resulted in no overall control at Westminster resulted in the Government easing the public sector spending controls such as increasing the percentage principal authorities can raise their Council Tax without having to hold a referendum and the ending of the requirement to keep public sector pay rises within 1%. In the event of no agreed withdrawal agreement with the EU, as mentioned above, there is an increased likelihood of a further General Election before spring 2019. Either way, 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 2023/2024, which is based on the following assumptions:

- the full cost of auto-enrolment of all eligible employees into the pension scheme, with a 2% pay increase each year;
- additional staffing costs as a result of TUPE of Library staff and the NJC scale point review;
- 2%, the Bank of England target inflation rate, being added to estimated expenditure;

- financing additional borrowing for the Shakespeare Park improvements
- that the Council will make diminishing savings (up to 2022/2023) to offset increases in cost and the loss of the Council Tax Support Grant; and
- that the base budget predicted when setting the Council Tax equates to the actual income and expenditure.

The projections make use of the Commuted Sums Reserve, 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 4.94% increase on the precept for 2019/20, £5.84 on a band D property and £4.54 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 2018/2019 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 2018/2019 budget in January 2018 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. Last year, the plan identified, for the first time, priority projects. The major ongoing capital project is to improve and redevelop the facilities at Shakespeare Park. Also included this year 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 will impact upon the Council's finances, including use of its reserves, and therefore, its ability to deliver capital investment for the next 3 to 5 years.

#### 2. Proposed Changes to Council Tax Support and Exemptions

In September, Blaby District Council undertook a consultation on changes to the Council Tax Support and Exemptions Scheme, that is the means tested discounts Council Tax payers receive, for example those on benefits, and the exemptions, for example for empty homes.

Proposals included a 200% Council Tax charge on properties that have been empty for more than two years. Other changes include no longer giving an unfurnished and unoccupied property a one-month free period of Council Tax, removing the 10% discount for second homes in the district and no longer offering a 50% discount on Council Tax to properties undergoing major repair or structural works.

If all four proposed changes were made it could increase the Council Tax collection by £400,000 per year (spread across District, County, Police Authority, Fire Authority and parish and town councils).

The consultation also included proposals on the Council Tax Support Scheme for Council Tax payers. Currently around 5,000 households receive a means-tested discount. All households currently pay at least 15% towards their Council Tax bill. Four options were considered in the consultation, including reducing the maximum support from 85% to 83%, 80% or 78%. A reduction to 78% would increase revenue across all authorities by a total of £300,000 per year.

There was no proposed change to the amount of help for people of pension age credit, the 25% single person discount or the exemption for those who are severely mentally impaired and living alone.

Should changes be implemented from April 2019 then this will have the impact of increasing the Scaled Council Tax Base figure. The Scaled Council Tax Base figure is the number used to divide the net budget requirement in order to get the Band D charge (all other bands are a ratio to this charge). Therefore, an increase in the Scaled Council Tax figure will increase the Town Council's receipt from the same Council Tax charges.

So far, Blaby District Council has not undertaken detailed assessments of the impact of the various proposals on parish tax bases. However, based on their overall assessment of all proposals being implementing producing a net increase of £700,000 across all authorities, then it is unlikely that any increase received by Braunstone Town Council would be equivalent to the £45,000 - £50,000 previously received in Council Tax Support Grant and New Homes Bonus.

### 3. Parish Precept and Referendum principles

On 19th December 2017, the Local Government finance settlement for 2018/2019 was confirmed and Council tax referendum principles were not extended to parish and town councils in 2018/19 and this is proposed to continue in the subsequent 2 financial years. An extract from the Communities and Local Government Secretary's speech is below:

*"I can also confirm that the government intends to defer the setting of referendum principles for town and parish councils for 3 years. This is subject to the sector taking all available steps to mitigate the need for Council Tax increases.....and the government seeing clear evidence of restraint in the increases set by the sector as a whole".*

On 24th July 2018, the Government published its "Local government finance settlement 2019 to 2020: technical consultation", which contained the following paragraphs about referendum principles for town and parish councils:

*“In 2018-19, the Government decided to defer the setting of referendum principles for town and parish councils for three years. However, this was conditional upon:*

- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for “invest to save” projects which will lower ongoing costs; and*
- the Government seeing clear evidence of restraint in the increases set by the sector”.*

*“In 2018-19, the average Band D parish precept increased by 4.9% (£3.02). This compares to a 6.3% increase (£3.63) in 2017-18, and is the lowest year on-year increase in parish precepts since 2015-16”.*

*“In view of this, the Government intends to continue the deferral of setting referendum principles for town and parish councils, but encourages parish councils to continue this downward trend, and will keep this area under active review”.*

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.

#### 4. 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 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. Shakespeare Park Improvement & Development

In January 2018, the Council allocated £20,722 in its annual budget from 2018/2019 for repayment of a £500,000 loan to part fund the improvements to Shakespeare park, based on a repayment period of 40 years. Due to ongoing work to obtain external grants, the proposed works are yet to commence and therefore, the borrowing application has not yet been submitted. Due to the interest rate rise in August 2018, a loan of £500,000 with a repayment of 40 years is now 2.97%, making the annual repayment £21,305.74. This revised figure has been included for 2019/2020 in the projections at Appendix 1.

Given the difficulties in obtaining external funding, Policy & Resources

Committee have explored the potential of borrowing an additional amount over two years. Assuming all current grant applications are successful, the current projected funding deficit for the project would be £364,277. If the Council was to make an additional borrowing application of £365,000, based on the current interest rate, a further repayment of £15,553.20 would be required per annum. This figure has been included in the projections at Appendix 1 from 2020/2021.

## 2. Library and Customer Service Shop

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

Subject to an acceptable offer being received, Braunstone Town Council on 22nd March 2018 approved that the Town Council take over responsibility for the management and operation of the Braunstone Town Library service (Council minute 5624).

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, are entitled to transfer under TUPE. There are four members of staff with 552½ hours per annum, salaries including on-cost is £6,740 per annum. This figure has been included in the additional staffing cost from 2019/20 in the projections at Appendix 1.

In order to avoid year on year larger increases in the precept, the full use of the contingency is proposed in 2019/2020.

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 ends on 30th June 2019. 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. Potential Removal of 1% Public Sector Pay Cap

Recent public sector pay review bodies have made recommendations in excess of 1% Public Sector Pay Cap and Government has indicated that it no longer requires pay bodies to apply the pay cap.

On 5th December 2017, the National Employers or Local Government Services made a pay offer to the NJC Trade Unions 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 offer also includes the introduction of a new national pay spine on 1st April 2019.

Any increases in pay recommended by the NJC will need to be met out of the Town Council's budget, although in anticipation of the NJC Scales Review, the Council is in a good position to meet the current proposal, which has been built into the projections at Appendix 1.

#### 5. Pension Costs

In the financial planning approved in the autumn of 2015, the Town Council allowed for gradual increases in the budgeted amount for pensions since it anticipated that since staff could always opt to join the Local Government Pension Scheme, and most had not, that most of the eligible non-members at the time of auto-enrolment (1st October 2015) were likely to opt-out when auto-enrolled. In fact, all eligible staff having been auto-enrolled remained in the pension scheme, meaning the number of staff in the scheme has doubled. As a result, the £45,010 allocated in 2016/2017 budget was not sufficient with an actual spend at the end of the financial year of £78,478, resulting in a £33,468 overspend. This was rectified in 2017/2018 with provision in the budget for pensions of £85,010, which took into account pay increments and a 1% increase on salary scales.

The actuarial valuation of the Leicestershire County Council Pension Fund has been 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. The new contribution rates for Braunstone Town Council increased from 18.47% to 19.79%, which will need to be factored into the budget estimates.

However, with the removal of the requirement to maintain a 1% pay cap and the offer of a 2% pay increase by the NJC employers for April 2018, going forward, the most significant pressure placed on pensions will be the requirement to meet the extra entitlements resulting from pay increases.

#### 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 £8.75 compared to the National Living Wage of £7.83. The lowest NJC pay scale on Braunstone Town Council’s establishment is scale point 13, which in 2017 paid £8.55 and was increased on 1st April 2018 to £9.01 and will become £9.55 on 1st April 2019. The Government’s National Living Wage is due to reach £9 per hour by 2020 and this will be 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 will have been reduced over the next three years 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 implementation of the Capital Plan.

#### Current Financial Year (2018/2019)

The actual position in the revenue budget for the current financial year (2018/2019) on 30th September 2018 is as follows:

	Budgeted	Actual
Income	£769,328	£362,550
Expenditure	£806,328	£384,955
Difference	-£37,000	-£22,405

Both income and expenditure to date is below anticipated levels and the current deficit level is down to a similar gap in anticipated income. Civic Centre income is down by £8,673 for the period. However, the Town Council still has income to receive in

relation to the Customer Service Shop and from the ring fenced commuted sums held by Blaby District Council in relation to Thorpe Astley Park.

The most significant area of expenditure, salaries and on costs remains proportionate. Currently there is scope to tighten up on expenditure, should income be below expected levels, in order to avoid a significant end of year over spend.

### Recommendations

#### THAT IT BE RECOMMENDED TO COUNCIL

1. that the current projections based on known financial pressures identified in the report be noted;
2. that the Council's Mission Statement and the Objectives for each Service Area be used as the basis for calculating the annual budget and any external funding sought;
3. that the Council's General Reserves be used to invest in infrastructure and assets and in the development and remodelling of services, including the Town Council's operations; and
4. that it be confirmed that £18,000 be used from the Council's Commuted Sums Reserve in 2019/20 to offset the loss of Council Tax Support Grant and avoid significant increases in the precept in two consecutive years.

### 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.
4. Following the withdrawal of Council Tax Support Grant, to use reserves to protect services, while continuing to phase the equivalent in precept increases over a period of 3 years to avoid any adverse impact consecutive large precept increases would have on residents.

**APPENDIX 1 – INCOME / EXPENDITURE PROJECTIONS**

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Total Requirement</b>	£565,786	£565,444	£567,598	£571,274	£575,487	£581,242
<b>Plus Increase in costs</b>	£5,658	£5,654	£5,676	£5,713	£5,755	£5,812
<b>Less Saving Programme / Income Generation</b>	£6,000	£3,500	£2,000	£1,500	£0	£0
<b>Total including Savings</b>	£565,444	£567,598	£571,274	£575,487	£581,242	£587,054
<b>Additional Pension Provision (+2%)</b>	£39,592	£41,013	£41,833	£42,670	£43,523	£44,393
<b>Additional Staffing Costs</b>	£11,200	£28,400	£33,300	£39,200	£45,100	£51,000
<b>Additional Borrowing Repayments</b>	£20,722	£21,306	£36,859	£36,859	£36,859	£36,859
<b>Deduct Commuted Sum Reserve</b>	£37,000	£18,000	£0	£0	£0	£0
<b>(Balance of Reserves)</b>	£56,555	£38,555	£38,555	£38,555	£38,555	£38,555
<b>Deduct Contingency</b>	£15,850	£20,000	£20,000	£15,000	£0	£0
<b>(Balance for Financial Year)</b>	£4,150	£0	£0	£5,000	£20,000	£20,000
<b>Deduct from Capital Projects</b>	£10,000	£15,000	£15,000	£0	£0	£0
<b>(Balance for Financial Year)</b>	£15,700	£10,700	£10,700	£25,700	£25,700	£25,700
<b>TOTAL REQUIREMENT</b>	£574,108	£605,317	£648,266	£679,216	£706,724	£719,306
<b>Less Council Tax Support Grant</b>	£0	£0	£0	£0	£0	£0
<b>Net Precept</b>	£574,108	£605,317	£648,266	£679,216	£706,724	£719,306
<b>Band D (scaled Tax Base)</b>	4,853.76	£118.28	£124.71	£133.56	£139.94	£145.60
<b>% Increase</b>	9.70%	5.44%	7.10%	4.78%	4.04%	1.79%
<b>Average % Increase</b>	N/A	4.63%				
<b>£5 Increase on Band D (% increase)</b>	N/A	N/A	N/A	£138.56 3.74%	£143.56 3.61%	£148.56 3.48%
<b>Receipt</b>				£672,535	£696,804	£721,073



# BRAUNSTONE TOWN COUNCIL

## ***BUSINESS PLAN 2018/2019***

### **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 (2017/2018)**

In addition, Key Priorities for the Town Council during 2018/2019 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 2019.

2. *Community Centres*

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

3. *Quality of Life Services*

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

4. Enhancing a Socially Inclusive and Vibrant Community

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

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

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

6. Braunstone Town Library

The Town Council continues to work to keep Braunstone Town Library open, this involves, as a community leader, representing the views and aspirations of the community for the future shape of the Library Service and as a Landlord recognising the changing nature of Library service provision while ensuring the sustainability of all services provided from the Civic Centre site. It is anticipated that this role 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 £14,000 of ongoing savings in 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 to Long Term Financial Planning analysis, it is likely that the Town Council will continue to apply this approach in the medium term.

### **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: 25th January 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 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	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>	<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 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"> <li>• refurbished reception and welcome desk</li> <li>• refurbished toilets including changing places toilet</li> </ul> <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

<b>Community Centres Projects (continued)</b>		
<b>Building</b>	<b>Project</b>	<b>Notes</b>
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).	<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, 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).

## **APPENDIX 4 – RESERVES**

The table below summarises the movement during 2017/18 and the balance at the end of the financial year:

<b>Table A – Council Reserves 1st April 2017 – 31st March 2018</b>	
<b>1. Balance at 31st March 2017</b>	<b>£312,803.46</b>
2. (+) Annual precept	£519,556.00
3. (+) Total other receipts	£275,112.89
4. (-) Staff costs	£462,128.74
5. (-) Loan interest / capital repayments	£63,786.42
6. (-) Total other payments	£313,358.56
<b>7. (=) Balance at 31st March 2018</b>	<b>£268,198.63</b>

The table below summarises the current balances and intended uses:

<b>Table B – Reserves 2018/2019</b>		
<b>Balance of Reserves</b>		<b>£268,198.63</b>
Earmarked Reserves	Total	£0.00
Non-Earmarked Reserves	<i>Commuted Sums</i>	£93,375.12
	<i>General Reserve</i>	£174,823.51
	Total	£268,198.63

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018

#### Item 9 – Revenue Savings Projects 2019/2020

##### Purpose

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

##### Revenue Savings

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

<b>Details of Saving</b>	<b>Estimated Cost</b>	<b>Annual Saving</b>
Merging of Fire and Intruder Alarm Contracts across all premises	N/A	£1,600
Installation of LED lamp bowls on car park and park footway lighting.	£7,500	£1,400
Installation of PIR (movement sensors) in buildings such as kitchens and corridors.	£2,000	£500
<b>TOTAL</b>		<b>£3,500</b>

##### Capital Investments

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

##### Recommendations

1. That progress be noted with the implementation the capital investment projects which generate revenue savings, as detailed at Appendix 1 of the report; and
2. that the recommended savings as detailed in the table under Revenue Savings in the report be included in the budget preparations for 2019/2020.

##### Reasons

1. To note that those which had been implemented had produced predicted savings and that there was a plan in place for the implementation of the other projects identified.
2. To enable the 2019/2020 Financial Strategy ongoing savings to be delivered.

## APPENDIX 1 – Capital Investment / Revenue Savings Projects

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

Community Centres			
Project	Details	Implementation	Savings
Lighting	<ul style="list-style-type: none"> <li>• Installation of LED lamp bowls on exterior of buildings and in car parks.</li> <li>• Installation of LED bulbs and where necessary replacement fittings in Reception, Corridors and Toilets.</li> <li>• Assess appropriate places for the installation of PIR (movement sensors) such as toilets, kitchens and corridors.</li> <li>• Assess appropriate rooms for the installation of LED bulbs/lighting units.</li> </ul>	LED lighting implemented at Community Centres (installation cost: £12,484) in August 2015, to be implemented at Sports Pavilions as part of their refurbishment. Lighting on Town Council footways and car parks and PIR sensors remain to be implemented.	<p><i>Estimated Savings: £7,000pa.</i></p> <p><i>Actual Savings: comparison of quarterly electricity bills received for both Community Centres relating to August – October 2014 and 2015 (2014: £5,422; 2015: £3,256), projected annual saving: £8,664.</i></p>
Recycling	<ul style="list-style-type: none"> <li>• Provision of Recycling Collection from Civic Centre, Thorpe Astley Community Centre, Parks Pavilions – include paper, glass, plastic.</li> <li>• Provision of recycling bins at locations clearly visible and labelled.</li> </ul>	Fully implemented.	<p><i>Estimated Savings: £150pa.</i></p> <p><i>Actual Savings: £150pa. (Annual Cost of Service).</i></p>
Water Usage	<ul style="list-style-type: none"> <li>• Dual flushing on toilets (button operated easier/more user friendly)</li> <li>• Investigate potential to use rain water for water supply to toilets at Civic Centre?</li> <li>• Installation of taps which operate by waving hands under the sensor.</li> </ul>	To be implemented, where applicable, as part of future Capital Programme schemes.	<p><i>Estimated Savings on Water Usage: £900p.a. (Based on standard water saving devices saving 25%).</i></p>

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

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

Corporate Management			
Project	Details	Implementation	Savings
Printing/Copying/ Stationary	<ul style="list-style-type: none"> <li>• Set up photocopier for scanner and printing functions to enable double sided printing from computers.</li> <li>• Set up all Civic Centre computers to default print to photocopier double sided (black &amp; white).</li> <li>• Ensure instructions are available on how to operate.</li> <li>• Ensure all staff use double sided printing as default, printing single sided for a specific justifiable reason.</li> <li>• Consider removing some or all of the existing laser printers?</li> </ul>	Fully Implemented by March 2015.	<p><i>Estimated Savings: £600pa.</i></p> <p><i>Actual Savings: comparing Photocopier, Supplies and Stationary budgets for 2014 and 2015, between April and December: there was a saving of £2,128 (2014: £5,979; 2015: £3,851)</i></p>
Electronic Publication / Delivery of Agendas	<ul style="list-style-type: none"> <li>• Ability to publish complete agenda pack (including items) on the website (public items only)</li> <li>• Ability to send complete agenda packs via email to interested parties, Councillors and distribution list (where possible).</li> <li>• Enables circulation to wider audience and non-committee members.</li> <li>• Set up Members Area on Website for publication of Exempt/Confidential Papers.</li> <li>• Purchase of PDF Software to enable creation of agenda and items from different documents and document types, page numbering and bookmarking.</li> </ul>	With the exception of "Members Area on Website for publication of Exempt/Confidential Papers", implemented by May 2015.	

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018**

#### **Item 10 – Park & Open Spaces Winter Works Programme 2018/2019**

##### Purpose

To consider items for inclusion on the Winter Works Programme for 2018/2019 for the Councils Parks, Open Spaces and Grounds.

