

BRAUNSTONE TOWN COUNCIL

MINUTES OF POLICY & RESOURCES COMMITTEE

THURSDAY 13th FEBRUARY 2020 AT 7.30PM

PRESENT: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Sohan Johal, (substituting for Councillor Imran Uddin), Sam Maxwell, Phil Moitt, Tracey Shepherd, Darshan Singh and Robert Waterton.

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

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

65. Agenda Variance

It was proposed to vary the order in which the items on the agenda were considered and it was

RESOLVED that item 15 on the agenda, Civic Centre Bar/Café Kitchen Facilities, be considered after item 4 on the agenda, Minutes of the Meeting held 16th January.

66. Apologies

An apology for absence was received from Councillor Imran Uddin.

67. Disclosures of Interest

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

68. 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.

69. Minutes of the Meeting held 16th January 2020

The Minutes of the Meeting held on 16th January 2020 were circulated (item 4 on the agenda).

RESOLVED that the Minutes of the meeting held on 16th January 2020 be approved and signed by the Chairperson as a correct record.

70. Shakespeare Park - Improvement & Development

The Committee received a progress report on the commencement of the contract for delivering the pavilion and site improvement works; an update on interest and repayment rates for Public Works Loans; and considered an outline plan for the playground and tennis courts improvements (item 5 on the agenda).

RESOLVED

1. that it be noted that the necessary funding for the project had been achieved;
2. that the revised timescales for the project, attached at Appendix 4, including the signing of the contract to commence site and pavilion works, be approved;
3. that delegated authority be given to the Executive Officer & Town Clerk to liaise with the selected contractor and the Council's Architect and Surveyor in order to:
 - a. determine the detailed arrangements, timings, and work schedules,
 - b. close parts of the site to ensure that the works could be carried out safely and securely,
 - c. approve the applications and plans for submission to discharge planning conditions,
 - d. where necessary, to amend the contract structure, including amending the contract costs in accordance with the Building Cost Information Service Building Cost Indices,
 - e. issue letters of intent and prepare and sign contracts, and
 - f. to apply to the Public Works Loan Board, and to the funding bodies that have awarded grants, to draw down funds, either in full or in instalments; and
4. that the outline proposals for improvements to the playground and tennis courts, as set out in the report and at Appendices 6 – 8, be endorsed; and that detailed proposals, contract specifications and timetables for tenders, consultation and works be submitted to Policy & Resources Committee, scheduled for 23rd April 2020.

Reasons for Decision

1. *Appropriate funds were committed and the Committee would review the project payments and the drawing down of funds to ensure the long term financial stability and sustainability of the project.*
2. *To ensure that the project, which would enable an increase in sport participation and improve recreation and play facilities in a Ward which had high rankings of multiple deprivation across a range of domains, including income, employment and education and had the worst proportion of overweight or obese children in the County of Leicestershire, moved to the delivery stage.*
3. *To allow detailed arrangements for the work to be negotiated, enabling flexibility and minimising disruption to service users, and for contracts*

- to be signed.*
- To provide modern, accessible, fit for purpose, safe and sustainable play equipment and tennis court facilities, since there had been no significant investment in these facilities in the last 20 years.*

71. Thorpe Astley Tennis Court Improvements

The Committee considered proposals to install access gate and online booking technology at Thorpe Astley tennis courts (item 6 on the agenda).

RESOLVED

- that the estimated costs, as set out in the report, be received and noted and that the Lawn Tennis Association scheme, Tap4tennis, as set out at Appendix 1, to provide an access gate and associated software system for Thorpe Astley Tennis Courts be progressed;
- that the Town Council submit application to the Lawn Tennis Association for a grant funding towards the cost of the scheme;
- that delegated authority be given to the Executive Officer & Town Clerk to undertake a consultation on the proposals;
- that delegated authority be given to the Executive Officer & Town Clerk to approve quotations for ancillary works, such as the supply of electricity to the tennis courts; and
- THAT IT BE RECOMMENDED TO COUNCIL that in accordance with Standing Order 6.6b and Financial Regulation 11.1e, that Standing Order 6.6c(i) and Financial Regulation 11.1(i) be waived in order to use CIA Fire & Security for the installation of access gate, and associated works, and to enter into an ongoing maintenance and service contract.

