

## **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 1<sup>st</sup> April 2018 to 30<sup>th</sup> 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.*