##### Background

A Winter Works programme was submitted to the committee on an annual basis to approve works and capital projects on the Parks and Open Spaces in Braunstone Town. In past years consultation was undertaken with the ground staff to discuss what work or projects were required to maintain and improve the areas that the Town Council manage and the works discussed covered piecemeal work to each park or open space.

Last year it was agreed that the a more systematic approach be taken to the Winter Works programme by selecting a particular park or open space to concentrate on and improve subject to budget restrictions. On discussing which area to concentrate with the ground staff it was agreed that Merrileys are of Mossdale Meadows and Long Spinney and Fox Spinney at Thorpe Astley considered for this season.

Extensive work to thin out the existing trees and the removal or repair of a lot of the fencing in this area is required. It is also proposed to undertake a complete tree survey on Mossdale Meadows as many of the trees on this park require attention or removing for maintenance or safety reasons.

A full tree survey is also proposed to be undertaken in Long Spinney and Fox Spinney at Thorpe Astley as, again, many of the trees in the two spinneys need removing for safety or require maintenance work.

Other general winter works operations will be carried out on all the other parks and open spaces as required.

##### Recommendations

1. That the Winter Works Programme 2018/2019, attached at Appendix 1, be approved; and
2. that Merrileys area of Mossdale Meadows and Long Spinney and Fox Spinney be the chosen park/open spaces to be maintained in the Winter Works Programme 2018/2019.

##### Reasons

1. to ensure that parks and open spaces in Braunstone Town are maintained to

high level

2. That each of these areas require extensive work to the existing trees and fences for both safety and maintenance reasons.

**BRAUNSTONE TOWN COUNCIL**

**WINTER WORKS 2018/2019**

**BRAUNSTONE TOWN**

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
CIVIC CENTRE	Hedges and trees	General winter maintenance	
	Fencing	Repair of ½ round fencing at rear of car park	
	Moss/algae on paths	Remove all moss and algae - slipping hazard	
	Slabs in patio	Sand/cement mix between slabs in patio area to fill gaps	
	Car "Reserve" signs	Need reinstalling into ground	
	Hedges	Cut back overhanging trees	
	Patio	Trim back shrubs and tidy	
	Compound	Ash trees to be removed	
	Ivy	Remove ivy from side of building	
	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
MOSSDALE MEADOWS	Hedges and trees	General winter maintenance	
		Remove dead tree in car park	
	Trees	Full tree survey to be undertaken	
	Brockenhurst entrance	Disabled access required	
	Pavilion	Remove small wall at rear of pavilion (safety)	
		Clear guttering	
PLAY GROUND	ROSPA - Fencing	Metal fencing between car park and play area damaged – repair or replace	
	ROSPA – Multiplay	Fixtures loose or missing on top of pole – tighten or replace	
	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
MERRILEYS	Hedges and trees	Thin out trees and remove dead or damaged trees	
	Fencing	Remove or repair damaged fencing	
	Bins	4 new dog bins required 3 new litter bins required	
	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
FRANKLIN PARK	Hedges and trees	General winter maintenance	
	Mulch	Required under seesaw, arch frame and swings	
	ROSPA – Arch climber	Corrosion to equipment – de-scale back and paint. Repair any area where corrosion is severe	
TEEN AREA	ROSPA - Multiplay	Ball pivot joint – to be dismantled and inspected	
	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
COMMUNITY ORCHARD	Hedges and trees	General winter maintenance	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
SHAKESPEARE	Hedges and trees	General winter maintenance	
	Entrance to park	Millwaste required at entrance to reduce mud during winter	
	Litter bin	1 new bin required	
	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
HOLMFIELD PARK	Hedges and trees	General winter maintenance	
	Fencing	Replace knee high fencing at the bottom of Oak Crescent	
	Litter bins	Disinfect all bins	

**BRAUNSTONE TOWN COUNCIL**

**WINTER WORKS 2018/2019**

**THORPE ASTLEY**

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
THORPE ASTLEY CENTRE	Hedges and trees	General winter maintenance and tree crown lifting where required	
	200 whips (small trees)	To continue boundary hedge from last year (Aesthetic improvement)	
	15 standard trees	Planted around Thorpe Astley Community Centre and open spaces (aesthetic improvement)	
	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
TA MUGA AND TENNIS COURTS PLAY AREA TRIM TRAIL	Hedges and trees	General winter maintenance	
	Ditch	To be cleared	
	Litter bins	Disinfect all bins	
	ROSPA – Rotator Bowl	Replace worn bearings	
	ROSPA – Bark	To rake and top up if required	
	ROSPA – Multiplay Climber	Dismantle and inspect ball joint bearings	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
MURBY WAY, TOM PAYNE CLOSE, SMART CLOSE AND HILCOTT GREEN	Knee high fencing	To replacement missing/damaged fencing	
COOK CLOSE	Litter bin	Require replacement bin	
GOODHEART WAY	Litter bin	Require replacement bin	
	Oak Tree	Cut back limbs crossing Goodheart Way	
	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
PRIESTMAN ROAD PLAY AREA	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
FOXHOLE SPINNEY	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Litter	Deep litter pick	
	Litter bins	Disinfect all bins	
	Footpaths	To be cleared	
	Trees	Full tree survey to be undertaken	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
ISOBELLA ROAD PLAY AREA	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
HILCOTT GREEN	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Fruit trees	Require pruning	
Litter bins	Disinfect all bins		Litter bins

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
IMPEY CLOSE PLAY AREA	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Litter bins	Disinfect all bins	
	ROSPA – swing seat	To tighten eyebolts	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
MARSHALL CLOSE PLAY AREA	Hedges and trees	General winter maintenance and tree crown lifting where required	
	Litter bins	Disinfect all bins	
	ROSPA – Seating	Algae growth on floor to remove	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
LONG SPINNEY	Hedges and trees	General winter maintenance and crown topping where needed	
	Litter	Deep litter pick	
	Litter bins	Disinfect all bins	
	Footpaths	To be cleared	
	Trees	Full tree survey to be undertaken	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
OWEN CLOSE	Hedge reduced in height and width	To be cut back as required adjacent to resident drive. Our side and top only – to be one of first cuttings to be done 2018/2019	
	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
LUBBESTHORPE ISLAND	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
VILLAGE GREEN	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
COLLINS CLOSE	Litter bins	Disinfect all bins	

<b>OPEN SPACE / PARK</b>	<b>ITEM</b>	<b>FAULT / ACTION</b>	<b>COMPLETED DATE/INITIAL</b>
LUBBESTHORPE BROOK	Post and rail fencing	Replacing missing or damaged fencing adjacent to brook	
	Litter bins	Disinfect all bins	

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018**

#### **Item 11 - Public and Products Liability Insurance**

##### Purpose

To determine the level of public and products liability cover required reflects the levels of risk in the context of the services the Council provides.

##### Background

On 14th June 2018, the Committee reviewed the Council's systems of internal control, including the management of risk and the preparation of accounting statements, in order to determine whether there were sound systems of internal control and management of risk, which included examining compliance with the areas listed in the Annual Governance Statement.

Queries were raised about the Town Council's Public Liability Insurance Cover, which is up to £5m in any one claim. The Committee were concerned that it might not adequately cover the levels of risk in the context of the services provided by the Council.

Therefore, to ensure that the level of public liability cover adequately reflected the levels of risk in the context of the services the Council provided, the Committee agreed "that the required level of public liability insurance cover be reviewed ahead of the annual renewal date for the Council's corporate insurance policy" (minute 7, resolution and reason 1).

The Executive Officer & Town Clerk contacted larger Parish and Town Councils in Leicestershire to ascertain their levels of Public and Products Liability Insurance cover, which are as follows:

- Ashby de la Zouch - £10m
- Blaby - £10m
- Earl Shilton - £15m
- Lutterworth - £10m
- Syston - £15m

Policy & Resources Committee on 23rd August 2018 received the above information and resolved "that the Executive Officer & Town Clerk discuss with the Council's Insurers whether the Town Council's Public and Products Liability Insurance Cover was sufficient and ascertain the cost of increasing the cover to £10,000,000 should it be appropriate" (minute 28).

##### Reviewing Public and Products Liability Insurance Cover

The renewal date for the Town Council's Corporate Insurance Policy is 1st November and a meeting was held between the Executive Officer & Town Clerk and

a representative of the insurance broker, WPS, on 17th September to consider changes to the policy, including an appropriate level of Public and Products Liability cover. The insurance broker advised they will be using a new underwriter when the Town Council's insurance is due in November 2019 who provides Public and Products Liability cover for £15 million as standard. However, the current underwriter, Aviva only offers £5 million as standard and charge for an uplift. The cost of uplifting Public and Products Liability cover for 2018/2019 to £10 million will be an additional premium of £1,516.78 (on top of the renewal premium which is £13,703.30).

The discount rate that insurers can apply when settling liability claims that have resulted in serious/life changing injuries has recently been reduced and the insurance broker advised that this was already having an impact on the level at which settlements were being agreed. In light of this advice and following the feedback from Parish Clerks contacted and a detailed discussion by the Council's Officer Management Team, £5m for Public and Products Liability cover is considered to be too low, particularly where responsibility includes events, public realm and play equipment. For example, if a child were to suffer a serious injury while using our parks or play equipment it could impact on them for the rest of their life, in addition to any general damages settlement costs for on-going support and care, which could run into several millions.

#### Recommendation

That the Council obtain Public and Products Liability Insurance cover for 2018/2019 at £10 million.

#### Reason

To ensure that the level of public liability cover adequately reflected the levels of risk in the context of the services the Council provided.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018**

#### **Item 12 - Local Government Pension Scheme - Braunstone Town Council Discretionary Policies**

##### Purpose

To determine Braunstone Town Council's policy for two new discretionary policies for pre 2014 pension scheme leavers and to consider whether to review or re-affirm discretionary policies for post 2014 members.

##### Background

Recent amendments to the Local Government Pension Scheme regulations have expanded the period in which many deferred members can claim their pension without the need for employer consent.

Since 2014, members who leave and are over age 55 may claim an actuarially reduced pension benefits if they wish without the consent of their employer. However this ease of access was not extended to those who had already left the pension scheme before 1<sup>st</sup> April 2014 – until now. It has now been extended to all deferred leavers 55-59 as well.

This has resulted in renewed scrutiny of the Discretionary Policies that previously applied. In short, the policies that the Town Council as an employer operated before April 2014 which continued to apply in relation to pre April 2014 leavers now need to be reviewed. These policies are attached at Appendix 1 and will be treated by the Pensions Scheme local administrator as an addendum to the existing pre 2014 member policies.

Enclosed at Appendix 2 are the discretionary policies the Town Council adopted under Regulation 60 of the Local Government Pension Scheme Regulations 2013. Also enclosed at Appendix 3 are the discretionary policies the Town Council adopted under Regulation 66 of the Local Government Pension Scheme Regulations 2008.

##### Proposed addendum Discretionary Policies (Appendix 1)

The need for employer consent to draw on a deferred pension for a pre-2014 scheme leaver over 55 has been removed, and so this type of case and applications to the Town Council will cease to occur. The deferred member will now be able to elect to take their pension without employer intervention, reduced in line with actuarial guidance for early payment (unless the Town Council's new discretionary decisions decided otherwise). The Local Pension Scheme Administrator have written to the almost 3800 deferred members across the whole of the Leicestershire fund, who are in this category, alerting them to this newly available option.

The new discretionary policies are attached at Appendix 1.

The first section is to consider the policy regarding waiving any actuarial reduction for deferred members accessing their pension benefits, for compassionate reasons. The early access process for deferred members in an ill health situation remains unaffected.

The second new section is to confirm whether the employer wishes to 'switch on the rule of 85' which also has the effect of reducing member reductions.

Both scenarios could incur capital costs to the Town Council employer if applied. If they are not applied, former members will have their appropriate actuarial reductions applied, so the employer won't have any capital costs.

The recommendation in both cases is not to apply this discretion.

### Current Discretionary Policies

The requirement to decide on and pass the two new discretionary policies for pre 2014 leavers provides an opportunity to review the current post 2014 member discretionary policies, attached at Appendix 2. No changes are being proposed in this report, so the Committee are asked to consider re-affirming these policies.

Equally, it provides an opportunity to review the member discretionary policies adopted in 2010, attached at Appendix 3. Again, no changes are being proposed in this report, so the Committee are asked to consider re-affirming these policies.

### Recommendations

1. That it be noted that employer discretion would no longer be needed for release of deferred pension for pre 2014 members of the Local Government Pension Scheme (except ill health);
2. that the two new Local Government Pension Scheme Discretionary policies for pre 2014 leavers, attached at Appendix 1, be approved and adopted; and
3. that the Local Government Pension Scheme discretionary policies for post 2014 members, attached at Appendix 2, and the discretionary policies adopted in 2010, attached at Appendix 3, be re-affirmed.

### Reasons

1. Recent amendments to the Local Government Pension Scheme regulations allows deferred leavers age 55-59 to draw their pension with a reduction without employer consent.
2. The Council would only consider ill health as a reason to wave the reduction in deferred benefits where a former member elects for voluntary early retirement and this was covered by a separate scheme.
3. The existing discretionary policies had been reviewed and were considered fit for purpose in the context of the current regulations.

## APPENDIX 1 – 2018 Addendum Discretionary Policies

**Employer:** **Braunstone Town Council**

**Local Government Pension Scheme, (LGPS), Regulations Policy statement on all eligible former members effective 1st November 2018**

Under the pertinent LGPS Regulations, each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pensions Regulations.

This statement is applicable to all former employees of the above named employer who are eligible to be members of the LGPS and are required following the introduction of the LGPS (Amendment) Regulations 2018 in the following areas:

### **LGPS Benefits Regulations – Early payment of retirement benefits at a former member’s request.**

#### **Election for early payment of deferred benefits at age 55 for leavers before 1 April 1998**

Original Regulation 24(a) and 30(d)

Regulations amended/inserted or deleted **LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014:**

New reg 3(5A)(a)

#### **Election for early payment of deferred benefits from age 55 for leavers between 1 April 1998 and 31 March 2008**

Original Regulation 24(a), 30(e) and 30(f)

Regulations amended/inserted or deleted **LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014:**

New reg 3(5A)(b)

New para 1(1)(e) of Sch 2

New para 1(1)(f) of Sch 2

Amends para 1(2) of Sch 2 and para 2(3) of Sch 2

#### **Election for early payment of deferred benefits from age 55 for leavers between 1 April 2008 and 31 March 2014**

Original Regulation 24(a), 30(a), 30(c), 30(e) and 30(f)

Regulations amended/inserted or deleted **LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014:**

New reg 3(5A)(c)

Amends para 1(1)(a) of Sch 2

New para 1(1)(aa) of Sch 2

Amends para 1(1)(c) of Sch 2, para 1(2) of Sch 2 and para 2(3) of Sch 2

## APPENDIX 1 – 2018 Addendum Discretionary Policies

### I. Affirmation of existing policy in this area required:

Explanation	Employer's Policy
<p>Where the former member elects for voluntary early retirement before their normal pension age (NPA), the deferred benefits will be reduced for early payment.</p> <p>The scheme employer may, in respect of deferred members who can under the relevant regulations (details above) voluntarily draw their benefits on or (if regulations allow) after age 55 and prior to NPA, choose to waive on the grounds of compassion any reduction for early payment.</p> <p>The cost of which would fall upon the employer.</p> <p>n.b. "Compassionate grounds" is not defined in the regulations</p>	<p>In relation to waiving any reduction which may apply on compassionate grounds, the policy is that:</p> <p><b>The Council will not apply this discretion.</b></p>

### 2. Additional new decision required to cover former members who left after 1 April 1998 but before 31 March 2014 regarding Switching on 'Rule of 85'

Explanation	Employer's Policy
A former member who has not attained normal pension age (NPA) but who	In relation to early retirements with employer's consent, policy on

## APPENDIX 1 – 2018 Addendum Discretionary Policies

has attained the age of 55 or over, may elect to receive immediate payment of a retirement pension in relation to an employment if that member is not an employee in local government service in that employment, reduced by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.

In these circumstances (other than flexible retirement) the 85 year rule does not automatically apply to members who would otherwise be subject to it who choose to voluntarily draw their benefits on or after age 55 and before NPA.

The employer has the discretion to “switch on” the 85 year rule for such a member.

If the employer does agree to switch back on the rule of 85, the cost of any strain on the fund resulting from the payment of benefits before NPA would have to be met by the employer.

‘Switching on Rule of 85’ is that:

**The Council will not apply this discretion.**

## Appendix 2 – 2014 Discretionary Policies

**Employer: Braunstone Town Council**

### **Local Government Pension Scheme, (LGPS), Regulations Policy statement on all eligible employees (Adopted 2014)**

Under Regulation 60 of the LGPS Regulations 2013, (as amended), each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pensions Regulations.

This statement is applicable to all employees of Braunstone Town Council who are eligible to be members of the LGPS

There is a requirement to publish the following five policies.