Reasons for Decision

- To enable a more structured use of the tennis courts facilities and to ensure that funds were available to maintain the standard of the courts in future years.*
- To access external funding towards the cost of installation.*
- To explore the viability of introducing a venue management system and gate access technology at Thorpe Astley Tennis Courts, ensuring that residents were provided with fit for purpose and accessible facilities.*
- To provide appropriate infrastructure to be in place for the project to commence.*
- To enable the provision, installation and ongoing maintenance of the access gates and locking system which was a bespoke system only provided by CIA Fire & Security, and the use of the venue management system, which was only provided by the Lawn Tennis Association, both of which were unavailable from any other providers.*

72. Pitch Allocations 2020/2021

The Committee considered pitch capacity and set the fees and process for pitch allocations for the 2020/2021 season (item 7 on the agenda).

RESOLVED

1. that pitch type and capacity be approved, as set out in Table 1 of the Pitch Capacity section of the report; and
2. that the pitch fees be confirmed and the availability of pitches be advertised, as set out at Appendix 3, with a closing date for applications on Monday 30th March 2020.

Reasons for Decision

1. *To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of parks users.*
2. *To allow suitable time for applications while acknowledging clubs need the certainty by April of a home playing ground in order to participate in the league.*

73. Update on Thorpe Astley Culvert and Legal Transfer of Thorpe Astley Park

The Committee received an update on the current position with Thorpe Astley Culvert and the legal transfer of Thorpe Astley Park (item 8 on the agenda).

RESOLVED that an update report on progress with Thorpe Astley Culvert be submitted to the Committee in April 2020.

Reasons for Decision

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.

74. Open Spaces & Parks Winter Works Programme – Progress Report

The Committee received a progress report on the Winter Works Programme 2019/2020 (item 9 on the agenda).

RESOLVED that the progress of the Winter Works Programme 2019/2020 be received and noted.

Reason for Decision

To ensure that the winter works tasks were on schedule to be completed before the end of the winter works period.

75. Blaby District Parish Councils Group

The Committee received the minutes of the of the Blaby District Parish Councils Group held on 4th December 2019 and the agenda for the forthcoming meeting on 4th March 2020 in order to receive feedback and identify issues to be raised (filed with a copy of the agenda).

RESOLVED that the report be noted.

Reason for Decision

To ensure that the Town Council was aware of current issues and could share its current issues with local parish council representatives.

76. Bank Account Signatories

The Committee considered bank account signatory replacements for Bill Wright (item 11 on the agenda).

RESOLVED that the following amendments be made to the accounts signatories list:

- (a) for the Co-operative Bank Accounts (linked): Councillor Tracey Shepherd be added to replace Mr WA Wright; and
- (b) for the Cambridge Building Society: Councillor Phil Moitt be added to replace Mr WA Wright.

Reason for Decision

To update the Councillor signatories in accordance with the Council's membership and roles.

77. 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 2019 to 31st December 2019 (item 12 on the agenda).

RESOLVED that the end of quarter financial position be noted.

Reasons for Decision

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

78. Financial Comparisons

The Committee received Financial Comparisons for the period 1st April 2019 to 31st January 2020 (item 13 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 2019/2020.

79. Approval of Accounts

The Committee considered payments from 1st January 2020 until 4th February 2020 (item 14 on the agenda).

RESOLVED that the list of Approved Expenditure Transactions for the period 1st January 2020 until 4th February 2020 be approved.

Reason for Decision

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

80. Civic Centre Bar/Café Kitchen Facilities

RESOLVED that in view of the special / confidential nature of the business to be transacted, the press/public be excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interest.*

The Committee received plans for a kitchen for the Civic Centre Bar/Café; determined whether to allocate funding and approve the timescales for the project (item 15 on the agenda).

RESOLVED

1. that the information contained in the report concerning the Capital Plan project "Refurbishment of both sets of Toilets, including exploring the provision of a Changing Places Toilet" and resurfacing/relining of the car park at Braunstone Civic Centre be noted;
2. that the Capital Plan item "Refurbishment of the Civic Centre Bar, Kitchen and Store Facilities" be progressed to the next stages, along the lines of the indicative Timescales & Milestones set out in the report;
3. that £90,000 be earmarked in the General Fund Reserve for Civic Centre Capital Plan Priority Projects;
4. that delegated authority be given to the Executive Officer & Town Clerk to commission professional services and advice to support the preparation of the next stages, including to facilitate alternative options, decision making and implementation, and where necessary to prepare applications for any planning and/or regulatory approvals.

Reasons for Decision

1. *To recognise the interdependency of the Capital Plan projects for Braunstone Civic Centre and to ensure that their project planning was interrelated.*
2. *To prepare options to be considered in detail to enable a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space.*
3. *To ensure that finance was available to enable the delivery of the Civic Centre Capital Plan priority items.*
4. *To allow alternative options to be considered and for more detailed plans and arrangements to be made in order to progress the project to the next stage for further consideration.*

The meeting closed at 8.55pm.

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 23rd April 2020.

DRAFT