#### **1. LGPS Regulations - Regulation 31: Power of employer to award additional pension**

<b>Explanation</b>	<b>Employer's Policy</b>
An employer may resolve to award a member additional pension of not more than £6,500 (figure as at 1 April 2014) a year within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency.	<b>The Council will not normally agree to award an additional pension under this regulation.</b>

#### **2. LGPS Regulations 2013 - Regulation 16(2)(e) and 16(4)(d) : Funding of additional pension contributions (shared cost):**

## Appendix 2 – 2014 Discretionary Policies

Explanation	Employer's Policy
<p>An active member in the main section of the scheme who is paying contributions may enter into arrangements to pay additional pension contributions (APCs) by regular contributions or a lump sum.</p> <p>Such costs may be funded in whole or in part by the member's Scheme employer.</p> <p>The employer will need to determine a policy on whether it will make a contribution towards the purchase of extra pension.</p> <p>This does <b>not</b> relate to cases where a member has a period of authorised unpaid leave of absence and elects within 30 days of return to work to pay a shared cost APC to cover the amount of pension "lost" during that period of absence. In these cases the employer <b>MUST</b> contribute 2/3rds of the cost (Regulation 15(5) of the LGPS Regulations 2013).</p>	<p><b>The Council has not adopted this discretion.</b></p>

### 3. LGPS Regulations 2013 - Regulation 30 (6): Flexible Retirement

## Appendix 2 – 2014 Discretionary Policies

Explanation	Employer's Policy
<p>An active member who has attained the age of 55 or over who reduces working hours or grade of an employment may, with the Scheme employer's consent, elect to receive immediate payment of all or part of the retirement pension to which that member would be entitled in respect of that employment if that member were not an employee in local government service on the date of the reduction in hours or grade, adjusted by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>As an employer you need to determine the conditions under which you would approve a flexible retirement taking place.</p>	<p><b>The Council has agreed to release pension where there is no cost and not to waive any reduction.</b></p> <p><b>Members must reduce their hours by a minimum of 40% and/or reduce their grade</b></p> <p><b>The Council may however allow the release of pension where there is a cost or waive reduction in a potential redundancy situation, where a reduction may occur through redeployment, or in other exceptional circumstances supported by a business case.</b></p>

#### 4. LGPS Regulations 2013 - Regulation (paragraph 1(1)( c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014): Switching on rule of 85

Explanation	Employer's Policy

## Appendix 2 – 2014 Discretionary Policies

<p>A member who has not attained normal pension age but who has attained the age of 55 or over, may elect to receive immediate payment of a retirement pension in relation to an employment if that member is not an employee in local government service in that employment, reduced by the amount shown as appropriate in actuarial guidance issued by the Secretary of State.</p> <p>In these circumstances (other than flexible retirement) the 85 year rule does not automatically apply to members who would otherwise be subject to it who choose to voluntarily draw their benefits on or after age 55 and before 60.</p> <p>The employer has the discretion to “switch on” the 85 year rule for such member (paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014.</p> <p>If the employer does agree to switch back on the rule of 85, the cost of any strain on the fund resulting from the payment of benefits before age 60 would have to be met by the employer</p>	<p><b>The Council will not apply either discretion, unless there is a business case to support this as an alternative to a redundancy situation</b></p>
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### 5. LGPS Regulations 2013 - Regulation (paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014): Waiving of actuarial reduction

Explanation	Employer’s Policy
<p>An employer has the discretion, under a number of retirement scenarios, to waive actuarial reductions on compassionate grounds.</p>	<p><b>The Council will not apply this discretion, unless there</b></p>

## Appendix 2 – 2014 Discretionary Policies

<p>The cost of which would fall upon the employer.</p> <p>n.b. “Compassionate grounds” is not defined in the regulations</p>	<p>are exceptional circumstances</p> <p><b>The Employment Committee will consider any cases and will decide whether the actuarial reductions should be waived. In all cases the financial position of the Council must be considered.</b></p>
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## Appendix 2 – 2014 Discretionary Policies

There are a number of other discretions which Scheme employers may exercise under the LGPS Regulations 2013, whilst there is no requirement to have a written policy in respect of these there are another five in respect of which it would perhaps be appropriate for Scheme employers to have a written policy in order that members can be clear on these matters

### I. LGPS Regulations 2013 – Regulation 17 - Shared Cost Additional Voluntary Contribution Facility

Explanation	Employer's Policy
This discretion allows the Employer to maintain and contribute to an employee's Additional Voluntary Contribution Scheme.	<b>The Council has not adopted this discretion.</b>  <b>This will not have any effect on the existing AVC facility available where the employee only is able to make such contributions.</b>

## Appendix 2 – 2014 Discretionary Policies

### 2. LGPS Regulations 2013 - Regulation 100 (6) – election to transfer within 12 months

Explanation	Employer's Policy
<p>This discretion allows the Employer extend the 12 month limit a member has in which to elect to transfer other pension rights into the LGPS. This has to be with the agreement of the Administering Authority</p>	<p><b>The Council as the Administering Authority will not normally allow an extension of the 12 month limit</b></p> <p><b>Extenuating circumstances may apply and this would include</b></p> <ul style="list-style-type: none"><li>• <b>Where evidence exists that an election was made within 12 months but his was not received by the administering authority</b></li><li>• <b>Where evidence exists that the member was not aware of the 12 month limit due to maladministration</b></li></ul>

## Appendix 2 – 2014 Discretionary Policies

### 3. LGPS Regulations 2013 - Regulation 22 (7) and (8) – election to aggregate within 12 months of commencement

Explanation	Employer’s Policy
<p>This discretion allows the Employer to extend the 12 month time limit a member has within which they must elect not to have deferred benefits aggregated with their new LGPS employment</p>	<p><b>The Council will not normally extend this 12 month time limit</b></p> <p><b>Extenuating circumstances may apply and this would include</b></p> <ul style="list-style-type: none"> <li>• <b>Where evidence exists that an election was made within 12 months but his was not received by the administering authority</b></li> <li>• <b>Where evidence exists that the member was not aware of the 12 month limit due to maladministration</b></li> </ul>

### 4. LGPS Regulations 2013 - Regulation 9 – allocation of contribution band

Explanation	Employer’s Policy

## Appendix 2 – 2014 Discretionary Policies

<p>This discretion allows the Employer to determine which contribution band is allocated on joining the scheme and at each April. It also determines the circumstances when an employee’s band may be reviewed.</p>	<ul style="list-style-type: none"> <li>• <b>Base pay on actual pay in April plus previous years overtime</b></li>   <li>• <b>Re-band on all <u>contractual</u> changes, but not ad hoc hours changes and re-band upon a pay award.</b></li> </ul>
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### 5. LGPS Regulations 2013 - Regulation 21 – assumed pensionable pay

Explanation	Employer’s Policy
<p>This discretion allows the Employer to determine whether to include in the calculation of assumed pensionable pay the amount of any “regular lump sum payment”.</p> <p>This is in cases where an employee’s pay needs to be calculated where their pay has been reduced due to certain absences in order that they are not unduly advantaged or disadvantaged.</p>	<ul style="list-style-type: none"> <li>• <b>To determine in individual cases where necessary to establish in a fair, equitable and justifiable way what the members likely pay would have been but for the absence, and in cases where this pay is to be used for future enhancements whether that level of pay would have been received every year to normal retirement age.</b></li> </ul>

## Appendix 3 – 2010 Discretionary Policies

**Employer: Braunstone Town Council**

**Local Government Pension Scheme, (LGPS), Regulations Policy statement or all eligible employees**

Under Regulation 66 of the LGPS Administration Regulations 2008, (as amended), each scheme employer must publish and keep under review a Statement of Policy to explain how it will apply certain discretions allowed under the Pensions Regulations.

This statement is applicable to all employees of **Braunstone Town Council** who are eligible to be members of the LGPS.

**LGPS Benefits Regulations - Regulation 30: Early payment of retirement benefits at the member, or former members, request.**

<b>Explanation</b>	<b>Employer's Policy</b>
<p>A scheme member or former member can request that the Employer grant early retirement between 55 &amp; 60 years old. It is possible that, where a member's pension is introduced early, these benefits will be reduced. The reduction is calculated in accordance with guidance issued by the Government Actuary. As an employer you may determine not to apply any reduction.</p>	<p><b>The Employer has agreed to exercise its discretion where the following criteria are met.</b></p> <p><b>Scheme member or former member is required to provide medium to long term care i.e. potentially no less than 2 years for a substantial period of each day for a dependent family member who is not terminally ill and whose incapacity and need for that care is confirmed by a medical practitioner.</b></p> <p><b>Where the above is satisfied, the Council has further agreed to waive any actuarial reductions which may apply.</b></p>

### Appendix 3 – 2010 Discretionary Policies

**Braunstone Town Council**

**LGPS Benefits Regulations - Regulation 18: Requirements as to time of payment (Flexible Retirement).**

Explanation	Employer's Policy
<p>A member who is 55 or over, and with their employer's consent, reduces their hours and/or grade can, but only with the agreement of the employer, make an election to the administering authority for payment of their accrued benefits without having retired from employment. It is possible that, where a member's pension is introduced early, these benefits may be reduced. The reduction is calculated in accordance with guidance issued by the Government Actuary.</p> <p>As an employer you may determine not to apply any reduction.</p>	<p><b>The Employer has agreed to release pension where there is no cost and not to waive any reduction.</b></p> <p><b>The Employer may however release pension where there is a cost or waive reduction in a potential redundancy situation, where a reduction may occur through redeployment.</b></p>

### Appendix 3 – 2010 Discretionary Policies

#### LGPS Administration Regulations – Regulation 25 (3) and LGPS Benefits Regulations – Regulation 15 (3): Shared Cost Additional Contribution Facility

Explanation	Employer's Policy
This discretion allows the Employer to maintain and contribute to an employee's Additional Voluntary Contribution Scheme.	<p><b>The Employer has not adopted this discretion.</b></p> <p><b>This will not have any effect on the existing AVC facility available where the employee only is able to make such contributions</b></p>

#### Braunstone Town Council

#### LGPS Benefits Regulations - Regulation 12: Augmentation (increase of scheme membership)

Explanation	Employer's Policy
An employer may resolve to increase the total membership of an active member.	<p><b>The Employer is not prepared to grant any discretionary enhancement, under this regulation.</b></p> <p><b>This decision does not affect the discretion available to the employer to allow a scheme member to convert a lump sum discretionary payment using the augmentation factors. (See Early Termination of Employment Discretionary Compensation).</b></p>

### Appendix 3 – 2010 Discretionary Policies

#### LGPS Benefits Regulations - Regulation 13: Power of employer to award additional pension

Explanation	Employer's Policy
<p>An employer may resolve to award a member additional pension of not more than £5000 a year payable from the same date as his pension payable under any other provisions of these Regulations. Additional pension may be paid in addition to any increase of total membership resolved to be made under regulation 12.</p>	<p><b>The Employer will not adopt this discretion.</b></p>

## Appendix 3 – 2010 Discretionary Policies

### The Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006

New provisions provide local government employers with the powers to consider making a one off lump sum payment to an employee which must not exceed 104 week's pay. The regulations no longer provide for the award of compensatory added years.

This statement is applicable to all employees of **Braunstone Town Council** who are eligible to be members of the LGPS.

#### Regulation 5: Power to increase statutory redundancy payments

Explanation	Employer's Policy
The Employer may decide to calculate a redundancy payment entitlement as if there had been no limit on the amount of a week's pay used in the calculation.	<b>The Employer has decided to adopt this discretion and base redundancy payment calculations on an unrestricted week's pay.</b>

#### Regulation 6: Discretionary Compensation.

Explanation	Employer's Policy
<p>A "one off" lump sum compensation payment may be awarded to an employee up to a maximum value of 104 weeks pay, inclusive of any redundancy payment made.</p> <p>If the above Regulation is adopted, employees who are members of the LGPS can be given the option of converting compensation payments, (less the statutory redundancy payment), into additional pensionable service, in accordance with the augmentation factors provided by the authority. An employer should specify whether they intend to provide this option</p>	<p><b><u>Redundancy</u></b>  <b>The Employer has elected not to pay any additional discretionary compensation in excess of the redundancy payment.</b></p> <p><b><u>Efficiency</u></b>  <b>A lump sum compensation payment will be awarded, equivalent to a redundancy payment, based on the statutory age and service related redundancy scale and on unrestricted weeks pay (see above : Regulation 5).</b></p>

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018**

#### **Item 13 - Memorials on Parks & Open Spaces**

##### Purpose

To consider whether the Council would allow memorials in memory of individual residents, for example plaques and benches, on its parks and open spaces.

##### Background

The Town Council has recently received requests from local residents for permission to erect or plant a memorial to a relative on parks or open spaces belonging to the Town Council. Requests include planting of trees with an attached plaque or the installation of a memorial bench or furniture.

The Town Council does not currently have any policy or criteria for considering these requests. Whilst we need to be understanding of relatives requests for a suitable place to install a memorial, consideration also needs to be given to other uses of the public open space and the type of memorials that are being requested.

Planting of trees on public open space is not an issue as this clearly benefits both the environment and aesthetic view of the open space as long as consideration is made to both the position and species of the tree that has been requested. The Executive Officer & Town Clerk already has delegated authority to deal with tree planting. One of the Town Council's open spaces and parks objectives is to help fight pollution by planting trees on our parks.

Including a plaque on the tree however, does alter the situation in that it clearly marks it as a memorial to a specific resident. Consideration needs to be made on the position and impact on other park/open space users, if we receive a large number of these requests.

Requests have also been made to install memorial benches which again, enhance the park or open space and provide seating for other users. However, maintenance of benches or street furniture, including insurance cover, would need to be considered. Although not installed by the Council, ultimate responsibility for the maintenance, repair and public safety would be the responsibility of the Town Council as the furniture would be installed on public open space for public use.

In order to assess any requests to place a memorial on parks or open spaces, a draft criteria has been attached for consideration (Appendix A). The criteria suggests particular areas of parks/open spaces that memorials may be positioned that are away from the main areas of public use such as sports pitches, play areas, youth shelters etc. and offer a more private area for relatives to place a memorial.

## Recommendations

1. that the criteria attached at Appendix A be approved for the consideration of requests for memorials on parks and open spaces; and
2. that the Executive Officer & Town Clerk be given delegated authority to consider and approve requests for memorials on open spaces in accordance with the approved criteria.

## Reasons

1. To ensure that all requests for memorials would be considered on an equal basis and that suitable locations for memorials were approved.
2. To consider requests for memorials in a timely manner

**BRAUNSTONE TOWN COUNCIL**

**CRITERIA FOR CONSIDERATION OF REQUESTS FOR  
MEMORIALS ON PARKS AND OPEN SPACES**

Requests from local residents to install a memorial on parks and open spaces owned/operated by Braunstone Town Council are to be considered on the following basis

1. Memorials may be installed in the following designated areas of parks and open spaces owned by Braunstone Town Council:-

Merrylees area of Mossdale Meadows

Open space adjacent Goodheart Way and Stackyard Close

2. Trees may be planted, however the position and species of tree would need to be approved before purchase.
3. All requests for the installation of memorials must be considered and approved by the Executive Officer & Town Clerk before purchase and installation.
4. Plaques may be placed on or adjacent to trees but must be no bigger than 15cm x 21cm and wording on the plaque must be approved by the Executive Officer & Town Clerk before the plaque is installed.
5. Arrangements for the installation of plaques and trees is the full responsibility of the person requesting the plaque including the cost of memorial and installation. Prior notice and approval of the works with regard to position and method is to be obtained before the installation commences.
6. Installation of benches or other furniture is not permitted due the maintenance and safety responsibilities and insurance costs to the Town Council.
7. Memorial plaques will not be maintained or replaced under any circumstances by the Town Council. The Town Council is under no obligation to replace any tree that dies.
8. If any tree or plaque is considered unsafe or a danger to the public the Town Council will remove them without prior consultation with the resident that requested/installed the memorial.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018**

#### **Item 14 - Review of Complaints Procedure**

##### Purpose

To review the current Complaints Procedure after three years of operation to determine whether it is fit for purpose.

##### Background

On 1st October 2015, Policy & Resources Committee reviewed the Town Council's Corporate Complaints Procedure and adopted a new procedure, which is attached at Appendix 1. The Committee identified that the procedure would be the subject of review in 2018.

The Complaints Procedure contains provisions for monitoring in order that Policy & Resources Committee can review complaints and identify whether there are any wider implications for the Council's policies and procedures, which may require review.

##### Procedure

The current Complaints Procedure (Appendix 1) follows best practice, in a similar way to staffing policies, by providing for three stages.

The first stage, referred to as an informal stage (although part of a formal procedure), which essentially allows for the Service Manager to use common sense to resolve a complaint if this is possible. An example may be where the customer calls the Town Council and the person who answers is busy for whatever reason and the caller is asked to wait a minute and is on hold for several minutes. The complainant simply tells us this is unacceptable and shouldn't happen again and requests an apology; all matters the Service Manager is able to address to the complainant's satisfaction.

The second stage, Formal Complaints, is used where a resolution cannot be reached at the informal stage or the complaint is more serious, for example an accusation of serious abuse. This stage requires formal timescales and the need to investigate to gather facts. The person dealing with the complaint is required to write a formal report summarising the complaint, evidence gathered and their conclusions, including the recommendations for resolving the complaint. This report is made available to the complainant who has the choice of accepting the recommendations for resolving the complaint in full or appealing the decision.

The third and final stage is the appeal, which is heard by the relevant Committee/Sub-Committee or Panel of the Council (in most cases, likely to be Policy & Resources Committee). The complainant has the right to make a written

submission and the person who handled the complaint at the Formal Stage would submit the report and any other relevant documentation. The body hearing the appeal has a process to follow which allows for the complainant and the investigator at the formal stage to address them and for questions to be asked. The decision at the appeal stage is final.

### Assessing the Effectiveness of the Complaints Procedure

A number of matters have been resolved at the informal stage, which do not get formally recorded on the central system, since these can be resolved in conversation (in person or on the phone) or by email. Since the new procedure was adopted on 1st October 2015, xx complaints have been dealt with at the formal stage. No complaints have reached the Appeals stage. A summary of the complaints dealt with under the formal stage are attached at Appendix 2.

The Procedure by including all complaints, whether minor or major, simple or complex, and providing for the informal stage and formal stage to deal with these as appropriate does result in complaints being resolved and/or closed effectively.

To that extent, there are no proposed changes to the procedure.

### Recommendation

That the existing Corporate Complaints Procedure, attached at Appendix 1, be reaffirmed and that the next review be in 2021.

### Reason

The Procedure by including all complaints, whether minor or major, simple or complex, and providing for the informal stage and formal stage to deal with these as appropriate results in complaints being resolved and/or closed effectively.



## **BRAUNSTONE TOWN COUNCIL**

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

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### **CODE OF PRACTICE FOR DEALING WITH COMPLAINTS**

#### **The Purpose of this Procedure**

1. This procedure should be used for complaints relating to the Town Council's service, procedures of administration or conduct of staff. Complaints about the conduct of Town Councillors should be made in accordance with the Town Council's Member Code of Conduct. The procedure does not cover challenging the decisions of the Town Council or its Committees unless the decision is illegal or the process for taking that decision is not lawful. The Council has a Safeguarding Policy, which should be used to address issues of concern relating to safeguarding. Some areas of Council activity have a separate policy, which includes a complaints and appeals procedure. Complainants are encouraged to seek advice as appropriate.
2. The purpose of this procedure is to provide an open and fair process for satisfactorily resolving issues of dispute.

#### **Raising Initial Complaints**

3. In the first a complaint should be raised informally with the responsible manager, this can be orally or in writing. If the complainant for some reason is unable to do this, e.g. the complaint relates to actions of that individual, the complaint should be raised with that person's line manager and/or a Councillor as appropriate.

#### **Making a Complaint Formally**

4. If it is not possible to satisfactorily resolve the complaint under 3 above, or the complaint is significant in nature, a complaint should be put in writing to the Executive Officer & Town Clerk. If the complainant for some reason is unable to do this, e.g. the complaint relates to actions of the Executive Officer & Town Clerk, the complaint should be put in writing to the Leader of the Council.
5. The complainant will receive an acknowledgement within three working days of their complaint which will include anticipated timescales (which must be reasonable and proportionate) for dealing with their complaint and details of how to contact directly the person who is investigating the complaint.

### Investigating Formal Complaints

6. An appropriate method of investigating the complaint will be used, which includes adequate opportunity for the complainant to expand on and clarify the nature of their complaint and for other parties involved to do the same. Mediation can be considered where all parties agree to this approach.
7. The person dealing with the complaint will write a formal report summarising the complaint, evidence gathered and their conclusions, including recommendations for resolving the complaint. The recommendations for resolving the complaint will be offered to the complainant, who can either accept the resolution in full or can appeal the decision.

### Outcome of Formal Complaints

8. The complainant must confirm in writing that they accept the proposed resolution, after which the person dealing with the complaint will ensure the recommendations are implemented. If the complainant is not happy with the outcome and wishes to appeal, the complainant must indicate their wish to do so in writing, summarising their reasons for appealing the decision, to the person dealing with the complaint within 14 days of being notified of the outcome. Failure to notify acceptance or appeal will result in implantation after 14 days have elapsed. Acceptance of the recommendations prior to the 14 days precludes the right of appeal.

### Appeal Process

9. The complainant will receive an acknowledgement within three working days confirming the appeal, which will include anticipated timescales (which must be reasonable and proportionate) for dealing with the appeal, and details of the appropriate Committee/Sub-Committee/Panel of the Council which will be considering the Appeal.
10. The complainant shall be notified of the date on which the Appeal will be considered. The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.
11. The appropriate Committee/Sub-Committee/Panel shall determine whether the circumstances of the complaint warrant the matter being discussed in the absence of the press and public.

### Procedure for Hearing the Appeal in Committee/Sub-Committee/Panel

12. A written submission will be prepared by the complainant and other relevant documentation relating to the hearing will be supplied by the person who investigated the complaint. The documentation will be made available to the members hearing the appeal, the complainant and the person who investigated the original complaint (the Council's Representative) at least 5 working days prior to the meeting.

13. The procedure for considering the complaint in Committee/Sub-Committee/Panel is as follows:-
- a) The complainant (or their representative) should put their case.
  - b) The Council's Representative should then be able to put any questions they have to the complainant (or their representative).
  - c) The Committee/Sub-Committee/Panel can then ask questions of the complainant (or their representative).
  - d) The Council's Representative should put their case.
  - e) The complainant (or their representative) should then be able to put any questions they may have to the Council's Representative.
  - f) The Committee/Sub-Committee/Panel can then ask questions of the Council's Representative.
  - g) The complainant (or their representative) sums up their case.
  - h) The Council's Representative then sums up the Council's case.
  - i) The parties withdraw and the Committee/Sub-Committee/Panel reaches its decision (if a point of clarification is necessary, both parties will be invited back).
  - j) Once the Committee/Sub-Committee/Panel has reached its decision it will invite both parties back to inform them of the decision, this will be confirmed in writing within 7 working days.
14. Following confirmation of the outcome, the decision will be implemented.

#### Monitoring Complaints

15. The Executive Officer & Town Clerk shall report annually to Policy & Resources Committee on formal complaints received and how they were dealt with.
16. Policy & Resources Committee will be able to determine as a result of those complaints whether policy or procedural changes are required to ensure that future reoccurrence is minimised.

DATE ADOPTED	1st October 2015	REVIEW DATE	October 2018
REVISED DATE/S			

**Summary of Complaints Dealt with under the Formal Stages of the Council's Corporate Complaints Procedure**

<b>Date</b>	<b>Details</b>	<b>Outcome</b>
October 2015	Customer queried change received in bar. Member of bar staff was rude and offensive in front of other customers. Customer felt belittled.	1. an unreserved apology, 2. refund of disputed amount, 3. Town Clerk to set out standards expected to Bar Manager.
January 2016	Customer booked in November 2015 for each Tuesday afternoon in 2016. Customer decided to cancel and was told would be liable for all charges except where the room was rebooked. Customer asked for goodwill and also argued they had been pressured into making the booking.	Customer not be subject to any further booking charges and that the bookings for 2016 be removed from the diary, since the procedure for securing a booking in the Terms & Conditions had not been followed.
April 2016	Complaint about broken fencing between Goodheart Way open space and Vyner Close and that this caused damage to the complainant's private fence.	Not responsible or required to repair the fence - the fence was solely to provide privacy, security and prevent public access to the private driveway of properties on Vyner Close. No evidence that the damage impacted on the complainant's private fence, which was 15-20 years old.
November 2016	Customer hired main hall at Thorpe Astley Community Centre and cancelled due to a family bereavement and requested the £100 deposit be repaid, which following consideration at the informal stage was rejected.	The £100 deposit be refunded since evidence was revealed in the investigation that incorrect advice was given at the time of booking that the £100 non-refundable deposit could be refunded in exceptional circumstances.
June 2017	Customer cancelled their bookings following an increase in Centre Charges, but was told they would be liable for all charges except where the room was rebooked. Customer initially argued discretion at the informal stage. Under the Formal Stage argued that she had the right to cancel if there was a price increase.	Agreed that while the terms and conditions did not allow the customer to cancel without being liable for the charges, a ECJ case had upheld that provisions that locked one party into a contract which allowed the other to increase charges in a way not defined in the contract was unfair and unlawful and therefore the customer was allowed to cancel their bookings without any charges or further liability.

<b>Date</b>	<b>Details</b>	<b>Outcome</b>
December 2017	Customer charged for storage of chairs on premises, not allowed to leave items in room after booking, children not allowed to play in another room she had booked, deposit unfairly withheld for cleaning when staff had said room was clean, professionalism of staff challenged and argued ruined her party. Accusation of racism.	<p>Upheld informal complaint proposals:</p> <p>a) Refund for additional hire charges for chair storage since not booked by customer;</p> <p>b) cleaning charge refunded and apology issued since Duty Officer advised room had been suitably cleaned.</p> <p>Other aspects not upheld:</p> <p>a) children not allowed to be left unsupervised.</p> <p>b) Terms and conditions of hire: time of hire includes set up and clear away and is chargeable. No evidence of racism.</p>
July 2018	Customer booked room for training session and a party and DJ in the adjacent Hall disrupted the training and the hirer requested a refund.	Complaint closed due to no response from complainant to further investigation questions.
August 2018	Customer sought to cancel booking due to England World Cup match and was told would be liable for charges unless the room was rebooked. Hirer argued that it was exceptional and they should be shown discretion.	Customer not be subject to the booking charge and the booking be removed from the diary, since the procedure for securing a booking in the Terms & Conditions had not been followed.

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018**

#### **Item 15 - Review of Consultation**

##### **Purpose**

To understand whether the Town Council's current approach to consultation was enabling residents to engage and share their views in a timely and meaningful way and whether the use of the Council's resources on consultation represented good value.

##### **Background**

On 14th June 2018, Policy & Resources committee received the proposed Annual Survey and noted the distribution method. This was also considered by the Citizen's Advisory Panel on 7<sup>th</sup> June 2018.

It was proposed that the Annual Survey 2018 include specific questions on various services provided by the Town Council in order to gauge resident's views on specific aspects of the Town Council's services.

In previous years a prize draw had been offered to encourage residents to complete and return an Annual Survey with a prize of £50 being offered. It was proposed that the prize fund be increased for the Annual Survey 2018, to provide a first prize of £50, second prize of £30 and a third prize of £20.

The Annual survey was approved by Policy & Resources Committee on 14th June 2018 and had been available for collection from Braunstone Civic Centre and Thorpe Astley Community Centre and available on the Town Council's website, both as a document and as an online survey. The published deadline was Tuesday 28th August in order that the results of the satisfaction survey could be presented to the Citizen's Advisory Panel at the next meeting. The prize draw for the first, second and third prizes was undertaken by the Town Mayor prior to Council meeting on 27th September.

##### **Results**

The deadline for completing the Annual Survey was Tuesday 28th August and 19 responses were received compared to last year's total number of 11 responses. A summary of the results received to date are attached as Appendix 1. The results were presented to the Citizen's Advisory Panel on 6<sup>th</sup> September 2018.

The overall response from the surveys indicated that residents were satisfied or very satisfied with the services provided by the Town Council, that residents were asked to comment on. However, it was noted that 19 responses represented a very small percentage of Braunstone Town residents and could not realistically be used to make any decision on policy changes.

Members of the Citizen's Advisory Panel held discussions on whether the annual survey was a sufficient tool to consult residents about the services we provide and how we could increase the number of completed surveys being returned.

It was suggested proactive work with community groups that used the Town Council's facilities may be one way to increase awareness of the survey. The committee suggested that leaders of community groups be sent a number of surveys next year and asked to disseminate to their members and encourage them to complete during their meetings. The completed surveys could then be left at the reception at the end of the meeting. Members of the Citizen's Advisory Panel felt it was worth undertaking the survey in 2019 but to ensure that the survey forms were sent to groups and left in meeting rooms with pens, to encourage as many people to complete them whilst on the premises. If this method did not work members felt that consideration should be made as to whether the formal survey method is the best way to try and consult with local residents.

### Recommendations

That the annual survey be undertaken in 2019 on the same format as previous years but ensuring that community group leaders are sent forms and asked to help with disseminating to their members.

### Reason

To ensure that all possible methods of encouraging residents to complete the annual survey are considered.



## Annual Survey 2018 Three Prize Draw - £50, £30, £20

You can help us in making decisions on our services by completing the Satisfaction Survey overleaf. We welcome your comments where possible so we can understand your choice of level of satisfaction.

Please let us have your views and return the form to the Town Council: (one submission per resident).

### **CLOSING DATE FOR RETURNING RESPONSES - TUESDAY 28<sup>th</sup> AUGUST 2018**

THE FIRST THREE FORMS TO BE RANDOMLY SELECTED BY THE TOWN MAYOR PRIOR TO THE COUNCIL MEETING ON 27<sup>th</sup> SEPTEMBER 2018 WILL RECEIVE £50, £30 and £20 (Please complete your contact details below).

To claim the prizes, the winners must agree to a cheque presentation from the Town Mayor, a photograph being taken and this being used in Town Council publicity. Town Councillors and Town Council employees are welcome to submit a response but are not eligible to be entered into the draw. Anonymous submissions are welcome; however, to be entered into the draw you must provide your full name and address.

BRAUNSTONE TOWN COUNCIL SATISFACTION SURVEY	Very Satisfied	Satisfied	Dissatisfied	Not aware of this	Do not use this service
<p><b>What is your opinion of the level of the following services provided by the Council?</b></p>					
<p><b>Braunstone Civic Centre</b> (<i>function rooms, activities, hire charges, etc.</i>) COMMENTS:</p> <ul style="list-style-type: none"> <li>Have used the function rooms a few times for other people's parties and the rooms were very good, well looked after.</li> <li>The Civic Centre is a good amenity for the general area.</li> <li>I think the function rooms are all satisfactory, but I'm not aware of the charges. The Centre seems to be very well used and popular.</li> </ul>	5	6	1	□	7
<p><b>What do you think of the level of Customer Service provided at Braunstone Civic Centre?</b> COMMENTS:</p> <ul style="list-style-type: none"> <li>Staff at Thorpe Astley always helpful &amp; super friendly but professional</li> <li>Always someone at the desk. Only used to pay and collect garden waste bags. These are quite expensive but that's Blaby DC not Braunstone</li> <li>Have been very helpful the times me and my family have required help and information there</li> <li>It seems to be good however on two occasions over the last 18 months when I visited reception I concluded I must be invisible.</li> <li>I find it less welcoming than it used to be in the reception area. The staff sometimes don't seem very interested. Weekend staff very helpful.</li> </ul>	6	8	2	1	2
<p><b>Thorpe Astley Community Centre</b> (<i>function rooms, activities, hire charges, etc.</i>) COMMENTS:</p> <ul style="list-style-type: none"> <li>As above (staff at TA.) &amp; staff are familiar to me and my students and are extremely helpful</li> <li>I know Thorpe Astley a bit. There is a good adequate community centre but apparently little community.</li> <li>Apart from the medical room, I don't really have reason to visit as I live too near the Civic Centre.</li> </ul>	1	7	1	1	8



## Annual Survey 2018 Three Prize Draw - £50, £30, £20

<p><b>Sponsored Programme of Events</b> – What do you think about the type and range of event taking place in both our centres?</p> <ul style="list-style-type: none"> <li>• Civic Centre good. Don't know about Thorpe Astley</li> <li>• I think it's excellent and provides a pleasant social life for local people. Quizzes are my favourite. Diwali very good.</li> </ul> <p>What type of events would you like us to organise? COMMENTS:</p> <ul style="list-style-type: none"> <li>• More events for younger (45-60) people please</li> <li>• St George day celebration</li> <li>• Some of the events could be updated</li> <li>• I am a town councillor and as such feel it is not my responsibility to organise events</li> <li>• More children events activities</li> <li>• Could be more diverse events</li> <li>• Im sorry I don't know. If I think of anything I will let you know.</li> <li>• Would love to see a play? Don't go to social events at Thorpe Astley.</li> </ul>	<p><b>3 10 3 1 2</b></p>
<p><b>Open Spaces &amp; Parks</b> (<i>play equipment, location of litter/dog bins, etc.</i>)</p> <ul style="list-style-type: none"> <li>• I understand that there are 3 people employed to maintain grounds etc. Some areas in the parks appear very neglected. Kingsway is always well maintained but the Town is so much more than this one road.</li> <li>• I think the fitness equipment on the parks could be given an upgrade. The dog littering is awful around the parks only today my son got dog mess all over his shoes. The play park for young children cannot be used as at times it's filthy from food and mess from older children.</li> <li>• I think the open spaces are good. This includes the parks.</li> <li>• Haven't a dog so don't use them but litter &amp; dog bins seem adequate.</li> </ul> <p>What do you think of the standard and variety of play equipment on our parks? COMMENTS:</p> <ul style="list-style-type: none"> <li>• I think they are good, well maintained and adequate.</li> <li>• Play equipment seems very good for little children &amp; older ones.</li> </ul>	<p><b>2 9 5 □ 3</b></p>
<p><b>Town Council's Website and Social Network pages</b> (<i>content, ease of use etc.</i>)</p> <p>What do you think of the accessibility and information on the Town Council's website? COMMENTS:</p> <ul style="list-style-type: none"> <li>• not particularly easy to navigate</li> <li>• glad to see a slight increase in the use of social media but could be better. Not everyone has access to technology but everyone receives a copy of The Life. It would be good to see more Council announcements in this publication.</li> <li>• Have no access to websites or Social Network</li> </ul>	<p><b>2 6 3 3 5</b></p>
<p><b>The Bar at the Civic Centre</b> (<i>accessibility, opening hours, etc.</i>)</p> <p>Do you think the bar is family friendly? COMMENTS:</p> <ul style="list-style-type: none"> <li>• Only use occasionally so can't comment</li> <li>• Fair Prices</li> <li>• No, but needs updating too dark and dingy in there</li> <li>• Not at all. I have abandoned taking my son round there when the bar is open as you have drunken men and woman smoking right outside the door of the library not very friendly. Also the people that use aren't the friendly of people almost don't like new custom in there.</li> <li>• Is it necessary for the bar to be family friendly? I thought we should not encourage children to visit pubs! They could become drunken louts and BTC would be to blame!</li> <li>• Really only visit during the day but find it pleasant, comfortable and friendly.</li> </ul>	<p><b>3 6 2 □ 6</b></p>



## Annual Survey 2018 Three Prize Draw - £50, £30, £20

<p><b>What is your overall opinion of the performance and services provided by Braunstone Town Council?</b> GENERAL COMMENTS:</p> <ul style="list-style-type: none"> <li>I believe Braunstone Town Council does a very good job for the limited income it receives, especially its provision and maintenance of the Thorpe Astley park.</li> <li>We are a joint council and one stop shop. Considering the space, time and funding available I think our services are very good.</li> <li>Useless</li> <li>Use the Life to highlight some outcomes of the various meetings. Be more transparent in terms of negotiations e.g. the change of ownership of The Shakespeare. I live not far from this property and certainly did not see any information on the discussions regarding change of use.</li> <li>My opinion is that it is a good convenient place to live. Most people seem happy. We do get on unfair amount of misguided bad publicity. I think perhaps the 'Town' could sell itself better. I think Braunstone suburb would have been a better name!</li> <li>I know the Council isn't responsible for the minibus but it's a wonderful facility and lovely that we can book places at the Civic Centre. The write up and information in the Life each month is very good and thank you very much to all our Councillors for what they do, which must be a difficult job at times – Council page.</li> </ul>	<p><b>3    12    3    □    1</b></p>
<p><b>BRAUNSTONE TOWN COUNCIL INITIATIVES</b> Please rate how important you consider the following Town Council services and initiatives</p>	<p><b>Very Important    Important    Not Important    Not required    Not aware of this initiative</b></p>
<ul style="list-style-type: none"> <li>Improvements to toilets and The Bar at the Civic Centre</li> </ul> <p>What do you think would improve the toilets and The Bar at the Civic Centre? COMMENTS:</p> <ul style="list-style-type: none"> <li>Modern fittings (carpets, chairs, tables)</li> <li>Wider use of them. As Thorpe Astley resident again, this is an element I do not use, and would urge any initiative is done as efficiently as possible.</li> <li>A great idea. This had been needed to be done for years!</li> <li>The toilets are grim and need complete refurbishment. The bar does not need much of an upgrade. I would not be happy if an upgrade to the bar benefited primarily non residents</li> <li>I feel this wouldn't be value for money to improve these facilities.</li> <li>I do not use them enough to have an opinion but they serve their purpose if they ain't broke...</li> <li>Have no particular desires or ideas</li> </ul>	<p><b>5    2    4    2    6</b></p>
<ul style="list-style-type: none"> <li>Improvements to our Community Centre facilities (both Braunstone Civic Centre &amp; Thorpe Astley)</li> </ul>	<p><b>4    2    5    5    3</b></p>
<ul style="list-style-type: none"> <li>Initiatives to improve Quality of Life (e.g. initiatives to help reduce crime and improve air quality)</li> </ul>	<p><b>9    6    □    2    2</b></p>
<ul style="list-style-type: none"> <li>Supporting Community Groups and facilitating new groups and community events</li> </ul>	<p><b>4    9    2    2    2</b></p>
<ul style="list-style-type: none"> <li>Facilitating delivery of additional services / community events at Thorpe Astley Community Centre</li> </ul>	<p><b>4    6    4    2    3</b></p>
<ul style="list-style-type: none"> <li>Improvements to Park facilities at Thorpe Astley</li> </ul>	<p><b>2    4    5    3    5</b></p>
<ul style="list-style-type: none"> <li>Using land adjacent to the new M1 bridge at Thorpe Astley for leisure and recreation</li> </ul>	<p><b>4    4    7    4    2</b></p>



## Annual Survey 2018 Three Prize Draw - £50, £30, £20

COMMENTS:

- Having a monopoly of Town Mayors and Consorts! There are more people in Braunstone than the foxes and Bill Wright!!
- I believe creating a community within Thorpe Astley should largely be left to the residents themselves. The area is extremely transient and (my perception is) that there is a large churn. Any such community spirit should be community led and is not for Town Council to burden themselves with this responsibility.
- I think our Town Council and all the workers at both buildings work hard for Braunstone Town (including Thorpe Astley).
- Noise levels of traffic is the only issue that sometimes impacts on teaching lesson with open doors in the summer
- Difficult to assess importance of any 'improvements' without knowing proposals and perceived benefits
- More outdoor gym facilities would be good. There is a lot of litter around Braunstone Town and a lot of rental houses front garden are a mess so maybe a campaign to keep Braunstone tidy? Also, a better rubbish disposal service maybe then houses garden or parks would not be a dumping ground for waste.
- I think quality of life here is quite good. Unfortunately, crime will never go away, wherever one lives. It is not too bad here.
- I think it's good that there is a proper bus service between Braunstone Town, Fosse Park and Thorpe Astley but wish we had a timetable.
- Delighted that the Town Council are taking over the Library instead of a dubious charity and hope it is very successful.

Any additional issues, services or initiatives, which you feel the Town Council should be addressing?

- Encouraging a litter free, graffiti free area
- Shops on Cyril Street and the east side of NRS
- Thank you for your good work, but I'd encourage more information and updates in terms of what you're doing. The Braunstone Life piece is an excellent start but I will admit it's extremely dry. As a resident I like to know events, maintenance schedules and what you do. I know you do an awful lot of good work and I feel it needs communicated more widely!!
- Public consultation on the general environment whether it is the responsibility of Blaby District or Braunstone Town.
- Good to see online surveys. Please highlight their existence together with the availability of hard copies in The Life
- Your only real problem is some of your staffs' right wing narrow minded attitudes on social media. With the diverse range of ethnicity in and around Thorpe Astley and Braunstone Town it needs to be addressed.
- Waste, litter, cleaner parks. Smoking near library from the bar at the Civic is ludicrous teaches young children the wrong attitude.
- This area gets quite a lot of unjustified bad publicity, invariably in the Mercury. The content suggests the reporter has no idea of where the boundaries are. I would like to see official response to this misreporting. I know Nick Brown has replied (I used to but don't now).
- My main worries about our area are the loss of our lovely fields as the 'new village' creeps towards us and the terrible pollution that we are going to suffer as Fosse Park gets bigger and bigger with more and more shops and more and more traffic.

## BRAUNSTONE TOWN COUNCIL

### POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018

#### Item 16 - External Audit 2017/2018

##### Purpose

To receive a report concerning the outcome of the External Audit in respect of the accounts and governance arrangements for the year ended 31st March 2018 and to consider the Council's response.

##### Background

The Council members as a whole are responsible for ensuring that the Council maintains proper accounting records together with an appropriate system of internal control along with responsibility for the preparation of annual accounts and the completion of the Annual Governance and Accountability Return.

The Internal Audit was undertaken during April and May and the appropriate section of the Annual Governance and Accountability Return, was completed to confirm that appropriate accounting arrangements are in place.

Council received the Annual Governance Statement and Annual Accounting Statements, along with the Internal Auditor's report, for the year ending 31st March 2018 on 28th June 2018, which it approved for publication and submission to the External Auditor.

##### External Audit Report

The required documentation was submitted to the external auditor, PKF Littlejohn LLP on Friday 29th June 2018. On Saturday 29th September 2018, the external auditor returned Section 3 of the Annual Governance and Accountability Return, External Auditor Report and Certificate 2017/18 stating they had not completed their review work and that a final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review (attached at Appendix 1).

On 3rd October, the external auditor sent their final report, which stated:

*"The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:*

- The figures in Section 2, Box 3 are incorrect for 2016/17 and 2017/18. The figures should read £241,036 and £267,613 respectively".*

(attached at Appendix 2).

The Responsible Financial Officer challenged the assertion on the grounds that no clarification of these matters had been sought and therefore it was not clear on what

basis the assertion had been made (see conversation and responses at Appendix 3). The response was that the information had been submitted by the Council in the document detailing variances (attached at Appendix 4). The Responsible Financial Officer sought to clarify the meaning of the variance explanation referring to an administrative error which meant that the invoice was deleted and the receipt overlooked until it was discovered in the subsequent financial year, therefore, it wasn't an error with the accounts per se.

The response of the external auditor was *“Based on the information provided at the time of the review and the fact that the accounts are prepared on an income and expenditure basis, the restatement of the Box 3 figures should still occur. However, we note your explanation below that this occurred due to timing reasons and acknowledge that this has no impact on the current year closing position. If you wish to display this email or your explanation below alongside the Report to provide clarification, please do so.*

### Annual Governance and Accountability Return

Based on the external auditor's final report recommendations, the outturn figures would be as set out in the table below. The figure in bold is a revised figure (the figure in brackets is the original figure). The figures are rounded when section 2 of the Annual Governance and Accountability Return is completed.

	<b>2016/2017</b>	<b>2017/2018</b>
1. Balances brought forward	£350,420.68	<b>£320,303.46</b> (£312,803.46)
2. (+) Annual precept	£495,653.00	£519,556.00
3. (+) Total other receipts	<b>£241,035.76</b> (£233,535.76)	<b>£267,612.89</b> (£275,112.89)
4. (-) Staff costs	£442,383.95	£462,128.74
5. (-) Loan interest / capital repayments	£63,912.42	£63,786.42
6. (-) Total other payments	£260,509.61	£313,358.56
7. (=) Balances carried forward	<b>£320,303.46</b> (£312,803.46)	£268,198.63
8. Total cash and investments	£308,408.89	£250,239.41
9. Total fixed assets and long term assets	£4,542,472.99	£4,549,629.49
10. Total borrowings	£379,906.10	£335,103.23

Since the balance at the start of 2016/2017 and at the end of 2017/2018 is not affected by the changes, there is limited value in changing the Town Council's accounting records and reports, since the administrative process and time involved would generate a cost, which would outweigh any public interest and benefit. The external auditor's advice is to *“ensure that amendments are corrected in the prior year comparatives”,* i.e. 2017/2018 *“when completing next year's AGAR”* in 2018/2019.

## Recommendations

1. That the reports of the external auditor, PKF Littlejohn LLP (Appendix 1 and 2), be received and noted and published alongside the Responsible Financial Officer's explanation and clarification (Appendix 3) of the variance in the submitted figures between 2016/17 and 2017/18 in box 3 of section 2 of the Annual Governance and Accountability Return (Appendix 4); and
2. that based on the external auditor's final report recommendations, the revised outturn figures, as detailed in the table under the section "Annual Governance and Accountability Return" in the report, be used as the 2017/2018 (prior year comparatives) when submitting the Annual Governance and Accountability Return for the year ending on 31st March 2019.

## Reasons

1. To ensure that there is transparency between the outturn figures approved by the Council, Internal Auditor and External Auditor in 2016/17 and approved by the Council and Internal Auditor in 2017/18, including the variance information provided to the External Auditor for review, noting that the accounts were prepared on an income and expenditure basis.
2. To ensure that the Annual Governance and Accountability Return for 2018/19 would be in compliance with the outcome of the audit process for 2017/18, while noting that the balance at the start of 2016/2017 and at the end of 2017/2018 would not be affected by the changes required by the External Auditor.

**Section 3 – External Auditor Report and Certificate 2017/18**

In respect of **Braunstone Town Council LE0280**

**1 Respective responsibilities of the body and the auditor**

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

**2 External auditor report 2017/18**

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

Other matters not affecting our opinion which we draw to the attention of the authority:

We have not yet completed our review work on the AGAR and supporting documentation. A final report detailing any qualifications and 'other' matters will be provided with the certificate of completion, following finalisation of the review.

**3 External auditor certificate 2017/18**

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

We do not certify completion because:

We must complete our review work before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF LITTLEJOHN LLP*

Date

28/09/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Final External Auditor Report and Certificate 2017/18 in respect of  
Braunstone Town Council LE0280****Respective responsibilities of the body and the auditor**

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

**External auditor report 2017/18**

On 28 September 2018 we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2018. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- The figures in Section 2, Box 3 are incorrect for 2016/17 and 2017/18. The figures should read £241,036 and £267,613 respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

**External auditor certificate 2017/18**

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*PKF Littlejohn LLP*

**PKF Littlejohn LLP**  
**03/10/2018**

**Darren Tilley**

---

**From:** SBA <SBA@pkf-littlejohn.com>  
**Sent:** 18 October 2018 14:56  
**To:** Darren Tilley  
**Cc:** SBA  
**Subject:** RE: LE0280 2017/18 AGAR Final External Auditor Report and Certificate

Dear Mr Tilley

Thank you for your email.

Based on the information provided at the time of the review and the fact that the accounts are prepared on an income and expenditure basis, the restatement of the Box 3 figures should still occur.

However, we note your explanation below that this occurred due to timing reasons and acknowledge that this has no impact on the current year closing position.

If you wish to display this email or your explanation below alongside the Report to provide clarification, please do so.

Kind Regards

**SBA Team**

For and on behalf of PKF Littlejohn LLP  
T +44 (0) 20 7516 2200  
[sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com)

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From April 2019, the way you submit VAT returns may have to change

Click here or contact Nick McChesney on +44 (0) 20 7516 2200 or [nmcchesney@pkf-littlejohn.com](mailto:nmcchesney@pkf-littlejohn.com) to find out more

PKF Littlejohn LLP, Chartered Accountants

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**From:** Darren Tilley [mailto:Darren.Tilley@braunstonetowncouncil.org.uk]  
**Sent:** 16 October 2018 15:45  
**To:** SBA <SBA@pkf-littlejohn.com>  
**Subject:** FW: LE0280 2017/18 AGAR Final External Auditor Report and Certificate

Good Afternoon,

Thank you for the response and I can see your point.

Please accept my apologies, perhaps my explanation is open to misinterpretation. Sorry to trouble you but I feel it is worth clarifying for the avoidance of any doubt.

When I say the invoice was overlooked – the invoice was not raised during 2016/17 and therefore there was no receipt for 2016/17 nor reserved debtor on 31<sup>st</sup> March 2017. To that extent there was no accounting error.

The contract fee is £15,000 in two instalments of £7,500. The error in 2016/17 was administrative in the sense that the due income entry for £15,000 was converted into a transaction of £7,500 to raise the first invoice and thereby we lost any record that a further £7,500 was due and therefore the second invoice for £7,500 was not raised.

This came to light during 2017/18 when the customer queried the two instalments of £7,500 when they had only made one payment of £7,500 in 2016/17. Luckily, they agreed to pay the £7,500 relating to the previous financial year upon receiving an invoice. Hence we invoiced and received £7,500 in 2016/17 and £22,500 in 2017/18. When running variance reports on the system, obviously it flagged this 200% increase in receipts for the budget heading.

I hope that makes sense. If you are saying that as a result of overlooking that a payment was due to us and then rectifying it in a subsequent financial year requires us to amend the accounting records, then of course I will report this to Committee for action. However, I didn't wish my explanation to be misinterpreted that we had overlooked a £7,500 receipt or reserved debtor – that is not the case.

Happy to discuss and clarify further.

Could you let me know?

Many thanks.  
Kind Regards,  
Darren.

Darren Tilley,  
Executive Officer, Town Clerk & Responsible Financial Officer,  
Braunstone Town Council,  
Braunstone Civic Centre,  
Kingsway, Braunstone Town,  
LEICESTER, LE3 2PP.

Tel: 0116 2899270  
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Email: [darren.tilley@braunstonetowncouncil.org.uk](mailto:darren.tilley@braunstonetowncouncil.org.uk)  
Website: [www.braunstonetowncouncil.org.uk](http://www.braunstonetowncouncil.org.uk)

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**From:** SBA [mailto:SBA@pkf-littlejohn.com]  
**Sent:** 16 October 2018 14:52

**To:** Darren Tilley; SBA  
**Subject:** RE: LE0280 2017/18 AGAR Final External Auditor Report and Certificate

Dear Mr Tilly

Thank you for your email.

The Except For Matter raised was as a result of the information provided in the attached 'Explanation of Variances' document for Box 3. The explanation provided states that an Invoice for £7,500 was overlooked, and that the figures should have been £241,036 for 2016/17 and £267,613 for 2017/18.

We trust this addresses your query.

Kind Regards

**SBA Team**

For and on behalf of PKF Littlejohn LLP  
T +44 (0) 20 7516 2200  
[sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com)

For and on behalf of  
**PKF Littlejohn LLP**  
1 Westferry Circus  
London E14 4HD  
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**Are you ready for Making Tax Digital?**

From April 2019, the way you submit VAT returns may have to change

Click here or contact Nick McChesney on +44 (0) 20 7516 2200 or [nmcchesney@pkf-littlejohn.com](mailto:nmcchesney@pkf-littlejohn.com) to find out more

PKF Littlejohn LLP, Chartered Accountants

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**From:** Darren Tilley [<mailto:Darren.Tilley@braunstonetowncouncil.org.uk>]

**Sent:** 16 October 2018 11:16

**To:** SBA <[SBA@pkf-littlejohn.com](mailto:SBA@pkf-littlejohn.com)>

**Subject:** FW: LE0280 2017/18 AGAR Final External Auditor Report and Certificate

**Importance:** High

Good Morning,

I have a query concerning the Final External Auditor Report and Certificate (LE0280 FRC).

It states "The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR: The figures in Section 2, Box 3 are incorrect for 2016/17 and 2017/2018. The figures should read £241,036 and £267,613 respectively".

I genuinely cannot see how this is the case. Firstly the 2016/2017 figure of £233,536 has been signed off by both internal and external auditors for 2016/2017. Secondly, I have received no correspondence or query concerning the figure of £275,113, which the Town Council signed off for box 3 in 2017/2018, which has also been signed off by the internal auditor. Therefore, please could you investigate as a matter of urgency and provide explanation and justification for your assertion?

Any queries, please do not hesitate to contact me.

Kind Regards,

Darren Tilley,  
Executive Officer, Town Clerk & Responsible Financial Officer,  
Braunstone Town Council,  
Braunstone Civic Centre,  
Kingsway, Braunstone Town,  
LEICESTER, LE3 2PP.

Tel: 0116 2899270

Fax: 0116 2824785

Email: [darren.tilley@braunstonetowncouncil.org.uk](mailto:darren.tilley@braunstonetowncouncil.org.uk)

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

-----Original Message-----

From: PKF Littlejohn LLP [<mailto:sba@pkf-littlejohn.com>]

Sent: 03 October 2018 16:14

To: Darren Tilley

Subject: LE0280 2017/18 AGAR Final External Auditor Report and Certificate

This email was sent to: [darren.tilley@braunstonetowncouncil.org.uk](mailto:darren.tilley@braunstonetowncouncil.org.uk)

Dear Sir/Madam

Following the completion of our review, please find the following documents attached:

- One document containing our completion letter, a Notice of Conclusion of Audit template and our 2nd fee invoice (where relevant);
- If relevant to your smaller authority, a pdf explaining additional fees (Appendix B);
- A pdf of Sections 1 & 2 of the Annual Governance & Accountability Return (AGAR) on which our report is based;
- A pdf of Section 3 of the AGAR which included our 'interim' report already issued to you; and
- A pdf of our Final External Auditor Report and Certificate.

Please note that if you have incurred additional fees for additional work, for example, as a result of challenge correspondence received, these fees are set by the Smaller Authorities' Audit Appointments Limited and can be found using this link <http://www.localaudits.co.uk/fees.html>

Please do not reply to this email address; instead please contact us using the email address given below if you have any queries regarding this information.

Kind regards

**Explanation of variances – pro forma**

Name of smaller authority: BRAUNSTONE TOWN COUNCIL  
 County area (local councils and parish meetings only): LEICESTERSHIRE & RUTLAND

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

<b>Section 2</b>	<b>2016/17 £</b>	<b>2017/18 £</b>	<b>Variance £</b>	<b>Variance %</b>	<b>Detailed explanation of variance (with amounts £)</b>
<b>Box 2</b> <i>Precept or Rates and Levies</i>	495,653	519,556	23,903	4.82	N/A
<b>Box 3</b> <i>Total other receipts</i>	233,536	275,113	41,577	17.80	1. £15,000 – Commuted Sums for Thorpe Astley Park. 2. £7,500 – Service Shop SLA, invoice overlooked. i.e 2016/17 should have been £241,036; 2017/18 £267,613, variance £26,577 (11.03%). <i>Balance: £19,077 (8.17%)</i>
<b>Box 4</b> <i>Staff costs</i>	442,384	462,129	19,745	4.46	N/A
<b>Box 5</b> <i>Loan interest/ capital repayments</i>	63,912	63,786	-126	-0.20	N/A
<b>Box 6</b> <i>All other payments</i>	260,510	313,358	52,848	20.29	1. £28,734 – Preparations, Investigations & Consultancy, Shakespeare Park Project. 2. £13,034 – Purchase of New Ride on Mower. <i>Balance: £11,080 (4.25%)</i>
<b>Box 9</b> <i>Total fixed assets &amp; long term investments &amp; assets</i>	4,542,473	4,549,629	7,156	0.16	N/A
<b>Box 10</b> <i>Total borrowings</i>	379,906	335,103	-44,803	-11.79	N/A
<b>Explanation for 'high' reserves</b>	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:  N/A				

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018**

#### **Item 17 - Corporate Credit Card**

##### Purpose

To consider and approve changes to the account signatories and corporate credit card holders.

##### Context

Financial Regulation 6.19 states that *“Any corporate credit card or trade card account opened by the council will be specifically restricted to the Officer to which it has been issued and will also be restricted to a single transaction maximum value of £1,000 unless authorised by the Policy & Resources Committee in writing before any order is placed and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances”*.

##### Corporate Credit Card Signatories

Currently the official signatory on the Corporate Credit Card account is Mr. I. Laughton as the Council’s previous Responsible Financial Officer. This needs to be updated to the current Responsible Financial Officer, Mr. D. Tilley.

##### Corporate Credit Card Holders

The following are current holders of a Corporate Credit Card:

Mr. I. Laughton  
Miss. J. Leech  
Mrs. P. Snow

In order to effectively undertake purchases on behalf of the Town Council, the following Council employees would need to be issued with a Corporate Credit Card:

Mrs. L. Assi  
Mrs. K. Cusack  
Mrs. P. Snow

The following need to be confirmed for deletion as Credit Card holders, since they are no longer in the Council’s employment:

Mr. I. Laughton  
Miss. J. Leech

##### Recommendations

1. That the following amendments be made to the accounts signatories for the Council’s Corporate Credit Card: Mr I. Laughton to be replaced by Mr. D. Tilley;

2. that the following amendments be made to the Credit Card holders:
  - a) Mr. I. Laughton and Miss J. Leech be removed, and
  - b) Mrs. L. Assi and Mrs. K. Cusack be added.

### Reasons

1. The Responsible Financial Officer was responsible to the Council for ensuring that the Council's Financial Processes were efficient and effective and the Corporate Credit Card account needed to be managed by the current Responsible Financial Officer.
2. To ensure that the issuing of a corporate credit card to staff was in accordance with the current post holders and the roles and duties of the relevant posts.

# Financial Budget Comparison

Comparison between 01/04/18 and 30/09/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
<b>1. P&amp;R - Corporate Management</b>				
<b>Income</b>				
101	Precept	£574,107.00	£574,107.00	£0.00
102	Council Tax Support Grant	£0.00	£0.00	£0.00
107	New Homes Bonus	£0.00	£0.00	£0.00
110	General Reserve (transfer from)	£0.00	£0.00	£0.00
120	Sale Of Assets	£0.00	£0.00	£0.00
141	Photocopying	£150.00	£67.80	-£82.20
181	Interest on No 1 Account	£400.00	£0.00	-£400.00
182	Interest on No 2 Account	£10.00	£0.00	-£10.00
183	Interest on Cambridge Saver	£1,000.00	£0.00	-£1,000.00
199	Miscellaneous	£0.00	£538.16	£538.16
<b>Total Income</b>		<u>£575,667.00</u>	<u>£574,712.96</u>	<u>-£954.04</u>
<b>Expenditure</b>				
1010	Staff Salaries	£381,172.00	£185,464.30	£195,707.70
1015	Staff Expenses	£300.00	£82.59	£217.41
1020	Pensions	£86,278.00	£46,866.75	£39,411.25
1030	Councillors Allowances	£6,000.00	£5,377.00	£623.00
1035	Councillors Expenses	£300.00	£0.00	£300.00
1060	Contingency	£4,150.00	£0.00	£4,150.00
1070	New Homes Bonus	£0.00	£0.00	£0.00
1150	Insurance	£15,000.00	£0.00	£15,000.00
1160	Audit	£3,000.00	£440.00	£2,560.00
1170	Legal Fees	£250.00	£600.00	-£350.00
1180	Elections	£500.00	£0.00	£500.00
1210	Staff Training	£2,500.00	£610.32	£1,889.68
1230	Councillor Training	£1,000.00	£80.00	£920.00
1300	Supplies, Stationery & Postage	£3,100.00	£1,584.14	£1,515.86
1350	Subscriptions	£2,150.00	£2,070.92	£79.08
1360	Advertisements	£4,400.00	£2,394.00	£2,006.00
1400	Telephones	£2,400.00	£1,169.79	£1,230.21
1410	Photocopier	£2,000.00	£783.73	£1,216.27
1420	Computer Supplies, Training, Service Contract	£10,000.00	£1,697.89	£8,302.11
1830	Fees on Cambridge Saver	£0.00	£0.00	£0.00
1990	Miscellaneous	£700.00	£90.00	£610.00
<b>Total Expenditure</b>		<u>£525,200.00</u>	<u>£249,311.43</u>	<u>£275,888.57</u>

# Financial Budget Comparison

Comparison between 01/04/18 and 30/09/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
<b>2. P&amp;R - Civic Centre</b>				
<b>Income</b>				
205	Capital Grants	£0.00	£0.00	£0.00
225	Service Charges	£950.00	£0.00	£-950.00
250	Room Hire			
250/1	Room Hires	£89,182.00	£35,792.91	£-53,389.09
250	Total	£89,182.00	£35,792.91	£-53,389.09
251	Catering for Hirers (VAT)	£0.00	£215.35	£215.35
257	Licensed Bar	£19,000.00	£9,500.04	£-9,499.96
299	Miscellaneous	£0.00	£384.56	£384.56
<b>Total Income</b>		<b>£109,132.00</b>	<b>£45,892.86</b>	<b>£-63,239.14</b>
<b>Expenditure</b>				
2050	Capital Projects			
2050/1	Toilets/Bar Refurbishment	£6,500.00	£0.00	£6,500.00
2050/2	General Refurbishment	£3,500.00	£0.00	£3,500.00
2050	Total	£10,000.00	£0.00	£10,000.00
2080	Loan Interest & Repayments	£35,994.00	£17,997.22	£17,996.78
2170	Legal Fees	£0.00	£0.00	£0.00
2250	Service Charges	£0.00	£0.00	£0.00
2290	Clothing	£500.00	£0.00	£500.00
2320	Printing & Copying	£800.00	£0.00	£800.00
2330	Cleaning Materials	£1,600.00	£1,289.72	£310.28
2400	Telephones	£1,000.00	£151.63	£848.37
2430	Utility Bills	£16,000.00	£10,210.61	£5,789.39
2440	Waste Services	£7,200.00	£4,299.24	£2,900.76
2450	Laundry Services	£500.00	£9.69	£490.31
2460	Rates	£19,500.00	£11,304.00	£8,196.00
2500	Refundable Deposits	£0.00	£0.00	£0.00
2510	Catering for Hirers (VAT)	£0.00	£147.50	£-147.50
2520	Miscellaneous Services for Hirers (VAT)	£0.00	£0.00	£0.00
2570	Licences	£1,300.00	£295.00	£1,005.00
2580	Card Card and Transit fees	£1,062.00	£948.67	£113.33
2600	Building Repairs & Maintenance	£15,000.00	£2,715.34	£12,284.66
2610	Equipment Repairs & Maintenance			
2610/1	General	£0.00	£251.17	£-251.17
2610/2	Fire Extinguisher Service	£400.00	£0.00	£400.00
2610/3	Alarm Maintenance	£1,000.00	£785.00	£215.00
2610	Total	£1,400.00	£1,036.17	£363.83
2990	Miscellaneous	£150.00	£185.36	£-35.36
<b>Total Expenditure</b>		<b>£112,006.00</b>	<b>£50,590.15</b>	<b>£61,415.85</b>

# Financial Budget Comparison

Comparison between 01/04/18 and 30/09/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
<b>3. P&amp;R - Thorpe Astley Community Centre</b>				
<b>Income</b>				
350	Room Hire			
350/1	Room Hires	£35,469.00	£9,924.79	-£25,544.21
350/2	Pre-School Contract	£12,250.00	£10,580.72	-£1,669.28
350	Total	£47,719.00	£20,505.51	-£27,213.49
351	Catering for Hirers (VAT)	£0.00	£3.33	£3.33
399	Miscellaneous	£0.00	£617.00	£617.00
<b>Total Income</b>		£47,719.00	£21,125.84	-£26,593.16
<b>Expenditure</b>				
3050	Capital Projects			
3050/1	General Improvements	£2,500.00	£0.00	£2,500.00
3050/2	NHS Facility	£500.00	£876.58	-£376.58
3050	Total	£3,000.00	£876.58	£2,123.42
3290	Clothing	£0.00	£14.00	-£14.00
3320	Printing & Copying	£500.00	£110.00	£390.00
3330	Cleaning Materials	£1,000.00	£658.22	£341.78
3400	Telephones	£1,000.00	£255.54	£744.46
3430	Utility Bills	£6,000.00	£5,700.33	£299.67
3440	Waste Services	£2,200.00	£846.82	£1,353.18
3450	Laundry Services	£250.00	£0.00	£250.00
3460	Rates	£6,700.00	£4,104.00	£2,596.00
3500	Refundable Deposits	£0.00	£0.00	£0.00
3510	Catering for Hirers (VAT)	£0.00	£0.00	£0.00
3520	Miscellaneous Services for Hirers (VAT)	£0.00	£74.78	-£74.78
3570	Licences	£400.00	£477.50	-£77.50
3580	Credit Card and Transit Fees	£738.00	£0.00	£738.00
3600	Building Repairs & Maintenance	£3,000.00	£1,550.86	£1,449.14
3610	Equipment Repairs & Maintenance			
3610/1	General	£0.00	£958.21	-£958.21
3610/2	Fire Extinguisher Service	£350.00	£44.77	£305.23
3610/3	Alarm Maintenance	£3,000.00	£2,828.45	£171.55
3610	Total	£3,350.00	£3,831.43	-£481.43
3990	Miscellaneous	£150.00	£36.51	£113.49
<b>Total Expenditure</b>		£28,288.00	£18,536.57	£9,751.43

# Financial Budget Comparison

Comparison between 01/04/18 and 30/09/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
<b>5. P&amp;R - Parks &amp; Open Spaces</b>				
<b>Income</b>				
505	Capital Grants	£500,000.00	£0.00	-£500,000.00
508	Loans	£500,000.00	£0.00	-£500,000.00
511	Thorpe Astley Commuted Sums (transfer from)	£15,000.00	£0.00	-£15,000.00
527	Agency Fees	£150.00	£0.00	-£150.00
555	Sports Pitches & Facilities			
555/1	Pitch Season Fees	£3,500.00	£3,565.00	£65.00
555/2	Individual Match Fees (VAT)	£200.00	£67.00	-£133.00
555/3	Court/Multi Play (VAT)	£150.00	£0.00	-£150.00
555/4	Changing Rooms (VAT)	£150.00	£0.00	-£150.00
555	Total	£4,000.00	£3,632.00	-£368.00
599	Miscellaneous	£100.00	£456.94	£356.94
<b>Total Income</b>		<b>£1,019,250.00</b>	<b>£4,088.94</b>	<b>#####</b>
<b>Expenditure</b>				
5050	Capital Projects			
5050/1	General	£0.00	£1,801.51	-£1,801.51
5050/2	Shakespeare Park Improvement Project	£1,012,700.00	£4,478.70	£1,008,221.30
5050	Total	£1,012,700.00	£6,280.21	£1,006,419.79
5080	Loan Interest & Repayments			
5080/1	Loans- PWLB	£33,050.48	£4,779.55	£28,270.93
5080/2	Mossdale Meadows LOAN - PWLB	£10,993.52	£5,497.00	£5,496.52
5080	Total	£44,044.00	£10,276.55	£33,767.45
5170	Legal Fees	£5,000.00	£0.00	£5,000.00
5290	Clothing	£500.00	£129.56	£370.44
5330	Cleaning Materials	£500.00	£64.42	£435.58
5400	Telephones	£410.00	£237.40	£172.60
5430	Utility Bills	£2,000.00	£431.83	£1,568.17
5440	Waste Services	£2,000.00	£3,543.02	-£1,543.02
5450	Laundry Services	£1,000.00	£0.00	£1,000.00
5550	Sports Pitches & Facilities	£1,000.00	£345.48	£654.52
5600	Building Repairs & Maintenance			
5600/1	Mossdale Meadows	£4,800.00	£2,416.45	£2,383.55
5600/2	Shakespeare Park	£1,000.00	£400.88	£599.12
5600	Total	£5,800.00	£2,817.33	£2,982.67
5610	Equipment Repairs & Maintenance			
5610/1	General Maintenance	£8,000.00	£3,070.96	£4,929.04
5610/2	Playgrounds	£6,000.00	£4,966.51	£1,033.49
5610	Total	£14,000.00	£8,037.47	£5,962.53

# Financial Budget Comparison

Comparison between 01/04/18 and 30/09/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		<b>2018/2019</b>	<b>Actual Net</b>	<b>Balance</b>
5630	Equipment Purchase	£2,000.00	£1,938.54	£61.46
5650	Vehicle Costs	£10,000.00	£13,438.34	-£3,438.34
5660	Machinery Hire	£500.00	£0.00	£500.00
5670	Petrol	£3,800.00	£2,058.18	£1,741.82
5990	Miscellaneous	£100.00	£723.74	-£623.74
<b>Total Expenditure</b>		<u>£1,105,354.00</u>	<u>£50,322.07</u>	<u>£1,055,031.93</u>

# Financial Budget Comparison

Comparison between 01/04/18 and 30/09/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

	<b>2018/2019</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£1,769,328.00	£649,603.43	
Total Expenditure	£1,806,328.00	£384,955.02	
<b>Total Net Balance</b>	<b>-£37,000.00</b>	<b>£264,648.41</b>	

## **BRAUNSTONE TOWN COUNCIL**

### **POLICY & RESOURCES COMMITTEE – 1st NOVEMBER 2018**

#### **Item 19 - End of Quarter Financial Position - Cashbook and Reserves**

##### Purpose

To receive a summary of the Council's Cash and Reserves for the period 1st April 2018 to 30th September 2018.

##### Background

The Internal Auditor's report for the year ended 31st March 2018 included the following observation and recommendation:

*"The Council's Financial Regulations (FRs) are based on the National Association of Local Councils (NALC) template; the Council has opted to make a number of changes and variations to better reflect the nature and scale of its financial systems and procedures. That is acceptable, but care must be taken to ensure that any changes made do not afford, inadvertently a lower standard of protection than that provided by the model template, that itself reflects legal requirements and the proper practices. To that end, whilst I note that detailed financial reporting to each meeting of the Policy & Resources Committee already takes place and whilst I am satisfied that the regular periodic financial verification procedures are sound and satisfactorily deliver the objectives set out in the FRs, I consider that a simplified summary financial report to the Policy & Resources Committee, at least quarterly to include details of reserves held and bank reconciliations would aid understanding and transparency".*

On 14th June 2018, both the Corporate Governance Sub-Committee and the Policy & Resources Committee considered the report of the Internal Auditor, and in respect of the recommendation above agreed that a "report to be added to the agendas of the next Policy & Resources Committee meeting one month after the end of each quarter". The financial years run from April to March, therefore the end of each quarter is 30th June, 30th September, 31st December and 31st March.

For the second quarter of the financial year 2018/2019, 1st April – 30th September:

- Financial Summary Cashbook (including bank reconciliations) – Appendix 1
- Balance Sheet (including reserves) – Appendix 2

##### Recommendation

That the end of quarter financial position be noted.

##### Reason

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

# Financial Summary - Cashbook

Summary between 01/04/18 and 30/09/18 inclusive.

Balances at the start of the year

## Ordinary Accounts

Cash office floats	£32.50
No. 2 Account	£1,547.44
No.1 Account	£90,446.02
Petty Cash Account	£250.00

## Long Term Investment Accounts

Cambridge 90 Day Notice Account	£157,963.45
Total	<u>£250,239.41</u>

RECEIPTS	Net	Vat	Gross
1. P&R - Corporate Management	£598,061.73	£42.64	£598,104.37
2. P&R - Civic Centre	£45,874.81	£119.47	£45,994.28
3. P&R - Thorpe Astley Community Centre	£26,508.84	£0.28	£26,509.12
5. P&R - Parks & Open Spaces	£4,088.94	£13.40	£4,102.34
7. Community Development	£2,869.15	£476.45	£3,345.60
8. Planning & Environment	£913.68	£140.52	£1,054.20
Total Receipts	<u>£678,317.15</u>	<u>£792.76</u>	<u>£679,109.91</u>

PAYMENTS	Net	Vat	Gross
1. P&R - Corporate Management	£249,311.43	£1,222.08	£250,533.51
2. P&R - Civic Centre	£50,590.15	£2,943.31	£53,533.46
3. P&R - Thorpe Astley Community Centre	£18,536.57	£2,451.13	£20,987.70
5. P&R - Parks & Open Spaces	£50,322.07	£7,228.18	£57,550.25
7. Community Development	£14,771.93	£482.98	£15,254.91
8. Planning & Environment	£1,422.87	£226.57	£1,649.44
Total Payments	<u>£384,955.02</u>	<u>£14,554.25</u>	<u>£399,509.27</u>

Closing Balances

## Ordinary Accounts

Cash office floats	£32.50
No. 2 Account	£24,345.16
No.1 Account	£347,248.94
Petty Cash Account	£250.00

## Long Term Investment Accounts

Cambridge 90 Day Notice Account	£157,963.45
Total	<u>£529,840.05</u>

Uncleared and Unpresented effects

No.1 Account	£227.74
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Statement Closing Balances

## Ordinary Accounts

Cash office floats	£32.50
No. 2 Account	£24,345.16
No.1 Account	£347,021.20
Petty Cash Account	£250.00

## Long Term Investment Accounts

Cambridge 90 Day Notice Account	£157,963.45
Total	<u>£529,612.31</u>

# Consolidated Balance Sheet

31/03/18 £		30/09/18 £
	<b>Long Term assets</b>	
157,963.45	Investments	157,963.45
<hr/>		<hr/>
157,963.45	<b>TOTAL LONG TERM ASSETS</b>	157,963.45
	<b>Current assets</b>	
0.00	Investments	0.00
0.00	Loans Made	0.00
0.00	Investments	0.00
<hr/>		<hr/>
0.00	Stocks	0.00
12,858.14	VAT Recoverable	5,270.86
9,187.50	Debtors	1,227.73
0.00	Payment in Advance	0.00
92,275.96	Cash in Hand at Bank	371,876.60
<hr/>		<hr/>
114,321.60	<b>TOTAL CURRENT ASSETS</b>	378,375.19
<hr/>		<hr/>
272,285.05	<b>TOTAL ASSETS</b>	536,338.64
	<b>Current liabilities</b>	
0.00	Loans Received	0.00
<hr/>		<hr/>
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
2,779.96	Creditors	27,513.75
1,306.46	Receipts in Advance	424.90
<hr/>		<hr/>
4,086.42	<b>TOTAL CURRENT LIABILITIES</b>	27,938.65
<hr/>		<hr/>
268,198.63	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	508,399.99
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<hr/>		<hr/>
0.00		0.00
<hr/>		<hr/>
268,198.63	<b>NET ASSETS</b>	508,399.99
	<b>Represented by</b>	
174,823.51	General Fund	415,024.87
93,375.12	Open Spaces Commuted Sums	93,375.12
<hr/>		<hr/>
268,198.63		508,399.99
<hr/>		<hr/>

Signed \_\_\_\_\_

Chairman

Date

\_\_\_\_\_

Responsible Financial Officer

\_\_\_\_\_

## Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
110640	22/08/18	13229		£93.00	£15.50	£77.50	7. CD	Vipans Ltd	2 cans of pitch marking spray	7990
110643	22/08/18	13272		£7.80	£1.30	£6.50	5. OS	Sunningdale Landscape Supp	1 x 2x2 slab	5610/1
		13274/1		£24.95	£4.16	£20.79	5. OS	Sunningdale Landscape Supp	Installing dog bins 5 bags of post mix	5610/1
110643	22/08/18	13274	2714	£24.95	£4.16	£20.79		Sunningdale Landscape Supplies Ltd	5 bags of post mix Installing dog bins	5610/1
		13275/1		£22.00	£3.67	£18.33	5. OS	Sunningdale Landscape Supp	1/2 scoop of sharp sand	5550
		13275/2		£29.99	£5.00	£24.99	5. OS	Sunningdale Landscape Supp	Top soil	5550
110643	22/08/18	13275	2725	£51.99	£8.67	£43.32		Sunningdale Landscape Supplies Ltd		5550
110643	22/08/18	13276		£22.00	£3.67	£18.33	5. OS	Sunningdale Landscape Supp	Half scoop sharp sand for Mossdale Meadows	5550
110643	22/08/18	13277		£22.00	£3.67	£18.33	5. OS	Sunningdale Landscape Supp	sharp sand required for repair to Mossdale Mead	5550
110643	22/08/18	13278		£100.00	£16.67	£83.33	5. OS	Sunningdale Landscape Supp	2 scoops of sharp sand 2 top soil	5600/1
110646	11/09/18	13286		£118.80	£19.80	£99.00	1. CM	SLCC	ILCA Qualification fee for Kim Cusack to underta	1210
		13288/1		£25.08	£0.00	£25.08	1. CM	Braunstone Town Council	DELIVERY OF MINUTES	1300
		13288/2		£25.00	£0.00	£25.00	1. CM	Braunstone Town Council	FAN FOR OFFICE	1990
		13288/3		£8.99	£1.50	£7.49	5. OS	Braunstone Town Council	NUTS & BOLTS SWINGS	5610/2
		13288/4		£20.00	£3.33	£16.67	5. OS	Braunstone Town Council	FUEL CANS	5670
		13288/5		£8.00	£0.00	£8.00	5. OS	Braunstone Town Council	KEYS CUT FOR NEW LOCK	5990
		13288/6		£15.12	£0.00	£15.12	1. CM	Braunstone Town Council	POSTAGE	1300
		13288/7		£3.59	£0.00	£3.59	1. CM	Braunstone Town Council	POSTAGE	1300
		13288/8		£6.30	£0.00	£6.30	5. OS	Braunstone Town Council	PARTS FOR WAR MEMORIAL	5990
		13288/9		£9.69	£0.00	£9.69	2. CC	Braunstone Town Council	TEA TOWELS	2450
		13288/10		£10.00	£1.67	£8.33	5. OS	Braunstone Town Council	PARTS FOR TRUCK	5990
		13288/11		£19.98	£3.32	£16.66	5. OS	Braunstone Town Council	3 LEG REVERSABLE STUD PULLER	5990
		13288/12		£6.42	£1.07	£5.35	5. OS	Braunstone Town Council	TOILET FLOAT SYSTEM	5990
110648	11/09/18	13288		£158.17	£10.89	£147.28		Braunstone Town Council	PETTY CASH	1300
		13289/1		£17.00	£2.83	£14.17	5. OS	Sunningdale Landscape Supp	To replace pathway to Mossdale Meadows play a	5600/1
110649	11/09/18	13289	2754	£17.00	£2.83	£14.17		Sunningdale Landscape Supplies Ltd	1 scoop millwaste	5600/1
110649	11/09/18	13290		£19.96	£3.33	£16.63	5. OS	Sunningdale Landscape Supp	4 bags of post mix to repair fence at Mossdale M	5610/1

# Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		13358/1		£2,794.00	£465.67	£2,328.33	2. CC	AA Aluminium Windows LTD	To supply & Fit Patio door in Bar area, taking aw 2600
110650	02/10/18	13358	2704	£2,794.00	£465.67	£2,328.33		AA Aluminium Windows LTD	To supply & Fit Patio door in Bar area, 2600
110652	12/10/18	13389		£26.00	£4.33	£21.67	5. OS	Sunningdale Landscape Supp	Half scoop top soil to fill holes in ground on Moss 5550
110653	12/10/18	13400		£50.00	£0.00	£50.00	1. CM	Philippa Wright	Winner of survey prize draw 1990
110654	12/10/18	13401		£30.00	£0.00	£30.00	1. CM	Tracy Fisher	runner up of survey prize draw 1990
		13421/1		£45.38	£0.00	£45.38	1. CM	Braunstone Town Council	Postage 1300
		13421/2		£40.00	£0.00	£40.00	1. CM	Braunstone Town Council	Postage 1300
		13421/3		£20.01	£3.34	£16.67	5. OS	Braunstone Town Council	unleaded for mowers 5670
		13421/4		£56.34	£9.39	£46.95	2. CC	Braunstone Town Council	Keys for Civic 2600
110657	12/10/18	13421		£161.73	£12.73	£149.00		Braunstone Town Council	Petty cash 1300
		13382/1		£1,314.00	£219.00	£1,095.00	5. OS	Chubb Fire & Security	CCTV upgrade at MM part pay 5610/1
181003CHUB BMM	12/10/18	13382	2803	£1,314.00	£219.00	£1,095.00		Chubb Fire & Security	CCTV Mossdale Meadows 5610/1
BACS180103 NPS	12/10/18	13379		£398.04	£66.34	£331.70	2. CC	NPS NIGEL SUMMERFIELD	To rectify works to cold water supplies as per Sev 2610/1
BACS180625 METCALF	02/10/18	13357		£390.00	£65.00	£325.00	5. OS	Sam Metcalf Trees & Landsca	Remove dead section/branches off 2 trees on Mo5610/1
BACS180724L CC002	16/08/18	13203		£204.68	£0.00	£204.68	1. CM	Leicestershire County Council	Payment of underpayment of pensions June 201 1990
BACS180724L CC01	16/08/18	13202		£7,454.10	£0.00	£7,454.10	1. CM	Leicestershire County Council	Pensions 1990
BACS180802F LEXPRESS	22/08/18	13228		£351.97	£0.00	£351.97	7. CD	Flexpress	800 What's On brochure Programme of Events 7700
BACS180814B RANDON	22/08/18	13231		£228.00	£38.00	£190.00	7. CD	Brandon Hire Plc	2 portable toilets for summer fete 2018 7710/1
BACS180814F LEXPRESS1	22/08/18	13233		£368.14	£61.36	£306.78	7. CD	Flexpress	Ticket books for Programme of Events 7770
		13312/1		£27.00	£4.50	£22.50	1. CM	IT Solutions	Wireless keyboard 1420
		13312/2		£0.00	£0.00	£0.00	1. CM	IT Solutions	Wired keyboard 1420
		13312/3		£0.00	£0.00	£0.00	1. CM	IT Solutions	Upgrade Acer Laptop to Win 10 transfer Office et 1420
BACS180814I TSOLUTI01	12/09/18	13312		£27.00	£4.50	£22.50		IT Solutions	Ass 1420
		13227/1		£11.40	£1.90	£9.50	1. CM	IT Solutions	Wireless keyboard 1420
		13227/2		£18.00	£3.00	£15.00	1. CM	IT Solutions	Wired keyboard 1420

# Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		13227/3		£240.00	£40.00	£200.00	1. CM	IT Solutions	Upgrade Acer Laptop to Win 10 transfer Office et 1420
BACS180814I TSOLUTION	23/08/18	13227		£269.40	£44.90	£224.50		IT Solutions	Ass 1420
BACS180814L CCWASTEP1	22/08/18	13234		£57.96	£9.66	£48.30	8. PE	LCC (Whetstone tip)	1x Waste Disposal 8440
BACS180814L CCWASTEP2	22/08/18	13235		£28.50	£4.75	£23.75	8. PE	LCC (Whetstone tip)	General waste disposal 8440
BACS180814L CCWASTEP3	22/08/18	13236		£28.50	£4.75	£23.75	8. PE	LCC (Whetstone tip)	General waste disposal 8440
BACS180814S AGE	22/08/18	13232		£230.40	£38.40	£192.00	1. CM	Sage (UK) Ltd	Pension module 2018/2019 1420
		13271/1		£26.99	£4.50	£22.49	5. OS	Brandon Hire Plc	To repair pathway to Mossdale Meadows play ar 5600/1
BACS180816B RANDON	22/08/18	13271	2755	£26.99	£4.50	£22.49		Brandon Hire Plc	1 wacker plate for hire 5600/1
BACS180816 NPS	22/08/18	13273		£102.00	£17.00	£85.00	2. CC	NPS NIGEL SUMMERFIELD	Replace faulty valve in gents toilet. 2600
		13280/1		£145.08	£24.18	£120.90	2. CC	Chubb Fire & Security	Emergency Light Maintenance CC 2600
		13280/2		£0.00	£0.00	£0.00	3. TA	Chubb Fire & Security	3600
BACS180822 CHUBB	12/09/18	13280	2738	£145.08	£24.18	£120.90		Chubb Fire & Security	Emergency Light Maintenance 2600
BACS180822V IPANS	22/08/18	13230		£61.90	£10.32	£51.58	5. OS	Vipans Ltd	1 5ltr Jeyes Fluid disinfectant 5610/1
BACS180822 WATERPLUT A	21/08/18	13322		£672.58	£0.00	£672.58	3. TA	Water Plus/STW	ACC. 0479003705 3430
BACS180824A S	24/08/18	13242		£1,861.74	£0.00	£1,861.74	1. CM	Wages -	Salary Aug 18 1990
BACS180824B AI	24/08/18	13244		£1,381.91	£0.00	£1,381.91	1. CM	Wages -	Salary Aug 18 1990
BACS180824B R	24/08/18	13252		£947.15	£0.00	£947.15	1. CM	Wages -	Salary Aug 18 1990
BACS180824 C	24/08/18	13250		£759.59	£0.00	£759.59	1. CM	Wages -	Salary Aug 18 1990
BACS180824 C	24/08/18	13255		£1,106.64	£0.00	£1,106.64	1. CM	Wages -	Salary Aug 18 1990
BACS180824 G S	24/08/18	13249		£1,242.35	£0.00	£1,242.35	1. CM	Wages -	Salary Aug 18 1990

# Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180824 H	24/08/18	13248		£948.98	£0.00	£948.98	1. CM	Wages - Hall, Denise	Salary Aug 18 1990
BACS180824 HMRC	07/09/18	13238		£5,948.00	£0.00	£5,948.00	1. CM	H M Revenue & Customs	Tax & NI Aug 18 1990
BACS180824J E	24/08/18	13251		£1,635.32	£0.00	£1,635.32	1. CM	Wages -	Salary Aug 18 1990
BACS180824J G	24/08/18	13253		£1,316.84	£0.00	£1,316.84	1. CM	Wages -	Salary Aug 18 1990
BACS180824K E	24/08/18	13241		£1,615.12	£0.00	£1,615.12	1. CM	Wages -	Salary Aug 18 1990
BACS180824L CC	28/08/18	13239		£7,043.04	£0.00	£7,043.04	1. CM	Leicestershire County Council	Pensions 1990
BACS180824L E	24/08/18	13261		£687.88	£0.00	£687.88	1. CM	Wages -	Salary Aug 18 1990
BACS180824 M	24/08/18	13260		£517.60	£0.00	£517.60	1. CM	Wages -	Salary Aug 18 1990
BACS180824 M	24/08/18	13243		£1,003.77	£0.00	£1,003.77	1. CM	Wages -	Salary Aug 18 1990
BACS180824 O	24/08/18	13259		£516.75	£0.00	£516.75	1. CM	Wages -	Salary Aug 18 1990
BACS180824 RA	24/08/18	13245		£1,353.75	£0.00	£1,353.75	1. CM	Wages -	Salary Aug 18 1990
BACS180824S I	24/08/18	13257		£1,251.81	£0.00	£1,251.81	1. CM	Wages -	Salary Aug 18 1990
BACS180824S M	24/08/18	13256		£410.43	£0.00	£410.43	1. CM	Wages -	Salary Aug 18 1990
BACS180824S N	24/08/18	13240		£2,015.76	£0.00	£2,015.76	1. CM	Wages -	Salary Aug 18 1990
BACS180824T G	24/08/18	13258		£512.83	£0.00	£512.83	1. CM	Wages -	Salary Aug 18 1990
BACS180824T I	24/08/18	13254		£1,887.60	£0.00	£1,887.60	1. CM	Wages -	Salary Aug 18 1990
BACS180824 UNISON01	28/08/18	13237		£58.00	£0.00	£58.00	1. CM	Unison	Union Fees 1990
BACS180824 W	24/08/18	13247		£919.47	£0.00	£919.47	1. CM	Wages -	Salary Aug 18 1990
BACS180824Y U	24/08/18	13246		£672.99	£0.00	£672.99	1. CM	Wages -	Salary Aug 18 1990

# Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180901B DCRATECC	01/09/18	12800		£1,884.00	£0.00	£1,884.00	2. CC	Blaby District Council	N030002639 CC 01.04.2018 - 31.03.2019 2460
BACS180901B DCRSTETA	01/09/18	12905		£684.00	£0.00	£684.00	3. TA	Blaby District Council	RATES - N030084745 TA 3460
		13283/1		£55.44	£9.25	£46.19	5. OS	B & Q	Handle/lock/key to repair broken handle and lock 5600/2
BACS180904B Q	11/09/18	13283	2773	£55.44	£9.25	£46.19		B & Q	1 lock handle, 1 spline lock/key, 1 bungees 5600/2
BACS180904 CADENT	11/09/18	13281		£488.24	£0.00	£488.24	5. OS	Cadent Gas Limited	Repair Pipe damaged by work tool 5990
BACS180904K BPACKAGIN	11/09/18	13284		£309.60	£51.60	£258.00	8. PE	KB Packaging	30,000 DOG BAGS 8900/1
		13287/1		£231.00	£38.50	£192.50	2. CC	Sissons & Allen Ltd	PAT TESTING CC 2610/1
		13287/2		£231.00	£38.50	£192.50	3. TA	Sissons & Allen Ltd	PAT TESTING TA 3600
		13287/3		£231.00	£38.50	£192.50	5. OS	Sissons & Allen Ltd	PAT TESTING MM 5600/1
		13287/4		£231.00	£38.50	£192.50	5. OS	Sissons & Allen Ltd	PAT TESTING SP 5600/2
		13287/5		£0.00	£0.00	£0.00	3. TA	Sissons & Allen Ltd	SWITH OFF SENSOR IN DR'S ROOM AT TA 3600
BACS180904S ISSONSALL	11/09/18	13287	2726	£924.00	£154.00	£770.00		Sissons & Allen Ltd	PAT TESTING 2610/1
BACS180904S TJOHN	11/09/18	13282		£165.60	£27.60	£138.00	7. CD	St Johns Ambulance	First Aid cover for Summer Fete 2018 7710/1
BACS180904 WALKERS	11/09/18	13285		£27.96	£4.66	£23.30	5. OS	Walkers Timber	2 x 5" 8ft posts to repair fence at Mossdale Mead 5610/1
BACS180904X EROX	11/09/18	13279		£238.58	£39.76	£198.82	1. CM	Xerox	PHOTOCOPIER 01.10.2018-31.12.2018 1410
BACS180905B IRSTALL	11/09/18	13291		£96.00	£16.00	£80.00	1. CM	Birstall Parish Council	Abrasive Wheels training for 2 members of staff 1210
BACS180910P ERSONNELS	23/08/18	13303		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	AUGUST 2018 1170
BACS180913 CLARKSON	17/09/18	13331		£553.50	£92.25	£461.25	5. OS	Graham Clarkson Associates	Tender Report 5050/2
BACS180913L CCWASTEP3	17/09/18	13325		£28.50	£4.75	£23.75	8. PE	LCC (Whetstone tip)	General waste disposal 8440
BACS180913 MARLOWE1	17/09/18	13328		£539.06	£89.84	£449.22	3. TA	Marlowe Fire & Security	keypad MK7 Keyprox CP038-01 3610/3
BACS180913 MARLOWE2	17/09/18	13327		£137.40	£22.90	£114.50	3. TA	Marlowe Fire & Security	Battery 3610/3

# Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BACS180913 NPS	17/09/18	13324		£60.00	£10.00	£50.00	2. CC	NPS NIGEL SUMMERFIELD	Water pressure drop at CC	2610/1
		13326/1		£3.95	£0.66	£3.29	1. CM	Post Office Shop	Delivery	1300
		13326/2		£125.00	£0.00	£125.00	1. CM	Post Office Shop	stamps	1300
BACS180913P OSTOFFICE	17/09/18	13326	2781	£128.95	£0.66	£128.29		Post Office Shop	1st class stamps x 100 and 1nd class stamps x 100	1300
BACS180913P RINCIPALC	17/09/18	13330		£1,049.41	£174.90	£874.51	2. CC	Principal Hygiene Systems Lt	01.10.2018 - 31.12.2018	2440
BACS180913P RINCIPALT	17/09/18	13329		£508.09	£84.68	£423.41	3. TA	Principal Hygiene Systems Lt	01.10.2018-31.12.2018	3440
BACS180913S TORAFILE	17/09/18	13323		£108.00	£18.00	£90.00	1. CM	Stor A File Ltd	Secure disposal of archive documents	1990
BACS180920L CC	25/09/18	13355		£6,918.50	£0.00	£6,918.50	1. CM	Leicestershire County Council	Pensions	1020
BACS180924A S	24/09/18	13334		£1,861.74	£0.00	£1,861.74	1. CM	Wages -	Salary September wages 18	1010
BACS180924B AI	24/09/18	13336		£1,381.91	£0.00	£1,381.91	1. CM	Wages -	Salary September wages 18	1010
BACS180924B R	24/09/18	13344		£904.18	£0.00	£904.18	1. CM	Wages -	Salary September wages 18	1010
BACS180924 C	24/09/18	13342		£759.59	£0.00	£759.59	1. CM	Wages -	Salary September wages 18	1010
BACS180924 C	24/09/18	13347		£1,106.44	£0.00	£1,106.44	1. CM	Wages -	Salary September wages 18	1010
BACS180924 G S	24/09/18	13341		£1,241.55	£0.00	£1,241.55	1. CM	Wages -	Salary September wages 18	1010
BACS180924 H	24/09/18	13340		£948.98	£0.00	£948.98	1. CM	Wages -	Salary September wages 18	1010
BACS180924 HMRC	08/10/18	13356		£5,585.68	£0.00	£5,585.68	1. CM	H M Revenue & Customs	Tax & NI Sept 18	1010
BACS180924J E	24/09/18	13343		£1,635.52	£0.00	£1,635.52	1. CM	Wages -	Salary September wages 18	1010
BACS180924J G	24/09/18	13345		£1,316.61	£0.00	£1,316.61	1. CM	Wages -	Salary September wages 18	1010
BACS180924K E	24/09/18	13333		£1,615.32	£0.00	£1,615.32	1. CM	Wages -	Salary September wages 18	1010
BACS180924L E	24/09/18	13353		£490.86	£0.00	£490.86	1. CM	Wages -	Salary September wages 18	1010

# Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180924 M	24/09/18	13352		£594.51	£0.00	£594.51	1. CM	Wages -	Salary September wages 18 1010
BACS180924 M	24/09/18	13335		£1,067.92	£0.00	£1,067.92	1. CM	Wages -	Salary September wages 18 1010
BACS180924 O	24/09/18	13351		£443.63	£0.00	£443.63	1. CM	Wages -	Salary September wages 18 1010
BACS180924 R	24/09/18	13337		£1,353.55	£0.00	£1,353.55	1. CM	Wages -	Salary September wages 18 1010
BACS180924S I	24/09/18	13349		£1,251.61	£0.00	£1,251.61	1. CM	Wages -	Salary September wages 18 1010
BACS180924S M	24/09/18	13348		£410.23	£0.00	£410.23	1. CM	Wages -	Salary September wages 18 1010
BACS180924S N	24/09/18	13332		£2,015.76	£0.00	£2,015.76	1. CM	Wages -	Salary September wages 18 1010
BACS180924T G	24/09/18	13350		£512.83	£0.00	£512.83	1. CM	Wages -	Salary September wages 18 1010
BACS180924T I	24/09/18	13346		£1,357.96	£0.00	£1,357.96	1. CM	Wages -	Salary September wages 18 1010
BACS180924 UNISON	24/09/18	13354		£58.00	£0.00	£58.00	1. CM	Unison	Union Fees Sept 18 1010
BACS180924 W	24/09/18	13339		£919.47	£0.00	£919.47	1. CM	Wages -	Salary September wages 18 1010
BACS180924Y U	24/09/18	13338		£672.99	£0.00	£672.99	1. CM	Wages -	Salary September wages 18 1010
		13362/1		£90.24	£15.04	£75.20	2. CC	B & Q	Toilet Seats 2600
		13362/2		£19.25	£3.21	£16.04	2. CC	B & Q	Sticks like sh*t glue 2600
		13362/3		£3.24	£0.54	£2.70	2. CC	B & Q	Mastic Gun 2600
BACS180927B Q	02/10/18	13362	2785	£112.73	£18.79	£93.94		B & Q	2600
		13368/1		£79.93	£13.32	£66.61	2. CC	Chubb Fire & Security	Fire Extinguisher maintenance CC 2610/2
		13368/2		£31.45	£5.24	£26.21	3. TA	Chubb Fire & Security	Fire Extinguisher maintenance TA 3610/2
		13368/3		£52.70	£8.78	£43.92	5. OS	Chubb Fire & Security	Fire Extinguisher maintenance MM 5610/1
BACS180927 CHUBB	02/10/18	13368	2737	£164.08	£27.34	£136.74		Chubb Fire & Security	Fire Extinguisher maintenance 2610/2
		13359/1		£150.60	£25.10	£125.50	2. CC	Crocodile Catering Equipment	Filters for urns 2610/1
BACS180927 CROCODILE	02/10/18	13359	2783	£150.60	£25.10	£125.50		Crocodile Catering Equipment	2 for CC, 1 for MH 2610/1

# Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS180927L EGAL&GENE	02/10/18	13367		£205.79	£0.00	£205.79	1. CM	Legal & General Assurance S	Balance for ill health liability insurance 1020
BACS180927L RALC	02/10/18	13361		£20.00	£0.00	£20.00	1. CM	LRALC	Borrowing Approval - Best Practice & Mandatory 1210
BACS180927 METCALF	02/10/18	13366		£690.00	£115.00	£575.00	5. OS	Sam Metcalf Trees & Landsc	remove dead pine tree 5610/1
BACS180927P LATTS	02/10/18	13363		£547.92	£91.32	£456.60	5. OS	PLATTS HARRIS	Sevice of Shibarua ride on mower 5610/1
BACS180927P LATTS2	02/10/18	13364		£90.00	£15.00	£75.00	5. OS	PLATTS HARRIS	Service of Wessex mower and service of Muthin 5650
BACS180927P TIBUILDER	02/10/18	13365		£480.00	£80.00	£400.00	2. CC	PTI Building Services LTD	Service Millfield Hall a/c units on Friday 27.04.20 2610/1
BACS181002 WALKERS	12/10/18	13384		£48.07	£8.01	£40.06	5. OS	Walkers Timber	3 x 4" x 4" 8ft timber 5610/1
BACS181003B UFFALO	12/10/18	13376		£3,100.00	£516.67	£2,583.33	5. OS	Buffalo Driveways	Part payment for completion of sub-base for Me 5610/1
		13383/1		£660.00	£110.00	£550.00	2. CC	Chubb Fire & Security	CCTV upgrade at TA 2610/1
BACS181003 CHUBBTA	12/10/18	13383	2802	£660.00	£110.00	£550.00		Chubb Fire & Security	CCTV TA 2610/1
		13380/1		£118.80	£19.80	£99.00	3. TA	J.R Installations (Leics) Ltd	Service Automated doors at Thorpe Astley C.C L 3600
		13380/2		£102.00	£17.00	£85.00	2. CC	J.R Installations (Leics) Ltd	Service Automated doors at Civic Centre LE3 2P 2600
BACS181003J RINSTALLA	12/10/18	13380	2694	£220.80	£36.80	£184.00		J.R Installations (Leics) Ltd	3600
		13378/1		£79.71	£13.29	£66.42	5. OS	Sissons & Allen Ltd	Spur 5600/1
		13378/2		£360.00	£60.00	£300.00	5. OS	Sissons & Allen Ltd	Electrical Sockets 5600/1
BACS181003S ISSONS	12/10/18	13378	2786	£439.71	£73.29	£366.42		Sissons & Allen Ltd	5600/1
BACS181003V IPANS	12/10/18	13381		£54.72	£9.12	£45.60	7. CD	Vipans Ltd	1 box of 20 ground anchors for securing poppy c 7990
BACS181003 WALKERS	12/10/18	13377		£257.02	£42.84	£214.18	5. OS	Walkers Timber	Knee high fencing and posts for replacements at 5610/1
BACS181004 CHUBB	12/10/18	13386		£166.03	£27.67	£138.36	2. CC	Chubb Fire & Security	Fire Safety Service Contract No 1554700 Annual 2610/3
BACS181005A DT	12/10/18	13388		£4.97	£0.83	£4.14	2. CC	ADT Fire & Security	MAINTENANCE OF THE INTRUDER ALARM S 2610/3
BACS181005 COLOURBA	12/10/18	13393		£1,246.36	£207.73	£1,038.63	2. CC	Colourbank Carpets Leicester	Carpet tiles for CORRIDOR. Including VAT & Fitti2600

# Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
BACS181005 COLOURBAN K	12/10/18	13392		£876.00	£146.00	£730.00	2. CC	Colourbank Carpets Leicester	Carpet tiles for Foyer at CC. Including VAT & Fitti2600
BACS181005L CCWASTE	12/10/18	13391		£28.50	£4.75	£23.75	8. PE	LCC (Whetstone tip)	General waste disposal 8440
BACS181005S ARCO	12/10/18	13387		£455.27	£75.88	£379.39	5. OS	Arco	2 x Arco Hi-vis Corfu Gore-Tex coat (18G3100) 5290
BACS181005X EROX	12/10/18	13390		£141.49	£23.58	£117.91	1. CM	Xerox	PHOTOCOPIER 01.07.2018-30.09.2018 1410
BACS181010A LEX1	12/10/18	13403		£21.45	£3.58	£17.87	2. CC	Alexandra	CL56 - CARDIGAN, BLACK, SIZE 12 X1 AND N 2290
BACS181010A LEX2	12/10/18	13404		£56.25	£9.37	£46.88	2. CC	Alexandra	NF19 - TROUSERS, BLACK SIZE 14 X2, CL56 - 2290
BACS181010A LEX2	12/10/18	13416		£47.40	£7.90	£39.50	3. TA	Alexandra	1 NF29 womens black trousers, size 14, tall (31 i 3290
BACS181010B UFFALOEXT	12/10/18	13420		£960.00	£160.00	£800.00	5. OS	Buffalo Driveways	2 concrete bases for memorial stones 5610/1
BACS181010B UFFALOFIN	12/10/18	13417		£7,440.00	£1,240.00	£6,200.00	5. OS	Buffalo Driveways	Final payment for memorial path 5610/1
BACS181010 CHILLI1	12/10/18	13407		£61.11	£0.00	£61.11	2. CC	Chilliclean Window Cleaning	CHILLI CLEAN CC 2600
BACS181010 CHILLITA	12/10/18	13406		£63.60	£0.00	£63.60	3. TA	Chilliclean Window Cleaning	CHILLI CLEAN TA 3600
BACS181010 CLARKSON	12/10/18	13405		£229.50	£38.25	£191.25	5. OS	Graham Clarkson Associates	Tender Report 5050/2
		13409/1		£120.00	£20.00	£100.00	1. CM	IT Solutions	Change emails to only be internal 1420
		13409/2		£120.00	£20.00	£100.00	1. CM	IT Solutions	Change WIFI passwords 1420
BACS181010I TSOL2	12/10/18	13409	2780	£240.00	£40.00	£200.00		IT Solutions	1420
		13408/1		£126.00	£21.00	£105.00	1. CM	IT Solutions	New Router for MM 1420
		13408/2		£120.00	£20.00	£100.00	1. CM	IT Solutions	Voip handset for MM 1420
BACS181010I TSOLUTION	12/10/18	13408	2763	£246.00	£41.00	£205.00		IT Solutions	Items required for the CCTV & Alarm at MM 1420
BACS181010 MAXIM	12/10/18	13415		£1,740.00	£290.00	£1,450.00	5. OS	Maxim Lifting Services Ltd	Contract lift to put memorial stones into position 5610/1
BACS181010P ERSONNELS	24/09/18	13369		£120.00	£20.00	£100.00	1. CM	PERSONAL ADVICE	SEPTEMBER 2018 1170

# Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
BACS181010S ENTINEL	12/10/18	13410		£210.00	£35.00	£175.00	3. TA	Sentinel Lightning Protection	Annual lightning Protection Test	3600
BACS181010S KILBASE08	12/10/18	13414		£522.00	£87.00	£435.00	1. CM	SkillBase First Aid	First Aid training for staff	1210
BACS181010 WATERPLUC C	18/09/18	13423		£833.50	£0.00	£833.50	2. CC	Water Plus/STW	ACC. 0583085823 CC	2430
BACS181010 WPS	12/10/18	13411		£122.98	£0.00	£122.98	1. CM	Wps Insurance Brokers & Ris	Aviva Insurance Limited Policy Number 2433066	1150
BACS181010 WPS2	12/10/18	13418		£405.08	£0.00	£405.08	1. CM	Wps Insurance Brokers & Ris	Annual Insurance Renewal, Engineering and hire	1150
BACS181010 WPS3	12/10/18	13419		£13,175.24	£0.00	£13,175.24	1. CM	Wps Insurance Brokers & Ris	Annual Insurance Renewal, Engineering and hire	1150
BCARD18081 5MACHINEMA	01/09/18	13373		£48.15	£8.03	£40.12	5. OS	MACHINE MART	4 car seat covers	5630
BCARD18082 4TUDORENVI	01/09/18	13371		£223.45	£37.24	£186.21	5. OS	Tudor Environmental	Insulated digging tools for parks staff	5630
BCARD18090 8TEACHERB O	01/09/18	13374		£52.80	£8.80	£44.00	7. CD	Teacherboards	1 display leaflet dispenser for Thorpe Astley	7700
BCARD18091 1NAMES	02/09/18	13372		£71.88	£11.98	£59.90	1. CM	Names Co.	Renewal of cPanel starter for BTC for 1 year	1350
CARD180704 HERMESBCA R	16/08/18	13309		£7.79	£1.29	£6.50	1. CM	Hermes Courier Collection	Town Mayors chains for repair	1990
		13310/1		£168.94	£0.00	£168.94	7. CD	Argos	Replacement gazebo for summer fete	7710/1
CARD180720 ARGOSBCAR D	16/08/18	13310	2747	£168.94	£0.00	£168.94		Argos	Gazebo and delivery	7710/1
CARD180905 MACHINEBCA	05/09/18	13305		£123.73	£20.63	£103.10	5. OS	MACHINE MART	1 bench grinder, 1 drill grinder attachment, 1 mag	5630
CARD180911 BCARDNAME S	11/09/18	13306		£26.39	£4.40	£21.99	1. CM	Names Co.	Namesco auto renewal	1350
DD1800907KI NGS	10/09/18	13300		£77.04	£12.84	£64.20	2. CC	Kings Armoured Security Serv	Cash in transit	2580
		13311/1		-£290.00	£0.00	-£290.00	8. PE	Blaby District Council	Garden bags	8900/2
DD180501BD CGARDENDU P	17/08/18	13311		-£290.00	£0.00	-£290.00		Blaby District Council	Contra 13061, Garden bags - DUPLICATE12945	8900/2

# Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD180509BTC CFAX	22/08/18	13315		£45.47	£7.58	£37.89	2. CC	British Telecom	EM 1663 1367 - 01162 824785	2400
DD180801BD CTRADEWAS T	15/08/18	12924		£1,275.11	£0.00	£1,275.11	2. CC	Blaby District Council	106343 - TRADE WASTE - H0003104	2440
DD180812BT MM	22/08/18	13317		£141.19	£23.53	£117.66	5. OS	British Telecom	EM 1313 0189 - 01162 630018	5400
		13307/1		£29.40	£4.90	£24.50	2. CC	Global Payments	THE PERIOD OF 30.06.18 - 31.07.18	2580
		13307/2		£132.87	£0.00	£132.87	2. CC	Global Payments	THE PERIOD OF 30.06.18 - 31.07.18	2580
DD180816GL OBAL	16/08/18	13307		£162.27	£4.90	£157.37		Global Payments	THE PERIOD OF 30.06.18 - 31.07.18	2580
DD180821TG PAVONELEC	21/08/18	13320		£40.32	£1.92	£38.40	5. OS	Total Gas & Power	ELECTRICITY - AVON RD	5430
DD180822BTC CALARM	22/08/18	13316		£62.39	£10.40	£51.99	3. TA	British Telecom	EM 1536 9632 - 01162 824968 CIVIC CENTRE	3400
DD180822BTC IVIC	22/08/18	13314		£45.47	£7.58	£37.89	2. CC	British Telecom	EM 1957 2346 - 01162 893973	2400
DD180822BTT AADSL	22/08/18	13318		£45.47	£7.58	£37.89	3. TA	British Telecom	EM 2285 3976 - 01162 893834 ADSL	3400
DD180823TG PCGASCC	23/08/18	13319		£548.81	£26.14	£522.67	2. CC	Total Gas & Power	GAS - CIVIC CENTRE - GAS	2430
DD180907ENT RAADSLCC	22/08/18	13299		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893973 CC ADSL 14.08.2018 - 13.09.2018	1400
DD180907ENT RAADSLTA	13/09/18	13298		£51.29	£8.55	£42.74	1. CM	Entanet International Ltd	0116 2893834 TA ADSL 05.10.2018-04.10.2018	1400
DD180907ENT RANET	10/09/18	13293		£76.34	£12.72	£63.62	1. CM	Entanet International Ltd	0116 2160508 VoIP	1400
DD180907ENT RANETMM	27/08/18	13297		£27.40	£4.57	£22.83	1. CM	Entanet International Ltd	0116 2630018 ADSL 17.08.18-16.09.18	1400
DD180910ENT RANADCC	10/09/18	13292		£32.10	£5.35	£26.75	1. CM	Entanet International Ltd	0116 2824785 CC ADSL 01.09.2018 - 30.09.2018	1400
DD180912BTT AALARM	22/08/18	13313		£45.47	£7.58	£37.89	3. TA	British Telecom	EM 2285 4032 - 01162 892108 THORPE ASTLE	3400
DD180912TG PCCELEC	21/08/18	13321		£2,673.61	£445.60	£2,228.01	2. CC	Total Gas & Power	ELECTRICITY - CIVIC CENTRE	2430
DD180917BD CPREMISTA	17/09/18	13424		£180.00	£0.00	£180.00	1. CM	Blaby District Council	PREMISES LICENSE BLPR0215	1350
		13308/1		£29.40	£4.90	£24.50	2. CC	Global Payments	THE PERIOD OF 01.06.2018 - 29.06.2018	2580

# Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
		13308/2		£53.35	£0.00	£53.35	2. CC	Global Payments	THE PERIOD OF 01.06.2018 - 29.06.2018 2580
DD180917GL OBAL	17/09/18	13308		£82.75	£4.90	£77.85		Global Payments	THE PERIOD OF 01.08.2018 - 31.08.2018 2580
DD180924ENT RAADSLCC	24/09/18	13370		£49.79	£8.30	£41.49	1. CM	Entanet International Ltd	0116 2893973 CC ADSL 14.09.2018 - 13.10.2011400
		13425/1		£16.62	£2.77	£13.85	1. CM	ESPO	OFFICE 1300
		13425/2		£96.00	£16.00	£80.00	1. CM	ESPO	OFFICE 1300
		13425/3		£268.54	£44.76	£223.78	2. CC	ESPO	CLEANING 2330
		13425/4		£91.56	£15.26	£76.30	3. TA	ESPO	CLEANING 3330
		13425/5		£30.60	£5.10	£25.50	1. CM	ESPO	OFFICE 1300
		13425/6		£26.34	£4.39	£21.95	1. CM	ESPO	OFFICE 1300
		13425/7		£31.08	£5.18	£25.90	5. OS	ESPO	CLEANING 5330
		13425/8		£75.84	£12.64	£63.20	5. OS	ESPO	PARKS 5550
		13425/9		£24.97	£4.16	£20.81	1. CM	ESPO	OFFICE 1300
		13425/10		£11.78	£1.96	£9.82	3. TA	ESPO	CLEANING 3330
DD180927ES PO	27/09/18	13425		£673.33	£112.22	£561.11		ESPO	1300
DD181001TG PTAGAS01	19/09/18	13304		£1,497.25	£249.54	£1,247.71	3. TA	Total Gas & Power	GAS - THORPE ASTLEY 3430
DD181003ENT RANETMM	25/09/18	13385		£27.40	£4.57	£22.83	1. CM	Entanet International Ltd	0116 2630018 ADSL 17.09.18-16.10.18 1400
DD181009ES2 2	30/08/18	13398		£212.66	£35.44	£177.22	2. CC	ESPO	CLEANING 2330
DD181009ES PO001	30/08/18	13395		£221.86	£36.98	£184.88	3. TA	ESPO	CLEANING 3330
DD181009ES PO0010	30/08/18	13396		£23.84	£3.97	£19.87	2. CC	ESPO	CLEANING 2330
DD181009ES POOFFICE11	30/08/18	13399		£103.20	£17.20	£86.00	1. CM	ESPO	OFFICE SUPPLIES 1300
DD181009ES POOFFICECC	30/08/18	13397		£55.82	£9.30	£46.52	1. CM	ESPO	OFFICE SUPPLIES 1300
DD181009ES POOFFICETA	30/08/18	13394		£167.80	£27.97	£139.83	1. CM	ESPO	OFFICE SUPPLIES 1300
DD181015BD CEVENTS	15/10/18	13375		£336.00	£56.00	£280.00	7. CD	Blaby District Council	Supply of bouncy castle and extras at summer fe 7710/1

# Paid Expenditure Transactions

between 15/08/18 and 23/10/18

Start of year 01/04/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
<b>Total</b>				£144,322.17	£6,888.45	£137,433.72			